

School Board Regular Meeting
Monday, February 8, 2021; 7:00 PM
Hybrid – Virtual & District Office Conference Room

- I. Determination of Quorum and Call to Order**
- II. Approval of Agenda**
- III. Excellence in Action – South View Middle School Advisory Circles**
- IV. Hearing from Members of the Public**
- V. Consent Agenda**
 - A. Minutes
 - 1. January 11, 2021 work session
 - 2. January 11, 2021 regular meeting
 - 3. January 19, 2021 work session
 - 4. January 25, 2021 special meeting
 - B. Personnel Recommendations
 - C. Expenditures Payable, January 2021
 - D. 2021 Potential Bond Review and Comment
 - E. Additional Secondary Course Drop
 - F. American Indian Parent Advisory Council Report
 - G. Gift from Concord PTO
- VI. Discussion**
 - A. Community Survey
 - Description:** Morris Leatherman surveyed Edina residents and parents. This agenda item provides the results of that survey.
 - Presenter(s):** Peter Leatherman, Morris and Leatherman; Steve Buettner, Director of District Media and Technology Services; John Toop, Director of Business Services
 - B. 2021 Technology and Bond Ballot Language
 - Description:** The 2021-2022 school year (PAY 21 Levy) marks the end of the ten-year technology levy. The funds from this levy allowed the district to upgrade technology and infuse technology into our instructional practices. The District is also considering whether to include a \$7 million bond to expand the bus garage, improve bus loop and parking area at Creek Valley and improve parking area at Countryside.
 - Presenter(s):** Steve Buettner, Director of District Media and Technology Services; John Toop, Director of Business Services
 - C. Budget Proposal
 - Description:** After analysis of enrollment (revenue), 19-20 audit results, and 20-21 budget adjustments, it is recommended that Edina Public Schools reduce expenditures in the 21-22 budget by \$900,000 while preparing for an increase in the per pupil allowance of one half of one percent (0.5).

Presenter(s): John W. Schultz, Superintendent; John Toop, Director of Business Services

D. Policy Review (437, 903, 905, 906, 907)

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

Presenter(s): Board Policy Committee

VII. Action

A. Policy Review (410, 414-15, 430, 434, 435)

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

Presenter(s): Board Policy Committee

Recommendation: Accept the revised policies as presented.

B. Board Letters

Description: These letters will have been discussed at the Board's work session immediately prior to the regular meeting.

Presenter(s): Chair Allenburg

Recommendation: School Board to determine recommendation

VIII. Leadership and Committee Updates

IX. Superintendent Updates

X. Information

A. Enrollment

- Mobility Report
- Enrollment Report
- Budget in Progress Report

B. Policy 308, Appendix I

C. Radon Report – Creek Valley and Highlands

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE VIRTUAL WORK SESSION OF JANUARY 11, 2021

SPECIAL MEETING
5:00 PM

Remote Locations

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

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

PRESIDING OFFICER: Chair Erica Allenburg

5:05 PM – 6:56 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. John W. Schultz, Superintendent (attended remotely)
Dr. Randy Smasal, Assistant Superintendent (attended remotely)
Jody De St. Hubert, Director of Teaching and Learning (attended remotely)
Jeff Jorgensen, Director of Student Support Services (attended remotely)
Donna Roper, Director of Research and Evaluation (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)
Shawn Dudley, Principal, Valley View Middle School (attended remotely)

CERTIFIED CORRECT:

CERTIFIED CORRECT:

Ms. Erica Allenburg, Chair

Ms. Ellen Jones, Clerk

(Official Publication)
MINUTES OF THE VIRTUAL WORK SESSION
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA
JANUARY 11, 2021

5:05 PM Chair Allenburg called to order the work session of the School Board. All Members and staff participated remotely. Members present: Allenburg, Fox, Greene, Jones, Michaelson, Shaw, Wallen-Friedman. Staff present: Schultz, Smasal, De St. Hubert, Jorgensen, Roper, Toop, Tuescher, Woitte; Anderson, Beaton, Dudley. Guest: Nicholas Kelley, Public Health Administrator, City of Bloomington.

DISCUSSION

- A. Budget Parameters, 2021-22
- B. COVID Update

The meeting was adjourned at 6:56 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
JANUARY 11, 2021 WORK SESSION

5:05 PM Chair Allenburg called to order the work session of the School Board. All Members and staff participated remotely. Members present: Allenburg, Fox, Greene, Jones, Michaelson, Shaw, Wallen-Friedman. Staff present: Schultz, Smasal, De St. Hubert, Jorgensen, Roper, Toop, Tuescher, Woitte; Anderson, Beaton, Dudley. Guest: Nicholas Kelley, Public Health Administrator, City of Bloomington.

DISCUSSION

Budget Parameters, 2021-22: Board members asked questions of Director of Business Services John Toop, and requested that he give a more detailed presentation for the public at the subsequent Board meeting.

COVID Update: Superintendent Schultz presented the COVID case rates and the model that is assigned to that case rate. Bloomington Public Health Administrator and Epidemiologist, Nick Kelley, provided information about the case rate, viral transmission, and vaccinations. After discussion, the Board and administration decided to target February 16 to begin hybrid at the secondary schools. There will be an additional work session to update the Board and community.

At 6:56 PM, there being no objection, Chair Allenburg adjourned the meeting.

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE VIRTUAL REGULAR MEETING OF JANUARY 11, 2021

REGULAR MEETING
7:00 PM

Remote Locations

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

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

PRESIDING OFFICER: Chair Erica Allenburg

7:03 PM – 8:52 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. John W. Schultz, Superintendent (attended remotely)
Dr. Randy Smasal, Assistant Superintendent (attended remotely)
Steve Buettner, Director of District Media and Technology Services (attended remotely)
Jody De St. Hubert, Director of Teaching and Learning (attended remotely)
Donna Roper, Director of Research and Evaluation (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)
Shawn Dudley, Principal, Valley View Middle School (attended remotely)

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Ms. Erica Allenburg, Chair

Ms. Ellen Jones, Clerk

(Official Publication)
MINUTES OF THE REGULAR MEETING OF THE SCHOOL BOARD
DISTRICT 273 EDINA, MINNESOTA JANUARY 11, 2021

7:03 PM Chair Allenburg called to order the regular 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, Buettner, De St. Hubert, Roper, Toop, Tuescher, Woitte; Anderson, Beaton, Dudley; District media specialists Sherron Gaughan, Krista Winkel.

APPROVAL OF AGENDA BY UNANIMOUS ROLL CALL VOTE

EXCELLENCE IN ACTION – Media Specialists

READING OF COMMUNITY INPUT REGARDING AGENDA ITEMS

CONSENT ITEMS APPROVED BY UNANIMOUS ROLL CALL VOTE

- A. Minutes: 1/4/21 special meeting; 1/4/21 organizational meeting
- B. Personnel Recommendations
- C. Non-affiliated Employees Guidebook, Appendix G
- D. Expenditures Payable – December 2020
- E. Correction of Polling Places
- F. Internet Services Contract
- G. Purchases of Networking Equipment
 - 1. Firewall
 - 2. Uninterrupted Power Source

DISCUSSION

- A. Technology Referendum

ACTION ITEMS APPROVED BY UNANIMOUS ROLL CALL VOTE

- A. Budget Parameters
- B. Secondary New Course Proposals
- C. Elementary Grading, 2020-21 School Year
- D. Secondary Grading, 2020-21 School Year

The meeting adjourned at 8:52 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
JANUARY 11, 2021 REGULAR MEETING

7:03 PM Chair Allenburg called to order the regular 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, Buettner, De St. Hubert, Roper, Toop, Tuescher, Woitte; Anderson, Beaton, Dudley; District media specialists Sherron Gaughan, Krista Winkel.

APPROVAL OF AGENDA BY UNANIMOUS ROLL CALL VOTE

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

EXCELLENCE IN ACTION

Krista Winkel and Sherron Gaughan presented an overview of how District media specialists support reading for both in person/hybrid students and EVA students. Additional support is provided in myriad other ways, including through news shows; teacher resources; instructional support; device checkouts; digital citizenship support; and assistance with Schoology, SeeSaw and Google Meets.

READING OF COMMUNITY INPUT

Director Toop read from emails received by the Board. Sara Klos asked how civic education, civil discourse and debate are provided to Minnesota students. Jeff Northrup, Elizabeth Ross and Nicole Schnell of Edina Parents 4 Progress expressed their group's desire for the return of all students to the classroom, five days a week, noting other districts' return to hybrid or in-person learning. Bill Dean expressed disappointment that middle school students were not included in the current plan to return to in-school learning. Andrea Bushaw wrote about the timeline for returning students to school, transition time, asynchronous days, and supporting data. Sarah Parry wrote about mental health and equity issues with respect to distance learning. Christine Dean wrote about staggered starts and getting students back in the classroom as soon as possible. Marta Drew wrote about the difficulties facing the community, problem-solving, critical thinking and understanding. Jenny Griskevicius wrote about the lack of perfect options, controversy, and her appreciation for Board members. Michelle Meek referenced a student response to Edina Parents 4 Progress, and thanked the Board for their work. Megan Walsh wrote about difficult decisions and our extremely divided community and country. EHS students Isadora Li, Mia DiLorenzo and Izzy Wagener highlighted portions of their response to the Edina Parents 4 Progress letter, touching on CDC guidelines, frontline workers, community safety, and hard data.

Member Fox clarified that the Board does not respond to emails in real time.

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: 1/4/21 special meeting; 1/4/21 organizational meeting
- B. Personnel Recommendations
- C. Non-affiliated Employees Guidebook, Appendix G
- D. Expenditures Payable – December 2020
- E. Correction of Polling Places
- F. Internet Services Contract
- G. Purchases of Networking Equipment
 - 1. Firewall
 - 2. Uninterrupted Power Source

DISCUSSION ITEM

Technology Referendum: Director Buettner provided information on the technology levy, noting that technology use is pervasive in all aspects of our educational system - from managing heating and security, to paying staff and invoices; from providing recruitment and professional development, to guiding, enhancing and directing instruction. The goal is to use levy funds to maintain Edina excellence, by ensuring we leverage technology when it is the best tool, and by supporting our investments by maintaining and replacing our current technology. Discussion touched on technology's benefits to struggling readers, assistive technology, and partnerships with Student Support Services; efforts by the district to protect against ransomware and cybersecurity; the role of media specialists (salaries paid through the tech levy) in literacy; stewardship of district funds; alignment with neighboring districts; leveraging levy funds to help the district budget; and ties to the Strategic Plan.

ACTION ITEMS APPROVED BY UNANIMOUS ROLL CALL VOTE

Budget Parameters: Member Wallen-Friedman moved and Member Fox seconded to approve the motion. All Members voted Aye by roll call vote. Motion passed.

Comments: Member Fox noted that, due to issues and constraints relating to the pandemic, this is the 4th iteration of the budget parameters to come to the Board. Director Toop highlighted the budget parameter's three most critical components: enrollment; state revenue/per pupil allowance; and salaries and benefits. Member Fox noted the District is erring on the side of conservatism in budgeting a modest enrollment increase, no increase in state revenue per student, and salaries/benefits at recent historical increases.

Secondary New Course Proposals: Member Wallen-Friedman moved and Member Shaw seconded to approve the motion. All Members voted Aye by roll call vote. Motion passed.

Comments: Member Jones asked Director De St. Hubert for clarification and additional information related to secondary science courses. Director De St. Hubert offered to have someone from the high school follow up with additional information.

Elementary Grading, 2020-21 School Year: Member Wallen-Friedman moved and Member Fox seconded to approve the motion. All Members voted Aye by roll call vote. Motion passed.

Comments: Director De St Hubert noted administration will determine a way to record kindergarten information prior to the end of the year. She clarified that each

site has its own tracking system and procedures in place to watch for students who may be falling off or not attending.

Secondary Grading, 2020-21 School Year: Member Fox moved and Member Wallen-Friedman seconded to approve the motion. All Members voted Aye by roll call vote. Motion passed.

Comments: Director Smasal and Principals Anderson and Dudley provided background on secondary grading during the 2020-21 school year. They noted that secondary levels also have tracking systems and intervention procedures in place for students who aren't engaged.

Member Fox provided an update on the work of the COVID testing ad hoc committee. Superintendent Schultz noted the district is piloting testing procedures at three sites, and Director Tuescher noted Mary Heiman's work with site-based crews to implement testing at all sites. Superintendent Schultz noted the district's current work focuses on budget development, continual planning for new learning models, and plans for federal funding.

At 8:52 PM, there being no objection, Chair Allenburg adjourned the meeting.

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE VIRTUAL WORK SESSION OF JANUARY 19, 2021

SPECIAL MEETING
5:00 PM

Remote Locations

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

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

PRESIDING OFFICER: Chair Erica Allenburg

5:06 PM – 7:29 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. John W. Schultz, Superintendent (attended remotely)
Dr. Randy Smasal, Assistant Superintendent (attended remotely)
Jody De St. Hubert, Director of Teaching and Learning (attended remotely)
Jeff Jorgensen, Director of Student Support Services (attended remotely)
Nicole Tuescher, Director of Human Resources and Admin Services (attended remotely)

CERTIFIED CORRECT:

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Ms. Erica Allenburg, Chair

Ms. Ellen Jones, Clerk

(Official Publication)
MINUTES OF THE VIRTUAL WORK SESSION
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA
JANUARY 19, 2021

5:06 PM Chair Allenburg called to order the work session of the School Board. All Members and staff participated remotely. Members present: Allenburg, Fox, Greene, Jones, Michaelson, Shaw, Wallen-Friedman. Staff present: Schultz, Smasal, De St. Hubert, Jorgensen, Tuescher; Kany Seck, Instructional Dean at Normandale Elementary; Kristin Benson, English Teacher at Edina High School; Steven Cullison, Social Studies Teacher at Edina High School; Heather Henke, Spanish Teacher at Edina High School.

Presentation of Information and Collective Learning

- A. Equity Learning Experienced by Edina Staff in Alignment with Edina Public Schools 2020-2025 Strategic Plan, Strategies B and C

The meeting was adjourned at 7:29 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
JANUARY 19, 2021 WORK SESSION

5:06 PM Chair Allenburg called to order the work session of the School Board. All Members and staff participated remotely. Members present: Allenburg, Fox, Greene, Jones, Michaelson, Shaw, Wallen-Friedman. Staff present: Schultz, Smasal, De St. Hubert, Jorgensen, Tuescher; Kany Seck, Instructional Dean at Normandale Elementary; Kristin Benson, English Teacher at Edina High School; Steven Cullison, Social Studies Teacher at Edina High School; Heather Henke, Spanish Teacher at Edina High School.

PRESENTATION OF INFORMATION AND COLLECTIVE LEARNING

Equity Learning Experienced by Edina Staff in Alignment with Edina Public Schools 2020-2025 Strategic Plan, Strategies B and C: Jody De St. Hubert, Kany Seck, Kristin Benson, Steven Cullison, and Heather Henke presented the elements of the Equity work that guides teachers' planning and delivery of instruction. The team talked about the role equity plays in developing community in classrooms and schools. The Board also had the opportunity to ask questions about the presentation.

At 7:29 PM, there being no objection, Chair Allenburg adjourned the meeting.

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE VIRTUAL WORK SESSION OF JANUARY 25, 2021

SPECIAL MEETING
5:00 PM

Remote Locations

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

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

PRESIDING OFFICER: Chair Erica Allenburg

5:01 PM – 6:59 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. John W. Schultz, Superintendent (attended remotely)
Dr. Randy Smasal, Assistant Superintendent (attended remotely)
Jody De St. Hubert, Director of Teaching and Learning (attended remotely)
Donna Roper, Director of Research and Evaluation (attended remotely)
Nicole Tuescher, Director of Human Resources and Admin Services (attended remotely)
Mary Woitte, Director of Communications (attended remotely)
Mary Heiman, Coordinator of Health Services

Dr. Timothy Anderson, Principal, South View Middle School (attended remotely)
Andrew Beaton, Principal, Edina High School (attended remotely)
Shawn Dudley, Principal, Valley View Middle School (attended remotely)
Michael Pretasky, Assistant Principal, Edina High School (attended remotely)

CERTIFIED CORRECT:

CERTIFIED CORRECT:

Ms. Erica Allenburg, Chair

Ms. Ellen Jones, Clerk

(Official Publication)
MINUTES OF THE VIRTUAL WORK SESSION
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA
JANUARY 25, 2021

5:07 PM Chair Allenburg called to order the work session of the School Board. All Members and staff participated remotely. Members present: Allenburg, Fox, Greene, Jones, Michaelson, Shaw, Wallen-Friedman. Staff present: Schultz, Smasal, De St. Hubert, Roper, Tuescher, Woitte; Anderson, Beaton, Dudley, Pretasky; Mary Heiman, Health Services Coordinator.

Informational Report and Discussion

A. Learning Model Update

The meeting was adjourned at 7:15 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
JANUARY 25, 2021 WORK SESSION

5:01 PM Chair Allenburg called to order the work session of the School Board. All Members and staff participated remotely. Members present: Allenburg, Fox, Greene, Jones, Michaelson, Shaw, Wallen-Friedman. Staff present: Schultz, Smasal, De St. Hubert, Roper, Tuescher, Woitte; Anderson, Beaton, Dudley, Pretasky; Mary Heiman, Health Services Coordinator.

INFORMATIONAL REPORT AND DISCUSSION

Learning Model Update: Superintendent Schultz, Assistant Superintendent Smasal, Principals Anderson, Beaton and Dudley, Assistant Principal Pretasky, and Health Services Coordinator Heiman provided the Board with an update on district safety measures and learning model transition steps for Secondary programming. Ideas were suggested by the Board and the date for the pivot to hybrid remains tentative. COVID and staffing will be monitored to ensure the pivot is into a safe environment for staff and students.

At 7:15 PM, there being no objection, Chair Allenburg adjourned the meeting.



Board Meeting Date: Feb 8, 2021

TITLE: Personnel Recommendations

TYPE: Consent

PRESENTER(S): Nicole Tuescher

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>
SILBER, JENNIFER	AA Reading Teacher – Cornelia	\$56,070/yr	1/19/2021

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

B. RESIGNATIONS

<u>Name</u>	<u>Assignment</u>	<u>Reason</u>	<u>Date</u>
ERICKSON, CHANDRA	Spanish Teacher Valley View Middle School	Personal	6/07/2021
PARKER, ELIZABETH	ESL/ML Teacher Concord	Personal	1/28/2021
GILBERT, CHERYL	Teacher Districtwide	Personal	6/07/2021
HICKS, WILLIAM	Counselor Edina High School	Personal	6/07/2021
FROELICH, ELIZABETH	Speech Clinician Southview Middle School	Personal	6/07/2021

NON-LICENSED STAFF

A. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Assignment</u>	<u>Salary</u>	<u>Date</u>
ANDERSON, GINNY	Educational Associate Edina High School	Step 2, \$16.79/hour	1/21/2021
BINA, DOLORES	Assistant Director of Human Resources District Office	Step 2, \$107,500/yr	1/15/2021
CARRANZA, SINTIA	Educational Associate Concord	Step 4, \$18.93/hour	1/29/2021
CHRISTY, ASHLEY	Educational Associate Creek Valley	Step 3, \$17.87/hour	1/7/2021

CROSS, KYLE	Educational Associate Creek Valley	Step 3, \$17.87/hour	1/7/2021
HALSTEAD, CECELIA	Instructional Associate Valley View Middle School	Step 3, \$16.92/hour	1/21/2021
KING, JONATHAN	Educational Associate Creek Valley	Step 2, \$16.79/hour	1/21/2021
THOMAS, QUINTEN	Educational Associate Creek Valley	Step 3, \$17.87/hour	1/6/2021
VITULLO, MAX	Educational Associate Southview Middle School	Step 3, \$17.87/hour	1/21/2021
WALD, ELAINA	Educational Associate Southview Middle School	Step 2, \$17.87/hour	1/21/2021

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

B. CHANGE IN ASSIGNMENT

<u>Name</u>	<u>Assignment</u>	<u>Salary</u>	<u>Date</u>
BLACKWELL, PETER	From: Educational Associate/Technology To: Temporary TOA - Info and Identity Systems	Step 1, \$4,502/mo	1/25/2021
HOOBER, RACHEL	From: Instructional Associate Creek Valley To: 10 month, Classification E Edina High School	Step 2, \$3,313/mo	2/8/2021
THOMAS, ZACHARY	From: Hourly Custodian Cornelia To: Night Lead Cornelia	Step 1, \$2,978/mo	1/20/2021

C. RESIGNATIONS

<u>Name</u>	<u>Assignment</u>	<u>Reason</u>	<u>Date</u>
CAPRA, ROBERT	Bus Driver Transportation	Retirement	1/31/2021
EVANS, MARY	Educational Associate Edina High School	Retirement	2/5/2021
HEINLE, KARA	Instructional Associate Countryside	Personal	1/4/2021

KRUCHTEN, STEVE	Hourly Custodian ECC	Retirement	1/8/2021
MYLONOPOULOS, KOSTI	Educational Associate – Highlands	Personal	2/15/2021
PETERSEN, LARRY	Hourly Custodian – Southview Middle School	Retirement	2/16/2021

COMMUNITY EDUCATION SERVICES STAFF

A. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Assignment</u>	<u>Salary</u>	<u>Date</u>
GUILLEN, YULIMAE	Classroom Assistant Early Learning Center	\$15.74/hr	1/25/2021

B. CHANGE IN ASSIGNMENT

<u>Name</u>	<u>Assignment</u>	<u>Salary</u>	<u>Date</u>
BELL, TAJTIANNA	Building Aide District Wide	Step 5 \$17.23	1/14/2021
CAMPBELL, HOLLY	Building Aide District Wide	Step 2 \$13.65	1/14/2021
CONOVER, KAYELYN	Recreation Leader Countryside	Step 3 \$16.90	1/21/2021
GALAMBOS, SARAH	Recreation Leader Concord	Step 3 \$16.90	1/22/2021

C. RESIGNATION

<u>Name</u>	<u>Assignment</u>	<u>Reason</u>	<u>Date</u>
AURA, SUE	Recreation Leader	Personal	1/20/2021

D. TERMINATION

<u>Name</u>	<u>Assignment</u>	<u>Reason</u>	<u>Date</u>
DOYLE, ANGELINA	Classroom Assistant Early Learning Center	Personal	1/05/2021



DEFINING EXCELLENCE

Board Meeting Date: 2/8/2021

TITLE: Expenditures Payable 01-01-21

TYPE: Consent

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

BACKGROUND:

01	General Fund	\$2,058,694.40
02	Food Service Fund	\$63,954.70
04	Community Service Fund	\$31,274.99
06	Construction	\$3,101,256.54
	Long Term Facility Maintenance	
	Technology	
07	Debt Redemption Fund	\$3,800.00
12	Construction -2015 Building Bond	\$0.00
20	Internal Service - Dental Self Insurance	\$0.00
50	Student Activities	\$570.90
	Total Expenditures	\$5,259,551.53

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

PRIMARY ISSUE(S) TO CONSIDER: None

ATTACHMENTS:

1. January Check Register

SOURCEWELL TECHNOLOGY
DATE: 01/29/2021
TIME: 13:21:28

EDINA - LIVE
CHECK REGISTER - BY FUND

PAGE NUMBER: 1
ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='7'
ACCOUNTING PERIOD: 7/21

FD - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	368073	V 01/24/19	15331	PRAIRIE ELECTRIC CO	01019211000000	350	STU SVCS DESK REPAI	0.00	-174.54
A101.00	379610	V 12/09/20	30444	LEARNING WITHOUT TE	01532420740000	433	MISSED SHIPPING COS	0.00	-13.10
A101.00	379610	V 12/09/20	30444	LEARNING WITHOUT TE	01529420740000	433	SHIPPING/HANDLING	0.00	-13.10
A101.00	379610	V 12/09/20	30444	LEARNING WITHOUT TE	01529420740000	433	FGS20 FLIP CRAYON S	0.00	-15.95
A101.00	379610	V 12/09/20	30444	LEARNING WITHOUT TE	01529420740000	433	KSK-18 KICK START K	0.00	-57.50
A101.00	379610	V 12/09/20	30444	LEARNING WITHOUT TE	01529420740000	433	LN-18 LETTER&NUMBER	0.00	-57.50
A101.00	379610	V 12/09/20	30444	LEARNING WITHOUT TE	01529420740000	433	LN-18 LETTER&NUMBER	0.00	-157.15
TOTAL CHECK									
A101.00	379843	01/06/21	23145	AFFINITECH INC.	01005630154000	556	FUTURE READY CLASSR	0.00	96,266.72
A101.00	379844	01/06/21	28334	AMPLIFY	01005211302000	460	AMPLIFY LICENSES FO	0.00	66,885.15
A101.00	379846	01/06/21	24971	BATTERIES R US	01021810000000	350	WON MEDIA CTR FIRE	0.00	149.99
A101.00	379847	01/06/21	27724	BESTER BROTHERS TRA	01008865384000	520	ECC 2020 MOVING	0.00	46,440.45
A101.00	379850	01/06/21	27478	CAPITAL ONE PUBLIC	01526850302000	581	LEASE PURCH-INTERES	0.00	24,119.57
A101.00	379850	01/06/21	27478	CAPITAL ONE PUBLIC	01526850302000	580	LEASE PURCH-PRINCIP	0.00	71,956.59
TOTAL CHECK									96,076.16
A101.00	379851	01/06/21	27717	CATALYST SOURCING S	01005110000000	305	SUPP TRACK MON SUBS	0.00	209.99
A101.00	379851	01/06/21	27717	CATALYST SOURCING S	01005810000000	305	ON-D/AED PURCHASE	0.00	625.00
A101.00	379851	01/06/21	27717	CATALYST SOURCING S	01009760723000	305	ON-D/SPED/DISPL STU	0.00	1,125.00
TOTAL CHECK									1,959.99
A101.00	379853	01/06/21	15056	CENTERPOINT ENERGY	01532810000000	440	CV 11/17/20-12/16/2	0.00	1,942.01
A101.00	379853	01/06/21	15056	CENTERPOINT ENERGY	01529810000000	440	HL 11/18/20-12/17/2	0.00	3,248.68
TOTAL CHECK									5,190.69
A101.00	379854	01/06/21	10363	CENTRAL ROOFING COM	01008865383000	520	ECC/VV REROOF 2020	0.00	30,438.64
A101.00	379855	01/06/21	24945	CENTURYLINK	01005620000000	320	DO 12/01/20-12/31/2	0.00	909.93
A101.00	379855	01/06/21	24945	CENTURYLINK	01526810000000	320	CC 12/19/20-01/18/2	0.00	58.44
A101.00	379855	01/06/21	24945	CENTURYLINK	01005620000000	320	DO 12/25/20-01/24/2	0.00	98.43
A101.00	379855	01/06/21	24945	CENTURYLINK	01532810000000	320	CV 12/10/20-01/09/2	0.00	137.26
A101.00	379855	01/06/21	24945	CENTURYLINK	01527810000000	320	CN 12/01/20-12/31/2	0.00	157.64
A101.00	379855	01/06/21	24945	CENTURYLINK	01020810000000	320	VV 12/10/20-01/09/2	0.00	309.17
A101.00	379855	01/06/21	24945	CENTURYLINK	01021810000000	320	EHS 12/10/20-01/09/	0.00	397.51
A101.00	379855	01/06/21	24945	CENTURYLINK	01005620000000	320	DO 12/19/20-01/18/2	0.00	627.15
TOTAL CHECK									2,695.53
A101.00	379858	01/06/21	15070	EVAN-MOOR	01533407740000	433	#3612 - DAILY READI	0.00	29.99
A101.00	379858	01/06/21	15070	EVAN-MOOR	01533407740000	433	#246 - PARAGRAPH WR	0.00	16.99
A101.00	379858	01/06/21	15070	EVAN-MOOR	01533407740000	433	#575 - WRITING FABU	0.00	18.99
A101.00	379858	01/06/21	15070	EVAN-MOOR	01533407740000	433	#794 - HOW TO WRITE	0.00	16.99
A101.00	379858	01/06/21	15070	EVAN-MOOR	01533407740000	433	#6023 - DAILY 6-TRA	0.00	29.99
A101.00	379858	01/06/21	15070	EVAN-MOOR	01533407740000	433	#6024 - DAILY 6-TRA	0.00	29.99
A101.00	379858	01/06/21	15070	EVAN-MOOR	01515407740000	433	#755 - DAILY MATH P	0.00	29.99
A101.00	379858	01/06/21	15070	EVAN-MOOR	01515407740000	433	#6927 - COUNTING 1-	0.00	22.99
A101.00	379858	01/06/21	15070	EVAN-MOOR	01515407740000	433	#3616 - DAILY READI	0.00	3.99
A101.00	379858	01/06/21	15070	EVAN-MOOR	01515407740000	433	ESTIMATED SHIPPING/	0.00	29.99
A101.00	379858	01/06/21	15070	EVAN-MOOR	01515407740000	433		0.00	9.72

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A101.00	379858	01/06/21	15070	EVAN-MOOR	01533407740000	433	ESTIMATED SHIPPING/	0.00	14.27
TOTAL CHECK								0.00	223.90
A101.00	379859	01/06/21	02490	FOLLETT SCHOOL SOLU	01005620795000	470	BOOKS FOR SOUTHVIEV	0.00	523.70
A101.00	379859	01/06/21	02490	FOLLETT SCHOOL SOLU	01005620795000	470	BOOKS FOR SOUTHVIEV	0.00	993.89
TOTAL CHECK								0.00	1,517.59
A101.00	379861	01/06/21	18200	GENERAL SECURITY SE	01005810000000	305	CS MONITOR JAN21	0.00	17.95
A101.00	379861	01/06/21	18200	GENERAL SECURITY SE	01005810000000	305	ECC MONITOR JAN21	0.00	40.08
A101.00	379861	01/06/21	18200	GENERAL SECURITY SE	01005810000000	305	EHS MONITOR JAN21	0.00	40.08
A101.00	379861	01/06/21	18200	GENERAL SECURITY SE	01005810000000	305	VV MONITOR JAN21	0.00	40.08
A101.00	379861	01/06/21	18200	GENERAL SECURITY SE	01005810000000	305	CV MONITOR JAN21	0.00	40.08
A101.00	379861	01/06/21	18200	GENERAL SECURITY SE	01005810000000	305	HL MONITOR JAN21	0.00	40.08
A101.00	379861	01/06/21	18200	GENERAL SECURITY SE	01005810000000	305	SV MONITOR JAN21	0.00	40.08
A101.00	379861	01/06/21	18200	GENERAL SECURITY SE	01005810000000	305	CC MONITOR JAN21	0.00	40.08
A101.00	379861	01/06/21	18200	GENERAL SECURITY SE	01005810000000	305	CN MONITOR JAN21	0.00	40.08
TOTAL CHECK								0.00	338.59
A101.00	379862	01/06/21	26941	INNOVATIONAL WATER	01005810000000	305	WATER MGMT-WKLY/MTH	0.00	2,738.25
A101.00	379863	01/06/21	20605	INNOVATIVE OFFICE S	01005110000000	401	PEN RBALL RT 12H87P	0.00	-14.21
A101.00	379863	01/06/21	20605	INNOVATIVE OFFICE S	01021810000810	401	OFFICE SUPPLIES	0.00	82.27
TOTAL CHECK								0.00	68.06
A101.00	379865	01/06/21	03720	JERRY'S HARDWARE	01020810000810	401	CUSTODIAL SUPPLIES	0.00	14.28
A101.00	379865	01/06/21	03720	JERRY'S HARDWARE	01020810000810	401	CUSTODIAL SUPPLIES	0.00	1.94
TOTAL CHECK								0.00	16.22
A101.00	379871	01/06/21	14980	MASBO	01005110000000	366	2021 WINTER CONFERE	0.00	110.00
A101.00	379871	01/06/21	14980	MASBO	01005110000000	366	2021 WINTER CONFERE	0.00	110.00
TOTAL CHECK								0.00	220.00
A101.00	379872	01/06/21	19655	MED COMPASS INC	01005865352000	305	HEARING TEST/TRAINI	0.00	45.50
A101.00	379873	01/06/21	20037	METRO ELEVATOR INC	01005810000000	305	ECC REG JAN21 SERVI	0.00	1,130.00
A101.00	379874	01/06/21	21406	MINNESOTA SCHOOL EM 01		L215.08	UNION DUES W/HOLDIN	0.00	1,472.05
A101.00	379876	01/06/21	04661	OFFICE DEPOT INC	01528203000000	401	OFFICE SUPPLIES	0.00	50.95
A101.00	379877	01/06/21	05544	OUR LADY OF GRACE	01005204414000	303	WORKSHOP REIMB-G.V.	0.00	399.99
A101.00	379880	01/06/21	15331	PRAIRIE ELECTRIC CO	01529810000000	350	REPAIR	0.00	410.00
A101.00	379880	01/06/21	15331	PRAIRIE ELECTRIC CO	01021810000000	350	EXHAUST FAN REPAIR	0.00	708.94
TOTAL CHECK								0.00	1,118.94
A101.00	379882	01/06/21	22996	RJ MECHANICAL INC	01005810000000	305	BI-YRLY CHILLER MAI	0.00	5,028.00
A101.00	379882	01/06/21	22996	RJ MECHANICAL INC	01021865380000	520	WATER HEATER/HEAT E	0.00	101,000.00
TOTAL CHECK								0.00	106,028.00
A101.00	379883	01/06/21	06922	SCHOOL SERVICE EMPL 01		L215.08	UNION DUES W/HOLDIN	0.00	3,151.32

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A101.00	379884	01/06/21	27669	SOLARWINDS INC	01005870795000	405	QUOTE QNL408218	0.00	5,500.00
A101.00	379886	01/06/21	30096	SUMMIT COMPANIES	01008810000000	350	SERVICE CALL	0.00	180.00
A101.00	379889	01/06/21	25899	TOSHIBA BUSINESS SO	01005605302000	370	ACT 7966212-002 AUG	0.00	417.30
A101.00	379889	01/06/21	25899	TOSHIBA BUSINESS SO	01005605302000	370	PO S051320 AUG20	0.00	632.93
TOTAL CHECK								0.00	1,050.23
A101.00	379890	01/06/21	22468	TRI-STATE BOBCAT IN	010058100000820	401	OVERPMT-08/28/18 IN	0.00	-176.37
A101.00	379890	01/06/21	22468	TRI-STATE BOBCAT IN	010058100000820	401	DW GRDS-TORO PADDLE	0.00	211.00
TOTAL CHECK								0.00	34.63
A101.00	379891	01/06/21	32825	VENT GUYS INC	01021810000000	350	DRYER VENT CLEAN (3	0.00	645.00
A101.00	379892	01/06/21	23419	VEOLIA NORTH AMERIC	01005865349000	305	HAZ WASTE REMOVAL-V	0.00	862.67
A101.00	379893	01/06/21	25308	WOLD ARCHITECTS & E	01020865384000	305	VV OUTDOOR STORAGE	0.00	247.49
A101.00	379893	01/06/21	25308	WOLD ARCHITECTS & E	01019865384000	305	SV WINDOW REPLACED	0.00	546.86
A101.00	379893	01/06/21	25308	WOLD ARCHITECTS & E	01008865384000	305	ECC RENOVATIONS	0.00	643.78
A101.00	379893	01/06/21	25308	WOLD ARCHITECTS & E	01008865384000	305	ECC 2020 RENOVATION	0.00	20,428.53
TOTAL CHECK								0.00	21,866.66
A101.00	379895	01/06/21	05410	XCEL ENERGY	01009760720000	330	BUS 11/18/20-12/21/	0.00	1,222.28
A101.00	379895	01/06/21	05410	XCEL ENERGY	01527810000000	330	CN 11/20/20-12/22/2	0.00	1,955.19
A101.00	379895	01/06/21	05410	XCEL ENERGY	01533810000000	330	ND 11/18/20-12/21/2	0.00	3,395.92
A101.00	379895	01/06/21	05410	XCEL ENERGY	01526810000000	330	CC 11/18/20-12/21/2	0.00	3,656.16
A101.00	379895	01/06/21	05410	XCEL ENERGY	01528810000000	330	CS 11/18/20-12/21/2	0.00	3,753.60
A101.00	379895	01/06/21	05410	XCEL ENERGY	01529810000000	330	HL 11/19/20-12/22/2	0.00	3,977.69
A101.00	379895	01/06/21	05410	XCEL ENERGY	01532810000000	330	CV 11/18/20-12/21/2	0.00	4,302.88
A101.00	379895	01/06/21	05410	XCEL ENERGY	01019810000000	330	VV 11/18/20-12/21/2	0.00	8,558.05
A101.00	379895	01/06/21	05410	XCEL ENERGY	01020810000000	330	SV 11/18/20-12/21/2	0.00	10,794.28
A101.00	379895	01/06/21	05410	XCEL ENERGY	01008810000000	330	ECC 11/18/20-12/21/	0.00	12,040.06
A101.00	379895	01/06/21	05410	XCEL ENERGY	01021810000000	330	EHS 11/18/20-12/21/	0.00	20,727.56
TOTAL CHECK								0.00	74,383.67
A101.00	379896	01/13/21	32071	93 SKIP LLC	01009760720000	330	SOLAR PROD-TRANSDC	0.00	62.86
A101.00	379896	01/13/21	32071	93 SKIP LLC	01527760720000	330	SOLAR PROD-CN DEC20	0.00	812.62
TOTAL CHECK								0.00	875.48
A101.00	379897	01/13/21	00500	ASTLEFORD INTERNATI	01009760720000	402	CORE CREDIT	0.00	-1,000.00
A101.00	379897	01/13/21	00500	ASTLEFORD INTERNATI	01009760720000	402	BOLT	0.00	6.86
A101.00	379897	01/13/21	00500	ASTLEFORD INTERNATI	01009760720000	402	GAUGE OIL LEVEL	0.00	55.94
A101.00	379897	01/13/21	00500	ASTLEFORD INTERNATI	01009760720000	402	DOT UNIT E1083375	0.00	125.00
A101.00	379897	01/13/21	00500	ASTLEFORD INTERNATI	01009760720000	402	PUMP, PUMP ASSEMBLY	0.00	195.31
A101.00	379897	01/13/21	00500	ASTLEFORD INTERNATI	01009760720000	402	DOT UNIT A1069875	0.00	231.92
A101.00	379897	01/13/21	00500	ASTLEFORD INTERNATI	01009760720000	402	AIR FILTER, GAUGE O	0.00	288.09
A101.00	379897	01/13/21	00500	ASTLEFORD INTERNATI	01009760720000	402	DOT UNIT 4106273G	0.00	410.02
A101.00	379897	01/13/21	00500	ASTLEFORD INTERNATI	01009760720000	402	PUMP, PUMP ASSEMBLY	0.00	519.79
TOTAL CHECK								0.00	832.93
A101.00	379898	01/13/21	03628	AUTO PLUS/UNI-SELEC	01009760720000	402	RED N TACKY	0.00	32.90
A101.00	379898	01/13/21	03628	AUTO PLUS/UNI-SELEC	01009760720000	402	ULTIMATE QUICK W	0.00	11.99

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A101.00	379910	01/13/21	31528	CORNWELL- MATTHEW T	01009760720000	402	BLUE ANODIZED SWVL	0.00	26.95
TOTAL CHECK									306.90
A101.00	379911	01/13/21	12261	CUSHMAN MOTOR COMPA	01528810000820	401	CS GROUNDS-HARNES	0.00	67.61
A101.00	379911	01/13/21	12261	CUSHMAN MOTOR COMPA	01008810000820	401	ECC GROUNDS-HARNES	0.00	67.62
TOTAL CHECK									135.23
A101.00	379912	01/13/21	21013	SHRED RIGHT	01009760720000	305	PICKUP SERVICE	0.00	15.00
A101.00	379912	01/13/21	21013	SHRED RIGHT	01008105000000	401	SHRED-ECC 200255	0.00	15.00
A101.00	379912	01/13/21	21013	SHRED RIGHT	01021211000000	401	WORK ORDER 202187	0.00	63.00
TOTAL CHECK									93.00
A101.00	379913	01/13/21	12171	ECKROTH MUSIC	01021258000250	350	BAND REPAIR	0.00	132.25
A101.00	379914	01/13/21	20505	EDUCATION LOGISTICS	01009760720000	320	GPS SOFTWARE	0.00	1,386.02
A101.00	379915	01/13/21	24575	EDUCATORS BENEFIT C	01005105000000	305	403(B) ADMIN&COMP F	0.00	585.12
A101.00	379916	01/13/21	30154	EVERYDAY SPEECH, LL	01020401740000	433	ONLINE ANNUAL COMPL	0.00	299.99
A101.00	379917	01/13/21	28966	FACTORY MOTOR PARTS	01009760720000	402	OIL FILTER	0.00	37.50
A101.00	379917	01/13/21	28966	FACTORY MOTOR PARTS	01009760720000	402	WIPER BLADES	0.00	40.84
A101.00	379917	01/13/21	28966	FACTORY MOTOR PARTS	01009760720000	402	ASPIRA, FILTER KIT	0.00	52.69
A101.00	379917	01/13/21	28966	FACTORY MOTOR PARTS	01009760720000	402	LATEX GLOVES	0.00	134.90
TOTAL CHECK									265.93
A101.00	379918	01/13/21	30267	FORKLIFTS OF MINNES	01021810000810	401	PALLET JACK P/M	0.00	85.43
A101.00	379918	01/13/21	30267	FORKLIFTS OF MINNES	01021810000810	401	CUSHMAN VEHICLE P/M	0.00	92.43
A101.00	379918	01/13/21	30267	FORKLIFTS OF MINNES	01021810000810	401	FORKLIFT P/M	0.00	97.43
TOTAL CHECK									275.29
A101.00	379920	01/13/21	18200	GENERAL SECURITY SE	01005810000000	305	PATROL RESPONSE-EHS	0.00	35.00
A101.00	379920	01/13/21	18200	GENERAL SECURITY SE	01005810000000	305	PATROL RESPONSE-ECC	0.00	35.00
TOTAL CHECK									70.00
A101.00	379921	01/13/21	11348	GOPHER STAGE LIGHTI	01019211000000	350	LEVITON CTRL REPAIR	0.00	1,196.40
A101.00	379922	01/13/21	09346	GRAINGER	01009760720000	402	ADHESIVE WHEEL	0.00	12.00
A101.00	379922	01/13/21	09346	GRAINGER	01009760720000	402	LOCK NUT, BOLT	0.00	13.92
A101.00	379922	01/13/21	09346	GRAINGER	01009760720000	402	SAFETY GLASSES, TWE	0.00	85.66
A101.00	379922	01/13/21	09346	GRAINGER	01009760720000	402	BAND CLAMPS	0.00	126.11
A101.00	379922	01/13/21	09346	GRAINGER	01009760720000	402	CIRCULAR SAW BLADE	0.00	161.13
A101.00	379922	01/13/21	09346	GRAINGER	01009760720000	402	WASHER BOLT, LOCK N	0.00	163.17
A101.00	379922	01/13/21	09346	GRAINGER	01009760720000	402	MACHINE SCREW PANS	0.00	178.51
TOTAL CHECK									740.50
A101.00	379923	01/13/21	27788	GREATAMERICA FINANC	01019211000000	305	POSTAGE METER RENTA	0.00	149.95
A101.00	379923	01/13/21	27788	GREATAMERICA FINANC	01021211000000	329	POSTAGE JAN21 STMT	0.00	149.95
TOTAL CHECK									299.90
A101.00	379924	01/13/21	00296	GROTH MUSIC COMPANY	01021258000250	350	OPEN ACCOUNT CREDIT	0.00	-55.00
A101.00	379924	01/13/21	00296	GROTH MUSIC COMPANY	01021258000250	430	CREDIT INVOICE	0.00	-54.00

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A101.00	379924	01/13/21	00296	GROTH MUSIC COMPANY	01021258000250	350	CREDIT INVOICE	0.00	-40.00
A101.00	379924	01/13/21	00296	GROTH MUSIC COMPANY	01021258000250	430	OPEN ACCOUNT CREDIT	0.00	-25.76
A101.00	379924	01/13/21	00296	GROTH MUSIC COMPANY	01021258000250	350	BAND REPAIR	0.00	400.00
TOTAL CHECK								0.00	225.24
A101.00	379925	01/13/21	03263	HOGlund BUS CO INC	01009760720000	402	LABOR BUS75 VIN1099	0.00	1,000.52
A101.00	379925	01/13/21	03263	HOGlund BUS CO INC	01009760720000	402	ON COMMAND RENEWAL	0.00	100.00
A101.00	379925	01/13/21	03263	HOGlund BUS CO INC	01009760720000	402	LUBRICATE	0.00	46.56
A101.00	379925	01/13/21	03263	HOGlund BUS CO INC	01009760720000	402	WEAR-PLT	0.00	281.19
TOTAL CHECK								0.00	1,428.27
A101.00	379926	01/13/21	21315	HORIZON COMMERCIAL	01020810000815	401	POOL SUPPLIES	0.00	607.00
A101.00	379927	01/13/21	32829	HUMAN EDGE INC	01005407740000	394	SPED TEACHER SERVIC	0.00	2,800.00
A101.00	379927	01/13/21	32829	HUMAN EDGE INC	01005407740000	394	SPED TEACHER SERVIC	0.00	2,800.00
TOTAL CHECK								0.00	5,600.00
A101.00	379929	01/13/21	22560	INTELLIGERE INC	01005420740000	358	INTERPRETER-SPED MT	0.00	549.50
A101.00	379929	01/13/21	22560	INTELLIGERE INC	01005420740000	358	INTERPRETER-SPED MT	0.00	236.25
TOTAL CHECK								0.00	785.75
A101.00	379930	01/13/21	16322	INTERMEDIATE DISTRI	01021211303000	390	ALC	0.00	1,295.82
A101.00	379930	01/13/21	16322	INTERMEDIATE DISTRI	01021399830000	390	CAREER & TECH	0.00	1,330.67
A101.00	379930	01/13/21	16322	INTERMEDIATE DISTRI	01021380835000	390	TRANSITION DISABLED	0.00	3,031.30
A101.00	379930	01/13/21	16322	INTERMEDIATE DISTRI	01021211303000	390	ALC-STABILIZATION F	0.00	3,644.28
A101.00	379930	01/13/21	16322	INTERMEDIATE DISTRI	01005865382000	390	LONG TERM FACILITIE	0.00	4,419.27
A101.00	379930	01/13/21	16322	INTERMEDIATE DISTRI	01021399830000	390	HTP-GEN ED	0.00	10,255.96
A101.00	379930	01/13/21	16322	INTERMEDIATE DISTRI	01021211303000	390	CONTRACTED NSO	0.00	10,856.30
A101.00	379930	01/13/21	16322	INTERMEDIATE DISTRI	01005400342000	391	SAFE SCHOOL	0.00	10,932.84
A101.00	379930	01/13/21	16322	INTERMEDIATE DISTRI	01005400000000	390	CORE FEE	0.00	10,969.29
A101.00	379930	01/13/21	16322	INTERMEDIATE DISTRI	01005400000000	390	ITINERANT	0.00	17,460.13
A101.00	379930	01/13/21	16322	INTERMEDIATE DISTRI	01005850302287	370	LEASE LEVY	0.00	23,895.99
TOTAL CHECK								0.00	98,091.85
A101.00	379931	01/13/21	31284	ISD#916 NORTHEAST M	01005211000000	390	TUITION EDINA RESID	0.00	1,722.24
A101.00	379932	01/13/21	03720	JERRY'S HARDWARE	01021810000820	401	DRILL BITS	0.00	22.28
A101.00	379932	01/13/21	03720	JERRY'S HARDWARE	01021810000820	401	TAPE MEASURE	0.00	23.12
A101.00	379932	01/13/21	03720	JERRY'S HARDWARE	01008810000000	401	BUILDING SUPPLIES	0.00	28.60
A101.00	379932	01/13/21	03720	JERRY'S HARDWARE	01532810000810	401	BUILDING SUPPLIES	0.00	67.06
A101.00	379932	01/13/21	03720	JERRY'S HARDWARE	01528810000810	401	DISTILLED WATER/SHO	0.00	71.17
A101.00	379932	01/13/21	03720	JERRY'S HARDWARE	01021810000820	401	PADDLE/SCRAPER	0.00	119.67
A101.00	379932	01/13/21	03720	JERRY'S HARDWARE	01008810000000	350	CLEANING KIT-DRYER	0.00	56.68
TOTAL CHECK								0.00	388.58
A101.00	379933	01/13/21	12665	JESSEN PRESS INC	01005205417000	329	ENVELOPES	0.00	132.75
A101.00	379934	01/13/21	09728	JW PEPPER & SON INC	01021258000250	430	BAND SUPPLIES	0.00	75.00
A101.00	379936	01/13/21	20559	KATH FUEL OIL SERVI	01009760720000	442	5W40	0.00	2,231.80
A101.00	379936	01/13/21	20559	KATH FUEL OIL SERVI	01009760720000	441	DIESEL EXHAUST FLUI	0.00	476.44
A101.00	379936	01/13/21	20559	KATH FUEL OIL SERVI	01009760720000	440	UNLEADED	0.00	689.97

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TOTAL CHECK								0.00	3,398.21
A101.00	379938	01/13/21	04024	LAKESHORE LEARNING	01532420740000	433	#LC856 - ALPHABET S	0.00	159.00
A101.00	379938	01/13/21	04024	LAKESHORE LEARNING	01532420740000	433	#EE811 - MATH ROUTI	0.00	22.79
A101.00	379938	01/13/21	04024	LAKESHORE LEARNING	01532420740000	433	#AA758X - CONNECT &	0.00	34.99
A101.00	379938	01/13/21	04024	LAKESHORE LEARNING	01532420740000	433	ESTIMATED SHIPPING/	0.00	21.78
TOTAL CHECK								0.00	238.56
A101.00	379939	01/13/21	21327	LANGUAGE LINE SERVI	01005790000000	358	INTERPRETER-NOV20	0.00	6,230.80
A101.00	379940	01/13/21	23366	LENOVO-USA INC	01005870795000	405	ASP RENEWAL FEE	0.00	250.00
A101.00	379941	01/13/21	14980	MASBO	01005110000000	366	2021 WINTER CONFERE	0.00	110.00
A101.00	379941	01/13/21	14980	MASBO	01005110000000	366	2021 MASBO INSTITUT	0.00	199.00
A101.00	379941	01/13/21	14980	MASBO	01005110000000	366	2021 MASBO INSTITUT	0.00	199.00
A101.00	379941	01/13/21	14980	MASBO	01005110000000	366	2021 MASBO INSTITUT	0.00	199.00
TOTAL CHECK								0.00	707.00
A101.00	379942	01/13/21	28075	MCPHILLIPS BROS ROO	01008853830000	520	2020 ROOF REPAIR-DW	0.00	10,432.00
A101.00	379942	01/13/21	28075	MCPHILLIPS BROS ROO	01021865383000	520	EHS ROOF REPAIR	0.00	4,000.00
A101.00	379942	01/13/21	28075	MCPHILLIPS BROS ROO	01526853830000	520	CC ROOF REPAIR	0.00	4,500.00
A101.00	379942	01/13/21	28075	MCPHILLIPS BROS ROO	01529865383000	520	HL ROOF REPAIR	0.00	1,500.00
A101.00	379942	01/13/21	28075	MCPHILLIPS BROS ROO	01008865383000	520	ECC ROOF REPAIR	0.00	2,500.00
A101.00	379942	01/13/21	28075	MCPHILLIPS BROS ROO	01019865383000	520	SVMS ROOF REPAIR	0.00	3,000.00
A101.00	379942	01/13/21	28075	MCPHILLIPS BROS ROO	01532865383000	520	CV ROOF REPAIR	0.00	3,000.00
A101.00	379942	01/13/21	28075	MCPHILLIPS BROS ROO	01020865383000	520	VVMS ROOF REPAIR	0.00	3,500.00
A101.00	379942	01/13/21	28075	MCPHILLIPS BROS ROO	01527865383000	520	CN ROOF REPAIR	0.00	1,000.00
TOTAL CHECK								0.00	33,432.00
A101.00	379943	01/13/21	30024	MENARDS - EDEN PRAI	01009760720000	401	SUPPLIES	0.00	181.41
A101.00	379943	01/13/21	30024	MENARDS - EDEN PRAI	01532810000810	401	MISC BUILDING SUPPL	0.00	39.49
TOTAL CHECK								0.00	220.90
A101.00	379944	01/13/21	22660	MIDWEST BUS PARTS I	01009760720000	402	SCHOOL BUS YW PAINT	0.00	32.78
A101.00	379944	01/13/21	22660	MIDWEST BUS PARTS I	01009760720000	402	BLACK TOP COATER	0.00	50.06
A101.00	379944	01/13/21	22660	MIDWEST BUS PARTS I	01009760720000	402	BASE, PURGE VALVE K	0.00	322.20
A101.00	379944	01/13/21	22660	MIDWEST BUS PARTS I	01009760720000	402	DEFROSTER FAN	0.00	197.94
TOTAL CHECK								0.00	602.98
A101.00	379946	01/13/21	26125	MN PEIP	01005203797000	291	RETIREEES/COBRA	0.00	52,344.16
A101.00	379946	01/13/21	26125	MN PEIP	01	L215.20	CURRENT TEACHERS	0.00	741,785.00
TOTAL CHECK								0.00	794,129.16
A101.00	379948	01/13/21	27482	NATIONAL INSURANCE	01	L215.40	VOL AD&D EMP W/H	0.00	3,124.71
A101.00	379948	01/13/21	27482	NATIONAL INSURANCE	01005203797000	291	COBRA/RETIREE	0.00	3,776.46
A101.00	379948	01/13/21	27482	NATIONAL INSURANCE	01	L215.30	CURRENT EMP LIFE/AD	0.00	15,727.10
A101.00	379948	01/13/21	27482	NATIONAL INSURANCE	01	L215.30	LTD DISTRICT W/H	0.00	17,028.28
A101.00	379948	01/13/21	27482	NATIONAL INSURANCE	01	L215.30	PRIOR MONTH ADJUSTM	0.00	326.15
TOTAL CHECK								0.00	39,982.70
A101.00	379949	01/13/21	17215	OCCUPATIONAL MEDICI	01009760720000	305	DOT F.M.	0.00	70.00

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A101.00	379950	01/13/21	31228	OPENTEXT INC	01005630795000	305	FEES FOR DEC20	0.00	143.33
A101.00	379951	01/13/21	28451	ORKIN, 546-ST.PAUL	01005810000000	305	TRANSPORTATION SER	0.00	120.00
A101.00	379953	01/13/21	26050	OVERDRIVE INC	01005620795000	470	VV PURCHASE	0.00	1,614.40
A101.00	379953	01/13/21	26050	OVERDRIVE INC	01005620795000	470	YRLY COLLECT CR 20-	0.00	3,000.00
TOTAL CHECK								0.00	4,614.40
A101.00	379955	01/13/21	15331	PRAIRIE ELECTRIC CO	01009760720000	350	INSTALL 4PLEX RECEP	0.00	2,010.15
A101.00	379955	01/13/21	15331	PRAIRIE ELECTRIC CO	01009760720000	350	INSTALL TWISTLOCK	0.00	135.00
A101.00	379955	01/13/21	15331	PRAIRIE ELECTRIC CO	01009760720000	350	RELOCATE RECEPTACLE	0.00	722.31
TOTAL CHECK								0.00	2,867.46
A101.00	379956	01/13/21	06953	PREMIUM WATERS INC	01005108795000	305	COOLER RENTAL JAN21	0.00	10.00
A101.00	379957	01/13/21	32612	PROJECT LEAD THE WA	01005870795000	405	GATEWAY-EHS 20-21	0.00	3,200.00
A101.00	379958	01/13/21	31129	RELATE COUNSELING C	01005400000000	394	CHEM HLTH SUPSER 4/	0.00	2,880.00
A101.00	379959	01/13/21	10684	ROBERT B HILL CO	01019810000810	401	330 BAGS-SOLAR SALT	0.00	250.26
A101.00	379960	01/13/21	15238	ROTARY CLUB OF EDIN	01005630000000	820	JAN-MAR21 MTG FEES	0.00	205.00
A101.00	379960	01/13/21	15238	ROTARY CLUB OF EDIN	01005020000000	820	Q3 DUE S&B, OCT-DEC	0.00	240.00
TOTAL CHECK								0.00	445.00
A101.00	379961	01/13/21	09066	SCHOOL SPECIALTY, L	01021401740000	433	#1585192 - WORDLY W	0.00	14.35
A101.00	379961	01/13/21	09066	SCHOOL SPECIALTY, L	01021401740000	433	#1585203 - WORDLY W	0.00	70.00
A101.00	379961	01/13/21	09066	SCHOOL SPECIALTY, L	01021401740000	433	#1585205 - WORDLY W	0.00	70.00
A101.00	379961	01/13/21	09066	SCHOOL SPECIALTY, L	01021401740000	433	#1585206 - WORDLY W	0.00	70.00
A101.00	379961	01/13/21	09066	SCHOOL SPECIALTY, L	01021401740000	433	#1585207 - WORDLY W	0.00	70.00
A101.00	379961	01/13/21	09066	SCHOOL SPECIALTY, L	01021401740000	433	#1585192 - WORDLY W	0.00	14.35
A101.00	379961	01/13/21	09066	SCHOOL SPECIALTY, L	01021401740000	433	#1585193 - WORDLY W	0.00	14.35
A101.00	379961	01/13/21	09066	SCHOOL SPECIALTY, L	01021401740000	433	#1585194 - WORDLY W	0.00	28.70
A101.00	379961	01/13/21	09066	SCHOOL SPECIALTY, L	01021401740000	433	#1585195 - WORDLY W	0.00	14.35
A101.00	379961	01/13/21	09066	SCHOOL SPECIALTY, L	01021401740000	433	#1585196 - WORDLY W	0.00	14.35
A101.00	379961	01/13/21	09066	SCHOOL SPECIALTY, L	01021401740000	433	ESTIMATED SHIPPING/	0.00	45.64
TOTAL CHECK								0.00	426.09
A101.00	379962	01/13/21	14570	SOURCEWELL TECHNOLO	01526203000000	366	TEACHER CONFERENCE	0.00	101.87
A101.00	379963	01/13/21	06875	STATE SUPPLY COMPAN	01008810000000	350	VALVE FOR BOILER FE	0.00	362.52
A101.00	379964	01/13/21	30096	SUMMIT COMPANIES	01005865363000	305	5YR SPRINKLER INSPE	0.00	1,755.00
A101.00	379965	01/13/21	31301	TEACHERS PAY TEACHE	01532420740000	433	SELF-REGULATIO BREA	0.00	6.75
A101.00	379965	01/13/21	31301	TEACHERS PAY TEACHE	01532420740000	433	SELF-CONTROL GAME S	0.00	3.00
A101.00	379965	01/13/21	31301	TEACHERS PAY TEACHE	01532420740000	433	CONFLICT RESOLUTION	0.00	3.00
A101.00	379965	01/13/21	31301	TEACHERS PAY TEACHE	01532420740000	433	GOAL SETTING LESSON	0.00	3.50
A101.00	379965	01/13/21	31301	TEACHERS PAY TEACHE	01532420740000	433	PROCESSING FEE	0.00	2.99
A101.00	379965	01/13/21	31301	TEACHERS PAY TEACHE	01532420740000	433	COPING SKILLS FORTU	0.00	4.00
A101.00	379965	01/13/21	31301	TEACHERS PAY TEACHE	01532420740000	433	COPING SKILLS BINGO	0.00	4.00
A101.00	379965	01/13/21	31301	TEACHERS PAY TEACHE	01532420740000	433	FEELINGS AND EMOTIO	0.00	2.00

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	379965	01/13/21	31301	TEACHERS PAY TEACHE	01532420740000	433	KINDERGARTEN SOCIAL	0.00	12.00
A101.00	379965	01/13/21	31301	TEACHERS PAY TEACHE	01532420740000	433	ANGER MANAGEMENT GA	0.00	3.00
A101.00	379965	01/13/21	31301	TEACHERS PAY TEACHE	01532420740000	433	EVEN SUPERHEROES HA	0.00	3.00
A101.00	379965	01/13/21	31301	TEACHERS PAY TEACHE	01532420740000	433	SODA POP HEAD ACTIV	0.00	3.00
A101.00	379965	01/13/21	31301	TEACHERS PAY TEACHE	01532420740000	433	GROWTH MINDSET GAME	0.00	3.00
A101.00	379965	01/13/21	31301	TEACHERS PAY TEACHE	01532420740000	433	EXPECTED VS UNEXPEC	0.00	3.00
A101.00	379965	01/13/21	31301	TEACHERS PAY TEACHE	01532420740000	433	MINDFULNESS GAME SH	0.00	3.00
A101.00	379965	01/13/21	31301	TEACHERS PAY TEACHE	01532420740000	433	POSITIVE AFFIRMATIO	0.00	4.00
A101.00	379965	01/13/21	31301	TEACHERS PAY TEACHE	01532420740000	433	SELF-REGULATION & C	0.00	28.00
TOTAL CHECK								0.00	91.24
A101.00	379966	01/13/21	22892	TERMINAL SUPPLY CO	01009760720000	402	BLACK SPRAY PAINT	0.00	67.56
A101.00	379967	01/13/21	27196	TEXTHelp INC.	01005420419000	406	FLUENCY TUTOR FOR G	0.00	396.00
A101.00	379967	01/13/21	27196	TEXTHelp INC.	01005420419000	406	FLUENCY TUTOR FOR G	0.00	346.50
TOTAL CHECK								0.00	742.50
A101.00	379968	01/13/21	27215	THOMAS FINN COMPANY	01528810302000	530	CS CURB WORK ON ROO	0.00	4,450.00
A101.00	379969	01/13/21	31001	TIMECLOCK PLUS DATA	01005105795000	405	ADDL EMP OVERAGE	0.00	135.00
A101.00	379971	01/13/21	27819	T-MOBILE	01528810000000	320	CONCORD MAINT	0.00	57.70
A101.00	379971	01/13/21	27819	T-MOBILE	01019810000000	320	SOUTH VIEW MAINT	0.00	57.70
A101.00	379971	01/13/21	27819	T-MOBILE	01005420419000	320	ECSE	0.00	68.42
A101.00	379971	01/13/21	27819	T-MOBILE	01527810000000	320	CORNELIA MAINT	0.00	69.06
A101.00	379971	01/13/21	27819	T-MOBILE	01005810000000	320	BUILDING & GROUNDS	0.00	87.19
A101.00	379971	01/13/21	27819	T-MOBILE	01533050000000	320	ECC MAINT	0.00	116.68
A101.00	379971	01/13/21	27819	T-MOBILE	01019050000000	320	NORMANDALE	0.00	28.21
A101.00	379971	01/13/21	27819	T-MOBILE	01528050000000	320	SOUTH VIEW	0.00	28.21
A101.00	379971	01/13/21	27819	T-MOBILE	01526050000000	320	COUNTRYSIDE	0.00	28.21
A101.00	379971	01/13/21	27819	T-MOBILE	01527050000000	320	CONCORD	0.00	28.21
A101.00	379971	01/13/21	27819	T-MOBILE	01532050000000	320	CORNELIA	0.00	28.21
A101.00	379971	01/13/21	27819	T-MOBILE	01009760720000	320	CREEK VALLEY	0.00	29.23
A101.00	379971	01/13/21	27819	T-MOBILE	01021050000000	320	TRANSPORTATION	0.00	37.66
A101.00	379971	01/13/21	27819	T-MOBILE	01532810000000	320	EHS	0.00	40.51
A101.00	379971	01/13/21	27819	T-MOBILE	01528810000000	320	CREEK VALLEY MAINT	0.00	40.51
A101.00	379971	01/13/21	27819	T-MOBILE	01529050000000	320	COUNTRYSIDE MAINT	0.00	40.51
A101.00	379971	01/13/21	27819	T-MOBILE	01005420419000	320	HIGHLANDS	0.00	40.51
A101.00	379971	01/13/21	27819	T-MOBILE	01021810000000	320	SPECIAL SERVICES	0.00	41.53
A101.00	379971	01/13/21	27819	T-MOBILE	01020810000000	320	EHS MAINT	0.00	12.04
A101.00	379971	01/13/21	27819	T-MOBILE	01020050000000	320	VALLEY VIEW MAINT	0.00	24.34
A101.00	379971	01/13/21	27819	T-MOBILE	01529810000000	320	VALLEY VIEW	0.00	28.21
A101.00	379971	01/13/21	27819	T-MOBILE	01005630000000	320	HIGHLANDS MAINT	0.00	28.21
TOTAL CHECK							DMTS	0.00	156.66
								0.00	1,117.72
A101.00	379972	01/13/21	23172	TOLL GAS & WELDING	01009760720000	350	DEMURRAGE	0.00	11.35
A101.00	379973	01/13/21	28897	TONENWORKS MUSIC THE	01005420740000	394	MUSIC THERAPY	0.00	3,225.00
A101.00	379974	01/13/21	23013	UNIVERSITY LANGUAGE	01005420740000	358	INTERPRETER-SPED	0.00	165.00

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	PAR	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	379975	01/13/21	28236	VERTICAL SCHOOL	PAR	01009760720000	405	CONTRACT RENEWAL	0.00	2,272.00
A101.00	379976	01/13/21	30627	W.W.GOETSCH ASSOCIA		01020810000810	401	CUSTODIAL SUPPLIES	0.00	320.00
A101.00	379977	01/13/21	14932	WASTE MANAGEMENT OF		01009760720000	332	BUS 01/01/21-01/31/	0.00	77.07
A101.00	379977	01/13/21	14932	WASTE MANAGEMENT OF		01532810000000	332	CV 01/01/21-01/31/2	0.00	107.19
A101.00	379977	01/13/21	14932	WASTE MANAGEMENT OF		01533810000000	332	ND 01/01/21-01/31/2	0.00	186.17
A101.00	379977	01/13/21	14932	WASTE MANAGEMENT OF		01527810000000	332	CN 01/01/21-01/31/2	0.00	343.43
A101.00	379977	01/13/21	14932	WASTE MANAGEMENT OF		01526810000000	332	CC 01/01/21-01/31/2	0.00	546.01
A101.00	379977	01/13/21	14932	WASTE MANAGEMENT OF		01008810000000	332	ECC 01/01/21-01/31/	0.00	660.05
A101.00	379977	01/13/21	14932	WASTE MANAGEMENT OF		01019810000000	332	SV 01/01/21-01/31/2	0.00	842.74
A101.00	379977	01/13/21	14932	WASTE MANAGEMENT OF		01021810000000	332	EHS 01/01/21-01/31/	0.00	2,812.07
A101.00	379977	01/13/21	14932	WASTE MANAGEMENT OF		01020810000000	440	VV 01/10/21-01/31/2	0.00	-288.05
A101.00	379977	01/13/21	14932	WASTE MANAGEMENT OF		01529810000000	440	HL 01/01/21-01/31/2	0.00	-213.78
TOTAL CHECK										
A101.00	379978	01/13/21	23075	WEST METRO LEARNING		01005411740000	394	IEP SER-STUDENT W.A	0.00	12,540.00
A101.00	379979	01/20/21	19896	AMAZON CAPITAL SERV		01527203000000	430	TITLE NEW HIRE BOOK	0.00	109.10
A101.00	379980	01/20/21	28258	AMERICAN MAILING MA		01021211000000	329	250 LABELS-POSTAGE	0.00	45.41
A101.00	379980	01/20/21	28258	AMERICAN MAILING MA		01021211000000	329	250 LABELS-POSTAGE	0.00	220.93
TOTAL CHECK										
A101.00	379982	01/20/21	12067	BARNES & NOBLE INC		01005204414000	401	CV BOOKS-DAHLQUIST	0.00	266.34
A101.00	379983	01/20/21	30223	BATTERIES PLUS BULB		01021292000000	401	GOLF CART BATTERIES	0.00	756.00
A101.00	379984	01/20/21	11462	BLAKE SCHOOL		010212910000254	369	DEBATE ENTRY FEE	0.00	46.95
A101.00	379985	01/20/21	01012	BSN SPORTS, LLC		010212940000670	401	WRESTLING SUPPLIES	0.00	860.00
A101.00	379985	01/20/21	01012	BSN SPORTS, LLC		010212940000670	401	WRESTLING SUPPLIES	0.00	332.06
TOTAL CHECK										
A101.00	379989	01/20/21	26286	DAKOTA TRUCK UNDERW	01		L215.70	INSTALLMENT #8	0.00	429.78
A101.00	379990	01/20/21	14834	NATIONAL INSURANCE		01005105000000	305	JAN-MAR21 BEN FEES	0.00	761.84
A101.00	379991	01/20/21	24615	DOWLING CATHOLIC HI		010212910000255	369	SPEECH ENTRY FEE	0.00	26,585.00
A101.00	379992	01/20/21	32002	EAGAN HIGH SCHOOL F		010212910000254	369	DEBATE ENTRY FEE	0.00	10,000.00
A101.00	379995	01/20/21	02490	FOLLETT SCHOOL SOLU		01005620795000	470	BOOKS FOR SOUTHVIEW	0.00	660.00
A101.00	379996	01/20/21	02715	GENERAL OFFICE PROD		01021211302000	530	QUOTE#281636 11/3/2	0.00	625.00
A101.00	379997	01/20/21	31773	GENERAL SPORTS		010212960000657	401	GRLS HOCKEY SUPPLIE	0.00	445.75
A101.00	379999	01/20/21	27788	GREATAMERICA FINANC		01008105000000	329	POST METER FEB21-EC	0.00	6,542.16
A101.00	379999	01/20/21	27788	GREATAMERICA FINANC		01008105000000	329	POST METER-FEB21 DO	0.00	4,216.00
TOTAL CHECK										
A101.00	379999	01/20/21	27788	GREATAMERICA FINANC		01008105000000	329	POST METER FEB21-EC	0.00	159.00
A101.00	379999	01/20/21	27788	GREATAMERICA FINANC		01008105000000	329	POST METER-FEB21 DO	0.00	184.95
TOTAL CHECK										

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A101.00	380000	01/20/21	00296	GROTH MUSIC COMPANY	01021258000250	350	BAND REPAIR	0.00	117.00
A101.00	380000	01/20/21	00296	GROTH MUSIC COMPANY	01020258000250	350	BARITONE REPAIR	0.00	120.00
A101.00	380000	01/20/21	00296	GROTH MUSIC COMPANY	01021258000250	430	BAND SUPPLIES	0.00	150.40
A101.00	380000	01/20/21	00296	GROTH MUSIC COMPANY	01020258000250	350	TUBA REPAIR	0.00	155.00
A101.00	380000	01/20/21	00296	GROTH MUSIC COMPANY	01021258000250	350	BAND REPAIR	0.00	156.00
A101.00	380000	01/20/21	00296	GROTH MUSIC COMPANY	01020258000250	350	CLARINET REPAIR	0.00	30.00
A101.00	380000	01/20/21	00296	GROTH MUSIC COMPANY	01020258000250	350	TRUMPET REPAIR	0.00	95.00
TOTAL CHECK									823.40
A101.00	380002	01/20/21	21315	HORIZON COMMERCIAL	01019810000815	401	POOL SUPPLIES	0.00	177.49
A101.00	380002	01/20/21	21315	HORIZON COMMERCIAL	01019810000815	401	POOL SUPPLIES	0.00	1,780.80
TOTAL CHECK									1,958.29
A101.00	380003	01/20/21	26941	INNOVATIONAL WATER	01005810302000	530	1 NEW HARDNESS KIT	0.00	65.78
A101.00	380004	01/20/21	03488	INSPEC INC	01021865383000	305	EHS 2021 REROOF	0.00	20,000.00
A101.00	380005	01/20/21	16513	INSTITUTE FOR ENVIR	01019865352000	305	SV POOL BLEACHERS I	0.00	700.00
A101.00	380005	01/20/21	16513	INSTITUTE FOR ENVIR	01005865352000	305	EHS MGMT SERVICES	0.00	4,228.58
A101.00	380005	01/20/21	16513	INSTITUTE FOR ENVIR	01020865352000	305	VV 2020 COMMISSIONI	0.00	4,540.00
A101.00	380005	01/20/21	16513	INSTITUTE FOR ENVIR	01008865358000	305	ECC ASBESTOS REM/MO	0.00	21,268.50
TOTAL CHECK									30,737.08
A101.00	380006	01/20/21	32790	JERRY'S FOODS-3500	01020211000000	490	OFFICE-DONUTS	0.00	36.00
A101.00	380007	01/20/21	03720	JERRY'S HARDWARE	01021292000000	401	TSCHIDA SUPPLIES	0.00	22.49
A101.00	380008	01/20/21	13917	JH LARSON COMPANY	01020810000810	401	CUSTODIAL SUPPLIES	0.00	564.16
A101.00	380009	01/20/21	16419	JOSTENS INC	01021211000305	401	SCHOLAR BANQUET	0.00	4,316.11
A101.00	380009	01/20/21	16419	JOSTENS INC	01021211000450	401	DIPLOMA COVERS-2021	0.00	5,232.56
TOTAL CHECK									9,548.67
A101.00	380010	01/20/21	09728	JW PEPPER & SON INC	01021258000250	430	BAND SUPPLIES	0.00	215.00
A101.00	380010	01/20/21	09728	JW PEPPER & SON INC	01021258000250	430	BAND SUPPLIES	0.00	19.99
A101.00	380010	01/20/21	09728	JW PEPPER & SON INC	01021258000250	430	BAND SUPPLIES	0.00	26.94
A101.00	380010	01/20/21	09728	JW PEPPER & SON INC	01021258000250	430	BAND SUPPLIES	0.00	30.94
A101.00	380010	01/20/21	09728	JW PEPPER & SON INC	01021258000250	430	BAND SUPPLIES	0.00	30.94
A101.00	380010	01/20/21	09728	JW PEPPER & SON INC	01021258000250	430	BAND SUPPLIES	0.00	60.00
A101.00	380010	01/20/21	09728	JW PEPPER & SON INC	01021258000250	430	BAND SUPPLIES	0.00	64.74
A101.00	380010	01/20/21	09728	JW PEPPER & SON INC	01021258000250	430	BAND SUPPLIES	0.00	98.03
A101.00	380010	01/20/21	09728	JW PEPPER & SON INC	01021258000250	430	BAND SUPPLIES	0.00	99.99
A101.00	380010	01/20/21	09728	JW PEPPER & SON INC	01021258000250	430	BAND MUSIC	0.00	120.00
A101.00	380010	01/20/21	09728	JW PEPPER & SON INC	01021258000250	430	BAND SUPPLIES	0.00	134.99
A101.00	380010	01/20/21	09728	JW PEPPER & SON INC	01021258000250	430	BAND SUPPLIES	0.00	138.00
A101.00	380010	01/20/21	09728	JW PEPPER & SON INC	01021258000250	430	BAND SUPPLIES	0.00	154.99
A101.00	380010	01/20/21	09728	JW PEPPER & SON INC	01021258000250	430	BAND SUPPLIES	0.00	164.50
TOTAL CHECK									1,359.05
A101.00	380011	01/20/21	30025	MENARDS - RICHFIELD	01019810000810	401	SUPPLIES	0.00	112.14
A101.00	380012	01/20/21	18737	METRO SALES INC	01021292000000	370	MONTHLY COPIER RENT	0.00	98.00

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A101.00	380012	01/20/21	18737	METRO SALES INC	01021292000000	370	MONTHLY COPIER RENT	0.00	98.00
A101.00	380012	01/20/21	18737	METRO SALES INC	01021292000000	370	QTR PRINTER CONTRAC	0.00	432.67
TOTAL CHECK									
A101.00	380014	01/20/21	24280	MINNESOTA QUIZ BOWL	01021291000295	369	QUIZ BOWL LEAGUE RE	0.00	640.00
A101.00	380015	01/20/21	21406	MINNESOTA SCHOOL EM 01		L215.08	UNION DUES W/HOLDIN	0.00	1,398.49
A101.00	380016	01/20/21	10596	MINNESOTA STATE HIG	01021292000000	401	SUPPLIES	0.00	360.00
A101.00	380016	01/20/21	10596	MINNESOTA STATE HIG	01021292000000	820	ANNUAL MEMBERSHIP	0.00	11,000.00
TOTAL CHECK									
A101.00	380018	01/20/21	32799	MN STATE HS LEAGUE	01021292000297	370	BRAEMAR DOME RENTAL	0.00	1,886.67
A101.00	380019	01/20/21	32831	MONTGOMERY BELL ACA	01021291000255	369	SPEECH REGISTRATION	0.00	125.00
A101.00	380021	01/20/21	20111	ON SITE SANITATION	01021292000000	305	KUHLMAN UNITS	0.00	1,339.80
A101.00	380021	01/20/21	20111	ON SITE SANITATION	01021292000000	305	EHS UNITS	0.00	234.60
A101.00	380021	01/20/21	20111	ON SITE SANITATION	01021292000000	305	KUHLMAN UNITS	0.00	582.84
A101.00	380021	01/20/21	20111	ON SITE SANITATION	01021292000000	305	KUHLMAN UNITS CREDI	0.00	-948.15
A101.00	380021	01/20/21	20111	ON SITE SANITATION	01021292000000	305	KUHLMAN UNITS CREDI	0.00	-412.83
A101.00	380021	01/20/21	20111	ON SITE SANITATION	01021292000000	305	EHS TURF UNITS CRED	0.00	-167.85
A101.00	380021	01/20/21	20111	ON SITE SANITATION	01021292000000	305	KUHLMAN UNITS CREDI	0.00	-64.59
TOTAL CHECK									
A101.00	380022	01/20/21	13475	PARK ADAM TRANSPORT	01005760723000	360	STUDENT TRANS-AIDES	0.00	5,490.43
A101.00	380022	01/20/21	13475	PARK ADAM TRANSPORT	01005760723000	360	STUDENT TRANS-DEC20	0.00	23,772.86
TOTAL CHECK									
A101.00	380023	01/20/21	23021	PERFORMANCE HEALTH	01021292000000	401	TSCHIDA SUPPLIES	0.00	357.15
A101.00	380023	01/20/21	23021	PERFORMANCE HEALTH	01021292000000	401	TSCHIDA SUPPLIES	0.00	4.38
A101.00	380023	01/20/21	23021	PERFORMANCE HEALTH	01021292000000	401	TSCHIDA SUPPLIES	0.00	7.18
A101.00	380023	01/20/21	23021	PERFORMANCE HEALTH	01021292000000	401	TSCHIDA SUPPLIES	0.00	31.62
TOTAL CHECK									
A101.00	380024	01/20/21	30291	PERRY MARK	010212940000663	305	LOWER LEVEL ASSIGNI	0.00	105.00
A101.00	380024	01/20/21	30291	PERRY MARK	010212960000663	305	LOWER LEVEL SOCCER	0.00	105.00
TOTAL CHECK									
A101.00	380025	01/20/21	24673	PITNEY BOWES EASYPE	01005109000000	329	NOV MAILINGS POSTAG	0.00	111.15
A101.00	380026	01/20/21	15331	PRAIRIE ELECTRIC CO	01019810000000	350	UNDERGROUND WIRING	0.00	290.00
A101.00	380026	01/20/21	15331	PRAIRIE ELECTRIC CO	01527203302000	530	MAINTENANCE WORK	0.00	513.42
TOTAL CHECK									
A101.00	380027	01/20/21	06953	PREMIUM WATERS INC	01008105000000	401	HOT/COLD CNTR DEC20	0.00	1.95
A101.00	380028	01/20/21	11526	RICOH USA INC	01005850302000	535	RICOH MAINT IMAGES	0.00	169.05
A101.00	380029	01/20/21	10684	ROBERT B HILL CO	01528810000000	350	SERVICE CALL SOFTEN	0.00	124.00
A101.00	380030	01/20/21	06400	SCHMITT MUSIC	01005258000250	430	MUSIC STANDS	0.00	71.95

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A101.00	380031	01/20/21	14679	SCHOLASTIC INC	01005205417000	433	ORDER- L.S. -EHS	0.00	156.59
A101.00	380032	01/20/21	06922	SCHOOL SERVICE EMPL 01		L215.08	UNION DUES W/HOLDIN	0.00	3,087.04
A101.00	380033	01/20/21	09066	SCHOOL SPECIALTY, L	01533212000000	430	001272 PAINT WATERC	0.00	47.40
A101.00	380033	01/20/21	09066	SCHOOL SPECIALTY, L	01533212000000	430	001263 PAINT WATERC	0.00	47.40
A101.00	380033	01/20/21	09066	SCHOOL SPECIALTY, L	01533212000000	430	001266 PAINT WATERC	0.00	47.40
A101.00	380033	01/20/21	09066	SCHOOL SPECIALTY, L	01533212000000	430	2003906 3.25 OZ CLE	0.00	4.54
A101.00	380033	01/20/21	09066	SCHOOL SPECIALTY, L	01533212000000	430	2003907 PORTION CUP	0.00	4.28
A101.00	380033	01/20/21	09066	SCHOOL SPECIALTY, L	01533212000000	430	216474 STRATCH ART	0.00	52.44
A101.00	380033	01/20/21	09066	SCHOOL SPECIALTY, L	01533212000000	430	054000 CONST PPR 9	0.00	58.20
A101.00	380033	01/20/21	09066	SCHOOL SPECIALTY, L	01533212000000	430	053985 CONST PPR 9X	0.00	58.20
A101.00	380033	01/20/21	09066	SCHOOL SPECIALTY, L	01533212000000	430	054027 CONST PPR 9X	0.00	58.20
A101.00	380033	01/20/21	09066	SCHOOL SPECIALTY, L	01533212000000	430	053976 CONST PPR 9X	0.00	58.20
A101.00	380033	01/20/21	09066	SCHOOL SPECIALTY, L	01533212000000	430	054648 CONST PPR 9X	0.00	87.30
A101.00	380033	01/20/21	09066	SCHOOL SPECIALTY, L	01533212000000	430	054069 CONST PPR 12	0.00	77.40
A101.00	380033	01/20/21	09066	SCHOOL SPECIALTY, L	01533212000000	430	054108 CONST PPR 12	0.00	66.60
A101.00	380033	01/20/21	09066	SCHOOL SPECIALTY, L	01533212000000	430	CONST PPR 12X18 TUR	0.00	97.20
A101.00	380033	01/20/21	09066	SCHOOL SPECIALTY, L	01533212000000	430	054096 CONST PPR 12	0.00	77.70
A101.00	380033	01/20/21	09066	SCHOOL SPECIALTY, L	01533212000000	430	049307 PUZZLE BLANK	0.00	82.08
A101.00	380033	01/20/21	09066	SCHOOL SPECIALTY, L	01533212000000	430	410466 BOOK BLANK A	0.00	6.62
A101.00	380033	01/20/21	09066	SCHOOL SPECIALTY, L	01533212000000	430	1354157 GLUE STICK	0.00	74.25
A101.00	380033	01/20/21	09066	SCHOOL SPECIALTY, L	01533212000000	430	075483 TAPE SCOTCH	0.00	20.79
A101.00	380033	01/20/21	09066	SCHOOL SPECIALTY, L	01533212000000	430	077399 MARKER BLACK	0.00	374.00
A101.00	380033	01/20/21	09066	SCHOOL SPECIALTY, L	01533212000000	430	077415 MARKER BLACK	0.00	121.40
A101.00	380033	01/20/21	09066	SCHOOL SPECIALTY, L	01533212000000	430	247703 ERASER SAX S	0.00	54.50
A101.00	380033	01/20/21	09066	SCHOOL SPECIALTY, L	01533212000000	430	1334628 MARKERS WAS	0.00	338.60
A101.00	380033	01/20/21	09066	SCHOOL SPECIALTY, L	01533212000000	430	086413 ART MARKER W	0.00	95.40
A101.00	380033	01/20/21	09066	SCHOOL SPECIALTY, L	01533212000000	430	221379 MARKER WASHA	0.00	50.95
A101.00	380033	01/20/21	09066	SCHOOL SPECIALTY, L	01533212000000	430	410375 PRINTLINE PLA	0.00	18.84
A101.00	380033	01/20/21	09066	SCHOOL SPECIALTY, L	01533212000000	430	2002846 STEMS CHENI	0.00	46.52
A101.00	380033	01/20/21	09066	SCHOOL SPECIALTY, L	01533212000000	430	085958 STICK CRAFT	0.00	18.35
A101.00	380033	01/20/21	09066	SCHOOL SPECIALTY, L	01533212000000	430	1371328 MASK COLOR	0.00	21.03
A101.00	380033	01/20/21	09066	SCHOOL SPECIALTY, L	01533212000000	430	053943 PAPER DRAWIN	0.00	75.70
A101.00	380033	01/20/21	09066	SCHOOL SPECIALTY, L	01533212000000	430	053946 PAPER DRAWIN	0.00	90.00
A101.00	380033	01/20/21	09066	SCHOOL SPECIALTY, L	01533212000000	430	408854 WIND SOCK JA	0.00	53.90
A101.00	380033	01/20/21	09066	SCHOOL SPECIALTY, L	01533212000000	430	1289643 BRUSH ROUND	0.00	40.92
A101.00	380033	01/20/21	09066	SCHOOL SPECIALTY, L	01533212000000	430	1006763 CONST PPR 9	0.00	58.20
A101.00	380033	01/20/21	09066	SCHOOL SPECIALTY, L	01533212000000	430	054150 CONST PPR 12	0.00	97.20
TOTAL CHECK									2,581.71
A101.00	380034	01/20/21	21881	SHAMROCK GROUP	01021292000000	305	KUHLMAN ICE MACHINE	0.00	211.05
A101.00	380035	01/20/21	22930	SIGN PRO	01019810000000	350	REPLACE LETTER NO	0.00	188.00
A101.00	380036	01/20/21	17725	SIGNUM SIGNS AND GR	01528810000810	401	SIGN FOR ROOM# 219	0.00	28.00
A101.00	380037	01/20/21	26195	SOLUTION TREE	01005640316000	401	BOOKS FOR M.C.	0.00	110.85
A101.00	380039	01/20/21	08656	SPS COMPANIES INC	01019810000000	350	VACUUM REPAIR	0.00	14.90

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A101.00	380040	01/20/21	22773	SUMMIT FIRE PROTECT	01005865363000	305	CN HOOD INSPECTION	0.00	214.00
A101.00	380041	01/20/21	26581	THE MCDOWELL AGENCY 01		L215.03	EPS EMPLOYEES-BKD C	0.00	210.00
A101.00	380041	01/20/21	26581	THE MCDOWELL AGENCY 01005105000000		305	STDT TEACHERS-BKD C	0.00	45.00
TOTAL CHECK									255.00
A101.00	380042	01/20/21	27527	TWIN CITIES ORTHOPE	01021292000000	305	ATHLETIC TRAINGER C	0.00	5,000.00
A101.00	380043	01/20/21	25724	ULINE	01021292000000	401	TSCHIDA SHELIVING	0.00	677.24
A101.00	380044	01/20/21	26510	UNIVERSAL ATHLETIC	010212940000670	401	WRESTLING SUPPLIES	0.00	347.76
A101.00	380044	01/20/21	26510	UNIVERSAL ATHLETIC	01021296000666	401	TENNIS SUPPLIES	0.00	1,280.00
A101.00	380044	01/20/21	26510	UNIVERSAL ATHLETIC	01021296000666	401	TENNIS SCOREBOOK	0.00	47.97
TOTAL CHECK									1,675.73
A101.00	380046	01/20/21	00917	BRAUN INTERTEC CORP	01008865384000	305	ECC 2020 RENO-C. TE	0.00	3,297.00
A101.00	380048	01/20/21	30292	WAYZATA HIGH SCHOOL	01021296000671	369	DANCE ENTRY FEE	0.00	300.00
A101.00	380049	01/20/21	17571	WHOBODIES LLC	01021291000262	401	JOGGER	0.00	551.00
A101.00	380050	01/27/21	32833	93 HOP LLC	01009760720000	330	SOLAR PROD-BUS DEC2	0.00	397.26
A101.00	380051	01/27/21	30778	ADVANCED POWER SERV	01009810000000	350	SERVICE CALL	0.00	170.00
A101.00	380052	01/27/21	19896	AMAZON CAPITAL SERV	01527203000000	430	BOOKS FOR NEW TITLE	0.00	110.05
A101.00	380053	01/27/21	13964	ATHENA AWARDS COMMI	01021292000000	820	2020-21 MEMBERSHIP	0.00	100.00
A101.00	380055	01/27/21	12067	BARNES & NOBLE INC	01005205417000	433	BOOKS FOR EL TEACHE	0.00	640.29
A101.00	380056	01/27/21	26064	BAYADA HOME HEALTH	01005416740000	394	NURSE DURING SCHOOL	0.00	120.00
A101.00	380056	01/27/21	26064	BAYADA HOME HEALTH	01005416740000	394	NURSE DURING SCHOOL	0.00	735.00
A101.00	380056	01/27/21	26064	BAYADA HOME HEALTH	01005416740000	394	NURSE DURING SCHOOL	0.00	962.50
A101.00	380056	01/27/21	26064	BAYADA HOME HEALTH	01005416740000	394	NURSE DURING SCHOOL	0.00	1,275.00
TOTAL CHECK									3,092.50
A101.00	380057	01/27/21	32618	BOLTON & MENK INC	01021865384000	305	EHS TURF CONST ADMI	0.00	310.00
A101.00	380058	01/27/21	14025	BRIN NORTHWESTERN G	01019211302000	530	CAFETERIA WINDOW IN	0.00	3,172.00
A101.00	380059	01/27/21	27241	CAROLE A. GUPTON PH	01005211313000	305	PD PLANNING-DEANS/A	0.00	1,950.00
A101.00	380062	01/27/21	15056	CENTERPOINT ENERGY	01019810000000	440	SV 11/30/20-12/31/2	0.00	9,272.08
A101.00	380062	01/27/21	15056	CENTERPOINT ENERGY	01021810000000	440	EHS 11/30/20-12/31/	0.00	15,451.53
A101.00	380062	01/27/21	15056	CENTERPOINT ENERGY	01020810000000	440	VV 12/14/20-01/14/2	0.00	279.22
A101.00	380062	01/27/21	15056	CENTERPOINT ENERGY	01021810000000	440	EHS 12/14/20-01/14/	0.00	569.56
A101.00	380062	01/27/21	15056	CENTERPOINT ENERGY	01009760720000	440	BUS 12/14/20-01/14/	0.00	1,357.35
A101.00	380062	01/27/21	15056	CENTERPOINT ENERGY	01532810000000	440	CV 12/16/20-01/19/2	0.00	2,698.25
A101.00	380062	01/27/21	15056	CENTERPOINT ENERGY	01527810000000	440	CN 12/14/20-01/14/2	0.00	3,344.45
A101.00	380062	01/27/21	15056	CENTERPOINT ENERGY	01528810000000	440	CS 12/14/20-01/14/2	0.00	3,642.98
A101.00	380062	01/27/21	15056	CENTERPOINT ENERGY	01533810000000	440	ND 12/09/20-01/11/2	0.00	88.04

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A101.00	380062	01/27/21	15056	CENTERPOINT ENERGY	010088100000000	440	ECC 12/09/20-01/11/	0.00	312.14
A101.00	380062	01/27/21	15056	CENTERPOINT ENERGY	010198100000000	440	SV 12/09/20-01/11/2	0.00	436.58
A101.00	380062	01/27/21	15056	CENTERPOINT ENERGY	015338100000000	440	ND 11/30/20-12/31/2	0.00	2,353.32
A101.00	380062	01/27/21	15056	CENTERPOINT ENERGY	015268100000000	440	CC 12/09/20-01/11/2	0.00	3,458.11
A101.00	380062	01/27/21	15056	CENTERPOINT ENERGY	010208100000000	440	VV 11/30/20-12/31/2	0.00	7,504.11
A101.00	380062	01/27/21	15056	CENTERPOINT ENERGY	010088100000000	440	ECC 11/30/20-12/31/	0.00	8,343.60
TOTAL CHECK								0.00	59,131.32
A101.00	380064	01/27/21	24945	CENTURYLINK	015328100000000	320	CV 01/10/21-02/09/2	0.00	138.85
A101.00	380064	01/27/21	24945	CENTURYLINK	010208100000000	320	VV 01/10/21-02/09/2	0.00	312.88
A101.00	380064	01/27/21	24945	CENTURYLINK	010218100000000	320	EHS 01/10/21-02/09/	0.00	402.28
A101.00	380064	01/27/21	24945	CENTURYLINK	010056200000000	320	DO 12/12/20-01/11/2	0.00	1,168.00
TOTAL CHECK								0.00	2,022.01
A101.00	380065	01/27/21	27269	CHARTWELLS DINING S	01533640316000	490	06/03 20140001 SS	0.00	132.00
A101.00	380065	01/27/21	27269	CHARTWELLS DINING S	01528203000000	490	09/30 20140003 AA	0.00	219.90
TOTAL CHECK								0.00	351.90
A101.00	380066	01/27/21	32814	COMCAST CABLE MANAG	010056300000000	320	INTERNET FEES-JAN21	0.00	9.95
A101.00	380066	01/27/21	32814	COMCAST CABLE MANAG	010056300000000	320	INTERNET FEES-DEC20	0.00	9.95
TOTAL CHECK								0.00	19.90
A101.00	380068	01/27/21	19645	COREMARK METALS	010218100000820	401	SHEET TUBE-EHS	0.00	130.00
A101.00	380070	01/27/21	24575	EDUCATORS BENEFIT C	010051050000000	305	ACT BASE FEE	0.00	102.00
A101.00	380070	01/27/21	24575	EDUCATORS BENEFIT C	010051050000000	305	ACT PARTICIPANT FEE	0.00	347.38
TOTAL CHECK								0.00	449.38
A101.00	380071	01/27/21	30541	ERIC FRYKMAN	010212940000657	302	VARSITY BOYS HOCKEY	0.00	76.00
A101.00	380073	01/27/21	30042	FORBES SOLUTIONS PL	010050100000071	305	PHASE 1-STUDENT VOI	0.00	15,000.00
A101.00	380075	01/27/21	30209	GRAINGER	015278100000000	350	V-BELT	0.00	149.51
A101.00	380075	01/27/21	30209	GRAINGER	015328100000000	350	SINK REPAIR REPLACE	0.00	151.91
A101.00	380075	01/27/21	30209	GRAINGER	010198100000000	350	DP ON 9083880188	0.00	-39.90
A101.00	380075	01/27/21	30209	GRAINGER	010198100000000	350	DP ON 9067539958	0.00	-25.65
A101.00	380075	01/27/21	30209	GRAINGER	015278100000000	350	V-BELT	0.00	18.93
TOTAL CHECK								0.00	254.80
A101.00	380076	01/27/21	27951	GUSTAFSON ZACHARY E	010212940000651	302	VARS BOYS BASKETBAL	0.00	79.00
A101.00	380077	01/27/21	32834	GUY ANDREWS	010212940000651	302	9TH GRD BOYS HOCKEY	0.00	90.00
A101.00	380078	01/27/21	15367	H&B SPECIALIZED PRO	01008865379000	520	GYM WALL PADDING-EC	0.00	2,727.50
A101.00	380078	01/27/21	15367	H&B SPECIALIZED PRO	010212920000000	520	GYM WALL PADDING-EC	0.00	2,727.50
TOTAL CHECK								0.00	5,455.00
A101.00	380080	01/27/21	32829	HUMAN EDGE INC	01005407740000	394	SPED TEACHER SERVIC	0.00	2,730.00
A101.00	380080	01/27/21	32829	HUMAN EDGE INC	01005407740000	394	SPED TEACHER SERVIC	0.00	2,800.00
TOTAL CHECK								0.00	5,530.00
A101.00	380081	01/27/21	26941	INNOVATIONAL WATER	010058100000000	305	WATER MGMT-JAN21	0.00	2,735.25

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A101.00	380096	01/27/21	17682	MALLOY MONTAGUE KAR	01005110000000	305	FINAL BILL 06/30/20	0.00	24,235.00
A101.00	380097	01/27/21	32836	MANDY SEYMOUR	01005204414000	366	LIVE STREAM WEB REG	0.00	125.00
A101.00	380098	01/27/21	31991	MANOR ELECTRIC INC.	01008810000000	350	LIGHT/OUTLET REPAIR	0.00	3,582.10
A101.00	380099	01/27/21	32696	MEDIFY AIR LLC	01532203302000	530	MEDIFY AIR MA-40	0.00	6,696.00
A101.00	380099	01/27/21	32696	MEDIFY AIR LLC	01527203302000	530	MEDIFY AIR MA-40	0.00	7,128.00
A101.00	380099	01/27/21	32696	MEDIFY AIR LLC	01526203302000	530	MEDIFY AIR MA-40	0.00	9,504.00
A101.00	380099	01/27/21	32696	MEDIFY AIR LLC	01528203302000	530	MEDIFY AIR MA-40	0.00	8,640.00
A101.00	380099	01/27/21	32696	MEDIFY AIR LLC	01529203302000	530	MEDIFY AIR MA-40	0.00	7,128.00
A101.00	380099	01/27/21	32696	MEDIFY AIR LLC	01533203302000	530	MEDIFY AIR MA-40	0.00	8,640.00
TOTAL CHECK									47,736.00
A101.00	380100	01/27/21	30024	MENARDS - EDEN PRAI	01021292000000	401	TSCHIDA SUPPLIES	0.00	63.54
A101.00	380100	01/27/21	30024	MENARDS - EDEN PRAI	01021863352000	401	EHS GRDS-H&S SIGNS	0.00	32.18
A101.00	380100	01/27/21	30024	MENARDS - EDEN PRAI	01005865352000	401	DW GRDS-H&S SIGNS	0.00	35.22
TOTAL CHECK									130.94
A101.00	380101	01/27/21	20037	METRO ELEVATOR INC	01021810000000	350	CODE UPDATES-INSPEC	0.00	1,854.00
A101.00	380101	01/27/21	20037	METRO ELEVATOR INC	01020810000000	350	CODE UPDATES-INSPEC	0.00	4,007.00
TOTAL CHECK									5,861.00
A101.00	380102	01/27/21	32007	MINNESOTA EQUIPMENT	010058100000820	401	DW GRDS-GATOR REPAI	0.00	207.00
A101.00	380103	01/27/21	10596	MINNESOTA STATE HIG	01021292000000	366	ONLINE CLASS	0.00	170.00
A101.00	380104	01/27/21	31925	MCCA	010212960000652	369	CHEER REGISTRATION	0.00	2,025.00
A101.00	380105	01/27/21	23718	MN DECA	010212910000265	369	REGISTRATION FEES	0.00	1,800.00
A101.00	380107	01/27/21	18489	NCPRS GROUP LIFE I 01		L215.40	EMP W/HOLDING FEB21	0.00	32.00
A101.00	380108	01/27/21	27552	NICHOLAS A HOVICK	010212940000651	302	VARSITY BOYS HOCKEY	0.00	79.00
A101.00	380109	01/27/21	30672	NORTHERN GLASS & GL	01021292000000	305	FILM INSTALL OFFICE	0.00	500.00
A101.00	380110	01/27/21	04661	OFFICE DEPOT INC	015272030000052	430	SECOND GRADE SUPPLI	0.00	44.90
A101.00	380110	01/27/21	04661	OFFICE DEPOT INC	015272030000052	430	SECOND GRADE SUPPLI	0.00	180.59
A101.00	380110	01/27/21	04661	OFFICE DEPOT INC	015322030000000	430	ON LINE ORDER	0.00	119.92
TOTAL CHECK									345.41
A101.00	380111	01/27/21	28451	ORKIN, 546-ST. PAUL	010058100000000	305	CV SERVICE-JAN21	0.00	65.00
A101.00	380111	01/27/21	28451	ORKIN, 546-ST. PAUL	010058100000000	305	SV SERVICE-JAN21	0.00	80.00
A101.00	380111	01/27/21	28451	ORKIN, 546-ST. PAUL	010058100000000	305	VV SERVICE-JAN21	0.00	80.00
A101.00	380111	01/27/21	28451	ORKIN, 546-ST. PAUL	010058100000000	305	EHS SERVICE-JAN21	0.00	95.00
A101.00	380111	01/27/21	28451	ORKIN, 546-ST. PAUL	010058100000000	305	ND SERVICE-JAN21	0.00	55.00
A101.00	380111	01/27/21	28451	ORKIN, 546-ST. PAUL	010058100000000	305	EHS BUNKER-JAN21	0.00	60.00
A101.00	380111	01/27/21	28451	ORKIN, 546-ST. PAUL	010058100000000	305	HL SERVICE-JAN21	0.00	65.00
A101.00	380111	01/27/21	28451	ORKIN, 546-ST. PAUL	010058100000000	305	ECC SERVICE-JAN21	0.00	65.00
A101.00	380111	01/27/21	28451	ORKIN, 546-ST. PAUL	010058100000000	305	CC SERVICE-JAN21	0.00	65.00
A101.00	380111	01/27/21	28451	ORKIN, 546-ST. PAUL	010058100000000	305	CN SERVICE-JAN21	0.00	65.00

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	380111	01/27/21	28451	ORKIN, 546-ST. PAUL	01005810000000	305	CS SERVICE-JAN21	0.00	65.00
TOTAL CHECK									760.00
A101.00	380112	01/27/21	23021	PERFORMANCE HEALTH	01021292000000	401	TSCHIDA SUPPLIES	0.00	1,241.39
A101.00	380113	01/27/21	28994	PETER HODNE	01005211313000	305	IN-SERV W/DEANS, A.	0.00	1,725.00
A101.00	380115	01/27/21	15331	PRAIRIE ELECTRIC CO	01527810000000	350	6FT OUTLET INSTALL	0.00	295.54
A101.00	380116	01/27/21	15873	REALLY GOOD STUFF I	01527203000052	430	SUPPLIES FOR 2ND GR	0.00	104.43
A101.00	380118	01/27/21	E21104	JULIEN RIFFAUD	01533230000096	305	JAN21 INTERN PMT	0.00	310.00
A101.00	380119	01/27/21	26674	RUSSELL SECURITY RE	01008810000000	350	WOOD SHOP DOOR REPL	0.00	1,668.00
A101.00	380119	01/27/21	26674	RUSSELL SECURITY RE	01008810000000	401	LOCK	0.00	103.05
TOTAL CHECK									1,771.05
A101.00	380120	01/27/21	14679	SCHOLASTIC INC	01528203000096	433	SCHOLASTIC GRD4	0.00	147.18
A101.00	380120	01/27/21	14679	SCHOLASTIC INC	01528203000096	433	SCHOLASTIC GRD5	0.00	189.75
A101.00	380120	01/27/21	14679	SCHOLASTIC INC	01528203000096	433	SCHOLASTIC GRD4	0.00	189.75
TOTAL CHECK									526.68
A101.00	380121	01/27/21	32832	SCHOOL SPECIALTY, L	01526212000000	430	ART ROOM SUPPLIES	0.00	44.37
A101.00	380121	01/27/21	32832	SCHOOL SPECIALTY, L	01529212000000	430	CLAY CRAYLOA DRY PA	0.00	63.94
A101.00	380121	01/27/21	32832	SCHOOL SPECIALTY, L	01526212000000	430	ART ROOM SUPPLIES	0.00	1,107.29
TOTAL CHECK									1,215.60
A101.00	380122	01/27/21	21881	SHAWROCK GROUP	01021292000000	305	KUHLMAN ICE MACHINE	0.00	211.05
A101.00	380123	01/27/21	30277	ST.MICHAEL ALBERTVI	01021296000652	369	JV CHEER REG GAME D	0.00	420.00
A101.00	380123	01/27/21	30277	ST.MICHAEL ALBERTVI	01021296000652	369	VARSIITY CHEER REG	0.00	440.00
TOTAL CHECK									860.00
A101.00	380124	01/27/21	06875	STATE SUPPLY COMPAN	01528810000000	350	HOT WATER LOOP MOTO	0.00	607.04
A101.00	380126	01/27/21	22773	SUMMIT FIRE PROTECT	01005865363000	305	COMP ENGINE INSPECT	0.00	188.00
A101.00	380126	01/27/21	22773	SUMMIT FIRE PROTECT	01005865363000	305	COMP ENGINE INSPECT	0.00	188.00
A101.00	380126	01/27/21	22773	SUMMIT FIRE PROTECT	01005865363000	305	COMP ENGINE INSPECT	0.00	286.00
A101.00	380126	01/27/21	22773	SUMMIT FIRE PROTECT	01005865363000	305	COMP ENGINE INSPECT	0.00	338.00
A101.00	380126	01/27/21	22773	SUMMIT FIRE PROTECT	01005865363000	305	COMP ENGINE INSP/RE	0.00	576.25
TOTAL CHECK									1,576.25
A101.00	380127	01/27/21	29048	TBP PRODUCTIONS LLP	010212910000296	430	ZEPHYRUS WEBSITE	0.00	150.00
A101.00	380128	01/27/21	31301	TEACHERS PAY TEACHE	01529402740000	433	OG INSPIRED SPELLIN	0.00	24.00
A101.00	380128	01/27/21	31301	TEACHERS PAY TEACHE	01529403740000	433	OG INSPIRED SPELLIN	0.00	24.00
A101.00	380128	01/27/21	31301	TEACHERS PAY TEACHE	01529403740000	433	SPELLING RULES WITH	0.00	2.87
A101.00	380128	01/27/21	31301	TEACHERS PAY TEACHE	01529402740000	433	SPELLING RULES WITH	0.00	2.88
A101.00	380128	01/27/21	31301	TEACHERS PAY TEACHE	01529402740000	433	COPING SKILLS ACTIV	0.00	3.50
A101.00	380128	01/27/21	31301	TEACHERS PAY TEACHE	01529403740000	433	COPING SKILLS ACTIV	0.00	3.50
A101.00	380128	01/27/21	31301	TEACHERS PAY TEACHE	01529402740000	433	NUMBER PRACTICE 1-1	0.00	1.00
A101.00	380128	01/27/21	31301	TEACHERS PAY TEACHE	01529403740000	433	NUMBER PRACTICE 1-1	0.00	1.00

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A101.00	380128	01/27/21	31301	TEACHERS PAY TEACHE	01529402740000	433	FRY 200 INTERACTIVE	0.00	17.50
A101.00	380128	01/27/21	31301	TEACHERS PAY TEACHE	01529403740000	433	FRY 200 INTERACTIVE	0.00	17.50
A101.00	380128	01/27/21	31301	TEACHERS PAY TEACHE	01529402740000	433	SIGHT WORD FRY FIRS	0.00	4.50
A101.00	380128	01/27/21	31301	TEACHERS PAY TEACHE	01529403740000	433	SIGHT WORD FRY FIRS	0.00	4.50
A101.00	380128	01/27/21	31301	TEACHERS PAY TEACHE	01529402740000	433	SIGHT WORD READERS	0.00	10.00
A101.00	380128	01/27/21	31301	TEACHERS PAY TEACHE	01529403740000	433	SIGHT WORD READERS	0.00	10.00
A101.00	380128	01/27/21	31301	TEACHERS PAY TEACHE	01529403740000	433	PROCESSING FEE	0.00	1.49
A101.00	380128	01/27/21	31301	TEACHERS PAY TEACHE	01529402740000	433	PROCESSING FEE	0.00	1.50
TOTAL CHECK									129.74
A101.00	380129	01/27/21	93138	TIMOTHY W LIKES	01021294000657	302	JV/VAR BOYS HOCKEY	0.00	169.00
A101.00	380130	01/27/21	22468	TRI-STATE BOBCAT IN	01021810000820	401	SEAL KIT-EHS	0.00	195.55
A101.00	380131	01/27/21	23075	WEST METRO LEARNING	01005411740000	394	IEP SER-STUDENT WA	0.00	8,800.00
A101.00	380133	01/27/21	05410	XCEL ENERGY	01019810000000	330	SV 12/13/20-01/14/2	0.00	1,241.59
A101.00	V15989	01/06/21	E13266	MARGO M BAUCK	01005203797000	291	MED REIMB JUL-DEC20	0.00	2,542.08
A101.00	V15990	01/06/21	E20029	PETER M BLACKWELL	01005630000000	366	DEC20 MILEAGE	0.00	29.33
A101.00	V15991	01/06/21	E9407	BRETT COPE	01005810000000	320	DEC20 CELL PHONE	0.00	52.81
A101.00	V15992	01/06/21	E5481	KARI L DAHLQUIST	01532203000000	320	JUL-DEC20 CELL PHON	0.00	390.00
A101.00	V15993	01/06/21	E7011	MARK A DEYOUNG	01526050000000	320	DEC20 CELL PHONE	0.00	65.00
A101.00	V15994	01/06/21	E6542	FELICITY HANSON	01005107000000	401	PROCEDURE MANUALS 1	0.00	304.94
A101.00	V15995	01/06/21	E14239	CURT E JOHANSON	01005810000000	320	DEC20 CELL PHONE	0.00	65.00
A101.00	V15996	01/06/21	E20548	JOEL ROBERT JOHNSON	01005630000000	366	DEC20 MILEAGE	0.00	24.15
A101.00	V15997	01/06/21	E15086	RODNEY M NERDAHL	01005630000000	366	DEC20 MILEAGE	0.00	40.25
A101.00	V15998	01/06/21	E20387	FEHINTOLA BOSEDE OL	01005109000000	320	NOV-DEC20 CELL PHON	0.00	98.54
A101.00	V15999	01/06/21	E13428	ELIZABETH M ROSENTH	01005630000000	366	SEP20 MILEAGE	0.00	18.57
A101.00	V15999	01/06/21	E13428	ELIZABETH M ROSENTH	01005630000000	366	NOV20 + 12/30 MILEA	0.00	19.67
A101.00	V15999	01/06/21	E13428	ELIZABETH M ROSENTH	01005630000000	366	OCT20 MILEAGE	0.00	21.85
A101.00	V15999	01/06/21	E13428	ELIZABETH M ROSENTH	01005630000000	366	DEC20 MILEAGE	0.00	38.18
TOTAL CHECK									98.27
A101.00	V16000	01/06/21	E20683	JOHN A TOOP	01005110000000	320	JUL-DEC20 CELL PHON	0.00	384.87
A101.00	V16002	01/13/21	E13296	DAVID D HART	01005810000000	820	LICENSE REIMB	0.00	24.00
A101.00	V16003	01/13/21	E14419	MARY B HEITMAN	01005720000000	320	AUG-DEC20 CELL PHON	0.00	325.00
A101.00	V16005	01/13/21	E11688	KATHRYN H MASTERMAN	01005630000000	366	DEC20 MILEAGE	0.00	12.65

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FD - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	V16006	01/13/21	E5185	RONALD G MICHALETZ	01532810000000	320	DEC20 CELL PHONE	0.00	65.00
A101.00	V16007	01/13/21	E11856	JULIE K MICKSCHL	01529240000000	401	AMAZON-STATION SIGN	0.00	109.62
A101.00	V16010	01/13/21	E13275	KRISTA G WINKEL	01005620795000	470	BOOKS	0.00	41.05
A101.00	V16011	01/20/21	E6495	ALFRED L BLISS	01005203797000	291	MEDICARE REIMB	0.00	443.80
A101.00	V16011	01/20/21	E6495	ALFRED L BLISS	01005203797000	291	SUPPLEMENT REIMB	0.00	681.20
TOTAL CHECK									1,125.00
A101.00	V16012	01/20/21	E20761	LEAH CLAIRE BULVER	01529203000000	460	AM REVOLUTION BOOKS	0.00	112.72
A101.00	V16013	01/20/21	E20937	DANIEL W DEGENAAR	01005110000000	305	Q4 941 FILING	0.00	5.95
A101.00	V16015	01/20/21	E9656	THOMAS LYMAN	01528810000000	320	JAN21 CELL PHONE	0.00	65.00
A101.00	V16016	01/20/21	E9776	MEGAN B SCHNEIDER	01535640316000	366	PBIS WINTER SUMMIT	0.00	40.00
A101.00	V16017	01/27/21	E20206	IAN ANDRE-KNUDSEN	01021211000000	366	DEC20-JAN21 MILEAGE	0.00	29.29
A101.00	V16019	01/27/21	E15078	RA CHHOTH	01005110000000	320	JAN21 CELL PHONE	0.00	65.00
A101.00	V16020	01/27/21	E20038	JEFFREY ALAN DAVISO	01021211000000	366	DEC20-JAN21 MILEAGE	0.00	36.32
A101.00	V16021	01/27/21	E11263	SHAWN P DUDLEY	01020050000000	320	AUG-DEC20 CELL PHON	0.00	325.00
A101.00	V16021	01/27/21	E11263	SHAWN P DUDLEY	01020050000901	299	19-20/20-21 TECH AL	0.00	650.00
TOTAL CHECK									975.00
A101.00	V16022	01/27/21	E14062	KERRY M EISENBARTH	01532203000000	430	CHINESE NEW YR SUPP	0.00	63.96
A101.00	V16022	01/27/21	E14062	KERRY M EISENBARTH	01532203000000	401	CHINESE NEW YR SUPP	0.00	71.91
TOTAL CHECK									135.87
A101.00	V16023	01/27/21	E10415	TAMARA K FORBY	01005630000000	320	OCT-DEC20 CELL PHON	0.00	195.00
A101.00	V16024	01/27/21	E13763	JULIE M GABRIELSON	01005850000830	320	JAN21 CELL PHONE	0.00	13.00
A101.00	V16025	01/27/21	E15185	NICHOLAS J GAUDETTE	01021640316000	366	MMEA VIRT CLINIC	0.00	81.20
A101.00	V16026	01/27/21	E14117	ERIC D HAMILTON	01005810000000	320	JAN21 CELL PHONE	0.00	40.00
A101.00	V16027	01/27/21	E11902	HEATHER T HENKE	01021640316000	366	U OF S.FLO-REIMAGE	0.00	75.00
A101.00	V16029	01/27/21	E14239	CURT E JOHANSON	01005810000000	320	NOV20 CELL PHONE	0.00	65.00
A101.00	V16031	01/27/21	E5674	PETER J LINDER	01008810000000	320	JAN21 CELL PHONE	0.00	65.00
A101.00	V16032	01/27/21	E13348	NATHANIEL M LINDLEY	01005630000000	320	NOV-DEC20 CELL PHON	0.00	130.00
A101.00	V16032	01/27/21	E13348	NATHANIEL M LINDLEY	01005630000000	366	NOV-DEC20 MILEAGE	0.00	13.69
TOTAL CHECK									143.69
A101.00	V16033	01/27/21	E9421	LISA MASICA	01527050000901	299	IPHONE	0.00	449.00

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FD - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	V16034	01/27/21	E10520	MATTHEW K MOSBY	01529810000000	320	DEC20 CELL PHONE	0.00	65.00
A101.00	V16035	01/27/21	E5755	TIMOTHY J RODEN	01020810000000	320	JAN21 CELL PHONE	0.00	65.00
A101.00	V16036	01/27/21	E8056	KORY M SMITH	01020810000000	320	JAN21 CELL PHONE	0.00	65.00
A101.00	V16037	01/27/21	E10604	MARGARET E TREND	01021640316000	366	REGISTRATION	0.00	75.00
A101.00	V16038	01/27/21	E14345	HEIDI A YOUNGDAHL	01529720000000	401	FILE CABINET, ICE MA	0.00	442.42
TOTAL CASH ACCOUNT									2,058,694.40
TOTAL FUND									2,058,694.40

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FD - 02 - FOOD SERVICES

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	379864	01/06/21	32827	JANAE HENTGES	02005770701000	R601	LUNCH ACCT REFUND	0.00	49.28
A101.00	379880	01/06/21	15331	PRAIRIE ELECTRIC CO	02005770701000	350	CONNECT NEW K STEAM	0.00	268.93
A101.00	379907	01/13/21	27269	CHARTWELLS DINING S	02005770705000	299	MGMT FRINGE-DEC20 B	0.00	2,128.29
A101.00	379907	01/13/21	27269	CHARTWELLS DINING S	02005770701000	299	MGMT FRINGE-DEC20 L	0.00	4,371.06
A101.00	379907	01/13/21	27269	CHARTWELLS DINING S	02005770705000	305	MGMT LABOR-DEC20 BK	0.00	5,576.52
A101.00	379907	01/13/21	27269	CHARTWELLS DINING S	02005770701000	305	MGMT LABOR-DEC20 LU	0.00	11,322.04
A101.00	379907	01/13/21	27269	CHARTWELLS DINING S	02005770705000	305	DEC20 SUMMER BKF	0.00	17,188.51
A101.00	379907	01/13/21	27269	CHARTWELLS DINING S	02005770701000	305	DEC20 SUMMER LUN	0.00	35,664.34
A101.00	379907	01/13/21	27269	CHARTWELLS DINING S	02005770701000	305	EPS BROX CREDIT-8 B	0.00	-11,109.74
A101.00	379907	01/13/21	27269	CHARTWELLS DINING S	02005770701000	305	EPS CREDIT DOD	0.00	-1,030.00
A101.00	379907	01/13/21	27269	CHARTWELLS DINING S	02005770701000	305	EPS CREDIT PETE APP	0.00	-577.28
TOTAL CHECK								0.00	63,533.74
A101.00	380125	01/27/21	32282	STEPHANIE CORNELISS	02005770701000	R601	LUNCH ACCT REFUND	0.00	102.75
TOTAL CASH ACCOUNT								0.00	63,954.70
TOTAL FUND								0.00	63,954.70

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FD - 04 - COMMUNITY SERVICE FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCT	----	DESCRIPTION-----	SALES TAX	AMOUNT	
A101.00	V16024	01/27/21	E13763	JULIE M GABRIELSON	04005505321000	320		JAN21 CELL PHONE	0.00	52.00	
A101.00	V16028	01/27/21	E20647	RACHEL M HICKS	04005570321000	320		JAN21 CELL PHONE	0.00	65.00	
A101.00	V16030	01/27/21	E15522	KRISTA PHILLIPS	04005590321502	320		JUL-DEC20 CELL PHON	0.00	180.00	
TOTAL CASH ACCOUNT										0.00	31,274.99
TOTAL FUND										0.00	31,274.99

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FD - 06 - CONSTRUCTION FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101.00	379841	01/06/21	00202	ACT INC.	06005870795000	505	ACT TESTS-NO WRITTN	0.00	15,916.00
A101.00	379842	01/06/21	31989	ADMIRAL COATINGS, I	06008867380000	520	ECC RENO 2020 WS 09	0.00	56,448.01
A101.00	379845	01/06/21	30804	B&D ASSOCIATES, INC	06020867380000	520	VV 2020 RENO WS 04-	0.00	5,394.10
A101.00	379845	01/06/21	30804	B&D ASSOCIATES, INC	06008867380000	520	ECC RENO 2020 WS 04	0.00	33,542.60
TOTAL CHECK								0.00	38,936.70
A101.00	379848	01/06/21	14025	BRIN NORTHWESTERN G	06020867380000	520	VV 2020 RENO WS 08-	0.00	1,177.05
A101.00	379849	01/06/21	28625	CAPITAL CITY GLASS,	06008867380000	305	ECC RENO 2020 WS 08	0.00	41,392.45
A101.00	379851	01/06/21	27717	CATALYST SOURCING S	06005870795000	305	SURPLUS INVENTORY DM	0.00	465.00
A101.00	379852	01/06/21	22896	CD TILE & STONE INC	06008867380000	305	ECC RENO 2020 WS 09	0.00	28,262.50
A101.00	379854	01/06/21	10363	CENTRAL ROOFING COM	06008867380000	520	ECC RENO 2020 WS 07	0.00	113,948.95
A101.00	379856	01/06/21	32077	COMMERCIAL DRYWALL	06008867380000	520	ECC 2020 RENO WS 09	0.00	11,573.68
A101.00	379857	01/06/21	22552	EBERT CONSTRUCTION	06020867380000	520	VV 2020 RENO WS 03-	0.00	2,142.10
A101.00	379857	01/06/21	22552	EBERT CONSTRUCTION	06020867380000	520	VV 2020 RENO WS 13-	0.00	9,560.83
A101.00	379857	01/06/21	22552	EBERT CONSTRUCTION	06008867380000	520	ECC RENO 2020 WS 06	0.00	52,733.60
TOTAL CHECK								0.00	64,436.53
A101.00	379860	01/06/21	28756	G URBAN COMPANIESIN	06008867380000	520	ECC RENO WS 31-A/31	0.00	30,020.00
A101.00	379866	01/06/21	32078	KELLINGTON CONSTRUC	06008867380000	520	ECC RENO 2020 WS 02	0.00	140,212.40
A101.00	379866	01/06/21	32078	KELLINGTON CONSTRUC	06008867380000	520	ECC RENO 2020 WS 02	0.00	3,087.50
TOTAL CHECK								0.00	143,299.90
A101.00	379867	01/06/21	22894	KENDELL DOORS & HAR	06008867380000	350	ECC RENO 2020 WS 08	0.00	27,587.27
A101.00	379868	01/06/21	28894	LAKETOWN ELECTRIC C	06020867380000	520	VV 2020 RENO WS 26-	0.00	17,530.65
A101.00	379869	01/06/21	23366	LENOVO-USA INC	06005870795732	556	LAPTOP REPAIR	0.00	181.95
A101.00	379870	01/06/21	31991	MANOR ELECTRIC INC.	06008867380000	520	ECC RENO 2020 WS 26	0.00	150,086.96
A101.00	379875	01/06/21	18615	NAC	06008867380000	520	ECC RENO 2020 WS 23	0.00	611,379.92
A101.00	379878	01/06/21	22297	PARALLEL TECHNOLOGI	06008867380000	305	ECC SEC QU13898 UPD	0.00	14,697.18
A101.00	379879	01/06/21	28985	PETERSON SHEET META	06020867380000	520	VV 2020 RENO WS 23-	0.00	19,807.15
A101.00	379881	01/06/21	28831	RED CEDAR STEEL ERE	06020867380000	520	VV 2020 RENO WS 05-	0.00	2,403.50
A101.00	379885	01/06/21	32099	SONUS INTERIORS INC	06008867380000	520	ECC 2020 RENO WS 09	0.00	40,850.00
A101.00	379887	01/06/21	22773	SUMMIT FIRE PROTECT	06008867380000	520	ECC RENO 2020 WS 21	0.00	64,409.54
A101.00	379888	01/06/21	17231	TIERNEY BROTHERS IN	06005870795724	556	TIERNEY QUOTE 19753	0.00	745.00

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101.00	379894	01/06/21	32561	WOODSIDE INDUSTRIES	06020867380000	520	VV 2020 RENO WS 12-	0.00	845.63
A101.00	379901	01/13/21	00649	BEST BUY BUSINESS A	06005850795711	556	WEB STORE PURCH-2 D	0.00	300.00
A101.00	379928	01/13/21	28492	INTRADO INTERACTIVE	06005870795000	405	RENEW 12MO SCHOOLME	0.00	12,891.00
A101.00	379937	01/13/21	22320	KRAUS-ANDERSON CONS	06008867380000	305	ECC-CONST MGMT SER	0.00	20,100.00
A101.00	379937	01/13/21	22320	KRAUS-ANDERSON CONS	06008867380000	520	ECC-GEN CONDITIONS	0.00	31,151.01
A101.00	379937	01/13/21	22320	KRAUS-ANDERSON CONS	06008867380000	305	ECC-SITE SERVICES	0.00	56,100.00
TOTAL CHECK								0.00	107,351.01
A101.00	379945	01/13/21	26228	MINNESOTA MEMORY IN	06005870795732	556	QUOTE: 20201015-134	0.00	171.94
A101.00	379945	01/13/21	26228	MINNESOTA MEMORY IN	06005870795742	556	QUOTE 100440527	0.00	170.90
A101.00	379945	01/13/21	26228	MINNESOTA MEMORY IN	06005870795731	556	QUOTE 20201218-1412	0.00	1,469.60
TOTAL CHECK								0.00	1,812.44
A101.00	379956	01/13/21	06953	PREMIUM WATERS INC	06005870795000	305	WATER FOR DMTS	0.00	18.00
A101.00	379981	01/20/21	27918	ARVIG	06005870795754	555	INTERNET SER-DEC20	0.00	2,111.90
A101.00	379986	01/20/21	18771	CDW GOVERNMENT	06005870795000	305	CYBERPOWER SMART AP	0.00	385.00
A101.00	379987	01/20/21	32205	CHOICE IT GLOBAL LL	06005870795754	555	SALES PROPOSAL 1125	0.00	3,869.45
A101.00	379998	01/20/21	28037	GOPHER STATE ONE-CA	06005870795754	555	DEC20 BILLABLE TIX-	0.00	29.70
A101.00	380001	01/20/21	30662	HIGH POINT NETWORKS	06005870795000	305	HPE NIMBLE-AD CONSU	0.00	87.50
A101.00	380013	01/20/21	26228	MINNESOTA MEMORY IN	06005870795712	556	QUOTE 115737099	0.00	349.90
A101.00	380020	01/20/21	22439	OFFICE OF MN IT SER	06005870795754	556	WIDE AREA SER-DEC20	0.00	1,641.85
A101.00	380041	01/20/21	26581	THE MCDOWELL AGENCY	06008867380000	520	CONS WORKERS-BKD CH	0.00	38.50
A101.00	380054	01/27/21	30804	B&D ASSOCIATES, INC	06020867380000	520	VV 2020 RENO WS 04-	0.00	10,687.85
A101.00	380054	01/27/21	30804	B&D ASSOCIATES, INC	06008867380000	520	ECC 2020 RENO WS 04	0.00	142,370.80
A101.00	380054	01/27/21	30804	B&D ASSOCIATES, INC	06008867380000	520	ECC 2020 RENO WS 03	0.00	177,962.55
TOTAL CHECK								0.00	331,021.20
A101.00	380058	01/27/21	14025	BRIN NORTHWESTERN G	06020867380000	520	VV 2020 RENO WS 08-	0.00	3,315.29
A101.00	380060	01/27/21	22896	CD TILE & STONE INC	06008867380000	305	ECC 2020 RENO WS 09	0.00	7,600.00
A101.00	380061	01/27/21	18771	CDW GOVERNMENT	06005870795000	505	QUOTE LVQC523	0.00	10,000.00
A101.00	380063	01/27/21	10363	CENTRAL ROOFING COM	06008867380000	520	ECC 2020 RENO WS 07	0.00	11,525.63
A101.00	380063	01/27/21	10363	CENTRAL ROOFING COM	06020867380000	520	VV 2020 RENO WS 07-	0.00	3,250.00
TOTAL CHECK								0.00	14,775.63
A101.00	380065	01/27/21	27269	CHARTWELLS DINING S	06005870795000	490	08/18 20140002 MW	0.00	529.75

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101.00	380067	01/27/21	32077	COMMERCIAL DRYWALL	06008867380000	520	ECC 2020 RENO WS 09	0.00	12,576.18
A101.00	380069	01/27/21	22552	EBERT CONSTRUCTION	06008867380000	520	ECC 2020 RENO WS 06	0.00	43,079.89
A101.00	380072	01/27/21	32568	FLOORS BY BECKERS L	06008867380000	520	ECC 2020 RENO WS 09	0.00	30,295.50
A101.00	380074	01/27/21	28037	GOPHER STATE ONE-CA	06005870795754	555	2021 YRLY FACILITY	0.00	50.00
A101.00	380079	01/27/21	28972	HIGH FIVE ERECTORS	06008867380000	520	ECC 2020 RENO WS 05	0.00	51,439.65
A101.00	380090	01/27/21	32078	KELLINGTON CONSTRUC	06008867380000	520	ECC 2020 RENO WS 02	0.00	28,000.06
A101.00	380092	01/27/21	28894	LAKETOWN ELECTRIC C	06020867380000	520	VV 2020 RENO WS 26-	0.00	15,950.02
A101.00	380095	01/27/21	10090	MACKIN EDUCATIONAL	06005870795000	406	CONSID 895165	0.00	1,061.54
A101.00	380098	01/27/21	31991	MANOR ELECTRIC INC.	06008867380000	520	ECC 2020 RENO WS 26	0.00	171,643.12
A101.00	380106	01/27/21	18615	NAC	06008867380000	520	ECC 2020 RENO WS 23	0.00	707,377.67
A101.00	380114	01/27/21	28985	PETERSON SHEET META	06020867380000	520	VV 2020 RENO WS 23-	0.00	9,275.67
A101.00	380117	01/27/21	28831	RED CEDAR STEEL ERE	06020867380000	520	VV 2020 RENO WS 05-	0.00	2,242.47
A101.00	380132	01/27/21	32561	WOODSIDE INDUSTRIES	06008867380000	520	ECC 2020 RENO WS 12	0.00	33,735.13
TOTAL CASH ACCOUNT								0.00	3,101,256.54
TOTAL FUND								0.00	3,101,256.54

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FD - 07 - DEBT REDEMPTION

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCT	----	DESCRIPTION----	SALES TAX	AMOUNT	
A101.00	379993	01/20/21	19691	EHLERS	07005910000000	790		CONTINUING DISCCLOS	0.00	3,800.00	
TOTAL CASH ACCOUNT										0.00	3,800.00
TOTAL FUND										0.00	3,800.00

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FD - 50 - STUDENT ACTIVITY

CASH ACCT	CHECK NO	ISSUE DT	VENDOR NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	12060	01/27/21	10588 DREW EMESE B	50021211000573	401	TSHIRT PURCHASES	0.00	570.90
TOTAL CASH ACCOUNT								570.90
TOTAL FUND								570.90
TOTAL REPORT								5,259,551.53



Board Meeting Date: 2/8/2021

TITLE: 2021 Potential Bond Review and Comment

TYPE: Consent

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

BACKGROUND: The School Board is considering whether to include a \$7 million bond to expand the bus garage, improve bus loop and parking area at Creek Valley and improve parking area at Countryside; along with a renewal/increase of the Technology Levy (Capital Projects Levy). A building bond placed on the ballot suggests a 60-day window for MDE to complete review of the submitted documents. Since final School Board approval will not occur until the February 16th School Board meeting, administration is requesting permission to submit the required Review and Comment on February 10th to MDE, ahead of the possible approval. If the School Board does not approve a ballot question for the \$7 million bond, district administration will contact MDE and rescind the Review and Comment.

RECOMMENDATION: Approve submission of Review and Comment for bond proposal to MDE.

PRIMARY ISSUE(S) TO CONSIDER: The primary issues to consider is whether to submit the required Review and Comment in a timely manner to give MDE the full 60 days to complete review of the submitted documents.

ATTACHMENTS:

1. Timeline for Election
2. 273 Review and Comment letter to MDE
3. Section 6 Documentation for Bond Projects

DRAFT TIMELINE FOR SPECIAL ELECTION DATED --**May 11, 2021****To Be Completed Prior To:**

Adopt combined polling places resolution by the earlier of 90 days prior to the election or December 31 of the prior calendar year. Combined polling place must be currently designated as a polling place for the county or another municipality. ** †

December 31, 2020

Notify County Auditor within 30 days of establishment of combined polling places

Within 30 days of Board Adopting
Combined Polling Resolution

Finalize scope of project

Determine financing details

Submit Review & Comment application materials to Commissioner of Education (school board must approve application prior to submission)*

February 10, 2021

Receive Review and Comment by

April 20, 2021

Adopt formal Resolution Calling the Election (resolution contains form of election notice and ballot - adopt at least 74 days prior to election)**

February 26, 2021

Furnish ballot to each County Auditor in which the District lies at least 74 prior to election**

February 26, 2021

Furnish ballot or notice of special election to Commissioner of Education at least 74 days prior to election**

February 26, 2021

(1) A mailed notice of new/combined polling places to registered voters is required at least 25 days prior to election** †

April 16, 2021

-OR-

(2) If previously established combined precincts to be used, 14 days mailed notice of polling places to every affected household with at least 1 registered voter (exceptions if election falls on date of certain other elections)** †

April 27, 2021

Appoint election judges at least 25 days prior to election**

April 16, 2021

Publish Review and Comment (at least 20 days but no more than 60 days prior to election date)**

March 12, 2021

April 21, 2021

Hold School Board public meeting to discuss MDE Commissioner's Review & Comment response **

Prior to election, after receipt of MDE
response

Publish election notice (publish twice at least one week before election)**

Twice by
May 4, 2021

Post election notice at the administrative offices of the district at least ten days prior to election date **

May 1, 2021

Post sample ballot (at the administrative offices at least four days prior to election; and at each polling place on the date of election)**

May 7, 2021

Distribute informational material

Hold special election

May 11, 2021

Provide written notice of certified vote totals to Commissioner of Education in a timely fashion after the election**

* Commissioner has up to 60 days from date material is received to complete the Review and Comment process and send comment to the District. Additional time should be allotted in the case of questions from the Commissioner, and to ensure the publication and public meeting requirements are able to be met.

** Time frame shown here is a legal requirement.

† These steps are not required if the District's election is being held in conjunction with a federal or statewide election.

February 10, 2021

Mary Cathryn Ricker, Commissioner
Minnesota Department of Education
1500 Highway 36 West
Roseville, Minnesota 55113-4266

Re: Independent School District #273
Edina Public Schools
2021 Referendum

Dear Commissioner Ricker,

In accordance with M.S. 123B.71, Independent School District #273 is submitting this Review and Comment document for review for a proposed referendum project. The proposed work would expand the bus garage, improve the bus loop and parking area at Creek Valley Elementary and improve the parking area at Countryside Elementary in the District. These items were identified and developed through the District's internal review process related to the maintenance and physical needs of facilities. These projects all represent operational demands as opposed to educational adequacy or enhancements. The direction to proceed with the referendum is scheduled to be approved by the Board at the February 16th Board meeting. The proposed referendum is May 11, 2021. If the School Board does not approve proceeding with the bond referendum at the February 16th meeting, district administration will immediately notify MDE to discontinue the Review and Comment.

The amount of the proposed referendum is \$7,000,000 and it will be funded through voter approved bonding authority. Additional specific details involving the need for these projects is furnished in this report. We appreciate your review and subsequent comments on this important proposal and look forward to your reply.

Sincerely,

John Schultz Ph.D., Superintendent

cc: ISD #273 Board of Education
John Toop, Director of Business Services

Attachment 1
Review and Comment
Section #6 Documentation
(as amended by the 2014 Legislature)

Documentation obligating the school district and contractors to comply with items (i) to (vii) in planning and executing the project:

- (i) The school district will be in compliance with Minnesota Statute 471.345 governing municipal contracts issued for this project;
- (ii) The school district and the architects will include elements of sustainable design for this project;
- (iii) If the project installs or modifies facility mechanical systems, the school district, architect/engineers and contractors will be in compliance with school facility commissioning under Minnesota Statute 123B.72 certifying the plans and designs for the heating, ventilating, air conditioning, and air filtration for an extensively renovated or new facility meet or exceed current code standards, including the ASHRAE air filtration standard 52.1;
- (iv) If the project creates or modifies interior spaces, the district, architects/engineers and relevant contractors have considered the American National Standards Institute Acoustical Performance Criteria, Design Requirements and Guidelines for Schools on maximum background noise level and reverberation times;
- (v) The project will be in compliance with Minnesota State Fire Code;
- (vi) The project will be in compliance with Minnesota Statute chapter 326B governing building codes; and
- (vii) The school district and the architects/ engineers have been in consultation with affected government units about the impact of the project on utilities, roads, sewers, sidewalks, retention ponds, school bus and automobile traffic, access to mass transit, and safe access for pedestrians and cyclists.

The school district and architect/engineers will maintain documentation showing compliance with these items upon and subsequent to project completion.

Superintendent Signature: _____ Date 2.10.21

Board Chair Signature: _____ Date 2.10.21

Architect/Engineer Signature:  _____ Date 2.10.21



Board Meeting Date: February 8, 2021

TITLE: 2021-22 Secondary Additional Course Drop

TYPE: Consent

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

BACKGROUND: The need for a Secondary Course Drop for AP Spanish Literature was brought directly to the Teaching & Learning Committee after it was brought to the attention of the Teaching & Learning Department. The Teaching and Learning Committee supports the drop due to the inability to run the class for four years consecutively.

RECOMMENDATION: Ratify the district's decision to drop AP Spanish Literature as presented by administration and supported by the Teaching and Learning Board Committee.

PRIMARY ISSUE(S) TO CONSIDER: Whether to ratify the District's decision to drop AP Spanish Literature from the course catalog based on insufficient enrollment to run the course for the last four years.



Board Meeting Date: 2/8/2020

TITLE: American Indian Parent Advisory Committee's Annual Compliance / Vote of Concurrence or Nonconcurrence

TYPE: Consent

PRESENTER(S): Donna Roper, Director of Research and Evaluation

BACKGROUND: Minnesota Statutes, section 124D.78, requires that all Minnesota districts and tribal schools with 10 or more American Indian students have an American Indian Parent Advisory Committee (AIPAC.) These committees serve in an advisory role to their school/district and help ensure that American Indian students are receiving culturally relevant and equitable education opportunities. They are crucial to the achievement and success of American Indian students statewide. To be compliant with this statutory requirement, districts are required to submit annual compliance documents to the Office of American Indian Education (OAIE) by March 1 of each year. Also known as the vote of concurrence or nonconcurrence, annual compliance is a valuable opportunity for American Indian parent Advisory Committee members to meet and discuss whether or not they concur with the educational offerings that have been extended by the district to American Indian students. Edina's American Indian Education Parent Advisory Committee meets four times per year to plan activities and review goals. This year, AIPAC will seek to grow the participation and interest in American Indian sponsored programming and supports. The district has a total of 99 students across the PK-12 grades who have self-identified as American Indian when asked to choose one or more racial ethnic categories. The AIPAC is interested in developing a Land Acknowledgement which they hope to be able to share with the School Board and community at a future date.

RECOMMENDATION: Approve and accept the information as provided.

PRIMARY ISSUE(S) TO CONSIDER: American Indian Education and Program Support in Edina Public Schools

ATTACHMENTS:

1. AIPAC Roster of Advisory Committee Leadership
2. American Indian Education Aid Application 2020-21
3. Annual Compliance/Vote of Concurrence or Nonconcurrence

The American Indian Parent Advisory Committee

About Membership

Minnesota Statutes, section 124D.78, subdivision 3 cites, *The American Indian education parent advisory committee must be composed of parents of children eligible to be enrolled in American Indian education programs; secondary students eligible to be served; American Indian language and culture education teachers and paraprofessionals; American Indian teachers; counselors; adult American Indian people enrolled in educational programs; and representatives from community groups. A majority of each committee must be parents of children enrolled or eligible to be enrolled in the programs. The number of parents of American Indian and non-American Indian children shall reflect approximately the proportion of children of those groups enrolled in the programs.*

About the Roster and Sign-in Sheet

The roster is for committee members only. This form is electronic and fillable. Please type the committee member's name, email, and phone in the first column. Subsequent columns contain a drop-down menu option. Select the best option for each particular committee member.

The sign-in sheet is for district employees is also fillable. District employees often participate in committee meetings and serve as a bridge between the committee and the district, helping to navigate district processes while furthering the goals and initiatives of the committee members. Employee participation levels vary depending on the district. If an employee identifies as American Indian, they are eligible to serve as a voting committee member and may be included on the roster, rather than the district sign-in sheet.

Submission

The American Indian Parent Advisory Committee roster is due twice each school year:

- October 1: For districts with 20 or more American Indian students as part of the American Indian Education Aid application.
- March 1: For districts with 10 or more American Indian students as part of the annual compliance process.
- Submit to: mde.indian-education@state.mn.us

American Indian Parent Advisory Committee Member Roster

[illegible]

[illegible]

District Employee Sign-in Sheet

American Indian Education Aid Application Overview

Directions for Use

The American Indian Education Aid application is provided as a Word document. This allows users to type their information, program narratives, and budgets directly into the template. The template will expand as needed to accommodate typed information.

Required Items

1. The American Indian Education Aid Application

The application is comprised of the three sections:

- A. Applicant Information: This section contains district or school information as well as administrative and program leadership contact information.
- B. The American Indian Education Aid Program Plan: This section contains a table for each distinct goal area. Each goal area used should contain a complete narrative and budget.
- C. Certification Statement: This section requires the signatures of the superintendent or charter/tribal school director, program leadership, and the American Indian Parent Advisory Committee chair. Digital or typed signatures are accepted on this statement.

2. The American Indian Parent Advisory Committee Roster

The American Indian Parent Advisory Committee roster is available as a separate download on the American Indian Education Aid subpage, and is a fillable PDF. Applications that are submitted without a roster are considered incomplete and will be returned to the sender.

Due Date: October 1. If you are unable to meet the October 1 deadline, please reach out to Guthrie Capossela: Guthrie.Capossela@state.mn.us.

Submission

Submit required items to the Office of American Indian Education: mde.indian-education@state.mn.us.



American Indian Education Aid Application

A. Applicant Information

District, Charter School, or Tribal School:

Superintendent or Charter/Tribal School Director

Name: Dr. John Schultz

Email: Superintendent@edinaschools.org

Phone: 952.848-4000

Director of American Indian Education

Name: Kourtnee Baukol, Program Lead at the High School and Co-Facilitator of the AIPAC
Donna Roper, District Staff – and Co-Facilitator of the AIPAC

Email: Donna.Roper@edinaschools.org

Phone: 952.848-4942

American Indian Parent Advisory Committee Chair

Name: Jeff Carlson, Parent

Email: jeffcarlson.email@gmail.com

Phone: 612.387-0167

Application Submitted By: Donna Roper, Director of Research and Evaluation

Date of Submission: Nov. 15, 2020

B. American Indian Education Aid Program Plan

Goal Area 1	All American Indian Children Are Ready for School
2020-21 District Goal	<p>We have three American Indian identified students currently in Edina in ECSE</p> <ul style="list-style-type: none"> • Increase the awareness and outreach with new families enrolling in our Edina Early Childhood programs. • Ensure 100% of new enrollees to the ECSE and EC programs are made aware of Indian Education programs.
In-person Learning	Our EC and ECSE programs are running most of its programming in person during COVID; some Distance Learning for ECSE students is happening.
Strategy	<ul style="list-style-type: none"> • A parent educator or family resource center staff will work with American Indian families who have children ages 0-5 and connect them school readiness resources. • District office staff will inform early childhood staff for communication and educational engagement opportunities those resources that may be available to our American Indian families. • Teaching and Learning will also partner with staff to implement curriculum where appropriate and coordinate books and booklists with the Early Childhood team. • Meet virtually to during to engage with community members and share ideas, concerns, solutions
Measure of Success	Staff feel comfortable reviewing registration forms for identification and how to communicate the purpose and use of the 506 forms. We hope to realize an increase in the number of American Indian identified students.
Itemized Budget	<ul style="list-style-type: none"> • Fall Picnic – Last year parents to meet New Parents (Oct.) Meals: \$150.00 • Outreach: Evening Work/Data Collection/ Improved Process / Tools: \$543.00
Budget Total	\$693.00

Goal Area 2	All American Indian Third-Graders Achieve Grade Level Literacy
2020-21 District Goal	<p>There are currently 12 students identified as American Indian in the Third Grade.</p> <ul style="list-style-type: none"> • Grade 3 Reading Proficiency Rates will increase from 50% in 2019 to 75% in 2021 on the MCA • Literacy growth rates of our American Indian Students will increase in 2021 as measured by NWEA MAP Read Growth and the FASTbridge Curriculum Based Measures by 5 points each on both of these assessments over the 2020 school year. • We will work towards ensuring the social emotional wellbeing of our students is increasing during this pandemic as measured by qualitative and formative check in data collected via phone interviews or surveys.
Hybrid Learning / Distance Learning	Six Elementary Schools are running most of its programming in a hybrid model where students attend part of the week in person during COVID; a Virtual Academy serves students in a complete remote learning environment
Strategy	<ul style="list-style-type: none"> • Conduct a SEL Check-in with students who are learning to read. • Provide parents with specific literacy strategies which promote reading. • Where students have been identified as struggling, provide classroom and intervention supports to families that are culturally relevant.
Measure of Success	<ul style="list-style-type: none"> • Qualitative feedback received from families and students regarding mental health and social emotional well being. • Assessments will provide information regarding reading success.
Itemized Budget	<p>Academic Scholarships for identified Literacy and SEL Supports needed: \$2,000.00 (i.e. Reading Supports via tutoring; SEL/Academic data collection / self-assessments: \$745.00</p>
Budget Total	\$2,745.00

Goal Area 3	All Achievement Gaps Closed for American Indian Students
2020-21 District Goal	<p>70% of students who identify as American Indian in Edina are in grades K-2 and 4-10. We use this information to strategically allocate our scarce resources and emphasize GAP closing efforts.</p> <ul style="list-style-type: none"> 95% of all students who identify as American Indian will demonstrate an increased level of social and emotional well being during this pandemic as measured by an SEL check in survey. A baseline will be administered in January and a second check will be done in May.
Hybrid Learning / Distance Learning	<p>Six Elementary Schools, MS and HS are all in a hybrid model where students attend part of the week in person during COVID; a Virtual Academy serves students in a complete remote learning environment at all levels.</p>
Strategy	<ul style="list-style-type: none"> Build a strong collaboration with AIPAC and build stronger outreach to families and students identified as native American To bring forward a community sponsored Land Acknowledgement to the Edina School Board To collaborate with Teachers, Media Specialists and curriculum leaders to ensure cultural presence To provide professional development of staff on teaching the new science standards to ensure it is incorporating the Native American perspectives as appropriate To help increase communication channels about important services that may be necessary during the pandemic, including meals and technology supports. To identify supports and seek immediate solutions for students demonstrating needs, both academic and social emotional To inform the resources used for instruction and learning so that it incorporates teaching in the American Indian education by reviewing videos or other technology resources.
Measure of Success	<p>Surveys and phone interviews, AIPAC feedback at end of year.</p>
Itemized Budget	<ul style="list-style-type: none"> Meals for Virtual Family Circle Meets: 5 x \$125.00 = \$625 Meals for AIPAC Meetings: 6: \$475.00 Elder and other American Indian Guest Speakers: \$2,500 (i.e. to connect students to Elders and their stories for wellness and learning purposes; to grow a stronger collaboration with AIPAC and the community, to purposefully learn and consider how best to create a Land Acknowledgement) Academic Scholarship needs: \$8,210: (i.e. Post-Secondary Opportunities; Test Prep ACT; Literacy/Reading support; Math Support; SEL Support – this could be drumming or singing lessons to help students connect in healthy ways; Extracurricular opportunities like Drivers Ed or possibly Community Ed class; Book Clubs for students) American Indian Library Resources: \$900.00 (i.e. work collaboratively with curriculum specialists and AIPAC to identify library books needed that represent the Native American perspective)

Goal Area 3	All Achievement Gaps Closed for American Indian Students
	<ul style="list-style-type: none"> Hours for SEL work: 1,284.00 (60 hours)
Budget Total	\$13,994.00

Goal Area 4	All American Indian Students Achieve Career and College Readiness
2020-21 District Goal	<p>Increase the number of students who are American Indian in their use of the LearnersEDGE tool which holds space for a student authored All About Me Portfolio and in their use of Naviance as a way to enhance the awareness of their strengths, assets and opportunities for growth as they ponder the post-secondary pathway that is best for each of them.</p> <p>Ensure 95% of all American Indian identified students establish a goal using LearnersEDGE for the 20-21 School year. These goals can be in any academic or SEL area. The idea would be to have students iterate and revisit their goals at least twice from January to May.</p>
Hybrid Learning / Distance Learning	Middle and High Schools are operating in Hybrid, with a portion of the student population choosing Distance Learning full time.
Strategy	<ul style="list-style-type: none"> Provide one on one guidance to our American Indian students on the use of the LearnersEDGE in Middle School and Naviance in High Schools. These tools provide a way for students to author their own educational portfolio to grow and build on their successes Provide “open sessions” where support and training can be accessed on use of the LearnersEDGE Tool by our native American students and families.
Measure of Success	Goals setting is a key module in the LearnersEDGE; we will identify the number of students who are setting goals; review the type of goals and report out on the number of goals met during the pandemic.
Itemized Budget	<ul style="list-style-type: none"> Training and support: \$800.00 (i.e. we would provide staff who could effectively train and support students and families on the LearnersEDGE All about Me module between January and May on designated evenings.) Academic Supports/Scholarships: \$1,201.00 (this could include virtual field trips; or live one’s where allowed to post-secondary institutions)
Budget Total	\$2,001.00

Goal Area 5	All American Indian Students Graduate from High School
2020-21 District Goal	All American Indian identified students will graduate.
Hybrid Learning/Distance Learning	Ensure all seniors are on track to graduate by end of year in 2021.
Strategy	<p>We will monitor closely:</p> <ul style="list-style-type: none"> • Attendance, Participation, Engagement, Behavior, Grades and Personal Growth Plan check points to ensure students are on a clear path to success. • Provide access to learning via virtual activities that develop and connect students to the traditions and culture • Support test preparation needs for College Readiness exams
Measure of Success	Graduation attained.
Itemized Budget	<ul style="list-style-type: none"> • Cultural Activities including beading of graduation caps, eagle feather, smudge ceremonies, thank yous, etc. . for this important life milestone. \$600.00 • Academic scholarships: \$325.00
Budget Total	\$925.00

FY21 Estimated Budget Total: \$20,358.00

C. Certification Statement

By typing your name below you, the undersigned, hereby certify that the American Indian Education Aid program plan was developed in full collaboration with the district or school's American Indian Parent Advisory Committee, pursuant to [Minnesota Statutes, section 124D.78](#), and you attest that all goals, strategies and budgets were discussed in detail and agreed upon by all parties.

Superintendent or Charter/Tribal Director: Dr. John Schultz

Director of American Indian Education: Donna Roper, Director of Research and Evaluation

American Indian Parent Advisory Committee Chair: Jeff Carlson, Parent Committee Chair

Annual Compliance/Vote of Concurrence or Nonconcurrence

District, Charter, or Tribal School Name: Edina Public Schools - ISD 273

The American Indian Parent Advisory Committee Vote

☒ **The AIPAC Issued a Vote of Concurrence**

Date of Concurrent Vote: Feb. 1, 2021

Date the AIPAC presented to the school board: Feb. 8, 2021

☐ **The AIPAC Issued a Vote of Nonconcurrence**

A vote of nonconcurrence requires the AIPAC to provide specific written recommendations for improvement to the school board. The school board is required to respond in writing to each recommendation within 60 days of the recommendations being put forth. The school board must provide this written response to both the AIPAC and to the Office of Indian Education.

Date of Nonconcurrent vote: _____

Date the AIPAC presented to the school board: _____

Date the written response from the school board is due: _____

☐ **The District/School Does Not Have an AIPAC**

The district has not yet formed an AIPAC, but recognizes the need to do so in order to remain compliant with Minnesota Statutes, section 124D.78. By signing below, the district/school leadership commits to working with the Office of American Indian Education on committee formation.

Required signatures

**Digital signatures are accepted*

School Board Chairperson

Feb. 8, 2021

Date

Superintendent or Charter/Tribal School Director

Feb. 8, 2021

Date


AIPAC Chairperson

Feb. 1, 2021

Date

The American Indian Parent Advisory Committee Resolution

WHEREAS, the school board or district has an AIPAC composed of parents/guardians of American Indian children who are eligible for Indian education programs, American Indian language and culture teachers and paraprofessionals, American Indian teachers, American Indian counselors, American Indian adults enrolled in educational programming, and American Indian representatives from community;

WHEREAS, the school board or district affords the AIPAC the necessary information and the opportunity to effectively express their views concerning all aspects of American Indian education and the educational needs of the American Indian children enrolled in the school(s) and program(s); and,

WHEREAS, the AIPAC is directly involved with and advises the school board and district staff on Indian Education program planning; and,

WHEREAS, the AIPAC develops and submits recommendations to the school board and district staff pertaining to the needs of American Indian students.

THEREFORE BE IT RESOLVED, that the AIPAC concurs that the school board and district are compliant with Minnesota Statutes, section 124D.78, and that the school board and district are meeting the needs of American Indian students.

☒ **We, the American Indian Parent Advisory Committee**, issue a **Vote of Concurrence**. We attest that the school board and/or district are compliant with Minnesota Statutes and that the school board and/or district are meeting the needs of American Indian students; **or**,

☐ **We, the American Indian Parent Advisory Committee**, issue a **Vote of Nonconcurrence**. We attest that the school board and/or district are not compliant with Minnesota Statutes and that the school board and/or district are not meeting the needs of American Indian students. We have provided written recommendations for improvements to the school board, and we acknowledge that the school board has 60 days from the receipt of these recommendations in which to respond, in writing, to each recommendation.



AIPAC Chairperson Printed Name and Signature

February 1, 2021

Date



Board Meeting Date: February 8, 2021

TITLE: GIFT FROM CONCORD ELEMENTARY PTO

TYPE: Consent

BACKGROUND: A gift of \$1,150.92 was given by the Concord Elementary PTO for a KIDS Club Gaga Pit.

RECOMMENDATION: Accept with sincere appreciation the gift of \$1150.92 from the Concord Elementary PTO to Edina Public Schools.



Board Meeting Date: 2/8/2021

TITLE: Community Survey

TYPE: Discussion

PRESENTER(S): Peter Leatherman, Morris and Leatherman; Steve Buettner, Director of District Media and Technology Services; John Toop, Director of Business Services

BACKGROUND: Morris Leatherman surveyed Edina residents and parents. This agenda item provides the results of that survey.

RECOMMENDATION: Learn about the results of the community survey.

ATTACHMENTS:

1. Edina Survey – Quality of Schools
2. Edina Survey – Referendum Vote

Edina Public School District

2021 Residential Survey

Morris Leatherman Company

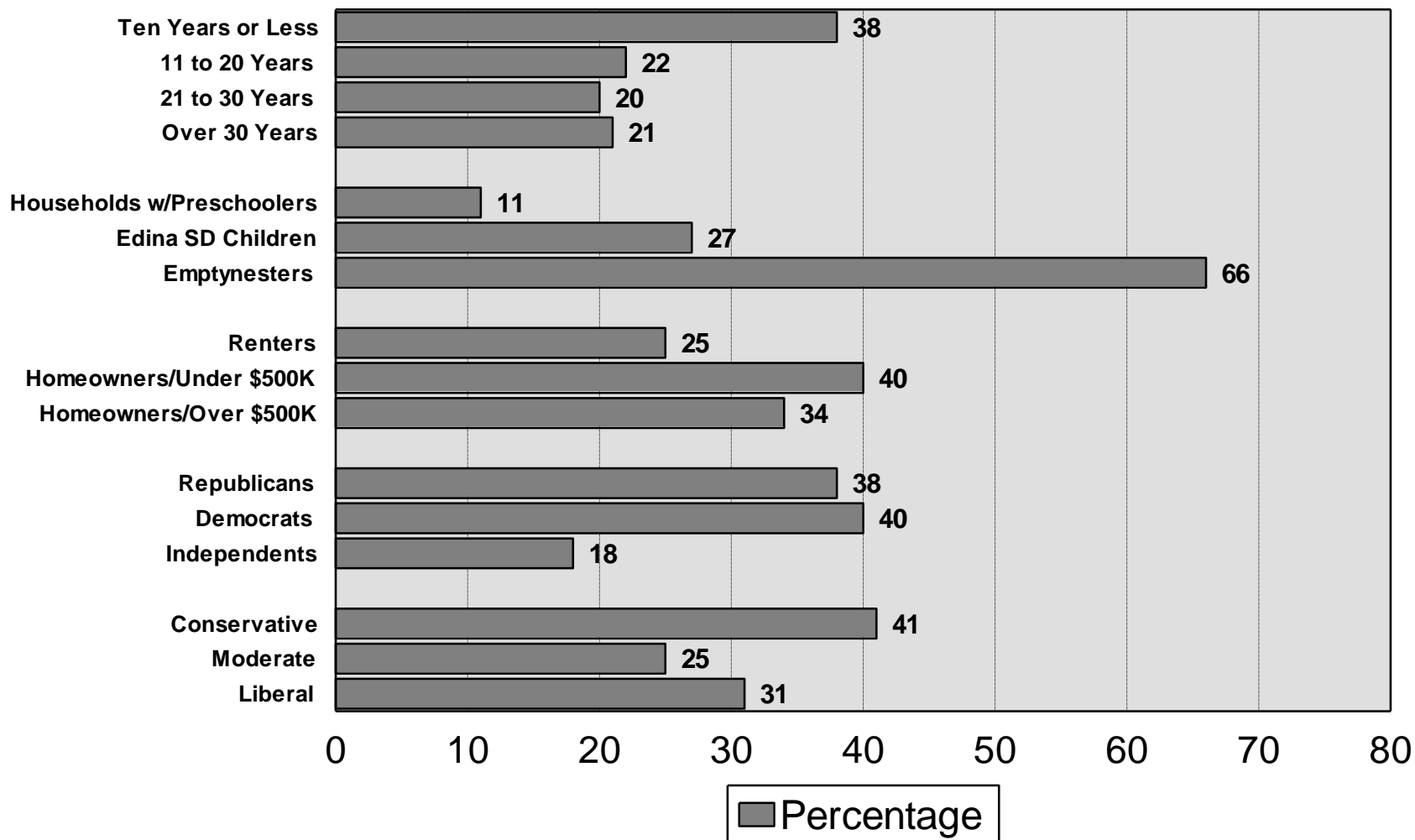
Survey Methodology

2021 Edina School District

- ① 625 random sample of Edina School District residents.
 - ▣ Results projectable within +/-4.0% in 95 out of 100 cases
- ① 400 random sample of Edina School District parents.
 - ▣ Results projectable within +/-5.0% in 95 out of 100 cases
- ① Average interview time of 17 minutes
- ① Non-response level of 4.5%
- ① Telephone interviews conducted between January 7th and 26th, 2021

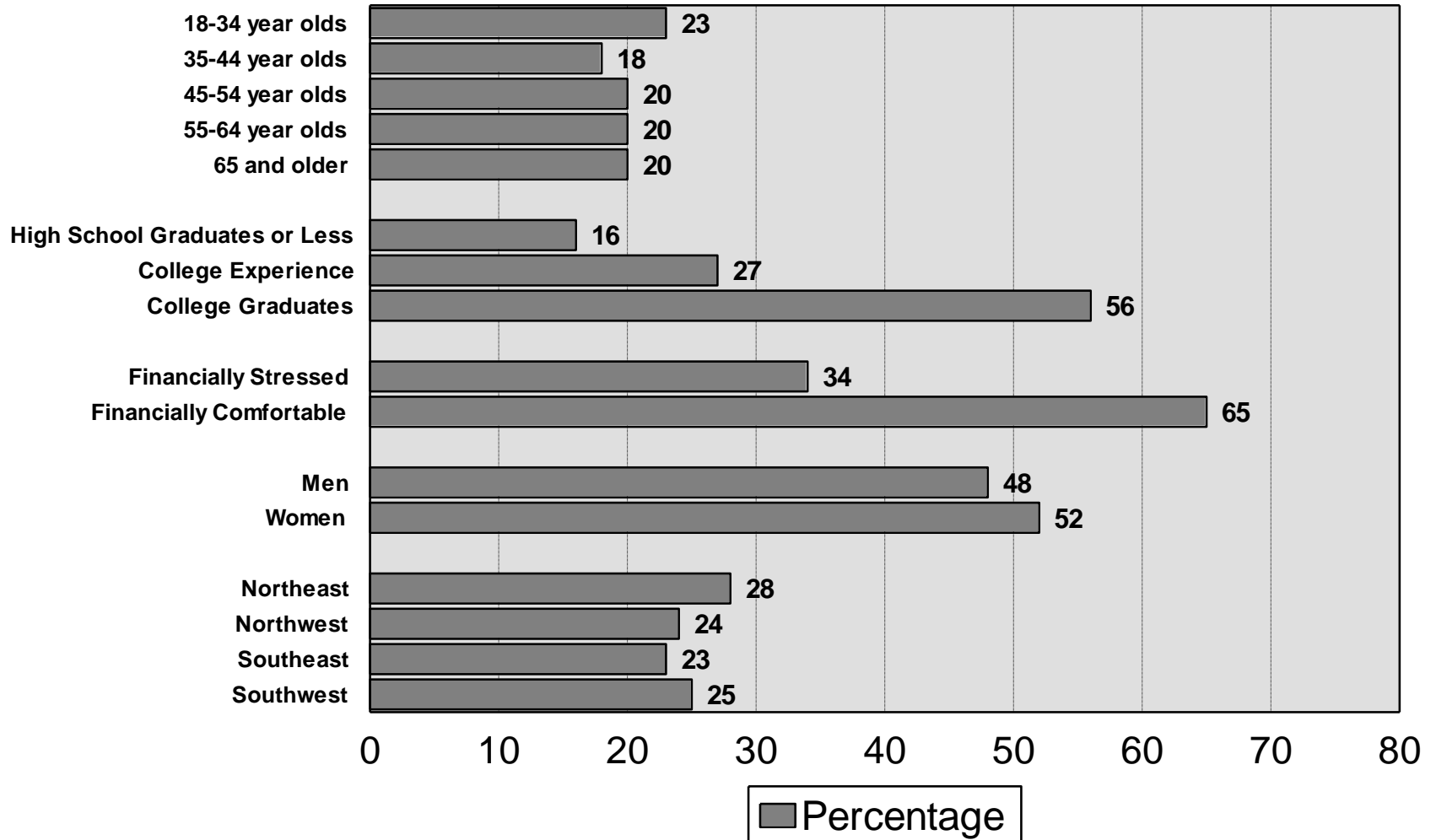
Demographics I

2021 Edina School District



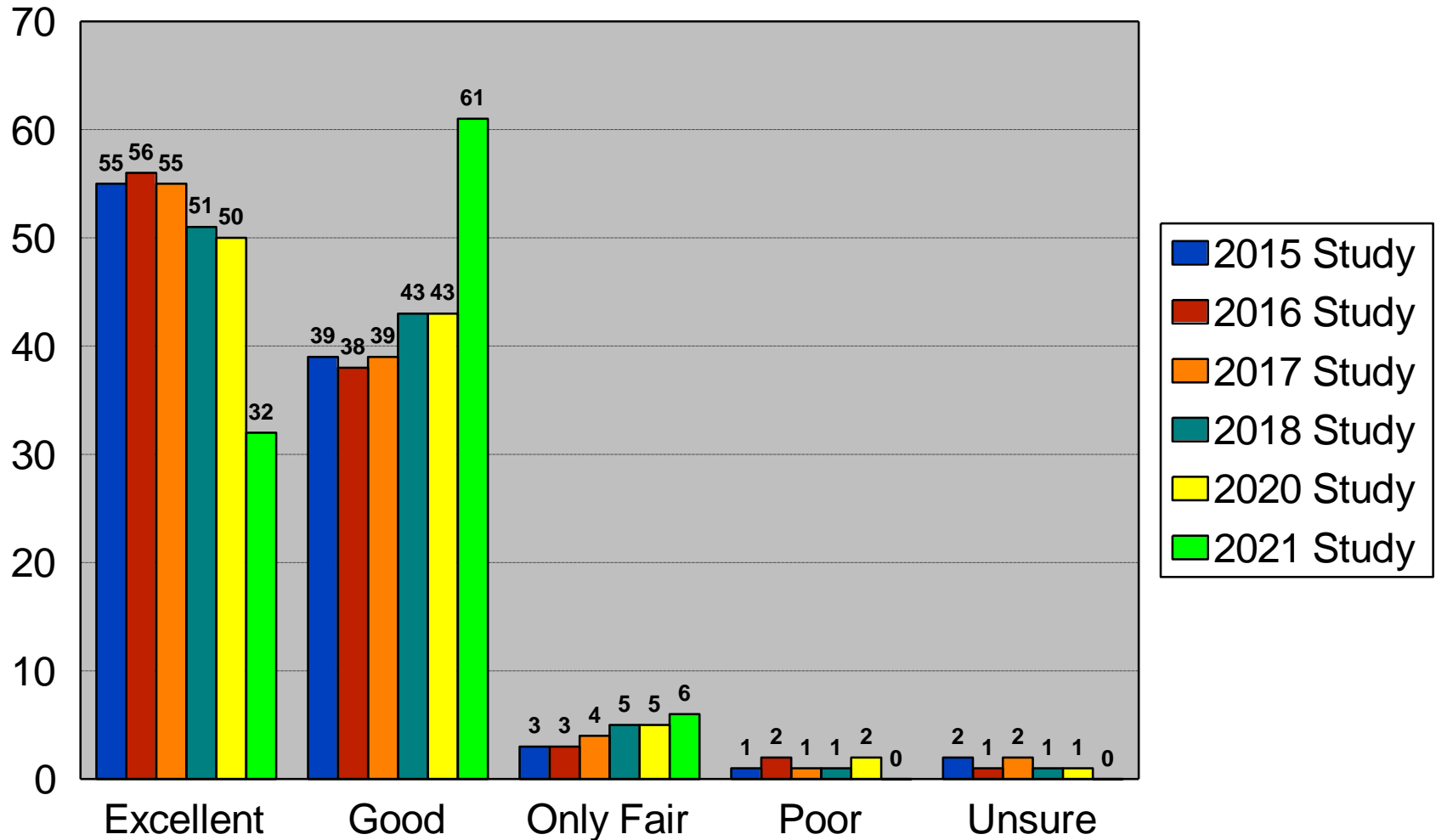
Demographics II

2021 Edina School District



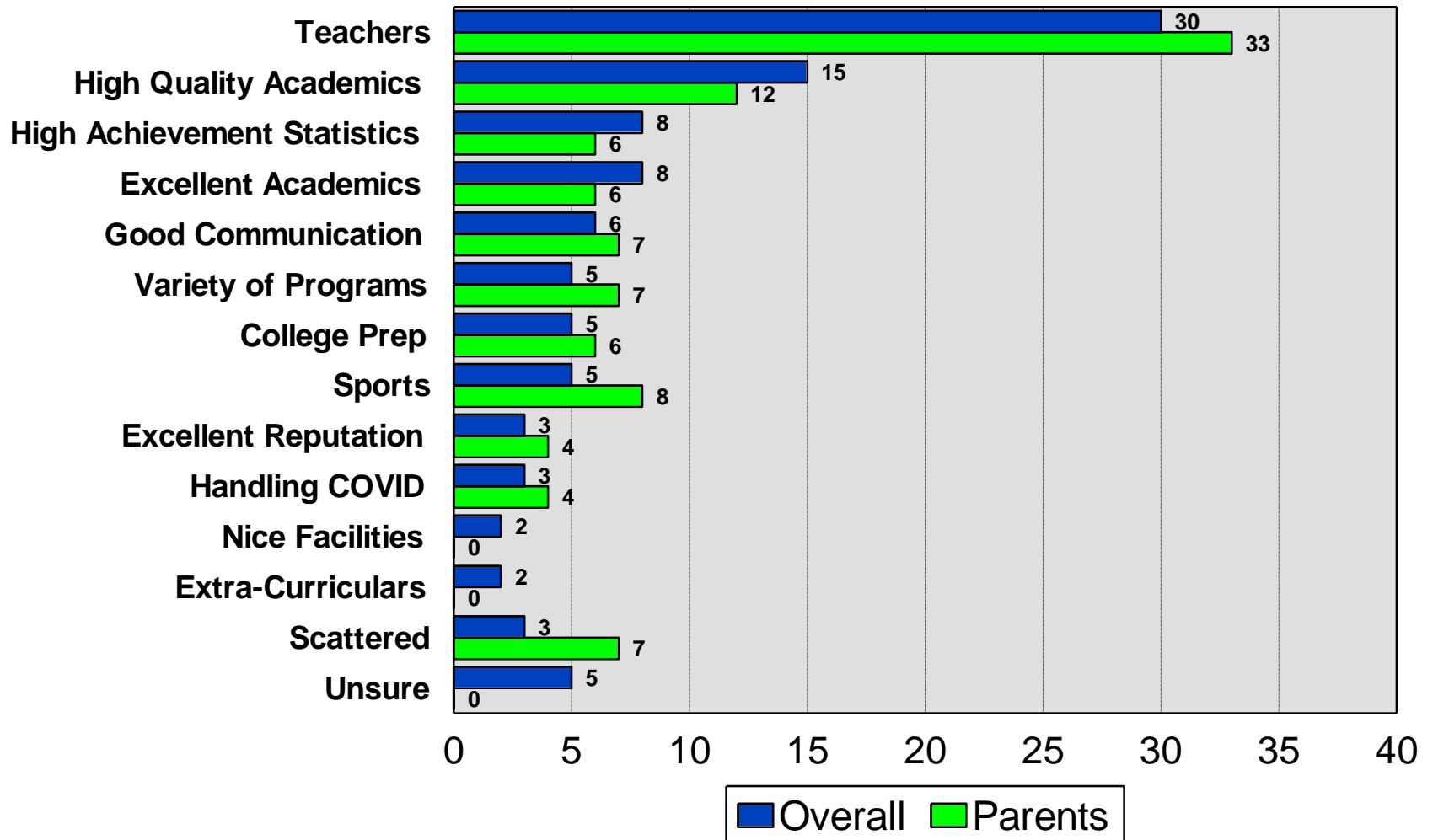
Quality of Public Schools

2021 Edina School District



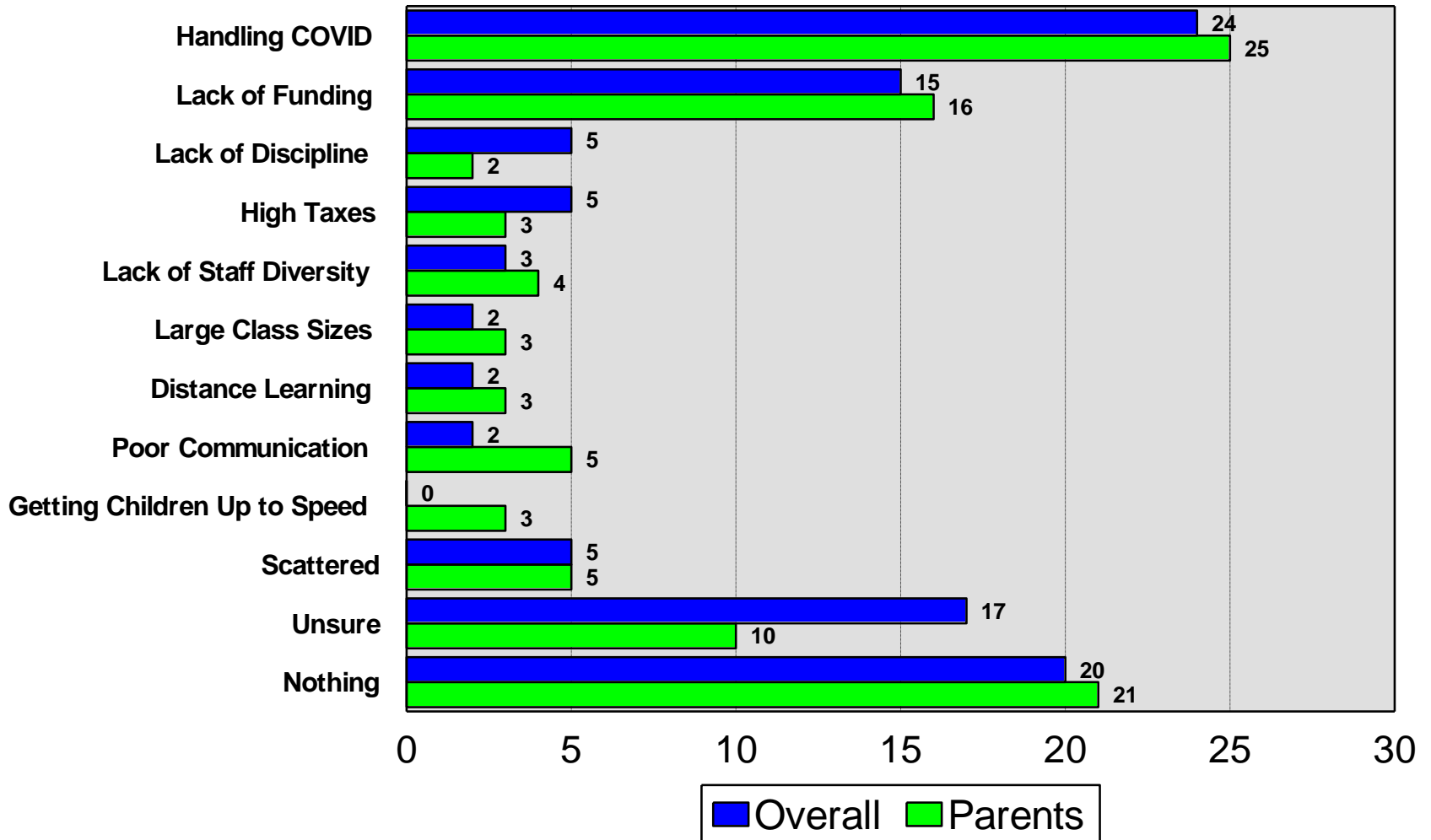
Like Most about Edina Public Schools

2021 Edina School District



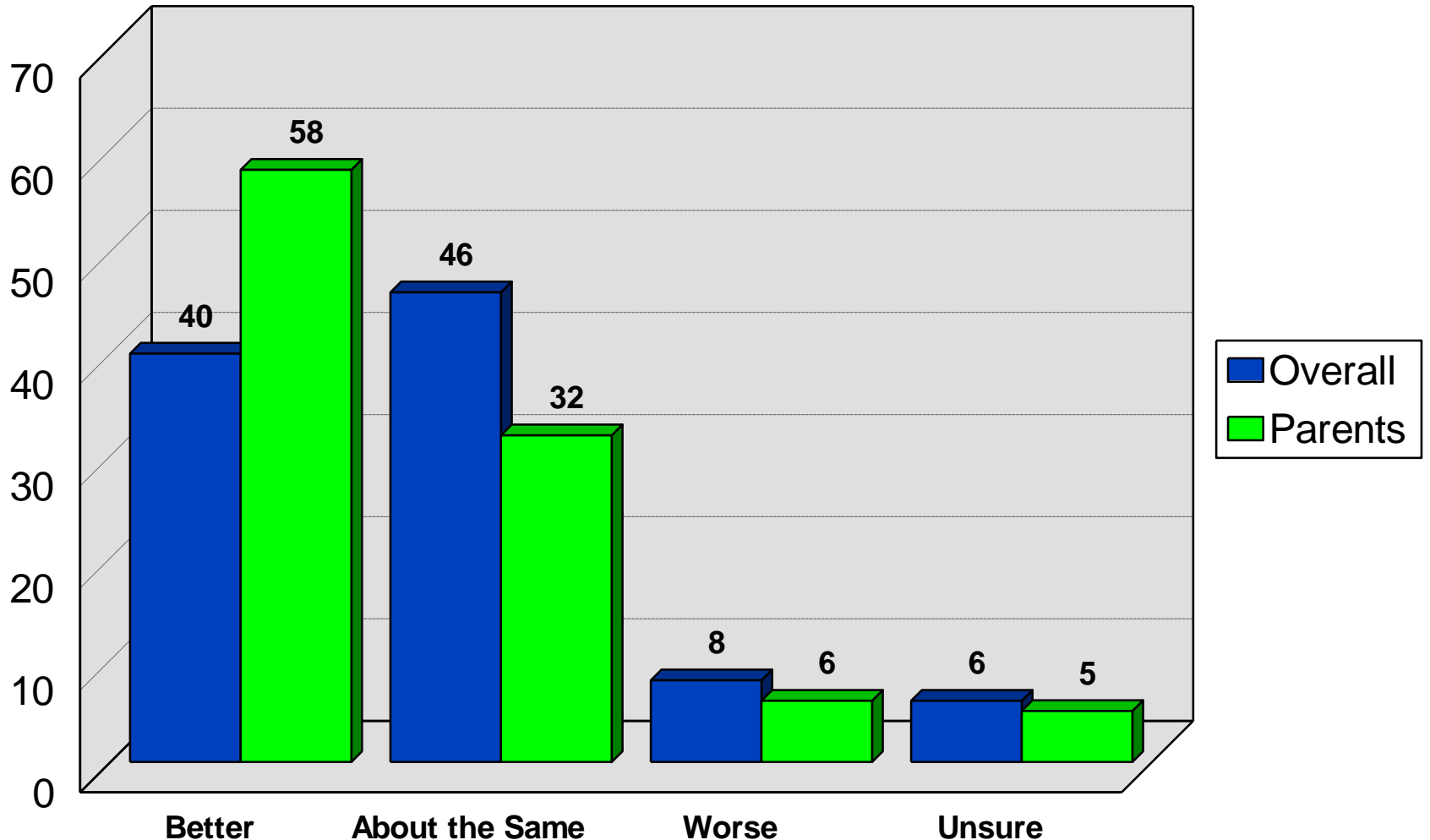
Most Serious Issue

2021 Edina School District



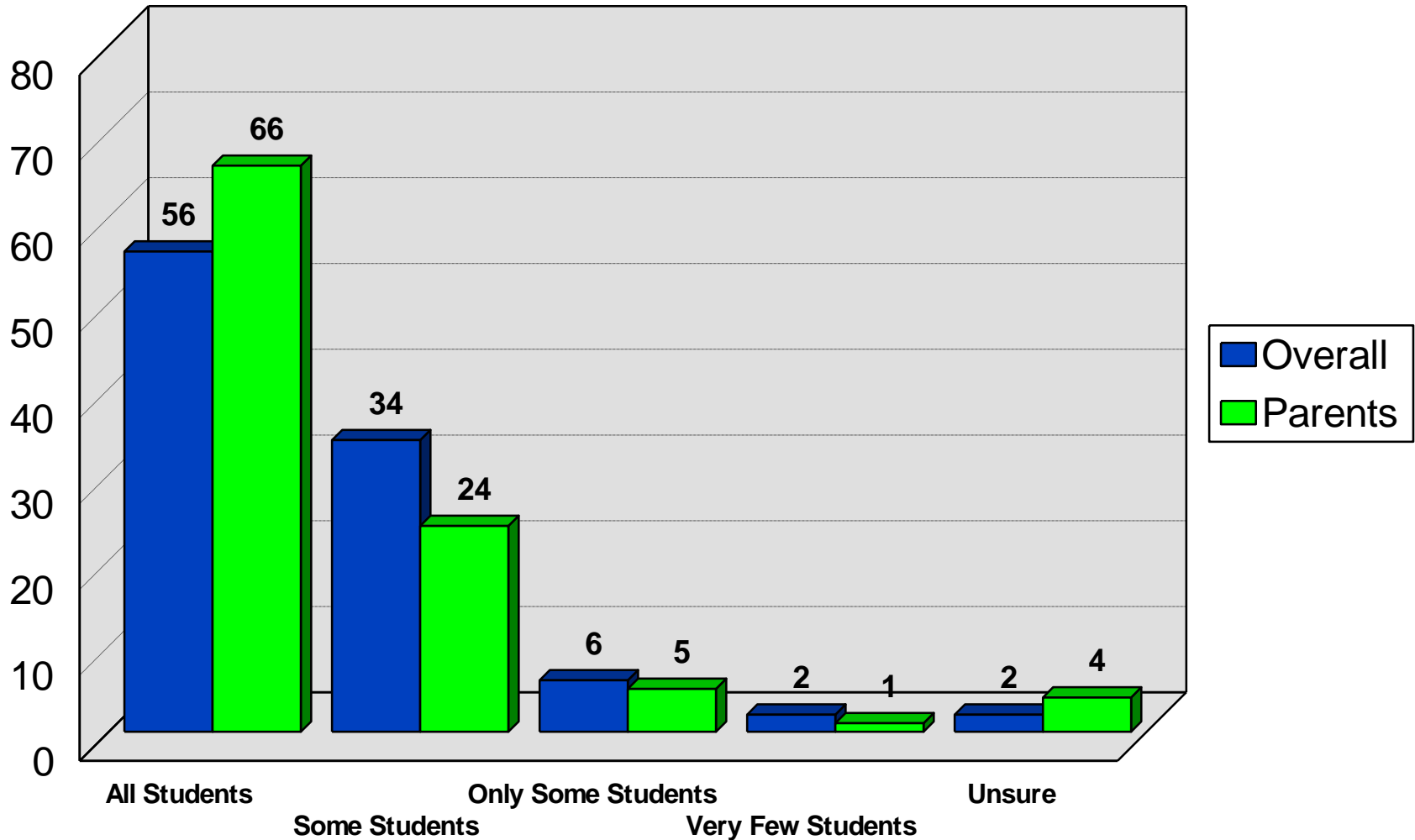
Quality Compared to Three Years Ago....

2021 Edina School District



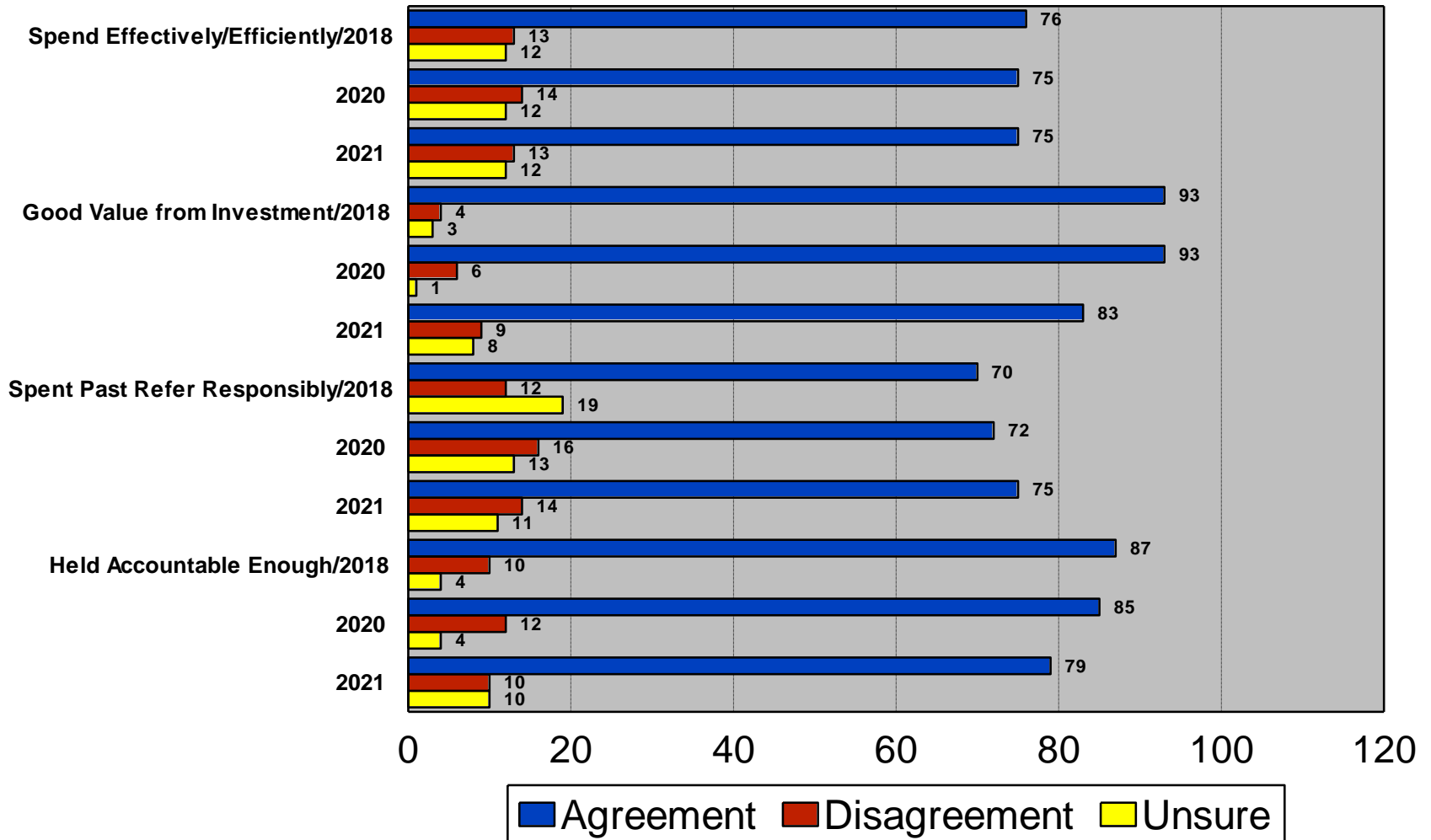
Meet Learning Needs of....

2021 Edina School District



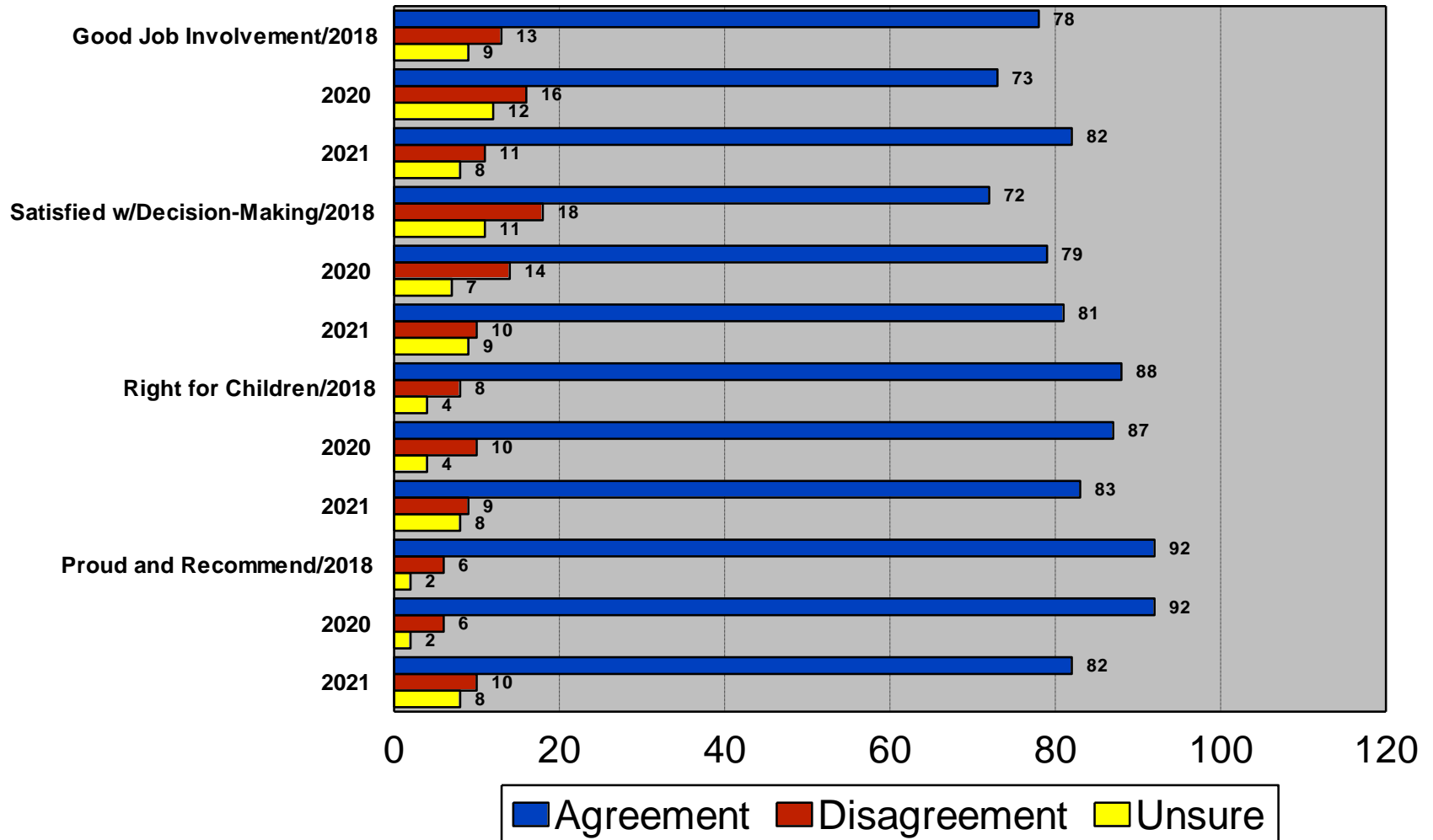
Specific District Perceptions I

2021 Edina School District



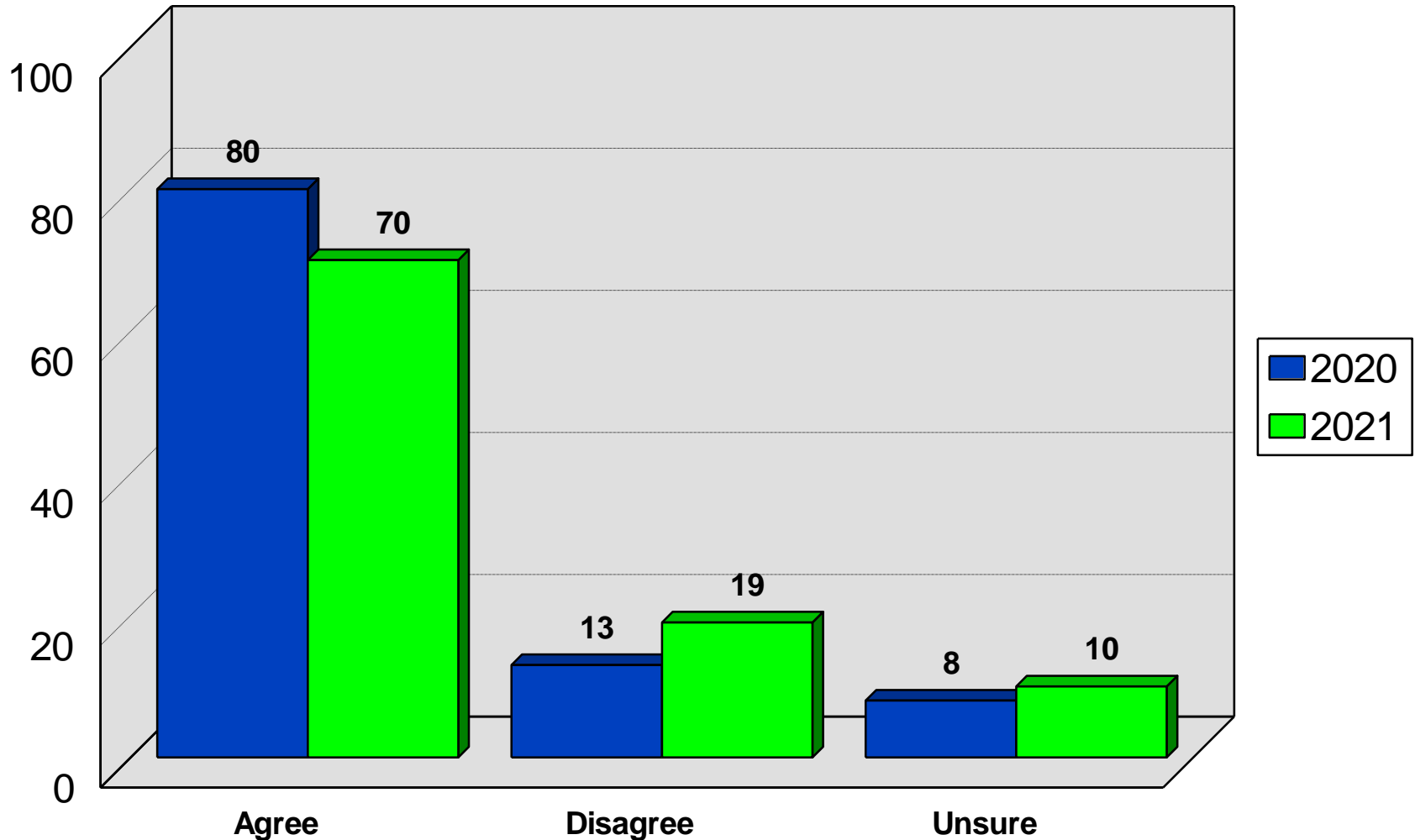
Specific District Perceptions II

2021 Edina School District



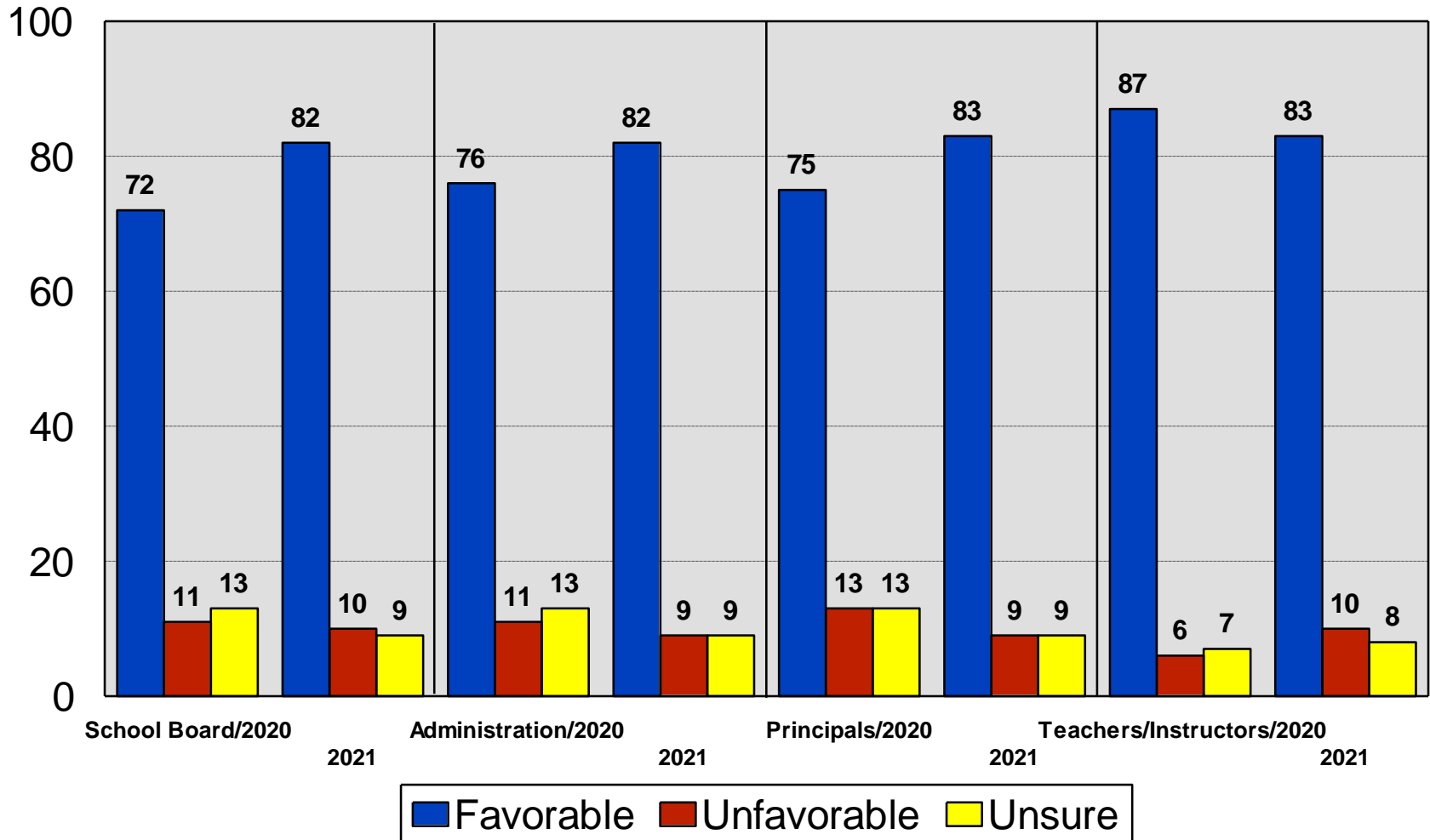
Good Investment/Support Referendum

2021 Edina School District



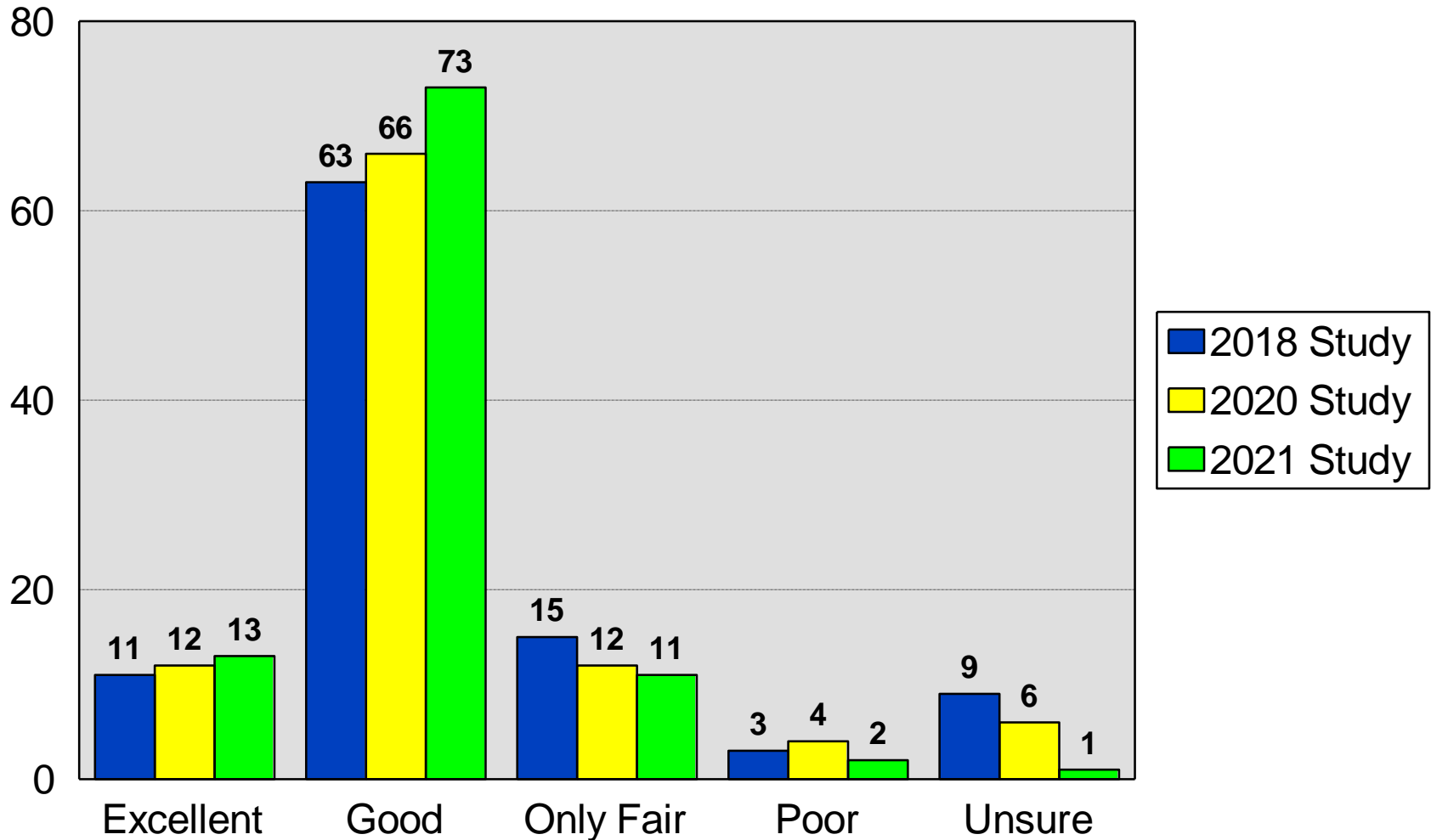
Job Performance Ratings

2021 Edina School District



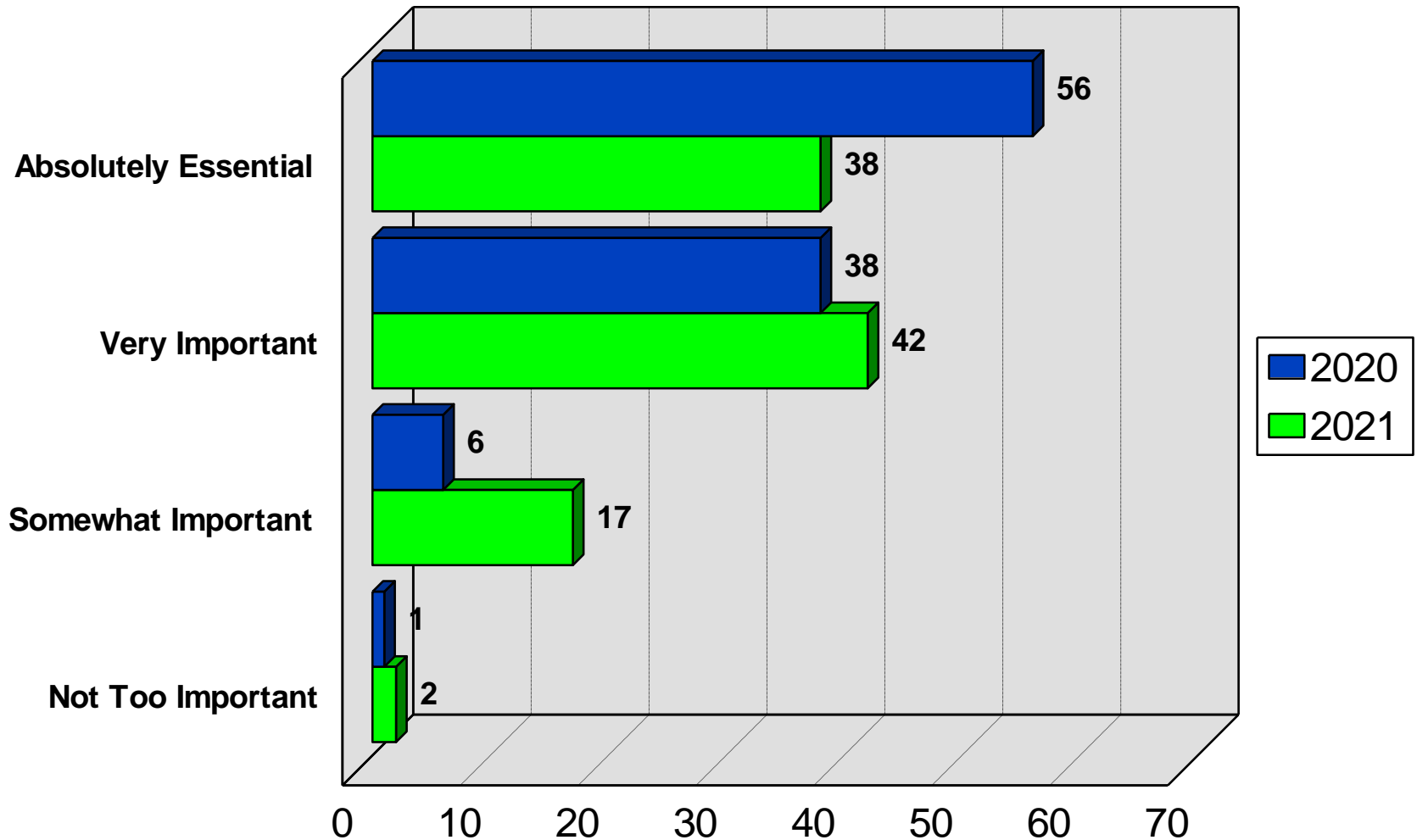
Financial Management

2021 Edina School District



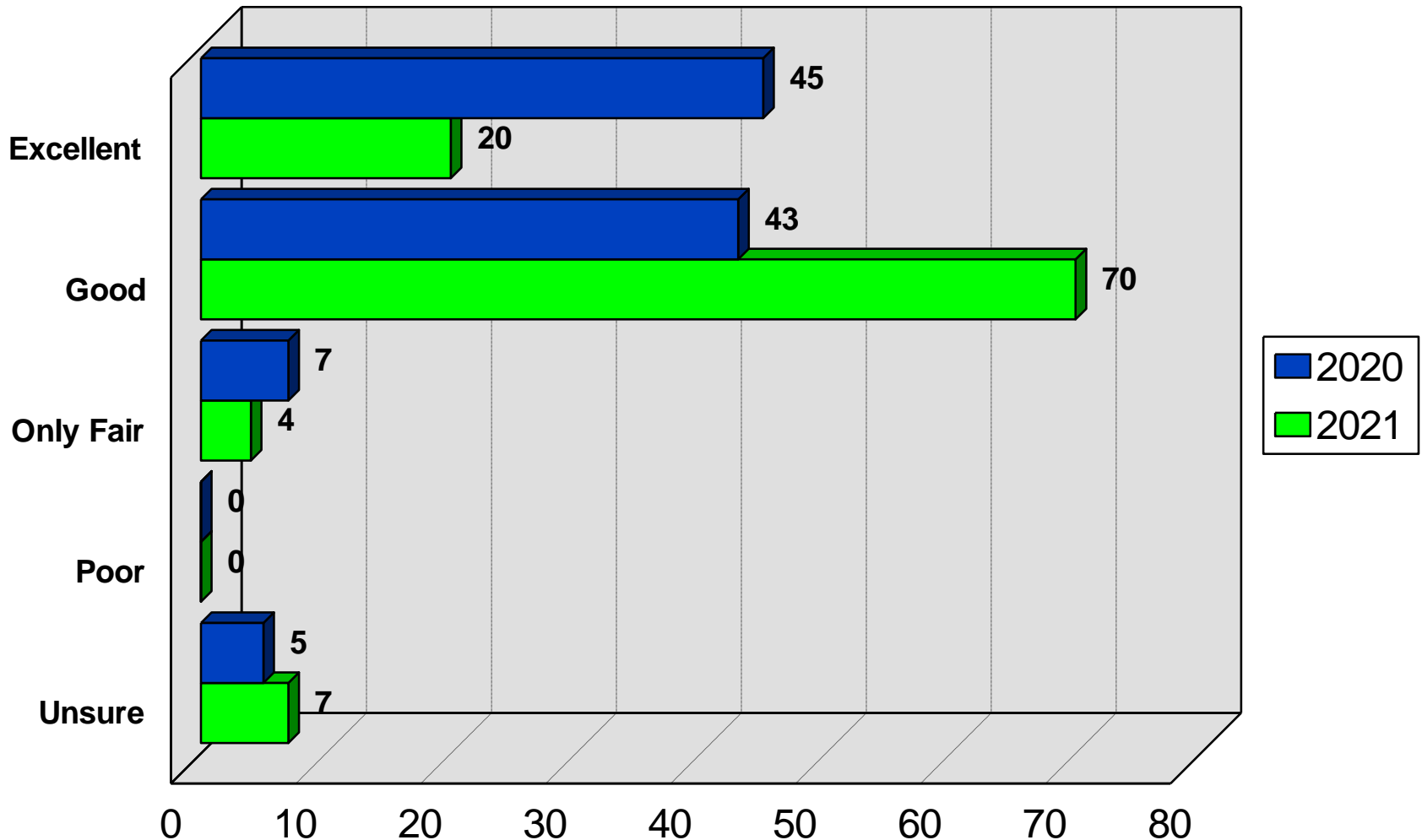
Importance of Technology

2021 Edina School District



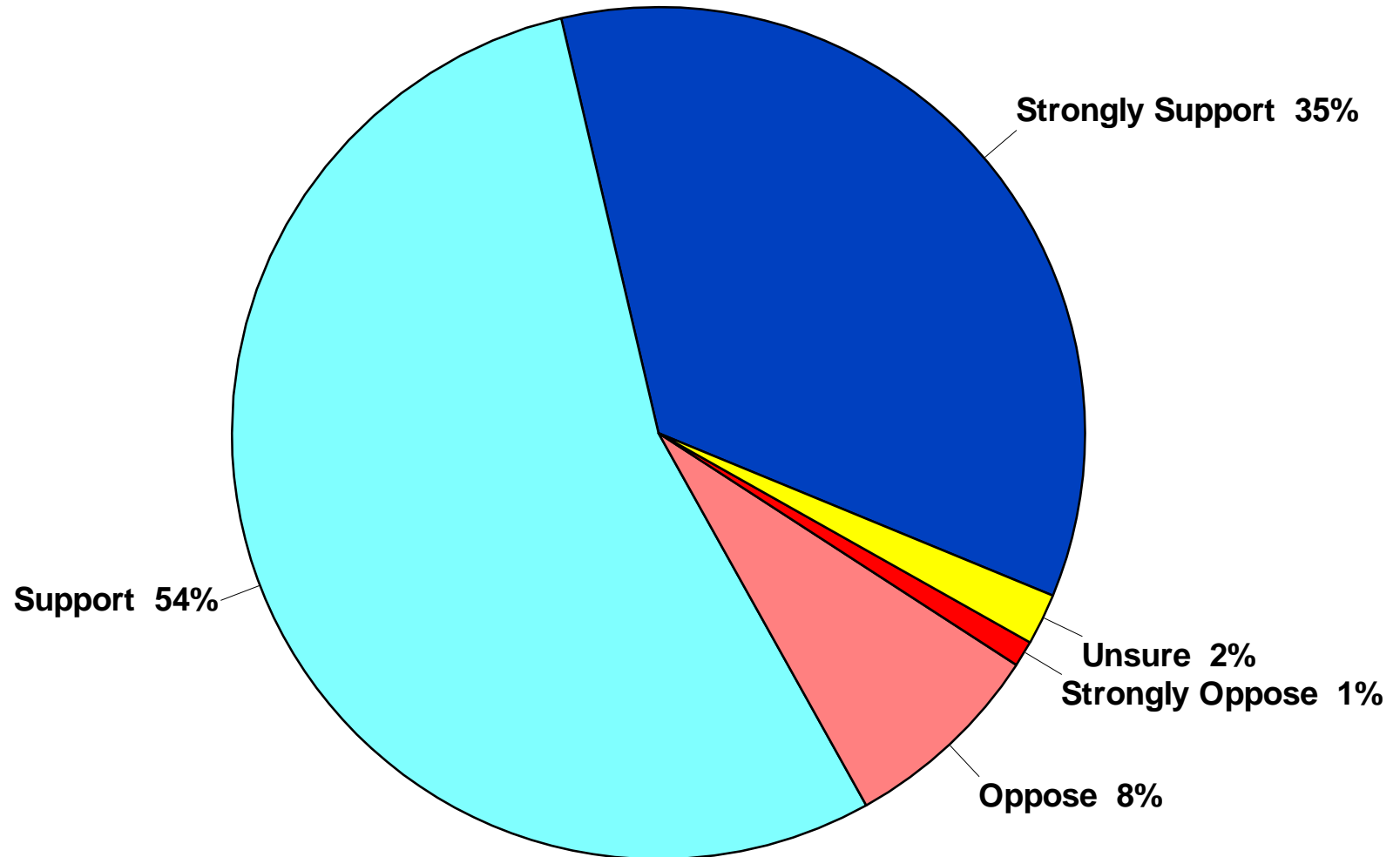
Technology Opportunities in Edina SD

2021 Edina School District



\$6.5MM Capital Technology Levy Renewal

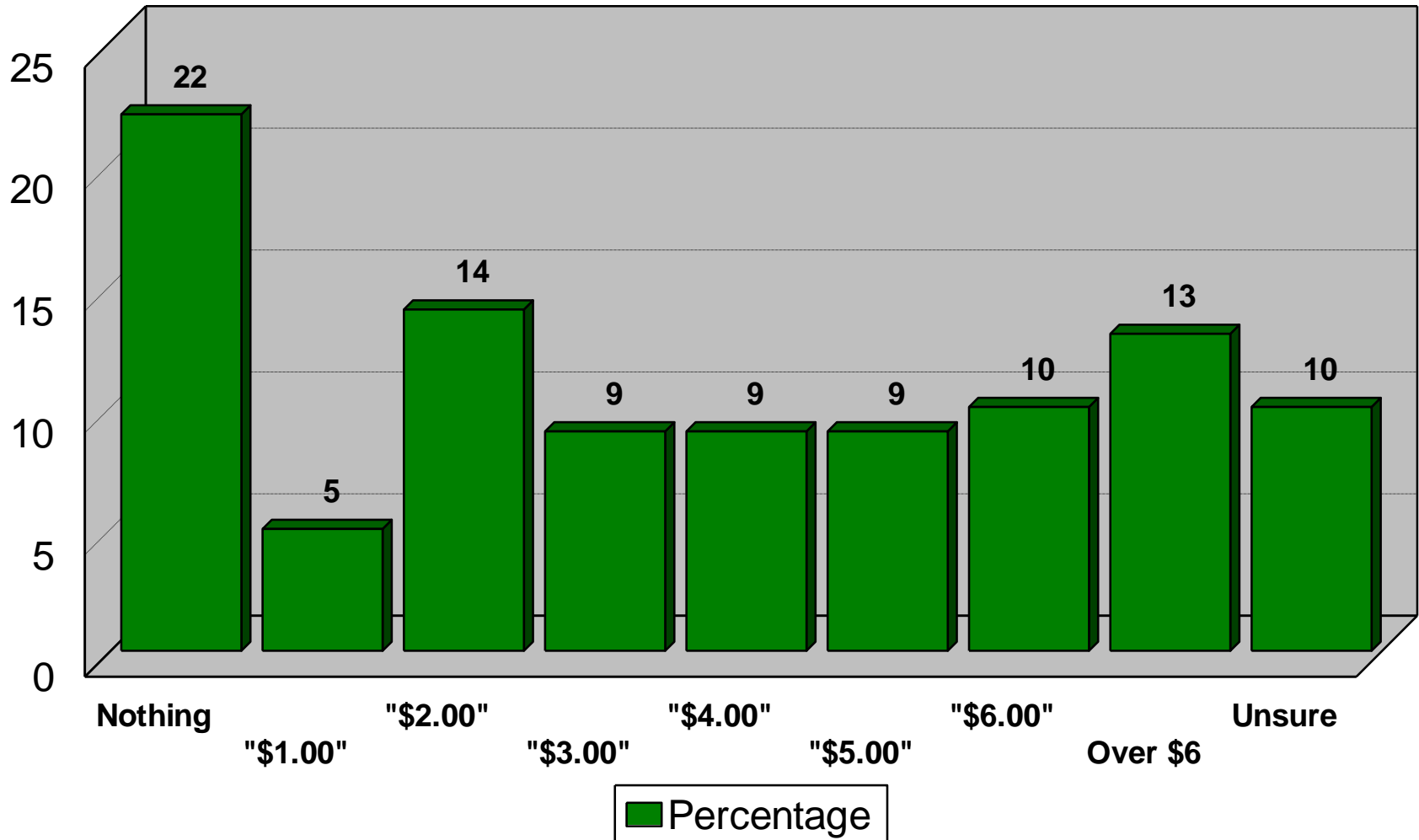
2021 Edina School District



Morris Leatherman Company

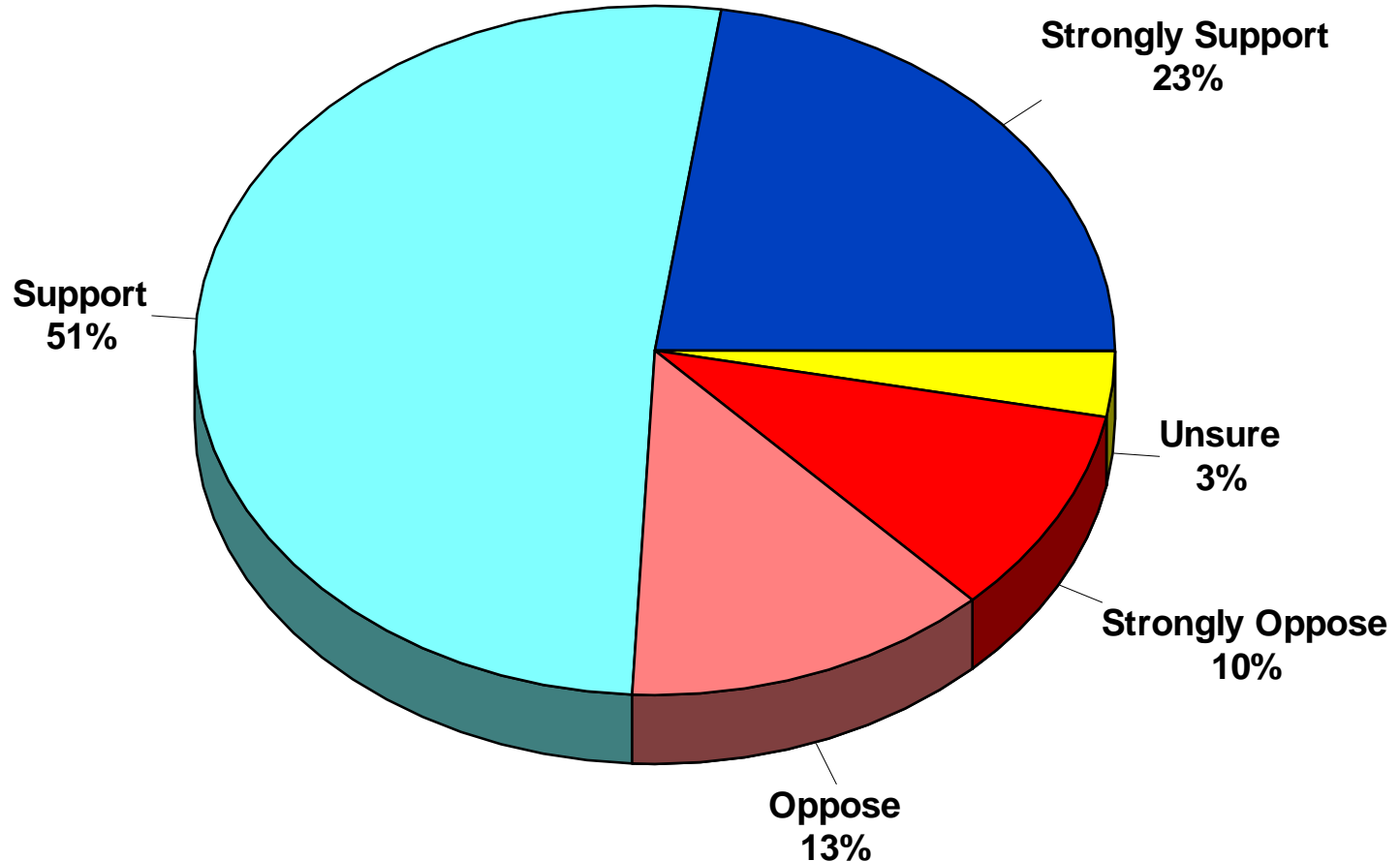
Tax Increase for Technology Levy

2021 Edina School District



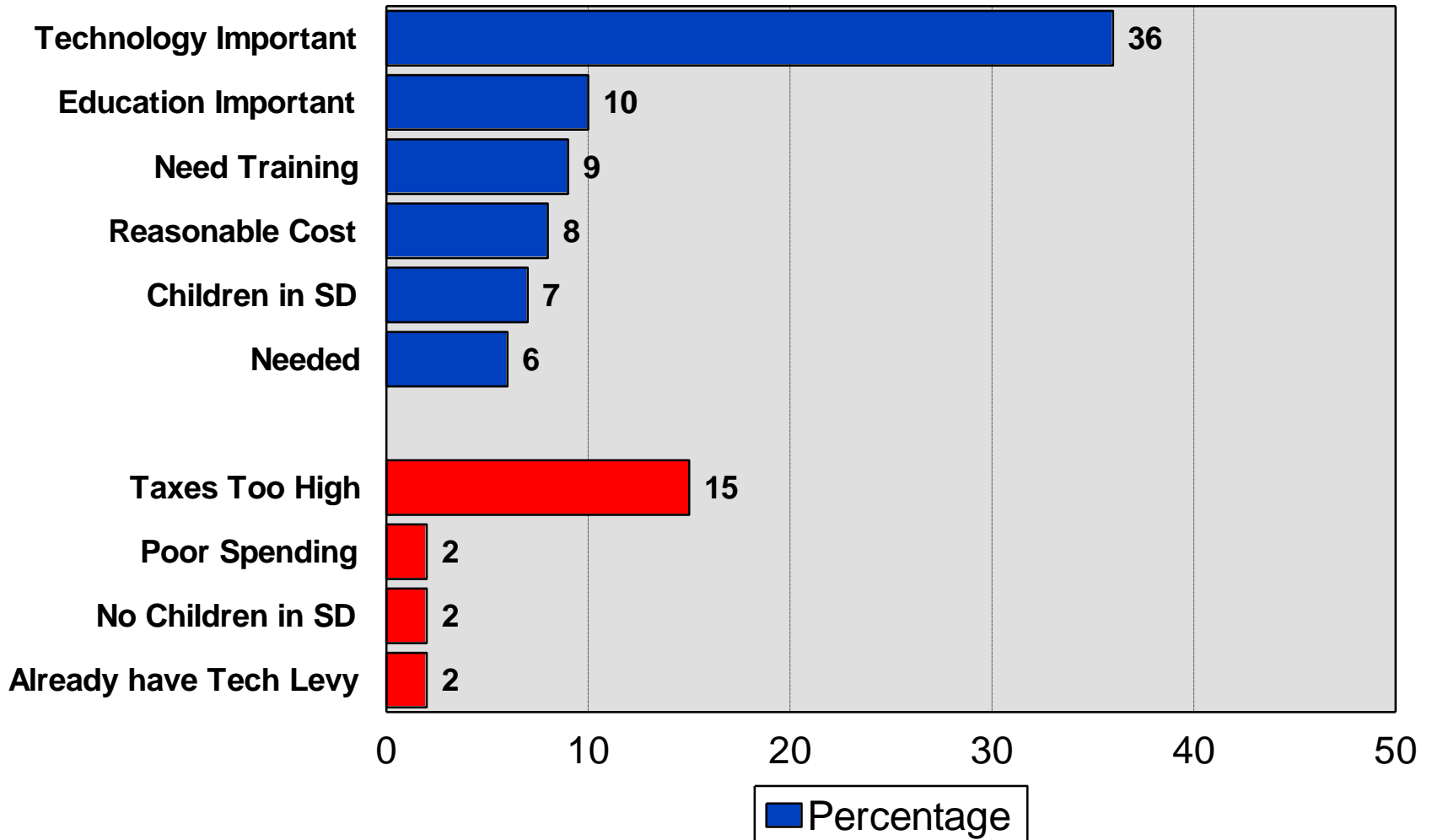
\$7MM Capital Technology Levy

2021 Edina School District



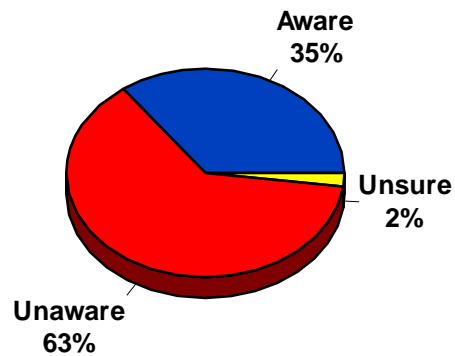
Reason for Levy Decision

2021 Edina School District

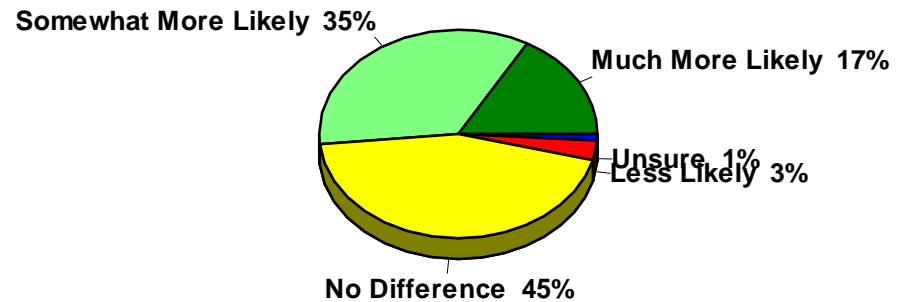


Neighboring Districts Technology Spending

2021 Edina School District



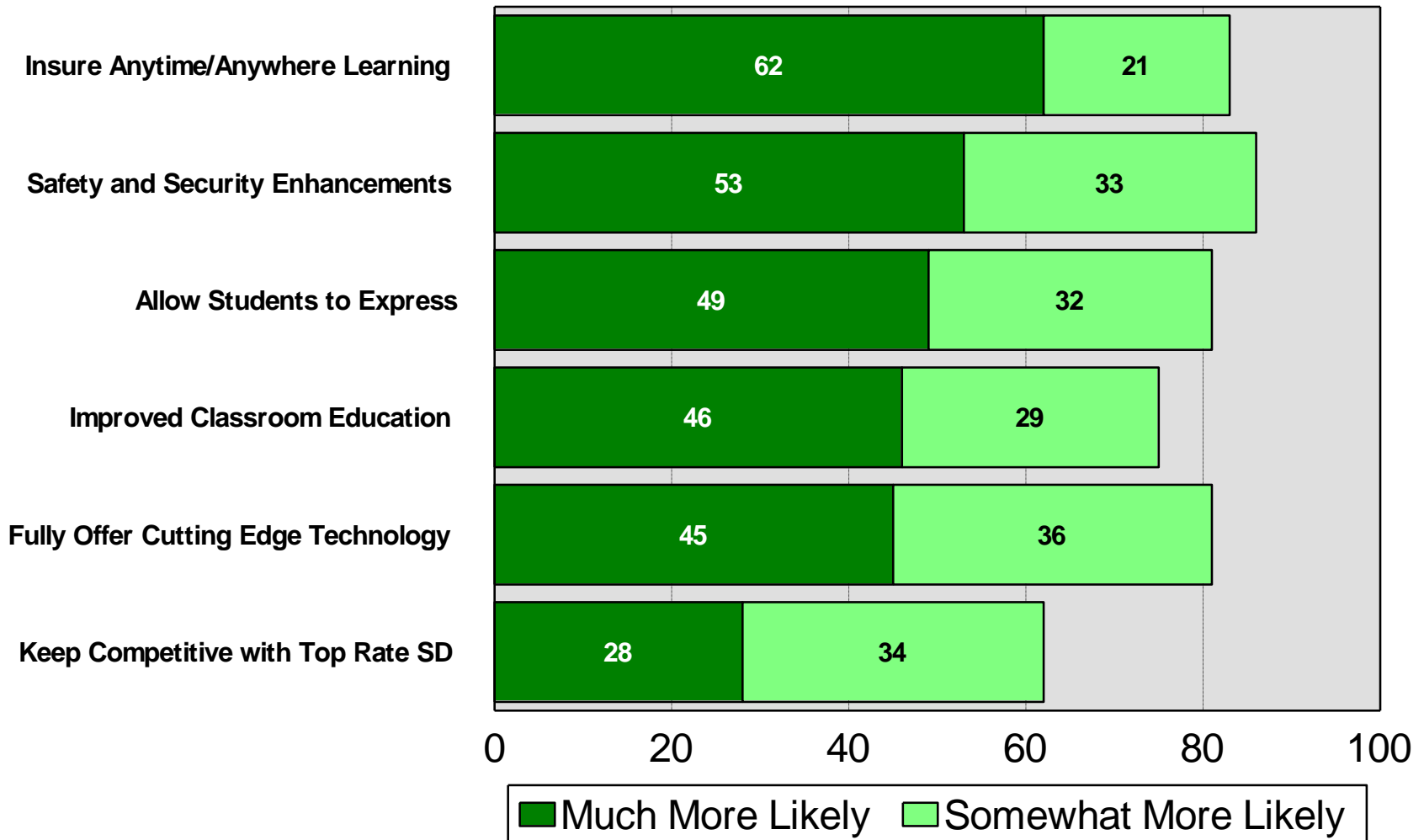
**Awareness of Edina's
Ranking**



**Edina's Ranking Make
You More or Less Likely
to Support**

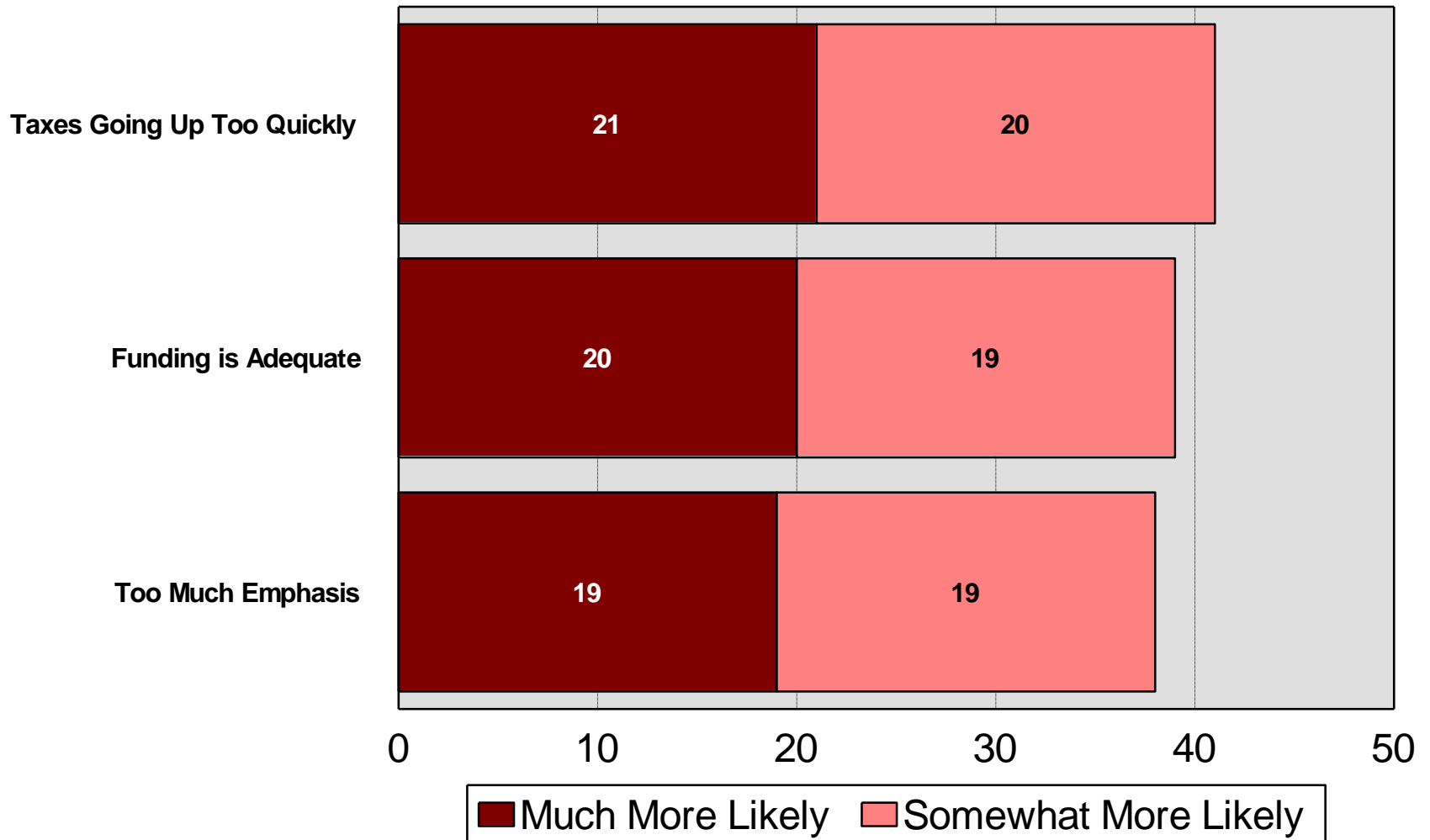
Arguments in Support

2021 Edina School District



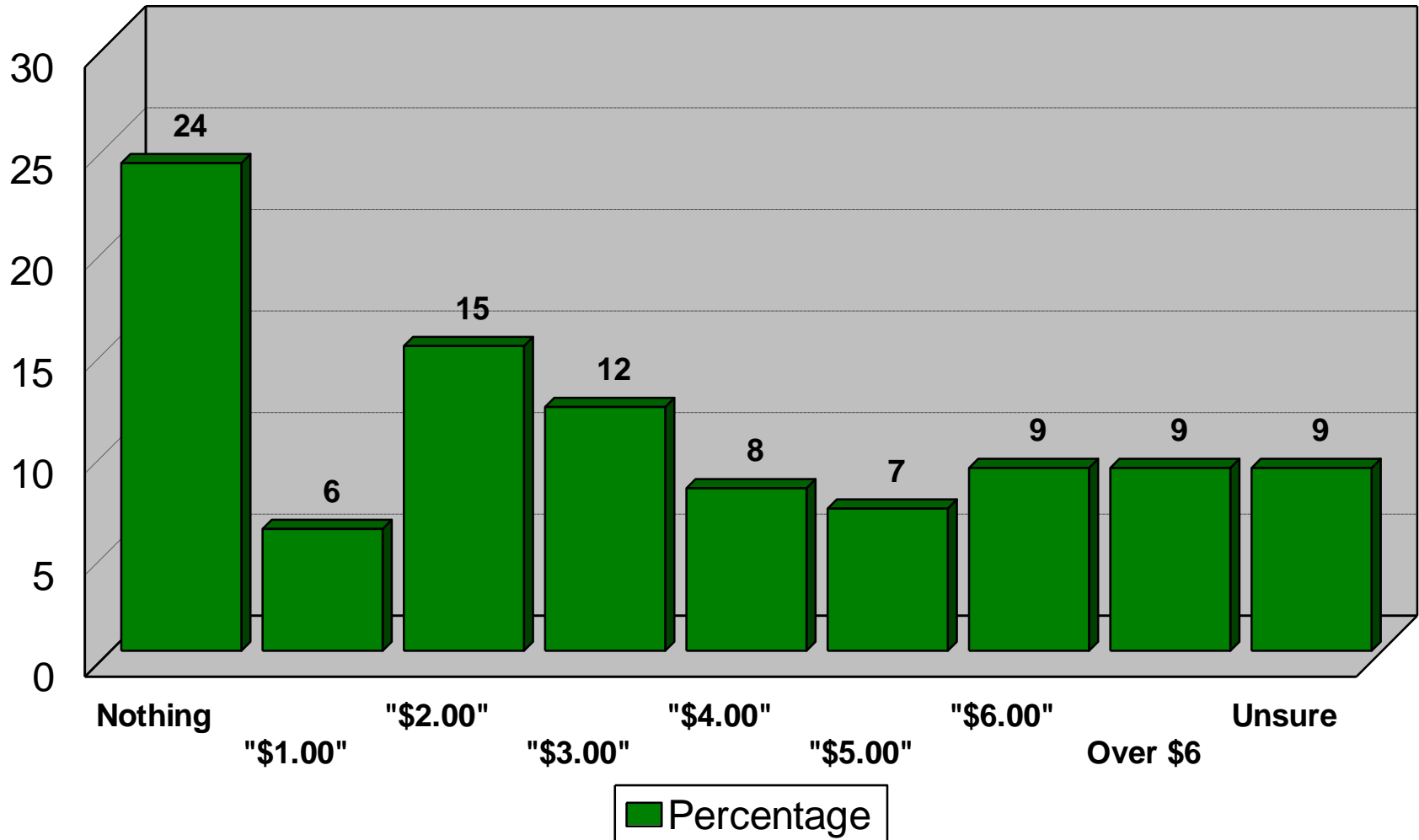
Arguments in Opposition

2021 Edina School District



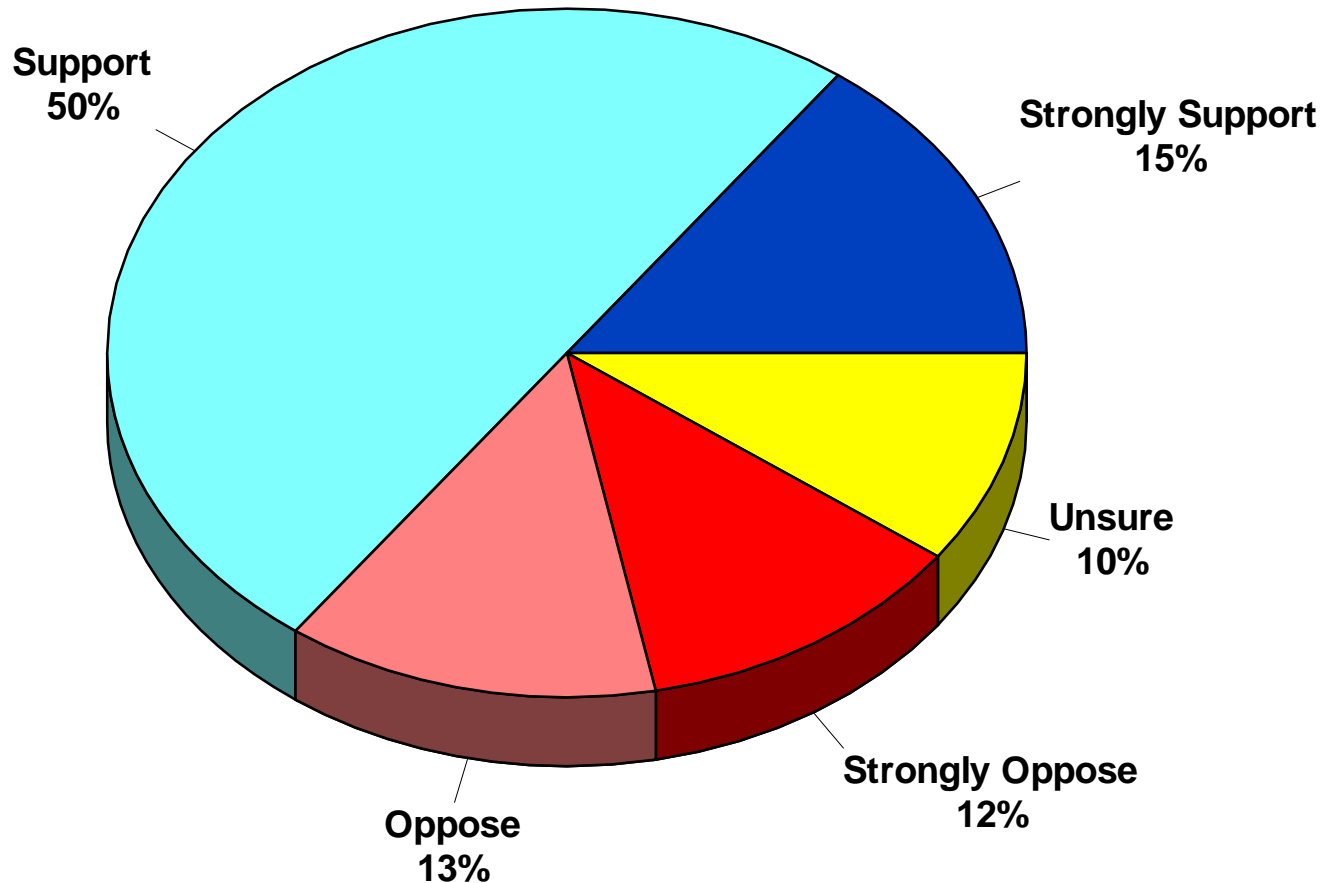
Tax Increase for Bond Referendum

2021 Edina School District



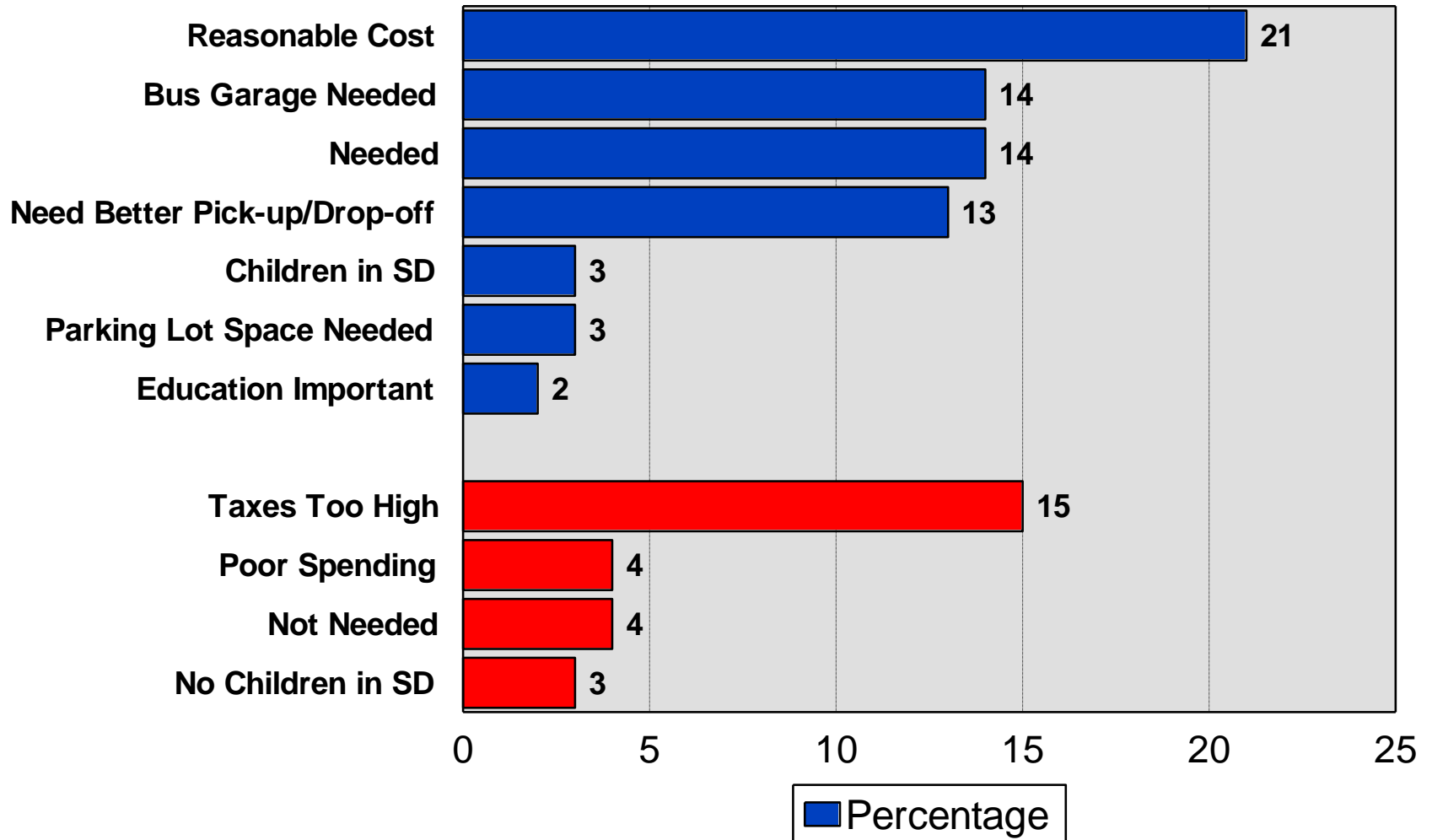
\$7MM Bond Referendum

2021 Edina School District



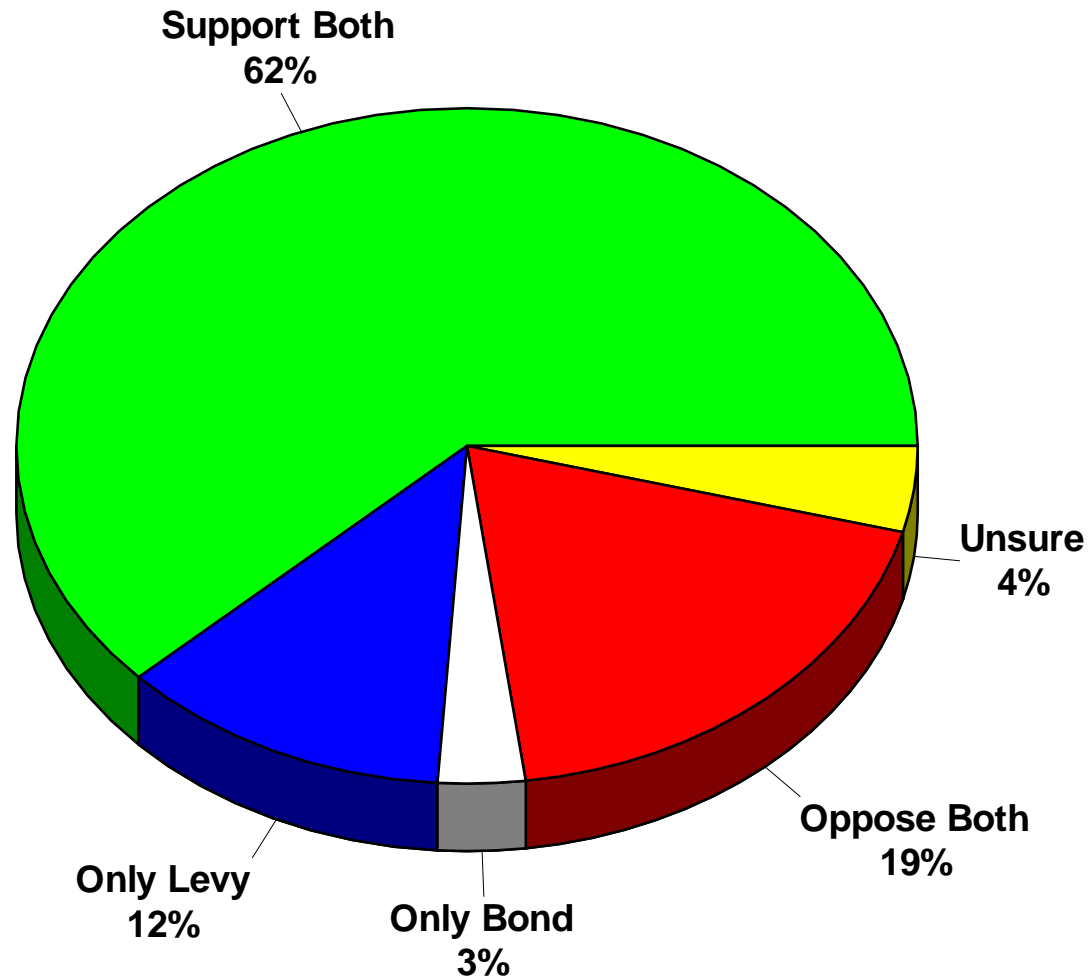
Reason for Bond Decision

2021 Edina School District



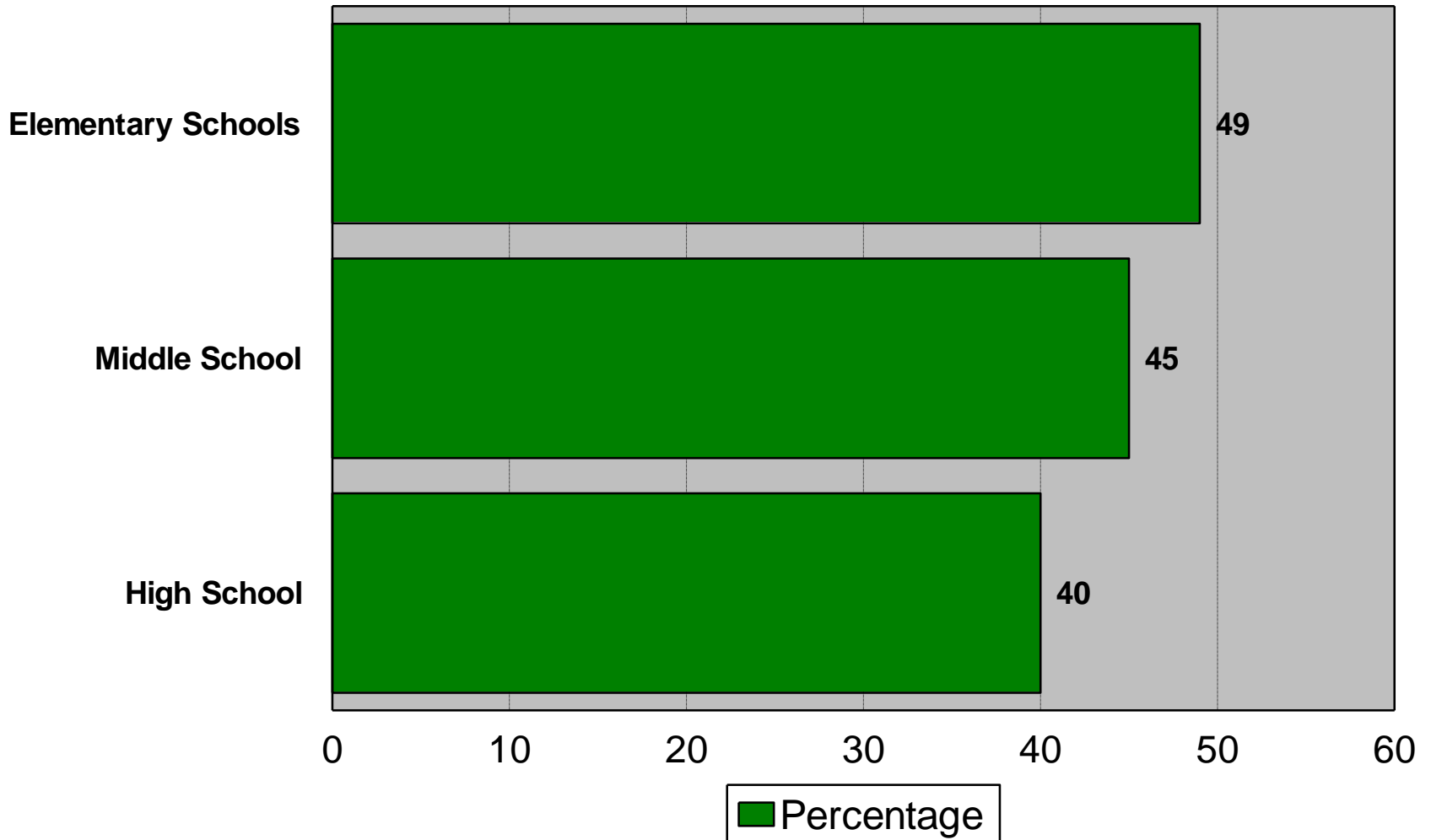
May Ballot

2021 Edina School District



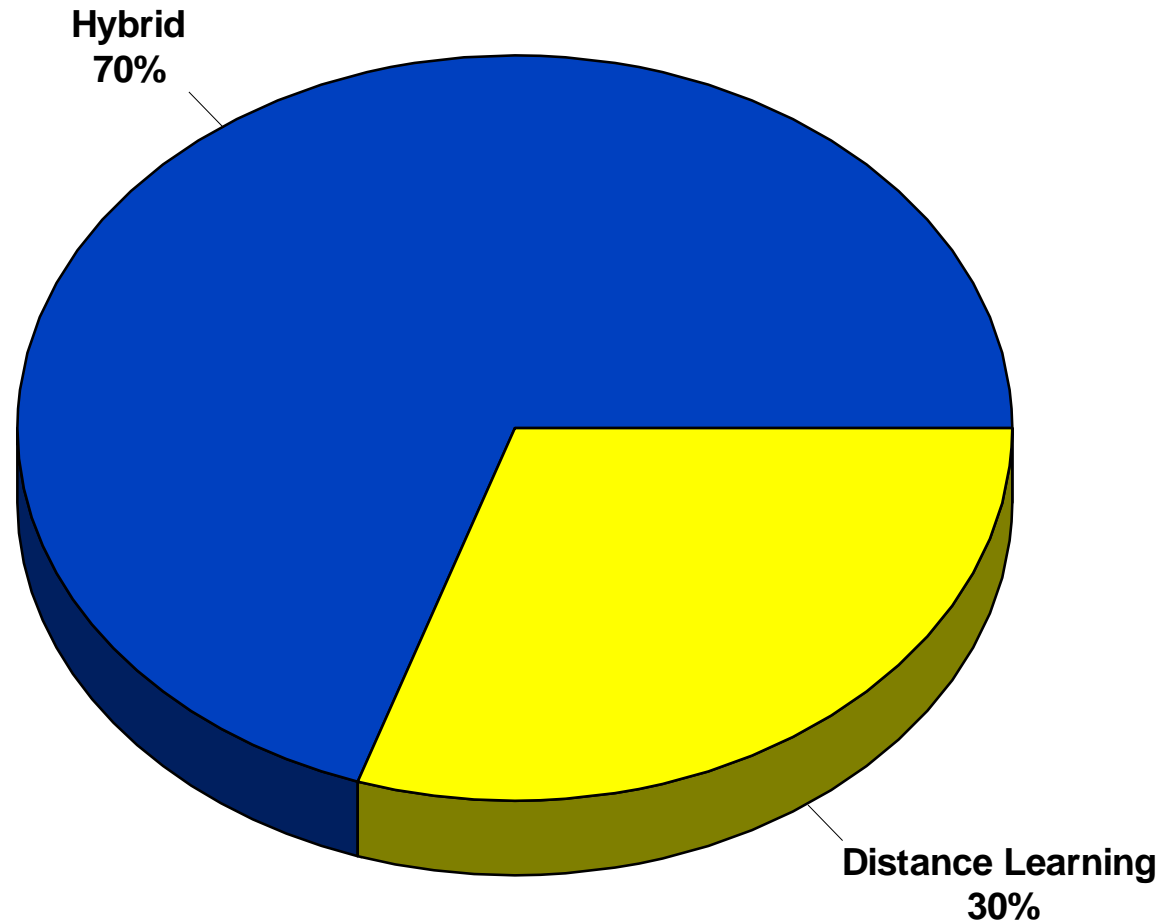
Level of Child Attending Edina SD

2021 Edina School District (Parents)



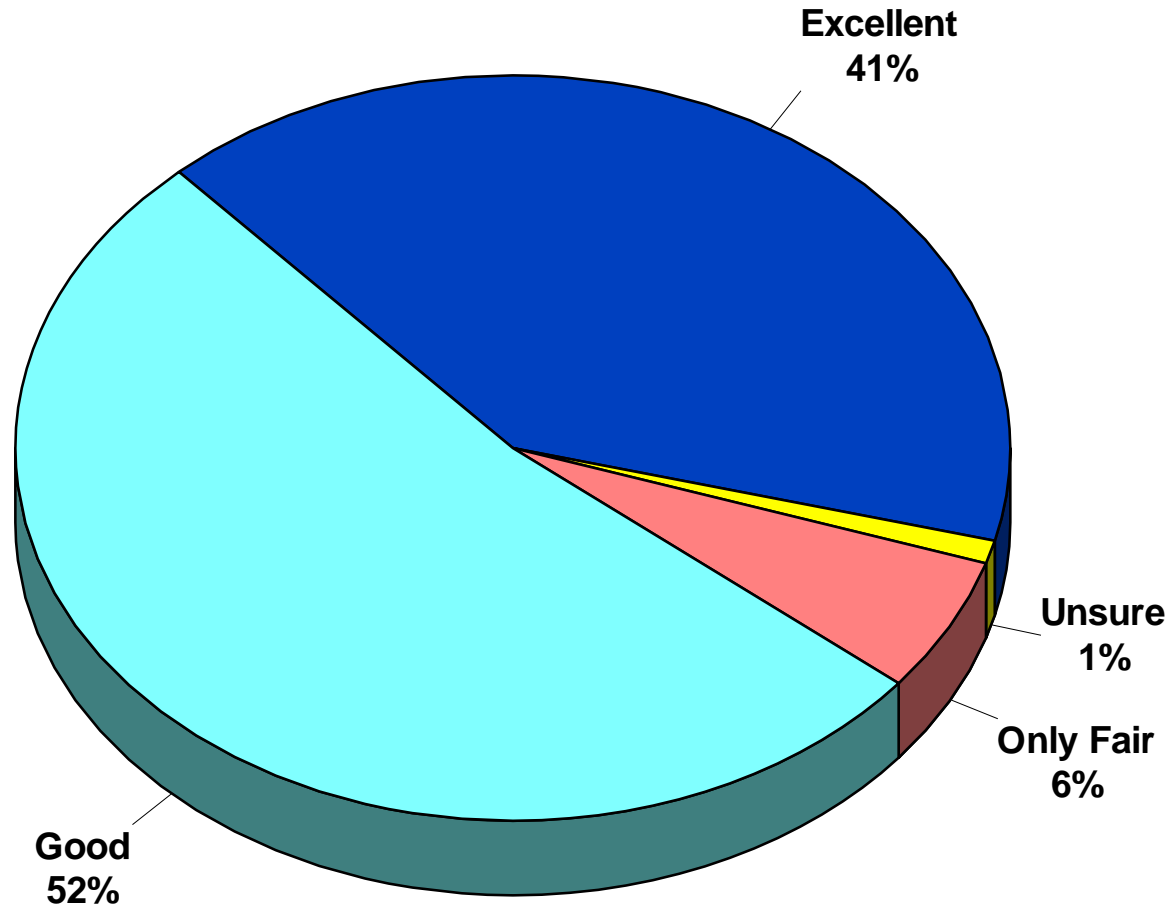
Choice This School Year

2021 Edina School District



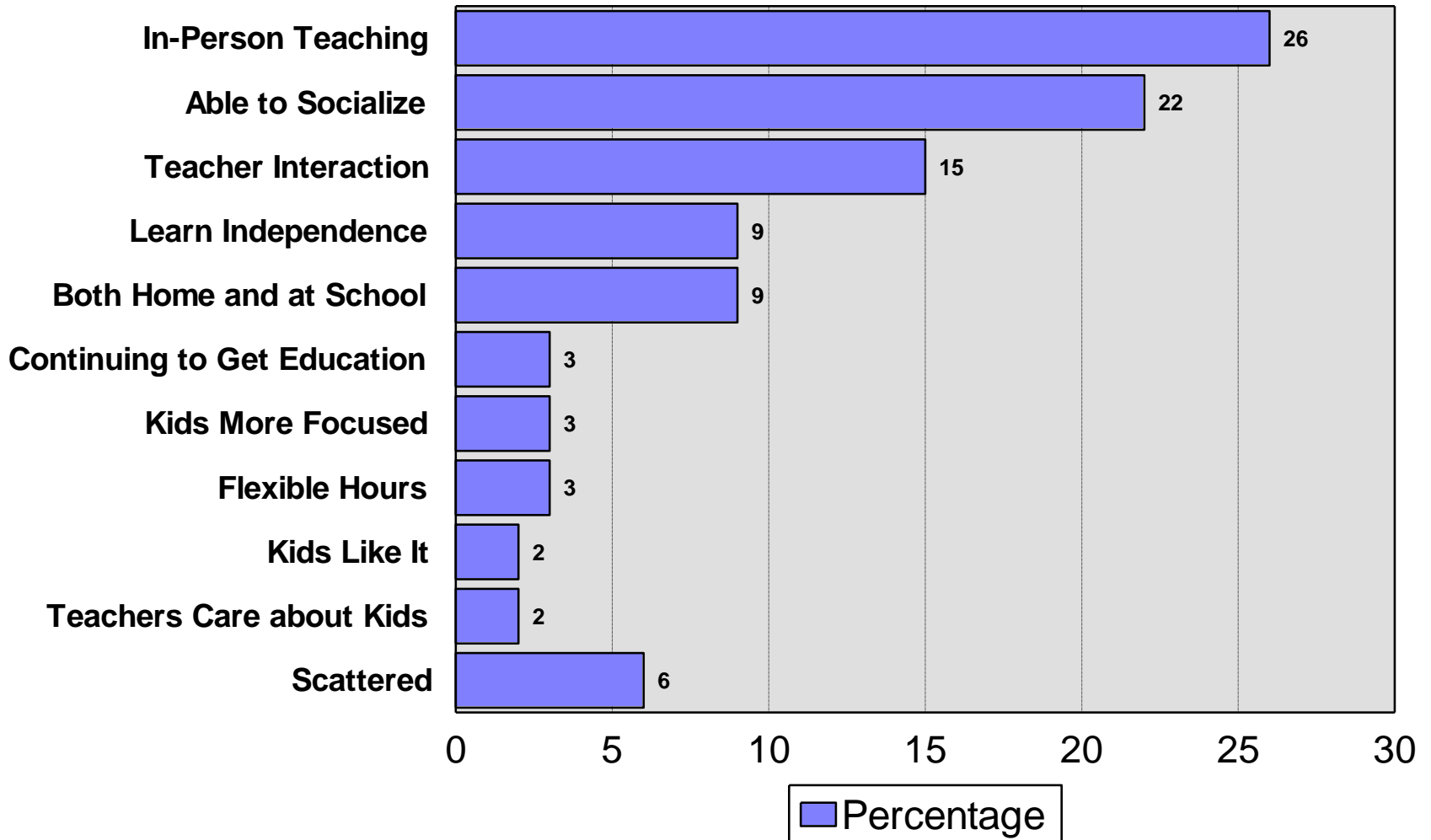
Rating of Quality of Education in Hybrid Model

2021 Edina School District



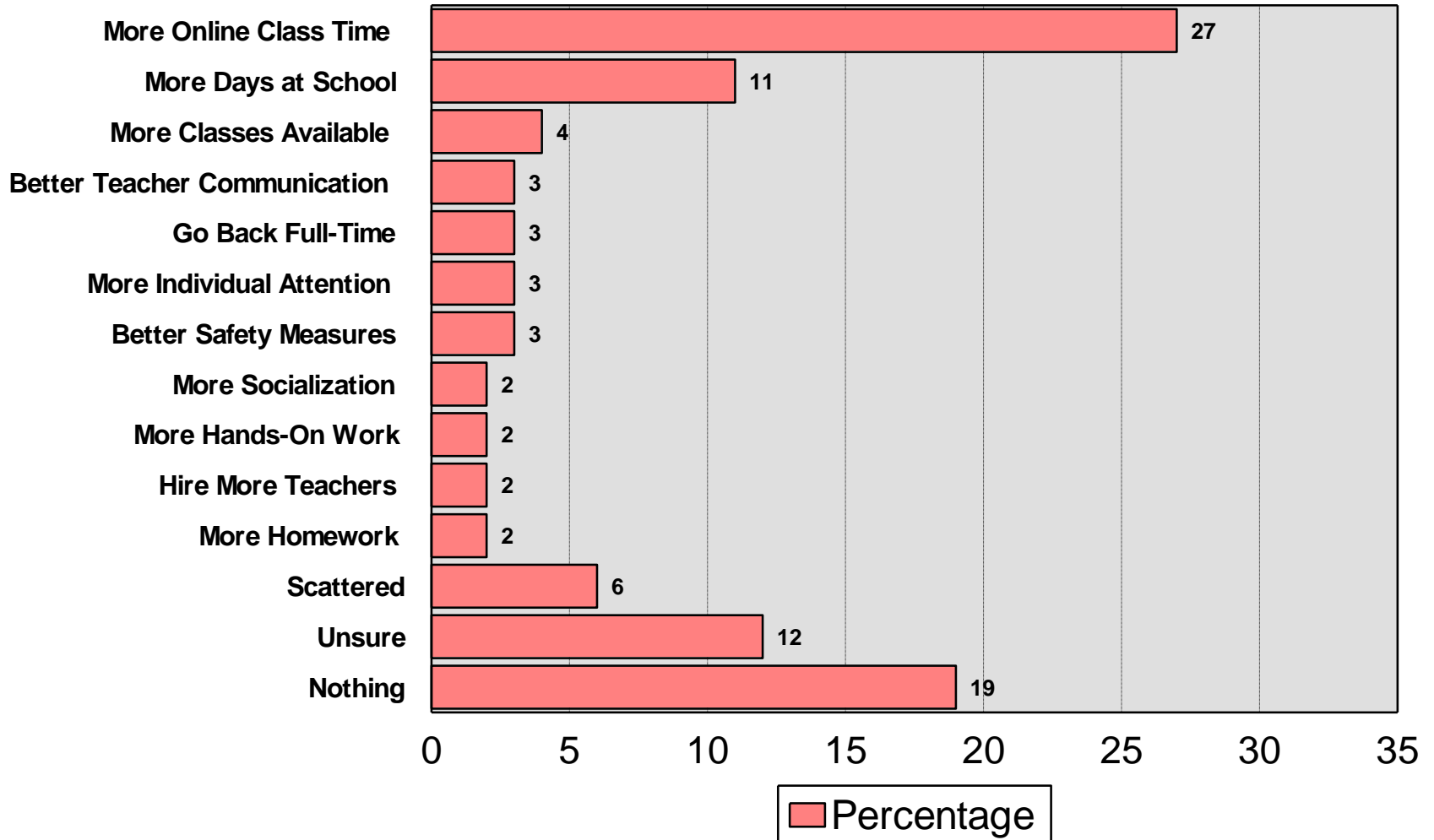
Like Most about Hybrid Model

2021 Edina School District



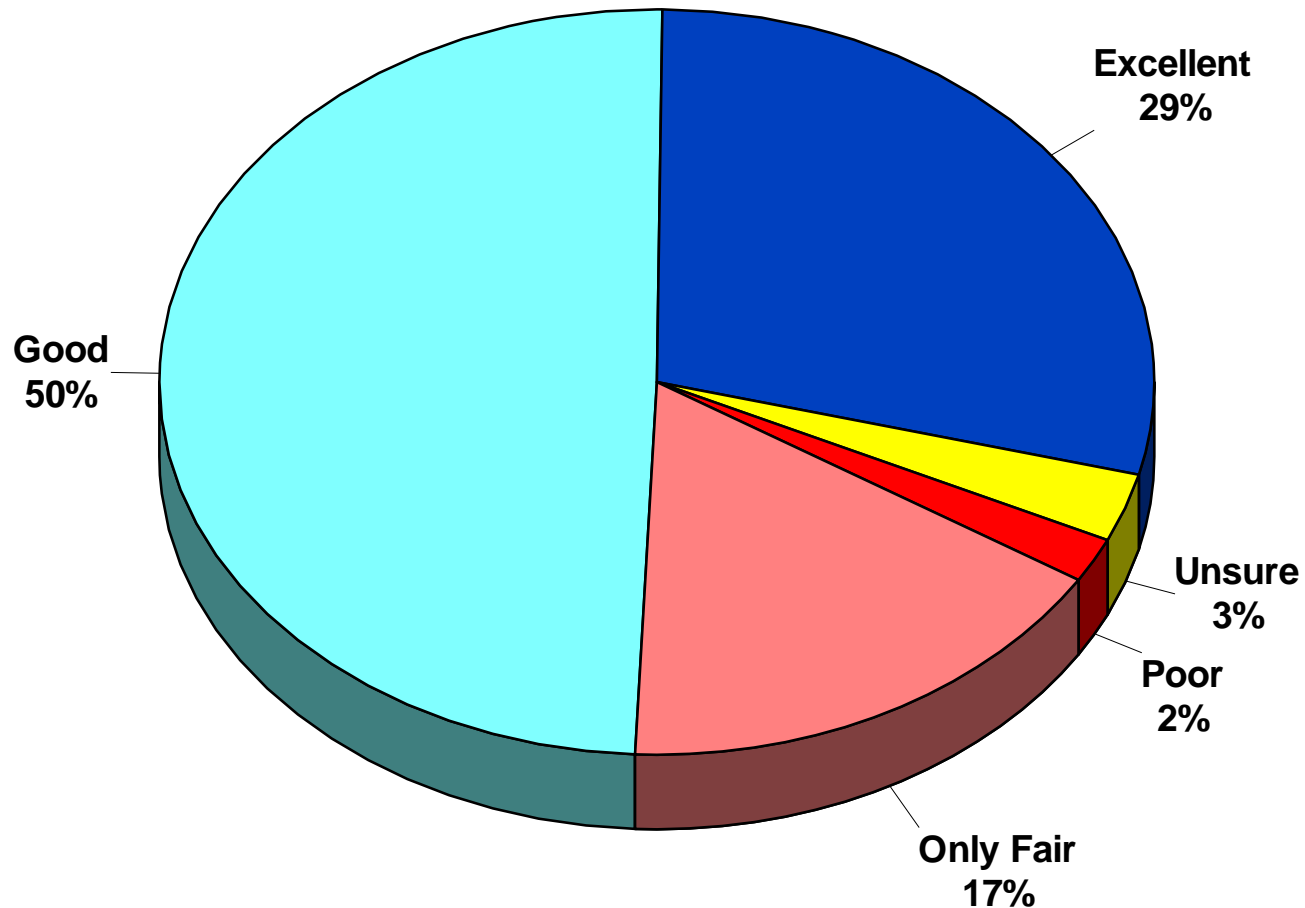
Improved in Hybrid Model

2021 Edina School District



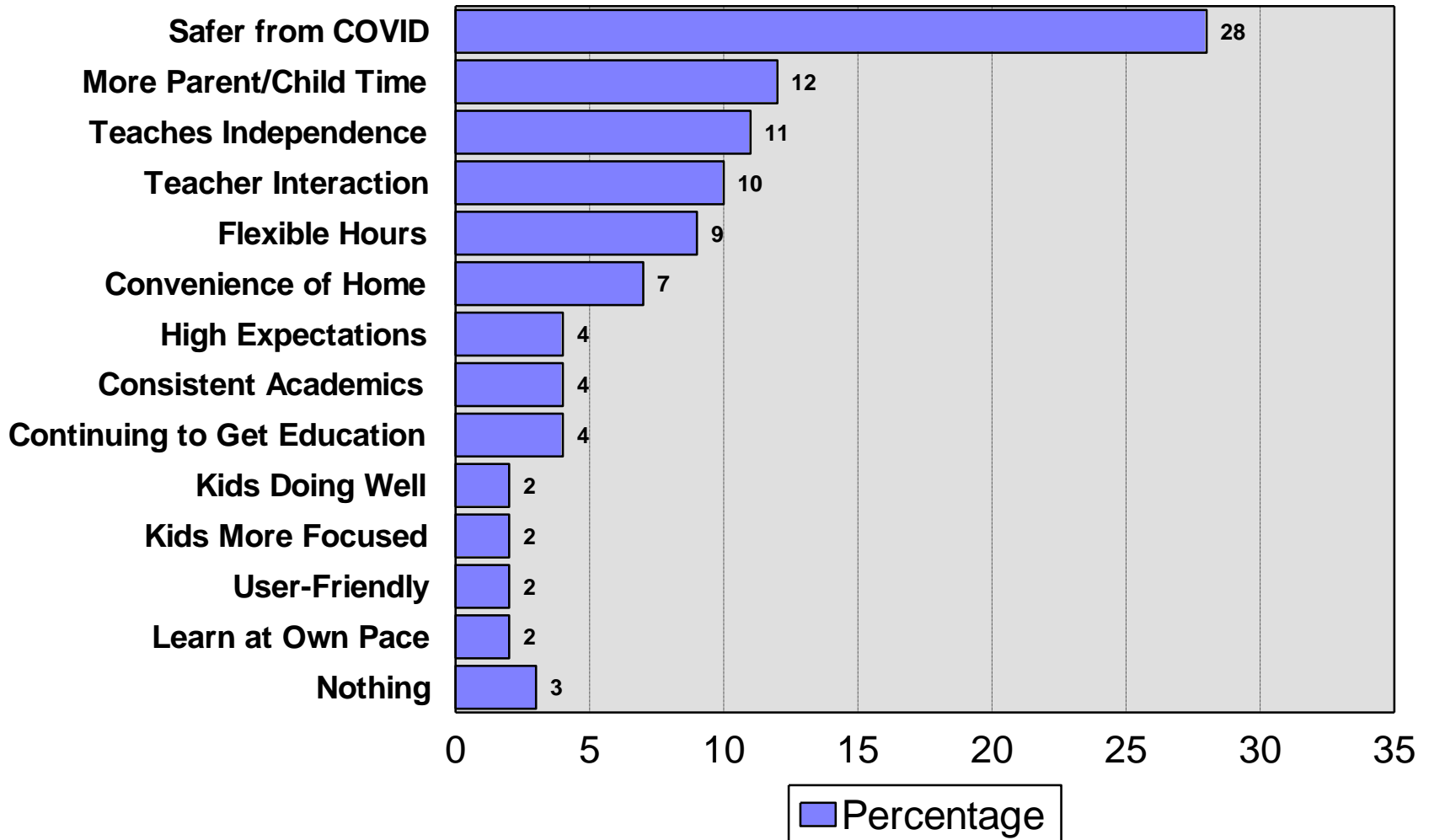
Rating of Quality of Education in Distance Learning

2021 Edina School District



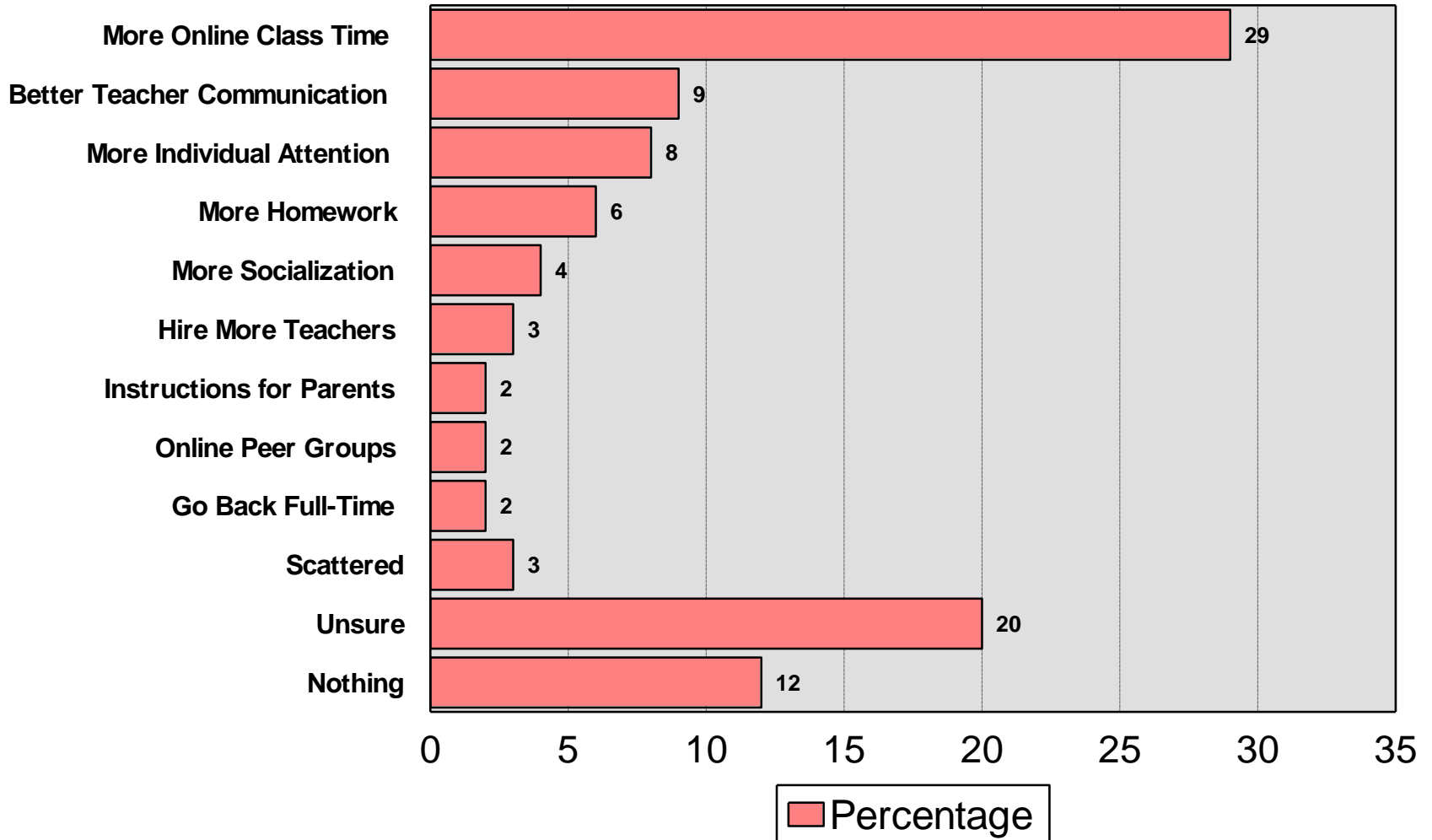
Like Most about Distance Learning

2021 Edina School District



Improved in Distance Learning

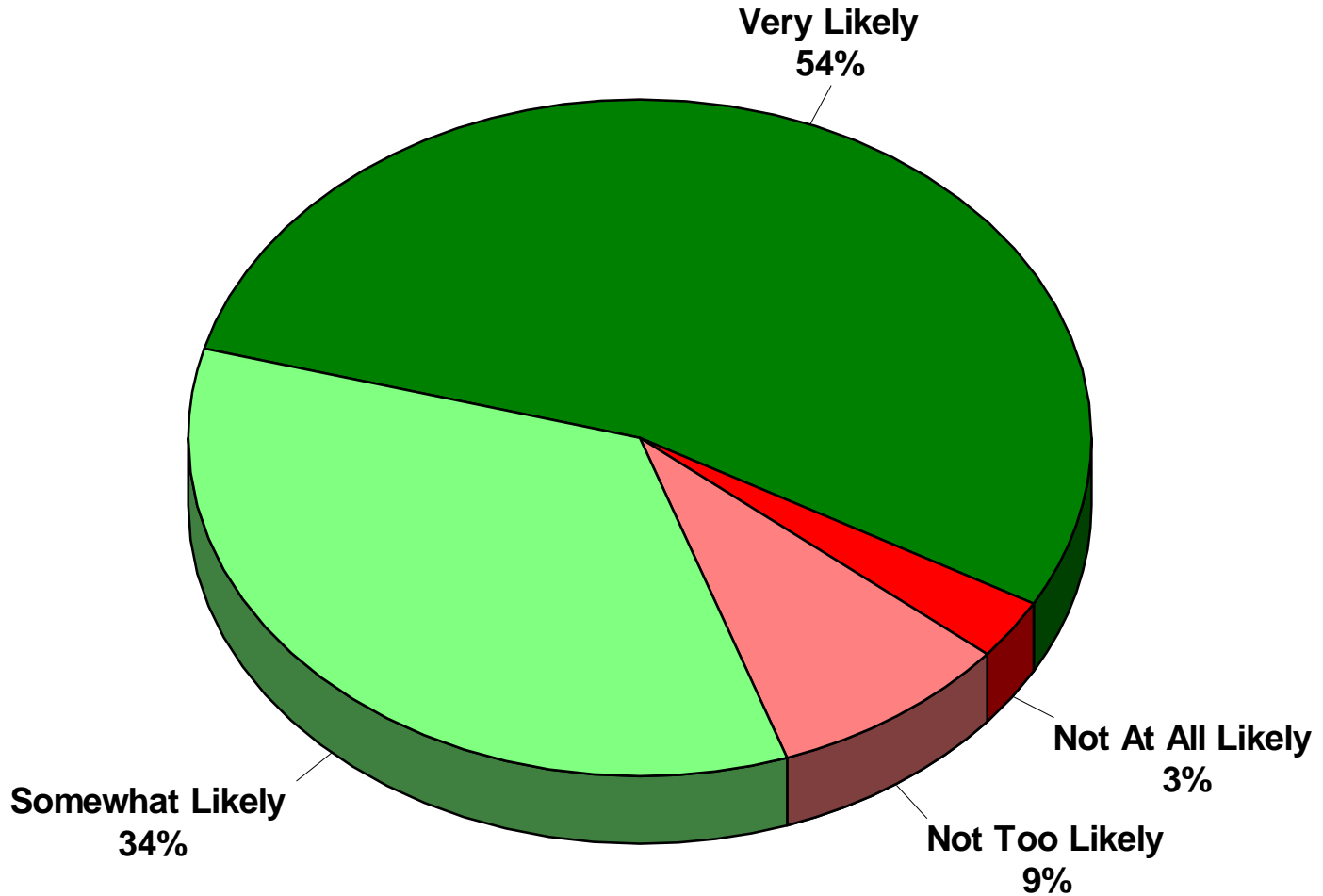
2021 Edina School District



Likely Send Child Back to Edina SD

(Distance Learners Only)

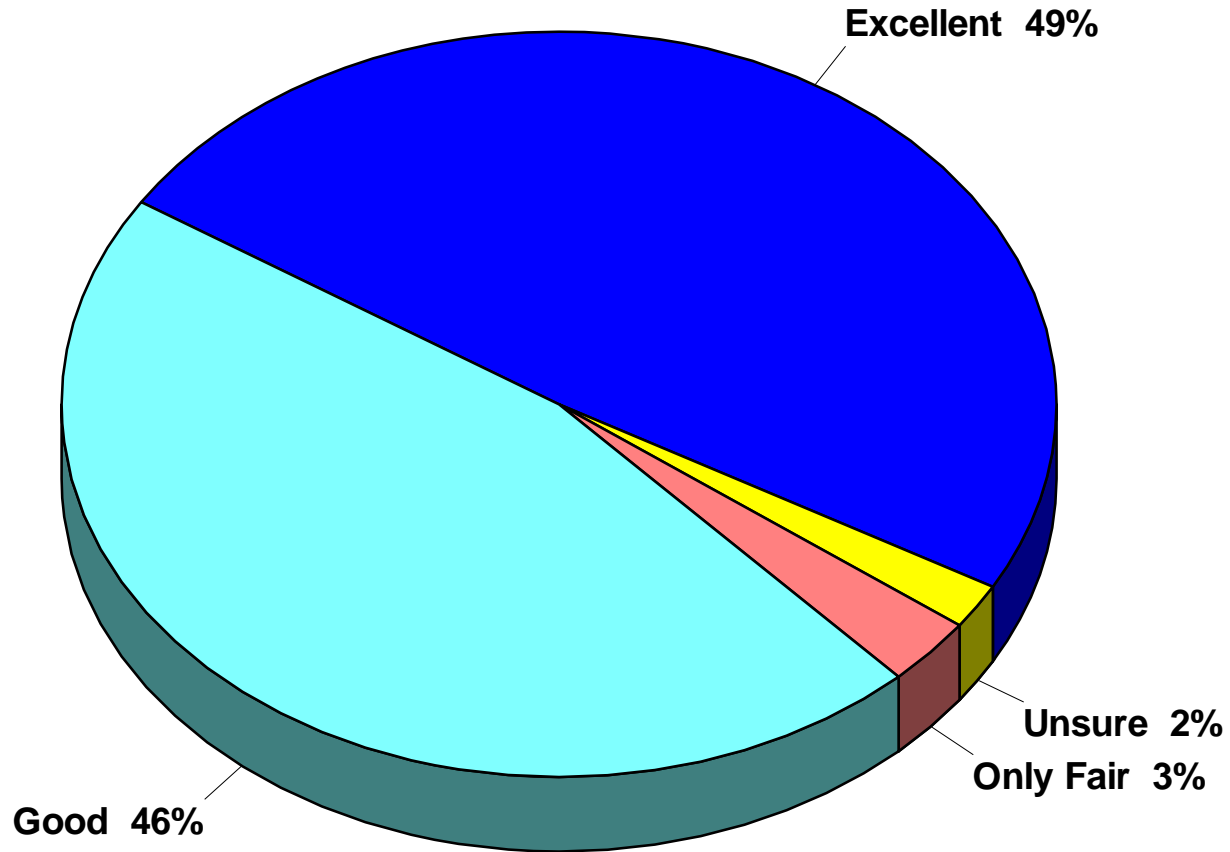
2021 Edina School District



Communicating Plans for School This Year

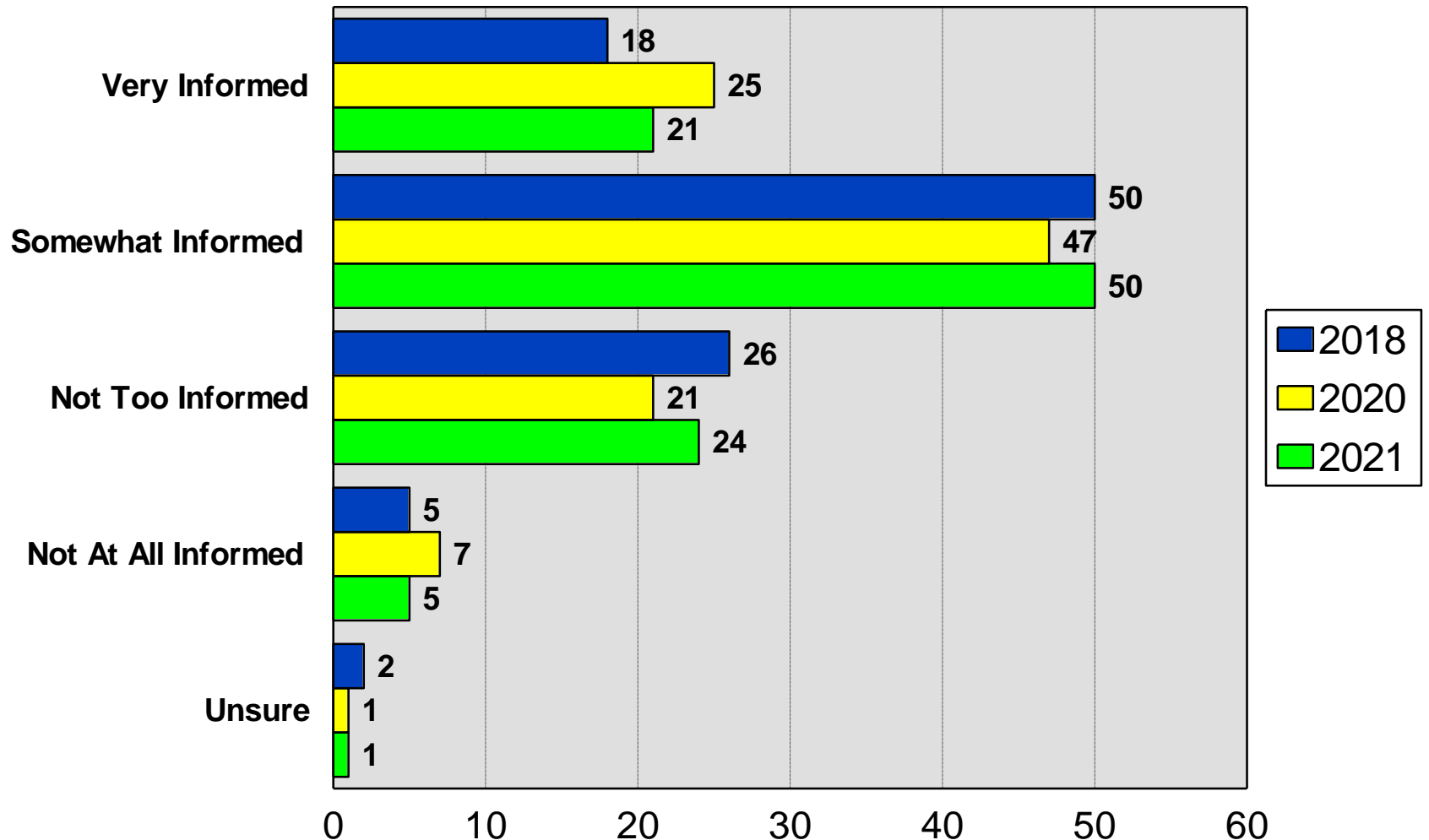
(Parents Only)

2021 Edina School District



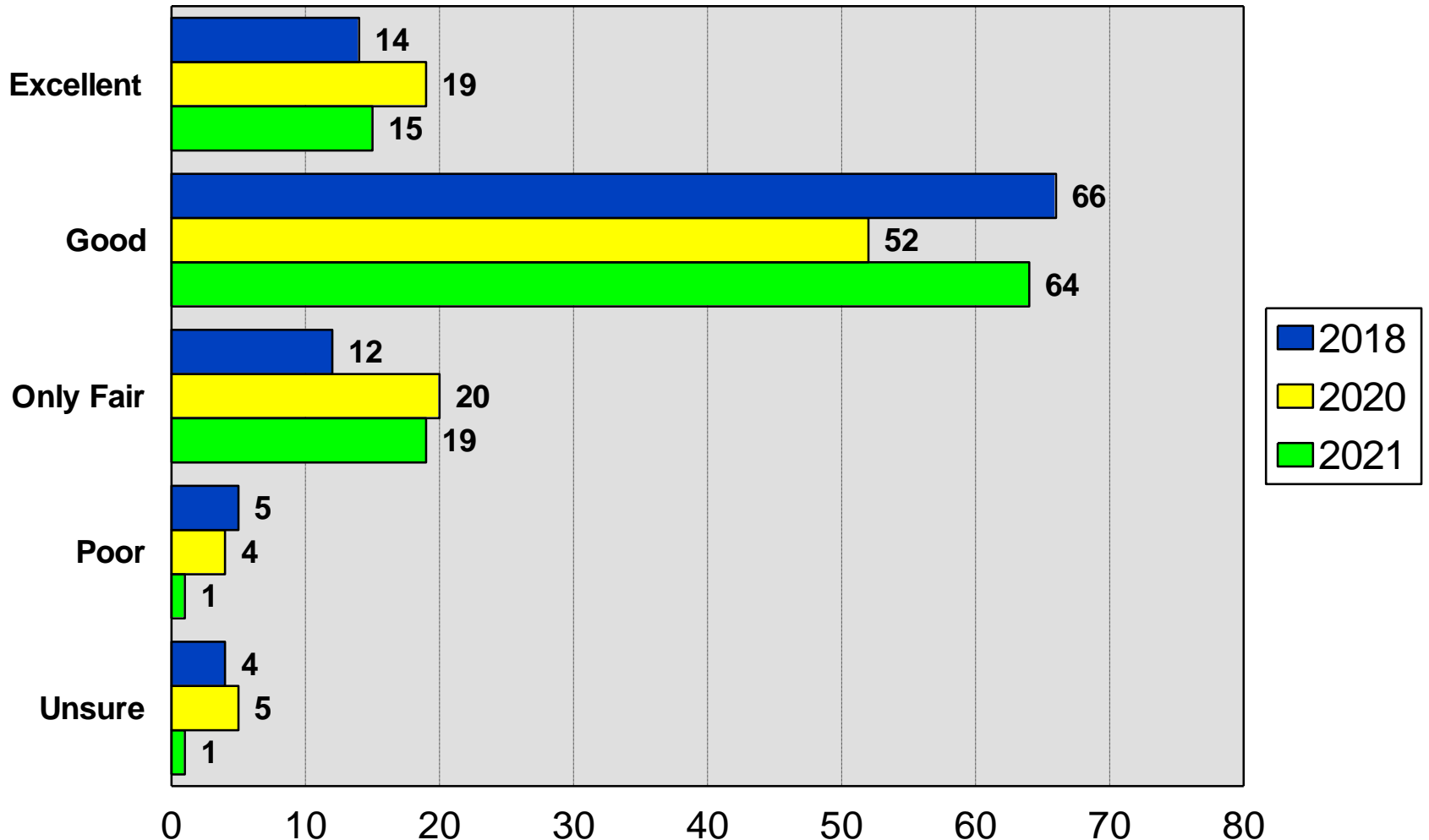
Informed about Decisions

2021 Edina School District



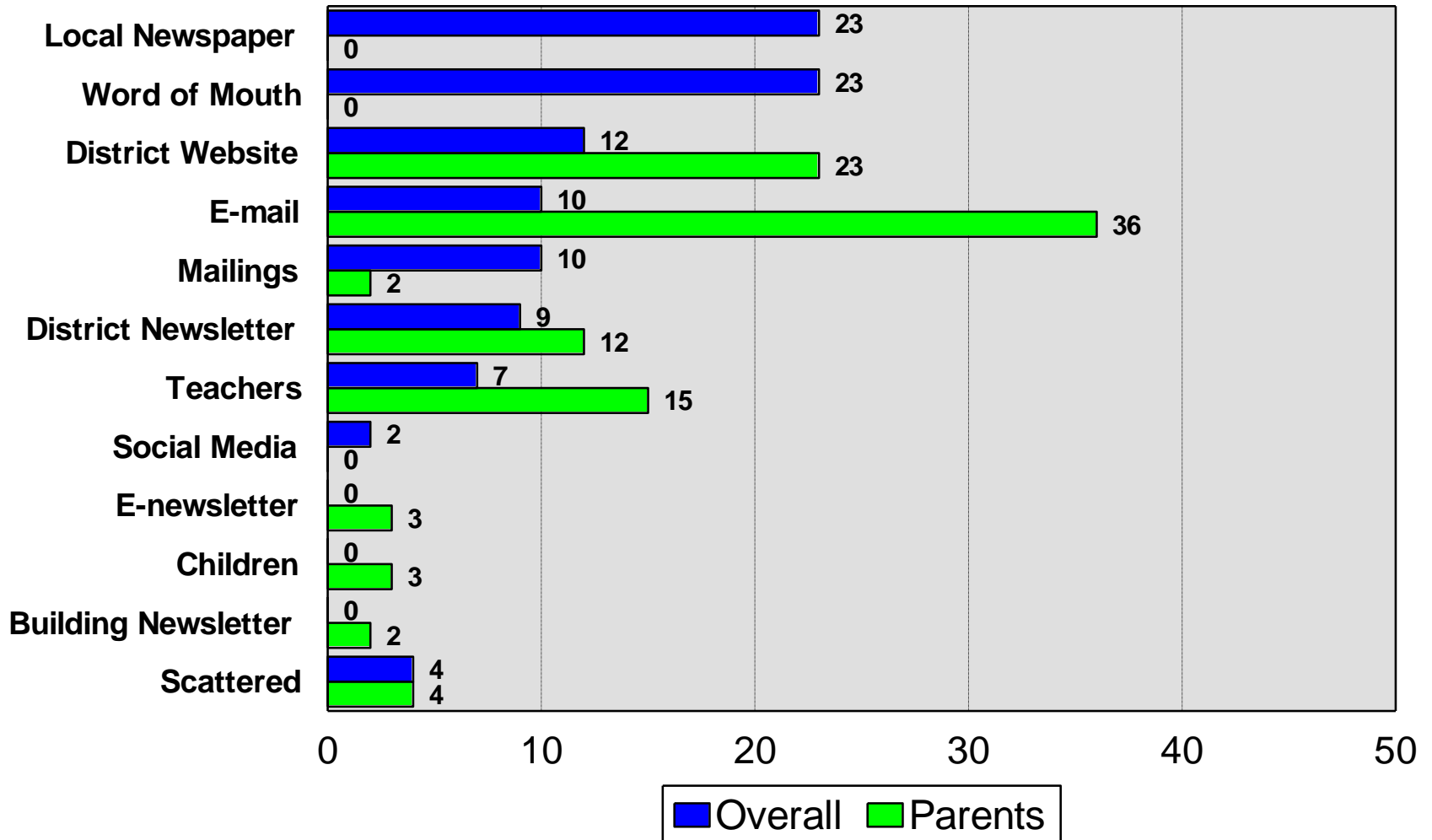
Informed in Timely Manner

2021 Edina School District



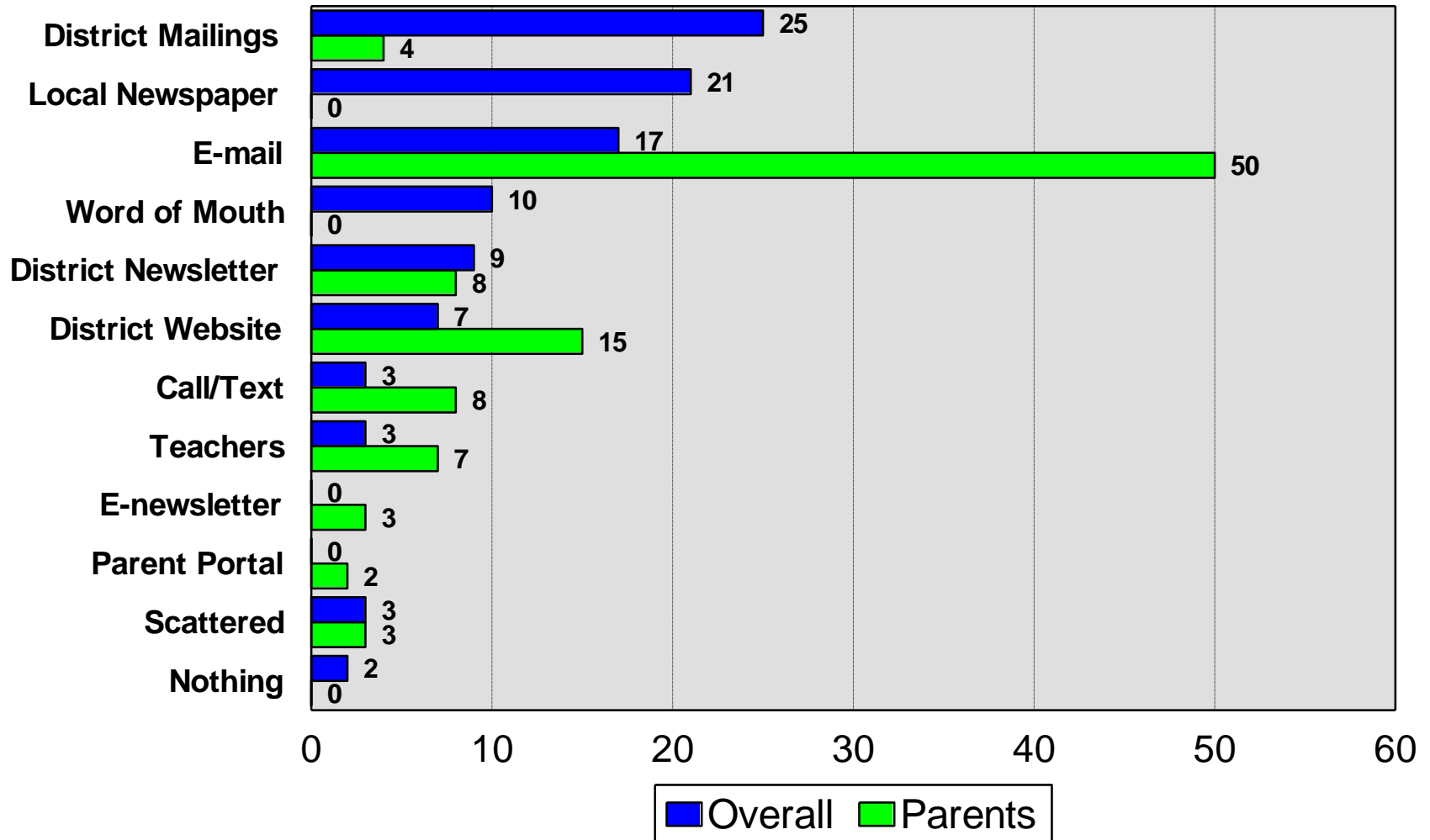
Principal Source of Information

2021 Edina School District



Preferred Source of Information

2021 Edina School District



Edina SD

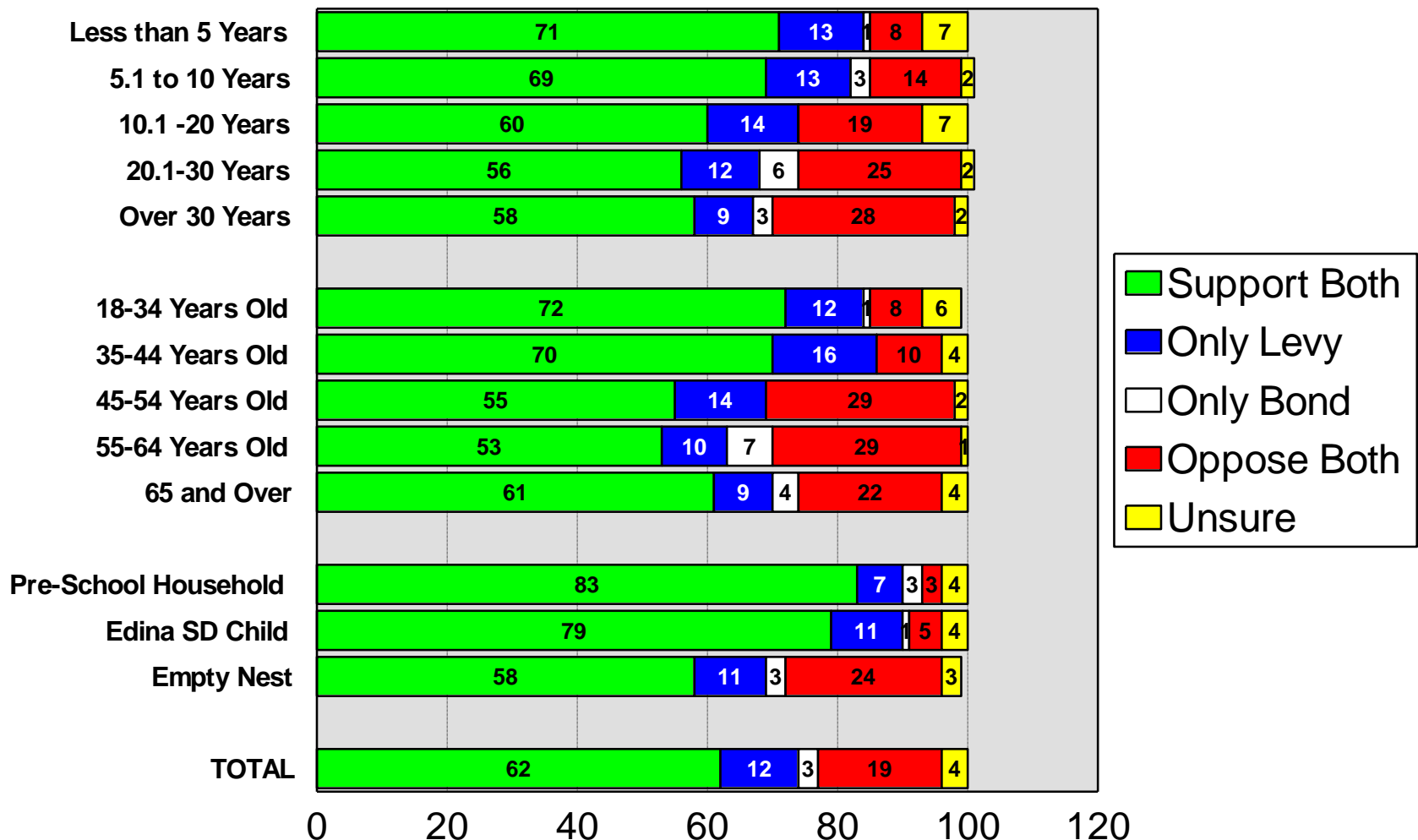
Demographics Breakdowns

2021 Residential Study

The Morris Leatherman Company

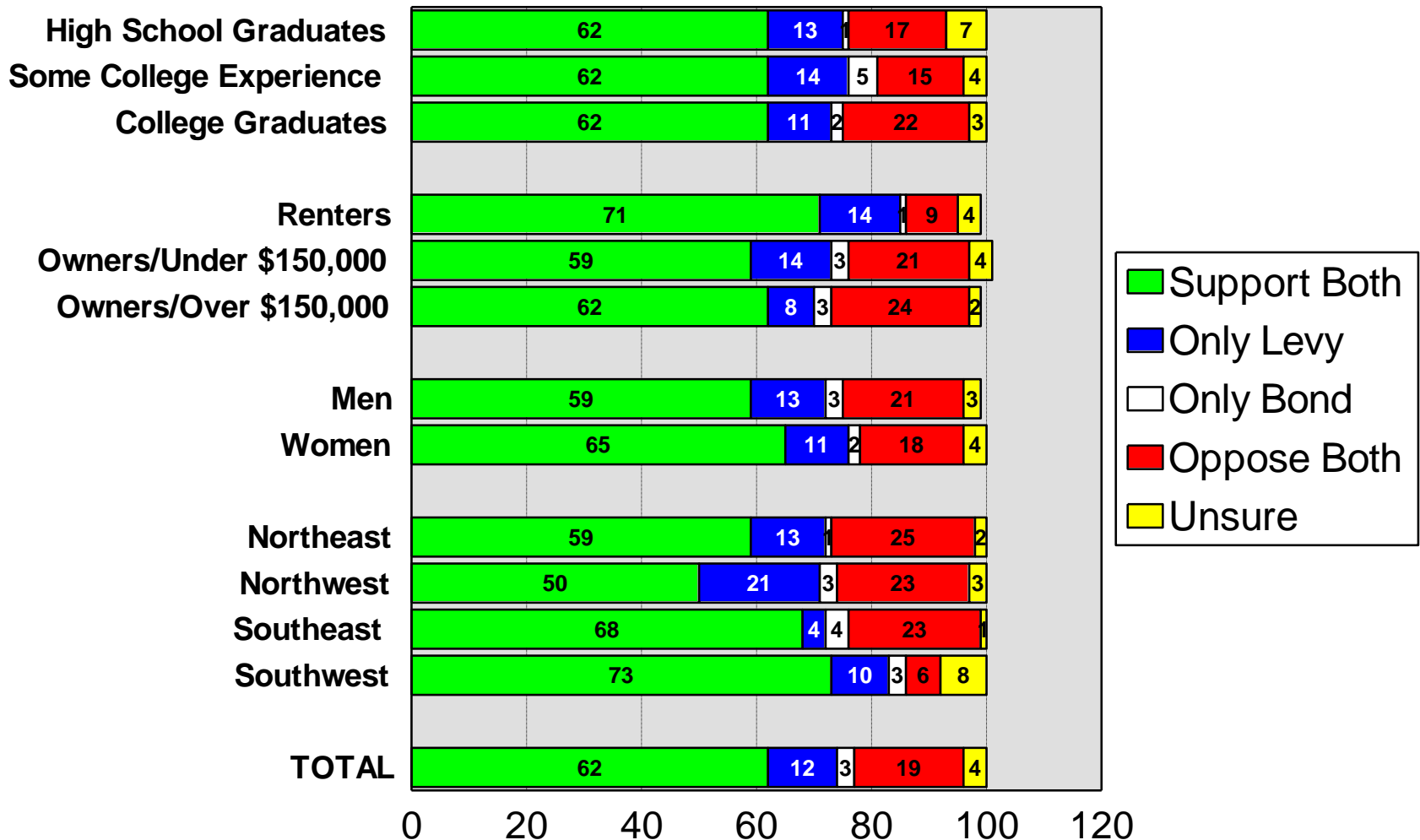
May Vote Demographics I

2021 Edina SD Residential Study



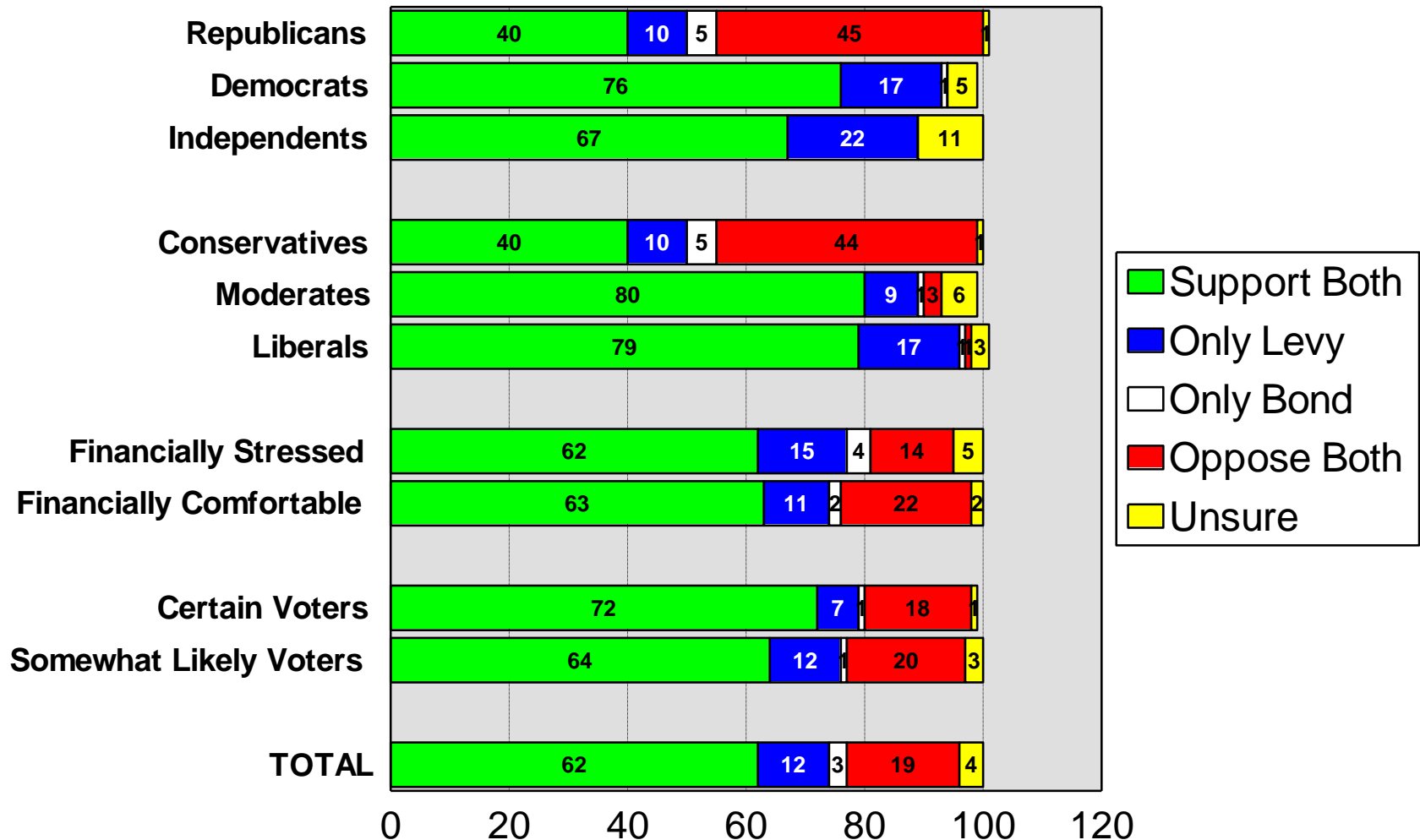
May Vote Demographics II

2021 Edina SD Residential Study



May Vote Demographics III

2021 Edina SD Residential Study





Board Meeting Date: 2/8/2021

TITLE: 2021 Technology and Bond Ballot Language

TYPE: Discussion

PRESENTER(S): Steve Buettner, Director of Media and Technology Services; John Toop, Director of Business Services

BACKGROUND: The 2021-2022 school year (PAY 21 Levy) marks the end of the ten-year technology levy. The funds from this levy allowed the district to upgrade technology and infuse technology into our instructional practices. The District is also considering whether to include a \$7 million bond to expand the bus garage, improve bus loop and parking area at Creek Valley and improve parking area at Countryside.

RECOMMENDATION: Discuss options for May referendum and corresponding ballot language.

PRIMARY ISSUE(S) TO CONSIDER: The primary issues to consider are whether to renew the Capital Projects Levy with no increase or with an increase of \$500,000; and whether to include a bond question of \$7 million on the ballot.

ATTACHMENTS:


1. Ballot Language Options with tax impact
2. Timeline for Election

Special Election Ballot

**Independent School District No. 273
(Edina Public Schools)**

May 11, 2021

Instructions to Voters:

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

To vote for a question, fill in the oval next to the word "Yes" on that question.
To vote against a question, fill in the oval next to the word "No" on that question.

**School District Question 1
Renewal of Capital Project Levy Authorization for Technology**

The board of Independent School District No. 273 (Edina Public Schools) has proposed a capital project levy authorization of 5.562% times the net tax capacity of the school district. This authorization would renew the school district's existing authorization which is scheduled to expire after taxes payable in 2021. The additional revenue from the proposed capital levy authorization will be used to provide funds for school district technology, including the acquisition, installation, replacement, support and maintenance of software, software licenses, computers, improved technology equipment, technology systems related to security and operations, and to pay the costs of technology related personnel and training. The proposed capital project levy authorization will raise approximately \$6,542,446 for taxes payable in 2022, the first year it is to be levied, and would be authorized for ten years. The estimated total cost of the projects to be funded over that time period is approximately \$65,424,460.

☐

Yes

☐

No

Shall the capital project levy authorization proposed by the board of Independent School District No. 273 be approved?

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE
VOTING TO RENEW AN EXISTING CAPITAL PROJECTS
REFERENDUM THAT IS SCHEDULED TO EXPIRE.**

PRELIMINARY INFORMATION - FOR DISCUSSION ONLY

OPTION 1

Edina Public Schools, ISD 273

February 4, 2021

Estimated Tax Impact of Potential Capital Project Levy Renewal

May 11, 2021 Election

	Expiring Authority	Renewed Authority	Net Change
Annual Revenue	-\$6,477,669	\$6,542,446	\$64,777
Tax Rate to be Included in Ballot Question	5.562%	5.562%	0.000%
Year Taxes Payable	2021	2022	

Type of Property	Estimated Market Value	Estimated Annual Tax Impact *		
Residential Homestead	\$300,000	-\$162	\$162	\$0
	400,000	-223	223	0
	500,000	-279	279	0
	600,000	-349	349	0
	700,000	-419	419	0
	800,000	-489	489	0
	900,000	-559	559	0
	1,000,000	-629	629	0
	1,250,000	-803	803	0
	1,500,000	-978	978	0
	1,750,000	-1,153	1,153	0
	2,000,000	-1,327	1,327	0
Commercial/ Industrial +	\$1,000,000	-\$714	\$714	\$0
	2,000,000	-1,456	1,456	0
	3,000,000	-2,198	2,198	0
	4,000,000	-2,940	2,940	0
	5,000,000	-3,682	3,682	0
Apartments and Residential Non-Homestead	\$1,000,000	-\$699	\$699	\$0
	2,500,000	-1,747	1,747	0
	5,000,000	-3,493	3,493	0

* The amounts in the table are based on school district taxes for the proposed capital project levy only, and do not include tax levies for other purposes. Tax increases shown above are gross increases, not including the impact of the homeowner's Homestead Credit Refund ("Circuit Breaker") program. Many owners of homestead property will qualify for a refund, based on their income and total property taxes. This will decrease the net tax increase for many property owners.


+ For commercial-industrial property, the estimates above are for property in the City of Edina. The tax impact for commercial-industrial property in other municipalities in the school district may be slightly different, due to the varying impact of the Twin Cities Fiscal Disparities program.

Special Election Ballot

**Independent School District No. 273
(Edina Public Schools)**

May 11, 2021

Instructions to Voters:

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

To vote for a question, fill in the oval next to the word "Yes" on that question.
To vote against a question, fill in the oval next to the word "No" on that question.

School District Question 1

Approval of Capital Project Levy Authorization for Technology

The board of Independent School District No. 273 (Edina Public Schools) has proposed a capital project levy authorization of 5.932% times the net tax capacity of the school district. A portion of this new authorization would replace the school district's existing authorization which is scheduled to expire after taxes payable in 2021. The additional revenue from the proposed capital levy authorization will be used to provide funds for school district technology, including the acquisition, installation, replacement, support and maintenance of software, software licenses, computers, improved technology equipment, technology systems related to security and operations, and to pay the costs of technology related personnel and training. The proposed capital project levy authorization will raise approximately \$6,977,669 for taxes payable in 2022, the first year it is to be levied, and would be authorized for ten years. The estimated total cost of the projects to be funded over that time period is approximately \$69,776,690.

☐

Yes

☐

No

Shall the capital project levy authorization proposed by the board of Independent School District No. 273 be approved?

**BY VOTING "YES" ON THIS BALLOT QUESTION,
YOU ARE VOTING FOR A PROPERTY TAX INCREASE**

School District Question 2
Approval of School District Bond Issue

☐

Yes

☐

No

If School District Question 1 is approved, shall the school board of Independent School District No. 273 (Edina Public Schools) also be authorized to issue its general obligation school building bonds in an amount not to exceed \$7,000,000 to provide funds for the acquisition and betterment of school sites and facilities, including the construction of parking lot improvements at the Countryside Elementary School, the construction of site and bus traffic flow improvements and upgrades to lighting at the Creek Valley Elementary School, and the expansion of bus garage facilities?

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU
ARE VOTING FOR A PROPERTY TAX INCREASE.**

PRELIMINARY INFORMATION - FOR DISCUSSION ONLY

OPTION 2

Edina Public Schools, ISD 273

**Estimated Tax Impact of Potential Referendum Questions
May 2021 Election**

February 4, 2021

Ballot Question	Question 1			Question 2	Total, Q1 & Q2
Description	Capital Project Levy			\$7,000,000 Building Bond	
Annual Revenue	Expiring Authority -\$6,477,669	Proposed Authority \$6,977,669	Net Change \$500,000		
Year Taxes Payable	2021	2022		2022	

Type of Property	Estimated Market Value	Estimated Annual Tax Impact *				
Residential Homestead	\$300,000	-\$162	\$173	\$11	\$5	\$16
	400,000	-223	238	15	6	21
	500,000	-279	298	19	8	27
	600,000	-349	373	24	10	34
	700,000	-419	447	28	12	40
	800,000	-489	522	33	14	47
	900,000	-559	596	37	16	53
	1,000,000	-629	671	42	18	60
	1,250,000	-803	857	54	23	77
	1,500,000	-978	1,043	65	28	93
Commercial/ Industrial +	1,750,000	-1,153	1,229	76	33	109
	2,000,000	-1,327	1,416	89	38	127
	\$1,000,000	-\$714	\$762	\$48	\$20	\$68
	2,000,000	-1,456	1,553	97	42	139
	3,000,000	-2,198	2,344	146	63	209
Apartments and Residential Non-Homestead	4,000,000	-2,940	3,135	195	84	279
	5,000,000	-3,682	3,926	244	105	349
	\$1,000,000	-\$699	\$745	\$46	\$20	\$66
	2,500,000	-1,747	1,863	116	50	166
	5,000,000	-3,493	3,726	233	100	333

* The amounts in the table are based on school district taxes for the proposed capital project levy and bond issue only, and do not include tax levies for other purposes. Tax increases shown above are gross increases, not including the impact of the homeowner's Homestead Credit Refund ("Circuit Breaker") program. Many owners of homestead property will qualify for a refund, based on their income and total property taxes. This will decrease the net tax increase for many property owners.

+ For commercial-industrial property, the estimates above are for property in the City of Edina. The tax impact for commercial-industrial property in other municipalities in the school district may be slightly different, due to the varying impact of the Twin Cities Fiscal Disparities


NOTE: Tax Rate for Question 1 to Include on Ballot is 5.932%.

Special Election Ballot

**Independent School District No. 273
(Edina Public Schools)**

May 11, 2021

Instructions to Voters:

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

To vote for a question, fill in the oval next to the word "Yes" on that question.
To vote against a question, fill in the oval next to the word "No" on that question.

**School District Question 1
Renewal of Capital Project Levy Authorization for Technology**

The board of Independent School District No. 273 (Edina Public Schools) has proposed a capital project levy authorization of 5.562% times the net tax capacity of the school district. This authorization would renew the school district's existing authorization which is scheduled to expire after taxes payable in 2021. The additional revenue from the proposed capital levy authorization will be used to provide funds for school district technology, including the acquisition, installation, replacement, support and maintenance of software, software licenses, computers, improved technology equipment, technology systems related to security and operations, and to pay the costs of technology related personnel and training. The proposed capital project levy authorization will raise approximately \$6,542,446 for taxes payable in 2022, the first year it is to be levied, and would be authorized for ten years. The estimated total cost of the projects to be funded over that time period is approximately \$65,424,460.

☐

Yes

☐

No

Shall the capital project levy authorization proposed by the board of Independent School District No. 273 be approved?

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE
VOTING TO RENEW AN EXISTING CAPITAL PROJECTS
REFERENDUM THAT IS SCHEDULED TO EXPIRE.**

School District Question 2
Approval of Capital Project Levy Authorization for Technology

The board of Independent School District No. 273 (Edina Public Schools) has proposed a capital project levy authorization of 0.370% times the net tax capacity of the school district. The additional revenue from the proposed capital levy authorization will be used to provide funds for school district technology, including the acquisition, installation, replacement, support and maintenance of software, software licenses, computers, improved technology equipment, technology systems related to security and operations, and to pay the costs of technology related personnel and training. The proposed capital project levy authorization will raise approximately \$435,223 for taxes payable in 2022, the first year it is to be levied, and would be authorized for ten years. The estimated total cost of the projects to be funded over that time period is approximately \$4,352,230.

☐

Yes

☐

No

If School District Question 1 is approved, shall the capital project levy authorization proposed by the board of Independent School District No. 273 be approved?

**BY VOTING "YES" ON THIS BALLOT QUESTION,
YOU ARE VOTING FOR A PROPERTY TAX INCREASE**

School District Question 3
Approval of School District Bond Issue

☐

Yes

☐

No

If School District Question 1 and School District Question 2 are approved, shall the school board of Independent School District No. 273 (Edina Public Schools) also be authorized to issue its general obligation school building bonds in an amount not to exceed \$7,000,000 to provide funds for the acquisition and betterment of school sites and facilities, including the construction of parking lot improvements at the Countryside Elementary School, the construction of site and bus traffic flow improvements and upgrades to lighting at the Creek Valley Elementary School, and the expansion of bus garage facilities?

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU
ARE VOTING FOR A PROPERTY TAX INCREASE.**

PRELIMINARY INFORMATION - FOR DISCUSSION ONLY

OPTION 3

Edina Public Schools, ISD 273

February 4, 2021

Estimated Tax Impact of Potential Referendum Questions

May 11, 2021 Election

Ballot Question	Question 1			Question 2	Question 3	Total Q1, Q2, Q3
Description	Capital Project Levy				\$7,000,000 Building Bond	
Annual Revenue	Expiring Authority	Renewed Authority	Net Change	Additional Authority		
Year Taxes Payable	2021	2022		2022	2022	
	-\$6,477,669	\$6,542,446	\$64,777	\$435,223		

Type of Property	Estimated Market Value	Estimated Annual Tax Impact *					
Residential Homestead	\$300,000	-\$162	\$162	\$0	\$11	\$5	\$16
	400,000	-223	223	0	15	6	21
	500,000	-279	279	0	19	8	27
	600,000	-349	349	0	24	10	34
	700,000	-419	419	0	28	12	40
	800,000	-489	489	0	33	14	47
	900,000	-559	559	0	37	16	53
	1,000,000	-629	629	0	42	18	60
	1,250,000	-803	803	0	54	23	77
	1,500,000	-978	978	0	65	28	93
	1,750,000	-1,153	1,153	0	76	33	109
	2,000,000	-1,327	1,327	0	89	38	127
Commercial/ Industrial +	\$1,000,000	-\$714	\$714	\$0	\$48	\$20	\$68
	2,000,000	-1,456	1,456	0	97	42	139
	3,000,000	-2,198	2,198	0	146	63	209
	4,000,000	-2,940	2,940	0	195	84	279
	5,000,000	-3,682	3,682	0	244	105	349
Apartments and Residential Non-Homestead	\$1,000,000	-\$699	\$699	\$0	\$46	\$20	\$66
	2,500,000	-1,747	1,747	0	116	50	166
	5,000,000	-3,493	3,493	0	233	100	333

* Amounts in the table are based on school district taxes for the proposed capital project levy and bond issue only, and do not include tax levies for other purposes. Tax increases shown above are gross increases, not including the impact of the homeowner's Homestead Credit Refund ("Circuit Breaker") program. Many owners of homestead property will qualify for a refund, based on their income and total property taxes. This will decrease the net tax increase for many property owners.

+ For commercial-industrial property, the estimates above are for property in the City of Edina. The tax impact for commercial-industrial property in other municipalities in the school district may be slightly different, due to the varying impact of the Twin Cities Fiscal Disparities program.

NOTE: Tax Rate to Include on Ballot for Question 1 is 5.562% and for Question 2 is 0.370%.

DRAFT TIMELINE FOR SPECIAL ELECTION DATED --**May 11, 2021****To Be Completed Prior To:**

Adopt combined polling places resolution by the earlier of 90 days prior to the election or December 31 of the prior calendar year. Combined polling place must be currently designated as a polling place for the county or another municipality. ** †

December 31, 2020

Notify County Auditor within 30 days of establishment of combined polling places

Within 30 days of Board Adopting
Combined Polling Resolution

Finalize scope of project

Determine financing details

Submit Review & Comment application materials to Commissioner of Education (school board must approve application prior to submission)*

February 10, 2021

Receive Review and Comment by

April 20, 2021

Adopt formal Resolution Calling the Election (resolution contains form of election notice and ballot - adopt at least 74 days prior to election)**

February 26, 2021

Furnish ballot to each County Auditor in which the District lies at least 74 prior to election**

February 26, 2021

Furnish ballot or notice of special election to Commissioner of Education at least 74 days prior to election**

February 26, 2021

(1) A mailed notice of new/combined polling places to registered voters is required at least 25 days prior to election** †

April 16, 2021

-OR-

(2) If previously established combined precincts to be used, 14 days mailed notice of polling places to every affected household with at least 1 registered voter (exceptions if election falls on date of certain other elections)** †

April 27, 2021

Appoint election judges at least 25 days prior to election**

April 16, 2021

Publish Review and Comment (at least 20 days but no more than 60 days prior to election date)**

March 12, 2021
April 21, 2021

Hold School Board public meeting to discuss MDE Commissioner's Review & Comment response **

Prior to election, after receipt of MDE
response

Publish election notice (publish twice at least one week before election)**

Twice by
May 4, 2021

Post election notice at the administrative offices of the district at least ten days prior to election date **

May 1, 2021

Post sample ballot (at the administrative offices at least four days prior to election; and at each polling place on the date of election)**

May 7, 2021

Distribute informational material

Hold special election

May 11, 2021

Provide written notice of certified vote totals to Commissioner of Education in a timely fashion after the election**

* Commissioner has up to 60 days from date material is received to complete the Review and Comment process and send comment to the District. Additional time should be allotted in the case of questions from the Commissioner, and to ensure the publication and public meeting requirements are able to be met.

** Time frame shown here is a legal requirement.

† These steps are not required if the District's election is being held in conjunction with a federal or statewide election.



Board Meeting Date: 02/08/2021

TITLE: 2021-2022 Budget Alignment Plan

TYPE: Discussion

PRESENTER(S): John W. Schultz, Superintendent; John Toop, Director of Business Services

BACKGROUND: After analysis of enrollment (revenue), 19-20 audit results, and 20-21 budget adjustments, it is recommended that Edina Public Schools reduce expenditures in the 21-22 budget by \$900,000 while preparing for an increase in the per pupil allowance of one half of one percent (0.5). The proposed reductions are shown in the table below:

Item	Reductions
Capital Outlay Carryover	\$262,805
Transfer of General Fund Expenditures to Capital Projects Levy (Reduction to General Fund)	\$106,500
High School Staffing (2.0 FTE)	\$200,000
Middle School Staffing	\$100,000
Additional Retiree Savings (over what is budgeted)	\$150,000
District Office Reductions	\$30,000
Paraprofessional Reduction	\$50,695
Total	\$ 900,000

RECOMMENDATION: That the Edina School Board approve the 2021-2022 Budget Alignment Plan.

RATIONALE: This budget is aligned with a multi-year budget plan using projected fall of 2020-2021 enrollment to project enrollment for 2021-2022, 2019-2020 audit results, and the 2020-2021 final budget. The budget plan maintains a strong fiscal position with a minimum unassigned fund balance at 6% of expenditures.

There are numerous reasons the Edina Public Schools administration is recommending the above budget alignment plan. Most importantly, we believe it balances meeting the educational needs of all Edina Public Schools students while being fiscally responsible to the district students, staff and community. This proposed 2021-2022 budget is being provided for preliminary approval. With the uncertainty of possible Federal COVID funding and the Minnesota Legislature approving a new biennial budget, final approval will be sought on June 30, 2021. Federal and state legislation will be monitored through the Spring with budget adjustments being made in June or later.

As part of the annual budget process, the district develops a budget planning focus with budget parameters, including enrollment, revenue and expenditure assumptions. The parameters are developed to maximize resources to ensure successful, innovative and customized learning for all students, blending alignment of time, talent and funds. (See 2021-2022 Budget Parameters, and Budget Projection Model approved at the January 11, 2021 Board meeting, attached.)

PRIMARY ISSUE(S) TO CONSIDER: 2021-2022 Budget Plan for Edina Public Schools

ATTACHMENTS:

1. Report (next page)
2. Budget Parameters, 2021-2022
3. Budget Projection Numbers for 2021-2022
4. Enrollment Projection by Grade
5. Enrollment Projection vs. Capacity by Building
6. 5-Year Operating Capital Summary 2021-22 to 25-26

Program Background

Mission Statement:

Edina Public Schools is a dynamic learning community delivering educational excellence and preparing all students to realize their full potential.

Through academics, activities and opportunities, we encourage creativity, foster curiosity, and develop critical thinking skills. We support every student's educational journey by creating a caring and inclusive school culture that supports the whole student.

Edina Public Schools continues to strive for this mission with a vision for each and every student to discover their possibilities and thrive. Edina students meet expectations set by the district's academic excellence and demonstrate their talents at a myriad of in-school and out-of-school academic and non-academic activities.

The COVID pandemic resulted in disruptions to student learning, to which educators adapted their instruction and activities to engage students in distance, hybrid and in-person learning. This budget assumes that students will be in-person when the 2021-2022 school year begins. In Spring 2021, educators will be looking to identify students who have been challenged as a result of the disrupted learning from the pandemic. It is expected that these needs will be small, as the educators in this last year have provided the educational excellence for students to achieve.

The 2021-2022 budget will continue to provide high quality programming for student learning and achievement. This budget realizes that our students live in a diverse culture that is rich in information and with access to many changing technologies. Edina Public Schools will continue to offer its strong academic foundation for its learners at the elementary schools. Edina middle school students will continue to develop academic skills and begin to build knowledge in their interest areas. The high school budget will continue to offer resources to deliver a variety of academic opportunities. Surrounding the district curriculum and programs are resources that provide opportunities for students to fill in learning gaps through interventions and gifted and talented services and advanced courses. In this budget, Edina Public Schools will continue to provide a French Immersion program at Normandale Elementary and Valley View Middle Schools, as well as Continuous Progress programming at Highlands and Countryside Elementary Schools.

The Edina Public Schools has a strong history of providing excellent educational opportunities for all students while maintaining a strong financial position. The district continues to maintain the highest bond rating available to school districts, as determined by Moody's Corporation. As with past budgets, this budget will ensure that funds are aligned to the district's mission of learning, while maintaining a strong fiscal position with a minimum unassigned fund balance at 6% of expenditures.

Fiscal Background

The district uses a multi-year financial projection tool as part of the financial projection process, which includes an enrollment projection model (See Enrollment Projection Model). Board approved budget parameters (attached) have been entered in the model, with preliminary results showing a projected deficit of \$1,261,311. This reduction needs to be made to maintain a 6% General Fund Unassigned fund balance. Administration is proposing for FY21-22 to enhance revenue by \$300,000 (0.5 % increase in per pupil allowance), and to reduce expenditures by \$900,000. This revenue increase is different from what was shared in the budget parameters. Edina school leaders are currently studying enrollment trends and variables such as additional immersion programming and STEAM schools. The results of this study will be presented in Spring 2021. The conclusions of this study may improve the enrollment (revenue) projections for better planning in the future. Edina Public Schools works hard to maximize resources to ensure successful education for all students, blending alignment of time, talent and funds.

Budget Alignment Recommendations

In aligning the budget to the recommended \$900,000 reduction, the administration again first looked at where efficiencies could be realized in budget areas outside the classroom. Programs and services outside the classroom have been reduced in the past. It is difficult to retain the integrity of these programs and the services that support the classroom if further cuts are made. This budget recommendation proposes reductions and budget transfers to align resources closer to student support and learning.

This report will be presented as a preliminary budget proposal on March 8, 2021, which will give fiscal guidance to staffing. As the Minnesota Legislature is not scheduled to adjourn until May and further Federal COVID funding may be provided, the 2021-2022 revenue and expenditures will be reviewed and may need to be modified based on state and federal budget decisions.

Budget Transfers

Technology Expenditures in General Fund to Capital Projects Levy--\$106,500

The district has identified positions (media specialists and school administration) where a portion of their work directly supports the operation and maintenance of technology and applications that manage student information, achievement and assessment data. The proposal is to realign a portion of these positions from the general fund to the capital projects technology levy. The district's capital projects technology levy funds will support this transfer. The current capital projects technology levy will sunset in 2021-22. Edina Public Schools is proposed to go out for a referendum in May 2021 to renew and possibly increase this levy.

Capital Outlay Carryover-\$262,805

Every year schools and programs receive an allocation of capital outlay, a budget used primarily for equipment and furnishings. If the dollars allocated are not spent they carry over into the next school year. As schools and programs have had limited students attending in buildings, capital outlay for this year, and any previous carryover from prior years, will be sufficient to carry building allocation requests through the 2021-22 school year. To build flexibility for school districts to manage the pandemic, the State gave us authority to transfer Operating Capital Restricted funds to the General Fund Unassigned fund balance. The 2021-2022 budget proposes to transfer

\$262,805 to the General Fund Unassigned fund balance. It should be noted that there were 2020-2021 expenditures in capital outlay and there will be capital outlay available for the 2021-2022 budget (See 5 year summary of operating capital).

Budget Reductions

High School Reduction--\$200,000 (2.0 FTE) Middle School Reduction--\$100,000 (1.0 FTE)

Administration is recommending a reduction of 3.0 FTE at the middle (0.5 at each) and high (2.0 FTE) schools. This reduction may slightly increase class sizes but not beyond the ranges in the class size memo. Administration will continue to find efficiencies in staffing for this reduction.

Retiree Savings--\$150,000

Each year, the school district realizes the savings from retiring staff. Retirees with many years of experience have higher salaries than less experienced staff replacing those retiring from the profession. For the 2020-2021 school year, there is an increase in the number of retirees. With this increase, this budget recommends an **additional** \$150,000 savings/reduction to the general fund.

District Office Reduction--\$30,000

District administration will work to find efficiencies through reorganizing or finding cost savings to materials within departments.

Paraprofessional Reduction--\$50,695

By realigning student and building needs in special and regular education, this budget proposes a \$50,695 reduction in paraprofessional support.

Meetings for 2021-2022 Budget Development

Audit and Projected Budget Presented	Lead Team	December 7, 2020
Audit Approved	School Board	January 4, 2021
Budget Parameters Presented	Finance and Facilities	January 4, 2021
Budget Parameters Approved	School Board	January 11, 2021
Budget Discussion to Meet Reductions	Lead Team	January 12, 2021
Budget Discussion to Meet Reductions	Lead Team	January 20, 2021
Consensus on Budget Proposal	Lead Team	January 28, 2021
Budget Proposal Presented	Principals	January 29, 2021
Budget Proposal Reviewed	Lead Team	February 1, 2021
Budget Proposal Presented	School Board	February 8, 2021

2021-22

BUDGET PARAMETERS

Edina Public Schools are well positioned

Strategic plan implementation	Stable enrollment
Strong financial management	Proactive process involving many stakeholders
Problem-solving administrative team	Communication to all staff/community

Budget Focus

to be used by the Board, administrators, sites, staff and community:

Maximizes resources to ensure successful education for all students, blending alignment of time, talent and funds

Finance

- Multiyear planning approach through the use of a long-range financial planning model.
- Fund balance to remain at 6% as per current board policy guidelines.
- Projected fund balance as of 6-30-21 is slightly below 6%. Budget plan will include steps to restore fund balance to the 6% level no later than 6-30-2022.
- The 2021 Legislative session is a budget session. There may be slight increases to education funding, however the State budget is projected to have a \$1.3 billion shortfall for the biennium. The results of the legislative session will be incorporated into the budget in June 2021.
- Recommendations based on student achievement for all and fiscal integrity
- No new programs unless cost neutral
- No new staff unless cost neutral

Enrollment (ADM) Parameters

1. A five year weighted average enrollment projection calculation has been used to project future years. This method assumes steady enrollment to a small amount of growth per year. If open enrollment is closed in certain areas of the district, this will influence projections. (Change in enrollment projection methodology, which can change every year based on best projection method.)

2. Pupil Unit Weighting Factors – Pre-Kindergarten (1.0), Kindergarten Handicapped (1.0), Grades K-6 (1.0) and Grades 7-12 (1.2).
3. Average Daily Membership (ADM) increase of 76 and Adjusted Pupil Units (APU) increase of 62.

Revenue Budget Parameters

1. General Education Revenue (GER) amount per APU is at \$6,600 for 2021-22 and 2022-23, an increase of .5% from 2020-21. The base assumption for 2023-24 and beyond is a 1.5% increase. A 1% increase in GER is approximately \$601,172. Most of the GER is for the general operation of the school district and is not designated by the State for a specific purpose. GER is funded by state aid. (The increase in the per student amount is a change from previous years. Previous years projected an increase for future unknown funding years at 1%. The GER per student has increased by 2% each year for the past 7 consecutive years.)
2. Basic Skills Revenue – Basic Skills revenue includes the former compensatory, Limited English Proficiency (LEP), and LEP concentration revenues. While these revenues are combined into a single category, the funding available for Basic Skills revenue is based on existing formulas for the individual components. LEP Average Daily Membership is estimated to be 389. Compensatory revenue is based on October 1, 2020 free and reduced lunch counts. The combined revenue is estimated to be \$567,970.
3. Gifted and Talented revenue is \$13 per APU for 2021-22 which is estimated to be \$119,417.
4. Operating Referendum monies in the General Fund (after LOR subtraction) equal \$1,819 per APU.
5. Local Optional Revenue (LOR) equals \$724 per APU. The LOR is subtracted from the referendum allowance.
6. Equity revenue is calculated by a formula that evaluates the highest paid districts and the lowest paid districts in the state. It is estimated that the district will receive \$65.71 per APU, or \$603,636 for 2021-22.
7. Operating Capital revenue has a component representing the former equipment formula (\$79 per APU), a component representing the former facilities formula (\$109 times the District's maintenance cost index, age of buildings), and a learning year rate (\$31 per APU). It is estimated that the district will receive \$229.40 per APU, or \$2,107,243 for 2021-22.
8. Safe Schools revenue for EPS (\$36) and ISD #287 (\$15) is \$51 per APU for 2021-22 which is estimated to be \$459,389.
9. Special Education Revenue: In 2015-16, the state implemented new special education formulas. There are three calculations for state special education

aids using prior year data. The district receives the lesser of these calculations:

- a. "Old formula" calculations excluding transportation times .62
- b. Districts nonfederal special education expenditures excluding transportation times .50
- c. Census-based calculations times .56

Further, the 2019 Education bill increased funding by \$91 million (cross-subsidy reduction aid), began phase out and subsequent elimination of the state aid growth cap, and reduces the portion of unreimbursed special education costs the serving district can bill back to the resident district from 90% to 85% (FY20) to 80% (FY21 and later).

The estimated Special Education State aid that will be used for budgeting purposes is \$15,045,325, which represents a 2.5% increase from the estimated FY20-21 amount of \$14,678,366.

10. The district participates in the third party billing program. The revenue from this program is estimated at \$115,533 and will pay for the costs of contracted services associated with the program and unreimbursed special education substitute costs.
11. The 2-year grant cycle for the Alternative Delivery of Specialized Instructional Services (ADSIS) program aid is for the 19-20 and 20-21 years. Budget parameters assume maintenance of the ADSIS funding and approval of another 2-year grant. If funding is not approved, appropriate adjustments will need to be implemented.
12. Literacy Incentive Aid estimate is \$506,756.
13. Federal aids are estimated to correspond to federal expenditure increases.
14. Miscellaneous revenues will be approximately the same amount.
15. Gifts and donations revenue will equal gift and donation expense.
16. Interest revenue is based on current interest rates and available cash flow for investments.

Expenditure Budget Parameters

1. Staffing –The 2021-22 staffing base FTE was based on December 1, 2020 estimated ADM calculations. The current estimated actual ADM for 2020-21 was slightly less than projected for the elementary, middle schools and the high school. Staffing may be adjusted according to the Board budget plan to be approved in March 2021. The base long-range plan does not include staffing for enrollment growth.

2. Salaries and fringe benefits are actual amounts for settled contracts. An inflationary increase based on regional and historical trends is planned for non-settled contracts. Total budgeted salaries and benefits for all General Fund staff in 2020-21 is \$97,447,025, prior to FY20-21 budget revision and additions for enrollment growth or reductions. A 1% increase in employee compensation equals approximately \$974,470.
3. Lane changes are estimated at \$200,000, which is based on actual lane changes from the previous year. (Change from \$250,000 to \$200,000 based on number used in EME settlement agreement.)
4. Instructional contingency (Asst. Supt.) of \$50,000, strategic contingency (Supt.) of \$50,000 and special education contingency (Spec. Services Dir.) of \$50,000 to be used at the start of the school year to address student needs and class size concerns. Any additions funded with contingency funds will be for the 2021-22 year only.
5. A three-year history will be used to project gas and electricity costs with consideration given to current utilities rates. Utilities costs are allocated to Food Service and Community Service programs for the calculated portion of their usage.
6. Supply allocations – Allocations are based on projected ADM for 2021-22 with a 1% inflationary increase. These budget allocations are based upon the projected ADM data as of January 1, 2021. Sites are to work with Principals and the Special Services Director to determine appropriate budget amounts for ELL, gifted, and special education at each respective site.
7. Equipment Allocations – Operating Capital allocations are based on projected ADM for 2020-21, building age and square footage.
8. Currently, the district is not anticipating the need to borrow for cash flow purposes. The district will continue to monitor state budget forecasts and legislative activity for potential impact to cash flow.
9. Purchased services, supplies, and miscellaneous expenditures will increase by 1%.
10. Federal program, alternative compensation and integration expenditures equal appropriate program revenue.
11. Staff Development expenditures will equal 2% of GER.
12. Substitute budgets and overtime budgets are based on prior year's history of costs.

13. Annual Other Post Employment Benefit (OPEB) costs are estimated to be \$875,000 per year. (The last 2 years actual amounts have been \$752,088 and \$915,707.)
14. Reduction of one-time expenditures added in 2020-21 with contingency funds.
15. Reduction of one-time enhancements added in 2020-21.

	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	<div>Edina Public School District No 273</div> <div>Five Year General Fund Budget Projection</div> <div>Excludes Capital Reserves</div> <div>Date Prepared: 2/2/2021 Version I-A</div>													
2														
3														
4		Actual	Adopted	Revised	%	Projected	%	Projected	%	Projected	%	Projected	%	
5	Definitions	2019-20	2020-21	2020-21	Chg	2021-22	Chg	2022-23	Chg	2023-24	Chg	2024-25	Chg	
6	SOURCES OF REVENUE:													
7	Basic Revenue Allowance	\$58,691,914	\$60,733,266	\$59,712,039	1.7%	\$60,117,210	0.7%	\$60,494,681	0.6%	\$60,641,650	0.2%	\$61,071,001	0.7%	
8	Special Education Aid	13,161,779	13,324,370	14,678,366	11.5%	15,045,325	2.5%	15,421,458	2.5%	15,806,995	2.5%	16,202,170	2.5%	
9	Other Aids and Levies	9,338,435	9,252,957	9,189,458	-1.6%	9,580,332	4.3%	9,745,188	1.7%	9,874,608	1.3%	9,893,631	0.2%	
10	Miscellaneous Revenue	4,319,068	3,269,168	2,675,418	-38.1%	2,675,418	0.0%	2,675,418	0.0%	2,675,418	0.0%	2,675,418	0.0%	
11	Federal Funding	1,813,876	1,903,693	1,903,693	5.0%	1,903,693	0%	1,903,693	0.0%	1,903,693	0.0%	1,903,693	0.0%	
12	Voter/Board App'd Oper. Ref.	17,144,461	16,673,830	16,673,830	-2.7%	16,413,351	-1.6%	16,774,579	2.2%	17,256,630	2.9%	17,840,603	3.4%	
13	Local Optional Revenue	3,864,662	6,642,289	6,642,289	71.9%	6,533,582	-1.6%	6,692,200	2.4%	6,708,403	0.2%	6,755,738	0.7%	
14	Budget Transfers (through FY 2017)	-	-	(1,137,245.00)	#DIV/0!	-	0.0%	-	0.0%	-	0.0%	-	0.0%	
15	Capital-Not included in Oper. Bud.	-	-	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	
16	Total Revenue	\$108,334,196	\$111,799,574	\$110,337,848	1.8%	\$112,268,911	1.8%	\$113,707,217	1.3%	\$114,867,397	1.0%	\$116,342,253	1.3%	
17	USES OF REVENUE:													
18	Salaries & Wages	\$71,625,260	\$72,368,635	\$72,368,635	1.0%	\$74,420,240	2.8%	\$75,995,982	2.1%	\$77,267,809	1.7%	\$78,213,148	1.2%	
19	Benefits	24,892,463	24,964,218	25,078,390	0.7%	25,859,965	3.1%	26,718,405	3.3%	27,533,251	3.0%	28,260,341	2.6%	
20	Purchased Serv.	8,171,466	9,982,213	9,307,291	13.9%	9,391,009	0.9%	9,531,459	1.5%	9,674,710	1.5%	9,820,832	1.5%	
21	Supplies	2,905,925	3,157,514	3,157,514	8.7%	3,189,089	1.0%	3,220,980	1.0%	3,253,190	1.0%	3,285,722	1.0%	
22	Other Expenses/Transfers	649,306	669,919	669,919	3.2%	669,919	0.0%	669,919	0.0%	676,618	1.0%	683,384	1.0%	
23	Transportation in Basic Budget	0	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	
24	Capital-Not included in Oper. Bud.	-	-	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	
25	Total Uses of Revenue	\$108,244,420	\$111,142,499	\$110,581,749	2.2%	\$113,530,222	2.7%	\$116,136,745	2.3%	\$118,405,579	2.0%	\$120,263,427	1.6%	
26	REVENUE OVER (UNDER)	\$89,776	\$657,075	(\$243,901)		(\$1,261,311)		(\$2,429,528)		(\$3,538,181)		(\$3,921,174)		
27	FUND BALANCE:													
28	Beginning	\$13,475,979	\$13,565,755	\$13,565,755		\$13,321,855		\$12,060,543		\$9,631,015		\$6,092,833		
29	Ending	\$13,565,755	\$14,222,830	\$13,321,855		\$12,060,543		\$9,631,015		\$6,092,833		\$2,171,660		
30	RECON. OF ENDING FUND BALANCE:													
31	Nonspendable	\$0	\$0	\$0		\$0		\$0		\$0		\$0		
32	Restricted	\$130,894	\$302,700	\$302,700		\$302,700		\$302,700		\$302,700		\$302,700		
33	Assigned	\$4,821,350	\$4,298,507	\$4,298,507		\$4,298,507		\$4,298,507		\$4,298,507		\$4,298,507		
34	Total Nonspendable-Asgn Fd Bal	\$4,952,244	\$4,601,207	\$4,601,207		\$4,601,207		\$4,601,207		\$4,601,207		\$4,601,207		
35	Subsequent Year Deficit Not Res'd	\$0	\$0	\$0		\$0		\$0		\$0		\$0		
36	Total Reserved Fund Balance	\$4,952,244	\$4,601,207	\$4,601,207		\$4,601,207		\$4,601,207		\$4,601,207		\$4,601,207		
37	Unassigned Fund Balance	\$8,613,511	\$9,621,623	\$8,720,647		\$7,459,336		\$5,029,808		\$1,491,626		(\$2,429,548)		
38	Total Fund Balance as % of Exp.	12.5%	12.8%	12.0%		10.6%		8.3%		5.1%		1.8%		
39	Unassigned as a % of Exp.	8.0%	8.7%	7.9%		6.6%		4.3%		1.3%		-2.0%		
40	Minimum Unassigned Fund Balance *	\$6,494,665	\$6,634,905	\$6,634,905		\$6,811,813		\$6,968,205		\$7,104,335		\$7,215,806		
41	Variance - Over (Under)	\$2,118,846	\$2,986,718	\$2,085,743		\$647,523		(\$1,938,397)		(\$5,612,708)		(\$9,645,353)		
42	* Excludes Operating Capital Expenditures													

Edina ISD #273	Actual Enrollment					Projected Enrollment				
	FY15-16	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25
ECSE	57.67	55.46	56.97	53.87	58.34	53.87	53.87	53.87	53.87	53.87
HK	9.09	6.48	9.99	60.84	56.78	Incl below	61.77	61.77	61.77	61.77
KG	504.56	558.16	528.85	506.53	520.09	591.93	524.16	524.16	524.16	524.16
1	588.05	578.94	625.56	586.97	592.51	592.18	635.01	627.87	627.87	627.87
2	634.00	611.91	595.42	621.16	593.68	587.12	623.62	644.56	637.31	637.31
3	615.25	653.18	615.07	604.87	628.46	590.73	615.35	639.07	660.53	653.11
4	631.53	625.76	666.50	629.61	612.27	618.22	635.71	629.22	653.48	675.42
5	664.43	634.78	630.78	662.41	651.55	603.09	655.06	650.36	643.72	668.54
6	679.16	679.24	667.98	656.86	680.58	667.04	646.91	679.37	674.50	667.61
7	693.27	681.85	685.86	657.04	637.61	682.72	675.94	637.52	669.51	664.71
8	676.93	684.34	690.25	679.72	654.62	635.71	671.15	679.60	640.97	673.14
9	689.06	670.16	671.71	662.42	700.24	670.49	639.44	671.79	680.25	641.58
10	678.36	687.59	676.25	680.61	656.67	695.27	643.04	641.47	673.93	682.41
11	674.91	668.31	689.76	653.04	654.80	668.74	666.55	630.88	629.34	661.18
12	633.07	683.15	652.60	696.25	667.22	665.05	649.24	683.00	646.45	644.88
Total	8,429.34	8,479.31	8,463.55	8,412.20	8,365.42	8,322.16	8,396.82	8,454.52	8,477.66	8,537.55
		0.59%	-0.19%	-0.61%	-0.56%	-0.52%	0.90%	0.69%	0.27%	0.71%

Edina ISD #273

		Concord	Cornelia	Countryside	Creek Valley	Highlands	Normandale	Elementary Total	SVMS	VVMS	Middle Total	EHS	Middle & HS Total	Total ALL
Instructional Spaces (IS)		31	26	23	26	23	27	156	58	54	112	119	231	387
Functional Capacity (FC)	Wold @ 85%	765	612	594	612	606	660	3,849	1,225	1,248	2,473	2,994	5,467	9,316
Maximum Capacity (MC)		790	662	594	662	606	714	4,028	1,380	1,285	2,665	2,889	5,554	9,582
21-22 Projection (Proj.)		736	573	606	604	552	677	3,748	972	1,017	1,989	2,577	4,566	8,314
FC/IS		24.68	23.54	25.83	23.54	26.35	24.44	24.67	21.12	23.11	44	25.16	69	94
MC/IS		25.48	25.46	25.83	25.46	26.35	26.44	25.82	23.79	23.80	48	24.28	72	98
Proj./IS		23.74	22.04	26.35	23.23	24.00	25.07	24.03	16.76	18.83	36	21.66	57	81
Proj. vs. FC per IS		(0.94)	(1.50)	0.52	(0.31)	(2.35)	0.63	(0.65)	(4.36)	(4.28)	(9)	(3.50)	(12)	(13)
Students to reach FC		29.00	39.00	(12.00)	8.00	54.00	(17.00)	101.00	253.00	231.00	484	417.00	901	1,002

***The difference between the individual school projection and the total ADM projection is ECSE (53.87) and Tuition students (about 28.95)

**INDEPENDENT SCHOOL DISTRICT #273
OPERATING CAPITAL FIVE YEAR ANALYSIS**

	Revised 20-21	Original 21-22	Original 22-23	Original 23-24	Original 24-25	Original 25-26
Combine Beginning Balance 7/1	1,328,338	432,399	674,705	644,118	606,875	562,710
Revenue						
Local Levy	1,067,898	1,172,834	1,172,834	1,172,834	1,172,834	1,172,834
Local Levy-Lease	751,993	770,697	796,662	828,529	861,670	896,137
State Aid	966,917	980,865	980,865	980,865	980,865	980,865
Gifts/Donations/Misc	0	0	0	0	0	0
Equipment Rebate	75,000	75,000	75,000	75,000	75,000	75,000
Instrumental Rental	14,419	14,419	14,419	14,419	14,419	14,419
<u>E Rate Reimbursement</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Revenue	2,876,226	3,013,814	3,039,780	3,071,646	3,104,788	3,139,254
Expense						
Fixed Costs	160,000	160,000	166,400	173,056	179,978	187,177
Fixed Costs-Lease Levy	883,778	766,021	796,662	828,529	861,670	896,137
Equipment Allocations	767,438	141,000	402,818	402,818	402,818	402,818
Building Projects	448,144	419,487	419,487	419,487	419,487	419,487
Technology/Capital	0	0	0	0	0	0
Textbooks	400,000	400,000	400,000	400,000	400,000	400,000
Transportation	450,000	485,000	485,000	485,000	485,000	485,000
Review & Comment Expense	0	0	0	0	0	0
Distributed in Budget Process/Contingency	400,000	400,000	400,000	400,000	400,000	400,000
Strategic Plan/Construction/9th Grade	0	0	0	0	0	0
Transfer Out to General Fund Unassigned	262,805	0	0	0	0	0
ALC Equipment Start Up	0	0	0	0	0	0
Total Expense	3,772,165	2,771,508	3,070,367	3,108,889	3,148,953	3,190,619
Ending Balance 6/30	432,399	674,705	644,118	606,875	562,710	511,345



Board Meeting Date: 2/8/2021

TITLE: Policy Review

TYPE: Discussion

PRESENTER(S): Board Policy Committee

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

- Policy 437 – Resignation, Termination or Nonrenewal of Activity Position
- Policy 903 – Visitors to School District Buildings and Property
- Policy 905 – Advertising minor changes
- Policy 906 – Community Notification of Predatory Offenders
- Policy 907 – Reward for Solving a Crime

RECOMMENDATION: Review the suggested policy recommendations.

ATTACHMENTS:

1. Policy 437 – Resignation, Termination or Nonrenewal of Activity Position
2. Policy 903 – Visitors to School District Buildings and Property
3. Policy 905 – Advertising minor changes
4. Policy 906 – Community Notification of Predatory Offenders
5. Policy 907 – Reward for Solving a Crime

Personnel

Resignation, Termination or Nonrenewal of Activity Position

I. Purpose

This policy defines the process for ending an assignment with an employee who has been ~~involved~~ employed in an activity position ~~within~~ Edina Public Schools.

II. General Statement of Policy

All activity positions ~~in Edina Public Schools~~ are appointed positions lasting for one year only.

III. Implementation of Resignations and Terminations/Nonrenewals

A. Resignation

An employee wishing to resign before the end of the appointment will submit ~~their~~ intent to resign in writing from the position to the activities director or building administrator overseeing the position.

B. Termination

The school district may terminate an employee in an activities position during the contracted season. ~~Such employee will be warned verbally and notified in writing of deficiencies and, when appropriate, be given an opportunity to resolve or correct the deficiencies through a work plan.~~ Immediate termination may occur when circumstances warrant as determined by the district. A termination of such employee may be done through a meeting that may include the attendance of the head coach/advisor (as appropriate), the activities director and the building principal.

~~C. Hearing for Termination of Head Varsity Athletic Coach~~

~~1. Termination hearing. Before a district terminates the coaching duties of an employee who is required to hold a license as an athletic coach from the commission of education, the district must notify the employee in writing and state its reason for the proposed termination. Within 14 days of receiving this notification, the employee may request in writing a hearing on the termination before the board. If a hearing is requested, the board must hold a hearing within 25 days of the request, according to the hearing procedures~~

~~specified under Minn. Stat. § 122A.40, subdivision 14, and the termination is final upon the order of the board after the hearing.~~

- ~~2. Final decision. Within 10 days after the hearing, the board must issue a written decision regarding the termination. If the board decides to terminate the employee's coaching duties, the decision must state the reason on which it is based and include findings of fact based upon competent evidence in the record. The board may terminate the employee's duties or not, as it sees fit, for any reason which is found to be true based on substantial and competent evidence in the record.~~
- ~~3. Nonapplication of section. This section does not apply to the termination of coaching duties pursuant to a district transfer policy or as a result of the nonrenewal or termination of the employee's contract or the employee's discharge, demotion or suspension pursuant to Minn. Stat. §§ 122A.40 or Minn. Stat. §§ 122A.41. This section does not apply to the termination of an employee's coaching duties before completing the probationary period of employment.~~

CD. Nonrenewal of Contract

The district may choose not to renew a contract with an employee in an activity position. The district will decide at the time new contracts are issued not to renew such employee for the following year. If the employee is a head varsity coach, the employee may request from the school board the reasons for non-renewal. The employee in an activity position may be notified of the reasons for the nonrenewal in compliance with state law.

Legal References:

Minn. Stat. § 122A.33 (License and Degree Exemption for Head Coach)

Minn. Stat. § 122A.40 (Employment; Contracts; Termination)

Minn. Stat. § 122A.58 (Coaches, Termination of Duties)

Policy
adopted: 6/22/09
revised: 11/18/13
revised: 11/14/16

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota

Community Relations

Visitors to School District Buildings and Property

I. Purpose

This policy provides guidance to parents, the community and the general public regarding visitors to school district buildings and other ~~school~~ district property.

II. General Statement of Policy

- A. ~~Edina Public Schools~~ The school district welcomes visits to district buildings and property by students' families parents and community members, provided the visits are consistent with the health, education and safety of students and employees, and are conducted within the district's procedures and requirements ~~established by the district.~~
- B. The district prioritizes maintaining a safe school environment for students and employees that is free of activity that may be disruptive to the student learning process or employee working environment. Please see Policy 810—Security of Students, Employees, Visitors, Buildings and Grounds.

III. Definitions

- A. A “visitor” is any person who enters a district property who is not an employee, student, independent contractor providing services for the district, or district-approved volunteer. ~~except for: enrolled students, and people who are assigned to work at the facility or are otherwise authorized by an administrator to enter the facility.~~

IV. Visitor Procedures, During the School Day

- A. Visitors must register at the identified reporting location in a district building during the student's school day. ~~The reporting location is posted at each entrance and in the school handbook.~~
- B. Upon reporting to the building's administrative office, all visitors must complete a form that requires them to do the following: print and sign their names, state the purpose of their visit, state the time of their arrival, and state the location of the building in which the visit will occur the district's registration process, including completing any check out process at the end of the visit.
- C. Parents/guardians who wish to observe their children in the classroom during the regular school day must schedule the visit in advance with the classroom

teacher or the building ~~principal~~ administrator. If a parent/guardian requests a visit with the students and custody of the child is an issue, the building administrator will abide by existing legal documents.

~~D. The building principal or designee will follow this policy in determining whether or not permission will be granted for a visit to a school building. A district office administrator will follow this policy in determining whether or not permission will be granted for a visit to a district facility that is not a regular school building.~~

E. If permission for a visit is granted, the visitor will be given a visitor's identification badge. All visitors must wear the issued visitor identification badge in a conspicuous location at all times while in a district ~~facility~~ building during school hours.

F. If a district employee sees a visitor in a school building without a visitor's identification badge, the employee must either escort the visitor to the administrative office or immediately notify the administrative office of the presence of the visitor.

~~G. Upon completing a visit, a visitor must return to the administrative office, return the visitor's identification badge, sign his/her name on the same form that was signed upon entering the building, and state the time of his/her departure.~~

H. At the discretion of the district or as required by law, ~~The~~ registration procedures ~~may~~ not apply to members of the public who are in a limited part of the facility in order to attend an event that is open to the public, such as polling place activity, parent-teacher conferences, a school board meeting, or ~~an athletic, arts or other academi~~district event.

I. Visitors are authorized to park vehicles on district property at specified times and locations or as otherwise authorized by administration (Appendix I). If the visitor has parked a vehicle on ~~district building's~~school property, that vehicle must be registered in accordance to building procedures. ~~The registration form requires them to state the vehicle model and make and the location where it is parked.~~ When vehicles of visitors are parked in violation of this policy or its appendixces, administration may:

1. Move the vehicle or require the driver or other person in charge of the vehicle to move it off district property; or
2. If unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to a location off district property.

V. Post-Secondary Enrollment Options Students

A. A student enrolled in a post-secondary enrollment options course may remain

at the school site during regular school hours in accordance with established procedures.

- B. A student enrolled in a post-secondary enrollment options course may be provided with reasonable access, during regular school hours, to the same level of computer and other technology resources that the student needs to complete coursework for a post-secondary enrollment course in accordance with established procedures.

VI. Communication Protocol

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

- ~~1. Parents may call the office and ask to speak to their child.~~
- ~~2. Parents may enter the administrative office of a school building and ask the office staff to call their child to the office.~~
- ~~3. While parents and students should limit use of cellphones during the school day, parents may choose to text students on an as-needed basis.~~

VII. Expectations of Visitors Guidelines, During and Outside the School Day

- A. All visitors must demonstrate respect and civility when interacting with other individuals during a visit. In addition, all visitors must immediately comply with ~~any and all lawful~~ directives given by a district employee, including a directive to leave ~~the building and grounds~~district property.

Visitors must not do any of the following during a visit:

1. Violate any law or district policy of ~~the district~~;
2. Make any threat or engage in any threatening, hostile, or intimidating behavior;
- ~~3. Engage in any conduct that is designed to intimidate another person or that could reasonably be perceived as being designed to intimidate another person;~~
34. Swear or use vulgar language;
- ~~5. Demonstrate hostility towards another person;~~
46. Engage in rude conduct ~~that is objectively rude~~;

~~57. Engage in~~ ~~Make or participate in making any objectively~~ disrespectful, demeaning, disparaging, or insulting comments or statements about or to another person;

~~8. Confront or make physical contact with any person other than their own child, unless the physical contact is part of the normal greeting process such as a handshake, or is reasonably necessary to prevent imminent harm to another person or serious harm to property;~~

~~69.~~ Photograph, film, or otherwise record any students, employees, or volunteers of the district outside of an event that is open to the general public or at the direction of a school employee;

~~740.~~ Enter onto district~~school~~ property while impaired from the use of alcohol or any other chemical; or,

~~844.~~ Create or participate in creating a disruption to the learning or working environment. Examples of a disruptive behavior include but are not limited to: using a raised voice, shouting or yelling; talking with a teacher of a student while observing in a classroom; engaging in other conduct that interrupts a lesson while observing in a classroom or an organized district activity.

V. Visitor Limitations

A. A person may be denied permission to enter district property or such permission may be revoked for any reason, including, but not limited to, noncompliance with district policies and school rules, or if the visit is not in the best interest of students, employees or the ~~school~~ district.

B. A person who enters school~~district~~ property without complying with this policy and building procedures and requirements may be guilty of criminal trespass and subject to criminal penalty. -This person may be detained by a building administrator or ~~a person designated by the building administrator~~designee in a reasonable manner, for a reasonable period of time, pending the arrival of a police officer.

Legal References:

Minn. Stat. § 123B.02 (General Powers of Independent School Districts)

Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Program)

Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)

Cross Reference:

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

Policy 810 (Security of Students, Employees, Visitors, Buildings and Grounds)

Policy

INDEPENDENT SCHOOL DISTRICT 273

Adopted: 7/19/10

Edina, Minnesota

Revised: 4/24/14

Revised: 5/21/18

Appendix I to Policy 903

TRAFFIC AND PARKING REGULATIONS FOR MOTOR VEHICLES

1. Except as modified in this appendix, all relevant traffic and parking regulations of the City of Edina apply to motor vehicles on district property.
- ~~2. The law enforcement officers of the City of Edina are authorized to enforce the traffic and parking regulations contained in this appendix.~~
23. The maximum speed of motor vehicles on district property will be no more than 10 miles per hour or the speed designated by district signage.
34. Two-way traffic is permitted on all district property except where restricted by signs.
45. No person will operate a snowmobile, go-cart, trail motorbike or other recreational motor vehicle on district property without the prior written permission of administration.
56. Parking is prohibited ~~at all times~~ on district property designated as a fire lane, loading zones, or as restricted by district signage. Unauthorized parking is also prohibited in handicapped parking areas. -Parking is prohibited during school hours in areas adjacent to yellow curbs and as designated for bus loading.
67. All visitors must park in designated visitor parking during school operational hours. More specifically, parking in designated parking lots at the high school campus during school hours is limited to those students who have been issued a parking permit.
78. The district or school administration may order any motor vehicle parked on district property in violation of this policy to be towed and impounded. -The cost of such towing and impoundment is the responsibility of the owner or operator of the motor vehicle.
89. All persons parking motor vehicles on ~~school~~ district property do so at their own risk. The district is not liable in the event of loss of property or damage to vehicles incurred while parked on school district property or through the process of towing and impounding a motor vehicle.

Reviewed: 5/21/18

Community Relations

Advertising

I. Purpose

This policy provides guidelines for the advertising or promotion of products or services to students and parents in the schools.

II. General Statement of Policy

The school district believes that its name, facilities, employees, students or any part of the district should not be used for advertising or promotion of the interests of a commercial or nonprofit organization except as [stated in this policy set forth below](#).

III. Guidelines

- A. The school district may acknowledge a donation it has received from an organization by displaying a “donated by,” “sponsored in part by,” or a similar acknowledgment with the organization’s name and/or symbol on the item.
- B. [When prior written approval is obtained by the superintendent or designee,](#) Nonprofit organizations may be allowed to use the district’s name, logo, students, or facilities for purposes of advertising or promotion if the purpose is determined to be [aligned with the district mission](#) ~~educationally related and prior written approval is obtained from the district~~. Advertising will be limited to the specific event, purpose, timelines, [the parameters of district brand guidelines](#), and placement approved by the district.
- C. The district will not enter into contracts for [technology computers or related equipment](#) or services that require advertising to be disseminated to students unless done in accordance with state [and federal](#) law.
- D. The inclusion of advertisements in district publications, in district facilities, or on district property does not constitute approval or endorsement of any product, service, organization, or activity.

IV. Advertising – District Publications

- A. District publications, including publications such as [school](#) newspapers, yearbooks, activities programs and district calendars, may accept and publish paid advertising provided the [publication](#) receives advance approval from the superintendent or designee. District publications will not accept advertising or advertising images for:
 - 1. alcohol, tobacco, drugs or paraphernalia;

2. weapons;
3. obscene, pornographic or illegal materials;
4. other educational institutions, schools or faith-based organizations; or
5. images or advertising that the district believes (a) are in conflict with district policy or its mission; (b) the district believes to be inappropriate for inclusion in the specific district publication; or (c) are false, misleading or deceptive.

The coach, advisor or sponsor of the district publication is responsible for screening all advertising for appropriateness, including compliance with school district policies, prior to submission to the superintendent, or building/program designee for approval.

V. Advertising – Other Types

- A. Requests to place advertising in school district facilities or on district property must be made to the school board through the superintendent. ~~The school board has the discretion to must~~ approve the advertising request. If approved, any~~The~~ approval will state where the advertising may be placed, the advertising timeframe, and that the advertising must be lawful. The restrictions listed in Section IV.A., above, also apply.
- B. An advertising device will not be erected or maintained on ~~school~~ district property or within 100 feet of a school that attracts occupants of motor vehicles or is visible to and primarily intended to advertise, inform or attract occupants of motor vehicles.

IV. Accounting

Advertising revenue must be paid directly to the district. ~~The revenues may be credited to the district department or other internal district organization that obtained the advertising but the department or internal district organization does not have direct receipt and control of the revenues.~~ All advertising revenues must be accounted for and reported in compliance with UFARS legal requirements. A periodic report will be made to the school board by the superintendent regarding the scope and amount of any applicable ~~these~~ revenues.

Legal References:

Minn. Stat. § 123B.93 (Advertising on School Buses)
Minn. Stat. § 125B.022 (Contracts for Computers or Related Equipment or Service)
Minn. Stat. § 173.08 (Excluded Road Advertising Devices)

Cross References:

Policy 413 (Harassment and Violence)
Policy 421 (Gifts to Employees)
Policy 629 (Student Fundraising)
Policy 630 (Community Organizations, Parent Organizations and Booster Clubs)

Policy 703 (Accounting)

Policy
adopted: 9/27/10
revised: 02/22/16

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota

Community Relations

Community Notification of Predatory Offenders

I. Purpose

This policy assists school district administrators and employees in responding to a notification by a law enforcement agency that a convicted predatory offender is moving within ~~into the school~~ district boundaries so that ~~it~~ they may better protect individuals in the ~~district~~ school's care while they are on ~~or near the school~~ district premises.

II. General Statement of Policy

~~Edina Public Schools~~ The school district provides information, in accordance with state law, to employees regarding known predatory offenders that are moving into ~~within~~ the ~~school~~ district boundaries so that they ~~employees~~ employees may monitor ~~district school~~ district premises for the safety of the school, its students, and employees. In accordance with state law, eEmployees will be notified as appropriate and have access to offender information sheets.

Legal References:

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

Minn. Stat. § 244.052 (Community Notification)

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

42 U.S.C. § 16901 et seq. (Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Program)

~~Minnesota Department of Administration Advisory Opinion: 98-004~~

Cross References:

Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

Policy 515 (Protection and Privacy of Student Records)

Policy 903 (Visitors to District Buildings and Property)

Policy

adopted: 8/23/10

Revised: 6/16/14

Reviewed: 1/30/17

INDEPENDENT SCHOOL DISTRICT 273

Edina, Minnesota

ADMINISTRATIVE PROCEDURES FOR NOTIFICATION ABOUT PREDATORY OFFENDERS

I. Definitions

A. ~~“Risk level assessment” is the level of danger to the community as established by the Minnesota Department of Corrections following a review by a committee of experts. The level of risk assigned to a soon-to-be-released offender determines the scope of notification.~~

B. ~~Risk levels:~~

- ~~1. Level I — Risk Level I is assigned to a predatory offender whose risk assessment score indicates a low risk of re-offense.~~
- ~~2. Level II — Risk Level II is assigned to a predatory offender whose risk assessment score indicates a moderate risk of re-offense.~~
- ~~3. Level III — Risk Level III is assigned to a predatory offender whose risk assessment score indicates a high risk of re-offense.~~

C. ~~“Offender information sheet” is a data sheet compiled by the Minnesota Department of Corrections or local law enforcement agency. The offender information sheet contains both public and private data including a photograph and physical description of the predatory offender, as well as the general location of the offender’s residence.~~

II. Notification or Disclosure by Law Enforcement Agency

A. ~~Risk Level I — The local law enforcement agency may disclose certain information to other law enforcement agencies and to any victims of or witnesses to the offense committed by the offender. There will be no disclosure to school districts.~~

B. ~~Risk Level II — In addition to those notified in Level I, a law enforcement agency may notify agencies and groups the offender is likely to encounter that the offender is about to move into the community and provide to those agencies and groups an offender information sheet on the offender. School districts, private schools, daycare centers, and other institutions serving those likely to be victimized by the predatory offender are included in a Level II notification.~~

C. ~~Risk Level III — In most cases, the local law enforcement agencies will hold a community meeting and distribute an offender information sheet with information concerning and a photograph of the soon-to-be-released Level III offender.~~

~~III. Administrative Responsibility~~

- ~~A. The superintendent, in cooperation with appropriate school transportation officials, will evaluate bus routes and bus stops. Bus drivers will have access to offender information sheets in accordance with state law. If necessary, bus stops may be moved if they place children in close proximity to a predatory offender who has been convicted of crimes against children of similar ages.~~
- ~~B. The superintendent, in conjunction with the building principal or designee, will prepare or provide safety information for distribution to students regarding protecting themselves from abuse, abduction and exploitation. The school district will prepare a list of available resources.~~
- ~~C. Administrators will direct employees to provide safety information to students on how to protect themselves against abuse, abduction and exploitation. School administrators may ask their police liaison officer or local law enforcement officials for assistance in providing instruction to employees and students.~~

~~D. Level II Notification~~

~~In keeping with the statutorily designated purpose that offender information sheets are to be used by employees to secure the school district and protect individuals in the district's care while they are on or near the district's premises or under the control of the district, the district will take the following steps:~~

- ~~1. The superintendent will notify the law enforcement agencies within the district that all appropriate Level II and Level III notifications are to be provided at least to the superintendent.~~
- ~~2. Upon notification of the release of a Level II predatory offender, the superintendent will forward the offender information sheet to all building principals and district office administrators. This notification includes transportation, food services, and buildings and grounds supervisors.~~
- ~~3. Building principals of schools in close proximity to the Level II predatory offender's residence will meet with employees and show the offender information sheet to persons within the buildings who supervise students or who would be in a position to observe if the Level II offender was in or around the school. This notification includes, but is not limited to, administrators, teachers, coaches, paraprofessionals, custodians, clerical and office workers, food service workers, volunteers, and transportation providers.~~
- ~~4. The district will obtain criminal history conviction data on the Level II predatory offender. On a case-by-case basis, the superintendent may determine whether to send a letter to parents with general information regarding release of the Level II offender and a copy of the criminal history~~

~~conviction data that the district obtained from its local law enforcement agency. The offender information sheet contains data classified as private or not public under Minnesota law and may only be distributed to parents, students, or others outside the district if it determines the release is for the purpose of securing the schools and protecting individuals under the school district's care while they are on or near school premises.~~

- ~~5. The building administrator will post the offender information sheet in each building in an area accessible to employees but not the general public unless a determination has been made that public posting will help secure the school or protect students.~~
- ~~6. The district will not distribute or provide access to Level II offender information sheets to parents, students or others outside the district unless a determination has been made that dissemination of the data will help secure the school or protect students.~~

~~E. Level III Notification~~

- ~~1. The superintendent will notify the law enforcement agencies within the school district that all Level III notifications of community meetings are to be provided to the superintendent.~~
- ~~2. When a Level III predatory offender is released into a community, generally the local law enforcement agency will notify the district of the time and location of the community meeting at which the Level III offender information sheet will be distributed to the community.~~
- ~~3. When the district receives this information, the superintendent will determine on a case-by-case basis whether the district will notify parents and students of the time, date and location of the community meeting.~~
- ~~4. When notified of a Level III predatory offender community meeting the superintendent or another district administrator designated by the superintendent will attend the community notification meeting.~~
- ~~5. When the district receives information that a Level III predatory offender is moving into the district, in addition to following the procedures specified above, the district will follow the procedures outlined for a Level II notification.~~
- ~~6. If the predatory offender is participating in programs offered by the district that require or allow the person to interact with children other than the person's children, the superintendent will notify parents of children in the district of the contents of the offender information sheet.~~

Community Relations

Reward for Solving a Crime

I. Purpose

This policy authorizes the school board to offer a reward to persons who provide accurate and reliable information leading to the conviction of a person who has committed or conspired to commit a crime against students, employees, volunteers, district property or school board members, as a result of their affiliation with the school district.

II. General Statement of Policy

The school district recognizes that, in certain circumstances, the offering of a reward may lead to the receipt of information that would solve or prevent a crime against students, district employees, volunteers, school board members, or district property. The district also recognizes that offering a reward may have a deterrent effect on the commission of such crimes.

III. Approval of Offering of Rewards

The school board must approve the offering of any reward by the school district. The approval must specify the amount of the reward and the crime to which it is applicable. The approval may relate to a specific incident or to a continuing category of crime (e.g. assault of an employee or damage to district property).

IV. Establishment of Procedures

The superintendent will develop directives and procedures to address the timing and method of payment of any reward earned by an information provider. The information provided must have led to the conviction of the person who committed or conspired to commit the crime for which the reward was offered.

Legal Reference: Minn. Stat. § 123B.02, Subd. 22 (Reward)

Policy
adopted: 8/23/10
Revised: 6/16/14
Reviewed: 1/30/17

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota



Board Meeting Date: 2/8/2021

TITLE: Policy Review

TYPE: Action

PRESENTER(S): Board Policy Committee

BACKGROUND: The following policies have been reviewed with an eye toward clarity, District practice, and alignment with State and Federal statutes. Policies 414 and 415 have been consolidated into one policy, 415. Policies 430 and 434 are being recommended for rescission as unnecessary.

- 410 Leaves, Family and Medical Leave
- 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse (*merged with policy 415 – remove from canon*)
- 415 Reporting Suspected Maltreatment of a Minor or Vulnerable Adult (*merged with policy 414 - new title*)
- 430 Student Teacher and Teacher Intern Supervision (*rescind*)
- 434 Substitute Teachers (*rescind*)
- 435 Employee Evaluation and Improvement

RECOMMENDATION: Accept the policies as revised.

ATTACHMENTS:

1. 410 Leaves, Family and Medical Leave
2. 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse (*merged with policy 415 – remove from canon*)
3. 415 Reporting Suspected Maltreatment of a Minor or Vulnerable Adult (*merged with policy 414 - new title*)
4. 430 Student Teacher and Teacher Intern Supervision (*rescind*)
5. 434 Substitute Teachers (*rescind*)
6. 435 Employee Evaluation and Improvement

Personnel

Leaves, Family and Medical Leave

I. Purpose

This policy provides guidance regarding leaves to district employees in accordance with the Family and Medical Leave Act, parenting leave under state and federal law, master agreements and guidebooks, and district policy.

II. General Statement of Policy

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

III. Definitions

~~A. "Covered active duty" means:~~

~~1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and~~

~~2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).~~

~~B. "Covered service member" means:~~

~~1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or~~

~~2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.~~

A. "Eligible employee" means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for

at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. ~~An employee returning from fulfilling their Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation will be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee's pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee's fulfillment of their USERRA-covered service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.~~

- ~~G. "Military caregiver leave" means leave taken to care for a covered service member with a serious injury or illness.~~
- ~~D. "Next of kin of a covered service member" means the nearest blood relative other than the covered service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as their nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered service member, all such family members will be considered the covered service member's next of kin, and the employee may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual will be deemed to be the covered service member's only next of kin.~~
- ~~E. "Outpatient status" means, with respect to a covered service member who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:~~
- ~~1. a military medical treatment facility as an outpatient; or~~
 - ~~2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.~~
- ~~F. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:~~

- ~~1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;~~
- ~~2. to attend military events and related activities of a covered military member;~~
- ~~3. to address issues related to childcare and school activities of a covered military member's child;~~
- ~~4. to address financial and legal arrangements for a covered military member;~~
- ~~5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or their child;~~
- ~~6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;~~
- ~~7. to attend post-deployment activities related to a covered military member;~~
- ~~8. to address parental care needs; and~~
- ~~9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.~~

~~G. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:~~

- ~~1. inpatient care in a hospital, hospice, or residential medical care facility; or~~
- ~~2. continuing treatment by a health care provider.~~

~~H. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.~~

~~I. "Veteran" has the meaning given in 38 U.S.C. § 101.~~

B. "Year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.

J.C.

~~"Disaster leave" or "short-term disability"~~ is a district-provided leave used for a period of disability when an employee has exhausted their basic leave allotment.

IV. Leave Entitlements ~~under Federal and State Law~~

A. Twelve-week Leave ~~under Federal Law~~ FMLA

1. Eligible employees are entitled to a total of 12 ~~work~~ weeks of unpaid family ~~and/or~~ medical leave during the applicable 12-month period as defined below, plus any additional leave ~~, as~~ required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:

- a. birth of the employee's child and to care for such child;
- b. placement of an adopted or foster child with the employee;
- c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
- d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
- e. any qualifying exigency ~~(as defined by the FMLA)~~ arising from the employee's spouse, son, daughter, or parent being on covered active duty ~~(as defined by the FMLA)~~, or notified of an impending call or order to covered active duty in the Armed Forces.

~~2. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.~~

~~3. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.~~

~~4. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:~~

- ~~a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member's office, grade, rank,~~

or rating; and

- ~~b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:~~
 - ~~(1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; or~~
 - ~~(2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or~~
 - ~~(3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or~~
 - ~~(4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.~~
- 6. Spouses: In general, eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth, care of or adoption of a child; the placement of a child for foster care; or to care for a parent. ~~This limitation for spouses employed by the district does not apply to leave taken by one spouse to care for the other spouse who is seriously ill, to care for a child with a serious health condition, or because of the employee's own serious health condition; or pursuant to Paragraph IV. A. 1.e. above.~~
- 7. Intermittent Leave: Depending on the type of leave, intermittent or reduced schedule leave may be granted at the discretion of the district or when medically necessary. ~~Part-time employees are eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the~~

~~district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.~~

8. Serious Health Condition: If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child or parent, the employee will be required to submit sufficient medical certification. ~~In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.~~
9. ~~If the district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the district's expense. If the opinions of the first and second health care providers differ, the district may require certification from a third health care provider at the district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.~~
10. ~~Requests for leave must be made to the district. When leave relates to an employee's spouse, son, daughter, parent, or covered service member being on covered active duty, or notified of an impending call or order to covered active duty in accordance with section IV.A.1.e above, and such leave is foreseeable, the employee must provide reasonable and practical notice to the district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the district, subject to and in coordination with the health care provider.~~
11. ~~The district may require that a request for leave for military-related reasons under section IV.A.1.e above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.~~
12. Health Insurance: During the period of designated a FMLA leave, ~~permitted under this policy, which does not exceed a total of 12 work weeks in the applicable 12-month period~~, the district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. ~~The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage.~~

An employee who does not return to work after FMLA leave may ~~in some situations,~~ be required to reimburse the district for the cost of health insurance premiums paid by the district.

13. Paid Leave: The district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. -Employees may be allowed to substitute paid leave for unpaid leave.

~~14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent, or designee, will be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines will be submitted to the school board for annual review.~~

~~—The school district will comply with written notice requirements as set forth in federal regulations.~~

B. Twelve-Week Leave ~~under State Law~~ – Minnesota Parental Leave

An employee who does not qualify for parenting leave under the FMLA leave provisions Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave, which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave will be determined by the employee but must not exceed 12 weeks unless agreed by the employer~~district~~. ~~The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employer so that the total leave does not exceed 12 weeks, unless agreed by the employer, or leave taken for the same purpose under the FMLA. The leave taken under this section will begin at a time requested by the employee. An employee who plans to take leave under this section must give the employer reasonable notice of the date the leave will commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin~~

~~within 12 months after the child leaves the hospital.~~

C. Twenty-Six Week Leave ~~to Care for Covered~~ Military Service ~~M~~member - FMLA

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member is entitled to a total of 26 work weeks of leave during a 12-month period to care for the service member. -The leave described in this paragraph is only available during a single 12-month period. -For purposes of this leave, the need to care for a service member includes both physical and psychological care.
2. During a single 12-month period, an employee will be entitled to a combined total of 26 work weeks of leave under sections IV.A and IV.C above.
- ~~3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered service member and ends 12 months after that date.~~
- ~~4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered service member with a serious injury or illness.~~
- ~~5. The district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.~~
- ~~6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered service member and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.~~
- ~~7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above will apply to leaves under this section.~~

~~-V. Special Rules for Instructional Employees for FMLA leaves~~

- ~~A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.~~

~~B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than twenty percent of the work days in the leave period may be required to:~~

- ~~1. take leave for the entire period or periods of the planned medical treatment;
or~~
- ~~2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.~~

~~C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.~~

- ~~1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the district may require that the leave be continued until the end of the semester.~~
- ~~2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.~~
- ~~3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, district may require the employee to continue taking leave until the end of the semester.~~

~~D. The entire period of leave taken under the special rules for instructional employees will be counted as leave. The district will continue to fulfill the district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.~~

~~VI. Other Provisions under FMLA~~

~~A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.~~

~~B. Any requirements stated in the collective bargaining agreement between employees in collective bargaining units and the district regarding family and medical leaves will be followed.~~

~~C. The school district complies with written notice requirements as set forth in any applicable state or federal law.~~

VII. School District ~~-Provided Short-term Disability (Disaster)~~ Leaves

When a qualified employee, as determined by the applicable master agreement or guidebook, has exhausted the employee's ~~if~~ basic leave allotment, the school district may provide that employee the opportunity to use disaster leave, any applicable sick-leave bank, or short-term disability leave ("disaster leave"), in accordance with any applicable master agreement or guidebook, in the following circumstances:

1. The qualified employee has a medically-certified disabling condition that qualifies the employee ~~will qualify him/her~~ for long-term disability benefits after the 65th day of employee absence; or
2. If provided for ~~in~~by the employee's master agreement or guidebook, the qualified employee has an immediate family member with a medically-certified disabling condition that is anticipated to continue for 65 days of longer.

An employee is eligible for disaster leave once per 12-month period. The period of eligibility begins one year following the last day of disaster leave if disaster leave was previously taken.

VIII. Dissemination of Policy

~~A. This policy~~An FMLA notification will be conspicuously posted in each district building in areas accessible to employees.

~~B. This policy will be reviewed at least annually for compliance with state and federal law.~~

Legal References:

10 U.S.C. § 101 et seq. (Armed Forces General Military Law)
29 U.S.C. § 2601 et seq. (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. Part 825 (Family and Medical Leave Act)
Minn. Stat. §§ 181.940-181.944 (Parenting Leave)

Policy

adopted: 9/22/08
~~A~~amended: 9/29/09
Revised: 6/24/13
Revised: 7/18/16
Revised: 8/14/17

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota

Reviewed: 8/13/18
~~Updated~~Revised: 4/20/20

Personnel

~~Mandated Reporting of Child Neglect or Physical or Sexual Abuse~~

~~I. Purpose~~

~~This policy provides district employees' statutory requirements to report suspected child neglect or physical or sexual abuse.~~

~~II. General Statement of Policy~~

~~A. The school district complies with state laws requiring a district employee to report suspected child neglect or physical or sexual abuse.~~

~~B. A violation of this policy occurs when a district employee fails to immediately report instances of child neglect, or physical or sexual abuse when the employee knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.~~

~~III. Definitions~~

~~A. "Accidental" means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:~~

~~1. is not likely to occur and could not have been prevented by exercise of due care; and~~

~~2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.~~

~~B. "Child" means one under age 18 and, for purposes of Minn. Stat. Ch. 260C (Child Protection) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes a person under 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).~~

~~C. "Immediately" means as soon as possible but in no event longer than 24 hours.~~

~~D. "Mandated reporter" means a district employee who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.~~

~~E. "Neglect" means:~~

~~1. failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for~~

~~the child's physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;~~

- ~~2. failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so;~~
- ~~3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child's age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;~~
- ~~4. failure to ensure that a child is educated in accordance with state law, which does not include a parent's refusal to provide his or her child with sympathomimetic medications;~~
- ~~5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child's birth, or medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;~~
- ~~6. medical neglect as defined by Minn. Stat. § 260C.007, Subd. 4, Clause (5);~~
- ~~7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child's basic needs and safety; or~~
- ~~8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child that may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.~~

~~— Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.~~

~~F. "Non-maltreatment mistake" means:~~

- ~~1. at the time of the incident, the person was performing duties identified in the center's childcare program plan required under Minn. Rules Part 9503.0045;~~
- ~~2. the person has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years;~~
- ~~3. the person has not been determined to have committed a similar non-~~

~~maltreatment mistake under this paragraph for at least four years;~~

- ~~4. any injury to a child resulting from the incident, when if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and~~
- ~~5. except for the period when the incident occurred, the facility and the person providing services were both in compliance with all licensing requirements relevant to the incident.~~

~~—This definition applies only to childcare centers licensed under Minn. Rules Ch. 9503.~~

~~G. “Physical abuse” means a physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child’s care other than by accidental means; or a physical or mental injury that cannot reasonably be explained by the child’s history of injuries or aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. §121A.67 or §245.825.~~

~~—Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian that does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or district employee as allowed by Minn. Stat. § 121A.582.~~

~~—Actions which are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child’s breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child’s behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child’s care that is a violation under Minn. Stat. § 121A.58.~~

~~H. “Report” means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes neglect or physical or sexual abuse of a child and contains sufficient content to identify the child and any person believed to be responsible for the neglect or abuse, if known.~~

~~I. “District employee” means a professional employee or his or her delegate who~~

provides health, educational, social, psychological, law enforcement or childcare services.

J. ~~“Sexual abuse” means the subjection of a child by a person responsible for the child’s care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration as well as sexual contact. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which requires registration under Minn. Stat. §243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).~~

K. ~~“Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.~~

L. ~~“Person responsible for the child’s care” means (1) a person functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) a person functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other district employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.~~

M. ~~“Threatened injury” means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child’s care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.~~

~~IV. Reporting Procedures~~

A. ~~A mandated reporter, as defined by this policy, will immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years to the local welfare agency, police department, county sheriff, or agency responsible for assisting or investigating maltreatment.~~

B. ~~If the immediate report has been made orally, by telephone or otherwise, the oral report must be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local~~

~~welfare agency, or agency responsible for assisting or investigating maltreatment. The written report must identify the child, a person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect, and the name and address of the reporter.~~

- ~~C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school will inform the parent, legal guardian, or custodian of the child that an incident has occurred and may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.~~
- ~~D. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child must report the information to the local police department or the county sheriff.~~
- ~~E. With the exception of a healthcare professional or a social service professional who is providing the woman with prenatal care or other healthcare services, a mandated reporter will immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during pregnancy in any way that is habitual or excessive.~~
- ~~F. A person mandated by state law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.~~
- ~~G. Submission of a good faith report under state law and this policy will not adversely affect the reporter's employment, or the child's access to school.~~
- ~~H. A person who knowingly or recklessly makes a false report under the provisions of applicable state law or this policy will be liable in a civil suit for actual damages suffered by the person or persons so reported and for punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.~~

~~V. Investigation~~

- ~~A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a district employee. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the~~

~~parent, guardian or person responsible for the child's care. A district employee may not disclose to the parent, legal custodian, or guardian the contents of the notification or other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.~~

~~B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property must be received by a district administrator or designee prior to the interview. The notification must include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on district property.~~

~~C. Except where the alleged perpetrator is believed to be a district employee, the time and place, and manner of the interview on district property is within the discretion of a district administrator or designee, but the local welfare or law enforcement agency has the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the district administrator or designee must be reasonable and the interview must be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the district administrator or designee and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or district employees when an interview is conducted on district property.~~

~~D. Where the alleged perpetrator is believed to be a district employee, the school district will conduct its own investigation independent of the state education agency and, if involved, the local welfare or law enforcement agency.~~

~~E. Upon request by the state education agency, the district must provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The district must provide the requested data in accordance with the requirements of state and federal law.~~

~~VI. Maintenance of School Records Concerning Abuse or Potential Abuse~~

~~A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on district property, written notification of the agency's intent to interview on district property must be received by the district administrator or designee prior to the interview. The notification must include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification is private data. District employees may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.~~

- ~~B. All records regarding a report of maltreatment, including any notification of intent to interview that was received by the district as described above in paragraph A., will be destroyed by the district only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.~~

~~VII. Physical or Sexual Abuse as Sexual Harassment or Violence~~

~~Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under state law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.~~

~~VIII. Dissemination of Policy and Training~~

- ~~A. This policy is included in district employee handbooks.~~
- ~~B. The school district will discuss this policy with district employees.~~
- ~~C. This policy is reviewed annually for compliance with state law.~~

~~Legal References:~~

~~Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)~~
~~Minn. Stat. § 121A.58 (Corporal Punishment)~~
~~Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)~~
~~Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)~~
~~Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)~~
~~Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)~~
~~Minn. Stat. § 260C.007, Subd. 4, Clause (5) (Child in Need of Protection)~~
~~Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)~~
~~Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)~~
~~Minn. Stat. § 609.02, Subd. 6 (Definitions — Dangerous Weapon)~~
~~Minn. Stat. § 609.341, Subd. 10 (Definitions — Position of Authority)~~
~~Minn. Stat. § 609.341, Subd. 15 (Definitions — Significant Relationship)~~
~~Minn. Stat. § 609.379 (Reasonable Force)~~
~~Minn. Stat. § 626.556 et seq. (Reporting of Maltreatment of Minors)~~
~~Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)~~
~~20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)~~

~~Cross Reference:~~

~~Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)~~

Policy _____ INDEPENDENT SCHOOL DISTRICT 273
adopted: 10/20/08 _____ Edina, Minnesota
amended: 09/26/11 _____
Revised: 07/15/13 _____
Revised: 8/14/17 _____
Reviewed: 8/13/18 _____
Reviewed: 8/12/19 _____

Appendix I to Policy 414
**Confidential Student Maltreatment
Reporting Form**

Date submitted: _____

MDE File # _____ **(MDE staff use only)**

REPORTER (name of person completing form) Reporter is confidential under Minnesota Statutes, section 626.556. Name: _____

Title: _____ Phone: _____ Mandated Reporter: Yes ☐ No ☐

Address: _____ City: _____ State: _____ Zip: _____

SCHOOL INFORMATION

ISD#: _____ School District: _____ Program Name: _____

School Name: _____ Address: _____ City: _____ Zip: _____

Principal/Director: _____ Phone: _____ (Ext): _____

Transportation Company (if necessary): Contact: _____ Phone: _____

ALLEGED VICTIM (Complete one reporting form for each alleged victim)

Name: _____ Address: _____ City: _____ State: _____ Zip: _____

Parent/Guardian: _____ Phone: _____ Alternate Phone: _____

Gender: Male ☐ Female ☐ DOB: _____ Grade: _____ Ethnicity: _____

Special Education: Yes ☐ No ☐ Disability Description: _____ State Student ID: _____

ALLEGED OFFENDER

Name: _____ Position: _____ DOB: _____ Gender: Male ☐ Female ☐

Address: _____ City: _____ State: _____ Zip: _____

Ethnicity: _____ Phone: _____ Alternate Phone: _____

Licensed: Yes ☐ No ☐ If Licensed, name of licensing board: _____ Folder # _____

INCIDENT

Date: _____ Time: _____ Location (i.e. - bus, classroom): _____

Address (if different than school): _____ County: _____

Witness _____ Contact _____ Information: _____

Police Notified: Yes ☐ No ☐ Police Department: _____

Police Contact: _____ Phone: _____ Case No.: _____

Alleged Maltreatment: Physical Abuse ☐ Sexual Abuse ☐ Neglect ☐ Unknown ☐ **Injury:** Yes ☐ No ☐ Unknown ☐

Description of Incident and Injury: (please attach additional page if needed).

Personnel

~~Mandated Reporting~~ Suspected of Maltreatment of a Minor or Vulnerable Adults

I. Purpose

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

II. General State of Policy

A. ~~The school district complies with state laws requiring a district employee to report suspected child neglect, physical abuse, or sexual abuse.~~

~~B.~~ The ~~school~~ district ~~fully~~ complies with state laws Minn. Stat. § 626.557 requiring a district employee to report suspected maltreatment of vulnerable adults.

B. A district employee violates this policy if ~~he or she~~ the employee fails to report suspected maltreatment ~~of vulnerable adults~~ when the employee has reason to believe that a minor or vulnerable adult is being or has been maltreated, ~~or has knowledge that a vulnerable adult has sustained a physical injury that is not reasonably explained.~~

III. Definitions

A. "Mandated reporter" means a district employee who has reason to believe that a minor or vulnerable adult is being or has been maltreated within the past three years.

B. "Maltreatment of a vulnerable adult" means the neglect, abuse, or financial exploitation of a vulnerable adult.

~~C. "Neglect" means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult's physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct. Neglect also includes the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult's health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 17.~~

~~D. "Abuse" means: (a) An act against a vulnerable adult that constitutes a violation~~

~~of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes an action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction. (b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of an aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825. (c) Sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility. (d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minn. Stat § 626.5572, Subd. 2.~~

~~E. "Financial exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.~~

~~FC.~~

~~"Vulnerable aAdult" includes but is not limited to means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minn. Stat. Ch. 245A, except as excluded under Minn. Stat. § 626.5572, Subd. 21(a)(2); (3) receives services from a licensed home care provider or person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or type of service received possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the~~

individual's ability to adequately provide the person's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.

~~G. "Caregiver" means a person or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.~~

~~DH.~~

"District employee" means a professional employee or ~~his or her~~ the employee's delegate engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.

~~E.~~ "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

~~F. "Child" or "minor" means a person under age 18.~~

~~G. "Maltreatment of a minor" includes but is not limited to neglect, physical abuse, or sexual abuse of a minor.~~

IV. Reporting Procedures for Maltreatment of a Minor

~~A. A mandated reporter will immediately report the neglect, physical abuse or sexual abuse, which the employee knows or has reason to believe is happening or has happened within the preceding three years to the local county welfare agency, police department, county sheriff, or agency responsible for assisting or investigating maltreatment.~~

~~a. Local county welfare agency – allegations of maltreatment in home, child foster care, family child care~~

~~b. Department of Education – allegations of maltreatment in school~~

~~c. Department of Human Services – allegations of maltreatment in licensed child care facilities~~

~~d. Law Enforcement – allegations of violation of criminal statutes~~

~~B. If the immediate report has been made orally, by telephone or otherwise, the oral report must be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate entity responsible for assisting or investigating maltreatment. The written report must identify the child, a person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect, and the name and address of the reporter.~~

~~C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school will inform the parent, legal guardian, or custodian of the child that an incident has occurred and may constitute maltreatment of the child, when the incident occurred, and the nature of the~~

conduct that may constitute maltreatment.

D. A person mandated to report suspected maltreatment of a minor who negligently or intentionally fails to report may be liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline, including possible termination of employment.

E. The district will not retaliate against a person who makes a good faith maltreatment of a vulnerable minor report under Minnesota law or this policy

V. Reporting Procedures for Maltreatment of a Vulnerable Adult

A. A mandated reporter ~~as defined herein~~ must immediately report suspected maltreatment of a vulnerable adult to the common entry point responsible for receiving reports, which is the Minnesota Adult Abuse Reporting Center (MAARC) at 1-844-880-1574 (this is a toll free number available for the public).

~~B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that a person made an error in the provision of therapeutic conduct to a vulnerable adult that results in injury or harm, which reasonably requires the care of a physician, such information must be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.~~

~~C. The reporter will to the extent possible identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose not public data as defined under Minn. Stat. § 13.02 to the extent necessary to comply with the above reporting requirements.~~

BD.

A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report may be liable for damages caused by the failure. ~~- A negligent or intentional failure to report may result in discipline, including possible termination of employment. - A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.~~

CE.

The district will not Retaliation-retaliate against a person who makes a good faith maltreatment of a vulnerable adult report under Minnesota law or, this policy ~~or~~ against a vulnerable adult who is named in a report is prohibited.

~~F. A person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy will be liable in a civil suit for actual damages suffered~~

~~by the person or persons so reported and for punitive damages set by the court or jury. The intentional making of a false report may result in discipline.~~

VI. Investigation

The responsibility for investigating reports of suspected maltreatment ~~of a vulnerable adult~~ rests with the entity designated by the ~~county~~ state for receiving reports.

VII. Dissemination of Policy and Training

~~A. This policy is included in district employee handbooks where appropriate.~~

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

~~C. This policy is reviewed annually for compliance with state law.~~

Legal References:

Minn. Stat. § 13.02 (Collection, Security, and Dissemination of Records; Definitions)

Minn. Stat. § 121A.58 (Corporal Punishment)

Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)

Minn. Stat. § 260E.01 et. seq. (Maltreatment of Minors Act)

~~Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)~~

~~Minn. Stat. §§ 609.221-609.224 (Assault)~~

~~Minn. Stat. § 609.234 (Crimes Against the Person)~~

~~Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)~~

~~Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)~~

~~Minn. Stat. § 609.341 (Definitions)~~

~~Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)~~

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

Minn. Stat. § 626.5572 (Definitions)

~~In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)~~

Cross References:

Policy 103 (Complaints – Students, Employees, Parents, Other Persons)

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

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

Policy 406 (Public and Private Personnel Data)

~~Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)~~

amended:	9/26/11
Revised:	7/15/13
Revised:	7/18/16
Revised:	8/14/17
Reviewed:	8/13/18
Reviewed:	8/12/19

Personnel

Student Teacher and Teacher Intern Supervision

~~I. Purpose~~

~~This policy defines and supports the student teacher and teacher intern programs in Edina Public Schools.~~

~~II. General Statement of Policy~~

~~The school district is committed to advancing the future of educators by participating in student teaching and teacher internship programs with cooperating colleges, universities and technical schools. The district's teachers are encouraged to serve in a supervisory role for future educators. District teachers will remain accountable for the learning, assessment and grading that occurs in the classroom when a student teacher or teacher intern is present.~~

~~III. Definitions~~

~~"Student teacher" is defined as a teacher trainee, an observer or an intern. Student teachers are those who have completed at least two years of an approved teacher preparation program. The director of teaching and learning, principal, and teachers involved will determine the number of trainees to be placed in the schools at any one time.~~

~~IV. Cooperative Agreements~~

- ~~A. Colleges, universities and technical schools are required to regularly renew their district cooperative agreement (Appendix II) for student teaching and teacher internship supervision with Edina Public Schools. The director of teaching and learning will bring such agreements to the school board for action.~~
- ~~B. The director of teaching and learning will ensure the agreement requirements are met and give district approval for the mutual agreements with the college, university or technical school.~~
- ~~C. For the school district to participate in a cooperative agreement, the postsecondary institution's teacher preparation program must meet the standards established by the State of Minnesota. Exceptions to this requirement maybe considered based on the recommendation of the Minnesota Department of Education.~~
- ~~D. Requests from postsecondary institutions are processed through the department of teaching and learning. The district will follow all terms of the cooperative's agreement that do not conflict with district policies.~~

~~V. Other Teacher Preparation Experiences in the Schools~~

~~A. Approval of Other Experiences~~

~~The building administrator may approve other classroom experiences with postsecondary institutions' teacher education programs for other teacher preparation opportunities in the classroom. These experiences may include, but are not limited to:~~

- ~~• Classroom observation;~~
- ~~• Instructional support;~~
- ~~• Field experiences; or~~
- ~~• Supervision support~~

~~B. Teacher Supervision~~

~~The district supervising teacher who is participating in other classroom experiences is responsible at all times for the supervision of the classroom and has the responsibility to advise and guide the student from the postsecondary institution. The student from the postsecondary institution should not be left alone to supervise students. The district teacher is responsible for all learning, assessment and grading that occurs in the classroom.~~

~~Legal Reference:~~

~~Minn. Stat. § 122A.40 (Practice or Student Teachers)~~

~~Minn. Stat. § 122A.69 (Practice or Student Teachers)~~

Policy _____ INDEPENDENT SCHOOL DISTRICT 273
adopted: _____ 3/16/09 _____ Edina, Minnesota
revised: _____ 11/18/13
revised: _____ 11/14/16
revised: _____ 3/20/17

Appendix I to Policy 430
Student Teacher and Teacher Intern Supervision Procedures

~~I. Roles & Responsibilities~~

- ~~A. Building administrator approval is required for all placements. Teachers may supervise student teachers or teacher interns only once each year.~~
 - ~~B. Teachers are responsible at all times for supervision of the classroom and have responsibility to advise and guide student teachers and teacher interns in their work. The teachers are also responsible for learning, assessment and grading that occurs in the classroom.~~
 - ~~C. The sponsoring postsecondary institution must have a supervisor who will remain in regular contact with the student teacher or teacher intern and supervising teacher throughout the student teaching or teacher intern experience.~~
 - ~~D. Criminal background checks must be completed on all student teachers at the expense of the student teacher/intern or the postsecondary institution. The criminal background check must be completed no more than six months prior to the student teaching or internship assignment. All student teaching and intern candidates must submit their background information at least two weeks prior to their teaching experience in the school setting.~~
- ~~—In addition, a pre-experience visit with the supervising teacher is strongly encouraged. These expectations must appear in each cooperative agreement.~~

~~II. Teacher Stipend~~

- ~~A. Teachers may accept a stipend directly from a postsecondary institution for the extra effort in supervising student teachers, as set forth in the cooperative agreement.~~
- ~~B. This stipend and any requirements to receive the stipend are set by each institution and teachers must be able to document the additional time beyond the regular workday for receiving this stipend.~~

~~III. Placement~~

- ~~A. Student teacher and teacher intern placement will be done by the postsecondary institution, the department of teaching and learning and the building administrator/designee, following agreement by the supervising teacher.~~
- ~~B. Placement requests are not to be completed by the supervising teacher. A practice or student teacher must be placed with a cooperating licensed teacher~~

~~who has at least three years of teaching experience and is not in the improvement process under section 122A.40, subdivision 8.~~

~~C. Placement Procedure~~

~~Except in a team teaching situation, the following conditions control the placement of student teachers during the course of the year:~~

- ~~1. No class should have more than one student teacher during the course of a semester.~~
- ~~2. Probationary teachers will not be assigned student teachers.~~

~~D. Length of Placement~~

~~Student teachers or teacher interns will be placed with a supervising teacher for a period of time to be determined by the cooperating agreement.~~

Appendix II to Policy 430

MUTUAL AGREEMENT FOR STUDENT TEACHING

BETWEEN

**COLLEGE/UNIVERSITY
EDUCATION DEPARTMENT
CITY, STATE**

AND

**EDINA PUBLIC SCHOOLS
20XX-20XX**

This agreement is entered into between Edina Public Schools, Edina, Minnesota (the "District") and COLLEGE/UNIVERSITY, CITY, STATE (the "College/University"). The purpose of this Agreement is to outline the terms of the training/student teaching experience for the student of the College/University and to identify the responsibilities of the College/University and the District.

The following conditions are made a part of the agreement:

(College/University) agrees to:

1. Place at the District only student teachers who are eligible for such placement under state and College/University rules, and School Board regulations. All student teacher placements will be initiated through and approved by the District through its department of teaching and learning.
2. Inform its faculty and students of the District's policies and regulations that relate to the placement at the District.
3. Pay to the cooperating teacher of the District an amount not to exceed \$250.00 for each student teacher placed.
4. Provide regular student teaching supervision by a qualified designee(s) of the College/University.
5. Cooperate with the District in the development and implementation of the District's Student Teaching Program.
6. Ensure that all student teachers placed at the District complete a criminal background check, at the expense of the student teacher, prior to the student teacher beginning at the District, a copy of which must be given to the District for its records.
7. Inform its faculty and students who will be participating in the learning experience program that they are encouraged to carry their own health insurance.
8. Notify the District in the event a student teacher placed at the District is no longer enrolled in the College/University's program.

~~The District agrees that:~~

- ~~1. It will supply to the student teacher so placed by College/University an opportunity to work in a teaching-learning situation under the supervision of a practicing teacher who holds a continuing license and has at least three years total teaching experience.~~
- ~~2. It will cooperate with College/University in the development and implementation of the District's Student Teaching Program.~~
- ~~3. It will provide appropriate supervision of the student teacher while at the District pursuant to rules promulgated by its board. Such rules may not conflict with any minimum requirements established by the State or College/University with regard to the Student Teaching Program.~~
- ~~4. It will immediately notify College/University if there is a change in the licensure status of any cooperating teacher providing supervision to any student teacher assigned hereunder.~~
- ~~5. It will not replace any of its employees nor fill any vacancies normally filled by an employee with a student teacher assigned under this agreement. Therefore, a student teacher will not act as a substitute teacher.~~
- ~~6. It will provide the College/University with copies of all policies and regulations applicable to student teachers.~~
- ~~7. It will provide emergency medical care to the student teacher or College/University faculty member, at the District (if available) in case of injury or illness, or obtain other appropriate treatment as they choose. Any hospital or medical costs arising from such injury or illness will be the sole responsibility of the College/University faculty member or student teacher who received the treatment and not the District.~~
- ~~8. It will reserve the right to deny a student teaching opportunity to an applicant and to terminate a student teaching assignment at any time, due to a lack of funding or for any other reason.~~
- ~~9. It recognizes that it is the policy of both the District and the College/University to prohibit discrimination and ensure equal opportunities in its educational programs, activities, and all aspects of employment for all individuals regardless of race, color, creed, religion, gender, national origin, sexual orientation, veteran's status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by federal, state, or local laws and regulations. The District agrees to adhere to this policy in implementing this agreement.~~

~~Liability:~~

~~Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and will not be responsible for the acts of the other party and the results thereof. The College/University's liability will be governed by the Minnesota Tort Claims Act, Minnesota Statutes 3.736, and by this Agreement or any other laws applicable to the College/University.~~

Term of Agreement:

~~This agreement will commence on July 1, 20XX and end on June 30, 20XX. This Agreement may be terminated by either party at any time upon 60 days' written notice to the other party. Termination by the District will not automatically become effective with respect to students then participating in the learning experience program, and said students may be allowed to continue at the sole option of the District.~~

General Provisions:

- ~~1. Neither the District nor the College/University will assign or transfer any rights or obligations under this agreement without the prior written consent of the other party.~~
- ~~2. Any amendments to this agreement will be in writing and signed by authorized representatives from each party.~~
- ~~3. The parties agree that in fulfilling the duties of this agreement, they are responsible for complying with the Americans with Disabilities Act, 42 U.S.C. Chapter 12101, et seq., and any regulations promulgated by the Act.~~
- ~~4. The State of Minnesota has laws (the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 (the "MGDPA")) that classify the College/University's written and electronic information as public, private, or confidential. Except as otherwise provided in law or College/University policy, data on students is private and may not be shared with any other party. If the District receives a request from a third party for any data provided to the District by the College/University, the District agrees to immediately notify the College/University. The parties additionally acknowledge that the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and 34 C.F.R. § 99, apply to the use and disclosure of education records that are created or maintained under this agreement.~~
- ~~5. Student teachers assigned to the learning experience program at the District under this agreement will be required to sign a Student Teaching Program Agreement before the student teacher begins the Student Teaching Program at the District.~~

Approved:

Signed For (Insert College/University)

Date: _____
Name: _____
Title: _____

Signed For Edina Public Schools

Date: _____
Name: _____
Title: _____

Personnel

Substitute Teachers

~~I. Purpose~~

~~This policy ensures that appropriate instruction occurs with students when an assigned teacher is absent from his or her instructional duties.~~

~~II. General Statement of Policy~~

~~The school district uses the services of substitute teachers in its schools. While performing their duties as substitute teachers, substitute teachers are considered employees of the district, and assist in ensuring that the instructional program continues for all students.~~

~~III. Definitions~~

~~A. "Casual Substitute" - A casual substitute is a substitute teacher employed by the school district for less than 30 consecutive days for any individual teacher.~~

~~B. "Long-Term Substitute" - A long-term substitute is a substitute teacher employed by the district for 30 or more consecutive days for any individual teacher.~~

~~IV. Procedures~~

~~A. Substitute teachers must apply with the human resources department to become a substitute teacher, and complete a criminal background check successfully, prior to being eligible as a substitute teacher.~~

~~B. The school district will contact substitute teachers when services are required. This contact will give the specifics of the assignment.~~

~~C. The teacher requesting the substitute teacher will have the necessary lessons prepared in the event of his/her absence.~~

~~D. The building administrator or designee will coordinate the use of substitute teachers.~~

~~E. Substitute teachers are paid on a regular basis as per business office procedures.~~

~~F. All substitute teachers employed must be licensed to instruct in the district.~~

~~G. The district provides orientation for substitute teachers.~~

~~H. Retired teachers may be employed as substitutes without jeopardizing their retirement salary, to the extent permitted by law.~~

~~V. Payment~~

~~A. Casual substitutes will be paid at a daily rate set by the school board. Casual substitutes are not eligible for insurance plans, fringe benefits or other provisions in the Master Agreement between the school district and Education Minnesota/Edina ("Master Agreement"), unless otherwise mandated by state or federal law.~~

~~B. Long-term substitutes are placed on the first step of the BA training level, and compensated on a pro-rata basis of the first step of the BA training level divided by 184 days times the number of days worked as a long-term substitute. Eligibility for long-term substitute status will begin after a substitute teacher has subbed for 30 consecutive student-contact days in the same position. Prior to meeting the 30-day requirement, a long-term substitute will be paid the established daily substitute rate. When the 30-day requirement has been met, the difference in payment will be made to the long-term substitute retroactive to the first day of the long-term assignment and the long-term substitute will continue at the BA rate through the duration of the assignment.~~

~~— Long-term substitutes are not eligible for insurance plans, benefits or leave of absence provisions with the exception of leave or other benefits specified for long-term substitute teachers in the Master Agreement.~~

~~Legal Reference:~~

~~Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)~~

Policy _____ INDEPENDENT SCHOOL DISTRICT 273
adopted: _____ 3/16/09 _____ Edina, Minnesota
revised: _____ 11/18/13 _____
revised: _____ 9/26/16 _____

Personnel

Employee Evaluation and Improvement

I. Purpose

This policy provides guidelines regarding evaluation and improvement of school district employees' performance.

II. General Statement of Policy

The school district's primary function is to achieve its mission. Qualified, professional employees who are constantly learning are needed to achieve the district's mission. Effective ongoing evaluation programs and goal setting programs are intended to maximize employees' ability to assist in the achievement of the district's mission.

III. Definitions

- A. "Evaluation" ~~is an~~^{is a} appraisal of an employee's performance completed by the employee's supervisor(s). An evaluation includes but is not limited to ~~The appraisal may include~~ observations, information, and data collected both formally and informally.
- B. "Goal ~~s~~Setting" ~~is a~~^{is a} collaborative discussion between the supervisor(s) and employee to identify opportunities for the employee's continued performance growth ~~of an employee~~.
- C. "Employee ~~g~~Growth ~~p~~Plan" ~~is a~~^{is a} document containing goals and activities meant to improve an employee's support of the district mission ~~performance~~.

IV. Evaluation and Growth of Employees

An employee's supervisor is responsible for ensuring that employees receive evaluations and goal setting opportunities. The district may use an employee growth plan to improve employee performance ~~or deficiencies~~.

V. Related Programs

Programs- Employee evaluation and improvement with specified durations that relate directly to the supervision, evaluation and performance of the improvement process will be approved by the superintendent or district administration ~~the school board~~. ~~The school board must approve any~~ is includes performance pay programs prior to the program's inception.

Legal References:

Minn. Stat. § 122A.40 (Employment; Contracts; Termination)

Minn. Stat. § 123A.19 (Teaching Positions)

Policy

adopted: 6/22/09

revised: 5/19/14

revised: 9/26/16

INDEPENDENT SCHOOL DISTRICT 273

Edina, Minnesota



Board Meeting Date: 2/8/2021

TITLE: Board Letters to the Community

TYPE: Action

PRESENTER(S): Chair Allenburg

BACKGROUND: The Board discussed these proposed letters at their work session immediately prior to this meeting. One letter provides more detail than the other.

RECOMMENDATION: School Board to determine recommendation

PRIMARY ISSUE(S) TO CONSIDER: Whether to sign off on these letters, either as is or with suggested modifications.

ATTACHMENTS:

1. Two Board letters to the Community

February 9, 2021

Dear Edina Public Schools Community,

This Monday, February 8th, our Superintendent, Dr. John Schultz, officially informed the School Board of his intent to retire from Edina Public Schools at the end of the 2020-2021 school year.

Since 2017, Dr. Schultz has spent his time in the Edina Public School district managing many complex issues, working with the board to create a new strategic plan and vision, keeping our budget balanced for long term fiscal solvency, and pursuing new initiatives such as a study of and focus on academic interventions in our district. We would be remiss not to acknowledge the unique challenges this year has presented Dr. Schultz as an administrator, and we appreciate the long hours he has worked, his leadership, management, and dedication to his fellow staff members and our students during this pandemic.

We understand one of our most important responsibilities is hiring our superintendent, and we are committed to a fully transparent process to find a candidate who has the qualities and experience both the board and community expect in a leader. Additionally, both Dr. Schultz and the board are as committed as ever to managing our district through this pandemic, with our continued focus on the academic progress of our students and overall safety and wellness of our students and staff.

We also want to acknowledge that navigating school in this pandemic is not just hard, but changes in our school model can be devastating to some families and students, some of whom are already dealing with hardships. As your elected school board representatives, we want to ensure there is crystal clear communication of the following:

- First and most importantly, for all the students that go to Edina Public Schools, **we see you**. We want to acknowledge that nothing about this situation is fair. All of you deserve to be having a “normal” year, going to school, and engaging in activities that bring you joy, no matter what your age, grade or interests. We are constantly in awe of your resilience and creativity and will continue to work with your best interest as our priority.
- To our community, parents and caregivers, we want to assure you that as board members, as well as parents of EPS students, we want to see our own kids back in their classrooms safely and this sentiment extends to all our students. We also recognize the definition of safety is a very personal, sacred one to families when talking about your children and we understand your own definition of safety ranges from complete online school to complete in-person school, to something in between.
- To all our educators, we see how hard you are working providing multiple learning models and at times shifting from one model to another. As a board, we are committed to providing a safe teaching and manageable working environment for you. For our educators in our EVA, we know it can be hard to be isolated and teaching alone. We want to recognize that and support you in your work.
- To our administrators and site leaders, we have the utmost confidence in each of you to manage your respective roles in our district. We have seen you work with collaboration, flexibility, and grace and provide creative learning models for our students in some of the most challenging

circumstances. We are confident you are providing safe in-person learning environments for our students, educators and other staff. The importance of this cannot be overstated.

- To the rest of the EPS staff: our community education services, our bus drivers, nurses, custodians, clerical staff, paraprofessionals, food service, technical staff and more: you are the glue that keeps our district functioning. You, many times, face the biggest challenges from ensuring outstanding child care was provided for essential workers to packing and delivering food to our families in need. You are the unsung heroes of our school district.

We are encouraged by the recent rollout of vaccines and the development of emerging nationwide data to help in our decision-making process. We believe that following current guidance from the United States' Centers for Disease Control and the Minnesota Department of Health is integral for safe and sustained in-person learning for our students. Our district's measured and intentional approach along with understanding system-wide decisions and their implications, are critical to learning model safety and sustainability. We continue to be strong advocates to leaders in our state on Covid-19 related issues and are committed to our ad-hoc committee working to problem-solve additional safety interventions that can support sustainable in-person learning. The longer we can sustain an in-person learning model and the fewer shifts our students have to make, the better off they are academically and mentally.

The latest CDC studies and recommendations say schools should keep students socially distanced and in cohorts. Currently, based on analyzing the spread of Covid-19 within the state of Minnesota, the Minnesota Department of Health further refines this guidance to allow for less than 6 feet social distancing at elementary school, but maintains a 6 foot requirement at our secondary schools. At full capacity, manageable cohorts and 6 foot social distancing between students is not possible in our secondary schools. All leading health organizations stress proper masking, social distancing, and the importance of having the ability to quickly and effectively contact trace and quarantine students, teachers and staff who have been exposed to Covid-19. We believe all of these steps are vital to the success of maintaining our hybrid learning model. As a board, we must also weigh the operational and safety issues beyond the classroom (bussing, lunch, etc.), as well as the financial impact to our district, as we have to ensure we are setting our district up for long term success.

Our ultimate goal is to welcome all students back safely into our classrooms. How quickly we are able to do this is not just an Edina Public School's decision, an administration decision or a school board decision. It is a community decision. It involves having patience and trust in the process and each other, as well as keeping Covid-19 rates low around us by minimizing the spread of the virus. We truly believe there is hope right now and that good things are happening on many levels. Let's work together as an Edina community to fulfil our district vision:

For each and every student to discover their possibilities and thrive.

Sincerely,

The Edina School Board

1. <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>
2. <https://www.health.state.mn.us/diseases/coronavirus/schools/k12planaguide.pdf>

February 9, 2021

Dear Edina Public Schools Community,

This Monday, February 8th, our Superintendent, Dr. John Schultz, officially informed the Board of Education of his intent to retire at the end of the 2020-2021 school year.

Since 2017, Dr. Schultz has spent his time in Edina Public Schools managing complex issues, partnering with the board to create a new strategic plan and vision, and pursuing new initiatives. We would be remiss not to acknowledge the challenges this year has presented Dr. Schultz as an administrator and we appreciate his dedication, leadership, and management during this pandemic.

We want to assure you that we are committed to a fully transparent process to find a candidate that has the qualities and experience both the board and community expect in a leader. Both Dr. Schultz and our board are as committed as ever to managing our district through this pandemic.

We are encouraged by the recent rollout of vaccines and development of emerging nationwide data to help in our decision-making. All leading health organizations stress masking, social distancing, and the importance of having the ability to effectively contact trace and quarantine. We believe all of these steps are vital to the success of maintaining our learning models. The longer we can sustain an in-person learning model and the fewer shifts our students must make, the better off they are academically and mentally.

Our ultimate goal is to welcome all students back safely into our classrooms. How quickly we are able to do this is not just an Edina Public School's decision, an administration decision or a school board decision. It is a community decision. It involves having patience and trust in the process and each other, as well as keeping Covid-19 rates low around us. We believe there is hope right now and that good things are happening on so many levels. Let's work together as a community to fulfill our district vision:

For each and every student to discover their possibilities and thrive.

Sincerely,

The Edina School Board

This is a summarized version of a full letter written to the Edina Community. To see the full letter please go to edinaschools.org/SchoolBoard.



Board Meeting Date: 2/8/2021

TITLE: Enrollment Mobility - January

TYPE: Information

PRESENTER(S): Greg Guswiler, Coordinator Student Information Systems

ATTACHMENT:

1. Mobility Report (next page)

Report Section Descriptions and Assumptions:

- **School Level Enrollment Information**
 - This section is broken up by School / Grade
 - This section counts a student as 1 even if they spent only one day enrolled during the reporting period. When this section is built, the first and last days of the month are used as the reporting period.
- **Enrollment Comparisons**
 - This section compares the enrollment totals of the current reporting period to the month prior and the same period a year prior.
- **Mobility**
 - This section of the report lists the total number of students by grade who have withdrawn and enrolled during the reporting period.
 - This section of the report uses the same reporting period as the other sections of the report.
 - This section of the report is only accurate the day the section is built as notifications of students withdrawing is ongoing throughout the next month.
- **Leaving Student Breakdown**
 - This section of the report displays the reason students withdrew during the reporting period.
 - This section of the report is broken out by the Minnesota Department of Education's approved End Status Codes. These codes are:
 - 03: Transferred to an approved nonpublic school
 - 04: Student moved outside of the district, transferred to another MN District
 - 05: Student moved to another state and enrolled in school, student moved out of the country
 - 20: Student transferred to another district/state but did not move
 - This section of the report is only accurate the day the section is built as notifications of students withdrawing is ongoing throughout the next month

Edina Public Schools Enrollment Summary



Enrollment as of the end of January, 2021

Elementary Schools		KG	1	2	3	4	5	TOTAL
Concord		112	110	118	119	125	121	705
Cornelia		84	95	89	88	94	94	544
Countryside		94	95	89	95	106	92	571
Creek Valley		93	88	98	94	99	103	575
Highlands		85	87	89	85	96	85	527
Normandale		123	106	106	105	102	102	644
Totals		591	581	589	586	622	597	3566
Secondary Schools	6	7	8	9	10	11	12	TOTAL
South View	323	332	302	0	0	0	0	957
Valley View	327	350	330	0	0	0	0	1007
Edina High School	0	0	0	668	689	656	656	2669
Options at EHS	0	0	0	0	0	0	0	0
Totals	650	682	632	668	689	656	656	4633

Enrollment Comparisons

	February 2020	January 2021	February 2021
K-5	3655	3580	3566
6-8	1970	1970	1964
9-12	2693	2677	2669
Totals K-12	8318	8227	8199
PS	302	144	149
ECSE	180	134	140

January Mobility

	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Withdrawn Students	0	5	2	4	3	3	4	2	2	1	2	2	1	31
Enrolled Students	2	1	3	0	2	2	1	2	3	3	0	0	1	20
	2	-4	1	-4	-1	-1	-3	0	1	2	-2	-2	0	

Leaver Breakdown

Reason for Withdrawal	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
03: Transferred to a Non-Public School	0	0	0	2	2	0	2	1	1	0	0	1	0	9
04: Moved Outside of the District	0	3	1	1	1	1	0	1	0	0	0	0	0	8
05: Moved Outside of the State	0	2	1	0	0	2	1	0	0	0	1	0	0	7
20: Transferred to Another MN District, did not move	0	0	0	1	0	0	1	0	1	1	1	1	1	7
Total	0	5	2	4	3	3	4	2	2	1	2	2	1	



Board Meeting Date: 2/8/2021

TITLE: February 2021 District Enrollment Report

TYPE: Information

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

ATTACHMENTS:

1. Enrollment Report

Student Enrollment Count by Month																	
District Name				(Data Entry is in Yellow Cells Only)													
Edina						#	273					2020-21 School Year					
Number of Days in Period				19.4444	19.444	19.44444	19.44444	19.44444	19.44444	19.44444	19.4444	19.444	175	175			
Days Remaining in School Year				175	155.5556	136.1111	116.6667	97.22222	77.77778	58.33333	38.8889	19.4444					
% of School Yr. @ Beginning of Mo.				100.00%	88.89%	77.78%	66.67%	55.56%	44.44%	33.33%	22.22%	11.11%					
Cumulative Days in School Year				19.4444	38.889	58.33333	77.77778	97.22222	116.667	136.111	155.556	175					
Percent of School Yr. Completed				11.11%	22.22%	33.33%	44.44%	55.56%	66.67%	77.78%	88.89%	100.00%					
Grade Level		EOY ADM Original Budget	EOY ADM Revised Budget	Fall Seat Count Budget	October	November	December	January	February	March	April	May	June	EOY ADM	Diff. vs. Revised	% Actual to Revised	
ECSE		-	-	0	-	0	0	0	0	0	0	0	0	0	0.00	#DIV/0!	
HK		-												0			
K		585.00	-	585	591	593	593	592	591	0	0	0	0	0	0.00	#DIV/0!	
1		610.43	-	611	591	589	587	586	581	0	0	0	0	0	0.00	#DIV/0!	
2		605.41	-	605	587	591	589	590	589	0	0	0	0	0	0.00	#DIV/0!	
3		624.53	-	625	590	590	589	588	586	0	0	0	0	0	0.00	#DIV/0!	
4		649.18	-	649	618	622	624	626	622	0	0	0	0	0	0.00	#DIV/0!	
5		628.09	-	628	603	604	602	598	597	0	0	0	0	0	0.00	#DIV/0!	
6		677.37	-	688	667	663	660	657	650	0	0	0	0	0	0.00	#DIV/0!	
7		669.27	-	660	682	683	681	681	682	0	0	0	0	0	0.00	#DIV/0!	
8		647.06	-	656	631	630	631	632	632	0	0	0	0	0	0.00	#DIV/0!	
9		660.28	-	680	666	663	666	666	668	0	0	0	0	0	0.00	#DIV/0!	
10		697.95	-	693	692	692	692	691	689	0	0	0	0	0	0.00	#DIV/0!	
11		652.71	-	648	666	662	662	662	656	0	0	0	0	0	0.00	#DIV/0!	
12		680.71	-	661	654	658	657	658	656	0	0	0	0	0	0.00	#DIV/0!	
TUITION		-	-		-	-	-	-	-	-	-	-	-	0	0.00	#DIV/0!	
Enrollment EC-12 including ALC		8,387.99	0.00	8,389	8,238	8,240	8,233	8,227	8,199	0	0.00	0	0	0.00	0.00	#DIV/0!	
Weighted ADM - WADM in Current Year		9,189.59	0.00	9,188.60	9,036.20	9,037.60	9,030.80	9,025.00	8,995.60	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Estimated APU		9,189.59	0.00	9,188.60	9,036.20	9,037.60	9,030.80	9,025.00	8,995.60	0.00	0.00	0.00	0.00	0.00			
Estimated EOY APU's		9,189.59	0.00	9,188.60	9,036.20	9,037.44	9,032.28	9,027.43	9,009.74	5,005.41	3,336.94	2,595.40	2,307.02	2,307.02			

Edina Public Schools
General Fund Monthly Report by Object Code Series
(excludes Operating Capital, and LTFM expenses)

For Period Ending: January 31, 2021 % into Fiscal Year: 58%

OBJECT Series	OBJECT SERIES DESCRIPTION	2018-19 Revised Budget	2018-19 FYTD Activity	2018-19 FYTD %	2019-20 Revised Budget	2019-20 FYTD Activity	2019-20 FYTD %	2020-21 Original Budget	2020-21 FYTD Activity	2020-21 FYTD %
100	SALARIES AND WAGES	70,904,446	32,222,032	45%	72,375,074	32,601,452	45%	72,368,635	32,647,005	45%
200	EMPLOYEE BENEFITS	23,477,084	10,590,482	45%	23,990,016	10,689,793	45%	24,964,218	12,557,257	50%
	Subtotal Salaries and Benefits	94,381,530	42,812,513	45.36%	96,365,089	43,291,245	44.92%	97,332,852	45,204,262	46.44%
300	PURCHASED SERVICES	6,680,293	4,124,748	62%	8,316,139	4,021,166	48%	9,448,564	3,227,524	34%
400	SUPPLIES & MATERIALS	3,870,158	1,772,571	46%	3,877,644	1,791,562	46%	3,691,163	1,462,138	40%
500	EQUIPMENT	128,600	304,101	236%	85,300	5,690	7%	80,500	23,067	29% *
800	OTHER EXPENSES	444,660	66,494	15%	474,763	108,319	23%	589,419	125,324	21%
900	OTHER FINANCING USES	0	0		0	0	0	0	0	
	Subtotal All Other Costs	11,123,711	6,267,914	56%	12,753,846	5,926,737	46%	13,809,646	4,838,052	35%
	Less Other Financing Uses/Equipment	128,600	304,101		85,300	5,690		80,500	23,067	
	Revised Subtotal All Other	10,995,111	5,963,813	54%	12,668,546	5,921,047	47%	13,729,146	4,814,986	35%
	Grand Total General Fund	105,505,241	49,080,427	47%	109,118,935	49,217,982	45%	111,142,499	50,042,314	45%
	Less Other Financing Uses/Equipment	128,600	304,101	236%	85,300	5,690	7%	80,500	23,067	29%
	Revised Grand Total	105,376,641	48,776,327	46.29%	109,033,635	49,212,292	45.13%	111,061,999	50,019,248	45.04%

* Federal Stimulus dollars of \$2,348,035 are taken out from All Object Series to generate a similar year to year comparison.

Notes: This report shows General Fund expenses excluding Operating Capital and Long-Term Facilities Maintenance expenses. Those expenses are excluded due to their volatile nature and restricted funding purposes. Excluding these expenses gives a truer picture of where General Fund expenses are at the end of a given month in relation to the fiscal year-end. The District should always have a gap in the amount it is into the fiscal year versus the current month fiscal to-date expenses. For example, when the report is for the end of Jan 31 ,2021 the District is 58% into the fiscal year. District expenses should be less than the amount the District is into the fiscal year, by anywhere from 8-13%, due primarily to teaching staff not being paid their first paycheck until 9/15. Also, the majority of teaching staff spread their paychecks out over 24 pay periods, resulting in a large expense in June when we "pay off" or expense all of the remaining paychecks at the end of the fiscal year. Expenses at the same point in time for the previous two fiscal year's are also provided for comparison purposes.

24 Pay Contracts	574
19 Pay Contracts	48



Board Meeting Date: 2/8/2021

TITLE: Policy 308 Appendix Modifications

TYPE: Information

BACKGROUND: Appendix I (Face Coverings) to Policy 308 - Pandemic Response, is updated to reflect new guidance from gubernatorial executive orders and state administration.

ATTACHMENT:

1. Policy 308 - Pandemic Response

Administration

COVID-19 Pandemic Response (Emergency Policy in Effect for One Year)

I. Purpose

This policy addresses the School District's process for protecting the health and safety of its students, staff, and community while in District facilities and programs during the current COVID-19 pandemic.

II. General Statement

The widespread outbreak of this pandemic may necessitate that the District quickly modify District operations, including but not limited to:

- Student and staff attendance at school/work and program participation;
- Learning framework;
- Facilities management;
- Health and hygiene protocols;
- Community access; and
- Any and all other aspects of the District's functioning.

III. Responsibility

The School Board hereby directs the Superintendent or their designee to develop and implement procedural requirements, plans, and/or standard protocols for student and staff participation and the overall management and functioning of the District during this pandemic. Prior to putting any such requirement, plan, or protocol in place, the Superintendent or their designee must notify the members of the School Board. The Superintendent or their designee must provide at least timely updates to the School Board regarding any such requirement, plan, or protocol, unless the School Board otherwise directs the Superintendent to provide fewer updates. If applicable, the School Board directs the Superintendent or their designee to incorporate and follow any Minnesota Department of Health ("MDH") or Centers for Disease Control and Prevention ("CDC") guidelines or plans that may be issued.

These requirements, plans, or protocols may be implemented by the Superintendent or their designee without the review and approval of the School Board, and will become immediately applicable to students, staff, and the community. The School Board recognizes the potential need for flexibility or to revise and adapt the requirements, plans, and protocols as additional information is gathered, and/or guidelines are provided by MDH. As such, the requirements,

plans, or protocols may be revised by the Superintendent or their designee, as needed.

Any such requirements, plans, or protocols shall be attached to this Policy as an Appendix. The School Board may later review and provide input, revisions, and/or direction on the requirements, plans, and protocols. The School Board has the ultimate authority to fully adopt, overturn, or revise any such requirements, plans, or protocols at any meeting. Until any such School Board action occurs, the requirements, plans, or protocols implemented by the Superintendent or their designee shall be fully enforceable.

Cross References:

Policy 810 (Safety and Security of Students, Employees, Visitors, Buildings and Grounds)

Policy 812 (Health and Safety Program)

Policy
adopted: 7/13/20

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota

Appendix I
FACE COVERINGS

I. GENERAL PRINCIPLES

- A. The district complies with [the gubernatorial executive orders Executive Order 20-81, Executive Order 20-82](#), and applicable face covering requirements from the Minnesota Department of Health and the Minnesota Department of Education.
- B. Face coverings are meant to protect people.
- C. Unless an exception described in Section III below applies, each student, employee, or other person present inside a district building or using district transportation vehicles is required to wear a face covering.
- D. A violation of this policy occurs when a student, employee, or other person present in a district building or using district transportation vehicles fails to wear a face covering, unless an enumerated exception applies.

II. DEFINITIONS

- A. A face covering must be worn to cover the nose and mouth completely. The following are included in the definition of face covering:
 - 1. Paper or disposable mask;
 - 2. Cloth face mask;
 - 3. Scarf;
 - 4. Neck gaiter;
 - 5. Bandana;
 - 6. Religious face covering; and
 - 7. Medical-grade masks and respirators.
- B. A face shield is a clear plastic barrier that covers the face and allows visibility of facial expressions and lip movements for speech perception. A face shield should extend below the chin anteriorly, to the ears laterally, and there should be no exposed gap between the forehead and the shield's headpiece. A face shield is not a face covering.
- C. Masks that incorporate a valve designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, or vents are not sufficient face coverings because they allow exhaled droplets to be released into the air.

- D. The definition of face covering is governed by [Executive Order 80-24 gubernatorial orders and administrative guidance](#), as amended.

III. EXCEPTIONS; TEMPORARY REMOVAL OF FACE COVERING

- A. Face coverings should not be placed on (1) anyone under age 2, (2) anyone who has trouble breathing or is unconscious, (3) anyone who is incapacitated or otherwise unable to remove the face covering without assistance, or (4) anyone who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition.
- B. A face shield may be used as an alternative to a face covering in the following limited situations:
1. A student in grades kindergarten through eighth grade may wear a face shield when wearing a face covering is problematic, as determined by the district;
 2. A teacher may wear a face shield when wearing a face covering may impede the educational process;
 3. Employees, students, or visitors who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition may wear a face shield instead of a face covering; and
 4. Employees providing direct support student services may wear a face shield instead of a face covering when a face covering would impede the service being provided.
- C. Employees, students, and other people on district property may temporarily remove their face covering in the following situations:
1. When engaging in classes or activities conducted outdoors;
 2. [During specific activities, as defined by the Minnesota State High School League, as exceptions to face covering requirements; When engaging in indoor physical activity where the level of exertion makes wearing a face covering difficult;](#)
 3. During activities, such as swimming or showering, when [n participating in the activity involves soaking or submerging a face covering in water; the face covering will get wet;](#)
 4. While receiving a service, including nursing, medical, or personal care services, that cannot be performed or is difficult to perform when the individual receiving the service is wearing a face covering;
 5. Pre-kindergarten students ages 5 years and younger;
 6. When the wearer needs to remove the face covering to eat or drink;

7. During indoor practices or performances involving singing, acting, public speaking, or playing musical instruments where a face covering cannot be used while playing the instrument [or participating in the activity](#);
8. When required by district employees for the purposes of identification;
9. Employees working alone in their offices, classrooms, vehicles, or job locations while engaging in no person-to-person interaction;
10. Employees working in communal spaces that have barriers between employees that are above face level; and
11. When a face covering unreasonably impairs communication with a person who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that unreasonably impairs communication.

IV. IMPLEMENTATION

- A. Each district building has a posted notice that states the face covering requirement.
- B. This policy is communicated to students, employees, families, and potential visitors to school district buildings through the district website.
- C. Although the district will provide face coverings to employees and students, employees and students may choose to wear their own face covering as long as it covers the nose and mouth. To the extent practicable, the school district will maintain an extra supply of face coverings for people who forget to bring their face covering.
- D. A person who cannot tolerate a face covering due to a medical condition or disability related condition may be permitted to utilize alternative options such as a face shield or other reasonable accommodation.
 1. The Superintendent or designee has discretion to determine whether an employee, parent, or other person qualifies for a reasonable accommodation and the accommodation to be provided.
 2. For a student with a medical condition or disability, the student's education team (e.g. IEP team, Section 504 team, health plan team) will determine whether the student qualifies for a reasonable accommodation and the accommodation to be provided.
 3. As a condition to granting a reasonable accommodation, the district may require an individual to provide a physician's note and/or other relevant information or with respect to the condition or circumstance. Requests for

reasonable accommodations from the face covering requirement are assessed on a case-by-case basis in accordance with applicable federal and state law.

- E. All face coverings must comport with Policy 504 and any resulting district or building dress code expectations.
- F. The district has a distance learning option available to its enrolled students who may be medically vulnerable or otherwise unwilling to wear a face covering while in the district buildings.

V. ENFORCEMENT; CONSEQUENCES FOR NON-COMPLIANCE

- A. The school district will ask persons who fail to adhere to this policy to leave the district building.
- B. The district may, in its discretion, report violators of this policy to law enforcement.

Legal References:

Emergency Executive Order 20-81

Emergency Executive Order 20-82

[Emergency Executive Order 20-103](#)

[Emergency Executive Order 20-104](#)

Minn. Stat. § 12.45 (Governor's Orders and Rules, Effect)

Minn. Stat. § 12.45 (Violations; Penalties)

Created 8/20/20



Board Meeting Date: 2/8/2021

TITLE: Radon Testing Results

TYPE: Information

BACKGROUND: Edina Public Schools routinely tests its grounds and buildings for the presence of hazardous substances. Minnesota Statutes §123B.571 states that a school district that has tested its buildings for the presence of radon is required to report the results at a school board meeting. Attached are the results of routine radon testing for Highlands Elementary School and Creek Valley Elementary School, which show levels below the action level, during the school hours.

ATTACHMENTS:

1. Report (Radon Results report)

Edina Public Schools School Board:

IEA, Inc. placed one hundred seventy-two (172) Air Chek Pro Chek short-term radon test kits in Creek Valley Elementary and Highlands Elementary for the purpose of evaluating radon levels from January 11-14, 2021. Sampling was conducted in accordance with MDH's *Guidance for Radon Testing in Minnesota Schools* (2018) and ANSI/AARST 'Protocol for Conducting Measurements of Radon and Radon Decay Products in Schools and Large Buildings' (ANSI/AARST MALB 2014).

The MDH and the EPA have established a recommended action level in frequently occupied areas of 4.0 picocuries per liter (pCi/L) for an annual average.

Eighty-nine (89) test kits were placed at Creek Valley Elementary. The results ranged from below the level of detection (<0.3 pCi/L) to 1.7 pCi/L. The results indicated that no radon levels were above the action level of 4 pCi/L. See Table 1 for a summary of the results:

TABLE 1: Creek Valley Elementary RANGE OF RESULTS				
	0.0 – 1.9 pCi/L	2.0 – 2.9 pCi/L	3.0 – 3.9 pCi/L	≥ 4 pCi/L
Number of Tests	89	-	-	-
All below action level				

pCi/L: picocuries per liter

Eighty-three (83) test kits were placed at Highlands Elementary. The results ranged from below the level of detection (<0.3 pCi/L) to 3.1 pCi/L. The results indicated that no radon levels were above the action level of 4 pCi/L. See Table 2 for a summary of the results:

TABLE 2: Highlands Elementary RANGE OF RESULTS				
	0.0 – 1.9 pCi/L	2.0 – 2.9 pCi/L	3.0 – 3.9 pCi/L	≥ 4 pCi/L
Number of Tests	66	14	3	-
All below action level				

Edina Public Schools tests all school buildings every 5 years, as recommended by the Minnesota Department of Health.

January 22, 2021



Mr. John Toop
Edina Public Schools
5701 Normandale Road
Edina, MN 55424



**RE: Creek Valley Elementary and Highlands Elementary
Short-Term Radon Testing Results
IEA Project #202010868**

Dear Mr. Toop:

IEA placed 172 Air Chek Pro Chek short-term radon test kits in the following two (2) district buildings for the purpose of evaluating radon levels:

- Creek Valley Elementary – 89 samples
- Highlands Elementary – 83 samples

The radon samples were placed by the following certified radon measurement professionals:

Robert Watson	RMEA-00385	
Erin Baker	RMEA-00388	

Conditions of air intakes were good, and the ventilation system was operating in good condition at the time of placement and retrieval.

INTRODUCTION

Radon is a colorless, odorless, tasteless, radioactive gas that occurs naturally in soil, rocks, and underground water supplies and in the ambient air. According to the U.S. Environmental Protection Agency (EPA) and other scientific organizations, naturally occurring radon gas has been associated with an increased risk of developing lung cancer. The chances of developing lung cancer from radon exposure are dependent on several factors including individual susceptibility and, perhaps more importantly, the dose and duration of exposure. Radon testing in schools is highly recommended by the Minnesota Department of Health (MDH) and EPA.

INSTITUTE FOR ENVIRONMENTAL ASSESSMENT, INC.
www.ieasafety.com

BROOKLYN PARK
9201 West Broadway, #600
Brooklyn Park, MN 55445
763-315-7900 / FAX 763-315-7920
800-233-9513

MANKATO
610 North Riverfront Drive
Mankato, MN 56001
507-345-8818 / FAX 507-345-5301
800-233-9513

ROCHESTER
210 Woodlake Drive SE
Rochester, MN 55904
507-281-6664 / FAX 507-281-6695
800-233-9513

BRAINERD
601 NW 5th Street, Ste. #4
Brainerd, MN 56401
218-454-0703 / FAX 218-454-0703
800-233-9513

MARSHALL
1420 East College Drive
Marshall, MN 56258
507-476-3599 / FAX 507-537-6985
800-233-9513

VIRGINIA
5525 Emerald Avenue
Mountain Iron, MN 55768
218-410-9521
800-233-9513

IEA placed 172 Air Chek Pro Chek short-term radon test kits in frequently occupied areas in the two (2) district buildings for the purpose of sampling for radon in accordance with the MDH's *Guidance for Radon Testing in Minnesota Schools* (2018) and ANSI/AARST 'Protocol for Conducting Measurements of Radon and Radon Decay Products in Schools and Large Buildings' (ANSI/AARST MALB 2014). A total of 172 radon test kits were placed January 11-14, 2021, for a total short-term sampling period of three (3) days. The radon test kits were analyzed by AirChek, Inc., MDH license #RL-00003, located at 1936 Butler Bridge Road, Mills River, North Carolina, 28759. The sampling and analysis methodologies are provided in Appendix A. IEA followed ANSI/AARST MALB 2014 for quality assurance measurements by including duplicate kits, control kits (blanks), and spiked kits.

EVALUATION CRITERIA

The MDH and the EPA have established a recommended action level in frequently occupied areas of 4.0 picocuries per liter (pCi/L) for an annual average. Although the buildings were not fully occupied at the time of testing, the HVAC system was set as it normally is during school days with standard occupancy. Testing was conducted during the heating season when the average outdoor temperature is less than 65°F, as recommended by the MDH, when the ventilation system was operating normally, and windows and doors were closed. Consequently, sampling under these "closed" conditions is when the radon risk is most likely to occur.

MDH recommends follow-up testing for sampling results that are above the action level. Please refer to the following table for MDH guidelines:

RESULTS (pCi/L)	RECOMMENDED ACTION
LESS THAN 4	Re-test after changes to foundation or HVAC and every 5 years
GREATER THAN 4	Conduct CRM short-term testing during winter months
LESS THAN 4 (<u>DURING OCCUPANCY</u>) AFTER CRM TESTING	Repeat CRM testing if not conducted during winter or if conducted during abnormal ventilation. Otherwise consider re-testing after changes to foundation or HVAC and every 5 years
GREATER THAN 4 (<u>DURING OCCUPANCY</u>) AFTER CRM TESTING	Reduce radon in rooms to less than 4 through radon mitigation. Conduct CRM testing to verify radon reduction.

CRM: Continuous Radon Monitor

RESULTS & DISCUSSION

The laboratory reports, which include maps of each building with sampling locations marked, are provided in Appendix B. The chain of custody cover pages are also provided in Appendix B. Following are summary results for each building.

Creek Valley Elementary

6401 Gleason Road
Edina MN 55439

A total of 89 test kits were placed at Creek Valley Elementary. The results indicated that radon levels were below the action level of 4 pCi/L. See Table 1 below for a summary of the results:

TABLE 1: Creek Valley Elementary RANGE OF RESULTS				
	0.0 – 1.9 pCi/L	2.0 – 2.9 pCi/L	3.0 – 3.9 pCi/L	≥ 4 pCi/L
Number of Tests	89	-	-	-
All below action level				

pCi/L: picocuries per liter

Highlands Elementary

5505 Doncaster Way
Edina MN 55436

A total of 83 test kits were placed at Highlands Elementary. The results indicated that radon levels were below the action level of 4 pCi/L. See Table 2 below for a summary of the results:

TABLE 2: Highlands Elementary RANGE OF RESULTS				
	0.0 – 1.9 pCi/L	2.0 – 2.9 pCi/L	3.0 – 3.9 pCi/L	≥ 4 pCi/L
Number of Tests	66	14	3	-
All below action level				

pCi/L: picocuries per liter

CONCLUSIONS & RECOMMENDATIONS

The radon levels in the sampled locations were below the EPA action level of 4 pCi/L. It is recommended actions be taken to address results of radon concentrations greater than half the action level (2-4 pCi/L).

The EPA has established recommended guidelines for permissible radon concentrations in schools. The following are general recommendations for frequently occupied areas of schools:

- Retest the building at least every 5 years and in conjunction with any sale of a building.
- In addition, be certain to test again when any of the following circumstances occur:
 - A new addition is constructed, or a significant renovation occurs
 - A ground contact area not previously tested is occupied
 - Heating or cooling systems are significantly altered resulting in changes to air pressures or distribution
 - Ventilation is significantly altered by extensive weatherization, changes to mechanical systems, or comparable procedures
 - Significant openings to soil occur due to:
 - Ground water or slab surface water control systems (e.g., sumps, perimeter drain tile, shower/tub retrofits, etc.) or
 - Natural settlement causing major cracks to develop
 - Earthquakes, construction blasting, or formation of sink holes nearby or
 - A mitigation system is altered, modified or repaired
- Rooms should be retested during the winter heating season (i.e. under “closed” conditions) which is typically “worst case” conditions.
- Per Minnesota Statutes, section 123B.571, school districts are required to report radon test results at a school board meeting and report results to the MDH. IEA is able to assist with presenting results to the school board, and the MDH reporting. The MDH ‘School Radon Testing Form’ is located in Appendix E.

For more information regarding radon, see the EPA’s A Citizen’s Guide to Radon at <http://www.epa.gov/radon>. MDH can be contacted at health.indoorair@state.mn.us or 651-201-4601.

GENERAL COMMENTS

The analysis and opinions expressed in this report are based upon data obtained from radon sampling in the district and are representative of the locations and time period sampled. This report does not reflect variations in conditions that may occur across the site, property, or facility. Actual conditions may vary and may not become evident without further assessment.

The report is prepared for the exclusive use of our client for specific application to the project discussed and has been prepared in accordance with generally accepted environmental, health and safety practices. Other than as provided in the preceding sentence and in our Proposal #9182 dated August 26, 2020, regarding radon sampling services at the district locations, including the General Conditions attached thereto, no warranties are extended or made.

IEA appreciates the opportunity to submit this analysis to the district. Should you require additional radon testing or have any questions regarding radon or any other environmental, health, or safety-related concerns, please do not hesitate to contact our office.

Sincerely,

IEA, Inc.

Reviewed by:



Erin Baker
Environmental Technician



Mary Ferrian, CSP
EHS Division Manager

EB/wb 012221

Enc.

Appendix A

Methodology and Quality Control Measurements

Sampling Methodology

IEA placed Air Chek, Inc. Pro Chek activated charcoal radon test kits designed specifically for the detection of gamma emissions caused by the decay of Radon-222 and its daughter products. The kit is made of a padded envelope which contains activated charcoal. The kit is placed during normal occupancy HVAC operations and sealed with vinyl tape after 72 to 96 hours of indoor exposure. Individual kits are uniquely identified with a number and corresponding bar code.

Upon receipt at the analytical laboratory, the kits are logged in using the unique numbers assigned to each kit. The kits are placed on a gamma detector to count the gamma emissions from the decay of radon adsorbed by the charcoal. A calibration factor determined in part by the exposure time and decay time is used to calculate the radon concentration. A correction factor is also applied for weight gain from any moisture absorbed by the charcoal during the sampling period.

Any unusual conditions are noted on the processing form and shown on the exposure report.

MDH and ANSI/AARST MALB 2014 Quality Control Measurements

IEA followed ANSI/AARST MALB 2014 and MDH recommendations for quality assurance measurements to ensure the accuracy of test results. Quality assurance measurements include side-by-side test kits (duplicates) and unexposed control test kits (blanks).

Duplicates are pairs of test kits placed 4-8 inches apart for the same test period. Duplicates are stored, placed, retrieved, and shipped to the laboratory for analysis in the same manner as the other test kits so that the laboratory cannot distinguish them. Since duplicates are placed side-by-side, the measured values for radon should be the same. The average of all duplicates' relative percent difference (RPD) should not exceed 25%. If they do, an investigation to identify the cause may be warranted and could include repeating the measurements. Duplicate averages are listed in Table 1.

Table 1: Duplicate Device Measurements and Averages				
Location		Test 1 (pCi/L)	Test 2 (pCi/L)	Average (pCi/L)
Building	Room			
Creek Valley	206	0.9	0.9	0.9
Creek Valley	329	1.2	0.8	1
Creek Valley	401	<0.3	0.8	0.6
Creek Valley	403	0.8	0.7	0.8
Creek Valley	408F	1.2	0.8	1
Creek Valley	501A	0.9	0.6	0.8
Creek Valley	506A	0.6	<0.3	0.5
Creek Valley	Kitchen	0.6	0.5	0.6
Highlands	13A	<0.3	0.8	0.6
Highlands	15	<0.3	0.7	0.5
Highlands	24	1.1	0.5	0.8
Highlands	25A	2.2	2.0	2.1
Highlands	34	1.5	1.5	1.5
Highlands	Kids Club Office	3.0	2.9	3.0
Highlands	Kitchen	2.9	2.9	2.9

Blanks can be used to determine whether the manufacturing, shipping, storage, or processing of the detector has “contaminated” your measurements. Blanks are opened and immediately re-sealed to keep room air from infiltrating the test kit. Blanks are labeled and shipped in the same manner as the exposed test kits so that the laboratory cannot distinguish them. Since blanks are not exposed to radon, their measurement value should be below the lower limit of detection. See Table 2 for blanks results.

Table 2: Blanks				
Date	Device ID	Type of Blank	Description	Radon Concentration
1/14/2021	9399848	Field	FSTORAGE ROOM A	<0.3
1/14/2021	9399850	Field	FSTORAGE ROOM B	<0.3
1/14/2021	9399847	Field	FSTORAGE ROOM C	<0.3
1/14/2021	9399949	Field	FSTORAGE ROOM D	<0.3
1/14/2021	9399956	Field	FSTORAGE ROOM E	<0.3
1/14/2021	9399955	Field	FSTORAGE ROOM F	<0.3
1/14/2021	9399864	Office	OSTORAGE ROOM A	<0.3

Table 2: Blanks				
Date	Device ID	Type of Blank	Description	Radon Concentration
1/14/2021	9399867	Office	OSTORAGE ROOM B	<0.3
1/14/2021	9399868	Office	OSTORAGE ROOM C	<0.3
1/11/2021	9399856	Lab-Transit	LTSTORAGE ROOM A	<0.3
1/11/2021	9399863	Lab-Transit	LTSTORAGE ROOM B	<0.3
1/11/2021	9399865	Lab-Transit	LTSTORAGE ROOM C	<0.3

Spikes are test kits that have been exposed in a chamber to a known concentration of radon. Using spiked measurements can help evaluate the accuracy of a laboratory analysis and/or how accurately test kits supplied by a laboratory measure radon. Spiked test kits are labeled and shipped in the same manner as the exposed test kits so that the laboratory cannot distinguish them. Spiked results completed for our laboratory are included in the following pages. See Table 3 for the spiked results.

Table 3: Spiked Detectors			
Date	Device ID	Measured Value (pCi/L)	Reference Value (pCi/L)
12/12/2020	9399884	29.9	25.7
12/12/2020	9362694	27.5	25.7
12/12/2020	9363650	30.7	25.7
12/12/2020	9399834	27.8	25.7

Appendix B

*Chain-of-Custody Cover Pages,
Laboratory Reports, and Maps*

Chain-of-Custody Cover Page

This document should be included in the shipment to Air Chek

IEA, Inc.

9201 West Broadway, Suite 600
Brooklyn Park, MN 55445
763-315-7900

Device Type: AirChek Pro Chek

Project Number: 202010868

District & Building: Edina Public Schools – Creek Valley Elementary

Project Manager: Mary Ferrian

Date Disbursed: 01-11-2021

Date Retrieved: 01-14-2021


**Disbursing
Measurement**

Professional Name: Erin Baker RMEA-00388

Signature: 

**Retrieving
Measurement**

Professional Name: Erin Baker RMEA-00388

Signature: 

Date sent to Analytical Lab: 01-14-2021

Date Lab Received: _____

Tracking Number: _____

Received by: _____

Chain-of-Custody Cover Page

This document should be included in the shipment to Air Chek

IEA, Inc.

9201 West Broadway, Suite 600
Brooklyn Park, MN 55445
763-315-7900

Device Type: AirChek Pro Chek

Project Number: 202010868

District & Building: Edina Public Schools – Highlands Elementary

Project Manager: Mary Ferrian

Date Disbursed: 01-11-2021

Date Retrieved: 01-14-2021

**Disbursing
Measurement**

Professional Name: Robert Watson RMEA-00385

Signature: 

**Retrieving
Measurement**

Professional Name: Robert Watson RMEA-00385

Signature: 

Date sent to Analytical Lab: 01-14-2021

Date Lab Received: _____

Tracking Number: _____

Received by: _____

Radon test result report for:**EDINA PUBLIC SCHOOLS
CREEK VALLEY ELEMENTARY**

Kit #	Room Id	Started	Ended	pCi/L	Analyzed
9399885	101	2021-01-11 @ 9:00 am	2021-01-14 @ 11:00 am	2.7 ± 0.5	2021-01-19
9399904	102	2021-01-11 @ 9:00 am	2021-01-14 @ 11:00 am	1.5 ± 0.4	2021-01-19
9399895	103	2021-01-11 @ 9:00 am	2021-01-14 @ 11:00 am	1.6 ± 0.5	2021-01-19
9399896	104	2021-01-11 @ 9:00 am	2021-01-14 @ 11:00 am	2.0 ± 0.5	2021-01-19
9399893	105	2021-01-11 @ 9:00 am	2021-01-14 @ 11:00 am	1.3 ± 0.4	2021-01-19
9399852	106	2021-01-11 @ 9:00 am	2021-01-14 @ 11:00 am	< 0.3	2021-01-19
9399883	107	2021-01-11 @ 9:00 am	2021-01-14 @ 11:00 am	1.3 ± 0.5	2021-01-19
9399874	108	2021-01-11 @ 9:00 am	2021-01-14 @ 11:00 am	1.1 ± 0.4	2021-01-19
9399881	109	2021-01-11 @ 9:00 am	2021-01-14 @ 11:00 am	2.7 ± 0.5	2021-01-19
9399889	110	2021-01-11 @ 9:00 am	2021-01-14 @ 11:00 am	0.5 ± 0.4	2021-01-19
9399890	111	2021-01-11 @ 9:00 am	2021-01-14 @ 11:00 am	0.7 ± 0.4	2021-01-19
9399882	200	2021-01-11 @ 9:00 am	2021-01-14 @ 12:00 pm	2.8 ± 0.5	2021-01-19
9399916	201	2021-01-11 @ 10:00 am	2021-01-14 @ 12:00 pm	1.0 ± 0.4	2021-01-19
9399899	202	2021-01-11 @ 10:00 am	2021-01-14 @ 12:00 pm	1.4 ± 0.5	2021-01-19
9399892	203	2021-01-11 @ 10:00 am	2021-01-14 @ 12:00 pm	0.8 ± 0.4	2021-01-19
9399891	204	2021-01-11 @ 10:00 am	2021-01-14 @ 12:00 pm	0.6 ± 0.4	2021-01-19
9399915	205	2021-01-11 @ 10:00 am	2021-01-14 @ 12:00 pm	1.4 ± 0.5	2021-01-19
9399913	208	2021-01-11 @ 9:00 am	2021-01-14 @ 12:00 pm	0.7 ± 0.4	2021-01-19
9399912	209	2021-01-11 @ 9:00 am	2021-01-14 @ 12:00 pm	0.7 ± 0.4	2021-01-19
9399906	210	2021-01-11 @ 9:00 am	2021-01-14 @ 12:00 pm	0.7 ± 0.4	2021-01-19
9399914	211	2021-01-11 @ 9:00 am	2021-01-14 @ 12:00 pm	< 0.3	2021-01-19
9399921	211A	2021-01-11 @ 10:00 am	2021-01-14 @ 11:00 am	< 0.3	2021-01-19
9399876	213	2021-01-11 @ 9:00 am	2021-01-14 @ 12:00 pm	1.3 ± 0.4	2021-01-19
9399903	213A	2021-01-11 @ 9:00 am	2021-01-14 @ 12:00 pm	1.4 ± 0.5	2021-01-19
9399905	213B	2021-01-11 @ 9:00 am	2021-01-14 @ 12:00 pm	< 0.3	2021-01-19
9399871	301	2021-01-11 @ 9:00 am	2021-01-14 @ 11:00 am	1.3 ± 0.4	2021-01-19
9399869	302	2021-01-11 @ 9:00 am	2021-01-14 @ 11:00 am	1.4 ± 0.4	2021-01-19
9399866	303	2021-01-11 @ 9:00 am	2021-01-14 @ 11:00 am	0.9 ± 0.4	2021-01-19
9399860	305	2021-01-11 @ 9:00 am	2021-01-14 @ 11:00 am	< 0.3	2021-01-19
9399859	306	2021-01-11 @ 9:00 am	2021-01-14 @ 11:00 am	< 0.3	2021-01-19
9399858	307	2021-01-11 @ 9:00 am	2021-01-14 @ 11:00 am	3.1 ± 0.5	2021-01-19
9399854	309	2021-01-11 @ 9:00 am	2021-01-14 @ 11:00 am	1.1 ± 0.4	2021-01-19
9399862	318	2021-01-11 @ 9:00 am	2021-01-14 @ 11:00 am	< 0.3	2021-01-19
9399857	318A	2021-01-11 @ 9:00 am	2021-01-14 @ 1:00 pm	0.7 ± 0.4	2021-01-19
9399855	328	2021-01-11 @ 9:00 am	2021-01-14 @ 12:00 pm	2.8 ± 0.5	2021-01-19
9399936	401A	2021-01-11 @ 10:00 am	2021-01-14 @ 12:00 pm	0.9 ± 0.4	2021-01-19
9399934	401B	2021-01-11 @ 10:00 am	2021-01-14 @ 12:00 pm	0.9 ± 0.4	2021-01-19

Radon test result report for:**EDINA PUBLIC SCHOOLS
CREEK VALLEY ELEMENTARY**

Kit #	Room Id	Started	Ended	pCi/L	Analyzed
9399938	401C	2021-01-11 @ 10:00 am	2021-01-14 @ 12:00 pm	< 0.3	2021-01-19
9399933	402	2021-01-11 @ 10:00 am	2021-01-14 @ 12:00 pm	0.8 ± 0.4	2021-01-19
9399940	405	2021-01-11 @ 10:00 am	2021-01-14 @ 12:00 pm	2.8 ± 0.5	2021-01-19
9399931	406	2021-01-11 @ 10:00 am	2021-01-14 @ 12:00 pm	0.8 ± 0.4	2021-01-19
9399932	407	2021-01-11 @ 10:00 am	2021-01-14 @ 12:00 pm	3.0 ± 0.5	2021-01-19
9399928	408	2021-01-11 @ 10:00 am	2021-01-14 @ 12:00 pm	0.5 ± 0.4	2021-01-19
9399926	408B	2021-01-11 @ 10:00 am	2021-01-14 @ 12:00 pm	1.5 ± 0.4	2021-01-19
9399925	408D	2021-01-11 @ 10:00 am	2021-01-14 @ 12:00 pm	1.3 ± 0.4	2021-01-19
9399929	408E	2021-01-11 @ 10:00 am	2021-01-14 @ 12:00 pm	1.2 ± 0.5	2021-01-19
9399922	414	2021-01-11 @ 10:00 am	2021-01-14 @ 12:00 pm	0.6 ± 0.4	2021-01-19
9399908	501	2021-01-11 @ 10:00 am	2021-01-14 @ 11:00 am	1.6 ± 0.5	2021-01-19
9399901	502	2021-01-11 @ 10:00 am	2021-01-14 @ 11:00 am	1.7 ± 0.5	2021-01-19
9399910	503	2021-01-11 @ 10:00 am	2021-01-14 @ 11:00 am	2.0 ± 0.5	2021-01-19
9399918	504A	2021-01-11 @ 10:00 am	2021-01-14 @ 11:00 am	2.3 ± 0.5	2021-01-19
9399919	504B	2021-01-11 @ 10:00 am	2021-01-14 @ 11:00 am	1.4 ± 0.5	2021-01-19
9399917	505	2021-01-11 @ 10:00 am	2021-01-14 @ 11:00 am	1.9 ± 0.5	2021-01-19
9399911	505A	2021-01-11 @ 10:00 am	2021-01-14 @ 11:00 am	2.0 ± 0.5	2021-01-19
9399873	506	2021-01-11 @ 9:00 am	2021-01-14 @ 11:00 am	1.3 ± 0.4	2021-01-19
9399878	507	2021-01-11 @ 9:00 am	2021-01-14 @ 11:00 am	0.8 ± 0.4	2021-01-19
9399887	508	2021-01-11 @ 9:00 am	2021-01-14 @ 11:00 am	1.2 ± 0.5	2021-01-19
9399888	509	2021-01-11 @ 9:00 am	2021-01-14 @ 11:00 am	1.0 ± 0.4	2021-01-19
9399877	509F	2021-01-11 @ 9:00 am	2021-01-14 @ 11:00 am	1.6 ± 0.5	2021-01-19
9399870	509G	2021-01-11 @ 9:00 am	2021-01-14 @ 11:00 am	1.5 ± 0.4	2021-01-19
9399886	510	2021-01-11 @ 9:00 am	2021-01-14 @ 11:00 am	2.8 ± 0.5	2021-01-19
9399861	CAFETERIA EAST	2021-01-11 @ 9:00 am	2021-01-14 @ 11:00 am	0.8 ± 0.4	2021-01-19
9399872	CAFETERIA WEST	2021-01-11 @ 9:00 am	2021-01-14 @ 11:00 am	1.4 ± 0.5	2021-01-19
9399806	CUSTODIAL OFFICE	2021-01-11 @ 9:00 am	2021-01-14 @ 10:00 am	0.9 ± 0.4	2021-01-19
9399907	D206 - 1	2021-01-11 @ 9:00 am	2021-01-14 @ 11:00 am	1.8 ± 0.5	2021-01-19
9399884	D206 - 2	2021-01-11 @ 9:00 am	2021-01-14 @ 11:00 am	2.0 ± 0.5	2021-01-19
9399927	D329 - 2	2021-01-11 @ 10:00 am	2021-01-14 @ 12:00 pm	1.2 ± 0.4	2021-01-19
9399930	D329 - 1	2021-01-11 @ 10:00 am	2021-01-14 @ 12:00 pm	1.0 ± 0.4	2021-01-19
9399920	D401 - 1	2021-01-11 @ 10:00 am	2021-01-14 @ 12:00 pm	< 0.3	2021-01-19
9399935	D401 - 2	2021-01-11 @ 10:00 am	2021-01-14 @ 12:00 pm	1.2 ± 0.5	2021-01-19
9399937	D403 - 1	2021-01-11 @ 10:00 am	2021-01-14 @ 12:00 pm	0.8 ± 0.4	2021-01-19
9399939	D403 - 2	2021-01-11 @ 10:00 am	2021-01-14 @ 12:00 pm	2.8 ± 0.5	2021-01-19
9399923	D408F - 1	2021-01-11 @ 10:00 am	2021-01-14 @ 12:00 pm	1.3 ± 0.4	2021-01-19
9399924	D408F - 2	2021-01-11 @ 10:00 am	2021-01-14 @ 12:00 pm	1.4 ± 0.5	2021-01-19

January 20, 2021

**** LABORATORY ANALYSIS REPORT ****

Radon test result report for:

**EDINA PUBLIC SCHOOLS
CREEK VALLEY ELEMENTARY**

Kit #	Room Id	Started	Ended	pCi/L	Analyzed
9399902	D501A - 1	2021-01-11 @ 10:00 am	2021-01-14 @ 11:00 am	1.7 ± 0.5	2021-01-19
9399909	D501A - 2	2021-01-11 @ 10:00 am	2021-01-14 @ 11:00 am	2.2 ± 0.5	2021-01-19
9399879	D506A - 1	2021-01-11 @ 9:00 am	2021-01-14 @ 11:00 am	1.2 ± 0.4	2021-01-19
9399880	D506A - 2	2021-01-11 @ 9:00 am	2021-01-14 @ 12:00 pm	2.6 ± 0.5	2021-01-19
9399851	DKITCHEN - 1	2021-01-11 @ 9:00 am	2021-01-14 @ 11:00 am	2.5 ± 0.5	2021-01-19
9399853	DKITCHEN - 2	2021-01-11 @ 9:00 am	2021-01-14 @ 11:00 am	0.6 ± 0.4	2021-01-19
9399848	FSTORAGE ROOM A	2021-01-11 @ 9:00 am	2021-01-14 @ 11:00 am	0.6 ± 0.4	2021-01-19
9399850	FSTORAGE ROOM B	2021-01-11 @ 9:00 am	2021-01-14 @ 11:00 am	1.0 ± 0.4	2021-01-19
9399847	FSTORAGE ROOM C	2021-01-11 @ 9:00 am	2021-01-14 @ 11:00 am	0.8 ± 0.4	2021-01-19
9399897	GYM NORTH	2021-01-11 @ 9:00 am	2021-01-14 @ 11:00 am	1.1 ± 0.4	2021-01-19
9399898	GYM SOUTH	2021-01-11 @ 9:00 am	2021-01-14 @ 11:00 am	1.4 ± 0.5	2021-01-19
9399941	OSTORAGE ROOM A	2021-01-11 @ 7:00 am	2021-01-14 @ 9:00 am	1.7 ± 0.5	2021-01-19
9399942	OSTORAGE ROOM B	2021-01-11 @ 7:00 am	2021-01-14 @ 9:00 am	1.3 ± 0.5	2021-01-19
9399943	OSTORAGE ROOM C	2021-01-11 @ 7:00 am	2021-01-14 @ 9:00 am	< 0.3	2021-01-19
9399875	PE OFFICE	2021-01-11 @ 9:00 am	2021-01-14 @ 12:00 pm	1.2 ± 0.4	2021-01-19

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Radon test result report for:**EDINA PUBLIC SCHOOLS
HIGHLANDS ELEMENTARY**

Kit #	Room Id	Started	Ended	pCi/L	Analyzed
9399959	1	2021-01-11 @ 7:00 am	2021-01-14 @ 9:00 am	0.6 ± 0.4	2021-01-19
9399957	10-11	2021-01-11 @ 7:00 am	2021-01-14 @ 9:00 am	1.2 ± 0.5	2021-01-19
9555811	12	2021-01-11 @ 8:00 am	2021-01-14 @ 9:00 am	0.9 ± 0.4	2021-01-19
9399868	13	2021-01-11 @ 8:00 am	2021-01-14 @ 9:00 am	< 0.3	2021-01-19
9399867	14	2021-01-11 @ 8:00 am	2021-01-14 @ 9:00 am	< 0.3	2021-01-19
9399864	16	2021-01-11 @ 8:00 am	2021-01-14 @ 9:00 am	< 0.3	2021-01-19
9572930	17	2021-01-11 @ 8:00 am	2021-01-14 @ 9:00 am	1.0 ± 0.5	2021-01-19
9572929	18	2021-01-11 @ 8:00 am	2021-01-14 @ 9:00 am	0.7 ± 0.4	2021-01-19
9572731	19	2021-01-11 @ 8:00 am	2021-01-14 @ 9:00 am	< 0.3	2021-01-19
9399958	2	2021-01-11 @ 7:00 am	2021-01-14 @ 9:00 am	1.6 ± 0.5	2021-01-19
9399974	20	2021-01-11 @ 8:00 am	2021-01-14 @ 10:00 am	1.2 ± 0.4	2021-01-19
9572721	21	2021-01-11 @ 8:00 am	2021-01-14 @ 10:00 am	1.2 ± 0.4	2021-01-19
9399993	21D	2021-01-11 @ 8:00 am	2021-01-14 @ 10:00 am	< 0.3	2021-01-19
9572716	21E	2021-01-11 @ 8:00 am	2021-01-14 @ 10:00 am	0.9 ± 0.4	2021-01-19
9572723	21F	2021-01-11 @ 8:00 am	2021-01-14 @ 10:00 am	1.8 ± 0.5	2021-01-19
9399978	22	2021-01-11 @ 8:00 am	2021-01-14 @ 10:00 am	1.0 ± 0.4	2021-01-19
9572703	23	2021-01-11 @ 8:00 am	2021-01-14 @ 10:00 am	0.8 ± 0.4	2021-01-19
9572722	23A	2021-01-11 @ 8:00 am	2021-01-14 @ 10:00 am	0.9 ± 0.4	2021-01-19
9572701	23B	2021-01-11 @ 8:00 am	2021-01-14 @ 10:00 am	0.6 ± 0.4	2021-01-19
9572704	23C	2021-01-11 @ 8:00 am	2021-01-14 @ 10:00 am	1.3 ± 0.5	2021-01-19
9399992	24E	2021-01-11 @ 8:00 am	2021-01-14 @ 9:00 am	0.7 ± 0.4	2021-01-19
9399996	25	2021-01-11 @ 8:00 am	2021-01-14 @ 10:00 am	1.5 ± 0.5	2021-01-19
9399997	25B	2021-01-11 @ 8:00 am	2021-01-14 @ 10:00 am	0.6 ± 0.4	2021-01-19
9572702	25C	2021-01-11 @ 8:00 am	2021-01-14 @ 10:00 am	1.2 ± 0.4	2021-01-19
9400000	25D	2021-01-11 @ 8:00 am	2021-01-14 @ 10:00 am	< 0.3	2021-01-19
9399975	26	2021-01-11 @ 8:00 am	2021-01-14 @ 10:00 am	0.6 ± 0.4	2021-01-19
9399984	26B	2021-01-11 @ 8:00 am	2021-01-14 @ 10:00 am	1.1 ± 0.4	2021-01-19
9399981	27	2021-01-11 @ 8:00 am	2021-01-14 @ 10:00 am	0.8 ± 0.4	2021-01-19
9399983	27A	2021-01-11 @ 8:00 am	2021-01-14 @ 10:00 am	0.7 ± 0.4	2021-01-19
9399985	28	2021-01-11 @ 8:00 am	2021-01-14 @ 9:00 am	1.3 ± 0.5	2021-01-19
9399982	29	2021-01-11 @ 8:00 am	2021-01-14 @ 9:00 am	0.9 ± 0.4	2021-01-19
9399951	3	2021-01-11 @ 7:00 am	2021-01-14 @ 9:00 am	0.5 ± 0.4	2021-01-19
9399987	30	2021-01-11 @ 8:00 am	2021-01-14 @ 9:00 am	0.9 ± 0.4	2021-01-19
9399991	31	2021-01-11 @ 8:00 am	2021-01-14 @ 9:00 am	1.1 ± 0.5	2021-01-19
9399986	32	2021-01-11 @ 8:00 am	2021-01-14 @ 10:00 am	1.1 ± 0.5	2021-01-19
9399990	33	2021-01-11 @ 8:00 am	2021-01-14 @ 9:00 am	< 0.3	2021-01-19
9572724	36 EAST	2021-01-11 @ 8:00 am	2021-01-14 @ 9:00 am	0.8 ± 0.4	2021-01-19

Radon test result report for:**EDINA PUBLIC SCHOOLS
HIGHLANDS ELEMENTARY**

Kit #	Room Id	Started	Ended	pCi/L	Analyzed
9572732	36 WEST	2021-01-11 @ 8:00 am	2021-01-14 @ 9:00 am	< 0.3	2021-01-19
9399953	3A	2021-01-11 @ 7:00 am	2021-01-14 @ 9:00 am	1.0 ± 0.5	2021-01-19
9399950	4	2021-01-11 @ 7:00 am	2021-01-14 @ 9:00 am	0.9 ± 0.5	2021-01-19
9399962	40A	2021-01-11 @ 8:00 am	2021-01-14 @ 10:00 am	< 0.3	2021-01-19
9399963	40B	2021-01-11 @ 8:00 am	2021-01-14 @ 10:00 am	0.5 ± 0.4	2021-01-19
9399961	40D	2021-01-11 @ 7:00 am	2021-01-14 @ 2:00 pm	0.6 ± 0.4	2021-01-19
9399965	40E	2021-01-11 @ 8:00 am	2021-01-14 @ 10:00 am	0.6 ± 0.4	2021-01-19
9399964	40F	2021-01-11 @ 8:00 am	2021-01-14 @ 10:00 am	0.6 ± 0.4	2021-01-19
9399966	40G	2021-01-11 @ 8:00 am	2021-01-14 @ 10:00 am	0.9 ± 0.5	2021-01-19
9399967	40H	2021-01-11 @ 8:00 am	2021-01-14 @ 10:00 am	1.2 ± 0.4	2021-01-19
9399968	40I	2021-01-11 @ 8:00 am	2021-01-14 @ 10:00 am	< 0.3	2021-01-19
9399969	40J	2021-01-11 @ 8:00 am	2021-01-14 @ 10:00 am	1.1 ± 0.5	2021-01-19
9399970	40K	2021-01-11 @ 8:00 am	2021-01-14 @ 10:00 am	0.6 ± 0.4	2021-01-19
9399948	5	2021-01-11 @ 7:00 am	2021-01-14 @ 9:00 am	0.7 ± 0.4	2021-01-19
9399947	6	2021-01-11 @ 7:00 am	2021-01-14 @ 9:00 am	< 0.3	2021-01-19
9399944	7	2021-01-11 @ 7:00 am	2021-01-14 @ 9:00 am	1.0 ± 0.5	2021-01-19
9399945	9	2021-01-11 @ 7:00 am	2021-01-14 @ 9:00 am	0.8 ± 0.4	2021-01-19
9399976	CAFETERIA EAST	2021-01-11 @ 8:00 am	2021-01-14 @ 9:00 am	< 0.3	2021-01-19
9399977	CAFETERIA WEST	2021-01-11 @ 8:00 am	2021-01-14 @ 9:00 am	0.8 ± 0.4	2021-01-19
9399946	CUSTODIAL ROOM	2021-01-11 @ 7:00 am	2021-01-14 @ 9:00 am	0.6 ± 0.4	2021-01-19
9399994	D13A - 1	2021-01-11 @ 8:00 am	2021-01-14 @ 9:00 am	0.7 ± 0.4	2021-01-19
9399995	D13A - 2	2021-01-11 @ 8:00 am	2021-01-14 @ 9:00 am	0.6 ± 0.4	2021-01-19
9572945	D15 - 1	2021-01-11 @ 8:00 am	2021-01-14 @ 9:00 am	0.7 ± 0.4	2021-01-19
9572946	D15 - 2	2021-01-11 @ 8:00 am	2021-01-14 @ 9:00 am	0.6 ± 0.4	2021-01-19
9399979	D24 - 1	2021-01-11 @ 8:00 am	2021-01-14 @ 10:00 am	1.1 ± 0.4	2021-01-19
9399980	D24 - 2	2021-01-11 @ 8:00 am	2021-01-14 @ 2:00 pm	0.9 ± 0.4	2021-01-19
9399998	D25A - 1	2021-01-11 @ 8:00 am	2021-01-14 @ 10:00 am	0.6 ± 0.4	2021-01-19
9399999	D25A - 2	2021-01-11 @ 8:00 am	2021-01-14 @ 10:00 am	0.7 ± 0.4	2021-01-19
9399989	D34 - 1	2021-01-11 @ 8:00 am	2021-01-14 @ 9:00 am	0.6 ± 0.4	2021-01-19
9399988	D34 - 2	2021-01-11 @ 8:00 am	2021-01-14 @ 9:00 am	< 0.3	2021-01-19
9399973	DKIDS CLUB OFFICE - 1	2021-01-11 @ 8:00 am	2021-01-14 @ 9:00 am	< 0.3	2021-01-19
9399972	DKIDS CLUB OFFICE - 2	2021-01-11 @ 8:00 am	2021-01-14 @ 9:00 am	1.0 ± 0.5	2021-01-19
9572941	DKITCHEN - 1	2021-01-11 @ 8:00 am	2021-01-14 @ 9:00 am	0.8 ± 0.5	2021-01-19
9572942	DKITCHEN - 2	2021-01-11 @ 8:00 am	2021-01-14 @ 9:00 am	0.6 ± 0.4	2021-01-19
9572943	EAST COMMONS	2021-01-11 @ 8:00 am	2021-01-14 @ 9:00 am	0.9 ± 0.5	2021-01-19
9572944	EAST COMMONS OFFICE	2021-01-11 @ 8:00 am	2021-01-14 @ 9:00 am	0.7 ± 0.4	2021-01-19
9399949	FSTORAGE ROOM D	2021-01-11 @ 7:00 am	2021-01-14 @ 9:00 am	0.7 ± 0.4	2021-01-19

January 20, 2021

**** LABORATORY ANALYSIS REPORT ****

Radon test result report for:

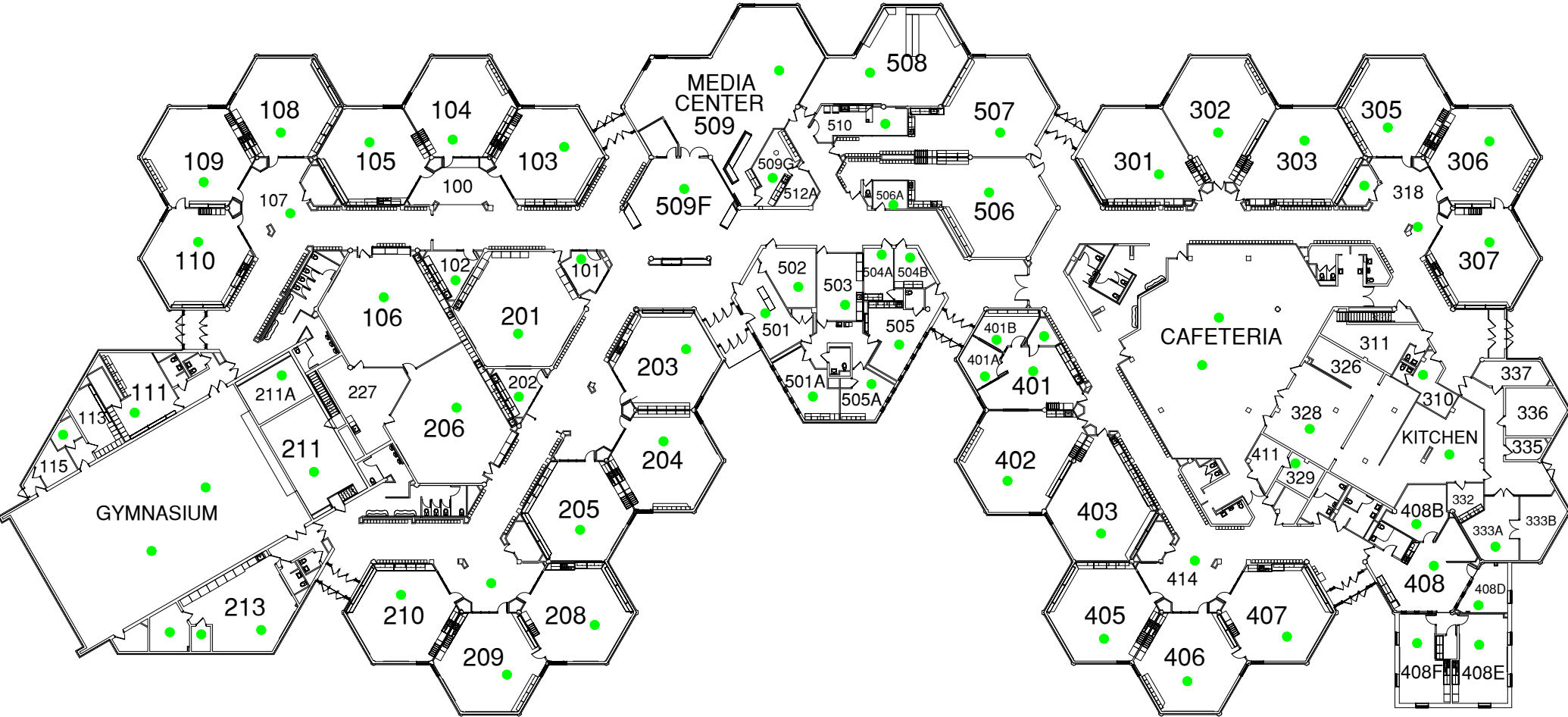
**EDINA PUBLIC SCHOOLS
HIGHLANDS ELEMENTARY**

Kit #	Room Id	Started	Ended	pCi/L	Analyzed
9399956	FSTORAGE ROOM E	2021-01-11 @ 7:00 am	2021-01-14 @ 9:00 am	0.9 ± 0.4	2021-01-19
9399955	FSTORAGE ROOM F	2021-01-11 @ 7:00 am	2021-01-14 @ 9:00 am	< 0.3	2021-01-19
9399954	GYM EAST	2021-01-11 @ 7:00 am	2021-01-14 @ 10:00 am	0.8 ± 0.4	2021-01-19
9399952	GYM WEST	2021-01-11 @ 7:00 am	2021-01-14 @ 10:00 am	0.6 ± 0.4	2021-01-19
9399960	MAIN OFFICE	2021-01-11 @ 7:00 am	2021-01-14 @ 10:00 am	0.9 ± 0.5	2021-01-19
9399971	PE OFFICE	2021-01-11 @ 8:00 am	2021-01-14 @ 10:00 am	1.3 ± 0.5	2021-01-19

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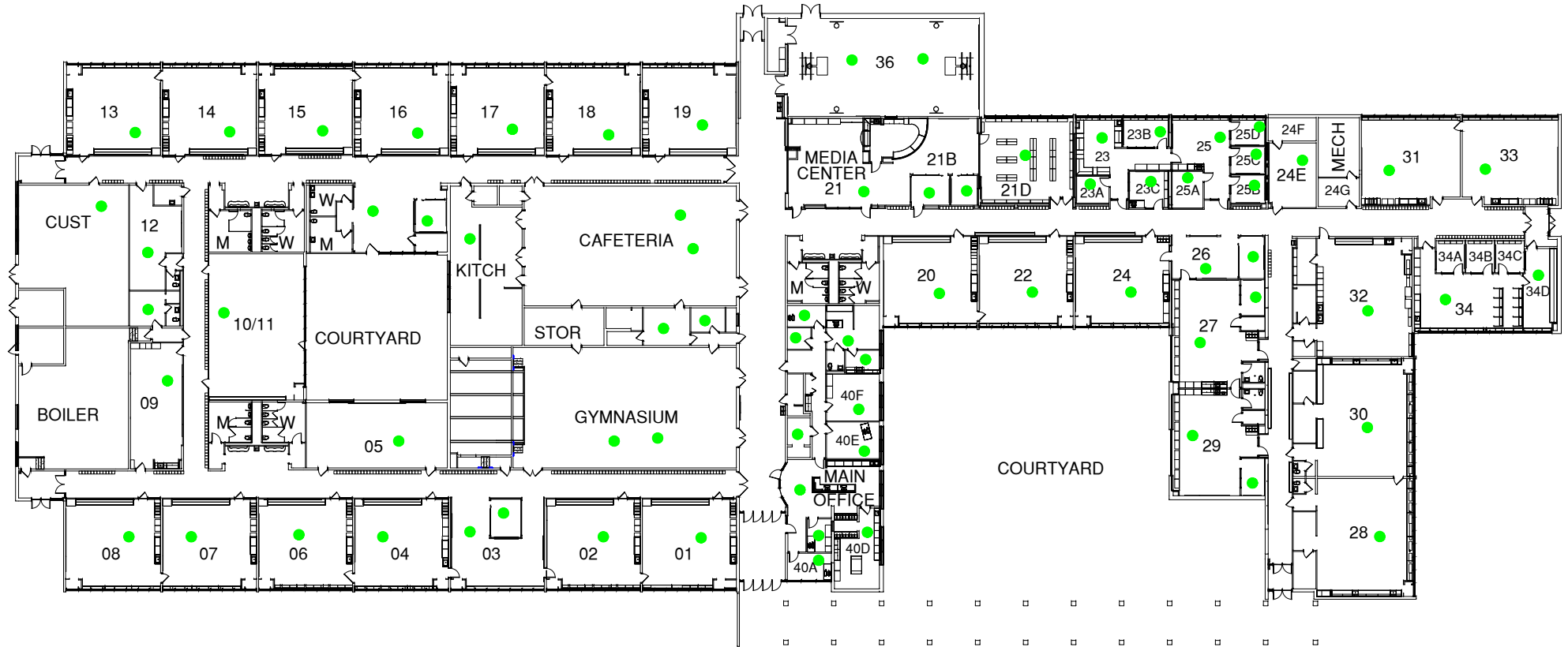
LEGEND

 RADON DETECTOR LOCATION



LEGEND

● RADON DETECTOR LOCATION



Appendix C

Signed Non-Interference Agreement

NOTICE OF INSPECTION FOR ALL FACILITATING STAFF

A radon test is scheduled for:

Building: Creek Valley Elementary

Test Start Date: 01-11-2021

Test End Date: 01-14-2021

Please help to maintain the required test conditions throughout the building

1. All windows and exterior doors must be kept closed (aside from momentary entry or exit) for 12 hours before and during the test.
2. Heating and cooling systems must be set to normal occupied operating temperatures.
3. Test devices are not to be disturbed.

Further guidance on required building conditions are located on the next page.

Test devices are not dangerous in anyway. The type of devices used for this testing will include:

Short-term test kits. It is important that these devices are fully open and not covered. They will be analyzed by a laboratory.

Continuous radon monitors. These are electronic devices that record hourly radon readings.

Long-term test kits. It is important that these devices are not covered. They will be analyzed by a laboratory.

Declaration of Observed Compliance

Failure to reasonably maintain test conditions can lead to unnecessary expense, disruptions and unreliable data.

Disturbing test devices can also cause unreliable or invalid test results.

- Please report in a timely manner if required test conditions are not maintained.
- Please sign and return this form once the test is complete.

To the best of my knowledge, the required conditions were maintained during the test.

Yes

Name:

Ron Michaletz

Signature:



Licensed Measurement Professional:

Erin Baker RMEA-00388

More Detailed Guidance for Staff

Required Closed-Building Conditions	
Windows	Keep Closed, Seal broken windows closed
External doors (except for normal entry or exit)	Keep Closed
Heating & Cooling Systems	Set to normal operating conditions
Bathroom fans	Operate normally
Fireplaces (including gas)	Do not operate
Auxiliary or temporary systems that bring air into the building	Do not operate (unless an integral part of HVAC or supplies make-up air for combustion appliances)
Exhaust systems (ex. from shops, laundries, kitchens)	Avoid excessive operation
Interior doors, Stairwells, Fire Doors	Operate Normally
Garage doors	Operate normally
Ceiling Fans, Portable Fans	Do not blow directly on the test device
Window AC Units	Operate in recirculation mode only
Window Fans	Do not operate. Seal shut or remove.
Humidifiers, Dehumidifiers, Portable Air Cleaners	Operate Normally
Central Vacuum Cleaner Systems	Operate Normally
Passive crawl space vents	Operate normally
Crawlspace exhaust systems for humidity control	Operate normally
Passive Vents for Combustion Make-Up Air	Leave Open
Combustion Appliance Vents	Operate Normally
Passive Solar Systems	Operate Normally
Attic Vent Fans	Operate Normally
Evaporative Cooling Systems	Do not operate
Required for Test Locations Within a Room	
Place detectors within the general breathing zone Locate detectors no less than:	3 feet from exterior doors, windows or other openings to the outdoors
	20 inches above the floor
	4 inches from other test devices and objects
	1 foot below the ceiling
Place detectors where they are not easily disturbed:	Select a place in an occupied area where the detectors are unlikely to be moved
Place detectors where they are not influenced by other factors:	Do not place devices in closets, crawlspaces, cupboards, sumps or nooks within building foundations
	Do not place devices in area with high air movement (ex. mechanical areas, furnace closets)
	Do not place devices in areas of high humidity (ex. kitchens, bathrooms, laundry rooms)
	Do not place devices near drafts from HVAC systems or fans
	Do not place test devices near heat sources (ex. appliances, radiators, fireplaces, direct sunlight)
	Do not place detectors on devices that produce radiation (ex. natural stone counters, pool tables, rock collections)

NOTICE OF INSPECTION FOR ALL FACILITATING STAFF

A radon test is scheduled for:

Building: Highlands Elementary

Test Start Date: 01-11-2021

Test End Date: 01-14-2021

Please help to maintain the required test conditions throughout the building

1. All windows and exterior doors must be kept closed (aside from momentary entry or exit) for 12 hours before and during the test.
2. Heating and cooling systems must be set to normal occupied operating temperatures.
3. Test devices are not to be disturbed.

Further guidance on required building conditions are located on the next page.

Test devices are not dangerous in anyway. The type of devices used for this testing will include:

Short-term test kits. It is important that these devices are fully open and not covered. They will be analyzed by a laboratory.

Continuous radon monitors. These are electronic devices that record hourly radon readings.

Long-term test kits. It is important that these devices are not covered. They will be analyzed by a laboratory.

Declaration of Observed Compliance

Failure to reasonably maintain test conditions can lead to unnecessary expense, disruptions and unreliable data.

Disturbing test devices can also cause unreliable or invalid test results.

- Please report in a timely manner if required test conditions are not maintained.
- Please sign and return this form once the test is complete.

To the best of my knowledge, the required conditions were maintained during the test.

Yes

Name:

Matthew Mosby

Signature:



Licensed Measurement Professional:

Robert Watson RMEA-00385

More Detailed Guidance for Staff

Required Closed-Building Conditions	
Windows	Keep Closed, Seal broken windows closed
External doors (except for normal entry or exit)	Keep Closed
Heating & Cooling Systems	Set to normal operating conditions
Bathroom fans	Operate normally
Fireplaces (including gas)	Do not operate
Auxiliary or temporary systems that bring air into the building	Do not operate (unless an integral part of HVAC or supplies make-up air for combustion appliances)
Exhaust systems (ex. from shops, laundries, kitchens)	Avoid excessive operation
Interior doors, Stairwells, Fire Doors	Operate Normally
Garage doors	Operate normally
Ceiling Fans, Portable Fans	Do not blow directly on the test device
Window AC Units	Operate in recirculation mode only
Window Fans	Do not operate. Seal shut or remove.
Humidifiers, Dehumidifiers, Portable Air Cleaners	Operate Normally
Central Vacuum Cleaner Systems	Operate Normally
Passive crawl space vents	Operate normally
Crawlspace exhaust systems for humidity control	Operate normally
Passive Vents for Combustion Make-Up Air	Leave Open
Combustion Appliance Vents	Operate Normally
Passive Solar Systems	Operate Normally
Attic Vent Fans	Operate Normally
Evaporative Cooling Systems	Do not operate
Required for Test Locations Within a Room	
Place detectors within the general breathing zone Locate detectors no less than:	3 feet from exterior doors, windows or other openings to the outdoors
	20 inches above the floor
	4 inches from other test devices and objects
	1 foot below the ceiling
Place detectors where they are not easily disturbed:	Select a place in an occupied area where the detectors are unlikely to be moved
Place detectors where they are not influenced by other factors:	Do not place devices in closets, crawlspaces, cupboards, sumps or nooks within building foundations
	Do not place devices in area with high air movement (ex. mechanical areas, furnace closets)
	Do not place devices in areas of high humidity (ex. kitchens, bathrooms, laundry rooms)
	Do not place devices near drafts from HVAC systems or fans
	Do not place test devices near heat sources (ex. appliances, radiators, fireplaces, direct sunlight)
	Do not place detectors on devices that produce radiation (ex. natural stone counters, pool tables, rock collections)

Appendix D

Weather Report for Testing Days



CUSTOMIZED WEATHER HISTORY FOR MINNEAPOLIS, MINNESOTA

You're signed in as a subscriber to our Customized Weather History; if you're on a shared computer, [please logout when you're done.](#)

You can search for weather history in two ways:

- **Range of Dates** search allows you to search for a *consecutive range of dates* and is good if you want to know day by day history for a certain period of time, like "January 1 to January 15, 2008".
- **Same Dates Over a Range of Years** is good when you have a specific time of year—perhaps your wedding day, or a summer vacation, or harvest time—and you want to search for the weather over multiple years *for just those dates*. For example, "August 1 to 5 every year from 1970 to 1980."

Location *
55439
ZIP/Postal Code or City,State

[Range of Dates](#)

To search a consecutive range of dates, select a start and end date.

Month Day Year

Jan 11 2021

to

Month Day Year

Jan 14 2021

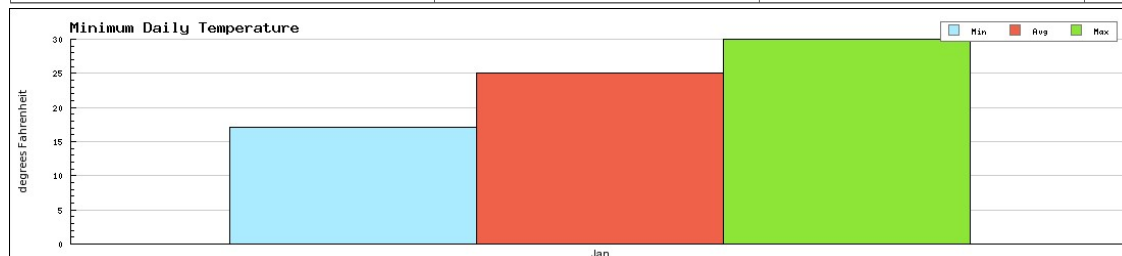
Latest data available: January 19, 2021.

[GO: Search by Range of Dates](#)

[Same Dates Over a Range of Years](#)

WEATHER FROM JANUARY 11, 2021 TO JANUARY 14, 2021

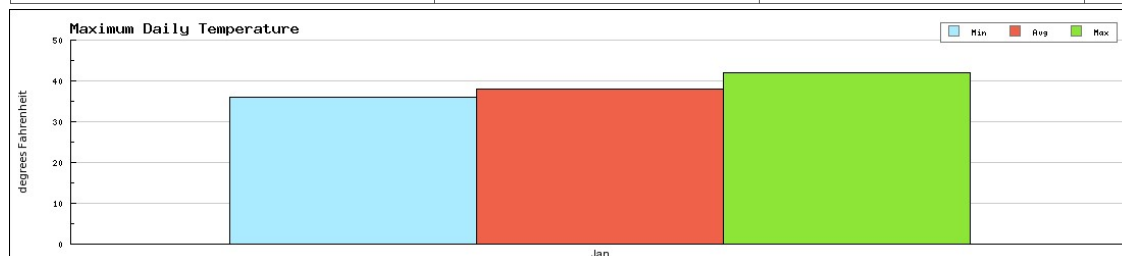
TEMPERATURE	LOW	AVERAGE	HIGH
Minimum Daily Data for 4 days. Download raw data	17.1°F (Jan 12, 2021)	25.0°F	30.0°F (Jan 14, 2021)



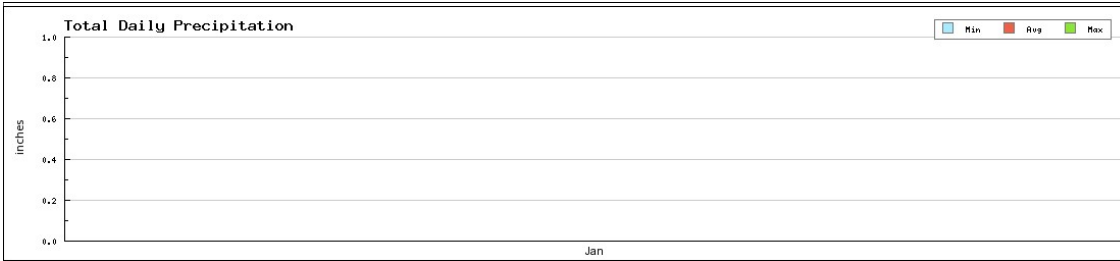
Average Daily Data for 4 days. Download raw data	25.0°F (Jan 12, 2021)	30.0°F	33.6°F (Jan 13, 2021)
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Maximum Daily Data for 4 days. Download raw data	36.0°F (Jan 11, 2021)	38.0°F	42.1°F (Jan 13, 2021)
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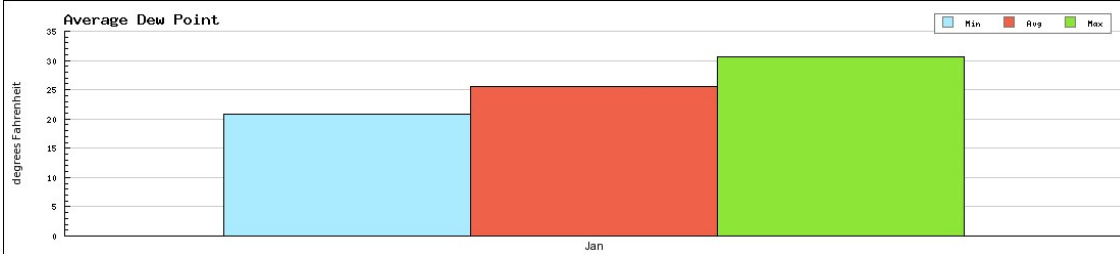


PRECIPITATION	LOW	AVERAGE	HIGH
Total Daily Support	0.00 IN (Jan 11, 2021)	0.00 IN	0.00 IN (Jan 11, 2021)

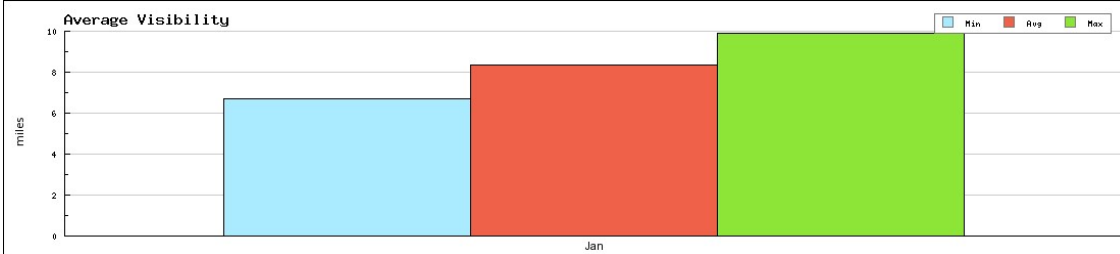


Note: Total Daily Precipitation is not reported by all stations on all days and there are situations where a value is not reported here, but an **Occurrence** of rain or snow is noted below, or vice versa.

Average Dew Point Data for 4 days. Download raw data	20.8°F (Jan 12, 2021)	25.6°F	30.6°F (Jan 14, 2021)
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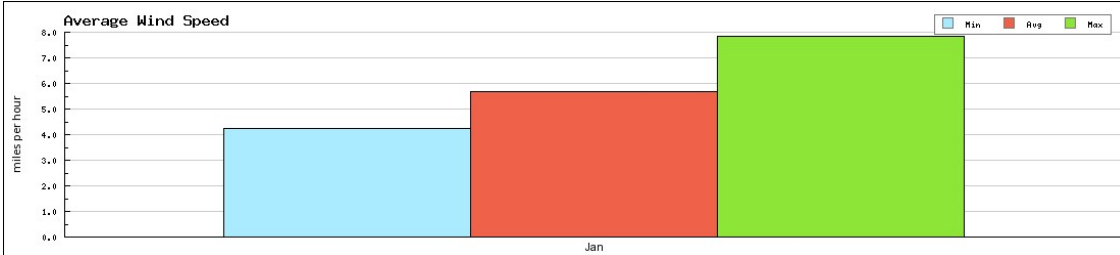
Average Visibility Data for 4 days. Download raw data	6.7 MI (Jan 14, 2021)	8.4 MI	9.9 MI (Jan 13, 2021)
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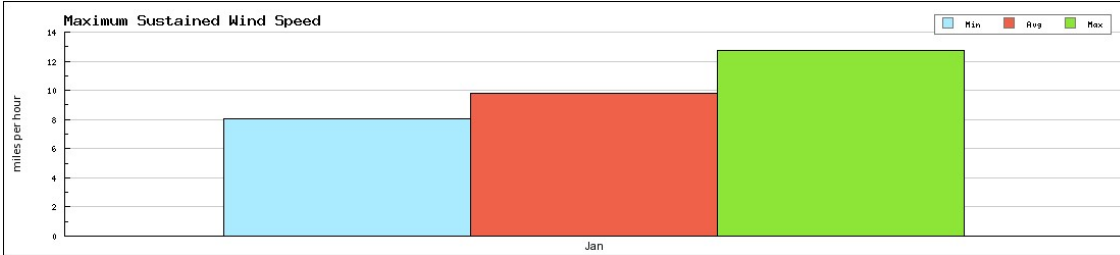
Snow Depth Data not available.	n/a	n/a	n/a
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Note: Snow Depth is not reported by all stations on all days and there are situations where there was actually snow on the ground, but this value is not reported. Note carefully the number of days for which this value is reported.

WIND	LOW	AVERAGE	HIGH
Average Daily Data for 4 days. Download raw data	4.26 MPH (Jan 13, 2021)	5.67 MPH	7.83 MPH (Jan 11, 2021)



Maximum Daily Data for 4 days. Download raw data	8.06 MPH (Jan 12, 2021)	9.78 MPH	12.77 MPH (Jan 11, 2021)
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Maximum Daily Gust Data not available.	n/a	n/a	n/a
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PRESSURE	LOW	AVERAGE	HIGH
Sea Level Pressure Data for 4 days. Download raw data	29.47 IN (Jan 14, 2021)	29.83 IN	30.09 IN (Jan 11, 2021)

OCCURRENCES	DAYS	PERCENTAGE
Fog	1 of 4	25%

Rain	1 of 4	25%
Snow	1 of 4	25%
Hail	0 of 4	0%
Thunder	0 of 4	0%
Tornado	0 of 4	0%
Note: Not all occurrence of all weather events are reported for all stations. There are situations, for example, where an Occurrence of rain will be reported, but no Total Daily Precipitation logged.		

Appendix E

MDH Reporting Form

School Radon Testing Reporting Form

According to Minnesota Statute 123B.571 subd. 3, a school district that has tested its school buildings for the presence of radon shall report the results of its tests to the Department of Health. Please use this form to submit information about the most recent round or cycle of testing conducted for each building.

Instructions

1. Complete one form for each building tested. In this case, a building is defined as an occupied facility with a unique address. This includes administrative buildings.
2. Include this form, raw data (e.g. laboratory report) and a building map.
3. Submit this form when all work is completed for a round of testing. This includes reporting to the school board, and follow-up testing and post-mitigation testing, if applicable.
4. Email information to health.indoorair@state.mn.us.

Contact Information

Name:	
Mailing Address:	
Phone:	Email:

Initial Radon Testing Information

School Building Name:	
School District & District Number:	
Building Address:	
Test Kit Manufacturer:	Device Name:
Date of Kit Retrieval (DD/MM/YY):	Length of Test (days):
How many rooms were tested?	
Does the test period include weekends? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the test period include school breaks or holidays? <input type="checkbox"/> Yes <input type="checkbox"/> No	

SCHOOL RADON TESTING REPORTING FORM

Were all frequently-occupied ground contact rooms tested? ¹ <input type="checkbox"/> Yes <input type="checkbox"/> No If no, did you attempt to test all frequently occupied ground contact rooms, meaning test kits were placed in all these rooms? <input type="checkbox"/> Yes <input type="checkbox"/> No
How many rooms had results ≥ 4 pCi/L?:
Were the results reported at a school board meeting? <input type="checkbox"/> Yes <input type="checkbox"/> No

Follow-up Testing, Mitigation, & Post-Mitigation Testing

If one or more rooms tested ≥ 4 pCi/L, please answer the questions below:

How many rooms had follow-up testing?:		
Number of rooms with follow-up results	≥ 4 pCi/L:	< 4 pCi/L:
Of the rooms that had test results ≥ 4 pCi/L, how many rooms were:		
mitigated by HVAC balancing or operational changes? :		
mitigated by installation of active soil depressurization?:		
addressed through other corrective measures? ² :		
What was the cost of the installation and/or HVAC service work, to mitigate radon? \$		
What is the known or anticipated annual operating cost of mitigation (estimate)? \$		
After radon mitigation, how many rooms were retested?:		
Post mitigation results (# of rooms)	≥ 4 pCi/L:	< 4 pCi/L:

¹ This includes classrooms, offices, break rooms, laboratories, cafeterias, libraries, auditoriums, gymnasiums, etc. It includes rooms on grade and rooms above unoccupied spaces that are in contact with the ground, such as rooms above storage rooms, crawl spaces, tunnels, and boiler rooms. If only a sample or portion of rooms were tested, then respond with 'no'.

² 'Other corrective measures' could include moving staff out of a room and making a room unoccupied or trying to seal radon entry points.

School Radon Testing Reporting Form

According to Minnesota Statute 123B.571 subd. 3, a school district that has tested its school buildings for the presence of radon shall report the results of its tests to the Department of Health. Please use this form to submit information about the most recent round or cycle of testing conducted for each building.

Instructions

1. Complete one form for each building tested. In this case, a building is defined as an occupied facility with a unique address. This includes administrative buildings.
2. Include this form, raw data (e.g. laboratory report) and a building map.
3. Submit this form when all work is completed for a round of testing. This includes reporting to the school board, and follow-up testing and post-mitigation testing, if applicable.
4. Email information to health.indoorair@state.mn.us.

Contact Information

Name:	
Mailing Address:	
Phone:	Email:

Initial Radon Testing Information

School Building Name:	
School District & District Number:	
Building Address:	
Test Kit Manufacturer:	Device Name:
Date of Kit Retrieval (DD/MM/YY):	Length of Test (days):
How many rooms were tested?	
Does the test period include weekends? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the test period include school breaks or holidays? <input type="checkbox"/> Yes <input type="checkbox"/> No	

SCHOOL RADON TESTING REPORTING FORM

<p>Were all frequently-occupied ground contact rooms tested?¹ <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="padding-left: 40px;">If no, did you attempt to test all frequently occupied ground contact rooms, meaning test kits were placed in all these rooms? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>How many rooms had results ≥ 4 pCi/L?:</p>
<p>Were the results reported at a school board meeting? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Follow-up Testing, Mitigation, & Post-Mitigation Testing

If one or more rooms tested ≥ 4 pCi/L, please answer the questions below:

<p>How many rooms had follow-up testing?:</p>		
<p>Number of rooms with follow-up results</p>	<p>≥ 4 pCi/L:</p>	<p>< 4 pCi/L:</p>
<p>Of the rooms that had test results ≥ 4 pCi/L, how many rooms were:</p>		
<p>mitigated by HVAC balancing or operational changes? :</p>		
<p>mitigated by installation of active soil depressurization?:</p>		
<p>addressed through other corrective measures?²:</p>		
<p>What was the cost of the installation and/or HVAC service work, to mitigate radon? \$</p>		
<p>What is the known or anticipated annual operating cost of mitigation (estimate)? \$</p>		
<p>After radon mitigation, how many rooms were retested?:</p>		
<p>Post mitigation results (# of rooms)</p>	<p>≥ 4 pCi/L:</p>	<p>< 4 pCi/L:</p>

¹ This includes classrooms, offices, break rooms, laboratories, cafeterias, libraries, auditoriums, gymnasiums, etc. It includes rooms on grade and rooms above unoccupied spaces that are in contact with the ground, such as rooms above storage rooms, crawl spaces, tunnels, and boiler rooms. If only a sample or portion of rooms were tested, then respond with 'no'.

² 'Other corrective measures' could include moving staff out of a room and making a room unoccupied or trying to seal radon entry points.

February 8, 2021, Superintendent Updates

Superintendent Schultz provided the following message from Nick Kelley, Bloomington Public Health:

Model Shift and COVID Numbers

Minnesota's Safe Learning Plan recommends that school districts wait two to three weeks before making a shift to hybrid mode after being in distance learning mode due to high levels of viral transmission. This past week Hennepin County's daily case rate per 10,000 people dropped below 30 for the first time since the fall. While Edina has been slowly decreasing, it has now been under 30 cases per 10,000 residents over 14 days, since January 18. All indicators for Edina based on laboratory confirmed COVID-19 cases show a decrease.

These indicators suggest that secondary grade levels can return to the hybrid model as the spread in the community has dropped sufficiently. It should be noted that there is tremendous uncertainty about what the next few months will bring in terms of case counts with multiple variants of COVID-19. Other countries with variants circulating have seen a substantial surge in cases, which may necessitate another model shift.

Superintendent Schulz provided the following statement regarding the district's recent annual report:

Enrollment Correction

We want to provide a correction to a number in the Annual Report that the community received last week. The enrollment figure in the Annual Report (7,791) is actually the Consistent Attendance Count from the Minnesota Department of Education's Minnesota Report Card website. It represents the number of enrolled students attending school 90% or more of the time. Enrollment as reported on Oct. 1, 2020 is 8,238. We will be communicating a correction of these numbers in the e-newsletter to families and in the next issue of Experience.