

**School Board Regular Meeting
Monday, July 18, 2022; 7:00 PM
ECC Room 349 and Virtual**

- I. Determination of Quorum and Call to Order**
- II. Approval of Agenda**
- III. Excellence in Action**
- IV. Hearing from Members of the Public**
- V. Consent Agenda**
 - A. Minutes: *June 20 special, work session and regular meetings; June 29 special meeting; July 11 and 12 Retreat*
 - B. Personnel Recommendations
 - C. Teachers on Call Contract Renewal
 - D. Expenditures Payable, June 2022
 - E. Musical instruments purchase
 - F. Audio Enhancement
 - G. MSBA Membership
 - H. AMSD Membership
 - I. Metro ESCU Membership
 - J. Acceptance and Oath of Office - David Goldstein
 - K. Board Committee Appointments, Liaisons, Representatives
 - L. Resolution Calling Special Election
 - M. Designation of Responsible Authority and Designation of Data Practices Compliance Officials
 - N. Designation of Identified Official for the MDE External User Access Recertification System
 - O. Minnesota Japanese School Room Rental Agreement
 - P. Minnesota International Chinese School Room Rental Agreement
 - Q. Student Support Services Agreements
 - 1. Strategic Behavioral Solutions
- VI. Discussion**
 - A. Policy Review (410, 413, 415, 506, 514, 522, 524, 616, 634, 708, 806)
 - Description:** These policies were reviewed with an eye toward clarity and alignment with District practice and state and federal statutes.
 - Presenter(s):** Board Policy Committee
- VII. Action**
 - A. Mandatory Surveillance Testing Program for Unvaccinated Staff
 - Description:** Edina Public Schools has utilized a mandatory surveillance testing program for unvaccinated staff since January 31, 2022. As reviewed in detail during the June 20, 2022 School Board Work Session, the program requires significant staff resources and testing supplies while identifying few additional cases of COVID-19 that would not be identified through other measures (such as isolation and testing for staff with symptoms of COVID-19, which will remain in place). The group of underreported/

unvaccinated staff is not currently testing positive for COVID-19 at a higher rate than vaccinated staff.

Presenter(s): Dr. Stacie Stanley, Superintendent

Recommendation: Pause the Edina Public Schools' mandatory surveillance testing program for unvaccinated staff. A pause would allow the school district to immediately redirect significant resources to other important needs while continuing to monitor the situation should a return to the testing program be deemed prudent in the future.

B. District Assessment Plan

Description: In accordance with Minnesota Statutes 120B.301, subdivision (c)) and ESSA (ESSA Section 1006 (e)(2)(b)) public school districts are required to post a comprehensive district testing calendar before the first day of the school year.

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

Recommendation: Review in detail and approve the recommended 2022-23 Edina Public Schools Assessment Plan.

C. Kids Club Hiring and Retention Strategy

Description: Due to staffing shortages, Kids Club is facing a significant waitlist for the 2022-2023 school year. Human Resource posting for Kids Club positions have been open and actively recruited for several months.

Presenter(s): Dr. Anne Marie Leland, Director of Community Education and Strategic Partnerships

Recommendation: Approve the 2022-2023 referral and retention incentive pay protocols for new and existing Kids Club employees.

D. Policy Review (603, 618, 620)

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

Presenter(s): Board Policy Committee

Recommendation: Accept the revised policies as presented.

VIII. Leadership and Committee Updates

IX. Superintendent Updates

X. Adjournment

XI. Information

A. Enrollment Report

B. Updates to Signatures for US Bank

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE SPECIAL MEETING OF JUNE 20, 2022

SPECIAL MEETING
4:00 PM

Edina Community Center
ECC 350
and Virtual

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

Ms. Erica Allenburg
Mr. Dan Arom
Mr. Michael Birdman (participated virtually)
Ms. Karen Gabler
Ms. Julie Greene
Ms. Janie Shaw

PRESIDING OFFICER: Chair Erica Allenburg

4:07 - 5:00 PM
9:52 - 10:43 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent

CERTIFIED CORRECT:

CERTIFIED CORRECT:

Ms. Erica Allenburg, Chair

Ms. Janie Shaw, Clerk

(Official Publication)
MINUTES OF THE SPECIAL MEETING
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA
JUNE 20, 2022

4:07 PM Chair Allenburg called to order the special meeting of the School Board. Members present: Allenburg, Arom, Birdman (participated virtually), Gabler, Greene, Shaw. Staff present: Stanley. The meeting recessed at 5:00 PM; at 9:52 PM, the closed session resumed; Member Birdman was absent from 9:52 - 10:43 PM.

CLOSED SESSION

A. Superintendent Evaluation

BOARD CHAIR UPDATES

ADJOURNMENT

The meeting was adjourned at 10:43 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. Janie Shaw, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S
JUNE 20, 2022 SPECIAL MEETING

4:07 PM Chair Allenburg called to order the special meeting of the School Board. Members present: Allenburg, Arom, Birdman (participated virtually), Gabler, Greene, Shaw. Staff present: Stanley. The meeting recessed at 5:00 PM; at 9:52 PM, the closed session resumed; Member Birdman was absent from 9:52 - 10:43 PM.

CLOSED SESSION

Superintendent Evaluation: The meeting was closed, as permitted by Minn. Sta. 13D.05 Subd. 3(a), for the superintendent's evaluation.

ADJOURNMENT

At 10:43 PM, there being no objection, Chair Allenburg adjourned the meeting.

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE WORK SESSION OF JUNE 20, 2022

WORK SESSION
5:00 PM

Edina Community Center
ECC 350

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

Ms. Erica Allenburg
Mr. Dan Arom
Mr. Michael Birdman (attended virtually)
Ms. Karen Gabler
Ms. Julie Greene
Ms. Janie Shaw

PRESIDING OFFICER: Chair Erica Allenburg

5:06 – 6:50 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent
Dr. Randy Smasal, Assistant Superintendent
Valerie Burke, Director of Community Education
Jody De St. Hubert, Director of Teaching and Learning
Sonya Sailer, Director of Human Resources
Mary Woitte, Director of Communications

Andy Beaton, Edina High School Principal
Anna Sondag, Health Services Supervisor
Jennifer Stone, EHS Math Teacher
Bethany VanOsdel, Assistant Director of Teaching and Learning

CERTIFIED CORRECT:

CERTIFIED CORRECT:

Ms. Erica Allenburg, Chair

Ms. Janie Shaw, Clerk

(Official Publication)
MINUTES OF THE WORK SESSION
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA
JUNE 20, 2022

5:06 PM Chair Allenburg called to order the work session of the School Board. Members present: Allenburg, Arom, Birdman (attended virtually), Gabler, Greene, Shaw. Staff present: Stanley, Smasal, Burke, De St. Hubert, Sailer, Woitte; Beaton, Sondag, Stone, VanOsdel.

DISCUSSION

- A. COVID Update
- B. EHS Mathematics
- C. EPS Calendar for 2024-2025 School Year

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

ADJOURNMENT

The meeting was adjourned at 6:50 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. Janie Shaw, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S
JUNE 20, 2022 WORK SESSION

5:06 PM Chair Allenburg called to order the work session of the School Board. Members present: Allenburg, Arom, Birdman (attended virtually), Gabler, Greene, Shaw. Staff present: Stanley, Smasal, Burke, De St. Hubert, Sailer, Woitte; Beaton, Sondag, Stone, VanOsdel.

DISCUSSION

COVID Update: Dr. Stanley and Ms. Sondag presented information about the current context of COVID-19 and discussed recommendations with Board members. Regular updates will continue to be provided.

EHS Mathematics: Staff and board members discussed some of the Pandemic-related learning loss, and plans for addressing students' needs going forward.

EPS Calendar for 2024-2025 School Year: Staff shared a guiding change document and discussed with Board members the parameters for work by the Calendar Committee which will begin in August.

ADJOURNMENT

At 6:50 PM, there being no objection, Chair Allenburg adjourned the meeting.

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE REGULAR MEETING OF JUNE 20, 2022

REGULAR MEETING
7:00 PM

Edina Community Center
ECC 349

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

Ms. Erica Allenburg
Mr. Dan Arom
Ms. Karen Gabler
Ms. Julie Greene
Ms. Janie Shaw

Mr. Michael Birdman

PRESIDING OFFICER: Chair Erica Allenburg

7:00 – 9:49 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent
Dr. Randy Smasal, Assistant Superintendent
Valerie Burke, Director of Community Education
Jody De St. Hubert, Director of Teaching and Learning
Sonya Sailer, Director of Human Resources
Mary Woitte, Director of Communications

Leigh Ann Feily, Student Support Services Continuous Improvement Specialist and MTSS Coordinator
Deb Richards, Gifted Education Coordinator
Bethany VanOsdel, Assistant Director of Teaching and Learning

CERTIFIED CORRECT:

CERTIFIED CORRECT:

Ms. Erica Allenburg, Chair

Ms. Janie Shaw, Clerk

(Official Publication)
MINUTES OF THE REGULAR MEETING
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA
JUNE 20, 2022

7:00 PM Chair Allenburg called to order the regular meeting of the School Board. Members present: Allenburg, Arom, Gabler, Greene, Shaw. Staff present: Stanley, Smasal, Burke, De St. Hubert, Sailer, Woitte; Feily, Richards, VanOsdel.

APPROVAL OF AGENDA BY UNANIMOUS VOTE

EXCELLENCE IN ACTION

HEARING FROM MEMBERS OF THE PUBLIC

CONSENT AGENDA APPROVED BY UNANIMOUS VOTE WITH CHANGES

- A. Minutes: *May 9 work session and regular meetings; May 17 work session; May 31 special meeting; June 3 special meeting; June 13 special meeting*
- B. Personnel Recommendations
- C. Expenditures Payable, May 2022
- D. Board Appointment for District 287
- E. Revised LAC Committee Recommendations
- F. Property/Casualty/Liability Insurance
- G. Workers Compensation Insurance
- H. 2022-2023 District Paper Quote
- I. Metro South ABE Agreement
- J. Twin Cities Orthopedic Renewals
- K. Highlands Field Trips
 - 1. Continuous Progress, Fall 2022
 - 2. Continuous Progress, Winter 2023
 - 3. Continuous Progress, Spring 2023
 - 4. Discovery, Fall 2022
 - 5. Discovery, Winter 2023
- L. Student Support Services Agreements
 - 1. Fraser, March 2022 Addendum, Additional Clinician - *pulled for separate consideration*
 - 2. Fraser, Summer 2022 - *pulled for separate consideration*
 - 3. Fraser, 2022-2023 - *pulled for separate consideration*
 - 4. Empower U
 - 5. Presence Learning
 - 6. Soliant
 - 7. SpEd Forms
 - 8. TutorMe
 - 9. Upstream Arts

DISCUSSION

- A. Proposal for Updated Superintendent Evaluation and Process
- B. Early Learning - 12 Edina Comprehensive Literacy Plan
- C. Edina Public Schools Assessment Plan 2022-23
- D. STEAM Programming Update
- E. Policy Review (603, 618, 620)

ACTION ITEMS APPROVED BY UNANIMOUS VOTE

- A. 2022-2023 Adopted Budget
- B. Long-Term Facility Ten-Year Expenditure Plan
- C. Long-Term Facility Maintenance Program Budget Application
- D. Food Service Management Contract and Meal Prices
- E. Policy Review (614)

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

INFORMATION

- A. Enrollment
 - Mobility Report
 - Enrollment Report
- B. Budget in Progress Report
- C. Q Comp Annual Report

ADJOURNMENT

The meeting was adjourned at 9:49 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. Janie Shaw, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S
JUNE 20, 2022 REGULAR MEETING

7:00 PM Chair Allenburg called to order the regular meeting of the School Board. Members present: Allenburg, Arom, Gabler, Greene, Shaw. Staff present: Stanley, Smasal, Burke, De St. Hubert, Sailer, Woitte; Feily, Richards, VanOsdel.

APPROVAL OF AGENDA BY UNANIMOUS VOTE

Member Shaw motioned and Member Greene seconded. All members voted Aye.

EXCELLENCE IN ACTION

Community Education Summer Programs - Community Involvement Coordinator Cheryl Gunness shared highlights from current summer programs.

CONSENT AGENDA APPROVED BY UNANIMOUS VOTE WITH CHANGES

Member Shaw motioned and Member Greene seconded the motion. All members voted Aye. The resolutions were:

- A. Minutes: *May 9 work session and regular meetings; May 17 work session; May 31 special meeting; June 3 special meeting; June 13 special meeting*
- B. Personnel Recommendations
- C. Expenditures Payable, May 2022
- D. Board Appointment for District 287
- E. Revised LAC Committee Recommendations
- F. Property/Casualty/Liability Insurance
- G. Workers Compensation Insurance
- H. 2022-2023 District Paper Quote
- I. Metro South ABE Agreement
- J. Twin Cities Orthopedic Renewals
- K. Highlands Field Trips
 - 1. Continuous Progress, Fall 2022
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- L. Student Support Services Agreements
 - 1. Fraser, March 2022 Addendum, Additional Clinician - *pulled for separate consideration*
 - 2. Fraser, Summer 2022 - *pulled for separate consideration*
 - 3. Fraser, 2022-2023 - *pulled for separate consideration*
 - 4. Empower U
 - 5. Presence Learning
 - 6. Soliant
 - 7. SpEd Forms
 - 8. TutorMe
 - 9. Upstream Arts

Member Shaw motioned to pull the Fraser agreements to be considered separately and Member Arom seconded the motion. All members voted Aye. The Fraser agreements were approved.

DISCUSSION

Proposal for Updated Superintendent Evaluation and Process: Board members discussed the Superintendent evaluation process and desire to have shared understanding and consistency of language and process for both the Board and Superintendent goal setting for next year.

Early Learning - 12 Edina Comprehensive Literacy Plan: Staff provided an update on the comprehensive literacy plan, including LETRS training, Culturally Proficient School Systems, MTSS, and purposeful assessments.

Edina Public Schools Assessment Plan 2022-23: Staff and board members discussed the assessment calendar, FASTBridge, family communications, and talent development.

STEAM Programming Update: Staff provided an update on STEAM programming, highlighting that EPS has been selected by the National Center for Earth and Space Science Education to participate in the Student Spaceflight Experiment Program.

Policy Review (603, 618, 620): Policy Committee members presented Policies 603, 618, and 620, for discussion. All three policies will move forward for Action at the next regular board meeting.

ACTION

2022-2023 Adopted Budget: Member Gabler motioned and Member Greene seconded to approve the motion. All members voted Aye. The motion was approved.

Long-Term Facility Ten-Year Expenditure Plan: Member Shaw motioned and Member Greene seconded to approve the motion. All members voted Aye. The motion was approved.

Long-Term Facility Maintenance Program Budget Application: Member Shaw motioned and Member Gabler seconded to approve the motion. All members voted Aye. The motion was approved.

Food Service Management Contract and Meal Prices: Member Shaw motioned and Member Gabler seconded to approve the motion. All members voted Aye. The motion was approved.

Policy Review (614): Member Gabler motioned and Member Arom seconded to approve the motion. All members voted Aye. The motion was approved.

LEADERSHIP AND COMMITTEE UPDATES

Member Greene shared an update on the LAC, including information in the Consent agenda, and that the first for the 2022-23 school year will be in September. There will be community members and students on the LAC.

Dr. Stanley read a number of emails from parents commending staff members for connecting with and supporting students.

Chair Allenberg shared that the Boys Golf team won 1st in State, Girls Golf won 5th, and Boys Rugby won 1st.

ADJOURNMENT

At 9:49 PM there being no objection, Chair Allenberg adjourned the meeting.

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE SPECIAL MEETING OF JUNE 29, 2022

SPECIAL MEETING
5:00 PM

Edina Community Center
ECC 338

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

Ms. Erica Allenburg
Mr. Dan Arom
Mr. Michael Birdman
Ms. Karen Gabler
Ms. Julie Greene
Ms. Janie Shaw

PRESIDING OFFICER: Chair Erica Allenburg

5:01 – 7:08 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent
Ra Chhoth, Controller
Sonya Sailer, Director of Human Resources

CERTIFIED CORRECT:

CERTIFIED CORRECT:

Ms. Erica Allenburg, Chair

Ms. Janie Shaw, Clerk

(Official Publication)
MINUTES OF THE SPECIAL MEETING
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA
JUNE 29, 2022

5:01 PM Chair Allenburg called to order the work session of the School Board. Members present: Allenburg, Arom, Birdman, Gabler, Greene, Shaw. Staff present: Stanley, Chhoth, Sailer.

CLOSED SESSION

- A. Employee Negotiations
- B. Legal Issue

BOARD CHAIR UPDATES

SUPERINTENDENT UPDATES

ADJOURNMENT

The meeting was adjourned at 7:08 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. Janie Shaw, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S
JUNE 29, 2022 SPECIAL MEETING

5:01 PM Chair Allenburg called to order the special meeting of the School Board. Members present: Allenburg, Arom, Birdman, Gabler, Greene, Shaw. Staff present: Stanley, Chhoth, Sailer.

Member Greene motioned and Member Gabler seconded to close the meeting. Motion was approved by unanimous vote.

CLOSED SESSION

Employee Negotiations: Pursuant to Minnesota Statutes section 13D.03, the Board is authorized to vote to move into closed session to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. The Board will vote to move into closed session to discuss labor negotiations and strategy for the District's negotiations with the following bargaining units: paraprofessionals, clerical staff, custodians, bus drivers, and principals.

Legal Issue: Pursuant to Minnesota Statutes Section 13D.05, subdivision 3(b), to engage in discussions with the School Board's legal counsel related to litigation that has been filed against the District in the case of Otto v. ISD 273, Court File No. 22-cv-00005-KMM-BRT. The Board seeks legal advice on the status of the matter, alleged claims against the District, the District Attorney's analysis of the same, and the District's options for the potential settlement of the matter.

ADJOURNMENT

At 7:08 PM, there being no objection, Chair Allenburg adjourned the meeting.

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE SPECIAL MEETING OF JULY 11-12, 2022

SPECIAL MEETING

Arneson Acres, Terrace Room 5:00 PM
4711 W 70th Street, Edina

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

Ms. Erica Allenburg
Mr. Dan Arom
Mr. Michael Birdman
Ms. Karen Gabler
Ms. Julie Greene
Ms. Janie Shaw

PRESIDING OFFICER: Chair Erica Allenburg

July 11, 5:00-9:35 PM
July 12, 5:17-9:50 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent

Jim Roussin, facilitator, July 11
Lisa Anderson, facilitator, July 12

CERTIFIED CORRECT:

CERTIFIED CORRECT:

Ms. Erica Allenburg, Chair

Ms. Janie Shaw, Clerk

(Official Publication)
MINUTES OF THE SPECIAL MEETING
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA
JULY 11-12, 2022

July 11, 5:00 PM Chair Allenburg called to order the special meeting of the School Board.
Members present: Allenburg, Arom, Birdman, Gabler, Greene, Shaw. Staff present: Stanley.

July 12, 5:17 PM Chair Allenburg called to order the special meeting of the School Board.
Members present: Allenburg, Arom, Birdman, Gabler, Greene, Shaw. Staff present: Stanley.

ACTION APPROVED BY UNANIMOUS VOTE - JULY 11

- A. Signatories on General Checking Accounts for 2022

DISCUSSION JULY 11

- A. District Priorities for 2022-2023
- B. Revisit Board Training: Governance vs. Operations
- C. Board Goals and Superintendent Goals
- D. Approach to Resolutions/Community Engagement

DISCUSSION JULY 12

- A. Board and Superintendent Communication Protocol/Board Norms
- B. Current Updates to Board Norms
- C. Policy Working Plan
- D. Board Member Liaison Restructure

Board Chair Updates

Superintendent Updates

Adjournment

The meeting was adjourned at 9:35 PM on July 11; the meeting was adjourned at 9:50 PM on July 12. 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. Janie Shaw, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S
JULY 11-12, 2022 SPECIAL MEETING

July 11, 5:00 PM Chair Allenburg called to order the special meeting of the School Board.
Members present: Allenburg, Arom, Birdman, Gabler, Greene, Shaw. Staff present: Stanley.

July 12, 5:17 PM Chair Allenburg called to order the special meeting of the School Board.
Members present: Allenburg, Arom, Birdman, Gabler, Greene, Shaw. Staff present: Stanley.

DISCUSSION JULY 11

District Priorities for 2022-2023: Superintendent provides the Board with recommended district priorities and needs as building blocks for Board Goals.

Revisit Board Training: Governance vs. Operations: Board training continues to gain common understanding/vernacular around the goal of Board meetings, dialogue, discussion and action. Board training continues to elevate board conversations around strategy and governance as opposed to operational issues.

Board Goals and Superintendent Goals: Board consensus on 2022-2023 District goals, which will drive the Superintendent goal setting process.

Approach to Resolutions/Community Engagement: Board reaches consensus on approach to resolutions and community engagement

DISCUSSION JULY 12

Board and Superintendent Communication Protocol/Board Norms: Board reaches consensus with expectations of Superintendent to Board communications protocol (risk level, cadence, level of detail) for shared Board understanding and clarity.

Current Updates to Board Norms: Board gives feedback on updates to Board Norms documents, which includes updates from Board communications plan and revisions for clarity.

Policy Working Plan: Board gains understanding of Policy working plan that will help drive timing and prioritization of Board work as it relates to policy.

Board Member Liaison Restructure: Board discusses and determines if new liaison restructure will be used moving forward.

ADJOURNMENT

At 9:35 PM on July 11, and 9:50 PM on July 12, there being no objection, Chair Allenburg adjourned the meeting.



Board Meeting Date: July 18, 2022

TITLE: Personnel Recommendations

TYPE: Consent

PRESENTER(S): Sonya Sailer, Director of Human Resources

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.

PRIMARY ISSUE(S) TO CONSIDER:

ATTACHMENTS:

1. Report (next page)

LICENSED STAFF

A. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Salary</u>	<u>Date</u>
BRISCOE, JASON	EHS	LONG TERM SUB - SPANISH	27.35/HR	22-23 SY
CASTELLANOS-VASQUEZ, VERONICA	CS	K SPANISH IMMERSION	84,018.00	22-23 SY
CLIFT, CAITLYN	SV	SPECIAL EDUCATION	62,145.00	22-23 SY
ENGWALL, LAURA	CS	3-4 CP TEACHER	50,485.00	22-23 SY
HORSTMAN, KIRSTEN	ND	TALENT DEVELOPMENT MATH TEACHER .6 FTE	40,084.80	22-23 SY
NIERENGARTEN, BRIANNA	ND	SCHOOL PSYCH .8 FTE	63,073.60 (prorated)	22-23 SY
OTZEN, ANNIE	VV	ART TEACHER .5 FTE	24,075.50	22-23 SY
ROOTES, MOLLY	CC	SPECIAL EDUCATION	89,555.00	22-23 SY
RUSSELL, BRANDON	EHS	MATH TEACHER	59,953.00	22-23 SY
SANDS, ANNE	CS	SPECIAL EDUCATION	62,128.00	22-23 SY
SIROT, MARIE-ANNE	ND	K FRENCH IMMERSION	55,149.00	22-23 SY
SPOONER, JUSTIN	EHS	FACS TEACHER	62,145.00	22-23 SY
ZABEE, SOPHIA	DW	LSN .5 FTE	22,640.00	22-23 SY

B. RESIGNATIONS, RETIREMENTS, TERMINATIONS

<u>Name</u>	<u>Assignment</u>	<u>Building</u>	<u>Date</u>
DECKENBACH, JOSEPH	LANG ARTS TEACHER	EHS	06/03/2022
DIAS ABEYGUNWARDENA, SENALI	KINDERGARTEN	HL	07/13/2022
VANDERLAARSCHOTT, EMILEE	GRADE 1 TEACHER	HL	06/03/2022
WALKER, LISA	PREMIER SUBSTITUTE	CV	07/06/2022

C. REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Anticipated Dates of Leave</u>
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D. CHANGE OF EMPLOYMENT STATUS

<u>Name</u>	<u>Building</u>	<u>Assignment Change</u>	<u>Salary</u>	<u>Date</u>
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NON-LICENSED STAFF

A. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Salary</u>	<u>Date</u>
BECK, SHAWN	ECC	CUSTODIAN	\$20.25	07/06/2022
COOK, MIKAYLA	EHS	CUSTODIAN	\$20.25	06/17/2022
CARVER, MEGAN	CREEK VALLEY	ESY PARAPROFESSIONAL	\$16.96	06/27/2022
GAYLES, TASHA	CREEK VALLEY	EDUCATIONAL ASSOCIATE	\$20.20	08/29/2022
HAWTHORNE, MARGRETHE	DISTRICTWIDE	EDUCATIONAL ASSOCIATE	\$16.96	06/21/2022
HOLM, GABRIELLE	DISTRICTWIDE	EDUCATIONAL ASSOCIATE	\$16.96	06/20/2022
JOHANSON, CURT	CONCORD	CUSTODIAL SUPERVISOR	\$5,539 (prorated)	07/11/2022
JOHNSON, SILVIA	COUNTRYSIDE	EDUCATIONAL ASSOCIATE	\$20.20	08/29/2022
KARCH, JOANNE	DISTRICT OFFICE	ASST DIRECTOR OF STUDENT SUPPORT SVCS	\$123,638 (prorated)	07/25/2022
KALASH, KELLY	DISTRICT OFFICE	BENEFITS COORDINATOR	\$6,584/month	07/01/2022
LARSON, JODY	CORNELIA	ESY PARAPROFESSIONAL	\$20.20	06/27/2022
LI, CAROLINA	COUNTRYSIDE	EDUCATIONAL ASSOCIATE	\$20.20	08/29/2022
REIMANN, BROOKE	CREEK VALLEY	EDUCATIONAL ASSOCIATE	\$18.05	08/29/2022
RUD, ANJI	DW	ESY SUB	\$18.05	06/21/2022

B. RESIGNATIONS, RETIREMENTS, TERMINATIONS

<u>Name</u>	<u>Assignment</u>	<u>Building</u>	<u>Date</u>
BUSBY, DANIELLE	HR SPECIALIST	DISTRICT OFFICE	07/07/2022
CHHOTH, RA	CONTROLLER	DISTRICT OFFICE	06/30/2022
YOUNGDAHL, HEIDI	HEALTH SERVICES ASSOCIATE	HIGHLANDS	06/30/2022

C. REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Anticipated Dates of Leave</u>
FORTWENGLER, PAIGE	PARAPROFESSIONAL	COUNTRYSIDE	09/28/2022-09/30/2022
POLSON, LAURA	DEPT SPEC B .13 FTE reduction	SOUTHVIEW	SY 2022-23

D. CHANGE OF EMPLOYMENT STATUS

<u>Name</u>	<u>Building</u>	<u>Assignment Change</u>	<u>Salary</u>	<u>Date</u>
BERLING, PAMELA	DISTRICT OFFICE	FROM: DEPT SPEC A PRINCIPAL SECRETARY EHS TO: DEPT SPEC A TEACHING & LEARNING	\$4,561	07/01/2022
HANSON, CHRISTINE	HIGH SCHOOL	FROM: OFFICE ASST CLASS D TO: PRINCIPAL SECRETARY CLASS D	\$3,825	07/01/2022
SANAVONGSAY, WILLY	DISTRICT OFFICE	FROM: TECHNOLOGY PARA TO: TOA WORKSTATION DEPLOYMENT	\$4,934	07/01/2022

COMMUNITY EDUCATION SERVICES STAFF

A. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Date</u>	<u>Salary</u>
BOWDEN, ELISE	HIGHLANDS	RECREATION LEADER	06/30/2022	\$15.33/HOUR
CARTER, TRISTAN	HIGHLANDS	RECREATION LEADER	06/17/2022	\$19.85/HOUR
GENRICH, SIMON	DISTRICT WIDE	SEASONAL YOUTH ENRICHMENT RECREATION LEADER	06/03/2022	\$15.94/HOUR
GRAVES, MORGAN	HIGH SCHOOL	RECREATION LEADER	06/22/2022	\$15.33/HOUR
MAKRES, AUDREY	HIGH SCHOOL	RECREATION LEADER	06/27/2022	\$15.94/HOUR
MARTELL, JAYDA	DISTRICT WIDE	YOUTH ENRICHMENT REC LEAD	06/06/2022	\$17.12/HOUR

A. RESIGNATIONS, RETIREMENTS, TERMINATIONS

<u>Name</u>	<u>Assignment</u>	<u>Building</u>	<u>Date</u>
DOSTAL, CONNOR	RECREATION LEADER	HIGH SCHOOL	06/17/2022
HEY, MOLLY	PROGRAM SUPERVISOR	ECC	07/25/2022
SUFKA, NATASHA	RECREATION LEADER	HIGH SCHOOL	06/28/2022

B. CHANGE OF EMPLOYMENT STATUS

<u>Name</u>	<u>Building</u>	<u>Assignment Change</u>	<u>Salary</u>	<u>Date</u>
BURLEY, PATRICK	HIGHLANDS	SUMMER REC LEADER	\$19.85/HOUR	06/06/2022
WEINBERGER, LAUREN	COUNTRYSIDE	SUMMER REC LEADER	\$15.33/HOUR	06/06/2022

C. REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Anticipated Dates of Leave</u>
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Board Meeting Date: 7/18/2022

TITLE: Teachers On Call Contract Renewal

TYPE: Consent

BACKGROUND: Edina Public Schools has contracted with Teachers On Call for more than two years to provide teacher substitute services. On-call substitute services were suspended due to the pandemic with the district relying solely on regularly scheduled building substitutes to reduce the number of different people entering school buildings. This system provided the school district with the consistency needed during a difficult time, but it did not fully meet the needs of all school buildings. Beginning with the 2022-2023 school year, Edina Public Schools will implement a hybrid substitute system maintaining a smaller number of regularly scheduled building substitutes and reinstituting the on-call substitute system. Daily teacher substitute rates have been set in an amount to match neighboring school districts with \$165/day for a daily assignment. Substitutes will be paid \$175/day for a regularly scheduled, multiple day assignment at the same school building.

RECOMMENDATION: Approve a two-year contract renewal with Teachers on Call at a markup increase of one percent for the full term of the contract. Two-year contract also includes full access to Absence Management system for all school district employees at no additional cost.

ATTACHMENTS: Teachers On Call, Exhibit A - Pricing

EXHIBIT A – PRICING

FOR TEACHERS ON CALL, A KELLY® EDUCATION COMPANY

This Pricing Exhibit A is incorporated and made part of the terms of the Agreement between Teachers On Call, a Kelly® Education Company, and Edina Public Schools dated July 1, 2022. The pricing set forth in this Exhibit A shall be effective from July 18, 2022 through June 30, 2024.

1. Types of Assignments; Pricing

The Assigned Employees will be assigned to the following positions and at the following mark-ups:

Job Title	Daily or Hourly Pay Rate	Markup
Substitute Teacher <i>(full day rate)</i>	Set by Customer*	1.28
Substitute Teacher <i>(half day rate)</i>	Set by Customer*	1.28
Substitute Teacher – Special Ed <i>(full day rate)</i>	Set by Customer*	1.28
Substitute Teacher – Long Term <i>(full day rate)</i>	Set by Customer*	1.28

*As set forth in Exhibit C – Customer Information Sheet

- The Customer sets the daily and hourly rates for the Assigned Employees. The substitutes' rate must be market rate, comparable to neighboring districts, and meet minimum wage legislation
 - Substitute teachers are paid at a half day or full day rate [minimum four hours per assignment]
 - *A half day is four hours or less, and a full day is anything over four hours (rounded to the nearest 15-minute increment)*

2. One-time Set-up Fee

One-time Set-up Fee	Absence Management Transfer?
\$0	yes

3. Orientation

Existing/transitioning substitute employees are expected to watch a recorded TOC orientation session. This time is considered compensable and will be billed to the district/school at a flat rate as noted in the table immediately below.



Orientation Session	$\$15(\text{pay}) \times \text{Mark-up Rate} = \text{Bill Rate}$
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4. Pricing for Hiring a Teachers On Call Assigned Employee

In the event the Customer chooses to hire an Assigned Employee – on a temporary or permanent basis, directly or indirectly, or at a subsidiary or related facility – the Customer agrees that the employee must complete a minimum of 480 hours at the Customer’s location as an Assigned Employee of TOC, or the Customer will pay a placement fee.

- There will be no placement fee if the Customer hires an Assigned Employee who was referred to Teachers On Call by the Customer, including Customer’s initial pool.

The fee schedule is set forth below:

< 480 hours worked	\$5,000 placement fee <i>*Amortized fee based on hours worked</i>
480+ hours worked	Fee Waived

TOC will not charge Customer a placement fee for transition of Customer recruited or transitioned employees.

Teachers On Call, a Kelly® Education Company

Edina Public Schools

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



Board Meeting Date: 7/18/2022

TITLE: Expenditures Payable 06-01-22 for Period 12

TYPE: Consent

PRESENTER(S): Mert Woodard, Director of Business Services

BACKGROUND:

01	General Fund	\$3,283,583.89
02	Food Service Fund	\$349,621.96
04	Community Service Fund	\$288,764.24
06	Construction	\$300,255.85
	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	\$4,222,225.94

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

PRIMARY ISSUE(S) TO CONSIDER: None

ATTACHMENTS:

1. June Check Register – FY2022 P12

SOURCEWELL TECHNOLOGY
DATE: 07/01/2022
TIME: 07:44:50

EDINA - LIVE
CHECK REGISTER - BY FUND

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ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='12'
ACCOUNTING PERIOD: 12/22

FD - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101.00	387217	06/01/22	30267	FORKLIFTS OF MINNES	01021810000810	350	ELEC PALLET JACK PM	0.00	81.56
A101.00	387217	06/01/22	30267	FORKLIFTS OF MINNES	01021810000810	350	ELECTRIC VEHICLE PM	0.00	88.56
TOTAL CHECK									
A101.00	387218	06/01/22	18200	GENERAL SECURITY SE	01005810000000	305	CC-PATROL STANDBY	0.00	90.00
A101.00	387218	06/01/22	18200	GENERAL SECURITY SE	01005810000000	305	CN-PATROL STANDBY	0.00	90.00
A101.00	387218	06/01/22	18200	GENERAL SECURITY SE	01005810000000	305	HL-PATROL STANDBY	0.00	90.00
A101.00	387218	06/01/22	18200	GENERAL SECURITY SE	01005810000000	305	CS-PATROL STANDBY	0.00	90.00
A101.00	387218	06/01/22	18200	GENERAL SECURITY SE	01005810000000	305	CV-PATROL STANDBY	0.00	90.00
A101.00	387218	06/01/22	18200	GENERAL SECURITY SE	01005810000000	305	ECC-PATROL STANDBY	0.00	90.00
A101.00	387218	06/01/22	18200	GENERAL SECURITY SE	01005810000000	305	EHS-PATROL STANDBY	0.00	90.00
A101.00	387218	06/01/22	18200	GENERAL SECURITY SE	01005810000000	305	SV-PATROL STANDBY	0.00	90.00
A101.00	387218	06/01/22	18200	GENERAL SECURITY SE	01005810000000	305	VV-PATROL STANDBY	0.00	90.00
A101.00	387218	06/01/22	18200	GENERAL SECURITY SE	01005810000000	305	BUS-PATROL STANDBY	0.00	90.00
TOTAL CHECK									
A101.00	387219	06/01/22	13854	GILBERT MECHANICAL	01019810000000	350	DATA CLOSET UNIT	0.00	2,230.51
A101.00	387220	06/01/22	09346	GRAINGER	01009760720000	402	TIRE VALVES, ETC	0.00	136.41
A101.00	387220	06/01/22	09346	GRAINGER	01009760720000	402	BITS AND SCREWDRIVE	0.00	30.04
A101.00	387220	06/01/22	09346	GRAINGER	01009760720000	402	EPOXY AND SCREWS	0.00	39.23
TOTAL CHECK									
A101.00	387221	06/01/22	30209	GRAINGER	01526810000810	401	CUSTODIAL SUPPLIES	0.00	91.80
A101.00	387222	06/01/22	27788	GREATAMERICA FINANC	01019211000000	329	SV-POSTAGE MTR RENT	0.00	185.95
A101.00	387223	06/01/22	03263	HOGLUND BUS CO INC	01009760720000	402	STEP TREAD	0.00	239.96
A101.00	387224	06/01/22	22284	HOLY FAMILY CATHOLI	01021294000655	369	BOYS GOLF ENTRY FEE	0.00	200.00
A101.00	387225	06/01/22	26941	IWS - INNOVATIONAL	01021810000000	401	ETHYLENE GLYCOL	0.00	760.19
A101.00	387226	06/01/22	92474	JAKE KVANBECK	01021291000251	305	SENIOR SLIDE SHOW	0.00	350.00
A101.00	387228	06/01/22	32927	JERRY'S FOODS EDINA	01019211000240	490	FT CHAPERONE MTG FO	0.00	29.94
A101.00	387229	06/01/22	03720	JERRY'S HARDWARE	01021810000000	401	REPAIR SUPPLIES	0.00	20.47
A101.00	387230	06/01/22	12665	JESSEN PRESS INC	01021291000251	401	HAPPENIN' PROGRAMS	0.00	1,845.00
A101.00	387230	06/01/22	12665	JESSEN PRESS INC	01021292000000	401	SCHOLAR/ATHL CERTIF	0.00	245.00
A101.00	387230	06/01/22	12665	JESSEN PRESS INC	01021291000251	401	SPRING SING POSTERS	0.00	300.00
TOTAL CHECK									
A101.00	387231	06/01/22	33531	JIMMY'S JOHNNYS	01021292000000	305	EHS UNITS: 4/8 - 5/	0.00	245.00
A101.00	387231	06/01/22	33531	JIMMY'S JOHNNYS	01021292000000	305	CV UNITS: 4/8 - 5/5	0.00	175.00
A101.00	387231	06/01/22	33531	JIMMY'S JOHNNYS	01021292000000	305	KUHLMAN UNIT: 4/8-5	0.00	700.00
TOTAL CHECK									
A101.00	387232	06/01/22	16665	JN JOHNSON FIRE AND	01009760720000	402	PUMP BRACKET	0.00	55.00
A101.00	387232	06/01/22	16665	JN JOHNSON FIRE AND	01009760720000	402	PUMP BRACKET	0.00	-55.00
A101.00	387232	06/01/22	16665	JN JOHNSON FIRE AND	01009760720000	441	UNLEADED	0.00	-2,319.62

SELECTION CRITERIA: transact.yr='22' and transact.period='12'
ACCOUNTING PERIOD: 12/22

FD - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	387232	V 06/01/22	16665	JN JOHNSON FIRE AND	01009760720000	441	UNLEADED	0.00	-3,444.40
A101.00	387232	V 06/01/22	16665	JN JOHNSON FIRE AND	01009760720000	442	OIL	0.00	-3,677.20
A101.00	387232	V 06/01/22	16665	JN JOHNSON FIRE AND	01009760720000	441	DIESEL	0.00	-31,833.21
A101.00	387232	V 06/01/22	16665	JN JOHNSON FIRE AND	01009760720000	441	DIESEL	0.00	31,833.21
A101.00	387232	V 06/01/22	16665	JN JOHNSON FIRE AND	01009760720000	441	UNLEADED	0.00	2,319.62
A101.00	387232	V 06/01/22	16665	JN JOHNSON FIRE AND	01009760720000	441	UNLEADED	0.00	3,444.40
A101.00	387232	V 06/01/22	16665	JN JOHNSON FIRE AND	01009760720000	442	OIL	0.00	3,677.20
A101.00	387232	V 06/01/22	16665	JN JOHNSON FIRE AND	01009760720000	442	OIL	0.00	0.00
TOTAL CHECK									
A101.00	387235	06/01/22	16127	KULLY SUPPLY INC	01532810000000	350	SENSOR-LAV	0.00	448.76
A101.00	387235	06/01/22	16127	KULLY SUPPLY INC	01532810000000	350	CERAMIC QUATURN H/C	0.00	210.18
A101.00	387235	06/01/22	16127	KULLY SUPPLY INC	01532810000000	350		0.00	658.94
TOTAL CHECK									
A101.00	387236	06/01/22	23677	LAKEVILLE SOUTH HIG	01021294000655	369	VARSITY GOLF INVITE	0.00	300.00
A101.00	387237	06/01/22	20234	LEXIA LEARNING SYST	01005640316000	401	10 LETRS PARTICIPAN	0.00	1,640.00
A101.00	387238	06/01/22	10090	MACKIN EDUCATIONAL	01005620795000	470	BOOKS FOR EDINA HIG	0.00	1,343.13
A101.00	387239	06/01/22	30024	MENARDS - EDEN PRAI	01532810000820	401	GARDEN HOSE & NOZZL	0.00	176.27
A101.00	387239	06/01/22	30024	MENARDS - EDEN PRAI	01532810000810	401	CUSTODIAL SUPPLIES	0.00	34.62
A101.00	387239	06/01/22	30024	MENARDS - EDEN PRAI	01532810000810	401		0.00	210.89
TOTAL CHECK									
A101.00	387240	06/01/22	30025	MENARDS - RICHFIELD	01019810000810	401	DISTILLED WATER	0.00	3.36
A101.00	387241	06/01/22	20037	METRO ELEVATOR INC	01005810000000	305	DW-JUN22 ELEVATOR S	0.00	1,236.66
A101.00	387241	06/01/22	20037	METRO ELEVATOR INC	01005810000000	305	ECC-ELEVATOR REPAIR	0.00	232.50
A101.00	387241	06/01/22	20037	METRO ELEVATOR INC	01005810000000	305		0.00	1,469.16
TOTAL CHECK									
A101.00	387242	06/01/22	33611	MICHELLE GREY	01529203000240	490	SNACKS FOR ECO CAMP	0.00	133.66
A101.00	387243	06/01/22	22660	MIDWEST BUS PARTS I	01009760720000	402	LIGHTS	0.00	36.29
A101.00	387243	06/01/22	22660	MIDWEST BUS PARTS I	01009760720000	402	LIGHTS	0.00	332.52
A101.00	387243	06/01/22	22660	MIDWEST BUS PARTS I	01009760720000	402		0.00	368.81
TOTAL CHECK									
A101.00	387245	06/01/22	21406	MINNESOTA SCHOOL EM	01	L215.08	UNION DUES W/HOLDIN	0.00	836.03
A101.00	387246	06/01/22	28740	MN SPORT FACILITIES	01021291000262	305	PROM 2023 - DEPOSIT	0.00	1,620.00
A101.00	387247	06/01/22	31180	MNSOTA	01020291000252	430	FESTIVAL FEE	0.00	160.00
A101.00	387248	06/01/22	33521	MOLLY TRAYNOR	01532203000000	145	SUBSTITUTE TEACHING	0.00	130.00
A101.00	387249	06/01/22	31521	MOMENTIVE INC	01005870795000	405	ENTERPRISE FY22-23	0.00	4,500.00
A101.00	387250	06/01/22	33615	MOTZ STUDIOS -- DAV	01005211320000	366	FOREST BATHING WALK	0.00	370.00
A101.00	387251	06/01/22	32596	MPS, C/O BEDFORD, F	01005211302000	460	PURCHASE OF UPDATED	0.00	11.64
A101.00	387252	06/01/22	18615	NAC MECHANICAL & EL	01005810000000	305	CC-CHILLER START UP	0.00	1,225.00
A101.00	387252	06/01/22	18615	NAC MECHANICAL & EL	01005810000000	305	CN-CHILLER START UP	0.00	1,225.00
A101.00	387252	06/01/22	18615	NAC MECHANICAL & EL	01005810000000	305	CS-CHILLER START UP	0.00	1,225.00

SOURCEWELL TECHNOLOGY
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EDINA - LIVE
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ACCOUNTING PERIOD: 12/22

FD - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	387252	06/01/22	18615	NAC MECHANICAL & EL	01005810000000	305	HL-CHILLER START UP	0.00	1,225.00
A101.00	387252	06/01/22	18615	NAC MECHANICAL & EL	01005810000000	305	SV-CHILLER START UP	0.00	2,375.00
A101.00	387252	06/01/22	18615	NAC MECHANICAL & EL	01005810000000	305	VV-CHILLER START UP	0.00	2,375.00
TOTAL CHECK									9,650.00
A101.00	387253	06/01/22	33612	NATALIE KOSTROSKI	01529203000240	490	SNACKS FOR CP CAMP	0.00	221.44
A101.00	387254	06/01/22	27482	NATIONAL INSURANCE 01	01005203797000	L215.40	VOL AD&D EMPLOYEE W.	0.00	3,223.16
A101.00	387254	06/01/22	27482	NATIONAL INSURANCE 01	01005203797000	291	COBRA/RETIREE	0.00	4,488.90
A101.00	387254	06/01/22	27482	NATIONAL INSURANCE 01	01005203797000	L215.30	CURRENT EMP LIFE/AD	0.00	15,450.21
A101.00	387254	06/01/22	27482	NATIONAL INSURANCE 01	01005203797000	L215.30	LTD DISTRICT W/H	0.00	17,063.16
TOTAL CHECK									40,225.43
A101.00	387255	06/01/22	33616	NINA BYUN	01020291000256	305	CHOREOGRAPHY-MUSICA	0.00	1,200.00
A101.00	387256	06/01/22	26050	OVERDRIVE INC	01005620795000	470	EHS BOOKS	0.00	45.00
A101.00	387257	06/01/22	05557	OWENS COMPANIES INC	01005810000000	305	CHILLER SERV CONTRA	0.00	2,943.00
A101.00	387258	06/01/22	33610	POP UP PARTY RENTAL	01021211000436	335	140 TABLES, 275 CHA	0.00	171.94
A101.00	387260	06/01/22	33464	PROCARE THERAPY	01535412740000	394	OT CONSULT-ECSE SPE	0.00	2,294.10
A101.00	387261	06/01/22	10684	ROBERT B HILL CO	01527810000000	401	SALT	0.00	300.00
A101.00	387262	06/01/22	26986	ROBERT HALF TECHNOL	01005720170000	303	HR TEMP HOURS - L.B	0.00	655.18
A101.00	387263	06/01/22	33535	ROSALIE FUQUA	01529203000000	145	SUBSTITUTE TEACHING	0.00	113.75
A101.00	387263	06/01/22	33535	ROSALIE FUQUA	01529203000000	145	SUBSTITUTE TEACHING	0.00	113.75
A101.00	387263	06/01/22	33535	ROSALIE FUQUA	01529203000000	145	SUBSTITUTE TEACHING	0.00	113.75
A101.00	387263	06/01/22	33535	ROSALIE FUQUA	01529203000000	145	SUBSTITUTE TEACHING	0.00	113.75
A101.00	387263	06/01/22	33535	ROSALIE FUQUA	01529203000000	145	SUBSTITUTE TEACHING	0.00	113.75
A101.00	387263	06/01/22	33535	ROSALIE FUQUA	01529203000000	145	SUBSTITUTE TEACHING	0.00	113.75
TOTAL CHECK									796.25
A101.00	387264	06/01/22	26674	RUSSELL SECURITY RE	01021810000000	350	MISC DOOR REPAIRS	0.00	375.00
A101.00	387265	06/01/22	06400	SCHMITT MUSIC COMPA	01020258000250	350	OBOE REPAIR	0.00	70.00
A101.00	387265	06/01/22	06400	SCHMITT MUSIC COMPA	01020258000250	430	BAND SUPPLIES	0.00	9.75
A101.00	387265	06/01/22	06400	SCHMITT MUSIC COMPA	01020258000250	350	BARITONE REPAIR	0.00	35.00
A101.00	387265	06/01/22	06400	SCHMITT MUSIC COMPA	01020258000250	430	BAND SUPPLIES	0.00	5.75
TOTAL CHECK									120.50
A101.00	387266	06/01/22	06440	SCHOOL HEALTH CORPO	01005420419000	401	SEE ATTACHED QUOTE	0.00	1,491.53
A101.00	387266	06/01/22	06440	SCHOOL HEALTH CORPO	01005420419000	401	SEE ATTACHED QUOTE	0.00	68.06
TOTAL CHECK									1,559.59
A101.00	387267	06/01/22	06922	SCHOOL SERVICE EMPL 01		L215.08	UNION DUES W/HOLDIN	0.00	3,122.42
A101.00	387268	06/01/22	E12524	GINA S SCHROEPFER	01529203000000	430	CLASSROOM SUPPLIES	0.00	10.50
A101.00	387268	06/01/22	E12524	GINA S SCHROEPFER	01529203000000	460	CLASSROOM BOOKS	0.00	50.17

SOURCEWELL TECHNOLOGY
DATE: 07/01/2022
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EDINA - LIVE
CHECK REGISTER - BY FUND

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ACCOUNTING PERIOD: 12/22

FD - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
TOTAL CHECK									
A101.00	387269	06/01/22	33613	SITELOGIQ INC	01005020000000	305	STRATEGIC PLAN/MON	0.00	60.67
A101.00	387270	06/01/22	29048	SNO SITES	01021291000296	430	WEBSITE RENEWAL	0.00	400.00
A101.00	387271	06/01/22	33371	SOLANT HEALTH LLC	01005401740000	394	SPED SLP CONTRACT S	0.00	2,886.00
A101.00	387271	06/01/22	33371	SOLANT HEALTH LLC	01005401740000	394	PERM PLACEMENT-C.R.	0.00	15,000.00
TOTAL CHECK								0.00	17,886.00
A101.00	387272	06/01/22	08656	SPS COMPANIES INC	01019810000000	401	SPONGE RUBBER-URINA	0.00	2.62
A101.00	387272	06/01/22	08656	SPS COMPANIES INC	01021810000000	401	SOLENOID VALVES	0.00	323.97
TOTAL CHECK								0.00	326.59
A101.00	387273	06/01/22	31283	STAR-ISANTI-CHISAGO	01021291000296	430	ZEPHYRUS	0.00	591.40
A101.00	387274	06/01/22	33374	UCP SEGUIN INFINITE	01005420740000	394	INFINITECH AT SERVI	0.00	2,295.70
A101.00	387275	06/01/22	26510	UNIVERSAL ATHLETIC,	01021294000650	401	BASEBALLS	0.00	409.90
A101.00	387277	06/01/22	15147	VERSATILE VEHICLES	01021292000000	305	GOLF CART STORAGE	0.00	1,376.92
A101.00	387278	06/01/22	10895	WESTMARK PRODUCTION	01021291000252	305	SPRING CONCERT RECO	0.00	510.00
A101.00	387278	06/01/22	10895	WESTMARK PRODUCTION	01020291000252	305	CONCERT RECORDING	0.00	525.00
TOTAL CHECK								0.00	1,035.00
A101.00	387279	06/01/22	15870	WONDERWEAVERS - STO	01532203000000	305	STORYTELLING	0.00	200.00
A101.00	387280	06/08/22	32833	93 HOP LLC	01009760720000	330	MAY22-BUS SOLAR PRO	0.00	2,657.27
A101.00	387281	06/08/22	32071	93 SKIP LLC	01527810000000	330	MAY22-CN SOLAR PROD	0.00	4,714.76
A101.00	387281	06/08/22	32071	93 SKIP LLC	01009760720000	330	MAY22-BUS SOLAR PRO	0.00	332.59
TOTAL CHECK								0.00	5,047.35
A101.00	387282	06/08/22	31372	ACME TOOLS PLYMOUTH	01020810302000	530	TOOLS (CAPITAL)	0.00	179.00
A101.00	387282	06/08/22	31372	ACME TOOLS PLYMOUTH	01528810000820	401	BRUSH CUTTER/NOZZLE	0.00	228.00
A101.00	387282	06/08/22	31372	ACME TOOLS PLYMOUTH	01020810302000	530	TOOLS (CAPITAL)	0.00	331.92
A101.00	387282	06/08/22	31372	ACME TOOLS PLYMOUTH	01020810302000	530	TOOLS (CAPITAL)	0.00	91.95
TOTAL CHECK								0.00	830.87
A101.00	387283	06/08/22	33620	ADAM INVERSON	01021294000673	302	BLACROSSE: MINNETON	0.00	141.00
A101.00	387285	06/08/22	33569	ALEA KAHN	01529203000000	145	SUBSTITUTE TEACHING	0.00	130.00
A101.00	387286	06/08/22	33549	AMY WALKER	01529203000000	145	SUBSTITUTE TEACHING	0.00	130.00
A101.00	387286	06/08/22	33549	AMY WALKER	01529203000000	145	SUBSTITUTE TEACHING	0.00	130.00
A101.00	387286	06/08/22	33549	AMY WALKER	01529203000000	145	SUBSTITUTE TEACHING	0.00	130.00
A101.00	387286	06/08/22	33549	AMY WALKER	01529203000000	145	SUBSTITUTE TEACHING	0.00	130.00
TOTAL CHECK								0.00	520.00
A101.00	387287	06/08/22	32988	ANDREW TRUE	01021296000662	302	SOFTBALL: WAYZATA	0.00	75.00

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A101.00	387288	06/08/22	30715	ANTHONY SCHREPFFER	01021296000662	302	SOFTBALL: MINNETONK	0.00	150.00
A101.00	387290	06/08/22	00500	ASTLEFORD INTERNATI	01009760720000	402	STARTER	0.00	329.29
A101.00	387290	06/08/22	00500	ASTLEFORD INTERNATI	01009760720000	402	COVER	0.00	397.92
TOTAL CHECK									
A101.00	387291	06/08/22	26036	AUTISMSHOP.COM	01005402740000	433	(1)SKU7100 \$3799.00	0.00	4,498.00
A101.00	387291	06/08/22	26036	AUTISMSHOP.COM	01005402740000	433	(1)SKU7100 \$3799.00	0.00	-4,498.00
TOTAL CHECK									
A101.00	387292	06/08/22	26064	BAYADA HOME HEALTH	01005416740000	394	NURSE DURING SCHOOL	0.00	1,377.50
A101.00	387292	06/08/22	26064	BAYADA HOME HEALTH	01005416740000	394	NURSE DURING SCHOOL	0.00	1,805.00
A101.00	387292	06/08/22	26064	BAYADA HOME HEALTH	01005416740000	394	NURSE DURING SCHOOL	0.00	825.00
A101.00	387292	06/08/22	26064	BAYADA HOME HEALTH	01005416740000	394	NURSE DURING SCHOOL	0.00	840.00
A101.00	387292	06/08/22	26064	BAYADA HOME HEALTH	01005416740000	394	NURSE DURING SCHOOL	0.00	1,135.00
A101.00	387292	06/08/22	26064	BAYADA HOME HEALTH	01005416740000	394	NURSE DURING SCHOOL	0.00	1,260.00
A101.00	387292	06/08/22	26064	BAYADA HOME HEALTH	01005416740000	394	NURSE DURING SCHOOL	0.00	7,242.50
TOTAL CHECK									
A101.00	387293	06/08/22	90236	BRENT KUPHAL	010212940000650	302	BASEBALL: BUFFALO	0.00	166.00
A101.00	387294	06/08/22	E15402	LAURA E BURGER	01005420419000	366	AUG21-MAY22 MILEAGE	0.00	57.39
A101.00	387295	06/08/22	33618	CALLAHAN CRAWFORD	010212940000673	302	BLACROSSE: WAYZATA	0.00	141.00
A101.00	387296	06/08/22	33619	CASEY LOESCH	010212940000673	302	BLACROSSE: BUFFALO	0.00	58.00
A101.00	387298	06/08/22	18771	CDW GOVERNMENT	01005870795000	405	MAY22-AZURE OVERAGE	0.00	1,097.58
A101.00	387299	06/08/22	10363	CENTRAL ROOFING COM	01008865383000	520	ECC 2022 REROOFING	0.00	9,104.80
A101.00	387300	06/08/22	33528	CESO TRANSPORTATION	01009760720000	305	JUN22-TRANS MGMT FE	0.00	9,580.00
A101.00	387301	06/08/22	31525	CHARLES HOLLENBACK	010212940000650	302	BASEBALL: WAYZATA	0.00	83.00
A101.00	387302	06/08/22	27269	CHARTWELLS DINING S	010050200000000	490	05/10 20140003 AN	0.00	105.00
A101.00	387302	06/08/22	27269	CHARTWELLS DINING S	010052920000000	490	05/06 20140002 SO	0.00	60.10
A101.00	387302	06/08/22	27269	CHARTWELLS DINING S	010051090000000	490	05/04 20140001 MW	0.00	1,502.53
TOTAL CHECK									
A101.00	387304	06/08/22	32963	CLAUDIA LEARNED	010212960000673	302	GLACROSSE: LAKEVILL	0.00	58.00
A101.00	387305	06/08/22	33639	CONCORDIA ACADEMY -	010212960000662	369	JV SOFTBALL ENTRY F	0.00	200.00
A101.00	387306	06/08/22	19645	COREMARK METALS	01009760720000	402	MATERIAL FOR SHELVI	0.00	258.46
A101.00	387308	06/08/22	30032	CUB FOODS EDEN PRAI	010202500000000	430	FACS FOOD SUPPLY	0.00	36.03
A101.00	387308	06/08/22	30032	CUB FOODS EDEN PRAI	010202500000000	430	FACS FOOD SUPPLY	0.00	105.27
A101.00	387308	06/08/22	30032	CUB FOODS EDEN PRAI	010202500000000	430	FACS FOOD SUPPLY	0.00	71.47
A101.00	387308	06/08/22	30032	CUB FOODS EDEN PRAI	010202500000000	430	FACS FOOD SUPPLY	0.00	46.56
TOTAL CHECK									
A101.00	387309	06/08/22	12261	CUSHMAN MOTOR COMPA	010218100000820	350	EHS-LABOR VENTRAC	0.00	364.00

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A101.00	387310	06/08/22	E5481	KARI L DAHLQUIST	01532050000000	820	MESPA MEMBERSHIP	0.00	965.00
A101.00	387312	06/08/22	33624	DAVID HENRY	01021294000673	302	BLACROSSE: BUFFALO	0.00	58.00
A101.00	387313	06/08/22	30706	DAVID MALLEY	01021294000650	302	BASEBALL: BUFFALO	0.00	166.00
A101.00	387314	06/08/22	33623	DAVID RUNDQUIST	01021294000673	302	BLACROSSE: BUFFALO	0.00	83.00
A101.00	387315	06/08/22	31974	DEBRA STORTZ	01005400000000	305	ADSI5 CONSULTING	0.00	112.50
A101.00	387316	06/08/22	33622	DOUGLAS BOEGEMAN	01021296000662	302	SOFTBALL: MINNETONK	0.00	75.00
A101.00	387318	06/08/22	12171	ECKROTH MUSIC	01005258000250	350	CLARINET REPAIR	0.00	400.00
A101.00	387318	06/08/22	12171	ECKROTH MUSIC	01005258000250	350	FLUTE REPAIR	0.00	450.00
A101.00	387318	06/08/22	12171	ECKROTH MUSIC	01005258000250	350	4 CASES REPACED	0.00	289.92
TOTAL CHECK									1,139.92
A101.00	387319	06/08/22	13063	ECM PUBLISHERS INC	01005010000000	305	APR 11 REG	0.00	124.95
A101.00	387319	06/08/22	13063	ECM PUBLISHERS INC	01005010000000	305	APR 11 WS	0.00	71.40
A101.00	387319	06/08/22	13063	ECM PUBLISHERS INC	01005010000000	305	APR 18 WS	0.00	71.40
A101.00	387319	06/08/22	13063	ECM PUBLISHERS INC	01005010000000	305	APR 25 SPEC	0.00	65.45
TOTAL CHECK									333.20
A101.00	387320	06/08/22	24575	EDUCATORS BENEFIT C	01005105000000	305	403(B) ADMIN&COMP F	0.00	616.72
A101.00	387321	06/08/22	93404	EMILY GRAY	01021296000673	302	GLACROSSE: HOPKINS	0.00	83.00
A101.00	387322	06/08/22	31863	EMPOWER U INC	01005420140000	389	RECOVERY SUMMER SEL	0.00	29,735.00
A101.00	387323	06/08/22	30636	ESCREEN, INC.	01009760720000	305	QTR 1 - DRUG TESTS	0.00	434.25
A101.00	387323	06/08/22	30636	ESCREEN, INC.	01009760720000	305	QTR 2 - DRUG TESTS	0.00	648.75
TOTAL CHECK									1,083.00
A101.00	387324	06/08/22	33015	ETHAN CHLAN	01021294000673	302	BLACROSSE: WAYZATA	0.00	141.00
A101.00	387325	06/08/22	33627	ETHAN ELSETH	01021291000251	305	GUITAR SERVICES	0.00	1,500.00
A101.00	387326	06/08/22	28966	FACTORY MOTOR PARTS	01009760720000	402	WIPER BLADES	0.00	69.06
A101.00	387326	06/08/22	28966	FACTORY MOTOR PARTS	01009760720000	402	FILTERS	0.00	24.54
TOTAL CHECK									93.60
A101.00	387327	06/08/22	31389	FEDEX	01021292000000	305	WRESTLING MAT DELIV	0.00	65.00
A101.00	387328	06/08/22	33398	FIDELITY SECURITY L 01	L215.25	L215.25	EMPLOYEE W/HOLDING	0.00	3,889.03
A101.00	387329	06/08/22	18200	GENERAL SECURITY SE	01005810000000	305	CC-JUN22 INTR MONIT	0.00	40.08
A101.00	387329	06/08/22	18200	GENERAL SECURITY SE	01005810000000	305	CN-JUN22 INTR MONIT	0.00	40.08
A101.00	387329	06/08/22	18200	GENERAL SECURITY SE	01005810000000	305	ECC-JUN22 INTR MONI	0.00	40.08
A101.00	387329	06/08/22	18200	GENERAL SECURITY SE	01005810000000	305	EHS-JUN22 INTR MONI	0.00	40.08
A101.00	387329	06/08/22	18200	GENERAL SECURITY SE	01005810000000	305	VV-JUN22 INTR MONIT	0.00	40.08
A101.00	387329	06/08/22	18200	GENERAL SECURITY SE	01005810000000	305	SV-JUN22 INTR MONIT	0.00	40.08

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A101.00	387329	06/08/22	18200	GENERAL SECURITY SE	01526810000000	350	EQUIPMENT REPLACMEN	0.00	210.00
A101.00	387329	06/08/22	18200	GENERAL SECURITY SE	01005810000000	305	CV-JUN22 INTR MONIT	0.00	40.08
A101.00	387329	06/08/22	18200	GENERAL SECURITY SE	01005810000000	305	HL-JUN22 INTR MONIT	0.00	40.08
A101.00	387329	06/08/22	18200	GENERAL SECURITY SE	01005810000000	305	CS-JUN22 INTR MONIT	0.00	17.95
TOTAL CHECK									548.59
A101.00	387330	06/08/22	17867	RAMSEY COUNTY HISTO	015282030000240	369	FIELD TRIP	0.00	384.00
A101.00	387331	06/08/22	13854	GILBERT MECHANICAL	01020810000000	350	COMPRESSOR AHU16	0.00	522.00
A101.00	387333	06/08/22	02825	GOPHER/PLAY WITH A	01532240000000	430	ORDER FAXED DIRECTL	0.00	398.56
A101.00	387333	06/08/22	02825	GOPHER/PLAY WITH A	01532240000000	430	CREDIT ON PO 220396	0.00	-134.88
TOTAL CHECK									263.68
A101.00	387334	06/08/22	09346	GRAINGER	01009760720000	401	BOLTS	0.00	18.20
A101.00	387334	06/08/22	09346	GRAINGER	01009760720000	402	WHEEL WEIGHTS	0.00	217.25
A101.00	387334	06/08/22	09346	GRAINGER	01009760720000	402	CUT OFF WHEELS	0.00	100.00
TOTAL CHECK									335.45
A101.00	387335	06/08/22	30209	GRAINGER	01526810000000	401	DOOR CLOSER	0.00	194.43
A101.00	387336	06/08/22	33634	GREGORY WOODFILL	01005420140000	389	RECOVERY SERV REIMB	0.00	350.00
A101.00	387337	06/08/22	03263	HOGLUND BUS CO INC	01009760720000	402	STARTER	0.00	365.88
A101.00	387337	06/08/22	03263	HOGLUND BUS CO INC	01009760720000	402	STARTER	0.00	336.78
TOTAL CHECK									702.66
A101.00	387338	06/08/22	16322	INTERMEDIATE DISTRI	01021399830000	390	CAREER & TECH	0.00	1,738.31
A101.00	387338	06/08/22	16322	INTERMEDIATE DISTRI	01005865382000	390	LONG TERM FACILITIE	0.00	4,246.43
A101.00	387338	06/08/22	16322	INTERMEDIATE DISTRI	01021211303000	390	ALC-STABILIZATION F	0.00	3,633.99
A101.00	387338	06/08/22	16322	INTERMEDIATE DISTRI	01021380835000	390	TRANSITION DISABLED	0.00	2,439.83
A101.00	387338	06/08/22	16322	INTERMEDIATE DISTRI	01021399830000	390	HTP-GEN ED	0.00	10,361.11
A101.00	387338	06/08/22	16322	INTERMEDIATE DISTRI	01005715342000	311	SAFE SCHOOL	0.00	10,901.96
A101.00	387338	06/08/22	16322	INTERMEDIATE DISTRI	01005400000000	390	CORE FEE	0.00	10,938.31
A101.00	387338	06/08/22	16322	INTERMEDIATE DISTRI	01021211303000	390	CONTRACTED NSO	0.00	10,994.47
A101.00	387338	06/08/22	16322	INTERMEDIATE DISTRI	01021211303000	390	ALC	0.00	1,312.46
A101.00	387338	06/08/22	16322	INTERMEDIATE DISTRI	01005850302287	370	LEASE LEVY	0.00	23,849.38
A101.00	387338	06/08/22	16322	INTERMEDIATE DISTRI	01005400000000	390	ITINERRANT	0.00	27,749.66
TOTAL CHECK									108,165.91
A101.00	387340	06/08/22	31299	JACK PEICK	010212960000651	302	GBSKTBALL: MINNETON	0.00	200.00
A101.00	387341	06/08/22	92117	JAMES MACGILLIS	010212960000673	302	GLACROSSE: WAYZATA	0.00	141.00
A101.00	387342	06/08/22	92040	JASON KNAUS	010212940000673	302	BLACROSSE-BLOOM/JEF	0.00	126.00
A101.00	387343	06/08/22	33628	JENNIFER LESCH	01005420140000	389	RECOVERY SERV REIMB	0.00	400.00
A101.00	387344	06/08/22	33621	JEREMY ZAHLER	010212940000673	302	BLACROSSE: BUFFALO	0.00	83.00
A101.00	387345	06/08/22	32928	JERRY'S FOODS EDINA	01020250000000	430	FACS FOOD SUPPLY	0.00	65.77
A101.00	387345	06/08/22	32928	JERRY'S FOODS EDINA	01020250000000	430	FACS FOOD SUPPLY	0.00	27.42

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A101.00	387345	06/08/22	32928	JERRY'S FOODS EDINA	01020250000000	430	FACS FOOD SUPPLY	0.00	13.17
TOTAL CHECK									
A101.00	387346	06/08/22	03708	JERRY'S PRINTING	01019050000000	401	LETTERHEAD	0.00	625.00
A101.00	387347	06/08/22	12665	JESSEN PRESS INC	01535412419000	401	ENVELOPES	0.00	129.00
A101.00	387347	06/08/22	12665	JESSEN PRESS INC	01005105000000	401	BUSINESS CARDS-B.M.	0.00	48.75
TOTAL CHECK									
A101.00	387348	06/08/22	33635	JOCELYN COOKSON	01005420140000	389	RECOVERY SERV REIMB	0.00	105.00
A101.00	387349	06/08/22	33629	JOSEPH CONNOR	01021296000673	302	GLACROSSE: MINNETON	0.00	189.00
A101.00	387349	06/08/22	33629	JOSEPH CONNOR	01021296000673	302	GLACROSSE: WAYZATA	0.00	141.00
TOTAL CHECK									
A101.00	387350	06/08/22	93021	JOSEPH PETROSKE	010212940000673	302	BLACROSSE: BUFFALO	0.00	83.00
A101.00	387351	06/08/22	33637	JULIE HAMPLE	01529203000240	490	CAMP SNACKS	0.00	157.53
A101.00	387352	06/08/22	20559	KATH FUEL OIL SERVI	01009760720000	441	UNLEADED	0.00	2,319.62
A101.00	387352	06/08/22	20559	KATH FUEL OIL SERVI	01009760720000	441	UNLEADED	0.00	3,444.40
A101.00	387352	06/08/22	20559	KATH FUEL OIL SERVI	01009760720000	442	OIL	0.00	3,677.20
A101.00	387352	06/08/22	20559	KATH FUEL OIL SERVI	01009760720000	441	DIESEL	0.00	31,833.21
A101.00	387352	06/08/22	20559	KATH FUEL OIL SERVI	01009760720000	402	PUMP BRACKET	0.00	55.00
A101.00	387352	06/08/22	20559	KATH FUEL OIL SERVI	01009760720000	441	UNLEADED	0.00	2,489.63
A101.00	387352	06/08/22	20559	KATH FUEL OIL SERVI	01009760720000	441	UNLEADED	0.00	2,230.58
TOTAL CHECK									
A101.00	387354	06/08/22	33636	KIANA ADAMSKI	01529203000000	145	SUBSTITUTE TEACHING	0.00	130.00
A101.00	387355	06/08/22	32966	KINECT ENERGY, INC	01008810000000	440	ECC-APR22 SERVICES	0.00	8,931.24
A101.00	387355	06/08/22	32966	KINECT ENERGY, INC	01020810000000	440	VV-APR22 SERVICES	0.00	9,180.00
A101.00	387355	06/08/22	32966	KINECT ENERGY, INC	01532810000000	440	CV-APR22 SERVICES	0.00	2,416.76
A101.00	387355	06/08/22	32966	KINECT ENERGY, INC	01005810000000	440	MAY22-ENERGY MGMT F	0.00	867.00
A101.00	387355	06/08/22	32966	KINECT ENERGY, INC	01009760720000	440	BUS-APR22 SERVICES	0.00	1,206.95
A101.00	387355	06/08/22	32966	KINECT ENERGY, INC	01533810000000	440	ND-APR22 SERVICES	0.00	2,519.07
A101.00	387355	06/08/22	32966	KINECT ENERGY, INC	01526810000000	440	CC-APR22 SERVICES	0.00	2,769.45
A101.00	387355	06/08/22	32966	KINECT ENERGY, INC	01527810000000	440	CN-APR22 SERVICES	0.00	2,824.80
A101.00	387355	06/08/22	32966	KINECT ENERGY, INC	01528810000000	440	CS-APR22 SERVICES	0.00	3,346.24
A101.00	387355	06/08/22	32966	KINECT ENERGY, INC	01529810000000	440	HL-APR22 SERVICES	0.00	3,436.39
A101.00	387355	06/08/22	32966	KINECT ENERGY, INC	01008810000000	440	ECC-APR22 SERVICES	0.00	216.11
A101.00	387355	06/08/22	32966	KINECT ENERGY, INC	01021810000000	440	EHS-APR22 SERVICES	0.00	22,428.80
A101.00	387355	06/08/22	32966	KINECT ENERGY, INC	01019810000000	440	SV-APR22 SERVICES	0.00	11,688.67
A101.00	387355	06/08/22	32966	KINECT ENERGY, INC	01533810000000	440	ND-APR22 SERVICES	0.00	60.96
TOTAL CHECK									
A101.00	387356	06/08/22	31374	KOCH SCHOOL BUS SER	01009760723000	360	MAY22-BUS SEC 44	0.00	7,997.01
A101.00	387356	06/08/22	31374	KOCH SCHOOL BUS SER	01009760723000	360	MAY22-BUS ROUTE 7	0.00	5,722.92
TOTAL CHECK									
A101.00	387357	06/08/22	30799	MARK LEVASSEUR	01021296000662	302	SOFTBALL: MINNETONK	0.00	75.00
A101.00	387357	06/08/22	30799	MARK LEVASSEUR	01021296000662	302	SOFTBALL: HOLY ANGE	0.00	75.00

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TOTAL CHECK									
A101.00	387359	06/08/22	28231	MATTHEW ANDERSON	01021296000673	302	GLACROSSE: MINNETON	0.00	150.00
A101.00	387360	06/08/22	33633	MAURA CALDWELL	01005420140000	389	RECOVERY SERV REIMB	0.00	83.00
A101.00	387362	06/08/22	30118	MAXWELL CHLAN	01021294000673	302	BLACROSSE: BLAKE	0.00	219.00
A101.00	387364	06/08/22	33006	MCCROSSAN BOYS RANC	01005410740000	392	SPED SERVICE IN C&T	0.00	141.00
A101.00	387364	06/08/22	33006	MCCROSSAN BOYS RANC	01005211000000	392	REG ED SERVICE IN C	0.00	502.20
TOTAL CHECK								0.00	753.30
								0.00	1,255.50
A101.00	387365	06/08/22	31838	MELISSA ARNOLD	01021291000255	302	SPEECH: STATE TOURN	0.00	140.00
A101.00	387366	06/08/22	30915	MELTWATER NEWS US I	01005109000000	305	SOCIAL MEDIA TRACKI	0.00	4,600.00
A101.00	387366	06/08/22	30915	MELTWATER NEWS US I	01005109000000	305	SOCIAL MEDIA SCHEDU	0.00	2,500.00
TOTAL CHECK								0.00	7,100.00
A101.00	387367	06/08/22	30024	MENARDS - EDEN PRAI	010058100000820	401	DW-SOLAR SCREEN	0.00	85.51
A101.00	387367	06/08/22	30024	MENARDS - EDEN PRAI	010058100000820	401	DW-GARDEN HOSES	0.00	108.23
A101.00	387367	06/08/22	30024	MENARDS - EDEN PRAI	01009760720000	401	ARKO BINS	0.00	178.58
A101.00	387367	06/08/22	30024	MENARDS - EDEN PRAI	010208100000810	401	CUSTODIAL SUPPLIES	0.00	459.98
A101.00	387367	06/08/22	30024	MENARDS - EDEN PRAI	01020810302000	530	TOOLS (CAPITAL)	0.00	199.95
A101.00	387367	06/08/22	30024	MENARDS - EDEN PRAI	010208100000000	350	FIXTURES REPAIR	0.00	289.35
A101.00	387367	06/08/22	30024	MENARDS - EDEN PRAI	01528050000000	401	ZIP TIES/TAPE, ETC	0.00	258.67
A101.00	387367	06/08/22	30024	MENARDS - EDEN PRAI	010058100000820	401	DW-MESH	0.00	-12.49
A101.00	387367	06/08/22	30024	MENARDS - EDEN PRAI	015288100000820	401	WEEK WACKER LINE	0.00	70.41
TOTAL CHECK								0.00	1,638.19
A101.00	387368	06/08/22	04564	METRO ECSU-REGION 1	01021640316000	366	CONFERENCE - G.G.	0.00	125.00
A101.00	387369	06/08/22	33260	METRO TRANSPORTATIO	01009760723000	360	SPED TYPE 3-APR22 S	0.00	150,488.00
A101.00	387369	06/08/22	33260	METRO TRANSPORTATIO	01009760723000	360	SPED-MAY22 SERVICES	0.00	11,832.00
A101.00	387369	06/08/22	33260	METRO TRANSPORTATIO	01009760723000	360	SPED-APR22 SERVICES	0.00	13,920.00
A101.00	387369	06/08/22	33260	METRO TRANSPORTATIO	01009760714000	360	MPLS-APR22 SERVICES	0.00	22,740.00
TOTAL CHECK								0.00	198,980.00
A101.00	387371	06/08/22	93294	MICHAEL PAULSON	01021296000673	302	GLACROSSE: MINNETON	0.00	141.00
A101.00	387372	06/08/22	12147	MIKE'S SEPTIC SERVI	01021292000000	305	ATHLETICS-CONC STAN	0.00	400.00
A101.00	387374	06/08/22	33499	MORCON CONSTRUCTION	01526865384000	305	CC LIGHTING UPGRADE	0.00	111,625.00
A101.00	387375	06/08/22	32596	MPS, C/O BEDFORD, F	01005211302000	460	PURCHASE OF UPDATED	0.00	43,421.36
A101.00	387376	06/08/22	18615	NAC MECHANICAL & EL	01020865380000	520	VV 2022 BOILER REPL	0.00	194,750.00
A101.00	387376	06/08/22	18615	NAC MECHANICAL & EL	01008865380000	520	ECC 2022 BOILER REP	0.00	57,000.00
A101.00	387376	06/08/22	18615	NAC MECHANICAL & EL	01528810000000	350	COOLER TROUBLESHOOT	0.00	597.45
A101.00	387376	06/08/22	18615	NAC MECHANICAL & EL	01008810000000	350	AUTO PROBLEM - AHU3	0.00	804.00
TOTAL CHECK								0.00	253,151.45
A101.00	387378	06/08/22	33586	NOAH DANNER	01021294000650	302	BASEBALL: BUFFALO	0.00	83.00

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A101.00	387378	06/08/22	33586	NOAH DANNER	01021294000650	302	BASEBALL: E PRAIRIE	0.00	83.00
TOTAL CHECK									
A101.00	387379	06/08/22	31228	OPENTEXT INC	01005630000000	320	FEES FOR MAY22	0.00	144.49
A101.00	387381	06/08/22	26050	OVERDRIVE INC	01005620795000	470	EHS BOOKS	0.00	22.50
A101.00	387382	06/08/22	22297	PARALLEL TECHNOLOGI	01020865384000	520	VV-PROGRESS BILL SE	0.00	4,788.74
A101.00	387382	06/08/22	22297	PARALLEL TECHNOLOGI	01526865384000	520	CC-PROGRESS BILL SE	0.00	4,788.74
A101.00	387382	06/08/22	22297	PARALLEL TECHNOLOGI	01008865384000	520	ECC-PROGRESS BILL S	0.00	4,788.74
A101.00	387382	06/08/22	22297	PARALLEL TECHNOLOGI	01009870000000	305	BUS-PROGRESS BILL S	0.00	15,012.42
TOTAL CHECK									
A101.00	387383	06/08/22	33625	PAUL BETTCHER	01021296000662	302	SOFTBALL: E PRAIRIE	0.00	75.00
A101.00	387383	06/08/22	33625	PAUL BETTCHER	01021296000662	302	SOFTBALL: E PRAIRIE	0.00	75.00
TOTAL CHECK									
A101.00	387384	06/08/22	33626	PAUL COLEMAN	01021294000673	302	BLACROSSE: HOPKINS	0.00	141.00
A101.00	387385	06/08/22	30806	PAUL MILLER	01021296000662	302	SOFTBALL: E PRAIRIE	0.00	75.00
A101.00	387386	06/08/22	33630	PETER MACFARLANE	01021294000650	302	BASEBALL: HOPKINS	0.00	166.00
A101.00	387387	06/08/22	28507	PIONEER MANUFACTURI	01005850000830	401	GAME DAY WHITE PAIN	0.00	376.40
A101.00	387388	06/08/22	24673	PITNEY BOWES EASYPE	01005109000000	329	EXPERIENCE POSTAGE	0.00	2,271.42
A101.00	387389	06/08/22	30930	PLANSOURCE	01005105000000	305	SERVICES FOR MAY22	0.00	11,971.05
A101.00	387392	06/08/22	32940	PREMIUM WATERS INC	01008105000000	401	JUN22 - HOT/COLD CN	0.00	29.95
A101.00	387393	06/08/22	33464	PROCARE THERAPY	01535412740000	394	OT CONSULT-ECSE SPE	0.00	2,294.10
A101.00	387394	06/08/22	32612	PROJECT LEAD THE WA	01005204414000	303	OLG-PARTICIPATION F	0.00	1,900.00
A101.00	387395	06/08/22	31129	RELATE COUNSELING C	01005400000000	394	CHEM HEALTH-#7 OF 1	0.00	2,880.00
A101.00	387396	06/08/22	32974	RICHARD LINDSEY	01021294000650	302	BASEBALL: STMA	0.00	83.00
A101.00	387397	06/08/22	93389	RICHARD SHOWION	01021296000662	302	SOFTBALL: MINNETONK	0.00	75.00
A101.00	387398	06/08/22	30018	RIVER BOTTOM PRODUC	01020865383000	520	VV THEATER RIGGING	0.00	6,000.00
A101.00	387398	06/08/22	30018	RIVER BOTTOM PRODUC	01020865383000	520	REMOVE AND INSTALL	0.00	12,600.00
TOTAL CHECK									
A101.00	387399	06/08/22	22996	RJ MECHANICAL INC	01008810000000	350	ECC-INSTALL RPZ	0.00	277.00
A101.00	387400	06/08/22	26986	ROBERT HALF TECHNOL	01005720170000	303	HR TEMP HOURS-L.B.	0.00	655.51
A101.00	387401	06/08/22	27797	ROBERT MASLOWSKI	01021294000650	302	BASEBALL: HOPKINS	0.00	83.00
A101.00	387402	06/08/22	26495	RUPP ANDERSON SQUIR	01005020000000	305	LEGAL SERVICES-SUPE	0.00	4,879.50

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A101.00	387402	06/08/22	26495	RUPP ANDERSON SQUIR	01005105000000	305	LEGAL SERVICES-H.R.	0.00	2,790.00
A101.00	387402	06/08/22	26495	RUPP ANDERSON SQUIR	01005110000000	305	LEGAL SERVICES-B.S.	0.00	1,209.65
A101.00	387402	06/08/22	26495	RUPP ANDERSON SQUIR	01005400000000	305	LEGAL SERVICES-SPED	0.00	772.50
A101.00	387402	06/08/22	26495	RUPP ANDERSON SQUIR	01005010000000	305	LEGAL SERVICES-BOAR	0.00	510.00
A101.00	387402	06/08/22	26495	RUPP ANDERSON SQUIR	01005100000000	305	LEGAL SERVICES-COMM	0.00	273.00
A101.00	387402	06/08/22	26495	RUPP ANDERSON SQUIR	01005109000000	305	LEGAL SERVICES-DMTS	0.00	25.50
A101.00	387402	06/08/22	26495	RUPP ANDERSON SQUIR	01005630000000	305	LEGAL SERVICES-T&L	0.00	25.50
A101.00	387402	06/08/22	26495	RUPP ANDERSON SQUIR	01005030000000	305	LEGAL SERVICES-T&L	0.00	10,485.65
TOTAL CHECK									
A101.00	387403	06/08/22	26568	S & J GLASS INC	01008865368000	520	ECC WINDOW REPLACED	0.00	123,932.74
A101.00	387403	06/08/22	26568	S & J GLASS INC	01020865384000	520	VV DOOR REPLACEMENT	0.00	53,326.85
A101.00	387403	06/08/22	26568	S & J GLASS INC	01020865384000	520	VV DOOR REPLACEMENT	0.00	177,259.59
TOTAL CHECK									
A101.00	387404	06/08/22	23158	SCHOOL OUTFITTERS	01005402740000	433	ORDER WILL BE SCANN	0.00	371.50
A101.00	387404	06/08/22	23158	SCHOOL OUTFITTERS	01005402740000	433	ORDER WILL BE SCANN	0.00	431.53
A101.00	387404	06/08/22	23158	SCHOOL OUTFITTERS	01005402740000	433	ORDER WILL BE SCANN	0.00	1,862.71
A101.00	387404	06/08/22	23158	SCHOOL OUTFITTERS	01005402740000	433	ORDER WILL BE SCANN	0.00	3,137.23
A101.00	387404	06/08/22	23158	SCHOOL OUTFITTERS	01005402740000	433	ORDER WILL BE SCANN	0.00	5,802.97
TOTAL CHECK									
A101.00	387405	06/08/22	92413	SCOTT SCHIMETZ	01021296000662	302	SOFTBALL: HOLY ANGE	0.00	75.00
A101.00	387406	06/08/22	33020	SETH PUGH	01021294000650	302	BASEBALL: MAHTOMEDI	0.00	83.00
A101.00	387406	06/08/22	33020	SETH PUGH	01021294000650	302	BASEBALL: ST LOUIS	0.00	83.00
A101.00	387406	06/08/22	33020	SETH PUGH	01021294000650	302	BASEBALL: ST LOUIS	0.00	166.00
TOTAL CHECK									
A101.00	387407	06/08/22	33138	SHEEHY CONSTRUCTION	01008865384000	520	ECC SITE REPAIRS	0.00	126,829.97
A101.00	387407	06/08/22	33138	SHEEHY CONSTRUCTION	01526865368000	305	2022 CC WINDOW REPL	0.00	122,355.76
A101.00	387407	06/08/22	33138	SHEEHY CONSTRUCTION	01526865368000	305	2022 CC WINDOW REPL	0.00	249,185.73
TOTAL CHECK									
A101.00	387408	06/08/22	33371	SOLIAANT HEALTH LLC	01005410740000	394	SPED SLP CONTRACT S	0.00	2,964.00
A101.00	387408	06/08/22	33371	SOLIAANT HEALTH LLC	01005401740000	394	SPED SLP CONTRACT S	0.00	2,691.00
A101.00	387408	06/08/22	33371	SOLIAANT HEALTH LLC	01005401740000	394	SPED SLP CONTRACT S	0.00	5,655.00
TOTAL CHECK									
A101.00	387409	06/08/22	28260	SPED FORMS LLC	01005420419000	405	SPED FORMS INC	0.00	16,989.46
A101.00	387410	06/08/22	33638	STACY BEST	01529203000240	490	CAMP SNACKS	0.00	320.50
A101.00	387411	06/08/22	31140	SUNBELT STAFFING LL	01005420740000	394	SPED OT CONTRACT SE	0.00	2,148.00
A101.00	387411	06/08/22	31140	SUNBELT STAFFING LL	01005420740000	394	SPED OT CONTRACT SE	0.00	2,058.50
A101.00	387411	06/08/22	31140	SUNBELT STAFFING LL	01005420740000	394	SPED OT CONTRACT SE	0.00	4,206.50
TOTAL CHECK									
A101.00	387412	06/08/22	92876	TIM LITFIN	01021294000650	302	BASEBALL: STMA	0.00	83.00
A101.00	387413	06/08/22	27819	T-MOBILE	01005630000000	320	MAY22-EPS HOT SPOTS	0.00	90.00
A101.00	387414	06/08/22	23055	TRANSPORTATION PLUS	01009760723000	360	HHM TAXI FEES-T.H.	0.00	120.00
A101.00	387414	06/08/22	23055	TRANSPORTATION PLUS	01009760714000	360	TAXI RIDES-T.H.	0.00	615.00
A101.00	387414	06/08/22	23055	TRANSPORTATION PLUS	01009760714000	360	TAXI RIDES-T.H.	0.00	168.00
A101.00	387414	06/08/22	23055	TRANSPORTATION PLUS	01009760714000	360	TAXI RIDES-D.A., J.	0.00	903.00
TOTAL CHECK									
A101.00	387415	06/08/22	92668	TREVOR BUSBY	01021294000673	302	BLACROSSE: MINNETON	0.00	141.00

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A101.00	387416	06/08/22	22468	TRI-STATE BOBCAT IN	010058100000820	401	DW-BRISTLES	0.00	129.57
A101.00	387416	06/08/22	22468	TRI-STATE BOBCAT IN	010058100000820	401	DW-LUBE	0.00	13.98
TOTAL CHECK									
A101.00	387417	06/08/22	22731	TRUGREEN PROCESSING	010058100000000	305	DW SPRING SERVICE	0.00	143.55
A101.00	387418	06/08/22	26735	TYLER HARRISON	010212940000657	302	BHOCKEY: CRETIN-DER	0.00	6,543.39
A101.00	387419	06/08/22	23013	UNIVERSITY LANGUAGE	01005420740000	358	INTERPRETER-SPED	0.00	94.00
A101.00	387419	06/08/22	23013	UNIVERSITY LANGUAGE	01005420740000	358	INTERPRETER-SPED	0.00	191.12
TOTAL CHECK									
A101.00	387421	06/08/22	33640	UPSTREAM ARTS INC	01005420140000	389	RECOVERY SERVICES	0.00	382.23
A101.00	387422	06/08/22	19534	VERIFIED CREDENTIAL	01009760720000	305	MAY22-BKGD CHECKS	0.00	573.35
A101.00	387423	06/08/22	27869	VEX ROBOTICS INC	01021211000130	430	2-WIRE MOTOR 393	0.00	25,680.00
A101.00	387423	06/08/22	27869	VEX ROBOTICS INC	01021211000130	430	#8-32 X 0.125" STAR	0.00	206.68
A101.00	387423	06/08/22	27869	VEX ROBOTICS INC	01021211000130	430	ESTIMATED SHIPPING/	0.00	509.70
TOTAL CHECK									
A101.00	387424	06/08/22	28326	VOYAGER SOPRIS LEAR	01005204414000	366	LETRS LIVE ONLINE P	0.00	27.45
A101.00	387424	06/08/22	28326	VOYAGER SOPRIS LEAR	01005203302000	460	80 LETRS PARTICIPAN	0.00	26.40
TOTAL CHECK									
A101.00	387425	06/08/22	14932	WASTE MANAGEMENT OF	010218100000000	332	EHS-JUN22 SERVICES	0.00	563.55
A101.00	387425	06/08/22	14932	WASTE MANAGEMENT OF	010208100000000	332	VV-JUN22 SERVICES	0.00	3,031.91
A101.00	387425	06/08/22	14932	WASTE MANAGEMENT OF	010088100000000	332	ECC-JUN22 SERVICES	0.00	1,081.76
A101.00	387425	06/08/22	14932	WASTE MANAGEMENT OF	010198100000000	332	SV-JUN22 SERVICES	0.00	1,098.22
A101.00	387425	06/08/22	14932	WASTE MANAGEMENT OF	01009760720000	332	BUS-JUN22 SERVICES	0.00	1,244.91
A101.00	387425	06/08/22	14932	WASTE MANAGEMENT OF	015338100000000	332	ND-JUN22 SERVICES	0.00	171.59
A101.00	387425	06/08/22	14932	WASTE MANAGEMENT OF	015268100000000	332	CC-JUN22 SERVICES	0.00	309.76
A101.00	387425	06/08/22	14932	WASTE MANAGEMENT OF	015278100000000	332	CN-JUN22 SERVICES	0.00	712.59
A101.00	387425	06/08/22	14932	WASTE MANAGEMENT OF	015328100000000	332	CV-JUN22 SERVICES	0.00	461.73
A101.00	387425	06/08/22	14932	WASTE MANAGEMENT OF	015298100000000	332	HL-JUN22 SERVICES	0.00	632.28
A101.00	387425	06/08/22	14932	WASTE MANAGEMENT OF	015288100000000	332	CS-JUN22 SERVICES	0.00	422.01
TOTAL CHECK									
A101.00	387426	06/08/22	23075	WEST METRO LEARNING	01005411740000	394	IEP SERVICES REQUIR	0.00	847.42
A101.00	387427	06/08/22	24966	WEX BANK	01009760720000	441	MAY22 FUEL	0.00	10,014.18
A101.00	387429	06/08/22	25308	WOLD ARCHITECTS & E	01528865384000	305	CS LIGHTING REPLACE	0.00	24,447.50
A101.00	387429	06/08/22	25308	WOLD ARCHITECTS & E	01526865384000	305	CC ADDITION	0.00	386.55
A101.00	387429	06/08/22	25308	WOLD ARCHITECTS & E	01021865368000	305	EHS DEFERRED MAINT	0.00	4,599.90
A101.00	387429	06/08/22	25308	WOLD ARCHITECTS & E	01008865368000	305	ECC WINDOW REPLACED	0.00	38,782.11
A101.00	387429	06/08/22	25308	WOLD ARCHITECTS & E	01020865384000	305	VV BOILER PLANT REP	0.00	61,241.08
A101.00	387429	06/08/22	25308	WOLD ARCHITECTS & E	01008865384000	305	ECC EXTERIOR REPAIR	0.00	1,660.50
A101.00	387429	06/08/22	25308	WOLD ARCHITECTS & E	01008865384000	305	ECC BOILER REPLACED	0.00	2,363.45
A101.00	387429	06/08/22	25308	WOLD ARCHITECTS & E	01526865384000	305	CC WINDOW REPLACED	0.00	2,576.44
A101.00	387429	06/08/22	25308	WOLD ARCHITECTS & E	01526865384000	305	CC WELL REPAIR	0.00	2,848.93
A101.00	387429	06/08/22	25308	WOLD ARCHITECTS & E	01020865384000	305	VV DOOR #23 UPGRADE	0.00	3,560.85
A101.00	387429	06/08/22	25308	WOLD ARCHITECTS & E	01020865384000	305		0.00	84.40
A101.00	387429	06/08/22	25308	WOLD ARCHITECTS & E	01020865384000	305		0.00	130.76

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101.00	387429	06/08/22	25308	WOLD ARCHITECTS & E	01020865384000	305	VV AUDITORIUM ACOUS	0.00	174.33
A101.00	387429	06/08/22	25308	WOLD ARCHITECTS & E	01008865384000	305	ECC INTERIOR FINISH	0.00	291.47
A101.00	387429	06/08/22	25308	WOLD ARCHITECTS & E	01532865384000	305	CV LIGHTING REPLACE	0.00	306.20
A101.00	387429	06/08/22	25308	WOLD ARCHITECTS & E	01008865384000	305	ECC DOOR-ENTRY REPA	0.00	349.78
A101.00	387429	06/08/22	25308	WOLD ARCHITECTS & E	01529865384000	305	HL LIGHTING REPLACE	0.00	516.28
A101.00	387429	06/08/22	25308	WOLD ARCHITECTS & E	01008865384000	305	ECC SITE REPAIRS	0.00	597.83
A101.00	387429	06/08/22	25308	WOLD ARCHITECTS & E	01526865384000	305	CC LTFM	0.00	748.25
A101.00	387429	06/08/22	25308	WOLD ARCHITECTS & E	01526865384000	305	CC LIGHTING REPLACE	0.00	802.82
TOTAL CHECK									121,635.38
A101.00	387431	06/15/22	24001	1ST AYD CORPORATION	01009760720000	401	CLEANING SUPPLIES	0.00	1,444.98
A101.00	387432	06/15/22	31372	ACME TOOLS PLYMOUTH	01527810302000	530	MILWAUKEE TOOL	0.00	30.99
A101.00	387432	06/15/22	31372	ACME TOOLS PLYMOUTH	01527810302000	530	MILWAUKEE TOOL	0.00	169.00
A101.00	387432	06/15/22	31372	ACME TOOLS PLYMOUTH	01527810302000	530	MILWAUKEE TOOL	0.00	249.00
A101.00	387432	06/15/22	31372	ACME TOOLS PLYMOUTH	01527810302000	530	MILWAUKEE TOOL	0.00	429.00
A101.00	387432	06/15/22	31372	ACME TOOLS PLYMOUTH	01005810302000	530	SWITCH TANKS GRANT	0.00	1,156.00
TOTAL CHECK									2,033.99
A101.00	387437	06/15/22	16564	ANCOM COMMUNICATION	01009760720000	402	2-WAY RADIO BATTERI	0.00	676.00
A101.00	387444	06/15/22	00500	ASTLEFORD INTERNATI	01009760720000	402	COOLER LINE	0.00	310.36
A101.00	387445	06/15/22	12067	BARNES & NOBLE INC	01005640316000	401	SCHOOL LEARDSHIP BO	0.00	792.32
A101.00	387449	06/15/22	01012	BSN SPORTS, LLC	01019050000000	401	SECURITY T-SHIRTS	0.00	63.00
A101.00	387451	06/15/22	24945	CENTURYLINK	01005620000000	320	DO 06/01/22-06/30/2	0.00	89.00
A101.00	387451	06/15/22	24945	CENTURYLINK	01008810000000	320	ECC 06/01/22-06/30/	0.00	250.19
A101.00	387451	06/15/22	24945	CENTURYLINK	01005620000000	320	DO 06/01/22-06/30/2	0.00	260.00
A101.00	387451	06/15/22	24945	CENTURYLINK	01019810000000	320	SV 06/01/22-06/30/2	0.00	270.34
A101.00	387451	06/15/22	24945	CENTURYLINK	01529810000000	320	HL 06/01/22-06/30/2	0.00	213.00
A101.00	387451	06/15/22	24945	CENTURYLINK	01528810000000	320	CS 06/01/22-06/30/2	0.00	175.45
A101.00	387451	06/15/22	24945	CENTURYLINK	01527810000000	320	CN 06/01/22-06/30/2	0.00	154.48
A101.00	387451	06/15/22	24945	CENTURYLINK	01526810000000	320	CC 06/01/22-06/30/2	0.00	154.48
TOTAL CHECK									1,566.94
A101.00	387455	06/15/22	33509	CHRISTINE JOHNSON	01005211320000	305	INDIAN ED CONSULTIN	0.00	2,500.00
A101.00	387456	06/15/22	30904	CHUX SCREEN PRINTIN	01020291000253	401	WEB T-SHIRTS	0.00	412.50
A101.00	387458	06/15/22	32814	COMCAST CABLE MANAG	01005630000000	320	JUN22 - INTERNET FE	0.00	19.90
A101.00	387459	06/15/22	31528	CORNWELL- MATTHEW T	01009760720000	401	DEMO GLOVE XL	0.00	38.12
A101.00	387465	06/15/22	17950	DELEGARD TOOL COMPA	01527810302000	530	TOOLS	0.00	363.12
A101.00	387466	06/15/22	25244	DRAIN PRO PLUMBING	01532810000000	350	DRAIN REPAIR	0.00	237.50
A101.00	387471	06/15/22	E9316	VICKIE GEIER	01005630000000	366	MAR-JUN22 MILEAGE	0.00	73.36
A101.00	387473	06/15/22	18200	GENERAL SECURITY SE	01005810000000	305	BUS-PATROL RESPONSE	0.00	35.00

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	387473	06/15/22	18200	GENERAL SECURITY SE	01005810000000	305	EHS-PATROL RESPONSE	0.00	35.00
TOTAL CHECK									
A101.00	387474	06/15/22	30209	GRAINGER	015328100000810	401	VOLTAGE DETECTOR	0.00	42.92
A101.00	387477	06/15/22	03263	HOGLUND BUS CO INC	01009760720000	402	RUB RAIL	0.00	77.34
A101.00	387479	06/15/22	26941	IWS - INNOVATIONAL	01005810000000	305	MAY22-MGMT PROGRAM	0.00	3,094.25
A101.00	387487	06/15/22	32928	JERRY'S FOODS EDINA	010202110000276	401	AVID SUPPLIES	0.00	13.14
A101.00	387487	06/15/22	32928	JERRY'S FOODS EDINA	010202110000276	490	AVID FOOD	0.00	222.50
TOTAL CHECK									
A101.00	387492	06/15/22	16419	JOSTENS INC	010212110000305	401	GRAD CHORD (300 QTY	0.00	2,985.00
A101.00	387496	06/15/22	09728	JW PEPPER & SON INC	010202580000250	430	BAND MUSIC	0.00	50.00
A101.00	387496	06/15/22	09728	JW PEPPER & SON INC	010202580000250	430	BAND MUSIC	0.00	60.00
TOTAL CHECK									
A101.00	387498	06/15/22	20559	KATH FUEL OIL SERVI	01009760720000	441	UNLEADED	0.00	1,762.70
A101.00	387503	06/15/22	24322	KEYSTONE	01009760720000	402	PAINT SUPPLIES	0.00	149.54
A101.00	387503	06/15/22	24322	KEYSTONE	01009760720000	402	PAINT SUPPLIES	0.00	1,180.50
TOTAL CHECK									
A101.00	387514	06/15/22	10090	MACKIN EDUCATIONAL	01005620795000	470	BOOKS FOR CONCORD	0.00	584.39
A101.00	387516	06/15/22	33001	MATH TEACHERS PRESS	01005220317000	430	MATH MATERIALS FOR	0.00	7,672.65
A101.00	387520	06/15/22	09167	MENARDS - GOLDEN VA	015268100000820	401	CC-MISC SUPPLIES	0.00	3.84
A101.00	387521	06/15/22	30024	MENARDS - EDEN PRAI	010088100000000	401	BUILDING SUPPLIES	0.00	61.44
A101.00	387521	06/15/22	30024	MENARDS - EDEN PRAI	010058100000820	401	DW-POTHOLE PATCH	0.00	24.68
A101.00	387521	06/15/22	30024	MENARDS - EDEN PRAI	010198100000820	401	SV-TUBING	0.00	217.62
A101.00	387521	06/15/22	30024	MENARDS - EDEN PRAI	01009760720000	401	MAIL BOX	0.00	49.51
TOTAL CHECK									
A101.00	387524	06/15/22	19884	MIDWEST BAND INSTRU	010052580000250	350	ELEM INSTRUMENTS	0.00	1,100.00
A101.00	387525	06/15/22	22660	MIDWEST BUS PARTS I	01009760720000	402	LIGHTS	0.00	184.30
A101.00	387525	06/15/22	22660	MIDWEST BUS PARTS I	01009760720000	402	SEAL BELT	0.00	94.26
A101.00	387525	06/15/22	22660	MIDWEST BUS PARTS I	01009760720000	402	PANEL REPAIR	0.00	102.46
A101.00	387525	06/15/22	22660	MIDWEST BUS PARTS I	01009760720000	402	CLAMPS	0.00	32.39
TOTAL CHECK									
A101.00	387527	06/15/22	21406	MINNESOTA SCHOOL EM	01	L215.08	UNION DUES W/HOLDIN	0.00	944.85
A101.00	387528	06/15/22	33642	MINNEWASKA GOLF CLU	010212960000655	369	GRLS GOLF ENTRY FEE	0.00	180.00
A101.00	387530	06/15/22	33643	MSP COMMUNICATIONS	010051090000000	305	MAGAZINE ED PROFILE	0.00	5,195.00
A101.00	387532	06/15/22	28451	ORKIN COMMERCIAL SE	015268100000000	305	BUS-MAY22 SERVICES	0.00	120.00

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A101.00	387533	06/15/22	26050	OVERDRIVE INC	01005620795000	470	VV PURCHASE (PRE-OR	0.00	21.84
A101.00	387534	06/15/22	22297	PARALLEL TECHNOLOGI	01008865380000	520	DOOR READERS	0.00	2,455.65
A101.00	387537	06/15/22	33641	PETER MATYI	01021294000650	302	BASEBALL: MINNETONK	0.00	83.00
A101.00	387537	06/15/22	33641	PETER MATYI	01021294000650	302	BASEBALL: E PRAIRIE	0.00	83.00
TOTAL CHECK									
A101.00	387538	06/15/22	28507	PIONEER MANUFACTURI	010058500000830	401	AEROSAL WHITE PAINT	0.00	166.00
A101.00	387539	06/15/22	30935	PLANGRID, INC	01005870795000	405	SOFTWARE SUBSCRIPTI	0.00	368.40
A101.00	387540	06/15/22	20712	POLAR ELECTRO INC	01020240000000	430	HEART MONITORS	0.00	708.00
A101.00	387543	06/15/22	15873	REALLY GOOD STUFF I	01532203000000	430	SPIRAL LANDSCAPE DR	0.00	1,401.90
A101.00	387543	06/15/22	15873	REALLY GOOD STUFF I	01532203000000	430	ESTIMATED SHIPPING/	0.00	587.67
TOTAL CHECK									
A101.00	387546	06/15/22	22996	RJ MECHANICAL INC	01527810302000	530	EYEWASH INSTALL	0.00	88.15
A101.00	387547	06/15/22	26986	ROBERT HALF TECHNOL	01005720170000	303	HR TEMP HOURS - L.B	0.00	675.82
A101.00	387549	06/15/22	13425	SAM'S CLUB/SYNCHRON	01020250000000	430	FACS FOOD SUPPLY	0.00	2,620.00
A101.00	387554	06/15/22	06400	SCHMITT MUSIC COMPA	01020258000250	350	BASS CLARINET REPAI	0.00	233.55
A101.00	387555	06/15/22	06922	SCHOOL SERVICE EMPL 01		L215.08	UNION DUES W/HOLDIN	0.00	217.57
A101.00	387560	06/15/22	26543	STRIVVEN MEDIA LLC	01005380628000	433	1 YR: VIRTUAL JOB S	0.00	80.00
A101.00	387564	06/15/22	17019	THE TESSMAN COMPANY	010058100000820	401	DW-FERTILIZER	0.00	3,063.53
A101.00	387565	06/15/22	27523	THE COATING CREW	01527810302000	530	GARAGE FLOOR COATIN	0.00	5,150.00
A101.00	387569	06/15/22	22468	TRI-STATE BOBCAT IN	01005810302000	530	WAVE BRISTLES: GRAN	0.00	463.88
A101.00	387569	06/15/22	22468	TRI-STATE BOBCAT IN	010058100000820	401	DW-TRIMMERS	0.00	4,947.50
A101.00	387569	06/15/22	22468	TRI-STATE BOBCAT IN	01005810302000	530	FLAT FRISTLES: GRAN	0.00	1,536.00
A101.00	387569	06/15/22	22468	TRI-STATE BOBCAT IN	010058100000820	401	DW-TRIMMER	0.00	420.84
A101.00	387569	06/15/22	22468	TRI-STATE BOBCAT IN	010058100000820	401	BUS-TRIMMER	0.00	90.00
TOTAL CHECK									
A101.00	387570	06/15/22	23419	VEOLIA NORTH AMERIC	01005865349000	305	ECC-HAZ WASTE REMOV	0.00	327.99
A101.00	387571	06/15/22	31679	VERSARE SOLUTIONS,	01005408419000	401	SEE QUOTE #13949	0.00	187.13
A101.00	387572	06/15/22	05410	XCEL ENERGY	0153381000000000	330	ND 04/24/22-05/23/2	0.00	2,561.96
A101.00	387572	06/15/22	05410	XCEL ENERGY	0152781000000000	330	CN 04/25/22-05/23/2	0.00	849.51
A101.00	387572	06/15/22	05410	XCEL ENERGY	0152810000000000	330	CV 04/24/22-05/23/2	0.00	621.20
A101.00	387572	06/15/22	05410	XCEL ENERGY	0152981000000000	330	HL 04/25/22-05/24/2	0.00	4,748.95
A101.00	387572	06/15/22	05410	XCEL ENERGY	0152881000000000	330	CS 04/24/22-05/23/2	0.00	2,732.26
A101.00	387572	06/15/22	05410	XCEL ENERGY	0152681000000000	330	CC 04/24/22-05/23/2	0.00	6,339.30
A101.00	387572	06/15/22	05410	XCEL ENERGY				0.00	6,522.24
A101.00	387572	06/15/22	05410	XCEL ENERGY				0.00	6,991.90
A101.00	387572	06/15/22	05410	XCEL ENERGY				0.00	7,603.59

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A101.00	387588	06/22/22	19645	COREMARK METALS	01009760720000	402	SHEET METAL	0.00	1,429.44
A101.00	387590	06/22/22	28488	CRAIG WEBER	01021296000673	302	GLACROSSE: VISITATI	0.00	141.00
A101.00	387592	06/22/22	32903	DAN KVITRUD	01021294000650	302	BASEBALL: CHAMPLIN	0.00	83.00
A101.00	387593	06/22/22	32969	DANIEL DUDA	01021294000650	302	BASEBALL: MAPLE GRO	0.00	83.00
A101.00	387595	06/22/22	12171	ECKROTH MUSIC	01021258000250	350	CASE REPAIR	0.00	56.00
A101.00	387595	06/22/22	12171	ECKROTH MUSIC	01021291000250	430	BAND CONCERT SUPPLI	0.00	74.97
A101.00	387595	06/22/22	12171	ECKROTH MUSIC	01021258000250	350	INSTRUMENT MAINT	0.00	590.10
A101.00	387595	06/22/22	12171	ECKROTH MUSIC	01021291000250	430	BAND CONCERT SUPPLI	0.00	625.90
A101.00	387595	06/22/22	12171	ECKROTH MUSIC	01021291000250	430	BAND CONCERT SUPPLI	0.00	35.00
TOTAL CHECK								0.00	1,381.97
A101.00	387596	06/22/22	24575	EDUCATORS BENEFIT C	01005105000000	305	ACT PARTICIPANT FEE	0.00	319.88
A101.00	387596	06/22/22	24575	EDUCATORS BENEFIT C	01005105000000	305	ACT BASE FEE	0.00	102.00
TOTAL CHECK								0.00	421.88
A101.00	387598	06/22/22	33715	ERNIE ROSE GOLF	01021850302655	335	GOLF PRACTICE	0.00	3,000.00
A101.00	387598	06/22/22	33715	ERNIE ROSE GOLF	01021850302655	335	GOLF PRACTICE	0.00	5,800.00
TOTAL CHECK								0.00	8,800.00
A101.00	387600	06/22/22	19383	FRANKLINCOVEY CLTEN	01532640316000	366	LEADER IN ME SYMPOS	0.00	1,596.00
A101.00	387601	06/22/22	24573	FRANSKE CONSULTING	01021291000251	305	CHOIR - CURRENT JAM	0.00	6,845.00
A101.00	387601	06/22/22	24573	FRANSKE CONSULTING	01021291000251	305	CHOIR - HAPPENIN	0.00	1,200.00
A101.00	387601	06/22/22	24573	FRANSKE CONSULTING	01021291000251	305	CHOIR - DOMAIN NAME	0.00	87.00
A101.00	387601	06/22/22	24573	FRANSKE CONSULTING	01021291000251	305	SPRING CHOIR AUDIO	0.00	100.00
TOTAL CHECK								0.00	8,232.00
A101.00	387602	06/22/22	30242	FRASER CHILD AND FA	01005400000000	394	CONSULT-PSYCHOTHERA	0.00	6,468.00
A101.00	387602	06/22/22	30242	FRASER CHILD AND FA	01005400000000	394	CONSULT-PSYCHOTHERA	0.00	7,546.00
A101.00	387602	06/22/22	30242	FRASER CHILD AND FA	01005400000000	394	MAY22 ADDENDUM 5/31	0.00	5,000.00
A101.00	387602	06/22/22	30242	FRASER CHILD AND FA	01005400000000	394	CONSULT-PSYCHOTHERA	0.00	1,540.00
A101.00	387602	06/22/22	30242	FRASER CHILD AND FA	01005400000000	394	CONSULT-PSYCHOTHERA	0.00	1,540.00
A101.00	387602	06/22/22	30242	FRASER CHILD AND FA	01005400000000	394	CONSULT-PSYCHOTHERA	0.00	924.00
A101.00	387602	06/22/22	30242	FRASER CHILD AND FA	01005400000000	394	CONSULT-PSYCHOTHERA	0.00	308.00
TOTAL CHECK								0.00	23,326.00
A101.00	387603	06/22/22	30698	GERTENS GREENHOUSES	010198100000820	401	SV - PLANTS	0.00	602.25
A101.00	387603	06/22/22	30698	GERTENS GREENHOUSES	010218100000820	401	EHS - PLANTS	0.00	602.25
TOTAL CHECK								0.00	1,204.50
A101.00	387604	06/22/22	02825	GOPHER/PLAY WITH A	01019240000000	430	GYM SUPPLIES	0.00	230.11
A101.00	387605	06/22/22	16079	GRAPHIC SOURCE	01021211000450	401	GRADUATION BANNER	0.00	840.00
A101.00	387606	06/22/22	27788	GREATAMERICA FINANC	01008105000000	329	JUL22-ECC POSTAGE M	0.00	159.00
A101.00	387606	06/22/22	27788	GREATAMERICA FINANC	01008105000000	329	JUL22-DO POSTAGE MT	0.00	184

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A101.00	387607	06/22/22	00296	GROTH MUSIC COMPANY	01021258000250	350	CLARINET REPAIR	0.00	93.00
A101.00	387607	06/22/22	00296	GROTH MUSIC COMPANY	01021291000250	430	BAND CONCERT SUPPLI	0.00	78.40
A101.00	387607	06/22/22	00296	GROTH MUSIC COMPANY	01021291000250	430	BAND CONCERT SUPPLI	0.00	110.00
A101.00	387607	06/22/22	00296	GROTH MUSIC COMPANY	01021291000250	430	BAND CONCERT SUPPLI	0.00	72.80
A101.00	387607	06/22/22	00296	GROTH MUSIC COMPANY	01021291000250	430	BAND CONCERT SUPPLI	0.00	1,230.99
A101.00	387607	06/22/22	00296	GROTH MUSIC COMPANY	01021291000250	430	BAND CONCERT SUPPLI	0.00	534.00
A101.00	387607	06/22/22	00296	GROTH MUSIC COMPANY	01021291000250	430	BAND CONCERT SUPPLI	0.00	186.00
A101.00	387607	06/22/22	00296	GROTH MUSIC COMPANY	01021291000250	430	BAND CONCERT SUPPLI	0.00	28.00
A101.00	387607	06/22/22	00296	GROTH MUSIC COMPANY	01021291000250	430	BAND CONCERT SUPPLI	0.00	48.00
A101.00	387607	06/22/22	00296	GROTH MUSIC COMPANY	01021291000250	430	BAND CONCERT SUPPLI	0.00	48.00
A101.00	387607	06/22/22	00296	GROTH MUSIC COMPANY	01021291000250	430	BAND CONCERT SUPPLI	0.00	2,429.19
TOTAL CHECK									
A101.00	387608	06/22/22	03263	HOGLUND BUS CO INC	01009760720000	402	DRAIN PLUG	0.00	46.28
A101.00	387609	06/22/22	03488	INSPEC INC	01019865368000	305	SV - APR22 SERVICES	0.00	1,000.00
A101.00	387609	06/22/22	03488	INSPEC INC	01526865368000	305	CC - APR22 SERVICES	0.00	1,000.00
TOTAL CHECK									
A101.00	387610	06/22/22	16513	INSTITUTE FOR ENVIR	010058655352000	305	20-23 EHS MGMT SERV	0.00	1,399.50
A101.00	387610	06/22/22	16513	INSTITUTE FOR ENVIR	01020865358000	305	VV 2022 ASBESTOS RE	0.00	1,569.66
A101.00	387610	06/22/22	16513	INSTITUTE FOR ENVIR	01008865358000	305	ECC 2022 ASBESTOS R	0.00	4,879.97
TOTAL CHECK									
A101.00	387611	06/22/22	22560	INTELLIGERE LLC	01005420419000	358	INTERPRETER-SPED	0.00	696.25
A101.00	387611	06/22/22	22560	INTELLIGERE LLC	01005219317000	358	INTERPRETER-ML	0.00	432.50
TOTAL CHECK									
A101.00	387612	06/22/22	22302	INTEREUM INC	01005605302000	530	OFFICE FURNITURE	0.00	9,900.00
A101.00	387612	06/22/22	22302	INTEREUM INC	01005605302160	530	OFFICE FURNITURE	0.00	1,916.40
TOTAL CHECK									
A101.00	387614	06/22/22	91770	JAMES BLACK	010212960000657	302	HOLIDAY TOURNAMENT	0.00	176.00
A101.00	387615	06/22/22	32923	JERRY'S FOODS EDINA	01009760720000	490	DONUTS FOR TEAM	0.00	107.91
A101.00	387616	06/22/22	32926	JERRY'S FOODS EDINA	01533640316000	490	DONUTS	0.00	81.27
A101.00	387618	06/22/22	12665	JESSEN PRESS INC	01021292000000	401	SCHOLAR ATHLETE PGM	0.00	45.00
A101.00	387619	06/22/22	93400	JON CERNEY	010212940000650	302	BASEBALL: STMA	0.00	83.00
A101.00	387620	06/22/22	20559	KATH FUEL OIL SERVI	01009760720000	441	UNLEADED	0.00	1,336.12
A101.00	387621	06/22/22	32990	LUMEN TECHNOLOGIES	01005620000000	320	DO 05/12/22-06/11/2	0.00	2,210.81
A101.00	387622	06/22/22	30274	MARK WITTIG	010212920000297	302	SECTION 6: GOLF	0.00	378.00
A101.00	387623	06/22/22	31088	MATSON HOLDINGS, IN	01009760720000	402	MISC SUPPLIES	0.00	183.10
A101.00	387624	06/22/22	28231	MATTHEW ANDERSON	010212960000673	302	GLACROSSE: STILLWAT	0.00	141.00
A101.00	387625	06/22/22	33717	MATTHEW OLIVE	010212960000662	302	SOFTBALL PLAYOFFS	0.00	195.00

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A101.00	387627	06/22/22	30024	MENARDS - EDEN PRAI	01009760720000	402	LOT STRIPING MATERI	0.00	146.92
A101.00	387627	06/22/22	30024	MENARDS - EDEN PRAI	01009760720000	402	DRILL BITS	0.00	104.42
TOTAL CHECK									251.34
A101.00	387628	06/22/22	18737	METRO SALES INC	01021292000000	305	JUN22 - ATHL COPIER	0.00	98.00
A101.00	387629	06/22/22	22660	MIDWEST BUS PARTS I	01009760720000	402	CLAMPS	0.00	11.90
A101.00	387630	06/22/22	26125	MN PEIP	01005203797000	291	RETIRES/COBRA	0.00	46,064.52
A101.00	387630	06/22/22	26125	MN PEIP	01	L215.20	CURRENT TEACHERS	0.00	748,016.08
TOTAL CHECK									794,080.60
A101.00	387631	06/22/22	15692	MSBA -- MINNESOTA S	01005010000000	820	EPS 22-23 RENEWAL	0.00	14,722.00
A101.00	387632	06/22/22	21956	THE MUSIC MART	01021291000250	430	BASSOON SEAT STRAP	0.00	54.75
A101.00	387633	06/22/22	33586	NOAH DANNER	01021294000650	302	BASEBALL: CHAMPLIN	0.00	83.00
A101.00	387634	06/22/22	12279	NORCOSTCO INC	01021292000260	335	LIGHTING FIXTURE	0.00	225.00
A101.00	387636	06/22/22	25364	RAINDROP IRRIGATION	01527810000820	401	IRRIGATION	0.00	220.50
A101.00	387637	06/22/22	26774	RANDY SOUERS	01021294000650	302	BASEBALL: E PRAIRIE	0.00	83.00
A101.00	387638	06/22/22	24749	REGION 3AA	01021292000297	305	SECTION LACROSSE GA	0.00	1,715.00
A101.00	387638	06/22/22	24749	REGION 3AA	01021292000297	305	SECTION LACROSSE GA	0.00	980.00
TOTAL CHECK									2,695.00
A101.00	387639	06/22/22	21465	REGION 6AA	01021292000297	305	SECTION SOFTBALL GA	0.00	1,065.00
A101.00	387639	06/22/22	21465	REGION 6AA	01021292000297	305	SECTION SOFTBALL GA	0.00	1,350.00
A101.00	387639	06/22/22	21465	REGION 6AA	01021292000297	305	SECTION SOFTBALL GA	0.00	1,355.00
A101.00	387639	06/22/22	21465	REGION 6AA	01021292000297	305	SECTION SOFTBALL GA	0.00	645.00
A101.00	387639	06/22/22	21465	REGION 6AA	01021292000297	305	SECTION BASEBALL GA	0.00	870.00
TOTAL CHECK									5,285.00
A101.00	387640	06/22/22	30018	RIVER BOTTOM PRODUC	01021291000251	305	CHOIR - CURRENT JAM	0.00	300.00
A101.00	387641	06/22/22	27797	ROBERT MASLOWSKI	01021294000650	302	BASEBALL: WAYZATA	0.00	83.00
A101.00	387642	06/22/22	06400	SCHMITT MUSIC COMPA	01021291000250	430	BAND CONCERT SUPPLI	0.00	24.00
A101.00	387642	06/22/22	06400	SCHMITT MUSIC COMPA	01021258000250	350	BAND REPAIR	0.00	25.00
A101.00	387642	06/22/22	06400	SCHMITT MUSIC COMPA	01021258000250	350	BAND REPAIR	0.00	32.00
A101.00	387642	06/22/22	06400	SCHMITT MUSIC COMPA	01021258000250	350	BAND REPAIR	0.00	35.00
A101.00	387642	06/22/22	06400	SCHMITT MUSIC COMPA	01021258000250	350	TUBA REPAIR	0.00	35.00
TOTAL CHECK									151.00
A101.00	387643	06/22/22	33174	SET - THE MULCH STO	01021810000820	401	EHS - MULCH	0.00	1,230.00
A101.00	387643	06/22/22	33174	SET - THE MULCH STO	01019810000820	401	SV - MULCH	0.00	1,230.00
TOTAL CHECK									2,460.00
A101.00	387644	06/22/22	33716	SHAWN EVENSON	01021294000650	302	BASEBALL: WAYZATA	0.00	83.00

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A101.00	387646	06/22/22	31768	SPECTRUM AQUATICS	01021292000096	305	PLATFORM REFURBISH	0.00	15,240.20
A101.00	387647	06/22/22	08656	SPS COMPANIES INC	01008810000000	401	PLUMBING SUPPLIES	0.00	780.36
A101.00	387647	06/22/22	08656	SPS COMPANIES INC	01008810000000	401	PLUMBING SUPPLIES	0.00	54.53
TOTAL CHECK 834.89									
A101.00	387648	06/22/22	31283	STAR-ISANTI-CHISAGO	010212910000296	430	ZEPHYRUS PRINTING	0.00	591.40
A101.00	387649	06/22/22	33718	STEPHANIE SUNNARBOR	010212920000297	302	GTRACK: JV MEET	0.00	54.75
A101.00	387650	06/22/22	28897	TONERWORKS MUSIC THE	01005420740000	394	APR22 MUSIC THERAPY	0.00	5,400.00
A101.00	387650	06/22/22	28897	TONERWORKS MUSIC THE	01005420740000	394	MAY22 MUSIC THERAPY	0.00	6,225.00
TOTAL CHECK 11,625.00									
A101.00	387651	06/22/22	23055	TRANSPORTATION PLUS	01005760723000	360	MAY22 STUDENT TAXIS	0.00	90.00
A101.00	387652	06/22/22	22468	TRI-STATE BOBCAT IN	015328100000820	401	CV - MOWER	0.00	1,358.00
A101.00	387652	06/22/22	22468	TRI-STATE BOBCAT IN	010088100000820	401	ECC - MOWER	0.00	1,627.15
A101.00	387652	06/22/22	22468	TRI-STATE BOBCAT IN	015278100000820	401	CN - MOWER	0.00	2,028.00
A101.00	387652	06/22/22	22468	TRI-STATE BOBCAT IN	010218100000820	401	EHS-BACKPACK SPRAYE	0.00	330.65
A101.00	387652	06/22/22	22468	TRI-STATE BOBCAT IN	010208100000820	401	VV-BACKPACK SPRAYER	0.00	330.65
A101.00	387652	06/22/22	22468	TRI-STATE BOBCAT IN	010058100000820	401	DW-BACKPACK SPRAYER	0.00	330.66
TOTAL CHECK 6,005.11									
A101.00	387653	06/22/22	33519	TRUDY ARRIAGA	01005204414000	303	CULTURAL PROFICIENC	0.00	9,200.00
A101.00	387655	06/22/22	32329	VICTORIA CASWELL	01005420140000	389	RECOVERY SALES REIM	0.00	400.00
A101.00	387656	06/22/22	16882	VIRCO INC	01019211302000	530	12018 STOOL, 120 SE	0.00	1,360.80
A101.00	387657	06/22/22	10895	WESTMARK PRODUCTION	010212910000251	305	CHOIR SPRING SING	0.00	4,470.00
A101.00	387659	06/29/22	31372	ACME TOOLS PLYMOUTH	01020810302000	530	CAPITAL TOOLS	0.00	65.99
A101.00	387659	06/29/22	31372	ACME TOOLS PLYMOUTH	015288100000820	401	PICK SET/LOCK	0.00	148.99
A101.00	387659	06/29/22	31372	ACME TOOLS PLYMOUTH	01020810302000	530	CAPITAL TOOLS	0.00	193.98
TOTAL CHECK 408.96									
A101.00	387660	06/29/22	23145	AFFINITECH INC	01005411419000	466	VIEWSONIC BOARDS AN	0.00	8,265.93
A101.00	387660	06/29/22	23145	AFFINITECH INC	01533203302000	530	VIEWSONIC BOARDS AN	0.00	5,510.62
TOTAL CHECK 13,776.55									
A101.00	387672	06/29/22	33719	AUTISM-PRODUCTS.COM	01005402740000	433	(1)SKU7100 \$3799.00	0.00	4,498.00
A101.00	387674	06/29/22	24971	BATTERIES R US	01021810000000	350	EXIT SIGN BATTERIES	0.00	84.95
A101.00	387690	06/29/22	17950	DELEGARD TOOL COMPA	015328100000810	401	MISC SUPPLIES	0.00	320.88
A101.00	387694	06/29/22	25867	ENABLING DEVICES	01528403740000	433	#605 - SWITCH MODIF	0.00	44.97
A101.00	387694	06/29/22	25867	ENABLING DEVICES	01528402740000	433	#605 - SWITCH MODIF	0.00	44.98
A101.00	387694	06/29/22	25867	ENABLING DEVICES	01528402740000	433	ESTIMATED SHIPPING/	0.00	9.00
A101.00	387694	06/29/22	25867	ENABLING DEVICES	01528403740000	433	ESTIMATED SHIPPING/	0.00	9.00

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A101.00	387694	06/29/22	25867	ENABLING DEVICES	01528403740000	433	#1207W - ATL SPECIA	0.00	77.47
A101.00	387694	06/29/22	25867	ENABLING DEVICES	01528402740000	433	#1207W - ATL SPECIA	0.00	77.48
A101.00	387694	06/29/22	25867	ENABLING DEVICES	01528402740000	433	ESTIMATED SHIPPING/	0.00	11.00
A101.00	387694	06/29/22	25867	ENABLING DEVICES	01528403740000	433	ESTIMATED SHIPPING/	0.00	11.00
TOTAL CHECK								0.00	284.90
A101.00	387699	06/29/22	09346	GRAINGER	01021810302000	530	CORDLESS TOOL KIT	0.00	821.50
A101.00	387700	06/29/22	27788	GREATAMERICA FINANC	01021211000000	329	EHS POSTAGE MTR-JUN	0.00	149.95
A101.00	387704	06/29/22	26941	IWS - INNOVATIONAL	01019810000000	350	HYDRONIC RE-TESTING	0.00	140.00
A101.00	387704	06/29/22	26941	IWS - INNOVATIONAL	01005810000000	305	SYSTEM MGMT PROGRAM	0.00	3,370.25
TOTAL CHECK								0.00	3,510.25
A101.00	387707	06/29/22	25335	JANET UNGS - BUSINE	01005640316000	305	JUN22 SERVICES	0.00	260.00
A101.00	387709	06/29/22	03720	JERRY'S HARDWARE	01008810000000	401	TOOLS/SUPPLIES	0.00	257.37
A101.00	387709	06/29/22	03720	JERRY'S HARDWARE	01526810000810	401	KEYS	0.00	22.40
TOTAL CHECK								0.00	279.77
A101.00	387713	06/29/22	26904	JOHN A DALSIN & SON	01021810000000	350	STORM DAMAGE REPAIR	0.00	848.37
A101.00	387715	06/29/22	06616	JOHNSON CONTROLS FI	01021810000000	350	WEST SIDE PIV REPAI	0.00	313.36
A101.00	387716	06/29/22	16419	JOSTENS INC	010212110000450	401	DIPLOMA-FORMER STUD	0.00	26.89
A101.00	387716	06/29/22	16419	JOSTENS INC	010212110000450	401	DIPLOMA-FORMER STUD	0.00	31.61
TOTAL CHECK								0.00	58.50
A101.00	387732	06/29/22	16127	KULLY SUPPLY INC	01020810000000	350	DRINK FOUNTAIN PART	0.00	720.90
A101.00	387744	06/29/22	33720	MARY TINKER	01021211000000	305	PRESENTATION	0.00	200.00
A101.00	387747	06/29/22	09167	MENARDS - GOLDEN VA	01526810000810	401	CUST SUPPLIES	0.00	55.90
A101.00	387748	06/29/22	30024	MENARDS - EDEN PRAI	01020810000000	401	LED LIGHT FIXTURES	0.00	468.26
A101.00	387748	06/29/22	30024	MENARDS - EDEN PRAI	01020810000000	401	GLUE	0.00	20.91
TOTAL CHECK								0.00	489.17
A101.00	387757	06/29/22	24715	ORDWAY CENTER -- PE	01021258000252	369	BLACK VIOLIN PERFOR	0.00	150.00
A101.00	387759	06/29/22	30930	PLANSOURCE	01005105000000	305	SERVICES FOR JUN22	0.00	15,860.53
A101.00	387760	06/29/22	15331	PRAIRIE ELECTRIC CO	01005810000000	305	GFI RECEPTACLE INST	0.00	334.18
A101.00	387760	06/29/22	15331	PRAIRIE ELECTRIC CO	01021810000000	350	EPAC LOBBY LIGHTING	0.00	1,121.00
TOTAL CHECK								0.00	1,455.18
A101.00	387763	06/29/22	10684	ROBERT B HTLL CO	01021810000000	401	WATER SOFTENER SALT	0.00	1,170.10
A101.00	387771	06/29/22	33764	SCHIRMERS CONCRETE	01019865369000	520	SV LOCKER BASES	0.00	5,637.32
A101.00	387772	06/29/22	33721	SCOTT WEIS	01021296000662	302	SOFTBALL: E PRAIRIE	0.00	75.00

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A101.00	387777	06/29/22	22773	SUMMIT FIRE PROTECT	01005865363000	305	EHS-FIRE ALARM INSP	0.00	1,585.00
A101.00	387777	06/29/22	22773	SUMMIT FIRE PROTECT	01005865363000	305	VV-FIRE ALARM INSP	0.00	2,350.00
A101.00	387777	06/29/22	22773	SUMMIT FIRE PROTECT	01005865363000	305	EHS-KITCHEN HOOD IN	0.00	1,093.50
A101.00	387777	06/29/22	22773	SUMMIT FIRE PROTECT	01005865363000	305	EHS-SPRINKLER INSP	0.00	1,105.00
A101.00	387777	06/29/22	22773	SUMMIT FIRE PROTECT	01005865363000	305	VV-KITCHEN HOOD INS	0.00	461.50
A101.00	387777	06/29/22	22773	SUMMIT FIRE PROTECT	01005865363000	305	SV-KITCHEN HOOD INS	0.00	480.00
A101.00	387777	06/29/22	22773	SUMMIT FIRE PROTECT	01005865363000	305	CC-FIRE ALARM INSP	0.00	545.00
A101.00	387777	06/29/22	22773	SUMMIT FIRE PROTECT	01005865363000	305	SV-SPRINKLER INSP	0.00	795.00
A101.00	387777	06/29/22	22773	SUMMIT FIRE PROTECT	01005865363000	305	CN-KITCHEN HOOD INS	0.00	224.00
A101.00	387777	06/29/22	22773	SUMMIT FIRE PROTECT	01005865363000	305	CC-KITCHEN HOOD INS	0.00	238.00
A101.00	387777	06/29/22	22773	SUMMIT FIRE PROTECT	01005865363000	305	HL-KITCHEN HOOD INS	0.00	264.00
A101.00	387777	06/29/22	22773	SUMMIT FIRE PROTECT	01005865363000	305	CV-KITCHEN HOOD INS	0.00	264.00
A101.00	387777	06/29/22	22773	SUMMIT FIRE PROTECT	01005865363000	305	CS-KITCHEN HOOD INS	0.00	264.50
A101.00	387777	06/29/22	22773	SUMMIT FIRE PROTECT	01005865363000	305	ECC/ND-KITCHEN HOOD	0.00	281.50
A101.00	387777	06/29/22	22773	SUMMIT FIRE PROTECT	01005865363000	305		0.00	9,951.00
TOTAL CHECK									
A101.00	387789	06/29/22	26581	THE MCDOWELL AGENCY 01		L215.03	BKGD CHK-EPS EMPLOY	0.00	294.70
A101.00	387789	06/29/22	26581	THE MCDOWELL AGENCY 01		L215.03	BKGD CHK-ND HOST FA	0.00	152.00
A101.00	387789	06/29/22	26581	THE MCDOWELL AGENCY 01005105000000		305	BKGD CHK-PARENT VOL	0.00	355.55
A101.00	387789	06/29/22	26581	THE MCDOWELL AGENCY 01005105000000		305	BKGD CHK-STUD TEACH	0.00	15.00
A101.00	387789	06/29/22	26581	THE MCDOWELL AGENCY 01005105000000		305		0.00	817.25
TOTAL CHECK									
A101.00	387790	06/29/22	14005	THE PRINT SHOP	01020211000000	401	PRINTING NOTE PADS	0.00	207.00
A101.00	387794	06/29/22	25724	ULINE	01021810302000	530	CHAIR DOLLY	0.00	1,466.68
A101.00	387799	06/29/22	30842	WING YOUNG HUIE	01020211000000	305	8TH GRD PROJECT	0.00	5,000.00
A101.00	V17296	06/01/22	E10650	GAYLE E BALCER	01005420419000	366	JAN-MAY22 MILEAGE	0.00	78.98
A101.00	V17297	06/01/22	E15486	ANDREW J BEATON	01021050000000	320	JUL21-MAY22 CELL PH	0.00	482.35
A101.00	V17298	06/01/22	E11869	DAVID M BOONE	010212960000667	305	TRACK STARTER	0.00	334.25
A101.00	V17299	06/01/22	E10192	JENNIFER M CARTER	01021050000000	820	MN BOSA LICENSE FEE	0.00	102.15
A101.00	V17299	06/01/22	E10192	JENNIFER M CARTER	01021211000000	490	COFFEE FOR MEETING	0.00	40.00
TOTAL CHECK									
A101.00	V17300	06/01/22	E13042	BRADLEY G DAHLMAN	01021211000000	490	FOOD FOR MEETING	0.00	45.97
A101.00	V17301	06/01/22	E11637	ADAM P DUFFY	01005630000000	320	MAY22 CELL PHONE	0.00	50.00
A101.00	V17302	06/01/22	E21650	MARYA DUMKE	015282030000096	490	KIDS COUNCIL DONUTS	0.00	36.12
A101.00	V17303	06/01/22	E14117	ERIC D HAMILTON	01005810000000	320	APR22 CELL PHONE	0.00	25.00
A101.00	V17304	06/01/22	E10190	JENNIFER E HARRITS	010192110000096	490	WEB DONUTS	0.00	58.25
A101.00	V17304	06/01/22	E10190	JENNIFER E HARRITS	010192110000096	401	WEB FINAL FRIDAY DE	0.00	175.50
TOTAL CHECK									
A101.00	V17305	06/01/22	E10275	KATHERINE J HIGGINS	010202910000253	490	WEB DONUTS	0.00	233.75
A101.00	V17305	06/01/22	E10275	KATHERINE J HIGGINS	010202910000253	490		0.00	108.00

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A101.00	V17306	06/01/22	E11851	ANGELA K HRUBY	01528203000096	433	ACTIVITIES SUPPLIES	0.00	125.64
A101.00	V17306	06/01/22	E11851	ANGELA K HRUBY	01528203000096	401	CLASSROOM SUPPLIES	0.00	66.34
TOTAL CHECK									191.98
A101.00	V17307	06/01/22	E6627	JENNIFER A JOHNSON	01021211000000	490	FOOD FOR MEETING	0.00	39.05
A101.00	V17308	06/01/22	E10270	SUE M JOHNSON	01528203000000	490	CLASSROOM TREATS	0.00	13.96
A101.00	V17308	06/01/22	E10270	SUE M JOHNSON	01528203000000	430	CLASSROOM SUPPLIES	0.00	31.73
TOTAL CHECK									45.69
A101.00	V17309	06/01/22	E14116	THOMAS J JOHNSTON	01005630000000	320	MAY22 CELL PHONE	0.00	42.86
A101.00	V17310	06/01/22	E14842	MOLLIE M KAPING	01005420419000	366	MAY22 MILEAGE	0.00	17.20
A101.00	V17311	06/01/22	E13111	KENDAL C MASICA	01529203000000	430	CLASSROOM SUPPLIES	0.00	81.49
A101.00	V17311	06/01/22	E13111	KENDAL C MASICA	01529203000000	460	CLASSROOM BOOKS	0.00	96.89
TOTAL CHECK									178.38
A101.00	V17312	06/01/22	E11026	DANYEL M MATTSON	01019230000000	430	ENCANTO DVD	0.00	24.99
A101.00	V17313	06/01/22	E10299	NICOLE S MCCLURE	01528203000096	490	END OF YEAR TREATS	0.00	21.85
A101.00	V17313	06/01/22	E10299	NICOLE S MCCLURE	01528203000096	401	7 BOWLS	0.00	16.00
TOTAL CHECK									37.85
A101.00	V17314	06/01/22	E10308	BETHANY A MOHS	01005605335000	366	APR-MAY22 MILEAGE	0.00	66.47
A101.00	V17315	06/01/22	E5804	DEBRA K RICHARDS	01021211000436	401	AP SUPPLIES	0.00	25.70
A101.00	V17316	06/01/22	E10296	NDEYE KANY SECK	01533203000096	401	CLASSROOM SUPPLIES	0.00	48.60
A101.00	V17317	06/01/22	E8056	KORY M SMITH	01005810000000	320	MAY22 CELL PHONE	0.00	59.78
A101.00	V17319	06/01/22	E15176	LEIGH A FEILY	01005400000000	401	MEETING SUPPLIES	0.00	30.99
A101.00	V17319	06/01/22	E15176	LEIGH A FEILY	01005400000000	490	MEETING CUPCAKES	0.00	7.00
TOTAL CHECK									37.99
A101.00	V17320	06/01/22	E11203	DANA A WEILAND	01021260000000	430	LAB SUPPLIES	0.00	24.79
A101.00	V17320	06/01/22	E11203	DANA A WEILAND	01021260000000	430	LAB SUPPLY: LIQ NIT	0.00	66.50
TOTAL CHECK									91.29
A101.00	V17321	06/08/22	E10501	ALISON KAGOL ANDERS	01020260000000	430	LAB SUPPLIES	0.00	82.75
A101.00	V17322	06/08/22	E8731	KRISTY L ARDINGER	01528203000000	401	OFFICE SUPPLIES	0.00	28.49
A101.00	V17323	06/08/22	E21073	MAKENA BERGERON	01535412740000	366	APR-MAY22 MILEAGE	0.00	63.30
A101.00	V17325	06/08/22	E20867	MINA E BLYLY-STRAUS	01021211000539	430	AUDIO RECORDER	0.00	37.99
A101.00	V17327	06/08/22	E10192	JENNIFER M CARTER	01021050000000	320	MAY22 CELL PHONE	0.00	48.78
A101.00	V17329	06/08/22	E10209	ELIZABETH A COUCHMA	01528203000096	401	CLASSROOM SUPPLIES	0.00	20.79
A101.00	V17329	06/08/22	E10209	ELIZABETH A COUCHMA	01528203000096	433	TEACHING UNITS	0.00	39.80

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TOTAL CHECK									
A101.00	V17330	06/08/22	E13560	JANET M DAHL	01535412740000	366	MAR-APR22 MILEAGE	0.00	60.59
A101.00	V17330	06/08/22	E13560	JANET M DAHL	01005420419000	366	MAR-APR22 MILEAGE	0.00	88.57
TOTAL CHECK									102.73
A101.00	V17331	06/08/22	E13042	BRADLEY G DAHLMAN	01021640316000	490	STAFF MTG FOOD	0.00	137.12
A101.00	V17331	06/08/22	E13042	BRADLEY G DAHLMAN	01021640316000	401	STAFF MTG SUPPLIES	0.00	11.34
TOTAL CHECK									148.46
A101.00	V17332	06/08/22	E13322	KYRSTEN N DARBY	01528203000096	430	PTO GRANT: MUSIC ST	0.00	160.20
A101.00	V17333	06/08/22	E21113	SENALI L DIAS ABEYG	01529203000096	490	CHANGE MAKER FOOD	0.00	32.53
A101.00	V17334	06/08/22	E14846	BLANCA E DIAZ DE LE	01005203313000	320	AUG21-MAY22 CELL PH	0.00	518.17
A101.00	V17335	06/08/22	E10546	JENNIFER E DUNCAN	01005420419000	366	SEP21-APR22 MILEAGE	0.00	398.67
A101.00	V17336	06/08/22	E9021	MARGARET H GALVIN	01528203000096	305	K STORYTELLER	0.00	100.00
A101.00	V17336	06/08/22	E9021	MARGARET H GALVIN	01528203000096	401	CLASSROOM SUPPLIES	0.00	33.00
A101.00	V17336	06/08/22	E9021	MARGARET H GALVIN	01528203000096	490	CLASSROOM TREATS	0.00	29.72
TOTAL CHECK									162.72
A101.00	V17337	06/08/22	E13534	ANNE M GANT	01005420419000	366	APR-MAY22 MILEAGE	0.00	27.96
A101.00	V17338	06/08/22	E13049	AMY J GILBERTSON-DO	01019211000096	490	SLT TREATS/FOOD	0.00	119.22
A101.00	V17339	06/08/22	E20357	HANNAH R GROENENDYK	01020211000000	401	LAST DAY CHALK SUPP	0.00	14.98
A101.00	V17340	06/08/22	E5653	SCOTT H HIPPIE	01005810000000	320	MAY22 CELL PHONE	0.00	43.73
A101.00	V17341	06/08/22	E10270	SUE M JOHNSON	01528203000096	490	SAFETY PATROL SNACK	0.00	36.63
A101.00	V17342	06/08/22	E10691	DEBORAH KRENGEL	01005605335000	366	APR-MAY22 MILEAGE	0.00	67.63
A101.00	V17344	06/08/22	E13487	JENNIFER L LUGO	01527203000000	401	EOY SUPPLIES	0.00	52.00
A101.00	V17345	06/08/22	E11026	DANYEL M MATTSON	01019211000000	490	8TH GRD COOKIES	0.00	42.90
A101.00	V17346	06/08/22	E21848	BROOKE MOEHRLE	01005420419000	366	MAR-MAY22 MILEAGE	0.00	54.87
A101.00	V17346	06/08/22	E21848	BROOKE MOEHRLE	01005720000000	320	MAR-MAY22 CELL PHON	0.00	147.41
TOTAL CHECK									202.28
A101.00	V17347	06/08/22	E20700	MICHAEL J MOELLER	01528203000096	433	PTO FUND:MUSIC STAN	0.00	250.00
A101.00	V17348	06/08/22	E10520	MATTHEW K MOSBY	01529810000000	320	APR22 CELL PHONE	0.00	65.00
A101.00	V17348	06/08/22	E10520	MATTHEW K MOSBY	01529810000000	320	MAY22 CELL PHONE	0.00	65.00
TOTAL CHECK									130.00
A101.00	V17349	06/08/22	E12203	PAMELA V MUUS	01005420419000	366	MAR-MAY22 MILEAGE	0.00	18.43
A101.00	V17350	06/08/22	E13313	MELISSA J NORWOOD	01020211000276	490	AVID TREATS	0.00	33.33

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A101.00	V17352	06/08/22	E11519	CHERYL L PARISH	01535412740000	366	MAR-JUN22 MILEAGE	0.00	8.31	
A101.00	V17352	06/08/22	E11519	CHERYL L PARISH	01005420419000	366	MAR-JUN22 MILEAGE	0.00	185.39	
TOTAL CHECK										193.70
A101.00	V17353	06/08/22	E12212	MATTHEW R PETERSON	01528203000000	366	AUG21-JUN22 MILEAGE	0.00	160.95	
A101.00	V17354	06/08/22	E10523	ZACHARIAH R PROWELL	01529203000000	460	ABEBOOKS	0.00	200.20	
A101.00	V17355	06/08/22	E6341	LORI J RACEK	01529203000000	401	CLASSROOM SUPPLIES	0.00	263.92	
A101.00	V17356	06/08/22	E12494	DANA M ROTH	01019250000000	430	FACS FOOD SUPPLY	0.00	271.84	
A101.00	V17357	06/08/22	E11485	STEPHEN P SANGER	01021260000000	401	SUPPLY BINS	0.00	15.00	
A101.00	V17358	06/08/22	E12167	AMANDA N SCHUTZ	01005605335000	366	MAR-MAY22 MILEAGE	0.00	66.28	
A101.00	V17359	06/08/22	E12734	KAYLA M SCHWEIN	01005412419000	366	MAY22 MILEAGE	0.00	41.07	
A101.00	V17362	06/08/22	E10434	MICHELLE L STEIN	01020260000000	430	LAB SUPPLIES	0.00	74.06	
A101.00	V17363	06/08/22	E21646	KATE TROSKEY	01005420419000	366	MAR-JUN22 MILEAGE	0.00	81.61	
A101.00	V17364	06/08/22	E10634	DANIEL S WYMORE	01019211000240	490	LAST DAY TREATS	0.00	43.83	
A101.00	V17365	06/08/22	E5483	MELISA A ZENNER	01020211000276	490	AVID TREATS	0.00	48.24	
A101.00	V17367	06/15/22	E13409	KOURTNEE A. BAUKOL	01005211320000	401	GRADUATION FEATHERS	0.00	150.00	
A101.00	V17370	06/15/22	E12774	CHRISTOPHER P DUNN	01005605335000	366	JAN-MAY22 MILEAGE	0.00	173.80	
A101.00	V17371	06/15/22	E9885	ERICA S GARDNER	01019211000240	490	FLEX TREATS	0.00	11.59	
A101.00	V17372	06/15/22	E6627	JENNIFER A JOHNSON	01021050000000	320	MAY22 CELL PHONE	0.00	38.68	
A101.00	V17373	06/15/22	E14452	JEFF L JORGENSEN	01005400000000	320	JAN-MAY22 CELL PHON	0.00	325.00	
A101.00	V17373	06/15/22	E14452	JEFF L JORGENSEN	01005400000000	320	JUL-DEC21 CELL PHON	0.00	390.00	
A101.00	V17373	06/15/22	E14452	JEFF L JORGENSEN	01005420419000	366	MASE CONF MILEAGE	0.00	161.46	
TOTAL CHECK										876.46
A101.00	V17376	06/15/22	E13348	NATHANIEL M LINDLEY	01005630000000	366	MAR-MAY22 MILEAGE	0.00	32.35	
A101.00	V17376	06/15/22	E13348	NATHANIEL M LINDLEY	01005630000000	320	MAR-MAY22 CELL PHON	0.00	195.00	
TOTAL CHECK										227.35
A101.00	V17377	06/15/22	E9834	MICHAEL T PRETASKY	01021211000000	490	COUNSEL MTG FOOD	0.00	45.45	
A101.00	V17378	06/15/22	E11259	ELIZABETH A SANDVIC	01005605335000	490	PEER COACH TEAM LUN	0.00	114.30	
A101.00	V17379	06/15/22	E12514	MICHAEL L WALKER	01005630000000	366	JAN-MAY22 MILEAGE	0.00	182.99	
A101.00	V17380	06/22/22	E20029	PETER M BLACKWELL	01005630000000	320	MAY-JUN22 CELL PHON	0.00	58.33	

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A101.00	V17382	06/22/22	E15078	RA CHHOTH	01005110000000	320	JUN22 CELL PHONE	0.00	45.00
A101.00	V17383	06/22/22	E14095	JESSICA L HEIDELBER	01535412740000	366	JAN-FEB22 MILEAGE	0.00	113.72
A101.00	V17383	06/22/22	E14095	JESSICA L HEIDELBER	01535412740000	366	MAR-APR22 MILEAGE	0.00	125.13
TOTAL CHECK									
A101.00	V17384	06/22/22	E7256	CHRISTOPHER I HOLDE	01533050000000	320	JAN-APR22 CELL PHON	0.00	60.00
A101.00	V17385	06/22/22	E12503	GWENDOLYN PEYTON	01005203797000	291	MEDICARE/HUMANA	0.00	624.30
A101.00	V17386	06/22/22	E13763	JULIE M GABRIELSON	01005850000830	320	JUN22 CELL PHONE	0.00	9.48
A101.00	V17387	06/22/22	E11856	JULIE K MICKSCHL	01529203000096	401	SPEED STACKS REIMB	0.00	180.00
A101.00	V17388	06/22/22	E21065	SARAH MIZIORKO	01019050000000	305	LIMO RENTAL	0.00	416.00
A101.00	V17389	06/22/22	E5804	DEBRA K RICHARDS	01005218388000	366	JAN-JUN22 MILEAGE	0.00	354.57
A101.00	V17390	06/22/22	E21115	CARA RIECKENBERG	01529203000000	401	CLASSROOM SUPPLIES	0.00	247.33
A101.00	V17391	06/22/22	E5755	TIMOTHY J RODEN	01008810000000	320	JUN22 CELL PHONE	0.00	65.00
A101.00	V17392	06/22/22	E11259	ELIZABETH A SANDVIC	01005640316000	490	DEI TRAINING TREATS	0.00	14.98
A101.00	V17393	06/22/22	E11485	STEPHEN P SANGER	01021211000000	366	6/9-6/12 MILEAGE	0.00	281.97
A101.00	V17394	06/22/22	E9426	TROY STEIN	01005292000000	366	APR-JUN22 MILEAGE	0.00	326.66
A101.00	V17395	06/22/22	E5184	NORMAN F VANDERLIND	01005810000000	320	APR-MAY22 CELL PHON	0.00	104.92
A101.00	V17396	06/22/22	E22057	LILY ZENTGRAF	01005204414000	303	APR-MAY22 MILEAGE	0.00	20.48
A101.00	V17398	06/29/22	E13266	MARGO M BAUCK	01005203797000	291	MED REIMB JAN-JUN22	0.00	2,453.04
A101.00	V17399	06/29/22	E15078	RA CHHOTH	010051100000902	299	APPLE WATCH	0.00	237.49
A101.00	V17400	06/29/22	E20725	PAUL DOMER	01526050000000	320	APR-JUN22 CELL PHON	0.00	195.00
A101.00	V17401	06/29/22	E11091	SHAWN G DRAVES	01021810000000	320	MAY22 CELL PHONE	0.00	65.00
A101.00	V17402	06/29/22	E10415	TAMARA K FORBY	01005630000000	320	APR-MAY22 CELL PHON	0.00	120.00
A101.00	V17402	06/29/22	E10415	TAMARA K FORBY	01005630000000	320	APR-MAY22 MILEAGE	0.00	17.14
TOTAL CHECK									
A101.00	V17403	06/29/22	E14819	CHRISTOPHER D GRIGG	01005640316000	366	SCSI CONF BAGGAGE	0.00	60.00
A101.00	V17404	06/29/22	E21601	MOLLY ROSE HEIMEL	01005109000000	366	FEB-JUN22 MILEAGE	0.00	32.63
A101.00	V17405	06/29/22	E9068	ANGELA L KTEFFER	01021710000000	490	COFFEE FOR BANQUET	0.00	95.94
A101.00	V17406	06/29/22	E9656	THOMAS LYMAN	01528810000000	320	JUN22 CELL PHONE	0.00	65.00

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A101.00	387221	06/01/22	30209	GRAINGER	02005770701000	350	FUSE-KITCHEN DISPOS	0.00	27.04
A101.00	387302	06/08/22	27269	CHARTWELLS DINING S	02005770705000	305	MGMT LABOR-MAY22 BK	0.00	5,809.78
A101.00	387302	06/08/22	27269	CHARTWELLS DINING S	02005770701000	305	MAY22 HOME MILK CHR	0.00	1,060.50
A101.00	387302	06/08/22	27269	CHARTWELLS DINING S	02005770701000	305	MAY22 OTHER ALA CAR	0.00	26,755.26
A101.00	387302	06/08/22	27269	CHARTWELLS DINING S	02005770705000	305	MAY22 SSO BREAKFAST	0.00	46,496.99
A101.00	387302	06/08/22	27269	CHARTWELLS DINING S	02005770701000	305	MAY22 SSO LUNCH	0.00	249,343.63
A101.00	387302	06/08/22	27269	CHARTWELLS DINING S	02005770701000	305	MGMT LABOR-MAY22 LU	0.00	11,277.82
A101.00	387302	06/08/22	27269	CHARTWELLS DINING S	02005770701000	299	MGMT FRINGE-MAY22 L	0.00	4,611.04
A101.00	387302	06/08/22	27269	CHARTWELLS DINING S	02005770705000	299	MGMT FRINGE-MAY22 B	0.00	2,375.39
A101.00	387302	06/08/22	27269	CHARTWELLS DINING S	02005770701000	305	EPS CREDIT JTM	0.00	-7,386.35
A101.00	387302	06/08/22	27269	CHARTWELLS DINING S	02005770701000	305	EPS CREDIT P FARMS	0.00	-1,044.00
TOTAL CHECK									339,300.06
A101.00	387433	06/15/22	33644	ALICE TANK	02005770701000	R601	LUNCH ACCT REFUND	0.00	19.20
A101.00	387434	06/15/22	33645	AMY LUSTY	02005770701000	R601	LUNCH ACCT REFUND	0.00	92.80
A101.00	387435	06/15/22	33646	AMY SWENSON	02005770701000	R601	LUNCH ACCT REFUND	0.00	10.30
A101.00	387436	06/15/22	33647	AMY YOUNGSTROM	02005770701000	R601	LUNCH ACCT REFUND	0.00	13.70
A101.00	387438	06/15/22	33648	ANDREW LASKE	02005770701000	R601	LUNCH ACCT REFUND	0.00	48.35
A101.00	387439	06/15/22	31633	ANDREA KELICK	02005770701000	R601	LUNCH ACCT REFUND	0.00	94.40
A101.00	387440	06/15/22	33649	ANNETTE XENOPOULOS-	02005770701000	R601	LUNCH ACCT REFUND	0.00	14.55
A101.00	387441	06/15/22	33650	APRIL WURST	02005770701000	R601	LUNCH ACCT REFUND	0.00	44.20
A101.00	387443	06/15/22	33651	ASHLEY SWANDA	02005770701000	R601	LUNCH ACCT REFUND	0.00	168.16
A101.00	387447	06/15/22	33652	BRIAN MCGANN	02005770701000	R601	LUNCH ACCT REFUND	0.00	24.77
A101.00	387448	06/15/22	33653	BRITTA HOVEY	02005770701000	R601	LUNCH ACCT REFUND	0.00	119.90
A101.00	387452	06/15/22	33654	CHANGXUE WANG	02005770701000	R601	LUNCH ACCT REFUND	0.00	11.35
A101.00	387453	06/15/22	33655	CHARLIE AUL	02005770701000	R601	LUNCH ACCT REFUND	0.00	52.65
A101.00	387454	06/15/22	33656	CHRIS MAWN	02005770701000	R601	LUNCH ACCT REFUND	0.00	61.40
A101.00	387457	06/15/22	32382	CINDY TUPY	02005770701000	R601	LUNCH ACCT REFUND	0.00	126.85
A101.00	387460	06/15/22	33657	CYNTHIA MASHAAL	02005770701000	R601	LUNCH ACCT REFUND	0.00	52.30
A101.00	387461	06/15/22	33658	DARLA CUNIO	02005770701000	R601	LUNCH ACCT REFUND	0.00	16.60
A101.00	387462	06/15/22	33659	DAVID ALKIRE	02005770701000	R601	LUNCH ACCT REFUND	0.00	119.65
A101.00	387463	06/15/22	33660	DAVID CHALL	02005770701000	R601	LUNCH ACCT REFUND	0.00	34.20

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A101.00	387464	06/15/22	33661	DEBORAH BRUEGGEMAN	02005770701000	R601	LUNCH ACCT REFUND	0.00	105.70
A101.00	387469	06/15/22	33662	ERNEST VAN PANHUYS	02005770701000	R601	LUNCH ACCT REFUND	0.00	131.70
A101.00	387470	06/15/22	33663	ETHAN BERKE	02005770701000	R601	LUNCH ACCT REFUND	0.00	46.00
A101.00	387472	06/15/22	21514	GENERAL PARTS LLC	02005770701000	350	KITCHEN REPAIR SUPP	0.00	126.45
A101.00	387475	06/15/22	33664	HEATHER SHAW-STRACK	02005770701000	R601	LUNCH ACCT REFUND	0.00	37.10
A101.00	387476	06/15/22	33665	HEIDI BURCH	02005770701000	R601	LUNCH ACCT REFUND	0.00	17.65
A101.00	387478	06/15/22	33666	ICY YIP	02005770701000	R601	LUNCH ACCT REFUND	0.00	225.05
A101.00	387480	06/15/22	33667	JACKIE OLSON	02005770701000	R601	LUNCH ACCT REFUND	0.00	44.85
A101.00	387481	06/15/22	33668	JAMES CARSELLO	02005770701000	R601	LUNCH ACCT REFUND	0.00	251.75
A101.00	387482	06/15/22	33669	JANEL DRESSEN	02005770701000	R601	LUNCH ACCT REFUND	0.00	92.90
A101.00	387483	06/15/22	33670	JEN KLISE	02005770701000	R601	LUNCH ACCT REFUND	0.00	324.55
A101.00	387484	06/15/22	33671	JENNIE JOHNSON	02005770701000	R601	LUNCH ACCT REFUND	0.00	115.95
A101.00	387485	06/15/22	33672	JENNIFER DYRDAHL	02005770701000	R601	LUNCH ACCT REFUND	0.00	7.90
A101.00	387486	06/15/22	32534	JENNIFER PEDERSON	02005770701000	R601	LUNCH ACCT REFUND	0.00	67.35
A101.00	387488	06/15/22	33673	JESSICA OLSON	02005770701000	R601	LUNCH ACCT REFUND	0.00	103.70
A101.00	387489	06/15/22	33687	JIM VANDERVELDE	02005770701000	R601	LUNCH ACCT REFUND	0.00	48.00
A101.00	387490	06/15/22	32482	JINMEI SHEN	02005770701000	R601	LUNCH ACCT REFUND	0.00	153.65
A101.00	387491	06/15/22	33674	JODIE BERNARDE	02005770701000	R601	LUNCH ACCT REFUND	0.00	104.65
A101.00	387493	06/15/22	33675	JULIE JAMES	02005770701000	R601	LUNCH ACCT REFUND	0.00	8.60
A101.00	387494	06/15/22	33676	JULIE MADISON	02005770701000	R601	LUNCH ACCT REFUND	0.00	18.10
A101.00	387495	06/15/22	33677	JULIE RAILSTON	02005770701000	R601	LUNCH ACCT REFUND	0.00	35.00
A101.00	387499	06/15/22	33678	KATHRYN MCGOVERN	02005770701000	R601	LUNCH ACCT REFUND	0.00	163.10
A101.00	387500	06/15/22	33704	KEITH SCHLEETER	02005770701000	R601	LUNCH ACCT REFUND	0.00	75.20
A101.00	387501	06/15/22	31637	KELLY JUNGELS	02005770701000	R601	LUNCH ACCT REFUND	0.00	38.10
A101.00	387502	06/15/22	33679	KEVIN TEPPEN	02005770701000	R601	LUNCH ACCT REFUND	0.00	36.20
A101.00	387504	06/15/22	33713	KIMBERLY BARRETT	02005770701000	R601	LUNCH ACCT REFUND	0.00	55.80

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101.00	387505	06/15/22	33680	KRISTEN MINER	02005770701000	R601	LUNCH ACCT REFUND	0.00	38.10
A101.00	387506	06/15/22	33681	KRISTI NASBY	02005770701000	R601	LUNCH ACCT REFUND	0.00	15.95
A101.00	387507	06/15/22	51475	KRISTINE PAUL	02005770701000	R601	LUNCH ACCT REFUND	0.00	142.15
A101.00	387508	06/15/22	32509	LAURA CARLSON	02005770701000	R601	LUNCH ACCT REFUND	0.00	34.25
A101.00	387510	06/15/22	33682	LESLIE IYER	02005770701000	R601	LUNCH ACCT REFUND	0.00	26.45
A101.00	387511	06/15/22	33683	LINDSEY GORSKI	02005770701000	R601	LUNCH ACCT REFUND	0.00	169.85
A101.00	387512	06/15/22	33684	LORI PORTH	02005770701000	R601	LUNCH ACCT REFUND	0.00	152.85
A101.00	387513	06/15/22	33685	LORI WAGENER	02005770701000	R601	LUNCH ACCT REFUND	0.00	80.30
A101.00	387515	06/15/22	33686	MARK SEXTON	02005770701000	R601	LUNCH ACCT REFUND	0.00	100.00
A101.00	387517	06/15/22	33688	MAUREEN DICKSON	02005770701000	R601	LUNCH ACCT REFUND	0.00	68.85
A101.00	387518	06/15/22	33689	MEGAN KELLY	02005770701000	R601	LUNCH ACCT REFUND	0.00	11.45
A101.00	387519	06/15/22	33690	MEGAN MCBURNEY	02005770701000	R601	LUNCH ACCT REFUND	0.00	33.05
A101.00	387522	06/15/22	33691	MICHELLE LANGEFELS	02005770701000	R601	LUNCH ACCT REFUND	0.00	16.70
A101.00	387523	06/15/22	33692	MICKY WONG	02005770701000	R601	LUNCH ACCT REFUND	0.00	100.00
A101.00	387529	06/15/22	31092	MITCH OR PHOEBE ZAM	02005770701000	R601	LUNCH ACCT REFUND	0.00	158.00
A101.00	387531	06/15/22	33693	NOEL BLACK	02005770701000	R601	LUNCH ACCT REFUND	0.00	35.95
A101.00	387535	06/15/22	33694	PEG WARFIELD	02005770701000	R601	LUNCH ACCT REFUND	0.00	29.90
A101.00	387536	06/15/22	33695	PETER LARSON	02005770701000	R601	LUNCH ACCT REFUND	0.00	27.20
A101.00	387542	06/15/22	33696	RACHEL GOETZMANN	02005770701000	R601	LUNCH ACCT REFUND	0.00	39.10
A101.00	387544	06/15/22	33697	REBECCA LEDDICK	02005770701000	R601	LUNCH ACCT REFUND	0.00	55.00
A101.00	387545	06/15/22	33698	REID KILBERG	02005770701000	R601	LUNCH ACCT REFUND	0.00	69.80
A101.00	387548	06/15/22	33699	RUBY PEDIANGCO	02005770701000	R601	LUNCH ACCT REFUND	0.00	138.60
A101.00	387550	06/15/22	33700	SARAH COOPER	02005770701000	R601	LUNCH ACCT REFUND	0.00	14.90
A101.00	387551	06/15/22	33701	SARAH HOWARD	02005770701000	R601	LUNCH ACCT REFUND	0.00	148.50
A101.00	387552	06/15/22	33702	SARAH KESHER	02005770701000	R601	LUNCH ACCT REFUND	0.00	50.00
A101.00	387553	06/15/22	33703	SARENJA BETZ	02005770701000	R601	LUNCH ACCT REFUND	0.00	104.95

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A101.00	387556	06/15/22	30988	SHELINA ISHANI	02005770701000	R601	LUNCH ACCT REFUND	0.00	60.40
A101.00	387557	06/15/22	33705	SREEJAYA VELUVALI	02005770701000	R601	LUNCH ACCT REFUND	0.00	75.70
A101.00	387558	06/15/22	27670	STACEY HANSEN	02005770701000	R601	LUNCH ACCT REFUND	0.00	142.60
A101.00	387559	06/15/22	33706	STACY THIESZEN	02005770701000	R601	LUNCH ACCT REFUND	0.00	68.25
A101.00	387561	06/15/22	33707	SUE SULLIVAN	02005770701000	R601	LUNCH ACCT REFUND	0.00	48.10
A101.00	387562	06/15/22	32256	TARA WAGNER	02005770701000	R601	LUNCH ACCT REFUND	0.00	29.75
A101.00	387563	06/15/22	33708	TED CONTAG	02005770701000	R601	LUNCH ACCT REFUND	0.00	105.00
A101.00	387566	06/15/22	33709	TIFFANY SANDERS	02005770701000	R601	LUNCH ACCT REFUND	0.00	99.30
A101.00	387567	06/15/22	33710	TRACY SLAUGHTER	02005770701000	R601	LUNCH ACCT REFUND	0.00	27.55
A101.00	387568	06/15/22	33711	TREBOR STANTON	02005770701000	R601	LUNCH ACCT REFUND	0.00	80.75
A101.00	387573	06/15/22	31988	XIFENG HAN	02005770701000	R601	LUNCH ACCT REFUND	0.00	345.50
A101.00	387661	06/29/22	33722	ALESSANDRA ORTHEY	02005770701000	R601	LUNCH ACCT REFUND	0.00	70.15
A101.00	387662	06/29/22	33723	ALEXIS LONG	02005770701000	R601	LUNCH ACCT REFUND	0.00	63.75
A101.00	387663	06/29/22	52153	ALYSSA HAMMAR	02005770701000	R601	LUNCH ACCT REFUND	0.00	9.15
A101.00	387664	06/29/22	27386	AMY LAUER	02005770701000	R601	LUNCH ACCT REFUND	0.00	10.20
A101.00	387666	06/29/22	33724	ANGELA AILLONI	02005770701000	R601	LUNCH ACCT REFUND	0.00	29.70
A101.00	387667	06/29/22	33725	ANGELINA LAWTON	02005770701000	R601	LUNCH ACCT REFUND	0.00	19.65
A101.00	387668	06/29/22	33726	ANN PARADIS	02005770701000	R601	LUNCH ACCT REFUND	0.00	29.15
A101.00	387669	06/29/22	33727	ANNE JOHNSON	02005770701000	R601	LUNCH ACCT REFUND	0.00	27.55
A101.00	387670	06/29/22	33728	ANNE REDDY	02005770701000	R601	LUNCH ACCT REFUND	0.00	19.77
A101.00	387673	06/29/22	32525	ALYSSA MACMILLER	02005770701000	R601	LUNCH ACCT REFUND	0.00	27.40
A101.00	387675	06/29/22	33729	BETSY CAVANAGH	02005770701000	R601	LUNCH ACCT REFUND	0.00	143.15
A101.00	387677	06/29/22	33730	BRIDGETTE PREW	02005770701000	R601	LUNCH ACCT REFUND	0.00	77.55
A101.00	387679	06/29/22	51239	CARRIE ELLIS	02005770701000	R601	LUNCH ACCT REFUND	0.00	8.25
A101.00	387680	06/29/22	33731	CATHERINE HOGAN	02005770701000	R601	LUNCH ACCT REFUND	0.00	5.75
A101.00	387681	06/29/22	33732	CATHERINE VAN NESS	02005770701000	R601	LUNCH ACCT REFUND	0.00	53.80

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A101.00	387683	06/29/22	33733	CHRISTINE HENNINGER	02005770701000	R601	LUNCH ACCT REFUND	0.00	26.16
A101.00	387684	06/29/22	33734	COMFORT BELBAS	02005770701000	R601	LUNCH ACCT REFUND	0.00	23.40
A101.00	387685	06/29/22	33735	CQEMINA HOANG	02005770701000	R601	LUNCH ACCT REFUND	0.00	72.25
A101.00	387688	06/29/22	33736	DEANNA DUFFY	02005770701000	R601	LUNCH ACCT REFUND	0.00	14.65
A101.00	387689	06/29/22	33737	DEANNE MILLER	02005770701000	R601	LUNCH ACCT REFUND	0.00	56.85
A101.00	387692	06/29/22	33738	EDDIE LANE	02005770701000	R601	LUNCH ACCT REFUND	0.00	34.20
A101.00	387695	06/29/22	28315	ERIC JEFFREYS-BERNS	02005770701000	R601	LUNCH ACCT REFUND	0.00	30.10
A101.00	387696	06/29/22	30664	ERICA OLSON	02005770701000	R601	LUNCH ACCT REFUND	0.00	5.75
A101.00	387697	06/29/22	33739	FRANCES TRICE	02005770701000	R601	LUNCH ACCT REFUND	0.00	14.90
A101.00	387698	06/29/22	33740	FREDERICK HAUSER	02005770701000	R601	LUNCH ACCT REFUND	0.00	17.00
A101.00	387701	06/29/22	33741	HARI PRIYA KANCHARI	02005770701000	R601	LUNCH ACCT REFUND	0.00	34.20
A101.00	387708	06/29/22	33742	JENNIFER EBSEN	02005770701000	R601	LUNCH ACCT REFUND	0.00	35.80
A101.00	387710	06/29/22	33743	JESSICA WEGMANN	02005770701000	R601	LUNCH ACCT REFUND	0.00	6.60
A101.00	387711	06/29/22	33744	JOANN SCOZZARI	02005770701000	R601	LUNCH ACCT REFUND	0.00	8.20
A101.00	387712	06/29/22	33745	JOANNE PATTERSON	02005770701000	R601	LUNCH ACCT REFUND	0.00	5.40
A101.00	387717	06/29/22	32541	KARA STECHMANN	02005770701000	R601	LUNCH ACCT REFUND	0.00	11.05
A101.00	387718	06/29/22	33746	KAREN HOLETZ	02005770701000	R601	LUNCH ACCT REFUND	0.00	55.85
A101.00	387719	06/29/22	33747	KARI FINBERG SCHOOL	02005770701000	R601	LUNCH ACCT REFUND	0.00	90.55
A101.00	387720	06/29/22	33748	KATIE SHILTS	02005770701000	R601	LUNCH ACCT REFUND	0.00	28.45
A101.00	387721	06/29/22	33749	KEELY MANION	02005770701000	R601	LUNCH ACCT REFUND	0.00	52.85
A101.00	387722	06/29/22	33750	KELLIE SORENSON	02005770701000	R601	LUNCH ACCT REFUND	0.00	35.45
A101.00	387723	06/29/22	33751	KIM MANSKY	02005770701000	R601	LUNCH ACCT REFUND	0.00	19.00
A101.00	387724	06/29/22	33754	KIRSTEN JOHNSON	02005770701000	R601	LUNCH ACCT REFUND	0.00	12.30
A101.00	387725	06/29/22	33752	KRIS MARSHALL	02005770701000	R601	LUNCH ACCT REFUND	0.00	10.95
A101.00	387726	06/29/22	33753	KRISTA MORLEY	02005770701000	R601	LUNCH ACCT REFUND	0.00	10.75
A101.00	387727	06/29/22	33755	KRISTEN KARPINSKY	02005770701000	R601	LUNCH ACCT REFUND	0.00	108.05

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101.00	387728	06/29/22	32094	KRISTEN LINDBERG	02005770701000	R601	LUNCH ACCT REFUND	0.00	78.75
A101.00	387729	06/29/22	33756	KRISTIN ENGMAN	02005770701000	R601	LUNCH ACCT REFUND	0.00	8.65
A101.00	387730	06/29/22	33757	KRISTIN WILSON	02005770701000	R601	LUNCH ACCT REFUND	0.00	19.90
A101.00	387731	06/29/22	33758	KRISTINE OVERMAN	02005770701000	R601	LUNCH ACCT REFUND	0.00	7.10
A101.00	387733	06/29/22	33759	LAURA ANDERSON	02005770701000	R601	LUNCH ACCT REFUND	0.00	126.60
A101.00	387735	06/29/22	33760	LAURIE WIEN	02005770701000	R601	LUNCH ACCT REFUND	0.00	21.95
A101.00	387736	06/29/22	33761	LISA STANLEY	02005770701000	R601	LUNCH ACCT REFUND	0.00	22.40
A101.00	387737	06/29/22	33762	LISA WALKER	02005770701000	R601	LUNCH ACCT REFUND	0.00	10.45
A101.00	387738	06/29/22	33765	LISBETH OVERTON	02005770701000	R601	LUNCH ACCT REFUND	0.00	5.70
A101.00	387739	06/29/22	32499	LUCY WINTER	02005770701000	R601	LUNCH ACCT REFUND	0.00	24.55
A101.00	387741	06/29/22	33767	MANJU KARUNAKARAN	02005770701000	R601	LUNCH ACCT REFUND	0.00	37.70
A101.00	387742	06/29/22	33768	MARK WOLTERS	02005770701000	R601	LUNCH ACCT REFUND	0.00	11.60
A101.00	387743	06/29/22	33769	MARY MADUGULA	02005770701000	R601	LUNCH ACCT REFUND	0.00	8.70
A101.00	387745	06/29/22	33770	MEGAN ANDERSON	02005770701000	R601	LUNCH ACCT REFUND	0.00	14.10
A101.00	387746	06/29/22	33771	MEGAN BRINKMAN	02005770701000	R601	LUNCH ACCT REFUND	0.00	10.10
A101.00	387749	06/29/22	33772	MIA BLANCHETT	02005770701000	R601	LUNCH ACCT REFUND	0.00	212.00
A101.00	387750	06/29/22	33773	MICHELE MICHAELSON	02005770701000	R601	LUNCH ACCT REFUND	0.00	23.65
A101.00	387751	06/29/22	33774	MICHELLE VANDERPOEL	02005770701000	R601	LUNCH ACCT REFUND	0.00	41.90
A101.00	387753	06/29/22	33775	MIRIAM CAMPBELL	02005770701000	R601	LUNCH ACCT REFUND	0.00	13.30
A101.00	387754	06/29/22	33776	NANCY ERICKSON	02005770701000	R601	LUNCH ACCT REFUND	0.00	49.30
A101.00	387755	06/29/22	33777	NIPA PATEL	02005770701000	R601	LUNCH ACCT REFUND	0.00	17.90
A101.00	387758	06/29/22	33778	PATRICIA MIELKE	02005770701000	R601	LUNCH ACCT REFUND	0.00	22.35
A101.00	387762	06/29/22	33779	RACHEL LOBBEN	02005770701000	R601	LUNCH ACCT REFUND	0.00	70.20
A101.00	387765	06/29/22	33781	SARA JANE MIZE	02005770701000	R601	LUNCH ACCT REFUND	0.00	121.75
A101.00	387766	06/29/22	33780	SARA MCLENTIGHAN	02005770701000	R601	LUNCH ACCT REFUND	0.00	193.05
A101.00	387767	06/29/22	32957	SARA VICKERS	02005770701000	R601	LUNCH ACCT REFUND	0.00	9.50

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								0.00	349,621.96

TOTAL FUND

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	387197	06/01/22	31949	ABBE BLACKER	04008505321502	305	404-402, 502-403	0.00	595.00
A101.00	387207	06/01/22	18771	CDW GOVERNMENT	04005505321000	401	CREATIVE CLOUD RENE	0.00	1,000.00
A101.00	387210	06/01/22	17793	CPI-CRISIS PREVENTI	04005570321000	305	CPI ANNUAL FEE	0.00	200.00
A101.00	387212	06/01/22	33370	DASH SPORTS LLC	04005585332000	401	JERSEYS	0.00	50.00
A101.00	387212	06/01/22	33370	DASH SPORTS LLC	04005585332000	305	411-501/511/502	0.00	8,554.00
TOTAL CHECK									
A101.00	387227	06/01/22	32820	JAN HAGERMAN	04008505321502	305	516-345	0.00	367.50
A101.00	387233	06/01/22	22741	JOAN NIMERFROH	04008505321503	305	110-225/227	0.00	889.00
A101.00	387234	06/01/22	31950	KAREN GOLDFARB	04008505321502	305	404-402	0.00	525.00
A101.00	387244	06/01/22	30132	MIDWEST SCHOOL OF B	04005585332000	305	WINTER BALLET	0.00	3,029.60
A101.00	387244	06/01/22	30132	MIDWEST SCHOOL OF B	04005585332000	305	SPRING BALLET	0.00	3,035.20
TOTAL CHECK									
A101.00	387276	06/01/22	20097	UPPER LAKES FOODS I	04526570321000	490	KC SNACKS	0.00	611.73
A101.00	387297	06/08/22	16676	CATHERINE EARLEY	04008505321503	305	SPRING SESSION	0.00	2,623.57
A101.00	387303	06/08/22	32821	CHESS & STRATEGY GA	04005585332000	305	328-470/478/483	0.00	882.00
A101.00	387307	06/08/22	17793	CPI-CRISIS PREVENTI	04005570321000	305	CPI BOOKS	0.00	163.96
A101.00	387317	06/08/22	23374	EBS CAMPS INC	04005585362503	305	613-664	0.00	7,144.20
A101.00	387353	06/08/22	32157	KELLY'S CONCRETE IN	04529570321000	401	SHED PAD	0.00	5,390.00
A101.00	387358	06/08/22	32587	MATH ADVANTAGE TUT	04005585332000	305	425-436/432	0.00	2,335.00
A101.00	387361	06/08/22	27361	MAUREEN SMITH	04008505321502	305	110-400	0.00	420.00
A101.00	387363	06/08/22	23467	MAYER ARTS INC	04005585332000	305	SPRING THEATER	0.00	7,568.00
A101.00	387370	06/08/22	25875	MIDTOWN GLOBAL MARK	04005585362503	369	FIELD TRIP	0.00	200.00
A101.00	387373	06/08/22	23152	MONICA MOHN	04008505321503	305	SPRING DANCE WKSH	0.00	753.90
A101.00	387377	06/08/22	21531	NATIONAL TREASURE K	04005585332000	305	SPRING KUNG FU	0.00	5,040.00
A101.00	387380	06/08/22	05544	OUR LADY OF GRACE	04007590350000	305	OLG SCHOOL NURSE-C.	0.00	11,452.79
A101.00	387420	06/08/22	20097	UPPER LAKES FOODS I	04528570321000	490	KC SNACKS	0.00	1,558.42
A101.00	387420	06/08/22	20097	UPPER LAKES FOODS I	04528570321000	490	KC SNACKS	0.00	1,583.53
TOTAL CHECK									
A101.00	387430	06/08/22	30511	ARTEDUTC LLC	04005585332000	305	SPRING ART CLASSES	0.00	7,924.00

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101.00	387450	06/15/22	27022	JOSEPH P BURGER	04005585362503	305	613-655	0.00	6,000.00
A101.00	387467	06/15/22	23374	EBS CAMPS INC	04005585362503	305	613-672, 606-672/63	0.00	14,371.00
A101.00	387468	06/15/22	20737	EDINA WOODCRAFTERS	04008505321502	305	328-336	0.00	1,417.50
A101.00	387468	06/15/22	20737	EDINA WOODCRAFTERS	04008505321502	305	328-338	0.00	1,071.00
TOTAL CHECK								0.00	2,488.50
A101.00	387497	06/15/22	31778	KAETHE BIRKNER	04008505321503	305	SPRING CLASSES	0.00	1,354.50
A101.00	387509	06/15/22	23722	LAVINIA POTTIOS	04005585362503	305	530-000	0.00	620.00
A101.00	387526	06/15/22	30174	MIKKONEN MUSIC LLC	04005585332000	305	MAY MUSIC	0.00	2,655.00
A101.00	387589	06/22/22	31583	CRAIG CROASTON	04005585362501	305	1ST THIRD SUMMER	0.00	1,545.48
A101.00	387591	06/22/22	25802	CURTIS CPR INSTRUCT	04005585362503	305	613-050,030	0.00	2,730.00
A101.00	387594	06/22/22	23374	EBS CAMPS INC	04005585362503	305	613-665	0.00	5,159.70
A101.00	387594	06/22/22	23374	EBS CAMPS INC	04005585362503	305	613-379/380/434/435	0.00	7,568.40
TOTAL CHECK								0.00	12,728.10
A101.00	387597	06/22/22	33712	ELIZABETH MURDOCH	04005585362503	305	REFUND FOR 606-207	0.00	196.00
A101.00	387617	06/22/22	03708	JERRY'S PRINTING	04005585362503	401	SIGNS	0.00	511.00
A101.00	387654	06/22/22	20097	UPPER LAKES FOODS I	04005570321501	490	KC SNACKS	0.00	2,567.68
A101.00	387658	06/22/22	17571	WHOBODIES LLC	04005570321501	401	STAFF SHIRTS	0.00	3,286.10
A101.00	387658	06/22/22	17571	WHOBODIES LLC	04005570321501	401	STAFF TOWELS	0.00	990.00
TOTAL CHECK								0.00	4,276.10
A101.00	387665	06/29/22	33763	ANDREW KARPENKO	04005585362503	305	620-681	0.00	1,085.00
A101.00	387676	06/29/22	33557	BJORN CYCLING LLC	04005585362503	305	BIKE CAMP	0.00	1,396.50
A101.00	387678	06/29/22	27022	JOSEPH P BURGER	04005585362503	305	JUNE BASKETBALL CAM	0.00	27,908.00
A101.00	387682	06/29/22	32821	CHESS & STRATEGY GA	04005585362503	305	613-520	0.00	3,220.00
A101.00	387686	06/29/22	25802	CURTIS CPR INSTRUCT	04005585362503	305	620-051/031	0.00	2,730.00
A101.00	387687	06/29/22	33370	DASH SPORTS LLC	04005585362503	305	613-80/82/741	0.00	2,583.00
A101.00	387687	06/29/22	33370	DASH SPORTS LLC	04005585362503	305	620-684/685	0.00	3,116.40
TOTAL CHECK								0.00	5,699.40
A101.00	387691	06/29/22	23374	EBS CAMPS INC	04005585362503	305	613-666,620-437/436	0.00	7,669.20
A101.00	387693	06/29/22	15341	EDINA DANCE TEAM	04005585362503	305	DANCE CAMP	0.00	500.00
A101.00	387703	06/29/22	27194	INGINA LLC	04005585362503	305	620-345/343/344	0.00	7,142.10
A101.00	387703	06/29/22	27194	INGINA LLC	04005585362503	305	613-342/341	0.00	5,362.84

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TOTAL CHECK									
A101.00	387705	06/29/22	32105	JACKIE MART	04005585362503	305	613-300	0.00	12,504.94
A101.00	387706	06/29/22	27246	JAIME GAARD	04005585362503	305	613-638/639/641/642	0.00	1,424.50
A101.00	387714	06/29/22	14618	JOHN W MCKONE -- BE	04005585332000	401	PIANO TUNING	0.00	10,573.50
A101.00	387734	06/29/22	22834	LAURA WOLOVITCH	04005585362503	305	613-323	0.00	175.00
A101.00	387740	06/29/22	24085	LYNCH CAMPS INC	04005585362503	305	613-706	0.00	1,950.00
A101.00	387752	06/29/22	33412	MINNEAPPLE VOLLEYBA	04005585362503	305	6/13 & 6/20 CAMPS	0.00	596.40
A101.00	387756	06/29/22	33145	NORTHSTAR BUS LINES	04005585362503	366	6/9 AV AQUATIC CENT	0.00	5,320.00
A101.00	387756	06/29/22	33145	NORTHSTAR BUS LINES	04005585362503	366	6/8 SKY ZONE	0.00	591.75
A101.00	387756	06/29/22	33145	NORTHSTAR BUS LINES	04005585362503	366	6/6 DAVANNIS	0.00	593.75
A101.00	387756	06/29/22	33145	NORTHSTAR BUS LINES	04005585362503	366	6/6 ZOO	0.00	500.00
A101.00	387756	06/29/22	33145	NORTHSTAR BUS LINES	04005585362503	366	6/8 WESTWOOD NATURE	0.00	614.00
A101.00	387756	06/29/22	33145	NORTHSTAR BUS LINES	04005585362503	366	6/9 CENT LAKES	0.00	625.00
A101.00	387756	06/29/22	33145	NORTHSTAR BUS LINES	04005585362503	366	6/9 SCT MUSEUM	0.00	656.25
A101.00	387756	06/29/22	33145	NORTHSTAR BUS LINES	04005585362503	366	6/6 WOOD LAKE	0.00	678.75
A101.00	387756	06/29/22	33145	NORTHSTAR BUS LINES	04005585362503	366	6/8 ZOO	0.00	87.50
A101.00	387756	06/29/22	33145	NORTHSTAR BUS LINES	04005585362503	366	6/9 DODGE NATURE	0.00	707.75
A101.00	387756	06/29/22	33145	NORTHSTAR BUS LINES	04005585362503	366	6/6 SNAPOLOGY	0.00	710.00
A101.00	387756	06/29/22	33145	NORTHSTAR BUS LINES	04005585362503	366	6/7 CS PARK	0.00	718.75
A101.00	387756	06/29/22	33145	NORTHSTAR BUS LINES	04005585362503	366	6/7 MIDTOWN GLOBAL	0.00	723.75
A101.00	387756	06/29/22	33145	NORTHSTAR BUS LINES	04005585362503	366	6/4 GROW LOTS FARM	0.00	730.00
A101.00	387756	06/29/22	33145	NORTHSTAR BUS LINES	04005585362503	366	6/7 WALKER	0.00	250.00
A101.00	387756	06/29/22	33145	NORTHSTAR BUS LINES	04005585362503	366	6/9 REM5 VR LAB	0.00	281.25
A101.00	387756	06/29/22	33145	NORTHSTAR BUS LINES	04005585362503	366	6/8 LYNDAL PARK	0.00	312.50
A101.00	387756	06/29/22	33145	NORTHSTAR BUS LINES	04005585362503	366	6/8 CN PARK	0.00	343.75
A101.00	387756	06/29/22	33145	NORTHSTAR BUS LINES	04005585362503	366	6/8 CN PARK	0.00	468.75
A101.00	387756	06/29/22	33145	NORTHSTAR BUS LINES	04005585362503	366	6/8 CN PARK	0.00	468.75
TOTAL CHECK								0.00	10,662.25
A101.00	387764	06/29/22	93174	SAFEWAY DRIVING SCH	04005585362503	305	613-062/022/063/023	0.00	42,480.00
A101.00	387774	06/29/22	31815	SKYHAWKS MINNESOTA	04005585362503	305	613-697/704	0.00	3,337.60
A101.00	387781	06/29/22	28900	SUSAN HARDMAN-CONKL	04008505321503	305	117-259/257	0.00	483.00
A101.00	387787	06/29/22	24386	TECH ACADEMY	04005585362503	305	613-417	0.00	2,880.00
A101.00	387795	06/29/22	20097	UPPER LAKES FOODS I	04533570321000	490	KC SNACKS	0.00	842.44
A101.00	387795	06/29/22	20097	UPPER LAKES FOODS I	04533570321000	490	KC SNACKS	0.00	-4.35
TOTAL CHECK								0.00	838.09
A101.00	387798	06/29/22	18968	WENDY ANDERSON	04008505321503	305	110-222/276/223/279	0.00	2,891.70
A101.00	387798	06/29/22	18968	WENDY ANDERSON	04008505321503	305	110-221/281	0.00	784.70
TOTAL CHECK								0.00	3,676.40
A101.00	387801	06/29/22	33338	WIZEDUCATORS LLC	04005585362503	305	620-316/477, 613-48	0.00	3,021.20

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A101.00	387801	06/29/22	33338	WIZEDUCATORS LLC	04005585362503	305	613-315	0.00	1,316.70
TOTAL CHECK									
A101.00	387802	06/29/22	33134	YMCA - MINNEAPOLIS	04005590321502	305	KICI YAPI SCHOLARSH	0.00	5,643.80
A101.00	V17318	06/01/22	E20534	OWEN THOMPSON	04527570321000	401	KIDS CLUB SUPPLIES	0.00	173.94
A101.00	V17324	06/08/22	E21166	SIRI PRICE BLOCK	04005570321000	366	APR-MAY22 MILEAGE	0.00	6.44
A101.00	V17324	06/08/22	E21166	SIRI PRICE BLOCK	04005570321000	320	APR22 CELL PHONE	0.00	65.00
TOTAL CHECK									
A101.00	V17326	06/08/22	E10461	VALERIE E BURKE	04005505321000	320	MAY22 CELL PHONE	0.00	71.44
A101.00	V17328	06/08/22	E21663	NATALIE FRANCES CHU	04005590321000	401	CLASSRRROM SUPPLIES	0.00	48.78
A101.00	V17328	06/08/22	E21663	NATALIE FRANCES CHU	04005590321000	490	CLASS TREATS	0.00	74.47
TOTAL CHECK									
A101.00	V17343	06/08/22	E14167	JOANNA T KRUECKA-T	04005590321000	401	CLASSROOM SUPPLIES	0.00	44.82
A101.00	V17351	06/08/22	E11585	TRENT J OSTMAN	04005570321000	366	MAY22 MILEAGE	0.00	119.29
A101.00	V17351	06/08/22	E11585	TRENT J OSTMAN	04005570321000	320	MAY22 CELL PHONE	0.00	38.79
TOTAL CHECK									
A101.00	V17360	06/08/22	E9723	SERENITY SEBESTA	04005570321000	320	MAR-APR22 CELL PHON	0.00	9.42
A101.00	V17361	06/08/22	E21588	BRANDON DONALD SIEC	04005585362502	320	APR-MAY22 CELL PHON	0.00	65.00
A101.00	V17368	06/15/22	E15260	TAJTIANNA BELL	04005570321000	320	MAY22 CELL PHONE	0.00	74.42
A101.00	V17375	06/15/22	E12158	DERRICK J LIDSTONE	04005570321000	366	APR-JUN22 MILEAGE	0.00	110.00
A101.00	V17381	06/22/22	E10259	JONATHAN D BUCKLEY	04019585332000	401	TRACK SUPPLIES/ETC	0.00	130.00
A101.00	V17381	06/22/22	E10259	JONATHAN D BUCKLEY	04020585332000	401	TRACK SUPPLIES/ETC	0.00	62.83
TOTAL CHECK									
A101.00	V17386	06/22/22	E13763	JULIE M GABRIELSON	04005505321000	320	JUN22 CELL PHONE	0.00	59.44
TOTAL CASH ACCOUNT									
									2,143.53
									2,662.60
									4,806.13
									37.94
									288,764.24
									0.00
									288,764.24
									0.00

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FD - 06 - CONSTRUCTION FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101.00	387259	06/01/22	06953	PREMIUM WATERS INC	06005870795000	305	WATER FOR DMTS (8)	0.00	53.99
A101.00	387284	06/08/22	32870	AK SOLUTIONS	06005870795754	555	TV INSTALL-CHOIR RO	0.00	1,308.80
A101.00	387289	06/08/22	26629	ASSETGENIE, INC	06005870795731	556	QUOTE 399939	0.00	149.00
A101.00	387311	06/08/22	30917	DARK KNIGHT Solutio	06005870795000	305	MAY22 SECURITY FEE	0.00	350.00
A101.00	387332	06/08/22	28037	GOPHER STATE ONE-CA	06005870795754	555	MAY22 BILLABLE TICK	0.00	178.20
A101.00	387339	06/08/22	33395	ITSVAVY LLC	06005870795731	556	DEDUCTIBLES (9)	0.00	900.00
A101.00	387339	06/08/22	33395	ITSVAVY LLC	06005870795731	556	DEDUCTIBLES (9)+BAT	0.00	950.00
TOTAL CHECK									
A101.00	387390	06/08/22	33273	POWERSCHOOL GROUP L	06005870795000	305	TALENT ED 5/24-6/30	0.00	1,669.35
A101.00	387391	06/08/22	06953	PREMIUM WATERS INC	06005870795000	305	JUN22 COOLER RENTAL	0.00	22.00
A101.00	387391	06/08/22	06953	PREMIUM WATERS INC	06005870795000	305	APR22-COOLER RENT	0.00	22.00
A101.00	387391	06/08/22	06953	PREMIUM WATERS INC	06005870795000	305	WATER AND SERVICE C	0.00	47.99
TOTAL CHECK									
A101.00	387429	06/08/22	25308	WOLD ARCHITECTS & E	0602087000000000	305	VV PARK&SITE IMPROV	0.00	810.07
A101.00	387429	06/08/22	25308	WOLD ARCHITECTS & E	0652887000000000	305	CS PARK/SITE IMPROV	0.00	891.75
A101.00	387429	06/08/22	25308	WOLD ARCHITECTS & E	0600987000000000	305	BUS GARAGE ADDITION	0.00	3,908.51
A101.00	387429	06/08/22	25308	WOLD ARCHITECTS & E	06528870795000	305	CS 2023 ADDITION	0.00	80,662.33
A101.00	387429	06/08/22	25308	WOLD ARCHITECTS & E	0653287000000000	305	CV PARK&SITE IMPROV	0.00	5,380.10
TOTAL CHECK									
A101.00	387442	06/15/22	27918	ARVIG	06005870795754	555	JUN22 - INTERNET	0.00	1,910.90
A101.00	387446	06/15/22	28129	BRAUN INTERTEC CORP	06528870791000	520	CS-2022 ADDITION	0.00	8,406.50
A101.00	387446	06/15/22	28129	BRAUN INTERTEC CORP	06526870791000	520	CC-2022 ADDITION	0.00	4,875.50
TOTAL CHECK									
A101.00	387539	06/15/22	30935	PLANGRID, INC	06526870791000	520	SOFTWARE SUBSCRIPTI	0.00	354.00
A101.00	387539	06/15/22	30935	PLANGRID, INC	06528870791000	520	SOFTWARE SUBSCRIPTI	0.00	354.00
TOTAL CHECK									
A101.00	387541	06/15/22	06953	PREMIUM WATERS INC	06005870795000	305	WATER FOR DMTS (7)	0.00	47.99
A101.00	387583	06/22/22	27717	CATALYST SOURCING S	06005870795000	305	ONDEMAND/IT AUDIO	0.00	3,250.00
A101.00	387584	06/22/22	18771	CDW GOVERNMENT	06005870795000	305	FORTINET WORK SERVI	0.00	1,000.00
A101.00	387599	06/22/22	32819	FINALSITE	06005870795000	505	FINALSITE FINAL 20-	0.00	18,000.00
A101.00	387613	06/22/22	33395	ITSVAVY LLC	06005870795731	556	DEDUCTIBLES-4 SCREE	0.00	450.00
A101.00	387626	06/22/22	09167	MENARDS - GOLDEN VA	06005870795742	556	SUPPLIES FOR DMTS	0.00	84.26
A101.00	387635	06/22/22	33714	OLD REPUBLIC NATION	06528870791000	520	CS - TITLE SEARCH	0.00	1,000.00
A101.00	387635	06/22/22	33714	OLD REPUBLIC NATION	06526870791000	520	CC - TITLE SEARCH	0.00	1,000.00



DEFINING EXCELLENCE

Board Meeting Date: 7/18/2022

TITLE: PURCHASE OF MUSIC INSTRUMENTS/EQUIPMENT

TYPE: Consent

PRESENTERS(S): Jody De St. Hubert, Director of Teaching and Learning

BACKGROUND: Each purchase represents the lowest bid amount the attached quotations received for music instruments replacement.

- Fiddleship offers the only Mezzo-Forte carbon fiber cello in the United States.
- All Strings Attached offers the only Shen Brand.

The budget in capital outlay for music instruments and equipment is currently \$50,000. The equipment purchases total \$49,810. Additional purchase requests may follow.

RECOMMENDATION: Approve the purchase of music instruments as follows:

Elementary Classroom Music

West Music Percussion Source	\$7,306
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Band

The Music Mart	\$28,180
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Orchestra

Schmitt Music, Fiddleshop, All Strings Attached	<u>\$14,324</u>
	\$49,810

PRIMARY ISSUE(S) TO CONSIDER: Approve the purchase of music instruments for the 2022-2023 school year.

ATTACHMENTS:

1. Edina Instrumental Music Capital Summary
2. Elementary Classroom Music
3. Band
4. Orchestra

Edina Instrumental Music Capital Summary**Elementary Classroom Music**

West Music Percussion Source	7306
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Band

The Music Mart	28180
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Orchestra

Schmitt Music, Fiddleshop	14324
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All Strings Attached	
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Total	
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49810

Elementary Classroom Music		
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West Music / Percussion Source	Music is Elementary	Groth Music
\$7,306.48	8,961.78	8,319.85



West Music
1212 5th St * P.O. Box 5521
Coralville, IA 52241
Billing: 800-373-2000
Service 800-397-9378
service@westmusic.com
westmusic.com



Percussion Source
P.O. Box 5521
Coralville, IA 52241
Billing: 800-373-2000
Service: 866-849-4387
service@percussionsource.com
percussionsource.com

BID / QUOTATION

Sales Quote Number: SQ109678

Sales Quote Date: 04/26/22

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Bill EDINA PUBLIC SCHOOLS ISD 273
To: 5701 NORMANDALE RD
EDINA, MN 55424
United States

Ship COUNTRYSIDE ELEMENTARY
To: Shandra Prowell
5701 BENTON AVE. S.
EDINA, MN 55436
United States

Requested By COUNTRYSIDE ELEMENTARY
Terms NET 30 DAYS
P.O. Number QUOTE ONLY
Salesperson JORDAN DEPATIS

Customer No. C001487
Customer Phone 9528484939
Customer Fax 9528483901
Your Reference orff

Item No.	Description	Qty.	Unit	MSRP	Disc %	Your Price	Ext. Price
202165	STUDIO 49 BX 1600 XYLO;BASS;RSWD	1	Each	\$1,350.00	15.00%	\$1,147.50	\$1,147.50
200795	STUDIO 49 SGD GLOCK;SOP;2000	5	Each	\$250.00	15.00%	\$212.50	\$1,062.50
200788	STUDIO 49 AGD GLOCK;ALTO;2000	5	Each	\$265.00	15.00%	\$225.25	\$1,126.25
200926	REMO HD-8510-00 FRAME DRUM;PRE;2X10;FIBERSKYN	3	Each	\$42.90	60.26%	\$17.05	\$51.15
201748	STUDIO 49 BXG 2000 XYLO;BASS;FIBER	2	Each	\$2,160.00	15.00%	\$1,836.00	\$3,672.00
	Discounted Shipping	1				\$247.08	\$247.08

Quote valid for 30 days unless otherwise noted.

* - All orders must reference quote #

Comments/Memos :

Subtotal: **\$7,306.48**

Taxable Subtotal: \$.00

Tax Amount: \$.00

Quote Total: **\$7,306.48**

SALE QUOTE



Music Is Elementary

Name:
EDINA PUBLIC SCHOOLS
5701 W FRONTAGE ROAD
EDINA MN 55424
952 848 4760

SHANDRA.PROWELL@EDINASCHOOLS.ORG
G

Ship To:
COUNTRYSIDE ELEMENTARY
SHANDRA PROWELL
5701 BENTON AVENUE SOUTH
EDINA MN 55436
United States

Quote No.
SO-20786
Date
04/26/2022
Terms
Net 30
Customer Reference
QUOTE
Required By Date

Address
5220 Mayfield Rd
Cleveland OH 44124
Phone
800 888 7502
Fax
440 461 3631
Email
orders@musiciselementary.com
Web
www.musiciselementary.com

#	Code	Product Description	Quantity	Price	Discount	Amount
1	BX1600	Bass Xylophone, Rosewood Bars	1.00	USD 1,350.00	0.00%	USD 1,350.00
2	SGD	Soprano Glockenspiel	5.00	USD 250.00	0.00%	USD 1,250.00
3	AGD	Alto Glockenspiel	5.00	USD 265.00	0.00%	USD 1,325.00
4	HD-8510-00	Remo 10" Pretuned Fiberskyn Hand Drum	3.00	USD 17.65	0.00%	USD 52.95
5	BXG2000	Bass Xylophone, Grillodur Bars	2.00	USD 2,160.00	0.00%	USD 4,320.00

Additional Charges

#	Description	Comments	Quantity	Amount	Discount	Total
1	Shipping - 7-10 Business Days		1.0000	USD 663.83	0.00%	USD 663.83

	Quote Lines	Additional Charges	Total Quote
Before Tax	USD 8,297.95	USD 663.83	USD 8,961.78
Tax	USD 0.00	USD 0.00	USD 0.00
Total	USD 8,297.95	USD 663.83	USD 8,961.78
Payment Total			USD 0.00
Due			USD 8,961.78

Notes:

Groth Music School-Services

8056 Nicollet Avenue S
Bloomington MN 55420
(952) 884-4772

PRICE QUOTE

PROPOSAL	DATE
3293709	4/26/2022 3:57 PM
ACCT	EMPL ID
26226	ELBOHARD
PO	EXPIRES
	5/26/2022

Sold To: Attn: ACCOUNTS PAYABLE
Edina ISD 273
5701 Normandale Rd
Edina MN 55424

Ship To:
Attn: SHANDRA PROWELL
COUNTRYSIDE ELEM SCH
5701 BENTON AVE SOUTH
Saint Louis Park MN 55436
US

H 952-848-4937 accounts.payable@edinaschools.

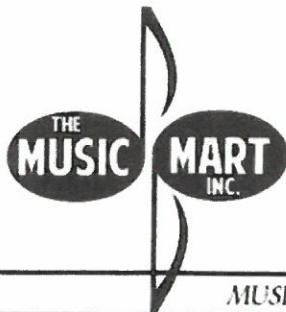
QTY	ITEM	DESCRIPTION	PRICE EA	TOTAL
3	HD-8510-00	Remo HD-8510-00 Remo 10 Inch Pretuned Hand Drum	24.95	74.85
	Remo			
2	BXG2000	Studio 49 BXG2000 Studio 49 Series 2000 Bass Grillodur Xylophone - Diatonic	2,160.00	4,320.00
5	AGD	Studio 49 AGD Studio 49 Series 2000 Alto Glockenspiel - Diatonic	265.00	1,325.00
5	SGD	Studio 49 SGD GLOCK Studio 49 Series 2000 Soprano Glockenspiel - Diatonic	250.00	1,250.00
1	BX1600	Studio 49 BX1600 Studio 49 Series 1600 Bass Xylophone - Diatonic	1,350.00	1,350.00
		SUBTOTAL		8,319.85
		TOTAL		8,319.85

ETA'S
BX1600 8-10 weeks from date of order
SGD in stock
AGD in stock
BXG2000 4-6 weeks from date of order
HD-8510-00 in stock
Prices are subject to change without notice due to errors or manufacturer price adjustments.



Band

<u>Quant</u>	<u>Instrument</u>	<u>Brand</u>	<u>Description</u>	<u>Model Number</u>	<u>Music Mart per unit</u>	<u>total</u>	<u>Groth Music per unit</u>	<u>total</u>	<u>Schmitt Music per unit</u>	<u>total</u>
1	Oboe	Fox Renard	Silver Keys	Model 330	\$3,695.00	\$3,695.00	\$3,746.00	\$3,746.00	\$4,068.00	\$4,068.00
2	Trombone	Conn	Bass Trombone Single rotor F attachment	110H Series	\$2,275.00	\$4,550.00	\$2,457.00	\$4,914.00	\$3,571.50	\$7,143.00
3	Xylophone Percussion Kit	Yamaha	Xylophone Percussion Kit	YX-230	\$790.00	\$2,370.00	\$930.60	\$2,791.80	\$1,426.00	\$4,279.00
2	French Horn	Yamaha	French Horn	YHR-567	\$2,695.00	\$5,390.00	\$2,907.00	\$5,814.00	\$4,176.00	\$8,352.00
3	Euphonium	Yamaha	Euphonium	YEP-201	\$1,605.00	\$4,815.00	\$1,651.00	\$4,953.00	\$2,720.00	\$8,160.00
2	Bass Clarinet	Yamaha	with Low Eb	YCL-221	\$2,010.00	\$4,020.00	\$2,169.00	\$4,338.00	\$3,014.00	\$6,028.00
1	Alto Sax	Yamaha	student model	YAS-26	\$1,195.00	\$1,195.00	\$1,214.00	\$1,214.00	\$1,224.00	\$1,224.00
1	Clarinet	Yamaha	student model	YCL-255	\$495.00	\$495.00	\$499.00	\$499.00	\$503.00	\$503.00
1	Concert Bass Drum	Pearl	Pearl Concert Bass Drum with STBD Suspended Stand 32 x 16	PBE3216/S	\$1,650.00	\$1,650.00	\$1,945.00	\$1,945.00	\$1,772.00	\$1,772.00
						\$28,180.00		\$30,214.80		\$41,529.00



1014 N RIVERFRONT DR
MANKATO, MN 56001
(507)345-1399



550 WILSON ST SUITE 102
FARIBAULT, MN 55021
(507)409-9900



213 MAIN ST PO BOX 326
LAMBERTON, MN 56152
(507)752-7312



3552 W RIVER PKWY NW
ROCHESTER, MN 55901
(507)282-4286

MUSICAL MERCHANDISE

• RENTALS

• MARCHING SUPPLIES

• REPAIRS

TO:

Chuck Weise
Edina Public Schools
Edina, MN 55424

6/14/2022

Please find below your quote as requested:

Quantity	Description	Bid Each	Total
1	Fox 330 Oboe	\$3,695.00	\$3,695.00
2	Conn 110H Bass Trombone	\$2,275.00	\$4,550.00
3	Yamaha YX-230 3-Octave Xylophone	\$790.00	\$2,370.00
2	Yamaha YHR-567 Horn in F	\$2,695.00	\$5,390.00
3	Yamaha YEP-201 Euphonium	\$1,605.00	\$4,815.00
2	Yamaha YCL-221 Bass Clarinet	\$2,010.00	\$4,020.00
1	Yamaha YAS-26 Alto Saxophone	\$1,195.00	\$1,195.00
1	Yamaha YCL-255 Clarinet	\$495.00	\$495.00
1	Pearl PBE3216/S Concert Bass Drum	\$1,650.00	\$1,650.00

Prices subject to change after 30 days.

TOTAL BID \$28,180.00

Thank You,

Joe Meidl
Owner, CEO
The Music Mart, Inc.
1014 N Riverfront Dr
Mankato, MN 56001

Groth Music School-Services

8056 Nicollet Avenue S
Bloomington MN 55420
(952) 884-4772

PRICE QUOTE

PROPOSAL	DATE
3314149	6/16/2022 10:25 AM
ACCT	EMPL ID
26226	ELBOHARD
PO	EXPIRES
	7/16/2022

Sold To: Attn: ACCOUNTS PAYABLE
Edina ISD 273
5701 Normandale Rd
Edina MN 55424

Ship To:
Attn: CHARLES WEISE
SOUTH VIEW MIDDLE SCHOOL
4725 SOUTH VIEW LN
EDINA MN 55424

H 952-848-4937 accounts.payable@edinaschools.

QTY	ITEM	DESCRIPTION	PRICE EA	TOTAL
1	PBE3216/S	Pearl concert series concert bass drum 32x16 with stbd stand	1,945.00	1,945.00
1	YCL-255	Yamaha YCL-255 Student Bb Clarinet	499.00	499.00
1	YAS-26	Yamaha YAS-26 Student Alto Saxophone	1,214.00	1,214.00
2	YCL-221II	Yamaha YCL-221II Student Bass Clarinet	2,169.00	4,338.00
3	YEP-201	Yamaha YEP-201 Standard Euphonium	1,651.00	4,953.00
2	YHR-567	Yamaha YHR-567 Intermediate Double F/Bb French Horn	2,907.00	5,814.00
3	YX230CS	Yamaha practice cylophone with case and stand	930.60	2,791.80
2	110H	Conn 110H Trombone	2,457.00	4,914.00
1	330	Oboe	3,746.00	3,746.00
SUBTOTAL				30,214.80
TOTAL				30,214.80

school bid prices all school bid invoices are due net 35 days from date of invoice and are payable by check or eft only
CONN SELMER WILL HAVE A PRICE INCREASE JULY 1 2022 IF ORDER ON JULY ONE OR LATER< THE PRICE OF THE 110H BECOMES \$2587.00 each
Prices are subject to change without notice due to errors or manufacturer price adjustments.



Schmitt Music Company

2400 Freeway Blvd
Brooklyn Center MN 55430
USA
(763) 398-5022
() -

PROPOSAL

PROPOSAL	DATE
4672268	6/15/2022 10:05 AM
ACCT	EMPL ID
23347	807
PO	EXPIRES
	7/15/2022

Sold To: Attn: Accounts Payable
Edina ISD #273
5701 Normandale Road
Edina MN 55424
Us

Ship To:
SOUTH VIEW MS
4725 SOUTHVIEW LN
Edina MN 55424

H 952-848-4939
accounts.payable@edinaschools.org

QTY	ITEM	DESCRIPTION	PRICE EA	DISC	TOTAL
3	YX-230CS	Percussion Kit	1,692.00	797.00	4,279.00
1	PBE3216/S	Concert Bass Drum, 32x16 , Predrilled w/hooks & STBD Suspension Stand	3,870.00	2,098.00	1,772.00
1	YCL-255	Yamaha YCL255 Student Clarinet	1,140.00	637.00	503.00
1	YAS-26	Yamaha YAS26 Student Alto Saxophone	2,428.00	1,204.00	1,224.00
2	YCL-221	YAMAHA YCL-221 STUDENT BASS CLARINET	3,940.00	1,852.00	6,028.00
3	YEP-201	Yamaha YEP-201 Student Euphonium	3,248.00	1,584.00	8,160.00
2	YHR-567	"yamaha Yhr-567 Double Horn Intermediate, Nickel-silv Inner/outer Slides"	5,555.00	2,758.00	8,352.00
2	515355	Conn 110h Bass Trombone Single Rotor .562"" Bore	4,627.00	2,111.00	7,143.00
1	335	Fox 335 Oboe/up	6,000.00	1,932.00	4,068.00
SUBTOTAL				14,973.00	41,529.00
TOTAL					41,529.00

06/15/2022 Wed 9:24A 807
Southview MS/Weise
Rep: LK
BID ORDER

Payment due in 30 days
Thank you!



Orchestra

Instrument	Quantity	All Strings Attached		House of Note		Schmitt Music	
1/8 French Bass Bow	3	100	300	90	270	55	165
1/4 French Bass Bow	4	100	400	90	360	55	220
1/2 French Bass Bow	6	100	600	90	540	55	330
1/2 German Bass Bow	2	100	200	90	180	55	110
3/4 Cello Bow	20	90	1800	40	800	35	700

2640

2150

1525

*Only **All Strings Attached** offers the Shen brand

Instrument	Brand	Details	Model	Quantity	Price	Total
1/2 Cello	Shen	Case & Bow	SC88	2	1250	2500
3/4 Cello	Shen	Case & Bow	SC88	1	1350	1350
1/2 Bass	Shen	Case & Bow	SB88	2	1950	3900
1/8/ size Bass	Shen	Case & Bow	SB88	1	1750	1750

) 3,465

) 4,910

9500

*Only **FiddleShop** offers the Mezzo-Forte carbon fiber cello in the United States

Instrument	Brand	Details	Model	Quantity	Price	Total
Cello	Mezzo-Forte	Carbon Fiber	EVOLINEVC	1	3299	3299

Orchestra Totals	
Bows	1525
Bass (inst)	9500
Cello (carbon)	3299
	14324



All Strings Attached



8224 OLSON MEMORIAL HWY. GOLDEN VALLEY, MN 55427 PHONE: 763-542-9542 FAX: 763-525-9522

Name / Address

Edina Public Schools
Accounts Payable
5701 Normandale Road
Edina, MN 55424

Estimate

Date

4/21/2022

Item	Description	Qty	Cost	Total
Bow	1/8 French Bass Bow - ASA Carbon Composite	3	100.00	300.00T
Discount - Bow...	Bow Rehair Program		-20.00%	-60.00
Bow	1/4 French Bass Bow - ASA Carbon Composite	4	100.00	400.00T
Discount - Bow...	Bow Rehair Program		-20.00%	-80.00
Bow	1/2 French Bass Bow - ASA Carbon Composite	6	100.00	600.00T
Discount - Bow...	Bow Rehair Program		-20.00%	-120.00
Bow	1/2 German Bass Bow - ASA Carbon Composite	2	100.00	200.00T
Discount - Bow...	Bow Rehair Program		-20.00%	-40.00
Bow	3/4 Cello Bow - ASA Carbon Composite	20	90.00	1,800.00T
Discount - Bow...	Bow Rehair Program		-20.00%	-360.00
	All Bows Include: * Carbon Bow Rehair Program (20% Discount) * Complimentary School Delivery * One Year Warranty			
Thank you for your business!		Subtotal		
		Sales Tax (0.0%)		
		Total		

\$2,640.00

\$0.00

\$2,640.00



House of Note

7202 Minnetonka Blvd.
St. Louis Park, MN 55426
952-929-0026 Fax 952-929-6778

April 20, 2022

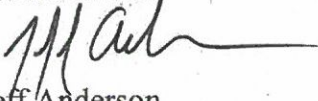
Edina Schools

We are pleased to quote the following. Bows purchased from House of Note include a one year warranty for defects in workmanship. Prices include school delivery.

20 3/4 Artino Carbon Cello bow	\$40.00 each x 20 = \$800.00
3 1/8 Artino Carbon Bass bow-French	\$90.00 each x 3 = \$270.00
4 1/4 Artino Carbon Bass bow-French	\$90.00 each x 4 = \$360.00
6 1/2 Artino Carbon Bass bow-French	\$90.00 each x 6 = \$540.00
2 1/2 Artino Carbon Bass bow-German	\$90.00 each x 2 = \$180.00

Grand Total \$2,150.00

Respectfully submitted,
House of Note


Jeff Anderson

Subject to availability and pricing at the time of order.

Schmitt Director Center

2400 Freeway Blvd
Brooklyn Center MN 55430
USA
(866) 797-4560
() -

PROPOSAL

PROPOSAL	DATE
4592253	4/28/2022 10:47 AM
ACCT	EMPL ID
23347	599
PO	EXPIRES
	5/28/2022

Sold To: Attn: Accounts Payable
Edina ISD #273
5701 Normandale Road
Edina MN 55424
Us

Ship To:
EDINA SR HS
6754 VALLEY VIEW RD
Edina MN 55439
Usa

H 952-848-4939
accounts.payable@edinaschools.org

QTY	ITEM	DESCRIPTION	PRICE EA	TOTAL
20	BF-39VC3/4	Artino 3/4 VC Carbon Graphite Bow	35.00	700.00
2	BF-39DBG1/2	Artino 1/2 German VB Carbon Graphite Bow	55.00	110.00
6	BF-39DBF1/2	Artino 1/2 French VB Carbon Graphite Bow	55.00	330.00
4	BF-39DBF1/4	Artino 1/4 French VB Carbon Graphite Bow	55.00	220.00
3	BF-39DBF1/8	Artino 1/8 French VB Carbon Graphite Bow	55.00	165.00
SUBTOTAL				1,525.00
TOTAL				1,525.00

04/28/2022 Thu 10:39A 599
Nick Gaudette
Rep: LAK
Payment due in 30 days
Thank you!





All Strings Attached



8224 OLSON MEMORIAL HWY. GOLDEN VALLEY, MN 55427 PHONE: 763-542-9542 FAX: 763-525-9522

Name / Address

Edina Public Schools
Accounts Payable
5701 Normandale Road
Edina, MN 55424

Estimate

Date

4/21/2022

Item	Description	Qty	Cost	Total
Instrument	1/2 Cello Shen SC88 School Outfit with Case & Bow	2	1,250.00	2,500.00T
Discount - Scho...	School/Teacher Discount - 10%		-10.00%	-250.00T
Instrument	3/4 Cello Shen SC88 School Outfit with Case & Bow	1	1,350.00	1,350.00T
Discount - Scho...	School/Teacher Discount - 10%		-10.00%	-135.00T
	All Instrument Outfits Include: * Professional Luthier Setup * Wittner Mechanical Pegs for Cello * Helicore Strings for Cello * Padded Bag for Cello * Carbon Bow with Rehair Program * Complimentary School Delivery * One Year Warranty & Shop Adjustments			
Thank you for your business!		Subtotal 3,465.00		
		Sales Tax (0.0%) \$0.00		
		Total 3,465.00		



All Strings Attached



8224 OLSON MEMORIAL HWY. GOLDEN VALLEY, MN 55427 PHONE: 763-542-9542 FAX: 763-525-9522

Name / Address

Edina Public Schools
Accounts Payable
5701 Normandale Road
Edina, MN 55424

Estimate

Date

4/21/2022

Item	Description	Qty	Cost	Total
Purchase sales i... Discounts	1/2 Bass Shen SB88 School Outfit with Case & Bow Special Discounts - School 10%	2	1,950.00 -10.00%	3,900.00T -390.00
Purchase sales i... Discounts	1/8 Bass Shen SB88 School Outfit with Case & Bow Special Discounts - Gently Used 20%	1	1,750.00 -20.00%	1,750.00T -350.00
	New Bases Include: -Professional Shop Set-Up -Adjustable Bridge -D'Addario Helicore Orchestral Strings -Threaded Endpin -ASA Padded Bag -Carbon Bow with Rehair Program -Complimentary Workshop Adjustments -One-Year Warranty & School Delivery			
Thank you for your business!		Subtotal		
		Sales Tax (0.0%)		
		Total		



Quote #D9472
Apr 18, 2022

SHIPPING ADDRESS

Nick Gaudette

AL

United States

CUSTOMER

Nick Gaudette

AL

United States

PAYMENT

Pay online or in-store

ITEMS

Mezzo-Forte Carbon Fiber Evo Line Cello
4/4
SKU: EVOLINEVC

PRICE

\$3,299.00

QTY

1

ITEM TOTAL

\$3,299.00

Subtotal

\$3,299.00

Shipping

\$0.00

TOTAL (USD)**\$3,299.00**

Thank you for shopping with us!

Fiddlershop

2703 Gateway Drive, Pompano Beach, FL, 33069, United States

support@fiddlershop.com

fiddlershop.com



Board Meeting Date: 07/18/2022

TITLE: Audio Enhancement RFP Proposal Acceptance - Bluum

TYPE: Consent

PRESENTER(S): Natasha Monsaas-Daly, Director, District Media & Technology Services

BACKGROUND: Edina Public Schools has a three year digital classroom standards upgrade plan. This plan will allow DMTS to refresh critical classroom technologies in all of our buildings. Phase one and year one of this plan consists of upgrading the classroom audio at Southview, Valley View, and Normandale.

We went out for bid for classroom audio. Two vendors submitted quotes. Through our evaluation process, we select the Audio Beam Pro product with Bluum as the vendor.

RECOMMENDATION: Consent to move forward with the purchase of Audio Beam Pro via Bluum

PRIMARY ISSUE(S) TO CONSIDER: Quote from Bluum

ATTACHMENTS:

1. Quote (next page)



Quote

#232719

Bluum of Minnesota, LLC
1771 Energy Park Drive, Suite #100, St. Paul MN 55108
1.612.331.5500 | 1.800.933.7337 | Fax 1.612.331.3424
bluum.com |

06/24/2022

Bill To

Accounts Payable
ISD 273 - Edina Schools
5701 Normandale Road
Edina MN 55424

Ship To

Kelly Krutz - DMTS
Edina Public Schools
5701 Normandale Road
Edina MN 55424

Memo:

Install AE Beams

Expires	Sales Rep	Contract	Terms
08/30/2022	476 Chris Jensen	CPC #21.10-TBS	Net 30

Qty	Item	MFG	Price	Ext. Price
190	XD-8111 Audio Enhancement Beam Pro System with wall mount. 7 year warranty.	Audio Enhancement	\$1,249.00	\$237,310.00
190	Services - Integration Integration and Installation Services (Non-Union, Non Prevailing Wage; Normal Business Hours). Union and/or Prevailing Wage rate requirement will result in a change order to the client. Includes cabling and raceway.		\$120.00	\$22,800.00

Subtotal	\$260,110.00
Tax Total (0%)	\$0.00
Shipping Cost	\$0.00
Total	\$260,110.00



232719



Quote

#232719

Bluum of Minnesota, LLC
1771 Energy Park Drive, Suite #100, St. Paul MN 55108
1.612.331.5500 | 1.800.933.7337 | Fax 1.612.331.3424
bluum.com |

06/24/2022

To accept this quotation, sign here : _____

If accepting this quote via purchase order please reference this quote number on your PO. To order via credit card please contact customer service at 612-331-5500. This document is subject to the terms and conditions found here: <https://www.bluum.com/terms-conditions>

Pricing Adjustments as it Relates to Tariffs: If/When international tariff changes impact any product(s) included in this quote, Bluum reserves the right to adjust or cancel this quote.

Please inspect product upon delivery. All claims for defective merchandise or errors in shipping must be made within five days after receipt of goods.

Clients using their own carriers will be responsible for filing their own freight claims if product is damaged in transit.

Returns require an authorization number and must be made within 30 days.

Custom orders and "Consumables", such as projector lamps, may not be returned.

Returns are subject to restocking fees with the exception of out of box failures and replacements under warranty.

Restocking fees varying depending on the product line, expect a minimum charge of 25%.

Bluum of Minnesota, LLC was formerly known as Tierney Brothers, LLC. Please update your records with the updated name and contact information presented on this form.



232719



REQUEST FOR PROPOSAL: CLASSROOM/INSTRUCTIONAL AUDIO HARDWARE

Opportunity Overview

Independent School District No. 273 is seeking proposals for the **PURCHASE** and **INSTALLATION** of 190 Classroom/Instructional Audio Hardware for three (3) of its schools to be installed in the summer of 2022.

Eligibility

Vendors must have a current, eligible Cooperative Purchasing, Joint Powers, or State agreement in which to base their proposal/quote on.

Process Timeline

Action Item/Milestone	Date
Release of Documentation	6/14/2022
Proposal (quote) Due	6/30/2022
School Board Recommendation	7/15/2022
Submission of Purchase Order	7/25/2022
Product Delivery (on-or-before)	8/15/2022

Submission Process

- Proposals and related items will be received either electronically or by mail by the Independent School District No. 273, Edina, MN until 10:30 AM, June 30, 2022 at the office of the Director, District Media and Technology Services, Suite 339, 5701 Normandale Road, Edina, MN 55424.
- Questions can be submitted via email to ktrites@catalyst sourcing.com (or by contacting Kyle Trites at 612-669-6445)
 - The District will not be responsible for, nor honor any claims resulting from, or alleged to be the result of misunderstanding by the vendor. It is the vendor's responsibility to bring all discrepancies, ambiguities, omissions, or matters that need clarification to the District's attention.
- Please clearly mark proposals "Audio Enhancement Device RFP 2022" If submitting by mail, envelopes containing proposals must be sealed, clearly marked "Audio Enhancement Device RFP 2022" along with the name and address of the vendor and addressed to:

Director, District Media and Technology Services

Independent School District No. 273

5701 Normandale Road, Suite 339

Edina, MN 55424

Natasha.Monsaas-Daly@edinaschools.org

Proposal Content Requirements

Submissions should include:

- Proposal Forms
 - Vendors shall submit their proposals upon the Submission Worksheet included with the specifications.
 - The Edina Public Schools' School Board reserves the right to accept or reject any or all proposals or parts of such proposals and waive any formalities or irregularities in quoting process. No proposal may be withdrawn for a period of thirty (30) days after receipt without the consent of the Edina Public Schools' School Board. All quotations are to be F.O.B., Edina, MN.*
- Any additional information about your organization or the products/services proposed that you feel the district should be aware of.

Evaluation and Selection Criteria

The following criteria will be used for evaluating proposals:

Criteria Description	Weight (%)
Total Cost	55%
Ability to meet district requirements and specifications	15%
Ability to meet delivery timelines	15%
Reputation, Past District Experience, and References	15%

Terms and Conditions

- A. **Eligibility and Compliance with Federal and State Law:** Vendor must assure Independent School District 273 that they have complied with all applicable Federal and State laws, regulations and rules.
- B. **Invitation:** The invitation to quote, which is attached hereto, and everything contained therein is adopted by reference and made part of these specifications and conditions.
- C. **Examination of Specifications:** It shall be the Vendor's responsibility to carefully examine the contents of the specifications to be completely familiar with all requirements specified.
- D. **Similar or Approved Equal:** Where certain brands, type or grade of product is specified, it is not the intent to discriminate against any approved equal, but to inform the Vendor of the function and general quality desired by the Edina School District. The Vendor may submit a proposal upon any similar equipment which will serve the purpose and size specified, providing that equipment is equal to or better than that specified. The district reserves the right to determine equivalence where such items are proposed. To assist the district in determining equivalence, the Vendor must submit catalog data with such specifications and indicate on the proposal form to make it clear to the Edina School District what item has been quoted upon.
- E. **Addenda:** Should there be any question regarding the intent of the specifications, Vendors shall notify the Director of Technology via email before submitting proposal and an addendum will be posted on the District's website for all Vendors clarifying the intent in question.
- F. **Quantities:** All quantities shown in the specifications shall be considered on a more-or-less basis. The Edina School District reserves the right to increase or decrease the quantities.
- G. **Packaging and Delivery:** All products shall be delivered F.O.B. to the specified delivery point in first class condition, free from any defects of processing or damage due to handling in shipping or delivery. Items which are delivered in packages, cartons, or crates will be accepted only upon the guarantee that upon removal from packaging by the owner they are found to be in first class condition without any defects either incurred in transit or process. Any items which are rejected because of any kind of damage or defect prior to acceptance by the Edina School District must be removed and replaced at no additional cost to the Edina School District.
- H. **Cancellation of Contract:** The Edina School District reserves the right to cancel a contract entered into with the successful Vendor any time during the life of the contract if the Edina School District deems the Vendor's product or service fails to meet the standards established by the detailed specifications or the general provisions of the solicitation.
- I. **Writing:** Within ten (10) days of the award, persons having authority to contract for the parties shall duly execute a formal contract covering the subject matter of the proposal.
- J. **Form of Proposals:** The proposal must be submitted on the form prescribed by the District, a sample of which is contained in these specifications.
- K. **Vendor Qualifications:** The District reserves the right to refuse to consider the proposal of a vendor who is not known to be reliable, skilled, and regularly engaged in providing the service and/or goods described in the request. In addition, the District may require of any vendor to provide evidence satisfactory to the District, of the vendor's financial responsibility, and ability to efficiently, economically and satisfactorily perform the services and/or deliver the goods required by the District.
- L. **Rejection of Proposal:** In addition to grounds for rejection stated elsewhere in law, or in these specifications and conditions, the District may reject a proposal if:
 - 1) The vendor fails to provide reasonable evidence reasonably requested pursuant to term G.
 - 2) The vendor misstates or conceals any material fact in their proposal.
 - 3) The proposal submitted is conditional.
- M. **Alterations and Erasures:** A proposal containing an alteration or erasure of any price contained in the proposed quote, which is used in determining the lowest responsible quote shall be rejected unless the alteration or erasure is corrected as herein provided. An alteration or erasure may be crossed out and the correction thereof printed in ink or typewritten adjacent thereto an initialed in ink by the person signing the proposal.
- N. **Identical low Proposals:** In the case of identical low proposals from two or more vendors, the Board may at its discretion utilize negotiated procurement methods with the tied low vendors with lowest proposals for that particular transaction so long as the price paid does not exceed the original proposal.
- O. **Single Quote:** In the case where only a single proposal is received, the Board may, at its discretion, negotiate a mutually agreeable contract with the vendor so long as the price paid does not exceed the original proposed quote.
- P. **Withdrawal and Award Deadlines:** No vendor may withdraw their proposal within 60 days after the date of opening. The District may elect to take up to 60 days to decide which vendor is to receive the award.

Terms and Conditions (cont'd)

- Q. **Award Options:** District reserves the right to:
- 1) Award this contract in part or whole to a single vendor
 - 2) Reject any or all quotes/proposals.
 - 3) Award contract based on the investigation of vendors, as well as acceptance of alternates, all of which the Owner deems to be in their best interest.
 - 4) Waive informalities or minor irregularities in proposals and waive minor irregularities or discrepancies in RFP procedure.
 - 5) Cancel a contract entered in to with the successful vendor at any time, upon 30 days written notice if the District's standards are not met.
 - 6) The District is solely responsible for rendering the decision in matters of interpretation of all terms and conditions.
 - 7) The District will consider in addition to the RFP process, the quality, suitability and adaptability of the item(s) to be purchased for the use for which it is intended when determining the lowest responsible vendor,
 - 8) Trade-in policy and allowances will be considered where appropriate.
- R. **Acceptance:**
- 9) The Vendor agrees to comply with all Federal, State and local laws, ordinances and all applicable rules, regulations and standards established by any agency of such governmental units, which are now or hereafter promulgated insofar as they relate to the company's performance of the provisions of this agreement.
- S. **Collusion:** Conspiracy between vendors is cause for rejection of all proposals of the vendors involved.
- T. **Assignments:**
- 10) The Vendor shall not assign the whole or any part of this contract or any monies due or to become due without written consent of the Edina School District. In case the Vendor assigns all or any part of any monies due or to become due under this contract, the instrument of assignment shall contain a clause stating that the right of the assignee to any monies due or to become due to the Vendor shall be subject to prior liens of all persons, firms and corporations for services rendered or materials supplied for the performance of the work called for in this contract.
 - 11) Minn. Stat. Section 471.425 Subd. 4a requires that if the prime contractor assigns any part of the contract to a subcontractor, the prime contractor must pay the subcontractor within ten days of the receipt of payment from the school district for undisputed services provided by the subcontractor. The contract must require the prime contractor pay interest of 1.5 percent per month or any part of a month to the subcontractor on any undisputed amount not paid on time to the subcontractor.
 - 12) The minimum monthly interest penalty payment for an unpaid balance of \$100.00 or more is \$10.00. For an unpaid balance of less than \$100.00, the prime contractor shall pay the actual penalty due the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from a prime contractor must be awarded its costs and disbursements, including attorney's fees incurred in bringing the action.
- U. **Requirements for onsite service providers:** Vendor employees and contractors who will be providing services on District premises must have been subject to a state and federal criminal background check and drug/chemical screening within the past 18 months.
- V. **Insurance Requirements:** You may be required to provide proof of insurance as requested by District. Coverage levels described below should be considered MINIMUM requirements.
- 13) Independent School District No.273 shall be named as Additional Insured on a primary and noncontributory basis.
 - 14) In the signature box of the Certificate the wording "endeavor to" and "but failure to" through "representatives" should be stricken from the Certificate.
 - 15) Contractor shall supply the Edina School District with a Certificate of Insurance for all specified coverages noted above within ten (10) days of the award.
 - 16) No liability resulting from a vehicular accident, or any driver or operational negligence will be assumed by the Edina School District, its employees or its authorized representatives.
 - 17) The Vendor should meet, at a minimum, the insurance requirements described below:

Insurance	Coverage	Aggregate
Comprehensive General Liability (including Premises-Operations; Independent Contractor's Protective; Products and Completed Operations; Broad-Form Property Damage)	\$1,000,000 each occurrence	\$2,000,000 aggregate
Comprehensive Automobile Liability	\$1,000,000 combined single limit for Bodily Injury and Property Damage	\$2,000,000 aggregate
Uninsured and Underinsured Motorists	\$1,000,000 per accident	
Hired and Non-Owned Automobile Liability	\$1,000,000 per accident	
Umbrella Liability	\$1,000,000 each occurrence	\$2,000,000 aggregate
	\$1,000,000 each occurrence	\$2,000,000 aggregate
Personal Injury Protection (PIP)	\$20,000 per person with \$20,000 Economic Benefit (part of no-fault)	
Worker's Compensation	\$500,000 by bodily injury by accident	n/a
	\$500,000 bodily injury by disease for each employee	

Terms and Conditions (cont'd)

- W. **Non-Waiver of Specifications and Conditions:** Failure or neglect of the District to require compliance with any term, condition, or specification of the quoting shall not be deemed a waiver of the same.
- X. **Terms of Payment:** Payments will be according to Minnesota Statute 471.425, currently providing for payment within 35 days after receipt of the merchandise or the invoice, whichever comes latest. Nothing in the vendor's proposal, quote, contract, or invoice will override this provision.
- Y. **Prompt Payment to Subcontractors:** Contract to comply with 2006 Minnesota Statute, Chapter 471.425 regarding "Prompt Payment to Subcontractors" or the specification whichever is most stringent. 471.425 requires the prime contractor to pay any subcontractor or supplier within ten (10) days of the prime contractor's receipt of payment from the municipality for undisputed services or supplies provided by the subcontractor or supplier. Refer to the statute for additional information.
- Z. **Taxes:** No direct charge may be made for federal, state or municipal sales and excise taxes, for which Independent School District 273 is exempt. The quote price shall not include the amount of any such tax. The vendor shall pay all taxes imposed on any and all goods and/or services used so that there will be no liability on the part of the Owner for any type of tax assessed thereon.
- Minnesota Taxes:** Instrumentalities of the State of Minnesota are not subject to the State of Minnesota Sales Tax pursuant to Minnesota Laws of 1967, Extra Session, Chapter 32, Article XIII, Section 25, Sub 1, Para. (J).
- Excise Taxes:** Instrumentalities of the State of Minnesota are not subject to Federal Excise Taxes. Individual exemption certificates will be furnished upon request if needed by successful vendor(s) to reclaim such charges.
- AA. **Confidentiality:** All documents, materials and information supplied to the School District are subject to the Minnesota government data practice act.
- BB. **TITLE IX COMPLIANCE NOTICE NONDISCRIMINATION POLICY:**
- 18) As required by Title IX of the Education Amendments of 1972, notification is hereby given to all contractors or entities providing products or services to Independent School District No. 273 of the nondiscrimination policy adopted by Independent School District No. 273, which states:

EQUAL OPPORTUNITY

It is the policy of Independent School District 273, in compliance with current Federal and State statutes and regulations, and in recognition of its obligation to provide equal opportunity for education and employment for all persons within its jurisdiction, not to discriminate on the basis of sex, race, religion, color, national origin, economic status, disability, age or marital status in any of the educational programs or personnel practices of the Edina School District. The Superintendent is designated as coordinator for compliance for all areas relating to educational program and personnel practices.

Title IX prohibits school districts from conducting business with any contractor or vendor not complying with Title IX requirements.

Specifications

Product Specification

Audio Unit Samples	Required Features	Installation Requirements
Audio Enhancement Beam, Lightspeed RedCat	Ability to connect to 3.5mm Output from projector for audio input, ability to connect to Assistive Listening System via 3.5mm jack, Voice Lift Style Microphone for teachers, ability to connect additional pass around microphone	Ability to mount onto wall of classroom, Contractor will need to install audio system and its required wiring back to the projector, The connection at the projector is a 3.5mm audio output jack.

Installation Specifications

Description	Specification
Process instructions	Units to be to be mounted above Interactive Panels using mounting brackets provided by Audio Enhancement.
Contractor Skill	Contractor should be trained and experienced in the installation of the proposed units.
Experience	Vendors should have at least 3 years of continuous experience in professional Audio/Video design, procurement, and installation.
Project Time-Line	Proposals must provide chronological time-line of each task or event and estimated required to complete the engagement
Pricing	All bid proposals shall include a detailed Bill of Materials that notes each item, part number, and unit price.

Submission Worksheet

Your Company Information

Company Name	Tierney (Bluum)	Date	06/24/22
Address	1771 Energy Park Drive	City	St. Paul
State	MN	Zip	55108
Contact Name	Chris Jensen	Contact Title	K-12 Technology Consultant
Contact Phone	612-455-3643	Contact Email	cjensen@tierney.com
Eligible Cooperative/Joint Powers Agreement utilized (Holding organization and contract number)		MN State Cooperative Purchasing Contract #21.10-TBS	

References *(references should be districts you have executed similar size projects/scopes in the past 24 months)*

	District	Contact Name	Contact Phone	Contact Email
Reference #1	Wayzata Public Schools	Wade Phillips	763-745-6000	wade.phillips@wayzataschools.org
Reference #2	Anoka Hennepin Public Schools	Bruce DeWitt	764-506-7818	Bruce.DeWitt@ahschools.us

General Questions

Have you reviewed and accept the terms and conditions outlined in this document? [Y/N]	Y
Are you eligible to do business with public school districts in the State of Minnesota? [Y/N]	Y
Have you included a draft of your standard scope/subscription agreement? [Y/N]	Y
Did you include a copy of your certificate of insurance? [Y/N]	Y

Site Data

School	Total Classrooms
South View Middle School	75
Valley View Middle School	75
Normandale Elementary	40

Solution Performance & Capability Data Points

Description	Response
Please provide a brief overview of your firm to illustrate the depth, experience, and service capabilities of your organization.	For more than 45 years, Tierney has provided educators with transformative technology solutions that empower them to improve learning outcomes. Tierney's core business is in the audio-visual and mobile device field, with a strong emphasis on professional development, training, and managed services to support the products we sell. We also branch into networking, cyber security, STEM solutions, among other areas of operational and instructional technology. Tierney works with 88% of school districts in the state of MN, as well as many more districts throughout the U.S. and Canada.
Describe any unique characteristics or additional information that makes your organization particularly well suited to provide services for Edina Public Schools	<p>Tierney is an approved technology vendor for Edina Public Schools and has worked with the district for over 20 years. Tierney proposed, provided, and supported the audio enhancement beam systems currently installed at the district. We are local (15 miles from your district office), allowing us to provide instant support should something go wrong. Additionally, we are an Audio Enhancement Certified reseller and installer for all Audio Enhancement products and provide technical assistance out of our St. Paul office.</p> <p>*Note: Due to our platinum dealer status and certification level with Audio Enhancement, Tierney is able to offer a 7-year warranty on Audio Enhancement products for this proposal. This includes a hot swap program for immediate replacement of product should something fail. This is a unique offering through Tierney only.</p>
Define the installation responsibilities of the Vendor and the District as it relates to the design and installation of the proposed system	<p>Tierney will follow the installation scope provided in the bid. Tierney will mount the Audio Enhancement Beam system to the wall of the classroom and install the required cabling back to the IFP or projector system. In rooms with an IFP, the beam will be installed directly above the IFP with cabling being run down to the IFP. In rooms with projectors, the Beam will be installed on the side wall with the audio cable being run up and through the ceiling to the projector location. Once installed, Tierney will test and setup the system for ideal sound in each room.</p> <p>With the installation, a 1-year warranty will be provided for onsite maintenance and service support. Remote support is included for the life of the product.</p> <p>Tierney will turn over any trash to the district for recycling.</p> <p>The district should provide power and adequate wall space to install the voice amplification system.</p>
Explain how much training will be included and how often training will be made available (if needed post-installation)	Training is included with the purchase of the hardware and will be provided as much as the district feels is necessary to support their instructional staff. With local trainers we can be flexible to meet the needs of the district.
How much time is required to install this solution following the signing of the agreement?	Tierney will have a crew ready to install as soon as the product arrives onsite. One of the benefits of Tierney being headquartered in the Twin Cities, is we have several crews and installers who reside out of the west metro. An exact chronological timeline can be determined and created in partnership with the district, however, once the install begins, each room will take roughly 30-45 minutes (depending on the room) for installing the audio system, running the audio cable, adding raceway, testing and setting up the system, and cleaning the space. More crews can be added to expedite the install process as well to ensure we are well ahead of the district's stated timeline in the proposal.
Provide a list of the key interactions expected to occur between the District and your organization in order to complete installation by the timeline proposed?	Once the PO is received, a project manager will be assigned to the project. The PM will meet with key district stakeholders and complete a site walk for every space an audio system will be installed. Once the site walk is complete, Tierney's PM, EdTech consultant and key district stakeholders will meet and agree on the installation process, timeline, and other key aspects of the project. The PM, who lives in the Edina area, will be onsite regularly and will also be in constant communication with the district to provide updates on the project timeline. Tierney also offers software so the district can follow and see real-time updates on the progress of the project. If there is any concern by the district on project completion, the district can reach out to the PM and request additional installation crews be added to speed up the installation process.

Installation Cost

Description	Your response
<p>Please provide a detailed itemized pricing worksheet for your proposed solution:</p>	<p>Since the district has the option to award this contract in part or in whole as stated in the award section, I have split the pricing into product and installation. Tierney will be proposing the Audio Enhancement Beam and Beam Pro System</p> <p>1, Beam Specs: https://audioenhancement.com/wp-content/uploads/2017/12/BEAM-new-2020-Spec-Sheet-DC-40856.02.pdf</p> <p>Beam with wall mount Pricing= \$965 (190 rooms = \$183,350)</p> <p>1A. Beam Pro Specs: https://audioenhancement.com/wp-content/uploads/2020/12/BEAM-Pro-Spec-Sheet-DC-40703.02.pdf</p> <p>Beam Pro with wall mount Pricing = \$1,249 (190 rooms = \$237,310)</p> <p>2. Install and PM Services/Set up/Cabling/Raceway = \$120 per room (190 rooms = \$22,800)</p>
<p>Service support – Provide complete and comprehensive pricing for maintenance service and warranty support for a period of three (3) years</p>	<p>With the installation, a 1-year warranty will be provided for onsite maintenance and service support. Remote support is included for the life of the product. Should the district choose to extend the 1-year onsite warranty to 3-year onsite warranty, the price would be an extra \$10 per classroom or \$1,900 for 190 rooms.</p> <p>Note: The service warranty is separate from the product warranty. The product warranty comes with a 7-year warranty.</p>



Board Meeting Date: 7/18/2022

TITLE: Membership in the Minnesota School Boards Association (MSBA), 2022-2023

TYPE: Consent

BACKGROUND: Edina's dues are based on 8,399.69 "Average Daily Membership of Students Served" (ADM) for the fiscal year ending June 30, 2021, as provided by the Minnesota Department of Education. Last year's dues (21-22) were \$14,660.00, based on 8,365.42 ADM.

RECOMMENDATION: Renew district membership in the Minnesota School Boards Association (MSBA) for the 2022–2023 school year, with dues and services in the amount of \$14,722.00.

Desired Outcomes from the Board: Review and Renew of MSBA membership.



Board Meeting Date: 7/18/2022

TITLE: Membership in the Association of Metropolitan School Districts (AMSD), 2022-23

TYPE: Consent

BACKGROUND: Dues are comprised of a fixed fee and a variable fee, based on resident student enrollment for fiscal year ending June 30, 2021. Dues for 2021-22 were \$10,112.00. This year's total represents a \$106 decrease.

AMSD is the only education organization with the mission of advocating for the unique needs and challenges facing metropolitan school districts. It continues to be the voice for metropolitan school districts and plays a major role in shaping state education policy and building support for public education among policymakers and the general public.

The School Board of Edina Public Schools has been a member of AMSD since its beginning more than forty years ago

RECOMMENDATION: Renew membership in the Association of Metropolitan School Districts (AMSD) for the school year 2022-23 with dues totaling \$10,006.00.

Desired Outcomes from the Board: Review information above and renew AMSD dues.



Board Meeting Date: 7/18/2022

TITLE: Membership in the Educational Cooperative Service Unit (ECSU) of the Metropolitan Twin Cities Area, 2022-23

TYPE: Consent

PRESENTER(S): Jody Remsing, Director of Student Support Services

BACKGROUND: The 2021–2022 general service fee is determined at a flat rate of \$1,000.00 plus \$1.00 per pupil based on FY ending on June 30, 2022 enrollment of 8,472 students. ECSU provides a wide variety of benefits and services such as staff development, administrative services, special programs including services for special education, student programs, contracted programs planning/professional development activities, and resources/libraries.

RECOMMENDATION: Approve the Edina Public Schools as a continuing member of Metro ECSU for the school year 2022-2023 by payment of the general service fee of \$9,472.00.

DESIRED OUTCOMES FROM THE BOARD: Review and approve membership in Metro ECSU.

ATTACHMENTS: None

ACCEPTANCE OF OFFICE AND OATH OF OFFICE

To: David Goldstein

The following acceptance and oath of office must be filed with the school district clerk within thirty (30) days of the date of mailing or personal service of the certificate of election.

ACCEPTANCE OF OFFICE

I hereby accept the office of school board member of Independent School District No. 273 for a term beginning in July, 2022 and expiring in November, 2022.

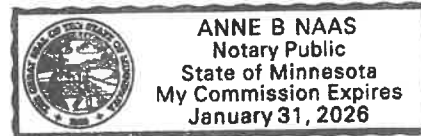
Date 7/11/22



STATE OF MINNESOTA)
) ss
COUNTY OF HENNEPIN)

The foregoing instrument was acknowledged before me this 11th day of July, 2022.


Notary Public



OATH OF OFFICE

I swear and affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 273 to the best of my judgment and ability.

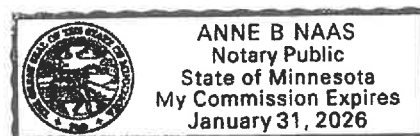
Date 7/11/22



STATE OF MINNESOTA)
) ss
COUNTY OF HENNEPIN)

The foregoing instrument was acknowledged before me this 11th day of July, 2022.


Notary Public





Board Meeting Date: 7/18/22

TITLE: Board Committee Appointments, Liaisons, Representatives

TYPE: Consent

PRESENTER(S): Board Chair

BACKGROUND: Committee appointment, liaison and representative positions are recommended by the Board Chair in accordance with Policies 213 and 216, and were discussed at the Board's July 12 retreat to reflect the board's new interim board member and liaison positions that shift each June.

RECOMMENDATION: Accept the suggested 2022-2023 School Board positions

PRIMARY ISSUE(S) TO CONSIDER: Board committee appointments, liaisons and representative positions for 2022.

ATTACHMENTS: Board committee appointments, liaisons and representative positions for 2022.

COMMITTEES	Advisory only	2022-2023
Finance/Facilities		Birdman* Arom Goldstein
Governance		Allenburg* Shaw Greene
Policy		Greene* Gabler Allenburg
T&L		Shaw* Arom Gabler
LAC		Greene* Arom
ASSOCIATIONS and GROUPS	Advisory only	Proposed
ISD 287	Provides customized, innovative, specialized, student services and educator resources to 12 member districts	Birdman
MSHSL	Provides educational opportunities for students through interscholastic athletics & fine arts programs; provides leadership & support for member schools	Arom
City Council	Responsible for efficient operation of City gov't thru policies & ordinances carried out by Council-appointed City Manager	Birdman Gabler
Community Ed Services Advisory	Provides input, direction & insight to Community Education	Janie
Insurance	Business Svcs & HR driven	Birdman
*Asterisk indicates chair of committee		

UPDATED June 2022	Term Renewed	FUNCTION	2022-2023
ASSOCIATIONS		Advisory only	
AMSD	JUNE	AMSD advocates for metropolitan school districts and advances legislation supporting student achievement. The Bd of Directors, comprised of the superintendent & 1 school board member from each of the 44 member school districts, governs the association .	Greene
MSBA	JUNE	Supports, promotes, enhances the work of public school boards and public education. Bd of Directors is comprised of 1 rep from each MSBA District. 6 divisions - Admin/Governance; Bd Devel/Training; Gov't Relations; Mgmnt Svcs; Policy Svcs; PR/Communications.	Arom
GROUPS		Advisory only	Proposed
Ed Fund	JUNE	Independent non-profit organization dedicated to continued EPS academic excellence. Secures private, supplemental funding to support valuable education experiences & innovative projects. Funds raised augment school system revenues provided by taxes, state aid, and other parent and student led fundraising efforts.	Gabler
Gifted Ed Advisory Cmte	JUNE	Incls Gifted Ed Coord, teaching specialists, a principal rep, two volunteer parent reps from each school. Provides network for communication, support, and accountability	Allenburg

PLC - Parent Leadership Council	JUNE	Edina PLC meets monthly from September through May, with speakers and discussions varying by agenda topic.	Goldstein
SAAC -Student Activities Advisory Cmte	JUNE	EHS driven	Arom
SEAC - Special Services Advisory Cmte, and Mental Health & Wellness	JUNE	State required; promotes understanding of district-wide issues relating to education/welfare of EPS students. Incls reps of each school parent organization, EFC, PCN, Community Ed, & Ed Fund.	Michael
World's Best Workforce	JUNE	State required, T&L driven, to ensure every district is making strides to increase student performance.	Allenburg /Greene
Meet & Confer*	JUNE	HR driven	Allenburg /Greene
Mental Health/ Wellness	JUNE	Student Support Svcs driven	Gabler
SCHOOL SITES		Advisory only	Proposed
ELC/ECSE	JUNE		Gabler
Concord	JUNE		Allenburg
Cornelia	JUNE		Goldstein
Countryside	JUNE		Greene
Creek Valley	JUNE		Arom
Highlands	JUNE		Greene
Normandale	JUNE		Goldstein
South View MS	JUNE		Birdman
Valley View MS	JUNE		Shaw
EHS	JUNE		Gabler

Member _____ introduced the following resolution and called for its adoption:

**RESOLUTION CALLING SPECIAL ELECTION
TO FILL SCHOOL BOARD VACANCY**

WHEREAS, a vacancy exists for a School Board member with a term expiring the first Monday in January 2024;

WHEREAS, the vacancy occurred more than 90 days prior to the first Tuesday after the first Monday in November in the year in which the vacancy occurs;

WHEREAS, Minnesota Statutes, section 123B.09, subdivision 5b, requires that a special election be held on or before November 8, 2022, for the purpose of electing one (1) member to fill a vacant seat on the School Board, the term of which shall expire on January 1, 2024; and

WHEREAS, a person elected at the special election held pursuant to this resolution shall take office immediately after receiving the certificate of election, filing any required bond, and taking the oath of office.

NOW THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 273, Edina Public Schools, State of Minnesota, as follows:

1. The clerk shall accept affidavits of candidacy for this office during the same filing period as applicable to the school district general election, i.e. between 84 and 98 days before the date of the special election.
2. (a) It is necessary to hold a special election to elect one (1) individual to fill the vacancy in the term of School Board Member expiring the first Monday in January 2024.

(b) The clerk shall include on the special election ballot the names of the individuals who file or have filed Affidavits of Candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.
3. The special election shall be held on Tuesday, the 8th day of November, 2022, between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m. The date is a uniform election date specific in Minnesota Statutes, Section 205A.05.

4. The special election will be held in conjunction with the state general election in an even-numbered year, and as such, the precincts and polling places for this special election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district.

The clerk is hereby authorized and directed to cause written notice of said special election to be provided to the county auditor of each county in which the School District is located, in whole or in part, at least seventy-four (74) days before the date of said special election. The notice shall include the date of said special election and the offices to be voted on at said special election.

The clerk is hereby authorized and directed to cause notice of said special election to be published in the official newspaper of the district, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The clerk is hereby authorized and directed to cause notice of said special election to be posted at the administrative offices of the School District at least ten (10) days before the date of said election. The notice of election so posted and published shall state the time of the election, the location of each polling place, and the offices to be filled as set forth in the form of ballot below.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the School District at least four (4) days before the date of said election and to cause two sample ballots to be posted in each polling place or combined polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place or combined polling place shall reflect the offices, candidates and rotation sequence on the ballot used in that polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place or combined polling place on Election Day.

The notice of election so posted and published shall state the office to be filled as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The notices to be posted and published may be combined with the Notice of General Election or the Notice of Primary Election if the general or primary and the special election are held together.

5. The names of candidates to fill a vacancy who have filed an affidavit of candidacy must be listed on the ballot under the separate heading “Special Election for School Board Member to fill vacancy in term expiring January 1, 2024.” Their names must be listed as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.


6. The name of each candidate to fill the vacancy in office at this special election shall be rotated with the names of the other candidates to fill the vacancy in office in the manner specified in Minnesota law.

7. Language in substantially the following form shall be used for the ballot for such special election on November 8, 2022:

**SCHOOL DISTRICT VACANCY
SPECIAL ELECTION
INDEPENDENT SCHOOL DISTRICT NO. 273
EDINA PUBLIC SCHOOLS**

NOVEMBER 8, 2022

INSTRUCTIONS TO VOTERS

To vote, completely fill in the oval(s) next to your choice(s) like this: 

**SPECIAL ELECTION FOR SCHOOL BOARD MEMBER
TO FILL VACANCY IN TERM EXPIRING JANUARY 1, 2024
VOTE FOR ONE**

- ☐ CANDIDATE V
 - ☐ CANDIDATE W
 - ☐ CANDIDATE X
 - ☐ _____
write-in, if any
-

8. Optical scan ballots must be printed in black ink on white material, except that marks not to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be

printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

9. The School District clerk shall make all Campaign Financial Reports required to be filed with the School District under Minnesota Statutes, Section 211A.02, available on the School District's website. The clerk must post the report on the School District's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The School District must make a report available on the School District's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

10. The School District clerk is hereby authorized and directed to take all necessary actions to ensure that this election is properly submitted to the electorate of the School District.

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

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.



Meeting Date: 7/18/2022

TITLE: Designation of Responsible Authority and Designation of Data Practices Compliance Officials

TYPE: Consent

BACKGROUND: According to Minn. Rules 1205.0200, subd. 14 (C) and 1205.1000, each school district must annually appoint a Responsible Authority who will be “the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data” as defined in Minn. Stat. § 13.02, subd. 16. In accordance with Minn. Stat. § 13.05, subd. 13, the school district must appoint or designate an employee to serve as its Data Practices Compliance Official. The Superintendent has determined that members of the Superintendent’s Cabinet will serve as Data Practices Compliance Officials as it pertains to their particular area of responsibility. The public may direct to the individuals designated below questions or concerns regarding obtaining access to data or discussing other data practices issues. This information is being updated because of staffing changes.

RECOMMENDATION: Designate the Edina Public Schools Responsibility Authority for Government Data and also designate the Data Practices Compliance Officials as follows:

Responsible Authority- Dr. Stacie Stanley, Superintendent

Data Practices Compliance Officials - Cabinet:

Assistant Superintendent – Dr. Randy Smasal

Director of Human Resources – Sonya Sailer

Director of Marketing and Communications - Daphne Edwards

Director of Business Services - Mert Woodard

Director of Community Education Services & Strategic Partnerships – Dr. Anne Marie Leland

Director of Media & Technology Services - Natasha Monsaas-Daly

Director of Student Support Services - Jody Remsing

Director of Teaching & Learning - Jody De St. Hubert

DESIRED OUTCOMES FROM THE BOARD: Review and approve designation of responsible parties as described above.



Board Meeting Date: 7/18/2022

TITLE: Designation of Identified Official with Authority for the MDE External User Access Recertification System

TYPE: Consent

BACKGROUND: The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with the MNIT Enterprise Identity and Access Management Standard which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority (IOwA) assigns job duties and authorizes external user access to MDE secure systems for their local education agency (LEA).

RECOMMENDATION: Reauthorize Superintendent Stacie Stanley to act as the Identified Official with Authority (IOwA) and reauthorize Executive Assistant Anne Naas to act as the IOwA proxy to add and remove names only for Edina Public School District 0273-01.

Desired Outcomes from the Board: Review background and approve annual designation of MDE IOwA and IOwA proxy.

ATTACHMENTS: MDE EDIAM Authorization Form

Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the superintendent or exec. director) is designated as the IOwA. The IOwA will grant the IOwA Proxy role(s).

Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name: Edina Public Schools

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): 0273-01

Superintendent or Exec. Director Name: Dr. Stacie Stanley

Will act as the IOwA? ☒ Yes ☐ No

If no, identify below the individual who will act as the IOwA for your organization.

The Superintendent or Exec. Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOwA) for this organization:

Print Name: Dr. Stacie Stanley

Title: Superintendent

Board Member Signature:

Name: _____

Date: _____

Once the EDIAM Board Resolution is completed, scan and email it to: useraccess.mde@state.mn.us



Board Meeting Date: 7/18/2022

TITLE: Minnesota Japanese School Space Rental Agreement

TYPE: Consent

PRESENTER(S): Anne Marie Leland – Community Education and Strategic Partnerships Director

BACKGROUND: The Minnesota Japanese School would like to rent space for the 2022-23 school year. This is a room rental agreement that combines segments of our Facilities Use Policy with standard lease language.

RECOMMENDATION: Administration recommends approval of this agreement.

Desired Outcomes from the Board: Space Rental Agreement with MNJS

ATTACHMENTS:

1. Room Rental agreement for 2022-23 (next page)

ROOM RENTAL AGREEMENT

This Room Rental Agreement ("Agreement") and Addendum is entered into by and between Independent School District No. 273, Edina Public Schools ("District"), a political subdivision of the State of Minnesota, and the Minnesota Japanese School ("MNJS"). The District and MNJS are collectively referred to as "the parties."

WHEREAS, the Parties wish to enter into this Room Rental Agreement to formalize and clarify the relationship between the Parties, and to ensure that MNJS may use District facilities, when available, for the provision of its services to the community.

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises contained in this Agreement and other valuable consideration, the sufficiency of which is acknowledged, the parties hereby agree as follows:

1. Term of Agreement. The term of this Agreement will begin on August 27, 2022 and will automatically end on July 31, 2023. Either party may terminate this Agreement, for any reason, without penalty or charge, by giving 30-day advance written notice to the other party, provided that the District or MNJS may terminate this Agreement on a shorter but reasonable advanced written notice pursuant to this Agreement. This Agreement will not automatically renew. If both Parties consent, the Parties may enter into negotiations for future rentals or alternative rental agreements. Should any of the rental charges were prepaid by MNJS before the actual use of the Premises and the Agreement is terminated for any reason, the District will return any of the prepaid rental charges to MNJS upon termination of this Agreement.

2. Reservation of Space. The District's Community Education Department, as part of its role to oversee facilities management will reserve classrooms, recreation spaces, gym, cafeteria and storage space, ("Premises") for up to six (6) hours each Saturday that MNJS is in session, up to a maximum of 38 sessions. MNJS understands that, pursuant to District policy, District sponsored or related activities have first priority for all rooms and space within the District, meaning that some dates that may been requested by MNJS may not be available for MNJS programming. The District will endeavor to provide as much advance notice as possible when it will not be able to provide the full Premises on a specific MNJS programming day.

3. Rental Charges. MNJS will pay the District a total of \$30,860.75 during the term of this Agreement for rental and maintenance expenses. This amount will be invoiced in 12 monthly installments by the District beginning on September 1, 2022, and such invoices must be fully paid by MNJS within 30 days of their receipt. Attached to this Agreement as Exhibit A is a breakdown of the spaces and hours to be used during this Agreement.

4. Alterations and Additions. MNJS may not make any alterations or additions to the Premises without obtaining prior written permission from the District. Upon termination of this Agreement, the District may elect to keep any alterations or additions or to require MNJS to remove the alterations and additions and restore the Property to its current condition.

5. Repair and Return to Current Condition. After each use of the Premises outlined in this Agreement, MNJS must clear the space and return the Premises to the condition they were in when MNJS arrived that day, except for any reasonable wear and tear associated with normal use of the Premises.

6. Additional Space and Charges. Additional space or rooms needed for special events, such as teacher training, field days, and graduation, should be reserved through the District Facilities Scheduler and will be subject to additional charges pursuant to District Policies regarding room rentals. The terms of this Agreement shall apply equally to all uses of District property by MNJS through such room rentals.

7. Compliance with Policy 902. In making use of the Premises outlined in this Agreement, MNJS must comply with all requirements and elements of School Board Policy 902, except to the extent any provisions of Policy 902 conflict with this Agreement, and except that any fundraising activities for the benefit of MNJS shall be permitted on the Premises with prior written approval from the District.

8. Indemnification and Insurance.

A. Indemnification. MNJS hereby agrees to defend, indemnify, and otherwise hold harmless the District, its board members, employees, agents, attorneys, and representatives against any and all claims, demands, actions, administrative proceedings, causes of action, and liability, of any nature arising out of or relating to the Agreement, provisions of MNJS services, or MNJS's use of the Premises. The District shall have the right to choose its own legal counsel and seek reimbursement from MNJS for the cost of defending itself in any legal action or administrative proceeding arising out of or related to this Agreement. Under no circumstance will the District be liable for any damage to any personal property on the Premises if the damage arises out of or relates to MNJS's use of the Premises.

B. Insurance. At its own expense, MNJS must furnish public liability insurance issued by a responsible insurer indemnifying the District against any claims for personal injury, property damage, and all other forms of liability arising out of or related to MNJS's use or occupancy, or both, of the Premises. The policy must name the District as an additional insured, and the insurer must agree to waive the defense of governmental immunity in the event a claim is made against the District. MNJS must provide proof of insurance prior to the first scheduled use. The insurance must provide coverage of at least \$50,000 per person, \$500,000 per accident and \$50,000 property damage. The insurance policies and the companies writing them are subject to approval by the District. The insurance policy, or an addendum to the policy, must provide that it may not be modified or cancelled without thirty (30) days written notice to the District before the effective date of cancellation. MNJS must not take any action, or allow any employee, agent, or representative to take any action, which will in any way impair or invalidate any insurance policy that the District maintains on the Premises.

9. Waiver of Liability. MNJS hereby waives and releases any claims, liabilities, and causes of action against the District, its employees, agents, representatives, and insurers for damage to or destruction of any personal property of MNJS or its staff, volunteers, or students, that is on the Premises, regardless of whether the property is owned by MNJS or by others, and regardless of whether the damage is caused by an event that is covered by insurance.

10. Force Majeure. The District shall not be liable for damages due to any non-performance resulting from circumstances or causes beyond its reasonable control, including without limitation, electrical interruption lasting more than eight (8) business hours, fire or other casualty, act of God, war or other violence including terrorist acts, or any law, order or requirement of any governmental agency or authority. If the District is unable to provide space due to the reasons above, the District or MNJS reserves the right to terminate this Agreement, except that should any of the rental charges were prepaid by MNJS before the actual use of the Premises, the District will return any of the prepaid rental charges to MNJS upon termination of this Agreement pursuant to this Section 10.

11. Notices. Any notice given under this Agreement is sufficient if it is in writing, legible, and delivered to the other party by hand, courier, facsimile, registered mail, certified mail, or regular mail at the address listed below for the party. Delivery is effective upon mailing.

The District:

Anne Marie Leland

Director of Community Education
and Strategic Partnerships

5701 Normandale Road

Edina, MN 55424

MNJS:

Sakiko Nilan

Chairperson of the board

5832 Lincoln Drive #254

Edina, MN 55436

12. Nature of the Relationship. The Parties enter this Agreement as independent contractors. Nothing in this Agreement may be construed to create a partnership, joint venture, or joint enterprise between the District and MNJS. The Parties have no power under this Agreement to take any action that could legally bind the other. The Parties are not entering into an employment agreement or an employee-employer relationship. This Agreement is between the District and MNJS, and not between either Party and any employee.

13. Sole Responsibility for Programming. MNJS will retain sole responsibility for the programming that it offers, and the District shall have no role in the advertisement, registration, or provision of learning experiences for those who enroll in MNJS. Employees hired by MNJS are solely the employees of MNJS, and are not District employees.

14. Teachers. MNJS will be solely responsible for hiring and paying any staff members who provide services as a part of its programming, and none of these individuals shall be considered to be an employee of the District. MNJS agrees that all staff and volunteers that provide services on the Premises must have a successful criminal background check completed and on file with MNJS.

15. Assignment. This Agreement may not be assigned, in whole or in part, by either Party without the written consent of the other Party.

16. Choice of Law and Forum. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. The parties agree that the Minnesota state and federal courts will have exclusive jurisdiction over any dispute arising out of this Agreement.

17. Severability. If any provision of this Agreement is held unenforceable by a court of law, the remaining portions of the Agreement shall remain in full force and effect.

18. Waiver and Equal Drafting. Waiver by either party of any term or condition of this Agreement will not constitute a waiver of any other term or condition of this Agreement. If either party asserts that a provision of this Agreement is ambiguous, the Agreement must be construed to have been drafted equally by the parties.

19. Entire Agreement. The terms stated in this Agreement represent the entire agreement of the parties. Except as expressly stated in this Agreement, no party has relied on any statement, promise, inducement, or representation of the other. This Agreement supersedes any and all prior statements and agreements between the parties relating to the subject matter of this Agreement. No changes to this Agreement will be valid unless both parties agree to the change in writing. A copy of this Agreement will have the same legal effect as the original.

20. Subject to School Board Approval. The parties understand and agree that this Agreement will not be effective or binding upon the District until approved by the School Board.

By signing below, each party acknowledges that it understands and agrees to the terms set forth in this Agreement and that it has the authority to enter into this Agreement.

INDEPENDENT SCHOOL DISTRICT NO. 273

School Board Chair

Date

School Board Clerk

Date

MINNESOTA JAPANESE SCHOOL

Sakiko Nilan
NAME
Title: chairperson of the board

7/13/2022
Date



Board Meeting Date: 7/18/2022

TITLE: Minnesota International Chinese School Space Rental Agreement

TYPE: Consent

PRESENTER(S): Anne Marie Leland – Community Education and Strategic Partnerships Director

BACKGROUND: The Minnesota International Chinese School and Edina Public Schools have partnered together for the past 7 years. In 2018, we agreed to a Space Rental Agreement with MICS. This is a renewal of the agreement that combines segments of our Facilities Use Policy with standard lease language.

RECOMMENDATION: Administration recommends approval of this agreement.

Desired Outcomes from the Board: Space Rental Agreement with MICS

ATTACHMENTS:

1. Room Rental agreement for 2022-23 (next page)

ROOM RENTAL AGREEMENT

This Room Rental Agreement (“Agreement”) and Addendum is entered into by and between Independent School District No. 273, Edina Public Schools (“District”), a political subdivision of the State of Minnesota, and the Minnesota International Chinese School (“MICS”). The District and MICS are collectively referred to as “the parties.”

WHEREAS, MICS seeks to provide high quality Chinese learning experiences for the Edina community, and has provided that service in previous years through an informal partnership with the District; and

WHEREAS, the District appreciates the efforts of MICS and wishes for these experiences to continue to be offered to the Edina community; and

WHEREAS, the Parties wish to enter into this Room Rental Agreement to formalize and clarify the relationship between the Parties, and to ensure that MICS may continue to use District facilities, when available, for the provision of its services to the community.

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises contained in this Agreement and other valuable consideration, the sufficiency of which is acknowledged, the parties hereby agree as follows:

- 1. Term of Agreement.** The term of this Agreement will begin on August 20, 2022 and will automatically end on June 30, 2022. Either party may terminate this Agreement at any time, for any reason, without penalty or charge, by giving written notice to the other party. This Agreement will not automatically renew. If both Parties consent, the Parties may enter into negotiations for future rentals or alternative rental agreements
- 2. Reservation of Space.** The District’s Community Education Department, as part of its role to oversee facilities management will reserve classrooms, recreation spaces, and a storage space, (“Premises”) for up to 5 hours each Saturday that MICS is in session, up to a maximum of 30 sessions. MICS understands that, pursuant to District policy, District sponsored or related activities have first priority for all rooms and space within the District, meaning that some dates that may be requested by MICS may not be available for MICS programming. The District will endeavor to provide as much advance notice as possible when it will not be able to provide the full Premises on a specific MICS programming day.
- 3. Rental Charges.** MICS will pay the District a total of \$14,752.50 during the term of this Agreement for rental and maintenance expenses. This amount will be invoiced in 9 monthly installments by the District, and such invoices must be fully paid by MICS within 30 days of their receipt. Attached to this Agreement as Exhibit A is a breakdown of the spaces and hours to be used during this Agreement.
- 4. Alterations and Additions.** MICS may not make any alterations or additions to the Premises without obtaining prior written permission from the District. Upon termination of this

Agreement, the District may elect to keep any alterations or additions or to require MICS to remove the alterations and additions and restore the Property to its current condition.

5. Repair and Return to Current Condition. After each use of the Premises outlined in this Agreement, MICS must clear the space and return the Premises to the condition they were in when MICS arrived that day.

6. Additional Space and Charges. Additional space or rooms needed for special events, such as teacher training, field days, and graduation, should be reserved through the District Facilities Scheduler and will be subject to additional charges pursuant to District Policies regarding room rentals. The terms of this Agreement shall apply equally to all uses of District property by MICS though such room rentals.

7. Compliance with Policy 902. In making use of the Premises outlined in this Agreement, MICS must comply with all requirements and elements of School Board Policy 902, except to the extent any provisions of Policy 902 conflict with this Agreement.

8. Indemnification and Insurance.

- A. Indemnification.** MICS hereby agrees to defend, indemnify, and otherwise hold harmless the District, its board members, employees, agents, attorneys, and representatives against any and all claims, demands, actions, administrative proceedings, causes of action, and liability, of any nature arising out of or relating to the Agreement, provisions of MICS services, or MICS's use of the Premises. The District shall have the right to choose its own legal counsel and seek reimbursement from MICS for the cost of defending itself in any legal action or administrative proceeding arising out of or related to this Agreement. Under no circumstance will the District be liable for any damage to any personal property on the Premises if the damage arises out of or relates to MICS's use of the Premises.
- B. Insurance.** At its own expense, MICS must furnish public liability insurance issued by a responsible insurer indemnifying the District against any claims for personal injury, property damage, and all other forms of liability arising out of or related to MICS's use or occupancy, or both, of the Premises. The policy must name the District as an additional insured, and the insurer must agree to waive the defense of governmental immunity in the event a claim is made against the District. MICS must provide proof of insurance prior to the first scheduled use. The insurance must provide coverage of at least \$50,000 per person, \$500,000 per accident and \$50,000 property damage. The insurance policies and the companies writing them are subject to approval by the District. The insurance policy, or an addendum to the policy, must provide that it may not be modified or cancelled without thirty (30) days written notice to the District before the effective date of cancellation. MICS must not take any action, or allow any employee, agent, or representative to take any action, which will in any way impair or invalidate any insurance policy that the District maintains on the Premises.

9. Waiver of Liability. MICS hereby waives and releases any claims, liabilities, and causes of action against the District, its employees, agents, representatives, and insurers for damage to or destruction of any personal property of MICS or its staff, volunteers, or students, that is on the Premises, regardless of whether the property is owned by MICS or by others, and regardless of whether the damage is caused by an event that is covered by insurance.

10. Force Majeure. The District shall not be liable for damages due to any non-performance resulting from circumstances or causes beyond its reasonable control, including without limitation, electrical interruption lasting more than eight (8) business hours, fire or other casualty, act of God, war or other violence including terrorist acts, or any law, order or requirement of any governmental agency or authority. If the District is unable to provide space due to the reasons above, the District reserves the right to terminate this Agreement.

11. Notices. Any notice given under this Agreement is sufficient if it is in writing, legible, and delivered to the other party by hand, courier, facsimile, registered mail, certified mail, or regular mail at the address listed below for the party. Delivery is effective upon mailing.

The District:

Anne Marie Leland
Director of Community Education
and Strategic Partnerships
5701 Normandale Road
Edina, MN 55424

MICS:

Shu Zhou
Principal, MICS
P.O. Box 390423
Edina, MN 55439

12. Nature of the Relationship. The Parties enter this Agreement as independent contractors. Nothing in this Agreement may be construed to create a partnership, joint venture, or joint enterprise between the District and MICS. The Parties have no power under this Agreement to take any action that could legally bind the other. The Parties are not entering into an employment agreement or an employee-employer relationship. This Agreement is between the District and MICS, and not between either Party and any employee.

13. Sole Responsibility for Programming. MICS will retain sole responsibility for the programming that it offers, and the District shall have no role in the advertisement, registration, or provision of learning experiences for those who enroll in MICS. Employees hired by MICS are solely the employees of MICS, and are not District employees.

14. Teachers. MICS will be solely responsible for hiring and paying any staff members who provide services as a part of its programming, and none of these individuals shall be considered to be an employee of the District. MICS agrees that all staff and volunteers that provide services on the Premises must have a successful criminal background check completed and on file with MICS.

15. Assignment. This Agreement may not be assigned, in whole or in part, by either Party without the written consent of the other Party.

16. Choice of Law and Forum. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. The parties agree that the Minnesota state and federal courts will have exclusive jurisdiction over any dispute arising out of this Agreement.

17. Severability. If any provision of this Agreement is held unenforceable by a court of law, the remaining portions of the Agreement shall remain in full force and effect.

18. Waiver and Equal Drafting. Waiver by either party of any term or condition of this Agreement will not constitute a waiver of any other term or condition of this Agreement. If either party asserts that a provision of this Agreement is ambiguous, the Agreement must be construed to have been drafted equally by the parties.

19. Entire Agreement. The terms stated in this Agreement represent the entire agreement of the parties. Except as expressly stated in this Agreement, no party has relied on any statement, promise, inducement, or representation of the other. This Agreement supersedes any and all prior statements and agreements between the parties relating to the subject matter of this Agreement. No changes to this Agreement will be valid unless both parties agree to the change in writing. A copy of this Agreement will have the same legal effect as the original.

20. Subject to School Board Approval. The parties understand and agree that this Agreement will not be effective or binding upon the District until approved by the School Board.

By signing below, each party acknowledges that it understands and agrees to the terms set forth in this Agreement and that it has the authority to enter into this Agreement.

INDEPENDENT SCHOOL DISTRICT NO. 273

School Board Chair

Date

School Board Clerk

Date

MINNESOTA INTERNATIONAL CHINESE SCHOOL

____ Shu Zhou ____ 周舒 _____
NAME

____ Jul 2022 ____
Date

Title: _____ Principal _____



DEFINING EXCELLENCE

Board Meeting Date: 7-18-2022

TITLE: Contract for Strategic Behavioral Solutions in Edina Public Schools

TYPE: Consent

PRESENTERS: Jody Remsing

BACKGROUND: The contract with Strategic Behavioral Solutions will provide staff for special education summer 2022 programming.

RECOMMENDATION: Approve the attached contract with Strategic Behavioral Solutions for the 2022 summer programming.

PRIMARY ISSUE(S) TO CONSIDER: Contract for Strategic Behavioral Solutions in Edina Public Schools

ATTACHMENTS:

1. Contract (next page)

Strategic Behavioral Solutions

Service Agreement

THIS AGREEMENT made and entered in this **June 15th, 2022** by and between **Strategic Behavioral Solutions**, PO Box 276, Mount Pleasant, SC 29466, hereinafter referred to as the **Provider** and **Edina Public Schools, 5701 Normandale Road, Edina, MN 55424** hereinafter referred to as **LEA**.

Witnessed:

I **The LEA, hereby agrees to:**

- A provide access to appropriate records for the purpose of determining individual student needs.
- B pay the **Provider** at the rate of **\$65.00 per hour** for contracted services from **June 20th, 2022** through **July 31st, 2022**. Terms are DUE ON RECEIPT.
- C to hold all provisions of this **Agreement** in confidence and to refrain from disclosing any of such provisions to any third party unless already publicly known or unless such disclosure is required by law.
- D Notwithstanding any other provision in this contract, the **LEA** remains responsible for ensuring that any service provided pursuant to this **Agreement** complies with all pertinent provisions of federal, state, and local laws, rules and regulations.

II **The Behavioral Interventionist hereby agrees to:**

- A provide appropriate support services to students identified as needing services.
- B consult with the Director of Special Education, special education teachers, Director of Behavioral Services, principal, and other appropriate staff to ensure programs are carried out correctly.
- C submit an authorized monthly accounting of the activities of the Behavioral Interventionist detailing the dates covered by the billing.

III The LEA and Strategic Behavioral Solutions hereby mutually agree:

- A that amendments to or dissolution of the Agreement may be made during the term of the Agreement by written approval of each and both parties hereto. It is further agreed that upon dissolution, the **LEA's** financial consideration shall be on the actual costs incurred during the term of this Agreement at the time of termination.
- B that any modifications to this agreement must be written and signed by both parties. If collection activities are necessary, the **LEA** agrees to pay all the expenses thereof, including reasonable attorney's fees. The **LEA** consents to the jurisdiction of the courts of the State of South Carolina and agrees that its laws shall govern our relationship.

IV Term of Agreement:

This agreement is entered into on **June 15th, 2022** and shall remain in force and is mutually binding upon the parties hereto from the period of **June 20th, 2022 to July 31st, 2022** unless sooner amended or terminated by either party in writing with a thirty-day advanced notice.

V Non-Competition:

The **LEA** acknowledges that the therapists provided by **Strategic Behavioral Solutions** are under the engagement of **Strategic Behavioral Solutions** and as such cannot be hired directly or contracted directly for a period of twelve (12) months after the termination of this agreement.

VI Nondiscrimination:

The parties hereto acknowledge that nothing in this agreement shall be construed to permit discrimination based on race, color, national origin, handicap, religion, age, sex, or any other characteristic protected by law Title VI of the Civil Rights Act of 1964, as amended, or any other federal laws. Further, Section 504 of the Rehabilitation Act of 1973, and the American Disabilities Act require that no otherwise qualified individual with a handicap shall solely by reason of the handicap, be excluded from participation in, or denied the benefits of, or be subjected to discrimination in a facility certified under the Medicaid and or Medicare programs.

VII Insurance:

Provider shall, during the life of the Agreement, purchase and maintain insurance coverage with the minimum limits as follows:

I. **Workers Compensation** - as required by the Minnesota State Statute.

II. **General Liability Insurance:**

- General Aggregate Limit - \$2 Million
- Personal Injury Limit - \$1 Million
- Each Occurrence Limit - \$1 Million


III. **Professional Liability Insurance** - with limits of \$1 Million each Occurrence / \$3 Million aggregate.

Provider will provide the **LEA** with proof of insurance.

VIII Indemnification:

The **LEA** and its agents, employees, or invitees agree to save, indemnify and hold **Strategic Behavioral Solutions** harmless from any injury or damage that may result to any person or property by or from any act or omission to act by the **Behavioral Interventionist** or the **Behavioral Interventionist's** agents, employees, or invitees from any cause or causes whatsoever arising from or concerned with the **Behavioral Interventionist's** performance under this **Agreement**.

IN WITNESS WHEREOF, the parties hereto have executed this agreement in duplicate originals, one of which is retained by each of the parties, the day and year first above written.

 6/15/2022

Provider
Josh Duncan
Managing Director
Strategic Behavioral Solutions



Edina Public Schools



Board Meeting Date: 7/18/2022

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.

- Policy 410 – Leaves, Family and Medical Leaves
- Policy 413 – Harassment and Violence Prohibition, Students and Employees
- Policy 415 – Reporting Suspected Maltreatment of a Minor or Vulnerable Adult
- Policy 506 – Student Conduct and Discipline
- Policy 514 – Bullying Prohibition
- Policy 522 – Title IX Nondiscrimination Policy, Grievance Procedure and Process
- Policy 524 – Internet Acceptable Use and Safety Policy
- Policy 616 – School District System Accountability
- Policy 634 – Electronic Technologies Acceptable Use
- Policy 708 – Expense Reimbursement
- Policy 806 – Emergency Management

RECOMMENDATION: Review the suggested policy modifications for Policies 410, 413, 415, 506, 514, 522, 524, 616, 634, 708, 806

ATTACHMENTS:

1. Policy 410 – Leaves, Family and Medical Leaves
2. Policy 413 – Harassment and Violence Prohibition, Students and Employees
3. Policy 415 – Reporting Suspected Maltreatment of a Minor or Vulnerable Adult
4. Policy 506 – Student Conduct and Discipline
5. Policy 514 – Bullying Prohibition
6. Policy 522 – Title IX Nondiscrimination Policy, Grievance Procedure and Process
7. Policy 524 – Internet Acceptable Use and Safety Policy
8. Policy 616 – School District System Accountability
9. Policy 634 – Electronic Technologies Acceptable Use
10. Policy 708 – Expense Reimbursement
11. Policy 806 – Emergency Management

Personnel

Leaves, Family and Medical Leaves

I. Purpose

This policy provides guidance regarding **family and medical** leaves of absence to **for school** district employees in accordance with the ~~Family and Medical Leave Act~~, ~~parenting leave under state law~~ and federal law, master agreements and guidebooks, and district policy.

II. General Statement of Policy

The following procedures and policies regarding family and medical leave are adopted by the **school** district, pursuant to the requirements of the Family and Medical Leave Act of 1993 ("FMLA") and consistent with **pregnancy and** parenting leave under state law. ~~This policy also provides a definition of district-provided leaves.~~

III. Definitions

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

IV. Leave Entitlements

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

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

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

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

C. Twenty-Six ~~Workweeks~~ ~~Weeks~~ Leave for Military Caregiver Leave ~~Military Service Member~~ under the 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 ~~workweeks~~ of leave during a 12-month period to care for the servicemember. The leave described in this paragraph is only available during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee will be entitled to a combined total of 26 work weeks of leave under sections IV.A and IV.C above.

~~V. School District Leaves~~

~~When a qualified employee, as determined by the applicable master agreement or guidebook, has exhausted the employee's 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 for long-term disability benefits after the 65th day of employee absence; or~~
- ~~—2. If provided for in 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 or 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.~~

VI. Dissemination of Policy

~~An~~ [poster summarizing the major provisions of the FMLA notification](#) will be conspicuously posted in each district building in areas accessible to employees [and on the job posting section of the district website to provide notice to applicants for employment.](#)

Legal References:

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

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

38 U.S.C. § 101 (Definitions)

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

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

Policy

adopted: 9/22/08

Amended: 9/29/09

Revised: 6/24/13

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Reviewed: 8/13/18

Revised: 4/20/20

Revised: 2/8/21

INDEPENDENT SCHOOL DISTRICT 273

Edina, Minnesota

PERSONNEL**HARASSMENT AND VIOLENCE PROHIBITION, STUDENTS AND EMPLOYEES****I. PURPOSE**

The school district strives to maintain a learning and working environment free from harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. This policy provides a framework for reporting actions that violate this policy and the district's actions when it receives such a report

II. GENERAL STATEMENT OF POLICY

- A. The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability ("protected classification"). The district prohibits harassment or violence on the basis of protected classification.
- B. This policy is violated when a student or employee harasses a student or employee or group of students or employees through conduct or communication based on a person's protected classification.
- C. This policy is violated when a student or employee inflicts, threatens to inflict, or attempts to inflict violence upon a student or employee based on a person's protected classification.
- D. The district will act to investigate all complaints of harassment or violence based on a person's protected classification. The district will discipline or take appropriate action against a student or employee who is found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:
 - 1. an act done with intent to cause fear in another of immediate bodily harm or death;
 - 2. the intentional infliction of or attempt to inflict bodily harm upon another; or

3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. “Harassment” prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual’s or group of individuals’ race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability when the conduct:
1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 2. has the purpose or effect of substantially or unreasonably interfering with an individual’s work or academic performance; or
 3. otherwise adversely affects an individual’s employment or academic opportunities.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications
1. “Disability” means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
 2. “Familial status” means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor’s legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
 4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
 5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
 7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment
1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s

employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, a person's protected classification.

- I. "Employee," for purposes of this policy, includes school board members, district employees, agents, volunteers, independent contractors, or other persons subject to the supervision and control of the district.

IV. REPORTING PROCEDURES

- A. Any person who believes the person has been the target or victim of harassment or violence on the basis of protected classification by a student or employee, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student or employee or group of students or other employee should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports will be considered complaints as well.
- C. Nothing in this policy prevents any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint will be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. At each site location, the building principal, the principal's designee, or the building supervisor ("building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district employee who receives a report of harassment or violence prohibited by this policy will inform the building report taker immediately. If the complaint involves the building report taker, the complaint will be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker will ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and will serve as a primary contact on policy and procedural matters.

- E. Employees will be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. An employee who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence will make reasonable efforts to address and resolve the harassment or violence and will inform the building report taker immediately. Employees who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker will personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided in this policy may result in disciplinary action against the building report taker.
- G. The district designates the [Director of Human Resources](#) as the [human rights officer](#) ~~department~~ to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves the [Director of Human Resources](#) ~~department~~, the complaint will be filed directly with the superintendent.
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment and violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery

or disclosure obligations.

- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

V. INVESTIGATION

- A. The Director of Human Resources or designee, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, will undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the person(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of

behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

- D. The district may take immediate steps, at its discretion, to protect the reporting party, students or employees pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence will be allowed the opportunity to present a information during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer will make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report will include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of the investigation, the school district will take appropriate action. This action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, removal, or termination. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, state and federal law, and applicable district policies.
- B. The district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law. [The district may be required to disclose private data in cases that involve allegations of sexual harassment under Title IX. Please see Policy 522 for additional information.](#)
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the district will, where determined appropriate by the child's individualized education

program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student employee who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence will be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under state law. If so, the duties of mandatory reporting under Minn. Stat. [Ch. 260E § 626.556](#) may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy is posted in each school building in areas accessible to students and district employees.
- B. This policy is provided to each school district employee [at the time of initial employment with the school district](#).
- C. This policy [will](#) appear in the student handbook.

- D. The district will develop a method of discussing this policy with students and employees.
- E. The district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References:

Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. [Ch. 260E](#) ~~§ 626.556 et seq.~~ (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References:

Policy 102 (Equal Educational Opportunity)
Policy 401 (Equal Employment Opportunity)
Policy 402 (Disability Nondiscrimination)
Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
Policy 406 (Public and Private Personnel Data)
Policy 415 (Reporting Suspected Maltreatment of a Minor of Vulnerable Adult)
Policy 506 (Student Discipline)
Policy 514 (Bullying Prohibition Policy)
Policy 515 (Protection and Privacy of Student Records)
Policy 521 (Student Disability Nondiscrimination)
Policy 522 (~~Student Sex Nondiscrimination~~ [Title IX Nondiscrimination Policy, Grievance Procedure and Process](#))
Policy 526 (Hazing Prohibition)

Policy 528 (Student Parental, Family and Marital Status Nondiscrimination)
Policy 634 (Electronic Technologies Acceptable Use)

Policy

INDEPENDENT SCHOOL DISTRICT 273

adopted: 4/14/08

Edina, Minnesota

amended: 5/19/09

amended: 9/26/11

revised: 5/19/14

revised: 7/18/16

revised: 8/14/17

reviewed: 8/13/18

revised: 8/12/19

revised: 5/10/21



DEFINING EXCELLENCE

Appendix I to Policies 401, 402, 413, ~~514~~, 521, 522, ~~526~~, and 528

DISCRIMINATION, HARASSMENT, ~~BULLYING, HAZING~~ AND VIOLENCE REPORT FORM

~~Edina Public Schools maintains policies prohibiting discrimination, harassment, bullying, hazing and violence. These policies can be found on the district's website or obtained from a district administrator. All persons are to be treated with respect and dignity. Please use this form to report incidents of discrimination, harassment, bullying, hazing or violence.~~ Edina Public Schools maintains a firm policy prohibiting all forms of discrimination, harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability. All persons are to be treated with respect and dignity. Harassment or violence by any student, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Person completing report:

Home address:

Work address:

Home phone:

 Work phone:

Date of alleged incident(s):

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ sex \ national origin \ gender \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation \ disability

Name of person(s) you believe harassed, ~~bullied~~ or was violent toward you or another person.

If the alleged harassment or violence was toward another person(s), identify that person(s).

Where and when did the incident(s) occur? _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (e.g, threats, requests, demands); what, if any, physical contact was involved; or other relevant information. Attach additional pages if necessary.

List any witnesses to the incident(s). _____

My signature below shows that the information I have provided in this document is true, correct, and complete to the best of my knowledge and belief.

Signature: _____ Date

Received by: _____ Date _____

Please submit to the building principal or designee, or director of human resources, as indicated by the policy(ies).

Revised: 8/10/20

Personnel

Reporting Suspected Maltreatment of a ~~Child~~ Minor or Vulnerable Adult

I. Purpose

This policy makes clear the ~~requirements of school~~ district employees' requirements to report suspected maltreatment of a ~~child~~ minor or a vulnerable adult.

II. General Statement 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 district complies with state laws requiring a district employee to report suspected maltreatment of vulnerable adults.
- B. A district employee violates this policy if the employee fails to report suspected maltreatment when the employee has reason to believe that a ~~child~~ minor or vulnerable adult is being or has been maltreated.

III. Definitions

- A. "Mandated reporter" means a ~~school~~ district employee who has reason to believe that a ~~child~~ minor or vulnerable adult is being or has been maltreated ~~within the past three years~~. ~~A school employee who knows or has reason to believe a child has been maltreated within the preceding three years will immediately report the information.~~
- B. "Maltreatment of a vulnerable adult" means the neglect, abuse, or financial exploitation of a vulnerable adult.
- C. "Vulnerable adult" includes but is not limited to a person 18 years of age or older who 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.
- D. ~~"District employee" means a professional employee or 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 ~~child minor~~" includes but is not limited to neglect, physical abuse, or sexual abuse of a ~~child minor~~.

IV. Reporting Procedures for Maltreatment of a ~~Child Minor~~

- A. A mandated reporter will immediately report ~~suspected maltreatment of a child 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.
- Local county welfare agency – allegations of maltreatment in home, child foster care, family child care
 - Department of Education – allegations of maltreatment in school
 - Department of Human Services – allegations of maltreatment in licensed child care facilities
 - Law Enforcement – allegations of violation of criminal statutes

~~*To make a maltreatment report to Hennepin County Child Protection Services, call (612) 348-3552.~~

- 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 ~~maltreatment abuse or neglect~~ of the child if the person is known, the nature and extent of the ~~maltreatment 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. ~~An employee person~~ mandated to report suspected maltreatment of a ~~child minor~~ who ~~negligently or intentionally~~ fails to report may be ~~subject to criminal penalties and/or discipline up to and including liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline, including possible termination of employment.~~ ~~An employee may also be liable in a civil suit for damages caused by a failure to report.~~
- E. The district will not retaliate against an ~~employee person~~ who makes a good faith ~~report of~~ maltreatment of a ~~vulnerable child minor report~~ under Minnesota law or this policy.
- F. ~~An employee who knowingly or recklessly makes a false report of maltreatment~~

will be liable in a civil suit for damages and/or discipline up to and including termination of employment.

V. Reporting Procedures for Maltreatment of a Vulnerable Adult

- A. A mandated reporter ~~will must~~ immediately report suspected maltreatment of a vulnerable adult to the Minnesota Adult Abuse Reporting Center (MAARC) at 1-844-880-1574. ~~The MAARC is available twenty-four hours per day and seven days per week.~~
- B. ~~An employee person~~ mandated to report suspected maltreatment of a vulnerable adult who ~~negligently or intentionally~~ fails to report may be subject to criminal penalties, liability for damages caused by the failure, ~~and/or A negligent or intentional failure to report may result in discipline, up to and including possible~~ termination of employment.
- C. The district will not retaliate against an ~~employee person~~ who makes a good faith ~~report of~~ maltreatment of a vulnerable adult report under Minnesota law or this policy.
- D. ~~An employee who intentionally makes a false report of maltreatment will be liable in a civil suit for any actual damages suffered, punitive damages, and attorney fees, and discipline up to and including termination of employment.~~

VI. Investigation

The responsibility for ~~assessing and~~ investigating reports of suspected maltreatment rests with the entity designated by the state for receiving reports. ~~When the alleged offender is believed to be a school district employee, the district will conduct its own investigation independent of the designated entity.~~

VII. Dissemination of Policy and Training

The school district will discuss this policy with district employees when appropriate.

Legal References:

~~Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)~~

~~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. Ch. § 260E.01 et. seq. (Reporting of Maltreatment of Minors Act)~~

~~Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)~~

~~Minn. Stat. § 626.5572 (Definitions)~~

Cross References:

~~Policy 403~~ 104 (Complaints – Students, Employees, Parents, Other Persons)

Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee or Student)

Policy 403 (Discipline of School District Employees)

Policy 406 (Public and Private Personnel Data)
[Policy 507 \(Corporal Punishment\)](#)
[Policy 515 \(Protection and Privacy of Student Records\)](#)

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[Recommend Attaching MDE Confidential Student Maltreatment Reporting Form to this Board Policy.](#)

Students

Student Conduct and Discipline

I. Purpose

This policy provides expectations for student conduct. Abiding by these expectations will enhance the school district's ability to maintain discipline and ensure a positive learning environment leading will lead to academic success and whole child growth-quality educational experience. The school district will take appropriate disciplinary action when students fail to adhere to acceptable behavior standards established by this policy and its guidelines and/or appendices.

II. General Statement of Policy

- A. The school district believes that a fair and equitable district-wide school discipline policy will contribute to the quality of a student's educational learning experience. Therefore, this district-wide discipline policy has been adopted.
- B. It is the responsibility of the school board, administrators, teachers and employees to safeguard the health and safety of each student. The school board and district administrators will support district employees who, in dealing with students on disciplinary matters, act in accordance with state law and this policy.
- C. Parents and guardians have the legal responsibility for the behavior of their children as determined by law and community practice. Parents/guardians are expected to exercise the required controls so that the student's behavior will be conducive to the development of self-discipline and will not be disruptive to the school's educational program.
- D. No policy will cover all situations. Therefore, the building administrator(s) or designee will make a determination of consequence/disciplinary action when student actions are not specifically addressed. All actions by an administrator/designee will be made on a case-by-case basis.
- E. Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The school district believes that a fair and equitable student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

III. Areas of Responsibility

- A. School Board. The school board holds all school employees responsible for the maintenance of order within the school district and supports all employees

acting within the framework of this discipline policy.

- B. Superintendent. The superintendent will establish guidelines and directives to carry out this policy, hold all school employees, students and parents responsible for conforming to this policy, and support all school employees performing their duties within the framework of this policy. The superintendent will also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy will be submitted to the school board for information and attached as an appendix to this policy.
- C. Principal. The school principal is given the responsibility, authority and sole discretion to formulate building rules necessary to enforce this policy, subject to superintendent review. The principal will give direction and support to all school employees performing their duties within the framework of this policy. The principal or designee will consult with parents of students conducting themselves in a manner contrary to the policy. The principal will also involve other professional employees in the disposition of behavior referrals and make use of those agencies appropriate for assisting students and parents. A principal may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers. All teachers have responsibility for providing a well-planned teaching/learning environment and have a primary responsibility for student conduct, with appropriate assistance from the administration. All teachers will ensure acceptable student behavior. A teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- E. Other School District Employees. All school district employees are responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior are as authorized and directed by the superintendent. A school employee or other agent of a school district may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- F. Parents or Legal Guardians. Parents and guardians are responsible for the behavior of their children as determined by law and community practice. They are expected to partner with school authorities and to participate regarding the behavior of their children.
- G. Students. All students are held individually responsible for their behavior and for knowing and adhering to the Code of Student Conduct.

IV. Student Responsibilities

All students have the responsibility:

- For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- To attend school daily, except when excused, and to be on time to all classes and other school functions;
- To pursue and attempt to complete the courses of study prescribed by the state and district;
- To make necessary arrangements for making up work when absent from school;
- To assist school employees in maintaining a safe school for all students;
- ~~To be aware of all school rules, policies and procedures, including those in this policy, and to conduct themselves in accord with them;~~
- To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- To be aware of and comply with federal, state and local laws;
- To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school employees, as appropriate;
- To respect and maintain the school's property and the property of others;
- To dress and groom in a manner that meets standards of safety and health, ~~common standards of decency~~, and is consistent with applicable school district policy;
- To avoid inaccuracies in ~~student~~ school sponsored publications, whether print or electronic, and refrain from indecent or obscene language;
- To conduct themselves in an appropriate physical or verbal manner; and
- To recognize and respect the authority of school employees and the rights of others.

V. Unacceptable Behavior, Investigations of Student Misconduct

The appendix of this policy provides examples of unacceptable behavior. Unacceptable behavior may also include violation of any local, state or federal law. The examples in the appendix are not intended to be an exclusive list. A student who engages in any unacceptable behaviors will be disciplined in accordance with this policy and its appendix.

This policy applies to all school buildings, school grounds, and district property; district-sponsored activities or trips; school bus stops; school buses, district vehicles, district-contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from district premises or events; and all district-related functions. This policy also applies to student behavior that has a nexus to school property or the student's status as a district student, including students' use of social media and other electronic

communication. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

Students are required to cooperate in all disciplinary investigations.

VI. Disciplinary Action Options

The school district's general policy is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district will, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- student conference with teacher, principal, counselor or other school district personnel, and verbal warning;
- parent contact and/or conference;
- confiscation by the district any item prohibited by, or used in violation of any school district policy and/or state or federal law;
- limited time away from the classroom;
- removal from class (pursuant to the Pupil Fair Dismissal Act);
- in-school suspension;
- suspension from extracurricular activities;
- detention or restriction of privileges;
- loss of school privileges;
- in-school monitoring or revised class schedule;
- referral to in-school support services, law enforcement, community resources or an outside agency;
- financial restitution;
- request for a petition to be filed in district court for juvenile delinquency adjudication;
- out-of-school suspension under the Pupil Fair Dismissal Act;
- preparation of an admission or readmission plan;
- expulsion or exclusion under the Pupil Fair Dismissal Act; and/or
- other disciplinary action as deemed appropriate by the school district.

VII. Removal of Students from Class

A. The teacher of record shall have the general control and government of the

classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, limited time away from the classroom, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher has the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five days, pursuant to this discipline policy.

Grounds for removal from class include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn.
2. Willful conduct that endangers surrounding persons, including district employees, the student or other students, or the property of the school.
3. Willful violation of any school rules, in this policy and Appendix I.
4. Other personal conduct that, in the discretion of the teacher or administration, requires removal of the student from class. A student removal will be for at least one activity period or class period of instruction for a given course of study and not exceed five periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the ~~506-10~~ teacher.

B. Procedure for the Classroom Teacher to Remove a Student from a Class Pursuant to the Pupil Fair Dismissal Act

- ~~4.1.~~ A written disciplinary report is submitted by the teacher or district employee within 24 hours of the removal of any student from his/her class.
- ~~4.2.~~ If a student is removed from class more than five (5) times in a school year, the school district shall notify the parent or guardian of the student's sixth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

~~When circumstances warrant, a student will be removed from class upon agreement of the appropriate teacher and principal after an informal conference with the student.~~

- ~~2. The removal from class may be imposed without an informal conference where it appears that the student will create an immediate and substantial danger to himself/herself or to persons or property. If a student is removed from class due to immediate and substantial danger to himself/herself and no conference has been held, the teacher will notify the office immediately to inform the principal of the action taken.~~
- ~~3. The length of time of the removal from class is at the discretion of the principal, after consultation with the teacher, subject to the provisions of Minn. Stat. §121A.61 and the Pupil Fair Dismissal Act.~~

C. Responsibility For and Custody of a Student Removed From Class

1. A student removed from class is the responsibility of the principal or lawful designee.
2. A student removed from class must report directly to the principal's office and inform the office employees of his/her arrival. Prior to the student's removal, the teacher or district employee will inform the office of the student's removal, the reason for the removal, and the time of the removal.
3. The teacher will determine if the student requires a school employee to accompany him/her to the office, and, if so, make the necessary arrangements.

D. Return of a Student Procedure

1. The principal or designee will complete the appropriate follow-up disciplinary consequences and school documentation with the student.
2. The principal or designee readmits the student pursuant to the readmission plan.

E. Notification Procedure

1. The principal or designee determines the necessity of parent/guardian notification resulting from the student being removed from class.
2. The principal or designee will work with the teacher to notify the student of the violation of the discipline rules and resulting disciplinary action.

VIII. Prior to Dismissal Notification

- A. The principal or designee will provide the Tennesen Warning to the student prior to investigating the disciplinary incident when a dismissal from school may be the result of disciplinary action. The student's parent/guardian will be notified, when possible, prior to the reading of the warning.
- B. The principal or designee will record the notification of the student receiving the Tennesen Warning, including the disciplinary action documentation.
- C. The purpose of the Tennesen Warning, per Minnesota Statute 13.04: "An individual asked to supply private or confidential data concerning the individual shall be informed of: (a) the purpose and intended use of the requested data within the collecting government entity; (b) whether the individual may refuse or is legally required to supply the requested data; (c) any known consequence arising from supplying or refusing to supply private or confidential data; and (d) the identity of other persons or entities authorized by state or federal law to receive the data. This requirement shall not apply when an individual is asked to supply investigative data, pursuant to section 13.82, subdivision 7, to a law enforcement officer."

IX. Dismissal

- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district will not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

- B. Violations leading to suspension, based upon severity, may also be grounds for expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:
 - 1. Willful violation of any school board policy;
 - 2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school employees to perform their duties, or district-sponsored activities; or
 - 3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Suspension Procedures

1. "Suspension" means an action by the school administration, under policies promulgated by the school board, prohibiting a student from attending school for a period of no more than 10 school days; provided, however, if a suspension is longer than five school days, the suspending administrator will provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one school day or less, except as may be provided in federal law for a student with a disability.
2. If a student's total days of removal from school exceed 10 cumulative days in a school year, the school district will make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school. The purpose of this meeting is to problem-solve and attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the student assessed.
3. Each suspension action will include a readmission plan. The plan may include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide ~~sympathomimetic psychotropic~~ drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a district-sponsored activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect.
4. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of 15 days.
5. In the case of a student with a disability, the student's individual education plan team will meet in accordance with state and federal law.
6. The school administration will implement alternative educational services when the suspension exceeds five days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center selected to allow the pupil to progress toward meeting graduation standards .
7. The school administration will not suspend a student from school without an

informal administrative conference with the student. The informal administrative conference occurs before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference occurs as soon as practicable following the suspension. At the informal administrative conference, a school administrator notifies the student of the grounds for the suspension, provides an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

8. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, pursue other consequences, including encouraging a parent or guardian of the student to attend school with the student for one day.
9. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, will be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within 48 hours of the conference.
10. Effort will be made by the principal or designee at the time of suspension to notify the student's parent or guardian by telephone of a suspension. In the event that the student's parent or guardian is not available for notification of the suspension at the time of the suspension, the student will remain in the school building for the remainder of the school day at a location or at locations designated by the principal or ~~his/her~~ designee.
11. A conference will be scheduled between the student's parent or guardian and the principal or designee to discuss the suspension, the reasons therefore, and the readmission plan.
12. If the parent or guardian is dissatisfied with the disposition of the case after a conference with the principal or designee, ~~he/she~~ **the parent or guardian** may request and will be granted an interview with the superintendent or designee. Neither this interview, nor the conference in item 5 will delay the suspension.
13. During the period of suspension, the student will be furnished with assignments or alternative opportunities for continued learning. ~~He/she~~ **the student** is expected to make up all work missed during the time of suspension. The teacher determines appropriate credit for such work based on the district's assessment policy and procedures. The student is readmitted to school following the expiration of the suspension.
14. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and

substantial danger to surrounding persons or property, the written notice will be served upon the student and the student's parent or guardian within 48 hours of the suspension. Service by mail is complete upon mailing.

15. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to 12 months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that will not extend beyond the school year. The authority to exclude rests with the school board.
3. A written recommendation for exclusion or expulsion from the principal with supporting data is submitted to the superintendent.
4. The superintendent will review the case and determine whether or not to recommend exclusion or expulsion to the school board.
5. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
6. No expulsion or exclusion is imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
7. The student and parent or guardian are provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice is served upon the student and his or her parent or guardian personally or by certified mail, and contains a complete statement of the facts; a list of the witnesses and a description of their testimony; the date, time and place of hearing; accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; a description of alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district will advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).

8. The hearing will be scheduled within 10 days of the service of the written notice unless an extension, not to exceed 5 days, is requested for good cause by the school district, student, parent or guardian.
9. All hearings are held at a time and place reasonably convenient to the student, parent or guardian and will be closed to the public, unless the student, parent or guardian requests an open hearing.
10. The school district will record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
11. The student has a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school board, or superintendent, may appoint an attorney to represent the school district in any proceeding.
12. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
13. All expulsion or exclusion hearings take place before, and are conducted by, an independent hearing officer designated by the school district, a school board member, a committee of the school board, or the full school board. The hearing will be conducted in a fair and impartial manner. Testimony is given under oath. The hearing officer or school board member has the power to administer oaths and issue subpoenas.
14. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative is given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
15. The student, parent or guardian, or authorized representative, has the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
16. The student, parent or guardian, or authorized representative, has the right to present evidence and testimony, including expert psychological or educational testimony.
17. The student cannot be compelled to testify in the dismissal proceedings.
18. The hearing officer, school board member, or school board committee will prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board

and served upon the parties within two days after the close of the hearing.

19. The school board will base its decision upon the findings and recommendation of the hearing officer or school board member, and render its decision at a meeting held within five days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Minnesota Commissioner of Education of the basis and reason for the decision.
20. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Minnesota Commissioner of Education within 21 calendar days of school board action. The decision of the school board is implemented during any appeal to the commissioner.
21. The school district will report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
22. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within 30 days of the effective date of the action to the commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
23. Whenever a student fails to return to school within 10 school days of the termination of dismissal, a school administrator will inform the student and ~~his/her~~ **their** parent or guardian by certified mail of the student's right to attend and to be reinstated in the school district.

X. Admission or Readmission Plan

A school administrator will prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with state law, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a ~~psychotropic~~ **sympathomimetic** medication for their child as a condition of readmission.

XI. Notification of Policy Violations

Notification of any violation of this policy and resulting disciplinary action is as provided for in state and federal law and district policy. The teacher, principal or other school district employee may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each physical assault of a school district employee by a student within thirty (30) days of the assault. This report must include a statement of the alternative educational services or other sanction, intervention, or resolution given to the student in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

XII. Student Discipline Records

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records are to be consistent with state and federal law, and district policy: [including the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13.](#)

XIII. Students with a Disability

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 Plan specifies a necessary modification.

Prior to the initiation of an expulsion or exclusion of a student with a disability, the district will follow state and federal laws regarding such a proposal.

[When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.](#)

XIV. Detecting and Addressing Chemical Abuse Problems of Students While on School Premises Procedure

- A. The district has established a chemical abuse pre-assessment team pursuant to Minn. Stat. § 121A.26; and
- B. The district has established teacher reporting procedures to [school administration or designee including](#) the chair of the chemical abuse pre-assessment team.

XV. Open Enrolled Students

[The school district may terminate the enrollment of a nonresident student enrolled under](#)

an Enrollment Option Program (Minnesota Statutes section 124D.03) or Enrollment in Nonresident District (Minnesota Statutes section 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minnesota Statutes chapter 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

~~XV~~.XVI Distribution of Policy

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of discipline policies in the *Students' Rights and Responsibilities Handbook* are made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy is also available upon request in each principal's office.

~~XVI~~.XVII Review of Policy

The principal and representatives of parents, students and employees in each school building will confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes will be submitted to the superintendent for consideration by the school board, which will conduct an annual review of this policy.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Pre-assessment Teams)Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. § 121A.582 (Reasonable Force)
Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (Area Learning Center Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
Minn. Stat. Ch.125A (Students With Disabilities)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Court Act)
20 U.S.C. §§ 1400-1487 (Individuals w/ Disabilities Education Improvement Act of 2004)

29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References:

Policy 413 (Harassment and Violence)
Policy 501 (School Weapons Policy)
Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
Policy 503 (Student Attendance)
Policy 504 (Student Dress and Appearance)
Policy 505 (Distribution of Non-school-Sponsored Materials on School Premises by Students and Employees)
Policy 514 (Bullying Prohibition)
Policy 526 (Student Hazing Prohibition)
Policy 527 (Student Use and Parking of Motor Vehicles, Patrols, Inspections, and Searches)
[Policy 532 Use of Crisis Teams and Peace Officers to Remove Students with IEPs from School Grounds](#)
Policy 538 (Field Trips and Travel)
Policy 634 (Electronic Technologies Acceptable Use)
Policy 713 (Student Transportation)

Policy
adopted: 7/21/08
amended: 10/22/12
Revised: 7/20/15
Revised: 7/17/17

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota

APPENDIX I TO POLICY 506

DISCIPLINE GUIDELINES

Every student and employee of Edina Public Schools is entitled to learn and work in a safe school environment. To ensure this safe environment, the district and each school have established clear student discipline policies, consequences appropriate to behaviors, and a practice to implement these guidelines fairly.

Students are expected to behave in accordance with federal, state and local laws; district policies and guidelines; and in a way that respects the rights and safety of others. Known violations of federal, state and local laws will be reported to local law authorities.

The following are district-wide discipline guidelines. These guidelines and the potential consequences apply any time a student is present on district property, participating in a school-sponsored activity, or traveling in a district vehicle. These guidelines and the potential consequences also apply to student behavior that has a nexus to school property or the student's status as a district student. Student conduct that occurs off-campus, but has a nexus to the school environment, may form the basis for school discipline. This specifically includes activities that occur off-campus over the internet, on social media, or through other communications. Listed are the violations and the recommended consequences; although all determinations will be made on a case-by-case basis. Minnesota State High School League consequences may also apply in accordance with its rules and district policy.

A student who accumulates excess violations of these disciplinary guidelines or several infractions for serious behavior may be disciplined in light of the student's overall record. The student and parent will have a conference with the principal and/or other appropriate employee(s) to make them aware that the student is accumulating excessive infractions. Any student who has been suspended for violations of the guidelines may be recommended for expulsion upon ~~his or her~~ **the student's** return if he or she commits additional offenses of the same nature.

Restitution or restorative justice principles may be utilized when appropriate for the disciplinary infraction. The infractions and consequences may be modified or disregarded if circumstances require mitigation or exception (e.g., student whose misbehavior is related to his or her disability). These discipline guidelines are based on school policies, located on the district's website.

ATTENDANCE

1. ATTENDANCE, TARDINESS, TRUANCY

In addition to the compulsory attendance mandate of state law, the school board recognizes and emphasizes the intrinsic value of attendance each school day by each student. It enables every student to profit to the maximum degree from the enhanced learning environment that full attendance promotes.

Compulsory attendance policies for students under the age of 17 years will be applied in cases of chronic absence or tardiness. Parental notification will occur when a student is determined to be truant by the school. A student under the age of 17 years with seven or more unexcused absences may be referred to appropriate services.

Attendance disciplinary action is outlined in the district's attendance policy (Policy 503).

CHEMICAL INFRACTIONS

2. ALCOHOL OR CHEMICALS, POSSESSION OR USE

The possession or use of any alcohol, narcotic, illegal substance, controlled substance or drug paraphernalia is prohibited while on district property, participating in a district-sponsored activity, or traveling in a district vehicle.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	★	Social worker intervention Police referral	3-day suspension Police referral
Grades 6-12	3-day suspension Police referral	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral

(★) Indicates disciplinary action assigned by building administration.

3. ALCOHOL OR CHEMICALS, POSSESSION WITH INTENT TO DISTRIBUTE OR SELL

Selling, distributing, delivery, exchanging or intending to sell, deliver, exchange or distribute any alcoholic, narcotic, illegal substance or controlled substance on district property, while participating in a district-sponsored event or traveling in a district vehicle is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	★	Student Services referral Social worker intervention Police referral	3-day suspension Police referral
Grades 6-12	10-day suspension Expulsion recommendation Police referral		

(★) Indicates disciplinary action assigned by building administration.

4. MEDICATION MISUSE (OVER THE COUNTER)

Any student in possession of or using an “over the counter” medication must do so in a manner consistent with district policy (see Policy 516 – Student Medication). Selling, distributing, delivering, exchanging or intending to sell, deliver, exchange or distribute any “over-the-counter” medication is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	Student Services referral Social worker intervention	1-day suspension	1-3 day suspension Police referral
Grades 6-12	1-3 day suspension Police referral	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral

(★) Indicates disciplinary action assigned by building administration.

5. MEDICATION MISUSE (PRESCRIPTION)

Any student in possession of or using prescription medication must do so in a manner consistent with district policy (Policy 516 – Student Medication). Selling, distributing, delivering, exchanging or intending to sell, deliver, exchange or distribute any prescription medication is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	Student Services referral Social worker intervention	1-3 day suspension	3-5 day suspension Police referral
Grades 6-12	3-5 day suspension Police referral	10-day suspension Expulsion recommendation Police referral	

(★) Indicates disciplinary action assigned by building administration.

6. TOBACCO USE OR POSSESSION

Possession or use of tobacco is prohibited, including e-cigarettes and other items used for the use of tobacco or other illegal substances. Students who congregate in an area where tobacco use has recently occurred (e.g., bathroom stall) will each be considered to have been using tobacco.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	Same/next day dismissal
Grades 3-5	★	Same/next day dismissal	2-day suspension Police referral
Grades 6-12	1-day suspension Police referral	2-3 day suspension Police referral	3-5 day suspension Police referral

(★) Indicates disciplinary action assigned by building administration.

DANGEROUS AND/OR NUISANCE ITEMS

7. FIREARMS

Minnesota state law requires that school boards *must expel for a period of at least one year*, a student who is determined to have brought a firearm to school. The definition of a firearm is found at 18 U.S.C. § 921. The school board may modify this expulsion requirement on a case-by-case basis.

Grades	First Offense
Grades K-12	10-day suspension; Expulsion recommendation; Police referral

8. FIREWORKS

Possession, distribution or use of any type of fireworks (sparklers, firecrackers, smoke bombs) or ammunition is prohibited. Use of any fireworks that creates a serious disturbance or safety hazard may be considered a violation of “Weapons, Explosives, Incendiary Devices, Ammunition and Other Dangerous Items.”

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	Same/next day dismissal	3-day suspension

Grades 3-5	Same/next day dismissal	2-day suspension	5-day suspension
Grades 6-12	5-day suspension	5-10 day suspension	10-day suspension Expulsion recommendation

(★) Indicates disciplinary action assigned by building administration.

9. NUISANCE OBJECTS

Misuse or distribution of any object that causes distractions or a nuisance is prohibited. These objects may include, but are not limited to, laser pointers, lighters, radios, squirt guns, video games, snaps, stink bombs, bolt cutters and crowbars.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	★	★	★
Grades 6-12	★	1-day suspension	3-day suspension

(★) Indicates disciplinary action assigned by building administration.

10. POTENTIALLY DANGEROUS ITEMS

Possessing potentially dangerous items that if misused may be considered dangerous, illegal or could possibly cause harm are prohibited. If it is discovered that a student has accidentally brought such an item to school, the student may not be considered in possession of a weapon.

Nonetheless, because students are responsible for what they bring to school and possession of these items are prohibited, the consequences outlined below apply. If a student directly or indirectly threatens another person or persons with such an object, the student will be determined to be in possession of a weapon and appropriate action will be taken in accordance with district policy.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	1-day suspension
Grades 3-5	★	1-day suspension	3-day suspension
Grades 6-12	1-day suspension	3-day suspension	5-day suspension

(★) Indicates disciplinary action assigned by building administration.

11. WEAPONS, EXPLOSIVES, INCENDIARY DEVICES, AMMUNITION AND OTHER DANGEROUS ITEMS

The possession, real or implied, of weapons, explosives, incendiary devices, ammunition or other items considered dangerous, illegal or which could cause harm, destruction or disruption is prohibited. The possession of imitation, non-working, or self-created weapons (i.e. 3D printing) is prohibited. The use or detonation of explosives, weapons, incendiary devices, ammunition or other items considered dangerous, illegal or which could cause harm, destruction or disruption is prohibited.

Grades	First Offense	Second Offense
Grades K-5	3-5 day suspension Police referral	10-day suspension; Expulsion recommendation; Police referral
Grades 6-12	10-day suspension; Expulsion recommendation; Police referral	

DRIVING INFRACTIONS AND TRANSPORTATION

12. DRIVING, CARELESS OR RECKLESS

Driving any motorized or non-motorized vehicle on district property in such a manner as to endanger people or property is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	Parking permit revoked for identified time period Police referral	3-day suspension Parking permit permanently revoked Police referral	5-day suspension Police referral

13. TRANSPORTATION

All rules that apply to building and classroom behavior apply while riding a school bus. Therefore, students may be administered consequences consistent with other school discipline procedures and in accordance with district policy. Students endangering persons or property may lose bus riding privileges immediately and for an indefinite period. Students, grades 6-12, who commit a fourth offense, will be suspended from riding the bus for the remainder of the school year.

Grades	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense
Grades K-5	Verbal Warning	1-day bus suspension	3-day bus suspension	5-day suspension	Loss of bus riding privilege for school year
Grades 6-12	Verbal Warning	1-3 day bus suspension	5-10 day bus suspension	Loss of bus riding privilege for school year	

(★) Indicates disciplinary action assigned by building administration.

14. VEHICLE, UNAUTHORIZED PARKING, DISPLAY OF PARKING PERMIT

Not having or not displaying a valid parking permit is prohibited. Parking a vehicle in an unauthorized area is prohibited. Failure to adhere to parking regulations may result in towing without warning. In addition, students and their entire carpool are subject to temporary or permanent loss of parking permits.

Grades	First Offense	Second Offense	Third Offense
Grades 9 10-12	Immobilization of vehicle and \$30 fine	Immobilization of vehicle and \$60 fine	Immobilization of vehicle and \$90 fine

15. VEHICLE, STEALING PERMIT, FORGING PERMIT, FALSE PERMIT

Stealing, forging or using a false permit will result in a school suspension and the loss of parking privileges.

PHYSICAL INFRACTIONS

16. ASSAULT

Committing an act with intent to cause fear in another person of immediate bodily harm or death or intentionally inflicting or attempting to inflict bodily harm upon another person is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	Same/next day dismissal Student Services Referral Social worker referral	3-day suspension Student Services Referral Social worker referral
Grades 3-5	1-2-day suspension Student Services Referral Social worker referral	3-day suspension Student Services Referral Social worker/Police referral	10-day suspension Expulsion recommendation Police referral
Grades 6-12	3-day suspension Student Services Referral Social worker referral	5-day suspension Student Services Referral Social worker/police referral	10-day suspension Expulsion recommendation Police referral
Grades 10-12	3-day suspension Social worker referral	5-day suspension Social worker/police referral	10-day suspension Expulsion recommendation Police referral

(★) Indicates disciplinary action assigned by building administration.

17. ASSAULT, AGGRAVATED

Committing an assault upon another person with a weapon or an assault that inflicts great bodily harm upon another person is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	Same/next day dismissal	2-day suspension Student Services Referral Social worker referral	10-day suspension Police referral
Grades 3-5	5-day suspension Student Services Referral Social worker referral	10-day suspension Expulsion recommendation Police referral	
Grades 6-12	10-day suspension Expulsion recommendation Police referral		

18. FIGHTING

Engaging in any form of fighting where blows are exchanged is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★ Student Services Referral Social worker referral
Grades 3-5	★	★ Social worker referral	Same/next day dismissal Student Services Referral Social worker referral
Grades 6-12	3-day suspension Student Services Referral Social worker referral	5-day suspension Student Services Referral Social worker referral	10-day suspension Expulsion recommendation

(★) Indicates disciplinary action assigned by building administration.

19. PUSHING, SHOVING, SCUFFLING

Physical contact that could harm others, but is not defined as an assault or fighting, is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	★	★	★
Grades 6-12	★	1-3 day suspension	3-5 day suspension

(★) Indicates disciplinary action assigned by building administration.

20. SEXUAL MISCONDUCT

Engaging in nonconsensual sexual intercourse or sexual contact with another person including intentional touching of clothing covering a person's intimate parts, intentional removal or attempted removal of clothing covering a person's intimate parts or clothing covering a person's undergarments, if the action is performed with sexual or aggressive intent, is prohibited. Indecent exposure is also prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	★	Same/next day dismissal Student Services Social worker referral	2-day suspension Student Services Social worker referral
Grades 6-12	10-day suspension Expulsion recommendation Police referral		

(★) Indicates disciplinary action assigned by building administration.

PROPERTY INFRACTIONS

21. ARSON

The intentional setting of a fire that results in, or could have potentially resulted in, the destruction or damage to district property or other property or that endangers or potentially endangers others by means of fire is prohibited.

Grades	First Offense
Grades K-12	10-day suspension; Expulsion recommendation; Police referral

22. BREAKING AND ENTERING

Entering a secured district location, after school hours, using an unauthorized mechanism of entering is prohibited.

Grades	First Offense	Second Offense
Grades K-12	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral

23. FIRE EXTINGUISHER, UNAUTHORIZED USE

Fire extinguishers are important tools that are needed in potentially life-threatening fires. All other uses are prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	Same/next day dismissal	2-day suspension
Grades 3-5	★	Same/next day dismissal	2-day suspension
Grades 6-12	★	3-5 day suspension Police referral	10-day suspension Expulsion recommendation Police referral

(★) Indicates disciplinary action assigned by building administration.

24. ROBBERY OR EXTORTION

Taking property from another person by use of force, threat of force compelling acquiescence, or under false pretenses is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	Same/next day dismissal
Grades 3-5	★	Same/next day dismissal	2-day suspension
Grades 6-12	3-5 day suspension Police referral	5-10 day suspension Police referral	10-day suspension Expulsion recommendation Police referral

(★) Indicates disciplinary action assigned by building administration.

25. SECURITY SYSTEM TAMPERING

Any action that is intended to deactivate, damage or destroy any security system of the district is prohibited. This action includes, but is not limited to, the disabling of or tampering with a district security camera or an automatic locking door apparatus.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	Same/next day dismissal Police referral	2-day suspension
Grades 3-5	Same/next day dismissal Police referral	1-day suspension Police referral	1-3 day suspension Police referral
Grades 6-12	1-3 day suspension Police referral	3-5 day suspension Police referral	10-day suspension Expulsion recommendation Police referral

(★) Indicates disciplinary action assigned by building administration.

26. THEFT, RECEIVING OR POSSESSING STOLEN PROPERTY

The unauthorized taking, using, transferring, hiding or possessing of the property of another person without the consent of the owner or the receiving of such property is prohibited. Restitution, when appropriate, will be required.

Grades	First Offense	Second Offense	Third Offense
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Grades K-2	★	★	Same/next day dismissal
Grades 3-5	★	Same/next day dismissal	2-day suspension
Grades 6-12	1-3 day suspension Police referral	3-5 day suspension Police referral	10-day suspension Expulsion recommendation Police referral

(★) Indicates disciplinary action assigned by building administration.

27. TRESPASSING

Remaining on school property without authorization is prohibited. Students are not to go into other district buildings unless they have permission from the building administrator or [are](#) attending a district-sponsored event. Any student on suspension who goes to a district location without permission is subject to being charged with trespassing and an increase in suspension time. Admitting others through a locked or secured entrance without the permission of district employees is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	★	★	Same/next day dismissal
Grades 6-12	1-day suspension	1-3 day suspension	5-10 day suspension

(★) Indicates disciplinary action assigned by building administration.

28. VANDALISM, MINOR ACTS (LESS THAN \$500)

Littering, defacing (including placement of graffiti), cutting, damaging or destroying property that belongs to the district or other individuals/entities is prohibited. Vandalism is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	★	Same/next day dismissal	2-day suspension
Grades 6-12	1-3 day suspension Police referral	5-day suspension Police referral	10-day suspension; Expulsion recommendation; Police referral

(★) Indicates disciplinary action assigned by building administration.

29. VANDALISM, MAJOR ACTS (MORE THAN \$500)

Littering, defacing (including placement of graffiti), cutting, damaging or destroying property that belongs to the district or other individuals/entities is prohibited. Vandalism is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	Same/next day dismissal
Grades 3-5	★	Same/next day dismissal	4-5 day suspension
Grades 6-12	10-day suspension; Expulsion recommendation Police referral		

(★) Indicates disciplinary action assigned by building administration.

SCHOLASTIC DISHONESTY

30. DISHONESTY, SCHOLASTIC

Scholastic dishonesty that includes, but is not limited to, cheating on school assignments or tests, plagiarism or collusion is prohibited. Academic consequences may also be assigned.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	Same/next day dismissal
Grades 3-5	★	★	1-3 day suspension
Grades 6- 8 9	★	1-day suspension	1-3 day suspension
Grades 10 9-12	1-day suspension ★ Student Services Referral	1-3 day suspension	3-10 day suspension

(★) Indicates disciplinary action assigned by building administration.

TECHNOLOGY INFRACTIONS

31. ELECTRONIC DEVICES, MISUSE OF

Rules relating to the possession and/or use of cell phones and/or personal electronic mobile devices in school are dependent upon the grade level of the individual student. Students are not allowed to use cell phones or personal electronic mobile devices at the elementary level during the hours of the school day, unless specifically directed otherwise by a district employee. High school 8-and middle school students may use cell phones or personal electronic mobile devices at the discretion of a teacher and in a way that is not disruptive to the educational process including use in class or in any way that sacrifices, or potentially sacrifices, academic integrity (see also Dishonesty, Scholastic and Photographic Device Misuse).

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	★	★	★
Grades 6- 8 9	★	★	1-day suspension
Grades 9-12	★	1-day suspension	3-day suspension

(★) Indicates disciplinary action assigned by building administration.

32. PHOTOGRAPHIC OR RECORDING DEVICE MISUSE

Use of any photographic or recording device, film camera, digital camera, cell phone camera and video camera to capture, record, transmit, and/or post the words or sounds (i.e., audio) and or images (i.e., pictures/video) of any student, staff member, or other person without their permission and/or that impinges upon the rights of others and is prohibited. This prohibition includes the distribution or receipt of a picture(s)/recording that impinges upon the personal privacy of another. Misuse of any device in a school locker room, school bathroom or elsewhere in a way that violates

the personal privacy of the individual may result in the immediate initiation of the expulsion process.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	★	★	★
Grades 6-12	1-2 day suspension	3-5 day suspension	5 day suspension

(★) Indicates disciplinary action assigned by building administration.

33. TECHNOLOGY AND TELECOMMUNICATIONS, MISUSE

Misuse of technologies, equipment or network; deletion or violation of password-protected information, computer programs, data, passwords or system files; inappropriate accessing of files, directories and Internet sites; deliberate contamination of the system; unethical use of information; or violation of copyright laws are prohibited. In addition, network access may be monitored and/or limited as a result of technology and/or telecommunication misuse. Students will follow the following *Online Code of Ethics* when using district technology, network resources and the Internet, including Web 2.0 products.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	★	★	2-3-day suspension. Network access limited or monitored for the rest of the year.
Grades 6-12	★	★	10-day suspension and access limited or monitored indefinitely. Expulsion recommendation.

(★) Indicates disciplinary action assigned by building administration.

34. TECHNOLOGY & TELECOMMUNICATIONS, BREACH OF

The deliberate breach of the school district network and technology resources is prohibited, and may result in disciplinary actions, including but not limited to suspension, police referral and recommendation for expulsion.

Grades	First Offense	Second Offense	Third Offense
Grades K-12	1-3 day suspension. Social worker Student Services referral.	3-5 day suspension. Police referral.	10-day suspension. Police referral. Recommendation for expulsion.

THREATENING AND/OR DISRUPTIVE BEHAVIOR

35. RACISM, RELIGIOUS BASED DISCRIMINATION, XENOPHOBIA, SEXUAL ORIENTATION AND GENDER IDENTITY DISCRIMINATION

Student misconduct based on race, religion, country of origin, sexual orientation or gender identity that includes, but is not limited to inappropriate and harmful comments, slurs, jokes, pictures, objects, threats, and/or intimidation.

Grade Band	First Offense	Second Offense	Third Offense
Grade K-2	*	* Student Services Referral	Same/next day dismissal Student Services Referral
Grades 3-5	*	Same/next day dismissal Student Services Referral	1-2 day suspension Student Services Referral
Grades 6-8	1-3 day suspension Student Services Referral	3-5 day suspension Student Services Referral	10-day suspension pending further investigation** Student Services Referral
Grades 9-12	3-5 day suspension Student Services Referral	10 day suspension pending further investigation** Student Services Referral	10 day suspension pending further investigation** Student Services Referral

(*) Indicates disciplinary action assigned by building administration

(**) Indicates further investigation may result in a reduction of suspension or a recommendation for expulsion

36. ABUSE, VERBAL

The use of language that is obscene, threatening, intimidating, or inflammatory or that degrades other people is prohibited. Verbal abuse may also be addressed under the guidelines for harassment and/or bullying, when appropriate.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★ Student Services Referral	★ Same/next day dismissal Student Services Referral
Grades 3-5	★	★ Same/next day dismissal Student Services Referral	★ 1-2 day suspension Student Services Referral
Grades 6- 89	1-2 day suspension	2-3 day suspension	3-5 day suspension
Grades 910-12	1-3 day suspension	3-5 day suspension	10-day suspension Expulsion recommendation

(★) Indicates disciplinary action assigned by building administration.

37. BOMB THREAT OR TERRORISTIC THREAT

Making, publishing or conveying in any manner a bomb threat or any other type of terroristic threat

pertaining to a school location or event is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★ Police referral	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral
Grades 3-5	5-day suspension Police referral	10-day suspension Police referral	10-day suspension Expulsion recommendation Police referral
Grades 6-12	10-day suspension Expulsion recommendation Police referral		

(★) Indicates disciplinary action assigned by building administration.

38. BULLYING OR INTIMIDATING BEHAVIOR

Bullying or intimidating behavior of any type, including through the use of technology and the Internet, is prohibited. Bullying or intimidating behavior may also be addressed under the guidelines for harassment and/or verbal abuse, when appropriate.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★ Student Services Referral	★ Same/Next day dismissal Student Services Referral Social worker intervention
Grades 3-5	★	★ Same/Next day dismissal Student Services Referral Social worker intervention	1- 2 day suspension Student Services Referral Social worker intervention
Grades 6-12	★	1-3 day suspension Student Services Referral Social worker intervention	2-10 day suspension Student Services referral Social worker intervention

(★) Indicates disciplinary action assigned by building administration.

39. DISORDERLY CONDUCT

Disorderly conduct is prohibited. Disorderly conduct is an act that the student knows or has reasonable grounds to know will alarm, anger, disturb, others or provoke an assault or breach of the peace. Disorderly conduct may also be engaging in offensive, obscene, abusive, boisterous or noisy conduct or gestures or offensive, obscene or abusive language tending reasonably to arouse alarm, anger or resentment in others.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★ Student Services referral Social worker intervention
Grades 3-5	★ Student Services	Same/next day dismissal	1-day suspension

	referral Social worker intervention		
Grades 6-12	1 day suspension Student Services referral Social worker intervention	2-5 day suspension	10-day suspension Expulsion recommendation

(★) Indicates disciplinary action assigned by building administration.

40. DISRUPTIVE OR DISRESPECTFUL BEHAVIOR

Disruptive or disrespectful behavior is prohibited. Disruptive or disrespectful behavior is language or behavior that disrupts or threatens to disrupt the school environment.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	Same/next day dismissal
Grades 3-5	★	★	Same/next day suspension
Grades 6-8 9	★	★	1-3 day suspension
Grades 9-12	★	1-day suspension	3-day suspension

(★) Indicates disciplinary action assigned by building administration.

41. FIRE ALARM, FALSE

Intentionally giving a false alarm of a fire or tampering or interfering with any fire alarm, fire alarm system or sprinkler system is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	Same/next day dismissal Police referral	2-day suspension Police referral
Grades 3-5	Same/next day dismissal Police referral	2-day suspension Police referral	3-day suspension Police referral
Grades 6-12	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral	

(★) Indicates disciplinary action assigned by building administration.

42. GAMBLING

Gambling, including but not limited to, playing a game of chance for stakes or possession of gambling devices (including machines, video games and other items used to promote a game of chance) is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	Same/next day dismissal
Grades 3-5	★	Same/next day dismissal	2-day suspension
Grades 6-12	★	1-3 day suspension	3-5 day suspension

(★) Indicates disciplinary action assigned by building administration.

43. HARASSMENT OR RETALIATION

Harassment and violence because of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age, as defined in the district policy, are prohibited. Reprisal or retaliation for a complaint of harassment is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★ Student Services Referral	Same/next day dismissal Student Services Referral
Grades 3-5	★	Same/next day dismissal Student Services Referral	1-2 day suspension Student Services Referral
Grades 6-8	★	1-3 day suspension	3-5 day suspension
Grades 9-12	1-3 day suspension	3-5 day suspension	10 day suspension Expulsion recommendation

(★) Indicates disciplinary action assigned by building administration.

44. HAZING

Hazing activities of any type are prohibited at all times. Hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. Specific examples of hazing are found in Policy 526 – Student Hazing Prohibition. Hazing, by its very nature, often occurs off school grounds, after school hours, on non-school days and during summer months. Students are advised that hazing is prohibited whenever and wherever it occurs.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	★	★	★
Grades 6-12	1-3 day suspension	3-5 day suspension	10-day suspension Expulsion recommendation

(★) Indicates disciplinary action assigned by building administration.

45. INSUBORDINATION

A deliberate refusal to follow an appropriate direction or to identify one's self when requested is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	★	★	Same/next day dismissal
Grades 6-12	★	1-3 day suspension	3-5 day suspension

(★) Indicates disciplinary action assigned by building administration.

46. THREATENING GROUP ACTIVITY

Threatening group-related activity, the use of graffiti emblems, symbolism, hand signs, slang, tattoos, jewelry, discussion, clothing, etc. are prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★ Student Services referral Social worker intervention
Grades 3-5	★	★ Student Services referral Social worker intervention	Same/next day dismissal
Grades 6-12	3-day suspension Student Services referral Social worker intervention	5-day suspension	10-day suspension Expulsion recommendation

(★) Indicates disciplinary action assigned by building administration.

47. THREATS OF PHYSICAL HARM TOWARD STUDENTS, EMPLOYEES OR OTHER PERSONS

The use of language that is blatantly threatening or intimidating that could be interpreted as a death threat or insinuating the infliction of serious bodily harm upon students, employees or other persons is prohibited. Making comments that could be interpreted as death threats or insinuating the infliction of serious bodily harm upon students, employees or other persons is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	Same/next day dismissal	2-day suspension	10-day suspension
Grades 3-5	5-day suspension	10-day suspension Expulsion recommendation Police referral	
Grades 6-12	10-day suspension Expulsion recommendation Police referral		

OTHER BEHAVIOR INFRACTIONS

48. DRESS AND APPEARANCE

~~Inappropriate clothing or appearance is prohibited. Inappropriate clothing or appearance includes, but is not limited to:~~

- ~~● Wearing clothing or grooming in a manner that is sexually explicit or which conveys sexual innuendo or that may reasonably be construed as sexual. Examples of such clothing include "short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.~~
- ~~● Wearing clothing that includes words or pictures that are obscene, vulgar, abusive and discriminatory or that promote or advertise alcohol, chemicals, tobacco or any other product that is illegal for use by minors.~~
- ~~● Wearing clothing promoting products or activities that are illegal for use by minors.~~
- ~~● Wearing clothing and other items or grooming in a manner that represents and/or promotes threat/hate groups, including gangs or supremacist groups. This prohibition includes objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist or otherwise derogatory to a protected minority group; evidences gang membership or affiliation; or approves, advances or provokes any form of prohibited harassment or violence against other individuals as defined in district policy.~~

- ~~Wearing clothing or footwear that could damage school property.~~
- ~~Wearing masks face paint or grooming that limits or prevents identification of a student.~~
- ~~Wearing clothing or grooming that is potentially disruptive to the education process or that poses a threat to the health and safety of others.~~
- ~~Wearing clothing in a manner that displays undergarments.~~

~~The appropriateness of wearing of hats and caps will be determined at each school by the principal. Administrators reserve the right to deny admission to school functions based on dress or appearance determined to be inappropriate or disruptive to the educational process. When a student is found in violation of these guidelines, the student will be directed to make modifications or be sent home for the day.~~

This school district encourages students to be dressed and groomed appropriately for school activities. This is a joint responsibility of the student and the student's parent(s) or guardian(s). Further detail on Student Dress and Appearance is described in Policy 504.

Grades	First Offense	Second Offense	Third Offense
Grades K-12	★ Student Services Referral	★ Student Services Referral	★ Student Services Referral 1-3 day suspension

(★) Indicates disciplinary action assigned by building administration.

49. FALSE REPORTING

Intentionally reporting false information about the behavior of a student or employee is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	★	★	1-3 day suspension
Grades 6-12	1-3 day suspension	3-day suspension	3-5 day suspension

(★) Indicates disciplinary action assigned by building administration.

50. RECORDS OR IDENTIFICATION FALSIFICATION

Falsifying signatures or data, misrepresenting identity, or forging notes is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	★	★	Same/next day dismissal
Grades 6-8 9	★	1-3 day suspension	3-5 day suspension
Grades 9-10-12	1-day suspension	3-day suspension	3-5 day suspension

(★) Indicates disciplinary action assigned by building administration.

51. SECRET SOCIETIES (FRATERNITIES/SORORITIES)

Membership in secret fraternities, sororities and clubs is prohibited throughout the district.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	★	★	★
Grades 6-12	★	1-3 day suspension	3-5 day suspension

(★) *Indicates disciplinary action assigned by building administration.*

52. UNIQUE SITUATIONS

Discipline situations not covered by these guidelines will be handled on a case-by-case basis. Behaviors that are willful and disruptive or potentially harmful are included. Unique or special situations at a particular school may call for an adjustment in the discipline policies to meet the school or district's needs.

Established: 7/18/11

Revised: 10/22/12; 8/19/13,
7/30/14, 7/20/15; 7/17/18

Students

Bullying Prohibition

I. Purpose

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel.

However, to the extent student conduct affects the educational environment of the district and the rights and welfare of its students and is within the control of the district in its normal operations, the district intends to prevent bullying and to take action to investigate, respond to, and remediate and discipline for those acts of bullying which have not been successfully prevented. This policy provides the framework to assist the district in its goal of preventing and responding to acts of bullying, intimidation, violence reprisal, retaliation and other similar disruptive behavior.

II. Definitions

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

- A. "Bullying" means intimidating, threatening, abusive or harming conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services or privileges.

The term "bullying" specifically includes cyberbullying as defined in this policy.

- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network, Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or

off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
 - 1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
 - 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 - 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

III. General Statement of Policy

- A. An act of bullying, by either an individual student or a group of students, is

expressly prohibited on school premises, on district property, at school functions or activities or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the district or the safety or welfare of the student, or other students or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

- B. No teacher, administrator, volunteer, contractor, or other employee of the district will permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation or false reporting of bullying or permits, condones or tolerates bullying will be subject to discipline or other remedial responses for that act in accordance with the district's policies and procedures. The district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension or expulsion. The district will employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, which will apply throughout the district and foster student, parent and community participation.

Consequences for employees who permit, condone or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from district property and events or termination of services or contracts.

- G. The district will act to investigate all complaints of bullying reported to the district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the district who is found to have violated this policy.

IV. Reporting Procedure

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or other conduct prohibited by this policy will report the alleged acts immediately to an appropriate district official designated by this policy. A student or other person may report bullying anonymously. However, the district may not rely solely on an anonymous report to determine discipline or other remedial responses. [Reporting forms are available on each school's website.](#)
- B. The district encourages the reporting party or complainant to use the report form available from the principal of each building or building supervisor of each building or available in the district office, but oral reports will be considered complaints as well.
- C. The building principal, the principal's designee or the building supervisor (the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent.

If the complaint involves the building report taker, the complaint will be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

- D. The building report taker will ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and will serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the district will be responsible for the investigation. The building report taker will provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.
- E. A teacher, school administrator, volunteer, contractor or other school employee must be particularly alert to possible situations, circumstances or events that

might include bullying. A person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct will make reasonable efforts to address and resolve the bullying or prohibited conduct and will inform the building report taker immediately. A district employee who fails to report bullying or other prohibited conduct in a timely manner may be subject to discipline.

- F. Reports of bullying or other prohibited conduct are classified as private educational, personnel data, and/or confidential investigative data and will be disclosed only as permitted by law.

The building report taker, in connection with the responsible authority will be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments or educational or work environment.
- G. The district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. School District Action

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the district will undertake or authorize an investigation by the building report taker or a third party designated by the district.
- B. The building report taker or other appropriate district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter and students or others pending completion of an investigation of the bullying or other prohibited conduct consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct will be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred the district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct will be tailored to the particular incident and the nature of the conduct and will take into account the factors specified in Section III.F. of this policy. District action taken for violation of this policy will be

consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy; school district policies; and applicable regulations.

- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parents(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district will, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. Retaliation or Reprisal

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who commits an act of reprisal or retaliates against any person who asserts, alleges or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, harassment, reprisal or intentional disparate treatment.

Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct will be tailored to the particular incident and nature of the conduct and will take into account the factors specified in Section III.F. of this policy.

VII. Training and Education

- A. The school district will discuss this policy with school personnel and volunteers and provide appropriate training to district personnel regarding this policy. The district will establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the district. The district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or

circumstance.

- B. This policy will be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct. These materials will also be used to publicize this policy.
- C. The district will require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 - 4. The incidence and nature of cyberbullying; and
 - 5. Internet safety and cyberbullying.
- D. The district will annually provide education and information to students regarding bullying, including information regarding this district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- E. The district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- F. The district is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The district must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The district is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- G. The district may implement violence prevention and character development education programs to prevent or reduce policy violations. These programs may offer instruction on character education including character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking and resourcefulness.
- H. The district will inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy in the student handbook.

VIII. Notice

- A. The school district will provide annual notice of this policy to students, parents or guardians and employees.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the district.
- D. Notice of the rights and responsibilities of students and their parents under this

policy must be included in the student discipline policy distributed to parents at the beginning of each school year.

- E. This policy will be available to all parents and other school community members in an electronic format in the language appearing on the district's or a school's website.
- F. The district will provide an electronic copy of its most recently amended policy to the Commissioner of Education.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13 and 17 (Definition of a Public School)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.031 (Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Student and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §1232g *et seq.* (Family Educational rights and Privacy Act)
34 C.F.R. §§ 91.1-99.67 (Family Educational Rights and Privacy)

Cross References:

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 423 (Employee–Student Relationships)
Policy 501 (School Weapons Policy)
Policy 506 (Student Discipline)
Policy 507 (Corporal Punishment)
Policy 515 (Protection and Privacy of Pupil Records)
Policy 521 (Student Disability Nondiscrimination)
Policy 522 (Student Sex Nondiscrimination)
Policy 526 (Student Hazing Prohibition)
Policy 528 (Student Parental, Family & Marital Status)
Policy 529 (Staff Notification of Violent Behavior of Students)
Policy 634 (Electronic Technologies Acceptable Use)
Policy 713 (Student Transportation)
Policy 717 (Video/Electronic Surveillance)

Policy
adopted: 1/22/08
amended: 4/12/10; 3/12/12; 8/18/14
reviewed: 4/20/20

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota



Appendix I to Policies 401, 402, 413, 544, 521, 522, 526, and 528

DISCRIMINATION, HARASSMENT, BULLYING, HAZING AND VIOLENCE REPORT FORM

~~Edina Public Schools maintains policies prohibiting discrimination, harassment, bullying, hazing and violence. These policies can be found on the district's website or obtained from a district administrator. All persons are to be treated with respect and dignity. Please use this form to report incidents of discrimination, harassment, bullying, hazing or violence.~~ Edina Public Schools maintains a firm policy prohibiting all forms of discrimination, harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability. All persons are to be treated with respect and dignity. Harassment or violence by any student, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Person completing report: _____

Home address: _____

Work address: _____

Home phone: _____ Work phone: _____

Date of alleged incident(s): _____

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ sex \ national origin \ gender \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation \ disability

Name of person(s) you believe harassed, bullied or was violent toward you or another person.

If the alleged harassment or violence was toward another person(s), identify that person(s).

Where and when did the incident(s) occur? _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (e.g, threats, requests, demands); what, if any, physical contact was involved; or other relevant information. Attach additional pages if necessary.

List any witnesses to the incident(s). _____

My signature below shows that the information I have provided in this document is true, correct, and complete to the best of my knowledge and belief.

Signature: _____ Date _____

Received by: _____ Date _____

Please submit to the building principal or designee, or director of human resources, as indicated by the policy(ies).

Revised: 8/10/20

Appendix II to Policy 514
SCHOOL DISTRICT ACTION ON REPORT

The principal/designee shall perform the investigation.

1. Investigation of a bullying incident shall be initiated within three school days of receipt of a report and be completed within 10 school days, unless the principal/designee grants in writing an additional five-day extension due to extenuating circumstances. The principal/ designee shall document the extension in the investigation report and shall notify the parties involved. The principal/designee will make every effort to protect the confidentiality of those who report bullying incidents and is responsible for keeping and protecting access to any written records of the investigation.

2. Prior to the investigation of an incident, the principal/designee will take immediate steps, at its discretion, to protect the alleged actor(s), target(s), bystander(s) or reporter pending completion of an investigation. Once an investigation is concluded, further steps will be taken as needed to assure the continued safety of the complainant from additional incidents of bullying or retaliation.

3. The purpose of the investigation is to make a determination as to whether a reported incident constitutes a case of bullying. These determinations will be made in consideration of the totality of the facts and the circumstances surrounding the incident, such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationship between the parties involved and the context in which the alleged incident occurred.

- Identifying the alleged actor(s), target(s) and bystander(s), as well as any adult who witnessed the incident or may have reliable information about it.
- Conducting an individual interview in a private setting with the alleged actor and target. The alleged actor and target should never be interviewed together or in public. Individual interviews shall also be conducted in private with student and adult bystanders. The investigation may also consist of any other methods and documents deemed pertinent by the principal/designee.
- Determining how often the conduct occurred, any past incident or continuing pattern of behavior, and whether the target's education, including but not limited to, a negative impact on academic performance, educational opportunities and participation in school activities was affected.
- Assessing the individual and school-wide effects of the incident relating to safety, and assigning school staff to create and implement a safety plan to prevent the recurrence of an incidence that will restore a sense of safety for the target and other students who have been impacted.
- If the principal/designee determines the reported incident may involve criminal activity or the basis for criminal charges, information about the incident must be conveyed to the appropriate law enforcement authorities. As part of making this determination, the principal/designee may wish to consult with either a law enforcement officer or legal counsel. Law enforcement shall only be contacted if all other available remedies have been exhausted.
- When appropriate, preparing a report identifying their recommendation for individual consequences.
- Comprehensively documenting the details of the investigation.
- When the investigation is complete, the principal/designee shall ensure the investigation report is attached to the incident report.

Reviewed: 4/20/20

Appendix III to Policy 514

DISCIPLINARY INFORMATION AND CONSEQUENCES

For the student harmed: protect, support and intervene on behalf of the student who is the target of the prohibited conduct.

Support may include: referral to student support staff for one-to-one support or social skills training; daily check-in and check-out with a trusted adult in the school; choice to participate in a restorative process, facilitated by a trained facilitator.

For the student who violated the prohibited conduct policy: schools may use multi-tiered levels of response that are individualized, consistent, reasonable, fair, age-appropriate and should match the severity of the student's behavior and their developmental age. The consequences must be a natural and logical match to the prohibited behavior; consequences must be paired with meaningful instruction and guidance; and must be carefully planned with well-defined outcomes.

Consequences may include: A referral to appropriate staff for teaching and re-enforcing appropriate school behavior; mini-courses or skill modules to guide restitution; a referral to participate in a restorative process facilitated by a trained facilitator if the student admits to having caused harm; a meeting between the administrator and the family of the student who did the harm; a coordinated behavior plan that may include behavior contracts with a plan to prevent the prohibited conduct from recurring; individual counseling and one-to-one support to change behavior.

Consequences may also include warning, suspension, exclusion, expulsion or transfer. Schools should avoid using punitive discipline (detention, suspensions, and expulsions) if any other method or consequence can be used with fidelity. The school may review school-wide behavior data as well as the data related to the person who did the harm and the person harmed. If the investigator determines that a violation of this policy may be the result of school climate needs, the district may conduct classroom, school or district-wide training.

When an investigation determines that bullying occurred, the principal/designee shall explain the consequences in a non-hostile manner, and shall impose any consequence immediately and consistently. The principal/designee shall keep communicating and working with all parties involved until the situation is resolved. Some key indicators of resolution include:

- The actor is no longer bullying and is interacting civilly with the target.
- The target reports feeling safe and is interacting civilly with the actor.
- School staff observe an increase in positive behavior and social-emotional competency in the actor and/or the target.
- School staff observe a more positive climate in the physical location where bullying incidents were high.

Remedial Response and Referrals

The principal/designee shall design and implement remedial measures to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the target of the bullying, and take corrective action for documented systemic problems related to bullying. The principal/designee shall refer students who bully to positive-behavior small-group interventions (for anger management, trauma or social skills) within the school, if possible, to reinforce the behavioral expectation they violated and increase their social-emotional competency. The principal/designee shall ask a school mental health professional to refer targets of bullying to individual or group therapy where they can openly express their feelings about their bullying experience, or social-skills training and/or groups where they can practice assertiveness and coping mechanisms.

Reviewed: 4/20/20

Appendix IV to Policy 514

STUDENT INSTRUCTION

Administration is encouraged to take such actions as deemed appropriate to accomplish the following goals:

- Engage students in creating a safe and supportive school environment.
- Partner with parents and other community members to develop and implement prevention and intervention programs.
- Engage all students and adults in integrating education, intervention and other remedial responses into the school environment.
- Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct.
- Teach students to advocate for themselves and others.
- Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct.
- Foster student collaborations to create a more conducive environment for a supportive school climate.

Possible units of instruction could include:

1. Social emotional learning.
2. Appropriate behavior online/on social media and cyberbullying awareness and response.
3. Valuing diversity in school and society.
4. Advocacy skills for themselves and others.
5. Skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying.

The age-appropriate unit of instruction may be incorporated into the current courses of study regularly taught. Schools shall satisfy the documentation requirements established by the superintendent or designee to ensure compliance with this curricular requirement.

Established: 8/18/14
Reviewed: 4/20/20

Students

Title IX Sex Nondiscrimination Policy, Grievance Procedure And Process

- I. General Statement of Policy
 - A. The school district does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.
 - B. The school district prohibits sexual harassment that occurs within its education programs and activities. When the school district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.
 - C. This policy applies to sexual harassment that occurs within the school district's education programs and activities whether or not on school grounds and that is committed by a school district employee, student, or other members of the school community. This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the school district's education programs and activities. This policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the school district's education programs or activities.
 - D. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinator(s) is/are: ~~Dr. Randy Smasal, Assistant Superintendent, 952.848.4000, Randy.Smasal@edinaschools.org~~ [Sonya Sailer, Director of Human Resources, 952.848.4911, TitleIX Coordinator@edinaschools.org](mailto:Sonya.Sailer@edinaschools.org).
- II. Definitions
 - A. "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to the school district's Title IX Coordinator or to any employee of the school district. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the school district with actual knowledge is the respondent.

- B. "Complainant" means a person who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A Title IX Coordinator who signs a formal complaint is not a complainant unless the Title IX Coordinator is alleged to be the victim of the conduct described in the formal complaint.
- C. "Day" or "days" means, unless expressly stated otherwise, business days (i.e. day(s) that the school district office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).
- D. "Deliberately indifferent" means clearly unreasonable in light of the known circumstances. The school district is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.
- E. "Education program or activity" means locations, events, or circumstances for which the school district exercises substantial control over both the respondent and the context in which the sexual harassment occurs and includes school district education programs or activities that occur on or off of school district property.
- F. "Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school district investigate the allegation of sexual harassment.
 - 1. A formal complaint filed by a complainant must be a physical document or an electronic submission. The formal complaint must contain the complainant's physical or digital signature, or otherwise indicate that the complainant is the person filing the formal complaint, and must be submitted to the Title IX Coordinator in person, by mail, or by email.
 - 2. A formal complaint shall state that, at the time of filing the formal complaint, the complainant was participating in, or attempting to participate in, an education program or activity of the school district with which the formal complaint is filed.
- G. "Informal resolution" means options for resolving a formal complaint that do not involve a full investigation and adjudication. Informal resolution may encompass a broad range of conflict resolution strategies, including mediation or restorative justice.
- H. "Relevant questions" and "relevant evidence" are questions, documents, statements, or information that are related to the allegations raised in a formal complaint. Relevant evidence includes evidence that is both inculpatory and exculpatory. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions

and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

- I. "Remedies" means actions designed to restore or preserve the complainant's equal access to education after a respondent is found responsible. Remedies may include the same individualized services that constitute supportive measures, but need not be non-punitive or non-disciplinary, nor must they avoid burdening the respondent.
- J. "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.
- K. "Sexual harassment" means any of three types of misconduct on the basis of sex that occurs in a school district education program or activity and is committed against a person in the United States:
 - 1. *Quid pro quo* harassment by a school district employee (conditioning the provision of an aid, benefit, or service of the school district on an individual's participation in unwelcome sexual conduct);
 - 2. Unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; or
 - 3. Any instance of sexual assault (as defined in the Clery Act, 20 U.S.C. §1092(f)(6)A(v)), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act, 34 U.S.C. §12291).
- L. "Supportive measures" means individualized services provided to the complainant or respondent without fee or charge that are reasonably available, non-punitive, non-disciplinary, not unreasonably burdensome to the other party, and designed to ensure equal educational access, protect safety, and deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, alternative educational services as defined under Minn. Stat. § 121A.41, as amended, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the school district buildings or property, and other similar measures.
- M. "Title IX Personnel" means any person who addresses, works on, or assists with the school district's response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal resolutions. The following are considered Title IX Personnel:

1. “Title IX Coordinator” means an employee of the school district that coordinates the school district’s efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator is responsible for acting as the primary contact for the parties and ensuring that the parties are provided with all notices, evidence, reports, and written determinations to which they are entitled under this policy and grievance process. The Title IX Coordinator is also responsible for effective implementation of any supportive measures or remedies. The Title IX Coordinator must be free from conflicts of interest and bias when administering the grievance process.
2. “Investigator” means a person who investigates a formal complaint. The investigator of a formal complaint may not be the same person as the Decision-maker or the Appellate Decision-maker. The Investigator may be a school district employee, school district official, or a third party designated by the school district.
3. “Decision-maker” means a person who makes a determination regarding responsibility after the investigation has concluded. The Decision-maker cannot be the same person as the Title IX Coordinator, the Investigator, or the Appellate Decision-maker.
4. “Appellate Decision-maker” means a person who considers and decides appeals of determinations regarding responsibility and dismissals of formal complaints. The Appellate Decision-maker cannot be the same person as the Title IX Coordinator, Investigator, or Decision-maker. The Appellate Decision-maker may be a school district employee, or a third party designated by the school district.
5. The superintendent of the school district may delegate functions assigned to a specific school district employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes, to any suitably qualified individual and such delegation may be rescinded by the superintendent at any time. The school district may also, in its discretion, appoint suitably qualified persons who are not school district employees to fulfill any function under this policy, including, but not limited to, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes.

III. Basic Requirements for Grievance Process

A. Equitable Treatment

1. The school district shall treat complainants and respondents equitably.

However, equality or parity with respect to supportive measures provided to complainants and respondents is not required.

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

B. Objective and Unbiased Evaluation of Complaints

1. Title IX Personnel, including the Title IX Coordinator, Investigator, Decision-maker, and Appellate Decision-maker, shall be free from conflicts of interest or bias for or against complainants or respondents generally or a specific complainant or respondent.
2. Throughout the grievance process, Title IX Personnel will objectively evaluate all relevant evidence, inculpatory and exculpatory, and shall avoid credibility determinations based solely on a person's status as a complainant, respondent, or witness.

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

D. Confidentiality

To the extent permitted by governing law and regulations, the school district will not release private educational or personnel data about complainants, respondents, witnesses, allegations of sexual harassment, investigations, decisions, dismissals, and/or findings of responsibility. However, the school district's obligations under the implementing regulations for Title IX may require disclosure of certain private educational or personnel data to other parties and/or witnesses.

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

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

directly in any other manner during any phase of the grievance process.

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

F. Notice

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

G. Consolidation

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

H. Evidence

1. During the grievance process, the school district will not require, allow, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
2. The school district shall not access, consider, disclose, or otherwise use a party's medical, psychological, and similar treatment records unless the school district obtains the party's voluntary, written consent.

I. Burden of Proof

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

J. Timelines

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

K. Potential Remedies and Disciplinary Sanctions

1. The following is the range of possible remedies that the school district may provide a complainant and disciplinary sanctions that the school district might impose upon a respondent, following determination of responsibility: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in work locations, leaves of absence, monitoring of certain areas of the school district buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.
2. If the Decision-maker determines a student-respondent is responsible for violating this policy, the Decision-maker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX

Coordinator will notify the superintendent of the recommended remedies, such that an authorized administrator can consider the recommendation(s) and implement appropriate remedies in compliance with MSBA Model Policy 506 – Student Discipline. The discipline of a student-respondent must comply with the applicable provisions of Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

IV. Reporting Prohibited Conduct

- A. Any student who believes they have been the victim of unlawful sex discrimination or sexual harassment, or any person (including the parent of a student) with actual knowledge of conduct which may constitute unlawful sex discrimination or sexual harassment toward a student should report the alleged acts as soon as possible to the Title IX Coordinator.
- B. Any employee of the school district who has experienced, has actual knowledge of, or has witnessed unlawful sex discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator without screening or investigating the report or allegations.
- C. A report of unlawful sex discrimination or sexual harassment may be made at any time, including during non-business hours, and may be made in person, by mail, by telephone, or by e-mail using the Title IX Coordinator's contact information. A report may also be made by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.
- D. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, the School District may report the alleged conduct to law enforcement authorities. The school district encourages complainants to report criminal behavior to the police immediately.

V. Initial Response and Assessment by the Title IX Coordinator

- A. When the Title IX Coordinator receives a report, the Title IX Coordinator shall promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint .
- B. The school district will offer supportive measures to the complainant whether or not the complainant decides to make a formal complaint. The school district

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

- C. If the complainant does not wish to file a formal complaint, the allegations will not be investigated by the school district unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the complainant's wishes is not clearly unreasonable in light of the known circumstances.
- D. Upon receipt of a formal complaint, the school district must provide written notice of the formal complaint to the known parties with sufficient time to prepare a response before any initial interview. This written notice must contain:
 - 1. The allegations of sexual harassment, including sufficient details known at the time, the identities of the parties involved in the incident (if known), the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;
 - 2. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
 - 3. A statement explaining that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
 - 4. A statement that the parties may inspect and review evidence gathered pursuant to this policy;
 - 5. A statement informing the parties of any code of conduct provision that prohibits knowingly making false statements or knowingly submitting false information; and
 - 6. A copy of this policy.

VI. Status of Respondent During Pendency of Formal Complaint

A. Emergency Removal of a Student

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

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

B. Employee Administrative Leave

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

VII. Informal Resolution of a Formal Complaint

- A. At any time prior to reaching a determination of responsibility, informal resolution may be offered and facilitated by the school district at the school district's discretion, but only after a formal complaint has been received by the school district.
- B. The school district may not require as a condition of enrollment or continued enrollment, or of employment or continued employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment.
- C. The informal resolution process may not be used to resolve allegations that a school district employee sexually harassed a student.
- D. The school district will not facilitate an informal resolution process without both parties' agreement, and will obtain their voluntary, written consent. The school district will provide to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances

under which it precludes the parties from resuming a formal complaint arising from the same allegations, the parties' right to withdraw from the informal resolution process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

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

VIII. Dismissal of a Formal Complaint

- A. Under federal law, the school district must dismiss a Title IX complaint, or a portion thereof, if the conduct alleged in a formal complaint or a portion thereof:
 - 1. Would not meet the definition of sexual harassment, even if proven;
 - 2. Did not occur in the school district's education program or activity; or
 - 3. Did not occur against a person in the United States.
- B. The school district may, in its discretion, dismiss a formal complaint or allegations therein if:
 - 1. The complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein;
 - 2. The respondent is no longer enrolled or employed by the school district; or
 - 3. Specific circumstances prevent the school district from gathering sufficient evidence to reach a determination.
- C. The school district shall provide written notice to both parties of a dismissal. The notice must include the reasons for the dismissal.
- D. Dismissal of a formal complaint or a portion thereof does not preclude the school district from addressing the underlying conduct in any manner that the school district deems appropriate.

IX. Investigation of a Formal Complaint

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

- B. If during the course of the investigation the school district decides to investigate any allegations about the complainant or respondent that were not included in the written notice of a formal complaint provided to the parties, the school district must provide notice of the additional allegations to the known parties.
- C. When a party's participation is invited or expected in an investigative interview, the Investigator will coordinate with the Title IX Coordinator to provide written notice to the party of the date, time, location, participants, and purposes of the investigative interview with sufficient time for the party to prepare.
- D. During the investigation, the Investigator must provide the parties with an equal opportunity to present witnesses for interviews, including fact witnesses and expert witnesses, and other inculpatory and exculpatory evidence.
- E. Prior to the completion of the investigative report, the Investigator, through the Title IX Coordinator, will provide the parties and their advisors (if any) with an equal opportunity to inspect and review any evidence directly related to the allegations. The evidence shall be provided in electronic format or hard copy and shall include all relevant evidence, evidence upon which the school district does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or another source. The parties will have ten (10) days to submit a written response, which the Investigator will consider prior to completion of the investigative report.
- F. The Investigator will prepare a written investigative report that fairly summarizes the relevant evidence. The investigative report may include credibility determinations that are not based on a person's status as a complainant, respondent or witness. The school district will send the parties and their advisors (if any) a copy of the report in electronic format or hard copy, for their review and written response at least ten (10) days prior to a determination of responsibility.

X. Determination Regarding Responsibility

- A. After the school district has sent the investigative report to both parties and before the school district has reached a determination regarding responsibility, the Decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness.
- B. The Decision-maker must provide the relevant questions submitted by the parties to the other parties or witnesses to whom the questions are offered, and then provide each party with the answers, and allow for additional, limited follow-up questions from each party.
- C. The Decision-maker must explain to the party proposing the questions any

decision to exclude a question as not relevant.

- D. When the exchange of questions and answers has concluded, the Decision-maker must issue a written determination regarding responsibility that applies the preponderance of the evidence standard to the facts and circumstances of the formal complaint. The written determination of responsibility must include the following:
1. Identification of the allegations potentially constituting sexual harassment;
 2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
 3. Findings of fact supporting the determination;
 4. Conclusions regarding the application of the school district's code of conduct to the facts;
 5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the school district to the complainant; and
 6. The school district's procedures and permissible bases for the complainant and respondent to appeal and the date by which an appeal must be made.
- E. In determining appropriate disciplinary sanctions, the Decision-maker should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incident occurred.
- F. The written determination of responsibility must be provided to the parties simultaneously.
- G. The Title IX Coordinator is responsible for the effective implementation of any remedies.
- H. The determination regarding responsibility becomes final either on the date that the school district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

XI. Appeals

- A. The school district shall offer the parties an opportunity to appeal a determination regarding responsibility or the school district's dismissal of a formal complaint or any allegations therein, on the following bases:
 - 1. A procedural irregularity that affected the outcome of the matter (e.g., a material deviation from established procedures);
 - 2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
 - 3. The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- B. If notice of an appeal is timely received by the school district, the school district will notify the parties in writing of the receipt of the appeal, assign or designate the Appellate Decision-maker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.
- C. After reviewing the parties' written statements, the Appellate Decision-maker must issue a written decision describing the result of the appeal and the rationale for the result.
- D. The written decision describing the result of the appeal must be provided simultaneously to the parties.
- E. The decision of the Appellate Decision-maker is final. No further review beyond the appeal is permitted.

XII. Retaliation Prohibited

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

purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, constitutes a violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

- B. Any person may submit a report or formal complaint alleging retaliation in the manner described in this policy and it will be addressed in the same manner as other complaints of sexual harassment or sex discrimination.
- C. Charging an individual with violation of school district policies for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

XIII. Training

- A. The school district shall ensure that Title IX Personnel receive appropriate training. The training shall include instruction on:
 - 1. The Title IX definition of sexual harassment;
 - 2. The scope of the school district's education program or activity;
 - 3. How to conduct an investigation and grievance process, appeals, and informal resolution processes, as applicable;
 - 4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
 - 5. For Decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's prior sexual behavior are not relevant; and
 - 6. For Investigators, training on issues of relevance, including the creation of an investigative report that fairly summarizes relevant evidence.
- B. The training materials will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints.
- C. Materials used to train Title IX Personnel must be posted on the school district's website. If the school district does not have a website, it must make the training materials available for public inspection upon request.

XIV. Dissemination of Policy

- A. This policy shall be made available to all students, parents/guardians of students, school district employee, and employee unions.
- B. The school district shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work e-mail address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.
- C. The school district must provide applicants for admission and employment, students, parents or legal guardians of secondary school students, employees, and all unions holding collective bargaining agreements with the school district, with the following:
 - 1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator;
 - 2. Notice that the school district does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner;
 - 3. A statement that the requirement not to discriminate in the education program or activity extends to admission and employment, and that inquiries about the application of Title IX may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the United States Department of Education, or both; and
 - 4. Notice of the school district's grievance procedures and grievance process contained in this policy, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the school district will respond.

XV. Recordkeeping

- A. The school district must create, and maintain for a period of seven calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the school district must document:
 - 1. The basis for the school district's conclusion that its response to the report or formal complaint was not deliberately indifferent;
 - 2. The measures the school district has taken that are designed to restore or preserve equal access to the school district's education program or activity; and
 - 3. If the school district does not provide a complainant with supportive

measures, then it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. Such a record must be maintained for a period of seven years.

4. The documentation of certain bases or measures does not limit the recipient in the future from providing additional explanations or detailing additional measures taken.
- B. The school district must also maintain for a period of seven calendar years records of:
1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity;
 2. Any appeal and the result therefrom;
 3. Any informal resolution and the result therefrom; and
 4. All materials used to train Title IX Personnel.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. § 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)
20 U.S.C § 1400, *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 12101, *et seq.* (Americans with Disabilities Act of 1990, as amended)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)
20 U.S.C. § 1092 *et seq.* (Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (“Clery Act”))

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

Policy
adopted: 1/22/08
amended: 10/26/09
amended: 3/12/12
revised: 7/17/17
revised: 9/24/18
revised: 8/12/19
revised: 3/07/22

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota



Appendix I to Policies 401, 402, 413, 514, 521, 522, 526, and 528

DISCRIMINATION, HARASSMENT, ~~BULLYING, HAZING~~ AND VIOLENCE REPORT FORM

~~Edina Public Schools maintains policies prohibiting discrimination, harassment, bullying, hazing and violence. These policies can be found on the district's website or obtained from a district administrator. All persons are to be treated with respect and dignity. Please use this form to report incidents of discrimination, harassment, bullying, hazing or violence.~~ Edina Public Schools maintains a firm policy prohibiting all forms of discrimination, harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability. All persons are to be treated with respect and dignity. Harassment or violence by any student, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Person completing report: _____

Home address: _____

Work address: _____

Home phone: _____

Work phone: _____

Date of alleged incident(s): _____

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ sex \ national origin \ gender \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation \ disability

Name of person(s) you believe harassed, bullied or was violent toward you or another person.

If the alleged harassment or violence was toward another person(s), identify that person(s).

Where and when did the incident(s) occur? _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was

used; any verbal statements (e.g, threats, requests, demands); what, if any, physical contact was involved; or other relevant information. Attach additional pages if necessary.

List any witnesses to the incident(s).

My signature below shows that the information I have provided in this document is true, correct, and complete to the best of my knowledge and belief.

Signature:_____ Date _____

Received by:_____ Date _____

Please submit to the building principal or designee, or director of human resources, as indicated by the policy(ies).

Revised: 8/10/20

Adopted: _____ MSBA/MASA Model Policy 524
Orig. 1996
Revised: _____ Rev. 2019-2022

Policy 524

Students

Internet Acceptable Use and Safety Policy

524 — INTERNET ACCEPTABLE USE AND SAFETY POLICY

~~*[Note: School districts are required by statute to have a policy addressing these issues.]*~~

I. PURPOSE Purpose

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY General Statement of Policy

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. ~~Electronic information research~~ Technology skills are now fundamental to preparation of citizens and future employees. Access to the ~~school~~-district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The ~~school~~-district expects that faculty will blend thoughtful use of the ~~school~~-district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE Limited Educational Purpose

The school district is providing students and employees with access to the ~~school~~ district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The ~~school~~-district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the ~~school~~-district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. ~~USE OF SYSTEM IS A PRIVILEGE~~ Use of System is a Privilege

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the ~~school~~-district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate ~~school~~-district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. ~~UNACCEPTABLE USES~~ Unacceptable Uses

A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the ~~school~~-district system to create, record, access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. Pornographic, obscene or sexually explicit material or other visual depictions;
 - b. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or sexually explicit language or images;
 - c. Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. Materials that use language or images that advocate violence or discrimination toward other people or that may constitute harassment, discrimination or threatens the safety of others;
 - e. Orders for shopping online during time designated as work time by the district; and
 - f. Storage of personal photos, videos, music or files not related to educational and extracurricular purposes for any length of time.
2. Users will not use the ~~school~~-district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

3. Users will not use the ~~school~~-district system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use the ~~school~~-district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the ~~school~~-district system software, hardware, or wiring or take any action to violate the ~~school~~-district's security system, and will not use the ~~school~~-district system in such a way as to disrupt the use of the system by other users.
5. Users will not use the ~~school~~-district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the ~~implied or~~ direct permission of that person.
6. Users will not use the ~~school~~-district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message. ~~—[Note: School districts should consider the impact of this paragraph on present practices and procedures, including, but not limited to, practices pertaining to employee communications, school or classroom websites, and student/employee use of social networking websites. Depending upon school district policies and practices, school districts may wish to add one or more of the following clarifying paragraphs.]~~
 - a. This paragraph does not prohibit the posting of employee contact information on ~~school~~-district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents/guardians or other staff members related to students). [Refer to Policy 515 \(Protection and Privacy of Student Records\) for direction on directory information for students and how this can be used.](#)
 - b. Employees creating or posting school-related webpages may include personal contact information about themselves

on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:

- (1) such information is classified by the ~~school~~-district as directory information and verification is made that the ~~school~~-district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
- (2) such information is not classified by the ~~school~~-district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the ~~school~~-district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Facebook," "Twitter," "Instagram," "Snapchat," "TikTok," and "Reddit," and similar websites or applications.
7. Users must keep all account information and passwords on file with the designated ~~school~~-district official. Users will not attempt to gain unauthorized access to the ~~school~~-district system or any other system through the ~~school~~-district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the ~~school~~-district system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the ~~school~~-district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the ~~school~~-district system for conducting

business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school-district. Users will not use the school-district system to offer or provide goods or services or for product advertisement. Users will not use the school-district system to purchase goods or services for personal use without authorization from the appropriate school-district official.

10. Users will not use the school-district system to engage in bullying or cyberbullying in violation of the school-district's Bullying Prohibition Policy (MSBA/MASA Model Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

- B. ~~The district has a right to regulate off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others.~~ A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment. A student or employee who engages in the foregoing unacceptable uses of the Internet or district equipment when they are off district premises may be in violation of this policy, in addition to other district policies. Regardless of whether district equipment was used for the unacceptable use, the district has the right and may be obligated to regulate the off-campus speech or conduct of its students or employees when that speech or conduct materially disrupts the school environment, involves substantial disorder, or constitutes an invasion of the rights of others. Examples of such violations include, but are not limited to, where the school district system is compromised or if a school district employee or student is negatively impacted. If the district receives a report of an unacceptable use originating from a non-school computer or resource, the district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the district computer system and the Internet and discipline under other appropriate district policies, including suspension, expulsion, exclusion, or termination of employment.

- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. ~~In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.~~

VI. ~~FILTER~~ Filter

[Note: Pursuant to state law, school districts are required to restrict access to inappropriate materials on school computers with Internet access. School districts which seek technology revenue pursuant to Minn. Stat. § 125B.26 or certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. Those districts are required to comply with additional standards in restricting possible access to inappropriate materials. Therefore, school districts should select one of the following alternative sections depending upon whether the school district is seeking such funding and the type of funding sought.]

ALTERNATIVE NO. 1

[~~Note:~~ For a school district which does not seek either state or federal funding in connection with its computer system, the following language should be adopted. It reflects a mandatory requirement under state law, Minn. Stat. § 125B.15.]

~~All computers equipped with Internet access and available for student use at each school site will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.~~

[~~Note:~~ The purchase of filtering technology is not required by state law if the school site would incur more than incidental expense in making the purchase. In the absence of filtering technology, school sites still are required to use "other effective methods" to restrict student access to such materials.]

ALTERNATIVE NO. 2

[~~Note:~~ Technology revenue is available to school districts that meet the

~~**additional condition of also restricting adult access to inappropriate materials. School districts that seek such state technology revenue may adopt or retain the following language. However, the school district is not required to do so.]**~~

- ~~A. All school district computers with Internet access and available for student use will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law.~~
- ~~B. All school district computers with Internet access, not just those accessible and available to students, will be equipped to restrict, by use of available software filtering technology or other effective methods, adult access to materials that are reasonably believed to be obscene or child pornography under state or federal law.~~
- ~~C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.~~

~~**ALTERNATIVE NO. 3**~~ **Alternative No. 1**

~~**[Note: School districts which receive certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. This law requires school districts to adopt an Internet safety policy which contains the provisions set forth below. Also, the Act requires such school districts to provide reasonable notice and hold at least one public hearing or meeting to address the proposed Internet safety policy prior to its implementation. School districts that do not seek such federal financial assistance need not adopt the alternative language set forth below nor meet the requirements with respect to a public meeting to review the policy. The following alternative language for school districts that seek such federal financial assistance satisfies both state and federal law requirements.]**~~

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.

- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

~~[Note: Although school districts are not required to adopt the more restrictive provisions contained in either Alternative No. 2 or No. 3 if they do not seek state or federal funding, they may choose to adopt the more restrictive provisions as a matter of school policy.]~~

VII. ~~CONSISTENCY WITH OTHER SCHOOL POLICIES~~ Consistency with Other School Policies

Use of the school district computer system and use of the Internet shall be consistent with ~~school~~-district policies and the mission of the ~~school~~-district.

VIII. ~~LIMITED EXPECTATION OF PRIVACY~~ Limited Expectation of Privacy

- A. By authorizing use of the school district system, the ~~school~~ district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the ~~school~~-district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another ~~school~~ district policy, or the law.

- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or ~~school~~-district policy.
- D. Parents/[guardians](#) have the right at any time to investigate or review the contents of their child's files and e-mail files [in accordance with the school district's Protection and Privacy of Pupil Records Policy 515](#). Parents/[guardians](#) have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the ~~school~~-district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, ~~school~~-district employees should be aware that data and other materials in files maintained on the ~~school~~ district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (~~the~~ Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with ~~school~~-district policies conducted through the ~~school~~-district system.

IX. ~~INTERNET USE AGREEMENT~~ [Internet Use Agreement](#)

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents/[guardians](#), and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

X. ~~LIMITATION ON SCHOOL DISTRICT LIABILITY~~ [Limitation on School District Liability](#)

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The ~~school~~-district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard

drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The ~~school~~-district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the ~~school~~-district system. The ~~school~~-district will not be responsible for financial obligations arising through unauthorized use of the ~~school~~-district system or the Internet.

XI. ~~USER NOTIFICATION~~ User Notification

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the ~~school~~-district's liability relative to:
 - a. Information stored on ~~school~~-district diskettes, hard drives, or servers.
 - b. Information retrieved through ~~school~~-district computers, networks, or online resources.
 - c. Personal property used to access ~~school~~-district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of ~~school~~-district resources/accounts to access the Internet.
 - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 - 4. Notification that, even though the ~~school~~-district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 - 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents/guardians.

6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
7. Notification that, should the user violate the ~~school~~-district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. ~~PARENTS'/GUARDIANS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE~~ Parents'/Guardians' Responsibility; Notification of Student Internet Use

- A. Outside of school, parents/[guardians](#) bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents/[guardians](#) are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the ~~school~~-district system from home or a remote location.
- B. Parents/[guardians](#) will be notified that their students will be using school district resources/accounts to access the Internet and that the ~~school~~ district will provide parents/[guardians](#) the option to request alternative activities not requiring Internet access. This notification should include:
 1. A copy of the user notification form provided to the student user.
 2. A description of parent/guardian responsibilities.
 3. ~~A notification that the parents/[guardians](#) have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.~~
 4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
 5. A statement that the ~~school~~-district's acceptable use policy is available for parental/[guardian](#) review.

XIII. ~~IMPLEMENTATION; POLICY REVIEW~~ Implementation; Policy Review

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent/[guardian](#) notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The ~~school~~-district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References: [Minn. Stat. Ch. 13 \(Minnesota Government Data Practices Act\)](#)

15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)

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

[20 U.S.C. § 1232g \(Family Educational Rights and Privacy Act\)](#)

47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))

47 C.F.R. § 54.520 (FCC rules implementing CIPA)

Minn. Stat. § 121A.031 (School Student Bullying Policy)

Minn. Stat. § 125B.15 (Internet Access for Students)

Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
v [B.L., 594 U.S., 141 S. Ct. 2038 \(2021\)](#)

Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, ~~89 S.Ct. 733, 21 L.Ed.2d 731~~ (1969)

United States v. Amer. Library Assoc., 539 U.S. 194, ~~423 S.Ct. 2297, 56 L.Ed.2d 221~~ (2003)

~~*Doninger v. Nichoff*, 527 F.3d 41 (2nd Cir. 2008)~~ [Sagehorn v. Indep. Sch. Dist. No. 728](#), 122 F.Supp.2d 842 (D. Minn. 2015)

R.S. v. Minnewaska Area Sch. Dist. No. 2149, ~~No. 12-588, 2012 WL 3870868~~ [894 F.Supp.2d 1128](#) (D. Minn. 2012)

Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff'd* on other grounds 816 N.W.2d 509 (Minn. 2012)

S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)

~~*Kowalski v. Berkeley County Sch.*, 652 F.3d 565 (4th Cir. 2011)~~

~~*Layshock v. Hermitage Sch. Dist.*, 650 F.3d 205 (3rd Cir. 2011)~~

Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)

M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 406 (Public and Private Personnel

Data)

MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

MSBA/MASA Model Policy 522 ([Title IX Sex Nondiscrimination Grievance Procedures](#) and Process ~~Student—Sex Nondiscrimination~~)

MSBA/MASA Model Policy 603 (Curriculum Development)

MSBA/MASA Model Policy 604 (Instructional Curriculum)

MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)

MSBA/MASA Model Policy 806 (Crisis Management Policy)

MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

INTERNET USE AGREEMENT - STUDENT

STUDENT

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print): _____

User Signature: _____

Date: _____

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate ~~controversial~~ inappropriate material. However, I also recognize it is impossible for the school district to restrict access to all ~~controversial~~ inappropriate materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____

SUPERVISING TEACHER

(Must be signed if applicant is a student)

I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to promote these policies with the student. Because the student may use the Internet on the school district computer system for individual work or in the context of another class, I cannot be held responsible for the student's use of the Internet on the network. As the supervising teacher I do agree to instruct the student on acceptable use of the Internet and network and proper network etiquette.

Teacher's Name (please print): _____

Teacher's Signature: _____

INTERNET USE AGREEMENT - EMPLOYEE

SCHOOL DISTRICT EMPLOYEE

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print):

User Signature:

Date:

Education Programs

School District System Accountability

I. Purpose

This policy sets forth the school district's strategies on a process which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of state and federal academic standards.

II. General Statement of Policy

The school district will establish a system to review and improve instruction, curriculum and assessment which will include input by students, parents/guardians and local community members. The district will be accountable to the public and the state through annual reporting.

III. Establishment of Goals; Implementation; Evaluation and Reporting

A. School District Goals

1. The school board has established school district improvement goals which provide broad direction for the district. The improvement goals will be reviewed annually and approved by the school board. The school board will adopt the goals based on the recommendations of the World's Best Workforce Committee (the committee).
2. The district wide improvement goals will address recommendations identified through the committee's process and the district's strategic planning process. The district's goal setting process will include the alignment of individual school improvement goals with district improvement goals.

B. System for Reviewing All Instruction and Curriculum.

The district will use the curriculum and program review cycles as defined by Policy 603 (Curriculum and Program Review and Development) to analyze the district's progress toward implementation of the state standards.

C. ~~Student Achievement Committee~~ [World's Best Workforce Committee](#)

1. By October 1 of each year, the committee will meet to advise and assist the district in the implementation of the district system accountability and continuous improvement process.
2. The committee, working in cooperation with other district committees, will

provide active community participation in:

- a. Reviewing the district instructional and curriculum plan, including the implementation of state standards;
 - b. Identifying annual instruction and curriculum improvement goals for recommendation to the school board;
 - c. Making recommendations regarding the evaluation process that will be used to measure district progress toward its improvement goals;
 - d. Making recommendations regarding the development of the "World's Best Workforce Report."
 - e. Monitoring the district and schools' student achievement levels **and progress towards improvement goals**, ~~especially as they relate to making Annual Yearly Progress (AYP).~~
3. The committee will reflect the diversity of the community. Membership will include:
- a. director of teaching and learning
 - ~~b. director of continuous improvement~~
 - c. principal representative
 - d. school board member
 - e. student representative
 - f. one teacher from each instructional level
 - g. two parents from each instructional level
 - h. two residents without school-aged children, nonrepresentative of local business or industry
 - i. two residents representative of local business or industry
4. **Translation services should be provided to the extent appropriate and practicable.**
54. The committee will meet the following timeline each year:
- Fall: Organizational meeting to review the authorizing legislation and the roles and responsibilities of the committee as determined by the school board. Agree on the process to be used. Become familiar with the instruction and curriculum of the cycle content area.
 - Winter: Review evaluation results and prepare recommendations.
 - Spring: Develop recommendations to the school board for its input and approval. ~~Provide direction to and review "Annual Report on Curriculum, Instruction and Student Achievement."~~

D. A committee of professional staff shall develop a plan for assessment of student progress toward Literacy by Grade 3, the Graduation Standards, as well as program evaluation data for use by the World's Best Workforce Committee to

review instruction and curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. This plan shall annually be approved by the school board.

E-D.Reporting

1. Annually, the school board will hold a public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world's best workforce.
2. Consistent with the requirements for school performance reports under Minn. Stat. § 120B.36, Subd. 1, the school board will publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means such as on the school district website.
3. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district will periodically survey affected constituencies about their connection to and level of satisfaction with school. The school district will include the results of this evaluation in its summary report to the Commissioner.

Legal References:

Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.018 (Definitions) Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.128 (Educational Planning and Assessment System (EPAS) Program)
Minn. Stat. § 120B.35 (Student Achievement Levels)
Minn. Stat. § 120B.36 (School Accountability: Appeals Process)
Minn. Stat. § 120B.40 subd. 8 (Employment Contracts; Termination)
Minn. Stat. § 120B.41 subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123B.04 (Site Decision Making Agreement)
Minn. Stat. § 123B.147, Subd. 3 (Principals)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science) Minn Rules
Parts 3501.1300-3501.1345 (Academic Standards for Social Science)
U.S.C. § 6301, et seq. (No Child Left Behind Act)

Cross References:

Policy 105 (School District Mission, Values, Beliefs and Strategic Direction)
Policy 425 (Staff Development)
Policy 601 (Academic Standards and Instructional Curriculum)

Policy 613 (Graduation Requirements)
Policy 614 (School District Testing Plan)
Policy 618 (Assessment, Grading and Reporting of Student Progress)
Policy 620 (Course Credit for Learning)

Policy
adopted: 8/17/09
Revised: 5/18/15
Reviewed: 4/20/20

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota

Education Programs

Electronic Technologies Acceptable Use

I. Purpose

This policy sets forth parameters and guidelines for access to the school district's electronic technologies, use of personal electronic devices within the district, electronic communications, use of the district's network, Internet, and social networking tools.

II. General Statement of Policy

Technology is one of many learning tools. The use of technology needs to be safe, appropriate, and aligned with the mission of the district. Access to the district's computer network and Internet enables students and employees to explore libraries, databases, web pages, other online resources, and connect with people around the world. The district expects its instructional staff to blend safe and thoughtful use of the district's computer network, educational technologies and the Internet throughout the curriculum, providing guidance to students.

III. Educational Uses

Use of the district's electronic technologies is for educational purposes. Students and employees are expected to use electronic technologies to further the district's educational mission, goals and strategic direction. Students and employees are expected to use the district's electronic technologies to support classroom activities, educational research or professional enrichment.

Use of the district's electronic technologies is a privilege, not a right. The district's network, an educational technology, is a limited forum; the district may restrict speech for educational reasons.

IV. Guidelines in Use of Electronic Technologies

- A. Electronic technologies are assets of the school district and are protected from unauthorized access, modification, destruction or disclosure. Use of personal devices, while on district property, is subject to all policies and guidelines, as applicable, plus any state and federal laws related to Internet use, including copyright laws.
- B. The district reserves the right to monitor, read or copy any item on or using the district's electronic technologies, including its network.
- C. Students and employees will not vandalize, damage or disable any electronic technology or system used by the district.

- D. By authorizing use of the district system, the district does not relinquish control over materials on the system or contained in files on the system. Users should not expect privacy in the contents of personal files on the district system.
- E. Routine maintenance and monitoring of electronic technologies, including the district network, may lead to a discovery that a user has violated this policy, another school district policy or the law.

V. Unacceptable Uses of Electronic Technologies and District Network

Misuse of the district's electronic technologies may lead to discipline of the offending employee or student. The following uses of school district electronic technologies while either on/off district property and/or personal electronic technologies while on district property and district network ("electronic technologies") are considered unacceptable:

- A. Users will not use electronic technologies to create, [record](#), access, review, upload, download, complete, store, print, post, receive, link, transmit or distribute:
 - 1. Pornographic, obscene or sexually explicit material or other visual depictions;
 - 2. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or sexually explicit language [or images](#);
 - 3. Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - 4. Materials that use language or images that advocate violence or discrimination toward other people or that may constitute harassment, discrimination or threatens the safety of others;
 - 5. Orders for shopping online during time designated as work time by the district; and
 - 6. Storage of personal photos, videos, music or files not related to educational purposes for any length of time.
- B. Users will not use electronic technologies to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
- C. Users will not use electronic technologies to engage in any illegal act or violate any local, state or federal laws.
- D. Users will not use electronic technologies for political campaigning.

- E. Users will not use electronic technologies to vandalize, damage or disable the property of another person or organization. Users will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses, engaging in “spamming” or by any other means. Users will not tamper with, modify or change the district system software, hardware or wiring or take any action to violate the district’s security system. Users will not use the district’s electronic technologies in such a way as to disrupt the use of the system by other users.
- F. Users will not use electronic technologies to gain unauthorized access to information resources or to access another person’s materials, information or files without the ~~implied or~~ direct permission of that person.
- G. Users must not deliberately or knowingly delete a student or employee file.
- H. Users will not use electronic technologies to post information in public access areas regarding private or confidential information about another person. Private or confidential information is defined by board policy, state law, and federal law.
 - 1. This paragraph does not prohibit the posting of employee contact information on district web pages. Refer to Policy 515 (Protection and Privacy of Student Records) for direction on directory information for students and how this can be used.
 - 2. This paragraph does not prohibit communications between employees and other individuals when such communications are made for legitimate education reasons or personnel-related purposes (i.e. communications with parents or other staff members related to students).
 - 3. This paragraph specifically prohibits the use of electronic technologies to post private or confidential information about another individual, employee or student, on social networks.
- I. Users will not repost or resend a message that was sent to the user privately without the permission of the person who sent the message.
- J. Users will not attempt to gain unauthorized access to the district’s electronic technologies or any other system through electronic technologies, attempt to log in through another person’s account, or use computer accounts, access codes or network identification other than those assigned to the user. Users must keep all account information and passwords private.
- K. Messages and records on the district’s electronic technologies may not be encrypted without the permission of [the Director of Media and Technology Services](#).
- L. Users will not use electronic technologies to violate copyright laws or usage licensing agreements:

1. Users will not use another person's property without the person's prior approval or proper citation;
 2. Users will not download, copy or exchange pirated software including freeware and shareware; and
 3. Users will not plagiarize works found on the Internet or other information resources.
- M. Users will not use electronic technologies for unauthorized commercial purposes or financial gain unrelated to the district's mission. Users will not use electronic technologies to offer or provide goods or services or for product placement.
- N. Use of Unmanned Airborne Vehicles (UAV's) or drones is prohibited on school property without prior approval of the [Director of Media and Technology Services](#) or ~~building principal~~ [Superintendent](#).

VI. User Notification

Users will be notified of school district policies relating to Internet use. This notification must include the following:

- A. Notification that Internet use is subject to compliance with district policies.
- B. Disclaimers limiting the district's liability relative to:
 1. Information stored on district disks, drives or servers.
 2. Information retrieved through district computers, networks or online resources.
 3. Personal property used to access district computers, networks or online resources.
 4. Unauthorized financial obligations resulting from use of district resources or accounts to access the Internet.
- C. A description of the privacy rights and limitations of district sponsored or managed Internet accounts.
- D. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Student Records.
- E. Notification that should the user violate the district's acceptable use policy, the user's access privileges may be revoked, academic sanctions may result,

school disciplinary action may be taken, and/or appropriate legal action may be taken.

F. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

G. Family Notification

1. Notification that the district uses technical means to limit student Internet access however, the limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
2. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student or the student's parents/guardians.

VII. Students

A. Internet Use Agreement

1. The proper use of the Internet and educational technologies and the educational value to be gained from proper usage is the joint responsibility of students, parents/guardians and employees of the school district.
2. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a district account or educational technologies to access the Internet.
3. The Internet use agreement form (see Appendix I) for students must be read and signed by the student and/or the parent or guardian. The agreement must be signed in order to be granted access to the Internet via the district network. This policy requires that the signed, up-to-date form be retained electronically or physically.
4. A physical or electronic signature is required ~~when the student begins in the district, in 3rd grade, in 6th grade and in 9th grade.~~ annually.
5. Students have access to Internet resources while on district property.
6. Students using social networking tools and curriculum content management software for a teacher's assignment are required to keep personal information as stated above out of their postings (see Section V.H).
7. Students using educational technologies for social networking are limited to educational purposes and must follow the Online Code of Ethics (Appendix II) and Policy 514, Bullying Prohibition.

B. Parent/[Guardian](#) Responsibility; Notification of Student Internet Use

Outside of school, parents/[guardians](#) bear responsibility for the same guidance of Internet use as they exercise with other technology information sources. Parents/[guardians](#) are responsible for monitoring their student's use of the district system and district educational technologies, even if the student is accessing the district system from home or a remote location.

VIII. Guest Access and Internet Use

- A. Guest access to the school district's open wireless network is provided as a service to the community, and is subject to all district policies and guidelines, plus any state and federal laws related to Internet use, including copyright laws. See Appendix VII, Personal Device Access.
- B. Guest access provides limited bandwidth, filtered for the following services:
 - 1. Web access (http and https)
 - 2. Email services (pop, imap)
 - 3. Virtual private network services (VPN)
- C. Limited technical support is provided for guest access and is identified in the service level agreement found on the district technology website.

IX. Employees

A. Use of Email

The school district provides access to electronic mail for district communication between district employees and students, families, and community.

- 1. The email system will not be used for outside business ventures or other activities that conflict with board policy.
- 2. All emails received by, sent through, or generated by computers using the district network are subject to review by the district.
- 3. Appropriate language must be used when communicating using the district email system or network.
- 4. All emails are assumed to be documents that can be disclosed to the public unless the content of the email is protected as private or confidential information under data privacy laws. All information contained in an email must be treated in accordance with Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Student Records, regarding student and employee data privacy.

5. All emails to a student's parents/[guardians](#) about a student must adhere to the following precautions:
 - a. Do not use email to communicate about confidential student information unless the parent or guardian has requested the communication.
 - b. Do not put information in an email that you would not put on district letterhead.
 - c. Emails containing student information should be sent to the parent or guardian's personal email address unless requested otherwise.
 - d. A phone call is the means for sharing confidential student information. Do not leave ~~voice-mail~~ [voicemail](#) messages containing confidential information.
6. Employees will not provide access to their email accounts to [other users](#), [with the exception of district technology staff](#). ~~non-employees~~.
7. All emails should include the employee's name and telephone number at the bottom of the email.
8. It is recommended that electronic mail contain a confidentiality notice, similar to the following:

If the information in this email relates to an individual or student, it may be private data under state or federal privacy laws. This individual private data should not be reviewed, distributed or copied by any person other than the intended recipient(s), unless otherwise permitted under law. If you are not the intended recipient, any further review, dissemination, distribution, or copying of this electronic communication or any attachment is strictly prohibited. If you have received an electronic communication in error, you should immediately return it to the sender and delete it from your system.
9. Employees will report inappropriate emails to the media specialist, the employee's supervisor or the [Director of Media and Technology Services](#).
10. Emails having content governed by the district's record retention schedule must be kept in accordance with the retention schedule.

B. Use of Electronic Technologies

1. Electronic technologies are provided primarily for work-related, educational purposes.
2. Inappropriate use of electronic technologies includes, but is not limited to:

- a. Posting, viewing, downloading, [recording](#), or otherwise receiving or transmitting offensive, defamatory, pornographic or sexually explicit materials;
 - b. Posting, viewing, downloading, [recording](#) or otherwise receiving or transmitting materials that use language or images that advocate violence or discrimination toward other persons;
 - c. Posting, viewing, downloading, [recording](#) or otherwise receiving or transmitting material that may constitute harassment or discrimination contrary to district policy and state and federal law;
 - d. Engaging in computer hacking or other related activities;
 - e. Attempting to, actually disabling or compromising the security of information contained on the district network or any computer; and
 - f. Engaging in any illegal act in violation of any local, state or federal laws.
3. Employees may participate in public Internet discussion groups using the electronic technologies, but only to the extent that the participation:
- a. Is work-related;
 - b. Does not reflect adversely on the district;
 - c. Is consistent with district policy; and
 - d. Does not express any position that is, or may be interpreted as, inconsistent with the district's mission, goal or strategic plan.
4. Employees may not use the district network or electronic technologies to post unauthorized or inappropriate personal information about another individual on social networks.
5. Employees will observe all copyright laws. Information posted, viewed or downloaded from the Internet may be protected by copyright. Employees may reproduce copyrighted materials only in accordance with Policy 622, Copyright Policy.
6. All files downloaded from the Internet must be checked for possible computer viruses. The district authorized virus checking software installed on each district computer will ordinarily perform this check automatically; however, employees should contact [a district media specialist, the technology department](#) or the district's [Director of Media and Technology Services](#) before downloading any materials for which the employee has questions.

C. Employee Responsibilities

1. Employees who are transferring positions or leaving positions must leave all work-related files and electronic technologies, including form letters, handbooks, databases, procedures, and manuals, regardless of authorship, for their replacements.
2. Individual passwords for computers are confidential and must not be shared.
 - a. If an employee's password is learned by another employee, the password should be changed immediately.
 - b. An employee is responsible for all activity performed using the employee's password.
 - c. No employee should attempt to gain access to another employee's documents without prior express authorization.
 - d. An active terminal with access to private data must not be left unattended and must be protected by password protected screen savers.
3. Employees are expected to use and access technology necessary to perform the duties of their position.
4. Employees who fail to adhere to district policy are subject to disciplinary action in accordance with their collective bargaining agreement or contract. Disciplinary action may include suspension or withdrawal of Internet or email access, payment for damages or repair, termination and/or referral to civil or criminal authorities for prosecution.

X. District Web Presence

The school district website provides information and a venue for communications with students, employees, parents/guardians and the community.

A. District Website

1. The district will establish and maintain a website. The website will include information regarding the district, its schools, district curriculum, extracurricular activities and community education.
2. The district webmaster will be responsible for maintaining the district website and monitoring district web activity.
3. All website content will support and promote the district's mission, goals and strategic direction.

4. The district's website will provide parents/guardians with a web portal to classroom related calendars, grades, attendance, assignments and resources.
5. The district designee will make adequate efforts to ensure the student population is accurately represented in images, media, and content curation on the district website.

B. School Website

1. Each school will establish and maintain a website. The website will include information regarding the school, its employees, and activities.
2. The principal will appoint staff, who will be responsible for maintaining the school's website.
3. All website content will support and promote the district's mission, goals and strategic direction.
4. Each school's website will provide parents/guardians with a web portal to classroom related calendars, grades, attendance, assignments and resources.
5. The school designee will make adequate efforts to ensure the student population is accurately represented in images, media, and content curation on the school website.

C. Classroom and Teacher Web Content

- ~~1. The district encourages all teachers to establish a web page that supports their classroom instruction.~~
2. If a teacher establishes a web page, he or she is responsible for maintaining the web page.
3. All classroom and teacher web pages must be linked to a school website.

D. Student Web Content

1. Students may create web pages as part of classroom activities with teacher supervision.
2. Student web pages must follow the Online Code of Ethics, Appendix II and include the following notice: "This is a student-produced web page. Opinions expressed on this page are not attributable to the district."
3. The classroom teacher will monitor all student-produced web content and remove inappropriate material.

4. A classroom teacher or advisor will review student-produced web pages to determine if the contents should be removed at the conclusion of the course grading period, or activity.

E. Department and Noninstructional Web Content

1. Departments and noninstructional programs may also create web content, including web pages to support their departments or programs.
2. The establishment of web pages must be approved by the program administrator.
3. Once established, the individual departments or programs must appoint an employee(s) who will maintain the web page.

F. District Activity Web Content

1. With the approval of the building principal, a school board-approved district activity may establish a web page.
2. All web page content will support the activity and the district's mission, goals and strategic direction.
3. The building principal and their designee will oversee the content of these web pages.
4. School board-approved district activities' web pages must include the following notice: "This is an organization-produced web page. Opinions expressed on this page are not attributable to the district."

XI. Records Management and Archiving

All technological data is data under the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act, Records Retention Schedule, and school board policy.

XII. Filter

- A. With respect to any of its computers with Internet access, and personal devices accessing the school district network, the district will follow the guidelines provided by the Children's Internet Protection Act, and will monitor the online activities of users and employ technology protection measures during any use of such computers by users. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:

1. Obscene;
2. Child pornography; or

3. Harmful to minors.
- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion; or
 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of the genitals; and
 3. Taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

XIII. Liability

Use of the school district’s educational technologies is at the user’s own risk. The system is provided on an “as is, as available” basis. The district will not be responsible for any damage users may suffer. The district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system, nor is it responsible for damages or injuries from improper communications or damage to property used to access school computers and online resources. The district will not be responsible for financial obligations arising through unauthorized use of the district’s educational technologies or the Internet.

By this language, as a public governmental entity, the indemnity clause of Facebook’s [\(and other social networking sites\)](#) Statement of Rights and Responsibilities is nullified.

XIV. Implementation; Policy Review

- A. The school district administration may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the school board for information. These guidelines, forms and procedures will be an addendum to this policy.
- B. The administration will revise the user notifications, including student and parents/[guardians](#) notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The district educational technologies policy is available for review by parents/[guardians](#), employees and members of the community.
- D. Due to the rapid evolution in educational technologies, the school board will conduct an annual review of this policy.

Legal References:

15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
20 U.S.C. § 6751 *et seq.* (Enhancing Education Through Technology Act of 2001)
47 U.S.C. § 254 (Children's Internet Protection Act)
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969)
United States v. American Library Association, 539 U.S. 194 (2003)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

Cross References:

Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
Policy 406 (Public and Private Personnel Data)
Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by
Students and Employees)
Policy 506 (Student Discipline)
Policy 514 (Bullying Prohibition)
Policy 515 (Protection and Privacy of Student Records)
Policy 622 (Copyright Policy)

Policy

adopted: 4/12/10
amended: 9/24/12
revised: 12/15/15
revised: 11/13/17
revised: 9/24/18
updated: 4/20/20

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota

Appendix I to Policy 634

STUDENT ONLINE ACCEPTABLE USE CONSENT FORM

Student

By signing below, I agree to follow Edina Public Schools' Electronic Technologies Acceptable Use policy. I understand that my use of the network is a privilege and requires proper online etiquette. I further understand that misuse of the network will result in disciplinary action.

Student Name (PRINT) _____

Student I.D. Number _____

(MIDDLE SCHOOLS AND HIGH SCHOOL ONLY)

Student Signature _____

(MIDDLE SCHOOLS AND HIGH SCHOOL ONLY)

Address _____ Zip _____

Telephone Number _____

School Building _____

**Parent or
Guardian**

I give permission for my child to have access to the Internet using the district's computer network. I also understand that some material accessible through the interconnected systems may be inappropriate for school-age students. I agree to defend, indemnify and hold harmless Edina Public Schools from any and all claims arising out of or related to the use of this interconnected computer system. I further understand that I have the right to withdraw my approval in writing at any time.

☐ Approved

☐ Disapproved

Parent/Guardian Name (PRINT) _____

Signature of Parent/Guardian _____

Date _____

This form can be completed electronically through the online portal, or return this form to your school.

Revised: 9/24/12
Modified: 10/13/17
Reviewed: 4/20/20

Appendix II to Policy 634

ONLINE CODE OF ETHICS

In the Edina Public Schools, it is important to use information and technology in safe, legal, and responsible ways. At the same time, the district has a desire for our students to leave our system with a “positive digital footprint,” so that employers and postsecondary institutions can see the great work that they have done. We embrace these conditions as facets of being a digital citizen and strive to help students develop a positive digital footprint.

1. Students accessing or using electronic products including but not limited to blogs, wikis, podcasts, Google applications and district learning management systems for student assignments are required to keep personal information out of their postings.

At the high school level parents/[guardians](#) may opt to allow their students to utilize their full name in order to increase their positive digital footprint when publishing to an authentic audience.

2. Students will select online names that are appropriate and will consider the information and images that are posted online at an age appropriate level.
3. Students will not log in to the network, [devices, or other educational technologies](#) as another classmate.
4. Students using electronic tools will treat these tools as a classroom space. Speech that is inappropriate for class is not appropriate on electronic tools. Students are expected to treat others and their ideas online with respect.
5. Assignments on electronic tools are like any other assignment in school. Students, in the course of completing the assignment, are expected to abide by policies and procedures in the student handbook, including those policies regarding plagiarism, [academic dishonesty](#), and acceptable use of technology.
6. Student blogs, [webpages, and other content creation tools](#) are to be a forum for student expression; however, they are first and foremost a tool for learning. The district may restrict speech for valid educational reasons as outlined in board policy.
7. Students will not use the Internet, in connection with the teacher assignments, to harass, discriminate, bully or threaten the safety of others. If students receive a comment on ~~an a blog or other~~ electronic tool used in school that makes them feel uncomfortable or is not respectful, they must report this to a teacher, and must not respond to the comment. Student conduct that occurs off-campus, but has a connection to the school environment, may form the basis for school discipline. This specifically includes activities that occur off-campus over the internet, on social media, or through other communications.
8. Students accessing electronic tools from home or school, using school equipment, will not download or install any software without permission, and not click on ads or competitions.
9. Students should be honest, fair and courageous in gathering, interpreting and expressing information for the benefit of others. Always identify sources and test the accuracy of information from all sources.
10. Students will treat information, sources, subjects, colleagues and information consumers as people deserving of respect. Gathering and expressing information should never cause

harm or threaten to be harmful to any person or group of people. [Students will gain permission from students or staff who are the focus of their research, recording, or content creation.](#)

11. Students are accountable to their readers, listeners and viewers and to each other. Admit mistakes and correct them promptly. Expose unethical information and practices of others.
12. Users will not repost or resend content that was sent to the user privately without the permission of the person who created the content.
13. School board policies concerning acceptable use of electronic technology include the use of these electronic tools for school activities (Policy 622 – Copyright Policy and Policy 634 – Electronic Technologies Acceptable Use).
14. Failure to follow this code of ethics will result in academic sanctions and/or disciplinary action.

Revised: 9/24/12
Modified: 11/13/17
Reviewed: 4/20/20

GUIDELINES FOR EMPLOYEE'S PERSONAL USE OF SOCIAL NETWORKING

The decision to use online social networking for personal use is at the employee's discretion. The district does not affirmatively monitor employee use of nondistrict, online social networking tools if the employee is not using district electronic technologies; however, the district may take appropriate action when it becomes aware of, or suspects, conduct or communication on an online social media site that adversely affects the workplace or violates applicable professional codes of ethics. These guidelines are for employees engaging in social networking for personal use.

1. When using your personal social networking sites, refrain from fraternization with students.
2. Ensure that social networking postings are appropriate for the public.
3. Weigh whether a posting will put your effectiveness as an employee at risk.
6. Use caution with regard to exaggeration, profanity, guesswork, copyrighted materials, legal conclusions and derogatory comments.
7. Ensure compliance with data privacy laws and district policies. Employees will be held responsible for inappropriate disclosure, whether purposeful or inadvertent.
8. Respect your coworkers and students. Do not discuss students, their families or coworkers.
9. Student images obtained from your employment with the district should not be included on personal social networking sites.
10. Set privacy settings carefully to ensure that you know who has access to the content on your social networking sites.
11. If the public may consider your statements to be made in your capacity as a district employee, you may want to include "This posting is my own and does not represent the view of Edina Public Schools." An employee in a leadership role in the district, by virtue of their position, must consider whether personal thoughts he or she publishes will be attributed to ~~this~~ the district. [The use of the aforementioned phrase does not preclude the employee from disciplinary action.](#)
12. Social media identifications, login identifications, and user names must not contain the district's name or logo without prior written permission from (1) the [Director of Media and Technology Services](#) and (2) the [Director of Marketing and Communications](#).

Appendix IV to Policy 634

GUIDELINES FOR CLASSROOM USE OF SOCIAL MEDIA TOOLS

The district provides teachers with password-protected, online social media tools that can be used for instruction. Teachers may also elect to use other social media tools for the purpose of instruction in accordance with Policy 634 – Electronic Technologies Acceptable Use and its appendices.

A. District Online Social Media Tools

1. Content and use must adhere to district policies and guidelines.
2. The platform for instruction must indicate that views expressed on the social media site are that of the employee or student, and do not necessarily reflect the views of Edina Public Schools.
3. The teacher must not disclose information on any online social media site that is district property, protected by data privacy laws, or in violation of copyright.

B. Nondistrict Social Media Tools

1. If a teacher elects to use a nondistrict social media tool, the teacher must build a separate page in that social media tool from their personal online presence.
2. Content and use must adhere to district policies and guidelines.
3. Content and use must not violate the “terms of service” for the social media tool.
4. The platform for instruction must indicate that views expressed on the social media site are that of the employee or student, and do not necessarily reflect the views of Edina Public Schools.
5. The teacher must not disclose information on any online social media site that is district property, protected by data privacy laws, or in violation of copyright.
6. The platform must not use official district or school logos without the permission of (1) the Director of Media and Technology Services and (2) the Director of Marketing and Communications.

Revised: 9/24/12
Reviewed: 4/20/20

GUIDELINES FOR SCHOOL OR DISTRICT USE OF SOCIAL MEDIA TOOLS

Individual schools and departments may choose to establish an official presence on public online social media sites with prior administrative approval. A request must contain the following information:

1. Sponsoring school or department;
2. Proposed social media site or other location;
3. Purpose of site, which cannot be served by the current district website;
4. Plan on how to comply with district policies and record retention requirements;
5. Description and primary use of site; ~~and~~
6. Plan for monitoring site, addressing policy violations, and ensuring current content; ~~and~~
7. [Designee for maintaining the site.](#)

The request should be submitted to the [Director of Media and Technology Services](#). Written approval or denial will be provided to the school or department. If the request is denied, the school or department may request reasons for the denial in writing.

If the request is approved, the school or department must submit to the [Director of Media and Technology Services](#), within two weeks of developing the site, the name of the person(s) who will manage the site and the login information for the site. When a presence is established, the sponsoring school or department is responsible for keeping the site current and monitoring the content of the site.

Sites may be linked from the official district website. All sites must comply with web publishing guidelines found in Policy 634 – Electronic Technologies Acceptable Use and record retention requirements.

Revised: 9/24/12
Reviewed: 4/20/20

GUIDELINES FOR DISTRICT ~~FACEBOOK~~ SOCIAL MEDIA PAGES

The district's ~~Facebook~~ social media presence creates an accessible communications outlet, providing district news, facilitating district-related discussion by the community, and guiding viewers to departmental websites at www.edinaschools.org. These guidelines are used in conjunction with Policy 634 (Electronic Technologies Acceptable Use) and all other district policies.

Establishment of Page

1. The district will include on its ~~Facebook~~ social media page, in a prominent location, a link to the Edina Public Schools' website, as well as contact information for the district.
2. The district will include language regarding limitation on comments and posts by its users:

Any comments/posts viewed as inappropriate or offensive are subject to removal without notice. These comments/posts include but are not limited to commercial solicitations; factually erroneous/libelous information; vulgarity or obscenity; personal attacks of any kind; political support or opposition to any candidate or political measure; offensive comments that target or disparage any group/person; violations of district policy; or discussions not related to the district.

3. The district will include language regarding compliance with data practices and records retentions under Minnesota law:

This Social Media pages is ~~are~~ intended to serve as a mechanism for communication between the public and Edina Public Schools. Any comments submitted to this pages, and its list of fans, are public records subject to disclosure and retention pursuant to Minnesota law. Public disclosure requests must be directed to Edina Public Schools.

4. The communications department will be responsible for monitoring the district ~~Facebook~~ social media pages, including content and comments, to ensure compliance with guidelines for use as posted on the ~~Facebook~~ social media pages.

Postings

The district will provide balance in topics shared on its ~~Facebook~~ social media pages. District posts will highlight information relevant to and of interest to the community as a whole. Postings may also include prompts or questions relevant to the work and mission of the district that are intended to engage the community in the work of the district. Suggestions for posts should be submitted to the ~~communications coordinator~~ Director of Marketing and Communications.

Appendix VII to Policy 634

Personal Device Access

Users of personal devices connecting to Edina-Open must abide by Edina Public Schools' Electronic Technologies Acceptable Use Policy (Board Policy 634).

Though guests may use their personal device and expect some aspects of privacy, use of our network and systems have the following expectations:

1. Use at your own risk. Use of the Edina Public Schools network is at the device owner's discretion and therefore Edina Public Schools is not responsible for any loss, damage or adverse effects that may occur to a device while on our network.
2. Devices need to be registered. All non-district devices connected to the Edina Public Schools network need to be registered. In the event of a security incident, personal devices may be disconnected without notice. No support for remediation of security incidents (e.g., malware) will be available, and devices will remain disabled from our network until fixed.
3. The Edina Public Schools network is monitored. For security purposes and following federal law, the district has implemented monitoring of our network. Personal devices connected to our network will also be monitored for access, times, network content, and known security vulnerabilities. This information may be recorded, and is subject to audit.
4. The Edina Public Schools networks are filtered. Known inappropriate and/or malicious sites, and many non-instructional sites, are blocked. Use of the district network and systems requires that owners of personal devices adhere to legal and ethical conduct, and refrain from attempting to access blocked content.
5. Expectation of privacy. Access to the contents of a personal devices is governed by local and federal laws. However, while accessing the Edina Public Schools network, systems and buildings, there is not a right to privacy of any content, and as such, may be monitored for inappropriate or illegal activities.
6. Edina Public Schools reserves the right to maintain records of usage. Edina Public Schools may immediately terminate the privilege to use the Edina Public Schools network should it become aware that the network is being used for inappropriate or illegal activities. The district reserves the right to take appropriate action in the event inappropriate or illegal activities are discovered on our systems or network.

Adopted: 9/24/18
Reviewed: 4/20/20

Noninstructional Operations and Business Services

Expense Reimbursement

I. Purpose

This policy identifies school district business expenses that involve initial payment by an employee and that qualify for reimbursement from the district.

II. General Statement of Policy

The school district will implement an expense reimbursement system that meets state statutes, the directives of the Minnesota Department of Education and the district auditor, and business best practices.

III. Use of the Employee Expense Reimbursement System

- A. The employee expense reimbursement system is not to be used as an alternative to the normal district purchasing process. Employee expense claims may be denied if it is determined that the purchase should have been handled through the normal procurement process.

Exceptions to the normal procurement process include:

- 1. Low-priced items for which the use of a purchase order is not practical.
 - 2. Emergency purchases for which the normal purchasing process is not timely.
 - 3. Items of limited availability or sale items.
- B. The employee will not be reimbursed for sales tax incurred because of the district's tax exempt status.
- C. Employee expense claims will be denied if inadequate documentation is submitted with the claim or if the claim is not submitted within ~~four~~ **two** months of the date of occurrence. If a claim is denied, the expenditure becomes the personal responsibility of the employee.

IV. Approval of Travel Convention or Conference Expenses (Preapproval Required)

- A. All out-of-state travel or any in-state travel that involves lodging and/or meals must be approved in advance using the travel, convention or conference application form (Appendix II). The form must be signed and dated by the employee's supervisor prior to the travel dates to qualify for reimbursement.

B. The school board will approve meal reimbursement rates (Appendix III) for employees. When a meal is included in the registration of an event or is paid by another source, reimbursement for that meal is not permitted. The cost of alcoholic beverages is not reimbursed by the district.

C. The following expenses may be reimbursed:

1. Ground transportation and other incidental expenses incurred while traveling on behalf of the district.
2. Commercial lodging, not to exceed the single-room rate.
3. Commercial transportation, not to exceed coach air rate. If a personal vehicle is driven in lieu of commercial air transportation, employees will be reimbursed the actual costs incurred, not to exceed coach air rate.

V. Approved Mileage Reimbursement

A. Mileage to and from district-related functions and between buildings of the district is paid to employees at the current Internal Revenue Service rate, in accordance with current master agreements with employee groups.

B. Current Internal Revenue Service rules determine the allowable mileage that is reimbursed. For example, mileage is allowed from the employee's work site to a staff development conference and back to the employee's work site, but not from the employee's home to the staff development conference and back home. Mileage is not paid if the total mileage driven is less than the employee's regular commute distance.

C. Mileage reimbursement claims must be submitted within ~~four~~ two months of the date of travel.

D. Mileage from district distance chart or google map documentation of the most efficient route must be provided.

VI. Sales Tax

A. The district is exempt from paying Minnesota sales tax on most items. To avoid paying sales tax, a purchase order or procurement card should be used.

B. Sales tax will only be reimbursed for items not exempt from state tax per the Minnesota Department of Revenue (e.g., meals, lodging and sales tax paid to states other than Minnesota).

VII. Claiming Reimbursement

A. Reimbursement claims must be submitted on an employee expense report form (Appendix I) which is signed by the employee, the employee's supervisor and the administrator responsible for the expenditure code being charged.

- B. Proof of purchase such as an original, itemized receipt must be included. The receipt/proof of purchase must be dated within ~~four~~ **two** months of the date of submission. If the cash register/credit card receipt does not clearly indicate the vendor name, the purchase date, the method of payment, and the item purchased; a vendor receipt containing those items must be obtained by the employee. Copies of receipts are not acceptable.
- C. The purchase must be clearly documented, including the public purpose fulfilled, its use, and location within the district.
- D. Claims for meal reimbursement for persons other than the employee must include the name of the person or people for whom the meal is purchased and the subject of the meeting or event. When data privacy is a concern, the employee may state that on the claim form, provided documentation is available for audit purposes.
- E. Expenses incurred by a spouse or personal guest are not reimbursable expenses.
- F. The supervisor who signs the employee expense report form must ensure proper proof of purchase and documentation and that a public purpose was fulfilled by the purchase.
- G. The business services department is responsible for ensuring that the reimbursement report is properly completed and that the proper supervisory signature is on the report.
- H. If the business services department determines that a public purpose was not met by the employee expense, the claim will be denied and the expenditure becomes the responsibility of the employee.

Cross Reference:
Policy 707 (Purchasing)

Policy
adopted: 10/25/10
amended: 03/12/12
revised: 09/22/14
Reviewed: 02/27/17

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota

Appendix I to Policy 708
Independent School District 273
EMPLOYEE EXPENSE REPORT

	<u>Description of Activity</u>	<u>Travel</u>		<u>Meals</u>			<u>Lodging</u>	<u>Other Expense</u>	
	Workshop, classroom supplies, professional meeting, etc.	Complete mileage log and attach		Itemized receipts needed			Itemized receipts needed	Airfare, auto rental, taxi, supplies Description Amount	
Date									
Totals	Enter on this line and in Summary			\$	\$	\$	\$		\$

<p>Name _____ Employee # _____ (Please print)</p> <p>I hereby certify that these expenses are true, correct, pursuant to school district policies and procedures and that no other payment or reimbursement will be or has been received for these expenses.</p> <p>Employee Signature _____ Date _____</p> <hr/> <p>SUPERVISOR APPROVAL:</p> <p>I hereby certify that the expenses covered by this claim have been incurred and are true, correct and pursuant to school district policies and procedures. Payment is recommended.</p> <p>Signature _____ Title _____ Date _____</p> <hr/> <p>DISTRICT OFFICE OR OTHER APPROVAL</p> <p>Signature _____ Title _____ Date _____</p> <hr/> <p>BUSINESS SERVICES APPROVAL</p> <p>Signature _____ Title _____ Date _____</p> <hr/>	<p>Other Expense \$ _____</p> <p>Lodging..... \$ _____</p> <p>Meals \$ _____</p> <p>Mileage (From Log) _____ x _____ IRS Rate\$ _____</p> <p>TOTAL\$ _____</p> <p>Less District Advance Check # _____ (\$ _____)</p> <p>Due Employee\$ _____</p> <p>Due District (Attach remittance)(\$ _____)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="6" style="text-align: center;">ACCOUNT CODING</th> <th></th> </tr> <tr> <th style="text-align: center;">FUND</th> <th style="text-align: center;">ORG</th> <th style="text-align: center;">PRG</th> <th style="text-align: center;">FIN</th> <th style="text-align: center;">OBJCRS</th> <th style="text-align: center;">RSOBJ</th> <th style="text-align: center;">Amount</th> </tr> </thead> <tbody> <tr> <td colspan="6" style="height: 30px;"></td> <td></td> </tr> </tbody> </table>	ACCOUNT CODING							FUND	ORG	PRG	FIN	OBJCRS	RSOBJ	Amount							
ACCOUNT CODING																						
FUND	ORG	PRG	FIN	OBJCRS	RSOBJ	Amount																

Appendix II to Policy 708
EDINA PUBLIC SCHOOLS
5701 NORMANDALE ROAD
EDINA, MN 55424

Complete Part I of this application for workshops, institutes, conferences, conventions, or any out-of-state travel, etc. If there are expenses for which you are to be reimbursed by the school district, you must also complete Part II. Submit the application to your supervisor (principal, asst. supt., director of business, or the superintendent).

TRAVEL, CONVENTION OR CONFERENCE APPLICATION FORM

Part I. APPLICATION

Name of applicant _____ Building _____ Date _____

Name of convention or conference _____

Location _____ Dates _____ to _____

Sponsoring organization _____

Are you a member of this organization? Yes _____ No _____

Reasons for attending this convention or conference:

_____ Curriculum cycle or year of implementation

_____ Program participant

_____ Professional growth

_____ Other _____

What conventions or conferences have you attended in the past three years at school district expense?

Please suggest ways in which you would be willing to share with your professional colleagues the information and ideas you will acquire at this convention or conference. _____

PART II. EXPENSES

List any dates, if any, for which a substitute would be needed: _____

Estimated expenses:

Substitute teacher _____ (_____ days @ \$ _____ per day)

Travel* _____

Meals _____

Hotel _____ (_____ nights @ \$ _____ per night)

Other _____

Registration _____

Total \$ _____ (excluding sub costs)

Expenditure Code _____

PART III. ACTION

Approved _____ Date _____

Denied _____ Reason _____

Signature of Supervisor _____

Signature of Program manager _____ (required if program funds are involved)

Travel expenses will not be reimbursed to an employee unless a pre-approved copy of this form is attached to the reimbursement request.

* Employees utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the employee.

Form 7040 (07/02) Established: 10/25/10; Reviewed: 3/12/12; Revised: 9/22/14; Revised: 2/27/17

Appendix III to Policy 708

MEAL REIMBURSEMENT RATES FOR EMPLOYEES

Approved meal reimbursement rates for employees, including service tips, will not exceed:

- Daily meal reimbursement amount: \$60/day
- Partial day reimbursement amount:

Breakfast	\$15.00
Lunch	\$15.00
Dinner	\$25.00
Incidental	\$ 5.00

Incidental expenses include communication, laundry, cleaning and pressing of clothing expenses incurred during the travel and for the purpose of the business meeting, conference or event.

When a meal is included in the registration of an event or is paid by another source, reimbursement for that meal is not permitted. Reimbursement for alcoholic beverages is not allowed.

Established: 10/25/10
Reviewed: 03/12/12
Revised: 09/22/14
Revised: 02/27/17

Buildings and Sites

Emergency Management

I. Purpose

This policy serves as a guide for the school district, building administrators, employees, and students regarding potential crisis situations. ~~The district has an all hazard emergency response plan that is used consistently at every building.~~ Each school building ~~maintains emergency~~ maintains, at the site, emergency management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation ~~in the district.~~

II. General Statement of Policy

The school district's emergency management policy has been created in consultation with ~~our public safety partners and is consistent with the Minnesota School Safety Center~~ local community response agencies and other appropriate individuals and groups likely to be involved in assisting with a school emergency. It is designed so that each building administrator ~~maintains consistency with regard to district plans.~~ Emergency plans can be tailored ~~an emergency management plan~~ to meet a building's specific situation and needs.

The building principal will ~~annually~~ review, update, ~~meet with the Building Emergency Response team (BERT) and report and report the completion of the meeting to the Superintendent's office.~~ submit the site's emergency management plan ~~to the superintendent at the beginning of each school year.~~ A copy of the policy and building plan should be kept onsite.

III. General Emergency Procedures

The school's emergency procedures include general emergency plans for securing the building, classroom evacuation, building evacuation, campus evacuation, and sheltering. These districtwide procedures may be modified by a building principal when creating the building-specific emergency management plans. The plans ~~will be communicated to the BERT team and shared with the superintendent's office.~~ should designate the individual(s) who will determine when these actions will be taken and must include assigned duties for employees.

IV. Emergency Management Elements

- A. In the event of an emergency, the principal or administration will ~~follow the emergency response protocols using the Incident Command System structure.~~

An incident command checklist used in all drills and training provides for placing the school/building in a safe condition (one of 5 actions), calling 911, and then taking command. This must be completed within minutes of an emergency situation. The action of taking command includes radio communication advising the district office of the emergency. ~~immediately contact the superintendent or designee with the status of the emergency situation and begin implementation of the emergency plan as determined by the assessment of the situation.~~

- B. The school/building commander will, in addition to the above actions, make and communicate operational activities to the BERT team. The commander will prepare to meet with police and fire to form a Unified Command structure. ~~The superintendent or designee will implement a command team if the emergency necessitates such action. The team will take action as required.~~
- C. The school's emergency procedures will be kept on file with the Director of Buildings and Grounds, Director of Media and Technology Services and the Superintendent, and be readily available in the school buildings to address all hazards, including the following emergencies:
- Fire
 - Hazardous Materials
 - Severe Weather: Tornado/Severe Thunderstorm/Flooding
 - Medical Emergency
 - Fight/Disturbance
 - Assault
 - Intruder
 - Weapons
 - Shooting
 - Hostage
 - Bomb Threat
 - Chemical or Biological Threat
 - Demonstration
 - Suicide
 - Highly Contagious Serious Illness or Pandemic Flu
 - Other (as determined to be necessary by the building administration)
- D. In addition, the school's emergency procedures will address the following plans and documents:
- Lock-down Procedures
 - Shelter-In-Place ~~Inside~~ Procedures
 - Evacuation/Relocation
 - Severe Weather Procedures
 - Media Procedures
 - Post-Crisis Procedures with District Emergency Response Team (DERT)

• ~~Staff Training~~

E. Each school/building will have copies of the following available to public safety members and others needing the information. This information is confidential and not available to the public. Multiple copies should be made and placed in several locations.

- Facility Diagrams
- Off-site Locations
- Emergency Contacts

V. Training and Preparation for Emergencies

- A. The district administration will ensure that proper training and response preparation for emergencies occurs on an ongoing basis. The building principal is responsible for conducting at a minimum, 11 state mandated drills. Each member of the school's BERT team should have training in the Incident Command model of response and participate in all drills. Each year, several of the drills should be enhanced drills and our public safety partners should be invited to observe and comment on these drills. A drill record sheet shall be filled out and submitted to the district office each school year. ~~training school employees and students on emergency response procedures at each site.~~
- B. ~~Required school safety drills will be coordinated at each site by the building principal, in cooperation with local emergency management agencies.~~
- C. Each school site will have at least five employees certified in cardiopulmonary resuscitation (CPR) who will serve as the emergency care team that will respond to a medical emergency. The team training and medical emergency procedures will be coordinated by the health services coordinator.

VI. Communications

District administration will develop and implement the following communication procedures:

- Uniform warning system
- School closure due to emergency
- Notification to school families, community, [staff](#), and media
- Student victims of criminal offenses at or on school property

Legal References:

Minn. Stat. Ch. 12 (Emergency Management)
Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. § 299F.30 (Fire Drill in School)
Minn. Stat. § 326B.02, Subd. 6 (Powers)
Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)
Minn. Rules Part 7511 (Fire Safety)
20 U.S.C. § 1681 et seq. (Title IX)
20 U.S.C. § 6301 et seq. (No Child Left Behind)
20 U.S.C. § 7912 (Unsafe School Choice Option)
42 U.S.C. § 5121 et seq. (Disaster Relief and Emergency Assistance)

Cross References:

Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
Policy 413 (Harassment and Violence)
Policy 501 (School Weapons Policy)
Policy 506 (Student Discipline)
Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
Policy 903 (Visitors to School District Buildings and Property)

Policy

adopted: 6/21/10
revised: 12/12/16
reviewed: 7/13/20

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota



Board Meeting Date: 7/18/2022

TITLE: Mandatory Surveillance Testing Program for Unvaccinated Staff

TYPE: Action

PRESENTER(S): Dr. Stacie Stanley, Superintendent

BACKGROUND: Edina Public Schools has utilized a mandatory surveillance testing program for unvaccinated staff since January 31, 2022. As reviewed in detail during the June 20, 2022 School Board Work Session, the program requires significant staff resources and testing supplies while identifying few additional cases of COVID-19 that would not be identified through other measures (such as isolation and testing for staff with symptoms of COVID-19, which will remain in place). The group of underreported/unvaccinated staff is not currently testing positive for COVID-19 at a higher rate than vaccinated staff.

RECOMMENDATION: Pause the Edina Public Schools' mandatory surveillance testing program for unvaccinated staff. A pause would allow the school district to immediately redirect significant resources to other important needs while continuing to monitor the situation should a return to the testing program be deemed prudent in the future.

PRIMARY ISSUE(S) TO CONSIDER: Review and approve the recommendation to pause the Edina Public Schools' Mandatory Surveillance Testing Program for Unvaccinated Staff

ATTACHMENTS: None



Board Meeting Date: July 18, 2022

TITLE: Edina Public Schools Assessment Plan 2022-23

TYPE: Action

PRESENTER(S): Jody De St. Hubert, Director of Teaching and Learning

BACKGROUND: In accordance with Minnesota Statutes 120B.301, subdivision (c)) and ESSA (ESSA Section 1006 (e)(2)(b)) public school districts are required to post a comprehensive district testing calendar before the first day of the school year.

The testing calendar must:

- Provide information about all tests administered, which includes both statewide assessments and any local assessments given. Provide the subject/domain for each assessment.
- Provide the purpose for which each assessment is used.
- The rationale for administering the assessment
- Include the amount of time students will spend taking the assessment.
- Post the specific dates when most students will be testing for each grade and subject at each school within the district

Source: Procedures Manual for Minnesota Statewide Assessments

In alignment with Policy 614 the Edina Public Schools Assessment Plan was collectively created using a Review Design Process throughout the 2021-22 school year. The proposed plan meets all state and local assessment requirements. It is also comprehensively structured to support the implementation of the Edina Early Learning-5 Comprehensive Literacy Plan with a focus on Universal Screening for all students in grades K - 9 in the 2022-23 school year.

RECOMMENDATION: This report is for action on the proposed 2022-23 Edina Comprehensive District Testing Calendar.

DESIRED OUTCOMES FOR THE BOARD: Review in detail and approve the recommended 2022-22 Edina Public Schools Assessment Plan.

ATTACHMENTS:

1. Report (next page)

LINKS:

1. [Edina Public Schools Assessment Calendar for 2022-23](#)
2. 6.20.22 School Board Discussion [Assessment Plan Presentation](#)
3. [Edina Early Learning - 5 Comprehensive Literacy Plan](#)

In alignment with Policy 614 the Edina Public Schools Assessment Calendar was collectively created throughout the 2021-22 school year using a Design Team following an Implementation Science Process. The proposed calendar meets all state and local assessment requirements. The calendar is structured to be linked on the Edina Assessment Webpage for all stakeholders to access when approved.

The recommended areas of change for the 2022-23 school year are aligned with the approved Edina Early Learning - 5 Comprehensive Literacy Plan. Priority Goal Area 2 of the CLP is Multi-Tiered Systems of Services (MTSS). **Multi-Tiered System of Services (MTSS)** is a systematic, continuous improvement, decision-making framework that supports educators in providing academic and behavioral matches for students. This framework utilizes data-based problem solving and decision-making across all levels of the educational system to determine need, create matches, and monitor progress (Edina Early Learning - 5 Comprehensive Literacy Plan, page 9).

A key component of MTSS is a clear and consistently implemented Universal Assessment Plan so that data-based problem solving and decision-making can occur. Priority Goal Area 3 of the CLP is **Purposeful Assessment and Data Systems**. Page 14 of the plan states that: "Assessment and data help teachers and students understand where they are, where they have been, and where they need to go in their learning."

Knowing that educators must have consistent and timely access to data to ensure instructional matches in all subject areas for all students, the Assessment Design Team began their work grounding in research and best practices including:

- MDE's MnMTSS Framework and Webinars
- U of M and the CAREI work from 2020-21
- St. Croix River Education District - leader in MTSS practices in MN

A brief summary of the research reviewed resulted in the following synthesis regarding best practices for universal screening:

Screening	Why Screening: <ul style="list-style-type: none">• Effectiveness of Tier 1 SEL and Academic Needs• Given 3x per year• Looking for	Descriptions of Screeners: <ul style="list-style-type: none">• Academic and behavior both screened• Brief• Efficient• Repeatable	Protocols for Use: <ul style="list-style-type: none">• Clear definition of who, what, when, and why• Data used consistently to
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	students who are not meeting benchmark <ul style="list-style-type: none"> Given to all students 	<ul style="list-style-type: none"> Timed Standardized Clear cut scores Actionable 	make decisions
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After completing research, the team then gathered feedback on the Edina system to determine the current reality. When reflecting on Universal Screening the current reality in Edina is that our 2021-22 assessment plan only requires consistent and timely Universal Screening in literacy and math for K-1. All other screening is required once a year.

A MTSS Universal Screening Rubric was then created utilizing the research to support the assessment materials review process. A snapshot of the rubric is included below.

100%	MAP/NWEA	Overall Score	0
		Ability to Progress monitor is present	FALSE
		Ability to to diagnostic assessment	FALSE
23%	Tied to Norms and Standards	Category Weighted Score	0
	Reflects understanding of Reading and Math		
	National norms		
	Based on state/national standards		
	Directly relates to Tier 1 instruction		
	Comprehensive		
	Classroom/Course/Grade Based		
19%	Valid and Reliable	Category Weighted Score	0
	Consistent		
	Accurate		
	Peer Reviewed		
	Measurable		
16%	Culturally Competent	Category Weighted Score	0
	Valid and Reliable for non-English speaking students		
	Ability to compare different normed groups		
	Culturally proficient		
	Multicultural		
	Designed with input from diverse communities		
	For all students for Tier 1		
13%	Schedule of Response	Category Weighted Score	0
	Tied to PD Time		

	Time for PD for teams		
13%	Purpose	Category Weighted Score	0
	Actionable (useful)		
	Strengths/Weaknesses		
	Identify Student Needs		
8%	Ease of Use	Category Weighted Score	0
	Efficient		
	Brief but detailed enough		
	Minimal time to give		
	Easy to Use		
	Easily Accessible		
4%	Administration Time	Category Weighted Score	0
	Timed		
	Timely		
3%	Accessibility	Category Weighted Score	0
	Easily communicated to stakeholders		
1%	Incentives	Category Weighted Score	0
	Incentives for completion		

The three assessment systems that were reviewed by the team included MAP, FASTBridge, and Panorama. These were reviewed since they are currently being used simultaneously within our system. Reviews took place via in-person or virtual meetings with product vendors. Individuals on the assessment committee completed the rubric, above, on which each topic was weighted utilizing an Affinity Process. For example, ratings in the “Tied to Norms and Standards” were weighted 23% of the overall score because this was an area that a majority of committee members endorsed as important based on the research review. The highest rating that could be achieved was a score of 100.

The results of the review are included here (note that the highest rating that could be achieved was a score of 100):

Assessment Tool	Overall Rating
<i>Academic Screening Tools</i>	
NWEA/MAP	62.34
FASTBridge (Math and Reading)	69.36
<i>Social Emotional Screening Tools</i>	
Panorama	45.21

Based on outcomes of the review process, the MTSS Assessment Team recommends that FASTBridge be used as a Universal Academic Screener (reading and math) in Grades K-8 three times a year for all students. The team also recommends that FASTBridge Reading and Math be used three times a year for a select group of students in 9-12. For the 2022-2023 school year, all 9th grade students will be screened for reading in their 9th grade ELA class. Students who are a part of the Math Bridge intervention classes will also be screened in math three times per year. For students in grades 10-12 screening needs will be determined through the Student Support Team process. Students may be recommended for Student Support Team by a parent or teacher. Student Support Team is a well-established structure of the high school that allows for solution-focused discussions to take place when students are demonstrating academic or behavior/social/emotional needs at EHS. Rationale for utilizing the Student Support Team as a mechanism for determining screening need for 10-12 grade students included that for most 10-12 grade students teams already have access to a multitude of data that has been collected throughout the student's education. Additionally, by utilizing the Student Support Team to determine screening needs, the 2022-2023 school year can be used to determine what percentage of 10-12 grade students are in need of screening which can then be used to build capacity for screening at EHS for the 2023-2024 school year.

FASTBridge (FAST = Formative Assessment for Teachers) is a research-based, universal screening and progress monitoring tool for academics and behavior with built in intervention recommendations (FASTBridge Presentation, Michael Harris). FASTBridge universal screening for reading consists of adaptive reading measures that can be used for students in K-12. Also available for K-12 are autoreading assessments that measure reading automaticity. In grades PK-1 students can be assessed utilizing the early reading suite. For students grade 1-8, reading screening is available for oral reading fluency/accuracy and comprehension with recall. For students in grades 2-8, there is also an option for comprehension efficiency. FASTBridge universal screening for math consists of adaptive math measures that can be used for students K-12. The early math suite is utilized in PK-1 while measures of math automaticity (grades 1-3), math process (grades 2-6), and concepts and application (grades K-8) are also available.

Information presented by Michael Harris (FASTBridge Director of District Partnerships) to the MTSS Assessment Committee indicated the following information regarding FASTBridge's development, cultural competency, and reliability and validity:

- FASTBridge was developed from 10+ years of research from tier 1 research universities.
- All assessments are independently reviewed by subject matter experts
- Assessments were developed by item writers trained on the Common Core State Standards initiative to represent the skills, complexity, and cognitive demand defined by a given standard
- Analysis conducted in the 16-17 and 17-18 school year indicated that there is no or only negligible DIF (differential item functioning) for all items examined for all race/ethnicity comparisons. (Comparisons included White/Black, White/Hispanic, White/Asian,

White/Native American)

When FASTBridge is given as a whole group screening assessment, teachers have access to a report called Group Growth. This report allows teachers to see each student's observed growth by testing window, monthly, or percentile. It allows teachers to help set goals for every student based on monthly, predicted, or benchmark outcomes. It also outlines what growth is needed from students in order to meet their goals. Lastly, the report shows the distribution of the group by level of support needed. An example report provided by FASTBridge is included below.



After bringing the Assessment Design Team recommendations to cabinet the following is being proposed for Universal Screening for the 2022-23 Assessment Plan:

- PreK - Continue with TSGold
- FASTBridge Reading and Math 3x per year for all students K-8
- FASTBridge Reading and Math 3x per year for select students 9-12 with a clear and supported process for all students to access

- MAP continues as a diagnostic for students above a certain percentile (Talent Development identification) and for SUCCESS Center (Fall 2022 only)
 - 2022-2023 will be used to gather correlational data between MAP and FASTBridge
- Explore how Panorama and SAEBERS/mySAEBERS fit together for comprehensive SEL data gathering
 - Continue with Panorama and pilot SAEBERS/mySAEBERS in select areas
- Create a subgroup of the district MTSS assessment committee with the outcome to determine the best universal screening tool for TD programming.

This plan is outlined in the broader Assessment Plan linked in the Attachments on the executive summary.



Board Meeting Date: 07/18/2022

TITLE: Kids Club Hiring and Retention Strategy

TYPE: Action

PRESENTER(S): Dr. Anne Marie Leland, Director of Community Education and Strategic Partnerships

BACKGROUND: Due to staffing shortages, Kids Club is facing a significant waitlist for the 2022-2023 school year. Human Resource posting for Kids Club positions have been open and actively recruited for several months.

- There are currently 1,302 requests for Kids Club services, which represents a 72% increase in service requests compared to July 15, 2021.
- Based on current staffing levels, approximately 542 students are enrolled.
- The Minnesota Department of Human Services requires an adult to child ratio of 1:15.
- The table below shows site level data representing the number of students currently on a waitlist; as well as, students currently enrolled.

WAITLIST	WAITLIST	ENROLLED
22/23 School Year- Concord	203	92
22/23 School Year- Cornelia	94	91
22/23 School Year- Countryside	109	111
22/23 School Year- Creek Valley	107	88
22/23 School Year- Highlands	99	88
22/23 School Year- Normandale	143	77
Grand Total	755	547

EXPENDITURE AND REVENUE COST COMPARISON				
Existing, Longevity Staff				
# of Staff	Initial Incentive	180-day Incentive		Total Cost
	\$500	\$500		
57	\$28,500	\$28,500		\$57,000
New Staff				
# of Staff	Initial Incentive	180-day Incentive	Referral Incentive	Total Cost
	\$400	\$400	\$250	
40	\$16,000	\$16,000	\$10,000	\$42,000
				\$99,000
Potential New Revenue				
40 new staff, 15 students/staff, \$20/day/student, 35 weeks, avg 3 days/week				
				\$1,260,000

RECOMMENDATION: Approve the following 2022-2023 referral and retention incentive pay protocols for new and existing Kids Club employees.

1. New Kids Club employees will receive a \$250.00 incentive upon hire.
2. New and existing Kids Club employees are eligible for a \$250.00 incentive for every referred candidate who is hired and retained for 30 days.
3. Each Kids Club employee hired before July 1, 2022 will be paid a \$500.00 90-day longevity incentive and an additional \$500.00 for completing 180 working days.
Incentives will be disbursed on September 30, 2022 or after depending on start date.
4. Kids Club employees hired on or after July 1, 2022 will earn a \$400.00 90-day persistence incentive, and an additional \$400.00 for completing 180 working days.

Desired Outcomes from the Board: Review this information in detail and be prepared with your questions.

ATTACHMENTS: N/A



Board Meeting Date: 7/18/2022

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 603 – Curriculum and Program Review and Development
- Policy 618 – Assessment, Grading and Reporting of Student Progress
- Policy 620 – Receiving Course Credit for Learning

RECOMMENDATION: Review and approve the suggested policy modifications for Policies 603, 618, and 620.

ATTACHMENTS:

1. Policy 603 – Curriculum and Program Review and Development
2. Policy 618 – Assessment, Grading and Reporting of Student Progress
3. Policy 620 – Receiving Course Credit for Learning

Education Programs

Curriculum and Program Review and Development

I. Purpose

~~The purpose of~~ This policy ~~is to provide~~s direction for continuous review and improvement of the district's curriculum and programs.

II. General Statement of Policy

Curriculum and program review and development ~~shall be~~ is directed toward the fulfillment of the goals and objectives of the district's educational program. The review may also require the modification or reduction of curriculum and programs. ~~The enhancement of the school's curriculum and educational programs can be done through the development of new course offerings, special projects and piloted projects or through the reduction of courses or special projects.~~

III. Definitions

- A. Course offering: A defined set of learner outcomes and standards that is completed through a course of study. ~~This~~ A course offering may be elective or required for a student's graduation.
- B. Special project: An innovative program, course offering or initiative that is creative in meeting the needs of a select student population or specific educational objectives of the school district. The value-added and sustainable funding sources of a special project must be defined.
- C. Piloting: A ~~one-year or two-year~~, short term administratively-approved ~~course offering~~ special project that provides additional information prior to the development of a formal, recommended curriculum and/or program development.
- D. Educational program: An instructional area of service for a select student population or specific educational objectives of the state of Minnesota or the ~~school~~ district.

IV. Review and Development Framework

- A. ~~The director of teaching and learning~~ director ~~shall be~~ is responsible for curriculum and program review and development. The director ~~shall~~ will keep the school board informed of all state-mandated curriculum changes, recommend discretionary changes, and periodically present recommended modifications for school board review and approval.

- B. The review and development process will be completed through a four-year curriculum cycle [in alignment with the Minnesota Department of Education's ten year curricular review cycle \(see reference below\)](#). ~~and an eight-year program review cycle.~~ The curriculum design process ~~and tasks, checklist and cycles~~ can be found in Appendices I ~~and II and III~~.
- C. The review and development process ~~shall~~ [must](#):
- ~~1. determine the most effective way of conducting~~ [use relevant data and research to inform the process.](#)
 2. provide the opportunity to design new or revised curriculum and programs; and
 3. identify necessary reductions or eliminations in current curriculum and programs.
- D. ~~The district's Student Achievement Committee~~ [World's Best Workforce Committee](#) ~~shall provide assistance in the~~ [will be updated in the review and development process.](#) ~~The committee's membership and responsibilities are defined in Policy 616 (School District System Accountability)~~
- E. The administration ~~shall~~ [has](#) access [to](#) staff, consultants, parents, community members and students to assist in the [review and development](#) process. The selection determination ~~is~~ [shall be](#) based on the needs and demands of the curricular area or program under review within the cycle.
- F. The review and development process will address the following:
1. Provide articulation of courses of study from kindergarten through grade twelve.
 2. ~~Identify~~ [Determine](#) learner outcomes and [align local, state and/or national](#) standards for each course and at each grade level.
 3. Demonstrate appropriate student work and course rigor to meet objectives.
 4. Provide continuing evaluation of programs for the purpose of obtaining school district objectives.
 5. Provide a program for ongoing monitoring of student progress.
 6. Provide for specific, particular and special needs of all members of the

student community.

7. Meet all **applicable** requirements of the Minnesota Department of Education and the federal ~~Elementary and Secondary Education~~ **Every Student Succeeds** Act.
- G. All district curriculum and program additions or reductions ~~shall~~ **must** be approved by the school board. All district special projects ~~shall be~~ **are** reviewed by the school board's teaching and learning committee and approved by the school board, as necessary.
- H. All minor district curriculum and program adjustments or modifications to meet course outcomes and assessment may be done with approval from the superintendent.
- I. Special project and piloting development ~~shall~~ **must** address the following:
 1. Demonstration of the need, the purpose and the "value-added" for the special project or pilot.
 2. Identification of objectives or learner outcomes of the special project or pilot and an action plan for accomplishing the objectives or outcomes.
 3. Completion of a data-driven decision-making study, as per the district's decision-making process. The study would include impacts to:
 - finances
 - staffing
 - facilities
 - students
 - time
 - district curriculum
 - district programs
 4. ~~Completion of a~~ A financial audit must be ~~done~~ completed. The director of business services and the superintendent will annually determine baseline expenses related to all special project or pilot expenses.
 5. Funding sources must be defined. The intent is to be financially self-supporting, recognizing initial start-up expenses may be required.
- J. Modifications in the instructional delivery or approach to a program or course ~~shall~~ **must** address the following:
 1. Identification of rationale for modification, including added value and supportive data and research.

2. Completion of an approval process as determined by the director of teaching and learning and the school principal;
 3. Completion of communication plan with students, parents and colleagues prior to beginning modification; and
 4. Completion of financial audit prior to modification being approved.
- K. Curriculum/program reduction ~~shall~~ **must** address the following:
1. Identify rationale for the reduction or elimination of an articulated course,
 2. Identify the required standards that will be eliminated and what opportunities there are for students to complete the necessary coursework for graduation; and
 3. Identify a transition process for eliminating the course.
- L. Within the ongoing process for special project reduction or elimination, the following needs ~~shall~~ **must** be addressed:
1. Identify rationale for the reduction or elimination, including lack of available funding sources; and
 2. Identify a transition process for eliminating a special project.
- M. Students identified as not reading at grade level or showing signs of dyslexia by the end of kindergarten through 5th grade as evidenced by screening and/or diagnostic assessments ~~or parent request must be screened for characteristics of dyslexia.~~
- ~~Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.~~
- N. Students who do not meet or exceed Minnesota academic standards, as identified by the district and the state will be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of Minn. Stat. § 120A.20, subd. 1(c). A student's plan under this section continues while the student is enrolled.

Legal References:

20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)
 Minn. Stat. § 120B.10 (Findings; Improving Instruction and Curriculum)
 Minn. Stat. § 120B.11 (School District Process)
 Minn. Stat. § 120B.12 (Reading Proficiency)

Minn. Stat. § 120B.125(f) (Postsecondary Education and Employment)
Minn. Rules Chapter 3501

Cross References:

Policy 605 (Alternative Programs)

Policy 613 (Graduation Requirements)

Policy 614 (School District Testing Plan)

Policy 616 (School District System Accountability)

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

Policy 620 (Course Credit for Learning)

Policy 623 (Summer School Instruction)

Policy 624 (Online Learning Options)

Minnesota Department of Education Curriculum Cycle:

<https://education.mn.gov/mde/dse/stds/>

Policy

adopted: 6/22/09

amended: ~~11/8/10~~ add board approval date

INDEPENDENT SCHOOL DISTRICT 273

Edina, Minnesota

Appendix A

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

Design teams follow a proven process to formally review programs, curricular materials and instructional practices. The review process has 6 phases, which ensure ongoing stakeholder input from staff, community and school board.

The process is flexible, allowing for the district to respond to standard revisions, new technologies, or emerging promising instructional practices. The 6 phases are developed based upon the use of Implementation Science.

Review & Evaluation : In phases 1-2 we compare and contrast our current curriculum and instructional program to current best practice and establish expectations through a structured analysis of local, state and national standards.

Plan & Adopt (if necessary): In phases 3-4 we establish a plan to ensure consistent, effective implementation of standards through the use of adopted curriculum materials and/or instructional practices.

Implementation & Continuous Improvement: Phases 5-6 focus on implementation & continuous improvement. Collaborative teams and staff monitor goals and intended outcomes for program efficacy.

Curricular & program areas may move into the formal review stage for one or more reasons including:

- Minnesota State Standards Revision/New State Standards Released by MDE
- Updates to national or local standards
- Curriculum/Program is not meeting intended outcomes - district data suggests a need to review

***Phases 1-3 may be merged during a timeframe**

School Year	MDE Full Implementation Date:
2022-2023	Arts
2023-2024	Physical Education
2024-2025	Science
2025-2026	K-12 ELA
2026-2027	Social Studies
2027-2028	Math
District Determined	World Languages

Teaching and Learning will use a backwards mapping process to determine the start date of each Design Team

Appendix I

CURRICULUM DECISION-MAKING CONTINUOUS IMPROVEMENT

Year One: Step One:

Context and Reality; Evaluation; Determine Options; Choice Making; Design

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-
- Determine Study Team and Communication Links to department/sites/community (begin spring/summer).
 - Develop and administer a Needs Assessment/Survey Instrument teachers, parents, students, community and administrators) (begin spring/summer). Check how the area is applying/using:
 - — Written/Planned/Delivered Curriculum
 - — 21st Century Skills
 - — RTI — Intervention/Acceleration and Enrichment
 - — Formative Assessment
 - — Reading in the Content Area
 - — 6 Traits Writing Strategies
 - — Technology
 - — Instructional Strategies; Marzano, Differentiation, Flexible Grouping, etc.
 - — Big 6 Research Skills
 - — Diversity/Equity Awareness (including Gender)

● ~~Service Learning~~

~~Create Power National, State and/or Local Standards (begin spring/summer)~~
~~— Content Standards, Assessments, and State Mandates~~

~~— Conduct Gap Analysis; curriculum and student learning (begin spring/summer)~~

~~— Study Trends and Issues in the content area to be revised (experts, university partnership, speakers, review of research, literature reviews, site visitations, conferences, study groups, staff development, etc):~~

~~— Writing and validation of Beliefs and Direction Statements~~

~~These are a written product of the implications of the Trends and Issues study and the Needs Assessment. In addition, information is collected about what practices should start, stop and stay in the areas of curriculum and instruction, assessment, materials and technology.~~

~~— Create Course Proposals as necessary (October)~~

~~— Assess Staff Development needs based on student data & survey results~~

~~— Capital and training Budget Planning (December — February; 8-yr loop elem/sec)~~

~~— Curriculum Writing begins. Products for the Guide will include:~~

~~— Develop Curriculum Framework (grade level/course focus)~~

~~— Content Standards Identification and K-12 Alignment~~

~~— Curriculum Mapping — Determine Learning Targets~~

~~— Develop the Scope and Sequence/Specific Skills~~

~~— Identify the Grade Level/Course Assessment Benchmark Content~~

~~— Begin Assessment Design/Selection~~

~~— Identify “Best Practice” Instructional Strategies~~

~~— Field Testing of selected materials, identification of criteria for selection of materials including intervention programs (Success Center, Spec Ed, ESL, etc), evaluation of Materials in field testing.~~

~~— Present Curriculum Study Package to the school board~~

~~— Organizational Structure~~

~~— Curriculum — Belief and Direction Statement, Content Standards, Content Standard K-12 Alignment matrix, Scope and Sequence/Specific Skills~~

~~— Materials~~

~~— Implementation Plan~~

~~— Assessment Plan~~

~~— Staff Development Plan~~

~~Year Three/Step Two:~~

~~Design; Implement; Refine~~

~~— Finalize/revise capital and training Budget (July)~~

- ~~—Curriculum writing continues (often summer project)~~
- ~~—Order Materials (major adoption focus is rotated between secondary and elementary on an eight-year loop) (July)~~
- ~~—Present Curriculum Study Package to the school board~~
 - ~~—Organizational Structure~~
 - ~~—Curriculum—Belief and Direction Statement, Content Standards, Content Standard K-12 Alignment matrix, Scope and Sequence/Specific Skills~~
 - ~~—Materials~~
 - ~~—Implementation Plan~~
 - ~~—Assessment Plan~~
 - ~~—Staff Development Plan~~
- ~~—Staff Development~~
 - ~~Pilot Curriculum Writing products~~
- ~~—Begin Implementation of materials, curriculum documents and assessments~~
- ~~—Ongoing Evaluation; revisions are results-driven~~

~~Year Three/Step Three:~~

~~Refine; Continuous Improvement~~

-
-
- ~~—Continue Implementation and Staff Development~~
 - ~~—Continue Evaluation; revisions are results-driven~~
 - ~~—Continue Staff Development~~

~~Year Four/Step Four:~~

~~Prepare for Assessment; Internal RFP to Research~~

-
-
- ~~Implementation and Staff Development continue~~
 - ~~—Assessment Results collected and reviewed~~
 - ~~—Program Evaluation Begins (Needs Assessment, Gap Analysis)~~

Reviewed: 11/8/10

**Appendix II to Policy 603
Curriculum Review Cycle:**

	Year	2016-17	2017-18	2018-19	2019-20	2020-2021	2021-22	2022-23
	MDE Revision**	Physical Education	Fine Arts	Science	Language Arts (LA)	Social Studies	Math	Physical Education
Edina Curriculum Review Cycle*	Steps I and/or II	K-5 Fr. Reading 6-12 Math ELL/ML World Languages		Art/Music	6-12 French LA FACS/Business Science/PLTW	K-5 Writing 6-12 LA	K-5 Reading K-5 French Writing Soc. Studies	K-5 Math
	Step III	K-5 Math Health	K-5 Fr. Reading 6-12 Math ELL/ML World Languages		Art/Music Reading Intervention	6-12 French LA FACS/Business Science/PLTW	K-5 Writing 6-12 LA	K-5 Reading K-5 French Writing Soc. Studies
	Step IV	K-5 French Writing PE***	K-5 Math Health	K-5 Fr. Reading 6-12 Math ELL/ML World Languages		Art/Music Reading Intervention	6-12 French LA FACS/Business Science/PLTW	K-5 Writing 6-12 LA
	Step V	K-5 Reading	K-5 French Writing PE***	K-5 Math Health	K-5 Fr. Reading 6-12 Math ELL/ML World Languages		Art/Music Reading Intervention	6-12 French LA FACS/Business Science/PLTW

*Adjustments to this cycle are made at times due to changes in standards review timelines from the MN Department of Education (MDE), or due to district budget adjustments.

**Unless otherwise noted, academic standards are reviewed by MDE in one content area per year and every 10 years thereafter. The timeline for Health, Career and Technical Education, and World Languages must be established locally.

***Carry-over from previous curriculum review cycle.

Curriculum Review Cycle
Step I: Budget and Review
Step II: Design
Step III: Implement
Step IV: Refine
Step V: Continuous Improvement

Reviewed: 4/2/2019

Education Programs

Assessment, Grading and Reporting of Student Progress

I. Purpose

The purpose of this policy is to provide a structure and framework for grading student learning in the district.

II. General Statement of Policy

A. The purpose of student grading includes:

- Communicating the achievement status of students to parents and others
- Providing information that students can use for self-evaluation
- Providing incentives to learn
- Evaluating the effectiveness of instructional programs and classroom instruction

B. Grading should reflect student performance as measured by several forms of assessment. Student performance and achievement should be assessed on classroom subject or course-determined curriculum standards and objectives.

C. Grades reflect a combination of student achievement, student progress in learning, and other student learning factors (i.e. effort, attitude/behavior, work completion).

D. Student understanding of scoring criteria is a hallmark of quality standards-based instruction and grading.

E. Course or subject objectives are aligned with district curriculum standards. Grading practices will be based on assessment of students against a standard for learning and not on arbitrary predetermined percentages that consider quantitative grading conclusions.

F. The grading system at the high school will involve weighted and non-weighted grading and values. This grading system is designed to provide more effective, responsive and flexible postsecondary college and university planning for students.

G. Teachers and other professional staff will not use grading procedures that are open to widely divergent interpretations within and across subjects or courses and grade levels.

III. Definitions

- A. Grades – An assessment tool used by teachers to communicate the achievement status of students to parents, students and others.
- B. Progress Reports – Periodic reporting that provides a grade status report for a student's scheduled classes or coursework.
- C. Academic Standards – State-prescribed grade and course specifications in particular learning areas of content that are embedded in the curriculum.

IV. Standards for Completing Student Grading and Assessment

A. Grading Criteria

Each school program level (elementary, middle school and high school) will establish standardized grading criteria. The grading criteria will be reflective of the age of the student and the level of content learning. Variations in the grading schedule among schools in a given program area are acceptable when approved by the superintendent.

The grading criteria shall include:

- Definition of grading scale
- Definition of credit and no credit for coursework
- Definition of pass or fail for credit
- Definition of weighted grading (if appropriate)
- Definition of student honor roll or recognition for progress reports
- Frequency of grade reporting schedule

B. Establishing Grading Criteria

The grading criteria will be coordinated by the director of teaching and learning and established by the administration with input from task forces at the elementary, middle and high school levels. The criteria will be reviewed on a periodic basis. The administration will ensure the grading criteria is seamless from kindergarten through grade twelve (see Appendix I).

C. Grading Procedure

The teacher responsible for the instruction of the student's class or course will complete the necessary assessment and provide the appropriate grade. No grade will be altered without consultation with the assigned teacher.

D. Informing Students and Parents/Guardians

1. Students will be informed of the grading criteria at the beginning of the school year or course. Students and parents will be informed of the grading criteria in each school's handbook and/or course syllabi. Secondary teachers shall determine if a final examination requirement is part of the grading requirement.
2. Each school level will determine the frequency of reporting student progress, including the number of formal marking periods. The school calendar will determine the beginning and end of each marking period.
3. The teacher and/or counselor (when appropriate) may report on a student's progress to the parents/guardians midway through the marking period. A notification shall be made to the parents/guardians when the student is performing unsatisfactorily up to and including the fifth week of the marking period.

E. High School Honors

A student's high school grade point average and academic honors will be based solely on grades approved by the district.

V. Acceptance of Grades from Other Schools, Institutions or Agencies

A. Student Grade Review

The district administration will determine appropriate grade placement, course completion and accepted grade of a student transferring from another public school, nonpublic school, home school, educational institution or educational agency. Transferred students may be required to demonstrate knowledge and expertise of the required standards in a specific course or class to assist the administration in determining grade placement, satisfaction of course completion and appropriate course grade.

The administration may award a passing grade for acceptable course completion versus the grade given from another school, institution or agency. A course grade from home schools will not be included in a student's cumulative grade point average at a district school.

B. Student Grade Transfer Appeals

Appeals by a transfer student will be directed to the director of teaching and learning who will review the information from the school transfer and make a final determination. The decision of the director of teaching and learning is final.

C. High School Diploma

Any student who transfers into the high school and wishes to receive a high school diploma must meet all the district requirements for credits and graduation standards.

VI. Confidentiality

A student's grades and individual assessments are confidential and can only be shared with the student and ~~his/her~~ [their](#) parents/guardians or designee(s), with parental permission. Confidential information may also be shared with the appropriate teachers, administrators and other educators who are assisting in the student's educational program.

Cross Reference:

Policy 613 (Graduation Requirements)

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

Policy
adopted: 10/26/09
revised: 8/10/20

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota

Appendix I

GRADE LETTERS AND VALUES

I. Elementary School

- A. Elementary progress is scored on a 4-3-2-1 scale against the academic standards to be accomplished in the subject at the grade level. The criteria are standards-referenced and not based on percentiles.

- 4 – Advanced; independently exceeds standard at this time
- 3 – Proficient; independently meets standard expectations at this time (an excellent score)
- 2 – Partially proficient; making progress toward basics of standard at this time, with support
- 1 – Needs improvement; lacks expected progress towards standard at this time

The scoring points should assist teachers in maintaining a focus on the learning expectations, encourage frequent diagnosis of how well students are meeting them, and align learning expectations, teaching and feedback.

B. Not Assessed

“Not assessed at this time” simply means that the content area or indicator was not assessed for the semester for which the report is provided. In the first semester, for some elementary content areas, and in some specialist classes, it may be premature to provide this assessment information. In other content areas, teachers may balance the distribution of content so that one or two areas are the focus in the fall and other areas in the spring so there will be no score.

C. Progress Reporting for Special Needs Students

Progress by all students is reported against the same criteria; the standards/benchmarks for that grade level. A lack of proficiency on any standard does not signal failure, but signals a need to continue to assist student development in that area. Teachers can include information on student progress on individual goals through the teacher’s comment section of the report, as well as to share if the student has a “replacement curriculum” or the grades are actually provided by another teacher.

II. Secondary Schools

A. Middle School

1. The middle school assigns a letter grade with a numerical value for the purpose of calculating grades for courses or subjects. The following non-weighted letter grade values are used by the middle schools:

A	4.000	B-	2.667	D+	1.333
A-	3.667	C+	2.333	D	1.000
B+	3.333	C	2.000	D-	0.667
B	3.000	C-	1.667	F	0.000

2. In certain cases the letters “NG” (no grade) are earned or a “P” (passing) is granted to represent the passing of a course or subject with a C- or higher when no letter grade is assigned. An “I” (incomplete) may be assigned as indication that work has not met an expected standard or is still in progress.

B. High School

1. A dual-weighted grading system will be implemented at the high school. The dual-weighted grading system will calculate a weighted and an unweighted grade point average for all high school students.
2. Grade Non-weighted Letters and Values

A	4.000	B-	2.667	D+	1.333
A-	3.667	C+	2.333	D	1.000
B+	3.333	C	2.000	D-	0.667
B	3.000	C-	1.667	F	0.000

Each letter grade has been assigned a numerical value for the purpose of calculating final grades and for determining the grade point average of each student.

3. Grade Weighted Letters and Values

A	4.800	B-	3.200	D+	1.600
A-	4.400	C+	2.800	D	1.200
B+	4.000	C	2.400	D-	0.800
B	3.600	C-	2.000	F	0.000

Determined courses at the high school are assigned a weighted value of 1.2 for purposes of calculating a weighted grade point average.

4. Final Exams

Final exams may be given at the discretion of the teacher.

C. Graded Weighted Courses

The criteria and procedures for determining that a course will be designated as a grade weighted course at the high school will involve the following steps:

1. Advanced placement courses will be grade weighted.

- a. If a student has taken college level class (es) outside of the school district, these courses are not weighted because they are not taught by teachers under the authority of the programs of the District; therefore, they are not monitored, evaluated, reviewed and modified to ensure course consistency to college level and District academic standards.
2. Edina High school, college in the schools or concurrent enrollment courses that are taught by an Edina High School teacher, ~~not advanced placement courses and~~ that are requested to have a weighted status require staff to complete a proposal.
 - a. Teachers or other school professionals will complete a grade weighted course proposal. The proposal content and intent will be discussed at high school area leader meetings and with the area-designated teacher on special assignment (TOSA).
 - b. The proposal will be submitted for approval to the high school principal and director of teaching and learning.
 - c. The new course-weighted proposal will be discussed and reviewed by the Board Teaching and Learning Committee. The submission of a new course weighted proposal will follow the same timeline as secondary new course proposals.
 - d. Following the advisory approval of the Board Teaching and Learning Committee, the proposal will be shared with the school board for discussion and action.

D. Dropping Classes

1. Students who drop a class before the end of the fourth week of the semester due to unique circumstances may receive one of the marks listed below. Non-letter grades have no impact on grade point average. These marks will remain on the student's permanent record until the student retakes the course during a future semester. Non-letter grade marks are:
 - NG – No letter grade assigned; a grade of NG should be supplemented by anecdotal reports to the parent(s)/guardian(s).
 - NC – No credit given for the class; no letter grade assigned.
 - P – Credit granted for passing the class with a C- or higher; no letter grade assigned.
2. Students who drop a class after the end of the fourth week of the semester will incur a penalty by receiving a grade of "F" that will be calculated into the grade point average. An appeal may be submitted by a counselor to the principal on a case-by-case basis where special circumstances should be taken into consideration.

E. Interpretation of Letter Grades

1. A grade is given to every secondary student to reflect the student learning progress. Letter achievement grades are interpreted as follows:

A – Excellent	C – Satisfactory	F – Failure (No credit)
B – Very good	D – Lowest passing grade	I – Incomplete

2. Letter grades should be used only in those courses where the teacher intends to report learning progress that students make on course or subject standards and objectives. Grade distributions will be monitored regularly to identify areas of possible inconsistency. Teachers with classes in which the letter grade approach is not desirable are urged to use another system of reporting student progress. Alternative grading approaches need to be reviewed and approved by area leaders, the principal and the director of teaching and learning.

F. Grade “F”

1. The grade of “F” should be reserved for the student who fails to exert reasonable effort to complete class assignments. The special education student who fails examinations, but demonstrates a mastery of required standards, should not receive an “F” on the report card.
2. In no case should a student be assigned an “F” grade without prior communication with the parent(s)/guardian(s). A midterm communication indicating unsatisfactory progress should be mailed to the family midway through the marking period. If the circumstances were such that this notice was not mailed to the parent(s)/guardian(s), a telephone contact must be made.

G. Incompletes (“I”)

1. An incomplete may be used to temporarily indicate low performance or missing work when the grade earned is lower than C-. Teachers may allow retake/resubmission of work until a standard is met at a C- or better level and the grade changed until 30 calendar days after the end of the semester. If this allowance is granted, the school will notify the parent(s)/guardian(s) of this process.

A student who has been provided an opportunity to retake/resubmit work and has an outstanding “I” after the 30 calendar day period will be assigned the original “D” or “F” they would have received.

2. Incompletes due to student absence. Incompletes as a final grade shall be used for those students whose absence from school has not permitted them a fair opportunity to complete the work.

3. Every student, regardless of the reason for an absence, has a right to make up the work missed. Students who have been absent and have not had a reasonable opportunity to complete the class work shall be given an incomplete rather than the letter grade "F."
4. The maximum deadline to remove all incompletes, due to absence, is 30 calendar days after the end of the semester. Work, which has not been made up, will be marked zero. This implies that daily assignments and activities must be well-defined and necessitates complete recordkeeping of such assignments and activities. A daily plan of activities and assignments shall be replicable for make-up purposes. In essence, a student shall not be able to take a final exam for a course and pass, but shall demonstrate evidence of meeting required course standards through assignments. Teachers and other school professionals are required to contact the student and parent(s)/guardian(s) to provide the student with a thorough timeline and list of required assignments.
5. If the assignments are not made up during the 30 calendar days after the end of a semester, a failure grade shall be given, unless there is a good reason for the continuing incomplete such as a prolonged illness.

Revised: 08/19/13
Revised: 03/14/16
Revised: 07/16/18
Updated: 01/28/19

Appendix II

STUDENT PROGRESS REPORTS

I. Marking Periods

Marking periods will vary in length from one school year to the next. The school calendar adopted each year will determine the beginning and ending of each marking period. Special instructions and details regarding the processing of student progress reports will be issued preceding the close of each marking period by an administrator, when needed. Student learning progress is reported at the end of all marking periods. Those semester courses that meet for one period on an alternating-day basis will have grades issued at the end of the second and fourth marking periods.

II. Progress Reporting for Secondary Schools

- A. Student learning progress may be reported to the parent(s)/guardian(s) midway through the marking period.
- B. Student learning progress on the district's parent portal will be updated on a regular basis, as determined by the district administration.
- C. In addition to regular electronic reporting, parental contact will be made when a student is performing unsatisfactorily up to and including the fifth week of the marking period. This affords the family, teacher and student adequate time to impact the student's performance before the end of the marking period. Appropriate documentation of this contact will be maintained during the academic year.
- D. Teachers and other school professionals are encouraged to contact parent(s)/guardian(s) to highlight unique or significant student contributions on a regular basis.

Revised: 08/19/13

Education Programs

Receiving Course Credit for Learning

I. Purpose

This policy provides the process by which credit to fulfill graduation requirements may be granted for student learning that occurs in other schools, at alternative learning sites, through postsecondary enrollment options, through demonstrating mastery of applicable subject matter, and in out-of-school experiences such as community organizations, work-based learning, enrichment programs and other educational activities and opportunities.

II. General Statement of Policy

The district will develop and provide a process for credit to fulfill graduation requirements that is accomplished through learning opportunities outside of standard district courses.

A. Transfer of Credit for Courses Completed in another Minnesota District

The district will provide a process for transfer of credit for courses completed in another Minnesota district, recognition of work completed in other schools and postsecondary institutions, and credit for courses achieved in extracurricular activities, activities outside the school, previous learning, and community and work experiences. The district will comply with requirements of the law for students in grades 9-12 to earn course credit by a formal assessment. The district may allow students to receive credit for meeting graduation standards through completion of a course or courses other than the primary course which is offered that includes the standards.

B. Credit by Assessment

The school district will develop and provide processes and procedures by which students may meet a graduation requirement for knowledge acquired in another learning environment other than standard course curriculum. There are two pathways by which a student can demonstrate learning that aligns with graduation requirements and which may allow credit in lieu of standard curriculum offered by the district. This can occur through demonstration of previous learning by submitting a portfolio of evidence, or by demonstrating knowledge through an exam process administered by school district staff.

III. Transfer of Course Credits

- A.** The school district will transfer high school credits achieved in earlier grades or in other schools for aligned, credit-based courses to the student's record upon admission to Edina Public Schools.

- B. When a student transfers into the district from another Minnesota public district, any credits completed in the sending district, are recorded as completed with a notation indicating the identity of the district from which the records are transferred.
- C. Students are advised of opportunities available to complete further requirements and electives.
- D. The district will determine the transferring student's grade placement, awarded grade for completed courses and diploma requirements in accordance with district policy.

IV. Recognition of Completed Work

- A. The school district will equate credits completed by students in schools (9-12, postsecondary or other) into completed course credits.
- B. When a student transfers into the district with a transcript from a school or district other than a Minnesota public district, effort will be made to ascertain the content of courses, programs, and learning previously achieved to credit the student as fully as possible for learning completed elsewhere. This process may include asking the student or the sending school to verify content of completed courses and programs when that content is not clear from the transcript.
- C. The district may formally evaluate other learning experiences to declare that a transfer student meets or exceeds a specific academic standard requirement or course credit.
- D. Consistent with state law, students must receive prior approval from the district for any courses to be completed outside the district for credit towards graduation. College-based courses that do not provide college credit and summer school programs (approved by high schools or colleges) will be considered as part of the 43 credit graduation requirements.

Credits for such course work must not be more than two credits per year for a total of eight credits toward graduation. The district will determine the awarding of the course credit and the grade. The grade will be reflected on the transcript but not included in the overall GPA. The district does not cover expenses of related courses identified in this section.

V. Credit by Assessment

- A. The school district will provide students in grades 9-12 with the opportunity to receive course credit by assessment for knowledge acquired in another learning environment other than standard course curriculum, provided such experiences meet current Minnesota academic standards.

- B. When a student desires transcribed credit as recognition of standards met but for which no academic transcript exists, the student must complete an application, Appendix I, and submit it to the counseling office.
- C. Students can choose two different pathways found in VI or VII to earn credit by assessment. The application form, Appendix I, will be available in the counseling offices. The procedure for these pathways can be found in Appendix II or Appendix III.
- D. A student may attempt to earn credit by assessment only once for each course and may not earn credit for a course in which he/she previously received a grade and credit. Courses that are sequential must be addressed in the same sequence. If a course requires a prerequisite, the student must have received credit for the prerequisite before attempting the credit by submitting evidence of prior learning process. The student must continue to maintain full-time status during the process.

VI. Assessment by an Exam Process

- A. The exam process allows a student to demonstrate evidence of competency of standards through an exam process created by and administered by school district staff.
- B. Earning credit for high school graduation through the exam process for a course offered by the district will require successfully completing and passing the Edina High School cumulative course power standards at a "B" (80%) or better level, for which a 'passing' notation will be recorded on the student's transcript. If the student does not achieve this level, the credit is not awarded and the student must take the course to earn the credit.
- C. The exam will encompass the power standards taught in the course.
- D. The exam can be in one or more formats including the following:
 - 1. A formal written test covering all or a portion of the course content;
 - 2. Performance-based assessment;
 - 3. Demonstration of skills;
 - 4. Interview;
 - 5. Presentation;
 - 6. Exhibition and/or;
 - 7. Written composition

VII. Assessment through a Portfolio Submission

- A. A portfolio submission allows a student to demonstrate evidence of competency of standards collected by the student and presented to staff to review.
- B. Earning credit through a portfolio submission for a course that is offered by the district and is required for high school graduation, will require successfully

submitting evidence that demonstrates mastery of the power standards included in the course and must allow for observable, authentic assessment of learning that can be verified by an expert in the field of study and validated by a school official. The activities and assessment of prior learning experience must be at the same level of rigor and expectations as the power standards assessed in the regular school setting.

C. Evidence in the portfolio may include:

1. letters of support and explanation from individuals or organizations who have actually witnessed the student's demonstration of the power standards;
2. oral or written interviews;
3. actual performances or demonstrations assessed by district staff or others knowledgeable in the specifications of the power standards;
4. or work samples, videos, exhibitions, and/or other evidence as appropriate for the individual situation.

D. Earning credit for a course required for high school graduation will require successfully meeting the criteria listed on the Credit by Portfolio Submission Rubric (included in Appendix IV). If this occurs, a 'passing' notation will be recorded on the student's transcript.

E. The student must demonstrate mastery of power standards included in the course.

VIII. Other Credit Requirement Options

- A. A student who satisfactorily completes a postsecondary enrollment options (PSEO) course or program under Minn. Stat. § 124D.09, that has been approved as meeting the necessary requirements, is not required to complete other requirements corresponding to that specific course of study. The grade will be reflected on the transcript and ~~will be weighted when~~ calculated into the overall GPA. A list of the courses or programs meeting the necessary requirements may be obtained from the commissioner of the department.
- B. A student who satisfactorily completes an advanced placement or international baccalaureate course, or a postsecondary enrollment options course under Minn. Stat. § 124D.09, satisfies the requirements corresponding to that specific course of study.

Legal References:

Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.14 (Advanced Academic Credit)

Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
 Minn. Stat. § 123B.445 (Nonpublic Education Council)
 Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)
 Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)
 Minn. Stat. § 124D.095 (Online Learning Option)
 Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
 Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
 Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
 Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
 Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
 Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
 Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Cross References:

Policy 601 (Academic Standards and Instructional Curriculum)
 Policy 613 (Graduation Requirements)
 Policy 614 (School District Testing Plan)
 Policy 616 (School District System Accountability)
 Policy 618 (Assessment, Grading and Reporting of Student Progress)

Policy
 adopted: 8/17/09
 revised: 7/16/13
 revised: 6/13/16
 revised: 11/13/17
 reviewed: 8/10/20

INDEPENDENT SCHOOL DISTRICT 273
 Edina, Minnesota

Appendix I to Policy 620
Application for Course Credit

Complete this application for course credit for prior learning. This application is due 45 days prior to the start of the course (full year and semester courses) with results available no later than 10 days prior to the start of the course. Once completed, return this form to your counselor*. This is applicable for 9-12 students only.

To Be Completed By Student:

Student Name _____ Phone _____
Street Address _____ City _____ Zip _____
Student email _____
Grade _____ School _____ Date _____

I am requesting _____ Credit by Exam or _____ Credit by Portfolio Submission for the following course:

Please explain why you are requesting (select one):

_____ Credit by Exam or _____ Credit by Portfolio Submission for this course (attach additional pages if desired):

Student Signature _____ Date _____

To Be Completed By Parent/Guardian:

I have reviewed the student guidelines and the above application and I grant permission to proceed with the process for _____ Credit by Assessment or _____ Credit by Submitting Evidence of Prior Learning for the above named course.

Parent/Guardian Signature _____ Date _____

Parent Phone _____ Parent email _____

For Office Use Only:

Counselor Signature _____ Date _____

*Counselors should forward this form to the director of teaching learning at the District Office as soon as it is received

Appendix II to Policy 620
Credit by Exam Process Procedure/Timeline

Student:

1. Student submits a completed application to ~~his/her~~ **their** counselor indicating that ~~he/she~~ **they** would like to pursue credit by exam process.
 - a. This application is due 45 days prior to the start of a course (full year and semester courses) with results available no later than 10 days prior to the start of the course.
2. The student must complete all portions of the exam(s). During the exam(s) a student may request an explanation or clarification of an item or project from the exam proctor. If the student fails to complete the entire exam during the designated time period, the credit will be denied.
3. Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 Plan specifies a necessary modification.

School:

1. For courses offered by the district, the school will create credit by exam that include the power standards included in the course. It can be developed in one or more formats, including the following: a formal written test covering all or a portion of the course content, performance-based assessment, demonstration of skills, interview, presentation, exhibition and/or written composition. When designing the exam, input from at least one teacher of the course will be solicited. The teacher may or may not be from the school where the student is seeking credit. Teachers will be compensated for the time spent either creating, proctoring and/or evaluating the exam. If no district teachers are available, an outside licensed consultant will be utilized.
 - a. Once an exam(s) has been established for a course, subsequent applicants will be evaluated using the same exam(s) and criteria. However, adjustments can be made to reflect any changes to the course or power standards.
 - b. The exam will be limited to a maximum of 4 hours, including instructions and breaks.
 - c. Students will be provided a study guide to help prepare for the exam.
2. A team comprised of the principal or the principal's designee, area leader, and a teacher of the course, counselor, along with additional members as necessary, will confirm the exam or set of exams. A test proctor will be identified.
3. The proctor of the exam will work with the teaching and learning department to offer the district course exam, score the exam and report the scores to the Department of Teaching and Learning along with the team identified in step 2. The proctor will receive compensation for this work.
4. The team identified in Step 2 will evaluate the exam(s) and then consult with the student, informing them of the result. The decision of the team is final.
5. If the student acquires a score at or above a "B" (80%), they will be awarded credit(s) for the course.

If the student completes and passes the exam in the manner referenced in step 5, the student's transcript will show the credit earned and a course grade of "P" for "passing".

Appendix III to Policy 620
Credit by Portfolio Submission Procedure/Timeline

Student:

1. Student submits a completed application (see Appendix I) to his or her counselor indicating that he/she would like to pursue credit by submitting a portfolio.
 - a. This application is due 45 days prior to the start of a course (full year and semester courses).
2. The student must submit the portfolio no later than 10 days prior to the start of the course to their counselor. During the portfolio submission process a student may request an explanation or clarification. If the student fails to submit sufficient evidence by the deadline the credit will be denied.
3. Students will submit evidence that demonstrates mastery of power standards included in the course and must allow for observable, authentic assessment of learning that can be verified by an expert in the field of study and validated by a school official. The activities and assessment of prior learning experience must be at the same level of rigor and expectations as the power standards assessed in the regular school setting.
4. Evidence can include a variety of items as listed in VI. D.

School:

1. The school will offer the opportunity to obtain credit by submitting a portfolio.
2. The district will not pay for any outside evaluation of the portfolio submission.
3. The school will provide a checklist of the power standards included in the course to facilitate the submission of portfolio.
4. A subject area expert will be identified to evaluate the portfolio. A team comprised of the principal or the principal's designee, area leader, a teacher of the course, counselor, along with additional members as necessary, will also be identified. The names of the teams will be disclosed to the parents/guardians and/or student upon request. All data policies will be followed.
5. First, a subject area expert must evaluate the portfolio using Appendix IV. With the recommendation of the subject area expert the team identified in Step 3 will review the rubric along with the evidence. They will then consult with the student, informing them of the result. The decision of the team is final.
6. If the student acquires a score at or above a "3" out of "4", they will be awarded credit for the course and a course grade of "P" for "passing."

Appendix IV to Policy 620
Credit by Portfolio Submission

1. Each power standard included in a course will use the following rubric to evaluate evidence of mastery.

4.0	3.0	2.0	1.0
Exceeds Expectations	Meets Expectations	Partially Meets Expectations	Does Not Meet Expectations

2. Descriptors may be added for each power standard as deemed appropriate by the subject area expert. These will be provided to the student.
3. An overall minimum score of 3.0 or above must be met in order to receive credit for prior learning.



Meeting Date: 7/11/2022

TITLE: Signatories on General Checking Accounts for 2022

TYPE: Action

BACKGROUND: Due to staffing changes and Board role changes, signatory authorizations need to be updated. This authorization enables the District to conduct its financial transactions with its bank.

RECOMMENDATION: Any person named below is hereby authorized as a signatory to transact financial business on behalf of the School District. This authorization includes but is not limited to financial transactions such as signing checks, drafts and other withdrawal orders; supplying the depository with specimen signatures of the authorized signatories; and all other directions and instructions needed to follow U.S. Bank's Rules and Regulations governing bank accounts.

Michael Birdman, Treasurer
Erica Allenburg, Chair
Janie Shaw, Clerk
Stacie Stanley, Superintendent
Mert Woodard, Director of Business Services

Remove signature authorization:

John Toop, Director of Business Services
Ra Chhoth, Controller
Julie Greene, Clerk

PRIMARY ISSUE(S) TO CONSIDER: Designation of responsible parties as described above.



Board Meeting Date: 7/18/2022

TITLE: July 2022 District Enrollment Report for the fiscal year ending June 30, 2022

TYPE: Information

PRESENTER(S): Mert Woodard, Director of Business Services

ATTACHMENTS:

1. Enrollment Report

