

Regular School Board Meeting  
Monday, September 11, 2023 5:30 PM

Austin High School Annex Recital Hall  
205 4th Street NW, Annex Door #1  
Austin, MN 55912

## **Agenda**

1. Call to Order/Roll Call  
**Speaker(s):** Chairperson
2. Pledge of Allegiance
3. Approval of Agenda (Action)  
**Speaker(s):** Chairperson
4. Delegations
5. Superintendent's Report  
**Speaker(s):** Dr. Page
6. School Board Reports
7. Student Representative Reports  
**Speaker(s):** Nawras Zaki and Anita Rao
8. Consent Agenda (Action)
  - 8.A. Minutes of 8/14/23
  - 8.B. Minutes of 8/28/23
  - 8.C. Personnel
    - 8.C.1. September Report
    - 8.C.2. Secretarial Working Agreement 2023-25
    - 8.C.3. Custodian Working Agreement 2023-25
    - 8.C.4. Food Service Working Agreement 2023-25
    - 8.C.5. Paraeducators Working Agreement 2023-25
  - 8.D. Bills for payment
  - 8.E. Treasurer's reports
  - 8.F. Cabinet Reports
    - 8.F.1. Special Services
    - 8.F.2. Academics and Administrative Services
    - 8.F.3. Finance and Operations
    - 8.F.4. Technology
  - 8.G. APS Site Reports
9. Overview of Culturally Responsive Arts Education training  
**Speaker(s):** Cohort Members Nikky Tolde, David Hovland, Katie Tharp and Kim Zerke
10. Summer School review  
**Speaker(s):** Principal of Alternative Programs Jessica Cabeen
11. Demographic and MCA review  
**Speaker(s):** Director of Information Services Corey Haugen
12. Request approval of donations (Action)  
**Speaker(s):** Exec Dir of Finance and Operations Andrew Adams
13. Request approval of membership in SE MN Network (Action)  
**Speaker(s):** Exec Dir of Finance and Operations Andrew Adams

14. Review and request approval of 2023-24 Superintendent/School Board Goals and 3 Year Board Governance Plan (Action)  
**Speaker(s):** Dr. Page and Chairperson Green
15. Request approval of revised policies (Action)  
**Speaker(s):** Chairperson Green
  - 15.A. Policy 524 - Internet Acceptable Use and Safety Policy
  - 15.B. Policy 536 - Early Entrance and Grade Acceleration
  - 15.C. Policy 609 - Religion
16. First reading of revised policy 503 - Student Attendance  
**Speaker(s):** Superintendent Page
17. Reminder of School Board study session scheduled at 4 pm on Monday, September 25, 2023 in the District Office Conference Room.
18. Adjournment

**OFFICIAL MINUTES: AUSTIN SCHOOL BOARD**

**REGULAR MEETING**

Independent School District No. 492

**Monday, August 14, 2023 5:30 pm**

Annex Recital Hall

205 4th Street NW, Austin, Minnesota

**MEMBERS PRESENT:** Kathy Green Carol McAlister  
Carolyn Dube Peggy Young  
Cece Kroc Superintendent Dr. Joey Page  
Don Leathers

**MEMBERS ABSENT:** Evan Sorenson

**MEETING CALLED**

**TO ORDER:** Chairperson Green called the meeting to order at 5:30 p.m. in the Annex Recital Hall.

**AGENDA APPROVED:** A motion was made by Leathers, seconded by Kroc and carried unanimously to approve the agenda as printed.

**PUBLIC HEARING/  
TAX ABATEMENT  
APPROVED:**

Executive Director of Finance and Operation Andrew Adams provided an overview of the tax abatement request from Austin Housing Authority for new home construction at 903 24<sup>th</sup> Avenue NW, with an estimated project valuation of \$350,000. A motion was made by Dube, seconded by Young and carried unanimously to approve the request.

**RECOGNITION:** The district’s Finance Department was recognized by the MN Department of Education for their financial reporting practices for FY22.

**SUPERINTENDENT’S  
REPORT:**

Dr. Page provided an update on various projects underway along with an overview of upcoming events.

**SCHOOL BOARD  
REPORTS:**

Kroc noted the AEA will be hosting a welcome-back event on the AHS east lawn starting at 11:45 am on August 24. Local vendors and also sandwiches will available until 12:45. All staff/board members are welcome. Leathers noted nominations are open for this year’s delegate assembly.

**MINUTES APPROVED:** A motion was made by Young, seconded by Kroc and carried unanimously to approve the regular meeting minutes of 7/10/23 and study session meeting minutes of 7/24/23 as printed.

(MINUTES ARE ATTACHED IN THE OFFICIAL MINUTE BOOK AND POSTED ON THE DISTRICT WEBSITE.)

**PERSONNEL REPORT  
APPROVED:**

Young made a motion, seconded by Kroc and carried unanimously to approve the following personnel items:

**Administration:**

Contracts for Approval – Nichelle Guillaume, Dean of Students, effective 8/1/23 and Jessica Rembao, Food and Nutrition manager, effective 7/1/23

**Certified Staff:**

Contacts for Approval – Ninn Aung, kindergarten teacher, effective 8/21/23; Kjirsten Biers, kindergarten teacher, effective 8/21/23; Lindsey Christian, ECSE teacher, effective 8/21/23; Stephanie Coyle, .6 FTE AFNR teacher, effective 8/21/23; Kristina Durham, SPED teacher, effective 8/21/23; Dale Larson, social studies teacher, effective 8/21/23; Kimberly Luschen, SPED teacher, effective 8/21/23; John Sand, phy ed teacher, effective 8/21/23; and Annette Terrazas, social studies teacher, effective 8/21/23

Requests for Leave – Joann Bergemann, Speech Language Pathologist, effective 8/21/23-11/2/23; Kelly Petersen, grade 4 teacher, effective 1/22/24-3/1/24; Rachel Strilaeff, SPED teacher, effective 6/1/23-6/1/24; and McKenzie Weis, science teacher, effective 10/18/23-1/10/24

Resignations – Mindy Carlson, SPED teacher, effective 6/1/23; Levon Larson, language arts teacher, effective 6/1/23; Jennifer Schwab, EL teacher (rescinded offer), effective 7/1/23; Amanda Shirk, SPED teacher, effective 6/1/23; Nicole Stotts Thompson, EL teacher, effective 6/1/23

**Non-certified Staff:**

Contracts for Approval – Maria Aguilar, ECFE assistant, 6.75 hrs/day, effective 8/24/23; Randi Akemann, MHP, 8 hrs/day, effective 8/21/23; Emily Allis, noon supervisor, 2.5 hrs/day, effective 8/28/23; Dayami Basilo Leonardo, Kids Korner aide, 6 hrs/day, effective 8/9/23; Hyrum Blake, MHP, 8 hrs/day, effective 8/21/23; Andrew Brede, SPED para, 5 hrs/day – 4 days/week, effective 8/24/23; Ann Chamberlin, SPED para, 6.5 hrs/day, effective 8/24/23; Jessica Crews, food service helper, 5.5 hrs/day, effective 8/24/23; Kyla Cummings, 6.5 hrs/day, effective 8/24/23; Gabriella Deusangeli, MHP, 8 hrs/day, effective 8/21/23; Billy Flahive Jr., carpenter foreman, 8 hrs/day, effective 8/21/23; Patsy Fontes, food service helper, 3 hrs/day, effective 8/24/23; Mayra Hernandez, Success Coach, 8 hrs/day, effective 8/21/23; Jean Kelly, food service helper, 3 hrs/day, effective 8/24/23; Marilyn Koster, SPED para, 6.5 hrs/day, effective 8/24/23; Elizabeth Mays, ECFE asst, 26 hrs/week, effective 8/24/23; Ryan Lott Gardner, Kids Korner site lead, 8 hrs/day, effective 8/1/23; Nora Mejia, Success Coach, 8 hrs/day, effective 8/21/23; Julia Moldenhauer, ECFE asst, 35 hrs/week, effective 8/24/23; Courtney Nelson, ECFE asst, 6.75 hrs/day, effective 8/24/23; Samantha Pinvaka, SPED para, 7 hrs/day, effective 8/24/23; Rueben Perez, para, 6.5 hrs/day, effective 8/24/23; Nikole Roe, SPED para, 27 hrs/week, effective 8/24/23; Oscar Sanchez, noon supervisor, 2.5 hrs/day, effective 8/24/23; Nicholas Severson, SPED para, 6.5 hrs/day, effective 8/24/23; Sue Severson, food service helper, 2.75 hrs/day, effective 8/24/23; Jessica Shepherd, nurse, 7 hrs/day, effective 8/21/23; Mary Tipton, Kids Korner asst, 8 hrs/day, effective 8/9/23; Gage Underhill, SPED para, 7 hrs/day, effective 8/24/23 and Ymai Ya, Success Coach, 8 hrs/day, effective 8/24/23

Changes in Assignment- Marge Jacobson, noon supervisor, from Southgate to Neveln, effective 8/28/23; and Pam Severson, noon supervisor, from Neveln to Woodson, effective 8/28/23

Requests for Leave – Jim Huebner, custodian, effective 7/26/23-10/26/23; Tonia Newman, custodian, effective 8/18/23-9/29/23; Cliff Wollschlager, custodian, effective 7/19/23-8/30/23; and Jorge Zuniga, custodian, effective 7/25/23-9/5/23

**OFFICIAL MINUTES: AUSTIN SCHOOL BOARD****REGULAR MEETING**

Resignations – Ninn Aung, Success Coach, effective 6/1/23; Melanie Bell, nurse, effective 6/1/23; Gabriela Deusangeli, SPED para, effective 6/1/23; Connie Hovland, noon supervisor, effective 6/1/23; Nicole Hulet, MHP, effective 6/1/23; Annie Ifenuk, SPED para, effective 7/10/23; Natalie Kastens, SPED para, effective 6/1/23; Janet Larson, noon supervisor, effective 6/1/23; Blanca Lopez Chilel, SPED para, effective 6/1/23; Maria Morales, Kids Korner aide, effective 7/14/23; Julie Newell, SPED para, effective 6/1/23; Louis Reeves, SPED para, effective 6/1/23; Dawn Schaefer, SPED para, effective 7/11/23; Morgan Stepp, SPED para, effective 6/1/23; Katie Squire, Kids Korner site supervisor, effective 8/11/23; and Arnold Zuniga, SPED para, effective 6/1/23

(A COMPLETE COPY OF THE PERSONNEL REPORT IS ATTACHED IN THE OFFICIAL MINUTE BOOK.)

**BILLS APPROVED:** A motion was made by Young, seconded by Kroc, and carried unanimously to approve the bills for payment as of 8/14/23.

(A COPY OF THE BILLS IS ATTACHED IN THE OFFICIAL MINUTE BOOK.)

**TREASURER'S REPORT:** Young made a motion, seconded by Kroc, and carried unanimously to approve the March, 2023 treasurer's report.

(A COPY OF THE TREASURER'S REPORT IS ATTACHED IN THE OFFICIAL MINUTE BOOK.)

**POLICY UPDATES APPROVED:**

A motion was made by Dube, seconded by Young and carried unanimously to approve the policy revisions to the policies identified by the MN School Boards Association policy audit as having minor edits.

711 - Video Recording on School Buses  
 712 – Video Surveillance Other Than on Buses  
 713 – Student Activity Accounting  
 720 – Vending Machines  
 721 – Uniform Grant Guidance Policy Regarding Federal Revenue Sources  
 801 – Equal Access to School Facilities  
 802 – Disposition of Obsolete Equipment and Material  
 805 – Waste Reduction and Recycling  
 807 – Health and Safety Policy  
 901 – Community Education  
 902 – Use of School District Facilities and Equipment  
 903 – Visitors to School District Buildings and Sites  
 906 – Community Notification of Predatory Offenders  
 907 – Rewards

(Policy updates will be posted on the district website.)

**DONATIONS APPROVED:** Young made a motion, seconded by McAlister and carried unanimously to approve the donations as presented by Exec Dir of Finance and Operations Andrew Adams.

**OFFICIAL MINUTES: AUSTIN SCHOOL BOARD****REGULAR MEETING**

(A COMPLETE LISTING OF DONATIONS IS ATTACHED IN THE OFFICIAL MINUTE BOOK.)

**POLICIES APPROVED:** Leathers made a motion, seconded by Young and carried unanimously to approve new policy 621 – Literacy and the READ Act as presented.

Dube made a motion, seconded by Kroc and carried unanimously to approve revised policy 624 – Online Instruction as presented.

(A COPY OF EACH POLICY WILL BE ATTACHED IN THE OFFICIAL MINUTE BOOK AND POSTED ON THE DISTRICT WEBSITE.)

**FIRST READING OF REVISED POLICIES:**

Revised policies 524 – Acceptable Use Policy, 536 – Early Entrance and Grade Acceleration and 609 – Religion were presented for first reading. Approval will be requested at the regular September meeting.

(A COPY OF EACH POLICY IS ATTACHED IN THE OFFICIAL MINUTE BOOK.)

**STUDY SESSION REMINDER:**

Chairperson Green reminded School Board members of the study session scheduled for Monday, August 28, 2023 at from 12 – 4 pm in the District Office Conference Room.

**BOARD ENTERS CLOSED SESSION:**

A motion was made by Leathers, seconded by McAlister and carried unanimously to enter closed session at 5:54 pm for the purpose of a negotiations update. Six board members, Superintendent Page, Sue Stark, Andrew Adams, Katie Baskin and Sharon Alms were present for the closed session.

**BOARD ENTERS OPEN SESSION:**

A motion was made by Dube, seconded by McAlister and carried unanimously to enter open session at 6:18 pm.

**MEETING ADJOURNED:**

Young made a motion, seconded by McAlister and carried unanimously to adjourn the meeting at 6:18 pm.

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Carolyn Dube, Clerk

**OFFICIAL MINUTES: AUSTIN SCHOOL BOARD**

**STUDY SESSION**

Independent School District No. 492

**Monday, August 28, 2023 12:00 pm**

District Administration Office Conference Room  
401 Third Avenue NW, Austin, MN

**MEMBERS PRESENT:** Kathy Green Carol McAlister  
Carolyn Dube Evan Sorenson  
Cece Kroc Peggy Young  
Don Leathers Superintendent Dr. Joey Page

**MEMBERS ABSENT:** None

**MEETING CALLED  
TO ORDER:**

Chairperson Green called the meeting to order at 12:00 pm in the District Office Conference Room at Austin High School.

**AGENDA APPROVED:**

A motion was made by Kroc, seconded by Young and carried unanimously to approve the agenda as printed.

**STRENGTHSFINDER  
WORKSHOP:**

Bethany von Steinbergs from Flourish Consulting led the board in a Clifton Strengths workshop.

**GOAL SETTING:**

Superintendent Page and Chairperson Green led the board through goal setting for 2023-24 and updating the three year governance plan. They will be presented for approval at the regular September meeting.

**CLOSED SESSION:**

A motion was made by Young, seconded by Kroc, and carried unanimously to enter closed session at 4:04 pm for the purpose of discussion on negotiation strategy. Seven board members, Superintendent Page, Katie Baskin, Andrew Adams, Sue Stark and Sharon Alms were present for the closed session.

Dube left the meeting at 4:30 pm.

**OPEN SESSION:**

Leathers made a motion, seconded by Kroc and carried unanimously to enter open session at 4:37 pm.

**ADJOURNMENT:**

A motion was made by Young, seconded by Kroc and carried unanimously to adjourn at 4:37 pm.

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Carolyn Dube, Clerk

**AUSTIN PUBLIC SCHOOLS**  
**School Board**  
**Personnel Agenda**  
**September 11, 2023**

**ADMINISTRATION**

**I. RESIGNATION**

<b><u>Last,First Name</u></b>	<b><u>Position</u></b>	<b><u>Location</u></b>	<b><u>Effective Date</u></b>
Adams, Andrew	Exc. Director of Finance	District	TBD

**CERTIFIED STAFF**

**I. CONTRACT FOR APPROVAL**

<b><u>Last,First Name</u></b>	<b><u>Position</u></b>	<b><u>Rate/Lane Step</u></b>	<b><u>Location</u></b>	<b><u>Effective Date</u></b>
Crescioni, Yvette	1.0 FTE SPED Teacher	\$49,694, BA, Step 6	Sumner	08/21/2023
Estrada, Mercedes	ABE Teacher	\$27.50/BA, Step 1	Riverland	08/21/2023
Gaskill, Christine	0.6 FTE L.A. Teacher	\$25, 758.60, BA, Step 1	AHS	08/21/2023
Meyer, Lydia	1.0 FTE SPED Teacher	\$42,931, BA, Step 1	COOP	08/21/2023
Register, Steven	1.0 FTE Science Teacher	\$44, 617, BA, Step 2	AHS	08/24/2023

**II. REQUEST FOR LEAVE**

<b><u>Last,First Name</u></b>	<b><u>Position</u></b>	<b><u>Location</u></b>	<b><u>Effective Date</u></b>
Gruber, Jaci	1.0 FTE Beh. Interventionist	Woodson	08/30/2023-11/20/2023
Hastings, Hannah	1.0 FTE Pi Teacher	Holton	01/08/2024-04/01/2023
Strilaeff, Rachel	1.0 FTE SPED Teacher	Holton	07/01/2023-06/30/2024
Underwood, Rachel	1.0 FTE SPED Teacher	Woodson	08/28/2023-11/17/2023
Underwood, Rachel	1.0 FTE SPED Teacher	Woodson	11/20/2023-01/01/2024

**NON-CERTIFIED STAFF**

**I. CONTRACTS FOR APPROVAL**

<b><u>Last,First Name</u></b>	<b><u>Position</u></b>	<b><u>Rate/Hours</u></b>	<b><u>Location</u></b>	<b><u>Effective Date</u></b>
Bridgeman, Marjorie	Nurse	\$25.11/7 hrs per day	Ellis	08/21/2023
Caez, Anna	SPED Para	\$15.00/6.75 hrs per day/4days	CLC	08/24/2023
Callaway, Jatelyn	KK Aide	\$12.50/7 hrs per day	Banfield	08/28/2023
Carter, Mario	Gen Ed Para	\$15.00/8 hrs per day	AHS	09/01/2023
Centeno, Alexandro	SPED Para	\$15.00/6.75 hrs per day	Holton	09/11/2023
Gallegos, Valentina	Success Coach	\$28.41/8 hrs per day	Southgate	08/21/2023
Heskett, Janine	SPED Para	\$16.00/6.5 hrs per day	Southgate	09/06/2023
Hulshizer, Barbara	Noon Supervisor	/2.5 hrs per day	Neveln	09/05/2023
Marceleno Morales, Maria	ECFE Assistant	\$13.50/6.75 hrs per day	CLC	08/24/2023
Oboya, Isaac	Success Coach	\$21.00/8 hrs per day	District	08/21/2023
Raker, Julie	KK Aide	\$14.50/2 hrs per day	Southgate	08/28/2023
Slowinski, Diane	SPED Para	\$15.70/6.5 hrs per day	Sumner	08/24/2023
Stoltz, Allison	KK Aide	\$12.50/3 hrs per day	Banfield	08/30/2023
Wahlstrom, Andrea	Gen Ed Para	\$18.05/8 hrs per day	AHS	08/24/2023

**II. CHANGE IN ASSIGNMENTS**

<b><u>Last,First Name</u></b>	<b><u>Position</u></b>	<b><u>Hours</u></b>	<b><u>Location</u></b>	<b><u>Effective Date</u></b>
Eppler, Emma	SPED Para	6.5 hrs per day	Southgate	09/05/2023
	SPED Para	6.25 hrs per day	Woodson	
Mooberry, Tracey	SPED Para	7.25 hrs per day	Ellis	08/28/2023
	SPED Para	7.25 hrs per day	Holton	
Rockwell, Kelly	Administrative. Assistant	8 hrs/Level 4, 10 mo.	COOP	09/05/2023
	Attendance Secretary	8 hrs/Level 2, 10 mo.	AHS	
Skalicky, Olivia	KK Asst. Site Lead	8 hrs	Banfield	08/14/2023
	KK Site Lead	8 hrs	Southgate	
Smith, Mickey	SPED Para	7.25 hrs per day	Holton	08/24/2023
	Gen Ed Para	6.5 hrs per day	Banfield	
	Gen Ed Para	7.5 hrs per day	Banfield	

**III. RESIGNATIONS**

<b><u>Last,First Name</u></b>	<b><u>Position</u></b>	<b><u>Location</u></b>	<b><u>Effective Date</u></b>
Hill, Amanda	Attendance Secretary	AHS	09/01/2023
Jones, Jill	SPED Para	AHS	09/14/2023



**Working Agreement Between**  
**American Federation of State, County and Municipal Employees**  
**A.F.L. – C.I.O.**  
**(Secretarial Union)**  
*and*  
**Independent School District No. 492**  
*July 1<sup>st</sup>, 2023 – June 30<sup>th</sup>, 2025*

**401 3<sup>rd</sup> Ave NW**  
**Austin, Minnesota**  
**Phone: 507-460-1900 Fax: 507-355-2411**  
[www.austin.k12.mn.us](http://www.austin.k12.mn.us)

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## ARTICLE 1: PARTIES

**This Agreement**, entered into between Independent School District No. 492, Austin, Minnesota, hereinafter referred to as the School District or sometimes referred to as Employer, and the American Federation of State, County, and Municipal Employees, A.F.L. - C.I.O., Local No. 2566, Austin, Minnesota, hereinafter referred to as Union, pursuant to and in compliance with the Public Employment Labor Relations Act as amended; hereinafter referred to as the P.E.L.R.A. to provide the terms and conditions of employment for secretarial staff and instructional clerks during the duration of this agreement.

**This Agreement** shall remain in full force and effect for a period commencing on July 1, 2023, through June 30, 2025. If either party desires to modify or amend this Agreement commencing at its expiration, it shall give written notice of such intent no later than ninety (90) days prior to said expiration. Unless otherwise mutually agreed, the parties shall not commence negotiations more than ninety (90) days prior to the expiration of this Agreement.

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## **ARTICLE 2: RECOGNITION OF EXCLUSIVE REPRESENTATIVE**

- A. Recognition: In accordance with P.E.L.R.A., the School District recognizes the American Federation of State, County, and Municipal Employees, A.F.L. - C.I.O., Local No. 2566, Austin, Minnesota, as the exclusive representative for secretarial staff and instructional clerks employed by Independent School District No. 492, which exclusive representative, shall have those rights and duties as prescribed by the P.E.L.R.A. and as described in the provisions of this agreement.
  
- B. Appropriate Unit: The exclusive representative shall represent all such employees of the district contained in the appropriate unit as defined in Article III, Paragraph B., of this Agreement and the P.E.L.R.A.

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## ARTICLE 3: DEFINITIONS

- A. Terms and Conditions of Employment: Shall mean the hours of employment, the compensation therefore including fringe benefits, and such employer's personnel policies affecting the working conditions of the employees as are set forth herein.
- B. Description of Appropriate Unit: For purposes of this Agreement, the term "secretarial staff and instructional clerks" shall mean all employees who are public employees within the meaning of Minnesota Statutes 179A.03, Subd. 14, in the secretarial staff and instructional clerks of the school district, excluding supervisors, confidential, and positions, whose services do not exceed fourteen (14) hours per week or more than sixty-seven (67) work days per calendar year, and all other employees; as set forth in the "Certification of Exclusive Representative" dated July 24, 1972, by the Bureau of Mediation Services in and for the State of Minnesota, Case No. 72-PR-1593.
- C. Days: Days shall mean calendar days unless otherwise noted.
- D. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by the P.E.L.R.A.

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## ARTICLE 4: SCHOOL BOARD RIGHTS

- A. Inherent Managerial Rights: The exclusive representative recognizes that the School District is not required to meet and negotiate on matters of inherent managerial policy, which includes, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.
- B. Management Responsibilities: The exclusive representative recognizes the right and obligation of the School Board to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the school district.
- C. Effect of Laws, Rules and Regulations: The exclusive representative recognizes that all employees covered by this Agreement shall perform the services and duties prescribed by the School District and shall be governed by the laws of the State of Minnesota, and by School District rules, regulations, directives and orders, issued by properly designated officials of the School District. The exclusive representative also recognizes the right, obligation and duty of the School District and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School District insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this agreement, and recognizes that the School District, all employees covered by this agreement, and all provisions of this agreement are subject to the laws of the State. Any provision of this agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.
- D. Reservation of Managerial Rights: The foregoing enumeration of the School District rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this agreement are reserved to the School District.

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## ARTICLE 5: EMPLOYEE RIGHTS

- A. Right to Views: Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any employee or the representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, as long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative.
- B. Right to Join: Employees shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Employees in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for employees of such unit with the School Board.
- C. Request for Dues Check Off. The Employer shall deduct an amount sufficient to provide the payment of regular dues and/or other Union approved deductions, established by the Union from the wages of all employees authorizing, in writing, such deduction on a properly executed authorization form; and the deduction of dues shall commence 30 working days after initial employment with the School District.  
The Employer shall remit such deductions to *AFSCME Council 65 (to the address designated by AFSCME 65)* with a list of the names of the employees from whose wages deductions were made along with other pertinent employee information preferably in an Excel formatted report that may be electronically transmitted or by U.S. mail; and  
The Union shall provide the formula to calculate the actual dues deduction to the Employer and is willing to provide a spreadsheet that can be used to calculate the actual dues along with any set amount for local assessments, in an electronic Excel format or via U.S. mail-
- D. Fair Share” Fee Check Off: The Employer shall collect a Fair Share fee and remit to the Union per applicable Law.
- E. Indemnify: The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders or judgments brought or issued against the Employer as a result of action taken by the Employer under all provisions of this Article.

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## ARTICLE 6: WAGE SCHEDULE

- A. Wage Schedule as set forth in the salary schedule attached hereto shall be a part of this Working Agreement and is herewith incorporated herein. It is understood and agreed that the increment steps shown on said salary schedule are not to be construed as being applicable for any year beyond the term of this Agreement or any subsequent renewals thereof.
- B. Salary Increase: No employee shall be denied a negotiated salary increase.
- C. Step Increase: Employees shall be granted the step increase to the next higher step in their classification, to be effective on their anniversary date of employment. General pay increases will be based on the new rating level for their position.
- D. Level Increase: Any employee performing tasks over and/or above his/her own level of classification within his/her usual work day, as an additional job responsibility for fifteen (15) consecutive working days or more, shall be granted the pay rate of the higher classification for the period of time that the employee is performing the additional duties.
- E. Pay periods: All employees will be paid on the basis of twenty-six (26) payrolls within the fiscal year.

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## ARTICLE 7: HOURS OF WORK

- A. Work Day: The normal work day will be: Eight (8) hours of work on Monday – Thursday, and seven and one-half (7-1/2) hours of work on Friday. Lunch periods will be outside of the above eight (8) hours. The normal work week will be thirty-nine and one-half (39-1/2) hours of work Monday through Friday.
1. Exceptions to the above normal work day and normal work week are as follows:
    - a. During the contract school year all employees shall work seven and one-half (7-1/2) hours instead of eight (8) hours on the following days:
      - the Wednesday before Thanksgiving Day,
      - the Thursday before Good Friday
    - b. The exceptions to the normal work day and normal work week as set forth in paragraph A(1)(a) and A(1)(b) above will be applied to part time employees who are members of the appropriate unit and will be prorated based on their full-time equivalency.
- B. Overtime Compensation: The Superintendent of Schools, or his designee, shall have the prerogative of authorizing overtime pay or time off for overtime work for employees. When an employee is authorized overtime, the employee may choose pay or compensatory hours to be banked. Compensatory time may be banked between July 1 and June 30 of the current school year. Employees may roll over year to year a maximum of twenty (20) hours compensatory time. Any hours over twenty (20) must be used or paid out by June 30<sup>th</sup> of the current school year.
- C. Overtime Calculation: The formula for figuring the hourly rate for overtime compensation shall be computed by dividing the employee's bi-weekly salary by seventy-nine (79) hours and multiplying by one and one-half (1-1/2) to determine overtime rate of pay.
- D. Overtime Hours: All hours worked in excess of eight (8) hours per day or thirty-nine and one-half (39-1/2) hours per week during the school year shall be considered overtime. All hours over thirty-nine and one-half (39-1/2) hours per week during the summer months shall be considered overtime.
- E. Summer Schedule: Employees working in the summer months shall have the option to work one of the following schedules, upon the approval of their supervisor:
1. Working regular hours as defined in Article 7, Subd. A
  2. Working four – 9-hour days and one 3.5 hour day
  3. Working three – 10-hour days and one 9.5 hour day

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## ARTICLE 8: HOLIDAYS

- A. Full Calendar Year Holidays: Employees working a full calendar year will be granted the following paid holidays: New Year's Day, Good Friday, Memorial Day, Juneteenth, July 4, Labor Day, Thanksgiving Thursday and Friday, the day before or after Christmas Day, Christmas Day, and the day before or after New Year's Day. The District reserves the right to make the decision on whether the day off is before or after Christmas and New Year's Day. If any of these holidays fall on Saturday or Sunday, said employees will have another day off with pay which day is to be selected by the School District.
- B. Holiday on Vacation: Any holiday recognized by the District (and which the Employee is eligible to receive) shall be paid as a Holiday if it falls during the Employee's vacation period.
- C. Work on Holiday: Any employee who is required to work on any of the above named holidays shall be paid his or her regular one day's pay for his or her work that day and in addition one day's straight time pay.
- D. Less than Full Year Holidays: Regular employees whose period of employment is less than the full calendar year will be granted the following paid holidays: New Year's Day, Good Friday, Memorial Day, Labor Day, Thanksgiving Thursday and Friday, the day before Christmas Day (or the day after Christmas Day, dependent on calendar in given year), and Christmas Day. If any of these holidays fall on Saturday or Sunday, said employees will have another day off with pay which day is to be selected by the School District. 11-month employees will also be granted Juneteenth as a paid holiday.
- E. Employees will be allowed to use some of their earned compensatory time for the day before Thanksgiving as long as it remains a non-student day.

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## **ARTICLE 9: VACATIONS**

A. Employees who work a full calendar year are entitled to the following paid vacations:

1. Vacation Accrual: Newly hired employees will begin accruing vacation on a monthly basis for the first year of employment from date of hire until June 30th. They will receive their allocation for time worked.

### **Vacation Accrual for Years Completed**

Year Complete	Calculation	Per Year
Years 0 -4	.917 days per month worked	11 days
Years 5-9	1.25 days per month worked	15 days
Years 10-20	1.67 days per month worked	20 days
Years 21 & Beyond	2.08 days per month worked	25 days

Beginning July 1 of each fiscal year, employees will receive their vacation allocation with pay.

2. Vacation Use and Roll Over: Vacations normally should be used during the summer months. Any variation is to be cleared with the immediate supervisor and the Director of Human Resources. Accrued but unused vacation can be rolled over to the next year. Employees may roll over up to the number of days earned in the previous year with a maximum roll over time of 1 year. Any unused vacation days above the maximum number of days allowed to be rolled over will be forfeited at the end of the day June 30<sup>th</sup>. Vacation time denied can be appealed to the Superintendent, and Human Resources Director, if the time is still denied those days denied up to a maximum of five (5) days may be rolled over in addition to the employees maximum roll over if the employee would be at risk of forfeiting vacation time.
  3. Vacation Scheduling: Prior to the end of the school year, department heads will consult with employees entitled to vacations and arrange a working schedule for vacation periods, in their own department. In determining vacation periods, the wishes of the employee shall be respected as to time of taking vacations insofar as the needs of the services in that department will permit. In cases where requests for the same vacation period conflict, seniority shall govern.
  4. Extended Vacation Requests: Employees making vacation requests for six (6) or more days will attempt to put in their request a minimum of two (2) weeks prior to the requested time off.
- B. Less than Full Year Vacation Schedule: Regular employees, whose period of employment is less than the full calendar year, will not work during Christmas recess nor Easter recess. Less than full calendar year employees will be granted ten (10) days of paid vacation per year provided they have worked at least nine (9) months in said year. Upon completion of years listed in the table below, additional days will be earned in addition to the 10 days paid vacation.

**Vacation Accrual for Years Completed (11-month contract)**

Year Complete	Calculation	Additional Day(s) Earned Per Year
Years 0 -5	1.00 days per month worked	1 day
Years 6-10	1.10 days per month worked	2 days
Year 11-20	1. 20 days per month worked	3 days
Year 21 & Beyond	1.40 days per month worked	6 days

Regular employees, whose period of employment is less than the full calendar year, will not work during Christmas recess nor Easter recess. Less than full calendar year employees will be granted ten (10) days of paid vacation per year provided they have worked at least nine (9) months in said year. Upon completion of years listed in the table below, additional days will be earned in addition to the 10 days paid vacation.

**Vacation Accrual for Years Completed (10-month contract)**

Year Complete	Calculation	Additional Dyas Earned Per Year
Years 0 -7	1.00 days per month worked	1 day
Years 8-13	1.10 days per month worked	2 days
Years 14-20	1.20 days per month worked	3 days
Year 21 & Beyond	1.30 days per month worked	5 days

Those working less than nine (9) months in said year shall receive .8 of a day per full calendar month employed. When the time is available during Christmas recess and Spring recess, these days will be used at such times. If there are more days available than number of paid vacation days due during these recess periods, employees will be docked for the excess number of days. If there are less days available during said recess periods than the number of allowed days of paid vacation, then the employees will be paid the number of days due at the termination of their work year.

- D. Vacation Rescheduling: All employees shall be allowed to reschedule any vacation day(s) when called in to work on a previously scheduled vacation day(s).

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## ARTICLE 10 - SICK LEAVE, PERSONAL LEAVE AND MEDICAL LEAVE

### A. Sick Leave

1. Sick Leave Allocation: Effective July 1, 23, all employees shall earn one (1) day of sick leave with pay for each month of employment, based on their school calendar year 10, 11, or 12 months. Unused sick leave shall accumulate. Unused days of sick leave shall be reported to employees on or about July 1 of each year. The language of this section (Article X.A.3) shall survive the expiration or termination of this Agreement and shall continue to bind the parties and their respective successors and assigns. Sick leave shall be frontloaded on July 1<sup>st</sup> of each school year. If an employee leaves employment prior to the completion of the school year, any unearned sick leave days the employee utilized shall be deducted from the employees' final pay.
2. Newly Appointed Additional Sick Leave: Newly appointed employees will receive five (5) additional days of sick leave with pay beginning the first day of employment and ending on their one-year anniversary of employment. The five (5) additional sick leave days can only be used if all other sick leave accrued time has been exhausted. These five (5) additional sick leave days are not able to be accrued.
3. Part Time Allocations: Part-time employees shall receive prorated sick leave. For purposes of this Paragraph A. (5), part-time employees shall be those employees whose salary is equal to or greater than one-half (1/2) the salary schedule, providing such employees are either ten (10) month, eleven (11) month or twelve (12) month employees.
4. Sick Leave for Family: Up to a maximum of nine (9) sick leave days per year may be used for an employee's parents, step parents, spouse, and adult children. In addition, up to a maximum of five (5) sick leave days per year may be used for sick family members as listed if it is deemed medically necessary for the employee to be in attendance: sister, brother, grandparents, grandchild, step child, father-in-law, mother-in-law, aunt, uncle, sister-in-law, brother-in-law, son-in-law, daughter-in-law, and grandparent-in-law. Per MN State Statute § 181.9413, an employee may use their sick leave for dependent children under the age of 18.
5. Proof of Illness: The district may require proof of illness when an individual's request for sick leave is in question, or if an individual is requesting FMLA leave per requirements of that Act.

B. Absence Reporting: Employees who are absent for any reason must report the daily absences to their supervisor or supervisor's designee of the office in which they work. The employee understands he/she must enter his/her absences into the District's attendance reporting system which is sent to the supervisor and Human Resources.

C. Workers' Compensation: When an employee is unable to work because of compensable

injury covered by Workers' Compensation, the employee shall receive the difference between the employee's Workers' Compensation check and the employee's regular check until the accumulated sick leave is used up. Sick leave benefits for non-compensable injuries or illness shall be limited by the provisions of the income protection plan insurance currently in effect.

D. Personal Leave: Personal leave will be allowed per the following conditions:

1. Three (3) days of leave may be used for personal business. Requests for utilization of a personal day leave shall be provided to the immediate supervisor, no later than three (3) days prior to the requested leave, except in cases of emergency. Such request shall be subject to the approval in advance by the Superintendent or his/her designee.
2. Additional personal leave may be granted to cover personal emergency or personal exceptional situations at the discretion of the Superintendent or his designee, but under such leave employees will suffer full pay deduction.
3. The employer reserves the right to limit the utilization of personal leave by employees on any given work day in order to provide an adequate work force to cover the needs of the School District.
4. An employee unable to utilize any paid personal leave day during his/her work year will be paid for unused personal days (hours worked per day x hourly rate of pay x number of personal days) in the last payroll period of the work year.

E. Medical Leave

1. After an employee has exhausted their sick leave and is not eligible for Income Protection Insurance, provided under Article 20, Section B., said employee may request and shall be granted an unpaid medical leave of absence up to six (6) months. At the end of six (6) months, an employee may request an extension of the unpaid medical leave and may be granted additional unpaid medical leave of up to six (6) months at the discretion of the Employer.
2. An employee on approved, unpaid medical leave of absence shall retain seniority which had previously been accrued. Seniority will be frozen at time of going on leave.
3. Upon return from an unpaid medical leave of absence of six (6) months or less, employee shall return to position held prior to going on leave. Upon return from an unpaid medical leave of absence of more than six (6) months, employee shall be placed in an available position. If no position is available, the returning employee may displace the least senior employee in the unit if the returning employee's

seniority is greater.

4. The District shall not be responsible for paying the employer's share of any insurance for the employee while the employee is on an unpaid medical leave of absence, except as provided to eligible employees under the Family Medical Leave Act. An employee who is on an unpaid medical leave of absence may maintain all insurance by paying one (1) month in advance the cost of the insurance coverage each month.

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## **ARTICLE 11 - TAX DEFERRED MATCHING CONTRIBUTIONS PLAN 403(B)**

- A. Eligibility: An employee in District No. 492 shall be eligible to receive a District matching contribution to a state-approved 403(b) tax deferred matching annuity, in accordance with M.S. §356.24, as amended, provided that:
1. The employee has at least four (4) consecutive years of employment within the bargaining unit.
  2. The employee has elected an authorized salary reduction contribution to a 403(b)-tax deferred annuity to be paid by payroll deduction, with equal contributions each pay period to go into effect July 1 of the same year.
  3. The employee notifies the District in writing by September 1, of their intention to participate in this non-elective 403(b) tax deferred annuity and the amount of his or her contribution. Such participation shall continue from year to year at the specified amount unless the employee notifies the District to the contrary.
- B. Amount of District Contribution: Employees, after their fourth (4<sup>th</sup>) and through their eighth (8<sup>th</sup>) consecutive years of employment within the bargaining unit, shall be eligible to receive an annual maximum District matching contribution, applied dollar for dollar against the amount the employee elects to defer as a salary reduction contribution not to exceed Four Hundred Dollars and NO/100 Dollars (\$400.00). After the employee's eighth (8<sup>th</sup>) and through their fifteenth (15<sup>th</sup>) consecutive years of employment within the bargaining unit, shall be eligible to receive an annual maximum District matching contribution, applied dollar for dollar against the amount the employee elects to defer as a salary reduction not to exceed Six Hundred Dollars and NO/100 Dollars (\$600.00). After the employee's fifteenth (15<sup>th</sup>) consecutive year of employment within the bargaining unit, shall be eligible to receive an annual maximum District matching contribution, applied dollar for dollar against the amount the employee elects to defer as a salary reduction not to exceed Eight Hundred Dollars and NO/100 Dollars (\$800.00). The matching contribution shall be 100% non-forfeitable at all times. All years shall be consecutively employed by the District in the unit. Employees shall be eligible to receive an annual maximum District matching contribution, applied dollar for dollar against the amount the employee elects to defer as a salary reduction contribution, not to exceed the amounts shown above.

### **403B Match for Years Completed**

Years of Service	District Matching Contribution
Years 5 to 8	\$400
Years 9 to 15	\$600
Years 16+	\$800

- C. Reduction in Severance Pay Due to District Contribution to Matching Fund Plan: The amount of severance pay to which an employee would be entitled to, under the provision of Article X, at the time of the employee's retirement shall be reduced by the total amount of the District's contributions toward a 403(b) annuity matching contribution plan for the individual employee (maximum of \$6,000.00).

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## ARTICLE 12 - CHILD CARE OR ADOPTION LEAVE OF ABSENCE

### A. Child Care or Adoption Leave

1. An employee who is pregnant or is adopting and requests a leave of absence shall be granted a leave of absence not to exceed six (6) months. The Director of Human Resources or his /her designee will be responsible for working out the period of the child care/adoption leave with the employee. The ending date for the leave of absence shall be a maximum of six (6) months after termination of pregnancy or adoption.
2. However, upon receipt of a doctor's certificate prior to the end of such leave of absence, stating that because of complications resulting from such pregnancy, the employee is unable to return to work, then the employee's leave may be extended as required by the doctor; however, if an employee is required to be absent because of illness for twelve (12) months or more, the employee must wait until an opening occurs before returning.
3. Employees on child care or adoption leave will not necessarily be placed in the same position they held prior to going on maternity or adoption leave but will be given a position equal in classification (if possible) and equal in pay to the job held by them prior to taking the child care or adoption leave of absence.
4. Any employee not returning at the expiration of six (6) months following termination of child care or adoption leave shall lose all seniority rights and rights to reemployment with the School District. The School District shall continue to pay medical insurance premiums during the period of a child care or adoption leave.

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## **ARTICLE 13 - LEAVE OF ABSENCE WITHOUT PAY OR BENEFITS**

An employee may apply for a leave of absence without pay or benefits for up to one (1) year. The approval or denial of such leave shall be at the discretion of the employer. Other employment may not be taken during the leave.

An employee on an approved leave of absence shall retain the seniority which had previously been accrued. Return from leave shall be to an available position.

Employees on leave must submit by April 1 a written request to return from a leave for the following August or ninety (90) calendar days prior to the end of the approved leave. Any employee who does not submit a written request shall be considered terminated, and the employer shall have no obligation to said employee. Employees granted a leave of absence for less than ninety (90) days shall notify the district in writing of their intent to return at least ten (10) working days in advance.

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## ARTICLE 14 - LEAVE OF ABSENCE FOR DEATH IN IMMEDIATE FAMILY

- A. Death of Immediate Family: In the event of death in the immediate family (spouse, child, step child, parent, step parent, parent-in-law, sibling, step sibling, daughter-in-law, son-in-law, grandchild, grandparent) may be allowed, if necessary, and depending upon the circumstances, and as determined in the discretion of the Superintendent of School or his designees, not to exceed five (5) days leave of absence in any one year with pay for each death provided that the total number of days of leave of absence in any one year with pay does not exceed fifteen (15) days.
- B. Death of Extended Family: In the event of a death in the extended family (brother-in-law, sister-in-law, grandparent-in-law, aunt, uncle, niece, nephew) may be allowed if necessary, and depending upon the circumstances, and as determined in the discretion of the Superintendent of School or his designees, not to exceed two (2) days leave of absence in any one year with pay for each death provided that the total number of days of leave of absence in any one year with pay does not exceed the fifteen (15) days for all occurrences listed in ARTICLE XIV, section A.
- C. Death of Other Relatives: Other relatives may be included in this listing without salary deductions under special situations at the discretion of the Superintendent. In extenuating circumstances, the Superintendent of School or his designees may grant leave with pay in excess of fifteen (15) days. Such leave is not to be deducted from an employee's sick leave allowance.
- D. Pallbearers: Employees serving as pallbearers shall be allowed one-half day off if the funeral is in Austin, and not to exceed the full day off if the funeral is away from Austin. The employer may request proof of employee serving as pallbearer.

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## ARTICLE 15 - SENIORITY

- A. Granting Seniority: Seniority standing shall be granted to all employees. The standing is to be determined on the basis of actual length of continuous service for the School District. Continuous service shall mean and include all employees who work at least eight (8) months per fiscal year which runs from July 1 to June 30.

Seniority standing shall be determined on the basis of actual length of continuous service with performance of similar duties and granting one year's credit for each year in which the employee worked or works eight (8) months or longer in such classification of employment.

Any objections to the original seniority list as posted shall be made in writing within ten (10) days of the date of posting of said original list or be deemed to be waived for all purposes whatsoever.

- B. Probationary Period: All new employees shall serve a one hundred-fifty (150) day probationary period during which time the employee may be discharged by the employer without cause and without the same causing breach of this agreement or constituting a grievance hereunder. Upon completion of the probationary period, seniority shall date back to the beginning of the probationary period. New employees added to the original seniority list shall not be entitled to past seniority for experience with the School District.
- C. Seniority During Event: Employees shall lose their seniority standing upon voluntary resignation from employment or upon discharge for cause. An employee's seniority shall not be terminated because of authorized leave of absence, temporary layoff, or absence due to illness unless it continues for a period of more than one year, and the seniority shall not accrue during such absences. However, seniority shall continue to accrue during authorized maternity leave up to six months, authorized sick leave and authorized leaves granted for the summer recess.
- D. Seniority List: Seniority lists shall be updated as employee changes are made, and on November 1st of each fiscal year shall be posted on the employees' bulletin board in the District Offices. A copy of the seniority list shall be sent by mail and/or email to the secretary of the union.

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## ARTICLE 16 - LAY-OFF AND RECALL PROCEDURE

- A. Subject to the provisions contained in Paragraphs B. (1), (2), (3), and (4), in case of layoff, the least senior in point of service shall be laid off; when the force is increased, those formerly laid off shall be rehired before others are employed. They shall be hired in the order of their seniority -- the most senior first, etc. The employer shall notify the employees in writing. The employee must make his/her decision and serve notice within one week if he/she desires to return to the staff.
- B. In order to explain and clarify the procedure which is to be followed in the event that a school is closed or if one of the jobs in the working unit is discontinued and as a result thereof one or more of the employees in this unit are to be laid off, the following information is submitted. In the event the above happens, the following procedure will be used in the layoff:

1. For example, if a full time position is discontinued, the employee whose position is discontinued will then displace and take the job of the least senior employee in point of seniority who is full time, or of the least senior employee in point of seniority who is part-time, and who is in a job classification equal to or below that of the displaced employee. The employee that was displaced would then be laid off. If thereafter the working force of full time or part-time employees is increased, the full time employee who was laid off will be the first to be recalled to fill the full time or part-time position whichever is available, and the full time employees shall be recalled in the order of their seniority -- the most senior first, etc. Prior to recalling employees from layoff, the District shall first satisfy the provisions of this Agreement.

For purposes of this Article, a full-time employee shall be an employee who works ten (10) months or more of the school year for at least seven (7) hours a day.

2. For example, if a part-time position is discontinued, the employee whose position is discontinued will then displace and take the job of the least senior employee in point of seniority who is part-time, and who is in a job classification equal to or below that of the displaced part-time employee. The part-time employee that was displaced would then be laid off. If thereafter the working force of part-time employees is increased, the part-time employee who was laid off will be the first to be recalled (provided there are no full-time employees on the recall list), and the part-time employees shall be recalled in the order of their seniority -- most senior first, etc. Prior to recalling employees from layoff, the District shall first satisfy the provisions of this Agreement.

For purposes of this Article, a part-time employee shall be an employee who works ten (10) months or more of the school year for less than seven (7) hours a day.

3. Employees whose employment has been terminated for two years or more shall lose all rights of recall and no notice shall be sent to said employees. The employer will give

notice of recall to the last address which the laid off employee has given to the employer in writing and notice of recall will also be sent to the Union. The laid off employee will have seven working days from the date of said notice within which the employee must notify the employer in writing that he/she will return to work and begin employment. If the employee does not do so, he/she will lose his/her rights to reemployment.

4. In the meantime, the displaced employee who continues to work in a lower job classification shall continue to receive the same salary (the rate of pay the employee was receiving before his/her displacement plus any increase that rate provided by the contract during the one year period) for a period of one year from the date he/she assumes his/her new duties. Furthermore, if the employee works overtime, his/her time and one-half will be computed on the basis of the salary being paid in the lower classification. At the expiration of the one-year period, the employee will then be entitled to the same benefits paid to the other employees in the classification in which the employee is then working. In the event of a vacancy, the employee, of course, will be entitled to exercise his/her seniority as provided in this Working Agreement.

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## ARTICLE 17 - POSTING OF VACANCIES AND TRANSFERS

- A. Temporary Vacancy: A temporary vacancy up to sixty-seven (67) days may be filled at the discretion of the employer. In the event the position has an established higher rate of pay, the qualified employee filling such position shall receive such higher rate of pay when such appointment is made. Vacancies known to be in excess of sixty-seven (67) days shall be posted on the District Offices bulletin board and announced across the District through email. This time frame may be waived by mutual agreement of the unit and district. Notification of the intent of the employer to fill a temporary vacancy of up to sixty-seven (67) days shall be given to the co-chairs of the unit prior to such vacancy being filled.
- B. Temporary Substitute: A temporary substitution which is not within the provisions of Paragraph A above, may be made by the employer. In the event the position has an established higher rate of pay, the substituting employee shall receive (during the period of substitution) pay equal to the rate of pay in the higher classification on the same step which the employee is on in his/her regular classification. In order to be eligible for this higher rate of pay as a substitute, the employee must cover in that position for a minimum of fifteen (15) consecutive working days. (This does not mean that he/she advances to a higher step, if any, on which the employee being replaced may be on). Such substitution shall be authorized only by the Superintendent of Schools or his designee. In no event shall the provision apply to positions filled to replace employees who are on vacation.
- C. Vacancy Posting and Hiring: Notices of vacancies which will be in excess of sixty-seven (67) days and newly created positions shall be posted on the District Website; a copy of such notice shall be sent to the co-chairs of the Unit and announced across the District through email. The employees shall be given five (5) working days during the regular school year, or five (5) days [not counting weekends or holidays] during the summer period in which to make application to fill the vacancy or newly created position, and such application shall be made by completing an electronic application on the District approved job application software. Administration will review the list of applicants who applied electronically with the local union president. Newly created positions or vacancies are to be posted in the following manner: generally, the type of work, the place of work and the classification. Summer postings will be made available to all employees.
1. The employer shall have the right to determine from the top three applicants having the greatest seniority, the employee who is qualified to fill the position. In any case, if the employer concludes that none of the applicants is qualified to fill the position, then the employer may fill the position from among any other applicants who signed the posting. The decision of the employer shall remain until such decision is ruled to have been made arbitrarily or capriciously. Administration will notify all applicants in a timely manner regarding the outcome of the position. If none of the employees have posted for the position, the employer may fill it in any way it so desires. The employer must interview the three most senior employees who have signed the posting. A Union Officer or designee will

have the option to sit in on all interviews for Unit positions, as long as they have been trained on the interview process. Applicants shall have the right to withdraw their application for the position within one (1) work day following their interview.

2. A unit position of less than twelve (12) months that is expanded to a greater number of months shall be posted and filled according to provisions of this article.
  3. A unit position of less than eight (8) hours per day that is expanded to a greater number of hours shall be posted and filled according to provisions of this article.
  4. Employees applying for and receiving a job in a higher classification shall have ninety (90) days qualification period on the change from one job to another and if not qualified or the person is unable to perform his/her job, then he/she may return to the prior classification.
- D. This article shall not be construed in such a way to give anyone a claim to a job, the duties of which the employee is not qualified to perform.
- E. Transfer: Employer reserves and retains the sole and absolute right to transfer employees from one position to another within the same classification.
- F. In the cases of transfer from one classification of work to another, employees involved in the transfer shall not lose their seniority standing.

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## **ARTICLE 18 - DISCIPLINE AND DISCHARGE**

- A. Discharges shall be made only for just cause. If not made for just cause, they shall be subject to grievance procedure.
- B. Employees shall be given a written copy of any disciplines along with an explanation as to what corrective action is to be taken by the employee. The employee shall be allowed to respond in writing to any disciplinary action that is taken against him/her and made a part of the employee's personnel file.
- C. Each employee shall have only one personnel file and no written allegation or record of disciplinary action may be used as a basis for further disciplinary action unless it has been made a part of the employee's personnel file.

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## ARTICLE 19 - GENERAL PROVISIONS

- A. Jury Duty: Any employee who is summoned for jury duty or subpoenaed as a witness shall receive his/her regular pay for such period and he/she shall reimburse the school district the amount of compensation he/she receives as a juror or a witness. "Subpoenaed as a witness" will not include any court appearance where the employee is the criminal defendant or where the employee is charged with a violation of the law. If found not guilty, pay will be reinstated if previously docked or personal days used will be restored.
- B. Bulletin Board: The Union shall be permitted the use of the bulletin board in the District Offices for posting matters of interest to members.
- C. Union Business: Up to two employees who are elected as delegates to represent the Union at international, state, or district conventions, and which require the absence from duty, may be granted the necessary time off to attend such conventions without pay and without discrimination and without loss of seniority rights or any other rights granted by the employer, provided such absence does not interfere with the services of the employee's departments as determined by the employer. For the purpose of mentorship, a member or members of the unit may be granted reasonable time, with administrative approval, to assist with orientation of new employees to the secretarial unit.

Upon arrangement with the Union, the District will pay employees for wages on any days that are taken off for Union business purposes and bill the Local Union 2566 for the members' wages and payroll taxes for that day. There shall be a maximum number of five (5) days per member.

- D. Employee Absences: If any employee is absent for any reason other than those covered by this agreement or covered by other school district policies established from time to time, a full salary deduction shall be made.
- E. School Closing Due to Inclement Weather: When all schools are closed on order of the Superintendent of Schools or his designee because of inclement weather or other causes, the following applies:
  - 1. If school is canceled due to an emergency school closing employees shall be compensated for half the hours they were scheduled for the cancelled day. The other regularly scheduled hours can be made up by either the employee working half the hours they were scheduled, or the employee may use any accumulated time other than sick leave or take a pay deduction if they do not work.
  - 2. The Employer will attempt to notify employees not to report for work by 7:30 a.m. due to an emergency school closing. Notification to the employees shall be sufficient if the local news media makes the announcement of emergency school closing by 7:30 a.m. of said

day.

3. If the school starting time is delayed ("late start"), employees who come in at their regular start time will be paid for their regular scheduled day, unless the building is closed. Those employees who come in after their regular start time may take any accumulated leave time other than sick leave or take a deduction in pay for the hours absent due to the late start.
  4. Sick days used during school days that are cancelled because of weather or other emergency conditions will not be reinstated. Sick leave being used for medical appointments during school days that are cancelled because of weather or emergency conditions will be reinstated if the employee was unable to keep the appointment. The employee will be responsible for notifying the Human Resources Office within two (2) working days that they were unable to attend the medical appointment in question.
  5. Pre-approved personal leave used on a day when school is subsequently cancelled because of weather or emergency conditions will be reinstated if the employee has been unable to complete their activity. The employee will be responsible for notifying the Human Resources Office within two (2) working days that they were unable to complete their activity.
  6. If the Governor cancels school employees shall be compensated for their full work day that is missed and not required to use vacation time or time without pay for any hours that day.
- F. Pay days: Pay days shall be every two calendar weeks. It is understood that the bi-weekly salary as provided herein shall be for a period of fifty-two calendar weeks rather than a full calendar year so the employer can avoid making an adjustment for a part of a pay period being under an old pay schedule and a part of a pay period being under a new pay schedule.

Employees will be paid by direct deposit. All salary amounts due shall be posted to the financial institution of the employee's choice for crediting to the employee's account. The financial institution must be a member of the automated clearing house.

- G. Wages Paid for Negotiations: If scheduled negotiation meetings between the employer and the exclusive representative for future working agreements are scheduled during the normal work day of an employee who is a member of the bargaining committee for the appropriate unit, the employer will pay all of such employee's regular wages for the time spent in such meetings which occur during such normal work day; however, not more than three employees, or more with administrative approval, shall be entitled to such wages .
- H. Incentive Policy: The Incentive Policy encourages unit members to pursue job-related training and education, and provides incentive pay to be added to the individual's base rate of pay. To be eligible for incentive credit, the activity has to meet an approval process and be pursued on the employee's time and at the employee's expense. It is understood that the

district also at times provides training and education on the district's time and at the district's expense. These activities would not be eligible for incentive credit. The Incentive Program is described below:

1. Thirty (30) hours are required to receive the 10 cents increase to a maximum of 150 units. Incentive training could earn an employee an additional 50 cents per hour in addition to base pay.
2. Incentive training must have been obtained after July 1, 2004, in order to qualify for incentive pay.
3. Incentive pay experience must be pre-approved by the immediate supervisor and the Director of Human Resources. Once properly documented and submitted to Human Resources the pay adjustment will be made. Adjustments will be made once each year – July 1. There are no time limits on putting the thirty (30) hours together.

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## ARTICLE 20 - INSURANCE

### A. Hospitalization:

Employer will furnish full-time employees individual or family plan health and hospitalization insurance and such insurance plan shall be maintained at the actuarial equivalent of the plan in effect as of March 1, 1994. Coverage will be provided by a preferred provider organization. The employee will be allowed to choose from the following deductible plan options for the stated monthly cost to the employee. Changed due to federal law.

As of July 1, 2023, and continuing through June 30, 2025, subject to the conditions described herein, the employee shall choose from two (2) health insurance plan options covering both single and family selections if they wish to elect coverage. The plan options and employer and employee contributions are as follows for each employee who qualifies for and is enrolled in the group health insurance plan:

#### 1. \$250/\$500 Deductible Plan:

- a. Single Coverage: The School District will contribute ninety-three percent (93%) of the employee's premium for health insurance coverage for each employee who qualifies for and is enrolled in the group health insurance plan and who selects single coverage.
- b. Family Coverage: The School District will contribute eight-seven percent (87%) of the employee's premium for health insurance coverage for each employee who qualifies for and is enrolled in the group health insurance plan and who selects family coverage.

#### 2. High Deductible Plan/HSA: The District shall offer a high-deductible health insurance plan coupled with a Health Savings Account (HSA) in addition to its Low Deductible Plan. The High Deductible Plan years will run July 1, 2023, through June 30, 2025, and July 1, 2023 through June 30, 2025. Each employee who chooses to enroll in the High Deductible/HSA Plan will receive a District contribution to a Health Savings Account set up for that employee. The following provisions apply to the High Deductible/HSA Plan offered by the District:

- a. Single Coverage: The School District will contribute one hundred percent (100%) of the employee's premium for health insurance coverage for each employee who qualifies for and is enrolled in the group health insurance plan and who selects single coverage.
  - (i.) The School District will contribute 50% of the deductible annually to each qualified employee's HSA account in one annual installment the first payroll of employee's first qualifying year.

The School District will contribute 50% of the deductible annually to each

qualified employee's HSA account in 4 equal payments on the first payroll of September, December, March and June of the employee's second qualifying year and thereafter.

(ii.) The employee will be responsible for the tax consequences of the contributions should they exceed the applicable contribution limit.

b. Family Coverage: The School District will contribute one hundred percent (100%) of the employee's premium for health insurance coverage for each employee who qualifies for and is enrolled in the group health insurance plan and who selects family coverage.

(i.) The School District will contribute 50% of the deductible annually to each qualified employee's HSA account in one annual installment the first payroll of employee's first qualifying year.

The School District will contribute 50% of the deductible annually to each qualified employee's HSA account in 4 equal payments the first payroll of September, December, March and June of the employee's second qualifying year and thereafter.

(ii.) The employee will be responsible for the tax consequences of the contributions should they exceed the applicable contribution limit.

c. If a qualified bargaining unit member enters the HSA plan as a participant on a date after the first day of the HSA Plan year, the School District shall prorate the amount of the School District contribution to reflect the late entry. This prorated amount will be determined by the number of days the employee is contracted compared to the total contracted days of a full-time employee.

All contributions on behalf of the HSA plan participant shall cease on the date the participant is no longer covered under the High Deductible health plan.

Contributions to the Health Savings Account arrangement described in this section in the future will be determined by a successor agreement.

d. The employer will be responsible for payment to the HSA for administrative fees during the time the employee is on the High Deductible insurance plan.

3. The cost of the premium not contributed by the School District for both single and family coverage shall be borne by the employee and paid by payroll deduction.

4. A full-time employee shall be an individual who is employed at least nine (9) months

of the school year for seven (7) hours a day. Exceptions may be made by the Superintendent or his designee. Insurance coverage shall be provided and be effective from the first day the employee reports to work. If any current full-time employee has work hours cut to less than full-time status, the employee shall retain his/her benefits under this Article 20.

5. When the employer covers an employee and the husband or the wife is covered with another company or group and a greater amount is paid for the hospital and surgical benefits than was necessary and this results in a refund of money to the individual, that amount must be returned to the employer.
  6. When an employee resigns effective at the close of the school year, the final premium payment will be paid for the month in which school closes. An employee may remain in the group for a period of eighteen (18) months after termination provided the individual pays the premium.
  7. The employee who resigns may change to an individual policy, as noted in Paragraph Six (6), as outlined by the insurance company. It is the responsibility of the employee to contact the business office for necessary forms. No coverage is provided by the employer after the effective date of resignation.
  8. Premiums will continue to be paid for employees who are on paid leave of absence for personal illness or for employees eligible under FMLA. Premium may be paid to the employer by employees who are on leave of absence without pay for other reasons.
- B. Income Protection: The employer will continue to furnish all full-time employees with the income protection plan which is provided generally for employees of the School District. Sick leave may not be used once an employee has become eligible for long term disability insurance payments. Sick leave may be used after the employee returns to work subject to this Agreement and the terms and conditions of the District's long term disability insurance policy. Employees on continuous unpaid status for a duration of two years will no longer be eligible for this benefit.
- C. Life Insurance: The employer will furnish all full-time employees who are members of the appropriate unit, with a \$35,000 straight term life insurance policy providing accidental death and dismemberment benefits. This insurance shall not be provided for employees who work less than a seven (7) hour day. Exceptions may be made by the Superintendent or his designee.
- D. Dental Insurance: The employer will furnish all full-time employees up to \$21.89 per month for dental insurance providing for single coverage.
- E. Family Dental Insurance: Family Dental shall be available to all full-time employees of this

unit effective July 1, 2020. The Employer will contribute up to \$21.89 per month, for family coverage, eighty percent - twenty percent (80% - 20%) (based upon usual and customary fee of dentists) co-insurance, diagnostic, preventative and restorative benefits, including fifty percent (50%) (based upon usual and customary fee of dentist) benefits for prosthetics removable and fixed; orthodontia shall not be covered.

Deductible per coverage year \$50.00/individual maximum amount payable per covered person per coverage year is \$2,000.00. This insurance must be maintained as a selected group insurance. All employees will be required to be members of the group. Any additional premium cost will be paid by the employee by payroll deduction.

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## ARTICLE 21 - RETIREMENT

### A. Insurance:

1. After a minimum of ten (10) years of service in the bargaining unit and reaching the age of fifty-six (56) or reaching the age of fifty-five (55) and be eligible to retire under the PERA "Rule of 90", an employee may retire and be provided the following benefits listed in 1 (a) through (d).
  - a. Choose from two (2) health insurance deductible plans \$250/\$500 Deductible or High Deductible Plan (coupled with a Health Savings Account) as listed in Article 20 and receive single coverage until age 65. The employee and employer will pay the same monthly contributions as active unit members at the time of retirement. Dependent coverage will be made available to the retiree at the retired employee's expense. Reimbursement to the District for dependent coverage must be paid in advance.
  - b. Employees hired into the unit on July 1, 2005, and thereafter, will receive an employer contribution of seventy-five percent (75%) of the single premium health insurance upon retirement. The employee and employer will pay the same monthly contributions as active unit members at the time of retirement. If retiree chooses the High Deductible Plan, the District will continue to contribute 50% of the single deductible amount into an HSA until age 65. Dependent coverage within the group will be made available to the retiree at the retired employee's expense. Reimbursement to the District for dependent coverage must be paid in advance.
  - c. New hires employed into the unit on July 1, 2006, and thereafter shall not be eligible to receive an employer contribution toward health insurance benefits upon retirement.
  - d. Term life insurance in the amount of \$10,000 (without accidental death and dismemberment coverage) for the employee. Such term life insurance shall cease the month in which the retiree reaches the age of 65.
  - e. If retiree retains employment with another employer after retiring from the District and he/she opts out of the District retiree insurance plan, the employee shall not be eligible to re-enroll in any School District insurance plans.

### B. Severance:

1. Beginning with the 2017-2018 school year, the district will no longer fund any additional money towards severance. Severance will be paid out from the accrued accumulated balance. The accrued accumulated balance will be maintained by the APS business office and reported to the Secretarial unit in July of each year. Once the accrued accumulated

balance reaches zero (\$0), employees will no longer be entitled to any benefit outlined in Article 21, Section B - Severance.

2. Employees retiring under the guidelines set forth in this Article 21 shall be entitled to a portion of their accumulated sick leave at the rate of \$60.00 per day, up to 100 days or a maximum of \$6,000 upon retirement. This benefit will be paid into the Minnesota Post-Retirement Healthcare Savings Plan. The employee must submit his/her intent to retire to the Human Resources Department by June 30<sup>th</sup> of the school year preceding their retirement date and this benefit will be based on seniority. Employees who do not sign up by June 30<sup>th</sup> will be paid from any remaining funds in the order in which the Human Resources Department receives written notification. The severance payment shall be distributed as follows:
  - a. Retirees that elect to enroll in a District insurance deductible plan option other than a high deductible insurance option, the severance payment shall be distributed into a Minnesota Post-Retirement Healthcare Savings Plan. The amount of severance will be contributed into the Minnesota PRHSP in a manner mutually agreed upon by the employee and employer.
  - b. Retirees that elect to enroll in the District's high deductible insurance option, the severance payment shall be distributed into a health savings account (HSA). The amount of severance will be contributed into an HSA to the maximum amount allowed by the IRS each year after June 30 of the separation of service year by the school district at a time and in a manner mutually agreed upon by the employee and employer until the total amount of severance is contributed not to exceed \$6,000. The retiree will be responsible for the tax consequences of the contributions should they exceed the applicable contribution limit.
  - c. Retirees that elect not to enroll in any District provided medical coverage; the severance payment shall be distributed into a Minnesota Post-Retirement Healthcare Savings Plan. The amount of severance will be contributed into the Minnesota PRHSP in a manner mutually agreed upon by the employee and employer.
  - d. The amount of severance pay, to a maximum of \$6,000, to which an employee would be entitled to at the time of the employee's effective date of resignation from the School District shall be reduced by the total amount of the School District's contributions toward a 403(b)-tax deferred matching contribution plan for that individual employee.

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## ARTICLE 22 - GRIEVANCE PROCEDURE

- A. Grievance Definition: A "grievance" shall mean a dispute or disagreement between the employee and the employer as to the interpretation or application of terms and conditions of employment insofar as such matters are contained in this agreement.
- B. Representative: The employee or employer may be represented during any step of the procedure by any person or agent designated by such party to act in his/her or its behalf. Such representative shall not exceed three in number.
- C. Definition and Interpretations:
1. Extension: Time limits specified in this agreement may be extended by mutual agreement.
  2. Days: Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all week days (Monday through Friday) not designated as holidays by state law.
  3. Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.
  4. Filing and Postmark: The filing or service of any notice or document herein shall be timely if it bears a postmark of the United States mail within the time period.
- D. Time Limitation and Waiver: Grievances shall not be valid for consideration unless the grievance is served in writing upon the employer within twenty (20) days after the date the event giving rise to the grievance occurred, setting forth the facts and the specific provisions of this agreement allegedly violated and the particular relief sought. Failure to serve any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the employee and the employer or its designee.
- E. Adjustment of Grievance: The employer and the employee shall attempt to adjust such grievances which may arise during the course of employment of any employee within the School District in the following manner:
1. Level I: If the written grievance is not resolved through informal discussions, the employer and its designee shall give a written decision on the grievance to the parties involved within ten days after receipt of the written grievance.

2. Level II: In the event the grievance is not resolved in Level I the decision rendered may be appealed to the Superintendent of Schools, provided such appeal is made in writing to said Superintendent within five days after receipt of the decision in Level I. If a grievance is properly appealed to the Superintendent, the Superintendent or his designee shall set a time mutually agreeable to meet regarding the grievance within fifteen days after receipt of the appeal. Within ten days after the meeting, the Superintendent or his designee shall issue a decision in writing to the parties involved.
3. Level III: In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the School Board, provided such appeal is made in writing to said School Board within five (5) days after receipt of the decision in Level II. If a grievance is properly appealed to the School Board, the School Board shall set a time to hear the grievance within twenty (20) days after receipt of the appeal. Within twenty (20) days after the meeting, the School Board shall issue its decision in writing to the parties involved. At the option of the School Board, a committee or representative(s) of the Board may be designated by the Board to hear the appeal at this level, and report its findings and recommendations to the School Board. The School Board shall then render its decision.

F. Denial of Grievance: Failure by the School Board or its representative to issue a decision within the time period provided herein shall constitute a denial of the grievance and the employee may appeal it to the next level.

G. Grievance Mediations: In the event that a grievant(s) and the School District are unable to resolve any grievance, the parties will participate in mediation for the purpose of compromising, settling, or resolving the grievance.

1. Request: A request to submit a grievance to mediation must be made in writing signed by the grievant(s) or the School District and delivered to the designee of the other party. The other party shall respond within ten (10) working days to accept or deny the submission of a grievance to mediation.
2. Selection of Mediator: A joint request for mediation shall be submitted to the Commissioner to assign a mediator.
3. Mediation: The assigned mediator shall schedule one or more mediation sessions. The mediation shall be conducted in conformance with Bureau of Mediation Services Policies and Procedures III.03 regarding Grievance Mediation. The mediator does not have authority to order discovery.
4. Cost of Mediation: The cost of mediation shall be borne equally by both parties. Each party shall bear their own costs related to representation during the mediation process.

5. Recommendation: The recommendations of the mediator, if any, shall be advisory only and shall not be binding on either party. No reference to the mediation or any recommendation therefrom may be used in any subsequent proceeding.

G. Arbitration Procedures: In the event the employee and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

1. Request: A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed in the office of the Superintendent of Schools within ten days following the decision in Level III of the grievance procedure.
2. Prior Procedure Required: No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.
3. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten (10) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the Bureau of Mediation Services, hereinafter referred to as BMS, to appoint an arbitrator, pursuant to Minnesota Statutes 179.70, Subd. 4, providing such request is made within twenty (20) days after request for arbitration. The request shall ask that the appointment be made within thirty (30) days after the receipt of said request. Failure to agree upon an arbitrator or the failure to request an arbitrator from the BMS within the time periods provided herein shall constitute a waiver of the grievance.
4. Submission of Grievance Information:
  - a. Upon appointment of the arbitrator, the appealing party may within five days after notice of appointment forward to the arbitrator, with a copy to the School Board, the submission of the grievance which shall include the following:
    1. The issues involved
    2. Statement of the facts
    3. Position of the grievant
    4. The written documents relating to Paragraph D and Paragraph E of this Article 22 of the grievance procedure
  - b. The School Board may make a similar submission of information relating to the grievance either before or at the time of the hearing.
5. Hearing: The grievance shall be heard by a single arbitrator and both parties may be

represented by such person or persons as they may choose and designate and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing denovo.

6. Decision: The decision by the arbitrator shall be rendered within thirty (30) days after the close of the hearing. Decisions by the arbitrator in cases properly before him shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided by and in the Public Employment Labor Relations Act.
7. Expenses: Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, any other expenses which the party incurs in connection with presenting its case in arbitration. Either party may order a transcript or recording of the hearing and shall pay its costs in connection therewith. The parties shall share equally the costs and fees of the arbitrator, and such other expenses as are mutually agreed upon by the parties.
6. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of agreement as defined herein and contained in this written agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection, direction and number of personnel. In considering any issue in dispute, in its order the arbitrator shall give due consideration to the statutory rights and obligations of the public school boards to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

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## **ARTICLE 23 - STRIKE, SLOWDOWN OR WITHHOLDING OF SERVICES**

Absent a legal strike following the expiration of this negotiated contract called by the Secretarial Employees, A.F.S.C.M.E., Local #2566, employees represented by A.F.S.C.M.E., Local #2566 shall not engage in strike, slowdown or withholding of services during their duty day as employees. Activities during the duty day which shall cause, encourage, participate in or support any strike, slowdown, or other interruption or interference with the normal function of the district or with the normal work activities of any reporting employee, shall be deemed violation of this no-strike agreement. Further, an employee who is absent from his/her work assignment without permission of the employer, or who abstains wholly or in part from the full performance of his/her duties on the date(s) of a strike other than a legal strike called by the Secretarial Employees, A.F.S.C.M.E., Local #2566, following the expiration of this negotiated contract, shall be deemed a violation of this no-strike agreement. Any employee in violation of this no-strike agreement shall be subject to disciplinary action up to and including discharge. The parties agree that procedures affecting this article are provided for by P.E.L.R.A. State Law supersedes any portion of this article.

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## ARTICLE 24 - SALARY SCHEDULE

A. 2023/2024 Hourly Wage Schedule:

<b>2023-24 Pay Grid</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	
Step 1	\$19.31	\$20.09	\$20.96	\$21.90	
Step 2	\$20.19	\$21.00	\$21.92	\$22.90	
Step 3	\$21.06	\$21.91	\$22.87	\$23.89	
Step 4	\$21.94	\$22.82	\$23.82	\$24.88	

B. 2024/2025 Hourly Wage Schedule:

<b>2023-24 Pay Grid</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	
Step 1	\$19.89	\$20.69	\$21.59	\$22.55	
Step 2	\$20.79	\$21.63	\$22.58	\$23.58	
Step 3	\$21.70	\$22.57	\$23.55	\$24.60	
Step 4	\$22.60	\$23.51	\$24.54	\$25.63	

\*This salary schedule continues the implementation of pay equity (Comparable Worth).

C. Longevity:

Effective **July 1, 2023**, longevity payments, applicable on employee’s employment anniversary date shall be as follows:

Employees who have completed five (5) years of service will receive a salary adjustment (dependent on months in year worked) as follows:

**2023/2024 = \$115.00 per mo.      2024/2025= \$115.00 per mo.**

Employees who have completed ten (10) years of service will receive a salary adjustment (dependent on months in year worked) as follows:

**2023/2024= \$120.00 per mo.      2024/2025= \$120.00 per mo.**

Employees who have completed fifteen (15) years of service will receive a salary adjustment (dependent on months in year worked) as follows:

**2023/2024 = \$130.00 per mo.      2024/2025= \$130.00 per mo.**

Employees who have completed twenty (20) years of service will receive a salary adjustment (dependent on months in year worked) as follows:

**2023/2024 = \$135.00 per mo.      2024/2025 = \$135.00 per mo.**

Employees who have completed twenty-five (25) years of service will receive a salary adjustment (dependent on months in year worked) as follows:

**2023/2024 = \$140.00 per mo.    2024/2025= \$140.00 per mo.**

Employees who have completed thirty (30) years of service will receive a salary adjustment (dependent on months in year worked) as follows:

**2023/2024 = \$145.00 per mo.    2024/2025= \$145.00 per mo.**

Payment of this benefit shall be paid (in a lump sum payment) on the first payroll in December of each year to the eligible members. Longevity will be prorated if an employee resigns or retires.

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## ARTICLE 25 - SAVINGS CLAUSE

In the event that any provision, phrase or clause of this agreement shall be any time declared invalid by any court or jurisdiction, the decision shall not invalidate the entire agreement. It being the expressed intention of the parties that all other provisions remain in full force and effect.

For Local 2566, Council 65  
Federation of State County and Municipal  
Employees, AFL - CIO

For Independent School District No. 492  
Austin Public Schools  
Austin, Minnesota 559912

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Union Representative

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School Board Chair

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Unit Negotiator

---

School Board Clerk

---

Unit Negotiator

---

Chief Negotiator for School Board



Working Agreement Between  
**International Union, United Automobile, Aerospace,  
Agricultural Implement Workers of America, U.A.W.**  
(CUSTODIANS & ENGINEERS)

*and*

**Independent School District No. 492**

*July 1, 2023 - June 30, 2025*

**401 3<sup>rd</sup> Ave NW Austin,  
Minnesota**

**Phone: 507-460-1900 Fax: 507-460-1920**

[www.austin.k12.mn.us](http://www.austin.k12.mn.us)

**(U.A.W.) CUSTODIANS & ENGINEERS WORKING AGREEMENT**  
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## ARTICLE 1: Parties

**This Agreement**, entered into between Independent School District No. 492, Austin, Minnesota, hereinafter referred to as the School District or sometimes referred to as employer, and the International Union, United Automobile, Aerospace, Agricultural Implement Workers of America, U.A.W., Local No. 867, Austin, Minnesota, hereinafter referred to as union, pursuant to and in compliance with the Public Employment Labor Relations Act, hereinafter referred to as the P.E.L.R.A., to provide the terms and conditions of employment for custodians and engineers during the duration of this Agreement.

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## **ARTICLE 2: Recognition of Exclusive Representative**

- A. Recognition: In accordance with the P.E.L.R.A., the School District recognizes the International Union, United Automobile, Aerospace, Agricultural Implement Workers of America, U.A.W., Local No. 867, Austin, Minnesota, as the exclusive representative for custodians and engineers employed by Independent School District No. 492, which exclusive representative, shall have those rights and duties as prescribed by the P.E.L.R.A. and as described in the provisions of this Agreement.
  
- B. Appropriate Unit: The exclusive representative shall represent all such employees of the District contained in the appropriate unit as defined in Article III, Paragraph B., of this agreement and the P.E.L.R.A.

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## ARTICLE 3: Definitions

- A. Terms and Conditions of Employment: Shall mean the hours of employment, the compensation thereof including fringe benefits, and such employer's personnel policies affecting the working conditions of the employees are set forth herein.
- B. Description of Appropriate Unit: For purposes of this Agreement, the classifications listed in Article XIII shall mean all persons in the appropriate unit employed by the School District in such classifications excluding the following: confidential employees, supervisory employees, office employees, food service employees, essential employees, part-time employees whose services do not exceed fourteen (14) hours per week or more than sixty-seven (67) work days per year, employees who hold positions of temporary or seasonal character **[Example: Summer employment]** for a period not in excess of sixty-seven (67) working days in any calendar year and emergency employees, and excluding all other employees.
- C. Days: Days shall mean calendar days unless otherwise noted.
- D. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by the P.E.L.R.A.

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## ARTICLE 4: School District Rights

- A. Inherent Managerial Rights: The exclusive representative recognizes that the School District is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.
- B. Management Responsibilities: The exclusive representative recognizes the right and obligation of the School Board to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunity for the students at the School District.
- C. Effect of Laws, Rules, and Regulations: The exclusive representative recognizes that all employees covered by this Agreement shall perform the services and duties prescribed by the School District and shall be governed by the laws of the State of Minnesota, and by School District rules, regulations, directives and orders from time to time as deemed necessary by the School District insofar as such rules, regulations, directives, and orders are not inconsistent with the terms of this Agreement and recognizes that the School District, all employees covered by this Agreement, and all provisions of this Agreement are subject to the laws of the state. Any provisions of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.
- D. Reservation of Managerial Rights: The foregoing enumeration of School District rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this Agreement are reserved to the School District.

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## ARTICLE 5: Employee Rights

- A. Right to Views: Nothing contained in this agreement shall be construed to limit, impair or affect the right of any employee or the employee's representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, as long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative.
- B. Right to Join: Employees shall have the right to form and join labor or employee organizations and shall have the right not to form and join such organizations. Employees in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for employees of such unit with the School Board.
- C. Request for Dues Check-Off: Employees shall have the right to request and be allowed dues check-off for the employee organization of their selection, provided the dues check-off and the proceeds thereof shall not be allowed any employee organization that has lost its right to dues check-off. Upon receipt of a properly executed authorization card of the employee involved, the School District will deduct from the employee's paycheck the dues that the employee has agreed to pay to the employee organization during the period provided in said authorization.

Deductions may be terminated by the employee by giving thirty (30) days written notice to the School District business office to stop deductions. Deductions shall be made each payday and shall be transmitted monthly to the designated organizations together with a list of names of the employees from whom deductions were made.

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## ARTICLE 6: Seniority

- A. The employer recognizes the principles of seniority.
- B. The positions of Custodian I & II, Assistant Custodian Engineer I & II, and Custodian Engineer/Engineer will be given preference of employment, jobs and advancement on the basis of length of service.
- C. The positions of District Utility Maintenance, District Utility Maintenance with Journeyman's with Electrical License, Carpenter/Grounds, Wescott Field, Grounds Maintenance, Carpenter Foreman, HVAC Engineer, Chief Engineer, AHS & Ellis Night Foreman, Oakland Foreman and Electrician are appointed positions and will be hired at the discretion of the Director of Facilities.
- D. In the case of a layoff for lack of work, the least senior in point of service shall be laid off; when the force is increased, those formerly laid off for lack of work shall be rehired before others are employed. They shall be hired in the order of their seniority -- the most senior first, etc. The employer shall notify the employees in writing. Employee must make their decision and serve notice within one week if their desires to return to the staff. Laid off employees shall retain a right of seniority for recall for a period of twenty-four (24) months or individual's seniority, whichever is greater, commencing with the last day of work prior to layoff. If laid off employee refuses recall, the right to recall ends.
- E. In order to explain and clarify the procedure which is to be followed in the event that a school is closed or if one of the jobs in the working unit is discontinued and as a result thereof one or more of the employees in this unit are to be laid off, the following information is submitted. In the event the above happens, the following procedure will be used in the layoff:
  - 1. For example, if a school is closed, the employee(s) working at the school, who are affected, would take the place of the least senior employee(s) in their classification. The displaced employee would take the place of the employee lowest in seniority in the next lower classification if they have seniority to do so; if they do not have the seniority to do so, said employee would take the place of the employee lowest in seniority in the next lower classification, if such employee has the seniority to do so, and so on through each classification until the employee lowest in seniority in the overall work unit is laid off.
  - 2. If thereafter the working force is increased, the employee who was laid off will be the first to be recalled and laid off employees shall be recalled in the order of their

seniority -- the most senior first, etc. The employer will give notice of recall to the last address which the laid off employee has given to the employer in writing and notice of recall will also be sent to the union. The employer's notice of recall to the employee shall be sent by certified mail, postage prepaid, return receipt requested, or by personal service to the employee. The laid off employee will have one week from the date of said notice within which they must notify the employer in writing that they will return to work and begin employment. Such notice by the employee to the employer shall be sent by certified mail, postage prepaid, return receipt requested, or by personal service upon the employer. If the employee does not do so, such employee will lose their rights to reemployment.

3. If the displaced employee is placed in a lower classification, they will step down to the lower classification wage by 33% of the difference between the two wages each contract year until they reach the wage of the lower classification. In the event of a vacancy, the employee will be entitled to exercise their seniority as provided in this Working Agreement.
  4. This same procedure will be followed in the event of a discontinuance of positions in any of the classifications. If an appointed position is discontinued; those employees may displace other appointed positions based on seniority and contingent on job qualifications. The displacement of the less senior employee will be at the discretion of the employer contingent on job qualifications. This displacement will continue, based on job qualifications, through the non-appointed classifications as necessary. If the employee whose position was discontinued happens to be the employee with the least seniority, then, of course, such employee is the employee who would be laid off.
- F. As vacancies occur, notice of same shall be emailed to employees giving all employees the opportunity on the basis of seniority to fill the vacant jobs of non-appointed positions. Applications shall be made by completing an application on the district website. Hours of labor and classification, subject always to adjustment, shall appear on all postings. Temporary or new positions under classification covered herein that are added shall be posted after ten working days before final appointment is made. Temporary positions shall state the anticipated length of duration. An employee posting for and moving into that vacancy will not be eligible to post back into their former position for a period of ninety (90) days. A copy of all postings shall be sent to the Union.
- G. When an employee is off on sick leave, sick leave of absence, or a combination of the two, for a period of thirteen (13) months or longer, the job will be posted as a permanent job. Upon returning, the employee will replace the person with the lowest seniority in their classification, and the person with the lowest seniority who has been replaced, will step down to the next classification. If an employee is absent for illness, a statement from a

physician declaring eligibility to return to work may be required.

- H. Any employee shall have the right to waive their seniority claim to any job. Failure to apply for a vacancy within five (5) working days by completing an application on the district website will mean forfeiture of seniority to the vacancy and the School District shall not be bound on seniority by a later application.
- I. This article shall not be construed in such a way to give anyone a claim to a job, the duties of which they are unable to perform.
- J. Seniority lists of all employees in each classification shall be posted at Austin High School and Ellis Middle School.
- K. Employees applying for a position shall have all certifications required for that position at the time of posting. If a person is not qualified to perform his/their job within one-hundred eighty (180) days of being on the job and it is determined that he/they cannot perform the job, then he/they will revert back to his/their previous job.
- L. The first one-hundred eighty (180) days of employment shall be considered a probationary period, and no seniority shall be held during that time. Upon completion of the probationary period, seniority shall date back to the original date of hire. It shall be agreed that an employee can be dismissed at any time during the probationary period without the sanction of the Union.

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## **ARTICLE 7: Conduct**

Employees, of necessity, are constantly coming into contact with small children and youth and bear quite an influence on their lives. It is very necessary that they so conduct themselves in and about their work that they shall be a proper example to children. They shall not, in any way, engage in the use of intoxicating drugs upon school premises, or in the vicinity thereof, and in coming to the job shall not be in a condition that gives evidence of engaging in the use thereof. They shall not use tobacco products while engaged in duty about the school premises. They shall perform their duties and in no way be insubordinate to any member of the supervisory or administrative staff or use profane language. They shall also uphold professional behavior with all co-workers at all times, regardless of Unit or non-Unit.

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## ARTICLE 8: Duties and Work Schedule

**A. Hours of Labor:**

1. The normal work week shall be five (5) days of eight (8) hours each day or forty (40) hours per week.
  - a. The district utility position will be eight (8) hours per day or forty (40) hours per week and may be scheduled Tuesday through Saturday.
2. Hours in excess of forty (40) hours per week shall be paid on the employee's next payroll period.
3. For any special events, a custodian will provide coverage, as deemed appropriate by the Director of Facility Services or their designee, with a 2-hour minimum on weekends.
- 4.

<b>Order of Opportunity for Weekend Inspections</b>	<b>CLC</b>	<b>Woodson</b>	<b>Elementary</b>	<b>IJ Holton</b>
Custodian-Engineer	1	1	1	1
Assistant Custodian Engineer	2	2	2	2
Qualified Person	3	3	3	3
1 Hour at 1.5 Rate of Pay on Saturdays, 1 Hour at 2.0 Rate of Pay on Sundays and recognized holidays				
<b>Order of Opportunity for Weekend Inspections</b>	<b>Oakland Education Center</b>			
Oakland Foreman	1			
Assistant Custodian Engineer	2			
Qualified Person	3			
1 Hour at 1.5 Rate of Pay on Saturdays, 1 Hour at 2.0 Rate of Pay on Sundays and recognized holidays				
<b>Order of Opportunity for Weekend Inspections</b>	<b>Ellis</b>			
Night Foreman/CPO Certified	1			
Custodial Engineer/CPO Certified	2			
Qualified Person/CPO Certified	3			
1.5 Hour at 1.5 Rate of Pay on Saturdays, 1.5 Hour at 2.0 Rate of Pay on Sundays and recognized holidays				
<b>Order of Opportunity for Weekend Inspections</b>	<b>AHS</b>			
Chief Engineer	1			
HVAC Engineer	2			
Night Foremen	3			
Qualified Person	4			

2 Hour at 1.5 Rate of Pay on Saturdays, 2 Hour at 2.0 Rate of Pay on Sundays and recognized holidays.				
<b>Order of Opportunity for Weekend Inspections</b>	<b>Wescott Complex while Dome is Inflated</b>			
Grounds/Wescott	1			
Grounds Maintenance	2			
Carpenter Grounds	3			
Qualified Person	4			
1 Hour at 1.5 Rate of Pay on Saturdays, 1 Hour at 2.0 Rate of Pay on Sundays and recognized holidays				

Weekend building inspections at the intermediate school, elementary schools and Woodson Kindergarten Center during the summer vacation (essentially June, July, and August) will be conducted as necessary when boilers are in operation for the dehumidification properties of the new HVAC systems. There will be no building checks in the summer (essentially June, July and August) at the Community Learning Center. In order to be eligible to work overtime an employee must work the day prior to that scheduled overtime unless no other building members have posted for the overtime. In order to be eligible to work building checks on Saturday and/or Sunday (“weekend”), an employee must work the Friday prior to that scheduled weekend unless no other building members have posted for the overtime. Employees that have not worked on the Friday prior to that scheduled weekend will be offered the overtime, if qualified, before the least senior employee in the building is required to work. If there is no licensed engineer in that building to do building check, it goes out to department seniority with qualifying license. For purposes of this paragraph, a workday is considered a minimum of four (4) hours worked. No inspections will take place at Wescott Field during the entire year.

If there is any other work, such as break-ins, mechanical failures, broken windows, etc., the custodian engineer shall receive premium pay for doing such work. However, before doing this work the custodian-engineer must check with the Director of Facility Services to get advance permission to do that work.

If custodian engineer is not available for duties listed in this section, the second person in the building shall be responsible for said duties.

5. Assistant and custodian-engineers shall hold a proper license to operate the boilers and shall, in addition to regular duties, operate the heating system during the employee's working day as needed.
6. Custodian-engineers at the Woodson Kindergarten Center, the intermediate school, elementary schools, Oakland Education Center and Community Learning Center working extra time in those particular schools and required to be present

during noon hours shall be paid \$500.00 prorated per year in addition to the employee's regular pay. This same benefit shall be paid to the day shift Austin High School custodian and the day shift Ellis custodian. In addition, this same benefit shall be paid to the foreman who works the night shift at Ellis Middle School and to the foreman who works the night shift at Austin High School. Employees receiving this benefit are required to physically be on the school site to be considered present. Employees may be allowed to leave with prior approval from the Director of Facility Services or building level administration.

**B. Premium Pay:**

1. An employee shall be paid for overtime at the rate the employee is drawing. All unscheduled work on Sundays or holidays shall be paid at double time.
2. Employees who are recalled to work after their regular workday hours, or on days off, shall receive a minimum of two hours' call-in pay. In addition, the Grounds Maintenance position or designee may be required to provide snow watch duties during the winter months and shall receive two (2) hours overtime pay for each night the duties are required by the Director of Facility Services.
3. A night Shift differential stipend shall be paid to all employees who begin their regular established hours from 1:00 pm and later. The full stipend will be based upon working and eligible shift for 10 months. The stipend will be prorated for less than 10 months.

Scheduled Start of Shift	Annual Stipend based upon 10 months
1:00 pm	\$425
Between 1:01 pm and 2:00 pm	\$540
After 2:00 pm	\$660

4. Overtime pay at one and one-half times shall be paid on time over forty (40) hours per week, other than herein provided; or time off for overtime at the rate of one and one-half times on time over forty (40) hours per week as may be mutually arranged between the employee, supervisor and Director of Human Resources. Sick time used during the week will not be used to calculate overtime or compensatory time. Individuals who work in more than one building will be eligible for overtime in these buildings before the overtime is offered District wide. If no one who works in the building accepts the overtime, then seniority based on required qualifications of the position will determine who is assigned. Consideration will be given to employees that are on a scheduled leave.
  - a. Within the normal work year of July 1 through June 30 each member of the Unit shall have the ability to accrue and use a total of 80 hours of compensatory time. Any hours carried over from the previous year(s) shall be deducted from the 80-hour maximum accumulation.

Any employee, who has accrued compensatory time, has the option of payment for the compensatory hours worked. Employees must declare this to HR by June 30<sup>th</sup> for the previous contract year.

- b. Employees serving on jury duty shall be paid the difference between jury duty pay and regular compensation for the time off duty.

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## ARTICLE 9: Vacation

- A. Employees hired between July 1 and December 31 will receive one week of vacation during the first year of employment, to be used following January 1. Employees hired between January 1 and June 30 will receive no vacation during the first part year of employment. On July 1, employees will receive the next fiscal year's allocation of two weeks' vacation.
- B. Upon completion of five (5) years of service with the employer, employees shall receive three (3) weeks vacation and upon completion of ten (10) years of service with the employer, employees shall receive four (4) weeks of vacation. Upon completion of twenty-one (21) years of service with the employer, employee shall receive twenty-one (21) days of-vacation. Upon completion of twenty-two (22) years of service with the employer, employee shall receive twenty-two (22) days of-vacation. Upon completion of twenty-three (23) years of service with the employer, employee shall receive twenty-three (23) days of-vacation. Upon completion of twenty-four (24) years of service with the employer, employee shall receive twenty-four (24) days of-vacation. Upon completion of twenty-five (25) years of service with the employer, employee shall receive five (5) weeks of-vacation. Vacation time shall not be cumulative, and all vacation time earned in a fiscal year shall be used by July 1 of the following year.
- C. Vacations may be scheduled during the ensuing regular school year. If because of illness of other employees or other emergency the schools are not properly staffed during said school year, it is understood that the employer has the right to refuse to grant vacations during said school year or to recall employees who are on vacation during said school year. (It is understood that such action by the employer is a management prerogative, but it is mentioned here for clarity).
- D. Employees who are terminated either voluntarily or by action of the employer shall be paid for any earned vacation days that have not been taken by the date of termination. Earned vacation days shall be calculated by dividing the employee's July 1 allocation by 12 and multiplying the result by the number of months the employee would work from July until termination. For Article 9 Section D a partial month shall be considered a full month. Example: An employee that has completed 12 years of employment receives 4 weeks of vacation on July 1. The employee resigns their position effective December On December 5<sup>th</sup> the employee has taken 6 days of vacation and has 14 days of vacation remaining. The employee is allocated 20 days of vacation, divided by 12 yields the employee's monthly allocation of 1.67 days per month. The employee is going to work from July 1 to December 5<sup>th</sup> or 6 total months. 6 months times 1.67 vacation days per month yields 10 earned vacation days. The employee is entitled to 4 days' paid vacation.
- E. Deviations from the above schedule will be by mutual agreement between the employer and the employee, planned at least thirty (30) days in advance.

- F. When an employee becomes entitled to income disability payments and is also entitled to accrued vacation, the employer shall pay the employee the difference between the amount of the employee's disability payment and the employee's regular rate of pay, from the employee's accrued vacation and if such payments by the employer have not exhausted the amount due employee for accrued vacation pay by the first pay period in July, then any unpaid balance due for said accrued vacation shall be paid in the first pay period of July, or at employee's option, said installment payments may be waived and instead elect to take all such accrued vacation pay in one lump sum in the first pay period in July. Vacation time shall not accrue while employee is receiving income protection payments.
- G. Employees working less than twelve (12) months per year or eight (8) hours per day will have vacation time prorated accordingly. Vacation time is to be utilized at times when it would cause the least disruption, with the approval of the administration.
- H. Perfect Attendance: The School District shall award one (1) vacation day to any custodian who has achieved one school year of perfect attendance with no tardies. Perfect attendance is defined as having completed one school year of continuous days of perfect attendance. This means the employee must not have been laid off, taken regular sick leave, taken an unpaid personal leave of absence, tardy or had an injury on the job (of more than 2 days) during that school year.

The vacation day must be used during the next school year in which it was awarded. If the vacation day is not used within that year, it will not accrue or carry over.

If a custodian qualifies for leave under FMLA leave, such leave will not disqualify an employee from achieving perfect attendance.

Terminated employees or employees who resign are not eligible to use or receive compensation for a vacation day award based on perfect attendance. An employee who has been awarded a vacation day based on perfect attendance and is subsequently placed on layoff the following school year, shall be compensated at their daily rate of pay for the vacation day awarded.

At the end of each school year, the Department of Human Resources will determine perfect attendance. If no disqualifying codes appear for an employee during the school year, a perfect attendance letter will be generated and sent to the employee and payroll indicating an additional vacation day will be added to the employee's bank for the following school year.

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## ARTICLE 10: Leaves

- A. Employees shall earn one (1) day of sick leave for each month of service in the employ of the District. Unused sick leave shall accumulate. Employee shall furnish satisfactory evidence that he or she is unable to work. The unlimited accumulation shall be reported to the employees. Unused days of sick leave shall be granted only where accident or illness disables the employee from performing his or her regular duties in the accustomed manner. An employee disabled by an accident arising out of and in the course of employment, may, upon return to work, apply any unused portion of sick leave or vacation upon any part of his or her period of disability for which he or she is not entitled to draw worker's compensation.
- B. When an employee is off work with a compensable injury, the employee shall have the option to receive the difference between the employee's compensation check and the employee's regular check until accumulated sick leave is used up. The employee may also elect to not use any sick leave during this time. Notification to payroll needs to be made within one (1) week of injury. When an employee is off work with a compensable injury which occurred at employer's place of business, the employer and employee will continue to pay its contribution of the insurance premium as active employees.
- C. After an employee has used all accumulated sick leave, the employee shall be granted a medical leave of absence up to six (6) months, which can be extended on doctor's advice in increments of up to six (6) months for a minimum of two years (24 months) up to a maximum of the individual's seniority, whichever is greater, commencing with the last day of paid sick leave, with seniority frozen at the end of the first six (6) months leave of absence.  
Employer shall continue to pay its contribution of the insurance premium as active employees for the first six (6) months of the employee's unpaid medical leave of absence. The employee shall continue to pay its contribution of the insurance premium as active employees and shall make the contribution one (1) month in advance during those six (6) months. Upon the start of month seven (7) of the employee's unpaid medical leave of absence, the employee will be eligible to remain, at their own expense, in the existing District health and hospitalization plan.
- D. In the event of death in the immediate family (spouse, child, father, mother, father-in-law, mother-in-law, stepparent, sister, brother, step sibling, son-in-law, daughter-in-law, stepchild, grandparents, or grandchildren of the employee), the employee may be allowed up to a maximum of five (5) days absence. In the event of death in the extended family (aunt, uncle, niece, nephew, brother-in-law, sister-in-law or grandparent-in-law) the employee may be allowed up to a maximum of

two (2) days absence. The total yearly maximum shall not exceed fifteen (15) days. This right shall have no accumulation privileges. In extenuating circumstances, the Superintendent or his designee may grant leave in excess of five (5) days in the case of immediate family and in excess of two (2) days in the case of extended family. In extenuating circumstances, the Superintendent or his designee may grant leave with pay in excess of fifteen (15) days.

In the event of a serious health condition as defined by the Family Medical Leave Act (FMLA) in the immediate family (wife, husband, child, father, mother, father-in-law, mother-in-law, sister, brother, sister-in-law, brother-in-law, step-child, aunt, uncle, grandparents, grandparents-in-law, or grandchildren of the employee), the employee may be allowed up to a maximum of eight (8) days absence per year, or as provided by law. Employee would submit paperwork to HR for review. If HR determines leave meets FMLA criteria, leave will be granted. If HR determines it does not but employee feels it does meet FMLA criteria, employee has the right to ask doctor to verify if leave meets FMLA criteria. If doctor determines leave meets FMLA criteria, leave will be granted.

- E. Employees serving as pallbearers shall be allowed one-half day off if the funeral service is in Austin, and not to exceed one day off if the funeral is away from Austin.
- F. Personal leave will be allowed per the following conditions:
  - 1. Three days of leave allowance may be used for personal business per contract year. Requests for utilization of a personal leave day shall be entered into the District's attendance reporting system and sent to the immediate supervisor, no later than three (3) days prior to the requested leave, except in cases of extreme emergency. Such request shall be subject to the approval in advance by the Superintendent or their designee.
  - 2. Additional personal leave may be granted to cover personal emergency or personal exceptional situations at the discretion of the Superintendent or his designee, but under such leave, employees will suffer full pay deduction. Under no circumstances shall the School District's decision to grant personal leave under this section be construed as establishing a past practice or prejudice the District's right to enforce such restriction at its discretion.
  - 3. The employer reserves the right to limit the utilization of personal leave by employees on any given workday in order to provide an adequate work force to cover the needs of the School District.

4. An employee unable to utilize any paid personal leave day during their work year will be paid for unused personal days (hours worked per day x hourly rate of pay x number of personal days). Unused personal leave will be paid in July following the end of the fiscal year.
- G. In the event the governor closes schools, individuals will be granted eight (8) hours pay per day of closing. Those individuals who report to work for building checks will be granted pay as provided in Article VIII.

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## ARTICLE 11: Holidays

- A. Employees shall have the following eleven (11) holidays off with pay: New Year's Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day, the day before or after Christmas Day, Christmas Day, and the day before or after New Year's Day per year. The District reserves the right to make the decision on whether the day off is before or after Christmas and New Year's Day.
- B. For the holidays listed, employees shall receive eight (8) hours pay or additional day off if the holiday falls on any day that is an employee's regular time off. Employees who work a Tuesday to Saturday schedule will have their schedule adjusted to accommodate holidays as per agreement with Director of Facility Services and the employee.
- C. Employees working less than twelve (12) months per year or eight (8) hours per day will have paid holidays (following the provisions of this article) prorated accordingly.

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## ARTICLE 12: General

- A. The Austin Public Schools agree to maintain a bulletin board for union use in each building.
- B. Seniority shall be accumulated while the employee is on leave of absence in the case of illness or injury. This shall be subject to the limitation under sick leave above (Article 10).
- C. Payday shall be every two weeks. It is agreed and understood that the base salary and all other salaries related to the base salary as provided herein shall be for a period of fifty-two (52) calendar weeks rather than for a calendar year to enable employer to divide the total salary by twenty-six (26) and not have to make an adjustment for a part of a pay period being under an old pay schedule and a part of a pay period being under a new schedule.
- D. In the event not more than two employees are selected by a union to transact business for the local UAW Union, they shall be granted leave of absence for up to twenty (20) days cumulative, as long as such employment by the Union continues, and they shall continue to accrue seniority while on such leave.
  - 1. Upon termination of the employment with the Union, the employee shall return to the job that he or she held with the employer provided the employee is in substantially the same physical and mental condition as he or she was in prior to his or her leaving employment with the School District, and provided, further, that the employee's ability to perform the duties required of him or her is substantially the same as it was prior to the time the employee left his or her employment with the School District.
- E. The employer will provide at no cost to the employee three (3) standard district uniform shirts per year, Employer- provided shirts are to be worn at all times employee is at work. The Uniform shirts will be provided as soon as practicable following ratification of this agreement.
- F. The District agrees to pay a \$50.00 per month phone stipend for the following unit members: the Custodian who handles food delivery for Food Service, the Master Electrician, the Chief Engineer, HVAC Engineer, District Utility Maintenance, the Grounds Maintenance, the Grounds Wescott, Carpenter Foreman, and Carpenter Grounds for the use of their personal cell phone for District business.
  - 1. No other position in the Unit will be eligible to receive a cell phone stipend.

- G. The employer will reimburse each employee required to have a license in the scope of their daily work for the cost of renewal.

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## ARTICLE 13: Wages and Job Classifications

- A. The wages and conditions of employment on different job classifications are as follows:

2023-2024	Step 1	Step 2	Requirements
<b><u>CUSTODIAL</u></b>			
Custodian I	\$ 18.11	\$ 21.05	None
Custodian II	\$ 18.46	\$ 21.47	Special or higher (Boiler)
Assistant Custodian Engineer I	\$ 18.54	\$ 21.56	Special (Boiler)
Assistant Custodian Engineer II	\$ 18.90	\$ 21.99	2nd Class or higher (Boiler)
Custodian Engineer / Engineer	\$ 20.67	\$ 24.03	1st Class or higher (Boiler)
<b><u>MAINTENANCE POSITIONS</u></b>			
DIST UTILITIY MAINTENANCE	\$ 24.39		
Carpenter/Grounds, Wescott Field	\$ 25.45		
AHS / ELLIS NIGHT FOREMAN, GROUNDS MAINT, OAKLAND FOREMAN, DISTRICT UTILITY MAINTENANCE WITH JOURNEYMAN'S ELECTRICAL LICENSE	\$ 26.32		
Carpenter Foreman	\$ 27.24		
HVAC Engineer	\$ 28.02		
Chief Engineer	\$ 29.65		
Master Electrician	\$ 30.52		
<b><u>2024-2025</u></b>			
<b><u>CUSTODIAL</u></b>			
Custodian I	\$ 18.47	\$ 21.47	None
Custodian II	\$ 18.83	\$ 21.90	Special or higher (Boiler)
Assistant Custodian Engineer I	\$ 18.91	\$ 21.99	Special (Boiler)
Assistant Custodian Engineer II	\$ 19.28	\$ 22.43	2nd Class or higher (Boiler)
Custodian Engineer / Engineer	\$ 21.08	\$ 24.51	1st Class or higher (Boiler)
<b><u>MAINTENANCE POSITIONS</u></b>			
DIST UTILITIY MAINTENANCE	\$ 24.88		
Carpenter/Grounds, Wescott Field	\$ 25.96		
AHS / ELLIS NIGHT FOREMAN, GROUNDS MAINT, OAKLAND FOREMAN, DISTRICT UTILITY MAINTENANCE WITH JOURNEYMAN'S ELECTRICAL LICENSE	\$ 26.84		
Carpenter Foreman	\$ 27.79		
HVAC Engineer	\$ 28.58		
Chief Engineer	\$ 30.24		
Master Electrician	\$ 31.13		

- B. Employees with more than two years of seniority shall receive the rate of the classification upon transfer.
- C. If a custodian's wage is frozen due to economic reasons during their training wage period, once the wage freeze is lifted, they will receive whatever level of pay they normally should receive for their length of service. The training period will not be extended due to an economic freeze.

- D. Employees that are assigned to more than one (1) building during the normal school year shall receive mileage reimbursement at the IRS rate. Mileage reimbursement shall be submitted monthly with distances traveled matching the district issued standards. Employees shall maintain insurance protection on their personal vehicle, according to district requirements, and may be required to submit verification as necessary.
- E. The International Union, United Automobile, Aerospace and Agricultural Implement Workers of America, U.A.W. and its Local No. 867, and any of their members, officers, or duly authorized agents are in violation of this agreement when a suspension or interruption of work occurs which is not authorized or approved by the International U.A.W. Any employee, or employees, who promotes or engages in such acts, may be subject to disciplinary action by the School Board. Such actions will mean discharge without breach of contract by employer. Any penalty because of the above paragraph shall be subject to grievance procedure.
- F. Longevity:
- Effective July 1, 2023, longevity payments, applicable on employee employment anniversary date shall be as follows:
- Employees who have completed seven (7) years of service will receive an annual salary adjustment of \$550.00.
  - Employees who have completed ten (10) years of service will receive an annual salary adjustment of \$635.00.
  - Employees who have completed fifteen (15) years of service will receive an annual salary adjustment of \$785.00.
  - Employees who have completed twenty (20) years of service will receive an annual salary adjustment of \$835.00.
- Payment of this benefit shall be paid (in a lump sum payment) on the first payroll following the eligible employee's anniversary date. Longevity will be prorated and added to an eligible employee's final pay period direct deposit when an employee resigns or retires.
- G. Employees will be paid by direct deposit. All salary amounts due shall be posted to the financial institution of the employee's choice for crediting to the employee's account. The financial institution must be a member of the automated clearing house.
- H. Overpayment or Underpayment: If the District overpaid or underpaid an employee, such payment will be reclaimed by the District or the employee. Before such action is taken, there will be a personal conference with the employee entitled to representation from the exclusive representative. The payment terms shall be mutually agreed upon.

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## ARTICLE 14: Retirement

- A. The provisions of this Article 14 shall be available only to those employees who have at least ten (10) years of continuous employment in the custodial association with employer (including the year in which such notice of resignation is submitted) immediately preceding the year of retirement. (Continuous employment shall mean employment with no break in service due to resignation or termination.) This provision shall not apply to employees who have been on a long-term leave of absence without pay for more than one (1) year at the time of retirement, but shall apply to employees on long term disability or unrequested leave at the time of retirement.
- B. New hires employed into the unit on July 1, 2003 and thereafter shall not be eligible to receive an employer contribution toward health and life insurance benefits upon retirement.
- C. Members of the unit employed before July 1, 2003 will be grandfathered in for the following benefits described in paragraphs C and D. Employees who have been employed for at least ten (10) years in the District and after employee reaches the age of 62, they may request to retire. Such employees will be provided single coverage hospital and major medical coverage equal to the plans that are in force at the time of retirement until the month in which the retiree reaches the age of 65 in accordance with Article 16. The employer and retiree will pay the same monthly contribution (co-pay) and receive the same monthly district Health Savings Account (HSA) contributions as active employees in the unit pay. As the co-pay changes for active employees, it will do so in accordance for retirees. Dependent coverage within the group will be made available to the retiree at the retired employee's expense to be paid in advance.
- D. Employees who have been employed for at least ten (10) years in the District and who have reached the age of fifty-seven (57) or reached the age of fifty-five (55) and are eligible to retire under the PERA "Rule of 90" and retire prior to age sixty-five (65) will be provided insurance per Article 14.
  - 1. Single hospital and major medical coverage equal to that in effect at the time until the month in which the retiree reaches the age of 65. The employer and retiree will pay the same monthly contribution (co-pay) and receive the same monthly district Health Savings Account (HSA) contributions as active employees in the unit pay. As the co-pay changes for active employees, it will do so in accordance for retirees. Dependent coverage within the group will be made available to the retiree at the retired employee's expense to be paid in advance.

2. Term life insurance in the amount of \$10,000 (without accidental death and dismemberment coverage) for the employee. Such term life insurance shall cease the month in which the retiree reaches the age of 65.
- E. Employees retiring under the guidelines set forth in Article 14 shall be entitled to a buyout of their accumulated sick leave at the rate of \$100 per day, up to 100 days or a maximum of \$10,000 upon retirement. They must submit their intent to retire to the Human Resource Department by June 30th of the school year preceding their retirement date. The district will pay a maximum of \$30,000 per year for the entire unit for this benefit. This benefit will be based on seniority and employees who do not sign up by June 30<sup>th</sup> will be paid from any remaining funds in the order in which they retire, regardless of seniority.

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## ARTICLE 15: Tax Deferred Matching Contribution Plan 403(b)

- A. Eligibility: A custodian in District No. 492 shall be eligible to receive a District matching contribution to a state-approved 403(b) tax deferred matching annuity, selected by the District, as described in M.S. §356.24, as amended, provided that:
1. The custodian has at least four (4) consecutive years of custodian experience in District No. 492.
  2. The custodian is full-time 1.0 FTE (at least 6 hours) or part-time with an assignment of at least 0.5 FTEs (at least 3 hours). The District's annual maximum matching contribution for a part-time custodian shall be prorated based on the part-time custodian's FTEs. For example, 5<sup>th</sup> year, custodian working 3 hours per day would be eligible to receive one-half (50%) of the District's matching contribution, as provided under Section B of this Article.
  3. The custodian voluntarily elects and authorizes a salary reduction contribution to a 403(b)-tax deferred annuity to be paid by payroll deduction, with equal contributions each pay period to go into effect September 1 of the same year.
  4. The custodian notifies the District in writing by August 30, of his or her election under 3 above, and the amount of his or her elected salary reduction contribution.
  5. The custodian notifies the District in writing within fifteen (15) days of any change to his or her participation in a 403(b)-tax deferred annuity under 4 above; including but not limited to a change in the amount of his or her elected salary reduction contribution.
  6. The District is entitled to rely upon the information contained in the custodian's most recent notification received by the District.
- B. Amount of District Contribution: Custodians, after their fourth (4<sup>th</sup>) consecutive year of custodian experience in District No. 492 shall be eligible to receive an annual maximum District matching contribution. The portion of the applicable annual maximum District matching contribution to which a particular custodian is entitled shall be determined on a dollar-for-dollar basis. For every dollar of elected salary reduction contribution for a year made by the custodian under Section A above, the custodian shall receive one dollar of District matching contribution up to the applicable maximum District contribution of Two Hundred Dollars (\$200.00). The matching contribution shall be 100% non-forfeitable at all times.

- C. Reduction in Severance Pay Due to District Contribution to Matching Fund Plan: The amount of severance pay to which a custodian would be entitled to, under the provision of Article 14, at the time of the custodian's retirement shall be reduced by the total amount of the District's contributions toward a 403(b)-annuity matching contribution plan for the individual custodian (maximum of \$10,000.00).

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## ARTICLE 16: Insurance

### A. Hospital/Surgical:

Employer will furnish employees individual or family plan health and hospitalization insurance and such insurance shall be maintained at the actuarial equivalent of the plan in effect as of March 1, 1994. Coverage will be provided by a preferred provider organization. The employee will be allowed to choose from the following deductible plan options for the stated monthly cost to the employee.

As of July 1, 2019, and continuing through June 30, 2025, subject to the conditions described herein, the employee shall choose from two (2) health insurance plan options covering both single and family selections if they wish to elect coverage. The plan options and employer and employee contributions are as follows for each employee who qualifies for and is enrolled in the group health insurance plan:

#### 1. \$250/\$500 Deductible Plan:

- a. Single Coverage: The employee will contribute \$33.56 per month toward the cost of employee's premium for health insurance coverage for each employee who qualifies for and is enrolled in the group health insurance plan and who selects single coverage. The cost to the employee will not exceed the stated monthly costs. Any premium cost in excess of the following will be paid by the School District.
- b. Family Coverage: The employee will contribute \$148.50 per month toward the cost of employee's premium for health insurance coverage for each employee who qualifies for and is enrolled in the group health insurance plan and who selects family coverage. The cost to the employee will not exceed the stated monthly costs. Any premium cost in excess of the following will be paid by the School District.

#### 2. High Deductible Plan: The District shall offer a high-deductible health insurance plan coupled with a Health Savings Account (HSA) in addition to its \$250/\$500 Deductible Plan. The High Deductible Plan years will run July 1, 2023 through June 30, 2024 and July 1, 2024 through June 30, 2025.. Each employee who chooses to enroll in the High Deductible/HSA Plan will receive a District contribution to a Health Savings Account set up for that employee. The following provisions apply to the High Deductible/HSA Plan offered by the District:

- a. Single Coverage: The employee will contribute \$0 toward the cost of employee's premium for health insurance coverage for each employee who qualifies for and is enrolled in the group health insurance plan and who selects single coverage.

The deductible for the single policy will be the IRS minimum. The School District

will contribute 50% of the deductible annually to each qualified employee's HAS account in 4 equal payments on the first payroll of each identified quarter.

The employee will be responsible for the tax consequences of the contributions should they exceed the applicable contribution limit.

- b. Family Coverage: The employee will contribute \$0 toward the cost of employee's premium for health insurance coverage for each employee who qualifies for and is enrolled in the group health insurance plan and who selects family coverage.

The deductible for the family policy will be the IRS minimum. The School District will contribute 50% of the deductible annually to each qualified employee's HSA account in 4 equal payments on the first payroll of each identified quarter.

The employee will be responsible for the tax consequences of the contributions should they exceed the applicable contribution limit.

- c. If a qualified bargaining unit member enters the HSA plan as a participant on a date after the first day of the HSA Plan year, the School District shall prorate the amount of the School District contribution to reflect the late entry. This prorated amount will be determined by the number of days the employee is contracted compared to the total contracted days of a full-time employee.

All contributions on behalf of the HSA plan participant shall cease on the date the participant is no longer covered under the High Deductible health plan.

Contributions to the Health Savings Account arrangement described in this section in the future will be determined by a successor agreement.

- d. The employer will be responsible for payment to the HSA for administrative fees during the time the employee is on the High Deductible insurance plan.

B. The cost of the premium not contributed by the School District for both single and family coverage shall be borne by the employee and paid by payroll deduction.

C. For part-time employees in this unit that work at least four (4) hours but less than six (6) hours per day, the employer will pay \$25.00 per month for single coverage and \$50.00 per month for family coverage for health insurance. If employee elects either coverage, they are responsible for the difference in monthly premiums, to be paid in advance.

D. Premiums will continue to be paid for employees who are on paid leave of absence for personal illness or for employees eligible under FMLA. Premium may be paid to the

employer by employees who are on leave of absence without pay for other reasons.

E. Employees not eligible for hospital/surgical insurance may purchase this insurance at the group rate.

F. Income protection: Employer will furnish all employees income protection insurance and such insurance shall be maintained at the actuarial equivalent of the plan that was in force as of July 1, 1972. The employer will pay for the insurance, which must be maintained as a selected group insurance. All employees will be required to be members of the group.

To qualify for this benefit, employees must work at least six (6) hours per day and twelve (12) months per year. Sick leave may not be used once an employee has become eligible for long-term disability insurance payments. Sick leave may be used after the employee returns to work subject to this agreement and the terms and conditions of the District's long-term disability insurance policy.

G. Life: A \$3,000 paid-up life insurance policy with accidental death and dismemberment shall be part of this agreement for all the full-time employees covered by contract prior to January 1, 1975. As of January 1, 1975, the employer was no longer liable for the premium of the \$3,000 paid-up policy and the covered employees in that program of insurance may elect whatever options are permitted by the insurance carrier with respect to said \$3,000 policy, and the employer shall have no further obligations with respect thereto.

Effective July 1, 1980, the employer will furnish all employees term life insurance in the amount of \$35,000 providing accidental death and dismemberment benefits. The employer will pay for the insurance, which must be maintained as a selected group insurance. All employees will be required to be members of the group.

I. Dental Insurance: The employer will furnish all full-time employees (to qualify for this benefit, employees must work at least six (6) hours per day and twelve (12) months per year) up to \$21.89 per month for dental insurance providing for single coverage or family coverage.

Deductible per coverage year will be \$50.00 per individual. Maximum amount payable per covered person per coverage year is \$2,000.00. This insurance must be maintained as a selected group insurance. All eligible employees will be required to be members of the group. Any additional premium cost will be paid by the employee by payroll deduction and will be paid via the medical premium section of the district's flexible benefit plan. In the event the district offers a family dental plan or eyeglass coverage, this option will be made available to members of this unit.

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## ARTICLE 17: Grievance Procedure

- A. Grievance Definition: A "grievance" shall mean a dispute or disagreement between the employee and the employer as to the interpretation or application of terms and conditions of employment insofar as such matters are contained in this agreement.
- B. Representative: The employee or employer may be represented during any step of the procedure by any person or agent designated by such party to act in their or its behalf. Such representative shall not exceed three in number.
- C. Definitions and Interpretations:
1. Extension: Time limits specified in this agreement may be extended by mutual consent.
  2. Days: Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all weekdays (Monday through Friday) not designated as holidays by state law.
  3. Computation of time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, or Sunday, or a legal holiday.
  4. Filing and Postmark: The filing of service of any notice or document herein shall be timely if it bears a postmark of the United States mail within the time period.
- D. Time Limitation and Waiver: Grievances shall not be valid for consideration unless the grievance is served in writing upon the employer within twenty days after the date the event giving rise to the grievance occurred, setting forth the facts and the specific provision of this agreement allegedly violated, and the particular relief sought. Failure to serve any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the employee and the employer or its designee.

E. Adjustment of Grievance: The employer and the employee shall attempt to adjust such grievances which may arise during the course of employment of any employee within the School District in the following manner:

1. Level I: If the written grievance is not resolved through informal discussions, the employer and its designee shall give a written decision on the grievance to the parties involved within ten (10) days after receipt of the written grievance.
2. Level II: In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the Superintendent of Schools, provided such appeal is made in writing to said Superintendent within five (5) days after receipt of the decision in Level I. If a grievance is properly appealed to the Superintendent, the Superintendent or their designee shall set a time to meet regarding the grievance within fifteen (15) days after receipt of the appeal. Within ten (10) days after the meeting, the Superintendent or their designee shall issue a decision in writing to the parties involved.
3. Level III: In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the School Board, provided such appeal is made in writing to said School Board within five (5) days after receipt of the decision in Level II. If a grievance is properly appealed to the School Board, the School Board shall set a time to hear the grievance within twenty (20) days after receipt of the appeal. Within twenty (20) days after the meeting, the School Board shall issue its decision in writing to the parties involved. At the option of the School Board, a committee or representative(s) of the Board may be designated by the Board to hear the appeal at this level and report its findings and recommendations to the School Board. The School Board shall then render its decision.

F. Denial of Grievance: Failure by the School Board or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the employee may appeal it to the next level.

G. Grievance Mediations: In the event that a grievant(s) and the School District are unable to resolve any grievance, the parties may jointly agree to participate in mediation for the purpose of compromising, settling, or resolving the grievance.

1. Request A request to submit a grievance to mediation must be made in writing signed by the grievant(s) or the School District and delivered to the designee of the other party. The other party shall respond within five (5) working days to accept or deny the submission of a grievance to mediation.

2. Selection of Mediator A joint request for mediation shall be submitted to the Commissioner to assign a mediator.
  3. Mediation The assigned mediator shall schedule one or more mediation sessions. The mediation shall be conducted in conformance with Bureau of Mediation Services Policies and Procedures III.03 regarding Grievance Mediation. The mediator does not have authority to order discovery.
  4. Cost of Mediation The cost of mediation shall be borne equally by both parties. Each party shall bear their own costs related to representation during the mediation process.
  5. Recommendation The recommendations of the mediator, if any, shall be advisory only and shall not be binding on either party. No reference to the mediation or any recommendation therefrom may be used in any subsequent proceeding.
- H. Arbitration Procedures: In the event the employee and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:
1. Request: A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed in the office of the Superintendent within ten (10) days following the decision in Level III of the grievance procedure.
  2. Prior Procedure Required: No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.
  3. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten (10) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the Bureau of Mediation Services, hereinafter referred to as BMS, to appoint an arbitrator, pursuant to M.S. 179.70, Subdivision 4, providing such request is made within twenty (20) days after request for arbitration. The request shall ask the appointment be made within thirty (30) days after the receipt of said request. Failure to agree upon an arbitrator or the failure to request an arbitrator from the BMS within the time periods provided herein shall constitute a waiver of the grievance.

4. Submission of Grievance Information:
  - a. Upon appointment of the arbitrator, the appealing party shall within five (5) days after notice of appointment forward to the arbitrator with a copy to the School Board, the submission of the grievance which shall include the following:
    1. The issues involved
    2. Statement of the facts
    3. Position of the grievant
    4. The written documents relating to Paragraph D and Paragraph E of this Article XVII of the grievance procedure
  - b. The School Board may make a similar submission of information relating to the grievance either before or at the time of the hearing.
5. Hearing: The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing de novo.
6. Decision: The decision by the arbitrator shall be rendered within thirty (30) days after the close of the year. Decisions by the arbitrator in cases properly before him shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided by and in the Public Employment Labor Relations Act. It is understood and agreed that there is a conflict between the parties as to the meaning of the language of PELRA regarding the final and binding nature of grievance arbitration decisions. The School District contends that the School District has ten (10) days from the receipt of the arbitration order to accept or reject the decision whether such decision deals with a grievance or any other matter. On the other hand, the Union contends that the School District has such right to accept or reject all arbitration decisions except grievance decisions.

Each party herewith reserves unto itself the position stated above with respect to such arbitration decisions until such time as the PELRA has been finally interpreted by action of court or the legislature. However, until such final clarification, the parties may by mutual agreement modify their respective positions.

7. Expenses: Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and such expenses as are mutually agreed upon by the parties.
  
8. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, in its order the arbitrator shall give due consideration to the statutory rights and obligations of the public-school boards to efficiently manage and conduct its operation with the legal limitations surrounding the financing of such operations.

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## ARTICLE 18: Administrative Procedure

When it becomes necessary to take disciplinary actions on any member of the appropriate unit, the following procedures should be followed:

1. Notify the employee of the deficiency by written notice. Send copies to the union stewards and the personnel files. Set a time limit for correcting the deficiency.
2. Check to see if the deficiency has been corrected.
3. If not corrected, send a second notice to the employee. Send copies to the union stewards and the personnel office. This notice should include statement of the possible disciplinary actions. Set a brief time for correction.
4. If not corrected in the specified time, take action at once. Notify the union.

The above does not apply to flagrant abuses or cases where immediate dismissal or other disciplinary action is required.

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## **ARTICLE 19: Strike, Slowdown or Withholding of Services**

Absent a legal strike following the expiration of this negotiated contract called by the Custodian & Engineer Employees, U.A.W., Local #867, employees represented by the U.A.W., Local #867 shall not engage in strike, slowdown or withholding of services during their duty day as employees. Activities during the duty day which shall cause, encourage, participate in, or support any strike, slowdown, or other interruption or interference with the normal function of the District or with the normal work activities of any reporting employee, shall be deemed violation of this no-strike agreement. Further, an employee who is absent from their work assignment without permission of the employer, or who abstains wholly or in part from the full performance of their duties on the date(s) of a strike other than a legal strike called by the Custodian & Engineer Employees, U.A.W., Local #867, following the expiration of this negotiated contract, shall be deemed a violation of this no-strike agreement. Any employee in violation of this no-strike shall be subject to disciplinary action up to and including discharge.

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## ARTICLE 20: Duration

- A. Term and Reopening Negotiations: This agreement shall remain in full force and effect for a period commencing on July 1, 2023 through June 30, 2025. If either party desires to modify or amend this agreement commencing at its expiration, it shall give written notice of such intent no later than ninety (90) days prior to said expiration. Unless otherwise mutually agreed, the parties shall not commence negotiations more than ninety (90) days prior to the expiration of this agreement.
  
- B. Effect: This agreement constitutes the full and complete agreement between the School District and exclusive representative representing the employees.
  
- C. Severability: The provisions of this agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this agreement or the application of any provision thereof

**In Witness Whereof**, the parties have executed this agreement.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

For International Union, United Automobile,  
Aerospace, and Agriculture Implement Workers  
of America, UAW, Local No. 867  
Austin, Minnesota 55912

For Independent School District No. 492  
  
Austin Public Schools  
Austin, Minnesota 559912

\_\_\_\_\_  
Union Representative

\_\_\_\_\_  
School Board Chair

\_\_\_\_\_  
Unit Negotiator

\_\_\_\_\_  
School Board Clerk

\_\_\_\_\_  
Unit Negotiator

\_\_\_\_\_  
Chief Negotiator for School Board

## **Memorandum of Understanding: Snow Pay / Night-Shift Differential**

This Memorandum of Understanding is entered into by International Union, United Automobile Aerospace, Agricultural Implement Workers of America, U.A.W., Local No. 867, Austin, MN and Independent School District No. 492 to establish the parameters regarding custodians performing snow removal from 6:00 PM to 6:00 AM. For the entire 2023-2025 contract the parties agree to the following:

1. Snow removal hours are not regularly scheduled hours since we cannot predict when snow removal will need to occur.
2. Per Article 8, Section B.3, a night-shift stipend exists for employees who begin regular established shifts after 1:00 pm.
3. Even though snow removal is not regularly scheduled hours, the District will pay a night-shift differential of sixty cents (\$0.60) per hour for snow removal that occurs from 6:00 PM to 6:00 AM.
4. This agreement will be in effect from signature date, until July 1<sup>st</sup>, 2025 at which time it will sunset. The agreement can be extended only by mutual agreement of the Unit and the District. No other oral or implied agreements have been established.

**In Witness Whereof**, the parties have executed this agreement.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

For International Union, United Automobile,  
Aerospace, and Agriculture Implement Workers  
of America, UAW, Local No. 867  
Austin, Minnesota 55912

For Independent School District No. 492  
Austin Public Schools  
Austin, Minnesota 559912

\_\_\_\_\_  
Union Representative

\_\_\_\_\_  
School Board Chair

\_\_\_\_\_  
Unit Negotiator

\_\_\_\_\_  
School Board Clerk

\_\_\_\_\_  
Unit Negotiator

\_\_\_\_\_  
Chief Negotiator for School Board



**AUSTIN PUBLIC SCHOOLS**

INSPIRE • EMPOWER • ACCELERATE

Working Agreement Between  
**AFSCME Local 2566**  
**Austin Food & Nutrition Service**  
*and*  
**Independent School District No. 492**  
*July 1, 2023 - June 30, 2025*

**401 3<sup>rd</sup> Ave NW**  
**Austin, Minnesota**  
**Phone: 507-460-1900 Fax: 507-460-1920**  
[www.austin.k12.mn.us](http://www.austin.k12.mn.us)

**AUSTIN FOOD & NUTRITION SERVICE  
WORKING AGREEMENT  
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## ARTICLE 1: RECOGNITION

- A. This agreement, entered into between Independent School District No. 492, Austin, Minnesota, hereinafter referred to as the School District or Employer, and Local 2566 of the American Federation of State, County, and Municipal Employees (AFSCME), Minnesota Council 65, hereinafter referred to as the Union, pursuant to and in compliance with the Public Employment Labor Relations Act, hereinafter referred to as P.E.L.R.A. The parties recognize AFSCME as the exclusive representative for the Austin Food & Nutrition Service Employees.
- B. The Union is the exclusive bargaining agent for all Food & Nutrition Service employees who are employed more than fourteen (14) hours per week or thirty-five percent (35%) of the normal work week and for more than sixty-seven (67) work days per year, excluding substitutes, student help, confidential, supervisory and all other employees.
- C. The definition of a regular work week for Food & Nutrition Service employees shall be 30 hours per week for a period of time equal to the regular school year as established by the school board pursuant to Minnesota Statutes §120A.40.
- D. The definition of substitute employee shall be one who is not regularly an employee, but who is employed for an occasional absence of regular employees. Substitutes shall be paid the regular substitute rate of pay.
- E. The definition of temporary employee shall be one who is employed for a long term of absence of a regular employee. Such temporary employee shall be paid at the substitute rate of pay. Longer term absence shall be defined as one that is to last two (2) weeks or more than ten (10) consecutive working days in the same position.
- F. This agreement is entered into between Independent School District No. 492 and their successor(s) and AFSCME Local 2566, Austin Food & Nutrition Service Employees.

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## ARTICLE 2: MANAGEMENT RIGHTS

- A. The District retains all rights to manage and direct the operations and the employees of Independent School District No. 492 to the full extent of its statutory authority except as modified by an expressed term of this agreement. These Management Rights retained by the District include, but are not necessarily limited to the following:
1. The management and control of all properties, facilities, equipment and materials of Independent School District No. 492.
  2. The right to hire all employees, determine qualifications, procedures and conditions for employment and continued employment, assignment or reassignment of all employees.
  3. The right to determine the work day and work standards for employees, as well as the right to introduce new and/or improved equipment, methods, procedures, and facilities.
- B. The Union recognizes that the District is not required to meet and negotiate on matters of inherent managerial policy which include, but are not limited to: budget; utilization of technology; organizational and administrative structure; selection, direction and number of personnel; as well as all other areas of discretion and authority reserved to the District in order to carry out its primary obligation to be responsive to the educational needs of the students and community.
- C. The exercise of these rights, duties and responsibilities by the District; the adoption of policy, rules and regulations in furtherance thereof; and the use of judgment and discretion in connection therewith; shall be limited only by the specific and express terms of this Agreement and the laws which govern the District.

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## ARTICLE 3: EMPLOYEE RIGHTS

- A. Rights to Views: Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any employee or his/her representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment without fear of punitive actions as a result of expression of views, so long as the same is not designed and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the Exclusive Representative.
  
- B. Right to Join: Employees shall have the right to form and join labor or employee organizations and shall have the right not to form and join such organizations. Employees in an appropriate unit shall have the right by secret ballot to designate an Exclusive Representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for employees of such unit with the School District.
  
- C. Request for Dues Check Off: The Exclusive Representative shall be allowed dues check off for its members, provided that dues check off and the proceeds thereof shall not be allowed to any Exclusive Representative that has lost its right to dues check off. Upon receipt of a properly executed authorization card of the employee involved, the School District will deduct from the employee's paycheck the dues that the employee has agreed to pay to the employee organization in equal installments, beginning with the first pay period in September and ending with the last pay period in May. Dues deduction will be remitted to the Exclusive Representative at the end of each month.

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## ARTICLE 4: PROBATIONARY PERIOD

- A. Probationary Period: An employee under the provisions of this agreement shall serve a probationary period of four (4) months of continuous service in the School District during which time the School District shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee; and during this probationary period, the employee shall have no recourse to the grievance procedure, insofar as suspension, discharge or other discipline is concerned. However, a probationary employee shall have the right to bring a grievance on any other provision of the contract alleged to have been violated.
- B. Probationary Period; Change of Position: In addition to the initial probationary period, an employee transferred or promoted to a different position shall serve a new probationary period of three (3) calendar months in any such new position. During this three (3) month probationary period, if it is determined by the School District that the employee's performance in the new position is unsatisfactory, the School District shall have the right to reassign or return the employee to their former position if possible.
- C. Completion of Probationary Period: An employee who has completed the probationary period may be suspended without pay or discharged only for cause. An employee who has completed the probationary period and is suspended without pay or discharged shall have access to the grievance procedure.
- D. Seniority Date: Employees shall acquire seniority upon completion of the probationary period as defined in the agreement and, upon acquiring seniority, the seniority date shall relate back to the first date of service in a position governed by this agreement. In the event of ties in seniority, such ties shall be broken as follows and in the following order of priority:
- (a) In case of ties in the number of years and months of seniority, the seniority shall be determined by the first date of work performed by the employee in continuous employment covered by this contract.
  - (b) If there are ties in the date that employees first performed work in continuous service for the employer, the last four digits of each employees social security number will be used. The employee with the lowest number will be the most senior employee.

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## ARTICLE 5: POSTING OF VACANT POSITIONS

- A. A temporary vacancy existing up to three (3) months may be filled at the discretion of the employer without posting of any notices.
- B. When a permanent employee is granted a leave of absence, the temporary vacancy will be posted and filled according to Article V (C). The temporary vacancy is defined as one (1) calendar year following the date the vacancy occurs. If the temporary vacancy becomes permanent, the position will be posted.

Notice of vacancies in Food & Nutrition Service positions which are in excess of one (1) year and newly created positions shall be posted for five (5) working days on the district website. Any vacant position will be filled within five (5) working days from the end of the posting period. Positions will be filled by a member of the unit first. A Hiring Committee comprised of the Human Resource Director, Food Service Director, and 3 members and one alternate of the Food Service unit (to be determined by the unit) will participate in the interview process. The top 3 senior candidates will be interviewed for the position. The composition of the Hiring Committee will be for the duration of the working agreement. If a unit member posts on a job posting, is offered, and accepts the job, the unit member will have five (5) working days to decide if they want to keep the new posting or go back to their old posting.

Positions requiring an interview will be filled within ten (10) working days from the end of the posting period. Employees interested in making application for the posted position shall sign the posting in the Human Resources Department.

If, in the first thirty (30) days after a newly created position of Helper or Second Cook is posted and filled, the time for the position is improved by more than one (1) hour, the position will be re-posted.

- C. Posting procedures include:
  - 1. In the event that positions become available during the summer for the following school year, employees shall have a period of seven (7) working days to submit an application for the open position.
- D. A copy of the posting shall be provided to the Chief Steward of the local at the same time it is posted. Jobs posted during the school year shall be posted within the kitchens in the district.
- E. In the event a school is closed, and another school needs a substitute to fill a vacant position, the vacant position shall be filled by seniority from the closed school(s).
- F. Employees posting for open positions will do so through the school districts online application system.

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## ARTICLE 6: SENIORITY

- A. Seniority shall be granted only to those employees who work an average of fourteen (14) hours or more per week or thirty-five percent (35%) of the normal work week and more than sixty-seven (67) work days per fiscal year, which runs from July 1 to June 30. In any one fiscal year, an employee shall accrue a maximum of one year's seniority for all services performed.
- B. If an employee has assignments in different buildings, they will be considered the most senior only in the building in which they work the most hours for purposes of filling temporary vacancies.
- C. Seniority shall not accrue during the probationary period, but seniority shall be credited retroactively for probationary time to the date of the employment upon successful completion of the probationary period.
- D. No employee shall suffer a loss of their seniority while employed unless the employee resigns or is discharged for cause.
- E. The seniority list will be posted in each location where Food & Nutrition Service employees are assigned, and in the Human Resources Department. The seniority list will be posted annually by November 1st. The seniority list will become final fifteen (15) calendar days after such list has been posted.
- F. After three (3) emergency dock days are used, excessive use of dock days afterwards would be excused only if FMLA paperwork is filled out and guidelines are met except for hours worked. Seniority will be adjusted if absences are not excused, or paperwork not filed timely with the Human Resource Director.

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## **ARTICLE 7: LAYOFF AND RECALL**

- A. In the event it is determined by the School Board that it is necessary to reduce or lay off the work force, the administration will determine which position will be eliminated or reduced. Employees whose positions are eliminated or whose hours are reduced by more than 20%, the person in that position shall then bump the most junior person in her/his classification for which he/she is qualified, with the same or closest to, number of hours outside or inside her/his building. If there is no one in the same classification junior to the person holding the position to be eliminated, she/he shall bump the most junior person in the next lower classification. Food & Nutrition employees may not bump into a higher classification. If there is no junior person in the categories involved, the individual would be placed on recall.

If an employee has two assignments in different classifications, they will be considered the classification in which they work the most hours for purposes of bumping. If the number of hours is equal in two classifications, they will be considered the higher classification. Employees normally will be given a ten day (10 calendar days) written notice of layoff in advance of the effective layoff date. In cases of emergency less than a ten (10) day notice may be used.

- B. Employees shall have the right to accept layoff in lieu of accepting a position through the procedure in Paragraph B.
- C. No employee shall gain a right to promotion through the layoff or recall procedures.
- D. In the event it is deemed necessary by the District to increase the work force, recall shall be on the basis of seniority, highest seniority from layoff being recalled first.
- E. Laid off employees shall retain a right of seniority order for recall for a period of twelve (12) months commencing with the last day of work prior to layoff.
- F. It is the employee's responsibility to have a current address on file with the Human Resources Department in order to be notified of recall to a position for which the individual is qualified.
- G. Failure of an individual to return to employment upon recall and/or upon the expiration of the twelve (12) month recall period shall result in the individual's loss of the right to be recalled to employment.

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## ARTICLE 8: SALARY AND WORK HOUR PROVISIONS

- A. Food & Nutrition Service employees will be paid according to the hourly wage schedule and longevity attached in Appendix "A" and Appendix "B."
- B. Employees shall be expected to work the same assignment as the previous school year unless otherwise notified five (5) working days prior to the beginning of the school year. The employer will post the employees work hours, including the number of hours per day and days per week, before the beginning of the school year in each school kitchen. Employees will be given a ten day (10 calendar days) notice of any permanent change in this schedule. In cases of emergency less than a ten (10) day notice may be used.
- C. All work hours beyond forty (40) hours in one (1) week will be paid at the rate of time and one-half the employee's regular hourly rate. Monday shall be counted as the first day of the week. Work performed outside of the regularly scheduled work day or work week for special activities or special events as determined by the employer will be paid at the rate of time and one-half the employee's regular rate. A special event or special activity shall be defined as any event that requires the preparation and/or service of food or drink. If the special event is for a student function during the regular instructional hours of the day, but outside of the normal contract time, those hours will be paid at the regular rate of pay. Special events outside of the normal workday shall be offered to food service employees working in that building in seniority order first. If all unit members in the building, where the special event is being held - decline, then a request to work the special event shall be offered district-wide in seniority order. Should no one in the district accept, then it will revert back to the school where the special event is being held and the least senior qualified member will be assigned this event.

If extra time is needed for the preparation of the special event outside of the normal work day, notice must be given to the Special Events Coordinator or Director of Food and Nutrition Services for approval.

### Food Service Employee/s Duties:

- All Food and Drink Preparation.
- All Serving of Food, Except as Defined Above.
- All Clean Up at the Special Event.

### Special Event Preparation:

- Each School will prepare all of their own menu and ala carte dessert items.
- All special events that include baking and baking preparation (other than Title I Events), will be given to the head cook at AHS. All special events that include preparation other than baking will be given to the head cook at the event building site. For each special event, the Head Cook will assign the special event duties that can be accomplished during the normal workday.

- D. Sunday and holiday work will be paid at double the employee's regular hourly rate.

- E. Each employee shall be provided with a paid twenty (20) minute duty-free lunch period if the employee's work period includes the regular lunch period, and the employee works a period of three (3) hours or more. Lunch period will be coordinated between the Employee and the Head Cook.
- F. Employees shall be provided a paid, uninterrupted rest break of ten (10) minutes for a four (4) hour work period. Employees working a seven (7) hour or more a day work period shall have two (2) ten (10) minute rest breaks. Work periods of less than four (4) hours shall not include a rest break.
- G. Employees who are asked to work extra hours for prior scheduled absences or prior scheduled events will be given up to three (3) days notice, if possible. Notice will be given as soon as possible to employees in case of emergency absences.
- H. Employees interested in working extra temporary hours or special events will notify the Director of Food & Nutrition Services of the appropriate school year and have their name placed on a list for working. Employees will be given the opportunity to work from this list by seniority within each building, to the extent possible, for these events.
- I. The normal work period will be consistent with the normal school year during which students are in attendance as established by the School Board. The employer is not required to give layoff notices to employees for those periods when students are not in attendance, nor shall the employees be considered to be laid off during said time.
- J. If school is canceled due to an emergency school closing, employees will be paid for ½ of their regularly scheduled hours. Employees who have reported for work prior to a cancellation will coordinate their work for the day with the Director of Food Service. Employees will be paid for the time worked up to ½ of their regularly scheduled hours. Notification to the employees shall be sufficient if the local news media makes the announcement of emergency school closing by 7:30 a.m. of said day. Rescheduled days of student attendance shall be considered a scheduled work day.
- K. In-service meetings scheduled by the District shall be compensated at the regular hourly rate of pay. Said compensation will be paid at a one (1) hour minimum or for actual length of in-service meeting if greater than one (1) hour.
- L. In the event an individual in the unit (who is not a substitute) is required to fill in for an individual in a higher paid position whether daily call-in or scheduled absence, the replacement will be paid the higher rate retroactive to the first day, for the hours required by that position and will remain in the higher paid position until that person returns to work.
- M. Filling In Other Positions.
  - 1. If an individual is required to fill in for another employee in a lower paid position, the replacement will be paid their regular rate of pay while filling in temporarily.

2. If an employee is called in to replace a vacant position and then is sent home after arriving to work, they will be paid 15 minutes for their travel time.
3. High School, Ellis and IJ Holton Head Cook.
  - a. The Head Cook position shall be filled by the Second Cook of the kitchen of the absent Head Cook.
  - b. If the Head Cook and Second Cook are both absent, requests to fill a Head Cook position shall be made by the Director first to the person with the most seniority based in that building.
  - c. If both the Head Cook and Second Cook are both absent and if the Second Cook comes back from absence before the Head Cook does, the Second Cook will resume the duties and responsibilities of the Head Cook.
4. Any Elementary/Woodson head cook position will be filled by the employee working the highest number of hours at that site.

N. Filling a vacant position

1. All positions except for any Head Cook position shall be offered to employees based upon seniority in that building where the position is located. Should all qualified persons in the kitchen refuse, the vacancy will be filled by Districtwide seniority.
2. Once an employee accepts a temporary assignment, that person will not lose the assignment to someone more senior who previously turned down the assignment.
3. If the person filling the vacancy is absent one (1) day or more, they will return to the vacant position until such time that the employee has returned to work.
4. An employee who has accepts an assignment for someone who is absent for any length of time, that will be considered his or her regular assignment until the leave is completed and will return to his or her regular assignment upon completion of that absence. If that person, for some reason is absent on the start date, that person will start the assignment when they come back to work.
5. When an employee accepts a higher assignment and the hours overlap with his or her regular assignment, the employee will relinquish his or her regular assignment and perform all tasks and duties of the accepted higher assignment.

O. Employees will be paid by direct deposit.

P. Summer Program: All summer Food and Nutrition Service employees shall consult with the Director, Food & Nutrition Services and provide a mutually agreed upon schedule to Director, Food & Nutrition Services, Director of Human Resources and payroll. Unless there is an emergency situation, all schedule change notifications shall be made to the Director, Food & Nutrition Services at a minimum of one (1) week prior to said change.

1. A summer position will be offered to employees working in the building where summer hours are available, based on seniority. If the employee(s) refuse the hours, the position filled by seniority.

Q. Incentive Policy: The Incentive Policy encourages unit members to pursue job-related training and education, and provides incentive pay to be added to the individual's base rate of pay. To be eligible for incentive credit, the activity has to meet an approval process and be pursued on the employee's time and at the employee's expense. It is understood that the District also at times provides training and education on the District's time and at the District's expense. These

activities would not be eligible for incentive credit. The Incentive Program is described below:

1. Thirty (30) hours are required to receive the 10 cents increase to a maximum of 150 hours. Incentive training could earn an employee an additional 50 cents per hour in addition to base pay.
2. Incentive training must have been obtained after July 1, 2008, in order to qualify for incentive pay.
3. Incentive pay experience must be pre-approved by members of the incentive committee which shall be made up of three (3) members at large and the Director of Human Resources. Once properly documented and submitted to Human Resources the pay adjustment will be made. Adjustments will be made once each year – July 1. There are no time limits on putting the thirty (30) hours together.

- R. Employees will not be transferred from a building that will either increase or decrease their regularly scheduled workdays for the school year that will cause financial harm or be a financial benefit to the employee.

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## ARTICLE 9: INSURANCE

- A. In order to be eligible for hospitalization/major medical insurance benefits described in this Article, employees must work six (6) hours or more per day to be considered full-time employees for this Article.
1. Health and Hospitalization Insurance: Effective July 1, 2023 and continuing through June 30, 2025 subject to the conditions described herein, the School District will furnish employees working six (6) hours or more per day with single health and hospitalization insurance coverage. The employee can select from the following plans:  
  
Option #1  
\$250/\$500 Deductible option. The \$250/\$500 deductible single plan option will have an employer premium contribution of 93% employer contribution for 2023-2025  
  
Option #2  
High Deductible option with HSA. The high deductible single plan option will have a 95% employer premium contribution for 2023-2025. The District will contribute 50% of the deductible annually to each qualified employee's HSA account in one annual installment in year one enrollment of the HSA plan and in quarterly installments thereafter.
  2. Any excess premium will be paid by the employee through payroll deduction.
- B. The employer will furnish all employees working four (4) hours or more income protection insurance provided generally for employees of the school district
- C. The employer will furnish all employees term life insurance in the amount of \$35,000 providing accidental death and dismemberment benefits. The employer will pay for the insurance, which must be maintained as a selected group insurance. All employees will be required to be members of the group.
- D. Less than full-time employees may purchase single or dependent health insurance coverage at the request of the employee. The level of coverage shall be comparable to that which is generally available to the employees of the school district. If the insurance coverage is not available, the employer has no responsibility for providing the insurance. The cost of purchasing such health insurance shall be paid by the employee through payroll deduction.
- E. Food & Nutrition Service employees will have the option of participating in the school district flexible benefits program (flex plan).

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## ARTICLE 10: MISCELLANEOUS PROVISIONS

- A. Clothing Allowance: The school district will provide a total of Two-Hundred Fifty and NO/Dollars (\$250.00) for work-related clothing each year for each employee, upon successful completion of the probationary period. The clothing allowance payment will be prorated for employees who do not complete a full year of employment. Payment of the clothing allowance will be made the 1<sup>st</sup> week of the school year and be paid in a separate check.
- B. Food & Nutrition Service Certification:
1. Employees who receive certifications for Serv-safe, Certified Manager or ASFSA shall be paid a one-time lump sum payment of One Hundred Twenty-Five and NO/Dollars (\$125.00). Employees must submit proof of certification to the Human Resources Department.
  2. Employees who receive recertification for Serv-safe, Certified Manager, or ASFSA and continue to be a certified employee shall be paid a lump sum payment of Fifty and NO/Dollars (\$50.00) for each recertification, and the cost of the license obtained from the State. Employees must submit proof of recertification to the Human Resources Department.
  3. The School District agrees to pay for the delivery of training for Serv-Safe certification and recertification for Food & Nutrition Service employees.
- C. Mileage Allowance: Employees who may be required to use their own automobiles in the performance of their duties shall be reimbursed for such use according to the following:
1. Employees working at more than one location shall receive mileage reimbursement for actual miles driven to their second work location. Mileage reimbursement shall be paid to the employee within 30 days.
  2. For mileage different from (1) above, employees will be reimbursed at the federal IRS mileage rate upon submission of a mileage reimbursement claim form within 30 days of the mileage occurring.
- D. In-service Training: The Food & Nutrition Service Director shall form a committee made up of a representative from each school to determine an in-service training program for Food & Nutrition Service employees. The District will follow gov't regulations regarding in-service requirements.

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## ARTICLE 11: LEAVES OF ABSENCE

- A. Sick Leave: All bargaining unit employees working two and one-quarter (2.25) hours a day or more shall earn 1.00 days of sick leave for each month of service (up to a maximum of twelve (12) annual days.) An employee may use their sick leave for dependent children under the age of 18, per MN Statute 181.94.13. Up to a maximum of nine (9) sick leave days per year may be used for parents (step), spouse, and adult children (step). In addition, up to a maximum of five (5) sick leave days per year may be used for sick family members a listed: siblings (step), grandparents, grandchild, father-in-law, mother-in-law, aunt, uncle, sister-in-law, brother-in-law, son-in-law, daughter-in-law, or grandparent-in-law. Additional sick leave days to be used for family members will be considered on a case-by-case basis by the district.

Partial months shall be rounded to the nearest whole day. Employees will be afforded sick leave in relation (prorated) to their work day. Employees may use personal sick leave benefits provided by the employer for absences due to illness of the employee's child per provisions and restrictions of state and federal statute. Unused sick leave days may be carried over from year to year and accumulated to a maximum of one hundred forty (140) days.

An audit will be made of employee absence and administrative review will occur with those employees who have established a pattern of continuous absence. If deemed necessary, the employer may require a complete physical examination. Should it be determined that sick leave privileges have been abused, the employer shall notify the employees in writing, indicating the expected correction. Should correction not be made, disciplinary action will be taken.

- B. Leave for Death in the Immediate Family:  
In the event of death in the immediate family (spouse, child, father, mother, step father, step mother, father-in-law, mother-in-law, sister, brother, step sibling, son-in-law, daughter-in-law, step-child, grandparents, or grandchildren of the employee), the employee may be allowed up to a maximum of five (5) days absence. In the event of death in the extended family (aunt, uncle, niece, nephew, brother-in-law, sister-in-law or grandparent-in-law) the employee may be allowed up to a maximum of two (3) days absence. The total yearly maximum shall not exceed fifteen (15) days. This right shall have no accumulation privileges. In extenuating circumstances, the Superintendent or his designee may grant leave in excess of five (5) days in the case of immediate family and in excess of two (2) days in the case of extended family. In extenuating circumstances, the Superintendent or his designee may grant leave with pay in excess of fifteen (15) days.
- C. Jury Duty Leave: Any employee who is summoned for jury duty or subpoenaed as a witness shall receive his/her regular pay for such period, and he/she shall reimburse the school district the amount of compensation he/she received as a juror or a witness. For purposes of jury duty leave in this Article, an employee is not "subpoenaed as a witness" for any court appearance where the employee is the criminal defendant or where the employee is charged with a violation of law or where the employee is the plaintiff in a civil action or has otherwise initiated

the litigation, claim or case. Employees who are released from jury duty prior to the end of a normal work day will report to work on being released from jury duty.

- D. Child Care Leave: Employees will be granted a child care leave, actual dates of leave to be determined by doctor's statement; however, upon receipt of a doctor's certificate prior to the end of such leave stating that because of complications resulting from such pregnancy the employee is unable to return to work, then the employee's leave may be extended as required by the doctor.

Employees may use accrued sick leave during the period of their child care leave when they are unable to work as verified by a doctor's statement.

Employees may return to work as soon as they are able as verified by a statement from their doctor. Employees must notify the district in writing if changes occur in their approved dates.

- E. Leave of Absence Without Pay: An employee may apply for a leave of absence without pay for up to one (1) year. The approval or denial of such leave shall be at the discretion of the employer. Other employment may not be taken during the leave.

An employee on an approved leave of absence shall retain the seniority which had previously been accrued. Upon return from an unpaid leave of absence of one (1) year or less, the employee shall return to the same position held prior to going on leave.

Employees on leave must submit by April 1 a written request to return from a leave for the following September or ninety (90) calendar days prior to the end of the approved leave. Any employee who does not submit a written request shall be considered terminated, and the employer shall have no obligation to said employee. Employees must notify the district in writing if changes occur in their approved dates.

- F. Union Business: Up to four employees, inclusive of any member of the Board of Directors, who are elected as delegates to represent the Union at international, state or district conventions and which require an absence from duty may be granted the necessary time off to attend such conventions without pay and without discrimination and without loss of seniority rights or any other rights granted by the employer, provided such absence does not interfere with the services of the employee's departments as determined by the employer.

- G. Personal Leave:

1. Three (3) days of leave with pay may be used for personal leave. Requests for utilization of a personal leave day shall be made electronically through the school district to the immediate supervisor, no later than three (3) days prior to the requested leave, except in cases of extreme emergency. Such request shall be subject to the approval in advance by the Superintendent or his designee. Failure to submit the request for personal leave the required three (3) days in advance will result in denial of the personal leave day. Up to three (3) Food & Nutrition Service employees will be allowed personal leave on any given day. Personal leave will not be granted during the first five days of the school year or the last five days of the

school year unless there are extenuating circumstances and the Sup't or their designee approves the time off.

Additional personal leave or additional employees may be granted personal leave for personal exceptional situations at the discretion of the Food & Nutrition Service Director. Under no circumstances shall the School District's decision to grant personal leave in excess of the maximum numbers listed above, to grant personal leave in excess of three (3) Food & Nutrition Service employees, be construed as establishing a past practice or prejudice the District's right to enforce such restrictions at its discretion.

3. Employees will be allowed three (3) days of absence without pay each school year for personal emergency leave. For purposes of this Article, Personal Emergency Leave shall be determined by the Director of Food and Nutrition Services and Director of Human Resources. Personal Emergency Leave days will result in all wages and benefits being deducted from the employee's pay for each day taken. Personal Emergency Leave days will not be carried over from one school year to the next. Absence due to inclement weather, if food and nutrition service employees are expected to be on duty and personal leave is not available the food and nutrition service employee may be assessed a Personal Emergency Leave Day. Additional personal emergency leave may be granted to cover personal exceptional situations at the discretion of the Director of Food and Nutrition Services and Director of Human Resources. Under no circumstances shall the School District's decision to grant Personal Emergency Leave in excess of the maximum numbers listed above be construed as establishing a past practice or prejudice the District's right to enforce such restrictions at its discretion.
  4. Employer will grant employee up to a total of sixteen (16) hours during any school year to attend school-related functions related to employee's child, per provisions of applicable law. Only paid personal leave or non-compensable leave may be used for this purpose.
  5. Unused personal leave day(s) shall be paid at the employees current daily rate of pay on the last payroll in June.
- H. Food & Nutrition Service employees shall be granted Thanksgiving Day, Christmas Day, New Year's Day, Good Friday, and Memorial Day-as paid holidays. Juneteenth shall be paid to any food service employee that works the day before and after the Juneteenth holiday. Holiday pay shall be in relation to the normal hours worked by each employee per day.
- I. Perfect Attendance: The School District shall award one personal day to any Food & Nutrition Service employee who has achieved one school year of perfect attendance with no tardies. Perfect attendance is defined as having completed one school year of continuous days of perfect attendance. This means the employee must not have been laid off, taken regular sick leave, taken an unpaid leave, tardy or had an injury on the job (of more than 2 days) during that school year.

The personal day must be used during the next school year in which it was awarded. If the personal day is not used within that year, it will not accrue or carry over.

If a Food & Nutrition Service employee qualifies for leave under FMLA leave, such leave will not disqualify an employee from achieving perfect attendance.

Terminated employees or employee who resign are not eligible to use or receive compensation for a personal leave day award based on perfect attendance. An employee who has been awarded a personal day based on perfect attendance and is subsequently placed on layoff the following school year, shall be compensated at their daily rate of pay for the personal day awarded.

At the end of each school year, the Department of Human Resources will run a computer program which will run a query in the appropriate payroll database against a list of disqualifying reason codes. If no disqualifying codes appear for an employee during the school year, a perfect attendance letter will be generated and sent to the employee and payroll indicating an additional personal leave day will be added to the employee's bank for the following school year.

J. Medical Leave:

1. An employee who has completed his/her probationary period who is unable to perform his/her duties because of illness or injury and who has exhausted all sick leave credit available may, upon request, be granted a medical leave of absence without pay up to six (6) months. At the end of six (6) months, an employee may request an extension of the unpaid medical leave and may be granted additional unpaid medical leave of up to six (6) months at the discretion of the employer.
2. A request for leave on unpaid leave of absence or renewal thereof under this section shall be accompanied by a written doctor's statement outlining the condition of health and estimated time at which the employee is able to assume his/her normal work responsibilities.
3. An employee on an approved, unpaid medical leave of absence shall retain seniority which had previously been accrued. Seniority will be frozen at time of going on leave.
4. Upon return from an unpaid leave of absence of one (1) year or less, the employee shall return to the same position held prior to going on leave.
5. During the employee's approved unpaid medical leave of absence under this Article, the employer shall continue to pay its contribution of long-term disability (LTD) premium and life insurance premium to a maximum of one-half of the individual's seniority or age 65, whichever is less.
6. Vacant positions due to medical leave of absence shall be filled following the process outlined in Article V, Posting of Vacant Positions.

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## ARTICLE 12: DISCIPLINE AND DISCHARGE

- A. All discipline and discharge shall be made only for just cause. All disciplines and discharge shall be subject to grievance procedure (except as specified in Article IV, Probationary Period).
- B. Employees shall be given a written copy of any discipline along with an explanation as to what corrective action is to be taken by the employee.
- C. Each employee shall have only one personnel file and no written allegation or record of disciplinary action may be used as a basis for further disciplinary action unless it has been made a part of the employee's personnel file.
- D. If a Supervisor meets with an employee to discuss a possible verbal reprimand, written reprimand, suspension or discharge, the employee shall be entitled to have a Field Representative present. The meeting shall occur within three (3) working days after the School District's request for such meeting.
- E. Performance Evaluations: The primary intent of a supervisory evaluation process will be the personal and professional development of the Employee. A formal summative evaluation of work performed shall be formulated February of each year for all unit employees. Evaluations shall be conducted by the Employee's immediate supervisor, consistent with the standards of performance and in cooperation with the Superintendent's Designee. A copy of said evaluation shall be forwarded to the Superintendent's Designee for placement in the Employee's personnel file.
- F. Personnel Files: All evaluations and files generated within the school district relating to each individual employee covered by this Agreement shall be available to that employee upon written request. The employee shall have the right to reproduce any of the contents of the files at the employee's expense and to submit for inclusion in the file, written information in response to any material contained herein. The District may destroy the files as provided by law. The District shall expunge any material from the file that is found to be false or substantially inaccurate through the grievance procedures of this Agreement.

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## ARTICLE 13: GRIEVANCE PROCEDURE

### Definitions:

- A. Grievance: A "grievance" shall mean a dispute or disagreement between the interpretation or application of a term or terms of any contract required under P.E.L.R.A.
- B. Days: "Days" mean calendar days excluding Saturday, Sunday and legal holidays as defined by Minnesota Statutes.
- C. Service: "Service" means personal service or by certified mail.
- D. Reduced to Writing: "Reduced to writing," means a concise statement outlining the nature of the grievance, the provision(s) of the contract in dispute, and the relief requested.
- E. Small Group of Employees: "Small group of employees" means a group of employees consisting of five (5) or less.
- F. Answer: "Answer" means a concise response outlining the employer's position on the grievance.

### Step I.

Whenever any employee or small group of employees have a grievance, he/she or they shall meet on an informal basis with the employee's or employees' immediate supervisor in an attempt to resolve the grievance within twenty (20) days after the grievance occurred or twenty (20) days after the employee(s) through the use of reasonable diligence should have had knowledge of the occurrence that gave rise to the grievance. If the grievance is not resolved within fifteen (15) days of the first informal meeting, the grievance may be reduced to writing by the exclusive representative and served upon the public employer's designate (see Step II). Service must be made within fifteen (15) days of the last informal meeting. The employer shall, within five (5) days of receipt of the written grievance, serve his/her answer upon the exclusive representative. In the event the exclusive representative refuses to process the grievance, the employee(s) may proceed with the grievance and if he/she so chooses, may select a designee to represent him/her.

If the grievance involves and affects more than five (5) employees, the grievance may be reduced to writing by the exclusive representative or the employees or their designated representative in the event the exclusive representative has declined to proceed with the grievance, and must be served upon the employer within twenty (20) days after the grievance occurred or twenty (20) days after the grievant(s), through the use of reasonable diligence, should have had knowledge of the occurrence that gave rise to the grievance. The employer shall within five (5) days serve his/her answer upon the exclusive representative, or in the

appropriate case, employee(s) or their designee.

## **Step II.**

The employer's representative shall meet with the exclusive representative, or in the appropriate case, employee(s) or their designee, within seven (7) days after receipt of the written grievance. The parties shall endeavor to mutually resolve the grievance. If a resolution of the grievance results, the terms of that resolution shall be written on or attached to the grievance and shall be signed by all parties. If no agreement is reached within fifteen (15) days of the first Step II meeting, the exclusive representative, or in the appropriate case, employee(s) or their designee, if he/she elects to proceed with the grievance, must proceed with Step III by serving a proper notification on the appropriate Step III official(s). The notification shall contain a concise statement indicating the intention of the party to proceed with the grievance, an outline of the grievance, the provision(s) of the contract in dispute and the relief requested.

## **Step III.**

**Grievance Mediations:** In the event that a grievant(s) and the School District are unable to resolve any grievance, the parties will agree to participate in mediation for the purpose of compromising, settling, or resolving the grievance.

**Request:** A request to submit a grievance to mediation must be made in writing signed by the grievant(s) or the School District and delivered to the designee of the other party. The other party shall respond within ten (10) working days to accept or deny the submission of a grievance to mediation.

**Selection of Mediator:** A joint request for mediation shall be submitted to the Commissioner to assign a mediator.

**Mediation:** The assigned mediator shall schedule one or more mediation sessions. The mediation shall be conducted in conformance with Bureau of Mediation Services Policies and Procedures III.03 regarding Grievance Mediation. The mediator does not have authority to order discovery.

**Cost of Mediation:** The cost of mediation shall be borne equally by both parties. Each party shall bear their own costs related to representation during the mediation process.

**Recommendation:** The recommendations of the mediator, if any, shall be advisory only and shall not be binding on either party. No reference to the mediation or any recommendation therefrom may be used in any subsequent proceeding.

## **Step IV.**

The employer, its chief administrator or its special representative shall meet with the designated official of the exclusive representative, or in the appropriate case, employee(s) or their designee, within ten (10) days after receiving notice of intention to proceed with the grievance pursuant to Step II. If resolution of the grievance results, the parties shall reduce the resolution to writing and sign the memorandum as provided in Step II. If the parties are unable to reach agreement within ten (10) days after the first Step III meeting, either party may request

arbitration by serving a written notice on the other party of their intention to proceed with arbitration.

If a grievance procedure is provided by a system of civil service or other such body, the exclusive representative or employee(s) must elect either to process the grievance through this procedure or the civil service's or other such body's procedure; and in no event may a grievant avail himself/herself of both procedures.

#### **Step V.**

The employer and the employee representative shall endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If the employer and the employee representative are unable to agree on an arbitrator, they may request from the Director of the Bureau of Mediation Services, State of Minnesota, a list of five (5) names. The list maintained by the Director of the Bureau of Mediation Services shall be made up of qualified arbitrators who have submitted an application to the Bureau. The parties shall alternately strike names from the list of five (5) arbitrators until only one (1) name remains. The remaining arbitrator shall hear and decide the grievance. If the parties are unable to agree on who shall strike the first name, the question shall be decided by a flip of the coin. Each party shall be responsible for equally compensating the arbitrator for his fee and necessary expenses.

The arbitrator shall not have the power to add, to subtract from or to modify in any way the terms of the existing contract.

The decision of the arbitrator shall be final and binding on all parties to the dispute unless the decision violates any provision of the laws of Minnesota or rules or regulations promulgated there under or municipal charters or ordinances or resolutions enacted pursuant thereto or which causes penalty to be incurred there under. The decision shall be issued to the parties by the arbitrator, and a copy shall be filed with the Bureau of Mediation Services, State of Minnesota.

Processing of all grievances shall be during the normal workday whenever possible, and employees shall not lose wages due to their necessary participation. For purposes of this paragraph, employees entitled to wages during their necessary participation in a grievance proceeding are as follows:

- A. The number of employees equal to the number of persons participating in the grievance proceeding on behalf of the public employer; or
- B. If the number of persons participating on behalf of the public employer is less than three (3), three (3) employees may still participate in the proceedings without loss of wages.

The parties, by mutual written agreement, may waive any step and extend any time limits in a grievance procedure. However, failure to adhere to the time limits may result in a forfeit of the grievance, or, in the case of the employer, require mandatory alleviation of the grievance as outlined in the last statement by the exclusive representative or employees.

The provision of this grievance procedure shall be severable and if any provision or paragraph hereof or application of any such provision or paragraph under any circumstance is held invalid, it shall not affect any other provision or paragraph of this grievance procedure or the application of any provision or paragraph thereof under different circumstance.

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## **ARTICLE 14: WORKER'S COMPENSATION**

- A. When an employee is unable to work because of a compensable injury covered by Workers' Compensation, the employee may elect not to receive the difference between the employee's Workers' Compensation check and the employee's regular check until the accumulated sick leave is exhausted.
  
- B. The employee/designee must make the election in using sick days in writing on a form provided by the employer within five (5) days of the compensable injury. If no election is made, the employee shall receive the difference between the employee's Workers' Compensation check and the employee's regular check until the accumulated sick leave is exhausted.

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## **ARTICLE 15: PUBLIC OBLIGATION**

The parties mutually recognize that their first obligation is to the public and that the right of students and residents of the school district to the continuous and uninterrupted operation of the school is of paramount importance.

The exclusive representative agrees, therefore, that during the term of this contract neither exclusive representative nor any individual employee shall engage in any strike as defined by P.E.L.R.A. The parties agree that procedures affecting this Article are provided for by P.E.L.R.A. State law supersedes any portion of this Article.

The parties agree not to commit any unfair labor practices as described in P.E.L.R.A.

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## **ARTICLE 16: PUBLICATION**

Copies of the contract shall be printed at the expense of the school district within sixty (60) days after the contract is signed. The school district shall provide enough copies for distribution to each kitchen in the district.

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## ARTICLE 17: RETIREMENT

- A. Any Food & Nutrition Service employees hired after July 1, 2002 will not receive health insurance coverage upon retirement from the district.
- B. Employees who have attained a minimum of ten (10) years of service in the district and reached the age of fifty-eight (58) may retire and be provided hospitalization/major medical insurance if eligible for medical insurance per Article IX.
1. Single hospital and major medical coverage equal to that in effect at the time until the month in which the retiree reaches the age of sixty-five (65). As the monthly co-pay contribution and District HSA deductible contribution for active employee changes, it will do so in accordance for retirees.
  2. Dependent coverage within the group will be made available to the retiree at the retired employee's expense. Reimbursement to the district for dependent coverage must be paid in advance.
- C. An employee who is employed less than six (6) hours or more per day [per eligibility listed in Article IX] retiring prior to age sixty-five (65) but over age fifty-eight (58) shall have the option to purchase single or single and dependent hospital and major medical coverage equal to that in effect at the time until the month in which the retiree reaches the age of sixty-five (65). Reimbursement to the district for coverage must be paid in advance.
- D. This provision shall be available only to those employees who have at least fifteen (15) years of continuous employment in the food service organization with employer (including the year in which such notice of resignation is submitted) immediately preceding the year of retirement. (Continuous employment shall mean employment with no break in service due to resignation or termination.) This provision shall not apply to employees who have been on a long-term leave of absence without pay for more than one (1) year at the time of retirement, but shall apply to employees on long term disability or unrequested leave at the time of retirement.
- a. Employees retiring under the guidelines set forth in this Article shall be entitled to a portion of their accumulated sick leave based upon the following formula - current rate of pay per hour X Hours worked X 80 days X .67 upon retirement. This benefit will be paid into the Minnesota Post-Retirement Healthcare Savings Plan or HSA if they have a qualifying account. The employee must submit his/her intent to retire to the Human Resources Department by June 30<sup>th</sup> of the school year preceding their retirement date and this benefit will be based on seniority.
    1. The district will pay a maximum of \$10,000 per year for the entire unit for this benefit.
    2. The amount of severance pay, to a maximum of \$7,500 each year, to which an employee would be entitled to at the time of the employee's effective date of resignation from the School District shall be reduced by the total amount of the School District's contributions toward a 403(b)-tax deferred matching contribution plan for that individual employee.

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## ARTICLE 18: TAX DEFERRED MATCHING CONTRIBUTIONS PLAN 403(b)

- A. **Eligibility:** A Food & Nutrition Service employee in District No. 492 shall be eligible to receive a District matching contribution to a state-approved 403(b) tax deferred matching annuity, selected by the District, as described in M.S. §356.24, as amended, provided that:
1. The Food & Nutrition Service employee has at least four (4) consecutive years of Food & Nutrition Service experience in District No. 492.
  2. The Food & Nutrition Service employee is full-time or part-time with an assignment of at least 0.5 FTEs. The District's annual maximum matching contribution for a part-time Food & Nutrition Service employee shall be prorated based on the part-time Food & Nutrition Service employee's FTEs. For example, 5<sup>th</sup> year, Food & Nutrition Service employee working 3 hours per day would be eligible to receive one-half (50%) of the District's matching contribution, as provided under Section B of this Article.
  2. The Food & Nutrition Service employee voluntarily elects and authorizes a salary reduction contribution to a 403(b)-tax deferred annuity to be paid by payroll deduction, with equal contributions each pay period to go into effect September 1 of the same year.
  4. The Food & Nutrition Service employee notifies the District in writing by August 30, of his or her election under 3 above, and the amount of his or her elected salary reduction contribution.
  5. The Food & Nutrition Service employee notifies the District in writing within fifteen (15) days of any change to his or her participation in a 403(b)-tax deferred annuity under 4 above; including but not limited to a change in the amount of his or her elected salary reduction contribution.
  6. The District is entitled to rely upon the information contained in the employee's most recent notification received by the District.
- B. **Amount of District Contribution:** Food & Nutrition Service employees, after their fourth (4<sup>th</sup>) consecutive year of Food & Nutrition Service experience in District No. 492 shall be eligible to receive an annual maximum District matching contribution. The portion of the applicable annual maximum District matching contribution to which a particular Food & Nutrition Service employee is entitled shall be determined on a dollar for dollar basis. For every dollar of elected salary reduction contribution for a year made by the Food & Nutrition Service employee under Section A above, the Food & Nutrition Service employee shall receive one dollar of District matching contribution up to the applicable maximum District contribution of Two Hundred and fifty Dollars (\$250.00) in the 2023-2025 school years. The matching contribution shall be 100% non-forfeitable at all times.

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## ARTICLE 19: DURATION

- 1) Terms and Reopening Negotiations: This agreement shall remain in full force and effect for a period commencing July 1, 2023, through June 30, 2025, and thereafter until modifications are made pursuant to P.E.L.R.A. If either party desires to modify or amend the Agreement commencing at its expiration, it shall give written notice of such intent as pursuant to P.E.L.R.A. Unless otherwise mutually agreed, the parties shall not commence negotiations more than ninety (90) days prior to the expiration of this Agreement.
  
- 2) Effect: This Agreement constitutes the full and complete Agreement between the school district and their successor(s) and the exclusive representative representing the employees. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, school district policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions. Nothing in this Agreement shall be construed to obligate the school district from exercising all management rights and prerogatives except insofar as this exercise would be in express violation of any term or terms of this Agreement.
  
- 3) Finality: Any matters relating to the terms and conditions of employment whether or not referred to in this Agreement shall not be open for negotiations during the term of this Agreement.
  
- 4) Severability: The provisions of this Agreement shall be severable; and, if any provisions thereof or the application of any such provision under any circumstance is held invalid, it shall not affect any other provisions of this Agreement or the application of any provisions thereof.
  
- 5) Reopening of the Contract as a result of Health Care Compliance: The parties agree to reopen negotiations for the sole purpose of negotiating necessary changes to put the School District in compliance with the Health Care Reform Act. Only areas requiring modifications for compliance purposes will be open for negotiations.

**IN WITNESS WHEREOF**, the parties have executed this Agreement this \_\_\_\_ day of \_\_\_\_\_, 2023.

**AFSCME Council 65**  
3335 West St. Germain St.  
Suite 107  
St. Cloud, Minnesota, 56301

**Austin Public Schools**  
Independent School District No. 492  
401 Third Avenue NW  
Austin, Minnesota 55912

\_\_\_\_\_  
Labor Representative

\_\_\_\_\_  
School Board Chair

\_\_\_\_\_  
Unit Negotiator

\_\_\_\_\_  
School Board Clerk

\_\_\_\_\_  
Unit Negotiator

\_\_\_\_\_  
Chief Negotiator for School Board

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## APPENDIX A: HOURLY WAGE SCHEDULE A

A. Wages for the 2023-2024 school year:

Position	Step 1	Step 2	Step 3	Step 4
Head Cook HS	\$ 21.38	\$ 22.02	\$ 22.70	\$ 23.40
Head Cook Elementary	\$ 20.58	\$ 21.21	\$ 21.87	\$ 22.54
HS 2nd Cook	\$ 19.55	\$ 20.16	\$ 20.78	\$ 21.42
Ellis/ IJ Holton 2nd cook	\$ 18.97	\$ 19.55	\$ 20.17	\$ 20.80
Helper	\$ 18.40	\$ 18.97	\$ 19.55	\$ 20.16

B. Wages for the 2024-2025 school year:

Position	Step 1	Step 2	Step 3	Step 4
Head Cook HS	\$ 22.02	\$ 22.68	\$ 23.39	\$ 24.11
Head Cook Elementary	\$ 21.20	\$ 21.85	\$ 22.53	\$ 23.22
HS 2nd Cook	\$ 20.14	\$ 20.76	\$ 21.40	\$ 22.07
Ellis/ IJ Holton 2nd cook	\$ 19.54	\$ 20.14	\$ 20.77	\$ 21.42
Helper	\$ 18.95	\$ 19.54	\$ 20.14	\$ 20.76

**Step 2** is applicable at employment anniversary date, at end of first year.

**Step 3** is applicable at employment anniversary date, at the end of the second year.

**Step 4** is applicable at employment anniversary date, at the end of the third year.

This salary schedule continues the implementation of pay equity (Comparable Worth).

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## APPENDIX B: LONGEVITY

### B. Longevity:

1. Effective July 1, 2023, longevity payments applicable on employee employment anniversary date shall be paid in one lump sum payment, as follows:

Employees who have completed five (5) years of service will receive an annual salary adjustment of \$635.00.

Employees who have completed ten (10) years of service will receive an annual salary adjustment of \$665.00.

Employees who have completed fifteen (15) years of service will receive an annual salary adjustment of \$695.00.

Employees who have completed twenty (20) years of service will receive an annual salary adjustment of \$725.00.

2. Effective July 1, 2024, longevity payments applicable on employee employment anniversary date shall be paid in one lump sum payment, as follows:

Employees who have completed five (5) years of service will receive an annual salary adjustment of \$635.00.

Employees who have completed ten (10) years of service will receive an annual salary adjustment of \$665.00.

Employees who have completed fifteen (15) years of service will receive an annual salary adjustment of \$695.00.

Employees who have completed twenty (20) years of service will receive an annual salary adjustment of \$725.00.

Longevity will be prorated if employee resigns or retires. Longevity will be calculated on actual years of service only.

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Working Agreement Between



**Minnesota School Employees Association - Austin Paraeducators**  
*and*  
**Independent School District No. 492**  
*July 1, 2023 - June 30, 2025*

**401 3<sup>rd</sup> Ave NW**  
**Austin, Minnesota**  
**Phone: 507-460-1900 Fax: 507-355-2411**  
**[www.austin.k12.mn.us](http://www.austin.k12.mn.us)**

**MINNESOTA SCHOOL EMPLOYEES ASSOCIATION - AUSTIN PARAEDUCATORS  
WORKING AGREEMENT  
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## **ARTICLE 1: AGREEMENT**

This Agreement, entered into by the Independent School District No. 492, Austin, Minnesota, hereinafter referred to as School District, and the Minnesota School Employees Association, hereinafter referred to as the MSEA, pursuant to and in compliance with the Public Employment Relations Act, hereinafter referred to as P.E.L.R.A.

In the event the membership of the appropriate unit selects an Exclusive Representative other than the Minnesota School Employees Association in accordance with the procedures found in MSA 179A.03, Subd. 8, then such new selection shall be considered the Exclusive Representative for all purposes herein.

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## ARTICLE 2: RECOGNITION OF EXCLUSIVE REPRESENTATIVE

- A. In accordance with the P.E.L.R.A., the School District recognizes the Minnesota School Employees Association, on behalf of the Minnesota School Employees Association - Austin Paraeducators, as the Exclusive Representative for Paraeducators in the Appropriate Unit, employed by the Independent School District No. 492.
  
- B. Appropriate Unit: The Exclusive Representative shall represent all such Paraeducators of the District contained in the appropriate unit as defined in Article III of the Agreement and the P.E.L.R.A.

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## ARTICLE 3: DEFINITIONS

- A. Description of Appropriate Unit: For purposes of this Agreement the term, "Paraeducators" shall mean:

"All Paraeducators of Independent School District No. 492, Austin, Minnesota, whose employment service exceeds the lesser of fourteen (14) hours per week or thirty-five per cent (35%) of the normal work week and more than sixty-seven (67) workdays per year, excluding supervisory Paraeducators, confidential Paraeducators and all other Paraeducators." In addition, the definition of a regular work week for paras shall be 30 hours per week for a period of time equal to the regular school year as established by the school board pursuant to Minnesota Statutes 1201.40.

The term "Superintendent" shall mean Superintendent or Human Resource Director.

- B. Section 1. Paraeducators required by the District to take training will be paid for all hours in school and / or in-service. The District will pay the cost of registration, required materials, time away from the job, or paid time if not on duty. Costs associated with job related training not required by the District may be reimbursed if the Paraeducator has prior approval of the building principal.

Section 2. The School District will provide adequate training for all Paraeducators to do their job. (Examples: modules of learning from the State, blood borne pathogens, terrorist threats, confidentiality, non-aggressive crisis prevention training, etc.) The District will determine what, if any, training is necessary for Paraeducators and provide for such training in accordance with Section 1 of this Article. Examples in this section are not enforceable under the contract and do not set precedent.

- C. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by the P.E.L.R.A.

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## ARTICLE 4: MANAGEMENT RIGHTS

- A. Inherent Managerial Rights: The Exclusive Representative recognizes that the School District is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the School District, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.
- B. School Board Responsibilities: The Exclusive Representative recognizes the right and obligation of the School Board to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the School District.
- C. Effect of Laws, Rules and Regulations: The Exclusive Representative recognizes that all Paraeducators covered by this Agreement shall perform the services and duties prescribed by the School District and shall be governed by the laws of the State of Minnesota, and by School District rules, regulations, directives and orders issued by properly designated officials of the School District. The Exclusive Representative also recognizes the right, obligation and duty of the School District and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School District insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement and recognizes that the School District, all Paraeducators covered by this Agreement and all provisions of this Agreement are subject to the laws of the State of Minnesota, federal laws, rules and regulations of the State Board of Education and valid rules, regulations and orders of state and federal governmental agencies. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.
- D. Reservation of Managerial Rights: The foregoing enumeration of School District rights and duties shall not be deemed to exclude other inherent managerial rights and managerial functions not expressly reserved herein, and all managerial rights and managerial functions not expressly delegated in this Agreement are reserved to the School District.

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## ARTICLE 5: PARAEDUCATOR RIGHTS AND PROBATIONARY PERIOD

- A. Probationary Period: An Paraeducator under the provisions of this agreement shall serve a probationary period of 120 workdays in the school district.
- B. Right to Views: Nothing contained in this Agreement shall be construed to limit, impair, or affect the right of any Paraeducator or his/her representative to the expression or communication of a view, grievance, complaint, or opinion on any matter related to the conditions of compensation of public employment or their betterment so long as the same is not designed to and does not interfere with the full, faithful, and proper performance of the duties of employment or circumvent the rights of the Exclusive Representative.
- C. Right to Join: Paraeducators shall have the right to join labor or Paraeducator organizations and shall have the right not to join such organizations.
- D. Personnel Files: All personnel files shall be available during regular school business hours to each individual Paraeducator as provided by statute (including the number of times an Paraeducator can review their file). Personnel files are defined as the file maintained in the district office, the payroll history file, the health and life insurance files and other data that is deemed to be public data or private data on individuals as defined in the Government Data Practices Act. The Paraeducator shall have the right to reproduce any of the contents of the files, at the Paraeducators cost, and to submit for inclusion in the file written information in response to any material contained therein, with a maximum number of pages as provided by statute. The School District may destroy such files as provided by law.

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## ARTICLE 6: DUES CHECKOFF

- A. Payroll Deductions. Pursuant to Minn. Stat. §179A.06, the Employer will deduct from the regular payroll: Association dues for those employees in the bargaining unit who are members of the Association and who have requested in writing to have their regular Association dues paid by payroll deduction.

Subd 1. Employers must commence deductions within 30 days of notice of authorization from the exclusive representative and must remit the deductions to the exclusive representative within 30 days of the deduction. The failure of an employer to comply with the provisions of this paragraph shall be an unfair labor practice under section 179A.13, the relief for which shall be reimbursement by the employer of deductions that should have been made or remitted based on a valid authorization given by the employee or employees.

Subd 2. Remission of Withheld Funds. The aggregate of funds deducted and withheld from all employees in the bargaining unit shall be remitted by the Employer together with an itemized statement to the Minnesota School Employees Association no later than thirty (30) days following the end of each payroll period.

Subd 3. Bargaining unit information. Within 20 calendar days from the date of hire of a bargaining unit employee, a public employer must provide the following contact information to an exclusive representative in an Excel file format or other format agreed to by the exclusive representative: name; job title; worksite location, including location within a facility when appropriate; home address; work telephone number; home and personal cell phone numbers on file with the public employer; date of hire; and work email address and personal email address on file with the public employer.

Subd 4. Every 120 calendar days, a public employer must provide to an exclusive representative in an Excel file or similar format agreed to by the exclusive representative the following information for all bargaining unit employees: name; job title; worksite location, including location within a facility when appropriate; home address; work telephone number; home and personal cell phone numbers on file with the public employer; date of hire; and work email address and personal email address on file with the public employer.

Subd 5. A public employer must notify an exclusive representative within 20 calendar days of the separation of employment or transfer out of the bargaining unit of a bargaining unit employee.

- B. This Article shall not apply to any organization that has lost its right to dues checkoff under the provisions of P.E.L.R.A.
- C. The Exclusive Representative hereby warrants and covenants that it will defend, indemnify, and save the School District harmless from any and all actions, suits, claims, damages, judgments, executions, or other forms of liability, liquidated or unliquidated, which any

Paraeducator may have or claim to have now, or in the future, arising out of, or by reason of, the deduction of dues check off specified by the Exclusive Representative as provided herein.

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## ARTICLE 7: WAGE SCHEDULE

### A. Wages:

**2023-2024 Salary Schedule:** The wages and salaries as provided in Schedule A herein shall be in effect for the 2023-2024 contract year, and Schedule B herein shall be in effect for the 2024-2025 contract year.

**2023-2024 Step Placement:** Paraeducators will advance one step, if eligible over their prior year 2022-2023 assigned step.

**2024-2025 Step Placement:** Paraeducators will advance one step, if eligible over their prior year 2023-2024 step.

**Successor Agreement:** In the event a successor agreement is not entered into prior to July 1, 2025, an Paraeducator shall remain at the same step as compensated during the 2024-2025 contract year until a successor agreement is reached.

**Hiring and Salary Placement:** Paraeducators must meet the qualifications as needed for the position. Experience as a paraeducator or teaching experience shall qualify for placement on the salary schedule. The parties recognize that some position such as, but not limited to, security and media center personnel are less common to the unit and experience and education may differ. Placement beyond step A shall be reviewed with the unit Chief steward by Human Resources.

**Pay Periods:** Compensation will be based on the number of hours worked per day times the number of working days in the school calendar prorated over the school calendar year. Compensation will be received over 22 periods. Deductions will be made for hours, or days not worked.

**Summer Hours:** All Paraeducators working summer school will be paid at their current year's rate of pay.

**Rehired Paraeducators:** Paraeducators who leave the unit and are then rehired will be paid at the wage they were receiving or the minimum (whichever is higher) when they left provided they have worked in the unit for at least five years. Seniority will be lost and the Paraeducator will start over with career increments as well.

2023-2024 Wage Scale			2024-2025 Wage Scale		
		MHBA's COOP IV			MHBA's COOP IV
1	\$17.00	\$18.00			
2	\$18.05	\$19.05	1	\$18.35	\$19.35
3	\$18.30	\$19.30	2	\$19.05	\$20.05
4	\$18.55	\$19.55	3	\$19.30	\$20.30
5	\$18.80	\$19.80	4	\$19.55	\$20.55
6	\$19.05	\$20.05	5	\$19.80	\$20.80
7	\$19.30	\$20.30	6	\$20.05	\$21.05
8	\$19.55	\$20.55	7	\$20.30	\$21.30
9	\$19.80	\$20.80	8	\$20.55	\$21.55
10	\$20.05	\$21.05	9	\$20.80	\$21.80
11	\$20.30	\$21.30	10	\$21.05	\$22.05
12	\$20.55	\$21.55	11	\$21.30	\$22.30
13	\$20.80	\$21.80	12	\$21.55	\$22.55
14	\$21.05	\$22.05	13	\$22.00	\$23.00

This salary schedule continues the implementation of pay equity (Comparable Worth).

**B. Career Increment**

Paraeducators who completed step U in 2022-2023 will receive an annual salary adjustment of \$750 to be paid on the last pay period in June 2024.

Paraeducators who complete step 14 in 2023-2024 will receive an annual salary adjustment of \$750 to be paid on the last pay period in June 2025.

**C. Special Education Transportation:** Paraeducators assigned by the School District to ride special education transportation before and after school will be paid a \$1.25 per hour premium for the actual time in riding supervision responsibilities.

Field trips and other school day trips are exempt from this pay consideration.

**D. Direct Deposit:** Paraeducators will be paid by direct deposit. Salary amounts due shall be posted to the bank of the Paraeducator's choice for crediting to the Paraeducators' account provided such bank is a member of the Automated Clearing House. All monies earned will be paid by direct deposit.

**E. Field Trips:** The District and Paraeducators understand that field trips mean that breaks and lunch may look different than a regular day. Paraeducators and administration will work to establish a break and lunch schedule for field trips ahead of time and overtime will only be granted if it is approved through administration and the Human Resources office ahead of time. If during the field trip day, scheduled breaks and/or lunches cannot be granted, the Paraeducator will be paid.

- F. Incentive Policy: The Incentive Policy encourages unit members to pursue job-related training and education, and provides incentive pay to be added to the individual's base rate of pay. To be eligible for incentive credit, the activity has to meet an approval process and be pursued on the Paraeducator's time and at the Paraeducator's expense. It is understood that the District also at times provides training and education on the District's time and at the District's expense. These activities would not be eligible for incentive credit. The Incentive Program is described below:
1. Thirty (30) hours are required to receive the 10 cents increase to a maximum of 150 hours. Incentive training could earn an Paraeducator an additional 50 cents per hour in addition to base pay.
  2. Incentive training must have been obtained after July 1, 2008, in order to qualify for incentive pay.
  3. Incentive pay experience must be pre-approved by members of the incentive committee which shall be made up of the Chief Steward and Vice Steward, Director of Special Services and the Director of Human Resources. Once properly documented and submitted to Human Resources the pay adjustment will be made. Credits submitted to the committee must be submitted to Human Resources Office prior to September 1<sup>st</sup> and/or February 1<sup>st</sup>. Credits submitted by September 1<sup>st</sup> and approved will result in a salary change for the entire school year. Those submitted by February 1<sup>st</sup> and approved will result in a one-half (1/2) year salary change. There are no time limits on putting the thirty (30) hours together.
- G. Overpayment or Underpayment: If the District overpaid or underpaid a Paraeducator, such payment will be reclaimed by the District or the Paraeducator. Before such action is taken, there will be a personal conference with the Paraeducator entitled to representation from the exclusive representative. The payment terms shall be mutually agreed upon.

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## ARTICLE 8: NORMAL WORK PERIOD

The normal work period will be defined as six (6) hours per day, thirty (30) hours per week and will be consistent with the normal school year during which students are in attendance as established by the School District. The starting time of work shifts will be governed by operational needs. At the time of employment, a work assignment notice will be given that includes the site to which the Paraeducator is assigned and the hours per day. Paraeducators will be given a two (2) week written notice of any permanent change in this schedule. In cases of emergency, less than a two (2) week notice may be used; however, Paraeducators will be provided a written notification of the permanent change in the schedule within two (2) weeks of working the new schedule. Additional work time in the same assignment does not constitute a new position. Paraeducators will work the entire day for any scheduled District-wide staff development early out day during the school year. Staff development opportunities or other activities will be made available for all paraeducators during this time.

In-Service Days: The district will notify the unit each year by e-mail or paper mailings (if requested by the Paraeducator) of any in-service days Paraeducators will work during the subsequent school year.

Assignment Letters: Assignment letters will be emailed 30 days prior to the start of the school year.

Relief Period: Paraeducators will be given a fifteen (15) minute paid relief period during each three (3) hours of work each day.

In-Service Workshops: Paraeducators will be given the option of attending in-service workshops (excluding those workshops scheduled as workdays by the District) at their discretion, and with the prior approval of the Superintendent or his/her designee. If Paraeducators are approved to attend and do participate in in-service workshops, they will be paid their hourly rate for the amount of time involved. If an Paraeducator must use their personal vehicle, mileage will be paid at the rate established by the School District.

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## **ARTICLE 9: HOLIDAYS**

All members of the unit shall be granted Christmas Day, New Year's Day, Thanksgiving Day, and Memorial Day as paid holidays. Holiday pay shall be in relation to the normal hours worked by each Paraeducator per day. Compensation for Thanksgiving Day and Memorial Day shall be paid in the first pay period following the holiday. Compensation for Christmas Day and New Year's Day shall be paid in the first pay period following New Year's Day.

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## ARTICLE 10: CHILD CARE AND ADOPTION LEAVE

Paraeducators will be granted childcare leave up to five (5) months duration for the birth of a child or adoption. The Superintendent or his/her designee will be responsible to recommend to the School Board the period of childcare or adoption leave. The ending date for the leave of absence shall be a maximum of five (5) months after termination of pregnancy or date of adoption. However, upon receipt of a doctor's certificate prior to the end of such leave stating that because of complications resulting from such pregnancy, the Paraeducator is unable to return to work, then the Paraeducator's leave may be extended up to an additional two (2) months as required by the doctor. Paraeducators on childcare or adoption leave will be placed in the same job they held prior to going on childcare leave, unless that position has been eliminated due to organizational needs while on leave. Any Paraeducator not returning at the expiration of the above granted leave shall lose all seniority rights and rights to re-employment with the School District.

Allocation Use: Paraeducators may use accrued sick leave during the period of their childcare leave or adoption leave when they are unable to work as verified by a doctor's statement.

Return to Service: Paraeducators may return to work as soon as they are able as verified by a statement from their doctor. Paraeducators intending to return must notify the district in writing of their intent to return at least ten (10) working days in advance.

Seniority Reduction: The parties agree that the applicable periods of probation for Paraeducators as set forth in Article XXV, Seniority are intended to be periods of actual service enabling the District to have opportunity to evaluate the Paraeducator's performance. The parties agree, therefore, that periods of time for which the Paraeducator is on childcare and adoptive leave shall not be counted in determining the completion of the probationary period.

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## ARTICLE 11: PERSONAL LEAVE

- A. Personal Leave: An Paraeducator who has completed his/her probationary period of 120 workdays is eligible for three (3) days of personal leave per year. Requests for utilization of a personal leave day shall be made in the automated absence system, no later than three (3) days prior to the requested leave, except in cases of extreme emergency. Such request shall be subject to the approval in advance by the Superintendent or his/her designee. Failure to submit the request for paid personal leave the required three (3) days in advance will result in denial of the paid personal leave day. Requests for use of personal leave for emergency school closings must be submitted within one (1) week of the day school was closed. Up to 5% of the para unit will be allowed personal leave on any given day.
- B. Per Day Limitation: Under no circumstances shall the School District's decision to grant personal leave in excess of the maximum numbers listed in section A., to grant personal leave in excess of five (5%) percent of the total staff be construed as establishing a past practice or prejudice the District's right to enforce such restrictions at its discretion.
- C. Unpaid Emergency Leave: Paraeducators will be allowed three (3) days of absence without pay each school year for personal emergency leave. For purposes of this Article, Personal Emergency Leave shall be determined by the Building Administrator. Personal Emergency Leave days will result in all wages and benefits being deducted from the Paraeducator's pay for each day taken. Personal Emergency Leave days will not be carried over from one school year to the next. Absence due to inclement weather, if Paraeducators are expected to be on duty and personal leave is not available the Paraeducator may be assessed a Personal Emergency Leave Day. Snow days will be recorded separately as an "unpaid snow day."

Additional Personal Emergency Leave may be granted to cover personal exceptional situations at the discretion of the Director of Human Resources. Under no circumstances shall the School District's decision to grant Personal Emergency Leave in excess of the maximum numbers listed above be construed as establishing a past practice or prejudice the District's right to enforce such restrictions at its discretion.

- D. Leave for Childs School Functions: School District will grant Paraeducator up to a total of sixteen (16) hours during any school year to attend school related functions related to Paraeducator's child, per provisions of applicable law. Only paid personal leave or non-compensable leave may be used for this purpose.
- F. Perfect Attendance: The School District shall award one personal day to any Paraeducator who has achieved one school year of perfect attendance with no tardies. Perfect attendance is defined as having completed one school year of continuous days of perfect attendance excluding any personal leave the Paraeducator uses for school closings. This means the Paraeducator must not have been laid off, taken regular sick leave, taken a personal leave of absence, tardy or had an injury on the job (of more than 2 days) during that school year.

The personal day must be used during the next school year in which it was awarded. If the personal day is not used within that year, it will not accrue or carry over.

If a Paraeducator qualifies for leave under FMLA leave, such leave will not disqualify an Paraeducator from achieving perfect attendance.

Terminated Paraeducators or Paraeducator who resign are not eligible to use or receive compensation for a personal leave day award based on perfect attendance. An Paraeducator who has been awarded a personal day based on perfect attendance and is subsequently placed on layoff the following school year, shall be compensated at their daily rate of pay for the personal day awarded.

At the end of each school year, the Department of Human Resources will determine eligibility by using attendance records. If eligible, a perfect attendance letter will be generated and sent to the Paraeducator and payroll indicating an additional personal leave day will be added to the Paraeducator's bank for the following school year.

- G. Personal Leave Payout: In a given school year members of the unit not taking personal leave day(s) shall be compensated at the then current rate of pay, such payment to be made the first payday after the completion of the school year.
  
- H. In a given school year, members of the unit who have taken six (6) sick days or less, and have no unpaid days, except on emergency closings, shall be eligible to trade in their personal days for payment.
  - a. Trade 3 unused personal leave days for a payment of \$500
  - b. Trade 2 unused personal leave days for a payment of \$325
  - c. Trade 1 unused personal leave days for a payment of \$150

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## ARTICLE 12: SICK LEAVE

- A. Each Paraeducator shall earn **1.0** day of sick leave for each month up to a maximum of ten (10) annual days excluding July and August.
- B. A maximum of nine (9) sick leave days per year may be used for an Paraeducator's parents (step), spouse and adult children (step), or as entitled by law. In addition, up to a maximum of five (5) sick leave days per year may be used for sick family members as listed: siblings (step), grandparents, grandchild, father-in-law, mother-in-law, aunt, uncle, sister-in-law, brother-in-law, son-in-law, daughter-in-law or grandparent-in-law, or as entitled by law. Per [M.S. 181.9413](#), to include safety leave as described by statute, a Paraeducator may use his/her sick leave for dependent children under and over the age of eighteen (18). Sick leave may also be used under the other provisions of [M.S. 181.9413](#) and the Agreement shall not impose a limit on benefits as provided by the law. Unused sick leave may be carried forward to the next succeeding work year.
- B. Proof of Illness: The Superintendent or his/her designee may call for proof of illness, such as a doctor's certificate to substantiate the request for sick leave.
- C. Injury Pay Option: When an Paraeducator is off work with a compensable injury, the Paraeducator shall receive the difference between the Paraeducator's compensation check and the Paraeducator's regular check until accumulated sick leave is used up.
- D. Physical Exam: An audit will be made of Paraeducator absence and administrative review will occur with those Paraeducators who have established a pattern of continuous absence. If deemed necessary, the School District may require a complete physical examination. Should it be determined that sick leave privileges have been abused, the School District shall notify the Paraeducator in writing indicating the expected correction. Should correction not be made, disciplinary action will be taken.
- E. Child Illness: An Paraeducator may use personal sick leave benefits provided by the School District for absences due to illness of the Paraeducator's child, per provisions of applicable laws.
- F. Spouse Illness: Sick leave may be used for spouse doctor appointments requiring the Paraeducator's attendance. The Superintendent or his/her designee may call for proof of required attendance, such as a doctor's certificate to substantiate the request for sick leave. Members may also use sick leave to provide direct constant care for a spouse, with a prior written statement from the physician ordering such care.
- G. Retiree Sick Leave Buyback: Paraeducators at least 62 years old, with a minimum of 20 years of service with the district, may upon their retirement sell back unused sick leave up to a maximum of 100 days at the rate according to the following formula with a maximum allowable credit for 25 years of service with the district.

(# Days of Accumulated Sick Leave (Up to 100 days maximum)) \* (Number of years of Service (Up to 25 years maximum)) \* (\$1.00) · Example: An Paraeducator aged 63 with 30 years of service with 180 days of banked sick leave would receive  $(100*25*\$1.00) = \$2,500$ . An Paraeducator aged 65 with 21 years of service with 50 days of banked sick leave would receive  $(50*21*\$1.00) = \$1,050$

·The district payout will be made into an Paraeducator's 403(b) retirement savings program.

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## **ARTICLE 13: LEAVE OF ABSENCE FOR DEATH IN IMMEDIATE FAMILY**

- A. The maximum number of allowable paid days that may be used by an Paraeducator during any work year under this Article shall be ten (10), regardless of the number of such deaths.
  
- B. In the event of death in the immediate family (spouse, child, father, mother, father-in-law, mother-in-law, step-parent, sister, brother, step sibling, son-in-law, daughter-in-law, step-child, grandparents, or grandchildren of the Paraeducator), the Paraeducator may be allowed up to a maximum of five (5) days absence. In the event of death in the extended family (aunt, uncle, niece, nephew, brother-in-law, sister-in-law or grandparent-in-law) the Paraeducator may be allowed up to a maximum of two (2) days absence. The total yearly maximum shall not exceed fifteen (15) days. This right shall have no accumulation privileges. In extenuating circumstances, the Superintendent or his designee may grant leave in excess of five (5) days in the case of immediate family and in excess of two (2) days in the case of extended family. In extenuating circumstances, the Superintendent or his designee may grant leave with pay in excess of fifteen (15) days.

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## **ARTICLE 14: REDUCTION OF HOURS**

In the event it is determined by the School Board that it is necessary to reduce the work force, the administration will determine which position will be eliminated or reduced. Paraeducators whose positions are eliminated or whose hours are reduced by more than 20%, the person in that position shall then bump the most junior person in her/his classification for which he/she is qualified, with the same or closest to, number of hours outside or inside her/his building. If there is no one in the same classification junior to the person holding the position to be eliminated, she/he shall bump the most junior person in the next lower classification. Paraeducators may not bump into a higher classification. If there is no junior person in the categories involved, the individual would be placed on recall.

If an Paraeducator has two assignments in different classifications, they will be considered the classification in which they work the most hours for purposes of bumping. If the number of hours is equal in two classifications, they will be considered the higher classification.

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## ARTICLE 15: LEAVE OF ABSENCE

- A. An Paraeducator who has completed their probation period of 120 workdays may apply for a leave of absence without pay for up to one (1) year. The approval or denial of such leave shall be at the discretion of the School District. Other employment may not be taken during the leave.
- B. An Paraeducator on an approved leave of absence shall retain the seniority which had previously been accrued. Paraeducators returning from a leave of absence up to six months will return to the same position. Paraeducators returning from a leave of absence lasting more than six months will return to a position of like status.
- C. Paraeducators on leave must submit by April 1 a written request to return from a leave for the following September or ninety (90) calendar days prior to the end of the approved leave. Any Paraeducator who does not submit a written request shall be considered terminated, and the School District shall have no obligation to said Paraeducator.
- D. The Paraeducator returning from a leave of absence shall be re-employed in a position of comparable duties, and number of hours, if possible. If, during the leave, the District experiences a layoff and the Paraeducator would have lost a position had the Paraeducator not been on leave, the Paraeducator is not entitled to reinstatement in the former or comparable position. In such circumstances, the Paraeducator retains all rights under Article XXV, Seniority.
- E. Failure of an Paraeducator to return pursuant to a determination under this Section shall constitute grounds for termination unless the District and the Paraeducator shall mutually agree to an extension of the leave.

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## ARTICLE 16: MEDICAL LEAVE OF ABSENCE

- A. An Paraeducator who has completed his/her probationary period who is unable to perform his/her duties because of illness or injury and who has exhausted all sick leave credit available, may, upon request, be granted a medical leave of absence without pay up to one year. At the end of one year, an Paraeducator may request an extension of the unpaid medical leave and may be granted additional unpaid medical leave of up to six (6) months at the discretion of the School District.
- B. A request for leave on unpaid leave of absence or renewal thereof under this section shall be accompanied by a written doctor's statement outlining the condition of health and estimated time at which the Paraeducator is able to assume his/her normal work responsibilities.
- C. An Paraeducator on an approved unpaid medical leave of absence shall retain seniority which had previously been accrued. Seniority will be frozen at time of going on leave.
- D. During the Paraeducator's approved unpaid medical leave of absence under this Article, the School District shall continue to pay its contribution of long-term disability (LTD) premium and life insurance premium to a maximum of one-half of the individual's seniority or age 65, whichever is less.
- E. Upon return from an unpaid medical leave of absence of one year or less, the Paraeducator shall return to the same position held prior to going on leave. In the event an Paraeducator returns from an unpaid medical leave of absence of more than one year, the Paraeducator shall be placed in a position within the same classification and hours that they worked before going out on medical leave.
- F. Vacant positions due to medical leave of absence shall be filled following the process outlined in Article XVII, Posting of Vacant Positions.

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## **ARTICLE 17: JURY DUTY LEAVE**

Any Paraeducator who is summoned for jury duty or subpoenaed as a witness shall receive his/her regular pay for such period, and he/she shall reimburse the school district the amount of compensation he/she received as a juror or a witness. For purposes of jury duty leave in this Article, an Paraeducator is not “subpoenaed as a witness” for any court appearance where the Paraeducator is the criminal defendant or where the Paraeducator is charged with a violation of law or where the Paraeducator is the plaintiff in a civil action or has otherwise initiated the litigation, claim or case. Paraeducators who are released from jury duty prior to the end of a normal workday will report to work on being released from jury duty.

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## ARTICLE 18: POSTING OF VACANT POSITIONS

- A. A temporary vacancy up to six (6) months may be filled at the discretion of the School District without the posting of any notices. If the temporary position becomes permanent, the position will be posted. If the incumbent in the temporary position is given the permanent position, the Paraeducator's seniority date will revert back to the first day the Paraeducator held the temporary position after successfully completing the probationary period that begins at the date the person was given the permanent position.
- B. . If the temporary position is filled by a unit member, that individual will have the right to return to his/her former position at the end of the temporary position assignment. If a temporary position becomes a permanent position (after six months) it will be posted in accordance with provision of this Article.
- C. Notice of vacancies in Paraeducator positions which will be in excess of six (6) months and newly created positions shall be posted, with the type of work and place of work, on the District website; a copy of such notice shall be sent to the Chief Steward of the local unit for the Austin Paraeducators and announced across the District via email. Said vacancies shall be posted for a period of five (5) working days. The School District shall have the absolute right to fill the vacancy and the newly created position from among the existing Paraeducators or by hiring new Paraeducator(s), subject to the recall provisions of Article XXV of this Agreement, and the decision of the School District shall not in any way be grievable or in violation of this Agreement. This Article shall not be construed in such a way to give anyone a claim to such position.
- Notwithstanding the above, the Paraeducator may grieve the failure of the School District to post said notice or the failure of the School District to comply with the recall provisions of Article XXV of this Agreement.
- D. The School District reserves and retains the sole and absolute right to transfer Paraeducators. Paraeducators will not be transferred from a building which begins the school year after the traditional Labor Day start to a building that begins with Intercession Periods (45/15 schedule) that will cause financial harm to the Paraeducator.
- E. Summer postings will be made available to all Paraeducators.

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## ARTICLE 19: DISCIPLINE AND DISCHARGE

- A. All discipline and discharge shall be made only for just cause.
- B. Normal discipline shall be prescribed in the following manner:
  - 1) Verbal warning
  - 2) Written warning
  - 3) Temporary suspension without pay
  - 4) Termination

An Paraeducator may have a union representative present with him/her at a meeting with a supervisor called for the purpose to discuss a written reprimand, suspension or discharge.

- C. School District reserves and shall have the absolute right to discharge Paraeducators for theft from the School District, who appear on the job if their breath smells from the consumption of alcoholic beverages, who consume alcoholic beverages on the job, who smoke marijuana on the job or who are in any way affected from smoking marijuana when beginning their job, or who in any way take or inject any non-medically prescribed drugs or controlled substances while on the job, or who show up on the job under the influence of any other such drug or controlled substance.
- D. The right of the School District as set forth above shall not be greeable, but the School District may be required to prove the facts giving rise to the reason for discharge through the grievance procedure.
- E. In all other cases, discharge shall be for just cause except for those Paraeducators who are serving a 120 workday probationary period, during which probationary period such Paraeducator may be discharged by the School District without cause and without the same causing a breach of this Agreement or constituting a grievance hereunder.

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## **ARTICLE 20: MILEAGE**

Paraeducators, who are required to drive their personal automobiles in the performance of their duties, if such travel has received prior authorization by the Superintendent or his /her designee, shall be reimbursed for their actual mileage per the Federal Internal Revenue (IRS) mileage rate. All mileage must be submitted within thirty (30) days to the Business Office.

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## ARTICLE 21: SCHOOL CLOSINGS

When, because of weather conditions or other emergencies the schools are closed prior to 7:30 a.m., Paraeducators will be paid one-half (1/2) day pay. For purposes of this Article, notification to the Paraeducators shall be sufficient if the local news media makes the announcement prior to 7:30 a.m. of said day that the schools are closed for the day.

Additionally, employees will have the following options available to them for the unpaid half-day portion of a weather/emergency closing:

1. To participate in staff development opportunity that is offered by the District.
2. To take contractual leave.
3. Take the time unpaid.

If a delayed opening is announced by 7:30 a.m., and then schools close prior to a ½ hour window of the delayed start time, Paraeducators will be paid one-half (1/2) day pay.

When an Paraeducator has reported for work and school is closed after 10:30 a.m., Paraeducators shall be paid for a full day's work. Snow days will be recorded separately as an "unpaid snow day." When, because of weather conditions or other emergencies, there is a delayed opening for students, Paraeducators shall report at their regular lead time, with no salary deduction.

When school is cancelled and students are engaged in Flex Learning, Paraeducators will be provided the following options:

1. The opportunity to work remotely as assigned.
2. Take a personal leave day if one is available.
3. To participate in staff development opportunity that is offered by the district.

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## ARTICLE 22: INSURANCE

A. Paraeducators working a minimum of 30 hours per week may purchase single or dependent health insurance coverage at the request of the Paraeducator. The level of coverage shall be available to the staff as follows:

- Option 1 - \$1,250/\$2,500 High Deductible Plan
- Option 2 – \$6,750/\$13,500 Deductible Plan

In the 2023-2024 school year, the School District shall pay \$850 per month towards the cost of the Paraeducator, who is working a minimum of 30 hours per week, premium. In the 2024-2025 school year, the School District shall pay \$920 per month towards the cost of the Paraeducator, who is working a minimum of 30 hours per week, premium. The remaining cost of premiums shall be borne by the Paraeducator and will be by payroll deduction. If an Paraeducator is on any type of unpaid leave of absence and has enrolled in the District's insurance plan, all premiums must be prepaid one month in advance unless applicable law provides otherwise.

A Paraeducator must affirmatively enroll in health insurance coverage at the time of initial eligibility and for each subsequent plan year by completing and submitting, within the time period established by the School District, all enrollment materials required by the School District. An Paraeducator's failure to complete and submit the required enrollment materials on or before the applicable deadline shall constitute a waiver of the health insurance coverage offered by the School District.

If the insurance coverage is not available, the School District has no responsibility for providing the insurance.

- B. The School District reserves the right to provide health insurance coverage in addition to the coverage described herein including, but not limited to, larger premium payments in order to manage the potential penalties to which the School District may be subject under the School District shared responsibility requirements found in Section 4980H of the Internal Revenue Code. Such coverage, in addition to the coverage described herein, will be considered bargained but specifically will not be considered part of the aggregate value of the benefits and specifically will not be subject to any applicable reduction in aggregate value limitations.
- C. The School District will furnish all Paraeducators term life insurance in the amount of \$35,000 which includes accidental death and dismemberment benefits. The School District will pay for the insurance, which must be maintained as a selected group insurance. All Paraeducators will be required to be members of the group.
- D. The School District will furnish all Paraeducators that work a minimum of six (6) hours per day with income protection insurance which is provided generally for Paraeducators of the School District. Sick leave may not be used once an Paraeducator has become eligible for long term disability insurance payments. Sick leave may be used after the Paraeducator returns to work subject to this agreement and the terms and conditions of the district's long term disability insurance policy.

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## **ARTICLE 23: TAX DEFERRED MATCHING CONTRIBUTIONS PLAN 403(b)**

- A. **Eligibility:** A Paraeducator in District No. 492 shall be eligible to receive a District matching contribution to a state-approved 403(b) tax deferred matching annuity, selected by the District, as described in M.S. §356.24, as amended, provided that:
1. The Paraeducator has at least four (4) consecutive years of Paraeducator experience in District No. 492.
  2. The Paraeducator is full-time (at least 6 hours) or part-time with an assignment of at least 0.5 FTEs (at least 3 hours). The District's annual maximum matching contribution for a part-time Paraeducator shall be prorated based on the part-time Paraeducator's FTEs. For example, 5<sup>th</sup> year, Paraeducator working 3 hours per day would be eligible to receive one-half (50%) of the District's matching contribution, as provided under Section B of this Article.
  3. The Paraeducator voluntarily elects and authorizes a salary reduction contribution to a 403(b)-tax deferred annuity to be paid by payroll deduction, with equal contributions each pay period to go into effect September 1 of the same year.
  4. The Paraeducator notifies the District in writing, of his or her election under 3 above, and the amount of his or her elected salary reduction contribution.
  5. The Paraeducator notifies the District in writing within fifteen (15) days of any change to his or her participation in a 403(b) tax deferred annuity under 4 above; including but not limited to a change in the amount of his or her elected salary reduction contribution.
  6. The District is entitled to rely upon the information contained in the Paraeducators' most recent notification received by the District.
- B. **Amount of District Contribution:** Paraeducators, after their fourth (4<sup>th</sup>) consecutive year of Paraeducator experience in District No. 492 shall be eligible to receive an annual maximum District matching contribution. The portion of the applicable annual maximum District matching contribution to which a particular Paraeducator is entitled shall be determined on a dollar-for-dollar basis. For every dollar of elected salary reduction contribution for a year made by the Paraeducator under Section A above, the Paraeducator shall receive one dollar of District matching contribution up to the applicable maximum District contribution of Five Hundred Twenty (\$520) The matching contribution shall be 100% non-forfeitable at all times.

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## **ARTICLE 24: HAZARD REIMBURSEMENT**

The School District will reimburse an Paraeducator covered by this agreement for the actual cost of repairing or replacing like physically required corrective lenses and/or hearing aids damaged by students during the performance of their duties during the workday. Reimbursement shall be only for the actual cost incurred. The School District shall require an accident report and written repair bills as documentation before reimbursement is paid.

This Article in no way allows for an eye examination or hearing test to be paid by the School District. Only actual costs to repair the then current eye or ear appliance are reimbursable under this Article.

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## ARTICLE 25: SENIORITY

A. Layoff and recall shall be on the basis of seniority as defined in this Article and shall be according to the provisions set forth in this Article, but seniority shall not entitle Paraeducator to a position for which the Paraeducator is not qualified.

B. 1. A seniority list shall be established by the School District. The seniority list shall include the name of each Paraeducator (including probationary Paraeducators, except that such inclusion shall not grant seniority to probationary Paraeducators and is for information only), the years of seniority and the earliest (first) date of continuous employment as a Paraeducator for the School District.

The seniority list shall be posted by November 1.

A copy of the tentative list will be posted in Human Resources Department and on the Human Resources Department website. A copy of the tentative seniority list will be emailed to the Chief Steward of the Minnesota School Paraeducators Association - Austin Paraeducators.

The seniority list will become final unless challenged through the grievance procedure within thirty (30) calendar days after such list has been posted.

A copy of the final seniority list will be posted in the Human Resources Department and on the Human Resources website. A copy of the final seniority list will be emailed to the Chief Steward of the Minnesota School Paraeducators Association - Austin Paraeducators.

2. In years subsequent to June 30, 1976, changes, if any, other than caused by passage of time, in the official seniority list, shall be made yearly by the School District and shall be posted on or before November 1st of each year. Such changes shall be posted in the Human Resources Department, on the Human Resources website, and a copy of such changes will be sent to the Chief Steward of the Minnesota School Paraeducators Association - Austin Paraeducators at such Chief Steward's last address on file in the Human Resources Office of the School District. Such changes in the official seniority list, unless challenged on or before fifteen (15) days following the posting of said seniority list, shall be final and shall be incorporated into the official seniority list. After the challenge period expires, a copy of such new official seniority list shall be posted in the Human Resources Department and a copy of such new official seniority list will be sent to the Chief Steward of the Minnesota School Paraeducators Association - Austin Paraeducators at such Chief Steward's last address on file in the Human Resource Office of the School District. Only those Paraeducators who are involved in such change shall be permitted to challenge said updated seniority list.

C. 1. Seniority shall be granted only to those Paraeducators who work an average of fourteen (14) hours or more per week or thirty-five per cent (35%) of the normal work week and more than sixty-seven (67) workdays per fiscal year which runs from July 1 to

June 30.

2. The School District shall not arbitrarily reduce the number of work hours for Paraeducators which would result in denying such Paraeducator seniority rights hereunder.

3. Work performed by Paraeducators during the normal summer recess shall not be included, nor be counted toward the computation of seniority rights.

- D. Seniority shall be defined as years and months of continuous employment as a Paraeducator from the most recent date of continuous employment as a Paraeducator for the School District. Seniority shall be computed by years and months of service and an Paraeducator's position on the seniority list shall be determined by years and months of service. In the event of ties in the number of years and months of service, employment from the first date of work performed by the Paraeducator in continuous employment covered by this contract shall be used to break ties.
- E. Seniority shall be computed upon services rendered during a fiscal year (July 1 through June 30) rather than a calendar year. In any one fiscal year, an Paraeducator shall accrue a maximum of one year's seniority for all services performed.
- F. Seniority shall continue to accrue while an Paraeducator is on sick leave within a school year but shall be frozen at the end of the school year until the Paraeducator returns from sick leave.
- G. Seniority shall continue to accrue while on childcare or adoption leave of absence which does not exceed five (5) months duration during the normal school year.  
  
An Paraeducator who in the past had a break in continuous service as a result of a maternity leave not exceeding five (5) months duration during the normal school year, shall not be considered as having a break in continuous service.
- H. Seniority shall not accrue during the probationary period, but seniority shall be credited retroactively for probationary time upon the expiration of said probationary period.
- I. Seniority shall be frozen at time of layoff under the provisions of this Article.
- J. Breaks in continuous employment because school is not in session shall not be considered as a break in continuous employment for seniority purposes.
- K. Paraeducators shall serve a 120 workday probationary period during which time the Paraeducator may be discharged by the School District without cause and without the same causing a breach of this Agreement or constituting a grievance hereunder. For purposes of this paragraph, the term "workday" shall be the same as defined in Article XXVI paragraph C. 3 of the grievance procedure as set forth hereinafter.

- L. Paraeducators will be given one (1) week (7 calendar days) written notice of layoff in advance of the effective layoff date. Such notice may be given by personal service, or by registered or certified mail, postage prepaid, to the Paraeducator's last address on file in the Human Resources Department of the School District. Such notice shall be complete upon personal service, or upon deposit in the United States Mails. A copy of the notice of layoff will be sent to the Chief Steward of the Minnesota School Paraeducators Association - Austin Paraeducators at such Chief Steward's last address on file in the Human Resources Department of the School District.

Layoffs shall be by and in accordance with the official seniority list. The order of layoff shall be as follows:

- M.
1. Probationary Paraeducators shall be laid off first and they shall not be subject to the recall provisions of this Article.
  2. Other Paraeducators affected by the layoff shall be laid off in inverse order to their seniority by years and months of seniority (least seniority first).
  3. In the event of ties in seniority, such ties shall be broken as follows and in the following order of priority:
    - a) In case of ties in the number of years and months of seniority, the seniority shall be determined by the first date of work performed by the Paraeducator in continuous employment covered by this contract.
    - b) If there are ties in the date that Paraeducators first performed work in continuous service for the School District, the last four digits of each Paraeducators social security number will be used. The Paraeducator with the lowest number will be the most senior Paraeducator.
- N. A recall list shall be maintained and updated yearly by the School District. Paraeducators on the recall list for more than fifteen (15) months from the date of layoff shall be dropped from the recall list and not subject to the recall provisions of this Article.
- O. Notice of recall shall be sent to the Paraeducator's last address on file in the Human Resources Department of the School District and a copy of such notice of recall will be sent to the Chief Steward of the Minnesota School Paraeducators Association - Austin Paraeducators at such Chief Steward's last address on file in the Human Resources Department of the School District. The Paraeducator shall send written notice of change of address by certified mail to the Human Resources Department of the School District. The recall notice shall state the date on which the Paraeducator is to return to work, which shall be not less than seven (7) calendar days after such notice is given. Such notice shall be deemed complete upon personal service, or when deposited in the United States Mails. Any Paraeducator who does not return to work within the time specified in said notice shall lose all right of recall under the provisions of this Article.
- P. Recall shall be on the basis of seniority at the time of layoff (highest seniority being recalled

first). Refusal of employment shall waive all rights of recall provisions of this Article. In the event of ties in seniority, such ties shall be broken as follows:

1. In case of ties in the number of years and months of seniority, the seniority shall be determined by the first date of work performed by the Paraeducator in continuous employment covered by this contract.

If there are ties in the date that Paraeducators first performed work in continuous service for the School District, the last four digits of each Paraeducators social security number will be used. The Paraeducator with the lowest number will be the most senior Paraeducator.

- Q. The provisions of this Article shall become effective and apply only to those Paraeducators who are employed by the School District on the date of signing this Working Agreement and thereafter.

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## ARTICLE 26: GRIEVANCE PROCEDURE

- A. 1. Grievance Definition: A "grievance" shall mean a dispute or disagreement between a Paraeducator or a group of Paraeducators and the School District as to the interpretation or application of the terms and conditions of employment insofar as such matters are contained in this Agreement.
2. A grievance may be initiated or submitted only by the Paraeducator or group of Paraeducators involved. The grievance shall be reduced to writing by the AAP.
- B. 1. The School District may be represented during any step of the procedure by any person or agent designated by it to act in its behalf. Such representative shall not exceed three (3) in number.
2. The AAP shall be one of aggrieved representatives beginning with Level I, and the Paraeducator may select not more than two (2) additional representatives.
3. The aggrieved may withdraw his/her specific grievance in writing at any time and such withdrawal shall be final and binding upon the individual and the AAP. Such withdrawal shall not be construed to be a precedent to a determination on the merits of the grievance.
4. The AAP may also withdraw the grievance and such withdrawal shall be final and binding upon the AAP and upon the grieving Paraeducator. Such withdrawal shall not be construed to be a precedent to a determination on the merits of the grievance.
- C. **Definitions and Interpretations:**
1. Aggrieved: Any person or group of persons within the appropriate unit, or the Exclusive Representative, having a grievance.
2. Extension: Time limits specified in this Agreement may be extended by mutual written agreement.
3. Days: Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all weekdays (Monday through Friday) not designated as holidays by state law. For purposes of this Paragraph C. 3, the days of winter recess and spring recess shall be considered holidays.
4. Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday or a legal holiday.

5. Filing and Postmark: The filing or service of any notice or document herein shall be timely if it bears a postmark of the United States mail within the time period, or receipt thereof has been admitted by the school district.

D. Time Limitation and Waiver: Grievances shall not be valid for consideration unless the grievance is served in writing upon the administrative supervisor within twenty-five (25) days after the date the event giving rise to the grievance occurred, setting forth the facts and the specific provision or provisions of this Agreement allegedly violated and the particular relief sought. Failure to serve any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance.

E. Adjustment of Grievance: The District and the aggrieved or the District and a group of aggrieved Paraeducators shall attempt to adjust such grievances which may arise during the course of employment of any Paraeducator or group of Paraeducators within the school district in the following manner:

1. Level I: An effort shall first be made to adjust an alleged grievance informally between the aggrieved and the District or its designee. If the grievance is not resolved through informal discussions, the grievance shall be reduced to writing by the AAP and thereafter the administrative supervisor shall meet regarding the grievance within fifteen (15) days of receipt of the written grievance. Within seven (7) days after the meeting, the administrative supervisor shall issue a decision in writing to the parties involved. A copy of the decision shall also be sent by certified mail to the AAP by sending it in care of one of the officers of the AAP at their last known address.
2. Level II: In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the Superintendent of Schools or his/her designee, provided such appeal is made in writing to said Superintendent within fifteen (15) days after receipt of the Superintendent shall set a time to hear the grievance within twenty (20) days after receipt of the appeal. Within twenty (20) days after the meeting, the Superintendent shall issue its findings and decision in writing to the parties involved. A copy of the decision shall also be sent by certified mail to the AAP by sending it in care of one of the officers of the AAP at their last known address.
3. In the event the grievance is not disposed of in Level II, the decision rendered may be appealed to the School Board, provided such appeal is made in writing, within five (5) days after receipt of the decision in Level II. If a grievance is so appealed to the Clerk of the School Board, the School Board shall set a time to hear the grievance within twenty (20) days after receipt of the appeal. Within twenty (20) days after the meeting, the School Board shall issue its decision, in writing, to the parties involved. At the of the School Board, a committee or representative(s) of the Board [one of which shall be a board member] may be designated by the Board to hear the appeal at this Level III and report its findings and recommendations to the School Board. The School Board shall then render its findings and decision in writing to the parties involved. A copy of the decision shall also be sent by certified mail to the AAP by sending it in care of one of the officers of the AAP at their last known address.

- F. School Board Review: The School Board reserves the right to review any decision issued under Level I of this procedure provided the School Board or its representative notifies the parties of its intention to review within ten (10) days after the decision has been rendered. In the event the School Board reserves the right to accept, reverse or modify such decision, and the School Board shall issue its decision in writing within twenty (20) days after notice of its intention to review.
- F. Denial of Grievance: Failure by the School Board or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the aggrieved may appeal it to the next level.
- G. Grievance Mediations: In the event that the aggrieved and the School District are unable to resolve any grievance, the parties may jointly agree to participate in mediation for the purpose of compromising, settling, or resolving the grievance.
1. Request: A request to submit a grievance to mediation must be made in writing signed by the grievant(s) or the School District and delivered to the designee of the other party. The other party shall respond within ten (10) working days to accept or deny the submission of a grievance to mediation.
  2. Selection of Mediator: A joint request for mediation shall be submitted to the Commissioner to assign a mediator.
  3. Mediation: The assigned mediator shall schedule one or more mediation sessions. The mediation shall be conducted in conformance with Bureau of Mediation Services Policies and Procedures III.03 regarding Grievance Mediation. The mediator does not have authority to order discovery.
  4. Cost of Mediation: The cost of mediation shall be borne equally by both parties. Each party shall bear their own costs related to representation during the mediation process.
  5. Recommendation: The recommendations of the mediator, if any, shall be advisory only and shall not be binding on either party. No reference to the mediation or any recommendation therefrom may be used in any subsequent proceeding.
- H. Arbitration Procedures: In the event that the aggrieved involved and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:
1. Request: A request to submit a grievance to arbitration must be in writing signed by one of the aggrieved, and the MSEA Field Representative, and such request must be filed in the office of the Superintendent within twenty (20) days following the decision in Level II of the grievance procedure.
  2. Prior Procedure Required: No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

3. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten (10) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If the School District and the exclusive representative are unable to agree on an arbitrator within ten (10) days after request for arbitration, they may request from the Director of the Bureau of Mediation Services; State of Minnesota, a list of five (5) names. The parties shall alternately strike names from the list of five (5) arbitrators until only one (1) name remains. The remaining arbitrator shall hear and decide the grievance.

4. Submission of Grievance Information to Arbitrator:

(a) After the selection of the arbitrator and not less than four (4) weeks prior to the arbitration hearing, the parties shall attempt to prepare a joint submission of the items specified in subparagraphs (i), (ii), (iii), and (iv). If the parties cannot agree on such joint submission, then the appealing party shall in not less than two (2) weeks prior to the arbitration hearing forward to the arbitrator, with a copy to the School Board, the submission of the grievance which shall include the following:

(i) The issues involved.

(ii) Statement of facts.

(iii) Position of the aggrieved. (If a joint submission is to be made, there shall be included the position of the aggrieved and the position of the School Board.)

(iv) The written document relating to Paragraph D and Paragraph E of the Article XXVI.

(b) The School Board may make a similar submission of information relating to the grievance, either before or at the time of the hearing.

5. Hearing: The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate; and, the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing *de novo*.

6. Decision: The decision by the arbitrator shall be rendered within thirty (30) days after the close of the hearing. Decisions by the arbitrator in cases properly before him shall be final and binding upon the parties subject, however, to the limitations of arbitration decisions as provided by and in P.E.L.R.A.

7. Expenses: Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording may be made of the hearing at the request of either party and shall be paid for by the party requesting the same. The parties shall share equally fees and expenses of the arbitrator.

8. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to propose changes in terms and conditions of employment as defined herein and contained in this written Agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedures as outlined herein; nor shall the jurisdiction of the arbitrator extend to those matters set forth in M.S. 179A.07, Subd. 1, except those specifically included herein. In considering any issue in dispute, in its order the arbitrator shall give due consideration to the statutory rights and obligations of the public-school boards to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

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## **ARTICLE 27: PUBLIC OBLIGATION**

The parties mutually recognize that their first obligation is to the public and that the right of students and residents of the school district to the continuous and uninterrupted operation of the school is of paramount importance.

The Exclusive Representative agrees, neither the Exclusive Representative nor any individual Paraeducator shall engage in any strike as defined by the P.E.L.R.A. State Law supersedes any portion of this Article.

The parties agree not to commit any unfair labor practices as described in M.S. 179A.13, Subd. 1, 2 and 3 of P.E.L.R.A. recodified.

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## **ARTICLE 28: PUBLICATION**

Copies of the contract will be made available at the expense of the District within sixty (60) days after the contract is signed. The contract will be posted on the Human Resources website, sent by email to all current members, and ten (10) copies will be sent to the local association. Any member who wishes to have a printed copy may request one from Human Resources. At the time a new Paraeducator is placed on the payroll, that Paraeducator shall be given a copy of this Agreement.

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## **ARTICLE 29: MISCELLANEOUS**

All unit Paraeducators will be kept informed of relevant IEP information on the student(s) which they work with. This may be accomplished either by participation in the IEP meetings or by an informational meeting with the supervising teacher. Paraeducators will be paid for all time attending these meetings if their presence is requested.

Association meetings shall not be held on school time.

The District and Union agree to form a joint committee to review and discuss staff development and mentoring opportunities. This committee will meet at least two (2) times per year.

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## ARTICLE 30: DURATION

- 1) This agreement shall remain in full force and effect for a period commencing July 1, 2021, through June 30, 2023, and thereafter until modifications are made pursuant to P.E.L.R.A. If either party desires to modify or amend the Agreement commencing at its expiration, it shall give written notice of such intent as pursuant to P.E.L.R.A. Unless otherwise mutually agreed, the parties shall not commence negotiations more than ninety (90) days prior to the expiration of this Agreement.
- 2) The provisions of this Agreement shall be severable; and, if any provisions thereof or the application of any such provision under any circumstance is held invalid, it shall not affect any other provisions of this Agreement or the application of any provisions thereof.
- 3) Reopening of the Contract as a result of Health Care Compliance: The parties agree to reopen negotiations for the sole purpose of negotiating necessary changes to put the School District in compliance with the Health Care Reform Act. Only areas requiring modifications for compliance purpose; will be open for negotiations.

# SIGNATURE PAGE

IN WITNESS WHEREOF, the parties have executed this Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**Minnesota School Employees Association**

10 River Park Plaza  
Suite 810  
St. Paul, MN 55101

\_\_\_\_\_  
Chief Steward

\_\_\_\_\_  
Chief Negotiator

**Austin Public Schools**

**Independent School District No. 492**  
401 Third Avenue NW  
Austin, MN 55912

\_\_\_\_\_  
School Board Chair

\_\_\_\_\_  
School Board Clerk

\_\_\_\_\_  
Chief Negotiator for School Board

**CHECKS ISSUED: 8/29/2023-9/11/2023**  
**FOR APPROVAL BY THE SCHOOL BOARD ON MONDAY, SEPTEMBER 11, 2023.**

CONTACT ANDREW ADAMS WITH QUESTIONS:

TELEPHONE: (507) 460-1913

E-MAIL: ANDREW.ADAMS@AUSTIN.K12.MN.US

Accounts Payable Overview

<i>Date</i>	<i>Batch</i>	<i>Check</i>	<i>Commerce Bank</i>	<i>Wire</i>	<i>P Card</i>	<i>Total</i>
8/18/2023	8/18/2023 TRA PERA			\$214,069.95		\$ 214,069.95
8/16/2023	W240203			\$3,170.00		\$ 3,170.00
8/22/2023	W240204			\$141.88		\$ 141.88
8/25/2023	W240205			\$13,390.00		\$ 13,390.00
8/29/2023	T240205, CB240207, T231309, CB231311	\$ 155,598.21	\$ 16,040.43			\$ 171,638.64
8/28/2023	W240206			\$500.55		\$ 500.55
9/1/2023	9/1/2023 PAYROLL AP	\$ 72,002.94		\$507,520.39		\$ 579,523.33
9/5/2023	T240301, CB240301, T231310, CB231312, VRB231304, VR231304, VR090523, VR090723	\$ 106,341.06	\$ 138,365.62			\$ 244,706.68
9/11/2023	CB240302, B240301, B231305	\$ 427,031.64	\$ 162,976.72			\$ 590,008.36
						\$ -
					<b>TOTAL</b>	<b>\$ 1,817,149.39</b>

<i>Payroll Summary</i>	
<i>Date</i>	<i>Total</i>
8/3/2023	\$ 972,774.11
8/17/2023	\$ 918,436.28
8/31/2023	\$ 1,111,692.40
<b>TOTAL</b>	<b>\$3,002,902.79</b>

<i>Health &amp; Dental Fees &amp; Claims</i>		
	<i>Health</i>	<i>Dental</i>
Week 1	\$ 388,732.54	\$ 8,775.90
Week 2	\$ 264,318.70	\$ 7,944.36
Week 3	\$ 234,618.10	\$ 11,667.84
Week 4	\$ 341,385.05	\$ 9,838.59
Week 5	\$ 300,008.43	
<b>TOTAL</b>	<b>\$1,529,062.82</b>	<b>\$38,226.69</b>
<b>TOTAL</b>	<b>\$1,567,289.51</b>	

**GRAND TOTAL      \$6,387,341.69**

## Board Packet

AP Run: 8/18/2023 TRA PERA — Post Date: 2023-08-18 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
08/18/2023	202002915	Wire Transfer	MN TEACHERS RETIREMENT ASSN	172,584.86	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
TRC.08172023.B	TRC - TRA COORD for 8/17/2023 P1	08/17/2023	71,907.24		
				PAYROLL W/HOLDINGS-TRA PAYABLE 01 L 215 04	71,907.24
TRC.08172023.B.a	TRC - TRA COORD for 8/17/2023 AS Void	08/17/2023	-132.49		
				PAYROLL W/HOLDINGS-TRA PAYABLE 01 L 215 04	-132.49
TRC.08172023.B.b	TRC - TRA COORD for 8/17/2023 AS Reissue	08/17/2023	132.49		
				PAYROLL W/HOLDINGS-TRA PAYABLE 01 L 215 04	132.49
TRC.08172023.B.c	TRC - TRA COORD for 8/17/2023 Reg PR	08/17/2023	19,614.78		
				PAYROLL W/HOLDINGS-TRA PAYABLE 01 L 215 04	18,624.67
				PAYROLL W/HOLDING-TRA PAYABLE 04 L 215 04	990.11
TRC.08172023.D	TRC - TRA CORD for 8/17/2023 P1	08/17/2023	63,689.71		
				PAYROLL W/HOLDINGS-TRA PAYABLE 01 L 215 04	63,689.71
TRC.08172023.D.a	TRC - TRA CORD for 8/17/2023 AS Void	08/17/2023	-117.35		
				PAYROLL W/HOLDINGS-TRA PAYABLE 01 L 215 04	-117.35
TRC.08172023.D.b	TRC - TRA CORD for 8/17/2023 AS Reissue	08/17/2023	117.35		
				PAYROLL W/HOLDINGS-TRA PAYABLE 01 L 215 04	117.35
TRC.08172023.D.c	TRC - TRA CORD for 8/17/2023 Reg PR	08/17/2023	17,373.13		
				PAYROLL W/HOLDINGS-TRA PAYABLE 01 L 215 04	16,496.18
				PAYROLL W/HOLDING-TRA PAYABLE 04 L 215 04	876.95
08/18/2023	202002916	Wire Transfer	PUBLIC EMPLOYEES RETIREMENT ASSN	41,485.09	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
PE\$.08172023.D	PE\$ - PERA AMOUNT for 8/17/2023 Reg PR	08/17/2023	26.52		
				PAYROLL W/HOLDINGS-PERA PAYABLE 02 L 215 03	0.00
				PAYROLL W/HOLDING-PERA PAYABLE 04 L 215 03	26.52
PRC.08172023.B	PRC - PERA CORD for 8/17/2023 P1	08/17/2023	3,618.63		
				PAYROLL W/HOLDINGS-PERA PAYABLE 01 L 215 03	3,618.63
PRC.08172023.B.a	PRC - PERA CORD for 8/17/2023 AK Void	08/17/2023	-120.38		
				PAYROLL W/HOLDINGS-PERA PAYABLE 01 L 215 03	-120.38
PRC.08172023.B.b	PRC - PERA CORD for 8/17/2023 AK Reissue	08/17/2023	120.38		
				PAYROLL W/HOLDINGS-PERA PAYABLE 01 L 215 03	120.38

## Board Packet

AP Run: 8/18/2023 TRA PERA — Post Date: 2023-08-18 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
08/18/2023	202002916	Wire Transfer	PUBLIC EMPLOYEES RETIREMENT ASSN	41,485.09	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
PRC.08172023.B.c	PRC - PERA CORD for 8/17/2023 Reg PR	08/17/2023	18,591.26		
				PAYROLL W/HOLDINGS-PERA PAYABLE 01 L 215 03	14,771.04
				PAYROLL W/HOLDINGS-PERA PAYABLE 02 L 215 03	1,176.91
				PAYROLL W/HOLDING-PERA PAYABLE 04 L 215 03	2,357.19
				PAYROLL W/HOLDINGS-PERA PAYABLE 05 L 215 03	286.12
PRC.08172023.D	PRC - PERA CORD for 8/17/2023 P1	08/17/2023	3,136.16		
				PAYROLL W/HOLDINGS-PERA PAYABLE 01 L 215 03	3,136.16
PRC.08172023.D.a	PRC - PERA CORD for 8/17/2023 AK Void	08/17/2023	-104.33		
				PAYROLL W/HOLDINGS-PERA PAYABLE 01 L 215 03	-104.33
PRC.08172023.D.b	PRC - PERA CORD for 8/17/2023 AK Reissue	08/17/2023	104.33		
				PAYROLL W/HOLDINGS-PERA PAYABLE 01 L 215 03	104.33
PRC.08172023.D.c	PRC - PERA CORD for 8/17/2023 Reg PR	08/17/2023	16,112.52		
				PAYROLL W/HOLDINGS-PERA PAYABLE 01 L 215 03	12,801.66
				PAYROLL W/HOLDINGS-PERA PAYABLE 02 L 215 03	1,019.99
				PAYROLL W/HOLDING-PERA PAYABLE 04 L 215 03	2,042.90
				PAYROLL W/HOLDINGS-PERA PAYABLE 05 L 215 03	247.97
<b>Total:</b>					<b>\$214,069.95</b>

8/18/2023 TRA PERA Summary		
Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	2	214,069.95
Epayables:	0	0.00
<b>Total:</b>	<b>2</b>	<b>\$214,069.95</b>

## Board Packet

AP Run: W240203 — Post Date: 2023-08-16 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
08/16/2023	202002917	Wire Transfer	AMERICAN MAILING MACHINES	3,000.00	
<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
081623	POSTAGE MACHINE FEES PAID IN AUGUST 2023	08/16/2023	3,000.00		
	POSTAGE & EXPRESS-BUSINESS OFFICE--			01 E 005 110 000 000 329	3,000.00
08/16/2023	202002918	Wire Transfer	MINNESOTA DEPT OF REVENUE	170.00	
<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
081623	AUGUST 2023 SALES TAX RETURN (JULY ACTIVITY)	08/16/2023	170.00		
	SALE OF SERV AND MAT -AHS -IND ED -			01 R 000 000 040 255 621	11.90
	SALE OF SERV AND MAT -AHS -GRAPHIC-			01 R 000 000 040 820 621	1.17
	SALE MAT PURCH FOR RESALE-CTE CONST-CTE TR IND-			01 R 000 000 863 817 621	18.25
	STDT PARTICIPATION FEES-MUSIC--			01 R 000 258 000 000 050	31.90
	RENT FOR SCH FACIL---			01 R 311 000 000 000 093	83.33
	MISC REVENUE---HOLTON STUDENT			11 R 000 000 000 165 099	2.56
	REVENUE-RESALE--BANFIELD-BANFIELD			11 R 000 000 013 131 621	1.10
	REVENUE-RESALE--SOUTHGT-ALL GRADES/SPLY			11 R 000 000 014 121 621	1.17
	REVENUE-RESALE--ELLIS-ELLIS GEN			11 R 000 000 030 120 621	9.13
	REVENUE-RESALE--NEVELN-NEVELN GENERAL			11 R 000 000 050 117 621	9.49
				<b>Total:</b>	<b>\$3,170.00</b>

### W240203 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	2	3,170.00
Epayables:	0	0.00
<b>Total:</b>	<b>2</b>	<b>\$3,170.00</b>

## Board Packet

AP Run: W240204 — Post Date: 2023-08-22 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
08/22/2023	202002919	Wire Transfer	BREMER BANK	141.88	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
JULY 2023	TO RECORD BREMER BANK FEES PER BANK STATEMENT JULY 2023	08/15/2023	141.88		
		BANKING FEES-BUSINESS OFFICE--		01 E 005 110 000 000 314	141.88
<b>Total:</b>					<b>\$141.88</b>

### W240204 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	1	141.88
Epayables:	0	0.00
<b>Total:</b>	<b>1</b>	<b>\$141.88</b>

## Board Packet

AP Run: W240205 — Post Date: 2023-08-25 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
08/25/2023	202002920	Wire Transfer	ARBITOR SPORTS	13,390.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
082523	FALL 23-24 ARBITOR PAY FUNDING	08/25/2023	13,390.00		
	FEEES FOR SERVICES-BOYS-FOOTBALL-	01 E 310 294 104 000 305			3,700.00
	FEEES FOR SERVICES-BOYS-SOCCER-	01 E 310 294 117 000 305			2,826.00
	FEEES FOR SERVICES-GIRLS-SWIM & DIVE-	01 E 310 296 108 000 305			1,340.00
	FEEES FOR SERVICES-GIRLS-VOLLEYBALL-	01 E 310 296 116 000 305			2,289.00
	FEEES FOR SERVICES-GIRLS-SOCCER-	01 E 310 296 117 000 305			3,235.00
<b>Total:</b>					<b>\$13,390.00</b>

### W240205 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	1	13,390.00
Epayables:	0	0.00
<b>Total:</b>	<b>1</b>	<b>\$13,390.00</b>

## Board Packet

AP Run: T240205 — Post Date: 2023-08-29 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
08/29/2023	51360	Check	AIM ELECTRONICS INC	52,241.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
44632	SCOREBOARDS	08/09/2023	52,241.00		
			EQUIPMENT-BOY/GIRL ATHL-3RD PR YR-ESSER II 90%	01 E 310 292 013 155 530	52,241.00
08/29/2023	51361	Check	AMAZON BUSINESS	300.34	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
1179-97D6-FF9R	CLASSROOM MATERIALS	07/06/2023	130.35		
			GEN SUPPLIES-SPED AGG--IDEA-611	01 E 005 420 000 419 401	39.77
			INDIV INST SUPPLIES-ASD--STATE SPED	01 E 210 411 000 740 433	90.58
1T11-X37M-YLX1	CLASSROOM MATERIALS	07/03/2023	169.99		
			INDIV INST SUPPLIES-SPED AGG--STATE SPED	01 E 005 420 000 740 433	169.99
08/29/2023	51362	Check	AUSTIN COUNTRY CLUB	1,944.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
07/02/2023 Golf Bags	MATT RASO-APEF GRANT GOLF BAGS	07/02/2023	1,944.00		
			GEN SUPPLIES-BOYS--APEF GRANT	01 E 310 294 000 097 401	1,944.00
08/29/2023	51363	Check	BSN SPORTS	3,152.64	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
921995846	APEF GRANT-JUSTIN HESKETT-ELLIS FOOTBALL	07/01/2023	3,152.64		
			EQUIPMENT-EXT CUR--APEF GRANT	01 E 210 298 000 097 530	3,152.64
08/29/2023	51364	Check	CENTERING ON CHILDREN INC.	529.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
14791	CLASSROOM MATERIALS	07/06/2023	529.00		
			INDIV INST SUPPLIES-SPED AGG--STATE SPED	01 E 005 420 000 740 433	529.00
08/29/2023	51365	Check	DAHL COPIERS INC	641.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
67024	RISO SERVICE CONTRACT FOR 23-24	08/09/2023	641.00		
			REPAIR & MAINT SVCS-KINDERGARTEN--	01 E 165 201 000 000 350	641.00

## Board Packet

AP Run: T240205 — Post Date: 2023-08-29 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
08/29/2023	51366	Check	FINLEY, FELICIA M	290.64	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
081723	TRAVEL REIMBURSEMENT: AVIS SUMMER INSTITUTE 7/25 - 7/27/23	08/17/2023	290.64		
			TRAVEL CONV & CONF-STAFF DEV--ACHIEVE/INT	01 E 005 640 000 313 366	290.64
08/29/2023	51367	Check	HEINLEN, ERIN	79.81	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
081623	REIMBURSEMENT FOR CLASSROOM SUPPLIES	08/16/2023	79.81		
			INSTRUCTL SUPPLIES-KINDERGARTEN--	01 E 165 201 000 000 430	79.81
08/29/2023	51368	Check	HY-VEE ACCOUNTS RECEIVABLE	346.94	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
1027	SUMMER SCHOOL CATERING	07/13/2023	346.94		
			FOOD-ELEM-3RD PR YR-ESSER III 90% LRN LOSS	01 E 220 203 013 161 490	346.94
08/29/2023	51369	Check	JENNIFER LAWHEAD	131.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
081023	MILEAGE REIMBURSEMENT AUGUST 2023	08/10/2023	131.00		
			TRAVEL CONV & CONF-GEN COM ED--COM ED	04 E 500 505 000 321 366	131.00
08/29/2023	51370	Check	KOSEL, WENDY	100.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
081723	REIMBURSEMENT FOR INSTRUCIONAL SUPPLIES	08/17/2023	100.00		
			INSTRUCTL SUPPLIES-KINDERGARTEN--	01 E 165 201 000 000 430	100.00
08/29/2023	51371	Check	MARTIN BROS DISTRIBUTING CO	635.54	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
1117268	SUMMER FOOD AND SUPPLIES	08/10/2023	635.54		
			FOOD-FOOD SVC--SUM FD PGR	02 E 005 770 000 709 490	635.54
08/29/2023	51372	Check	MASA	249.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
21-34249	2023 MDE/MASA BACK TO SCHOOL CONFERENCE	07/26/2023	249.00		
			TRAVEL CONV & CONF-ABE--STATE ABE	04 E 500 520 000 322 366	249.00

## Board Packet

AP Run: T240205 — Post Date: 2023-08-29 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
08/29/2023	51373	Check	MESPA	1,137.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
15845	SCHOOL LAW SEMINAR	08/01/2023	175.00		
				TRAVEL CONV & CONF-STAFF DEV--STAFF DEV	175.00
15876	MEMBERSHIP RENEWALS	08/03/2023	962.00		
				DUES & MEMBERSHIPS-PRINCIPAL--	962.00
08/29/2023	51374	Check	NEW READERS PRESS	276.48	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
19797	JODI VORTHERMS ABE WORKBOOKS	07/31/2023	276.48		
				INST SUPPLIES-ABE-FY 20X3 CARRYOVER-STATE ABE	276.48
08/29/2023	51375	Check	PALMER BUS SERVICE	32,331.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
0004321-IN	SUMMER SCHOOL - JULY	07/31/2023	31,296.00		
				TRANS CNTRCT<25K-TRANS-3RD PR YR-ESSER III 90% LL	25,000.00
				TRAN CTRT<25K-TRANS-3RD PR YR-ESSER III 90% LL	6,296.00
0004323-IN	IN TOWN SHUTTLE - NATURE CENTER	07/31/2023	115.00		
				TRANS CONTRACT-ELL-PR YR-TITLE III, PT A	115.00
0004330-IN	IN TOWN SHUTTLE	07/31/2023	460.00		
				TRAN CTRT<25K-TRANS-3RD PR YR-ESSER III 90% LL	460.00
0004331-IN	IN TOWN SHUTTLE	07/31/2023	460.00		
				TRAN CTRT<25K-TRANS-3RD PR YR-ESSER III 90% LL	460.00
08/29/2023	51376	Check	PEGGY KLINGFUS	134.80	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
082223	REIMBURSEMENT FOR SUMMER SCHOOL MEETING ITEMS	08/22/2023	134.80		
				FOOD-STAFF DEV--STAFF DEV	134.80
08/29/2023	51377	Check	ROONEY, KRISTY	56.33	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
072823	MILEAGE REIMBURSEMENT AUGUST 2023	07/28/2023	56.33		
				TRAVEL CONV & CONF-ABE--STATE ABE	56.33

## Board Packet

AP Run: T240205 — Post Date: 2023-08-29 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
08/29/2023	51378	Check	SMITH, JEN K	47.90	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
073123	TRAVEL REIMBURSEMENT MEAL PER DIEM 6/25 - 6/27/23	07/31/2023	47.90		
	TRAVEL CONV & CONF-STAFF DEV--ACHIEVE/INT			01 E 005 640 000 313 366	47.90
08/29/2023	51379	Check	SPED FORMS LLC	17,654.30	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
1804	23-24 SPED FORMS, MA, AND 504	08/17/2023	17,654.30		
	NON INST SOFTWARE-GEN SPED--			01 E 005 400 000 000 405	2,777.74
	NON INST SOFTWARE-SPED GENERAL--MA/3RD PARTY			01 E 005 420 000 372 405	5,619.52
	NON INST SOFTWARE-SPED AGG--IDEA-611			01 E 005 420 000 419 405	9,257.04
08/29/2023	51380	Check	USI INSURANCE SERVICES LLC	1,590.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
4698598	INJURY MANAGEMENT INSURANCE	07/26/2023	795.00		
	WORKERS COMP-EMP BENEFITS--			01 E 005 930 000 000 270	795.00
4704833	INJURY MANAGEMENT INSURANCE	07/31/2023	795.00		
	WORKERS COMP-EMP BENEFITS--			01 E 005 930 000 000 270	795.00
08/29/2023	51381	Check	VASQUEZALVA, GABRIELLA A	94.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
081823	REIMBURSEMENT FOR INSTRUCTIONAL SUPPLIES	08/18/2023	94.00		
	INSTRUCTL SUPPLIES-KINDERGARTEN--			01 E 165 201 000 000 430	94.00
08/29/2023	51382	Check	WAL-MART CAPITAL ONE	823.52	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
183199660383764	SUMMER SCHOOL TREATS	07/18/2023	88.92		
	FOOD-ELEM-3RD PR YR-ESSER III 90% LRN LOSS			01 E 220 203 013 161 490	88.92
303215510454096	OPEN PO FOR CONSUMABLES FOR PROFESSIONAL DEVELOPMENT BARR TRAINNING	08/03/2023	25.32		
	FOOD-STAFF DEV--STAFF DEV			01 E 310 640 000 316 490	25.32

## Board Packet

AP Run: T240205 — Post Date: 2023-08-29 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
08/29/2023	51382	Check	WAL-MART CAPITAL ONE	823.52	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
373214614677619	MEETING REFRESHMENTS	08/02/2023	41.30		
		FOOD-SUPERINTENDENT--		01 E 005 020 000 000 490	41.30
373215678117618	MORE THAN PINK SUPPLIES	08/03/2023	98.12		
		GEN SUPPLIES-SUMMER-MORE THAN PINK-COM ED		04 E 500 540 540 321 401	98.12
493214406955959	OPEN PO FOR CONSUMABLES FOR PROFESSIONAL DEVELOPMENT BARR TRAINNING	08/02/2023	76.79		
		FOOD-STAFF DEV--STAFF DEV		01 E 310 640 000 316 490	76.79
493215768105990	MORE THAN PINK PROGRAM SUPPLIES FOR 5K	08/03/2023	209.90		
		GEN SUPPLIES-SUMMER-MORE THAN PINK-COM ED		04 E 500 540 540 321 401	209.90
783207622193002	KIDS KORNER PROGRAM SUPPLIES	07/26/2023	203.46		
		GEN SUPPLIES-KIDS KORNER--MISC FED REV INDIRECT		04 E 500 570 000 699 401	203.46
913208625310091	MORE THAN PINK SUPPLIES	07/27/2023	79.71		
		GEN SUPPLIES-SUMMER-MORE THAN PINK-COM ED		04 E 500 540 540 321 401	79.71
08/29/2023	51383	Check	WOODBURN PRESS	250.54	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
28722	APEF GRANT-KIRSTIN NORBY-CAREER EXPLORATION PACKER PROFILE	07/31/2023	250.54		
		INSTRUCTL SUPPLIES-SEC--APEF GRANT		01 E 210 211 000 097 430	250.54
				<b>Total:</b>	<b>\$115,036.78</b>

### T240205 Summary

Type	Count	Amount
Regular	24	115,036.78
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>24</b>	<b>\$115,036.78</b>

## Board Packet

AP Run: W240206 — Post Date: 2023-08-28 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
08/28/2023	202002921	Wire Transfer	ALERUS	500.55	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
84788	AUGUST 2023 FSA FEES	08/15/2023	500.55		
		FEEES FOR SERVICES-BUSINESS OFFICE--		01 E 005 110 000 000 305	500.55
<b>Total:</b>					<b>\$500.55</b>

### W240206 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	1	500.55
Epayables:	0	0.00
<b>Total:</b>	<b>1</b>	<b>\$500.55</b>

## Board Packet

AP Run: CB240207 — Post Date: 2023-08-29 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
08/29/2023	5000001521		GAMES PEOPLE PLAY*	1,410.76	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
4740-1	SOCCER T SHIRTS	07/28/2023	825.00		
				GEN SUPPLIES-GIRLS ATHL-SOCCER- 66 E 310 296 117 000 401	825.00
4782-1	SOCCER BALLS	07/28/2023	404.64		
				GEN SUPPLIES-GIRLS-SOCCER- 01 E 310 296 117 000 401	404.64
4902-1	SOCCER SOCKS	08/15/2023	181.12		
				GEN SUPPLIES-GIRLS-SOCCER- 01 E 310 296 117 000 401	181.12
08/29/2023	5000001522		METRO SALES INC*	3,747.22	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
INV2339138	ED SERVICES COPIER SN: 4441RB00446 23-24	08/07/2023	217.45		
				REPAIR & MAINT SVCS-ED SERVICES-- 01 E 005 030 000 000 350	7.45
				PRINCIPAL ON CAP LEASE-ED SERVICES-- 01 E 005 030 000 000 580	210.00
INV2342425	23-24 AHS COPIERS LEASE	08/10/2023	1,045.18		
				REPAIR & MAINT SVCS-SEC-- 01 E 310 211 000 000 350	11.29
				PRINCIPAL ON CAP LEASE-SEC-- 01 E 310 211 000 000 580	1,033.89
INV2344888	AHS COPIER SN: 4021C600362 23-24	08/15/2023	327.60		
				REPAIR & MAINT SVCS-SEC-- 01 E 310 211 000 000 350	2.60
				PRINCIPAL ON CAP LEASE-SEC-- 01 E 310 211 000 000 580	325.00
INV2344889	WOODSON COPIER SN: 4021C900277 23-24	08/15/2023	352.59		
				REPAIR & MAINT SVCS-KINDERGARTEN-- 01 E 165 201 000 000 350	16.59
				PRINCIPAL ON CAP LEASE-KINDERGARTEN-- 01 E 165 201 000 000 580	336.00
INV2348073	23-24 AHS COPIER SN: 4021C600318	08/21/2023	344.01		
				REPAIR & MAINT SVCS-SEC-- 01 E 310 211 000 000 350	19.01
				PRINCIPAL ON CAP LEASE-SEC-- 01 E 310 211 000 000 580	325.00
INV2348166	23-24 COPIER OVERAGES	08/21/2023	38.06		
				REPAIR & MAINT SVCS-OPERATIONS-- 01 E 005 810 000 000 350	38.06
INV2348167	23-24 COPIER OVERAGES	08/21/2023	878.57		
				REPAIR & MAINT SVCS-BUSINESS OFFICE-- 01 E 005 110 000 000 350	680.54
				REPAIR & MAINT SVCS-SEC-- 01 E 210 211 000 000 350	85.06

## Board Packet

AP Run: CB240207 — Post Date: 2023-08-29 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
08/29/2023	5000001522		METRO SALES INC*	3,747.22	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
INV2349763	2023-2024 ELLIS COPIER LEASE SN: 4041C900204	08/23/2023	543.76	REPAIR & MAINT SVCS-SEC-- 01 E 310 211 000 000 350	112.97
				REPAIR & MAINT SVCS-SEC-- 01 E 210 211 000 000 350	42.76
				PRINCIPAL ON CAP LEASE-SEC-- 01 E 210 211 000 000 580	501.00
08/29/2023	5000001523		THE BOOMERANG PROJECT, INC*	6,000.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
32021	LINK CREW TRAINING/ORIENTATION KATE THOMASON	02/27/2023	6,000.00		
				FEES FOR SERVICES-PUPIL SUP-REACH-HORMEL- 01 E 005 790 489 000 305	6,000.00
08/29/2023	5000001524		W W GRAINGER INC*	4,591.93	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
9769581993	DISTRICT LIEAR BULBS	07/13/2023	4,287.60		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	4,287.60
9786658261	MAINTENANCE SUPPLIES BLANKET PO FY 2023-2024	07/28/2023	38.40		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	38.40
9793741480	MAINTENANCE SUPPLIES BLANKET PO FY 2023-2024	08/04/2023	101.79		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	101.79
9798356110	MAINTENANCE SUPPLIES BLANKET PO FY 2023-2024	08/09/2023	41.50		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	41.50
9798365376	MAINTENANCE SUPPLIES BLANKET PO FY 2023-2024	08/09/2023	52.71		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	52.71
9798365384	MAINTENANCE SUPPLIES BLANKET PO FY 2023-2024	08/09/2023	14.56		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	14.56
9804488345	MAINTENANCE SUPPLIES BLANKET PO FY 2023-2024	08/15/2023	55.37		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	55.37
<b>Total:</b>					<b>\$15,749.91</b>

# Board Packet

AP Run: CB240207 — Post Date: 2023-08-29 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount
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**CB240207 Summary**

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	4	15,749.91
<b>Total:</b>	<b>4</b>	<b>\$15,749.91</b>

# Board Packet

AP Run: T231309 — Post Date: 2023-08-29 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
08/29/2023	51356	Check	AMERICAN SOLUTIONS FOR BUSINESS	3,193.59	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
INV06359268	POSTAGE SERVICES	11/04/2022	1,972.73		
		POSTAGE & EXPRESS-BUSINESS OFFICE--	01 E 005 110 000 000 329	863.42	
		POSTAGE & EXPRESS-ELEM ED--	01 E 185 203 000 000 329	136.70	
		POSTAGE & EXPRESS-SEC--	01 E 210 211 000 000 329	101.49	
		POSTAGE & EXPRESS-SEC--	01 E 310 211 000 000 329	658.19	
		POSTAGE & EXPRESS-FOOD SVC--NSLP	02 E 005 770 000 701 329	12.02	
		POSTAGE & EXPRESS-GEN COM ED--COM ED	04 E 500 505 000 321 329	200.91	
INV06468658	POSTAGE SERVICES - DECEMBER	01/04/2023	1,220.86		
		POSTAGE & EXPRESS-BUSINESS OFFICE--	01 E 005 110 000 000 329	842.25	
		POSTAGE & EXPRESS-ELEM ED--	01 E 185 203 000 000 329	67.41	
		POSTAGE & EXPRESS-SEC--	01 E 210 211 000 000 329	74.25	
		POSTAGE & EXPRESS-SEC--	01 E 310 211 000 000 329	165.79	
		POSTAGE & EXPRESS-GEN SPED--	01 E 312 400 000 000 329	3.62	
		POSTAGE & EXPRESS-GEN COM ED--COM ED	04 E 500 505 000 321 329	67.54	
08/29/2023	51357	Check	ELIZABETH HUSEMOLLER	100.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
063023	REFUND OF DEPOSIT ON CTE SHED	06/30/2023	100.00		
		SALE MAT PURCH FOR RESALE-CTE CONST-CTE TR IND-	01 R 000 000 863 817 621	100.00	
08/29/2023	51358	Check	PALMER BUS SERVICE	5,725.26	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
0004210-IN	IN TOWN SHUTTLE - BASEBALL	05/31/2023	875.50		
		TRANS CONTRACT-BOY/GIRL--NON-AUTH TRAN	01 E 210 292 000 733 360	875.50	
0004211-IN	IN TOWN SHUTTLE - GOLF	05/31/2023	525.30		
		TRANS CONTRACT-BOY/GIRL--NON-AUTH TRAN	01 E 210 292 000 733 360	525.30	
0004283-IN	EXTRA CURRICULAR ROUTE BILLING	05/31/2023	1,071.00		
		TRANS CONTRACT-BOY/GIRL--NON-AUTH TRAN	01 E 210 292 000 733 360	1,071.00	
0004284-IN	EXTRA CURRICULAR ROUTE BILLING	05/31/2023	385.56		
		TRANS CONTRACT-BOY/GIRL--NON-AUTH TRAN	01 E 210 292 000 733 360	385.56	

## Board Packet

AP Run: T231309 — Post Date: 2023-08-29 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
08/29/2023	51358	Check	PALMER BUS SERVICE	5,725.26	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
0004285-IN	EXTRA CURRICULAR ROUTE BILLING	05/31/2023	2,101.54		
			TRANS CONTRACT-BOY/GIRL--NON-AUTH TRAN	01 E 210 292 000 733 360	2,101.54
0004286-IN	EXTRA CURRICULA ROUTE BILLING	05/31/2023	766.36		
			TRANS CONTRACT-BOY/GIRL--NON-AUTH TRAN	01 E 210 292 000 733 360	766.36
08/29/2023	51359	Check	ROCHESTER PUBLIC SCHOOLS #535	31,542.58	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
79	22-23 TUITION	08/18/2023	448.07		
			SPED CONTRACT SVCS FOR PUPILS-SEC--	01 E 998 211 000 000 393	448.07
80	22-23 TUITION BORG	08/18/2023	3,400.26		
			SPED CONTRACT SVCS FOR PUPILS-SEC--	01 E 998 211 000 000 393	3,400.26
81	22-23 TUITION FLOOD	08/18/2023	2,391.36		
			SPED CONTRACT SVCS FOR PUPILS-SEC--	01 E 998 211 000 000 393	2,391.36
82	22-23 TUITION MILLER	08/18/2023	896.14		
			SPED CONTRACT SVCS FOR PUPILS-SEC--	01 E 998 211 000 000 393	896.14
83	22-23 TUITION GARRY	08/18/2023	3,400.26		
			SPED CONTRACT SVCS FOR PUPILS-SEC--	01 E 998 211 000 000 393	3,400.26
84	22-23 TUITION GREEN	08/18/2023	3,717.93		
			SPED CONTRACT SVCS FOR PUPILS-SEC--	01 E 998 211 000 000 393	3,717.93
85	22-23 TUITION HEIMER	08/18/2023	691.23		
			SPED CONTRACT SVCS FOR PUPILS-SEC--	01 E 998 211 000 000 393	691.23
86	22-23 TUITION HOPKINS	08/18/2023	3,275.74		
			SPED CONTRACT SVCS FOR PUPILS-SEC--	01 E 998 211 000 000 393	3,275.74
87	22-23 TUITION KRAFT	08/18/2023	3,717.93		
			SPED CONTRACT SVCS FOR PUPILS-SEC--	01 E 998 211 000 000 393	3,717.93
88	22-23 TUITION MELTON-STRONG	08/18/2023	2,584.51		
			SPED CONTRACT SVCS FOR PUPILS-SEC--	01 E 998 211 000 000 393	2,584.51
89	22-23 TUITION MILLER	08/18/2023	896.14		
			SPED CONTRACT SVCS FOR PUPILS-SEC--	01 E 998 211 000 000 393	896.14

## Board Packet

AP Run: T231309 — Post Date: 2023-08-29 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
08/29/2023	51359	Check	ROCHESTER PUBLIC SCHOOLS #535	31,542.58	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
90	22-23 TUITION SCHLICHTER	08/18/2023	321.59		
				SPED CONTRACT SVCS FOR PUPILS-SEC-- 01 E 998 211 000 000 393	321.59
91	22-23 TUITION SNATER	08/18/2023	2,833.55		
				SPED CONTRACT SVCS FOR PUPILS-SEC-- 01 E 998 211 000 000 393	2,833.55
92	22-23 TUITION SNATER	08/18/2023	701.03		
				SPED CONTRACT SVCS FOR PUPILS-SEC-- 01 E 998 211 000 000 393	701.03
93	22-23 TUITION TABOR	08/18/2023	2,266.84		
				SPED CONTRACT SVCS FOR PUPILS-SEC-- 01 E 998 211 000 000 393	2,266.84
<b>Total:</b>					<b>\$40,561.43</b>

### T231309 Summary

Type	Count	Amount
Regular	4	40,561.43
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>4</b>	<b>\$40,561.43</b>

# Board Packet

AP Run: CB231311 — Post Date: 2023-08-29 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
08/29/2023	5000001525		DIAMOND RIDGE PRINTING*	290.52	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
14819	SOUNDWALL VISUALS, SEL SCRIPTED STORIES AND ENVELOPES	05/25/2023	290.52		
			INSTRUCTL SUPPLIES-KINDERGARTEN--	01 E 165 201 000 000 430	290.52
				<b>Total:</b>	<b>\$290.52</b>

### CB231311 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	1	290.52
<b>Total:</b>	<b>1</b>	<b>\$290.52</b>

## Board Packet

AP Run: 9/1/2023 Payroll AP — Post Date: 2023-09-01 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
09/01/2023	51384	Check	A.F.S.C.M.E. COUNCIL 65	2,306.46	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
AFL.08032023.D	AFL - AFSCM EMP AFL-C for 8/3/2023 P1	08/03/2023	444.89		
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE			01 L 215 06	441.42
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE			02 L 215 06	3.47
AFL.08032023.D.a	AFL - AFSCM EMP AFL-C for 8/3/2023 Reg PR	08/03/2023	323.93		
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE			01 L 215 06	290.59
	PAYROLL W/HOLDING-UNION DUES PAYABLE			04 L 215 06	27.78
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE			05 L 215 06	5.56
AFL.08172023.D	AFL - AFSCM EMP AFL-C for 8/17/2023 Reg PR	08/17/2023	768.82		
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE			01 L 215 06	732.01
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE			02 L 215 06	3.47
	PAYROLL W/HOLDING-UNION DUES PAYABLE			04 L 215 06	27.78
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE			05 L 215 06	5.56
AFL.08312023.D	AFL - AFSCM EMP AFL-C for 8/31/2023 Reg PR	08/31/2023	768.82		
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE			01 L 215 06	732.01
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE			02 L 215 06	3.47
	PAYROLL W/HOLDING-UNION DUES PAYABLE			04 L 215 06	27.78
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE			05 L 215 06	5.56
AFSCM FS. 01052023.D.a	AFSCM FS - AFSCM FS for 8/3/2023 1/5/23 HM Void	01/05/2023	-13.13		
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE			02 L 215 06	-13.13
AFSCM FS. 08032023.D	AFSCM FS - AFSCM FS for 8/3/2023 Reis 12/8/22 HM8564	08/03/2023	13.13		
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE			02 L 215 06	13.13
AFSCM FS. 08032023.D.a	AFSCM FS - AFSCM FS for 8/3/2023 1/5/23HM8633	08/03/2023	13.13		
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE			02 L 215 06	13.13
AFSCM FS. 12082022.D.a	AFSCM FS - AFSCM FS for 8/3/2023 Void 12/8/22 HM	12/08/2022	-13.13		
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE			02 L 215 06	-13.13

## Board Packet

AP Run: 9/1/2023 Payroll AP — Post Date: 2023-09-01 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
09/01/2023	51385	Check	AUSTIN EDUCATION ASSOCIATION	193.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
AEA ASF.08312023.D	AEA ASF - AEA ASF for 8/31/2023 Reg PR	08/31/2023	193.00		
			PAYROLL W/HOLDINGS-AEA DUES	01 L 215 16	193.00
09/01/2023	51386	Check	AUSTIN PUBLIC EDUCATION FOUNDATION	523.94	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
AEF.08032023.D	AEF - AUSTIN EDUC FOU for 8/3/2023 P1	08/03/2023	128.36		
			PAYROLL W/HOLDINGS-CHARITABLE CONTRIBUTIONS	01 L 215 11	128.36
AEF.08032023.D.a	AEF - AUSTIN EDUC FOU for 8/3/2023 Reg PR	08/03/2023	38.62		
			PAYROLL W/HOLDINGS-CHARITABLE CONTRIBUTIONS	01 L 215 11	27.62
			PAYROLL W/HOLDING-CHARITABLE CONTRIBUTIONS	04 L 215 11	11.00
AEF.08172023.D	AEF - AUSTIN EDUC FOU for 8/17/2023 P1	08/17/2023	128.36		
			PAYROLL W/HOLDINGS-CHARITABLE CONTRIBUTIONS	01 L 215 11	128.36
AEF.08172023.D.a	AEF - AUSTIN EDUC FOU for 8/17/2023 Reg PR	08/17/2023	38.62		
			PAYROLL W/HOLDINGS-CHARITABLE CONTRIBUTIONS	01 L 215 11	27.62
			PAYROLL W/HOLDING-CHARITABLE CONTRIBUTIONS	04 L 215 11	11.00
AEF.08312023.D	AEF - AUSTIN EDUC FOU for 8/31/2023 Reg PR	08/31/2023	189.98		
			PAYROLL W/HOLDINGS-CHARITABLE CONTRIBUTIONS	01 L 215 11	178.98
			PAYROLL W/HOLDING-CHARITABLE CONTRIBUTIONS	04 L 215 11	11.00
09/01/2023	51387	Check	AUSTIN PUBLIC SCHOOLS ISD 492	64,350.22	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
DENFM.08032023.D	DENFM - FAMILY DENTAL1 for 8/3/2023 P1	08/03/2023	3,769.23		
			PAYROLL W/HOLDINGS-DENTAL INS PAYABLE	01 L 215 08	3,769.23
DENFM.08032023.D.a	DENFM - FAMILY DENTAL1 for 8/3/2023 Reg PR	08/03/2023	811.79		
			PAYROLL W/HOLDINGS-DENTAL INS PAYABLE	01 L 215 08	739.53
			PAYROLL W/HOLDING-DENTAL INS PAYABLE	04 L 215 08	31.42
			PAYROLL W/HOLDINGS-DENTAL INS PAYABLE	05 L 215 08	40.84
DENFM.08172023.D	DENFM - FAMILY DENTAL1 for 8/17/2023 P1	08/17/2023	3,531.68		
			PAYROLL W/HOLDINGS-DENTAL INS PAYABLE	01 L 215 08	3,531.68

## Board Packet

AP Run: 9/1/2023 Payroll AP — Post Date: 2023-09-01 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
09/01/2023	51387	Check	AUSTIN PUBLIC SCHOOLS ISD 492	64,350.22	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
DENFM.08172023.D. a	DENFM - FAMILY DENTAL1 for 8/17/2023 Reg PR	08/17/2023	1,139.68		
		PAYROLL W/HOLDINGS-DENTAL INS PAYABLE	01 L 215 08		1,067.40
		PAYROLL W/HOLDING-DENTAL INS PAYABLE	04 L 215 08		31.42
		PAYROLL W/HOLDINGS-DENTAL INS PAYABLE	05 L 215 08		40.86
DENFM.08312023.D	DENFM - FAMILY DENTAL1 for 8/31/2023 Reg PR	08/31/2023	6,106.23		
		PAYROLL W/HOLDINGS-DENTAL INS PAYABLE	01 L 215 08		6,010.65
		PAYROLL W/HOLDING-DENTAL INS PAYABLE	04 L 215 08		54.72
		PAYROLL W/HOLDINGS-DENTAL INS PAYABLE	05 L 215 08		40.86
FDN.08032023.D	FDN - FLEX DEN PREM for 8/3/2023 P1	08/03/2023	1,404.23		
		PAYROLL W/HOLDINGS-DENTAL INS PAYABLE	01 L 215 08		1,404.23
FDN.08032023.D.a	FDN - FLEX DEN PREM for 8/3/2023 Reg PR	08/03/2023	449.58		
		PAYROLL W/HOLDINGS-DENTAL INS PAYABLE	01 L 215 08		395.94
		PAYROLL W/HOLDING-DENTAL INS PAYABLE	04 L 215 08		53.64
FDN.08172023.D	FDN - FLEX DEN PREM for 8/17/2023 P1	08/17/2023	1,362.02		
		PAYROLL W/HOLDINGS-DENTAL INS PAYABLE	01 L 215 08		1,362.02
FDN.08172023.D.a	FDN - FLEX DEN PREM for 8/17/2023 AS Reissue	08/17/2023	24.91		
		PAYROLL W/HOLDINGS-DENTAL INS PAYABLE	01 L 215 08		24.91
FDN.08172023.D.b	FDN - FLEX DEN PREM for 8/17/2023 AK Void	08/17/2023	-7.29		
		PAYROLL W/HOLDINGS-DENTAL INS PAYABLE	01 L 215 08		-7.29
FDN.08172023.D.c	FDN - FLEX DEN PREM for 8/17/2023 AK Reissue	08/17/2023	7.29		
		PAYROLL W/HOLDINGS-DENTAL INS PAYABLE	01 L 215 08		7.29
FDN.08172023.D.d	FDN - FLEX DEN PREM for 8/17/2023 Reg PR	08/17/2023	500.34		
		PAYROLL W/HOLDINGS-DENTAL INS PAYABLE	01 L 215 08		446.70
		PAYROLL W/HOLDING-DENTAL INS PAYABLE	04 L 215 08		53.64
FDN.08312023.D	FDN - FLEX DEN PREM for 8/31/2023 Reg PR	08/31/2023	2,260.35		
		PAYROLL W/HOLDINGS-DENTAL INS PAYABLE	01 L 215 08		2,180.97
		PAYROLL W/HOLDING-DENTAL INS PAYABLE	04 L 215 08		79.38

## Board Packet

AP Run: 9/1/2023 Payroll AP — Post Date: 2023-09-01 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
09/01/2023	51387	Check	AUSTIN PUBLIC SCHOOLS ISD 492	64,350.22	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
HDCF.08312023.D	HDCF - HEALTH CATASTROPHIC DED FAMILY for 8/31/2023 Reg PR	08/31/2023	197.00		
	PAYROLL W/HOLDING-PREIMIUM REIMB PAYABLE			04 L 215 15	197.00
HDHF.08312023.D	HDHF - HEALTH HIGH DED FAMILY for 8/31/2023 Reg PR	08/31/2023	14,212.00		
	PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE			01 L 215 15	14,212.00
HDHS.08032023.D	HDHS - HEALTH HIGH DED SINGLE for 8/3/2023 Reg PR	08/03/2023	281.54		
	PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE			01 L 215 15	30.00
	PAYROLL W/HOLDING-PREIMIUM REIMB PAYABLE			04 L 215 15	251.54
HDHS.08172023.D	HDHS - HEALTH HIGH DED SINGLE for 8/17/2023 AS Reissue	08/17/2023	65.00		
	PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE			01 L 215 15	65.00
HDHS.08172023.D.a	HDHS - HEALTH HIGH DED SINGLE for 8/17/2023 Reg PR	08/17/2023	281.54		
	PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE			01 L 215 15	30.00
	PAYROLL W/HOLDING-PREIMIUM REIMB PAYABLE			04 L 215 15	251.54
HDHS.08312023.D	HDHS - HEALTH HIGH DED SINGLE for 8/31/2023 Reg PR	08/31/2023	3,436.62		
	PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE			01 L 215 15	3,057.88
	PAYROLL W/HOLDING-PREIMIUM REIMB PAYABLE			04 L 215 15	378.74
HDLF.08032023.D	HDLF - HEALTH LOW DED FAMILY for 8/3/2023 P1	08/03/2023	3,650.26		
	PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE			01 L 215 15	3,650.26
HDLF.08032023.D.a	HDLF - HEALTH LOW DED FAMILY for 8/3/2023 Reg PR	08/03/2023	1,543.49		
	PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE			01 L 215 15	1,492.08
	PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE			02 L 215 15	51.41
HDLF.08172023.D	HDLF - HEALTH LOW DED FAMILY for 8/17/2023 P1	08/17/2023	3,239.25		
	PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE			01 L 215 15	3,239.25
HDLF.08172023.D.a	HDLF - HEALTH LOW DED FAMILY for 8/17/2023 Reg PR	08/17/2023	1,983.32		
	PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE			01 L 215 15	1,931.91
	PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE			02 L 215 15	51.41
HDLF.08312023.D	HDLF - HEALTH LOW DED FAMILY for 8/31/2023 Reg PR	08/31/2023	6,499.51		
	PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE			01 L 215 15	6,448.10

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/01/2023	51387	Check	AUSTIN PUBLIC SCHOOLS ISD 492	64,350.22	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
			PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE	02 L 215 15	51.41
HDLS.08032023.D	HDLS - HEALTH LOW DED SINGLE for 8/3/2023 P1	08/03/2023	607.06		
			PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE	01 L 215 15	607.06
HDLS.08032023.D.a	HDLS - HEALTH LOW DED SINGLE for 8/3/2023 Reg PR	08/03/2023	251.95		
			PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE	01 L 215 15	98.72
			PAYROLL W/HOLDING-PREIMIUM REIMB PAYABLE	04 L 215 15	153.23
HDLS.08172023.D	HDLS - HEALTH LOW DED SINGLE for 8/17/2023 P1	08/17/2023	572.88		
			PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE	01 L 215 15	572.88
HDLS.08172023.D.a	HDLS - HEALTH LOW DED SINGLE for 8/17/2023 Reg PR	08/17/2023	325.21		
			PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE	01 L 215 15	171.98
			PAYROLL W/HOLDING-PREIMIUM REIMB PAYABLE	04 L 215 15	153.23
HDLS.08312023.D	HDLS - HEALTH LOW DED SINGLE for 8/31/2023 Reg PR	08/31/2023	1,988.83		
			PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE	01 L 215 15	1,835.60
			PAYROLL W/HOLDING-PREIMIUM REIMB PAYABLE	04 L 215 15	153.23
LIFC.08032023.D	LIFC - LIFE INSURANCE - CHILD for 8/3/2023 P1	08/03/2023	14.40		
			PAYROLL W/HOLDINGS-DEP LIFE PAYABLE	01 L 215 00	14.40
LIFC.08032023.D.a	LIFC - LIFE INSURANCE - CHILD for 8/3/2023 Reg PR	08/03/2023	6.70		
			PAYROLL W/HOLDINGS-DEP LIFE PAYABLE	01 L 215 00	5.43
			PAYROLL W/HOLDINGS-DEP LIFE PAYABLE	02 L 215 00	0.32
			PAYROLL W/HOLDING-DEP LIFE PAYABLE	04 L 215 00	0.64
			PAYROLL W/HOLDINGS-DEP LIFE PAYABLE	05 L 215 00	0.31
LIFC.08172023.D	LIFC - LIFE INSURANCE - CHILD for 8/17/2023 P1	08/17/2023	13.47		
			PAYROLL W/HOLDINGS-DEP LIFE PAYABLE	01 L 215 00	13.47
LIFC.08172023.D.a	LIFC - LIFE INSURANCE - CHILD for 8/17/2023 Reg PR	08/17/2023	7.87		
			PAYROLL W/HOLDINGS-DEP LIFE PAYABLE	01 L 215 00	6.60
			PAYROLL W/HOLDINGS-DEP LIFE PAYABLE	02 L 215 00	0.32
			PAYROLL W/HOLDING-DEP LIFE PAYABLE	04 L 215 00	0.64
			PAYROLL W/HOLDINGS-DEP LIFE PAYABLE	05 L 215 00	0.31

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09/01/2023	51387	Check	AUSTIN PUBLIC SCHOOLS ISD 492	64,350.22	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
LIFC.08312023.D	LIFC - LIFE INSURANCE - CHILD for 8/31/2023 Reg PR	08/31/2023	24.26		
				PAYROLL W/HOLDINGS-DEP LIFE PAYABLE 01 L 215 00	22.99
				PAYROLL W/HOLDINGS-DEP LIFE PAYABLE 02 L 215 00	0.32
				PAYROLL W/HOLDING-DEP LIFE PAYABLE 04 L 215 00	0.64
				PAYROLL W/HOLDINGS-DEP LIFE PAYABLE 05 L 215 00	0.31
LIFO.08032023.D	LIFO - LIFE-OPTIONAL for 8/3/2023 P1	08/03/2023	573.19		
				PAYROLL W/HOLDINGS-PRUDENTIAL SUPP ITCR 01 L 215 26	573.19
LIFO.08032023.D.a	LIFO - LIFE-OPTIONAL for 8/3/2023 Reg PR	08/03/2023	257.80		
				PAYROLL W/HOLDINGS-PRUDENTIAL SUPP ITCR 01 L 215 26	236.14
				PAYROLL W/HOLDING-PRUDENTIAL SUPP ITCR 04 L 215 26	13.48
				PAYROLL W/HOLDINGS-PRUDENTIAL SUPP ITCR 05 L 215 26	8.18
LIFO.08172023.D	LIFO - LIFE-OPTIONAL for 8/17/2023 P1	08/17/2023	549.64		
				PAYROLL W/HOLDINGS-PRUDENTIAL SUPP ITCR 01 L 215 26	549.64
LIFO.08172023.D.a	LIFO - LIFE-OPTIONAL for 8/17/2023 Reg PR	08/17/2023	282.40		
				PAYROLL W/HOLDINGS-PRUDENTIAL SUPP ITCR 01 L 215 26	260.74
				PAYROLL W/HOLDING-PRUDENTIAL SUPP ITCR 04 L 215 26	13.48
				PAYROLL W/HOLDINGS-PRUDENTIAL SUPP ITCR 05 L 215 26	8.18
LIFO.08312023.D	LIFO - LIFE-OPTIONAL for 8/31/2023 Reg PR	08/31/2023	1,019.85		
				PAYROLL W/HOLDINGS-PRUDENTIAL SUPP ITCR 01 L 215 26	998.19
				PAYROLL W/HOLDING-PRUDENTIAL SUPP ITCR 04 L 215 26	13.48
				PAYROLL W/HOLDINGS-PRUDENTIAL SUPP ITCR 05 L 215 26	8.18
LIFOA.08032023.D	LIFOA - OPTIONAL LIFE AD&D for 8/3/2023 P1	08/03/2023	36.61		
				PAYROLL W/HOLDINGS-PRUDENTIAL SUPP ITCR 01 L 215 26	36.61
LIFOA.08032023.D.a	LIFOA - OPTIONAL LIFE AD&D for 8/3/2023 Reg PR	08/03/2023	21.92		
				PAYROLL W/HOLDINGS-PRUDENTIAL SUPP ITCR 01 L 215 26	18.77
				PAYROLL W/HOLDING-PRUDENTIAL SUPP ITCR 04 L 215 26	1.66
				PAYROLL W/HOLDINGS-PRUDENTIAL SUPP ITCR 05 L 215 26	1.49
LIFOA.08172023.D	LIFOA - OPTIONAL LIFE AD&D for 8/17/2023 P1	08/17/2023	35.60		
				PAYROLL W/HOLDINGS-PRUDENTIAL SUPP ITCR 01 L 215 26	35.60

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09/01/2023	51387	Check	AUSTIN PUBLIC SCHOOLS ISD 492	64,350.22	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
LIFOA.08172023.D.a	LIFOA - OPTIONAL LIFE AD&D for 8/17/2023 Reg PR	08/17/2023	22.91		
	PAYROLL W/HOLDINGS-PRUDENTIAL SUPP ITCR			01 L 215 26	19.76
	PAYROLL W/HOLDING-PRUDENTIAL SUPP ITCR			04 L 215 26	1.66
	PAYROLL W/HOLDINGS-PRUDENTIAL SUPP ITCR			05 L 215 26	1.49
LIFOA.08312023.D	LIFOA - OPTIONAL LIFE AD&D for 8/31/2023 Reg PR	08/31/2023	68.51		
	PAYROLL W/HOLDINGS-PRUDENTIAL SUPP ITCR			01 L 215 26	65.36
	PAYROLL W/HOLDING-PRUDENTIAL SUPP ITCR			04 L 215 26	1.66
	PAYROLL W/HOLDINGS-PRUDENTIAL SUPP ITCR			05 L 215 26	1.49
LIFS.08032023.D	LIFS - LIFE INSURANCE- SPOUSE for 8/3/2023 P1	08/03/2023	119.15		
	PAYROLL W/HOLDINGS-SPOUSE LIFE INS PAYABLE			01 L 215 25	119.15
LIFS.08032023.D.a	LIFS - LIFE INSURANCE- SPOUSE for 8/3/2023 Reg PR	08/03/2023	37.25		
	PAYROLL W/HOLDINGS-SPOUSE LIFE INS PAYABLE			01 L 215 25	31.17
	PAYROLL W/HOLDING-SPOUSE LIFE INS PAYABLE			04 L 215 25	2.22
	PAYROLL W/HOLDINGS-SPOUSE LIFE INS PAYABLE			05 L 215 25	3.86
LIFS.08172023.D	LIFS - LIFE INSURANCE- SPOUSE for 8/17/2023 P1	08/17/2023	118.47		
	PAYROLL W/HOLDINGS-SPOUSE LIFE INS PAYABLE			01 L 215 25	118.47
LIFS.08172023.D.a	LIFS - LIFE INSURANCE- SPOUSE for 8/17/2023 Reg PR	08/17/2023	38.10		
	PAYROLL W/HOLDINGS-SPOUSE LIFE INS PAYABLE			01 L 215 25	32.02
	PAYROLL W/HOLDING-SPOUSE LIFE INS PAYABLE			04 L 215 25	2.22
	PAYROLL W/HOLDINGS-SPOUSE LIFE INS PAYABLE			05 L 215 25	3.86
LIFS.08312023.D	LIFS - LIFE INSURANCE- SPOUSE for 8/31/2023 Reg PR	08/31/2023	179.04		
	PAYROLL W/HOLDINGS-SPOUSE LIFE INS PAYABLE			01 L 215 25	172.96
	PAYROLL W/HOLDING-SPOUSE LIFE INS PAYABLE			04 L 215 25	2.22
	PAYROLL W/HOLDINGS-SPOUSE LIFE INS PAYABLE			05 L 215 25	3.86
PRL.08032023.D	PRL - PERA LIFE INSUR for 8/3/2023 P1	08/03/2023	50.95		
	PAYROLL W/HOLDINGS-PERA LIFE INS PAYABLE			01 L 215 20	50.95
PRL.08032023.D.a	PRL - PERA LIFE INSUR for 8/3/2023 Reg PR	08/03/2023	88.56		
	PAYROLL W/HOLDINGS-PERA LIFE INS PAYABLE			01 L 215 20	81.18
	PAYROLL W/HOLDING-PERA LIFE INS PAYABLE			04 L 215 20	7.38

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09/01/2023	51387	Check	AUSTIN PUBLIC SCHOOLS ISD 492	64,350.22	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
PRL.08172023.D	PRL - PERA LIFE INSUR for 8/17/2023 P1	08/17/2023	21.43		
				PAYROLL W/HOLDINGS-PERA LIFE INS PAYABLE 01 L 215 20	21.43
PRL.08172023.D.a	PRL - PERA LIFE INSUR for 8/17/2023 Reg PR	08/17/2023	118.56		
				PAYROLL W/HOLDINGS-PERA LIFE INS PAYABLE 01 L 215 20	111.18
				PAYROLL W/HOLDING-PERA LIFE INS PAYABLE 04 L 215 20	7.38
PRL.08312023.D	PRL - PERA LIFE INSUR for 8/31/2023 Reg PR	08/31/2023	148.08		
				PAYROLL W/HOLDINGS-PERA LIFE INS PAYABLE 01 L 215 20	140.70
				PAYROLL W/HOLDING-PERA LIFE INS PAYABLE 04 L 215 20	7.38
09/01/2023	51388	Check	LOCAL 867	2,837.10	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
UAW.08032023.D	UAW - UAW L. 867 for 8/3/2023 Reg PR	08/03/2023	945.70		
				PAYROLL W/HOLDINGS-UNION DUES PAYABLE 01 L 215 06	927.49
				PAYROLL W/HOLDINGS-UNION DUES PAYABLE 02 L 215 06	18.21
UAW.08172023.D	UAW - UAW L. 867 for 8/17/2023 Reg PR	08/17/2023	945.70		
				PAYROLL W/HOLDINGS-UNION DUES PAYABLE 01 L 215 06	927.49
				PAYROLL W/HOLDINGS-UNION DUES PAYABLE 02 L 215 06	18.21
UAW.08312023.D	UAW - UAW L. 867 for 8/31/2023 Reg PR	08/31/2023	945.70		
				PAYROLL W/HOLDINGS-UNION DUES PAYABLE 01 L 215 06	927.49
				PAYROLL W/HOLDINGS-UNION DUES PAYABLE 02 L 215 06	18.21
09/01/2023	51389	Check	MN SCHOOL EMPLOYEES ASSN	1,524.72	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
MSEA 2%.08312023.D	MSEA 2% - MSEA 2% for 8/31/2023 Reg PR	08/31/2023	1,524.72		
				PAYROLL W/HOLDINGS-UNION DUES PAYABLE 01 L 215 06	1,524.72
09/01/2023	51390	Check	UNITED WAY OF MOWER COUNTY	267.50	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
UNF.08032023.D	UNF - UNITED FUND for 8/3/2023 P1	08/03/2023	33.50		
				PAYROLL W/HOLDINGS-CHARITABLE CONTRIBUTIONS 01 L 215 11	33.50

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/01/2023	51390	Check	UNITED WAY OF MOWER COUNTY	267.50	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
UNF.08032023.D.a	UNF - UNITED FUND for 8/3/2023 Reg PR	08/03/2023	44.00		
	PAYROLL W/HOLDINGS-CHARITABLE CONTRIBUTIONS			01 L 215 11	44.00
UNF.08172023.D	UNF - UNITED FUND for 8/17/2023 P1	08/17/2023	33.50		
	PAYROLL W/HOLDINGS-CHARITABLE CONTRIBUTIONS			01 L 215 11	33.50
UNF.08172023.D.a	UNF - UNITED FUND for 8/17/2023 Reg PR	08/17/2023	44.00		
	PAYROLL W/HOLDINGS-CHARITABLE CONTRIBUTIONS			01 L 215 11	44.00
UNF.08312023.D	UNF - UNITED FUND for 8/31/2023 Reg PR	08/31/2023	112.50		
	PAYROLL W/HOLDINGS-CHARITABLE CONTRIBUTIONS			01 L 215 11	112.50
09/01/2023	202002922	Wire Transfer	ALLIANCE BENEFIT GROUP	33,643.34	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
HDHSA.08312023.D	HDHSA - HIGH DEDUCTIBLE HSA for 8/31/2023 Reg PR	08/31/2023	33,643.34		
	PAYROLL W/HOLDINGS-HSA PAYABLE			01 L 215 40	32,465.54
	PAYROLL W/HOLDINGS-HSA PAYABLE			02 L 215 40	125.00
	PAYROLL W/HOLDING-HSA PAYABLE			04 L 215 40	825.00
	PAYROLL W/HOLDINGS-HSA PAYABLE			05 L 215 40	227.80
09/01/2023	202002923	Wire Transfer	EDUCATORS BENEFIT CONSULTANTS, LLC	49,198.42	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
AIG.08312023.B	AIG - AIG RETIREMENT for 8/31/2023 Reg PR	08/31/2023	1,329.97		
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			01 L 215 05	1,304.97
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			02 L 215 05	25.00
AIG.08312023.D	AIG - AIG RETIREMENT for 8/31/2023 Reg PR	08/31/2023	4,751.89		
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			01 L 215 05	4,751.89
HRMA.08312023.B	HRMA - HORACE MANN COMPANY for 8/31/2023 Reg PR	08/31/2023	5,391.49		
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			01 L 215 05	5,241.49
	PAYROLL W/HOLDING-TAX SHELTER ANNUITIES			04 L 215 05	150.00
HRMA.08312023.D	HRMA - HORACE MANN CO for 8/31/2023 Reg PR	08/31/2023	8,878.03		
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			01 L 215 05	8,728.03
	PAYROLL W/HOLDING-TAX SHELTER ANNUITIES			04 L 215 05	150.00

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/01/2023	202002923	Wire Transfer	EDUCATORS BENEFIT CONSULTANTS, LLC	49,198.42	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
MNDP.08312023.D	MNDP - MN DEFFERED COMP for 8/31/2023 Reg PR	08/31/2023	200.00		
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			01 L 215 05	200.00
ORC.08312023.D	ORC - ORCHARD TRUST for 8/31/2023 Reg PR	08/31/2023	50.00		
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			01 L 215 05	50.00
SBG.08312023.B	SBG - SECURITY BENEFIT GROUP for 8/31/2023 Reg PR	08/31/2023	11,101.58		
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			01 L 215 05	10,737.25
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			02 L 215 05	71.00
	PAYROLL W/HOLDING-TAX SHELTER ANNUITIES			04 L 215 05	56.00
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			05 L 215 05	237.33
SBG.08312023.D	SBG - SECURITY BENEFIT GROUP for 8/31/2023 Reg PR	08/31/2023	15,622.80		
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			01 L 215 05	15,491.80
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			02 L 215 05	71.00
	PAYROLL W/HOLDING-TAX SHELTER ANNUITIES			04 L 215 05	56.00
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			05 L 215 05	4.00
SBG.08312023.D.a	SBG - SECURITY BENEFIT GROUP for 8/31/2023 AT	08/31/2023	-150.00		
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			01 L 215 05	-150.00
SBG.08312023.D.b	SBG - SECURITY BENEFIT GROUP for 8/31/2023 AT RI	08/31/2023	150.00		
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			01 L 215 05	150.00
SBGR.08312023.D	SBGR - SECURITY BENEFIT GROUP ROTH for 8/31/2023 Reg PR	08/31/2023	1,872.66		
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			01 L 215 05	1,639.33
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			05 L 215 05	233.33
09/01/2023	202002924	Wire Transfer	MINNESOTA DEPT OF REVENUE	61,885.38	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
MN\$.08312023.D	MN\$ - MN ADD ON for 8/31/2023 Reg PR	08/31/2023	1,210.00		
	PAYROLL W/HOLDINGS-STATE WITHHOLDING			01 L 215 02	1,141.30
	PAYROLL W/HOLDING-STATE WITHHOLDING			04 L 215 02	68.70
MN%.08312023.D	MN% - MN STATE TAX% for 8/31/2023 Reg PR	08/31/2023	266.21		
	PAYROLL W/HOLDINGS-STATE WITHHOLDING			01 L 215 02	255.05

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/01/2023	202002924	Wire Transfer	MINNESOTA DEPT OF REVENUE	61,885.38	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
			PAYROLL W/HOLDINGS-STATE WITHHOLDING	02 L 215 02	11.16
MN%.09012023.D	MN% - MN STATE TAX% for 9/1/2023 Food Ser CA	09/01/2023	27.63		
			PAYROLL W/HOLDINGS-STATE WITHHOLDING	02 L 215 02	27.63
MN.08312023.D	MN - MN STATE TAX for 8/31/2023 Reg PR	08/31/2023	60,392.63		
			PAYROLL W/HOLDINGS-STATE WITHHOLDING	01 L 215 02	58,181.79
			PAYROLL W/HOLDINGS-STATE WITHHOLDING	02 L 215 02	366.32
			PAYROLL W/HOLDING-STATE WITHHOLDING	04 L 215 02	1,683.10
			PAYROLL W/HOLDINGS-STATE WITHHOLDING	05 L 215 02	161.42
MN.08312023.D.a	MN - MN STATE TAX for 8/31/2023 NG Void	08/31/2023	-11.09		
			PAYROLL W/HOLDINGS-STATE WITHHOLDING	01 L 215 02	-11.09
MN.08312023.D.b	MN - MN STATE TAX for 8/31/2023 AT	08/31/2023	-96.79		
			PAYROLL W/HOLDINGS-STATE WITHHOLDING	01 L 215 02	-96.79
MN.08312023.D.c	MN - MN STATE TAX for 8/31/2023 AT RI	08/31/2023	96.79		
			PAYROLL W/HOLDINGS-STATE WITHHOLDING	01 L 215 02	96.79
09/01/2023	202002925	Wire Transfer	MN CHILD SUPPORT PAYMENT CENT	590.19	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
MCS.08312023.D	MCS - MN CHILD SUPP1 for 8/31/2023 Reg PR	08/31/2023	590.19		
			PAYROLL W/HOLDINGS-MISC DED PAYABLE	01 L 215 14	590.19
09/01/2023	202002926	Wire Transfer	UNITED STATES TREASURY	362,203.06	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
FE\$.08312023.D	FE\$ - FED ADD-ON AMT for 8/31/2023 Reg PR	08/31/2023	4,112.00		
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	01 L 215 01	3,996.53
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	02 L 215 01	32.25
			PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS	04 L 215 01	83.22
FE%.08312023.D	FE% - FEDERAL TAX% for 8/31/2023 Reg PR	08/31/2023	502.46		
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	01 L 215 01	480.26
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	02 L 215 01	22.20

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/01/2023	202002926	Wire Transfer	UNITED STATES TREASURY	362,203.06	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
FE%.09012023.D	FE% - FEDERAL TAX% for 9/1/2023 Food Ser CA	09/01/2023	58.50		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 02 L 215 01	58.50
FED.08312023.D	FED - FED TAX for 8/31/2023 Reg PR	08/31/2023	114,588.62		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	110,802.96
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 02 L 215 01	649.69
				PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS 04 L 215 01	2,822.20
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 05 L 215 01	313.77
FED.08312023.D.a	FED - FED TAX for 8/31/2023 NG Void	08/31/2023	-18.00		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	-18.00
FED.08312023.D.b	FED - FED TAX for 8/31/2023 AT	08/31/2023	-147.51		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	-147.51
FED.08312023.D.c	FED - FED TAX for 8/31/2023 AT RI	08/31/2023	147.51		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	147.51
FIC.08312023.B	FIC - FICA for 8/31/2023 Reg PR	08/31/2023	97,825.57		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	93,628.51
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 02 L 215 01	925.92
				PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS 04 L 215 01	3,048.39
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 05 L 215 01	222.75
FIC.08312023.B.a	FIC - FICA for 8/31/2023 NG Void	08/31/2023	-53.68		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	-53.68
FIC.08312023.B.b	FIC - FICA for 8/31/2023 AT	08/31/2023	-133.24		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	-133.24
FIC.08312023.B.c	FIC - FICA for 8/31/2023 AT RI	08/31/2023	133.24		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	133.24
FIC.08312023.D	FIC - FICA for 8/31/2023 Reg PR	08/31/2023	97,825.57		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	93,628.51
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 02 L 215 01	925.92
				PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS 04 L 215 01	3,048.39
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 05 L 215 01	222.75

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/01/2023	202002926	Wire Transfer	UNITED STATES TREASURY	362,203.06	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
FIC.08312023.D.a	FIC - FICA for 8/31/2023 NG Void	08/31/2023	-53.68		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	-53.68
FIC.08312023.D.b	FIC - FICA for 8/31/2023 AT	08/31/2023	-133.24		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	-133.24
FIC.08312023.D.c	FIC - FICA for 8/31/2023 AT RI	08/31/2023	133.24		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	133.24
FIC.09012023.B	FIC - FICA for 9/1/2023 Food Ser CA	09/01/2023	682.00		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 02 L 215 01	682.00
FIC.09012023.D	FIC - FICA for 9/1/2023 Food Ser CA	09/01/2023	682.00		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 02 L 215 01	682.00
MED.08312023.B	MED - MEDICARE-1 for 8/31/2023 Reg PR	08/31/2023	22,878.68		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	21,897.05
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 02 L 215 01	216.58
				PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS 04 L 215 01	712.95
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 05 L 215 01	52.10
MED.08312023.B.a	MED - MEDICARE-1 for 8/31/2023 NG Void	08/31/2023	-12.55		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	-12.55
MED.08312023.B.b	MED - MEDICARE-1 for 8/31/2023 AT	08/31/2023	-31.16		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	-31.16
MED.08312023.B.c	MED - MEDICARE-1 for 8/31/2023 AT RI	08/31/2023	31.16		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	31.16
MED.08312023.D	MED - MEDICARE1 for 8/31/2023 Reg PR	08/31/2023	22,878.68		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	21,897.05
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 02 L 215 01	216.58
				PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS 04 L 215 01	712.95
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 05 L 215 01	52.10
MED.08312023.D.a	MED - MEDICARE1 for 8/31/2023 NG Void	08/31/2023	-12.55		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	-12.55

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/01/2023	202002926	Wire Transfer	UNITED STATES TREASURY	362,203.06	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
MED.08312023.D.b	MED - MEDICARE1 for 8/31/2023 AT	08/31/2023	-31.16		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	-31.16
MED.08312023.D.c	MED - MEDICARE1 for 8/31/2023 AT RI	08/31/2023	31.16		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	31.16
MED.09012023.B	MED - MEDICARE-1 for 9/1/2023 Food Ser CA	09/01/2023	159.72		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 02 L 215 01	159.72
MED.09012023.D	MED - MEDICARE1 for 9/1/2023 Food Ser CA	09/01/2023	159.72		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 02 L 215 01	159.72
<b>Total:</b>					<b>\$579,523.33</b>

### 9/1/2023 Payroll AP Summary

Type	Count	Amount
Regular	7	72,002.94
ACH Checks:	0	0.00
Wire Transfers:	5	507,520.39
Epayables:	0	0.00
<b>Total:</b>	<b>12</b>	<b>\$579,523.33</b>

## Board Packet

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/05/2023	51396	Check	ABIGAIL HOYLE	63.37	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
082523	REIMBURSEMENT FOR CLASSROOM SUPPLIES	08/25/2023	63.37		
		INSTRUCTL SUPPLIES-ELEM ED--	01 E 145 203 000 000 430	63.37	
09/05/2023	51397	Check	AMAZON BUSINESS	2,065.98	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
1JCY-F6JM-VD1M	APE GRANT - LEXY STALLKAMP	08/07/2023	446.23		
		INSTRUCTL SUPPLIES-ELEM ED--APEF GRANT	01 E 185 203 000 097 430	446.23	
1KNJ-JN66-DJYV	ABE SUPPLY ORDER	08/09/2023	108.44		
		GEN SUPPLIES-ABE--STATE ABE	04 E 500 520 000 322 401	108.44	
1R79-NNFK-1HDN	APE GRANT - JENNY COMPTON	08/08/2023	647.98		
		INSTRUCTL SUPPLIES-GEN SPED--APEF GRANT	01 E 185 400 000 097 430	647.98	
1R79-NNFK-93TL	MAINTENACE SUPPLIES FOR SUMNER	08/09/2023	245.03		
		CUSTODIAL SUPPLIES-OPERATIONS--	01 E 005 810 000 000 410	34.00	
		REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	211.03	
1X7K-FL3K-CHR1	APE GRANT - LISA LAGE (6TH GRADE LANGUAGE ARTS TEAM)	08/09/2023	618.30		
		INSTRUCTL SUPPLIES-ELEM ED--APEF GRANT	01 E 185 203 000 097 430	618.30	
09/05/2023	51398	Check	AMY HAUSER	155.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
082923	REIMBURSEMENT FOR SAMS CLUB MEMBERSHIP	08/29/2023	155.00		
		DUES & MEMBERSHIPS-BOY/GIRL-ATHLETICS-	01 E 310 292 100 000 820	155.00	
09/05/2023	51399	Check	ANGELA JANNSEN	51.38	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
083023	REIMBURSEMENT FOR CLASSROOM SUPPLIES	08/30/2023	51.38		
		INSTRUCTL SUPPLIES-ELEM ED--	01 E 155 203 000 000 430	51.38	
09/05/2023	51400	Check	ANGIE PAULY	12.84	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
082423	REIMBURSEMENT FOR CLASSROOM SUPPLIES	08/24/2023	12.84		
		INSTRUCTL SUPPLIES-ELEM ED--	01 E 145 203 000 000 430	12.84	

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Check Date	Check Number	Payment Type	Name	Check Amount
09/05/2023	51401	Check	AUSTIN UTILITIES	93,679.19

Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
SEPTEMBER 2023	2023-2024 UTILITIES	08/24/2023	93,679.19		
		UTILITIES-OPERATIONS--	01 E 005 810 000 000 330		702.28
		WATER-OPERATIONS--	01 E 005 810 000 000 333		241.35
		FUELS-OPERATIONS--	01 E 005 810 000 000 440		67.75
		UTILITIES-OPERATIONS--	01 E 105 810 000 000 330		5,384.90
		WATER-OPERATIONS--	01 E 105 810 000 000 333		282.67
		FUELS-OPERATIONS--	01 E 105 810 000 000 440		301.24
		UTILITIES-OPERATIONS--	01 E 125 810 000 000 330		3,132.40
		WATER-OPERATIONS--	01 E 125 810 000 000 333		292.54
		FUELS-OPERATIONS--	01 E 125 810 000 000 440		131.24
		UTILITIES-OPERATIONS--	01 E 145 810 000 000 330		6,812.17
		WATER-OPERATIONS--	01 E 145 810 000 000 333		556.93
		FUELS-OPERATIONS--	01 E 145 810 000 000 440		752.50
		UTILITIES-OPERATIONS--	01 E 155 810 000 000 330		5,241.11
		WATER-OPERATIONS--	01 E 155 810 000 000 333		326.81
		FUELS-OPERATIONS--	01 E 155 810 000 000 440		273.93
		UTILITIES-OPERATIONS--	01 E 165 810 000 000 330		5,311.63
		WATER-OPERATIONS--	01 E 165 810 000 000 333		178.89
		FUELS-OPERATIONS--	01 E 165 810 000 000 440		615.54
		UTILITIES-OPERATIONS--	01 E 185 810 000 000 330		9,507.77
		WATER-OPERATIONS--	01 E 185 810 000 000 333		587.37
		FUELS-OPERATIONS--	01 E 185 810 000 000 440		293.53
		UTILITIES-OPERATIONS--	01 E 210 810 000 000 330		11,418.49
		WATER-OPERATIONS--	01 E 210 810 000 000 333		576.38
		FUELS-OPERATIONS--	01 E 210 810 000 000 440		908.16
		UTILITIES-OPERATIONS--	01 E 310 810 000 000 330		36,619.61
		WATER-OPERATIONS--	01 E 310 810 000 000 333		935.51
		FUELS-OPERATIONS--	01 E 310 810 000 000 440		2,111.49

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Check Date	Check Number	Payment Type	Name	Check Amount
09/05/2023	51401	Check	AUSTIN UTILITIES	93,679.19
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
			FUELS-OPERATIONS--	01 E 311 810 000 000 440
				115.00
09/05/2023	51402	Check	CHRISTOPH DUNDAS	7.18
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
082823 #2	REIMBURSEMENT FOR ICE FOR MARCH BAND COOLERS	08/28/2023	7.18	
			FOOD-MUSIC-AHS-BAND	11 E 310 258 040 132 490
				7.18
09/05/2023	51403	Check	DARCY HEIMERMANN	31.44
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
083023	REIMBURSEMENT FOR CLASSROOM SUPPLIES	08/30/2023	31.44	
			INSTRUCTL SUPPLIES-ELEM ED--	01 E 145 203 000 000 430
				31.44
09/05/2023	51404	Check	FEHN, STEPHANIE	299.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
083023	REIMBURSEMENT FOR PRESS TRAINING	08/30/2023	299.00	
			TRAVEL CONV & CONF-STAFF DEV--STAFF DEV	01 E 125 640 000 316 366
				299.00
09/05/2023	51405	Check	JENNIFER LAWHEAD	70.48
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
083123	MILEAGE REIMBURSEMENT JULY 2023	08/31/2023	70.48	
			TRAVEL CONV & CONF-ABE--STATE ABE	04 E 500 520 000 322 366
				70.48
09/05/2023	51406	Check	JESSICA CABEEN	76.35
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
082823	REIMBURSEMENT FOR POSTAGE EXPENSE	08/28/2023	76.35	
			POSTAGE-SEC-3RD PR YR-ESSER III 90% FORMULA	01 E 175 211 013 160 329
				76.35
09/05/2023	51407	Check	JILL ROLLIE	137.67
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
082323	REIMBURSEMENT FOR CONFERENCE SUPPLIES	08/23/2023	26.93	
			GEN SUPPLIES-ELEM ED--	01 E 155 203 000 000 401
				26.93

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/05/2023	51407	Check	JILL ROLLIE	137.67	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
082823	REIMBURSEMENT FOR PBIS GUEST TEACHER AND PBIS CART OF AWESOME	08/28/2023	110.74		
			GEN SUPPLIES-ELEM ED--	01 E 155 203 000 000 401	110.74
09/05/2023	51408	Check	JODI WESTRUM	57.48	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
082323	REIMBURSEMENT FOR CLASSROOM SUPPLIES	08/23/2023	57.48		
			INSTRUCTL SUPPLIES-ELEM ED--	01 E 145 203 000 000 430	57.48
09/05/2023	51409	Check	KIRBY BUSSMAN	63.67	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
083123	MILEAGE REIMBURSEMENT AUGUST 2023	08/31/2023	63.67		
			IN-DISTRICT TRAVEL-ECSE--STATE SPED	01 E 120 412 000 740 367	63.67
09/05/2023	51410	Check	KRISTEN THORN	236.07	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
082323	TRAVEL REIMBURSEMENT FOR SUMMER INSTITUTE	08/23/2023	236.07		
			TRAVEL CONV & CONF-ABE--STATE ABE	04 E 500 520 000 322 366	236.07
09/05/2023	51411	Check	LIA GUTTORMSON	14.11	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
082323	TRAVEL REIMBURSEMENT FOR DINNER AT ABE NAVIGATOR	08/23/2023	14.11		
			TRAVEL CONV & CONF-ABE--STATE ABE	04 E 500 520 000 322 366	14.11
09/05/2023	51412	Check	MATYAS, STEVE	68.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
082923	REIMBURSEMENT FOR ELECTRICIAN LICENSE AND CONT. ED ANALYSIS OF CHANGES	08/29/2023	68.00		
			DUES & MEMBERSHIPS-OPERATIONS--	01 E 005 810 000 000 820	68.00

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/05/2023	51413	Check	MEYER, ANNEMARIE M	30.36	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
082523	REIMBURSEMENT FOR SUPPLIES FOR FAMILY LIT	08/25/2023	30.36		
	GEN SUPPLIES-ABE-HRML FAM LIT-GED TESTING			04 E 500 520 240 324 401	30.36
09/05/2023	51414	Check	MK MUSIC REPAIR	1,956.41	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
29986	SOLDER	07/01/2023	18.93		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	18.93
30004	INSTRUMENT REPAIR/SUPPLIES	07/01/2023	62.76		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	62.76
30007	INSTRUMENT REPAIR	07/01/2023	77.74		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	77.74
30012	INSTRUMENT REPAIR/SUPPLIES	07/01/2023	62.76		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	62.76
30013	CLEANING 7 POLISH; VALVE FELTS	07/01/2023	116.22		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	116.22
30015	INSTRUMENT REPAIR	07/01/2023	100.96		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	100.96
30022	VALVE FELTS; BUTTON FELTS; PULL 1ST SLIDE	07/01/2023	133.95		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	133.95
30100	INSTRUMENT REPAIR/SUPPLIES	07/19/2023	69.44		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	69.44
30161	INSTRUMENT REPAIR/SUPPLIES	08/01/2023	130.39		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	130.39
30167	INSTRUMENT REPAIR/SUPPLIES	08/01/2023	130.39		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	130.39
30170	INSTRUMENT REPAIR/SUPPLIES	08/01/2023	130.39		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	130.39
30210	INSTRUMENT REPAIR/SUPPLIES	08/04/2023	160.79		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	160.79

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/05/2023	51414	Check	MK MUSIC REPAIR	1,956.41	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
30229	INSTRUMENT REPAIR/SUPPLIES	08/09/2023	31.33		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	31.33
30230	LEAK CHECK	08/09/2023	21.20		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	21.20
30231	INSTRUMENT REPAIR/SUPPLIES	08/09/2023	13.20		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	13.20
30232	LEAK CHECK	08/09/2023	25.20		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	25.20
30234	REPLACE NECK CORK; SAX NECK CORK	08/09/2023	33.52		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	33.52
30235	INSTRUMENT REPAIR/SUPPLIES	08/10/2023	17.20		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	17.20
30237	INSTRUMENT REPAIR/SUPPLIES	08/10/2023	31.33		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	31.33
30239	INSTRUMENT REPAIR/SUPPLIES	08/10/2023	17.20		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	17.20
30240	INSTRUMENT CLEANING	08/10/2023	97.26		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	97.26
30242	INSTRUMENT REPAIR/SUPPLIES	08/10/2023	73.71		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	73.71
30244	INSTRUMENT REPAIR	08/10/2023	17.20		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	17.20
30245	INSTRUMENT REPAIR	08/10/2023	17.20		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	17.20
30246	INSTRUMENT REPAIR/SUPPLIES	08/10/2023	17.20		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	17.20
30247	INSTRUMENT REPAIR/SUPPLIES	08/10/2023	17.20		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	17.20

## Board Packet

AP Run: T240301 — Post Date: 2023-09-05 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
09/05/2023	51414	Check	MK MUSIC REPAIR	1,956.41	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
30248	INSTRUMENT REPAIR	08/10/2023	38.78		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	38.78
30249	INSTRUMENT REPAIR/SUPPLIES	08/10/2023	30.82		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	30.82
30250	INSTRUMENT REPAIR	08/10/2023	21.20		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	21.20
30251	LEAK CHECK; GUARD SCREW	08/10/2023	21.20		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	21.20
30253	LEAK CHECKS; ZIPPER REPLACEMENT	08/11/2023	27.94		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	27.94
30254	INSTRUMENT REPAIR/SUPPLIES	08/11/2023	17.20		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	17.20
30255	INSTRUMENT REPAIR/SUPPLIES	08/11/2023	17.20		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	17.20
30256	INSTRUMENT REPAIR/SUPPLIES	08/11/2023	25.20		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	25.20
30257	INSTRUMENT REPAIR/SUPPLIES	08/11/2023	41.92		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	41.92
30258	INSTRUMENT REPAIR/SUPPLIES	08/11/2023	17.20		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	17.20
30259	INSTRUMENT REPAIR/SUPPLIES	08/11/2023	17.20		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	17.20
30260	INSTRUMENT REPAIR/SUPPLIES	08/11/2023	17.20		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	17.20
30266	INSTRUMENT REPAIR/SUPPLIES	08/11/2023	38.68		
		REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	38.68

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AP Run: T240301 — Post Date: 2023-09-05 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount
09/05/2023	51415	Check	MN NCPERS GROUP LIFE INSURANCE	336.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
107200092023	MN NCPERS GROUP LIFE INSURANCE bill for August 2023	09/05/2023	336.00	
			PAYROLL W/HOLDINGS-PERA LIFE INS PAYABLE 01 L 215 20	336.00
09/05/2023	51416	Check	MOLINE AWARDS AT STERLING	46.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
0067008	NAME PLATE FOR STUDENT SCHOOL BOARD REP	07/20/2023	46.00	
			GEN SUPPLIES-SCHOOL BOARD-- 01 E 005 010 000 000 401	46.00
09/05/2023	51417	Check	MORGAN DICKMAN	100.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
082423	REIMBURSEMENT FOR INSTRUCTIONAL SUPPLIES	08/24/2023	100.00	
			INSTRUCTL SUPPLIES-ELEM ED-- 01 E 145 203 000 000 430	100.00
09/05/2023	51418	Check	NCS PEARSON, INC	200.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
22638924	PSYCH MATERIALS	08/25/2023	200.00	
			INST SOFTWARE LIC-SPED AGG--STATE SPED 01 E 005 420 000 740 406	200.00
09/05/2023	51419	Check	NINN AUNG	100.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
082123	REIMBURSEMENT FOR INSTRUCTIONAL SUPPLIES	08/21/2023	100.00	
			INSTRUCTL SUPPLIES-KINDERGARTEN-- 01 E 165 201 000 000 430	100.00
09/05/2023	51420	Check	PALMER BUS SERVICE	4,319.70
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
0004322-IN	MARCHING BAND BUS	07/31/2023	1,048.82	
			TRANS CONTRACT-MUSIC-AHS-BAND 11 E 310 258 040 132 360	1,048.82
0004332-IN	KIDS KORNER BUSING JULY	07/31/2023	2,810.88	
			PMT FOR ED PURP-KIDS KORNER-FIELD TRIP-COM ED 04 E 500 570 404 321 394	2,810.88
0004333-IN	KIDS KORNER BUSING JULY	07/31/2023	460.00	
			PMT FOR ED PURP-KIDS KORNER-FIELD TRIP-COM ED 04 E 500 570 404 321 394	460.00

## Board Packet

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Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount
09/05/2023	51421	Check	ROONEY, KRISTY	264.11
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
082323	TRAVEL REIMBURSEMENT FOR SUMMER INSTITUTE CONFERENCE	08/23/2023	264.11	
			TRAVEL CONV & CONF-ABE--STATE ABE	264.11
			04 E 500 520 000 322 366	
09/05/2023	51422	Check	SAFETYFIRST PLAYGROUND MAINTENANCE	3,922.80
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
8859	DISTRICT PLAYGROUND SAFETY SURFACING	08/07/2023	3,922.80	
			SITE REPAIRS-LTFM--PHYSICAL HAZARDS	3,922.80
			05 E 005 865 000 347 510	
09/05/2023	51423	Check	SHIFFLER	1,747.47
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
2320204800	CUSTODIAL SUPPLIES	07/24/2023	1,747.47	
			CUSTODIAL SUPPLIES-OPERATIONS--	1,747.47
			01 E 005 810 000 000 410	
09/05/2023	51424	Check	SONOVA USA, INC	2,175.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
5139099771	2023-2024 DHH WARRANTY	07/06/2023	2,175.00	
			TECH REPAIRS & MAINT-DEAF-HA--STATE SPED	2,175.00
			01 E 005 405 000 740 315	
09/05/2023	51425	Check	SOUND AND MEDIA SOLUTIONS	2,983.48
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
74355	ANNEX AUDITORIUM SOUND SYSTEM	08/08/2023	2,983.48	
			BLDG IMPROVEMNTS-BLDG CONST-MACPHAIL-LEASE PUR	2,983.48
			06 E 310 870 074 791 520	
09/05/2023	51426	Check	STEPHANIE GARBISCH	73.65
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
082823	REIMBURSEMENT FOR PHOTO BACK DROP AND STAND	08/28/2023	73.65	
			GEN SUPPLIES-ELEM ED--	73.65
			01 E 125 203 000 000 401	

## Board Packet

AP Run: T240301 — Post Date: 2023-09-05 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name			Check Amount
09/05/2023	51427	Check	STEVE MACHACEK			66.16
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
082923	MILEAGE REIMBURSEMENT FOR OWATONNA TRIP FOR CHILLER PART AFTER HOURS		08/29/2023	66.16		
			TRAVEL CONV & CONF-OPERATIONS--		01 E 005 810 000 000 366	66.16
09/05/2023	51428	Check	TERESA VANPROOSDY			8.06
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
082423	TRAVEL REIMBURSEMENT FOR LAN SUMMER INSTITUTE		08/24/2023	8.06		
			TRAVEL CONV & CONF-ABE--STATE ABE		04 E 500 520 000 322 366	8.06
09/05/2023	51429	Check	THATCHER POOLS & SPAS			650.00
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
113834-1	CPO CLASS - CODY HUINKER		08/23/2023	325.00		
			TRAVEL CONV & CONF-OPERATIONS--		01 E 005 810 000 000 366	325.00
114130-1	CPO CLASS - JARED SANVICK		08/29/2023	325.00		
			TRAVEL CONV & CONF-OPERATIONS--		01 E 005 810 000 000 366	325.00
09/05/2023	51430	Check	UNIVERSITY OF OREGON			350.00
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
INV00071121	EC-SWIS ANNUAL LICENSE 9-23 TO 8-24		07/01/2023	350.00		
			NON INST SOFTWARE LIC-ECFE--ECFE		04 E 500 580 000 325 405	350.00
<b>Total:</b>						<b>\$116,418.41</b>

### T240301 Summary

Type	Count	Amount
Regular	35	116,418.41
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>35</b>	<b>\$116,418.41</b>

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AP Run: CB240301 — Post Date: 2023-09-05 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
09/05/2023	5000001526		AUSTIN ELECTRIC*	7,977.50	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
4644	ANNEX-WOODSHOP EXHAUST SYSTEM	07/05/2023	7,977.50		
	BLDG ACQ/CONSTRUCTION-LTFM--BLDG ENVEVELOPE			05 E 005 865 000 368 520	7,977.50
09/05/2023	5000001527		DIAMOND RIDGE PRINTING*	49.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
51200	PBIS FORMS	08/08/2023	49.00		
	GEN SUPPLIES-ELEM ED--			01 E 155 203 000 000 401	49.00
09/05/2023	5000001528		PAAPE ENERGY SERVICES*	103,865.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
110732	ECOSTRUXURE UPGRADE - SUMNER	08/23/2023	17,985.00		
	BLDG ACQ/CONST-CAP FACILITIES-3RD PR YR-ESSER II90			01 E 005 850 013 155 520	17,985.00
110734	ECOSTRUXURE UPGRADE - SOUTHGATE	08/23/2023	18,295.00		
	BLDG ACQ/CONST-CAP FACILITIES-3RD PR YR-ESSER II90			01 E 005 850 013 155 520	18,295.00
110741	ECOSTRUXURE UPGRADE	08/23/2023	19,445.00		
	BLDG ACQ/CONST-CAP FACILITIES-3RD PR YR-ESSER II90			01 E 005 850 013 155 520	19,445.00
110742	ECOSTRUXURE UPGRADE - NEVELN	08/23/2023	18,505.00		
	BLDG ACQ/CONST-CAP FACILITIES-3RD PR YR-ESSER II90			01 E 005 850 013 155 520	18,505.00
110744	ECOSTRUXURE UPGRADE - ELLIS	08/23/2023	29,635.00		
	BLDG ACQ/CONST-CAP FACILITIES-3RD PR YR-ESSER II90			01 E 005 850 013 155 520	29,635.00
09/05/2023	5000001529		RETROFIT COMPANIES, INC.*	15,212.83	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
0121466-IN	WASTE REMOVAL	08/01/2023	15,212.83		
	BLDG ACQ/CONSTRUCTION-LTFM--OTH HAZARDOUS MAT			05 E 005 865 000 349 520	15,212.83
09/05/2023	5000001530		SCAN AIR FILTER INC*	3,477.42	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
159276	DISTRICT AIR FILTEERS	08/07/2023	2,773.49		
	REPAIR SUPPLIES-OPERATIONS--			01 E 005 810 000 000 420	2,773.49

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AP Run: CB240301 — Post Date: 2023-09-05 — AP Run Type: R

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/05/2023	5000001530		SCAN AIR FILTER INC*	3,477.42	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
159316	DISTRICT AIR FILTERS	08/11/2023	192.56		
		REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	192.56
159317	DISTRICT AIR FILTERS	08/11/2023	511.37		
		REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	511.37
09/05/2023	5000001531		SCHOLASTIC INC*	219.78	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
M7413320	MATERIALS	07/25/2023	219.78		
		INDIV INST SUPPLIES-EBD--STATE SPED		01 E 185 408 000 740 433	219.78
09/05/2023	5000001532		THE BOOMERANG PROJECT, INC*	1,824.20	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
32513	KAITE THOMPSON TRAVEL EXPENSES	08/30/2023	1,824.20		
		FEES FOR SERVICES-PUPIL SUP-REACH-HORMEL-		01 E 005 790 489 000 305	1,824.20
				<b>Total:</b>	<b>\$132,625.73</b>

### CB240301 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	7	132,625.73
<b>Total:</b>	<b>7</b>	<b>\$132,625.73</b>

## Board Packet

AP Run: T231310 — Post Date: 2023-09-05 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
09/05/2023	51391	Check	CHRISTOPH DUNDAS	883.30	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
082823	EXPENSE REIMBURSEMENT VALLEY FAIR TICKETS/MARCHING BAND FOOD	06/30/2023	883.30		
			STU TRV ALLOW/ENT FEE-MUSIC-AHS-BAND	11 E 310 258 040 132 369	800.00
			FOOD-MUSIC-AHS-BAND	11 E 310 258 040 132 490	83.30
09/05/2023	51392	Check	FLYLEAF PUBLISHING	977.37	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
32153	READING SERIES BOOK SETS	06/16/2023	977.37		
			LIBRARY BOOKS-MEDIA CENTER--	01 E 105 620 000 000 470	977.37
09/05/2023	51393	Check	INTERMEDIATE DISTRICT #287	1,706.60	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
0002300607	FY 23 CARE AND TREATMENT FINAL BILLING	06/30/2023	1,706.60		
			SPED CONTRACT SVCS FOR PUPILS-SEC--	01 E 998 211 000 000 393	1,706.60
09/05/2023	51394	Check	OWATONNA PUBLIC SCHOOLS	140.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
19771	CARL PERKINS FEBRUARY GRANT SUBMISSION	02/13/2023	140.00		
			FED CNTRCT < \$25K-CTE-GENERAL--CARL PERKINS	12 E 300 399 000 428 303	140.00
09/05/2023	51395	Check	PALMER BUS SERVICE	361.95	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
0004308-IN	MARCHING BAND BUS	06/30/2023	361.95		
			TRANS CONTRACT-MUSIC-AHS-BAND	11 E 310 258 040 132 360	361.95
<b>Total:</b>				<b>\$4,069.22</b>	

# Board Packet

AP Run: T231310 — Post Date: 2023-09-05 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount
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### T231310 Summary

Type	Count	Amount
Regular	5	4,069.22
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>5</b>	<b>\$4,069.22</b>

## Board Packet

AP Run: CB231312 — Post Date: 2023-09-05 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
09/05/2023	5000001533		AUSTIN ELECTRIC*	1,305.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
4627	TROUBLESHOOTING SOLAR ARAY	06/29/2023	1,305.00		
		FEES FOR SERVICES-OPERATIONS--	01 E 005 810 000 000 305		1,305.00
09/05/2023	5000001534		VIRCO INC*	4,434.89	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
92018027	SEE ATTACHED QUOTE-CONFERENCE ROOM FURNITURE-FOR BANFIELD CONFERENCE ROOM	06/14/2023	4,434.89		
	QUOTE# 8282474				
		GEN SUPPLIES-ELEM ED--	01 E 105 203 000 000 401		2,353.89
		EQUIPMENT-ELEM ED--OPER CAP	05 E 105 203 000 302 530		2,081.00
		<b>Total:</b>			<b>\$5,739.89</b>

### CB231312 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	2	5,739.89
<b>Total:</b>	<b>2</b>	<b>\$5,739.89</b>

## Board Packet

AP Run: CB240302 — Post Date: 2023-09-11 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
09/11/2023	5000001535		ARROW PRINTING*	68.65	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
71396	NAMEPLATES	08/18/2023	68.65		
		GEN SUPPLIES-ELEM ED--	01 E 185 203 000 000 401	68.65	
09/11/2023	5000001536		AUSTIN ELECTRIC*	8,407.14	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
4810	WIRING TO ASSIST PAAPE INSTALLATION OF SECURE DOOR AT BANFIELD	08/24/2023	429.64		
		BLDG IMPROVEMENT--ELEM--OPER CAPITAL	05 E 105 203 000 302 522	429.64	
4822	ANNEX-WOODSHOP EXHAUST SYSTEM	08/24/2023	7,977.50		
		BLDG ACQ/CONSTRUCTION-LTFM--BLDG ENVELOPE	05 E 005 865 000 368 520	7,977.50	
09/11/2023	5000001537		AUSTIN NEWSPAPERS, INC*	103.36	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
1696363	PUBLICATION OF MEETING MINUTES, PUBLIC HEARINGS AND JOINT PUBLICATION	08/23/2023	70.40		
		FEES FOR SERVICES-SCHOOL BOARD--	01 E 005 010 000 000 305	70.40	
1696366	PUBLICATION OF MEETING MINUTES, PUBLIC HEARINGS AND JOINT PUBLICATION	08/23/2023	32.96		
		FEES FOR SERVICES-SCHOOL BOARD--	01 E 005 010 000 000 305	32.96	
09/11/2023	5000001538		DIAMOND RIDGE PRINTING*	1,270.15	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
14936	BANNER UPDATE FOR PACKER	08/22/2023	926.00		
		REPAIR & MAINT SVCS-BOY/GIRL-ATHLETICS-	01 E 310 292 100 000 350	926.00	
51187	BUSINESS CARDS/ENVELOPES	08/21/2023	64.95		
		GEN SUPPLIES-SEC--	01 E 210 211 000 000 401	64.95	
51206	BUSINESS CARDS/ENVELOPES	08/16/2023	193.20		
		GEN SUPPLIES-SEC--	01 E 210 211 000 000 401	193.20	
51253	PBIS CRITTER TREE CHART	08/30/2023	86.00		
		INSTRUCTL SUPPLIES-KINDERGARTEN--	01 E 165 201 000 000 430	86.00	

## Board Packet

AP Run: CB240302 — Post Date: 2023-09-11 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
09/11/2023	5000001539		DUXBURY SYSTEMS*	500.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
IN10078	DUXBURY BRAILLE TRANSLATOR; DBT H8127 TO BECOME 3-USER SINGLE SERVER NETWORK LICENSE	08/24/2023	500.00		
	INST SOFTWARE LIC-VIS IMPAIRED--STATE SPED			01 E 005 406 000 740 406	500.00
09/11/2023	5000001540		GODFATHER'S PIZZA*	848.62	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
05178	8/22 LUNCH FOR LINK CREW LEADERS	08/22/2023	234.50		
				FOOD-PUPIL SUP-REACH-HORMEL- 01 E 005 790 489 000 490	234.50
05179	OPEN HOUSE	08/22/2023	357.26		
				FOOD-ELEM ED--HOLTON GENERAL 11 E 185 203 000 164 490	357.26
05180	PIZZA ORDER	08/23/2023	256.86		
				FOOD-STAFF DEV--STAFF DEV 01 E 210 640 000 316 490	256.86
09/11/2023	5000001541		HILLYARD/HUTCHINSON*	10,356.85	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
605214008	CUSTODIAL SUPPLIES 1ST BLANKET PO FY 2023-2024	08/18/2023	2,014.16		
				CUSTODIAL SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 410	2,014.16
605214009	CUSTODIAL SUPPLIES 1ST BLANKET PO FY 2023-2024	08/18/2023	53.34		
				CUSTODIAL SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 410	53.34
605214010	CUSTODIAL SUPPLIES 1ST BLANKET PO FY 2023-2024	08/18/2023	2,288.98		
				CUSTODIAL SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 410	2,288.98
605214011	CUSTODIAL SUPPLIES 1ST BLANKET PO FY 2023-2024	08/18/2023	13.92		
				CUSTODIAL SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 410	13.92
605214012	CUSTODIAL SUPPLIES 1ST BLANKET PO FY 2023-2024	08/18/2023	1,520.65		
				CUSTODIAL SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 410	1,520.65
605221582	CUSTODIAL SUPPLIES 1ST BLANKET PO FY 2023-2024	08/25/2023	1,733.26		
				CUSTODIAL SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 410	1,733.26
605221583	CUSTODIAL SUPPLIES 1ST BLANKET PO FY 2023-2024	08/25/2023	732.62		
				CUSTODIAL SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 410	732.62
605221584	CUSTODIAL SUPPLIES 1ST BLANKET PO FY 2023-2024	08/25/2023	23.40		
				CUSTODIAL SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 410	23.40

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/11/2023	5000001541		HILLYARD/HUTCHINSON*	10,356.85	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
605221585	CUSTODIAL SUPPLIES 1ST BLANKET PO FY 2023-2024	08/25/2023	158.96		
				CUSTODIAL SUPPLIES-OPERATIONS--	158.96
				01 E 005 810 000 000 410	
605221586	CUSTODIAL SUPPLIES 1ST BLANKET PO FY 2023-2024	08/25/2023	1,640.57		
				CUSTODIAL SUPPLIES-OPERATIONS--	1,640.57
				01 E 005 810 000 000 410	
70055912	CUSTODIAL SUPPLIES 1ST BLANKET PO FY 2023-2024	08/21/2023	176.99		
				CUSTODIAL SUPPLIES-OPERATIONS--	176.99
				01 E 005 810 000 000 410	
09/11/2023	5000001542		LAKESHORE LEARNING MATERIALS*	302.66	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
161250081723	APEF GRANT - DAVIDSON - EDUCATIONAL MATERIALS FOR EL CLASSROOM	08/17/2023	302.66		
				INSTRUCTL SUPPLIES-ELEM ED--APEF GRANT	302.66
				01 E 145 203 000 097 430	
09/11/2023	5000001543		MCGRAW-HILL COMPANIES*	132,445.70	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
128683299001	ELLIS SCIENCE CURRICULUM	07/25/2023	31,393.45		
				TEXTBOOK & WORKBOOK-SEC--OPER CAP	31,393.45
				05 E 005 211 000 302 460	
128690166001	ELLIS SCIENCE CURRICULUM	07/17/2023	58,926.60		
				TEXTBOOK & WORKBOOK-SEC--OPER CAP	58,926.60
				05 E 005 211 000 302 460	
128708485001	ELLIS SCIENCE CURRICULUM	08/08/2023	24,623.15		
				TEXTBOOK & WORKBOOK-SEC--OPER CAP	24,623.15
				05 E 005 211 000 302 460	
128766462001	ELLIS SCIENCE CURRICULUM	08/14/2023	17,502.50		
				TEXTBOOK & WORKBOOK-SEC--OPER CAP	17,502.50
				05 E 005 211 000 302 460	
09/11/2023	5000001544		SCHOLASTIC INC*	8,024.38	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
M7361894	LET'S FIND OUT SUBSCRIPTION 15 CLASSROOMS + SPANISH	08/10/2023	2,530.24		
				INSTRUCTL SUPPLIES-KINDERGARTEN--	2,530.24
				01 E 165 201 000 000 430	
M7388722	FY24 SUBSCRIPTIONS	08/24/2023	3,404.88		
				TEXTBOOK/WORKBOOK-ELEM ED--	3,404.88
				01 E 145 203 000 000 460	

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/11/2023	5000001544		SCHOLASTIC INC*	8,024.38	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
M7402803	SCHOLASTIC MAGAZINE	08/23/2023	2,089.26		
		TEXTBOOK/WORKBOOK-ELEM ED--	01 E 125 203 000 000 460	2,089.26	
09/11/2023	5000001545		SCHOOL SPECIALTY, LLC*	56.15	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
208132915750	CONSTRUCTION PAPER	08/18/2023	56.15		
		GEN SUPPLIES-ELEM ED--	01 E 105 203 000 000 401	56.15	
09/11/2023	5000001546		W W GRAINGER INC*	593.06	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
9805697415	MAINTENANCE SUPPLIES BLANKET PO FY 2023-2024	08/16/2023	231.24		
		REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	231.24	
9807266805	MAINTENANCE SUPPLIES BLANKET PO FY 2023-2024	08/17/2023	133.74		
		REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	133.74	
9812920347	MAINTENANCE SUPPLIES BLANKET PO FY 2023-2024	08/22/2023	44.78		
		REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	44.78	
9814599759	MAINTENANCE SUPPLIES BLANKET PO FY 2023-2024	08/23/2023	183.30		
		REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	183.30	
<b>Total:</b>				<b>\$162,976.72</b>	

### CB240302 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	12	162,976.72
<b>Total:</b>	<b>12</b>	<b>\$162,976.72</b>

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Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
09/11/2023	51432	Check	AMAZON BUSINESS	12,681.84	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
116P-QRCJ-HQN4	GENERAL SUPPLIES-CHART PAPER, POSTER PUTTY, LOCK BOX	08/21/2023	472.99		
				GEN SUPPLIES-ELEM ED-- 01 E 105 203 000 000 401	472.99
149P-WY6L-YWVR	SUMMER SCHOOL SUPPLIES	08/18/2023	109.98		
				GEN SUPPLIES-ELEM-3RD PR YR-ESSER III 90% LRN LOSS 01 E 220 203 013 161 401	109.98
16D3-9KVL-Q3D1	READING SUCCESS BOOK	08/17/2023	53.00		
				INSTRUCTL SUPPLIES-ELL-PR YR-TITLE III, PT A 01 E 005 205 011 417 430	53.00
16LN-VYHJ-6HQ3	TRAINING ROOM SUPPLIES	08/23/2023	517.33		
				GEN SUPPLIES-BOY/GIRL-ATHLETICS- 01 E 310 292 100 000 401	517.33
171Q-JKRQ-1Q7H	BINDERS, CRAYONS, PRIMARY JOURNALS	08/18/2023	659.51		
				INSTRUCTL SUPPLIES-ELEM ED-- 01 E 145 203 000 000 430	659.51
17DW-WMJC-PCR P	OFFICE SUPPLIES PINK PAPER	08/17/2023	27.05		
				INSTRUCTIONAL SUP-ECFE--ECFE 04 E 500 580 000 325 430	27.05
17VM-7DXM-3Y91	JAMIE ZIELKE-APEF GRANT-CRITICAL THINKING GAMES	08/19/2023	297.71		
				INSTRUCTL SUPPLIES-ELEM ED--APEF GRANT 01 E 105 203 000 097 430	297.71
17XT-QX4J-QNNT	OFFICE SUPPLIES COLORED TABS	08/17/2023	9.41		
				INSTRUCTIONAL SUP-KIDS KORNER--KK-SPED 04 E 500 570 000 798 430	9.41
19K4-7G11-FFJ3	JAMIE ZIELKE-APEF GRANT-CRITICAL THINKING GAMES	08/20/2023	29.99		
				INSTRUCTL SUPPLIES-ELEM ED--APEF GRANT 01 E 105 203 000 097 430	29.99
1C96-3XVG-YQN7	SHELF AND STORAGE TUBS	08/18/2023	211.37		
				GEN SUPPLIES-ELEM ED-- 01 E 125 203 000 000 401	211.37
1GPP-K3KT-LQCF	APE GRANT - ANDREA MCKICHAN	08/22/2023	29.99		
				INSTRUCTL SUPPLIES-ELEM ED--APEF GRANT 01 E 185 203 000 097 430	29.99
1H3V-476W-73KT	APEF GRANT JACY BODI TRAINING EQUIPMENT WEIGHT ROOM	08/15/2023	1,287.72		
				GEN SUPPLIES-BOY/GIRL--APEF GRANT 01 E 310 292 000 097 401	1,287.72

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/11/2023	51432	Check	AMAZON BUSINESS	12,681.84	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1HLJ-4XVQ-LMT7	TRAINING ROOM SUPPLIES	08/21/2023	1,508.04		
				01 E 310 292 100 000 401	1,508.04
1JVM-6RKJ-G4MQ	SOCCER BALLS	08/21/2023	571.06		
				01 E 310 296 117 000 401	571.06
1K7Y-61C1-R4DC	DOOR MAGNETS AND MAT FOR NURSES OFFICE	08/17/2023	119.19		
				01 E 165 201 000 000 401	119.19
1KRV-6M96-3RG7	STUDENT COUNCIL SUPPLIES	08/14/2023	562.55		
				88 E 310 298 053 301 401	562.55
1LVF-TR3X-6YV6	LAUNDRY DETERGENT FOR SOUTHGATE CARE CLOSET ITEMS	08/19/2023	81.40		
				11 E 145 203 014 130 401	81.40
1LVF-TR3X-LL73	SCHOOL SUPPLIES FOR KAILEY (BANFIELD)	08/21/2023	448.62		
				04 E 500 580 000 325 401	448.62
1NR4-L9MY-9MGK	APEF GRANT - OSGOOD - RUBIKS CUBES	08/20/2023	206.91		
				01 E 145 203 000 000 430	6.91
				01 E 145 203 000 097 430	200.00
1QMV-R1J4-JPDL	BROCHURE HOLDER FOR AVID 8	08/29/2023	205.11		
				01 E 310 790 826 313 430	205.11
1R9W-CFDP-RFJ4	APE GRANT - SARAH SHULTZ (ART SUPPLIES0	08/12/2023	2,424.73		
				01 E 185 212 000 097 430	2,424.73
1V4R-4RT4-VLKF	APE GRANT - ANDREA MCKICHAN	08/13/2023	542.84		
				01 E 185 203 000 000 430	18.19
				01 E 185 203 000 097 430	524.65
1VRF-VLVD-46XW	BOOKS	08/19/2023	29.46		
				01 E 125 203 000 000 401	29.46
1VRF-VLVD-4DXQ	APE GRANT - SARAH SHULTZ (ART SUPPLIES0	08/19/2023	68.65		
				01 E 185 212 000 097 430	68.65
1WC4-THPC-PRHX	CLASSROOM MATERIALS	08/30/2023	114.76		
				01 E 120 411 000 420 433	114.76

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/11/2023	51432	Check	AMAZON BUSINESS	12,681.84	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
1WND-GRL4-PDXD	OFFICE SUPPLIES FOR STAFF USE	08/30/2023	528.38		
		GEN SUPPLIES-ELEM ED--		01 E 145 203 000 000 401	528.38
1XH9-J4YM-4JNM	JER OSOOD-APEF GRANT -1ST GRADE HEADPHONES	08/14/2023	1,167.12		
		INST TECH SUPPLIES-ELEM ED--APEF GRANT		01 E 105 203 000 097 456	1,167.12
1YDK-N161-JKQL	APEF GRANT-EDWARDS-FLEXIBLE LEARNING TOOLS	08/16/2023	396.97		
		INSTRUCTL SUPPLIES-ELEM ED--APEF GRANT		01 E 105 203 000 097 430	396.97
09/11/2023	51433	Check	AMERICAN THERMOFOAM	250.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
8999	SWELL TOUCH PAPER 8.5X11	08/30/2023	250.00		
		INDIV INST SUPPLIES-VIS IMPAIRED--STATE SPED		01 E 005 406 000 740 433	250.00
09/11/2023	51434	Check	BIG NINE CONFERENCE	5,775.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
FY24 DUES	FY24 BIG NINE CONFERENCE DUES	09/01/2023	5,775.00		
		DUES & MEMBERSHIPS-BOY/GIRL-ATHLETICS-		01 E 310 292 100 000 820	5,775.00
09/11/2023	51435	Check	BRAINPOP LLC	2,805.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
US439611	EL SUBSCRIPTION RENEWAL	08/14/2023	2,805.00		
		LIBRARY BOOKS-ELL-PR YR-TITLE III, PT A		01 E 005 205 011 417 470	2,805.00
09/11/2023	51436	Check	BSN SPORTS	4,829.31	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
921995847	FOOTBALL EQUIPMENT	07/01/2023	3,811.72		
		GEN SUPPLIES-BOYS ATHL-FOOTBALL-		66 E 310 294 104 000 401	3,811.72
921995848	WILSON CHAMP EXTRA DUTY	07/01/2023	872.56		
		GEN SUPPLIES-GIRLS-TENNIS-		01 E 310 296 109 000 401	872.56
922437299	MINI VOLLEYBALLS	08/15/2023	145.03		
		GEN SUPPLIES-GIRLS ATHL-VOLLEYBALL-		66 E 310 296 116 000 401	145.03

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/11/2023	51437	Check	CLIFTON LARSON ALLEN LLP	1,600.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
3843277	FY23 AUDIT BILL	08/24/2023	1,600.00		
	AUDIT SERVICES	-BUSINESS OFFICE--		01 E 005 110 000 000 312	1,600.00
09/11/2023	51438	Check	CONTINUED	1,157.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
395092	SPEECH MATERIAL	08/17/2023	712.00		
	TRAVEL CONV & CONF-SPEECH-PRO DEV-IDEA SEC 611			01 E 005 401 640 419 366	356.00
	TRAVEL CONV & CONF-ECSE-PRO DEV-IDEA SEC 619			01 E 120 412 640 420 366	356.00
395093	OCCUPATIONAL THERAPY MATERIAL	08/17/2023	445.00		
	TRAVEL CONV & CONF-SPED AGG-PRO DEV-IDEA-611			01 E 005 420 640 419 366	445.00
09/11/2023	51439	Check	D & G ACE HARDWARE	450.13	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
130477	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2023-2024	07/25/2023	63.98		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	63.98
1305201	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2023-2024	07/26/2023	19.99		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	19.99
130531	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2023-2024	07/27/2023	12.99		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	12.99
130630	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2023-2024	08/02/2023	53.94		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	53.94
130676	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2023-2024	08/03/2023	41.98		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	41.98
130711	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2023-2024	08/07/2023	14.97		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	14.97

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/11/2023	51439	Check	D & G ACE HARDWARE	450.13	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
130833	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2023-2024	08/14/2023	23.97		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	23.97
130834	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2023-2024	08/14/2023	15.96		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	15.96
130852	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2023-2024	08/14/2023	8.20		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	8.20
130869	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2023-2024	08/15/2023	23.98		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	23.98
130938	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2023-2024	08/18/2023	57.98		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	57.98
130962	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2023-2024	08/21/2023	14.98		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	14.98
130964	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2023-2024	08/21/2023	3.99		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	3.99
130969	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2023-2024	08/21/2023	41.98		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	41.98
131025	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2023-2024	08/23/2023	15.30		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	15.30
131031	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2023-2024	08/23/2023	3.99		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	3.99

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Check Date	Check Number	Payment Type	Name			Check Amount
09/11/2023	51439	Check	D & G ACE HARDWARE			450.13
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
131073	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2023-2024	08/25/2023	62.95			
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	62.95	
131075	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2023-2024	08/25/2023	-39.99			
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	-39.99	
131076	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2023-2024	08/25/2023	8.99			
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	8.99	
09/11/2023	51440	Check	DALCO			3,801.06
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
4124304	HAND SOAP	08/23/2023	2,420.50			
				CUSTODIAL SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 410	2,420.50	
4124362	HEALTH AND SAFETY INVOICE	08/23/2023	89.15			
				BLDG ACQ/CONSTRUCTION-LTFM--PHYSICAL HAZARDS 05 E 005 865 000 347 520	89.15	
4125089	DISINFECTANT; GLOVE NITRILE BLUE	08/24/2023	1,291.41			
				CUSTODIAL SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 410	1,291.41	
09/11/2023	51441	Check	EDUCATORS BENEFIT CONSULTANTS, LLC			270.09
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
29556	403(B) ADMIN & COMPLIANCE SERVICE MONTHLY FEE	09/01/2023	270.09			
				FEEES FOR SERVICES-BUSINESS OFFICE-- 01 E 005 110 000 000 305	270.09	
09/11/2023	51442	Check	GARBANZO			447.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
13AD0AE9-0001	AHS WL SUBSCRIPTIONS	08/31/2023	447.00			
				INST SOFTWARE-SEC--OPERATING CAP 05 E 005 211 000 302 406	447.00	

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/11/2023	51443	Check	GILLETTE PEPSI	689.50	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
9321690	BEVERAGES FOR CONCESSION STAND	08/23/2023	689.50		
	COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV.			11 R 000 292 000 147 619	689.50
09/11/2023	51444	Check	GO ROUT	1,290.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
3546	TECH SOFTWARE FOR FOOTBALL	08/23/2023	1,290.00		
	NON-INST SOFTWARE LIC-BOYS ATHL-FOOTBALL-			66 E 310 294 104 000 405	1,290.00
09/11/2023	51445	Check	GREATAMERICA FINANCIAL SERVICES	197.95	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
34739180	MAIL MACHINE SERVICES 23-24	08/25/2023	197.95		
	POSTAGE & EXPRESS-BUSINESS OFFICE--			01 E 005 110 000 000 329	197.95
09/11/2023	51446	Check	HALF-PINT KIDS, INC	950.40	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
23-586	APEF GRANT - HALSEY - BOOKS / DECODABLE READERS	08/17/2023	950.40		
	INSTRUCTL SUPPLIES-ELEM ED--			01 E 145 203 000 000 430	79.38
	INSTRUCTL SUPPLIES-ELEM ED--APEF GRANT			01 E 145 203 000 097 430	871.02
09/11/2023	51447	Check	HOUGHTON MIFFLIN COMPANY	2,194.80	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
710270894	ENGLISH 3D CURRICULUM FOR ELLIS EL	08/30/2023	104.40		
	INDIV INST SUPPLIES-ELL-PR YR-TITLE III, PT A			01 E 005 205 011 417 433	104.40
955908565	ENGLISH 3D CURRICULUM FOR ELLIS EL	08/30/2023	1,287.60		
	INDIV INST SUPPLIES-ELL-PR YR-TITLE III, PT A			01 E 005 205 011 417 433	1,287.60
955909843	ADDT'L ENGLISH 3D MATERIALS	08/31/2023	802.80		
	INDIV INST SUPPLIES-ELL-PR YR-TITLE III, PT A			01 E 005 205 011 417 433	802.80

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09/11/2023	51448	Check	IMAGINE LEARNING	19,800.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
950128	ALC ODYSSEYWARE	08/19/2023	19,800.00		
		INST SOFTWARE LIC-SEC--ALC	01 E 610 211 000 303 406		19,800.00
09/11/2023	51449	Check	KEMPS	7,121.29	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
4733158	SUMMER MILK	08/08/2023	189.10		
		MILK-FOOD SVC--SUM FD PGR	02 E 005 770 000 709 495		189.10
4740968	SUMMER MILK	08/15/2023	44.05		
		MILK-FOOD SVC--SUM FD PGR	02 E 005 770 000 709 495		44.05
4742049	SUMMER MILK	08/15/2023	88.20		
		MILK-FOOD SVC--SUM FD PGR	02 E 005 770 000 709 495		88.20
4756555	MILK	08/25/2023	319.35		
		MILK-FOOD SVC--NSLP	02 E 005 770 000 701 495		319.35
4756562	MILK	08/25/2023	235.50		
		MILK-FOOD SVC--NSLP	02 E 005 770 000 701 495		235.50
4756566	MILK	08/25/2023	377.24		
		MILK-FOOD SVC--NSLP	02 E 005 770 000 701 495		377.24
4756571	MILK	08/25/2023	218.55		
		MILK-FOOD SVC--NSLP	02 E 005 770 000 701 495		218.55
4756573	MILK	08/25/2023	168.20		
		MILK-FOOD SVC--NSLP	02 E 005 770 000 701 495		168.20
4756576	MILK	08/25/2023	403.60		
		MILK-FOOD SVC--NSLP	02 E 005 770 000 701 495		403.60
4756579	MILK	08/25/2023	185.05		
		MILK-FOOD SVC--NSLP	02 E 005 770 000 701 495		185.05
4756585	MILK	08/25/2023	689.05		
		MILK-FOOD SVC--NSLP	02 E 005 770 000 701 495		689.05
4756599	MILK	08/29/2023	621.95		
		MILK-FOOD SVC--NSLP	02 E 005 770 000 701 495		621.95

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09/11/2023	51449	Check	KEMPS	7,121.29	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
4756607	MILK	08/29/2023	706.50	MILK-FOOD SVC--NSLP 02 E 005 770 000 701 495	706.50
4756618	MILK	08/29/2023	638.90	MILK-FOOD SVC--NSLP 02 E 005 770 000 701 495	638.90
4756635	MILK	08/29/2023	471.00	MILK-FOOD SVC--NSLP 02 E 005 770 000 701 495	471.00
4756643	MILK	08/29/2023	605.20	MILK-FOOD SVC--NSLP 02 E 005 770 000 701 495	605.20
4759336	MILK	08/29/2023	1,159.85	MILK-FOOD SVC--NSLP 02 E 005 770 000 701 495	1,159.85
09/11/2023	51450	Check	LAWSON PRODUCTS, INC	754.41	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
9310848548	MAINTENANCE SUPPLIES 1ST BLANKET PO FY 23-24	08/16/2023	297.09	REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	297.09
9310848549	MAINTENANCE SUPPLIES 1ST BLANKET PO FY 23-24	08/16/2023	22.96	REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	22.96
9310865957	MAINTENANCE SUPPLIES 1ST BLANKET PO FY 23-24	08/23/2023	434.36	REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	434.36
09/11/2023	51451	Check	LEARNING A-Z	3,952.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
6996595	RAZ-PLUS RENEWAL FOR ELL	08/17/2023	3,952.00	LIBRARY BOOKS-ELL-PR YR-TITLE III, PT A 01 E 005 205 011 417 470	3,952.00
09/11/2023	51452	Check	LENOVO UNITED STATES INC	75.39	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
6465387196	LAPTOP REPAIR	08/28/2023	75.39	INST TECH DEVICE-SEC-TECH FEES-AHS STD TECH 11 E 310 211 361 170 466	75.39

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/11/2023	51453	Check	LESSON PIX	144.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
9021	SPEECH ACCESS	08/25/2023	144.00		
	INST SOFTWARE LIC-SPEECH--STATE SPED			01 E 005 401 000 740 406	36.00
	INST SOFTWR LIC-SPEECH IMPAIRED--SPED EARLY CHILD			01 E 120 401 000 420 406	108.00
09/11/2023	51454	Check	LEXIA LEARNING SYSTEMS LLC	798.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
7026470	LETRS MATERIALS	08/27/2023	798.00		
	INDIV INST SUPPLIES-SPED AGG--STATE SPED			01 E 005 420 000 740 433	798.00
09/11/2023	51455	Check	M S H S L	2,350.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
041138	FY24 MEMBERSHIP	08/10/2023	2,350.00		
	DUES & MEMBERSHIPS-BOY/GIRL-ATHLETICS-			01 E 310 292 100 000 820	2,350.00
09/11/2023	51456	Check	MARTIN BROS DISTRIBUTING CO	80,926.09	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
1126370	FOOD & SUPPLIES	08/17/2023	1,598.04		
	FOOD-FOOD SVC--BREAKFAST			02 E 005 770 000 705 490	1,598.04
1126371	FOOD & SUPPLIES	08/17/2023	5,367.19		
	FOOD-FOOD SVC--NSLP			02 E 005 770 000 701 490	5,367.19
1126372	FOOD & SUPPLIES	08/17/2023	27.80		
	FOOD-FOOD SVC--ALA-CARTE			02 E 005 770 000 707 490	27.80
1126373	FOOD & SUPPLIES	08/17/2023	265.98		
	GEN SUPPLIES-FOOD SVC--NSLP			02 E 005 770 000 701 401	265.98
1126374	FOOD & SUPPLIES	08/17/2023	61.82		
	FOOD-FOOD SVC--BREAKFAST			02 E 005 770 000 705 490	61.82
1132338	FOOD & SUPPLIES	08/22/2023	8,736.75		
	FOOD-FOOD SVC--NSLP			02 E 005 770 000 701 490	8,736.75
1132339	FOOD & SUPPLIES	08/22/2023	486.76		
	GEN SUPPLIES-FOOD SVC--NSLP			02 E 005 770 000 701 401	486.76

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/11/2023	51456	Check	MARTIN BROS DISTRIBUTING CO	80,926.09	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1135839	FOOD & SUPPLIES	08/24/2023	637.80		
		GEN SUPPLIES-FOOD SVC--NSLP		02 E 005 770 000 701 401	186.00
		FOOD-FOOD SVC--BREAKFAST		02 E 005 770 000 705 490	451.80
1135840	FOOD & SUPPLIES	08/24/2023	2,201.37		
		FOOD-FOOD SVC--NSLP		02 E 005 770 000 701 490	2,201.37
1135841	FOOD & SUPPLIES	08/24/2023	658.33		
		FOOD-FOOD SVC--ALA-CARTE		02 E 005 770 000 707 490	658.33
1135842	FOOD & SUPPLIES	08/24/2023	78.10		
		GEN SUPPLIES-FOOD SVC--NSLP		02 E 005 770 000 701 401	78.10
1135843	FOOD & SUPPLIES	08/24/2023	588.59		
		FOOD-FOOD SVC--AFTER SCH SNACK		02 E 005 770 000 702 490	588.59
1135844	FOOD & SUPPLIES	08/24/2023	1,076.83		
		FOOD-FOOD SVC--NSLP		02 E 005 770 000 701 490	1,076.83
1135845	FOOD & SUPPLIES	08/24/2023	115.85		
		GEN SUPPLIES-FOOD SVC--NSLP		02 E 005 770 000 701 401	115.85
1135847	FOOD & SUPPLIES	08/24/2023	3,679.64		
		FOOD-FOOD SVC--BREAKFAST		02 E 005 770 000 705 490	3,679.64
1135848	FOOD & SUPPLIES	08/24/2023	429.69		
		FOOD-FOOD SVC--NSLP		02 E 005 770 000 701 490	429.69
1135849	FOOD & SUPPLIES	08/24/2023	356.82		
		FOOD-FOOD SVC--NSLP		02 E 005 770 000 701 490	356.82
1135850	FOOD & SUPPLIES	08/24/2023	1,147.00		
		FOOD-FOOD SVC--NSLP		02 E 005 770 000 701 490	1,147.00
1135851	FOOD & SUPPLIES	08/24/2023	177.15		
		FOOD-FOOD SVC--NSLP		02 E 005 770 000 701 490	177.15
1141969	FOOD & SUPPLIES	08/29/2023	13,644.38		
		FOOD-FOOD SVC--NSLP		02 E 005 770 000 701 490	13,644.38
1141970	FOOD & SUPPLIES	08/29/2023	452.20		
		FOOD-FOOD SVC--NSLP		02 E 005 770 000 701 490	452.20

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/11/2023	51456	Check	MARTIN BROS DISTRIBUTING CO	80,926.09	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1141971	FOOD & SUPPLIES	08/29/2023	2,927.68		
		FOOD-FOOD SVC--BREAKFAST		02 E 005 770 000 705 490	2,927.68
1141972	FOOD & SUPPLIES	08/29/2023	1,375.57		
		GEN SUPPLIES-FOOD SVC--NSLP		02 E 005 770 000 701 401	1,375.57
1141973	FOOD & SUPPLIES	08/29/2023	473.07		
		FOOD-FOOD SVC--ALA-CARTE		02 E 005 770 000 707 490	473.07
1141974	FOOD & SUPPLIES	08/29/2023	441.95		
		FOOD-FOOD SVC--NSLP		02 E 005 770 000 701 490	441.95
1141976	FOOD & SUPPLIES	08/29/2023	1,385.77		
		GEN SUPPLIES-FOOD SVC--NSLP		02 E 005 770 000 701 401	77.30
		FOOD-FOOD SVC--NSLP		02 E 005 770 000 701 490	1,308.47
1141977	FOOD & SUPPLIES	08/29/2023	3,252.34		
		FOOD-FOOD SVC--BREAKFAST		02 E 005 770 000 705 490	3,252.34
1141978	FOOD & SUPPLIES	08/29/2023	43.28		
		FOOD-FOOD SVC--NSLP		02 E 005 770 000 701 490	43.28
1141979	FOOD & SUPPLIES	08/29/2023	519.73		
		GEN SUPPLIES-FOOD SVC--NSLP		02 E 005 770 000 701 401	519.73
1141980	FOOD & SUPPLIES	08/29/2023	3,149.66		
		GEN SUPPLIES-FOOD SVC--NSLP		02 E 005 770 000 701 401	73.06
		FOOD-FOOD SVC--NSLP		02 E 005 770 000 701 490	1,534.05
		FOOD-FOOD SVC--BREAKFAST		02 E 005 770 000 705 490	1,542.55
1146436	FOOD & SUPPLIES	08/31/2023	8,028.43		
		FOOD-FOOD SVC--NSLP		02 E 005 770 000 701 490	8,028.43
1146437	FOOD & SUPPLIES	08/31/2023	899.36		
		FOOD-FOOD SVC--NSLP		02 E 005 770 000 701 490	899.36
1146438	FOOD & SUPPLIES	08/31/2023	174.13		
		FOOD-FOOD SVC--ALA-CARTE		02 E 005 770 000 707 490	174.13
1146439	FOOD & SUPPLIES	08/31/2023	11,145.25		
		FOOD-FOOD SVC--BREAKFAST		02 E 005 770 000 705 490	11,145.25

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09/11/2023	51456	Check	MARTIN BROS DISTRIBUTING CO	80,926.09	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1146440	FOOD & SUPPLIES	08/31/2023	491.52		
				FOOD-FOOD SVC--NSLP 02 E 005 770 000 701 490	491.52
1146441	FOOD & SUPPLIES	08/31/2023	1,731.92		
				FOOD-FOOD SVC--AFTER SCH SNACK 02 E 005 770 000 702 490	1,731.92
1146442	FOOD & SUPPLIES	08/31/2023	109.95		
				GEN SUPPLIES-FOOD SVC--NSLP 02 E 005 770 000 701 401	109.95
1146443	FOOD & SUPPLIES	08/31/2023	469.80		
				FOOD-FOOD SVC--NSLP 02 E 005 770 000 701 490	469.80
1146451	FOOD & SUPPLIES	08/31/2023	1,737.78		
				FOOD-FOOD SVC--NSLP 02 E 005 770 000 701 490	1,737.78
1146452	FOOD & SUPPLIES	08/31/2023	637.42		
				FOOD-FOOD SVC--BREAKFAST 02 E 005 770 000 705 490	637.42
1146453	FOOD & SUPPLIES	08/31/2023	25.29		
				GEN SUPPLIES-FOOD SVC--NSLP 02 E 005 770 000 701 401	25.29
1146454	FOOD & SUPPLIES	08/31/2023	118.10		
				FOOD-FOOD SVC--NSLP 02 E 005 770 000 701 490	118.10
09/11/2023	51457	Check	MINNESOTA SCHOOL BOARDS ASSOC	1,850.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
INV-05070-F6V8S4	SUMMER SEMINAR REGISTRATION	08/15/2023	420.00		
				TRAVEL CONV & CONF-SUPERINTENDENT-- 01 E 005 020 000 000 366	420.00
INV-08255-C3G6V0	SCHOOL BOARD SELF EVAL WORKSHOP	08/11/2023	1,095.00		
				FEES FOR SERVICES-SCHOOL BOARD-- 01 E 005 010 000 000 305	1,095.00
INV-08305-J8T0R5	KATIE BASKIN - SUMMER SEMINAR WALK IN	08/16/2023	335.00		
				TRAVEL CONV & CONF-PERSONNEL-- 01 E 005 160 000 000 366	335.00
09/11/2023	51458	Check	MTEEA	690.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
082923	CONFERENCE REGISTRATION - ZACH SMTIH	08/29/2023	330.00		
				TRAVEL CONV & CONF-CTE-GENERAL--CARL PERKINS 12 E 300 399 000 428 366	330.00

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09/11/2023	51458	Check	MTEEA	690.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
082923 #2	CONFERENCE REGISTRATION - RYAN STANLEY	08/29/2023	360.00		
	TRAVEL CONV & CONF-CTE-GENERAL--CARL PERKINS			12 E 300 399 000 428 366	360.00
09/11/2023	51459	Check	MYSTERY SCIENCE	395.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
232069	MEMBERSHIP FOR PI ACADEMY	08/11/2023	395.00		
	INST SOFTWARE LIC-GIFTED--GIFT/TA			01 E 005 218 000 388 406	395.00
09/11/2023	51460	Check	NASSP	385.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
9001665402	NJHS RENEWAL	07/01/2023	385.00		
	DUES & MEMBERSHIPS-EXT CUR-NAT JR HON SO-SA			88 E 210 298 007 301 820	385.00
09/11/2023	51461	Check	NEXUS-GERARD FAMILY HEALING	10,576.68	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
127675	SHANNON BREYER	07/14/2023	2,644.17		
	FED SUB AWRD<25K-TITLE I PT A--TITLE I PT A			01 E 450 216 000 401 303	2,644.17
127676	SHANNON BREYER	07/28/2023	2,644.17		
	FED SUB AWRD<25K-TITLE I PT A--TITLE I PT A			01 E 450 216 000 401 303	2,644.17
127677	SHANNON BREYER	08/11/2023	2,644.17		
	FED SUB AWRD<25K-TITLE I PT A--TITLE I PT A			01 E 450 216 000 401 303	2,644.17
127678	SHANNON BREYER	08/25/2023	2,644.17		
	FED SUB AWRD<25K-TITLE I PT A--TITLE I PT A			01 E 450 216 000 401 303	2,644.17
09/11/2023	51462	Check	OUR SAVIOR'S LUTHERAN CHURCH	4,470.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
AUGUST 2023	LEASE AGREEMENT CLC SPACE	08/01/2023	2,235.00		
	CONSULT FEE/FEEES FOR SVC-OTH COM PRG--COM ED			04 E 500 590 000 321 305	210.00
	PRIN ON LT BLDG/LAND LEASE-CAP FAC--OPER CAP			05 E 005 850 000 302 570	2,025.00
SEPTEMBER 2023	LEASE AGREEMENT CLC SPACE	09/01/2023	2,235.00		
	CONSULT FEE/FEEES FOR SVC-OTH COM PRG--COM ED			04 E 500 590 000 321 305	210.00

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09/11/2023	51462	Check	OUR SAVIOR'S LUTHERAN CHURCH	4,470.00
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u> <u>Invoice Amount</u> <u>Account</u>	<u>Amount</u>
			PRIN ON LT BLDG/LAND LEASE-CAP FAC--OPER CAP 05 E 005 850 000 302 570	2,025.00
09/11/2023	51463	Check	PAN-O-GOLD BAKING CO	871.08
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u> <u>Invoice Amount</u> <u>Account</u>	<u>Amount</u>
10007223212011	SUMMER BREAD		07/31/2023 45.75	
			FOOD-FOOD SVC--SUM FD PGR 02 E 005 770 000 709 490	45.75
10007223219009	SUMMER BREAD		08/07/2023 27.45	
			FOOD-FOOD SVC--SUM FD PGR 02 E 005 770 000 709 490	27.45
10007223226009	SUMMER BREAD		08/14/2023 15.40	
			FOOD-FOOD SVC--SUM FD PGR 02 E 005 770 000 709 490	15.40
10007223236005	BREAD		08/24/2023 275.06	
			FOOD-FOOD SVC--NSLP 02 E 005 770 000 701 490	275.06
10007223236006	BREAD		08/24/2023 142.94	
			FOOD-FOOD SVC--NSLP 02 E 005 770 000 701 490	142.94
10007223236007	BREAD		08/24/2023 142.66	
			FOOD-FOOD SVC--NSLP 02 E 005 770 000 701 490	142.66
10007223236008	BREAD		08/24/2023 142.66	
			FOOD-FOOD SVC--NSLP 02 E 005 770 000 701 490	142.66
10007223236009	BREAD		08/24/2023 79.16	
			FOOD-FOOD SVC--NSLP 02 E 005 770 000 701 490	79.16
09/11/2023	51464	Check	QUILL CORPORATION	724.17
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u> <u>Invoice Amount</u> <u>Account</u>	<u>Amount</u>
2155795	CREDIT MEMO - 3 RING VIEW BIND		08/24/2023 -17.01	
			GEN SUPPLIES-ABE--STATE ABE 04 E 500 520 000 322 401	-17.01
33922134	ABE SUPPLY ORDER		08/08/2023 253.11	
			GEN SUPPLIES-ABE--STATE ABE 04 E 500 520 000 322 401	253.11
33972280	ABE SUPPLY ORDER		08/10/2023 64.56	
			GEN SUPPLIES-ABE--STATE ABE 04 E 500 520 000 322 401	64.56

## Board Packet

AP Run: B240301 — Post Date: 2023-09-11 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount
09/11/2023	51464	Check	QUILL CORPORATION	724.17
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
34025394	ABE SUPPLY ORDER	08/14/2023	423.51	
		GEN SUPPLIES-ABE--STATE ABE	04 E 500 520 000 322 401	423.51
09/11/2023	51465	Check	RATWIK ROSZAK & MALONEY PA	7,948.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
74423	LEGAL SERVICES - JULY 2023	07/31/2023	7,948.00	
		LEGAL SERVICES-PERSONNEL--	01 E 005 160 000 000 313	7,948.00
09/11/2023	51466	Check	RESIDENCE INN MINNEAPOLIS PLYMOUTH	269.93
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
082923	HOTEL CONFERENCE STAY	08/29/2023	269.93	
		TRAVEL CONV & CONF-CTE-GENERAL--CARL PERKINS	12 E 300 399 000 428 366	269.93
09/11/2023	51467	Check	ROGUE FITNESS	1,145.85
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
11695620	WEIGHT ROOM RESOURCES	08/17/2023	1,145.85	
		GEN SUPPLIES-BOY/GIRL--APEF GRANT	01 E 310 292 000 097 401	1,145.85
09/11/2023	51468	Check	SAVVAS LEARNING COMPANY	205,837.59
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
7028477047	AHS SOCIAL STUDIES CURRICULUM	07/22/2023	179,813.81	
		TEXTBOOK & WORKBOOK-SEC--OPER CAP	05 E 005 211 000 302 460	179,813.81
7028478672	AHS SOCIAL STUDIES CURRICULUM	07/24/2023	26,023.78	
		TEXTBOOK & WORKBOOK-SEC--OPER CAP	05 E 005 211 000 302 460	26,023.78
09/11/2023	51469	Check	SCHOOL FIX CATALOG	204.96
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
544874a	PORTABLE SIGN	08/21/2023	204.96	
		GEN SUPPLIES-ELEM ED--	01 E 125 203 000 000 401	204.96

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/11/2023	51470	Check	SHERWIN WILLIAMS CO	778.34	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1663-8	DISTRICT PAINT SUPPLIES BLANKET PO FY 2023-2024	08/09/2023	138.29		
	BLDG ACQ/CONSTRUCTION-LTFM--INTER SURFACES			05 E 005 865 000 379 520	138.29
1822-0	DISTRICT PAINT SUPPLIES BLANKET PO FY 2023-2024	08/14/2023	71.88		
	BLDG ACQ/CONSTRUCTION-LTFM--INTER SURFACES			05 E 005 865 000 379 520	71.88
1844-4	DISTRICT PAINT SUPPLIES BLANKET PO FY 2023-2024	08/15/2023	133.41		
	BLDG ACQ/CONSTRUCTION-LTFM--INTER SURFACES			05 E 005 865 000 379 520	133.41
2105-9	DISTRICT PAINT SUPPLIES BLANKET PO FY 2023-2024	08/21/2023	247.59		
	BLDG ACQ/CONSTRUCTION-LTFM--INTER SURFACES			05 E 005 865 000 379 520	247.59
2235-4	DISTRICT PAINT SUPPLIES BLANKET PO FY 2023-2024	08/25/2023	187.17		
	BLDG ACQ/CONSTRUCTION-LTFM--INTER SURFACES			05 E 005 865 000 379 520	187.17
09/11/2023	51471	Check	SHI	2,630.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
B17228906	ADOBE ACROBAT PRO DC FOR TEAMS LICENSING	08/11/2023	180.00		
	NON INST SOFTWARE LIC-ECFE--ECFE			04 E 500 580 000 325 405	180.00
B17273319	ADOBE CREATIVE CLOUD	08/23/2023	2,450.00		
	INST SOFTWARE LIC-SEC--			01 E 210 211 000 000 406	2,450.00
09/11/2023	51472	Check	SOLIANT HEALTH LLC	2,962.50	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
20744891	SLP CONTRACTED SVC	08/27/2023	2,962.50		
	PMT FOR ED PURP-SPEECH--STATE SPED			01 E 005 401 000 740 394	2,962.50
09/11/2023	51473	Check	SUMMIT COMPANIES	4,361.25	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
140012224	SUMNER HOOD CLEANING	08/09/2023	716.00		
	REPAIR/MAINT-LTFM--FIRE SAFETY			05 E 005 865 000 363 350	716.00
140012225	WOODSON HOOD CLEANING	08/09/2023	638.00		
	REPAIR/MAINT-LTFM--FIRE SAFETY			05 E 005 865 000 363 350	638.00
140012270	AHS HOOD CLEANING	08/15/2023	1,045.00		
	REPAIR/MAINT-LTFM--FIRE SAFETY			05 E 005 865 000 363 350	1,045.00

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Check Date	Check Number	Payment Type	Name	Check Amount
09/11/2023	51473	Check	SUMMIT COMPANIES	4,361.25
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
140012324	NEVELN HOOD CLEANING	08/16/2023	431.25	
		REPAIR/MAINT-LTFM--FIRE SAFETY	05 E 005 865 000 363 350	431.25
140012439	ELLIS HOOD CLEANING	08/15/2023	788.00	
		REPAIR/MAINT-LTFM--FIRE SAFETY	05 E 005 865 000 363 350	788.00
140012440	HOLTON HOOD CLEANING	08/16/2023	743.00	
		REPAIR/MAINT-LTFM--FIRE SAFETY	05 E 005 865 000 363 350	743.00
09/11/2023	51474	Check	SUNBELT STAFFING	3,369.60
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
20747718	PSYCH CONTRACTED SVS - LAMMINEN	08/27/2023	3,369.60	
		PMT FOR ED PURP-SPED AGG--STATE SPED	01 E 005 420 000 740 394	3,369.60
09/11/2023	51475	Check	TEACHER CREATED MATERIALS	603.77
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
INV40332	APEF GRANT - DAVIDSON - BOOKS FOR EL CLASSROOM	08/15/2023	603.77	
		INSTRUCTL SUPPLIES-ELEM ED--APEF GRANT	01 E 145 203 000 097 430	603.77
09/11/2023	51476	Check	TRADING POST	459.02
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
3081929	INDUSTRIAL ARTS SUPPLIES	08/22/2023	469.97	
		RESALE SUP-INDUSTRIAL TECH--	01 E 210 255 000 000 621	469.97
3082025	CREDIT MEMO	08/24/2023	-10.95	
		RESALE SUP-INDUSTRIAL TECH--	01 E 210 255 000 000 621	-10.95
09/11/2023	51477	Check	USBANK- A TFS PROGRAM	3,322.11
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
509390746	23-24 COPIER LEASE ELLIS	08/25/2023	72.60	
		PRINCIPAL ON CAP LEASE-SEC--	01 E 210 211 000 000 580	72.60
509466272	23-24 PRINTER LEASES	08/27/2023	1,978.51	
		PRINCIPAL ON CAP LEASE-BUSINESS OFFICE--	01 E 005 110 000 000 580	214.34
		PRINCIPAL ON CAP LEASE-OPERATIONS--	01 E 005 810 000 000 580	139.46

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/11/2023	51477	Check	USBANK- A TFS PROGRAM	3,322.11	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
			PRINCIPAL ON CAP LEASE-ELEM ED--	01 E 185 203 000 000 580	480.22
			PRINCIPAL ON CAP LEASE-SEC--	01 E 210 211 000 000 580	182.10
			PRINCIPAL ON CAP LEASE-SEC--	01 E 310 211 000 000 580	635.89
			PRINCIPAL ON CAP LEASE-	01 E 310 710 000 000 580	204.00
			PRINCIPAL ON CAP LEASE-SEC--ALC	01 E 610 211 000 303 580	122.50
509845673	23-24 COPIER LEASES	08/31/2023		1,271.00	
			PRINCIPAL ON CAP LEASE-SUPERINTENDENT--	01 E 005 020 000 000 580	37.61
			PRINCIPAL ON CAP LEASE-ELEM ED--	01 E 105 203 000 000 580	425.75
			PRINCIPAL ON CAP LEASE-ELEM ED--	01 E 125 203 000 000 580	127.51
			PRINCIPAL ON CAP LEASE-ELEM ED--	01 E 145 203 000 000 580	425.75
			PRINCIPAL ON CAP LEASE-ELEM ED--	01 E 155 203 000 000 580	254.38
09/11/2023	51478	Check	VENTRIS LEARNING LLC	320.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
20237157	BOOKS	08/30/2023	90.00		
			GEN SUPPLIES-ELEM ED--	01 E 125 203 000 000 401	90.00
20237212	CLASSROOM MATERIALS	08/31/2023	230.00		
			INDIV INST SUPPLIES-SPED AGG--STATE SPED	01 E 005 420 000 740 433	230.00
09/11/2023	51479	Check	VIKING AUTOMATIC SPRINKLER COMPANY	510.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
1025-F293086	AHS DEMO HEADS IN WOOD SHOP	08/17/2023	510.00		
			BLDG ACQ/CONSTRUCTION-LTFM--FIRE SAFETY	05 E 005 865 000 363 520	510.00
09/11/2023	51480	Check	VIKING ELECTRIC SUPPLY	1,388.73	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
S007103150.003	ELECTRICAL SUPPLIES BLANKET PO FY 2023-2024	08/24/2023	9.03		
			REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	9.03
S007139042.001	ELECTRICAL SUPPLIES BLANKET PO FY 2023-2024	07/24/2023	13.33		
			REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	13.33

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/11/2023	51480	Check	VIKING ELECTRIC SUPPLY	1,388.73	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
S007139042.002	ELECTRICAL SUPPLIES BLANKET PO FY 2023-2024	07/24/2023	177.81		
		REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	177.81
S007150474.001	ELECTRICAL SUPPLIES BLANKET PO FY 2023-2024	07/26/2023	185.71		
		REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	185.71
S007150474.002	ELECTRICAL SUPPLIES BLANKET PO FY 2023-2024	07/26/2023	31.66		
		REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	31.66
S007183499.001	ELECTRICAL SUPPLIES BLANKET PO FY 2023-2024	08/04/2023	264.75		
		REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	264.75
S007183499.002	ELECTRICAL SUPPLIES BLANKET PO FY 2023-2024	08/08/2023	112.13		
		REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	112.13
S007209339.001	ELECTRICAL SUPPLIES BLANKET PO FY 2023-2024	08/14/2023	332.05		
		REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	332.05
S007235286.001	ELECTRICAL SUPPLIES BLANKET PO FY 2023-2024	08/21/2023	163.97		
		REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	163.97
S007235286.002	ELECTRICAL SUPPLIES BLANKET PO FY 2023-2024	08/21/2023	70.56		
		REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	70.56
S007235341.001	ELECTRICAL SUPPLIES BLANKET PO FY 2023-2024	08/21/2023	27.73		
		REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	27.73
09/11/2023	51481	Check	WL HALL CORP	15,022.60	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
12611	AHS INTERIOR SERVICES	08/18/2023	875.00		
		REPAIR/MAINT-LTFM--FIRE SAFETY		05 E 005 865 000 363 350	875.00
12612	WESTCOTT INTERIOR INSPECTIONS	08/18/2023	465.00		
		REPAIR/MAINT-LTFM--FIRE SAFETY		05 E 005 865 000 363 350	465.00
12630	WOODSON INTERIOR INSPECTIONS	08/18/2023	250.00		
		REPAIR/MAINT-LTFM--FIRE SAFETY		05 E 005 865 000 363 350	250.00
12687	AHS INTERIOR INSPECTIONS	08/24/2023	3,560.10		
		REPAIR/MAINT-LTFM--FIRE SAFETY		05 E 005 865 000 363 350	3,560.10

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Check Date	Check Number	Payment Type	Name	Check Amount
09/11/2023	51481	Check	WL HALL CORP	15,022.60

Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
12688	BANFIELD INTERIOR INSPECTIONS	08/24/2023	250.00		
		REPAIR/MAINT-LTFM--FIRE SAFETY		05 E 005 865 000 363 350	250.00
12689	ELLIS INTERIORS SERVICES	08/24/2023	1,085.00		
		REPAIR/MAINT-LTFM--FIRE SAFETY		05 E 005 865 000 363 350	1,085.00
12690	ELLIS INTERIOR INSPECTIONS	08/24/2023	1,785.00		
		REPAIR/MAINT-LTFM--FIRE SAFETY		05 E 005 865 000 363 350	1,785.00
12691	IJ HOLTEN INTERIORS SERVICE	08/24/2023	5,005.00		
		REPAIR/MAINT-LTFM--FIRE SAFETY		05 E 005 865 000 363 350	5,005.00
12692	IJ HOLTEN INTERIOR INSPECTIONS	08/24/2023	1,115.00		
		REPAIR/MAINT-LTFM--FIRE SAFETY		05 E 005 865 000 363 350	1,115.00
12694	SOUTHGATE INTERIORS SERVICE	08/24/2023	382.50		
		REPAIR/MAINT-LTFM--FIRE SAFETY		05 E 005 865 000 363 350	382.50
12695	SOUTHGATE COIL DOOR	08/24/2023	250.00		
		REPAIR/MAINT-LTFM--FIRE SAFETY		05 E 005 865 000 363 350	250.00

09/11/2023	51482	Check	ZUMBRO EDUCATION DISTRICT	600.00
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Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
3603	MONTHLY DIRECTOR MEETINGS AND CONFERENCE REGISTRATION	08/15/2023	600.00		
		TRAVEL CONV & CONF-SPED AGG-PRO DEV-IDEA-611		01 E 005 420 640 419 366	600.00

**Total: \$427,006.44**

### B240301 Summary

Type	Count	Amount
Regular	51	427,006.44
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>51</b>	<b>\$427,006.44</b>

## Board Packet

AP Run: B231305 — Post Date: 2023-09-11 — AP Run Type: R

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/11/2023	51431	Check	MK MUSIC REPAIR	25.20	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
30026	INSTRUMENT REPAIR/SUPPLIES	06/29/2023	25.20		
		REPAIR & MAINT SVCS-MUSIC--		01 E 210 258 000 000 350	25.20
<b>Total:</b>					<b>\$25.20</b>

### B231305 Summary

Type	Count	Amount
Regular	1	25.20
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>1</b>	<b>\$25.20</b>

## Board Packet

AP Run: VRB231304 — Post Date: 2023-09-05 — AP Run Type: V

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
09/05/2023	51317	Check	SMEC	-261,264.16	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1905	FY23 ALC, TARGETED SERVICES, CREDIT RECOVERY	06/30/2023	-239,773.15		
				01 E 998 211 000 000 393	-239,773.15
1926	FY23 RESET ACCESS FEE	06/30/2023	-21,491.01		
				01 E 998 400 000 000 820	-21,491.01
<b>Total:</b>					<b>-\$261,264.16</b>

### VRB231304 Summary

Type	Count	Amount
Regular	1	-261,264.16
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>1</b>	<b>-\$261,264.16</b>

## Board Packet

AP Run: VR231304 — Post Date: 2023-09-05 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
09/05/2023	51483	Check	SMEC	247,117.59	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1905	FY23 ALC, TARGETED SERVICES, CREDIT RECOVERY	06/30/2023	225,626.58		
				SPED CONTRACT SVCS FOR PUPILS-SEC-- 01 E 998 211 000 000 393	225,626.58
1926	FY23 RESET ACCESS FEE	06/30/2023	21,491.01		
				ACCESS FEE-GEN SPED--- 01 E 998 400 000 000 820	21,491.01
<b>Total:</b>					<b>\$247,117.59</b>

### VR231304 Summary

Type	Count	Amount
Regular	1	247,117.59
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>1</b>	<b>\$247,117.59</b>

## Board Packet

AP Run: VR090523 — Post Date: 2023-09-05 — AP Run Type: V

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount		
09/05/2023	48069	Check	NATIONAL COUNCIL OF TEACHERS	-504.11		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
3126852	INSTRUCTIONAL		08/29/2022	-504.11		
			INSTRUCTL SUPPLIES-ELEM ED--		01 E 185 203 000 000 430	-504.11
09/05/2023	48431	Check	WCEPS	-78.00		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
44984	KINDERGARTEN SCREENING RESPONSE BOOKLETS		09/28/2022	-78.00		
			TESTS-ELL--TITLE III, PT A		01 E 005 205 000 417 461	-78.00
09/05/2023	50112	Check	LEADING EDGE FUNDRAISING	-3,956.00		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
041123	SOFTBALL FUNDRAISER		04/11/2023	-3,956.00		
			COST OF MAT SOLD-GIRLS ATHL-SOFTBALL		66 R 310 296 115 000 619	-3,956.00
<b>Total:</b>						<b>-\$4,538.11</b>

### VR090523 Summary

Type	Count	Amount
Regular	3	-4,538.11
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>3</b>	<b>-\$4,538.11</b>

## Board Packet

AP Run: VR090523 — Post Date: 2023-09-05 — AP Run Type: R

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Check Date	Check Number	Payment Type	Name	Check Amount		
09/05/2023	51484	Check	LEADING EDGE FUNDRAISING	3,956.00		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
041123	SOFTBALL FUNDRAISER		04/11/2023	3,956.00		
			COST OF MAT SOLD-GIRLS ATHL-SOFTBALL		66 R 310 296 115 000 619	3,956.00
09/05/2023	51485	Check	NATIONAL COUNCIL OF TEACHERS	504.11		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
3126852	INSTRUCTIONAL		06/26/2023	504.11		
			INSTRUCTL SUPPLIES-ELEM ED--		01 E 185 203 000 000 430	504.11
09/05/2023	51486	Check	WCEPS	78.00		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
44984	KINDERGARTEN SCREENING RESPONSE BOOKLETS		09/28/2022	78.00		
			TESTS-ELL--TITLE III, PT A		01 E 005 205 000 417 461	78.00
<b>Total:</b>						<b>\$4,538.11</b>

### VR090523 Summary

Type	Count	Amount
Regular	3	4,538.11
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>3</b>	<b>\$4,538.11</b>

# Board Packet

AP Run: VR090723 — Post Date: 2023-09-05 — AP Run Type: V

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount		
09/05/2023	51485	Check	NATIONAL COUNCIL OF TEACHERS	-504.11		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
3126852	INSTRUCTIONAL		06/26/2023	-504.11		
			INSTRUCTL SUPPLIES-ELEM ED--		01 E 185 203 000 000 430	-504.11
<b>Total:</b>						<b>-\$504.11</b>

### VR090723 Summary

Type	Count	Amount
Regular	1	-504.11
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>1</b>	<b>-\$504.11</b>

## Board Packet

AP Run: VR090723 — Post Date: 2023-09-05 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
09/05/2023	51487	Check	NATIONAL COUNCIL OF TEACHERS OF MATHEMATICS	504.11	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
3126852	INSTRUCTIONAL	06/26/2023	504.11		
		INSTRUCTL SUPPLIES-ELEM ED--		01 E 185 203 000 000 430	504.11
<b>Total:</b>					<b>\$504.11</b>

### VR090723 Summary

Type	Count	Amount
Regular	1	504.11
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>1</b>	<b>\$504.11</b>

## Board Packet

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### Summary by Fund

Austin Public Schools ISD 492

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<b>Fund</b>	<b>Total</b>
01 - GENERAL FUND	1,272,042.00
02 - FOOD SERVICE FUND	97,411.34
04 - COMMUNITY SERVICE	29,479.99
05 - CAPITAL EXPENDITURES	403,585.10
06 - BUILDING CONST	2,983.48
11 - SITE & CO-CURRICULAR	3,528.25
12 - AUSTIN AREA CONSORTIUM	1,099.93
66 - ATHLETICS	6,071.75
88 - STUDENT ACTIVITY	947.55
	<hr/>
	<b>\$1,817,149.39</b>

INDEPENDENT SCHOOL DISTRICT NO. 492 - AUSTIN  
APRIL 2023 TREASURER'S REPORT

	BALANCE BEGINNING OF MONTH	DEBITS	CREDITS	BALANCE END OF MONTH
<b>TREASURER'S BOOKS</b>				
<b>CASH</b>				
01 GENERAL FUND	(1,679,734.41)	8,972,358.54	7,071,661.30	220,962.83
05 CAPITAL OUTLAY	(819,413.36)	7,066.17	75,580.04	(887,927.23)
11 SITE AND COCURRICULAR	655,607.82	23,154.21	20,676.32	658,085.71
12 AUSTIN AREA CONSORTIUM	(43,997.75)	0.00	5,697.27	(49,695.02)
66 ATHLETICS	120,502.10	6,861.55	8,438.13	118,925.52
88 ACTIVITY FUND	195,937.77	4,448.57	1,372.80	199,013.54
02 FOOD SERVICE	1,276,428.61	346,818.82	263,757.95	1,359,489.48
04 COMMUNITY SERVICE	867,392.50	133,571.31	210,454.43	790,509.38
06 CONSTRUCTION FUNDS	(866.48)	254.61	30,712.80	(31,324.67)
07 DEBT SERVICE	711,403.87	0.00	500.00	710,903.87
08 TRUST FUND	47,175.26	0.00	0.00	47,175.26
18 CUSTODIAL FUNDS	0.00	2,533.74	0.00	2,533.74
20 INTERNAL SERVICE FUND	5,711,525.48	916,728.36	1,109,524.12	5,518,729.72
<b>TOTAL CASH</b>	<b>7,041,961.41</b>	<b>10,413,795.88</b>	<b>8,798,375.16</b>	<b>8,657,382.13</b>
<b>01 CASHIER'S OFFICE PETTY CASH</b>	<b>3,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,000.00</b>
05 CERTIFICATES OF PURCHASE - US BANK	456.59	1.68	0.00	458.27
06 LEASE PURCHASE - OLD NATIONAL BANK	0.00	0.00	0.00	0.00
06 CERTIFICATES OF PURCHASE - US BANK	(510.10)	0.00	0.00	(510.10)
06 CERT OF PURCHASE - IMC PROJECT	95,238.67	323.68	0.00	95,562.35
<b>INVESTMENTS</b>				
01 OPERATING INVESTMENTS - MN TRUST	7,522,225.48	710.12	0.00	7,522,935.60
01 SCHOLARSHIP INVESTMENTS	13,387.34	2.76	0.00	13,390.10
06 FACILITIES MAINTENANCE INVESTMENTS	(684.98)	7.20	0.00	(677.78)
06 CAPITAL FACILITIES INVESTMENTS	81.79	0.30	0.00	82.09
08 SCHOLARSHIP TRUST INVESTMENTS	58,589.24	6.43	0.00	58,595.67
45 OPEB TRUST INVESTMENTS	49,848.55	199.58	0.00	49,848.13
88 ACTIVITY FUND	20,000.00	0.00	0.00	20,000.00
<b>TOTAL INVESTMENTS</b>	<b>7,663,247.42</b>	<b>926.39</b>	<b>0.00</b>	<b>7,664,173.81</b>
<b>GRAND TOTAL PER TREASURER'S BOOKS</b>	<b>14,803,393.99</b>	<b>10,415,047.63</b>	<b>8,798,375.16</b>	<b>16,420,066.46</b>

BANK ACCOUNTS	BALANCE PER BANK STATEMENT	OUTSTANDING CHECKS	DEPOSITS NOT SHOWN ON BANK STATEMENT	OTHER RECONCILING ITEMS	BALANCE PER TREASURER'S BOOKS
BREMER - SAVINGS	649,848.75	0.00	0.00	0.00	649,848.75
BREMER - MAIN	2,138,974.45	(1,412,985.58)	10,055.81	(106.62)	735,938.06
BREMER - FINANCE & PAYROLL	0.00	0.00	0.00	0.00	0.00
MSDLAF+ Liquid Class	2.29	0.00	0.00	0.00	2.29
MSDLAF+ MAX Class	5,740,333.23	0.00	0.00	0.00	5,740,333.23
MN TRUST OPERATING ACCOUNT	1,467,040.02	0.00	0.00	0.00	1,467,040.02
MN TRUST CAPITAL FACILITY BONDS 2018A	63,532.16	0.00	0.00	0.00	63,532.16
MN TRUST FACILITY MAINT BONDS 2021A	687.62	0.00	0.00	0.00	687.62
CASHIER'S OFFICE PETTY CASH	3,000.00	0.00	0.00	0.00	3,000.00
CERTIFICATES OF PURCHASE - US BANK	458.27	0.00	0.00	0.00	458.27
CERTIFICATES OF PURCHASE - US BANK	(510.10)	0.00	0.00	0.00	(510.10)
CERTIFICATES OF PURCHASE - US BANK	95,562.35	0.00	0.00	0.00	95,562.35
OPERATING INVESTMENTS - MN TRUST	7,522,935.60	0.00	0.00	0.00	7,522,935.60
SCHOLARSHIP INVESTMENTS	13,390.10	0.00	0.00	0.00	13,390.10
FACILITIES MAINTENANCE INVESTMENTS	(677.78)	0.00	0.00	0.00	(677.78)
CAPITAL FACILITIES INVESTMENTS	82.09	0.00	0.00	0.00	82.09
SCHOLARSHIP TRUST INVESTMENTS	58,595.67	0.00	0.00	0.00	58,595.67
OPEB TRUST INVESTMENTS	49,848.13	0.00	0.00	0.00	49,848.13
ACTIVITY FUND	20,000.00	0.00	0.00	0.00	20,000.00
<b>BALANCE</b>	<b>17,823,102.85</b>	<b>(1,412,985.58)</b>	<b>10,055.81</b>	<b>(106.62)</b>	<b>16,420,066.46</b>

RECONCILIATION OF TREASURER'S BALANCE WITH BANK

(0.00)

**INDEPENDENT SCHOOL DISTRICT NO. 492 - AUSTIN  
MAY 2023 TREASURER'S REPORT**

	<b>BALANCE BEGINNING OF MONTH</b>	<b>DEBITS</b>	<b>CREDITS</b>	<b>BALANCE END OF MONTH</b>
<b>TREASURER'S BOOKS</b>				
<b>CASH</b>				
01 GENERAL FUND	220,962.83	10,868,065.50	9,585,905.59	1,503,122.74
05 CAPITAL OUTLAY	(887,927.23)	568,246.07	350,407.14	(670,088.30)
11 SITE AND COCURRICULAR	658,085.71	33,244.62	45,830.29	645,500.04
12 AUSTIN AREA CONSORTIUM	(49,695.02)	0.00	358.04	(50,053.06)
66 ATHLETICS	118,925.52	4,811.04	17,620.52	106,116.04
88 ACTIVITY FUND	199,013.54	18,205.51	15,402.23	201,816.82
02 FOOD SERVICE	1,359,489.48	427,461.68	395,390.10	1,391,561.06
04 COMMUNITY SERVICE	790,509.38	348,888.32	227,976.62	911,421.08
06 CONSTRUCTION FUNDS	(31,324.67)	205,718.23	84,186.09	90,207.47
07 DEBT SERVICE	710,903.87	34,358.31	0.00	745,262.18
08 TRUST FUND	47,175.26	0.00	0.00	47,175.26
18 CUSTODIAL FUNDS	2,533.74	0.00	2,533.74	0.00
20 INTERNAL SERVICE FUND	5,518,729.72	995,424.68	896,775.63	5,617,378.77
<b>TOTAL CASH</b>	<b>8,657,382.13</b>	<b>13,504,423.96</b>	<b>11,622,385.99</b>	<b>10,539,420.10</b>
01 CASHIER'S OFFICE PETTY CASH	3,000.00	0.00	0.00	3,000.00
05 CERTIFICATES OF PURCHASE - US BANK	458.27	1.72	0.00	459.99
06 LEASE PURCHASE - OLD NATIONAL BANK	0.00	0.00	0.00	0.00
06 CERTIFICATES OF PURCHASE - US BANK	(510.10)	0.00	0.00	(510.10)
06 CERT OF PURCHASE - IMC PROJECT	95,562.35	332.50	0.00	95,894.85
<b>INVESTMENTS</b>				
01 OPERATING INVESTMENTS - MN TRUST	7,522,935.60	1,393,269.09	0.00	8,916,204.69
01 SCHOLARSHIP INVESTMENTS	13,390.10	2.84	0.00	13,392.94
06 FACILITIES MAINTENANCE INVESTMENTS	(677.78)	7.71	0.00	(670.07)
06 CAPITAL FACILITIES INVESTMENTS	82.09	0.31	0.00	82.40
08 SCHOLARSHIP TRUST INVESTMENTS	58,595.67	6.65	0.00	58,602.32
45 OPEB TRUST INVESTMENTS	49,848.13	211.56	0.00	50,059.69
88 ACTIVITY FUND	20,000.00	0.00	0.00	20,000.00
<b>TOTAL INVESTMENTS</b>	<b>7,664,173.81</b>	<b>1,393,498.16</b>	<b>0.00</b>	<b>9,057,671.97</b>
<b>GRAND TOTAL PER TREASURER'S BOOKS</b>	<b>16,420,066.46</b>	<b>14,898,256.34</b>	<b>11,622,385.99</b>	<b>19,695,936.81</b>

<b>BANK ACCOUNTS</b>	<b>BALANCE PER BANK STATEMENT</b>	<b>OUTSTANDING CHECKS</b>	<b>DEPOSITS NOT SHOWN ON BANK STATEMENT</b>	<b>OTHER RECONCILING ITEMS</b>	<b>BALANCE PER TREASURER'S BOOKS</b>
BREMER - SAVINGS	805,078.18	0.00	0.00	0.00	805,078.18
BREMER - MAIN	1,274,095.21	(703,993.11)	20,318.70	(432.61)	589,988.19
BREMER - FINANCE & PAYROLL	0.00	0.00	0.00	0.00	0.00
MSDLAF+ Liquid Class	2.30	0.00	0.00	0.00	2.30
MSDLAF+ MAX Class	6,477,307.98	0.00	0.00	0.00	6,477,307.98
MN TRUST OPERATING ACCOUNT	2,602,552.08	0.00	0.00	0.00	2,602,552.08
MN TRUST CAPITAL FACILITY BONDS 2018A	63,800.96	0.00	0.00	0.00	63,800.96
MN TRUST FACILITY MAINT BONDS 2021A	690.41	0.00	0.00	0.00	690.41
CASHIER'S OFFICE PETTY CASH	3,000.00	0.00	0.00	0.00	3,000.00
CERTIFICATES OF PURCHASE - US BANK	459.99	0.00	0.00	0.00	459.99
CERTIFICATES OF PURCHASE - US BANK	(510.10)	0.00	0.00	0.00	(510.10)
CERTIFICATES OF PURCHASE - US BANK	95,894.85	0.00	0.00	0.00	95,894.85
OPERATING INVESTMENTS - MN TRUST	8,916,204.69	0.00	0.00	0.00	8,916,204.69
SCHOLARSHIP INVESTMENTS	13,392.94	0.00	0.00	0.00	13,392.94
FACILITIES MAINTENANCE INVESTMENTS	(670.07)	0.00	0.00	0.00	(670.07)
CAPITAL FACILITIES INVESTMENTS	82.40	0.00	0.00	0.00	82.40
SCHOLARSHIP TRUST INVESTMENTS	58,602.32	0.00	0.00	0.00	58,602.32
OPEB TRUST INVESTMENTS	50,059.69	0.00	0.00	0.00	50,059.69
ACTIVITY FUND	20,000.00	0.00	0.00	0.00	20,000.00
<b>BALANCE</b>	<b>20,380,043.83</b>	<b>(703,993.11)</b>	<b>20,318.70</b>	<b>(432.61)</b>	<b>19,695,936.81</b>

RECONCILIATION OF TREASURER'S BALANCE WITH BANK

(0.00)

INDEPENDENT SCHOOL DISTRICT NO. 492 - AUSTIN  
JUNE 2023 TREASURER'S REPORT

	BALANCE BEGINNING OF MONTH	DEBITS	CREDITS	BALANCE END OF MONTH
<b>TREASURER'S BOOKS</b>				
<b>CASH</b>				
01 GENERAL FUND	1,503,122.74	8,754,868.42	14,653,977.87	(4,395,986.71)
05 CAPITAL OUTLAY	(670,088.30)	1,886,013.55	86,989.34	1,128,935.91
11 SITE AND COCURRICULAR	645,500.04	24,607.66	36,650.54	633,457.16
12 AUSTIN AREA CONSORTIUM	(50,053.06)	0.00	18,683.46	(68,736.52)
66 ATHLETICS	106,116.04	7,070.89	5,044.53	108,142.40
88 ACTIVITY FUND	201,816.82	5,672.31	5,114.10	202,375.03
02 FOOD SERVICE	1,391,561.06	308,721.19	272,793.13	1,427,489.12
04 COMMUNITY SERVICE	911,421.08	378,884.03	285,685.26	1,004,619.85
06 CONSTRUCTION FUNDS	90,207.47	265.22	13,745.00	76,727.69
07 DEBT SERVICE	745,262.18	1,212,149.84	54,607.87	1,902,804.15
08 TRUST FUND	47,175.26	86.31	0.00	47,261.57
18 CUSTODIAL FUNDS	0.00	0.00	0.00	0.00
20 INTERNAL SERVICE FUND	5,617,378.77	1,870,922.33	1,215,471.24	6,272,829.86
<b>TOTAL CASH</b>	<b>10,539,420.10</b>	<b>14,449,261.75</b>	<b>16,648,762.34</b>	<b>8,339,919.51</b>
<b>01 CASHIER'S OFFICE PETTY CASH</b>	<b>3,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,000.00</b>
05 CERTIFICATES OF PURCHASE - US BANK	459.99	1.88	0.00	461.87
06 LEASE PURCHASE - OLD NATIONAL BANK	0.00	0.00	0.00	0.00
06 CERTIFICATES OF PURCHASE - US BANK	(510.10)	0.00	0.00	(510.10)
06 CERT OF PURCHASE - IMC PROJECT	95,894.85	363.72	0.00	96,258.57
<b>INVESTMENTS</b>				
01 OPERATING INVESTMENTS - MN TRUST	8,916,204.69	6,773.07	0.00	8,922,977.76
01 SCHOLARSHIP INVESTMENTS	13,392.94	2.75	0.00	13,395.69
06 FACILITIES MAINTENANCE INVESTMENTS	(670.07)	7.50	0.00	(662.57)
06 CAPITAL FACILITIES INVESTMENTS	82.40	0.30	0.00	82.70
08 SCHOLARSHIP TRUST INVESTMENTS	58,602.32	3,162.68	0.00	61,765.00
45 OPEB TRUST INVESTMENTS	50,059.69	207.45	0.00	50,267.14
88 ACTIVITY FUND	20,000.00	0.00	0.00	20,000.00
<b>TOTAL INVESTMENTS</b>	<b>9,057,671.97</b>	<b>10,153.75</b>	<b>0.00</b>	<b>9,067,825.72</b>
<b>GRAND TOTAL PER TREASURER'S BOOKS</b>	<b>19,695,936.81</b>	<b>14,459,781.10</b>	<b>16,648,762.34</b>	<b>17,506,955.57</b>

BANK ACCOUNTS	BALANCE PER BANK STATEMENT	OUTSTANDING CHECKS	DEPOSITS NOT SHOWN ON BANK STATEMENT	OTHER RECONCILING ITEMS	BALANCE PER TREASURER'S BOOKS
BREMER - SAVINGS	806,236.17	0.00	0.00	0.00	806,236.17
BREMER - MAIN	1,414,066.51	(985,485.20)	3,661.17	962.69	433,205.17
BREMER - FINANCE & PAYROLL	0.00	0.00	0.00	0.00	0.00
MSDLAF+ Liquid Class	2.31	0.00	0.00	0.00	2.31
MSDLAF+ MAX Class	1,677,509.53	0.00	0.00	0.00	1,677,509.53
MN TRUST OPERATING ACCOUNT	5,358,209.74	0.00	0.00	0.00	5,358,209.74
MN TRUST CAPITAL FACILITY BONDS 2018A	64,063.45	0.00	0.00	0.00	64,063.45
MN TRUST FACILITY MAINT BONDS 2021A	693.14	0.00	0.00	0.00	693.14
CASHIER'S OFFICE PETTY CASH	3,000.00	0.00	0.00	0.00	3,000.00
CERTIFICATES OF PURCHASE - US BANK	461.87	0.00	0.00	0.00	461.87
CERTIFICATES OF PURCHASE - US BANK	(510.10)	0.00	0.00	0.00	(510.10)
CERTIFICATES OF PURCHASE - US BANK	96,258.57	0.00	0.00	0.00	96,258.57
OPERATING INVESTMENTS - MN TRUST	8,922,977.76	0.00	0.00	0.00	8,922,977.76
SCHOLARSHIP INVESTMENTS	13,395.69	0.00	0.00	0.00	13,395.69
FACILITIES MAINTENANCE INVESTMENTS	(662.57)	0.00	0.00	0.00	(662.57)
CAPITAL FACILITIES INVESTMENTS	82.70	0.00	0.00	0.00	82.70
SCHOLARSHIP TRUST INVESTMENTS	61,765.00	0.00	0.00	0.00	61,765.00
OPEB TRUST INVESTMENTS	50,267.14	0.00	0.00	0.00	50,267.14
ACTIVITY FUND	20,000.00	0.00	0.00	0.00	20,000.00
<b>BALANCE</b>	<b>18,487,816.91</b>	<b>(985,485.20)</b>	<b>3,661.17</b>	<b>962.69</b>	<b>17,506,955.57</b>

RECONCILIATION OF TREASURER'S BALANCE WITH BANK

(0.00)



**DATE:** 9/11/23

**TITLE:** Special Services Department Update

**TYPE:** Information

**PRESENTER(S):** Sheri Willrodt, Executive Director of Special Services

**BACKGROUND:**

The Special Services Department includes oversight of the following:

- Special Education Services
- School Health Services
- Student Support Professionals (School Counselors, School Social Workers, School Psychologists)
- Mental Health Supervision and Supports (internal and external)
- Oversight of education at Nexus Gerard's New Dominion School
- Oversight of education at the Austin Albert Lea Area Special Education Cooperative (AALASEC)

**Support and resources to ensure a safe and welcoming learning environment**

- We continue to have several paraprofessional positions open across the district at Oakland, AHS, Ellis, Holton, Banfield, Woodson, and the CLC (please spread the word about this awesome opportunity—para educators make an incredible impact on the students they serve!)
- We are working on procedures to support the new Non-Exclusionary Discipline legislation, including reentry plans and strategies for supporting students without excluding.

**Packer Profile for all learners**

- We have worked with the Austin Community Recreation Center to provide access for the students in our 18-21 Transition Program to practice accessing community recreational activities to enhance work on their transition goals. These students start their day at Riverland Community College (breakfast in the cafeteria with their peers followed by transition lessons in a college classroom), then go to a community work site, followed by lunch and more transition lessons at our On Track Work Experience lab. They then end their day at the Rec Center, Public Library, or another community venue.

**District-wide multi-tiered systems of support for all learners**

- Representatives of Building Level School Leadership Teams (SLT) attended a training called "Organizaing Your School Leadership Team for Success" sponsored by the Minnesota Department of Education and the Center for Applied Research and Educational Improvement. This is part of our Multi-Tiered Systems and Supports (MTSS) work across the district. The training was well received. Next up: additional professional development for our Supplemental Support Teams (SST) and Intensive Support Teams (IST).
- Elementary Student Support Professionals are supporting buildings in the continued implementation of common components of Zones of Regulation. They are also continuing to work to align Social Emotional Learning Curriculum K-4 for a consistent district experience.

**Excellence in Resource Management**

- We are doing some reorganizing in our Third Party Billing Team due to staff movement. We have also provided training in Third Party Billing to our new virtual providers in order to capitalize on this revenue stream.



**DATE:** September 2023

**TITLE:** Academics and Administrative Services

**TYPE:** Information

**PRESENTER(S):** Katie Baskin, Executive Director of Academics and Administrative Services

**BACKGROUND:**

The Office of Teaching and Learning oversees curriculum, instruction, staff development, and Federal Title programs for the district.

The Human Resources Office is responsible for employee recruitment and orientation, contract negotiations for all bargaining units, employee relations, student and employee data practices, and staffing with building/program administrators.

**Support and resources to ensure a safe and welcoming learning environment**

- On-boarding: APS welcomed 43 new teachers. We hosted summer onboarding sessions to help get them connected to technology and resources over the summer. We hosted 3 days of orientation to set them up for success including time with district staff sharing about district priorities and time at their building sites with principals, instructional coaches, and tech integrationists.
- Safe and Welcoming Schools: The District Team revised planning and next step meetings with community agencies and district staff to solidify a district reunification site during crisis situations

**Packer Profile for all learners**

- 9<sup>th</sup> graders and guardians were on-boarded in August to the plans and expectations with the Packer Profile. As a graduation requirement students will have various milestones and experiences throughout their high school career to support their design of individual Packer Portfolios that students will use in their post-high school careers.

**District-wide multi-tiered systems of support for all learners**

- MTSS Linked Teams
  - School Leadership Teams worked with a team from MDE to learn about effective teams and begin the evaluation of their school systems and processes regarding infrastructure for continuous improvement, family and community engagement, multi-layered practices and supports, assessment, and data-based decision making.
  - The District MTSS Team will be meeting with MDE in September to assess their action plan for the school year and continue the design of the district MTSS Handbook. This book will be used to guide all teams in MTSS process and function within APS.
- Curriculum Implementation
  - Curriculum purchases for 7-8 Science and 5, 7-12 Social Studies was completed over the summer. These teams spent time working on scope and sequence, pacing guides, and unit planning. This work will continue into the school year as they continue to learn about and implement new standards in these subject areas.
  - K-5 and 9-12 Science will be working through the process of adopting new standards and curriculum purchases this year.

- Gifted and Talented: Over the summer the GT program continued their work with CAREI on program definition, identification processes, and theory of change. Program definition will be finalized at the September WBWF meeting. The gifted and talented staff will operationalize identification process findings from the GT Program Review this school year in preparation for implementation during the 2024-25 school year.
- READ Act: The Science of Reading and the Read Act presentations were delivered at all buildings by building leaders and Teaching and Learning staff. Great feedback was received and many meaningful conversations were had as we plan to move towards structured literacy instruction and operationalize how we support readers who are not proficient at every level of the district

#### **Excellence in Resource Management**

- Curriculum Writing: Staff in APS with new curriculum and standards engaged in curriculum writing during June – August. The processes were supported by administrators and the Office of Teaching and Learning. Products such as unit plans, standards alignment and scope and sequence documents, were submitted and shared within the respective departments.



**DATE:** September 11, 2023

**TITLE:** Finance & Operations

**TYPE:** Information

**PRESENTER:** Andrew Adams, Executive Director of Finance & Operations

The following is my inaugural, and final department report to the School Board and stakeholders of Austin Public Schools. It has been my privilege to serve the community of Austin and this wonderful school system. Thank you for making Austin home these last two years. I will miss Austin Public Schools and the people who make it a fantastic place to work.

*-Andrew*

#### **BACKGROUND:**

The Finance Department includes payroll, employee benefits, accounts payable, accounts receivable, accounting and fixed asset management.

The Executive Director of Finance and Operations also oversees Facility Services, Food & Nutrition Services and Transportation Services.

#### **Support and resources to ensure a safe and welcoming learning environment**

- Safe and Welcoming Schools:
  - Palmer Transportation hosted a back to school training for all staff on August 15, 2023. I was asked to welcome them back and share updates on the strategic plan and how they fit into the design. The message was simple:

“Bus Drivers are the first and last line of contact with over half of our students each and every day. Smile, welcome them, and start both of your days off on a good note. It is the first chance for a student to have a meaningful interaction with a caring adult. Don’t underestimate the meaning that can have on a child in need of a safe and welcoming space each and every day.”
  - Food & Nutrition Services Director Tanner Lange hosted his first back to school in-service on August 16, 2023 at AHS. I was invited to welcome staff back and talk to them about the strategic plan and how they fit into the design. The message was similar with a focus on service in our lunch rooms, interactions with students, and ensuring grace and dignity be afforded our students above all. Yet another chance for our students to have a positive, meaningful interaction with caring adults.

- Facilities Services held a spring team meeting on April 6, 2023. Human Resources and I were invited to share a similar message with our custodial and maintenance staff. I wrapped up my message with a heartfelt story of my father and the impact he had on hundreds of learners. He was the Maintenance Supervisor providing 12 years of service to my hometown school in North Dakota.

### **Packer Profile for all learners**

- The Departments continues to collaborate with colleagues across the District to better learn how we can support the work. The 2023-24 school year is foundational to ensuring the vision of the Packer Profile is implemented and adjusted to achieve success with this year's incoming freshmen.

### **District-wide multi-tiered systems of support for all learners**

- The Departments continue to collaborate with Teaching & Learning, Special Services, and building Administration to support and learn about MTSS and the impact it will have on student success.

### **Excellence in Resource Management**

- Fund Balance Management
  - The team has worked diligently over the summer to close out year end as of June 30, 2023. At the same time, we are working on preparing for the audit that will be conducted by the independent audit firm, Clifton Larson Allen. The audit will take place the week of October 16, 2023.
  - We continue to follow state guidance issued on a regular cadence regarding the legislative session and its impacts on finance and operations.
  - We collaborate and engage building leaders and staff on budget changes and the "WHY" as we look toward the impacts of negotiations, state funding, and adjustments needed to keep us financially sound for years to come.
  - We look forward to the board considering ratification of agreements tonight.
- Facilities Planning
  - Facilities Committee had its first meeting of the 2023-24 school year on August 21, 2023. The committee received updates from Facilities Services on summer projects, ISG on the facilities planning process and next steps, and Ameresco on energy efficiency grants. The committee is engaged and committed to the work that will be laid out in future meetings to help steer the future of facilities here at Austin Public Schools.



**DATE:** 9/11/2023

**TITLE:** Technology Services

**TYPE:** Information

**PRESENTER(S):** Amy Thuesen, Director of Technology

**BACKGROUND:**

Technology Services designs, implements, and supports the technology infrastructure and resources in this district. This includes: network and communications, hardware and software, and technology training and integration.

**Technology Advisory Team**

- The first meeting of the APS Technology Advisory Team was held on September 5 and welcomed a variety of district, community, and student representatives. Over this year, the goal of the team is to provide input and guidance on the 5-Year Technology Plan as well as more short term topics such as developmentally appropriate technology use and classroom instructional technology supports.

**Support and resources to ensure a safe and welcoming learning environment**

- Tech Services is continuing its work with the Minnesota branch of the Cybersecurity and Infrastructure Security Agency (CISA.) We have completed two resiliency reviews and will be using the results to improve the readiness of our network infrastructure for possible future cyberattacks.
- With the support of Technology Coaches and building leaders, our office deployed 3500 student laptops to grade 5-12 students and 140 new staff laptops that were on replacement cycle for AHS and its associated site employees.
- Technology Coaches worked with the Andrea Malo and Sheila Berger from the Office of Teaching and Learning to develop a summer protocol and year-long scope and sequence of instructional technology support to new-to-district teachers.

**Packer Profile for all learners**

- District Technology Coaches worked with teachers in all buildings to guide technology use in the classroom that provides safe, meaningful, and grade-level-appropriate learning experiences.
- The AHS Tech Coach is working closely with the Packer Profile Coordinator as year 1 of implementation begins with this year's 9<sup>th</sup> graders.
- Over the summer the Tech Services office readied 4700 laptops, 2000 iPads, and 5 computer labs for the 23-24 school year. This included upgrading to Windows 11 district-wide.
- This office, in cooperation other district leaders, is working to develop a vetted and approved software inventory to ensure that all online educational tools are used in a way that is in line with federal and state statutes and the district's instructional model.

**District-wide multi-tiered systems of support for all learners**

- With the data and research provided by Information Services, Tech Coaches are working with building-level teams to make meaning and adjust instructional practices accordingly.

- Tech Services is working with Austin Aspires and other community organizations to provide access to the district's network and technology tools.

### **Excellence in Resource Management**

- Tech Services launched a new inventory management and support system on July 1 – Incident IQ. This tool allows us to more closely monitor device location, assignment, and recovery. The new ticketing system allows for improved communication between Tech Services and other departments when it comes to purchasing, approvals, and assistance.
- Along with the Business Department, we launched phase two of the Papercut initiative by installing widgets on staff devices that help to monitor cost and environment impact of paper usage.
- This year we will continue our work with the Human Resources Department to streamline staff on-boarding, technology assignments and access permissions, and data retention.
- The replacement cycle for the district's telephony systems has arrived, and we have begun the process of needs assessment and evaluation of potential solutions. So far we have met with three different vendors and are currently working through the guiding change process.



**DATE:** 9-11-23

**TITLE:** Site and Program Updates

**TYPE:** Information

**PRESENTER(S):** Site Administrators

**BACKGROUND:**

This informational report highlights the priorities of the Strategic Plan for each site.

**Austin High School**

**Support and resources to ensure a safe and welcoming learning environment**

- We had 80 Link Crew members and close to 300 freshmen participate in a back-to-school orientation the week before school started.
- Student Council welcomed students on the first day of school
- Link Crew helped welcome students and help them navigate the high school
- Activities sat at Fall registration to answer any questions and assist in the registration process
- Fall sports PAC meeting
- Fall Conferences – Fall Activities Fair (athletics and clubs/activities)
- Fall pre-event communications so home and visiting teams are in the know for our events

**Packer Profile for all learners**

- Career Readiness lessons will start with 9<sup>th</sup> grade on September 13.
- Career diagrams/visuals for each of the five pathways are being developed. Teachers will have these visual displayed in their classroom
- We have over 50 community connections for meaningful learning experiences for our students
- During back-to-school conferences we had four separate presentations for family members to learn more about the Packer Profile

**District-wide multi-tiered systems of support for all learners**

- AHS had BARR training in August with coaches from the BARR center, Sarah Thoreson and Bob Laney. Our team left the two-day training having a better understanding of what BARR is and how it can benefit our students. We have close to 200 students partaking in BARR activities.
- The BARR team is currently working on a BARR webpage for APS website. This will provide the community with information on what BARR is and what it means for students.
- Scheduling was completed throughout the summer emphasizing the need for teaming teachers (student have a cohort of the same teachers all year).
- SWIS, behavior data tracking platform, is up and running to support teachers to document and track data of students' behavior. Our PD discussed the importance of Tier one and being proactive and preventative. We also discussed our tier one expectation matrix and our behavior flow chart of what is considered a major and minor event.
- We had our first School Leadership Team meeting in August. We also scheduled our supplemental team meetings and Intensive Support Team meetings.

## **Excellence in Resource Management**

- Activities received their credit/debit card readers for ticket sales
- Paper donations for printed rosters for Football & Volleyball
- All head coaches are hired for the year
- All clubs and activities have advisors

## **Area Learning Center**

### **Support and resources to ensure a safe and welcoming learning environment**

- The ALC team welcomed Angie Taylor as a .25 school social worker.
- Increased responsibility for our MAAP (Minnesota Association of Alternative Programs) Star students with a goal of increasing community awareness and student leadership skills.

### **Packer Profile for all learners**

- The ALC team is working with the Packer Profile Coordinator and lessons will begin on October 2<sup>nd</sup> for our ALC freshman.
- Students will create a 4-year plan based on career pathway interests.

### **District-wide multi-tiered systems of support for all learners**

- ALC has integrated BARR with our 9<sup>th</sup> grade cohort of learners. Angie Taylor, our ALC social worker, will be collaborating with ALC teachers to provide I-Time activities.
- The ALC team has restructured our staff meetings to follow the BARR model. This will allow us to offer tiered intervention supports for our ALC students

### **Excellence in Resource Management**

- A summer school lead position was created for the 2023 summer school. Gabe Nelson was in this position this past summer and worked with students, staff, and families to help students recover credit.

## **Austin Online Academy**

### **Support and resources to ensure a safe and welcoming learning environment**

- AOA teacher onboarded 80 students to the 2023-24 school year. These onboarding sessions occurred at AHS, the Austin Public Library and virtually to accommodate our non-Austin resident students. We are grateful for the support of AHS Special Education teachers and Success Coaches to make sure all families and students had access to information.

### **Packer Profile for all learners**

- The AOA team is working to ensure our PCR/Advisory team includes pathway work. Jessica Cabeen is working with Corey Haugen and AHS Admin/Counselors for the Direct Admission work occurring this fall.
- This year we have increased the number of honors courses, AP courses for all students at AOA.

### **District-wide multi-tiered systems of support for all learners**

- AOA team has worked with Angie Taylor to create an aligned MTSS meeting structure to support/identify our students not on track to graduate.
- AOA can celebrate a significant increase in students passing courses last year! More to come during the board meeting in October.

### **Excellence in Resource Management**

- Working to support students while aligning with MDE class sizes.

## Ellis Middle School

### **Support and resources to ensure a safe and welcoming learning environment**

- Karen, Nichelle and I met with each team and grade level to establish expectations for the school year.
- We had 80% attendance at our back-to-school open house; considering the weather, we were very pleased with that.
- Bethany provided more staff development on Strengths (I included a review of my strengths from last year to set the stage).
- Our admin team outlined our major goals for the year with the staff.
- Our Special ed department and our ELL departments shared strategies with our staff at back-to-school meetings.
- By the end of September, I will have visited every teacher's classroom and provided feedback. (This was a personal goal of mine: Dewey)

### **Packer Profile for all learners**

- I gave a brief overview of how will will operationalize the Packer Profile at Ellis and begin the process of aligning our courses to career interests. The AHS admin team will provide info on their work at staff meetings in October or November.

### **District-wide multi-tiered systems of support for all learners**

- We had our first Supplemental and Intensive support team meetings. Andrea Malo assisted us in aligning practices and procedures with both teams.

### **Excellence in Resource Management**

- We continue the process of changing out the furniture in our classrooms. This includes new student tables and chairs along with teacher desks. We will continue to budget for this process so we can have the project completed in three years.

<https://www.smores.com/98xcy>

## IJ Holton Intermediate School

### **Support and resources to ensure a safe and welcoming learning environment**

- We had 71% attendance at our back-to-school open house. Again, not bad considering that it was all our air conditioners could do to keep up. Thanks to Buildings and Grounds for constantly monitoring and adjust "things" so we could have manageable temps in our buildings.
- Bethany provided more staff development on Strengths (I included a review of my strengths from last year to set the stage)
- Our admin team outlined our major goals for the year with the staff
- Our Special ed department and our ELL departments shared strategies with our staff at back-to-school meetings. By the end of September, I will have visited every teacher's classroom and provided feedback (this was a personal goal of mine: Dewey)

### **Packer Profile for all learners**

- At the end of last year Riverland's representatives gave a presentation to our staff on the Scholarship. This year we will begin the process of aligning our course offerings to Ellis' for career interest. However, our focus at Holton will be more directly related to our Core Values.

### **District-wide multi-tiered systems of support for all learners**

- We had our first Supplemental and Intensive support team meetings. Andrea Malo assisted us in aligning practices and procedures with both teams.

### **Excellence in Resource Management**

- I met with a prospective coach to re-start our Robotics program. I've been budgeting for this to ensure we have the financial capacity to make it happen (we do).

- We are also solidifying our annual budget for our STEAM class on Fridays. Last year was our baseline, this year we should be able to have a predictable number to budget for.

<https://www.smores.com/drym1-hawk-news>

## **Banfield Elementary School**

### **Support and resources to ensure a safe and welcoming learning environment**

- Our Behavior Interventionists, John Schneider, has done an excellent job in starting to build relationships with students that he has identified using the EWS (Early Warning System) within Infinite Campus. He has also led multiple professional development sessions on implementing PBIS (Positive Behavior Interventions and Supports) building wide.
- Banfield's Instructional Coach, Nicole Edwards, has teachers that are signed up to complete coaching cycles in October. Coaching cycles were introduced to staff at back-to-school week and again on an upcoming Wednesday after school.
- All staff attended our first session of StrengthsFinder on August 17<sup>th</sup>. Administration has scheduled a 1:1 meeting with Bethany on September 8<sup>th</sup>.

### **Packer Profile for all learners**

- Banfield staff will be introduced to the Packer Profile this fall when the administration from the high school comes to present. Following that meeting, the Site Leadership Team will start conversations about the possibilities at an elementary level.

### **District-wide multi-tiered systems of support for all learners**

- Banfield sent a team comprised of eight staff members to attend a PBIS cohort in Mankato. This team then presented at our back-to-school professional development. This team also outlined the upcoming year with a timeline of events, topics, and decisions for the 23-24 school year.
- Banfield's Site Leadership Team and staff revisited the instructional model, the use of the Instructional Coach, the commitment to effectively run Professional Learning Communities and how this connects to increase staff and student performance.
- The Site Leadership Team participated in two MTSS (Multi-Tiered System of Support) training courses with the University of Minnesota.
- Banfield's School Counselor has partnered with classroom teachers to roll out our Social Emotional curriculum, Second Step. This will be a class that students have weekly with the School Counselor co-teaching with the classroom teacher as needed.

### **Excellence in Resource Management**

- Staff continue to use Papercut and appreciate the flexibility of being able to print to any available printer with the use of their ID badge.

## **Neveln Elementary School**

<https://www.smores.com/qhv01>

### **Support and resources to ensure a safe and welcoming learning environment**

- Neveln staff participated in Strengths Finder professional development on August 17, 2023.
- Staff learned about coaching cycles and are preparing for their first coaching cycle in October with Tracy Garry.
- Back to School conferences were well attended with over 80% in attendance.

### **Packer Profile for all learners**

- Staff reviewed the district strategic roadmap and building priorities during back-to-school professional development sessions. We look forward to learning about the Packer Profile this fall during professional development in October.

### **District-wide multi-tiered systems of support for all learners**

- Staff discussed our MTSS teams at Neveln and the purpose of each team. The leadership team participated in two meetings with MDE to begin our learning work with MTSS.
- Staff reviewed the PBIS framework and SWIS during breakout sessions. SWIS will be a great addition at Neveln to document behaviors and will assist the MTSS teams.
- Staff learned about the roles & responsibilities of the Behavior Interventionist and instructional coach. Eric Kossoris (behavior interventionist/PBIS coach) led a breakout session to teach staff how to use SWIS. Tracy Garry (instructional coach) led a phonics breakout session to teach staff about the best practices to teach phonics to all students.
- Neveln staff will participate in whole group PLC in September to create norms and kick off our professional learning groups.

### **Excellence in Resource Management**

- Staff reviewed papercut and its purpose – we reviewed the papercut balance that pops up when using staff laptops

## **Southgate Elementary School**

### **Support and resources to ensure a safe and welcoming learning environment**

- Our Fall Conferences were very successful with an 87% attendance rate
- Southgate staff and PBIS team did an awesome job the first 5 days of school teaching and reteaching building expectations. So far already our Gators have earned 400 Gator tickets for being Respectful, responsible, safe and caring!
- Our new behavior interventionist, Krissy Frana is observing students, meeting with staff and jumping into teaching expectations and supporting students.

### **Packer Profile for all learners**

- During our back-to-school professional development, we reviewed the district's strategic priorities and are continuing to learn more about the Packer Profile. We have generated some ideas and plans to be an active participant in this strategic direction and are excited to work with Teaching and Learning on what this may look like in the future.

### **District-wide multi-tiered systems of support for all learners**

- We spent time during our back-to-school week exploring and defining our newly created MTSS teams. Southgate started implementation work of identifying and intervening with students in an MTSS-style last school year and we are excited to continue the work this year.
- Our schedule this year has also been built to meet the needs of our students based off of historical data and staff input. We are excited to see the results of a more focused schedule and their impact on student achievement.

### **Excellence in Resource Management**

- As we continue to explore the Science of Reading and implement resources and curriculum that match our goals, we are pairing down intervention systems to an accepted and sustainable menu of interventions that we know are scientifically based.

## **Sumner Elementary School**

<https://www.smores.com/9hxuc>

### **Support and resources to ensure a safe and welcoming learning environment**

- Sumner Staff engaged in a *Success Resume* team building activity that illuminated the strengths within each other. They engaged in great “strength” conversations while creating their resume following our Strength Finders work with Bethany on August 17<sup>th</sup>.
- Laura Marreel (Behavior Interventionist and PBIS Coach) and Kim Brackey (School Counselor) led breakout sessions to gather feedback from staff to re-energize PBIS practices in our school and develop staff in a data system called SWIS. SWIS is a system to aid with accurate, timely, and practical information to ensure instructional decisions are grounded in data.

- We are holding our first family event called *Welcoming Family Night* on Thursday, September 14<sup>th</sup> from 4:30-6:30! This event honors our community Welcome Week.

### **Packer Profile for all learners**

- Sumner Staff reviewed Austin Public Schools Instructional Model. Our instructional coach, Katie Keller facilitated a breakout session on phonics instruction grounded in the Science of Reading.

### **District-wide multi-tiered systems of support for all learners**

- Sumner staff will gather in a Whole Group PLC on Wednesday, September 13<sup>th</sup> to ground our work in the practice of professional collaboration. Our goal is to create strong systems of collaboration to utilize curriculum effectively and improve instruction for our students.
- Our school mantra this year is **Growing Greatness**. We are looking forward to shooting for the "Stars" by intentionally using student data at a Whole Group PLC Wednesday, September 27<sup>th</sup>. We will be designing targeted instruction to accelerate learning towards grade level standards and beyond!

### **Excellence in Resource Management**

- Sumner staff are buzzing with awareness on the papercut balance that is popping up in the corner of their computer screen. There has been much reflection on paper use.

## **Woodson Kindergarten Center**

### **Support and resources to ensure a safe and welcoming learning environment**

- Students have been learning behavior expectations in the first few days of school.
- Staff have been trained to use SWIS documentation so we can be responsive to the data collected.

### **Packer Profile for all learners**

- Staff have started the year strong within the APS Instructional Model.
- Packer Core Values have been embedded in the norms of engagement for MTSS team meetings.

### **District-wide multi-tiered systems of support for all learners**

- Building Level MTSS teams have been established and have met at least once so far.
- Staff have been using the PBIS model to ensure students understand and follow expectations.
- Woodson is continuing to use the Peekapak curriculum to support Social Emotional Learning.

*September's focus= Self-Regulation*

- Woodson has implemented the use of Heggerty Phonemic Awareness in response to a need discovered last year.

### **Excellence in Resource Management**

- Staff have become even more familiar with the Papercut system and have started the year using it with ease.

## **Community Learning Center**

### **Support and resources to ensure a safe and welcoming learning environment**

- Our work with Bethany Von Steinbergs for year two of strengths work kicked off in August. Once again, we learned powerful strategies to engage effectively with our colleagues to accelerate student learning. Our new staff had the opportunity to attend Strengths 101 and it has been great to learn about them through the lens of Strengths.

- Our Early Childhood team is implementing new crisis plan strategies as recommended by the District Security Team. Each year we improve our practices in clear processes to be used in case of emergency. We are thankful for the district leadership in this work.
- Our early childhood team uses the Pyramid Model (similar to PBIS in K-6) and the Zones of Regulation (also used K-4) to support social emotional learning in our classrooms. Kids Korner also uses Zones which allows each environment for children to use the same language when talking about their emotions. Our staff had training from their colleagues during our back-to-school professional development days.
- One of the bedrock traditions of our early childhood preschool programs is Home Visits done with all preschool students before school starts. For 3–4-year-old students, the transition from home to preschool is daunting. Meeting their teachers in their own home where they feel safe and secure is a great way to bridge the gap between home and school. Our team has been doing this work for many years now, and although doing 32 home visits all over town is daunting for each classroom, our team and our families highly value this practice which creates a safe and welcoming environment for our preschool students.

### **Packer Profile for all learners**

- Community Education enrichment has the great opportunity to provide learning experiences outside of the school day for both adults and children. These experiences are always hands-on, authentic learning. We are looking forward to several school year sports camps for youth this fall as well as Day and Extended trips for adults. We encourage you to participate in a Community Education class or trip this school year or maybe even teach a class! [Community Education - Community Learning Center \(austin.k12.mn.us\)](https://www.austin.k12.mn.us)
- As we begin another school year, we are seeking new Community Education Advisory Council members from our community partners as we seek to not only inform the community about our programming, but also gather insight on how we can collaborate in authentic learning opportunities across the community. We are pleased to have already added three new community members to this advisory group!
- Our preschool classes model authentic learning through play, which research says is the most effective learning experience for young students. We are pleased to have expanded our preschool offerings this year by offering our new ECFE course for two days a week multi-age preschool opportunity at Southgate.

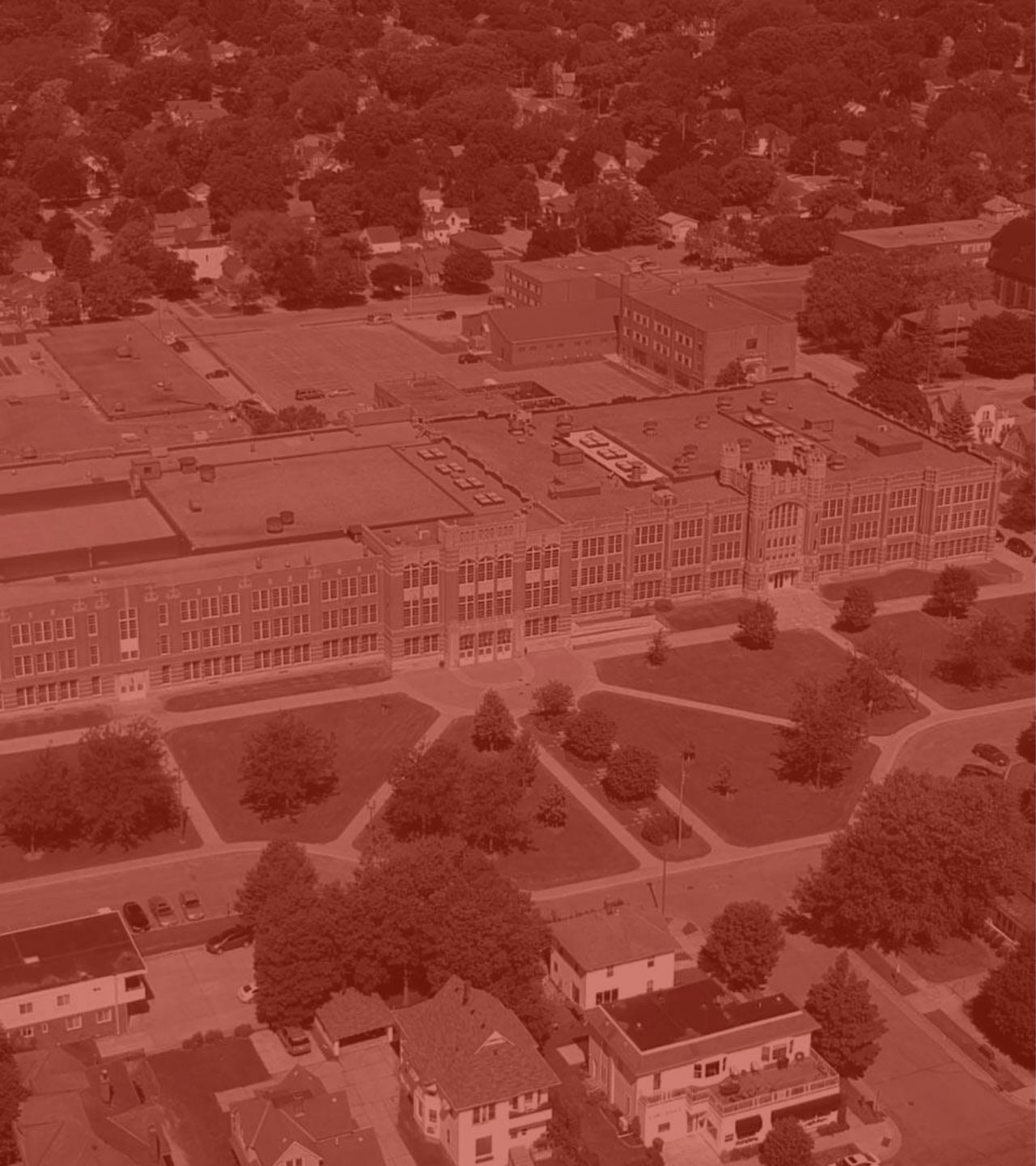
### **District-wide multi-tiered systems of support for all learners**

- We have created School MTSS Site Leadership, Supplemental and Intensive support teams for our early childhood classrooms. These teams started to meet at the beginning of September. We are looking forward to using this data driven and collaborative model as we seek to support the needs of all the students in our early childhood programs.
- Our Site Leadership team was trained in MTSS basics in August and members of this team will receive additional training this school year, with the next learning opportunity on
- Our early childhood teachers will be trained on how to use EC-SWIS on September 20<sup>th</sup>. One of our classrooms piloted this tool last spring and found it to be very similar to our previous process. Moving to EC-SWIS will bring us in alignment with our elementary partners who are also using SWIS to document student behavior.
- Our early childhood teachers use the TS Gold assessment tool to identify student progress. We use this data heavily in our PLC's and all our MTSS team meetings. Because this is a more subjective rating tool, all our teachers complete an annual inter-rater reliability course and testing for TS Gold at the start of each school year. This assessment helps us to use consistent criteria when determining student strengths and areas of needed growth.

## **Excellence in Resource Management**

- We are in the process of reviewing our ABE budget to determine if we can offer night GED class as we have a teacher interested in teaching and many students who would like to participate in GED classes and are only available at night.
- Adult Learning budget is determined by student attendance hours and level. Our ABE team hosted two full days of registration and testing for our English language program students. We registered 125+ new and returning students. We are thankful to offer childcare once again for adults taking classes during the day thanks to our grant from the Hormel Foundation. We are so pleased to share that we were able to hire teachers for our night EL program.
- We are pleased to continue to be able to offer Pathways Scholarships (grant through MDE) for qualifying students in our preschool program so that any families interested in attending our high-quality preschool program are not hindered by tuition costs.

**Early Childhood** [Early Childhood SMORE - September](#)



# Culturally Responsive Arts Education Professional Learning and Action Cohort

June 2023 – June 2026



# Program Purpose and Overview

- The Culturally Responsive Arts Education program is designed to advance equity and improve quality in arts education in Minnesota classrooms, schools, and districts through the development and implementation of culturally responsive and anti-racist arts curriculum, instruction, policies, and practices. From June 2023 through September 2026, the cohort will engage in ongoing professional learning culminating in the development and implementation of local Pilot Action Initiatives. The program is funded by a U.S. Department of Education Assistance for Arts Education grant and is led by the Minnesota Department of Education's (MDE) Equity, Diversity, and Inclusion Center.



@ISD492  
AUSTIN.K12.MN.US

# What is Culturally-Responsive Education?

- Culturally responsive emphasizes the need to see students' cultures, identity and knowledge as valuable and worthy of being represented, cultivated and centered in their learning and schools.
- The Culturally Responsive Arts Education project will support participants in using an anti-racist focus to improve local arts education policies, practices, and curriculum that will ultimately benefit all students and communities.



# "Culturally Responsive" Arts Education

We use Culturally Responsive as an umbrella term to refer to all the asset-based pedagogies and teaching styles derived from Dr. Gloria Ladson-Billing's Culturally Relevant Teaching.

To be culturally responsive is:

- Authentic relationship with students, families, and communities
- Non-hierarchical view of different cultures
- Willingness to represent students' culture and cultivate their sense of identity and belonging
- Belief that students' funds of knowledge enrich classroom learning



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# Members

- David Hovland – Music at Southgate
  - Krystal Lennie – Visual Art at Southgate and Sumner
  - Katie Tharp – Music at Neveln
  - Nikky Tolde – Music at Sumner
  - Kim Zerke – Music at Banfield
- 
- The district team was limited to 5 members per the MDE application process.



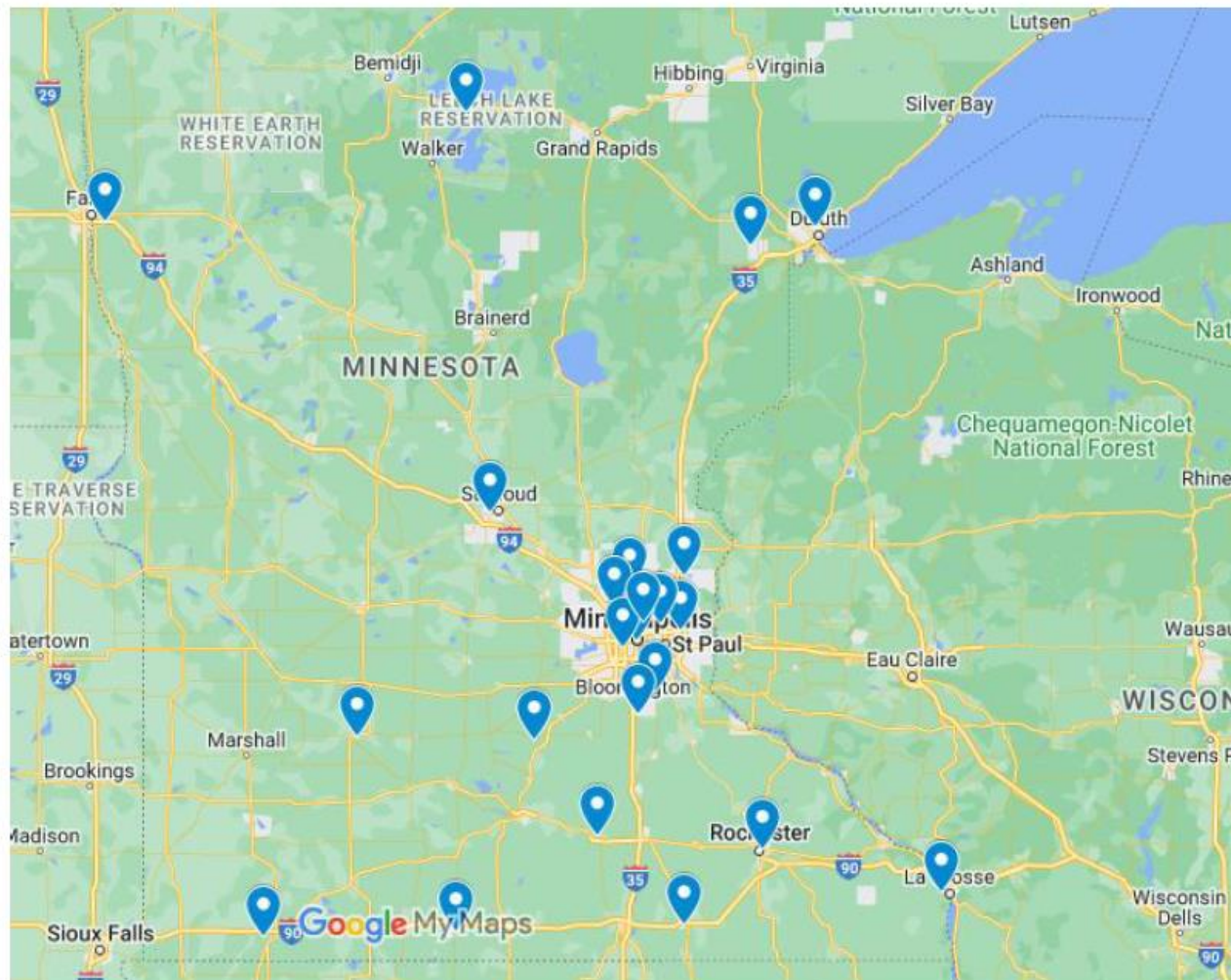
# Who's in the Room? Cohort Composition

## 67 Participants Accepted

- 9 Individuals
- 14 Teams
- Visual Arts, Music, and Theatre

## 23 School Districts Represented

- 10 Metro Twin Cities Area
- 13 Greater Minnesota
- Public & Charter Schools



# Participation Benefits

- Belonging to a community of educators committed to providing equitable, culturally responsive, and anti-racist arts education
- Opportunities to learn and share with educators, artists, and scholars from across the state
- Resources and tools to support equitable and anti-racist arts education
- Implementation and financial support for Pilot Action Initiatives
- Individualized coaching and program support
- Stipends for participating in learning on non-contract days
- Substitute teacher reimbursement if necessary
- Mileage reimbursement for travel
- Hotel reimbursement and meal per diem for participants traveling further than 75 miles



# Six Principles of Arts Equity

- The arts can be a powerful vehicle for inclusion and understanding. At the same time arts education can also center dominant culture norms and ways of understanding the world, leading some people and groups to experience exclusion and inequities.
- Dr. Amy Kraehe, an arts education scholar, has codified a framework for understanding equity in arts education across six interrelated principals. This framework was the foundation of our learning during this past summer. It is also what we will use to develop our pilot action initiatives.

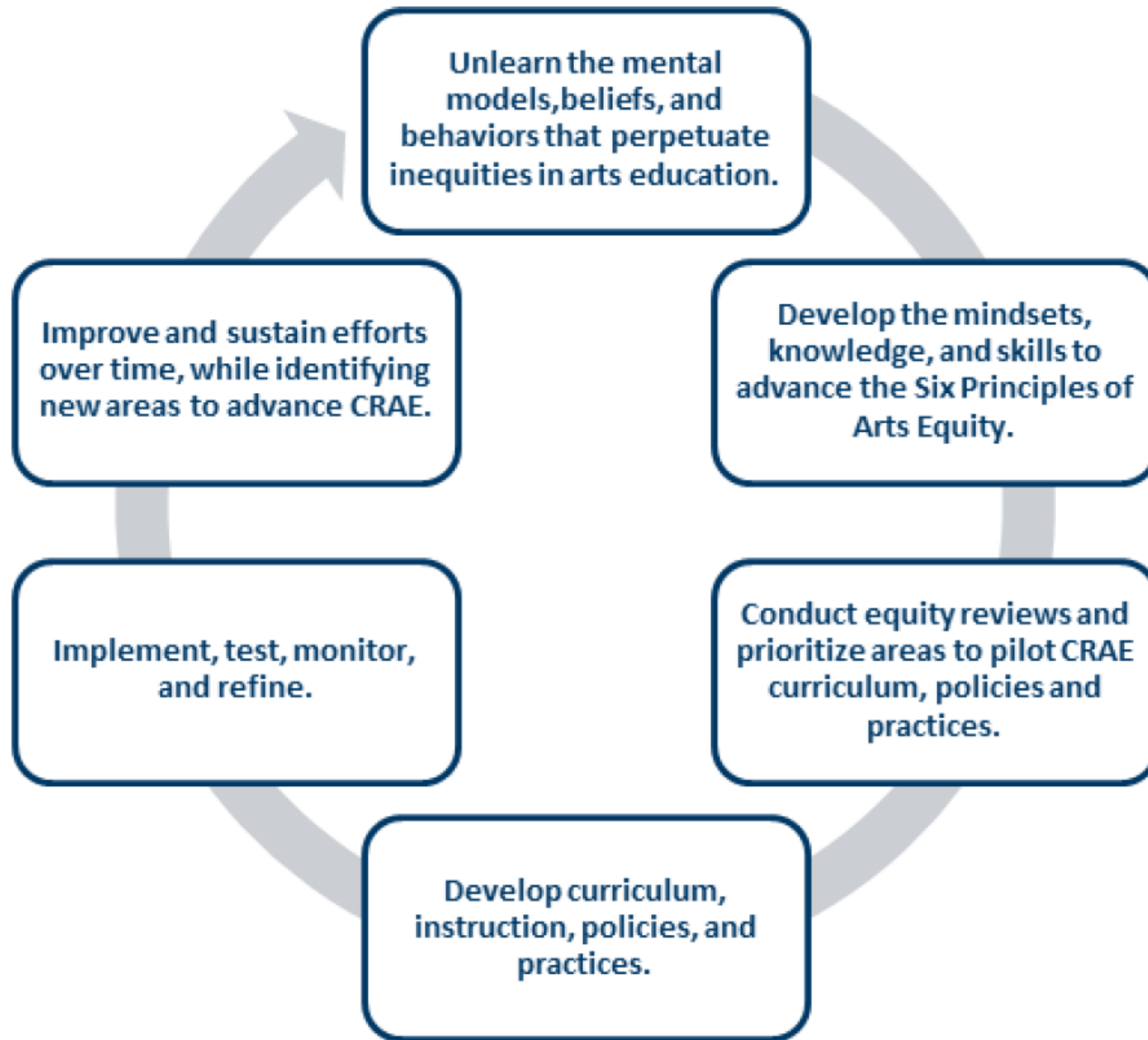


# Six Principles of Arts Equity

- **Distribution:** amount, quality, and manner of allocating resources including materials, time, space, teachers' decisions and efforts.
- **Access:** unobstructed pathways to, and ease with which different individuals or groups can participate in arts education.
- **Participation:** actual attendance, sense of belonging, and engagement with arts learning
- **Effects:** impact of arts practices, processes, and policies on students.
- **Recognition:** acknowledgement and valuing of diverse cultural expressions and perspectives as equally legitimate.
- **Transformation:** process of individual, group, and structural change meant to reshape the world into one that is socially just.



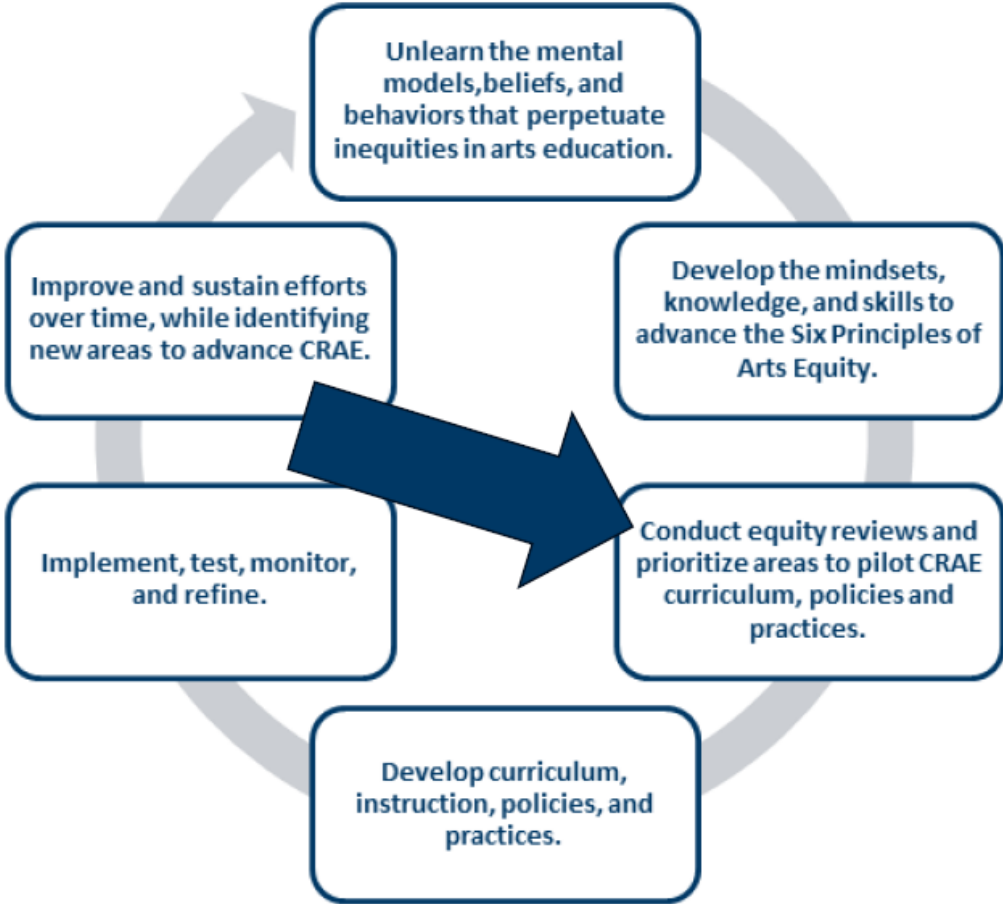
# Theory of Change



# Equity Review

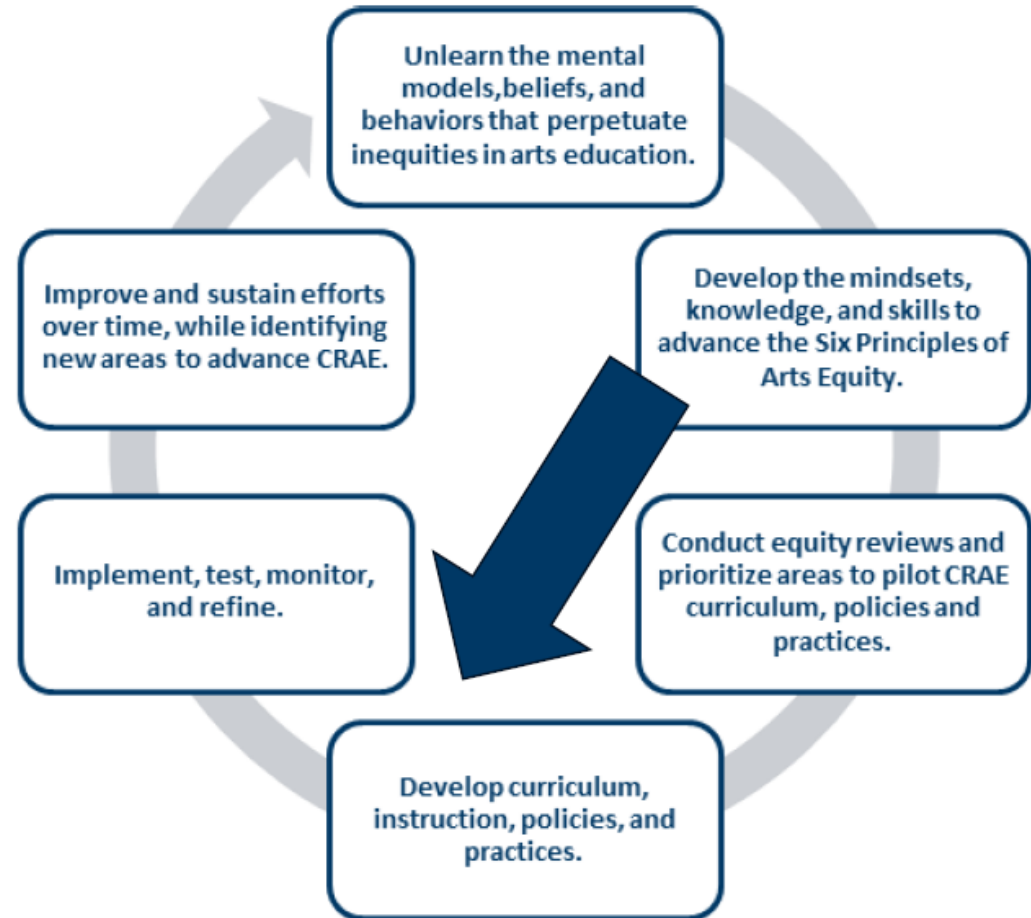
2023 – 2024 School Year

- You will be conducting an equity review in your classroom/school/district context
- Reviews will be based on the Six Principles of Arts Equity
- Data will be used to help develop your Pilot Action Initiatives for the 24-25 and 25-26 school years



# Pilot Action Initiatives

- 2023 – 2024 Develop Pilot Action Initiatives to target a local need by developing culturally responsive, anti-racists curricula, practices, or policies to address
- 2024 – 2025 Implement, Test, Monitor, Refine
- 2025 – 2026 Implement, Test, Monitor, Refine



# Calendar

Date	Type	Approximate Length
Tuesday, September 26, 2023	Virtual	Full Day
Wednesday, October 25, 2023	In-Person	Full Day
November – December 2023	Regional – Virtual/In-Person	4 Hours
Thursday, January 25, 2023	In-Person	Full Day
February – March 2024	Regional – Virtual/In-Person	4 Hours
Tuesday, April 23, 2024	In-Person	Full Day
May – Mid June 2024	Regional – Virtual/In-Person	2 Hours
June 25 – 27, 2024	In-Person – Summer Convening	3 Full Days



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# Questions?



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# Targeted Services Summer School Review

September 11<sup>th</sup>, 2023



# Targeted Services: Extended Year Programming.



The purpose of targeted services is to provide support to assist students to be successful and *make a difference in the world.*

## Summer School 2023 – Registration Timeline

January '23							February '23							March '23							April '23						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
8	9	10	11	12	13	14	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
15	16	17	18	19	20	21	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
22	23	24	25	26	27	28	26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
29	30	31																			30						

May '23							June '23							July '23							August '23						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6		4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
7	8	9	10	11	12	13	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
14	15	16	17	18	19	20	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
21	22	23	24	25	26	27	25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
28	29	30	31											30	31												

## Summer School Dates:

Monday-Thursday 8:00-12:30 (Time tentative)  
 June 12th-June 29th  
 --week of July 3rd off--  
 July 10th-July 27th.



# AUSTIN PUBLIC SCHOOLS

INSPIRE • EMPOWER • ACCELERATE



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# Inspire



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# Support and resources to ensure a safe and welcoming learning environment.



# Empower



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# Empower

***Knowing that a new school year can create a variety of emotions in students (and staff), in hopes of easing some of those feelings, my summer school students had the opportunity to get a jump start on sharing things about themselves with their future 4<sup>th</sup> grade teacher.***

***Through their drawings and words, they shared their favorite food, color, animal, activity, and season. They also had an opportunity to express when they feel happy, frustrated, and what they do when they need to calm down when experiencing strong emotions. Most importantly, again, through their drawing and words, they shared what they felt they were good at and what they needed help with.***

***Overall, my students appeared to enjoy the opportunity to share things about themselves with their future teacher. They were excited to share their uniqueness and pieces of their lives with their future teacher. They were also relieved knowing that their future teacher would be aware of what they needed help with even before school started.***

***Jes Carlson, Summer School Teacher***

# Packer Profile for all learners.



# Accelerate



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# Accelerate the *Learning.*

## Assessment:

Student goals will focus on learning and engagement on skill needs identified through fall/winter STAR assessments.



# Accelerate the *Learning.*

## Instructional Supports and Curriculum

### Phonics/Reading

Benchmark Booster  
Intervention (K-1)

Steps to Advance (2-6)  
Standards focused skill  
development

Standards focused skill  
development (7-8) and  
organizational development.

### SEL

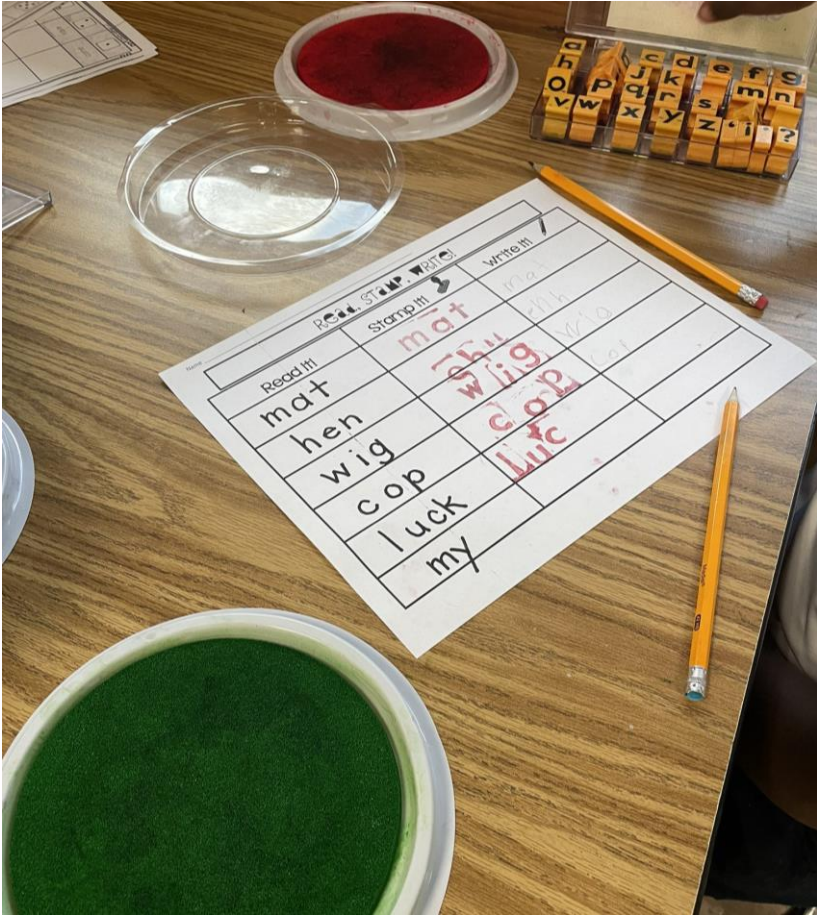
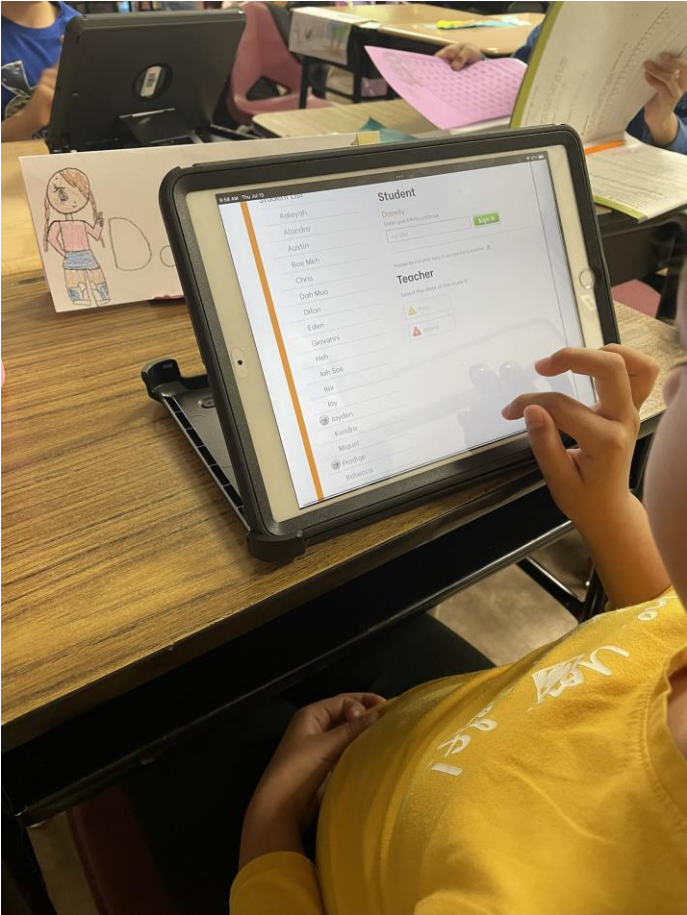
Character Strong  
Curriculum

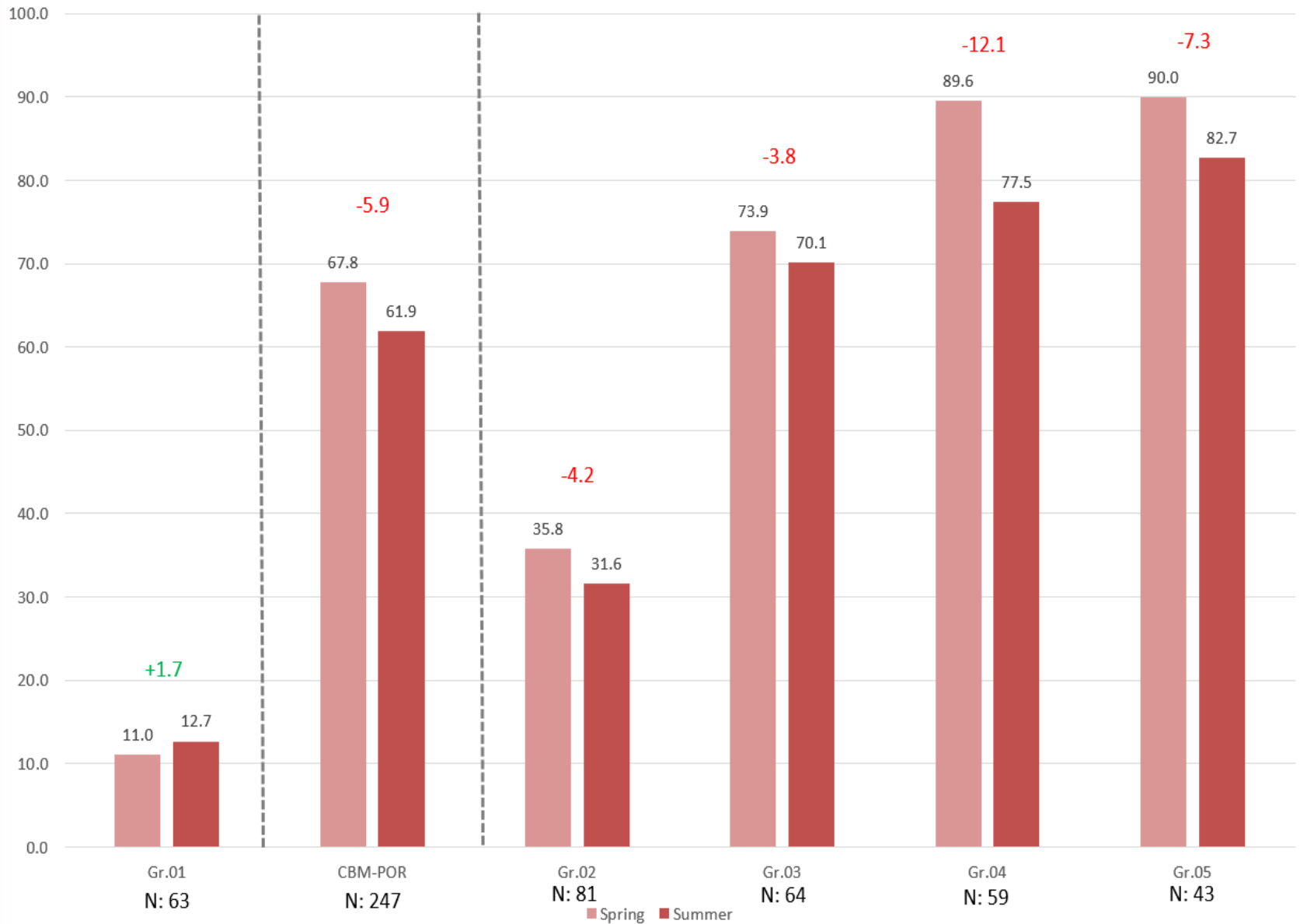
### Math

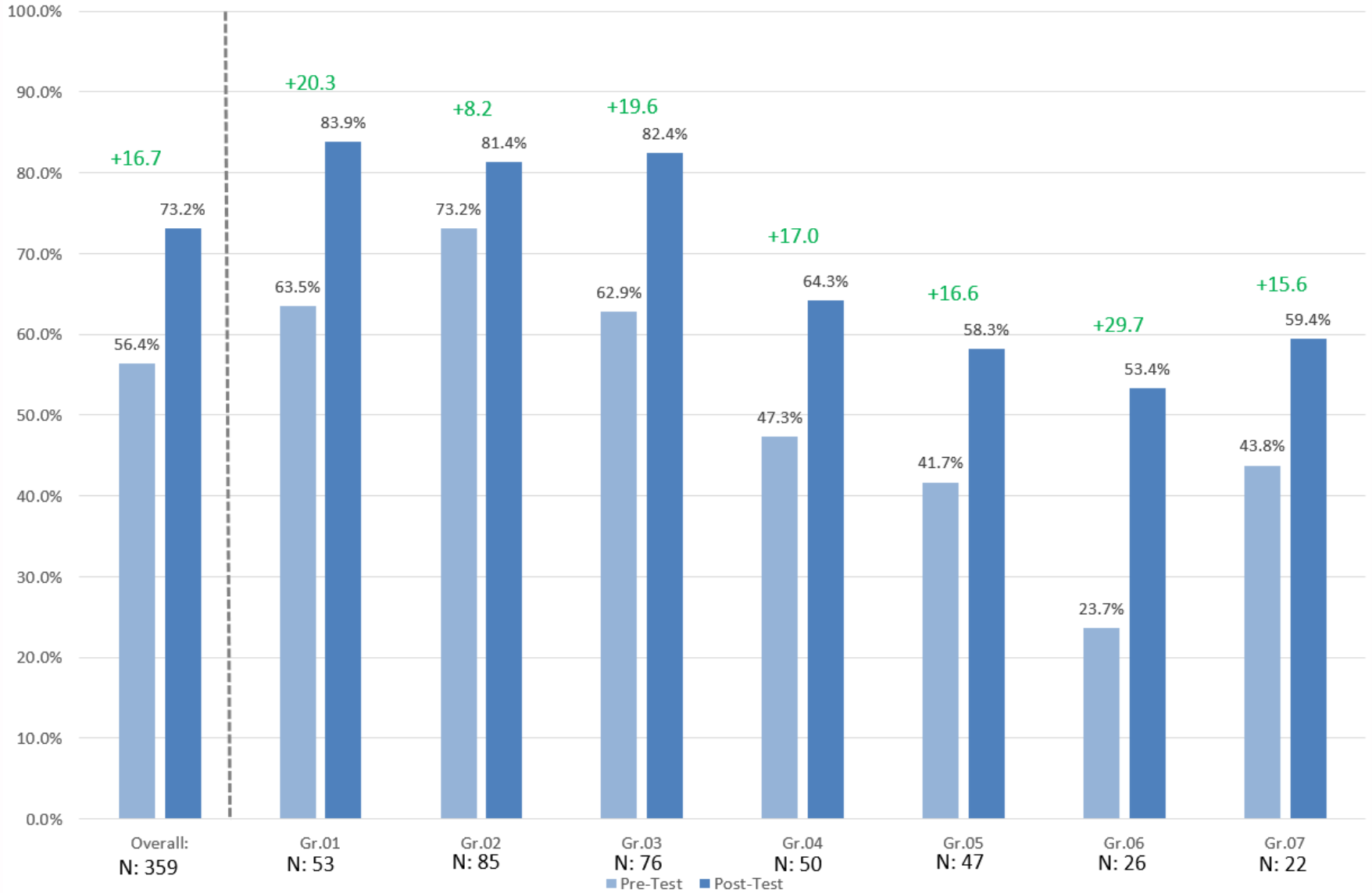
Number Worlds K-7

Standards focused on  
skill development (8)  
and organizational  
development.

# District-wide multi-tiered systems of support for all learners.







# Excellence in resource management.



Almost 2,000 students met initial criteria.

1st grade	2nd grade	3rd grade	4th grade	5th grade	6th grade	7th grade	8th grade
5 classes 85-100 students	5 classes 85-100 students	5 classes 85-100 students	5 classes 85-100 students	5 classes 85-100 students	5 classes 85-100 students	5 classes 85-100 students	5 classes 85-100 students

With 40 classes we could meet the needs of 680-800 students.



## By the numbers.

Year	Student Count
2017	48
2018	522
2019	477
2020	N/A
2021	415
2022	303
2023	550

**Five Students Participated**

**All students passed the course at 97.50% or higher**

**Jess Stanley, Austin Online Academy Instructor**



**AUSTIN ONLINE**  
ACADEMY



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# Next Steps...

Inspire	Empower	Accelerate
<p>Gain student/ teacher/ parent voice to continue to find ways to enrich and elevate learning experiences.</p> <p>Expand the student day to offer more choice during summer programming.</p>	<p>Find more partners for outreach and look to expand the student day to increase time for these opportunities.</p> <p>Austin Online Academy- expand offerings and ensure students across the state are aware of the opportunity.</p>	<p>Implementation of a pre/post assessment for reading.</p> <p>Continue to provide supports and professional development for staff.</p>

# Questions?



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**AUSTIN PUBLIC SCHOOLS**  
Information Services

# **Austin Public Schools School Board Meeting**

September 11, 2023





**AUSTIN PUBLIC SCHOOLS**  
Information Services

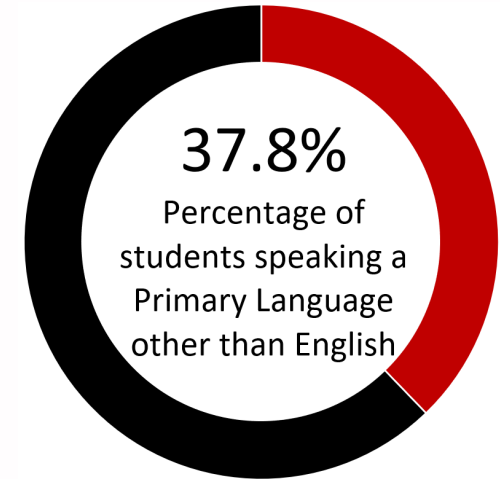
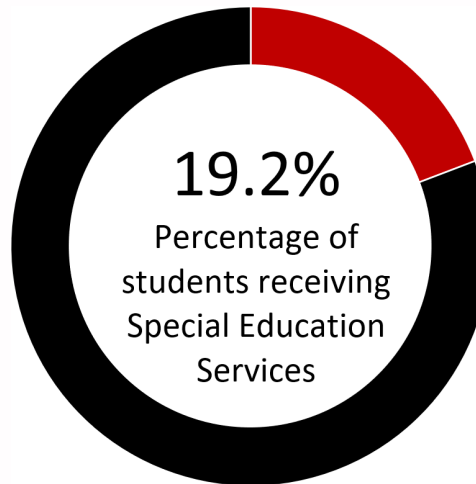
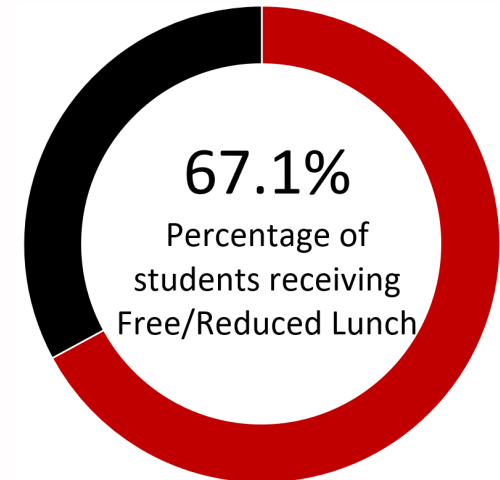
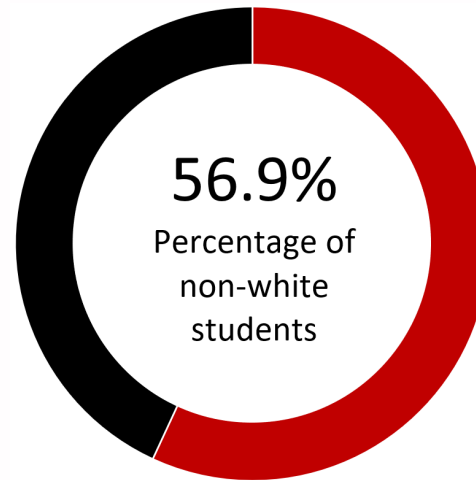


# 2022-2023 Demographic Review

Corey Haugen, Director of Information  
Services

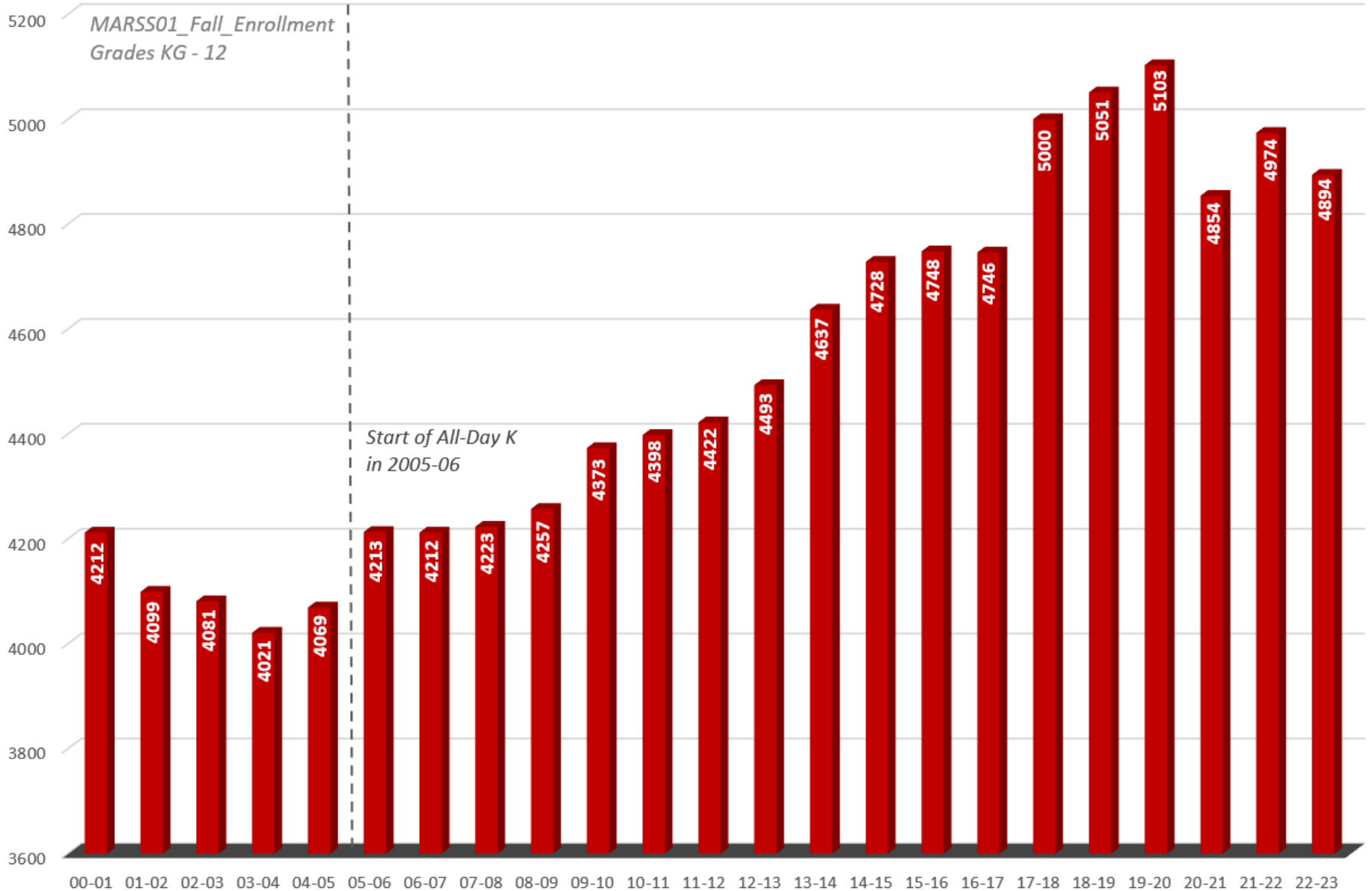


# Who we are as a district...



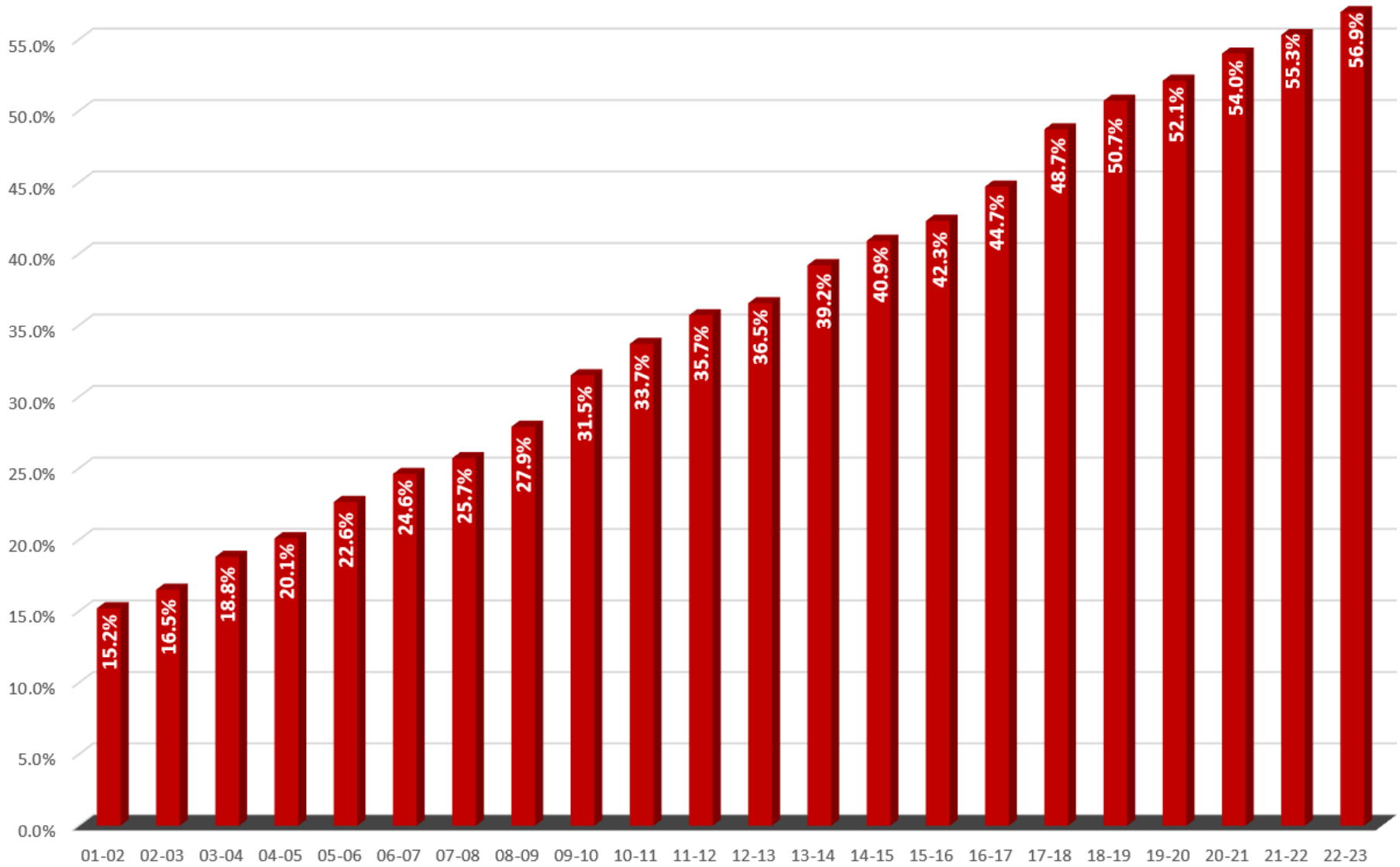
Source: MARSS01\_Fall\_Enrollment 2022.10.01 District = 0492-01

**Enrollment Trend**  
**Fall Oct. 1 Enrollment - \*Excludes Early Childhood\***



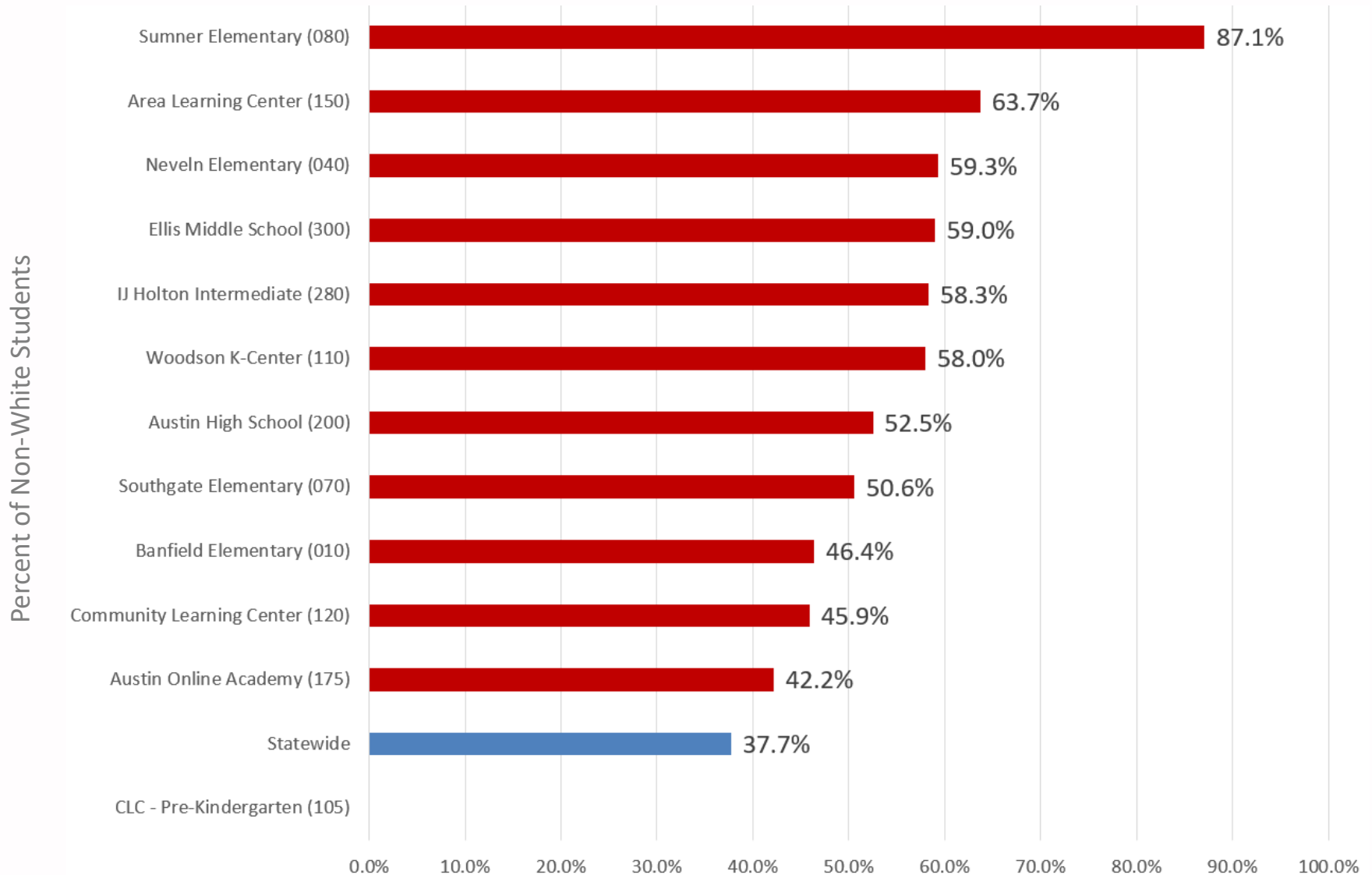
## Ethnicity Trend Percent of Non-White Students

Source: MARSS01\_Fall\_Enrollment

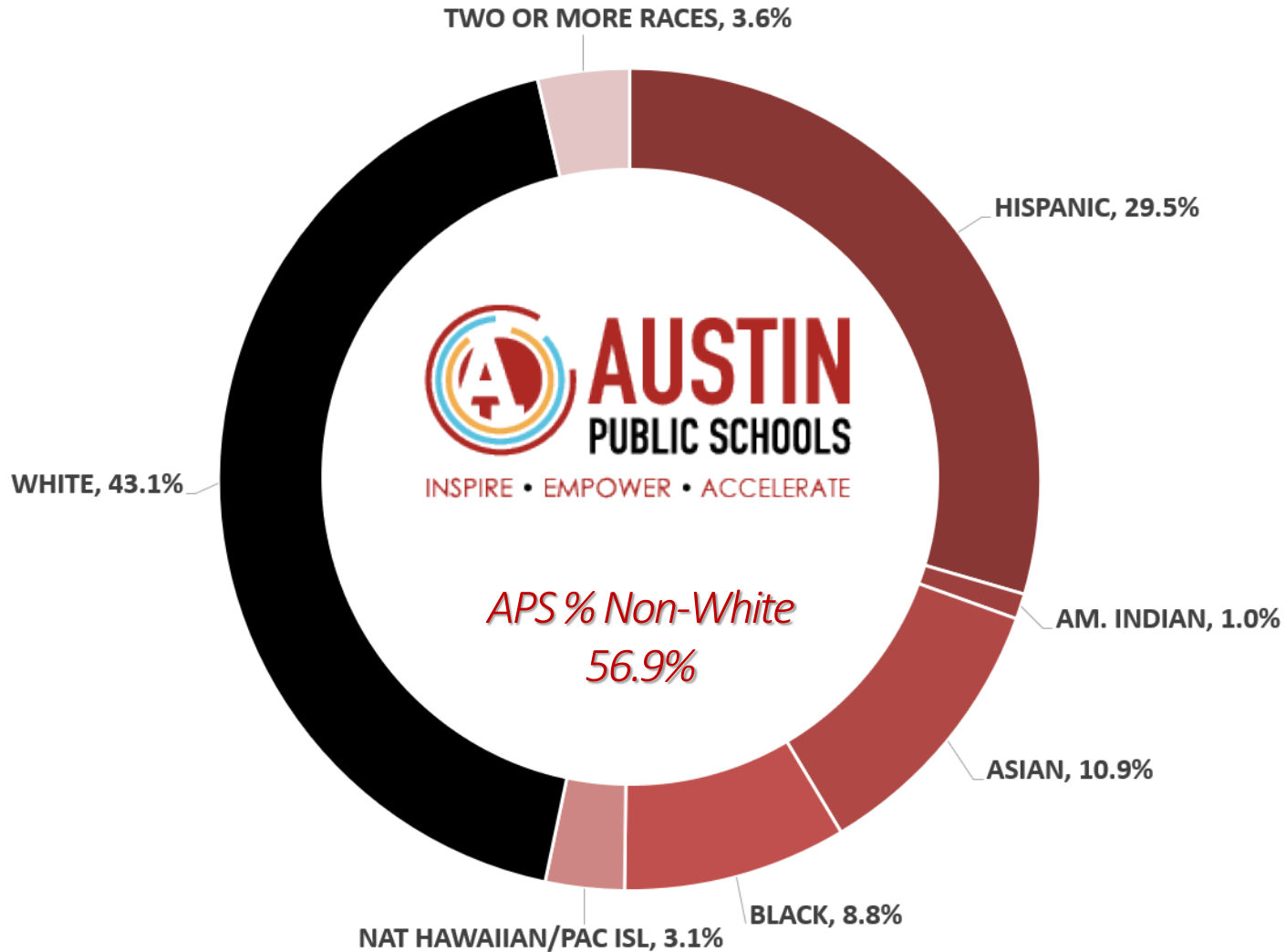


# 22-23 Ethnicity Summary

MARSS01\_Fall\_Enrollment

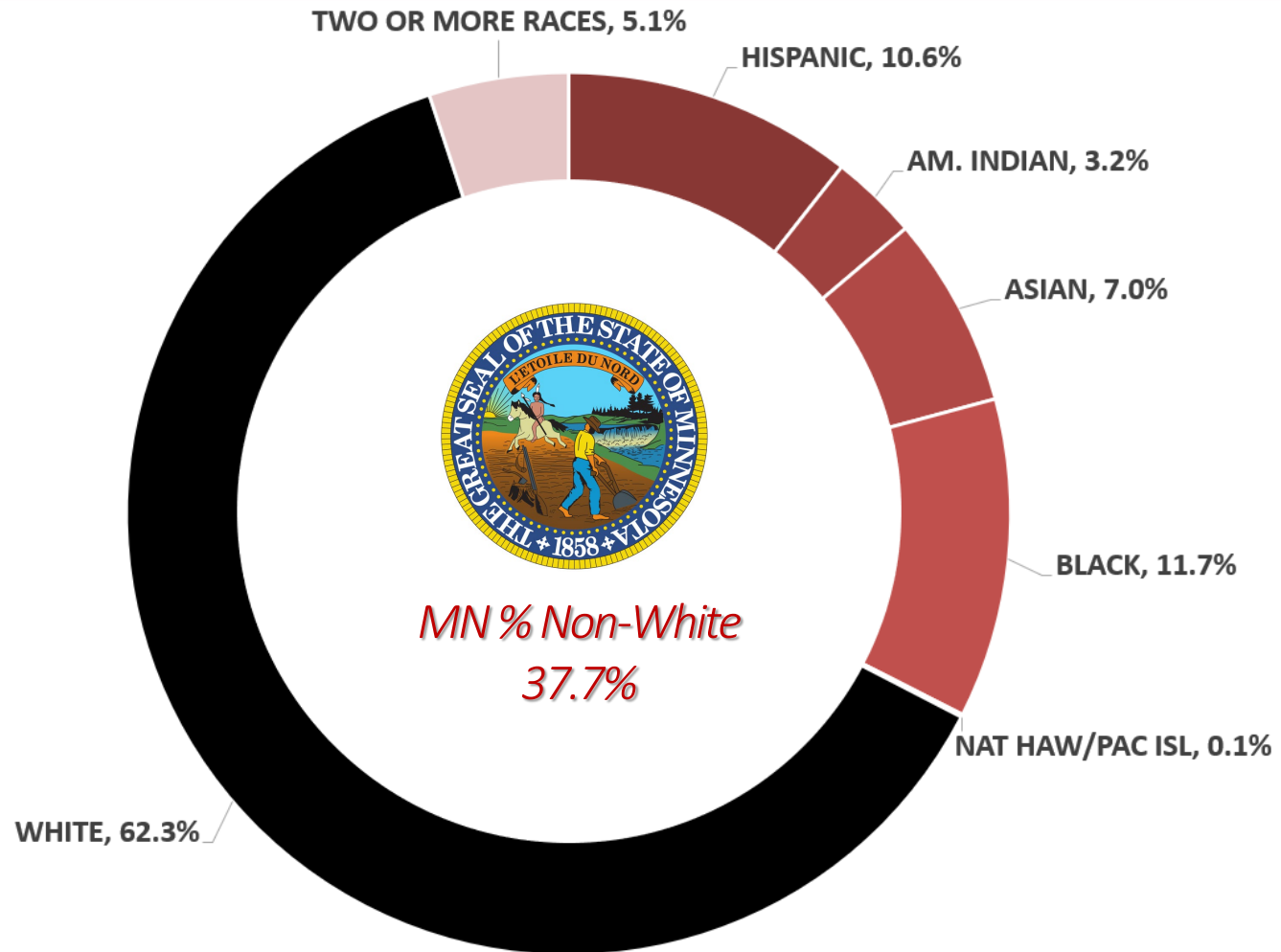


# 22-23 Ethnicity Summary



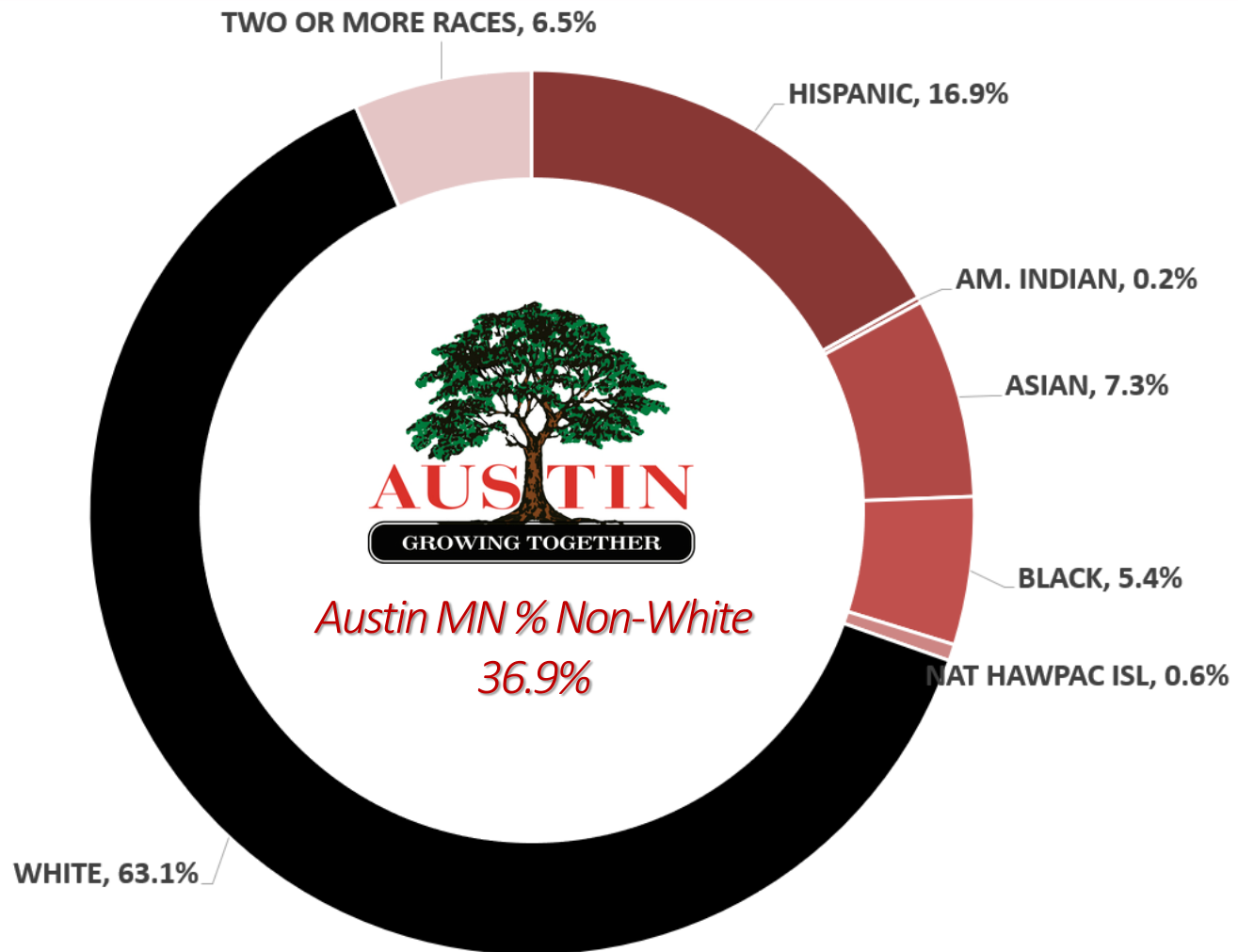
MARSS01\_Fall\_Enrollment

# 22-23 Ethnicity Summary



MARSS01\_Fall\_Enrollment

# 22-23 Ethnicity Summary



<https://www.census.gov/quickfacts/fact/table/austincityminnesota,US/PST045221>

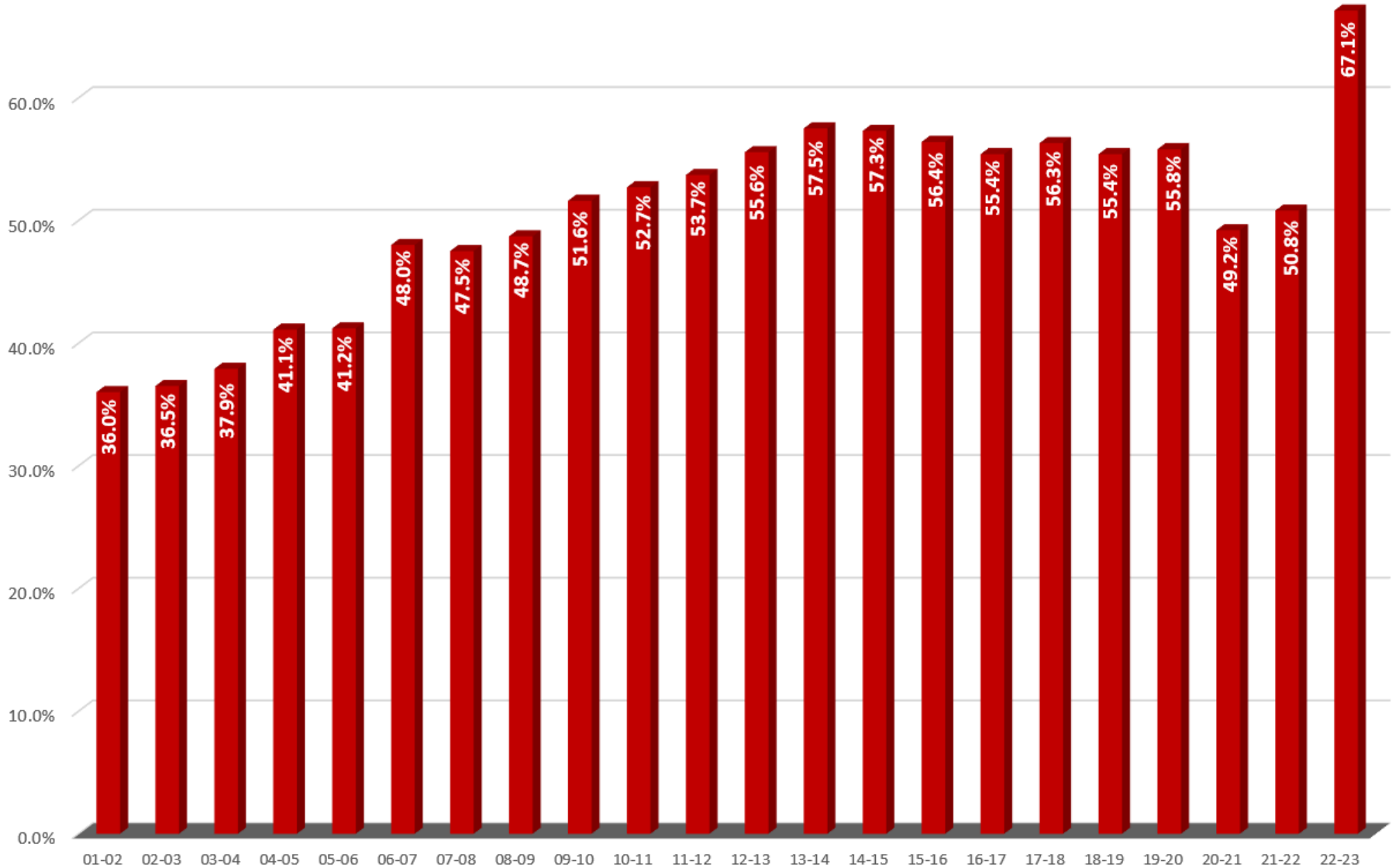


# Austin MN

• Population, April 1, 2020:	26,174
• Population, April 1, 2010:	24,718
• Persons under 5 years:	7.5%
• Persons under 18 years:	26.5%
• Persons 65+ years:	17.4%
• Foreign born persons (2017-2021):	15.7%
• Language other than English spoken at home:	26.0%
• HS Grad or higher, % of persons age 25+ (2017-2021):	86.1%
• Bachelor's Degree or higher, % of persons age 25+:	23.7%
• Median household income (2017-2021):	\$54,320
• MN Median household income (2017-2021):	\$77,706

Source U.S. Census Bureau: State and County QuickFacts - 2023.03.01

70.0% *Source: MARSS01\_Fall\_Enrollment*



# Free/Reduced Qualification

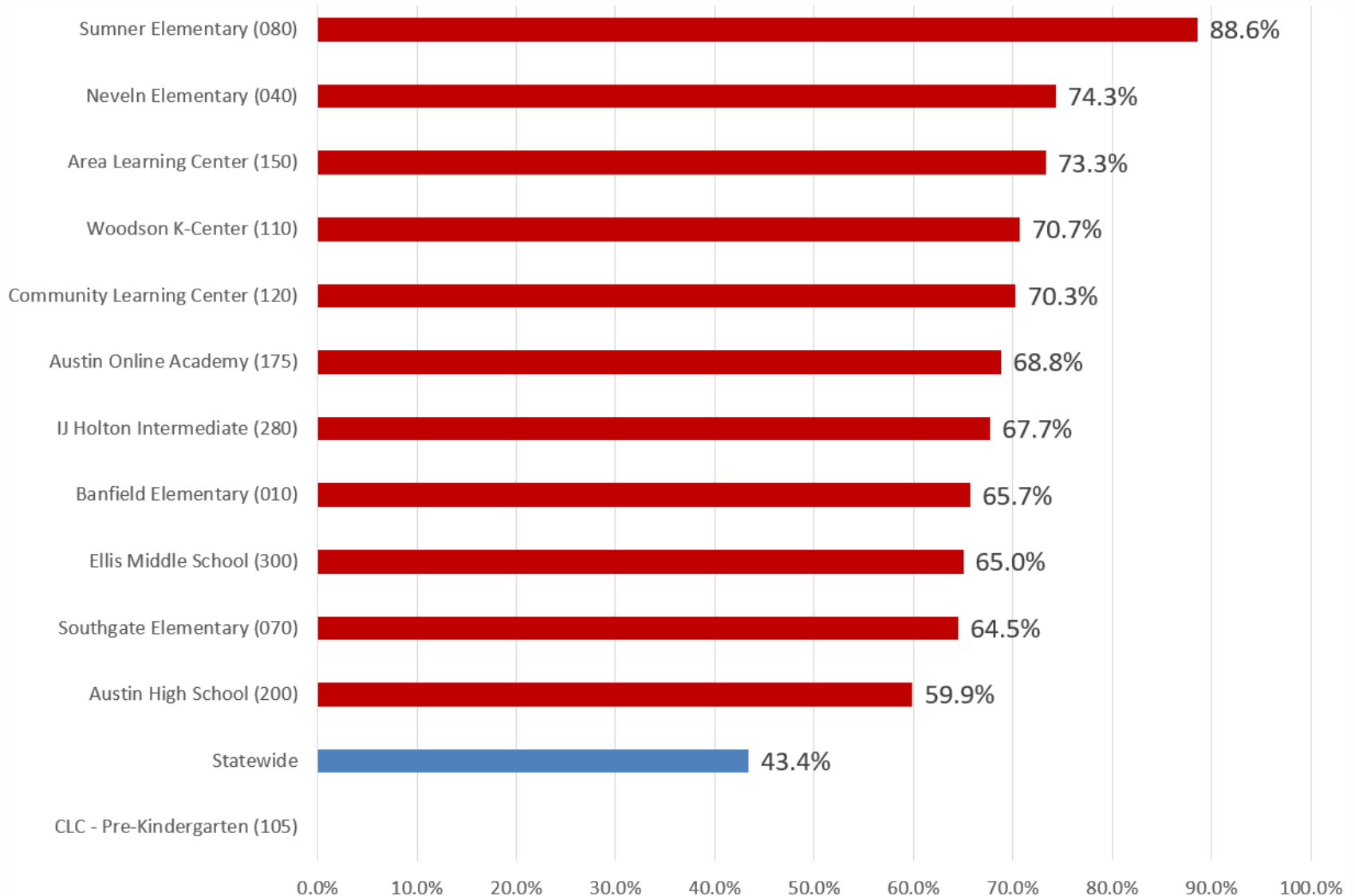
Household Size	Maximum Total Income \$ Per Year
1	\$25,142
2	\$33,874
3	\$42,606
4	\$51,338
5	\$60,070
6	\$68,802
7	\$77,534
8	\$86,266
Each Additional	+\$8,732

Source: MN Department of Education 22-23

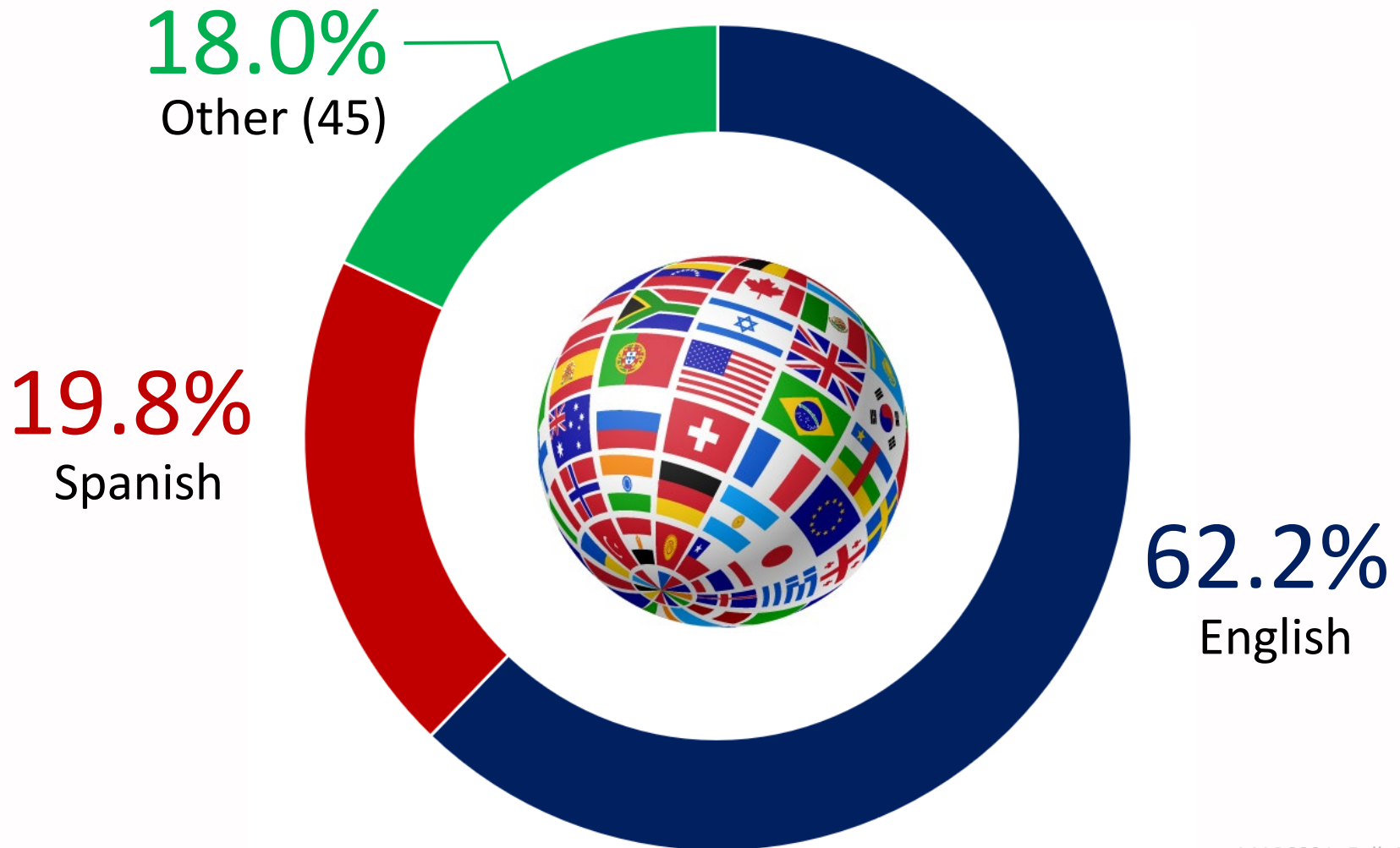
# 22-23 Free/Reduced Summary

MARSS01\_Fall\_Enrollment

Percent of Students Receiving Free/Reduced Lunch

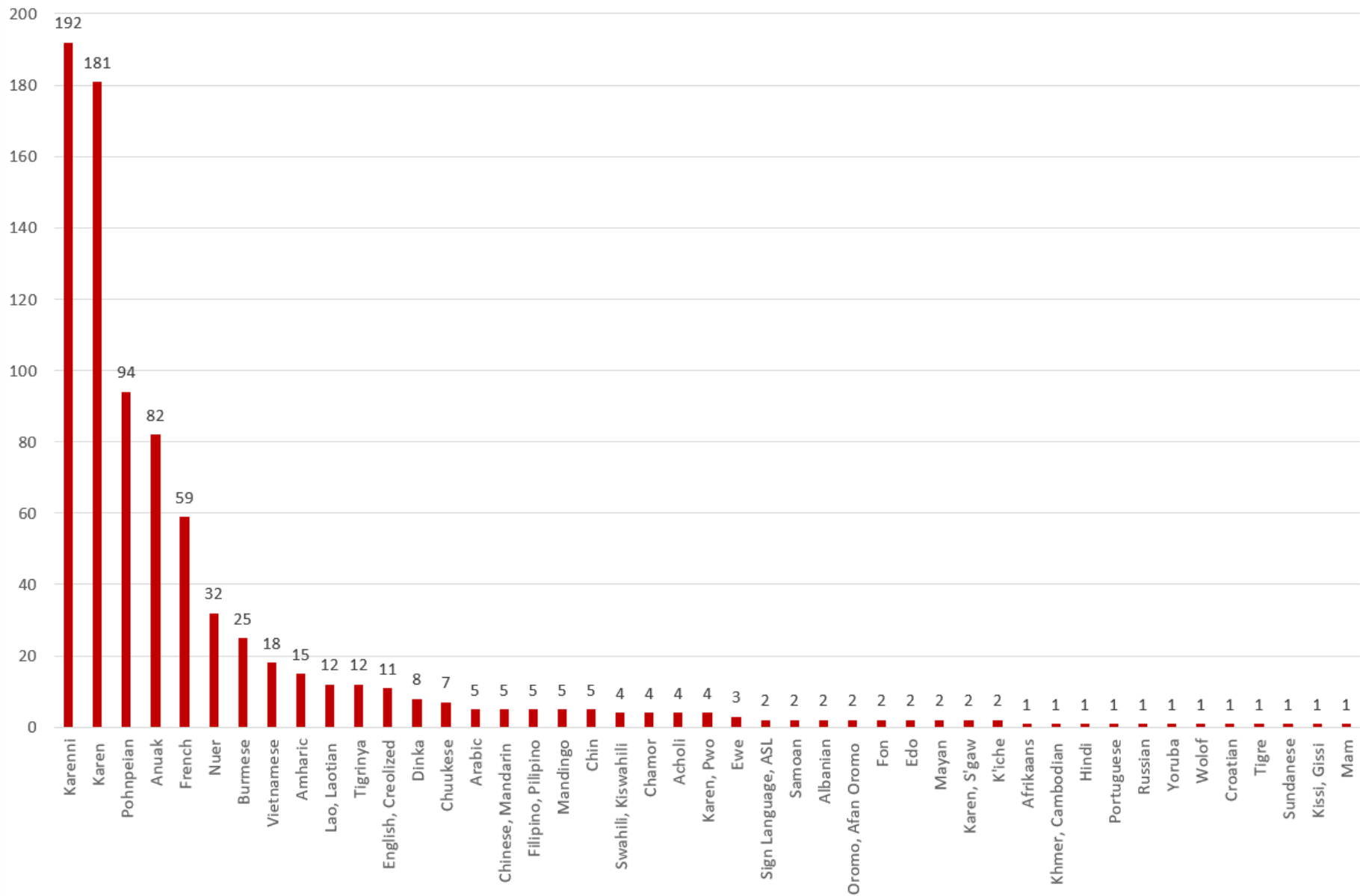


# 22-23 Primary Languages



MARSS01\_Fall\_Enrollment

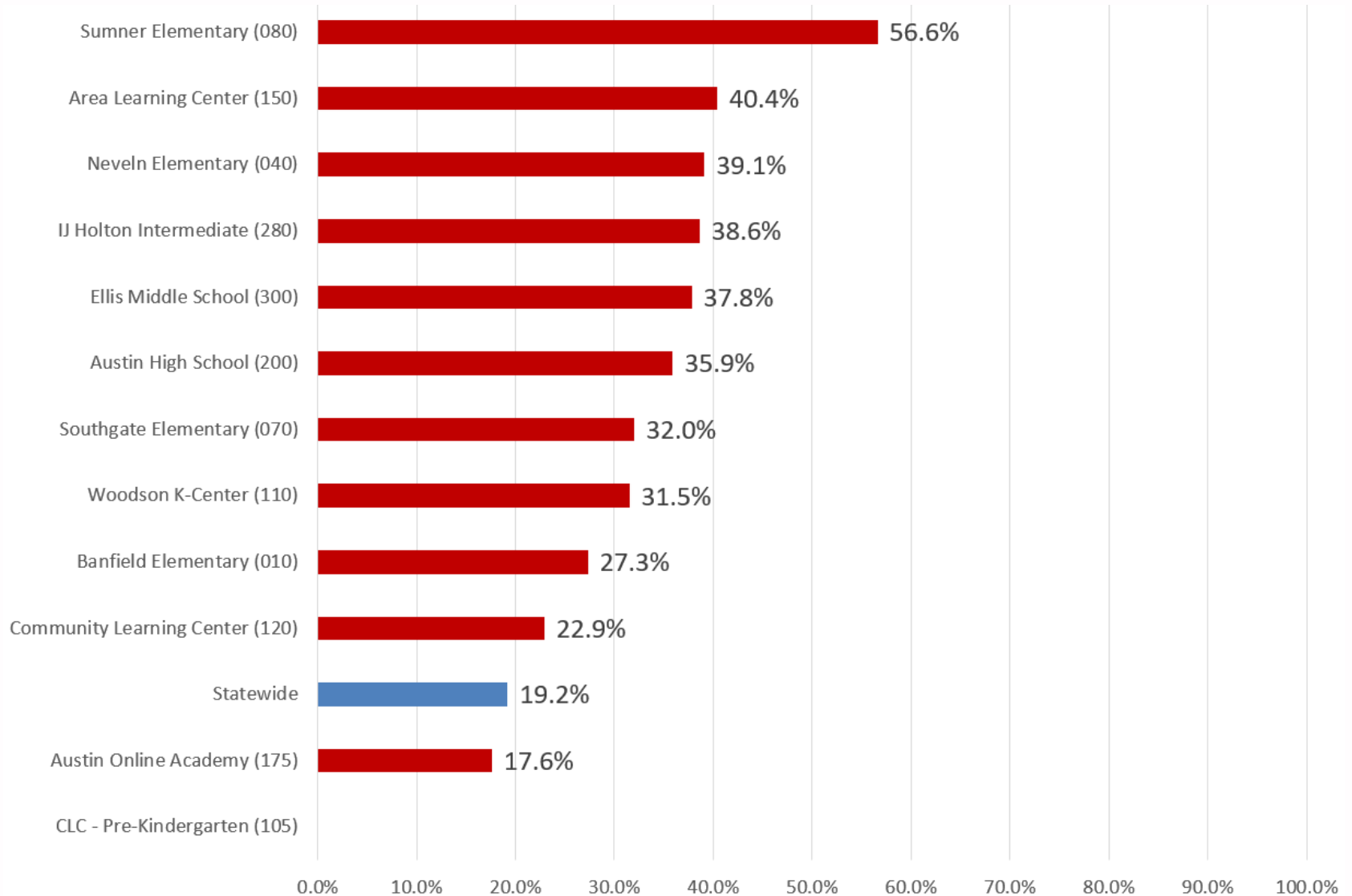




# 22-23 Primary Language Summary

MARSS01\_Fall\_Enrollment

Percent of Students Home Language ≠ English



# 22-23 Primary Languages by District

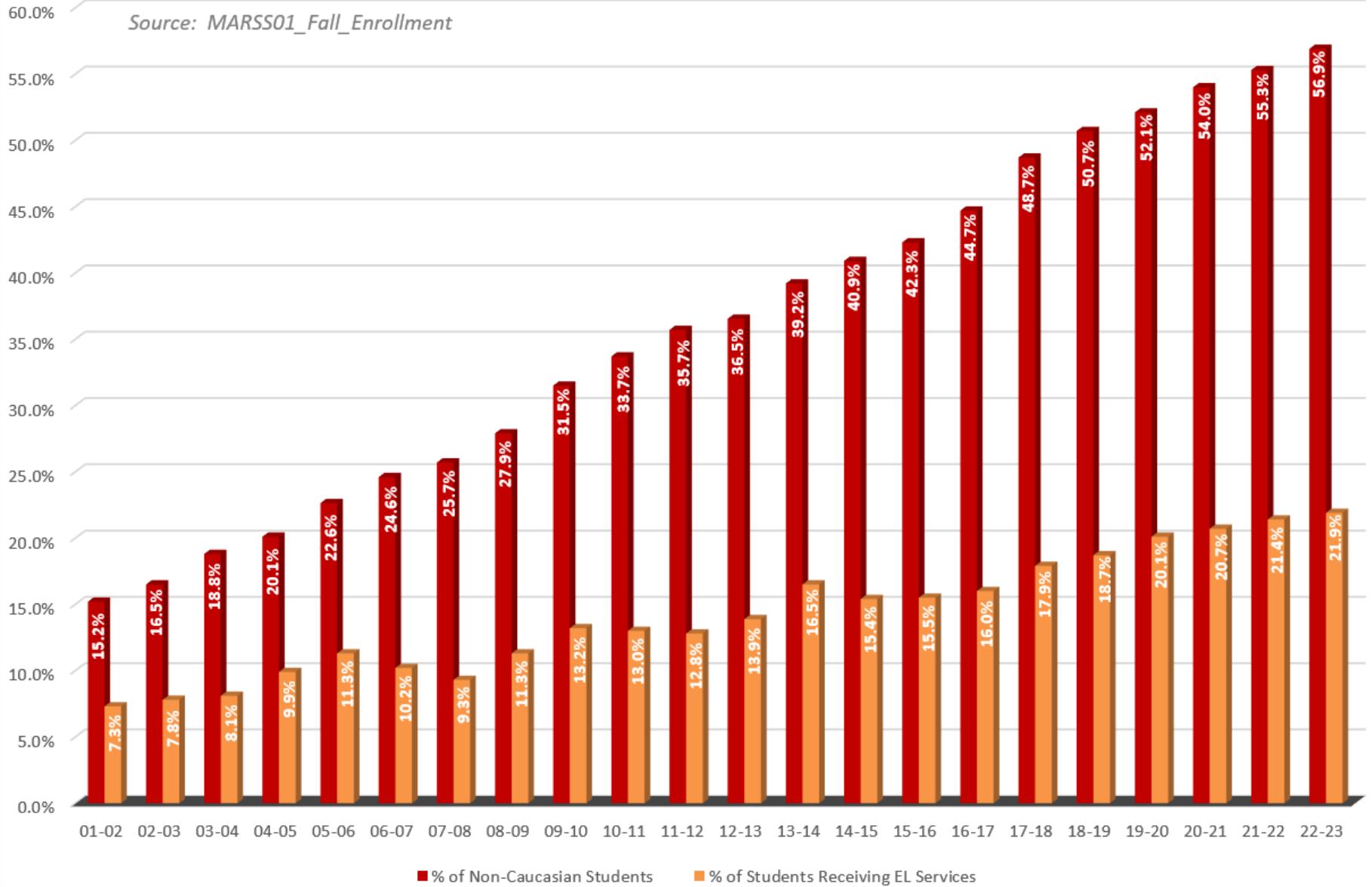
553 Districts/  
Charters  
Reported

DistrictName	Total	Rank
<b>STATEWIDE</b>	<b>346</b>	<b>NA</b>
Anoka-Hennepin Public School District	172	1
Osseo Public School District	134	2
Mounds View Public School District	120	3
Rosemount-Apple Valley-Eagan	119	4
Saint Paul Public Schools	112	5
South Washington County Schools	110	6
Burnsville-Eagan-Savage School District	94	7
Minneapolis Public School District	92	8
Roseville Public School District	91	9
<b>Rochester Public School District</b>	<b>86</b>	<b>10</b>
Eden Prairie Public School District	84	11
Bloomington Public School District	80	12
Shakopee Public School District	78	13
Edina Public School District	73	14
Robbinsdale Public School District	72	15
North St. Paul-Maplewood Oakdale Public School District	70	16
St. Michael-Albertville School District	68	17
Lakeville Area Schools	66	18
Elk River Public School District	65	19
Hopkins Public School District	65	19
Wayzata Public School District	64	20
Farmington Public School District	62	21
Eastern Carver County Public Schools	61	22
<b>Mankato Public School District</b>	<b>60</b>	<b>23</b>
White Bear Lake School District	60	23
Prior Lake-Savage Area Schools	59	24
Centennial Public School District	55	25
Spring Lake Park Public Schools	55	25
Richfield Public School District	54	26
<b>St. Cloud Public School District</b>	<b>54</b>	<b>26</b>
Eagle Ridge Academy Charter School	53	27
Forest Lake Public School District	52	28
St. Louis Park Public School District	52	28
Stillwater Area Public Schools	52	28
Moorhead Area Public Schools	51	29
Parnassus Preparatory Charter School	51	29
Minnetonka Public School District	50	30
<b>Austin Public School District</b>	<b>47</b>	<b>31</b>
West St. Paul-Mendota Heights-Eagan	46	32
Fridley Public School District	44	33
Woodbury Leadership Academy	43	34

## Ethnicity and EL Trend

### Percent of Students Receiving EL Services

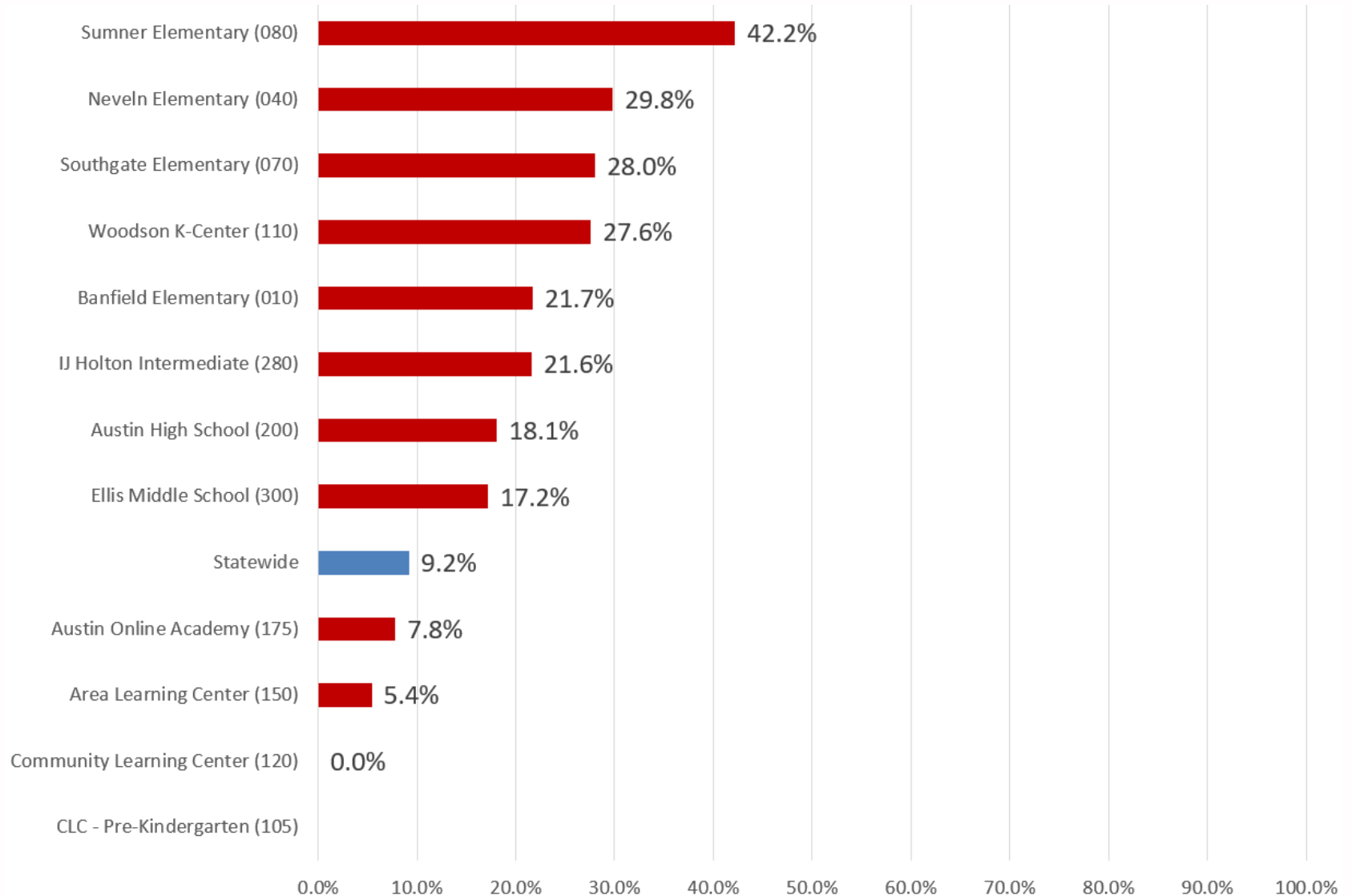
Source: MARSS01\_Fall\_Enrollment



# 22-23 EL Summary

MARSS01\_Fall\_Enrollment

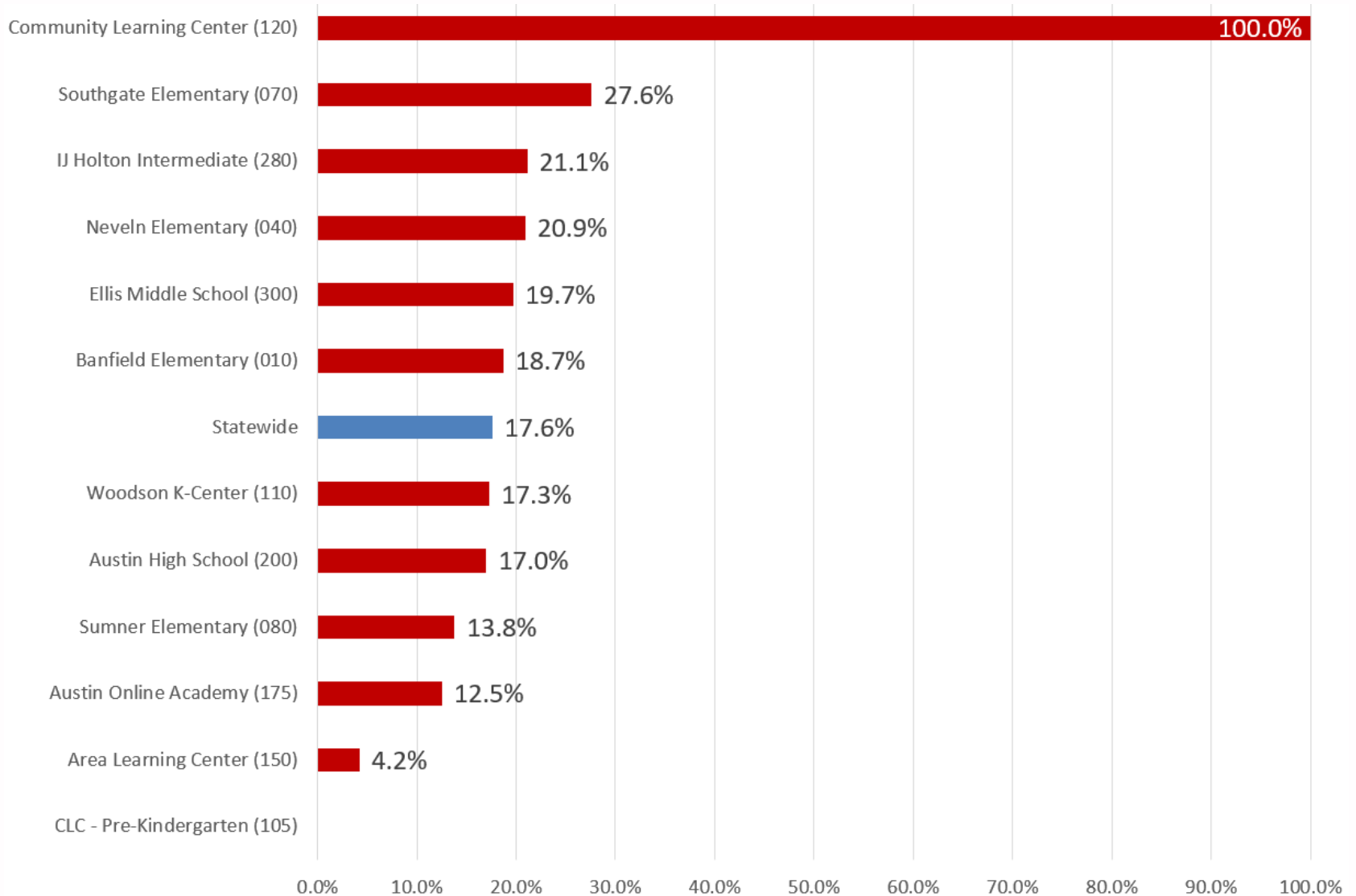
Percent of English Language Learners (EL) Students



# 22-23 Special Education Summary

MARSS01\_Fall\_Enrollment

Percent of Special Education Students





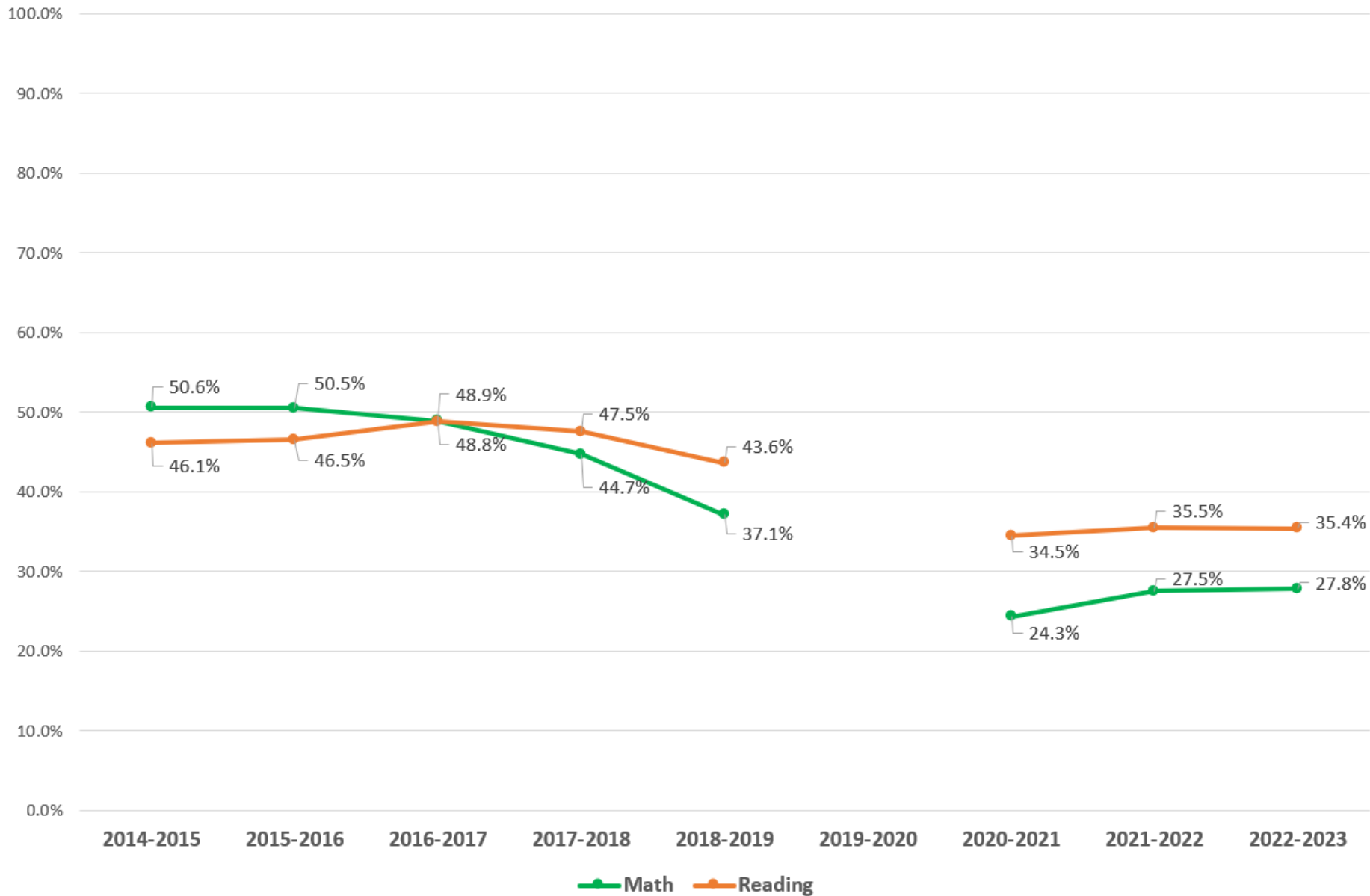
# 2023 MN Statewide Assessments Proficiency Review

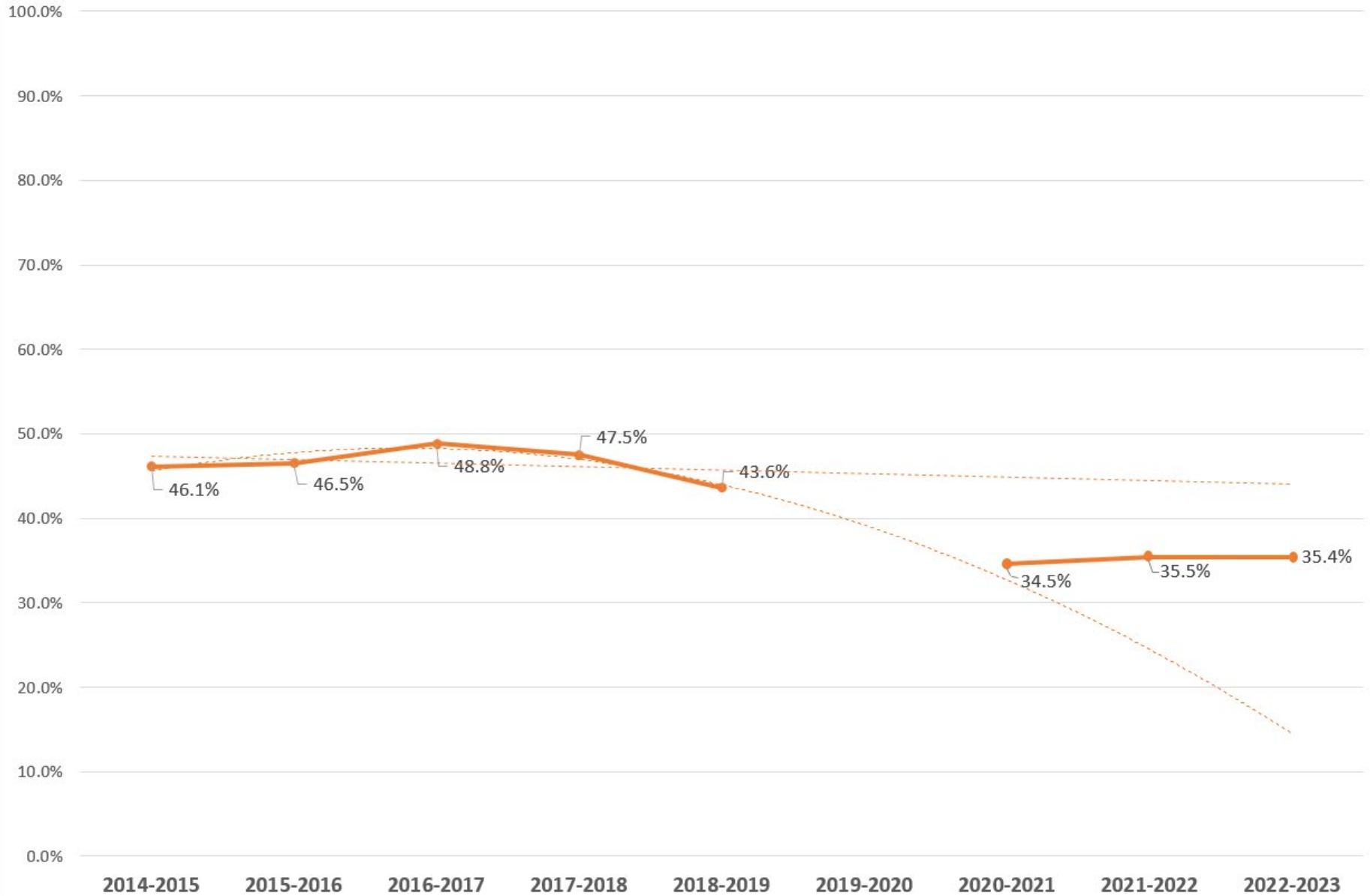
*Prepared by: Corey Haugen  
Director of Information Services*

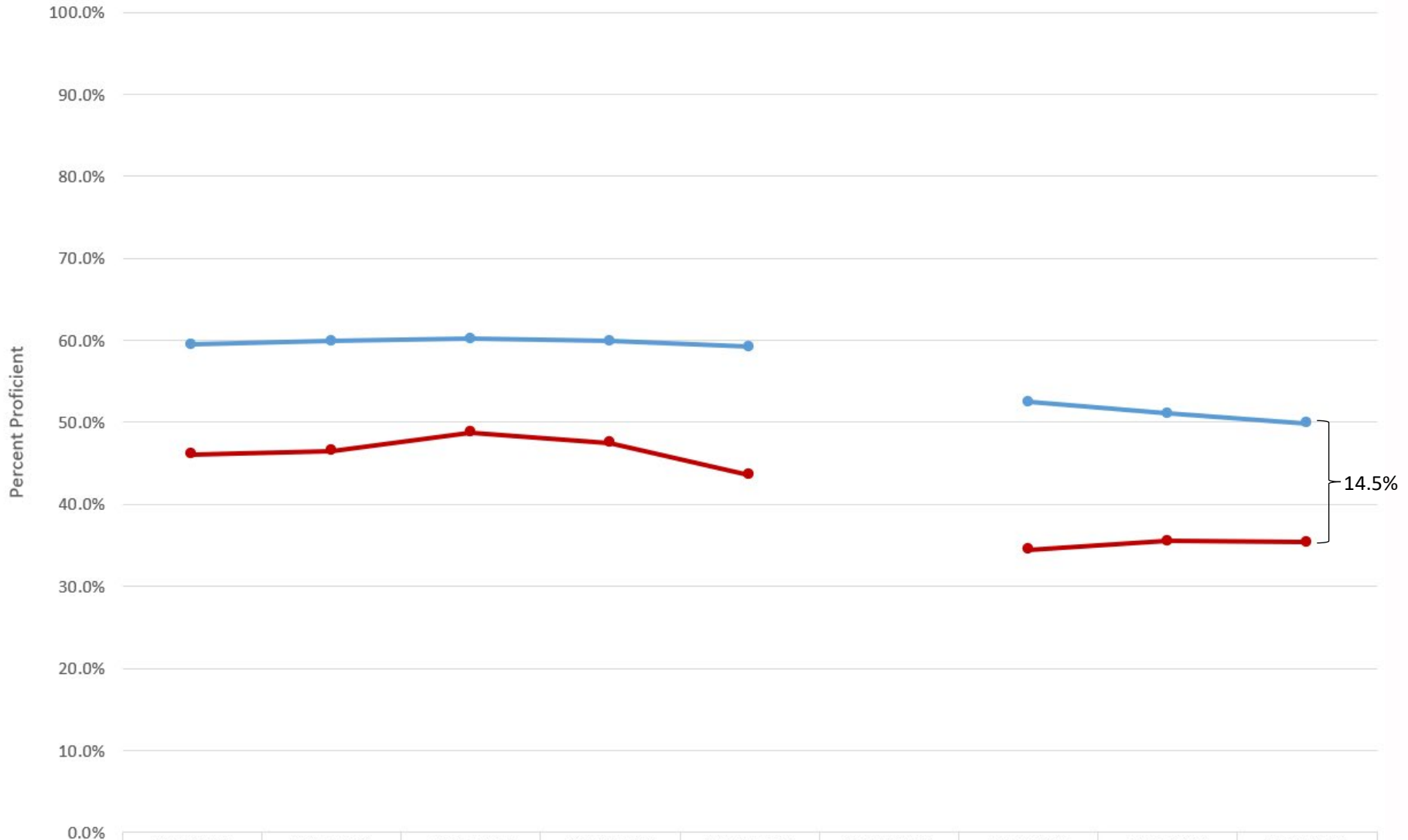


# Proficiency

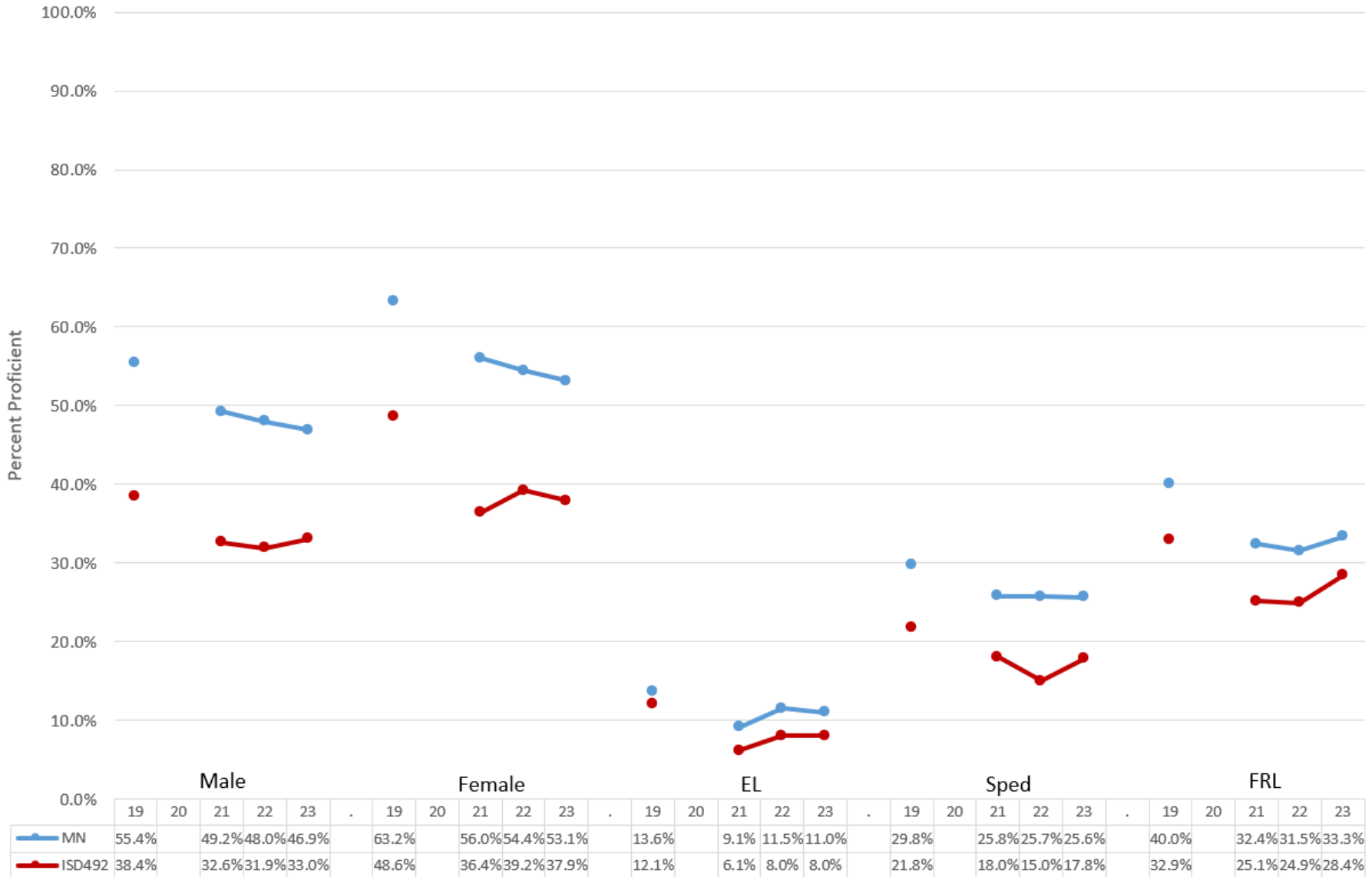
	2015 Number of Student Proficient	2016 Number of Student Proficient	2017 Number of Student Proficient	2018 Number of Student Proficient	2019 Number of Student Proficient	2021 Number of Student Proficient	2022 Number of Student Proficient	2023 Number of Student Proficient
Math	1,223 (50.6%) N: 2,419	1,226 (50.5%) N: 2,427	1,250 (48.9%) N: 2,558	1,188 (44.7%) N: 2,658	994 (37.1%) N: 2,680	504 (24.3%) N: 2,076	702 (27.5%) N: 2,557	698 (27.8%) N: 2,510
Reading	1,119 (46.1%) N: 2,426	1,156 (46.5%) N: 2,488	1,251 (48.8%) N: 2,564	1,272 (47.5%) N: 2,677	1,170 (43.6%) N: 2,686	734 (34.5%) N: 2,129	918 (35.5%) N: 2,586	910 (35.4%) N: 2,567

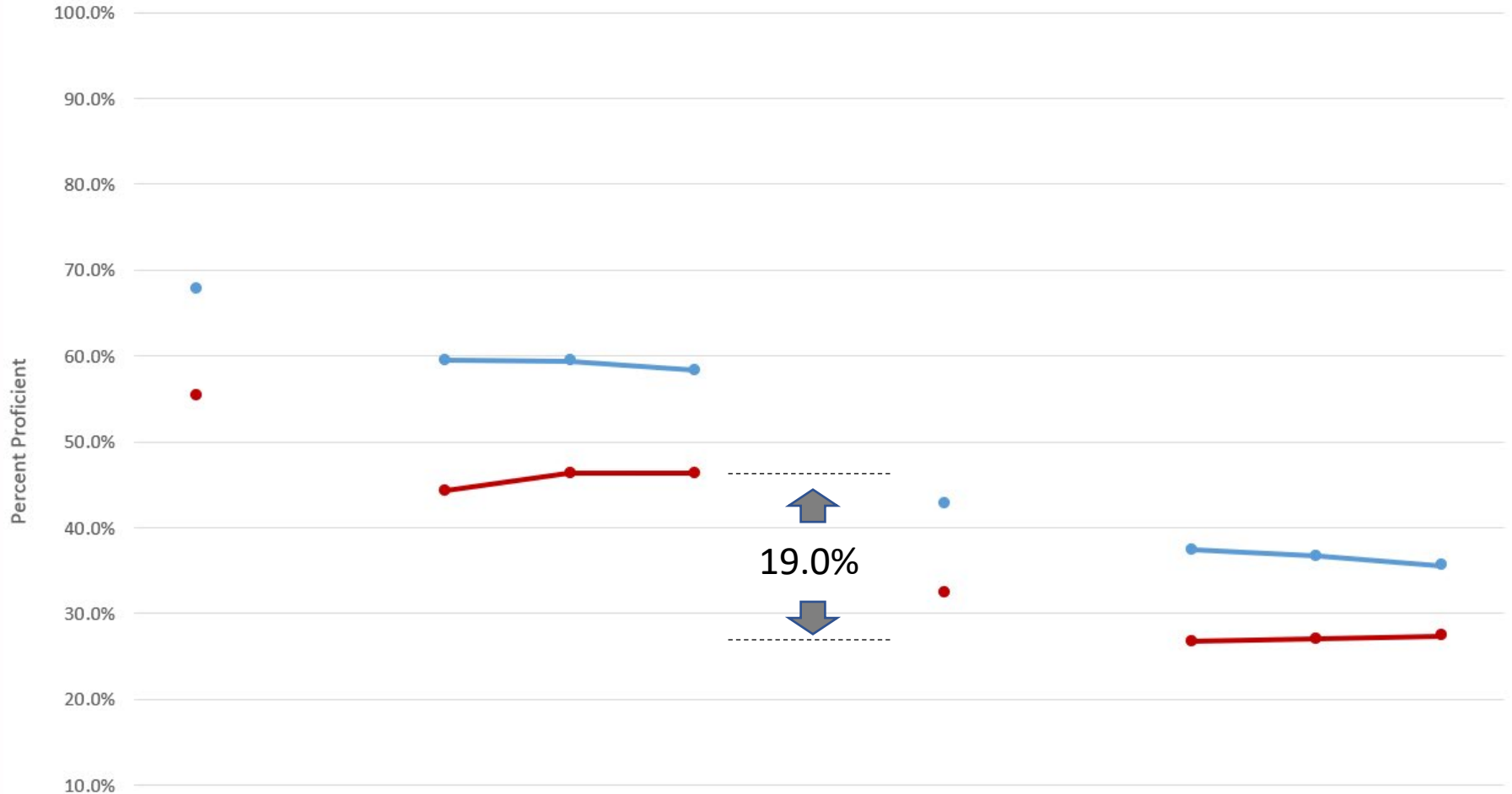




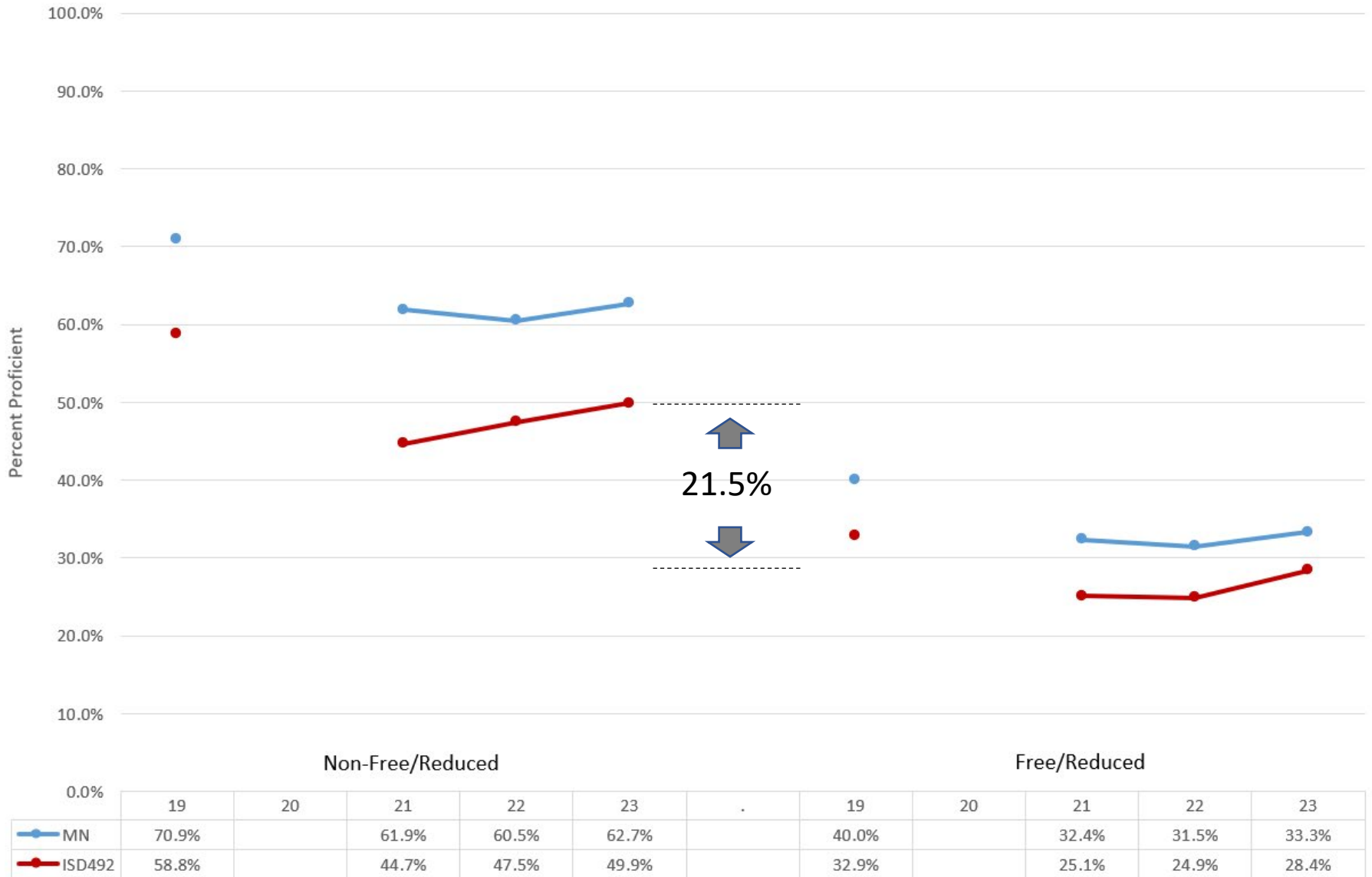


	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
MN	59.5%	59.9%	60.2%	59.9%	59.2%		52.5%	51.1%	49.9%
ISD492	46.1%	46.5%	48.8%	47.5%	43.6%		34.5%	35.5%	35.4%

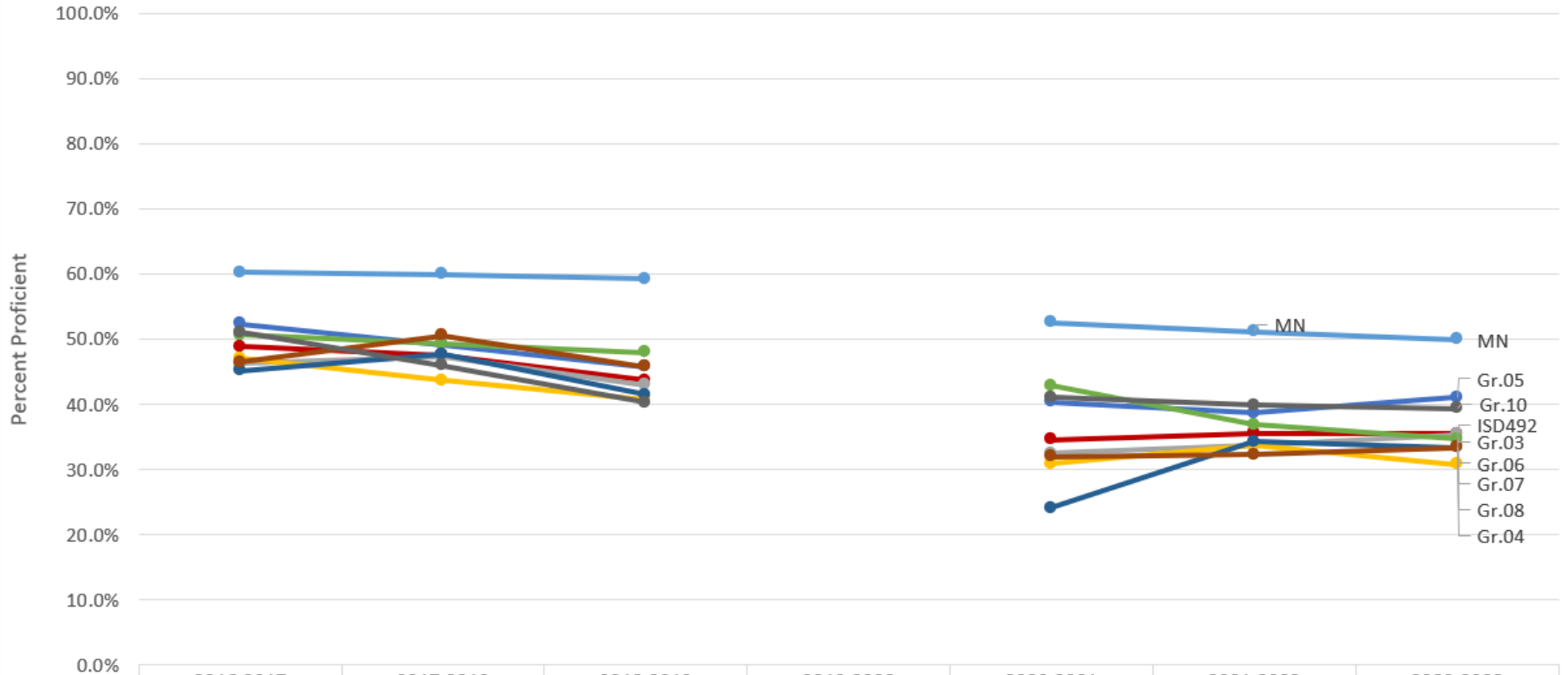




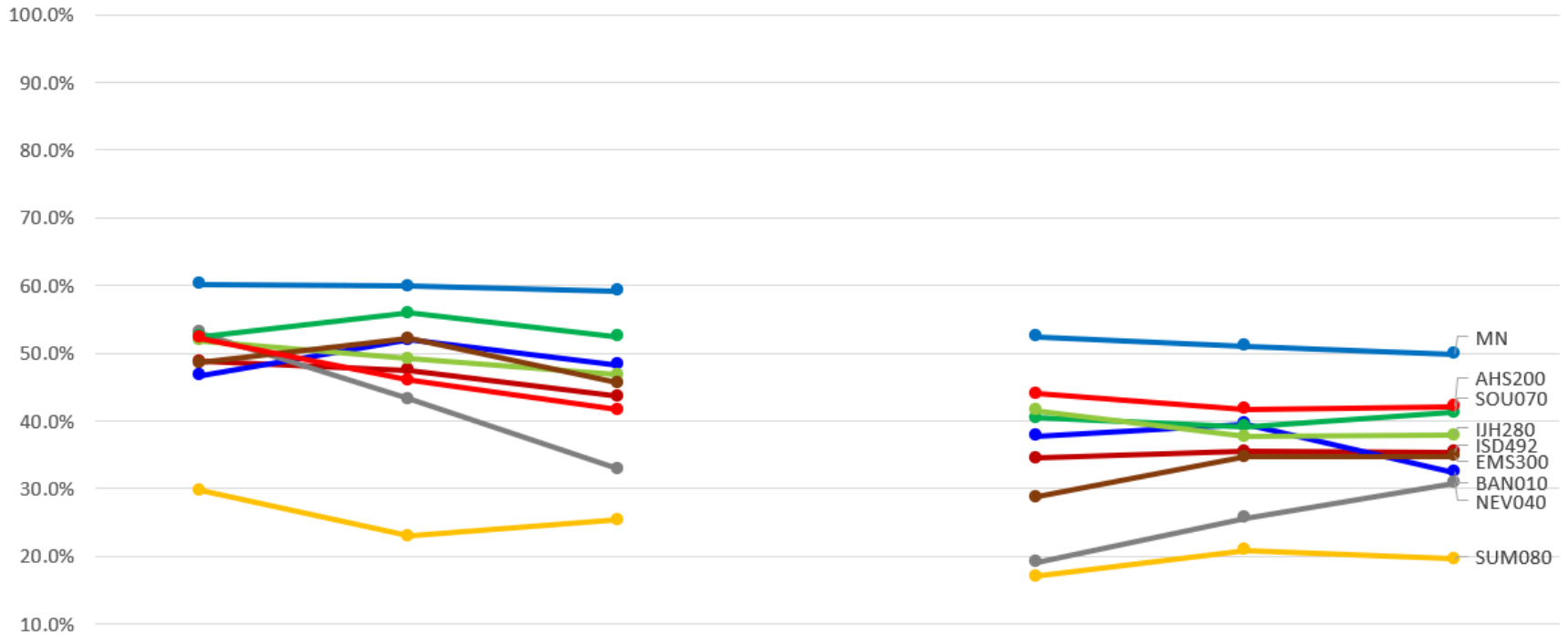
	White					.	Non-White				
	19	20	21	22	23		19	20	21	22	23
MN	67.8%		59.5%	59.4%	58.4%		42.8%		37.5%	36.7%	35.6%
ISD492	55.3%		44.3%	46.3%	46.4%		32.5%		26.8%	27.1%	27.4%



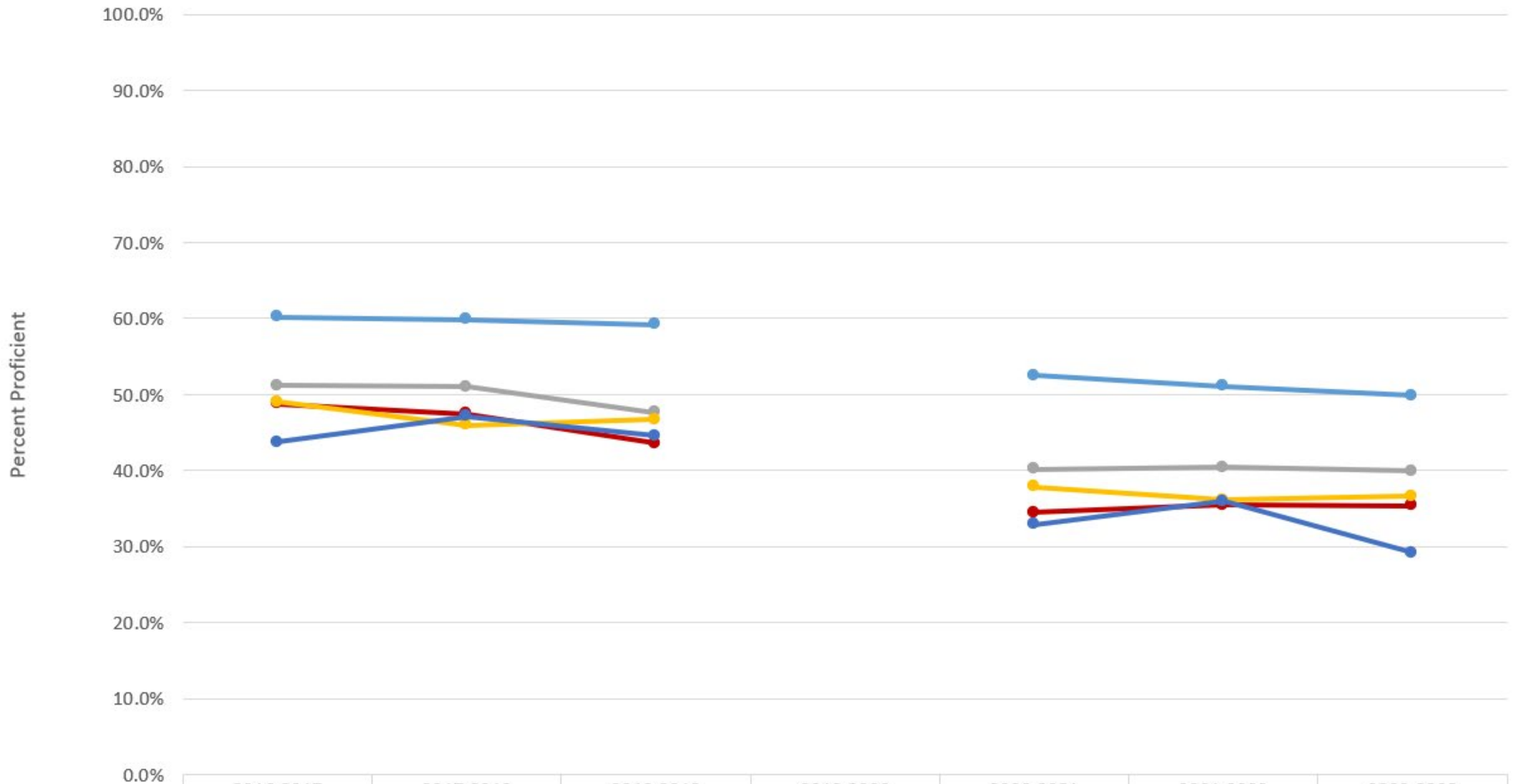
MCA Accountability Tests - Reading  
2016-2017 to 2022-2023  
All Grades: Proficiency Trend by Grade



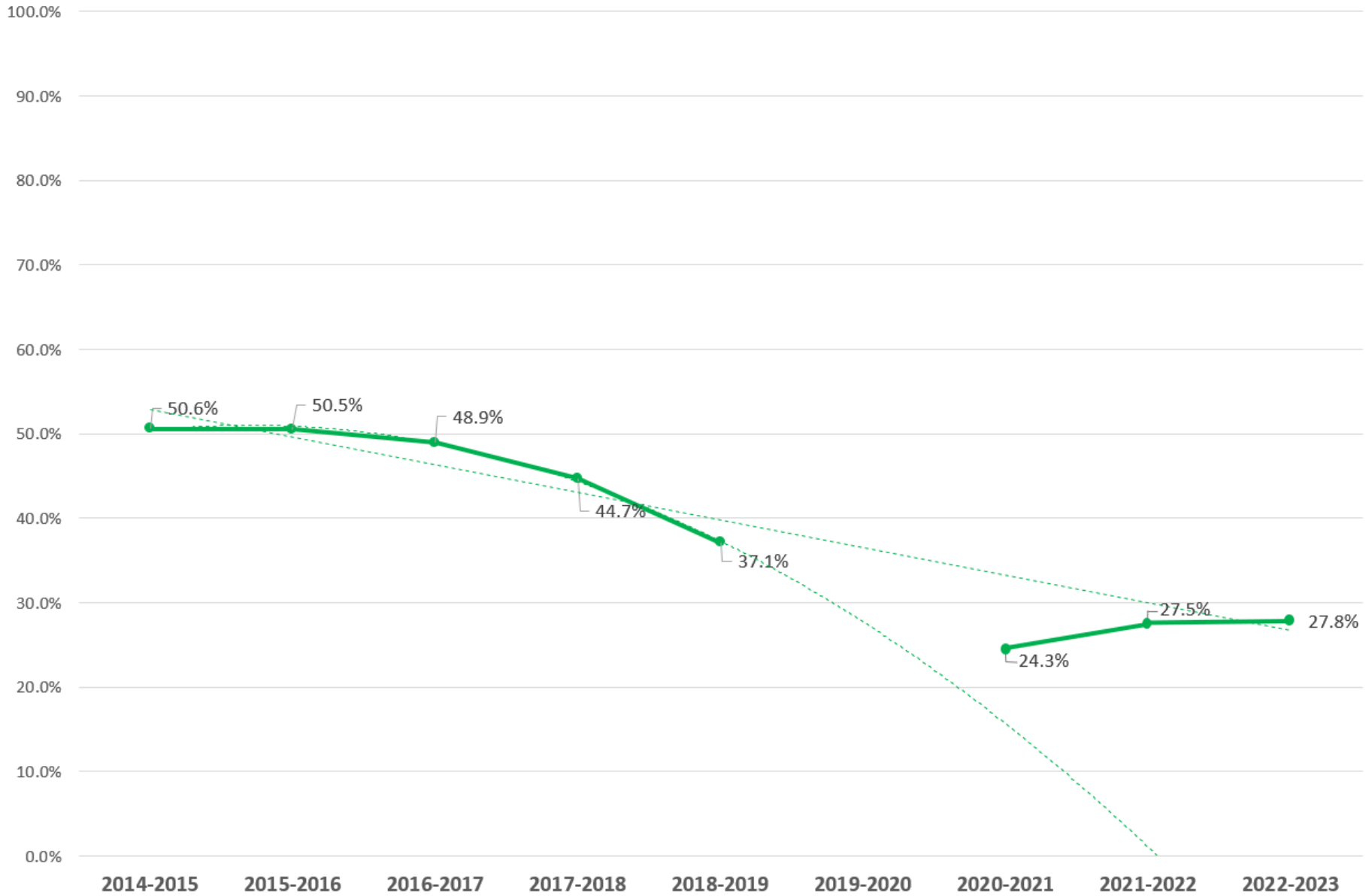
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
MN	60.2%	59.9%	59.2%		52.5%	51.1%	49.9%
ISD492	48.8%	47.5%	43.6%		34.5%	35.5%	35.4%
Gr.03	46.2%	47.2%	42.9%		32.4%	33.7%	35.3%
Gr.04	47.0%	43.6%	40.6%		30.8%	33.6%	30.7%
Gr.05	52.3%	49.1%	45.7%		40.3%	38.6%	41.0%
Gr.06	50.6%	49.2%	47.9%		42.8%	36.8%	34.6%
Gr.07	45.1%	47.6%	41.4%		24.0%	34.2%	33.3%
Gr.08	46.4%	50.5%	45.7%		31.9%	32.2%	33.3%
Gr.10	51.0%	45.9%	40.2%		41.0%	39.8%	39.3%

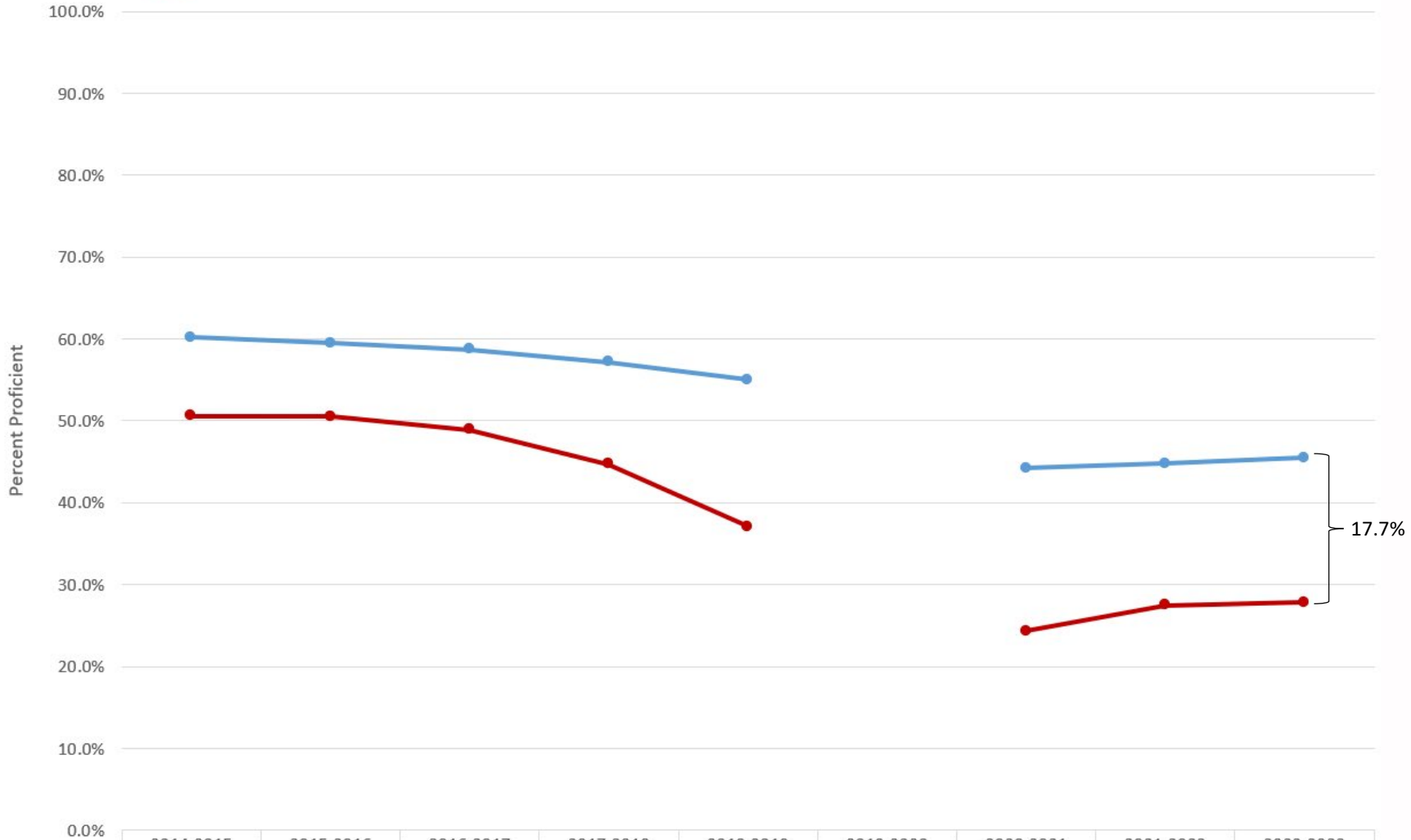


	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
MN	60.2%	59.9%	59.2%		52.5%	51.1%	49.9%
ISD492	48.8%	47.5%	43.6%		34.5%	35.5%	35.4%
BAN010	46.7%	52.0%	48.3%		37.8%	39.6%	32.4%
NEV040	53.1%	43.2%	32.9%		19.1%	25.7%	30.8%
SOU070	52.5%	55.9%	52.5%		40.5%	39.2%	41.2%
SUM080	29.7%	23.0%	25.4%		17.0%	20.9%	19.6%
IJH280	51.9%	49.2%	46.8%		41.5%	37.7%	37.9%
EMS300	48.6%	52.2%	45.6%		28.7%	34.7%	34.8%
AHS200	52.3%	46.0%	41.6%		44.0%	41.7%	42.1%

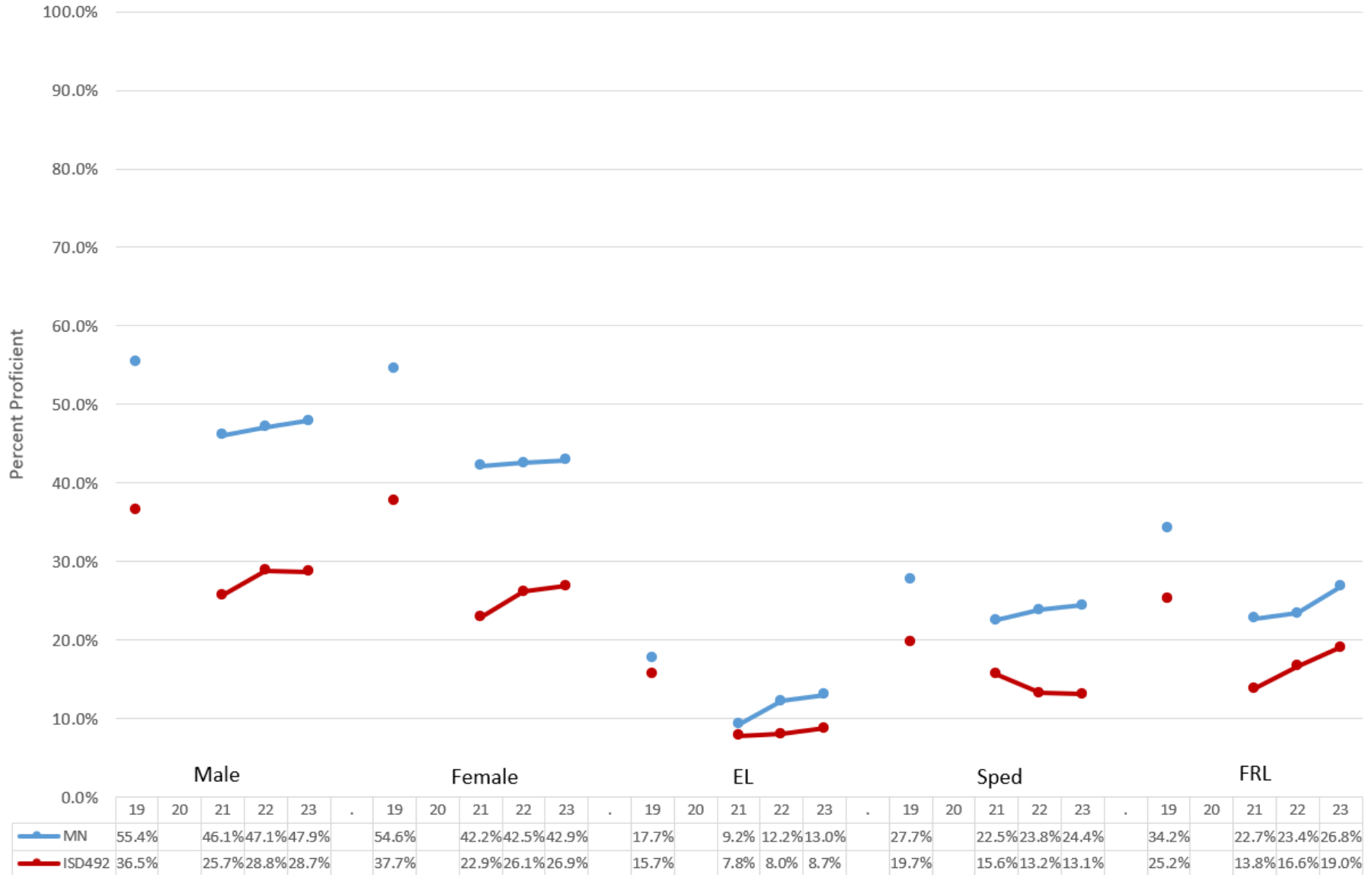


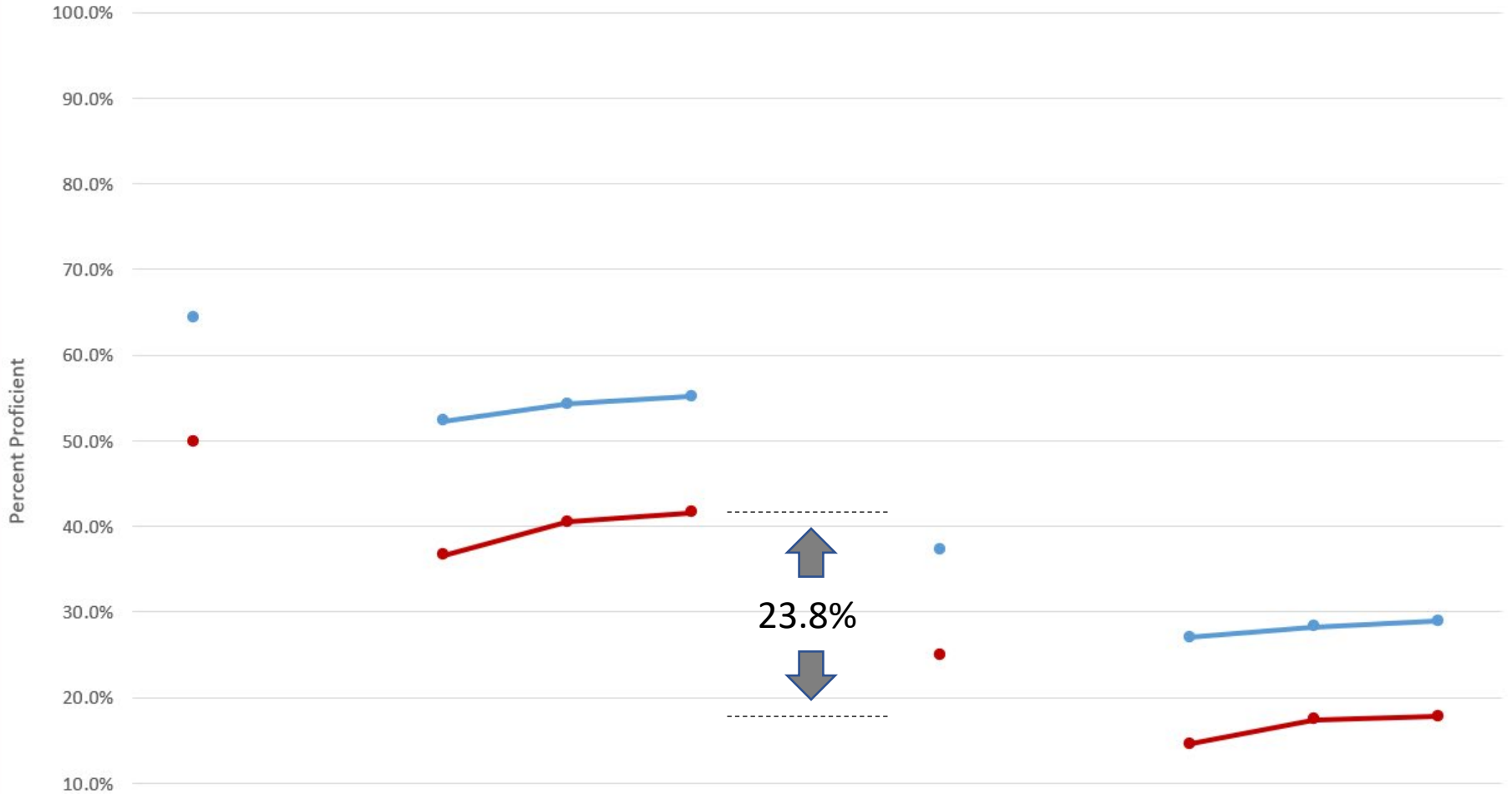
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
MN	60.2%	59.9%	59.2%		52.5%	51.1%	49.9%
ISD492	48.8%	47.5%	43.6%		34.5%	35.5%	35.4%
AlbertLea	51.2%	51.0%	47.6%		40.2%	40.4%	39.9%
Willmar	49.0%	46.0%	46.7%		37.9%	36.1%	36.6%
Worthington	43.7%	47.1%	44.6%		32.9%	36.0%	29.2%



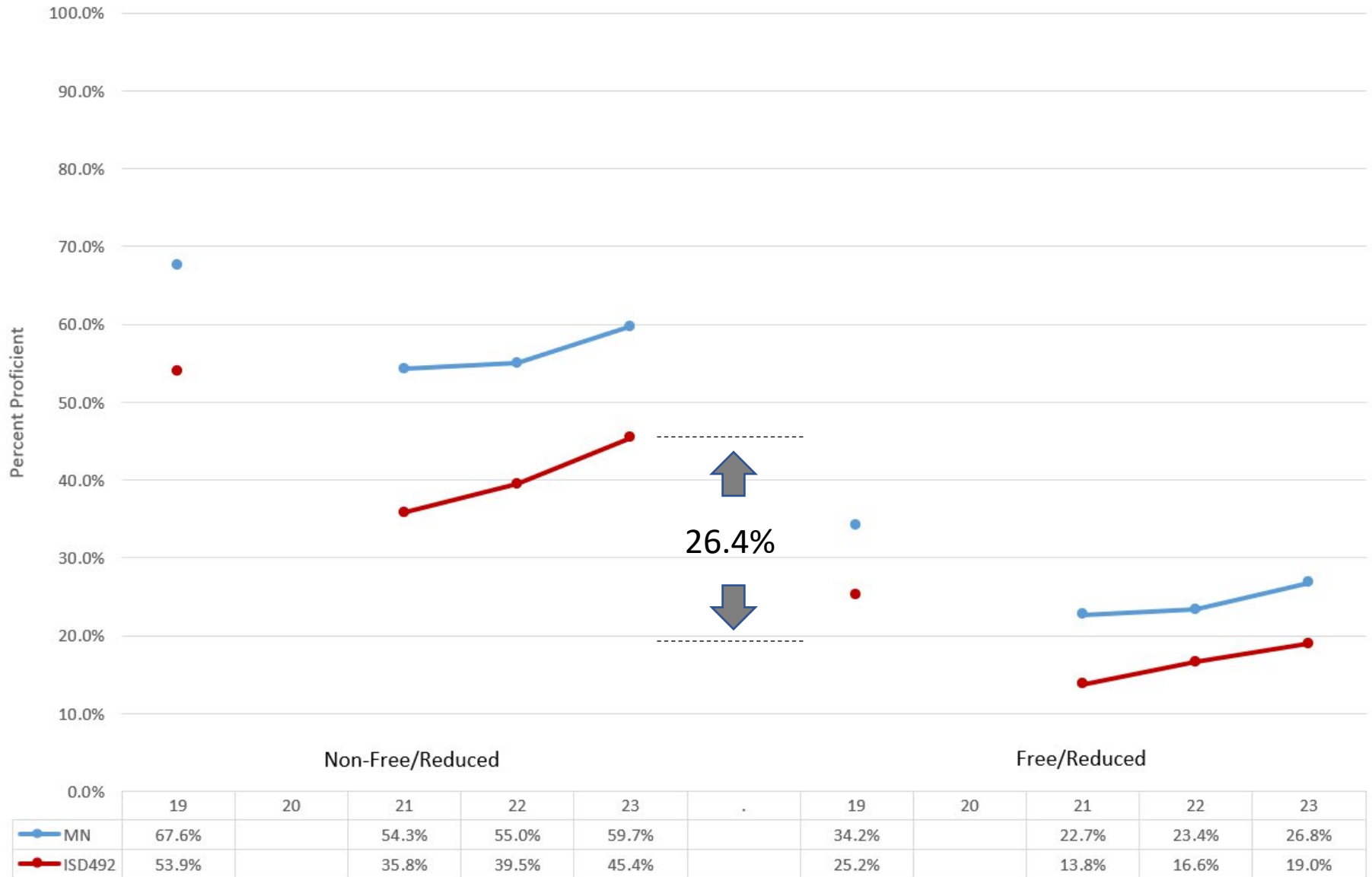


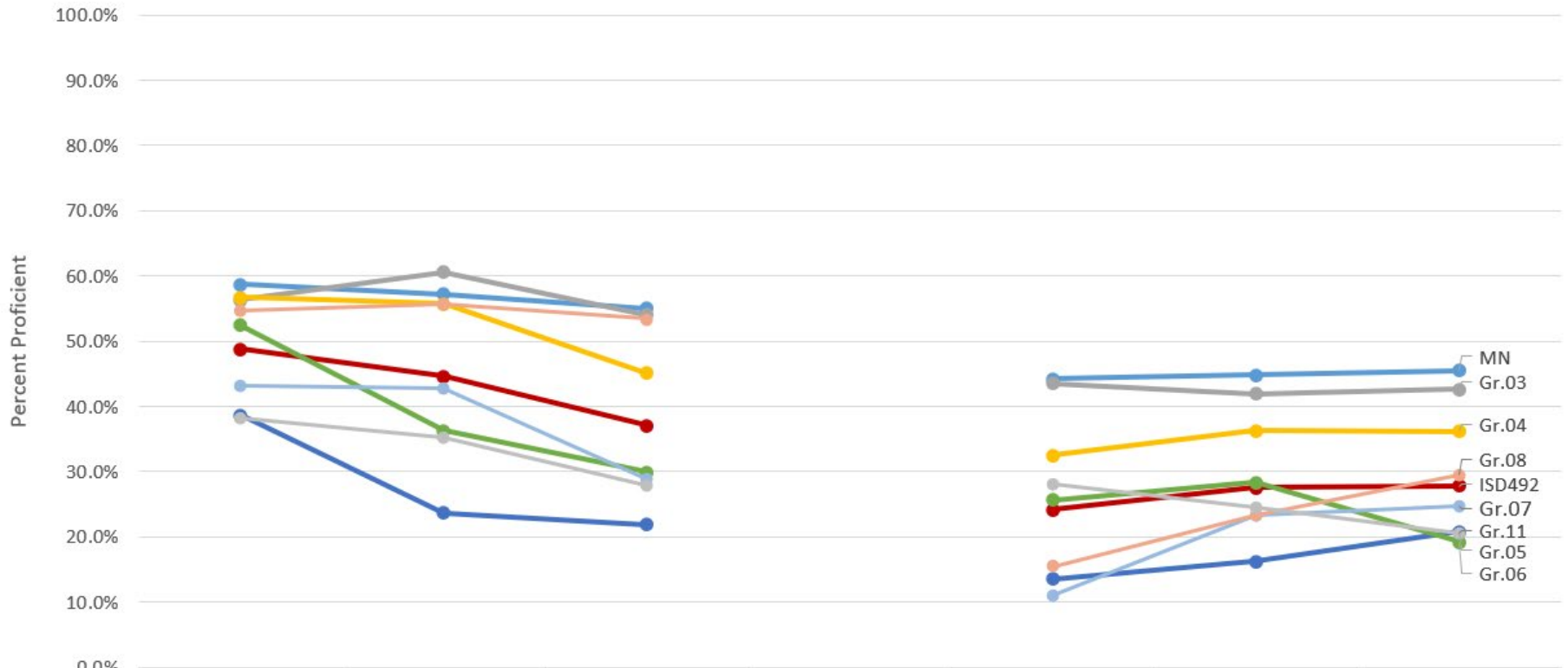
	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
MN	60.2%	59.5%	58.7%	57.2%	55.0%		44.2%	44.8%	45.5%
ISD492	50.6%	50.5%	48.9%	44.7%	37.1%		24.3%	27.5%	27.8%



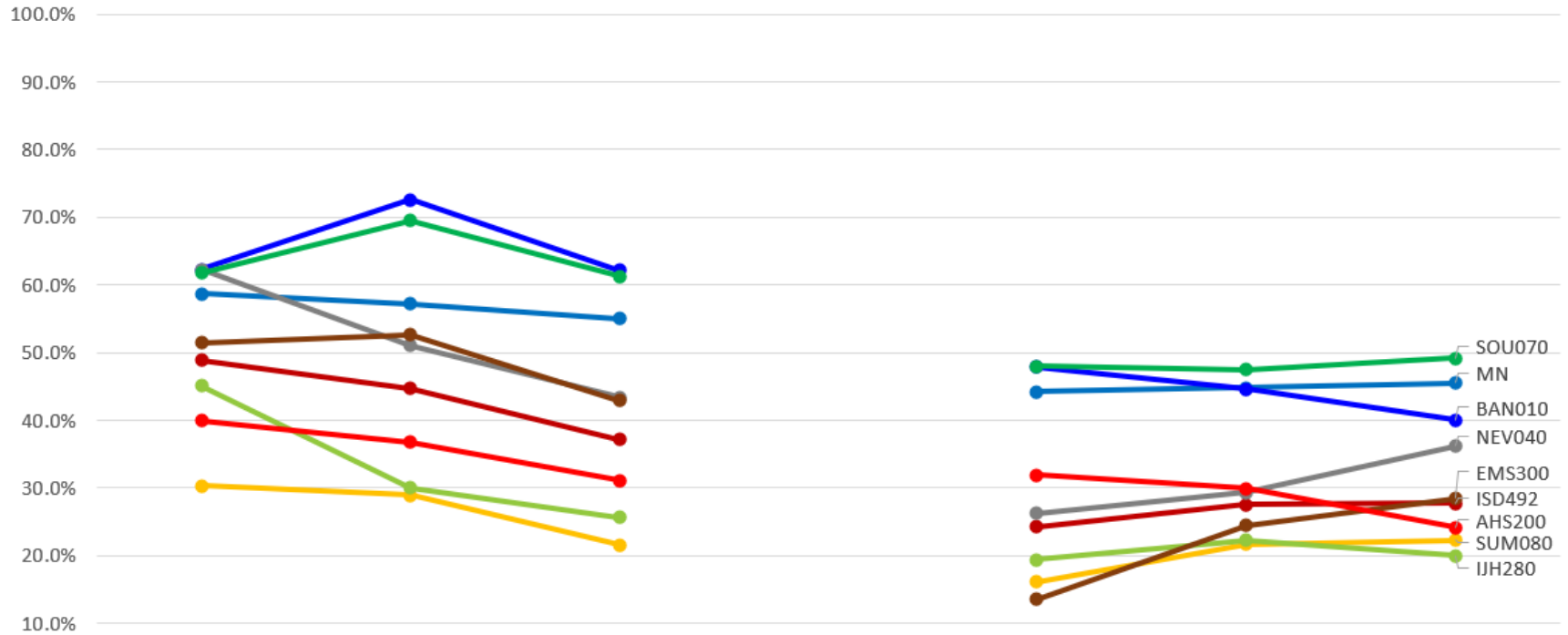


	White						Non-White				
	19	20	21	22	23	.	19	20	21	22	23
— MN	64.4%		52.3%	54.3%	55.2%		37.2%		27.0%	28.3%	28.9%
— ISD492	49.8%		36.6%	40.5%	41.6%		25.0%		14.6%	17.4%	17.8%

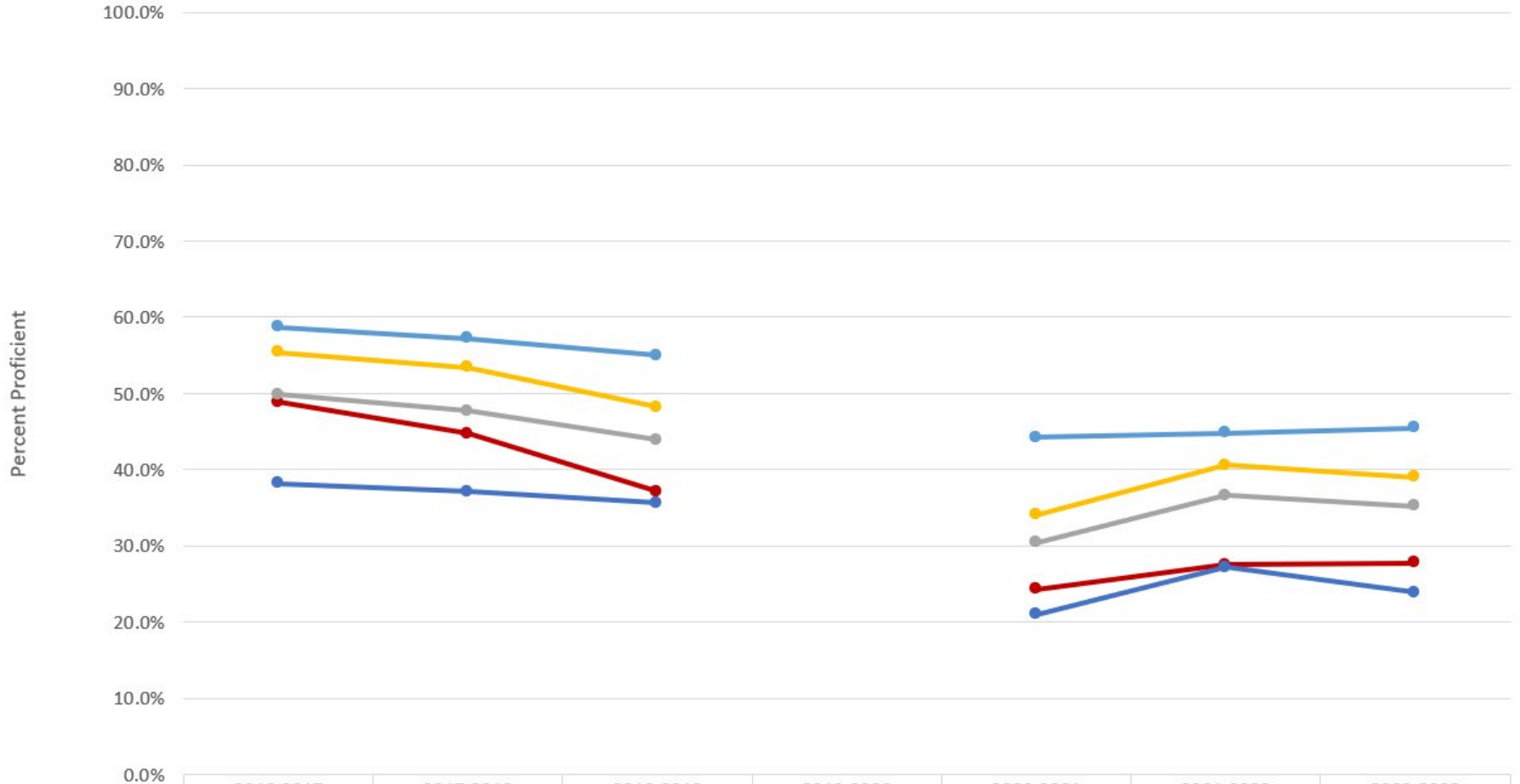




	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
MN	58.7%	57.2%	55.0%		44.2%	44.8%	45.5%
ISD492	48.9%	44.7%	37.1%		24.3%	27.5%	27.8%
Gr.03	56.4%	60.6%	54.0%		43.5%	41.9%	42.7%
Gr.04	56.7%	55.7%	45.1%		32.5%	36.3%	36.2%
Gr.05	38.7%	23.7%	21.9%		13.6%	16.2%	20.8%
Gr.06	52.5%	36.3%	30.0%		25.7%	28.3%	19.2%
Gr.07	43.1%	42.7%	28.8%		11.1%	23.3%	24.7%
Gr.08	54.7%	55.7%	53.4%		15.5%	23.3%	29.4%
Gr.11	38.3%	35.2%	27.8%		28.1%	24.6%	20.6%



	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
MN	58.7%	57.2%	55.0%		44.2%	44.8%	45.5%
ISD492	48.9%	44.7%	37.1%		24.3%	27.5%	27.8%
BAN010	62.3%	72.6%	62.2%		47.8%	44.6%	40.1%
NEV040	62.3%	51.1%	43.4%		26.3%	29.4%	36.2%
SOU070	61.8%	69.5%	61.3%		48.0%	47.5%	49.2%
SUM080	30.3%	28.9%	21.6%		16.1%	21.7%	22.3%
IJH280	45.1%	30.0%	25.7%		19.4%	22.3%	20.0%
EMS300	51.4%	52.7%	42.9%		13.6%	24.5%	28.4%
AHS200	39.9%	36.8%	31.1%		31.9%	29.9%	24.2%



	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
MN	58.7%	57.2%	55.0%		44.2%	44.8%	45.5%
ISD492	48.9%	44.7%	37.1%		24.3%	27.5%	27.8%
AlbertLea	49.9%	47.7%	43.9%		30.4%	36.6%	35.2%
Willmar	55.4%	53.4%	48.2%		34.1%	40.6%	39.0%
Worthington	38.2%	37.1%	35.6%		21.0%	27.2%	23.9%



# 2023 MN Statewide Assessments Proficiency Review

*Prepared by: Corey Haugen  
Director of Information Services*

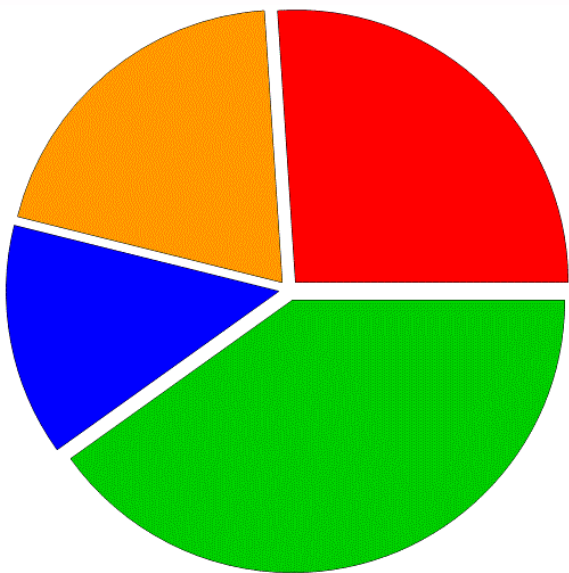




# Gr.KG STAR Early Literacy Assessment

## Fall 22 STAR Early Literacy Risk Level

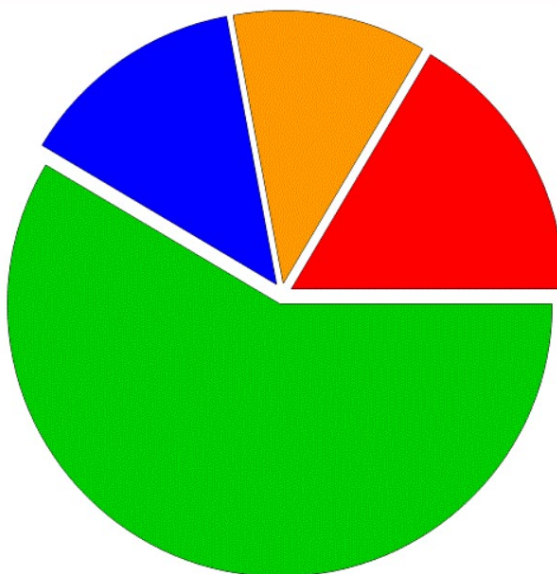
Selection		
At/Above Benchmark	134	40.1%
On Watch	46	13.8%
Intervention	67	20.1%
Urgent Intervention	87	26.0%
<b>Total</b>	<b>334</b>	<b>100.0%</b>



*USS  $\bar{x}$  = 668*

## Winter 22-23 STAR Early Literacy Risk Level

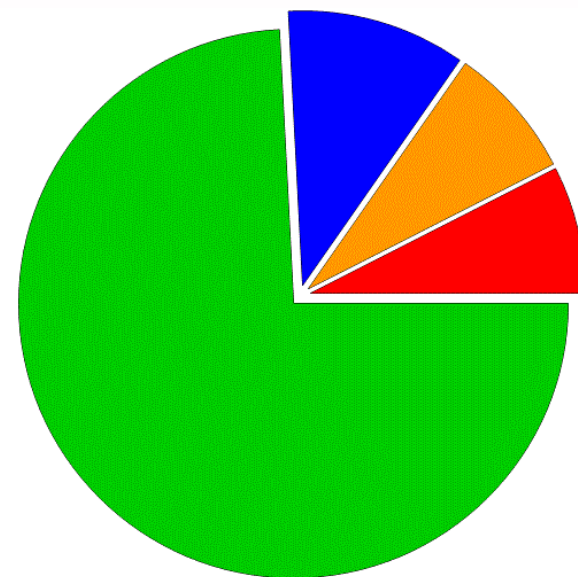
Selection		
At/Above Benchmark	199	58.5%
On Watch	46	13.5%
Intervention	39	11.5%
Urgent Intervention	56	16.5%
<b>Total</b>	<b>340</b>	<b>100.0%</b>



*USS  $\bar{x}$  = 735*

## Spring 23 STAR Early Literacy Risk Level

Selection		
At/Above Benchmark	247	74.2%
On Watch	35	10.5%
Intervention	26	7.8%
Urgent Intervention	25	7.5%
<b>Total</b>	<b>333</b>	<b>100.0%</b>

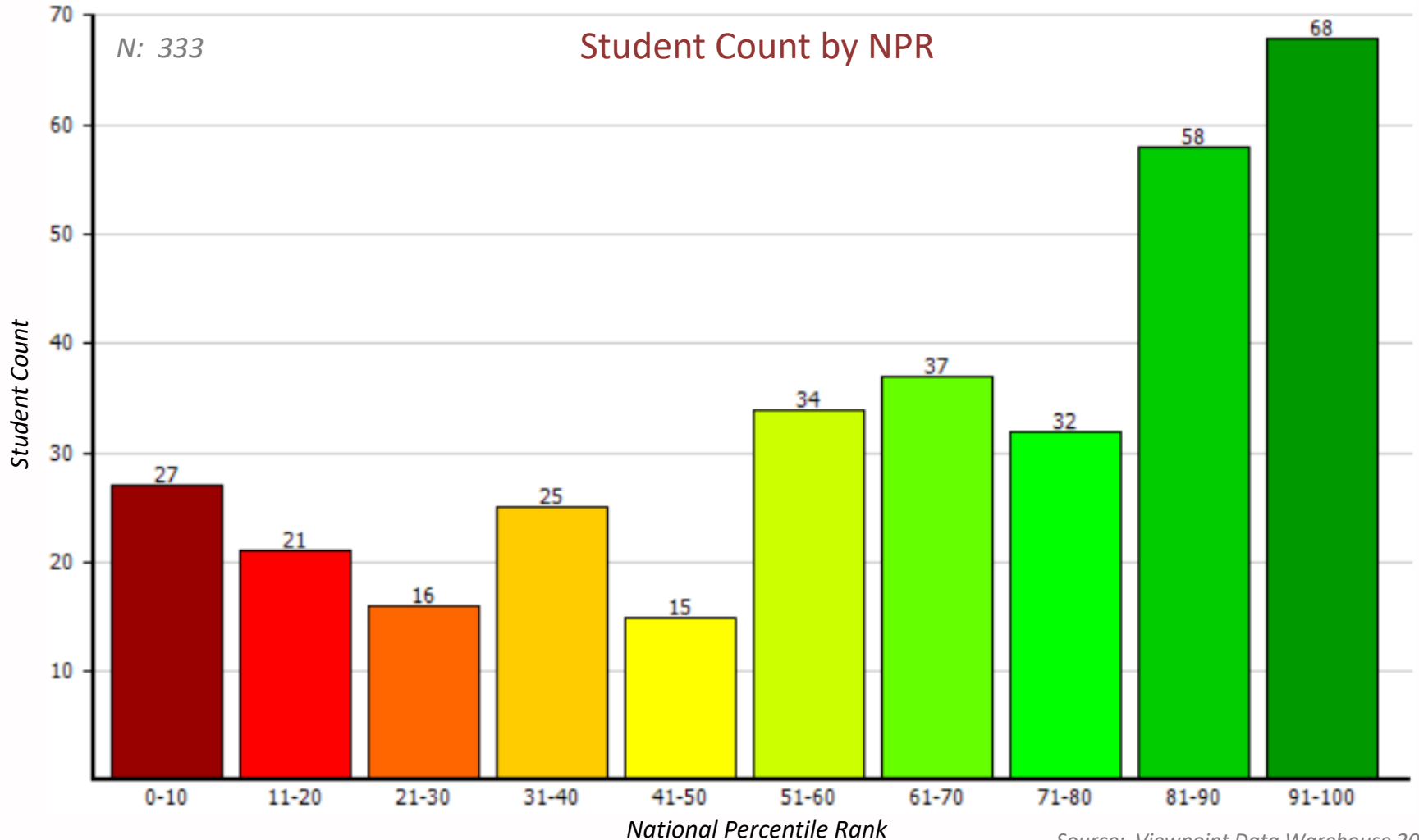


*USS  $\bar{x}$  = 815*

Source: Viewpoint Data Warehouse 2023.07.05



# S23 Gr.KG STAR Early Literacy Assessment



Source: Viewpoint Data Warehouse 2023.07.05





**AUSTIN PUBLIC SCHOOLS**  
Information Services

# **Austin Public Schools School Board Meeting**

September 11, 2023



**DATE:** September 11, 2023

**TITLE:** Donations

**TYPE:** Action

**PRESENTER:** Andrew Adams, Executive Director of Finance & Operations

**Background:**

School districts receive donations from private individuals, public entities, and trusts on a regular basis. The district implemented School Board Policy 706 – Acceptance of Gifts to ensure compliance with statutory guidance.

**Rationale:**

The school board may receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose. The school board shall have the sole authority to determine whether any gift or any precondition, condition or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether it should be accepted or rejected. Once accepted, a gift shall be the property of the school district unless otherwise provided in the agreed upon terms.

**Recommendation:**

It is recommended that the following donations be accepted by the school board for the benefit of Austin Public School students.

<b>DONOR</b>	<b>AMOUNT</b>	<b>RECIPIENT(S)</b>	<b>PURPOSE</b>
Casey's General Store/Cash for Classrooms	18.80	Neveln Elementary	Classroom Supplies
Northwestern Singers	250.00	Sumner Elementary Music Dept	Music Dept Supplies
Northwestern Singers	150.00 each	Southgate and Neveln Elementary Music Depts	Music Dept Supplies
Northwestern Singers	350.00	AHS Choir Department	Music Dept Supplies
St. Olaf Lutheran Church	School Supplies	IJ Holton, Ellis, & AHS	Student Use
Austin Area Arts	150.00	AHS Drama Dept	Supplies



**DATE:** September 11, 2023

**TITLE:** Telecommunications Aid Program & SEMNET Membership

**TYPE:** Action

**PRESENTER(S):** Andrew Adams, Executive Director of Finance and Operations

**BACKGROUND:**

In accordance with Minnesota Statutes 2022, Section 125B.26: Since 2006, the Minnesota telecommunications/internet access equity aid program provided school districts with financial assistance to help defray the costs of maintaining Internet access, video connectivity and related telecommunications services. These services are defined on the federal e-rate eligible services list as recurring Priority I services for Internet access, video connectivity, and other related information transfer services. The legislature allocated \$3.7 million in total funds for 2023.

Southeast Minnesota Network (SEMNET) is an organized telecommunications access cluster that was established in 2005. SEMNET meets criteria 4 of the Minnesota Department of Education (MDE) definition of an organized telecommunications access cluster. The criteria states "4. Is designated as a telecommunications access cluster as a public consortium with a school district number assigned by the MDE."

**RATIONALE:**

Austin Public Schools would like to access the Telecommunications/Internet Access Equity Aid in the 2023-2024 school year. There are two ways to receive funding from MDE: the first is by taking the approved cost for the previous year that exceeds \$16 times the adjusted pupil units (APU) for the previous year. The second is reimbursement of approved costs with no per pupil unit limit if the school district is a member of an organized telecommunications access cluster.

In addition to access to additional aid for operations, SEMNET also offers discounted e-rate consulting services, training, and membership advisory services. The cost of annual membership is \$500 for Austin Public Schools.

**RECOMMENDATION:**

It is the recommendation of the Executive Director of Finance and Operations to authorize Austin Public Schools to join Southeast Minnesota Network (SEMNET) effective the 2023-2024 school year.

**SEMNET REGIONAL COLLABORATIVE**

- A Minnesota Telecommunications Access Cluster -

**LETTER OF AGENCY  
For Fiscal Year 2023-2024**

Southeast Minnesota Network Collaborative (SEMNET)  
Southeast Service Cooperative, SEMNET Fiscal Agent  
210 Woodlake Dr SE  
Rochester, MN 55904

Dear SEMNET:

This is to confirm our participation in the Southeast Minnesota Network Collaborative (SEMNET), a Telecommunications Access Cluster for the procurement of certain Telecommunication services. On behalf of Austin Public Schools, I hereby authorize the Southeast Minnesota Network (SEMNET) Collaborative to represent the school district's participation in this Telecommunications Access Cluster. As such, Austin Public Schools will represent participation in the SEMNET Collaborative for the purposes of requesting reimbursement for eligible telecommunications access costs per the Minnesota Department of Education Telecommunications/Internet Access Equity Aid Program.

- (a) I certify that our school district is in support of the mission and goals of SEMNET and will actively pursue achieving them.
- (b) I certify that schools in our district are eligible for and will apply for E-rate funds to the Schools and Libraries Division of the Universal Service Administrative Company operated by the FCC.
- (c) I certify that our school district has secured access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity, necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I represent have our school district secured access to all of the resources to pay the non-discounted charges for eligible services from funds to which access has been secured in the current funding year.
- (d) I certify that our school district will file an application for the federal E-rate telecommunications discount program either separately or through the telecommunications access cluster that includes a request for discounts for the

allowable costs being requested for reimbursement through the Telecommunications Access/Internet Access Aid program. For information on E-rates, visit <http://www.universalservice.org/sl>.

- (e) I certify that our school district has complied with all program rules and I acknowledge that failure to do so may result in denial of E-rate discount funding and of Minnesota Telecommunications/Internet Access Equity Aid.
- (f) I certify that I am authorized to order telecommunications and other supported services for the school district covered by this Letter of Agency. I certify that I am authorized to make this request on behalf of the school district covered by this Letter of Agency, that I have examined this Letter, that all of the information on this Letter is true and correct to the best of my knowledge, that the entities that will be receiving discounted services of funds under this Letter pursuant to this application have complied with the terms, conditions and purposes of the program.
- (g) I certify that our district will pay annual cooperative membership fees as established by the SEMNET Board prior to the SEMNET Fiscal Agent prior to June 30<sup>th</sup> each year.
- (h) I certify that I am authorized to sign this Letter of Agency and, to the best of my knowledge, information, and belief, all information provided to The Southeast Minnesota Network Collaborative (SEMNET) submission is true.

Sincerely,

School  
District

Name Austin Public Schools, ISD 492

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

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

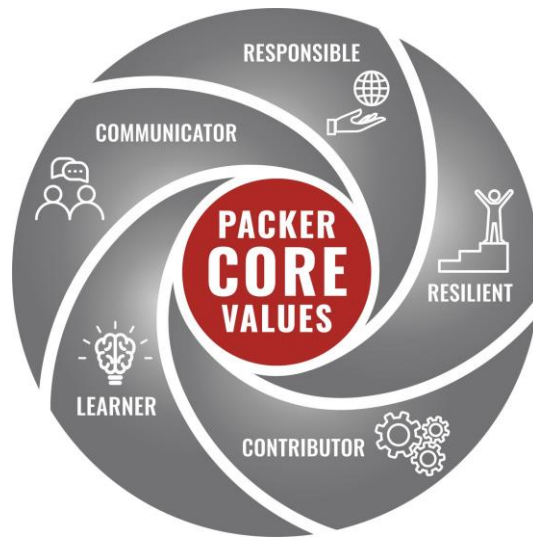
Printed  
Name: \_\_\_\_\_

Title: \_\_\_\_\_

# Dr. Joey Page

## Superintendent Goals

### 2023-2024



**DRAFT**

<b>ESTABLISH GOALS AND STANDARDS</b>				
<b>Goal 1:</b> Implement Strategic Plan	<b>Key Area: Operations Oversight and Long-Range Planning</b>			
	<b>Evidence of Performance 1:</b> Conduct and summarize the results of a community-wide survey			
	Date: December 2023			
	<b>Evidence of Performance 2:</b> Complete and summarize the results of comprehensive facilities study			
	Date: May 2024			
	<b>Evidence of Performance 3:</b> Facilitate kindergarten transition process back to neighborhood schools			
	Date: May 2024			
<b>Evidence of Performance 4:</b> Provide updates on Multi-Tiered Systems of Support (MTSS) implementation				
Date: Monthly				
<b>Key Area: Public Engagement</b>				
<b>Evidence of Performance 1:</b> Conduct and summarize the results of a stakeholder satisfaction survey				
Date: April 2024				
<b>Standard 1. Governance Team: Element 1. b. Goals and/or Strategic Plan</b>				
<i>Please select one of the following: highly effective, effective, developing, ineffective, or not applicable.</i>				
<b>Highly Effective (4)</b>	<b>Effective (3)</b>	<b>Developing (2)</b>	<b>Ineffective (1)</b>	<b>Not Applicable</b>
Facilitates the development of the school district's short- and long-term measurable goals and aligns available resources with the school district's budget to accomplish goals	Facilitates the development of the school district's short and long-term goals and recommends necessary financial strategies to meet goals	Goals have been developed, but no overall plan or alignment of resources exists	Goals are not developed.	

ESTABLISH GOALS AND STANDARDS				
<p><b>Goal 2:</b> Keep the public informed of the board's roles and responsibilities</p>	<p><b><u>Key Area: Enhance Communication For Stakeholders</u></b></p>			
	<p><b>Evidence of Performance 1:</b> Develop a school board handbook that outlines roles, responsibilities, policies, procedures, and guidelines for school board members</p> <p>Date: October 2023</p>			
	<p><b>Evidence of Performance 2:</b> Develop an informational video on school board governance and school finance for all stakeholders</p> <p>Date: October 2023</p>			
<p><b>Standard 3. Communication and Community Relations: Element 3. c. Informs the Community as a Whole</b></p> <p><i>Please select one of the following: highly effective, effective, developing, ineffective, or not applicable.</i></p>				
Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)	Not Applicable
<p>Actively keeps community informed with appropriate, regular communication on variety of school district topics, issues, and/or concerns, allowing school board to meet its responsibilities</p>	<p>Keeps community members informed of the school district issues and/or concerns as needed so the school board may meet its responsibilities</p>	<p>Keeps only some community members informed of school district issues and/or concerns, limiting school board's ability to meet its responsibilities</p>	<p>Does not provide information community needs to understand school district issues and/or concerns, hindering school board's ability to meet its responsibilities</p>	

**MID-YEAR FORMATIVE EVALUATION FORM**

**Goal 1:** Implement Strategic Plan

Evidence of Progress and/or Growth to Date (Superintendent):

**Standard 1. Governance Team: Element 1.b. Goals and/or Strategic Plan**

Evidence of Progress and/or Growth to Date (School Board):

**Goal 2:** Keep the public informed of the board's roles and responsibilities

Evidence of Progress and/or Growth to Date (Superintendent):

**Standard 3. Communication and Community Relations:Element 3.c. Informs the Community as a Whole**

Evidence of Progress and/or Growth to Date (School Board):

**Overall Comments (School Board):**

Goal 1:

Goal 2:

**SCHOOL BOARD'S FINAL END-OF-YEAR SUMMATIVE EVALUATION**

Place one check [ X ] in each row for each goal and one check [ X ] for overall rating.

	<b>4 Highly Effective</b>	<b>3 Effective</b>	<b>2 Developing</b>	<b>1 Ineffective</b>
<b>Goal 1:</b> Implement Strategic Plan				
<b>Goal 2:</b> Keep the public informed of the board's roles and responsibilities				
<b>Overall Goals Rating:</b>				
<b>Summary</b>				
A. For the goals and standards, which best illustrates the superintendent's greatest strength and why?				
B. For the goals and standards, which presented the superintendent with the greatest challenge and why?				
C. How might the school board enhance the superintendent's strengths and assist in overcoming challenges?				
D. Superintendent's Comments:				

**END OF YEAR SCHOOL BOARD'S SUMMARY OF ITS CONCLUSIONS**

**Goal 1:** Implement Strategic Plan

**Summary Statement:**

**Goal 2:** Keep the public informed of the board's roles and responsibilities

**Summary Statement:**

Evaluation Period: \_\_\_\_\_ to \_\_\_\_\_

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

School Board Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# 3 YEAR BOARD GOVERNANCE PLAN

*Assessing our current trends and influences will impact our course for the path ahead.*

**September 11, 2023**

## CLASSROOM TO BOARDROOM PROCESS

The key completion steps of the Classroom to Boardroom Strategic Planning Process designed and facilitated by TeamWorks International, Inc. for Austin Public Schools focus on excellence in governance through the development of a District Strategic Roadmap, School Board Governance Workplan, and assessment and training in sound practices and tools for excellence.

## KEY OBJECTIVES IN DEVELOPING THE BOARD GOVERNANCE PLAN

Complete District Strategic Plan elements of:

- Desired Daily Experiences (DDE)
- District VisionCard
- District 3 Year Operational Plan
- District Classroom Theory of Action
- District Strategic Roadmap with Mission, Core Values, and Vision Statements
- Development of a School Board Governance Work Plan
- District 3 Year Operational Plan

### KEY ROLES

### SY 23-24

### SY 24-25

### SY 25-26

District Policy

- 1/3 District Policy Review
- Legislative Policy Updates
- New Policy Work

- 1/3 District Policy Review
- Legislative Policy Updates
- New Policy Work

- 1/3 District Policy Review
- Legislative Policy Updates
- New Policy Work

Operations Oversight and Long-Range Planning

- 3 Year Operational Plan Updates
- Annual Budget Adjustment and Approval
- Explore Bond Referendum

- 3 Year Operational Plan Updates
- Annual Budget Adjustment and Approval
- Explore Bond Referendum

- 3 Year Operational Plan Updates
- Annual Budget Adjustment and Approval

Board Operations and Development

- Annual School Board Evaluation
- New School Board Members Onboarding
- School Board PD for Board Learning
- Key aspects of strategic plan (reports)

- Annual School Board Evaluation
- New Candidate Forum (July)
- School Board PD for Board Learning
- Key aspects of strategic plan (reports)

- Annual School Board Evaluation
- New School Board Members Onboarding
- School Board PD for Board Learning
- Key aspects of strategic plan (reports)

Superintendent Relations and Development

- Weekly Superintendent Board Update
- MSBA Leadership Conference
- Annual Superintendent Evaluation

- Weekly Superintendent Board Update
- MSBA Leadership Conference
- Annual Superintendent Evaluation

- Weekly Superintendent Board Update
- MSBA Leadership Conference
- Annual Superintendent Evaluation

Public Engagement

- Attend School Activities
- Public Forum
- Stakeholder Survey
- School Board Committees

- Attend School Activities
- Public Forum
- Stakeholder Survey
- School Board Committees

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- Public Forum
- Stakeholder Survey
- School Board Committees

# STRATEGIC ROADMAP

## Our Mission

Inspire. Empower. Accelerate.

## Our Vision

Preparing all learners to make a difference in the world.

## Our Core Values

- **Responsible:** Demonstrates accountability to self and others
- **Resilient:** Develops perseverance and self-confidence
- **Learner:** Challenges self to think critically
- **Communicator:** Listens actively and shares learning and experiences
- **Contributor:** Engages as a productive member of the community and global society

## Our Strategic Priorities

1. Support and resources to ensure a safe and welcoming learning environment
2. Packer Profile for all learners
3. District-wide multi-tiered systems of support for all learners
4. Excellence in resource management

# THEORY OF ACTION

\*a logical chain of reasoning that explains how change will lead to improved practices

*If we...*

are seen, valued and respected for who we are and the work we do

are in partnership with our child's education and feel welcomed, valued, and respected as a family

feel safe and understand what is expected from us at school

are held accountable but not overwhelmed in a comfortable learning environment

work in a district that is willing to adapt and change when necessary to best meet the needs of all students

know our child is challenged and has ownership in how they demonstrate growth

are stewards of the system that support our pathways for our graduates

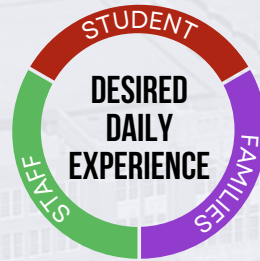
have a voice and choice in how and what we learn

&

*...then*

**WE ARE PREPARING ALL LEARNERS  
TO MAKE A DIFFERENCE IN THE WORLD.**

- **I am supported and challenged in my learning and believe I will be successful**
  - Teachers and all staff are approachable, listen and respond to my needs
  - My teachers have time to talk through and help answer questions or help solve problems I have
  - I am trusted to make good choices, be engaged in my learning, and held accountable but not overwhelmed
- **I feel that school is safe and that school is challenging and fun**
  - I am heard and respected for who I am by school staff and students
  - The school and my interactions with students and staff are safe, positive and inclusive
  - I enjoy coming to school every day and have time to be with friends during school
  - I understand what is expected from me at school
  - I am supported in my mental health needs
- **I am an engaged learner at school and in our community**
  - I have a voice and choice in how and what I learn
  - My learning is hands-on, meaningful, challenging and helps me prepare for my future
  - My teachers like me and believe in me
  - I have teachers and staff that work with me in a way that benefits all students
  - I am physically comfortable in the school setting
  - This school should be about me not the teachers



- **I am seen, valued, and respected for who I am and the work I do**
  - I work in a collaborative not competitive environment that honors the unique strengths of each individual
  - I am seen as a professional and given the flexibility and support to provide students what they need to be successful
  - I am listened to, heard and know that I matter
  - I have a level of freedom and innovation within reasonable parameters
- **I receive the support and resources to do my job well so I am able to create a healthy and safe learning environment**
  - I am a valued member of a caring, engaged, and collaborative team
  - I receive constructive feedback in regards to my position so I can be the best version of myself
  - I am treated with respect and fairness with reasonable expectations for work, performance, time, and employment
  - I enjoy my job and have flexibility, satisfaction, and recognition
- **I work in a district that is willing to adapt and change when necessary to best meet the needs of all students**
  - Diversity, equality, inclusion and equity for everyone
  - I have the resources and materials I need in my classroom and for families so they know what they can do to support learning at home
  - There is effective communication across the district and community so staff and families have the information they need
  - I have adequate training for various aspects of my job

- **I am part of my child's education and feel welcomed, valued, and respected as a family**
  - My child is physically and emotionally safe at school
  - My child feels a sense of belonging at school, is cared for, and valued
  - My student can voice their thoughts and ideas without being discriminated against so they continue to learn
- **My child enjoys coming to school and is safe, included and respected so they are learning every day**
  - My child is challenged (not overwhelmed) in learning and development, listened to, and provided choice and voice in learning options
  - Teachers know my child well and creates a fun, interactive approach to learning which is responsive to my child's and family needs
- **I am engaged in a partnership with my child's school so I know what to do to help my child continue to grow and learn**
  - I will feel welcome, informed and encouraged to collaborate with the teachers and staff at the school to help my child grow
  - My child's teachers, my child and myself have open communication about their academic progress, social development and well-being
  - District and school information is easy to understand and easily accessible
  - My child is taught the life skills necessary to be successful in whatever path they choose after high school

**INTERNET ACCEPTABLE USE AND SAFETY POLICY**

524

*[Note: School districts are required by statute to have a policy addressing these issues.]*

**I. PURPOSE**

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

**II. GENERAL STATEMENT OF POLICY**

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

**III. LIMITED EDUCATIONAL PURPOSE**

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

**IV. USE OF SYSTEM IS A PRIVILEGE**

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

**V. UNACCEPTABLE USES**

- A. While not an exhaustive list, the following uses of the school district system and Internet resources or accounts are considered unacceptable:
  - 1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
    - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;

- b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
  - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
  - d. information or materials that could cause damage or danger of disruption to the educational process;
  - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
- a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
  - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
    - (1) such information is classified by the school district as directory information and verification is made that the school district has

not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or

- (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Facebook," "Twitter," "Instagram," "Snapchat," "TikTok," "Reddit," and similar websites or applications.
7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
  8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
  9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
  10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. If the school district receives a

report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

## **VI. FILTER**

***[Note: School districts that receive certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. This law requires school districts to adopt an Internet safety policy that contains the provisions set forth below. Also, the Act requires such school districts to provide reasonable notice and hold at least one public hearing or meeting to address the proposed Internet safety policy prior to its implementation. School districts that do not seek such federal financial assistance need not adopt the alternative language set forth below nor meet the requirements with respect to a public meeting to review the policy. The following alternative language for school districts that seek such federal financial assistance satisfies both state and federal law requirements.]***

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
  - 1. Obscene;
  - 2. Child pornography; or
  - 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
  - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
  - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

**VII. CONSISTENCY WITH OTHER SCHOOL POLICIES**

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

**VIII. LIMITED EXPECTATION OF PRIVACY**

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents may have the right at any time to investigate or review the contents of their child's files and e-mail files in accordance with the school district's Protection and Privacy of Pupil Records Policy. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure, or discovery under Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

**IX. INTERNET USE AGREEMENT**

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the

school district.

- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

**X. LIMITATION ON SCHOOL DISTRICT LIABILITY**

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

**XI. USER NOTIFICATION**

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
  - 1. Notification that Internet use is subject to compliance with school district policies.
  - 2. Disclaimers limiting the school district's liability relative to:
    - a. Information stored on school district diskettes, hard drives, or servers.
    - b. Information retrieved through school district computers, networks, or online resources.
    - c. Personal property used to access school district computers, networks, or online resources.
    - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
  - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
  - 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
  - 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial

obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.

6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Public and Private Personnel Data Policy, and Protection and Privacy of Pupil Records Policy.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

**XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE**

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
  1. A copy of the user notification form provided to the student user.
  2. A description of parent/guardian responsibilities.
  3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
  4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
  5. A statement that the school district's acceptable use policy is available for parental review.

**XIII. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS**

- A. "Technology provider" means a person who:
  1. contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
  2. creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.
- B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

- C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:
  - 1. identify each curriculum, testing, or assessment technology provider with access to educational data;
  - 2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
  - 3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.
- D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.
- E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:
  - 1. the technology provider's employees or contractors have access to educational data only if authorized; and
  - 2. the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.
- F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

**XIV. SCHOOL-ISSUED DEVICES**

- A. "School-issued device" means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student's dedicated personal use. A school-issued device includes a device issued through a one-to-one program.
- B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:
  - 1. any location-tracking feature of a school-issued device;
  - 2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
  - 3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.
- C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:

1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
  2. the activity is permitted under a judicial warrant;
  3. the school district is notified or becomes aware that the device is missing or stolen;
  4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
  5. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or
  6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.
- D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

#### **XV. CELL PHONE USE**

1. Students are prohibited from using cell phones and other electronic communication devices during the instructional day. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct.
2. If the school district has a reasonable suspicion that a student has violated a school policy, rule, or law by use of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search.
3. Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

#### **XVI. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN**

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an

individualized family service plan, an individualized education program, or a 504 plan in effect.

**XVII. IMPLEMENTATION; POLICY REVIEW**

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)  
Minn. Stat. § 125B.15 (Internet Access for Students)  
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)  
15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act)  
17 U.S.C. § 101 *et seq.* (Copyrights)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))  
47 C.F.R. § 54.520 (FCC rules implementing CIPA)  
*Mahanoy Area Sch. Dist. v. B.L.*, 594 U.S. \_\_\_\_ , 141 S. Ct. 2038 (2021)  
*Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503 (1969)  
*United States v. Amer. Library Assoc.*, 539 U.S. 194(2003)  
*Sagehorn v. Indep. Sch. Dist. No. 728*, 122 F.Supp.2d 842 (D. Minn. 2015)  
*R.S. v. Minnewaska Area Sch. Dist. No. 2149*, 894 F.Supp.2d 1128 (D. Minn. 2012)  
*Tatro v. Univ. of Minnesota*, 800 N.W.2d 811 (Minn. App. 2011), *aff’d* on other grounds 816 N.W.2d 509 (Minn. 2012)  
*S.J.W. v. Lee’s Summit R-7 Sch. Dist.*, 696 F.3d 771 (8<sup>th</sup> Cir. 2012)  
*Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist.*, 853 F.Supp.2d 888 (W.D. Mo. 2012)  
*M.T. v. Cent. York Sch. Dist.*, 937 A.2d 538 (Pa. Commw. Ct. 2007)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Grievance Procedures and Process)

MSBA/MASA Model Policy 603 (Curriculum Development)  
MSBA/MASA Model Policy 604 (Instructional Curriculum)  
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)  
MSBA/MASA Model Policy 806 (Crisis Management Policy)  
MSBA/MASA Model Policy 904 (Distribution of Materials on School District  
Property by Nonschool Persons)

Policy Adopted: 02/21/01  
Policy Revised: 08/22/22

**EARLY ENTRANCE AND GRADE ACCELERATION**

**I. PURPOSE**

The purpose of this policy is to provide procedures for the consideration of early entrance for students in kindergarten and grade acceleration for students in grades 1-8.

**II. GENERAL STATEMENT OF POLICY**

The school board will allow early school entrance and grade acceleration. The following steps will be followed prior to the school district's decision regarding each individual student case.

**A. Early Entrance**

Students who have met the criteria set by the Austin Public Schools will be allowed to enter kindergarten early. The decision made by the administration shall be final.

**B. Grade Acceleration**

Students who have met the criteria set by the Austin Public Schools will be allowed to accelerate.

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Policy Adopted: 12/9/02

Policy Reviewed and Renumbered from 514 to 534: 12/9/13

Policy Updated: 1/11/16

Policy Renumbered from 534 to 535: 8/14/17

Policy Reviewed: 11/13/18

Policy Renumbered from 535 to 536: 6/14/21

## PROCEDURES

### Early Entrance

1. The parent shall initiate ~~at~~ the request for early entrance with the elementary principal in whose attendance area the child resides. All requests ~~should~~ shall be submitted by April 1<sup>st</sup> of the prior school year.

24. Parents will be notified regarding the School District's decision ~~dispensation on~~ the request no later than June 15.

3. The process required of parents initiating a request for early entrance is enumerated in the "Austin Public School District #492 Policy and Procedure Guide." The request for early entrance requires a submission of:

a. An Early Childhood Screening. This is available by Austin Public School for free for children ages 3 through 5.

b. A Student Background Information Form.

c. Supplemental materials include:

i. A letter of support from the Parents/Guardian outlining why the child should be considered for Early Entrance to kindergarten.

ii. A letter of support from the Pre-School Teacher (or other adult who works with the child in a Pre-School like setting) outlining the child's readiness academically, socially, and emotionally.

iii. The parents may also be asked to provide a psychologist's recommendation based on achievement and ability testing. The parents are responsible for all costs incurred to secure the recommendation.

32. Once the above materials are reviewed, ~~t~~The building principal ~~District Coordinator~~ of Gifted and Talented Services will ~~arrange a pre-assessment interview~~ Kindergarten Assessment meeting with involving himself/herself, a Gifted and Talented Interventionist ~~or designee~~, or Success Coach.

The parents are asked not to accompany the child or observe the child during the assessment. The results of the Assessment will be shared when the decision about early entrance is shared.~~the central office designee, the parent, and a kindergarten teacher. The primary purpose of the interview is to assemble data on the child such as the child's birth date, preschool experiences, and any other information which might be needed in order to arrive at an eventual decision.~~

43. The student whose parents are requesting early entrance may also need to attend a Kindergarten Registration. The Coordinator of Gifted and Talented Services or a Gifted and Talented Interventionist or designee will observe the child's attention, adaptability, social skills, and communication skills.

~~The parents may be asked to provide a psychologist's recommendation based on achievement and ability testing. The parents are responsible for all costs incurred to secure the recommendation.~~

5. After the above information has been gathered, a team that includes the District Coordinator of Gifted and Talented Services, the principal, and the administrator of the Kindergarten Assessment

~~4. After the parent has submitted the necessary data to the building principal, the principal, teacher, and central office designee will meet to determine the findings of the collected data and to make a decision regarding the request for early entrance.~~

6.5. The building principal and central office designee will then meet with the parent and relate their decision.principal or the District Coordinator of Gifted and Talented Services will contact the family to share whether or not Early Entrance to kindergarten is recommended. If the family would like additional information regarding the results of the Kindergarten Assessment, a meeting can be scheduled.

**OR**

6. Note, if t~~The child does not meet the age requirement for kindergarten, but has transferred from a state in which he/she did meet the age requirements and was previously enrolled. The parent will need to provide verification of enrollment from the previous district.~~

### **Grade Acceleration**

It is the procedure of the Austin Public Schools to allow grade acceleration providing

that the elementary and middle school student meets the following criteria:

1. The parent initiates the request with the building principal in whose attendance area the child resides. All requests should be submitted by April 1 of the prior school year. Parents will be notified regarding the dispensation District's decision on the request no later than June 15.

2. The building principal will arrange ~~a meeting~~ c-ommunication with himself/herself, the parent or guardian(s), the District Coordinator of Gifted and Talented Services, School Social Worker/Counselor, and the School Psychologist; the student's teacher(s), the central office designee, and if applicable, the building principal of the next level [as a whole, this makes up the Talent Development Team]:-

3. The Talent Development Team will gather the following information:

a. A Full-Grade Acceleration form

b. A teacher rating form

c. A student interview

d. Assessment data from the last two years that determines ability (CogAT7), achievement, and aptitude (FastBridgeSTAR Testing)

~~The data gathered relates to purpose of the meeting will be to gather data regarding~~ the student's current achievement and abilities. It may be necessary to request further testing in order to make a decision. If that is the case, the parent is responsible for any costs incurred in this process.

4. After all necessary data has been collected the ~~building principal, teacher(s), and the central office designee~~ Talent Development Team will review the data, complete the Iowa Acceleration Scale (3d Edition), and make a ~~decision~~ recommendation as to whether the student shall be accelerated. The building principal is responsible for communicating the decision to the parent.

5. ~~If the student meets the criteria set by the district, it will be necessary for the student to demonstrate competencies of the grade level(s) that will be~~

~~missed.~~ A second meeting with the parents/guardians shall be scheduled to discuss the acceleration decision and plan to support the student. A written notification will also be sent.

6. The student will be monitored by school personnel according to plan. Progress, concerns, or adjustments shall be reported to parents/guardians and other stakeholders.

Adopted: 12/9/02

Reviewed and Renumbered from 514 to 534: 12/9/13

Policy Updated: 1/11/16

Renumbered from 534 to 535: 8/14/17

Policy Renumbered from 535 to 536: 6/14/21

#### Sources

Minn. Stat. § 124D.02

Minn. Stat. § 120B.15

**I. PURPOSE**

The purpose of this policy is to identify the status of religion as it pertains to the programs of the school district.

**II. GENERAL STATEMENT OF POLICY**

- A. The school district shall neither promote nor disparage any religious belief or nonbelief. Instead, the school district encourages all students and employees to have appreciation for and tolerance of each other's views.
- B. The school district also recognizes that religion has had and is having a significant role in the social, cultural, political, and historical development of civilization.
- C. The school district recognizes that one of its educational objectives is to increase its students' knowledge and appreciation of music, art, drama, and literature which may have had a religious basis or origin as well as a secular importance.
- D. The school district supports the inclusion of religious music, art, drama, and literature in the curriculum and in school activities provided it is intrinsic to the learning experience and is presented in an objective manner without sectarian indoctrination.
- E. The historical and contemporary values and the origin of various religions, holidays, customs, and beliefs may be explained in an unbiased and nonsectarian manner.

**III. RESPONSIBILITY**

- A. The superintendent shall be responsible for ensuring that the study of religious materials, customs, beliefs, and holidays in the school district is in keeping with the following guidelines:
  - 1. The proposed activity must have a secular purpose.
  - 2. The primary objective of the activity must be one that neither advances nor inhibits religion.
  - 3. The activity must not foster excessive governmental relationships with religion.
  - 4. Notwithstanding the foregoing guidelines, reasonable efforts must be made to accommodate any student who wishes to be excused from a curricular activity for a religious observance. The school district must provide annual notice to parents of this policy.

- B. The superintendent is granted authority to develop and present for school board review and approval directives and guidelines for the purpose of providing further guidance relative to the teaching of materials related to religion. Approved directives and guidelines shall be attached as an addendum to this policy.

**Legal References:** U. S. Const., amend. I  
Minn. Stat. § 120A.22, Subd. 12(3) (Compulsory Instruction)  
Minn. Stat. § 120A.35 (Absence from School for Religious Observance)  
Minn. Stat. § 121A.10 (Moment of Silence)  
*Good News Club v. Milford Central School*, 533 U.S. 98 (2001)  
*Santa Fe Indep. Sch. Dist. v. Doe*, 530 U.S. 290 (2000)  
*Tangipahoa Parish Bd. of Educ. v. Freiler*, 530 U.S. 1251 (2000)  
*Lemon v. Kurtzman*, 403 U.S. 602, (1971)  
*Child Evangelism Fellowship v. Minneapolis Special Sch. Dist. No. 1*, 690 F.3d 996 (8<sup>th</sup> Cir. 2012)  
*Wigg v. Sioux Falls Sch. Dist.*, 382 F.3d 807 (8<sup>th</sup> Cir. 2004)  
*Doe v. School Dist. of City of Norfolk*, 340 F.3d 605 (8<sup>th</sup> Cir. 2003)  
*Stark v. Independent Sch. Dist. No. 640*, 123 F.3d 1068 (8<sup>th</sup> Cir. 1997)  
*Floreay v. Sioux Falls Sch. Dist. 49-5*, 619 F.2d 1311 (8<sup>th</sup> Cir. 1980)  
*Roark v. South Iron R-1 Sch. Dist.*, 573 F.3d 556 (8<sup>th</sup> Cir. 2009)  
*Child Evangelism Fellowship v. Elk River Area Sch. Dist. No. 728*, 599 F.Supp.2d 1136 (D. Minn. 2009)  
*LeVake v. Independent Sch. Dist. No. 656*, 625 N.W.2d 502 (Minn. App. 2001)  
Minn. Op. Atty. Gen. 169-J (Feb. 14, 1968)  
Minn. Op. Atty. Gen. 169-K (Oct. 21, 1949)  
Minn. Op. Atty. Gen. 63 (1940)  
Minn. Op. Atty. Gen. 120 (1924)  
Minn. Op. Atty. Gen. 121 (1924)

**Cross References:** MSBA/MASA Model Policy 801 (Equal Access to School Facilities)

Policy adopted: 8/22/05  
Policy revised: 09/10/12  
Policy updated: 02/14/22  
Policy revised: 10/10/22

## **Policy 609 - Guidelines**

These guidelines have been developed as authorized by Policy 609- Religion for the purpose of providing further guidance relative to the teaching of materials related to religion. The primary purpose of all material used to provide information on religion and/or religious holidays shall be to promote the educational goal of advancing student knowledge.

### **Specific Guidelines:**

#### The Role of Religion in School Curriculum

1. Religious instruction is the responsibility of parents and religious institutions, but teaching about religion and beliefs of conscience is a legitimate and appropriate part of academic education.
2. To ensure that the educational approach to religion is one of academic instruction, not of indoctrination, and that it does not either advance or inhibit religion, the District shall adhere to the following:
  - a. Study or presentations about religion or other beliefs of conscience must achieve academic educational goals and be presented in a balanced and neutral manner within the context of the approved curriculum.
  - b. The approach to religion must be academic, not devotional.
  - c. The objective study of comparative religions is permissible. The emphasis on religious themes in school curriculum should only be as extensive as necessary for a balanced and comprehensive study of these areas.
  - d. The school may educate about any and all religions, but may not promote or denigrate any religion or belief of conscience. Students should not feel pressure to accept any particular view or belief.
  - e. School staff must be aware of and sensitive to the beliefs and spiritual practices of all students, and shall encourage all students, parents, and staff to appreciate and be tolerant of each other's religious views.
  - f. Student-initiated expressions to questions or assignments which reflect their beliefs or non-beliefs about a religious belief theme shall be accommodated. For example, students are free to respectfully express religious belief or non-belief as part of a class discussion, homework, composition, art form, music, or test.

#### Observance of Religious Holidays

1. The purpose of the recognition of the religious holidays must be to provide objective and

secular instruction about religious traditions rather than to promote a particular religion involved.

2. Religious holidays, including their religious aspects, may be studied. However, the holiday may not be observed or promoted as a religious event.
3. If religious holidays are studied as part of the educational/instructional program, it should be as a part of a planned series of lessons incorporating many religions and their religious holidays. The school district's program of instruction should not emphasize or promote religious belief or emphasize or promote one religion above any other.
4. Any teacher or administrator should ask the following questions when they decorate, use symbols associated with religious holidays or have activities that are related to a religious holiday:
  - a. Do I have a distinct educational purpose in mind? If so, what is it? This question applies to items placed on a teacher's or administrator's desk. The purpose of the holiday symbols, decorations or activities shall not be for public schools to celebrate or observe religious holidays.
  - b. If I use holidays as opportunity to teach about religion, am I balanced and fair in my approach? For example, if I teach about Christmas and Easter, do I also teach about non-Christian holidays?
  - c. Does the planned activity have the primary effect of advancing a specific religion or religious holiday or inhibiting religion? Does it, for example, promote one faith over another or even religion in general? The District's approach shall be academic, and not devotional. The District shall not proselytize.

#### Religion and Musical Programs

1. A school musical program or concert composed of several choral and/or instrumental selections shall have secular educational value. While individual religious pieces of music may be performed for their musical value, the total effect of a music program or concert shall be non-religious.
  - a. For example, an acceptable program may include secular winter songs and holiday music from around the world, which includes religious and secular seasonal music from various lands and religions, as long as the program does not have the effect of being religiously oriented.
2. Such events shall not promote or denigrate any particular religion, serve as a religious celebration, or become a forum for religious devotion.

## **STUDENT ATTENDANCE**

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### **I. PURPOSE**

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators. This policy will assist students in attending class.

### **II. GENERAL STATEMENT OF POLICY**

#### A. Responsibilities

##### 1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

##### 2. Parent or Guardian's Responsibility

- ~~a. Hold your child accountable for regular attendance and for following the attendance policy.~~
- ~~b. Limit absences by scheduling appointments, vacations, college visits, etc. on non-school days.~~
- ~~c. Notify the office, in writing, of an extended pre-excused absence before the absence.~~
- ~~d. Send a note with your child to the Office within two (2) school days of any absences, even if you have previously called in your child's absence.~~
- ~~e. Contact the Office, counselor, social worker and/or teacher if you have any concerns about your child's attendance.~~

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. ~~and to distribute the District Rights and Responsibilities Manual to all students, parents and staff.~~ It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility ~~to distribute the District Rights and Responsibilities Manual to all students, parents and staff,~~ to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

b. In accordance with the Minnesota Compulsory Instruction Law, Minnesota Statutes section 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed ~~the studies state and school district standards~~ ordinarily required to graduate from high school, has withdrawn, or has a valid excuse for absence.

### III. ATTENDANCE PROCEDURES

~~Outlined in the Student Rights and Responsibilities Manual~~

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

- a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
- b. The following reasons shall be sufficient to constitute excused absences:
  - (1) Illness.
  - (2) Serious illness in the student's immediate family.
  - (3) A death or funeral in the student's immediate family or of a close friend or relative.
  - (4) Medical, dental, or orthodontic treatment, or a counseling appointment.
  - (5) Court appearances occasioned by family or personal action.
  - (6) Religious instruction not to exceed three hours in any week.
  - (7) Physical emergency conditions such as fire, flood, storm, etc.
  - (8) Official school field trip or other school-sponsored outing.
  - (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
  - (10) Family emergencies.
  - (11) Active duty in any military branch of the United States.
  - (12) A student's condition that requires ongoing treatment for a mental health diagnosis.

*[Note: State law provides that a school board may include other exemptions in the school district's attendance policy. See Minnesota Statutes section 120A.22, subdivision 12. When considering whether to add other exemptions, school boards should consider the intent of the compulsory attendance law, which recognizes the educational value of*

*regular attendance and class participation, and whether the proposed exemption is consistent with the intent of the law.]*

c. Completing work missed for absences

- (1) Students are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
  - a. The deadline for assignments follows the school's grading and reporting practices.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Any other absence not included under the attendance procedures set out in this policy.
- (6) Family trips/vacations for which no prior arrangement have been made with the school

b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.

- (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- (4) A letter will be mailed home on the 3<sup>rd</sup> and 7<sup>th</sup> unexcused absence. After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.
- (5) Students are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

C. Tardiness

Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

2. Excused Tardiness

Valid excuses for tardiness are:

- a. Illness.
- b. Serious illness in the student's immediate family.
- c. A death or funeral in the student's immediate family or of a close friend or relative.
- d. Medical, dental, orthodontic, or mental health treatment.
- e. Court appearances occasioned by family or personal action.
- f. Physical emergency conditions such as fire, flood, storm, etc.
- g. Any tardiness for which the student has been excused in writing by a parent/guardian, an administrator, or faculty member.

3. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the

designated time class period commences without a valid excuse.

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
2. School-initiated absences will be accepted, and participation permitted.
3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

**III. RELIGIOUS OBSERVANCE ACCOMMODATION**

Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance. Requests for accommodations should be directed to the building principal.

**IV. DISSEMINATION OF POLICY**

A. Copies of this policy shall be made available to all students and parents at the commencement of each school year. ~~through the Student Rights and Responsibilities Manual.~~ This policy shall also be available upon request in each principal's office and on the school district website.

B. The school district will provide annual notice to parents of the school district's policy relating to a student's absence from school for religious observance.

**V. REQUIRED REPORTING**

A. Continuing Truant

Minnesota Statutes section 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minnesota Statutes

**section** 120A.22 and is absent from instruction in a school, as defined in **Minnesota Statutes section** 120A.05, without valid excuse within a single school year for:

1. three days if the child is in elementary school; or
2. three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, **Minnesota Statutes section** 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. that the child is truant;
2. that the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. that the parent or guardian is obligated to compel the attendance of the child at school pursuant to **Minnesota Statutes section** 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under **Minnesota Statutes section** 120A.34;
4. that this notification serves as the notification required by **Minnesota Statutes section** 120A.34;
5. that alternative educational programs and services may be available in the district;
6. that the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. that if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under **Minnesota Statutes chapter** 260C;
8. that if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to **Minnesota Statutes section** 260C.201; and
9. that it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.
  
2. A school district administrator shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minnesota Statutes chapter 260A.

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***Legal References:***

- Minn. Stat. § 120A.05 (Definitions)
- Minn. Stat. § 120A.22 (Compulsory Instruction)
- Minn. Stat. § 120A.24 (Reporting)
- Minn. Stat. § 120A.26 (Enforcement and Prosecution)
- Minn. Stat. § 120A.34 (Violations; Penalties)
- Minn. Stat. § 120A.35 (Absence from School for Religious Observance)
- Minn. Stat. §§ 121A.40 - 121A.56 (Pupil Fair Dismissal Act)
- Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
- Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
- Minn. Stat. § 260A.02 (Definitions)
- Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is Continuing Truant)
- *Goss v. Lopez*, 419 U.S. 565, 95 S.Ct. 729 (1975)
- *Slocum v. Holton Board of Education*, 429 N.W.2d 607 (Mich. App. Ct. 1988)
- *Campbell v. Board of Education of New Milford*, 475 A.2d 289 (Conn. 1984)
- *Hamer v. Board of Education of Township High School District No. 113*, 66 Ill. App.3d 7 (1978)
- *Gutierrez v. School District R-1*, 585 P.2d 935 (Co. Ct. App. 1978)
- *Knight v. Board of Education*, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)
- *Dorsey v. Bale*, 521 S.W.2d 76 (Ky. 1975)

***Cross References:*** MSBA/MASA Model Policy 506 (Student Discipline)

Policy Approved: 04/11/05

Policy Updated: 11/13/13

Policy Updated: 10/12/15

Policy Reviewed: 02/08/21

First Reading of Revised Policy: 09/11/23