

Regular School Board Meeting
Tuesday, October 10, 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
2. Pledge of Allegiance
3. Approval of Agenda (Action)
Speaker(s): Chairperson
4. Recognition of students receiving academic honors from National College Board
Speaker(s): AHS Principal Matt Schmit
5. Delegations
 - 5.A. Ashley McLaren - Elementary Walk-a-thon
6. Superintendent's Report
Speaker(s): Dr. Page
7. School Board Reports
8. Student Representative Reports
Speaker(s): Nawras Zaki and Anita Rao
9. Consent Agenda (Action)
 - 9.A. Regular meeting minutes of 09/11/23
 - 9.B. Special meeting minutes of 09/25/23
 - 9.C. Personnel report
 - 9.D. Bills for payment
 - 9.E. Cabinet reports
 - 9.E.1. Special Services
 - 9.E.2. Academics and Administrative Services
 - 9.E.3. Technology
 - 9.E.4. Information Services
 - 9.F. APS site reports
 - 9.G. Cooperative agreement with BPHS for girls hockey
 - 9.H. Austin Education Association working agreement 2023-2025
 - 9.I. Non-affiliated Handbook - Exempt Executive Directors
 - 9.J. Non-affiliated Handbook - Exempt Directors
 - 9.K. Non-affiliated Handbook - Exempt Specialists, Coordinators, Managers, Deans, Supervisors
 - 9.L. Non-affiliated Handbook - Non-exempt MHP, COTA, Tech
 - 9.M. Non-affiliated Handbook - Non-exempt Nurse, Success Coach, Student Support, ABE Navigator
 - 9.N. Non-affiliated Handbook - Non-exempt ABE/ECFE Assistants, ABE Data Specialist
10. Success Coach presentation
Speaker(s): Equity Coordinator Kristi Beckman
11. Request approval of donations (Action)
Speaker(s): Exec Dir of Finance and Operations Andrew Adams

12. Request approval of revised policy 503 - Student Attendance (Action)
Speaker(s): Chairperson Green
13. Reminder of school board study session scheduled at 4 pm on Monday, October 23, 2023 in the District office Conference Room
14. Adjournment

OFFICIAL MINUTES: AUSTIN SCHOOL BOARD

REGULAR MEETING

Independent School District No. 492

Monday, September 11, 2023 5:30 pm

Annex Recital Hall

205 4th Street NW, Austin, Minnesota

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

MEMBERS ABSENT: Peggy Young

MEETING CALLED

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

AGENDA APPROVED: Chairperson Green requested the addition of item 11A – demographics and MCA review. Leathers made a motion, seconded by Kroc and carried unanimously to approve the amended agenda.

SUPERINTENDENT’S

REPORT: Superintendent Page provided highlights of various events and recognitions throughout the month.

SCHOOL BOARD

REPORTS: McAlister thanked members of the negotiating committee for their work with recent contract negotiations.

STUDENT SCHOOL BOARD

REP REPORT: Student school board representatives Nawras Zaki and Anita Rao provided the student board reports highlighting AHS activities.

MINUTES APPROVED: A motion was made by Dube, seconded by Kroc and carried unanimously to approve the regular meeting minutes of 8/14/23 and special meeting minutes of 8/28/23 as printed.

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

PERSONNEL REPORT

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

Administration:

Resignation – Andrew Adams, Exec Dir of Finance and Operations, effective TBD

Certified Staff:

Contacts for Approval – Yvette Crescioni, SPED teacher, effective 8/21/23; Mercedes Estrada, ABE teacher, effective 8/21/23; Christine Gaskill, .6 language arts teacher, effective 8/21/23; Lydia Meyer, SPED teacher, effective 8/21/23; and Steven Register, science teacher, effective 8/24/23

Requests for Leave – Jaci Gruber, behavior interventionist, effective 8/30/23-11/20/23; Hannah Hastings, Pi Academy teacher, effective 1/8/24-4/1/24; Rachel Strilaeff, SPED teacher, effective 7/1/23-6/30/24; Rachel Underwood, SPED teacher, effective 8/28/23-11/17/23 and 11/20/23-1/1/24

Non-certified Staff:

Contracts for Approval – Marjorie Bridgeman, nurse, hrs/day, effective 8/21/23; Anna Caez, SPED para, 6.75 hrs/day, 4 days, effective 8/24/23; Jadelyn Callaway, Kids Korner aide, 7 hrs/day, effective 8/28/23; Mario Carter, para, 8 hrs/day, effective 9/1/23; Alexandro Centeno, SPED para, 6.75 hrs/day, effective 9/11/23; Valentina Gallegos, Success Coach, 8 hrs/day, effective 8/23/23; Janine Heskett, SPED para, 6.5 hrs/day, effective 9/6/23; Barbara Hulshizer, noon supervisor, 2.5 hrs/day, effective 9/5/23; Maria Marceleno Morales, ECFE asst, 6.75 hrs/day, effective 8/24/23; Isaac Oboya, Success Coach, 8 hrs/day, effective 8/21/23; Julie Raker, Kids Korner aide, 2 hrs/day, effective 8/28/23; Diane Slowinski, SPED para, 6.5 hrs/day, effective 8/24/23; Allison Stoltz, Kids Korner aide, 3 hrs/day, effective 8/20/23; and Andrea Wahlstrom, para, 8 hrs/day, effective 8/24/23

Changes in Assignments – Emma Eppler, SPED para, 6.5 hrs/day at Southgate to 6.25 hrs/day at Woodson, effective 9/5/23; Tracey Mooberry, SPED para, from Ellis to Holton, effective 8/28/23; Kelly Rockwell, Admin Asst from level 4, 10 month at Oakland Education Center to level 2, 10 month at AHS, effective 9/5/23; Olivia Skalicky, Kids Korner asst site lead at Banfield to Kids Korner lead at Southgate, effective 8/14/23; and Mickey Smith, SPED para, 7.25 hrs/day at Holton to 6.5 hrs/day gen ed para at Banfield effective 8/24/23 to 7.5 hrs gen ed para at Banfield effective 9/5/23

Resignations – Amanda Hill, attendance secretary, effective 9/1/23 and Jill Jones, SPED para, effective 9/14/23

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

CONTRACTS APPROVED: Dube made a motion, seconded by Kroc and carried unanimously to approve the 2023-2025 working agreements for the secretarial, custodian, food and nutrition services and paraeducators units.

(A COPY OF EACH OF THESE WORKING AGREEMENTS IS ATTACHED IN THE OFFICIAL MINUTE BOOK.)

BILLS APPROVED: A motion was made by Dube, seconded by Kroc, and carried unanimously to approve the bills for payment as of 9/11/23.

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

TREASURER'S REPORT: Dube made a motion, seconded by Kroc, and carried unanimously to approve the Apr-June 2023 treasurer's reports.

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

REPORTS: Department updates from Superintendent Cabinet members and all APS schools were available for review.

CULTURALLY RESPONSIVE

ARTS EDUC TRAINING: Cohort members Nikky Tolde, Katie Tharp and Kim Zerke provided information on the Culturally Responsive Arts Education professional development training they along with David Hovland and Krystal Lennie will be participating in through June 2026. The purpose of the training is to advance equity and improve quality in arts education in Minnesota schools. Funding is provided by a US Dept of Education Assistance for Arts Education grant and is led by the MN Dept of Education’s Equity, Diversity and Inclusion Center.

SUMMER SCHOOL

REVIEW: Principal of Alternative Programs Jessica Cabeen provided a review of the 2023 summer school program.

DEMOGRAPHICS AND

MCA REVIEW: Director of Information Services provided a review of October 2022-23 demographic data along with the 2023 MCA accountability test results.

DONATIONS:

A motion was made by Leathers, seconded by McAlister and carried unanimously to approve the donations as presented.

(A COMPLETE LIST OF DONATIONS IS INCLUDED IN THE OFFICIAL MINUTE BOOK.)

SEMNET MEMBERSHIP

APPROVED: Dube made a motion, seconded by McAlister and carried unanimously to approve member in the SE Minnesota Network Collaborative for 2023-24.

2023-24 SUPT AND BOARD

GOALS APPROVED: A motion was made by Leathers, seconded by Kroc and carried unanimously to approve the 2023-24 superintendent/school board goals and 3 Year Board Governance Plan as presented.

(COPIES OF THE GOALS/3 YEAR PLAN ARE ATTACHED IN OFFICIAL MINUTES.)

POLICY REVISIONS

APPROVED: A motion was made by Sorenson, seconded by Kroc and carried unanimously to approve revisions to policy 524 – Internet Acceptable Use and Safety Policy; 536 – Early Entrance and Grade Acceleration and 609 – Religion.

(COPIES OF THE REVISED POLICIES ARE ATTACHED IN THE OFFICIAL MINUTES AND POSTED ON DISTRICT WEBSITE.)

FIRST READING

POLICY 503: Revised policy 503 – Student Attendance was presented for first reading. Policy will be presented for approval at regular October meeting.

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

STUDY SESSION

REMINDER: Chairperson Green reminded School Board members of the study session scheduled for Monday, September 25, 2023 at 4 pm in the District Office Conference Room.

MEETING ADJOURNED: Kroc made a motion, seconded by Leathers and carried unanimously to adjourn the meeting at 6:56 p.m.

Carolyn Dube, Clerk

OFFICIAL MINUTES: AUSTIN SCHOOL BOARD

STUDY SESSION

Independent School District No. 492

Monday, September 25, 2023 4:00 pm

District Administration Office Conference Room

401 Third Avenue NW, Austin, MN

MEMBERS PRESENT: Kathy Green
Carolyn Dube
Don Leathers (4:26 pm)
Carol McAlister
Evan Sorenson
Peggy Young
Superintendent Dr. Joey Page

MEMBERS ABSENT: Cece Kroc

MEETING CALLED TO ORDER: Chairperson Green called the meeting to order at 4:00 pm in the District Office Conference Room at Austin High School.

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

SPONSORSHIP GUIDE: Superintendent Page provided highlights of a proposed sponsorship guide which would allow naming rights for items such as scoreboards, various areas of the school, etc. for a specific amount of time at a designated cost. Following discussion, it was decided to proceed with additional research including contract templates.

PROPOSED TAX LEVY CERTIFIED AT MAXIMUM: A motion was made by McAlister, seconded by Young and carried unanimously to approve certifying the 2023 payable 2024 proposed tax levy at the maximum. The current levy is 1.02%; however, additional adjustments are still being made at the state level so there may be a slight change to that percentage. The final levy will be presented for approval following the truth in taxation hearing on December 11, 2023.

LEATHERS ARRIVED AT 4:26 PM

UPDATES PROVIDED: Dr. Page and cabinet members provided an overview on vision cards, World's Best Workforce, and the fall benchmark report.

BOOK STUDY: Dr. Page and the School Board began their book study of chapter 1 of the book titled *The Governance Core: School Boards, Superintendents, and Schools Working Together*.

CLOSED SESSION: A motion was made by Dube, seconded by Young, and carried unanimously to enter closed session at 5:53 pm for the purpose of a negotiations update. Six board members, Superintendent Page, Katie Baskin, Andrew Adams, and Sue Stark were present for the closed session.

OPEN SESSION: Leathers made a motion, seconded by Young, and carried unanimously to enter open session at 6:10 pm.

ADJOURNMENT: A motion was made by Young, seconded by Dube and carried unanimously to adjourn at 6:10 pm.

Carolyn Dube, Clerk

AUSTIN PUBLIC SCHOOLS
School Board Personnel Agenda
October 10, 2023

CERTIFIED STAFF

I. REQUEST FOR LEAVE

<u>Last,First Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Bordelon, Taylor	Psychologist	AHS	12/14/2023-03/07/2024
Deluna, Aliyah	Kindergarten Teacher	Woodson	03/18/2024-05/29/2024
Lunning, Janene	Gr.2 Teacher	Neveln	11/27/2023-12/22/2023
Petersen, Kelly	Gr. 4 Teacher	Neveln	01/22/2024-04/26/2024
Vesterby, Kim	Science Teacher	AHS	08/25/2023-01/12/2024

II. RETIREMENTS

<u>Last,First Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Hall, Michael	SPED Teacher	COOP	05/29/2024
Kautto, Mary	Orientation & Mobility Specialist	District	05/29/2024

NON-CERTIFIED STAFF

I. CONTRACTS FOR APPROVAL

<u>Last,First Name</u>	<u>Position</u>	<u>Rate/Hours</u>	<u>Location</u>	<u>Effective Date</u>
Dahmen Sikkink, Adam	SPED Para	\$18.00/6.5 hrs per day	COOP	10/11/2023
Deming, Stacy	Admin Assistant	\$21.90/8 hrs per day	COOP	10/02/2023
Haag, Catherine	SPED Para	\$18.00/6.5 hrs per day	COOP	09/18/2023
Johnson, Karlee	SPED Para	\$18.00/6.5 hrs per day	Banfield	09/21/2023
Legried, Cheryl	SPED Para	\$18.05/6.5 hrs per day	ELLIS	10/02/2023
Ogalla, Achan	ECFE Assistant	\$12.85/6.75 hrs per day	CLC	09/18/2023
Pepper, Kathy	Noon Supervisor	\$12.00/3.25 hrs per day	Sumner	09/14/2023
Rangel, Abby	SPED Para	\$19.80/6.5 hrs per day	COOP	10/02/2023
Ryes, April	SPED Para	\$17.00/3.25 hrs per day	AHS	09/25/2023
Saurer, Daryl	SPED Para	\$17.00/2.75 hrs per day	AHS	10/09/2023
Schmitt, Lauren	SPED Para	\$17.00/6.25 hrs per day	Woodson	09/14/2023

II. CHANGE IN ASSIGNMENTS

<u>Last,First Name</u>	<u>Position</u>	<u>Hours</u>	<u>Location</u>	<u>Effective Date</u>
Centeno, Alex	SPED Para	6.75 hrs per day	Ellis	
	SPED Para	7.25 hrs per day	Ellis	09/12/2023
Conner, Tara	SPED Para	7 hrs per day	AHS	
	SPED Para	7.25 hrs per day	AHS	09/28/2023
Retterath, Melissa	SPED Para	7.25 hrs per day	Holton	
	SPED Para	6.75 hrs per day	Holton	09/12/2023
Schuur, Jena	SPED Para	6.25 hrs per day	Neveln	
	SPED Para	6.5 hrs per day	COOP	10/02/2023

III. REQUEST FOR LEAVE

<u>Last,First Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Brede, Andrew	SPED Para	Ellis	09/08/2023-10/20/2023
Kaercher, Heidi	Secretary	B&G	09/21/2023-10/18/2023

IV. RESIGNATIONS

Last,First Name	Position	Location	Effective Date
Gilbert, Nicole	SPED Para	COOP	06/01/2023
McIntosh, Izzak	SPED Para	AHS	10/09/2023
Legried, Cheryl	Para	Sumner	09/15/2023
Roe, Nikole	SPED Para	CLC	09/15/2023
Shepherd, Jessica	Nurse	COOP	10/05/2023
Wermager, Sarah	Comm Ed Marketing & Events	CLC	09/27/2023

V. RETIREMENTS

Last,First Name	Position	Location	Effective Date
Machacek, Steve	Custodian	District	02/13/2023

**AUSTIN PUBLIC SCHOOLS - CERTIFIED STAFF
2022-2023 FULL YEAR CREDIT REVIEW - LANE ADVANCEMENTS
RETROACTIVE TO AUGUST 22, 2022**

TEACHER	FROM LANE	STEP	Carry Over Credits	Approved Credits	TOTAL	Carry Over for Future Lane Change	ORIGINAL SALARY 2023-2024	TO LANE	STEP	NEW SALARY 2023-2024	FULL YEAR INCREASE
Aaker, Bethany	MA	10	0	30	30	0	\$77,625.00	MA30	10	\$80,486.00	\$2,861.00
Alcala, Amy	BA15	4	10.5	10.5	21	7	\$49,957.00	BA30	4	\$51,895.00	\$1,938.00
Amick, Tyler	BA45	6	0	9	9	0	\$58,371.00	MA	6	\$60,926.00	\$2,555.00
Brekke, Eric	BA	2	0	22.5	22.5	7.5	\$45,063.00	BA15	2	\$46,355.00	\$1,292.00
Brownrigg, Brett	BA	4	0	25.5	25.5	10.5	\$48,483.00	BA15	4	\$49,957.00	\$1,474.00
Erickson, Katelynn	BA	6	0	22.5	22.5	7.5	\$50,191.00	BA15	6	\$51,753.00	\$1,562.00
Evans Hanson, Daniel	BA30	7	7.5	9	16.5	0	\$56,933.00	MA	7	\$63,923.00	\$6,990.00
Finley, Felicia	BA30	7	1.5	13.5	15	0	\$56,933.00	MA	8	\$68,145.00	\$11,212.00
Galle, Alisha	MA	10	0	39	39	9	\$77,625.00	MA30	10	\$80,486.00	\$2,861.00
Gallatin, Hannah	BA	3	0	27	27	12	\$46,773.00	BA15	3	\$48,156.00	\$1,383.00
Gorman, Terra	BA	4	0	4.5	4.5	4.5	\$48,483.00	BA	4	\$51,895.00	\$3,412.00
Gormaz, Emma	BA	4	0	36	36	6	\$48,483.00	BA30	4	\$51,895.00	\$3,412.00
Halsey, Christine	MA30	10	22.5	24	46.5	0	\$80,486.00	MA45	10	\$82,800.00	\$2,314.00
Heimermann, Darcy	BA45	6	0	15	15	0	\$58,371.00	MA	6	\$60,926.00	\$2,555.00
Hulsebus, Christine	MA	10	0	43.5	43.5	13.5	\$77,625.00	MA30	10	\$80,486.00	\$2,861.00
Johnson, Lars	BA30	7	12	7.5	19.5	0	\$56,933.00	MA	7	\$63,923.00	\$6,990.00
Keller, Katherine	MA	10	0	45	45	0	\$77,625.00	MA45	10	\$82,800.00	\$5,175.00
Kossoris, Eric	MA30	10	9	15	24	0	\$80,486.00	MA45	10	\$82,800.00	\$2,314.00
Larson, Andrea	BA	6	0	9	9	0	\$50,191.00	BA	6	\$50,191.00	\$0.00
Leffers, Leslie	BA45	9	3	6	9	0	\$68,096.00	MA	9	\$71,078.00	\$2,982.00
Meyer, Shaylie	BA15	6	7.5	31.25	38.75	0	\$51,753.00	MA	7	\$63,923.00	\$12,170.00
Meineke, Kaitlyn	BA45	5	0	15	15	0	\$56,225.00	MA	5	\$58,648.00	\$2,423.00
Mott, Leah	BA30	5	1.5	4.5	6	0	\$53,814.00	MA	5	\$58,648.00	\$4,834.00
Ocampo, Monica	BA45	6	0	18	18	0	\$58,371.00	MA	6	\$60,926.00	\$2,555.00
Pepper, Crystal	MA	10	0	15	15	0	\$77,625.00	MA30	10	\$80,486.00	\$2,861.00
Pike, Paula	BA	4	0	45	45	0	\$48,483.00	MA45	4	\$60,196.00	\$11,713.00
Schwenn, Megan	MA	10	0	36	36	3	\$77,625.00	MA30	10	\$80,486.00	\$2,861.00
Shoars, Julie	BA	6	0	25.5	25.5	10.5	\$50,191.00	BA15	6	\$51,753.00	\$1,562.00
Stallkamp, Alexis	BA30	6	6	9	15	0	\$55,816.00	MA	6	\$60,926.00	\$5,110.00
Vanpelt, Jodi	BA	6	0	100.5	100.5	55.5	\$50,191.00	BA45	6	\$58,371.00	\$8,180.00
Wightkin, Ethan	BA30	7	0	19.5	19.5	0	\$56,933.00	MA	8	\$68,145.00	\$11,212.00
Wiechmann, Ryan	BA15	6	0	51	51	0	\$51,753.00	MA	6	\$60,926.00	\$9,173.00
Williams, Gina	MA30	10	9	15	24	0	\$80,486.00	MA45	10	\$82,800.00	\$2,314.00
Wiste, Tammy	MA	10	0	33	33	3	\$77,625.00	MA30	10	\$80,486.00	\$2,861.00
Zoske, Nicole	BA30	3	3	16.5	19.5	0	\$49,987.00	MA	3	\$54,229.00	\$4,242.00
Zidlicky, Colin	BA15	6	0	27	27	0	\$50,191.00	MA	6	\$60,926.00	\$10,735.00

160,959.00

CHECKS ISSUED: 9/26/2023-10/10/2023
FOR APPROVAL BY THE SCHOOL BOARD ON TUESDAY, OCTOBER 10, 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>
8/7/2023	PC231301, PC240101			\$26,165.71		\$ 26,165.71
9/22/2023	W240305			\$730.14		\$ 730.14
9/26/2023	W240302, T240304, CB240306, T231313	\$ 38,632.16	\$ 79,802.28	\$521.85		\$ 118,956.29
9/29/2023	9/29/2023 PAYROLL AP	\$ 78,153.05		\$557,020.20		\$ 635,173.25
10/3/2023	T240401, T231314, CB240401, VR100323	\$ 379,922.50	\$ 2,337.68			\$ 382,260.18
10/10/2023	B240401, CB240402	\$ 184,510.54	\$ 16,653.20			\$ 201,163.74
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
					TOTAL	\$ 1,364,449.31

<i>Payroll Summary</i>	
<i>Date</i>	<i>Total</i>
9/1/2023	\$ 9,841.28
9/14/2023	\$ 1,149,865.04
9/28/2023	\$ 1,208,770.81
TOTAL	\$2,368,477.13

<i>Health & Dental Fees & Claims</i>		
	<i>Health</i>	<i>Dental</i>
Week 1	\$ 248,669.52	\$ 5,167.98
Week 2	\$ 303,635.28	\$ 4,820.96
Week 3	\$ 244,592.97	\$ 10,657.21
Week 4	\$ 273,895.29	\$ 6,010.41
Week 5		
TOTAL	\$1,070,793.06	\$26,656.56
TOTAL	\$1,097,449.62	

GRAND TOTAL \$4,830,376.06

Board Packet

AP Run: W240302 — Post Date: 2023-09-26 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
09/26/2023	202002939	Wire Transfer	ALERUS	521.85	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
86216	SEPTEMBER 2023 FSA & HSA FEES	09/15/2023	521.85		
		FEEES FOR SERVICES-BUSINESS OFFICE--		01 E 005 110 000 000 305	521.85
Total:					\$521.85

W240302 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	1	521.85
Epayables:	0	0.00
Total:	1	\$521.85

Board Packet

AP Run: PC231301 — Post Date: 2023-08-07 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount
08/07/2023	6000001259	Wire Transfer	FACEBOOK	105.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
62788094189032299-1259771	AOA FACEBOOK ADS 5/30/23-6/3/23	06/30/2023	105.00	
	CONTRACTS<25K-SEC-2ND PR YR-ESSER III 90% FORMULA			01 E 175 211 012 160 303 105.00
08/07/2023	6000001260	Wire Transfer	GODFATHER'S PIZZA*	40.20
Invoice Number	Description	Invoice Date	Invoice Amount	Account
001874	BUILDINGS & GROUNDS FACILITIES MANAGER INTERVIEWS	06/29/2023	40.20	
	FOOD-OPERATIONS--			01 E 005 810 000 000 490 40.20
08/07/2023	6000001261	Wire Transfer	HILTON MINNEAPOLIS	1,044.44
Invoice Number	Description	Invoice Date	Invoice Amount	Account
2259706 A	TWO HOTEL ROOMS FOR PLC INSTITUTE - JUNE 26-28, 2023	06/28/2023	522.22	
	TRAVEL CONV & CONF-STAFF DEV--STAFF DEV			01 E 165 640 000 316 366 522.22
2259707 A	TWO HOTEL ROOMS FOR PLC INSTITUTE - JUNE 26-28, 2023	06/28/2023	522.22	
	TRAVEL CONV & CONF-STAFF DEV--STAFF DEV			01 E 165 640 000 316 366 522.22
08/07/2023	6000001262	Wire Transfer	JIMMY JOHNS	476.62
Invoice Number	Description	Invoice Date	Invoice Amount	Account
062923	E3 PROJECT 22-23	06/29/2023	476.62	
	FOOD-PUPIL SUP-E^3-INTEG INCTV			01 E 005 790 825 318 490 476.62
08/07/2023	6000001263	Wire Transfer	PURE HOCKEY TEAM SALES	2,665.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
S0004359	HOCKEY JERSEYS	06/28/2023	2,665.00	
	GEN SUPPLIES-GIRLS-HOCKEY-			01 E 310 296 107 000 401 2,200.00
	EQUIPMENT-BOY/GIRL-ATHLETICS-OPER CAP			05 E 310 292 100 302 530 465.00

Board Packet

AP Run: PC231301 — Post Date: 2023-08-07 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
08/07/2023	6000001264	Wire Transfer	SNA	197.50	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
2453232	SNA DUES TANNER LANGE 6/1/23	06/28/2023	197.50		
		DUES & MEMBERSHIPS-FOOD SVC--NSLP		02 E 005 770 000 701 820	197.50
Total:					\$4,528.76

PC231301 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	6	4,528.76
Epayables:	0	0.00
Total:	6	\$4,528.76

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Check Date	Check Number	Payment Type	Name	Check Amount	
08/07/2023	6000001265	Wire Transfer	ALLIANZ GLOBAL ASSISTANCE	40.24	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
070723	PLAN EUSP2351113283 7/16-19/23	07/07/2023	40.24		
			TRAVEL CONV & CONF-GEN COM ED--COM ED	04 E 500 505 000 321 366	40.24
08/07/2023	6000001266	Wire Transfer	AMERICINN BY WYNDHAM AMES	1,316.16	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
72198441	VOLLEYBALL 7/16-18/23	07/18/2023	239.36		
			ENTRY FEES/STDT TRVL ALLOW-GIRLS ATHL-VOLLEYBALL-	66 E 310 296 116 000 369	239.36
72199019	VOLLEYBALL 7/16-18/23	07/18/2023	239.36		
			ENTRY FEES/STDT TRVL ALLOW-GIRLS ATHL-VOLLEYBALL-	66 E 310 296 116 000 369	239.36
72199035	VOLLEYBALL 7/16-18/23	07/18/2023	219.36		
			ENTRY FEES/STDT TRVL ALLOW-GIRLS ATHL-VOLLEYBALL-	66 E 310 296 116 000 369	219.36
72199043	VOLLEYBALL 7/16-18/23	07/18/2023	219.36		
			ENTRY FEES/STDT TRVL ALLOW-GIRLS ATHL-VOLLEYBALL-	66 E 310 296 116 000 369	219.36
72199180	VOLLEYBALL 7/16-18/23	07/18/2023	199.36		
			TRAVEL CONV & CONF-GIRLS ATHL-VOLLEYBALL	66 E 310 296 116 000 366	199.36
72199181	VOLLEYBALL 7/16-18/23	07/18/2023	199.36		
			TRAVEL CONV & CONF-GIRLS ATHL-VOLLEYBALL	66 E 310 296 116 000 366	199.36
08/07/2023	6000001267	Wire Transfer	CHRISTIAN BOOK DISTRIBUTORS	45.87	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
131840597	PRACTICAL LIFE SKILLS BIG BOOK GRADE 9-12	07/10/2023	45.87		
			INDIV INST SUPPLIES-SLD--STATE SPED	01 E 310 407 000 740 433	45.87
08/07/2023	6000001268	Wire Transfer	CITY OF EAGAN	680.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
062823	KIDS KORNER FIELD TRIP	07/01/2023	250.00		
			PMT FOR ED PURP-KIDS KORNER-FIELD TRIP-COM ED	04 E 500 570 404 321 394	250.00
071023	CASCADE BAY KIDS KORNER FIELD TRIP	07/10/2023	430.00		
			PMT FOR ED PURP-KIDS KORNER-FIELD TRIP-COM ED	04 E 500 570 404 321 394	430.00

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Check Date	Check Number	Payment Type	Name	Check Amount
08/07/2023	6000001269	Wire Transfer	CITY OF ST ANSGAR	123.12
Invoice Number	Description	Invoice Date	Invoice Amount	Account
072723	KIDS KORNER FIELD TRIP	07/27/2023	123.12	
	PMT FOR ED PURP-KIDS KORNER-FIELD TRIP-COM ED	04 E 500 570 404 321 394		123.12
08/07/2023	6000001270	Wire Transfer	DELTA	574.80
Invoice Number	Description	Invoice Date	Invoice Amount	Account
070723	TICKET 0062125519403	07/07/2023	574.80	
	TRAVEL CONV & CONF-GEN COM ED--COM ED	04 E 500 505 000 321 366		574.80
08/07/2023	6000001271	Wire Transfer	DK ENTERPRISES OF AUSTIN INC	558.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
222710	2.5 GALLON RANGER PRO - HERBICIDE	07/20/2023	558.00	
	REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420		558.00
08/07/2023	6000001272	Wire Transfer	DRURY HOTELS	666.45
Invoice Number	Description	Invoice Date	Invoice Amount	Account
2008891195	JEN LAWHEAD PEAR TREE IN ST. LOUIS NEAR UNION STATION	07/16/2023	666.45	
	TRAVEL CONV & CONF-GEN COM ED--COM ED	04 E 500 505 000 321 366		666.45
08/07/2023	6000001273	Wire Transfer	HOMEWOOD SUITES BY HILTON	931.02
Invoice Number	Description	Invoice Date	Invoice Amount	Account
208960 A	HOTEL 7/25-26/23	07/26/2023	181.90	
	TRAVEL CONV & CONF-ABE--STATE ABE	04 E 500 520 000 322 366		181.90
208961 A	HOTEL 7/25-26/23	07/26/2023	181.90	
	TRAVEL CONV & CONF-ABE--STATE ABE	04 E 500 520 000 322 366		181.90
208962 A	HOTEL 7/25-26/23	07/26/2023	181.90	
	TRAVEL CONV & CONF-ABE--STATE ABE	04 E 500 520 000 322 366		181.90
208963 A	HOTEL 7/25-26/23	07/26/2023	181.90	
	TRAVEL CONV & CONF-ABE--STATE ABE	04 E 500 520 000 322 366		181.90
208964 A	HOTEL 7/25-26/23	07/26/2023	203.42	
	TRAVEL CONV & CONF-ABE--STATE ABE	04 E 500 520 000 322 366		203.42

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Check Date	Check Number	Payment Type	Name	Check Amount	
08/07/2023	6000001274	Wire Transfer	IMAGINE LEARNING LLC	6,500.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
939859	IMAGINE LANGUAGE & LITERACY REUSABLE LICENSE	07/01/2023	6,500.00		
	LIBRARY BOOKS-ELL--TITLE III, PT A			01 E 005 205 000 417 470	6,500.00
08/07/2023	6000001275	Wire Transfer	LEWIS SOFTWARE ASSOCIATES, LLC	20.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
20339	QUARTERLY EXPRESS PLUS PLATFORM 7/22/2023	07/25/2023	20.00		
	NON-INST SOFTWARE LIC-BUSINESS OFFICE--			01 E 005 110 000 000 405	20.00
08/07/2023	6000001276	Wire Transfer	LITERACY ACTION NETWORK	1,680.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
30231- 23063012424332360 44	REGISTRATION ADULT BASIC EDUCATION SUMMER INSTITUTE 2023	07/26/2023	1,680.00		
	TRAVEL CONV & CONF-ABE--STATE ABE			04 E 500 520 000 322 366	1,680.00
08/07/2023	6000001277	Wire Transfer	MASA	1,529.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
070723	23-24 MASA/AASA MEMBERSHIP RENEWAL - DR. JOEY PAGE	07/07/2023	1,330.00		
	DUES & MEMBERSHIPS-SUPERINTENDENT--			01 E 005 020 000 000 820	1,330.00
21-33981	REGISTRATION A. ADAMS MDE/MASA BACK TO SCHOOL CONFERENCE	07/20/2023	199.00		
	TRAVEL CONV & CONF-BUSINESS OFFICE--			01 E 005 110 000 000 366	199.00
08/07/2023	6000001278	Wire Transfer	MN DEPT OF LABOR AND INDUSTRY	60.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
IMS3768243	BOILER CHIEF ENGINEER LICENSE J. SANVICK	07/21/2023	60.00		
	DUES & MEMBERSHIPS-OPERATIONS--			01 E 005 810 000 000 820	60.00
08/07/2023	6000001279	Wire Transfer	NAPA AUTO PARTS	70.48	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
256050	GLOVES	07/14/2023	35.48		
	REPAIR SUPPLIES-OPERATIONS--			01 E 005 810 000 000 420	35.48

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Check Date	Check Number	Payment Type	Name	Check Amount
08/07/2023	6000001279	Wire Transfer	NAPA AUTO PARTS	70.48
Invoice Number	Description	Invoice Date	Invoice Amount	Account
256542	TRICO FORCE FRONT BEAM WIPER	07/20/2023	35.00	
		REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	35.00
08/07/2023	6000001280	Wire Transfer	NIAAA	720.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
27708642	REGISTRATION KATIE CARTER 12/15-18/23	07/17/2023	720.00	
		TRAVEL CONV & CONF-BOY/GIRL-ATHLETICS-	01 E 310 292 100 000 366	720.00
08/07/2023	6000001281	Wire Transfer	NSPRA	1,275.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
NSPR-20230707-125109	NSPRA SEMINAR REGISTRATION J. LAWHEAD	07/07/2023	1,275.00	
		TRAVEL CONV & CONF-GEN COM ED--COM ED	04 E 500 505 000 321 366	1,275.00
08/07/2023	6000001282	Wire Transfer	POST BULLETIN COMPANY LLC*	2.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
071823	SUBSCRIPTION -ACCT 180590168 - 6 MO UNLIMITED DIGITAL	07/18/2023	2.00	
		FEEES FOR SERVICES-SUPERINTENDENT--	01 E 005 020 000 000 305	2.00
08/07/2023	6000001283	Wire Transfer	PRICELINE	146.97
Invoice Number	Description	Invoice Date	Invoice Amount	Account
436729255	HOTEL RESERVATION 8/7-8/23	07/26/2023	146.97	
		TRAVEL CONV & CONF-ECFE--ECFE	04 E 500 580 000 325 366	146.97
08/07/2023	6000001284	Wire Transfer	PROCARE SOLUTIONS	79.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
INV621273	PROCARE KIDS KORNER SOFTWARE	07/23/2023	79.00	
		NON-INST SOFTWARE LIC-KIDS KORNER--COM ED	04 E 500 570 000 321 405	79.00

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Check Date	Check Number	Payment Type	Name	Check Amount	
08/07/2023	6000001285	Wire Transfer	SHAKOPEE PARKS AND RECREATION MN	139.70	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
58105183	KIDS KORNER FIELD TRIP	07/24/2023	139.70		
	PMT FOR ED PURP-KIDS KORNER-FIELD TRIP-COM ED	04 E 500 570 404 321 394		139.70	
08/07/2023	6000001286	Wire Transfer	STAR TRIBUNE	249.08	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
071823	PREMIUM DIGITAL ACCESS 52 WEEK	07/18/2023	249.08		
	FEES FOR SERVICES-SUPERINTENDENT--	01 E 005 020 000 000 305		249.08	
08/07/2023	6000001287	Wire Transfer	SUN COUNTRY AIRLINES	309.80	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
C24R6V	RESERVATION K. CARTER NIAAA CONFERENCE	07/18/2023	309.80		
	TRAVEL CONV & CONF-BOY/GIRL-ATHLETICS-	01 E 310 292 100 000 366		309.80	
08/07/2023	6000001288	Wire Transfer	SUPPLYHOUSE.COM	51.91	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
15897713	CERAMA CARTRIDGES	07/10/2023	51.91		
	REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420		51.91	
08/07/2023	6000001289	Wire Transfer	THE BREAKTHROUGH COACH	2,175.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
INV-9572	REGISTRATION BLAKE HENELY AND JANELLE VOIGT 9/14-22/23	07/05/2023	725.00		
	TRAVEL CONV & CONF-STAFF DEV--STAFF DEV	01 E 005 640 000 316 366		725.00	
INV-9584	REGISTRATION MATT SCHMIT AND TESSA DAVIS 10/9- 17/23	07/06/2023	725.00		
	TRAVEL CONV & CONF-STAFF DEV--STAFF DEV	01 E 005 640 000 316 366		725.00	
INV-9589	REGISTRATION JILL ROLLIE AND PEGGY KLINGFUS 9/14-22/23	07/05/2023	725.00		
	TRAVEL CONV & CONF-STAFF DEV--STAFF DEV	01 E 005 640 000 316 366		725.00	

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Check Date	Check Number	Payment Type	Name	Check Amount	
08/07/2023	6000001290	Wire Transfer	U OF M CONTLEARNING	1,505.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
742954	UMPTYMP FALL TUITION STROMLAND	07/06/2023	705.00		
	PMT FOR ED PURP-GIFTED-HRML GT-YNG SCHOLARS			01 E 005 218 083 062 394	705.00
743195	UMPTYMP TUITION FALL 2023 MCDONALD	07/07/2023	800.00		
	PMT FOR ED PURP-GIFTED-HRML GT-YNG SCHOLARS			01 E 005 218 083 062 394	800.00
08/07/2023	6000001291	Wire Transfer	WAL-MART CAPITAL ONE	59.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
05991	RETURN PRINTER	07/19/2023	-39.00		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	-39.00
14520646056714540 360	PRINTER FOR SHOP	07/19/2023	59.00		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	59.00
88120367256714541 360	PRINTER	07/17/2023	39.00		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	39.00
08/07/2023	6000001292	Wire Transfer	WESTFAX INC	129.35	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1427587	ONLINE FAX	08/01/2023	129.35		
				TELEPHONE-OPERATIONS-- 01 E 005 810 000 000 320	39.80
				TELEPHONE-OPERATIONS-- 01 E 105 810 000 000 320	9.95
				TELEPHONE-OPERATIONS-- 01 E 145 810 000 000 320	9.95
				TELEPHONE-OPERATIONS-- 01 E 155 810 000 000 320	9.95
				TELEPHONE-OPERATIONS-- 01 E 165 810 000 000 320	9.95
				TELEPHONE-OPERATIONS-- 01 E 185 810 000 000 320	9.95
				TELEPHONE-OPERATIONS-- 01 E 210 810 000 000 320	9.95
				TELEPHONE-OPERATIONS-- 01 E 310 810 000 000 320	29.85
Total:					\$21,636.95

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Check Date	Check Number	Payment Type	Name	Check Amount
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PC240101 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	28	21,636.95
Epayables:	0	0.00
Total:	28	\$21,636.95

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Check Date	Check Number	Payment Type	Name			Check Amount
09/26/2023	51654	Check	ADAMSON, JOSEPH			517.48
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
092223	BALLAST LOAD TRANSFER CONTROL		09/22/2023	517.48		
			REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420		517.48
09/26/2023	51655	Check	AMAZON BUSINESS			197.96
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
1VL3-QW6Q-HFGT	SCIENCE SUPPLIES		09/07/2023	197.96		
			INSTRUCTL SUPPLIES-SCIENCE--	01 E 210 260 000 000 430		197.96
09/26/2023	51656	Check	ANDREA MALO			209.60
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
091423	TRAVEL REIMBURSEMENT		09/14/2023	99.56		
			TRAVEL CONV & CONF-STAFF DEV--STAFF DEV	01 E 005 640 000 316 366		99.56
091423	TRAVEL REIMBURSEMENT SEPTEMBER 2023		09/14/2023	110.04		
			TRAVEL CONV & CONF-STAFF DEV--STAFF DEV	01 E 005 640 000 316 366		110.04
09/26/2023	51657	Check	BLAKE HENELY			72.00
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
091323	REIMBURSEMENT - STUDENT T-SHIRTS		09/13/2023	72.00		
			GEN SUPPLIES-ELEM ED-BANFIELD-BANFIELD	11 E 105 203 013 131 401		72.00
09/26/2023	51658	Check	CHAMPION TEAMWEAR AR			1,287.73
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
101570332	CHEER CLOTHING		08/21/2023	373.89		
			SUPPLIES & MATERIALS-EXT CUR-CHEERADERS-SA	88 E 310 298 013 301 401		373.89
101575978	CHEER SUPPLIES		09/01/2023	132.95		
			SUPPLIES & MATERIALS-EXT CUR-CHEERADERS-SA	88 E 310 298 013 301 401		132.95
101577326	CHEER CLOTHING		09/06/2023	780.89		
			SUPPLIES & MATERIALS-EXT CUR-CHEERADERS-SA	88 E 310 298 013 301 401		780.89

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Check Date	Check Number	Payment Type	Name	Check Amount
09/26/2023	51659	Check	COMMAND PERFORMANCE LANGUAGE INSTITUTE	512.50
Invoice Number	Description		Invoice Date	Invoice Amount
07027876	APEF GRANT RHONDA ALBERTS BOOKS		08/18/2023	512.50
			INSTRUCTL SUPPLIES-FOREIGN LANG--APEF GRANT 01 E 310 230 000 097 430	512.50
09/26/2023	51660	Check	ELSA ESQUIVEL-SOTO	48.27
Invoice Number	Description		Invoice Date	Invoice Amount
092023	MILEAGE REIMBURSEMENT AUGUST 2023		09/20/2023	48.27
			TRAVEL CONV & CONF-ECFE--ECFE 04 E 500 580 000 325 366	48.27
09/26/2023	51661	Check	EMOTIONAL ABCS INC	171.00
Invoice Number	Description		Invoice Date	Invoice Amount
1256	ONLINE SUBSCRIPTION		09/19/2023	171.00
			INST SOFTWARE LIC-SPED AGG--STATE SPED 01 E 005 420 000 740 406	171.00
09/26/2023	51662	Check	GROSS, KATIE OR JEFFREY	824.90
Invoice Number	Description		Invoice Date	Invoice Amount
092123	REFUND - CHARLES AND TEAGAN		09/21/2023	824.90
			SALES TO PUPILS-FOOD SVC--TYPE A 02 R 005 770 000 701 601	824.90
09/26/2023	51663	Check	HEARTLAND SCHOOL SOLUTIONS	325.00
Invoice Number	Description		Invoice Date	Invoice Amount
092123	SUP: NK MENU PLANNING ANNUAL		09/21/2023	325.00
			NON-INST SOFTWARE LIC-FOOD SVC--NSLP 02 E 005 770 000 701 405	325.00
09/26/2023	51664	Check	HOUGHTON MIFFLIN COMPANY	3,433.00
Invoice Number	Description		Invoice Date	Invoice Amount
710265597	READ 180		07/05/2023	3,433.00
			INST SOFTWARE LIC-SPED AGG--STATE SPED 01 E 005 420 000 740 406	3,433.00
09/26/2023	51665	Check	INFINITE CAMPUS	765.00
Invoice Number	Description		Invoice Date	Invoice Amount
SRVINV032799	CARD READERS		08/28/2023	765.00
			GEN SUPPLIES-BOY/GIRL-ATHLETICS- 01 E 310 292 100 000 401	765.00

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Check Date	Check Number	Payment Type	Name	Check Amount
09/26/2023	51666	Check	JANENE LUNNING	100.00
<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>
092023	REIMBURSEMENT FOR CLASSROOM SUPPLIES	09/20/2023	100.00	
	INSTRUCTL SUPPLIES-ELEM ED--	01 E 125 203 000 000 430		100.00
09/26/2023	51667	Check	JESSICA CABEEN	15.80
<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>
091423	REIMBURSEMENT - COMPUTER CHIP	09/14/2023	15.80	
	POSTAGE-SEC-3RD PR YR-ESSER III 90% FORMULA	01 E 175 211 013 160 329		15.80
09/26/2023	51668	Check	KAYLA SELLERS	171.96
<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>
091923	REIMBURSEMENT - COACHES ASSOCIATION FEE	09/19/2023	171.96	
	DUES & MEMBERSHIP-GIRLS ATHL-BASKETBALL--	01 E 310 296 102 000 820		171.96
09/26/2023	51669	Check	KERLING, JULIE L	19.06
<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>
091823	MILEAGE REIMBURSEMENT AUGUST 2023	09/18/2023	19.06	
	TRAVEL CONV & CONF-KIDS KORNER--COM ED	04 E 500 570 000 321 366		19.06
09/26/2023	51670	Check	KEVIN GODTLAND	50.00
<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>
0914237THB	FOOTBALL REF PAY	09/14/2023	50.00	
	FEES FOR SERVICES-BOY/GIRL--	01 E 210 292 000 000 305		50.00
09/26/2023	51671	Check	LIST, TIFFANY OR JUSTIN	120.59
<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>
081923	REFUND - SCHOOL LUNCH ACCOUNT	08/19/2023	120.59	
	SALES TO PUPILS-FOOD SVC--TYPE A	02 R 005 770 000 701 601		120.59
09/26/2023	51672	Check	MARIA MICKELSON	100.00
<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>
092123	REIMBURSEMENT FOR CLASSROOM SUPPLIES	09/21/2023	100.00	
	INSTRUCTL SUPPLIES-ELEM ED--	01 E 125 203 000 000 430		100.00

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Check Date	Check Number	Payment Type	Name	Check Amount
09/26/2023	51673	Check	MARICLE, BRANDON	105.35
Invoice Number	Description	Invoice Date	Invoice Amount	Account
091823	REFUND - BRAYDEN, LILLIAN, MADELEINE	08/18/2023	105.35	
	SALES TO PUPILS-FOOD SVC--TYPE A			02 R 005 770 000 701 601
				105.35
09/26/2023	51674	Check	NELSON SOUND	6,500.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
090823	APEF GRANT-ROD PESCH/ANNA MEYER	09/08/2023	6,500.00	
	EQUIPMENT-SEC--APEF GRANT			01 E 210 211 000 097 530
	GEN SUPPLIES-BOY/GIRL-ELLIS-ELLIS-ACT/ATH			11 E 210 292 030 101 401
				6,000.00
				500.00
09/26/2023	51675	Check	OLIVAREZ, CAROLINA OR MARCO	20.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
091823	REFUND - MAXIMUS OLIVAREZ	09/18/2023	20.00	
	SALES TO PUPILS-FOOD SVC--TYPE A			02 R 005 770 000 701 601
				20.00
09/26/2023	51676	Check	ORRIN HUNTLEY	50.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
0914237THB	FOOTBALL REF PAY	09/14/2023	50.00	
	FEES FOR SERVICES-BOY/GIRL--			01 E 210 292 000 000 305
				50.00
09/26/2023	51677	Check	OWATONNA PARKS & RECREATION	311.99
Invoice Number	Description	Invoice Date	Invoice Amount	Account
091823	KIDS KORNER SUMMER FIELD TRIP	09/14/2023	311.99	
	PMT FOR ED PURP-KIDS KORNER-FIELD TRIP-COM ED			04 E 500 570 404 321 394
				311.99
09/26/2023	51678	Check	PAGE, JOEY	39.96
Invoice Number	Description	Invoice Date	Invoice Amount	Account
091823	TRAVEL REIMBURSEMENT - SEPTEMBER 2023	09/18/2023	39.96	
	TRAVEL CONV & CONF-SUPERINTENDENT--			01 E 005 020 000 000 366
				39.96
09/26/2023	51679	Check	PAUL OR SARA SILBAUGH	21.20
Invoice Number	Description	Invoice Date	Invoice Amount	Account
091823	REFUND - MERYN SILBAUGH	09/18/2023	21.20	
	SALES TO PUPILS-FOOD SVC--TYPE A			02 R 005 770 000 701 601
				21.20

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/26/2023	51680	Check	PRANTNER, EMILY OR DEREK	456.30	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
092023	REFUND - EVERETT, ELLA, CHARLOTTE	09/20/2023	456.30		
			SALES TO PUPILS-FOOD SVC--TYPE A	02 R 005 770 000 701 601	456.30
09/26/2023	51681	Check	RIVERLAND COPY CENTER & MAIL ROOM	25.50	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
9495	COMB BINDING	08/24/2023	4.50		
			FEES FOR SERVICES-ABE--STATE ABE	04 E 500 520 000 322 305	4.50
9507	COMB BINDING	09/11/2023	4.50		
			FEES FOR SERVICES-ABE--STATE ABE	04 E 500 520 000 322 305	4.50
9514	COMB BINDING	09/14/2023	16.50		
			FEES FOR SERVICES-ABE--STATE ABE	04 E 500 520 000 322 305	16.50
09/26/2023	51682	Check	RYAN TIMM	31.26	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
091923	REIMBURSEMENT FOR CLASSROOM SUPPLIES	09/19/2023	31.26		
			INSTRUCTL SUPPLIES-ELEM ED--	01 E 145 203 000 000 430	31.26
09/26/2023	51683	Check	SCHMIDT GOODMAN OFFICE PRODUCTS INC	16,483.44	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
14963	SUMNER OFFICE FURNITURE	07/27/2023	7,891.30		
			GEN SUPPLIES-ELEM ED--	01 E 155 203 000 000 401	7,891.30
784	APS CHAIRS FOR DISTRICT CONFERENCE ROOM, BUSINESS OFFICE AND WAITING AREA	09/25/2023	8,592.14		
			GEN SUPPLIES-BUSINESS OFFICE--	01 E 005 110 000 000 401	0.66
			GENERAL SUPPLIES-OPERATIONS-3RD PR YR-ESSER II 90%	01 E 005 810 013 155 401	8,591.48
09/26/2023	51684	Check	SHI	167.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
B17292548	TONER	08/25/2023	167.00		
			GEN SUPPLIES-SPED AGG--IDEA-611	01 E 005 420 000 419 401	167.00

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Check Date	Check Number	Payment Type	Name	Check Amount		
09/26/2023	51685	Check	STEVE BAMRICK	31.08		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
091423	REIMBURSEMENT - TENT STAKES		09/14/2023	31.08		
			INSTRUCTL SUPPLIES-HLTH & PHY.ED.--		01 E 105 240 000 000 430	31.08
09/26/2023	51686	Check	SYNOGROUND, KAILEY D	26.46		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
083023	MILEAGE REIMBURSEMENT AUGUST 2023		08/30/2023	26.46		
			TRAVEL CONV & CONF-ECFE--ECFE		04 E 500 580 000 325 366	26.46
09/26/2023	51687	Check	THOMAS W JONES	50.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
0914237THB	FOOTBALL REF PAY		09/14/2023	50.00		
			FEES FOR SERVICES-BOY/GIRL--		01 E 210 292 000 000 305	50.00
09/26/2023	51688	Check	TINDAL, MICHAEL	50.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
0914237THB	FOOTBALL REF PAY		09/14/2023	50.00		
			FEES FOR SERVICES-BOY/GIRL--		01 E 210 292 000 000 305	50.00
09/26/2023	51689	Check	TRAINING ROOM INC	1,288.50		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
100379	ATHLETIC TRAINER SUPPLIES		08/09/2023	781.75		
					GEN SUPPLIES-BOY/GIRL-ATHLETICS-	781.75
100380	ATHLETIC TRAINER SUPPLIES		08/09/2023	447.08		
					GEN SUPPLIES-BOY/GIRL-ATHLETICS-	447.08
100558	ATHLETIC TRAINER SUPPLIES		08/09/2023	59.67		
					GEN SUPPLIES-BOY/GIRL-ATHLETICS-	59.67
09/26/2023	51690	Check	UNIVERSITY OF OREGON	350.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
INV00073997	ANNUAL SWIS LICENSE		09/01/2023	350.00		
					NON-INST SOFTWARE LIC-ELEM ED--	350.00

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/26/2023	51691	Check	WAL-MART CAPITAL ONE	1,581.22	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
073230594367087	GIRLS SWIM/DIVE SUPPLIES	08/18/2023	148.82		
				GEN SUPPLIES-GIRLS ATHL-SWIM/DIVE-	148.82
073233525297153	ECFE FOR SUPPLIES	06/21/2023	109.70		
				INSTRUCTIONAL SUP-ECFE--ECFE	109.70
133243607370694	FAMILY LIT 5280 FOR SUPPLIES	08/31/2023	201.28		
				INSTRUCTIONAL SUP-ABE-HRML FAM LIT-GED TESTING	201.28
143243590857436	ABE FOR SUPPLIES	08/31/2023	202.77		
				INSTRUCTIONAL SUP-ABE--STATE ABE	202.77
1651040308 FINANCE	FINANCE CHARGE WAL-MART	09/07/2023	12.35		
				FEEES FOR SERVICES-BUSINESS OFFICE--	12.35
433228612677233	OPEN PO FPR LINK CREW SUPPLIES AND ORIENTATION SUPPLIES	08/16/2023	123.17		
				GEN SUPPLIES-PUPIL SUP-REACH-HORMEL-	123.17
433235526757408	ECFE FOR SUPPLIES	08/23/2023	52.35		
				INSTRUCTIONAL SUP-ECFE--ECFE	52.35
463250536571666	INCENTIVES	09/07/2023	50.76		
				INDIV INST SUPPLIES-EBD--STATE SPED	50.76
523242510023480	ECFE FOR SUPPLIES	08/30/2023	55.20		
				INSTRUCTIONAL SUP-ECFE--ECFE	55.20
793243501672956	ECFE FOR SUPPLIES	08/31/2023	50.44		
				INSTRUCTIONAL SUP-ECFE--ECFE	50.44
873235605454739	SPECIAL EVENT FOOD	08/23/2023	234.65		
				FOOD-FOOD SVC--ALA-CARTE	234.65
873237591064846	OPEN PO FOR CONSUMABLES	08/25/2023	59.64		
				INSTRUCTL SUPPLIES-SCIENCE--	59.64
903226640142359	PACKER IN TRAINING BOOT CAMP	08/14/2023	45.65		
				INSTRUCTIONAL SUP-ECFE--ECFE	45.65
903228534472376	MEETING REFRESHMENTS	08/16/2023	25.66		
				FOOD-SUPERINTENDENT--	25.66

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/26/2023	51691	Check	WAL-MART CAPITAL ONE	1,581.22	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
903229524562148	ECFE FOR SUPPLIES	08/17/2023	157.00		
		INSTRUCTIONAL SUP-ECFE--ECFE		04 E 500 580 000 325 430	157.00
903229628162272	OPEN PO FOR STORAGE BINS TO ORGANIZE EQUIPMENT STERLITE 30GALLON TOTE	08/17/2023	51.78		
		INSTRUCTL SUPPLIES-HLTH & PHY.ED.--		01 E 310 240 000 000 430	51.78
				Total:	\$36,531.11

T240304 Summary

Type	Count	Amount
Regular	38	36,531.11
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	38	\$36,531.11

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AP Run: CB240306 — Post Date: 2023-09-26 — AP Run Type: R

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/26/2023	5000001567		I & S GROUP, INC*	23,208.53	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
96297	AUSTIN SCHOOLS FACILITY PLANNING	08/31/2023	23,208.53		
	CONTRACT<25K-BUSINESS SVCS-3RD PR YR-ESSER II 90%			01 E 005 110 013 155 303	23,208.53
09/26/2023	5000001568		INSTITUTE FOR ENVIRONMENTAL ASSESSMENT*	53,000.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
00049577	DISTRICT HVAC CONTROLS REPLACEMENT COMMISSIONING	09/15/2023	53,000.00		
	BLDG ACQ/CONST-CAP FACILITIES-3RD PR YR-ESSER II90			01 E 005 850 013 155 520	53,000.00
09/26/2023	5000001569		SOUTH CENTRAL ATHLETE*	3,593.75	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
082757	GYM SHIRTS	08/30/2023	3,593.75		
	GEN SUPPLIES-ELLIS GENERAL-ELLIS-ELLIS GEN			11 E 210 120 030 120 401	3,593.75
				Total:	\$79,802.28

CB240306 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	3	79,802.28
Total:	3	\$79,802.28

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AP Run: T231313 — Post Date: 2023-09-26 — AP Run Type: R

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Check Date	Check Number	Payment Type	Name	Check Amount		
09/26/2023	51651	Check	DEPARTMENT EMPLOYMENT & ECONOMIC DEVELOPMENT	50.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
091223	TRANSPORTATION REIMBURSEMENT		06/30/2023	50.00		
			REEMPLOYMENT INS-EMP BENEFITS--		01 E 005 930 000 000 280	50.00
09/26/2023	51652	Check	LEROY-OSTRANDER SCHOOLS #499	1,963.50		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
051223	STATE FFA CONVENTION TRAVEL		06/30/2023	1,963.50		
			FED CNTRCT < \$25K-CTE-GENERAL--CARL PERKINS		12 E 300 399 000 428 303	1,963.50
09/26/2023	51653	Check	PALMER BUS SERVICE	87.55		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
0004259-IN	IN-TOWN SHUTTLE		06/30/2023	87.55		
			TRANSP CONTRACT-ELEM-SUMNER-SUMNER GENERAL		11 E 155 203 015 119 360	87.55
Total:						\$2,101.05

T231313 Summary

Type	Count	Amount
Regular	3	2,101.05
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	3	\$2,101.05

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/29/2023	51692	Check	A.F.S.C.M.E. COUNCIL 65	1,491.34	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
AFL.09142023.D	AFL - AFSCM EMP AFL-C for 9/14/2023 Reg PR	09/14/2023	745.67		
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE	01 L 215 06			708.86
	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.09282023.D	AFL - AFSCM EMP AFL-C for 9/28/2023 Reg Payroll	09/28/2023	745.67		
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE	01 L 215 06			708.86
	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
09/29/2023	51693	Check	AUSTIN EDUCATION ASSOCIATION	194.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
AEA ASF.09282023.D	AEA ASF - AEA ASF for 9/28/2023 Reg Payroll	09/28/2023	194.00		
	PAYROLL W/HOLDINGS-AEA DUES	01 L 215 16			194.00
09/29/2023	51694	Check	AUSTIN PUBLIC EDUCATION FOUNDATION	379.96	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
AEF.09142023.D	AEF - AUSTIN EDUC FOU for 9/14/2023 Reg PR	09/14/2023	189.98		
	PAYROLL W/HOLDINGS-CHARITABLE CONTRIBUTIONS	01 L 215 11			178.98
	PAYROLL W/HOLDING-CHARITABLE CONTRIBUTIONS	04 L 215 11			11.00
AEF.09282023.D	AEF - AUSTIN EDUC FOU for 9/28/2023 Reg Payroll	09/28/2023	189.98		
	PAYROLL W/HOLDINGS-CHARITABLE CONTRIBUTIONS	01 L 215 11			178.98
	PAYROLL W/HOLDING-CHARITABLE CONTRIBUTIONS	04 L 215 11			11.00
09/29/2023	51695	Check	AUSTIN PUBLIC SCHOOLS ISD 492	72,243.78	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
DEN.09142023.D	DEN - DENTAL INS. for 9/14/2023 Reg PR	09/14/2023	41.62		
	PAYROLL W/HOLDINGS-DENTAL INS PAYABLE	01 L 215 08			41.62

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/29/2023	51695	Check	AUSTIN PUBLIC SCHOOLS ISD 492	72,243.78	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
DEN.09282023.D	DEN - DENTAL INS. for 9/28/2023 Reg Payroll	09/28/2023	22.91	PAYROLL W/HOLDINGS-DENTAL INS PAYABLE 01 L 215 08	22.91
DENFM.09142023.D	DENFM - FAMILY DENTAL1 for 9/14/2023 Reg PR	09/14/2023	5,661.18	PAYROLL W/HOLDINGS-DENTAL INS PAYABLE 01 L 215 08	5,565.72
				PAYROLL W/HOLDING-DENTAL INS PAYABLE 04 L 215 08	54.60
				PAYROLL W/HOLDINGS-DENTAL INS PAYABLE 05 L 215 08	40.86
DENFM.09282023.D	DENFM - FAMILY DENTAL1 for 9/28/2023 Reg Payroll	09/28/2023	5,744.73	PAYROLL W/HOLDINGS-DENTAL INS PAYABLE 01 L 215 08	5,615.80
				PAYROLL W/HOLDING-DENTAL INS PAYABLE 04 L 215 08	88.07
				PAYROLL W/HOLDINGS-DENTAL INS PAYABLE 05 L 215 08	40.86
FDN.09142023.D	FDN - FLEX DEN PREM for 9/14/2023 Reg PR	09/14/2023	2,317.53	PAYROLL W/HOLDINGS-DENTAL INS PAYABLE 01 L 215 08	2,223.29
				PAYROLL W/HOLDING-DENTAL INS PAYABLE 04 L 215 08	94.24
FDN.09282023.D	FDN - FLEX DEN PREM for 9/28/2023 Reg Payroll	09/28/2023	2,370.52	PAYROLL W/HOLDINGS-DENTAL INS PAYABLE 01 L 215 08	2,276.20
				PAYROLL W/HOLDING-DENTAL INS PAYABLE 04 L 215 08	94.32
HDCF.09142023.D	HDCF - HEALTH CATASTROPHIC DED FAMILY for 9/14/2023 Reg PR	09/14/2023	197.00	PAYROLL W/HOLDING-PREIMIUM REIMB PAYABLE 04 L 215 15	197.00
HDCF.09282023.D	HDCF - HEALTH CATASTROPHIC DED FAMILY for 9/28/2023 Reg Payroll	09/28/2023	197.00	PAYROLL W/HOLDING-PREIMIUM REIMB PAYABLE 04 L 215 15	197.00
HDHF.09142023.D	HDHF - HEALTH HIGH DED FAMILY for 9/14/2023 Reg PR	09/14/2023	13,957.92	PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE 01 L 215 15	13,957.92
HDHF.09282023.D	HDHF - HEALTH HIGH DED FAMILY for 9/28/2023 Reg Payroll	09/28/2023	14,016.33	PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE 01 L 215 15	14,016.33
HDHS.09142023.D	HDHS - HEALTH HIGH DED SINGLE for 9/14/2023 Reg PR	09/14/2023	3,563.80	PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE 01 L 215 15	3,083.72
				PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE 02 L 215 15	62.40

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/29/2023	51695	Check	AUSTIN PUBLIC SCHOOLS ISD 492	72,243.78	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
			PAYROLL W/HOLDING-PREIMIUM REIMB PAYABLE	04 L 215 15	417.68
HDHS.09282023.D	HDHS - HEALTH HIGH DED SINGLE for 9/28/2023 Reg Payroll	09/28/2023	3,378.12		
			PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE	01 L 215 15	2,898.04
			PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE	02 L 215 15	62.40
			PAYROLL W/HOLDING-PREIMIUM REIMB PAYABLE	04 L 215 15	417.68
HDLF.09142023.D	HDLF - HEALTH LOW DED FAMILY for 9/14/2023 Reg PR	09/14/2023	6,501.85		
			PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE	01 L 215 15	6,450.44
			PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE	02 L 215 15	51.41
HDLF.09282023.D	HDLF - HEALTH LOW DED FAMILY for 9/28/2023 Reg Payroll	09/28/2023	6,639.01		
			PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE	01 L 215 15	6,587.60
			PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE	02 L 215 15	51.41
HDLS.09142023.D	HDLS - HEALTH LOW DED SINGLE for 9/14/2023 Reg PR	09/14/2023	2,288.85		
			PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE	01 L 215 15	1,897.52
			PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE	02 L 215 15	238.10
			PAYROLL W/HOLDING-PREIMIUM REIMB PAYABLE	04 L 215 15	153.23
HDLS.09282023.D	HDLS - HEALTH LOW DED SINGLE for 9/28/2023 Reg Payroll	09/28/2023	2,376.52		
			PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE	01 L 215 15	1,935.61
			PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE	02 L 215 15	287.68
			PAYROLL W/HOLDING-PREIMIUM REIMB PAYABLE	04 L 215 15	153.23
LIFC.09142023.D	LIFC - LIFE INSURANCE - CHILD for 9/14/2023 Reg PR	09/14/2023	27.09		
			PAYROLL W/HOLDINGS-DEP LIFE PAYABLE	01 L 215 00	25.82
			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.09282023.D	LIFC - LIFE INSURANCE - CHILD for 9/28/2023 Reg Payroll	09/28/2023	27.45		
			PAYROLL W/HOLDINGS-DEP LIFE PAYABLE	01 L 215 00	25.82

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/29/2023	51695	Check	AUSTIN PUBLIC SCHOOLS ISD 492	72,243.78	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
			PAYROLL W/HOLDINGS-DEP LIFE PAYABLE	02 L 215 00	0.68
			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.09142023.D	LIFO - LIFE-OPTIONAL for 9/14/2023 Reg PR	09/14/2023	1,035.57		
			PAYROLL W/HOLDINGS-PRUDENTIAL SUPP ITCR	01 L 215 26	1,013.91
			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.09282023.D	LIFO - LIFE-OPTIONAL for 9/28/2023 Reg Payroll	09/28/2023	1,062.69		
			PAYROLL W/HOLDINGS-PRUDENTIAL SUPP ITCR	01 L 215 26	1,013.91
			PAYROLL W/HOLDINGS-PRUDENTIAL SUPP ITCR	02 L 215 26	27.12
			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.09142023.D	LIFOA - OPTIONAL LIFE AD&D for 9/14/2023 Reg PR	09/14/2023	67.87		
			PAYROLL W/HOLDINGS-PRUDENTIAL SUPP ITCR	01 L 215 26	64.72
			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.09282023.D	LIFOA - OPTIONAL LIFE AD&D for 9/28/2023 Reg Payroll	09/28/2023	69.19		
			PAYROLL W/HOLDINGS-PRUDENTIAL SUPP ITCR	01 L 215 26	64.72
			PAYROLL W/HOLDINGS-PRUDENTIAL SUPP ITCR	02 L 215 26	1.32
			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.09142023.D	LIFS - LIFE INSURANCE- SPOUSE for 9/14/2023 Reg PR	09/14/2023	185.04		
			PAYROLL W/HOLDINGS-SPOUSE LIFE INS PAYABLE	01 L 215 25	178.96
			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
LIFS.09282023.D	LIFS - LIFE INSURANCE- SPOUSE for 9/28/2023 Reg Payroll	09/28/2023	188.77		
			PAYROLL W/HOLDINGS-SPOUSE LIFE INS PAYABLE	01 L 215 25	180.05
			PAYROLL W/HOLDINGS-SPOUSE LIFE INS PAYABLE	02 L 215 25	2.64

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/29/2023	51695	Check	AUSTIN PUBLIC SCHOOLS ISD 492	72,243.78	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
			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.09142023.D	PRL - PERA LIFE INSUR for 9/14/2023 Reg PR	09/14/2023	147.60		
			PAYROLL W/HOLDINGS-PERA LIFE INS PAYABLE	01 L 215 20	140.22
			PAYROLL W/HOLDING-PERA LIFE INS PAYABLE	04 L 215 20	7.38
PRL.09282023.D	PRL - PERA LIFE INSUR for 9/28/2023 Reg Payroll	09/28/2023	157.62		
			PAYROLL W/HOLDINGS-PERA LIFE INS PAYABLE	01 L 215 20	140.22
			PAYROLL W/HOLDINGS-PERA LIFE INS PAYABLE	02 L 215 20	10.02
			PAYROLL W/HOLDING-PERA LIFE INS PAYABLE	04 L 215 20	7.38
09/29/2023	51696	Check	LOCAL 867	1,891.40	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
UAW.09142023.D	UAW - UAW L. 867 for 9/14/2023 Reg PR	09/14/2023	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.09282023.D	UAW - UAW L. 867 for 9/28/2023 Reg Payroll	09/28/2023	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
09/29/2023	51697	Check	MN SCHOOL EMPLOYEES ASSN	1,727.57	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
MSEA 2%.09282023.D	MSEA 2% - MSEA 2% for 9/28/2023 Para Retro 2	09/28/2023	230.18		
			PAYROLL W/HOLDINGS-UNION DUES PAYABLE	01 L 215 06	230.18
MSEA 2%.09282023.D.a	MSEA 2% - MSEA 2% for 9/28/2023 Reg Payroll	09/28/2023	1,497.39		
			PAYROLL W/HOLDINGS-UNION DUES PAYABLE	01 L 215 06	1,492.07
			PAYROLL W/HOLDING-UNION DUES PAYABLE	04 L 215 06	5.32

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/29/2023	51698	Check	UNITED WAY OF MOWER COUNTY	225.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
UNF.09142023.D	UNF - UNITED FUND for 9/14/2023 Reg PR	09/14/2023	112.50		
	PAYROLL W/HOLDINGS-CHARITABLE CONTRIBUTIONS			01 L 215 11	112.50
UNF.09282023.D	UNF - UNITED FUND for 9/28/2023 Reg Payroll	09/28/2023	112.50		
	PAYROLL W/HOLDINGS-CHARITABLE CONTRIBUTIONS			01 L 215 11	112.50
09/29/2023	202002942	Wire Transfer	ALERUS	3,000.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
HDHSA.09282023.B	HDHSA - HSA FAMILY CONTRIBUTION for 9/28/2023 Reg Payroll	09/28/2023	1,500.00		
	PAYROLL W/HOLDINGS-HSA PAYABLE			01 L 215 40	1,500.00
HDHSAS.09282023.B	HDHSAS - HSA SINGLE CONTRIBUTION for 9/28/2023 Reg Payroll	09/28/2023	1,500.00		
	PAYROLL W/HOLDINGS-HSA PAYABLE			01 L 215 40	1,500.00
09/29/2023	202002943	Wire Transfer	ALLIANCE BENEFIT GROUP	33,641.76	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
HDHSA.09282023.D	HDHSA - HIGH DEDUCTIBLE HSA for 9/28/2023 Reg Payroll	09/28/2023	33,641.76		
	PAYROLL W/HOLDINGS-HSA PAYABLE			01 L 215 40	32,748.96
	PAYROLL W/HOLDINGS-HSA PAYABLE			02 L 215 40	125.00
	PAYROLL W/HOLDING-HSA PAYABLE			04 L 215 40	540.00
	PAYROLL W/HOLDINGS-HSA PAYABLE			05 L 215 40	227.80
09/29/2023	202002944	Wire Transfer	EDUCATORS BENEFIT CONSULTANTS, LLC	72,269.06	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
AIG.09282023.B	AIG - AIG RETIREMENT for 9/28/2023 Reg Payroll	09/28/2023	1,274.97		
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			01 L 215 05	1,249.97
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			02 L 215 05	25.00
AIG.09282023.D	AIG - AIG RETIREMENT for 9/28/2023 Reg Payroll	09/28/2023	4,826.89		
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			01 L 215 05	4,751.89
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			02 L 215 05	25.00

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/29/2023	202002944	Wire Transfer	EDUCATORS BENEFIT CONSULTANTS, LLC	72,269.06	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
			PAYROLL W/HOLDING-TAX SHELTER ANNUITIES	04 L 215 05	50.00
HRMA.09282023.B	HRMA - HORACE MANN COMPANY for 9/28/2023 Reg Payroll	09/28/2023	4,876.49		
			PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES	01 L 215 05	4,626.49
			PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES	02 L 215 05	100.00
			PAYROLL W/HOLDING-TAX SHELTER ANNUITIES	04 L 215 05	150.00
HRMA.09282023.D	HRMA - HORACE MANN CO for 9/28/2023 Reg Payroll	09/28/2023	9,028.03		
			PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES	01 L 215 05	8,728.03
			PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES	02 L 215 05	150.00
			PAYROLL W/HOLDING-TAX SHELTER ANNUITIES	04 L 215 05	150.00
MNDCP.09282023.D	MNDCP - MN DEFERRED COMP for 9/28/2023 Reg Payroll	09/28/2023	200.00		
			PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES	01 L 215 05	200.00
ORC.09282023.D	ORC - ORCHARD TRUST for 9/28/2023 Reg Payroll	09/28/2023	50.00		
			PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES	01 L 215 05	50.00
SBG.09282023.B	SBG - SECURITY BENEFIT GROUP for 9/28/2023 Reg Payroll	09/28/2023	33,751.64		
			PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES	01 L 215 05	33,262.31
			PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES	02 L 215 05	121.00
			PAYROLL W/HOLDING-TAX SHELTER ANNUITIES	04 L 215 05	131.00
			PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES	05 L 215 05	237.33
SBG.09282023.D	SBG - SECURITY BENEFIT GROUP for 9/28/2023 Reg Payroll	09/28/2023	15,877.80		
			PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES	01 L 215 05	15,121.80
			PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES	02 L 215 05	621.00
			PAYROLL W/HOLDING-TAX SHELTER ANNUITIES	04 L 215 05	131.00
			PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES	05 L 215 05	4.00
SBGR.09282023.D	SBGR - SECURITY BENEFIT GROUP ROTH for 9/28/2023 Reg Payroll	09/28/2023	2,383.24		
			PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES	01 L 215 05	2,149.91
			PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES	05 L 215 05	233.33

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/29/2023	202002945	Wire Transfer	MINNESOTA DEPT OF REVENUE	65,623.33	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
MISC1.09282023.D	MISC1 - MISC MN WAGE LEVY ACH for 9/28/2023 Reg Payroll	09/28/2023	1,350.62		
				PAYROLL W/HOLDINGS-MISC DED PAYABLE 01 L 215 14	1,350.62
MN\$.09282023.D	MN\$ - MN ADD ON for 9/28/2023 Reg Payroll	09/28/2023	1,547.00		
				PAYROLL W/HOLDINGS-STATE WITHHOLDING 01 L 215 02	1,200.00
				PAYROLL W/HOLDINGS-STATE WITHHOLDING 02 L 215 02	30.00
				PAYROLL W/HOLDING-STATE WITHHOLDING 04 L 215 02	317.00
MN%.09282023.D	MN% - MN STATE TAX% for 9/28/2023 Reg Payroll	09/28/2023	319.45		
				PAYROLL W/HOLDINGS-STATE WITHHOLDING 01 L 215 02	240.96
				PAYROLL W/HOLDINGS-STATE WITHHOLDING 02 L 215 02	78.49
MN.08312023.D.d	MN - MN STATE TAX for 8/31/2023 PZ Void	08/31/2023	-1.94		
				PAYROLL W/HOLDINGS-STATE WITHHOLDING 01 L 215 02	-1.94
MN.08312023.D.e	MN - MN STATE TAX for 8/31/2023 RZ Reissue	08/31/2023	1.94		
				PAYROLL W/HOLDINGS-STATE WITHHOLDING 01 L 215 02	1.94
MN.09282023.D	MN - MN STATE TAX for 9/28/2023 Para Retro 2	09/28/2023	60.27		
				PAYROLL W/HOLDINGS-STATE WITHHOLDING 01 L 215 02	60.27
MN.09282023.D.a	MN - MN STATE TAX for 9/28/2023 Reg Payroll	09/28/2023	62,326.92		
				PAYROLL W/HOLDINGS-STATE WITHHOLDING 01 L 215 02	58,373.40
				PAYROLL W/HOLDINGS-STATE WITHHOLDING 02 L 215 02	1,540.76
				PAYROLL W/HOLDING-STATE WITHHOLDING 04 L 215 02	2,249.99
				PAYROLL W/HOLDINGS-STATE WITHHOLDING 05 L 215 02	161.42
				PAYROLL W/HOLDINGS-STATE WITHHOLDING 11 L 215 02	1.35
MN.09292023.D	MN - MN STATE TAX for 9/29/2023 Addl 2	09/29/2023	19.07		
				PAYROLL W/HOLDINGS-STATE WITHHOLDING 01 L 215 02	19.07
09/29/2023	202002946	Wire Transfer	MN CHILD SUPPORT PAYMENT CENT	590.19	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
MCS.09282023.D	MCS - MN CHILD SUPP1 for 9/28/2023 Reg Payroll	09/28/2023	590.19		
				PAYROLL W/HOLDINGS-MISC DED PAYABLE 01 L 215 14	590.19

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/29/2023	202002947	Wire Transfer	UNITED STATES TREASURY	381,895.86	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
FE\$.09282023.D	FE\$ - FED ADD-ON AMT for 9/28/2023 Reg Payroll	09/28/2023	4,764.69		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	4,069.75
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			02 L 215 01	62.25
	PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS			04 L 215 01	632.69
FE%.09282023.D	FE% - FEDERAL TAX% for 9/28/2023 Reg Payroll	09/28/2023	590.16		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	427.29
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			02 L 215 01	162.87
FED.09282023.D	FED - FED TAX for 9/28/2023 Para Retro 2	09/28/2023	10.02		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	10.02
FED.09282023.D.a	FED - FED TAX for 9/28/2023 Reg Payroll	09/28/2023	116,516.55		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	110,209.30
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			02 L 215 01	2,357.78
	PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS			04 L 215 01	3,634.88
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			05 L 215 01	313.77
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			11 L 215 01	0.82
FIC.08312023.B.d	FIC - FICA for 8/31/2023 PZ Void	08/31/2023	-13.36		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	-13.36
FIC.08312023.B.e	FIC - FICA for 8/31/2023 RZ Reissue	08/31/2023	13.36		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	13.36
FIC.08312023.B.f	FIC - FICA for 8/31/2023 JK Void	08/31/2023	-2.77		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			02 L 215 01	-2.77
FIC.08312023.B.g	FIC - FICA for 8/31/2023 JK Reissue	08/31/2023	2.77		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			02 L 215 01	2.77
FIC.08312023.D.d	FIC - FICA for 8/31/2023 PZ Void	08/31/2023	-13.36		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	-13.36
FIC.08312023.D.e	FIC - FICA for 8/31/2023 RZ Reissue	08/31/2023	13.36		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	13.36
FIC.08312023.D.f	FIC - FICA for 8/31/2023 JK Void	08/31/2023	-2.77		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			02 L 215 01	-2.77

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/29/2023	202002947	Wire Transfer	UNITED STATES TREASURY	381,895.86	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
FIC.08312023.D.g	FIC - FICA for 8/31/2023 JK Reissue	08/31/2023	2.77		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 02 L 215 01	2.77
FIC.09142023.B.a	FIC - FICA for 9/14/2023	09/14/2023	-1.16		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	-1.16
FIC.09142023.B.b	FIC - FICA for 9/14/2023 MK Reissue	09/14/2023	1.16		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	1.16
FIC.09142023.D.a	FIC - FICA for 9/14/2023	09/14/2023	-1.16		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	-1.16
FIC.09142023.D.b	FIC - FICA for 9/14/2023 MK Reissue	09/14/2023	1.16		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	1.16
FIC.09282023.B	FIC - FICA for 9/28/2023 Para Retro 2	09/28/2023	1,448.00		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	1,448.00
FIC.09282023.B.a	FIC - FICA for 9/28/2023 Reg Payroll	09/28/2023	103,832.67		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	96,147.06
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 02 L 215 01	3,251.95
				PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS 04 L 215 01	4,208.74
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 05 L 215 01	222.75
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 11 L 215 01	2.17
FIC.09282023.B.b	FIC - FICA for 9/28/2023 Addl Payroll	09/28/2023	49.95		
				PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS 04 L 215 01	49.95
FIC.09282023.D	FIC - FICA for 9/28/2023 Para Retro 2	09/28/2023	1,448.00		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	1,448.00
FIC.09282023.D.a	FIC - FICA for 9/28/2023 Reg Payroll	09/28/2023	103,832.67		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	96,147.06
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 02 L 215 01	3,251.95
				PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS 04 L 215 01	4,208.74
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 05 L 215 01	222.75
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 11 L 215 01	2.17

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/29/2023	202002947	Wire Transfer	UNITED STATES TREASURY	381,895.86	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
FIC.09282023.D.b	FIC - FICA for 9/28/2023 Addl Payroll	09/28/2023	49.95		
				PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS 04 L 215 01	49.95
FIC.09292023.B	FIC - FICA for 9/29/2023 Addl 2	09/29/2023	34.41		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	34.41
FIC.09292023.D	FIC - FICA for 9/29/2023 Addl 2	09/29/2023	34.41		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	34.41
MED.08312023.B.d	MED - MEDICARE-1 for 8/31/2023 PZ Void	08/31/2023	-3.13		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	-3.13
MED.08312023.B.e	MED - MEDICARE-1 for 8/31/2023 RZ Reissue	08/31/2023	3.13		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	3.13
MED.08312023.B.f	MED - MEDICARE-1 for 8/31/2023 JK Void	08/31/2023	-0.65		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 02 L 215 01	-0.65
MED.08312023.B.g	MED - MEDICARE-1 for 8/31/2023 JK Reissue	08/31/2023	0.65		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 02 L 215 01	0.65
MED.08312023.D.d	MED - MEDICARE1 for 8/31/2023 PZ Void	08/31/2023	-3.13		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	-3.13
MED.08312023.D.e	MED - MEDICARE1 for 8/31/2023 RZ Reissue	08/31/2023	3.13		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	3.13
MED.08312023.D.f	MED - MEDICARE1 for 8/31/2023 JK Void	08/31/2023	-0.65		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 02 L 215 01	-0.65
MED.08312023.D.g	MED - MEDICARE1 for 8/31/2023 JK Reissue	08/31/2023	0.65		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 02 L 215 01	0.65
MED.09142023.B.a	MED - MEDICARE-1 for 9/14/2023	09/14/2023	-0.27		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	-0.27
MED.09142023.B.b	MED - MEDICARE-1 for 9/14/2023 MK Reissue	09/14/2023	0.27		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	0.27
MED.09142023.D.a	MED - MEDICARE1 for 9/14/2023	09/14/2023	-0.27		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	-0.27

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Check Date	Check Number	Payment Type	Name	Check Amount	
09/29/2023	202002947	Wire Transfer	UNITED STATES TREASURY	381,895.86	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
MED.09142023.D.b	MED - MEDICARE1 for 9/14/2023 MK Reissue	09/14/2023	0.27		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	0.27
MED.09282023.B	MED - MEDICARE-1 for 9/28/2023 Para Retro 2	09/28/2023	338.60		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	338.60
MED.09282023.B.a	MED - MEDICARE-1 for 9/28/2023 Reg Payroll	09/28/2023	24,283.86		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	22,486.35
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			02 L 215 01	760.56
	PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS			04 L 215 01	984.34
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			05 L 215 01	52.10
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			11 L 215 01	0.51
MED.09282023.B.b	MED - MEDICARE-1 for 9/28/2023 Addl Payroll	09/28/2023	11.68		
	PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS			04 L 215 01	11.68
MED.09282023.D	MED - MEDICARE1 for 9/28/2023 Para Retro 2	09/28/2023	338.60		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	338.60
MED.09282023.D.a	MED - MEDICARE1 for 9/28/2023 Reg Payroll	09/28/2023	24,283.86		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	22,486.35
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			02 L 215 01	760.56
	PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS			04 L 215 01	984.34
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			05 L 215 01	52.10
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			11 L 215 01	0.51
MED.09282023.D.b	MED - MEDICARE1 for 9/28/2023 Addl Payroll	09/28/2023	11.68		
	PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS			04 L 215 01	11.68
MED.09292023.B	MED - MEDICARE-1 for 9/29/2023 Addl 2	09/29/2023	8.05		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	8.05
MED.09292023.D	MED - MEDICARE1 for 9/29/2023 Addl 2	09/29/2023	8.05		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	8.05
				Total:	\$635,173.25

Board Packet

AP Run: 9/29/2023 Payroll AP — Post Date: 2023-09-29 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount
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9/29/2023 Payroll AP Summary

Type	Count	Amount
Regular	7	78,153.05
ACH Checks:	0	0.00
Wire Transfers:	6	557,020.20
Epayables:	0	0.00
Total:	13	\$635,173.25

Board Packet

AP Run: W240305 — Post Date: 2023-09-22 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
09/22/2023	202002948	Wire Transfer	BREMER BANK	730.14	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
AUGUST 2023	TO RECORD BREMER BANK FEES PER BANK STATEMENT AUGUST 2023	09/15/2023	730.14		
				BANKING FEES-BUSINESS OFFICE-- 01 E 005 110 000 000 314	730.14
Total:					\$730.14

W240305 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	1	730.14
Epayables:	0	0.00
Total:	1	\$730.14

Board Packet

AP Run: T240401 — Post Date: 2023-10-03 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
10/03/2023	51700	Check	AKKERMAN, SULTANNA M	200.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
092623	HEAD COACH COURSE	09/26/2023	200.00		
			TRAVEL CONV & CONF-BOY/GIRL-ATHLETICS-	01 E 310 292 100 000 366	200.00
10/03/2023	51701	Check	AMAZON BUSINESS	5,110.47	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
111F-VL1Y-9VVK	CREDIT MEMO	09/26/2023	-38.39		
			GEN SUPPLIES-GIRLS-SWIM & DIVE-	01 E 310 296 108 000 401	-38.39
16RKF94NDH	MANDY LEOPOLD-APEF GRANT-VISUAL AID MATERIALS	08/19/2023	409.60		
			INSTRUCTL SUPPLIES-ELEM ED--APEF GRANT	01 E 105 203 000 097 430	409.60
17XT7K37LP63	SUPPLY ORDER FOR ABE	09/22/2023	32.99		
			INSTRUCTIONAL SUP-ABE--STATE ABE	04 E 500 520 000 322 430	32.99
1LFHDPTVGQ9T	APEF GRANT MEGAN NELSON AOA LEARNING LAB	09/16/2023	209.34		
			INST SUPPLIES-SECONDARY--APEF GRANT	01 E 175 211 000 097 430	209.34
1MDX-DK99-XDMV	SWIM EQUIPMENT	09/05/2023	396.39		
			GEN SUPPLIES-GIRLS-SWIM & DIVE-	01 E 310 296 108 000 401	396.39
1RJW9DTQ6XCR	APEF GRANT MEGAN NELSON AOA LEARNING LAB	09/12/2023	644.72		
			INST SUPPLIES-SECONDARY--APEF GRANT	01 E 175 211 000 097 430	644.72
1V6YRJWFMPQK	MANDY LEOPOLD-APEF GRANT-VISUAL AID MATERIALS	08/25/2023	77.94		
			INSTRUCTL SUPPLIES-ELEM ED--APEF GRANT	01 E 105 203 000 097 430	77.94
1VRL64RGM9GP	APEF GRANT MEGAN NELSON AOA LEARNING LAB	09/03/2023	3,169.70		
			INST SUPPLIES-SECONDARY--APEF GRANT	01 E 175 211 000 097 430	3,169.70
IKGMN3WXWGDG	SUPPLY ORDER FOR ABE	09/04/2023	208.18		
			INSTRUCTIONAL SUP-ABE--STATE ABE	04 E 500 520 000 322 430	208.18

Board Packet

AP Run: T240401 — Post Date: 2023-10-03 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount
10/03/2023	51702	Check	AUSTIN UTILITIES	128,162.59

Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
092523	2023-2024 UTILITIES	09/25/2023	128,162.59		
		UTILITIES-OPERATIONS--	01 E 005 810 000 000 330		1,016.12
		WATER-OPERATIONS--	01 E 005 810 000 000 333		2,172.83
		FUELS-OPERATIONS--	01 E 005 810 000 000 440		78.87
		UTILITIES-OPERATIONS--	01 E 105 810 000 000 330		10,836.21
		WATER-OPERATIONS--	01 E 105 810 000 000 333		733.81
		FUELS-OPERATIONS--	01 E 105 810 000 000 440		899.81
		UTILITIES-OPERATIONS--	01 E 125 810 000 000 330		4,591.92
		WATER-OPERATIONS--	01 E 125 810 000 000 333		620.08
		FUELS-OPERATIONS--	01 E 125 810 000 000 440		143.98
		UTILITIES-OPERATIONS--	01 E 145 810 000 000 330		8,338.55
		WATER-OPERATIONS--	01 E 145 810 000 000 333		890.65
		FUELS-OPERATIONS--	01 E 145 810 000 000 440		1,264.04
		UTILITIES-OPERATIONS--	01 E 155 810 000 000 330		7,667.41
		WATER-OPERATIONS--	01 E 155 810 000 000 333		468.95
		FUELS-OPERATIONS--	01 E 155 810 000 000 440		263.84
		UTILITIES-OPERATIONS--	01 E 165 810 000 000 330		7,002.05
		WATER-OPERATIONS--	01 E 165 810 000 000 333		487.89
		FUELS-OPERATIONS--	01 E 165 810 000 000 440		619.28
		UTILITIES-OPERATIONS--	01 E 185 810 000 000 330		16,129.14
		WATER-OPERATIONS--	01 E 185 810 000 000 333		917.28
		FUELS-OPERATIONS--	01 E 185 810 000 000 440		521.15
		UTILITIES-OPERATIONS--	01 E 210 810 000 000 330		17,304.92
		WATER-OPERATIONS--	01 E 210 810 000 000 333		1,305.62
		FUELS-OPERATIONS--	01 E 210 810 000 000 440		789.40
		UTILITIES-OPERATIONS--	01 E 310 810 000 000 330		39,526.37
		WATER-OPERATIONS--	01 E 310 810 000 000 333		1,987.57
		FUELS-OPERATIONS--	01 E 310 810 000 000 440		1,461.05

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AP Run: T240401 — Post Date: 2023-10-03 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount
10/03/2023	51702	Check	AUSTIN UTILITIES	128,162.59
Invoice Number	Description	Invoice Date	Invoice Amount	Account
			FUELS-OPERATIONS--	01 E 311 810 000 000 440
				123.80
10/03/2023	51703	Check	BRIAN SCOTT WATKINS	55.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
091423	SOCCER REF PAY	09/14/2023	55.00	
			FEES FOR SERVICES-BOY/GIRL--	01 E 210 292 000 000 305
				55.00
10/03/2023	51704	Check	CHEMQUIZ.NET LLC	50.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
0393	CHEM QUIZ.NET YEAR LONG SITE SUBSCRIPTION	09/16/2023	50.00	
			INST SOFTWARE LIC-SCIENCE--	01 E 310 260 000 000 406
				50.00
10/03/2023	51705	Check	CHRIS NAPTON	34.06
Invoice Number	Description	Invoice Date	Invoice Amount	Account
092223	MILEAGE REIMBURSEMENT - AUGUST-SEPTEMBER	09/22/2023	34.06	
			IN-DISTRICT TRAVEL-SPED AGG--IDEA-611	01 E 005 420 000 419 367
				34.06
10/03/2023	51706	Check	CITY SIGHTSEEING SAN ANTONIO LLC	3,599.40
Invoice Number	Description	Invoice Date	Invoice Amount	Account
271046	TOUR PASSES - RIVER CRUISE	09/22/2023	3,599.40	
			FEES FOR SERVICES-GEN COM ED-FIELD TRIP-COM ED	04 E 500 505 404 321 305
				3,599.40
10/03/2023	51707	Check	CLIFTON LARSON ALLEN LLP	7,875.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
3884912	PROGRESS BILLING - PROFESSIONAL SERVICES IN CONNECTION TO FY23 AUDIT	09/25/2023	7,875.00	
			AUDIT SERVICES -BUSINESS OFFICE--	01 E 005 110 000 000 312
				7,875.00
10/03/2023	51708	Check	COURTYARD BY MARRIOTT WACO	6,234.62
Invoice Number	Description	Invoice Date	Invoice Amount	Account
092723	REIMBURSEMENT - 2 NIGHT HOTEL STAY	09/27/2023	6,234.62	
			FEES FOR SERVICES-GEN COM ED-FIELD TRIP-COM ED	04 E 500 505 404 321 305
				6,234.62

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AP Run: T240401 — Post Date: 2023-10-03 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount
10/03/2023	51709	Check	EO JOHNSON BUSINESS TECH	277.21
Invoice Number	Description	Invoice Date	Invoice Amount	Account
INV1400762	EO JOHNSON QUARTERLY BILLS FOR COPIER MAINTENANCE BASED ON USAGE	09/18/2023	277.21	
			REPAIR/MAINT-GEN COM ED--COM ED 04 E 500 505 000 321 350	277.21
10/03/2023	51710	Check	ESSENTIAL EDUCATION	6,375.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
32148	CASAS GOALS ACADEMY	09/21/2023	6,375.00	
			INST SOFTWARE LIC-ABE--STATE ABE 04 E 500 520 000 322 406	6,375.00
10/03/2023	51711	Check	FREESTYLE PHOTOGRAPHIC SUPPLIES	1,570.55
Invoice Number	Description	Invoice Date	Invoice Amount	Account
1683194	PHOTO SUPPLIES	09/07/2023	1,570.55	
			INSTRUCTL SUPPLIES-ART-- 01 E 310 212 000 000 430	1,570.55
10/03/2023	51712	Check	GENERATION GENIUS	1,295.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
GG200534-R2	AHS EL SCIENCE SUBSCRIPTION	09/13/2023	1,295.00	
			LIBRARY BOOKS-ELL-PR YR-TITLE III, PT A 01 E 005 205 011 417 470	1,295.00
10/03/2023	51713	Check	HAMPTON INN BELTON/KANSAS CITY AREA	3,739.78
Invoice Number	Description	Invoice Date	Invoice Amount	Account
092723	REIMBURSEMENT - 1 NIGHT HOTEL STAY	09/27/2023	3,739.78	
			FEES FOR SERVICES-GEN COM ED-FIELD TRIP-COM ED 04 E 500 505 404 321 305	3,739.78
10/03/2023	51714	Check	HAMPTON INN OKLAHOMA CITY NORTHWEST	2,789.44
Invoice Number	Description	Invoice Date	Invoice Amount	Account
092823	REIMBURSEMENT - 1 NIGHT HOTEL STAY	09/28/2023	2,789.44	
			FEES FOR SERVICES-GEN COM ED-FIELD TRIP-COM ED 04 E 500 505 404 321 305	2,789.44
10/03/2023	51715	Check	JEFF ANDERSON	74.75
Invoice Number	Description	Invoice Date	Invoice Amount	Account
092223	COACH DUES / MEMBERSHIP	09/22/2023	74.75	
			DUES & MEMBERSHIPS-BOY/GIRL-ATHLETICS- 01 E 310 292 100 000 820	74.75

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AP Run: T240401 — Post Date: 2023-10-03 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
10/03/2023	51716	Check	JOSEPH COMPANY	58,764.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
74217	BANFIELD	08/31/2023	58,764.00		
			BLDG IMPROVEMENT--ELEM--OPER CAPITAL	05 E 105 203 000 302 522	58,764.00
10/03/2023	51717	Check	JOSH MCRAE	58.56	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
092523	MILEAGE REIMBURSEMENT - AUGUST-SEPTEMBER	08/30/2023	58.56		
			TRAVEL/CONF-INST TECH-3RD PR YR-ESSER III 90%	01 E 005 630 013 160 366	58.56
10/03/2023	51718	Check	KELLY J WICKS	432.35	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
092723	REIMBURSMENT	09/27/2023	432.35		
	REFUND - FELICIA REFUND - GRACIE REFUND - SAMANTHA				
			SALES TO PUPILS-FOOD SVC--TYPE A	02 R 005 770 000 701 601	432.35
10/03/2023	51719	Check	KELLY LANG	32.75	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
091423	TRAVEL REIMBURSEMENT - SEPTEMBER	09/14/2023	32.75		
			TRAVEL CONV & CONF-BOY/GIRL--	01 E 210 292 000 000 366	32.75
10/03/2023	51720	Check	KING, PETER OR JILL	53.70	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
092523	REFUND - MIA	09/26/2023	53.70		
			SALES TO PUPILS-FOOD SVC--TYPE A	02 R 005 770 000 701 601	53.70
10/03/2023	51721	Check	MADISON NATIONAL LIFE	15,380.17	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
092623	REIMBURSEMENT - 23 BASIC LIFE & AD&D	10/26/2023	15,380.17		
			PAYROLL W/HOLDINGS-DEP LIFE PAYABLE	01 L 215 00	54.51
			PAYROLL W/HOLDINGS-LTD INS PAYABLE	01 L 215 09	8,861.92
			PAYROLL W/HOLDINGS-LIFE INS PAYABLE	01 L 215 13	3,340.29

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AP Run: T240401 — Post Date: 2023-10-03 — AP Run Type: R

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Check Date	Check Number	Payment Type	Name	Check Amount		
10/03/2023	51721	Check	MADISON NATIONAL LIFE	15,380.17		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
			PAYROLL W/HOLDINGS-SPOUSE LIFE INS PAYABLE	01 L 215 25		452.80
			PAYROLL W/HOLDINGS-PRUDENTIAL SUPP ITCR	01 L 215 26		2,670.65
10/03/2023	51722	Check	MANKATO WEST HIGH SCHOOL	200.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
092623	CC INVITE (GIRLS)		09/26/2023	100.00		
			ENTRY FEES/STD TRVL-GIRLS ATHL-CROSS COUNTRY		01 E 310 296 103 000 369	100.00
092623	CC INVITE (BOYS)		09/26/2023	100.00		
			ENTRY FEES/STD TRVL-BOYS ATHL-CROSS COUNTRY		01 E 310 294 103 000 369	100.00
10/03/2023	51723	Check	MESPA	972.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
15275	MEMBER RENEWAL		09/20/2023	972.00		
			DUES & MEMBERSHIPS-PRINCIPAL--		01 E 105 050 000 000 820	972.00
10/03/2023	51724	Check	METRO FIBERNET, LLC	1,492.51		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
091623	METRO FIBERNET - ACCOUNT #: 15698		09/16/2023	1,492.51		
			TELEPHONE-GEN ADM--		01 E 005 105 000 000 320	129.90
			TELEPHONE-OPERATIONS--		01 E 005 810 000 000 320	932.96
			TELEPHONE-OPERATIONS--		01 E 105 810 000 000 320	14.96
			TELEPHONE-OPERATIONS--		01 E 125 810 000 000 320	14.98
			TELEPHONE-OPERATIONS--		01 E 145 810 000 000 320	14.98
			TELEPHONE-OPERATIONS--		01 E 155 810 000 000 320	14.98
			TELEPHONE-OPERATIONS--		01 E 185 810 000 000 320	29.95
			TELEPHONE-OPERATIONS--		01 E 310 810 000 000 320	339.80
10/03/2023	51725	Check	MISSISSIPPI WELDERS SUPPLY CO INC	939.56		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
1595617	OPEN PO FOR CLASS SUPPLIES		05/01/2023	20.00		
			INDIV INST SUPPLIES-TRAD/IND-WELDING-CTE		01 E 310 361 868 817 433	20.00

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Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
10/03/2023	51725	Check	MISSISSIPPI WELDERS SUPPLY CO INC	939.56	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1596778	OPEN PO FOR CLASS SUPPLIES	04/30/2023	39.90		
				INDIV INST SUPPLIES-TRAD/IND-WELDING-CTE 01 E 310 361 868 817 433	39.90
1631995	OPEN PO FOR CLASS SUPPLIES	07/31/2023	41.23		
				INDIV INST SUPPLIES-TRAD/IND-WELDING-CTE 01 E 310 361 868 817 433	41.23
1645286	OPEN PO FOR CLASS SUPPLIES	08/31/2023	41.23		
				INDIV INST SUPPLIES-TRAD/IND-WELDING-CTE 01 E 310 361 868 817 433	41.23
4031409	OPEN PO FOR CLASS SUPPLIES	08/29/2023	45.00		
				INDIV INST SUPPLIES-TRAD/IND-WELDING-CTE 01 E 310 361 868 817 433	45.00
4041842	OPEN PO FOR CLASS SUPPLIES	04/25/2023	47.98		
				INDIV INST SUPPLIES-TRAD/IND-WELDING-CTE 01 E 310 361 868 817 433	47.98
4042545	OPEN PO FOR CLASS SUPPLIES	04/26/2023	36.00		
				INDIV INST SUPPLIES-TRAD/IND-WELDING-CTE 01 E 310 361 868 817 433	36.00
4042548	OPEN PO FOR CLASS SUPPLIES	05/10/2023	18.00		
				INDIV INST SUPPLIES-TRAD/IND-WELDING-CTE 01 E 310 361 868 817 433	18.00
4140755	OPEN PO FOR CLASS SUPPLIES	09/12/2023	429.47		
				INDIV INST SUPPLIES-TRAD/IND-WELDING-CTE 01 E 310 361 868 817 433	429.47
4140932	OPEN PO FOR CLASS SUPPLIES	09/14/2023	189.50		
				INDIV INST SUPPLIES-TRAD/IND-WELDING-CTE 01 E 310 361 868 817 433	189.50
4142923	OPEN PO FOR CLASS SUPPLIES	09/14/2023	31.25		
				INDIV INST SUPPLIES-TRAD/IND-WELDING-CTE 01 E 310 361 868 817 433	31.25
10/03/2023	51726	Check	MK MUSIC REPAIR	21.50	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
30445	BAND REPAIR	09/14/2023	21.50		
				REPAIR & MAINT SVCS-MUSIC-- 01 E 310 258 000 000 350	21.50
10/03/2023	51727	Check	MN NCPERS GROUP LIFE INSURANCE	336.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
107200102023	MN NCPERS GROUP LIFE INSURANCE bill for September 2023	09/01/2023	336.00		
				PAYROLL W/HOLDINGS-PERA LIFE INS PAYABLE 01 L 215 20	336.00

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AP Run: T240401 — Post Date: 2023-10-03 — AP Run Type: R

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Check Date	Check Number	Payment Type	Name	Check Amount		
10/03/2023	51728	Check	NEXT LEVEL SPEECH THERAPY, P.C.	18,110.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
1623	SLP CONTINUED SERVICE		09/30/2023	6,530.00		
			PMT FOR ED PURP-SPEECH--STATE SPED		01 E 005 401 000 740 394	6,089.06
			PMT FOR ED PURP-SPEECH--		01 E 312 401 000 000 394	440.94
1626	SLP CONTINUED SERVICES		08/31/2023	5,795.00		
			PMT FOR ED PURP-SPEECH--STATE SPED		01 E 005 401 000 740 394	5,426.25
			PMT FOR ED PURP-SPEECH--		01 E 312 401 000 000 394	368.75
1627	SLP CONTINUED SERVICES		08/31/2023	5,785.00		
			PMT FOR ED PURP-SPEECH--STATE SPED		01 E 005 401 000 740 394	5,421.25
			PMT FOR ED PURP-SPEECH--		01 E 312 401 000 000 394	363.75
10/03/2023	51729	Check	OUR SAVIOR'S LUTHERAN CHURCH	2,235.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
092823	LEASE AGREEMENT CLC SPACE		09/28/2023	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
10/03/2023	51730	Check	OWATONNA HIGH SCHOOL	250.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
092823	CC INVITE (GIRLS)		09/28/2023	125.00		
			ENTRY FEES/STD TRVL-GIRLS ATHL-CROSS COUNTRY		01 E 310 296 103 000 369	125.00
092823	CC INVITE (BOYS)		09/28/2023	125.00		
			ENTRY FEES/STD TRVL-BOYS ATHL-CROSS COUNTRY		01 E 310 294 103 000 369	125.00
10/03/2023	51731	Check	PALMER BUS SERVICE	56,362.48		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
0004336-IN	SPED TRANSPORTATION - AUGUST		08/31/2023	31,255.87		
			TRANS CONTRACT-PUPIL TRANS--DISABLED TRANS		01 E 005 760 000 723 360	31,255.87
0004337-IN	SPED SUMMER TRANSPORTATION - AUGUST		08/31/2023	13,444.64		
			TRANS CONTRACT-PUPIL TRANS--DISABLED TRANS		01 E 005 760 000 723 360	13,444.64
0004339-IN	SPED AIDES - AUGUST		08/31/2023	3,560.00		
			TRANS CONTRACT-PUPIL TRANS--DISABLED TRANS		01 E 005 760 000 723 360	3,560.00

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AP Run: T240401 — Post Date: 2023-10-03 — AP Run Type: R

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Check Date	Check Number	Payment Type	Name	Check Amount	
10/03/2023	51731	Check	PALMER BUS SERVICE	56,362.48	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
0004340-IN	SPED AIDES TRANSPORTATION - AUGUST	08/31/2023	2,960.00		
	TRANS CONTRACT-PUPIL TRANS--DISABLED TRANS			01 E 005 760 000 723 360	2,960.00
0004343-IN	SOCCER INVITE (BOYS)	08/31/2023	1,378.40		
	TRANS CONTRACT-BOYS-SOCCER-NON-AUTH TRAN			01 E 310 294 117 733 360	1,378.40
0004344-IN	SWIM INVITE (GIRLS)	08/31/2023	377.40		
	TRANS CNTRCT-GIRLS-SWIM & DIVE-NON-AUTH TRAN			01 E 310 296 108 733 360	377.40
0004345-IN	CC INVITE BOYS & GIRLS	08/31/2023	285.56		
	TRANS CNTRCT-BOYS-CROSS CTRY-NON-AUTH TRAN			01 E 310 294 103 733 360	142.78
	TRANS CNTRCT-GIRLS-CROSS CTRY-NON-AUTH TRAN			01 E 310 296 103 733 360	142.78
0004346-IN	VOLLEYBALL INVITE	08/31/2023	429.88		
	TRANS CNTRCT-GIRLS-VOLLEYBALL-NON-AUTH TRAN			01 E 310 296 116 733 360	429.88
0004348-IN	TENNIS INVITE (GIRLS)	08/31/2023	1,562.08		
	TRANS CONTRACT-GIRLS-TENNIS-NON-AUTH TRAN			01 E 310 296 109 733 360	1,562.08
0004349-IN	CHEER INVITE	08/31/2023	246.20		
	TRANS CNTRCT-GIRLS-CHEER -NON-AUTH TRAN			01 E 310 296 113 733 360	246.20
0004350-IN	FOOTBALL INVITE	08/31/2023	862.45		
	TRANS CNTRCT-BOYS-FOOTBALL-NON-AUTH TRAN			01 E 310 294 104 733 360	862.45
10/03/2023	51732	Check	PAUL H BROOKS PUBLISHING CO	499.90	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1257475	ASQ ONLINE PRO AND FAMILY ACCESS SUBSCRIPTION	07/01/2023	499.90		
	FEES FOR SERVICES-EC SCREENING--PRESCH SCREENING			04 E 500 583 000 354 305	499.90
10/03/2023	51733	Check	RATWIK ROSZAK & MALONEY PA	5,367.70	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
74560	LEGAL SERVICES	09/01/2023	5,367.70		
	LEGAL SERVICES-PERSONNEL--			01 E 005 160 000 000 313	5,367.70

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Check Date	Check Number	Payment Type	Name	Check Amount	
10/03/2023	51734	Check	REGENTS OF UNIV OF MN	598.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
0290070040	REGISTRATION FOR PRESS CONFERENCE-NICOLE EDWARDS/WENDY KUSICK	09/01/2023	598.00		
			TRAVEL CONV & CONF-STAFF DEV--STAFF DEV	01 E 105 640 000 316 366	598.00
10/03/2023	51735	Check	SAN ANTONIO MARRIOTT RIVERWALK	15,662.22	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
RW 15788	2 NIGHT HOTEL STAY	09/27/2023	15,662.22		
			FEES FOR SERVICES-GEN COM ED-FIELD TRIP-COM ED	04 E 500 505 404 321 305	15,662.22
10/03/2023	51736	Check	SHEILA STEELE	73.36	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
092823	TRAVEL REIMBURSEMENT - AUGUST	09/28/2023	73.36		
			TRAVEL CONV & CONF-ECFE--ECFE	04 E 500 580 000 325 366	73.36
10/03/2023	51737	Check	SOLIANT HEALTH LLC	7,258.13	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
20760829	SLP CONTRACTED SVC	09/17/2023	3,555.00		
			PMT FOR ED PURP-SPEECH--STATE SPED	01 E 005 401 000 740 394	3,555.00
20766849	SPEECH CONT SVC	09/24/2023	3,703.13		
			PMT FOR ED PURP-SPEECH--STATE SPED	01 E 005 401 000 740 394	3,703.13
10/03/2023	51738	Check	SPORTS IMPORTS INC	354.25	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
INV13672	VOLLEYBALL SUPPLIES	09/11/2023	354.25		
			GEN SUPPLIES-GIRLS-VOLLEYBALL-	01 E 310 296 116 000 401	168.73
			GEN SUPPLIES-GIRLS ATHL-VOLLEYBALL-	66 E 310 296 116 000 401	185.52
10/03/2023	51739	Check	SPRING HILLS SUITES IN THE FORT WORTH STOCKYARDS	4,133.67	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
G2021	1 NIGHT HOTEL STAY	09/27/2023	4,133.67		
			FEES FOR SERVICES-GEN COM ED-FIELD TRIP-COM ED	04 E 500 505 404 321 305	4,133.67

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Check Date	Check Number	Payment Type	Name	Check Amount	
10/03/2023	51740	Check	STEPHANIE BONJOUR	392.97	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
092123	TRAVEL REIMBURSEMENT	09/21/2023	392.97		
	TRAVEL CONV & CONF-ECSE-PRO DEV-IDEA SEC 619			01 E 120 412 640 420 366	392.97
10/03/2023	51741	Check	STEWARTVILLE VOLLEYBALL BOOSTER CLUB	200.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
092123	7TH AND 8TH GRADE VOLLEYBALL TOURNAMENT	09/21/2023	200.00		
	STU TRV ALLOW/ENT FEE-BOY/GIRL--INVITES			11 E 210 292 000 051 369	200.00
10/03/2023	51742	Check	SUNBELT STAFFING	6,739.20	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
20763847	SLP CONTRACTED SVC	09/17/2023	3,369.60		
	PMT FOR ED PURP-SPEECH--STATE SPED			01 E 005 401 000 740 394	3,369.60
20769359	SLP CONT SVC	09/24/2023	3,369.60		
	PMT FOR ED PURP-SPEECH--STATE SPED			01 E 005 401 000 740 394	3,369.60
10/03/2023	51743	Check	TONY EINERTSON	315.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
092123	REIMBURSEMENT - MEET REGISTRATION (B)	09/21/2023	315.00		
	ENTRY FEES/STD TRVL-BOYS ATHL-CROSS COUNTRY			01 E 310 294 103 000 369	157.50
	ENTRY FEES/STD TRVL-GIRLS ATHL-CROSS COUNTRY			01 E 310 296 103 000 369	157.50
10/03/2023	51744	Check	UPLIFT DESK	11,914.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
INV1552665	OFFICE DESKS	07/28/2023	2,610.00		
	GEN SUPPLIES-FOOD SVC--NSLP			02 E 005 770 000 701 401	2,610.00
INV1570651	DESKS/TABLES FOR DIGITAL GRAPHICS CLASS	08/18/2023	9,304.00		
	EQUIPMENT-SEC--OPER CAP			05 E 310 211 000 302 530	9,304.00
10/03/2023	51745	Check	VITAMINK12, LLC	150.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1271	ESST WORKGROUP REGISTRATION	09/21/2023	150.00		
	FEES FOR SERVICES-PERSONNEL--			01 E 005 160 000 000 305	150.00

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Check Date	Check Number	Payment Type	Name	Check Amount
				Total: \$376,741.85

T240401 Summary

Type	Count	Amount
Regular	46	376,741.85
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	46	\$376,741.85

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AP Run: T231314 — Post Date: 2023-10-03 — AP Run Type: R

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Check Date	Check Number	Payment Type	Name	Check Amount		
10/03/2023	51699	Check	ZUMBRO EDUCATION DISTRICT	489.50		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
3645	GEN ED TUITION		09/20/2023	489.50		
			SPED CONTRACT SVCS FOR PUPILS-SEC--		01 E 998 211 000 000 393	489.50
Total:						\$489.50

T231314 Summary

Type	Count	Amount
Regular	1	489.50
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	\$489.50

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AP Run: CB240401 — Post Date: 2023-10-03 — AP Run Type: R

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Check Date	Check Number	Payment Type	Name	Check Amount	
10/03/2023	5000001570		ARROW PRINTING*	22.65	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
71486	NAMEPLATES	09/17/2023	22.65		
		GEN SUPPLIES-ELEM ED--	01 E 185 203 000 000 401	22.65	
10/03/2023	5000001571		GAMES PEOPLE PLAY*	1,200.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
4781-1	SOCCER BALLS	07/28/2023	1,200.00		
		GEN SUPPLIES-BOYS-SOCCER-	01 E 310 294 117 000 401	1,200.00	
10/03/2023	5000001572		GODFATHER'S PIZZA*	238.50	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
05188	7 LARGE PIZZAS	09/05/2023	87.50		
		COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV.	11 R 000 292 000 147 619	87.50	
05196	6 LARGE PIZZAS - GIRLS VB	09/14/2023	75.50		
		COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV.	11 R 000 292 000 147 619	75.50	
05198	6 LARGE PIZZAS	09/21/2023	75.50		
		COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV.	11 R 000 292 000 147 619	75.50	
10/03/2023	5000001573		HILLYARD/HUTCHINSON*	657.60	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
605221630	EXTRA STRENGTH CSP CLEANER	08/25/2023	657.60		
		GEN SUPPLIES-FOOD SVC--NSLP	02 E 005 770 000 701 401	657.60	
10/03/2023	5000001574		OFFICE DEPOT*	1,709.30	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
327962695001	OFFICE SUPPLIES	08/18/2023	1,448.68		
		GEN SUPPLIES-SEC--	01 E 310 211 000 000 401	1,448.68	
327962696001	OFFICE SUPPLIES	08/18/2023	125.75		
		GEN SUPPLIES-SEC--	01 E 310 211 000 000 401	125.75	
327962701001	OFFICE SUPPLIES	08/17/2023	102.59		
		GEN SUPPLIES-SEC--	01 E 310 211 000 000 401	102.59	

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Check Date	Check Number	Payment Type	Name	Check Amount	
10/03/2023	5000001574		OFFICE DEPOT*	1,709.30	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
327962705001	OFFICE SUPPLIES	08/18/2023	32.28		
			GEN SUPPLIES-SEC--	01 E 310 211 000 000 401	32.28
10/03/2023	5000001575		SCHOLASTIC INC*	164.73	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
M7433890	SCHOLASTIC NEWS 3	09/05/2023	164.73		
			TEXTBOOK/WORKBOOK-ELEM ED--	01 E 145 203 000 000 460	164.73
10/03/2023	5000001576		WENGER CORPORATION*	1,036.05	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
857470	TUBA/SOUSAPHONE WALL BRACKET	09/13/2023	1,036.05		
			EQUIPMENT-MUSIC--OPER CAP	05 E 210 258 000 302 530	1,036.05
Total:					\$5,028.83

CB240401 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	7	5,028.83
Total:	7	\$5,028.83

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Check Date	Check Number	Payment Type	Name	Check Amount	
10/10/2023	51746	Check	AMAZON BUSINESS	9,005.97	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
11W1-4PFT-KVCL	APEF GRANT JACKIE THOMPSON FLORESCENT LIGHT DEFUSER COVERS	09/17/2023	49.94		
				INST SUPPLIES-ELL--APEF GRANT 01 E 310 219 000 097 430	49.94
141H-37XJ-9TQC	FILE FOLDERS FOR CENTRAL ENROLLMENT	09/12/2023	279.80		
				GEN SUPPLIES-ED SERVICES-- 01 E 005 030 000 000 401	279.80
16CQ-YDKW-7PVT	ENTRY TICKETS	09/26/2023	33.60		
				GEN SUPPLIES-BOY/GIRL-ATHLETICS- 01 E 310 292 100 000 401	33.60
16D7-1CLM-JX3C	HEALTH SUPPLY	09/17/2023	35.54		
				GEN SUPPLIES-HEALTH SVCS- 01 E 005 720 000 000 401	35.54
196Y-1HP6-1LRM	CREDIT MEMO	09/17/2023	-259.40		
				GEN SUPPLIES-KIDS KORNER--MISC FED REV INDIRECT 04 E 500 570 000 699 401	-259.40
19PX-1MHY-1PMC	HOMECOMING ITEMS	09/11/2023	237.74		
				GEN SUPPLIES-BOY/GIRL-ATHLETICS- 01 E 310 292 100 000 401	237.74
19WP-7DJX-PFJC	APE GRANT - GREENHOUSE, ANDREA LARSON & JASON DENZER	09/18/2023	897.44		
				INSTRUCTL SUPPLIES-KINDERGARTEN--APEF GRANT 01 E 165 201 000 097 430	897.44
19WP-7DJX-QFHC	KUSICK/MAIN OFFICE GENERAL SUPPLIES	09/18/2023	82.03		
				GEN SUPPLIES-ELEM ED-- 01 E 105 203 000 000 401	82.03
1D11-H3V1-6R16	OT MATERIALS	09/20/2023	135.22		
				INDIV INST SUPPLIES-SPED AGG--STATE SPED 01 E 005 420 000 740 433	135.22
1DNR-PHKJ-3QQ6	REPLACEMENT PROJECTOR REMOTES, EXTERNAL DVD DRIVE	09/18/2023	44.80		
				INST TECH SUPPLIES-MEDIA CENTER-- 01 E 145 620 000 000 456	44.80
1FCF-9KFP-4R3M	DOC CAMERAS	09/20/2023	696.42		
				INST TECH SUPPLIES-KINDERGARTEN-- 01 E 165 201 000 000 456	696.42
1GRM-31PQ-W31K	SOUTHGATE CARE CLOSET CLOTHING AND WASHING MACHINE CLEANER	09/24/2023	173.43		
				GEN SUPPLIES-ELEM ED-SOUTHGT-SG DONATIONS 11 E 145 203 014 130 401	173.43

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Check Date	Check Number	Payment Type	Name	Check Amount	
10/10/2023	51746	Check	AMAZON BUSINESS	9,005.97	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1JGP-VW13-T1W4	CLASSROOM SUPPLIES FOR BEHAVIOR INTERVENTIONIST (K. FRANA)	09/23/2023	137.04		
				INSTRUCTL SUPPLIES-ELEM ED-- 01 E 145 203 000 000 430	137.04
1JGP-VW13-X4MF	SPECIAL ED ROOM SUPPLIES	09/24/2023	52.98		
				INSTRUCTL SUPPLIES-ELEM ED-- 01 E 155 203 000 000 430	52.98
1JK6-3XJM-43PD	AHS AVID SUPPLIES	09/20/2023	78.00		
				INST SUPPLIES-PUP SUP-AVID-ACHIEVE/INTEGRATION 01 E 310 790 826 313 430	78.00
1KXR-4C7W-WRHW	SUPPLIES	09/24/2023	297.11		
				GEN SUPPLIES-ELEM ED-- 01 E 125 203 000 000 401	297.11
1LC9-WCLW-4PW4	OFFICE SUPPLIES FOR STUDENTS AND STAFF - PENCIL GRIPS, POST ITS AND NOTECARDS	09/20/2023	73.63		
				GEN SUPPLIES-ELEM ED-- 01 E 145 203 000 000 401	73.63
1LC9-WCLW-HDMG	NOTEBOOKS FOR EL	09/21/2023	71.48		
				INSTRUCTL SUPPLIES-ELEM ED-- 01 E 145 203 000 000 430	71.48
1LDM-1JQX-HLRL	NAT GEO ULTIMATE VISUAL HISTORY OF THE WORLD	09/16/2023	30.49		
				INSTRUCTL SUPPLIES-LEP--COMPENS 01 E 310 219 000 317 430	30.49
1M1X-16RH-1DPR	RESTOCK HOMECOMING SUPPLIES	09/13/2023	1,200.86		
				SUPPLIES & MATERIALS-EXT CUR-STD CNCL-AHS-SA 88 E 310 298 053 301 401	1,200.86
1MWM-JJT9-VPVR	HOMECOMING GAMES	09/24/2023	474.00		
				SUPPLIES & MATERIALS-EXT CUR-STD CNCL-AHS-SA 88 E 310 298 053 301 401	474.00
1Q1R-MNVN-3FJ3	LEARNING RESOURCES ALL ABOUT ME FAMILY	09/25/2023	30.97		
				INSTRUCTIONAL SUP-ECFE--ECFE 04 E 500 580 000 325 430	30.97
1T6L-V494-FFDL	SCREENS, SERVER THERM, SCREWS	09/21/2023	1,350.24		
				NON-INST TECH DEVICE-INST TECH-ASSIGNED TECH- 01 E 005 630 093 000 465	310.56
				INST TECH SUPPLIES-SEC-TECH FEES-AHS STD TECH 11 E 310 211 361 170 456	1,039.68
1TFW-G4RN-7JJY	GENERAL SUPPLIES	09/19/2023	249.56		
				GEN SUPPLIES-ELEM ED-- 01 E 105 203 000 000 401	249.56
1VKV-FPKX-K6DC	OFFICE SUPPLIES	09/17/2023	202.76		
				GEN SUPPLIES-SEC-- 01 E 210 211 000 000 401	202.76

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10/10/2023	51746	Check	AMAZON BUSINESS	9,005.97	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1VKV-FPKX-KCT4	APE GRANT - HEADPHONES, JOSH MCRAE	09/17/2023	1,578.89		
	INST TECH SUPPLIES-KINDERGARTEN--APEF GRANT			01 E 165 201 000 097 456	1,578.89
1VM3-DNML-MD76	CLASSROOM TOYS, BOOKS FOR POD CLASSROOM (SKROCH)	09/17/2023	108.79		
	INSTRUCTL SUPPLIES-ELEM ED--			01 E 145 203 000 000 430	108.79
1WT6-PMFT-FY64	MARIA MICKELSON, JANENE LUNNING, BRENDA HACKENSMITH-APEF GRANT-EARLY READING RESOURCES	09/13/2023	528.14		
	INSTRUCTL SUPPLIES-ELEM ED--APEF GRANT			01 E 125 203 000 097 430	528.14
1YFC-N3PM-KRJ6	CLASSROOM WHITEBOARDS FOR HEIMERMANN SPED CLASSROOM	09/17/2023	44.53		
	INSTRUCTL SUPPLIES-ELEM ED--			01 E 145 203 000 000 430	44.53
1YT6-RXHF-GDYP	STEP STOOL	09/16/2023	9.99		
	GEN SUPPLIES-SPED AGG--IDEA-611			01 E 005 420 000 419 401	9.99
1YT6-RXHF-PVTV	REPLACEMENT REMOTES	09/18/2023	79.95		
	INST TECH SUPPLIES-ELEM ED--			01 E 105 203 000 000 456	79.95
10/10/2023	51747	Check	AUTISM PRODUCTS	1,314.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
437818	APE GRANT - VESTIBULAR MOVEMENT TOOLS, ANDREA LARSON	09/18/2023	1,314.00		
	INSTRUCTL SUPPLIES-KINDERGARTEN--APEF GRANT			01 E 165 201 000 097 430	1,314.00
10/10/2023	51748	Check	CEDAR VALLEY SERVICES INC	267.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
584796	AUSTIN ADULT LEARNING TOKENS INVOICE 584796	09/15/2023	267.00		
	TRANS CONTRACT-ABE--STATE ABE			04 E 500 520 000 322 360	267.00
10/10/2023	51749	Check	CITY OF AUSTIN	399.33	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
21333	TAX ABATEMENT PROGRAM AD SHARED W/ CITY	09/13/2023	399.33		
	FEES FOR SERVICES-SCHOOL BOARD--			01 E 005 010 000 000 305	399.33

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Check Date	Check Number	Payment Type	Name	Check Amount	
10/10/2023	51750	Check	DECKER EQUIPMENT	204.96	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
550823A	PARKING SIGN	09/21/2023	204.96		
			GEN SUPPLIES-ELEM ED--	01 E 125 203 000 000 401	204.96
10/10/2023	51751	Check	GILLETTE PEPSI	468.75	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
9327376	BEVERAGE FOR CONCESSIONS	09/27/2023	468.75		
			COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV.	11 R 000 292 000 147 619	468.75
10/10/2023	51752	Check	HOUGHTON MIFFLIN COMPANY	83.63	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
955922943	ENGLISH 3D WORKBOOKS FOR ELLIS	09/20/2023	83.63		
			LIBRARY BOOKS-ELL-PR YR-TITLE III, PT A	01 E 005 205 011 417 470	83.63
10/10/2023	51753	Check	JAY C HORMEL NATURE CENTER	293.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
091923	IJ HOLTON STUDENTS TO NATURE CENTER	09/19/2023	293.00		
			PMT FOR ED PURP-ELEM ED-HRM NAT CTR	- 01 E 185 203 119 000 394	293.00
10/10/2023	51754	Check	KEMPS	12,132.81	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
4793085	MILK	09/15/2023	310.50		
			MILK-FOOD SVC--NSLP	02 E 005 770 000 701 495	310.50
4793268	MILK	09/15/2023	155.15		
			MILK-FOOD SVC--NSLP	02 E 005 770 000 701 495	155.15
4793274	MILK	09/15/2023	293.05		
			MILK-FOOD SVC--NSLP	02 E 005 770 000 701 495	293.05
4793344	MILK	09/15/2023	258.65		
			MILK-FOOD SVC--NSLP	02 E 005 770 000 701 495	258.65
4793463	MILK	09/15/2023	429.96		
			MILK-FOOD SVC--NSLP	02 E 005 770 000 701 495	429.96

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Check Date	Check Number	Payment Type	Name	Check Amount	
10/10/2023	51754	Check	KEMPS	12,132.81	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
4793467	MILK	09/15/2023	327.45		
		MILK-FOOD SVC--NSLP		02 E 005 770 000 701 495	327.45
4793469	MILK	09/15/2023	293.00		
		MILK-FOOD SVC--NSLP		02 E 005 770 000 701 495	293.00
4793472	MILK	09/15/2023	172.35		
		MILK-FOOD SVC--NSLP		02 E 005 770 000 701 495	172.35
4798052	MILK	09/19/2023	603.05		
		MILK-FOOD SVC--NSLP		02 E 005 770 000 701 495	603.05
4798060	MILK	09/19/2023	275.75		
		MILK-FOOD SVC--NSLP		02 E 005 770 000 701 495	275.75
4798063	MILK	09/19/2023	637.65		
		MILK-FOOD SVC--NSLP		02 E 005 770 000 701 495	637.65
4798101	MILK	09/19/2023	637.65		
		MILK-FOOD SVC--NSLP		02 E 005 770 000 701 495	637.65
4798124	MILK	09/19/2023	344.80		
		MILK-FOOD SVC--NSLP		02 E 005 770 000 701 495	344.80
4798205	MILK	09/19/2023	361.85		
		MILK-FOOD SVC--NSLP		02 E 005 770 000 701 495	361.85
4798284	MILK	09/19/2023	534.10		
		MILK-FOOD SVC--NSLP		02 E 005 770 000 701 495	534.10
4798422	MILK	09/19/2023	758.30		
		MILK-FOOD SVC--NSLP		02 E 005 770 000 701 495	758.30
4805495	MILK	09/22/2023	120.75		
		MILK-FOOD SVC--NSLP		02 E 005 770 000 701 495	120.75
4805498	MILK	09/22/2023	258.65		
		MILK-FOOD SVC--NSLP		02 E 005 770 000 701 495	258.65
4805528	MILK	09/22/2023	275.70		
		MILK-FOOD SVC--NSLP		02 E 005 770 000 701 495	275.70

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Check Date	Check Number	Payment Type	Name			Check Amount
10/10/2023	51754	Check	KEMPS			12,132.81
Invoice Number	Description	Invoice Date	Invoice Amount	Account		Amount
4805533	MILK	09/22/2023	206.85			
				MILK-FOOD SVC--NSLP 02 E 005 770 000 701 495		206.85
4805566	MILK	09/22/2023	189.75			
				MILK-FOOD SVC--NSLP 02 E 005 770 000 701 495		189.75
4805626	MILK	09/22/2023	189.55			
				MILK-FOOD SVC--NSLP 02 E 005 770 000 701 495		189.55
4805790	MILK	09/22/2023	465.30			
				MILK-FOOD SVC--NSLP 02 E 005 770 000 701 495		465.30
4805793	MILK	09/22/2023	293.00			
				MILK-FOOD SVC--NSLP 02 E 005 770 000 701 495		293.00
4810152	MILK	09/26/2023	448.20			
				MILK-FOOD SVC--NSLP 02 E 005 770 000 701 495		448.20
4810165	MILK	09/26/2023	310.30			
				MILK-FOOD SVC--NSLP 02 E 005 770 000 701 495		310.30
4810170	MILK	09/26/2023	499.65			
				MILK-FOOD SVC--NSLP 02 E 005 770 000 701 495		499.65
4810177	MILK	09/26/2023	482.55			
				MILK-FOOD SVC--NSLP 02 E 005 770 000 701 495		482.55
4810530	MILK	09/26/2023	327.35			
				MILK-FOOD SVC--NSLP 02 E 005 770 000 701 495		327.35
4810715	MILK	09/26/2023	586.00			
				MILK-FOOD SVC--NSLP 02 E 005 770 000 701 495		586.00
4810726	MILK	09/26/2023	396.55			
				MILK-FOOD SVC--NSLP 02 E 005 770 000 701 495		396.55
4810755	MILK	09/26/2023	689.40			
				MILK-FOOD SVC--NSLP 02 E 005 770 000 701 495		689.40

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Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
10/10/2023	51755	Check	MARTIN BROS DISTRIBUTING CO	61,804.38	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1162169CM	FOOD & SUPPLIES	09/21/2023	-1,096.50		
			FOOD-FOOD SVC--NSLP	02 E 005 770 000 701 490	-1,096.50
1166470	FOOD & SUPPLIES	09/14/2023	4,895.75		
			FOOD-FOOD SVC--NSLP	02 E 005 770 000 701 490	4,895.75
1166471	FOOD & SUPPLIES	09/14/2023	217.67		
			GEN SUPPLIES-FOOD SVC--NSLP	02 E 005 770 000 701 401	217.67
1166472	FOOD & SUPPLIES	09/14/2023	743.64		
			FOOD-FOOD SVC--BREAKFAST	02 E 005 770 000 705 490	743.64
1166473	FOOD & SUPPLIES	09/14/2023	725.72		
			FOOD-FOOD SVC--AFTER SCH SNACK	02 E 005 770 000 702 490	725.72
1166474	FOOD & SUPPLIES	09/14/2023	61.82		
			FOOD-FOOD SVC--BREAKFAST	02 E 005 770 000 705 490	61.82
1166475	FOOD & SUPPLIES	09/14/2023	1,573.81		
			FOOD-FOOD SVC--NSLP	02 E 005 770 000 701 490	1,573.81
1166476	FOOD & SUPPLIES	09/14/2023	930.58		
			FOOD-FOOD SVC--BREAKFAST	02 E 005 770 000 705 490	930.58
1166477	FOOD & SUPPLIES	09/14/2023	170.43		
			FOOD-FOOD SVC--NSLP	02 E 005 770 000 701 490	170.43
1172966	FOOD & SUPPLIES	09/19/2023	657.08		
			FOOD-FOOD SVC--NSLP	02 E 005 770 000 701 490	657.08
1172967	FOOD & SUPPLIES	09/19/2023	794.16		
			FOOD-FOOD SVC--BREAKFAST	02 E 005 770 000 705 490	794.16
1172968	FOOD & SUPPLIES	09/19/2023	77.64		
			FOOD-FOOD SVC--NSLP	02 E 005 770 000 701 490	77.64
1172969	FOOD & SUPPLIES	09/19/2023	93.76		
			GEN SUPPLIES-FOOD SVC--NSLP	02 E 005 770 000 701 401	93.76
1172970	FOOD & SUPPLIES	09/19/2023	3,148.66		
			FOOD-FOOD SVC--NSLP	02 E 005 770 000 701 490	3,148.66

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Check Date	Check Number	Payment Type	Name	Check Amount	
10/10/2023	51755	Check	MARTIN BROS DISTRIBUTING CO	61,804.38	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1172971	FOOD & SUPPLIES	09/19/2023	506.16		
		GEN SUPPLIES-FOOD SVC--NSLP		02 E 005 770 000 701 401	506.16
1172972	FOOD & SUPPLIES	09/19/2023	1,318.00		
		FOOD-FOOD SVC--BREAKFAST		02 E 005 770 000 705 490	1,318.00
1177051	FOOD & SUPPLIES	09/21/2023	4,858.64		
		FOOD-FOOD SVC--NSLP		02 E 005 770 000 701 490	4,858.64
1177052	FOOD & SUPPLIES	09/21/2023	308.46		
		GEN SUPPLIES-FOOD SVC--NSLP		02 E 005 770 000 701 401	308.46
1177053	FOOD & SUPPLIES	09/21/2023	360.91		
		FOOD-FOOD SVC--BREAKFAST		02 E 005 770 000 705 490	360.91
1177054	FOOD & SUPPLIES	09/21/2023	170.43		
		FOOD-FOOD SVC--NSLP		02 E 005 770 000 701 490	170.43
1177055	FOOD & SUPPLIES	09/21/2023	809.50		
		FOOD-FOOD SVC--BREAKFAST		02 E 005 770 000 705 490	809.50
1177056	FOOD & SUPPLIES	09/21/2023	2,651.87		
		FOOD-FOOD SVC--NSLP		02 E 005 770 000 701 490	2,651.87
1177057	FOOD & SUPPLIES	09/21/2023	87.46		
		GEN SUPPLIES-FOOD SVC--NSLP		02 E 005 770 000 701 401	87.46
1177058	FOOD & SUPPLIES	09/21/2023	56.81		
		FOOD-FOOD SVC--NSLP		02 E 005 770 000 701 490	56.81
1183338	FOOD & SUPPLIES	09/26/2023	131.26		
		FOOD-FOOD SVC--ALA-CARTE		02 E 005 770 000 707 490	131.26
1183339	FOOD & SUPPLIES	09/26/2023	32.53		
		FOOD-FOOD SVC--AFTER SCH SNACK		02 E 005 770 000 702 490	32.53
1183340	FOOD & SUPPLIES	09/26/2023	816.30		
		GEN SUPPLIES-FOOD SVC--NSLP		02 E 005 770 000 701 401	816.30
1183341	FOOD & SUPPLIES	09/26/2023	5,252.72		
		FOOD-FOOD SVC--BREAKFAST		02 E 005 770 000 705 490	5,252.72

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Check Date	Check Number	Payment Type	Name	Check Amount	
10/10/2023	51755	Check	MARTIN BROS DISTRIBUTING CO	61,804.38	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1183342	FOOD & SUPPLIES	09/26/2023	11,519.16		
				FOOD-FOOD SVC--NSLP 02 E 005 770 000 701 490	11,519.16
1183343	FOOD & SUPPLIES	09/26/2023	425.00		
				FOOD-FOOD SVC--NSLP 02 E 005 770 000 701 490	425.00
1183344	FOOD & SUPPLIES	09/26/2023	848.14		
				FOOD-FOOD SVC--ALA-CARTE 02 E 005 770 000 707 490	848.14
1183345	CONCESSION ITEMS	09/26/2023	235.10		
				COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV. 11 R 000 292 000 147 619	235.10
1183347	FOOD & SUPPLIES	09/26/2023	2,914.24		
				FOOD-FOOD SVC--NSLP 02 E 005 770 000 701 490	2,914.24
1183348	FOOD & SUPPLIES	09/26/2023	1,229.28		
				FOOD-FOOD SVC--BREAKFAST 02 E 005 770 000 705 490	1,229.28
1183349	FOOD & SUPPLIES	09/26/2023	70.54		
				GEN SUPPLIES-FOOD SVC--NSLP 02 E 005 770 000 701 401	70.54
1183350	FOOD & SUPPLIES	09/26/2023	41.99		
				FOOD-FOOD SVC--NSLP 02 E 005 770 000 701 490	41.99
1183351	FOOD & SUPPLIES	09/26/2023	2,581.11		
				FOOD-FOOD SVC--NSLP 02 E 005 770 000 701 490	2,581.11
1183352	FOOD & SUPPLIES	09/26/2023	11.12		
				FOOD-FOOD SVC--ALA-CARTE 02 E 005 770 000 707 490	11.12
1183353	FOOD & SUPPLIES	09/26/2023	78.75		
				GEN SUPPLIES-FOOD SVC--NSLP 02 E 005 770 000 701 401	78.75
1183354	FOOD & SUPPLIES	09/26/2023	1,185.08		
				FOOD-FOOD SVC--BREAKFAST 02 E 005 770 000 705 490	1,185.08
1183355	FOOD & SUPPLIES	09/26/2023	113.62		
				FOOD-FOOD SVC--NSLP 02 E 005 770 000 701 490	113.62
1187859	FOOD & SUPPLIES	09/28/2023	3,301.58		
				FOOD-FOOD SVC--NSLP 02 E 005 770 000 701 490	3,301.58

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Check Date	Check Number	Payment Type	Name	Check Amount	
10/10/2023	51755	Check	MARTIN BROS DISTRIBUTING CO	61,804.38	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1187860	FOOD & SUPPLIES	09/28/2023	4,181.11		
		FOOD-FOOD SVC--BREAKFAST		02 E 005 770 000 705 490	4,181.11
1187861	FOOD & SUPPLIES	09/28/2023	22.24		
		FOOD-FOOD SVC--ALA-CARTE		02 E 005 770 000 707 490	22.24
1187862	FOOD & SUPPLIES	09/28/2023	305.86		
		GEN SUPPLIES-FOOD SVC--NSLP		02 E 005 770 000 701 401	305.86
1187863	FOOD & SUPPLIES	09/28/2023	51.00		
		FOOD-FOOD SVC--NSLP		02 E 005 770 000 701 490	51.00
1187864	FOOD & SUPPLIES	09/28/2023	114.89		
		GEN SUPPLIES-FOOD SVC--NSLP		02 E 005 770 000 701 401	114.89
1187865	FOOD & SUPPLIES	09/28/2023	61.20		
		FOOD-FOOD SVC--AFTER SCH SNACK		02 E 005 770 000 702 490	61.20
1187866	FOOD & SUPPLIES	09/28/2023	1,409.47		
		FOOD-FOOD SVC--NSLP		02 E 005 770 000 701 490	1,409.47
1187867	FOOD & SUPPLIES	09/28/2023	630.53		
		FOOD-FOOD SVC--BREAKFAST		02 E 005 770 000 705 490	630.53
1187868	FOOD & SUPPLIES	09/28/2023	118.10		
		FOOD-FOOD SVC--NSLP		02 E 005 770 000 701 490	118.10
10/10/2023	51756	Check	MASA	1,173.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
091123	MASA MEMBERSHIP	09/11/2023	1,173.00		
		RECRUITING-PERSONNEL--		01 E 005 160 000 000 890	1,173.00
10/10/2023	51757	Check	PAN-O-GOLD BAKING CO	2,587.03	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
10007223236011	BREAD	08/24/2023	87.98		
		FOOD-FOOD SVC--NSLP		02 E 005 770 000 701 490	87.98
10007223243012	BREAD	08/31/2023	33.28		
		FOOD-FOOD SVC--NSLP		02 E 005 770 000 701 490	33.28

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Check Date	Check Number	Payment Type	Name	Check Amount	
10/10/2023	51757	Check	PAN-O-GOLD BAKING CO	2,587.03	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
10007223249007	BREAD	09/06/2023	107.70		
		FOOD-FOOD SVC--NSLP		02 E 005 770 000 701 490	107.70
10007223249010	BREAD	09/06/2023	237.84		
		FOOD-FOOD SVC--NSLP		02 E 005 770 000 701 490	237.84
10007223257008	BREAD	09/14/2023	85.68		
		FOOD-FOOD SVC--NSLP		02 E 005 770 000 701 490	85.68
10007223257010	BREAD	09/14/2023	153.88		
		FOOD-FOOD SVC--NSLP		02 E 005 770 000 701 490	153.88
10007223257011	BREAD	09/14/2023	118.92		
		FOOD-FOOD SVC--NSLP		02 E 005 770 000 701 490	118.92
10007223257012	BREAD	09/14/2023	177.94		
		FOOD-FOOD SVC--NSLP		02 E 005 770 000 701 490	177.94
10007223257013	BREAD	09/14/2023	85.62		
		FOOD-FOOD SVC--NSLP		02 E 005 770 000 701 490	85.62
10007223257014	BREAD	09/14/2023	206.60		
		FOOD-FOOD SVC--NSLP		02 E 005 770 000 701 490	206.60
10007223257015	BREAD	09/14/2023	17.60		
		FOOD-FOOD SVC--NSLP		02 E 005 770 000 701 490	17.60
10007223264009	BREAD	09/21/2023	85.78		
		FOOD-FOOD SVC--NSLP		02 E 005 770 000 701 490	85.78
10007223264010	BREAD	09/21/2023	132.00		
		FOOD-FOOD SVC--NSLP		02 E 005 770 000 701 490	132.00
10007223264012	BREAD	09/21/2023	57.44		
		FOOD-FOOD SVC--NSLP		02 E 005 770 000 701 490	57.44
10007223264013	BREAD	09/21/2023	180.99		
		FOOD-FOOD SVC--NSLP		02 E 005 770 000 701 490	180.99
10007223264014	BREAD	09/21/2023	39.60		
		FOOD-FOOD SVC--NSLP		02 E 005 770 000 701 490	39.60

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Check Date	Check Number	Payment Type	Name	Check Amount	
10/10/2023	51757	Check	PAN-O-GOLD BAKING CO	2,587.03	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
10007223268014	BREAD	09/25/2023	107.68		
		FOOD-FOOD SVC--NSLP	02 E 005 770 000 701 490	107.68	
10007223268016	BREAD	09/25/2023	283.46		
		FOOD-FOOD SVC--NSLP	02 E 005 770 000 701 490	283.46	
10007223271010	BREAD	09/28/2023	217.54		
		FOOD-FOOD SVC--NSLP	02 E 005 770 000 701 490	217.54	
10007223271013	BREAD	09/28/2023	39.80		
		FOOD-FOOD SVC--NSLP	02 E 005 770 000 701 490	39.80	
10007223271016	BREAD	09/28/2023	129.70		
		FOOD-FOOD SVC--NSLP	02 E 005 770 000 701 490	129.70	
10/10/2023	51758	Check	RIVERLAND COMMUNITY COLLEGE	53,555.88	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
00181522	ABE SPACE LEASE FY24	09/19/2023	53,555.88		
		PRIN ON LT BLDG/LAND LEASE-CAP FAC--OPER CAP	05 E 005 850 000 302 570	53,555.88	
10/10/2023	51759	Check	SCHMIDT GOODMAN OFFICE PRODUCTS INC	2,652.88	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
15501	TS CONFERENCE ROOM CHAIRS	09/18/2023	2,652.88		
		GEN SUPPLIES-ADM TECH SRV--	01 E 005 108 000 000 401	2,652.88	
10/10/2023	51760	Check	SCHOOL OUTFITTERS	469.43	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
INV14049779	REGAL READING WRITING CENTER KAILEY S (BANFIELD)	09/18/2023	469.43		
		GEN SUPPLIES-ECFE--ECFE	04 E 500 580 000 325 401	469.43	
10/10/2023	51761	Check	SEMNET	500.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
SINV000004991	FY24 MEMBERSHIP	09/13/2023	500.00		
		DUES & MEMBERSHIPS-SCHOOL BOARD--	01 E 005 010 000 000 820	500.00	

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Check Date	Check Number	Payment Type	Name	Check Amount	
10/10/2023	51762	Check	SHI	36,260.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
B17364727	MICROSOFT RENEWAL YR 2/3	09/14/2023	36,260.00		
	NON-INST SOFTWARE LIC-INST TECH-ASSIGNED TECH-			01 E 005 630 093 000 405	36,260.00
10/10/2023	51763	Check	USBANK- A TFS PROGRAM	66.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
511671018	23-24 COPIER LEASE ELLIS	09/24/2023	66.00		
	PRINCIPAL ON CAP LEASE-SEC--			01 E 210 211 000 000 580	66.00
10/10/2023	51764	Check	VENTRIS LEARNING LLC	160.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
20237629	UFLI MANUALS FOR INTERVENTION	09/19/2023	160.00		
	GEN SUPPLIES-ELEM ED--			01 E 155 203 000 000 401	160.00
10/10/2023	51765	Check	WINSOR LEARNING	750.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
INV22322	TRAINING	09/15/2023	375.00		
	TRAVEL CONV & CONF-SLD-PRO DEV-IDEA-611			01 E 005 407 640 419 366	375.00
INV22323	SONDAY SYSTEM 1 TRAINING REGISTRATION	09/15/2023	375.00		
	TRAVEL CONV & CONF-SLD-PRO DEV-IDEA-611			01 E 005 407 640 419 366	375.00
10/10/2023	51766	Check	WOODWIND & BRASSWIND	362.49	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
ARINV68546582	BAND SUPPLIES	09/14/2023	341.41		
	EQUIPMENT-MUSIC-HRML MUSIC-			01 E 310 258 068 000 530	341.41
ARINV68570906	BAND SUPPLIES	09/16/2023	21.08		
	EQUIPMENT-MUSIC-HRML MUSIC-			01 E 310 258 068 000 530	21.08
				Total:	\$184,510.54

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Check Date	Check Number	Payment Type	Name	Check Amount
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B240401 Summary

Type	Count	Amount
Regular	21	184,510.54
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	21	\$184,510.54

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Check Date	Check Number	Payment Type	Name	Check Amount	
10/10/2023	5000001577		CAMBRIDGE UNIVERSITY PRESS*	3,817.54	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1410847604	ABE ORDER FOR LITERACY VALUE PACKS AND VENTURES BASIC PACKS	09/13/2023	3,817.54		
			INSTRUCTIONAL SUP-ABE--STATE ABE	04 E 500 520 000 322 430	3,817.54
10/10/2023	5000001578		DIAMOND RIDGE PRINTING*	777.45	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
51292	TAKE ACTION CARDS	09/18/2023	93.45		
			GEN SUPPLIES-ELEM ED--	01 E 105 203 000 000 401	93.45
51310	LOCATION SIGNS	09/08/2023	574.00		
			GEN SUPPLIES-ELEM ED--	01 E 105 203 000 000 401	574.00
51360	BANNER	09/26/2023	110.00		
			GEN SUPPLIES-ELEM ED--	01 E 125 203 000 000 401	110.00
10/10/2023	5000001579		DISCOUNT SCHOOL SUPPLY*	1,199.98	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
0042400091	INFANT CHANGING TABLE FOR CLC ROOM (BANFIELD)	09/13/2023	1,199.98		
			GEN SUPPLIES-ECFE--ECFE	04 E 500 580 000 325 401	1,199.98
10/10/2023	5000001580		GAMES PEOPLE PLAY*	1,617.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
4998-1	STUDENT COUNCIL SHIRTS	09/13/2023	340.00		
			SUPPLIES & MATERIALS-EXT CUR-STD CNCL-NEV-SA	88 E 125 298 072 301 401	340.00
5015-1	STUDENT LEADERSHIP SHIRTS	09/12/2023	693.00		
			SUPPLIES & MATERIALS-EXT CUR-STUD COUNC-SG-SA	88 E 145 298 056 301 401	693.00
5075-1	LITTLE PACKERS T SHIRTS	09/14/2023	584.00		
			SUPPLIES & MATERIALS-EXT CUR-CHEERADERS-SA	88 E 310 298 013 301 401	584.00
10/10/2023	5000001581		GOPHER SPORT*	3,252.07	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
IN317467	FLOOR TAPE TO BE USED IN LUNCHROOM.	09/16/2023	24.40		
			GEN SUPPLIES-ELEM ED--	01 E 155 203 000 000 401	24.40

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Check Date	Check Number	Payment Type	Name	Check Amount	
10/10/2023	5000001581		GOPHER SPORT*	3,252.07	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
IN317667	APE GRANT, PE EQUIPMENT, KRISTEN BECKER	09/18/2023	1,653.85		
	INSTRUCTL SUPPLIES-KINDERGARTEN--APEF GRANT			01 E 165 201 000 097 430	1,653.85
IN320939	ADAM TREINEN-APEF GRANT-CROSS CURRICULAR PHYSICAL EDUCATION TOOLS	09/28/2023	1,573.82		
	INSTRUCTL SUPPLIES-ELEM ED--APEF GRANT			01 E 125 203 000 097 430	1,573.82
10/10/2023	5000001582		MCGRAW-HILL COMPANIES*	2,512.10	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
129908609001	IMPACT SOCIAL STUDIES GRADE 5	09/26/2023	2,512.10		
	TEXTBOOK & WORKBOOK-ELEM ED--OPER CAP			05 E 005 203 000 302 460	2,512.10
10/10/2023	5000001583		METRO SALES INC*	2,292.65	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
INV2367156	AHS COPIER SN: 4021C600362 23-24	09/19/2023	452.41		
	REPAIR & MAINT SVCS-SEC--			01 E 310 211 000 000 350	127.41
	PRINCIPAL ON CAP LEASE-SEC--			01 E 310 211 000 000 580	325.00
INV2367157	WOODSON COPIER SN: 4021C900277 23-24	09/19/2023	518.22		
	REPAIR & MAINT SVCS-KINDERGARTEN--			01 E 165 201 000 000 350	182.22
	PRINCIPAL ON CAP LEASE-KINDERGARTEN--			01 E 165 201 000 000 580	336.00
INV2367158	23-24 AHS COPIER SN: 4021C600318	09/19/2023	433.66		
	REPAIR & MAINT SVCS-SEC--			01 E 310 211 000 000 350	108.66
	PRINCIPAL ON CAP LEASE-SEC--			01 E 310 211 000 000 580	325.00
INV2371512	2023-2024 ELLIS COPIER LEASE SN: 4041C900204	09/26/2023	888.36		
	REPAIR & MAINT SVCS-SEC--			01 E 210 211 000 000 350	387.36
	PRINCIPAL ON CAP LEASE-SEC--			01 E 210 211 000 000 580	501.00
10/10/2023	5000001584		OFFICE DEPOT*	1,184.41	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
325430599001	CREDIT MEMO	09/18/2023	-81.84		
	INSTRUCTL SUPPLIES-MUSIC--			01 E 155 258 000 000 430	-81.84

Board Packet

AP Run: CB240402 — Post Date: 2023-10-10 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
10/10/2023	5000001584		OFFICE DEPOT*	1,184.41	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
330773930001	SUPPLIES	09/15/2023	396.14		
		GEN SUPPLIES-ELEM ED--		01 E 125 203 000 000 401	396.14
330773936001	SUPPLIES	09/15/2023	76.92		
		GEN SUPPLIES-ELEM ED--		01 E 125 203 000 000 401	76.92
330773939001	SUPPLIES	09/15/2023	116.76		
		GEN SUPPLIES-ELEM ED--		01 E 125 203 000 000 401	116.76
330773981001	GENERAL SUPPLIES	09/15/2023	260.54		
		GEN SUPPLIES-KINDERGARTEN--		01 E 165 201 000 000 401	178.11
		INSTRUCTL SUPPLIES-KINDERGARTEN--		01 E 165 201 000 000 430	47.53
		INSTRUCTL SUPPLIES-ART--		01 E 165 212 000 000 430	34.90
330773981002	GENERAL SUPPLIES	09/28/2023	88.27		
		INSTRUCTL SUPPLIES-KINDERGARTEN--		01 E 165 201 000 000 430	88.27
330773982001	GENERAL SUPPLIES	09/15/2023	11.76		
		GEN SUPPLIES-KINDERGARTEN--		01 E 165 201 000 000 401	11.76
330773992001	GENERAL SUPPLIES	09/15/2023	65.13		
		GEN SUPPLIES-KINDERGARTEN--		01 E 165 201 000 000 401	5.69
		INSTRUCTL SUPPLIES-ART--		01 E 165 212 000 000 430	59.44
330773993001	GENERAL SUPPLIES	09/17/2023	250.73		
		INSTRUCTL SUPPLIES-ART--		01 E 165 212 000 000 430	250.73
				Total:	\$16,653.20

CB240402 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	8	16,653.20
Total:	8	\$16,653.20

Board Packet

AP Run: VR100323 — Post Date: 2023-10-03 — AP Run Type: V

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
10/03/2023	51455	Check	M S H S L	-2,350.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
041138	FY24 MEMBERSHIP	08/10/2023	-2,350.00		
			DUES & MEMBERSHIPS-BOY/GIRL-ATHLETICS-	01 E 310 292 100 000 820	-2,350.00
10/03/2023	5000001558		HEINEMANN	-2,691.15	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
9326764	LLI MATERIALS FOR PACELLI	08/31/2023	-2,691.15		
			TEXTBOOK/WORKBOOK-OTH COM PRG--NON PUB TEXT	04 E 705 590 000 351 460	-2,691.15
				Total:	-\$5,041.15

VR100323 Summary

Type	Count	Amount
Regular	1	-2,350.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	1	-2,691.15
Total:	2	-\$5,041.15

Board Packet

AP Run: VR100323 — Post Date: 2023-10-03 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
10/03/2023	51767	Check	HEINEMANN	2,691.15	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
9326764	LLI MATERIALS FOR PACELLI	08/31/2023	2,691.15		
	TEXTBOOK/WORKBOOK-OTH COM PRG--NON PUB TEXT			04 E 705 590 000 351 460	2,691.15
10/03/2023	51768	Check	MN STATE HIGH SCHOOL LEAGUE	2,350.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
041138	FY24 MEMBERSHIP	08/10/2023	2,350.00		
	DUES & MEMBERSHIPS-BOY/GIRL-ATHLETICS-			01 E 310 292 100 000 820	2,350.00
				Total:	\$5,041.15

VR100323 Summary

Type	Count	Amount
Regular	2	5,041.15
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	2	\$5,041.15

Board Packet

Summary by Fund

Austin Public Schools ISD 492

Fund	Total
01 - GENERAL FUND	1,046,018.31
02 - FOOD SERVICE FUND	96,611.29
04 - COMMUNITY SERVICE	77,499.93
05 - CAPITAL EXPENDITURES	129,509.90
11 - SITE & CO-CURRICULAR	6,616.29
12 - AUSTIN AREA CONSORTIUM	1,963.50
66 - ATHLETICS	1,650.50
88 - STUDENT ACTIVITY	4,579.59
	<hr/>
	\$1,364,449.31



DATE: 10/10/23

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 are starting to see some movement in filling our open paraprofessional positions across the district, likely due to the wage bump that was the result of the recent contract negotiations. We are currently down to 11 unfilled special education paraprofessional positions.
- We have made some shifts to provide temporary coverage due to the unexpected departure of a special education teacher at IJ Holton. We have posted this position in order to work toward a more long-term solution.
- Our Special Education Advisory Council (SEAC) held its inaugural meeting of the year on October 3. We are working to solicit some additional parental involvement through sending out information districtwide via a portal push.
- At their October 9 meeting our Student Support Professionals (School Counselors, School Social Workers, School Psychologists) will hear an update on vaping from Chris Weis of Mower County Health and Human Services, and update on drug usage by Chief McKichan, and an update on STAND/APAC by Oballa Oballa.
- Our district nurses are working hard with families and students to ensure all students are meeting immunization requirements to avoid exclusions.

Packer Profile for all learners

- The building for our On Track work experience lab downtown was sold, but fortunately the new owner has assumed our current lease. This program continues to be integral to the transition programming provided for our students with disabilities.

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

- Following is a summary of interventions in place for students receiving special education services:

Reading

- LETRS (Language Essentials for Teachers of Reading and Spelling) initiative

- 24 SPED teachers certified in Volume 1 in FY23
- Currently 21 SPED teachers enrolled in Volume 2 and 5 SPED teachers enrolled in Volume 1 in FY24
- Implementation of SPED Literacy Coach
 - Literacy coaching cycles
 - Networking meetings for fidelity of implementation for reading intervention (UFLI, Sonday System, Curriculum Access)
 - Collaborative design and alignment of K-4 reading interventions for all students
 - Monthly data meetings to review Progress Monitoring data to make adjustments as needed
 - Monthly Literacy Newsletters with strategies
 - Additional screeners are available to staff above and beyond the STAR CBMs to assist teachers in determining specific phonemic awareness, phonics, and spelling needs, which include the PAST, LETRS Phonics and Word-Reading Survey, and the LETRS Spelling Screener
- Reassigned caseloads to operationalize on teacher strengths based on data/progress (i.e. reading intervention vs math intervention vs behavior intervention focus)
- Implementation of research-based curriculum based on the Science of Reading (STAR, Heggerty, ERI, UFLI, Sonday System, SIPPS, Pathways to Reading, Read 180, System 44, Language! Live, Read Theory, Autism Helper Curriculum Access)
- Gradual distribution of Sound Wall kits to elementary SPED rooms across the district
- Progress monitoring weekly or bi-weekly
- Added Executive Functioning courses at middle and high school
- Department collaboration for exposure to grade level standards
- Targeted scheduling for exposure to grade level standards

Math

- Focus on modified curriculum (i.e. RTI intervention worksheets) from gen ed My Math curriculum at elementary; gap analysis/backward mapping where appropriate
 - Tiered intervention at middle and high (modified gen ed curriculum for higher tier, researched based interventions for lower tier)
 - TransMath at IJ/Ellis for lower tier; My Math for functional tier
 - Added Executive Functioning courses at middle and high school
 - Department collaboration for exposure to grade level standards
 - Targeted scheduling for exposure to grade level standards
- Representatives of Building Level Supplemental Support Teams (SST) and Intensive Support Teams (IST) attended a training called "Establishing Effective Tier 2 and Tier 3 Teams and Programming" 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.

Excellence in Resource Management

- Our Third Party Billing Team is analyzing the interim rates which were updated and recently shared out by the Minnesota Department of Health to determine if we need to request any adjustments.
- We were able to obtain approval on our Coordinated Early Intervening Services application and budget. We were mandated to enter into this program due to findings of disproportionately identifying students of Two or More Races under the category of Other Health Disabilities. The plan submitted involves shifting a portion of the salaries for our elementary counselors/social workers/school psychologists in working with students represented in this category on pre-referral interventions.



DATE: October 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

- **Principal Professional Development:** The Principals are participating in monthly professional development sessions led by the Teaching and Learning staff. Development in September and October focuses on non-exclusionary discipline practices and the new legislative requirements for student discipline, teacher evaluation process and consistency, the read act, and MTSS implementation of linked building teams.
- **Teacher Mentorship:** Teaching and Learning staff held September meetings with all year 1, 2, and 3 teachers. The time was spent reflecting on successes and challenges with the start of the school year as well as gathering feedback on the orientation process. Mentorship meetings will take place throughout the year as teachers will meet with Principals, District Leaders and Instructional Coaches.
- **Human Resources Audit:** Human Resources is beginning to operationalize the findings from the HR audit. This work will help to create, define and reshape the process and supports that HR can provide to the entire system.

Packer Profile for all learners

- **Grow Your Own:** Planning has begun for the implementation of the Grow Your Own Teacher program. APS was awarded a grant to support our students in joining the teaching profession and this development will be done in collaboration with Teaching and Learning, Integration, and Austin High School.
- **Packer Profile Implementation:** In September, 9th grade students met with Mrs. Hovland during Connect to learn more about the building and what it means to be a learner at AHS. They completed a virtual scavenger hunt which led them through the AHS webpage and helped them to find different resources that are available to them including: the counseling webpage, graduation requirements, The Austin Assurance Scholarship, and the activities page. Mrs. Hovland has pushed into 9th grade Language Arts classes and the students have engaged in full lessons around The Packer Profile. This month they worked on setting up their computer to be successful as a learner with their documents. Mrs. Hovland created a document that will allow students to track each semester in order to keep a close eye on their progress and look at long term goals as well.

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

- **MTSS Linked Teams:** The district MTSS team members are each working intensively with school MTSS teams to provide support through their professional development with MDE and CAREI. This professional learning is for the school leadership team, supplemental support team, and intensive support team at each building.

- Curriculum Alignment: Teaching and Learning has started to work with departments K-4 and 5-12 to plan for purposeful collaboration on the full day professional development days in November, January and February.
- READ Act: The district has established a District Literacy Team to help lead the implementation of the READ Act professional learning requirements as well as making decisions about future materials to support implementation of the READ Act.
- Grading and Report: The District Grading and Reporting Committee had their first meeting at the end of September and will be meeting throughout the year to discuss summative assessment, formative assessment, practice work, student participation, and retakes. The group will work to define these elements, identify important key details, discuss implication for grading, and establish key readings that will guide our standard work in the system. There will also be a student grading and reporting group meeting this year to contribute to this work and ensure student voice is a part of this process.

Excellence in Resource Management

- Curriculum Selection: The K-5 and 9-12 science teams are beginning their work to select and align resources in curriculum selection processes. Teaching and Learning will guide this process and implementation across the system.



DATE: 10/9/2023

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 APS Technology Advisory Team began their strategic planning process this month in preparation for advising the APS Technology Plan. Additionally, we held a robust discussion on the K-12 student to device ratio model and its advantages and challenges. This input helps to inform the work of the tech plan but also can guide the current support of our 1:1 model.

Support and resources to ensure a safe and welcoming learning environment

- Tech Services received the results of its large-scale cyber-resiliency review from CISA. Information from this review will guide the future work of the department and the APS Technology plan.
- Technology Coaches developed a "Cybersecurity Awareness Month" challenge for all staff that focuses on five main things users can do to protect their own online identity as well as the integrity of the district network.

Packer Profile for all learners

- District Technology Coaches are revisiting the Essential Technology Outcomes that were adopted in the spring of 2019. This document sets a variety of benchmarks for technology skills, many of which will support students' profile work.
- The Network Administrator is providing support for the AHS Cybersecurity class – he was a guest speaker and is working with the US Cyber-range to support learning modules for these students and others who are interested in a possible Computer Science/Technology pathway.

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

- With the results of the fall student assessments, district Tech Coaches will be working within buildings and small groups to understand that data and coach teachers in using technology tools to adjust their instruction as needed.

Excellence in Resource Management

- Tech and Facilities Services are working in tandem to explore solutions for better access controls of district security cameras and door locks/key cards. We currently control these with outdated software that is difficult to manage and maintain.



DATE: 10/09/2023

TITLE: Information Services

TYPE: Information

PRESENTER(S): Corey Haugen, Director of Information Services

BACKGROUND:

The mission of the Information Services department is to support the district mission and strategic priorities by building capacity through research, evaluation and the application of data to inform school improvement for student success. We provide support and expertise to schools and staff through:

- Providing expertise in the area of measurement and delivering accurate and timely information to building and district staff
- Providing support to district and schools through a systematic evaluation process of district programs
- Reviewing and summarizing data related to student learning and instruction
- Providing professional development on assessment practices, data analysis and interpretation

Support and resources to ensure a safe and welcoming learning environment

- Information Services is working with members of Cabinet and the team from School Perceptions LLC to update and enhance our **Community Engagement** survey and new this year a **Staff Engagement** inventory. We are excited to examine this new data to add to our district vision card metrics and ensure we are working to continually improve our safe and welcoming learning environment. Watch for more information in the coming weeks.

Packer Profile for all learners

- Information Services team has been working hard with AHS Counseling staff to get APS Seniors “on-track” so we can proceed with our next steps in our **MN Office of Higher Education Direct Admissions** work. We have just recently assigned on-track seniors to Tier 1 through Tier 6 based on the OHE criteria and will be moving forward with surveying students to allow them to pick the post-secondary institutions they are interested in attending based their direct admission. This is an exciting opportunity for students to have greater access to post-secondary options!
- NAEP 2024 – Assessment: Austin Public Schools has had 2 schools/grades selected to participate in the 2024 NAEP Assessment. Both Ellis Middle School Gr. 08 (assessment date 02/21/2024) and Austin Area Learning Center Gr.12 (assessment date 02/14/2024) will be participating in reading and mathematics. The National Assessment of Educational Progress (NAEP) is an integral measure of academic progress across the nation and over time. It is the largest nationally representative and continuing assessment of what our nation's students know and can do in various subjects such as civics, mathematics, reading, and U.S. history. The program also provides valuable insights into students' educational experiences and opportunities to learn in and outside of the classroom.

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

- Information Services has always provided information to sites/staff on demand, but with current efforts related to **MTSS**, we are working to better and more systematically provide information to inform instruction and practices on a more regular cadence district-wide. Starting on Oct. 1, 2023, Info Srvs started a **new monthly behavior reporting system** for sites that provides schools with timely information on the following behavior metrics so we will have comparison to prior year and can monitor impacts on behavior intervention:
 - Monthly comparisons
 - Incident Counts vs Offender Counts and ratios
 - Disaggregation by Grade, Gender, Ethnicity, Special Education
 - Incident Counts by Day of the Week
 - Incident Counts by Location
 - Incident Counts by Code
- **BARR (Building Assets Reducing Risks):** Information Services has been working closely with the BARR team at AHS to monitor students in the BARR program. While very early in the implementation, finding some great success stories in the data for the BARR students. We are monitoring these students weekly in the following areas:
 - Course Grades
 - Monitoring the number of BARR students filing >1 Course
 - Percent in Attendance
 - Monitoring average Percent in Attendance
 - Monitoring the number of BARR students < 90.0% In Attendance
 - Behavior Referrals
 - Monitoring Total Referrals for the BARR students
 - Monitoring the number of BARR Students with >=1 Major Referrals
 - Early Warning System Metrics
 - Monitoring students Grad Related Analytic Data (GRAD Scores)

Excellence in Resource Management

- Information Services is already working on **2024-2025 enrollment projections** and resident school alignment for the transition of kindergarten students back to neighborhood schools. We are finding that our “Percent Out of Zone” has dropped from the last 3 years averaging 35.6% down to 19.7% this year. Adhering to attendance zones is already right-sizing our elementary sites.



DATE: 10 -10-23

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

- Homecoming is here. We have had pepfest to name HOCO candidates and a variety of dress up days. We also will have Battle of Connects, pre-game pepfest, parade, Homecoming Football Game, and dance at Westcott field on Saturday night from 8-10. We are grateful for all of the community support in making this a great week for our students.
- Committee analyzing Connects/PCR to determine its purpose and frequency for meeting. The committee has designed staff and student surveys to glean data on how to move forward with Connects/PCR. The committee will make a recommendation to the administration for consideration.
- Seven identified student leaders took part in a leadership workshop hosted by MSHSL that revolved around how we can create safe and inclusive environments for all at our extra-curricular events.

Packer Profile for all learners

- Freshman participated in activities during their Language Arts classes to learn about the Core Value of being a learner. Students had good questions and were engaged in their learning.
- Freshman have been meeting with Emily Hovland (Profile Coordinator) and Jane Carlson (Pathway Coordinator) to learn more about navigating AHS and the Packer Profile.
- This month we had many meaningful learning experiences for our students including:
 - Student on air presentation at KAUS
 - FFA attending a Fall Leadership Conference
 - Criminal Justice students visited by local law enforcement to better understand roles and responsibilities of police
 - Public speakers and performers Jarell Roach and Andre Right visited Language Arts classes. They seamlessly tailored their message of hope and positivity into curriculum-riven lessons.
 - Students in senior Social Studies classes were visited by the United Way and Riverland to learn more about the Austin Assurance Scholarship
 - AFNR classes traveled to a local farm for a beef lab.
 - Alex and McKenzie Weis joined the Exploring Language & Cultures class to share about the deaf, hard and hearing and ASL.

- Yearbook students met with Dufault publishing to learn about developing theme and design elements for the '24 yearbook.

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

- BARR Center Coordinator, Sarah Thoreson, did a site visit at AHS on Tuesday, September 26th. She was impressed by the work that our team did for scheduling and data to implement BARR. She also watched BARR I-Times and appreciated how invested our teaching staff was to students and the program.
- AHS School Leadership Team met in September to discuss various topics at a tier one level such as grading, behavior referral information, and Individual growth and development plan.
- Supplemental Support Teams (tier 2) are meeting weekly for BARR students and non-BARR students. We are tracking data for behavior, failure rates, attendance, and grad score.
- Intensive Support Team (tier 3) is meeting weekly to discuss building updates, truancy, and referrals from the tier 2 level. Our BARR Coordinator joined the IST team and commented how we had a strong feedback loop through each tiered system of support.
- Fall grade checks went out. These checks identify student-athletes with any F grade. Starting on 10/2/23, any student-athlete with 2 F grades or more are deemed ineligible until their grades move to passing. This will continue for the duration of the Fall Sports Season.

Excellence in Resource Management

- On October 18th we are planning a Direct Admissions Signing Day. This is an opportunity for all seniors on track to graduate to receive a letter indicating which trade, two-year or four-year institutions in Minnesota each student is eligible to attend. With this letter also comes the opportunity to apply to any of those colleges for free. This is a grant with the Minnesota Office of Higher Ed to promote that every student is college material. Austin is one of the 120 schools participating in this program. We are grateful for Corey Haugen's support in this important work for all of our students. For more information:
<https://www.oh.e.state.mn.us/mPg.cfm?pageID=2484>
- The Activities Department is working on a slow roll out of a card payment option for admission to sporting events.
- Activities Department is realigning some of our levels of play for Winter Athletics. Sixth grade students will get the opportunity to participate in: Boys Swim and Dive, Dance, and Girls Basketball. Due to participation numbers and to sustain programming, eight grade girls who register for girls basketball will participate at the high school (C-squad) level.

Area Learning Center

Support and resources to ensure a safe and welcoming learning environment

- The ALC team has been working hard to meet with students individually to go over their credit summary and help them understand how many credits they have earned and how many are needed to graduate. Then, we work with the students to review their academic plan for them to reach their goal of graduation.

Packer Profile for all learners

- The Packer Profile has hit the ground running! In September, freshmen students met with Mrs. Hovland to learn more about the building and what it means to be a learner at AHS. Mrs. Hovland has pushed into 9th grade Language Arts class and the students have engaged in full lessons around The Packer Profile. This month they worked on setting up their computer to be successful as a learner with their documents. Students navigated Office 365 and ways to manage their course. Additionally, students completed the first semester on their graduation tracker document. Mrs. Hovland created a document that will allow them to track each semester in order to keep a close eye on their progress and look at long term goals as well. We discussed areas of interest and how the Profile can help support students in exploring these as well.

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

- The ALC has started to implement the BARR program in our 9th grade cohort. We are on our third week of facilitating I-Times. Thus far, students appear to be enjoying the activities and getting to know their classmates and teachers. Small block meetings have started weekly which sets aside time for the teachers and counselor to review success stories, write positive note homes, discuss goals and plan interventions with students. Next steps include tracking student data with the help of the Director of Information Services, to ensure data-based decision making when problem solving student concerns.

Excellence in Resource Management

- The Austin ALC MAAP Stars group has continued their service to our school by collecting paper recycling as well as taking on the plastic and can recycling. We also have a group of students headed to Long Prairie, MN to participate in the annual MAAP STAARS fall leadership training. This training helps to foster our students' leadership skills and ability to network with other ALC's within the state.

Austin Online Academy

Support and resources to ensure a safe and welcoming learning environment

- The AOA Learning Lab is almost set to fully open. Thanks to a grant from the APE Foundation, we have created a space for students that is welcoming, comfortable and accommodates our moms of young children. Excited to show to you all during the board work session later this month.

Packer Profile for all learners

- AOA students are getting a chance to hear from Mrs. Hovland about the Packer Profile. We are grateful for her innovative thinking to ensure freshman at AOA have the same opportunities to gain insights into the Packer Profile.

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

- Our AOA team continues to meet with students to review the academic planner and student progress in courses towards graduation. During conferences we will be implementing a new process to review credits and help educate families and scholars on credit attainment and support if students are not on track to graduate with their peers.

Excellence in Resource Management

- We continue to see enrollment increase at AOA. We continue to work with the Cabinet to review our business plan to ensure we have the support necessary to support students, families and teachers as we continue to see more interest in this way of learning.

Ellis Middle School

Support and resources to ensure a safe and welcoming learning environment

- Instructional Coaching Cycles will take place in the subject areas of Science, Social Studies, and ELA over the course of the 2023-24 school year
- To help with maintaining a safe & secure environment at Ellis, we have moved to breakfast in the classrooms, alternate passing for 7th & 8th graders for hours 1-5, and a staggered dismissal structure where students are dismissed in a tiered fashion (3:00, 3:02, 3:04, and 3:06) with teachers following their classes out to the buses

Packer Profile for all learners

- We had an excellent presentation from Jane Carlson and Allison Gunderson from AHS on the Packer Profile. This will lead to our work of operationalizing the District Strategic plan and our Core Values.
- In addition to a 50-minute Language Arts class all year, seventh and eighth grade students now take a Writing class. This is where they focus on the Writing standards in the areas of grammar, narrative writing, expository writing, research writing, persuasive writing, and response to literature.

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

- Teachers continue Department PLC work with a focus on standards alignment, scope & sequence, unit planning, and common assessments.
- Building level MTSS Teams have been established: School Leadership Team, PLCs, Supplemental Support Team, and Intensive Support Team.
- With Andrea Malo's support we are staying on schedule and molding process's so Holton and Ellis have the same systems.

Excellence in Resource Management

- We continue the process of replacing all student desk and chairs; we were able to compete two more classrooms.

<https://www.smore.com/svb34>

IJ Holton Intermediate School

Packer Profile for all learners

- STEAM Days continue to be popular among both staff and students. Some of the classes give students tangible outcomes that they can use in their portfolio. This is something we continue to look at as we develop courses throughout the school.
- Digital Arts class that was developed by Lars Johnson and Kate Erickson is taught by Lori Bendickson is a great addition to our course catalogue and is enjoyed by students. Please if you are in the building swing by and see the work these kids are doing in this class room. This class was developed using the talents of the teachers and the standards. It is a great testament to the quality teachers we have here at APS.
- We had an excellent presentation from Jane Carlson and Allison Gunderson from AHS on the Packer Profile. This will lead to our work of operationalizing the District Strategic plan and our Core Values.
- We also had our first Character Counts team assemblies where teacher recognize students who demonstrate our Character Counts attributes.

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

- The MTSS Teams are taking shape. The SLT team is meeting as one large team with Ellis. SST and IST teams are learning what data we are looking at and how students will be supported as they move from Tier to Tier. As we are learning new processes we are working with teachers so they understand how students move through the system.
- With Andrea Malo's support we are staying on schedule and molding process's so Holton and Ellis have the same systems.

Excellence in Resource Management

- We've use our staff development funds to allow teachers in science and social studies write plans for our new science and social studies curriculum. However, the bulk of the work was done to create the Digital Arts class which is part of the state requirements.

<https://www.smores.com/e43da-hawk-news>

Banfield Elementary School **[October Newsletter - link](#)**

Support and resources to ensure a safe and welcoming learning environment

- We have finished our benchmark assessments. This week we completed a new format of data meetings that allowed teachers to look at their class and grade.
- This week staff and students participated in the first ever elementary wide Walk-a-thon.
- Before MEA break teachers will participate in professional development around PBIS, Zones of Regulation, PRESS reading intervention and strengths teach back from Bethany.

Packer Profile for all learners

- Staff continue to learn more about the Science of Reading through professional development opportunities and coaching cycles with the instructional coach.
- Staff were introduced into a menu of interventions that are available for teachers to use.

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

- We have completed our first month of our MTSS meetings. Our Site Leadership Team met this week for a Leading and Learning session around PLCs, Site Improvement plan and the district's strategic direction.
- Staff have done an excellent job of implementing our PBIS system and throughout the building you will hear staff referencing students to be their "Bobcat Best".
- Our Behavior Interventionist has started meeting with individuals and small groups. Staff are identifying student needs from our behavior tracking platform (SWIS) and the Early Warning Signs within Infinite Campus.

Excellence in Resource Management

- Staff are provided with an update on our finances and staffing, along with a discussion around future purchases for the building.

Neveln Elementary School **<https://www.smores.com/z9gys>**

Support and resources to ensure a safe and welcoming learning environment

- We are looking forward to partnering with families and continuing to build relationships, share benchmark assessment outcomes, and next steps to accelerate student learning during the fall conference window.
- On October 18th Bethany will be visiting our site to share the principal's strengths through a teach back.
- Elementary sites are proud of our collaboration around the first annual Elementary Walkathon. We have reached \$29,490.00 of our goal of 50,000. Dr. Page will need to start getting his office ready for our principal campout.

Packer Profile for all learners

- All sites are receiving professional development from our instructional coach on the implementation of Sound Walls to align with the Science of Reading.

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

- Our MTSS Teams are up and running with norms and agendas to support strong systems to meet student needs.
- Teachers are utilizing our SWIS application to document minor behaviors and inform us on student need for additional teaching and intervention.
- Behavior and Academic interventionist have begun servicing students.
- PLCs are identifying SMART goals and targeted interventions in tier 1 environments

Excellence in Resource Management

Southgate Elementary School - <https://www.smores.com/2qm9f-the-gator-gazette>

- **Support and resources to ensure a safe and welcoming learning environment**
 - We are looking forward to partnering with families and continuing to build relationships, share benchmark assessment outcomes, and next steps to accelerate student learning during the fall conference window.
 - On October 18th Bethany will be visiting our site to share the principal's strengths through a teach back.
 - Elementary sites are proud of our collaboration around the first annual Elementary Walkathon. We have reached \$29,490.00 of our goal of 50,000. Dr. Page will need to start getting his office ready for our principal campout.
- **Packer Profile for all learners**
 - All sites are receiving professional development from our instructional coach on the implementation of Sound Walls to align with the Science of Reading.
- **District-wide multi-tiered systems of support for all learners**
 - Our MTSS Teams are up and running with norms and agendas to support strong systems to meet student needs.
 - Teachers are utilizing our SWIS application to document minor behaviors and inform us on student need for additional teaching and intervention.
 - Behavior and Academic interventionist have begun servicing students.
 - PLCs are identifying SMART goals and targeted interventions in tier 1 environments
- **Excellence in Resource Management**

Sumner Elementary School <https://www.smores.com/v4kb7>

Support and resources to ensure a safe and welcoming learning environment

- We are looking forward to partnering with families and continuing to build relationships, share benchmark assessment outcomes, and next steps to accelerate student learning during the fall conference window.
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- Elementary sites are proud of our collaboration around the first annual Elementary Walkathon. We have reached \$29,490.00 of our goal of 50,000. Dr. Page will need to start getting his office ready for our principal campout.

Packer Profile for all learners

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- Behavior and Academic interventionist have begun servicing students.
- PLCs are identifying SMART goals and targeted interventions in tier 1 environments

Excellence in Resource Management

Woodson Kindergarten Center

October Smore Newsletter: <https://www.smores.com/w9hcr>

Support and resources to ensure a safe and welcoming learning environment

- In the first month of school, students at Woodson have learned about bus safety, pedestrian safety, and fire safety.
- We have several opportunities for families to participate in the Critter Culture this month: families joined students walking in the Homecoming Parade on October 6, parents will be teaming with teachers during conferences October 17-18, and our fall family night will be on October 26.

Packer Profile for all learners

- This month, Next Chapter came to Woodson to do a story time with each classroom. Elizabeth Leyk, a local artist and designer, read "Pocket Full of Colors: The Magical World of Mary Blair, Disney Artist Extraordinaire." Each classroom received a copy of this book highlighting the creative career option.

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

- The School Leadership Team, Supplemental Team, and Intensive Support Team have been working to ensure students are receiving needed tier 2 and 3 interventions to help them succeed.
- There continues to be progress establishing building norms within the MTSS framework.
- We had our first virtual assembly to recognize students who demonstrated the Peekapak focus of Self-Regulation.
- October's Peekapak focus= Respect

Excellence in Resource Management

- The Bulk Ordering of supplies for the beginning of the year went well. Every student has what they need while they are at school.
- Staff are being mindful of their printing with the PaperCuts pop up.

Community Learning Center

Support and resources to ensure a safe and welcoming learning environment

- Wellness committee will have its' first meeting of the year on October 10. A combination of APS staff and community members will work together this year to assess current Wellness practices for students and staff (with guidance from MDE), and selecting opportunities to improve for both.
- Early Childhood and Adult Learning teachers have formal observations three times a year for their first three years teaching and a rotation of evaluations moving forward. We have nine teachers with Early Childhood and Adult Learning this year who will not only receive three formal observations, but also incredible support from Andrea Malo and the New Teacher Process.

- In the next month the Community Education department will be working with stakeholders to evaluate our current staffing model to determine if our current model is meeting community needs and has the potential for hiring qualified staff.

Packer Profile for all learners

- Congratulations to the More Than Pink program that was selected as an outstanding project by the Minnesota Community Education Association (MCEA). This award will be presented to the school board in December.
- Kids Korner is offering a field trip to the Otter Creek Orchard during MEA break.
- Early Childhood held its' first Family and Children Together (FACT)Event on October 5th. Various community organizations brought their vehicles to an event for children to learn about all the different ways we travel in our community.
- [Community Education - Community Learning Center \(austin.k12.mn.us\)](http://austin.k12.mn.us)

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

- Early childhood staff received training on using the ECSWIS system to document student behavior in place of the BIR (Behavior Intervention Referral) tool we had used previously. We made this shift in part to align with our colleagues in K-4, but also because this tool is very user friendly and will support our use of data to support student growth and achievement.
- Our MTSS teams are meeting regularly in early childhood and are participating in great PD from CAREI.
- Early childhood teachers new to our program have started their training in the Pyramid model to support the implementation of best practices in preschool classrooms.
- Austin Adult Learning is able to offer three sections of English Language classes in the morning, afternoon, and evening this year. We also have a growing GED program. Just last month we had five students take the Language Arts section of the GED assessment and all five passed!

Excellence in Resource Management

- We have over 90 students on our preschool waiting list this fall. While some of these students may have found a spot in other preschool programs in the community, we know there are many children in Austin who are not receiving a high-quality early childhood learning experience. We continue to look for creative ways to fund programming so we can offer more spots to our community!

Please enjoy our Early Childhood Newsletter for the month of October linked [here](#).



AUSTIN PUBLIC SCHOOLS

INSPIRE • EMPOWER • ACCELERATE

DATE: October 10, 2023
TITLE: Girls Hockey Co-op Agreement
TYPE: Action
PRESENTER: Katie Carter, Activities Director

BACKGROUND: Austin Girls Hockey recently moved up to Section AA for competition by the MSHSL. With that move up and our lower numbers, the Girls Hockey program is seeking cooperative agreements with surrounding communities that have female hockey players within our Austin Youth Hockey Program. We have an existing cooperative agreement with Pacelli High School and would like to add a cooperative agreement with Blooming Prairie High School as well.

RATIONALE: A cooperative agreement will give us the opportunity to allow more females within our area to have the opportunity to play high school hockey. With the move to a higher competitive Section, we will have the ability to try and increase girls hockey participation.

RECOMMENDATION: I recommend approval of this co-op agreement with Blooming Prairie High School for girls hockey effective with the 2023-24 school year.

Application for Cooperative Sponsorship

Deadline: Not later than 30 days prior to the first day of practice for that sport season.
 PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION AND APPLICATION PROCEDURE

The governing boards of each participating school must jointly make application for cooperative sponsorship.

On behalf of the following schools, we hereby apply for cooperative sponsorship of Girls Hockey beginning with the 2023 - 2024 school year. (activity) (boys' or girls') (Adapted-CI or PI)

List **ALL** schools included in the cooperative sponsorship. *Attach another form if necessary.*

	School	Enrollment (9-12)*	City	Administrative Region**	Competitive Section**
High School #1:	Austin	1017		1AA	1AA
High School #2:	Blooming Prairie	250		1A	1A
High School #3:					
High School #4:					

*Enrollment reported to the State of Minnesota on October 1 of the previous school year.

**Current (Number and Class)

- Do any of the above schools belong to a conference in this activity?
 Yes This application must include a review and comments from the conference(s) of which the schools are members.
 No
- Do any of the above schools currently have a cooperative agreement in this activity?
 Yes An application for dissolution must be submitted for the existing agreement.
 No
- Describe the conditions which have prompted your request to co-sponsor this activity. (See model resolution at [www.mshsl.org/About MSHSL/Membership Information: A History & Model Resolution for School Boards](http://www.mshsl.org/About%20MSHSL/Membership%20Information%20A%20History%20&%20Model%20Resolution%20for%20School%20Boards))

4. List the number of students, by grade level, who participated in this activity during the previous year. *If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.*

	7th	8th	9th	10th	11th	12th
High School #1		4	2	4	3	3
High School #2	1					
High School #3						
High School #4						

5. Team Identification: (Indicate how cooped schools should be identified in tournament programs):
Austin Packers

6. Team Colors: Scarlet & White Team Mascot: Packer

7. Host School (school that will receive revenue share check): Austin High School

Board of Education (or designee)	School	Date
Signed <u>Christy M. Stuber</u>	<u>Blooming Prairie Public Schools</u>	<u>9-27-2023</u>
Signed <u>[Signature]</u>	<u>High School Public Schools</u>	<u>9-27-2023</u>
Signed _____	_____	_____
Signed _____	_____	_____

Official Action of the MSHSL Board of Directors

Approved Not Approved

Signature: _____ Date: _____
 MSHSL Executive Director



Agreement Between
Austin Education Association
and
Independent School District No. 492
July 1, 2023 - June 30, 2025

401 3rd Ave NW
Austin, Minnesota

Phone: 507-460-1900 Fax: 507-355-2411

www.austin.k12.mn.us

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ARTICLE 1- AGREEMENT

A. This Agreement is entered into between Independent School District No. 492, Austin, Minnesota, hereinafter referred to as the School District, and the Austin Education Association, Austin, Minnesota, hereinafter referred to as the AEA, pursuant to and in compliance with the Public Employment Labor Relations Act, as amended, hereinafter referred to as PELRA.

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ARTICLE 2 – RECOGNITION OF EXCLUSIVE REPRESENTATION

- A. In accordance with PELRA, the School District recognizes the AEA as the Exclusive Representative for teachers in the Appropriate Unit, employed by the School District, which Exclusive Representative shall have those rights and duties as prescribed by PELRA and as described in this Agreement.
- B. In the event the membership of the Appropriate Unit selects an Exclusive Representative other than the Austin Education Association in accordance with the procedures found in M.S. 179A.12, then such new selection shall be considered the Exclusive Representative for all purposes herein.
- C. The exclusive representative shall represent all teachers of the School District as defined in this Agreement and PELRA.

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ARTICLE 3 – DEFINITIONS

- A. The term, “terms and conditions of employment,” means the hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits other than School District payment of, or contributions to, premiums for group insurance coverage of retired teachers, and the School District’s personnel policies affecting the working conditions of the teachers. In the case of professional employees, the term does not mean educational policies of the School District. The terms, in both cases, are subject to the provisions in [PELRA](#), regarding the rights of public employers and the scope of negotiations.
- B. The word, “teacher,” shall mean all persons employed by the School District in a position for which the person must be licensed or certified by the PELSB but shall not include superintendent, assistant superintendent, principals and assistant principals who devote more than fifty percent (50%) of their time to administrative or supervisory duties, confidential and supervisory employees and daily substitute teachers who do not replace the same teacher for more than thirty (30) days. All other employees excluded by law.
Teachers in this unit whose services do not exceed fourteen (14) hours per week or thirty-five percent (35%) of the normal work week and those who hold positions of a temporary or seasonal character for a period not in excess of sixty-seven (67) working days in any school year and emergency employees shall not be eligible for the following provisions of this Agreement:
- ARTICLE 16 Teacher Vacancies and Transfers
ARTICLE 19 Retirement Benefits
ARTICLE 25 Sabbatical or Occupational Leave
ARTICLE 26 Leaves for Exchange Teacher Programs
- Other exclusions may occur as listed in individual articles
- C. When the word, “teacher,” is used, it shall mean a member of the Appropriate Unit.
- D. The word, “Superintendent,” shall mean Superintendent or the Superintendent’s designee.
- E. The term “School District,” shall mean the School Board of Independent School District No. 492, Austin, Minnesota.
- F. The term, “Qualified Teacher,” shall mean a teacher who is licensed to teach full time in the subject matter category.
- G. Terms not defined in this Agreement shall have those meanings as defined by PELRA.

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ARTICLE 4 – SCHOOL DISTRICT RIGHTS AND OBLIGATIONS

- A. 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. The School District has an obligation to meet and negotiate in good faith with the AEA as the teachers' Exclusive Representative regarding grievance procedures and the terms and conditions of employment, but such obligation does not compel the School District or its representative to agree to a proposal or require the making of a concession. The School District shall not meet and negotiate or meet and confer with any teacher(s) who is designated a member or part of the Appropriate Unit except through the AEA.
- C. The School Board has the right to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunities for the students of the School District.
- D. The School District's rights and duties set out in this Agreement shall not be deemed to exclude other inherent managerial rights and duties, which, unless expressly delegated herein, are reserved to the School District.
- E. The AEA recognizes that all teachers covered by this Agreement shall perform the teaching and non-teaching services prescribed by the School Board and shall be subject to School Board rules, regulations, directives, and orders issued by properly designated officials of the School District. The AEA also recognizes the right, obligation, and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives, and orders, from time to time, as deemed necessary by the School Board insofar as such rules, regulations, directives, and orders are not inconsistent with the terms of this Agreement.

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ARTICLE 5 - TEACHER RIGHTS AND OBLIGATIONS

- A. All teachers covered by this Agreement shall perform the services prescribed by the School District and abide by the rules and regulations as established by the School District insofar as such rules and regulations are not inconsistent with the terms of this Agreement.
- B. Nothing contained in this Agreement shall be construed to limit, impair, or affect the right of any teachers or the AEA as the teachers' Exclusive 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, 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 AEA as the teachers' exclusive representative,
- C. Teachers shall have the right to form and join labor or employee organizations and shall have the right not to form and join such organizations. Teachers within the 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 such teachers of such unit with the School District.
- D. Teachers, through their certified Exclusive Representative, have the right and obligation to meet and negotiate in good faith with the School District regarding grievance procedures and the terms and conditions of employment, but such obligation does not compel the Exclusive Representative to agree to a proposal or require the making of a concession
- E. The School District must afford reasonable time off, with substitute pay deduction, not to exceed fifty (50) days in the aggregate to elected officers or appointed representatives of the AEA for the purpose of conducting the duties of the AEA as Exclusive Representative.
 - a. Requests for such leave days shall be made through the President of the Exclusive Representative to the Superintendent or his/her designee no less than twenty-four (24) hours prior to the date of intended use of such days. In case of emergency, the time restriction may be waived. These days may be used in multiples of half days. This provision shall not apply to any days which are used in conjunction with a strike or strike activity.
 - b. The School District must grant a leave of up to two (2) years without pay or fringe benefits to an elected or appointed official of the AEA for the purpose of serving as an official or staff member of the state association. Such leave shall not be granted for more than two (2) teachers in any one (1) year, and request for such leave must be requested through the President of the Exclusive Representative. Seniority shall continue to accrue while the teacher is on such leave, but the teacher shall not be given credit on the salary schedule and shall not advance on the salary schedule during such leave. A teacher on such leave is eligible to participate in group insurance programs under the insurance policy provisions by paying in advance, either monthly or quarterly, a sum equal to the premium cost of the insurance coverage for such programs as the teacher wishes to retain commencing with the beginning of the leave. The right to continue participation in such group insurance programs will terminate if the teacher does not return to the School District.
- F. The teacher shall have the right to reproduce any of the contents of his/her personnel file at the his/her expense and to submit for inclusion in the file written information in response to any

material contained in it. However, the School District may destroy such files as provided by law. A teacher shall be notified if any negative information is placed either in the teacher's personnel files maintained by the Human Resources Department or in files maintained by the teacher's supervisor(s).

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ARTICLE 6 - PAYROLL DEDUCTIONS

- A. Any teacher may sign and deliver to the School District authorization for deduction of membership dues in such teacher's organization. When a bargaining unit member has so authorized a dues deduction, such authorization shall continue in effect for that year and from year to year, and cannot be canceled except by written notice from the Union President. A member seeking cancellation must provide written notice to the Union President.
- Pursuant to such authorization, the School District shall deduct such dues from the last paycheck in September and ending with the last paycheck in the following June from the paychecks due to the teacher. Dues deductions for teachers after the commencement of the school year shall be appropriately prorated to complete payments by the end of said month of June. The School District shall not be liable to deduct any dues unpaid at the time of the withdrawal of such authorization or the termination of the teacher's employment with the School District.
- B. With respect to all dues deducted by the School District, the School District shall, once a month, remit to the proper organization the dues deducted accompanied by a list of teachers for which such deductions have been made.
- C. This article shall not apply to any organization that has lost its rights to dues check off under the provisions of PELRA.
- D. Due to legal requirements or on the written authorization from the teacher, the School District shall also withhold from the teacher's paycheck the following:
1. State and federal withholding taxes
 2. State and federal retirement contribution
 3. Insurance premiums
 4. Tax-sheltered annuities as provided by the School District in accordance to Federal Tax Regulations
 5. United Way
 6. Austin Public Education Foundation
 7. One local community fundraising or local charitable activity is permissible. A minimum of twenty-five (25) teachers must request the deduction, in writing, for the same activity. Only one (1) such project for the unit is allowed per year. No changes in the deduction will be allowed.

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ARTICLE 7 - BASIC SCHEDULES AND RATES OF PAY

- A. 1. 2023/2024 Salary Schedule: The wages and salaries reflected in Schedule A shall be part of this Agreement for the 2023/2024 school year.
2. 2024/2025 Salary Schedule: The wages and salaries reflected in Schedule B shall be part of this Agreement for the 2024/2025 school year.
- B. Schedules A and B are not to be construed as a part of a teacher's continuing contract. Increment steps shown on said salary schedules are not to be construed as being applicable for any year beyond the 2023/2024 and 2024/2025 school year, and the School Board reserves the right to withhold said increment advancement for justifiable cause. If requested, in writing, by the teacher, causes for denying negotiated increments shall be given to the affected teacher, in writing, prior to such action.
- C. No teacher shall be denied a negotiated salary increase without justifiable cause. If requested, in writing, by the teacher, causes for denying negotiated increases shall be given to the affected teacher, in writing, prior to such action.
- D. For any properly posted position for which the School District receives fewer than five (5) applications from candidates holding licensure or anticipated licensure which allow them to perform the duties of the position, the School District may offer a candidate a one (1)-time lump sum compensation of up to \$2000, as an incentive to employment, after School Board approval and upon proper licensure by the PELSB.
- E. Teachers in the Bachelor's degree lane and the BA+15 lane will not advance in either lane beyond the sixth (6th) step. Teachers in the BA+30 lane will not advance beyond the seventh (7th) step. Those individuals that have advanced beyond any of these steps in these three (3) lanes are protected by a grandfather clause. Further, teachers hired for the 1993-94 school year or earlier shall be grandfathered in the BA lane, BA+15 lane, and the BA+30 lane for increments beyond the caps identified in this paragraph.
- F. The salary schedules are based upon a school calendar of 192 contract days, which currently includes seven (7) paid holidays and 185 work-related days. Teachers whose employment for the same position is greater than 192 contract days shall be paid at a rate computed from their annual base contractual rate of pay. Employment for less than 192 contract days or less than a full school day shall be prorated accordingly. The two (2) E.M. days in October shall be non-student and non-teacher days.
- 1 Teachers whose employment is greater than 192 contract days shall be paid at their placement on the current salary schedule. The current salary schedule is defined as July 1 – June 30. The hourly rate will be one-eighth (1/8) of the daily rate. (The 4th of July will be included if it falls within the extended period of employment.) This paragraph relates to those teachers, employed for summer school or similar duties, as defined by state statute for authorized use of summer program aid and levy. This paragraph shall not be construed to mean teachers who are employed to do curriculum work, community service work, or other special assignments included in Schedule C. Employment described in this paragraph shall be adjusted or prorated for more or less than a full school day.

- G. Teachers will be paid by direct deposit. Salary amounts due shall be posted to the bank of the teacher's choice for crediting to the teacher's account, provided such bank is a member of the Automated Clearing House.
- H. All teachers will be paid on a bi-weekly basis within each fiscal year.
1. Teachers will have the option of electing to receive the last five (5) of their bi-weekly direct deposit payments on the last regularly scheduled pay day prior to the close of the school's fiscal year or every two (2) weeks on the regularly scheduled pay day through the summer. The process for electing this option shall comply with the following requirements:
 - a. The election must be made, in writing, by the teacher and must be made prior to July 15 of each school year for extended year teachers and August 15 of each school year for regular school year teachers.
 - b. The election is irrevocable for the school year selected, and a change cannot be made until the following school year.
 - c. If a teacher fails to make an election before the deadline, the teacher will be paid on the basis of bi-weekly periods over the entire fiscal year and through the summer.
 - d. Such election shall continue from year to year at the specified amount unless the teacher notifies the School District to the contrary, in writing, during the next election period.
- I. If a teacher resigns, is terminated, or put on unrequested leave, such teacher shall be paid all earnings due in one (1) lump sum the second scheduled pay day following the effective date of resignation, termination, or placement upon unrequested leave.
- J. A teacher being compensated for additional services shall be paid through direct deposit. The teacher may elect either:
1. A lump-sum payment upon completion of services, or
 2. Spread evenly.
 - a. Majority of year: Payment divided equally over twenty-one (21) pay periods beginning with the first pay period in September or upon execution of the additional services contract, whichever is later, for activities lasting the majority of the school year.
 - b. Fall activities: Payment divided equally following September 1.
Winter activities: Payment divided equally following December 1.
Spring activities: Payment divided equally following March 5.
 - c. Other activities: Activities not being paid pursuant to H. 1. a. or b.) above will be paid equally over the course of the activity or in a lump sum at the end of the activity.

- K. When a teacher is unable to work because of an absence covered by the Minnesota Workers' Compensation Law, such teacher shall receive the regular pay until accumulated sick leave is exhausted. However, the teacher must return to the School District all money received from workers' compensation for the period covered by the sick leave and paid as temporary weekly benefits. The days charged against the said teacher's accrued sick leave, when the absence is covered by the Worker's Compensation law, shall be in proportion to the actual salary per day of said teacher less amounts paid by workers' compensation.

- L. Teachers who are members of the Appropriate Unit, called on to substitute during their preparation period on a period basis in the necessary absence of a teacher, will be paid at a rate of \$30.00 per period during 2023/2024 and \$30.00 per period during 2024/2025.

- M. Part-time teachers shall be paid a prorated salary as determined by other provisions of this Agreement.

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ARTICLE 8 - CREDIT EVALUATION

- A. All credits submitted for advancement and status on the salary schedule must have written, preapproval of a committee made up of the Director of Human Resources, an elementary teacher and principal, and a secondary teacher and principal. Teachers are to be selected by the AEA. Credits for pre-approval must be germane to the teaching assignment and submitted on credit approval forms available in each office in the School District.

Completed credits along with an official transcript must be submitted to the committee for advancement on the salary schedule prior to September 1 and/or February 1 in order for an approved lane change to be implemented for the current school year. Lane changes submitted by September 1 and approved will result in a salary/lane change for the entire school year; those submitted by February 1 and approved will result in a one-half (1/2) year salary/lane change. Mid-year lane changes result in lateral step moves on the schedule, even when moving from a frozen lane. Experience while on a frozen step/lane is not added when moving to an unfrozen lane.

Credits and educational programs used to establish status and advancement on the salary schedule shall be earned from an accredited education program, as determined by the Superintendent and evaluated semi-annually.

The decision of the committee shall not be reversed through the grievance procedure, unless its decision was unreasonable and/or arbitrary.

The committee shall select a chairperson from among its committee members. Committee action shall be by majority vote of the full membership of the committee.

- B. Credit evaluation and conversion:

Reference to credits in this article and on Schedules A and B refer to quarter credits. Semester credits will be multiplied by a factor of 1.5 for calculation purposes and converted to quarter credits (i.e., 3 semester credits x 1.5 = 4.5 quarter credits).

- C. Credits earned prior to a degree cannot count for credit beyond this degree.
- D. An earned MA or doctorate must be attained before moving to the lane for the MA+ 6TH lane
- E. The MA+6TH lane shall be interpreted as an earned doctorate degree or forty-five (45) graduate credits beyond the acquisition of a MA degree.
- F. No credit shall be earned for auditing a course.
- F. Courses which are a prerequisite to a Master's program which do not count as graduate credits cannot be accepted for graduate credit.
- G. The proof of credits earned and their level rests with the teacher. On the request of the teacher, the Superintendent may assist in establishing verification.
- H. Credits which are on file which have been verified to establish a position on the salary schedule shall not become outdated. For example, if a teacher has established his/her position on the salary

schedule at the BA+15 lane, he/she will not lose this position because these credits are more than five (5) years old.

- I. To advance on the salary schedule after the BA lane and each subsequent lane up to the MA lane, the credit must have been earned in the preceding five (5) years for each lane advancement.
- J. All credits to be accepted for the MA+6TH lane from the MA or doctorate lane must have been earned in the ten (10) years preceding the date of application. Doctorate degree must be earned.
- K.
 - 1. Five (5) of the credits for the BA+15 lane, ten (10) of the credits for BA+30 lane and fifteen (15) of the credits for BA+45 lane may be undergraduate credits, provided that these credits are germane to the teaching assignment, have been earned subsequent to the granting of the BA degree, and have received prior approval of the Superintendent.
 - 2. When a teacher earns undergraduate credits necessary for the completion of licensing requirements and has received prior approval by the committee for this course work, these credits may be applied for lane change described in K.(1) and as follows: ten (10) of the credits for the MA+30 lane and fifteen (15) of the credits for the MA+6TH lane.
- L. The teacher using a vocational license shall be given special consideration in credit evaluation since he/she does not necessarily have a BA and/or MA but rather are teaching with a license based on other factors. Initial vocational license shall be equivalent to a BA
- M. A teacher possessing both a Bachelor's degree and using a vocational license shall be placed on the BA+15 lane and on the step commensurate with his/her teaching and/or occupational experience. An additional fifteen (15) quarter hours toward the MA+6TH lane will be granted for those who have a master's degree and are using a vocational license.
- N. Advancement to the BA+45 lane for teachers of Kindergarten through Grade 12 may include credits for state-approved and/or director-approved seminars in their instructional area. Prior approval must be given and in the personnel file. One (1) quarter of credit will be granted for each thirty (30) clock hours of seminars. A maximum of five (5) quarter hours granted through seminars may be used at the BA+15 lane, ten (10) quarter hours at the BA+30 lane, and fifteen (15) quarter hours at the BA+45 lane. The clock hours may be accumulative in order to reach thirty (30) clock hours or a multiple of thirty (30) clock hours. For advancement to the MA+30 lane, ten (10) quarter hours for approved seminars may be used and fifteen (15) quarter hours at the MA+6TH lane may be used. The clock hours may be accumulated in order to reach twenty-five (25) clock hours or a multiple of twenty-five (25) clock hours.

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ARTICLE 9 - PRIOR TEACHING EXPERIENCE

- A. 1. Teachers with previous experience will be given credit on the salary schedule for each year of teaching experience. One (1) full semester or more of teaching will be counted as a year. At its discretion, the School District may grant to newly employed teachers maximum credit for their years of experience.
 2. Military teaching experience will be allowed and counted as teaching experience with a maximum of five (5) years allowed. A calendar year of military teaching will be counted as a year of teaching experience. A fraction of a year of military teaching less than six (6) months will not be counted. Applicable military work experience may be counted as teaching experience for teachers employed in a capacity requiring vocational certification.
 3. Teachers hired after July 1, 2000, in the bachelor's degree lane and the BA+15 lane will not be placed on the salary schedule beyond the sixth (6th) step. Teachers hired after July 1, 2000, in the BA+30 lane will not be placed on the salary schedule beyond the seventh (7th) step.
- B. Placement may occur at a step higher than the sixth (6th) step, but prior teaching experience shall be necessary for placement at the ninth (9th) year of experience step.
- C. Teachers with previous teaching experience in the School District shall, upon returning to the system, receive full credit on the salary schedule for all outside teaching experience up to five (5) years if the total number of years outside experience has not been previously credited and if the experience falls within allowances in paragraphs A. 1., A. 2., and B. above.
 2. Teachers who have not been engaged in teaching or other activities indicated above or who have been credited with the total amount of prior teaching experience shall, upon returning to the system, be restored to the next position on the salary schedule above that at which they left.
 3. Previously accumulated unused sick leave days shall be restored to all returning teachers.
- D. The term, "teaching experience," shall also include related work experience as approved by the Superintendent.

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ARTICLE 10 - COMPENSATION FOR SPECIAL ASSIGNMENTS

- A. Compensation for special assignments to teachers shall be as provided in Schedule C. The School District shall continue to have the right to develop new programs and new special assignments.

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ARTICLE 11 - COMPENSATION FOR STUDENT TEACHERS SUPERVISION

- A. All proceeds from fees paid by colleges or universities for local supervision of student teachers shall be paid to the teacher(s) responsible for the supervision of the student teacher. The amount, in each case, will be prorated among the number of teachers supervising the student in proportion to the time involved and by the amount paid by each college or university for this purpose.

- B. This provision will also apply to educational aide internships.

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ARTICLE 12 - INSURANCE

- A. The School District will furnish health and hospitalization insurance, and such insurance plan shall be maintained at the actuarial equivalent of the plan in effect in the 1989 school year. Coverage will be provided by a preferred provider organization.
- B. Teachers will be allowed to choose from two (2) health and hospitalization insurance plan options covering both single and family selections if they wish to elect coverage. The teachers will be allowed to choose between single and family coverage for dental. The plan options and the School District and teachers contributions are as follows for each teacher who qualifies for and is enrolled in the group health and hospitalization insurance plan:

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

- i. Single Coverage: The School District will contribute 93% per month of the teacher's premium up to a maximum of \$1,040 in 2023-2024 and \$1,124 in 2024-2025 for health and hospitalization insurance coverage for each teacher who qualifies for and is enrolled in the group health and hospitalization insurance plan and who selects single coverage.
- ii. Family Coverage: The School District will contribute 87% per month of the teacher's premium up to a maximum of \$2,135 in 2023-2024 and \$2,306 in 2024-2025 for health and hospitalization insurance coverage for each teacher who qualifies for and is enrolled in the group health and hospitalization insurance plan and who selects family coverage.

2. High Deductible Plan: The School District shall offer a high-deductible health and hospitalization insurance plan coupled with a Health Savings Account (hereinafter "HSA"). Each teacher who chooses to enroll in the High Deductible/HSA Plan will receive a School District contribution to a HSA set up for that teacher. See ARTICLE 33 regarding long term substitutes for specific information regarding their benefit. The following provisions apply to the High Deductible/HSA Plan offered by the School District:

- i. Single Coverage: The School District will contribute 100% per month of the teacher's premium up to a maximum of \$1,040 in 2023-2024 and \$1,124 in 2024-2025 for health and hospitalization insurance coverage for each teacher who qualifies for and is enrolled in the group health and hospitalization insurance plan and who selects single coverage.

1. The School District will contribute fifty percent (50%) of the deductible annually to each qualified, regular teacher's HSA account in one (1) annual installment the first business day of teacher's first qualifying (teaching) year.

The School District will contribute fifty percent (50%) of the deductible annually to each qualified, regular teacher's HSA account in four (4) equal payments on the first business day of each business quarter of teacher's second qualifying (teaching) year and thereafter.

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

- ii. Family Coverage: The School District will contribute 100% per month of the

teacher's premium up to a maximum of \$2,135 in 2023-2024 and \$2,306 in 2024-2025 for health and hospitalization insurance coverage for each teacher who qualifies for and is enrolled in the group health and hospitalization insurance plan and who selects family coverage.

1. The School District will contribute fifty percent (50%) of the deductible annually to each qualified, regular teacher's HSA account in one (1) annual installment the first business day of a teacher's first qualifying (teaching) year.

The School District will contribute fifty percent (50%) of the deductible annually to each qualified, regular teacher's HSA account in four (4) equal payments on the first business day of each business quarter of teacher's second qualifying year and thereafter.

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

- iii. If a teacher 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 teacher is contracted compared to the total teacher days of a fulltime teacher.

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 and hospitalization insurance plan.

Contributions to the HSA arrangement described in this section in the future will be determined by a successor Agreement.

- iv. The School District will be responsible for payment to the HSA for administrative fees.

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

C. The School District will furnish all teachers income protection insurance. The cap on coverage will be \$70,000 in maximum benefits, effective July 1, 2009. The School District will pay for the insurance premium, which must be maintained as a selected group insurance. All teachers will be required to enroll.

D. The School District will furnish all teachers term life insurance in the amount of \$35,000 (effective February 1, 1994), including accidental death and dismemberment benefits. The School District will pay for the insurance, which must be maintained as a selected group insurance. All teachers will be required to enroll.

E. Dental Insurance

1. The School District will contribute up to \$15.89 per month per teacher, for single 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. This insurance must be maintained as a selected group insurance. Any additional premium cost will be paid by the teacher by payroll deduction.
 2. The School District will contribute up to \$48.60 per month, for family coverage, eighty percent – twenty percent (80% - 20%) (based upon usual and customary fee of dentists) coinsurance, 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. This insurance must be maintained as a selected group insurance. Any additional premium cost will be paid by the teacher by payroll deduction.
 3. Deductible per coverage year will be \$50.00 per individual. Maximum amount payable per covered person per coverage year shall be \$2000.00.
- F. Insurance coverage will continue through August 31 for teachers placed on unrequested leave and for teachers whose contracts are not renewed.
- G. In order to be eligible for the insurance benefits described in this article, teachers must have a contract equivalent to half time or more. Insurance benefits described in this article will be made available to all teachers whose contracts are for less than half time at the teacher's expense. This provision is dependent upon the availability of obtaining the coverage provided herein.
- H. The School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to in this Agreement, and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

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ARTICLE 13 - MILEAGE REIMBURSEMENT AND TRAVEL TIME

A. Teachers 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. In- district mileage will be reimbursed at the federal IRS mileage rate upon submission of a mileage reimbursement claim form.
2. Approved out-of-district travel will be paid upon submission of a mileage reimbursement claim form at the federal IRS mileage rate.
3. All mileage reimbursement requests must be submitted within thirty (30) days of when the mileage is accrued.
4. The School District will make every effort to afford teachers assigned to more than one (1) building adequate travel time, at a minimum of twenty (20) minutes. For the purpose of this Agreement, the buildings of Ellis Middle School and IJ Holton shall be considered a single campus. The building principals involved will work with the teacher to determine, on a case by-case basis, how much time is required for travel among the multiple sites.

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ARTICLE 14 - WORKING HOURS

- A. The School District shall maintain as much uniformity in working hours as is reasonably possible. The normal working day shall mean a working day not to exceed eight (8) hours, which shall include a minimum duty-free lunch period of not less than thirty (30) minutes.
- B. The Superintendent shall not require unreasonable or excessive assignments of unpaid nonteaching assignments after the regular school day.
- C. When teachers are required to perform instructional/professional duties at times or on days other than those normally worked, they shall be compensated for that time, either by alternative time off or an equal amount at a time mutually agreed to, or by additional salary on a prorated basis, as determined by the School District.
- D. Teachers will be allowed to leave each Friday or the last day of the work week ten (10) minutes after student dismissal, or 10 minutes before student arrival, as mutually agreed upon between the AEA and the superintendent. Woodson will be thirty-five (35) minutes after student dismissal under current schedule. If the last day of the work week is an early release day for students, teachers will be dismissed at their building's regularly scheduled student dismissal time. Woodson clause will sunset following the 2023-2024 school year.
- E. For those teachers working in the Counseling Department, program needs dictate educational opportunities for students at different times of the day and evening and necessitate flexible scheduling. If program needs determine that working in the late afternoon or evening is necessary, counselor staffing may be arranged by scheduling a later start and finish time than the normal workday.
- F. The placement of workdays within the Counseling Department may be different from that of the regular K-12 school year. Teacher workday placement established in the School Calendar shall be applicable to the extent possible. The administration will work with the counselors and an AEA representative in developing counselor schedules which will take into account individual concerns and preferences to the extent possible.
- G. For those elementary teachers working in the All-Day Kindergarten program, the normal working day shall be eight (8)-hours, with a duty-free lunch period of thirty (30) minutes. Within the normal working day, All-Day Kindergarten teachers have 315 minutes of instructional time. These teachers shall have preparation time inside of the instructional day for a total of forty-five (45) minutes per day and 225 minutes per week. Beginning the 2024-2025 school year, Article 14, section G will sunset and preparation time will follow Article 14, section H.
- H. Definitions:
 - a. **Educator Preparation Time:** Shall be defined as a block of time during the student contact day for the educator's professional use.
 - b. **Supervision:** "Supervision" as used herein shall be defined any non-instructional professional duties as assigned by the building administrator. Such duties may include, but are not limited to, hallway supervision, meal supervision, colleague coverage, recess, and arrival and dismissal of students.

- I. Within the normal working day elementary teachers have 315 minutes of instructional time. Within the normal working week, five (5) working days, elementary teachers have 225 minutes of weekly preparation time inside the instructional day. If additional instructional time is added to the elementary teacher workday, an equal amount of elementary preparation time will also be added on a minute per basis. The instructional time and preparation time applies to elementary (1-4) teachers, elementary special education teachers, and elementary specialists. The goal will be usable blocks of time of twenty (20) minutes (or more) each day, with each block of preparation time being at least ten (10) minutes, with a minimum of one (1) ten (10)-minute block each day. Beginning the 2024-2025 school year, elementary teachers will have a minimum of 285 minutes of weekly preparation time inside the instructional day.
- J. At the Intermediate School, teachers shall have, within the normal working day 300 minutes of instructional time, forty-five (45) minutes of daily preparation time and up to forty-five (45) minutes of supervision/teaming.
- K. For those teachers working at the High School (9-12) and Middle School (7-8), in an eight (8)-period day, there will be two (2) preparation periods inside the instructional day. In a seven (7) period day, there will be one (1) preparation period and one (1) supervision period inside the instructional day, or an equivalent average over the two (2) semesters during the school year. In a six (6)-period day, there will be one (1) preparation period inside of the instructional day.
- L. Program needs dictate educational opportunities for students at different times of the day and evening. Programmatic needs of the different curriculum of the Area Learning Center necessitate flexible scheduling.
- M. If program needs determine that scheduling classes in the late afternoon or evening is necessary, teacher staffing may be arranged by scheduling a later start and finish time than the normal teacher workday.
- N. The workday at the Area Learning Center may be different from the K-12 system. Working hour provisions delineated in ARTICLE 14 shall be applicable to the extent possible. The administration will work with the teachers within the Area Learning Center and an AEA representative in developing teaching schedule assignments which will take into account individual concerns and preferences to the extent possible. A committee consisting of all Area Learning Center teachers, an AEA representative, the High School Administration, and the Director of Human Resources shall meet to develop a solution to the situation.
- O. Austin Public Schools and the Austin Education Association understands there is a need for mentorship and professional staff development for teachers in their probationary years. As part of the collective bargaining agreement, all 1st year probationary teachers and previously tenured teachers in their 1st year with Austin Public Schools will participate in 40 additional hours of development, 2nd year probationary teachers will participate in 30 additional hours of development, and 3rd year probationary teachers will participate in 20 additional hours of development. These additional hours will be considered part of their standard contract and not subject to Article 14, section C – Additional instructional/professional duties.

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ARTICLE 15 - WEATHER AND EMERGENCY-RELATED CLOSURES

- A. When weather conditions or other emergency situations necessitate the closing of school or individual buildings on a student day, either for an entire day or a portion of a day, teachers are not required to be present, and no pay deduction shall be made. However, this paragraph shall not apply in those situations where schools are closed for an extended period of time, in which case teachers shall make themselves available for assignment.
- B. Sick days used during school days that are canceled because of weather or other emergency conditions will be reinstated.
- C. Pre-approved personal leave used on a day when school is subsequently canceled because of weather or emergency conditions will be reinstated if the teacher has been unable to complete his/her activity. The teacher will be responsible for notifying the Human Resources Office within two (2) working days that he/she was unable to complete his/her activity.
- D. Pre-approved emergency leave days without pay will be reinstated when school is canceled because of weather or other emergency conditions. The teacher will be responsible for notifying the Human Resources Office within two (2) working days if they were unable to complete his/her activity. Emergency leave days arranged the day the school cancellation occurs will not be reinstated.
- E. When a teacher is unable to get to work because of inclement weather conditions and school is still scheduled, he/she may request to use a personal day if they have one available, and the requirements of ARTICLE 29 are met. If a personal day is not available, a non-disciplinary unpaid leave will be assessed.
- F. When school is canceled after a teacher has called the Human Resources Office to notify the School District that he/she was unable to make it to work because of inclement weather, the teacher will have the cost of a sub-deduction from his/her salary for that day. If a personal day was approved earlier that same day, the personal leave day will be reinstated, but the teacher will be charged the cost of a sub-deduction from his/her salary.
- G. In the event a student day is lost for an emergency, teachers shall perform their duties on such other day in lieu thereof as the Superintendent or his/her designee may determine, except that teachers shall be required to make up time only on a day when students are required to be in attendance.

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ARTICLE 16 - TEACHER VACANCIES AND TRANSFERS

- A. Teachers who desire to change grade, subject matter, or building assignments must submit such a request to the Director of Human Resources in writing. Such requests shall indicate the reasons for the transfer, the school, position, or grade desired, and the applicant's qualifications. All requests not granted on or before July 1 for teachers for all teachers, shall be deemed automatically denied.

- B. The School District shall have the absolute right to fill the vacancy and the newly created position from among then existing teachers or by hiring new teachers, subject to the recall provisions of ARTICLE 21, and, in addition, the School District reserves and retains the sole and absolute right to transfer teachers. The decision of the School District shall not, in any way, be a subject for grievance or in violation of this Agreement. This article shall not be construed in such way to give anyone a claim to such position.

Notwithstanding the above, the teacher 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 21.

- C. Any teacher who shall be transferred to an administrative or executive position shall continue to accrue benefits as if the teacher belonged to the Appropriate Unit, and such accrued benefits shall be credited to such teacher when he/she returns to the Appropriate Unit, less any such benefits used by such teacher.

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ARTICLE 17 - TEACHER LICENSURE

- A. To ensure teachers hired by the School District are properly licensed in the School District, the following procedure will be followed:
- B. Teachers who have failed to obtain or renew their license by August 15 prior to beginning teaching with the School District will be given written notification of possible suspension without pay. If a continuing contract teacher's license has not been renewed or the PELSB does not list the license as 'Printed/Issued' on its website by 4:30 pm on the first student contact day of the year in which the teacher must renew, the teacher may be suspended without pay. Verification of license will be made by checking the PELSB website.
- C. If said teacher has not achieved licensing status by October 1st, 4:30 p.m. of the year he/she has been placed on unpaid suspension the School District may initiate termination proceedings following [M.S. 122A.40](#). If said teacher has not achieved licensing status by December 31, 4:30 p.m. of the year he/she has been placed on unpaid suspension, such teacher may be placed on a second unpaid suspension for the second semester, and the School District may initiate termination proceedings following [M.S. 122A.40](#). Each individual teacher is obligated to file for record his/her most current teacher's license. The School District is not obligated to recognize a teacher's licensure classification unless it is included on his/her most recent license filed for record with the School District administration office. Any decision not to suspend shall not be construed as establishing a past practice or prejudice the School District's right to enforce such restrictions at its discretion.

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ARTICLE 18 - DISCIPLINE, SUSPENSION, AND DISMISSAL POLICY

A. PURPOSE

The purpose of this policy is to achieve the effective operation of the School District's programs through the cooperation of all teachers under a system of policies and rules applied fairly and uniformly.

B. GENERAL STATEMENT OF POLICY

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive corrective action. While the School District intends that, in most cases, progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a manner otherwise is solely within the discretion of the School District.

The School District shall not meet with a member of the teacher bargaining unit for the purpose of questioning the teacher during an investigation that may lead to discipline without first offering the teacher an opportunity for AEA representation. Any teacher waiving the right to such representation must do so, in writing, prior to the questioning.

C. DISCIPLINE

1. Violation of School Laws and Rules

The form of discipline imposed for violations of school laws and rules may vary from an oral reprimand to termination of employment or discharge, depending upon factors such as the nature of the violation, whether the violation was intentional, knowing, and/or willful, and whether the teacher has been the subject of prior disciplinary action of the same or a different nature. School laws and rules to which this provision applies include:

- a. policies of the School District;
- b. directives and/or job requirements imposed by administration and/or the teacher's supervisor; and
- c. federal, state, and local laws, rules, and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies

2. Substandard Performance

A teacher's substandard performance may result in the imposition of discipline ranging from an oral reprimand to termination of employment or discharge. In most instances, discipline imposed for the reason of substandard performance will follow a progressive format and will be accompanied by guidance, help, and encouragement to improve from the teacher's supervisor and reasonable time for correction of the teacher's deficiency.

3. Misconduct

Misconduct of a teacher will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

- a. unprofessional conduct;
- b. failure to observe rules, regulations, policies, and standards of the School District and/or directives and orders of supervisors and any other act of an insubordinate nature;
- c. continuing neglect of duties in spite of oral warnings, written warnings, and/or other forms of discipline;
- d. personal and/or immoral misconduct;
- e. use of illegal drugs, alcohol, or any other chemical substance on the job or any use off the job which impacts on the teacher's performance;
- f. deliberate and serious violation of the rights and freedoms of other teachers, students, parents, or other persons in the school community;
- g. activities of a criminal nature relating to the fitness or effectiveness of the teacher to perform the duties of the position;
- h. failure to follow the canons of professional and personal ethics;
- i. falsification of credentials and experience;
- j. unauthorized destruction of School District property;
- k. other good and sufficient grounds relating to any other act constituting inappropriate conduct;
- l. neglect of duty;
- m. violation of the rights of others as provided by federal and state laws related to human rights.

D. FORMS OF DISCIPLINE

- 1. The forms of discipline that may be imposed by the School District include, but are not limited to:
 - a. oral warning;
 - b. written warning or reprimand;
 - c. disciplinary suspension, demotion, or leave of absence with pay;
 - d. disciplinary suspension, demotion, or leave of absence without pay; and
 - e. dismissal/termination or discharge from employment.

2. Other forms of discipline, including any combination of the forms described in paragraph A above, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish the School District's objective of stopping or correcting the offending conduct and improving the teacher's performance.
3. If the School District believes that just cause for suspension exists, the teacher and the AEA shall be notified, in writing, that the teacher has been proposed for suspension. Nothing in this section shall prevent the School District from suspending a teacher with pay indefinitely until the time of the disciplinary meeting.
4. Dismissal or termination of members of the bargaining unit shall be done in accordance with M.S. 122A.40, Subd. 9, and/or M.S. 122A.20, Subd. 13.

E. PROCEDURES FOR ADMINISTERING DISCIPLINE

1. In an instance where any form of discipline is imposed, the teacher's supervisor will:
 - a. Advise the teacher of any inadequacy, deficiency, or conduct which is the cause of the discipline, either orally or in writing. If given orally, the supervisor will document the fact that an oral warning was given to the teacher specifying the date, time, and nature of the oral warning.
 - b. Provide directives to the teacher to correct the conduct or performance.
 - c. Forward copies of all writings to the administrator in charge of personnel for filing in the teacher's personnel file.
 - d. Allow a reasonable period of time, when appropriate, for the teacher to correct or remediate the performance or conduct.
 - e. Specify the expected level of performance or modification of conduct to be required from the teacher.
2. The School District retains the right to immediately discipline, terminate, or discharge an teacher as appropriate, subject to relevant governing law and collective bargaining agreements where applicable.

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ARTICLE 19 - RETIREMENT BENEFITS

- A. New hires employed into the unit on July 1, 2019, and thereafter shall not be eligible to receive an employer contribution toward term life insurance and health insurance benefits upon retirement.
1. Teachers whose hire date/seniority date is after July 1, 2019, are eligible for a Retiree Only HRA. The benefits outlined in this subdivision shall be available to regular teachers that work .50 FTE or more whose seniority date is on or after July 1, 2019, for the full school year. Teachers must be actively working for the full school year to be eligible for the Retiree Only Health Reimbursement Arrangement (HRA) contribution. Teachers on leave of absence during a school year will not be eligible for Retiree Only HRA contributions for that school year. The HRA contribution will not be prorated for partial school years worked with the following exception: teachers who retire prior to the end of the school year will receive a prorated contribution based on the number of days worked divided by the total number of teacher duty days in the school year during which they retire.
 2. Beginning in contract year 2021-2022, the district will set aside \$400.00 annually for all newly hired full-time teachers. Regular part-time teachers that work .50 FTE or more will receive a prorated portion of the contribution. The district contribution will be made in July following the preceding full school year of service. The district contribution will be deposited into a district reserved account (IRS Section 115 Irrevocable Trust) on behalf of all eligible employees as outlined in this article; however, all district contributions will remain district assets until eligible employees meet the district's vesting requirements. Teachers will become vested when they have at least 10 years of continuous service to the district, including District approved leaves of absence and reach age 57. For each year of service thereafter, the district will continue to deposit \$400.00 annually in the HRA account of all eligible full-time employees as outlined in this article. The deposit for part-time teachers will be prorated to the FTE for which they are contracted. The district contributions will be made in July following the preceding full school year of service. The vested teacher will have access to his/her HRA account balance upon separation of employment. Teachers whose seniority date is on or after July 1, 2019, shall not be eligible for other benefits provided under Article 19, Retirement Insurance; Section b.
- B. The provisions of this article shall be available only to those teachers who were employed into the unit prior to July 1, 2019, and have at least ten (10) years of continuous employment with the School District (including the year in which such notice of resignation is submitted) immediately preceding the year of separation of service. This provision shall not apply to teachers who have been on longterm leave of absence without pay for more than one (1) year at the time of separation of service but shall apply to teachers on long-term disability leave or unrequested leave at the time of separation of service.
- C. Any teacher submitting a written resignation prior to March 1 of any school year, for the purpose of separation of service, who will reach the age of fifty-five (55) or older prior to June 30 of that calendar year shall:
1. Choose from two (2) health and hospitalization insurance plans: (1) a single coverage \$250/\$500 deductible plan; or a single coverage High Deductible Plan coupled with a HSA), as outlined in ARTICLE 12. The teacher will pay the same monthly contribution as active teachers; therefore, as the contribution changes for active teachers, retiree

contributions will change in accordance. Dependent coverage will be available for the teacher to purchase at his/her expense for the difference between single and dependent coverage.

- a. If the retired teacher retains employment with another employer after retiring from the School District and he/she opts out of the School District retiree insurance plan, the teacher shall not be eligible to re-enroll in any School District insurance plans.
2. Receive term life insurance in the amount of \$35,000 (without accidental death and dismemberment coverage) for the teacher at no cost.
 3. Health and hospitalization insurance and term life insurance benefits shall cease and no longer be available to said teacher upon reaching age 65 or if insurance benefits are provided by a different employer following retirement from Independent School District No. 492.

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ARTICLE 20 - TAX-DEFERRED MATCHING FUNDS PLAN 403(B)

- A. To be eligible to receive a School District-matching contribution to a state-approved 403(B) taxdeferred matching annuity, in accordance with [M.S. 356.24](#), as amended, a teacher must have the following:
1. A teacher must have at least three (3) consecutive years of teaching experience in the School District
 2. The teacher is full time or part time with an assignment of at least 0.5 full-time equivalent (FTE). The School District’s annual maximum contribution for part-time teachers shall be prorated based on the part-time teacher’s FTEs.
 - i. For example, a fourth (4th) year, part-time (0.5 FTE) teacher would be eligible to receive fifty percent (50%) of the School District’s contribution.
 3. The teacher has elected and authorized 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 July 1 of the same year.
 4. The teacher has notified the School District, in writing, by September 1 of that year of first time participation, of his/her intention to participate in this non-elective 403(B) tax-deferred annuity and the amount of his/her contribution. The teacher’s participation in the 403(B) plan shall continue from year to year at the specified amount, unless the teacher notifies the School District to the contrary.
- B. Teachers eligible, under paragraph A. of this article, upon tenure in the School District, shall be eligible for a maximum annual School District matching contribution according to the sliding scale shown below:

<u>Current Year of Service to APS</u>	<u>Maximum Annual Matching Amount</u>
Tenure-8	\$ 600
9-12	\$ 800
13-15	\$ 1,200
16-19	\$ 1,600
20+	\$ 2,000

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ARTICLE 21 - UNREQUESTED LEAVE OF ABSENCE (ULA)

The purpose of this article is to implement the provisions of [M.S. 122A.40, Subd. 10](#), and shall constitute a plan for unrequested leave of absence because of discontinuance of position, lack of pupils, financial limitations, or merger of classes caused by consolidation of districts.

- A. The School Board shall make the determination whether any teaching position shall be discontinued. Positions may be discontinued for various reasons, including lack of pupils, discontinuance of programs, changes in curricula offerings, financial limitations, merger of classes caused by consolidation of districts and other similar and reasonable situations, and such other reasons as provided in Minnesota Statutes.
 - a. In the event of discontinuance of a position which, in turn, necessitates a reduction in teachers, then any teacher is subject to layoff according to and following the provisions of this article.
 - b. Layoff, for the purposes of this article, shall mean and include placement on unrequested leave of absence, as provided herein, for tenured teachers, layoff without recall rights for teachers employed three fifths (3/5) time or less pursuant to paragraph E.11.b. of this article, and non-renewal of probationary teachers' contracts. The provisions of this article shall not limit or restrict the right of the School District to terminate tenured teachers' contracts or to non-renew probationary teachers' contracts under Minnesota Statutes other than [M.S. 122A.40, Subd. 10](#).

- B. ULA and recall shall be on the basis of seniority within a seniority unit, as defined in this article, and shall be according to the provisions set forth in this article. However, seniority shall not entitle a teacher to a position for which the teacher is not qualified.
 - a. A seniority list shall be established which designates each seniority unit, as defined in paragraph F.2. of this article. The seniority list shall include the name of each teacher in the seniority unit (including probationary teachers, except that such inclusion shall not grant seniority to probationary teachers and is for information only), the years of seniority, the earliest (first) date of continuous employment, the step placement on the salary schedule, and the lane placement on the salary schedule. The seniority list shall be posted on or before November 1. A copy of the tentative list will be posted in the Human Resources Department, and a copy will be sent to the President of the AEA electronically or by certified or registered mail. The seniority list will become final ten (10) days of the AEA receiving it. Any teacher whose name appears on such list and who may disagree with the order of seniority in said list shall have ten (10) days from the date of posting to supply written documentation, proof, and request for seniority change to the Superintendent. Within ten (10) days thereafter, the School District shall evaluate any and all such written communications regarding the order of seniority contained in said list and may make such changes the School District deems warranted. A final seniority list shall thereupon be prepared by the School District, which list as revised shall be binding on the School District and any teacher. A copy of the final seniority list will be posted in the Human Resources Department, and a copy will be sent to the President of the AEA electronically or by certified or registered mail.
 - b. If the posting is delayed, the time within which challenges to the seniority list may be made shall be extended to twenty (20) days following the date of the delayed posting. After the challenged period expires, a copy of such new official seniority list shall be

posted in the Human Resources Department, and a copy will be sent to the President of the AEA electronically or by certified or registered mail.

- c. The column showing lane placement is final as of July 1, 1977, except that any subsequent change in lane placement, approved by School Board action, which advances a teacher to a lane different than shown herein, shall be taken into consideration for purposes of breaking ties involved in placements on unrequested leave of absence, and shall not include any midyear lane changes but, rather, only those lane changes which are effective for the entire year of the teacher's individual contract.

C. Seniority

- a. Seniority shall be defined as continuous employment from the most recent date of employment within a seniority unit, as described in paragraph E., and shall be by one-half (1/2) year or one (1) full year of employment or multiples thereof. Continuous employment, for purposes of seniority, shall include all continuous employment in the School District as a qualified teacher.
- b. Seniority shall be computed upon services as a qualified teacher rendered during a fiscal year (July 1 through June 30) rather than a calendar year. In any one (1) fiscal year, a teacher shall accrue a maximum of one (1) year's seniority for all services performed as a qualified teacher.
- c. A half year of seniority shall be granted for one (1) semester or major fraction thereof. A full year of seniority shall be granted for any part of a school year more than one (1) semester up to a full fiscal year.
- d. Seniority shall continue to accrue while on sabbatical/occupational leave of absence.
- e. Seniority shall continue to accrue while on military leave of absence.
- f. Seniority shall continue to accrue for a qualified teacher within his/her seniority unit while on an assignment with the School District but outside the enumerated seniority units.
- g. Seniority shall continue to accrue while on sick leave or during the Family and Medical Leave Act (FMLA) covered portion of a child care leave within a school year but shall be frozen at the end of the school year until the teacher returns from sick leave.
- h. Seniority shall be frozen while on child care leave after the FMLA covered portion of the leave has ended.
- i. Seniority shall continue to accrue while on leaves for exchange teacher programs.
- j. Seniority shall continue to accrue while on Leave of Absence Without Pay for less than one (1) semester.
- k. Seniority shall not be accrued while on long-term substitute teaching; however, when a longterm substitute teacher receives a teacher's continuing contract with the School

District, as referred to in [M.S. 122A.40, Subd. 7](#), then years of seniority shall be credited retroactively to the last date of continuous employment with the School District for which continuous years the teacher was employed as a qualified teacher in at least in a half-time capacity.

- l. For teachers, other than long-term substitutes, seniority shall be granted to those qualified teachers who have a contract for more than three-fifths (3/5) time. For purposes of determining this formula relating to three-fifths (3/5) time, reference shall be made directly to the particular teacher's contract with the School District.
- m. For purposes of computing the amount of seniority teachers covered by paragraph C.k and C.l are entitled, any such qualified teacher who qualifies for seniority shall have seniority computed in accordance with paragraph C.c. of this article without any prorating.
- n. Seniority shall not accrue during the probationary period, but seniority shall be credited within a seniority unit retroactively for probationary time when tenure is achieved.
- o. Seniority shall be frozen at time of layoff under the provision of this article.

D. A teacher will be assigned to a seniority unit according to the following provisions:

- a. Teachers shall be assigned as a member of the seniority unit in which such teacher's assignment is more than half time.
- b. Except as provided in i. below, a teacher will be a member of the seniority unit in which such teacher was assigned at the time of the discontinuance of position.
 - i. Teachers who are transferred from one (1) seniority unit to another seniority unit shall be credited with their past seniority in the new seniority unit, and they shall also maintain their seniority in their former seniority unit for three (3) calendar years after the date of transfer after which time they shall not have seniority in their former seniority unit.
- c. No kindergarten through sixth (6th) grade certified classroom teacher assigned to the middle school shall teach half time or more in grades seven (7) and eight (8). No seventh (7th) through twelfth (12th) grade certified teacher assigned to the middle school shall teach half time or more in grade six (6). Teachers in secondary (grades 7-12) seniority units or the K6 seniority unit shall stay in their existing seniority classification in the middle school, unless the teacher voluntarily elects to change classification.

E. Qualified teachers will be assigned to the following seniority units according to the provisions of this article. The listing of these seniority units shall not require the School District to continue each of such seniority units. The listing of these seniority units shall not be construed as departments for purposes of administration.

Seniority Units:

a. There shall be one (1) seniority unit in the elementary school composed of teachers assigned to kindergarten through sixth (6th) grade inclusive. except for those teachers who are specifically assigned to one of the other seniority units listed below.

b. There shall be the following seniority units within the secondary school, each of which shall be a separate seniority unit:

Mathematics:	Grades seven (7) through twelve (12) inclusive
Science and Health:	Grades seven (7) through twelve (12) inclusive
Social Studies:	Grades seven (7) through twelve (12) inclusive
Language Arts:	Grades seven (7) through twelve (12) inclusive
Business Education:	Grades five (5) through twelve (12) inclusive
Industrial Arts:	Grades seven (7) through twelve (12) inclusive
Agriculture:	Grades seven (7) through twelve (12) inclusive
Family & Consumer:	Grades seven (7) through twelve (12) inclusive
Work Experience:	Grades seven (7) through twelve (12) inclusive

c. There shall be the following additional seniority units, each of which shall be a separate seniority unit:

MSMH, MMMH, DCD:	Grades kindergarten through twelve (12) inclusive
SLD:	Grades kindergarten through twelve (12) inclusive
EBD:	Grades kindergarten through twelve (12) inclusive
ABS:	Grades kindergarten through twelve (12) inclusive
ASD:	Grades kindergarten through twelve (12) inclusive

Early Childhood Special Ed:	Grades Pre-K
Foreign Language:	Grades kindergarten through twelve (12) inclusive
Physical Education:	Grades kindergarten through twelve (12) inclusive
Media Generalists:	Grades kindergarten through twelve (12) inclusive
Art:	Grades kindergarten through twelve (12) inclusive
Specialists:	Grades preschool through twelve (12) inclusive
(OT, PT, LSN, DHH, School Social Worker)	
Guidance:	Grades kindergarten through twelve (12) inclusive
Music I:	Grades kindergarten through twelve (12) inclusive
(Classroom Music, General Music, and Vocal Music)	
Music II:	Grades kindergarten through twelve (12) inclusive
(All Instrumental Music, including Orchestra, Strings, and Band)	
School Psychologist:	Grades preschool through twelve (12) inclusive
Speech Language Pathologist:	Grades preschool through twelve (12) inclusive
English as a Second Language:	Grades kindergarten through twelve (12) inclusive

d. Notwithstanding any seniority provision herein to the contrary, any teacher transferred to the position of “In-School Suspension” retains such seniority in the seniority unit from which the teacher transferred and shall continue to accrue seniority in the same seniority unit from which transferred.

If a vacancy occurs in the “In-School Suspension” position, the School District may select the person to fill the vacancy without regard to the provisions of the Agreement. If the person

hired to fill the vacancy is a certified teacher, such teacher shall accrue seniority in the seniority unit of his/her area of certification, and if such person is certified in more than one (1) area, then such person shall, upon employment, select, in writing, one (1) seniority unit for seniority purposes.

- F. Discontinuance of positions and layoff shall be by seniority units. Within the seniority unit, seniority shall be according to the official seniority list. The order of layoff in the seniority unit shall be as follows:
- a. Probationary teachers in the seniority unit affected by discontinuance shall be laid off first, and they shall not be subject to the recall provisions of this article.
 - b. Any probationary teacher's contract may be non-renewed whether, or not the discontinuance of position is in the probationary teacher's seniority unit, and the Superintendent has the prerogative to move a tenured teacher outside his/her seniority unit to the opening, although the Superintendent shall not be mandated to do so.
- G. Tenured teachers within the seniority unit affected by the discontinuance shall be placed on ULA in inverse order to their seniority, meaning the least senior teacher within the unit will be placed on ULA first.
- a. If tenured teachers have equal seniority within an affected seniority unit, the following provisions shall be applied to break ties in the following order of priority:
 - i. If seniority is equal, the teacher with the earliest (first) date of continuous employment shall be considered the most senior.
 - ii. If the earliest (first) date of continuous employment is the same, the teacher having the highest step placement on the salary schedule shall be considered the most senior.
 - iii. If the step placement on the salary schedule is the same, the teacher having the highest lane placement on the salary schedule shall be considered the most senior.
 - iv. If the lane placement on the salary schedule is the same, the teacher having the earliest date of School Board approval of his/her original contract shall be considered the most senior.
 - v. If the date of School Board approval of their original contract is the same, the teacher having the earliest job application on file shall be considered the most senior.
 - vi. If the date of job application is the same, the Superintendent will recommend to the School Board which teacher is to be retained on the basis of qualifications, job performance, and other factors deemed relevant by the Superintendent.
 - b. At the time of discontinuance of the position, if another position is available for which the teacher is qualified, such teacher shall have the opportunity for employment in that position on the basis of seniority within the seniority unit, as defined in this article. If more than one (1) qualified teacher exists who has equal seniority, ties in seniority shall be broken in accordance with paragraphs G.3., a., (i), (ii), (iii), (iv), (v), and (vi) of this article.
 - c. This paragraph shall apply only to those teachers who are members of the Appropriate Unit at the time ULA.
 - d. Teachers placed on ULA shall receive notice by July 1 of the school year prior to the commencement of such leave.
- H. A recall list shall be maintained and updated yearly by the Human Resources Department. Teachers on the recall list for more than five (5) years shall be dropped from the recall list and not subject to the recall provisions of this article. The Superintendent will send, by certified mail, a Request for Reinstatement Form to teachers on ULA prior to March 1. Failure of a teacher to

return the Request for Reinstatement Form prior to April 1, indicating a desire to return, will cause the teacher to lose the right to reinstatement.

- a. Notice of recall shall be sent to the secretary of the Exclusive Representative and also to the teacher's last address on file in the Human Resources Department. The teacher shall send written notice of change of address, by certified mail, to the Human Resources Department. Notice of recall shall be sent by certified mail. Within twenty-one (21) calendar days of the date of mailing, written acceptance of employment must be sent by the teacher, by certified mail, to the Human Resources Department. If no such written acceptance of employment is received within said twenty-one (21) calendar days, the teacher shall lose all right of recall under the provisions of this article.
 - b. Teachers placed on ULA from full-time positions may refuse recall requests to less than full-time positions without losing their rights to recall.
 - c. Teachers placed on ULA from part-time positions shall be recalled to part-time positions as they become available. They may refuse recall to any part-time position two-tenths (2/10) or more different from the position from which they were placed on ULA . They may also refuse recall to full-time positions without losing recall rights.
 - d. Teachers accepting part-time positions after being placed on unrequested leave will be upgraded to full-time positions as they become available.
- I. Recall shall be by designated seniority units at the time of layoff, as described above, according to seniority at time of layoff, with the highest seniority being recalled first. Refusal of employment shall waive all rights of recall provisions of this article. If teachers to be recalled have equal seniority within the affected seniority unit, the following provisions shall be applied to break ties in the following priority:
- a. If seniority is equal, the teacher with the earliest (first) date of continuous employment shall be considered the most senior.
 - b. If the earliest (first) date of continuous employment is the same, the teacher having the highest step placement on the salary schedule shall be considered the most senior.
 - c. If the step placement on the salary schedule is the same, the teacher having the highest lane placement on the salary schedule shall be considered the most senior.
 - d. If the lane placement on the salary schedule is the same, the teacher having the earliest date of School Board approval of teacher's original contract shall be considered the most senior.
 - e. If the date of School Board approval of teachers' original contracts is the same, the teacher having the earliest job application on file shall be considered the most senior.
 - f. If the date of job application is the same, the School Board shall choose the teacher to be recalled on the basis of qualifications, job performance, and other factors deemed relevant by the School Board.

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ARTICLE 22 - PROFESSIONAL DEVELOPMENT

- A. A teacher attending professional conferences which have been approved in writing by the Superintendent may be granted time to attend such conferences without salary deduction. Professional development leave would include, but not be limited to, such educational purposes as:
 - a. Visitation to view other instructional techniques or programs both in the School District and in other school districts;
 - b. Classes, conferences, workshops, or seminars which are related to the improvement of instruction; and
 - c. Local, state, or national meetings in the teaching discipline of the applicant.

- B. A teacher attending a conference or workshop during the summer months:
 - a. If the request is from the School District, the teacher will be paid a stipend.
 - i. \$50 for ½ day
 - ii. \$100 for a full day
 - b. If the request is from the teacher, no stipend will be paid.

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ARTICLE 23 - LEAVE LIMITATION

- A. Absence or leave granted under a specific article may be extended at the discretion of the Superintendent. The Superintendent is to be notified, prior to March 1, of the desire to have a leave extended for another school year or a portion of a school year. The Superintendent's decision shall not be subject to grievance under the terms of this Agreement.

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ARTICLE 24 - LEAVES OF ABSENCE WITHOUT PAY

- A. A leave of absence for not less than nor more than one (1) year may be granted a teacher by the School Board, upon the recommendation of the Superintendent, for advanced study, exchanging teaching or professional development in the field of education, or for a job experience in some other field. This leave is discretionary with the School Board, and the School Board reserves the right to withhold such leave if the School Board deems such leave not to be feasible or beneficial to the School District. In the event the request is denied, the teacher shall be notified, in writing, of the reasons.
- a. Such a long-term leave is without pay or fringe benefits. The teacher, while on the long term leave, shall retain his/her seniority as earned at the time the leave commences. Applications for long-term leave shall be submitted, in writing, to the Superintendent and/or his/her designee, setting out the dates for the proposed leave and the reasons therefore.
 - b. This article is not intended to permit annual vacations during the school year.
- B. These leaves may be granted under the following conditions:
- a. The leave shall coincide with the school year of the School District.
 - b. A teacher wishing to apply for a leave of absence of one (1) year, which will be in effect during the regular school year, will make application, through the teacher's school administrator, to the Superintendent by March 1 preceding the year of absence.
 - c. Leaves for periods shorter than one (1) year may be granted, if application is made to the Superintendent not less than two (2) months in advance of the departure date.
 - d. If a suitable replacement can be secured.
 - e. Teachers will be allowed three (3) days of absence, without pay, each school year for personal emergency leave. For purposes of this article, emergency leave shall be determined by the Superintendent or designee. Emergency leave days will result in all wages and benefits being deducted from the teacher's pay for each day taken. Emergency leave days will not be carried over from one (1) school year to the next. For absence due to inclement weather, if teachers are expected to be on duty and personal leave is not available, the teacher may be assessed an emergency leave day.
 - f. The provisions of the article shall not affect the provisions of ARTICLE 5.F.2.
- C. Any teacher granted leave under this policy may maintain health and hospitalization insurance by paying, in advance, a sum equal to the projected cost of the insurance coverage. If rates change during the absence, in order to maintain the coverage, the teacher must pay the difference, as determined by the Business Office. Income protection insurance is not continued on leave granted under this policy.

- D. Any teacher returning from a leave granted under this article shall be reinstated with the same level of benefits available to all teachers in the unit.
- E. Sick leave accumulated prior to the leave of absence shall be retained.

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ARTICLE 25 - SABBATICAL OR OCCUPATIONAL LEAVE

- A. The School Board, upon the recommendation of the Superintendent, may grant a sabbatical or occupational leave of absence for a period not to exceed one (1) year to a teacher if the following conditions are met:
- B. Applicant for a sabbatical or occupational leave of absence must be a member in good standing of the School District and must have been such member for the seven (7) years immediately preceding request for leave. This seven (7)-year requirement may be waived, if recommended by the high school principal, for high school vocational teachers.
- a. Up to one and one-half percent (1½%) of the teachers may be granted sabbatical or occupational leave, if proper arrangements are made. Leaves of absence under the sabbatical or occupational leave plan may be granted only if suitable replacements can be obtained.
- C. The applicant shall apply to the Superintendent before March 1 during the school year preceding the school year for which leave is requested. A plan for study, travel, or other activities must be included with the application.
- a. The March 1 application date may be waived for occupational leaves.
 - b. The School District will notify the applicant not later than April 16 or within forty-five (45) days after application, if the request for sabbatical or occupational leave of absence is granted.
- D. If sabbatical or occupational leave is granted, the following conditions shall apply:
- a. A teacher granted leave will receive up to one-half (1/2) the teacher's current salary. The teacher will continue membership in the state's Teachers' Retirement Association (TRA) and deductions from the teacher's salary will be made for the purpose of payment to TRA. Deductions from the salary paid to the teacher by the School District, and payments to the TRA will be made only if the TRA laws and regulations pertaining to the O.A.S.I. permit such deductions and payments.
 - b. The teacher who is on leave may accept grants, scholarships, fellowships, or other sources of income. If the sum of the salary paid by the School District, plus the grant, scholarship, fellowship or salary, exceeds the amount that the teacher would receive if teaching for the School District, the amount of leave salary paid by the School District will be reduced to make the amount equal to the salary paid the teacher on the salary schedule.
 - c. A teacher granted leave must return to the School District for two (2) years following leave, unless placed on ULA. If the teacher resigns or fails to return from ULA when recalled without fulfilling this obligation, such teacher must repay the salary granted during the year of such teacher's leave. Upon returning to the School District as a regular teacher, the teacher will be given credit on the salary schedule for one (1) year outside teaching experience allowable, providing the teacher has been employed as a full-time teacher while on leave, or, upon returning, the teacher will be allowed to use those credits earned which meet adopted criteria for advancement on the salary schedule which have been earned while on leave, but, in no instance, will the teacher be allowed to use both

experience and college credits earned while on leave for advancement on the salary schedule while on leave.

- d. While on leave, a teacher is ineligible for any other leave provisions of the Agreement.
- e. The School District will provide health and hospitalization insurance coverage for teachers on leave at no cost to the teachers beyond any costs that would be incurred for teachers who remain on duty.
- f. Income protection insurance is continued while on leave at the salary the teacher received in the year immediately preceding the year of the leave.
- g. The provisions of ARTICLE 19 may apply to teachers on sabbatical leave or occupational leave.

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ARTICLE 26 - LEAVES FOR EXCHANGE TEACHER PROGRAMS

- A. A leave of absence of one (1) year may be granted, upon approval of the School Board, to any teacher for the purpose of participating in exchange teaching programs in other school districts, states, territories, or countries.
- B. Upon return from such leave, a teacher shall be reinstated with the same level of benefits available to all teachers in the unit.
- C. Final approval of the leave is dependent upon the Superintendent's approval of the exchange teacher coming to the School District.

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ARTICLE 27 - SICK LEAVE/CARE OF RELATIVES

- A. Full-time teachers will receive twelve (12) days of paid sick leave per year. Part-time teachers will have their sick leave pro-rated, based on their FTE*. Newly appointed teachers will receive ten (10) additional days of sick leave with pay the first year, which shall not accumulate, and will be used after the twelve (12) days have been exhausted. A teacher must report for work in order to secure sick leave. Unused sick leave shall accumulate. Teachers may use their sick leave to cover any absence due to the teacher's illness or injury.
- B. Family sick leave per MN statute M.S.181.9413...Up to a maximum of nine (9) sick leave days per year may be used for a teacher's 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 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. Per [M.S. 181.9413](#), to include safety leave as described by statute, a teacher 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.
- a. A domestic partnership is an interpersonal relationship between two (2) individuals who live together and share a common domestic life but are not married (to each other or to anyone else). Use of sick leave for care of a domestic partner may be granted with the approval of the Superintendent.
- C. When a physician deems a teacher disabled and unable to work and accumulated sick leave is exceeded, such excess days from the teacher's salary will consist only of the cost of a substitute, not to exceed fifty percent (50%) of the teacher's salary. This provision will hold for a total period not to exceed ninety (90) calendar days, as determined by the Superintendent, after which time the income protection policy will be in effect.
- D. Upon the option of the teacher, accrued sick leave may be used during the time of disability caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom, except as otherwise provided in this Agreement. Such disability must be verified by a physician on forms provided by the School District. The School Board may, at its discretion, require a second opinion on such disability, the cost of such opinion to be at the expense of the School District. Teachers on sick leave as a result of pregnancy may apply for an unpaid child care leave under the provisions of this article, provided such application is made at least one (1) calendar month before the end of the period of disability.
- E. In determining how much sick leave allowance a teacher has, the total number of days of credit shall be calculated at the end of each year. Then, prior to September 1, add the proper number of days allowable for that year as specified in paragraph A. above.
- F. The School District may require proof of illness when a teacher's request for sick leave is in question.
- G. Sick leave may not be used once a teacher has become eligible for long-term disability insurance payments. Sick leave may be used after the teacher's return to work, subject to this Agreement and the terms and conditions of the School District's long-term disability insurance policy.

* Prorated table for sick leave usage found on District website at www.austin.k12.mn.us and click on HR-Forms
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ARTICLE 28 - CHILD CARE LEAVE

- A. A child care leave, without pay, may be granted by the School District subject to the provisions of this section and the provisions of the FMLA. Child care leave may be granted because of the need to prepare and provide parental care for a child or children of the teacher for an extended period of time. This Article applies equally to child care leave for adoptive parents.
- B. A teacher making application for child care leave shall inform the Superintendent, in writing, of intention to take the leave at least two (2) calendar months before commencement of the intended leave.
- C. The School District and the teacher may adjust the proposed beginning or ending date of a child care leave mutually. Teachers may, in the case of pregnancy, continue to work until they are certified as disabled by their physician. At this time, the School District retains the right to place the teacher on sick leave.
- D. Pursuant to the FMLA, group health benefits will be maintained during the first 12-weeks of a child care leave as if employees continued to work instead of taking leave. After the first 12-weeks of the leave, an employee on an unpaid medical leave remains eligible for participation in all insurance programs available to the employee but must pay the entire premium for all such insurance coverage.
- E. While on a child care leave, teachers may use accrued sick leave pursuant to Article 37 during a period of disability (6 weeks for normal delivery, 8 weeks for C-section or complicated delivery as certified by a physician).
- F. In making a determination concerning the commencement and duration of a child care leave, the School District shall not, in any event, be required to:
 - a. Grant any leave more than twelve (12) months in duration.
 - b. Permit the teacher to return to his/her employment prior to the date designated in the request for child care leave.
- G. A teacher returning from child care leave shall be reinstated, unless previously discharged or placed on ULA.
- H. Failure of the teacher to return pursuant to the date determined under this section shall constitute grounds for termination, unless the School and the teacher mutually agree to an extension in the leave.
- I. The parties agree that the applicable periods of probation for teachers as set forth in Minnesota Statutes are intended to be periods of actual service enabling the School District to have the opportunity to evaluate a teacher's performance. The parties agree, therefore, that periods of time for which the teacher is on child care leave shall not be counted as part of the probationary period.
- J. A teacher who returns from child care leave within the provisions of this section shall retain all previous experience credit for pay purposes and any unused leave time accumulated under the provisions of this Agreement at the commencement of the beginning of the leave. The teacher

shall not accrue additional experience credit for pay purposes or leave time during the period of absence for child care leave. Seniority is frozen while on child care leave after the FMLA covered portion is over.

- K. Leave under this section shall be without pay, but a teacher on child care leave is eligible to participate in group insurance programs under the insurance policy provisions by paying, in advance, either monthly or quarterly, a sum equal to the premium cost of the insurance coverage for such program as the teacher wishes to retain, commencing with the beginning of the child care leave. If leave qualifies for FMLA, accrued leave balances may be used as permitted by law, and insurance premiums will be covered as provided by law.
- L. While on child care leave, a teacher is ineligible for any other leave provisions of the Agreement.

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ARTICLE 29 - PERSONAL LEAVE

- A. The School District shall provide up to three (3) personal leave days each year to each member of the appropriate unit. Such personal leave shall be used at the discretion of the teacher and may be used in one (1)-hour increments. Part-time teachers will have their personal leave pro-rated based on their FTE.
- B. Except in cases of emergency, teachers will notify the Superintendent, through appropriate procedures as designated by the School District, three (3) working days in advance of intended leave. In cases of emergency, the advance written notice may be waived, but, in all instances, the teacher must make contact with the Superintendent for approval.
- C. No usage of personal leave shall be granted during the first five (5) days of school or during the last ten (10) days of school (referring to student contact days). Any exceptions shall be granted and made at the discretion of the Superintendent.
- D. No usage of personal leave shall be requested prior to July 15. Any exceptions shall be granted and made at the discretion of the Superintendent.
- E. Personal leave may not be granted for more than three percent (3%) of the teachers on any given day. The School District is not required to grant personal leave on curriculum days, staff development days, or conference days. Personal leave may not be used after the end of one school year and before the start of the next school year.
- F. Under no circumstances shall the School District's decision to grant personal leave in excess of the maximum numbers listed in paragraph A., to grant personal leave in excess of three percent (3%) of the total teaching staff, or to grant personal leave on any of the days cited in paragraphs B. and C., be construed as establishing a past practice or prejudice the School District's right to enforce such restrictions at its discretion.
- G. Additional personal leave may be granted to cover personal emergency (in excess of emergency days as noted in ARTICLE 24) or personal exceptional situations at the discretion of the Superintendent, but, under such leave, teachers will suffer substitute pay deduction.
- H. In a given school year, teachers may carry over up to two (2) personal leave days. Personal leave days remaining in excess of two (2) at the end of the school year will automatically be paid out at the then current substitute rate of pay. Teachers have the option to request payout of any remaining unused personal leave days. To receive this payout of personal leave days, teacher must submit a form to payroll by May 1 of the calendar year. Total personal leave days used per year may not exceed five (5).
- I. Granting of personal leave shall be dependent upon the availability of a suitable substitute.

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ARTICLE 30 - LEAVE FOR DEATH OF ANY MEMBER OF THE IMMEDIATE FAMILY

- A. 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 (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.

- B. Distance and circumstances will determine the length of leave to be granted by the Superintendent. If a leave for the death of member of the immediate family is exceeded, for such excess days up to five (5) days, the deduction from the teacher's salary will consist only of the equivalent of a substitute's pay. For such excess days beyond five (5) days, the deduction from the teacher's salary will consist of a fifty percent (50%) salary deduction (daily rate). This provision will hold only for a reasonable period of time, as interpreted by the Superintendent; in no case, shall the period exceed ninety (90) calendar days.

- C. A teacher will be allowed up to five (5) days for the death of any other relative, the substitute's pay to be deducted from the teacher's salary.

- D. The Superintendent may call for proof of death to substantiate the leave under this article.

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ARTICLE 31 - JURY DUTY OR TESTIFYING UNDER SUBPOENA

- A. A teacher who is called for jury duty or who is subpoenaed as a witness will not suffer a salary deduction if he/she misses work, unless he/she is a criminal defendant. If a teacher is a criminal defendant, he/she may use accrued personal time to receive pay if he/she needs to miss work. If a teacher suffers a salary deduction due to being a criminal defendant, and is later found not guilty, pay for missed work will be reinstated, if previously deducted or personal days will be reinstated, if used. Proof of verdict will be necessary.
- B. While serving on jury duty or as a subpoenaed witness, the teacher shall receive full salary and benefits. However, such teacher must return to the School District the pay received for serving on jury duty or as a subpoenaed witness.
- C. Teachers who are released from jury duty prior to the end of the normal work day will report to work on being released from jury duty.

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ARTICLE 32 - MILITARY LEAVE OF ABSENCE

- A. All full-time teachers of the School District who are members of the Active Military Reserve will be granted military leave for the purposes of fulfilling the active duty requirements, such leave not to exceed fifteen (15) working days annually. No deduction in pay is to be made if properly excused by the Superintendent. To the greatest extent possible, active duty should be arranged for the summer recess, during Christmas holidays, and such other times as do not interfere with classroom duties.
- B. Teachers called for selective service physical examination shall be excused without loss of pay for such purposes.
- C. In other respects, the mandatory requirements of the laws of the United States and of the State of Minnesota shall be followed.

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ARTICLE 33 - LONG-TERM SUBSTITUTE TEACHERS

- A. For the purpose of this article, substitute teachers shall be compensated in the following manner:
- a. Substitute teachers who hold a full license and who are employed twenty (20) consecutive work days or more in the same assignment replacing a teacher on an authorized leave shall be compensated on the teachers' salary schedule according to their training and experience, retroactive to the fifth (5th) day.
 - b. Substitute teachers who are employed thirty (30) consecutive work days or more in the same assignment replacing a teacher on an authorized leave shall be compensated salary and prorated health and hospitalization insurance benefits according to terms of this Agreement, retroactive to the first (1st) day. If the long-term substitute selects the High Deductible Plan, the School District will contribute one-tenth (1/10th) of the regular HSA contribution listed in ARTICLE 12.B.2. into the HSA account for every month worked.
- B. The School District will make every effort to continue individual substitutes in long term assignments for the continuity of the program. The School District reserves the right to interrupt any substitute assignment due to emergency or extenuating circumstances.

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ARTICLE 34 - ASSAULTS ON TEACHERS

- A. An assault upon a teacher in the course of performing professional duties for the School District shall be promptly reported to the Superintendent.
- B. Time lost for injuries by a teacher as a result of assault which is covered by workers' compensation (i.e., in the scope and course of employment) shall be covered by the teacher's sick leave and the provisions of the income protection policy. The sick leave coverage shall be limited to an amount equivalent to what has been accrued by the teacher. In the event the teacher, at a later date, becomes ill or injured requiring an absence and does not have sufficient sick leave accrued to cover such absence, any or all of the sick leave used due to assault as described above shall be reinstated as is necessary.
- C. Any amount received through workers' compensation shall be remitted to the School District.

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ARTICLE 35 - MEET AND CONFER

- A. A committee shall be established in accordance with the provisions of PELRA MN
Statue 179A.03.

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ARTICLE 36 - GRIEVANCE PROCEDURE

A.

1. A "grievance" shall mean a dispute or a disagreement between a teacher or a group of teachers and the School District as to the interpretation or application of 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 teacher or group of teachers involved. The grievance shall be reduced to writing by the AEA.

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 AEA shall be one of the teachers' representatives beginning with Level I, and the teacher may select not more than two (2) additional representatives.
3. A teacher may withdraw his/her specific grievance, in writing, at any time, and such withdrawal shall be final and binding upon the individual and the AEA. Such withdrawal shall not be construed to be a precedent to a determination on the merits of the grievance.
4. The AEA may also withdraw the grievance, in writing at any time, and such withdrawal shall be final and binding upon the AEA and upon the grieving teacher. Such withdrawal shall not be construed to be a precedent to a determination on the merits of the grievance.

C. Definitions and Interpretations:

1. Extension: Time limits specified in this Agreement may be extended by mutual written agreement.
2. Days: Reference to the word, "days," regarding time periods in this procedure shall refer to working days. The term, "working day," is defined as all week days (Monday through Friday) not designated as holidays by state law. For purposes of this paragraph, the days of Christmas recess and spring recess shall be considered holidays.
3. Computation of Time: In computing any period of time prescribed or allowed by procedures in this article, 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.
4. Filing and Postmark: The filing or service of any notice or document required by this Agreement 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**: A grievance shall not be valid for consideration unless the grievance is served, in writing, upon the School District 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 of the grievance. Failure to appeal a grievance from one level to another within the time periods provided below shall constitute a waiver of the grievance.
- E. **Adjustment of Grievance**: The School District and the teacher or the School District and a group of teachers shall attempt to adjust such grievances which may arise during the course of employment of any teacher or group of teachers 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 teacher or group of teachers and the School District. If the grievance is not resolved through informal discussions, the grievance shall be reduced to writing by the AEA, and, thereafter, the Superintendent shall meet regarding the grievance within fifteen (15) days of receipt of the written grievance. Within seven (7) days after the meeting, the Superintendent or his/her designee shall issue a decision, in writing, to the teacher or teachers involved. A copy of the decision shall also be sent, by certified mail, to the AEA by sending it in care of one of the officers of the AEA at his/her 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 School Board, provided such appeal is made, in writing, to the School Board within fifteen (15) days after receipt of the decision in Level I. If a grievance is properly appealed to the School Board, the School Board shall set a time to hear and 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 findings and decision, in writing, to the parties involved. At the option of the School Board, a committee or representative(s) of the School Board (one of which shall be a School Board member) may be designated by the School Board to hear the appeal at this Level II and report its findings and recommendations to the School Board. The School Board shall then render its findings and decision, in writing, to the teacher or teachers involved. A copy of the decision shall also be sent, by certified mail, to the AEA by sending it in care of one of the officers of the AEA at his/her last known address.

Failure by the School Board or its representative to issue a decision within the time periods provided in this article shall constitute a denial of the grievance, and the teacher or group of teachers may appeal it to the next level.

3. **Level 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.
 - a. 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.
 - b. Selection of Mediator: A joint request for mediation shall be submitted to the Commissioner to assign a mediator.
 - c. 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.
 - d. 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.
 - e. 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
4. **Level IV**: In the event the teacher or teachers involved and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined below:

- a. Request: A request to submit a grievance to arbitration must be in writing signed by one 1) of the aggrieved teachers and the President of the AEA or the President's designee, and such request must be filed in the office of the Superintendent within twenty (20) days following the decision in Level II.
 - b. 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.
 - c. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure, the AEA and the Superintendent, 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 (BMS) to appoint an arbitrator, pursuant to [M.S. 179A.21](#), 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 or the failure to request an arbitrator from the BMS within the time periods provided in this article shall constitute a waiver of the grievance.
 - d. 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.
 - e. 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/her shall be final and binding upon the parties subject, however, to the limitations of arbitration decisions as provided by and in PELRA.
 - f. 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 of 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.
 - g. 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 contained in this 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 in this article; nor shall the jurisdiction of the arbitrator extend to those matters set forth in [M.S. 179A.07](#), except those specifically included in this article. In considering any issue in dispute, in its order the arbitrator shall give due consideration to the statutory rights and obligations of the School Board to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.
- F. A teacher may be permitted to grieve a violation of the layoff and recall provisions of ARTICLE 21 of this Agreement; however, no teacher shall have the right to grieve his/her discharge, dismissal, or termination under this article but may follow the procedures which are set forth in [M.S. 122A.40, Subds. 1 through 18 inclusive](#).

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ARTICLE 37 - CONFORMITY TO LAW

- A. If any provision of this Agreement is found contrary to law, then such provision shall be deemed invalid, but all other provisions shall continue in full force and effect.

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ARTICLE 38 - DURATION AND DATE OF AGREEMENT

This Agreement shall remain in full force and effect for a period commencing July 1, 2023, through June 30, 2025, and it shall continue thereafter until modifications are made pursuant to PELRA.

If either party desires to modify or amend this Agreement, it shall give written notice of such intent no later than April 1, 2025.

IN WITNESS WHEREOF, the parties have affixed their signature this ____ day of _____.

AUSTIN EDUCATION ASSOCIATION

INDEPENDENT SCHOOL DISTRICT NO. 492

By: _____
President

By: _____
Chair

By: _____
Secretary

By: _____
Clerk

By: _____
Chief Negotiator

By: _____
Chief Negotiator

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COMMUNITY EDUCATION ADDENDUM

A. Inclusion In The Bargaining Unit:

Teachers employed within a community education program and in a position requiring a license from the PELSB shall only be included in the AEA if they work more than fourteen (14) hours per week.

B. Seniority and Continuing Contract Rights:

Section 1. Definition and Eligibility: This article applies to all Early Childhood Family Education (ECFE) and Adult Basic Education (ABE) teachers who work more than fourteen (14) hours/week and meet the definition provided in Section 2. of this article.

Section 2. Statutory Consideration: Pursuant to [M.S. 122A.26](#), an ECFE teacher who teaches in an ECFE program, which is offered through a community education program which qualifies for community education aid or ECFE aid, must meet licensure requirements as a teacher. However, [M.S. 122A.26](#) specifically provides that such licensure shall not be considered to bring such an ECFE teacher within the definition of a teacher for purposes of [M.S. 122A.40, Subd. 1.](#) An ABE teacher is not included in the definition of teacher for purposes of [M.S. 122A.40, Subd. 1.](#)

Section 3. Probationary Period: The probationary period of ECFE/ABE teachers shall be three (3) school years of continuous service. During the probationary period, the School District may nonrenew the contract of any ECFE/ABE teacher as it sees fit, and the teacher shall not have access to the grievance procedure of this Master Agreement to challenge the non-renewal.

Section 4. Seniority: Separate seniority lists for all ECFE and ABE teachers will continue on the Community Education Seniority List for Certified Staff. ECFE and ABE teachers shall earn seniority in the School District from their original date of employment in the ECFE and ABE programs once they pass the probationary period. For purposes of layoff and recall, seniority rights may only be exercised within the particular categories, namely ECFE and ABE teachers. A teacher in one (1) of these two (2) categories shall have no seniority rights in the other category.

Section 5. Hours of Service: Recognizing the unique and irregular nature of the ECFE and ABE program, the hours of service and duty day shall be assigned by the School District and modified from time to time, based upon the needs of the program, as recommended by the Community Education Director. The duty year for ECFE and ABE teachers shall be from August 1 to June 30. Any job outside of these dates shall be posted as a new position.

Prior to July 1st of each year, all ECFE and ABE teachers shall be notified, in writing, of the hours of their employment for the upcoming school year.

C. Salary Schedule:

For certified Community Education teachers, the hourly rate of pay shall be based on degree (BA/BS or MA) and years of teaching experience. Years of experience will be determined at the discretion of the School District.

2023-2024

	BA	BA+15	BA+30	BA+45	MA
Step 1 (yr 1 - yr 3)	\$ 28.46	\$ 29.41	\$ 30.37	\$ 31.33	\$ 32.26
Step 2 (yr 4 - yr 7)	\$ 29.32	\$ 30.30	\$ 31.31	\$ 32.27	\$ 33.25
Step 3 (yr 8+)	\$ 30.28	\$ 31.26	\$ 32.26	\$ 33.24	\$ 34.24

2024-2025

	BA	BA+15	BA+30	BA+45	MA
Step 1 (yr 1 - yr 3)	\$ 29.46	\$ 30.44	\$ 31.43	\$ 32.43	\$ 33.39
Step 2 (yr 4 - yr 7)	\$ 30.35	\$ 31.37	\$ 32.40	\$ 33.40	\$ 34.42
Step 3 (yr 8+)	\$ 31.34	\$ 32.35	\$ 33.39	\$ 34.41	\$ 35.44

D. Preparation Time:

1. Teachers in the ECFE and School Readiness Program will receive preparation time equal to a minimum of twenty (20) minutes for each instructional hour with children/families in those programs. Teachers in the Adult Education Programs will receive preparation time equal to a minimum of twenty (20) minutes for each hour of instruction.
2. Teachers in the ECFE, School Readiness Program, and Adult Education Programs will receive additional curriculum planning time as follows:
 - 1–15 hours worked per week: Earn 1 additional hour of planning time
 - 16-30 hours worked per week: Earn 2 additional hours of planning time
 - 31-40 hours worked per week: Earn 3 additional hours of planning time

E. Health and Hospitalization Insurance and Dental Insurance:

For certified Community Education teachers working thirty (30) or more hours per week, single health and hospitalization insurance coverage will be provided to the teacher. The monthly cost to the teacher for single health and hospitalization insurance coverage will be the same as all other teachers in the unit.

For certified Community Education teachers working thirty (30) or more hours per week, family dental insurance coverage will be offered to the teacher. The monthly cost to the teacher for family dental insurance coverage will be the same as all other teachers in the unit.

F. Sick Leave:

Certified Community Education teachers will earn one sick leave day per month of work in Community Education. One day of sick leave will equal to the number of hours they work on average in one day.

A teacher may use sick leave benefits for absences due to an illness or injury to the teacher or their child (which includes stepchild, biological, adopted and foster children). Up to a maximum of five (5) sick leave days per year may be used for a teacher’s parents (step), spouse and adult children (step). Also, up to a maximum of three (3) sick leave days per year may be used for sick family members as listed: sister (step), brother (step). The teacher may provide documentation of the medical need to be absent. Per Minnesota statute, a teacher may use his/her sick leave for dependent children over the age of eighteen (18).

G. Paid Time Off (PTO):

At the beginning of each school year, a Community Education teacher shall be credited with four (4) days of PTO to be used as the teacher chooses, as long as the request meets the guidelines as set forth in this article. A PTO day shall be computed as the average number of hours each day a teacher works. PTO shall be approved, at the discretion of the building administrator, only upon submission of a signed form within three (3) days of the teacher taking the time, setting out the dates claimed for PTO. In cases where PTO is used because of a personal or family emergency, the request shall be filed by the teacher as a matter of responsibility immediately following the absence.

PTO shall not be used on parent-teacher conference days or on pre-school workshop days. The number of teachers on PTO shall not exceed one (1) on any given day. Under no circumstances shall the building administrator's decision to grant personal leave in excess of one (1) teacher listed or to grant personal leave on any of the parent-teacher conference days or preschool workshop days be construed as establishing a past practice or prejudice the School District's right to enforce such restrictions at its discretion. PTO days shall not accumulate.

- H. Only the provisions contained in this addendum or referenced below apply to Community Education teachers employed in a position requiring a license. All other provisions are excluded from all terms and conditions of this Agreement, except as contained in this addendum and/or specifically included by reference.
- I. Employees working less than 192 days throughout the school year shall receive the following holidays: January 1, Thanksgiving Day, December 25, Floating Holiday.

The following articles of this Agreement are included by reference:

- a. ARTICLE 1: Agreement
- b. ARTICLE 2: Recognition of Exclusive Representative
- c. ARTICLE 4: School District Rights and Obligations
- d. ARTICLE 5: AEA Rights and Obligations
- e. ARTICLE 6: Payroll Deductions
- Article 7: H payroll periods
- f. ARTICLE 10: Special Assignments
- g. ARTICLE 11: Student Teachers
- h. ARTICLE 13: Mileage Reimbursement and Travel Time
- i. ARTICLE 22: Professional Development
- j. ARTICLE 31: Jury Duty or Testifying Under Subpoena
- k. ARTICLE 34: Assaults of Teachers
- l. ARTICLE 35: Meet and Confer
- m. ARTICLE 36: Grievance Procedure
- n. ARTICLE 37: Conformity to Law
- o. ARTICLE 38: Duration and Date of Agreement

- J. The following provisions contained in this addendum or referenced below apply to Community Education teachers employed at half time (.5 FTE) or greater in a position requiring a license. All other provisions are excluded from all terms and conditions of this Agreement, except as contained in this addendum and/or specifically included by reference.

- p. ARTICLE 20 Tax Deferred Matching Funds Plan 403 (B)
- q. ARTICLE 30 Leave for Death of Any Member of the Immediate Family

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Schedule A - TEACHERS' COMPENSATION SCHEDULE

Effective for the 2023/2024 School Year

The following schedule shall not be considered as mandatory or binding upon the School District or as entitling any teacher to the amount mentioned except for the school year 2023/2024 unless and until the same has been specifically fixed by the School District. Said schedule consists of salary or salary and annuity contributions as agreed upon.

Year One

Step	BA	BA+15	BA+30	BA+45	MA	MA+30	MA+6TH
1	\$ 43,360	\$ 44,561	\$ 46,165	\$ 47,983	\$ 49,810	\$ 51,590	\$ 53,116
2	\$ 45,063	\$ 46,355	\$ 48,075	\$ 50,046	\$ 52,021	\$ 53,913	\$ 55,483
3	\$ 46,773	\$ 48,156	\$ 49,987	\$ 52,126	\$ 54,229	\$ 56,228	\$ 57,863
4	\$ 48,483	\$ 49,957	\$ 51,895	\$ 54,168	\$ 56,434	\$ 58,553	\$ 60,196
5	\$ 50,191	\$ 51,753	\$ 53,814	\$ 56,225	\$ 58,648	\$ 60,871	\$ 62,611
6	\$ 50,191	\$ 51,753	\$ 55,816	\$ 58,371	\$ 60,926	\$ 63,264	\$ 65,104
7			\$ 56,933	\$ 61,239	\$ 63,923	\$ 66,372	\$ 68,304
8				\$ 65,287	\$ 68,145	\$ 70,757	\$ 72,819
9				\$ 68,096	\$ 71,078	\$ 73,801	\$ 75,951
10	\$ *64,838	\$ *66,979	\$ *69,746	\$ 72,579	\$ 77,625	\$ 80,486	\$ 82,800

- Credit notations for lanes are shown as quarter credits. Semester credits will be multiplied by a factor of 1.5 for calculation purposes and conversion to this schedule (i.e. semester credits x 1.5 = quarter credits). See ARTICLE 8, paragraph A.
- Shaded areas on the Salary Schedule represent lane advancement limits. See ARTICLE 7, paragraph D.
*Grandfathered employees only.

CAREER INCREMENT:

Upon completion of fifteen-(15) years of service in the bargaining unit, teachers will receive a lumpsum payment of \$550 annually on the last paycheck of the regular school year.

Upon completion of twenty-(20) years of service in the bargaining unit, teachers will receive a lumpsum payment of \$750 annually on the last paycheck of the regular school year.

Upon completion of twenty-five (25) years of service in the bargaining unit, teachers will receive a lump-sum payment of \$1000 annually on the last paycheck of the regular school year.

Schedule B - TEACHERS' COMPENSATION SCHEDULE

Effective for the 2024/2025 School Year

The following schedule shall not be considered as mandatory or binding upon the School District or as entitling any teacher to the amount mentioned except for the school year 2024/2025 unless and until the same has been specifically fixed by the School District. Said schedule consists of salary or salary and annuity contributions as agreed upon.

Year Two:

Step	BA	BA+15	BA+30	BA+45	MA	MA+30	MA+6TH
1	\$ 44,500	\$ 45,007	\$ 46,627	\$ 48,463	\$ 50,308	\$ 52,106	\$ 53,647
2	\$ 45,514	\$ 46,819	\$ 48,556	\$ 50,546	\$ 52,541	\$ 54,452	\$ 56,038
3	\$ 47,241	\$ 48,637	\$ 50,487	\$ 52,647	\$ 54,771	\$ 56,790	\$ 58,442
4	\$ 48,968	\$ 50,456	\$ 52,414	\$ 54,710	\$ 56,998	\$ 59,138	\$ 60,798
5	\$ 50,693	\$ 52,271	\$ 54,352	\$ 56,787	\$ 59,234	\$ 61,479	\$ 63,237
6	\$ 50,693	\$ 52,271	\$ 56,374	\$ 58,955	\$ 61,535	\$ 63,897	\$ 65,755
7			\$ 57,502	\$ 61,852	\$ 64,562	\$ 67,036	\$ 68,987
8				\$ 65,940	\$ 68,826	\$ 71,464	\$ 73,547
9				\$ 68,777	\$ 71,789	\$ 74,539	\$ 76,710
10	\$ *67,107	\$ *69,323	\$ *72,187	\$ 75,120	\$ 80,342	\$ 83,303	\$ 85,698

- Credit notations for lanes are shown as quarter credits. Semester credits will be multiplied by a factor of 1.5 for calculation purposes and conversion to this schedule (i.e. semester credits x 1.5 = quarter credits). See ARTICLE 8, paragraph A.
- Shaded areas on the Salary Schedule represent lane advancement limits. See ARTICLE 7, paragraph D.
*Grandfathered employees only.

CAREER INCREMENT:

Upon completion of fifteen-(15) years of service in the bargaining unit, teachers will receive a lumpsum payment of \$550 annually on the last paycheck of the regular school year.

Upon completion of twenty-(20) years of service in the bargaining unit, teachers will receive a lumpsum payment of \$750 annually on the last paycheck of the regular school year.

Upon completion of twenty-five (25) years of service in the bargaining unit, teachers will receive a lump-sum payment of \$1000 annually on the last paycheck of the regular school year.

Schedule C - SPECIAL ASSIGNMENT SCHEDULE

Effective for the 2021-2023 School Years

(Base group salary to equal 10% of MA+30, step 7, of the Teacher Compensation Schedule)

A. Extra-Curricular Schedule

Subd. 1. Schedule. The salaries set out in Schedule C shall be part of this Agreement.

Subd. 2. Create, Abolish, or Leave Vacant. The School District will discuss changes to Schedule C with the AEA, including creation, abolishment, and plans to leave vacant any extracurricular assignment before changes are made. Placement on the current schedule will be mutually agreed upon between the School District and the AEA.

B. Athletic/Activity Category Rationale

In developing the salary schedule for Schedule C, the following criteria were used to establish and maintain equity in compensation:

1. Time involved
2. Level of complexity
3. Preparation time of the coach/director outside of practice or activity time
4. Number of participants
5. Potential of student injury
6. Equipment and facility

		2023-2024	2024-2025
Group 1	100%	\$ 6,637.00	\$ 6,703.00
Group 2	86%	\$ 5,708.00	\$ 5,765.00
Group 3	67%	\$ 4,447.00	\$ 4,491.00
Group 4	63%	\$ 4,181.00	\$ 4,223.00
Group 5	55%	\$ 3,650.00	\$ 3,687.00
Group 6	52%	\$ 3,451.00	\$ 3,486.00
Group 7	44%	\$ 2,920.00	\$ 2,949.00
Group 8	39%	\$ 2,589.00	\$ 2,615.00
Group 9	35%	\$ 2,323.00	\$ 2,346.00
Group 10	28%	\$ 1,858.00	\$ 1,877.00

Group 11	23%	\$ 1,526.00	\$ 1,541.00
Group 12	17%	\$ 1,128.00	\$ 1,139.00
Group 13	11%	\$ 730.00	\$ 737.00

**Schedule C ATHLETICS
2023-2025**

<u>Austin High School</u>	<u>Ellis Middle School</u>	<u>IJ Holton School</u>	<u>Elementary Schools</u>
Group 1	Group 8		
Head Basketball	Basketball		
Head Dance	Gymnastics		
Head Football	Swimming		
Head Hockey	Wrestling		
Head Swimming	Football		
Head Wrestling	**Athletic Director		
Head Volleyball			
Head Gymnastics	Group 10		
	Baseball		
Group 2	Cross Country Boys		
Head Baseball	Cross Country Girls		
Head Cross Country Boys	Dance		
Head Cross Country Girls	Golf		
Head Soccer	Softball		
Head Softball	Soccer		
Head Track	Tennis		
	Track		
Group 3	Volleyball		
Head Adaptive Bowling			
Head Cheerleading	Group 11		
Head Weight Room	Assistant to Group 8		
Head Golf	All Grade 6 Sports		
Head Tennis			
Varsity Assistant to Group 1	Group 12		
	Assistant to Group 10		
Group 4			
Varsity Assistant to Group 2			
B Squad Group 1			
Head Diving			
Group 5			
B Squad Group 2			
Group 7			
C Squad (9 th Grade)			
Group 8			
Varsity Assistant to Group 3			
Cheer Assistant			
Gymnastics Spotter			
Group 11			

***Head Coach – Summer Opportunity			
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**Schedule C ACTIVITIES
2023 - 2025**

<u>Austin High School</u>	<u>Ellis Middle School</u>	<u>IJ Holton Intermediate School</u>	<u>Elementary Schools</u>
Group 2	Group 9	Group 4	Group 7
Head Debate	Play Director	Intramural Coordinator	2 Grade Classroom
FFA			
	Group 10	Group 9	
Group 5	GT Coordinator	Drama Advisor	Group 10
Austinian			School Leadership Team
	Student Support Group A	Group 10	Gifted & Talented Leader
Group 6	Screaming Eagle/Yearbook		
Band	School Leadership Team	GT Coordinator	Group 11
			PBIS Coach
Choir	Group 11		
Orchestra	Art Club	WORD	Group 12
Head Speech	PBIS Coach	School Leadership Team	Student Council
Student Council		Group 11	Safety Patrol
Sentinel	Group 12	PBIS Coach	
	Student Support Group B		Group 13
Group 8	Math League	Group 12	Drama Tech
Debate Assistant	Speech	Student Council	Fall Play
Drama Director (3 Act)	Student Council	Strings	Robotics
**Drama Director	Science Olympiad	Band	Math Masters
Mock Trial	Band		Spring Play
Robotics	Choir	Group 13	
	Strings	Robotics	
Group 9	Music Ensemble (3 positions)	Math Masters Robotics	
Art Club	Robotics	Tech Club Math Masters	
One Act Director		Video Production Club Tech Club	
Go Green Club	Group 13	Video Production Club	
Skills USA	Chess Club		
	Homework Supervisor		
Group 10	Drama Tech		
Math League	Music Coach		
GT Coordinator	Math Masters		
School Leadership Team	Table Tennis		
	Stock Market		
	National Jr Honor Society		

**Schedule C ACTIVITIES
2023-2025**

<u>Austin High School</u>	<u>Ellis Middle School</u>	<u>IJ Holton School</u>	<u>Elementary Schools</u>
Group 11			
Austinares			
Marching Band (Fall – Min. 6 events)			
Marching Band (Summer – Min. 6 events)			
Pep Band			
Speech Assistant			
Youth Leadership			
AFS			
MAAP Stars			
National Honor Society			
Prom Coordinator			
ALC Student Council			
Group 12			
Chamber Strings			
Prom Assistant			
CHOICE			
Key Club			
Asst Marching Band (2 positions– Min. 6 events)			
Science Olympiad			
Boys Volleyball			
Group 13			
Chess Club			
Diversity Club			
Drama Technician (Musical)			
Knowledge Bowl			
Music Coach (Musical)			
Table Tennis			
Stock Market			
Asst Science Olympiad			
Pep Band Assistant			
Robotics Assistant Coach			

** per season (Fall, Winter Spring)

*** See HS Athletics Director for qualifications.

Schedule C General 2023-2025
Group 9
National Board Certification
Certificate of Clinical Competency
Group 11
District Curriculum Leaders
Doctoral Stipend (Defined as PhD, ED.D, Psych D)
Group 12
Doctoral Stipend – those members holding a JD (law degree) prior to hire date of 6/30/03 only
School Psychologists and SLP Internship Supervisor
Curriculum Writing
\$30.00 per hour for both years of the contract
Extra Classes (Overload)
1/6 of participating teacher’s base salary in a six (6) or seven (7) period day

Memorandum of Understanding

To: Tom Compton, President, Austin Education Association
Tom Compton, Chief Negotiator

From: Sue Stark, Director of Human Resources

Subject: AEA Meeting Schedule – 2023-2024 and 2024-2025 School Year

Date: July 1, 2023

This Memorandum of Understanding is entered into by the parties for the purpose of providing for two (2) Wednesdays per month for AEA meetings.

The parties agree that, for the 2023-2024 and 2023-2024 school years, one (1) Wednesday of each month will be available at the end of the work day,. The AEA will notify the School District of said schedule at the beginning of each school year. The parties also agree that a short AEA meeting will follow regular staff meetings at each building site. The School District agrees that it will make every effort to avoid the AEA-delineated Wednesday of each month for School District-scheduled meetings that involve AEA members and allow for a short AEA meeting following regular teacher meetings at each building site.

Austin Education Association

President

Chief Negotiator

Date

Austin Public Schools – ISD #492

Superintendent

Chief Negotiator

Date

Memorandum of Understanding

To: Tom Compton, President, Austin Education Association
Tom Compton, Chief Negotiator, Austin Education Association

From: Sue Stark, Director of Human Resources, ISD 492

Date: July 1, 2023

Re: Presidential Release Time

This Memorandum of Understanding is entered into by the undersigned parties to establish the parameters regarding AEA Presidential Release Time. In order to increase cooperation and collaboration, the President of the AEA shall be entitled to one (1) instructional period of release and one (1) supervisory period of release if a teacher at the Middle School or the High School. If the President of the AEA is a teacher at the intermediate or elementary level, the AEA and the School District will work together to create a schedule that will accommodate the necessary presidential release.

The AEA and the School District will establish expectations for this program which may include the following:

Mentorship

- Actively participate in the teacher mentorship program, working alongside the Director of Human Resources, the Director of Educational Services, and any other designee of the Superintendent
- Work with the School District designee on a successful teacher evaluation model that best suits the School District
- Be available for district level workshops on creating a successful on boarding program

Communication

- Attend School District administrative meeting
- Meet with the Director of Human Resources bi-weekly
- Meet with the Superintendent monthly
- Proactively schedule building visits for the purpose of being:
 - Available to instructional staff to build communication and cooperation
 - Available to building principals to build communication and cooperation

Collaboration

- Meeting with building leaders and AEA building representatives, as needed, to help foster communication and cooperation across the School District.
- Convene regular monthly meetings with the AEA Presidents Council
- Meeting with the Vice President of the AEA, the Superintendent, the Director of Human Resources, and other relevant personnel:
 - to help build continuity between the School District and AEA membership.
 - to seek ways of on-going cooperation and problem solving.

This memorandum will expire June 30, 2025 unless extended by mutual agreement. The AEA will be responsible for \$3 per member for the costs of this program. The parties agree that this agreement shall not be precedent setting or constitute a

past practice. Furthermore, this agreement constitutes the entire agreement between the parties relating to Presidential Release Time for the AEA President. No other oral or implied agreements have been made.

Austin Education Association

Austin Public Schools – ISD #492

President

Superintendent

Chief Negotiator

Chief Negotiator

Date

Date

Memorandum of Understanding

To: Tom Compton, President, Austin Education Association
Eric Kossoris, Chief Negotiator, Austin Education Association

From: Sue Stark, Director of Human Resources, ISD 492

Date: July 1, 2023

Re: CEO

This Memorandum of Understanding is entered into between the Austin Independent School District No. 492 (the District) and the Austin Education Association (the Exclusive Representative), the parties are interested in changing Article 14, Working Hours, Section A. of the parties’ 2021-2023 collective bargaining agreement.

Be it therefore resolved that the parties agree to the following:

- 1) The program needs for the CEO program dictate that educational opportunities for students be operated at different times of the day and evening. Successful implementation of this program necessitates flexible scheduling. For the purposes of FTE calculation, the CEO program director position will be considered a .5 FTE position. The staff member accepting this position will be responsible for determining, organizing and meeting the needs of the CEO program.
- 2) This is the full and complete agreement of the parties on this issue. There are no other oral or implied agreements.
- 3) This agreement does not set any precedent for any future issue.

All provisions of the 2023-2025 collective bargaining agreement shall remain in full force and effect.

Austin Education Association

Austin Public Schools - ISD #492

President

Superintendent

Chief Negotiator

Chief Negotiator

Date

Date

Memorandum of Understanding

To: Tom Compton, President, Austin Education Association
Eric Kossoris, Chief Negotiator, Austin Education Association

From: Sue Stark, Director of Human Resources, ISD 492

Date: July 1, 2023

Re: School Readiness Teachers and Rate of Pay

This Memorandum of Understanding is entered into between the Austin Independent School District No. 492 (the District) and the Austin Education Association (the Exclusive Representative), the parties are interested in changing Community Education Addendum. of the parties' 2023-2025 collective bargaining agreement.

Be it therefore resolved that the parties agree to the following:

- 1) The Community Education Addendum, Section C, will be revised to read: For certified Community Education Teachers, the hourly rate of pay shall be based on degree (BA/BS and MA) and years of teaching experience. Years of teaching experience will be determined at the discretion of the district. For those who are teaching in the School Readiness Program, they will be paid the same salary as their K- 12 colleagues as long as the Voluntary PK program grant money is available and Austin Public Schools has been awarded a grant.
- 2) If the funding should stop for the Voluntary PK program, School Readiness teachers will be paid on the Community Education Salary Schedule. This is found in Section C of the Community Education Addendum.
- 3) This is the full and complete agreement of the parties on this issue. There are no other oral or implied agreements.
- 4) This agreement does not set any precedent for any future issue.

All provisions of the 2023-2025 collective bargaining agreement shall remain in full force and effect.

This memorandum will expire June 30, 2025 or if the School Readiness funding is no longer available unless extended by mutual agreement. The parties agree that this agreement shall not be precedent setting or constitute a past practice. Furthermore, this agreement constitutes the entire agreement between the parties relating to School Readiness teachers being placed on the salary schedule. No other oral or implied agreements have been made.

Austin Education Association

Austin Public Schools – ISD #492

President

Superintendent

Chief Negotiator

Chief Negotiator

Date

Date

MEMORANDUM OF UNDERSTANDING

E-Learning

WHEREAS, Independent School District No. 492, Austin (“District”) and the Austin Education Association (“AEA”) are parties to a 2023-2025 collective bargaining agreement (“CBA”); and

WHEREAS, the District has authorized the use of E-Learning;

NOW, THEREFORE, the AEA and District agree to follow Minnesota State statute 120A.414. Staff are also encouraged to utilize E-Learning days for collaboration with peers and building administration.

This Memorandum of Understanding will remain in effect for the 2023-2025 contract.

This Memorandum of Understanding contains the full and complete agreement between the parties relative to the subject matter addressed herein. No promises, guarantees, or representations relative to the subject matter addressed herein exist outside the terms of this document.

By signing below, each party represents that it has read, understands, and agrees to be bound by the terms of this Memorandum of Understanding and is authorized to sign on behalf of the party he or she represents.

Austin Education Association

Independent School District No. 492

President

Superintendent

Chief Negotiator

Dated: _____

Dated: _____

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into by the Austin Education Association (Union) and Independent School District No. 492 (District), the Union and the District are referred to collectively as the "Parties". The purpose of this MOU is to clarify the parameters between the parties for teachers providing instruction in the District's Austin Online Academy program.

Therefore, the parties agree to the following:

- 1) The definition of "Online Academy teaching" is any mode of teaching other than face to face that uses any type of electronic means to deliver instruction between the teacher and the student.
- 2) Teachers will be assigned to teach online classes by mutual agreement between the district and the teacher.
- 3) The parties agree to adhere to the guidelines set forth by the Minnesota Department of Education for online instruction.
- 4) Individual class sizes for an online class will be limited to 40 students for any one class.
- 5) Teachers who teach an online class will not be assigned a supervisory period.
- 6) No teachers will be assigned to teach in dual modes (face to face and online) simultaneously.
- 7) The district will provide all hardware, software and internet access for any online classes to be conducted.
- 8) This agreement shall be effective through the duration of the 2023-2025 contract cycle. The parties further agree to review this agreement at the end of the 2023-2024 school year for possible revisions by mutual agreement.

This is the full and complete agreement of the parties on this issue. There are no other oral or implied agreements.

All provisions of the parties 2023-2025 collective bargaining agreement shall remain in full force and effect.

For the Union

Date

For the District

Date

MEMORANDUM OF UNDERSTANDING

WHEREAS, the Austin Education Association (“Union”) represents teachers employed by the Austin Public Schools (“District”); and

WHEREAS, the District and the Union have entered into a collective bargaining agreement effective July 1, 2023, through June 30, 2025 (“Master Agreement”); and

WHEREAS, the District and the Union are clarifying teacher work time prior to the start of the school year; and

WHEREAS, the parties wish to enter into this Memorandum of Understanding (“MOU”);

NOW, THEREFORE, the parties stipulate and agree as follows:

For the 2024-2025 school year, the district will designate 20 contract hours throughout the back-to-school professional development days as teacher work time.

- Eight hours, in one day, will be designated as teacher work time
- Twelve additional hours will be designated as teacher work time scheduled in no less than one-hour increments.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed this _____ day of _____ 2023.

For Austin Education Association:

For Independent School District 492:

President

Superintendent

Chief Negotiator

Dated: _____

Dated: _____

MEMORANDUM OF UNDERSTANDING

LETRS Reading Instruction Training Stipend
July 1, 2023 - June 30, 2025

This Memorandum of Understanding ("MOU") is entered into between the Austin Independent School District No. 492 ("District") and the Austin Education Association ("AEA"). The District and the AEA are collectively referred to as "the parties" and each individually as "a party."

The Minnesota Department of Education (MDE) is endorsing teacher training for LETRS, a reading instruction training. This training is being offered as a staff development option and is not required training through Austin Public Schools. The District believes that this training will make a significant difference in how our reading instruction happens. The District proposes the following pay for any teacher choosing to take this training:

Upon completing each unit, the teacher can submit a copy of the unit certificate and receive a \$375 payment.

Both parties agree that this Memorandum of Understanding addresses an unusual set of circumstances and does not set a precedent or create a past practice.

By signing below, the parties agree to the above-described understanding.

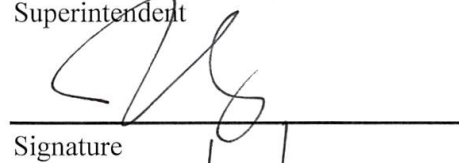
For Austin Education Association:



Signature

Dated: 8-16-23

For Independent School District 492:
Superintendent



Signature

Dated: 8/17/23

Director of Human Resources



Signature

Dated: 08/16/2023



NON-AFFILIATED HANDBOOK EXEMPT EXECUTIVE DIRECTORS

Effective July 1, 2023

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EMPLOYMENT GUIDELINES FOR NON-AFFILIATED EXECUTIVE DIRECTOR EMPLOYEES

Effective July 1, 2023

These guidelines cover current personnel procedures/practices for employees who are not affiliated with a bargaining unit. **Although we have attempted to address matters of general applicability to non-affiliated employees of District 492, we know that it does not cover every situation that might arise.**

District policies and regulations (see your supervisor) are resources for employees needing additional information about employment policies and procedures.

The District reserves the right to make changes at any time, with or without notice, and to interpret the ***Employment Guidelines for Non-Affiliated Employees*** as well as the District policies and procedures at the discretion of the District. If you have questions, contact your supervisor or Human Resources for more information.

Unless the terms of your employment are modified by express contract, you are an at-will employee and the District reserves the right to terminate your employment at any time without cause. No provision in the ***Employment Guidelines for Non-Affiliated Employees*** is intended to limit the rights of the District in regard to its employees in any manner including discipline and termination of employees, The Handbook is a general statement of policy, to be modified and applied by the District at its discretion. These procedures are not intended as, nor should they be construed as, promise of continued employment. Although assignments to positions are typically for a given period of time, any position may be eliminated, modified, revoked, suspended or terminated in whole or in part, at any time, as the Employer shall see fit. If there are specific differences between the employee's individual contract or policy and this reference guide, the individual contract or policy will generally prevail. If you are not sure whether the contract or this reference guide covers a certain issue, please consult with Human Resources.

HOURS OF SERVICE AND DUTY YEAR

Basic Work Year

The Administrator's duty year shall be for the entire twelve (12)-month contract year as provided in this document. The Administrator's schedule is to be arranged with the Superintendent. The Administrator shall perform services on those legal holidays on which the School District is authorized to conduct school if the School Board so determines. The Administrator shall be on duty during any emergency, natural or unnatural, unless otherwise excused in accordance with School Board policy. For purposes of computing the Administrator's daily rate of pay, the number of duty days each contract year shall be 260 days.

LEAVES OF ABSENCE

Sick Leave

Earning

A full-time Administrator shall earn one (1) day of sick leave each month of employment by the School District. Annual sick leave shall accrue monthly as it is earned on a proportionate basis to the Administrator's work year.

Accumulation

Unused sick leave days may accumulate to a maximum of one hundred (100) days of sick leave per employee.

Use

Sick leave with pay shall be allowed whenever the Administrator's absence is found to have been due to the Administrator's illness and/or disability that prevented the Administrator's attendance at school and performance of duties on that day or days. Also, the Administrator may use accumulated sick leave for family members, pursuant to Minnesota Statutes 181.9413, and the School District will limit such use of sick leave as provided in the statute.

Medical Certificate

The School District may require an Administrator to furnish a medical certificate from a qualified physician as evidence

of illness and/or disability pursuant to this section, indicating such absence was due to illness and/or disability, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an Administrator for sick leave is reserved to the School District. In the event that a medical certificate will be required, the Administrator will be so advised.

Deduction

Sick leave allowed shall be deducted from the accumulated sick leave days earned by the Administrator.

Approval

Sick leave pay may be approved only upon the Administrator's submission of an absence input electronically (Frontline Absence Management/AESOP) upon an immediate sick leave request or in advance (i.e. medical appointment).

Termination

Upon voluntary termination of employment, the Administrator shall be entitled to payment for any unused sick leave days accrued and earned pursuant to the provisions of this paragraph, based on the daily rate of pay calculated on the annual salary of the Administrator on the date of the Administrator's termination (maximum of one hundred (100) days). The Administrator shall receive said payment and place in a separate state-approved 403(b) tax deferred annuity up to the annual maximum Internal Revenue Service (IRS) cap, receive payment in a single lump sum, or split the payment with a portion placed in a separate 403(b) tax deferred annuity and a portion in a cash lump sum to be mutually agreed by the parties. If the Administrator is involuntarily terminated, the Administrator shall not be entitled to unused accrued and earned sick leave days.

In the event the Administrator dies during the term of this Contract, payment of any unused sick leave days accrued and earned pursuant to the provisions of this paragraph, based on the daily rate of pay calculated on the annual salary of the Administrator's at the time of the death, shall be made to the Administrator's survivor or estate.

Workers' Compensation

Pursuant to M.S. Chapter 176, an employee injured on the job in the service of the School District and collecting workers' compensation insurance may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments, and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Bereavement Leave

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), 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.

Family and Medical Leave (FMLA)

FMLA leave shall be granted pursuant to applicable law.

Jury Service

The Administrator who serves on jury duty shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be remitted to the School District.

Military Leave

Military leave shall be granted pursuant to applicable law.

Personal Emergency Leave

The Administrator may be granted paid personal/emergency leave during the contract year at the discretion of the Superintendent. Personal leave is intended to be used to conduct business that cannot be done outside the school day.

Vacation

Eligibility

The Administrator shall earn twenty five (25) days for a year of service.

A maximum vacation accrual of up to fifty (50) days may be carried over year to year.

Allocation

Earned vacation will be allocated to Administrator on a monthly basis at two point zero eight (2.08) days for each month of service of annual paid vacation each contract year. All vacation will be requested electronically through Frontline Absence Management/AESOP, 3 days in advance for District approval.

Termination

Upon voluntary termination of employment, the Administrator shall be entitled to payment for any unused vacation days accrued and earned pursuant to the provisions of this paragraph, based on the daily rate of pay calculated on the annual salary of the Administrator on the date of the Administrator's termination. The payment will be made to a qualifying HRA district contribution option. If the Administrator is involuntarily terminated, the Administrator shall not be entitled to unused accrued and earned vacation days.

In the event the Administrator dies during the term of this contract, payment of any unused vacation days accrued and earned pursuant to the provisions of this paragraph, based on the daily rate of pay calculated on the annual salary of the Administrator at the time of the Administrator's death, shall be made to the Administrator's survivor or estate.

Medical Leave

a. The Administrator and School District agree to incorporate by reference and be bound by the provisions of Minnesota Statutes 122A.40, Subd. 12 relating to suspension and leave of absence for health reasons.

b. If the Administrator is unable to perform regular duties because of personal illness or disability and has exhausted all sick leave credit available or has become eligible for long term disability compensation and has not been suspended or placed on leave of absence pursuant to Minnesota Statutes 122A.40, Subd. 12, the Administrator shall, upon request, be granted a medical leave of absence, without pay, up to one year in duration. The School Board may, in its discretion, extend such a leave upon written request. A request for medical leave of absence or extension thereof pursuant to this section shall be accompanied by a written statement from a physician outlining the condition of health and estimated time at which the Administrator is expected to be able to resume normal responsibilities. The Administrator when on medical leave of absence is eligible to continue to participate in group insurance programs as permitted under the insurance policy provisions, but the Administrator shall pay the entire premium for such programs as the Administrator wishes to retain for any portion of non-FMLA covered leave. If medical leave of at least one full year is granted pursuant to this section, the Administrator voluntarily waives any right to a leave of absence to which the Administrator might otherwise be entitled pursuant to Minnesota Statutes 122A.40, Subd. 12.

Leave of Absence Without Pay

Requests for leaves of absence without pay may be granted only at the discretion of the Superintendent.

Insurance Application

An Administrator on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The Administrator shall pay the entire premium for such insurance commencing with the beginning of the leave and shall pay to the School District the monthly premium in advance, except as otherwise

provided in law. In the event the Administrator is on paid leave from the School District under Section 1. above or supplemented by sick leave pursuant to Section 2. above, the School District will continue insurance contributions as provided in this Agreement until sick leave is exhausted. Thereafter, the Administrator must pay the entire premium to the School District for any insurance retained.

Credit

An Administrator who returns from unpaid leave shall retain experience credit for pay purposes and other benefits that had accrued at the time leave began. No credit shall accrue for the period of time that an Administrator was on unpaid leave.

HOLIDAYS

The Administrator shall be entitled to eleven (11) paid holidays each contract year as designated by the School Board as follows: July 4 (1), Labor Day (1), Thanksgiving (2), Christmas (2), New Year's Day (2), Good Friday (1), Memorial Day (1), and Juneteenth.

Weekends

Any holiday that falls during a weekend will be observed on a day established by the School District.

School in Session

The School District reserves the right, if school is in session, to cancel any of the holidays noted in Section 1. above and establish another holiday in lieu thereof. Any legal holiday or any holiday that falls within an Administrator's vacation period shall not be counted as a vacation day.

Application

In order to be eligible for holiday pay, an Administrator must work a regular work day the day before and the day after the holiday unless on an excused leave or on vacation.

GROUP INSURANCE

Selection of Carrier

The selection of the insurance carrier and policy shall be made by the School District as provided by law.

Health and Hospitalization Insurance – LOW DEDUCTIBLE

Two Hundred Fifty Dollar (\$250)/Five Hundred Dollar (\$500) Deductible option. The two hundred fifty-dollar (\$250)/five-hundred-dollar (\$500) deductible single plan option will have an employer School District contribution of ninety-three percent (93%) of the total cost of premium. The two hundred fifty-dollar (\$250)/five hundred (\$500) deductible family plan option will have an employer School District contribution of eighty-seven percent (87%) of the total cost of premium. Any excess premium will be paid by the Administrator through payroll deduction.

Health and Hospitalization Insurance – HIGH DEDUCTIBLE

The high deductible single plan option and high deductible family plan option will have an employee contribution of zero dollars \$0. The School District will contribute fifty percent (50%) of the deductible annually to the Administrator HSA account in quarterly installments.

Dental Coverage

The School District will contribute a sum toward single or family dental coverage not to exceed the full annual cost of a premium for single coverage for the Administrator. Any additional cost of the plan shall be borne by the Administrator and is paid by payroll deduction. This insurance must be maintained as a selected group insurance. All employees will be required to be members of this group.

Life Insurance

The School District shall provide, at the School District's expense, a group term life insurance plan in the amount of two hundred fifty thousand and (\$250,000.00) for the Administrator, payable to the Administrator's named beneficiary.

Benefit amounts are subject to the terms, conditions, and applicable limits defined by the policies.

Long Term Disability

The School District shall provide, at the School District's expense, long-term disability coverage for the Administrator in the School District's group plan. When on long-term disability, the Administrator will be considered "inactive" for long-term disability purposes and the Administrator shall be able to purchase the health and hospitalization insurance coverage while on long-term disability.

Claims Against the School District

The School District pursuant to this section. It is understood that the School District's only obligation is to purchase the insurance policies described in this document , and no claim shall be made against the School District as a result of denial by an insurer of insurance benefits if the School District has purchased the policies and paid the premiums described in this document..

Duration of Insurance Contributions

An Administrator is eligible for School District contribution as provided in this article as long as the Administrator is employed by the School District, on paid status, and enrolled in the School District's group health and hospitalization insurance plan. Upon termination of employment, all School District contributions shall cease.

Eligibility

The eligibility of the Administrator, or the Administrator's dependents or beneficiary, for insurance benefits shall be governed by the terms of the insurance policies purchased by the School District pursuant to this section.

Health Insurance Benefit for Retired Administrator

For the Administrator between the ages of fifty-five (55) and sixty-four 64 inclusive, who qualifies and retires under this Article, the School District will contribute ninety-three percent (93%) of the premium for single coverage under the two hundred fifty dollar (\$250) deductible plan and one hundred percent (100%) of the premium for single coverage under the High Deductible plan with an annual fifty percent (50%) deductible contribution to an HSA under the School District's group insurance policy until the Administrator reaches age sixty-five (65). To be eligible for this benefit, the Administrator must have completed a minimum of ten (10) continuous years of service as an administrator in the School District and be a participant in the School District's health and hospitalization insurance plan.

OTHER BENEFITS

Tax Sheltered Annuities

The Administrator will be eligible to participate through payroll deduction in a tax-sheltered annuity plan established pursuant to Section 403(b) of the Internal Revenue Code, Minnesota Statutes 123B.02, Subd. 15,, School District policy and as otherwise provided by law deferred compensation plan in accordance with Minnesota Statutes 356.24. The School District will match the Administrator contributions to such plan or plans on a dollar for dollar basis up to a maximum School District matching contribution of five thousand five hundred dollars (\$5,500.00) per school year. The School District's maximum matching contribution of five thousand five hundred dollars (\$5,500.00) per school year shall be in addition to the salary paid pursuant to paragraph VII, salary, below. APS Approved vendor list is available by contacting the benefits specialist.

Tax-Deferred Saving Plan

The Administrator will be eligible to participate in the Minnesota State Deferred Compensation Plan under Section 457 of the Internal Revenue Code and may make contributions to such plan through payroll deduction.

Conferences and Meetings

The School District shall pay all legally valid expenses and fees for the Administrator's attendance at area, state and national professional conferences and meetings with other educational agencies when attendance thereof is required, directed or permitted by the Superintendent. The Administrator shall advise the Superintendent of all meetings and conferences that the Administrator will be attending and shall periodically report to the Superintendent relative to all meetings and conferences attended. The Administrator shall file itemized expense receipts statements to be processed and approved as provided, by School Board policy and law which includes but is not limited to car rental, lodging and

mileage. Reimbursement for out-of-School District work related travel requiring the use of a private vehicle shall be at the Federal IRS mileage rate.

Membership

The School District shall pay the full cost of the Administrator’s membership in all school, service and business related professional or civic organizations as may be approved by the Superintendent. The Administrator shall present appropriate invoices/statements for approval as provided by School Board policy and law.

Cell Phone Stipend

The District shall provide sixty dollars \$60.00/month for the Administrator to help defray costs associated with use of personal cell phone for school business.

OTHER PROVISIONS

Indemnification and Provision of Counsel

In the event that an action is brought, or a claim is made against the Administrator arising out of or in conjunction with the Administrator’ employment, and the Administrator is acting within the scope of employment or official duties, the School District shall defend and indemnify to the extent permitted by law. Indemnification, as provided in this section, shall not apply in the case of malfeasance in office or willful or wanton neglect of duty, and the obligation of the School District in this regard shall be subject to the limitations as provided in Minnesota Statutes, Chapter 466.

Service Recognition Pay

The Administrator will be considered vested for purposes of this article after seven (7) years of total service with the School District in an administrative position and receive the following Service Recognition amount upon separation of service from the School District for any reason other than gross misconduct or willful or wanton neglect of duty. Beginning, July 1, 2023 the calculation of this benefit will use the 2023-2024 salary.

After Year 7	10%	x 2023-2024 Salary	= Service Recognition Amount
After Year 10	20%	x 2023-2024 Salary	= Service Recognition Amount
After Year 12	24%	x 2023-2024 Salary	= Service Recognition Amount
After Year 14	28%	x 2023-2024 Salary	= Service Recognition Amount
After Year 16	32%	x 2023-2024 Salary	= Service Recognition Amount
After Year 18	36%	x 2023-2024 Salary	= Service Recognition Amount
After Year 19	40%	x 2023-2024 Salary	= Service Recognition Amount
After Year 20	44%	x 2023-2024 Salary	= Service Recognition Amount

The Administrator shall receive the service recognition payout in the year of separation from employment in the following manner; 50% into the district-sponsored 403(b) Special Pay Plan, and 50% into the district-sponsored Health Reimbursement Arrangement, HRA. All applicable IRS rules will apply to the Administrator for both tax-advantaged programs.

Service Recognition Pay will not be offered to administrators hired after July 1, 2023.

PERSONNEL RECORD

Each Employee shall have only one (1) personnel file. Upon request, any Employee shall be shown the file without any charge. The Employee shall be provided copies of any material contained in their personnel file upon request. The cost of providing copies shall be borne by the Employee.

DISCIPLINE

The School District shall have the right to impose discipline on its employees for just cause. Discipline shall consist of oral reprimand, written reprimand, suspension with pay, suspension without pay, and discharge. The School District reserves the right to impose discipline at any level as it determines based upon the circumstances surrounding the action. A conference between the employee and his/her supervisor shall be held prior to the imposition of written reprimand, suspension without pay, or discharge.

TERMINATION

The Administrator's employment may be terminated during the term of this contract by the School Board for just cause.

This contract may be terminated at any time by mutual consent of the School Board and Administrator.

RATE OF PAY

Rate of Pay will be included in your individual yearly Offer of Employment. During the term of this contract, the annual salary may be modified but shall not be reduced. The annual salary shall be paid in 26 equal installments during the contract year.

Wage Matrix 2023-2024

Executive Director Table	
\$145,530.00	90%
\$148,764.00	92%
\$151,998.00	94%
\$155,232.00	96%
\$161,700.00	100%

If this contract is a subsequent contract entered into prior to the completion of an existing contract, this subsequent contract is contingent upon the Administrator completing the terms of the existing contract.



NON-AFFILIATED HANDBOOK EXEMPT DIRECTORS

Effective July 1, 2023

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EMPLOYMENT GUIDELINES FOR NON-AFFILIATED EXEMPT EMPLOYEES

Effective July 1, 2023

These guidelines cover current personnel procedures/practices for employees who are not affiliated with a bargaining unit. **Although we have attempted to address matters of general applicability to non-affiliated employees of District 492, we know that it does not cover every situation that might arise.**

District policies and regulations (see your supervisor) are resources for employees needing additional information about employment policies and procedures.

The District reserves the right to make changes at any time, with or without notice, and to interpret the ***Employment Guidelines for Non-Affiliated Employees*** as well as the District policies and procedures at the discretion of the District. If you have questions, contact your supervisor or Human Resources for more information.

Unless the terms of your employment are modified by express contract, you are an at-will employee and the District reserves the right to terminate your employment at any time without cause. No provision in the ***Employment Guidelines for Non-Affiliated Employees*** is intended to limit the rights of the District in regard to its employees in any manner including discipline and termination of employees. The Handbook is a general statement of policy, to be modified and applied by the District at its discretion. These procedures are not intended as, nor should they be construed as, promise of continued employment. Although assignments to positions are typically for a given period of time, any position may be eliminated, modified, revoked, suspended or terminated in whole or in part, at any time, as the Employer shall see fit. If there are specific differences between the employee's individual contract or policy and this reference guide, the individual contract or policy will generally prevail. If you are not sure whether the contract or this reference guide covers a certain issue, please consult with Human Resources.

HOURS OF SERVICE AND DUTY YEAR

Basic Work Year

The Administrator's duty year shall be for the entire twelve (12)-month contract year as provided in this document. The Administrator's schedule is to be arranged with the Superintendent. The Administrator shall perform services on those legal holidays on which the School District is authorized to conduct school if the School Board so determines. The Administrator shall be on duty during any emergency, natural or unnatural, unless otherwise excused in accordance with School Board policy. For purposes of computing the Administrator's daily rate of pay, the number of duty days each contract year shall be 260 days.

LEAVES OF ABSENCE

Sick Leave

Earning

A full-time Administrator shall earn one (1) day of sick leave each month of employment by the School District. Annual sick leave shall accrue monthly as it is earned on a proportionate basis to the Administrator's work year.

Accumulation

Unused sick leave days may accumulate to a maximum of one hundred (100) days of sick leave per employee.

Use

Sick leave with pay shall be allowed whenever the Administrator's absence is found to have been due to the Administrator's illness and/or disability that prevented the Administrator's attendance at school and performance of duties on that day or days. Also, the Administrator may use accumulated sick leave for family members, pursuant to Minnesota Statutes 181.9413, and the School District will limit such use of sick leave as provided in the statute.

Medical Certificate

The School District may require an Administrator to furnish a medical certificate from a qualified physician as evidence of illness and/or disability pursuant to this section, indicating such absence was due to illness and/or disability, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an Administrator for sick leave is

reserved to the School District. In the event that a medical certificate will be required, the Administrator will be so advised.

Deduction

Sick leave allowed shall be deducted from the accumulated sick leave days earned by the Administrator.

Approval

Sick leave pay may be approved only upon the Administrator's submission of an absence input electronically (Frontline Absence Management/AESOP) upon an immediate sick leave request or in advance (i.e. medical appointment).

Termination

Upon voluntary termination of employment, the Administrator shall be entitled to payment for any unused sick leave days accrued and earned pursuant to the provisions of this paragraph, based on the daily rate of pay calculated on the annual salary of the Administrator on the date of the Administrator's termination (maximum of one hundred (100) days). The Administrator shall receive said payment and place in a separate state-approved 403(b) tax deferred annuity up to the annual maximum Internal Revenue Service (IRS) cap, receive payment in a single lump sum, or split the payment with a portion placed in a separate 403(b) tax deferred annuity and a portion in a cash lump sum to be mutually agreed by the parties. If the Administrator is involuntarily terminated, the Administrator shall not be entitled to unused accrued and earned sick leave days.

In the event the Administrator dies during the term of this Contract, payment of any unused sick leave days accrued and earned pursuant to the provisions of this paragraph, based on the daily rate of pay calculated on the annual salary of the Administrator's at the time of the death, shall be made to the Administrator's survivor or estate.

Workers' Compensation

Pursuant to M.S. Chapter 176, an employee injured on the job in the service of the School District and collecting workers' compensation insurance may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments, and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Bereavement Leave

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), 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.

Family and Medical Leave (FMLA)

FMLA leave shall be granted pursuant to applicable law.

Jury Service

The Administrator who serves on jury duty shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be remitted to the School District.

Military Leave

Military leave shall be granted pursuant to applicable law.

Personal Emergency Leave

The Administrator may be granted paid personal/emergency leave during the contract year at the discretion of the Superintendent. Personal leave is intended to be used to conduct business that cannot be done outside the school day.

Vacation

Eligibility

The Administrator shall earn twenty five (25) days for a year of service.

A maximum vacation accrual of up to fifty (50) days may be carried over year to year.

Allocation

Earned vacation will be allocated to Administrator on a monthly basis at two point zero eight (2.08) days for each month of service of annual paid vacation each contract year. All vacation will be requested electronically through Frontline Absence Management/AESOP, 3 days in advance for District approval.

Termination

Upon voluntary termination of employment, the Administrator shall be entitled to payment for any unused vacation days accrued and earned pursuant to the provisions of this paragraph, based on the daily rate of pay calculated on the annual salary of the Administrator on the date of the Administrator's termination. The payment will be made to a qualifying HRA district contribution option. If the Administrator is involuntarily terminated, the Administrator shall not be entitled to unused accrued and earned vacation days.

In the event the Administrator dies during the term of this contract, payment of any unused vacation days accrued and earned pursuant to the provisions of this paragraph, based on the daily rate of pay calculated on the annual salary of the Administrator at the time of the Administrator's death, shall be made to the Administrator's survivor or estate.

Medical Leave

The Administrator and School District agree to incorporate by reference and be bound by the provisions of Minnesota Statutes 122A.40, Subd. 12 relating to suspension and leave of absence for health reasons.

If the Administrator is unable to perform regular duties because of personal illness or disability and has exhausted all sick leave credit available or has become eligible for long term disability compensation and has not been suspended or placed on leave of absence pursuant to Minnesota Statutes 122A.40, Subd. 12, the Administrator shall, upon request, be granted a medical leave of absence, without pay, up to one year in duration. The School Board may, in its discretion, extend such a leave upon written request. A request for medical leave of absence or extension thereof pursuant to this section shall be accompanied by a written statement from a physician outlining the condition of health and estimated time at which the Administrator is expected to be able to resume normal responsibilities. The Administrator when on medical leave of absence is eligible to continue to participate in group insurance programs as permitted under the insurance policy provisions, but the Administrator shall pay the entire premium for such programs as the Administrator wishes to retain for any portion of non-FMLA covered leave. If medical leave of at least one full year is granted pursuant to this section, the Administrator voluntarily waives any right to a leave of absence to which the Administrator might otherwise be entitled pursuant to Minnesota Statutes 122A.40, Subd. 12.

Leave of Absence Without Pay

Requests for leaves of absence without pay may be granted only at the discretion of the Superintendent.

Credit

An Administrator who returns from unpaid leave shall retain experience credit for pay purposes and other benefits that had accrued at the time leave began. No credit shall accrue for the period of time that an Administrator was on unpaid leave.

HOLIDAYS

The Administrator shall be entitled to eleven (11) paid holidays each contract year as designated by the School Board as follows: July 4 (1), Labor Day (1), Thanksgiving (2), Christmas (2), New Year's Day (2), Good Friday (1), Memorial Day (1), and Juneteenth.

Weekends

Any holiday that falls during a weekend will be observed on a day established by the School District.

School in Session

The School District reserves the right, if school is in session, to cancel any of the holidays noted in Section 1. above and establish another holiday in lieu thereof. Any legal holiday or any holiday that falls within an Administrator's vacation period shall not be counted as a vacation day.

Application

In order to be eligible for holiday pay, an Administrator must work a regular work day the day before and the day after the holiday unless on an excused leave or on vacation.

GROUP INSURANCE

Selection of Carrier

The selection of the insurance carrier and policy shall be made by the School District as provided by law.

Health and Hospitalization Insurance – LOW DEDUCTIBLE

Two Hundred Fifty Dollar (\$250)/Five Hundred Dollar (\$500) Deductible option. The two hundred fifty-dollar (\$250)/five-hundred-dollar (\$500) deductible single plan option will have an employer School District contribution of ninety-three percent (93%) of the total cost of premium. The two hundred fifty-dollar (\$250)/five hundred (\$500) deductible family plan option will have an employer School District contribution of eighty-seven percent (87%) of the total cost of premium. Any excess premium will be paid by the Administrator through payroll deduction.

Health and Hospitalization Insurance – HIGH DEDUCTIBLE

The high deductible single plan option and high deductible family plan option will have an employee contribution of zero dollars \$0. The School District will contribute fifty percent (50%) of the deductible annually to the Administrator HSA account in quarterly installments.

Dental Coverage

The School District will contribute a sum toward single or family dental coverage not to exceed the full annual cost of a premium for single coverage for the Administrator. Any additional cost of the plan shall be borne by the Administrator and is paid by payroll deduction. This insurance must be maintained as a selected group insurance. All employees will be required to be members of this group.

Life Insurance

The School District shall provide, at the School District's expense, a group term life insurance plan in the amount of two hundred thousand and (\$200,000.00) for the Administrator, payable to the Administrator's named beneficiary.

Benefit amounts are subject to the terms, conditions, and applicable limits defined by the policies.

Long Term Disability

The School District shall provide, at the School District's expense, long-term disability coverage for the Administrator in the School District's group plan. When on long-term disability, the Administrator will be considered "inactive" for long-term disability purposes and the Administrator shall be able to purchase the health and hospitalization insurance coverage while on long-term disability.

Claims Against the School District

The School District pursuant to this section. It is understood that the School District's only obligation is to purchase the

insurance policies described in this document , and no claim shall be made against the School District as a result of denial by an insurer of insurance benefits if the School District has purchased the policies and paid the premiums described in this document..

Duration of Insurance Contributions

An Administrator is eligible for School District contribution as provided in this article as long as the Administrator is employed by the School District, on paid status, and enrolled in the School District's group health and hospitalization insurance plan. Upon termination of employment, all School District contributions shall cease.

Eligibility

The eligibility of the Administrator, or the Administrator's dependents or beneficiary, for insurance benefits shall be governed by the terms of the insurance policies purchased by the School District pursuant to this section.

Health Insurance Benefit for Retired Administrator

For the Administrator between the ages of fifty-five (55) and sixty-four 64 inclusive, who qualifies and retires under this Article, the School District will contribute ninety-three percent (93%) of the premium for single coverage under the two hundred fifty dollar (\$250) deductible plan and one hundred percent (100%) of the premium for single coverage under the High Deductible plan with an annual fifty percent (50%) deductible contribution to an HSA under the School District's group insurance policy until the Administrator reaches age sixty-five (65). To be eligible for this benefit, the Administrator must have completed a minimum of ten (10) continuous years of service as an administrator in the School District and be a participant in the School District's health and hospitalization insurance plan.

OTHER BENEFITS Tax Sheltered Annuities

The Administrator will be eligible to participate through payroll deduction in a tax-sheltered annuity plan established pursuant to Section 403(b) of the Internal Revenue Code, Minnesota Statutes 123B.02, Subd. 15,, School District policy and as otherwise provided by law deferred compensation plan in accordance with Minnesota Statutes 356.24. The School District will match the Administrator contributions to such plan or plans on a dollar-for-dollar basis up to a maximum School District matching contribution of four thousand five hundred dollars (\$4,500.00) per school year. The School District's maximum matching contribution of four thousand five hundred dollars (\$4,500.00) per school year shall be in addition to the salary paid pursuant to paragraph VII, salary, below. APS Approved vendor list is available by contacting the benefits specialist.

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The Administrator will be eligible to participate in the Minnesota State Deferred Compensation Plan under Section 457 of the Internal Revenue Code and may make contributions to such plan through payroll deduction.

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The School District shall pay the full cost of the Administrator's membership in all school, service and business related professional or civic organizations as may be approved by the Superintendent. The Administrator shall present appropriate invoices/statements for approval as provided by School Board policy and law.

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The District shall provide sixty dollars \$60.00/month for the Administrator to help defray costs associated with use of personal cell phone for school business.

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In the event that an action is brought, or a claim is made against the Administrator arising out of or in conjunction with the Administrator's employment, and the Administrator is acting within the scope of employment or official duties, the School District shall defend and indemnify to the extent permitted by law. Indemnification, as provided in this section, shall not apply in the case of malfeasance in office or willful or wanton neglect of duty, and the obligation of the School District in this regard shall be subject to the limitations as provided in Minnesota Statutes, Chapter 466.

Service Recognition Pay

The Administrator will be considered vested for purposes of this article after ten (10) years of total service with the School District in an administrative position and receive the following service recognition amount upon separation of service from the School District for any reason other than gross misconduct or willful or wanton neglect of duty. . Beginning, July 1, 2023 the calculation of this benefit will use the 2023-2024 salary.

After Year	10	20%	x	2023-2024	=	Service Recognition Amount
After Year	12	24%	x	2023-2024	=	Service Recognition Amount
After Year	14	28%	x	2023-2024	=	Service Recognition Amount
After Year	16	32%	x	2023-2024	=	Service Recognition Amount
After Year	18	36%	x	2023-2024	=	Service Recognition Amount
After Year	19	40%	x	2023-2024	=	Service Recognition Amount
After Year	20	44%	x	2023-2024	=	Service Recognition Amount

The Administrator shall receive the service recognition payout in the year of separation from employment in the following manner; 50% into the district-sponsored 403(b) Special Pay Plan, and 50% into the district-sponsored Health Reimbursement Arrangement, HRA. All applicable IRS rules will apply to the Administrator for both tax-advantaged programs.

Service Recognition Pay will not be offered to administrators hired after July 1, 2023.

PERSONNEL RECORD

Each Employee shall have only one (1) personnel file. Upon request, any Employee shall be shown the file without any charge. The Employee shall be provided copies of any material contained in their personnel file upon request. The cost of providing copies shall be borne by the Employee.

DISCIPLINE

The School District shall have the right to impose discipline on its employees for just cause. Discipline shall consist of oral reprimand, written reprimand, suspension with pay, suspension without pay, and discharge. The School District reserves the right to impose discipline at any level as it determines based upon the circumstances surrounding the action. A conference between the employee and his/her supervisor shall be held prior to the imposition of written reprimand, suspension without pay, or discharge.

TERMINATION

The Administrator's employment may be terminated during the term of this contract by the School Board for just cause.

This contract may be terminated at any time by mutual consent of the School Board and Administrator.

RATE OF PAY

Rate of Pay will be determined and included in your individual yearly Offer of Employment. During the term of this contract, the annual salary may be modified but shall not be reduced. The annual salary shall be paid in 26 equal installments during the contract year.

Wage Matrix 2023-2024

Director Table		
	\$101,200.00	80%
	\$107,525.00	85%
	\$113,850.00	90%
C45-D61 CAP	\$116,380.00	92%
	\$118,910.00	94%
	\$121,440.00	96%
D62-E81 CAP	\$126,500.00	100%

If this contract is a subsequent contract entered into prior to the completion of an existing contract, this subsequent contract is contingent upon the Administrator completing the terms of the existing contract.



NON-AFFILIATED HANDBOOK EXEMPT SPECIALISTS, COORDINATORS, MANAGERS, DEANS, SUPERVISORS

Effective July 1, 2023

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Effective July 1, 2023

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District policies and regulations (see your supervisor) are resources for employees needing additional information about employment policies and procedures.

The District reserves the right to make changes at any time, with or without notice, and to interpret the ***Employment Guidelines for Non-Affiliated Employees*** as well as the District policies and procedures at the discretion of the District. If you have questions, contact your supervisor or Human Resources for more information.

Unless the terms of your employment are modified by express contract, you are an at-will employee and the District reserves the right to terminate your employment at any time without cause. No provision in the ***Employment Guidelines for Non-Affiliated Employees*** is intended to limit the rights of the District in regard to its employees in any manner including discipline and termination of employees, The Handbook is a general statement of policy, to be modified and applied by the District at its discretion. These procedures are not intended as, nor should they be construed as, promise of continued employment. Although assignments to positions are typically for a given period of time, any position may be eliminated, modified, revoked, suspended or terminated in whole or in part, at any time, as the Employer shall see fit. If there are specific differences between the employee's individual contract or policy and this reference guide, the individual contract or policy will generally prevail. If you are not sure whether the contract or this reference guide covers a certain issue, please consult with Human Resources.

DEFINITIONS

Full Time Employment

Full-time Employees shall be defined as those Employees regularly scheduled for forty (40) hours per week, eight (8) hours per day, for 52 weeks per year.

Full Time School Year Employment

Full-time *School Year Employees* shall be defined as those Employees regularly scheduled for a minimum of thirty (30) hours or more per week throughout the school year.

Part Time Employment

Part-time Employees shall be defined as those Employees regularly scheduled for less than thirty (30) hours per week.

Work Schedule

A regular work week for employees shall consist of five (5) days per week, eight (8) hours per day, and 40 hours per week. All employees will be assigned starting time and work schedules by the Employer, with a minimum of one-half (1/2) hour unpaid lunch period and a fifteen (15) minute paid rest period in the morning and in the afternoon.

Part Time Employees working four (4) hours or more per day shall be entitled to: one fifteen (15) minute rest period. Employees working six (6) hours or more per day shall be entitled to: One (1) fifteen (15) minute rest period and one (1) unpaid 30-minute lunch period.

HOURS OF SERVICE AND DUTY YEAR

Basic Work Week

The employee's basic work week, exclusive of lunch, shall be prescribed by the School District.

Basic Work Year

Employees working less than twelve (12) months will observe a work year in accordance with job requirements and/or

supervisor direction. Employees must work at least 210 days to be considered a ten-month employee. Eleven month employees must work at least 230 days.

Part-time Employees

The School District reserves the right to employ such employees as it deems desirable or necessary on a part-time or casual basis.

Shifts and Starting Times

All employees will be assigned starting times and shifts as determined by the School District.

Lunch Period

Full-time employees shall be provided a duty-free lunch period of thirty (30) minutes.

LEAVES OF ABSENCE

Sick Leave

Earning

A full-time employee shall earn one (1) day of sick leave each month of employment by the School District. Annual sick leave shall accrue monthly as it is earned on a proportionate basis to the employee's work year.

Accumulation

Unused sick leave days may accumulate to a maximum of one hundred (100) days of sick leave per employee.

Use

Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to the employee's illness and/or disability that prevented the employee's attendance at school and performance of duties on that day or days. Also, an employee may use his/her accumulated sick leave for family members, pursuant to M.S. 181.9413, and the School District will limit such use of sick leave as provided in the statute.

Medical Certificate

The School District may require an employee to furnish a medical certificate from a qualified physician as evidence of illness and/or disability pursuant to this section, indicating such absence was due to illness and/or disability, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the School District. In the event that a medical certificate will be required, the employee will be so advised.

Deduction

Sick leave allowed shall be deducted from the accumulated sick leave days earned by the employee.

Approval

Sick leave pay may be approved only upon the employee's submission of an absence input electronically (Frontline Absence Management/AESOP) upon an immediate sick leave request or in advance (i.e. medical appointment).

Workers' Compensation

Pursuant to M.S. Chapter 176, an employee injured on the job in the service of the School District and collecting workers' compensation insurance may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments, and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Bereavement Leave

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), 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.

Family and Medical Leave (FMLA)

FMLA leave shall be granted pursuant to applicable law.

Jury Service

An employee who serves on jury duty shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be remitted to the School District.

Military Leave

Military leave shall be granted pursuant to applicable law.

Personal Leave

Earning

A full-time employee shall earn two (2) day of personal leave per year.

Accumulation

Personal leave shall not accrue from year to year.

Use

Personal leave is intended to be used to conduct business that cannot be done outside the school day.

Vacation

Eligibility

This article shall apply only to Full Time Employees working 12 months per year.

Step 1 (1-5 years)	10 days
Step 2 (6-10 years)	15 days
Step 3 (10+ years)	20 days

Employees advance on the vacation schedule at the beginning of the fiscal year following completion of five years of service. Vacation is prorated for eligible part-time employees.

Employees may carry over unused vacation to the following fiscal year, provided that their vacation balance does not exceed:

Step 1	10 days
Step 2	15 days
Step 3	20 days

Allocation

Earned vacation will be allocated to Employees on a monthly basis. (Example: An eligible employee earning 10 vacation days per year will be allocated .67/day per month.) All vacation will be requested electronically through Frontline Absence Management/AESOP, 3 days in advance for District approval. Vacation days will be allocated upon completion of 120-day probationary period, retroactive to employee start date.

Leave of Absence Without Pay

Requests for leaves of absence without pay may be granted only at the discretion of the Superintendent.

Insurance Application

An employee on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The employee shall pay the entire premium for such insurance commencing with the beginning of the leave and shall pay to the School District the monthly premium in advance, except as otherwise provided in law. In the event the employee is on paid leave from the School District under Section 1. above or supplemented by sick leave pursuant to Section 2. above, the School District will continue insurance contributions as provided in this Agreement until sick leave is exhausted. Thereafter, the employee must pay the entire premium to the School District for any insurance retained.

Credit

An employee who returns from unpaid leave shall retain experience credit for pay purposes and other benefits that had accrued at the time leave began. No credit shall accrue for the period of time that an employee was on unpaid leave.

HOLIDAYS

Full Time Employees

Full time employees working thirty hours (30) per week shall be granted the following paid holidays:

December 31	Independence Day	December 24
January 1	Labor Day	December 25
Good Friday	Thanksgiving Day	
Memorial Day	Thanksgiving Friday	Juneteenth

Full Time School Year Employees

Full-time *School Year Employees* working 192 days or more regularly scheduled for a minimum of thirty (30) hours or more per week throughout the school year shall receive the following holidays, provided the Employee is regularly scheduled to work during the week of the holiday:

January 1	Labor Day	December 25
Good Friday	Thanksgiving Day	Floating Holiday
Memorial Day	Thanksgiving Friday	

Part Time School Year Employees

Part-time *School Year Employees* working less than 192 days shall receive the following holidays, provided the Employee is regularly scheduled to work during the week of the holiday:

January 1	Thanksgiving Day	December 25
Floating Holiday		

Weekends

Any holiday that falls during a weekend will be observed on a day established by the School District.

School in Session

The School District reserves the right, if school is in session, to cancel any of the holidays noted in Section 1. above and establish another holiday in lieu thereof. Any legal holiday or any holiday that falls within an employee’s vacation period shall not be counted as a vacation day.

Application

In order to be eligible for holiday pay, an employee must work a regular work day the day before and the day after the holiday unless on an excused leave or on vacation.

GROUP INSURANCE

Selection of Carrier

The selection of the insurance carrier and policy shall be made by the School District as provided by law.

Health and Hospitalization Insurance – Single Coverage LOW DEDUCTIBLE

The School District shall contribute a sum not to exceed Ninety (90%) percent per month toward the premium for individual coverage for each full-time and full-time school year employee employed by the School District who qualifies for and is enrolled in single coverage in the School District's group health and hospitalization insurance plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

Health and Hospitalization Insurance – Single Coverage HIGH DEDUCTIBLE

The School District shall contribute a sum not to exceed One Hundred (100%) percent per month toward the premium for individual coverage for each full-time and full-time school year employee employed by the School District who qualifies for and is enrolled in single coverage in the School District's group health and hospitalization insurance plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction. Annual employer contribution to the HSA (Health Savings Account) not to exceed 50% of the annual deductible.

Health and Hospitalization Insurance – Family Coverage LOW DEDUCTIBLE

The School District shall contribute a sum not to exceed Eighty-five (85%) percent per month toward the premium for family coverage for each full-time and full-time school year employee employed by the School District who qualifies for and is enrolled in family coverage in the School District's group health and hospitalization insurance plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

Health and Hospitalization Insurance – Family Coverage HIGH DEDUCTIBLE

The School District shall contribute a sum not to exceed One Hundred (100%) percent per month toward the premium for family coverage for each full-time and full-time school year employee employed by the School District who qualifies for and is enrolled in family coverage in the School District's group health and hospitalization insurance plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction. Annual employer contribution to the HSA (Health Savings Account) not to exceed 50% of the annual deductible.

Dental Coverage

The School District shall contribute a sum not to exceed \$25.00 per month toward the premium for single or family coverage for each full-time and full-time school year employee employed by the School District who qualifies.

Long-Term Disability and Life Insurance

The School District shall contribute the full premium toward an income protection plan for full-time and full-time school year employee. The employer will pay 100% of the cost of group term life insurance with a face value of \$50,000 for each full-time employee and each full-time school year employee regularly scheduled for a minimum of thirty (30) hours per or more per week throughout the school year.

Claims Against the School District

The School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to in this Agreement, and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Duration of Insurance Contributions

An employee is eligible for School District contribution as provided in this article as long as the employee is employed by the School District, on paid status, and enrolled in the School District's group health and hospitalization insurance plan. Upon termination of employment, all School District contributions shall cease.

Eligibility

Full benefits provided in this article are designed for employees who are employed an average of at least thirty (30) hours per week. Eligibility is subject to any limitations contained in the contract between the insurance carrier and the

School District.

403(b) MATCHING CONTRIBUTION PLAN

Eligibility

Pursuant to the provisions of M.S. 123B.02, Subd. 15. and Section 403(b) of the Federal Internal Revenue Code, the School District will make matching contributions for each employee who is employed an average of at least thirty (30) hours per week pursuant to the provisions of this article.

Amount of School District Contribution

Full-time Employees

Full-time, eligible employees shall be eligible for an annual School District matching contribution of \$1,500.

Part-time Employees

Eligible part-time employees shall receive a matching contribution on a pro-rata basis equal to their percentage of full-time employment.

Year of Service: For purposes of this section, a year of service in the School District means working a full academic year.

Vendors

Participation in the benefits of this article is limited only to employees who select one (1) of Austin Public Schools approved vendors. For a complete list of vendors, contact the benefits specialist.

Notice of Participation

To be eligible for the provisions of this article, an employee must notify the School District, in writing, of the employee's intention to participate in this matching program and the amount of the employee's contribution. This notice shall continue from year to year at the specified amount unless the employee notifies the School District, in writing, otherwise.

Payment

The employee's contribution shall be made by payroll deduction.

Unpaid Leave

An employee on unpaid leave may not participate in the provisions of this article.

Applicable Statutes

The provisions of this article are subject to all limitations relating to such plans as provided by law.

PROBATIONARY PERIOD

All Employees are on probation for the first twelve (12) months of their employment and may be dismissed any time within this period without any notice.

After the probationary term of employment, an Employee will be given one week notice before separation from employment by the Employer for any reason, except in cases where due cause may justify immediate separation.

PERSONNEL RECORD

Each Employee shall have only one (1) personnel file. Upon request, any Employee shall be shown the file without any charge. The Employee shall be provided copies of any material contained in their personnel file upon request. The cost of providing copies shall be borne by the Employee.

DISCIPLINE

The School District shall have the right to impose discipline on its employees for just cause. Discipline shall consist of oral reprimand, written reprimand, suspension with pay, suspension without pay, and discharge. The School District reserves the right to impose discipline at any level as it determines based upon the circumstances surrounding the action. A conference between the employee and his/her supervisor shall be held prior to the imposition of written reprimand, suspension without pay, or discharge.

RATE OF PAY

Rate of Pay will be determined and included in your individual yearly Offer of Employment. During the term of this contract, the annual salary may be modified but shall not be reduced.

WAGE MATRIX 2023-2024

Employees received a 3% increase in wages for 2023-2024

DBM Rating	Salary Range (Full Year)
B24	\$46,500-\$62,500
B32	\$52,000-\$70,000
C41	\$55,000 - \$75,000
C42	\$59,500-\$83,000
C43	\$63,000-\$88,500
C44	\$68,000-\$95,000
C45	\$73,500-\$103,000



NON-AFFILIATED HANDBOOK NON-EXEMPT MHP, COTA, TECH

Effective July 1, 2023

EMPLOYMENT GUIDELINES FOR NON-AFFILIATED NON-EXEMPT EMPLOYEES

Effective July 1, 2023

These guidelines cover current personnel procedures/practices for employees who are not affiliated with a bargaining unit. **Although we have attempted to address matters of general applicability to non-affiliated employees of District 492, we know that it does not cover every situation that might arise.**

District policies and regulations (see your supervisor) are resources for employees needing additional information about employment policies and procedures.

The District reserves the right to make changes at any time, with or without notice, and to interpret the ***Employment Guidelines for Non-Affiliated Employees*** as well as the District policies and procedures at the discretion of the District. If you have questions, contact your supervisor or Human Resources for more information.

Unless the terms of your employment are modified by express contract, you are an at-will employee and the District reserves the right to terminate your employment at any time without cause. No provision in the ***Employment Guidelines for Non-Affiliated Employees*** is intended to limit the rights of the District in regard to its employees in any manner including discipline and termination of employees, The Handbook is a general statement of policy, to be modified and applied by the District at its discretion. These procedures are not intended as, nor should they be construed as, promise of continued employment. Although assignments to positions are typically for a given period of time, any position may be eliminated, modified, revoked, suspended or terminated in whole or in part, at any time, as the Employer shall see fit. If there are specific differences between the employee's individual contract or policy and this reference guide, the individual contract or policy will generally prevail. If you are not sure whether the contract or this reference guide covers a certain issue, please consult with Human Resources.

DEFINITIONS

Full Time Employment

Full-time Employees shall be defined as those Employees regularly scheduled for forty (40) hours per week, eight (8) hours per day, for 52 weeks per year.

Full Time School Year Employment

Full-time *School Year Employees* shall be defined as those Employees regularly scheduled for a minimum of thirty (30) hours or more per week throughout the school year.

Part Time Employment

Part-time Employees shall be defined as those Employees regularly scheduled for less than thirty (30) hours per week.

Work Schedule

A regular work week for employees shall consist of five (5) days per week, eight (8) hours per day, and 40 hours per week. All employees will be assigned starting time and work schedules by the Employer, with a minimum of one-half (1/2) hour unpaid lunch period and a fifteen (15) minute paid rest period in the morning and in the afternoon.

Part Time Employees working four (4) hours or more per day shall be entitled to: one fifteen (15) minute rest period. Employees working six (6) hours or more per day shall be entitled to: One (1) fifteen (15) minute rest period and one (1) unpaid 30-minute lunch period.

HOURS OF SERVICE AND DUTY YEAR

Basic Work Week

The employee's basic work week, exclusive of lunch, shall be prescribed by the School District.

Basic Work Year

Employees working less than twelve (12) months will observe a work year in accordance with job requirements and/or

supervisor direction. Employees must work at least 210 days to be considered a ten-month employee. Eleven month employees must work at least 230 days.

Part-time Employees

The School District reserves the right to employ such employees as it deems desirable or necessary on a part-time or casual basis.

Shifts and Starting Times

All employees will be assigned starting times and shifts as determined by the School District.

Lunch Period

Full-time employees shall be provided a duty-free lunch period of thirty (30) minutes.

LEAVES OF ABSENCE

Sick Leave

Earning

A full-time employee shall earn one (1) day of sick leave each month of employment by the School District. Annual sick leave shall accrue monthly as it is earned on a proportionate basis to the employee's work year.

Accumulation

Unused sick leave days may accumulate to a maximum of one hundred (100) days of sick leave per employee.

Use

Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to the employee's illness and/or disability that prevented the employee's attendance at school and performance of duties on that day or days. Also, an employee may use his/her accumulated sick leave for family members, pursuant to M.S. 181.9413, and the School District will limit such use of sick leave as provided in the statute.

Medical Certificate

The School District may require an employee to furnish a medical certificate from a qualified physician as evidence of illness and/or disability pursuant to this section, indicating such absence was due to illness and/or disability, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the School District. In the event that a medical certificate will be required, the employee will be so advised.

Deduction

Sick leave allowed shall be deducted from the accumulated sick leave days earned by the employee.

Approval

Sick leave pay may be approved only upon the employee's submission of an absence input electronically (Frontline Absence Management/AESOP) upon an immediate sick leave request or in advance (i.e. medical appointment).

Workers' Compensation

Pursuant to M.S. Chapter 176, an employee injured on the job in the service of the School District and collecting workers' compensation insurance may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments, and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Bereavement Leave

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), 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.

Family and Medical Leave (FMLA)

FMLA leave shall be granted pursuant to applicable law.

Jury Service

An employee who serves on jury duty shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be remitted to the School District.

Military Leave

Military leave shall be granted pursuant to applicable law.

Personal Leave

Earning

A full-time employee shall earn two (2) day of personal leave per year.

Accumulation

Personal leave shall not accrue from year to year.

Use

Personal leave is intended to be used to conduct business that cannot be done outside the school day.

Leave of Absence Without Pay

Requests for leaves of absence without pay may be granted only at the discretion of the Superintendent.

Insurance Application

An employee on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The employee shall pay the entire premium for such insurance commencing with the beginning of the leave and shall pay to the School District the monthly premium in advance, except as otherwise provided in law. In the event the employee is on paid leave from the School District under sick leave, or an unpaid qualified FMLA leave, the School District will continue insurance contributions as provided in this Agreement until sick leave/FMLA is exhausted. Thereafter, the employee must pay the entire premium to the School District for any insurance retained.

Credit

An employee who returns from unpaid leave shall retain experience credit for pay purposes and other benefits that had accrued at the time leave began. No credit shall accrue for the period of time that an employee was on unpaid leave.

HOLIDAYS

Full Time School Year Employees

Full-time *School Year Employees* working 192 days or more regularly scheduled for a minimum of thirty (30) hours or more per week throughout the school year shall receive the following holidays, provided the Employee is regularly scheduled to work during the week of the holiday:

January 1	Labor Day	December 25
Good Friday	Thanksgiving Day	Floating Holiday
Memorial Day	Thanksgiving Friday	

Part Time School Year Employees

Part-time *School Year Employees* working less than 192 days shall receive the following holidays, provided the Employee is regularly scheduled to work during the week of the holiday:

January 1	Thanksgiving Day	December 25
Floating Holiday		

Weekends

Any holiday that falls during a weekend will be observed on a day established by the School District.

School in Session

The School District reserves the right, if school is in session, to cancel any of the holidays noted in Section 1. above and establish another holiday in lieu thereof. Any legal holiday or any holiday that falls within an employee’s vacation period shall not be counted as a vacation day.

Application

In order to be eligible for holiday pay, an employee must work a regular work day the day before and the day after the holiday unless on an excused leave or on vacation.

GROUP INSURANCE

Selection of Carrier

The selection of the insurance carrier and policy shall be made by the School District as provided by law.

Health and Hospitalization Insurance – Single Coverage LOW DEDUCTIBLE

The School District shall contribute a sum not to exceed Ninety (90%) percent per month toward the premium for individual coverage for each full-time and full-time school year employee employed by the School District who qualifies for and is enrolled in single coverage in the School District’s group health and hospitalization insurance plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

Health and Hospitalization Insurance – Single Coverage HIGH DEDUCTIBLE

The School District shall contribute a sum not to exceed One Hundred (100%) percent per month toward the premium for individual coverage for each full-time and full-time school year employee employed by the School District who qualifies for and is enrolled in single coverage in the School District’s group health and hospitalization insurance plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction. Annual employer contribution to the HSA (Health Savings Account) not to exceed 50% of the annual deductible.

Health and Hospitalization Insurance – Family Coverage LOW DEDUCTIBLE

The School District shall contribute a sum not to exceed Eighty-five (85%) percent per month toward the premium for family coverage for each full-time and full-time school year employee employed by the School District who qualifies for and is enrolled in family coverage in the School District’s group health and hospitalization insurance plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

Health and Hospitalization Insurance – Family Coverage HIGH DEDUCTIBLE

The School District shall contribute a sum not to exceed One Hundred (100%) percent per month toward the premium for family coverage for each full-time and full-time school year employee employed by the School District who qualifies for and is enrolled in family coverage in the School District’s group health and hospitalization insurance plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction. Annual employer contribution to the HSA (Health Savings Account) not to exceed 50% of the annual deductible.

Dental Coverage

The School District shall contribute a sum not to exceed \$25.00 per month toward the premium for single coverage for each full-time and full-time school year employee employed by the School District who qualifies.

Long-Term Disability and Life Insurance

The School District shall contribute the full premium toward an income protection plan for full-time and full-time school year employee. The employer will pay 100% of the cost of group term life insurance with a face value of \$35,000 for each full-time employee and each full-time school year employee regularly scheduled for a minimum of thirty (30) hours per or more per week throughout the school year.

Claims Against the School District

The School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to in this Agreement, and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Duration of Insurance Contributions

An employee is eligible for School District contribution as provided in this article as long as the employee is employed by the School District, on paid status, and enrolled in the School District's group health and hospitalization insurance plan. Upon termination of employment, all School District contributions shall cease.

Eligibility

Full benefits provided in this article are designed for employees who are employed an average of at least thirty (30) hours per week. Eligibility is subject to any limitations contained in the contract between the insurance carrier and the School District.

403(B) MATCHING CONTRIBUTION PLAN

Eligibility

Pursuant to the provisions of M.S. 123B.02, Subd. 15. and Section 403(b) of the Federal Internal Revenue Code, the School District will make matching contributions for each employee who is employed an average of at least thirty (30) hours per week pursuant to the provisions of this article.

Amount of School District Contribution

Full-time Employees

Full-time, eligible employees shall be eligible for an annual School District matching contribution of \$750.

Part-time Employees

Eligible part-time employees shall receive a matching contribution on a pro-rata basis equal to their percentage of full-time employment.

Year of Service: For purposes of this section, a year of service in the School District means working a full academic year.

Vendors

Participation in the benefits of this article is limited only to employees who select one (1) of Austin Public Schools approved vendors. For a complete list of vendors, contact the benefits specialist.

Notice of Participation

To be eligible for the provisions of this article, an employee must notify the School District, in writing, of the employee's intention to participate in this matching program and the amount of the employee's contribution. This notice shall continue from year to year at the specified amount unless the employee notifies the School District, in writing, otherwise.

Payment

The employee's contribution shall be made by payroll deduction.

Unpaid Leave

An employee on unpaid leave may not participate in the provisions of this article.

Applicable Statutes

The provisions of this article are subject to all limitations relating to such plans as provided by law.

PROBATIONARY PERIOD

All Employees are on probation for the first twelve (12) months of their employment and may be dismissed any time within this period without any notice.

After the probationary term of employment, an Employee will be given one week notice before separation from employment by the Employer for any reason, except in cases where due cause may justify immediate separation.

PERSONNEL RECORD

Each Employee shall have only one (1) personnel file. Upon request, any Employee shall be shown the file without any charge. The Employee shall be provided copies of any material contained in their personnel file upon request. The cost of providing copies shall be borne by the Employee.

DISCIPLINE

The School District shall have the right to impose discipline on its employees for just cause. Discipline shall consist of oral reprimand, written reprimand, suspension with pay, suspension without pay, and discharge. The School District reserves the right to impose discipline at any level as it determines based upon the circumstances surrounding the action. A conference between the employee and his/her supervisor shall be held prior to the imposition of written reprimand, suspension without pay, or discharge.

RATE OF PAY

Rate of Pay will be determined and included in your individual yearly Offer of Employment. During the term of this contract, the annual salary may be modified but shall not be reduced.

Wage Matrix 2023-2024

Wage increase of 3% for 2023-2024

DBM Rating	Salary Range
B22 INFO TECH I	\$18.00 – \$24.00
B23 INFO TECH II	\$20.00 - \$27.00
B23 - COTA	\$20.00 - \$27.00
C42 - MHP	\$27.00 - \$39.00



NON-AFFILIATED HANDBOOK NON-EXEMPT NURSE, SUCCESS COACH, STUDENT SUPPORT, ABE NAVIGATOR

Effective July 1, 2023



AUSTIN PUBLIC SCHOOLS
INSPIRE • EMPOWER • ACCELERATE

EMPLOYMENT GUIDELINES FOR NON-AFFILIATED NON-EXEMPT EMPLOYEES

Effective July 1, 2023

These guidelines cover current personnel procedures/practices for employees who are not affiliated with a bargaining unit. **Although we have attempted to address matters of general applicability to non-affiliated employees of District 492, we know that it does not cover every situation that might arise.**

District policies and regulations (see your supervisor) are resources for employees needing additional information about employment policies and procedures.

The District reserves the right to make changes at any time, with or without notice, and to interpret the ***Employment Guidelines for Non-Affiliated Employees*** as well as the District policies and procedures at the discretion of the District. If you have questions, contact your supervisor or Human Resources for more information.

Unless the terms of your employment are modified by express contract, you are an at-will employee and the District reserves the right to terminate your employment at any time without cause. No provision in the ***Employment Guidelines for Non-Affiliated Employees*** is intended to limit the rights of the District in regard to its employees in any manner including discipline and termination of employees, The Handbook is a general statement of policy, to be modified and applied by the District at its discretion. These procedures are not intended as, nor should they be construed as, promise of continued employment. Although assignments to positions are typically for a given period of time, any position may be eliminated, modified, revoked, suspended or terminated in whole or in part, at any time, as the Employer shall see fit. If there are specific differences between the employee's individual contract or policy and this reference guide, the individual contract or policy will generally prevail. If you are not sure whether the contract or this reference guide covers a certain issue, please consult with Human Resources.

DEFINITIONS

Full Time Employment

Full-time Employees shall be defined as those Employees regularly scheduled for forty (40) hours per week, eight (8) hours per day, for 52 weeks per year.

Full Time School Year Employment

Full-time *School Year Employees* shall be defined as those Employees regularly scheduled for a minimum of thirty (30) hours or more per week throughout the school year.

Part Time Employment

Part-time Employees shall be defined as those Employees regularly scheduled for less than thirty (30) hours per week.

Work Schedule

A regular work week for employees shall consist of five (5) days per week, eight (8) hours per day, and 40 hours per week. All employees will be assigned starting time and work schedules by the Employer, with a minimum of one-half (1/2) hour unpaid lunch period and a fifteen (15) minute paid rest period in the morning and in the afternoon.

Part Time Employees working four (4) hours or more per day shall be entitled to: one fifteen (15) minute rest period. Employees working six (6) hours or more per day shall be entitled to: One (1) fifteen (15) minute rest period and one (1) unpaid 30-minute lunch period.

HOURS OF SERVICE AND DUTY YEAR

Basic Work Week

The employee's basic work week, exclusive of lunch, shall be prescribed by the School District.

Basic Work Year

Employees working less than twelve (12) months will observe a work year in accordance with job requirements and/or

supervisor direction. Employees must work at least 210 days to be considered a ten-month employee. Eleven month employees must work at least 230 days.

Part-time Employees

The School District reserves the right to employ such employees as it deems desirable or necessary on a part-time or casual basis.

Shifts and Starting Times

All employees will be assigned starting times and shifts as determined by the School District.

Lunch Period

Full-time employees shall be provided a duty-free lunch period of thirty (30) minutes.

LEAVES OF ABSENCE

Sick Leave

Earning

A full-time employee shall earn one (1) day of sick leave each month of employment by the School District. Annual sick leave shall accrue monthly as it is earned on a proportionate basis to the employee's work year.

Accumulation

Unused sick leave days may accumulate to a maximum of one hundred (100) days of sick leave per employee.

Use

Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to the employee's illness and/or disability that prevented the employee's attendance at school and performance of duties on that day or days. Also, an employee may use his/her accumulated sick leave for family members, pursuant to M.S. 181.9413, and the School District will limit such use of sick leave as provided in the statute.

Medical Certificate

The School District may require an employee to furnish a medical certificate from a qualified physician as evidence of illness and/or disability pursuant to this section, indicating such absence was due to illness and/or disability, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the School District. In the event that a medical certificate will be required, the employee will be so advised.

Deduction

Sick leave allowed shall be deducted from the accumulated sick leave days earned by the employee.

Approval

Sick leave pay may be approved only upon the employee's submission of an absence input electronically (Frontline Absence Management/AESOP) upon an immediate sick leave request or in advance (i.e. medical appointment).

Workers' Compensation

Pursuant to M.S. Chapter 176, an employee injured on the job in the service of the School District and collecting workers' compensation insurance may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments, and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Bereavement Leave

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), 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.

Family and Medical Leave (FMLA)

FMLA leave shall be granted pursuant to applicable law.

Jury Service

An employee who serves on jury duty shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be remitted to the School District.

Military Leave

Military leave shall be granted pursuant to applicable law.

Personal Leave

Earning

A full-time employee shall earn two (2) day of personal leave per year.

Accumulation

Personal leave shall not accrue from year to year.

Use

Personal leave is intended to be used to conduct business that cannot be done outside the school day.

Leave of Absence Without Pay

Requests for leaves of absence without pay may be granted only at the discretion of the Superintendent.

Credit

An employee who returns from unpaid leave shall retain experience credit for pay purposes and other benefits that had accrued at the time leave began. No credit shall accrue for the period of time that an employee was on unpaid leave.

HOLIDAYS

Full Time School Year Employees

Full-time *School Year Employees* working 192 days or more regularly scheduled for a minimum of thirty (30) hours or more per week throughout the school year shall receive the following holidays, provided the Employee is regularly scheduled to work during the week of the holiday:

January 1	Labor Day	December 25
Good Friday	Thanksgiving Day	Floating Holiday
Memorial Day	Thanksgiving Friday	

Part Time School Year Employees

Part-time *School Year Employees* working less than 192 days shall receive the following holidays, provided the Employee is regularly scheduled to work during the week of the holiday:

January 1	Thanksgiving Day	December 25
Floating Holiday		

Weekends

Any holiday that falls during a weekend will be observed on a day established by the School District.

School in Session

The School District reserves the right, if school is in session, to cancel any of the holidays noted in Section 1. above and establish another holiday in lieu thereof. Any legal holiday or any holiday that falls within an employee’s vacation period shall not be counted as a vacation day.

Application

In order to be eligible for holiday pay, an employee must work a regular work day the day before and the day after the holiday unless on an excused leave or on vacation.

GROUP INSURANCE

Selection of Carrier

The selection of the insurance carrier and policy shall be made by the School District as provided by law.

Health and Hospitalization Insurance – Single Coverage LOW DEDUCTIBLE

The School District shall contribute a sum not to exceed Ninety (90%) percent per month toward the premium for individual coverage for each full-time and full-time school year employee employed by the School District who qualifies for and is enrolled in single coverage in the School District’s group health and hospitalization insurance plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

Health and Hospitalization Insurance – Single Coverage HIGH DEDUCTIBLE

The School District shall contribute a sum not to exceed One Hundred (100%) percent per month toward the premium for individual coverage for each full-time and full-time school year employee employed by the School District who qualifies for and is enrolled in single coverage in the School District’s group health and hospitalization insurance plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction. Annual employer contribution to the HSA (Health Savings Account) not to exceed 50% of the annual deductible.

Dental Coverage

The School District shall contribute a sum not to exceed \$25.00 per month toward the premium for single coverage for each full-time and full-time school year employee employed by the School District who qualifies.

Long-Term Disability and Life Insurance

The School District shall contribute the full premium toward an income protection plan for full-time and full-time school year employee. The employer will pay 100% of the cost of group term life insurance with a face value of \$35,000 for each full-time employee and each full-time school year employee regularly scheduled for a minimum of thirty (30) hours per or more per week throughout the school year.

Claims Against the School District

The School District’s only obligation is to purchase an insurance policy and pay such amounts as agreed to in this Agreement, and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Duration of Insurance Contributions

An employee is eligible for School District contribution as provided in this article as long as the employee is employed by the School District, on paid status, and enrolled in the School District’s group health and hospitalization insurance plan. Upon termination of employment, all School District contributions shall cease.

Eligibility

Full benefits provided in this article are designed for employees who are employed an average of at least thirty (30) hours per week. Eligibility is subject to any limitations contained in the contract between the insurance carrier and the School District.

403(B) MATCHING CONTRIBUTION PLAN

Eligibility

Pursuant to the provisions of M.S. 123B.02, Subd. 15. and Section 403(b) of the Federal Internal Revenue Code, the School District will make matching contributions for each employee who is employed an average of at least thirty (30) hours per week pursuant to the provisions of this article.

Amount of School District Contribution

Full-time Employees

Full-time, eligible employees shall be eligible for an annual School District matching contribution of \$750.

Part-time Employees

Eligible part-time employees shall receive a matching contribution on a pro-rata basis equal to their percentage of full-time employment.

Year of Service: For purposes of this section, a year of service in the School District means working a full academic year.

Vendors

Participation in the benefits of this article is limited only to employees who select one (1) of Austin Public Schools approved vendors. For a complete list of vendors, contact the benefits specialist.

Notice of Participation

To be eligible for the provisions of this article, an employee must notify the School District, in writing, of the employee's intention to participate in this matching program and the amount of the employee's contribution. This notice shall continue from year to year at the specified amount unless the employee notifies the School District, in writing, otherwise.

Payment

The employee's contribution shall be made by payroll deduction.

Unpaid Leave

An employee on unpaid leave may not participate in the provisions of this article.

Applicable Statutes

The provisions of this article are subject to all limitations relating to such plans as provided by law.

PROBATIONARY PERIOD

All Employees are on probation for the first twelve (12) months of their employment and may be dismissed any time within this period without any notice.

After the probationary term of employment, an Employee will be given one week notice before separation from employment by the Employer for any reason, except in cases where due cause may justify immediate separation.

PERSONNEL RECORD

Each Employee shall have only one (1) personnel file. Upon request, any Employee shall be shown the file without any charge. The Employee shall be provided copies of any material contained in their personnel file upon request. The cost of providing copies shall be borne by the Employee.

DISCIPLINE

The School District shall have the right to impose discipline on its employees for just cause. Discipline shall consist of oral reprimand, written reprimand, suspension with pay, suspension without pay, and discharge. The School District reserves the right to impose discipline at any level as it determines based upon the circumstances surrounding the action. A conference between the employee and his/her supervisor shall be held prior to the imposition of written reprimand, suspension without pay, or discharge.

RATE OF PAY

Rate of Pay will be determined and included in your individual yearly Offer of Employment. During the term of this contract, the annual salary may be modified but shall not be reduced.

WAGE MATRIX 2023-2024

Employees received a 3% increase in wages for 2023-2024

DBM Rating	Salary Range
B22 Success Coach	\$19.00 - \$26.00
B23 Student Support	\$20.00 - \$27.00
B23 Nurse LPN	\$20.00 - \$27.00
B31 Nurse RN	\$22.00 - \$30.00



NON-AFFILIATED HANDBOOK NON-EXEMPT ABE/ECFE ASSISTANTS ABE DATA SPECIALIST

Effective July 1, 2023

EMPLOYMENT GUIDELINES FOR NON-AFFILIATED NON-EXEMPT EMPLOYEES

Effective July 1, 2023

These guidelines cover current personnel procedures/practices for employees who are not affiliated with a bargaining unit. **Although we have attempted to address matters of general applicability to non-affiliated employees of District 492, we know that it does not cover every situation that might arise.**

District policies and regulations (see your supervisor) are resources for employees needing additional information about employment policies and procedures.

The District reserves the right to make changes at any time, with or without notice, and to interpret the ***Employment Guidelines for Non-Affiliated Employees*** as well as the District policies and procedures at the discretion of the District. If you have questions, contact your supervisor or Human Resources for more information.

Unless the terms of your employment are modified by express contract, you are an at-will employee and the District reserves the right to terminate your employment at any time without cause. No provision in the ***Employment Guidelines for Non-Affiliated Employees*** is intended to limit the rights of the District in regard to its employees in any manner including discipline and termination of employees, The Handbook is a general statement of policy, to be modified and applied by the District at its discretion. These procedures are not intended as, nor should they be construed as, promise of continued employment. Although assignments to positions are typically for a given period of time, any position may be eliminated, modified, revoked, suspended or terminated in whole or in part, at any time, as the Employer shall see fit. If there are specific differences between the employee's individual contract or policy and this reference guide, the individual contract or policy will generally prevail. If you are not sure whether the contract or this reference guide covers a certain issue, please consult with Human Resources.

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Full Time Employment

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Full Time School Year Employment

Full-time *School Year Employees* shall be defined as those Employees regularly scheduled for a minimum of thirty (30) hours or more per week throughout the school year.

Part Time Employment

Part-time Employees shall be defined as those Employees regularly scheduled for less than thirty (30) hours per week.

Work Schedule

A regular work week for employees shall consist of five (5) days per week, eight (8) hours per day, and 40 hours per week. All employees will be assigned starting time and work schedules by the Employer, with a minimum of one-half (1/2) hour unpaid lunch period and a fifteen (15) minute paid rest period in the morning and in the afternoon.

Part Time Employees working four (4) hours or more per day shall be entitled to: one fifteen (15) minute rest period. Employees working six (6) hours or more per day shall be entitled to: One (1) fifteen (15) minute rest period and one (1) unpaid 30-minute lunch period.

HOURS OF SERVICE AND DUTY YEAR

Basic Work Week

The employee's basic work week, exclusive of lunch, shall be prescribed by the School District.

Basic Work Year

Employees working less than twelve (12) months will observe a work year in accordance with job requirements and/or

supervisor direction. Employees must work at least 210 days to be considered a ten-month employee. Eleven month employees must work at least 230 days.

Part-time Employees

The School District reserves the right to employ such employees as it deems desirable or necessary on a part-time or casual basis.

Shifts and Starting Times

All employees will be assigned starting times and shifts as determined by the School District.

Lunch Period

Full-time employees shall be provided a duty-free lunch period of thirty (30) minutes.

LEAVES OF ABSENCE

Sick Leave

Earning

A full-time employee shall earn one (1) day of sick leave each month of employment by the School District. Annual sick leave shall accrue monthly as it is earned on a proportionate basis to the employee's work year.

Accumulation

Unused sick leave days may accumulate to a maximum of one hundred (100) days of sick leave per employee.

Use

Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to the employee's illness and/or disability that prevented the employee's attendance at school and performance of duties on that day or days. Also, an employee may use his/her accumulated sick leave for family members, pursuant to M.S. 181.9413, and the School District will limit such use of sick leave as provided in the statute.

Medical Certificate

The School District may require an employee to furnish a medical certificate from a qualified physician as evidence of illness and/or disability pursuant to this section, indicating such absence was due to illness and/or disability, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the School District. In the event that a medical certificate will be required, the employee will be so advised.

Deduction

Sick leave allowed shall be deducted from the accumulated sick leave days earned by the employee.

Approval

Sick leave pay may be approved only upon the employee's submission of an absence input electronically (Frontline Absence Management/AESOP) upon an immediate sick leave request or in advance (i.e. medical appointment).

Workers' Compensation

Pursuant to M.S. Chapter 176, an employee injured on the job in the service of the School District and collecting workers' compensation insurance may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments, and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Bereavement Leave

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), 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.

Family and Medical Leave (FMLA)

FMLA leave shall be granted pursuant to applicable law.

Jury Service

An employee who serves on jury duty shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be remitted to the School District.

Military Leave

Military leave shall be granted pursuant to applicable law.

Emergency School Closing

In the event that school is closed due to inclement weather, or other emergencies, employees are to report to work. Employees will be allocated 2 emergency school closing days. Emergency School closing allocation will be used for the first two days that the employee does not report to work. Unused emergency days shall not accumulate, nor will unused days be paid out at the end of the school year. If the two (2) paid school closing allocation days are used and you choose not to report to work on any future closed school days, you may use a personal day or a miscellaneous unpaid leave day. Please report such absence in AEOSP.

Personal Leave

Earning

A full-time employee shall earn two (2) day of personal leave per year.

Accumulation

Personal leave shall not accrue from year to year.

Use

Personal leave is intended to be used to conduct business that cannot be done outside the school day.

Leave of Absence Without Pay

Requests for leaves of absence without pay may be granted only at the discretion of the Superintendent.

Insurance Application

An employee on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The employee shall pay the entire premium for such insurance commencing with the beginning of the leave and shall pay to the School District the monthly premium in advance, except as otherwise provided in law. In the event the employee is on paid leave from the School District under sick leave, or an unpaid qualified FMLA leave, the School District will continue insurance contributions as provided in this Agreement until sick leave/FMLA is exhausted. Thereafter, the employee must pay the entire premium to the School District for any insurance retained.

Credit

An employee who returns from unpaid leave shall retain experience credit for pay purposes and other benefits that had accrued at the time leave began. No credit shall accrue for the period of time that an employee was on unpaid leave.

HOLIDAYS

Part Time School Year Employees

Part-time *School Year Employees* working less than 192 days shall receive the following holidays, provided the Employee is regularly scheduled to work during the week of the holiday:

January 1	Thanksgiving Day	December 25
Floating Holiday		

Weekends

Any holiday that falls during a weekend will be observed on a day established by the School District.

School in Session

The School District reserves the right, if school is in session, to cancel any of the holidays noted in Section 1. above and establish another holiday in lieu thereof. Any legal holiday or any holiday that falls within an employee's vacation period shall not be counted as a vacation day.

Application

In order to be eligible for holiday pay, an employee must work a regular work day the day before and the day after the holiday unless on an excused leave or on vacation.

GROUP INSURANCE

Selection of Carrier

The selection of the insurance carrier and policy shall be made by the School District as provided by law.

Long-Term Disability

The School District shall contribute the full premium toward an income protection plan for full-time and full-time school year employee who is regularly scheduled minimum of thirty (30) hours per or more per week throughout the school year.

Claims Against the School District

The School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to in this Agreement, and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Duration of Insurance Contributions

An employee is eligible for School District contribution as provided in this article as long as the employee is employed by the School District, on paid status, and enrolled in the School District's group health and hospitalization insurance plan. Upon termination of employment, all School District contributions shall cease.

Eligibility

Full benefits provided in this article are designed for employees who are employed an average of at least thirty (30) hours per week. Eligibility is subject to any limitations contained in the contract between the insurance carrier and the School District.

PROBATIONARY PERIOD

All Employees are on probation for the first twelve (12) months of their employment and may be dismissed any time within this period without any notice.

After the probationary term of employment, an Employee will be given one week notice before separation from

employment by the Employer for any reason, except in cases where due cause may justify immediate separation.

PERSONNEL RECORD

Each Employee shall have only one (1) personnel file. Upon request, any Employee shall be shown the file without any charge. The Employee shall be provided copies of any material contained in their personnel file upon request. The cost of providing copies shall be borne by the Employee.

DISCIPLINE

The School District shall have the right to impose discipline on its employees for just cause. Discipline shall consist of oral reprimand, written reprimand, suspension with pay, suspension without pay, and discharge. The School District reserves the right to impose discipline at any level as it determines based upon the circumstances surrounding the action. A conference between the employee and his/her supervisor shall be held prior to the imposition of written reprimand, suspension without pay, or discharge.

RATE OF PAY

Rate of Pay will be determined and included in your individual yearly Offer of Employment. During the term of this contract, the hourly rate may be modified but shall not be reduced.

Wage Matrix 2023-2024

Employees received a 3% increase in wages for 2023-2024

DBM Rating	Salary Range
A13 – ABE/ECFE Assistant	\$14.60 - \$19.50

Success Coaches

Bridging School, Home and Community



OUR MISSION

(Our Core Purpose)

INSPIRE. EMPOWER. ACCELERATE.

OUR VISION

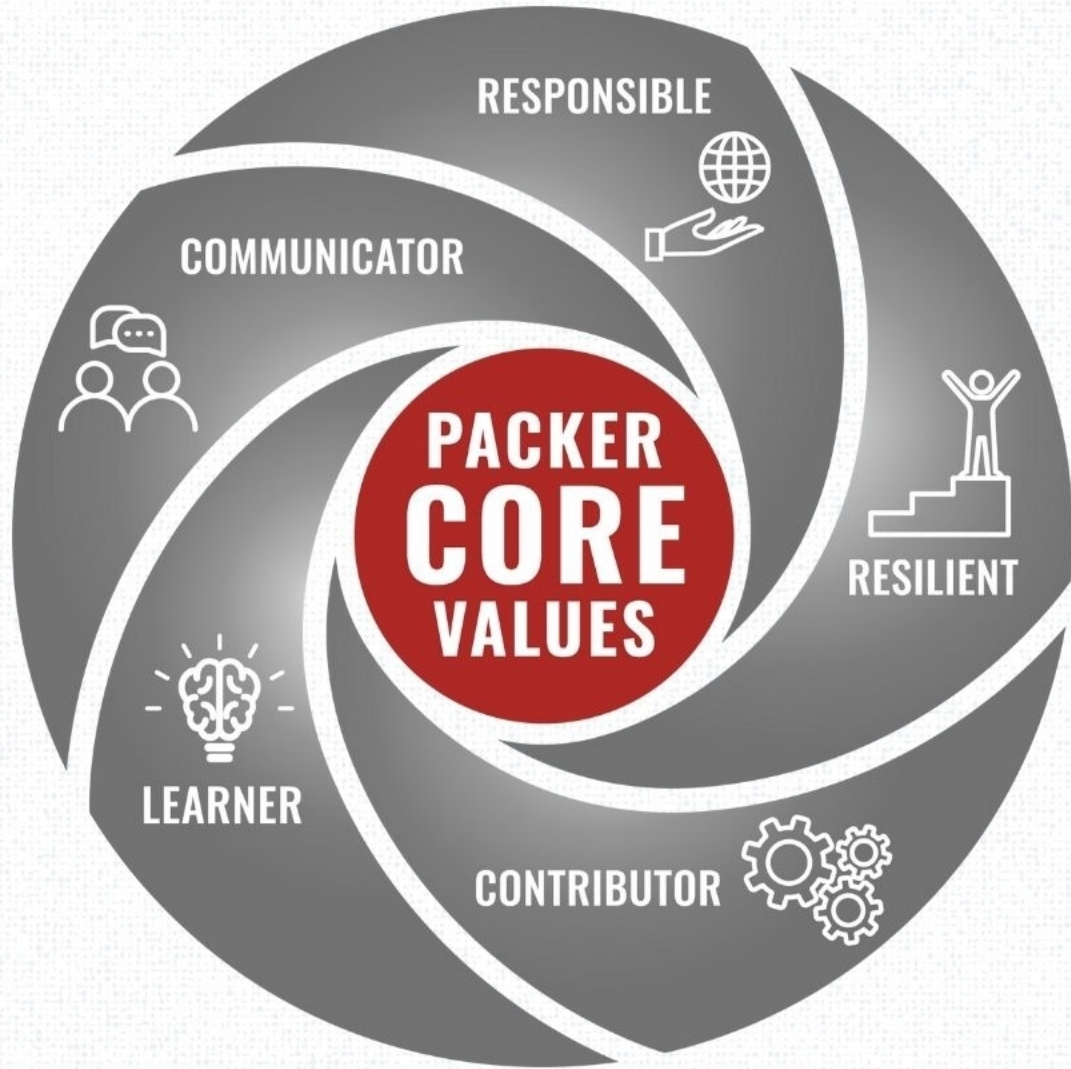
(What We Intend to Create)

PREPARING ALL LEARNERS TO MAKE A
DIFFERENCE IN THE WORLD.

OUR STRATEGIC PRIORITIES

(Drivers of Our Words and Actions)

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



OUR CORE VALUES

(Drivers of Our Continuous Improvement)

- **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

Demographic Summary

5,120
APS students

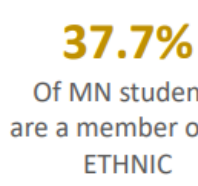


870,019
MN students



56.9%
Of APS students are a member of an ETHNIC MINORITY

29.5% Hispanic
10.9% Asian
8.8% Black
3.5% 2 or More Races
4.2% Other



37.7%
Of MN students are a member of an ETHNIC MINORITY

Hispanic 10.6%
Asian 7.0%
Black 11.7%
2 or More Races 5.0%
Other 3.4%



47
languages spoken in APS

346
languages spoken in MN

67.1%
Of APS students qualify for Free/Reduced lunch



43.4%
Of MN students qualify for Free/Reduced lunch

APS Students:
21.9% EL Learners
37.8% Primary Lang ≠ English
19.2% Special Education



MN Students:
EL Learners **9.2%**
Primary Lang ≠ English **19.2%**
Special Education **17.6%**

Median Household Income:



Source: MARSS Fall Enrollment 2022.10.01
US Census Bureau: State and County QuickFacts 2023.03.01

The Need for Connections



- 23.6% (1270/5381) of APS parents PK-12 request interpreters (Sept. 2023)
- Cultural differences
- Diverse educational experiences
- Welcoming climate & relationships
- Bridging school, home and community

Countries of Origin



AUSTIN PUBLIC SCHOOLS SUCCESS COACHES



**ENRIQUE
CAMARENA**

IJ Holton
Spanish
507-460-1529



**SANTINO
DENG**

District
Dinka/Arabic
507-460-1108



**ELSA
ESQUIVEL-SOTO**

CLC
Spanish
507-460-1703



**VALENTINA
GALLEGOS**

Southgate
Spanish
507-460-1303



**ROBIN
GARCIA**

AHS
Spanish
507-460-1815



**DEYSY
HERNANDEZ**

Banfield / Neveln
Spanish
507-460-1213



**HERVE
IDJIDINA**

District
French
507-460-1537



**TERESA
LUGO**

Ellis
Spanish
507-460-1515



**ROSA
LUNA**

Sumner
Spanish
507-460-1103



**HSAWREH
LYAHDUKU**

District
Karenni/Burmese
507-460-1514



**ISAAC
OBOYA**

District
Anyuak
507-460-1215



**EHGAY
POE**

District
Karen/Thai
507-460-1717



**LAURA
RAMIREZ**

Woodson
Spanish
507-460-1404



**SOWREH
SUNSET**

District
Karenni
507-460-1711



**YMAY
YA**

District
Karen/Burmese
507-460-1113

Keys to Successful Partnerships: Six Types of Involvement

- Type 1 Parenting**
Assist families with parenting skills and setting home conditions to support children as students. Also, assist schools to better understand families.
- Type 2 Communicating**
Conduct effective communications from school-to-home and from home-to-school about school programs and student progress.
- Type 3 Volunteering**
Organize volunteers and audiences to support the school and students. Provide volunteer opportunities in various locations and at various times.
- Type 4 Learning at Home**
Involve families with their children on homework and other curriculum-related activities and decisions.
- Type 5 Decision Making**
Include families as participants in school decisions, and develop parent leaders and representatives.
- Type 6 Collaborating with the Community**
Coordinate resources and services from the community for families, students, and the school, and provide services to the community.

What does a Success Coach do?



DATE: October 10, 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.

DONOR	AMOUNT	RECIPIENT(S)	PURPOSE
On Time Sports	610.00	AHS Athletics Dept	Expenses
Westminster Church	1,000.00	Community Education	More Than Pink program
Meridee Robinson Revocable Trust/Meridee Ofstedahl	500.00	AHS Drama Club	Supplies
Riverland Community College	Light Board	AHS Drama Club	Theater auditorium lighting update
Larry & Linda Keenan	200.00	AHS Drama Club	Supplies
Music Boosters of Austin	990.00	AHS Band	Purchase of two trumpets
Darren Dash Fundraiser	300.00 (split between boys/girls teams)	Cross Country Team	Expenses
Aaron and Michele Asmus	300.00 (split between boys/girls teams)	Cross Country Team	Expenses
Hormel Foods Charitable Trust	2,215.00	Neveln Elementary	Neveln t-shirts for all students
Austin Area Chamber of Commerce	1,000.00	FFA	Supplies/trip expenses
Patterson Plumbing	200.00	AHS Swim Team	T-shirts
David & Lisa Paterson	100.00	AHS Swim Team	T-shirts
Austin Eagles	500.00	Ellis Middle School	Gym sound equipment
19 Parent/Business Donations and Fundraising Proceeds	11,150.00	AHS Volleyball Program	Expenses

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 3rd and 7th 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.

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