



## **School Board Regular Meeting**

**Virtual Meeting**

**Monday, July 13, 2020, 7:00 PM**

- I. Determination of Quorum, Call to Order and Approval of Agenda**
- II. Approve Minutes**
  - A. June 9, 2020 Special Meeting**
  - B. June 8, 2020, Regular Meeting**
  - C. June 22, 2020 Closed Meeting**
  - D. June 22, 2020 Special Meeting**
- III. Consent Agenda**
  - A. Personnel Recommendations**
  - B. Expenditures Payable, June 2020**
  - C. NWEA Contract**
  - D. Purchase – Staff Laptops**
  - E. Purchase – Music Instruments**
  - F. Membership – AMSD**
  - G. Membership - MSBA**
- IV. Reading of Community Input Regarding Agenda Items**
- V. Discussion/Report**
  - A. Fall Learning Plan**
    - a. Description: Guidance from the Minnesota Department of Education for the fall of 2020 includes preparation for three scenarios: Face to Face learning, Distance Learning and a Hybrid of the two. On June 3 a leadership team, in consultation with Teamworks International, began laying out a process for seeking input and making recommendations for fall programming and operations. This report will provide an update of current leadership challenges being addressed and those that still remain. This update is intended to provide the board with an preliminary information on the three different scenarios for fall planning. No scenarios are finalized, and this update is intended for information only. We would like to thank many teachers, staff, administrators, parents and students for their participation to date.
    - b. Presenters: Dr. Randy Smasal, Assistant Superintendent; Steve Buettner, Director of District Media and Technology Services; Dr. John Schultz, Superintendent

## **B. Board Norms**

- a. Description: The Board Human Resources Committee met in January 2020 to prepare draft school board norms, which were reviewed at the Board's work sessions on February 6 and April 30, 2020. The members of the Edina School Board will strive to provide an excellent public education that meets the needs of all students in our district. The academic excellence we expect is accomplished in partnership with our students, parents, teachers, administrators, non-licensed staff and community members. This document serves to supplement our policies, which exist to provide a code of ethics, structure, operating guidelines, general meeting parameters, and the basic roles and responsibilities of our school board. It has been slightly modified since the April 30 meeting date to conform with Member suggestions.
- b. Presenter: Erica Allenburg, Board Chair

## **C. Policy Review – Rapid (520, 526, 529, 533, 534, 610, 619, 632)**

- a. Presenter: Board Policy Committee

## **D. Policy Review (213, 604, 612, 617, 618, 620, 635, 636)**

- a. Presenter: Board Policy Committee

## **E. Pandemic Response Policy - New**

- a. Description: This policy discussion is intended to ensure clear understanding of board and administrative roles during the management of the COVID outbreak and its impact on the district. Before discussing the policy itself, we will discuss the following two broad issues:
  - Reaffirm responsible party who will decide whether to implement an in-person, hybrid learning or distance learning scenario. Note: State or local public health officials may exercise authority to close schools.
  - Determine meeting, communication, and decision-making expectations and protocols between School Board and Administration.
- b. Presenter: Board Policy Committee

## **F. HR Committee Name Change**

- a. Description: This item asks the Board to change the name of its Human Resources (HR) Committee to Governance Committee.
- b. Presenter: Board HR Committee

## **VI. Action**

### **A. Policy Review (203, 209, 505, 806)**

- a. Presenter: Board Policy Committee

## **VII. Leadership & Committee Updates, Announcements**

INDEPENDENT SCHOOL DISTRICT 273  
OFFICIAL MINUTES OF THE VIRTUAL SPECIAL MEETING OF JUNE 8, 2020

VIRTUAL SPECIAL MEETING  
5:00 PM

Edina Community Center  
5701 Normandale Road  
Room 170 and Remote Locations

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

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

PRESIDING OFFICER: Chair Erica Allenburg


5:00 PM – 6:30 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. John W. Schultz, Superintendent  
John Toop, Director of Business Services  
Mary Woitte, Director of Communications

CERTIFIED CORRECT:

CERTIFIED CORRECT:

  
Ms. Erica Allenburg, Chair

  
Ms. Ellen Jones, Clerk

(Official Publication)  
MINUTES OF THE VIRTUAL SPECIAL MEETING OF THE SCHOOL BOARD  
DISTRICT 273 EDINA, MINNESOTA  
JUNE 8, 2020

5:30 PM Chair Allenburg called to order the virtual special meeting of the School Board. All Members and staff participated remotely. Members present: Allenburg, Fox, Greene, Jones, Michaelson, Shaw, Wallen-Friedman. Staff present: Schultz, Toop, Woitte.

ACTION ITEM APPROVED BY UNANIMOUS ROLL CALL VOTE

- A. Letters to Community

DISCUSSION ITEMS

- A. 2020-2021 Budget Update
- B. Strategic Plan Communications

The meeting adjourned at 6:30 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  
JUNE 8, 2020 VIRTUAL SPECIAL MEETING

5:30 PM Chair Allenburg called to order the virtual special meeting of the School Board. All Members and staff participated remotely. Members present: Allenburg, Fox, Greene, Jones, Michaelson, Shaw, Wallen-Friedman. Staff present: Schultz, Toop, Woitte.

ACTION ITEM APPROVED BY UNANIMOUS ROLL CALL VOTE

Letters to the Community: Member Wallen-Friedman moved and Member Michaelson seconded to approve the motion. All Members voted Aye by roll call vote.

DISCUSSION

2020-2021 Budget Update: John Toop gave an update to the Board on the fiscal dynamics of the 2019-20 and 2020-21 budgets.

Strategic Plan Communications: Mary Woitte provided the draft documents for presenting the new strategic plan to the community.

At 6:30 PM, there being no objection, Chair Allenburg adjourned the meeting.



INDEPENDENT SCHOOL DISTRICT 273  
OFFICIAL MINUTES OF THE VIRTUAL REGULAR MEETING OF JUNE 8, 2020

VIRTUAL SPECIAL MEETING  
7:00 PM

Edina Community Center  
5701 Normandale Road  
Superintendent Conference Room and Remote Locations

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

Ms. Erica Allenburg  
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

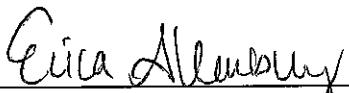
7:00 PM – 8:34 PM

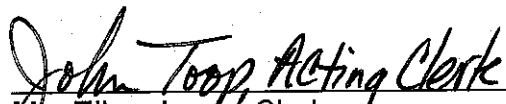
ADMINISTRATIVE STAFF PRESENT:

Dr. John W. Schultz, Superintendent  
Bryan Bass, Assistant Superintendent (attended remotely)  
Valerie Burke, Director of Community Education services (attended remotely)  
Dr. Randy Smasal, Director of Teaching and Learning (attended remotely)  
John Toop, Director of Business Services (attended remotely)  
Mary Woitte, Director of Communications (attended remotely)

CERTIFIED CORRECT:

CERTIFIED CORRECT:

  
Ms. Erica Allenburg, Chair

  
Ms. Ellen Jones, Clerk

(Official Publication)  
MINUTES OF THE REGULAR MEETING OF THE SCHOOL BOARD  
DISTRICT 273 EDINA, MINNESOTA  
JUNE 8, 2020

7:00 PM Chair Allenburg called to order the regular meeting of the School Board. All Members, staff and guests participated remotely. Members present: Allenburg, Fox, Greene, Jones, Michaelson, Shaw, Wallen-Friedman. Staff present: Schultz, Bass, Burke, Smasal, Toop, Woitte; Libby Sandvick, Caroline Linden, Christopher Dunn, Wyndemere Coffey, David White. Guests: Annemarie Schilling, Nicole Gorman.

BOARD LETTER TO THE COMMUNITY

APPROVAL OF MINUTES BY UNANIMOUS ROLL CALL VOTE

EXCELLENCE IN ACTION

CONSENT ITEMS APPROVED BY UNANIMOUS ROLL CALL VOTE

- A. Personnel Recommendations
- B. Expenditures Payable – May 2020
- C. ABE Consortium Agreement
- D. Copy Paper, 2020-21
- E. MSHSL Membership, 2020-21
- F. Designation of MDE's IOWA's
- G. Name Recognition – Paulsen Courts

READING OF COMMUNITY INPUT

REPORT

- A. Alt Comp Annual Report

DISCUSSION

- A. Superintendent Goals, 2020-2021
- B. Policy Review, Rapid - 505, 806
- C. Policy Review - 203, 209

ACTION ITEMS APPROVED BY UNANIMOUS ROLL CALL VOTE

- A. Strategic Plan, 2020-2025
- B. Arts and Music Curriculum Review
- C. Ten Year Long Term Facility Maintenance Program Budget
- D. Policy Review – 510, 713

BOARD LIAISON AND COMMITTEE CHAIR REPORTS

INFORMATION

- A. Enrollment and Mobility Reports
- B. Expenditures Report
- C. Transportation Webpage Language



#### D. Staff Recognition

The meeting adjourned at 8:34 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  
JUNE 8, 2020 REGULAR MEETING

7:00 PM Chair Allenburg called to order the regular meeting of the School Board. All Members, staff and guests participated remotely. Members present: Allenburg, Fox, Greene, Jones, Michaelson, Shaw, Wallen-Friedman. Staff present: Schultz, Bass, Burke, Smasal, Toop, Woitte; Libby Sandvick, Caroline Linden, Christopher Dunn, Wyndemere Coffey, David White. Guests: Annemarie Schilling, Nicole Gorman.

BOARD LETTER TO THE COMMUNITY

Chair Allenburg read a letter from the School Board to the community regarding the death of George Floyd, recent events in the community, and what it means to the district.

APPROVAL OF MINUTES BY UNANIMOUS ROLL CALL VOTE

Member Wallen-Friedman moved and Member Fox seconded to approve the minutes of the May 19, 2020 work session and regular meeting; and the May 28, 2020 special and closed meeting. All Members voted Aye by roll call vote.

EXCELLENCE IN ACTION

Edina Community Foundation Development Officer Annemarie Schilling and Edina Senior Center Recreation Supervisor Nicole Gorman described the collaboration between the Edina Senior Center, Edina Community Ed, and the Edina Library in creating "Dear Edina – A Pen Pal Program." Chair Allenburg read a representative letter from the community applauding the district's Distance Learning version of Commencement. She also recognized Wes Martin, Countryside Elementary night lead custodian, for actions described in an email from Principal Bergman.

CONSENT ITEMS APPROVED BY UNANIMOUS ROLL CALL VOTE

Member Wallen-Friedman moved and Member Michaelson seconded to approve the consent agenda. Members Allenburg, Fox, Greene, Jones, Michaelson, Shaw and Wallen-Friedman voted Aye by roll call vote. The resolutions were:

- A. Personnel Recommendations
- B. Expenditures Payable – May 2020
- C. ABE Consortium Agreement
- D. Copy Paper, 2020-21
- E. MSHSL Membership, 2020-21
- F. Designation of MDE's IOWA's
- G. Name Recognition – Paulsen Courts

READING OF COMMUNITY INPUT

Director Toop read an email to the Board from Sarah Hromada regarding the urgent need to address basic literacy.

## REPORT

Alt Comp Annual Report: Director Smasal, Libby Sandvick (teacher evaluation program facilitator), Christopher Dunn (teacher evaluation peer coach) and Wyndemere Coffey (high school teacher) provided the state-required annual Alt Comp report. Now in its 12<sup>th</sup> year, this well-supported program continues to provide fidelity of implementation across the district with a strong coaching team, reflective conversations, and rigorous student learning goals. The program generates teacher growth and consequent student achievement, and continues to receive high ratings from staff.

## DISCUSSION ITEMS

Superintendent Goals: The 2020-21 goals have been reviewed by the Superintendent and HR Committee, and discussed at a Board work session. "Big bucket" items include distance learning; capital projects levy planning; and strategic plan implementation. The Board will hold off on a more detailed discussion until its July work session, when they will be prioritizing annual tasks of the District. The goals can then be strategically aligned to those tasks.

Policy Review, Rapid: There were no comments for reviewed policies 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students & Employees) or 806 (Emergency Management).

Policy Review: Chair Allenburg provided an overview of suggested edits to Policies 203 (Operation of the School Board) and 209 (Code of Ethics), modified to better align with Board norms. Board Members provided additional suggestions for clarity.

## ACTION ITEMS APPROVED BY UNANIMOUS ROLL CALL VOTE

Strategic Plan, 2020-2025: Member Wallen-Friedman moved and Member Greene seconded to approve a motion to approve the 2020-2025 Strategic plan with the current Gantt chart removed. All Members voted Aye by roll call vote.

Comments: Thanks and congratulations were offered by the Superintendent and Board members for the work and input of all those connected with the creation of the District's new Strategic Plan.

Arts and Music Curriculum: Member Wallen-Friedman moved and Member Jones seconded to approve the motion. All Members voted Aye by roll call vote.

Ten Year Long Term Facility Maintenance Program Budget: Member Wallen-Friedman moved and Member Jones seconded to approve the motion. All Members voted Aye by roll call vote.

Policy Review – 510, 713: Member Wallen-Friedman moved and Member Shaw seconded to approve the motion, with a friendly amendment to include language suggested by Member Wallen-Friedman on Appendix I. All Members voted Aye by roll call vote.

Member Wallen-Friedman reported that he researched last month's question about whether Board committee descriptions should be done by resolution or policy. He said the

MSBA recommends doing it by resolution to allow for more flexibility, and noted Policy 213 language mirrors that of the MSBA model policy.

Chair Allenburg provided the planned topics for the next two Board work sessions. Member Wallen-Friedman clarified that the Superintendent's evaluation takes place in closed session, after which a public summary is provided at the next regular meeting.

At 8:34 PM, there being no objection, Chair Allenburg adjourned the meeting.

INDEPENDENT SCHOOL DISTRICT 273  
OFFICIAL MINUTES OF THE VIRTUAL CLOSED MEETING OF JUNE 22, 2020

VIRTUAL CLOSED MEETING  
5:00 PM

Edina Community Center  
5701 Normandale Road  
Room 170 and Remote Locations

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

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

PRESIDING OFFICER: Chair Erica Allenburg


5:00 PM – 5.50 PM


ADMINISTRATIVE STAFF PRESENT:

Dr. John W. Schultz, Superintendent

CERTIFIED CORRECT:

CERTIFIED CORRECT:

  
Ms. Erica Allenburg, Chair

  
Ms. Ellen Jones, Clerk

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

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

CLOSED SESSION

A. Superintendent Review

The meeting was recessed at 5:50 PM and reconvened at 7:20 PM. The meeting was adjourned at 9:15 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  
JUNE 22, 2020 VIRTUAL CLOSED MEETING

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

CLOSED SESSION

Superintendent Evaluation

The meeting was recessed at 5:50 PM and reconvened at 7:20 PM. At 9:15 PM, there being no objection, Chair Allenburg adjourned the meeting.





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

VIRTUAL SPECIAL MEETING  
6:00 PM

Edina Community Center  
5701 Normandale Road  
Superintendent Conference Room and Remote Locations

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

Ms. Erica Allenburg  
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

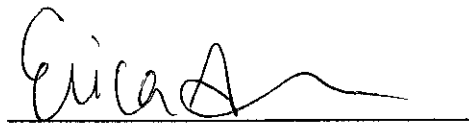
6:00 PM – 7:10 PM


ADMINISTRATIVE STAFF PRESENT:

Dr. John W. Schultz, Superintendent  
Dr. Randy Smasal, Assistant Superintendent (attended remotely)  
Steve Buettner, Director of District Media and Technology Services (attended remotely)  
Valerie Burke, Director of Community Education Services (attended remotely)  
Jeff Jorgensen, Director of Student Support Services (attended remotely)  
John Toop, Director of Business Services (attended remotely)  
Mary Woitte, Director of Communications (attended remotely)

CERTIFIED CORRECT:

CERTIFIED CORRECT:

  
Ms. Erica Allenburg, Chair

  
Ms. Ellen Jones, Clerk

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

6:00 PM Chair Allenburg called to order the special meeting of the School Board. All Members, staff and guests participated remotely. Members present: Allenburg, Fox, Greene, Jones, Michaelson, Shaw, Wallen-Friedman. Staff present: Schultz, Smasal, Buettner, Burke, Jorgensen, Toop, Woitte.

CONSENT ITEMS APPROVED BY UNANIMOUS ROLL CALL VOTE

- A. EPASS Contract
- B. Food Service Management, 2020-21
- C. Environmental Consultants
- D. Agreement with Best Buy
- E. Property Liability Insurance
- F. Workers' Compensation Insurance
- G. Meal Prices, 2020-21
- H. Copiers, 2020-21

ACTION ITEM APPROVED BY UNANIMOUS ROLL CALL VOTE

- A. Final Budget, All Funds

DISCUSSION

- A. Board Committee Assignments Process

The meeting adjourned at 7:10 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  
JUNE 22, 2020 SPECIAL MEETING

6:00 PM Chair Allenburg called to order the special meeting of the School Board. All Members, staff and guests participated remotely. Members present: Allenburg, Fox, Greene, Jones, Michaelson, Shaw, Wallen-Friedman. Staff present: Schultz, Smasal, Buettner, Burke, Jorgensen, Toop, Woitte.

CONSENT ITEMS APPROVED BY UNANIMOUS ROLL CALL VOTE

Member Shaw moved and Member Jones seconded to approve the consent agenda. Members Allenburg, Fox, Greene, Jones, Michaelson, Shaw and Wallen-Friedman voted Aye by roll call vote. The resolutions were:

- A. EPASS Contract
- B. Food Service Management, 2020-21
- C. Environmental Consultants
- D. Agreement with Best Buy
- E. Property Liability Insurance
- F. Workers' Compensation Insurance
- G. Meal Prices, 2020-21
- H. Copiers, 2020-21

ACTION ITEM APPROVED BY UNANIMOUS ROLL CALL VOTE

Final Budget, All Funds, 2020-21: Member Fox moved and Member Wallen-Friedman seconded to approve a motion to approve the 2020-21 Final Budget. All Members voted Aye by roll call vote.

DISCUSSION ITEM

Board Committee Assignments Process: The Board discussed the committee assignments process.

At 7:10 PM, there being no objection, Chair Allenburg adjourned the meeting.





**Board Meeting Date:** 7/13/2020

**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:** Personnel recommendations.

**ATTACHMENTS:**

## **LICENSED STAFF**

### A. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Assignment</u>	<u>Salary</u>	<u>Date</u>
BRITTON, SUZANNE	Special Education Concord	\$47,963	8/17/2020
COLVIN, BRITTA	Special Education Resource Countryside	\$51,520	8/17/2020
CROWLEY, LAUREN	Speech Pathologist Cornelia	\$62,896	8/17/2020
FISCHER, SEAN	Special Education South View	\$39,674	8/17/2020
HAKES, ADELINE	Social Worker Highlands	\$46,970	8/17/2020
JOHNSON, CAROLYNN	Math Edina High School	\$46,970	8/17/2020
KILE, ANNE	Special Education Concord	\$83,369	8/17/2020
LARSON, WESLEY	School Psychologist District Wide	\$84,482	8/17/2020
MA, LING	Chinese .4 Edina High School	\$32,783	8/17/2020
MIZIORKO, SARAH	Math South View	\$68,516	8/17/2020
STENGEL, KATHERINE	Grade 5 Normandale	\$49,246	8/17/2020

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

## **NON-LICENSED STAFF**

### A. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Assignment</u>	<u>Salary</u>	<u>Date</u>
NASH, BAILLIE	Accounting Specialist District Office	Step 2, \$4,894/month	06/15/2020
PEERY, ANDREW	Custodian Districtwide	Step 2, \$16.67/hour	06/05/2020

*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>
HOWELL, MARK	From: Building Repair, EHS To: Custodian, EHS	\$19.06/hour	06/15/2020

C. RESIGNATIONS

<u>Name</u>	<u>Assignment</u>	<u>Reason</u>	<u>Date</u>
HANKINS, ROBERT	Custodian Cornelia	Retirement	07/07/2020

D. TERMINATION

<u>Name</u>	<u>Assignment</u>		<u>Date</u>
MELANDER, ADRI	HSA Southview	Non-renewed	05/29/2020

**COMMUNITY EDUCATION SERVICES STAFF**

A. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Assignment</u>	<u>Salary</u>	<u>Date</u>
DOLL, JOSIE	Student Recreation Leader	\$11.00/hr	3/16/2020
HAGERMAN, PRISCILLA	Recreation Leader	\$15.74/hr	6/8/2020
LEUPOLD, ELI	Recreation Leader	\$13.91/hr	6/15/2020
MCKHANN, LINDSEY	Recreation Leader	\$13.37/hr	6/22/2020
PIERCE, OLIVIA	Recreation Leader	\$13.37/hr	6/22/2020
SCHILLING, MARGARET	Recreation Leader	\$13.91/hr	6/8/2020

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

B. ADDITIONAL ASSIGNMENT

<u>Name</u>	<u>Assignment</u>	<u>Salary</u>	<u>Date(s)</u>
SHAKIR, ABDULLAH	Substitute Recreation Leader	\$13.37/hr.	6/22/2020
SIDDY, JOSEPH	Substitute Recreation Leader	\$16.90/hr	6/22/2020



**Board Meeting Date:** 7/13/2020

**TITLE:** Expenditures Payable 6-30-20

**TYPE:** Consent

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

**BACKGROUND:**

01	General Fund	\$ 2,979,475.13
02	Food Service Fund	153,645.53
04	Community Service Fund	56,957.58
06	Construction- Long Term Facility Maintenance Technology	3,252,694.35
07	Debt Redemption Fund	0.00
12	Construction- 2015 Building Bond	484,503.95
20	Internal Service – Dental Self Insurance	0.00
50	Student Activities	<u>0.00</u>
	Total Expenditures	<u>\$ 6,927,276.54</u>

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

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

**ATTACHMENTS:**

1. June Check Register



SOURCEWELL TECHNOLOGY  
DATE: 07/09/2020  
TIME: 15:18:06

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 1  
ACCTPA21

SELECTION CRITERIA: transact.yr='20' and transact.period='12'  
ACCOUNTING PERIOD: 12/20

FUND - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	376739	06/03/20	30778	ADVANCED POWER SERV	01005865363000	305	SERVICE CALL/REPAIR	0.00	851.50
A101.00	376741	06/03/20	30892	ANDERSON-JOHNSON AS	01021865384000	305	EHS TURF GRI	0.00	55.85
A101.00	376742	06/03/20	32179	ARJUN MAHESHWARI	01021211000096	430	ECON PRIZE PASS-THR	0.00	50.00
A101.00	376743	06/03/20	32180	ARYAN JAIN	01021211000096	430	ECON PRIZE PASS-THR	0.00	50.00
A101.00	376744	06/03/20	28391	AVANT ASSESSMENT LL	01021211000096	430	AVANT STAMP TEST	0.00	1,475.00
A101.00	376745	06/03/20	24904	A-Z RENTAL CENTER	01532810000000	350	PROPANE	0.00	51.00
A101.00	376745	06/03/20	24904	A-Z RENTAL CENTER	01532810000000	350	PROPANE	0.00	53.95
TOTAL CHECK								0.00	104.95
A101.00	376746	06/03/20	26064	BAYADA HOME HEALTH	01005416740000	394	RN SERVICE DURING D	0.00	630.00
A101.00	376748	06/03/20	30545	FLICEK WELDING	01021211302000	530	LDNG DOCK GUARD RAI	0.00	3,800.00
A101.00	376748	06/03/20	30545	FLICEK WELDING	01021810000000	350	LDNG DOCK GUARD RAI	0.00	2,800.00
TOTAL CHECK								0.00	6,600.00
A101.00	376749	06/03/20	32190	CAMP NICOLET INC	01005211320000	898	CAMP REG-KM	0.00	1,400.00
A101.00	376750	06/03/20	26773	COMBINED INSURANCE	01	L215.25	EMPLOYEE WITHHOLDIN	0.00	3,323.66
A101.00	376751	06/03/20	31725	DAKOTA SWEEPING & M	01005810000000	350	ECC SUMMER SWEEP	0.00	220.00
A101.00	376751	06/03/20	31725	DAKOTA SWEEPING & M	01005810000000	350	HL SUMMER LOT SWEEP	0.00	468.00
A101.00	376751	06/03/20	31725	DAKOTA SWEEPING & M	01005810000000	350	TRANS LOT SWEEPING	0.00	800.00
TOTAL CHECK								0.00	1,488.00
A101.00	376752	06/03/20	32185	DELPHINE CASTANET	01021710000000	401	REFUND GR 10 PSAT	0.00	25.00
A101.00	376754	06/03/20	32186	ETHAN OELSCHLAGER	01021710000000	401	REFUND GR 10 PSAT	0.00	25.00
A101.00	376755	06/03/20	32181	EVAN JIANG	01021211000096	430	ECON PRIZE PASS-THR	0.00	50.00
A101.00	376756	06/03/20	30242	FRASER CHILD AND FA	01005400000000	394	PSYCHOTHERAPY	0.00	462.00
A101.00	376756	06/03/20	30242	FRASER CHILD AND FA	01005400000000	394	PSYCHOTHERAPY	0.00	462.00
A101.00	376756	06/03/20	30242	FRASER CHILD AND FA	01005400000000	394	PSYCHOTHERAPY	0.00	616.00
A101.00	376756	06/03/20	30242	FRASER CHILD AND FA	01005400000000	394	PSYCHOTHERAPY	0.00	1,001.00
A101.00	376756	06/03/20	30242	FRASER CHILD AND FA	01005400000000	394	PSYCHOTHERAPY	0.00	5,544.00
A101.00	376756	06/03/20	30242	FRASER CHILD AND FA	01005400000000	393	PSYCHOTHERAPY	0.00	154.00
A101.00	376756	06/03/20	30242	FRASER CHILD AND FA	01005400000000	394	PSYCHOTHERAPY	0.00	154.00
TOTAL CHECK								0.00	8,393.00
A101.00	376757	06/03/20	30209	GRAINGER	01532810000810	401	SCRAPER BLADES/PLUG	0.00	31.04
A101.00	376758	06/03/20	32182	HENRY ZHAO	01021211000096	430	ECON PRIZE PASS-THR	0.00	50.00
A101.00	376759	06/03/20	31894	THE HILL CENTER, IN	01529203000093	430	HILL LEARNING SYS F	0.00	250.00
A101.00	376759	06/03/20	31894	THE HILL CENTER, IN	01005407740640	366	HILL RAP OBSERVATIO	0.00	1,400.00
TOTAL CHECK								0.00	1,650.00

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A101.00	376760	06/03/20	15481	INSTY-PRINTS	01021050000000	401	10,000 ENVELOPES	0.00	1,095.00	
A101.00	376761	06/03/20	22560	INTELLIGERE INC	01005420419000	358	INTERPRETER-SP ED	0.00	157.50	
A101.00	376761	06/03/20	22560	INTELLIGERE INC	01005219317000	358	INTERPRETER-EL	0.00	131.25	
TOTAL CHECK									0.00	288.75
A101.00	376762	06/03/20	16322	INTERMEDIATE DISTRI	01005211000000	390	TUITION-CARE & TRTM	0.00	9,353.20	
A101.00	376765	06/03/20	12665	JESSEN PRESS INC	01021211000450	305	SENIOR YARD SIGNS	0.00	8,200.00	
A101.00	376766	06/03/20	31512	JOSHUA FREMDER	01019291000256	430	SV MUSICAL CHOREO	0.00	1,600.00	
A101.00	376767	06/03/20	32194	JR BROADCASTING LLC	01021211000450	305	EHS GRADUATION	0.00	1,600.00	
A101.00	376768	06/03/20	32187	KRISTA FOSTER	01021710000000	401	REFUND GR 10 PSAT	0.00	25.00	
A101.00	376769	06/03/20	21327	LANGUAGE LINE SERVI	01005810000000	320	TRANS SVCS-APR 2020	0.00	5,243.76	
A101.00	376770	06/03/20	32195	LINDSEY SMITH	01019291000256	430	MUSICAL COSTUME SUP	0.00	225.24	
A101.00	376774	06/03/20	30025	MENARDS - RICHFIELD	01019810000810	401	PVC COUPLING & CEME	0.00	5.94	
A101.00	376775	06/03/20	30147	MENARDS- BURNSVILLE	01005810000820	401	DW GROUNDS SUPPLIES	0.00	50.87	
A101.00	376776	06/03/20	04595	MESPA	01526050000000	820	MESPA MBRSH-PMD	0.00	884.00	
A101.00	376777	06/03/20	20037	METRO ELEVATOR INC	01005810000000	305	ECC JUN ELEV SERVIC	0.00	1,097.00	
A101.00	376779	06/03/20	27482	NATIONAL INSURANCE	01	L215.30	CURR EMP LIFE/AD&D	0.00	15,894.18	
A101.00	376779	06/03/20	27482	NATIONAL INSURANCE	01	L215.30	LTD DISTRICT W/H	0.00	16,745.43	
A101.00	376779	06/03/20	27482	NATIONAL INSURANCE	01005203797000	291	COBRA/RETIREE	0.00	3,394.01	
A101.00	376779	06/03/20	27482	NATIONAL INSURANCE	01	L215.40	VOL AD&D EMP W/H	0.00	2,993.46	
TOTAL CHECK									0.00	39,027.08
A101.00	376780	06/03/20	32189	NATIONAL URBAN ALLI	01005640316000	366	REG-D KRENGEL	0.00	300.00	
A101.00	376780	06/03/20	32189	NATIONAL URBAN ALLI	01005640316000	366	REG-K SECK	0.00	300.00	
A101.00	376780	06/03/20	32189	NATIONAL URBAN ALLI	01005640316000	366	REG-K GREENE	0.00	300.00	
A101.00	376780	06/03/20	32189	NATIONAL URBAN ALLI	01005640316000	366	REG-L SANDVICK	0.00	300.00	
TOTAL CHECK									0.00	1,200.00
A101.00	376783	06/03/20	28502	PALMER WEST CONSTRU	01008810000000	350	ROOF REPAIR	0.00	695.00	
A101.00	376784	06/03/20	30930	PLANSOURCE	01005110000000	305	SERVICES FOR MAY 20	0.00	7,803.50	
A101.00	376785	06/03/20	15331	PRAIRIE ELECTRIC CO	01528850302000	520	CHG FLOOR OUTLETS	0.00	2,486.00	
A101.00	376787	06/03/20	11873	RATWIK ROSZAK & MAL	01005400000000	306	LEGAL SVCS/ SP ED	0.00	69.00	
A101.00	376788	06/03/20	31430	READING & MATH, INC	01526203000000	430	MATH CORP SITE FEE	0.00	1,000.00	
A101.00	376789	06/03/20	26495	RUPP ANDERSON SQUIR	01005110000000	307	LEGAL SVCS- GEN DIS	0.00	5,163.43	
A101.00	376789	06/03/20	26495	RUPP ANDERSON SQUIR	01005105000000	307	LEGAL SVCS-HR	0.00	987.00	

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A101.00	376789	06/03/20	26495	RUPP ANDERSON SQUIR	01005400000000	306	LEGAL SVCS-SP ED	0.00	211.50
TOTAL CHECK								0.00	6,361.93
A101.00	376790	06/03/20	26568	S & J GLASS INC	01019865368000	520	SVMS WINDOW REPLACE	0.00	21,850.00
A101.00	376791	06/03/20	06400	SCHMITT MUSIC	01021258000250	350	BASSOON REPAIR	0.00	35.67
A101.00	376792	06/03/20	30096	SUMMIT COMPANIES	01005810000000	305	SERVICE CALL-PIV	0.00	300.00
A101.00	376795	06/03/20	31069	TECHLINE TWIN-CITIE	01005810000000	350	EHS WALL CABINETS	0.00	1,000.00
A101.00	376795	06/03/20	31069	TECHLINE TWIN-CITIE	01021292000000	430	EHS WALL CABINETS	0.00	1,580.00
TOTAL CHECK								0.00	2,580.00
A101.00	376798	06/03/20	27819	T-MOBILE	01005810000000	320	BUILDING & GROUNDS	0.00	82.29
A101.00	376798	06/03/20	27819	T-MOBILE	01005810000000	320	ECC MAINT	0.00	111.75
A101.00	376798	06/03/20	27819	T-MOBILE	01005630000000	320	DMTS	0.00	123.10
A101.00	376798	06/03/20	27819	T-MOBILE	01019810000000	320	SOUTH VIEW MAINT	0.00	52.83
A101.00	376798	06/03/20	27819	T-MOBILE	01005420419000	320	ECSE	0.00	63.61
A101.00	376798	06/03/20	27819	T-MOBILE	01009760720000	320	TRANSPORTATION	0.00	32.85
A101.00	376798	06/03/20	27819	T-MOBILE	01529050000000	320	HIGHLANDS	0.00	35.67
A101.00	376798	06/03/20	27819	T-MOBILE	01021050000000	320	HIGH SCHOOL	0.00	35.67
A101.00	376798	06/03/20	27819	T-MOBILE	01532810000000	320	CREEK VALLEY MAINT	0.00	35.67
A101.00	376798	06/03/20	27819	T-MOBILE	01528810000000	320	COUNTRYSIDE MAINT	0.00	35.67
A101.00	376798	06/03/20	27819	T-MOBILE	01527810000000	320	CORNELIA MAINT	0.00	35.67
A101.00	376798	06/03/20	27819	T-MOBILE	01021810000000	320	HIGH SCHOOL MAINT	0.00	36.69
A101.00	376798	06/03/20	27819	T-MOBILE	01005420419000	320	SPECIAL SERVICES	0.00	36.69
A101.00	376798	06/03/20	27819	T-MOBILE	01020810000000	320	VALLEY VIEW MAINT	0.00	19.53
A101.00	376798	06/03/20	27819	T-MOBILE	01020050000000	320	VALLEY VIEW	0.00	23.37
A101.00	376798	06/03/20	27819	T-MOBILE	01529810000000	320	HIGHLANDS MAINT	0.00	23.37
A101.00	376798	06/03/20	27819	T-MOBILE	01533050000000	320	NORMANDALE	0.00	23.37
A101.00	376798	06/03/20	27819	T-MOBILE	01019050000000	320	SOUTH VIEW	0.00	23.37
A101.00	376798	06/03/20	27819	T-MOBILE	01526050000000	320	CONCORD	0.00	23.37
A101.00	376798	06/03/20	27819	T-MOBILE	01527050000000	320	CORNELIA	0.00	23.37
A101.00	376798	06/03/20	27819	T-MOBILE	01528050000000	320	COUNTRYSIDE	0.00	23.37
A101.00	376798	06/03/20	27819	T-MOBILE	01532050000000	320	CREEK VALLEY	0.00	24.39
A101.00	376798	06/03/20	27819	T-MOBILE	01526810000000	320	CONCORD MAINT	0.00	52.83
TOTAL CHECK								0.00	978.50
A101.00	376799	06/03/20	25724	ULINE	01020810000810	401	CUSTODIAL SUPPLIES	0.00	152.25
A101.00	376800	06/03/20	32191	VALLEY-RICH CO, INC	01005865352000	305	REPLACED HYDRANT	0.00	13,150.00
A101.00	376801	06/03/20	26245	WCEPS-WI CENTER FOR	01005205417000	433	01-0071 KINDER KITS	0.00	600.00
A101.00	376801	06/03/20	26245	WCEPS-WI CENTER FOR	01005205417000	433	SHIPPING	0.00	60.00
TOTAL CHECK								0.00	660.00
A101.00	376802	06/03/20	31269	WEST 44TH STREET GR	01005109000000	305	DESIGN/SUMMER EXPER	0.00	1,487.50
A101.00	376803	06/03/20	25308	WOLD ARCHITECTS & E	01008865384000	305	ECC 2020 RENOV	0.00	20,116.23
A101.00	376803	06/03/20	25308	WOLD ARCHITECTS & E	01019865369000	305	SVMS 2019 WINDOW RE	0.00	94,263.14
A101.00	376803	06/03/20	25308	WOLD ARCHITECTS & E	01020865384000	305	VVMS 2020 RENOV	0.00	8,252.13
A101.00	376803	06/03/20	25308	WOLD ARCHITECTS & E	01008865384000	305	ECC RENOV	0.00	643.78

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A101.00	376803	06/03/20	25308	WOLD ARCHITECTS & E	01020865384000	305	VV OUTDOOR STORAGE	0.00	936.85
A101.00	376803	06/03/20	25308	WOLD ARCHITECTS & E	01021865384000	305	HS STEAM HX REPLACE	0.00	267.90
A101.00	376803	06/03/20	25308	WOLD ARCHITECTS & E	01527865384000	305	CN WATER HEATER	0.00	137.85
TOTAL CHECK								0.00	124,617.88
A101.00	376804	06/03/20	25452	ZIP PRINTING & COPY	01021211000450	305	DIPLOMA ENVELOPES	0.00	622.50
A101.00	376807	06/10/20	11244	ASSURED SECURITY IN	01019810000000	350	CUT CODE KEY&KEY DU	0.00	79.00
A101.00	376808	06/10/20	05628	AUTO PLUS/UNI-SELEC	01009760720000	402	PART THK1208-106	0.00	15.34
A101.00	376808	06/10/20	05628	AUTO PLUS/UNI-SELEC	01009760720000	402	HUB AND BEARING	0.00	297.62
TOTAL CHECK								0.00	312.96
A101.00	376809	06/10/20	24904	A-Z RENTAL CENTER	01021810000810	401	PROPANE TANK REFILL	0.00	17.00
A101.00	376810	06/10/20	24971	BATTERIES R US	01526810000810	401	RIDINGSCRUB BATTERI	0.00	1,599.96
A101.00	376811	06/10/20	32010	BOARD OF SCHOOL SUP	01005420419640	366	PROF DEVEL/DIR SP E	0.00	1,125.00
A101.00	376812	06/10/20	28129	BRAUN INTERTEC CORP	01008865384000	305	SPECIAL INSP/TESTIN	0.00	1,434.50
A101.00	376815	06/10/20	10363	CENTRAL ROOFING COM	01019865383000	520	SV MS 2020 REROOF	0.00	121,165.85
A101.00	376816	06/10/20	24945	CENTURYLINK	01005620000000	320	DISTRICT OFFICE	0.00	610.38
A101.00	376816	06/10/20	24945	CENTURYLINK	01526810000000	320	CONCORD	0.00	57.33
A101.00	376816	06/10/20	24945	CENTURYLINK	01005620000000	320	DISTRICT OFFICE	0.00	91.89
A101.00	376816	06/10/20	24945	CENTURYLINK	01020810000000	320	VALLEY VIEW	0.00	114.66
A101.00	376816	06/10/20	24945	CENTURYLINK	01528810000000	320	COUNTRYSIDE	0.00	153.20
A101.00	376816	06/10/20	24945	CENTURYLINK	01526810000000	320	CONCORD	0.00	153.20
A101.00	376816	06/10/20	24945	CENTURYLINK	01527810000000	320	CORNELIA	0.00	153.20
A101.00	376816	06/10/20	24945	CENTURYLINK	01019810000000	320	SOUTH VIEW	0.00	268.10
TOTAL CHECK								0.00	1,601.96
A101.00	376818	06/10/20	31123	COGNITIVE CONNECTIO	01533203000539	430	CLOCK STAND	0.00	15.00
A101.00	376818	06/10/20	31123	COGNITIVE CONNECTIO	01533203000539	430	TRACKNETS	0.00	78.00
A101.00	376818	06/10/20	31123	COGNITIVE CONNECTIO	01533203000539	430	YOUNG ELEMENTARY AC	0.00	17.00
A101.00	376818	06/10/20	31123	COGNITIVE CONNECTIO	01533203000539	430	MAGNETIC WHITE BOAR	0.00	8.00
A101.00	376818	06/10/20	31123	COGNITIVE CONNECTIO	01533203000539	430	ESTIMATED SHIPPING/	0.00	41.97
TOTAL CHECK								0.00	159.97
A101.00	376822	06/10/20	19645	COREMARK METALS	01009760720000	402	GALV SHEET	0.00	482.01
A101.00	376823	06/10/20	31528	CORNWELL- MATTHEW T	01009760720000	402	M18 FUEL BLOWER	0.00	199.95
A101.00	376824	06/10/20	31769	COLLABORATIVE STUDE	01009760723000	360	MAY TRANSPORTATION	0.00	13,608.00
A101.00	376825	06/10/20	11744	CULLIGAN BOTTLED WA	01533203000096	430	COOLER SVC-6/20-5/2	0.00	280.26
A101.00	376826	06/10/20	17950	DELEGARD TOOL COMPA	01021810000820	401	EHS GROUNDS SUPPLIE	0.00	14.69
A101.00	376826	06/10/20	17950	DELEGARD TOOL COMPA	01005810000820	401	DW GROUNDS SUPPLIES	0.00	22.98
A101.00	376826	06/10/20	17950	DELEGARD TOOL COMPA	01008810000820	401	ECC GROUNDS SUPPLIE	0.00	29.38
A101.00	376826	06/10/20	17950	DELEGARD TOOL COMPA	01005810000820	401	DW GROUNDS SUPPLIES	0.00	4.80

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
TOTAL CHECK								0.00	71.85
A101.00	376827	06/10/20	31497	DIGITAL MARKETING C	01533203302000	530	MOBILE BOOK DISPLAY	0.00	2,544.00
A101.00	376828	06/10/20	31122	EAI EDUCATION	01533203000052	430	10-SIDED DICE #5309	0.00	75.48
A101.00	376828	06/10/20	31122	EAI EDUCATION	01533203000052	430	ESTIMATED SHIPPING/	0.00	9.00
TOTAL CHECK								0.00	84.48
A101.00	376830	06/10/20	24575	EDUCATORS BENEFIT C	01005110000000	305	403(B) ADMIN & COMP	0.00	577.04
A101.00	376831	06/10/20	32196	ERIN MILLS	01020291000264	430	REIMBURSEMENT YRBK	0.00	38.00
A101.00	376832	06/10/20	30267	FORKLIFTS OF MINNES	01021810000810	401	YALE PWR PALLET JAC	0.00	83.43
A101.00	376832	06/10/20	30267	FORKLIFTS OF MINNES	01021810000810	401	CUSHMAN VEHICLE PMS	0.00	90.43
TOTAL CHECK								0.00	173.86
A101.00	376833	06/10/20	22603	FRONTLINE TECHNOLOG	01005105000000	401	SCREENING ASSESSMEN	0.00	3,189.09
A101.00	376834	06/10/20	09346	GRAINGER	01009760720000	402	GARDEN HOSE ADAPTER	0.00	13.92
A101.00	376834	06/10/20	09346	GRAINGER	01009760720000	402	TAPERED BRISTLE DIS	0.00	21.10
TOTAL CHECK								0.00	35.02
A101.00	376835	06/10/20	02900	GRAYBAR ELECTRIC CO	01021810000000	350	FUSE-CONS PUMP CONT	0.00	78.91
A101.00	376835	06/10/20	02900	GRAYBAR ELECTRIC CO	01021810000000	350	COMMONS RECEPT REPL	0.00	170.75
TOTAL CHECK								0.00	249.66
A101.00	376836	06/10/20	27788	GREATAMERICA FINANC	01019211000000	305	PSTGE METER-JUN20 S	0.00	149.95
A101.00	376838	06/10/20	28379	HANCO CORPORATION	01009760720000	402	17 1.50OZ PERFECT Z	0.00	19.11
A101.00	376838	06/10/20	28379	HANCO CORPORATION	01009760720000	402	PERFECT COATED ZINC	0.00	191.65
TOTAL CHECK								0.00	210.76
A101.00	376840	06/10/20	03263	HOGLUND BUS AND TRU	01009760720000	402	SEAL	0.00	12.86
A101.00	376841	06/10/20	21315	HORIZON COMMERCIAL	01019865380000	520	PER QUOTE - VVMS PO	0.00	23,500.00
A101.00	376843	06/10/20	26941	INNOVATIONAL WATER	01021810000000	350	HYDRONIC CORROSION	0.00	89.00
A101.00	376843	06/10/20	26941	INNOVATIONAL WATER	01019810000000	350	HYDRONIC CORROSION	0.00	178.00
TOTAL CHECK								0.00	267.00
A101.00	376844	06/10/20	20605	INNOVATIVE OFFICE S	01005110000000	401	FEL72331 SORTER,WIR	0.00	36.90
A101.00	376844	06/10/20	20605	INNOVATIVE OFFICE S	01005110000000	401	XST22111 INK,STAMP,	0.00	3.25
A101.00	376844	06/10/20	20605	INNOVATIVE OFFICE S	01005110000000	401	XST22113 INK,STAMP,	0.00	3.25
A101.00	376844	06/10/20	20605	INNOVATIVE OFFICE S	01005110000000	401	IVR10014 DUSTER,100	0.00	25.84
TOTAL CHECK								0.00	69.24
A101.00	376845	06/10/20	03720	JERRY'S HARDWARE	01021810000810	401	MISC CUSTODIAL ITEM	0.00	93.94
A101.00	376846	06/10/20	31328	JOHNSON FITNESS & W	01020211000000	350	PE REPAIR	0.00	1,026.51
A101.00	376847	06/10/20	16419	JOSTENS INC	01020291000264	430	YEARBOOKS	0.00	6,741.10

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FUND - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	376850	06/10/20	24322	KEYSTONE	01009760720000	360	PRIMER, HARDNER	0.00	487.20
A101.00	376850	06/10/20	24322	KEYSTONE	01009760720000	360	WAX/GREASE REMOVER	0.00	24.30
TOTAL CHECK									511.50
A101.00	376851	06/10/20	16167	LAKE COUNTRY SCHOOL	01009760720000	360	NON PUBLIC 2019/202	0.00	601.73
A101.00	376852	06/10/20	04024	LAKESHORE LEARNING	01533203000539	430	CATCH A LETTER MAGN	0.00	29.99
A101.00	376852	06/10/20	04024	LAKESHORE LEARNING	01533203000539	430	FIND THE NUMBER ACT	0.00	29.99
A101.00	376852	06/10/20	04024	LAKESHORE LEARNING	01533203000539	430	NUMBERS AND COUNTIN	0.00	29.99
A101.00	376852	06/10/20	04024	LAKESHORE LEARNING	01533203000539	430	POP & LEARN! LETTER	0.00	29.99
A101.00	376852	06/10/20	04024	LAKESHORE LEARNING	01533203000539	430	\$5.00 FLAT RATE SHI	0.00	5.00
TOTAL CHECK									124.96
A101.00	376854	06/10/20	20691	LIGHTSPEED TECHNOLO	01533620000000	430	QUOTE #Q-13716 DATE	0.00	2,498.00
A101.00	376858	06/10/20	04485	MCGRAW-HILL SCHOOL	01020407740000	433	ALEKS 3 MOS SUBSCRI	0.00	25.00
A101.00	376859	06/10/20	28835	MEDPRO WASTE DISPOS	01005865349000	305	SHARPE DISPOSAL SYS	0.00	146.99
A101.00	376860	06/10/20	09167	MENARDS - GOLDEN VA	01008810000810	401	POWER GRAB	0.00	17.45
A101.00	376861	06/10/20	30024	MENARDS - EDEN PRAI	01008810000810	401	10 SHEETS HARDBOARD	0.00	64.80
A101.00	376861	06/10/20	30024	MENARDS - EDEN PRAI	01008810000820	401	ECC GROUNDS	0.00	4.99
A101.00	376861	06/10/20	30024	MENARDS - EDEN PRAI	01019810000820	401	SV GROUNDS	0.00	9.98
A101.00	376861	06/10/20	30024	MENARDS - EDEN PRAI	01526810000820	401	CC GROUNDS	0.00	39.92
A101.00	376861	06/10/20	30024	MENARDS - EDEN PRAI	01020810000810	401	CUSTODIAL SUPPLIES	0.00	4.16
A101.00	376861	06/10/20	30024	MENARDS - EDEN PRAI	01021810000820	401	EHS GROUNDS	0.00	127.47
TOTAL CHECK									251.32
A101.00	376862	06/10/20	31567	MIDAMERICA ADMIN &R	01	L215.51	HRA PROCESS FEES-QT	0.00	30.00
A101.00	376863	06/10/20	32197	MIDWEST MUSICAL IMP	01020258000250	350	BAND REPAIR	0.00	102.50
A101.00	376864	06/10/20	25610	MOTG-MINNESOTA OFFI	01529050000000	401	USAGE 3/3-4/2 HL	0.00	108.91
A101.00	376865	06/10/20	21406	MINNESOTA SCHOOL EM	01	L215.08	UNION DUES W/H	0.00	471.17
A101.00	376866	06/10/20	04876	MINVALCO INC	01528810000000	350	PARTS-HOT WATER LOO	0.00	282.86
A101.00	376867	06/10/20	16178	MOORHEAD MACHINERY	01020810000000	350	REP CORNER MUDLEG	0.00	2,900.00
A101.00	376867	06/10/20	16178	MOORHEAD MACHINERY	01020810000000	350	REP CORNER MUDLEG	0.00	2,900.00
TOTAL CHECK									5,800.00
A101.00	376868	06/10/20	27840	MSDSONLINE INC	01005865352000	305	MSDS ANNUAL O/L REN	0.00	3,520.00
A101.00	376870	06/10/20	30329	NORTHLINE TRANSPORT	01009760723000	360	APRIL 2020	0.00	10,560.00
A101.00	376871	06/10/20	17215	OCCUPATIONAL MEDICI	01009760720000	305	DOT BOOTH	0.00	70.00
A101.00	376873	06/10/20	25746	PROFORMA	01019291000251	430	CHOIR POLOS	0.00	727.50
A101.00	376874	06/10/20	30398	PTM DOCUMENT SYSTEM	01008105000000	401	PTM603L DOUBLE WIND	0.00	720.00

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FUND - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	376874	06/10/20	30398	PTM DOCUMENT SYSTEM	01008105000000	401	ESTIMATED SHIPPING/	0.00	162.36
TOTAL CHECK									882.36
A101.00	376875	06/10/20	31129	RELATE COUNSELING C	01005400000000	394	CHEM HEATLH SUPP SV	0.00	2,880.00
A101.00	376876	06/10/20	22996	RJ MECHANICAL INC	01529810000000	350	REPAIR	0.00	3,414.12
A101.00	376877	06/10/20	07296	SCAN AIR FILTER INC	01008810000000	350	FILTERS-ECC	0.00	424.36
A101.00	376878	06/10/20	06922	SCHOOL SERVICE EMPL	01	L215.08	UNION DUES W/H	0.00	3,110.46
A101.00	376879	06/10/20	19893	SOUTHWEST CHRISTIAN	01009760720000	360	NON PUBLIC 2019/202	0.00	5,442.11
A101.00	376880	06/10/20	08656	SPS COMPANIES INC	01532810000000	350	REPLACEMENT SINKS	0.00	1,665.62
A101.00	376881	06/10/20	06875	STATE SUPPLY COMPAN	01008810000000	350	BOILER SUPPLIES	0.00	136.84
A101.00	376882	06/10/20	30096	SUMMIT COMPANIES	01005865363000	305	SERVICE CALL	0.00	300.00
A101.00	376885	06/10/20	26357	THE ADVISORS MARKET	01005109000000	305	RETIREMENT APPLES	0.00	927.38
A101.00	376886	06/10/20	23172	TOLL GAS & WELDING	01009760720000	402	DEMURRAGE INVOICE	0.00	10.98
A101.00	376887	06/10/20	13435	TORAH ACADEMY	01009760720000	360	NON PUBLIC 2019/202	0.00	79.77
A101.00	376888	06/10/20	28040	TWIN CITY TRANSPORT	01009760723000	360	APR 2020 TRANS	0.00	47,761.09
A101.00	376889	06/10/20	14932	WASTE MANAGEMENT OF	01526810000000	332	WASTE REMOV-CC JUN	0.00	442.23
A101.00	376889	06/10/20	14932	WASTE MANAGEMENT OF	01021810000000	332	WASTE REMOV-EHS JUN	0.00	870.28
A101.00	376889	06/10/20	14932	WASTE MANAGEMENT OF	01532810000000	332	WASTE REMOV-CV JUN	0.00	965.48
A101.00	376889	06/10/20	14932	WASTE MANAGEMENT OF	01019810000000	332	WASTE REMOV-SVMS JU	0.00	337.02
A101.00	376889	06/10/20	14932	WASTE MANAGEMENT OF	01527810000000	332	WASTE REMOV-CN JUN	0.00	426.15
A101.00	376889	06/10/20	14932	WASTE MANAGEMENT OF	01009760720000	332	WASTE REMOV-BG JUN	0.00	73.40
A101.00	376889	06/10/20	14932	WASTE MANAGEMENT OF	01528810000000	332	WASTE REMOV-CS JUN	0.00	156.78
TOTAL CHECK									3,271.34
A101.00	376890	06/10/20	24966	WEX BANK	01009760720000	441	UNLEADED FUEL MAY	0.00	572.46
A101.00	376892	06/10/20	05410	XCEL ENERGY	01528810000000	330	COUNTRYSIDE	0.00	2,504.57
A101.00	376892	06/10/20	05410	XCEL ENERGY	01009760720000	330	BUS GARAGE	0.00	1,309.14
A101.00	376892	06/10/20	05410	XCEL ENERGY	01019810000000	330	SOUTH VIEW	0.00	9,091.99
A101.00	376892	06/10/20	05410	XCEL ENERGY	01020810000000	330	VALLEY VIEW	0.00	3,623.97
TOTAL CHECK									16,529.67
A101.00	376893	06/10/20	07975	ZANER-BLOSER	01532203000000	430	HANDWRITING 2C	0.00	1,169.00
A101.00	376893	06/10/20	07975	ZANER-BLOSER	01532203000000	430	ESTIMATED SHIPPING/	0.00	105.21
TOTAL CHECK									1,274.21
A101.00	376894	06/17/20	14111	ACADEMY OF HOLY ANG	01009760720000	360	NON PUBLIC 2019/202	0.00	7,664.74
A101.00	376894	06/17/20	14111	ACADEMY OF HOLY ANG	01009760720000	360	NON PUBLIC 2019/202	0.00	-7,664.74
TOTAL CHECK									0.00

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A101.00	376895	06/17/20	19810	AIM ELECTRONICS INC	01008810000000	350	SCR BRD CONT-FIRE	0.00	1,260.00
A101.00	376898	06/17/20	26064	BAYADA HOME HEALTH	01005416740000	394	RN SERVICE-DAY	0.00	525.00
A101.00	376898	06/17/20	26064	BAYADA HOME HEALTH	01005416740000	394	RN SERVICE-DAY	0.00	342.50
A101.00	376898	06/17/20	26064	BAYADA HOME HEALTH	01005416740000	394	RN SERVICE-DAY	0.00	112.50
A101.00	376898	06/17/20	26064	BAYADA HOME HEALTH	01005416740000	394	RN SERVICE-DAY	0.00	275.00
TOTAL CHECK								0.00	1,255.00
A101.00	376899	06/17/20	26385	BREAKDOWN SPORTS US	01021294000651	369	B BASKETBALL TOURNE	0.00	95.00
A101.00	376900	06/17/20	01012	BSN SPORTS, LLC	01021291000280	R619	SCHOOL STORE MASKS	0.00	602.55
A101.00	376900	06/17/20	01012	BSN SPORTS, LLC	01021291000000	430	STUD CO STAFF SHIRT	0.00	8,899.78
TOTAL CHECK								0.00	9,502.33
A101.00	376901	06/17/20	26652	BUSINESS IMPACT GRO	01021291000280	R619	STORE MASKS	0.00	569.28
A101.00	376902	06/17/20	32110	CAROL SANDERSON	01526401740000	305	SPEECH/LANG CONSULT	0.00	9,620.00
A101.00	376903	06/17/20	32320	CARSTAR BLOOMINGTON	01009760720000	402	FINAL BILL DED LIC9	0.00	1,000.00
A101.00	376904	06/17/20	02131	THE COLLEGE BOARD	01021211000436	430	AP EXAMS	0.00	190,215.00
A101.00	376905	06/17/20	28021	COLLEGE POSSIBLE	01005211313000	394	FY 19-20 PAYMENT	0.00	10,000.00
A101.00	376907	06/17/20	08139	EDINA FRIENDS OF FO	01021291000254	305	REG FEE REIMBURSEME	0.00	355.00
A101.00	376908	06/17/20	20505	EDUCATION LOGISTICS	01009760720000	320	GPS	0.00	1,378.62
A101.00	376909	06/17/20	18200	GENERAL SECURITY SE	01005810000000	305	PATROL RESPONSE-DW	0.00	900.00
A101.00	376909	06/17/20	18200	GENERAL SECURITY SE	01005810000000	305	INSTRUSION MONIT-DW	0.00	338.59
TOTAL CHECK								0.00	1,238.59
A101.00	376911	06/17/20	27788	GREATAMERICA FINANC	01008105000000	329	PSTGE METER-APR20 D	0.00	236.95
A101.00	376911	06/17/20	27788	GREATAMERICA FINANC	01008105000000	329	PSTGE METER-JUL20 E	0.00	159.00
A101.00	376911	06/17/20	27788	GREATAMERICA FINANC	01008105000000	329	PSTGE METER-MAY20 D	0.00	210.95
TOTAL CHECK								0.00	606.90
A101.00	376912	06/17/20	00296	GROTH MUSIC COMPANY	01020258000250	430	CABLE	0.00	29.99
A101.00	376912	06/17/20	00296	GROTH MUSIC COMPANY	01526258000000	430	MUSIC CD	0.00	38.40
A101.00	376912	06/17/20	00296	GROTH MUSIC COMPANY	01020258000250	430	KEYBOARD STAND	0.00	49.95
TOTAL CHECK								0.00	118.34
A101.00	376913	06/17/20	14112	GROVES ACADEMY	01009760720000	360	NON PUBLIC 2019/202	0.00	4,631.25
A101.00	376914	06/17/20	26941	INNOVATIONAL WATER	01005810000000	305	MTHLY WATER MGMT-MA	0.00	2,717.42
A101.00	376915	06/17/20	03720	JERRY'S HARDWARE	01021292000000	430	TSCHIDA SUPPLIES	0.00	10.08
A101.00	376915	06/17/20	03720	JERRY'S HARDWARE	01008810000820	401	ECC-REFLECTIVE TAPE	0.00	13.35
A101.00	376915	06/17/20	03720	JERRY'S HARDWARE	01008810000000	350	BUILDING SUPPLIES	0.00	19.34
A101.00	376915	06/17/20	03720	JERRY'S HARDWARE	01526810000820	401	CC-WATER/BATTERIES	0.00	2.29
TOTAL CHECK								0.00	45.06



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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	376916	06/17/20	16419	JOSTENS INC	01021292000000	430	LETTER CERTIFICATES	0.00	1,096.75
A101.00	376917	06/17/20	31552	KVERNSTOEN, RÖNNHOL	01019211000000	305	ACOUSTICAL TESTING	0.00	585.00
A101.00	376918	06/17/20	14980	MASBO	01005110000000	366	ACTIVE MBRSH-VE	0.00	110.00
A101.00	376918	06/17/20	14980	MASBO	01005110000000	366	ACTIVE MBRSH-BN	0.00	110.00
TOTAL CHECK								0.00	220.00
A101.00	376919	06/17/20	11079	MASPA/STATE NEGOTIA	01005105000000	820	SEMINAR-APR	0.00	35.00
A101.00	376919	06/17/20	11079	MASPA/STATE NEGOTIA	01005105000000	820	SEMINAR-MAY	0.00	35.00
A101.00	376919	06/17/20	11079	MASPA/STATE NEGOTIA	01005105000000	820	MULT SEMINARS-FEB/M	0.00	70.00
TOTAL CHECK								0.00	140.00
A101.00	376920	06/17/20	30024	MENARDS - EDEN PRAI	01020810000810	401	CUSTODIAL SUPPLIES	0.00	8.17
A101.00	376921	06/17/20	04564	METRO ECSU-REGION 1	01005420740000	366	VIRT WKSHP-S ANDERS	0.00	40.00
A101.00	376922	06/17/20	18737	METRO SALES INC	01021292000000	305	MAY PRINTER CONTRAC	0.00	98.00
A101.00	376922	06/17/20	18737	METRO SALES INC	01021292000000	305	APR PRINTER CONTRAC	0.00	98.00
A101.00	376922	06/17/20	18737	METRO SALES INC	01021292000000	305	QUARTERLY PRINTER	0.00	667.60
A101.00	376922	06/17/20	18737	METRO SALES INC	01021292000000	305	JUN COPIER CONTRACT	0.00	98.00
TOTAL CHECK								0.00	961.60
A101.00	376923	06/17/20	18173	M-F ATHLETIC	01021294000667	430	G TRACK SUPPLIES	0.00	79.00
A101.00	376924	06/17/20	21406	MINNESOTA SCHOOL EM	01	L215.08	UNION DUES W/H	0.00	452.69
A101.00	376925	06/17/20	17191	MITYLITE INC	01021296000664	430	G SWIM CHAIRS	0.00	1,395.36
A101.00	376925	06/17/20	17191	MITYLITE INC	01021296000664	430	G SWIM CHAIRS	0.00	845.98
TOTAL CHECK								0.00	2,241.34
A101.00	376926	06/17/20	26125	MN PEIP	01005203797000	291	RETIREEES/COBRA	0.00	42,541.46
A101.00	376926	06/17/20	26125	MN PEIP	01	L215.20	CURRENT TEACHERS	0.00	660,950.26
TOTAL CHECK								0.00	703,491.72
A101.00	376927	06/17/20	17215	OCCUPATIONAL MEDICI	01009760720000	305	DOT TREBESCH	0.00	70.00
A101.00	376930	06/17/20	13475	PARK ADAM TRANSPORT	01009760723000	360	STUD TRANS-AIDES	0.00	3,111.00
A101.00	376930	06/17/20	13475	PARK ADAM TRANSPORT	01009760723000	360	STUD TRANS-MAY/JUN2	0.00	50,563.77
TOTAL CHECK								0.00	53,674.77
A101.00	376931	06/17/20	32207	PHILLIP RUNGE	01021294000651	305	BOYS BASKETBALL	0.00	71.00
A101.00	376932	06/17/20	13425	SAM'S CLUB/SYNCHRON	01020211000000	430	OFFICE SUPPL/MEMBR	0.00	213.92
A101.00	376933	06/17/20	06922	SCHOOL SERVICE EMPL	01	L215.08	UNION DUES W/H	0.00	3,133.27
A101.00	376934	06/17/20	21881	SHAMROCK GROUP	01021292000000	305	KUHLMAN ICE MACHINE	0.00	211.05
A101.00	376934	06/17/20	21881	SHAMROCK GROUP	01021292000000	430	KUHLMAN ICE MACHINE	0.00	211.05
TOTAL CHECK								0.00	422.10
A101.00	376935	06/17/20	06875	STATE SUPPLY COMPAN	01528810000000	350	HOT WATER HTR PARTS	0.00	332.80

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	376936	06/17/20	24495	AMSOIL INC	01009760720000	442	SYNTH TORQUE DRV AT	0.00	2,092.75
A101.00	376937	06/17/20	17019	THE TESSMAN COMPANY	01021810000820	401	EHS-SEED/MULCH	0.00	757.56
A101.00	376938	06/17/20	30780	THE REINALT-THOMAS	01009760720000	402	(4) LT245	0.00	788.40
A101.00	376940	06/17/20	27819	T-MOBILE	01005630000000	320	EDINA SCH HOT SPOTS	0.00	2,500.00
A101.00	376941	06/17/20	25899	TOSHIBA BUSINESS SO	01005605302000	370	ACCT SCH 7966212-00	0.00	417.30
A101.00	376941	06/17/20	25899	TOSHIBA BUSINESS SO	01005605302000	370	POS051320 6/1-6/30/	0.00	632.93
A101.00	376941	06/17/20	25899	TOSHIBA BUSINESS SO	01005605302000	370	POS051590 6/1-6/30/	0.00	20.15
A101.00	376941	06/17/20	25899	TOSHIBA BUSINESS SO	01005605302000	370	POS051304 6/1-6/30/	0.00	1,510.52
	TOTAL CHECK							0.00	2,580.90
A101.00	376942	06/17/20	31371	TOSHIBA FINANCIAL S	01005850302000	530	COPIER LEASE 6/1-7/	0.00	344.81
A101.00	376943	06/17/20	26510	UNIVERSAL ATHLETIC	01021296000651	430	G BASKETBALL BOOK	0.00	23.96
A101.00	376943	06/17/20	26510	UNIVERSAL ATHLETIC	01021294000651	430	H2O BOTTLE (B)	0.00	179.64
A101.00	376943	06/17/20	26510	UNIVERSAL ATHLETIC	01021296000651	430	H2O BOTTLE (G)	0.00	179.64
	TOTAL CHECK							0.00	383.24
A101.00	376945	06/17/20	05410	XCEL ENERGY	01527810000000	330	CORNELIA	0.00	1,683.31
A101.00	376945	06/17/20	05410	XCEL ENERGY	01533810000000	330	NORMANDALE	0.00	1,310.54
A101.00	376945	06/17/20	05410	XCEL ENERGY	01532810000000	330	CREEK VALLEY	0.00	2,195.67
A101.00	376945	06/17/20	05410	XCEL ENERGY	01020810000000	330	VALLEY VIEW	0.00	2,273.70
A101.00	376945	06/17/20	05410	XCEL ENERGY	01008810000000	330	ECC	0.00	4,646.46
A101.00	376945	06/17/20	05410	XCEL ENERGY	01526810000000	330	CONCORD	0.00	3,449.30
A101.00	376945	06/17/20	05410	XCEL ENERGY	01529810000000	330	HIGHLANDS	0.00	4,186.65
A101.00	376945	06/17/20	05410	XCEL ENERGY	01021810000000	330	EDINA HS	0.00	16,275.13
	TOTAL CHECK							0.00	36,020.76
A101.00	376946	06/17/20	14111	ACADEMY OF HOLY ANG	01009760720000	360	NON PUBLIC 2019/202	0.00	7,664.74
A101.00	376947	06/24/20	32389	ABBY BARIN	01528203000240	369	FIELD TRIP REFUND	0.00	21.70
A101.00	376949	06/24/20	32261	ADAM CURRIER	01532203000240	369	FIELD TRIP REFUND	0.00	28.00
A101.00	376950	06/24/20	32345	ADRIANA GABBARD	01526203000240	369	A-FIELD TRIP REFUND	0.00	17.00
A101.00	376950	06/24/20	32345	ADRIANA GABBARD	01526203000240	369	S-FIELD TRIP REFUND	0.00	21.00
	TOTAL CHECK							0.00	38.00
A101.00	376951	06/24/20	32216	ADRIANE HAWES	01019211000240	369	GW FIELD TRIP REFUN	0.00	20.00
A101.00	376952	06/24/20	32310	ALENA SHAKYA	01532203000240	369	FIELD TRIP REFUND	0.00	22.00
A101.00	376953	06/24/20	32358	ALISA LAMONT	01526203000240	369	FIELD TRIP REFUND	0.00	19.00
A101.00	376954	06/24/20	32254	ALISON TERRELL	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	376955	06/24/20	14659	ALLEGRA	01532203000000	430	PRINTING 20/21 SCH	0.00	2,358.00

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	376956	06/24/20	32407	ALLEN SCHAEFER	01528203000240	369	FIELD TRIP REFUNDS	0.00	36.00
A101.00	376957	06/24/20	32516	ALLISON DU CHATEAU	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	376958	06/24/20	32264	AMANDA BEAUVAIS	01532203000240	369	FIELD TRIP REFUND	0.00	15.00
A101.00	376959	06/24/20	32279	AMY CHI	01532203000240	369	FIELD TRIP REFUND	0.00	22.00
A101.00	376963	06/24/20	32388	AMY WYATT	01526203000240	369	C-FIELD TRIP REFUND	0.00	17.00
A101.00	376963	06/24/20	32388	AMY WYATT	01526203000240	369	E-FIELD TRIP REFUND	0.00	21.00
A101.00	376963	06/24/20	32388	AMY WYATT	01526203000240	369	A-FIELD TRIP REFUND	0.00	19.00
TOTAL CHECK								0.00	57.00
A101.00	376964	06/24/20	32391	ANDREA BUSHAW	01528203000240	369	FIELD TRIP REFUND	0.00	36.00
A101.00	376965	06/24/20	32290	ANDREA HAWKINSON	01532203000240	369	FIELD TRIP REFUND	0.00	22.00
A101.00	376966	06/24/20	32269	ANDREA HAYMAKER	01532203000240	369	FIELD TRIP REFUND	0.00	35.00
A101.00	376968	06/24/20	32354	ANDREW JARMUZ	01526203000240	369	FE-FIELD TRIP REFUN	0.00	17.00
A101.00	376968	06/24/20	32354	ANDREW JARMUZ	01526203000240	369	F-FIELD TRIP REFUND	0.00	21.00
TOTAL CHECK								0.00	38.00
A101.00	376970	06/24/20	32398	ANNA IGNATJEVA	01528203000240	369	FIELD TRIP REFUND	0.00	36.00
A101.00	376972	06/24/20	32380	ANNA THOMSON	01526203000240	369	FIELD TRIP REFUND	0.00	20.50
A101.00	376973	06/24/20	32506	ANNIE BISHOP	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	376974	06/24/20	32286	ASHLEY EASTMAN	01532203000240	369	FIELD TRIP REFUND	0.00	35.00
A101.00	376975	06/24/20	32300	ASHU GHORPADE MANE	01532203000240	369	G4 FIELD TRIP REFUN	0.00	22.00
A101.00	376975	06/24/20	32300	ASHU GHORPADE MANE	01532203000240	369	G5 FIELD TRIP REFUN	0.00	20.00
TOTAL CHECK								0.00	42.00
A101.00	376976	06/24/20	00500	ASTLEFORD INTERNATI	01009760720000	402	KIT	0.00	105.00
A101.00	376977	06/24/20	05628	AUTO PLUS/UNI-SELEC	01009760720000	402	PARTS, CAN R134A	0.00	48.37
A101.00	376978	06/24/20	32209	AYAN JAMA	01019211000240	369	VF FIELD TRIP REFUN	0.00	34.00
A101.00	376978	06/24/20	32209	AYAN JAMA	01019211000240	369	STEM TRIP REFUND	0.00	55.00
TOTAL CHECK								0.00	89.00
A101.00	376979	06/24/20	32525	AYLSSA MACMILLER	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	376980	06/24/20	24904	A-Z RENTAL CENTER	01527810000810	401	CUSTODIAL SUPPLIES	0.00	51.00
A101.00	376981	06/24/20	17679	B&H PHOTO-VIDEO INC	01021212000000	430	EPSON T324 PHOTO BL	0.00	53.97
A101.00	376981	06/24/20	17679	B&H PHOTO-VIDEO INC	01021212000000	430	EPSON T324 CYAN ULT	0.00	35.98
A101.00	376981	06/24/20	17679	B&H PHOTO-VIDEO INC	01021212000000	430	EPSON T324 GLOSS OP	0.00	17.99
A101.00	376981	06/24/20	17679	B&H PHOTO-VIDEO INC	01021212000000	430	EPSON T324 ULTRACHR	0.00	125.93
TOTAL CHECK								0.00	233.87

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101.00	376982	06/24/20	26064	BAYADA HOME HEALTH	01005416740000	394	RN SERVICE-DAY	0.00	355.00
A101.00	376982	06/24/20	26064	BAYADA HOME HEALTH	01005416740000	394	RN SERVICE-DAY	0.00	620.00
A101.00	376982	06/24/20	26064	BAYADA HOME HEALTH	01005416740000	394	RN SERVICE-DAY	0.00	187.50
A101.00	376982	06/24/20	26064	BAYADA HOME HEALTH	01005416740000	394	RN SERVICE-DAY	0.00	250.00
TOTAL CHECK								0.00	1,412.50
A101.00	376983	06/24/20	32521	BELINDA HOPKINS	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	376984	06/24/20	28301	BEMIDJI STATE UNIVE	01021211000096	430	MATH 1170 CONCUR EN	0.00	2,600.00
A101.00	376985	06/24/20	32249	BETH KLEMMENSEN	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	376986	06/24/20	32549	BETH ZEULI	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	376989	06/24/20	28129	BRAUN INTERTEC CORP	01529865349000	305	HL GRD WATER ASSESS	0.00	1,361.25
A101.00	376989	06/24/20	28129	BRAUN INTERTEC CORP	01008865384000	305	SPECIAL INSP/TESTIN	0.00	4,736.00
TOTAL CHECK								0.00	6,097.25
A101.00	376991	06/24/20	32229	BRIAN SHERIDAN	01019211000240	369	STEM TRIP REFUND	0.00	55.00
A101.00	376991	06/24/20	32229	BRIAN SHERIDAN	01019211000240	369	RG FIELD TRIP REFUN	0.00	13.00
TOTAL CHECK								0.00	68.00
A101.00	376994	06/24/20	32504	BRIDGET BAIRD	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	376995	06/24/20	32323	BRYAN BARNETT	01526203000240	369	FIELD TRIP REFUND	0.00	17.00
A101.00	376996	06/24/20	32327	BRYAN BLEICHNER	01526203000240	369	E-FIELD TRIP REFUND	0.00	19.00
A101.00	376996	06/24/20	32327	BRYAN BLEICHNER	01526203000240	369	S-FIELD TRIP REFUND	0.00	21.00
TOTAL CHECK								0.00	40.00
A101.00	376997	06/24/20	32208	CARISSA ANDERSON	01019211000240	369	FIELD TRIP REFUND	0.00	20.00
A101.00	376998	06/24/20	32520	CARISSA HOLLEY	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	376999	06/24/20	32362	CARISSA MCCARTAN	01526203000240	369	FIELD TRIP REFUND	0.00	20.50
A101.00	377000	06/24/20	32514	CARLA DINNDORF	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377001	06/24/20	32307	CARLOS A. RIVERA TR	01532203000240	369	FIELD TRIP REFUND	0.00	28.00
A101.00	377002	06/24/20	32519	CAROL GRZYBOWSKI	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377003	06/24/20	32110	CAROL SANDERSON	01526401740000	305	SPEECH/LANG CONSULT	0.00	10,595.00
A101.00	377004	06/24/20	32377	CASSIE STAEHELI	01526203000240	369	B-FIELD TRIP REFUND	0.00	17.00
A101.00	377004	06/24/20	32377	CASSIE STAEHELI	01526203000240	369	S-FIELD TRIP REFUND	0.00	21.00
TOTAL CHECK								0.00	38.00
A101.00	377007	06/24/20	15056	CENTERPOINT ENERGY	01533810000000	440	NORMANDALE	0.00	34.97
A101.00	377007	06/24/20	15056	CENTERPOINT ENERGY	01019810000000	440	SOUTH VIEW	0.00	1,289.50
A101.00	377007	06/24/20	15056	CENTERPOINT ENERGY	01020810000000	440	VALLEY VIEW	0.00	682.61

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A101.00	377007	06/24/20	15056	CENTERPOINT ENERGY	01020810000000	440	VALLEY VIEW	0.00	700.11
A101.00	377007	06/24/20	15056	CENTERPOINT ENERGY	01528810000000	440	COUNTRYSIDE	0.00	463.44
A101.00	377007	06/24/20	15056	CENTERPOINT ENERGY	01021810000000	440	EDINA HS	0.00	533.57
A101.00	377007	06/24/20	15056	CENTERPOINT ENERGY	01008810000000	440	ECC	0.00	249.48
A101.00	377007	06/24/20	15056	CENTERPOINT ENERGY	01019810000000	440	SOUTH VIEW	0.00	337.37
A101.00	377007	06/24/20	15056	CENTERPOINT ENERGY	01527810000000	440	CORNELIA	0.00	256.43
A101.00	377007	06/24/20	15056	CENTERPOINT ENERGY	01020810000000	440	VALLEY VIEW	0.00	130.58
A101.00	377007	06/24/20	15056	CENTERPOINT ENERGY	01009760720000	440	BUS GARAGE	0.00	194.65
A101.00	377007	06/24/20	15056	CENTERPOINT ENERGY	01008810000000	440	ECC	0.00	123.97
A101.00	377007	06/24/20	15056	CENTERPOINT ENERGY	01533810000000	440	NORMANDALE	0.00	70.36
TOTAL CHECK								0.00	5,067.04
A101.00	377008	06/24/20	24945	CENTURYLINK	01005620000000	320	DISTRICT OFFICE	0.00	89.00
A101.00	377008	06/24/20	24945	CENTURYLINK	01009760720000	320	TRANSPORTATION	0.00	126.52
A101.00	377008	06/24/20	24945	CENTURYLINK	01532810000000	320	CREEK VALLEY	0.00	133.93
A101.00	377008	06/24/20	24945	CENTURYLINK	01005620000000	320	DISTRICT OFFICE	0.00	260.00
A101.00	377008	06/24/20	24945	CENTURYLINK	01020810000000	320	VALLEY VIEW	0.00	301.40
A101.00	377008	06/24/20	24945	CENTURYLINK	01005620000000	320	DISTRICT OFFICE	0.00	540.00
A101.00	377008	06/24/20	24945	CENTURYLINK	01021810000000	320	EDINA HS	0.00	387.52
TOTAL CHECK								0.00	1,838.37
A101.00	377009	06/24/20	31877	CERTAPRO PAINTERS-S	01527850302000	520	PAINT CEILING PANEL	0.00	3,752.76
A101.00	377010	06/24/20	32360	CHAD LEIKER	01526203000240	369	FIELD TRIP REFUND	0.00	20.50
A101.00	377011	06/24/20	32288	CHEN GUO	01532203000240	369	FIELD TRIP REFUND	0.00	28.00
A101.00	377012	06/24/20	32518	CHRIS GRIMES	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377013	06/24/20	32533	CHRIS PARDO	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377014	06/24/20	32237	CHRIS ROFIDAL	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377015	06/24/20	32228	CHRIS SCHULTZE	01019211000240	369	VF FIELD TRIP REFUN	0.00	34.00
A101.00	377016	06/24/20	32244	CHRISTINE COLUMBUS	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377019	06/24/20	32222	CINDY MULLEN	01019211000240	369	RG FIELD TRIP REFUN	0.00	13.00
A101.00	377019	06/24/20	32222	CINDY MULLEN	01019211000240	369	STEM TRIP REFUND	0.00	55.00
TOTAL CHECK								0.00	68.00
A101.00	377020	06/24/20	32382	CINDY TUPY	01526203000240	369	FIELD TRIP REFUND	0.00	20.50
A101.00	377021	06/24/20	01321	CITY OF EDINA	01526810000000	331	CONCORD	0.00	1,749.28
A101.00	377021	06/24/20	01321	CITY OF EDINA	01020810000000	331	VALLEY VIEW	0.00	6,477.29
A101.00	377021	06/24/20	01321	CITY OF EDINA	01021810000000	331	EDINA HS	0.00	8,193.00
A101.00	377021	06/24/20	01321	CITY OF EDINA	01532810000000	331	CREEK VALLEY	0.00	2,579.30
TOTAL CHECK								0.00	18,998.87
A101.00	377022	06/24/20	00911	CITY OF EDINA - BRA	01021850302000	370	NOV-MAR G GATE	0.00	8,424.50
A101.00	377022	06/24/20	00911	CITY OF EDINA - BRA	01021850302000	370	NOV-MAR B GATE	0.00	23,553.00
TOTAL CHECK								0.00	31,977.50

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A101.00	377025	06/24/20	32234	CONNIE WILDE	01019211000240	369	GW FIELD TRIP REFUN	0.00	20.00
A101.00	377026	06/24/20	15809	CONTINENTAL CLAY	01021212000000	430	DELIVER BETWEEN 10-	0.00	316.10
A101.00	377026	06/24/20	15809	CONTINENTAL CLAY	01021212000000	430	DELIVER BETWEEN 10-	0.00	9.50
A101.00	377026	06/24/20	15809	CONTINENTAL CLAY	01021212000000	430	FUEL SURCHARGE	0.00	6.70
A101.00	377026	06/24/20	15809	CONTINENTAL CLAY	01021212000000	430	ESTIMATED SHIPPING/	0.00	67.00
	TOTAL CHECK							0.00	399.30
A101.00	377028	06/24/20	32356	CORY KALLHEIM	01526203000240	369	FIELD TRIP REFUND	0.00	19.00
A101.00	377029	06/24/20	32233	COURTNEY WHITED	01019211000240	369	RG FIELD TRIP REFUN	0.00	13.00
A101.00	377030	06/24/20	32532	CRAIG OPITZ	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377031	06/24/20	15814	CRETIN-DERHAM HALL	01009760720000	360	2019/2020 NON PUBLI	0.00	214.04
A101.00	377032	06/24/20	32265	CRYSTAL SAZENSKI	01532203000240	369	FIELD TRIP REFUND	0.00	20.00
A101.00	377033	06/24/20	32316	DAIJING WEI	01532203000240	369	FIELD TRIP REFUND	0.00	20.00
A101.00	377035	06/24/20	32311	DANIELLE SIGSTAD	01532203000240	369	G1 FIELD TRIP REFUN	0.00	28.00
A101.00	377035	06/24/20	32311	DANIELLE SIGSTAD	01532203000240	369	G4 FIELD TRIP REFUN	0.00	22.00
	TOTAL CHECK							0.00	50.00
A101.00	377036	06/24/20	32260	DANUAL COX	01532203000240	369	FIELD TRIP REFUND	0.00	20.00
A101.00	377037	06/24/20	26819	DAVEY TREE EXPERT C	01005810000000	305	GROUNDS	0.00	750.00
A101.00	377038	06/24/20	32213	DAVID EYNGORN	01019211000240	369	STEM TRIP REFUND	0.00	55.00
A101.00	377038	06/24/20	32213	DAVID EYNGORN	01019211000240	369	RG FIELD TRIP REFUN	0.00	13.00
	TOTAL CHECK							0.00	68.00
A101.00	377039	06/24/20	32369	DAVID PRINCE	01526203000240	369	FIELD TRIP REFUND	0.00	19.00
A101.00	377041	06/24/20	32227	DAWN RUNDMAN	01019211000240	369	GW FIELD TRIP REFUN	0.00	20.00
A101.00	377043	06/24/20	32501	DEBORAH ADAMS	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377044	06/24/20	31026	DENNIS COMPANIES IN	01019865349000	305	SVMS WINDOW CAULK R	0.00	1,286.30
A101.00	377044	06/24/20	31026	DENNIS COMPANIES IN	01020865358000	305	VVMS 2020 ASBESTOS	0.00	5,888.10
	TOTAL CHECK							0.00	7,174.40
A101.00	377045	06/24/20	32374	DHANRAJ SHRIYAN	01526203000240	369	FIELD TRIP REFUND	0.00	20.50
A101.00	377046	06/24/20	32396	DINESH GOYAL	01528203000240	369	FIELD TRIP REFUND	0.00	36.00
A101.00	377047	06/24/20	21013	SHRED RIGHT	01529050000000	401	SHRED-2 BINS	0.00	15.00
A101.00	377048	06/24/20	32232	DOMINICK THIBODEAU	01019211000240	369	STEM TRIP REFUND	0.00	55.00
A101.00	377048	06/24/20	32232	DOMINICK THIBODEAU	01019211000240	369	VF FIELD TRIP REFUN	0.00	34.00
	TOTAL CHECK							0.00	89.00

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A101.00	377049	06/24/20	32324	DONATO BATAGLIA	01526203000240	369	FIELD TRIP REFUND	0.00	10.00
A101.00	377052	06/24/20	32200	EAU CLAIRE ACADEMY	010052110000000	392	TUITION IN C + T MA	0.00	1,606.55
A101.00	377052	06/24/20	32200	EAU CLAIRE ACADEMY	010052110000000	392	TUITION IN C + T AP	0.00	2,921.00
TOTAL CHECK								0.00	4,527.55
A101.00	377054	06/24/20	13063	ECM PUBLISHERS INC	010050100000000	305	3/23 SPECIAL	0.00	113.05
A101.00	377054	06/24/20	13063	ECM PUBLISHERS INC	010050100000000	305	4/20 REGULAR	0.00	119.00
A101.00	377054	06/24/20	13063	ECM PUBLISHERS INC	010050100000000	305	4/20 SPECIAL	0.00	53.55
A101.00	377054	06/24/20	13063	ECM PUBLISHERS INC	010050100000000	305	4/13 WORK SESSION	0.00	59.50
A101.00	377054	06/24/20	13063	ECM PUBLISHERS INC	010050100000000	305	5/4 SPECIAL	0.00	41.65
A101.00	377054	06/24/20	13063	ECM PUBLISHERS INC	010050100000000	305	5/11 SPECIAL	0.00	41.65
A101.00	377054	06/24/20	13063	ECM PUBLISHERS INC	010050100000000	305	4/30 SPECIAL	0.00	47.60
A101.00	377054	06/24/20	13063	ECM PUBLISHERS INC	010050100000000	305	4/16 WORK SESSION	0.00	53.55
TOTAL CHECK								0.00	529.55
A101.00	377055	06/24/20	32381	ELICE TIEGS	01526203000240	369	FIELD TRIP REFUND	0.00	19.00
A101.00	377056	06/24/20	32393	ELIZABETH DARTH	01528203000240	369	FIELD TRIP REFUND	0.00	21.70
A101.00	377058	06/24/20	32283	EMILY DALBEC	01532203000240	369	G1 FIELD TRIP REFUN	0.00	28.00
A101.00	377058	06/24/20	32283	EMILY DALBEC	01532203000240	369	GK FIELD TRIP REFUN	0.00	15.00
TOTAL CHECK								0.00	43.00
A101.00	377059	06/24/20	32295	EMILY KATZ	01532203000240	369	FIELD TRIP REFUND	0.00	70.00
A101.00	377060	06/24/20	32315	ERIC WENKUS	01532203000240	369	FIELD TRIP REFUND	0.00	22.00
A101.00	377061	06/24/20	32385	ERIKA WEXLER	01526203000240	369	FIELD TRIP REFUND	0.00	21.00
A101.00	377064	06/24/20	32409	FARTUN SHARIF	01528203000240	369	FIELD TRIP REFUND	0.00	36.00
A101.00	377068	06/24/20	32225	FLOR JARA	01019211000240	369	RG FIELD TRIP REFUN	0.00	13.00
A101.00	377068	06/24/20	32225	FLOR JARA	01019211000240	369	STEM TRIP REFUND	0.00	55.00
TOTAL CHECK								0.00	68.00
A101.00	377071	06/24/20	16197	GEMINI ATHLETIC WEA	01021294000657	430	B HOCKEY SOCKS	0.00	953.00
A101.00	377072	06/24/20	18200	GENERAL SECURITY SE	010058100000000	305	PATROL RESP-TRANS	0.00	70.00
A101.00	377073	06/24/20	32305	GEORGE NENOV	01532203000240	369	G5 FIELD TRIP REFUN	0.00	20.00
A101.00	377073	06/24/20	32305	GEORGE NENOV	01532203000240	369	G1 FIELD TRIP REFUN	0.00	28.00
TOTAL CHECK								0.00	48.00
A101.00	377074	06/24/20	28397	GOODIN COMPANY	015288100000000	350	CONTROL BOARD-CS	0.00	142.92
A101.00	377075	06/24/20	09346	GRAINGER	01009760720000	350	BOTTLE FILLER ELECT	0.00	228.96
A101.00	377075	06/24/20	09346	GRAINGER	01009760720000	350	CUTOFF WHEEL, JOBBE	0.00	103.10
A101.00	377075	06/24/20	09346	GRAINGER	01009760720000	350	SENSOR ACTIVATION K	0.00	106.56
A101.00	377075	06/24/20	09346	GRAINGER	01009760720000	350	INDICATOR LIGHT,VBE	0.00	51.01
A101.00	377075	06/24/20	09346	GRAINGER	01009760720000	350	RAZOR BLADE	0.00	5.25

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A101.00	377075	06/24/20	09346	GRAINGER	01009760720000	350	NOTICE SIGN	0.00	10.04
A101.00	377075	06/24/20	09346	GRAINGER	01009760720000	350	CAUTION SIGN	0.00	16.03
A101.00	377075	06/24/20	09346	GRAINGER	01009760720000	350	BLIND RIVET BUTTON	0.00	21.72
A101.00	377075	06/24/20	09346	GRAINGER	01009760720000	350	STRETCH WRAP	0.00	28.05
TOTAL CHECK								0.00	570.72
A101.00	377076	06/24/20	00296	GROTH MUSIC COMPANY	01005258000250	350	INSTRUMENT REPAIR	0.00	15.00
A101.00	377079	06/24/20	32536	HARLAN ROSSMANN	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377080	06/24/20	32238	HEATHER BURNS	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377081	06/24/20	32274	HEATHER CONRAD	01532203000240	369	FIELD TRIP REFUND	0.00	40.00
A101.00	377082	06/24/20	32206	HEIDI SAVATDY	01005110000000	305	CONSULTING	0.00	280.00
A101.00	377083	06/24/20	30847	HEILICHER JEWISH DA	01009760720000	360	2019-2020 NON PUBLI	0.00	182.46
A101.00	377084	06/24/20	32257	HENRY CHANG	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377085	06/24/20	03263	HOGLUND BUS AND TRU	01009760720000	402	SERVICE BUS 60	0.00	234.87
A101.00	377086	06/24/20	32336	HOLLY DAU	01526203000240	369	FIELD TRIP REFUND	0.00	20.50
A101.00	377087	06/24/20	32408	HOLLY SCHELLIN	01528203000240	369	FIELD TRIP REFUND	0.00	21.70
A101.00	377088	06/24/20	21177	HOLY FAMILY ACADEMY	01009760720000	360	2019/2020 NON PUBLI	0.00	2,516.47
A101.00	377089	06/24/20	22284	HOLY FAMILY CATHOLI	01009760720000	360	2019/2020 NON PUBLI	0.00	1,456.40
A101.00	377090	06/24/20	32548	INGRID YELKIN	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377092	06/24/20	16513	INSTITUTE FOR ENVIR	01020865352000	305	VV SITE INVESTIGATI	0.00	1,332.37
A101.00	377092	06/24/20	16513	INSTITUTE FOR ENVIR	01019865352000	305	SV WINDOW REMOVAL	0.00	434.94
A101.00	377092	06/24/20	16513	INSTITUTE FOR ENVIR	01005865352000	305	DW ART TURF SURFACE	0.00	4,725.00
A101.00	377092	06/24/20	16513	INSTITUTE FOR ENVIR	01005865352000	305	DW AHERA INSPECTION	0.00	2,300.00
A101.00	377092	06/24/20	16513	INSTITUTE FOR ENVIR	01008865358000	305	ECC ASBESTOS REMOVA	0.00	15,587.52
TOTAL CHECK								0.00	24,379.83
A101.00	377093	06/24/20	22302	INTEREUM INC	01005850302000	520	ECC FURNITURE	0.00	12,744.71
A101.00	377094	06/24/20	10357	INTERNATIONAL SCHOO	01009760720000	360	2019/2020 NON PUBLI	0.00	2,180.00
A101.00	377097	06/24/20	32284	JAMI DEAL	01532203000240	369	FIELD TRIP REFUND	0.00	15.00
A101.00	377098	06/24/20	32350	JAMIE HALL	01526203000240	369	FIELD TRIP REFUND	0.00	20.50
A101.00	377099	06/24/20	32217	JANE HORTON	01019211000240	369	STEM TRIP REFUND	0.00	55.00
A101.00	377099	06/24/20	32217	JANE HORTON	01019211000240	369	RG-VF TRIP REFUND	0.00	47.00
TOTAL CHECK								0.00	102.00
A101.00	377100	06/24/20	32224	JANEL PAYNE	01019211000240	369	RG FIELD TRIP REFUN	0.00	13.00



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A101.00	377100	06/24/20	32224	JANEL PAYNE	01019211000240	369	STEM TRIP REFUND	0.00	55.00
TOTAL CHECK									68.00
A101.00	377102	06/24/20	32255	JANINE LARSON	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377104	06/24/20	32266	JASON SOLBERG	01532203000240	369	FIELD TRIP REFUND	0.00	20.00
A101.00	377105	06/24/20	32373	JAY ROSSOM	01526203000240	369	N-FIELD TRIP REFUND	0.00	20.50
A101.00	377105	06/24/20	32373	JAY ROSSOM	01526203000240	369	G-FIELD TRIP REFUND	0.00	24.00
TOTAL CHECK									44.50
A101.00	377106	06/24/20	32546	JAYNE TOKAR	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377107	06/24/20	32372	JEFFERY ROSE	01526203000240	369	FIELD TRIP REFUND	0.00	19.00
A101.00	377108	06/24/20	32338	JEN DEWING	01526203000240	369	FIELD TRIP REFUND	0.00	19.00
A101.00	377110	06/24/20	32330	JENNIFER CHENOWETH	01526203000240	369	C-FIELD TRIP REFUND	0.00	17.00
A101.00	377110	06/24/20	32330	JENNIFER CHENOWETH	01526203000240	369	N-FIELD TRIP REFUND	0.00	17.00
A101.00	377110	06/24/20	32330	JENNIFER CHENOWETH	01526203000240	369	S-FIELD TRIP REFUND	0.00	24.00
TOTAL CHECK									58.00
A101.00	377111	06/24/20	32394	JENNIFER FEE	01528203000240	369	H-FIELD TRIP REFUND	0.00	36.00
A101.00	377111	06/24/20	32394	JENNIFER FEE	01528203000240	369	S-FIELD TRIP REFUND	0.00	20.00
TOTAL CHECK									56.00
A101.00	377112	06/24/20	32522	JENNIFER JANOVY	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377113	06/24/20	32531	JENNIFER NIEMEIER	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377115	06/24/20	32534	JENNIFER PEDERSON	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377116	06/24/20	32363	JENNY MCDOWELL	01526203000240	369	FIELD TRIP REFUND	0.00	19.00
A101.00	377117	06/24/20	32528	JERRY MOLITOR	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377119	06/24/20	32545	JERRY TIAN	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377120	06/24/20	03715	JERRY'S FOODS-3900	01005105000000	401	LUNCH-PLANNING MTGS	0.00	60.91
A101.00	377121	06/24/20	03720	JERRY'S HARDWARE	01021810000820	401	EHS GROUNDS	0.00	106.11
A101.00	377121	06/24/20	03720	JERRY'S HARDWARE	01021810000820	401	EHS GROUNDS-DISH SO	0.00	10.79
A101.00	377121	06/24/20	03720	JERRY'S HARDWARE	01020810000810	401	CUSTODIAL SUPPLIES	0.00	10.87
TOTAL CHECK									127.77
A101.00	377122	06/24/20	03708	JERRY'S PRINTING	01005850000830	401	COVID SIGNS	0.00	235.00
A101.00	377124	06/24/20	32304	JIE NA	01532203000240	369	FIELD TRIP REFUND	0.00	22.00
A101.00	377125	06/24/20	32348	JILL GORDON	01526203000240	369	FIELD TRIP REFUND	0.00	17.00
A101.00	377127	06/24/20	32357	JOANN KOMANECKI	01526203000240	369	E-FIELD TRIP REFUND	0.00	19.00

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A101.00	377127	06/24/20	32357	JOANN KOMANECKI	01526203000240	369	S-FIELD TRIP REFUND	0.00	24.00
TOTAL CHECK									43.00
A101.00	377128	06/24/20	32543	JODI SWAIM	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377129	06/24/20	32328	JODY CANADEO	01526203000240	369	F-FIELD TRIP REFUND	0.00	19.00
A101.00	377129	06/24/20	32328	JODY CANADEO	01526203000240	369	G-FIELD TRIP REFUND	0.00	20.50
TOTAL CHECK									39.50
A101.00	377131	06/24/20	32334	JOHN COX	01526203000240	369	C-FIELD TRIP REFUND	0.00	20.50
A101.00	377131	06/24/20	32334	JOHN COX	01526203000240	369	J-FIELD TRIP REFUND	0.00	24.00
TOTAL CHECK									44.50
A101.00	377132	06/24/20	32342	JOHN FARNI	01526203000240	369	FIELD TRIP REFUND	0.00	21.00
A101.00	377133	06/24/20	32239	JOHN HOY	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377135	06/24/20	32312	JOLENE SINGH	01532203000240	369	FIELD TRIP REFUND	0.00	28.00
A101.00	377136	06/24/20	32517	JONATHAN FERRIS	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377137	06/24/20	32271	JOSEPH ALVAREZ	01532203000240	369	FIELD TRIP REFUND	0.00	20.00
A101.00	377138	06/24/20	32309	JOSH SHACKELFORD	01532203000240	369	G3 FIELD TRIP REFUN	0.00	35.00
A101.00	377138	06/24/20	32309	JOSH SHACKELFORD	01532203000240	369	GK FIELD TRIP REFUN	0.00	15.00
A101.00	377138	06/24/20	32309	JOSH SHACKELFORD	01532203000240	369	G5 FIELD TRIP REFUN	0.00	20.00
TOTAL CHECK									70.00
A101.00	377139	06/24/20	32410	JOSHUA WAHL	01528203000240	369	J-FIELD TRIP REFUND	0.00	20.00
A101.00	377139	06/24/20	32410	JOSHUA WAHL	01528203000240	369	A-FIELD TRIP REFUND	0.00	21.70
TOTAL CHECK									41.70
A101.00	377140	06/24/20	32263	JULI CALDWELL	01532203000240	369	G3 FIELD TRIP REFUN	0.00	35.00
A101.00	377140	06/24/20	32263	JULI CALDWELL	01532203000240	369	GK FIELD TRIP REFUN	0.00	15.00
TOTAL CHECK									50.00
A101.00	377141	06/24/20	32511	JULIA CHRISTIANS	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377142	06/24/20	32402	JULIA MEYER	01528203000240	369	J-FIELD TRIP REFUND	0.00	21.70
A101.00	377142	06/24/20	32402	JULIA MEYER	01528203000240	369	J-FIELD TRIP REFUND	0.00	20.00
TOTAL CHECK									41.70
A101.00	377143	06/24/20	32214	JULIANA FELTRIN	01019211000240	369	RG-VF TRIP REFUND	0.00	47.00
A101.00	377143	06/24/20	32214	JULIANA FELTRIN	01019211000240	369	STEM TRIP REFUND	0.00	55.00
TOTAL CHECK									102.00
A101.00	377144	06/24/20	32253	JULIE CURTI	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377145	06/24/20	32537	JULIE SEBEK	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377148	06/24/20	32296	KAMINI KHURANA	01532203000240	369	FIELD TRIP REFUND	0.00	20.00

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A101.00	377149	06/24/20	32541	KARA STECHMANN	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377150	06/24/20	32515	KAREN DOLL	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377151	06/24/20	32326	KARINE BLAZOVICH	01526203000240	369	FIELD TRIP REFUND	0.00	20.50
A101.00	377152	06/24/20	32523	KATHERINE KIELY	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377153	06/24/20	32371	KATHERINE RIOLO	01526203000240	369	M-FIELD TRIP REFUND	0.00	20.50
A101.00	377153	06/24/20	32371	KATHERINE RIOLO	01526203000240	369	C-FIELD TRIP REFUND	0.00	21.00
A101.00	377153	06/24/20	32371	KATHERINE RIOLO	01526203000240	369	T-FIELD TRIP REFUND	0.00	17.00
TOTAL CHECK								0.00	58.50
A101.00	377154	06/24/20	32276	KATHY BRIGHAM	01532203000240	369	FIELD TRIP REFUND	0.00	20.00
A101.00	377156	06/24/20	32333	KATIE CORNELIUS	01526203000240	369	FIELD TRIP REFUND	0.00	24.00
A101.00	377157	06/24/20	32367	KATIE PAHL	01526203000240	369	N-FIELD TRIP REFUND	0.00	17.00
A101.00	377157	06/24/20	32367	KATIE PAHL	01526203000240	369	C-FIELD TRIP REFUND	0.00	21.00
TOTAL CHECK								0.00	36.00
A101.00	377158	06/24/20	32535	KATY RODEGHIER	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377159	06/24/20	32378	KATY SWENSON	01526203000240	369	FIELD TRIP REFUND	0.00	10.00
A101.00	377160	06/24/20	32218	KELLEY LANGE	01019211000240	369	RG TRIP REFUND - 2	0.00	26.00
A101.00	377160	06/24/20	32218	KELLEY LANGE	01019211000240	369	STEM TRIP REFUND -	0.00	110.00
TOTAL CHECK								0.00	136.00
A101.00	377161	06/24/20	32289	KELLY HANRAHAN	01532203000240	369	FIELD TRIP REFUND	0.00	35.00
A101.00	377164	06/24/20	32401	KELLY MCFARLAND	01528203000240	369	FIELD TRIP REFUND	0.00	20.00
A101.00	377165	06/24/20	32247	KERRI CLARK	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377166	06/24/20	32280	KERRY CLEMENTS	01532203000240	369	FIELD TRIP REFUND	0.00	20.00
A101.00	377167	06/24/20	32243	KEVIN COLLIER	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377169	06/24/20	32325	KIM BEHM	01526203000240	369	O-FIELD TRIP REFUND	0.00	19.00
A101.00	377169	06/24/20	32325	KIM BEHM	01526203000240	369	R-FIELD TRIP REFUND	0.00	24.00
TOTAL CHECK								0.00	43.00
A101.00	377170	06/24/20	32251	KIM BERCAW	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377172	06/24/20	32557	KING OF GRACE LUTHE	01009760720000	360	2019-2020 NON PUBLI	0.00	223.66
A101.00	377174	06/24/20	32297	KRISTA KUYKENDALL	01532203000240	369	G5 FIELD TRIP REFUN	0.00	20.00
A101.00	377174	06/24/20	32297	KRISTA KUYKENDALL	01532203000240	369	G3 FIELD TRIP REFUN	0.00	35.00
TOTAL CHECK								0.00	55.00
A101.00	377175	06/24/20	32220	KRISTIN MARENTETTE	01019211000240	369	GW TRIP REFUND - 2	0.00	40.00

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A101.00	377175	06/24/20	32220	KRISTIN MARENTETTE	01019211000240	369	STEM TRIP REFUND	0.00	55.00
TOTAL CHECK									95.00
A101.00	377176	06/24/20	32503	KRISTINA ANDERSON	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377177	06/24/20	32387	KRISTOPHER WILSON	01526203000240	369	FIELD TRIP REFUND	0.00	19.00
A101.00	377178	06/24/20	32341	KYLE EGGUM	01526203000240	369	FIELD TRIP REFUND	0.00	17.00
A101.00	377179	06/24/20	32365	KYLE NOLAN	01526203000240	369	FIELD TRIP REFUND	0.00	17.00
A101.00	377180	06/24/20	04024	LAKESHORE LEARNING	01533203000053	430	MAGNETIC DISPLAY SH	0.00	119.97
A101.00	377180	06/24/20	04024	LAKESHORE LEARNING	01533203000053	430	FLAT RATE SHIPPING	0.00	5.00
TOTAL CHECK									124.97
A101.00	377181	06/24/20	32509	LAURA CARLSON	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377182	06/24/20	32332	LAURA CONLON	01526203000240	369	FIELD TRIP REFUND	0.00	17.00
A101.00	377183	06/24/20	32246	LAURA NOLEN	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377185	06/24/20	32285	LAUREN DONLEY	01532203000240	369	GK FIELD TRIP REFUN	0.00	15.00
A101.00	377185	06/24/20	32285	LAUREN DONLEY	01532203000240	369	G2 FIELD TRIP REFUN	0.00	15.00
TOTAL CHECK									30.00
A101.00	377186	06/24/20	32351	LEAH HAYMAKER	01526203000240	369	J-FIELD TRIP REFUND	0.00	17.00
A101.00	377186	06/24/20	32351	LEAH HAYMAKER	01526203000240	369	A-FIELD TRIP REFUND	0.00	10.00
A101.00	377186	06/24/20	32351	LEAH HAYMAKER	01526203000240	369	C-FIELD TRIP REFUND	0.00	19.00
TOTAL CHECK									46.00
A101.00	377187	06/24/20	24127	LEARNING A-Z	01005205417000	505	LICENSE REFERENCE #	0.00	363.92
A101.00	377188	06/24/20	32236	LEE GILBERTSON	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377189	06/24/20	20234	LEXIA LEARNING SYST	01005420419000	406	SUBSCRIPTION RENEW	0.00	10,530.00
A101.00	377189	06/24/20	20234	LEXIA LEARNING SYST	01005610000000	430	SUBSCRIPTION RENEW	0.00	10,530.00
TOTAL CHECK									21,060.00
A101.00	377191	06/24/20	32505	LISA BALE	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377192	06/24/20	32510	LISA CARLSON	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377193	06/24/20	32346	LISA GLASS	01526203000240	369	B-FIELD TRIP REFUND	0.00	21.00
A101.00	377193	06/24/20	32346	LISA GLASS	01526203000240	369	C-FIELD TRIP REFUND	0.00	17.00
A101.00	377193	06/24/20	32346	LISA GLASS	01526203000240	369	M-FIELD TRIP REFUND	0.00	19.00
TOTAL CHECK									57.00
A101.00	377194	06/24/20	32292	LISA HODSON	01532203000240	369	FIELD TRIP REFUND	0.00	20.00
A101.00	377195	06/24/20	32219	LISA MAISER	01019211000240	369	STEM TRIP REFUND	0.00	55.00
A101.00	377195	06/24/20	32219	LISA MAISER	01019211000240	369	RG FIELD TRIP REFUN	0.00	13.00
TOTAL CHECK									68.00

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101.00	377196	06/24/20	32221	LISA MORAN	01019211000240	369	RG FIELD TRIP REFUN	0.00	13.00
A101.00	377196	06/24/20	32221	LISA MORAN	01019211000240	369	STEM TRIP REFUND	0.00	55.00
TOTAL CHECK									0.00 68.00
A101.00	377198	06/24/20	32226	LISA ROBERTS	01019211000240	369	GW FIELD TRIP REFUN	0.00	20.00
A101.00	377199	06/24/20	32539	LISA SIMON	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377200	06/24/20	32376	LISA SPORCICH	01526203000240	369	E-FIELD TRIP REFUND	0.00	20.50
A101.00	377200	06/24/20	32376	LISA SPORCICH	01526203000240	369	B-FIELD TRIP REFUND	0.00	24.00
TOTAL CHECK									0.00 44.50
A101.00	377204	06/24/20	32252	LIZ BURGER	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377205	06/24/20	32411	LIZ WARNER	01528203000240	369	FIELD TRIP REFUND	0.00	20.00
A101.00	377208	06/24/20	32339	LONG DOAN	01526203000240	369	FIELD TRIP REFUND	0.00	17.00
A101.00	377209	06/24/20	32250	LORI POST	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377211	06/24/20	32212	LUCY DEMARS	01019211000240	369	STEM TRIP REFUND	0.00	55.00
A101.00	377211	06/24/20	32212	LUCY DEMARS	01019211000240	369	RG FIELD TRIP REFUN	0.00	13.00
TOTAL CHECK									0.00 68.00
A101.00	377213	06/24/20	32349	LYNNAE GUDMUNDSON	01526203000240	369	FIELD TRIP REFUND	0.00	17.00
A101.00	377215	06/24/20	32302	MAGGIE MILLER	01532203000240	369	FIELD TRIP REFUND	0.00	35.00
A101.00	377216	06/24/20	32335	MANDI CRANE	01526203000240	369	FIELD TRIP REFUND	0.00	24.00
A101.00	377217	06/24/20	32294	MARCI KARCH	01532203000240	369	FIELD TRIP REFUND	0.00	20.00
A101.00	377218	06/24/20	32340	MARIA DOERING	01526203000240	369	FIELD TRIP REFUND	0.00	44.00
A101.00	377219	06/24/20	32248	MARIE FOLEY KATYAL	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377220	06/24/20	32273	MARISA BANKS	01532203000240	369	G1 FIELD TRIP REFUN	0.00	28.00
A101.00	377220	06/24/20	32273	MARISA BANKS	01532203000240	369	G4 FIELD TRIP REFUN	0.00	22.00
TOTAL CHECK									0.00 50.00
A101.00	377222	06/24/20	32502	MARY AHMANN	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377224	06/24/20	32513	MARY DALSIN	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377225	06/24/20	31088	MATSON HOLDING, INC	01009760720000	402	CUT OFF TOOL	0.00	115.00
A101.00	377226	06/24/20	32258	MATT EHLEN	01532203000240	369	FIELD TRIP REFUND	0.00	15.00
A101.00	377227	06/24/20	32347	MATT GLATZEL	01526203000240	369	J-FIELD TRIP REFUND	0.00	24.00
A101.00	377227	06/24/20	32347	MATT GLATZEL	01526203000240	369	A-FIELD TRIP REFUND	0.00	20.50
TOTAL CHECK									0.00 44.50

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	377228	06/24/20	32405	MATTHEW PARENT	01528203000240	369	FIELD TRIP REFUND	0.00	36.00
A101.00	377229	06/24/20	32223	MAUREEN CUNNIFF	01019211000240	369	RG-SKI TRIP REFUND-	0.00	80.00
A101.00	377230	06/24/20	21799	MAVO SYSTEMS INC	01008865358000	305	ECC ASB REMOVAL LTF	0.00	24,833.95
A101.00	377231	06/24/20	32400	MEGAN KOOMAN	01528203000240	369	K-FIELD TRIP REFUND	0.00	20.00
A101.00	377231	06/24/20	32400	MEGAN KOOMAN	01528203000240	369	A-FIELD TRIP REFUND	0.00	20.00
TOTAL CHECK								0.00	40.00
A101.00	377232	06/24/20	32303	MEGAN MORRISON	01532203000240	369	FIELD TRIP REFUND	0.00	20.00
A101.00	377233	06/24/20	32542	MEGAN STONE	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377234	06/24/20	32507	MEGGAN BOWLBY	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377235	06/24/20	32270	MELISSA STEVENSON	01532203000240	369	G4 FIELD TRIP REFUN	0.00	22.00
A101.00	377235	06/24/20	32270	MELISSA STEVENSON	01532203000240	369	GK FIELD TRIP REFUN	0.00	15.00
A101.00	377235	06/24/20	32270	MELISSA STEVENSON	01532203000240	369	G2 FIELD TRIP REFUN	0.00	15.00
TOTAL CHECK								0.00	52.00
A101.00	377236	06/24/20	32370	MELLANIE PUSATERI	01526203000240	369	FIELD TRIP REFUND	0.00	20.50
A101.00	377237	06/24/20	30024	MENARDS - EDEN PRAI	01009760720000	350	MICRO CAR CHARGER	0.00	35.88
A101.00	377237	06/24/20	30024	MENARDS - EDEN PRAI	01005810000820	401	WD-40 SPRAY	0.00	50.87
TOTAL CHECK								0.00	86.75
A101.00	377239	06/24/20	32353	MEREDITH HINTZ	01526203000240	369	FIELD TRIP REFUND	0.00	19.00
A101.00	377241	06/24/20	32508	MICHAEL BRONKALA	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377242	06/24/20	32403	MICHAEL NICKLAY	01528203000240	369	FIELD TRIP REFUND	0.00	8.20
A101.00	377243	06/24/20	32272	MICHELLE ARNOLD	01532203000240	369	FIELD TRIP REFUND-2	0.00	50.00
A101.00	377244	06/24/20	32275	MICHELLE PLATT	01532203000240	369	FIELD TRIP REFUND	0.00	55.00
A101.00	377246	06/24/20	32544	MICHELLE SWANSON DO	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377247	06/24/20	32242	MICHELLE TERWILLIGE	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377248	06/24/20	32554	MICHELLE THOMAS	01021291000254	305	NSDA DEBATE 2 EVENT	0.00	140.00
A101.00	377248	06/24/20	32554	MICHELLE THOMAS	01021291000254	305	ETOC DEBATE 3 EVENT	0.00	210.00
TOTAL CHECK								0.00	350.00
A101.00	377250	06/24/20	22660	MIDWEST BUS PARTS I	01009760720000	402	AMTRAIN/IC	0.00	501.84
A101.00	377251	06/24/20	32529	MIKE MORE	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377252	06/24/20	32406	MIRIAM RECE	01528203000240	369	FIELD TRIP REFUND	0.00	20.00

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A101.00	377253	06/24/20	32277	MISSY BROOKS	01532203000240	369	FIELD TRIP REFUND	0.00	15.00
A101.00	377254	06/24/20	32395	MOLLY GOUGH	01528203000240	369	D- FIELD TRIP REFUN	0.00	36.00
A101.00	377254	06/24/20	32395	MOLLY GOUGH	01528203000240	369	K-FIELD TRIP REFUND	0.00	36.00
	TOTAL CHECK							0.00	72.00
A101.00	377255	06/24/20	32404	MONTANA ORIKIAN	01528203000240	369	FIELD TRIP REFUND	0.00	12.50
A101.00	377258	06/24/20	32397	NANCY HEGRENES	01528203000240	369	FIELD TRIP REFUND	0.00	36.00
A101.00	377260	06/24/20	32540	NANCY SNOW	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377261	06/24/20	32306	NATHAN OPSATA	01532203000240	369	FIELD TRIP REFUND	0.00	15.00
A101.00	377263	06/24/20	32412	NICK WATERMAN	01528203000240	369	T-FIELD TRIP REFUND	0.00	21.70
A101.00	377263	06/24/20	32412	NICK WATERMAN	01528203000240	369	K-FIELD TRIP REFUND	0.00	12.50
	TOTAL CHECK							0.00	34.20
A101.00	377264	06/24/20	32392	NICOLE DANIELSEN	01528203000240	369	FIELD TRIP REFUND	0.00	36.00
A101.00	377265	06/24/20	32267	NICOLE UDSETH	01532203000240	369	FIELD TRIP REFUND	0.00	15.00
A101.00	377266	06/24/20	32530	NICOLETTE MYERS	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377267	06/24/20	32321	NIMA ABDIRAHMAN	01526203000240	369	FIELD TRIP REFUND	0.00	20.50
A101.00	377268	06/24/20	31021	NORTHEAST METRO-ISD	01005211000000	390	TUITION FOR CARE	0.00	9,427.44
A101.00	377269	06/24/20	30329	NORTHLINE TRANSPORT	01009760728000	360	MAY 2020 HOMELESS	0.00	4,800.00
A101.00	377269	06/24/20	30329	NORTHLINE TRANSPORT	01009760723000	360	MAY 2020 SPED	0.00	4,800.00
	TOTAL CHECK							0.00	9,600.00
A101.00	377270	06/24/20	32199	NORTHWEST PASSAGE	01005211000000	392	FEB GEN ED TUITION	0.00	2,000.00
A101.00	377270	06/24/20	32199	NORTHWEST PASSAGE	01005211000000	392	JAN-GEN ED TUITION	0.00	500.00
	TOTAL CHECK							0.00	2,500.00
A101.00	377271	06/24/20	17215	OCCUPATIONAL MEDICI	01009760720000	305	DOT DODIE JOHNSON	0.00	70.00
A101.00	377273	06/24/20	29053	OFFISOURCE INC	01529850302000	520	BLINDS	0.00	8,580.00
A101.00	377274	06/24/20	20111	ON SITE SANITATION	01021292000000	305	KUHLMAN UNITS	0.00	1,819.19
A101.00	377274	06/24/20	20111	ON SITE SANITATION	01021292000000	305	KUHLMAN UNITS	0.00	510.84
A101.00	377274	06/24/20	20111	ON SITE SANITATION	01021292000000	305	KUHLMAN UNITS	0.00	512.83
A101.00	377274	06/24/20	20111	ON SITE SANITATION	01021292000000	305	KUHLMAN UNITS	0.00	795.24
A101.00	377274	06/24/20	20111	ON SITE SANITATION	01021292000000	305	KUHLMAN UNITS	0.00	1,171.80
A101.00	377274	06/24/20	20111	ON SITE SANITATION	01021292000000	305	KUHLMAN UNITS	0.00	1,176.35
	TOTAL CHECK							0.00	5,986.25
A101.00	377275	06/24/20	32355	ORACHATR JULASOOK	01526203000240	369	FIELD TRIP REFUND	0.00	17.00
A101.00	377278	06/24/20	23021	PERFORMANCE HEALTH	01005420419000	430	#081430156 - 60" CH	0.00	1,632.49
A101.00	377278	06/24/20	23021	PERFORMANCE HEALTH	01005420419000	430	#7002248 - NC-ADD O	0.00	127.50

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A101.00	377278	06/24/20	23021	PERFORMANCE HEALTH	01005420419000	430	#7001707 - NC - ADD	0.00	79.11
A101.00	377278	06/24/20	23021	PERFORMANCE HEALTH	01005420419000	430	ESTIMATED SHIPPING/	0.00	249.74
TOTAL CHECK								0.00	2,088.84
A101.00	377279	06/24/20	32343	PETER FOLEY	01526203000240	369	FIELD TRIP REFUND	0.00	19.00
A101.00	377281	06/24/20	32207	PHILLIP RUNGE	01021294000651	305	MINNETONKA BB	0.00	61.00
A101.00	377283	06/24/20	31454	POWERSCHOOL GROUP L	01005605335000	555	TALENTED PERFORM	0.00	13,324.90
A101.00	377284	06/24/20	32241	PRASAD GARIMELLA	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377285	06/24/20	32235	PRASAD YERICHERLA	01019211000240	369	VF FIELD TRIP REFUN	0.00	34.00
A101.00	377287	06/24/20	32161	PRIME SOLUTIONS, LL	01008865380000	520	ECC 2020 RENO - PHA	0.00	7,748.81
A101.00	377288	06/24/20	32364	QUINN KITCHEN-MILLE	01526203000240	369	FIELD TRIP REFUND	0.00	10.00
A101.00	377289	06/24/20	32359	RACHEL LEE	01526203000240	369	A-FIELD TRIP REFUND	0.00	21.00
A101.00	377289	06/24/20	32359	RACHEL LEE	01526203000240	369	H-FIELD TRIP REFUND	0.00	19.00
TOTAL CHECK								0.00	40.00
A101.00	377290	06/24/20	25364	RAINDROP IRRIGATION	01008810000820	401	ECC GROUNDS START U	0.00	175.00
A101.00	377290	06/24/20	25364	RAINDROP IRRIGATION	01021810000820	401	EHS GROUNDS START U	0.00	425.00
A101.00	377290	06/24/20	25364	RAINDROP IRRIGATION	01005850302820	530	IRRIGATION DW	0.00	5,000.00
TOTAL CHECK								0.00	5,600.00
A101.00	377291	06/24/20	32399	RAYMOND KIMAL	01528203000240	369	FIELD TRIP REFUND	0.00	21.70
A101.00	377292	06/24/20	15873	REALLY GOOD STUFF I	01533203000051	430	ALL PURPOSE BINS NE	0.00	119.98
A101.00	377292	06/24/20	15873	REALLY GOOD STUFF I	01533203000051	430	ADJUSTABLE WIRE STO	0.00	263.96
A101.00	377292	06/24/20	15873	REALLY GOOD STUFF I	01533203000053	430	NEON POP 6-PACK - P	0.00	275.96
TOTAL CHECK								0.00	659.90
A101.00	377293	06/24/20	32278	REBECCA CARLSON	01532203000240	369	G1 FIELD TRIP REFUN	0.00	28.00
A101.00	377293	06/24/20	32278	REBECCA CARLSON	01532203000240	369	G4 FIELD TRIP REFUN	0.00	22.00
TOTAL CHECK								0.00	50.00
A101.00	377294	06/24/20	32344	REGINA FOLKEN	01526203000240	369	FIELD TRIP REFUND	0.00	20.50
A101.00	377296	06/24/20	32526	RENE MASINDA	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377297	06/24/20	32210	RICHARD BORCHARDT	01019211000240	369	STEM TRIP REFUND	0.00	55.00
A101.00	377297	06/24/20	32210	RICHARD BORCHARDT	01019211000240	369	RG FIELD TRIP REFUN	0.00	13.00
TOTAL CHECK								0.00	68.00
A101.00	377298	06/24/20	32262	RICK AVILES	01532203000240	369	FIELD TRIP REFUND	0.00	28.00
A101.00	377299	06/24/20	27366	RM COTTON CO	01009760720000	350	SEAL KIT FOR KV PUM	0.00	283.05
A101.00	377301	06/24/20	32512	ROBERT COPELAND DO	01021790000790	370	PARKING REIMBURSEME	0.00	83.00



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A101.00	377303	06/24/20	26674	RUSSELL SECURITY RE	01008810000000	350	LOCKS FOR CONSTRUCT	0.00	280.00
A101.00	377303	06/24/20	26674	RUSSELL SECURITY RE	01008810000000	350	LOCK REPAIR	0.00	614.30
A101.00	377303	06/24/20	26674	RUSSELL SECURITY RE	01021810000820	401	CUT KEYS FOR EHS	0.00	11.00
A101.00	377303	06/24/20	26674	RUSSELL SECURITY RE	01527810000000	350	NEW METAL DOOR	0.00	2,002.50
A101.00	377303	06/24/20	26674	RUSSELL SECURITY RE	01005850302000	530	METAL DOORS X 2	0.00	6,680.00
A101.00	377303	06/24/20	26674	RUSSELL SECURITY RE	01020810000810	401	CUSTODIAL SUPPLIES	0.00	7,986.60
TOTAL CHECK								0.00	17,574.40
A101.00	377306	06/24/20	32538	SARA SHUSTER	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377309	06/24/20	32547	SARAH WAYNE	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377310	06/24/20	09066	SCHOOL SPECIALTY IN	01021212000000	430	PLEASE DELIVER BETW	0.00	14.28
A101.00	377310	06/24/20	09066	SCHOOL SPECIALTY IN	01021212000000	430	DUE TO COVID-19 PLE	0.00	28.83
TOTAL CHECK								0.00	43.11
A101.00	377311	06/24/20	32322	SCOTT ABERSON	01526203000240	369	E-FIELD TRIP REFUND	0.00	10.00
A101.00	377311	06/24/20	32322	SCOTT ABERSON	01526203000240	369	E-FIELD TRIP REFUND	0.00	10.00
A101.00	377311	06/24/20	32322	SCOTT ABERSON	01526203000240	369	I-FIELD TRIP REFUND	0.00	17.00
TOTAL CHECK								0.00	37.00
A101.00	377312	06/24/20	32331	SHAWNEE CHRISTENSON	01526203000240	369	FIELD TRIP REFUND	0.00	20.50
A101.00	377313	06/24/20	32259	SHERRY TAI	01532203000240	369	FIELD TRIP REFUND	0.00	28.00
A101.00	377314	06/24/20	32550	SHERWIN WILLIAMS	01020810000810	401	CUSTODIAL SUPPLIES	0.00	268.13
A101.00	377314	06/24/20	32550	SHERWIN WILLIAMS	01020810000810	401	CUSTODIAL SUPPLIES	0.00	-0.37
TOTAL CHECK								0.00	267.76
A101.00	377316	06/24/20	32313	SMITA SINGHAL	01532203000240	369	FIELD TRIP REFUND	0.00	35.00
A101.00	377319	06/24/20	91018	ST-GERMAIN MATTHEW	01021291000254	305	ETOC DEBATE 2 EVENT	0.00	140.00
A101.00	377320	06/24/20	32215	STACY GREGORY	01019211000240	369	STEM TRIP REFUND	0.00	55.00
A101.00	377320	06/24/20	32215	STACY GREGORY	01019211000240	369	RG FIELD TRIP REFUN	0.00	13.00
TOTAL CHECK								0.00	68.00
A101.00	377321	06/24/20	32230	STACY STERNBERG	01019211000240	369	VF TRIP REFUND - 2	0.00	68.00
A101.00	377322	06/24/20	32524	STARR KOUCHOUKOS	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377323	06/24/20	06875	STATE SUPPLY COMPAN	01008810000000	350	BOILER SUPPLIES	0.00	112.96
A101.00	377323	06/24/20	06875	STATE SUPPLY COMPAN	01008810000000	350	SIGHT GLASS-BOILERS	0.00	124.54
A101.00	377323	06/24/20	06875	STATE SUPPLY COMPAN	01009760720000	350	CASING GASKET	0.00	31.49
A101.00	377323	06/24/20	06875	STATE SUPPLY COMPAN	01008810000000	350	SIGHT GLASS-BOILERS	0.00	76.61
TOTAL CHECK								0.00	345.60
A101.00	377324	06/24/20	32268	STEFANIE WERNSMAN	01532203000240	369	FIELD TRIP REFUND	0.00	28.00
A101.00	377325	06/24/20	32282	STEPHANIE CORNELISS	01532203000240	369	FIELD TRIP REFUND	0.00	35.00
A101.00	377326	06/24/20	32240	STEPHANIE KOESTER	01021790000790	370	PARKING REIMBURSEME	0.00	83.00

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	377327	06/24/20	32361	STEPHANIE MALINOFF	01526203000240	369	FIELD TRIP REFUND	0.00	24.00
A101.00	377328	06/24/20	32299	SUDHAKAR MAKHAM	01532203000240	369	FIELD TRIP REFUND	0.00	20.00
A101.00	377330	06/24/20	32211	SUNG CHAN CHANG	01019211000240	369	FIELD TRIP REFUND	0.00	34.00
A101.00	377335	06/24/20	32527	TAMMY MILLER	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377336	06/24/20	32368	TAMMY POTTS	01526203000240	369	FIELD TRIP REFUND	0.00	24.00
A101.00	377337	06/24/20	32553	TANNER HAWTHORNE JO	01021291000254	302	DEBATE DEC19-FEB20	0.00	420.00
A101.00	377338	06/24/20	32390	TARA BRYAN	01528203000240	369	FIELD TRIP REFUND	0.00	21.70
A101.00	377339	06/24/20	32256	TARA WAGNER	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377342	06/24/20	31970	TEACHERS ON CALL, A	01019211000000	299	SUB BENEFITS	0.00	464.49
A101.00	377342	06/24/20	31970	TEACHERS ON CALL, A	01529203000000	145	SUB SALARY	0.00	92.90
A101.00	377342	06/24/20	31970	TEACHERS ON CALL, A	01529203000000	299	SUB BENEFITS	0.00	36.13
A101.00	377342	06/24/20	31970	TEACHERS ON CALL, A	01019211000000	145	SUB SALARY	0.00	22.46
A101.00	377342	06/24/20	31970	TEACHERS ON CALL, A	01019211000000	145	SUB SALARY	0.00	1,827.14
A101.00	377342	06/24/20	31970	TEACHERS ON CALL, A	01019211000000	145	SUB SALARY	0.00	1,492.99
A101.00	377342	06/24/20	31970	TEACHERS ON CALL, A	01019211000000	299	SUB BENEFITS	0.00	580.61
A101.00	377342	06/24/20	31970	TEACHERS ON CALL, A	01019211000000	299	SUB BENEFITS	0.00	710.56
A101.00	377342	06/24/20	31970	TEACHERS ON CALL, A	01019211000000	145	SUB SALARY	0.00	1,194.39
A101.00	377342	06/24/20	31970	TEACHERS ON CALL, A	01019211000000	299	SUB BENEFITS	0.00	8.74
TOTAL CHECK								0.00	6,430.41
A101.00	377345	06/24/20	32231	THOMAS STOLUSKY	01019211000240	369	GW FIELD TRIP REFUN	0.00	20.00
A101.00	377346	06/24/20	32301	TIANNAH MCALEB	01532203000240	369	FIELD TRIP REFUND	0.00	35.00
A101.00	377347	06/24/20	32386	TIFANI WILLIAMS	01526203000240	369	K-FIELD TRIP REFUND	0.00	10.00
A101.00	377347	06/24/20	32386	TIFANI WILLIAMS	01526203000240	369	H-FIELD TRIP REFUND	0.00	20.50
TOTAL CHECK								0.00	30.50
A101.00	377348	06/24/20	32337	TIM DEANGELO	01526203000240	369	FIELD TRIP REFUND	0.00	19.00
A101.00	377349	06/24/20	32366	TIM O'NEILLS	01526203000240	369	G-FIELD TRIP REFUND	0.00	17.00
A101.00	377349	06/24/20	32366	TIM O'NEILLS	01526203000240	369	L-FIELD TRIP REFUND	0.00	21.00
A101.00	377349	06/24/20	32366	TIM O'NEILLS	01526203000240	369	C-FIELD TRIP REFUND	0.00	19.00
A101.00	377349	06/24/20	32366	TIM O'NEILLS	01526203000240	369	O-FIELD TRIP REFUND	0.00	19.00
TOTAL CHECK								0.00	76.00
A101.00	377351	06/24/20	32308	TODD SCHENK	01532203000240	369	G3 FIELD TRIP REFUN	0.00	35.00
A101.00	377351	06/24/20	32308	TODD SCHENK	01532203000240	369	G5 FIELD TRIP REFUN	0.00	20.00
TOTAL CHECK								0.00	55.00
A101.00	377352	06/24/20	32245	TONY BRANDT	01021790000790	370	PARKING REIMBURSEME	0.00	83.00
A101.00	377353	06/24/20	32188	TOTINO GRACE HIGH S	01009760720000	360	NON PUBLIC 2019-202	0.00	197.14

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	377355	06/24/20	32293	TRACEY JOHNSON	01532203000240	369	FIELD TRIP REFUND	0.00	15.00
A101.00	377356	06/24/20	22468	TRI-STATE BOBCAT IN	01527810000820	401	CN GROUNDS-MOWER/TR	0.00	834.00
A101.00	377357	06/24/20	15152	TRINITY SCHOOL AT R	01009760720000	360	NON PUBLIC 2019-202	0.00	215.03
A101.00	377359	06/24/20	24826	TRUST POINT	01005110000000	305	PREP OF 2019 FORM 9	0.00	575.00
A101.00	377360	06/24/20	28040	TWIN CITY TRANSPORT	01009760723000	360	MAY SPED TRANS	0.00	19,443.01
A101.00	377360	06/24/20	28040	TWIN CITY TRANSPORT	01009760728000	360	MAY HOMELESS TRANS	0.00	25,726.00
TOTAL CHECK								0.00	45,169.01
A101.00	377361	06/24/20	19045	UNITED CHRISTIAN AC	01009760720000	360	2019-2020 NON PUBLI	0.00	832.73
A101.00	377362	06/24/20	26510	UNIVERSAL ATHLETIC	01021294000666	430	B TENNIS SUPPLIES	0.00	1,241.86
A101.00	377363	06/24/20	32287	VENKAT GUNDLAPALLI	01532203000240	369	FIELD TRIP REFUND	0.00	28.00
A101.00	377364	06/24/20	27290	VENTURE PRODUCTS IN	01005810000820	401	VENTRAC - DUAL WHEE	0.00	1,176.45
A101.00	377365	06/24/20	32329	VICTORIA CASWELL	01526203000240	369	E-FIELD TRIP REFUND	0.00	21.00
A101.00	377365	06/24/20	32329	VICTORIA CASWELL	01526203000240	369	T-FIELD TRIP REFUND	0.00	20.50
TOTAL CHECK								0.00	41.50
A101.00	377366	06/24/20	32375	VINEY K.S. SAMUEL	01526203000240	369	J-FIELD TRIP REFUND	0.00	24.00
A101.00	377366	06/24/20	32375	VINEY K.S. SAMUEL	01526203000240	369	JO-FIELD TRIP REFUN	0.00	19.00
TOTAL CHECK								0.00	43.00
A101.00	377367	06/24/20	32379	WADE TALLMAN	01526203000240	369	FIELD TRIP REFUND	0.00	20.50
A101.00	377368	06/24/20	32317	WEIHUA YANG	01532203000240	369	FIELD TRIP REFUND	0.00	35.00
A101.00	377369	06/24/20	32413	WEIYN ZHANG	01528203000240	369	FIELD TRIP REFUND	0.00	12.50
A101.00	377370	06/24/20	32352	WENDY HINNENKAMP	01526203000240	369	S-FIELD TRIP REFUND	0.00	21.00
A101.00	377370	06/24/20	32352	WENDY HINNENKAMP	01526203000240	369	C-FIELD TRIP REFUND	0.00	19.00
TOTAL CHECK								0.00	40.00
A101.00	377371	06/24/20	32384	WEN-HONG WANG	01526203000240	369	FIELD TRIP REFUND	0.00	19.00
A101.00	377372	06/24/20	32291	WILLIAM HENKELS	01532203000240	369	G1 FIELD TRIP REFUN	0.00	28.00
A101.00	377372	06/24/20	32291	WILLIAM HENKELS	01532203000240	369	G2 FIELD TRIP REFUN	0.00	15.00
TOTAL CHECK								0.00	43.00
A101.00	377373	06/24/20	32281	WYNDEMERE COFFEY	01532203000240	369	FIELD TRIP REFUND	0.00	15.00
A101.00	377374	06/24/20	05410	XCEL ENERGY	01019810000000	330	SOUTH VIEW	0.00	3,386.39
A101.00	377375	06/24/20	32314	XIURONG TANG	01532203000240	369	FIELD TRIP REFUND	0.00	22.00
A101.00	377376	06/24/20	32318	YAN ZHANG	01532203000240	369	FIELD TRIP REFUND	0.00	35.00

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	377377	06/24/20	32298	YING LAN	01532203000240	369	FIELD TRIP REFUND	0.00	35.00
A101.00	377380	06/24/20	32030	ZACHARY SHELTON	01021291000254	305	DEBATE APR 17-20	0.00	280.00
A101.00	377382	06/30/20	26840	ACME TOOLS	01529810000820	401	BATTERY PACK	0.00	179.00
A101.00	377382	06/30/20	26840	ACME TOOLS	01529810000820	401	CORDLESS TRIMMER	0.00	269.00
A101.00	377382	06/30/20	26840	ACME TOOLS	01529810000820	401	CORDLESS BLOWER	0.00	284.00
TOTAL CHECK								0.00	732.00
A101.00	377383	06/30/20	31372	ACME TOOLS PLYMOUTH	01005850302000	530	M18 COMBO KIT	0.00	429.00
A101.00	377384	06/30/20	30778	ADVANCED POWER SERV	01005865363000	305	SERVICE CALL	0.00	297.00
A101.00	377385	06/30/20	31718	SNAPPY SERVICES LLC	01021810000000	350	BLACK BOX FLOOR	0.00	4,003.30
A101.00	377387	06/30/20	24904	A-Z RENTAL CENTER	01021810000810	401	PROPANE REFILL	0.00	17.00
A101.00	377387	06/30/20	24904	A-Z RENTAL CENTER	01021810000810	401	PROPANE REFILL	0.00	34.00
TOTAL CHECK								0.00	51.00
A101.00	377388	06/30/20	24971	BATTERIES R US	01527810000000	350	S BATTERIES	0.00	147.85
A101.00	377389	06/30/20	26064	BAYADA HOME HEALTH	01005416740000	394	RN SERVICE	0.00	120.00
A101.00	377389	06/30/20	26064	BAYADA HOME HEALTH	01005416740000	394	RN SERVICE	0.00	87.50
TOTAL CHECK								0.00	207.50
A101.00	377390	06/30/20	27241	CAROLE A. GUPTON PH	01005203313000	305	MAY-JUNE	0.00	2,250.00
A101.00	377391	06/30/20	32567	CATHERINE OVSACK	01021211000436	430	AP EXAM REFUND	0.00	50.00
A101.00	377392	06/30/20	15058	CENGAGE LEARNING	01005205417000	433	ORDER FOR SOUTH VIE	0.00	9,976.05
A101.00	377393	06/30/20	15056	CENTERPOINT ENERGY	01529810000000	440	HIGHLANDS	0.00	767.07
A101.00	377394	06/30/20	10363	CENTRAL ROOFING COM	01019865383000	520	SVMS 2020 REROOF	0.00	290,387.92
A101.00	377395	06/30/20	24945	CENTURYLINK	01005620000000	320	DO 90302513	0.00	66.67
A101.00	377395	06/30/20	24945	CENTURYLINK	01005620000000	320	DISTRICT OFFICE	0.00	609.96
A101.00	377395	06/30/20	24945	CENTURYLINK	01526810000000	320	CONCORD	0.00	63.33
TOTAL CHECK								0.00	739.96
A101.00	377396	06/30/20	31877	CERTAPRO PAINTERS-S	01021250000000	430	PAINTING FACS ROOM	0.00	500.00
A101.00	377397	06/30/20	26371	CHESTERTON ACADEMY	01009760720000	360	NON PUBLIC 19-20	0.00	1,277.65
A101.00	377398	06/30/20	01321	CITY OF EDINA	01005199000000	305	NOV 19 ELECTION	0.00	109,534.31
A101.00	377399	06/30/20	12539	CITY OF LAKES WALDO	01009760720000	360	NON PUBLIC 19-20	0.00	2,538.73
A101.00	377404	06/30/20	12261	CUSHMAN MOTOR COMPA	01020810000820	401	VV GROUNDS	0.00	28.18
A101.00	377404	06/30/20	12261	CUSHMAN MOTOR COMPA	01021810000820	401	EHS GROUNDS	0.00	1.60
TOTAL CHECK								0.00	29.78

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A101.00	377405	06/30/20	26399	CUSTOM HOSE TECH	01009760720000	351	FITTINGS	0.00	253.98
A101.00	377407	06/30/20	32559	DEBRA ELAINE BURT	01019291000250	430	GUEST BAND CLINICIA	0.00	75.00
A101.00	377408	06/30/20	15140	DELASALLE HIGH SCHO	01009760720000	360	NON PUBLIC 19-20	0.00	1,893.22
A101.00	377409	06/30/20	32200	EAU CLAIRE ACADEMY	01005211000000	392	TUITION IN C+T MAY	0.00	2,921.00
A101.00	377412	06/30/20	24575	EDUCATORS BENEFIT C	01005110000000	305	ACT 1095C MAIL LIST	0.00	1,177.25
A101.00	377414	06/30/20	30242	FRASER CHILD AND FA	01005400000000	393	CONSULT PSYCHOTHERA	0.00	154.00
A101.00	377414	06/30/20	30242	FRASER CHILD AND FA	01005400000000	393	CONSULT PSYCHOTHERA	0.00	308.00
A101.00	377414	06/30/20	30242	FRASER CHILD AND FA	01005400000000	393	CONSULT PSYCHOTHERA	0.00	462.00
A101.00	377414	06/30/20	30242	FRASER CHILD AND FA	01005400000000	393	CONSULT PSYCHOTHERA	0.00	770.00
A101.00	377414	06/30/20	30242	FRASER CHILD AND FA	01005400000000	393	CONSULT PSYCHOTHERA	0.00	5,082.00
TOTAL CHECK								0.00	6,776.00
A101.00	377417	06/30/20	13854	GILBERT MECHANICAL	01021810000000	350	DAC #3 REPAIR	0.00	330.50
A101.00	377418	06/30/20	27788	GREATAMERICA FINANC	01021211000000	329	POSTAGE JULY STMT	0.00	123.95
A101.00	377418	06/30/20	27788	GREATAMERICA FINANC	01019211000000	305	PSTGE METER-JUN20 S	0.00	149.95
TOTAL CHECK								0.00	273.90
A101.00	377419	06/30/20	00296	GROTH MUSIC COMPANY	01019291000251	430	CP1205 WARRIOR	0.00	55.00
A101.00	377419	06/30/20	00296	GROTH MUSIC COMPANY	01019291000251	430	SBMP1007 FAMINE SON	0.00	41.00
A101.00	377419	06/30/20	00296	GROTH MUSIC COMPANY	01019291000251	430	00329830 SHOW YOURS	0.00	45.00
A101.00	377419	06/30/20	00296	GROTH MUSIC COMPANY	01019291000251	430	00204794 TUTAKWENDA	0.00	42.00
A101.00	377419	06/30/20	00296	GROTH MUSIC COMPANY	01019291000251	430	2496650 SPIRITS	0.00	37.00
A101.00	377419	06/30/20	00296	GROTH MUSIC COMPANY	01019291000251	430	50323350 THE GYPSY	0.00	39.00
A101.00	377419	06/30/20	00296	GROTH MUSIC COMPANY	01019291000251	430	SBMP1282 LUNAR LULL	0.00	43.00
A101.00	377419	06/30/20	00296	GROTH MUSIC COMPANY	01019291000251	430	SV9521 MANGWANI MPU	0.00	45.00
A101.00	377419	06/30/20	00296	GROTH MUSIC COMPANY	01019291000251	430	S241 GET ON BOARD	0.00	42.00
A101.00	377419	06/30/20	00296	GROTH MUSIC COMPANY	01019291000251	430	48004955 EL PAMBICH	0.00	65.00
A101.00	377419	06/30/20	00296	GROTH MUSIC COMPANY	01019291000251	430	00138948 BEDU PAKO	0.00	47.00
A101.00	377419	06/30/20	00296	GROTH MUSIC COMPANY	01019291000251	430	08201084 RUNAWAY	0.00	30.00
A101.00	377419	06/30/20	00296	GROTH MUSIC COMPANY	01019291000251	430	08201709 GOODNIGHT,	0.00	43.00
A101.00	377419	06/30/20	00296	GROTH MUSIC COMPANY	01019291000251	430	08655581 AUCTIONEER	0.00	45.00
A101.00	377419	06/30/20	00296	GROTH MUSIC COMPANY	01019291000251	430	48019342 WE WILL	0.00	43.00
A101.00	377419	06/30/20	00296	GROTH MUSIC COMPANY	01019291000251	430	48004568 WILD MOUNT	0.00	42.00
A101.00	377419	06/30/20	00296	GROTH MUSIC COMPANY	01019291000251	430	SBMP1055 BANJO SAM	0.00	44.00
A101.00	377419	06/30/20	00296	GROTH MUSIC COMPANY	01019291000251	430	00285924 NEVER ONE	0.00	55.00
A101.00	377419	06/30/20	00296	GROTH MUSIC COMPANY	01019291000251	430	00326405 TRUE COLOR	0.00	45.00
A101.00	377419	06/30/20	00296	GROTH MUSIC COMPANY	01019291000251	430	48023346 LINEAGE	0.00	45.00
A101.00	377419	06/30/20	00296	GROTH MUSIC COMPANY	01019291000251	430	CGA1591 I CHOOSE LO	0.00	45.00
A101.00	377419	06/30/20	00296	GROTH MUSIC COMPANY	01019291000251	430	08751154 SONGS OF R	0.00	59.00
A101.00	377419	06/30/20	00296	GROTH MUSIC COMPANY	01019291000251	430	08551911 RED RIVER	0.00	45.00
A101.00	377419	06/30/20	00296	GROTH MUSIC COMPANY	01019291000251	430	08703412 IN PRAISE	0.00	43.00
A101.00	377419	06/30/20	00296	GROTH MUSIC COMPANY	01019291000251	430	00141671 COME TO TH	0.00	42.00
A101.00	377419	06/30/20	00296	GROTH MUSIC COMPANY	01019291000251	430	SBMP1426 HOLD FAST	0.00	43.00
A101.00	377419	06/30/20	00296	GROTH MUSIC COMPANY	01019291000251	430	2120260 NO TIME	0.00	39.00
A101.00	377419	06/30/20	00296	GROTH MUSIC COMPANY	01019291000251	430	08754127 KENYAN WEL	0.00	42.00

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	377419	06/30/20	00296	GROTH MUSIC COMPANY	01019291000251	430	00254852 DE PROSA C	0.00	47.00
A101.00	377419	06/30/20	00296	GROTH MUSIC COMPANY	01019291000251	430	00153579 CIRANDA DA	0.00	45.00
A101.00	377419	06/30/20	00296	GROTH MUSIC COMPANY	01019291000251	430	00319924 TENJO TODO	0.00	50.00
A101.00	377419	06/30/20	00296	GROTH MUSIC COMPANY	01019291000251	430	08749217 AMAVOLOVLO	0.00	42.00
A101.00	377419	06/30/20	00296	GROTH MUSIC COMPANY	01019291000251	430	48021188 KUSIMAMA	0.00	43.00
A101.00	377419	06/30/20	00296	GROTH MUSIC COMPANY	01019291000251	430	35647 HOMEWARD BOUN	0.00	41.00
A101.00	377419	06/30/20	00296	GROTH MUSIC COMPANY	01019291000251	430	27277 CHAPUA KALI D	0.00	35.00
TOTAL CHECK								0.00	1,554.00
A101.00	377422	06/30/20	24726	HILDI INC	01005110000000	305	ACTUARIAL DISC-GASB	0.00	1,295.00
A101.00	377423	06/30/20	03263	HOGLUND BUS AND TRU	01009760720000	402	RUBRAIL	0.00	507.70
A101.00	377423	06/30/20	03263	HOGLUND BUS AND TRU	01009760720000	402	TRIM	0.00	99.18
TOTAL CHECK								0.00	606.88
A101.00	377426	06/30/20	26941	INNOVATIONAL WATER	01008810000000	350	BOILER START UP	0.00	618.00
A101.00	377427	06/30/20	03488	INSPEC INC	01527865384000	305	CN SOLAR	0.00	3,000.00
A101.00	377427	06/30/20	03488	INSPEC INC	01019865383000	305	SV 2020 REROOF	0.00	4,500.00
A101.00	377427	06/30/20	03488	INSPEC INC	01005865383000	305	VV/ECC REROOF	0.00	6,620.00
TOTAL CHECK								0.00	14,120.00
A101.00	377428	06/30/20	03720	JERRY'S HARDWARE	01527810000820	401	CN-LOPPER	0.00	99.95
A101.00	377428	06/30/20	03720	JERRY'S HARDWARE	01529810000810	401	SUPPLIES	0.00	16.18
A101.00	377428	06/30/20	03720	JERRY'S HARDWARE	01527810000810	401	DISH SOAP	0.00	21.85
A101.00	377428	06/30/20	03720	JERRY'S HARDWARE	01021810000820	401	EHS-FILE HOLDER	0.00	35.96
A101.00	377428	06/30/20	03720	JERRY'S HARDWARE	01021810000820	401	EHS-EYE BOLTS	0.00	2.86
A101.00	377428	06/30/20	03720	JERRY'S HARDWARE	01528810000810	401	FUSE C3 MACHINE	0.00	3.59
TOTAL CHECK								0.00	180.39
A101.00	377429	06/30/20	09728	JW PEPPER & SON INC	01021258000252	430	SHEET MUSIC	0.00	50.00
A101.00	377429	06/30/20	09728	JW PEPPER & SON INC	01021258000250	430	SHEET MUSIC	0.00	54.94
A101.00	377429	06/30/20	09728	JW PEPPER & SON INC	01021258000252	430	SHEET MUSIC	0.00	54.99
A101.00	377429	06/30/20	09728	JW PEPPER & SON INC	01021258000252	430	SHEET MUSIC	0.00	55.00
A101.00	377429	06/30/20	09728	JW PEPPER & SON INC	01021258000250	430	SHEET MUSIC	0.00	60.00
A101.00	377429	06/30/20	09728	JW PEPPER & SON INC	01021258000252	430	SHEET MUSIC	0.00	63.00
A101.00	377429	06/30/20	09728	JW PEPPER & SON INC	01021258000252	430	SHEET MUSIC	0.00	65.00
A101.00	377429	06/30/20	09728	JW PEPPER & SON INC	01021258000250	430	SHEET MUSIC	0.00	119.85
TOTAL CHECK								0.00	522.78
A101.00	377430	06/30/20	20559	KATH FUEL OIL SERVI	01009760720000	441	DIESEL PROTECT	0.00	760.00
A101.00	377430	06/30/20	20559	KATH FUEL OIL SERVI	01009760720000	441	ULTRA LOW #2	0.00	900.64
TOTAL CHECK								0.00	1,660.64
A101.00	377432	06/30/20	24322	KEYSTONE	01009760720000	402	PRIMER	0.00	422.80
A101.00	377432	06/30/20	24322	KEYSTONE	01009760720000	402	PAINT	0.00	279.70
A101.00	377432	06/30/20	24322	KEYSTONE	01009760720000	402	GUN WASH	0.00	51.69
TOTAL CHECK								0.00	754.19
A101.00	377433	06/30/20	21327	LANGUAGE LINE SERVI	01005810000000	320	TRANS SVCS-MAY 2020	0.00	1,955.53
A101.00	377434	06/30/20	23809	LIGHTNING PRINTING	01021211000450	305	PRINT HS COM PRO	0.00	1,310.24

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A101.00	377437	06/30/20	25610	MOTG-MINNESOTA OFFI	010212110000000	305	USAGE 05/3-06/2 EHS	0.00	100.18
A101.00	377437	06/30/20	25610	MOTG-MINNESOTA OFFI	015262030000000	430	05/03-06/02 PRINT S	0.00	170.75
A101.00	377437	06/30/20	25610	MOTG-MINNESOTA OFFI	010212110000000	305	USAGE 04/3-05/2 EHS	0.00	54.56
A101.00	377437	06/30/20	25610	MOTG-MINNESOTA OFFI	010192110000000	305	USAGE 5/3-6/2 SV	0.00	54.77
A101.00	377437	06/30/20	25610	MOTG-MINNESOTA OFFI	015330500000000	401	USAGE 05/3-06/2 ND	0.00	5.99
A101.00	377437	06/30/20	25610	MOTG-MINNESOTA OFFI	015332030000000	430	USAGE 05/3-06/2 ND	0.00	11.18
TOTAL CHECK								0.00	397.43
A101.00	377438	06/30/20	23979	MULBERRY BUILDERS	015298503020000	520	CAPITAL	0.00	24,850.00
A101.00	377439	06/30/20	18615	NAC	010198100000000	350	CHILLER SERVICE CAL	0.00	810.02
A101.00	377440	06/30/20	17215	OCCUPATIONAL MEDICI	010097607200000	305	DOT HOLIFIELD	0.00	70.00
A101.00	377440	06/30/20	17215	OCCUPATIONAL MEDICI	010097607200000	305	DOT MARTIN	0.00	70.00
TOTAL CHECK								0.00	140.00
A101.00	377441	06/30/20	28451	ORKIN, 546-ST. PAUL	010058100000000	305	SV MONTHLY SERVICE	0.00	80.00
A101.00	377441	06/30/20	28451	ORKIN, 546-ST. PAUL	010058100000000	305	EHS MONTHLY SERVICE	0.00	80.00
A101.00	377441	06/30/20	28451	ORKIN, 546-ST. PAUL	010058100000000	305	VV MONTHLY SERVICE	0.00	95.00
A101.00	377441	06/30/20	28451	ORKIN, 546-ST. PAUL	010058100000000	305	TRANS MONTHLY SERVI	0.00	120.00
A101.00	377441	06/30/20	28451	ORKIN, 546-ST. PAUL	010058100000000	305	HL MONTHLY SERVICE	0.00	65.00
A101.00	377441	06/30/20	28451	ORKIN, 546-ST. PAUL	010058100000000	305	CN MONTHLY SERVICE	0.00	65.00
A101.00	377441	06/30/20	28451	ORKIN, 546-ST. PAUL	010058100000000	305	CC MONTHLY SERVICE	0.00	65.00
A101.00	377441	06/30/20	28451	ORKIN, 546-ST. PAUL	010058100000000	305	CV MONTHLY SERVICE	0.00	65.00
A101.00	377441	06/30/20	28451	ORKIN, 546-ST. PAUL	010058100000000	305	ECC MONTHLY SERVICE	0.00	65.00
A101.00	377441	06/30/20	28451	ORKIN, 546-ST. PAUL	010058100000000	305	CS MONTHLY SERVICE	0.00	65.00
A101.00	377441	06/30/20	28451	ORKIN, 546-ST. PAUL	010058100000000	305	ND MONTHLY SERVICE	0.00	55.00
A101.00	377441	06/30/20	28451	ORKIN, 546-ST. PAUL	010058100000000	305	EHS BUNKER SERVICE	0.00	60.00
TOTAL CHECK								0.00	880.00
A101.00	377442	06/30/20	22617	PETERSON COMPANIES	010218653840000	520	EHS FIELD TURF IMPR	0.00	358,875.97
A101.00	377443	06/30/20	30930	PLANSOURCE	010051100000000	305	JUN 20 SERVICES	0.00	8,002.40
A101.00	377444	06/30/20	15331	PRAIRIE ELECTRIC CO	010088653840000	520	PER QUOTE - PRAIRIE	0.00	21,416.00
A101.00	377444	06/30/20	15331	PRAIRIE ELECTRIC CO	015288653840000	520	CS LIGHT POLE	0.00	5,090.00
TOTAL CHECK								0.00	26,506.00
A101.00	377445	06/30/20	06953	PREMIUM WATERS INC	015354124190000	401	APRIL-JUNE	0.00	34.42
A101.00	377446	06/30/20	21178	PROVIDENCE ACADEMY	010097607200000	360	NON PUBLIC 19-20	0.00	2,296.49
A101.00	377447	06/30/20	31129	RELATE COUNSELING C	010054000000000	394	CHSS 10 OF 10 BILLI	0.00	2,880.00
A101.00	377448	06/30/20	11526	RICOH USA INC	010058503020000	370	MAINT IMAGES FY19-2	0.00	167.04
A101.00	377449	06/30/20	22996	RJ MECHANICAL INC	010208100000000	350	VALVE REPLACEMENT	0.00	4,612.81
A101.00	377450	06/30/20	10684	ROBERT B HILL CO	015288100000810	401	49 BAGS WATER SOFTN	0.00	433.89
A101.00	377452	06/30/20	26568	S & J GLASS INC	010198653800000	520	SV SECURITY-WINDOW	0.00	39,350.00

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A101.00	377454	06/30/20	32569	SAMANTHA REBER	01005211320000	898	EHS G HOCKEY SUM CA	0.00	420.00
A101.00	377455	06/30/20	24666	SCHMALENBERGER DAVI	01019291000250	430	GUEST BAND CLINICIA	0.00	75.00
A101.00	377456	06/30/20	06922	SCHOOL SERVICE EMPL	01	L215.08	UNION DUES W/H	0.00	1,898.82
A101.00	377457	06/30/20	32558	SCOTT AGSTER	01019291000250	430	GUEST BAND CLINICIA	0.00	75.00
A101.00	377458	06/30/20	32566	SO L LO-WU	01021211000436	430	AP EXAM REFUND-2	0.00	100.00
A101.00	377460	06/30/20	27919	SOUTHWEST METRO INT	01005211000000	390	TUITION C&T FOR LV	0.00	583.44
A101.00	377460	06/30/20	27919	SOUTHWEST METRO INT	01005211000000	390	TUITION C&T FOR CS	0.00	4,455.64
TOTAL CHECK								0.00	5,039.08
A101.00	377463	06/30/20	27819	T-MOBILE	01005810000000	320	BUILDING & GROUNDS	0.00	82.29
A101.00	377463	06/30/20	27819	T-MOBILE	01005630000000	320	DMTS	0.00	144.15
A101.00	377463	06/30/20	27819	T-MOBILE	01005810000000	320	ECC MAINT	0.00	111.75
A101.00	377463	06/30/20	27819	T-MOBILE	01005420419000	320	ECSE	0.00	63.61
A101.00	377463	06/30/20	27819	T-MOBILE	01021810000000	320	HIGH SCHOOL MAINT	0.00	36.69
A101.00	377463	06/30/20	27819	T-MOBILE	01005420419000	320	SPECIAL SERVICES	0.00	36.69
A101.00	377463	06/30/20	27819	T-MOBILE	01526810000000	320	CONCORD MAINT	0.00	52.83
A101.00	377463	06/30/20	27819	T-MOBILE	01019810000000	320	SOUTH VIEW MAINT	0.00	52.83
A101.00	377463	06/30/20	27819	T-MOBILE	01526050000000	320	CONCORD	0.00	23.37
A101.00	377463	06/30/20	27819	T-MOBILE	01527050000000	320	CORNELIA	0.00	23.37
A101.00	377463	06/30/20	27819	T-MOBILE	01528050000000	320	COUNTRYSIDE	0.00	23.37
A101.00	377463	06/30/20	27819	T-MOBILE	01529810000000	320	HIGHLANDS MAINT	0.00	23.37
A101.00	377463	06/30/20	27819	T-MOBILE	01533050000000	320	NORMANDALE	0.00	23.37
A101.00	377463	06/30/20	27819	T-MOBILE	01019050000000	320	SOUTH VIEW	0.00	23.37
A101.00	377463	06/30/20	27819	T-MOBILE	01020050000000	320	VALLEY VIEW	0.00	23.37
A101.00	377463	06/30/20	27819	T-MOBILE	01532050000000	320	CREEK VALLEY	0.00	24.39
A101.00	377463	06/30/20	27819	T-MOBILE	01009760720000	320	TRANSPORTATION	0.00	32.85
A101.00	377463	06/30/20	27819	T-MOBILE	01527810000000	320	CORNELIA MAINT	0.00	35.67
A101.00	377463	06/30/20	27819	T-MOBILE	01529050000000	320	HIGHLANDS	0.00	35.67
A101.00	377463	06/30/20	27819	T-MOBILE	01532810000000	320	CREEK VALLEY MAINT	0.00	35.67
A101.00	377463	06/30/20	27819	T-MOBILE	01528810000000	320	COUNTRYSIDE MAINT	0.00	35.67
A101.00	377463	06/30/20	27819	T-MOBILE	01021050000000	320	HIGH SCHOOL	0.00	35.67
A101.00	377463	06/30/20	27819	T-MOBILE	01020810000000	320	VALLEY VIEW MAINT	0.00	19.53
TOTAL CHECK								0.00	999.55
A101.00	377464	06/30/20	23172	TOLL GAS & WELDING	01009760720000	351	DEMURRAGE	0.00	11.35
A101.00	377465	06/30/20	24966	WEX BANK	01009760720000	441	FUEL	0.00	462.79
A101.00	377466	06/30/20	25308	WOLD ARCHITECTS & E	01019865384000	305	SVMS SAFETY UPGRADE	0.00	435.85
A101.00	377466	06/30/20	25308	WOLD ARCHITECTS & E	01008865384000	305	ECC RENOVATIONS	0.00	643.78
A101.00	377466	06/30/20	25308	WOLD ARCHITECTS & E	01020865384000	305	VVNS OUTDOOR STORAG	0.00	936.85
A101.00	377466	06/30/20	25308	WOLD ARCHITECTS & E	01020865384000	305	VVMS 2020 RENO	0.00	8,299.56
A101.00	377466	06/30/20	25308	WOLD ARCHITECTS & E	01008865384000	305	ECC 2020 RENOVATION	0.00	20,353.44
A101.00	377466	06/30/20	25308	WOLD ARCHITECTS & E	01527865384000	305	CN WATER HEATER	0.00	137.85
A101.00	377466	06/30/20	25308	WOLD ARCHITECTS & E	01021865384000	305	EHS STEAM HX REPLAC	0.00	196.99
A101.00	377466	06/30/20	25308	WOLD ARCHITECTS & E	01020865384000	305	VVMS CTYARD PHASE 1	0.00	431.30



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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
TOTAL CHECK								0.00	31,435.62
A101.00	377468	06/30/20	07655	WPS - WESTERN PSYCH	01535412740000	433	SKU: W-462BP25 - DP	0.00	55.50
A101.00	377469	06/30/20	05410	XCEL ENERGY	01009760720000	330	05/21-06/22 BUSGARA	0.00	1,951.31
A101.00	V15579	06/03/20	E9835	JULIE K BAKER	01529203000000	460	BOOKS FOR CLASSROOM	0.00	132.48
A101.00	V15580	06/03/20	E12518	SARAH J BURGESS	01021640316000	366	BER CONF 12/12/19	0.00	279.00
A101.00	V15581	06/03/20	E9799	DEAN D DAHL	01019291000263	430	PHOTO BOOKS	0.00	477.27
A101.00	V15582	06/03/20	E7011	MARK A DEYOUNG	01526050000000	320	CELL PHONE MAY	0.00	65.00
A101.00	V15583	06/03/20	E15524	GRETCHEN L GOSH	01021640316000	366	NASN CONFERENCE	0.00	275.00
A101.00	V15585	06/03/20	E14239	CURT E JOHANSON	01005810000000	320	CELL PHONE APR	0.00	65.00
A101.00	V15586	06/03/20	E9061	CARMINE LEVOIR	01019291000263	430	SLT-PHOTO CARDS	0.00	23.84
A101.00	V15587	06/03/20	E15447	GREGORY J PAFKO	01005810000000	320	CELL PHONE FEB-APR	0.00	190.59
A101.00	V15588	06/03/20	E13444	MOLLY E POOL	01005640316000	305	STUD TEACH STIPEND	0.00	75.00
A101.00	V15589	06/03/20	E7689	ISABELLE PUNCHARD	01005610000000	430	BOOKS FOR FR LA	0.00	114.88
A101.00	V15590	06/03/20	E20777	JESSICA L RANES	01021402740000	433	CLASSROOM SUPPLIES	0.00	72.03
A101.00	V15591	06/03/20	E13594	JENNY R RYDEEN	01005640316000	305	STUD TEACH STIPEND	0.00	75.00
A101.00	V15592	06/03/20	E9426	TROY STEIN	01021050000000	320	CELL PHONE JAN-MAR	0.00	195.00
A101.00	V15592	06/03/20	E9426	TROY STEIN	01021292000902	299	CELL PHONE PURCHASE	0.00	628.00
TOTAL CHECK								0.00	823.00
A101.00	V15593	06/10/20	E20685	BRYAN E BASS	01005105000000	320	CELL PH DEC19-MAY20	0.00	390.00
A101.00	V15594	06/10/20	E13493	KAREN L BERGMAN	01528050000901	299	TECH ALLOWANCE	0.00	1,500.00
A101.00	V15595	06/10/20	E9407	BRETT COPE	01005810000000	320	CELL PHONE MAY	0.00	52.81
A101.00	V15596	06/10/20	E7011	MARK A DEYOUNG	01526050000000	820	MDE PRIN ADMIN LIC	0.00	58.42
A101.00	V15597	06/10/20	E14846	BLANCA E DIAZ DE LE	01005203313000	320	CELL PHONE MAR-MAY	0.00	195.00
A101.00	V15598	06/10/20	E11091	SHAWN G DRAVES	01021810000000	320	CELL PHONE MAR-MAY	0.00	173.68
A101.00	V15599	06/10/20	E10924	KATY B HAMMEL	01528203000000	430	FOOD & PLATES	0.00	64.86
A101.00	V15600	06/10/20	E14116	THOMAS J JOHNSTON	01005630000000	320	CELL PHONE MAY	0.00	65.00
A101.00	V15601	06/10/20	E11842	ERIK T LOWE	01020211000000	430	RAFFLE GIFT CARDS	0.00	125.00

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A101.00	V15602	06/10/20	E20907	ALLISON FAY MAGNUS	01005105000000	401	INK-HOME PRINTER	0.00	18.99
A101.00	V15603	06/10/20	E5777	MARY B MANDERFELD	01005203313000	320	CELL PHONE MAY	0.00	65.00
A101.00	V15604	06/10/20	E20040	ASHLEY M LEIDHOLT	01529203000000	460	SCHOLASTIC BOOK CLU	0.00	189.24
A101.00	V15605	06/10/20	E20750	NOELLA LYN O'ROURKE	01005105000000	320	CELL PHONE APR-JUN	0.00	195.00
A101.00	V15605	06/10/20	E20750	NOELLA LYN O'ROURKE	01005105000000	401	PRINTER INK	0.00	45.99
TOTAL CHECK								0.00	240.99
A101.00	V15606	06/10/20	E7258	DEBORAH M PEKAREK	01529203000000	430	BOOKS	0.00	409.43
A101.00	V15608	06/10/20	E6341	LORI J RACEK	01529203000000	460	BOOK ORDER	0.00	196.82
A101.00	V15609	06/10/20	E5804	DEBRA K RICHARDS	01005218388000	366	MILEAGE FEB-MAR	0.00	276.75
A101.00	V15610	06/10/20	E14398	JACK J SALASKI	01005630000000	320	CELL PH SEP19-MAY20	0.00	564.75
A101.00	V15612	06/17/20	E12131	WARD D JENSEN	01021291000284	430	BAND SAW BLADES	0.00	33.20
A101.00	V15613	06/17/20	E5185	RONALD G MICHALETZ	01532810000000	320	CELL PHONE JUN	0.00	65.00
A101.00	V15614	06/17/20	E10520	MATTHEW K MOSBY	01529810000000	320	CELL PHONE MAY	0.00	65.00
A101.00	V15615	06/17/20	E20387	FEHINTOLA BOSEDE OL	01005109000000	320	CELL PH DEC 19-MAY	0.00	230.81
A101.00	V15615	06/17/20	E20387	FEHINTOLA BOSEDE OL	01005109000000	366	MILEAGE MAR	0.00	3.45
TOTAL CHECK								0.00	234.26
A101.00	V15616	06/17/20	E5755	TIMOTHY J RODEN	01020810000000	320	CELL PHONE JUN	0.00	65.00
A101.00	V15617	06/17/20	E14128	KATRINA STAMBOULIEH	01009760720000	366	GAS REIMB	0.00	10.00
A101.00	V15618	06/17/20	E14517	VIRGINIA K WIANDT	01021291000284	430	ROBOTICS REIMB	0.00	8,055.26
A101.00	V15619	06/24/20	E15078	RA CHHOTH	01005110000000	320	CELL PHONE JUN	0.00	65.00
A101.00	V15620	06/24/20	E12110	DON G CLAY	01005850000830	366	MILEAGE JUN	0.00	33.06
A101.00	V15621	06/24/20	E13763	JULIE M GABRIELSON	01005850000830	320	CELL PHONE JUNE	0.00	65.00
A101.00	V15622	06/24/20	E14095	JESSICA L HEIDELBER	01535412740000	366	MILEAGE JAN-MAR	0.00	200.16
A101.00	V15623	06/24/20	E14419	MARY B HEIMAN	01005720000000	320	CELL PHONE MAR-JUN	0.00	260.00
A101.00	V15624	06/24/20	E14452	JEFF L JORGENSEN	01005400000000	320	CELL PH NOV19-MAR20	0.00	520.00
A101.00	V15624	06/24/20	E14452	JEFF L JORGENSEN	01005420419000	366	MILEAGE NOV19-MAR20	0.00	554.22
A101.00	V15624	06/24/20	E14452	JEFF L JORGENSEN	01005420419640	368	TRAVEL	0.00	1,454.97
TOTAL CHECK								0.00	2,529.19
A101.00	V15625	06/24/20	E5674	PETER J LINDER	01008810000000	320	CELL PHONE MAY	0.00	65.00
A101.00	V15626	06/24/20	E12742	JOHN N MCKEEVER III	01005605335000	366	MILEAGE JAN	0.00	17.42

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FUND - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	V15628	06/24/20	E5899	THERESA MARIE MYRE	01005203797000	291	MEDI REIMB APR-JUN	0.00	433.80
A101.00	V15628	06/24/20	E5899	THERESA MARIE MYRE	01005203797000	291	SUPPL REIMB APR-JUN	0.00	137.10
TOTAL CHECK								0.00	570.90
A101.00	V15630	06/24/20	E20121	DEBRA LOUISE WILLIA	01019050000000	305	INTERNET MAY-JUN	0.00	69.98
A101.00	V15631	06/30/20	E20685	BRYAN E BASS	01005105000000	320	JUNE CELL PHONE	0.00	65.00
A101.00	V15632	06/30/20	E13493	KAREN L BERGMAN	01528050000901	299	TECHNOLOGY ALLOWANC	0.00	1,428.00
A101.00	V15633	06/30/20	E9407	BRETT COPE	01005810000000	320	06-28 PHONE BILL	0.00	52.81
A101.00	V15634	06/30/20	E7011	MARK A DEYOUNG	01526050000901	299	BEST BUY PRINTER	0.00	349.99
A101.00	V15635	06/30/20	E11263	SHAWN P DUDLEY	01020640316000	401	VVMS PD DAY	0.00	130.39
A101.00	V15635	06/30/20	E11263	SHAWN P DUDLEY	01020050000000	401	EQUITY PATHWAY	0.00	58.83
TOTAL CHECK								0.00	189.22
A101.00	V15636	06/30/20	E14117	ERIC D HAMILTON	01005810000000	320	JUNE PHONE BILL	0.00	40.00
A101.00	V15637	06/30/20	E10712	MARK R HOWELL	01021810000000	320	FEB-JUNE PHONE BILL	0.00	357.48
A101.00	V15638	06/30/20	E14239	CURT E JOHANSON	01005810000000	320	JUNE CELL PHONE BIL	0.00	65.00
A101.00	V15639	06/30/20	E12477	KATHRYN A MAHONEY	01529050000000	320	OCT-MAY PHONE BILLS	0.00	520.00
A101.00	V15640	06/30/20	E5777	MARY B MANDERFELD	01005203313000	320	07/15/19-08/14/19	0.00	65.00
A101.00	V15641	06/30/20	E14371	COREY C MONTGOMERY	01019211000093	430	STAFF LUNCH	0.00	123.40
A101.00	V15642	06/30/20	E20960	CHRISTINA ROBB	01005203313000	366	PU/DLV SUPPLIES	0.00	45.42
A101.00	V15643	06/30/20	E8056	KORY M SMITH	01020810000000	320	JUNE CELL PHONE BIL	0.00	65.00
A101.00	V15644	06/30/20	E13518	CHARLES K WEISE	01019291000250	430	MUSIC FIRST YEAR	0.00	86.95
TOTAL CASH ACCOUNT								0.00	2,979,475.13
TOTAL FUND								0.00	2,979,475.13

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FUND - 02 - FOOD SERVICES

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	376740	06/03/20	32183	AMBER MRNAK	02005770701000	R601	LUNCH ACCT REFUND	0.00	183.95
A101.00	376747	06/03/20	32192	BOYANG HONG	02005770701000	R601	LUNCH ACCT REFUND	0.00	548.35
A101.00	376753	06/03/20	32193	EDINA ROTARY FOUNDA	02005770701000	R601	LUNCH ACCT REFUND	0.00	1,069.95
A101.00	376782	06/03/20	31545	OVERHEAD DOOR CO.OF	02005770701000	350	KITCHEN REPAIR	0.00	2,250.00
A101.00	376796	06/03/20	32184	TIMOTHY DEANGELO	02005770701000	R601	LUNCH ACCT REFUND	0.00	291.05
A101.00	376817	06/10/20	27269	CHARTWELLS DINING S	02005770705000	299	MGMT FRINGE-MAY20 B	0.00	2,182.96
A101.00	376817	06/10/20	27269	CHARTWELLS DINING S	02005770707000	305	DOD CR-FRESH PRODUC	0.00	-1,520.45
A101.00	376817	06/10/20	27269	CHARTWELLS DINING S	02005770705000	305	SUMMER BREAKFAST-MA	0.00	14,463.40
A101.00	376817	06/10/20	27269	CHARTWELLS DINING S	02005770701000	305	MGMT LABOR-MAY20 LU	0.00	10,337.51
A101.00	376817	06/10/20	27269	CHARTWELLS DINING S	02005770701000	305	SUMMER LUNCH-MAY	0.00	30,433.08
A101.00	376817	06/10/20	27269	CHARTWELLS DINING S	02005770701000	299	MGMT FRINGE-MAY20 L	0.00	4,432.06
A101.00	376817	06/10/20	27269	CHARTWELLS DINING S	02005770705000	305	MGMT LABOR-MAY20 BK	0.00	5,091.61
TOTAL CHECK								0.00	65,420.17
A101.00	376820	06/10/20	32091	COMMERCIAL KITCHEN	02532770701000	530	SUPPLY & INSTALL NE	0.00	21,565.00
A101.00	376820	06/10/20	32091	COMMERCIAL KITCHEN	02529770701000	530	SUPPLY & INSTALL NE	0.00	21,565.00
TOTAL CHECK								0.00	43,130.00
A101.00	376855	06/10/20	32198	LSV METALS INC	02005770701000	350	METAL REPAIR-FREEZE	0.00	2,180.00
A101.00	376872	06/10/20	15331	PRAIRIE ELECTRIC CO	02005770701000	350	REMOVED/INSTALL LED	0.00	1,736.00
A101.00	376948	06/24/20	32443	ABBY HARRELL	02005770701000	R601	LUNCH ACCT REFUND	0.00	41.40
A101.00	376960	06/24/20	32438	AMY ESSMA	02005770701000	R601	LUNCH ACCT REFUND	0.00	51.05
A101.00	376961	06/24/20	32471	AMY NYMARK	02005770701000	R601	LUNCH ACCT REFUND	0.00	22.45
A101.00	376962	06/24/20	32474	AMY PARISH	02005770701000	R601	LUNCH ACCT REFUND	0.00	89.25
A101.00	376967	06/24/20	32480	ANDREA SCHWINGHAMME	02005770701000	R601	LUNCH ACCT REFUND	0.00	30.10
A101.00	376969	06/24/20	32492	ANN VOGT	02005770701000	R601	LUNCH ACCT REFUND	0.00	55.55
A101.00	376971	06/24/20	32455	ANNA KIM	02005770701000	R601	LUNCH ACCT REFUND	0.00	27.50
A101.00	376987	06/24/20	32416	BETHEL ANDERSON	02005770701000	R601	LUNCH ACCT REFUND	0.00	24.15
A101.00	376988	06/24/20	32452	BLAKE KELLY	02005770701000	R601	LUNCH ACCT REFUND	0.00	123.45
A101.00	376990	06/24/20	32427	BRIAN CHANG	02005770701000	R601	LUNCH ACCT REFUND	0.00	4.80
A101.00	376992	06/24/20	32493	BRIAN VRADENBURG	02005770701000	R601	LUNCH ACCT REFUND	0.00	13.31
A101.00	376993	06/24/20	32420	BRIDGET BAIRD	02005770701000	R601	LUNCH ACCT REFUND	0.00	107.30
A101.00	377005	06/24/20	32454	CATHERINE KIBBE	02005770701000	R601	LUNCH ACCT REFUND	0.00	32.55

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A101.00	377017	06/24/20	32428	CHRISTINE COLUMBUS	02005770701000	R601	LUNCH ACCT REFUND	0.00	56.10
A101.00	377018	06/24/20	32461	CHRISTOPHER LOWE	02005770701000	R601	LUNCH ACCT REFUND	0.00	81.40
A101.00	377023	06/24/20	32091	COMMERCIAL KITCHEN	02532770701000	530	TURN KEY INSTALL OF	0.00	30,254.00
A101.00	377027	06/24/20	32442	CORINNA HAMEL	02005770701000	R601	LUNCH ACCT REFUND	0.00	28.25
A101.00	377034	06/24/20	32418	DAMO ANNAREDDY	02005770701000	R601	LUNCH ACCT REFUND	0.00	90.85
A101.00	377040	06/24/20	32446	DAWN HOOD	02005770701000	R601	LUNCH ACCT REFUND	0.00	204.50
A101.00	377042	06/24/20	32488	DAWN URIBE	02005770701000	R601	LUNCH ACCT REFUND	0.00	33.40
A101.00	377050	06/24/20	32485	DOROTHEA BENSON TAI	02005770701000	R601	LUNCH ACCT REFUND	0.00	43.20
A101.00	377057	06/24/20	32466	ELIZABETH MOORE	02005770701000	R601	LUNCH ACCT REFUND	0.00	100.00
A101.00	377062	06/24/20	32425	ERIN BRUMM	02005770701000	R601	LUNCH ACCT REFUND	0.00	42.80
A101.00	377063	06/24/20	32483	ERIN STOJMENOVIC	02005770701000	R601	LUNCH ACCT REFUND	0.00	22.65
A101.00	377065	06/24/20	32481	FARTUN SHARIF	02005770701000	R601	LUNCH ACCT REFUND	0.00	20.06
A101.00	377067	06/24/20	32489	FIONA MITCHELL USKA	02005770701000	R601	LUNCH ACCT REFUND	0.00	100.45
A101.00	377070	06/24/20	32486	FRANCIS TAPIA	02005770701000	R601	LUNCH ACCT REFUND	0.00	48.70
A101.00	377077	06/24/20	32445	GWYN HAUSMAN	02005770701000	R601	LUNCH ACCT REFUND	0.00	25.05
A101.00	377078	06/24/20	32479	HARLAN ROSSMANN	02005770701000	R601	LUNCH ACCT REFUND	0.00	34.20
A101.00	377096	06/24/20	32417	JAMEY ANDERSON	02005770701000	R601	LUNCH ACCT REFUND	0.00	70.15
A101.00	377101	06/24/20	32470	JANET NORTH	02005770701000	R601	LUNCH ACCT REFUND	0.00	73.65
A101.00	377103	06/24/20	32436	JARROD ENGLEBRETSON	02005770701000	R601	LUNCH ACCT REFUND	0.00	20.15
A101.00	377109	06/24/20	32477	JEN REWEY	02005770701000	R601	LUNCH ACCT REFUND	0.00	42.85
A101.00	377114	06/24/20	32473	JENNIFER ORDORFF	02005770701000	R601	LUNCH ACCT REFUND	0.00	47.45
A101.00	377118	06/24/20	32487	JERRY TIAN	02005770701000	R601	LUNCH ACCT REFUND	0.00	95.15
A101.00	377123	06/24/20	32437	JESSICA EDWARDS-SMI	02005770701000	R601	LUNCH ACCT REFUND	0.00	74.45
A101.00	377126	06/24/20	32482	JINMEI SHEN	02005770701000	R601	LUNCH ACCT REFUND	0.00	172.20
A101.00	377130	06/24/20	32426	JOHN CARLSON	02005770701000	R601	LUNCH ACCT REFUND	0.00	3.65
A101.00	377134	06/24/20	32497	JOHN WELLBORN	02005770701000	R601	LUNCH ACCT REFUND	0.00	19.80

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A101.00	377146	06/24/20	32490	JULIE UTENDORFER	02005770701000	R601	LUNCH ACCT REFUND	0.00	44.80
A101.00	377155	06/24/20	32429	KATIE CONSTABLE	02005770701000	R601	LUNCH ACCT REFUND	0.00	26.55
A101.00	377162	06/24/20	32456	KELLY KIRSCH	02005770701000	R601	LUNCH ACCT REFUND	0.00	77.40
A101.00	377163	06/24/20	32463	KELLY MCCOY	02005770701000	R601	LUNCH ACCT REFUND	0.00	43.70
A101.00	377168	06/24/20	32476	KEVIN REGER	02005770701000	R601	LUNCH ACCT REFUND	0.00	38.00
A101.00	377171	06/24/20	32422	KIM BERCAW DO NOT U	02005770701000	R601	LUNCH ACCT REFUND	0.00	80.90
A101.00	377184	06/24/20	32495	LAURA WARNER	02005770701000	R601	LUNCH ACCT REFUND	0.00	217.10
A101.00	377190	06/24/20	32421	LISA BALE	02005770701000	R601	LUNCH ACCT REFUND	0.00	62.25
A101.00	377197	06/24/20	32475	LISA PECK	02005770701000	R601	LUNCH ACCT REFUND	0.00	93.40
A101.00	377201	06/24/20	32449	LISKA JOHNSON	02005770701000	R601	LUNCH ACCT REFUND	0.00	36.15
A101.00	377206	06/24/20	32448	LIZA JACOBSON	02005770701000	R601	LUNCH ACCT REFUND	0.00	50.00
A101.00	377207	06/24/20	32450	LOLENE JONES	02005770701000	R601	LUNCH ACCT REFUND	0.00	76.20
A101.00	377210	06/24/20	32472	LOUANN OAK	02005770701000	R601	LUNCH ACCT REFUND	0.00	176.70
A101.00	377212	06/24/20	32499	LUCY WINTER	02005770701000	R601	LUNCH ACCT REFUND	0.00	90.75
A101.00	377214	06/24/20	32424	MAGGIE BRAUN	02005770701000	R601	LUNCH ACCT REFUND	0.00	120.70
A101.00	377221	06/24/20	32444	MARK HAUGEN	02005770701000	R601	LUNCH ACCT REFUND	0.00	18.80
A101.00	377223	06/24/20	32431	MARY DAL SIN	02005770701000	R601	LUNCH ACCT REFUND	0.00	34.70
A101.00	377240	06/24/20	32491	MERTYCE MRVOS	02005770701000	R601	LUNCH ACCT REFUND	0.00	58.95
A101.00	377245	06/24/20	32484	MICHELLE SWANSON	02005770701000	R601	LUNCH ACCT REFUND	0.00	49.00
A101.00	377249	06/24/20	32459	MICKI LEE	02005770701000	R601	LUNCH ACCT REFUND	0.00	25.20
A101.00	377256	06/24/20	32439	NANCY FERGESSEN	02005770701000	R601	LUNCH ACCT REFUND	0.00	102.50
A101.00	377257	06/24/20	32440	NANCY GASTON	02005770701000	R601	LUNCH ACCT REFUND	0.00	45.62
A101.00	377259	06/24/20	32467	NANCY MORTON	02005770701000	R601	LUNCH ACCT REFUND	0.00	31.35
A101.00	377262	06/24/20	32432	NGA DAO	02005770701000	R601	LUNCH ACCT REFUND	0.00	49.95
A101.00	377276	06/24/20	32469	PAM NISSEN	02005770701000	R601	LUNCH ACCT REFUND	0.00	69.58
A101.00	377277	06/24/20	32451	PATRICIA JUDSON	02005770701000	R601	LUNCH ACCT REFUND	0.00	29.60

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FUND - 02 - FOOD SERVICES

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A101.00	377280	06/24/20	32453	PETER KELLEY	02005770701000	R601	LUNCH ACCT REFUND	0.00	194.35
A101.00	377295	06/24/20	32433	RENAE DEBATES	02005770701000	R601	LUNCH ACCT REFUND	0.00	28.35
A101.00	377300	06/24/20	32430	ROBERT COPELAND	02005770701000	R601	LUNCH ACCT REFUND	0.00	50.40
A101.00	377302	06/24/20	32457	ROBIN KLIPPENSTEIN	02005770701000	R601	LUNCH ACCT REFUND	0.00	5.05
A101.00	377304	06/24/20	32460	RUYAN LIAO	02005770701000	R601	LUNCH ACCT REFUND	0.00	119.10
A101.00	377305	06/24/20	32434	SANDI DEBOOM	02005770701000	R601	LUNCH ACCT REFUND	0.00	161.90
A101.00	377307	06/24/20	32458	SARAH LANDRUS	02005770701000	R601	LUNCH ACCT REFUND	0.00	23.30
A101.00	377308	06/24/20	32468	SARAH MUEHLHAUSEN	02005770701000	R601	LUNCH ACCT REFUND	0.00	198.50
A101.00	377317	06/24/20	32441	SONIA GEORGE	02005770701000	R601	LUNCH ACCT REFUND	0.00	86.00
A101.00	377331	06/24/20	32419	SUNIL BAFNA	02005770701000	R601	LUNCH ACCT REFUND	0.00	55.85
A101.00	377332	06/24/20	32465	SUSAN MOLITOR	02005770701000	R601	LUNCH ACCT REFUND	0.00	10.75
A101.00	377333	06/24/20	32462	SUZANNE MAGNUSON	02005770701000	R601	LUNCH ACCT REFUND	0.00	31.15
A101.00	377334	06/24/20	32435	TAMARA DEMARCO	02005770701000	R601	LUNCH ACCT REFUND	0.00	150.80
A101.00	377340	06/24/20	32494	TARA WAGNER DO NOT	02005770701000	R601	LUNCH ACCT REFUND	0.00	32.85
A101.00	377341	06/24/20	32415	TAYLOR ALEXANDER	02005770701000	R601	LUNCH ACCT REFUND	0.00	129.20
A101.00	377344	06/24/20	32496	TERI WEBB	02005770701000	R601	LUNCH ACCT REFUND	0.00	45.90
A101.00	377350	06/24/20	32478	TIM RITZER	02005770701000	R601	LUNCH ACCT REFUND	0.00	117.70
A101.00	377354	06/24/20	32447	TRACEY ILLIES	02005770701000	R601	LUNCH ACCT REFUND	0.00	139.25
A101.00	377358	06/24/20	32423	TRISH BOLTMAN	02005770701000	R601	LUNCH ACCT REFUND	0.00	32.00
A101.00	377378	06/24/20	32500	YINGCHUN ZHAO	02005770701000	R601	LUNCH ACCT REFUND	0.00	169.05
A101.00	377379	06/24/20	32464	YUMING MENG	02005770701000	R601	LUNCH ACCT REFUND	0.00	98.65
A101.00	377381	06/24/20	32498	ZHENG WEN	02005770701000	R601	LUNCH ACCT REFUND	0.00	59.40
A101.00	377402	06/30/20	32565	CROSSTOWN MECHANICA	02005770701000	350	KITCHEN-FREEZER	0.00	571.49
A101.00	377406	06/30/20	32563	DAVID VANDERMOLLEN	02005770701000	R601	LUNCH ACCT REFUND	0.00	72.80
A101.00	377416	06/30/20	21514	GENERAL PARTS LLC	02005770701000	350	1999931 CURTAINS	0.00	337.81
A101.00	377416	06/30/20	21514	GENERAL PARTS LLC	02005770701000	350	1999931 CREDIT	0.00	-263.36
TOTAL CHECK								0.00	74.45

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FUND - 02 - FOOD SERVICES

CASH ACCT CHECK NO	ISSUE DT	VENDOR NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
TOTAL CASH ACCOUNT						0.00	153,645.53
TOTAL FUND						0.00	153,645.53



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FUND - 04 - COMMUNITY SERVICE FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	376764	06/03/20	32105	JACKIE ANN MART	04005585332000	305	KIDS IN KITCHEN MAY	0.00	126.00
A101.00	376771	06/03/20	32168	LYNNAE GUDMUNDSON	04005585332000	305	SVYC1	0.00	270.00
A101.00	376773	06/03/20	23467	MAYER ARTS INC	04005585332000	305	HEROES& VILLAINS MA	0.00	448.00
A101.00	376778	06/03/20	30174	MIKKONEN MUSIC LLC	04005585332000	305	MUSIC LESSONS MAY	0.00	2,325.00
A101.00	376794	06/03/20	28900	SUSAN HARDMAN-CONKL	04008505321503	305	902-1, 921-1/2	0.00	616.00
A101.00	376794	06/03/20	28900	SUSAN HARDMAN-CONKL	04008505321503	305	950-1/2, 951-1	0.00	616.00
TOTAL CHECK								0.00	1,232.00
A101.00	376798	06/03/20	27819	T-MOBILE	04005585362502	320	COMMUNITY ED	0.00	7.23
A101.00	376798	06/03/20	27819	T-MOBILE	04005582344000	401	FAMILY CENTER 2	0.00	41.55
A101.00	376798	06/03/20	27819	T-MOBILE	04005570321000	320	KIDS CLUB	0.00	109.17
TOTAL CHECK								0.00	157.95
A101.00	377024	06/24/20	24386	COMPUTER EXPLORERS	04005585362503	305	JUNE CLASSES	0.00	2,190.00
A101.00	377051	06/24/20	16676	EARLEY CATHERINE	04008505321503	305	MAY CLASSES	0.00	540.00
A101.00	377053	06/24/20	23374	EBS CAMPS INC	04005585362503	305	SUM-209/212	0.00	1,732.50
A101.00	377053	06/24/20	23374	EBS CAMPS INC	04005585362503	305	SUM-2123/214	0.00	2,079.00
TOTAL CHECK								0.00	3,811.50
A101.00	377095	06/24/20	32105	JACKIE ANN MART	04005585362503	305	SUM-204/205	0.00	588.00
A101.00	377147	06/24/20	31778	KAETHE BIRKNER	04008505321503	305	930-1/2	0.00	388.50
A101.00	377202	06/24/20	23923	LITIN	04529570321000	401	CUPS/SPOONS	0.00	249.50
A101.00	377203	06/24/20	32203	LITTLE PEPPER PROMO	04005590321501	305	CUSTOM STRAWS	0.00	1,436.70
A101.00	377238	06/24/20	32204	MERAKI SOUL ART	04008505321502	305	MANDALA ART CLASS	0.00	78.00
A101.00	377315	06/24/20	31815	HOPKINS SPORTS CAMP	04005585362503	305	SUM-108/109	0.00	588.00
A101.00	377318	06/24/20	15044	SOUTHDAL E BRANCH YM	04005590321502	305	KICI YAPI	0.00	6,720.00
A101.00	377329	06/24/20	26627	SUMMER HILLS-BONCZY	04008505321503	305	YOGA VIDEOS	0.00	516.00
A101.00	377386	06/30/20	32552	AURORA WHITTET BEST	04005585332000	305	ONAP-40, ONMA-6	0.00	381.50
A101.00	377401	06/30/20	24386	COMPUTER EXPLORERS	04005585362503	305	GAME CODING	0.00	720.00
A101.00	377403	06/30/20	25802	CURTIS CPR INSTRUCT	04005585362503	305	BABYSITTING COURSE	0.00	1,400.00
A101.00	377411	06/30/20	23374	EBS CAMPS INC	04005585362503	305	SUM-238/239/256	0.00	2,915.50
A101.00	377411	06/30/20	23374	EBS CAMPS INC	04005585362503	305	SUM-240/241/255	0.00	2,998.80
TOTAL CHECK								0.00	5,914.30
A101.00	377415	06/30/20	27246	GAARD JAIME	04005585362503	305	SUM-105	0.00	3,219.75

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ACCOUNTING PERIOD: 12/20

FUND - 04 - COMMUNITY SERVICE FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	377420	06/30/20	32560	GUNNUR DAVID JAGODZ	04005585362503	305	SUM-201/200	0.00	661.50
A101.00	377424	06/30/20	32075	HUDSON MAGIC LLC	04005585362503	305	GREEN WAND	0.00	900.00
A101.00	377425	06/30/20	27194	INGINA LLC	04005585362503	305	JR. MINECRAFT ONLIN	0.00	1,500.00
A101.00	377445	06/30/20	06953	PREMIUM WATERS INC	04005590321000	401	APRIL-JUNE	0.00	34.43
A101.00	377451	06/30/20	32108	ROBERT SWANSON	04005585332000	305	ONMA-3/4	0.00	1,358.00
A101.00	377453	06/30/20	93174	SAFEWAY DRIVING SCH	04005585362503	305	DE-653-1/2	0.00	18,525.00
A101.00	377463	06/30/20	27819	T-MOBILE	04005570321000	320	KIDS CLUB	0.00	109.17
A101.00	377463	06/30/20	27819	T-MOBILE	04005582344000	401	FAMILY CENTER 2	0.00	41.55
A101.00	377463	06/30/20	27819	T-MOBILE	04005585362502	320	COMMUNITY ED	0.00	7.23
TOTAL CHECK								0.00	157.95
A101.00	V15607	06/10/20	E6248	CAROLYN PROCTOR	04005570321000	320	CELL PHONE MAY	0.00	65.00
A101.00	V15611	06/17/20	E10461	VALERIE E BURKE	04005505321000	320	CELL PHONE MAR-MAY	0.00	195.00
A101.00	V15627	06/24/20	E8119	ANGELA LIDSTONE MIS	04005570321000	320	CELL PHONE MAR-MAY	0.00	195.00
A101.00	V15629	06/24/20	E14631	CARYNN R ROEHRICK	04005590321501	320	CELL PHONE MAY	0.00	65.00
TOTAL CASH ACCOUNT								0.00	56,957.58
TOTAL FUND								0.00	56,957.58

SOURCEWELL TECHNOLOGY  
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ACCOUNTING PERIOD: 12/20

FUND - 06 - CONSTRUCTION FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	376763	06/03/20	25361	ITHAKA HARBORS INC	06005870795000	406	ACCESS 7/20-6/21	0.00	1,630.00
A101.00	376772	06/03/20	10090	MACKIN EDUCATIONAL	06005870795000	406	MACKIN VIA BOOKS-CS	0.00	110.70
A101.00	376781	06/03/20	30247	NATIONWIDE	06005867382000	340	POLICY CIM8602BG	0.00	1,622.40
A101.00	376786	06/03/20	06953	PREMIUM WATERS INC	06005870795000	556	WATER FOR DMTS	0.00	30.00
A101.00	376793	06/03/20	31521	SURVEYMONKEY	06005870795000	405	SM ENT EDU 5/20-5/2	0.00	2,000.00
A101.00	376805	06/10/20	31989	ADMIRAL COATINGS, I	06008867380000	520	ECC RENO 2020 WS 09	0.00	26,600.00
A101.00	376806	06/10/20	23145	AFFINITECH INC.	06005870795722	556	PROJECT MATERIALS	0.00	21,939.83
A101.00	376806	06/10/20	23145	AFFINITECH INC.	06005870795722	556	AFT-PROJ LABOR/INST	0.00	37,801.50
A101.00	376806	06/10/20	23145	AFFINITECH INC.	06005870795722	556	DOWN PAYMENT INV	0.00	59,532.46
TOTAL CHECK								0.00	119,273.79
A101.00	376813	06/10/20	22896	CD TILE & STONE INC	06008867380000	305	ECC RENOV WS 09-B	0.00	9,975.00
A101.00	376814	06/10/20	18771	CDW GOVERNMENT	06005870795712	556	QUOTE LKJK469	0.00	1,535.35
A101.00	376814	06/10/20	18771	CDW GOVERNMENT	06005870795000	405	QUOTE LJQM427	0.00	68,825.12
A101.00	376814	06/10/20	18771	CDW GOVERNMENT	06005870795000	406	QUOTE LKDG158	0.00	18,846.00
TOTAL CHECK								0.00	89,206.47
A101.00	376815	06/10/20	10363	CENTRAL ROOFING COM	06008867380000	520	ECC RENO 2020 WS 07	0.00	8,216.51
A101.00	376819	06/10/20	32077	COMMERCIAL DRYWALL	06008867380000	520	ECC RENO 2020 WS 09	0.00	18,050.00
A101.00	376821	06/10/20	29089	CONSTRUCTION SYSTEM	06008867380000	520	VV RENO-WS 05-A	0.00	2,869.08
A101.00	376829	06/10/20	22552	EBERT CONSTRUCTION	06008867380000	520	ECC RENO 2020 WS 06	0.00	12,302.50
A101.00	376833	06/10/20	22603	FRONTLINE TECHNOLOG	06005870795000	405	APPLICANT TRACKING	0.00	5,058.95
A101.00	376837	06/10/20	32201	H2I GROUP, INC	06008867380000	520	ECC RENO WS 10-J	0.00	3,330.48
A101.00	376839	06/10/20	28972	HIGH FIVE ERECTORS	06008867380000	520	ECC RENO WS 05-B	0.00	93,271.00
A101.00	376842	06/10/20	28081	INFINITE CAMPUS INC	06005870795000	405	2020-2021 ANNUAL FE	0.00	124,834.72
A101.00	376848	06/10/20	32078	KELLINGTON CONSTRUC	06008867380000	520	ECC RENO 2020 WS 02	0.00	13,094.54
A101.00	376849	06/10/20	22894	KENDELL DOORS & HAR	06008867380000	520	ECC RENO WS 08-A	0.00	23,526.14
A101.00	376853	06/10/20	30107	LENOVO (UNITED STAT	06005870795712	556	QUOTE: 4280299367	0.00	844.50
A101.00	376856	06/10/20	10090	MACKIN EDUCATIONAL	06005870795000	406	BOOKS FOR VALLEY VI	0.00	14.95
A101.00	376856	06/10/20	10090	MACKIN EDUCATIONAL	06005870795000	406	BOOKS FOR EHS	0.00	1,388.19
TOTAL CHECK								0.00	1,403.14
A101.00	376857	06/10/20	31991	MANOR ELECTRIC INC.	06008867380000	520	ECC RENO 2020 WS 26	0.00	460,157.20

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FUND - 06 - CONSTRUCTION FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	376869	06/10/20	18615	NAC	06008867380000	520	ECC RENO 2020 WS 23	0.00	621,775.00
A101.00	376883	06/10/20	22773	SUMMIT FIRE PROTECT	06008867380000	520	ECC RENO WS 21-A	0.00	75,832.56
A101.00	376884	06/10/20	28496	SUMMIT INFORMATION	06005870795754	555	QUOTE 008496	0.00	445.00
A101.00	376884	06/10/20	28496	SUMMIT INFORMATION	06005870795754	555	ESTIMATED SHIPPING/	0.00	15.20
TOTAL CHECK								0.00	460.20
A101.00	376891	06/10/20	15501	WILD RUMPUS BOOK ST	06005870795000	406	BOOKS-SUMMER DISTRI	0.00	256.44
A101.00	376896	06/17/20	27918	ARVIG	06005870795754	555	INTERNET 5/28-6/27	0.00	2,664.85
A101.00	376897	06/17/20	12067	BARNES & NOBLE INC	06005870795000	406	BOOKS FOR EHS	0.00	35.99
A101.00	376906	06/17/20	30917	DARK KNIGHT SOLUTIO	06005870795000	305	INFO SECURITY ADVIS	0.00	75.00
A101.00	376906	06/17/20	30917	DARK KNIGHT SOLUTIO	06005870795000	305	JUN SEC ADV SERV	0.00	350.00
TOTAL CHECK								0.00	425.00
A101.00	376910	06/17/20	28037	GOPHER STATE ONE-CA	06005870795754	555	118 BILLABLE TIX@1.	0.00	159.30
A101.00	376928	06/17/20	31228	OPENTEXT INC	06005870795000	305	FEES FOR MAY 2020	0.00	142.56
A101.00	376929	06/17/20	22297	PARALLEL TECHNOLOGI	06008867380000	305	ECC SEC UPDATES	0.00	2,459.40
A101.00	376939	06/17/20	24180	THE UPS STORE #1715	06005870795734	555	DMTS SHIPPING CHGS	0.00	15.64
A101.00	376944	06/17/20	31203	WEXTech	06005870795754	555	HDMI CABLES	0.00	2,250.00
A101.00	377006	06/24/20	18771	CDW GOVERNMENT	06005870795000	405	QUOTE LJQM427	0.00	44,011.80
A101.00	377006	06/24/20	18771	CDW GOVERNMENT	06005870795000	305	QUOTE 508600- 20 HO	0.00	787.50
TOTAL CHECK								0.00	44,799.30
A101.00	377066	06/24/20	32096	FINDAWAY WORLD LLC	06005870795000	406	ESTIMATE #4366	0.00	2,475.15
A101.00	377069	06/24/20	02490	FOLLETT SCHOOL SOLU	06005870795000	406	BOOKS FOR SOUTHVIEW	0.00	350.46
A101.00	377069	06/24/20	02490	FOLLETT SCHOOL SOLU	06005870795000	406	BOOKS FOR SOUTHVIEW	0.00	472.30
TOTAL CHECK								0.00	822.76
A101.00	377091	06/24/20	32021	INSIGHT PUBLIC SECT	06005870795000	405	AZURE OVER FEB-APR2	0.00	1,897.35
A101.00	377173	06/24/20	22320	KRAUS-ANDERSON CONS	06008867380000	305	CONST MGMT SER-ECC	0.00	20,100.00
A101.00	377173	06/24/20	22320	KRAUS-ANDERSON CONS	06008867380000	520	GENERAL CONDIT-ECC	0.00	21,353.39
A101.00	377173	06/24/20	22320	KRAUS-ANDERSON CONS	06008867380000	520	BLDG PERMIT/PLAN RE	0.00	153.00
A101.00	377173	06/24/20	22320	KRAUS-ANDERSON CONS	06008867380000	305	SITE SERVICES-ECC	0.00	56,300.00
TOTAL CHECK								0.00	97,906.39
A101.00	377272	06/24/20	22439	OFFICE OF MN IT SER	06005870795754	556	MAY 2020 SERVICE	0.00	1,740.58
A101.00	377282	06/24/20	30935	PLANGRID, INC	06005870795000	405	PLANGRID X 2	0.00	1,416.00
A101.00	377286	06/24/20	06953	PREMIUM WATERS INC	06005870795000	556	WATER FOR DMTS	0.00	30.00

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ACCOUNTING PERIOD: 12/20

FUND - 06 - CONSTRUCTION FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	377343	06/24/20	28713	TECHNOLOGY RESOURCE	06005870795731	556	DED-BROKEN TOUCHSCR	0.00	200.00
A101.00	377394	06/30/20	10363	CENTRAL ROOFING COM	06008867380000	520	ECC RENO 2020 WS 07	0.00	19,342.57
A101.00	377400	06/30/20	32077	COMMERCIAL DRYWALL	06008867380000	305	ECC 2020 RENO WS 09	0.00	10,231.50
A101.00	377410	06/30/20	22552	EBERT CONSTRUCTION	06008867380000	520	ECC RENO 2020 WS 06	0.00	100,935.12
A101.00	377413	06/30/20	30441	FLOOR BY BECKERS	06008867380000	520	ECC 2020 RENO WS 09	0.00	78,041.55
A101.00	377421	06/30/20	28972	HIGH FIVE ERECTORS	06008867380000	520	ECC 2020 RENO WS 05	0.00	34,696.85
A101.00	377428	06/30/20	03720	JERRY'S HARDWARE	06005870795744	555	DMTS-ANCHORS	0.00	28.89
A101.00	377431	06/30/20	32078	KELLINGTON CONSTRUC	06008867380000	520	ECC 2020 RENO WS 02	0.00	22,594.57
A101.00	377435	06/30/20	10090	MACKIN EDUCATIONAL	06005870795000	406	BOOKS FOR COUNTRYSI	0.00	274.94
A101.00	377436	06/30/20	31991	MANOR ELECTRIC INC.	06008867380000	520	ECC 2020 RENO WS 26	0.00	478,856.56
A101.00	377439	06/30/20	18615	NAC	06008867380000	520	ECC 2020 RENO WS 23	0.00	503,342.95
A101.00	377459	06/30/20	32099	SONUS INTERIORS INC	06008867380000	520	ECC 2020 RENO WS 09	0.00	69,875.35
A101.00	377461	06/30/20	22773	SUMMIT FIRE PROTECT	06008867380000	520	ECC 2020 RENO WS 21	0.00	31,797.50
A101.00	377467	06/30/20	32561	WOODSIDE INDUSTRIES	06008867380000	520	ECC 2020 RENO WS 12	0.00	27,390.41
A101.00	V15584	06/03/20	E7257	LAURIE K HOLLAND	06005870795742	556	BAGS-BOOK GIVEAWAY	0.00	114.00
TOTAL CASH ACCOUNT								0.00	3,252,694.35
TOTAL FUND								0.00	3,252,694.35

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FUND - 12 - BUILDING FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	123956	07/08/20	10880	ACOUSTICS ASSOCIATE	12020870000000	520	VV 2020 RENO WS 09-	0.00	1,520.00
A101.00	123957	07/08/20	14025	BRIN NORTHWESTERN G	12020870000000	520	VVMS 2020 RENO WS 0	0.00	3,325.00
A101.00	123958	07/08/20	23684	CARCIOFINI COMPANY	12020870000000	520	VVMS 2020 RENO WS 0	0.00	295.77
A101.00	123959	07/08/20	10363	CENTRAL ROOFING COM	12020870000000	520	VVMS 2020 RENO WS 0	0.00	912.00
A101.00	123960	07/08/20	29089	CONSTRUCTION SYSTEM	12020870000000	520	VV 2020 RENO WS 05A	0.00	89,935.74
A101.00	123961	07/08/20	22552	EBERT CONSTRUCTION	12020870000000	520	VVMS 2020 RENO WS 1	0.00	4,750.00
A101.00	123961	07/08/20	22552	EBERT CONSTRUCTION	12020870000000	520	VVMS 2020 RENO WS 0	0.00	4,831.74
A101.00	123961	07/08/20	22552	EBERT CONSTRUCTION	12020870000000	520	VVMS 2020 RENO WS 1	0.00	8,488.25
TOTAL CHECK								0.00	18,069.99
A101.00	123962	07/08/20	32562	GRAZZINI BROTHERS &	12020870000000	520	VVMS 2020 RENO WS 0	0.00	365.75
A101.00	123963	07/08/20	28894	LAKETOWN ELECTRIC C	12020870000000	520	VVMS 2020 RENO WS 2	0.00	34,675.00
A101.00	123964	07/08/20	29011	NEW LOOK CONTRACTIN	12020870000000	520	VVMS 2020 RENO WS 3	0.00	75,165.00
A101.00	123965	07/08/20	28985	PETERSON SHEET META	12020870000000	520	VVMS 2020 RENO WS 2	0.00	185,204.04
A101.00	123966	07/08/20	28970	RTL CONSTRUCTION,IN	12020870000000	520	VV 2020 RENO WS 09A	0.00	8,930.00
A101.00	123967	07/08/20	32561	WOODSIDE INDUSTRIES	12020870000000	520	VVMS 2020 RENO WS 1	0.00	1,505.66
A101.00	123968	07/08/20	32171	YAMRY CONSTRUCTION	12020870000000	520	VVMS 2020 RENO WS 0	0.00	55,100.00
A101.00	123968	07/08/20	32171	YAMRY CONSTRUCTION	12020870000000	520	VV 2020 RENO WS 06A	0.00	9,500.00
TOTAL CHECK								0.00	64,600.00
TOTAL CASH ACCOUNT								0.00	484,503.95
TOTAL FUND								0.00	484,503.95
TOTAL REPORT								0.00	6,927,276.54



**Board Meeting Date:** 7/13/2020

**TITLE:** Northwest Evaluation Association (NWEA) Measures of Academic Progress (MAP) Contract Renewal for School Year 2020-21

**TYPE:** Consent

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

**BACKGROUND:** The district has been administering NWEA MAP tests since 2002. These tests are used to measure student performance and growth in reading and math over time. The funds to renew the contract exceeds \$50,000 and requires school board approval. The approval is an annual board action.

**RECOMMENDATION:** Approve the NWEA MAP Contract for the 2020-21 school year at \$56,312.50.

**ATTACHMENTS:**

1. Contract



## Schedule A

## SALES ORDER

Company Address: 121 NW Everett Street  
Portland, OR 97209  
License Start Date: 07/01/2020  
License End Date: 06/30/2021

Created Date: 04/15/2020  
Quote Number: 00031370  
Partner ID: 138

Prepared By: Jami Breslin  
Phone: (503) 444-6437  
Email: jami.breslin@nwea.org

Contact Name: Donna Roper  
Phone: 6124087834  
Email: donna.roper@edinaschools.org

Bill To Name: Edina Public Schools  
Bill To Address: 5701 Normandale Road  
Edina, MN 55424

Ship To Name: Edina Public Schools  
Ship To Address: 5701 Normandale Road  
Edina, MN 55424

Product	List Price	Sales Price	Quantity	Total Price	Item Discount
MAP Growth K-12	\$13.50	\$12.50	4,505	\$56,312.50	-\$4,505.00
MAP Growth Science (Add-On)	\$2.50	\$0.00	5	\$0.00	-\$12.50
MAP Skills	\$4.00	\$0.00	5	\$0.00	-\$20.00

Quote Discount - \$4,537.50

Quote Subtotal \$56,312.50

Estimated Tax \$0.00

**Grand Total \$56,312.50**

## Notes

Edina Public Schools - NWEA Renewal 20 - 21

## Terms and Conditions

This Schedule A is subject to NWEA's terms and conditions located at: <https://legal.nwea.org/>. By signing this Schedule A you agree you have read and understood the terms and agree to them.

If this schedule includes virtually delivered professional learning or workshops, then cancellation is subject to the Virtual Workshop Cancellation Policy: at <http://legal.nwea.org/supplementalterms.html>.

Information about NWEA's collection, use, and disclosure of Student Information can be found here: <https://legal.nwea.org/nwea-privacy-and-security-for-pii.html>

NWEA's W9 can be found at: <https://legal.nwea.org/nwea-w-9.html>

Until this Schedule A is signed, the terms identified here are valid for 90 days from the date above. Please confirm the billing address, or specify changes to your account manager.

## Signature

DocuSigned by:

*Donna Roper*

640D5CEA3F48497...

Signature:

Printed Name:

Donna Roper

Date:

5/21/2020

Title

Director, Research & Evaluation





**Board Meeting Date:** 7/13/2020

**TITLE:** Purchase of Laptop Computers for Staff

**TYPE:** Consent

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

**BACKGROUND:** As part of life cycle management we dedicate a portion of our annual budget for the replacement of staff laptops that are older than 4 years. For the 2020-21 school year we will address 90 staff laptops.

**RECOMMENDATION:** Approve the purchase of 90 Lenovo L14 laptops from CDW-G for a total cost of \$77,850.

**PRIMARY ISSUE(S) TO CONSIDER:** Ensuring our teachers have a computer that is up to date and reliable is important. As part of our standard, secondary schools and administration have identified a laptop for their standard staff device. Specifications were provided to vendors who were asked to provide us a model and price quote. This purchase will refresh staff devices that are four years or older.

We reviewed the following price quotes:

Vendor	Model	Laptop Price
CDW-G	Lenovo L14	\$865.00
State Contract	HP Zbook 14	\$891.75
Nor-Tech	Lenovo L490	\$1,162.00

**ATTACHMENTS:**

1. CDW Quote

# QUOTE CONFIRMATION



DEAR NATHANIEL LINDLEY,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LLSP611	6/10/2020	UPDATED	4079074	\$139,430.00

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">LVO L14 I5-10210U W10H MC00054902</a> Mfg. Part#: 20U2S1PP00-MC00054902 Contract: E&I CNR01439 Catalog (CNR01439)	90	6108793	\$865.00	\$77,850.00
<a href="#">LVO M720Q I5-8400T W10H MC00054902</a> Mfg. Part#: 10T8SMRA00-MC00054902 Contract: E&I CNR01439 Catalog (CNR01439)	74	6099716	\$570.00	\$42,180.00
<a href="#">LVO L13Y I5-10210U W10H MC00054902</a> Mfg. Part#: 20R6S0H200-MC00054902 Contract: E&I CNR01439 Catalog (CNR01439)	20	5974393	\$970.00	\$19,400.00

PURCHASER BILLING INFO		SUBTOTAL	\$139,430.00
<b>Billing Address:</b> EDINA PUBLIC SCHOOLS - ISD 273 ACCOUNTS PAYABLE 5701 NORMANDALE RD EDINA, MN 55424-2401 <b>Phone:</b> (952) 848-3900 <b>Payment Terms:</b> NET 30 Days-Govt/Ed		SHIPPING	\$0.00
		SALES TAX	\$0.00
		GRAND TOTAL	\$139,430.00
DELIVER TO		Please remit payments to:	
<b>Shipping Address:</b> EDINA PUBLIC SCHOOLS - ISD 273 NATHANIEL LINDLEY 5701 NORMANDALE RD EDINA, MN 55424-2401 <b>Phone:</b> (952) 848-3900 <b>Shipping Method:</b> DROP SHIP-GROUND		CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G SALES CONTACT INFORMATION



Mayank Srivastava

(866) 626-8519

mayasri@cdw.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>  
For more information, contact a CDW account manager

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**Board Meeting Date:** 7/13/2020

**TITLE: PURCHASE OF MUSIC INSTRUMENTS/EQUIPMENT**

**TYPE: Consent**

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

**BACKGROUND:** Each purchase represents the lowest bid among the attached quotations received for music instrument replacement. The budget in capital outlay for music instruments and equipment is currently \$50,000. The equipment purchases total \$46,198.25. Additional purchase requests may follow.

**RECOMMENDATION:** Approve the purchase of music instruments as follows:

The Music Mart (District-Wide Band)	\$30,100.00
All Strings Attached (Bass)	\$ 1,755.00
Schmitt Music (Viola)	\$ 850.00
Guitar Center (Elementary Music)	\$ 6,093.25
House of Note (District-Wide Orchestra)	\$ 7,400.00

**PRIMARY ISSUE(S) TO CONSIDER:** Approve the purchase of music instruments for the 2020-21 school year.

**ATTACHMENTS:**

1. Band Bids
2. Bass Bid
3. Viola Bid
4. Classroom Music Bids
5. Orchestra Bids



# THE MUSIC MART, INC.

Est. 1970, Lamberton, MN  
www.themusicmart.biz

1014 N Riverfront Dr  
Mankato MN 56001  
(507) 345-1399

550 Wilson Ave Suite 102  
Faribault MN 55021  
(507) 409-9900

3552 W River Parkway NW  
Rochester MN 55901  
(507) 282-4286

213 Main Street PO Box 326  
Lamberton MN 56152  
(507) 752-7312

May 27, 2020

Edina Public Schools  
Attn: Charles Weise  
5701 Normandale Road  
Edina MN 55424

Dear Chuck,

Per your request, below is a summary of the items we discussed for bid.

SKU	ITEM	SCHOOL PRICE	QUANTITY	TOTAL
YFH-631G	Yamaha Flugelhorn	\$1,475.00	1	\$1,475.00
YCL-221	Yamaha Bass Clarinet	\$1,810.00	2	\$3,620.00
YEP-201	Yamaha Euphonium	\$1,440.00	2	\$2,880.00
YFH-567	Yamaha Double Horn	\$2,425.00	3	\$7,275.00
6D	Conn 6D French Horn	\$2,650.00	2	\$5,300.00
PFP-165E	Pearl Harmony Piccolo	\$1,050.00	1	\$1,050.00
YBB-105WC	Yamaha Tuba	\$2,875.00	1	\$2,875.00
VAST30M	Pearl 3.0 Octave Alpha Vibraphone - Silver Bars	\$5,050.00	1	\$5,050.00
LMXYLO	Ludwig-Musser Xylo Kit	\$575.00	1	\$575.00
Total		\$19,350.00		\$30,100.00

Please note that all prices are subject to change.

Thank you for the opportunity to bid prices of these items. If you have any questions, please feel free to email me at [joe@themusicmart.biz](mailto:joe@themusicmart.biz) or call me at (507) 345-1399.

Sincerely,

Joe Meidl  
The Music Mart, Inc.

# Groth Music School-Services

8056 Nicollet Avenue S  
Bloomington MN 55420

(952) 884-4772

## PRICE QUOTE

PROPOSAL	DATE
3039958	05/12/2020 12:00a
ACCT	EMPL ID
26226	JXWARFIE
PO	EXPIRES
	06/11/2020

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

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

H(952)848-4937 accounts.payable@edinaschools.org

QTY	SKU#	DESCRIPTION	PRICE EA	TOTAL
3	YHR-567	Yamaha YHR-567 Intermediate Double F/Bb French Horn	2492.00	7476.00
2	YEP-201	Yamaha YEP-201 Standard Euphonium	1483.00	2966.00
2	YCL-221II	Yamaha YCL-221II Student Bass Clarinet	1877.00	3754.00
2	6D	CG Conn Step-Up Model 6D Double French Horn	2728.00	5456.00
1	LMXYLO	L/M Student portable Xylo kit w practice pad	588.00	588.00
1	VAST30M	Adams 3 oct Vibraphone	5695.00	5695.00
1	YBB105WC	Yamaha YBB-105WC Standard 3/4 BBb Tuba with Case	2965.00	2965.00
1	PPF-165E	Pearl Piccolo Wave type headjoint	1077.00	1077.00
1	YFH-631G	Yamaha YFH-631G Flugelhorn	1543.00	1543.00

FOR THE ADAMS VIBRAPHONE NEED TO KNOW FINISHES FOR RAILS AND RESONATORS  
YBS-52 IS BEING DISCONTINUED, SO ORDER SOON.  
SCHOOL BID PRICING.

ALL SCHOOL BID INVOICES ARE DUE NET 15 DAYS FROM DATE OF INVOICE AND PAYABLE BY CHECK ONLY NO CREDIT OR P CARDS.

Prices are subject to change without notice due to errors or manufacturer price adjustments.

	<b>SUBTOTAL</b>	31520.00
	<b>TOTAL</b>	31520.00



## Schmitt Music

Bid Department  
2400 Freeway Boulevard  
Brooklyn Center, MN 55430

(866)797-4560  
(763)566-4763  
[bidorders@schmittmusic.com](mailto:bidorders@schmittmusic.com)

Organization Name: Edina Bands  
Contact Name: Charles Weise  
Due Date: ASAP  
Contact Phone Number: \_\_\_\_\_  
Email Address: charles.weise@edinaschools.org  
Schmitt Rep: Andrea Leonard  
Bid Issue Date: Tuesday, May 26, 2020  
Bid Expiration Date: Sunday, July 26, 2020  
Prepared By: Jennifer Rivera

### TERMS

1. A price increase of no more than 5% may apply after bid expiration.
2. Bid order totals over \$5,000 must be approved by Schmitt Music before acceptance of bid order is valid.
3. Purchase authorization must be received before product is ordered.
4. Payment is due within 30 days of delivery to the customer.
5. A late charge of 1.5% per month (18% annually) may apply to past due amounts.

QTY	Manufacturer	Model #	Description	Retail	Bid Each	Bid Total
1	Yamaha	YFH-631G	Professional Flugelhorn; Key of Bb, .433" bore, 6" gold brass bell, Monel alloy pistons, Vertical valve slides, Clear epoxy lacquer, Mouthpiece and case included	\$2,938	\$1,729	\$1,729
2	Yamaha	YCL-221	Standard Bass Clarinet; Key of Bb, Machined bore, Two-piece matte finish body, Nickel-plated bell, neck pipe, and keys, Low Eb key, Adjustable floor peg, Mouthpiece and case included	\$3,573	\$2,103	\$4,206
2	Conn	6D	Step-Up Double French Horn- "Artist"; Key of F/Bb, .468" bore, 12" bell, Yellow brass bell, Nickel outer slides, Tapered rotors and bearings, Clear lacquer, Mouthpiece and case included	\$5,210	\$3,056	\$6,112
2	Yamaha	YEP-201	Standard Euphonium; Key of Bb, .571" bore, 11" upright bell, 3 nickel-plated pistons, Mouthpiece and case included	\$2,918	\$1,662	\$3,324
3	Yamaha	YHR-567	Intermediate Double Horn; Key of F/Bb, .472" bore, 12 1/8" bell, Leadpipe taper, Nickel silver inner and outer slides, Tapered valves, Adjustable 4th rotor thumb lever, Mouthpiece and case included	\$4,990	\$2,792	\$8,376
1	Pearl	PPF165E	Piccolo- "Harmony Series"; Grenadilla wood headjoint, Grenaditte body, Silverplated pointed cup arm keywork, Split E, High wave headjoint, with Omni synthetic pads	\$2,450	\$1,168	\$1,168
1	Yamaha	YBB-105WC	Standard 3/4 size Tuba; Key of BBB, .661" bore, 14 3/8" upright bell, 3 top action nickel-plated pistons, Mouthpiece and case included	\$5,647	\$3,321	\$3,321
1	Adams	VAST30M-9XX	Vibraphones- "Alpha Series"; 3.0 silver bar vibraphone with motor and traveler frame, Available resonator colors of black, desert, gold, purple dusk	\$8,810	\$5,907	\$5,907
1	Musser	LMXYLO	Xylo Kit; 2.5 octave (F-C), Padauk bars, Ludwig practice pad, SD1 sticks, Mallets, Stand, and rolling carrying case	\$1,100	\$675	\$675

**Total: \$34,818**



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

Name / Address
Edina Public Schools Accounts Payable 5701 Normandale Road Edina, MN 55424

## Estimate

Date
5/20/2020

Item	Description	Qty	Cost	Total
Purchase sales i...	1/2 Bass Shen SB88 Outfit with Case & Bow		1,950.00	1,950.00T
Discounts	Special Discounts - School 10%		-10.00%	-195.00
	New Bases Include: -Professional Shop Set-Up -Adjustable Bridge -D'Addario Helicore Orchestral Strings -Threaded Endpin -ASA Padded Bag -Carbon Bow with Rehair Program -Complimentary Workshop Adjustments -One-Year Warranty & School Delivery			
Thank you for your business!		<b>Subtotal</b> \$1,755.00		
		<b>Sales Tax (0.0%)</b> \$0.00		
		<b>Total</b> \$1,755.00		



## Schmitt Music

Bid Department  
2400 Freeway Boulevard  
Brooklyn Center, MN 55430

(866)797-4560  
(763)566-4763  
[bidorders@schmittmusic.com](mailto:bidorders@schmittmusic.com)

Organization Name: South View Middle School  
Contact Name: Matt Pearson  
Due Date: ASAP  
Contact Phone Number: \_\_\_\_\_  
Email Address: [matt.pearson@edinaschools.org](mailto:matt.pearson@edinaschools.org)  
Schmitt Rep: Andrea Leonard  
Bid Issue Date: Monday, May 18, 2020  
Bid Expiration Date: Saturday, July 18, 2020  
Prepared By: Jennifer Rivera

### TERMS

1. A price increase of no more than 5% may apply after bid expiration.
2. Bid order totals over \$5,000 must be approved by Schmitt Music before acceptance of bid order is valid.
3. Purchase authorization must be received before product is ordered.
4. Payment is due within 30 days of delivery to the customer.
5. A late charge of 1.5% per month (18% annually) may apply to past due amounts.

QTY	Manufacturer	Model #	Description	Retail	Bid Each	Bid Total
			Lake City (formally Paul A. Schmitt) Student 14" Viola Outfit; European spruce top, Flamed Chinese maple back, Chinese maple sides, Set-up with with Helicore strings, Outfitted with and Artino, carbon graphite, bow and oblong soft-sided Paul A. Schmitt case			
2	Lake City	LC150VA14		\$999	\$425	\$850

**Total: \$850**



**Bid Proposal**

RW05082020015

QUOTED FOR:

Katie Widen

Comelia Elementary

kath@ingvidon@edinaschools.org

606-345-9939

Guitar Center

PO Box 4769

Westlake Village

Fax: 866-543-0748

Phone: 855-770-3373

Item #	Model	Qty	Unit Cost	Total Cost
471952000960000	Studio 49 Series 1600 Orff Metallophones Diatonic Alto, Am 1600 - Available 5/15/2020	1	\$480.00	\$480.00
471952000974000	Studio 49 Series 1600 Orff Metallophones Diatonic Soprano, Sm 1600	1	\$360.00	\$360.00
442269000947337	Remo Mondo Designer Series Key-Tuned Djembe Earth 12x24	1	\$225.00	\$225.00
400260000000000	Studio 49 S4 Medium-Hard Felt Head Soprano/Alto Xylophone Mallets - Available 6/20/2020	4	\$29.00	\$116.00
400263000000000	Studio 49 S1 Wood Head Soprano Glockenspiel Mallets - Available 6/20/2020	3	\$21.00	\$63.00
491385000000000	LP Aspire Cajon	1	\$112.00	\$112.00
441492000000000	Boomwhackers C Major Diatonic Scale Set (Upper Octave) Boomwhackers Tuned Percussion Tubes	1	\$19.75	\$19.75
No Bid	West Music 30' Parachute with 24 Handles - Do Not Carry			\$0.00
449626000000000	Rhythm Band 12 Foot Parachute	1	\$41.00	\$41.00
No Bid	Beer Paw Creek Cloth Bean Bags - Do Not Carry			\$0.00
No Bid	Basic Beat BBS8 8" Combination Rhythm Sticks - Do Not Carry			\$0.00
444705000010110	Remo Rhythm Sticks - 1 Smooth, 1 Ringed Natural 8 in - Suggested Substitution	30	\$5.50	\$165.00
No Bid	Guatemalan Fair Trade JT10 Pop Up Clown Puppet - Do Not Carry			\$0.00
474924000978000	Studio 49 Series 2000 Orff Glockenspiels Diatonic Alto Ukrl Only, Agd	2	\$220.00	\$440.00
471961000946000	Studio 49 Replacement Parts Tubing - Glock	3	\$9.75	\$29.25
No Bid	Studio 49 Series 2000/1600 AG-03 Pins for Soprano or Alto Glockenspiel, 30pc - Do Not Carry			\$0.00
No Bid	Studio 49 Series 1000 AFG-04 Tubing for Alto Xylophone - Do Not Carry			\$0.00
471961000944000	Studio 49 Replacement Parts Nails and Pins - S/A Xylo	1	\$21.50	\$21.50
446921000001000	Remo Lightweight Djembe Floor Stand Black	1	\$40.00	\$40.00
450128000000000	LP LP290B Double Conga Stand	1	\$185.00	\$185.00
No Bid	Kala KA-15T Tenor Ukulele - Do Not Carry			\$0.00
No Bid	HUG Strap Handmade Ukulele Strap, Multicolor Musical Notes on Black - Do Not Carry			\$0.00
No Bid	Kala UB-T Tenor Ukulele Bag - Do Not Carry			\$0.00
H95319000000000	Gator Tenor Ukulele Gig Bag - Suggested Substitution	1	\$19.00	\$19.00
No Bid	Troubadour Ukulele Chord Changer - Do Not Carry			\$0.00
No Bid	Studio 49 Series 2000 S 7 Yarn Mallets, Medium - Discontinued			\$0.00
J05680000000000	D'Addario Planet Waves NS Ukulele Capo Pro - Available 6/20/2020	1	\$13.25	\$13.25
583652000645000	String Swing Home and Studio Ukulele Hanger wood	2	\$11.50	\$23.00
440596000000000	LP Standard Flex-A-Tone	1	\$23.25	\$23.25
No Bid	Songale 15 Book Bundle - Do Not Carry			\$0.00
No Bid	Sit Spots (Red) - Do Not Carry			\$0.00
No Bid	Sit Spots (Yellow) - Do Not Carry			\$0.00
No Bid	Sit Spots (Green) - Do Not Carry			\$0.00
No Bid	Sit Spots (Blue) - Do Not Carry			\$0.00
No Bid	Basic Beat BB100B 8-Note Diatonic Step Bella Set - Do Not Carry			\$0.00
468044000000000	Rhythm Band Step Bella C-C Diatonic - Suggested Substitution	2	\$34.00	\$68.00
No Bid	Basic Beat BB542 Crank Ratchet - Do Not Carry			\$0.00
No Bid	Basic Beat BB201 Egg Shaker - Do Not Carry			\$0.00
580752000004000	Meinl Plastic Egg Shaker Blue - Suggested Substitution	10	\$1.80	\$18.00
No Bid	Basic Beat BBV12 Vibraslap - Do Not Carry			\$0.00
500978000000000	LP Vibra-slap - Suggested Substitution	1	\$30.00	\$30.00
441492000000000	Boomwhackers C Major Diatonic Scale Set (Upper Octave) Boomwhackers Tuned Percussion Tubes	1	\$19.75	\$19.75
			<b>Total</b>	<b>\$2,511.75</b>

\*FREIGHT/SHIPPING is free unless otherwise noted.

Pricing provided by: Robert Wilcher

**GC**

- Please reference bid number (13 digit number at end of email subject) when submitting your purchase order or calling to place your order over the phone.
- All shipping and handling charges are included to delivery addresses within the 48 contiguous states unless specified above.
- Invoice terms are Net 30, please submit your tax exempt certificates with your signed school purchase order.
- No other promotions, coupons or discounts are available on the prices quoted above.
- Despite our best efforts, on rare occasions an item may be have been mislabeled. Prior to your order being finalized, you will be contacted if any such concerns arise. If you ever have a question about the pricing of an item, please contact us to confirm prior to your PO being submitted.
- Call to confirm quoted price after 60 days.
- Shipment ASD 7-14 business days for stock items; expected backorder dates are available at the time of order.
- All products are shipped with dock delivery using a common carrier (i.e.: UPS, USPS or FedEx Truck Freight).
- Delivery appointments may be requested by the shipper for truck freight; arrangements for unloading product are the responsibility of the customer. Please allow an extra week for delivery.
- To obtain automatic shipping and backorder notifications sent to an district business office email address, please provide one Music Department contact for all locations.
- Additional protection against accidental damage and handling is available through our optional Pro Coverage.
- All standard Manufacturer's warranties apply.
- Band Boosters and PTA/PTO groups, please send a check with orders or call with credit card.
- Orders accepted via fax 866-543-0748 or email schools@guitarcenter.com
- Purchase Order Department phone 866-498-7882
- Remit to: PO Box 4769, Westlake Village, CA 91359

Robert Wilcher | Institutional Account Manager | Guitar Center | (866) 498-7882

The information in this email is confidential. It is intended solely for the addressee and access to this e-mail by anyone else is unauthorized.



**Bid Proposal**      RW05082020025  
QUOTED FOR:  
Katie Widen  
Highlands Elementary  
[katharine.widen@edinaschools.org](mailto:katharine.widen@edinaschools.org)  
609-345-9939

Guitar Center  
PO Box 4769  
Westlake Village  
Fax: 866-543-0748  
Phone: 855-770-3373

Item #	Model	Qty	Unit Cost	Total Cost
483666000924000	Studio 49 Diatonic Gitterdix Xylophone Bass	2	\$1,750.00	\$3,500.00
J083130000000000	Kala Makala Soprano Ukulele	1	\$42.00	\$42.00
447080000000000	Boomwhackers 5-Note Bass Chromatic Set (Lower Octave) Boomwhackers Tuned Percussion Tubes	1	\$26.00	\$26.00
441488000000000	Boomwhackers 5-Note Chromatic Set (Upper Octave) Boomwhackers Tuned Percussion Tubes	1	\$13.50	\$13.50
<b>Total</b>				<b>\$3,581.50</b>

**\*FREIGHT/SHIPPING is free unless otherwise noted.**

Pricing provided by: Robert Wilcher

#### GC

- Please reference bid number (13 digit number at end of email subject) when submitting your purchase order or calling to place your order over the phone.
- All shipping and handling charges are included to delivery addresses within the 48 contiguous states unless specified above.
- Invoice terms are Net 30, please submit your tax exempt certificates with your signed school purchase order.
- No other promotions, coupons or discounts are available on the prices quoted above.
- Despite our best efforts, on rare occasions an item may be have been mispriced. Prior to your order being finalized, you will be contacted if any such concerns arise. If you ever have a question about the pricing of an item, please contact us to confirm prior to your PO being sent.
- Call to confirm quoted price after 60 days.
- Shipment ARO 7-14 business days for stock items; expected backorder dates are available at the time of order.
- All products are shipped with dock delivery using a common carrier (i.e.: UPS, USPS or FED EX Truck Freight).
- Delivery appointments may be requested by the shipper for truck freight; arrangements for unloading product are the responsibility of the customer. Please allow an extra week for delivery.
- To obtain automatic shipping and backorder notifications sent to an district business office email address, please provide one Music Department contact for all locations.
- Additional protection against accidental damage and handling is available through our optional Pro Coverage.
- All standard Manufacturer's warranties apply.
- Band Boosters and PTA/PTO groups, please send a check with orders or call with credit card.
- Orders accepted via fax 866-543-0748 or email [schools@guitarcenter.com](mailto:schools@guitarcenter.com)
- Purchase Order Department phone 866-498-7882
- Remit to: PO Box 4769, Westlake Village, CA 91359

Robert Wilcher | Institutional Account Manager | Guitar Center | (866) 498-7882

The information in this email is confidential. It is intended solely for the addressee and access to this e-mail by anyone else is unauthorized

# Groth Music School-Services

8056 Nicollet Avenue S  
Bloomington MN 55420

(952) 884-4772

## PRICE QUOTE

PROPOSAL	DATE
3038453	05/08/2020 10:06a
ACCT	EMPL ID
26226	JXWARFIE
PO	EXPIRES
	06/07/2020

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

H(952)848-4937 accounts.payable@edinaschools.org

QTY	SKU#	DESCRIPTION	PRICE EA	DISC	TOTAL
2	AGD	Studio 49 AGD Studio 49 Series 2000 Alto Glockenspiel - Diaton	235.00		470.00
6	MBB4	Bean Bag Set of 6	8.95		53.70
1	G9665	Had a Little Rooster - Storybook	16.95	3.39	13.56
1	G9341	Momma, Buy Me a China Doll - Story Book	16.95	3.39	13.56
1	G9548	Kitty Alone - Storybook	16.95	3.39	13.56
1	G8317	Set of 12 Hardcover Story Books	203.40		203.40
1	SE9904	Economy Vibraslap	18.95		18.95
1	3455MR	Metal Ratchet	21.75		21.75
30	RS9002-GR	Green Plastic Rhythm Sticks	2.50		75.00
10	LPR001	LP LPR001 LPR001 Rhythmix Shaker Egg with Groth Logo	1.75		17.50
2	RB7202	8 Note Diatonic Step Bells w/Mallets (c1 c2)	31.95		63.90
2	BWDG	Boomwhackers C Diatonic Set	21.50		43.00
1	LP1-5	LP LP1-5 LP1-5 Flex-A-Tone, Standard	27.99		27.99
2	CC01UK	Ukulele/Mandolin Hanger	10.99		21.98
1	PW-CP-12	PLANET WAVES NS UKE CAPO	14.99		14.99
4	S7	Studio 49 S7MALLET Studio 49 S7 Alto Metallophone Mallets (pai	37.05		148.20
1	UB-T	Kala UB-T Tenor Ukulele Bag	18.90		18.90
1	K-DSTP-CL	Kala Deluxe Uke Strap Clarcoal	24.99		24.99
1	KA-T	KALA KA-T Kala KA-T Satin Mahogany Tenor Ukulele	99.99		99.99
1	LP290B	LP LP290B LP290B Double Conga Stand	294.99		294.99
1	DI-6110-00	Remo DI-6110-00 Remo DI-6110-00 Lightweight Djembe Stand	40.99		40.99
1	AG-03	Studio 49 AG-03 Studio 49 (AG-03) Glockenspiel Nails with Rubb	23.00		23.00

	<b>SUBTOTAL</b>	3300.14
	<b>TOTAL</b>	3300.14

# Groth Music School-Services

8056 Nicollet Avenue S  
Bloomington MN 55420

(952) 884-4772

## PRICE QUOTE

PROPOSAL	DATE
3038453	05/08/2020 10:06a
ACCT	EMPL ID
26226	JXWARFIE
PO	EXPIRES
	06/07/2020

Bill To: Attn: ACCOUNTS PAYABLE

Edina ISD 273  
5701 Normandale Rd  
Edina MN 55424

H(952)848-4937 accounts.payable@edinaschools.org

QTY	SKU#	DESCRIPTION	PRICE EA	DISC	TOTAL
3	AG-02	Studio 49 AG-02 Studio 49 (AG-02) Glockenspiel Rubber Tubing (	11.00		33.00
3	S1	MMB S1MALLET Studio 49 S1 Soprano Glockenspiel Mallets (pair)	22.00		66.00
MMB					
4	S4	MMB S4MALLET Studio 49 S4 Alto Metallophone Mallets (pair)	29.80		119.20
Studio 49					
1	DJ-0012-05	Remo DJ-0012-05 Remo DJ-0012-05 24" x 12" Key-Tuned Djembe (Ea	255.00		255.00
1	SM1600	Studio 49 SM1600 Studio 49 Series 1600 Soprano Metallophone -	445.00	20.00	425.00
1	AM1600	Studio 49 AM1600 Studio 49 Series 1600 Alto Metallophone - Dia	540.00		540.00
1	LPA1331	LP LPA1331 LP Aspire LPA1331 Cajon	149.99		149.99
1	BWDG	Boomwhackers C Diatonic Set	21.50		21.50

05/08/2020 Fri 10:01a JXWARFIE  
CORENLIA ELEM GEN MUSIC BID

Prices are subject to change without notice due to errors or manufacturer price adjustments.

	<b>SUBTOTAL</b>	3300.14
	<b>TOTAL</b>	3300.14

# Groth Music School-Services

8056 Nicollet Avenue S  
Bloomington MN 55420

(952) 884-4772

## PRICE QUOTE

PROPOSAL	DATE
3038607	05/08/2020 10:20a
ACCT	EMPL ID
26226	JXWARFIE
PO	EXPIRES
	06/07/2020

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

H(952)848-4937 accounts.payable@edinaschools.org

QTY	SKU#	DESCRIPTION	PRICE EA	DISC	TOTAL
1	BWKG	Boomwhackers Bass Chromatic	29.95	0.59	29.36
2	BWCG	Boomwhacker Chromatic set	15.50	0.60	30.40
1	MK-S	KALA MK-S Makala MK-S Soprano Ukulele	49.99	0.97	49.02
2	GBKX100	Sonor GBKX100 Sonor Palisano Line Deep Bass Xylophone	1995.00	77.79	3912.21

05/08/2020 Fri 10:19a JXWARFIE  
HIGHLANDS ELEM GEN MUSIC  
SCHOOL BID GOOD THRU 6/1/2020

Prices are subject to change without notice due to errors or manufacturer price adjustments.

	<b>SUBTOTAL</b>	4020.99
	<b>TOTAL</b>	4020.99



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



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## BID / QUOTATION

Sales Quote Number: SQ083079

Sales Quote Date: 05/11/20

Page: 1 of 4

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

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

Requested By	EDINA PUBLIC SCHOOLS ISD 273	Customer No.	C001487
Terms	NET 30 DAYS	Customer Phone	9528484939
P.O. Number	QUOTE ONLY	Customer Fax	9528483901
Salesperson	SAMANTHA HAGAN	Your Reference	

Item No.	Description	Qty.	Unit	MSRP	Disc %	Your Price	Ext. Price
202167	<b>STUDIO 49 AM 1600</b> METALLO;ALTO	1	Each	\$565.00		\$565.00	\$565.00
202166	<b>STUDIO 49 SM 1600</b> METALLO;SOP	1	Each	\$425.00		\$425.00	\$425.00
200674	<b>REMO DJ-0012-05</b> DJEMBE;12IN;KEY;MONDO;EARTH	1	Each	\$447.70	39.92%	\$269.00	\$269.00
254840	<b>STUDIO 49 S 4</b> MALLETS;FELT;MEDIUM	4	Pair	\$33.00		\$33.00	\$132.00
254837	<b>STUDIO 49 S 1</b> MALLETS;WOOD;HARD;GLOCK	3	Pair	\$25.00		\$25.00	\$75.00
203424	<b>LATIN PERCUSSION LPA1331</b> CAJON;ASPIRE;SNARES;RBBER FEET	1	Each	\$230.99	35.07%	\$149.99	\$149.99
200346	<b>BOOMWHACKERS BWDG</b> C MAJOR DIATONIC SCALE;8 PIECE	1	Each	\$32.20	31.83%	\$21.95	\$21.95
540186	<b>WEST MUSIC W4934</b> PARACHUTE;30FT;24 HANDLES	1	Each	\$214.99		\$214.99	\$214.99
200266	<b>BEAR PAW CREEK BPC2009</b> BEAN BAGS;SET OF 12;CLOTH	3	Each	\$25.95		\$25.95	\$77.85
201358	<b>BASIC BEAT BBS8</b> RHYTHM STICKS;8;COMBNATION;PR	30	Pair	\$6.95	43.17%	\$3.95	\$118.50
540057	<b>GUATEMALAN FAIR TRADE JT10</b> PUPPET;POP UP CLOWN;COLOR VARY	1	Each	\$18.50	18.92%	\$15.00	\$15.00
200788	<b>STUDIO 49 AGD</b> GLOCK;ALTO;2000	2	Each	\$245.00		\$245.00	\$490.00
255130	<b>STUDIO 49 AG-02</b> TUBING;GLOCK;SOP/ALTO;10FT	3	Each	\$11.00		\$11.00	\$33.00



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Sales Quote Date: 05/11/20

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Terms	NET 30 DAYS	Customer Phone	9528484939
P.O. Number	QUOTE ONLY	Customer Fax	9528483901
Salesperson	SAMANTHA HAGAN	Your Reference	

Item No.	Description	Qty.	Unit	MSRP	Disc %	Your Price	Ext. Price
255131	<b>STUDIO 49 AG-03</b> PINS;GLOCK;SOP/ALTO;30PC	1	Each	\$24.00		\$24.00	\$24.00
262542	<b>STUDIO 49 1000 AFG-04</b> TUBING;XYLO;ALTO;1000	1	Each	\$22.00		\$22.00	\$22.00
255135	<b>STUDIO 49 AX-03</b> PINS;XYLO;SOP/ALTO;2000;30PC	1	Each	\$24.00		\$24.00	\$24.00
255644	<b>REMO DI-6110-00</b> STAND;DJEMBE;LARGE	1	Each	\$65.60	34.98%	\$42.65	\$42.65
255504	<b>LATIN PERCUSSION LP290B</b> STAND;DOUBLE CONGA	1	Each	\$384.99	46.75%	\$204.99	\$204.99
306210	<b>KALA KA-15T</b> UKULELE;TENOR;MAHOGANY	1	Each	\$119.99	16.67%	\$99.99	\$99.99
354769	<b>KALA UB-T</b> GIG BAG;UKULELE;TENOR	1	Each	\$29.99	36.98%	\$18.90	\$18.90
356986	<b>HUG STRAP MULTI COLOR NOTES</b> STRAP;UKULELE;MUSICAL NOTES	1	Each	\$30.00		\$30.00	\$30.00
356837	<b>UKE CHORD CHANGER</b> CAPO;UKULELE;CHORD	1	Each	\$25.00		\$25.00	\$25.00
254845	<b>STUDIO 49 S 7</b> MALLET;YARN;MEDIUM	4	Pair	\$42.00		\$42.00	\$168.00
355252	<b>D ADDARIO PW-CP-12</b> CAPO;UKULELE	1	Each	\$30.45	41.05%	\$17.95	\$17.95
354298	<b>STRING SWING CC01UK-O</b> WALL MOUNT;UKULELE;HANGER;OAK	2	Each	\$14.29	9.10%	\$12.99	\$25.98
200744	<b>LATIN PERCUSSION LP1-5</b> FLEXATONE;STANDARD	1	Each	\$53.99	37.04%	\$33.99	\$33.99



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Terms	NET 30 DAYS	Customer Phone	9528484939
P.O. Number	QUOTE ONLY	Customer Fax	9528483901
Salesperson	SAMANTHA HAGAN	Your Reference	

Item No.	Description	Qty.	Unit	MSRP	Disc %	Your Price	Ext. Price
870393	SONGTALE 15 BOOK BUNDLE	1	Bundle	\$262.25	15.00%	\$222.91	\$222.91
	FEIERABEND;BUNDLE						
200243	BASIC BEAT BB108B	2	Each	\$51.95	23.10%	\$39.95	\$79.90
	STEP BELLS;8;DIATONIC;MALLETS						
201111	BASIC BEAT BB542	1	Each	\$54.95	40.04%	\$32.95	\$32.95
	CRANK RATCHET;STANDARD;W/CLAMP						
202376	BASIC BEAT BB201	10	Each	\$4.95	63.64%	\$1.80	\$18.00
	EGG SHAKER;ASST COLORS;AGE 3+						
201611	BASIC BEAT BBV12	1	Each	\$47.95	54.22%	\$21.95	\$21.95
	VIBRASLAP						
200346	BOOMWHACKERS BWDG	2	Each	\$32.20	31.83%	\$21.95	\$43.90
	C MAJOR DIATONIC SCALE;8 PIECE						
201748	STUDIO 49 BXG 2000	2	Each	\$1,970.00		\$1,970.00	\$3,940.00
	XYLO;BASS;FIBER						
303685	MAKALA MK-S	1	Each	\$71.99	30.56%	\$49.99	\$49.99
	UKULELE;SOPRANO;AGATHIS						
200349	BOOMWHACKERS BWKG	1	Each	\$41.70	34.08%	\$27.49	\$27.49
	CHROMATIC;BASS;5PIECES						
200348	BOOMWHACKERS BWCG	1	Each	\$21.50	25.81%	\$15.95	\$15.95
	CHROMATIC SET;5 PIECES						
	Standard Shipping	1				\$222.23	\$222.23





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Requested By	EDINA PUBLIC SCHOOLS ISD 273	Customer No.	C001487
Terms	NET 30 DAYS	Customer Phone	9528484939
P.O. Number	QUOTE ONLY	Customer Fax	9528483901
Salesperson	SAMANTHA HAGAN	Your Reference	

Quote valid for 30 days unless otherwise noted.

\* - All orders must reference quote #

Comments/Memos :

**Subtotal:** \$8,000.00

**Taxable Subtotal:** \$.00

**Tax Amount:** \$.00

**Quote Total:** \$8,000.00



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# House of Note

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

May 14, 2020 – Updated 5-27-20

Matt Pearson  
Edina Schools

We are pleased to bid on the following. Final set up and adjustments to instruments will be done at House of Note. All Outfits will include rosin, a cleaning cloth and a name tag. Prices include delivery.

- 4 Eastman VL100SBC 1/2 Violin Outfit      \$335.00 each      Total \$1,340.00  
Violin set up with a Wittner tailpiece and Prelude strings. The outfit comes with a Cadenza carbon fiber bow and a Thermoplastic oblong case.
- 3 Eastman VL100SBC 3/4 Violin Outfit      \$335.00 each      Total \$1,005.00  
Violin set up with a Wittner tailpiece and Prelude strings. The outfit comes with a Cadenz carbon fiber bow and a Thermoplastic oblong case.
- 3 Eastman VA100SBC 12" Viola Outfit      \$415.00 each      Total \$1,245.00  
Viola set up with a Wittner tailpiece and Prelude strings. The outfit comes with a Cadenza carbon fiber bow and a Thermoplastic oblong case.
- 3 Eastman VA100SBC 13" Viola Outfit      \$415.00 each      Total \$1,245.00  
Viola set up with a Wittner tailpiece and Prelude strings. The outfit comes with a Cadenza carbon fiber bow and a Thermoplastic oblong case.
- 3 Eastman VC100SBC 1/2 Cello Outfit      \$855.00 each      Total \$2,565.00  
Carved top, laminated back and sides. Set up with Prelude strings and a Wittner tailpiece. The outfit comes with a Cadenza carbon fiber bow and padded 40 bag.

Grand Total \$7,400.00

Respectfully submitted,  
House of Note

  
Jeff Anderson



## Schmitt Music

Bid Department  
2400 Freeway Boulevard  
Brooklyn Center, MN 55430

(866)797-4560

(763)566-4763

[bidorders@schmittmusic.com](mailto:bidorders@schmittmusic.com)

Organization Name: South View Middle School  
Contact Name: Matt Pearson  
Due Date: ASAP  
Contact Phone Number: \_\_\_\_\_  
Email Address: [matt.pearson@edinaschool.org](mailto:matt.pearson@edinaschool.org)  
Schmitt Rep: Andrea Leonard  
Bid Issue Date: Monday, May 18, 2020  
Bid Expiration Date: Saturday, July 18, 2020  
Prepared By: Jennifer Rivera

### TERMS

1. A price increase of no more than 5% may apply after bid expiration.
2. Bid order totals over \$5,000 must be approved by Schmitt Music before acceptance of bid order is valid.
3. Purchase authorization must be received before product is ordered.
4. Payment is due within 30 days of delivery to the customer.
5. A late charge of 1.5% per month (18% annually) may apply to past due amounts.

QTY	Manufacturer	Model #	Description	Retail	Bid Each	Bid Total
4	Eastman	VL115ST1/2	Student 1/2 Violin Outfit; European spruce top, Flamed Chinese maple back, Chinese maple sides, Set-up with Dominat strings, Outfitted with a K. Holtz bow and a oblong thermoplastic case	\$999	\$395	\$1,580
3	Eastman	VL115ST3/4	Student 3/4 Violin Outfit; European spruce top, Flamed Chinese maple back, Chinese maple sides, Set-up with Helicore strings, Outfitted with a K. Holtz bow and a oblong thermoplastic case	\$999	\$395	\$1,185
3	Eastman	VA115ST12	Student 12" Viola Outfit; European spruce top, Flamed Chinese maple back, Chinese maple sides, Set-up with Helicore strings, Outfitted with a K. Holtz bow and a oblong thermoplastic case	\$999	\$435	\$1,305
3	Eastman	VA115ST13	Student 13" Viola Outfit; European spruce top, Flamed Chinese maple back, Chinese maple sides, Set-up with Helicore strings, Outfitted with a K. Holtz bow and a oblong thermoplastic case	\$999	\$435	\$1,305
3	Eastman	VC100ST1/2	Student 1/2 Cello Outfit; Carved top and back, Laminated sides, High gloss finish, Prelude strings, K.Holtz bow and padded case included	\$2,213	\$830	\$2,490
					<b>Total:</b>	<b>\$7,865</b>



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

Name / Address
Edina Public Schools Accounts Payable 5701 Normandale Road Edina, MN 55424

## Estimate

Date
5/27/2020

Item	Description	Qty	Cost	Total
Instrument	1/2 Violin Eastman 100 or Similar Outfit	4	550.00	2,200.00T
Instrument	3/4 Violin Eastman 100 or Similar Outfit	3	550.00	1,650.00T
Instrument	12" Viola Eastman 100 or Similar Outfit	3	550.00	1,650.00T
Instrument	13" Viola Eastman 100 or Similar Outfit	3	550.00	1,650.00T
Instrument	1/2 Cello Eastman 100 or Similar Outfit	3	1,250.00	3,750.00T
	Subtotal			10,900.00
School Discount	School Bid Discount 10% for >10 Instruments		-10.00%	-1,090.00T
	All Instrument Outfits Include:			
	* Professional Luthier Setup			
	* Wittner Mechanical Pegs for Cello			
	* Dominant Strings for Violin			
	* Helicore Strings for Viola/Cello			
	* Bobelock Case for Violin/Viola			
	* Bobelock Padded Bag for Cello			
	* Carbon Bow with Rehair Program			
	* Complimentary School Delivery			
	* One Year Warranty & Shop Adjustments			
Thank you for your business!		Subtotal \$9,810.00		
		Sales Tax (0.0%) \$0.00		
		Total \$9,810.00		



**Board Meeting Date:** 7/13/2020

**TITLE:** Membership in the Association of Metropolitan School Districts (AMSD), 2020-21

**TYPE:** Consent

**BACKGROUND:** Dues are comprised of a fixed fee and a variable fee, based on resident student enrollment. Dues for 2019-20 were \$10,282.00. This year's total represents an \$11 decrease.

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

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

**RECOMMENDATION:** Renew its membership in the Association of Metropolitan School Districts (AMSD) for the school year 2020-21 with dues totaling \$10,271.00.

**PRIMARY ISSUE(S) TO CONSIDER:** Renewal of AMSD dues.



**Board Meeting Date:** 7/13/2020

**TITLE:** Membership In The Minnesota School Boards Association (MSBA), 2020-21

**TYPE:** Consent

**BACKGROUND:** Edina's dues are based on 8,412.20 "Average Daily Membership of Students Served" (ADM) for the fiscal year ending June 30, 2019, as provided by the Minnesota Department of Education. Last year's dues were \$14,164.00, based on 8,463.55 ADM.

**RECOMMENDATION:** Renew its membership in the Minnesota School Boards Association (MSBA) for the 2020–2021 school year, with dues and services in the amount of \$15,109.00.

**PRIMARY ISSUE(S) TO CONSIDER:** Renewal of MSBA membership.



**Board Meeting Date: July 13, 2020**

**TITLE: 2020-21 School Year Planning Update**

**TYPE: Report**

**PRESENTER(S):** Dr. John W. Schultz, Dr. Randy Smasal, Jody De St Hubert, Steve Buettner, Leah Byrd, Lisa Masica, Shawn Dudley, Andy Beaton, Sean Beaverson, Mike Walker

**BACKGROUND:** Guidance from the Minnesota Department of Education for the fall of 2020 includes preparation for three scenarios: Face to Face learning, Distance Learning and a Hybrid of the two. On June 3 a leadership team, in consultation with Teamworks International, began laying out a process for seeking input and making recommendations for fall programming and operations.

This report will provide an update of current leadership challenges being addressed and those that still remain. This update is intended to provide the board with an preliminary information on the three different scenarios for fall planning. No scenarios are finalized, and this update is intended for information only. We would like to thank many teachers, staff, administrators, parents and students for their participation to date.

**RECOMMENDATION:** For School Board information

**PRIMARY ISSUE(S) TO CONSIDER:** Please consider how the Edina Fall Instructional and Operational Plans meet the needs of our Edina learners and families.

**ATTACHMENTS:**

1. Report (next page)

## The Why

The Minnesota Department of Education (MDE) and the Minnesota Department of Health (MDH) have developed guidance around three scenarios to help plan for the 2020-21 school year:

- Scenario 1: In-person learning for all students
- Scenario 2: Hybrid learning with strict social distancing and capacity limits
- Scenario 3: Distance learning only

School districts and charter schools must adhere to the health requirements and recommendations in MDH 2020-21 Planning Guidance for Schools and should consult MDE 2020-21 Planning Guidance for Minnesota Public Schools as plans for each scenario are developed. Decisions around the fall may change as we learn more about which scenario will be in the best interest of public health, and specifically the health and safety of our school communities. -MDE, June 2020

MDE's next guidance will come on July 27, 2020. As a school district we recognize that a lot of planning and preparation is needed prior to this. Thus we have initiated data collection and analysis, instructional and operations planning. Design teams for each of these three areas have been created and we are working in partnership with our staff, students and community to flesh out the three scenarios offered from MDE to determine the impact and logistics of how those models could function in Edina Public Schools this fall.

As a school system we will continue to gather feedback on ideas and concepts and problem solve issues that are identified around these three scenarios.

## Process

- A Leadership Planning Team (District and Site representative leaders) met on June 3rd to define the assumptions, desired results, unacceptable means and general parameters for the design work.
- The Data Team has been organizing data collection opportunities and analysis with staff and families and will continue this work.
  - Debriefed end of year DL successes and challenges with 115 teachers in early June
  - Parent Leadership Council shared their feedback.



- The Instructional Design Team consists of District leaders, PreK-12 Principals and Teacher Leaders and is providing oversight for the overall educational design models.
  - Four breakout Input Teams (ELC, Elem, MS, HS) have been seeking input and idea generation from staff and parents (Some of the google meets had as many as 100 participants from individual schools (HL))
  - Strengths, Challenges and Considerations were solicited for specific design ideas and concepts
  - Each of the Elementary schools divided further into 6 additional task forces to generate community specific feedback and reaction to some design concepts.
  - Model design concepts to include academic rigor, intentionality, safety, health, well-being, relationships, social emotional learning, choice and fluidity
- The Operational Design Team is studying the operations and logistics of operating schools given the three scenarios of face to face, hybrid or distance learning.
  - Weekly meetings to define the operational areas and gain feedback from the various grade levels, and departments
  - Taking direction from the Instructional team to understand the needs and how the operations can support the goals
  - Developing district level guidelines and practices for: hygiene, Social Distancing and Minimizing Exposure, Cloth Face Coverings and Face Shields, Protecting Vulnerable Populations, Cleaning and Materials Handling, Monitoring and Excluding for, Suspected or Confirmed Cases of COVID-19, physical plant, Water and Ventilation Systems, Transportation, and Support Mental Health and Wellness

## The Models

Scenario 1: In-person learning for all students (Face to Face = F2F)

Scenario 2: Hybrid learning with strict social distancing and capacity limits (Hybrid)

Scenario 3: Distance learning only (DL)

Important considerations:

- F2F Model: Preferred by most
  - Benefits
    - Strongest model of learners with educators
    - Most consistent
    - Most supports families who are unable to work from home
    - Greatest support for dependent learners
    - Greatest support for whole child development, social-emotional wellness

- Challenges
  - Social Distancing in a school
  - Limitation of courses, activities, to minimize exposure
  - Puts adults and students at greatest risk for exposure
  - Busing students to school with transportation limitations
  - Still may not meet needs of families and staff; we anticipate some families and staff will still want DL for safety reasons.
- Hybrid model - 50% of students at site on any given day
  - ½ day model (Elem only)
    - Benefits
      - Consistent daily
      - Could focus F2F time on Math/Reading block
    - Challenges
      - Minimizing student movement to single classrooms when possible.
      - Child care for ½ of each day: How could kids club factor into this formula?
      - Mid-day cleaning time is limited
      - Additional busing costs
      - A hybrid configuration with less than 50% of students present is considerably more complex logistically
  - 2 days F2F, 3 days offsite (Elem, MS, HS)
    - Potential schedule
      - M/T- Group A full 2 days F2F, Group B combination of asynchronous and remote synchronous learning
      - W-deep clean sites, teacher collaboration and planning, asynchronous learning
      - Th/F-Group B full 2 days F2F, Group A combination of asynchronous and remote synchronous learning
    - Benefits
      - Two full days each week f2f
      - Provides two days per week for working adults to focus only on work
      - Provides ability to keep cohorts of learners separate and clean buildings between groups
      - Consecutive days allow for teacher follow up and to prepare students for online learning
    - Challenges
      - Minimizing student movement to single classrooms when possible.
      - Managing both in class and out of class students
      - Determination of who attends A days and who attends B days

- Scheduling families with children across multiple levels/sites for the same days for F2F and DL
  - Challenging for most dependent learners
- Synchronous Remote Learning
  - Exploring the use of technology to live stream with students at home
    - Benefits:
      - Simplified delivery, free up some staff, could use for morning meeting, read aloud, math/reading block, science experiment at elem, similar at other levels
      - Live streaming would allow for the continuation of the sequence of instruction to remain the same for all learners and allow for a more fluid transition from all 3 scenarios.
      - It also allows the integrity of the elementary experience and solid teacher-student relationships as staying connected to your class as a whole through all 3 scenarios.
    - Challenges:
      - Teacher managing both in and out of classroom learners.
      - Cost to install and train staff
- Childcare needs:
  1. What amount of space will be needed?
  2. How will F2F instruction work for teachers who can't come to school due to health conditions?
- DL
  - Benefits
    - Arguably the most safe for all
    - Consistent
  - Challenges
    - Most challenging for families due to employment outside of the home
    - Learning efficiency losses
    - Assessment of learning is most difficult
    - Social Emotional wellness and feelings of isolation; students miss each other and their teachers, coaches
- One asynchronous day per week for each model
  - Allocated to teacher collaboration, professional learning
  - Provide time to deep clean building
  - Weds or Friday

## Remaining Problem/tunities

- Coordination across levels
- Early Childhood service model
- Expectation TBD for daily synchronous activity if in full DL, or at times for hybrid.

- Ability to be nimble as a site or pod of students to be responsive to a changing set of conditions
- Special Ed services model needs to be aligned to the three scenarios
- Training and support for staff, families
- Staffing needs look different in the three scenarios
- Support for families who are unable to work from home, or support their child in the daily learning activities
- Some students are more dependent than others, (age, services), varies significantly by site
- Which of our staff will need childcare? Educators are Tier 1 workers and the state has required districts to provide free childcare for enrolled students 12 and under at no cost.
- Preference of families for am-pm session if that model advances
- In Elem. Music, PE and Art fell to a distant priority in many cases with DL
- Many logistical suggestions have been offered by staff and parents to date.
- Operational plans for
  - Getting to and From School
  - Creating “Bubbles” of students in order to minimize Social contact
  - Social distancing during arrival, dismissal, in classes and between classes
  - Food Service
  - Cleaning and disinfecting the protocols
  - Large class and extra-curricular activities
- Collection of representative feedback

## Next Steps

- July 13th: Board Work Session
- July additional staff, community feedback
  - Family plans for fall
  - Staff concerns
  - Use feedback to refine the three models
- July 27th MDE additional guidance
- Aug 10th: Finalize and Launch EPS plan
- Aug.: Continue and expand training for staff, students, families

We would like to recognize all Edina staff, students, school board members and families for their amazing persistence, ideation, problem solving, creativity and grace as we proceed into a new school year.



## Fall Planning: Data, Instruction and Operations, 7-13-2020

Presenters: Steve Buettner, Dr. Randy Smasal, Jody De St Hubert, Leah Byrd, Lisa Masica, Shawn Dudley, Andy Beaton, Sean Beaverson & Michael Walker



## Overview: The Why

The Minnesota Department of Education (MDE) and the Minnesota Department of Health (MDH) have developed guidance around three scenarios to help plan for the 2020-21 school year:

Scenario 1: In-person learning for all students

Scenario 2: Hybrid learning with strict social distancing and capacity limits

Scenario 3: Distance learning only

Design concepts: Model design concepts to include academic rigor, intentionality, safety, health, well being, relationships, social emotional learning, choice and fluidity



## Timeline of Planning and Implementation

### June Planning

Feedback on  
Concepts and  
Ideas from Input  
Teams

Formulation of  
Edina Models

### July Planning

School Board Work  
Session

Ongoing Feedback  
from staff and  
community on  
models, survey to  
launch July 13

Final guidance from  
MDE and MDH

### August Planning

Finalize Models

Train staff, students, families

Adapt based on MDE and MDH  
guidance

Utilize feedback to continuously  
improve

## Scenario 1: Face to Face (F2F)

### Benefits:

- Strongest model of learners with educators
- Most consistent
- Most supports families who are unable to work from home
- Greatest support for dependent learners
- Greatest support for whole child development, social-emotional wellness

### Challenges:

- Social Distancing in a school
- Limitation of courses, activities, to minimize exposure
- Puts adults and students at greatest risk for exposure
- Busing students to school with transportation limitations
- Still may not meet needs of families and staff; we anticipate some families and staff will still want DL for safety reasons.

## Scenario 2: Hybrid (Two days F2F, Three Days DL each week)

### Benefits:

- Two full days each week f2f
- Provides two days per week where working adults can focus only on work
- Provides ability to keep cohorts of learners separate and clean buildings between groups
- Consecutive days allow for teacher follow up and to prepare students for online learning

### Challenges:

- Minimizing student movement to single classrooms when possible.
- Managing both in class and out of class students
- Determination of who attends A days and who attends B days
- Scheduling families with children across multiple levels/sites for the same days for F2F and DL
- Challenging for most dependent learners

## Scenario 3: Distance Learning

### Benefits:

- Arguably the most safe for all
- Consistent

### Challenges:

- Most challenging for families due to employment outside of the home
- Learning efficiency losses
- Assessment of learning is most difficult
- Students miss each other and their teachers

## Other Considerations for the Three Scenarios

- Continue 4+1 model (One day for teacher training and collab.)
- Live Stream Technology
- Child care needs
- Coordination across levels
- Early Childhood service model changes
- Expectation TBD for daily synchronous activity if in full DL, or at times for hybrid
- Ability to be nimble as a site or pod of students to be responsive to a changing set of conditions
- Special Ed services model needs to be aligned to the three scenarios
- Training and support for staff, families
- Staffing needs look different in the three scenarios

## Other Considerations for the Three Scenarios

- Support for families who are unable to work from home, or support their child in the daily learning activities
- Some students are more dependent than others, (age, services), varies significantly by site
- Our staff are impacted by what other districts do in terms of child care needs
- Preference of families for am,pm session if that model advances
- In Elem. Music, PE and Art fell to a distant priority in many cases with DL
- Many logistical suggestions have been offered by staff and parents to date.
- Collection of representative feedback



## Operational Considerations

All three scenarios will also have planning to address the following:

- Getting to and From School
- Creating “Bubbles” of students in order to minimize Social contact
- Social distancing during arrival, dismissal, in classes and between classes
- Food Service
- Cleaning and disinfecting the protocols
- Childcare
- Large class and extra curricular activities

## Thank you!

What questions do you have?



**Board Meeting Date:** 7/13/2020

**TITLE:** School Board Norms

**TYPE:** Discussion

**PRESENTER(S):** Board Human Resources Committee

**BACKGROUND:** The Board Human Resources Committee met in January 2020 to prepare draft school board norms, which were reviewed at the Board's work sessions on February 6 and April 30, 2020. The members of the Edina School Board will strive to provide an excellent public education that meets the needs of all students in our district. The academic excellence we expect is accomplished in partnership with our students, parents, teachers, administrators, non-licensed staff and community members. This document serves to supplement our policies, which exist to provide a code of ethics, structure, operating guidelines, general meeting parameters, and the basic roles and responsibilities of our school board. It has been slightly modified since the April 30 meeting date to conform with Member suggestions.

**RECOMMENDATION:** Approve the School Board Norms

**PRIMARY ISSUE(S) TO CONSIDER:** School Board Norms

**ATTACHMENTS:**

1. Board Norms

Edina Public Schools

# Board Operating Norms

*Through our commitment and work, the members of the Edina School Board will strive to provide an excellent public education that meets the needs of all students in our district. The academic excellence we expect is accomplished in partnership with our students, parents, teachers, administrators, non-licensed staff and community members. The purpose of this document is to provide governing expectations and consistency for the conduct of the School Board. This document serves to supplement our policies, which exist to provide a code of ethics, structure, operating guidelines, general meeting parameters, and the basic roles and responsibilities of our School Board.*

## **General Board Conduct**

As a Board, we will model with each other the leadership and relationships we seek to build with others. How we run meetings and interact with each other, district staff and the community sends clear signals about how we value the mission, values and vision we have established for the Edina School District. Collaborative relationships based on trust, respect and accountability will build credibility and inspire confidence in our leadership, our vision, and the work of Edina Public Schools.

## **Role of School Board and Superintendent**

The role of the School Board is to be the trustee of public education, and to protect, conserve, and advance its progress. The role of the Superintendent is to lead district operations, and to implement Board policy and decisions. The Board recognizes the Superintendent as the chief executive officer, and expects recommendations, proposals and suggestions from the Superintendent on matters before the Board. As a Board, our staff interactions will be facilitated through the office of the Superintendent. The Board recognizes that only the Board as a whole has power, and no individual Board member has authority or power independently. The Board will focus on strategic leadership rather than administrative details, observe a clear distinction between Board and Superintendent responsibilities, and give direction through majority decisions of the full Board rather than through individual member decisions.

### **In fulfilling our roles as members of the Edina School Board, we will:**

1. Make our decisions based on the available information, and in the best interest of all students. This obligation supersedes (a) any conflicting loyalty a member may have to advocacy or interest groups; (b) loyalty based upon membership on other boards or staff; and (c) conflicts based on the personal interest of any Board member or any member of their family.
2. Make every attempt to attend all Board functions including committee meetings, and remain informed of activities, programs and incidents in the District within the Board's purview.
3. Respect and remain mindful of the different roles within the school system, including, but not limited to the School Board, Superintendent, Administrators, Teachers and Staff.
4. Not publicly criticize an employee or other Board member.
5. Meet with District personnel only after notifying the Superintendent, and attend staff meetings, staff training and other administrative events only upon invitation.
6. Accept responsibility for all Board decisions regardless of the vote, and speak with one voice after a decision has been made.
7. Take no private or public actions that will compromise the District.
8. Participate when possible in opportunities that provide professional growth, and commit to continuous improvement through annual self-evaluation.

## **Meeting Protocols**

We will conduct business through a set agenda that advances District goals. The Board Chair and Superintendent will ensure the agenda is appropriately balanced, to provide adequate time

for deliberation of each issue. As a general practice, we will endeavor not to vote on a new issue in the same meeting in which the issue is presented. Items will be addressed in subsequent meetings through planned agenda items, unless determined by the Board Chair or Superintendent that it would be detrimental to delay the issue. (See EPS Policy 203 *Operation of the School Board*)

While every Board member has the right to request an agenda item or a change to an agenda at a regular Board meeting, as best practice in preparing agendas and materials for regular Board meetings, we will strive to:

1. Make a request to the Board Chair or Superintendent seven (7) days prior to a meeting for an item, presentation or material we wish to be considered added to the meeting.
2. Make a request to the Board Chair or Superintendent four (4) days [96 hours] in advance of a meeting for any changes to the posted agenda. If materials are not made available seven days in advance of a meeting, then any requests should be made within two (2) days [48 hours] of receipt of the meeting materials.
3. A Board member question pertaining to an agenda item requiring time and preparation for response should be asked of the Superintendent and responsible administrator, or the Board Chair directly, at least 24 hours prior to the scheduled meeting.
4. Recognize and respect that it takes a majority of the Board in attendance to add an item to a meeting or work session agenda during said meeting or work session.
5. Inform the Superintendent or Board Chair prior to the Board meeting if a Board member identifies an error in a presentation or minutes so that a correction can be made.

**Edina Public Schools Policy 209 outlines the Code of Ethics that all Board Members will follow in fulfilling their roles. As best practice when conducting Board meetings and work sessions, we will strive to:**

1. Engage in meaningful, professional, focused and open discussion.
2. Start and end on time, utilize a timekeeper, and maintain a timed agenda with meeting objectives in order to have effective and efficient meetings.
3. Invite input from all Board members, be respectful of everyone's thoughts and ideas, and allow an opportunity for Board member input. Articulate clearly and concisely, on topic, and loudly enough so all can be heard.
4. Express our opinions and beliefs about issues. Board discussions will be open and candor encouraged. Honest disagreements are legitimate and have an appropriate place on the Board; however, Board members will respect one another's opinions and will not criticize one another in an inappropriate manner.
5. Focus on issues rather than personalities.
6. Come prepared by reading the packet prior to the meeting or work session.
7. Ask administrators to share only highlights of the meeting's reports.
8. Remain on the topic(s) communicated by the agenda posted prior to the meeting or work session.
9. Refrain from the use of cell phones during Board meetings and work sessions.

## **Board Committees**

The Edina School Board uses standing Committees to discuss issues related to policy, governance, teaching and learning, and finance and facilities. Board Committees are used to clarify issues, elicit Board questions, and prepare for public presentation of policies, issues, and decision-making. As Committees do not have a quorum, they are in place to make Board work more efficient and effective. Committees have no decision making authority.

**As defined in Policy 213 and through best practice, we will strive to adhere to the following in the operations of committees:**

1. Committees will act only within the guidelines and mission established for that committee or subcommittee by the School Board.
2. Committees will act only in an advisory capacity for Administration and the Board.
3. Committee members who are also Board Members will not seek to hold a Committee meeting outside the presence of Administration or other non-Board Member members of the Committee, and no Committee meeting may be held without providing prior notice to Administration.
4. Committees will not stray into management work, and will not direct or oversee District staff, as that is a function of the Superintendent.
5. Committees will not initiate work outside the scope of Administration's recommendations without full Board approval.
6. If a Committee or Board member would like a Committee to work on a project or item that is not already assigned, the full Board, in conjunction with the Superintendent, needs to decide if the Committee should work on that item.
7. Committees should provide feedback to Administration to help them prepare recommendations and presentations. However, any direction to the Superintendent related to Committee work will come only from the full Board.
8. Committees should meet as often as necessary to accomplish their work, and should meet only when there is substantive work to be done.
9. Committee Chairs will work with the Superintendent and Board Chair to understand District work requirements and constraints in managing projects.
10. Committees will designate a secretary to record meeting highlights.
11. Committee Chairs should be prepared to provide updates on substantive committee progress at monthly public Board meetings, on issues not previously addressed during the public meeting.

## **Communications**

The Edina School Board will be playful and systematic in its communications to set expectations, enhance understanding, and build support with each other and the community.

**In Board communications, we will strive to:**

1. Have the Superintendent update the full Board on issues on a bi-weekly basis via email.
2. Communicate with the community through regular Board meetings, District Communications Office publications, meeting minutes, and public hearings or listening sessions.

3. Speak in an official capacity outside the Board room only when given specific authority from the full Board.
4. Communicate to the Board only through the Superintendent. Board members will not send emails to a quorum of the Board.
5. Respond to community member emails only through the Superintendent or District Communications team if the email contains substantive District or Board information. The Superintendent will work with the Board Chair in formulating a response if warranted. The Superintendent will provide the Board with a summary of material responses. Board members may respond to personal emails on substantive District or Board information after coordinating with the Superintendent.

### **Information Request Procedures**

The School Board and Administration will work together to identify the information and data needed for Board decision making. The Board will be cognizant of the District's limited time and other resources when requesting action from staff.

#### **When a Board Member is seeking data or information, we will strive to:**

1. Recognize the distinction between "monitoring data" (data used by the Board to address accountability) and "management data" (data used by the staff for operations).
2. Limit requests to information related to issues before the Board.
3. Make all requests either to the full Board or to the Superintendent, who will review all information requests to determine if the information is readily available.
  - a. If the information is readily available, the requested information will be provided to the full Board.
  - b. If the information is not readily available, the Superintendent will work with the Board Chair in presenting the request to the full Board, to determine if the information is relevant, valuable and a priority. The Superintendent will give an approximate date when the information will be available to the School Board.

### **Board Liaisons**

Members of the Edina School Board will, through regular, ongoing communication, participate and collaborate with various state, city and district organizations that represent varied matters related to the District. Board liaisons should have a formal reporting process so Board members and the community can better understand what is going on at the liaison level.

1. Board liaisons represent the interests of the Edina School District and not themselves when they are serving in their liaison role.
2. If a Board liaison cannot make their liaison commitment, it is their responsibility to provide adequate Board representation at the meeting.



**Board Meeting Date:** 7/13/2020

**TITLE:** Policy Review (Rapid)

**TYPE:** Discussion

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

**BACKGROUND:** The following policies have been reviewed for clarity and alignment with district practice and State statutes, and have only minimal or no changes:

- 520 Student Surveys
- 526 Student Hazing Prohibition
- 529 Staff Notification of Violent Student Behavior
- 533 Student Wellness
- 534 Emergency Health Situations
- 610 Student Homework
- 619 Student assignment
- 632 Chemical Use

**RECOMMENDATION:** Review the policies with an eye toward accepting at the next regular School Board meeting.

**ATTACHMENTS:**

1. 520 Student Surveys
2. 526 Student Hazing Prohibition
3. 529 Staff Notification of Violent Student Behavior
4. 533 Student Wellness
5. 534 Emergency Health Situations
6. 610 Student Homework
7. 619 Student assignment
8. 632 Chemical Use



## **Students**

### **Student Surveys**

#### **I. Purpose**

Occasionally the school district utilizes surveys to obtain student opinions and information about students. This policy establishes the parameters of information that may be sought in student surveys.

#### **II. General Statement of Policy**

Student surveys may be conducted, as determined necessary, by the school district. The superintendent or designee may refuse to permit a survey to be conducted based on the alignment of the survey to the mission of the district and the impact the administration of the survey would have on the students' instructional day. Surveys, analyses and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 U.S.C. § 1232h.

#### **III. Student Surveys in General**

- A. Student surveys will be conducted anonymously, unless the parents/guardians of the students are notified in writing that the student survey responses are to be identified with the students' names, and the parents/guardians are provided the opportunity to opt out of the survey. There will be no requirement that the student return the survey, and no record of the student's returning a survey will be maintained.
- B. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or the opportunity to opt out of the survey depending upon how the survey is funded. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.
- C. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses to a survey, the district will take appropriate steps to ensure the data is protected in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act), 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act) and 34 C.F.R. Part 99.

#### IV. Student Surveys Conducted as Part of U.S. Department of Education Program

- A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, will be available for inspection by the parents or guardians of the students.
- B. No student will be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
  - 1. Political affiliations or beliefs of the student or the student's parent;
  - 2. Mental and psychological problems of the student or the student's family;
  - 3. Sex behavior or attitudes;
  - 4. Illegal, antisocial, self-incriminating, or demeaning behavior;
  - 5. Critical appraisals of other individuals with whom respondents have close family relationships;
  - 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  - 7. Religious practices, affiliations, or beliefs of the student or the student's parent; or
  - 8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

#### Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
20 U.S.C. 1232g (Family Educational Rights and Privacy Act)  
20 U.S.C. 1232h (Protection of Pupil Rights)  
34 C.F.R. Part 99 (Family Educational Rights and Privacy Act Regulations)  
*Gonzaga University v. Doe*, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 (2002)  
*C.N. v. Ridgewood Bd. of Educ.*, 430 F.3d. 159 (3rd Cir. 2005)  
*Fields v. Palmdale School Dist.*, 427 F.3d. 1197 (9th Cir. 2005)

Cross References:

Policy 515 (Protection and Privacy of Student Records)

Policy 521 (Student Disability Nondiscrimination)

Policy 522 (Student Sex Nondiscrimination)

Policy

adopted: 4/14/08

amended: 3/12/12

revised: 11/17/14

INDEPENDENT SCHOOL DISTRICT 273

Edina, Minnesota

## Students

### Student Hazing Prohibition

#### I. Purpose

This policy establishes the parameters for a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district. The district maintains a learning environment that nourishes respect for the individual. Hazing activities of any type are prohibited at all times. Hazing, by its very nature, often occurs on or off school property, during and after school, on nonschool days, and during summer months. Students are advised that hazing is prohibited whenever and wherever it occurs.

#### II. General Statement of Policy

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district will plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the district will permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employees are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing, or who permits, condones, or tolerates hazing, will be subject to discipline or other remedial responses for that act in accordance with the district's policies and procedures.
  - Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions to disciplinary actions.
  - Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge.
  - Consequences for other individuals engaging in prohibited acts of hazing may include, but are not limited to, exclusion from district property and events, and/or termination of services and/or contracts.

- G. This policy applies to hazing that occurs during and beyond school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- H. A person or persons who engage(s) in an act that violates school policy or law in order to be initiated into or affiliated with a student organization will be subject to discipline for that act.
- I. The district will act to investigate all complaints of hazing, and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the district who is found to have violated this policy.

### III. Definitions

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes but is not limited to:
  - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
  - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
  - 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. "Immediately" means as soon as possible but in no event longer than 24 hours.
- C. "On school premises or school district property, or at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted

vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

- D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
- E. "Student" means a student enrolled in a public school or a charter school.
- F. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

#### IV. Reporting Procedures

- A. Any person who believes he or she has been the target or victim of hazing, or any person with knowledge or belief of conduct which may constitute hazing, will report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However, the district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The building principal is the person responsible for receiving reports of hazing at the building level. Any adult district personnel who receives a report of hazing prohibited by this policy will immediately inform the building principal or report taker. Any person may report hazing directly to a district human rights officer or the superintendent.
- C. Teachers, administrators, volunteers, contractors and other employees of the district will be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing, will make reasonable efforts to address and resolve hazing and will immediately inform the building principal. District personnel who fail to inform the building principal or report taker of conduct that may constitute hazing, or who fail to make reasonable efforts to address and resolve hazing in a timely manner, may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.

## V. School District Action

- A. Within three (3) days of the receipt of a complaint or report of hazing, the school district will undertake or authorize an investigation by district officials or a third party designated by the district.
- B. The building report taker or other appropriate district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others, pending completion of an investigation of alleged hazing prohibited by this policy.
- C. Upon completion of an investigation that determines hazing has occurred, the district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, discharge, or loss of privileges and/or leadership positions. Disciplinary consequences will be sufficiently severe to try to deter violations and appropriately discipline for the prohibited behavior. District action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority - including the Minnesota Pupil Fair Dismissal Act - and applicable district policies and regulations.

The superintendent, in consultation with the building principal, may modify the participation in or conclude a specific school activity, organization, club or team when the investigation determines such action is warranted.

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

## VI. Retaliation or Reprisal

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged hazing or who provides information about hazing, who testifies, assists, or participates in an investigation of alleged

hazing, or who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct will be tailored to the particular incident and nature of the conduct.

## VII. Dissemination of Policy

This policy will be included in the district handbooks.

### Legal References:

Minn. Stat. § 121A.031 (School Student Bullying Policy)

Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)

Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 121A.69 (Hazing Policy)

### Cross References:

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

Policy 413 (Harassment and Violence)

Policy 506 (Student Discipline)

Policy 514 (Bullying Prohibition)

### Policy

adopted: 2/25/08

amended: 2/21/12

revised: 12/15/14

revised: 9/25/17

INDEPENDENT SCHOOL DISTRICT 273

Edina, Minnesota



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

Edina Public Schools maintains policies prohibiting discrimination, harassment, bullying, hazing and violence. These policies can be found on the district's website or obtained from a district administrator. Please use this form to report incidents of discrimination, harassment, bullying, hazing or violence. All persons are to be treated with respect and dignity.

Person completing report: \_\_\_\_\_

Home address: \_\_\_\_\_

Work address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Date of alleged incident(s): \_\_\_\_\_

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

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

\_\_\_\_\_

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

\_\_\_\_\_

Where and when did the incident(s) occur? \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List any witnesses that were present. \_\_\_\_\_

\_\_\_\_\_

This complaint is filed based on my honest belief that \_\_\_\_\_ has harassed or has been violent to me or to another person or group. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

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

Received by: \_\_\_\_\_ Date \_\_\_\_\_

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

## **Students**

### **Staff Notification of Violent Behavior of Students**

#### **I. Purpose**

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to work with the student and manage the behavior.

This policy addresses the circumstances under which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior, and establishes a procedure for notifying staff regarding the placement of students with a history of violent behavior.

#### **II. General Statement of Policy**

- A. Any staff member or other employee of the school district who obtains or possesses information concerning a student in the building with a history of violent behavior will immediately report said information to the principal of the building in which the student attends school.
- B. The administration will meet with the assigned classroom teacher and other appropriate staff members for the purpose of notifying and determining how staff will manage such student.
- C. Only staff members who have a legitimate educational interest in the information will receive notification.

#### **III. Definitions**

For purposes of this policy, the following terms have the meaning given them.

##### **A. Administration**

“Administration” means the superintendent, building principal, or other designee.

##### **B. Classroom Teacher**

“Classroom teacher” means the instructional personnel responsible for the course or room to which a student is assigned at any given time, including a substitute hired in place of the classroom teacher.

### C. History of Violent Behavior

1. A student will be considered to have a history of violent behavior if incident(s) of violence, including any documented physical assault of a school district employee by the student, have occurred during the current or previous school year.
2. If a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will be reported.

### D. Incident(s) of Violence

“Incident(s) of violence” means willful conduct in which a student endangers or causes physical injury to the student, other students, a district employee, or surrounding person(s) or endangers or causes significant damage to school district property, regardless of whether related to a disability or whether discipline was imposed.

### E. Legitimate Educational Interest

“Legitimate educational interest” includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for educational data. It includes a person’s need to know in order to:

1. Perform an administrative task required in the school or the employee’s contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student’s education; or
3. Perform a service or benefit for the student or the student’s family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

### F. School Staff Member

“School staff member” includes:

1. A person duly elected to the school board;
2. A person employed by the school board in an administrative, supervisory, instructional, or other professional position;

3. A person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and
4. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

#### IV. Procedure for Staff Notification of Students with Violent Behavior

##### A. Reports of Violent Behavior

Any staff member or other employee of the school district who becomes aware of any information regarding the violent behavior of an enrolling student or any student enrolled in the district will immediately report the information to the building principal where the student is enrolled or seeks to enroll.

##### B. Recipients of Notice

Each classroom teacher of a student with a history of violent behavior (see section IIIC, above) will receive written notification from the administration prior to placement of the student in the teacher's classroom. In addition, written notice will be given by the administration to other school staff members who have a legitimate educational interest, as defined in this policy, when a student with a history of violent behavior is placed in a teacher's classroom. The administration will provide notice to anyone substituting for the classroom teacher or school staff member, who has received notice under this policy, that the substitute will be overseeing a student with a history of violent behavior.

The administration may provide other district employees or individuals outside of the district with information regarding a student, including information regarding a student's history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

##### C. Determination of Who Receives Notice

The determination of which classroom teachers and school staff members have a legitimate educational interest in information regarding a student with a history of violent behavior will be made by either: (1) the district's Responsible Authority appointed by the school board under the Minnesota Government Data Practices Act or (2) the administration. In the event the administration makes this determination, the Responsible Authority will provide guidance to the administration as to what data will be shared.

##### D. Form of Written Notice

The notice given to classroom teachers and school staff members will be in

writing and will include the following:

1. Name of the student;
2. Date of notice;
3. Notification that the student has been identified as a student with a history of violent behavior as defined in section III of this policy; and
4. Reminder of the private nature of the data provided.

#### E. Record of Notice

1. The administration will retain a copy of the notice or other documentation provided to classroom teachers and school staff members notified under this section.
2. Retention of the written notice or other documentation provided to classroom teachers and school staff members is governed by the approved Records Retention Schedule.

#### F. Meetings Regarding Students with a History of Violent Behavior

1. If the administration determines, in his or her discretion, that the classroom teacher and/or school staff members with a legitimate educational interest in such data reasonably require access to the details regarding a student's history of violent behavior for purposes of school safety and/or intervention services for the student, the administration also may convene a meeting to share and discuss such data.
2. The persons present at the meeting may have access to the data described in section IVD, above.

#### G. Law Enforcement Reports

Staff members will be provided with notice of disposition orders or law enforcement reports received by the district in accordance with Policy 515, Protection and Privacy of Pupil Records. Where appropriate, information obtained from disposition orders or law enforcement reports also may be included in a Notification of Violent Behavior.

#### V. Maintenance and Transfer of Records

A report, notice, or documentation pertaining to a student with a history of violent behavior are educational records of a student and will be retained, maintained, and transferred to a school or school district in which a student seeks to enroll in accordance with Policy 515, Protection and Privacy of Pupil Records.

## VI. Parental Notice

- A. The administration will notify parents annually that the school district gives classroom teachers and other school staff members notice about students' history of violent behavior.
- B. Prior to providing the written notice of a student's violent behavior to classroom teachers and/or school staff members, the administration will inform the student's parent or guardian that such notice will be provided.
- C. Parents will be given notice that they have the right to review and challenge records or data, including the data documenting the history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

## VII. Training Needs

Representatives of the school board and representatives of the teachers will discuss the needs of students and staff. The parties may discuss necessary training which may include training on conflict resolution and positive behavior interventions and may discuss necessary intervention services such as student behavioral assessments.

### Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120A.22, Subd. 7 (School Attendance – Education Records)  
Minn. Stat. § 121A.45 (Grounds for Dismissal)  
Minn. Stat. § 121A.64 (Notification of Students with Violent Behavior)  
Minn. Stat. § 121A.75 (Law Enforcement Notice to Schools)  
Minn. Rules Parts 1205.0100–1205.2000 (Data Practices)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1–99.67 (Rules Implementing FERPA)  
Minn. Laws 2003, 1<sup>st</sup> Sp., Ch. 9, Art. 2, § 53

### Cross Reference:

Policy 515 (Protection and Privacy of Student Records)

### Policy

adopted: 1/22/08  
reviewed: 4/09/12  
revised: 12/15/14  
revised: 9/25/17

INDEPENDENT SCHOOL DISTRICT 273  
Edina, Minnesota

## **Students**

### **Student Wellness – Food, Nutrition and Physical Activity**

#### **I. Purpose**

This policy supports a school environment that promotes student wellness, prevents and reduces childhood obesity, and assures that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state and federal standards.

#### **II. General Statement of Policy**

- A. The school district recognizes that nutrition promotion and education, and physical activities that promote student wellness are components of the educational process and that good health fosters student attendance and learning.
- B. The school environment should promote students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The district encourages the involvement of students, parents, representatives of the school food authority, teachers, food service employees, school health professionals, the school board, school administrators and the general public in the development, implementation, and periodic review and update of the district's wellness policy.
- D. Students need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. Students will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified food service employees, in partnership with the district, will:
  - 1. provide healthy food choices within United States Department of Agriculture ("USDA") guidelines and compliance with all applicable federal state and local laws rules and regulations;
  - 2. offer fresh, high quality, minimally processed foods;
  - 3. promote whole foods, natural fibers and other natural nutrients;
  - 4. minimize saturated fats and added sugars;

5. teach lifelong healthy eating habits that reinforce the belief of moderate consumption in all food groups;
6. provide access to and information about a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students;
7. consider the religious, ethnic, and cultural diversity of the student body in meal planning; and
8. provide a healthy dining experience with clean, safe, and pleasant settings and adequate time for students to eat.

### III. Wellness Goals

#### A. Nutrition Promotion and Education

1. The school district will encourage and support healthy eating and hydration by students and engage in nutrition promotion that is:
  - a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
  - b. part of health education classes as well as classroom instruction, when appropriate; and
  - c. enjoyable, developmentally appropriate, and culturally relevant.
2. The district will encourage all students to make age appropriate healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte (snack) lines and vending machines.
3. Rewards and incentives. The District will provide teachers and other relevant school staff a list of alternative ways to reward children. Foods and beverages will not be used as a reward (unless this practice is allowed by a student's individual education plan or behavior intervention plan), or withheld as punishment.

#### B. Physical Activity

Students need opportunities for physical activity and to embrace regular physical activity as a personal behavior. The district provides opportunities to be active to reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities.



### C. Communications with Parents

1. The district will provide information about its food service programs, physical and nutrition education, and other district-sponsored physical activity opportunities.
2. The district encourages parents to pack healthy lunches and snacks.
3. The district will provide to staff and parents a list of suggested foods and beverages that meet Smart Snacks nutrition standards for lunches, snacks, celebrations, fundraising, etc.

### D. School Food Service Program/Personnel

1. The school district will designate an appropriate person to be responsible for the school district's food service program, whose duties will include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA guidelines.
2. As part of the district's responsibility to operate a food service program, the district will provide continuing professional development for all food service personnel in schools.

### E. Competitive Foods and Beverages

1. All foods and beverages sold on school grounds to students, outside of reimbursable meals, are considered "competitive foods." Competitive foods include items sold a la carte in the cafeteria and from vending machines.
2. All competitive foods will meet the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.
3. Before and Aftercare (child care) programs must also comply with the school district's nutrition standards unless they are reimbursable under USDA school meals program, in which case they must comply with all applicable USDA standards.

### F. Food and Beverage Marketing in Schools

1. School Food Service program marketing will be consistent with nutrition education and health promotion.
2. Schools will restrict food and beverages marketing to the promotion of only those foods and beverages that meet the Smart Snacks nutrition standards during the school day as per Federal Guidelines

#### IV. Wellness Leadership and Community Involvement

- A. This student wellness policy and associated practices will be implemented throughout the Edina Public Schools and will be monitored by the Student Wellness Committee. The direction of the committee will come from the Superintendent or designee who will serve as the chair(s) of the committee.
- B. The Student Wellness Committee will meet at least twice each year, convened by the chair(s), to participate in the development, implementation, and periodic review and update of the wellness policy. The Committee shall be comprised of district administration, the manager of food services, dietician, the coordinator of health services, staff of physical education and mental health education, site administration and at least three parent representatives, one from each level (elementary, middle and high school). All meetings will be open to the public.
- C. School food service staff will ensure compliance within the school's food service areas and will report concerns to the Student Wellness Committee or the chair(s), as appropriate.
- E. The chair(s) will ensure compliance with the student wellness policy and will provide an annual report of the school district's compliance with the policy to the school board.

#### V. Policy Implementation and Monitoring

##### A. Annual Reporting

- 1. The chair(s) will annually inform the public about the content and implementation of the wellness policy and make the policy and any updates to the policy available to the public.

##### B. Triennial Assessment

- 1. At least once every three years, the school district will evaluate compliance with the wellness policy to assess the implementation of the policy and create a report that includes the following information:
  - a. the extent to which the school district's wellness policy compares to model local wellness policies; and
  - b. a description of the progress made in attaining the goals of the school district's wellness policy.
- 2. The chair(s) will be responsible for conducting the triennial assessment.
- 3. The triennial assessment report will be posted on the school district's website or otherwise made available to the public.

#### D. Recordkeeping

The school district will retain records to document compliance with the requirements of the wellness policy. The records to be retained include, but are not limited to:

1. The school district's written wellness policy.
2. Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public.
3. Documentation of the triennial assessment of the local school wellness policy for each school under the district's jurisdiction efforts to review and update the wellness policy.

#### Legal References:

7 U.S.C. § 5341 (Establishment of Dietary Guidelines)  
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)  
42 U.S.C. § 1758b (Local School Wellness Policy)  
42 U.S.C. § 1771 *et seq.* (Child Nutrition Act of 1966)  
7 C.F.R. § 210.10 (School Lunch Program Regulations)  
7 C.F.R. § 220.8 (School Breakfast Program Regulations)  
Minn. Stat. § 121A.215 (Local School District Wellness Policies)

#### Policy

adopted: 4/14/08  
amended: 8/15/11  
amended: 3/12/12  
revised: 3/17/14  
revised: 4/9/18

INDEPENDENT SCHOOL DISTRICT 273  
Edina, Minnesota

## APPENDIX I to Policy 533

### **Edina Public Schools' Food and Nutrition Wellness Standards**

Students' lifelong eating habits are influenced by the types of food and beverages available to them at school. The school nutrition program promotes health through menus that feature a variety of appealing and nutritious offerings prepared at each school. The nutrition program is guided by the district wellness policy as developed by a collaborative community process.

In recognition of the above statement, the district will adhere to the following standards.

#### **1. Provide healthy food choices within USDA guidelines.**

- a. Menu planning will focus on providing a variety of fruits, vegetables, legumes, whole grains, lean proteins and fat free foods.
- b. Weekly average calories will meet the age specific USDA guidelines.
- c. Saturated fat content will be less than or equal to 10% of total calories per week.
- d. Trans fat content will be zero, unless naturally occurring in products.
- e. Sodium content will meet the USDA weekly average requirement by grade group.
- f. Free water will be available in the cafeteria at breakfast and lunch.

#### **2. Offer fresh, high quality and minimally processed food.**

- a. Fast food branded menu options will not be offered in any grade levels.
- b. Products will be prepared fresh each lunch service as possible.
- c. Fresh and locally sustainable foods will be offered, when possible.
- d. Skim, 1% and lactose free white milk and skim chocolate milk will only be offered.
- e. Meats and poultry will not contain textured vegetable protein as filler, be treated with ammonium hydroxide.
- f. The purchases of meats certified to be from animals not treated with antibiotics and growth hormones will continue to increase.
- g. The use of products containing artificial colors, additives and preservatives will be minimized.

#### **3. Promote the use of whole grains, natural fibers, vegetables, fruits and nutrient-rich foods**

- a. Grains will be at least 50% whole grain.
- b. Whole grains (e.g. brown rice, couscous, wild rice) will be offered at least once per week and in their natural state.
- c. Legumes will be offered a minimum of once per week.
- d. At least four fruit options (minimum one fresh fruit) and three vegetable options (minimum two fresh vegetables) will be offered daily.

#### **4. Minimize the amount of saturated fats and added sugars.**

- a. Products that contain high fructose corn syrup will be eliminated.
- b. Artificial sweeteners will not be used or offered.
- c. Healthy olive oil blend will be used as a fat source in food preparation.

**5. Teach lifelong healthy eating habits that reinforce the belief of moderate consumption in all food groups.**

- a. A variety of entrées and appropriate side items will be available for students to choose a complete meal following the MyPlate model as recommended by the 2010 USDA Dietary Guidelines for Americans.
- b. Food services employees and teachers will receive the training they need to promote healthy eating with MyPlate.
- c. MyPlate educational materials will be displayed in the cafeteria to promote healthy eating.
- d. The MyPlate icon visual will be included on combo meal program documents.

**6. Provide information about a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.**

- a. Information about the nutritional content and ingredients of meals will be communicated to students, families and district employees.
- b. Special diet and food allergy information will be coordinated through the school nurse and needed accommodation provided by the food services program.
- c. Training will be provided for employees annually.
- d. Free and reduced meal program options will be communicated to families.
- e. The district's food service will not prepare or serve products containing nuts.

**7. Consider the religious, ethnic, and cultural diversity of the student body in meal planning.**

- a. Menus will reflect a wide variety of diverse items.

Established: 3/17/14

## APPENDIX II

### EDINA PUBLIC SCHOOLS NUTRITION PROVISIONS

The following chart provides the regulations and additional provisions that guide the district's food services program. The additional provisions are aspirational statements to strive towards.

Food Group	Serving Size	HHFKA Regulations		Additional Provisions
Breads	NSLP	All grains must be whole grain rich (51% or more whole grain)		No highly processed, bleached, enriched or refined grain products Minimal hydrogenated fat 5 grams or less fat per serving
Rice, pasta and grain products	NSLP	All grains must be whole grain rich (51% or more whole grain)		No highly processed, bleached, enriched or refined grain products Pasta and rice: 100% whole grain No fat or salt added in preparation
Cereal and breakfast bars	NSLP	50% or more whole grains by weight or whole grain as first ingredient 10% of Daily Value of a nutrient < 35% calories from fat per serving < 35% of sugar weight per item		No high fructose corn syrup No artificial colors or ingredients No bleached flour No artificial sweeteners 1.5 grams or less saturated fat per serving
Fruits	NSLP	Frozen/dried: no added sugar		Fresh: locally, sustainably grown when available Canned: packed in 100% juice
Vegetables	NSLP	Weekly requirement of dark green, orange/red, legumes/beans, starchy		Fresh, locally, sustainably grown when available No added saturated fat
Cheese	NSLP			Natural or pasteurized processed No additives, preservatives, artificial ingredients or coloring No added hormones No cheese food or spread
Yogurt	8 oz. or less	< 35% of sugar weight per item		Made with live cultures, lowfat, BGH free Sugar is not the first ingredient No artificial colors, ingredients, additives or preservatives No artificial sugar or high fructose corn syrup
Meat and meat alternatives	NSLP			Locally sourced, sustainably raised Whole muscle poultry No highly processed products, 2% or less additives or nitrites
Ice cream, frozen yogurt or fruit bar	NSLP	< 35% of sugar weight per item < 35% calories from fat per serving		Milk product is first ingredient in ice cream Fruit juice is first ingredient in fruit bar No artificial colors, ingredients, sweeteners or high fructose corn syrup
Cookies and baked goods	1.3 oz. fresh baked cookie, NSLP for other products	< 35% of sugar weight per item < 35% calories from fat per serving 50% or more whole grain by weight or whole grain as first ingredient		Elementary: Cookie special occasion only Middle: fresh cookies M-W-F High School: fresh cookies daily No artificial sweeteners or high fructose corn syrup No artificial colors, ingredients or preservatives 1.5 grams saturated fat or less per serving
Snack mix, crackers, chips popcorn (middle and high schools only)	NSLP	< 200 mg sodium per serving < 200 cal/serving, incl. condiments < 35% calories from fat per serving 50% or more whole grain by weight or whole grain as first ingredient		No artificial sweeteners, preservatives or additives No highly processed, bleached, enriched or refined grain products
Milk	8 oz. elementary 8 -12 oz. secondary	1% or skim white milk Chocolate skim		No artificial sugar BHT and BGH free
Water	No size limit	Free tap water offered at meals		No added sugar or artificial sugar
Fruit/Veg. juice beverages	4 oz. elementary 4-12 oz. secondary	100% fruit/vegetable juice		No artificial colors, ingredients or preservatives
Coffee/tea (high school only)	10 oz.			Organic plain/flavored Limit two creams/sugar packets
Calories, Daily	Based on 5 day week average	Elementary	B = 350-500	
		Middle	B = 400-550	
		High School	B = 450-600	
		Elementary	L = 550-650	
		Middle	L = 600-700	
		High School	L = 750-850	
Saturated Fat	Weekly average	10% or less of total calories		
Trans Fat	All foods	No added trans fats, < 5 grams/serving		
Sodium	Weekly average	Elementary	B < 540; L < 1230	B < 485; L < 935
		Middle	B < 600; L < 1360	B < 535; L < 1035
		High School	B < 640; L < 1420	B < 570; L < 1080
A la carte entrée items	Serving	< 350 calories	< 35% cal of fat	
		< 480 mg sodium	< 35% sugar	

Key: NSLP = National School Lunch Program; HHFKA = Healthy and Hunger-Free Kids Act; B = Breakfast; L = Lunch

All policy statements regarding the elimination of ingredients are subject to flexibility based on availability.

## **Students**

### **Emergency Health Situations and District Insurance Limitations**

#### **I. Purpose**

This policy defines the school district's response to emergency health situations.

#### **II. General Statement of Policy**

The school district will provide necessary emergency care for illness, injury, and special medical conditions. The district does not provide medical, health or accident insurance for students. Families will need to access their own insurance for a student with an accident, illness or injury while at school or while participating in a district-sponsored activity.

#### **III. Emergency Health Care**

The school district has established administrative procedures and protocols to provide emergency health care for students and staff. These procedures and protocols are coordinated by the Director of Support Services and the District Health Coordinator, and cover the following:

- Medication administration (see Policy 516, Student Medication)
- Injuries
- Illness
- Special medical procedures

#### **IV. Medical, Health or Accident Insurance Limitations**

The school district does not provide medical, health or accident insurance for students. If a student has an accident, is ill, or is injured while at school or while participating in a district-sponsored activity, families will need to access their own insurance plans to cover any associated costs (e.g., medical care, emergency transportation, etc.)

All questions related to insurance are to be directed to the Director of Business Services.

#### **Legal Reference:**

Minn. Stat. § 121A.21(a) (School Health Services)

Cross References:

Policy 516 (Student Medication)

Policy 530 (Immunization Requirements)

Policy

adopted: 6/16/08

amended: 3/12/12

revised: 2/23/15

INDEPENDENT SCHOOL DISTRICT 273

Edina, Minnesota



## Education Programs

### Student Homework

#### I. Purpose

~~The purpose of this policy is to define~~ how student homework is used to enhance learning.

#### II. General Statement of Policy

The district recognizes regular purposeful homework is an essential component of the instructional process. Student homework is an integral factor in fostering academic achievement and in extending school learning into the home. Homework is beneficial and important to a student's educational program.

#### III. Definition

Homework refers to the tasks assigned to students by teachers that are meant to be completed during nonschool hours or independent study time during the school day.

Homework is one of many learning activities in which students engage. The purposes for student homework include:

- Assisting students in becoming independent learners by preparing them for new content or elaborating on content previously introduced
- Extending learning and/or providing practice in applying concepts presented in the classroom
- Creating and stimulating interest on the part of the student
- Providing opportunities for enrichment
- Aiding in the mastery of skills
- Fostering parent/guardian-student involvement in education

Homework must be realistic in length and difficulty, given the students' abilities to work independently, while recognizing that the amount of homework will increase as the student progresses through the grades. The parameters of the homework include:

- All homework shall have a purpose, which should be identified and articulated, and focus on quality versus quantity.
- All homework must be assessed by the teacher. Daily homework assignments will not have a major impact on the student's final grade.

- The homework should be able to be completed by the student with minimal parent/guardian assistance, unless the parent/guardian support is part of the homework (i.e. reading to parent/guardian, practicing math facts).
- The school district shall suggest a homework range of time to guide teachers and families (see Appendix I).

#### IV. Responsibilities

- A. School Site – Each school site will conduct regular discussion across grade levels and departments to reflect on the consistency of applying the district's student homework policy. This discussion would include:
1. Communicating the homework policy to families, including the purpose of homework, the amount of homework to expect, consequences for not completing homework, and a description of the types of parental involvement that are expected or acceptable
  2. Attempting to limit the amount of homework on Wednesday evenings or other sacred days due to family commitments with faith-based services or observations
  3. Pacing homework assignments among classes to avoid “homework overload” on a given night
- B. Teachers – Teachers are responsible for assigning meaningful homework for the purpose of enrichment, mastery of skills and/or completion of daily assignments. The teacher has the responsibility of determining the nature and the length of the homework assignment, with the understanding that the students have the ability and skills to complete the work. The teacher shall assess all homework.
- C. Students – Students are to complete the homework in a timely manner. If a student does not understand the homework assignment, he/she should feel free to contact the teacher for further support and assistance.
- D. Parents/Guardians – Parents/guardians are to monitor their student's learning activities at home and to assist them as necessary. Parents/guardians should provide a place and atmosphere that is conducive to studying and give encouragement to the student to do their best work. Parents/guardians are encouraged to contact the teacher, and if necessary the principal, when they have concerns with a student's homework.

## Appendix I

### SUGGESTED RANGE OF TIME FOR HOMEWORK

The school district suggests that the average time for students to be engaged in homework should begin with 10 minutes per night, per grade level. As some students require more time to complete homework, the suggested range of total minutes per day is:

- Primary: 10–30 minutes
- Upper Elementary: 40–60 minutes
- Middle School: 60–90 minutes
- High School: 90–120 minutes

Students taking multiple Advanced Placement courses should expect to spend additional time on homework.

The administration will work with teachers and families to monitor the suggested ranges and offer changes in the ranges, as appropriate.

## Education Programs

### Student Assignment to Teachers and Classes

#### I. Purpose

This policy identifies the district's process for assigning students to teachers and classes.

#### II. General Statement of Policy

The school district is committed to creating class settings where optimum learning for all students will take place. The district values a strong family-school partnership and values balanced classes across each grade level.

#### III. Procedures

A. The school district administration will assign students to teachers and classes within the established district guidelines, using the following factors that seek to stabilize classes and accommodate individual student needs:

- gender
- emotional/social combinations
- performance levels
- special learning needs
- teaching/learning styles
- behavior

B. Families may provide input to a student's placement for the upcoming school year. Each spring, schools will make input forms for student placement available to families. Families may complete the forms and forward them to the school administration. The school administration will use the gathered information to assist in making the best possible placement for the individual student and all students within a grade level and/or course.

#### Cross References:

Policy 604 (Grade Level Configuration and Enrollment at School Sites)

Policy 617 (Class Size and Staffing)

#### Policy

adopted: 09/29/09

amended: 11/09/09

revised: 02/22/16

INDEPENDENT SCHOOL DISTRICT 273

Edina, Minnesota

## **Education Programs**

### **Chemical Use and Abuse**

#### **I. Purpose**

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and significantly impedes the learning process. The board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. It is the policy of the district to provide an instructional program in chemical abuse and prevention of chemical dependency in every elementary and secondary school.

#### **II. General Statement of Policy**

- A. Use of controlled substances, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to a drug-free workplace/drug-free school (see Policy 418 – Alcohol- and Drug-Free Workplace).
- B. It is the policy of this district to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.
- C. The district will establish and maintain a chemical abuse preassessment team in every school. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to individually-reported cases.
- D. The superintendent or designee will, with the advice of the school board, establish a school and community advisory team to address behavioral health in the district.
- E. The district will establish and maintain a program to educate and assist employees, students and others in understanding this policy and the goals of achieving drug-free schools and workplaces.

#### **III. Definitions**

- A. “Chemical abuse” means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student’s normal function in academic, school, or social activities is chronically impaired (see Policy 418 – Alcohol- and Drug-Free School).

- B. "Chemicals" includes but is not limited to alcohol, toxic substances and controlled substances as defined in school district Policy 418 – Alcohol- and Drug-Free School.
- C. "Use" includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.
- D. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the district; or during any period of time an employee is supervising students on behalf of the district or otherwise engaged in district business.

#### IV. Students

##### A. Instruction

1. Every school will provide an instructional program in chemical abuse and the prevention of chemical dependency. The school district may involve parents, students, health care professionals, state department staff, and members of the community in developing the curriculum.
2. Each school will have age-appropriate and developmentally based activities that:
  - a. address the consequences of violence and the illegal use of drugs, as appropriate;
  - b. promote a sense of individual responsibility;
  - c. teach students that most people do not illegally use drugs;
  - d. teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;
  - e. teach students about the dangers of emerging drugs;
  - f. engage students in the learning process; and
  - g. incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.
3. Each school will have activities that involve families, community sectors and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs and appropriate

consequences for violence and illegal use of drugs.

4. Each school will disseminate drug and violence prevention information within the school and to the community.
5. Each school will include professional development and training for school personnel, student services personnel, parents and interested community members in prevention, education, early identification and intervention, mentoring or rehabilitation referral, as related to drug and violence prevention.
6. Each school will have drug and violence prevention activities that may include the following:
  - a. Community-wide planning and organizing activities to reduce violence and illegal drug use, which may include gang activity prevention.
  - b. The hiring and mandatory training of school security personnel who interact with students in support of youth drug and violence prevention activities under this policy that are implemented in the school.
  - c. Conflict resolution programs, including peer mediation programs that educate and train peer mediators and a designated faculty supervisor, and youth anti-crime and anti-drug council activities.
  - d. Counseling, mentoring, referral services and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of drugs.
  - e. Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal drug use.

#### B. Reports of Chemical Use and Abuse

1. In the event that a district employee knows or has reason to believe that a student is abusing, possessing, transferring, distributing or selling chemicals in a school location:
  - a. The employee will immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.
  - b. The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside

medical personnel as appropriate.

- c. The administrator will notify law enforcement officials, the student's counselor, and the chemical preassessment team.
  - d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by district officials will be in accordance with school board policies regarding search and seizure.
  - e. The district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.
2. If a district employee has reason to believe that a student is abusing, possessing, transferring, distributing or selling chemicals:
    - a. The employee will notify the building administrator or a member of the preassessment team and will describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.
    - b. The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.
  3. Students involved in the abuse, possession, transfer, distribution or sale of chemicals will be suspended in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minn. Stat. §121A.40-121A.56, and proposed for expulsion.
  4. Searches by district officials in connection with the abuse, possession, transfer, distribution or sale of chemicals will be conducted in accordance with school board policies related to search and seizure.

#### C. Preassessment Team

1. Every school will have a chemical abuse preassessment team designated by the superintendent or designee. The preassessment team will be



composed of classroom teachers, administrators, school nurse, school counselor or psychologist, social worker, and other appropriate professional staff.

2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team will make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

#### D. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minn. Stat. § 13.32 and applicable federal law and regulations.
2. Destruction of Records
  - a. If the preassessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student will be destroyed not later than six (6) months after the determination is made.
  - b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with such information, records created or maintained by the team about the student will be destroyed not later than six (6) months after the student is no longer enrolled in the district.
  - c. This section will govern destruction of records notwithstanding provisions of the Records Management Act, Minn. Stat. § 138.163.

#### E. Consent

Any minor may give effective consent for medical, mental and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

#### V. Employees

- A. The superintendent or designee will undertake and maintain a drug-free awareness and prevention program to inform employees, students and others about:

1. The dangers and health risks of chemical abuse in the workplace/school.
  2. The school district's drug-free workplace/drug-free school policy (Policy 418).
  3. Any available drug or alcohol counseling, treatment, rehabilitation, re-entry and/or assistance programs available to employees and/or students.
  4. The penalties that may be imposed on employees for drug abuse violations.
- B. The superintendent or designee will notify any federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice of a conviction of an employee for a criminal drug statute violation occurring in the workplace. To facilitate the giving of such notice, any employee aware of such a conviction will report the same to the superintendent.

Legal References:

Minn. Stat. § 13.32 (Educational Data)

Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)

Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 138.163 (Records Management Act)

Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)

Minn. Stat. § 152.22 (Medical Cannabis; Definitions)

Minn. Stat. § 152.23 (Medical Cannabis; Limitations)

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

20 U.S.C. §§ 7101-7165 (Safe and Drug-Free Schools and Communities Act)

41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)

34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace)

Cross References:

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

Policy 418 (Alcohol- and Drug-Free Workplace)

Policy 502 (Search of Student Lockers, Desks, Personal Possessions and Student's Person)

Policy 506 (Student Discipline)

Policy 515 (Protection and Privacy of Student Records)

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

adopted: 9/29/09  
revised: 3/20/17

Edina, Minnesota



**Board Meeting Date:** 7/13/2020

**TITLE:** Policy Review

**TYPE:** Discussion

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

**BACKGROUND:** The following policies have been reviewed with an eye toward alignment with State and Federal statutes, District practice, and clarity. The Committee recommends Policy 635 be rescinded as it relates to district leadership rather than policy.

- 213 School Board Committees
- 604 Grade Level Configuration and Enrollment at School sites
- 612 Development of Parental Involvement
- 617 Class Size and Staffing
- 618 Assessment, Grading and Reporting of Student Progress
- 620 Course Credit for Learning
- 635 Educational Innovation - RESCIND
- 636 Workload Limits for Special Education

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

**ATTACHMENTS:**

1. 213 School Board Committees
2. 604 Grade Level Configuration and Enrollment at School sites
3. 612 Development of Parental Involvement
4. 617 Class Size and Staffing
5. 618 Assessment, Grading and Reporting of Student Progress
6. 620 Course Credit for Learning
7. 635 Educational Innovation - RESCIND
8. 636 Workload Limits for Special Education

## **School Board**

### **School Board Committees**

#### **I. Purpose**

This policy provides for the structure and operation of committees and subcommittees of the school board.

#### **II. General Statement of Policy**

- A. The school board will designate board committees or subcommittees to advise the administration when it is determined that a committee process furthers the school district's mission.
- B. The board has determined that certain permanent standing committees, named in this policy, facilitate the operation of the board and the district mission, by the committee advising the administration on relevant educational topics and policies.
- C. A board committee or subcommittee will be formed by board resolution that outlines the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only the authority specified by the board. The board retains the right and has the duty to make all final decisions related to reports or recommendations which have had committee involvement.
- E. The board or board chair may also establish ad hoc committees for specific purposes as it deems appropriate, to be appointed by the board chair.
- F. The board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.
- G. A committee of the board will not appoint a subcommittee of that committee without approval of the board.

#### **III. Appointment of Committees**

- A. The school board appoints the following standing committees:
  - 1. Finance
  - 2. Policy
  - 3. Teaching and Learning
  - 4. Governance
- B. The board will establish, by resolution, for each standing or ad hoc committee, the number of members, the term and the charge or mission of each committee.
- C. The board chair will appoint the members of each standing or ad hoc committee and designate the committee chair.

#### IV. Procedures for School Board Committees

- A. A committee or subcommittee will act only within the guidelines and mission established for that committee or subcommittee by the school board. Individual Board members, or any three Board members appointed to any Committee, have no authority to bind the Board on any matter unless such authority is expressly granted by the entire Board.
- B. The committee or subcommittee will designate a secretary who will record the meeting highlights of the board committee.
- C. The power of a committee or subcommittee of the board is advisory only.
- D. Committee members who are also Board Members will not seek to hold a meeting of a Committee outside the presence of administration or other non-Board Members who are members of the committee, and no committee meeting may be held without providing prior notice to administration.
- E. Committees will not stray into management work, and do not oversee or direct any school district staff, and do not have the authority to direct school district staff to take any specific actions or duties. Only the Administration or the full School Board may direct school district staff.
- F. A committee or subcommittee of the board will, when appropriate, clarify in any dealings with the public, that its powers are only advisory to the administration.

#### V. Expectations for and Operational Procedures of School Board Standing Committees

##### Finance and Facilities Committee

##### A. General Statement of Role

The School Board, in its practice of prudent management of public resources, has created the Finance and Facilities Committee to collaborate with the District's Director of Business Services and Superintendent in reviewing and providing feedback to the District on financial issues. This Committee deals with matters pertaining the school system's budget development and related recommendations to the Board. It also:

1. Monitors the financial affairs of the Edina Public Schools school district.
2. Reviews and maintains a long-term financial forecast.
3. Recommends to the Board any budget modifications based on financial analyses and the needs of the system, while adhering to District policy.
4. Reviews contracting practices.
5. Ensures that budget allocations and expenditures reflect District priorities as informed by its strategic operating plans.
6. Reviews the school system audit, making the Board aware of key risks facing the District, as well as strategies for dealing with any such risks.
7. Reviews financial analyses provided by the Director of Business Services, or other entity at their discretion, and makes related recommendations to the Board.
8. At the direction of the Superintendent and Board, conducts periodic, more detailed, financial analyses.
9. Performs other such duties as assigned by the Board.

## B. Committee Composition

The Finance and Facilities Committee consists of the Board Treasurer, two additional Board members, the Director of Business Services, the Superintendent, any additional staff members assigned by the Superintendent, and three to four community members with talent and experience in management and financial affairs.

1. The Committee Chair is the Board Treasurer.
2. Board members are appointed annually in January.
3. Community members are appointed effective July 1, in accordance with the Board committee selection process.

## C. Communications Expectations

1. Provides periodic reports to the Board as necessary, regarding committee discussions and deliberations.
2. Provides reports to the Board regarding requested analyses of specific topics.
3. Along with the Business Director, provides information to the District regarding finance issues, both in sharing information with the public, and listening to citizen concerns.

## D. Meetings

Meetings are held monthly, unless more frequent meetings are required.

## Governance Committee

### A. General Statement of Role

The School Board, to ensure sound governance and oversight of the District, has created the Governance Committee, to collaborate with the District's Superintendent in making recommendations to the Board on subjects that have districtwide implications, and which are more readily addressed in governance versus other established committees. Its areas of purview include:

1. Previews all human resources issues, including contracts.
2. Previews all legal issues.
3. Builds and monitors the Board-Superintendent working relationship, and addresses relationship issues as they occur, including:
  - a. routine matters related to the Superintendent's contract and employment;
  - b. issues and concerns regarding the Superintendent's conditions of employment, and communication with the Board regarding the same.
4. Develops procedures and an evaluation instrument for the Superintendent's evaluation.

5. Develops and presents to the Board annual goals for the Superintendent and Board.
6. Orients new Board members and identifies training and educational opportunities for Board members to become better informed about school board governance issues.
7. Coordinates Board self-evaluation procedures, instruments and training.
8. Develops guidelines for effective communication of Board Committee work to the Board, District Administration, and public.
9. Assists with strategic and long-term plans and goals that are consistent with the mission of Edina Public Schools.
10. Performs other duties assigned to the Committee by the Board.

#### B. Committee Composition

The Governance Committee consists of the Board Chair, Vice Chair, one additional Board member, the Superintendent, and any other staff members assigned by the Superintendent and agreed to by the board members.

1. The Committee Chair is the Board Chair
2. Board members are appointed annually in January

#### C. Communications Expectations

Provide periodic reports to the Board as necessary, regarding discussions and deliberations of the Committee.

#### D. Meetings

Meetings are held monthly, unless more frequent meetings are required.

### Teaching and Learning Committee

#### A. General Statement of Role

The School Board, in order to promote active participation in improving instruction and curriculum, has created the Teaching and Learning Committee to collaborate with the District's Director of Teaching and Learning and Superintendent to coordinate and advance District instructional programs. The Committee will make recommendations to the Board on matters relating to teaching and learning, including the instructional programs used in schools and programs and their relevance and alignment to local contexts. Specific responsibilities include:

1. Works cooperatively with the Director of Teaching and Learning, Superintendent and appropriate staff to monitor and assess instructional programs and professional learning aligned with student needs and achievement, in order to ensure equity and excellence.



2. Reviews initiatives, progress, outcomes, and the effectiveness of the curriculum and teaching and learning practices in achieving Board and system goals and objectives, as needed, and as articulated by the District's strategic plan.

#### B. Committee Composition

The Teaching and Learning Committee consists of three Board members, the Superintendent, the Teaching and Learning Director, and any other staff members assigned by the Superintendent or Director of Teaching and Learning.

1. The Committee Chair is appointed by the Board Chair.
2. Board members are appointed annually in January.

#### C. Communications Expectations

1. Provides periodic reports to the Board as necessary, regarding discussions and deliberations of the Committee.
2. Provides recommendations to the Board regarding Teaching and Learning subjects coming to the Board.

#### D. Meetings

Meetings are held monthly, unless more frequent meetings are required.

### Policy Committee

#### A. General Statement of Role

The Committee reviews existing policies and writes new policies to provide broad governance guidance and address changes in legislation, statutes, case law and legal decisions, as well as District social and educational issues. Board policies act as guidelines for the internal procedures of the District. The Committee stays abreast of local, state and federal laws and regulations to determine and apply implications for Edina Public Schools' policy development and revisions. The Committee works closely with the appropriate staff to draft new or refine current policies, processes and protocols, that are then brought to the Board for formal action. All District policies should be reviewed over a 5 year period.

#### B. Committee Composition

The Policy Committee consists of three Board members, the Superintendent, the Assistant Superintendent, and any other staff members assigned by the Superintendent.

1. The Committee Chair is appointed by the Board Chair.
2. Board members are appointed annually in January.

#### C. Communications Expectations

1. Policies that are ready for updating should be brought to the Board monthly for consent, discussion or approval, depending on what phase they are in.
2. If policy changes will have a major impact to the community, the Board and District should seek community input and have a communications plan for the public.

#### D. Meetings

Meetings are held monthly, unless more frequent meetings are required.

#### Committee Assignments

Unless otherwise specified, Board Members will be assigned/appointed to Committees or Boards by the Board Chair in consultation with the Board. Board members will be assigned to Committees or Boards no later than the second regular board meeting in January. Each Board member should be assigned to at least one (1) Committee.

1. Appointment to a Committee should take into consideration, but not be limited to, the following:
  - a. equitable distribution of Committee assignments among Board members;
  - b. expressed interests of Board members;
  - c. a Board member's training, education and/or experience with the purpose of the Committee;
  - d. continuity of service and historical knowledge;
  - e. availability for meetings;
  - f. the need for diversity;
  - g. the needs of the Board;
  - h. the proven ability to work effectively in a committee environment.
2. Should one or more representatives of the Board be needed to attend a Committee meeting prior to the Board's adoption of Committee assignments, the Chair is authorized to temporarily appoint Board members to that Committee.
3. Assignments to a Committee are effective until either the following year's approval of Committee members, or Board removal or absence for another reason.
4. If an absence is created on any Committee, the Chair may assign another Board member to represent the Board at a Committee meeting for any duration.

#### Committee Chair

The Committee Chair is chosen by the Board Chair unless otherwise specified.

#### A. Roles and Responsibilities of the Committee Chair.

The committee chair has the following responsibilities:

1. Assists administration in preparing background materials for the Committee's work; incorporates the Board's plans into Committee agendas; and reports results of the Committee work to the Board.
2. Assists administration with steering the work of the Committee, while also tying that work back in with the rest of the Board.
  - a) The Committee Chair and responsible administrator, in conjunction with the Superintendent and Board Chair, comes up with an annual plan for the Committee for the year, to be reviewed by the Board.
  - b) The Committee Chair and responsible administrator work with the Board Chair and Superintendent on a monthly basis to plan any agenda items for Board meetings.
  - c) The Committee Chair, in conjunction with administration, is responsible for facilitating work session discussions on issues brought by their Committee.
  - d) The Committee Chair works with the responsible administrator on:
    - i) the responsibility for presiding over the meetings
    - ii) setting the direction for, and establishing norms and protocols that allow for appropriate function of, the Committee in an efficient manner
    - iii) providing guidance and communicating expectations to other Committee members
    - iv) ensuring that relevant, timely and effective decisions are executed, and that all Committee members are provided the opportunity to participate in the decision making process

Legal Reference:

Minn. Stat. Ch. 13D (Open Meeting Law)

Cross Reference:

Policy 201 (Legal Status of the School Board)

Policy 203 (Operation of the School Board)

INDEPENDENT SCHOOL DISTRICT

Edina, Minnesota

273 adopted: 4/16/07

amended: 3/12/12

amended: 12/10/12

revised: 11/14/16

revised: 4/17/17

revised: 2/1/18

revised: 12/17/18

## **Education Programs**

### **Grade Level Configuration and Enrollment at School Sites**

#### **I. Purpose**

This policy defines the organization of grade levels at district schools.

#### **II. General Statement of Policy**

The school district is committed to maintaining educational programs and services that are aligned from prekindergarten through grade 12. The district will establish a grade level organization that maximizes student learning and the district's facilities, while maintaining aligned educational programs and services.

#### **III. Grade Level Organization**

##### **A. Effective July 1, 2017, grade level groupings will be as follows:**

1. Early childhood options and programs available for prekindergarten
2. Elementary schools – Kindergarten through Grade 5
3. Middle schools – Grades 6-8
4. High school – Grades 9-12

##### **B. School principals will work collaboratively to create a smooth learning transition for students and their families as the students advance from one school to another school.**

##### **C. The school board encourages creative options that enhance an aligned educational delivery system. The school board will approve all grade configurations that vary from the traditional grade level organization. The proposals may require additional start-up expenses, but will provide services at an expenditure level comparable to the approved grade level organization. The proposed configurations must align to the mission of the schools, meet all state and local educational requirements, and provide rationale and research for the modification.**

##### **D. The school board has approved the following choice programs within the grade level configurations:**

1. Normandale Elementary School – Grades K-5 French Immersion

2. Countryside Elementary School – Grades 1K-5 Continuous Progress ~~for five sections~~
3. Highlands Elementary School – Grades 2K-5 Continuous Progress ~~for eight sections~~
4. The choice programs are required to adhere to the following guidelines:
  - a. No additional district funding will be provided for school-specific programs and services.
  - b. School board approval is required to use nondistrict funds for specialized programs and services at the choice schools.
  - c. The academic standards and curriculum will be implemented, though flexibility in the instructional content and materials and the instructional approach and delivery will be flexible. These modifications will be approved by the director of teaching and learning.
  - d. Student enrollment guidelines may be modified in accordance with Policy 509 (Resident Enrollment) and will be an appendix to the policy.
  - e. Class size guidelines may be modified with the approval of the School Board to gain additional staffing full-time equivalents (FTE) as compared to other elementary schools.
  - f. All district policies and work agreements will be followed. Preapproval of any modifications to policies or work agreements must be received by the School Board and/or the appropriate employee group.

#### IV. Enrollment

- A. The administration will follow Policies 509 (Resident Enrollment) and 510 (Nonresident Enrollment) when enrolling students into a school.
- B. Kindergarten is defined as a program designed for students who are five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter first grade the following year. Children who are five years of age on or before September 1 of the school year may enroll in kindergarten. The administration will follow Policy 513 (Student Promotion, Acceleration, Retention and Early Kindergarten Admission) for early kindergarten admission.

- C. Preschool is defined as a program designed for students younger than five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter kindergarten the following year.
- D. The administration may arrange appropriate conferences involving a student for whom graduation appears distant at age 16 to determine if continuation in the school district is in his/her best interest, established in Policy 513 (Student Promotion, Acceleration, Retention and Early Kindergarten Admission). This conference will include the student, his/her parents/guardians and school personnel. The district will work collaboratively with the student in the best interest of the student and his/her future.

Cross References:

Policy 509 (Resident Enrollment)

Policy 510 (Nonresident Enrollment)

Policy 513 (Student Promotion, Acceleration, Retention and Early Kindergarten Admission)

Policy  
adopted: 7/20/09  
revised: 10/24/16

INDEPENDENT SCHOOL DISTRICT 273  
Edina, Minnesota

## **Education Programs**

### **Development of Parental Involvement Policies for Title I Programs**

#### **I. Purpose**

This policy encourages and facilitates involvement by parents of students participating in Title I in the educational programs and student experiences. The policy provides the framework for organized, systematic, ongoing, informed and timely parental involvement in relation to decisions about the Title I services within the school district. The involvement of parents by the district will be directed toward public or private school children whose parents are district residents or whose children attend school within the boundaries of the district.

#### **II. General Statement of Policy**

- A. It is the policy of the school district to plan and implement, with meaningful consultation with parents of participating children, programs, activities and procedures for the involvement of those parents in its Title I programs.
- B. It is the policy of the district to fully comply with 20 U.S.C. § 6318 which requires the district to develop jointly with, agree upon with, and distribute to parents of children participating in Title I programs written parental involvement policies.

#### **III. Development of District Level Policy**

The administration will develop jointly with, agree upon with, and distribute to, parents of participating children a written parental involvement policy that will be incorporated into the school district's Title I plan. The policy will establish the expectations for parental involvement and describe how the district will:

- Involve parents in the joint development of the district's Title I plan and the process of school review and improvement;
- Provide the coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance;
- Build the schools' and parents' capacity for strong parental involvement;
- Coordinate and integrate parental involvement strategies with similar strategies under other programs, such as Head Start, Early Reading First, Even Start, Parents as Teachers Program, Home Instruction Program for Preschool Youngsters, and state-administered preschool programs;

- Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents, and, particularly, with parents who are economically disadvantaged, disabled, have limited literacy or English proficiency, or who are of a racial or ethnic minority;
- Use the findings of such evaluations to design strategies for more effective parental involvement and to revise, if necessary, the district-level and school-level parental involvement policies; and
- Involve parents in the activities of the schools.

#### IV. Development of School Level Procedures

The administration of each school will develop (or amend an existing parental involvement policy) jointly with, and distribute to, parents of participating children a written parental involvement procedure, agreed upon by such parents, that will describe the means for carrying out the federal requirements of parental involvement.

##### A. The procedures will describe the means by which each school with a Title I program will:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children will be invited and encouraged to attend, to inform parents of their school's participation in Title I programs, and to explain to parents of participating children the program, its requirements, and their right to be involved;
2. Offer a flexible number of meetings, transportation, child care, or home visits, as such services relate to parental involvement;
3. Involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of the parental involvement programs, including the school parental involvement policy and the joint development of the school-wide program plan, unless the school already has a program for involving parents in the planning and design of its programs that would adequately involve parents of participating children;
4. Provide parents of participating children with: timely information about Title I programs; if requested by parents, opportunities for regular meetings to formulate suggestions, share experiences with other parents and to participate, as appropriate, in decisions relating to their child's education; and to respond to any such suggestions as soon as practicably possible; and
5. If the school-wide program plan is not satisfactory to the parents of



participating children, submit any parent's comments on the plan when it is submitted to the school district.

- B. As a component of this procedure, each school will jointly develop with parents a school/parent compact which outlines how parents, staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The compact will:
  - 1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to meet state student academic achievement standards;
  - 2. Describe the ways each parent will be responsible for supporting his or her child's learning by monitoring school attendance and homework completion, monitoring television watching, volunteering in his or her child's classroom, and participating, as appropriate, in decisions relating to his or her child's education and use of extracurricular time.
  - 3. Address the importance of communication between teachers and parents on an on-going basis through the use of:
    - a. Annual parent-teacher conferences to discuss the compact and the child's achievement;
    - b. Frequent progress reports to the parents; and
    - c. Reasonable access to staff, opportunities to volunteer, participate in the child's class, and observe in the child's classroom.
- C. To ensure effective involvement of parents and to support a partnership among the school, parents, and community to improve student academic achievement, the procedure will describe how each school and the district will:
  - 1. Provide assistance to participating parents in understanding such topics as the state's academic content standards and state academic achievement standards, state and local academic assessments, Title I requirements, and how to monitor a child's progress and work with educators to improve the achievement of their children;
  - 2. Provide materials and training to assist parents in working with their children to improve their children's achievement, including coordinating necessary literacy training and using technology, as appropriate, to foster parental involvement;
  - 3. Educate school staff, with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with,

and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and school;

4. Coordinate and integrate parental involvement programs and activities with local public preschool programs and other intervention programs;
  5. Ensure, to the extent practicable, that information about school and parent meetings, programs, and activities is sent home in a format and in a language the parents can understand; and
  6. Provide such other reasonable support for parental involvement activities as requested by parents.
- D. The policy will also describe the process to be taken if the district and school choose to:
1. Involve parents in the development of training for school staff to improve the effectiveness of such training;
  2. Provide necessary literacy training with funds received under Title I programs if all other funding has been exhausted;
  3. Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in meetings and training sessions;
  4. Train and support parents to enhance the involvement of other parents;
  5. Arrange meetings at a variety of times or have in-home conferences between teachers or other educators, who work directly with participating children, and parents who are unable to attend such conferences at school in order to maximize parental opportunities for involvement and participation in school-related activities;
  6. Adopt and implement model approaches to improving parental involvement;
  7. Develop appropriate roles for community-based organizations and business in parental involvement activities; and
  8. Establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in Title I programs.
- E. To carry out the requirements of parental involvement, the district and schools will provide full opportunities for the participation of parents with limited English proficiency or with disabilities, including providing information and school profiles in a language and form that is understandable by the parents.
- F. The district and each school will assist parents and parent organizations by

informing such parents and parent organizations of the existence and purpose of such centers.

The policies will be updated periodically to meet the changing needs of parents and the school.

Legal Reference:  
20 U.S.C. § 6318 (Parental Involvement)

Policy  
adopted: 8/17/09  
Revised: 10/19/15

INDEPENDENT SCHOOL DISTRICT 273  
Edina, Minnesota

## **Education Programs**

### **Class Size and Staffing**

#### **I. Purpose**

This policy shares the process used by the district to determine class size guidelines.

#### **II. General Statement of Policy**

The elementary and secondary staffing process is guided by procedures established by the school board. The director of human resources supervises the implementation of staffing based on guidelines established for the schools.

Class size and staffing may vary depending on the subject being taught, the objectives to be learned, the approach of the instruction, and the age or need of the students being taught.

#### **III. Definition**

Nonresident upper limit – The nonresident upper limit identifies the class size at which nonresident students will no longer be enrolled into that classroom section.

#### **IV. Staffing Guidelines**

##### **A. Elementary Staffing Guidelines**

1. Elementary class size guidelines for the district are calculated on the basis of educator/student ratio. A desired class size range is established for each elementary grade level, including the elementary choice programs. Ideally, each classroom class size would fall within this range.
2. Adding an elementary classroom section is considered when the average class sizes significantly exceed the desired class size range. Limiting factors may include, but are not limited to, financial considerations, lack of an available classroom, time at which knowledge of the overage occurs, and lack of student/parent interest to make such a change after the school year has started.
3. In the event that an additional elementary classroom section is added, students will be reassigned into the new classroom making efforts to balance class sizes in all of the classrooms.

## B. Secondary Staffing Guidelines

Secondary school staffing is determined by an allocation of staffing hours per building, based on an average class size for middle school and high school. Building administrators determine the size of individual classes based on enrollment data and needs of student learning. Class sizes can vary based on the type of class and the number of hours that the class is taught. If the principal perceives class size difficulties exist, the issue may be discussed with the superintendent and, ultimately, the school board for additional hours to be added to the allocation of staffing hours.

## V. Establishment of Class Size and Staffing Guidelines

- A. The school board will establish the class size and staffing guidelines. The administration will use these guidelines to establish staffing plans and recommendations.
- B. Modifications in the class size and staffing guidelines may occur during the school year. The administration may use short-term staffing solutions if an immediate action is required.

Policy  
adopted: 8/17/09  
amended: 8/20/12  
revised: 1/27/14  
revised: 2/1/18

INDEPENDENT SCHOOL DISTRICT 273  
Edina, Minnesota

## **Education Programs**

### **Assessment, Grading and Reporting of Student Progress**

#### **I. Purpose**

The purpose of this policy is to provide a structure and framework for grading student learning in the district.

#### **II. General Statement of Policy**

##### **A. The purpose of student grading includes:**

- Communicating the achievement status of students to parents and others
- Providing information that students can use for self-evaluation
- Providing incentives to learn
- Evaluating the effectiveness of instructional programs and classroom instruction

##### **B. Grading should reflect student performance as measured by several forms of assessment. Student performance and achievement should be assessed on classroom subject or course-determined curriculum standards and objectives.**

##### **C. Grades reflect a combination of student achievement, student progress in learning, and other student learning factors (i.e. effort, attitude/behavior, work completion).**

##### **D. Student understanding of scoring criteria is a hallmark of quality standards-based instruction and grading.**

##### **E. Course or subject objectives are aligned with district curriculum standards. Grading practices will be based on assessment of students against a standard for learning and not on arbitrary predetermined percentages that consider quantitative grading conclusions.**

##### **F. The grading system at the high school will involve weighted and non-weighted grading and values. This grading system is designed to provide more effective, responsive and flexible postsecondary college and university planning for students.**

##### **G. Teachers and other professional staff will not use grading procedures that are open to widely divergent interpretations within and across subjects or courses and grade levels.**

### III. Definitions

- A. Grades – An assessment tool used by teachers to communicate the achievement status of students to parents, students and others.
- B. Progress Reports – Periodic reporting that provides a grade status report for a student's scheduled classes or coursework.
- C. Academic Standards – State-prescribed grade and course specifications in particular learning areas of content that are embedded in the curriculum.

### IV. Standards for Completing Student Grading and Assessment

#### A. Grading Criteria

Each school program level (elementary, middle school and high school) will establish standardized grading criteria. The grading criteria will be reflective of the age of the student and the level of content learning. Variations in the grading schedule among schools in a given program area are acceptable when approved by the superintendent.

The grading criteria shall include:

- Definition of grading scale
- Definition of credit and no credit for coursework
- Definition of pass or fail for credit
- Definition of weighted grading (if appropriate)
- Definition of student honor roll or recognition for progress reports
- Frequency of grade reporting schedule

#### B. Establishing Grading Criteria

The grading criteria will be coordinated by the director of teaching and learning and established by the administration with input from task forces at the elementary, middle and high school levels. The criteria will be reviewed on a periodic basis. The administration will ensure the grading criteria is seamless from kindergarten through grade twelve (see Appendix I).

#### C. Grading Procedure

The teacher responsible for the instruction of the student's class or course will complete the necessary assessment and provide the appropriate grade. No grade will be altered without consultation with the assigned teacher.

#### D. Informing Students and Parents/Guardians

1. Students will be informed of the grading criteria at the beginning of the school year or course. Students and parents will be informed of the grading criteria in each school's handbook and/or course syllabi. Secondary teachers shall determine if a final examination requirement is part of the grading requirement.
2. Each school level will determine the frequency of reporting student progress, including the number of formal marking periods. The school calendar will determine the beginning and end of each marking period.
3. The teacher and/or counselor (when appropriate) may report on a student's progress to the parents/guardians midway through the marking period. A notification shall be made to the parents/guardians when the student is performing unsatisfactorily up to and including the fifth week of the marking period.

#### E. High School Class Ranking and Honors

A student's high school grade point average and class ranking and academic honors will be based solely on grades approved by the district.

#### V. Acceptance of Grades from Other Schools, Institutions or Agencies

##### A. Student Grade Review

The district administration will determine appropriate grade placement, course completion and accepted grade of a student transferring from another public school, nonpublic school, home school, educational institution or educational agency. Transferred students may be required to demonstrate knowledge and expertise of the required standards in a specific course or class to assist the administration in determining grade placement, satisfaction of course completion and appropriate course grade.

The administration may award a passing grade for acceptable course completion versus the grade given from another school, institution or agency. A course grade from home schools will not be included in a student's cumulative grade point average at a district school.

##### B. Student Grade Transfer Appeals

Appeals by a transfer student will be directed to the director of teaching and learning who will review the information from the school transfer and make a final determination. The decision of the director of teaching and learning is final.



### C. High School Diploma

Any student who transfers into the high school and wishes to receive a high school diploma must meet all the district requirements for credits and graduation standards.

### VI. Confidentiality

A student's grades and individual assessments are confidential and can only be shared with the student and his/her parents/guardians or designee(s), with parental permission. Confidential information may also be shared with the appropriate teachers, administrators and other educators who are assisting in the student's educational program.

Cross Reference:  
Policy 613 (Graduation Requirements)

Policy  
adopted: 10/26/09

INDEPENDENT SCHOOL DISTRICT 273  
Edina, Minnesota

## Appendix I

### **GRADE LETTERS AND VALUES**

#### **I. Elementary School**

- A. Elementary progress is scored on a 4-3-2-1 scale against the academic standards to be accomplished in the subject at the grade level. The criteria are standards-referenced and not based on percentiles.

- 4 – Advanced; independently exceeds standard at this time
- 3 – Proficient; independently meets standard expectations at this time (an excellent score)
- 2 – Partially proficient; making progress toward basics of standard at this time, with support
- 1 – Needs improvement; lacks expected progress towards standard at this time

The scoring points should assist teachers in maintaining a focus on the learning expectations, encourage frequent diagnosis of how well students are meeting them, and align learning expectations, teaching and feedback.

#### **B. Not Assessed**

“Not assessed at this time” simply means that the content area or indicator was not assessed for the semester for which the report is provided. In the first semester, for some elementary content areas, and in some specialist classes, it may be premature to provide this assessment information. In other content areas, teachers may balance the distribution of content so that one or two areas are the focus in the fall and other areas in the spring so there will be no score.

#### **C. Progress Reporting for Special Needs Students**

Progress by all students is reported against the same criteria; the standards/benchmarks for that grade level. A lack of proficiency on any standard does not signal failure, but signals a need to continue to assist student development in that area. Teachers can include information on student progress on individual goals through the teacher’s comment section of the report, as well as to share if the student has a “replacement curriculum” or the grades are actually provided by another teacher.

#### **II. Secondary Schools**

##### **A. Middle School**

1. The middle school assigns a letter grade with a numerical value for the purpose of calculating grades for courses or subjects. The following non-weighted letter grade values are used by the middle schools:

A	4.000	B-	2.667	D+	1.333
A-	3.667	C+	2.333	D	1.000
B+	3.333	C	2.000	D-	0.667
B	3.000	C-	1.667	F	0.000

2. In certain cases the letters “NG” (no grade) are earned or a “P” (passing) is granted to represent the passing of a course or subject with a C- or higher when no letter grade is assigned. An “I” (incomplete) may be assigned as indication that work has not met an expected standard or is still in progress.

## B. High School

1. A dual-weighted grading system will be implemented at the high school. The dual-weighted grading system will calculate a weighted and an unweighted grade point average for all high school students.
2. Grade Non-weighted Letters and Values

A	4.000	B-	2.667	D+	1.333
A-	3.667	C+	2.333	D	1.000
B+	3.333	C	2.000	D-	0.667
B	3.000	C-	1.667	F	0.000

Each letter grade has been assigned a numerical value for the purpose of calculating final grades and for determining the grade point average of each student.

3. Grade Weighted Letters and Values

A	4.800	B-	3.200	D+	1.600
A-	4.400	C+	2.800	D	1.200
B+	4.000	C	2.400	D-	0.800
B	3.600	C-	2.000	F	0.000

Determined courses at the high school are assigned a weighted value of 1.2 for purposes of calculating a weighted grade point average.

4. Final Exams

Final exams may be given at the discretion of the teacher.

## C. Graded Weighted Courses

The criteria and procedures for determining that a course will be designated as a grade weighted course at the high school will involve the following steps:

1. Advanced placement courses will be grade weighted.

2. High school courses that are not advanced placement courses and that are requested to have a weighted status require staff to complete a proposal.
  - a. Teachers or other school professionals will complete a grade weighted course proposal. The proposal content and intent will be discussed at high school area leader meetings and with the area-designated teacher on special assignment (TOSA).
  - b. The proposal will be submitted for approval to the high school principal and director of teaching and learning.
  - c. The new course-weighted proposal will be discussed and reviewed by the Board Teaching and Learning Committee. The submission of a new course weighted proposal will follow the same timeline as secondary new course proposals.
  - d. Following the advisory approval of the Board Teaching and Learning Committee, the proposal will be shared with the school board for discussion and action.

#### D. Dropping Classes

1. Students who drop a class before the end of the fourth week of the semester due to unique circumstances may receive one of the marks listed below. Non-letter grades have no impact on grade point average. These marks will remain on the student's permanent record until the student retakes the course during a future semester. Non-letter grade marks are:
  - NG – No letter grade assigned; a grade of NG should be supplemented by anecdotal reports to the parent(s)/guardian(s).
  - NC – No credit given for the class; no letter grade assigned.
  - P – Credit granted for passing the class with a C- or higher; no letter grade assigned.
2. Students who drop a class after the end of the fourth week of the semester will incur a penalty by receiving a grade of "F" that will be calculated into the grade point average. An appeal may be submitted by a counselor to the principal on a case-by-case basis where special circumstances should be taken into consideration.

#### E. Interpretation of Letter Grades

1. A grade is given to every secondary student to reflect the student learning progress. Letter achievement grades are interpreted as follows:

A – Excellent	C – Satisfactory	F – Failure (No credit)
B – Very good	D – Lowest passing grade	I – Incomplete

2. Letter grades should be used only in those courses where the teacher intends to report learning progress that students make on course or subject standards and objectives. Grade distributions will be monitored regularly to identify areas of possible inconsistency. Teachers with classes in which the letter grade approach is not desirable are urged to use another system of reporting student progress. Alternative grading approaches need to be reviewed and approved by area leaders, the principal and the director of teaching and learning.

#### F. Grade "F"

1. The grade of "F" should be reserved for the student who fails to exert reasonable effort to complete class assignments. The special education student who fails examinations, but demonstrates a mastery of required standards, should not receive an "F" on the report card.
2. In no case should a student be assigned an "F" grade without prior communication with the parent(s)/guardian(s). A midterm communication indicating unsatisfactory progress should be mailed to the family midway through the marking period. If the circumstances were such that this notice was not mailed to the parent(s)/guardian(s), a telephone contact must be made.

#### G. Incompletes ("I")

1. An incomplete may be used to temporarily indicate low performance or missing work when the grade earned is lower than C-. Teachers may allow retake/resubmission of work until a standard is met at a C- or better level and the grade changed until 30 calendar days after the end of the semester. If this allowance is granted, the school will notify the parent(s)/guardian(s) of this process.

A student who has been provided an opportunity to retake/resubmit work and has an outstanding "I" after the 30 calendar day period will be assigned the original "D" or "F" they would have received.

2. Incompletes due to student absence. Incompletes as a final grade shall be used for those students whose absence from school has not permitted them a fair opportunity to complete the work.
3. Every student, regardless of the reason for an absence, has a right to make up the work missed. Students who have been absent and have not had a reasonable opportunity to complete the class work shall be given an incomplete rather than the letter grade "F."
4. The maximum deadline to remove all incompletes, due to absence, is 30 calendar days after the end of the semester. Work, which has not been made up, will be marked zero. This implies that daily assignments and activities must be well-defined and necessitates complete recordkeeping of

such assignments and activities. A daily plan of activities and assignments shall be replicable for make-up purposes. In essence, a student shall not be able to take a final exam for a course and pass, but shall demonstrate evidence of meeting required course standards through assignments. Teachers and other school professionals are required to contact the student and parent(s)/guardian(s) to provide the student with a thorough timeline and list of required assignments.

5. If the assignments are not made up during the 30 calendar days after the end of a semester, a failure grade shall be given, unless there is a good reason for the continuing incomplete such as a prolonged illness.

Revised: 08/19/13  
Revised: 03/14/16  
Revised: 07/16/18  
Updated: 01/28/19

## Appendix II

### **STUDENT PROGRESS REPORTS**

#### **I. Marking Periods**

Marking periods will vary in length from one school year to the next. The school calendar adopted each year will determine the beginning and ending of each marking period. Special instructions and details regarding the processing of student progress reports will be issued preceding the close of each marking period by an administrator, when needed. Student learning progress is reported at the end of all marking periods. Those semester courses that meet for one period on an alternating-day basis will have grades issued at the end of the second and fourth marking periods.

#### **II. Progress Reporting for Secondary Schools**

- A. Student learning progress may be reported to the parent(s)/guardian(s) midway through the marking period.
- B. Student learning progress on the district's parent portal will be updated on a regular basis, as determined by the district administration.
- C. In addition to regular electronic reporting, parental contact will be made when a student is performing unsatisfactorily up to and including the fifth week of the marking period. This affords the family, teacher and student adequate time to impact the student's performance before the end of the marking period. Appropriate documentation of this contact will be maintained during the academic year.
- D. Teachers and other school professionals are encouraged to contact parent(s)/guardian(s) to highlight unique or significant student contributions on a regular basis.

Revised: 08/19/13

## **Education Programs**

### **Receiving Course Credit for Learning**

#### **I. Purpose**

This policy provides the process by which credit to fulfill graduation requirements may be granted for student learning that occurs in other schools, at alternative learning sites, through postsecondary enrollment options, through demonstrating mastery of applicable subject matter, and in out-of-school experiences such as community organizations, work-based learning, enrichment programs and other educational activities and opportunities.

#### **II. General Statement of Policy**

The district will develop and provide a process for credit to fulfill graduation requirements that is accomplished through learning opportunities outside of standard district courses.

##### **A. Transfer of Credit for Courses Completed in another Minnesota District**

The district will provide a process for transfer of credit for courses completed in another Minnesota district, recognition of work completed in other schools and postsecondary institutions, and credit for courses achieved in extracurricular activities, activities outside the school, previous learning, and community and work experiences. The district will comply with requirements of the law for students in grades 9-12 to earn course credit by a formal assessment. The district may allow students to receive credit for meeting graduation standards through completion of a course or courses other than the primary course which is offered that includes the standards.

##### **B. Credit by Assessment**

The school district will develop and provide processes and procedures by which students may meet a graduation requirement for knowledge acquired in another learning environment other than standard course curriculum. There are two pathways by which a student can demonstrate learning that aligns with graduation requirements and which may allow credit in lieu of standard curriculum offered by the district. This can occur through demonstration of previous learning by submitting a portfolio of evidence, or by demonstrating knowledge through an exam process administered by school district staff.

#### **III. Transfer of Course Credits**

A. The school district will transfer high school credits achieved in earlier grades or in other schools for aligned, credit-based courses to the student's record upon admission to Edina Public Schools.



- B. When a student transfers into the district from another Minnesota public district, any credits completed in the sending district, are recorded as completed with a notation indicating the identity of the district from which the records are transferred.
- C. Students are advised of opportunities available to complete further requirements and electives.
- D. The district will determine the transferring student's grade placement, awarded grade for completed courses and diploma requirements in accordance with district policy.

#### IV. Recognition of Completed Work

- A. The school district will equate credits completed by students in schools (9-12, postsecondary or other) into completed course credits.
- B. When a student transfers into the district with a transcript from a school or district other than a Minnesota public district, effort will be made to ascertain the content of courses, programs, and learning previously achieved to credit the student as fully as possible for learning completed elsewhere. This process may include asking the student or the sending school to verify content of completed courses and programs when that content is not clear from the transcript.
- C. The district may formally evaluate other learning experiences to declare that a transfer student meets or exceeds a specific academic standard requirement or course credit.
- D. Consistent with state law, students must receive prior approval from the district for any courses to be completed outside the district for credit towards graduation. College-based courses that do not provide college credit and summer school programs (approved by high schools or colleges) will be considered as part of the 43 credit graduation requirements.

Credits for such course work must not be more than two credits per year for a total of eight credits toward graduation. The district will determine the awarding of the course credit and the grade. The grade will be reflected on the transcript but not included in the overall GPA. The district does not cover expenses of related courses identified in this section.

#### V. Credit by Assessment

- A. The school district will provide students in grades 9-12 with the opportunity to receive course credit by assessment for knowledge acquired in another learning environment other than standard course curriculum, provided such experiences meet current Minnesota academic standards.

- B. When a student desires transcribed credit as recognition of standards met but for which no academic transcript exists, the student must complete an application, Appendix I, and submit it to the counseling office.
- C. Students can choose two different pathways found in VI or VII to earn credit by assessment. The application form, Appendix I, will be available in the counseling offices. The procedure for these pathways can be found in Appendix II or Appendix III.
- D. A student may attempt to earn credit by assessment only once for each course and may not earn credit for a course in which he/she previously received a grade and credit. Courses that are sequential must be addressed in the same sequence. If a course requires a prerequisite, the student must have received credit for the prerequisite before attempting the credit by submitting evidence of prior learning process. The student must continue to maintain full-time status during the process.

#### VI. Assessment by an Exam Process

- A. The exam process allows a student to demonstrate evidence of competency of standards through an exam process created by and administered by school district staff.
- B. Earning credit for high school graduation through the exam process for a course offered by the district will require successfully completing and passing the Edina High School cumulative course power standards at a "B" (80%) or better level, for which a 'passing' notation will be recorded on the student's transcript. If the student does not achieve this level, the credit is not awarded and the student must take the course to earn the credit.
- C. The exam will encompass the power standards taught in the course.
- D. The exam can be in one or more formats including the following:
  - 1. A formal written test covering all or a portion of the course content;
  - 2. Performance-based assessment;
  - 3. Demonstration of skills;
  - 4. Interview;
  - 5. Presentation;
  - 6. Exhibition and/or;
  - 7. Written composition

#### VII. Assessment through a Portfolio Submission

- A. A portfolio submission allows a student to demonstrate evidence of competency of standards collected by the student and presented to staff to review.
- B. Earning credit through a portfolio submission for a course that is offered by the district and is required for high school graduation, will require successfully submitting evidence that demonstrates mastery of the power standards

included in the course and must allow for observable, authentic assessment of learning that can be verified by an expert in the field of study and validated by a school official. The activities and assessment of prior learning experience must be at the same level of rigor and expectations as the power standards assessed in the regular school setting.

C. Evidence in the portfolio may include:

1. letters of support and explanation from individuals or organizations who have actually witnessed the student's demonstration of the power standards;
2. oral or written interviews;
3. actual performances or demonstrations assessed by district staff or others knowledgeable in the specifications of the power standards;
4. or work samples, videos, exhibitions, and/or other evidence as appropriate for the individual situation.

D. Earning credit for a course required for high school graduation will require successfully meeting the criteria listed on the Credit by Portfolio Submission Rubric (included in Appendix IV). If this occurs, a 'passing' notation will be recorded on the student's transcript.

E. The student must demonstrate mastery of power standards included in the course.

### VIII. Other Credit Requirement Options

- A. A student who satisfactorily completes a postsecondary enrollment options (PSEO) course or program under Minn. Stat. § 124D.09, that has been approved as meeting the necessary requirements, is not required to complete other requirements corresponding to that specific course of study. The grade will be reflected on the transcript and will be weighted when calculated into the overall GPA. A list of the courses or programs meeting the necessary requirements may be obtained from the commissioner of the department.
- B. A student who satisfactorily completes an advanced placement or international baccalaureate course, or a postsecondary enrollment options course under Minn. Stat. § 124D.09, satisfies the requirements corresponding to that specific course of study.

### Legal References:

Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)  
Minn. Stat. § 120B.021 (Required Academic Standards)  
Minn. Stat. § 120B.11 (School District Process)  
Minn. Stat. § 120B.14 (Advanced Academic Credit)

Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.445 (Nonpublic Education Council)  
Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)  
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)  
Minn. Stat. § 124D.095 (Online Learning Option)  
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma)  
(repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)  
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Cross References:

Policy 601 (Academic Standards and Instructional Curriculum)  
Policy 613 (Graduation Requirements)  
Policy 614 (School District Testing Plan)  
Policy 616 (School District System Accountability)  
Policy 618 (Assessment, Grading and Reporting of Student Progress)

Policy  
adopted: 8/17/09  
revised: 7/16/13  
revised: 6/13/16  
revised: 11/13/17

INDEPENDENT SCHOOL DISTRICT 273  
Edina, Minnesota

Appendix I to Policy 620  
**Application for Course Credit**

Complete this application for course credit for prior learning. This application is due 45 days prior to the start of the course (full year and semester courses) with results available no later than 10 days prior to the start of the course. Once completed, return this form to your counselor\*. This is applicable for 9-12 students only.

**To Be Completed By Student:**

Student Name \_\_\_\_\_ Phone \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Student email \_\_\_\_\_  
Grade \_\_\_\_\_ School \_\_\_\_\_ Date \_\_\_\_\_

I am requesting \_\_\_\_\_ Credit by Exam or \_\_\_\_\_ Credit by Portfolio Submission for the following course:

\_\_\_\_\_

Please explain why you are requesting (select one):

\_\_\_\_\_ Credit by Exam or \_\_\_\_\_ Credit by Portfolio Submission for this course (attach additional pages if desired):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**To Be Completed By Parent/Guardian:**

I have reviewed the student guidelines and the above application and I grant permission to proceed with the process for \_\_\_\_\_ Credit by Assessment or \_\_\_\_\_ Credit by Submitting Evidence of Prior Learning for the above named course.

\_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Phone \_\_\_\_\_ Parent email \_\_\_\_\_

**For Office Use Only:**

\_\_\_\_\_  
Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Counselors should forward this form to the director of teaching learning at the District Office as soon as it is received

Appendix II to Policy 620  
**Credit by Exam Process Procedure/Timeline**

**Student:**

1. Student submits a completed application to his/her counselor indicating that he/she would like to pursue credit by exam process.
  - a. This application is due 45 days prior to the start of a course (full year and semester courses) with results available no later than 10 days prior to the start of the course.
2. The student must complete all portions of the exam(s). During the exam(s) a student may request an explanation or clarification of an item or project from the exam proctor. If the student fails to complete the entire exam during the designated time period, the credit will be denied.
3. Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 Plan specifies a necessary modification.

**School:**

1. For courses offered by the district, the school will create credit by exam that include the power standards included in the course. It can be developed in one or more formats, including the following: a formal written test covering all or a portion of the course content, performance-based assessment, demonstration of skills, interview, presentation, exhibition and/or written composition. When designing the exam, input from at least one teacher of the course will be solicited. The teacher may or may not be from the school where the student is seeking credit. Teachers will be compensated for the time spent either creating, proctoring and/or evaluating the exam. If no district teachers are available, an outside licensed consultant will be utilized.
  - a. Once an exam(s) has been established for a course, subsequent applicants will be evaluated using the same exam(s) and criteria. However, adjustments can be made to reflect any changes to the course or power standards.
  - b. The exam will be limited to a maximum of 4 hours, including instructions and breaks.
  - c. Students will be provided a study guide to help prepare for the exam.
2. A team comprised of the principal or the principal's designee, area leader, and a teacher of the course, counselor, along with additional members as necessary, will confirm the exam or set of exams. A test proctor will be identified.
3. The proctor of the exam will work with the teaching and learning department to offer the district course exam, score the exam and report the scores to the Department of Teaching and Learning along with the team identified in step 2. The proctor will receive compensation for this work.
4. The team identified in Step 2 will evaluate the exam(s) and then consult with the student, informing them of the result. The decision of the team is final.
5. If the student acquires a score at or above a "B" (80%), they will be awarded credit(s) for the course.

If the student completes and passes the exam in the manner referenced in step 5, the student's transcript will show the credit earned and a course grade of "P" for "passing".

Appendix III to Policy 620  
**Credit by Portfolio Submission Procedure/Timeline**

**Student:**

1. Student submits a completed application (see Appendix I) to his or her counselor indicating that he/she would like to pursue credit by submitting a portfolio.
  - a. This application is due 45 days prior to the start of a course (full year and semester courses).
2. The student must submit the portfolio no later than 10 days prior to the start of the course to their counselor. During the portfolio submission process a student may request an explanation or clarification. If the student fails to submit sufficient evidence by the deadline the credit will be denied.
3. Students will submit evidence that demonstrates mastery of power standards included in the course and must allow for observable, authentic assessment of learning that can be verified by an expert in the field of study and validated by a school official. The activities and assessment of prior learning experience must be at the same level of rigor and expectations as the power standards assessed in the regular school setting.
4. Evidence can include a variety of items as listed in VI. D.

**School:**

1. The school will offer the opportunity to obtain credit by submitting a portfolio.
2. The district will not pay for any outside evaluation of the portfolio submission.
3. The school will provide a checklist of the power standards included in the course to facilitate the submission of portfolio.
4. A subject area expert will be identified to evaluate the portfolio. A team comprised of the principal or the principal's designee, area leader, a teacher of the course, counselor, along with additional members as necessary, will also be identified. The names of the teams will be disclosed to the parents/guardians and/or student upon request. All data policies will be followed.
5. First, a subject area expert must evaluate the portfolio using Appendix IV. With the recommendation of the subject area expert the team identified in Step 3 will review the rubric along with the evidence. They will then consult with the student, informing them of the result. The decision of the team is final.
6. If the student acquires a score at or above a "3" out of "4", they will be awarded credit for the course and a course grade of "P" for "passing."

Appendix IV to Policy 620  
**Credit by Portfolio Submission**

1. Each power standard included in a course will use the following rubric to evaluate evidence of mastery.

4.0	3.0	2.0	1.0
Exceeds Expectations	Meets Expectations	Partially Meets Expectations	Does Not Meet Expectations

2. Descriptors may be added for each power standard as deemed appropriate by the subject area expert. These will be provided to the student.
3. An overall minimum score of 3.0 or above must be met in order to receive credit for prior learning.



## Education Programs

### Educational Innovation

#### ~~I. Purpose~~

~~This policy affirms the school district's commitment to educational innovation as a means of advancing the district's mission and supporting the continuous improvement process.~~

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

~~The school district believes that educational innovation is an important part of the district's and individual schools' improvement process. A commitment to innovation stimulates creativity, enhances collaboration, and supports a culture of growth and excellence. Projects will align with the district's strategic plan, annual district goals, annual school improvement goals, and/or staff development plans to improve learning for all students.~~

#### ~~III. Seeking Educational Innovative Initiatives~~

~~A. An educational innovation is the process of translating an idea or invention into a service, method, product or program which creates value for and/or strategic advancement of the district's mission.~~

~~B. The school district will establish and implement a process to support educational innovative initiatives. The Director of Teaching and Learning will be responsible for developing, implementing, promoting, and evaluating the process. The process will encourage and guide staff to develop innovative projects that align to the district's strategic plan, annual district goals, annual school improvement goals, and/or staff development plans to improve learning for all students. The innovative initiative process will include:~~

- ~~• Support and promotion for innovation project development.~~
- ~~• An application process that outlines the needs, desired goals, and required resources for a proposed project.~~
- ~~• An assessment approach for determining which innovation projects will be approved.~~
- ~~• Measured criteria for determining the success of the project.~~
- ~~• Updates on the innovation projects will be reported at the conclusion of each school year.~~

- ~~Training opportunities to advance staff skills, creativity, collaboration, and innovation.~~

~~C. The district will access both district funding resources and funding resources from partnership organizations, agencies and businesses to financially support innovative initiatives. A primary source of partnership funding support will be the Edina Education Fund. All partnership agreements involving commitments by the district will be approved by the school board.~~

#### ~~IV. Educational Innovation Project Implementation~~

~~A. Approval of educational innovation projects will use the following guidelines:~~

- ~~District Administrative Team: Project funding, including staffing, of \$25,000 or less on an annual basis and project launching and pilot on a partial and/or phased implementation of a program or service delivery.~~
- ~~School Board: Project funding, including staffing, exceeding \$25,000 on annual basis and project launching and/or pilot on a full-scale implementation of a program or service delivery.~~

~~B. The Director of Teaching and Learning will be responsible for the oversight of all innovative projects.~~

#### ~~Cross References:~~

~~Policy 105 (School District Mission, Values, Beliefs and Strategic Direction)~~

~~Policy 603 (Curriculum and Program Review and Development)~~

Policy \_\_\_\_\_ INDEPENDENT SCHOOL DISTRICT 273  
adopted: 7/21/14 \_\_\_\_\_ Edina, Minnesota

## **Education Programs**

### **Workload Limits for Certain Special Education Teachers**

#### **I. Purpose**

This policy establishes general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services for 60 percent or less of the instructional day.

#### **II. General Statement of Policy**

- A. Workload limits for special education teachers will be determined by the appropriate special education administrator, in consultation with the building principal and the superintendent.
- B. In determining workload limits for special education staff, the school district will take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

#### **III. Definitions**

- A. "Special education staff" and "special education teacher" both mean a teacher employed by the school district who is licensed under the rules of the Minnesota Board of Teaching to instruct children with specific disabling conditions.
- B. "Direct services" means special education services provided by a special education teacher when the services are related to instruction, including cooperative teaching.
- C. "Indirect services" means special education services provided by a special education teacher which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with children with disabilities to monitor and observe.
- D. "Workload" means a special education teacher's total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

#### IV. Collective Bargaining Agreement Unaffected

This policy will not be construed as a reopening of negotiations between the school district and the special education teachers' exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the school district set forth in the Public Employment Labor Relations Act or in the collective bargaining agreement between the school district and the special education teachers' exclusive representative.

#### Legal References:

Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy)

Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49 (Definitions of "Direct Services," "Indirect Services," "Teacher," and "Workload")

Minn. Rule 3525.2340, Subp. 4.B. (Case Loads for School-Age Educational Service Alternatives)

#### Cross References:

Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)

Policy 608 (Instructional Services – Special Education)

Policy  
adopted: 08/15/16

INDEPENDENT SCHOOL DISTRICT 273  
Edina, Minnesota



**Board Meeting Date:** 7/13/2020

**TITLE:** Pandemic Response Policy - New

**TYPE:** Discussion

**PRESENTER(S):** Board Policy Committee and Superintendent, John W. Schultz, Ph.D.

**BACKGROUND:** This policy discussion is intended to ensure clear understanding of board and administrative roles during the management of the COVID outbreak and its impact on the district. Before discussing the policy itself, we will discuss the following two broad issues:

- Reaffirm responsible party who will decide whether to implement an in-person, hybrid learning or distance learning scenario. Note: State or local public health officials may exercise authority to close schools.
- Determine meeting, communication, and decision-making expectations and protocols between School Board and Administration.

**RECOMMENDATION:** Discussion only; for Action in August.

**PRIMARY ISSUE(S) TO CONSIDER:** Policy related to the pandemic.

**ATTACHMENTS:**

1. Pandemic Response Policy - New

## **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



**Board Meeting Date:** 7/13/2020

**TITLE:** Human Resources (HR) Committee Name Change to Governance Committee

**TYPE:** Discussion

**PRESENTER(S):** Human Resources Committee

**BACKGROUND:** This item asks the Board to change the name of its Human Resources (HR) Committee to Governance Committee.

**RECOMMENDATION:** That the School Board change the Human Resources (HR) Committee name to Governance Committee (Action in August).

**PRIMARY ISSUE(S) TO CONSIDER:** Board Committee name change

**ATTACHMENTS:**

1. None





**Board Meeting Date:** 7/13/2020

**TITLE:** Policy Review

**TYPE:** Action

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

**BACKGROUND:** The following policies have been reviewed and revised to align with district practice. Policies 203 and 209 have been modified since the Board's June 8, 2020 regular meeting to incorporate the edits suggested at that time.

- 203 – Operation of the School Board
- 209 – Code of Ethics
- 505 – Distribution of Nonschool-Sponsored Materials on School Premises by Students & Employees
- 806 – Emergency Management

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

**ATTACHMENTS:**

1. 203 – Operation of the School Board
2. 209 – Code of Ethics
3. 505 – Distribution of Nonschool-Sponsored Materials on School Premises by Students & Employees
4. 806 – Emergency Management

## School Board

### Operation of the School Board

#### I. Purpose

This policy provides rules of order for conducting meetings of the school board, to advance the mission of the school district, to ensure consistency in the order of business at regular school board meetings, to provide procedures for the preparation of the school board agenda, to allow the use of a consent agenda, and to establish procedures relating to the maintenance of records and publication of school board meetings.

#### II. General Statement of Policy

An orderly school board meeting allows board members to participate in discussion and to make decisions regarding school district issues. Rules of order allow board members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

To ensure that board meetings are conducted in an orderly fashion, the board will follow rules of order that will allow the board:

- A. To establish guidelines by which the business of the board can be conducted in a regular and internally consistent manner;
- B. To organize the meetings so all necessary matters can be brought to the board and decisions of the board can be made in an orderly and reasonable manner;
- C. To ensure that members of the board have the necessary information to make decisions on substantive issues and to insure adequate discussion of decisions to be made; and
- D. To ensure that meetings and actions of the board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

#### III. Rules of Order for Meetings

- A. Rules of order for school board meetings are (1) Minnesota Statutes where specified; (2) specific rules of order as provided by the board consistent with Minnesota Statutes; and (3) Robert's Rules of Order, Revised (latest edition) where not inconsistent with (1) or (2) above.
- B. Board members need not rise to gain the recognition of the chair.

- C. A motion will be adopted or carried if it receives the affirmative votes of a majority of those actually voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority. It should be noted that some motions by statute or Robert's Rules of Order require larger numbers of affirmative votes.
- D. All motions that require a second must receive a second prior to opening the issue for discussion of the board. If a motion that requires a second does not receive a second, the chair may declare that the motion fails for lack of a second or may provide the second. The names of the members making and seconding a motion are recorded in the minutes.
- E. The chair decides the order in which board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions if appropriate to the discussion. A member will only speak to an issue after the member is recognized by the chair.
- F. The chair will rule on all questions relating to motions and points of order brought before the board.
- G. A ruling by the chair is subject to appeal to the full board pursuant to Robert's Rules of Order.
- H. The board has authority to recognize any member of the audience regarding a request to be heard at the board meeting. Members of the public who wish to be heard must follow board procedures.
- I. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.
- J. The chair will repeat a motion or the substance of a motion prior to the vote. The chair will call for an affirmative and a negative vote on all motions.
- K. A board member may request a roll call vote. Roll call votes will be called in alphabetical order.
- L. The chair has the same right and responsibility as each board member to vote on all issues.
- M. The chair announces the result of each vote. The vote of each member, including abstentions, is recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.
- N. A majority of the voting members of the board constitute a quorum. The absence of a quorum may be raised by the chair or any member. Generally any action taken in the absence of a quorum is null and void. The only legal actions the board may take in the absence of a quorum are to fix the time at

which to adjourn, to adjourn, to recess or to take measures to obtain a quorum.

- O. In the absence of the chairperson at any meeting, the presiding officer will be an officer of the elected Board in the following order of precedence: (a) vice-chairperson, (b) clerk, (c) treasurer. If the chairperson does arrive, the acting presiding officer surrenders the chair to him/her/them.
- P. In the absence of the clerk at any meeting, the presiding officer designates an assistant clerk to act.

#### IV. Order of Meeting

- A. The school board will conduct an orderly board meeting. The board chair and superintendent will develop the agenda as discussed further in section V below. The board will, at all regular board meetings, follow an agenda order similar to:
  - 1. Call to order
  - 2. Approval of agendaprior meeting minutes
  - 3. Excellence in Action
  - 4. Hearing from members of the public~~Recognition of visitors and invited guests~~
  - 5. Presentations by invited staff or guests
  - 6. Consent Agenda, including approval of prior meeting minutes
  - 7. Discussion ~~and Report~~ Items
  - 8. Action ~~Items~~
  - 9. Leadership and Committee updates
  - 10. Superintendent updates
  - 11. Information ~~Items~~
  - 12. ~~Leadership and Committee Updates~~Adjournment
- B. The board may depart from the order of business with the consent of the majority of members present.
- C. The board will receive monthly student enrollment updates and financial reports from the school administration.
- D. No regular meeting will continue beyond 10:00 PM, unless scheduled by the board chair and superintendent for a longer time, or without the approval of the majority of board members who are present and eligible to vote. A new time limit must be established before taking a board vote to extend the meeting. In the event a meeting has not been adjourned or continued by board vote prior to adjournment time, the items not acted on will be deferred to the next regular board meeting.

#### V. School Board Agenda

- A. The school board chair and superintendent are responsible to develop, prepare and arrange the order of items for the tentative board meeting agenda for each

board meeting.

- B. The board chair and superintendent will coordinate and share a monthly board agenda, for the school year, in August of each year. The year-long agenda will assist the board in its planning efforts.
- C. Annually, the board will act on the following organizational items:
- Election of officers
  - School board compensation
  - District legal counsel
  - District auditor
  - District physician
  - Designation of depositories
  - Designation of official newspaper
  - Educational memberships
  - Student and facility fees
- D. Persons wishing to place an item on the agenda must make a request to the board chair or superintendent in a timely manner. The person making the request is encouraged to provide their name, address, purpose of the item, action desired and pertinent background information. The chair and superintendent determine whether to place the matter on the tentative agenda.
- E. ~~The tentative agenda and supporting documents are provided to the board members prior to the scheduled board meeting. While every board member has the right to request adding an agenda item or changing an agenda at a regular board meeting, as best practice in preparing agendas and materials for regular board meetings, the board will strive to:~~
1. Make a request to the board chair or superintendent seven (7) days prior to the meeting for an item, presentation or material they wish to be considered added to the meeting agenda.
  2. Make a request to the board chair or superintendent 96 hours in advance of the meeting for any changes to the posted agenda. If materials are not made available seven days in advance of a meeting, then any requests should be made within 48 hours of receipt of materials.
  3. Contact the superintendent and responsible administrator, or the board chair directly, at least 24 hours prior to the meeting with any questions pertaining to a board agenda item that requires time and preparation to answer.
  4. Inform the superintendent or board chair prior to the meeting if an error is identified in a presentation or minutes, so that a correction can be made.
- F. The superintendent will strive to provide the board with the tentative agenda and supporting documents seven days prior to the scheduled meeting or work session. The superintendent and board chair may change the agenda up until the start of the regular meeting. The superintendent or their designee will notify

the board if the tentative agenda or agenda packet is updated prior to the meeting.

GF.

Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the board meeting will include a description of the matter.

HG. At least one copy of any printed materials related to the meeting's agenda items prepared by, or distributed to, or at the direction of, the board must be made available for inspection in the meeting room while the board considers its subject matter if the printed materials were also (i) distributed at the meeting to all board members; (ii) distributed before the meeting to all board members; (iii) available in the meeting room to all board members; or (iv) posted on the district website or using other district technologies in advance of the meeting. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

## VI. Consent Agenda

- A. The superintendent, in consultation with the school board chair, may place items on the consent agenda. By using a consent agenda, the board has consented to the consideration of certain items as a group under one motion.
- B. Consent items are those items that (1) usually do not require discussion or explanation prior to board action, (2) are noncontroversial and/or similar in content, or (3) have already been discussed and/or explained at a board committee or full board level and do not require further discussion or explanation. These agenda items may include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, and approval of reports. These items may also include similar groups of decisions such as, but not limited to, approval of employee contracts, approval of maintenance details for the school district buildings and grounds, approval of various schedules, and approval of routine agreements or contracts with vendors.
- C. Items will be removed from the consent agenda by a timely request by an individual board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.
- D. Consent agenda items are approved en masse by one vote of the board. The consent agenda items are separately recorded in the minutes.

## VII. Maintenance of School Board Meeting Minutes and Records

A school district representative will keep and maintain permanent records of the school board, including records of the minutes of board meetings and other required records of the board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law will be recorded in a journal kept for that purpose.

Public records maintained by the district are available for inspection by members of the public during the regular business hours of the district. Minutes of meetings are available for inspection at the administrative offices of the district after they have been prepared and are also available on the district's website. Minutes of a board meeting are approved or modified by the board at a subsequent meeting, which action is reflected in the official proceedings of that subsequent meeting.

#### VIII. Publication of Official Proceedings, Minutes

- A. The school board will ensure that its official proceedings are published once in the official newspaper of the school district within 30 days of the meeting at which the proceedings occurred; however, if the board conducts regular meetings not more than once every 30 days, the board need not publish the minutes until 10 days after they have been approved by the board.
- B. The proceedings to be published will be sufficiently detailed to fairly set forth the proceedings. The publication must include the substance of all official actions taken by the board at any regular or special meeting, and at minimum must include (i) the subject matter of a motion, (ii) the persons making and seconding the motion, (iii) a listing of how each member present voted on the motion, (iv) the character of resolutions offered including a brief description of their subject matter and (v) whether the motion was adopted or defeated. The minutes and permanent records of the board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the board, the proceedings to be published may reflect that fact.
- C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the board. The summary will be written in a clear and coherent manner and to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication will clearly indicate (i) the published material is only a summary; (ii) the full text is posted on the district website and is also available for public inspection at the administrative offices of the district; and (iii) a copy of the proceedings, other than attachments to the minutes, is available, without cost, at the offices of the district or by means of standard mail.

#### Legal References:

Minn. Stat. Ch. 13D (Open Meeting Law)

Minn. Stat. § 123B.09 (School Board Powers)

Minn. Stat. § 123B.14 (Record of Meetings; Officers)  
Minn. Stat. § 126C.53 (Enabling Resolution; Form of Certificates of Indebtedness)  
Minn. Stat. § 122A.40 (Employment Contracts, Termination)  
Minn. Stat. § 331A.01, Subd. 6 (Newspapers; Definitions)  
Minn. Stat. § 331A.04, Subd. 6 (Newspapers; Exception to Designation Priority)  
Minn. Stat. § 331A.05, Subd. 8 (Notice Regarding Published Summaries)  
Minn. Stat. § 331A.08, Subd. 3 (Publication of Proceedings)  
Minn. Stat. § 471.88 (Exceptions)  
Op. Atty. Gen. 161-a-20, December 17, 1970  
*Ketterer v. Independent School District No. 1*, 248 Minn. 212, 79 N.W.2d 428 (1956)

Cross References:

Policy 205 (Open Meetings and Closed Meetings)

Policy 206 (Public Hearings and Public Participation in School Board Meetings, Data  
Privacy Considerations)

[Policy 209 \(Code of Ethics\)](#)

[See also, Edina Public School Board Operating Norms](#)

Policy

adopted: 04/16/07

amended: 10/22/12

revised: 12/15/15

revised: 8/12/19

INDEPENDENT SCHOOL DISTRICT 273

Edina, Minnesota



## School Board

### Code of Ethics

#### I. Purpose

This policy assists the individual school board member in understanding ~~their his or her~~ role as part of a board and the contribution that each member must make to develop an effective and responsible board.

#### II. General Statement of Policy

Each school board member will follow the code of ethics stated in this policy.

##### A. As a member of the board, I will:

1. Attend board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to other's opinions (e.g., board members, administration, employees, community members, students).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the board, even when my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Make my decisions based on the available information and in the best interest of all students. This obligation supersedes (a) any conflicting loyalty I may have to advocacy or interest groups; (b) loyalty based upon membership on other boards; and (c) conflicts based upon my personal interest or the interest of any member of my family.
8. Be primarily motivated by my desire to provide the best possible education for students enrolled in my school district.
9. Educate myself about the proper duties and functions of a board member.

##### B. In performing the proper functions of a board member, I will:

1. Focus on education policy as much as possible.
2. Remember that the board's responsibility is to promulgate policy – not to implement policy.

3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the board as a whole, is to see that the schools are properly run – not to run them myself.
5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of board decisions to the superintendent.

C. To maintain relations with other members of the board, I will:

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the board in a legal session – not with the individual members of the board except as authorized by law.
3. Make no disparaging remarks, in or out of board meetings, about other members of the board or their opinions.
4. Maintain an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting at board meetings after all sides of debatable questions have been presented.
6. Insist that committees be appointed to serve only in an advisory capacity to the board.

D. In meeting my responsibilities to my community, I will:

1. Attempt to appraise and plan for both the present and future educational needs of the district and its community.
2. Attempt to obtain adequate financial support for the district's programs.
3. Insist that the district's business transactions be ethical and open.
4. Strive to uphold my responsibilities and accountability to the taxpayers in my district.

E. In working with the superintendent of schools and staff, I will:

1. Hold the superintendent responsible for the administration of the district.
2. Give the superintendent authority commensurate with his or her responsibilities.
3. Give the Superintendent and staff adequate time to respond to Board member questions, especially when preparing for a Board meeting.
4. Ensure that the district will be administered by the best professional personnel available.
5. Consider the recommendation of the superintendent when hiring all employees.
6. Participate in board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.

6. Insist that the superintendent keep the board adequately informed at all times.
7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a nonvoting, ex officio member of the board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole board for processing in accordance with district policy.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the district so they may perform their proper functions on a professional level.

F. In fulfilling my legal obligations as a board member, I will:

1. Comply with all laws relating to my work as a board member.
2. Comply with all district policies as adopted by the board.
3. Abide by all rules and regulations as promulgated by state and federal agencies with jurisdiction over districts.
4. Recognize that district business may be legally transacted only in an open meeting of the board.
5. Avoid conflicts of interest and refrain from using my board position for personal gain.
6. Take no private action that will compromise the board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

### III. School Board Member Discipline

The school board will follow Minnesota law when addressing inappropriate behavior by a board member. The below processes pertain only to board member violations of district policies that are not dictated by Minnesota law, which follow a different district and legal process (Ref. Policy 413).

The board and each of its members are committed to faithful compliance with board policies. The board recognizes that its failure to deal with deliberate or continuing violations of its policies risks the loss of confidence in the board's ability to govern effectively. The purpose of these parameters and steps is to attempt to resolve any perceived violations at the lowest possible level, and involving the fewest number of individuals. In the event of such a violation, the board will seek remedy by applying any of the following measures: a conversation with a fellow board member; referring the concern to the board chair; referring the concern to the full board; potential removal from committees or leadership positions on the board; a statement on non-compliance regarding board policies from the board; censure from the board and removal of the board member from the board; or any other measures provided by law or determined appropriate by the board (see Appendix 2).

**PROCESS FOR ADDRESSING VIOLATIONS** The Board and each of its members are committed to faithful compliance with the provisions of the Board's policies. The Board recognizes that its failure to deal with deliberate or continuing violations of its policies risks the loss of confidence in the Board's ability to govern effectively. The purpose of these parameters and steps are to attempt to resolve any perceived violations at the lowest possible level, involving the fewest number of individuals. In the event of such a violation, the Board will seek remedy by applying any of the following measures or any other measures provided by law:

Legal References:

Minn. Stat. § 123B.02, Subd. 1 (School District Powers)

Minn. Stat. § 123B.09 (School Board Powers)

Minn. Stat. § 123B.143, Subd. 1 (Superintendent) Policy

INDEPENDENT SCHOOL DISTRICT 273

Edina, Minnesota

adopted: 04/16/07

amended: 12/10/12

revised: 11/19/1

## Appendix I to Policy 209

### COMMUNICATIONS GUIDELINES

The school board may communicate outside an open meeting for scheduling and maintenance types of communications. School board social gatherings and educational training sessions without any discussion of school district business do not violate the open meeting law or Minnesota Government Data Practices Act.

The use of electronic communications, including email, by school board members, will conform to the same standards of judgment, propriety and ethics as other forms of school board-related communication. Board members will comply with the following guidelines when using electronic communications in the conduct of board responsibilities:

1. The school board will not use electronic communication as a substitute for deliberations at board meetings or for other communications or business properly confined to board meetings.
2. Board members will be aware that electronic communications and electronic attachments received or prepared for use in board business or containing information relating to board business are likely to be regarded as public records, which may be inspected by any person upon request, unless made confidential by the law.
3. Board members should avoid references to confidential information about employees, students and other matters in electronic communications because of the risk of improper disclosure. Board members should comply with the same standards as school employees with respect to confidential information.

## Appendix II to Policy 209

### PROCESS FOR ADDRESSING VIOLATIONS

- A. Private Conversation: A- If a Board member perceives that a fellow member has violated the policies or commitments of the Board, that member may address their-his concerns with the member who is perceived to be in violation.
- B. Referral to Board Chair: B- The member may refer the concern to the Board chair for resolution. The purpose of this step is to attempt to resolve any perceived violations at the lowest possible level, involving the fewest number of individuals. If the Board Chair believes there is a potential violation, then the Board Chair will arrange a conversation in a private setting between the member in question and two members of the governance committee, if necessary.
- C. Discussion between the member in question and the full Board:
- In the event of a perceived serious or continuing violation by the same member, any member of the bBoard may request that the cChair schedule a full sSchool bBoard discussion with the charged member. The charged member will receive advance written notice of the discussion, including a statement of the alleged violation.
- D. Possible removal from any leadership or committee positions to which the member in question has been appointed or elected:
- A member with repeated violations may be removed from any leadership or committee positions, tTo remove the charged Board member from a committee leadership or committee membership position, any member may request the Chair notify the charged member in writing of the scheduled School Board discussion of removal; the charged member will be given an opportunity to respond to any concerns and -will be removed only after discussion and only on majority vote of the Board members present.
- E. Statement regarding compliance with Board Norms or Policies: The sSchool bBoard reserves the right to issue statements regarding the bBoard's interpretation of its -norms and policies and any instances of individual bBoard member's noncompliance, after notice to the individual, -and discussion where the charged member has a right to respond and vote by the majority vote of the bBoard members present.
- F. Censure of Board Member: The school board reserves the right to censure a board member. A member may request that the bBoard censure a board member only after attempting to address an issue at lower levels. To censure a board member, any member may request the cChair notify the charged member in writing of the scheduled School Board Discussion of censure. The charged member will be censured only after being provided an

opportunity to respond to the concerns and, after discussion, and only by -majority vote of the Board. The motion to censure must describe the bBoard member's actions that are the subject of the censure.

- G. Removal of a Board Member: Minnesota state law allows school~~schools~~ boards to remove, for proper cause, any member or officer of the board and fill the vacancy. Such removal must be by a concurrent vote of at least four members at a meeting of whose time, place, and object the charged member has been duly notified, with the reasons for such proposed removal, and after an opportunity to be heard in defense against the removal.

In all cases, disciplinary actions should include the board chair, unless the board chair feels they must recuse themselves. If the bBoard chair is suspected of the violation, the concern would be referred to the vice chair.

## **Students**

### **Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees**

#### **I. Purpose**

This policy protects the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

#### **II. General Statement of Policy**

- A. The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, nonschool-sponsored material.
- B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the district, the school board adopts the following regulations and procedures regarding distribution of nonschool-sponsored material on school property and at school activities.

#### **III. Definitions**

- A. "Distribute" or "distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, placing material in internal staff or student mailboxes, or posting or sharing materials through electronic means on district hardware and using the district computer network and Internet services.
- B. "Nonschool-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored materials include but are not limited to leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers - whether written by students or employees or others - tangible objects, websites, blogs, wikis, podcasts or school-sponsored online resources.
- C. "Obscene to minors" means:
  - 1. The average person, applying contemporary community standards, would



find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;

2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

D. "Minor" means any person under the age of 18.

E. "Material and substantial disruption" of a normal school activity means:

1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.
3. Where the normal school activity uses the district's electronic technologies, "material and substantial disruption" is defined as deliberately attempting to disrupt the computer network and/or destroying data by spreading computer viruses.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

F. "School activities" means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, in-school lunch periods, school and teacher websites, blogs, wikis, podcasts or school-sponsored online resources.

G. "Libelous" is a false and unprivileged statement about a specific individual that

tends to harm the individual's reputation or to lower that individual in the esteem of the community.

#### IV. Guidelines

- A. Students and employees of the school district have the right to distribute nonschool-sponsored material at reasonable times and places as set forth in this policy, and in a reasonable manner.
- B. Requests for distribution of nonschool-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
  - 1. Is obscene to minors.
  - 2. Is libelous or slanderous.
  - 3. Is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended.
  - 4. Advertises or promotes any product or service not permitted to minors by law.
  - 5. Advocates violence or other illegal conduct.
  - 6. Constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious or ethnic origin).
  - 7. Presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, or will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Distribution by students and employees of nonschool-sponsored materials on district property is subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to:
  - 1. Whether the material is educationally related.
  - 2. The extent to which distribution is likely to cause disruption of or interference with the district's educational objectives, discipline, or school activities.

3. Whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways.
4. The quantity or size of materials to be distributed.
5. Whether distribution would require assignment of district staff, use of district equipment, or other resources.
6. Whether distribution would require that nonschool persons be present on the school grounds.
7. Whether the materials are a solicitation for goods or services not requested by the recipients.
8. Whether or not the distribution of the materials takes advantage of the district's communication system for personal gain.

#### V. Time, Place and Manner of Distribution

- A. No nonschool-sponsored material will be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of nonschool-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the site and site parking lots. Distribution will not impede entrance to or exit from district premises in any way.
- C. No one is to coerce a student or staff member to accept any publication.
- D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.
- E. Distribution that results in a "spamming" or disruption of staff, student or parent email services is prohibited.

#### VI. Procedures

- A. Any student or employee wishing to distribute (as defined in this policy) nonschool-sponsored material must first submit for approval a copy of the material to the building principal or administrator in charge of the event, at least 24 hours in advance of the desired distribution time, together with the following information:
  1. Name and phone number of the person submitting the request and, if a student, the room number of their ~~his or her~~ first-period class.

2. Date(s) and time(s) of day intended for distribution.
  3. Location and method where material will be distributed.
  4. If intended for students, the grade(s) of students to whom the distribution is intended.
- B. Within one school day, the building principal or administrator in charge of the event will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
  - C. If the person submitting the request does not receive a response within one school day, the person may contact the office to verify that the lack of response was not due to an inability to locate the person.
  - D. If the person is dissatisfied with the decision of the building principal or administrator in charge of the event, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three (3) school days of submitting the appeal, the person may contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person.
  - E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

## VII. Disciplinary Action

- A. Distribution by any student of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place and manner of distribution as described above will be halted, and disciplinary action will be taken in accordance with the school district's student discipline policy.
- B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place and manner of distribution as described above will be halted, and appropriate disciplinary action will be taken in accordance with any individual contract, collective bargaining agreement, district policies and procedures, and/or governing statute.

## VIII. Notice of Policy to Students and Employees

A copy of this policy will be published in the student handbook, *Students' Rights and Responsibilities Handbook*.

Legal References:

U. S. Const., amend. I

*Hazelwood School District v. Kuhlmeier*, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)

*Bethel Sch. Dist. No. 403 v. Fraser*, 478 U.S. 675, 106 S.Ct. 3159, 92 L.Ed.2d 549 (1986)

*Tinker V. Des Moines Indep. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)

*Bystrom v. Fridley High School*, 822 F.2d 747 (8th Cir. 1987)

*Roark v. South Iron R-1 School Dist.*, 573 F.3d 556 (8th Cir. 2009)

*Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist.*, 640 F.3d 329 (8th Cir. 2011), cert. denied \_\_\_\_ U.S. \_\_\_\_, 132 S.Ct. 592 (2011)

Cross References:

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

Policy 506 (Student Discipline)

Policy 512 (School-Sponsored Student Publications and Activities)

Policy 606 (Selection and Objection of Instructional Text, Materials and Content)

Policy 904 (Distribution of Materials on School District Property by Nondistrict Persons or Organizations)

Policy

adopted: 2/25/08

amended: 2/21/12

revised: 10/20/14

INDEPENDENT SCHOOL DISTRICT 273

Edina, Minnesota

## **Buildings and Sites**

### **Emergency Management**

#### **I. Purpose**

This policy serves as a guide for the school district, building administrators, employees, and students regarding potential crisis situations. Each school building maintains, at the site, emergency management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation in the district.

#### **II. General Statement of Policy**

The school district's emergency management policy has been created in consultation with local community response agencies and other appropriate individuals and groups likely to be involved in assisting with a school emergency. It is designed so that each building administrator can tailor an emergency management plan to meet that building's specific situation and needs.

The building principal will review, update, and, submit the site's emergency management plan to the superintendent at the beginning of each school year.

#### **III. General Emergency Procedures**

The school's emergency procedures include general emergency plans for securing the building, classroom evacuation, building evacuation, campus evacuation, and sheltering. These districtwide procedures may be modified by a building principal when creating the building-specific emergency management plans. The plans should designate the individual(s) who will determine when these actions will be taken and must include assigned duties for employees.

#### **IV. Emergency Management Elements**

- A. In the event of an emergency, the principal or administration will immediately contact the superintendent or designee with the status of the emergency situation and begin implementation of the emergency plan as determined by the assessment of the situation.
- B. The superintendent or designee will implement a command team if the emergency necessitates such action. The team will take action as required.
- C. The school's emergency procedures will be kept on file with the director of buildings and grounds and the superintendent, and be readily available in the school buildings to address the following emergencies:

- Fire
- Hazardous Materials
- Severe Weather: Tornado/Severe Thunderstorm/Flooding
- Medical Emergency
- Fight/Disturbance
- Assault
- Intruder
- Weapons
- Shooting
- Hostage
- Bomb Threat
- Chemical or Biological Threat
- Demonstration
- Suicide
- Highly Contagious Serious Illness or Pandemic Flu
- Other (as determined to be necessary by the building administration)

D. In addition, the school's emergency procedures will address the following plans and documents:

- Lock-down Procedures
- Shelter-In-Place Procedures
- Evacuation/Relocation
- Media Procedures
- Post-Crisis Procedures
- Staff Training
- Facility Diagrams
- Off-site Locations
- Emergency Contacts

## V. Training and Preparation for Emergencies

- A. The district administration will ensure that proper training and response preparation for emergencies occurs on an ongoing basis. The building principal is responsible for training school employees and students on emergency response procedures at each site.
- B. Required school safety drills will be coordinated at each site by the building principal, in cooperation with local emergency management agencies.
- C. Each school site will have at least five employees certified in cardiopulmonary resuscitation (CPR) who will serve as the emergency care team that will respond to a medical emergency. The team training and medical emergency procedures will be coordinated by the health services coordinator.

## VI. Communications

District administration will develop and implement the following communication procedures:

- Uniform warning system
- School closure due to emergency
- Notification to school families, community and media
- Student victims of criminal offenses at or on school property

### Legal References:

Minn. Stat. Ch. 12 (Emergency Management)  
Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)  
Minn. Stat. § 121A.035 (Crisis Management Policy)  
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)  
Minn. Stat. § 299F.30 (Fire Drill in School)  
Minn. Stat. § 326B.02, Subd. 6 (Powers)  
Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)  
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)  
Minn. Rules Part 7511 (Fire Safety)  
20 U.S.C. § 1681 et seq. (Title IX)  
20 U.S.C. § 6301 et seq. (No Child Left Behind)  
20 U.S.C. § 7912 (Unsafe School Choice Option)  
42 U.S.C. § 5121 et seq. (Disaster Relief and Emergency Assistance)

### Cross References:

Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)  
Policy 413 (Harassment and Violence)  
Policy 501 (School Weapons Policy)  
Policy 506 (Student Discipline)  
Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)  
Policy 903 (Visitors to School District Buildings and Property)

Policy

adopted: 6/21/10

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INDEPENDENT SCHOOL DISTRICT 273

Edina, Minnesota