



**School Board Regular Meeting**  
**Monday, October 12, 2020, 7:00 PM**  
**Virtual and in-Person at**  
**ECC 306, 5701 Normandale Road, Edina**

- I. Determination of Quorum and Call to Order**
- II. Approval of Agenda**
- III. Excellence in Action – Valley View MS WEB Program**
- IV. Hearing from Members of the Public**
- V. Consent Agenda**
  - A. Minutes
    - September 14, 2020 Special Meeting
    - September 14, 2020 Regular Meeting
    - September 22, 2020 Special Meeting
  - B. Personnel Recommendations
  - C. SAC Guidebook, 2020
  - D. Expenditures Payable, September 2020
  - E. ERC Program Transfer
  - F. CVP Program Transfer
  - G. Student Support Services Agreements
    - Accra Consumer Choice
    - Bayada Home Health Care
    - Panorama Education
- VI. Reports and Discussion**
  - A. Learning Models Review

**Description:** A framework for collecting data for use in making the decision to turn to a different learning model, also discussed at the work session preceding this meeting.

**Presenter(s):** Erica Allenburg, Board Chair; Dr. John W. Schultz, Superintendent; Dr. Randy Smasal, Assistant Superintendent
  - B. Early Learning Program Report, 2020-2021

**Description:** An overview of District plans for the 2020-21 Edina Early Learning Program

**Presenter:** Valerie Burke, Director of Community Education Services; Leah Byrd, Co-Coordinator of Edina Early Learning Center
  - C. Policy Review – Rapid (418, 622)

**Description:** These policies were reviewed with an eye toward clarity and alignment with District practice and state and federal statutes. There are minimal to no changes.

**Presenter(s):** Board Policy Committee

D. Policy Review (411, 412, 419, 421, 808)

**Description:** These policies have been reviewed with an eye toward clarity, District practice, and alignment with State and Federal statutes. Policies 411 and 412 are being recommended for rescission as unnecessary.

**Presenter(s):** Board Policy Committee

VII. **Action**

A. Ratifying General Obligation School Building Refunding Bonds, Series 2020A

**Description:** At its August 2020 regular meeting, the School Board authorized Ehlers & Assoc., the District's Financial Advisor, to solicit proposals for refunding \$10,575,000 of the outstanding principal on the 2013 Alternative Facilities Maintenance Building Bonds. Ehlers solicited proposals and received bids on October 7, 2020. They received 6 proposals and the results were favorable to move forward with the refinancing.

**Presenter(s):** John Toop, Director of Business Services

**Recommendation:** Approve the issuance of \$9,085,000 of General Obligation School Building Refunding Bonds, Series, 2020A.

B. Policy Review – Rapid (407, 408)

**Description:** These policies were reviewed with an eye toward clarity and alignment with District practice and state and federal statutes. There are minimal to no changes.

**Presenter(s):** Board Policy Committee

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

VIII. **Leadership and Committee Updates**



**WEB** *by the* **NUMBERS**

**2013**

**800 LEADERS**

**2800**

**6TH GRADERS**

3

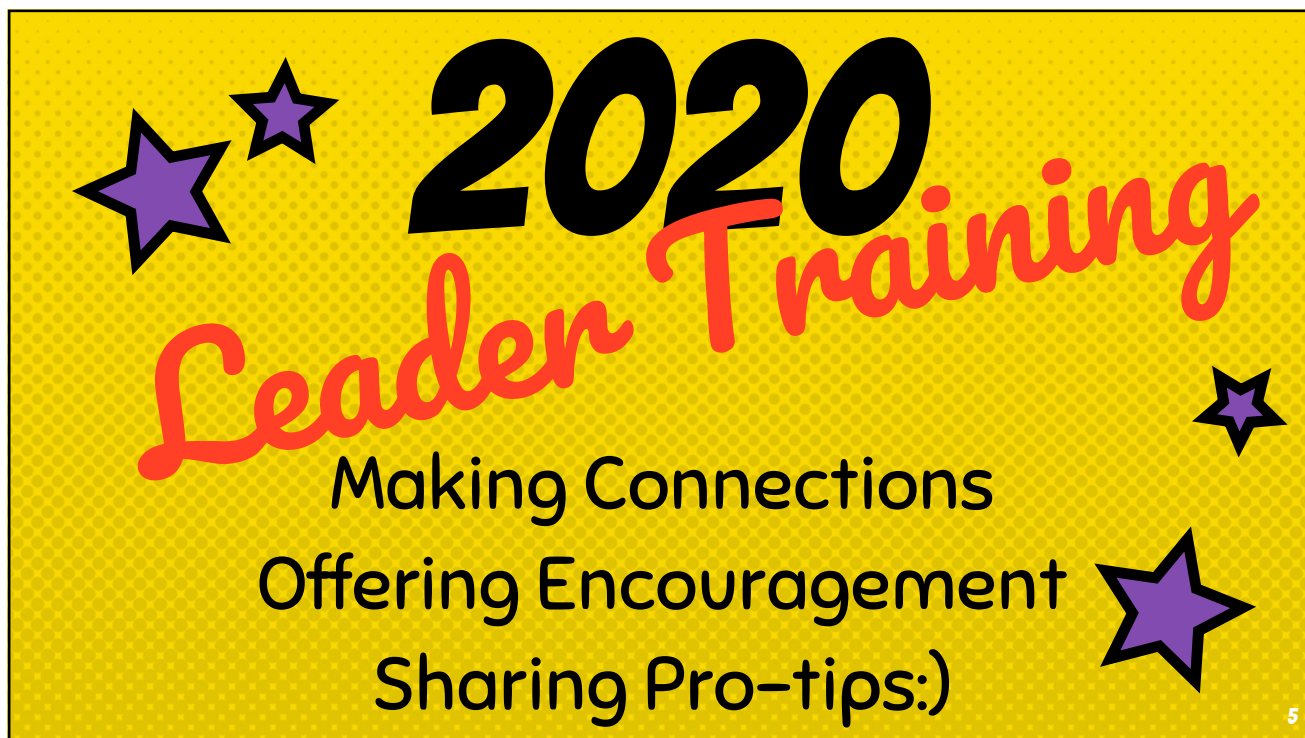
**Making Connections!**

- Advisory mini-lessons
- Buddies
- Flex Sessions

W E B

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INDEPENDENT SCHOOL DISTRICT 273  
OFFICIAL MINUTES OF THE VIRTUAL AND IN PERSON  
CLOSED AND SPECIAL MEETING OF SEPTEMBER 14, 2020

HYBRID CLOSED AND SPECIAL MEETING  
4:30 PM

Edina Community Center  
5701 Normandale Road  
Room 306 and Remote Locations

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

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

PRESIDING OFFICER: Chair Erica Allenburg

4:30 PM – 6.50 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. John W. Schultz, Superintendent  
Valerie Burke, Director of Community Education Services (attended remotely)  
John Toop, Director of Business Services (attended remotely)  
Nicole Tuescher, Director of Human Resources and Admin Services (attended remotely)

CERTIFIED CORRECT:

CERTIFIED CORRECT:

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Ms. Erica Allenburg, Chair

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Ms. Ellen Jones, Clerk

(Official Publication)  
MINUTES OF THE HYBRID CLOSED AND SPECIAL MEETING  
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA  
SEPTEMBER 14, 2020

4:30 PM Chair Allenburg called to order the hybrid meeting of the School Board. All Members and staff participated remotely unless otherwise noted. Members present: Allenburg (in person), Fox (in person), Greene (in person), Jones, Michaelson (in person), Shaw (in person), Wallen-Friedman. Staff present: Schultz, Burke, Toop, Tuescher.

CLOSED SESSIONS

- A. Early Childhood Family Education Contract Concerns
- B. Contracts' Negotiations Parameters

DISCUSSION

- A. Early Learning Center Update
- B. 2020-2021 School Year Financing
- C. Superintendent Goals
- D. Board Goals

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. Ellen Jones, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S  
SEPTEMBER 14, 2020 HYBRID CLOSED AND SPECIAL MEETING

4:30 PM Chair Allenburg called to order the hybrid meeting of the School Board. All Members and staff participated remotely unless otherwise noted. Members present: Allenburg (in person), Fox (in person), Greene (in person), Jones, Michaelson (in person), Shaw (in person), Wallen-Friedman. Staff present: Schultz, Burke, Toop, Tuescher.

CLOSED SESSIONS

Early Childhood Family Education Contract Concerns: Member Wallen-Friedman moved and Member Fox seconded to go into closed session under Minnesota Statutes §13D.05, sub 3(b) to discuss matters under the attorney client privilege related to a contract grievance. All Members voted Aye by roll call vote.

Contracts' Negotiations Parameters: Member Shaw moved and Member Michaelson seconded to go into closed session under Minn. Stat. §13D.03, for purposes of labor negotiation strategies. All Members voted Aye by roll call vote.

DISCUSSION

Early Learning Center Update: Director Burke shared plans for Early Learning and Early Childhood Family Education.

2020-2021 School Year Financing: Director Toop briefly shared Federal and State revenue, and how these dollars will be used. To meet costs, he recommended budget transfers.

Superintendent Goals and Board Goals: Chair Allenburg shared that these items will be discussed at the regular meeting that follows.

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



INDEPENDENT SCHOOL DISTRICT 273  
OFFICIAL MINUTES OF THE HYBRID REGULAR MEETING OF SEPTEMBER 14, 2020

HYBRID REGULAR MEETING  
7:00 PM

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

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

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

PRESIDING OFFICER: Chair Erica Allenburg

7:03 PM – 10:20 PM

ADMINISTRATIVE STAFF PRESENT:

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

Dr. Timothy Anderson, Principal, South View Middle School (attended remotely)  
Andrew Beaton, Principal, Edina High School (attended remotely)  
Paul Domer, Principal, Concord Elementary School (attended remotely)  
Lisa Masica, Principal, Cornelia Elementary School (attended remotely)  
Leah Byrd, ELC Coordinator  
Troy Stein, Assistant Principal and Athletics Director, Edina High School

CERTIFIED CORRECT:

CERTIFIED CORRECT:

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Ms. Erica Allenburg, Chair

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Ms. Ellen Jones, Clerk

(Official Publication)  
MINUTES OF THE REGULAR MEETING OF THE SCHOOL BOARD  
DISTRICT 273 EDINA, MINNESOTA SEPTEMBER 14, 2020

7:03 PM Chair Allenburg called to order the regular meeting of the School Board. All Members and staff participated remotely unless otherwise indicated. Members present: Allenburg (in person), Fox (in person), Greene (in person), Jones, Michaelson (in person), Shaw (in person), Wallen-Friedman. Staff present: Schultz (in person), Buettner, Burke, De St. Hubert, Jorgensen, Smasal, Toop, Woitte; Eric Hamilton, Buildings and Grounds Director; David White, Transportation Supervisor; Mary Heiman, Health Services Coordinator; Dan Hutchinson, Food Service General Manager.

Chair Allenburg updated the community on efforts to improve School Board meeting accessibility during the pandemic and while the Boardroom is under construction.

APPROVAL OF AGENDA BY UNANIMOUS ROLL CALL VOTE

EXCELLENCE IN ACTION – Robotics Program

HEARING FROM MEMBERS OF THE PUBLIC - Reading Community Input

PRESENTATION

- A. Start to the 2020-21 School Year

CONSENT ITEMS APPROVED BY UNANIMOUS ROLL CALL VOTE

- A. Minutes: 8/6/20 Work Session; 8/10/20 Work Session; 8/10/20 Regular Meeting; 8/22/20 Special Meeting; and 8/24/20 Emergency Meeting
- B. Personnel Recommendations
- C. Expenditures Payable – August 2020
- D. Purchase of Staff Laptops
- E. Appointment of Medical Advisor
- F. Student Support Services Agreements: Austin-More, Fraser, Park Nicollet Health Services, and Toneworks

DISCUSSION

- A. Renewal of Technology Levy
- B. Policy Review – 407, 408

ACTION ITEMS APPROVED BY UNANIMOUS ROLL CALL VOTE

- A. Proposed Property Tax Levy PAY 21
- B. End of Year Fund Transfers for Fiscal 19-20
- C. Purchase of Chromebooks
- D. Purchase of Interactive Classroom Panels
- E. Superintendent Goals
- F. Board Goals

At 9:49 PM the Board agreed to extend the meeting until 10:20 PM. The meeting was recessed, and then reconvened at 10:00 PM.

ACTION ITEM APPROVED BY UNANIMOUS ROLL CALL VOTE

G. Policy Review, Rapid – 401, 402, 403, 404, 405

WALKED IN SUGGESTED EDIT TO POLICY 601 FAILED BY MAJORITY ROLL CALL VOTE

ACTION ITEM APPROVED BY MAJORITY ROLL CALL VOTE

H. Policy Review – 601

The meeting adjourned at 10:20 PM. The minutes and resolutions are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

Ms. Erica Allenburg, Chair

Ms. Ellen Jones, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S  
SEPTEMBER 14, 2020 REGULAR MEETING

7:03 PM Chair Allenburg called to order the regular meeting of the School Board. All Members and staff participated remotely unless otherwise indicated. Members present: Allenburg (in person), Fox (in person), Greene (in person), Jones, Michaelson (in person), Shaw (in person), Wallen-Friedman. Staff present: Schultz (in person), Buettner, Burke, De St. Hubert, Jorgensen, Smasal, Toop, Woitte; Eric Hamilton, Buildings and Grounds Director; David White, Transportation Supervisor; Mary Heiman, Health Services Coordinator; Dan Hutchinson, Food Service General Manager.

Chair Allenburg updated the community on efforts to improve School Board meeting accessibility during the pandemic and while the Boardroom is under construction.

APPROVAL OF AGENDA BY UNANIMOUS ROLL CALL VOTE

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

EXCELLENCE IN ACTION

Sarah Swann, Edina Senior and member of the Edina Robotics FIRST Team 1816, provided an update on District robotics activities and Team 1816's "State of STEM."

READING OF COMMUNITY INPUT

Director Toop read emails from community members. Heather Tietz and Tony Succio, requested regular updates on the number of COVID diagnoses and quarantined individuals among District students and staff. Rick Aviles requested increased in-person teaching for special education students.

PRESENTATION

Start to the 2020-21 School Year: Assistant Superintendent Smasal facilitated a presentation on the first day of school using hybrid and EVA models, as provided by Mary Woitte, Jody De St. Hubert, Eric Hamilton, Mary Heiman, David White, Dan Hutchinson, Steve Buettner, Jeff Jorgensen, Troy Stein, Leah Byrd, Lisa Masica, Paul Domer, Tim Anderson, and Andy Beaton. Departmental updates were provided for each tile on the family dashboard, followed by report-outs at the early learning, elementary, middle, and high school levels. The predominantly successful start was attributed to countless hours of planning and preparations by both District staff and community families. The overall mood of the district today, despite the occasional glitch, was happy.

CONSENT ITEMS APPROVED BY UNANIMOUS ROLL CALL VOTE

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

- A. Minutes: 8/6/20 Work Session; 8/10/20 Work Session; 8/10/20 Regular Meeting; 8/22/20 Special Meeting; and 8/24/20 Emergency Meeting



- B. Personnel Recommendations
- C. Expenditures Payable – August 2020
- D. Purchase of Staff Laptops
- E. Appointment of Medical Advisor
- F. Student Support Services Agreements with Austin-More; Fraser; Park Nicollet Health Services; and Toneworks

### DISCUSSION ITEMS

Renewal of Technology Levy: Director Buettner provided background information on the current technology levy, due to expire in 2021, and comparisons between technology needs, use and availability ten years ago and today. He noted that technology is key to guiding, enhancing and directing our instruction, as well as managing our heating, keeping us safe, and paying our employees. The largest portions of this budget go to staffing and professional development support, hardware, and software. Director Buettner provided three possible timelines for moving forward with a technology levy renewal. Board discussion touched on election timing and turnouts; COVID necessities; learning materials' ancillary products and tools; levy connection to property values; partnerships with Student Support Services; community surveys; and the Strategic Plan.

Policy Review: Member Michaelson presented the following minimally-revised policies: 407- Employee Right to Know - Exposure to Hazardous Substances; and 408 - Litigation Involving or Subpoena of a School District Employee. There was no discussion on these policies.

### ACTION ITEMS APPROVED BY UNANIMOUS ROLL CALL VOTE

Proposed Property Tax Levy PAY 21: Member Wallen-Friedman moved and Member Greene seconded to approve the motion. All members voted Aye by roll call vote.

End of Year Fund Transfers for Fiscal 19-20: Member Wallen-Friedman moved and Member Michaelson seconded to approve the motion. All members voted Aye by roll call vote.

Comment: The fund transfer will not interfere with the equitable delivery of distance learning or social distancing models.

Purchase of Chromebooks: Member Wallen-Friedman moved and Member Shaw seconded to approve the motion. All members voted Aye by roll call vote.

Purchase of Interactive Classroom Panels: Member Wallen-Friedman moved and Member Michaelson seconded to approve the motion. All members voted Aye by roll call vote.

Superintendent Goals: Member Wallen-Friedman moved and Member Shaw seconded to approve the motion. All members voted Aye by roll call vote.

Comment: This item was passed with the understanding that the School Board will revisit the literacy goal at a later date.

Board Goals: Member Wallen-Friedman moved and Member Shaw seconded to approve the motion. All members voted Aye by roll call vote.

Comment: Two friendly amendments were made to Goal #1 as follows:

- Receive updates on implementation of hybrid and EVA models, **for the purpose of evaluating and reacting to changes in the models.**
- ~~Ensuring correct~~ **Overseeing** safety protocols for students and staff.

At 9:49 PM Member Wallen-Friedman moved and Member Michaelson seconded to extend the meeting past 10:00 PM and finish by 10:20 PM. All Members voted Aye by roll call vote. The meeting was recessed, then reconvened at 10:00 PM.

#### ACTION ITEM APPROVED BY UNANIMOUS ROLL CALL VOTE

Policy Review, Rapid: Member Wallen-Friedman moved and Member Michaelson seconded to approve the suggested revisions to policies 401 - Equal Employment Opportunity; 402 - Disability Discrimination; 403 - Discipline of District Employees; 404 - Employment Background Checks; and 405 - Veterans Preference Act. All members voted Aye by roll call vote.

#### WALKED-IN EDIT FAILED BY MAJORITY ROLL CALL VOTE

Member Jones' Suggested Edit to Policy 601: Member Jones moved and Member Michaelson seconded to amend Policy 601 with the addition of walked-in language. Members Allenburg, Fox, Greene, Shaw and Wallen-Friedman voted Nay; and Members Jones and Michaelson voted Aye by roll call vote. Motion failed.

#### ACTION ITEM APPROVED BY MAJORITY ROLL CALL VOTE

Policy Review: Member Wallen-Friedman moved and Member Shaw seconded to approve the committee-suggested revisions to Policy 601 - Educational Competencies Academic Standards and Instructional Curriculum. Members Allenburg, Fox, Greene, Shaw and Wallen-Friedman voted Aye; and Members Jones and Michaelson voted Nay by roll call vote. Motion passed.

At 10:20 PM, there being no objection and time having run out, Chair Allenburg adjourned the meeting.

INDEPENDENT SCHOOL DISTRICT 273  
OFFICIAL MINUTES OF THE VIRTUAL SPECIAL MEETING OF SEPTEMBER 22, 2020

SPECIAL MEETING  
5:00 PM

Edina Community Center  
5701 Normandale Road  
Remote Locations

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

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

PRESIDING OFFICER: Chair Erica Allenburg

5:00 PM – 7:35 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. John W. Schultz, Superintendent (attended remotely)  
Dr. Randy Smasal, Assistant Superintendent (attended remotely)

CERTIFIED CORRECT:

CERTIFIED CORRECT:

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Ms. Erica Allenburg, Chair

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Ms. Ellen Jones, Clerk

(Official Publication)  
MINUTES OF THE VIRTUAL SPECIAL MEETING OF THE SCHOOL BOARD  
DISTRICT 273 EDINA, MINNESOTA  
SEPTEMBER 22, 2020

5:00 PM Chair Allenburg called to order the special meeting of the School Board. All Members and staff participated remotely. Members present: Allenburg, Fox, Greene, Jones, Michaelson, Shaw, Wallen-Friedman. Staff present: Schultz, Smasal.

ACTION ITEM

- A. Paraeducators Agreement with MSEA

DISCUSSION ITEMS

- A. Leadership Equity Plans
- B. Governing the Strategic Plan and Learning Models (2020-21)

The meeting was adjourned at 7:35 PM. The minutes are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

Ms. Erica Allenburg, Chair

Ms. Ellen Jones, Clerk



OFFICIAL MINUTES OF SCHOOL BOARD'S  
SEPTEMBER 22, 2020 VIRTUAL SPECIAL MEETING

5:00 PM Chair Allenburg called to order the special meeting of the School Board. All Members and staff participated remotely. Members present: Allenburg, Fox, Greene, Jones, Michaelson, Shaw, Wallen-Friedman. Staff present: Schultz, Smasal.

ACTION

Paraeducators Agreement with MSEA: Member Wallen-Friedman moved and Member Michaelson seconded to approve the motion. All members voted Aye by roll call vote.

DISCUSSION

Leadership Equity Plans: Board members discussed their starting points for equity work.

Governing the Strategic Plan and Learning Models (2020-21): Board members discussed a process for governing both the Strategic Plan and the multiple learning models being used to deliver education during the COVID pandemic.

At 7:35 PM, there being no objection, Chair Allenburg adjourned the meeting.



**Board Meeting Date:** October 12, 2020

**TITLE:** Personnel Recommendations

**TYPE:** Consent

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

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

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

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

**ATTACHMENTS:**

1. Report (next page)

## **LICENSED STAFF**

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

<u>Name</u>	<u>Assignment</u>	<u>Salary</u>	<u>Date</u>
Barnes, Joseph	Science Edina High School	\$41,083	8/17/2020
Houck, Bonnie	Instructional Supervisor for Literacy District Office	\$123,730	9/11/2020

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

## **NON-LICENSED STAFF**

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

<u>Name</u>	<u>Assignment</u>	<u>Salary</u>	<u>Date</u>
BROWN, PRINCETON	Paraprofessional, Edina High School	Step 5, \$18.50/hour	09/09/2020
COWAN, BARBARA	Office Assistant E - .75 FTE, South View Middle School	Step 5 - \$1,424.21/mo nth (.75 FTE)	09/16/2020
FORD, PATRICK	Hourly Custodian, Edina Community Center	Step 2, \$16.74/hour	09/28/2020
GALAMBOS, SARAH	Paraprofessional, Concord Elementary	Step 3, \$16.84/hour	09/27/2020
GBADAMOSI, OLOLADE	Paraprofessional, Edina High School	Step 4, \$17.67/hour	09/18/2020
HANSEN, EMMA	Paraprofessional, Edina High School	Step 4, \$18.84/hour	09/28/2020
HAUCK, KELLY	Paraprofessional, Countryside Elementary	Step 2, \$15.94/hour	09/22/2020
KOHN, MCKENZIE	Paraprofessional, Concord Elementary	Step 5, \$18.50/hour	09/18/2020
KREOFISKY, PETER	Paraprofessional, Valley View Middle School	Step 2, \$15.94/hour	10/02/2020
LARSON, ANNE	Paraprofessional, Highlands Elementary	Step 5, \$18.50/hour	10/05/2020
LARSON, SALLY	Paraprofessional, Valley View Middle School	Step 3, \$17.78/hour	09/14/2020
LASSONDE, LYNNE	Paraprofessional, Creek Valley Elementary	Step 4, \$17.67/hour	09/10/2020

LINDLEY, MASON	Tech Paraprofessional, Edina Community Center	Step 2, \$16.71/hour	09/07/2020
LOBEN, RACHEL	Paraprofessional, Countryside Elementary	Step 5, \$18.50/hour	09/10/220
MEYERS, DARIUS	Paraprofessional, Highlands Elementary	Step 4, \$18.84/hour	09/18/2020
MONSETH, JACOB	Paraprofessional, Valley View Middle School	Step 3, \$16.84/hour	08/31/2020
NELSON, JAMES	Paraprofessional, Valley View Middle School	Step 4, \$17.67/hour	09/16/2020
PAULSON, ALLIE	Security Monitor, South View Middle School	Step 4, \$18.84/hour	09/08/2020
PRATUMWON, GAVIN	Paraprofessional, Edina High School	Step 3, \$16.84	09/10/2020
SELL, CALDER	Paraprofessional Concord Elementary	Step 3, \$16.84	09/21/2020
SIBOMANA, PAUL	Tech Paraprofessional, Edina Community Center	Step 2, \$16.71/hour	09/21/2020
VELASCO GUZMAN, DAVID	Paraprofessional, Concord Elementary	Step 2 \$15.94hour	09/24/2020
VEGAS, JILL	Paraprofessional, South View Middle School	Step 3, \$17.78/hour	09/09/2020
VETSCH, ERIK	Security Monitor, Valley View Middle School	Step 5, \$19.90/hour	09/10/2020
VOTAVA, AMY	Paraprofessional Concord Elementary	Step 4, \$17.67/hour	09/10/2020
YOUNGBERG, ALEXANDER	Hourly Custodian, South View Middle School	Step 2, \$16.74/hour	09/21/2020

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

## B. CHANGE OF ASSIGNMENT

<u>Name</u>	<u>Assignment</u>	<u>Salary</u>	<u>Date</u>
ANDERSON, TOD	FROM: Night Lead Custodian - South View Middle School TO: Hourly Custodian - South View Middle School	Step 3 L, \$19.14/hour	09/30/2020
HARRINGTON, RHONDA	FROM: CES Program Supervisor TO: Paraprofessional, Highlands	Step 5, \$19.90/hour	10/02/2020
HREHA, JENNIFER	FROM: ECFE paraprofessional TO: Classroom Paraprofessional - Creek Valley	Step 5, \$18.50/hour	09/08/2020



KULSETH, TIM	FROM: Night Lead Countryside TO: Night Lead South View	Step 3 \$3,764/month	09/28/2020
KYLLO, SHERI	FROM: HSA/RN - OLG TO: HSA/RN - Normandale Elementary	Step 7, \$28.45/hour	09/25/2020
OWSAID, HODAN	FROM: ELC Paraprofessional TO: EA Paraprofessional Highlands Elementary	Step 5, \$19.90/hour	09/22/2020

C. RESIGNATIONS

<u>Name</u>	<u>Assignment</u>	<u>Reason</u>	<u>Date</u>
BROMLEY, KENNETH	Bus Driver	Personal	09/15/2020
EVANS, BRIAN	Hourly Custodian	Retirement	09/30/2020
GILCHRIST, DEBORAH	Paraprofessional	Retirement	09/15/2020
JENSON, SUANNE	Bus Driver	Personal	09/01/2020
JOHNSON, GARY	Bus Driver	Personal	07/15/2020
MARTIN, JOHN T	Bus Driver	Retirement	09/08/2020
PEETSCH, SHELLY	Bus Driver	Personal	09/01/2020
REYNOLDS, RICHARD	Bus Driver	Retirement	08/31/2020
RUONA, LEIF	Bus Driver	Retirement	09/15/2020
WEATHERLY, AUBREY	Bus Driver	Personal	09/01/2020
WILLIAMS, DEBRA	Office Assistant E - .75 FTE, SVMS	Personal	10/02/2020

**COMMUNITY EDUCATION SERVICES STAFF**

A. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Assignment</u>	<u>Salary</u>	<u>Date</u>
BALVOA, DEANNA	Recreation Leader Cornelia Elementary	\$13.37/Hr.	10/7/2020
COOK, DOMINIC	Recreation Leader Cornelia Elementary	\$13.37/Hr.	10/1/2020
CRISTANCHO, VALERIA	Recreation Leader Concord Elementary	\$13.37/Hr.	10/6/2020
DOYLE, ANGELINA	Recreation Leader Countryside Elementary	\$13.91/Hr.	9/28/2020
ENGSTROM, OLIVER	Recreation Leader Normandale Elementary	\$13.37/Hr.	10/1/2020
GOLDEN, CEARA	Community Education Classroom Assistant - Early Learning Center	\$13.91/Hr.	9/14/2020

HALE, AJA	Recreation Leader Highlands Elementary	\$13.37/Hr.	10/2/2020
JOHNSON, ALISE	Recreation Leader Normandale Elementary	\$13.37/Hr.	10/1/2020
LAUER, SAMIRA	Community Education Classroom Assistant - Early Learning Center	\$15.13/Hr.	9/14/2020
LEE, MIA	Recreation Leader Normandale Elementary	\$13.37/Hr.	10/6/2020
LINDBORG, BERIT	Recreation Leader Countryside Elementary	\$13.37/Hr.	9/30/2020
MCGILL, RYAN	Recreation Leader Normandale Elementary	\$19.60/Hr.	10/10/2020
MICHAELSON, TORE	Recreation Leader Concord Elementary	\$13.37/Hr.	9/30/2020
MUHUMAD, BUKHARI	Recreation Leader Cornelia Elementary	\$18.18/Hr.	10/1/2020
NIDA, CARSON	Recreation Leader Creek Valley Elementary	\$13.37/Hr.	9/30/2020
NILSEN, HAYLEY	Recreation Leader Creek Valley Elementary	\$13.37/Hr.	9/30/2020
PETERSON, CALEB	Recreation Leader Highlands Elementary	\$13.37/Hr.	10/1/2020
PETERSON, QUINN	Recreation Leader Concord Elementary	\$13.37/Hr.	9/30/2020
ROMEROMARROQUIN, ZOILA	Community Education Classroom Assistant - Early Learning Center	\$15.35/Hr.	9/17/2020
YELKIN, NICHOLAS	Recreation Leader Normandale Elementary	\$13.91/Hr.	10/1/2020

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

AD = Adult Enrichment FC = Family Center KC = Edina KIDS Club YTH = Youth Services/Youth Development



**Board Meeting Date:** 10/12/2020

**TITLE:** Employee Guidebook and Appendix for the Superintendent's Advisory Council

**TYPE:** Consent

**PRESENTER(S):** Nicole Tuescher, Director of Human Resources and Administration

**BACKGROUND:** The revised guidebook and appendix includes the following: salaries will remain the same for 2020-2021; the tax-deferred matching contribution will remain at \$4250/year; personal leave days will remain at four days per year; performance incentives will remain the same. At this time, there is no recommended increase in the district health insurance contribution. The administration may bring forth a small increase towards the district's health insurance contribution once the school board approves the district's health insurance plan and contributions thereto. Moving forward, the School Board will need approve yearly the appendix as it contains the terms and conditions of employment that change most frequently. This recommendation is within the parameters determined by the School Board. The Superintendent supports the recommendation.

**RECOMMENDATION:** Adopt the guidebook and its appendix for the employees under the Superintendent's Advisory Council guidebook.

**PRIMARY ISSUE(S) TO CONSIDER:** Approve the salary compensation for employees under the terms and conditions of the SAC guidebook.

**ATTACHMENTS:**

1. Guidebook of Professional Employment for the Superintendent's Advisory Council of Edina Public Schools (contains appendix)
2. Redline of the Guidebook (contains appendix)



DEFINING EXCELLENCE

**Guidebook for the  
Superintendent's Advisory Council  
employees**

**of**

**Edina Public Schools**

## **TABLE OF CONTENTS**

	<b><u>PAGE</u></b>
<b>1. PURPOSE</b>	<b>1</b>
<b>2. WORK YEAR</b>	<b>2</b>
<b>3. CALCULATION OF EMPLOYEE'S DAILY RATE OF PAY</b>	<b>2</b>
<b>4. BENEFITS</b>	<b>2</b>
<b>5. LEAVES OF ABSENCE</b>	<b>5</b>
<b>6. RETIREMENT AND RETIREMENT PLANNING</b>	<b>7</b>
<b>7. STRATEGIC ACTION PAY INCENTIVE</b>	<b>12</b>
<b>8. EMPLOYMENT STATUS</b>	<b>12</b>

## **1. PURPOSE**

These benefits for employee who are classified under the Superintendent's Advisory Council ("SAC") have been approved by the Board of Education of Independent School District No. 273, Edina Public Schools ("Employer").

No provision of this guidebook itself is intended to create a contract between the Employer and employee, or to limit the rights of the Employer. This guidebook is a general statement of policy, to be modified and applied by the Employer at its discretion.

## **2. WORK YEAR**

### **2.1 Duty Days**

An employee works all calendar days, except those designated as holidays by the District.

### **2.2 Holidays**

An employee is entitled to paid holidays each calendar year as designated by the Employer.

### **2.3 Vacation**

An employee receives 25 vacation days.

An employee may carry forward up to 25 vacation days. In unusual circumstances, the Superintendent may approve additional carryover or up to 10 days of paid vacation at the end of a school year.

An employee who (1) provides proper notice, as determined by the Employer, when leaving employment and (2) is not being terminated/non-renewed for cause will receive reimbursement for remaining unused vacation days, based upon the unused accrual at the time of employment termination.

### **2.4 Attendance at Conferences on Weekends**

When attending conventions or other professional meetings as requested by the Employer, it may be necessary for an employee to attend meetings or travel to or from the meeting site on weekends. As a professional exempt employee, the employee may be flexible in the employee's work week when weekend meetings or travel occur. employee

## **3. CALCULATION OF EMPLOYEE'S DAILY RATE OF PAY**

To determine an employee's daily rate of pay, the employee's annual base salary is divided by 229.

## **4. BENEFITS**

### **4.1 Health and Welfare Benefits**

The Employer will provide a full-time employee with health and welfare benefits as described below. It is understood that the provisions described are general statements of the coverages provided and that the eligibility of an employer for benefits is governed by the terms of the master insurance contracts between the Employer and the insurers providing coverage.

#### **4.1.1 Life Insurance Benefit**

An employee is eligible for basic group term life insurance coverage in whole thousands to an amount equal to two times the whole number of thousands of the employee's basic annual salary. The Employer pays the entire premium for this coverage.

An employee may apply for supplemental coverage in an amount up to the whole thousands of the employee's basic annual salary. Premiums for this coverage will be paid by the employee through payroll deduction.

An employee who elects to take the maximum supplemental coverage will receive an additional employer-paid supplemental coverage in an amount equal to another one times the whole number of thousands of basic annual salary in addition to the amount described in the paragraph above.

An employee may apply for supplemental group term life insurance coverage for a spouse or dependent child as stipulated in the additional life insurance certificate. Premiums for this coverage will be paid by the employee through payroll deduction.

If the Employer changes the life insurance carrier, no reduction in the dollar value of the payable benefit will occur.

#### **4.1.2 Accidental Death and Dismemberment Insurance Benefit**

An employee is eligible for accidental death and dismemberment coverage in whole thousands to an amount equal to four times the whole number of thousands of the employee's basic annual salary. The Employer pays the entire premium for this coverage.

#### **4.1.3 Long-Term Disability Insurance Benefit**

The Employer will provide income protection insurance for each employee in the amount of two-thirds (2/3) of the employee's basic salary up to a maximum benefit of \$10,000 per month. Payments begin after 65 days of continuous absence due to disability and (1) continue to age 70; or (2) if the disabling event occurs after age 70, payments will occur for 12 months; or (3) if the disabling event occurs prior to age 70 but continues after age 70 and the employee has not received 12 months in benefits, payments will occur for 12 months. Long-term disability benefits are available after age 65 according to a schedule set forth in a revised insurance

certificate, and the amount of the benefit is coordinated with Social Security. The Employer pays the entire premium.

An employee receiving long-term disability insurance benefits remains eligible for the Employer contribution for hospitalization-medical insurance.

#### 4.1.4 Hospitalization-Medical Insurance

Participation in the medical insurance programs is voluntary. The Employer will contribute the amount designated in the appendix toward the monthly premium of each full-time employee enrolled in the coverages available.

An employee will contribute, through payroll deduction, any excess monthly premium remaining after the Employer's contribution toward the type of coverage for which the employee is enrolled. If the Employer contribution exceeds the premium the excess will be paid in salary to the employee.

#### 4.1.4 Dental Insurance

The Employer will provide a dental insurance program for a full-time employee. Participation in this program is voluntary. The Employer will contribute up to the amount designated in the appendix toward the monthly premium for each employee enrolled in the coverages available.

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

#### 4.1.5 Flexible Benefits Plan

An employee is eligible to participate in the Flexible Benefits Plan established by the Employer pursuant to Section 125 of the Internal Revenue Code, provided, however, that an employee meets all other requirements for eligibility set forth in the Plan.

### **4.2 Professional Benefits**

#### 4.2.1 Professional Organizations

Membership in professional organizations may enhance an employee's ability to exercise educational leadership within the school district. When the Employer requests an employee to belong to a professional organization, either for a specific fiscal year or on a continuing basis, the Employer will reimburse the employee for fees paid by the employee.

The Employer will pay the membership fees for each employee for a minimum of one approved national organization and a minimum of one approved state organization. Employee's selection of a state or national organization is subject to approval by the Superintendent.



#### 4.2.2 Meetings in Pursuit of District Interests

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

#### 4.2.3 Professional In-service

An employee will be reimbursed for expenses incurred for Employer-approved attendance at local, state, and national conventions, conferences, workshops, seminars and institutes.

#### 4.2.4 Professional Hazards Loss

An employee who incurs loss of or damage to personal property as a result of student, employee or parent vandalism may submit a written request for reimbursement to the Superintendent. The Employer will consider each request for reimbursement on its own merits. Any reimbursement will be reduced by the amount of any insurance claims and restitution received.

#### 4.2.5 Automobile Allowance

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

#### 4.2.6 Civic Organizations Membership

The Employer will pay all membership and related expenses for local civic organizations for which the employee represents the district. The memberships must be preapproved by the Superintendent.

#### 4.2.7 Technology Allowance

An employee will be eligible for up to \$400 per year as a technology allowance. In order to receive the allowance of \$400 or a portion thereof, the employee must submit a request for reimbursement and approval from the employee's supervisor. The employee may carry over this allowance, up to \$2000.

Use of funds may include but are not limited to hardware/software for professional use that will mutually benefit the district and employee.

The technology allowance will not be distributed in salary or payout to an employee.

## **5. LEAVES OF ABSENCE**

### **5.1 Basic Leave**

#### **5.1.1 Basic Leave Allowance**

An employee receives 18 days of basic leave allowance annually on July 1. A newly hired employee will receive a one-time basic leave allowance of 35 days in addition to the amount granted above annually. An employee who is hired or whose employment is terminated will have the basic leave allowance prorated for partial fiscal years of service. Unused basic leave may accumulate without limit.

#### **5.1.2 Appropriate Uses of Basic Leave Allowance**

A. Employee Illness. An employee may use one day of accumulated basic leave for each day of personal illness.

An employee who has been absent may be required to present a statement to the Human Resources department verifying an illness and certifying that the employee has recovered sufficiently to return to normal duties. An employee absent more than five consecutive working days may be required to present this certification. If the Employer requires a certification for an absence of less than six days, the Employer will designate the physician and is responsible for paying the cost of the physician's examination. For certification of absences greater than five consecutive working days, an employee will be responsible for paying the cost of the physician's examination unless the Employer requires examination by a specified physician, in which instance the Employer will be responsible for paying the cost of the examination.

B. Family Illness or Bereavement Leave. An employee may use basic leave allowance provided for absences due to an illness or injury to the employee's dependent child ("child") for reasonable periods as the employee's attendance with the child may be necessary, on the same terms the employee is able to use accumulated basic leave allowance for the employee's own illness or injury.

For absence because of illness in the family, the employee may deduct a reasonable number of days per incident from accumulated basic leave at no salary deduction. The family includes husband, wife, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, or others required per state law. When a physician certifies that in-home care is essential because of illness or injury of the employee's spouse, the employee may deduct a reasonable number of days from accumulated basic leave allowance at no salary deduction.

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

For absence because of the death of friends or relatives outside the family, the employee may deduct a reasonable number of days from accumulated basic leave at no salary deduction.

C. Personal Business Leave. For absence required for the transaction of personal business that cannot be completed outside normal work hours, up to four days during a fiscal year may be deducted from accumulated basic leave. Requests for personal business leave must be submitted to the employee's immediate supervisor in writing at least three duty days in advance, except in cases of extreme emergency.

D. Religious Observance Leave

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

E. Basic Leave Coordination with Workers Compensation Benefits

Basic leave benefits are coordinated with any received workers compensation benefits. The total pay received by the employee from all sources does not exceed the employee's regular daily rate of pay. The employee's basic leave will be deducted the amount necessary to bring the employee to the regular daily rate of pay.

**5.2 Sick Leave Pool**

A sick leave pool for employees who have exhausted their basic leave has been established. To access this pool, contact human resources for more information.

The purpose of the sick leave pool is to provide additional basic leave days to those employees suffering from a catastrophic accident, illness, or a recurring illness. The sick leave pool coordinates with an employee's long-term disability ("LTD") benefit that may begin after an employee has been absent from work 65 consecutive work days. After 65 consecutive days of absence, the employee is no longer eligible to draw from the sick leave pool, but may be eligible for LTD, as determined by the Employer's carrier.

**5.3 Superintendent's Discretionary Leave**

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

**5.4 Parenting Leave**

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

Parenting leave may be granted to begin immediately upon the termination of any period of disability resulting from pregnancy and childbirth or the date of placement of an adopted child. By mutual agreement between the Employer and an employee, parenting leave may also be granted to begin before any period of physical disability resulting from the pregnancy. However, once a parenting leave without pay has commenced, accumulated basic leave pay is no longer available for the remainder of the leave without pay.

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

An employee returning from parenting leave will be returned to the position held when placed on leave, or if not available, to any other position for which the employee is licensed and qualified. Following return to work, the employee will be credited with the amount of his or her unused basic leave.

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

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

## **5.6 Judicial Leave**

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

## **6. RETIREMENT AND RETIREMENT PLANNING**

### **6.1 Benefits Continuation**

#### **6.1.1 Eligibility and Continuation**

- A. **Eligibility.** In order to be eligible to continue the benefits defined in this Section 6.1.1, an employee must: (1) have a minimum of 10 full years of service; (2) be employed full-time at the time of separation of service; (3) be 50 years of age or older; (4) not be returning to employment with the Employer; and (5) not being discharged for cause, misconduct, inefficiency, incompetence or any other disciplinary reason, as determined by the Employer.
- B. **Benefit Continuation.** An employee who meets the eligibility in Section 6.1.1 is eligible, upon terminating employment with the Employer, to continue to participate in the Employer's life, dental and medical insurance at the employee's expense until the employee reaches Medicare eligibility.

### 6.1.2 Continuation with Employer Contribution for Employees Employed Before July 1, 2010

- A. Eligibility. In order to be eligible for an Employer contribution toward benefits, an employee must: (1) have a minimum number of full years of service as per the schedule in 6.1.2 B; (2) be employed full time at the time of retirement; (3) not be returning to employment with the Employer; (4) be 55 years of age or older; (5) not be discharged for cause, misconduct, inefficiency, incompetence or any other disciplinary reason, as determined by the Employer; and (6) be employed by the Employer prior to July 1, 2010 under a Master Agreement or guidebook that contained post-retirement benefits continuation language and have no break in employment with the Employer.
- B. Benefit Continuation for Medical and Dental Insurance. An employee who meets the eligibility in Section 6.1.2 is eligible, upon terminating employment with the Employer, to continue to participate in the Employer's dental and medical insurance at the Employer's expense based on the schedule below. The Employer premium contribution for a retired employee will be limited to the contribution rate for single coverage unless the retired employee participated in the single plus one or dependent coverage immediately preceding retirement. The Employer premium contribution will also be limited to the contribution rate for single coverage upon the death of the retired employee's spouse. All Employer premium contributions will cease on the earliest of the following events: (1) the death of the employee, or (2) the expiration of eight years from the effective date of the employee's retirement.

<b>Years of Completed Service</b>	<b>Number of Years</b>
7-9 Years	7 years
10+ Years	8 years

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

- C. Benefit Continuation for Life Insurance. An employee (1) who retires after age 55; (2) qualifies for the retirement incentive in Section 6.2; and (3) has worked at least 20 years as an employee in an accredited institution of education, or for other governmental employers, may select one of the following life insurance continuation options:

Option 1: \$50,000 of life insurance through age 89. To qualify for \$50,000 of paid up coverage, an employee must have \$50,000 or more in basic life insurance immediately prior to retirement and maintain at least \$50,000 of coverage during retirement at the employee's

expense until age 65. When the retiree reaches age 65, \$50,000 of coverage will remain in force with no further premiums payable through age 89.

Option 2: The employee may continue any coverage in force until age 70 by continuing to pay the full premium.

## **6.2 Early Retirement Payment**

### **6.2.1 Eligibility**

To be eligible for the early retirement payment described below, an employee must (1) be retiring after age 50; (2) have been a full-time employee of the Edina School District for a minimum of consecutive full years as per the schedules below; (3) not be returning to employment with the Employer; and (4) not be discharged for cause, misconduct, inefficiency, incompetence or any other disciplinary reason, as determined by the Employer. If an active employee or retiree who qualifies for the early retirement payments dies before applying for or receiving all payments, the amount the employee would have received is paid to the deceased employee's estate.

### **6.2.2 Deadline for Application**

Application for early retirement payment for retirement on June 30 must be submitted to the human resources department by February 1.

### **6.2.3 Distribution of Early Retirement Payment**

An employee, who is eligible for the early retirement payment, will receive payment in two installments. The first payment will be on the last day of the month the employee retires in an amount equal to two-thirds ( $\frac{2}{3}$ ) of the early retirement payment amount. The remaining one-third ( $\frac{1}{3}$ ) will be paid the following January 15.

The early retirement payments (early retirement incentive payment and basic leave conversion payment) will be deposited in the employee's 403(b) account as calculated in Section 6.2.

### **6.2.4 Calculation of Early Retirement Incentive Payment**

An employee will receive an early retirement incentive payment in an amount described below. The daily rate of pay is calculated from the last year of full-time service. The number of days for the early retirement incentive payment calculation is listed below.

<b>Years of Completed Service</b>	<b>Number of Days</b>
7-9 Years	91 days
10+ Years	114 days

### 6.2.5 Calculation of Basic Leave Conversion Payment

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

<b>Years of Completed Service</b>	<b>Maximum Number of Days</b>
7-9 Years	88 days
10-14 Years	92 days
15-19 Years	95 days
20 or More Years	97 days

### 6.3 Contribution to Health Reimbursement Account (“HRA”)

#### 6.3.1 For Employees hired after August 1, 2013:

1. The Employer makes an annual contribution into an HRA in accordance with Schedule A for the first 10 years of an employee’s employment, with a maximum total Employer contribution of up to \$90,000 throughout an employee’s career.
2. The District’s contribution to the HRA for employees hired after August 1, 2013, does not vest with the employee until the employee has been employed seven consecutive years by the Employer. Upon an employee’s departure from the Employer, contributions not vested revert back to the Employer.
3. The Employer retains control of any HRA contributions on behalf of an employee until those funds have vested. The Employer remain responsible to invest any funds and pay associated fees until the funds vest with the employee, at which point those responsibilities are transferred to the employee.
4. The Employer deposits the below noted contribution into the HRA by June 30 of the completed year of service.

<b>Schedule A (Employees hired after 8/1/2013)</b>	
Year 1	\$2,500
Year 2	\$2,500
Year 3	\$2,500
Year 4	\$2,500
Year 5	\$5,000
Year 6	\$5,000
Year 7	\$10,000
Year 8	\$15,000
Year 9	\$20,000
Year 10	\$25,000

**6.3.2 For Employees hired after July 1, 2010 and on or before August 1, 2013:**

1. The Employer makes an annual contribution into an HRA in accordance with Schedule B throughout the next eight years of an employee's employment, with a possible total Employer contribution of up to \$90,000 throughout an employee's career.
2. The District's contribution to the HRA for the employees hired after July 1, 2010 and on or before August 1, 2013, does not vest with the employee until the fifth year of contribution. Contributions not vested revert back to the Employer.
3. The Employer retains control of any HRA on behalf of an employee until those funds have vested. The Employer remains responsible to invest any funds and pay any associated fees until the funds vest with the employee, at which point those responsibilities are transferred to the employee.
4. The Employer deposits the below noted contribution into the HRA by June 30 of the completed year of service.

<b>Schedule B (Employees hired after 7/1/2010 and before 8/1/2013)</b>		
Year 1	\$5,000	
Year 2	\$5,000	
Year 3	\$5,000	
Year 4	\$5,000	
Year 5	\$10,000	Vested
Year 6	\$15,000	
Year 7	\$20,000	
Year 8	\$25,000	

**6.4. TAX-DEFERRED MATCHING CONTRIBUTION PLAN**

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

**6.4.1 Approved Plan**

The employee's tax-deferred matching contribution plan must be approved and subject to applicable provisions of Minnesota Statutes and IRS Code Section 403(b) and any amendments thereto.

**6.4.2 Matching Salary Deduction**

The Employer contribution is not payable unless the employee authorizes a matching salary reduction up to the amount the employee is eligible to receive under Section 6.3.



### **6.4.3 Employer Contribution**

The Employer contribution will be up to three percent of the employee's annual base salary with a maximum Employer contribution as designated in the Appendix. The Employer's contribution will not affect base salary.

### **6.4.4 Employee and Employer Contribution**

The Employer contribution and matching employee's contribution will be made to a district-approved company of the employee's choice, subject to Section 6.1. The employee is responsible for making all arrangements required with the vendor to ensure that proper payment can be made by the Employer.

## **7. STRATEGIC ACTION PAY INCENTIVE**

The awarding of strategic action pay incentive for exceptional achievement, performance, and goal attainment may be available to an employee as established by the Employer. At the beginning of each fiscal year, the Superintendent and the employee will agree on the employee's strategic actions or goals for the fiscal year. The goal's measurement of progress will be based on criteria determined by the Superintendent. Any pay incentive may vary based on budgetary restrictions and significance of criteria achieved. The Superintendent has the sole discretion to decide what, if any, of strategic action or goal is achieved.

## **8. EMPLOYMENT STATUS**

An employee whose employment is subject to the provisions of Minnesota Statutes, Section 122A.40 may achieve non-probationary, continuing contract status. All other employees are employed on a yearly contract basis.

## Appendix

### **Health Insurance Contribution towards Employer's Insurance:**

<b>Type of Coverage</b>	<b>Effective 07/01/20</b>
<b>Single</b>	\$593
<b>Single + One</b>	\$1263
<b>Family</b>	\$1664

### **Dental Insurance Contribution towards Employer's Insurance:**

<b>Type of Coverage</b>	<b>Effective 07/01/20</b>
<b>Single</b>	\$40
<b>Single + One</b>	\$75
<b>Family</b>	\$121

### **Strategic Action Pay Incentive:**

The total of strategic action pay incentives paid to an employee achieving their strategic actions or goals will usually not be less than \$2,160. Any pay incentive may vary based on budgetary restrictions and significance of criteria achieved.

The performance base incentive program has \$2,250 set aside per employee for implementation of this program through meeting department goals and shared administrative team goals.

**Employer's maximum contribution towards tax-deferred matching contribution: \$4250**

### **Employee's Annual Salaries:**

Assistant Superintendent: \$178,500  
Director of Business Services: \$173,948  
Director of Community Education Services: \$142,092  
Director of Communications: \$106,919  
Director of Human Resources and Administrative Services: \$173,000  
Director of Media and Technology Services: \$133,555  
Director of Research and Evaluation: \$133,216  
Director of Student Support Services: \$147,042  
Director of Teaching and Learning: \$155,000

~~2018—2020~~

**Guidebook of  
Professional Employment**

**for the**

~~Members of the~~  
**Superintendent's Advisory Council**  
~~employees~~

**of**

**Edina Public Schools**

~~July 1, 2018—June 30, 2020~~

## **TABLE OF CONTENTS**

	<b><u>PAGE</u></b>
<b>1. PURPOSE</b>	<b>1</b>
<b>2. TAX-DEFERRED MATCHING CONTRIBUTION PLAN</b>	<b>1</b>
<b>3. WORK YEAR</b>	<b>2</b>
<b>3.1 Duty Days</b>	<b>2</b>
<b>3.2 Holidays</b>	<b>2</b>
<b>4. BENEFITS</b>	<b>2</b>
<b>4.1 Health and Welfare Benefits</b>	<b>2-4</b>
<b>4.2 Professional Benefits</b>	<b>4-5</b>
<b>5. LEAVES OF ABSENCE</b>	<b>5</b>
<b>5.1 Basic Leave</b>	<b>5-7</b>
<b>5.2 Disaster Leave</b>	<b>7</b>
<b>5.3 Religious Observance Leave</b>	<b>7</b>
<b>5.4 Superintendent's Discretionary Leave</b>	<b>7</b>
<b>5.5 Parent Leave</b>	<b>7-8</b>
<b>5.6 Judicial Leave</b>	<b>8</b>
<b>6. RETIREMENT AND RETIREMENT PLANNING</b>	<b>8</b>
<b>6.1 Benefits Continuation</b>	<b>8-10</b>
<b>6.2 Early Retirement Payment</b>	<b>10-11</b>
<b>6.3 Contribution to Health Reimbursement Account</b>	<b>11-12</b>
<b>7. STRATEGIC ACTION PAY INCENTIVE</b>	<b>12</b>
<b>8. DURATION</b>	<b>12</b>
<b>9. MEMORANDUM OF UNDERSTANDING</b>	<b>13-17</b>

## 1. PURPOSE

These benefits for employee who are classified under the ~~members of the~~ Superintendent's Advisory Council ("SAC") have been approved by the Board of Education of Independent School District No. 273, Edina Public Schools ("Employer").

~~Those SAC members whose employment is subject to the provisions of Minnesota Statutes, Section 122A.40 may achieve non-probationary, continuing contract status. All other SAC members are employed on a one-year term contract basis. Members of SAC are recommended by the Superintendent and appointed by the Board of Education.~~

No provision of this guidebook itself is intended to create a contract between the Employer and ~~SAC member~~employee, or to limit the rights of the Employer. -This guidebook is a general statement of policy, to be modified and applied by the Employer at its discretion.

## ~~2. TAX DEFERRED MATCHING CONTRIBUTION PLAN~~

~~An Employer contribution is payable to a SAC member's tax deferred matching contribution plan, subject to the following sections.~~

### ~~2.1 Approved Plan~~

~~The SAC member's tax deferred matching contribution plan must be approved and subject to applicable provisions of Minnesota Statutes and IRS Code Section 403(b) and any amendments thereto.~~

### ~~2.2 Matching Salary Deduction~~

~~The Employer contribution is not payable unless the SAC member authorizes a matching salary reduction up to the amount he or she is eligible to receive under Section 2.3.~~

### ~~2.3 Employer Contribution~~

~~The amount of the Employer contribution will be up to three percent of the SAC member's annual base salary with a maximum Employer contribution of \$3,500 for 2018-19 and \$4,250 for 2019-20. The Employer's contribution will not affect base salary.~~

### ~~2.4 SAC Member and Employer Contribution~~

~~The Employer contribution and matching SAC member's contribution will be made to a district-approved company of the SAC member's choice, subject to Section 2.1. The SAC member is responsible for making all arrangements required with the vendor to ensure that proper payment can be made by the Employer.~~

## **23. WORK YEAR**

### **23.1 Duty Days**

~~An employee works all calendar days, except those designated as holidays by the District. SAC member will work 229 days each fiscal year and receive 25 vacation days.~~

~~When attending conventions or other professional meetings, it may be necessary for a SAC member to attend meetings or travel to or from the meeting site on weekends. Days used for such a purpose should be considered work days and an appropriate modification of the work calendar should be made by mutual agreement between the SAC member and Superintendent.~~

~~A SAC member may carry forward up to 25 vacation days. In unusual circumstances, the Superintendent may approve additional carryover or up to 10 days of paid vacation at the end of the school year. A SAC member whose appointment is terminated for whatever reason will be paid for any remaining unused vacation days, based upon an accrual at the time of termination.~~

~~To determine a SAC member's daily rate of pay, the member's annual base salary is divided by 229.~~

### **23.2 Holidays**

~~A SAC member~~ An employee is entitled to ~~11 paid-paid~~ holidays each ~~contract~~ calendar year as designated by the Employer.

### **2.3 Vacation**

An employee receives 25 vacation days.

~~An employee- SAC member~~ may carry forward up to 25 vacation days. In unusual circumstances, the Superintendent may approve additional carryover or up to 10 days of paid vacation at the end of a the school year.

~~An employee- SAC member whose appointment is terminated for whatever reason will be paid for any who provides proper notice, as determined by the Employer, and not being terminated/non-renewed for cause, when leaving employment or has the employee's yearly contract non-renewed will receive remaining unused vacation days, based upon an accrual at the time of employment termination.~~

### **2.4 Attendance at Conferences on Weekends**

When attending conventions or other professional meetings as requested by the Employer, it may be necessary for an employee SAC member to attend meetings or travel to or from the meeting site on weekends. As a professional exempt employee, the employee may be flexible in the employee's work week when weekend meetings or travel occur. Days used for such a purpose

~~should be considered work days and an appropriate modification of the work calendar should be made by mutual agreement between the SAC member~~employee and Superintendent

### 3. CALCULATION OF EMPLOYEE'S DAILY RATE OF PAY

To determine an employee's daily rate of pay, the employee's annual base salary is divided by 229.

### 4. BENEFITS

#### 4.1 Health and Welfare Benefits

The Employer will provide ~~SAC members~~ a full-time employee with ~~the~~ health and welfare benefits as described below~~follows~~. It is understood that the provisions described are general statements of the coverages provided and that the eligibility of an employee ~~SAC member~~ for benefits is governed by the terms of the master insurance contracts ~~in force~~ between the Employer and the insurers providing coverage.

##### 4.1.1 Life Insurance Benefit

~~A SAC member~~ An employee is eligible for basic group term life insurance coverage in whole thousands to an amount equal to two times the whole number of thousands of the employee's basic annual salary ~~specified in each SAC member's individual contract~~. The Employer pays the entire premium for this coverage.

An employee ~~SAC member~~ may apply for supplemental coverage in an amount up to the whole thousands of the employee's basic annual salary ~~specified in the member's individual contract~~. Premiums for this coverage will be paid by the ~~SAC member~~ employee through payroll deduction.

An employee ~~SAC member~~ who elects to take the maximum supplemental coverage will ~~then~~ receive an additional employer-paid supplemental coverage in an amount equal to another one times the whole number of thousands of basic annual salary in addition to the amount described in the paragraph above.

~~An employee~~ ~~SAC member~~ may also apply for supplemental group term life insurance coverage for a spouse or dependent child as stipulated in the additional life insurance certificate. Premiums for this coverage will be paid by the employee ~~member~~ through payroll deduction.

~~In the event there~~ If the Employer changes ~~is a change in~~ the life insurance carrier, no reduction in the dollar value of the payable benefit will occur.

##### 4.1.2 Accidental Death and Dismemberment Insurance Benefit

~~A SAC member~~ An employee is ~~also~~ eligible for accidental death and dismemberment coverage in whole thousands to an amount equal to four times the whole number of thousands of the

~~employee's~~ basic annual salary ~~specified in such member's individual contract~~. The Employer pays the entire premium for this coverage.

~~A SAC member may also apply for supplemental group term life insurance coverage for a spouse or dependent child as stipulated in the additional life insurance certificate. Premiums for this coverage will be paid by the member through payroll deduction.~~

#### 4.1.32 Income Protection Long-Term Disability Insurance Benefit

The Employer will provide income protection insurance for each ~~SAC member~~ employee in the amount of two-thirds (2/3) of ~~such member's~~ the employee's basic salary up to a maximum benefit of \$10,000 per month. - Payments begin after 65 days of continuous absence due to disability and (1) continue to age 70; or (2) if the disabling event occurs after age 70, payments will occur for 12 months; or (3) if the disabling event occurs prior to age 70 but continues after age 70 and the ~~SAC member~~ employee has not received 12 months in benefits, payments will occur for 12 months. ~~Income protection insurance~~ Long-term disability benefits are available after age 65 according to a schedule set forth in a revised insurance certificate, and the amount of the benefit is coordinated with Social Security. The Employer pays the entire premium.

~~An employee SAC member~~ receiving ~~long-term disability~~ income protection insurance benefits ~~also~~ remains eligible for the Employer contribution for hospitalization-medical insurance.

#### 4.1.4 Hospitalization-Medical Insurance

Participation in the medical insurance programs is voluntary. The Employer will contribute the amount designated in the appendix toward the monthly premium of each full-time SAC member employee enrolled in the coverages available.

~~An employee SAC member~~ will contribute, through payroll deduction, any excess monthly premium remaining after the Employer's contribution toward the type of coverage for which the ~~SAC member~~ employee is enrolled. If the Employer contribution exceeds the premium the excess will be paid in salary to the ~~SAC member~~ employee.

#### 4.1.4 Dental Insurance

The Employer will provide a dental insurance program for a full-time ~~SAC member~~ employee. Participation in this program is voluntary. The Employer will contribute up to the amount designated in the appendix ~~following amounts~~ toward the monthly premium for each ~~SAC member~~ employee enrolled in the coverages available.

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

## 4.2 Professional Benefits



#### 4.2.1 Professional Organizations

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

The Employer will pay the membership ~~dues fees~~ for each ~~SAC member~~employee for a minimum of one approved national organization and a minimum of one approved state organization. ~~Employee's s~~Selection of a state or national organization is subject to approval by the Superintendent.

#### 4.2.2 Meetings in Pursuit of District Interests

The Employer will reimburse an ~~SAC member~~employee for necessary expenses incurred while attending authorized meetings representing the interests of the district.

#### 4.2.3 Professional In-service

An ~~SAC member~~employee will be reimbursed for expenses incurred for Employer-approved attendance at local, state, and national conventions, conferences, workshops, seminars and institutes.

#### 4.2.4 Professional Hazards Loss

An ~~SAC member~~employee who incurs loss of or damage to personal property as a result of student, employee or parent vandalism may submit a written request for reimbursement to the Superintendent. The Employer will consider each request for reimbursement on its own merits. Any reimbursement will be reduced by the amount of any insurance claims and restitution received.

#### 4.2.5 Automobile Allowance

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

#### 4.2.6 Civic Organizations Membership

The Employer will pay all membership and related expenses for local civic organizations for which the ~~SAC member~~employee represents the district. The memberships must be preapproved by the Superintendent.

#### 4.2.7 Technology Allowance

An ~~SAC member~~employee will be eligible for up to \$400 per year ~~as a~~for technology allowance. In order to receive the allowance of \$400 or a portion thereof, the employee must submit a request for reimbursement and approval from ~~his or her~~the employee's supervisor. The ~~administrator~~employee may carry over this allowance, up to \$2000.

Use of funds may include but are not limited to hardware/software for professional use that will mutually benefit the district and ~~SAC member~~employee.

The allowance will not be distributed in salary or payout to ~~any current or past SAC member~~employee.

## 5. LEAVES OF ABSENCE

### 5.1 Basic Leave

#### 5.1.1 Basic Leave Allowance

An ~~employee~~~~SAC member~~ receives 18 days of basic leave allowance annually on July 1. A newly hired ~~SAC member~~employee will receive a one-time basic leave allowance of 35 days in addition to the amount granted above annually. - An ~~employee~~ ~~SAC member~~ who is hired or whose employment is terminated will have the basic leave allowance prorated for partial fiscal years of service. -Unused basic leave may accumulate without limit.

#### 5.1.2 Appropriate Uses of ~~Sick~~Basic Leave Allowance

- A. ~~Employee~~Employee Illness. An ~~SAC member~~employee may use one day of accumulated basic leave for each day of personal illness.

An ~~SAC member~~employee who has been absent may be required to present a statement to the ~~Director of Human Resources~~Human Resources department ~~from a physician~~ verifying an illness and certifying that the ~~SAC member~~employee has recovered sufficiently to return to normal duties. -An ~~SAC member~~employee absent more than five consecutive working days may be required to ~~must~~ present this certification. If the Employer requires a certification for an absence of less than six days, the Employer will designate the physician and is responsible for paying the cost of the physician's examination. For certification of absences greater than five consecutive working days, an ~~SAC member~~employee will be responsible for paying the cost of the physician's examination unless the Employer requires examination by a specified physician, in which instance the Employer will be responsible for paying the cost of the examination.

~~Basic leave benefits are coordinated with any other benefits received by a SAC member from Workers' Compensation or other sources paid for, in whole or in part, by the Employer, so that the total pay received by the SAC member from all sources does not exceed the SAC member's regular daily rate of pay. The SAC member's~~

~~basic leave will be deducted the amount necessary to bring the SAC member to the regular daily rate of pay.~~

~~If the SAC member has exhausted his or her accumulated basic leave, the SAC member is entitled only to the benefits available from sources other than basic leave.~~

- B. Family Illness or Bereavement Leave. A ~~SAC member~~employee may use basic leave allowance provided by the Employer for absences due to an illness or injury to the ~~SAC member~~employee's dependent child ("child") for reasonable periods as the ~~SAC member~~employee's attendance with the child may be necessary, on the same terms the ~~SAC member~~employee is able to use accumulated basic leave allowance for the ~~SAC member~~employee's own illness or injury. ~~A "dependent child" means a child under 18 years of age or a child under age 20 who is still attending secondary school.~~

For ~~necessary~~ absence because of illness ~~or death~~ in the ~~immediate~~ family, the ~~SAC member~~employee may deduct a reasonable number of days per incident from accumulated basic leave at no salary deduction. ~~The immediate family includes husband, wife, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, or others required per state law.~~ When a physician certifies that in-home-care is essential because of illness or injury of the ~~SAC member~~employee's spouse, the ~~SAC member~~employee may deduct a reasonable number of days from accumulated basic leave allowance at no salary deduction.

For ~~necessary~~ absence because of ~~illness or death~~ in the ~~close~~ family, the ~~SAC member~~employee may deduct a reasonable number of days per incident from accumulated leave at no salary deduction. ~~The close family includes grandparents, grandchildren, son-in-law, daughter-in-law, brother-in-law, sister-in-law, uncle, aunt, nephew, niece, first cousin. Close family also includes any other relative or nonrelative living in the household of the SAC member.~~

For ~~necessary~~ absence because of the death of friends or relatives outside the ~~immediate~~ family, the ~~SAC member~~employee may deduct a reasonable number of days from accumulated basic leave at no salary deduction. ~~A SAC member may, without deduction from pay or leave, attend local funerals when the absence involves approximately two hours.~~

- C. Personal Business Leave. For ~~necessary~~ absence required for the transaction of personal business that cannot be completed outside ~~school duty hours~~normal work hours, up to four days during a ~~ny one regular school fiscal~~ year may be deducted from accumulated basic leave ~~at no salary deduction~~. Requests for personal business leave must be submitted to the ~~SAC member~~employee's immediate supervisor in writing at least three duty days in advance, except in cases of extreme emergency, ~~and must be approved by the Superintendent or designee.~~

#### D. 5.3 Religious Observance Leave

Up to three days leave are available to an ~~SAC member~~employee for ~~required~~ religious observance. These days must be recognized religious holidays and are not permitted for circumstances where personal alternative attendance options exist. These days will be deducted from the ~~SAC member~~employee's accumulated basic leave. Notification must be submitted to the Superintendent, in writing, at least three days prior to such absence.

#### **E. Basic Leave Coordination with Workers Compensation Benefits**

Basic leave benefits are coordinated with any received workers compensation benefits. The total pay received by the employee from all sources does not exceed the employee's regular daily rate of pay. The employee's basic leave will be deducted the amount necessary to bring the employee to the regular daily rate of pay.

#### **5.2 ~~Disaster Leave~~Sick Leave Pool**

A sick leave pool for employees who have exhausted their basic leave has been established. To access this pool, contact human resources for more information.

The purpose of the sick leave pool is to provide additional basic leave days to those employees suffering from a catastrophic accident, illness, or a recurring illness. The sick leave pool coordinates with an employee's long-term disability ("LTD") benefit that may begin after an employee has been absent from work 65 consecutive work days. After 65 consecutive days of absence, the employee is no longer eligible to draw from the sick leave pool, but may be eligible for LTD, as determined by the Employer's carrier.

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

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

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

#### **5.4 Superintendent's Discretionary Leave**

Any circumstance that arises necessitating the absence of an ~~SAC member~~employee not specifically included in any of the sections above may be granted as discretionary leave. This leave must be approved in advance by the Superintendent or designee.

#### **5.5 Parenting Leave**

An ~~SAC member~~employee may be granted a full-time leave of absence without pay for a period of up to 12 months for the purpose of providing ~~full-time~~ care for a newborn or newly-adopted child or children. Whenever possible, written application for such leave will be submitted to the ~~Director of Human Resources~~human resources department at least four months prior to the expected commencement of the leave.

Parenting leave may be granted to begin immediately upon the termination of any period of disability resulting from pregnancy and childbirth or the date of placement of an adopted child. By mutual agreement between the Employer and an ~~SAC member~~employee, parenting leave may also be granted to begin before any period of physical disability resulting from the pregnancy. However, once a parenting leave without pay has ~~started~~commenced, accumulated basic leave pay is no longer available for the remainder of the leave without pay.

~~In approving a parent leave of absence, the Employer will confirm to the SAC member approval of the leave, through a copy of the approved Family and Medical Leave application form, the date on which the parent leave will end.~~ An ~~SAC member~~employee may return to work prior to the date designated in the approved parenting leave only if approved by the Employer in its sole discretion. Failure to return to work on the designated date will be considered a voluntary termination of employment unless a leave extension is approved by the Employer.

An ~~SAC member~~employee returning from parenting leave will be returned to the position held when placed on leave, or if not available, to any other position for which the ~~SAC member~~employee is licensed and qualified, ~~subject to approval of the physician certifying the return.~~ Following return to workduty, the ~~SAC member~~employee will be credited with the amount of his or her unused basic leave.

An ~~SAC member~~employee on parenting leave remains eligible, upon request, for participation in all insurance programs other than income protection insurance, but must pay the entire premium for the selected insurance coverage. Premium payments must be received by the district's insurance administrator at least one month in advance.

~~All SAC member applicants must complete and return the Family and Medical Leave application forms.~~ Any period of parenting leave taken under this provision ~~must be~~is used simultaneously with any applicable period of leave for which the ~~SAC member~~employee is eligible under ~~the Family Medical Leave Act~~state and federal leave acts.

## 5.6 Judicial Leave

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

To determine a SAC member's daily rate of pay, the member's annual base salary is divided by 229.

## 6. RETIREMENT AND RETIREMENT PLANNING

## 6.1 Benefits Continuation

### 6.1.1 Eligibility and Continuation

- A. Eligibility. In order to be eligible to continue the benefits defined in this Section 6.1.1, an ~~SAC member~~employee must (1) have a minimum of 10 full years of service; (2) be employed full-time at the time of separation of service; (3) be 50 years of age or older; (4) not be returning to employment with the Employer~~regular work for the Edina Public Schools~~; and (5) not being discharged for cause, misconduct, inefficiency, incompetence or any other disciplinary reason, as determined by the Employer.
- B. Benefit Continuation. An ~~SAC member~~employee who meets the eligibility in Section 6.1.1 is eligible, upon terminating ~~employment~~service with the Employer, to continue to participate in the Employer's life, dental and medical insurance at the ~~SAC member~~employee's expense until the ~~SAC member~~employee reaches Medicare eligibility.

### 6.1.2 Continuation with Employer Contribution for ~~SAC Member~~Employees Employed by the Employer Before July 1, 2010

- A. Eligibility. In order to be eligible for an Employer contribution toward benefits, an ~~SAC member~~employee must (1) have a minimum of full years of service as per the schedule in 6.1.2 B; (2) be employed full time at the time of retirement; (3) not be returning to employment with the Employer~~regular work for the Edina Public Schools~~; (4) be 55 years of age or older; (5) not be discharged for cause, misconduct, inefficiency, incompetence or any other disciplinary reason, as determined by the Employer; and (6) be employed ~~or hired by the School Board as a district employee~~Employer prior to July 1, 2010 under a Master Agreement or guidebook that contained post-retirement benefits continuation language and have no break in employment with the Employer.
- B. Benefit Continuation for Medical and Dental Insurance. An ~~SAC member~~employee who meets the eligibility in Section 6.1.2 is eligible, upon terminating ~~service to the school district~~employment with the Employer, to continue to participate in the Employer's dental and medical insurance at the Employer's expense based on the schedule below. The Employer premium contribution for a retired employee will be limited to the contribution rate for single coverage unless the retired employee participated in the single plus one or dependent coverage immediately preceding retirement. -The Employer premium contribution will also be limited to the contribution rate for single coverage upon the death of the retired ~~SAC member~~employee's spouse. All Employer premium contributions will cease on the earliest of the following events: (1) the death of the ~~SAC member~~employee, or (2) the expiration of eight years from the effective date of the ~~SAC member~~employee's retirement.

Years of Completed Service	Number of Years
----------------------------	-----------------



7-9 Years	7 years
10+ Years	8 years

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

- C. Benefit Continuation for Life Insurance. An ~~SAC member~~employee (1) who retires after age 55; (2) qualifies for the retirement incentive in Section 6.2; and (3) has worked at least 20 years as an employee in an accredited institution of education, or for other governmental employers, may select one of the following life insurance continuation options:

Option 1: \$50,000 of life insurance through age 89. To qualify for \$50,000 of paid up coverage, an ~~SAC member~~employee must have \$50,000 or more in basic life insurance immediately prior to retirement and maintain at least \$50,000 of coverage during retirement at the ~~SAC member~~employee's expense until age 65. When the retiree reaches age 65, \$50,000 of coverage will remain in force with no further premiums payable through age 89.

Option 2: The ~~SAC member~~employee may continue any coverage in force until age 70 by continuing to pay the full premium.

## **6.2 Early Retirement Payment**

### **6.2.1 Eligibility**

To be eligible for the early retirement payment described below, an ~~SAC member~~employee must (1) be retiring after age 50; (2) have been a full-time employee of the Edina School District for a minimum of consecutive full years as per the schedules below; (3) not be returning to ~~employment with the Employer~~regular work for the Edina Public Schools; and (4) not be discharged for cause, misconduct, inefficiency, incompetence or any other disciplinary reason, ~~as determined by the Employer~~. If an active ~~SAC member~~employee or retiree who qualifies for the early retirement payments dies before applying for or receiving all payments, the amount the ~~SAC member~~employee would have received is paid to the deceased employee's estate.

### **6.2.2 Deadline for Application**

Application for early retirement payment for retirement ~~at the end of the school year~~ on June 30 must be submitted to the ~~h~~Human ~~r~~Resources ~~Office~~ department by February 1.

### 6.2.3 Distribution of Early Retirement Payment

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

The early retirement payments (early retirement incentive payment and basic leave conversion payment) will be deposited in the ~~SAC member~~employee's 403(b) account as calculated in Section 6.2.

### 6.2.4 Calculation of Early Retirement Incentive Payment

An ~~SAC member~~employee will receive an early retirement incentive payment in an amount described below. - The daily rate of pay is calculated from the last year of full-time service. -The number of days for the early retirement incentive payment calculation is listed below.

Years of Completed Service	Number of Days
7-9 Years	91 days
10+ Years	114 days

### 6.2.5 Calculation of Basic Leave Conversion Payment

In addition to the early retirement incentive payment, an ~~SAC member~~employee will receive a basic leave conversion for unused basic leave days, in an amount described below. The payment equals the number of accumulated unused basic leave days, not to exceed the maximum number of days in the table below, multiplied by the daily rate of pay for the ~~SAC member~~employee. The number of duty days and the daily rate of pay are calculated from the last year of full-time service.

Years of Completed Service	Maximum Number of Days
7-9 Years	88 days
10-14 Years	92 days
15-19 Years	95 days
20 or More Years	97 days

## 6.3 Contribution to Health Reimbursement Account ("HRA")

### 6.3.1 For ~~Employee~~Employees hired after August 1, 2013:

1. The ~~District Employer shall~~ makes an annual contribution into an HRA in accordance with Schedule A for the first ~~ten (10)~~ years of an ~~Employee~~employee's ~~tenure employment with the District~~, with a possible maximum total ~~District Employer~~



contribution of up to \$90,000 throughout an ~~Employee~~employee's career.

2. The ~~funds contributed by the District and placed in an HRA~~District's contribution to the HRA for ~~Employee~~employees hired after August 1, 2013, ~~shall does~~ not vest with the ~~Employee~~employee until ~~he or she~~the employee has been employed seven (7) consecutive years ~~with the District~~by the Employer. Upon an ~~Employee~~employee's departure from the ~~District~~Employer, ~~contributions~~any funds not vested ~~shall~~revert back to the ~~District~~Employer.
3. The ~~District shall~~Employer retains control of any ~~funds contributed into an HRA~~contributions on behalf of an ~~Employee~~employee until those funds have vested. The ~~District shall~~Employer remain responsible to invest any funds and pay ~~any~~associated fees until the funds vest with the ~~Employee~~employee, at which point those responsibilities ~~shall beare~~transferred to the ~~Employee~~employee.
4. The ~~District shall~~Employer deposits the ~~appropriate amount of money~~below noted contribution into the HRA by June 30 of the completed year of service.

Schedule A (Employees hired after 8/1/2013)	
Year 1	\$2,500
Year 2	\$2,500
Year 3	\$2,500
Year 4	\$2,500
Year 5	\$5,000
Year 6	\$5,000
Year 7	\$10,000
Year 8	\$15,000
Year 9	\$20,000
Year 10	\$25,000

### 6.3.2 For Employees hired after July 1, 2010 and on or before August 1, 2013:

1. The ~~District shall~~Employer makes an annual contribution into an HRA in accordance with Schedule B throughout the next eight (8)-years of an ~~Employee~~employee's employment ~~with the District~~, with a possible total ~~District~~Employer contribution of up to \$90,000 throughout an ~~Employee~~employee's career.
2. The ~~District's contribution to the HRA~~ ~~funds contributed by the District and placed in an HRA~~for the ~~Employee~~employees hired after July 1, 2010 and on or before August 1, 2013, ~~shall does~~ not vest with the ~~Employee~~employee until the fifth (5<sup>th</sup>)-year of contribution. ~~Contributions not vested revert back to the Employer~~Upon an Employee's departure from the District, any funds that have not vested shall revert back to the District.
3. The ~~District shall~~Employer retains control of any ~~HRA funds contributed into an HRA~~on behalf of an ~~Employee~~employee until those funds have vested. The ~~District~~ ~~shall~~Employer remains responsible to invest any funds and pay any associated fees until

the funds vest with the ~~Employee~~employee, at which point those responsibilities ~~shall~~ ~~bear~~ be transferred to the ~~Employee~~employee.

4. ~~The Employer deposits the below noted contribution into the HRA by June 30 of the completed year of service. The District shall deposit the appropriate amount of money into the HRA by June 30 of the completed year of service.~~

Schedule B (Employees hired after 7/1/2010 and before 8/1/2013)		
Year 1	\$5,000	
Year 2	\$5,000	
Year 3	\$5,000	
Year 4	\$5,000	
Year 5	\$10,000	Vested
Year 6	\$15,000	
Year 7	\$20,000	
Year 8	\$25,000	

#### **6.4.2. TAX-DEFERRED MATCHING CONTRIBUTION PLAN**

An Employer contribution is payable to an SAC member~~employee~~'s tax-deferred matching contribution plan, subject to the following sections.

##### **62.1 Approved Plan**

The SAC member~~employee~~'s tax-deferred matching contribution plan must be approved and subject to applicable provisions of Minnesota Statutes and IRS Code Section 403(b) and any amendments thereto.

##### **62.2 Matching Salary Deduction**

The Employer contribution is not payable unless the SAC member~~employee~~ authorizes a matching salary reduction up to the amount he or she ~~the employee~~ is eligible to receive under Section 62.3.

##### **62.3 Employer Contribution**

The amount of the Employer contribution will be up to three percent of the SAC member~~employee~~'s annual base salary with a maximum Employer contribution as designated in the Appendix of \$3,500 for 2018-19 and \$4,250 for 2019-20. The Employer's contribution will not affect base salary.

##### **62.4 SAC Member~~Employee~~ and Employer Contribution**

The Employer contribution and matching SAC member~~employee~~'s contribution will be made to a district-approved company of the ~~SAC member~~employee's choice, subject to Section 62.1. The SAC member~~employee~~ is responsible for making all arrangements required with the vendor to ensure that proper payment can be made by the Employer.

## 7. STRATEGIC ACTION PAY INCENTIVE

The awarding of a strategic action pay incentive for exceptional achievement, performance, and goal attainment may be available to an employee SAC member as established by the Employer. At the beginning of each fiscal year, the Superintendent ~~of Schools~~ and the employee-SAC member will agree on the employee's a strategic actions or goals for the the SAC member will work on during the fiscal year. The goal's measurement of progress will be based on one or more criteria as determined by the Superintendent. The amount of the Any pay incentive ment may vary based on budgetary restrictions and significance of criteria achieved. The Superintendent has the sole discretion to decide what, if any, of strategic action or goal is achieved will be paid semi-annually.

~~The total of all action goals paid to a SAC member shall not be less than \$2,160 in 2018-2019 and 2019-2020.~~

## 8. EMPLOYMENT STATUS

Those An SAC member employees whose employment is subject to the provisions of Minnesota Statutes, Section 122A.40 may achieve non-probationary, continuing contract status. All other SAC member employees are employed on a one-year term yearly contract basis.

## **Appendix**

### **Health Insurance Contribution towards Employer's Insurance:**

<b>Type of Coverage</b>	<b>Effective 07/01/20</b>
<b>Single</b>	\$593
<b>Single + One</b>	\$1263
<b>Family</b>	\$1664

### **Dental Insurance Contribution towards Employer's Insurance:**

<b>Type of Coverage</b>	<b>Effective 07/01/20</b>
<b>Single</b>	\$40
<b>Single + One</b>	\$75
<b>Family</b>	\$121

### **Strategic Action Pay Incentive and Performance Based Incentive Program:**

The total of strategic action pay incentives paid to an employee achieving their strategic actions or goals will usually not be less than \$2,160. Any pay incentive may vary based on budgetary restrictions and significance of criteria achieved.

The performance base incentive program has \$2,250 set aside per employee for implementation of this program through meeting department goals and shared administrative team goals.

**Employer's maximum contribution towards tax-deferred matching contribution: \$4250**

### **Employee's Annual Salaries:**

Assistant Superintendent: \$178,500  
Director of Business Services: \$173,948  
Director of Community Education Services: \$142,092  
Director of Communications:  
Director of Human Resources and Administrative Services: \$173,000  
Director of Media and Technology Services: \$133,555  
Director of Research and Evaluation: \$133,216  
Director of Student Support Services: \$147,042  
Director of Teaching and Learning: \$155,000



**Board Meeting Date:** 10/12/2020

**TITLE:** Expenditures Payable 09-01-20

**TYPE:** Consent

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

**BACKGROUND:**

01	General Fund	\$3,090,224.15
02	Food Service Fund	\$79,214.71
04	Community Service Fund	\$60,297.14
06	Construction	\$4,568,072.43
	Long Term Facility Maintenance	
	Technology	
07	Debt Redemption Fund	\$0.00
12	Construction -2015 Building Bond	\$190,570.00
20	Internal Service - Dental Self Insurance	\$0.00
50	Student Activities	\$0.00
	Total Expenditures	\$7,988,378.43

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

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

**ATTACHMENTS:**

1. September Check Register

SOURCEWELL TECHNOLOGY  
DATE: 10/05/2020  
TIME: 11:50:55

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 1  
ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='3'  
ACCOUNTING PERIOD: 4/21

FUND - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101.00	375886	V 03/18/20	25901	SLEA-SUBURBAN LAW E	01526203000240	369	GR5 PATRL/FLD TRP M	0.00	-294.00
A101.00	376803	V 06/03/20	25308	WOLD ARCHITECTS & E	01527865384000	305	CN WATER HEATER	0.00	-137.85
A101.00	376803	V 06/03/20	25308	WOLD ARCHITECTS & E	01021865384000	305	HS STEAM HX REPLACE	0.00	-267.90
A101.00	376803	V 06/03/20	25308	WOLD ARCHITECTS & E	01008865384000	305	ECC RENOV	0.00	-643.78
A101.00	376803	V 06/03/20	25308	WOLD ARCHITECTS & E	01020865384000	305	VV OUTDOOR STORAGE	0.00	-936.85
A101.00	376803	V 06/03/20	25308	WOLD ARCHITECTS & E	01020865384000	305	VVMS 2020 RENOV	0.00	-8,252.13
A101.00	376803	V 06/03/20	25308	WOLD ARCHITECTS & E	01008865384000	305	ECC 2020 RENOV	0.00	-20,116.23
A101.00	376803	V 06/03/20	25308	WOLD ARCHITECTS & E	01019865369000	305	SVMS 2019 WINDOW RE	0.00	-94,263.14
TOTAL CHECK								0.00	-124,617.88
A101.00	377826	V 08/12/20	13475	PARK ADAM TRANSPORT	01009760714000	360	MNPLS ROUTES MAY202	0.00	-54,936.00
A101.00	378178	09/02/20	31372	ACME TOOLS PLYMOUTH	01532810000820	401	MILWAUKEE BLOWER	0.00	169.00
A101.00	378178	09/02/20	31372	ACME TOOLS PLYMOUTH	01532810000820	401	MILWAUKEE BLOWER	0.00	698.00
TOTAL CHECK								0.00	867.00
A101.00	378181	09/02/20	30778	ADVANCED POWER SERV	01005865363000	350	GARAGE GENERATOR SV	0.00	995.36
A101.00	378182	09/02/20	28342	AFFINETY SOLUTIONS	01021292000000	820	ANNUAL FEE	0.00	2,760.00
A101.00	378183	09/02/20	19896	AMAZON CAPITAL SERV	01527203000055	430	5TH GRADE INSTRUCTI	0.00	39.11
A101.00	378184	09/02/20	10231	AMLE ASSOCIATION M	01019211000000	366	AMLE20 REGISTRATION	0.00	249.99
A101.00	378186	09/02/20	30642	ART PARTNERS GROUP	01021292000000	305	STATE CHAMPIONSHIP	0.00	204.50
A101.00	378188	09/02/20	24971	BATTERIES R US	01527810000000	350	3 12VOLT BATTERIES	0.00	137.97
A101.00	378189	09/02/20	32618	BOLTON & MENK INC	01019865384000	305	SVMS STORM CONST DO	0.00	3,367.20
A101.00	378189	09/02/20	32618	BOLTON & MENK INC	01021865384000	305	EHS TURF CONST ADMI	0.00	620.00
TOTAL CHECK								0.00	3,987.20
A101.00	378191	09/02/20	15056	CENTERPOINT ENERGY	01527810000000	440	CORNELIA	0.00	247.25
A101.00	378191	09/02/20	15056	CENTERPOINT ENERGY	01019810000000	440	SOUTHVIEW MS	0.00	318.25
A101.00	378191	09/02/20	15056	CENTERPOINT ENERGY	01528810000000	440	COUNTRYSIDE	0.00	412.08
A101.00	378191	09/02/20	15056	CENTERPOINT ENERGY	01021810000000	440	EDINA HIGH SCHOOL	0.00	498.43
A101.00	378191	09/02/20	15056	CENTERPOINT ENERGY	01526810000000	440	CONCORD	0.00	891.98
A101.00	378191	09/02/20	15056	CENTERPOINT ENERGY	01532810000000	440	CREEK VALLEY CREDIT	0.00	-59.43
A101.00	378191	09/02/20	15056	CENTERPOINT ENERGY	01533810000000	440	ECC	0.00	58.79
A101.00	378191	09/02/20	15056	CENTERPOINT ENERGY	01532810000000	440	CREEK VALLEY	0.00	83.51
A101.00	378191	09/02/20	15056	CENTERPOINT ENERGY	01020810000000	440	VALLEY VIEW MS	0.00	137.83
A101.00	378191	09/02/20	15056	CENTERPOINT ENERGY	01009760720000	440	BUS GARAGE	0.00	175.12
A101.00	378191	09/02/20	15056	CENTERPOINT ENERGY	01008810000000	440	ECC	0.00	208.44
TOTAL CHECK								0.00	2,972.25
A101.00	378192	09/02/20	10363	CENTRAL ROOFING COM	01019865383000	520	SVMS REROOF	0.00	72,498.77
A101.00	378192	09/02/20	10363	CENTRAL ROOFING COM	01008865383000	520	ECC/VV REROOF	0.00	1,225.50
TOTAL CHECK								0.00	73,724.27
A101.00	378193	09/02/20	01321	CITY OF EDINA	01528810000000	331	COUNTRYSIDE	0.00	2,038.90
A101.00	378193	09/02/20	01321	CITY OF EDINA	01527810000000	331	CORNELIA	0.00	2,475.86

SOURCEWELL TECHNOLOGY  
DATE: 10/05/2020  
TIME: 11:50:55

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 2  
ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='3'  
ACCOUNTING PERIOD: 4/21

FUND - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCTNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	378193	09/02/20	01321	CITY OF EDINA	01529810000000	331	HIGHLANDS	0.00	2,523.85
TOTAL CHECK									7,038.61
A101.00	378196	09/02/20	18132	DRAMATIC PUBLISHING	01020291000256	430	DRAMA	0.00	26.52
A101.00	378200	09/02/20	30242	FRASER CHILD AND FA	01005400000000	393	CONSULT PSYCHOTHERA	0.00	462.00
A101.00	378201	09/02/20	13854	GILBERT MECHANICAL	01021810000000	350	REPLACED VFD COND P	0.00	9,159.01
A101.00	378202	09/02/20	30209	GRAINGER	01020810000815	401	POOL SUPPLIES	0.00	19.71
A101.00	378204	09/02/20	19749	INDELCO PLASTICS CO	01020810000815	401	POOL SUPPLIES	0.00	154.58
A101.00	378207	09/02/20	12665	JESSEN PRESS INC	01532203000000	430	BUSINESS CARDS	0.00	46.89
A101.00	378208	09/02/20	13917	JH LARSON COMPANY	01008810000000	350	ELECTRICAL SUPPLIES	0.00	56.25
A101.00	378208	09/02/20	13917	JH LARSON COMPANY	01526810000810	401	BULBS AND BALLAST	0.00	209.67
TOTAL CHECK									265.92
A101.00	378209	09/02/20	06616	JOHNSON CONTROLS FI	01527810000000	350	SERVICE CALL	0.00	256.00
A101.00	378210	09/02/20	09728	JW PEPPER & SON INC	01021291000250	430	BAND MUSIC CREDIT	0.00	-70.00
A101.00	378210	09/02/20	09728	JW PEPPER & SON INC	01021291000250	430	BAND MUSIC	0.00	70.00
A101.00	378210	09/02/20	09728	JW PEPPER & SON INC	01021291000250	430	BAND MUSIC	0.00	70.00
A101.00	378210	09/02/20	09728	JW PEPPER & SON INC	01021291000250	430	BAND MUSIC	0.00	347.00
TOTAL CHECK									417.00
A101.00	378212	09/02/20	30108	LECTURES DE FRANCE	01533203000000	430	BOOKS FOR NORMANDAL	0.00	4,685.40
A101.00	378212	09/02/20	30108	LECTURES DE FRANCE	01005203302000	460	BOOKS FOR NORMANDAL	0.00	5,980.40
TOTAL CHECK									10,665.80
A101.00	378213	09/02/20	32597	LIFESAVER FIRE PROT	01005865363000	350	SPRINKLER REPAIR	0.00	1,658.00
A101.00	378214	09/02/20	30326	M.I.S.T.	01005940000000	340	PROPERTY POLICIES	0.00	558,053.20
A101.00	378216	09/02/20	30024	MENARDS - EDEN PRAI	01529810000000	350	MAINTENANCE SUPPLIE	0.00	162.26
A101.00	378216	09/02/20	30024	MENARDS - EDEN PRAI	01527810000810	401	VINYL GLOVES	0.00	8.97
TOTAL CHECK									171.23
A101.00	378217	09/02/20	20037	METRO ELEVATOR INC	01005810000000	305	ECC REG SVC SEPT202	0.00	1,130.00
A101.00	378218	09/02/20	18737	METRO SALES INC	01021292000000	305	MONTHLY COPIER RENT	0.00	98.00
A101.00	378219	09/02/20	10596	MINNESOTA STATE HIG	01021292000000	820	20-21 MEMBERSHIP	0.00	9,188.00
A101.00	378220	09/02/20	23177	NCS PEARSON INC	01005420419000	433	Q-INTERACTIVE CUSTO	0.00	7,075.00
A101.00	378221	09/02/20	20814	NSPA-NATIONAL SCHOL	01021291000296	430	FY21 NEWSPAPER RENE	0.00	129.00
A101.00	378222	09/02/20	30265	PARK NICOLLET FOUND	01005400000000	379	PROGRAM OP 2020-21	0.00	2,000.00
A101.00	378224	09/02/20	28507	PIONEER MANUFACTURI	01021292000000	401	STADIUM PAINT	0.00	86.90

SOURCEWELL TECHNOLOGY  
DATE: 10/05/2020  
TIME: 11:50:55

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 3  
ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='3'  
ACCOUNTING PERIOD: 4/21

FUND - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101.00	378225	09/02/20	17570	QUINN VIOLINS	01020258000252	350	ORCH INSTRUMNT REPA	0.00	238.49
A101.00	378227	09/02/20	15238	ROTARY CLUB OF EDIN	01005020000000	820	Q1 DUES JUL-SEP S&B	0.00	240.00
A101.00	378229	09/02/20	26674	RUSSELL SECURITY RE	01021810302000	530	2ND FLR BOYS BATH D	0.00	3,132.35
A101.00	378229	09/02/20	26674	RUSSELL SECURITY RE	01021810302000	530	FIELD HOUSE STORAG	0.00	1,410.00
A101.00	378229	09/02/20	26674	RUSSELL SECURITY RE	01021810000000	350	MULTIPL HW FIRE DOO	0.00	1,854.00
TOTAL CHECK								0.00	6,396.35
A101.00	378230	09/02/20	26568	S & J GLASS INC	01019865380000	520	2019 WINDOW REPLACE	0.00	21,157.85
A101.00	378231	09/02/20	32585	SAVVAS LEARNING COM	01005211302000	460	MATERIALS FOR SOUTH	0.00	4,530.33
A101.00	378232	09/02/20	06922	SCHOOL SERVICE EMPL	01	L215.08	UNION DUES W/H	0.00	1,903.01
A101.00	378233	09/02/20	19808	SEW EASY DESIGNS	01019211000240	430	FACS MINI DRWSTG BA	0.00	1,014.00
A101.00	378234	09/02/20	21881	SHAMROCK GROUP	01021292000000	370	KUHLMAN ICE MACHINE	0.00	211.05
A101.00	378235	09/02/20	08656	SPS COMPANIES INC	01529810302000	530	DRINKING FOUNTAIN	0.00	1,709.33
A101.00	378236	09/02/20	24832	STARFALL EDUCATION	01527203000051	430	INSTRUCTIONAL SUPPL	0.00	124.08
A101.00	378238	09/02/20	30096	SUMMIT COMPANIES	01005865363000	305	ANNUAL FIRE EXTG IN	0.00	844.20
A101.00	378238	09/02/20	30096	SUMMIT COMPANIES	01005865363000	305	ANNUAL FIRE EXT INS	0.00	994.44
TOTAL CHECK								0.00	1,838.64
A101.00	378240	09/02/20	29048	TBP PRODUCTIONS LLP	01021291000296	430	ZEPHYRUS WEB RENEWA	0.00	400.00
A101.00	378241	09/02/20	26357	THE ADVISORS MARKET	01005105000000	401	BADGE SUPPLIES	0.00	204.22
A101.00	378243	09/02/20	28897	TONENWORKS MUSIC THE	01005420740000	394	MUSIC THERAPY	0.00	2,254.43
A101.00	378244	09/02/20	25724	ULINE	01021292000000	401	CHAIRS KUHLMAN TEAM	0.00	2,236.39
A101.00	378244	09/02/20	25724	ULINE	01021292000000	401	TSCHIDA SUPPLIES	0.00	39.51
A101.00	378244	09/02/20	25724	ULINE	01021292000000	401	CHAIR DOLLY	0.00	433.10
TOTAL CHECK								0.00	2,709.00
A101.00	378245	09/02/20	23013	UNIVERSITY LANGUAGE	01005420740000	358	SP ED INTERPRETER	0.00	110.00
A101.00	378245	09/02/20	23013	UNIVERSITY LANGUAGE	01005420740000	358	SP ED INTERPRETER	0.00	156.75
TOTAL CHECK								0.00	266.75
A101.00	378246	09/02/20	30914	WINDOWS PLUS OF MPL	01021810000000	350	FILM FOR NEW CLASS	0.00	275.00
A101.00	378248	09/02/20	25452	ZIP PRINTING & COPY	01005109000000	401	COVID SAFETY SIGNS	0.00	1,401.10
A101.00	378250	09/09/20	00500	ASTLEFORD INTERNATI	01009760720000	402	CLAMP	0.00	87.63
A101.00	378250	09/09/20	00500	ASTLEFORD INTERNATI	01009760720000	402	CABLE, PARKING BRAK	0.00	367.54
A101.00	378250	09/09/20	00500	ASTLEFORD INTERNATI	01009760720000	402	PACKAGE, KIT, PISTO	0.00	440.93
A101.00	378250	09/09/20	00500	ASTLEFORD INTERNATI	01009760720000	402	KITS (3)	0.00	519.69
A101.00	378250	09/09/20	00500	ASTLEFORD INTERNATI	01009760720000	402	HBP ASSE, CORE CHAR	0.00	3,741.93



SOURCEWELL TECHNOLOGY  
DATE: 10/05/2020  
TIME: 11:50:55

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 4  
ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='3'  
ACCOUNTING PERIOD: 4/21

FUND - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCTNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	378250	09/09/20	00500	ASTLEFORD INTERNATI	01009760720000	402	CORE CREDIT	0.00	-1,250.00
A101.00	378250	09/09/20	00500	ASTLEFORD INTERNATI	01009760720000	402	CORE CREDIT	0.00	-1,000.00
A101.00	378250	09/09/20	00500	ASTLEFORD INTERNATI	01009760720000	402	CORE CREDIT	0.00	-900.00
A101.00	378250	09/09/20	00500	ASTLEFORD INTERNATI	01009760720000	402	CORE CREDIT	0.00	-697.50
A101.00	378250	09/09/20	00500	ASTLEFORD INTERNATI	01009760720000	402	CORE CREDIT	0.00	-473.75
A101.00	378250	09/09/20	00500	ASTLEFORD INTERNATI	01009760720000	402	CORE CREDIT	0.00	-140.00
A101.00	378250	09/09/20	00500	ASTLEFORD INTERNATI	01009760720000	402	GASKET	0.00	9.86
TOTAL CHECK								0.00	706.33
A101.00	378251	09/09/20	05628	AUTO PLUS/UNI-SELEC	01009760720000	402	BRASS PLUG	0.00	10.70
A101.00	378254	09/09/20	32010	BOARD OF SCHOOL SUP	01005420419640	366	PROF DEV DIR. OF SP	0.00	1,125.00
A101.00	378255	09/09/20	32700	BUSINESS ESSENTIALS	01021810000000	401	SNEEZE GUARD	0.00	154.00
A101.00	378257	09/09/20	27241	CAROLE A. GUPTON PH	01005203313000	305	VIRTUAL MEETING	0.00	300.00
A101.00	378257	09/09/20	27241	CAROLE A. GUPTON PH	01005203313000	305	VIRT. MEET W/RANDY	0.00	450.00
A101.00	378257	09/09/20	27241	CAROLE A. GUPTON PH	01005203313000	305	WHITE FRAGILITY	0.00	150.00
TOTAL CHECK								0.00	900.00
A101.00	378259	09/09/20	15056	CENTERPOINT ENERGY	01529810000000	440	HIGHLANDS	0.00	839.47
A101.00	378262	09/09/20	15809	CONTINENTAL CLAY	01021212000000	430	ESTIMATED SHIPPING/	0.00	99.70
A101.00	378262	09/09/20	15809	CONTINENTAL CLAY	01021212000000	430	BUFF STONE WARE (NO	0.00	699.08
A101.00	378262	09/09/20	15809	CONTINENTAL CLAY	01021212000000	430	PLASTIC BAGS FOR DI	0.00	36.00
TOTAL CHECK								0.00	834.78
A101.00	378263	09/09/20	17793	CPI-CRISIS PREVENTI	01005420419000	820	ANNUAL MBRSH - JEF	0.00	150.00
A101.00	378264	09/09/20	30260	CROWN PLASTICS INC	01005810154000	401	ACRYLIC PANELS REST	0.00	175.00
A101.00	378265	09/09/20	26819	DAVEY TREE EXPERT C	01528810302000	530	TREES TEARDOWN	0.00	770.00
A101.00	378266	09/09/20	21013	SHRED RIGHT	01009760720000	305	SECURITY TOTER	0.00	15.00
A101.00	378269	09/09/20	13063	ECM PUBLISHERS INC	01005105000000	305	GORUP HEALTH INS. B	0.00	130.90
A101.00	378270	09/09/20	24575	EDUCATORS BENEFIT C	01005110000000	305	403(B)ADMIN SEPT20F	0.00	577.04
A101.00	378271	09/09/20	28966	FACTORY MOTOR PARTS	01009760720000	402	PARTS	0.00	379.80
A101.00	378272	09/09/20	31389	FEDEX	01009760720000	329	GROUND SERVICE	0.00	9.54
A101.00	378273	09/09/20	02490	FOLLETT SCHOOL SOLU	01005203302000	460	GRADE 5 MATH IN FOC	0.00	154.00
A101.00	378273	09/09/20	02490	FOLLETT SCHOOL SOLU	01005218388000	430	MATH BOOKS	0.00	1,132.50
A101.00	378273	09/09/20	02490	FOLLETT SCHOOL SOLU	01005218388000	430	MATH BOOKS	0.00	1,855.97
A101.00	378273	09/09/20	02490	FOLLETT SCHOOL SOLU	01005218388000	430	MATH BOOKS	0.00	955.90
A101.00	378273	09/09/20	02490	FOLLETT SCHOOL SOLU	01005218388000	430	MATH BOOKS	0.00	1,927.90
A101.00	378273	09/09/20	02490	FOLLETT SCHOOL SOLU	01005218388000	430	MATH BOOKS	0.00	548.00
A101.00	378273	09/09/20	02490	FOLLETT SCHOOL SOLU	01005218388000	430	MATH BOOKS	0.00	1,585.50
TOTAL CHECK								0.00	8,159.77

SOURCEWELL TECHNOLOGY  
DATE: 10/05/2020  
TIME: 11:50:55

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 5  
ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='3'  
ACCOUNTING PERIOD: 4/21

FUND - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101.00	378274	09/09/20	18200	GENERAL SECURITY SE	01009760720000	305	PATROL RESPONSE	0.00	70.00
A101.00	378275	09/09/20	30698	GERTENS GREENHOUSES	01009810000820	401	TRANSPORT GRDS TREE	0.00	107.00
A101.00	378276	09/09/20	28397	GOODIN COMPANY	01526810000000	350	CC RETURN	0.00	-204.00
A101.00	378276	09/09/20	28397	GOODIN COMPANY	01528810000000	350	CS RETURN	0.00	-132.95
A101.00	378276	09/09/20	28397	GOODIN COMPANY	01528810000000	350	CS PURCHASE-CNTRL B	0.00	204.00
A101.00	378276	09/09/20	28397	GOODIN COMPANY	01526810000000	350	CC PURCHASE - CNTLB	0.00	204.00
TOTAL CHECK								0.00	71.05
A101.00	378277	09/09/20	09346	GRAINGER	01009760720000	402	DOLLY, CONTAINER CL	0.00	226.00
A101.00	378277	09/09/20	09346	GRAINGER	01009760720000	350	TRAILER ADAPTER	0.00	39.45
A101.00	378277	09/09/20	09346	GRAINGER	01009760720000	350	JOBBER DRILLS	0.00	158.85
A101.00	378277	09/09/20	09346	GRAINGER	01009760720000	402	V BELT	0.00	13.04
A101.00	378277	09/09/20	09346	GRAINGER	01009760720000	350	WASHER 1/2 BOLT	0.00	28.29
A101.00	378277	09/09/20	09346	GRAINGER	01009760720000	350	JOBBER DRILL	0.00	31.25
TOTAL CHECK								0.00	496.88
A101.00	378278	09/09/20	15367	H&B SPECIALIZED PRO	01526203302000	530	PVC WALL COVERING	0.00	4,054.00
A101.00	378279	09/09/20	08912	HILLYARD/MINNEAPOLI	01009760720000	350	BLADE KIT	0.00	34.50
A101.00	378279	09/09/20	08912	HILLYARD/MINNEAPOLI	01009760720000	350	ARSENAL 1 QT	0.00	256.76
A101.00	378279	09/09/20	08912	HILLYARD/MINNEAPOLI	01009760720000	350	FACE SHIELDS	0.00	498.00
TOTAL CHECK								0.00	789.26
A101.00	378280	09/09/20	03263	HOGLUND BUS AND TRU	01009760720000	402	CABLE	0.00	204.19
A101.00	378280	09/09/20	03263	HOGLUND BUS AND TRU	01009760720000	402	TREAD STEP	0.00	439.56
TOTAL CHECK								0.00	643.75
A101.00	378281	09/09/20	21315	HORIZON COMMERCIAL	01019810000815	401	POOL SUPPLIES	0.00	1,463.50
A101.00	378282	09/09/20	20605	INNOVATIVE OFFICE S	01005810154000	401	AIR PURIFIER	0.00	16,160.00
A101.00	378282	09/09/20	20605	INNOVATIVE OFFICE S	01533050000000	401	LABELS	0.00	72.29
A101.00	378282	09/09/20	20605	INNOVATIVE OFFICE S	01005110000000	401	FEL00703 STOR/FILE	0.00	125.04
A101.00	378282	09/09/20	20605	INNOVATIVE OFFICE S	01005110000000	401	PIL31006 G2 PREMIUM	0.00	14.21
TOTAL CHECK								0.00	16,371.54
A101.00	378283	09/09/20	22302	INTEREUM INC	01533203302000	530	FURNITURE FOR NEW K	0.00	3,770.68
A101.00	378283	09/09/20	22302	INTEREUM INC	01533203302000	530	ESTIMATED SHIPPING/	0.00	257.32
TOTAL CHECK								0.00	4,028.00
A101.00	378284	09/09/20	16322	INTERMEDIATE DISTRI	01021211303000	390	ALC	0.00	1,295.82
A101.00	378284	09/09/20	16322	INTERMEDIATE DISTRI	01021399830000	390	CAREER & TECH	0.00	1,330.67
A101.00	378284	09/09/20	16322	INTERMEDIATE DISTRI	01021380835000	390	TRANSITION DISABLED	0.00	3,031.30
A101.00	378284	09/09/20	16322	INTERMEDIATE DISTRI	01021211303000	390	ALC-STABILIZATION F	0.00	3,644.28
A101.00	378284	09/09/20	16322	INTERMEDIATE DISTRI	01021399830000	390	HTP-GEN ED	0.00	10,255.96
A101.00	378284	09/09/20	16322	INTERMEDIATE DISTRI	01021211303000	390	CONTRACTED NSO	0.00	10,856.30
A101.00	378284	09/09/20	16322	INTERMEDIATE DISTRI	01005400000000	390	CORE FEE	0.00	10,969.28
A101.00	378284	09/09/20	16322	INTERMEDIATE DISTRI	01005400000000	390	ITINERANT	0.00	17,460.13
A101.00	378284	09/09/20	16322	INTERMEDIATE DISTRI	01005850302000	370	LEASE LEVY	0.00	23,895.99
TOTAL CHECK								0.00	82,739.73

SOURCEWELL TECHNOLOGY  
DATE: 10/05/2020  
TIME: 11:50:55

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 6  
ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='3'  
ACCOUNTING PERIOD: 4/21

FUND - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101.00	378285	09/09/20	03720	JERRY'S HARDWARE	01526810000810	401	BLUE PEX STICK	0.00	15.15
A101.00	378285	09/09/20	03720	JERRY'S HARDWARE	01005810000820	401	DW GROUNDS - KEY	0.00	2.24
TOTAL CHECK									17.39
A101.00	378288	09/09/20	20559	KATH FUEL OIL SERVI	01009760720000	441	UNLEADED FUEL	0.00	1,238.48
A101.00	378294	09/09/20	30024	MENARDS - EDEN PRAI	01528810000820	401	JUMBOX TOOLS EARMU	0.00	500.00
A101.00	378294	09/09/20	30024	MENARDS - EDEN PRAI	01528810000810	401	PAINT GLVS TOWELS E	0.00	765.02
A101.00	378294	09/09/20	30024	MENARDS - EDEN PRAI	01005810154000	401	SPRAY BOTTLES - COV	0.00	75.12
A101.00	378294	09/09/20	30024	MENARDS - EDEN PRAI	01005810154000	401	SPRAY BOTTLES - COV	0.00	149.00
A101.00	378294	09/09/20	30024	MENARDS - EDEN PRAI	01005810154000	401	SPRAY BOTTLES - COV	0.00	196.80
A101.00	378294	09/09/20	30024	MENARDS - EDEN PRAI	01528810000000	350	SILICON CLEAR	0.00	43.96
A101.00	378294	09/09/20	30024	MENARDS - EDEN PRAI	01528810000000	350	NEW FAUCET FOR RM 2	0.00	53.99
A101.00	378294	09/09/20	30024	MENARDS - EDEN PRAI	01021810000820	401	EHS GROUNDS	0.00	63.01
A101.00	378294	09/09/20	30024	MENARDS - EDEN PRAI	01005810000820	401	DW GROUNDS	0.00	104.88
A101.00	378294	09/09/20	30024	MENARDS - EDEN PRAI	01009760720000	350	VULKEM, TOOLBOX	0.00	156.84
A101.00	378294	09/09/20	30024	MENARDS - EDEN PRAI	01528810000000	350	RETURN INVOICE	0.00	-39.97
A101.00	378294	09/09/20	30024	MENARDS - EDEN PRAI	01009760720000	350	PARTS	0.00	16.16
TOTAL CHECK									2,084.81
A101.00	378295	09/09/20	22660	MIDWEST BUS PARTS I	01009760720000	402	HALOGEN BULBS	0.00	39.90
A101.00	378296	09/09/20	32007	MINNESOTA EQUIPMENT	01019810000820	401	SV GROUNDS - STRAP	0.00	57.95
A101.00	378296	09/09/20	32007	MINNESOTA EQUIPMENT	01019810000820	401	SV GROUNDS - STRAP	0.00	-50.96
TOTAL CHECK									6.99
A101.00	378298	09/09/20	21956	THE MUSIC MART	01005258302000	530	DISTRICT WIDE BAND	0.00	30,100.00
A101.00	378300	09/09/20	32699	NATHAN FRANZEN	01009760000000	R050	BUS RIDE REIMBURSEM	0.00	350.00
A101.00	378302	09/09/20	18489	NCPERS GROUP LIFE I	01	L215.40	EMPLOYEE W/H SEPT20	0.00	32.00
A101.00	378304	09/09/20	17215	OCCUPATIONAL MEDICI	01009760720000	305	DOT DUCHENE	0.00	70.00
A101.00	378304	09/09/20	17215	OCCUPATIONAL MEDICI	01009760720000	305	DOT BERG	0.00	70.00
A101.00	378304	09/09/20	17215	OCCUPATIONAL MEDICI	01009760720000	305	DOT COOK	0.00	70.00
A101.00	378304	09/09/20	17215	OCCUPATIONAL MEDICI	01009760720000	305	DOT HART	0.00	70.00
A101.00	378304	09/09/20	17215	OCCUPATIONAL MEDICI	01009760720000	305	DOT WYMAN	0.00	70.00
TOTAL CHECK									350.00
A101.00	378305	09/09/20	04661	OFFICE DEPOT INC	01532203000000	430	ON LINE ORDER	0.00	78.23
A101.00	378305	09/09/20	04661	OFFICE DEPOT INC	01526203000000	430	OFFICE SUPPLIES	0.00	321.06
TOTAL CHECK									399.29
A101.00	378306	09/09/20	20111	ON SITE SANITATION	01021292000000	305	CV PORTA POTTIES	0.00	75.06
A101.00	378306	09/09/20	20111	ON SITE SANITATION	01005850000830	305	CV PORTA POTTIES	0.00	75.06
A101.00	378306	09/09/20	20111	ON SITE SANITATION	01021292000000	305	EHS PORTA POTTIES	0.00	175.80
A101.00	378306	09/09/20	20111	ON SITE SANITATION	01005850000830	305	EHS PORTA POTTIES	0.00	175.80
A101.00	378306	09/09/20	20111	ON SITE SANITATION	01005850000830	305		0.00	255.42
A101.00	378306	09/09/20	20111	ON SITE SANITATION	01021292000000	305	ECC PORTA POTTIES	0.00	255.42
A101.00	378306	09/09/20	20111	ON SITE SANITATION	01005850000830	305	ECC PORTAPOTTIES	0.00	585.90
A101.00	378306	09/09/20	20111	ON SITE SANITATION	01021292000000	305	ECC PORTAPOTTIES	0.00	585.90
TOTAL CHECK									2,184.36

SOURCEWELL TECHNOLOGY  
DATE: 10/05/2020  
TIME: 11:50:55

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 7  
ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='3'  
ACCOUNTING PERIOD: 4/21

FUND - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	378308	09/09/20	28352	PINNACLE ENGINEERIN	01021865382000	305	EHS WETLAND MONITOR	0.00	3,303.75
A101.00	378309	09/09/20	15331	PRAIRIE ELECTRIC CO	01528810302000	530	SHED LIGHTS (7) ETC	0.00	863.62
A101.00	378310	09/09/20	15873	REALLY GOOD STUFF I	01527203000051	430	GRADE 1 INSTRUCTION	0.00	219.33
A101.00	378312	09/09/20	06400	SCHMITT MUSIC	01005258000250	430	ORCH SUPPLIES	0.00	146.25
A101.00	378313	09/09/20	14679	SCHOLASTIC INC	01526203000000	430	TEACHER SUBSCRIPTIO	0.00	190.86
A101.00	378314	09/09/20	22930	SIGN PRO	01009760720000	350	SIGNS	0.00	105.60
A101.00	378315	09/09/20	17725	SIGNUM SIGNS AND GR	01533203000000	305	UPDATED ROOM SIGNS	0.00	100.00
A101.00	378317	09/09/20	07010	SUPREME SCHOOL SUPP	01532203000000	430	TEACHERS DAILY PLAN	0.00	98.68
A101.00	378318	09/09/20	27819	T-MOBILE	01005630000000	320	EDINA SCHOOL HOTSP0	0.00	766.17
A101.00	378319	09/09/20	23172	TOLL GAS & WELDING	01009760720000	402	DEMURRAGE	0.00	11.35
A101.00	378320	09/09/20	23055	TRANSPORTATION PLUS	01009760714000	360	TRANSPT FEES MAY 20	0.00	900.00
A101.00	378321	09/09/20	22468	TRI-STATE BOBCAT IN	01008810000820	401	ECC GROUNDS - SVC K	0.00	102.04
A101.00	378321	09/09/20	22468	TRI-STATE BOBCAT IN	01021810000820	401	EHS GROUNDS - SVC K	0.00	102.04
TOTAL CHECK									204.08
A101.00	378322	09/09/20	28040	TWIN CITY TRANSPORT	01009760728000	360	JUNE 2020	0.00	5,186.76
A101.00	378323	09/09/20	25724	ULINE	01005810154000	401	SPRAY BOTTLES - COV	0.00	41.78
A101.00	378323	09/09/20	25724	ULINE	01005810154000	401	SPRAY BOTTLES - COV	0.00	41.78
A101.00	378323	09/09/20	25724	ULINE	01005810154000	401	SPRAY BOTTLES - COV	0.00	41.78
A101.00	378323	09/09/20	25724	ULINE	01005850302000	530	GAS CYLINDER CABINE	0.00	867.60
TOTAL CHECK									992.94
A101.00	378324	09/09/20	19534	VERIFIED CREDENTIAL	01009760720000	305	BACKGRND SCREEN JUL	0.00	409.20
A101.00	378325	09/09/20	15967	WEST MUSIC COMPANY	01526258000000	430	MUSIC CART AND BOOK	0.00	330.07
A101.00	378327	09/09/20	25308	WOLD ARCHITECTS & E	01019865384000	305	SV SAFETY UPGRADES	0.00	778.55
A101.00	378327	09/09/20	25308	WOLD ARCHITECTS & E	01008865384000	305	ECC 2020 RENO	0.00	20,579.26
A101.00	378327	09/09/20	25308	WOLD ARCHITECTS & E	01020865384000	305	VVMS 2020 RENO	0.00	41,474.51
A101.00	378327	09/09/20	25308	WOLD ARCHITECTS & E	01019865384000	305	SV WINDOW REPLACEMN	0.00	527.88
A101.00	378327	09/09/20	25308	WOLD ARCHITECTS & E	01008865384000	305	ECC RENO	0.00	643.78
TOTAL CHECK									64,003.98
A101.00	378328	09/09/20	05410	XCEL ENERGY	01009760720000	330	BUS GARAGE	0.00	2,268.73
A101.00	378329	09/09/20	16042	ZEE MEDICAL SERVICE	01009760720000	401	SUPPLIES	0.00	271.00
A101.00	378330	09/16/20	24001	1ST AYD CORPORATION	01009760720000	350	VINYL GLOVES	0.00	1,017.60

SOURCEWELL TECHNOLOGY  
DATE: 10/05/2020  
TIME: 11:50:55

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 8  
ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='3'  
ACCOUNTING PERIOD: 4/21

FUND - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCTNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	378331	09/16/20	26840	ACME TOOLS	01021810000820	401	CREDIT	0.00	-83.99
A101.00	378331	09/16/20	26840	ACME TOOLS	01021810000820	401	CREDIT	0.00	-81.74
A101.00	378331	09/16/20	26840	ACME TOOLS	01021810000820	401	WATERING PUMP	0.00	419.00
TOTAL CHECK									253.27
A101.00	378332	09/16/20	32713	ALIA	01005407419640	366	TRAINING/WKSP-SP. E	0.00	2,500.00
A101.00	378333	09/16/20	14659	ALLEGRA	01528203000000	430	GRD1 HANDWRITING BK	0.00	442.00
A101.00	378333	09/16/20	14659	ALLEGRA	01528203000000	460	GRD LVL PRINT ORDER	0.00	890.00
TOTAL CHECK									1,332.00
A101.00	378334	09/16/20	19896	AMAZON CAPITAL SERV	01527203000000	430	CARPET SPOTS GENERA	0.00	253.52
A101.00	378335	09/16/20	20848	AMERICAN FLAGPOLE &	01526203000000	401	2 FLAGS	0.00	99.80
A101.00	378337	09/16/20	24803	APURE INC.	01019050000000	305	H2O FILTRATION 20-2	0.00	560.00
A101.00	378338	09/16/20	00500	ASTLEFORD INTERNATI	01009760720000	351	LABOR FOR BUS 81	0.00	334.40
A101.00	378338	09/16/20	00500	ASTLEFORD INTERNATI	01009760720000	402	KIT CAN	0.00	446.00
A101.00	378338	09/16/20	00500	ASTLEFORD INTERNATI	01009760720000	402	SENSOR LOW COOLANT	0.00	27.44
A101.00	378338	09/16/20	00500	ASTLEFORD INTERNATI	01009760720000	402	ABSORBER, SCHOCK	0.00	104.00
TOTAL CHECK									911.84
A101.00	378339	09/16/20	05628	AUTO PLUS/UNI-SELEC	01009760720000	402	BOXED FUEL CAPS	0.00	10.03
A101.00	378340	09/16/20	17679	B&H PHOTO-VIDEO INC	01005211302000	460	MATERIALS FOR NEW C	0.00	7,932.85
A101.00	378341	09/16/20	26064	BAYADA HOME HEALTH	01005416740000	394	NURSING SVCS	0.00	125.00
A101.00	378341	09/16/20	26064	BAYADA HOME HEALTH	01005416740000	394	NURSING SVCS	0.00	150.00
A101.00	378341	09/16/20	26064	BAYADA HOME HEALTH	01005416740000	394	NURSING SVCS	0.00	150.00
A101.00	378341	09/16/20	26064	BAYADA HOME HEALTH	01005416740000	394	NURSING SVCS	0.00	150.00
A101.00	378341	09/16/20	26064	BAYADA HOME HEALTH	01005416740000	394	NURSING SVCS	0.00	150.00
A101.00	378341	09/16/20	26064	BAYADA HOME HEALTH	01005416740000	394	NURSING SVCS	0.00	387.50
TOTAL CHECK									1,112.50
A101.00	378342	09/16/20	12444	BLICK ART MATERIALS	01020212000000	430	ART SUPPLIES	0.00	107.60
A101.00	378343	09/16/20	11479	BRECK HIGH SCHOOL	01009760720000	360	NON PUBLIC 2019/202	0.00	34,241.96
A101.00	378344	09/16/20	30455	BRIAN BARBELN	01021294000651	302	BOYS BASKETBALL	0.00	20.00
A101.00	378345	09/16/20	01012	BSN SPORTS, LLC	01021294000673	430	BFY19-20 LAC SUPPLI	0.00	108.99
A101.00	378345	09/16/20	01012	BSN SPORTS, LLC	01021292000000	430	SOCCER SOCKS G2020	0.00	408.00
A101.00	378345	09/16/20	01012	BSN SPORTS, LLC	01021292000000	430	SOCCER SOCKS BOYS	0.00	589.68
A101.00	378345	09/16/20	01012	BSN SPORTS, LLC	01021292000000	430	GOALIE UNIFORMS G20	0.00	675.68
A101.00	378345	09/16/20	01012	BSN SPORTS, LLC	01021292000000	430	SOCCER GOAL WEIGHT	0.00	959.20
A101.00	378345	09/16/20	01012	BSN SPORTS, LLC	01021292000000	430	GOALIE SHORTS 2020	0.00	1,422.92
A101.00	378345	09/16/20	01012	BSN SPORTS, LLC	01021292000000	430	SOCCER UNIFORMS B20	0.00	3,079.13
A101.00	378345	09/16/20	01012	BSN SPORTS, LLC	01021292000000	430	SOCCER UNIFORMS GRL	0.00	3,893.40
TOTAL CHECK									11,137.00
A101.00	378346	09/16/20	32700	BUSINESS ESSENTIALS	01005810154000	401	PVC GLOVES - COVID	0.00	11,865.04

SOURCEWELL TECHNOLOGY  
DATE: 10/05/2020  
TIME: 11:50:55

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 9  
ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='3'  
ACCOUNTING PERIOD: 4/21

FUND - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	378346	09/16/20	32700	BUSINESS ESSENTIALS	01005810154000	401	PVC GLOVES - COVID	0.00	1,191.19
TOTAL CHECK								0.00	13,056.23
A101.00	378348	09/16/20	15058	CENGAGE LEARNING	01005205417000	433	MATERIALS FOR EL -	0.00	1,115.40
A101.00	378349	09/16/20	24945	CENTURYLINK	01526810000000	320	CONCORD	0.00	64.09
A101.00	378349	09/16/20	24945	CENTURYLINK	01005620000000	320	DISTRICT OFFICE	0.00	102.65
A101.00	378349	09/16/20	24945	CENTURYLINK	01020810000000	320	VALLEY VIEW	0.00	122.18
A101.00	378349	09/16/20	24945	CENTURYLINK	01009760720000	320	TRANSPORTATION	0.00	128.16
A101.00	378349	09/16/20	24945	CENTURYLINK	01532810000000	320	CREEK VALLEY	0.00	136.21
A101.00	378349	09/16/20	24945	CENTURYLINK	01005620000000	320	DISTRICT OFFICE	0.00	158.51
A101.00	378349	09/16/20	24945	CENTURYLINK	01020810000000	320	VALLEY VIEW	0.00	306.72
A101.00	378349	09/16/20	24945	CENTURYLINK	01021810000000	320	EHS	0.00	394.36
A101.00	378349	09/16/20	24945	CENTURYLINK	01005620000000	320	DISTRICT OFFICE	0.00	617.60
TOTAL CHECK								0.00	2,030.48
A101.00	378351	09/16/20	30187	AUTO RENTAL LLC	01021292000672	360	RENTAL CARS SPRING	0.00	935.99
A101.00	378352	09/16/20	01321	CITY OF EDINA	01526810000000	331	CONCORD	0.00	4,971.28
A101.00	378352	09/16/20	01321	CITY OF EDINA	01532810000000	331	CREEK VALLEY	0.00	5,989.28
A101.00	378352	09/16/20	01321	CITY OF EDINA	01020810000000	331	VALLEY VIEW	0.00	15,307.34
A101.00	378352	09/16/20	01321	CITY OF EDINA	01021810000000	331	EHS	0.00	20,741.22
TOTAL CHECK								0.00	47,009.12
A101.00	378353	09/16/20	27523	CONCRETE & COATINGS	01527810302000	530	EPOX BOILER RM FLOO	0.00	8,897.00
A101.00	378354	09/16/20	27870	CONJUGUEMOS	01020230000000	430	WLD LANG SUBSCRIPTI	0.00	75.00
A101.00	378355	09/16/20	26286	DAKOTA TRUCK UNDERW	01	L215.70	INSTALLMENT #3	0.00	26,585.00
A101.00	378355	09/16/20	26286	DAKOTA TRUCK UNDERW	01	L215.70	INSTALLMENT #4	0.00	26,585.00
TOTAL CHECK								0.00	53,170.00
A101.00	378357	09/16/20	17950	DELEGARD TOOL COMPA	01021292000000	401	ZIP TIES	0.00	217.80
A101.00	378359	09/16/20	22185	EDUCATIONAL INNOVAT	01020260000000	430	GB-710 GROWING SPH	0.00	6.46
A101.00	378359	09/16/20	22185	EDUCATIONAL INNOVAT	01020260000000	430	ESTIMATED SHIPPING/	0.00	7.95
TOTAL CHECK								0.00	14.41
A101.00	378360	09/16/20	30341	ERIC ROTH	01021296000663	302	GIRLS SOCCER	0.00	60.00
A101.00	378360	09/16/20	30341	ERIC ROTH	01021294000663	302	BOYS SOCCER	0.00	60.00
TOTAL CHECK								0.00	120.00
A101.00	378361	09/16/20	30636	ESCREEN, INC.	01009760720000	305	DOT DRUG TESTS	0.00	145.00
A101.00	378362	09/16/20	28966	FACTORY MOTOR PARTS	01009760720000	402	BATTERIES	0.00	618.72
A101.00	378362	09/16/20	28966	FACTORY MOTOR PARTS	01009760720000	402	OIL FILTERS	0.00	21.74
A101.00	378362	09/16/20	28966	FACTORY MOTOR PARTS	01009760720000	402	PARTS A12613/A12614	0.00	50.80
TOTAL CHECK								0.00	691.26
A101.00	378363	09/16/20	28431	FIELDTURF USA INC	01021865384000	520	EHS TURF REPLACE AP	0.00	18,664.46
A101.00	378364	09/16/20	02476	FLINN SCIENTIFIC IN	01020260000000	430	125 ML ERLNMEYER F	0.00	39.10

SOURCEWELL TECHNOLOGY  
DATE: 10/05/2020  
TIME: 11:50:55

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 10  
ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='3'  
ACCOUNTING PERIOD: 4/21

FUND - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101.00	378364	09/16/20	02476	FLINN SCIENTIFIC IN	01020260000000	430	GP9140 250 ML ERL	0.00	45.47
A101.00	378364	09/16/20	02476	FLINN SCIENTIFIC IN	01020260000000	430	GP1030 600 ML BEAK	0.00	23.98
A101.00	378364	09/16/20	02476	FLINN SCIENTIFIC IN	01020260000000	430	AP6712 COLOR WHEEL	0.00	30.06
A101.00	378364	09/16/20	02476	FLINN SCIENTIFIC IN	01020260000000	430	AP 1452 THERMOMETE	0.00	65.77
A101.00	378364	09/16/20	02476	FLINN SCIENTIFIC IN	01020260000000	430	AP1718 DROPPING PIP	0.00	3.20
TOTAL CHECK								0.00	207.58
A101.00	378366	09/16/20	02490	FOLLETT SCHOOL SOLU	01533203000000	430	KINDERGARTEN MATH B	0.00	367.20
A101.00	378367	09/16/20	18200	GENERAL SECURITY SE	01005810000000	305	DW SEP20 INTRUSION	0.00	338.59
A101.00	378367	09/16/20	18200	GENERAL SECURITY SE	01005810000000	305	DW20 PATROL 8/1-10/	0.00	900.00
A101.00	378367	09/16/20	18200	GENERAL SECURITY SE	01005810000000	305	EHS PATROL AUG20	0.00	215.00
A101.00	378367	09/16/20	18200	GENERAL SECURITY SE	01005810000000	305	SV PATROL AUG20	0.00	35.00
A101.00	378367	09/16/20	18200	GENERAL SECURITY SE	01005810000000	305	TRANS PATROL AUG20	0.00	35.00
A101.00	378367	09/16/20	18200	GENERAL SECURITY SE	01005810000000	305	ECC PATROL AUG20	0.00	70.00
TOTAL CHECK								0.00	1,593.59
A101.00	378369	09/16/20	31981	GRADSMN INC	01021211000450	305	\$39-CUSTOM CAP/GOWN	0.00	23,865.00
A101.00	378370	09/16/20	09346	GRAINGER	01009760720000	350	WASHER 7/16 BOLT	0.00	4.83
A101.00	378370	09/16/20	09346	GRAINGER	01009760720000	350	BATTERIES	0.00	22.42
A101.00	378370	09/16/20	09346	GRAINGER	01009760720000	350	WATERPROOF ROLL KIT	0.00	31.50
TOTAL CHECK								0.00	58.75
A101.00	378371	09/16/20	27788	GREATAMERICA FINANC	01019211000000	329	POSTAGE METER RENTA	0.00	149.95
A101.00	378372	09/16/20	21719	GREEN LIGHTS RECYCL	01529865349000	305	HL LIGHTBULB/RECYCL	0.00	66.23
A101.00	378372	09/16/20	21719	GREEN LIGHTS RECYCL	01008865349000	305	ECC RECYCLE/LIGHTBU	0.00	429.04
A101.00	378372	09/16/20	21719	GREEN LIGHTS RECYCL	01020865349000	305	VV LIGHTBULB/RECYCL	0.00	128.89
A101.00	378372	09/16/20	21719	GREEN LIGHTS RECYCL	01020865349000	305	VV FRIDGE RECYCLING	0.00	54.95
A101.00	378372	09/16/20	21719	GREEN LIGHTS RECYCL	01020865349000	305	VV MICROWAVE RECYCL	0.00	54.95
A101.00	378372	09/16/20	21719	GREEN LIGHTS RECYCL	01020865349000	305	VV LIGHTBULB RECYCL	0.00	65.96
TOTAL CHECK								0.00	800.02
A101.00	378373	09/16/20	31051	GREENHILL SCHOOL	01021291000254	369	DEBATE ENTRY FEE	0.00	360.00
A101.00	378374	09/16/20	08912	HILLYARD/MINNEAPOLI	01009760720000	350	SANI GEL - PURELL	0.00	545.84
A101.00	378374	09/16/20	08912	HILLYARD/MINNEAPOLI	01009760720000	350	SURGICAL MASKS	0.00	980.00
TOTAL CHECK								0.00	1,525.84
A101.00	378375	09/16/20	03263	HOGLUND BUS AND TRU	01009760720000	402	DRUM HAND	0.00	285.31
A101.00	378375	09/16/20	03263	HOGLUND BUS AND TRU	01009760720000	351	PARTS/LABOR - BUS 7	0.00	1,556.58
A101.00	378375	09/16/20	03263	HOGLUND BUS AND TRU	01005850302000	548	5 NEW BUS VINS	0.00	447,551.98
TOTAL CHECK								0.00	449,393.87
A101.00	378376	09/16/20	22284	HOLY FAMILY CATHOLI	01009760720000	360	NONPUB 19/20 P COWA	0.00	218.02
A101.00	378378	09/16/20	26941	INNOVATIONAL WATER	01008810000000	350	BOILER STARTUP BOTT	0.00	412.00
A101.00	378378	09/16/20	26941	INNOVATIONAL WATER	01005810000000	305	MONTHLY H2O MANAGMN	0.00	3,500.42
TOTAL CHECK								0.00	3,912.42
A101.00	378379	09/16/20	20605	INNOVATIVE OFFICE S	01526203302000	530	OFFICE FURNITURE	0.00	3,252.80

SOURCEWELL TECHNOLOGY  
DATE: 10/05/2020  
TIME: 11:50:55

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 11  
ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='3'  
ACCOUNTING PERIOD: 4/21

FUND - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	378380	09/16/20	16513	INSTITUTE FOR ENVIR	01005865352000	305	EHS MGMT SVCS	0.00	1,899.84
A101.00	378380	09/16/20	16513	INSTITUTE FOR ENVIR	01020865352000	305	2020 VV COMMISSIONI	0.00	4,540.00
A101.00	378380	09/16/20	16513	INSTITUTE FOR ENVIR	01020865352000	305	2020 VV INVESTIGATI	0.00	289.68
A101.00	378380	09/16/20	16513	INSTITUTE FOR ENVIR	01008865358000	305	ECC ASBESTOS REMOVE	0.00	18,586.84
TOTAL CHECK								0.00	25,316.36
A101.00	378381	09/16/20	28476	INSTRUMENTALIST AWA	01021291000250	401	BAND AWARDS	0.00	188.00
A101.00	378382	09/16/20	22560	INTELLIGERE INC	01005790000000	358	GEN ED - INTERPRETE	0.00	115.50
A101.00	378383	09/16/20	31792	JACOB HOLM	01021296000663	302	GIRLS SOCCER	0.00	60.00
A101.00	378384	09/16/20	03720	JERRY'S HARDWARE	01020810000810	401	CUSTODIAL SUPPLIES	0.00	0.18
A101.00	378384	09/16/20	03720	JERRY'S HARDWARE	01532810000810	401	MISC BUILDING SUPPL	0.00	12.12
A101.00	378384	09/16/20	03720	JERRY'S HARDWARE	01533203000000	401	KEYS	0.00	4.48
A101.00	378384	09/16/20	03720	JERRY'S HARDWARE	01532810000810	401	MISC BUILDING SUPPL	0.00	79.95
A101.00	378384	09/16/20	03720	JERRY'S HARDWARE	01532810000000	350	DINING SVC PLUMBING	0.00	35.33
A101.00	378384	09/16/20	03720	JERRY'S HARDWARE	01021292000000	401	KEY BLANK	0.00	58.24
TOTAL CHECK								0.00	190.30
A101.00	378385	09/16/20	12665	JESSEN PRESS INC	01021294000664	401	BOYS SWIM PLAQUES	0.00	244.00
A101.00	378386	09/16/20	13917	JH LARSON COMPANY	01019810000000	401	12 400W METAL BULB	0.00	558.19
A101.00	378386	09/16/20	13917	JH LARSON COMPANY	01019810000000	401	LIGHTBULBS	0.00	341.00
TOTAL CHECK								0.00	899.19
A101.00	378387	09/16/20	32709	JOSHUA DANIEL MAHON	01021296000663	302	GIRLS SOCCER	0.00	60.00
A101.00	378388	09/16/20	32095	JT EGNER CONSTRUCTI	01527203302000	530	CN CASEWORK	0.00	29,330.29
A101.00	378388	09/16/20	32095	JT EGNER CONSTRUCTI	01019865380000	520	SV SECURITY	0.00	48,735.00
TOTAL CHECK								0.00	78,065.29
A101.00	378390	09/16/20	30518	KENNETH STARCZNSKI	01021296000664	302	GIRLS SWIM	0.00	131.00
A101.00	378391	09/16/20	32712	KRISTIN LOVE	01021294000663	R050	REGISTRATION REFUND	0.00	245.00
A101.00	378392	09/16/20	04024	LAKESHORE LEARNING	01532203000000	430	CALENDAR MATH ACTIV	0.00	99.50
A101.00	378392	09/16/20	04024	LAKESHORE LEARNING	01532203000000	430	ESTIMATED SHIPPING/	0.00	14.92
TOTAL CHECK								0.00	114.42
A101.00	378394	09/16/20	12094	MASA	01005107000000	820	MASA MMBRSHIP DONNA	0.00	860.00
A101.00	378395	09/16/20	16463	MASSP-MN ASSOC OF S	01021211000000	366	JJSLSEMINAR REG OCT	0.00	125.00
A101.00	378397	09/16/20	04485	MCGRAW-HILL SCHOOL	01005211302000	460	GLENCOE HEALTH C201	0.00	7,038.98
A101.00	378398	09/16/20	30024	MENARDS - EDEN PRAI	01019291000256	430	SET MATERIALS-THEAT	0.00	667.20
A101.00	378398	09/16/20	30024	MENARDS - EDEN PRAI	01532810000000	350	SHELVING PAINT SUPP	0.00	118.23
A101.00	378398	09/16/20	30024	MENARDS - EDEN PRAI	01527810000000	350	RCT PLATE/BLUE TAPE	0.00	46.92
A101.00	378398	09/16/20	30024	MENARDS - EDEN PRAI	01529810000810	401	SUPPLIES	0.00	36.95
A101.00	378398	09/16/20	30024	MENARDS - EDEN PRAI	01527810000000	350	BREAKER SUPPLIES -	0.00	46.92



SOURCEWELL TECHNOLOGY  
DATE: 10/05/2020  
TIME: 11:50:55

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 12  
ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='3'  
ACCOUNTING PERIOD: 4/21

FUND - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
TOTAL CHECK								0.00	916.22
A101.00	378399	09/16/20	18737	METRO SALES INC	01021292000000	370	AUG COPIER RENT	0.00	98.00
A101.00	378399	09/16/20	18737	METRO SALES INC	01021292000000	305	QTLY COPIER CONTRAC	0.00	414.60
A101.00	378399	09/16/20	18737	METRO SALES INC	01021292000000	305	JUL COPIER FEE	0.00	98.00
TOTAL CHECK								0.00	610.60
A101.00	378400	09/16/20	22660	MIDWEST BUS PARTS I	01009760720000	402	ACCESS DOOR/LATCH	0.00	65.58
A101.00	378401	09/16/20	10755	MN DEPT OF LABOR AN	01009760720000	305	PRESSURE VALVES	0.00	20.00
A101.00	378402	09/16/20	26125	MN PEIP	01005203797000	291	RETIREES/COBRA OCT2	0.00	42,593.34
A101.00	378402	09/16/20	26125	MN PEIP	01	L215.20	CURRENT TEACHERS	0.00	655,816.32
TOTAL CHECK								0.00	698,409.66
A101.00	378403	09/16/20	28660	MOHER CHARLES D	01021296000663	302	GIRLS SOCCER	0.00	60.00
A101.00	378403	09/16/20	28660	MOHER CHARLES D	01021294000663	302	BOYS SOCCER	0.00	60.00
TOTAL CHECK								0.00	120.00
A101.00	378404	09/16/20	16178	MOORHEAD MACHINERY	01008810000000	350	SUPPLY & INSTALL LE	0.00	2,300.00
A101.00	378405	09/16/20	32596	MACMILLAN HOLDING L	01005211302000	460	LAUNCHPAD FOR AMERI	0.00	18,400.00
A101.00	378406	09/16/20	21732	MULTILINGUAL WORD I	01005420419000	358	SP.ED - INTERPRETER	0.00	70.00
A101.00	378407	09/16/20	18615	NAC	01019810000000	350	SERVICE CALL	0.00	1,565.23
A101.00	378407	09/16/20	18615	NAC	01019810000000	350	LEAK REPAIR/HEAT PI	0.00	4,137.91
TOTAL CHECK								0.00	5,703.14
A101.00	378408	09/16/20	25176	NICKLASSON ATHLETIC	01021294000650	401	BASEBALL H2O BOTTLE	0.00	163.00
A101.00	378408	09/16/20	25176	NICKLASSON ATHLETIC	01021296000662	401	SOFTBALL H2O BOTTLE	0.00	163.00
A101.00	378408	09/16/20	25176	NICKLASSON ATHLETIC	01021294000673	401	BLAC H2O BOTTLES	0.00	324.00
A101.00	378408	09/16/20	25176	NICKLASSON ATHLETIC	01021294000667	401	BTRACK H2O BOTTLES	0.00	325.00
TOTAL CHECK								0.00	975.00
A101.00	378410	09/16/20	04661	OFFICE DEPOT INC	01532203302000	530	ON LINE ORDER	0.00	519.98
A101.00	378412	09/16/20	20111	ON SITE SANITATION	01021292000000	305	CV UNIT CREDIT	0.00	-10.60
A101.00	378412	09/16/20	20111	ON SITE SANITATION	01021292000000	305	CV UNIT CREDIT	0.00	-10.56
A101.00	378412	09/16/20	20111	ON SITE SANITATION	01021292000000	305	CV UNIT CREDIT	0.00	-10.53
A101.00	378412	09/16/20	20111	ON SITE SANITATION	01021292000000	305	CREEK VALLEY UNIT	0.00	45.00
A101.00	378412	09/16/20	20111	ON SITE SANITATION	01005850000830	305	PORTA POTTIES CV	0.00	-62.28
A101.00	378412	09/16/20	20111	ON SITE SANITATION	01005850000830	305	PORTA POTTIES CV	0.00	150.12
A101.00	378412	09/16/20	20111	ON SITE SANITATION	01021292000000	305	EHS UNIT	0.00	351.18
A101.00	378412	09/16/20	20111	ON SITE SANITATION	01021292000000	305	EHS UNIT	0.00	351.60
A101.00	378412	09/16/20	20111	ON SITE SANITATION	01021292000000	305	EHS UNIT	0.00	351.60
A101.00	378412	09/16/20	20111	ON SITE SANITATION	01021292000000	305	EHS UNIT	0.00	119.04
A101.00	378412	09/16/20	20111	ON SITE SANITATION	01021292000000	305	KUHLMAN UNIT	0.00	134.62
A101.00	378412	09/16/20	20111	ON SITE SANITATION	01021292000000	305	CREEK VALLEY UNIT	0.00	150.12
A101.00	378412	09/16/20	20111	ON SITE SANITATION	01021292000000	305	CREEK VALLEY UNIT	0.00	150.12
A101.00	378412	09/16/20	20111	ON SITE SANITATION	01021292000000	305	CREEK VALLEY UNIT	0.00	160.37
A101.00	378412	09/16/20	20111	ON SITE SANITATION	01021292000000	305	CREEK VALLEY UNIT	0.00	160.68

SOURCEWELL TECHNOLOGY  
DATE: 10/05/2020  
TIME: 11:50:55

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 13  
ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='3'  
ACCOUNTING PERIOD: 4/21

FUND - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	378412	09/16/20	20111	ON SITE SANITATION	01021292000000	305	CREEK VALLEY UNIT	0.00	161.29
A101.00	378412	09/16/20	20111	ON SITE SANITATION	01021292000000	305	EHS UNIT	0.00	210.60
A101.00	378412	09/16/20	20111	ON SITE SANITATION	01021292000000	305	EHS UNIT	0.00	211.45
A101.00	378412	09/16/20	20111	ON SITE SANITATION	01021292000000	305	CREEK VALLEY UNIT	0.00	257.80
A101.00	378412	09/16/20	20111	ON SITE SANITATION	01021292000000	305	EHS UNIT	0.00	312.93
TOTAL CHECK								0.00	3,184.55
A101.00	378414	09/16/20	28994	PETER HODNE	01005203797000	291	MEDICARE REIMB	0.00	858.40
A101.00	378414	09/16/20	28994	PETER HODNE	01005203797000	291	MEDICARE SPOUSE REI	0.00	858.40
A101.00	378414	09/16/20	28994	PETER HODNE	01005203797000	291	SUPPLEMENT SPOUSE	0.00	1,196.00
A101.00	378414	09/16/20	28994	PETER HODNE	01005203797000	291	SUPPLEMENT REIMB	0.00	1,196.00
TOTAL CHECK								0.00	4,108.80
A101.00	378415	09/16/20	22617	PETERSON COMPANIES	01021865384000	520	EHS FIELD TURF UPDA	0.00	195,120.11
A101.00	378416	09/16/20	14069	PITSCO INC/SYNERGIS	01020255000000	430	W53749 TISSUE PAPE	0.00	237.00
A101.00	378416	09/16/20	14069	PITSCO INC/SYNERGIS	01020255000000	430	W52100 PROPANE CAN	0.00	30.20
A101.00	378416	09/16/20	14069	PITSCO INC/SYNERGIS	01020255000000	430	W54679 FOAM POLYSTY	0.00	179.75
A101.00	378416	09/16/20	14069	PITSCO INC/SYNERGIS	01020255000000	430	W50181 CLIPBOQRD FI	0.00	10.50
A101.00	378416	09/16/20	14069	PITSCO INC/SYNERGIS	01020255000000	430	W51891 BALSA WOOD	0.00	235.00
A101.00	378416	09/16/20	14069	PITSCO INC/SYNERGIS	01020255000000	430	W35781 PRECISION S	0.00	53.85
A101.00	378416	09/16/20	14069	PITSCO INC/SYNERGIS	01020255000000	430	W56832 KITE STRING	0.00	30.00
TOTAL CHECK								0.00	776.30
A101.00	378417	09/16/20	30930	PLANSOURCE	01005105000000	305	SERVICES FOR SEP20	0.00	8,149.95
A101.00	378418	09/16/20	15331	PRAIRIE ELECTRIC CO	01529810302000	530	DRINKING FOUNTAIN	0.00	818.00
A101.00	378418	09/16/20	15331	PRAIRIE ELECTRIC CO	01532810302000	530	RAN ELECT. TO SHED	0.00	1,580.00
TOTAL CHECK								0.00	2,398.00
A101.00	378419	09/16/20	06953	PREMIUM WATERS INC	01008105000000	401	HOT/COLD CNTR SEP20	0.00	29.95
A101.00	378419	09/16/20	06953	PREMIUM WATERS INC	01005108795000	305	MONTHLY FEE - SEPT2	0.00	10.00
A101.00	378419	09/16/20	06953	PREMIUM WATERS INC	01005108795000	305	WATER FOR DMTS	0.00	36.00
TOTAL CHECK								0.00	75.95
A101.00	378420	09/16/20	32710	PRINCIPAL SERVICE L	01005810153000	405	USING CAREACT DOLLA	0.00	6,661.44
A101.00	378420	09/16/20	32710	PRINCIPAL SERVICE L	01005810151000	405	SOFT/HARDWARE SUPPL	0.00	10,813.55
TOTAL CHECK								0.00	17,474.99
A101.00	378421	09/16/20	32705	QUALITY BUS AND TRU	01009760720000	402	ITEM #10-DT466 EGRE	0.00	450.00
A101.00	378422	09/16/20	30304	RANDI GRAVES	010212960000664	302	GIRLS SWIM	0.00	75.00
A101.00	378423	09/16/20	32697	ROBERT ALLEN PETERS	010212940000663	302	BOYS SOCCER	0.00	68.50
A101.00	378423	09/16/20	32697	ROBERT ALLEN PETERS	010212960000663	302	GIRLS SOCCER	0.00	68.50
TOTAL CHECK								0.00	137.00
A101.00	378424	09/16/20	13425	SAM'S CLUB/SYNCHRON	01020211000000	430	VV-6279 OFFICE SUPP	0.00	310.22
A101.00	378425	09/16/20	06400	SCHMITT MUSIC	010202580000250	430	MOVIES	0.00	171.72
A101.00	378425	09/16/20	06400	SCHMITT MUSIC	01005610000000	430	MATERIALS - SV BAND	0.00	5,498.80
A101.00	378425	09/16/20	06400	SCHMITT MUSIC	010202580000250	430	OBOE BOOK 1	0.00	6.39

SOURCEWELL TECHNOLOGY  
DATE: 10/05/2020  
TIME: 11:50:55

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 14  
ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='3'  
ACCOUNTING PERIOD: 4/21

FUND - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCTNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	378425	09/16/20	06400	SCHMITT MUSIC	01020258000250	430	MI-T MIST RT55 BOTT	0.00	13.48
TOTAL CHECK									5,690.39
A101.00	378426	09/16/20	14679	SCHOLASTIC INC	01532203000000	430	GRD3 NEWS-SCI SPIN	0.00	229.02
A101.00	378427	09/16/20	09066	SCHOOL SPECIALTY IN	01528212000000	430	ART SUPPLIES-EVA ST	0.00	241.89
A101.00	378427	09/16/20	09066	SCHOOL SPECIALTY IN	01533203302000	530	NEW KG CLASSROOM FU	0.00	77.99
A101.00	378427	09/16/20	09066	SCHOOL SPECIALTY IN	01533203302000	530	NEW KG CLASSROOM FU	0.00	220.15
A101.00	378427	09/16/20	09066	SCHOOL SPECIALTY IN	01533203302000	530	NEW KG CLASSROOM FU	0.00	369.56
A101.00	378427	09/16/20	09066	SCHOOL SPECIALTY IN	01528201000000	430	KINDGTN ART SUPPLIE	0.00	36.52
TOTAL CHECK									946.11
A101.00	378428	09/16/20	26184	SCHOOLSIN	01533203302000	530	MOBILE BOOKCASE FOR	0.00	258.95
A101.00	378428	09/16/20	26184	SCHOOLSIN	01533203302000	530	ESTIMATED SHIPPING/	0.00	161.18
TOTAL CHECK									420.13
A101.00	378429	09/16/20	17725	SIGNUM SIGNS AND GR	01005605335000	401	NAME PLATES & HOLDE	0.00	44.00
A101.00	378430	09/16/20	30748	SIMPLE CPR, LLC	01005420740000	305	STAFF CPR CERT. CLA	0.00	400.00
A101.00	378432	09/16/20	06705	SOCIAL STUDIES SCHO	01005211302000	460	NYSTROM ATLAS (ONLI	0.00	2,018.25
A101.00	378432	09/16/20	06705	SOCIAL STUDIES SCHO	01005211302000	460	ROSTERING ZP1010	0.00	900.00
TOTAL CHECK									2,918.25
A101.00	378433	09/16/20	14392	SOUTHERN MINNESOTA	01021291000254	369	DEBATE ENTRY (19-20	0.00	300.00
A101.00	378434	09/16/20	08656	SPS COMPANIES INC	01526810000000	350	THERMOSTAT PARTS-CC	0.00	89.27
A101.00	378435	09/16/20	06875	STATE SUPPLY COMPAN	01020810000000	350	BUILDING REPAIR	0.00	318.12
A101.00	378436	09/16/20	07010	SUPREME SCHOOL SUPP	01020211000000	430	202-21 DATAED SCHOO	0.00	61.50
A101.00	378436	09/16/20	07010	SUPREME SCHOOL SUPP	01020211000000	430	BLUE TEACHER PLANNI	0.00	130.50
A101.00	378436	09/16/20	07010	SUPREME SCHOOL SUPP	01020211000000	430	STUDENT PLANNERS GR	0.00	460.00
A101.00	378436	09/16/20	07010	SUPREME SCHOOL SUPP	01020211000000	430	ESTIMATED SHIPPING/	0.00	35.86
TOTAL CHECK									687.86
A101.00	378437	09/16/20	22813	THE WEEK JUNIOR	01529203000000	460	25 ISSUE SUBSC. BK	0.00	37.49
A101.00	378438	09/16/20	31504	TIME FOR KIDS	01526203000055	430	GD5 MAGAZINE - CC	0.00	668.25
A101.00	378440	09/16/20	32616	TRANSITION CURRICUL	01021420740000	433	NEXTUP ANNUAL LICEN	0.00	3,000.00
A101.00	378441	09/16/20	22468	TRI-STATE BOBCAT IN	01005850302000	530	DW GRDS-BOBCAT 5600	0.00	34,950.00
A101.00	378442	09/16/20	32708	TYRUS BRUCE ERICKSO	010212960000663	302	GIRLS SOCCER	0.00	137.00
A101.00	378443	09/16/20	25724	ULINE	01021292000000	430	CHAIRS - CREDIT MEM	0.00	-450.00
A101.00	378443	09/16/20	25724	ULINE	01021292000000	430	VESTS	0.00	63.38
A101.00	378443	09/16/20	25724	ULINE	01021292000000	401	CONES	0.00	270.13
A101.00	378443	09/16/20	25724	ULINE	01021292000000	430	STORAGE BOXES TSCHI	0.00	556.40
A101.00	378443	09/16/20	25724	ULINE	01021292000000	430	TSCHIDA SUPPLIES	0.00	7,773.79
TOTAL CHECK									8,213.70

SOURCEWELL TECHNOLOGY  
DATE: 10/05/2020  
TIME: 11:50:55

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 15  
ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='3'  
ACCOUNTING PERIOD: 4/21

FUND - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	378444	09/16/20	15954	UNIVERSITY OF MINNE	010051070000000	820	CAREI MMBRSH DONNA	0.00	1,650.00
A101.00	378446	09/16/20	19534	VERIFIED CREDENTIAL	01009760720000	305	SCREENING FOR AUG20	0.00	532.40
A101.00	378447	09/16/20	27948	VERSLUIS FRAN J.R.	01021294000663	302	BOYS SOCCER	0.00	68.50
A101.00	378447	09/16/20	27948	VERSLUIS FRAN J.R.	01021296000663	302	GIRLS SOCCER	0.00	68.50
TOTAL CHECK								0.00	137.00
A101.00	378448	09/16/20	15967	WEST MUSIC COMPANY	010056100000000	430	MUSIC FOR HIGHLANDS	0.00	39.95
A101.00	378448	09/16/20	15967	WEST MUSIC COMPANY	010056100000000	430	MUSIC FOR HIGHLANDS	0.00	93.90
A101.00	378448	09/16/20	15967	WEST MUSIC COMPANY	010056100000000	430	MUSIC FOR HIGHLANDS	0.00	110.82
A101.00	378448	09/16/20	15967	WEST MUSIC COMPANY	010056100000000	430	MUSIC FOR HIGHLANDS	0.00	159.95
A101.00	378448	09/16/20	15967	WEST MUSIC COMPANY	010056100000000	430	MUSIC FOR HIGHLANDS	0.00	159.95
A101.00	378448	09/16/20	15967	WEST MUSIC COMPANY	010056100000000	430	MUSIC FOR HIGHLANDS	0.00	311.00
A101.00	378448	09/16/20	15967	WEST MUSIC COMPANY	010056100000000	430	MUSIC FOR HIGHLANDS	0.00	1,199.19
A101.00	378448	09/16/20	15967	WEST MUSIC COMPANY	010056100000000	430	MUSIC FOR HIGHLANDS	0.00	1,859.40
A101.00	378448	09/16/20	15967	WEST MUSIC COMPANY	010056100000000	430	MUSIC FOR HIGHLANDS	0.00	4,612.49
TOTAL CHECK								0.00	8,546.65
A101.00	378449	09/16/20	24966	WEX BANK	01009760720000	441	FUEL AUG2020	0.00	120.93
A101.00	378450	09/16/20	15501	WILD RUMPUS BOOK ST	01005620795000	470	BOOKS FOR VALLEY VI	0.00	564.36
A101.00	378451	09/16/20	05410	XCEL ENERGY	015328100000000	330	CREEK VALLEY	0.00	3,139.60
A101.00	378451	09/16/20	05410	XCEL ENERGY	015278100000000	330	CORNELIA	0.00	4,965.19
A101.00	378451	09/16/20	05410	XCEL ENERGY	015288100000000	330	COUNTRYSIDE	0.00	5,118.06
A101.00	378451	09/16/20	05410	XCEL ENERGY	015298100000000	330	HIGHLANDS	0.00	6,614.60
A101.00	378451	09/16/20	05410	XCEL ENERGY	015268100000000	330	CONCORD	0.00	7,907.94
A101.00	378451	09/16/20	05410	XCEL ENERGY	010208100000000	330	VALLEY VIEW	0.00	9,650.44
A101.00	378451	09/16/20	05410	XCEL ENERGY	010198100000000	330	SOUTHVIEW	0.00	9,893.61
A101.00	378451	09/16/20	05410	XCEL ENERGY	010218100000000	330	EHS	0.00	27,857.20
A101.00	378451	09/16/20	05410	XCEL ENERGY	010088100000000	330	ECC	0.00	-1,638.98
A101.00	378451	09/16/20	05410	XCEL ENERGY	015338100000000	330	ECC	0.00	-462.28
TOTAL CHECK								0.00	73,045.38
A101.00	378452	09/16/20	32030	ZACHARY SHELTON	01021291000254	302	NA DEBATE-BERKELEY	0.00	210.00
A101.00	378452	09/16/20	32030	ZACHARY SHELTON	01021291000254	302	NA DEBATE-BERKELEY	0.00	210.00
TOTAL CHECK								0.00	420.00
A101.00	378453	09/16/20	15240	ZAHL-PETROLEUM MAIN	01009760720000	441	FUEL MASTER SET UP	0.00	2,915.00
A101.00	378455	09/23/20	32610	ADVANCED IMAGING SO	01533850302000	370	NORMANDALE	0.00	10.47
A101.00	378455	09/23/20	32610	ADVANCED IMAGING SO	01527850302000	370	CORNELIA	0.00	20.43
A101.00	378455	09/23/20	32610	ADVANCED IMAGING SO	01528850302000	370	COUNTRYSIDE	0.00	21.21
A101.00	378455	09/23/20	32610	ADVANCED IMAGING SO	01021850302000	370	EDINA HIGH SCHOOL	0.00	364.42
A101.00	378455	09/23/20	32610	ADVANCED IMAGING SO	01005850302000	370	ECC/DO	0.00	376.87
A101.00	378455	09/23/20	32610	ADVANCED IMAGING SO	01526850302000	370	CONCORD	0.00	1,018.95
A101.00	378455	09/23/20	32610	ADVANCED IMAGING SO	01529850302000	370	HIGHLANDS	0.00	1,055.68
A101.00	378455	09/23/20	32610	ADVANCED IMAGING SO	01019850302000	370	SOUTHVIEW MS	0.00	4,086.58
A101.00	378455	09/23/20	32610	ADVANCED IMAGING SO	01020850302000	370	VALLEYVIEW MS	0.00	196.40
A101.00	378455	09/23/20	32610	ADVANCED IMAGING SO	01532850302000	370	CREEK VALLEY	0.00	282.97

SOURCEWELL TECHNOLOGY  
DATE: 10/05/2020  
TIME: 11:50:55

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 16  
ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='3'  
ACCOUNTING PERIOD: 4/21

FUND - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
TOTAL CHECK								0.00	7,433.98
A101.00	378457	09/23/20	28258	AMERICAN MAILING MA	01021211000000	329	INK	0.00	222.04
A101.00	378459	09/23/20	00488	AMSD	01020211000000	820	MEMBERSHIP	0.00	40.00
A101.00	378460	09/23/20	11244	ASSURED SECURITY IN	01528810000000	350	NEW LOCKS GYM STORA	0.00	203.50
A101.00	378461	09/23/20	17679	B&H PHOTO-VIDEO INC	01005211302000	460	MATERIALS FOR NEW C	0.00	885.00
A101.00	378462	09/23/20	12067	BARNES & NOBLE INC	01005610000000	430	BOOKS FOR 9TH GRADE	0.00	6,589.00
A101.00	378463	09/23/20	20697	BAYCOM INC	01020211000000	401	RADIO BATTERY	0.00	50.00
A101.00	378464	09/23/20	14618	JOHN W MCKONE	01021258000251	350	TUNE 3 CHOIR PIANOS	0.00	390.00
A101.00	378465	09/23/20	22368	BIO CORPORATION	01021260000000	430	SK1822P	0.00	165.60
A101.00	378465	09/23/20	22368	BIO CORPORATION	01021260000000	430	LF0445P	0.00	144.00
A101.00	378465	09/23/20	22368	BIO CORPORATION	01021260000000	430	TL0608P	0.00	165.00
A101.00	378465	09/23/20	22368	BIO CORPORATION	01021260000000	430	OWLPELLET	0.00	90.00
A101.00	378465	09/23/20	22368	BIO CORPORATION	01021260000000	430	EW0912F	0.00	44.00
A101.00	378465	09/23/20	22368	BIO CORPORATION	01021260000000	430	S020P	0.00	304.50
A101.00	378465	09/23/20	22368	BIO CORPORATION	01021260000000	430	B005P	0.00	68.25
A101.00	378465	09/23/20	22368	BIO CORPORATION	01021260000000	430	S040P	0.00	43.40
A101.00	378465	09/23/20	22368	BIO CORPORATION	01021260000000	430	FP0911D	0.00	184.10
A101.00	378465	09/23/20	22368	BIO CORPORATION	01021260000000	430	S080P	0.00	27.50
A101.00	378465	09/23/20	22368	BIO CORPORATION	01021260000000	430	ESTIMATED SHIPPING/	0.00	232.43
TOTAL CHECK								0.00	1,468.78
A101.00	378466	09/23/20	19965	BIO-RAD LABORATORIE	01021260000000	430	1660600EDU	0.00	26.00
A101.00	378466	09/23/20	19965	BIO-RAD LABORATORIE	01021260000000	430	1660409EDU	0.00	63.00
A101.00	378466	09/23/20	19965	BIO-RAD LABORATORIE	01021260000000	430	1660408EDU	0.00	38.00
A101.00	378466	09/23/20	19965	BIO-RAD LABORATORIE	01021260000000	430	1660421EDU	0.00	17.00
A101.00	378466	09/23/20	19965	BIO-RAD LABORATORIE	01021260000000	430	ESTIMATED SHIPPING/	0.00	21.48
TOTAL CHECK								0.00	165.48
A101.00	378467	09/23/20	28129	BRAUN INTERTEC CORP	01008865384000	305	ECC - INSPECT/TESTI	0.00	2,624.00
A101.00	378468	09/23/20	01170	CAROLINA BIOLOGICAL	01021260000000	430	746863	0.00	24.80
A101.00	378468	09/23/20	01170	CAROLINA BIOLOGICAL	01021260000000	430	ESTIMATED SHIPPING/	0.00	13.95
A101.00	378468	09/23/20	01170	CAROLINA BIOLOGICAL	01021260000000	430	82-4020	0.00	164.20
A101.00	378468	09/23/20	01170	CAROLINA BIOLOGICAL	01021260000000	430	ESTIMATED SHIPPING/	0.00	23.89
TOTAL CHECK								0.00	226.84
A101.00	378469	09/23/20	23873	CARRIER CORPORATION	01008810000000	350	CHILLER REPAIR	0.00	2,210.00
A101.00	378470	09/23/20	27874	CENTER FOR THE COLL	01005203302000	460	MAKING MEANING, BEI	0.00	2,192.40
A101.00	378471	09/23/20	15056	CENTERPOINT ENERGY	01021810000000	440	HIGH SCHOOL	0.00	524.27
A101.00	378471	09/23/20	15056	CENTERPOINT ENERGY	01020810000000	440	VALLEY VIEW	0.00	656.28
A101.00	378471	09/23/20	15056	CENTERPOINT ENERGY	01533810000000	440	ECC	0.00	0.20
A101.00	378471	09/23/20	15056	CENTERPOINT ENERGY	01008810000000	440	ECC	0.00	0.70

SOURCEWELL TECHNOLOGY  
DATE: 10/05/2020  
TIME: 11:50:55

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 17  
ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='3'  
ACCOUNTING PERIOD: 4/21

FUND - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
TOTAL CHECK								0.00	1,181.45
A101.00	378472	09/23/20	24945	CENTURYLINK	01529810000000	320	JUL12 2019-AUG31 20	0.00	3,128.04
A101.00	378475	09/23/20	26209	CYBER ACOUSTICS	01005630154000	530	HEADSETS- AC-5008	0.00	2,720.00
A101.00	378477	09/23/20	12171	ECKROTH MUSIC	01005258000250	430	VIOLIN/VIOLA SH. RE	0.00	44.00
A101.00	378478	09/23/20	13063	ECM PUBLISHERS INC	01005010000000	305	JULY 22 SPECIAL	0.00	41.65
A101.00	378478	09/23/20	13063	ECM PUBLISHERS INC	01005010000000	305	JULY 27 SPECIAL	0.00	47.60
A101.00	378478	09/23/20	13063	ECM PUBLISHERS INC	01005010000000	305	JULY 13 SPECIAL	0.00	59.50
A101.00	378478	09/23/20	13063	ECM PUBLISHERS INC	01005110000000	305	FACILITIES MAINTBON	0.00	59.50
A101.00	378478	09/23/20	13063	ECM PUBLISHERS INC	01005010000000	305	JULY 13 REGULAR	0.00	95.20
TOTAL CHECK								0.00	303.45
A101.00	378480	09/23/20	32701	EDPUZZLE INC	01005630154000	530	QQUOTE 00010202	0.00	11,160.00
A101.00	378481	09/23/20	31007	EMBI TEC	01021260000000	430	M3006	0.00	360.00
A101.00	378481	09/23/20	31007	EMBI TEC	01021260000000	430	ESTIMATED SHIPPING/	0.00	19.00
TOTAL CHECK								0.00	379.00
A101.00	378483	09/23/20	30545	FLICEK WELDING	01019865383000	520	SV GAURDRAIL REM/IN	0.00	15,000.00
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	ITEM#AP8480	0.00	29.79
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	ITEM#AP1278	0.00	34.70
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	AP1493	0.00	355.68
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	H0008	0.00	123.98
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	P0003	0.00	17.71
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	P0020	0.00	26.24
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	U0011	0.00	24.39
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	M0001	0.00	22.59
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	Z0004	0.00	60.26
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	Z0017	0.00	26.01
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	E0010	0.00	52.74
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	G0007	0.00	23.22
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	Z0011	0.00	34.83
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	AP5420	0.00	103.50
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	AP1107	0.00	69.84
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	AP1278	0.00	138.78
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	AP1695	0.00	113.62
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	AP1935	0.00	21.33
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	SE039	0.00	97.20
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	AP3106	0.00	109.62
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	AP8266	0.00	47.02
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	AP8480	0.00	29.79
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	AP1672	0.00	80.46
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	AP4455	0.00	12.80
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	H0006	0.00	34.61
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	S0075	0.00	27.99
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	S0145	0.00	38.70
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	N0055	0.00	47.25
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	SHIPPING	0.00	27.00

SOURCEWELL TECHNOLOGY  
DATE: 10/05/2020  
TIME: 11:50:55

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 18  
ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='3'  
ACCOUNTING PERIOD: 4/21

FUND - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	AP4790	0.00	15.75
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	AP4791	0.00	23.00
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	ML1398	0.00	32.85
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	ML1439	0.00	93.06
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	AP7333	0.00	27.27
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	AP7061	0.00	90.63
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	AP7764	0.00	38.34
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	FB1985	0.00	35.73
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	AP7756	0.00	20.21
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	H0038	0.00	66.24
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	ML1383	0.00	54.81
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	FB1115	0.00	133.79
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	FB0668	0.00	49.86
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	FB0669	0.00	49.86
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	FB0670	0.00	49.86
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	AP9093	0.00	90.90
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	AP6250	0.00	80.15
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	AP6245	0.00	6.75
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	AP6135	0.00	12.06
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	AP9095	0.00	38.16
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	GP7047	0.00	10.89
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	GP7046	0.00	9.81
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	B0017	0.00	21.42
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	B0020	0.00	15.93
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	AP4504	0.00	105.30
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	AP8602	0.00	3.60
A101.00	378484	09/23/20	02476	FLINN SCIENTIFIC IN	01021260000000	430	AP8603	0.00	3.85
TOTAL CHECK								0.00	3,011.73
A101.00	378485	09/23/20	32568	FLOORS BY BECKERS L	01529810302000	530	CAPITAL/ART ROOM TI	0.00	3,585.00
A101.00	378487	09/23/20	30267	FORKLIFTS OF MINNES	01021810000810	350	SCHED. PM ELECTRIC	0.00	85.43
A101.00	378487	09/23/20	30267	FORKLIFTS OF MINNES	01021810000810	350	PM-CUSHMAN ELEC CAR	0.00	92.43
A101.00	378487	09/23/20	30267	FORKLIFTS OF MINNES	01021810000810	350	ELECTRIC JACK REPAI	0.00	138.50
TOTAL CHECK								0.00	316.36
A101.00	378488	09/23/20	32726	FRESH WATER SYSTEMS	01021810000000	350	WATER STATION FILTE	0.00	291.08
A101.00	378489	09/23/20	02715	GENERAL OFFICE PROD	01021211302000	530	QUOTE #280355	0.00	13,634.09
A101.00	378492	09/23/20	27788	GREATAMERICA FINANC	01008105000000	329	POSTAGE MTR OCT20 E	0.00	159.00
A101.00	378492	09/23/20	27788	GREATAMERICA FINANC	01008105000000	329	POSTAGE MTR SEP20 D	0.00	184.95
A101.00	378492	09/23/20	27788	GREATAMERICA FINANC	01021211000000	329	POSTAGE SEPT 2020	0.00	239.45
TOTAL CHECK								0.00	583.40
A101.00	378494	09/23/20	00296	GROTH MUSIC COMPANY	01021258000250	350	BAND REPAIR	0.00	40.00
A101.00	378494	09/23/20	00296	GROTH MUSIC COMPANY	01021258000250	350	BAND REPAIR	0.00	40.00
A101.00	378494	09/23/20	00296	GROTH MUSIC COMPANY	01021258000250	350	BAND REPAIR	0.00	65.00
A101.00	378494	09/23/20	00296	GROTH MUSIC COMPANY	01021258000250	350	BAND REPAIR	0.00	115.00
A101.00	378494	09/23/20	00296	GROTH MUSIC COMPANY	01021258000250	350	BAND REPAIR	0.00	120.00
A101.00	378494	09/23/20	00296	GROTH MUSIC COMPANY	01021258000250	350	BAND REPAIR	0.00	120.00
A101.00	378494	09/23/20	00296	GROTH MUSIC COMPANY	01021258000250	430	BAND SUPPLIES	0.00	159.80

SOURCEWELL TECHNOLOGY  
DATE: 10/05/2020  
TIME: 11:50:55

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 19  
ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='3'  
ACCOUNTING PERIOD: 4/21

FUND - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCTNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101.00	378494	09/23/20	00296	GROTH MUSIC COMPANY	01021258000250	350	BAND REPAIR	0.00	254.00
A101.00	378494	09/23/20	00296	GROTH MUSIC COMPANY	01021258000250	430	BAND SUPPLIES	0.00	19.96
A101.00	378494	09/23/20	00296	GROTH MUSIC COMPANY	01021258000250	350	BAND REPAIR	0.00	40.00
A101.00	378494	09/23/20	00296	GROTH MUSIC COMPANY	01021258000250	350	BAND REPAIR	0.00	40.00
A101.00	378494	09/23/20	00296	GROTH MUSIC COMPANY	01021258000250	350	BAND REPAIR	0.00	40.00
A101.00	378494	09/23/20	00296	GROTH MUSIC COMPANY	01021258000250	350	BAND REPAIR	0.00	40.00
TOTAL CHECK								0.00	1,093.76
A101.00	378495	09/23/20	32711	HAPPY NUMBERS INC	01005422740000	406	PREMIUM STUDENT LIC	0.00	3,045.00
A101.00	378496	09/23/20	26280	HAYDEN-MCNEIL	01021211000200	401	ITEM# 978-1-930882-	0.00	279.35
A101.00	378496	09/23/20	26280	HAYDEN-MCNEIL	01021211000200	401	ESTIMATED SHIPPING/	0.00	16.08
TOTAL CHECK								0.00	295.43
A101.00	378498	09/23/20	00915	HEINEMANN	01532203000000	430	THE EVERYTHING GUID	0.00	43.50
A101.00	378498	09/23/20	00915	HEINEMANN	01532203000000	430	UNDERSTANDING TEXTS	0.00	37.50
A101.00	378498	09/23/20	00915	HEINEMANN	01527203000055	430	GRADE 5 INSTRUCTION	0.00	630.00
TOTAL CHECK								0.00	711.00
A101.00	378500	09/23/20	21315	HORIZON COMMERCIAL	01019810000815	401	POOL SUPPLIES	0.00	196.52
A101.00	378501	09/23/20	03318	HOUSE OF NOTE	01020291000252	430	3/4 VIOLIN	0.00	400.00
A101.00	378502	09/23/20	20605	INNOVATIVE OFFICE S	01009760720000	401	DESKTOP VERTICAL OR	0.00	54.82
A101.00	378502	09/23/20	20605	INNOVATIVE OFFICE S	01005109000000	401	UNV20630 - PERFORAT	0.00	8.11
A101.00	378502	09/23/20	20605	INNOVATIVE OFFICE S	01005109000000	401	PIL31020 - G2 PREMI	0.00	10.17
A101.00	378502	09/23/20	20605	INNOVATIVE OFFICE S	01005109000000	401	MOW12214 - COLOR CO	0.00	37.29
A101.00	378502	09/23/20	20605	INNOVATIVE OFFICE S	01005109000000	401	MMM65412SSAN - PADS	0.00	18.29
A101.00	378502	09/23/20	20605	INNOVATIVE OFFICE S	01005109000000	401	AVT75338 - WALL CLI	0.00	13.76
A101.00	378502	09/23/20	20605	INNOVATIVE OFFICE S	01009760720000	401	VER-98426 3 PACK US	0.00	23.62
A101.00	378502	09/23/20	20605	INNOVATIVE OFFICE S	01009760720000	401	BIC-BLMG11-YW FLUOR	0.00	6.78
A101.00	378502	09/23/20	20605	INNOVATIVE OFFICE S	01009760720000	401	SAN-24415PP ASSORTE	0.00	12.12
A101.00	378502	09/23/20	20605	INNOVATIVE OFFICE S	01009760720000	401	UNV-21122 STANDARD	0.00	13.13
A101.00	378502	09/23/20	20605	INNOVATIVE OFFICE S	01009760720000	401	HEW-CE285D LASER JE	0.00	113.05
A101.00	378502	09/23/20	20605	INNOVATIVE OFFICE S	01021211302000	530	SILHOUETTE DESK SIN	0.00	4,439.20
A101.00	378502	09/23/20	20605	INNOVATIVE OFFICE S	01021211302000	530	FURNITURE INSTALLAT	0.00	915.38
A101.00	378502	09/23/20	20605	INNOVATIVE OFFICE S	01021211302000	530	ESTIMATED SHIPPING/	0.00	691.59
TOTAL CHECK								0.00	6,357.31
A101.00	378503	09/23/20	15481	INSTY-PRINTS	01021050000000	401	1/2 ROUND OC LABELS	0.00	299.10
A101.00	378503	09/23/20	15481	INSTY-PRINTS	01021050000000	401	POSTCARDS (3K)	0.00	540.44
TOTAL CHECK								0.00	839.54
A101.00	378504	09/23/20	22302	INTEREUM INC	01021211302000	530	QUOTE:70736 HERMAN	0.00	5,715.20
A101.00	378504	09/23/20	22302	INTEREUM INC	01021211302000	530	ESTIMATED SHIPPING/	0.00	379.83
A101.00	378504	09/23/20	22302	INTEREUM INC	01005810000000	350	ECC FURNITURE REPLA	0.00	1,115.41
TOTAL CHECK								0.00	7,210.44
A101.00	378505	09/23/20	16322	INTERMEDIATE DISTRI	01005400000000	390	FY19-20 JUN ESY POS	0.00	533.97
A101.00	378505	09/23/20	16322	INTERMEDIATE DISTRI	01021211303000	390	FY19-20 FINAL BILLI	0.00	5,192.72
TOTAL CHECK								0.00	5,726.69



SOURCEWELL TECHNOLOGY  
DATE: 10/05/2020  
TIME: 11:50:55

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 20  
ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='3'  
ACCOUNTING PERIOD: 4/21

FUND - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCTNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	378506	09/23/20	03715	JERRY'S FOODS-3900	01528050000000	329	PACKAGE SHIPPING	0.00	19.65
A101.00	378510	09/23/20	03720	JERRY'S HARDWARE	010088100000810	401	BUILDING SUPPLIES	0.00	43.31
A101.00	378510	09/23/20	03720	JERRY'S HARDWARE	01008810000000	350	BUILDING SUPPLIES	0.00	43.25
A101.00	378510	09/23/20	03720	JERRY'S HARDWARE	015288100000810	401	PAINT - PLAYGROUNDS	0.00	53.43
A101.00	378510	09/23/20	03720	JERRY'S HARDWARE	01008810000000	350	BUILDING SUPPLIES	0.00	7.53
A101.00	378510	09/23/20	03720	JERRY'S HARDWARE	01008810000000	350	BUILDING SUPPLIES	0.00	7.60
A101.00	378510	09/23/20	03720	JERRY'S HARDWARE	01008810000000	350	BUILDING SUPPLIES	0.00	15.27
A101.00	378510	09/23/20	03720	JERRY'S HARDWARE	01008810000000	350	BUILDING SUPPLIES	0.00	16.72
A101.00	378510	09/23/20	03720	JERRY'S HARDWARE	01526810000000	350	FAUCET REPAIR	0.00	16.98
A101.00	378510	09/23/20	03720	JERRY'S HARDWARE	01526810000000	350	FAUCET REPAIR	0.00	204.09
TOTAL CHECK									
A101.00	378511	09/23/20	13917	JH LARSON COMPANY	015288100000810	401	EXIT LIGHT 20 BALLA	0.00	127.45
A101.00	378511	09/23/20	13917	JH LARSON COMPANY	015288100000810	401	LIGHT BULBS (X5)	0.00	344.17
TOTAL CHECK									
A101.00	378512	09/23/20	06616	JOHNSON CONTROLS FI	01005865363000	305	SER CALL NITRO SYST	0.00	4,079.52
A101.00	378513	09/23/20	09728	JW PEPPER & SON INC	01021258000250	430	BAND SUPPLIES	0.00	40.99
A101.00	378513	09/23/20	09728	JW PEPPER & SON INC	01021258000250	430	BAND SUPPLIES	0.00	233.49
A101.00	378513	09/23/20	09728	JW PEPPER & SON INC	01021258000250	430	BAND SUPPLIES	0.00	404.95
TOTAL CHECK									
A101.00	378518	09/23/20	16127	KULLY SUPPLY INC	010208100000810	401	CUSTODIAL SUPPLIES	0.00	64.77
A101.00	378519	09/23/20	04024	LAKESHORE LEARNING	01532420740000	433	#PP530X - FEEL AND	0.00	115.00
A101.00	378519	09/23/20	04024	LAKESHORE LEARNING	01532420740000	433	#EE600X - TONG GAME	0.00	69.99
A101.00	378519	09/23/20	04024	LAKESHORE LEARNING	01532420740000	433	#PP711 - COUNTING &	0.00	39.99
A101.00	378519	09/23/20	04024	LAKESHORE LEARNING	01532420740000	433	#PP712 - OPERATIONS	0.00	39.99
A101.00	378519	09/23/20	04024	LAKESHORE LEARNING	01532420740000	433	#PP713 - MEASUREMEN	0.00	39.99
A101.00	378519	09/23/20	04024	LAKESHORE LEARNING	01532420740000	433	#TT290X - IT'S A SN	0.00	85.00
A101.00	378519	09/23/20	04024	LAKESHORE LEARNING	01532420740000	433	ESTIMATED SHIPPING/	0.00	58.49
TOTAL CHECK									
A101.00	378520	09/23/20	21327	LANGUAGE LINE SERVI	01005810000000	320	INTERPRETER FOR JUN	0.00	715.88
A101.00	378520	09/23/20	21327	LANGUAGE LINE SERVI	01005810000000	320	INTERPRETER FOR JUL	0.00	341.09
TOTAL CHECK									
A101.00	378521	09/23/20	24127	LEARNING A-Z	01532203000000	430	RAZ KIDS PLUS SUBSC	0.00	194.95
A101.00	378524	09/23/20	17682	MALLOY MONTAGUE KAR	01005110000000	305	PROGRESS THRU 8/31/	0.00	13,000.00
A101.00	378526	09/23/20	30024	MENARDS - EDEN PRAI	010088100000810	401	CUSTODIAL SUPPLIES	0.00	138.66
A101.00	378526	09/23/20	30024	MENARDS - EDEN PRAI	010088100000810	401	CUSTODIAL SUPPLIES	0.00	167.96
A101.00	378526	09/23/20	30024	MENARDS - EDEN PRAI	010208100000810	401	CUSTODIAL SUPPLIES	0.00	9.99
A101.00	378526	09/23/20	30024	MENARDS - EDEN PRAI	01529810000000	350	HL REPAIR-CONCRETE	0.00	66.37
TOTAL CHECK									
A101.00	378528	09/23/20	25610	MOTG-MINNESOTA OFFI	01533203000000	350	USAGE 4/3-5/2/20 NO	0.00	7.60
A101.00	378528	09/23/20	25610	MOTG-MINNESOTA OFFI	01019211000000	350	USAGE 4/3-5/2/20 SV	0.00	17.15
A101.00	378528	09/23/20	25610	MOTG-MINNESOTA OFFI	01005110000000	401	MICR TONER	0.00	225.00
A101.00	378528	09/23/20	25610	MOTG-MINNESOTA OFFI	01533203000000	350	USAGE 3/3-4/2/20 NO	0.00	329.95

SOURCEWELL TECHNOLOGY  
DATE: 10/05/2020  
TIME: 11:50:55

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 21  
ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='3'  
ACCOUNTING PERIOD: 4/21

FUND - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	378528	09/23/20	25610	MOTG-MINNESOTA OFFI	01532203000000	350	COPY EXPENDITURE	0.00	472.45
TOTAL CHECK									1,052.15
A101.00	378529	09/23/20	18615	NAC	01020810000000	350	MULTI LEAKS-CHILLER	0.00	10,243.33
A101.00	378531	09/23/20	26521	NATIONAL BALSA	01021211000130	430	3/16" X 3/8" X 36"	0.00	48.75
A101.00	378531	09/23/20	26521	NATIONAL BALSA	01021211000130	430	1/8" X 3" X 36" BAL	0.00	366.00
A101.00	378531	09/23/20	26521	NATIONAL BALSA	01021211000130	430	3/16" X 3/8" X 24"	0.00	43.50
A101.00	378531	09/23/20	26521	NATIONAL BALSA	01021211000130	430	ESTIMATED SHIPPING/	0.00	60.00
TOTAL CHECK									518.25
A101.00	378532	09/23/20	30120	NOREDINK CORP	01005610000000	430	NOREDINK PREMIUM FO	0.00	10,000.00
A101.00	378533	09/23/20	04661	OFFICE DEPOT INC	01527203000000	430	GENERAL INSTRUCTION	0.00	800.13
A101.00	378533	09/23/20	04661	OFFICE DEPOT INC	01532203000000	430	ON LINE ORDER	0.00	68.15
A101.00	378533	09/23/20	04661	OFFICE DEPOT INC	01527203000000	430	TEACHER GENERAL INS	0.00	5.94
A101.00	378533	09/23/20	04661	OFFICE DEPOT INC	01527203000000	430	TEACHER GENERAL INS	0.00	24.19
A101.00	378533	09/23/20	04661	OFFICE DEPOT INC	01527203000000	430	TEACHER GENERAL INS	0.00	288.39
A101.00	378533	09/23/20	04661	OFFICE DEPOT INC	01527203000000	430	GENERAL SUPPLIES FO	0.00	86.15
TOTAL CHECK									1,272.95
A101.00	378534	09/23/20	28451	ORKIN, 546-ST.PAUL	01005810000000	305	ECC SERVICE - AUG20	0.00	55.00
A101.00	378534	09/23/20	28451	ORKIN, 546-ST.PAUL	01005810000000	305	EHS BUNKER SER-AUG2	0.00	60.00
A101.00	378534	09/23/20	28451	ORKIN, 546-ST.PAUL	01005810000000	305	CC SERVICE - AUG20	0.00	65.00
A101.00	378534	09/23/20	28451	ORKIN, 546-ST.PAUL	01005810000000	305	CN SERVICE - AUG20	0.00	65.00
A101.00	378534	09/23/20	28451	ORKIN, 546-ST.PAUL	01005810000000	305	CS SERVICE - AUG20	0.00	65.00
A101.00	378534	09/23/20	28451	ORKIN, 546-ST.PAUL	01005810000000	305	CV SERVICE - AUG20	0.00	65.00
A101.00	378534	09/23/20	28451	ORKIN, 546-ST.PAUL	01005810000000	305	HL SERVICE - AUG20	0.00	65.00
A101.00	378534	09/23/20	28451	ORKIN, 546-ST.PAUL	01005810000000	305	ND SERVICE - AUG20	0.00	65.00
A101.00	378534	09/23/20	28451	ORKIN, 546-ST.PAUL	01005810000000	305	SV SERVICE - AUG20	0.00	80.00
A101.00	378534	09/23/20	28451	ORKIN, 546-ST.PAUL	01005810000000	305	VV SERVICE - AUG20	0.00	80.00
A101.00	378534	09/23/20	28451	ORKIN, 546-ST.PAUL	01005810000000	305	EHS SERVICE - AUG20	0.00	95.00
A101.00	378534	09/23/20	28451	ORKIN, 546-ST.PAUL	01005810000000	305	TRANS SERVICE - AUG	0.00	120.00
TOTAL CHECK									880.00
A101.00	378535	09/23/20	32702	PEAR DECK INC	01005630154000	530	DISTRICT WIDE PREMI	0.00	19,112.00
A101.00	378537	09/23/20	06953	PREMIUM WATERS INC	01535412419000	401	JULY-SEPT	0.00	34.43
A101.00	378538	09/23/20	16207	RYDIN DECAL	01021050000000	401	STAFF PARKING STICK	0.00	178.54
A101.00	378539	09/23/20	06922	SCHOOL SERVICE EMPL	01	L215.08	UNION DUES W/HOLDIN	0.00	2,567.89
A101.00	378540	09/23/20	09066	SCHOOL SPECIALTY IN	01527201000050	430	KINDERGARTEN INSTRU	0.00	3.57
A101.00	378540	09/23/20	09066	SCHOOL SPECIALTY IN	01528212000000	430	CONSTRUCTION PAPER	0.00	334.27
A101.00	378540	09/23/20	09066	SCHOOL SPECIALTY IN	01532420740000	433	#9780838878101 - EX	0.00	74.00
A101.00	378540	09/23/20	09066	SCHOOL SPECIALTY IN	01532420740000	433	#9780838878033 - EX	0.00	74.00
A101.00	378540	09/23/20	09066	SCHOOL SPECIALTY IN	01532420740000	433	#9780838878040 - EX	0.00	74.00
A101.00	378540	09/23/20	09066	SCHOOL SPECIALTY IN	01532420740000	433	#9780838878125 - EX	0.00	74.00
A101.00	378540	09/23/20	09066	SCHOOL SPECIALTY IN	01532420740000	433	#9780838878057 - EX	0.00	74.00
A101.00	378540	09/23/20	09066	SCHOOL SPECIALTY IN	01532420740000	433	ESTIMATED SHIPPING/	0.00	71.04
A101.00	378540	09/23/20	09066	SCHOOL SPECIALTY IN	01532212000000	430	ONLINE ORDER ACCOUN	0.00	1,920.11

SOURCEWELL TECHNOLOGY  
DATE: 10/05/2020  
TIME: 11:50:55

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 22  
ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='3'  
ACCOUNTING PERIOD: 4/21

FUND - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101.00	378540	09/23/20	09066	SCHOOL SPECIALTY IN	01528403740000	433	#7080521 - CLASSROO	0.00	283.10
A101.00	378540	09/23/20	09066	SCHOOL SPECIALTY IN	01528402740000	433	#7080521 - CLASSROO	0.00	283.11
A101.00	378540	09/23/20	09066	SCHOOL SPECIALTY IN	01532420740000	433	#9780838878019 - EX	0.00	74.00
A101.00	378540	09/23/20	09066	SCHOOL SPECIALTY IN	01532420740000	433	#9780838878095 - EX	0.00	74.00
A101.00	378540	09/23/20	09066	SCHOOL SPECIALTY IN	01532420740000	433	#9780838878026 - EX	0.00	74.00
TOTAL CHECK								0.00	3,487.20
A101.00	378541	09/23/20	26356	SCRIPPS NATIONAL SP	01019211000000	369	SPELLING BEE REGIST	0.00	182.50
A101.00	378543	09/23/20	17725	SIGNUM SIGNS AND GR	01528203000000	401	NEW RM/PARKING SIGN	0.00	445.00
A101.00	378544	09/23/20	32727	ST. THERESE CATHOLI	01009760720000	360	NON PUBLIC 2019/202	0.00	201.18
A101.00	378545	09/23/20	24607	STIX SPORTSWEAR & S	01019291000263	401	SA SHIRTS	0.00	702.00
A101.00	378546	09/23/20	30096	SUMMIT COMPANIES	01005865363000	305	SER CALL BATTERY PR	0.00	360.00
A101.00	378547	09/23/20	07010	SUPREME SCHOOL SUPP	01021050000000	401	CLASS RECORD BOOK,	0.00	160.50
A101.00	378547	09/23/20	07010	SUPREME SCHOOL SUPP	01021050000000	401	TEACHER DAILY PLAN	0.00	304.50
A101.00	378547	09/23/20	07010	SUPREME SCHOOL SUPP	01021050000000	401	ESTIMATED SHIPPING/	0.00	24.05
TOTAL CHECK								0.00	489.05
A101.00	378550	09/23/20	16125	TRANS-MISSISSIPPI B	01021260000000	430	1400	0.00	117.75
A101.00	378550	09/23/20	16125	TRANS-MISSISSIPPI B	01021260000000	430	ESTIMATED SHIPPING/	0.00	21.40
TOTAL CHECK								0.00	139.15
A101.00	378551	09/23/20	23055	TRANSPORTATION PLUS	01009760723000	360	STD TRANSPORT MAR20	0.00	45.00
A101.00	378551	09/23/20	23055	TRANSPORTATION PLUS	01009760723000	360	STD TRANSPORT FEB20	0.00	132.00
A101.00	378551	09/23/20	23055	TRANSPORTATION PLUS	01009760723000	360	STD TRANSPOT JAN202	0.00	30.00
TOTAL CHECK								0.00	207.00
A101.00	378553	09/23/20	28326	VOYAGER SOPRIS LEAR	01019407740000	433	LANGUAGE LIVE ANNUA	0.00	109.00
A101.00	378553	09/23/20	28326	VOYAGER SOPRIS LEAR	01019407740000	433	V-MATH NATIONAL TEA	0.00	299.00
A101.00	378553	09/23/20	28326	VOYAGER SOPRIS LEAR	01019407740000	433	VMATH NATIONAL STUD	0.00	429.00
A101.00	378553	09/23/20	28326	VOYAGER SOPRIS LEAR	01019407740000	433	VMATH NATIONAL TEAC	0.00	49.00
A101.00	378553	09/23/20	28326	VOYAGER SOPRIS LEAR	01019407740000	433	VMATH NATIONAL STUD	0.00	156.00
A101.00	378553	09/23/20	28326	VOYAGER SOPRIS LEAR	01019407740000	433	ESTIMATED SHIPPING/	0.00	88.40
TOTAL CHECK								0.00	1,130.40
A101.00	378554	09/23/20	11810	W.L. HALL COMPANY	01005865363000	305	FIRE DR INSPECTIONS	0.00	2,090.00
A101.00	378555	09/23/20	07630	WENGER CORPORATION	01020291000251	530	CHOIR CABINETS	0.00	4,499.00
A101.00	378556	09/23/20	15967	WEST MUSIC COMPANY	01005610000000	430	MUSIC FOR HIGHLANDS	0.00	1,979.55
A101.00	378557	09/23/20	25308	WOLD ARCHITECTS & E	01019865384000	305	SVMS SAFETY UPGRADE	0.00	5,294.07
A101.00	378558	09/23/20	05410	XCEL ENERGY	01019810000000	330	SOUTHVIEW	0.00	11,849.44
A101.00	378559	09/30/20	30778	ADVANCED POWER SERV	01005865363000	305	SER CALL-GENERATOR	0.00	253.00
A101.00	378562	09/30/20	28377	ARROWHEAD FORENSICS	01021260000000	430	A-12201	0.00	68.10

SOURCEWELL TECHNOLOGY  
DATE: 10/05/2020  
TIME: 11:50:55

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 23  
ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='3'  
ACCOUNTING PERIOD: 4/21

FUND - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101.00	378562	09/30/20	28377	ARROWHEAD FORENSICS	01021260000000	430	A-ULLNT5P	0.00	25.70
A101.00	378562	09/30/20	28377	ARROWHEAD FORENSICS	01021260000000	430	A-6306	0.00	20.50
A101.00	378562	09/30/20	28377	ARROWHEAD FORENSICS	01021260000000	430	A-5007	0.00	62.55
A101.00	378562	09/30/20	28377	ARROWHEAD FORENSICS	01021260000000	430	A-2514X	0.00	36.66
A101.00	378562	09/30/20	28377	ARROWHEAD FORENSICS	01021260000000	430	A-6101	0.00	29.90
A101.00	378562	09/30/20	28377	ARROWHEAD FORENSICS	01021260000000	430	A-1003	0.00	28.95
A101.00	378562	09/30/20	28377	ARROWHEAD FORENSICS	01021260000000	430	A-3704	0.00	53.75
A101.00	378562	09/30/20	28377	ARROWHEAD FORENSICS	01021260000000	430	A-6335	0.00	33.60
A101.00	378562	09/30/20	28377	ARROWHEAD FORENSICS	01021260000000	430	A-6955	0.00	89.50
A101.00	378562	09/30/20	28377	ARROWHEAD FORENSICS	01021260000000	430	A-8123B	0.00	271.60
A101.00	378562	09/30/20	28377	ARROWHEAD FORENSICS	01021260000000	430	A-78519	0.00	197.10
A101.00	378562	09/30/20	28377	ARROWHEAD FORENSICS	01021260000000	430	A-5061	0.00	131.40
A101.00	378562	09/30/20	28377	ARROWHEAD FORENSICS	01021260000000	430	A-5061	0.00	99.50
A101.00	378562	09/30/20	28377	ARROWHEAD FORENSICS	01021260000000	430	ESTIMATED SHIPPING/	0.00	144.22
TOTAL CHECK								0.00	1,293.03
A101.00	378565	09/30/20	00488	AMSD	01005105000000	820	MASSP/NASSP MBRSHIP	0.00	865.00
A101.00	378566	09/30/20	00500	ASTLEFORD INTERNATI	01009760720000	402	BELT	0.00	61.14
A101.00	378566	09/30/20	00500	ASTLEFORD INTERNATI	01009760720000	402	BOLT	0.00	80.60
A101.00	378566	09/30/20	00500	ASTLEFORD INTERNATI	01009760720000	402	CABLE	0.00	146.64
A101.00	378566	09/30/20	00500	ASTLEFORD INTERNATI	01009760720000	402	TUBES, PIPE	0.00	432.98
TOTAL CHECK								0.00	721.36
A101.00	378567	09/30/20	05628	AUTO PLUS/UNI-SELEC	01009760720000	402	BLADE	0.00	10.57
A101.00	378567	09/30/20	05628	AUTO PLUS/UNI-SELEC	01009760720000	402	WINTER BLADES	0.00	155.40
TOTAL CHECK								0.00	165.97
A101.00	378568	09/30/20	30223	BATTERIES PLUS BULB	01009760720000	403	BATTERY SLA12-5F	0.00	17.95
A101.00	378569	09/30/20	26064	BAYADA HOME HEALTH	01005416740000	394	NURSE DURING SCHOOL	0.00	50.00
A101.00	378569	09/30/20	26064	BAYADA HOME HEALTH	01005416740000	394	NURSE DURING SCHOOL	0.00	150.00
TOTAL CHECK								0.00	200.00
A101.00	378571	09/30/20	27717	CATALYST SOURCING S	01005760720000	305	SP ED TRANSPORT	0.00	475.00
A101.00	378571	09/30/20	27717	CATALYST SOURCING S	01005810000000	305	AIR PURIFIER RFP	0.00	490.00
A101.00	378571	09/30/20	27717	CATALYST SOURCING S	01005292000000	305	PURCH SUPPORT SERVI	0.00	675.00
A101.00	378571	09/30/20	27717	CATALYST SOURCING S	01005110000000	305	PURCH SUPPORT SERVI	0.00	870.00
A101.00	378571	09/30/20	27717	CATALYST SOURCING S	01005810000000	305	SURPLUS MGMT	0.00	135.00
A101.00	378571	09/30/20	27717	CATALYST SOURCING S	01005810000000	305	ECC SHOP EQUIPMENT	0.00	184.00
A101.00	378571	09/30/20	27717	CATALYST SOURCING S	01005110000000	305	SUPPL TRACK MON SUB	0.00	209.99
A101.00	378571	09/30/20	27717	CATALYST SOURCING S	01005110000000	305	SUPPL TRACK MON SUB	0.00	209.99
A101.00	378571	09/30/20	27717	CATALYST SOURCING S	01005110000000	305	SUPPL TRACK MON SUB	0.00	209.99
TOTAL CHECK								0.00	3,458.97
A101.00	378572	09/30/20	18771	CDW GOVERNMENT	01005630154000	530	PO LPRT535	0.00	1,730.00
A101.00	378573	09/30/20	15058	CENGAGE LEARNING	01005205417000	433	BOOKS FROM CENGAGE	0.00	99.00
A101.00	378573	09/30/20	15058	CENGAGE LEARNING	01005205417000	433	BOOKS FROM CENGAGE	0.00	8,860.68
TOTAL CHECK								0.00	8,959.68
A101.00	378574	09/30/20	27874	CENTER FOR THE COLL	01005203302000	460	BEING A READER SETS	0.00	486.00

SOURCEWELL TECHNOLOGY  
DATE: 10/05/2020  
TIME: 11:50:55

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 24  
ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='3'  
ACCOUNTING PERIOD: 4/21

FUND - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101.00	378574	09/30/20	27874	CENTER FOR THE COLL	01005203302000	460	MAKING MEANING & BE	0.00	656.64
A101.00	378574	09/30/20	27874	CENTER FOR THE COLL	01005203154000	530	KINDERGARTEN MATERI	0.00	378.00
TOTAL CHECK								0.00	1,520.64
A101.00	378575	09/30/20	15056	CENTERPOINT ENERGY	010198100000000	440	SVMS: 8/12/20-9/14/	0.00	381.04
A101.00	378575	09/30/20	15056	CENTERPOINT ENERGY	01009760720000	440	BG: 8/14/20-9/15/20	0.00	202.18
A101.00	378575	09/30/20	15056	CENTERPOINT ENERGY	010088100000000	440	ECC: 8/12/20-9/14/2	0.00	309.01
A101.00	378575	09/30/20	15056	CENTERPOINT ENERGY	015338100000000	440	ECC: 8/12/20-9/14/2	0.00	87.16
A101.00	378575	09/30/20	15056	CENTERPOINT ENERGY	010208100000000	440	VVMS: 8/14/20-9/15/	0.00	127.47
A101.00	378575	09/30/20	15056	CENTERPOINT ENERGY	015268100000000	440	CC: 8/12/20-9/14/20	0.00	1,248.62
A101.00	378575	09/30/20	15056	CENTERPOINT ENERGY	010218100000000	440	EHS: 8/14/20-9/15/2	0.00	591.86
A101.00	378575	09/30/20	15056	CENTERPOINT ENERGY	015278100000000	440	CN: 8/14/20-9/15/20	0.00	595.63
A101.00	378575	09/30/20	15056	CENTERPOINT ENERGY	015288100000000	440	CS: 8/14/20-9/15/20	0.00	685.37
TOTAL CHECK								0.00	4,228.34
A101.00	378576	09/30/20	24945	CENTURYLINK	010056200000000	320	DO - SEPT2020	0.00	89.00
A101.00	378576	09/30/20	24945	CENTURYLINK	01009760720000	320	TRANSPORT - SEPT202	0.00	128.16
A101.00	378576	09/30/20	24945	CENTURYLINK	015328100000000	320	CV - SEPT2020	0.00	136.21
A101.00	378576	09/30/20	24945	CENTURYLINK	015268100000000	320	CC - SEPT2020	0.00	156.24
A101.00	378576	09/30/20	24945	CENTURYLINK	015278100000000	320	CN - SEPT2020	0.00	156.24
A101.00	378576	09/30/20	24945	CENTURYLINK	015288100000000	320	CS - SEPT2020	0.00	156.24
A101.00	378576	09/30/20	24945	CENTURYLINK	015298100000000	320	HL - SEPT2020	0.00	215.20
A101.00	378576	09/30/20	24945	CENTURYLINK	010088100000000	320	ECC - SEPT2020	0.00	252.39
A101.00	378576	09/30/20	24945	CENTURYLINK	010056200000000	320	DO - SEPT2020	0.00	260.00
A101.00	378576	09/30/20	24945	CENTURYLINK	010198100000000	320	SVMS - SEPT2020	0.00	273.42
A101.00	378576	09/30/20	24945	CENTURYLINK	010208100000000	320	VVMS - SEPT2020	0.00	306.72
A101.00	378576	09/30/20	24945	CENTURYLINK	010218100000000	320	EHS - SEPT2020	0.00	394.36
A101.00	378576	09/30/20	24945	CENTURYLINK	010056200000000	320	DO - SEPT2020	0.00	540.00
TOTAL CHECK								0.00	3,064.18
A101.00	378579	09/30/20	17793	CPI-CRISIS PREVENTI	01005420419000	820	CPI FOR MOLLIE KAPI	0.00	150.00
A101.00	378579	09/30/20	17793	CPI-CRISIS PREVENTI	01005420419000	820	MEGAN MESTAD MMBRSH	0.00	150.00
TOTAL CHECK								0.00	300.00
A101.00	378580	09/30/20	32735	DECKER SUPPLY CO IN	01529203154000	401	42" GRABBER CONES	0.00	641.45
A101.00	378581	09/30/20	21013	SHRED RIGHT	015280500000000	401	PAPER SHREDDING	0.00	47.25
A101.00	378582	09/30/20	25244	DRAIN PRO PLUMBING	015298100000000	350	REPAIR	0.00	955.00
A101.00	378583	09/30/20	29007	DUNHAM ASSOCIATES I	01008865380000	305	ECC RENO COMMISSION	0.00	5,904.00
A101.00	378584	09/30/20	32611	SMITH-SHARPE FIRE B	010218100000000	350	STEAM BOILER REPAIR	0.00	123.49
A101.00	378584	09/30/20	32611	SMITH-SHARPE FIRE B	010218100000000	350	STEAM BOILER REPAIR	0.00	329.00
A101.00	378584	09/30/20	32611	SMITH-SHARPE FIRE B	010218100000000	350	STEAM BOILER REPAIR	0.00	633.16
TOTAL CHECK								0.00	1,085.65
A101.00	378587	09/30/20	28966	FACTORY MOTOR PARTS	01009760720000	402	PART ACP PF-48E	0.00	21.84
A101.00	378588	09/30/20	13854	GILBERT MECHANICAL	015268100000000	350	TROUBLESHOOT-PRG PR	0.00	932.50
A101.00	378589	09/30/20	30097	GONOODLE	015282030000096	430	RENEWAL	0.00	1,250.00

SOURCEWELL TECHNOLOGY  
DATE: 10/05/2020  
TIME: 11:50:55

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 25  
ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='3'  
ACCOUNTING PERIOD: 4/21

FUND - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101.00	378590	09/30/20	09346	GRAINGER	01009760720000	350	RIVETS	0.00	8.66
A101.00	378590	09/30/20	09346	GRAINGER	01009760720000	350	DEPRESSED CENTER; W	0.00	13.40
A101.00	378590	09/30/20	09346	GRAINGER	01009760720000	350	RE-CLOSEABLE BAG	0.00	24.61
TOTAL CHECK								0.00	46.67
A101.00	378591	09/30/20	00296	GROTH MUSIC COMPANY	01020258000250	430	BASSOON ADV METHOD	0.00	36.77
A101.00	378592	09/30/20	22554	HACH COMPANY	01021260000000	430	25150-25	0.00	73.80
A101.00	378592	09/30/20	22554	HACH COMPANY	01021260000000	430	13530-01	0.00	163.00
A101.00	378592	09/30/20	22554	HACH COMPANY	01021260000000	430	26084-50	0.00	138.00
A101.00	378592	09/30/20	22554	HACH COMPANY	01021260000000	430	14852-99	0.00	55.25
A101.00	378592	09/30/20	22554	HACH COMPANY	01021260000000	430	ESTIMATED SHIPPING/	0.00	69.95
TOTAL CHECK								0.00	500.00
A101.00	378593	09/30/20	31659	HEGGERTY PHONEMIC A	01527420740000	433	PHONEMIC AWARENESS	0.00	239.97
A101.00	378593	09/30/20	31659	HEGGERTY PHONEMIC A	01527420740000	433	PHONEMIC AWARENESS	0.00	239.97
A101.00	378593	09/30/20	31659	HEGGERTY PHONEMIC A	01527420740000	433	ESTIMATED SHIPPING/	0.00	38.40
A101.00	378593	09/30/20	31659	HEGGERTY PHONEMIC A	01529420740000	433	ISBN 978-1-947260-2	0.00	79.99
A101.00	378593	09/30/20	31659	HEGGERTY PHONEMIC A	01529420740000	433	ISBN 978-1-947260-2	0.00	79.99
A101.00	378593	09/30/20	31659	HEGGERTY PHONEMIC A	01529420740000	433	ESTIMATED SHIPPING/	0.00	12.80
TOTAL CHECK								0.00	691.12
A101.00	378594	09/30/20	31894	THE HILL CENTER, IN	01005400154640	389	HILL RAP	0.00	26,450.00
A101.00	378595	09/30/20	03263	HOGLUND BUS AND TRU	01009760720000	402	CONVERTER/HITCH/SOC	0.00	575.62
A101.00	378595	09/30/20	03263	HOGLUND BUS AND TRU	01009760720000	402	CORE EXCHANGE	0.00	738.77
A101.00	378595	09/30/20	03263	HOGLUND BUS AND TRU	01009760720000	402	CORE DEPOSIT	0.00	738.77
A101.00	378595	09/30/20	03263	HOGLUND BUS AND TRU	01009760720000	402	PART SMCXE278198SP	0.00	744.20
A101.00	378595	09/30/20	03263	HOGLUND BUS AND TRU	01009760720000	402	TUBE	0.00	54.47
TOTAL CHECK								0.00	2,851.83
A101.00	378596	09/30/20	32728	IDENTISYS INC	01005105000000	401	BADGE CARDS	0.00	344.48
A101.00	378596	09/30/20	32728	IDENTISYS INC	01005105000000	401	BADGE CARDS	0.00	344.48
TOTAL CHECK								0.00	688.96
A101.00	378597	09/30/20	28122	IMAGINE LEARNING, I	01005205417000	505	10 STUDENT LICENSES	0.00	1,650.00
A101.00	378598	09/30/20	20605	INNOVATIVE OFFICE S	01005420419000	530	FULL PMT-PO 200923	0.00	2,067.95
A101.00	378599	09/30/20	22560	INTELLIGERE INC	01005420740000	358	INTERPRETER-SPED MT	0.00	161.00
A101.00	378599	09/30/20	22560	INTELLIGERE INC	01005420740000	358	INTERPRETER-SP ED M	0.00	92.00
A101.00	378599	09/30/20	22560	INTELLIGERE INC	01005219317000	358	INTERPRETER-EL	0.00	1,543.00
A101.00	378599	09/30/20	22560	INTELLIGERE INC	01005790000000	358	INTERPRETER-GEN ED	0.00	78.75
A101.00	378599	09/30/20	22560	INTELLIGERE INC	01005790000000	358	INTERPRETER-GEN ED	0.00	310.00
TOTAL CHECK								0.00	2,184.75
A101.00	378600	09/30/20	03720	JERRY'S HARDWARE	01020810000810	401	CUSTODIAL SUPPLIES	0.00	11.64
A101.00	378601	09/30/20	17174	JOHN HENRY FOSTER	01008810000000	350	AIR COMPRESSOR SWIT	0.00	72.83
A101.00	378605	09/30/20	16127	KULLY SUPPLY INC	01020810000810	401	CUSTODIAL SUPPLIES	0.00	189.87

SOURCEWELL TECHNOLOGY  
DATE: 10/05/2020  
TIME: 11:50:55

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 26  
ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='3'  
ACCOUNTING PERIOD: 4/21

FUND - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101.00	378605	09/30/20	16127	KULLY SUPPLY INC	01527810000000	350	SLOANS SENSOR	0.00	364.16
A101.00	378605	09/30/20	16127	KULLY SUPPLY INC	01527810000000	350	SLOAN TOILET KIT	0.00	117.30
TOTAL CHECK								0.00	671.33
A101.00	378606	09/30/20	04024	LAKESHORE LEARNING	01532411740000	433	#LC165 - PLACE VALU	0.00	34.99
A101.00	378606	09/30/20	04024	LAKESHORE LEARNING	01532411740000	433	#EE600X - FEED-THE-	0.00	69.99
A101.00	378606	09/30/20	04024	LAKESHORE LEARNING	01532411740000	433	#EE942 - DAILY MATH	0.00	26.94
A101.00	378606	09/30/20	04024	LAKESHORE LEARNING	01532411740000	433	#GG101 - DAILY LANG	0.00	26.94
A101.00	378606	09/30/20	04024	LAKESHORE LEARNING	01532411740000	433	ESTIMATED SHIPPING/	0.00	15.89
TOTAL CHECK								0.00	174.75
A101.00	378607	09/30/20	21327	LANGUAGE LINE SERVI	01005790000000	358	INTERPRETER FOR AUG	0.00	1,650.83
A101.00	378609	09/30/20	26511	LITTLE FALLS MACHIN	01009760720000	402	EATON SPINNER MOTOR	0.00	448.65
A101.00	378611	09/30/20	18130	MCKESSON MEDICAL SU	01019211000000	401	HEALTH OFFICE SUPPL	0.00	70.13
A101.00	378612	09/30/20	30024	MENARDS - EDEN PRAI	01526810000000	350	HAND SPRAYER 0.5 GA	0.00	29.94
A101.00	378612	09/30/20	30024	MENARDS - EDEN PRAI	01009760720000	402	SUPPLIES	0.00	121.30
A101.00	378612	09/30/20	30024	MENARDS - EDEN PRAI	01005810302000	530	POWER WASHER	0.00	229.99
A101.00	378612	09/30/20	30024	MENARDS - EDEN PRAI	01005810302000	530	POWER WASHER	0.00	229.99
A101.00	378612	09/30/20	30024	MENARDS - EDEN PRAI	01005810302000	530	POWER WASHER	0.00	229.99
A101.00	378612	09/30/20	30024	MENARDS - EDEN PRAI	01528810000000	350	SHOP HEATER	0.00	369.99
TOTAL CHECK								0.00	1,211.20
A101.00	378613	09/30/20	04564	METRO ECSU-REGION 1	01005218388000	366	FRI FORUM-GIFTED ED	0.00	60.00
A101.00	378614	09/30/20	20037	METRO ELEVATOR INC	01005810000000	305	ECC-REG SER. OCTOBE	0.00	1,130.00
A101.00	378616	09/30/20	22660	MIDWEST BUS PARTS I	01009760720000	402	MITO IC RADIO	0.00	287.00
A101.00	378616	09/30/20	22660	MIDWEST BUS PARTS I	01009760720000	402	PLASTIC CAP	0.00	32.78
A101.00	378616	09/30/20	22660	MIDWEST BUS PARTS I	01009760720000	402	LATCH & PUSH OUT KI	0.00	54.52
A101.00	378616	09/30/20	22660	MIDWEST BUS PARTS I	01009760720000	402	DASH LIGHT BULB	0.00	55.50
A101.00	378616	09/30/20	22660	MIDWEST BUS PARTS I	01009760720000	402	LATCH & PUSH OUT KI	0.00	84.45
TOTAL CHECK								0.00	514.25
A101.00	378618	09/30/20	25610	MOTG-MINNESOTA OFFI	01009760720000	350	USAGE 3/3-4/2/20 BG	0.00	0.29
A101.00	378619	09/30/20	18615	NAC	01019810000000	350	SER CALL-RTU/EXHAUS	0.00	3,973.48
A101.00	378620	09/30/20	23177	NCS PEARSON INC	01005401740000	433	GFTA-3 Q-GLOBAL STI	0.00	232.00
A101.00	378621	09/30/20	32733	NORTHLAND LEARNING	01005420740000	366	CAROL FLEXER WORKSH	0.00	90.00
A101.00	378622	09/30/20	04661	OFFICE DEPOT INC	01526203000000	401	PAPER/BINDERS/LABEL	0.00	107.83
A101.00	378622	09/30/20	04661	OFFICE DEPOT INC	01526203000000	401	STAPLERS	0.00	25.16
TOTAL CHECK								0.00	132.99
A101.00	378623	09/30/20	22297	PARALLEL TECHNOLOGI	01020865384000	305	VV RE-HANG CAMERAS	0.00	412.50
A101.00	378624	09/30/20	31048	PERIDOT SYSTEMS, LL	01005710000000	461	PERIDOT SYSTEMS-RES	0.00	13,477.50

SOURCEWELL TECHNOLOGY  
DATE: 10/05/2020  
TIME: 11:50:55

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 27  
ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='3'  
ACCOUNTING PERIOD: 4/21

FUND - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	378626	09/30/20	28352	PINNACLE ENGINEERIN	01021865382000	305	EHS-WETLAND MONITOR	0.00	357.50
A101.00	378627	09/30/20	31454	POWERSCHOOL GROUP L	01005605335000	555	TALENT ED	0.00	7,280.00
A101.00	378628	09/30/20	15331	PRAIRIE ELECTRIC CO	01532810000000	350	POWER TO LIGHTS	0.00	530.00
A101.00	378628	09/30/20	15331	PRAIRIE ELECTRIC CO	01529203154000	350	ELECT. OUTLET INSTA	0.00	702.00
TOTAL CHECK								0.00	1,232.00
A101.00	378630	09/30/20	15873	REALLY GOOD STUFF I	01532203000000	430	10 DRAWER ROLLING O	0.00	146.55
A101.00	378631	09/30/20	27366	RM COTTON CO	01532810000000	350	BOILER SENSOR	0.00	82.00
A101.00	378632	09/30/20	10684	ROBERT B HILL CO	01529810000810	401	SUPPLIES	0.00	376.07
A101.00	378633	09/30/20	26418	ROSAMARIA CAMPBELL	01005420419000	358	INTERPRETER-SPED MT	0.00	40.00
A101.00	378633	09/30/20	26418	ROSAMARIA CAMPBELL	01005420419000	358	INTERPRETER-SPED MT	0.00	40.00
A101.00	378633	09/30/20	26418	ROSAMARIA CAMPBELL	01005790000000	358	INTERPRETER-GEN MTG	0.00	280.00
TOTAL CHECK								0.00	360.00
A101.00	378634	09/30/20	26674	RUSSELL SECURITY RE	01008810000810	401	CABINET KEYS	0.00	18.00
A101.00	378636	09/30/20	06400	SCHMITT MUSIC	01020258000250	430	BARITONE-STD EXCELL	0.00	6.36
A101.00	378637	09/30/20	09066	SCHOOL SPECIALTY IN	01528201000000	430	KINDERGARTEN ART	0.00	36.52
A101.00	378637	09/30/20	09066	SCHOOL SPECIALTY IN	01021212000000	430	PRANG 3.3 MM CORE C	0.00	91.12
A101.00	378637	09/30/20	09066	SCHOOL SPECIALTY IN	01021212000000	430	SCHOOL SMART PROF.	0.00	103.34
A101.00	378637	09/30/20	09066	SCHOOL SPECIALTY IN	01021212000000	430	PRANG WASHABLE WATE	0.00	175.88
A101.00	378637	09/30/20	09066	SCHOOL SPECIALTY IN	01021212000000	430	SAX TRUE FLOW HEAVY	0.00	26.90
A101.00	378637	09/30/20	09066	SCHOOL SPECIALTY IN	01021212000000	430	SAX TRUE FLOW HEAVY	0.00	26.90
A101.00	378637	09/30/20	09066	SCHOOL SPECIALTY IN	01021212000000	430	SAX TRUE FLOW HEAVY	0.00	53.80
A101.00	378637	09/30/20	09066	SCHOOL SPECIALTY IN	01021212000000	430	SAX TRUE FLOW HEAVY	0.00	53.80
A101.00	378637	09/30/20	09066	SCHOOL SPECIALTY IN	01021212000000	430	SAX TRUE FLOW HEAVY	0.00	49.98
A101.00	378637	09/30/20	09066	SCHOOL SPECIALTY IN	01021212000000	430	SAX TRUE FLOW HEAVY	0.00	80.70
A101.00	378637	09/30/20	09066	SCHOOL SPECIALTY IN	01021212000000	430	SAX TRUE FLOW HEAVY	0.00	80.70
A101.00	378637	09/30/20	09066	SCHOOL SPECIALTY IN	01021212000000	430	SAX TRUE FLOW HEAVY	0.00	53.80
A101.00	378637	09/30/20	09066	SCHOOL SPECIALTY IN	01021212000000	430	SAX WATERCOLOR PAPE	0.00	173.14
A101.00	378637	09/30/20	09066	SCHOOL SPECIALTY IN	01021212000000	430	SAX GENUINE CANVAS	0.00	284.76
A101.00	378637	09/30/20	09066	SCHOOL SPECIALTY IN	01021212000000	430	SAX SULPHITE DRAWIN	0.00	115.50
A101.00	378637	09/30/20	09066	SCHOOL SPECIALTY IN	01021212000000	430	PAPER MATE PINK PEA	0.00	44.15
A101.00	378637	09/30/20	09066	SCHOOL SPECIALTY IN	01021212000000	430	PAPER MATE WHITE BR	0.00	18.18
A101.00	378637	09/30/20	09066	SCHOOL SPECIALTY IN	01528212000000	430	EVA ART	0.00	55.74
A101.00	378637	09/30/20	09066	SCHOOL SPECIALTY IN	01528212000000	430	GLUE STICKS: EVA AR	0.00	96.44
A101.00	378637	09/30/20	09066	SCHOOL SPECIALTY IN	01021250000000	430	BEST-RITE VALU-TAK	0.00	256.92
A101.00	378637	09/30/20	09066	SCHOOL SPECIALTY IN	01529212000000	430	PAPER, WATERCOLOR,	0.00	1,596.00
A101.00	378637	09/30/20	09066	SCHOOL SPECIALTY IN	01021212000000	430	HIGHLAND 2600 MASKI	0.00	60.00
A101.00	378637	09/30/20	09066	SCHOOL SPECIALTY IN	01021212000000	430	SAX OPTIMUM FLAT WH	0.00	46.70
A101.00	378637	09/30/20	09066	SCHOOL SPECIALTY IN	01021212000000	430	ROYAL BRUSH BIG KID	0.00	54.56
TOTAL CHECK								0.00	3,635.53
A101.00	378638	09/30/20	22930	SIGN PRO	01009760720000	350	DECALS-LEAVE SEAT E	0.00	390.60
A101.00	378639	09/30/20	17725	SIGNUM SIGNS AND GR	01533203154000	305	UPDATE 2020-21 ROOM	0.00	80.00



SOURCEWELL TECHNOLOGY  
DATE: 10/05/2020  
TIME: 11:50:55

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 28  
ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='3'  
ACCOUNTING PERIOD: 4/21

FUND - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	378640	09/30/20	08656	SPS COMPANIES INC	01532810000000	350	CAST BRASS CLOSET S	0.00	14.90
A101.00	378640	09/30/20	08656	SPS COMPANIES INC	01532810000000	350	SLOAN REPAIR KIT SP	0.00	58.31
A101.00	378640	09/30/20	08656	SPS COMPANIES INC	01527810000000	350	PLUMBING SUPPLIES	0.00	74.70
TOTAL CHECK								0.00	147.91
A101.00	378641	09/30/20	05035	STAR TRIBUNE MEDIA	01005211795000	406	SV-ONLINE SUBSC	0.00	169.92
A101.00	378642	09/30/20	30096	SUMMIT COMPANIES	01009760720000	350	SPRINKLER SERVICE	0.00	549.00
A101.00	378644	09/30/20	31301	TEACHERS PAY TEACHE	01532420740000	433	SIZE OF THE PROBLEM	0.00	4.00
A101.00	378644	09/30/20	31301	TEACHERS PAY TEACHE	01532420740000	433	DIGITAL CHECK-IN	0.00	4.00
A101.00	378644	09/30/20	31301	TEACHERS PAY TEACHE	01532420740000	433	DIGITAL CALM DOWN C	0.00	5.00
A101.00	378644	09/30/20	31301	TEACHERS PAY TEACHE	01532420740000	433	FEELINGS AND EMOTIO	0.00	5.00
A101.00	378644	09/30/20	31301	TEACHERS PAY TEACHE	01532420740000	433	PROCESSING FEE	0.00	2.99
A101.00	378644	09/30/20	31301	TEACHERS PAY TEACHE	01532411740000	433	NAME RECOGNITION WI	0.00	4.00
A101.00	378644	09/30/20	31301	TEACHERS PAY TEACHE	01532411740000	433	PREDICTABLE SIGHT W	0.00	7.00
A101.00	378644	09/30/20	31301	TEACHERS PAY TEACHE	01532411740000	433	NUMBER RECOGNITION	0.00	2.00
A101.00	378644	09/30/20	31301	TEACHERS PAY TEACHE	01532411740000	433	LAMINATE, VELCRO, A	0.00	3.00
A101.00	378644	09/30/20	31301	TEACHERS PAY TEACHE	01532411740000	433	NUMBER RECOGNITION	0.00	4.00
A101.00	378644	09/30/20	31301	TEACHERS PAY TEACHE	01532411740000	433	MORNING ADAPTED WOR	0.00	10.00
A101.00	378644	09/30/20	31301	TEACHERS PAY TEACHE	01532411740000	433	MORNING WORK FOR SP	0.00	23.00
A101.00	378644	09/30/20	31301	TEACHERS PAY TEACHE	01532411740000	433	PROCESSING FEE	0.00	2.99
A101.00	378644	09/30/20	31301	TEACHERS PAY TEACHE	01532411740000	433	DISCRETE TRIAL LESS	0.00	3.00
A101.00	378644	09/30/20	31301	TEACHERS PAY TEACHE	01532411740000	433	DISCRETE TRIAL LESS	0.00	4.25
A101.00	378644	09/30/20	31301	TEACHERS PAY TEACHE	01532411740000	433	DISCRETE TRIAL LESS	0.00	4.00
A101.00	378644	09/30/20	31301	TEACHERS PAY TEACHE	01532420740000	433	MINDFULNESS SCAVENG	0.00	6.00
A101.00	378644	09/30/20	31301	TEACHERS PAY TEACHE	01532420740000	433	SIZE OF THE PROBLEM	0.00	11.00
A101.00	378644	09/30/20	31301	TEACHERS PAY TEACHE	01532420740000	433	SIZE OF THE PROBLEM	0.00	3.00
A101.00	378644	09/30/20	31301	TEACHERS PAY TEACHE	01532420740000	433	SOCIAL SKILLS TASK	0.00	5.00
A101.00	378644	09/30/20	31301	TEACHERS PAY TEACHE	01532420740000	433	SOCIAL EMOTIONAL LE	0.00	145.00
A101.00	378644	09/30/20	31301	TEACHERS PAY TEACHE	01532420740000	433	GET TO KNOW YOU DIG	0.00	2.00
A101.00	378644	09/30/20	31301	TEACHERS PAY TEACHE	01532420740000	433	COPING AND RESILIE	0.00	3.50
A101.00	378644	09/30/20	31301	TEACHERS PAY TEACHE	01532420740000	433	ANY GAME PROMPTS	0.00	5.00
TOTAL CHECK								0.00	268.73
A101.00	378645	09/30/20	31195	THOUGHT BUBBLE PROD	01005403740000	433	PLAY POWER CLASSROO	0.00	14.99
A101.00	378645	09/30/20	31195	THOUGHT BUBBLE PROD	01005402740000	433	PLAY POWER CLASSROO	0.00	15.00
A101.00	378645	09/30/20	31195	THOUGHT BUBBLE PROD	01005403740000	433	EYE POWER 1 CLASSRO	0.00	14.99
A101.00	378645	09/30/20	31195	THOUGHT BUBBLE PROD	01005402740000	433	EYE POWER 1 CLASSRO	0.00	15.00
A101.00	378645	09/30/20	31195	THOUGHT BUBBLE PROD	01005403740000	433	EYE POWER 2 CLASSRO	0.00	14.99
A101.00	378645	09/30/20	31195	THOUGHT BUBBLE PROD	01005402740000	433	EYE POWER 2 CLASSRO	0.00	15.00
A101.00	378645	09/30/20	31195	THOUGHT BUBBLE PROD	01005403740000	433	KEEPING CALM CLASSR	0.00	14.99
A101.00	378645	09/30/20	31195	THOUGHT BUBBLE PROD	01005402740000	433	KEEPING CALM CLASSR	0.00	15.00
A101.00	378645	09/30/20	31195	THOUGHT BUBBLE PROD	01005403740000	433	ESTIMATED SHIPPING/	0.00	5.00
A101.00	378645	09/30/20	31195	THOUGHT BUBBLE PROD	01005402740000	433	ESTIMATED SHIPPING/	0.00	6.00
TOTAL CHECK								0.00	130.96
A101.00	378646	09/30/20	23172	TOLL GAS & WELDING	01009760720000	402	DEMURRAGE	0.00	11.35
A101.00	378647	09/30/20	25899	TOSHIBA BUSINESS SO	01005605302000	370	OVERAGES: 7/20-8/20	0.00	12.45
A101.00	378647	09/30/20	25899	TOSHIBA BUSINESS SO	01005605302000	370	OVERAGES: 6/20-7/20	0.00	24.33

SOURCEWELL TECHNOLOGY  
DATE: 10/05/2020  
TIME: 11:50:55

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 29  
ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='3'  
ACCOUNTING PERIOD: 4/21

FUND - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
TOTAL CHECK								0.00	36.78
A101.00	378648	09/30/20	32609	ULTIMATESLP.COM	01005401740000	433	22 LICENSES FOR 10	0.00	2,279.20
A101.00	378649	09/30/20	23013	UNIVERSITY LANGUAGE	01005790000000	358	INTERPRETER-GEN ED	0.00	82.50
A101.00	378649	09/30/20	23013	UNIVERSITY LANGUAGE	01005420740000	358	INTERPRETER-SP ED	0.00	90.75
A101.00	378649	09/30/20	23013	UNIVERSITY LANGUAGE	01005420740000	358	INTERPRETER-SP ED	0.00	118.25
TOTAL CHECK								0.00	291.50
A101.00	378651	09/30/20	25308	WOLD ARCHITECTS & E	01527865384000	305	CN WATER HEATER	0.00	137.85
A101.00	378651	09/30/20	25308	WOLD ARCHITECTS & E	01020865384000	305	VVMS 2020 RENO	0.00	8,252.13
A101.00	378651	09/30/20	25308	WOLD ARCHITECTS & E	01008865384000	305	ECC 2020 RENO	0.00	20,116.23
A101.00	378651	09/30/20	25308	WOLD ARCHITECTS & E	01021865384000	305	HS STEAM HX REPLACE	0.00	267.90
A101.00	378651	09/30/20	25308	WOLD ARCHITECTS & E	01008865384000	305	ECC RENO	0.00	643.78
A101.00	378651	09/30/20	25308	WOLD ARCHITECTS & E	01020865384000	305	VV OUTDOOR STORAGE	0.00	936.85
TOTAL CHECK								0.00	30,354.74
A101.00	V15728	09/02/20	E9407	BRETT COPE	01005810000000	320	AUG CELL PHONE	0.00	52.81
A101.00	V15729	09/02/20	E5481	KARI L DAHLQUIST	01532203000000	430	CARPET SPOTS	0.00	242.89
A101.00	V15730	09/02/20	E11091	SHAWN G DRAVES	01021810000000	320	JUL CELL PHONE	0.00	58.04
A101.00	V15731	09/02/20	E11348	HEATHER A EDAM	01527203000055	430	SCHOOL SUPPLIES	0.00	173.74
A101.00	V15732	09/02/20	E14117	ERIC D HAMILTON	01005810000000	320	AUG CELL PHONE	0.00	40.00
A101.00	V15733	09/02/20	E14239	CURT E JOHANSON	01005810000000	320	JUL CELL PHONE	0.00	65.00
A101.00	V15734	09/02/20	E12040	NICOLE B KORANDA	01527203000053	430	GRD3 CLASS SUPPLIES	0.00	131.95
A101.00	V15736	09/02/20	E8056	KORY M SMITH	01020810000000	320	AUG CELL PHONE	0.00	65.00
A101.00	V15737	09/02/20	E10511	CARLA C STEFFEN	01021292000000	820	MSHSCA MEMBERSHIP	0.00	47.50
A101.00	V15738	09/09/20	E14183	RENE BACA	01527203000055	430	GD5 SCHOOL SUPPLIES	0.00	360.49
A101.00	V15739	09/09/20	E13510	JOAN M BOYD	01535412740000	366	HOME VISITS - PART	0.00	42.15
A101.00	V15739	09/09/20	E13510	JOAN M BOYD	01005420419000	366	COMM SITES - PART B	0.00	60.72
TOTAL CHECK								0.00	102.87
A101.00	V15740	09/09/20	E10165	TAMI JO J COOK	01019211302000	530	SUPPLIES	0.00	411.00
A101.00	V15741	09/09/20	E11637	ADAM P DUFFY	01005630000000	320	JUL/AUG CELL PHONE	0.00	130.00
A101.00	V15742	09/09/20	E13763	JULIE M GABRIELSON	01005850000830	320	AUG CELL PHONE	0.00	65.00
A101.00	V15743	09/09/20	E7335	CONSTANCE GASTLER	01005640316000	366	MILEAGE	0.00	6.90
A101.00	V15743	09/09/20	E7335	CONSTANCE GASTLER	01005640316000	430	HANDWRITING BOOKLTS	0.00	2,564.00
TOTAL CHECK								0.00	2,570.90
A101.00	V15744	09/09/20	E14117	ERIC D HAMILTON	01005810000000	366	MILEAGE	0.00	165.66

SOURCEWELL TECHNOLOGY  
DATE: 10/05/2020  
TIME: 11:50:55

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 30  
ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='3'  
ACCOUNTING PERIOD: 4/21

FUND - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	V15745	09/09/20	E10934	KIM M MISMASH	01527201000050	430	CLASSROOM SUPPLIES	0.00	250.00
A101.00	V15746	09/09/20	E14119	MARY K O'KEEFE	01527203000055	430	CLASSROOM SUPPLIES	0.00	376.76
A101.00	V15747	09/09/20	E12819	SHANNON M STEVEN	01527212000000	430	CLASSROOM SUPPLIES	0.00	319.59
A101.00	V15748	09/09/20	E11509	KIRSTI A. R. WENNER	01532203000000	430	CLASS SUPPLIES BKSH	0.00	49.00
A101.00	V15749	09/16/20	E14106	DANIEL N BARTLETT	01019211000000	366	AMLE CONFERENCE	0.00	149.99
A101.00	V15750	09/16/20	E9122	JUDY BOLIN	01526203000000	430	2020 OFFICE SUPPLIE	0.00	42.79
A101.00	V15752	09/16/20	E11263	SHAWN P DUDLEY	01020810154000	401	FACE SHIELDS/STICKE	0.00	894.65
A101.00	V15753	09/16/20	E12693	JAIME S GAARD	01021292000000	820	COACH MEMBERSHIP	0.00	69.75
A101.00	V15753	09/16/20	E12693	JAIME S GAARD	01021296000666	401	SANITIZER	0.00	14.99
TOTAL CHECK								0.00	84.74
A101.00	V15754	09/16/20	E9885	ERICA S GARDNER	01019211000000	430	CLASSROOM MIC	0.00	35.99
A101.00	V15755	09/16/20	E5777	MARY B MANDERFELD	01005203313000	320	JUL AUG CELL PHONE	0.00	130.00
A101.00	V15756	09/16/20	E11034	CHRISTINE E MJOEN	01527201000050	430	YEARLY CLASS SUPPLI	0.00	22.04
A101.00	V15757	09/16/20	E10520	MATTHEW K MOSBY	01529810000000	320	AUG CELL PHONE	0.00	65.00
A101.00	V15758	09/16/20	E15196	SAMANTHA J REBER	01021292000000	820	COACHES MEMBERSHIP	0.00	63.50
A101.00	V15760	09/16/20	E8384	BETH RUSSELL	01005203797000	291	SUPP SPOUSE REIMB	0.00	672.00
A101.00	V15760	09/16/20	E8384	BETH RUSSELL	01005203797000	291	SUPPLEMENT REIMB	0.00	792.00
A101.00	V15760	09/16/20	E8384	BETH RUSSELL	01005203797000	291	MEDICARE REIMB	0.00	1,750.40
A101.00	V15760	09/16/20	E8384	BETH RUSSELL	01005203797000	291	MEDICARE SPOUSE REI	0.00	2,275.20
TOTAL CHECK								0.00	5,489.60
A101.00	V15762	09/16/20	E8778	BRITT THEIS	01526203000051	430	CLASSROOM SUPPLIES	0.00	38.79
A101.00	V15763	09/16/20	E9724	MARK WALLACE	01529203000000	430	SUPPLIES	0.00	674.48
A101.00	V15764	09/23/20	E14183	RENE BACA	01527203000055	430	TARGET - SUPPLIES	0.00	19.71
A101.00	V15765	09/23/20	E5685	SUSAN A CHARLES	01532258000000	401	SPEAKER FOR CLASSRO	0.00	159.99
A101.00	V15766	09/23/20	E15078	RA CHHOTH	01005110000000	320	SEP 2020 CELL PHONE	0.00	65.00
A101.00	V15767	09/23/20	E7011	MARK A DEYOUNG	01526050000000	320	AUG 2020 CELL PHONE	0.00	65.00
A101.00	V15768	09/23/20	E13763	JULIE M GABRIELSON	01005850000830	320	SEP 2020 CELL PHONE	0.00	65.00
A101.00	V15769	09/23/20	E12245	MATTHEW E GABRIELSO	01529203000000	430	CLASSROOM SUPPLIES	0.00	430.49
A101.00	V15770	09/23/20	E15185	NICHOLAS J GAUDETTE	01021258000252	350	ORCH SHEET MUSIC	0.00	72.93

SOURCEWELL TECHNOLOGY  
DATE: 10/05/2020  
TIME: 11:50:55

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 31  
ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='3'  
ACCOUNTING PERIOD: 4/21

FUND - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	V15770	09/23/20	E15185	NICHOLAS J GAUDETTE	01021258000252	350	AMAZON SCHOOL ORDER	0.00	101.92
TOTAL CHECK								0.00	174.85
A101.00	V15771	09/23/20	E11368	KARI E HAGEN	01532212000000	430	600 FOLDERS/LABELS	0.00	231.86
A101.00	V15772	09/23/20	E10275	KATHERINE J HIGGINS	01020640316000	401	STAFF DEVELOPMENT	0.00	114.30
A101.00	V15774	09/23/20	E14463	ROXANNE ANDREE MAY	01528203000000	430	STUDENT MATERIALS	0.00	299.54
A101.00	V15775	09/23/20	E5185	RONALD G MICHALETZ	01532810000000	320	AUG 2020 CELL PHONE	0.00	65.00
A101.00	V15776	09/23/20	E12203	PAMELA V MUUS	01535420419640	366	WKSP LAMP TRAINING	0.00	79.00
A101.00	V15777	09/23/20	E7258	DEBORAH M PEKAREK	01529203000000	430	CLASSROOM SUPPLIES	0.00	669.93
A101.00	V15778	09/23/20	E13066	JODI A RAMIREZ	01021211000130	430	CLASS SUPPLIES	0.00	412.42
A101.00	V15779	09/23/20	E7301	LORI A SANDVIG	01005420419000	401	PRINTER INK	0.00	83.48
A101.00	V15780	09/23/20	E12819	SHANNON M STEVEN	01527212000000	430	CLASSROOM SUPPLIES	0.00	253.58
A101.00	V15781	09/23/20	E9724	MARK WALLACE	01529203000000	430	SEEDS/SOIL/FISH FOO	0.00	18.27
A101.00	V15782	09/23/20	E7482	COLLEEN ZIEBOL	01005110000000	305	INVESCO	0.00	935.80
A101.00	V15783	09/30/20	E10209	ELIZABETH A COUCHMA	01528203000096	433	PTO GRANT-AMAZON	0.00	116.82
A101.00	V15784	09/30/20	E12245	MATTHEW E GABRIELSO	01529203000000	430	CLASSROOM SUPPLIES	0.00	59.88
A101.00	V15785	09/30/20	E14117	ERIC D HAMILTON	01005810000000	320	CELL PHONE-SEP 2020	0.00	40.00
A101.00	V15786	09/30/20	E15202	STACY ANN HARRIS	01005630000000	366	MILEAGE - CONFERENC	0.00	20.70
A101.00	V15787	09/30/20	E10625	DARCY RUTHANN IMMER	01019220000000	430	AUDIO BKS: HOME BRA	0.00	90.75
A101.00	V15788	09/30/20	E14239	CURT E JOHANSON	01005810000000	320	CELL PHONE-SEP 2020	0.00	65.00
A101.00	V15789	09/30/20	E5674	PETER J LINDER	01008810000000	320	CELL PHONE-SEP 2020	0.00	65.00
A101.00	V15790	09/30/20	E12477	KATHRYN A MAHONEY	01529640316000	401	BOOKS FOR STAFF DEV	0.00	867.55
A101.00	V15791	09/30/20	E9478	SHANDRA E PROWELL	01528203000096	433	PTO GRANT	0.00	145.75
A101.00	V15792	09/30/20	E5755	TIMOTHY J RODEN	01020810000000	320	CELL PHONE-SEP 2020	0.00	65.00
A101.00	V15793	09/30/20	E8056	KORY M SMITH	01020810000000	320	CELL PHONE-SEP 2020	0.00	65.00
TOTAL CASH ACCOUNT								0.00	3,090,224.15
TOTAL FUND								0.00	3,090,224.15

SOURCEWELL TECHNOLOGY  
DATE: 10/05/2020  
TIME: 11:50:55

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 32  
ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='3'  
ACCOUNTING PERIOD: 4/21

FUND - 02 - FOOD SERVICES

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101.00	378253	09/09/20	24971	BATTERIES R US	02005770701000	350	BATTERIES ECC FREEZ	0.00	71.94
A101.00	378286	09/09/20	32312	JOLENE SINGH	02005770701000	R601	LUNCH ACCT REFUND	0.00	90.80
A101.00	378290	09/09/20	32703	KELLY ERICKSON	02005770701000	R601	LUNCH ACCT REFUND	0.00	41.45
A101.00	378291	09/09/20	32704	LAURA FERRARA	02005770701000	R601	LUNCH ACCT REFUND	0.00	50.65
A101.00	378303	09/09/20	32698	NOAH BLY	02005770701000	R601	LUNCH ACCT REFUND	0.00	81.90
A101.00	378350	09/16/20	27269	CHARTWELLS DINING S	02005770705000	299	MGMT FRINGE-AUG20 B	0.00	1,913.19
A101.00	378350	09/16/20	27269	CHARTWELLS DINING S	02005770701000	299	MGMT FRINGE-AUG20 L	0.00	3,884.35
A101.00	378350	09/16/20	27269	CHARTWELLS DINING S	02005770705000	305	MGMT LABOR-AUG20 BK	0.00	5,091.61
A101.00	378350	09/16/20	27269	CHARTWELLS DINING S	02005770705000	305	SUMMER BKF AUG2020	0.00	7,775.33
A101.00	378350	09/16/20	27269	CHARTWELLS DINING S	02005770705000	305	SUMMER BKF JUL2020	0.00	10,206.97
A101.00	378350	09/16/20	27269	CHARTWELLS DINING S	02005770701000	305	MGMT LABOR-AUG20 LU	0.00	10,337.51
A101.00	378350	09/16/20	27269	CHARTWELLS DINING S	02005770701000	305	SUMMER LUN AUG2020	0.00	16,286.59
A101.00	378350	09/16/20	27269	CHARTWELLS DINING S	02005770701000	305	SUMMER LUN JUL2020	0.00	24,463.97
A101.00	378350	09/16/20	27269	CHARTWELLS DINING S	02005770701000	305	EPS CREDIT - LO LAK	0.00	-4,129.50
A101.00	378350	09/16/20	27269	CHARTWELLS DINING S	02005770701000	305	CREDIT PETERSON FAR	0.00	-577.28
TOTAL CHECK								0.00	75,252.74
A101.00	378389	09/16/20	32537	JULIE SEBEK	02005770701000	R601	LUNCH ACCT REFUND	0.00	104.80
A101.00	378456	09/23/20	32722	ALEXANDRA TIGGAS	02005770701000	R601	LUNCH ACCT REFUND	0.00	25.10
A101.00	378458	09/23/20	32721	ANIA RITTER	02005770701000	R601	LUNCH ACCT REFUND	0.00	35.60
A101.00	378476	09/23/20	32716	DENNIS CASTANET	02005770701000	R601	LUNCH ACCT REFUND	0.00	36.45
A101.00	378479	09/23/20	16244	EDINA EDUCATION FUN	02005770707000	401	MEALFUND COVID BOXE	0.00	716.10
A101.00	378482	09/23/20	32715	FAISA JAMA	02005770701000	R601	LUNCH ACCT REFUND	0.00	204.95
A101.00	378490	09/23/20	21514	GENERAL PARTS LLC	02005770701000	350	KITCHEN FRIDGE REPA	0.00	615.95
A101.00	378491	09/23/20	32723	GINA MOOERS	02005770701000	R601	LUNCH ACCT REFUND	0.00	40.05
A101.00	378493	09/23/20	32724	GRETCHEN WHEATON	02005770701000	R601	LUNCH ACCT REFUND	0.00	119.30
A101.00	378497	09/23/20	32720	HEATHER KOOREN	02005770701000	R601	LUNCH ACCT REFUND	0.00	56.80
A101.00	378507	09/23/20	32718	JERRY'S FOODS-3700	02005770707000	490	MIDDLE SCHOOL LUNCH	0.00	233.99
A101.00	378509	09/23/20	32707	JERRY'S FOODS-4100	02005770707000	490	STUDENT LUNCHES FOO	0.00	22.82
A101.00	378514	09/23/20	32717	KARI COX	02005770701000	R601	LUNCH ACCT REFUND	0.00	62.85
A101.00	378515	09/23/20	32719	KERRI CLAWSON	02005770701000	R601	LUNCH ACCT REFUND	0.00	263.50
A101.00	378527	09/23/20	32577	MICHELE HALL	02005770701000	R601	LUNCH ACCT REFUND	0.00	69.15

SOURCEWELL TECHNOLOGY  
DATE: 10/05/2020  
TIME: 11:50:55

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 33  
ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='3'  
ACCOUNTING PERIOD: 4/21

FUND - 02 - FOOD SERVICES

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	378542	09/23/20	32714	SHANNA HAWKINSON	02005770701000	R601	LUNCH ACCT REFUND	0.00	104.75
A101.00	378549	09/23/20	32725	TRACY LUMPKIN	02005770701000	R601	LUNCH ACCT REFUND	0.00	147.05
A101.00	378561	09/30/20	32628	AMLAN MAITI	02005770701000	R601	LUNCH ACCT REFUND	0.00	43.75
A101.00	378585	09/30/20	32734	EVANGELOS SAVVAS	02005770701000	R601	LUNCH ACCT REFUND	0.00	244.45
A101.00	378603	09/30/20	32732	KATHERINE GOTTSCH	02005770701000	R601	LUNCH ACCT REFUND	0.00	180.25
A101.00	378608	09/30/20	32729	LINDA PICHA	02005770701000	R601	LUNCH ACCT REFUND	0.00	87.60
A101.00	378615	09/30/20	32730	MICHAEL PIETRZAK	02005770701000	R601	LUNCH ACCT REFUND	0.00	60.65
A101.00	378643	09/30/20	32731	SWAPNA SAMBA	02005770701000	R601	LUNCH ACCT REFUND	0.00	54.40
A101.00	V15751	09/16/20	E14643	LORI J CARTER	02005770707000	490	STUDENT LUNCHES	0.00	94.92
TOTAL CASH ACCOUNT								0.00	79,214.71
TOTAL FUND								0.00	79,214.71

SOURCEWELL TECHNOLOGY  
DATE: 10/05/2020  
TIME: 11:50:55

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 34  
ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='3'  
ACCOUNTING PERIOD: 4/21

FUND - 04 - COMMUNITY SERVICE FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101.00	378198	09/02/20	30130	FLUENCY MATTERS	04001590351000	460	FLUENCY MATTERS - E	0.00	161.00
A101.00	378198	09/02/20	30130	FLUENCY MATTERS	04001590351000	460	ESTIMATED SHIPPING/	0.00	15.00
TOTAL CHECK									176.00
A101.00	378206	09/02/20	31647	PAF READING PROGRAM	04007590351000	460	LET'S GO (53-74), #	0.00	224.91
A101.00	378206	09/02/20	31647	PAF READING PROGRAM	04007590351000	460	CAMP HILLTOP (75-96	0.00	374.85
A101.00	378206	09/02/20	31647	PAF READING PROGRAM	04007590351000	460	STAND BY ME (97-129	0.00	749.70
A101.00	378206	09/02/20	31647	PAF READING PROGRAM	04007590351000	460	ARE WE THERE YET (1	0.00	374.85
A101.00	378206	09/02/20	31647	PAF READING PROGRAM	04007590351000	460	ESTIMATED SHIPPING/	0.00	172.43
TOTAL CHECK									1,896.74
A101.00	378215	09/02/20	04485	MCGRAW-HILL SCHOOL	04001590351000	460	978-0-07-906307-6,	0.00	69.48
A101.00	378215	09/02/20	04485	MCGRAW-HILL SCHOOL	04001590351000	460	ESTIMATED SHIPPING/	0.00	23.89
A101.00	378215	09/02/20	04485	MCGRAW-HILL SCHOOL	04007590351000	460	DISCOVERING OUR PAS	0.00	1,568.25
A101.00	378215	09/02/20	04485	MCGRAW-HILL SCHOOL	04007590351000	460	DISCOVERING WORLD G	0.00	1,548.00
A101.00	378215	09/02/20	04485	MCGRAW-HILL SCHOOL	04001590351000	460	978-0-07-906305-2,	0.00	46.32
A101.00	378215	09/02/20	04485	MCGRAW-HILL SCHOOL	04001590351000	460	978-0-07-906306-9,	0.00	23.16
TOTAL CHECK									3,279.10
A101.00	378237	09/02/20	21529	STUDIES WEEKLY	04007590351000	460	USA STUDIES WEEKLY	0.00	715.50
A101.00	378242	09/02/20	31504	TIME FOR KIDS	04007590351000	460	PRINT PLUS DIGITAL	0.00	425.70
A101.00	378267	09/09/20	16676	EARLEY CATHERINE	04008505321503	305	BODY SHAPE - SUMMER	0.00	1,330.00
A101.00	378282	09/09/20	20605	INNOVATIVE OFFICE S	04005505321000	401	PAPER PADS	0.00	11.57
A101.00	378287	09/09/20	31778	KAETHE BIRKNER	04008505321503	305	202-4	0.00	315.00
A101.00	378293	09/09/20	04485	MCGRAW-HILL SCHOOL	04001590351000	460	978-0-07-677-213-1,	0.00	249.00
A101.00	378293	09/09/20	04485	MCGRAW-HILL SCHOOL	04001590351000	460	978-0-07-678-712-8,	0.00	199.20
A101.00	378293	09/09/20	04485	MCGRAW-HILL SCHOOL	04001590351000	460	978-002-130-521-6,	0.00	179.40
A101.00	378293	09/09/20	04485	MCGRAW-HILL SCHOOL	04001590351000	460	978-002-130-599-5,	0.00	224.25
A101.00	378293	09/09/20	04485	MCGRAW-HILL SCHOOL	04001590351000	460	978-002-132-941-0,	0.00	179.40
A101.00	378293	09/09/20	04485	MCGRAW-HILL SCHOOL	04001590351000	460	978-002-130-876-6,	0.00	170.43
A101.00	378293	09/09/20	04485	MCGRAW-HILL SCHOOL	04001590351000	460	ESTIMATED SHIPPING/	0.00	121.85
A101.00	378293	09/09/20	04485	MCGRAW-HILL SCHOOL	04001590351000	460	978-0-07-906128-7,	0.00	104.22
A101.00	378293	09/09/20	04485	MCGRAW-HILL SCHOOL	04001590351000	460	978-0-07-906124-9,	0.00	86.85
A101.00	378293	09/09/20	04485	MCGRAW-HILL SCHOOL	04007590351000	460	EVERYDAY MATHEMATIC	0.00	1,701.00
A101.00	378293	09/09/20	04485	MCGRAW-HILL SCHOOL	04007590351000	460	EVERYDAY MATHEMATIC	0.00	558.00
A101.00	378293	09/09/20	04485	MCGRAW-HILL SCHOOL	04007590351000	460	ESTIMATED SHIPPING/	0.00	198.12
A101.00	378293	09/09/20	04485	MCGRAW-HILL SCHOOL	04007590351000	460	EVERYDAY MATHEMATIC	0.00	1,837.08
A101.00	378293	09/09/20	04485	MCGRAW-HILL SCHOOL	04007590351000	460	EVERYDAY MATHEMATIC	0.00	602.64
A101.00	378293	09/09/20	04485	MCGRAW-HILL SCHOOL	04007590351000	460	ESTIMATED SHIPPING/	0.00	199.60
TOTAL CHECK									6,611.04
A101.00	378311	09/09/20	32584	RENAISSANCE LEARNIN	04001590351000	460	ACCELERATED READER	0.00	858.00
A101.00	378311	09/09/20	32584	RENAISSANCE LEARNIN	04001590351000	460	STAR READING SUBSCR	0.00	495.00
A101.00	378311	09/09/20	32584	RENAISSANCE LEARNIN	04001590351000	460	PLATFORM SERVICES (	0.00	750.00
TOTAL CHECK									2,103.00
A101.00	378336	09/16/20	18968	ANDERSON WENDY S	04008505321503	305	213-1, 212-1	0.00	2,181.00

SOURCEWELL TECHNOLOGY  
DATE: 10/05/2020  
TIME: 11:50:55

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 35  
ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='3'  
ACCOUNTING PERIOD: 4/21

FUND - 04 - COMMUNITY SERVICE FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	378358	09/16/20	22631	EDINBOROUGH PARK	04008505321503	370	AUGUST POOL	0.00	360.00
A101.00	378365	09/16/20	30130	FLUENCY MATTERS	04001590351000	460	EDI EL ELEFANTE REA	0.00	270.00
A101.00	378365	09/16/20	30130	FLUENCY MATTERS	04001590351000	460	ESTIMATED SHIPPING/	0.00	25.00
TOTAL CHECK									295.00
A101.00	378377	09/16/20	27194	INGINA LLC	04005585362503	305	SUM-350	0.00	500.00
A101.00	378396	09/16/20	32587	MATH ADVANTAGE TUT	04005585362503	305	SUM-111	0.00	4,900.00
A101.00	378431	09/16/20	31815	HOPKINS SPORTS CAMP	04005585362503	305	SUM-180/181	0.00	3,100.00
A101.00	378445	09/16/20	20097	UPPER LAKES FOODS I	04529570321000	490	KC SNACKS	0.00	1,119.53
A101.00	378474	09/23/20	24386	COMPUTER EXPLORERS	04005585362503	305	MINECRAFT	0.00	2,160.00
A101.00	378499	09/23/20	18564	HISTORY ALIVE	04007590351000	460	TEACHER SUBSCRIPTIO	0.00	342.00
A101.00	378499	09/23/20	18564	HISTORY ALIVE	04007590351000	460	STUDENT SUBSCRIPTIO	0.00	1,980.00
TOTAL CHECK									2,322.00
A101.00	378508	09/23/20	32706	JERRY'S FOODS-3980	04005580325000	401	SUPPLIES	0.00	289.20
A101.00	378516	09/23/20	E10694	ERICA M KOLLER	04005570321000	320	JUN 2020 CELL PHONE	0.00	65.00
A101.00	378516	09/23/20	E10694	ERICA M KOLLER	04005570321000	320	MAY 2020 CELL PHONE	0.00	65.00
TOTAL CHECK									130.00
A101.00	378525	09/23/20	17062	MATHCOUNTS FOUNDATI	04020585332000	305	EDINA VV MATHCNTS R	0.00	450.00
A101.00	378530	09/23/20	05130	NASCO	04001590351000	460	TRANSPARENT GEOBOAR	0.00	41.50
A101.00	378536	09/23/20	20390	PEARSON EDUCATION I	04007590351000	460	SUCCESSMAKER MATH 1	0.00	256.00
A101.00	378537	09/23/20	06953	PREMIUM WATERS INC	04005590321000	401	JULY-SEPT	0.00	34.42
A101.00	378548	09/23/20	28900	SUSAN HARDMAN-CONKL	04008505321503	305	200-2, 201-3	0.00	466.00
A101.00	378552	09/23/20	20097	UPPER LAKES FOODS I	04526570321000	490	KC SNACKS	0.00	641.89
A101.00	378552	09/23/20	20097	UPPER LAKES FOODS I	04528570321000	490	KC SNACKS	0.00	1,401.21
TOTAL CHECK									2,043.10
A101.00	378563	09/30/20	23347	ART SPARK LLC	04005585362503	305	CLAY, ART & YOGA	0.00	1,278.00
A101.00	378577	09/30/20	24386	COMPUTER EXPLORERS	04005585362503	305	YOUTUBE/JAVA CODING	0.00	2,640.00
A101.00	378578	09/30/20	31583	CRAIG CHRISTIAN CRO	04005585362501	305	F09-116/117	0.00	944.20
A101.00	378598	09/30/20	20605	INNOVATIVE OFFICE S	04005505321000	401	EXPO MARKERS 12PK \$	0.00	32.30
A101.00	378598	09/30/20	20605	INNOVATIVE OFFICE S	04005590321000	401	LAMINATOR CARTRIDGE	0.00	83.64
TOTAL CHECK									115.94
A101.00	378602	09/30/20	31402	KATHERINE ANN ZUCCA	04008505321503	305	505-1/3/4/5	0.00	1,219.00



SOURCEWELL TECHNOLOGY  
DATE: 10/05/2020  
TIME: 11:50:55

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 36  
ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='3'  
ACCOUNTING PERIOD: 4/21

FUND - 04 - COMMUNITY SERVICE FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	378604	09/30/20	24592	KIDCREATE STUDIO	04005585332000	305	F09-112/113	0.00	480.00
A101.00	378625	09/30/20	28601	PHOENIX SCHOOL COUN	04007590353000	305	SVC-GR7/GR8 OLG QTR	0.00	9,009.36
A101.00	378625	09/30/20	28601	PHOENIX SCHOOL COUN	04001590353000	305	SVC-GR7/GR8 AVAIL Q	0.00	2,444.40
TOTAL CHECK								0.00	11,453.76
A101.00	378635	09/30/20	93174	SAFEWAY DRIVING SCH	04005585332000	305	F09-02	0.00	3,575.00
A101.00	378650	09/30/20	26346	VON FELDEN TERRI	04005585362501	305	F09-114/115	0.00	814.45
A101.00	V15735	09/02/20	E20876	KIMBERLY DAWN NOOLE	04005570321000	401	BINS	0.00	91.44
A101.00	V15759	09/16/20	E14631	CARYNN R ROEHRICK	04005590321501	320	AUG CELL PHONE	0.00	65.00
A101.00	V15773	09/23/20	E14167	JOANNA T KRUPHECKA-T	04005590321000	401	SUPPLIES	0.00	108.95
TOTAL CASH ACCOUNT								0.00	60,297.14
TOTAL FUND								0.00	60,297.14

SOURCEWELL TECHNOLOGY  
DATE: 10/05/2020  
TIME: 11:50:55

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 37  
ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='3'  
ACCOUNTING PERIOD: 4/21

FUND - 06 - CONSTRUCTION FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	378179	09/02/20	10880	ACOUSTICS ASSOCIATE	06020867380000	520	VV 2020 RENO WS 09-	0.00	20,900.00
A101.00	378180	09/02/20	31989	ADMIRAL COATINGS, I	06020867380000	520	VV 2020 RENO WS 09-	0.00	21,375.00
A101.00	378185	09/02/20	32591	APPLE INC	06005870795711	556	PAYMENT 1 OF 3 YEAR	0.00	82,237.50
A101.00	378187	09/02/20	30804	B&D ASSOCIATES, INC	06020867380000	520	VV 2020 RENO WS 04-	0.00	79,800.00
A101.00	378190	09/02/20	18771	CDW GOVERNMENT	06005870795712	556	QUOTE LMHW870	0.00	19,400.00
A101.00	378190	09/02/20	18771	CDW GOVERNMENT	06005870795754	555	QUOTE LNXL203	0.00	2,623.60
	TOTAL CHECK							0.00	22,023.60
A101.00	378192	09/02/20	10363	CENTRAL ROOFING COM	06020867380000	520	VV 2020 RENO WS 07-	0.00	37,412.90
A101.00	378194	09/02/20	29089	CONSTRUCTION SYSTEM	06020867380000	520	VV 2020 RENO WS 05-	0.00	23,308.67
A101.00	378195	09/02/20	26209	CYBER ACOUSTICS	06005870795724	556	QUOTE MM20200820A	0.00	1,700.00
A101.00	378197	09/02/20	22552	EBERT CONSTRUCTION	06020867380000	520	VV 2020 RENO WS 13-	0.00	98,263.25
A101.00	378197	09/02/20	22552	EBERT CONSTRUCTION	06020867380000	520	VV 2020 RENO WS 03-	0.00	37,805.93
	TOTAL CHECK							0.00	136,069.18
A101.00	378199	09/02/20	02490	FOLLETT SCHOOL SOLU	06005870795000	406	BOOKS FOR HIGHLANDS	0.00	2,460.49
A101.00	378203	09/02/20	32562	GRAZZINI BROTHERS &	06020867380000	520	VV 2020 RENO WS 09-	0.00	2,873.75
A101.00	378205	09/02/20	32021	INSIGHT PUBLIC SECT	06005870795000	405	QUOTE: 0220-EDINA P	0.00	81,909.24
A101.00	378211	09/02/20	32598	LAFORCE INC	06020867380000	520	VV 2020 RENO WS 08-	0.00	10,058.60
A101.00	378223	09/02/20	28985	PETERSON SHEET META	06020867380000	520	VV 2020 RENO WS 23-	0.00	808,633.16
A101.00	378226	09/02/20	28831	RED CEDAR STEEL ERE	06020867380000	520	VV 2020 RENO WS 05-	0.00	56,525.00
A101.00	378228	09/02/20	28970	RTL CONSTRUCTION,IN	06020867380000	520	VV 2020 RENO WS 09-	0.00	17,651.00
A101.00	378239	09/02/20	22773	SUMMIT FIRE PROTECT	06020867380000	520	VV 2020 RENO WS 21-	0.00	56,112.70
A101.00	378247	09/02/20	32171	YAMRY CONSTRUCTION	06020867380000	520	VV 2020 RENO WS 06-	0.00	70,281.00
A101.00	378249	09/09/20	31989	ADMIRAL COATINGS, I	06008867380000	520	ECC RENO 2020 WS 09	0.00	17,575.00
A101.00	378252	09/09/20	30804	B&D ASSOCIATES, INC	06008867380000	520	ECC RENO 2020 WS 04	0.00	17,385.00
A101.00	378256	09/09/20	28625	CAPITAL CITY GLASS,	06008867380000	520	ECC RENO WS 08-F	0.00	11,997.93
A101.00	378258	09/09/20	18771	CDW GOVERNMENT	06005870795712	556	QUOTE LMHW874	0.00	41,610.00
A101.00	378260	09/09/20	32077	COMMERCIAL DRYWALL	06008867380000	520	ECC 2020 RENO WS 09	0.00	124,149.45
A101.00	378261	09/09/20	29089	CONSTRUCTION SYSTEM	06008867380000	520	ECC 2020 RENO WS 05	0.00	132,028.72

SOURCEWELL TECHNOLOGY  
DATE: 10/05/2020  
TIME: 11:50:55

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 38  
ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='3'  
ACCOUNTING PERIOD: 4/21

FUND - 06 - CONSTRUCTION FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCTNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	378268	09/09/20	22552	EBERT CONSTRUCTION	06008867380000	520	ECC RENO 2020 WS 06	0.00	10,060.92
A101.00	378269	09/09/20	13063	ECM PUBLISHERS INC	06008867380000	520	SURPLUS FURNITURE A	0.00	71.40
A101.00	378289	09/09/20	32078	KELLINGTON CONSTRUC	06008867380000	520	ECC RENO 2020 WS 02	0.00	7,189.12
A101.00	378292	09/09/20	31991	MANOR ELECTRIC INC.	06008867380000	520	ECC RENO 2020 WS 26	0.00	500,176.27
A101.00	378297	09/09/20	26228	MINNESOTA MEMORY IN	06005870795731	556	LENOVO N223/23 CHRG	0.00	474.75
A101.00	378299	09/09/20	18615	NAC	06008867380000	520	ECC RENO 2020 WS 23	0.00	1,313,850.00
A101.00	378301	09/09/20	30247	NATIONWIDE	06005867382000	340	CIM8602BG SEP PYMT	0.00	544.80
A101.00	378307	09/09/20	31048	PERIDOT SYSTEMS, LL	06005870795000	406	LEARNERS EDGE 20-21	0.00	48,444.00
A101.00	378316	09/09/20	22773	SUMMIT FIRE PROTECT	06008867380000	520	ECC RENO WS 21-A	0.00	83,942.75
A101.00	378326	09/09/20	30270	WISE IDENTITY, LLC	06005870795000	406	OMNI ID SUBSCRIP20-	0.00	5,106.00
A101.00	378347	09/16/20	18771	CDW GOVERNMENT	06005870795754	555	CISCO NETWORK ITEMS	0.00	8,520.00
A101.00	378347	09/16/20	18771	CDW GOVERNMENT	06005870795754	555	CISCO NETWORK ITEMS	0.00	19,449.60
A101.00	378347	09/16/20	18771	CDW GOVERNMENT	06005870795711	556	500 CHRMBKS/PO 2009	0.00	371,250.00
	TOTAL CHECK							0.00	399,219.60
A101.00	378356	09/16/20	30917	DARK KNIGHT SOLUTIO	06005870795000	305	SEC ADVISOR SVC SEP	0.00	350.00
A101.00	378368	09/16/20	28037	GOPHER STATE ONE-CA	06005870795754	555	BILLED TICKETS AUG2	0.00	121.50
A101.00	378393	09/16/20	27289	MARCO TECHNOLOGIES	06005870795000	305	VPN WORK	0.00	140.00
A101.00	378409	09/16/20	27935	NORTHSTAR AUDIO VID	06005870795724	556	ELPLP80 LAMPS-3	0.00	150.00
A101.00	378411	09/16/20	22439	OFFICE OF MN IT SER	06005870795754	556	AUG20 WIDE AREA NTW	0.00	1,641.85
A101.00	378413	09/16/20	31228	OPENTEXT INC	06005870795000	305	FEES FOR AUGUST 202	0.00	143.76
A101.00	378439	09/16/20	31001	TIMECLOCK PLUS DATA	06005870795000	405	FY20/21 LICENSE REN	0.00	10,800.00
A101.00	378473	09/23/20	32205	CHOICE IT GLOBAL LL	06005870795754	555	SALES PROPOSAL 1109	0.00	106.75
A101.00	378486	09/23/20	02490	FOLLETT SCHOOL SOLU	06005870795000	406	BOOKS FOR HIGHLAND	0.00	677.74
A101.00	378517	09/23/20	22320	KRAUS-ANDERSON CONS	06008867380000	305	ECC-SITE SERVICES	0.00	56,000.00
A101.00	378517	09/23/20	22320	KRAUS-ANDERSON CONS	06020870380000	305	VV-SITE SERVICES	0.00	93,200.00
A101.00	378517	09/23/20	22320	KRAUS-ANDERSON CONS	06020870380000	305	VV-CONST MGMT SER	0.00	16,500.00
A101.00	378517	09/23/20	22320	KRAUS-ANDERSON CONS	06008867380000	305	ECC-CONST MGMT SER	0.00	20,100.00
A101.00	378517	09/23/20	22320	KRAUS-ANDERSON CONS	06008867380000	520	ECC-GEN. CONDITIONS	0.00	29,451.43
A101.00	378517	09/23/20	22320	KRAUS-ANDERSON CONS	06020870380000	520	VV-GEN. CONDITIONS	0.00	45,116.83
	TOTAL CHECK							0.00	260,368.26
A101.00	378522	09/23/20	20691	LIGHTSPEED TECHNOLO	06005870795722	556	QUOTE Q-15460	0.00	4,400.00

SOURCEWELL TECHNOLOGY  
DATE: 10/05/2020  
TIME: 11:50:55

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 39  
ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='3'  
ACCOUNTING PERIOD: 4/21

FUND - 06 - CONSTRUCTION FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	378523	09/23/20	31693	LOOP1 SYSTEMS, INC.	06005870795000	305	QUOTE: 11884	0.00	2,500.00
A101.00	378560	09/30/20	30387	AK TECHNOLOGIES	06005870795754	555	EHS:PROJECTOR INSTA	0.00	981.64
A101.00	378564	09/30/20	27918	ARVIG	06005870795754	555	INTERNET SER-SEP 20	0.00	2,664.85
A101.00	378570	09/30/20	00649	BEST BUY BUSINESS A	06005850795711	556	PO 210009: 17 DEVIC	0.00	1,700.00
A101.00	378570	09/30/20	00649	BEST BUY BUSINESS A	06005850795711	556	PO 210009: 27 DEVIC	0.00	4,050.00
A101.00	378570	09/30/20	00649	BEST BUY BUSINESS A	06005870795711	556	PO 210009: 30 DEVIC	0.00	4,500.00
TOTAL CHECK								0.00	10,250.00
A101.00	378571	09/30/20	27717	CATALYST SOURCING S	06005870795000	305	ON DEMAND/MNGD PRT	0.00	3,855.00
A101.00	378586	09/30/20	28630	EVOLLVEINC DBA OZOB	06005870795742	556	EVO CLASSRM KIT 12P	0.00	1,200.00
A101.00	378610	09/30/20	27289	MARCO TECHNOLOGIES	06005870795000	305	DMZ DNS CONFIGURATI	0.00	800.00
A101.00	378617	09/30/20	26228	MINNESOTA MEMORY IN	06005870795732	556	THINKPAD BATTERY	0.00	87.94
A101.00	378617	09/30/20	26228	MINNESOTA MEMORY IN	06005870795731	556	LENOVO N223/23 CHAR	0.00	474.75
TOTAL CHECK								0.00	562.69
A101.00	378623	09/30/20	22297	PARALLEL TECHNOLOGI	06005870795754	555	DO FLR3-CARD READER	0.00	250.00
A101.00	378624	09/30/20	31048	PERIDOT SYSTEMS, LL	06005870795000	405	PERIDOT SYSTEMS-RES	0.00	13,477.50
A101.00	378629	09/30/20	31972	PROFESSIONAL SERVIC	06020867380000	305	VV RENO COMMISSIONI	0.00	1,025.00
A101.00	378629	09/30/20	31972	PROFESSIONAL SERVIC	06020867380000	305	VV RENO COMMISSIONI	0.00	1,350.00
A101.00	378629	09/30/20	31972	PROFESSIONAL SERVIC	06020867380000	305	VV RENO COMMISSIONI	0.00	2,438.00
A101.00	378629	09/30/20	31972	PROFESSIONAL SERVIC	06020867380000	305	VV RENO COMMISSIONI	0.00	2,646.00
TOTAL CHECK								0.00	7,459.00
A101.00	V15761	09/16/20	E9412	SARA SWENSON	06005870795000	470	EHS LIBRARY-DARIUS	0.00	14.39
TOTAL CASH ACCOUNT								0.00	4,568,072.43
TOTAL FUND								0.00	4,568,072.43

SOURCEWELL TECHNOLOGY  
DATE: 10/05/2020  
TIME: 11:50:55

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 40  
ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='3'  
ACCOUNTING PERIOD: 4/21

FUND - 12 - BUILDING FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	123970	09/02/20	28894	LAKETOWN ELECTRIC C	12020867380000	520	VV 2020 RENO WS 26-	0.00	190,570.00
TOTAL CASH ACCOUNT								0.00	190,570.00
TOTAL FUND								0.00	190,570.00
TOTAL REPORT								0.00	7,988,378.43



**Board Meeting Date:** 10/12/2020

**TITLE:** Transfer of Funds to Edina Resource Center

**TYPE:** Consent

**PRESENTER(S):** Valerie Burke

**BACKGROUND:** The funding of the Edina Resource Center was approved by the School Board in June, 2020. At that time, it was determined by the Edina Community Council, the Community Education Services Advisory Council, and the School Board through this action, that District 273's Local Collaborative Time Study commitment to the Edina Resource Center for fiscal year 2020-21 is \$66,000. Funding remains flat again for this year. Revenues generated by the Local Collaborative Time Study for fiscal year 2019-20 were approximately \$144,544. The Edina Resource Center is a collaborative effort between Edina Public Schools, the City of Edina, and the wider community. The Edina Resource Center connects all people who live, work or go to school in Edina to services, providers, organizations and opportunities to meet their needs. The Edina Resource Center works closely with school district representatives including school social workers, school psychologists, equity and inclusion specialists, and Early Learning Center staff. In addition, the Resource Center Manager leads the Edina Community Council, connecting Edina Public Schools with crucial community partners including Bloomington Public Health, Hennepin County, Community Action Partnership of Hennepin County, VEAP, Edina Police, YMCA and more.

**RECOMMENDATION:** Accept the recommendation

**PRIMARY ISSUE(S) TO CONSIDER:** In accordance with the agreement to be fiscal agent for LCTS (Local Collaborative Time Study) funds, approves the transfer of \$66,000 to the Edina Resource Center budget, *04-005-590-321-502-R040*, for the current fiscal year, 2020-21

**ATTACHMENT:** 2019-20 ERC Highlights

## **Edina Resource Center Highlights School Year 2019-20**

### **Most Common Needs 2019-20**

*Community members who contacted the Edina Resource Center were looking for resources related to:*

- Financial Assistance and Scholarships
- Food
- Family/Caregiver Supports
- Health & Mental Health Service
- Transportation
- Childcare
- Tutoring

**3,220 Total Clients Served** (website, phone, email, in-person)

### **8,009 Website Hits to access community resources**

most popular: Volunteer/Ways to donate, Youth Programming/Scholarships, Transportation & Senior Supports.

**411 Households reaching out for personalized assistance with multiple resources offered**

### **Additional 2019-20 highlights**

**1,252 Individuals Served** 22% Increase in those served personally by staff

**109 Youth** Had their summer learning energized with summer scholarships (32 with YMCA Kici Yapi, 77 with Edina Community Education)

**66 Youth** Enjoyed the winter months thanks to donations of 147 new winter gear items like boots, hats and snow pants. (Youth and donations doubled from last year)

**31 Families** Served with Rotary Thanksgiving Baskets.

**280 Backpacks** Distributed school supplies and backpacks donated from VEAP to all sites and FRAYEO

**7 Outreach Visits** to engage with family and community on available resources (various family/parent events by Early Learning Center, ML Families, Cultural liaisons, Edina Give and Go and City-wide events).

### **Breakdown of Callers**

75% Families

12% Groups

13% Individuals/Couples



**Board Meeting Date:** 10/12/2020

**TITLE:** Curriculum Resources Program and Edina Volunteer Program

**TYPE:** Consent

**PRESENTER(S):** Valerie Burke

**BACKGROUND:**

The Curriculum Resources Program (CRP) provides an invaluable connection from classroom to community. This program elevates learning by bringing in professionals from all fields of interest, directly linking their expertise to student curriculum.

Throughout the school year, teachers request volunteer speakers through the CRP program. CRP staff then identifies community experts willing to share their real-world expertise with students. In the 2019-20 school year, the CRP program scheduled 509 individual presentations (including those done by 28 speakers brand new to our system) for a total of 345 hours. The value to Edina Public Schools and our students was \$9,384 (calculated at the 2019 national estimated value of volunteer time rate of \$27.20 per hour).

The Community Volunteer Program (CVP) creates opportunities for community members to connect with students and directly support Edina Public Schools staff. CVP staff takes applications, completes orientations, and helps provide personalized learning by matching student needs with volunteer skills and interests. CVP staff maintains a welcoming environment where volunteers find a sense of purpose and feel appreciated. In the 2019-20 school year, community volunteers recorded 10,969 volunteer hours district-wide (including hours contributed by 67 volunteers new to our system). The value to Edina Public Schools and our students was \$298,357 (calculated at the 2019 national estimated value of volunteer time rate).

**RECOMMENDATION:** Approve the agreement

**PRIMARY ISSUE(S) TO CONSIDER:** Approve the agreement to transfer funds (\$40,000) to Curriculum Resources Program and the Edina Volunteer Program for the above services: Please transfer to *04-005-590-321-501-R040* for the 2019-20 school year.

**ATTACHMENTS:** None





**Board Meeting Date:** 10/12/2020

**TITLE:** Contract for Services Agreement with Accra Consumer Choice, Inc.

**TYPE:** Consent

**PRESENTERS:** Jeff Jorgensen

**BACKGROUND:** The contract for services with Accra Consumer Choice, Inc. will provide Personal Care Assistance (PCA) services in the student's remote learning setting. This care allows the student to participate in his educational program as determined by the IEP team to ensure a free and appropriate public education.

**RECOMMENDATION:** Approve the attached contract with Accra Consumer Choice, Inc

**PRIMARY ISSUE(S) TO CONSIDER:** PCA services for Edina students in remote learning setting.

**ATTACHMENTS:**

1. Contract (next page)

**Contract for Services**  
**Agreement between Independent School District #273**  
**and**  
***Accra Consumer Choice, Inc.***

This agreement is between Accra Consumer Choice, Inc., 12600 Whitewater Drive, Suite 3100, Minnetonka, MN 55343, ("Contractor"), and Edina Public Schools, 5701 Normandale Road, Edina MN 55424 ("school district" or "District").

**Scope of Service**

Contractor shall provide the services described in attached addendum I, for students as requested by the school district. Student(s) will be identified in addendum I with start dates.

Contractor shall hold appropriate licensure for provision of services. Describe licensure or qualifications of the agency staff if applicable:

*Check all that apply below*

  x   District requires a current copy of license for individuals providing services (PCA certificate), when required by the licensed program serving the client.

  x   Services are consultative with special education staff.

  x   Contractor shall provide a copy of Criminal Background Report and MCHP Screening for individuals providing services to students in school system noted above. *(See Paragraph 3 under Compliance)*

**Site of Service**

       Services to be provided at school site(s)

  x   Services to be provided in the student's remote learning setting.

**Payment**

The cost of services shall be as set forth in Addendum I. Contractor shall submit an invoice to the District for services provided. Payment will be made within 35 days of receipt of detailed invoice. The invoice should be mailed to:

Jana Dengel  
Edina Public Schools  
5701 Normandale Road  
Edina, MN 55424

**Invoices are required to be sent within 60 days of services.**

**Term**

The contract will become effective upon signature of both parties and shall remain in effect until June 30, 2021.

**Cancellation Clause**

Either party may terminate this agreement without cause by providing thirty (30) days written notice of such intent to this effect to the other party. District may cancel this agreement for cause by providing written notice to the Contractor.

**Independent Contractor**

For the purposes of this agreement, Contractor is an independent contractor. Nothing contained in this agreement is intended nor shall be construed in any manner to create or establish a relationship of legal co-partners, joint ventures or joint powers between the parties. No statement contained in this agreement shall be construed so as to find Contractor, its employees, agents or representatives to be employees or agents of District. The district will make no deductions for federal Income Tax, FICA, or state income tax.

**Hold Harmless**

Contractor shall indemnify and hold District harmless for any and all damages, costs and expenses including attorney's fees which District, its officials, employees, or agents may sustain arising from any act or omission of Contractor in the execution, performance or failure to adequately perform the Contractor's obligations under this Agreement.

**Privacy of Pupil Records**

Pursuant to the District's Protection and Privacy of Pupil Records Policy and consistent with the requirements of the Family Educational Rights and Privacy Act and the Minnesota Government Data Practices Act, the Contractor shall be deemed to be a school official when performing the duties and responsibilities of the District. As such, the Contractor certifies and agrees that all data created, collected, received, stored, used, maintained, or disseminated by the Contractor must comply with the Family Educational Rights and Privacy Act and the Minnesota Government Data Practices Act.

**Insurance**

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

1. Workers Compensation
  - A. Statutory State Coverage
  - B. Employee Liability Coverage with the following limits:  
Bodily Injury by Accident 100,000 Each Accident

Bodily Injury by Disease	100,000 Each Employee
Bodily Injury by Disease	500,000 Each Policy Limit

2. General Liability Insurance

A. Commercial Liability Policy—Occurrence (Form CG 00 01 98 or its equivalent)

Combined Single Limit:	1,000,000
Personal Injury Liability	1,000,000
Products Completed Operations	1,000,000
General Aggregate	1,000,000

B. Edina Public Schools shall be added to the policy as additional insured using ISO form CG 2026.

3. Automobile Liability Insurance including hired/ non-owned Auto.

4. Professional Liability Insurance with limits of 1,000,000 each occurrence / 1,000,000 aggregate.

Contractor will provide District with proof of insurance of an Accord Certificate form. The name of the insured shall match the name on the Contract. The certificate holder shall be Edina Public Schools. The certificate will provide the district with 30 days' notice of cancellation, non-renewal or material change in the coverage.

The school district does not represent that the required coverage and limits are adequate to protect the contractor and such coverage limits will not be deemed as a limitation of the Contractor's liability to District under this contract.

### Compliance

The Contractor agrees to comply with all federal, state and local laws or 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 Contractor's performance of the provisions of this Agreement. It shall be the obligation of the Contractor to apply for, pay for and obtain all permits and/or licenses required by any governmental agency for the provision of those services contemplated herein.

All of the data created, collected, received, stored, used, maintained, or disseminated by the contractor in performing duties pursuant to this contract is subject to the requirements of Chapter 13 of the Minnesota Statutes and the contractor must comply with the requirements of state law as if it were a government entity.

Agency must perform a background study for each Contractor employee or contractor who will provide services to students. If any service provider does not pass the background study, agency will not allow the service provider to have direct contact with the student. Copy of background studies will be provided upon request to the Edina Public Schools. The agency will also check each service provider to make sure they are not on the Minnesota Health Care Programs (MHCP) Excluded Provider List in the LEIE

downloadable database at start of service and a minimum of monthly. If the provider is on the MHCP and/or Federal Office of Inspector General list, they will not be allowed to continue to provide service to the student. Questions can be answered by the Minnesota Department of Human Services provider call center at 651-431-2700.

This agreement shall be reviewed and authorized by the Director of Student Support Services and shall be supervised by the director or designee.

This agreement is duly executed on 09/28/2020 by

School District

Contractor

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

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

Title: Director of Student Support Services Title: \_\_\_\_\_

Date: 9/28/2020

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



**Board Meeting Date:** 10/12/2020

**TITLE: NURSING CARE CONTRACTS WITH BAYADA HOME HEALTH CARE**

**TYPE: Consent**

**PRESENTER: Jeff Jorgensen**

**BACKGROUND:** The attached contracts with Bayada Home Healthcare are for nursing services for three Edina students who require direct nursing on the school bus and during the school day. All care is delivered by a Registered Nurse (RN) or Licensed Practical Nurse (LPN). The direct care allows the students to participate in their educational program as determined by the IEP team. The nurse follows a MN Licensed Medical provider plan of care written for the students, and only provides the interventions and assessments with the noted students.

**RECOMMENDATION:** Approve the attached contracts with Bayada Home Healthcare for the 2020-21 school year.

**PRIMARY ISSUE(S) TO CONSIDER:** Nursing services for three Edina students

**ATTACHMENTS:**

1. Contract 1AG
2. Contract 2DS
3. Contract 3EB

**CONTRACT FOR "IN SCHOOL" NURSING SERVICES  
PERTAINING TO ASHLEY G. #200-452**

This AGREEMENT is made and entered into this 8th day of September, 2020, by **BAYADA Home Health Care, Inc.**, with a service office located at 2905 Northwest Blvd, Suite 100, Plymouth, MN 55441 (hereinafter referred to as **BAYADA**) and **Edina Public School District**, located at 5701 Normandale Rd., Edina, Minnesota 55424 (hereinafter referred to as **SCHOOL**).

**BAYADA** is a home health care agency, engaged in the business of providing nursing services and **SCHOOL** has identified a need for in-school nursing care of its student, **ASHLEY G. #200-452** (hereinafter referred to as **STUDENT**).

WHEREAS, it is the desire of both parties to make provision for on-site daily nursing care for **STUDENT**, in accordance with the terms of this Agreement.

THEREFORE, in consideration for the mutual covenants expressed herein, **BAYADA** and **SCHOOL** agree to the terms and conditions outlined herein:

**I. RESPONSIBILITIES OF BAYADA**

- A. Qualifications of Personnel. The Nurse supplied by **BAYADA** will be a Registered Nurse (RN) or Licensed Practical Nurse (LPN) who will hold a current license, registration or certification to practice in the State of Minnesota, and will provide services pursuant to the applicable state laws.
- B. Personnel Records Inspection. **BAYADA** will make available for inspection, upon the request of **SCHOOL**, the personnel files of its nurses who are caring for **STUDENT**. The contents of such file may include:
1. Verification of current licensure or certification as applicable; and
  2. Completed application for employment or resume; and
  3. Verified references; and
  4. Evidence of annual performance evaluation; and
  5. A criminal record check, conducted upon hire, if required by state law; and
  6. Evidence of at least one, annual in-service education or training in accordance with applicable state regulations.
- C. Service. **BAYADA** will provide an RN or LPN to care for **STUDENT** each day that said student attends school, to include any setting where **STUDENT** is receiving educational services during **SCHOOL** hours. Nursing services will be provided subject to the availability of a qualified nurse. The services to be provided may include escorting **STUDENT** to and from school on the school bus and providing care to **STUDENT** during the school day. Upon execution of this Agreement, **SCHOOL** will provide **BAYADA** with a schedule of the school calendar including all scheduled days off.
1. **BAYADA** RN Clinical Manager will be responsible for initial and ongoing assessment of **STUDENTS** clinical needs while attending school. Responsibilities include:
    - a. Will work with physician to develop a Plan of Care ("POC") and update the plan per **BAYADA** policy.
    - b. Will conduct supervision to monitor employees and confirm the efficacy of the Plan of Care.

- c. Will collaborate with school nurse and teachers as needed to ensure best possible experience for the **STUDENT**.
  - d. Be ultimately responsible for the overall coordination, supervision and evaluation of the services provided to **STUDENT** under this Agreement.
- D. Place of Performance. **BAYADA** will provide services primarily at schools located within **SCHOOL**'s district or other specified location where **STUDENT** will be during the school day. **SCHOOL** acknowledges and understands that **BAYADA** cannot guarantee services. All services will be provided subject to the availability of a qualified nurse.
- E. Insurance.
  - 1. **BAYADA** will maintain general liability and professional liability coverage for any negligent acts or omissions of **BAYADA** employees, which may give rise to liability under this Agreement.
  - 2. **BAYADA** will maintain Workers' Compensation insurance for its employees providing services to **STUDENT**.
- F. Indemnification. **BAYADA** agrees to indemnify and hold harmless **SCHOOL** from all bodily injury and/or property damage claims arising out of the sole negligence of **BAYADA**, acting through its directors, agents, and employees.
- G. Payment of Personnel. **BAYADA**, as an employer, will remain responsible for the payment of wages and other compensation, reimbursement of expenses and compliance with Federal, State and local tax withholdings, Workers' Compensation, Social Security, employment and other insurance requirements for its personnel.
- H. Policies and Procedures. **BAYADA** will follow the **SCHOOL**'s policies and procedures while providing care in the **SCHOOL** setting.

## II. RESPONSIBILITIES OF SCHOOL

- A. Payment for Services. **SCHOOL** will remain responsible to compensate **BAYADA** for services rendered pursuant to this Agreement. Section III hereunder will govern billing terms and compensation.
- B. Insurance.
  - 1. **SCHOOL** will maintain at its sole expense valid policies of general liability insurance, covering the negligent acts or omissions of **SCHOOL** acting through its directors, agents, employees or other personnel, which may give rise to liability under this Agreement.
  - 2. **SCHOOL** will maintain, at its sole expense, Workers' Compensation insurance for its employees.
- C. Indemnification. **SCHOOL** agrees to indemnify and hold harmless **BAYADA** from all bodily injury and/or property damage claims arising from any act or omission of **SCHOOL**, acting through its directors, agents, employees or other personnel.



- D. Employment Status. **SCHOOL** understands and agrees that the RN/LPN is an employee of **BAYADA** and **SCHOOL** will not attempt to solicit the RN/LPN to work privately for **SCHOOL**, without written authorization from **BAYADA**, during the term of this Agreement and for one (1) year following its termination or expiration. **SCHOOL** recognizes the recruiting, training and retention expenses that **BAYADA** encounters as an employer and acknowledges that **BAYADA** is not a placement or referral service. Should **SCHOOL** desire to hire one of **BAYADA**'s employees, **SCHOOL** agrees to provide **BAYADA** with written notice and pay a liquidated damages fee equal to four (4) months of the specific employee's annual gross salary or \$5,000.00 whichever is greater. This fee will apply to any **BAYADA** employee **SCHOOL** wishes to hire.
- E. Compliance Program. **BAYADA** values honesty and confidentiality in all business interactions. In order to assure adherence to these values, **BAYADA** maintains a corporate compliance program, designed to detect and prevent illegal and unethical activities, including breaches of confidentiality. **SCHOOL** agrees to abide by this program, and understands its obligation to report questionable activities involving **BAYADA**'s employees to the local office Director named below or to the Compliance Hotline at 1-866-665-4295.

### III. BILLING AND COMPENSATION

- A. **SCHOOL** agrees to compensate **BAYADA** at a rate of \$60.00/hour for RN services or \$50.00/hour for LPN services provided under this Agreement. **SCHOOL** will also pay for all time the **BAYADA** employee spends on the bus or otherwise transporting the client to and from **SCHOOL**.
- B. **BAYADA** will forward to **SCHOOL** an itemized bill on a weekly basis. Each weekly bill will itemize the name of the **BAYADA** employee providing care, the date of service, the type and length of service provided.
- C. **SCHOOL** agrees to pay submitted bills within thirty (30) days of receipt. Any bill not paid within the thirty (30) day period will be considered delinquent. **BAYADA** may charge interest, at a rate of 1¼% each month (15% per year) on all delinquent accounts. **BAYADA** will also pursue collection remedies in an attempt to resolve a delinquent account. **SCHOOL** agrees to reimburse **BAYADA** for all collection costs, including attorneys' fees and expenses.

### IV. TERM AND TERMINATION

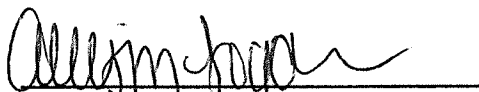
- A. This Agreement will come into effect beginning on August 1, 2020 and will remain in effect through July 31, 2021. This Agreement may be extended upon the written consent of each party outlining the terms and time for extension.
- B. Either party may terminate this Agreement, for any reason, upon thirty (30) days prior written notice.
- C. Either party may terminate this Agreement for cause due to the occurrence of one of the following events by giving ten (10) days prior written notice:
1. Dissolution or bankruptcy of either **BAYADA** or **SCHOOL**.
  2. Failure of either **BAYADA** or **SCHOOL** to maintain the insurance coverages required hereunder.

3. Breach by **BAYADA** or **SCHOOL** of any of the material provisions in this Agreement.

#### V. ADDITIONAL TERMS

- A. Governing Law. This Agreement will be construed and governed in all respects according to the laws of the State of Minnesota.
- B. Relationship to Parties. The parties enter into this Agreement as independent contractors. Nothing contained in this Agreement will be construed to create a partnership, joint venture, agency or employment relationship between the parties.
- C. Assignment. This Agreement may not be assigned by either party, in whole or in part.
- D. Modification of Terms. No amendments or modifications to the terms of this Agreement will be binding unless evidenced in writing and signed by an authorized representative of each party hereto.
- E. Notices. Any Notice given in connection with this Agreement will be given in writing and will be delivered either by hand or by certified mail, return receipt requested, to the other party, at the party's address listed above. Any party may change its address as stated herein by giving Notice of the change of address in accordance with this Paragraph.
- F. Confidentiality. Except for acknowledging the existence of this Agreement, the parties understand and agree that the terms of this Agreement, including all payment terms, shall be kept confidential unless disclosure is required by law or the parties agree, in writing, to such disclosure. All methods and mode of conduct of business for **SCHOOL** and **BAYADA** are to be kept confidential by **SCHOOL** and **BAYADA** and not disclosed to any other party or used in part or whole without the permission of **SCHOOL** and/or **BAYADA**.
- G. Entire Agreement. This writing evidences the entire Agreement between **BAYADA** and **SCHOOL**; there are no prior written or oral promises or representations incorporated herein. Each Attachment, Fee Schedule, Exhibit or other documents referenced herein and/or attached to this Agreement are incorporated herein as if the same was set out in full in the text of this Agreement. This Agreement may be executed in two or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Delivery of an executed signature page of this Agreement by facsimile or electronic (email) transmission shall be effective as delivery of a manually executed counterpart hereof.

Date: 9/10/2020



Allison Lodden  
Director  
Signing with authority for  
**BAYADA Home Health Care, Inc.**

Date: 9-9-2020



Signing with authority for  
**Edina Public School District**

**CONTRACT FOR "IN SCHOOL" NURSING SERVICES  
PERTAINING TO DERMOT S. #200-467**

This AGREEMENT is made and entered into this 8th day of September, 2020, by **BAYADA Home Health Care, Inc.**, with a service office located at 2905 Northwest Blvd, Suite 100, Plymouth, MN 55441 (hereinafter referred to as **BAYADA**) and **Edina Public School District**, located at 5701 Normandale Rd., Edina, Minnesota 55424 (hereinafter referred to as **SCHOOL**).

**BAYADA** is a home health care agency, engaged in the business of providing nursing services and **SCHOOL** has identified a need for in-school nursing care of its student, **DERMOT S. #200-467** (hereinafter referred to as **STUDENT**).

WHEREAS, it is the desire of both parties to make provision for on-site daily nursing care for **STUDENT**, in accordance with the terms of this Agreement.

THEREFORE, in consideration for the mutual covenants expressed herein, **BAYADA** and **SCHOOL** agree to the terms and conditions outlined herein:

**I. RESPONSIBILITIES OF BAYADA**

- A. Qualifications of Personnel. The Nurse supplied by **BAYADA** will be a Registered Nurse (RN) or Licensed Practical Nurse (LPN) who will hold a current license, registration or certification to practice in the State of Minnesota, and will provide services pursuant to the applicable state laws.
- B. Personnel Records Inspection. **BAYADA** will make available for inspection, upon the request of **SCHOOL**, the personnel files of its nurses who are caring for **STUDENT**. The contents of such file may include:
1. Verification of current licensure or certification as applicable; and
  2. Completed application for employment or resume; and
  3. Verified references; and
  4. Evidence of annual performance evaluation; and
  5. A criminal record check, conducted upon hire, if required by state law; and
  6. Evidence of at least one, annual in-service education or training in accordance with applicable state regulations.
- C. Service. **BAYADA** will provide an RN or LPN to care for **STUDENT** each day that said student attends school, to include any setting where **STUDENT** is receiving educational services during **SCHOOL** hours. Nursing services will be provided subject to the availability of a qualified nurse. The services to be provided may include escorting **STUDENT** to and from school on the school bus and providing care to **STUDENT** during the school day. Upon execution of this Agreement, **SCHOOL** will provide **BAYADA** with a schedule of the school calendar including all scheduled days off.
1. **BAYADA** RN Clinical Manager will be responsible for initial and ongoing assessment of **STUDENTS** clinical needs while attending school. Responsibilities include:
    - a. Will work with physician to develop a Plan of Care ("POC") and update the plan per **BAYADA** policy.
    - b. Will conduct supervision to monitor employees and confirm the efficacy of the Plan of Care.

- c. Will collaborate with school nurse and teachers as needed to ensure best possible experience for the **STUDENT**.
  - d. Be ultimately responsible for the overall coordination, supervision and evaluation of the services provided to **STUDENT** under this Agreement.
- D. Place of Performance. **BAYADA** will provide services primarily at schools located within **SCHOOL**'s district or other specified location where **STUDENT** will be during the school day. **SCHOOL** acknowledges and understands that **BAYADA** cannot guarantee services. All services will be provided subject to the availability of a qualified nurse.
- E. Insurance.
  - 1. **BAYADA** will maintain general liability and professional liability coverage for any negligent acts or omissions of **BAYADA** employees, which may give rise to liability under this Agreement.
  - 2. **BAYADA** will maintain Workers' Compensation insurance for its employees providing services to **STUDENT**.
- F. Indemnification. **BAYADA** agrees to indemnify and hold harmless **SCHOOL** from all bodily injury and/or property damage claims arising out of the sole negligence of **BAYADA**, acting through its directors, agents, and employees.
- G. Payment of Personnel. **BAYADA**, as an employer, will remain responsible for the payment of wages and other compensation, reimbursement of expenses and compliance with Federal, State and local tax withholdings, Workers' Compensation, Social Security, employment and other insurance requirements for its personnel.
- H. Policies and Procedures. **BAYADA** will follow the **SCHOOL**'s policies and procedures while providing care in the **SCHOOL** setting.

## II. RESPONSIBILITIES OF SCHOOL

- A. Payment for Services. **SCHOOL** will remain responsible to compensate **BAYADA** for services rendered pursuant to this Agreement. Section III hereunder will govern billing terms and compensation.
- B. Insurance.
  - 1. **SCHOOL** will maintain at its sole expense valid policies of general liability insurance, covering the negligent acts or omissions of **SCHOOL** acting through its directors, agents, employees or other personnel, which may give rise to liability under this Agreement.
  - 2. **SCHOOL** will maintain, at its sole expense, Workers' Compensation insurance for its employees.
- C. Indemnification. **SCHOOL** agrees to indemnify and hold harmless **BAYADA** from all bodily injury and/or property damage claims arising from any act or omission of **SCHOOL**, acting through its directors, agents, employees or other personnel.

- D. Employment Status. **SCHOOL** understands and agrees that the RN/LPN is an employee of **BAYADA** and **SCHOOL** will not attempt to solicit the RN/LPN to work privately for **SCHOOL**, without written authorization from **BAYADA**, during the term of this Agreement and for one (1) year following its termination or expiration. **SCHOOL** recognizes the recruiting, training and retention expenses that **BAYADA** encounters as an employer and acknowledges that **BAYADA** is not a placement or referral service. Should **SCHOOL** desire to hire one of **BAYADA**'s employees, **SCHOOL** agrees to provide **BAYADA** with written notice and pay a liquidated damages fee equal to four (4) months of the specific employee's annual gross salary or \$5,000.00 whichever is greater. This fee will apply to any **BAYADA** employee **SCHOOL** wishes to hire.
- E. Compliance Program. **BAYADA** values honesty and confidentiality in all business interactions. In order to assure adherence to these values, **BAYADA** maintains a corporate compliance program, designed to detect and prevent illegal and unethical activities, including breaches of confidentiality. **SCHOOL** agrees to abide by this program, and understands its obligation to report questionable activities involving **BAYADA**'s employees to the local office Director named below or to the Compliance Hotline at 1-866-665-4295.

### III. BILLING AND COMPENSATION

- A. **SCHOOL** agrees to compensate **BAYADA** at a rate of \$60.00/hour for RN services or \$50.00/hour for LPN services provided under this Agreement. **SCHOOL** will also pay for all time the **BAYADA** employee spends on the bus or otherwise transporting the client to and from **SCHOOL**.
- B. **BAYADA** will forward to **SCHOOL** an itemized bill on a weekly basis. Each weekly bill will itemize the name of the **BAYADA** employee providing care, the date of service, the type and length of service provided.
- C. **SCHOOL** agrees to pay submitted bills within thirty (30) days of receipt. Any bill not paid within the thirty (30) day period will be considered delinquent. **BAYADA** may charge interest, at a rate of 1¼% each month (15% per year) on all delinquent accounts. **BAYADA** will also pursue collection remedies in an attempt to resolve a delinquent account. **SCHOOL** agrees to reimburse **BAYADA** for all collection costs, including attorneys' fees and expenses.

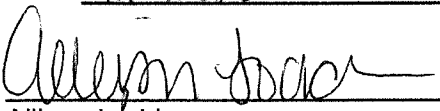
### IV. TERM AND TERMINATION

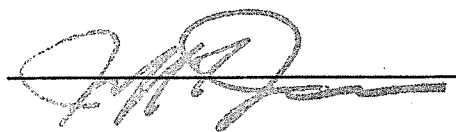
- A. This Agreement will come into effect beginning on August 1, 2020 and will remain in effect through July 31, 2021. This Agreement may be extended upon the written consent of each party outlining the terms and time for extension.
- B. Either party may terminate this Agreement, for any reason, upon thirty (30) days prior written notice.
- C. Either party may terminate this Agreement for cause due to the occurrence of one of the following events by giving ten (10) days prior written notice:
1. Dissolution or bankruptcy of either **BAYADA** or **SCHOOL**.
  2. Failure of either **BAYADA** or **SCHOOL** to maintain the insurance coverages required hereunder.

3. Breach by **BAYADA** or **SCHOOL** of any of the material provisions in this Agreement.

#### V. ADDITIONAL TERMS

- A. Governing Law. This Agreement will be construed and governed in all respects according to the laws of the State of Minnesota.
- B. Relationship to Parties. The parties enter into this Agreement as independent contractors. Nothing contained in this Agreement will be construed to create a partnership, joint venture, agency or employment relationship between the parties.
- C. Assignment. This Agreement may not be assigned by either party, in whole or in part.
- D. Modification of Terms. No amendments or modifications to the terms of this Agreement will be binding unless evidenced in writing and signed by an authorized representative of each party hereto.
- E. Notices. Any Notice given in connection with this Agreement will be given in writing and will be delivered either by hand or by certified mail, return receipt requested, to the other party, at the party's address listed above. Any party may change its address as stated herein by giving Notice of the change of address in accordance with this Paragraph.
- F. Confidentiality. Except for acknowledging the existence of this Agreement, the parties understand and agree that the terms of this Agreement, including all payment terms, shall be kept confidential unless disclosure is required by law or the parties agree, in writing, to such disclosure. All methods and mode of conduct of business for **SCHOOL** and **BAYADA** are to be kept confidential by **SCHOOL** and **BAYADA** and not disclosed to any other party or used in part or whole without the permission of **SCHOOL** and/or **BAYADA**.
- G. Entire Agreement. This writing evidences the entire Agreement between **BAYADA** and **SCHOOL**; there are no prior written or oral promises or representations incorporated herein. Each Attachment, Fee Schedule, Exhibit or other documents referenced herein and/or attached to this Agreement are incorporated herein as if the same was set out in full in the text of this Agreement. This Agreement may be executed in two or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Delivery of an executed signature page of this Agreement by facsimile or electronic (email) transmission shall be effective as delivery of a manually executed counterpart hereof.

Date: 9/10/2020  
  
Allison Lodden  
Director  
Signing with authority for  
**BAYADA Home Health Care, Inc.**

Date: 9-9-2020  
  
Signing with authority for  
**Edina Public School District**

**CONTRACT FOR "IN SCHOOL" NURSING SERVICES  
PERTAINING TO ELISE B. #200-465**

This AGREEMENT is made and entered into this 11th day of September, 2020, by **BAYADA Home Health Care, Inc.**, with a service office located at 2905 Northwest Blvd, Suite 100, Plymouth, MN 55441 (hereinafter referred to as **BAYADA**) and **Edina Pubic School District**, located at 5701 Normandale Rd., Edina, Minnesota 55424 (hereinafter referred to as **SCHOOL**).

**BAYADA** is a home health care agency, engaged in the business of providing nursing services and **SCHOOL** has identified a need for in-school nursing care of its student, **ELISE B. #200-465** (hereinafter referred to as **STUDENT**).

WHEREAS, it is the desire of both parties to make provision for on-site daily nursing care for **STUDENT**, in accordance with the terms of this Agreement.

THEREFORE, in consideration for the mutual covenants expressed herein, **BAYADA** and **SCHOOL** agree to the terms and conditions outlined herein:

**I. RESPONSIBILITIES OF BAYADA**

- A. Qualifications of Personnel. The Nurse supplied by **BAYADA** will be a Registered Nurse (RN) or Licensed Practical Nurse (LPN) who will hold a current license, registration or certification to practice in the State of Minnesota, and will provide services pursuant to the applicable state laws.
- B. Personnel Records Inspection. **BAYADA** will make available for inspection, upon the request of **SCHOOL**, the personnel files of its nurses who are caring for **STUDENT**. The contents of such file may include:
1. Verification of current licensure or certification as applicable; and
  2. Completed application for employment or resume; and
  3. Verified references; and
  4. Evidence of annual performance evaluation; and
  5. A criminal record check, conducted upon hire, if required by state law; and
  6. Evidence of at least one, annual in-service education or training in accordance with applicable state regulations.
- C. Service. **BAYADA** will provide an RN or LPN to care for **STUDENT** each day that said student attends school, to include any setting where **STUDENT** is receiving educational services during **SCHOOL** hours. Nursing services will be provided subject to the availability of a qualified nurse. The services to be provided may include escorting **STUDENT** to and from school on the school bus and providing care to **STUDENT** during the school day. Upon execution of this Agreement, **SCHOOL** will provide **BAYADA** with a schedule of the school calendar including all scheduled days off.
1. **BAYADA** RN Clinical Manager will be responsible for initial and ongoing assessment of **STUDENTS** clinical needs while attending school. Responsibilities include:
    - a. Will work with physician to develop a Plan of Care ("POC") and update the plan per **BAYADA** policy.
    - b. Will conduct supervision to monitor employees and confirm the efficacy of the Plan of Care.

- c. Will collaborate with school nurse and teachers as needed to ensure best possible experience for the **STUDENT**.
  - d. Be ultimately responsible for the overall coordination, supervision and evaluation of the services provided to **STUDENT** under this Agreement.
- D. Place of Performance. **BAYADA** will provide services primarily at schools located within **SCHOOL**'s district or other specified location where **STUDENT** will be during the school day. **SCHOOL** acknowledges and understands that **BAYADA** cannot guarantee services. All services will be provided subject to the availability of a qualified nurse.
- E. Insurance.
  - 1. **BAYADA** will maintain general liability and professional liability coverage for any negligent acts or omissions of **BAYADA** employees, which may give rise to liability under this Agreement.
  - 2. **BAYADA** will maintain Workers' Compensation insurance for its employees providing services to **STUDENT**.
- F. Indemnification. **BAYADA** agrees to indemnify and hold harmless **SCHOOL** from all bodily injury and/or property damage claims arising out of the sole negligence of **BAYADA**, acting through its directors, agents, and employees.
- G. Payment of Personnel. **BAYADA**, as an employer, will remain responsible for the payment of wages and other compensation, reimbursement of expenses and compliance with Federal, State and local tax withholdings, Workers' Compensation, Social Security, employment and other insurance requirements for its personnel.
- H. Policies and Procedures. **BAYADA** will follow the **SCHOOL**'s policies and procedures while providing care in the **SCHOOL** setting.

## II. RESPONSIBILITIES OF SCHOOL

- A. Payment for Services. **SCHOOL** will remain responsible to compensate **BAYADA** for services rendered pursuant to this Agreement. Section III hereunder will govern billing terms and compensation.
- B. Insurance.
  - 1. **SCHOOL** will maintain at its sole expense valid policies of general liability insurance, covering the negligent acts or omissions of **SCHOOL** acting through its directors, agents, employees or other personnel, which may give rise to liability under this Agreement.
  - 2. **SCHOOL** will maintain, at its sole expense, Workers' Compensation insurance for its employees.
- C. Indemnification. **SCHOOL** agrees to indemnify and hold harmless **BAYADA** from all bodily injury and/or property damage claims arising from any act or omission of **SCHOOL**, acting through its directors, agents, employees or other personnel.



- D. Employment Status. **SCHOOL** understands and agrees that the RN/LPN is an employee of **BAYADA** and **SCHOOL** will not attempt to solicit the RN/LPN to work privately for **SCHOOL**, without written authorization from **BAYADA**, during the term of this Agreement and for one (1) year following its termination or expiration. **SCHOOL** recognizes the recruiting, training and retention expenses that **BAYADA** encounters as an employer and acknowledges that **BAYADA** is not a placement or referral service. Should **SCHOOL** desire to hire one of **BAYADA**'s employees, **SCHOOL** agrees to provide **BAYADA** with written notice and pay a liquidated damages fee equal to four (4) months of the specific employee's annual gross salary or \$5,000.00 whichever is greater. This fee will apply to any **BAYADA** employee **SCHOOL** wishes to hire.
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### III. BILLING AND COMPENSATION

- A. **SCHOOL** agrees to compensate **BAYADA** at a rate of \$60.00/hour for RN services or \$50.00/hour for LPN services provided under this Agreement. **SCHOOL** will also pay for all time the **BAYADA** employee spends on the bus or otherwise transporting the client to and from **SCHOOL**.
- B. **BAYADA** will forward to **SCHOOL** an itemized bill on a weekly basis. Each weekly bill will itemize the name of the **BAYADA** employee providing care, the date of service, the type and length of service provided.
- C. **SCHOOL** agrees to pay submitted bills within thirty (30) days of receipt. Any bill not paid within the thirty (30) day period will be considered delinquent. **BAYADA** may charge interest, at a rate of 1¼% each month (15% per year) on all delinquent accounts. **BAYADA** will also pursue collection remedies in an attempt to resolve a delinquent account. **SCHOOL** agrees to reimburse **BAYADA** for all collection costs, including attorneys' fees and expenses.

### IV. TERM AND TERMINATION

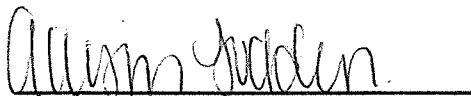
- A. This Agreement will come into effect beginning on August 1, 2020 and will remain in effect through July 31, 2021. This Agreement may be extended upon the written consent of each party outlining the terms and time for extension.
- B. Either party may terminate this Agreement, for any reason, upon thirty (30) days prior written notice.
- C. Either party may terminate this Agreement for cause due to the occurrence of one of the following events by giving ten (10) days prior written notice:
1. Dissolution or bankruptcy of either **BAYADA** or **SCHOOL**.
  2. Failure of either **BAYADA** or **SCHOOL** to maintain the insurance coverages required hereunder.

3. Breach by **BAYADA** or **SCHOOL** of any of the material provisions in this Agreement.

#### V. ADDITIONAL TERMS

- A. Governing Law. This Agreement will be construed and governed in all respects according to the laws of the State of Minnesota.
- B. Relationship to Parties. The parties enter into this Agreement as independent contractors. Nothing contained in this Agreement will be construed to create a partnership, joint venture, agency or employment relationship between the parties.
- C. Assignment. This Agreement may not be assigned by either party, in whole or in part.
- D. Modification of Terms. No amendments or modifications to the terms of this Agreement will be binding unless evidenced in writing and signed by an authorized representative of each party hereto.
- E. Notices. Any Notice given in connection with this Agreement will be given in writing and will be delivered either by hand or by certified mail, return receipt requested, to the other party, at the party's address listed above. Any party may change its address as stated herein by giving Notice of the change of address in accordance with this Paragraph.
- F. Confidentiality. Except for acknowledging the existence of this Agreement, the parties understand and agree that the terms of this Agreement, including all payment terms, shall be kept confidential unless disclosure is required by law or the parties agree, in writing, to such disclosure. All methods and mode of conduct of business for **SCHOOL** and **BAYADA** are to be kept confidential by **SCHOOL** and **BAYADA** and not disclosed to any other party or used in part or whole without the permission of **SCHOOL** and/or **BAYADA**.
- G. Entire Agreement. This writing evidences the entire Agreement between **BAYADA** and **SCHOOL**; there are no prior written or oral promises or representations incorporated herein. Each Attachment, Fee Schedule, Exhibit or other documents referenced herein and/or attached to this Agreement are incorporated herein as if the same was set out in full in the text of this Agreement. This Agreement may be executed in two or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Delivery of an executed signature page of this Agreement by facsimile or electronic (email) transmission shall be effective as delivery of a manually executed counterpart hereof.

Date: 9/22/2020



Allison Lodden  
Director  
Signing with authority for  
**BAYADA Home Health Care, Inc.**

Date: 9-22-2020



Signing with authority for  
**Edina Public School District**



**Board Meeting Date:** 10/12/2020

**TITLE:** Contract with Panorama Education for use in Edina Public Schools

**TYPE:** Consent

**PRESENTERS:** Jeff Jorgensen

**BACKGROUND:** The contract with Panorama focuses on gathering insight into the short-term needs of students and staff during the distance learning period, including checks on wellbeing and social-emotional needs. It will address learning gaps and utilizes data to inform tailored staff professional development/training workshops for school site counselors, administrators, principals, and leadership teams. This investment uses data to drive decision making and build key data literacy skills in adults at Edina Public Schools.

**RECOMMENDATION:** Approve the attached contract with Panorama for the 2020-21 school year.

**PRIMARY ISSUE(S) TO CONSIDER:** Contract with Panorama for use in Edina Public Schools

**ATTACHMENTS:**

1. Contract (next page)

# PANORAMA EDUCATION – SERVICE ORDER



## Primary Contact Information

Client		Panorama Education, Inc. ("Panorama")	
Client Legal Name ("Client")	Edina Public Schools	Company Name	Panorama Education
Primary Contact	Jeff Jorgensen	Primary Contact, Title	Heena Shah, Outreach Director
Billing / Payment Address	5701 Normandale Rd	Billing Address	24 School Street, 4th Floor
City / State / Zip	Minneapolis, MN 55424	City / State / Zip	Boston, MA 02108
Email	jeff.jorgensen@edinaschools.org	Email	hshah@panoramaed.com
Phone	(952) 848-4960	Phone	617-221-7140
Billing Contact	Jeff Jorgensen		
Billing Email Address	jeff.jorgensen@edinaschools.org		

## (1) Description of Services and (2) Fees

Description of Services	Fees	
<p><b>Partnership:</b></p> <p><b>Panorama Platform License Fee: Social-Emotional Learning, Wellbeing and Equity Surveys</b></p> <p>Access to Platform and Support (as defined in the Terms and Conditions): Survey administration, analysis and reporting.</p> <ul style="list-style-type: none"> <li>Student &amp; Staff School Back To School Surveys</li> <li>Student SEL Surveys &amp; Wellbeing Surveys</li> <li>Adult SEL &amp; Wellbeing Surveys &amp; Staff Surveys</li> </ul> <p><b>Project Management</b></p> <p>Includes dedicated Client Success Manager who will work with the client's main point of contact to execute a successful project administration.</p> <ul style="list-style-type: none"> <li>Develop project timeline</li> <li>Manage setup and administration</li> <li>Customize configurations</li> <li>Coordinate rollout of reports</li> </ul> <p><b>Professional Development:</b></p>	Effective Date:	09.09.2020
	Contract Term: (From Effective Date)	1 year
	SEL Partnership and Project Management	\$24,150
	Professional Development	\$10,500
	Annual Fee	\$34,650



# PANORAMA EDUCATION – SERVICE ORDER



## BACKGROUND

Panorama is an education technology company that has developed a cloud-based platform-as-a-service that enables schools and school districts to analyze student and school data, measure social-emotional learning, and design and implement survey programs for students, staff and parents (the "Platform").

Client and Panorama have entered into the SO and, from time to time hereafter, Client and Panorama may enter into additional Service Orders ("Future SOs") pursuant to which Client will purchase rights to use the Platform and receive services. These Terms and Conditions are incorporated by reference into the SO to create this Agreement and will be incorporated by reference into each Future SO to create separate future agreements for the rights and services described in the applicable Future SO, in each case to the exclusion of any other terms or conditions that either party seeks to impose or incorporate or that are implied by course of dealing.

## 1 RIGHT TO USE PLATFORM

1.1 Platform. Subject to the terms and conditions of this Agreement, Panorama hereby grants Client the limited, nonexclusive, nontransferable, non-sublicenseable right to access and use the Platform via the Internet during the Term solely for Client's use (including use by Client's students, staff and parents, as described in the SO, if applicable ("Authorized Users")).

1.2 Limitations. The following limitations and restrictions will apply to the Platform:

(a) Client will not provide access to the Platform to any person who is not an employee or contractor of Client or an Authorized User.

(b) Except as expressly permitted hereunder, Client will not and will not permit or authorize any third party to: (i) reverse engineer, decompile, disassemble or otherwise attempt to discover the source code, object code or underlying structure, ideas or algorithms of the Platform; (ii) modify, translate or create derivative works based on the Platform; (iii) copy, rent, lease, distribute, pledge, assign or otherwise transfer or allow any lien, security interest or other encumbrance on the Platform; (iv) use the Platform for timesharing or service bureau purposes or otherwise for the benefit of a third party; (v) hack, manipulate, interfere with or disrupt the integrity or performance of or otherwise attempt to gain unauthorized access to the Platform or its related systems, hardware or networks or any content or technology incorporated in any of the foregoing; or (vi) remove or obscure any proprietary notices or labels of Panorama or its suppliers on the Platform.

## 2 OWNERSHIP; RESERVATION OF RIGHTS

2.1 Client Ownership. Client owns (a) any data Client inputs into the Platform that identifies Client or its students, staff or parents (including Authorized Users) and any Survey responses provided by Client, its students, staff or parents (including Authorized Users) ("Data"), and (b) any other data and content provided by Client or Authorized Users to Panorama or input into the Platform, such as Survey questions ("Other Data", and, together with the Data, "Client Data"). Client hereby grants to Panorama a non-exclusive, worldwide, royalty-free, fully paid up, sublicenseable (through multiple tiers) (i) right and license during the Term to copy, distribute, display and create derivative works of and use the Client Data to perform Panorama's obligations under this Agreement; (ii) perpetual, irrevocable right and license to copy, modify and use Client Data to create aggregated, non-personally identifiable data or information ("Blind Data") and copy, distribute, display, create derivative works of and use the Blind Data for benchmarking, research or development purposes, including published research, and (iii) perpetual, irrevocable right and license to copy, distribute, display and create derivative works of and use Other Data for any and all purposes, in any form, media or manner. Client

reserves any and all right, title and interest in and to the Client Data other than the licenses therein expressly granted to Panorama under this Agreement.

2.2 Panorama Ownership. Panorama retains all right, title and interest in and to the Platform, all copies or parts thereof (by whomever produced) and all intellectual property rights therein. Panorama grants no, and reserves any and all, rights other than the rights expressly granted to Client under this Agreement with respect to the Platform.

2.3 Feedback. Client may from time to time provide suggestions, comments for enhancements or functionality or other feedback ("Feedback") to Panorama with respect to the Platform. Panorama has full discretion to determine whether to proceed with development of the requested enhancements, features or functionality. Client hereby grants Panorama a royalty-free, fully paid-up, worldwide, transferable, sublicenseable, irrevocable, perpetual license to (a) copy, distribute, transmit, display, perform, and create derivative works of the Feedback in whole or in part; and (b) use the Feedback in whole or in part, including without limitation, the right to develop, manufacture, have manufactured, market, promote, sell, have sold, offer for sale, have offered for sale, import, have imported, rent, provide and lease products or services that practice or embody, or are configured for use in practicing, the Feedback in whole or in part.

2.4 Client Responsibilities. Client will (a) use commercially reasonable efforts to prevent unauthorized access to or use of the Platform and notify Panorama promptly of any such unauthorized access or use, and (b) use the Platform only in accordance with the documentation and applicable laws and regulations.

2.5 Data Security. Panorama will implement and maintain reasonable administrative, physical and technical safeguards ("Safeguards") which attempt to prevent any collection, use or disclosure of, or access to Client Data that this Agreement does not expressly authorize, including, without limitation, an information security program that meets commercially reasonable industry practice to safeguard Client Data. Such information security program includes: (a) physical security of all premises in which Client Data will be processed and/or stored; and (b) reasonable precautions taken with respect to the employment of, access given to, and education and training of any and all personnel furnished or engaged by Panorama to perform any part of the services hereunder.

2.6 Privacy Policy. Panorama cares deeply about privacy, and we recognize that it is important to the educators, students, and parents we serve. Please see our Privacy Policy at <https://www.panoramaed.com/privacy> for more information about how we protect the privacy of those we serve.

2.7 Right to Data Destruction. If requested by the Client, during or after the term of this agreement, Panorama will make reasonable efforts to destroy or otherwise render Client Data inaccessible.

## 3 FEES; PAYMENT TERMS

3.1 Fees; Payment Terms. Unless otherwise indicated on the SO, Client will pay all fees within thirty (30) days of the invoice date. If payment of any fee is not made when due and payable, a late fee will accrue at the rate of the lesser of one and one-half percent (1.5%) per month or the highest legal rate permitted by law and Client will pay all reasonable expenses of collection. In addition, if any past due payment has not been received by Panorama within thirty (30) days from the time such payment is due, Panorama may suspend access to the Platform until such payment is made.

3.2 Net of Taxes. All amounts payable by Client to Panorama hereunder are exclusive of any sales, use and other taxes or duties, however designated, including without limitation, withholding taxes, royalties, knowhow payments, customs, privilege, excise, sales, use, value-added and property taxes (collectively "Taxes"). Client will be



# PANORAMA EDUCATION – SERVICE ORDER



solely responsible for payment of any Taxes, except for those taxes based on the income of Panorama. Client will not withhold any Taxes from any amounts due Panorama.

## 4 TERM, TERMINATION

4.1 Term. The term of this Agreement will commence on the Effective Date and, unless earlier terminated in accordance with this Section 4, will continue through the date set forth on the SO (the "Term").

4.2 Termination; Effect of Termination. In addition to any other remedies it may have, either party may terminate this Agreement if the other party breaches any of the terms or conditions of this Agreement and fails to cure such breach within thirty (30) days' notice (or ten (10) days in the case of nonpayment) after receiving notice thereof. Upon any termination of this Agreement, Client will pay in full for the use of the Platform up to and including the last day on which the Platform is provided. Upon any termination of this Agreement for any reason, Panorama may, but is not obligated to, in its sole discretion and without delivery of any notice to Client, delete any Client Data stored or otherwise archived on the Platform or on Panorama's network. Upon termination of this Agreement, all rights granted hereunder and all obligations of Panorama to provide the Platform will immediately terminate and Client will (a) cease use of the Platform; and (b) return or destroy all other copies or other embodiments of Panorama's Confidential Information.

4.3 Survival. Upon expiration or termination of this Agreement, all obligations in this Agreement will terminate, provided that Sections 2 (Ownership; Reservation of Rights), 3 (Fees; Payment Terms), 4.2 (Termination; Effect of Termination), 4.3 (Survival), 5 (Confidentiality), 6.2 (Disclaimer), 7 (Limitations of Liability; Indemnification), and 8 (General) will survive.

## 5 CONFIDENTIALITY

5.1 As used herein, "Confidential Information" means, subject to the exceptions set forth in the following sentence, any information or data, regardless of whether it is in tangible form, disclosed by either party (the "Disclosing Party") that the Disclosing Party has either marked as confidential or proprietary, or has identified in writing as confidential or proprietary within thirty (30) days of disclosure to the other party (the "Receiving Party"); provided, however, that a Disclosing Party's business plans, strategies, technology, research and development, current and prospective Clients, billing records, and products or services will be deemed Confidential Information of the Disclosing Party even if not so marked or identified. Panorama's Confidential Information includes, without limitation, the Platform and the terms of this Agreement. Information will not be deemed "Confidential Information" if such information: (a) is known to the Receiving Party prior to receipt from the Disclosing Party directly or indirectly from a source other than one having an obligation of confidentiality to the Disclosing Party; (b) becomes known (independently of disclosure by the Disclosing Party) to the Receiving Party directly or indirectly from a source other than one having an obligation of confidentiality to the Disclosing Party; or (c) becomes publicly known or otherwise ceases to be secret or confidential, except through a breach of this Agreement by the Receiving Party. Each party acknowledges that the Confidential Information constitutes valuable trade secrets and proprietary information of a party, and each party agrees that it will use the Confidential Information of the other party solely in accordance with the provisions of this Agreement and it will not disclose, or permit to be disclosed, the same directly or indirectly, to any third party without the other party's prior written consent, except as otherwise permitted hereunder. Each party will use reasonable measures to protect the confidentiality and value of the other party's Confidential Information. Notwithstanding any provision of this Agreement, either party may disclose the terms of this Agreement, in whole or in part (i) to its employees, officers, directors,

professional advisers (e.g., attorneys, auditors, financial advisers, accountants and other professional representatives), existing and prospective investors or acquirers contemplating a potential investment in or acquisition of a party, sources of debt financing, acquirers and/or subcontractors who have a need to know and are legally bound to keep such Confidential Information confidential by confidentiality obligations or, in the case of professional advisers, are bound by ethical duties to keep such Confidential Information confidential consistent with the terms of this Agreement; and (ii) as reasonably deemed by a party to be required by law (in which case each party will provide the other with prior written notification thereof, will provide such party with the opportunity to contest such disclosure, and will use its reasonable efforts to minimize such disclosure to the extent permitted by applicable law). Each party agrees to exercise due care in protecting the Confidential Information from unauthorized use and disclosure. In the event of actual or threatened breach of the provisions of this Section, the non-breaching party will be entitled to seek immediate injunctive and other equitable relief, without waiving any other rights or remedies available to it. Each party will promptly notify the other in writing if it becomes aware of any violations of the confidentiality obligations set forth in this Agreement. Upon the termination of this Agreement, each Receiving Party agrees to promptly return to the Disclosing Party or destroy all Confidential Information of the Disclosing Party that is in the possession of the Receiving Party and to certify the return or destruction of all such Confidential Information and embodiments thereof.

## 6 REPRESENTATIONS, WARRANTIES AND DISCLAIMER

6.1 Representations and Warranties. Each party represents and warrants to the other party that (a) such party has the required power and authority to enter into this Agreement and to perform its obligations hereunder, (b) the execution of this Agreement and performance of its obligations thereunder do not and will not violate any other agreement to which it is a party, and (c) this Agreement constitutes a legal, valid and binding obligation when signed by both parties. Client represents and warrants that it has the right to provide the Client Identifying Data and Client Content for the purposes contemplated by this Agreement.

6.2 Disclaimer. EXCEPT AS EXPRESSLY SET FORTH HEREIN, THE PLATFORM IS PROVIDED ON AN "AS-IS" BASIS AND PANORAMA DISCLAIMS ANY AND ALL WARRANTIES. EXCEPT AS OTHERWISE EXPRESSLY PROVIDED IN THIS AGREEMENT, NEITHER PARTY MAKES ANY ADDITIONAL REPRESENTATION OR WARRANTY OF ANY KIND, WHETHER EXPRESS, IMPLIED (EITHER IN FACT OR BY OPERATION OF LAW), OR STATUTORY, AS TO ANY MATTER WHATSOEVER. ALL OTHER EXPRESS OR IMPLIED CONDITIONS, REPRESENTATIONS AND WARRANTIES ARE HEREBY EXCLUDED TO THE EXTENT ALLOWED BY APPLICABLE LAW. EACH PARTY EXPRESSLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, QUALITY, ACCURACY, TITLE, AND NON-INFRINGEMENT. NEITHER PARTY WARRANTS AGAINST INTERFERENCE WITH THE ENJOYMENT OF THE PRODUCTS OR SERVICES PROVIDED BY SUCH PARTY OR AGAINST INFRINGEMENT. NEITHER PARTY WARRANTS THAT THE PRODUCTS OR SERVICES PROVIDED BY SUCH PARTY ARE ERROR-FREE OR THAT OPERATION OF SUCH PARTY'S PRODUCTS OR SERVICES WILL BE SECURE OR UNINTERRUPTED. NEITHER PARTY WILL HAVE THE RIGHT TO MAKE OR PASS ON ANY REPRESENTATION OR WARRANTY ON BEHALF OF THE OTHER PARTY TO ANY THIRD PARTY.

## 7 LIMITATIONS OF LIABILITY; INDEMNIFICATION

7.1 Disclaimer of Consequential Damages. THE PARTIES HERETO AGREE THAT, NOTWITHSTANDING ANY OTHER PROVISION IN THIS AGREEMENT, EXCEPT FOR (A) CLIENT'S USE OF THE PLATFORM OTHER THAN EXPRESSLY PERMITTED



# PANORAMA EDUCATION – SERVICE ORDER



BY SECTION 1 (RIGHT TO USE PLATFORM) ABOVE, (B) EITHER PARTY'S BREACH OF SECTION 5 (CONFIDENTIALITY) ABOVE, AND (C) LIABILITY ARISING FROM A PARTY'S INDEMNIFICATION OBLIGATIONS SET FORTH IN SECTION 7.4 AND 7.5 BELOW, IN NO EVENT WILL EITHER PARTY BE LIABLE TO THE OTHER FOR ANY SPECIAL, INDIRECT, RELIANCE, INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND, LOST OR DAMAGED DATA, LOST PROFITS OR LOST REVENUE, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE, EVEN IF A PARTY HAS BEEN NOTIFIED OF THE POSSIBILITY THEREOF.

**7.2 General Cap on Liability.** NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, EXCEPT FOR (A) CLIENT'S USE OF THE PLATFORM OTHER THAN EXPRESSLY PERMITTED BY SECTION 1 (RIGHT TO USE PLATFORM) ABOVE, (B) EITHER PARTY'S BREACH OF SECTION 5 (CONFIDENTIALITY) ABOVE, AND (C) LIABILITY ARISING FROM A PARTY'S INDEMNIFICATION OBLIGATIONS SET FORTH IN SECTION 7.4 AND 7.5 BELOW, AS APPLICABLE, UNDER NO CIRCUMSTANCES WILL EITHER PARTY'S LIABILITY FOR ALL CLAIMS ARISING UNDER OR RELATING TO THIS AGREEMENT (INCLUDING BUT NOT LIMITED TO WARRANTY CLAIMS), REGARDLESS OF THE FORUM AND REGARDLESS OF WHETHER ANY ACTION OR CLAIM IS BASED ON CONTRACT, TORT, OR OTHERWISE, EXCEED THE AGGREGATE FEES PAID BY CLIENT TO PANORAMA UNDER THIS AGREEMENT DURING THE TWELVE (12) MONTH PERIOD PRECEDING THE EVENT OR CIRCUMSTANCES GIVING RISE TO SUCH LIABILITY. THIS LIMITATION OF LIABILITY IS CUMULATIVE AND NOT PER INCIDENT.

**7.3 Independent Allocations of Risk.** EACH PROVISION OF THIS AGREEMENT THAT PROVIDES FOR A LIMITATION OF LIABILITY, DISCLAIMER OF WARRANTIES, OR EXCLUSION OF DAMAGES IS TO ALLOCATE THE RISKS OF THIS AGREEMENT BETWEEN THE PARTIES. EACH OF THESE PROVISIONS IS SEVERABLE AND INDEPENDENT OF ALL OTHER PROVISIONS OF THIS AGREEMENT, AND EACH OF THESE PROVISIONS WILL APPLY EVEN IF THEY HAVE FAILED OF THEIR ESSENTIAL PURPOSE.

**7.4 Indemnification by Panorama.** Except for liability for which Client is responsible under Section 7.5, Panorama will indemnify, defend and hold Client and the officers, directors, agents, and employees of Client ("Client Indemnified Parties") harmless from settlement amounts and damages, liabilities, penalties, costs and expenses ("Liabilities") that are payable to any third party or incurred by the Client Indemnified Parties (including reasonable attorneys' fees) arising from any third party claim, demand or allegation that the use of the Platform in accordance with the terms and conditions of this Agreement infringes such third party's copyright or results in a misappropriation of such third party's trade secrets. Panorama will have no liability or obligation under this Section 7.4 if such Liability is caused in whole or in part by (a) modification of the Platform by any party other than Panorama without Panorama's express consent; (b) the combination, operation, or use of the Panorama with other product(s), data or services not provided by Panorama where the Platform would not by itself be infringing; or (c) unauthorized or improper use of the Platform. If the use of the Platform by Client has become, or in Panorama's opinion is likely to become, the subject of any claim of infringement, Panorama may at its option and expense (i) procure for Client the right to continue using the Platform as set forth hereunder; (ii) replace or modify the Platform to make it non-infringing so long as the Platform has at least equivalent functionality; (iii) substitute an equivalent for the Platform or (iv) if options (i)-(iii) are not available on commercially reasonable terms, terminate this Agreement. This Section 7.4 states Panorama's entire obligation and Client's sole

remedies in connection with any claim regarding the intellectual property rights of any third party.

**7.5 Indemnification by Client.** Client will indemnify, defend and hold Panorama and the officers, directors, agents, and employees of Panorama ("Panorama Indemnified Parties") harmless from Liabilities that are payable to any third party or incurred by the Panorama Indemnified Parties (including reasonable attorneys' fees) arising from any third party claim, demand or allegation arising from or related to (a) any use by Client or Authorized Users of the Platform in violation of this Agreement or (b) the Client Data.

**7.6 Indemnification Procedure.** If a Client Indemnified Party or a Panorama Indemnified Party (each, an "Indemnified Party") becomes aware of any matter it believes it should be indemnified under Section 7.4 or Section 7.5, as applicable, involving any claim, action, suit, investigation, arbitration or other proceeding against the Indemnified Party by any third party (each an "Action"), the Indemnified Party will give the other party (the "Indemnifying Party") prompt written notice of such Action. The Indemnified Party will cooperate, at the expense of the Indemnifying Party, with the Indemnifying Party and its counsel in the defense and the Indemnified Party will have the right to participate fully, at its own expense, in the defense of such Action with counsel of its own choosing. Any compromise or settlement of an Action will require the prior written consent of both parties hereunder, such consent not to be unreasonably withheld or delayed.

## 8 GENERAL

**9** Client may not remove or export from, or use from outside, the United States or allow the export or re-export of the Platform or anything related thereto, or any direct product thereof in violation of any restrictions, laws or regulations of the United States Department of Commerce, the United States Department of Treasury Office of Foreign Assets Control, or any other United States or foreign agency or authority. If any provision of this Agreement is found to be unenforceable or invalid, that provision will be limited or eliminated to the minimum extent necessary so that this Agreement will otherwise remain in full force and effect and enforceable. Neither party may assign this Agreement by operation of law or otherwise or assign or delegate its rights or obligations under the Agreement without the other party's prior written consent; provided however, that either party may assign this Agreement to an acquirer or successor to all or substantially all of its business or assets to which this Agreement relates, whether by merger, sale of assets, sale of stock, reorganization or otherwise. Any assignment or attempted assignment by either party otherwise than in accordance with this Section 8 will be null and void. Both parties agree that this Agreement is the complete and exclusive statement of the mutual understanding of the parties and supersedes and cancels all previous written and oral agreements, communications and other understandings relating to the subject matter of this Agreement, and that all waivers and modifications must be in a writing signed by both parties, except as otherwise provided herein. No agency, partnership, joint venture, or employment is created as a result of this Agreement and a party does not have any authority of any kind to bind the other party in any respect whatsoever. In any action or proceeding to enforce rights under this Agreement, the prevailing party will be entitled to recover costs and attorneys' fees. Client acknowledges that any unauthorized use of the Platform will cause irreparable harm and injury to Panorama for which there is no adequate remedy at law. In addition to all other remedies available under this Agreement, at law or in equity, Client further agrees that Panorama will be entitled to injunctive relief in the event Client uses the Platform in violation of the limited license granted herein or uses the Platform in any way not expressly permitted by this Agreement. All notices under this Agreement will be in writing and sent to the recipient's address set forth in the SO and will be deemed to have been duly given when received, if personally delivered; when receipt is electronically confirmed, if transmitted by facsimile or email; the day



# PANORAMA EDUCATION – SERVICE ORDER



after it is sent, if sent for next day delivery by recognized overnight delivery service; and upon receipt, if sent by certified or registered mail, return receipt requested. Each party agrees that it will not, without prior written consent of the other, issue a press release regarding their business relationship. Notwithstanding anything herein to the contrary, Panorama may identify Client and the relationship between Panorama and Client in Panorama's marketing collateral, website, and other promotional and marketing materials. Each party will be excused from performance for any period during which, and to the extent that, it is prevented from performing any obligation or service, in whole or in part, as a result of a cause beyond its reasonable control and without its fault or negligence, including, but not limited to, acts of God, acts of war, epidemics, fire, communication line failures, power failures, earthquakes, floods, blizzard, or other natural disasters (but excluding failure caused by a party's financial condition or any internal labor problems (including strikes, lockouts, work stoppages or slowdowns, or the threat thereof)) (a "Force Majeure Event"). Delays in performing obligations due to a Force Majeure Event will automatically extend the deadline for performing such obligations for a period equal to the duration of such Force Majeure Event. Except as otherwise agreed upon by the parties in writing, in the event such non-performance continues for a period of thirty (30) days or more, either party may terminate this Agreement by giving written notice thereof to the other party. Upon the occurrence of any Force Majeure Event, the affected party will give the other party written notice thereof as soon as reasonably practicable of its failure of performance, describing the cause and effect of such failure, and the anticipated duration of its inability to perform. This Agreement will be governed by the laws of the Commonwealth of Massachusetts without regard to its conflict of laws provisions. For all disputes relating to this Agreement, each party submits to the exclusive jurisdiction of the state and federal courts located in Boston, Massachusetts and waives any jurisdictional, venue, or inconvenient forum objections to such courts.



# PANORAMA EDUCATION – SERVICE ORDER



Panorama Education's Teaching and Learning Team will design and deliver:

- x1 PD session on Getting Started with Panorama Surveys
- x1 PD session on Data Inquiry and Action Planning
- x12 School-Site Coaching/Consultations

## Other Terms and Conditions (if any)

## Agreement

The agreement by and between the Client and Panorama (this "Agreement") consists of this Service Order (the "SO") and the Terms and Conditions attached to the SO.

## Authorization

By signing below, the parties hereto ACCEPT AND AGREE to this Agreement as of the last date executed.

Client Signature:	<i>Jeff Jorgensen</i>	Print Name, Title: Jeff Jorgensen	Date: 09 / 11 / 2020
Panorama Signature:	<i>Nick Ashley</i>	Print Name, Title: Nick Ashley, Finance	Date: 09 / 11 / 2020



**Board Meeting Date:** 10/12/2020

**TITLE:** Learning Models Review

**TYPE:** Discussion

**PRESENTER(S):** Erica Allenburg, Board Chair; John W. Schultz, Superintendent; and Randy Smasal, Assistant Superintendent.

**BACKGROUND:** The State of Minnesota, through the Governor's Order 20-82, stated: "On June 18, 2020, the Minnesota Department of Education ("MDE") and the Minnesota Department of Health ("MDH") issued guidance to help school districts and charter schools plan for the 2020-21 school year in light of the COVID-19 pandemic. MDE and MDH directed public school districts and charter schools to create three educational delivery plans based on different instructional models: in-person learning for all students; hybrid learning with strict social distancing and capacity limits; and distance learning only. Districts and schools were directed to do this planning because it is imperative that, as this pandemic evolves, our schools are prepared to turn the dial in response to any changing environment during the 2020-21 school year." This report provides a framework for collecting data to use to make the decision to turn to a different learning model.

**RECOMMENDATION:** None

**PRIMARY ISSUE(S) TO CONSIDER:** Framework for Data and Information Used to Consider a Change to a new Model.

**ATTACHMENTS:**

1. Report (next page)

**Background**

The Minnesota Department of Health in their planning guide for schools directed districts to plan for the following three scenarios:

**Scenario 1: In-person learning for all students.** In this planning scenario, schools should create as much space between students and teachers as is feasible during the day, but will not be held strictly to enforcing 6 feet of social distancing during primary instructional time in the classroom. Activities and extracurricular programming should continue to follow the COVID-19 Prevention Guidance for Youth and Student Programs

([www.health.state.mn.us/diseases/coronavirus/schools/socialdistance.pdf](http://www.health.state.mn.us/diseases/coronavirus/schools/socialdistance.pdf)). This scenario may be implemented if state COVID-19 metrics continue to stabilize and/or improve. All requirements in this guidance apply to scenario 1.

**Scenario 2: Hybrid model with strict social distancing and capacity limits.** In this planning scenario, schools must limit the overall number of people in school facilities to 50% maximum occupancy. Sufficient social distancing with at least 6 feet between people must occur at all times. If distancing cannot be achieved in a space, the number of occupants must be reduced. Schools must also limit the overall number of people on transportation vehicles to 50% maximum occupancy. Schools must include plans for contactless pick-up and/or delivery of meals and school materials for days that students and staff are not in the school building, as well as implementation of a school-age care program for critical workers. This scenario may be implemented if COVID-19 metrics worsen at the local, regional, or statewide level. Scenario 2 may also be implemented within a school if they experience clusters of cases within a classroom or the school. All requirements in this guidance apply to scenario 2, with additional requirements noted in the Social Distancing and Minimizing Exposure section noted for scenario 2 only.

**Scenario 3: Distance learning only.** This scenario may be implemented if local, regional, or statewide COVID-19 metrics worsen significantly enough to require the suspension of in-person learning. The requirements in this guidance regarding in-person protections would not apply to the general school community, as students and staff would be utilizing distance learning and would not be gathering in groups on school grounds. However, schools may be open to provide emergency child care or other functions.

The Executive Order also states that “Districts have the ability to dial back or dial forward activities consistent with the latest data, guidance, and parameters set forth in the Safe Learning Plan. Our state agencies, along with local and regional partners, will provide our local education agencies the proper guidance and parameters to support them in making these important determinations for their communities. In collaboration with community partners, educators, families, and students, a school district or charter school may choose to be more restrictive than what is recommended by the most up-to-date parameters set forth in the Safe Learning Plan. We will also ensure that distance learning continues to be a widespread option for families concerned about in-person learning, and this option must meet the needs We will also ensure that distance learning continues to be a widespread option for families concerned about in-person learning, and this option must meet the needs of all students who choose it.”

Edina Public Schools chose the current learning models based on the guidance of the department of health. With COVID rates at greater than 20 cases/10,000 of people in the population, Edina Schools offered a hybrid model at 1-12, with a distance learning option (Edina Virtual Academy-EVA). Below is the Minnesota Department of Health's parameters for the learning models:

### **Learning Model Parameters (Number of cases per 10,000 over 14 days, by county of residence)**

#### **Learning Model:**

- 0-9 In-person learning for all students
- 10-19 In-person learning for elementary students; hybrid learning for secondary students
- 20-29 Hybrid learning for all students
- 30-49 Hybrid learning for elementary students; distance learning for secondary students
- 50+ Distance learning for all students

The State of Minnesota expects school districts to provide a Learning Model under the COVID parameters and to implement the protocols of social distancing and masking. Other environmental protocols were also implemented which included, but not limited to, ventilation, plexiglass, hand sanitation, food distribution, and signage.

### **Thoughts about Changing Models**

Hennepin County cases per 10,000 have decreased since school started but showed an uptick last week from the previous, hovering between 15 and 20. After discussion with Bloomington Public Health and Metro ECSU Regional Support Team Leader, Bianca Virnig, it is suggested that we collect data around the following variables: 1) County Case Rates; 2) City Case Rates, 3) Family Feedback; 4) Staff Feedback; 5) Staffing Information (How Deep is the Bench); 6) Operational Consideration 7) Ability to Mitigate Spread 8) Impact on Vulnerable Communities 9) Capacity to Isolate. Public health leaders have shared that making the learning model less restrictive can potentially increase the spread of the virus, as well as increase the number of students who must be isolated from school due to potential spread of the virus. It is important to determine if the school system can mitigate any viral transmission if models are changed.

The information in the table outlines the variables that will be examined when considering a change to the learning model. The variables collected from State, county, and local sources, as well as surveys of parents and staff, information will be reviewed by the Incident Command Team. The Incident Command Team is advisory to the Superintendent who will make a recommendation to the District to change models.

Erica Allenburg	Edina Public Schools Board Chair
Steve Buettner	Director of Technology and Media Services
Thomas Connell	President of Education Minnesota-Edina
Jody De St. Hubert	Director of Teaching and Learning
Mary Heiman	District Health Coordinator
Jeff Jorgensen	Director of Special Services

Nick Kelley	Bloomington Public Health, Epidemiologist
Sarah Schandle	Assistant to the Superintendent
Randy Smasal	Assistant Superintendent
Nicole Tuescher	Director of Human Resources and Administrative Services
Bianca Virnig	Metro ECSU Regional Health Leader
Mary Woitte	Director of Communications

<i>Strategic Goal</i>	<i>Plan</i>	<i>Expected Outcomes</i>	<i>Instrument</i>	<i>Review Date</i>	<i>Data Analysis</i>	<i>Adjustment Needed, Action Item and Resources, including</i>	<i>Impact to Learning Model</i>
<b>Safety</b>							
<b>Limiting risks to public health:</b> Oversight of safe learning environment for students and staff that adheres to CDC and MDH safety regulations in order to reduce virus-transmission rates within the school setting and protect the health and safety of students and staff.	Monitor spread of virus within community and school district.	County Numbers align with MDH Learning Model state guidelines	Hennepin County Data Edina Community Partnerships	Weekly in community dashboard; monthly here	Case count Data per 10,000 by Hennepin County  Oct 8, 2020-- <b>21.42 Cases/10,000</b>	0-9 All In Person 10-19 In-Person Elem Sec Hybrid 20-29 Elem and Sec Hybrid 30-49 Elem Hybrid Sec Distance 50+ All Distance	Learning model implications: The data from MDH supports maintaining hybrid.
	Track teacher infections/spread within school system			Data Internally Monthly in Dashboard	Teacher Data:	Adjust Staffing per Teacher Absence	Hybrid and In Person Staffing Required to Implement Models
	Track student infections/spread within school system			Daily internally; Monthly in this dashboard	Student Data:	Student Transmission May Lead to Change in Model	Shift Model Per Student Transmission
	Monitor and track impact of virus symptom quarantine on staff and students.			Daily internally; Monthly in this dashboard	Student Data:	The number of primary students that will have to be quarantined for symptoms and potential spread will likely increase at the primary level if/when social distancing requirements are not enforced for an in person model.	Shift Model Per Viral Transmission
	Train staff, students and parents on safety protocols.	Awareness for staff and students around safety protocols.	Training and PD Report Building Observations Student and Staff Survey  Walk through Data 9/30	October 22, 2020	10 out of 11 of staff checked randomly across 11 sites were clear on COVID protocols. (10-6-20)	Suggestions for Improvements: Congregated parents masking during drop off, space for with weather change?, Another communication round on protocols	Maintain Low Viral Transmission

<i>Strategic Goal</i>	<i>Plan</i>	<i>Expected Outcomes</i>	<i>Instrument</i>	<i>Review Date</i>	<i>Data Analysis</i>	<i>Adjustment Needed, Action Item and Resources, including</i>	<i>Impact to Learning Model</i>
	Develop, implement and monitor protocols for safe learning and transportation spaces throughout the district. Behavioral compliance with safety protocols; mitigation of COVID spread within school system.	Social distancing, masking, plexiglass, markers,	Student and Staff Survey Observations that PPE is Appropriately Used  Walkthrough Data 9/30	October 22, 2020	<b>Signage:</b> 28 out of 30 signs in place across ten sites. (10-6-20)	Add 1 entry sign and check all hallways for signage	Maintain Low Viral Transmission
					<b>Masking:</b> 9 buses-100% compliance <b>Masking:</b> 65 classrooms-86% "Everyone," 14% "Most Everyone" (10-6-20)	If/when move to in person in elementary school, 6 foot social distancing will no longer be accommodated. Impacts virus tracking.	Maintain Low Viral Transmission
					<b>Plexiglass</b>	All requests from teachers have been fulfilled	Maintain Low Viral Transmission
					<b>Social Distancing</b>	May need additional space for PE as weather changes colder; If/when move to in person in elementary school, 6 foot social distancing will no longer be accommodated. Impacts virus tracking. Communicate with parents the importance of wearing a mask if they are congregating during pick up or drop off. Learning model implications: The data from MDH and Edina support moving the model to in person at the elementary school but not at the secondary.	Maintain Low Viral Transmission
Building infrastructure is prepared for the given model.	Prepare buildings to limit COVID transmission.	Buildings Provide Environment for Implementing Safety Protocols	Building Data, including ventilations reports, cleaning statistics and implementation and protocol management.	October 22, 2020	<b>Ventilation</b>	To Maintain Maximum Air Exchange	Maintain Low Viral Transmission
					<b>Cleaning</b>	To Maintain Low Viral Count on Surfaces	Maintain Low Viral Transmission

<i>Strategic Goal</i>	<i>Plan</i>	<i>Expected Outcomes</i>	<i>Instrument</i>	<i>Review Date</i>	<i>Data Analysis</i>	<i>Adjustment Needed, Action Item and Resources, including</i>	<i>Impact to Learning Model</i>
<b>Teaching and Learning: Prioritize Student Learning</b>							
All students are participating and actively engaging in chosen Tier 1 Pathway: Face to Face, Hybrid, and Distance Learning.	Provide staff with the support and resources they need to implement learning models.		Student/Family Surveys Staff Surveys Attendance Analysis	October 22	Engagement Data Attendance Data	PLC and Building level actions to improve engagement and attendance	High levels of engagement are a precursor to learning
	Teachers have the necessary tools to plan for and consistently deliver curriculum and instruction.	Appropriate supports and resources are adjusted, as needed.	Report from bi-monthly MOU meetings Staff Surveys Observations	October 22	Learning Resources Available	Providing Resources to meet needs	Student Engagement in Learning Activity
Achievement gaps are recognized and eliminated.	Provide staff with support and resources to create and implement support systems for students not actively engaging in Tier 1 pathways.	All students are engaging in and applying learning. Appropriate interventions are adjusted for students where engagement is still low.	Student Surveys Staff Surveys Attendance Analysis Intervention System analysis	October 22	Engagement in Learning Data in Race and Ethnicity	Intervention for Learners not Achieving	Talent Development and Growth for all students in given model
All students are making progress towards meeting or exceeding grade level standards.	Provide staff with the support and resources they need to implement and respond to student formative and summative assessment data.	All students are making academic growth towards or beyond grade level standards. Analysis of student need to return to in person. Students not meeting growth targets are provided appropriate intervention.	Early Literacy (Grade K-1) FAST CBM Reading (Grade 2-6)  NWEA MAP Read (Grade 3) NWEA MAP Math (Grade 8)	TBD	Growth Data	Interventions for Student not meeting growth targets	Talent Development and Growth for all students in given model
<b>Social and Emotional Support</b>							
The learning models will foster a caring school environment where students feel safe physically and	Learning Models Provide Appropriate SEL Training to Teachers	Teachers feel supported emotionally and have resources they need to	PD Narrative Teacher Survey	October 22	SEL Related: Connected Support Network	Access to Social Emotional Support and Services	Student SEL Needs are met in order to engage in model



<i>Strategic Goal</i>	<i>Plan</i>	<i>Expected Outcomes</i>	<i>Instrument</i>	<i>Review Date</i>	<i>Data Analysis</i>	<i>Adjustment Needed, Action Item and Resources, including</i>	<i>Impact to Learning Model</i>
emotionally, in order to be fully engaged in their academic, personal and social growth.		effectively teach in systems; stress level					
Students/Families have SEL services available	Provide SEL Staff for all Models	Students feel engaged	Student/Family Survey	October 22	SEL Related: Connected Support Network	Access to Social Emotional Support and Services	Student SEL Needs are met in order to engage in model
<b>Operations &amp; Sustainability</b>							
<b>Technology &amp; Media Services:</b> Ensure students are receiving instruction delivered through technology and media services	Students and staff have equipment, access and understanding to the technology needed to be successful in the model	<i>Equipment:</i> Students and staff receive equipment and network connection needed	Student/Family Survey Tech Support Help Desk Data Teaching & Learning Data CES Partnership/Tech Support Classes and Participation	Weekly	Ensure Access to Device and Instructional Technology is Maintained	Provide Technology Resources to Meet Needs	Utilize Technology to Access Learning Resources
<b>Staffing Levels:</b> Maintain sufficient staffing	Maintain Appropriate Staffing for the Given Model		Human Resources Staffing Database	Weekly	FTE Data	FTE to Support In-Person, Hybrid and Virtual	Essential to Given Learning Model
<b>Enrollment:</b> Schools maintain enrollment	Collect and monitor enrollment after October 1 numbers are reported.	Stable School and District Enrollment	Enrollment Report provided by Enrollment Office	Monthly after Board Enrollment Report in October or November	Exit and Entry Analysis	Adjust FTE to align to enrollment in the given models	Essential to Given Learning Model
<b>Financial Services:</b> School District Finance plans for the 2020-2021 school year	Review revenue and expenditure data.	Balanced Budget	Board report and discussion on revenue and expenditure trends, including additional revenue from federal and state	Monthly	Revenue and Expenditure Data	Continue to align enrollment to revenue and services	Financial Stability and Sustainability
<b>Communications:</b> Effective communications with key stakeholders district-wide regarding pandemic planning and ongoing implementation of learning models	Identify key stakeholders and messages related to Pandemic planning.  Communicate to students/families and staff plan for entering into the three	Stakeholders understand the pandemic planning and ongoing implementation of learning models	Student/Family Survey Staff Survey Communications Meta-Data	Monthly	Perception Data on Communication	Effectiveness of Communication Plan	Ensure current and accurate Information about Models

<i>Strategic Goal</i>	<i>Plan</i>	<i>Expected Outcomes</i>	<i>Instrument</i>	<i>Review Date</i>	<i>Data Analysis</i>	<i>Adjustment Needed, Action Item and Resources, including</i>	<i>Impact to Learning Model</i>
	environments.  Create a communications calendar for delivering messages to all stakeholders.						
Student and families receive progress of student learning from sites and classrooms	Principals and teachers have appropriate communication plan for each model.	Families are receiving information about their child's learning and classroom	School Communication Tools	Weekly	Perception Data of Timely Feedback on Learning	School and classroom communication modification	Student and Parents are informed about learning progress
<b>Transportation:</b> A transportation plan for student delivery to and from school within all learning models is viable.	Monitor ongoing transportation needs.		Student Transportation Counts/Routing	Monthly	Route Data to transport students in given model	Increase or Decrease Routes to transport students	Students have access to learning
<b>Food Services/Meals:</b> On-site meal service, including nutrition staff, on and off-site meal delivery is provided and accessible for all students.	Plan and manage food service needs for district		Ongoing Needs Assessment	Monthly	Food Distribution Data	Ensure students in hybrid, in-person, and virtual have access to food	Student's Nutritional Needs are met so learning can happen

**Proposed Timeline**

A process to make this decision is described in the schedule below. This schedule is subject to change due to the fluid nature of COVID numbers and lack of predictability of virus spread.

- October 9      Surveys distributed to Families and Staff
- October 13    Meeting with Incident Command Team
- October 14    Survey Closes and Analysis of Results Begins
- October 19    Data is Reviewed by District Leadership
- October 20    Incident Command Team Reviews Data and Discusses Model Change
- October 22    Edina School Board Work Session-  
Model Change Decision (for Grades 1-5 only) Discussed by Edina School Board\*

*\*Hennepin County COVID numbers are not at the level Secondary is under the consideration for a different model right now.*



**Board Meeting Date:** 10/12/2020

**TITLE:** Early Learning Center Plan 2020-2021

**TYPE:** Report

**PRESENTER(S):** Valerie Burke, Community Education Director, and Leah Byrd, Co-Coordinator Edina Early Learning Center

**BACKGROUND:** Edina Public Schools has always supported and been a full partner with Community Education as we deliver Early Learning programs to children and their families. That support and partnership continues in the current Edina Public Schools 2020 - 2025 Strategic Plan. Our Early Learning team is excited about building upon a recognized program to serve our families in Edina.

**RECOMMENDATION:** None

**PRIMARY ISSUE(S) TO CONSIDER:** Learn about the District's 2020-2021 plans for the Edina Early Learning Center.

**ATTACHMENTS:**

1. Report (next page)

**Where we have been:**

Since Early Learning programs were introduced to our families in the early 1980s, Edina Public Schools has collaborated and supported our work. In 1985, Community Education opened the Edina Family Center with space on the first floor of the Edina Community Center. The space was donated to the program by Edina Public Schools. Since then, the program and its core components have thrived in Edina. Those core components are:

- Early Childhood Home Visiting (ECFE Home Visiting)
- Early Childhood Family Education Programs
  - (ECFE) programs are for children in the period of life from birth to kindergarten, for the parents and other relatives of these children, and for expectant parents. They provide:
    - Parent and child interaction time
    - Guided play for children
    - Parent discussion time
    - Sibling care
- Early Childhood Preschool Screening
- Early Childhood Special Education
  - Home-based, daycare and other natural settings for birth through three-year old children
  - Preschool, resource, center-based and integrated programs for students ages three to kindergarten entrance
- Preschool and pre-K instruction

During the next two decades, the Edina Family Center grew and thrived. During that time there was an explosion of research done locally and nationally on the value of high-quality early childhood programs. That research has indicated that the years from birth to age 5 are a critical period for developing the foundations for thinking, behaving and emotional well-being that can not only promote brain development but can have a future impact on economic development and can play a part in closing the achievement gap.

Fast forward to 2015, when as part of the Next Generation Strategic Plan, Edina Public Schools invested in updated Early Learning spaces as part of their 2015 building referendum. During the 2016-17 school year, the Edina Family Center transformed itself to become the Edina Early Learning Center (ELC). As part of the strategic plan, the ELC was tasked with the following primary actions to accomplish in the next four years:

- Provide a fully integrated program between ECSE and ELC preschool.
- Implement a model of assessment to inform families and staff of a learner's progress and create a common language of assessment between preschool and kindergarten staff.
- Expand Early Childhood Family Education classes to hours that may be more relevant to working families. Saturday and evening classes were offered so we could introduce more families to the joy of parent education and honor them as their child's first teacher.
- Support working families by offering an all-day pre-K option that includes wrap-around childcare

**Which brings us to where we are now:**

Our Early Learning staff has been an integral part of the 2020-2025 EPS strategic planning process, beginning with Strategy A: Academic Excellence, Growth and Readiness (to *provide a robust early childhood education*) all the way through Strategy E: Engage Parents, Schools and Community (to *build upon the robust community education opportunities and offerings for all learners' pre-K-Adult*).

Throughout the entire plan, pre-K-12 or E-12 language is built into the strategies. We are extremely grateful for both the trust and the partnership built into the plan.

**Short-term goals:**

We've begun fall 2020 a little smaller, but with all pieces of our core programming mentioned above moving forward. As a result of the pandemic, we've had to do things a little differently. Like our K-12 partners, all of our decisions have been based on the health and safety of our students, our staff and families and in collaboration with MDH, MDE and the Edina Public Schools health professionals.

Short-term goals for 2020-21:

- We are working with the Edina Public Schools Enrollment Office to get our Early Learning students and their families into our global district data system. Getting student and family data into Infinite Campus means that families will have access to the parent portal. This will allow us to upload family contact information, health forms and emergency contact information. This step will help our kindergarten staff get a better picture of incoming students who have attended ELC.
- We are in year three of our five-year Pyramid grant with the State of Minnesota. This training is for both ECSE staff and ELC staff and truly helps integrate their teaching practices. This fall we continue to utilize skills learned to focus on social emotional support for our birth through five population.
- We phased in our Early Childhood Family Education classes the week of September 21. This was a primary goal for us, and with the help of our health professionals and a very creative teacher who opened up an outdoor classroom space, we were able to launch these classes earlier than anticipated. We will continue to offer more ECFE classes as space and health and safety protocols permit.
- We will be phasing in our virtual and in-person stand-alone parent education discussions in mid-October. In-person parent education classes will be held in the evenings and/or on Saturdays.
- Now that MDE guidance is allowing school districts to re-open Early Childhood Screening, we have been working on the reopening of this service and are delighted to say that screening will begin in late October. We have a backload of incoming kindergartners to screen, so we will focus on them initially and then shift to screening three- and four-year-old students. Early Childhood Screening is a both a way to ensure students get connected to Edina Public Schools resources that are available if needed, and to introduce families with young children to the scope and options that an Edina Public Schools education can provide their children.

**Where do we want to go from here: Goals for the ELC 2020-2025**

- Working in partnership with our elementary building principals and our Teaching and Learning colleagues, we will continue to explore space options for preschool programming at our elementary schools. We believe this is both a recruitment and retention tool for our district and is a wonderful option for families in Edina. More study to come on this.
- We continue to strive to ensure that all families have access to all the programs and classes at the ELC. That involves a partnership with Edina Give and Go and leveraging resources from other community partners. We also have Pathway I and II scholarship funds to provide families as well School Readiness Aid. We have applied for Voluntary Preschool funding and hope to receive that in the future.
- Working with our colleagues in HR, we will review our staff hiring, recruitment and retention practices for ELC staff. Our goal is to create a staff that is more reflective of the students that attend the ELC.
- In partnership with our Edina Schools Communications colleagues, we are working on marketing and outreach materials that more effectively speak to our families about how the ELC is the gateway to an Edina Public Schools education.
- Building upon our partnership with the elementary school kindergarten teachers and Edina Schools Communications, we will create transition materials for those families going from the ELC to Edina Schools. Our goal is to make the transition a smooth one and to arm families with the tools they need to be successful with the transition.

None of these goals would be possible without the collaboration and partnership the Early Learning Center enjoys with our school partners. Together, we are ensuring the Vision and Mission of the Edina Schools.




# Early Learning Center Plan 2020-21






# Where we have been & Where we are now ?

- 
- The Edina Family Center opened in 1985. Opening began a strong collaborative partnership with the Edina Public schools
  - 2015 Referendum - expanded space for early learning - Edina Learning Center born!
  - Completed goals in 2016 Next Generation Strategic Plan
    - Provide a fully integrated program between ECSE and Early Ed preschool
    - Implement a model of assessment to inform families and staff of a learners progress and creates a common language with pre-K
    - Expand Early childhood family education classes to honor parents as first teachers & learn the joy of parenting - evening and Saturday options

## Short-term Goals for EPS 2020-2025 Strategic Plan: July - January 2020 - 21

- 
- Working with district enrollment office - Infinite Campus & Parent Portal
  - Begin to integrate ECSE students into our preschool classes during COVID
    - Focus on preschool curriculum and the Pyramid Model for social emotional support
  - As health and safety permit, adding Early Childhood Family Education classes - where parents and children learn and grow together
    - Parent Education classes begin virtually and in person
  - Reopening of Early Childhood Screening by late October. Focus on incoming kindergarteners initially and then shift to screening three and four year olds





# Where do we want to go? 2020-2025 Long-term goals for the Early Learning Center

- Continued alignment with Principals on space options for preschool programming at our elementary schools
- Provide financial assistance to families - access for all
  - Partnership with Edina Give and Go
  - School Readiness aide, and Pathway 1 & 11 scholarships
- Review our staff hiring practices - create a staff that is more reflective of the students that come to the ELC
- Partner with EPS communications staff to more effectively market the ELC as the gateway to an Edina Public Schools education
- Build upon our partnership with kindergarten teachers and EPS communications to create transition materials for those going from the ELC to EPS



**Board Meeting Date:** 10/12/2020

**TITLE:** Policy Review (Rapid)

**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. They have minimal or no changes.

- Policy 418 – Alcohol and Drug-Free Workplace
- Policy 622 – Copyright

**RECOMMENDATION:** Review the suggested policy modifications.

**ATTACHMENTS:**

1. Policy 418 – Alcohol and Drug-Free Workplace
2. Policy 622 – Copyright

## Personnel

### Alcohol- and Drug-Free Environment~~Workplace/School~~

#### I. Purpose

Recognizing that the health and well-being of employees and students ~~are vitally important~~are important, the school district strives to provide an environment free from the use of alcohol, toxic substances, medical cannabis, and controlled substances ~~without a physician's prescription~~.

#### II. General Statement of Policy

- A. Use or possession of controlled substances, toxic substances, medical cannabis, and alcohol before, during, or after school hours, ~~at school or in any other school location~~on district property, is prohibited as general policy. Paraphernalia associated with controlled substances ~~are~~is prohibited.
- B. A violation of this policy occurs when ~~any~~ student, ~~employee teacher, administrator, other school district personnel~~, or member of the public uses or possesses alcohol, toxic substances, controlled substances, or medical cannabis ~~in any school location~~on district property.
- C. The district ~~takes will act to enforce this policy and to discipline or take appropriate action~~ against any student, ~~teacher, administrator, school personnel~~employee, or member of the public who violates this policy.

#### III. Definitions

- A. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- C. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; or (4) any other method, excluding smoking, approved by the state ~~e~~commissioner of health.
- D. "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.

- E. "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.
- F. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- G. "~~District property~~School location" includes any district school-building or on any school-district premises; in any ~~school-district~~-owned vehicle or in any other district-school-approved vehicle used to transport students to and from school or district-school activities; off-~~district-school~~ property at any district-school-sponsored or district-school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time ~~such an~~ employee is supervising students on behalf of the school district or otherwise engaged in ~~school~~-district business.

#### IV. Exceptions

- A. A violation of this policy does not occur when a person brings onto a district school-location, for ~~that~~such person's own use, a controlled substance, except medical cannabis, which has a currently accepted medical use in treatment in the United States and the person has a physician's health care provider's prescription for the substance. The person will comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minn. Stat. § 624.701, Subd. 1a (i.e. experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

#### V. Employees

- A. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant will abide by the terms of this policy and will notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than ~~five (5)~~ calendar days after such conviction. Conviction means a finding of guilt, ~~including a plea of nolo contendere,~~ or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
- B. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the ~~school board~~district.

- C. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the ~~school~~ district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by ~~the the~~ district school board.
- D. Sanctions against employees, including nonrenewal, suspension, termination, or discharge will be pursuant to and in accordance with applicable statutory authority, any applicable collective bargaining agreements, and school district policies.
- E. Employees who have a prescription from a health care provider ~~physician~~ for medical treatment with a controlled substance, except medical cannabis, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- F. Employees are subject to the ~~school~~ district's drug and alcohol testing policies and procedures.
- G. Each employee will be provided ~~with written~~ notice of this policy Drug-Free Workplace/Drug-Free School policy ~~and will be required to acknowledge that he or she has received the policy.~~

## VI. Transportation Employees

- A. The district adheres to the mandated provisions of the federal Omnibus Transportation Employee Testing Act of 1991 ("OTETA"). All persons subject to commercial driver's license requirements will be tested for controlled substances and alcohol pursuant to federal law. In general, a commercial driver may be tested:
  - 1. Upon reasonable suspicion by the school district;
  - 2. In accordance with random testing procedures;
  - 3. Post-accident; and
  - 4. Upon a request to return to duty after a violation of this policy;

In addition, all persons who apply for a position where job duties include operating a commercial motor vehicle will be required to submit to a drug and alcohol test if a job offer is made by the school district.

### B. Refusal to Submit to Testing

A commercial driver or driver applicant may refuse to submit to controlled substances and alcohol testing. Refusal to submit to such test subjects the commercial driver or applicant to the consequences specified in OTETA and

other applicable federal law. In addition, a refusal to submit to testing establishes a presumption that the commercial driver or applicant would test positive if a test were conducted. This positive assumption makes the commercial driver or applicant subject to discipline or disqualification under this policy.

#### C. Consequences

A commercial driver who tests positive with a verified confirmation test or otherwise found in violation of this policy or OTETA will be subject to discipline, including possible discharge, in accordance with any applicable collective bargaining agreement. Nothing in this policy limits or restricts the right of the school district to discipline or discharge a commercial driver for conduct that not only constitutes prohibited conduct under this policy but also violates the school district's other rules or policies.

A commercial driver or applicant with a confirmed positive test result may request a confirming retest. This retest is at the expense of the commercial driver or applicant.

- D. The supervisor of transportation/designee will provide training and materials to commercial drivers in accordance with OTETA.

#### VII. Student

- A. Students who have a prescription from a physician health care provider for medical treatment with a controlled substance, except medical cannabis, must comply with the school district's student medication policy.
- B. A student who violates ~~the terms of~~ this policy will be subject to discipline in accordance with the ~~school~~ district's discipline policy. ~~Such~~ Discipline may include suspension or expulsion from school.
- C. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.

#### VIII. Community Responsibilities

- A. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.
- B. ~~MA members~~ of the public who violates this policy will be informed of the policy and asked to leave district property. If necessary, law enforcement officials will be notified and asked to provide an escort.
- C. No person is permitted to possess or use medical cannabis on- district property ~~school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility.~~



- D. Possession of alcohol on ~~school grounds~~district property pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, will be by written permission of ~~the the superintendent only, school board only. The applicant will apply for permission in writing and will follow the school board procedures for placing an item on the agenda.~~

Legal References:

20 U.S.C. § 7101-7165 (Safe and Drug-Free Schools and Communities Act)  
21 U.S.C. § 812 (Schedules of Controlled Substances)  
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)  
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)  
34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace)  
49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)  
49 U.S.C. § 521(b) (Civil and Criminal Penalties for Violations)  
49 C.F.R. Parts 40 and 382 (Department of Transportation Rules Implementing Omnibus Transportation Employee Testing Act of 1991)  
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)  
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)  
Minn. Stat. § 181.950-181.957 (Drug and Alcohol Testing in the Workplace)  
Minn. Stat. § 221.031, subd. 10 (Motor Carrier Rules)  
~~Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)~~  
~~Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)~~  
Minn. Stat. § 609.684 (Sale of Toxic Substances to Children; Abuse of Toxic Substances)  
Minn. Stat. § 624.701 (Alcohol Liquor in Certain Buildings or Grounds)  
Belde v. Ferguson Enterprises, Inc., 460 F.3d 976 (8th Cir. 2006)

Cross Reference:

Policy 403 (Discipline, Suspension and Dismissal of School District Employees)  
Policy 632 (Chemical Use and Abuse)  
Policy 506 (Student Discipline)  
Policy 516 (Student Medication)

Policy

adopted: 10/20/08  
amended: 02/23/09  
Revised: 07/15/13  
Revised: 10/24/16

INDEPENDENT SCHOOL DISTRICT 273  
Edina, Minnesota



## Education Programs

### Copyright Policy

#### I. Purpose

This policy ~~sets forth~~describes the responsibilities of employees and students with respect to the use of copyrighted material.

#### II. General Statement of Policy

The school district ~~and its employee will operate in full compliance~~comply with the provisions of ~~current~~ copyright laws ~~and congressional guidelines~~. Employees ~~are to~~must adhere to all provisions ~~of Title 17 of the United States Code, entitled "Copyrights," and other relevant federal legislation and guidelines~~copyright law related to the duplication, retention and use of copyrighted materials.

#### III. Responsibilities

- A. Guidelines for the use of copyrighted materials will be readily available from media specialists and/or from the district media and technology services department, as well as maintained on the district website.
- B. All ~~district school~~ employees will have access to the policy ~~and be educated about its implementation~~. The copyright law in its entirety is available for reference through the district media and technology services department.
- C. Unlawful copies of copyrighted materials may not be produced on district-owned equipment.
- D. Unlawful copies of copyrighted materials may not be used with district-owned equipment, ~~within on~~ district ~~property-owned facilities~~, or at district-sponsored functions.
- E. The ~~district's~~ legal and insurance protection ~~of the district~~ will not be extended to employees who unlawfully ~~copy and~~ use copyrighted materials.
- F. Employees who ~~make copies and/or~~ use copyrighted materials in their jobs are expected to be familiar with published provisions regarding fair use, public display and ~~computer technological use~~ guidelines. Employees may contact the district media and technology department with questions. Employees are ~~further~~ expected to be able to provide their supervisor, upon request, the justification based on fair use, public display or technological use ~~computer~~ guidelines, as specified in copyright law.

G. Employees who use copyrighted materials that do not fall within fair use, public display or ~~computer~~technological use guidelines, must be able to substantiate that the materials meet one of the following tests:

1. The materials have been purchased from an authorized vendor by the employee or the district and a record of the purchase exists.
2. The materials are copies covered by a licensing agreement between the copyright owner and the employee or the district.
3. The materials are being previewed or demonstrated by the user to reach a decision about future purchase or licensing and a valid agreement exists that allows for such use.

Questions regarding the application of the test should be directed to the district's media and technology department.

Policy  
adopted: 8/17/09  
revised: 7/20/15

INDEPENDENT SCHOOL DISTRICT 273  
Edina, Minnesota



**Board Meeting Date:** 10/12/2020

**TITLE:** Policy Review

**TYPE:** Discussion

**PRESENTER(S):** Board Policy Committee

**BACKGROUND:** The following policies have been reviewed with an eye toward clarity, District practice, and alignment with State and Federal statutes. Policies 411 and 412 are being recommended for rescission as unnecessary and confusing. Both a tracked changes version and accepted revisions version of Policy 808 are included for easier review.

- Policy 411 – Hiring Procedures (RESCIND)
- Policy 412 – Resignation, Layoff, Termination or Nonrenewal of Employee (RESCIND)
- Policy 419 – Tobacco-Free Environment
- Policy 421 – Gifts to Employees
- Policy 808 – Naming Rights

**RECOMMENDATION:** Review the suggested policy recommendations.

**ATTACHMENTS:**

1. Policy 411 – Hiring Procedures (RESCIND)
2. Policy 412 – Resignation, Layoff, Termination or Nonrenewal of Employee (RESCIND)
3. Policy 419 – Tobacco-Free Environment
4. Policy 421 – Gifts to Employees
5. Policy 808 – Naming Rights (accepted revisions version and tracked changes version)

## Personnel

### Hiring Procedures

#### ~~I. Purpose~~

~~This policy outlines the school district's employment procedures including recruiting, posting, selecting, and hiring of employees.~~

#### ~~II. General Statement of Policy~~

~~The school district recognizes the ultimate quality of the educational program of the district is the result of the quality of employees who provide these services. The district is committed to attracting, employing, and retaining quality individuals to serve the community and implement the district's mission~~

#### ~~III. Job Posting and Recruitment~~

- ~~A. Employment inquiries will be handled by the human resources department.~~
- ~~B. Job postings for new positions must receive the approval of the human resources department. Building administrators or department supervisors must submit requests to post vacant positions to the human resources department.~~
- ~~C. All job postings will state that the school district is an equal opportunity employer.~~
- ~~D. Notification of all job openings will be posted for at least five days on the district's website unless specified differently in a negotiated labor agreement.~~
- ~~E. Notification for position vacancies may be forwarded to employment agencies, colleges, universities, employment service providers, newspapers, internet web sites and other media as appropriate for the position. The human resources department may also participate in employment fairs. The depth of recruitment will depend on the specific job posting and the identification of a strong candidate pool.~~
- ~~F. All applications will be kept by the human resources department for one year.~~

#### ~~IV. Job Interviewing and Hiring Process~~

- ~~A. The human resources department will coordinate with building administrators or department supervisors to determine the qualifications required for a position.~~

~~The qualifications may include licensure, experience, education, training and the district's needs.~~

- ~~B. The human resources department will process applications of all candidates for employment.~~
- ~~C. The building administrators or department supervisors will coordinate the review and identification of candidates to be interviewed.~~
- ~~D. The building administrators or department supervisors will coordinate the candidate interview process and timeline. This coordination includes adherence to the Veterans' Preference Act for selecting candidates to interview for applicable positions. This coordination also includes determining the membership of the interview team. The interviewing team may include board members, administrators, employees, parents, students, and/or community members. The interviewing team is advisory to the building administrators or department supervisors.~~
- ~~E. The building administrators or department supervisors will be responsible for checking a candidate's references and verifying employment experience.~~
- ~~F. The building administrators or department supervisors will collaborate with the human resources department in recommending a candidate for employment. The building administrators or department supervisors will complete the Authorization to Hire and Supervisor's Verification forms and submit these forms to the human resources department. The Authorization to Hire will also be approved by the director of business services for transportation and custodial candidates, by the director of special services for special services' candidates, by the building principal for activities' candidates, and by the director of community education services for community education candidates.~~
- ~~G. The human resources department will complete necessary background checks, and verify the candidate's licensure. Licensed candidates must provide their license to the human resources department.~~
- ~~H. After receiving the building administrator's or department supervisor's recommendation, the human resources department will contact the candidate to set up an appointment to process the necessary employment forms. The human resources department will prepare the candidate's recommendation for employment to be presented to the school board for approval.~~
- ~~I. The human resources department will coordinate arrangements seeking acceptance of the selected candidate that may include salary, benefits, a signed agreement between the candidate and employer, and an employment start date.~~
- ~~J. The building administrators or department supervisors will inform all non-selected, interviewed candidates of the status of the employment search.~~

~~K. The school board will approve employment for all regular full-time and part-time employees.~~

~~V. New Employees~~

~~A. The human resources department will notify the business office of all new employees and their status.~~

~~B. The human resources department will provide new employees with necessary personnel information.~~

~~VI. Substitute Employees~~

~~A. Substitute employees are employees who complete job responsibilities on a short-term basis. The district administration will approve employment of substitute employees.~~

~~B. The school district will advertise as needed for substitute employees. All candidates must meet any applicable licensure requirements, and complete the required application process, including a background check.~~

~~C. The human resources department will maintain a current substitute candidate pool. The district reserves the right to determine the selection process for hiring a candidate for a substitute position.~~

~~VII. Seasonal and Casual Employees~~

~~A. A seasonal employee is an employee who is not employed over 67 days in a calendar year or 100 days in a calendar year if a full-time student. A seasonal employee may include employees teaching community education class offerings and coaches. The district administration will approve employment of seasonal employees.~~

~~B. A casual employee is a part-time employee who either is not assigned more than (1) 14 hours per week or (2) 35 percent of the normal work week of an employee within the associated bargaining unit. A casual employee may include employees teaching community education class offerings and coaches. The district administration will approve employment of casual employees.~~

~~C. Building administrators or department supervisors and the human resources department will collaborate on the interview and hiring process for seasonal and casual employees. All candidates must meet any applicable licensure requirements, and complete the required application process, including a background check.~~

## ~~VIII. Lead Activity Positions~~

~~The activities director and building principal will collaborate on the interview and hiring process. All candidates must complete the required application process, including required background checks, and must meet any licensure requirements.~~

## ~~IX. Non-lead Activity Positions~~

~~The activities director and appropriate district staff will collaborate on the interview and hiring process. The activities director will recommend selected candidates to the human resources department. These non-lead activity positions are appointed on a yearly basis. All candidates must complete the required application process, including required background checks, and must meet any licensure requirements.~~

## ~~X. Training of New Employees~~

~~The school district recognizes the success of a new employee's performance is based on a combination of previous experience and training, on the job experience, and training and support from the district. The district is committed to providing training for new employees as well as identifying employee support networks and mentorship opportunities. This training will continue in the employee's early years in the district.~~

## ~~XI. Terms and Conditions of Employment~~

~~The school district negotiates labor agreements and policies for various employee groups and bargaining units. In accordance with the Public Employment Labor Relations Act of 1971, copies of all agreements and policies are maintained in the district human resources office.~~

### ~~Cross References:~~

~~Policy 401 (Equal Employment Opportunity)  
Policy 402 (Disability Nondiscrimination)  
Policy 404 (Employment Background Checks)  
Policy 405 (Veterans Preference Act)  
Policy 424 (License Status)  
Policy 425 (Staff Development)~~

Policy \_\_\_\_\_ INDEPENDENT SCHOOL DISTRICT 273  
adopted: 10/20/08 \_\_\_\_\_ Edina, Minnesota  
amended: 2/23/09 \_\_\_\_\_  
Revised: 6/24/13 \_\_\_\_\_  
Revised: 7/18/16 \_\_\_\_\_

## Personnel

### ~~Resignation, Layoff, Termination or Nonrenewal of Employee~~

#### ~~I. Purpose~~

~~This policy defines the process for addressing resignation, termination or nonrenewal of a school district employee.~~

#### ~~II. General Statement of Policy~~

~~The school district follows the procedures outlined in district policy and in the terms of work agreements in employee resignations, terminations or non-renewals.~~

#### ~~III. Resignation Procedures~~

~~A. All employees who desire to resign from a position must send written notification of their decision to the human resources department, directed to the attention of the human resources director.~~

~~B. A licensed employee is required to complete his or her yearly obligation prior to resigning from a position unless a suitable replacement can be found or other arrangements have been approved by the school board.~~

~~— A licensed employee who resigns after August 1, but prior to the start of the school year, may have his or her resignation delayed by the school district until a suitable replacement can be found.~~

~~C. A non-licensed employee is required to give a 10 working-day notice of resignation.~~

~~D. The district reserves the right to negotiate a mutual stop date for any employee who is seeking a resignation during the school year.~~

#### ~~IV. Layoff Procedures~~

~~A. The school district will follow layoff procedures outlined in the terms of applicable work agreements for non-probationary employees.~~

~~B. Nothing in this policy requires the district to engage in layoff procedures in lieu of termination procedures for employees not covered by layoff procedures in work agreements.~~



## ~~V. Termination or Nonrenewal of Employee~~

- ~~A. The school district will abide by Minnesota law and employee work agreements when a decision is made to terminate or non-renew an employee.~~
- ~~B. The superintendent or designee will make the termination or nonrenewal recommendation to the school board for board action.~~
- ~~C. The district retains the right to immediately discipline, terminate or discharge an employee as appropriate, subject to relevant governing law and collective bargaining agreements if applicable.~~

Policy \_\_\_\_\_ INDEPENDENT SCHOOL DISTRICT 273  
adopted: 1/26/09 \_\_\_\_\_ Edina, Minnesota  
amended: 7/20/09 \_\_\_\_\_  
Revised: 7/15/13 \_\_\_\_\_  
Reviewed: 7/18/16 \_\_\_\_\_

## Personnel

### Tobacco-Free Environment

#### I. Purpose

Recognizing that the health and well-being of employees and students are vitally important, the school district strives to provide a tobacco-free environment.

#### II. General Statement of Policy

- A. The school district will be free from tobacco, ~~non-prescribed controlled substance and alcohol~~ use. ~~No staff member, student or member of the community will use tobacco or use, possess or be under the influence of alcohol or a non-prescribed controlled substance while on district property. The district will act to enforce this policy against those members of the staff, students and community who are in violation of this policy.~~
- B. A violation of this policy occurs when any student, ~~teacher, administrator, other school personnel~~ district employee of the school district, or ~~community member~~ person smokes ~~or~~ uses tobacco, tobacco-related devices, or electronic cigarettes ~~in on district property a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all district property and all off-campus events sponsored by the district.~~
- C. A violation of this policy occurs when any ~~district elementary school, middle school, or secondary school~~ student possesses any type of tobacco, tobacco-related device, or electronic cigarette ~~in a public school on district property. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.~~
- D. The ~~school~~ district will ~~act to~~ enforce this policy ~~and to discipline or take by~~ taking appropriate action against any student, ~~employee teacher, administrator, school personnel~~, or person who is found to have violated this policy.
- E. The ~~school~~ district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, devices, or electronic cigarettes. The ~~school~~ district will not promote or allow promotion of tobacco products or e-

cigarettes on school property or at school-sponsored events.

### III. ~~Tobacco and Tobacco-Related Devices~~ Definitions

A. A. “District property” includes any district building or on any district premises; in any district-owned vehicle or in any other district-approved vehicle; at district activities; off-district property at any district-sponsored or district-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time an employee is supervising students on behalf of the school district or otherwise engaged in district business.

#### A.B.

Electronic cigarette” means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance, and the use or inhalation of which simulates smoking. The term will include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.

C. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.

D. “Tobacco-related devices” ~~means~~ includes but is not limited to items like cigarette papers or pipes for smoking.

E. “Smoking” means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation and the use of electronic cigarettes, including the inhaling and exhaling of vapor from any electronic delivery device.

### IV. Exception

A. This policy does not prohibit the lighting of tobacco by an adult smoking by a who is a member of an Indian tribe ~~Native American~~ as part of a traditional ~~Native American~~ Indian spiritual or cultural ceremony. For purposes of this section, a ~~Native American~~ member of an Indian tribe is ~~a person who is a member of an Indian tribe as~~ defined in Minnesota law, Minn. Stat. § 260.755.

B. A violation of this policy does not occur when an adult non-student possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale-use as a tobacco cessation product, as a

tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

#### V. Enforcement

- A. All ~~persons~~ individuals on ~~district property~~ school premises will adhere to this policy.
- B. Students who violate this tobacco-free policy will be subject to school district discipline procedures.
- C. ~~School district administrators and other school personnel~~ Employees who violate this tobacco-free policy will be subject to ~~school~~ district discipline procedures.
- ~~D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.~~
- E. ~~D.~~ Persons who violate this tobacco-free policy may be referred to the building administration ~~or other school district supervisory personnel responsible for the area or program at which the violation occurred.~~
- F. ~~E.~~ School District administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the ~~Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007~~ state law and is a petty misdemeanor. ~~A court injunction may be instituted against a repeated violator.~~
- G. No persons will be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by ~~the Freedom to Breathe Act of 2007 or other~~ state law.

#### VI. Dissemination of Policy

- ~~A.~~ This policy will ~~appear~~ be summarized in the student handbook.
- ~~B.~~ ~~The school district will develop a method of discussing this policy with students and employees.~~

#### Legal Reference:

Minn. Stat. §§ 144.411-144.412 (Clean Indoor Air Act)

Minn. Stat. § 609.685 (Sale of Tobacco to Children)

~~2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)~~

Cross Reference:

~~Policy 403 (Discipline, Suspension and Dismissal of School District Employees)~~

Policy 506 (Student Discipline)

Policy

adopted: 10/20/08

amended: 08/23/10

Revised: 07/15/13

Revised: 11/18/13

Revised: 10/24/16

Revised: 1/30/17

INDEPENDENT SCHOOL DISTRICT 273

Edina, Minnesota

## Personnel

### Gifts to Employees and School Board Members

#### I. Purpose

This policy provides guidance with respect to gifts given to school district employees to avoid the appearance of impropriety or conflict of interest.

#### II. General Statement of Policy

- A. The school district recognizes that students, parents and others may wish to show appreciation to school district employees. The district, however, discourages gift giving to employees, and encourages appreciation letters and notes or small tokens of gratitude.
- B. An employee may not solicit, accept or receive, either by direct or indirect means, a gift from a student, parent or other individual or organization of greater than limited value.
- C. An employee may not solicit, accept or receive a gift from a person or entity doing business with or seeking to do business with the school district. An employee may accept an item of limited value of a promotional or public relations nature. The superintendent has discretion to determine what value is "limited."
- D. Teachers may accept free samples of textbooks and related teaching materials from publishers.
- E. This policy applies only to gifts given to employees where the donor's relationship with the employee arises out of the employee's employment with the school district. It does not apply to gifts given to employees by personal friends, family members, other employees or others unconnected to the employee's employment with the district.
- F. An interested person may not give a gift, or request another to give a gift, to a local official, and a local official may not accept a gift from an interested person, unless permitted by Minnesota Statute §10A.071 or §471.895 subd.3.

#### III. Definitions

- A. "Gift" means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment, that is given without something of equal or greater value being received in return.

B. "Interested person" means a person or representative of a person or association who has a direct financial interest in a decision that a local official is authorized to make.

C. "Local official" means an elected or appointed member of a school board, a school superintendent, a school principal, or a district school officer of any independent school district.

D. "Financial interest" means any ownership in or control of an asset that has the potential to produces a monetary return.

#### IV. Violations

A local official or district employee who violates the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination.

#### Legal References:

Minn. Stat. § 10A.07 (Conflicts of Interest)

Minn. Stat. § 10A.071 (Prohibition of Gifts)

Minn. Stat. § 15.43 (Acceptance of Advantage by State Employee; Penalty)

Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

#### Cross References:

Policy 209 (Code of Ethics)

Policy 210 (Conflict of Interest – School Board Members)

Policy 306 (Administrator Code of Ethics)

#### Policy

adopted: 10/20/08

amended: 7/19/10

revised: 8/19/13

revised: 12/15/14

reviewed: 9/26/16

INDEPENDENT SCHOOL DISTRICT 273

Edina, Minnesota

## **Buildings and Sites**

### **Naming Facilities and Educational Programs**

#### **I. Purpose**

This policy establishes the criteria and procedures for naming school district facilities and educational programs.

#### **II. General Statement of Policy**

The school district recognizes the importance and significance of naming school district facilities and educational programs. The district will follow policy procedures when reviewing and acting upon all nominations. The school board may elect (1) to name facilities or educational programs in recognition of individuals who have attained achievements of extraordinary and lasting distinction or (2) to enter into contracts to lease naming rights with a sponsoring agent in order to generate alternative sources of revenue for the district.

#### **III. Definitions**

- A. "Facilities" are school district-owned buildings, properties and structures, including but not limited to spaces within buildings, outdoor fields, streets, and other areas.
- B. "Educational programs" are district-approved learning opportunities that support a specific need or learning goal.
- C. "Naming in recognition" is naming a facility or education program in recognition of individuals who have attained achievements of extraordinary and lasting distinction.
- D. "Specific naming agreement" is a contract entered into to lease naming rights with a sponsoring agent in order to generate alternative source of revenue for the district.

#### **IV. Authority**

The school board exercises approval authority for naming all facilities.

#### **V. Procedures for Naming District Property**

- A. The superintendent will forward to the school board, a facility for which a name is sought to be established.



- B. At the direction of the school board, the board may request that the superintendent convene a committee to study the potential names and make a recommendation. In the circumstance of a newly constructed facility, the school board will direct the superintendent or designee to establish such committee.
- C. If a committee is established, the superintendent or designee will be charged with the responsibility of determining a process for soliciting and evaluating names. The superintendent will make the final recommendation to the school board for approval. The superintendent will supply the school board with a history of the name recommendation and rationale to support recommendation.
- D. If a committee is not established, the superintendent may make a recommendation to the school board for approval. The superintendent will supply the school board with a history of the name recommendation and rationale to support recommendation.

## VI. Naming Processes and Criteria

### A. Naming in Recognition

The school district may name a facility or educational program to recognize outstanding contributions to the district. Naming in recognition for such contributions is at the district's discretion and in support of its mission. When naming a facility or educational program after an individual, consideration will be given to persons who have significance to students, employees and/or the community. Except in unusual circumstances or for compelling reasons, individual names to be considered should be individuals who are deceased. One of the following criteria must be met for naming in recognition:

1. Recognition of outstanding service to the district while serving in an employment capacity or outstanding service to the Edina community; or
2. Recognition of the achievements of distinguished alumni; or
3. Recognition of a generous financial or other contribution from a donor through a donation, bequest, or sponsorship. that was not made in exchange for naming a facility or space.

### B. Specific Naming Agreement

1. The district recognizes that circumstances exist when the district may enter into an agreement for the specific naming of a facility in exchange for a financial or other contribution to the district. Specific naming rights will not be granted to educational programs. Specific naming agreements must be in writing.
2. The superintendent decides the monetary valuation prior to entering into a specific naming agreement in consultation with the director of business

services who may take advice from such persons or other professionals, as needed. Each case should consider market comparisons for naming rights for which professional advice may be sought.

### 3. Transferability and Renewability

If a name is granted by a specific naming agreement, those rights may be transferred or renewed if and as permitted by the written agreement.

### 4. Limit of Specific Naming Agreement Rights

#### a. On the Part of the District

The district's right to use the name and other brand elements of the named party is permitted by the express agreement with the named party.

#### b. On the Part of the Named Party

The party after whom a facility or space is named has no decision-making rights as to the facility's purpose unless specifically provided for in the written agreement between the parties. The district will not agree to any condition in an agreement that could unnecessarily limit progress toward the district's mission and purpose, statutory obligation, or the school board's authority. The named party has no liability with respect to that facility or space unless provided for in a contract between the parties.

### 5. Termination of Specific Naming Agreements

In addition to any remedies for breach of the written agreement granting naming rights, the parties may terminate a specific naming rights agreement in advance of the scheduled termination date under the following conditions:

#### a. Termination by the District

The district reserves the right, at its sole discretion, to terminate the naming rights without refund of consideration, prior to the scheduled termination date, should it feel it is necessary to do so to avoid the district being brought into disrepute, as determined by the district.

#### b. Termination by the Named Party

The named party may, without refund of consideration, at its sole discretion, terminate its acceptance of the naming rights prior to the scheduled termination date, in the event that the district directly brings the named party into disrepute.

### C. Specific Naming Agreements and Naming in Recognition

1. In naming all facilities, spaces, or specific educational programs, due regard will be taken to maintain an appropriate balance between commercial considerations and the role that names of facilities, spaces and educational programs contribute to the school district's mission.
2. The role played by the name of a facility, space or education program in assisting employees, students and visitors to orient themselves is recognized.
3. Names must always be consistent with the district's mission and vision.
4. The long-term effects of the name must be considered.
5. The department/school affected by the name to be granted must be consulted before any decision is made.
6. The district will not name a facility, space or educational program without the informed consent of the named party.
7. The district retains all rights to discontinue any name to avoid the district being brought into disrepute, as determined by the district.

Policy  
adopted: 4/12/10  
Revised: 11/18/13  
Revised: 7/21/14  
Revised: 5/15/17

INDEPENDENT SCHOOL DISTRICT 273  
Edina, Minnesota

## Buildings and Sites

### Naming Facilities and Educational Programs

#### I. Purpose

This policy establishes the criteria and procedures for naming school district facilities and educational programs.

#### II. General Statement of Policy

The school district recognizes the importance and significance of naming school district facilities and educational programs. The district will follow policy procedures when reviewing and acting upon all nominations. ~~Facilities are district-owned buildings and properties and include spaces within buildings as well as outdoor fields, streets and areas. Educational programs are district-approved learning opportunities that support a specific need or learning goal identified by the district.~~ The school board may elect (1) to name facilities or educational programs in recognition of individuals who have attained achievements of extraordinary and lasting distinction or (2) to enter into contracts to lease naming rights with a sponsoring agent in order to generate alternative sources of revenue for the district.

#### III. Definitions

- A. "Facilities" are school district-owned buildings, properties and structures, including but not limited to spaces within buildings, outdoor fields, streets, and other areas.
- B. "Educational programs" are district-approved learning opportunities that support a specific need or learning goal.
- C. "Naming in recognition" is naming a facility or education program in recognition of individuals who have attained achievements of extraordinary and lasting distinction.
- D. "Specific naming agreement" is a contract entered into to lease naming rights with a sponsoring agent in order to generate alternative source of revenue for the district.

~~A.—~~

#### IV. Authority

The school board exercises approval authority for naming all facilities.

#### ~~III. New or Existing Facility Names~~

## V. Procedures for Naming District Property

- A. The superintendent will forward to the school board, a facility for which a name is sought to be established.
- B. At the direction of the school board, the board may request that the superintendent convene a committee to study the potential names and make a recommendation. In the circumstance of a newly constructed facility, the school board will direct the superintendent or designee to establish such committee.
- C. If a committee is established, the superintendent or designee will be charged with the responsibility of determining a process for soliciting and evaluating names. The superintendent will make the final recommendation to the school board for approval. The superintendent will supply the school board with a history of the name recommendation and rationale to support recommendation.
- D. If a committee is not established, the superintendent may make a recommendation to the school board for approval. The superintendent will supply the school board with a history of the name recommendation and rationale to support recommendation.

### A. New Names

~~When a new facility is acquired or constructed, or when an existing space is named for the first time, the school board will appoint a committee consisting of community members, students and employees to recommend appropriate names for the new facility. Following the procedures outlined in this policy, the committee will provide two or three possible names to the superintendent who will make a recommendation to the school board for consideration. The possible names will be included in the minutes. The school board will make the final decision on the name of any district facility in accordance with the guidelines in this policy.~~

### B. Name Changes

~~Once a facility or space is named, that name will remain with the facility or space unless changed or removed by the school board. Names will be changed using the same process outlined above. Names may be changed when the specific program or theme for which the facility was named changes, when the current name no longer supports the objective of the facility, or due to additions or renovations to an existing facility. Names may be removed at the discretion of the school board.~~

## †VI. Naming of FacilitiesProcesses and Criteria

### A. Naming in Recognition

The school district may name a facility or educational program space to recognize outstanding contributions to the district. -Naming in recognition for such contributions is at the district's discretion and in support of its mission. When naming a facility or educational program or space after an individual, consideration will be given to persons who have significance to students, employees and/or the community. Except in unusual circumstances or for compelling reasons, individual names to be considered should be individuals who are deceased. One of the following criteria must be met for naming in recognition ~~under this paragraph~~:

1. Recognition of outstanding service to the district while serving in an academic or administrative employment capacity or outstanding service to the Edina community; or
2. Recognition of the achievements of distinguished alumni; or
3. Recognition of a generous financial or other contribution from a donor through a ~~(be it by way of~~ donation, bequest, or sponsorship, ~~etc.)~~ that was not made in exchange for naming a facility or space.

#### B. Specific Naming Agreement

1. The ~~school~~ district recognizes that circumstances exist when the district may enter into an agreement for the specific naming of a facility ~~or space~~ in exchange for a ~~specific~~ financial or other contribution to the district. Specific naming rights will not be granted to educational programs. Specific naming agreements ~~All such agreements~~ must be in writing.

2. D. The superintendent will decide the monetary valuation prior to entering into a specific naming agreement of each naming right after receiving a recommendation from in consultation with the director of business services who may take advice from such persons or other professionals, as needed. Each case should take into account consider market comparisons for naming rights for which professional advice may be sought.

#### 3. Transferability and Renewability

If a name is granted by a written specific naming agreement, those rights may be transferred or renewed if and as permitted by the written agreement. ~~Other naming rights are not transferable or renewable.~~

#### 43. Limit of Specific Naming Agreement Rights

##### a. On the Part of the District

The district's right to use the name and other brand elements of the named party is permitted by the express agreement with the named

party.

b. On the Part of the Named Party

The party after whom a facility or space is named has no decision-making rights as to the facility's purpose ~~of the facility or space~~ unless specifically provided for in the written agreement between the parties. The district will not agree to any condition in an agreement that could unnecessarily limit progress toward the district's mission and purpose, statutory obligation, or the school board's local authority ~~of the school board~~. ~~In turn, t~~The named party has no liability with respect to that facility or space unless provided for in a ~~specific~~ contract between the parties. ~~Any such limits must be included in any naming rights' agreement.~~

54. Termination of Specific Naming Rights Agreements

In addition to any remedies for breach of the written agreement granting naming rights, the parties may terminate a specific naming rights agreement in advance of the scheduled termination date under the following conditions:

a. Termination by the District

The district reserves the right, at its sole discretion, to terminate the naming rights without refund of consideration, prior to the scheduled termination date, should it feel it is necessary to do so to avoid the district being brought into disrepute, as determined by the district.

b. Termination by the Named Party

The named party may, without refund of consideration, at its sole discretion, terminate its acceptance of the naming rights prior to the scheduled termination date, in the event that the district directly brings the named party into disrepute.

C. Specific Naming Agreements and Naming in Recognition

~~V. Naming of Educational Programs~~

~~A. Naming in Recognition~~

~~The district may name an educational program to recognize outstanding contributions to the district. Naming in recognition for such contributions is at the district's discretion and in support of its mission. When naming a specific program after an individual, organization or company, the following criteria must be met for naming in recognition under this paragraph:~~

- ~~1. Recognition of a generous financial or other contribution from a donor (be it by way of donation, bequest, sponsorship, etc.) that was made to support a specific educational program.~~
- ~~2. Commitment of the donor to support the financial commitment of the specific educational program for the term of the program's operation in the district. The district may extend the donor's name beyond the contribution if noted in the agreement.~~

## ~~B. Specific Naming Agreements~~

- ~~1. The school district will enter into an agreement for the specific naming of an educational program in exchange for a specific financial or other contribution to the district. All such agreements must be in writing.~~

### ~~2. Transferability and Renewability~~

~~If a name is granted by a written agreement, those rights may be transferred or renewed as permitted by the written agreement. Other naming rights are not transferable or renewable.~~

### ~~3. Limit of Naming Rights~~

#### ~~a. On the Part of the District~~

~~The district's right to use the name and other brand elements of the named party is permitted by express agreement with the named party.~~

#### ~~b. On the Part of the Named Party~~

~~The party after whom an educational program is named has no decision-making rights as to the function or implementation of the educational program, unless specifically provided for in the written agreement between the parties. The district will not agree to any condition in an agreement that could unnecessarily limit progress toward the district's mission and purpose, statutory obligation, or the local authority of the school board. In turn, the named party has no liability with respect to the educational program unless provided for in a specific contract between the parties. Any such limits must be included in any naming rights' agreement.~~

### ~~4. Termination of Naming Rights~~

~~In addition to any remedies for breach of the written agreement granting naming rights, the parties may terminate a naming rights agreement in advance of the scheduled termination date under the following conditions:~~

#### ~~a. Termination by the District~~



~~The district reserves the right, at its sole discretion, to terminate the naming rights without refund of consideration, prior to the scheduled termination date, should it feel it is necessary to do so to avoid the district being brought into disrepute.~~

~~b. Termination by the Named Party~~

~~The named party may, without refund of consideration, at its sole discretion, terminate its acceptance of the naming rights prior to the scheduled termination date in the event that the district directly brings the named party into disrepute.~~

~~VI. Procedures for Naming~~

~~1. \_\_\_\_\_ A.~~ In naming all facilities, spaces, or specific educational programs, due regard will be taken to maintain an appropriate balance between commercial considerations and the role that names of facilities, spaces and educational programs contribute to the school district's mission.

~~3.2. \_\_\_\_\_ Also recognized is t~~The role played by the name of a facility, space or education program in assisting employees, students and visitors to orient themselves is recognized.

~~3. \_\_\_\_\_ B.~~ Names must always be consistent with the district's mission and vision.

~~4. \_\_\_\_\_~~ The long-term effects of the name must be considered.

~~4.5. \_\_\_\_\_~~ The department/school affected by the name to be granted must be consulted before any decision is made.

~~FG.~~ The district will not name a facility, space or educational program without the informed consent of the named party.

~~G. The district retains all rights to discontinue any name to avoid the district being brought into disrepute, as determined by the district.~~

~~D. The superintendent will decide the monetary valuation of each naming right after receiving a recommendation from the director of business services who may take advice from such persons or other professionals, as needed. Each case should take into account market comparisons for naming rights for which professional advice may be sought.~~

~~E. The duration of a name for a facility, space or educational program is decided or negotiated on a case-by-case basis.~~

~~F. Whether there is a physical display of the name is decided or negotiated on a case-by-case basis. In the case of buildings, the physical display of the name will take into account the identification of the school district and opportunities offered by that building for the district. Plaques memorializing the name may be installed with the approval of the superintendent and informed consent of the named party in buildings.~~

Policy

adopted: 4/12/10

Revised: 11/18/13

Revised: 7/21/14

Revised: 5/15/17

INDEPENDENT SCHOOL DISTRICT 273

Edina, Minnesota



**Board Meeting Date:** 10/12/2020

**TITLE:** General Obligation School Building Refunding Bonds, Series 2020A

**TYPE:** Action

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

**BACKGROUND:** The School Board, at its August 2020 regular meeting, authorized Ehlers & Assoc., the District's Financial Advisor, to solicit proposals for refunding \$10,575,000 of the outstanding principal on the 2013 Alternative Facilities Maintenance Building Bonds. Ehlers solicited proposals and received bids on October 7, 2020. They received 6 proposals and the results were favorable to move forward with the refinancing.

Ehlers & Assoc. will be available at the meeting to go over the bid results.

**RECOMMENDATION:** Approve the issuance of \$9,085,000 of General Obligation School Building Refunding Bonds, Series, 2020A.

**ATTACHMENT:**

1. 2020A Sale Day Report
2. 2020A Bond Refunding Resolution

October 7, 2020

SALE DAY REPORT FOR:

# Independent School District No. 273 (Edina), Minnesota

**\$9,085,000 General Obligation Alternative  
Facilities Refunding Bonds, Series 2020A**



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Prepared by:

Ehlers  
3060 Centre Pointe Drive  
Roseville, MN 55113

Jodie Zesbaugh,  
Senior Municipal Advisor

Greg Crowe,  
Senior Municipal Advisor

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**BUILDING COMMUNITIES. IT'S WHAT WE DO.**

## COMPETITIVE SALE RESULTS

**Purpose:** To finance a current refunding of the 2022 through 2026 maturities of the \$11,775,000 General Obligation Alternative Faculties Bonds, Series 2013A.

**Rating:** **Underlying** Moody's Investor's Service "Aaa"  
**MN Credit Enhancement Rating:** Moody's Investor's Service "Aa2"

**Number of Bids:** 6

**Low Bidder:** Piper Sandler & Co., Minneapolis, Minnesota

### Comparison from Lowest to Highest Bid: (TIC as bid)

**Low Bid** 0.4682% \*

**High Bid** 0.5881%

**Interest Difference** **\$61,710**

Summary of Sale Results:	
Principal Amount*:	\$9,085,000
Underwriter's Discount:	\$24,174
Reoffering Premium:	\$1,446,939
True Interest Cost*:	0.4698%
Costs of Issuance:	\$75,969
Yield:	0.24% - 0.47%
Future Value Savings:	\$747,675
Present Value Savings:	\$737,043
Savings Percentage:	6.542%
Total Net P&I	\$10,717,381

*\* The winning bidder submitted a bid with a premium price (a price greater than the par amount of the bonds) that was higher than the estimate in the Pre-Sale Report. The premium will be used to partially finance the prepayment of the existing Bonds, so the principal amount of the Bonds was decreased from \$9,575,000 (in the Pre-Sale Report and Preliminary Official Statement) to \$9,085,000. This also caused a slight change in the True Interest Cost.*

<b>Notes:</b>	The True Interest Cost of 0.47% is lower than 0.75% estimated in the Pre-Sale Report. As a result, the future value savings of \$747,675 is greater than the estimate of \$612,477 in the Pre-Sale Report. The net present value of savings as a percentage of refunded debt service is 6.54%, which is well in excess of the minimum of 3.00% established by the School Board on August 10th. This will reduce property tax levies in 2021 through 2025 by an average of approximately \$157,000 per year.
<b>Closing Date:</b>	November 5, 2020
<b>Designated Official Action:</b>	Pursuant to the resolution adopted by the School Board on August 10 <sup>th</sup> , the Board Treasurer and Director of Business Services accepted the proposal from Piper Sandler & Co. on the behalf of the District on October 7 <sup>th</sup> .
<b>School Board Action:</b>	Adopt the resolution ratifying the award of sale of \$9,085,000 General Obligation Alternative Facilities Refunding Bonds, Series 2020A.

### **Supplementary Attachments**

- ✓ Bid Tabulation
- ✓ Updated Sources and Uses of Funds
- ✓ Existing Debt Service Schedule - Callable Portion of 2013A Bonds
- ✓ Updated Debt Service Schedule for the Refunding Bonds
- ✓ Updated Debt Service Comparison/Refunding Savings Analysis
- ✓ Rating Report
- ✓ Resolution Ratifying the Award of Sale of the \$9,085,000 General Obligation Alternative Facilities Refunding bonds, Series 2020A (Provided Separately)

## BID TABULATION

**\$9,575,000\* General Obligation Alternative Facilities Refunding Bonds, Series 2020A**

**Independent School District No. 273 (Edina), Minnesota**

**SALE:** October 7, 2020

**AWARD:** PIPER SANDLER & CO.

**MN Credit Enhancement Rating:** Moody's Investor's Service "Aa2"

**Underlying Rating:** Moody's Investor's Service "Aaa"

Tax Exempt - Non-Bank Qualified

NAME OF BIDDER	MATURITY (February 1)	RATE	REOFFERING YIELD	PRICE	NET INTEREST COST	TRUE INTEREST RATE
PIPER SANDLER & CO. Minneapolis, Minnesota	2022	3.000%	0.240%	\$11,043,642.75	\$218,153.08	0.4682%
	2023	3.000%	0.250%			
	2024	3.000%	0.280%			
	2025	4.000%	0.360%			
	2026	4.000%	0.470%			
HUNTINGTON SECURITIES, INC Chicago, Illinois				\$11,480,692.30	\$230,425.76	0.4830%
BNY MELLON CAPITAL MANAGEMENT Pittsburgh, Pennsylvania				\$11,457,001.90	\$254,116.16	0.5333%
HILLTOP SECURITIES Dallas, Texas				\$11,427,278.98	\$261,740.46	0.5499%
RAYMOND JAMES & ASSOCIATES, INC. St. Petersburg, Florida				\$11,439,767.55	\$271,350.51	0.5700%
BAIRD Milwaukee, Wisconsin				\$11,431,254.55	\$279,863.51	0.5881%

\* Subsequent to bid opening the issue size was decreased to \$9,085,000.

Adjusted Price - \$10,507,765.61

Adjusted Net Interest Cost - \$211,412.45

Adjusted TIC - 0.4698%

## I.S.D. No. 273 (Edina), MN

\$9,085,000 G.O. Alternative Facilities Refunding Bonds, Series 2020A

Dated November 5, 2020

Current Refunding of Series 2013A

### Sources & Uses

Dated 11/05/2020 | Delivered 11/05/2020

#### Sources Of Funds

Par Amount of Bonds	\$9,085,000.00
Reoffering Premium	1,446,939.30
<b>Total Sources</b>	<b>\$10,531,939.30</b>

#### Uses Of Funds

Total Underwriter's Discount (0.266%)	24,173.69
Costs of Issuance	75,969.00
Deposit to Current Refunding Fund	10,430,000.00
Rounding Amount	1,796.61
<b>Total Uses</b>	<b>\$10,531,939.30</b>



# I.S.D. No. 273 (Edina), MN

**\$11,775,000 G.O. Alternative Facilities Bonds, Series 2013A**

## Prior Original Debt Service

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
02/01/2021	-	-	-	-	-
08/01/2021	-	-	123,931.25	123,931.25	-
02/01/2022	590,000.00	2.000%	123,931.25	713,931.25	837,862.50
08/01/2022	-	-	118,031.25	118,031.25	-
02/01/2023	550,000.00	2.000%	118,031.25	668,031.25	786,062.50
08/01/2023	-	-	112,531.25	112,531.25	-
02/01/2024	435,000.00	2.125%	112,531.25	547,531.25	660,062.50
08/01/2024	-	-	107,909.38	107,909.38	-
02/01/2025	4,445,000.00	2.375%	107,909.38	4,552,909.38	4,660,818.76
08/01/2025	-	-	55,125.00	55,125.00	-
02/01/2026	4,410,000.00	2.500%	55,125.00	4,465,125.00	4,520,250.00
<b>Total</b>	<b>\$10,430,000.00</b>	<b>-</b>	<b>\$1,035,056.26</b>	<b>\$11,465,056.26</b>	<b>-</b>

## Yield Statistics

Base date for Avg. Life & Avg. Coupon Calculation	11/05/2020
Average Life	4.345 Years
Average Coupon	2.4147169%
Weighted Average Maturity (Par Basis)	4.345 Years
Weighted Average Maturity (Original Price Basis)	4.345 Years

## Refunding Bond Information

Refunding Dated Date	11/05/2020
Refunding Delivery Date	11/05/2020

## I.S.D. No. 273 (Edina), MN

\$9,085,000 G.O. Alternative Facilities Refunding Bonds, Series 2020A

Dated November 5, 2020

Current Refunding of Series 2013A

### Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
11/05/2020	-	-	-	-	-
08/01/2021	-	-	263,303.06	263,303.06	-
02/01/2022	245,000.00	3.000%	178,175.00	423,175.00	686,478.06
08/01/2022	-	-	174,500.00	174,500.00	-
02/01/2023	290,000.00	3.000%	174,500.00	464,500.00	639,000.00
08/01/2023	-	-	170,150.00	170,150.00	-
02/01/2024	170,000.00	3.000%	170,150.00	340,150.00	510,300.00
08/01/2024	-	-	167,600.00	167,600.00	-
02/01/2025	4,175,000.00	4.000%	167,600.00	4,342,600.00	4,510,200.00
08/01/2025	-	-	84,100.00	84,100.00	-
02/01/2026	4,205,000.00	4.000%	84,100.00	4,289,100.00	4,373,200.00
<b>Total</b>	<b>\$9,085,000.00</b>	<b>-</b>	<b>\$1,634,178.06</b>	<b>\$10,719,178.06</b>	<b>-</b>

### Yield Statistics

Bond Year Dollars	\$41,230.31
Average Life	4.538 Years
Average Coupon	3.9635361%
Net Interest Cost (NIC)	0.5127598%
True Interest Cost (TIC)	0.4698616%
Bond Yield for Arbitrage Purposes	0.4155657%
All Inclusive Cost (AIC)	0.6414713%

### IRS Form 8038

Net Interest Cost	0.3896313%
Weighted Average Maturity	4.563 Years

## I.S.D. No. 273 (Edina), MN

\$9,085,000 G.O. Alternative Facilities Refunding Bonds, Series 2020A

Dated November 5, 2020

Current Refunding of Series 2013A

### Debt Service Comparison

Date	Total P+I	Net New D/S	Old Net D/S	Savings
02/01/2021	-	(1,796.61)	-	1,796.61
02/01/2022	686,478.06	686,478.06	837,862.50	151,384.44
02/01/2023	639,000.00	639,000.00	786,062.50	147,062.50
02/01/2024	510,300.00	510,300.00	660,062.50	149,762.50
02/01/2025	4,510,200.00	4,510,200.00	4,660,818.76	150,618.76
02/01/2026	4,373,200.00	4,373,200.00	4,520,250.00	147,050.00
<b>Total</b>	<b>\$10,719,178.06</b>	<b>\$10,717,381.45</b>	<b>\$11,465,056.26</b>	<b>\$747,674.81</b>

### PV Analysis Summary (Net to Net)

Gross PV Debt Service Savings.....	735,246.80
Net PV Cashflow Savings @ 0.416%(Bond Yield).....	735,246.80
Contingency or Rounding Amount.....	1,796.61
<b>Net Present Value Benefit</b>	<b>\$737,043.41</b>
<b>Net PV Benefit / \$11,267,186.10 PV Refunded Debt Service</b>	<b>6.542%</b>
Net PV Benefit / \$10,430,000 Refunded Principal...	7.067%
Net PV Benefit / \$9,085,000 Refunding Principal..	8.113%

### Refunding Bond Information

Refunding Dated Date	11/05/2020
Refunding Delivery Date	11/05/2020

**Rating Action: Moody's assigns Aaa UND and Aa2 ENH ratings to Edina ISD 273, MN's GO bonds**

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01 Oct 2020

New York, October 01, 2020 -- Moody's Investors Service assigns a Aaa GOULT rating and an enhanced Aa2 rating to Edina Independent School District 273, MN's \$9.575 million General Obligation Alternative Facilities Refunding Bonds, Series 2020A. We maintain a Aaa rating on the district's outstanding GOULT bonds and a Aa1 on the district's outstanding lease revenue bonds. Following the sale, the district will have about \$183 million in outstanding debt. The outlook is stable.

**RATINGS RATIONALE**

The Aaa underlying rating reflects the district's large and growing tax base in the Twin Cities metro area, very strong resident income levels, stable enrollment, and moderate debt and pension leverage. Cash and fund balance levels are fine, but a little low compared to peers in the rating category. The coronavirus pandemic has not caused any material credit risks for the district. State aid is unchanged for fiscal 2021 and the district reopened in the fall using a hybrid model with both in-person and distance learning based on the state's guidance for school reopening.

The Aa2 enhanced rating reflects the additional security provided by the Minnesota School District Credit Enhancement Program. The programmatic rating is notched once from the state's Aa1 general obligation unlimited tax (GOULT) rating and the program carries a stable outlook, reflecting the stable outlook on the State of Minnesota. The enhanced rating reflects sound program mechanics and the state's pledge of an unlimited appropriation from its General Fund should the district be unable to meet debt service requirements. The program's mechanics include a provision for third party notification of pending deficiency. If the district does not transfer funds necessary to pay debt to the paying agent at least three days prior to the payment due date, the state will appropriate the payment to the paying agent directly. Moody's has received a copy of the signed program applications.

**RATING OUTLOOK**

The outlook is stable because the tax base and economy will continue be a strength given the location in the metro area and good demographic and population trends. Reserves will likely remain level because of the district's track record of good budget management overall.

**FACTORS THAT COULD LEAD TO AN UPGRADE OF THE RATINGS**

- N/A

**FACTORS THAT COULD LEAD TO A DOWNGRADE OF THE RATINGS**

- Sustained declines in cash and fund balance
- Material increase in long-term debt and pension burdens

**LEGAL SECURITY**

The district's general obligation (GO) bonds are secured by the district's full faith and credit pledge and the authority to levy a dedicated property tax unlimited as to rate and amount. The bonds are secured by statute, but there is no lockbox structure.

The bonds are additionally secured by the Minnesota School District Credit Enhancement Program which provides for an unlimited advance from the state's General Fund should the district be unable to meet debt service requirements.

**USE OF PROCEEDS**

Proceeds will current refund the district's 2013A bonds for savings. The 2013A bonds financed school facilities

maintenance.

## PROFILE

The district is located 12 miles southwest of downtown Minneapolis (Aa1 stable) and encompasses about 8,179 acres in Hennepin County (Aaa stable). The district's population is estimated at 41,000 and its student enrollment was an estimated 8,418 in fiscal 2021.

## METHODOLOGY

The principal methodology used in the underlying rating was US Local Government General Obligation Debt published in July 2020 and available at [https://www.moodys.com/researchdocumentcontentpage.aspx?docid=PBM\\_1230443](https://www.moodys.com/researchdocumentcontentpage.aspx?docid=PBM_1230443). The principal methodology used in the enhanced rating was State Aid Intercept Programs and Financings published in December 2017 and available at [https://www.moodys.com/researchdocumentcontentpage.aspx?docid=PBM\\_1067422](https://www.moodys.com/researchdocumentcontentpage.aspx?docid=PBM_1067422). Alternatively, please see the Rating Methodologies page on [www.moodys.com](http://www.moodys.com) for a copy of these methodologies.

## REGULATORY DISCLOSURES

For further specification of Moody's key rating assumptions and sensitivity analysis, see the sections Methodology Assumptions and Sensitivity to Assumptions in the disclosure form. Moody's Rating Symbols and Definitions can be found at: [https://www.moodys.com/researchdocumentcontentpage.aspx?docid=PBC\\_79004](https://www.moodys.com/researchdocumentcontentpage.aspx?docid=PBC_79004).

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## CREDIT OPINION

1 October 2020



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# Edina Independent School District 273, MN

## Update to credit analysis

### Summary

[Edina Independent School District 273, MN](#) (Aaa stable) has exceptional credit quality and will continue to benefit from its location in the Twin Cities metro area. The tax base is large and has grown strongly. Full value increased by an annual average of 5.6% over the last five years and now totals about \$11 billion. Growth is driven by appreciation and new residential development, particularly apartments and the redevelopment of existing properties. Resident wealth and income levels are very strong. Full value per capita is about \$256,000 and median family income is more than double the national median. The unemployment in Hennepin County was 8.9% in July, a little above the state (7.4%), but below the nation (10.5%).

Reserves are fine and will remain healthy because of the district's good budget management and new voter-approved revenue coming in fiscal 2021. Although the coronavirus pandemic has not caused any immediate material credit risks for the district, available fund balance will likely be down about \$500,000 because of additional costs from reopening. The district is using a hybrid model this fall with both in-person and distance learning, which creates some additional operating costs. Most of the gap created by the hybrid model will be filled with federal aid. State aid, which is a little more than half of operating revenue, is unchanged for fiscal 2021.

While audited results are not yet available for fiscal 2020, unaudited results show general fund balance was up about \$600,000. The ending fund balance was about \$14.8 million, or 12.5% of revenue. Ending fiscal 2019 cash was \$43 million or 32.6% of revenue. Fund balance is much lower than cash because the cash collected for the subsequent year's levy is recognized as current year revenue and then recorded as a deferred inflow.

Leverage related to long-term debt and pension burdens is above average compared to similarly rated peers. The district is currently issuing roughly \$9.6 million in GO capital and refunding bonds. Its debt burden will be about \$183 million after the issuance or about 1.7% of full value or 1.4x fiscal 2019 operating revenue. While the vast majority of the district's debt is GOULT, the debt burden includes about \$845,000 of lease revenue bonds that were issued for a school project and \$1.5 million of capital leases. The district plans to issue another \$11 million of GOULT bonds in 2021.

The district participates in a single-employer pension plan administered by the district and two statewide cost-sharing plans administered by the state. Its three-year average adjusted net pension liability (ANPL) totals \$328 million in fiscal 2019, equal to 3% of full value and 2.5x operating revenue. Other post-employment benefits are funded on a pay-as-you-go basis. The district's adjusted net OPEB obligation in fiscal 2019 was about \$18.4 million

or about 1.4x revenue. Fixed costs, including debt service and contributions for employee retirement plans was about 17% of revenue.

### Credit strengths

- » Large and growing tax base in the Twin Cities metropolitan area
- » Very high resident income and wealth levels

### Credit challenges

- » Lower cash and fund balance compared to peers
- » Moderate debt and pension burdens

### Rating outlook

The outlook is stable because the tax base and economy will continue be a strength given the location in the metro area and good demographic and population trends. Reserves will remain level because of the district's track record of good budget management overall.

### Factors that could lead to an upgrade

- » N/A

### Factors that could lead to a downgrade

- » Sustained declines in cash and fund balance
- » Material increase in long-term debt and pension burdens

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## Key indicators

Exhibit 1

Edina Independent School District 273, MN	2015	2016	2017	2018	2019
<b>Economy/Tax Base</b>					
Total Full Value (\$000)	\$9,310,329	\$9,679,954	\$9,976,366	\$10,415,068	\$10,769,986
Population	40,379	40,789	41,334	42,021	42,021
Full Value Per Capita	\$230,574	\$237,318	\$241,360	\$247,854	\$256,300
Median Family Income (% of US Median)	212.0%	214.2%	212.6%	211.5%	211.5%
<b>Finances</b>					
Operating Revenue (\$000)	\$102,917	\$108,219	\$122,382	\$126,352	\$132,239
Fund Balance (\$000)	\$19,991	\$19,270	\$19,521	\$14,473	\$16,748
Cash Balance (\$000)	\$34,875	\$39,742	\$41,956	\$43,059	\$43,062
Fund Balance as a % of Revenues	19.4%	17.8%	16.0%	11.5%	12.7%
Cash Balance as a % of Revenues	33.9%	36.7%	34.3%	34.1%	32.6%
<b>Debt/Pensions</b>					
Net Direct Debt (\$000)	\$66,724	\$175,267	\$185,262	\$177,853	\$194,285
3-Year Average of Moody's ANPL (\$000)	\$243,424	\$240,575	\$284,490	\$317,236	\$327,795
Net Direct Debt / Full Value (%)	0.7%	1.8%	1.9%	1.7%	1.8%
Net Direct Debt / Operating Revenues (x)	0.6x	1.6x	1.5x	1.4x	1.5x
Moody's - adjusted Net Pension Liability (3-yr average) to Full Value (%)	2.6%	2.5%	2.9%	3.0%	3.0%
Moody's - adjusted Net Pension Liability (3-yr average) to Revenues (x)	2.4x	2.2x	2.3x	2.5x	2.5x

Source: Moody's Investors Service, US Census Bureau, audited financial statements

## Profile

The district is located 12 miles southwest of downtown [Minneapolis](#) (Aa1 stable) and covers about 8,179 acres in [Hennepin County](#) (Aaa stable). It serves students in prekindergarten to twelfth grade. The district's population is estimated at 42,000 and its student enrollment was an 8,418 in fiscal 2021.

## Legal Security

The district's general obligation (GO) bonds are secured by the district's full faith and credit pledge and the authority to levy a dedicated property tax unlimited as to rate and amount. The bonds are secured by statute, but there is no lockbox structure.

The bonds are additionally secured by the Minnesota School District Credit Enhancement Program which provides for an unlimited advance from the state's General Fund should the district be unable to meet debt service requirements.

The district's certificates of participation are secured by lease rental payments, subject to annual appropriation pursuant to a lease purchase agreement, and related ground lease and trust indenture. Proceeds financed the construction of an addition to Southview Middle School.

## ESG considerations

### Environmental

Environmental considerations are not material to the district's credit profile. According to data from Moody's affiliate Four Twenty Seven, Hennepin County's environmental hazard scores range from no risk to medium risk for the five environmental factors considered including extreme rainfall, water stress, heat stress, cyclone exposure and sea level rise.

### Social

Social considerations are a factor in the district's credit profile. The median age of district residents (44) is a little higher than the state (38) and national (38) medians. The district's school-age population (20%), however, is also higher than the state (17%) and national rates (17%). Population has grown around 1% to 2% annually over the last decade and now stands around 42,000. Enrollment

has been roughly flat over the past five years and is 8,418 in fiscal 2021. The district has limited capacity in its current facilities and maintains a wait list. Median family income is more than double the nation.

The coronavirus outbreak is a social risk under our ESG framework, given the substantial implications for public health and safety. We do not see any material immediate credit risks for the district. Still, the situation surrounding coronavirus is rapidly evolving and the longer-term impact will depend on both the severity and the depth of the pandemic.

### Governance

Minnesota school districts have an Institutional Framework score of "A," which is moderate. Schools are highly dependent on state aid, averaging about 70% of general fund revenue. State aid is moderately predictable and is based on a per pupil funding formula, with some adjustments for wealth and need. Schools have moderate revenue raising ability and can increase revenue up to \$724 per pupil through their authority to collect Local Optional Revenue (LOR) or by seeking voter approval for an operating levy. The standard referendum cap for voter approved operating levies increases annually with inflation and currently totals just under \$1,800 per pupil. Unpredictable revenue fluctuations tend to be moderate. Across the sector, fixed and mandated costs are generally moderate. Expenditures are highly predictable with personnel and benefits representing the largest costs.

The district benefits from strong governance, good budget management and planning, and past voter support for new levies. Edina is currently using the full \$724 of allowed per pupil LOR. In 2018, voters approved a two-step increase of \$445 per pupil in 2018 and another \$218 increase beginning in 2020. Total LOR and voter-approved revenue per pupil in fiscal 2021 is \$2,499. The district maintains a 10-year capital plan and has a policy to hold an unassigned fund balance of at least 6% of budget.

## Rating methodology and scorecard factors

The [US Local Government General Obligation Debt](#) methodology includes a scorecard, a tool providing a composite score of a local government's credit profile based on the weighted factors we consider most important, universal and measurable, as well as possible notching factors dependent on individual credit strengths and weaknesses. Its purpose is not to determine the final rating, but rather to provide a standard platform from which to analyze and compare local government credits.

Exhibit 2

Edina Independent School District 273, MN		
Scorecard Factors	Measure	Score
Economy/Tax Base (30%) <sup>[1]</sup>		
Tax Base Size: Full Value (in 000s)	\$11,014,968	Aa
Full Value Per Capita	\$262,130	Aaa
Median Family Income (% of US Median)	211.5%	Aaa
Finances (30%)		
Fund Balance as a % of Revenues	12.7%	Aa
5-Year Dollar Change in Fund Balance as % of Revenues	0.3%	A
Cash Balance as a % of Revenues	32.6%	Aaa
5-Year Dollar Change in Cash Balance as % of Revenues	9.2%	A
Management (20%)		
Institutional Framework	A	A
Operating History: 5-Year Average of Operating Revenues / Operating Expenditures (x)	1.0x	A
Notching Adjustments: <sup>[2]</sup>		
Unusually Strong or Weak Budgetary Management and Planning		Up
Standardized Adjustments <sup>[3]</sup> : Secured by statute		Up
Debt and Pensions (20%)		
Net Direct Debt / Full Value (%)	1.7%	Aa
Net Direct Debt / Operating Revenues (x)	1.4x	A
3-Year Average of Moody's Adjusted Net Pension Liability / Full Value (%)	3.0%	A
3-Year Average of Moody's Adjusted Net Pension Liability / Operating Revenues (x)	2.5x	A
Notching Adjustments: <sup>[2]</sup>		
Unusually Strong or Weak Security Features		Up
Scorecard-Indicated Outcome		Aa1
Assigned Rating		Aaa

[1] Economy measures are based on data from the most recent year available

[2] Notching factors are specifically defined in the US Local Government General Obligation Debt Methodology

[3] Standardized adjustments are outlined in the [GO Methodology Scorecard Inputs](#) publication

Source: US Census Bureau, Moody's Investors Service

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REPORT NUMBER

1245611

CERTIFICATION OF MINUTES RELATING TO  
\$9,085,000 GENERAL OBLIGATION ALTERNATIVE FACILITIES REFUNDING BONDS,  
SERIES 2020A

Issuer: Independent School District No. 273 (Edina), Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held on October 12, 2020 at 7:00 p.m.  
at the Edina Community Center.

Members present:

Members absent:

Documents attached:

Minutes of said meeting (including):

RESOLUTION RELATING TO \$9,085,000 GENERAL OBLIGATION  
ALTERNATIVE FACILITIES REFUNDING BONDS, SERIES 2020A;  
RATIFYING THE AWARD OF SALE, PRESCRIBING THE FORM AND  
DETAILS AND PROVIDING FOR THE PAYMENT THEREOF

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the bonds referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said bonds; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer this 12<sup>th</sup> day of October, 2020.

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School District Clerk

It was reported that six (6) sealed proposals for the purchase of the District's General Obligation Alternative Facilities Refunding Bonds, Series 2020A were received prior to 10:00 a.m., on October 7, 2020, pursuant to the Preliminary Official Statement distributed to potential purchasers of the Bonds by Ehlers & Associates, Inc., independent municipal advisor to the District. The proposals have been publicly opened, read and tabulated and were found to be as follows:

(See Attached)





## BID TABULATION

\$9,575,000\* General Obligation Alternative Facilities Refunding Bonds, Series 2020A

Independent School District No. 273 (Edina), Minnesota

SALE: October 7, 2020

AWARD: PIPER SANDLER & CO.

MN Credit Enhancement Rating: Moody's Investor's Service "Aa2"

Underlying Rating: Moody's Investor's Service "Aaa"

Tax Exempt - Non-Bank Qualified

NAME OF BIDDER	MATURITY (February 1)	RATE	REOFFERING YIELD	PRICE	NET INTEREST COST	TRUE INTEREST RATE
PIPER SANDLER & CO. Minneapolis, Minnesota	2022	3.000%	0.240%	\$11,043,642.75	\$218,153.08	0.4682%
	2023	3.000%	0.250%			
	2024	3.000%	0.280%			
	2025	4.000%	0.360%			
	2026	4.000%	0.470%			
HUNTINGTON SECURITIES, INC Chicago, Illinois				\$11,480,692.30	\$230,425.76	0.4830%
BNY MELLON CAPITAL MANAGEMENT Pittsburgh, Pennsylvania				\$11,457,001.90	\$254,116.16	0.5333%
HILLTOP SECURITIES Dallas, Texas				\$11,427,278.98	\$261,740.46	0.5499%
RAYMOND JAMES & ASSOCIATES, INC. St. Petersburg, Florida				\$11,439,767.55	\$271,350.51	0.5700%
BAIRD Milwaukee, Wisconsin				\$11,431,254.55	\$279,863.51	0.5881%

\* Subsequent to bid opening the issue size was decreased to \$9,085,000.

Adjusted Price - \$10,507,765.61

Adjusted Net Interest Cost - \$211,412.45

Adjusted TIC - 0.4698%

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Member \_\_\_\_\_ introduced the following resolution and moved its adoption, which motion was seconded by Member \_\_\_\_\_:

RESOLUTION RELATING TO \$9,085,000 GENERAL OBLIGATION  
ALTERNATIVE FACILITIES REFUNDING BONDS, SERIES 2020A;  
RATIFYING THE AWARD OF SALE, PRESCRIBING THE FORM AND  
DETAILS AND PROVIDING FOR THE PAYMENT THEREOF

BE IT RESOLVED by the School Board (the Board) of Independent School District  
No. 273 (Edina), Minnesota (the District), as follows:

SECTION 1. AUTHORIZATION; SALE AND RATIFICATION.

1.01. Authorization; Purpose. By resolution duly adopted on August 10, 2020 (the Parameters Resolution), this Board authorized the Director of Business Services and any Board officer, in consultation with Ehlers & Associates, Inc., in Roseville, Minnesota (Ehlers), to solicit proposals for the sale of its General Obligation Alternative Facilities Refunding Bonds, Series 2020A (the Bonds) in the approximate principal amount of \$10,575,000 and directed the Director of Business Services and any Board officer to approve the sale of the Bonds to approve the sale of the Bonds to the purchaser, and execute a bond purchase agreement for the sale of the Bonds with the purchaser, provided that a favorable recommendation to accept the proposal is received from Ehlers and the net present value debt service savings is not less than 3.00%.

The proceeds of the Bonds will be used, together with any additional funds of the District which might be required, to refund in advance of maturity and prepay on February 1, 2021 (the Redemption Date), the 2022 through 2026 maturities, aggregating \$10,430,000 in principal amount, of the District's outstanding \$11,775,000 General Obligation Alternative Facilities Bonds, Series 2013A, dated originally as of February 21, 2013 (the Refunded Bonds).

The Refunded Bonds were originally issued to finance facility and site maintenance projects at the following district facilities: Concord Elementary, Cornelia Elementary, Countryside Elementary, Creek Valley Elementary, Highlands Elementary, South View Middle School, Valley View Middle School, Edina High School, and Edina Community Center.

The purpose of the refunding of the Refunded Bonds is to achieve debt service savings.

1.02. Sale. The District has retained Ehlers as independent municipal advisor in connection with the sale of the Bonds, in the aggregate principal amount of \$9,085,000. A proposal that meets the requirements set forth in the Parameters Resolution has been received from Piper Sandler & Co., in Minneapolis, Minnesota (the Purchaser), to purchase the Bonds at a price of \$10,507,765.61 plus accrued interest on all Bonds to the day of delivery and payment, if any, on the further terms and conditions hereinafter set forth.

1.03. Ratification of Award. Pursuant to the Parameters Resolution, the sale of the Bonds has been approved and awarded by the Director of Business Services and Treasurer to the Purchaser. The sale of the Bonds to the Purchaser and the execution of the bond purchase agreement for the sale of the Bonds with the Purchaser by the Director of Business Services and Treasurer are hereby ratified in all respects.

## SECTION 2. BOND TERMS; REGISTRATION; EXECUTION AND DELIVERY.

2.01. Issuance of Bonds. All acts, conditions and things which are required by the Constitution and laws of the State of Minnesota to be done prior to the issuance of the Bonds having been done, existing and having happened, it is necessary for this Board to establish the form and terms of the Bonds, to provide for the security thereof, and to issue the Bonds forthwith.

2.02. Maturities, Interest Rates and Denominations. The Bonds shall be originally dated as of November 5, 2020, shall be in denominations of \$5,000 or any integral multiple thereof of single maturities, shall mature on February 1 in the years and amounts stated below and shall bear interest from date of issue until paid at the annual rates set forth opposite such years and amounts, as follows:

<u>Year</u>	<u>Amount</u>	<u>Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Rate</u>
2022	\$295,000	3.00%	2025	\$4,175,000	4.00%
2023	290,000	3.00	2026	4,205,000	4.00
2024	170,000	3.00			

For purposes of complying with the maturity provisions of Minnesota Statutes, Section 475.54, subdivision 1, the maturity schedule for the Bonds is being combined with the maturity schedules for all of the District's outstanding general obligation bonds.

The Bonds shall be issuable only in fully registered form. Interest shall be computed on the basis of a 360-day year composed of twelve 30-day months. The interest thereon and, upon surrender of each Bond, the principal amount thereof, shall be payable by check or draft issued by the Registrar described herein; provided that, so long as the Bonds are registered in the name of a securities depository, or a nominee thereof, in accordance with Section 2.08 hereof, principal and interest shall be payable in accordance with the operational arrangements of the securities depository.

2.03. Dates and Interest Payment Dates. Upon initial delivery of the Bonds pursuant to Section 2.07 and upon any subsequent transfer or exchange pursuant to Section 2.06, the date of authentication shall be noted on each Bond so delivered, exchanged or transferred. The interest on the Bonds shall be payable on February 1 and August 1, commencing August 1, 2021, to the owners of record thereof as of the close of business on the fifteenth day of the immediately preceding month, whether or not such day is a business day.

2.04. No Optional Redemption. The Bonds are not subject to redemption and prepayment prior to maturity.

2.05. Appointment of Initial Registrar. The District hereby appoints Bond Trust Services Corporation, in Roseville, Minnesota, as the initial bond registrar, transfer agent and paying agent (the Registrar). The Chairperson and the Clerk are authorized to execute and deliver, on behalf of the District, a contract with the Registrar. Upon merger or consolidation of the Registrar with another corporation, if the resulting corporation is a bank or trust company organized under the laws of the United States or one of the states of the United States and authorized by law to conduct such business, such corporation shall be authorized to act as successor Registrar. The District agrees to pay the reasonable and customary charges of the Registrar for the services performed. The District reserves the right to remove the Registrar upon thirty (30) days' notice and upon the appointment and acceptance of a successor Registrar, in which event the predecessor Registrar shall deliver all cash and Bonds in its possession to the successor Registrar and shall deliver the bond register to the successor Registrar.

2.06. Registration. The effect of registration and the rights and duties of the District and the Registrar with respect thereto shall be as follows:

(a) Register. The Registrar shall keep at its principal corporate trust office a bond register in which the Registrar shall provide for the registration of ownership of Bonds and the registration of transfers and exchanges of Bonds entitled to be registered, transferred or exchanged.

(b) Transfer of Bonds. Upon surrender for transfer of any Bond duly endorsed by the registered owner thereof or accompanied by a written instrument of transfer, in form satisfactory to the Registrar, duly executed by the registered owner thereof or by an attorney duly authorized by the registered owner in writing, the Registrar shall authenticate and deliver, in the name of the designated transferee or transferees, one or more new Bonds of a like aggregate principal amount and maturity, as requested by the transferor. The Registrar may, however, close the books for registration of any transfer after the fifteenth day of the month preceding each interest payment date and until such interest payment date.

(c) Exchange of Bonds. Whenever any Bonds are surrendered by the registered owner for exchange the Registrar shall authenticate and deliver one or more new Bonds of a like aggregate principal amount and maturity, as requested by the registered owner or the owner's attorney in writing.

(d) Cancellation. All Bonds surrendered upon any transfer or exchange shall be promptly canceled by the Registrar and thereafter disposed of as directed by the District.

(e) Improper or Unauthorized Transfer. When any Bond is presented to the Registrar for transfer, the Registrar may refuse to transfer the same until it is satisfied that the endorsement on such Bond or separate instrument of transfer is valid and genuine and that the requested transfer is legally authorized. The Registrar shall incur no liability for the refusal, in good faith, to make transfers which it, in its judgment, deems improper or unauthorized.

(f) Persons Deemed Owners. The District and the Registrar may treat the person in whose name any Bond is at any time registered in the bond register as the absolute owner of such Bond, whether such Bond shall be overdue or not, for the purpose of receiving payment of, or on account of, the principal of and interest on such Bond and for all other purposes, and all such payments so made to any such registered owner or upon the owner's order shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

(g) Taxes, Fees and Charges. For every transfer or exchange of Bonds, the Registrar may impose a charge upon the owner thereof sufficient to reimburse the Registrar for any tax, fee or other governmental charge required to be paid with respect to such transfer or exchange.

(h) Mutilated, Lost, Stolen or Destroyed Bonds. In case any Bond shall become mutilated or be destroyed, stolen or lost, the Registrar shall deliver a new Bond of like amount, number, maturity date and tenor in exchange and substitution for and upon cancellation of any such mutilated Bond or in lieu of and in substitution for any such Bond destroyed, stolen or lost, upon the payment of the reasonable expenses and charges of the Registrar in connection therewith; and, in the case of a Bond destroyed, stolen or lost, upon filing with the Registrar of evidence satisfactory to it that such Bond was destroyed, stolen or lost, and of the ownership thereof, and upon furnishing to the Registrar of an appropriate bond or indemnity in form, substance and amount satisfactory to it, in which both the District and the Registrar shall be named as obligees. All Bonds so surrendered to the Registrar shall be canceled by it and evidence of such cancellation shall be given to the District. If the mutilated, destroyed, stolen or lost Bond has already matured in accordance with its terms it shall not be necessary to issue a new Bond prior to payment.

(i) Authenticating Agent. The Registrar is hereby designated authenticating agent for the Bonds, within the meaning of Minnesota Statutes, Section 475.55, subdivision 1, as amended.

(j) Valid Obligations. All Bonds issued upon any transfer or exchange of Bonds shall be the valid obligations of the District, evidencing the same debt, and entitled to the same benefits under this resolution as the Bonds surrendered upon such transfer or exchange.

2.07. Execution; Authentication and Delivery. The Bonds shall be prepared under the direction of the Clerk and shall be executed on behalf of the District by the signatures of the Chairperson and the Clerk, provided that all signatures may be printed, engraved, or lithographed facsimiles of the originals. In case any officer whose signature, or a facsimile of whose signature, shall appear on the Bonds shall cease to be such officer before the delivery of any Bond, such signature or facsimile shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery. Notwithstanding such execution, no Bond shall be valid or obligatory for any purpose or entitled to any security or benefit under this resolution unless and until a certificate of authentication on such Bond has been duly executed by the manual signature of the Registrar. The executed certificate of authentication on each Bond shall be

conclusive evidence that it has been authenticated and delivered under this resolution. When the Bonds have been so delivered and authenticated, they shall be delivered by the Clerk to the Purchaser upon payment of the purchase price in accordance with the contract of sale heretofore made and executed, and the Purchaser shall not be obligated to see to the application of the purchase price.

2.08. Securities Depository. (a) For purposes of this section the following terms shall have the following meanings:

“Beneficial Owner” shall mean, whenever used with respect to a Bond, the person in whose name such Bond is recorded as the beneficial owner of such Bond by a Participant on the records of such Participant, or such person’s subrogee.

“Cede & Co.” shall mean Cede & Co., the nominee of DTC, and any successor nominee of DTC with respect to the Bonds.

“DTC” shall mean The Depository Trust Company of New York, New York.

“Participant” shall mean any broker-dealer, bank or other financial institution for which DTC holds Bonds as securities depository.

“Representation Letter” shall mean the Representation Letter pursuant to which the District agrees to comply with DTC’s Operational Arrangements.

(b) The Bonds shall be initially issued as separately authenticated fully registered bonds, and one Bond shall be issued in the principal amount of each stated maturity of the Bonds. Upon initial issuance, the ownership of such Bonds shall be registered in the bond register in the name of Cede & Co., as nominee of DTC. The Registrar and the District may treat DTC (or its nominee) as the sole and exclusive owner of the Bonds registered in its name for the purposes of payment of the principal of or interest on the Bonds, selecting the Bonds or portions thereof to be redeemed, if any, giving any notice permitted or required to be given to registered owners of Bonds under this resolution, registering the transfer of Bonds, and for all other purposes whatsoever; and neither the Registrar nor the District shall be affected by any notice to the contrary. Neither the Registrar nor the District shall have any responsibility or obligation to any Participant, any person claiming a beneficial ownership interest in the Bonds under or through DTC or any Participant, or any other person which is not shown on the bond register as being a registered owner of any Bonds, with respect to the accuracy of any records maintained by DTC or any Participant, with respect to the payment by DTC or any Participant of any amount with respect to the principal of or interest on the Bonds, with respect to any notice which is permitted or required to be given to owners of Bonds under this resolution, with respect to the selection by DTC or any Participant of any person to receive payment in the event of a partial redemption of the Bonds, or with respect to any consent given or other action taken by DTC as registered owner of the Bonds. So long as any Bond is registered in the name of Cede & Co., as nominee of DTC, the Registrar shall pay all principal of and interest on such Bond, and shall give all notices with respect to such Bond, only to Cede & Co. in accordance with DTC’s Operational Arrangements, and all such payments shall be valid and effective to fully satisfy and discharge the District’s obligations with respect to the principal

of and interest on the Bonds to the extent of the sum or sums so paid. No person other than DTC shall receive an authenticated Bond for each separate stated maturity evidencing the obligation of the District to make payments of principal and interest. Upon delivery by DTC to the Registrar of written notice to the effect that DTC has determined to substitute a new nominee in place of Cede & Co., the Bonds will be transferable to such new nominee in accordance with paragraph (e) hereof.

(c) In the event the District determines that it is in the best interest of the Beneficial Owners that they be able to obtain Bonds in the form of bond certificates, the District may notify DTC and the Registrar, whereupon DTC shall notify the Participants of the availability through DTC of Bonds in the form of certificates. In such event, the Bonds will be transferable in accordance with paragraph (e) hereof. DTC may determine to discontinue providing its services with respect to the Bonds at any time by giving notice to the District and the Registrar and discharging its responsibilities with respect thereto under applicable law. In such event the Bonds will be transferable in accordance with paragraph (e) hereof.

(d) The execution and delivery of the Representation Letter to DTC by the Chairperson or Clerk, if not previously filed, or if required to be re-filed, with DTC, is hereby authorized and directed.

(e) In the event that any transfer or exchange of Bonds is permitted under paragraph (b) or (c) hereof, such transfer or exchange shall be accomplished upon receipt by the Registrar of the Bonds to be transferred or exchanged and appropriate instruments of transfer to the permitted transferee in accordance with the provisions of this resolution. In the event Bonds in the form of certificates are issued to owners other than Cede & Co., its successor as nominee for DTC as owner of all the Bonds, or another securities depository as owner of all the Bonds, the provisions of this resolution shall also apply to all matters relating thereto, including, without limitation, the printing of such Bonds in the form of bond certificates and the method of payment of principal of and interest on such Bonds in the form of bond certificates.

2.09. Form of Bonds. The Bonds shall be prepared in substantially the form found at EXHIBIT A hereto.

SECTION 3. USE OF PROCEEDS. Upon payment for the Bonds by the Purchaser, Bond proceeds shall be used as follows: (a) \$10,430,000 shall be deposited in the sinking fund established for the Refunded Bonds to be applied to their payment on the Redemption Date; (b) \$75,969 shall be used to pay costs of issuance of the Bonds in accordance with Section 6.04 hereof; and (c) \$1,796.61 shall be deposited in the Debt Service Fund created in Section 4.01 hereof.

#### SECTION 4. DEBT SERVICE FUND AND TAX LEVIES.

4.01. General Obligation Alternative Facilities Refunding Bonds, Series 2020A Debt Service Fund. The Bonds shall be payable from a separate General Obligation Alternative Facilities Refunding Bonds, Series 2020A Debt Service Fund (the Debt Service Fund) of the District, which Debt Service Fund the District agrees to maintain until the Bonds have been paid

in full. If the money in the Debt Service Fund should at any time be insufficient to pay principal and interest due on the Bonds, such amounts shall be paid from other moneys on hand in other funds of the District, which other funds shall be reimbursed therefor when sufficient money becomes available in the Debt Service Fund. The moneys on hand in the Debt Service Fund from time to time shall be used only to pay the principal of and interest on the Bonds. Into the Debt Service Fund shall be paid: (a) any amount in excess of the amount necessary to accomplish the refunding described in Section 3; (b) any amount appropriated thereto pursuant to Section 3 hereof; (c) all amounts on deposit in the debt service fund maintained for the payment of the Refunded Bonds upon the retirement of the Refunded Bonds; (d) all taxes collected pursuant to Section 4.02 hereof; and (e) any other funds appropriated by the Board for the payment of the Bonds. If any payment of principal of and interest on the Bonds shall become due when there is not sufficient money in the Debt Service Fund to make such payment, the Clerk shall pay the same from any other available fund of the District, and such other fund shall be reimbursed for such advances out of the proceeds of the taxes levied for the payment of the Bonds when available.

4.02. Tax Levies. For the prompt and full payment of the principal of and interest on the Bonds as the same respectively become due, the full faith, credit and taxing power of the District shall be and are hereby irrevocably pledged. To provide moneys for the payment of principal of and interest on the Bonds as required by Minnesota Statutes, Section 475.61, subdivision 1, there is hereby levied on all taxable property in the District a direct, annual ad valorem tax which shall be spread upon the tax rolls for collection in the years and amounts as follows, as a part of other general taxes of the District, as follows:

<u>Levy Years</u>	<u>Collection Years</u>	<u>Amount</u>
-------------------	-------------------------	---------------

(See attached levy computation)

The taxes shall be irrevocable as long as any of the Bonds are outstanding and unpaid; provided that the District reserves the right and power to reduce the levies in the manner and to the extent permitted by Minnesota Statutes, Section 475.61. It is estimated that the ad valorem taxes will be collected in amounts not less than five percent in excess of the annual principal and interest requirements of the Bonds. If, as of the date tax levies are certified in any year, the sum of the balance in the Debt Service Fund plus any ad valorem taxes theretofore levied for the payment of Bonds payable therefrom and collectible through the end of the following calendar year is not sufficient to pay when due all principal and interest to become due on all Bonds payable therefrom in said following calendar year, or the Debt Service Fund has incurred a deficiency in the manner provided in Section 4.01, an additional direct, irrevocable, ad valorem tax shall be levied on all taxable property within the corporate limits of the District for the purpose of restoring such accumulated or anticipated deficiency in accordance with the provisions of this resolution.

4.03. Debt Service Fund Balance Restriction. In order to ensure compliance with the Internal Revenue Code of 1986 (the Code), and applicable Treasury Regulations (the Regulations), upon allocation of any funds to the Debt Service Fund, the balance then on hand in the Fund shall be ascertained. If it exceeds the amount of principal and interest on the Bonds to become due and payable through February 1 next following, plus a reasonable carryover equal to 1/12th of the debt service due in the following bond year, the excess shall (unless an opinion is otherwise received



from bond counsel) be used to prepay or purchase Bonds, or invested at a yield which does not exceed the yield on the Bonds calculated in accordance with Section 148 of the Code.

SECTION 5. DEFEASANCE. When all of the Bonds have been discharged as provided in this section, all pledges, covenants and other rights granted by this resolution to the registered owners of the Bonds shall cease. The District may discharge its obligations with respect to any Bonds which are due on any date by depositing with the Registrar on or before that date a sum sufficient for the payment thereof in full; or, if any Bond should not be paid when due, it may nevertheless be discharged by depositing with the Registrar a sum sufficient for the payment thereof in full with interest accrued from the due date to the date of such deposit. The District may also at any time discharge its obligations with respect to any Bonds, subject to the provisions of law now or hereafter authorizing and regulating such action, by depositing irrevocably in escrow, with a bank or trust company qualified by law as an escrow agent for this purpose, cash or securities which are authorized by law to be so deposited, bearing interest payable at such time and at such rates and maturing or callable at the holder's option on such dates as shall be required to pay all principal and interest to become due thereon to maturity.

#### SECTION 6. CERTIFICATION OF PROCEEDINGS.

6.01. Filing with County Auditors. The Clerk is hereby authorized and directed to file with the County Auditor of Hennepin County, a certified copy of this resolution together with such other information as the County Auditor shall require and to obtain from the County Auditors a certificate that the Bonds have been entered upon the bond registers and that the tax for the payment of the Bonds has been levied as required by law.

6.02. Certification of Proceedings. The officers of the District and the County Auditors are hereby authorized and directed to prepare and furnish to the Purchaser and to Dorsey & Whitney LLP, Bond Counsel, certified copies of all proceedings and records of the District relating to the Bonds and to the financial condition and affairs of the District, and such other affidavits, certificates and information as may be required to show the facts relating to the legality and marketability of the Bonds as they appear from the books and records under the officer's custody and control or as otherwise known to the them. All such certified copies, certificates and affidavits, including any heretofore furnished, shall be deemed representations of the District to the correctness of all statements contained herein.

6.03. Official Statement. The Preliminary Official Statement relating to the Bonds, dated as of September 24, 2020, and the Final Official Statement, dated as of October 8, 2020, listing the offering price, the interest rates, selling compensation, delivery date, the underwriters and such other information relating to the Bonds required to be included in the Official Statement by Rule 15c2-12 adopted by the Securities and Exchange Commission (the SEC) under the Securities Exchange Act of 1934, prepared and distributed by Ehlers are hereby approved. The officers of the District are hereby authorized and directed to execute such certificates as may be appropriate concerning the accuracy, completeness and sufficiency of the Official Statement.

6.04. Authorization of Payment of Certain Costs of Issuance of the Bonds. The District authorizes the Purchaser to forward the amount of Bond proceeds allocable to the payment of

issuance expenses to Old National Bank, in Chaska Minnesota, on the closing date for further distribution as directed by Ehlers.

## SECTION 7. TAX COVENANTS, ARBITRAGE MATTERS, AND CONTINUING DISCLOSURE.

7.01. Restrictive Action. The District covenants and agrees with the registered owners of the Bonds, that it will not take or permit to be taken by any of its officers, employees or agents any actions that would cause interest on the Bonds to become includable in gross income of the recipient under the Code and applicable Regulations, and covenants to take any and all actions within its powers to ensure that the interest will not become includable in gross income of the recipient under the Code and the Regulations. It is hereby certified that the proceeds of the Refunded Bonds were used to finance or refinance the acquisition and betterment of school facilities owned and operated by the District and the District covenants and agrees that, so long as the Bonds are outstanding, the District shall not enter into any lease, management agreement, use agreement or other contract with any nongovernmental entity relating to the school facilities so financed or refinanced which would cause the Bonds to be considered “private activity bonds” or “private loan bonds” pursuant to Section 141 of the Code.

7.02. Arbitrage Certification. The Chairperson and Clerk being the officers of the District charged with the responsibility for issuing the Bonds pursuant to this resolution, are authorized and directed to execute and deliver to the Purchaser a certificate in accordance with the provisions of Section 148 of the Code and applicable Regulations stating the facts, estimates and circumstances in existence on the date of issue and delivery of the Bonds which make it reasonable to expect that the proceeds of the Bonds will not be used in a manner that would cause the Bonds to be “arbitrage bonds” within the meaning of the Code and the Regulations.

7.03. Arbitrage Rebate Exemption. (a) It is hereby determined that the District will qualify for the exception from arbitrage rebate for the Bonds provided by Section 148(f)(4)(B)(i) of the Code.

(b) Notwithstanding the provisions of paragraph (a) of this Section 7.03, if the arbitrage rebate provisions of Section 148(f) of the Code apply to the Bonds, the District hereby covenants and agrees to make the determinations, retain records and rebate to the United States the amounts at the times and in the manner required by said Section 148(f) and applicable Regulations.

7.04. Not Qualified Tax-Exempt Obligations. The Board has not designated the Bonds as “qualified tax-exempt obligations” for purposes of Section 265(b)(3) of the Code relating to the disallowance of interest expense for financial institutions.

7.05. Continuing Disclosure. (a) Purpose and Beneficiaries. To provide for the public availability of certain information relating to the Bonds and the security therefor and to permit the Purchaser and other participating underwriters in the primary offering of the Bonds to comply with amendments to Rule 15c2-12 promulgated by the SEC under the Securities Exchange Act of 1934 (17 C.F.R. § 240.15c2-12), relating to continuing disclosure (as in effect and interpreted from time to time, the Rule), which will enhance the marketability of the Bonds, the District hereby makes

the following covenants and agreements for the benefit of the Owners (as hereinafter defined) from time to time of the outstanding Bonds. The District is the only obligated person in respect of the Bonds within the meaning of the Rule for purposes of identifying the entities in respect of which continuing disclosure must be made. If the District fails to comply with any provisions of this section, any person aggrieved thereby, including the Owners of any outstanding Bonds, may take whatever action at law or in equity may appear necessary or appropriate to enforce performance and observance of any agreement or covenant contained in this section, including an action for a writ of mandamus or specific performance. Direct, indirect, consequential and punitive damages shall not be recoverable for any default hereunder to the extent permitted by law. Notwithstanding anything to the contrary contained herein, in no event shall a default under this section constitute a default under the Bonds or under any other provision of this resolution. As used in this section, Owner or Bondowner means, in respect of a Bond, the registered owner or owners thereof appearing in the bond register maintained by the Registrar or any Beneficial Owner (as hereinafter defined) thereof, if such Beneficial Owner provides to the Registrar evidence of such beneficial ownership in form and substance reasonably satisfactory to the Registrar. As used herein, Beneficial Owner means, in respect of a Bond, any person or entity which (a) has the power, directly or indirectly, to vote or consent with respect to, or to dispose of ownership of, such Bond (including persons or entities holding Bonds through nominees, depositories or other intermediaries), or (b) is treated as the owner of the Bond for federal income tax purposes.

(b) Information To Be Disclosed. The District will provide, in the manner set forth in subsection (c) hereof, either directly or indirectly through an agent designated by the District, the following information at the following times:

- (1) on or before twelve (12) months after the end of each fiscal year of the District, commencing with the fiscal year ending June 30, 2020, the following financial information and operating data in respect of the District (the Disclosure Information):
  - (A) the audited financial statements of the District for such fiscal year, prepared in accordance with generally accepted accounting principles in accordance with the governmental accounting standards promulgated by the Governmental Accounting Standards Board or as otherwise provided under Minnesota law, as in effect from time to time, or, if and to the extent such financial statements have not been prepared in accordance with such generally accepted accounting principles for reasons beyond the reasonable control of the District, noting the discrepancies therefrom and the effect thereof, and certified as to accuracy and completeness in all material respects by the fiscal officer of the District; and
  - (B) to the extent not included in the financial statements referred to in paragraph (A) hereof, the information for such fiscal year or for the period most recently available of the type contained in the Official Statement under the headings: Current Property Valuations; Direct Debt; Tax Levies and Collections; Student Body; and Employment/ Unemployment Data, which information may be unaudited.

Notwithstanding the foregoing paragraph, if the audited financial statements are not available by the date specified, the District shall provide on or before such date unaudited financial statements in the format required for the audited financial statements as part of the Disclosure Information and, within 10 days after the receipt thereof, the District shall provide the audited financial statements. Any or all of the Disclosure Information may be incorporated by reference, if it is updated as required hereby, from other documents, including official statements, which have been submitted to the Municipal Securities Rulemaking Board (the MSRB) through its Electronic Municipal Market Access System (EMMA) or the SEC. The District shall clearly identify in the Disclosure Information each document so incorporated by reference. If any part of the Disclosure Information can no longer be generated because the operations of the District have materially changed or been discontinued, such Disclosure Information need no longer be provided if the District includes in the Disclosure Information a statement to such effect; provided, however, if such operations have been replaced by other District operations in respect of which data is not included in the Disclosure Information and the District determines that certain specified data regarding such replacement operations would be a Material Fact (as defined in paragraph (2) hereof), then, from and after such determination, the Disclosure Information shall include such additional specified data regarding the replacement operations. If the Disclosure Information is changed or this section is amended as permitted by this paragraph (b)(1) or subsection (d), then the District shall include in the next Disclosure Information to be delivered hereunder, to the extent necessary, an explanation of the reasons for the amendment and the effect of any change in the type of financial information or operating data provided.

- (2) In a timely manner, not in excess of 10 business days, to the MSRB through EMMA, notice of the occurrence of any of the following events (each a “Material Fact,” as hereinafter defined):
  - (A) principal and interest payment delinquencies;
  - (B) non-payment related defaults, if material;
  - (C) unscheduled draws on debt service reserves reflecting financial difficulties;
  - (D) unscheduled draws on credit enhancements reflecting financial difficulties;
  - (E) substitution of credit or liquidity providers, or their failure to perform;
  - (F) adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB), or other material notices or determinations with respect to the tax status of the Bonds or other material events affecting the tax status of the Bonds;
  - (G) modifications to rights of Bond holders, if material;
  - (H) Bond calls, if material and tender offers;
  - (I) defeasances;
  - (J) release, substitution, or sale of property securing repayment of the Bonds if material;
  - (K) rating changes;
  - (L) bankruptcy, insolvency, receivership, or similar event of the obligated person;

- (M) the consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;
- (N) appointment of a successor or additional trustee or the change of name of a trustee, if material;
- (O) incurrence of a financial obligation of the obligated person, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the obligated person, any of which affect security holders, if material; “financial obligation” means a (a) debt obligation; (b) derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation; or (c) guarantee of a debt obligation or any such derivative instrument; provided that “financial obligation” shall not include municipal securities as to which a final official statement (as defined in the Rule) has been provided to the MSRB consistent with the Rule; and
- (P) default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a financial obligation of the obligated person, any of which reflect financial difficulties.

As used herein, for those events that must be reported if material, a “Material Fact” is a fact as to which a substantial likelihood exists that a reasonably prudent investor would attach importance thereto in deciding to buy, hold or sell a Bond or, if not disclosed, would significantly alter the total information otherwise available to an investor from the Official Statement, information disclosed hereunder or information generally available to the public. Notwithstanding the foregoing sentence, a Material Fact is also a fact that would be deemed material for purposes of the purchase, holding or sale of a Bond within the meaning of applicable federal securities laws, as interpreted at the time of discovery of the occurrence of the event.

For the purposes of the event identified in (L) hereinabove, the event is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer for an obligated person in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the obligated person, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the obligated person.

For purposes of the events identified in paragraphs (O) and (P) above, the term “financial obligation” means (i) a debt obligation; (ii) a derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation; or (iii) a

guarantee of (i) or (ii). The term “financial obligation” shall not include municipal securities as to which a final official statement has been provided to the MSRB consistent with the Rule.

- (3) In a timely manner, to the MSRB through EMMA, notice of the occurrence of any of the following events or conditions:
  - (A) the failure of the District to provide the Disclosure Information required under paragraph (b)(1) at the time specified thereunder;
  - (B) the amendment or supplementing of this section pursuant to subsection (d), together with a copy of such amendment or supplement and any explanation provided by the District under subsection (d)(2);
  - (C) the termination of the obligations of the District under this section pursuant to subsection (d);
  - (D) any change in the accounting principles pursuant to which the financial statements constituting a portion of the Disclosure Information are prepared; and
  - (E) any change in the fiscal year of the District.

(c) Manner of Disclosure.

- (1) The District agrees to make available to the MSRB through EMMA, in an electronic format as prescribed by the MSRB, the information described in subsection (b).
- (2) All documents provided to the MSRB pursuant to this subsection (c) shall be accompanied by identifying information as prescribed by the MSRB from time to time.

(d) Term; Amendments; Interpretation.

- (1) The covenants of the District in this section shall remain in effect so long as any Bonds are outstanding. Notwithstanding the preceding sentence, however, the obligations of the District under this section shall terminate and be without further effect as of any date on which the District delivers to the Registrar an opinion of Bond Counsel to the effect that, because of legislative action or final judicial or administrative actions or proceedings, the failure of the District to comply with the requirements of this section will not cause participating underwriters in the primary offering of the Bonds to be in violation of the Rule or other applicable requirements of the Securities Exchange Act of 1934, as amended, or any statutes or laws successory thereto or amendatory thereof.
- (2) This section (and the form and requirements of the Disclosure Information) may be amended or supplemented by the District from time to time, without notice to (except as provided in paragraph (c)(2) hereof) or the consent of the Owners of any Bonds, by a resolution of this Board filed in the office of the recording officer of the District accompanied by an opinion of Bond Counsel, who may rely on

certificates of the District and others and the opinion may be subject to customary qualifications, to the effect that: (i) such amendment or supplement (a) is made in connection with a change in circumstances that arises from a change in law or regulation or a change in the identity, nature or status of the District or the type of operations conducted by the District, or (b) is required by, or better complies with, the provisions of paragraph (b)(5) of the Rule; (ii) this section as so amended or supplemented would have complied with the requirements of paragraph (b)(5) of the Rule at the time of the primary offering of the Bonds, giving effect to any change in circumstances applicable under clause (i)(a) and assuming that the Rule as in effect and interpreted at the time of the amendment or supplement was in effect at the time of the primary offering; and (iii) such amendment or supplement does not materially impair the interests of the Bondowners under the Rule.

If the Disclosure Information is so amended, the District agrees to provide, contemporaneously with the effectiveness of such amendment, an explanation of the reasons for the amendment and the effect, if any, of the change in the type of financial information or operating data being provided hereunder.

- (3) This section is entered into to comply with the continuing disclosure provisions of the Rule and should be construed so as to satisfy the requirements of paragraph (b)(5) of the Rule.

**SECTION 8. REFUNDED BONDS CALL.** The Clerk is hereby directed to advise Bond Trust Services Corporation, Roseville, Minnesota, as paying agent for the Refunded Bonds, to call the Refunded Bonds for redemption and prepayment on the Redemption Date, and to give thirty (30) days mailed Notice of Redemption, substantially in the form attached hereto, all in accordance with the provisions of the resolution authorizing the issuance of the Refunded Bonds.

**SECTION 9. STATE PAYMENT; DISTRICT AND REGISTRAR OBLIGATIONS.** The District hereby covenants and obligates itself to notify the Commissioner of Education (the Commissioner) of any potential default in the payment of the principal of or interest on the Bonds and to use the provisions of Minnesota Statutes, Section 126C.55 (the State Payment Law), to guarantee, to the extent permitted by law, payment of the principal of and interest on the Bonds when due. The District further covenants to deposit with the Registrar not less than three business days prior to each February 1 and August 1 as set forth in Section 2.03 hereof, an amount sufficient to make that payment or to notify the Commissioner as provided in the State Payment Law that it will be unable to make all or a portion of such payment. The Registrar will notify the Commissioner if it becomes aware of a potential default in the payment of principal of and interest on the Bonds on any payment date or if, on the date two business days prior to the date on which a payment is due, there are insufficient funds on deposit with the Registrar to make the required payment on such date. The Registrar will cooperate with the District, the Commissioner and the Commissioner of Management and Budget in implementing the provisions of the State Payment Law. In the event that amounts sufficient to make any such interest or principal payment are held by an escrow or paying agent and invested as authorized by Minnesota Statutes, Chapter 475 and such escrow or paying agent is required to use proceeds from such investment to pay to the Registrar the amount necessary to pay such interest or principal on such payment date, then the

requirements of the State Payment Law relating to the deposit of such amounts with the Registrar prior to the payment date of such interest or principal shall be deemed satisfied and neither the District nor the Registrar shall be required to notify the Commissioner that insufficient funds are available to pay such interest or principal on such payment date. The District shall do all other things which may be necessary to perform the Bonds hereby undertaken under the State Payment Law, including any requirements hereafter adopted by the Commissioner of Management and Budget or the Commissioner.

Upon vote being taken on the foregoing resolution, the following voted in favor thereof:

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.



## TAX LEVIES

### TAX LEVY CALCULATION

Issue ID# 338938

Independent School District No. 273 (Edina), MN

Dated Date: 11/5/2020

\$9,085,000 General Obligation Alternative Facilities Refunding Bonds,  
Series 2020A

Call Date: Non-Callable

Tax Levy Year	Tax Collect Year	Bond Pay Year	Total P & I	Funds Available (1)	P & I @ 105%	Net Levy
2020	/	2021 / 2022	686,478.06	(1,796.61)	718,915.52	718,915.52
2021	/	2022 / 2023	639,000.00		670,950.00	670,950.00
2022	/	2023 / 2024	510,300.00		535,815.00	535,815.00
2023	/	2024 / 2025	4,510,200.00		4,735,710.00	4,735,710.00
2024	/	2025 / 2026	4,373,200.00		4,591,860.00	4,591,860.00
<b>Totals</b>			<b>10,719,178.06</b>	<b>(1,796.61)</b>	<b>11,253,250.52</b>	<b>11,253,250.52</b>

(1) The following funds are available to pay a portion of the interest payment due 08/01/21

Deposit to Debt Service Fund (Rounding): 1,796.61

Notes: Original tax levies for collection years 2021 through 2025 on the Series 2013A Bonds will be cancelled.



## NOTICE OF REDEMPTION

\$11,775,000 General Obligation Alternative Facilities Bonds, Series 2013A  
Dated February 21, 2013  
Independent School District No. 273 (Edina), Minnesota

NOTICE IS HEREBY GIVEN THAT there have been called for redemption and prepayment on February 1, 2021, all outstanding Bonds of the above referenced issue, dated February 21, 2013, maturing February 1 in the following year and having the interest rate listed below:

<u>Maturity</u>	<u>Amount</u>	<u>CUSIP #</u>	<u>Rate</u>	<u>Maturity</u>	<u>Amount</u>	<u>CUSIP #</u>	<u>Rate</u>
2022	\$590,000	280659 SU8	2.000%	2025	\$4,445,000	280659 SX2	2.375%
2023	550,000	280659 SV6	2.000	2026	4,410,000	280659 SY0	2.500
2024	435,000	280659 SW4	2.125				

The Bonds will be redeemed at a price of 100% of their principal amount plus accrued interest to the date of redemption. Holders of the Bonds should present them for payment to Bond Trust Services Corporation, in Roseville, Minnesota, on or before said date, when they will cease to bear interest, in the following manner:

By Mail , Overnight Mail, or Courier Service, or In Person, By Hand:

Bond Trust Services Corporation  
Attention: Bond Trust Services  
3060 Centre Point Drive  
Roseville, Minnesota 55113  
651.697.8500

Important Notice: In compliance with the Economic Growth and Tax Relief Reconciliation Act of 2001, federal backup withholding tax will be withheld at the applicable backup withholding rate in effect at the time the payment by the redeeming institutions if they are not provided with your social security number or federal employer identification number, properly certified. This requirement is fulfilled by submitting a W-9 Form, which may be obtained at a bank or other financial institution.

The Paying Agent shall not be responsible for the selection of or use of the CUSIP number, nor is any representation made as to its correctness indicated in this Notice of Redemption. It is included solely for the convenience of the Holders.

Additional information may be obtained from the undersigned or from Ehlers & Associates, Inc., 3060 Centre Pointe Drive, Roseville, Minnesota 55113 (651-697-8500), independent municipal advisor to the District.

Dated: October 12, 2020.

BY ORDER OF THE SCHOOL BOARD OF  
INDEPENDENT SCHOOL DISTRICT  
NO. 273 (EDINA), MINNESOTA

/s/\_\_\_\_\_  
School District Clerk

## EXHIBIT A

UNITED STATES OF AMERICA

STATE OF MINNESOTA  
HENNEPIN COUNTY  
INDEPENDENT SCHOOL DISTRICT NO. 273 (EDINA)

GENERAL OBLIGATION ALTERNATIVE FACILITIES REFUNDING BOND, SERIES 2020A

<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Date of Original Issue</u>	<u>CUSIP No.</u>
___%	February 1, 20___	November 5, 2020	

REGISTERED OWNER: CEDE & CO.

PRINCIPAL AMOUNT: THOUSAND DOLLARS

INDEPENDENT SCHOOL DISTRICT NO. 273 (EDINA), HENNEPIN COUNTY, STATE OF MINNESOTA (the District), acknowledges itself to be indebted and for value received hereby promises to pay to the registered owner specified above, or registered assigns, without the option of redemption and prepayment prior to maturity, the principal sum specified above on the maturity date specified above, and to pay interest thereon from the date of original issue specified above, or from the most recent interest payment date to which interest has been paid or duly provided for, at the annual rate specified above, payable on February 1 and August 1 in each year, commencing August 1, 2021, to the person in whose name this Bond is registered at the close of business on the fifteenth day (whether or not a business day) of the immediately preceding month. The interest hereon and, upon presentation and surrender hereof at the principal office of the Registrar described below, the principal hereof, are payable in lawful money of the United States of America by check or draft drawn on Bond Trust Services Corporation, in Roseville, Minnesota, as bond registrar, transfer agent and paying agent, or its successor designated under the bond resolution described herein (the Registrar). For the prompt and full payment of such principal and interest as the same respectively become due, the full faith and credit and taxing powers of the District have been and are hereby irrevocably pledged.

This Bond is one of an issue in the aggregate principal amount of \$9,085,000 (the Bonds), issued by the District to provide funds to refund certain outstanding general obligation alternative facilities bonds of the District, and is issued pursuant to and in full conformity with a resolution adopted by the School Board on October 12, 2020 (the Bond Resolution), and pursuant to and in full conformity with the Constitution and laws of the State of Minnesota thereunto enabling, including Minnesota Statutes, Chapter 475. The Bonds are issuable only in fully registered form, in denominations of \$5,000 or any integral multiple thereof, of single maturities.

As provided in the Bond Resolution and subject to certain limitations set forth therein, this Bond is transferable upon the books of the District at the principal office of the Registrar, by the registered owner hereof in person or by the owner's attorney duly authorized in writing upon surrender hereof together with a written instrument of transfer satisfactory to the Registrar, duly executed by the registered owner or the owner's attorney, and may also be surrendered in exchange for Bonds of other authorized denominations. Upon such transfer or exchange, the District will cause a new Bond or Bonds to be issued in the name of the transferee or registered owner, of the same aggregate principal amount, bearing interest at the same rate and maturing on the same date, subject to reimbursement for any tax, fee or governmental charge required to be paid with respect to such transfer or exchange.

The Bonds are not subject to redemption and prepayment prior to maturity.

The District and the Registrar may deem and treat the person in whose name this Bond is registered as the absolute owner hereof, whether this Bond is overdue or not, for the purpose of receiving payment and for all other purposes, and neither the District nor the Registrar shall be affected by any notice to the contrary.

Notwithstanding any other provisions of this Bond, so long as this Bond is registered in the name of Cede & Co., as nominee of The Depository Trust Company, or in the name of any other nominee of The Depository Trust Company or other securities depository, the Registrar shall pay all principal of and interest on this Bond, and shall give all notices with respect to this Bond, only to Cede & Co. or other nominee in accordance with the operational arrangements of The Depository Trust Company or other securities depository as agreed to by the District.

IT IS HEREBY CERTIFIED, RECITED, COVENANTED AND AGREED that all acts, conditions and things required by the Constitution and laws of the State of Minnesota to be done, to happen, to exist and to be performed precedent to and in the issuance of this Bond in order to make it a valid and binding general obligation of the District according to its terms have been done, have happened, do exist and have been performed in regular and due form, time and manner as so required; that, prior to the issuance hereof, a direct, annual, ad valorem tax has been duly levied upon all taxable property in the District for the years and in amounts not less than five percent in excess of sums sufficient to pay the interest hereon and the principal hereof as the same respectively become due; that additional taxes, if needed to meet the principal and interest requirements of the Bonds, shall be levied upon all such property without limitation as to rate or amount; and that the issuance of the Bonds does not cause the indebtedness of the District to exceed any constitutional or statutory limitation of indebtedness.

This Bond shall not be valid or become obligatory for any purpose or be entitled to any security or benefit under the Bond Resolution until the Certificate of Authentication hereon shall have been executed by the Registrar by manual signature of one of its authorized representatives.

IN WITNESS WHEREOF, Independent School District No. 273 (Edina), Hennepin County, State of Minnesota, by its School Board, has caused this Bond to be executed on its behalf by the facsimile signatures of the Chairperson and Clerk.

INDEPENDENT SCHOOL DISTRICT NO. 273  
(EDINA), MINNESOTA

\_\_\_\_\_  
(Facsimile Signature - Chairperson)

\_\_\_\_\_  
(Facsimile Signature - Clerk)

\_\_\_\_\_  
CERTIFICATE OF AUTHENTICATION

This is one of the Bonds delivered pursuant to the Bond Resolution mentioned within.

Date of Authentication: \_\_\_\_\_

BOND TRUST SERVICES CORPORATION, as  
Registrar

By \_\_\_\_\_  
Authorized Representative

\_\_\_\_\_

[illegible]

## ASSIGNMENT

Dated:

Signature Guaranteed:

Please insert social security or other identifying number of assignee: \_\_\_\_\_

CERTIFICATE OF HENNEPIN COUNTY  
AUDITOR AS TO REGISTRATION OF BONDS AND TAX LEVY

The undersigned, being the duly qualified and acting County Auditor of Hennepin County, hereby certifies that there has been filed in my office a certified copy of a resolution duly adopted on October 12, 2020, by the School Board of Independent School District No. 273 (Edina), Minnesota, setting forth the form and details of an issue of \$9,085,000 General Obligation Alternative Facilities Refunding Bonds, Series 2020A, dated as of November 5, 2020, and levying taxes for their payment.

I further certify that the issue has been entered on my bond register and the tax required by law for their payment has been levied and filed as required by Minnesota Statutes, Sections 475.61 to 475.63.

WITNESS my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Hennepin County Auditor

(SEAL)



**Board Meeting Date:** 10/12/2020

**TITLE:** Policy Review - Rapid

**TYPE:** Action

**PRESENTER(S):** Board Policy Committee

**BACKGROUND:** The following policies have been reviewed for clarity and to assure alignment with state statutes and district practice.

- 407 – Employee Right to Know – Exposure to Hazardous Substances
- 408 – Litigation Involving or Subpoena of a School District Employee

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

**ATTACHMENTS:**

1. 407 – Employee Right to Know – Exposure to Hazardous Substances
2. 408 – Litigation Involving or Subpoena of a School District Employee



## Personnel

### Employee Right to Know – Exposure to Hazardous Substances

#### I. Purpose

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

#### II. General Statement of Policy

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

#### III. Definitions

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

risk to worker health or safety or imminent danger of death or serious physical harm to an employee. This definition includes but is not limited to radiation, whether ionizing or nonionizing.

- E. "Infectious agent" means a communicable bacterium, rickettsia, parasites, virus, or fungus determined by the commissioner by rule, with approval of the commissioner of health, which according to documented medical or scientific evidence causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.
- F. "Blood borne pathogens" means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

#### IV. Target Job Categories

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

#### V. Training Schedule

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

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

#### Legal References:

29 C.F.R. § 1910.1050, App. B (Substance Technical Guidelines)  
Minn. Stat. Ch. 182 (Occupational Safety and Health)  
Minn. Rules Ch. 5205 (Safety and Health Standards)  
Minn. Rules Ch. 5206 (Employee Right to Know Standards)

#### Cross Reference:

~~Policy 420 (Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions)~~

Policy

adopted: 9/22/08

revised: 5/28/13

INDEPENDENT SCHOOL DISTRICT 273

Edina, Minnesota

revised: 6/13/16

## Personnel

### Litigation Involving or Subpoena of a School District Employee

#### I. Purpose

This policy sets forth the privacy rights of school district employees under both state and federal law when requested to testify or provide educational records for a judicial or administrative proceeding. This policy also provides guidance regarding the district and employees' rights and responsibilities when a civil or criminal action is pending involving the district and/or its employees.

#### II. General Statement of Policy

- A. This policy provides guidance and direction for a school district employee who ~~is may be~~ subpoenaed to testify and/or provide educational records for a judicial or administrative proceeding or is sued in his or her capacity as an employee.
- B. The district recognizes that when civil or criminal actions are pending involving an employee or student, the district may be requested or required to ~~take~~ action.
- C. In responding to legal requests and/or requirements, the district will take such measures as are appropriate to its primary mission of providing for the education of students in an environment that is safe for employees and students and is conducive to learning.
- D. The district acknowledges its statutory obligations with respect to ~~providing assistance to~~ assisting teachers who are sued in connection with performance of district duties. Collective bargaining agreements and district policies may also apply.

#### III. Procedures for Received Subpoenas or Court Orders

- A. An employee who receives a subpoena for any purpose related to employment is to inform the building administrator or immediate supervisor when ~~the employee~~ ~~he or she~~ receives the subpoena or court order ("subpoena"). The building administrator or supervisor will inform the superintendent that the employee has received a subpoena.
- B. In cases where the district or its employees have received a subpoena, no employee may release educational data, personnel data, or any other data of any kind without consultation in advance with the superintendent or designee.
- C. The administration will not release any information except in compliance with state and federal law and district policy.

- D. If the subpoena involves private educational data, the district will make a reasonable effort to notify the parent of the student, or the student if the student is 18 years of age or older, of the subpoena in advance of releasing the information pursuant to the subpoena.
- E. Payment for attendance at judicial or administrative proceedings and the retention of witness and mileage fees is to be determined in accordance with the applicable school board policies and collective bargaining agreements.

#### IV. Service of Subpoenas

The school district expects that its employees ~~are will~~ not ~~be~~ involved in providing service of process for third parties on district property or during the course of employment in the school setting.

#### V. Civil Actions against Employees

- A. Pursuant to state law, the school district will defend and indemnify an employee for damages in district-related litigation, including punitive damages, claimed or levied against the employee, provided that the employee ~~he or she~~ was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.
- B. Pursuant to state law, with respect to teachers employed by the district, upon written request of the teacher involved, the district will provide legal counsel for a school teacher against whom a claim is made or action is brought for recovery of damages in any tort action involving physical injury to a person or property or for wrongful death arising out of or in connection with the employment of the teacher with the district. The district will choose legal counsel after consultation with the teacher.

#### VI. Criminal Charges, Conduct, and/or Investigations

##### A. Employees

1. The school district expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.
2. The district has an interest in maintaining a safe and healthy environment and in preventing disruption of the educational process. ~~–To further that~~ interest, if the district receives information related to an employee's conviction of a crime or an employee being charged with a crime, the district will investigate and take appropriate disciplinary action, which may include discharge, subject to district policies, state and federal laws, and provisions of applicable collective bargaining agreements. The district expects its employees to notify the district of any pending criminal charges against the

employee. Disciplinary action ~~is will be~~ dependent on the extent to which the conviction and/or criminal act relate(s) to the school environment and/or district employment.

3. Pursuant to state law, if reimbursement for a criminal defense is requested by a district employee, the school board may, after consulting with its legal counsel, reimburse the employee for any costs and reasonable attorney fees incurred by the employee to defend criminal charges brought against the employee arising out of the performance of duties for the district. The decision as to whether to reimburse is made at the discretion of the school board. A school board member who is a witness or an alleged victim in the case may not vote on the reimbursement. If a quorum of the school board is disqualified from voting on the reimbursement, the reimbursement must be approved by a judge of the district court.

#### B. Criminal Investigations

1. The district ~~will~~ cooperates with law enforcement officials. ~~The district will,~~ however, encourage s law enforcement officials to question employees outside of ~~workschool~~ hours and off district property unless extenuating circumstances exist or the matter being investigated is district- related, or as otherwise provided by law.
2. If questioning on district property ~~at school~~ is unavoidable, the district will attempt to maintain confidentiality, to avoid embarrassment to employees and to avoid disruption of educational programming.

#### VII. Leave to Testify

Leave for employees appearing in court, either when sued or under subpoena to testify, will be considered in accordance with school district policies and applicable collective bargaining agreements.

#### VIII. Statements While Litigation is Pending Against the School District

The school district recognizes that when a civil or criminal action is commenced or pending, parties to the lawsuit have particular duties in reference to persons involved or named in the lawsuit, as well as insurance carrier(s). Therefore, when litigation is pending, individual district employees will not make or release statements regarding the pending litigation ~~only in consultation with district legal counsel.~~

#### Legal References:

20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)  
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 123B.02, Subd. 20 (Legal Counsel, Reimbursement)  
Minn. Stat. § 123B.25(b) (Actions Against Teachers)  
Minn. Stat. § 466.07, Subd. 1 (Indemnification)  
Minn. Rules 1205.0100, Subp. 5 (Minnesota Rules Regarding Data Practices)

Cross References:

Policy 211 (Criminal or Civil Action Involving the School District)  
Policy 403 (Discipline, Suspension and Dismissal of School District Employees)  
Policy 406 (Public and Private Personnel Data)  
Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
Policy 506 (Student Discipline)  
Policy 515 (Protection and Privacy of Student Records)

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