

Regular School Board Meeting  
Monday, June 10, 2024 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 Dube
4. Delegations
5. Superintendent's Report  
**Speaker(s):** Dr. Page
6. School Board Reports
7. Consent Agenda: (Action)
  - 7.A. Regular meeting minutes of 5/13/24
  - 7.B. Study session minutes of 5/28/24
  - 7.C. Personnel report
  - 7.D. Bills for payment
  - 7.E. Treasurer's report April, 2024
  - 7.F. Cabinet reports
    - 7.F.1. Executive Director of Academics and Administrative Services
    - 7.F.2. Executive Director of Special Services
    - 7.F.3. Executive Director of Finance and Operations
    - 7.F.4. Director of Technology
    - 7.F.5. Director of Information Services
  - 7.G. Non-affiliated Handbook - Exempt Executive Directors
  - 7.H. Non-affiliated Handbook - Exempt Directors
  - 7.I. Non-affiliated Handbook - Exempt Specialists, Coordinators, Managers, Deans, Supervisors
  - 7.J. Non-affiliated Handbook - Non-exempt MHP, COTA, Tech
  - 7.K. Non-affiliated Handbook - Non-exempt Nurse, Success Coach, Student Support, ABE Navigator
  - 7.L. Non-Affiliated Handbook - Non-exempt ABE/ECFE assistants, ABE Data Specialist
  - 7.M. Grading and reporting changes for 2024-25
  - 7.N. Engagement letter with Clifton Larson Allen (CLA ) for 2023-24 audit
8. AHS spring sports and year-end review  
**Speaker(s):** Activities Director Katie Carter
9. Request approval of Boys Volleyball as an official AHS sport (Action)  
**Speaker(s):** Activities Director Katie Carter
10. Request approval of cooperative agreement with Lyle High School for girls hockey (Action)  
**Speaker(s):** Activities Director Katie Carter
11. Request approval of 2024-25 extended field trips (Action)  
**Speaker(s):** Activities Director Katie Carter

12. Request approval of revised policy 613 - Graduation Requirements (Action)  
**Speaker(s):** Chairperson Dube
13. Certification of updated district population estimate (Action)  
**Speaker(s):** Community Education Director Jennifer Lawhead
14. Request approval of medical and dental insurance rates for 2024-25 (Action)  
**Speaker(s):** Exec Dir of Finance and Operations Todd Lechtenberg
15. Request approval of workers' compensation renewal for 2024-25 (Action)  
**Speaker(s):** Exec Dir of Finance and Operations Todd Lechtenberg
16. Overview of proposed 2024-25 budget  
**Speaker(s):** Exec Dir of Finance and Operations Todd Lechtenberg
17. Request approval of donations (Action)  
**Speaker(s):** Exec Dir of Finance and Operations Todd Lechtenberg
18. Dome update  
**Speaker(s):** Exec Dir of Finance and Operations Todd Lechtenberg
19. Request approval of LEA (Local Educational Agency - Title grants) representative for 2024-25 (Action)  
**Speaker(s):** Superintendent Dr. Page
20. Request approval to appoint Dr. Joey Page as Identified Official with Authority (IOwA) for 2024-25 (Action)  
**Speaker(s):** Chairperson Dube
21. Request approval of resolution calling for general election (Action)  
**Speaker(s):** Superintendent Dr. Page
22. Request approval of resolution establishing dates for filing affidavits of candidacy for election (Action)  
**Speaker(s):** Superintendent Dr. Page
23. Reminder of school board study session scheduled for Monday, June 24, 2024 at 4 pm in the District Office Conference Room  
**Speaker(s):** Chairperson Dube
24. Reminder July 8, 2024 school board meeting time changed to 4 pm. There will be a brief business meeting followed by a goal-setting retreat.  
**Speaker(s):** Chairperson Dube
25. BOARD TO ENTER CLOSED SESSION (Action)  
**Speaker(s):** Chairperson Dube  
25.A. Superintendent evaluation
26. BOARD TO ENTER OPEN SESSION (Action)  
**Speaker(s):** Chairperson Dube
27. Adjournment



**DATE:** 06/10/2024

**TITLE:** Superintendent Goals Update

**TYPE:** Information

**PRESENTER(S):** Dr. Joey Page, Superintendent

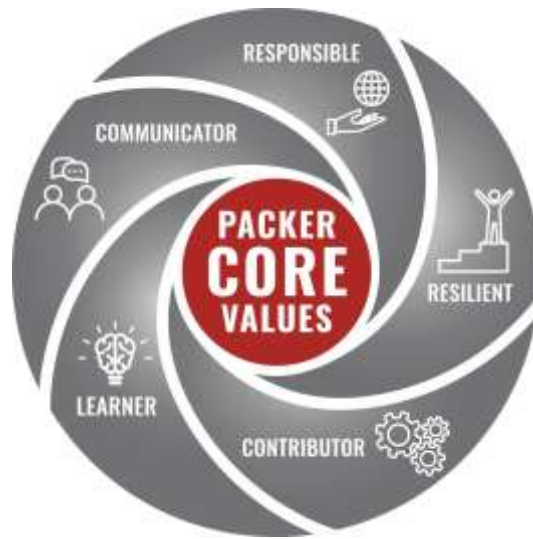
**BACKGROUND:**

I am attaching a file on the update on the 2023-2024 Superintendent Goals.

# Dr. Joey Page

## Superintendent Goals

### 2023-2024



<b>ESTABLISH GOALS AND STANDARDS</b>				
<b>Goal 1:</b> Implement Strategic Plan	<b>Key Area: Operations Oversight and Long-Range Planning</b>			
	<b>Evidence of Performance 1:</b> Conduct and summarize the results of a community-wide survey Date: April 2024			
	<b>Evidence of Performance 2:</b> Complete and summarize the results of comprehensive facilities study Date: May 2024			
	<b>Evidence of Performance 3:</b> Facilitate kindergarten transition process back to neighborhood schools Date: May 2024			
	<b>Evidence of Performance 4:</b> Provide updates on Multi-Tiered Systems of Support (MTSS) implementation Date: Monthly			
	<b>Key Area: Public Engagement</b>			
	<b>Evidence of Performance 1:</b> Conduct and summarize the results of a stakeholder satisfaction survey Date: April 2024			
<b>Standard 1. Governance Team: Element 1. b. Goals and/or Strategic Plan</b> <i>Please select one of the following: highly effective, effective, developing, ineffective, or not applicable.</i>				
<b>Highly Effective (4)</b>	<b>Effective (3)</b>	<b>Developing (2)</b>	<b>Ineffective (1)</b>	<b>Not Applicable</b>
Facilitates the development of the school district's short- and long-term measurable goals and aligns available resources with the school district's budget to accomplish goals	Facilitates the development of the school district's short and long-term goals and recommends necessary financial strategies to meet goals	Goals have been developed, but no overall plan or alignment of resources exists	Goals are not developed.	

ESTABLISH GOALS AND STANDARDS				
<b>Goal 2:</b> Keep the public informed of the board's roles and responsibilities	<b><u>Key Area: Enhance Communication For Stakeholders</u></b>			
	<b>Evidence of Performance 1:</b> Develop a school board handbook that outlines roles, responsibilities, policies, procedures, and guidelines for school board members  Date: October 2023			
	<b>Evidence of Performance 2:</b> Develop an informational video on school board governance and school finance for all stakeholders  Date: October 2023			
<b>Standard 3. Communication and Community Relations: Element 3. c. Informs the Community as a Whole</b> <i>Please select one of the following: highly effective, effective, developing, ineffective, or not applicable.</i>				
Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)	Not Applicable
Actively keeps community informed with appropriate, regular communication on variety of school district topics, issues, and/or concerns, allowing school board to meet its responsibilities	Keeps community members informed of the school district issues and/or concerns as needed so the school board may meet its responsibilities	Keeps only some community members informed of school district issues and/or concerns, limiting school board's ability to meet its responsibilities	Does not provide information community needs to understand school district issues and/or concerns, hindering school board's ability to meet its responsibilities	

**MID-YEAR FORMATIVE EVALUATION FORM**

**Goal 1:** Implement Strategic Plan

Evidence of Progress and/or Growth to Date (Superintendent):

**Key Area: Operations Oversight and Long-Range Planning**

**Evidence of Performance 1:**

- [Community-wide survey summary](#)

**Evidence of Performance 2:**

- [Facility Study Assessment](#)

**Evidence of Performance 3:**

- [Woodson Kindergarten Transition Survey](#)
- Guiding Change for Kindergarten Transition
- Staff placement results
- Ongoing transition meetings with staff and principals

**Evidence of Performance 4:**

- Monthly Study Session reports with School Board

**Key Area: Public Engagement**

**Evidence of Performance 1:**

- Community-wide survey summary

**Standard 1. Governance Team: Element 1.b. Goals and/or Strategic Plan**

Evidence of Progress and/or Growth to Date (School Board):

- Superintendent evaluation [summary](#).

**Goal 2:** Keep the public informed of the board's roles and responsibilities

Evidence of Progress and/or Growth to Date (Superintendent):

**Key Area: Enhance Communication For Stakeholders**

**Evidence of Performance 1:**

- [Link School Board Handbook](#)

**Evidence of Performance 2:**

- [Policy Governance Video](#)
- [School Funding Video](#)

**Standard 3. Communication and Community Relations:Element 3.c. Informs the Community as a Whole**

Evidence of Progress and/or Growth to Date (School Board):

- Superintendent evaluation [summary](#).

**SCHOOL BOARD'S FINAL END-OF-YEAR SUMMATIVE EVALUATION**

Place one check [ X ] in each row for each goal and one check [ X ] for overall rating.

	<b>4 Highly Effective</b>	<b>3 Effective</b>	<b>2 Developing</b>	<b>1 Ineffective</b>
<b>Goal 1:</b> Implement Strategic Plan				
<b>Goal 2:</b> Keep the public informed of the board's roles and responsibilities				
<b>Overall Goals Rating:</b>				
<b>Summary</b>				
A. For the goals and standards, which best illustrates the superintendent's greatest strength and why?				
B. For the goals and standards, which presented the superintendent with the greatest challenge and why?				
C. How might the school board enhance the superintendent's strengths and assist in overcoming challenges?				
D. Superintendent's Comments:				

**END OF YEAR SCHOOL BOARD'S SUMMARY OF ITS CONCLUSIONS**

**Goal 1:** Implement Strategic Plan

**Summary Statement:**

**Goal 2:** Keep the public informed of the board's roles and responsibilities

**Summary Statement:**

Evaluation Period: July 1, 2023 to June 30, 2024

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

School Board Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICIAL MINUTES: AUSTIN SCHOOL BOARD**

**REGULAR MEETING**

Independent School District No. 492

**Monday, May 13, 2024 5:30 pm**

Annex Recital Hall

205 4th Street NW, Austin, Minnesota

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

**MEMBERS ABSENT:** Carol McAlister

**MEETING CALLED**

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

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

**RECOGNITIONS:** Three Scholars of Distinction were recognized for their academic achievements and high school senior Ava Denzer was recognized for her design work in the annex auditorium. We also recognized school crossing guards, Communications Coordinator Ryan Mayers and our two student school representatives for their work.

Leathers stepped out of the meeting room.

**TAX ABATEMENTS APPROVED:**

Young made a motion, seconded by Kroc and carried 5-0 to approve the tax abatement request from Pinewood Builders for new construction located at 1309 18<sup>th</sup> Street NE, Austin (PIN 34.751.0190) with an estimated project valuation of \$437,000.

Green made a motion, seconded by Young and carried 5-0 to approve the tax abatement request from David Anderson for new construction located at 2806 9<sup>th</sup> Avenue SW, Austin (PIN 34.558.0404) with an estimated project valuation of \$350,000.

Leathers returned to the meeting room.

Green made a motion, seconded by Young and carried 6-0 to approve the tax abatement request from David Hillier Revocable Living Trust/Turtle Creek-Lance Pogones for new construction of two townhomes at 3000 and 3002 15<sup>th</sup> Ave SW, Austin (PINS 34.742.0070 and 34.742.0080) with an estimated project valuation of \$700,000.

Leathers made a motion, seconded by Young and carried 6-0 to approve the tax abatement request from Jeff and Nan Hanegraaf for new construction located at 2009 13<sup>th</sup> Ave NE, Austin (PIN 34.465.0304) with an estimated project valuation of \$300,000.

Kroc made a motion, seconded by Green to approve the tax abatement request from New Horizon Homes for new construction located at 1306 18<sup>th</sup>

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

Street NE, Austin (PIN 34.468.0230) with an estimated project valuation of \$425,900. Motion passed 5-1 with Leathers voting no.

Leathers made a motion, seconded by Green and carried 6-0 to approve the tax abatement request from Housing and Redevelopment Authority of Austin for new construction at 905 24<sup>th</sup> Ave NW, Austin (PIN 34.509.0020) with an estimated project valuation of \$350,000.

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

**RESPONSE TO NAPAC APPROVED:**

A motion was made by Kroc, seconded by Leathers and carried unanimously to approve the response to the Native American Parent Advisory Committee (NAPAC) as required following the group's recent vote of non-concurrence. The response, highlighting plans in ways the district will better support their Native American learners, will be forwarded to the NAPAC and also MDE, as required.

**SUPERINTENDENT'S REPORT:**

Superintendent Page noted several staff recognitions and highlighted recent achievements celebrated throughout the district.

**SCHOOL BOARD REPORTS:**

Board members shared the events they have been part of the past month and Leathers also shared mental health information/resources with the board.

**MINUTES APPROVED:**

Sorenson made a motion, seconded by Kroc and carried unanimously to approve the regular meeting minutes of 4/8/24 and special meeting minutes of 4/22/24 as printed.

(A COMPLETE COPY OF THE MINUTES IS ATTACHED IN THE OFFICIAL MINUTE BOOK AND POSTED ON THE DISTRICT WEBSITE.)

**PERSONNEL REPORT APPROVED:**

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

**Certified Staff:**

Contracts for Approval – Madison Bartlett, grade 5 teacher, effective 8/14/24; Sarah Bunge, SPED teacher, effective 8/14/24; Stephanie Emanuel, counselor, effective 8/14/24; Stacy Frei, SPED teacher, effective 8/14/24; Laura Garlow, elementary ed teacher, effective 8/14/24; Kaitlyn Grabau, kindergarten teacher, effective 8/14/24; Cassidy Hartmann, counselor, effective 8/14/24; Lauren Holets-Buntrock, grade 6 teacher, effective 8/14/24; Kristin Hughes, SPED teacher, effective 8/14/24; Kylie Jensen, elementary ed teacher, effective 8/14/24; Amy Johns, elementary ed teacher, effective 8/14/24; Janelle Keenan, elementary ed teacher, effective 8/14/24; Benjamin Kiewel, science teacher, effective 8/14/24; Macey Kline, grade 6 teacher, effective 8/14/24; Bailee Loberg, kindergarten teacher, effective 8/14/24; Madison Morse, elementary ed teacher, effective 8/14/24; Travis Nelson, phy ed teacher, effective 8/14/24; Melissa Retterath, SPED teacher, effective 8/14/24; Zachary Schara, digital arts teacher, effective 8/14/24; Anika Todalen, grade 5 teacher, effective

8/14/24; Savannah Walz, elementary ed teacher, effective 8/14/24; and Nathan Wradislavsky, science teacher, effective 8/14/24

Requests for Leave – Jenna Berg, FACS teacher, effective 10/6/24-1/3/25  
Christine Hulsebus, Excel teacher, effective 2024-25; Katie Learn, SPED teacher effective 5/17/24-5/29/24; Anna Meyer, phy ed teacher, effective 8/14/24-11/1/24 and 1/4/25-1/14/25; Annette Terrazas, grade 5 teacher, effective 9/20/24-12/13/24 and 12/16/24-1/31/25; and Madison Wagner, grade 4 teacher, effective 8/14/24-11/6/24 and 11/7/24-5/30/25

Resignations – Denise Bailey, REACH teacher, effective 5/29/24; Nathan Berthelsen, choir teacher, effective 5/29/24; Bryce Hoffa, counselor, effective 5/29/24; Eliza Moon, grade 4 teacher, effective 5/29/24; Lauren Phan, EL teacher, effective 5/29/24; Jer Osgood, tech integrationist, effective 5/29/24; Sara Slawson, grade 2 teacher, effective 5/29/24; and Zach Smith, CTE teacher, effective 5/29/24

Retirement – Mary Kautto, orientation and mobility specialist, rescinded retirement notice

### **Non-certified Staff:**

Contracts for Approval – Ava Boverhuis, Kids Korner Aide (summer), 8 hrs/day, effective 5/6/24-8/15/24; Maddelyn Boysen, SPED para (summer), 6/10/24-7/25/24; Emily Braaten, Kid Korner site lead, 5 hrs/day, effective 4/22/24-5/29/24; Chase Collins, Kids Korner aide (summer), 8 hrs/day, effective 5/10/24-8/16/24; Carla Conradt, success coach, 6 hrs/day, effective 8/14/24; McKenna Donovan, Kids Korner aide (summer), 8 hrs/day, effective 5/6/24-8/16/24; Ava Hulsebus, Kids Korner aide (summer), 8 hrs/day, effective 5/13/24-8/16/24; Amanda LaCore, SPED para, 27 hrs/week, effective 8/22/24; Maria Marceleno Morales, ECFE assistant, 35 hrs/week, effective 4/22/24; Preston Moe, HVAC engineer, 8 hrs/day, effective 3/18/24; InaSue Morrison, noon supervisor, 3.25 hrs/day, effective 4/22/24-5/29/24; Katelyn Neilsen, SPED para (summer), 6.5 hrs/day, effective 6/10/24-7/25/24; Josie Reinartz, SPED para, 6.5 hrs/day, effective 4/29/24; Ella Schultz, SPED para (summer), 3.5 hrs./day, effective 6/4/24-7/18/24; Barbara Solland, MHBA, 6.5 hrs/day, effective 8/22/24; Nate Thaw, success coach, 8 hrs/day, effective 8/14/24; and Bryanna Vokoun, KK aide (summer), 8 hrs/day, effective 5/6/24-8/16/24

Requests for Leave – Amy Fossey, SPED para, effective 8/22/24-9/30/24; Madaline Grabau, head cook, effective 8/22/24-11/14/24 and 11/15/24 – 5/30/25; Colleen Houghtby, SPED para, effective 5/6/24-5/29/24; Lisa Prehn, para, effective 5/2/24-5/29/24; and Elizabeth Tsoblewu, SPED para, effective 8/22/24-10/4/24

Resignations – Abigail Allanson, ECSE para, effective 5/29/24; Chasta Boley, Kids Korner asst lead, effective 4/9/24; Alexandro Centeno, SPED para, effective 5/17/24; Avery Hinkley, custodian, effective 8/16/24; Paige Klingfus, ECFE assistant, effective 5/29/24; Ryan Lott-Gardner, Kids Korner site lead, effective 4/8/24; Michelle Martinez Garcia, SPED para, effective 5/29/24; Bryah Moore, ECFE asst, effective 5/29/24; Kathy Pepper, noon supervisor, effective 4/19/24; Ayleen Ramirez, SPED para, effective 4/11/24; Abi Smith, SPED para, effective 5/29/24; Gabby Smith, SPED para, effective 5/15/24; Mary Tipton, Kids Korner site lead, effective 4/30/24; and Haley Yanez, SPED para, effective 4/19/24

Termination – Anna Enger, ECFE asst, effective 4/16/24

- BILLS APPROVED:** A motion was made by Sorenson, seconded by Kroc and carried unanimously to approve the bills for payment as of 5/13/24.
- (A COPY OF THE BILLS IS ATTACHED IN THE OFFICIAL MINUTE BOOK.)
- TREASURER'S REPORT APPROVED:** A motion was made by Sorenson, seconded by Kroc and carried unanimously to approve the March 2024 treasurer's report.
- (A COPY OF THE TREASURER'S REPORT IS ATTACHED IN THE OFFICIAL MINUTE BOOK.)
- REPORTS:** Department/school updates from Superintendent Cabinet members and principals were available for review.
- MSHSL MEMBERSHIP RENEWED:** Sorenson made a motion, seconded by Kroc and carried unanimously to approve membership renewal with the MN State High School League for the 2024-25 school year.
- BOYS VOLLEYBALL UPDATE:** Activities Director Katie Carter provided an update on the boys volleyball program. AHS boys volleyball is still in club status, but a request to add it as a MSHSL activity will be brought to the board for approval at the regular June meeting. This addition will not affect our Title IX compliance.
- WELLNESS COMMITTEE UPDATE:** Wellness Committee Chair Jennifer Lawhead provided an overview of the work done to date by the committee as well as a preview of some of the initiatives being developed for the upcoming months.
- DONATIONS:** Leathers made a motion, seconded by Green and carried unanimously to approve the donations as presented by Executive Director of Finance and Operations Todd Lechtenberg.
- (A COMPLETE COPY OF DONATIONS IS ATTACHED IN THE OFFICIAL MINUTE BOOK.)
- 2024-2026 TECHNOLOGY PLAN APPROVED:** A motion was made by Sorenson, seconded by Young and carried unanimously to approve the 2024-2026 Technology Plan as presented by Director of Technology Amy Thuesen.
- (A COPY OF THE PLAN IS ATTACHED IN THE OFFICIAL MINUTE BOOK.)
- VOIP TELEPHONY UPGRADE APPROVED:** Leathers made a motion, seconded by Green and carried unanimously to approve the VOIP telephony update as presented by Amy Thuesen. The phone system upgrade will begin summer 2024.

**STUDY SESSION**

**REMINDER:**

Chairperson Dube reminded School Board members of the special meeting scheduled for Tuesday, May 28, 2024 at 4 pm in the District Office Conference Room.

**JULY MEETING CHANGE:**

The July 8, 2024 school board meeting time has been changed to 4 pm. There will be a brief business meeting followed by a goal-setting retreat.

**MEETING ADJOURNED:**

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

---

Peggy Young, Clerk

**OFFICIAL MINUTES: AUSTIN SCHOOL BOARD**

**STUDY SESSION**

Independent School District No. 492  
**Tuesday, May 28, 2024 4:00 pm**  
District Administration Office Conference Room  
401 Third Avenue NW, Austin, MN

**MEMBERS PRESENT:** Carolyn Dube  
Kathy Green  
Cece Kroc  
Don Leathers (4:12 pm)  
Carol McAlister  
Peggy Young  
Superintendent Dr. Joey Page

**MEMBERS ABSENT:** Evan Sorenson

**MEETING CALLED TO ORDER:** Chairperson Dube called the meeting to order at 4:00 p.m. in the District Office Conference Room at Austin High School.

**AGENDA APPROVED:** A motion was made by Young, seconded by McAlister and carried 5-0 to approve the agenda as printed.

Don Leathers arrived.

**ENGLISH LANGUAGE (EL) PROGRAM REVIEW:** Dr. Kim Gibbons and Becky Linderholm from the U of MN Center for Applied Research and Educational Improvement provided an overview of the findings and recommendations from their recent EL Program Review.

**2024-25 HANDBOOK UPDATES:** Blake Henely, Nichelle Guillaume and Kim Goblirsch provided an overview of the proposed changes to the 2024-25 student handbooks. Green raised question on the holiday issue. Discussion followed. The updates will be brought to the regular June meeting for approval.

**FIRST READING POLICY 613:** Revised policy 613 – Graduation Requirements was presented for first reading.

**GRADING AND REPORTING UPDATE:** Executive Director of Academics and Administrative Services Katie Baskin provided an overview of the grading and reporting committee work from the 22-23 and 23-24 school years along with the grading and reporting updates being implemented for grade 5-12 for the 2024-25 school year.

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

**PRELIMINARY BUDGET REVIEWED:** Executive Director of Finance and Operations provided a preliminary 2024-25 budget review. A more extensive review will be provided at the regular June meeting, followed by a request for approval at the June 24, 2024 school board meeting.

Don Leathers left the meeting at 5:43 pm.

**ADVERTISING PROSPECTUS UPDATE:** Superintendent Page presented the advertising prospectus again for discussion. The plan would allow for businesses and individuals to have

sponsorship opportunities on scoreboards, termed room naming, etc. as a way to increase district revenue. Kroc voiced her concern about advertising in schools. Additional discussion may happen in the future.

**ADJOURNMENT:**

A motion was made by Young, seconded by Green and carried unanimously to adjourn at 5:58 pm.

---

Peggy Young, Clerk

**AUSTIN PUBLIC SCHOOLS**  
**School Board**  
**Personnel Agenda**  
**June 10, 2024**

**CERTIFIED STAFF**

**I. CONTRACT FOR APPROVAL**

<b><u>Last,First Name</u></b>	<b><u>Position</u></b>	<b><u>Lane/Step</u></b>	<b><u>Location</u></b>	<b><u>Effective Date</u></b>
Bergstad, Kaila	Gr. 3 Teacher	BA15, Step 6	Banfield	08/14/2024
Delacruz, Kelly	FACS Teacher	BA, Step 6	AHS	08/14/2024
Deusangeli, Gabriela	ECSE Teacher	BA, Step 1	CLC	08/14/2024
Erickson, Gretchen	ECFE Teacher	BA, Step 6	CLC	08/14/2024
Fiedler, Kelly	Gr. 2 Teacher	BA, Step 3	Sumner	08/14/2024
Jorgensen-Lowe, Valerie	Gr. 4 Teacher	MA, Step 10	Southgate	08/14/2024
Tsoblewu, Elizabeth	SPED Teacher	BA, Step 1	Holton	08/14/2024
Twedten, Sara	Lang. Arts Teacher	BA30, Step 7	Ellis	08/14/2024
Rambadt, Brigitte	Gr.1 Teacher	BA, Step	Sumner	08/14/2024
Weis, Margaret	Gr. 4 Teacher	BA, Step 6	Banfield	08/14/2024

**II. REQUEST FOR LEAVE**

<b><u>Last,First Name</u></b>	<b><u>Position</u></b>	<b><u>Location</u></b>	<b><u>Effective Date</u></b>
Bartlett, Madison	Grade 5 Teacher	Holton	08/28/2024-11/20/2024

**III. RESIGNATIONS**

<b><u>Last,First Name</u></b>	<b><u>Position</u></b>	<b><u>Location</u></b>	<b><u>Effective Date</u></b>
Amick, Tyler	Social Studies Teacher	Ellis	05/29/2024
Bryson, Rebecca	Media Specialist	Ellis	05/29/2024
Erickson, Gretchen	Preschool on Wheels Teacher	CLC	05/29/2024
Hoffa, Bryce	Counselor	AHS	05/29/2024
Linkenmeyer, Kirsten	Social Studies Teacher	AHS	05/29/2024
Phan, Lauren	EL Teacher	Sumner	05/29/2024
Snow, Robyn	Grade 1 Teacher	Sumner	05/29/2024
Hines, Devin	Grade 2 Teacher	Banfield	05/29/2024
Joe Kroc	REACH Social Worker	AHS	05/29/2024

**NON-CERTIFIED STAFF**

**I. CONTRACTS FOR APPROVAL**

<b><u>Last,First Name</u></b>	<b><u>Position</u></b>	<b><u>Step/Lane/Hours</u></b>	<b><u>Location</u></b>	<b><u>Effective Date</u></b>
Blackstad, Amy	Noon Supervisor	2.75 hrs/day	Sumner	08/26/2024
Henderson, Holly	SPED Para	6.5 hrs/day	Sumner	08/22/2024
Johnson, Karlee	MHP	Step 1/8 hrs/day	Holton	08/14/2024
Levisen, Emily	SPED Para	29.5 hrs/week	CLC	08/22/2024
Mittelsteadt, Margaret	MHP	Step 1/8 hrs/day	Holton	08/14/2024
Wolfs, Nichole	Summer KK Aide	Step 1/8hrs/day	Banfield	05/28/2024

**III. RESIGNATIONS**

<b><u>Last,First Name</u></b>	<b><u>Position</u></b>	<b><u>Location</u></b>	<b><u>Effective Date</u></b>
Boley, Baylee	Kids Korner Aide	Banfield	05/29/2024
Majerus, Michael	Computer Technician	District	05/17/2024
Moore, Byrah	ECFE Assistant	CLC	05/29/2024
Poe, Ehgay	Success Coach	District	05/29/2024
Schmitt, Lauren	SPED Para	Woodson	05/29/2024
Wilcox, Mike	Security Para	AHS	05/29/2024
Zarate Ortiz, Mayra	SPED Para	Neveln	05/29/2024

**IV. RETIREMENTS**

<b><u>Last,First Name</u></b>	<b><u>Position</u></b>	<b><u>Location</u></b>	<b><u>Effective Date</u></b>
Vaughn, Pamela	Food Service Helper	Sumner	05/30/2025

**V. TERMINATIONS**

<b><u>Last,First Name</u></b>	<b><u>Position</u></b>	<b><u>Location</u></b>	<b><u>Effective Date</u></b>
Bly Laguna, Aleks	Success Coach	AHS	05/29/2024

**CHECKS ISSUED: 5/27/2024 - 6/10/2024**  
**FOR APPROVAL BY THE SCHOOL BOARD ON MONDAY, JUNE 10, 2024.**

CONTACT TODD LECHTENBERG WITH QUESTIONS:

TELEPHONE: (507) 460-1913

E-MAIL: TODD.LECHTENBERG@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>
5/7/2024	PC241001				\$ 17,694.01	\$ 17,694.01
5/16/2024	W241104			\$620.00		\$ 620.00
5/22/2024	W241105			\$350.57		\$ 350.57
5/23/2024	T241103E	\$ 166.81				\$ 166.81
5/24/2024	5/24/2024 Payroll AP	\$ 42,184.15		\$699,275.40		\$ 741,459.55
5/28/2024	CB241105, T241104	\$ 124,480.05	\$ 30,932.54			\$ 155,412.59
6/3/2024	6/3/2024			\$280,599.49		\$ 280,599.49
6/4/2024	CB241201, T241201	\$ 161,288.40	\$ 11,827.74			\$ 173,116.14
						\$ -
						\$ -
						\$ -
					<b>TOTAL</b>	<b>\$ 1,369,419.16</b>

<i>Payroll Summary</i>	
<i>Date</i>	<i>Total</i>
5/9/2024	\$ 1,230,235.86
5/23/2024	\$ 1,216,138.08
<b>TOTAL</b>	<b>\$2,446,373.94</b>

<i>Health &amp; Dental Fees &amp; Claims</i>		
	<i>Health</i>	<i>Dental</i>
Week 1	\$ 532,716.01	
Week 2	\$ 264,849.87	\$ 9,150.20
Week 3	\$ 286,974.71	\$ 12,346.70
Week 4	\$ 549,238.74	\$ 7,621.80
Week 5	\$ 141,111.87	\$ 11,500.90
<b>TOTAL</b>	<b>\$1,774,891.20</b>	<b>\$40,619.60</b>
<b>TOTAL</b>	<b>\$1,815,510.80</b>	

**GRAND TOTAL      \$5,631,303.90**

# Board Packet

AP Run: T241103E — Post Date: 2024-05-23 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
05/23/2024	54056	Check	DOMINOS PIZZA	166.81	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
052424 #26	2ND GRADE PIZZA	05/23/2024	166.81		
		INSTRUCTL SUPPLIES-ELEM ED-SOUTHGT-ALL GRS/SPLY		11 E 145 203 014 121 430	166.81
<b>Total:</b>					<b>\$166.81</b>

### T241103E Summary

Type	Count	Amount
Regular	1	166.81
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>1</b>	<b>\$166.81</b>

## Board Packet

AP Run: PC241001 — Post Date: 2024-05-07 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
05/07/2024	6000001572	Wire Transfer	24HOURWRISTBANDS.COM	65.06	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
IMAE35080518	LANYARDS FOR FUTURE TEACHER CLUB SIGNING CEREMONY	04/22/2024	65.06		
	GENERAL SUPPLIES-EXT CUR-GROW YOUR OWN-STATE GRANT			01 E 310 298 166 000 401	65.06
05/07/2024	6000001573	Wire Transfer	AMERICAN SIGN LETTERS	369.11	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
5940522	LETTERS FOR WOODSON SIGN	04/26/2024	369.11		
	REPAIR SUPPLIES-OPERATIONS--			01 E 005 810 000 000 420	369.11
05/07/2024	6000001574	Wire Transfer	APPLE COMPUTER INC	299.98	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
042624	SPED ACCOUNT FOR SPED APPS	04/26/2024	299.98		
	INDIV INST SUPPLIES-SPEECH--STATE SPED			01 E 005 401 000 740 433	299.98
05/07/2024	6000001575	Wire Transfer	CLEVER PROTOTYPES LLC	251.76	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
0160132785	STORYBOARD THAT 3 YEAR SUBSCRIPTION	04/23/2024	125.88		
	INST SOFTWARE LIC-MEDIA CENTER--			01 E 310 620 000 000 406	125.88
1752-2693	STORYBOARD THAT 3 YEAR SUBSCRIPTION	04/05/2024	125.88		
	INST SOFTWARE LIC-MEDIA CENTER--			01 E 310 620 000 000 406	125.88
05/07/2024	6000001576	Wire Transfer	COURTYARD ST. CLOUD	505.02	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
89419	KATIE CARTER AD CONVENTION	04/01/2024	505.02		
	TRAVEL CONV & CONF-BOY/GIRL-ATHLETICS-			01 E 310 292 100 000 366	505.02
05/07/2024	6000001577	Wire Transfer	DELTA AIR LINES INC.	391.20	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
0062228520561	NSPRA CONFERNCE RYAN MAYERS	04/18/2024	391.20		
	PREPAID EXPENDITURE & DEPOSITS-			01 A 131 00	391.20

## Board Packet

AP Run: PC241001 — Post Date: 2024-05-07 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount			
05/07/2024	6000001578	Wire Transfer	DELTA HOTELS MARRIOTT MINNEAPOLIS	2,592.66			
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>	
109430	FFA HOTEL ROOMS		04/22/2024	2,592.66			
			ENTRY FEES/STDT TRVL ALLOW-EXT CUR-FFA-SA		88 E 310 298 026 301 369	2,592.66	
05/07/2024	6000001579	Wire Transfer	FACEBOOK	235.60			
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>	
7345224105593455-73356096	FACEBOOK ADS		04/01/2024	75.00			
					FEES FOR SERVICES-GEN COM ED--COM ED	04 E 500 505 000 321 305	75.00
7359353974180463-74204303	FACEBOOK ADS		04/22/2024	84.13			
					FEES FOR SERVICES-GEN COM ED--COM ED	04 E 500 505 000 321 305	84.13
7359811237468070-74208913	FACEBOOK ADS		04/22/2024	1.47			
					FEES FOR SERVICES-GEN COM ED--COM ED	04 E 500 505 000 321 305	1.47
7361991220583411-73774172	FACEBOOK ADS		04/08/2024	75.00			
					FEES FOR SERVICES-GEN COM ED--COM ED	04 E 500 505 000 321 305	75.00
05/07/2024	6000001580	Wire Transfer	GALLAUDET UNIVERSITY	165.00			
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>	
743505075	BILITERACY TESTING		04/09/2024	165.00			
					TESTS-PUPIL SUP-AVID-ACHIEVE/INT	01 E 310 790 826 313 461	165.00
05/07/2024	6000001581	Wire Transfer	GODFATHER'S PIZZA*	68.56			
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>	
040424	GRADING & REPORTING PIZZA		04/05/2024	68.56			
					FOOD-STAFF DEV---	01 E 005 640 000 000 490	68.56
05/07/2024	6000001582	Wire Transfer	GRAND CASINO HINCKLEY	1,030.90			
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>	
453620156740	LODGING FOR MN INDIAN EDUCATION CONFERENCE		04/18/2024	515.45			
					TRAVEL CONV/CONF-STAFF DEV--AM INDIAN ED AID	01 E 005 640 000 320 366	515.45

## Board Packet

AP Run: PC241001 — Post Date: 2024-05-07 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount
05/07/2024	6000001582	Wire Transfer	GRAND CASINO HINCKLEY	1,030.90
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
453620156829	LODGING FOR MN INDIAN EDUCATION CONFERENCE	04/18/2024	515.45	
	TRAVEL CONV/CONF-STAFF DEV--AM INDIAN ED AID			01 E 005 640 000 320 366
				515.45
05/07/2024	6000001583	Wire Transfer	HORMEL HISTORIC HOME INC	257.50
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
T10499048	STAFF TRAINING DOWN PAYMENT	04/08/2024	257.50	
	SHORT TERM LEASE/RENTAL-CHILD CARE--COMMUNITY ED			04 E 500 570 000 321 335
				257.50
05/07/2024	6000001584	Wire Transfer	HYATT REGENCY MINNEAPOLIS	1,304.40
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
1263030	HOTEL NAEA JAKE LEVISEN	04/08/2024	869.60	
	TRAVEL CONV & CONF-CURRICULUM--STAFF DEV			01 E 005 610 000 316 366
				869.60
1263043	NAEA CONFERENCE LARS JOHNSON	04/08/2024	434.80	
	TRAVEL CONV & CONF-CURRICULUM--STAFF DEV			01 E 005 610 000 316 366
				434.80
05/07/2024	6000001585	Wire Transfer	KULLY SUPPLY	147.52
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
642108	REGULATOR KIT	04/17/2024	147.52	
	REPAIR SUPPLIES-OPERATIONS--			01 E 005 810 000 000 420
				147.52
05/07/2024	6000001586	Wire Transfer	KWIK TRIP	500.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
4560147	FUEL CARDS HOMELESS	04/17/2024	500.00	
	TRANSPORTATION-PUP TRANSP-2ND PR YR-ARP HOMELESS 2			01 E 005 760 012 159 360
				500.00
05/07/2024	6000001587	Wire Transfer	MALL OF AMERICA	1,074.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
748646	CRAYOLA EXPERIENCE	03/29/2024	574.00	
	PMT FOR ED PURP-KIDS KORNER-FIELD TRIP-COM ED			04 E 500 570 404 321 394
				574.00
MMOANG-045014-20240430	AMERICAN DREAM - MALL OF AMERICA	04/19/2024	500.00	
	PMT FOR ED PURP-SEC-CEO PROGRAM-			01 E 310 211 206 000 394
				500.00

## Board Packet

AP Run: PC241001 — Post Date: 2024-05-07 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
05/07/2024	6000001588	Wire Transfer	MINNESOTA COMMUNITY ED ASSOC	99.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
120347461208	SOCIAL MEDIA MADE EASY WEBINAR TERI WERMAGER	03/29/2024	99.00		
			TRAVEL CONV & CONF-GEN COM ED--COM ED 04 E 500 505 000 321 366	99.00	
05/07/2024	6000001589	Wire Transfer	MINNESOTA INDIAN EDUCATION ASSOCIATION INC	2,025.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
1215	MIEA CONFERENCE REGISTRATIONS	04/16/2024	75.00		
			TRAVEL CONV/CONF-STAFF DEV--AM INDIAN ED AID 01 E 005 640 000 320 366	75.00	
1216	MIEA CONFERENCE REGISTRATIONS	04/16/2024	75.00		
			TRAVEL CONV/CONF-STAFF DEV--AM INDIAN ED AID 01 E 005 640 000 320 366	75.00	
1217	MIEA CONFERENCE REGISTRATIONS	04/16/2024	450.00		
			TRAVEL CONV/CONF-STAFF DEV--AM INDIAN ED AID 01 E 005 640 000 320 366	450.00	
1218	MIEA CONFERENCE REGISTRATIONS	04/16/2024	75.00		
			TRAVEL CONV/CONF-STAFF DEV--AM INDIAN ED AID 01 E 005 640 000 320 366	75.00	
1219	MIEA CONFERENCE REGISTRATIONS	04/16/2024	900.00		
			TRAVEL CONV/CONF-STAFF DEV--AM INDIAN ED AID 01 E 005 640 000 320 366	900.00	
1220	MIEA CONFERENCE REGISTRATIONS	04/16/2024	450.00		
			TRAVEL CONV/CONF-STAFF DEV--AM INDIAN ED AID 01 E 005 640 000 320 366	450.00	
05/07/2024	6000001590	Wire Transfer	MINNESOTA TWINS	690.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
180424O18-40DF1F1B-E32F-4	CEO TOUR	04/19/2024	690.00		
			PMT FOR ED PURP-SEC-CEO PROGRAM- 01 E 310 211 206 000 394	690.00	
05/07/2024	6000001591	Wire Transfer	MOWER VEHICLE REGISTRATION INC	23.49	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
179955234	TABS	04/18/2024	23.49		
			DUES & MEMBERSHIPS-OPERATIONS-- 01 E 005 810 000 000 820	23.49	

## Board Packet

AP Run: PC241001 — Post Date: 2024-05-07 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
05/07/2024	6000001592	Wire Transfer	NSPRA	340.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
2416	MEDIA AWARDS	03/28/2024	340.00		
	CONSULT FEE/FEEES FOR SVC-OTH ADMIN SUP--			01 E 005 107 000 000 305	340.00
05/07/2024	6000001593	Wire Transfer	PARTS TOWN, LLC	641.79	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
2102295576	EXHAUST BLOWER	04/26/2024	641.79		
	REPAIR SUPPLIES-OPERATIONS--			01 E 005 810 000 000 420	641.79
05/07/2024	6000001594	Wire Transfer	PRECISION SIGNS	757.16	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
JC-040342-01-A	DOWN PAYMENT SIGNS FOR WOODSON	04/10/2024	757.16		
	GEN SUPPLIES-ECFE--ECFE			04 E 500 580 000 325 401	757.16
05/07/2024	6000001595	Wire Transfer	PROCARE SOLUTIONS	79.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
PYMT704363	MONTHLY INVOICES FOR KIDS KORNER SOFTWARE	04/26/2024	79.00		
	NON-INST SOFTWARE LIC-KIDS KORNER--COM ED			04 E 500 570 000 321 405	79.00
05/07/2024	6000001596	Wire Transfer	PROMO 4 KIDS	467.84	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
PMK24041202	PROMO4KIDS.COM / WEB 4 HALF LLC SUNGLASSES FOR SOUTHGATE SCHOOL STORE	04/23/2024	467.84		
	COST OF MAT SOLD-EXT CUR-STUD COUNC-SG-SA			88 R 145 298 056 301 619	467.84
05/07/2024	6000001597	Wire Transfer	SELLERS LOCK & KEY INC	10.50	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
7V3N	3 KEYS	04/09/2024	10.50		
	REPAIR SUPPLIES-OPERATIONS--			01 E 005 810 000 000 420	10.50
05/07/2024	6000001598	Wire Transfer	SUPPLYHOUSE.COM	1,239.86	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
18519392	FAUCET	04/22/2024	136.39		
	REPAIR SUPPLIES-OPERATIONS--			01 E 005 810 000 000 420	136.39

## Board Packet

AP Run: PC241001 — Post Date: 2024-05-07 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount		
05/07/2024	6000001598	Wire Transfer	SUPPLYHOUSE.COM	1,239.86		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
18590200	BOTTLE FILTER CONTROL		03/28/2024	182.82		
			REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	182.82
18598907	DANFOSS IGNITION		03/29/2024	222.74		
			REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	222.74
18812008	CLOSET SENSOR REPLACEMENT		04/23/2024	222.53		
			REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	222.53
21753916	SLOAN REBUILD KITS		04/24/2024	88.20		
			REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	88.20
21754158	FILTER HEAD		04/24/2024	45.88		
			REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	45.88
21781575	URINAL REPAIR KITS		04/26/2024	341.30		
			REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	341.30
05/07/2024	6000001599	Wire Transfer	THE FINAL CLICK	348.91		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
NM52124	SPLITTER BOARD		04/25/2024	348.91		
			REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	348.91
05/07/2024	6000001600	Wire Transfer	TROPHY DEPOT	772.74		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
2341016-PCARD	HIGH DISTINCTION PLAQUES		03/29/2024	772.74		
			GEN SUPPLIES-GIFTED--GIFT/TA		01 E 005 218 000 388 401	772.74
05/07/2024	6000001601	Wire Transfer	TWINS BALLPARK LLC	332.00		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
180424C19- F2DA3297-75C0-4	TWINS TICKETS -CEO		04/19/2024	332.00		
			PMT FOR ED PURP-SEC-CEO PROGRAM-		01 E 310 211 206 000 394	332.00

## Board Packet

AP Run: PC241001 — Post Date: 2024-05-07 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount		
05/07/2024	6000001602	Wire Transfer	WAL-MART CAPITAL ONE	80.15		
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
20000119-10935553	DIGITAL MICROSCOPE		03/27/2024	46.49		
					INST SUPPLIES-TITL I-NEG/DELINQUENT-TITLE I-A 01 E 450 216 636 401 430	46.49
34688352955140208 468	BLINDS		04/04/2024	33.66		
					REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	33.66
05/07/2024	6000001603	Wire Transfer	WESTFAX INC	129.35		
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
1453984	ONLINE FAX		04/02/2024	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
05/07/2024	6000001604	Wire Transfer	ZANER-BLOSER*	84.15		
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
0928AE97-E584- 4EC8-9B9C-D	SUPERKIDS CONFERENCE REGISTRATION		04/25/2024	84.15		
					TRAVEL CONV & CONF-TCH TRNG-PRO DEV-TITLE II-A 01 E 705 204 640 414 366	84.15
05/07/2024	6000001605	Wire Transfer	ZORO TOOLS INC.	314.80		
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
22949433	BATTERY FOR ELECTRICIAN		04/04/2024	79.99		
					BATTERY REPLACEMENT-OPERATIONS-- 01 E 005 810 000 000 411	79.99
23081130	VOLTAGE TESTER		04/17/2024	193.96		
					REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	193.96

# Board Packet

AP Run: PC241001 — Post Date: 2024-05-07 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
05/07/2024	6000001605	Wire Transfer	ZORO TOOLS INC.	314.80	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
23159123	TRUBOLT WEDGE	04/25/2024	40.85		
		REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	40.85
<b>Total:</b>					<b>\$17,694.01</b>

PC241001 Summary		
Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	34	17,694.01
Epayables:	0	0.00
<b>Total:</b>	<b>34</b>	<b>\$17,694.01</b>

## Board Packet

AP Run: 5/24/2024 Payroll AP — Post Date: 2024-05-24 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
05/24/2024	54064	Check	A.F.S.C.M.E. COUNCIL 65	2,831.60	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
AFL.05092024.D	AFL - AFSCM EMP AFL-C for 5/9/2024 Reg PR	05/09/2024	748.34		
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE	01 L 215 06			711.53
	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.05232024.D	AFL - AFSCM EMP AFL-C for 5/23/2024 Reg PR	05/23/2024	748.34		
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE	01 L 215 06			711.53
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE	02 L 215 06			3.47
	PAYROLL W/HOLDING-UNION DUES PAYABLE	04 L 215 06			27.78
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE	05 L 215 06			5.56
AFSCM FS. 05092024.D	AFSCM FS - AFSCM FS for 5/9/2024 Reg PR	05/09/2024	673.43		
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE	01 L 215 06			11.94
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE	02 L 215 06			661.49
AFSCM FS. 05232024.D	AFSCM FS - AFSCM FS for 5/23/2024 Reg PR	05/23/2024	661.49		
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE	02 L 215 06			661.49
05/24/2024	54065	Check	AUSTIN EDUCATION ASSOCIATION	17,596.28	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
AEA ASF.05232024.D	AEA ASF - AEA ASF for 5/23/2024 Reg PR	05/23/2024	221.00		
	PAYROLL W/HOLDINGS-AEA DUES	01 L 215 16			221.00
AEA.05232024.D	AEA - UNION DUES1 for 5/23/2024 Reg PR	05/23/2024	17,375.28		
	PAYROLL W/HOLDINGS-AEA DUES	01 L 215 16			17,186.12
	PAYROLL W/HOLDING-AEA DUES	04 L 215 16			189.16
05/24/2024	54066	Check	AUSTIN PUBLIC EDUCATION FOUNDATION	339.96	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
AEF.05092024.D	AEF - AUSTIN EDUC FOU for 5/9/2024 Reg PR	05/09/2024	169.98		
	PAYROLL W/HOLDINGS-CHARITABLE CONTRIBUTIONS	01 L 215 11			159.98

## Board Packet

AP Run: 5/24/2024 Payroll AP — Post Date: 2024-05-24 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
05/24/2024	54066	Check	AUSTIN PUBLIC EDUCATION FOUNDATION	339.96	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
			PAYROLL W/HOLDING-CHARITABLE CONTRIBUTIONS	04 L 215 11	10.00
AEF.05232024.D	AEF - AUSTIN EDUC FOU for 5/23/2024 Reg PR	05/23/2024	169.98		
			PAYROLL W/HOLDINGS-CHARITABLE CONTRIBUTIONS	01 L 215 11	159.98
			PAYROLL W/HOLDING-CHARITABLE CONTRIBUTIONS	04 L 215 11	10.00
05/24/2024	54067	Check	AUSTIN PUBLIC SCHOOLS ISD 492	17,336.23	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
DENFM.05092024.D	DENFM - FAMILY DENTAL1 for 5/9/2024 Reg PR	05/09/2024	6,323.56		
			PAYROLL W/HOLDINGS-DENTAL INS PAYABLE	01 L 215 08	6,099.80
			PAYROLL W/HOLDINGS-DENTAL INS PAYABLE	02 L 215 08	70.13
			PAYROLL W/HOLDING-DENTAL INS PAYABLE	04 L 215 08	112.77
			PAYROLL W/HOLDINGS-DENTAL INS PAYABLE	05 L 215 08	40.86
DENFM.05232024.D	DENFM - FAMILY DENTAL1 for 5/23/2024 Reg PR	05/23/2024	6,297.28		
			PAYROLL W/HOLDINGS-DENTAL INS PAYABLE	01 L 215 08	6,133.80
			PAYROLL W/HOLDINGS-DENTAL INS PAYABLE	02 L 215 08	70.13
			PAYROLL W/HOLDING-DENTAL INS PAYABLE	04 L 215 08	52.49
			PAYROLL W/HOLDINGS-DENTAL INS PAYABLE	05 L 215 08	40.86
FDN.05092024.D	FDN - FLEX DEN PREM for 5/9/2024 Reg PR	05/09/2024	2,334.63		
			PAYROLL W/HOLDINGS-DENTAL INS PAYABLE	01 L 215 08	2,219.93
			PAYROLL W/HOLDING-DENTAL INS PAYABLE	04 L 215 08	114.70
FDN.05232024.D	FDN - FLEX DEN PREM for 5/23/2024 Reg PR	05/23/2024	2,380.76		
			PAYROLL W/HOLDINGS-DENTAL INS PAYABLE	01 L 215 08	2,266.06
			PAYROLL W/HOLDING-DENTAL INS PAYABLE	04 L 215 08	114.70
05/24/2024	54068	Check	LOCAL 867	2,187.98	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
UAW.05092024.D	UAW - UAW L. 867 for 5/9/2024 Reg PR	05/09/2024	1,093.99		
			PAYROLL W/HOLDINGS-UNION DUES PAYABLE	01 L 215 06	1,075.78
			PAYROLL W/HOLDINGS-UNION DUES PAYABLE	02 L 215 06	18.21

## Board Packet

AP Run: 5/24/2024 Payroll AP — Post Date: 2024-05-24 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
05/24/2024	54068	Check	LOCAL 867	2,187.98	
<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
UAW.05232024.D	UAW - UAW L. 867 for 5/23/2024 Reg PR	05/23/2024	1,093.99		
		PAYROLL W/HOLDINGS-UNION DUES PAYABLE	01 L 215 06	1,075.78	
		PAYROLL W/HOLDINGS-UNION DUES PAYABLE	02 L 215 06	18.21	
05/24/2024	54069	Check	MN SCHOOL EMPLOYEES ASSN	1,528.10	
<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
MSEA 2%.05232024.D	MSEA 2% - MSEA 2% for 5/23/2024 Reg PR	05/23/2024	1,528.10		
		PAYROLL W/HOLDINGS-UNION DUES PAYABLE	01 L 215 06	1,528.10	
05/24/2024	54070	Check	UNITED WAY OF MOWER COUNTY	364.00	
<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
UNF.05092024.D	UNF - UNITED FUND for 5/9/2024 Reg PR	05/09/2024	182.00		
		PAYROLL W/HOLDINGS-CHARITABLE CONTRIBUTIONS	01 L 215 11	173.00	
		PAYROLL W/HOLDING-CHARITABLE CONTRIBUTIONS	04 L 215 11	9.00	
UNF.05232024.D	UNF - UNITED FUND for 5/23/2024 Reg PR	05/23/2024	182.00		
		PAYROLL W/HOLDINGS-CHARITABLE CONTRIBUTIONS	01 L 215 11	173.00	
		PAYROLL W/HOLDING-CHARITABLE CONTRIBUTIONS	04 L 215 11	9.00	
05/24/2024	202003138	Wire Transfer	ALERUS	139,471.82	
<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
HDHSA.05232024.B	HDHSA - HSA FAMILY CONTRIBUTION for 5/23/2024 Reg PR	05/23/2024	116,152.11		
		PAYROLL W/HOLDINGS-HSA PAYABLE	01 L 215 40	113,712.11	
		PAYROLL W/HOLDINGS-HSA PAYABLE	02 L 215 40	800.00	
		PAYROLL W/HOLDING-HSA PAYABLE	04 L 215 40	1,160.00	
		PAYROLL W/HOLDINGS-HSA PAYABLE	05 L 215 40	480.00	
HDHSAS.05232024.B	HDHSAS - HSA SINGLE CONTRIBUTION for 5/23/2024 Reg PR	05/23/2024	23,319.71		
		PAYROLL W/HOLDINGS-HSA PAYABLE	01 L 215 40	21,437.74	
		PAYROLL W/HOLDINGS-HSA PAYABLE	02 L 215 40	400.00	

## Board Packet

AP Run: 5/24/2024 Payroll AP — Post Date: 2024-05-24 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount
05/24/2024	202003138	Wire Transfer	ALERUS	139,471.82
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
			PAYROLL W/HOLDING-HSA PAYABLE	04 L 215 40
				1,481.97
05/24/2024	202003139	Wire Transfer	ALLIANCE BENEFIT GROUP	43,664.21
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
HDHSA.05232024.D	HDHSA - HIGH DEDUCTIBLE HSA for 5/23/2024 Reg PR	05/23/2024	39,344.21	
			PAYROLL W/HOLDINGS-HSA PAYABLE	01 L 215 40
				38,048.49
			PAYROLL W/HOLDINGS-HSA PAYABLE	02 L 215 40
				125.00
			PAYROLL W/HOLDING-HSA PAYABLE	04 L 215 40
				942.92
			PAYROLL W/HOLDINGS-HSA PAYABLE	05 L 215 40
				227.80
HDHSR.05232024.B	HDHSR - HD- HSA RETIREE for 5/23/2024 Reg PR	05/23/2024	4,320.00	
			PAYROLL W/HOLDINGS-HSA PAYABLE	01 L 215 40
				4,120.00
			PAYROLL W/HOLDINGS-HSA PAYABLE	02 L 215 40
				200.00
05/24/2024	202003140	Wire Transfer	EDUCATORS BENEFIT CONSULTANTS, LLC	50,270.38
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
AIG.05232024.B	AIG - AIG RETIREMENT for 5/23/2024 Reg PR	05/23/2024	1,239.55	
			PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES	01 L 215 05
				1,239.55
			PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES	02 L 215 05
				0.00
AIG.05232024.D	AIG - AIG RETIREMENT for 5/23/2024 Reg PR	05/23/2024	3,642.89	
			PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES	01 L 215 05
				3,567.89
			PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES	02 L 215 05
				25.00
			PAYROLL W/HOLDING-TAX SHELTER ANNUITIES	04 L 215 05
				50.00
HRMA.05232024.B	HRMA - HORACE MANN COMPANY for 5/23/2024 Reg PR	05/23/2024	2,795.24	
			PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES	01 L 215 05
				2,615.24
			PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES	02 L 215 05
				0.00
			PAYROLL W/HOLDING-TAX SHELTER ANNUITIES	04 L 215 05
				180.00
HRMA.05232024.D	HRMA - HORACE MANN CO for 5/23/2024 Reg PR	05/23/2024	9,108.24	
			PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES	01 L 215 05
				8,778.24
			PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES	02 L 215 05
				150.00
			PAYROLL W/HOLDING-TAX SHELTER ANNUITIES	04 L 215 05
				180.00

## Board Packet

AP Run: 5/24/2024 Payroll AP — Post Date: 2024-05-24 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
05/24/2024	202003140	Wire Transfer	EDUCATORS BENEFIT CONSULTANTS, LLC	50,270.38	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
MNDP.05232024.D	MNDP - MN DEFFERED COMP for 5/23/2024 Reg PR	05/23/2024	1,121.00		
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			01 L 215 05	1,121.00
ORC.05232024.D	ORC - ORCHARD TRUST for 5/23/2024 Reg PR	05/23/2024	50.00		
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			01 L 215 05	50.00
SBG.05232024.B	SBG - SECURITY BENEFIT GROUP for 5/23/2024 Reg PR	05/23/2024	9,355.48		
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			01 L 215 05	8,400.48
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			02 L 215 05	21.00
	PAYROLL W/HOLDING-TAX SHELTER ANNUITIES			04 L 215 05	919.00
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			05 L 215 05	15.00
SBG.05232024.D	SBG - SECURITY BENEFIT GROUP for 5/23/2024 Reg PR	05/23/2024	18,817.32		
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			01 L 215 05	17,990.32
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			02 L 215 05	696.00
	PAYROLL W/HOLDING-TAX SHELTER ANNUITIES			04 L 215 05	131.00
SBGR.05232024.D	SBGR - SECURITY BENEFIT GROUP ROTH for 5/23/2024 Reg PR	05/23/2024	4,140.66		
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			01 L 215 05	3,987.20
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			05 L 215 05	153.46
05/24/2024	202003141	Wire Transfer	MINNESOTA DEPT OF REVENUE	67,755.52	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
MN\$.05232024.D	MN\$ - MN ADD ON for 5/23/2024 Reg PR	05/23/2024	1,732.00		
	PAYROLL W/HOLDINGS-STATE WITHHOLDING			01 L 215 02	1,445.00
	PAYROLL W/HOLDINGS-STATE WITHHOLDING			02 L 215 02	10.00
	PAYROLL W/HOLDING-STATE WITHHOLDING			04 L 215 02	277.00
MN%.05232024.D	MN% - MN STATE TAX% for 5/23/2024 Reg PR	05/23/2024	576.39		
	PAYROLL W/HOLDINGS-STATE WITHHOLDING			01 L 215 02	481.47
	PAYROLL W/HOLDINGS-STATE WITHHOLDING			02 L 215 02	94.92
MN.05232024.D	MN - MN STATE TAX for 5/23/2024 Reg PR	05/23/2024	65,330.10		
	PAYROLL W/HOLDINGS-STATE WITHHOLDING			01 L 215 02	61,470.50

## Board Packet

AP Run: 5/24/2024 Payroll AP — Post Date: 2024-05-24 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount		
05/24/2024	202003141	Wire Transfer	MINNESOTA DEPT OF REVENUE	67,755.52		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
			PAYROLL W/HOLDINGS-STATE WITHHOLDING	02 L 215 02		1,515.99
			PAYROLL W/HOLDING-STATE WITHHOLDING	04 L 215 02		2,181.89
			PAYROLL W/HOLDINGS-STATE WITHHOLDING	05 L 215 02		158.91
			PAYROLL W/HOLDINGS-STATE WITHHOLDING	11 L 215 02		2.81
MN.05232024.D.a	MN - MN STATE TAX for 5/23/2024 Extra PR		05/23/2024	117.03		
			PAYROLL W/HOLDINGS-STATE WITHHOLDING	02 L 215 02		117.03
05/24/2024	202003142	Wire Transfer	MN CHILD SUPPORT PAYMENT CENT	779.58		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
MCS.05232024.D	MCS - MN CHILD SUPP1 for 5/23/2024 Reg PR		05/23/2024	779.58		
			PAYROLL W/HOLDINGS-MISC DED PAYABLE	01 L 215 14		779.58
05/24/2024	202003143	Wire Transfer	UNITED STATES TREASURY	397,333.89		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
FE\$.05232024.D	FE\$ - FED ADD-ON AMT for 5/23/2024 Reg PR		05/23/2024	7,020.69		
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	01 L 215 01		6,335.75
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	02 L 215 01		42.25
			PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS	04 L 215 01		642.69
FE%.05232024.D	FE% - FEDERAL TAX% for 5/23/2024 Reg PR		05/23/2024	1,126.91		
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	01 L 215 01		931.61
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	02 L 215 01		195.30
FED.05232024.D	FED - FED TAX for 5/23/2024 Reg PR		05/23/2024	121,841.58		
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	01 L 215 01		115,916.79
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	02 L 215 01		2,314.28
			PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS	04 L 215 01		3,299.90
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	05 L 215 01		305.65
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	11 L 215 01		4.96
FED.05232024.D.a	FED - FED TAX for 5/23/2024 Extra PR		05/23/2024	86.71		
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	02 L 215 01		86.71

## Board Packet

AP Run: 5/24/2024 Payroll AP — Post Date: 2024-05-24 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
05/24/2024	202003143	Wire Transfer	UNITED STATES TREASURY	397,333.89	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
FIC.05232024.B	FIC - FICA for 5/23/2024 Reg PR	05/23/2024	107,938.69		
		PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS		01 L 215 01	100,327.46
		PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS		02 L 215 01	3,215.85
		PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS		04 L 215 01	4,165.72
		PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS		05 L 215 01	223.46
		PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS		11 L 215 01	6.20
FIC.05232024.B.a	FIC - FICA for 5/23/2024 Extra PR	05/23/2024	362.05		
		PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS		02 L 215 01	362.05
FIC.05232024.D	FIC - FICA for 5/23/2024 Reg PR	05/23/2024	107,938.69		
		PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS		01 L 215 01	100,327.46
		PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS		02 L 215 01	3,215.85
		PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS		04 L 215 01	4,165.72
		PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS		05 L 215 01	223.46
		PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS		11 L 215 01	6.20
FIC.05232024.D.a	FIC - FICA for 5/23/2024 Extra PR	05/23/2024	362.05		
		PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS		02 L 215 01	362.05
MED.05232024.B	MED - MEDICARE-1 for 5/23/2024 Reg PR	05/23/2024	25,243.58		
		PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS		01 L 215 01	23,463.54
		PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS		02 L 215 01	752.12
		PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS		04 L 215 01	974.21
		PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS		05 L 215 01	52.26
		PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS		11 L 215 01	1.45
MED.05232024.B.a	MED - MEDICARE-1 for 5/23/2024 Extra PR	05/23/2024	84.68		
		PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS		02 L 215 01	84.68
MED.05232024.D	MED - MEDICARE1 for 5/23/2024 Reg PR	05/23/2024	25,243.58		
		PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS		01 L 215 01	23,463.54
		PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS		02 L 215 01	752.12
		PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS		04 L 215 01	974.21

## Board Packet

AP Run: 5/24/2024 Payroll AP — Post Date: 2024-05-24 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
05/24/2024	202003143	Wire Transfer	UNITED STATES TREASURY	397,333.89	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	05 L 215 01	52.26
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	11 L 215 01	1.45
MED.05232024.D.a	MED - MEDICARE1 for 5/23/2024 Extra PR	05/23/2024	84.68		
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	02 L 215 01	84.68
<b>Total:</b>					<b>\$741,459.55</b>

### 5/24/2024 Payroll AP Summary

Type	Count	Amount
Regular	7	42,184.15
ACH Checks:	0	0.00
Wire Transfers:	6	699,275.40
Epayables:	0	0.00
<b>Total:</b>	<b>13</b>	<b>\$741,459.55</b>

## Board Packet

AP Run: W241104 — Post Date: 2024-05-16 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
05/16/2024	202003144	Wire Transfer	MINNESOTA DEPT OF REVENUE	620.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
051624	MAY 2024 SALES TAX RETURN (APRIL ACTIVITY)	05/16/2024	620.00		
	RENT FOR SCH FACIL-	--	01 R 000 000 000 000 093		152.21
	SALE OF SERV AND MAT -AHS -IND ED	-	01 R 000 000 040 255 621		4.38
	SALE OF SERV AND MAT -AHS -CTE EDUC-		01 R 000 000 040 830 621		0.73
	STDT PARTICIPATION FEES-MUSIC--		01 R 000 258 000 000 050		12.41
	RENT FOR SCH FACIL---		01 R 311 000 000 000 093		370.54
	MISC REVENUE---HOLTON STUDENT		11 R 000 000 000 165 099		3.29
	REVENUE-RESALE--ELLIS-ELLIS GEN		11 R 000 000 030 120 621		4.38
	REVENUE-RESALE--AHS-POP/VENDING		11 R 000 000 040 100 621		5.48
	SALE OF MAT FR REV PROD--AHS-WORK SKILLS PRO		11 R 000 000 040 159 620		4.38
	SALE MAT PURCH FOR RESALE-ELEM-BULK SUPPLY ORDERS		11 R 000 203 045 000 621		28.98
	SALE OF MAT REV PROD ACT-EXT CUR-AUSTINIAN-SA		88 R 310 298 008 301 620		33.22
<b>Total:</b>					<b>\$620.00</b>

### W241104 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	1	620.00
Epayables:	0	0.00
<b>Total:</b>	<b>1</b>	<b>\$620.00</b>

# Board Packet

AP Run: W241105 — Post Date: 2024-05-22 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
05/22/2024	202003145	Wire Transfer	BREMER BANK	350.57	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
APRIL 2024	TO RECORD BREMER BANK FEES PER BANK STATEMENT APRIL 2024	05/22/2024	350.57		
			BANKING FEES-BUSINESS OFFICE--	01 E 005 110 000 000 314	350.57
<b>Total:</b>					<b>\$350.57</b>

### W241105 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	1	350.57
Epayables:	0	0.00
<b>Total:</b>	<b>1</b>	<b>\$350.57</b>

## Board Packet

AP Run: CB241105 — Post Date: 2024-05-28 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
05/28/2024	5000001904		AUSTIN NEWSPAPERS, INC*	108.16	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
1813901	PUBLICATION OF MEETING MINUTES, PUBLIC HEARINGS AND JOINT PUBLICATION	04/29/2024	54.40		
			FEEES FOR SERVICES-SCHOOL BOARD--	01 E 005 010 000 000 305	54.40
1818371	PUBLICATION OF MEETING MINUTES, PUBLIC HEARINGS AND JOINT PUBLICATION	05/06/2024	53.76		
			FEEES FOR SERVICES-SCHOOL BOARD--	01 E 005 010 000 000 305	53.76
05/28/2024	5000001905		DIAMOND RIDGE PRINTING*	563.50	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
52372	PYRAMID BROCHURE	05/02/2024	189.55		
			GEN SUPPLIES-EC SCREENING--PRESCH SCREENING	04 E 500 583 000 354 401	189.55
52420	SUMNER SCHOOL ENVELOPES	05/15/2024	373.95		
			GEN SUPPLIES-ELEM ED--	01 E 155 203 000 000 401	373.95
05/28/2024	5000001906		HILLYARD/HUTCHINSON*	15,282.44	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
605465620	CUSTODIAL SUPPLIES	04/30/2024	2,443.50		
			CUSTODIAL SUPPLIES-OPERATIONS--	01 E 005 810 000 000 410	2,443.50
605469896	CUSTODIAL SUPPLIES	05/03/2024	326.33		
			CUSTODIAL SUPPLIES-OPERATIONS--	01 E 005 810 000 000 410	326.33
605469897	CUSTODIAL SUPPLIES	05/03/2024	1,116.82		
			CUSTODIAL SUPPLIES-OPERATIONS--	01 E 005 810 000 000 410	1,116.82
605469898	CUSTODIAL SUPPLIES	05/03/2024	36.27		
			CUSTODIAL SUPPLIES-OPERATIONS--	01 E 005 810 000 000 410	36.27
605469899	CUSTODIAL SUPPLIES	05/03/2024	503.53		
			CUSTODIAL SUPPLIES-OPERATIONS--	01 E 005 810 000 000 410	503.53
605475482	CUSTODIAL SUPPLIES	05/09/2024	3,596.69		
			CUSTODIAL SUPPLIES-OPERATIONS--	01 E 005 810 000 000 410	3,596.69
605476867	CUSTODIAL SUPPLIES	05/10/2024	3,326.14		
			CUSTODIAL SUPPLIES-OPERATIONS--	01 E 005 810 000 000 410	3,326.14

## Board Packet

AP Run: CB241105 — Post Date: 2024-05-28 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
05/28/2024	5000001906		HILLYARD/HUTCHINSON*	15,282.44	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
605476868	CUSTODIAL SUPPLIES	05/10/2024	229.56		
				CUSTODIAL SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 410	229.56
605476869	CUSTODIAL SUPPLIES	05/10/2024	862.15		
				CUSTODIAL SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 410	862.15
605476870	CUSTODIAL SUPPLIES	05/10/2024	44.30		
				CUSTODIAL SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 410	44.30
605476871	CUSTODIAL SUPPLIES	05/10/2024	594.68		
				CUSTODIAL SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 410	594.68
605481143	CUSTODIAL SUPPLIES	05/15/2024	57.96		
				CUSTODIAL SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 410	57.96
700588074	CUSTODIAL SUPPLIES	04/30/2024	19.58		
				CUSTODIAL SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 410	19.58
700588783	CUSTODIAL SUPPLIES	05/06/2024	112.85		
				CUSTODIAL SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 410	112.85
700589042	CUSTODIAL SUPPLIES	05/08/2024	146.23		
				CUSTODIAL SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 410	146.23
700589231	CUSTODIAL SUPPLIES	05/09/2024	60.83		
				CUSTODIAL SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 410	60.83
700589364	CUSTODIAL SUPPLIES	05/10/2024	199.30		
				CUSTODIAL SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 410	199.30
700589365	CUSTODIAL SUPPLIES	05/10/2024	125.00		
				CUSTODIAL SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 410	125.00
700590153	CUSTODIAL SUPPLIES	05/16/2024	1,480.72		
				CUSTODIAL SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 410	1,480.72
05/28/2024	5000001907		INNOVATIVE OFFICE SOLUTIONS, LLC*	9,207.50	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
CIN122321	FURNITURE FOR LIBRARY-SEE ATTACHED QUOTE	05/10/2024	9,207.50		
				GENERAL SUPPLIES-MEDIA-MISC DONATIONS- 01 E 105 620 806 000 401	9,207.50

## Board Packet

AP Run: CB241105 — Post Date: 2024-05-28 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
05/28/2024	5000001908		METRO SALES INC*	3,630.56	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
INV2524236	AHS COPIER SN: 4021C600362 23-24	05/14/2024	417.23		
		REPAIR & MAINT SVCS-SEC--		01 E 310 211 000 000 350	92.23
		PRINCIPAL ON CAP LEASE-SEC--		01 E 310 211 000 000 580	325.00
INV2524237	WOODSON COPIER SN: 4021C900277 23-24	05/14/2024	491.30		
		REPAIR & MAINT SVCS-KINDERGARTEN--		01 E 165 201 000 000 350	155.30
		PRINCIPAL ON CAP LEASE-KINDERGARTEN--		01 E 165 201 000 000 580	336.00
INV2524238	23-24 AHS COPIER SN: 4021C600318	05/14/2024	395.66		
		REPAIR & MAINT SVCS-SEC--		01 E 310 211 000 000 350	70.66
		PRINCIPAL ON CAP LEASE-SEC--		01 E 310 211 000 000 580	325.00
INV2524239	2023-2024 ELLIS COPIER LEASE SN: 4041C900204	05/14/2024	804.43		
		REPAIR & MAINT SVCS-SEC--		01 E 210 211 000 000 350	303.43
		PRINCIPAL ON CAP LEASE-SEC--		01 E 210 211 000 000 580	501.00
INV2524240	ED SERVICES COPIER SN: 4441RB00446 23-24	05/14/2024	217.79		
		REPAIR & MAINT SVCS-ED SERVICES--		01 E 005 030 000 000 350	7.79
		PRINCIPAL ON CAP LEASE-ED SERVICES--		01 E 005 030 000 000 580	210.00
INV2524241	23-24 AHS COPIERS LEASE	05/14/2024	1,304.15		
		REPAIR & MAINT SVCS-SEC--		01 E 310 211 000 000 350	270.26
		PRINCIPAL ON CAP LEASE-SEC--		01 E 310 211 000 000 580	1,033.89
05/28/2024	5000001909		SADDLEBACK EDUCATIONAL INC*	223.44	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
INV9968	LIFE SKILLS SAMPLE SET	05/07/2024	223.44		
		INST SUPPLIES-TITL I-NEG/DELINQUENT-TITLE I-A		01 E 450 216 636 401 430	223.44
05/28/2024	5000001910		SCHOOL SPECIALTY, LLC*	577.72	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
208134046773	RULES CHART TABLETS KINDERGARTEN	04/29/2024	352.32		
		GEN SUPPLIES-ELEM ED--		01 E 155 203 000 000 401	352.32
208134047550	GENERA SUPPLIES	04/29/2024	225.40		
		GEN SUPPLIES-ELEM ED--		01 E 185 203 000 000 401	225.40

## Board Packet

AP Run: CB241105 — Post Date: 2024-05-28 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
05/28/2024	5000001911		SHIFFLER EQUIPMENT SALES INC*	546.63	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
10006899-00	CUSTODIAL SUPPLIES	04/25/2024	546.63		
		REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420		546.63
05/28/2024	5000001912		W W GRAINGER INC*	792.59	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
9108023897	3RD BLANKET PO FY 2023-2024	05/03/2024	569.88		
		REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420		569.88
9108534448	3RD BLANKET PO FY 2023-2024	05/06/2024	31.53		
		REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420		31.53
9110447654	3RD BLANKET PO FY 2023-2024	05/07/2024	22.79		
		REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420		22.79
9110447662	3RD BLANKET PO FY 2023-2024	05/07/2024	111.48		
		REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420		111.48
9116152571	3RD BLANKET PO FY 2023-2024	05/13/2024	10.20		
		REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420		10.20
9119413913	3RD BLANKET PO FY 2023-2024	05/15/2024	7.30		
		REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420		7.30
9119413921	3RD BLANKET PO FY 2023-2024	05/15/2024	29.14		
		REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420		29.14
9119575976	3RD BLANKET PO FY 2023-2024	05/15/2024	10.27		
		REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420		10.27
<b>Total:</b>					<b>\$30,932.54</b>

# Board Packet

AP Run: CB241105 — Post Date: 2024-05-28 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount
------------	--------------	--------------	------	--------------

### CB241105 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	9	30,932.54
<b>Total:</b>	<b>9</b>	<b>\$30,932.54</b>

## Board Packet

AP Run: T241104 — Post Date: 2024-05-28 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
05/28/2024	54071	Check	ADAM'S PEST CONTROL	450.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
3912769	BLANKET PO FY 2023-2024 PEST CONTROL	05/09/2024	100.00		
				REPAIR & MAINT SVCS-OPERATIONS-- 01 E 005 810 000 000 350	100.00
3912770	BLANKET PO FY 2023-2024 PEST CONTROL	05/09/2024	50.00		
				REPAIR & MAINT SVCS-OPERATIONS-- 01 E 005 810 000 000 350	50.00
3912771	BLANKET PO FY 2023-2024 PEST CONTROL	05/09/2024	50.00		
				REPAIR & MAINT SVCS-OPERATIONS-- 01 E 005 810 000 000 350	50.00
3912772	BLANKET PO FY 2023-2024 PEST CONTROL	05/09/2024	50.00		
				REPAIR & MAINT SVCS-OPERATIONS-- 01 E 005 810 000 000 350	50.00
3912773	BLANKET PO FY 2023-2024 PEST CONTROL	05/09/2024	50.00		
				REPAIR & MAINT SVCS-OPERATIONS-- 01 E 005 810 000 000 350	50.00
3912774	BLANKET PO FY 2023-2024 PEST CONTROL	05/09/2024	50.00		
				REPAIR & MAINT SVCS-OPERATIONS-- 01 E 005 810 000 000 350	50.00
3912775	BLANKET PO FY 2023-2024 PEST CONTROL	05/09/2024	50.00		
				REPAIR & MAINT SVCS-OPERATIONS-- 01 E 005 810 000 000 350	50.00
3912776	BLANKET PO FY 2023-2024 PEST CONTROL	05/09/2024	50.00		
				REPAIR & MAINT SVCS-OPERATIONS-- 01 E 005 810 000 000 350	50.00
05/28/2024	54072	Check	ALPHA VIDEO & AUDIO	9,516.13	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
25444	KNOWLTON AUDITORIUM CONTROL SYSTEM UPGRADE	05/06/2024	9,516.13		
				EQUIPMENT-CAP FAC--OPER CAP 05 E 005 850 000 302 530	9,516.13
05/28/2024	54073	Check	AMAZON BUSINESS	3,118.12	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
13VX-NVLD-3L34	SUPPLIES	04/15/2024	20.94		
				INSTRUCTL SUPPLIES-LEP--COMPENS 01 E 310 219 000 317 430	20.94
13Y6-7GXG-C4HK	MAINTENANCE SUPPLIES	04/19/2024	60.00		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	60.00
14YW-RPDL-HMFP	CLASSROOM SUPPLIES	04/24/2024	96.99		
				INSTRUCTL SUPPLIES-LEP--COMPENS 01 E 310 219 000 317 430	96.99

## Board Packet

AP Run: T241104 — Post Date: 2024-05-28 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
05/28/2024	54073	Check	AMAZON BUSINESS	3,118.12	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
16MW-CXH7-7THH	ELECTRICAL AND OFFICE SUPPLIES	04/27/2024	41.85		
		REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	41.85
16MW-CXH7-CL64	MAINTENANCE SUPPLIES	04/27/2024	23.28		
		REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	23.28
16N4-D7L7-479Q	MAINTENANCE SUPPLIES	04/26/2024	49.95		
		REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	49.95
17C4-HCC9-V6T1	SUPPLIES	04/14/2024	336.23		
		INSTRUCTL SUPPLIES-LEP--COMPENS		01 E 310 219 000 317 430	336.23
17N7-GFR6-D9XY	BINDING COMBS AND PACKING TAPE	05/14/2024	38.43		
		GEN SUPPLIES-VOL PRE-KINDERG--		01 E 135 200 000 000 401	38.43
19H6-RF9T-1FFR	SUPPLIES	04/15/2024	286.05		
		INSTRUCTL SUPPLIES-LEP--COMPENS		01 E 310 219 000 317 430	286.05
19Q3-HPQV-PW61	SUPPLIES	04/13/2024	302.98		
		INSTRUCTL SUPPLIES-LEP--COMPENS		01 E 310 219 000 317 430	302.98
1CPP-JTWC-W6DJ	MAINTENANCE SUPPLIES	05/07/2024	146.98		
		REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	146.98
1HL9-7LYN-NNMP	SUPPLIES	04/17/2024	28.56		
		INSTRUCTL SUPPLIES-LEP--COMPENS		01 E 310 219 000 317 430	28.56
1J4G-Y64H-F6Q4	CLASSROOM SUPPLIES	04/23/2024	319.79		
		INSTRUCTL SUPPLIES-LEP--COMPENS		01 E 310 219 000 317 430	319.79
1LVJ-71JM-G74G	SUPPLIES	04/16/2024	96.99		
		INSTRUCTL SUPPLIES-LEP--COMPENS		01 E 310 219 000 317 430	96.99
1LWR-L9DX-CPLT	SOUTHGATE PI NOVELS	05/18/2024	42.80		
		INSTRUCTL SUPPLIES-GIFTED--GIFT/TA		01 E 005 218 000 388 430	42.80
1NWJ-V41C-KNP3	SUPPLIES	04/12/2024	145.15		
		INSTRUCTL SUPPLIES-LEP--COMPENS		01 E 310 219 000 317 430	145.15
1PRD-KW6P-YYNJ	SUPPLIES	04/15/2024	55.14		
		INSTRUCTL SUPPLIES-LEP--COMPENS		01 E 310 219 000 317 430	55.14

## Board Packet

AP Run: T241104 — Post Date: 2024-05-28 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount
05/28/2024	54073	Check	AMAZON BUSINESS	3,118.12

Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1QJT-CPP3-HNHQ	CLASSROOM SUPPLIES	04/24/2024	89.90		
				INSTRUCTL SUPPLIES-LEP--COMPENS 01 E 310 219 000 317 430	89.90
1QV7-GP4C-17GP	MAINTENANCE SUPPLIES	04/22/2024	85.30		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	85.30
1RJY-QNQW-1KGQ	MAINTENANCE SUPPLIES	04/22/2024	119.99		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	119.99
1RM4-FP49-CR7P	MAINTENANCE SUPPLIES	04/23/2024	31.48		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	31.48
1T1N-T6W9-XGWT	SUPPLIES	04/14/2024	166.23		
				INSTRUCTL SUPPLIES-LEP--COMPENS 01 E 310 219 000 317 430	166.23
1V4N-WKX6-NDXN	SUPPLIES	04/13/2024	63.56		
				INSTRUCTL SUPPLIES-LEP--COMPENS 01 E 310 219 000 317 430	63.56
1VLP-F7D7-4WYT	CLASSROOM SUPPLIES	04/23/2024	137.93		
				INSTRUCTL SUPPLIES-LEP--COMPENS 01 E 310 219 000 317 430	137.93
1WLL-DYXP-WDPX	6x9" MANILA ENVELOPES	05/21/2024	70.21		
				GEN SUPPLIES-ELEM ED-- 01 E 145 203 000 000 401	70.21
1WYY-RF3M-43LF	SUPPLIES	04/15/2024	160.20		
				INSTRUCTL SUPPLIES-LEP--COMPENS 01 E 310 219 000 317 430	160.20
1Y4N-XPL6-44GJ	SUPPLIES	04/15/2024	23.55		
				INSTRUCTL SUPPLIES-LEP--COMPENS 01 E 310 219 000 317 430	23.55
1Y9N-XXHK-41QC	SUPPLIES	04/15/2024	54.45		
				INSTRUCTL SUPPLIES-LEP--COMPENS 01 E 310 219 000 317 430	54.45
1YC1-RG6C-3KNC	SUPPLIES	04/15/2024	23.21		
				INSTRUCTL SUPPLIES-LEP--COMPENS 01 E 310 219 000 317 430	23.21

05/28/2024	54074	Check	BAUER, LAVERNE	385.00
------------	-------	-------	----------------	--------

Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
043024	SOFTBALL & BASEBALL OFFICIAL	04/30/2024	385.00		
				FEES FOR SERVICES-BOYS-BASEBALL- 01 E 310 294 101 000 305	300.00
				FEES FOR SERVICES-GIRLS-SOFTBALL- 01 E 310 296 115 000 305	85.00

## Board Packet

AP Run: T241104 — Post Date: 2024-05-28 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount
05/28/2024	54075	Check	BENCHMARK EDUCATION	3,297.80
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
525540	CLASS SUPPLIES	04/30/2024	2,794.00	
			INSTRUCTL SUPPLIES-LEP--COMPENS	01 E 310 219 000 317 430
				2,794.00
526193	ELL CLASSROOM ITEMS	05/10/2024	503.80	
			INSTRUCTL SUPPLIES-LEP--COMPENS	01 E 155 219 000 317 430
				503.80
05/28/2024	54076	Check	BJOREM SPEECH	121.25
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
79450	SPEECH MATERIALS	05/17/2024	121.25	
			INDIV INST SUPPLIES-SPEECH--STATE SPED	01 E 125 401 000 740 433
				121.25
05/28/2024	54077	Check	BSN SPORTS	1,963.31
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
925659602	YOUTH HELMET RECONDITIONING	05/03/2024	1,963.31	
			FEES FOR SERVICES-BOY/GIRL--	01 E 210 292 000 000 305
				1,963.31
05/28/2024	54078	Check	CAROLINA BIOLOGICAL SUPPLY CO	406.84
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
52552608 RI	CLASS SUPPLIES	04/23/2024	406.84	
			INSTRUCTL SUPPLIES-LEP--COMPENS	01 E 310 219 000 317 430
				406.84
05/28/2024	54079	Check	CARTER, KATIE	289.31
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
043024	MILEAGE REIM.	04/30/2024	289.31	
			TRAVEL CONV & CONF-EXT CUR--	01 E 310 298 000 000 366
				289.31
05/28/2024	54080	Check	CESO FINANCE LLC	1,684.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
1518	CFO/EXECUTIVE LEVEL THOUGHT PARTNERSHIP	05/17/2024	1,684.00	
			FEES FOR SERVICES-BUSINESS OFFICE--	01 E 005 110 000 000 305
				1,684.00

## Board Packet

AP Run: T241104 — Post Date: 2024-05-28 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
05/28/2024	54081	Check	CESO HR LLC	1,425.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
1394	HR PRACTITIONER SUPPORT	05/17/2024	1,425.00		
		FEES FOR SERVICES-PERSONNEL--	01 E 005 160 000 000 305		1,425.00
05/28/2024	54082	Check	D & G ACE HARDWARE	406.19	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
134845/1	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2023-2024	04/22/2024	7.98		
		REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420		7.98
134847/1	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2023-2024	04/22/2024	15.98		
		REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420		15.98
134871/1	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2023-2024	04/23/2024	17.96		
		REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420		17.96
134883/1	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2023-2024	04/24/2024	13.90		
		REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420		13.90
134905/1	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2023-2024	04/25/2024	6.95		
		REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420		6.95
134973/1	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2023-2024	05/01/2024	3.50		
		REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420		3.50
134974/1	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2023-2024	05/01/2024	34.99		
		REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420		34.99
134981/1	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2023-2024	05/01/2024	9.99		
		REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420		9.99
134987/1	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2023-2024	05/01/2024	64.98		
		REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420		64.98

## Board Packet

AP Run: T241104 — Post Date: 2024-05-28 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
05/28/2024	54082	Check	D & G ACE HARDWARE	406.19	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
135072/1	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2023-2024	05/07/2024	8.99		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	8.99
135104/1	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2023-2024	05/08/2024	22.99		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	22.99
135114/1	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2023-2024	05/08/2024	89.97		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	89.97
135138/1	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2023-2024	05/10/2024	36.98		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	36.98
135141/1	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2023-2024	05/10/2024	6.48		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	6.48
135174/1	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2023-2024	05/13/2024	7.99		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	7.99
135177/1	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2023-2024	05/13/2024	7.99		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	7.99
135199/1	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2023-2024	05/14/2024	18.46		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	18.46
135205/1	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2023-2024	05/15/2024	23.96		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	23.96
135214/1	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2023-2024	05/15/2024	6.15		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	6.15

## Board Packet

AP Run: T241104 — Post Date: 2024-05-28 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
05/28/2024	54083	Check	DAKOTA SUPPLY GROUP	24.53	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
S103580759.002	ELECTRICAL AND PLUMBING SUPPLIES 1ST BLANKET PO FY 2023-2024	04/05/2024	24.53		
			REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	24.53
05/28/2024	54084	Check	DANIELSON, RACHEL	490.55	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
6433-1	GAMES PEOPLE PLAY	05/14/2024	490.55		
			GEN SUPPLIES-SEC-CEO PROGRAM-	01 E 310 211 206 000 401	490.55
05/28/2024	54085	Check	DANIELSON, WILLIAM	109.44	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
52332	DIAMOND RIDGE REIM.	04/24/2024	109.44		
			GEN SUPPLIES-SEC-CEO PROGRAM-	01 E 310 211 206 000 401	109.44
05/28/2024	54086	Check	ECHO LANES	154.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
829562	SAFETY PATROL BOWLING	05/20/2024	154.00		
			PMT FOR ED PURP-ELEM ED-NEVELN-NEVELN GEN	11 E 125 203 050 117 394	154.00
05/28/2024	54087	Check	ERICKSON, GRETCHEN	199.79	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
043024	MILEAGE REIM.	04/30/2024	199.79		
			TRAVEL CONV & CONF-ECFE--ECFE	04 E 500 580 000 325 366	199.79
05/28/2024	54088	Check	FREDERICK, ANDREW	565.56	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
051624	AHS CEO	05/16/2024	565.56		
			GEN SUPPLIES-SEC-CEO PROGRAM-	01 E 310 211 206 000 401	565.56
05/28/2024	54089	Check	FREDERICK, ELIZABETH	580.51	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
042924	AMAZON REIM.	04/29/2024	580.51		
			GEN SUPPLIES-SEC-CEO PROGRAM-	01 E 310 211 206 000 401	580.51

## Board Packet

AP Run: T241104 — Post Date: 2024-05-28 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount		
05/28/2024	54090	Check	GULLICKSON, AYLA	50.72		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
AHS CEO	HOBBY LOBBY		05/20/2024	50.72		
			GEN SUPPLIES-SEC-CEO PROGRAM-		01 E 310 211 206 000 401	50.72
05/28/2024	54091	Check	HAND2MIND, INC	359.96		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
INV000279938	WORD WORK BOARDS		05/13/2024	359.96		
			GEN SUPPLIES-ELEM ED--		01 E 105 203 000 000 401	359.96
05/28/2024	54092	Check	HANSON TIRE SERVICE	15.00		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
196461	TOOL CAT TIRE		04/18/2024	15.00		
			REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	15.00
05/28/2024	54093	Check	HERNANDEZ, BRENT	196.13		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
052024	AHS CEO REIM.		05/20/2024	196.13		
			GEN SUPPLIES-SEC-CEO PROGRAM-		01 E 310 211 206 000 401	196.13
05/28/2024	54094	Check	HOUGHTON MIFFLIN HARCOURT	1,740.00		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
956012138	SUPPLIES		04/19/2024	1,740.00		
			INSTRUCTL SUPPLIES-LEP--COMPENS		01 E 310 219 000 317 430	1,740.00
05/28/2024	54095	Check	HOVLAND, EMILY T	112.76		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
050924	GODFATHERS REIM.		05/09/2024	112.76		
			FOOD-EXT CUR-STD CNCL-AHS-SA		88 E 310 298 053 301 490	112.76
05/28/2024	54096	Check	HR DIRECT	949.90		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
INV15823928	POSTER GUARD		05/16/2024	94.99		
			GEN SUPPLIES-PERSONNEL--		01 E 005 160 000 000 401	94.99

## Board Packet

AP Run: T241104 — Post Date: 2024-05-28 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
05/28/2024	54096	Check	HR DIRECT	949.90	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
INV15823929	POSTER GUARD	05/16/2024	94.99		
		GEN SUPPLIES-PERSONNEL--		01 E 005 160 000 000 401	94.99
INV15823930	POSTER GUARD	05/16/2024	94.99		
		GEN SUPPLIES-PERSONNEL--		01 E 005 160 000 000 401	94.99
INV15823931	POSTER GUARD	05/16/2024	94.99		
		GEN SUPPLIES-PERSONNEL--		01 E 005 160 000 000 401	94.99
INV15823932	POSTER GUARD	05/16/2024	94.99		
		GEN SUPPLIES-PERSONNEL--		01 E 005 160 000 000 401	94.99
INV15823933	POSTER GUARD	05/16/2024	94.99		
		GEN SUPPLIES-PERSONNEL--		01 E 005 160 000 000 401	94.99
INV15823934	POSTER GUARD	05/16/2024	94.99		
		GEN SUPPLIES-PERSONNEL--		01 E 005 160 000 000 401	94.99
INV15823935	POSTER GUARD	05/16/2024	94.99		
		GEN SUPPLIES-PERSONNEL--		01 E 005 160 000 000 401	94.99
INV15823936	POSTER GUARD	05/16/2024	94.99		
		GEN SUPPLIES-PERSONNEL--		01 E 005 160 000 000 401	94.99
INV15823937	POSTER GUARD	05/16/2024	94.99		
		GEN SUPPLIES-PERSONNEL--		01 E 005 160 000 000 401	94.99
05/28/2024	54097	Check	IMPERIAL DADE	7,699.41	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
4228708	CUSTODIAL SUPPLIES FOR AHS	05/01/2024	64.57		
		CUSTODIAL SUPPLIES-OPERATIONS--		01 E 005 810 000 000 410	64.57
4228709	CUSTODIAL SUPPLIES FOR AHS	05/01/2024	1.70		
		CUSTODIAL SUPPLIES-OPERATIONS--		01 E 005 810 000 000 410	1.70
4231613	CUSTODIAL SUPPLIES FOR AHS	05/08/2024	20.36		
		CUSTODIAL SUPPLIES-OPERATIONS--		01 E 005 810 000 000 410	20.36
4231646	CUSTODIAL SUPPLIES FOR AHS	05/08/2024	7,612.78		
		CUSTODIAL SUPPLIES-OPERATIONS--		01 E 005 810 000 000 410	7,612.78

## Board Packet

AP Run: T241104 — Post Date: 2024-05-28 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount		
05/28/2024	54098	Check	JETTER CLEAN INC.	300.00		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
A-7023	BANFIELD BOYS BATHROOM		05/08/2024	300.00		
			REPAIR & MAINT SVCS-OPERATIONS--		01 E 005 810 000 000 350	300.00
05/28/2024	54099	Check	KOOPAL, KIRSTEN	123.20		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
051524	AHS CEO REIM.		05/15/2024	123.20		
			GEN SUPPLIES-SEC-CEO PROGRAM-		01 E 310 211 206 000 401	123.20
05/28/2024	54100	Check	LANG, KELLY A	55.61		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
051024	MILEAGE REIM.		05/10/2024	55.61		
			TRAVEL CONV & CONF-BOY/GIRL--		01 E 210 292 000 000 366	55.61
05/28/2024	54101	Check	LEIF, LINDSAY M	599.99		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
040824	AHS CEO REIM.		04/08/2024	599.99		
			GEN SUPPLIES-SEC-CEO PROGRAM-		01 E 310 211 206 000 401	599.99
05/28/2024	54102	Check	MADISON NATIONAL LIFE	16,408.27		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
1624620	JUNE 2024 LIFE INSURANCE		05/24/2024	16,408.27		
			PAYROLL W/HOLDINGS-DEP LIFE PAYABLE		01 L 215 00	60.03
			PAYROLL W/HOLDINGS-LTD INS PAYABLE		01 L 215 09	10,542.31
			PAYROLL W/HOLDINGS-LIFE INS PAYABLE		01 L 215 13	4,037.48
			PAYROLL W/HOLDINGS-SPOUSE LIFE INS PAYABLE		01 L 215 25	484.60
			PAYROLL W/HOLDINGS-PRUDENTIAL SUPP ITCR		01 L 215 26	1,283.85

## Board Packet

AP Run: T241104 — Post Date: 2024-05-28 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount		
05/28/2024	54103	Check	MAGNATAG INC	1,491.68		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
670627	SCHOOL YEAR SCHEDULING CALENDAR 4X6 12 MONTHS EXYC246		05/08/2024	1,491.68		
			EQUIPMENT-SEC--		01 E 310 211 000 000 530	1,491.68
05/28/2024	54104	Check	MARCUSEN PARK BASEBALL ASSOCIATION	26,000.00		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
051024	DOME TAKE DOWN		05/10/2024	26,000.00		
			FEES FOR SERVICES-OPERATIONS--		01 E 311 810 000 000 305	26,000.00
05/28/2024	54105	Check	MASBO	609.00		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
300007960	2025 MASBO DISTRICT MEMBERSHIP		05/21/2024	609.00		
			PREPAID EXPENDITURE & DEPOSITS-		01 A 131 00	609.00
05/28/2024	54106	Check	MASSP	590.00		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
SC6222	JESSICA CABEEN REGISTRATION		05/21/2024	295.00		
			TRAVEL CONV & CONF-STAFF DEV--STAFF DEV		01 E 005 640 000 316 366	295.00
SC6223	MATT SCHMIT REGISTRATION		05/21/2024	295.00		
			TRAVEL CONV & CONF-STAFF DEV--STAFF DEV		01 E 005 640 000 316 366	295.00
05/28/2024	54107	Check	MK MUSIC REPAIR	134.29		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
31275	FRENCH HORN REPAIR		05/02/2024	21.65		
			REPAIR & MAINT SVCS-MUSIC--		01 E 210 258 000 000 350	21.65
31302	MARIMBA REPAIR		05/10/2024	112.64		
			REPAIR & MAINT SVCS-MUSIC--		01 E 210 258 000 000 350	112.64
05/28/2024	54108	Check	MUNOZ, MAYRA J	365.99		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
051024	AMAZON REIM.		05/10/2024	167.96		
			GEN SUPPLIES-SEC-CEO PROGRAM-		01 E 310 211 206 000 401	167.96

## Board Packet

AP Run: T241104 — Post Date: 2024-05-28 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount
05/28/2024	54108	Check	MUNOZ, MAYRA J	365.99
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
051924	AHS CEO REIM.	05/19/2024	198.03	
		GEN SUPPLIES-SEC-CEO PROGRAM-	01 E 310 211 206 000 401	198.03
05/28/2024	54109	Check	MUSIC MART	140.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
1693333	BASS REPAIR	05/10/2024	140.00	
		REPAIR & MAINT SVCS-MUSIC--	01 E 185 258 000 000 350	140.00
05/28/2024	54110	Check	NAPTON, CHRIS C	36.45
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
051724	MILEAGE REIM.	05/17/2024	36.45	
		IN-DISTRICT TRAVEL-SPED AGG--IDEA-611	01 E 005 420 000 419 367	36.45
05/28/2024	54111	Check	NELSEN, ISAAC	470.89
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
052024	AHS CEO REIM.	05/20/2024	470.89	
		GEN SUPPLIES-SEC-CEO PROGRAM-	01 E 310 211 206 000 401	470.89
05/28/2024	54112	Check	NELSON, DAYTON	598.68
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
051624	AHS CEO REIM.	05/16/2024	598.68	
		GEN SUPPLIES-SEC-CEO PROGRAM-	01 E 310 211 206 000 401	598.68
05/28/2024	54113	Check	NEXUS-GERARD FAMILY HEALING	4,063.85
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
051624	DIAGNOSTICS & THERAPY DECEMBER 2023 - APRIL 2024	05/16/2024	4,063.85	
		FEES FOR SERVICES-SPED AGG--	01 E 005 420 000 000 305	4,063.85

## Board Packet

AP Run: T241104 — Post Date: 2024-05-28 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
05/28/2024	54114	Check	OELFKE, LEA M	732.67	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
113-7692272-2077853	AWARDS FOR END OF YEAR PARTY	05/20/2024	329.11		
			SUPPLIES-EXT CUR-STAND-ELLIS-SA	88 E 210 298 002 301 401	329.11
113-9888807-9913828	REACH BLANKETS	05/15/2024	403.56		
			GEN SUPPLIES-PUPIL SUP-REACH-HORMEL-	01 E 005 790 489 000 401	403.56
05/28/2024	54115	Check	OSGOOD, HEATHER M	635.63	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
041124	MILEAGE REIM.	04/11/2024	150.95		
			TRAVEL CONV & CONF-DEAF-HA-SHARED COST-	01 E 005 405 700 000 366	150.95
042224	MILEAGE REIM.	04/22/2024	125.96		
			TRAVEL CONV & CONF-DEAF-HA-SHARED COST-	01 E 005 405 700 000 366	125.96
042424	MILEAGE REIM.	04/24/2024	69.68		
			TRAVEL CONV & CONF-DEAF-HA-SHARED COST-	01 E 005 405 700 000 366	69.68
042924	MILEAGE REIM.	04/29/2024	20.37		
			IN-DISTRICT TRAVEL-DEAF-HA--IDEA-611	01 E 005 405 000 419 367	20.37
043024	MILEAGE REIM.	04/30/2024	99.16		
			TRAVEL CONV & CONF-DEAF-HA-SHARED COST-	01 E 005 405 700 000 366	99.16
043024-2	MILEAGE REIM.	04/30/2024	169.51		
			TRAVEL CONV & CONF-DEAF-HA-SHARED COST-	01 E 005 405 700 000 366	169.51
05/28/2024	54116	Check	OUR SAVIORS LUTHERAN CHURCH	2,235.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
JUNE 2024	LEASE AGREEMENT CLC SPACE	06/01/2024	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

## Board Packet

AP Run: T241104 — Post Date: 2024-05-28 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount
05/28/2024	54117	Check	OWATONNA HIGH SCHOOL	400.00
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>
051024	BOYS GOLF JV		05/10/2024	200.00
			ENTRY FEES/STDT TRVL-BOYS ATHL-GOLF-	01 E 310 294 114 000 369
051624	BOYS GOLF INVITE		05/16/2024	200.00
			ENTRY FEES/STDT TRVL-BOYS ATHL-GOLF-	01 E 310 294 114 000 369
05/28/2024	54118	Check	PAULY, ANGIE	37.90
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>
93531555005851929 521	WALMART REIM.		05/22/2024	37.90
			INSTRUCTL SUPPLIES-ELEM ED-SOUTHGT-ALL GRS/SPLY	11 E 145 203 014 121 430
05/28/2024	54119	Check	QUILL CORPORATION	66.88
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>
38546844	CLASSROOM SCISSORS		05/07/2024	66.88
			INSTRUCTL SUPPLIES-VOL PRE-KINDERG--	01 E 135 200 000 000 430
05/28/2024	54120	Check	RATWIK ROSZAK & MALONEY PA	3,107.00
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>
76490	LEGAL SERVICES APRIL 2024		05/01/2024	3,107.00
			LEGAL SERVICES-PERSONNEL--	01 E 005 160 000 000 313
05/28/2024	54121	Check	REALLY GOOD STUFF INC	904.45
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>
8523025	MATH MULTIPLICATIVES FOR ALL GRADES		05/10/2024	904.45
			INSTRUCTL SUPPLIES-ELEM ED--	01 E 155 203 000 000 430
05/28/2024	54122	Check	RYAN PALUMBO	270.00
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>
051824	SOFTBALL & BASEBALL OFFICIAL		05/18/2024	270.00
			FEES FOR SERVICES-BOYS-BASEBALL-	01 E 310 294 101 000 305
			FEES FOR SERVICES-GIRLS-SOFTBALL-	01 E 310 296 115 000 305

## Board Packet

AP Run: T241104 — Post Date: 2024-05-28 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount
05/28/2024	54123	Check	SCHMIT, OLIVIA	599.99
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
051724	AHS CEO REIM.	05/17/2024	599.99	
		GEN SUPPLIES-SEC-CEO PROGRAM-	01 E 310 211 206 000 401	599.99
05/28/2024	54124	Check	SCHOOL MANAGEMENT SERVICES	900.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
101993	SUPPORT SERVICES APRIL 2024	05/06/2024	900.00	
		FEEES FOR SERVICES-BUSINESS OFFICE--	01 E 005 110 000 000 305	900.00
05/28/2024	54125	Check	SELLERS, CHARISSE	599.99
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
051824	AHS CEO REIM.	05/18/2024	599.99	
		GEN SUPPLIES-SEC-CEO PROGRAM-	01 E 310 211 206 000 401	599.99
05/28/2024	54126	Check	SHUTTERFLY LIFETOUCH, LLC	1,245.51
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
EVT3G9ZN2	YEARBOOKS BANFIELD	04/25/2024	1,245.51	
		GEN SUPPLIES-ELEM ED-BANFIELD-BANFIELD	11 E 105 203 013 131 401	1,245.51
05/28/2024	54127	Check	SIKORA, AMBER	590.92
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
051124	AHS CEO REIM.	05/11/2024	400.21	
		GEN SUPPLIES-SEC-CEO PROGRAM-	01 E 310 211 206 000 401	400.21
051124-2	AHS CEO REIM.	05/11/2024	190.71	
		GEN SUPPLIES-SEC-CEO PROGRAM-	01 E 310 211 206 000 401	190.71
05/28/2024	54128	Check	SMYTH COMPANIES LLC	227.31
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
254937PB	CEO PRINTING	02/20/2024	227.31	
		GEN SUPPLIES-SEC-CEO PROGRAM-	01 E 310 211 206 000 401	227.31

## Board Packet

AP Run: T241104 — Post Date: 2024-05-28 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name			Check Amount
05/28/2024	54129	Check	SOLIANT HEALTH LLC			3,703.13
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
20967429	CONTRACTED SVC SLP 5/13-5/17		05/19/2024	3,703.13		
			PMT FOR ED PURP-SPEECH--STATE SPED		01 E 005 401 000 740 394	3,703.13
05/28/2024	54130	Check	STUART HENDRICKSON			680.00
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
051324	SOFTBALL OFFICIAL		05/13/2024	680.00		
			FEES FOR SERVICES-GIRLS-SOFTBALL-		01 E 310 296 115 000 305	680.00
05/28/2024	54131	Check	SUNBELT STAFFING			3,369.60
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
20969365	CONTRACTED SVC SCHOOL PSYCH		05/19/2024	3,369.60		
			PMT FOR ED PURP-SPED AGG--STATE SPED		01 E 005 420 000 740 394	3,369.60
05/28/2024	54132	Check	THARP, BRANDON M			21.64
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
043024	MILEAGE REIM.		04/30/2024	21.64		
			IN-DISTRICT TRAVEL-MUSIC--		01 E 105 258 000 000 367	10.82
			IN-DISTRICT TRAVEL-MUSIC--		01 E 145 258 000 000 367	10.82
05/28/2024	54133	Check	THE SENSORY PATH			580.00
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
R-8855	SENSORY SUPPLIES		04/15/2024	580.00		
			INST SUPPLIES-COUNSELING/ELEM-MISC DONATIONS		01 E 125 712 806 000 430	580.00
05/28/2024	54134	Check	TOBAK, SYDNEY			588.32
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
020424	AHS CEO REIM.		02/04/2024	288.71		
			GEN SUPPLIES-SEC-CEO PROGRAM-		01 E 310 211 206 000 401	288.71
051524	AHS CEO REIM.		05/15/2024	197.37		
			GEN SUPPLIES-SEC-CEO PROGRAM-		01 E 310 211 206 000 401	197.37
052024	WALMART/GAMES PEOPLE PLAY		05/20/2024	102.24		
			GEN SUPPLIES-SEC-CEO PROGRAM-		01 E 310 211 206 000 401	102.24

## Board Packet

AP Run: T241104 — Post Date: 2024-05-28 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
05/28/2024	54135	Check	TORRES MUNOZ, ALONDRA	132.64	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
051324	AHS CEO REIM.	05/13/2024	132.64		
		GEN SUPPLIES-SEC-CEO PROGRAM-	01 E 310 211 206 000 401	132.64	
05/28/2024	54136	Check	ULINE	10,082.23	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
176839859	MOVING BOXES	04/12/2024	1,726.25		
		REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	1,726.25	
177202256	MOVING BOXES	04/22/2024	2,101.02		
		REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	2,101.02	
177488202	MOVING BOXES	04/29/2024	2,100.60		
		REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	2,100.60	
177624600	BOXES	05/01/2024	1,769.36		
		REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	1,769.36	
177624601	BOXES	05/01/2024	2,385.00		
		REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	2,385.00	
05/28/2024	54137	Check	UPS	400.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
0000562636184-2024	OUTBOUND SHIPPING SHIPPER #562636	05/04/2024	400.00		
		POSTAGE & EXPRESS-BUSINESS OFFICE--	01 E 005 110 000 000 329	400.00	
05/28/2024	54138	Check	USBANK- A TFS PROGRAM	2,228.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
529367252	23-24 COPIER LEASE PAYMENTS	05/17/2024	2,228.00		
		PRINCIPAL ON CAP LEASE-SUPERINTENDENT--	01 E 005 020 000 000 580	23.15	
		PRINCIPAL ON CAP LEASE-BUSINESS OFFICE--	01 E 005 110 000 000 580	136.57	
		PRINCIPAL ON CAP LEASE-OPERATIONS--	01 E 005 810 000 000 580	94.39	
		PRINCIPAL ON CAP LEASE-ELEM ED--	01 E 105 203 000 000 580	270.58	
		PRINCIPAL ON CAP LEASE-ELEM ED--	01 E 125 203 000 000 580	78.28	
		PRINCIPAL ON CAP LEASE-ELEM ED--	01 E 145 203 000 000 580	270.58	

## Board Packet

AP Run: T241104 — Post Date: 2024-05-28 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
05/28/2024	54138	Check	USBANK- A TFS PROGRAM	2,228.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
	PRINCIPAL ON CAP LEASE-ELEM ED--	01 E 155 203 000 000 580	151.98		
	PRINCIPAL ON CAP LEASE-ELEM ED--	01 E 185 203 000 000 580	393.91		
	PRINCIPAL ON CAP LEASE-SEC--	01 E 210 211 000 000 580	186.13		
	PRINCIPAL ON CAP LEASE-SEC--	01 E 310 211 000 000 580	384.11		
	PRINCIPAL ON CAP LEASE-	01 E 310 710 000 000 580	94.10		
	PRINCIPAL ON CAP LEASE-SEC--ALC	01 E 610 211 000 303 580	144.22		
05/28/2024	54139	Check	VORTHERMS, GRACE	238.45	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
050824	AHS CEO	05/08/2024	238.45		
	GEN SUPPLIES-SEC-CEO PROGRAM-	01 E 310 211 206 000 401	238.45		
05/28/2024	54140	Check	VORTHERMS, GREG	361.54	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
050124	AHS CEO REIM.	05/01/2024	361.54		
	GEN SUPPLIES-SEC-CEO PROGRAM-	01 E 310 211 206 000 401	361.54		
05/28/2024	54141	Check	WILLRODT, SHERI K	1,242.14	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
R8639B	LODGING AT MADDENS FOR MASE CONFERENCE	05/15/2024	1,242.14		
	TRAVEL CONV & CONF-SPED AGG-PRO DEV-IDEA-611	01 E 005 420 640 419 366	1,242.14		
				<b>Total:</b>	<b>\$124,480.05</b>

### T241104 Summary

Type	Count	Amount
Regular	71	124,480.05
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>71</b>	<b>\$124,480.05</b>

## Board Packet

AP Run: 6/3/2024 — Post Date: 2024-06-03 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount		
06/03/2024	202003146	Wire Transfer	MN TEACHERS RETIREMENT ASSN	210,666.54		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
TRC.05232024.B	TRC - TRA COORD for 5/23/2024 Reg PR		05/23/2024	111,717.07		
			PAYROLL W/HOLDINGS-TRA PAYABLE	01 L 215 04		109,145.92
			PAYROLL W/HOLDING-TRA PAYABLE	04 L 215 04		2,566.77
			PAYROLL W/HOLDINGS-TRA PAYABLE	11 L 215 04		4.38
TRC.05232024.D	TRC - TRA CORD for 5/23/2024 Reg PR		05/23/2024	98,949.47		
			PAYROLL W/HOLDINGS-TRA PAYABLE	01 L 215 04		96,672.17
			PAYROLL W/HOLDING-TRA PAYABLE	04 L 215 04		2,273.42
			PAYROLL W/HOLDINGS-TRA PAYABLE	11 L 215 04		3.88
06/03/2024	202003147	Wire Transfer	PUBLIC EMPLOYEES RETIREMENT ASSN	69,932.95		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
PRC.05232024.B	PRC - PERA CORD for 5/23/2024 Reg PR		05/23/2024	37,026.16		
			PAYROLL W/HOLDINGS-PERA PAYABLE	01 L 215 03		30,309.66
			PAYROLL W/HOLDINGS-PERA PAYABLE	02 L 215 03		3,739.03
			PAYROLL W/HOLDING-PERA PAYABLE	04 L 215 03		2,686.75
			PAYROLL W/HOLDINGS-PERA PAYABLE	05 L 215 03		286.97
			PAYROLL W/HOLDINGS-PERA PAYABLE	11 L 215 03		3.75
PRC.05232024.B.a	PRC - PERA CORD for 5/23/2024 Extra PR		05/23/2024	437.95		
			PAYROLL W/HOLDINGS-PERA PAYABLE	02 L 215 03		437.95
PRC.05232024.D	PRC - PERA CORD for 5/23/2024 Reg PR		05/23/2024	32,089.27		
			PAYROLL W/HOLDINGS-PERA PAYABLE	01 L 215 03		26,268.26
			PAYROLL W/HOLDINGS-PERA PAYABLE	02 L 215 03		3,240.54
			PAYROLL W/HOLDING-PERA PAYABLE	04 L 215 03		2,328.51
			PAYROLL W/HOLDINGS-PERA PAYABLE	05 L 215 03		248.71
			PAYROLL W/HOLDINGS-PERA PAYABLE	11 L 215 03		3.25
PRC.05232024.D.a	PRC - PERA CORD for 5/23/2024 Extra PR		05/23/2024	379.57		
			PAYROLL W/HOLDINGS-PERA PAYABLE	02 L 215 03		379.57
<b>Total:</b>						<b>\$280,599.49</b>

# Board Packet

AP Run: 6/3/2024 — Post Date: 2024-06-03 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount
------------	--------------	--------------	------	--------------

### 6/3/2024 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	2	280,599.49
Epayables:	0	0.00
<b>Total:</b>	<b>2</b>	<b>\$280,599.49</b>

## Board Packet

AP Run: CB241201 — Post Date: 2024-06-04 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount		
06/04/2024	5000001913		CAVALIER COACHES, INC*	2,100.00		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
10917	ADAPTED BOWLING		05/03/2024	950.00		
			TRANS CNTCT-BOY/GIRL-ADAPT BOWL-NON-AUTH TRAN		01 E 310 292 120 733 360	950.00
10924	ADAPTED BOWLING		05/20/2024	1,150.00		
			TRANS CNTCT-BOY/GIRL-ADAPT BOWL-NON-AUTH TRAN		01 E 310 292 120 733 360	1,150.00
06/04/2024	5000001914		CUSTOM COMMUNICATIONS INC*	1,055.64		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
579016	ALARM MONITORING		05/08/2024	228.45		
			FEES FOR SVCS-LTFM--FIRE SAFETY		05 E 005 865 000 363 305	228.45
579017	FIRE MONITORING AHS		05/08/2024	221.01		
			FEES FOR SVCS-LTFM--FIRE SAFETY		05 E 005 865 000 363 305	221.01
579018	FIRE MONITORING SUMNER		05/08/2024	228.45		
			FEES FOR SVCS-LTFM--FIRE SAFETY		05 E 005 865 000 363 305	228.45
579032	FIRE MONITORING SOUTHGATE		05/08/2024	228.45		
			FEES FOR SVCS-LTFM--FIRE SAFETY		05 E 005 865 000 363 305	228.45
579045	FIRE MONITORING WESCOTT		05/08/2024	149.28		
			FEES FOR SVCS-LTFM--FIRE SAFETY		05 E 005 865 000 363 305	149.28
06/04/2024	5000001915		GAMES PEOPLE PLAY*	140.00		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
6521-1	SPEECH SWEATSHIRTS		05/28/2024	140.00		
			GEN SUPPLIES-EXT CUR-SPCH/DEBATE-INVITES		11 E 310 298 122 051 401	140.00
06/04/2024	5000001916		JW PEPPER & SON INC*	75.99		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
366397401	MUSIC		04/17/2024	3.00		
			INSTRUCTL SUPPLIES-MUSIC-AHS-BAND		11 E 310 258 040 132 430	3.00
366473201	MUSIC		05/22/2024	72.99		
			INSTRUCTL SUPPLIES-MUSIC-AHS-BAND		11 E 310 258 040 132 430	72.99

## Board Packet

AP Run: CB241201 — Post Date: 2024-06-04 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
06/04/2024	5000001917		LAKESHORE LEARNING MATERIALS*	51.27	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
373405051024	ELL SUPPLIES	05/10/2024	51.27		
			INSTRUCTL SUPPLIES-LEP--COMPENS	01 E 165 219 000 317 430	51.27
06/04/2024	5000001918		METRO SALES INC*	6,150.84	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
INV2527360	23-24 COPIER OVERAGES	05/20/2024	3,428.54		
			REPAIR & MAINT SVCS-SUPERINTENDENT--	01 E 005 020 000 000 350	6.99
			REPAIR & MAINT SVCS-ELEM ED--	01 E 105 203 000 000 350	1,131.40
			REPAIR & MAINT SVCS-ELEM ED--	01 E 125 203 000 000 350	211.27
			REPAIR & MAINT SVCS-ELEM ED--	01 E 145 203 000 000 350	904.20
			REPAIR & MAINT SVCS-ELEM ED--	01 E 155 203 000 000 350	566.02
			REPAIR & MAINT SVCS-SEC--	01 E 310 211 000 000 350	608.66
INV2527360-2	23-24 COPIER OVERAGES	05/20/2024	2,722.30		
			REPAIR & MAINT SVCS-BUSINESS OFFICE--	01 E 005 110 000 000 350	603.17
			REPAIR & MAINT SVCS-OPERATIONS--	01 E 005 810 000 000 350	32.41
			REPAIR & MAINT SVCS-ELEM ED--	01 E 185 203 000 000 350	921.31
			REPAIR & MAINT SVCS-SEC--	01 E 210 211 000 000 350	583.37
			REPAIR & MAINT SVCS-SEC--	01 E 310 211 000 000 350	582.04
06/04/2024	5000001919		SOUTHEAST SERVICE COOPERATIVE*	2,254.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
SINV000005499	YAYA REGISTRATION	05/20/2024	2,254.00		
			STU TRV ALLOW/ENT FEE-GIFTED--GIFT/TA	01 E 005 218 000 388 369	2,254.00
				<b>Total:</b>	<b>\$11,827.74</b>

# Board Packet

AP Run: CB241201 — Post Date: 2024-06-04 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount
------------	--------------	--------------	------	--------------

### CB241201 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	7	11,827.74
<b>Total:</b>	<b>7</b>	<b>\$11,827.74</b>

## Board Packet

AP Run: T241201 — Post Date: 2024-06-04 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
06/04/2024	54142	Check	AIR INSANITY LLC	564.50	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
84958912	2 HOUR JUMP & SOCKS & LUNCH	05/23/2024	564.50		
	ENTRY FEES/STUD TRVL-EXT CUR-SCHOOL STORE IJH-SA			88 E 185 298 021 301 369	564.50
06/04/2024	54143	Check	AMAZON BUSINESS	1,685.31	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
11PQ-37PD-HJPF	SUMMER SCHOOL JOURNALS	05/19/2024	87.20		
	INS SUPPLIES-ELEM-3RD PR YR-ESSER III 90% LRN LOSS			01 E 220 203 013 161 430	87.20
13LM-3JNW-9QXL	SUMMER SCHOOL JOURNALS	05/28/2024	62.99		
	INS SUPPLIES-ELEM-3RD PR YR-ESSER III 90% LRN LOSS			01 E 220 203 013 161 430	62.99
13QJ-WXGT-PT4J	LITERACY BINDERS	05/27/2024	42.85		
	TEXTBKS/WKBKS-ELEM--LITERACY INCENTIVE AID			01 E 005 203 000 312 460	0.00
	GENERAL SUPPLIES-STAFF DEV--LITERACY INCENTIVE			01 E 005 640 000 312 401	42.85
194V-FHJF-Q3QK	LITERACY BINDERS	05/27/2024	42.85		
	TEXTBKS/WKBKS-ELEM--LITERACY INCENTIVE AID			01 E 005 203 000 312 460	0.00
	GENERAL SUPPLIES-STAFF DEV--LITERACY INCENTIVE			01 E 005 640 000 312 401	42.85
1CJW-CXQ4-4QY7	E3 PROGRAM SUPPLIES	05/24/2024	61.89		
	INSTRUCTL SUPPLIES-PUPIL SUP-INTEG E^3-INTEG INCTV			01 E 005 790 825 318 430	61.89
1CJW-CXQ4-PQ6P	LITERACY BINDERS	05/27/2024	42.85		
	TEXTBKS/WKBKS-ELEM--LITERACY INCENTIVE AID			01 E 005 203 000 312 460	0.00
	GENERAL SUPPLIES-STAFF DEV--LITERACY INCENTIVE			01 E 005 640 000 312 401	42.85
1D37-1J46-PYP1	LITERACY BINDERS	05/27/2024	42.85		
	TEXTBKS/WKBKS-ELEM--LITERACY INCENTIVE AID			01 E 005 203 000 312 460	0.00
	GENERAL SUPPLIES-STAFF DEV--LITERACY INCENTIVE			01 E 005 640 000 312 401	42.85
1DLP-K4H7-Q6QR	LITERACY BINDERS	05/27/2024	42.85		
	TEXTBKS/WKBKS-ELEM--LITERACY INCENTIVE AID			01 E 005 203 000 312 460	0.00
	GENERAL SUPPLIES-STAFF DEV--LITERACY INCENTIVE			01 E 005 640 000 312 401	42.85
1DVR-7L3X-PRJF	LITERACY BINDERS	05/27/2024	42.85		
	TEXTBKS/WKBKS-ELEM--LITERACY INCENTIVE AID			01 E 005 203 000 312 460	0.00
	GENERAL SUPPLIES-STAFF DEV--LITERACY INCENTIVE			01 E 005 640 000 312 401	42.85

## Board Packet

AP Run: T241201 — Post Date: 2024-06-04 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
06/04/2024	54143	Check	AMAZON BUSINESS	1,685.31	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1F76-X337-H1M1	SUMMER SCHOOL JOURNALS	05/26/2024	125.98		
	INS SUPPLIES-ELEM-3RD PR YR-ESSER III 90% LRN LOSS			01 E 220 203 013 161 430	125.98
1FKN-PR9K-CW1M	SUMMER SCHOOL JOURNALS	05/19/2024	87.19		
	INS SUPPLIES-ELEM-3RD PR YR-ESSER III 90% LRN LOSS			01 E 220 203 013 161 430	87.19
1GNN-VYYX-Q37F	LITERACY BINDERS	05/27/2024	42.85		
	TEXTBKS/WKBKS-ELEM--LITERACY INCENTIVE AID			01 E 005 203 000 312 460	0.00
	GENERAL SUPPLIES-STAFF DEV--LITERACY INCENTIVE			01 E 005 640 000 312 401	42.85
1J3J-F4TF-R4D4	SUMMER SCHOOL JOURNALS	05/27/2024	62.99		
	INS SUPPLIES-ELEM-3RD PR YR-ESSER III 90% LRN LOSS			01 E 220 203 013 161 430	62.99
1J7P-7P1D-FWWX	E3 PROGRAM SUPPLIES	05/25/2024	69.99		
	INSTRUCTL SUPPLIES-PUPIL SUP-INTEG E^3-INTEG INCTV			01 E 005 790 825 318 430	69.99
1JLJ-NCF6-Q1KC	LITERACY BINDERS	05/27/2024	42.85		
	TEXTBKS/WKBKS-ELEM--LITERACY INCENTIVE AID			01 E 005 203 000 312 460	0.00
	GENERAL SUPPLIES-STAFF DEV--LITERACY INCENTIVE			01 E 005 640 000 312 401	42.85
1JNY-Q3JG-GM7V	SUMMER SCHOOL SUPPLIES FOR IJ HOLTON	05/23/2024	18.65		
	GEN SUPPLIES-ELEM-3RD PR YR-ESSER III 90% LRN LOSS			01 E 220 203 013 161 401	18.65
1KK1-FNWF-PT6N	LITERACY BINDERS	05/27/2024	42.85		
	TEXTBKS/WKBKS-ELEM--LITERACY INCENTIVE AID			01 E 005 203 000 312 460	0.00
	GENERAL SUPPLIES-STAFF DEV--LITERACY INCENTIVE			01 E 005 640 000 312 401	42.85
1LD4-PQTD-43VW	SUMMER SCHOOL SUPPLIES FOR IJ HOLTON	05/24/2024	199.99		
	GEN SUPPLIES-ELEM-3RD PR YR-ESSER III 90% LRN LOSS			01 E 220 203 013 161 401	199.99
1LH4-VW9M-PRPJ	LITERACY BINDERS	05/27/2024	42.85		
	TEXTBKS/WKBKS-ELEM--LITERACY INCENTIVE AID			01 E 005 203 000 312 460	0.00
	GENERAL SUPPLIES-STAFF DEV--LITERACY INCENTIVE			01 E 005 640 000 312 401	42.85
1LJF-LXNJ-Q1PM	LITERACY BINDERS	05/27/2024	42.85		
	TEXTBKS/WKBKS-ELEM--LITERACY INCENTIVE AID			01 E 005 203 000 312 460	0.00
	GENERAL SUPPLIES-STAFF DEV--LITERACY INCENTIVE			01 E 005 640 000 312 401	42.85
1MGJ-9H7T-9MRQ	SUMMER SCHOOL SUPPLIES FOR IJ HOLTON	05/24/2024	9.99		
	GEN SUPPLIES-ELEM-3RD PR YR-ESSER III 90% LRN LOSS			01 E 220 203 013 161 401	9.99

## Board Packet

AP Run: T241201 — Post Date: 2024-06-04 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
06/04/2024	54143	Check	AMAZON BUSINESS	1,685.31	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
1MGJ-9H7T-PXY1	LITERACY BINDERS	05/27/2024	42.85		
	TEXTBKS/WKBKS-ELEM--LITERACY INCENTIVE AID			01 E 005 203 000 312 460	0.00
	GENERAL SUPPLIES-STAFF DEV--LITERACY INCENTIVE			01 E 005 640 000 312 401	42.85
1MQX-Q7ND-GCRD	SUMMER SCHOOL JOURNALS	05/19/2024	105.66		
	INS SUPPLIES-ELEM-3RD PR YR-ESSER III 90% LRN LOSS			01 E 220 203 013 161 430	105.66
1N43-HMDC-P6FR	LITERACY BINDERS	05/27/2024	42.85		
	TEXTBKS/WKBKS-ELEM--LITERACY INCENTIVE AID			01 E 005 203 000 312 460	0.00
	GENERAL SUPPLIES-STAFF DEV--LITERACY INCENTIVE			01 E 005 640 000 312 401	42.85
1Q46-V1VQ-P7QW	LITERACY BINDERS	05/27/2024	42.85		
	TEXTBKS/WKBKS-ELEM--LITERACY INCENTIVE AID			01 E 005 203 000 312 460	0.00
	GENERAL SUPPLIES-STAFF DEV--LITERACY INCENTIVE			01 E 005 640 000 312 401	42.85
1TGP-CTWM-PNRM	LITERACY BINDERS	05/27/2024	42.85		
	TEXTBKS/WKBKS-ELEM--LITERACY INCENTIVE AID			01 E 005 203 000 312 460	0.00
	GENERAL SUPPLIES-STAFF DEV--LITERACY INCENTIVE			01 E 005 640 000 312 401	42.85
1V1J-4LWY-1LD6	SUMMER SCHOOL SUPPLIES FOR IJ HOLTON	05/27/2024	107.19		
	GEN SUPPLIES-ELEM-3RD PR YR-ESSER III 90% LRN LOSS			01 E 220 203 013 161 401	107.19
1XR7-TYGG-PLWY	LITERACY BINDERS	05/27/2024	42.85		
	TEXTBKS/WKBKS-ELEM--LITERACY INCENTIVE AID			01 E 005 203 000 312 460	0.00
	GENERAL SUPPLIES-STAFF DEV--LITERACY INCENTIVE			01 E 005 640 000 312 401	42.85
06/04/2024	54144	Check	AMBER L MARTIN	8.15	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
052124	REFUND J.S.	05/21/2024	8.15		
	SALES TO PUPILS-FOOD SVC--TYPE A			02 R 005 770 000 701 601	8.15
06/04/2024	54145	Check	ANDERSON, KEVIN	72.96	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
052924	MILEAGE REIM.	05/29/2024	72.96		
	IN-DISTRICT TRAVEL-SPED AGG--IDEA-611			01 E 005 420 000 419 367	72.96

## Board Packet

AP Run: T241201 — Post Date: 2024-06-04 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
06/04/2024	54146	Check	ANGIE GOETZ	178.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
052924	LUNCH MONEY REFUND A.G.	05/29/2024	178.00		
			SALES TO PUPILS-FOOD SVC--TYPE A	02 R 005 770 000 701 601	178.00
06/04/2024	54147	Check	ASL INTERPRETING SERVICES INC	6,089.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
24.07170	DHH INTERPRETER CONTRACTED SERVICE	05/20/2024	6,089.00		
			PMTS FOR ED PURP-DEAF--STATE SPED	01 E 005 405 000 740 394	6,089.00
06/04/2024	54148	Check	AUSTIN UTILITIES	95,622.42	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
MAY 2024	2023-2024 UTILITIES	05/25/2024	95,622.42		
			UTILITIES-OPERATIONS--	01 E 005 810 000 000 330	164.65
			WATER-OPERATIONS--	01 E 005 810 000 000 333	300.24
			FUELS-OPERATIONS--	01 E 005 810 000 000 440	389.93
			UTILITIES-OPERATIONS--	01 E 105 810 000 000 330	5,620.47
			WATER-OPERATIONS--	01 E 105 810 000 000 333	849.24
			FUELS-OPERATIONS--	01 E 105 810 000 000 440	2,372.90
			UTILITIES-OPERATIONS--	01 E 125 810 000 000 330	3,102.77
			WATER-OPERATIONS--	01 E 125 810 000 000 333	646.56
			FUELS-OPERATIONS--	01 E 125 810 000 000 440	894.23
			UTILITIES-OPERATIONS--	01 E 145 810 000 000 330	4,975.10
			WATER-OPERATIONS--	01 E 145 810 000 000 333	1,083.21
			FUELS-OPERATIONS--	01 E 145 810 000 000 440	1,780.76
			UTILITIES-OPERATIONS--	01 E 155 810 000 000 330	3,200.29
			WATER-OPERATIONS--	01 E 155 810 000 000 333	569.77
			FUELS-OPERATIONS--	01 E 155 810 000 000 440	541.50
			UTILITIES-OPERATIONS--	01 E 165 810 000 000 330	4,000.88
			WATER-OPERATIONS--	01 E 165 810 000 000 333	563.81
			FUELS-OPERATIONS--	01 E 165 810 000 000 440	1,239.77

## Board Packet

AP Run: T241201 — Post Date: 2024-06-04 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
06/04/2024	54148	Check	AUSTIN UTILITIES	95,622.42	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
		UTILITIES-OPERATIONS--	01 E 185 810 000 000 330		7,951.73
		WATER-OPERATIONS--	01 E 185 810 000 000 333		971.92
		FUELS-OPERATIONS--	01 E 185 810 000 000 440		1,218.98
		UTILITIES-OPERATIONS--	01 E 210 810 000 000 330		11,499.56
		WATER-OPERATIONS--	01 E 210 810 000 000 333		2,461.18
		FUELS-OPERATIONS--	01 E 210 810 000 000 440		6,009.57
		UTILITIES-OPERATIONS--	01 E 310 810 000 000 330		20,973.61
		WATER-OPERATIONS--	01 E 310 810 000 000 333		2,388.96
		FUELS-OPERATIONS--	01 E 310 810 000 000 440		3,677.71
		UTILITIES-OPERATIONS--	01 E 311 810 000 000 330		3,844.58
		FUELS-OPERATIONS--	01 E 311 810 000 000 440		2,328.54
06/04/2024	54149	Check	BONJOUR, STEPH M	136.28	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
052924	MILEAGE REIM.	05/29/2024	136.28		
		IN-DISTRICT TRAVEL-ECSE--STATE SPED	01 E 120 412 000 740 367		136.28
06/04/2024	54150	Check	BROWN, DAVID C	516.87	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
060324	GIRLS GOLF STATE	06/03/2024	162.00		
		ENTRY FEES/STDT TRVL-GIRLS ATHL-GOLF-	01 E 310 296 114 000 369		162.00
100373234426	PRACTICE ROUND CANNON FALLS GOLF CLUB	05/23/2024	314.89		
		ENTRY FEES/STUDENT TRVL-GIRLS ATHL-GOLF-	66 E 310 296 114 000 369		314.89
34685	SCHEELS REIM.	05/25/2024	39.98		
		GEN SUPPLIES-GIRLS ATHL-GOLF	66 E 310 296 114 000 401		39.98
06/04/2024	54151	Check	BULK BOOKSTORE	2,516.60	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
168185	BOOKS FOR PACELLI	04/22/2024	2,516.60		
		TEXTBOOK/WORKBOOK-OTH COM PRG--NON PUB TEXT	04 E 705 590 000 351 460		2,516.60

## Board Packet

AP Run: T241201 — Post Date: 2024-06-04 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount		
06/04/2024	54152	Check	CARLSON, JANE	39.50		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
052224-24	PIZZA REIM.		05/22/2024	39.50		
			FOOD-EXT CUR-AUSTINIAN-SA		88 E 310 298 008 301 490	39.50
06/04/2024	54153	Check	CARLSON, JES S	53.53		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
052424	MILEAGE REIM.		05/24/2024	53.53		
			IN-DISTRICT TRAVEL-SPED AGG--IDEA-611		01 E 005 420 000 419 367	53.53
06/04/2024	54154	Check	CHRISTOPHERSON, SARAH A	13.47		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
052424	MILEAGE REIM.		05/24/2024	13.47		
			IN-DISTRICT TRAVEL-SPED AGG--		01 E 312 420 000 000 367	13.47
06/04/2024	54155	Check	CITY OF AUSTIN	807.00		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
052224-BANFIELD	NATURE CENTER BANFIELD		05/22/2024	209.00		
			PMT FOR ED PURP-ELEM ED-HRM NAT CTR		- 01 E 105 203 119 000 394	209.00
052224-NEVELN	NEVELN NATURE CENTER TRIPS		05/22/2024	59.00		
			PMT FOR ED PURP-ELEM ED-HRM NAT CTR		- 01 E 125 203 119 000 394	59.00
052224-SOUTHGATE	NATURE CENTER TRIPS		05/22/2024	205.00		
			PMT FOR ED PURP-ELEM ED-HRM NAT CTR		- 01 E 145 203 119 000 394	205.00
052224-WOODSON	NATURE CENTER FIELD TRIPS WOODSON		05/22/2024	334.00		
			PMT FOR ED PURP-KINDERGARTEN-HRM NAT CTR		- 01 E 165 201 119 000 394	334.00
06/04/2024	54156	Check	CLARK, ANITA	193.80		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
052424	LUNCH MONEY REFUND E.C.		05/24/2024	43.25		
			SALES TO PUPILS-FOOD SVC--TYPE A		02 R 005 770 000 701 601	43.25
052424-2	LUNCH MONEY REFUND P.C.		05/24/2024	150.55		
			SALES TO PUPILS-FOOD SVC--TYPE A		02 R 005 770 000 701 601	150.55

## Board Packet

AP Run: T241201 — Post Date: 2024-06-04 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount
06/04/2024	54157	Check	COLLEGE BOARD	6,782.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
A251159331	CUSTOMER # 115933 AP 2024 EXAMS	05/22/2024	6,782.00	
	FEES FOR SERVICES-GIFTED--GIFT/TA		01 E 005 218 000 388 305	6,782.00
06/04/2024	54158	Check	D & G ACE HARDWARE	417.31
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
135429/1	OPEN PO FOR CLASS SUPPLIES	05/28/2024	417.31	
	INDIV INST SUPPLIES-TRAD/IND-WOOD/ELEC.-CTE		01 E 310 361 863 817 433	417.31
06/04/2024	54159	Check	DAIRY QUEEN	787.59
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
052324	3RD GRADE BANFIELD TREATS	05/23/2024	253.68	
	GEN SUPPLIES-ELEM ED-BANFIELD-BANFIELD		11 E 105 203 013 131 401	253.68
052424	4TH GRADE BANFIELD TREATS	05/24/2024	533.91	
	GEN SUPPLIES-ELEM ED-BANFIELD-BANFIELD		11 E 105 203 013 131 401	533.91
06/04/2024	54160	Check	DEBBIES QUILT SHOP & GIFTS	2,499.99
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
096108	SEWING & EMBROIDERY MACHINE	05/17/2024	2,499.99	
	GEN SUPPLIES-OTH PUP SUP--AM INDIAN ED AID		01 E 005 790 000 320 401	2,499.99
06/04/2024	54161	Check	EAI EDUCATION	459.90
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
INV1354511	LEARNING WRAP UPS CLASS PACKS	05/24/2024	459.90	
	INSTRUCTL SUPPLIES-ELEM ED--		01 E 125 203 000 000 430	459.90
06/04/2024	54162	Check	FLORIDA VIRTUAL SCHOOL	1,000.00
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>
202262-82280	AMERICAN HISTORY COURSE ACCESS	05/30/2024	1,000.00	
	INST SOFTWARE LIC-SECONDARY-3RD PR YR-ESSER III 90		01 E 175 211 013 160 406	1,000.00

## Board Packet

AP Run: T241201 — Post Date: 2024-06-04 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name			Check Amount
06/04/2024	54163	Check	HAGAN, DWAYNE T			36.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
48741366397	HYVEE REIM.	05/23/2024	33.21			
				FOOD-SEC--ALC 01 E 610 211 000 303 490	33.21	
48741367284	HYVEE REIM.	05/23/2024	2.79			
				FOOD-SEC--ALC 01 E 610 211 000 303 490	2.79	
06/04/2024	54164	Check	HAUGEN, COREY			54.21
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
042924	MILEAGE REIM.	04/29/2024	16.35			
				IN-DISTRICT TRAVEL-INST TECH-- 01 E 005 630 000 000 367	16.35	
052424	MILEAGE REIM.	05/24/2024	37.86			
				IN-DISTRICT TRAVEL-INST TECH-- 01 E 005 630 000 000 367	37.86	
06/04/2024	54165	Check	HAUSER, AMY M			40.52
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
051024	MILEAGE REIM.	05/10/2024	28.27			
				TRAVEL CONV & CONF-BUSINESS OFFICE-- 01 E 005 110 000 000 366	28.27	
1047789140	PARKING	05/08/2024	4.65			
				TRAVEL CONV & CONF-BUSINESS OFFICE-- 01 E 005 110 000 000 366	4.65	
1048401616	PARKING REIM.	05/09/2024	4.85			
				TRAVEL CONV & CONF-BUSINESS OFFICE-- 01 E 005 110 000 000 366	4.85	
1049067000	PARKING REIM.	05/10/2024	2.75			
				TRAVEL CONV & CONF-BUSINESS OFFICE-- 01 E 005 110 000 000 366	2.75	
06/04/2024	54166	Check	HECIMOVICH, JULIE R			40.94
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
46755394357475838 755	WALMART REIM.	05/15/2024	40.94			
				INSTRUCTL SUPPLIES-VOL PRE-KINDERG-- 01 E 135 200 000 000 430	40.94	

## Board Packet

AP Run: T241201 — Post Date: 2024-06-04 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount		
06/04/2024	54167	Check	HORMEL HISTORIC HOME INC	1,142.93		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
9414	STAFF RETIREMENT DINNER		05/28/2024	1,142.93		
			FOOD-SCHOOL BOARD--		01 E 005 010 000 000 490	1,142.93
06/04/2024	54168	Check	HUNTLEY, MELINDA S	26.80		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
052324	MILEAGE REIM.		05/23/2024	26.80		
			IN-DISTRICT TRAVEL-SEC-HOMEBOUND-		01 E 005 211 432 000 367	26.80
06/04/2024	54169	Check	JONES, NANCY L	216.00		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
060324	STATE TRACK FOOD		06/03/2024	216.00		
			ENTRY FEES/STDT TRVL-BOYS ATHL-TRACK & FIELD-		01 E 310 294 110 000 369	216.00
06/04/2024	54170	Check	KOSSORIS, MELISSA	17.02		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
052424	MILEAGE REIM.		05/24/2024	17.02		
			IN-DISTRICT TRAVEL-SPED AGG--IDEA-611		01 E 005 420 000 419 367	17.02
06/04/2024	54171	Check	LAWHEAD, JENNIFER D	99.50		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
043024	MILEAGE REIM.		04/30/2024	59.63		
			TRAVEL CONV & CONF-VOL PRE-KINDERG--		01 E 135 200 000 000 366	59.63
052824	MILEAGE REIM.		05/28/2024	39.87		
			TRAVEL CONV & CONF-VOL PRE-KINDERG--		01 E 135 200 000 000 366	39.87
06/04/2024	54172	Check	LENOVO UNITED STATES INC	528.90		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
6468064270	LAPTOP REPAIR		05/21/2024	528.90		
			INST TECH SUPPLIES-SEC-TECH FEES-ELL STD TECH		11 E 210 211 361 171 456	307.33
			INST TECH SUPPLIES-SEC-TECH FEES-AHS STD TECH		11 E 310 211 361 170 456	221.57

## Board Packet

AP Run: T241201 — Post Date: 2024-06-04 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
06/04/2024	54173	Check	MASE	1,810.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
21-49147	24-25 MEMBERSHIP FEE SHERRI WILLRODT	05/31/2024	1,330.00		
			PREPAID EXPENDITURE & DEPOSITS-	01 A 131 00	1,330.00
21-49149	2024-2025 MEMBERSHIP KAREN ERICKSON	05/31/2024	480.00		
			PREPAID EXPENDITURE & DEPOSITS-	01 A 131 00	480.00
06/04/2024	54174	Check	MCKICHAN, ANDREA J	69.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
052824	LUNCH MONEY REFUND A.M.	05/28/2024	69.00		
			SALES TO PUPILS-FOOD SVC--TYPE A	02 R 005 770 000 701 601	69.00
06/04/2024	54175	Check	METRO FIBERNET, LLC	3,523.35	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
APRIL 2024	APRIL 2024 SERVICE	04/16/2024	1,800.18		
			TELEPHONE-GEN ADM--	01 E 005 105 000 000 320	129.90
			TELEPHONE-OPERATIONS--	01 E 005 810 000 000 320	1,239.41
			TELEPHONE-OPERATIONS--	01 E 105 810 000 000 320	15.28
			TELEPHONE-OPERATIONS--	01 E 125 810 000 000 320	15.28
			TELEPHONE-OPERATIONS--	01 E 145 810 000 000 320	15.28
			TELEPHONE-OPERATIONS--	01 E 155 810 000 000 320	15.28
			TELEPHONE-OPERATIONS--	01 E 185 810 000 000 320	29.95
			TELEPHONE-OPERATIONS--	01 E 310 810 000 000 320	339.80
MAY 2024	MAY 2024 SERVICE	05/16/2024	1,723.17		
			TELEPHONE-GEN ADM--	01 E 005 105 000 000 320	129.90
			TELEPHONE-OPERATIONS--	01 E 005 810 000 000 320	1,163.60
			TELEPHONE-OPERATIONS--	01 E 105 810 000 000 320	14.98
			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

## Board Packet

AP Run: T241201 — Post Date: 2024-06-04 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name			Check Amount
06/04/2024	54176	Check	MEYER, SHAYLIE M			435.97
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
041624	MILEAGE REIM.	04/16/2024	238.52			
				TRAVEL CONV/CONFERENCE-HEALTH SVCS-- 01 E 005 720 000 000 366	238.52	
042524	MILEAGE REIM.	04/25/2024	50.92			
				TRAVEL CONV/CONFERENCE-HEALTH SVCS-- 01 E 005 720 000 000 366	50.92	
453720411075	HOTEL REIM.	04/16/2024	104.61			
				TRAVEL CONV/CONFERENCE-HEALTH SVCS-- 01 E 005 720 000 000 366	104.61	
7668503	KWIK TRIP REIM.	04/15/2024	21.92			
				TRAVEL CONV/CONFERENCE-HEALTH SVCS-- 01 E 005 720 000 000 366	21.92	
9300571759	SEMIC 2024 SPRING IMMUNIZATION CONFERENCE REGISTRATION	04/25/2024	20.00			
				TRAVEL CONV/CONFERENCE-HEALTH SVCS-- 01 E 005 720 000 000 366	20.00	
06/04/2024	54177	Check	MICHELS, SHARI L			63.85
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
052924	MILEAGE REIM.	05/29/2024	63.85			
				IN-DISTRICT TRAVEL-ECSE--IDEA SEC 619 01 E 120 412 000 420 367	63.85	
06/04/2024	54178	Check	MMEA			810.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
052924	ALL STATE MUSIC COMP ALEX SCHUSTER	05/29/2024	810.00			
				STU TRV ALLOW/ENT FEE-EXT CUR-- 01 E 310 298 000 000 369	810.00	
06/04/2024	54179	Check	MOLINE AWARDS AT STERLING			399.60
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
0068282	BAND AWARD PLAQUES	05/10/2024	74.25			
				GEN SUPPLIES-MUSIC-AHS-BAND 11 E 310 258 040 132 401	74.25	
0068302	CHOIR AWARDS	05/15/2024	139.90			
				GEN SUPPLIES-MUSIC-AHS-CHOIR 11 E 310 258 040 133 401	139.90	
0068304	ENGRAVING	05/15/2024	10.00			
				GEN SUPPLIES-MUSIC-AHS-BAND 11 E 310 258 040 132 401	10.00	

## Board Packet

AP Run: T241201 — Post Date: 2024-06-04 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount		
06/04/2024	54179	Check	MOLINE AWARDS AT STERLING	399.60		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
0068355	11 PLAQUES		05/28/2024	175.45		
			GEN SUPPLIES-MUSIC-AHS-BAND		11 E 310 258 040 132 401	175.45
06/04/2024	54180	Check	NASSP	385.00		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
9001780349	NHS YEARLY DUES 24-25 SCHOOL ID #00015604		05/08/2024	385.00		
			PREPAIDS		88 A 131 00	385.00
06/04/2024	54181	Check	NEXUS-GERARD FAMILY HEALING	317.57		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
127691	INSTRUCTION		05/17/2024	317.57		
			FED SUB AWARD>25K-TITL I-NEG/DELINQUENT-TITLE I-A		01 E 450 216 636 401 304	317.57
06/04/2024	54182	Check	ESPE, JULIE J	14.87		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
052824	MILEAGE REIM.		05/28/2024	14.87		
			IN-DISTRICT TRAVEL-SPED AGG--IDEA-611		01 E 005 420 000 419 367	14.87
06/04/2024	54183	Check	PEARSON	331.78		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
25388359	SPEECH ASSESSMENTS		05/24/2024	331.78		
			INDIV INST SUPPLIES-SPEECH-PR YR-IDEA SEC 619		01 E 120 401 011 420 433	331.78
06/04/2024	54184	Check	RAFFELSON, LYNDSEY J	95.27		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
052924	MILEAGE REIM.		05/29/2024	95.27		
			IN-DISTRICT TRAVEL-DEAF-HA--IDEA-611		01 E 005 405 000 419 367	95.27
06/04/2024	54185	Check	RANEY, CINDY	270.97		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
090805231042	HOBBY LOBBY REIM.		05/23/2024	39.69		
			GEN SUPPLIES-EXT CUR-STAND AHS-SA		88 E 310 298 027 301 401	39.69

## Board Packet

AP Run: T241201 — Post Date: 2024-06-04 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount		
06/04/2024	54185	Check	RANEY, CINDY	270.97		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
10089504	KWIK TRIP REIM.		05/18/2024	23.46		
			FOOD-EXT CUR-STAND AHS-SA		88 E 310 298 027 301 490	23.46
119036	FIVE BELOW REIM.		05/22/2024	68.60		
			GEN SUPPLIES-EXT CUR-STAND AHS-SA		88 E 310 298 027 301 401	68.60
151105221042	HOBBY LOBBY REIM.		05/22/2024	27.46		
			GEN SUPPLIES-EXT CUR-STAND AHS-SA		88 E 310 298 027 301 401	27.46
2400594	KWIK TRIP REIM.		05/24/2024	25.37		
			FOOD-EXT CUR-STAND AHS-SA		88 E 310 298 027 301 490	25.37
35931759033853904 561	WALMART REIM.		05/23/2024	54.14		
			GEN SUPPLIES-EXT CUR-STAND AHS-SA		88 E 310 298 027 301 401	54.14
94490283902033262 48734	DOLLAR TREE REIM.		05/22/2024	6.00		
			GEN SUPPLIES-EXT CUR-STAND AHS-SA		88 E 310 298 027 301 401	6.00
97280283902024277 51283	DOLLAR TREE REIM.		05/23/2024	10.00		
			GEN SUPPLIES-EXT CUR-STAND AHS-SA		88 E 310 298 027 301 401	10.00
98560283902024277 51283	DOLLAR TREE REIM.		05/23/2024	16.25		
			GEN SUPPLIES-EXT CUR-STAND AHS-SA		88 E 310 298 027 301 401	16.25
06/04/2024	54186	Check	RASO, MATT M	280.00		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
136928	THE JEWEL REIM.		05/27/2024	280.00		
			ENTRY FEES/STDT TRVL ALLOW-BOYS ATHL-GOLF-		66 E 310 294 114 000 369	280.00
06/04/2024	54187	Check	REGENTS OF UNIV OF MN	295.00		
<b>Invoice Number</b>	<b>Description</b>		<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
0290074491	ONLINE P & I TRAINING		05/20/2024	295.00		
			TRAVEL CONV & CONF-STAFF DEV--ACHIEVE/INT		01 E 005 640 000 313 366	295.00

## Board Packet

AP Run: T241201 — Post Date: 2024-06-04 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
06/04/2024	54188	Check	REGION 1AA	11,858.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
052324	SOFTBALL 5/23/24	05/23/2024	2,534.00		
				MISC REVENUE-BOY/GIRL--STATE/SCTN.GATE 11 R 000 292 000 161 099	2,534.00
052424	05/23/24 GATE 1AAA & 1AAAA SOFTBALL	05/24/2024	2,494.00		
				MISC REVENUE-BOY/GIRL--STATE/SCTN.GATE 11 R 000 292 000 161 099	2,494.00
052824	SOFTBALL GATE 5/28/24 1AAA & 1AAAA	05/28/2024	3,538.00		
				MISC REVENUE-BOY/GIRL--STATE/SCTN.GATE 11 R 000 292 000 161 099	3,538.00
052824- BASEBALL	5/28/24 BASEBALL GATE	05/28/2024	946.00		
				MISC REVENUE-BOY/GIRL--STATE/SCTN.GATE 11 R 000 292 000 161 099	946.00
053024	SOFTBALL GATE 5/30/24 1AAA & 1AAAA	05/31/2024	2,346.00		
				MISC REVENUE-BOY/GIRL--STATE/SCTN.GATE 11 R 000 292 000 161 099	2,346.00
06/04/2024	54189	Check	RUNNINGS	79.45	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
3525387	MAINTENANCE SUPPLIES BLANKET PO FY 2023-2024	05/09/2024	14.99		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	14.99
3531919	MAINTENANCE SUPPLIES BLANKET PO FY 2023-2024	05/14/2024	64.46		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	64.46
06/04/2024	54190	Check	RUPE, STACEY D	123.28	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
052324	CPI RENEWAL MILEAGE	05/23/2024	123.28		
				TRAVEL CONV & CONF-SPED AGG-PRO DEV- 01 E 312 420 640 000 366	123.28
06/04/2024	54191	Check	RUZEK, HEATHER L	77.12	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
052824	MILEAGE REIM.	05/28/2024	77.12		
				IN-DISTRICT TRAVEL-ECSE--IDEA SEC 619 01 E 120 412 000 420 367	77.12

## Board Packet

AP Run: T241201 — Post Date: 2024-06-04 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
06/04/2024	54192	Check	SAMUEL LYLE DEYO	100.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
1234567	NEVELN BACKYARD BASH	05/23/2024	100.00		
	GEN SUPPLIES-ACAD ACHV-PARENT INV-TITLE I-A			01 E 125 216 638 401 401	100.00
06/04/2024	54193	Check	SCHECHINGER, KIM F	697.79	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
41208470068050019 9064	WALMART REIM.	05/22/2024	191.39		
	SUPPLIES & MATERIALS-EXT CUR-FFA-SA			88 E 310 298 026 301 401	191.39
464142045782076	WALMART REIM.	05/20/2024	120.52		
	SUPPLIES & MATERIALS-EXT CUR-FFA-SA			88 E 310 298 026 301 401	120.52
48741229778	HYVEE REIM.	05/22/2024	343.88		
	FOOD-EXT CUR-FFA-SA			88 E 310 298 026 301 490	343.88
48741239205	HYVEE REIM.	05/22/2024	42.00		
	SUPPLIES & MATERIALS-EXT CUR-FFA-SA			88 E 310 298 026 301 401	42.00
06/04/2024	54194	Check	SCHOLASTIC EQUIPMENT COMPANY LLC	1,757.54	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
15798	GENERAL SUPPLIES	05/09/2024	1,497.60		
	GEN SUPPLIES-ELEM ED--			01 E 185 203 000 000 401	1,497.60
15798-2	CAPITAL - PLEASE EMAIL PO TO; Kpeterson. secfurniture@gmail.com	05/09/2024	259.94		
	EQUIPMENT-ELEM ED--OPER CAP			05 E 185 203 000 302 530	259.94
06/04/2024	54195	Check	SCHRAMM, AMANDA K	60.30	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
051424	MILEAGE REIM.	05/14/2024	60.30		
	TRAVEL CONV/CONF-STAFF DEV--AM INDIAN ED AID			01 E 005 640 000 320 366	60.30
06/04/2024	54196	Check	SEEGER, CHRISTINE A	14.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
052824	MILEAGE REIM.	05/28/2024	14.00		
	IN-DISTRICT TRAVEL-SPED AGG--IDEA-611			01 E 005 420 000 419 367	14.00

## Board Packet

AP Run: T241201 — Post Date: 2024-06-04 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
06/04/2024	54197	Check	SHI	1,034.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
B18285285	PRINTER AND TONER-SEE ATTACHED QUOTE FROM TECH SERVICES	05/06/2024	1,034.00		
			GEN SUPPLIES-ELEM ED--	01 E 105 203 000 000 401	1,034.00
06/04/2024	54198	Check	SMITH, ZACH W	396.64	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
040524	MILEAGE REIM. OSHA 30	04/05/2024	396.64		
			TRAVEL CONV & CONF-CTE-GENERAL--CARL PERKINS	12 E 300 399 000 428 366	396.64
06/04/2024	54199	Check	SOLIANT HEALTH LLC	3,703.13	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
20973663	CONTRACTED SVC SLP 5/20-5/24	05/26/2024	3,703.13		
			PMT FOR ED PURP-SPEECH--STATE SPED	01 E 005 401 000 740 394	3,703.13
06/04/2024	54200	Check	SUNBELT STAFFING	3,527.55	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
20976738	CONT. SVC. SCHOOL PSYCH 5/20-5/24	05/31/2024	3,527.55		
			PMT FOR ED PURP-SPED AGG--STATE SPED	01 E 005 420 000 740 394	3,527.55
06/04/2024	54201	Check	TEACHERS PAY TEACHERS	336.49	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
267705208	SCHOOL COUNSELING & BOOK BUNDLE	05/28/2024	336.49		
			MEDIA BOOKS-TITL I-NEG/DELINQUENT-TITLE I-A	01 E 450 216 636 401 470	336.49
06/04/2024	54202	Check	TESOL TRAINERS	4,950.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
INV-0301	REGISTRATIONS FOR ENGLISH LEARNER INSTITUTE	05/28/2024	4,950.00		
			TRAVEL CONV & CONF-ELL-PRO DEV-TITLE III, PT A	01 E 005 205 640 417 366	4,950.00
06/04/2024	54203	Check	ULVE, KRISTYN L	28.88	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
052924	MILEAGE REIM.	05/29/2024	28.88		
			IN-DISTRICT TRAVEL-SPED AGG--IDEA-611	01 E 005 420 000 419 367	28.88

# Board Packet

AP Run: T241201 — Post Date: 2024-06-04 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
06/04/2024	54204	Check	USI INSURANCE SERVICES LLC	795.00	
<b>Invoice Number</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Invoice Amount</b>	<b>Account</b>	<b>Amount</b>
5044043	INJURY MANAGEMENT INSURANCE	05/07/2024	795.00		
		PREPAID EXPENDITURE & DEPOSITS-	01 A 131 00		795.00
				<b>Total:</b>	<b>\$161,288.40</b>

### T241201 Summary

Type	Count	Amount
Regular	63	161,288.40
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>63</b>	<b>\$161,288.40</b>

# Board Packet

---

## Summary by Fund

Austin Public Schools ISD 492

---

<b>Fund</b>	<b>Total</b>
01 - GENERAL FUND	1,269,284.89
02 - FOOD SERVICE FUND	25,375.52
04 - COMMUNITY SERVICE	37,377.26
05 - CAPITAL EXPENDITURES	15,377.49
11 - SITE & CO-CURRICULAR	15,479.14
12 - AUSTIN AREA CONSORTIUM	396.64
66 - ATHLETICS	634.87
88 - STUDENT ACTIVITY	5,493.35
	<hr/>
	<b>\$1,369,419.16</b>

**INDEPENDENT SCHOOL DISTRICT NO. 492 - AUSTIN  
APRIL 2024 TREASURER'S REPORT**

TREASURER'S BOOKS	BALANCE BEGINNING OF MONTH	DEBITS	CREDITS	BALANCE END OF MONTH
<b>CASH</b>				
01 GENERAL FUND	(5,741,208.10)	14,993,290.87	8,034,394.69	1,217,688.08
05 CAPITAL OUTLAY	1,411,353.32	3,236.46	195,214.47	1,219,375.31
11 SITE AND COCURRICULAR	669,690.58	26,798.06	58,256.41	638,232.23
12 AUSTIN AREA CONSORTIUM	(26,324.08)	2,058.53	33,842.56	(58,108.11)
66 ATHLETICS	113,545.64	5,354.85	6,007.50	112,892.99
88 ACTIVITY FUND	208,310.73	18,922.34	8,712.45	218,520.62
02 FOOD SERVICE	1,391,299.00	523,390.71	423,227.85	1,491,461.86
04 COMMUNITY SERVICE	1,076,254.21	589,567.93	523,346.38	1,142,475.76
06 CONSTRUCTION FUNDS	94,436.46	131.57	0.00	94,568.03
07 DEBT SERVICE	685,098.38	0.00	500.00	684,598.38
08 TRUST FUND	47,560.12	0.00	0.00	47,560.12
18 CUSTODIAL FUNDS	0.00	0.00	0.00	0.00
20 INTERNAL SERVICE FUND	2,483,008.25	986,196.52	1,329,386.30	2,139,818.47
<b>TOTAL CASH</b>	<b>2,413,024.51</b>	<b>17,148,947.84</b>	<b>10,612,888.61</b>	<b>8,949,083.74</b>
01 CASHIER'S OFFICE PETTY CASH	3,000.00	0.00	0.00	3,000.00
05 CERTIFICATES OF PURCHASE - US BANK	1,455.64	5.89	0.00	1,461.53
<b>INVESTMENTS</b>				
01 OPERATING INVESTMENTS - MN TRUST	13,135,512.91	7,416.90	0.00	13,142,929.81
01 SCHOLARSHIP INVESTMENTS	10,670.32	2.19	0.00	10,672.51
08 SCHOLARSHIP TRUST INVESTMENTS	61,824.00	6.45	0.00	61,830.45
45 OPEB TRUST INVESTMENTS	79,271.99	342.17	0.00	79,614.16
88 ACTIVITY FUND	20,002.03	0.00	0.00	20,002.03
<b>TOTAL INVESTMENTS</b>	<b>13,307,281.25</b>	<b>7,767.71</b>	<b>0.00</b>	<b>13,315,048.96</b>
<b>GRAND TOTAL PER TREASURER'S BOOKS</b>	<b>15,724,761.40</b>	<b>17,156,721.44</b>	<b>10,612,888.61</b>	<b>22,268,594.23</b>

BANK ACCOUNTS	BALANCE PER BANK STATEMENT	OUTSTANDING CHECKS	DEPOSITS NOT SHOWN ON BANK STATEMENT	OTHER RECONCILING ITEMS	BALANCE PER TREASURER'S BOOKS
BREMER - SAVINGS	10,042.27	0.00	0.00	0.00	10,042.27
BREMER - ICS CASH SWEEP	423,907.05	0.00	0.00	0.00	423,907.05
BREMER - MAIN	1,186,897.51	(800,267.47)	10,038.40	3,781.04	400,449.48
MSDLAF+ Liquid Class	0.00	0.00	0.00	0.00	0.00
MSDLAF+ MAX Class	8,052,606.64	0.00	0.00	0.00	8,052,606.64
MN TRUST OPERATING ACCOUNT	31,099.66	0.00	0.00	0.00	31,099.66
MN TRUST CAPITAL FACILITY BONDS 2018A	30,978.64	0.00	0.00	0.00	30,978.64
CASHIER'S OFFICE PETTY CASH	3,000.00	0.00	0.00	0.00	3,000.00
CERTIFICATES OF PURCHASE - US BANK	1,461.53	0.00	0.00	0.00	1,461.53
OPERATING INVESTMENTS - MN TRUST	13,142,929.81	0.00	0.00	0.00	13,142,929.81
SCHOLARSHIP INVESTMENTS	10,672.51	0.00	0.00	0.00	10,672.51
SCHOLARSHIP TRUST INVESTMENTS	61,830.45	0.00	0.00	0.00	61,830.45
OPEB TRUST INVESTMENTS	79,614.16	0.00	0.00	0.00	79,614.16
ACTIVITY FUND	20,002.03	0.00	0.00	0.00	20,002.03
<b>BALANCE</b>	<b>23,055,042.26</b>	<b>(800,267.47)</b>	<b>10,038.40</b>	<b>3,781.04</b>	<b>22,268,594.23</b>

RECONCILIATION OF TREASURER'S BALANCE WITH BANK

0.00



**DATE:** June 2024

**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:** Principal professional development this summer will consist of alignment in site improvement planning, effective tier 1 instruction, evaluation processes, MTSS handbook and supports, EL program review, PLC implementation and HR/Business office audit.
- **Leadership Professional Development:** Tim Sullivan from Ratwik, Roszak and Maloney Law Office will be here on June 10<sup>th</sup> for a professional development opportunity for district leadership team members and union group leaders. This session will focus on understanding and supporting transgender and gender-expansive students, as well as reviewing non-exclusionary discipline practices.
- **Teacher Mentorship:** T&L has held May meetings with year 1, 2, and 3 teachers. The teacher gathered and reflected on the year and provided feedback on the mentorship program.
- **Human Resources Onboarding:** We have started to welcome new teachers to our district. Welcome letters have been sent out by the Teaching and Learning Department sharing information about our upcoming onboarding and orientation days. Paperwork and district information is being shared and supported for new staff from HR and the Business Office as well.

**Packer Profile for all learners**

- **Grow Your Own:** We had a lot of success this year with the GYO program. Our students participated in a college visit to Mankato, had club meetings to share information about the profession, and hosted a future teacher signing event where we recognized 8 seniors. In our program review, students commented on how supported they felt by our GYO Coordinator Colleen Owens, and GYO Club Advisors Monica Ocampo and Emma Walsh. They are already planning more activities and experiences for next year.
- **Packer Profile Implementation:** The AP Human Geography class taught by Lisa Sanders had about 30 students participate in the Minnesota Youth Institute. The students researched a country, identified a food insecurity issue, and proposed a solution. They wrote a paper and presented their finding at the Youth Institute. These 30 students are now recognized as Borlaug Scholars. 4 of our Austin High School students have advanced to the next round of and have been invited to interview with the Minnesota Youth Institute Team. Students advancing from this next round will be invited to attend the Global Youth Institute next Fall.

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

- **MTSS Implementation:** The district team will work this summer to assemble the district level handbook and resources for buildings to utilize this upcoming school year. The handbook has been a work in progress all year with guided training and resources from our partners at MDE and CAREI.
- **READ Act:** The Local Literacy Plan report is due June 15. This is revised requirement from MDE to include legislative mandates regarding the READ Act. This report will articulate our screening, professional development, and instructional approach for literacy work.
- **EL Program Review:** The EL Program Review is complete and the finalized report will be shared in late May along with recommendations to support staff, students and families. Summer school for newcomer students is in the process of development to best meet the emerging needs in math and literacy. The goal is to ensure ongoing language support throughout the summer to help students gain the skills to support transition next school year.
- **Policy Implications:** Legislative updates from the 2024 session will have a change for the World's Best Workforce. This team will be renamed to "Comprehensive Achievement and Civic Readiness."

### **Excellence in Resource Management**

- **Teaching and Learning:** Final decisions have been made for our 5-12 science curriculum adoption. We will be purchasing McGraw Hill Inspire except for AP Physics course which will be a Pearson product. We are working with the companies on final purchase agreements.
- **Summer curriculum writing information** has been sent out to teachers that applied and their work is aligned to the curriculum adoption cycle and projects aligned to our strategic priorities.



**DATE:** 6/10/24

**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 unfortunately saw an influx in resignations at the end of the school year, and currently have 20 open special education paraprofessional positions to fill for fall. We anticipate that the jump in pay that will occur next year as a result of the last contract negotiation will aid in filling these positions. All other SPED positions are currently filled for fall!
- We do continue to have 4 virtual speech clinicians for fall. We will keep these positions posted in case we are able to identify an in-person candidate. Although, our virtual clinicians have proven to be of high caliber and are doing an effective job providing therapy.
- At their May 13 meeting, our Student Support Professionals (School Counselors, School Social Workers, School Psychologists) heard an update on Human Trafficking from Andrea White, Safe Harbor Regional Navigator. This team is also working on a script for teachers to use with students during lock downs.
- County Collaborative/Gerard Mental Health Initiative: 252 referrals processed this school year. Unfortunately, Gerard had to put a freeze on referrals mid-May due to staffing shortages. They were down to one therapist for a while, and their program director for outpatient services also resigned as of the end of the May. Their executive director contacted me and indicated that Nexus Gerard was considering closing their outpatient program due to both staffing shortages and the fact that they have a hard time breaking even fiscally with that program. This would be a huge loss for school districts in our county. Many families choose to go this route when told by Mayo that there is a 6-month+ wait list for mental health services. Gerard has been able to turn these referrals around much more quickly, and has been an excellent partner for us. At a subsequent meeting with stakeholders, Gerard has indicated that they would like to be able to continue the program, but need to do some problem solving around funding to make it more viable for them to both attract therapists and break even. Further discussions and problem solving is in the works.

- Several district leaders and support personnel will be attending the I Love U Guys Foundation Standard Reunification Method Training on June 11-12 in Rochester. This is the procedure we will use if we need to evacuate a building in an emergency and bring students to Riverside Arena for reunification with their families. Most District Leadership Team members were trained last year. As a district, we are encouraging employees with the following classifications to be trained:
  - All District Leadership Team Members
  - All District Office Staff Members
  - All District Response Team Mental Health Officer Members
  - School Resource Officers
  - Palmer Bus Representatives
  - Lead Secretaries for each site
- As a preliminary result of our SPED audit, our SPED Leadership Team will go through a reorganization for FY25. This will include two teams of leaders for K-6 and 7-12, each with a SPED Supervisor on an administrative contract and a SPED case facilitator on a teacher contract. It is our hope that this alignment will provide more consistent support across all levels while assisting in building transitions. Early Childhood Special Education will continue to be overseen by an ECSE SPED Supervisor.

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

- We are planning for most of our students receiving special education services to participate in the Packer Profile Seminar course with their grade level peers next year. For students in our Setting III self-contained programs, the same curriculum will be used.

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

- We ended the year with 22 elementary SPED staff fully certified in LETRS and meeting the requirements of the READ Act. Another 4 elementary SPED teachers have completed the first volume of LETRS and will proceed with Volume 2 next year.
- Our District MTSS Team will engage in some summer work around handbook development.
- As a preliminary recommendation from our SPED audit, we are engaging in initiatives to promote more inclusive programming opportunities within our district. This will involve more push in programming during small group rotations at the elementary level. We will also be engaging in a Co-teaching initiative for grades 5-8.
  - Steps taken so far in our SPED Coteaching initiative at Holton/Ellis for 2024-25:
    - SPED auditor identified the need for more inclusive programming/ exposure to Tier 1 instruction for students receiving special education services
    - SPED Administration met with Holton/Ellis Administration to discuss options for more inclusive programming/ exposure to Tier 1 instruction for students receiving special education services
    - SPED Coordinator Rachel Strilaeff conducted a lit review (attached)
    - Rachel presented information on coteaching to SPED Staff, Gen Ed Staff, and SEAC (presentation attached)
    - Rachel worked with SPED staff to review data to determine students who would be appropriate to target for a cotaught class in math and/or LA for the 2024-25 school year; talking points were provided for case managers to discuss with parents/IEP teams for necessary IEP changes (some of which have been occurring during naturally occurring IEP team meetings and some of which will require amendments)
    - Based on the number of students identified, the number of sections needed per subject area (math or LA) per grade level was determined.

- Rachel and Holton/Ellis admin implemented a staff survey to determine staff knowledge, strengths, and concerns regarding coteaching; this information was used to identify good candidates for cotaught classrooms
- Rachel researched training options for both train-the-trainer and bringing in outside resources
- Building Admin working to build schedule with common planning time for SPED/gen ed coteaching pairs
- Steps planned so far for moving this initiative forward:
  - Working to schedule a trainer for a 4-hour training for coteaching teams at Holton/Ellis during teacher workshop week (combination of Foundations Workshop and Pairs Workshop) to provide a good foundational knowledge base and structure for future planning
  - SPED Supervisors are planning regular check ins with coteaching pairs periodically during common planning time; will develop common discussion questions for check points/ problem solving
  - Assessment points will include assessment of back-to-school training session, regular checkpoints during common planning time, student achievement data, and end-of-year survey
- This is a work in progress—this is where we are at so far.

### **Excellence in Resource Management**

- As a preliminary recommendation from our SPED audit, we are working to put processes in place to capture more third party billing revenue for Personal Care Assistants.
- We are working on our application for year 2 of mandatory Coordinated Early Intervening Services, due to overidentification of students identifying as 2 or more races in the area of EBD. The good news is that our data is slowly improving, indicating that our efforts are working!
- Our district receives ADSIS funding for reading and behavior interventionists, with the intended purpose of reducing identification of students for SPED services. When pulling data for the year-end report, the following was noted:
  - For the grade levels covered by ADSIS services (K-4), 41 of the initial SPED evaluations this school year were speech-only, as compared to 23 of the initial SPED evaluations from the previous year. When removing the speech-only evaluations from the data, there were 48 initial SPED evaluations this school year, compared to 63 initial SPED evaluations from the previous year. This is indicative of the success we are seeing with our new MTSS process, one of our district's strategic priorities.
  - We believe we are seeing an influx in speech-only evaluations. Our hypothesis is that this is a byproduct of the COVID pandemic, when young children in the developmental stage of language acquisition lacked exposure to language and seeing faces due to masking.
  - We will continue to monitor our data, and expect to see the number of speech-only evaluations decline as we further distance ourselves from the COVID pandemic years. We also expect to continue to see decreases in the numbers of SPED evaluations in other areas due to continued refinement of our MTSS process.



**DATE:** June 10, 2024

**TITLE:** Finance and Operations

**TYPE:** Information

**PRESENTER(S):** Todd Lechtenberg, Executive Director of Finance and Operations

**BACKGROUND:**

The Finance Department includes payroll, employee benefits, accounts payable, accounts receivable, accounting and fixed asset management. The Executive Director of Finance and Operations also oversees Facility Services, Food & Nutrition Services and Transportation Services.

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

- The number one priority of our Austin Public Schools is to provide support and resources to ensure a safe and welcoming learning environment. We are implementing critical measures to enhance the safety of all our facilities. Here are some significant updates we will undertake in the upcoming months:
  - **Key Card Access** – Our Facility and Technology Services Departments are collaborating on substantial updates to our infrastructure, enhancing the monitoring of secure door access through key cards and fobs. These upgrades will improve security by ensuring that only authorized individuals can access our sites. The new software is also equipped for future enhancements, including advanced door monitoring and detection capabilities powered by AI (Artificial Intelligence).
  - **Elevator Modernization** – Elevator upgrades across the district are scheduled for December 2024. These improvements will include secure access via keycards and restrict elevator use to students only with them. Moreover, all elevators will have safety phones that are still operational during power or network outages.
  - **Security Monitoring Stations** – By the end of 2024, every building will have at least one security workstation capable of viewing, reviewing, and storing footage from all on-site cameras. This system will support monitoring several cameras simultaneously, enhancing surveillance of multiple hallways and doorways.
  - **Phone Voice over Internet Protocol (VoIP) System** – This July, we're completely overhauling the district's phone system, which involves replacing all desktops and classroom handsets and introducing several new features. These enhancements will ensure compliance with the latest [e911](#) legislation and include mobile and Microsoft Teams integrations to facilitate communication from any location.
  - **Digital Signage** – We are upgrading digital signage across the district to ensure uniformity and multifunctionality. Each display will feature consistent district-wide messaging and content specific to each building. The new hardware will also support security alerts like our [Standard Response Protocol](#) and weather announcements.

## **Packer Profile for all learners**

- The Departments continues to collaborate with colleagues across the district to better learn how we can support the work. The 2023-24 school year is foundational to ensuring the vision of the Packer Profile is implemented and adjusted to achieve success with this year's incoming freshmen.
- Will be setting up meetings with AHS leadership to see how finance, food & nutrition services and facilities can interact within the Packer Profile.
  - For example, if students are interested in these careers create a way for the students to shadow and ask questions about these careers.

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

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

## **Excellence in Resource Management**

- **Finance Department**
  - CESO Audit
    - Working on clearing up job duties and expectations
  - Timelines
    - Working on setting up a calendar of reporting deadlines to the board each month for next year
  - FY25 Adopted Budget
    - Thank you to everyone for ensuring that we were able to bring a balance and above our board target.
- **Food and Nutrition Department**
  - Remodel of Kitchen
    - Timeline is in place to remodel the kitchen this summer
  - Looking at ways to have a more diverse menu options next school year
  - Reviewing what serving of breakfast will look like this upcoming year in all buildings
- **Building and Grounds**
  - We have had a great start to the summer working on our project list below:
    - **Austin High School**
      - Remove and replace roof top unit for the server room
      - Refinish the 3rd-floor hallway and seal
      - Ove Berven & Packer gymnasium floors will be refinished
      - AHS cafeteria
      - Brick work outside door 1
      - Work on elevators
    - **Ellis**
      - Install one new diving board and base
    - **Banfield**
      - Parking lot fixes
    - **Neveln**
      - Remove power and data poles and patch floor and ceiling tiles to free up space in classrooms
      - Replace current playground equipment
    - **Southgate**

- Asbestos abatement and new flooring and paint throughout the classrooms
- **Sumner**
  - Remove and replace existing playground equipment with a new playground, demo soccer field rubber tiles, and replace with the pour-in-place surface
  - Build built-in lockers for the mezzanine and install
  - Parking lot fixes
- **District-wide**
  - Schedule and complete several annual inspections
  - Refresh playground mulch at all sites
  - Moving staff into their new buildings
- Continue to work with ISG to review facilities needs and figure out plans



**DATE:** 6/10/2024

**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**

- This team does not meet during the summer and will resume in October 2024.

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

- Starting July 1, 2024 we will be partnering with Southwest West Central Service Cooperative and their Comprehensive Cybersecurity Services. They will be coordinating with APS to mitigate cyber threats and provide guidance and assistance in enhancing our Cybersecurity maturity. This will include but is not limited to: providing a remote Security Operations Center (SOC), coordination of cyber incident response planning and response, regular vulnerability scans of our network, assistance in developing Cybersecurity policies and procedures, and providing Phishing Simulations and staff security training modules.
- During the week of June 3-7, Tech Services completed an update of the district's wireless networking system. This involved hardware upgrades at Southgate, Banfield, Sumner, and parts of Austin High School, and software updates that will improve wireless network security.

**Packer Profile for all learners**

- In cooperation with Southeast Services Cooperative, APS Tech Services is providing a summer internship opportunity through the Future Forward Grant. This is open to any AHS student who has an interest in exploring Computer Science Pathways.
- Our office had a wonderful opportunity to visit with students in the AP Computer Science class at AHS and view mobile apps that they developed during spring semester. Our staff was able to meet and talk with students who are interested in Computer Science and other Technology Pathways.

**District-wide MTSS for all learners**

- This past year, our four elementary buildings became Common Sense Schools, and during the 24-25 school year our goal is to become a Common Sense District. During

the past month, we presented a draft K-12 Digital Literacy plan that includes our 5-12 buildings. By the end of the next school year, all students in grades K-12 will receive digital literacy and citizenship instruction minimum of three times throughout the year. Additionally, APS staff will be trained in student and school privacy laws and K-12 families will receive communication four times during the year that will help them support safe and responsible technology use at home.

### **Excellence in Resource Management**

- We closed the school year, collected all staff and student laptops, and have started the summer tech maintenance process. Summer work will include the following tasks:
  - Upgrading all K-12 classrooms to include wireless projection devices district-wide, which will be the replacement for Smartboards.
  - Equipping all K-4 classrooms with document cameras.
  - Upgrading the VOIP phone system district-wide – this will take place during the last have of July.
  - The transition to a new staff laptop management platform – this will enable staff to have access to more systems from off-site.
  - Inventorying and reimaging all student laptops and iPads.
- We have begun to engage with more local, Minnesota-based companies for technology parts and supplies. Prices are very competitive and very often lower, support is more readily available, and shipping costs and times are better.



**DATE:** 6/12/2023

**TITLE:** Information Services Department Update

**TYPE:** Information

**PRESENTER(S):** Corey Haugen - Director of Information Services

**BACKGROUND:**

**2023-2024 Online Registration and Annual Renewals**

- Starting Today, Monday 06/12/2023, Austin Public Schools will use the Infinite Campus Online Registration system to collect Annual Updates and new Kindergarten/PreSchool enrollments. Through the Campus Parent Portal application, parent will be able to click on Online Registration and follow the prompts to update information and complete forms for the 23-24 school year.
- Families will also be able to get technical and language support throughout the summer by stopping in the Enrollment Office (Door #3 at AHS), in addition, we will be hosting 2 Online Registration Support days at Austin High School Hastings Gym on July 24<sup>th</sup> 10:00 AM – 3:00 PM and August 7<sup>th</sup> from 12:00 PM – 6:00 PM

**2023-2024 Elementary Class Roster Process**

- During the month of May, Information Services worked with Gr. 01-06 using an updated class rostering process that involves using multiple (over 30) data points per student to build the 2023-2024 elementary class rosters. This process, included teacher input, student/student constraints, demographic, attendance, behavior and academic metrics to build classes that are balanced for instructional impact. Upon completion of building the rosters, each current grade-level had an opportunity to review each class roster and make any final recommendations to make the 2023-2024 class rosters the best learning environment possible.

## Spring 2023 Benchmarking

- Staff and Students completed Spring Benchmarking on the STAR Assessment Platform from May 8 – May 26, 2022.
- Students in Grades KG – 08 and select HS populations were assessed in Computer Adaptive Tests and Curriculum Based Measures based on the [District Assessment Program](#).
- **Spring 2022-2023 Results:**

### S23 Gr 02-08 STAR Reading Results

At/Above Benchmark	858	34.5%
On Watch	405	16.3%
Intervention	301	12.1%
Urgent Intervention	924	37.1%
<b>Total</b>	<b>2,488</b>	<b>100.0%</b>

### S23 Gr 01-08 STAR Mathematics Results

At/Above Benchmark	1,015	35.4%
On Watch	408	14.2%
Intervention	645	22.5%
Urgent Intervention	801	27.9%
<b>Total</b>	<b>2,869</b>	<b>100.0%</b>

### S23 Gr 02-08 STAR Reading SGP F->S

High Growth	692	28.9%
Med Growth	718	30.0%
Low Growth	984	41.1%
<b>Total</b>	<b>2,394</b>	<b>100.0%</b>

### S23 Gr 01-08 STAR Mathematics SGP F-S

High Growth	751	27.2%
Med Growth	865	31.4%
Low Growth	1,142	41.4%
<b>Total</b>	<b>2,758</b>	<b>100.0%</b>

### S23 Gr KG-01 STAR Early Lit Results

At/Above Benchmark	329	53.2%
On Watch	67	10.8%
Intervention	97	15.7%
Urgent Intervention	125	20.2%
<b>Total</b>	<b>618</b>	<b>100.0%</b>

### S23 Gr KG-01 STAR Early Lit SGP F->W

High Growth	201	33.8%
Med Growth	154	25.9%
Low Growth	240	40.3%
<b>Total</b>	<b>595</b>	<b>100.0%</b>



**Employment Handbook  
For  
Executive Directors**

**Effective July 1, 2024**

Independent School District No. 492  
Austin Minnesota

## **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 2024-2025**

<b>Executive Director Table</b>	
\$150,987.00	90%
\$154,343.00	92%
\$157,698.00	94%
\$161,053.00	96%
\$167,764.00	100%

### **Wage Matrix 2025-2026**

<b>Executive Director Table</b>	
\$156,649.00	90%
\$160,130.00	92%
\$163,612.00	94%
\$167,093.00	96%
\$174,055.00	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.



**Employment Handbook  
For  
Directors**

**Effective July 1, 2024**

Independent School District No. 492  
Austin Minnesota

## **EMPLOYMENT GUIDELINES FOR NON-AFFILIATED EXEMPT EMPLOYEES**

***Effective July 1, 2024***

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.

### **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'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 2024-2025**

<b>Director Table</b>		
	\$104,995.00	80%
	\$111,557.00	85%
	\$118,119.00	90%
C45-D61 CAP	\$120,744.00	92%
	\$123,369.00	94%
	\$125,994.00	96%
D62-E81 CAP	\$131,244.00	100%

### **Wage Matrix 2025-2026**

<b>Director Table</b>		
	\$108,932.00	80%
	\$115,741.00	85%
	\$122,549.00	90%
C45-D61 CAP	\$125,272.00	92%
	\$127,995.00	94%
	\$130,719.00	96%
D62-E81 CAP	\$136,165.00	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**

**TABLE OF CONTENTS**

TABLE OF CONTENTS..... 2  
EMPLOYMENT GUIDELINES FOR NON-AFFILIATED EXEMPT EMPLOYEES..... 3  
DEFINITIONS..... 3  
HOURS OF SERVICE AND DUTY YEAR ..... 3  
LEAVES OF ABSENCE..... 4  
HOLIDAYS ..... 6  
GROUP INSURANCE ..... 7  
403(b) MATCHING CONTRIBUTION PLAN..... 8  
PROBATIONARY PERIOD..... 8  
PERSONNEL RECORD ..... 8  
DISCIPLINE..... 9  
RATE OF PAY..... 9  
WAGE MATRIX 2023-2024 ..... 9

## **EMPLOYMENT GUIDELINES FOR NON-AFFILIATED EXEMPT EMPLOYEES**

*Effective July 1, 2024*

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.

**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 2024-2026**

DBM Rating 2024-2025	Salary Range (Full Year/52 weeks)
B24	\$46,500-\$64,844
B32	\$52,000-\$72,625
C41	\$55,000 - \$77,812
C42	\$59,500-\$86,112
C43	\$63,000-\$91,819
C44	\$68,000-\$98,563
C45	\$73,500-\$106,863

DBM Rating 2025-2026	Salary Range (Full Year/52 weeks)
B24	\$46,500-\$67,275
B32	\$52,000-\$75,348
C41	\$55,000 - \$80,730
C42	\$59,500-\$89,342
C43	\$63,000-\$95,262
C44	\$68,000-\$102,259
C45	\$73,500-\$110,870



## **EMPLOYMENT GUIDELINES FOR NON-AFFILIATED NON-EXEMPT EMPLOYEES**

*Effective July 1, 2024*

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 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 Employees

Full time employees shall be granted the following paid holidays:

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

### 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.

## VACATIONS

### Eligibility

This article shall apply only to Employees working 52 weeks per year at least thirty (30) hours per week to be eligible for vacation. Human Resources will place eligible employees on a vacation accrual step at the time of hire.

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 and 10 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.

**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 2024-2026

DBM Rating 2024-2025	Salary Range
B22 INFO TECH I	\$18.00 – \$24.90
B23 INFO TECH II	\$20.00 - \$28.01
B23 - COTA	\$20.00 - \$28.01
C42 - MHP	\$27.00 - \$40.46

DBM Rating 2025-2026	Salary Range
B22 INFO TECH I	\$18.00 – \$25.83
B23 INFO TECH II	\$20.00 - \$29.06
B23 - COTA	\$20.00 - \$29.06
C42 - MHP	\$27.00 - \$41.98



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

## **EMPLOYMENT GUIDELINES FOR NON-AFFILIATED NON-EXEMPT EMPLOYEES**

*Effective July 1, 2024*

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.

#### **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.

#### **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 2024-2026**

DBM Rating 2024-2025	Salary Range
B22 Success Coach	\$19.00 - \$26.98
B23 Student Support	\$20.00 - \$28.01
B23 Nurse LPN	\$20.00 - \$28.01
B31 Nurse RN	\$22.00 - \$31.13

DBM Rating 2025-2026	Salary Range
B22 Success Coach	\$19.00 - \$27.99
B23 Student Support	\$20.00 - \$29.06
B23 Nurse LPN	\$20.00 - \$29.06
B31 Nurse RN	\$22.00 - \$32.30



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

## **EMPLOYMENT GUIDELINES FOR NON-AFFILIATED NON-EXEMPT EMPLOYEES**

*Effective July 1, 2024*

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.

#### **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 2024-2026**

DBM Rating 2024-2025	Salary Range
A13 – ABE/ECFE Assistant	\$14.60 - \$20.23
DBM Rating 2025-2026	Salary Range
A13 – ABE/ECFE Assistant	\$14.60 - \$20.99



# AUSTIN PUBLIC SCHOOLS

INSPIRE • EMPOWER • ACCELERATE

**DATE:** June 10, 2024

**TITLE:** 2024-2025 Grading and Reporting

**TYPE:** Action

**PRESENTER:** Exec. Director of Academics and Administrative Services Katie Baskin

**BACKGROUND:** Throughout the last 3 years, a PK-12 grading and reporting committee of practice has been meeting to discuss current practices and recommend changes for the 5-12 system. The committee consisting of representation from teachers and administration met monthly to engage in identified learning work, design clarity for the major grading and reporting elements, and create parameters for the 5-12 system to work from. A 9-12 student group also met monthly to offer their insights and recommendations for the grading and reporting committee members.

**RATIONALE:** Grading and reporting are integral to the educational system, providing critical insights into student performance, guiding improvements, and fostering communication among students, parents, and educators. The recommended changes to the grading and reporting practices 5-12 will represent a desired change for the increased focus on formative and practice work for students.

**RECOMMENDATION:** It is my recommendation the school board approve the proposed 2024-2025 grading and reporting parameters as brought forward by the PK-12 grading and reporting committee.



## **GRADING AND REPORTING UPDATES**

### **FOR THE 2024-2025 SCHOOL YEAR**

The following grading practices in APS are a culmination of the district grading and reporting committee work from the 22-23 and 23-24 school years. This work consisted of a review of the current context, 5-12 staff surveys in 22-23, and collaboration in professional learning by the student and staff grading and reporting committees in 23-24.

These grading practices apply to students in grades 5-12.

#### **PARAMETERS FOR STUDENT GRADES**

Teachers will utilize the following parameters for grading and reporting for students. School leadership teams will develop procedures for staff to follow in implementing these parameters. The procedures will be shared with staff, students and families at the beginning of the school year.

#### **GRADED CATEGORIES**

##### **Summative & Performance Assessments:**

In Austin Public Schools, Summative & Performance Assessments are defined as the evaluation aligned to standards or benchmarks that takes place after the learning has been completed. Examples of Summative & Performance Assessments include chapter or unit tests, final tests, final projects, final papers, final performances.

Student performance on Summative & Performance Assessments will count for the following % of the student's grade.

- IJ Holton: 60%
- Ellis Middle School: 70%
- Austin High School: 70%

##### **Practice Work & Formative Evidence:**

In Austin Public Schools, Practice Work & Formative Evidence is defined as student learning and practice work that is used by teachers and students to inform, respond, and adjust learning experiences to enhance learning and understanding. Examples of Practice Work & Formative Evidence include quizzes, observations, exit tickets, practice problems, written responses, and learning activities.

Student performance and engagement with Practice Work & Formative Evidence will count for % of the student grade.

- IJ Holton: 40%
- Ellis Middle School: 30%
- Austin High School: 30%

# SUMMARY OF THE GRADED CATEGORY CHANGES FOR 2024-2025

## CURRENT SYSTEM

## CHANGES FOR 2024-2025

**Ellis Middle School & IJ Holton:** Assessments  
**AHS:** Knowledge Assessments & Performance Tasks

- IJ Holton: 85%
- Ellis Middle School: 90%
- Austin High School: 90%

**Ellis Middle School & IJ Holton:** Practice  
**AHS:** Practice & Progress Checks

- IJ Holton: 15%
- Ellis Middle School: 10%
- Austin High School: 10%

**AHS / Ellis / IJ Holton:**  
Summative & Performance Assessments

- IJ Holton: 60%
- Ellis Middle School: 70%
- Austin High School: 70%

**AHS / Ellis / IJ Holton:**  
Practice Work & Formative Evidence

- IJ Holton: 40%
- Ellis Middle School: 30%
- Austin High School: 30%

## NON-GRADED PARAMETERS

### Student Participation:

In Austin Public Schools, student participation is defined as students actively engaged in their learning by listening, speaking, reading, and writing to support their comprehension of the learning targets. Teachers will provide small group activities, performances, discussions, and presentations that create opportunities for students to work on the skills imperative to the learning process.

### Reassessments:

In Austin Public Schools, reassessment is another opportunity for students to learn and demonstrate their knowledge. Reassessments will be provided to students and are a component of the Summative & Performance Assessments category. When Practice Work & Formative Evidence assignments are completed prior to the original summative assessment, student wanting to reassess will work with the teacher to do additional learning to prepare for the reassessment. Teachers have the option to give students flexibility if there are extenuating circumstances.





**DATE:** June 10, 2024

**TITLE:** Engage Auditor for 2023-2024 Annual Audit

**TYPE:** Action

**PRESENTER(S):** Todd Lechtenberg, Executive Director of Finance and Operations

**BACKGROUND:**

Minnesota Statutes 2021, section 123B.77, subdivision 3, requires reporting entities to submit audited financial data to the commissioner of the Minnesota Department of Education (MDE) and to the Office of the State Auditor (OSA). Minnesota Statutes 2021, section 123B.77, also states the required timelines for the reporting of financial data to the commissioner (MDE). The statutory deadline for the FY (Fiscal Year) 2024 Audited Final Uniform Financial Accounting and Reporting Standards (UFARS) Data Submission and Fiscal Compliance Table Data Submission reporting is November 30, 2024, and Audit Reports are due by December 31, 2024. Financial audit reports and findings must be approved by the LEA's Board prior to submission.

**RATIONALE:**

The district engages with Clifton Larson Allen (CLA) to conduct the annual audit. The objective of the audit is to obtain reasonable assurance about whether the basic financial statements are free from material misstatement, and to issue an auditors' report that includes their opinions about whether the basic financial statements are fairly presented and in conformity with accounting principles accepted in the United States of America (US GAAP).

**FEES:**

The engagement will include a general fee of \$26,800 for the audit of the financial statements, including a minimum of two federal program audits \$8,000 for total anticipated fees of \$34,800. Should an additional federal program require auditing, it will be billed at \$4,000 per program.

The engagement will also include a one-time fee for implementation of new GASB Accounting Standards over information technology at a cost of \$2,500.

**RECOMMENDATION:**

The Executive Direct of Finance and Operations recommends accepting the engagement letter with CLA to conduct the Austin Public Schools audit for the fiscal year 2023-2024.



**DATE:** June 10, 2024

**TITLE:** Boys Volleyball

**TYPE:** Action

**PRESENTER:** Activities Director Katie Carter

**BACKGROUND:** Boys' Volleyball has been approved to be added to the Minnesota State High School League's list of sanctioned sports. Austin High School currently offers a club program. Participation numbers are good, as we can field both Varsity and JV teams.

**RATIONALE:** As the sport continues to grow, not only state-wide, but here in Austin, it would benefit our student body to offer boys volleyball as an offering for athletics. This will provide an opportunity for more male students to be involved in school activities.

**RECOMMENDATION:** I recommend approval of Boys' Volleyball to be added to Austin High School's list of athletic offerings effective with the 2024-25 school year.



# AUSTIN PUBLIC SCHOOLS

INSPIRE • EMPOWER • ACCELERATE

**DATE:** June 10, 2024  
**TITLE:** Application for Cooperative Sponsorship  
**TYPE:** Action  
**PRESENTER:** Activities Director Katie Carter

**BACKGROUND:** Austin Packer Girls Hockey was realigned from Class A to Class AA in 2023. There are female hockey players in our smaller surrounding communities who play Austin Youth Hockey, but then have no opportunity to continue with the sport when they enter high school.

**RATIONALE:** This co-op will allow more girls to continue to play hockey, grow our numbers for the high school program, and continue to provide those extra-curricular programs for kids.

**RECOMMENDATION:** I recommend approval of the application for MSHSL Application for Cooperative Sponsorship with Lyle Public School for Girls Hockey effective with the 2024-25 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 20 24 - 20 25 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 Public		Austin	1	AA
High School #2:	Lyle Public		Lyle	1	A
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/MSHSL/Membership/Information/A%20History%20&%20Model%20Resolution%20for%20School%20Boards))

- List the number of students, by grade level, who participated in this activity during the previous year. *To provide opportunities for the Lyle girls that are interested in playing hockey* 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	8	4	1	4	3
High School #2	1		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 _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____

**Official Action of the MSHSL Board of Directors**

- Approved                       Not Approved

Signature: \_\_\_\_\_  
 MSHSL Executive Director

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



# AUSTIN PUBLIC SCHOOLS

INSPIRE • EMPOWER • ACCELERATE

**DATE:** June 10, 2024  
**TITLE:** Extended Field Trips for 2024-25  
**TYPE:** Action  
**PRESENTER:** Activities Director Katie Carter

**BACKGROUND:** The general expectation is all student trips be well planned, conducted in an orderly manner and safe environment, and relate directly to the objectives of the class or activity for which the trip is requested. Various levels of approval are needed depending on the type of field trip requested.

**RATIONALE:** Policy 610 outlines the three general areas of field trips, one of which is extended field trips. Trips that involve two or more overnight stops fall in this category and require school board approval. A list of all potential extended field trips for the 2024-2025 school year has been compiled for ease in planning.

**RECOMMENDATION:** I recommend approval of the list of potential 2024-25 extended field trips.

Extended Field Trips for 2024-25

<b>Group</b>	<b>Dates</b>	<b>Destination</b>
DECA	October 27-28	Minneapolis, MN State Leadership Conference
	March 2-4, 2025	State Conference - Minneapolis, MN (if qualify)
	April 26-29, 2025	National Conference – Orlando, FL (if qualify)
FFA	Oct 22-26, 2024	National FFA Convention – Indianapolis, IN
	Late January 2025	Sioux Empire – Sioux Falls, SD
	Early April 2025	LIL I – Brookings, SD
	April 27-29, 2025	MN State FFA – St. Paul, MN
AHS – Social Studies	June 13-19, 2025	Washington DC & Gettysburg, PA
Robotics	Late January/Early February (3 nights)	Regional Competition - Duluth, MN
Music – Orchestra, Spring Break Trip	3/7-3/11/2025	New York City
STAND	Winter (usually Jan/Feb)	National conference- Washington DC
Student Council	Spring (usually March/April)	TBD
AHS Cross Country	August 15-17, 2024	Lanesboro, MN – Team Trip
	October 4-5, 2024	Waverly, IA - Meet
DECA	October 27-28	Minneapolis, MN State Leadership Conference
AHS Student Council	Spring 2025	TBD – State Conference

## **GRADUATION REQUIREMENTS**

613

*[Note: The requirements set forth in this policy govern the graduation standards that Minnesota public schools must require for a high school diploma for all students.]*

### **I. PURPOSE**

The purpose of this policy is to set forth requirements for graduation from the school district.

### **II. GENERAL STATEMENT OF POLICY**

The policy of the school district is that all students entering grade 8 in the 2012-2013 school year and later must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

### **III. DEFINITIONS**

- A. “Credit” means a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district.
- B. “Section 504 Accommodation” means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.
- C. “Individualized Education Program” or “IEP” means a written statement developed for a student eligible by law for special education and services.
- D. “English learner” or “EL” student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.
- E. “Required standard” means: (1) a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, and the arts, and (2) a locally adopted expectation for student learning in health.

### **IV. DISTRICT ASSESSMENT COORDINATOR**

The Director of Information Services shall be named the District Assessment Coordinator. Said person shall be in charge of all test procedures and shall bring recommendations to the school board annually for approval.

## **V. GRADUATION ASSESSMENT REQUIREMENTS**

For students enrolled in grade 8 in the 2012-2013 school year and later, students' state graduation requirements, based on a longitudinal, systematic approach to student education and career planning, assessment, instructional support, and evaluation, include the following:

- A. Achievement and career and college readiness in mathematics, reading, and writing, as measured against a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without the need for postsecondary remediation and which facilitates the monitoring of students' continuous development of and growth in requisite knowledge and skills; analysis of students' progress and performance levels, identification of students' academic strengths and diagnosis of areas where students require curriculum or instructional adjustments, targeted interventions, or remediation; and determination of students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student based on analysis of students' progress and performance data; and
- B. Consistent with this paragraph and Minnesota Statutes section 120B.125 (*see Policy 604, Section II.H.*), age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for postsecondary remediation.
- C. Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.
- D. Students meeting the state graduation requirements under this section must receive targeted, relevant, academically rigorous, and resourced instruction which may include a targeted instruction and intervention plan focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.
- E. Students meeting the state graduation requirements under this section and who are students in grade 11 or 12 and who are identified as academically ready for a career or college are actively encouraged by the school district to participate in courses and programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment to graduate from high school.
- F. A student's progress toward career and college readiness must be recorded on the student's high school transcript.

## **VI. GRADUATION CREDIT REQUIREMENTS**

- A. All students must fulfill graduation assessment requirements as established by Minnesota Statute 120B.30.
- B. A student must complete the required Minnesota Academic Standards in language arts, math, science, social studies, the arts, physical education and locally developed standards in health.
- C. Students beginning 8<sup>th</sup> grade in the 2012-2013 school year and later must successfully complete, as determined by the school district, the following high school level credits for graduation:
  - 1. Four credits of language arts sufficient to satisfy all academic standards in English language arts;
  - 2. Three credits of mathematics, including an algebra II credit or its equivalent, geometry, or its equivalent, sufficient to satisfy all of the academic standards in mathematics;
  - 3. Students in the graduation class of 2015 and beyond must complete an algebra 1 credit by the end of 8<sup>th</sup> grade sufficient to satisfy all of the 8<sup>th</sup> grade standards in mathematics;
  - 4. Students in the graduation class of 2028 and beyond must complete three credits of science including 1 credit to satisfy all 9-12 Earth Science standards, 1 credit to satisfy all life science (biology) standards and 1 credit to satisfy all 9-12 standards in chemistry or physics.
  - 5. **All students in the graduating class of 2028 and beyond must complete 3.5 ~~Four~~ credits of social studies encompassing at least 1 credit of United States history, a half credit of human geography, 1 credit of world history, a half credit of government and citizenship and a half credit of economics sufficient to satisfy all academic standards in social studies including the ethnic studies standards. A class covering the government and citizenship and economics standards must be completed during the 11<sup>th</sup> or 12<sup>th</sup> grade year. Students prior to the class of 2028 must complete four credits of social studies encompassing 1 credit of United States history, 1 credit of human geography, 1 credit of world history and a half credit each of government and citizenship and economics.**
  - 6. All students graduating in the class of 2028 and beyond must complete a **half credit of** personal finance course during the 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade year in addition to the required economics course.
  - 7. One credit in the arts sufficient to satisfy all of the state academic standards in the arts; and

8. One credit of physical education and one-half credit of health; and
9. A minimum of seven elective credits.

D. Credit equivalencies

1. A one-half credit of economics taught in a school's ~~agriculture~~ agricultural, food, and natural resources education or business education program or department may fulfill a one-half credit in social studies under Paragraph C5., above, if the credit is sufficient to satisfy all of the academic standards in economics.
2. An agriculture science or career and technical education credit may fulfill the elective science credit required under Paragraph C4., above, if the credit meets the state physical science, life science, earth and space science, chemistry, or physics academic standards or a combination of these academic standards as approved by the school district. An agriculture or career and technical education credit may fulfill the credit in chemistry or physics required under Paragraph C4., above, if the credit meets the state chemistry or physics academic standards as approved by the school district. A student must satisfy either all of the chemistry or physics academic standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit under Paragraph C4, above.
3. A career and technical education credit may fulfill a mathematics or arts credit requirement under Paragraph C2 or Paragraph C6., above.
4. A computer science credit may fulfill a mathematics credit requirement under Paragraph C2, above, if the credit meets state academic standards in mathematics.
5. A Project Lead the Way credit may fulfill a mathematics or science credit requirement under Paragraph C2. or Paragraph C4., above, if the credit meets the state academic standards in mathematics or science.
6. An ethnic studies course may fulfill a social studies, language arts, arts, math, or science credit if the course meets the applicable state academic standards. An ethnic studies course may fulfill an elective credit if the course meets applicable local standards or other requirements.

**[Note: Starting in the 2026-27 school year, a high school must offer an ethnic studies course; in elementary and middle schools by the 2027-28 school year.]**

- E. Students in the graduating class of 2027 and later must successfully complete, as determined by the school district, the requirements of the Packer Profile in addition to completing all necessary credit requirements.

## **VII. GRADUATION STANDARDS REQUIREMENTS**

- A. All students must demonstrate their understanding of the following academic standards:
1. School District Standards, Health (K-12);
  2. School District Standards, Career and Technical Education (K-12); and
  3. School District Standards, World Languages (K-12).

- B. Academic standards in health, world languages, and career and technical education will be reviewed on an annual basis.\* A school district must use the current world languages standards developed by the American Council on the Teaching of Foreign Languages.

\* Reviews are required to be conducted on a periodic basis. Therefore, this time period may be changed to accommodate individual school district needs.

- C. All students must satisfactorily complete the following required Graduation Standards in accordance with the standards developed by the Minnesota Department of Education (MDE):
1. Minnesota Academic Standards, English Language Arts K-12;
  2. Minnesota Academic Standards, Mathematics K-12;
  3. Minnesota Academic Standards, Science K-12;
  4. Minnesota Academic Standards, Social Studies K-12; and
  5. Minnesota Academic Standards, Physical Education K-12.

- ~~D.~~ 6. Minnesota Academic Standards, Arts K-12

- ~~E.D.~~ The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

## **VIII. EARLY GRADUATION**

Students may be considered for early graduation, as provided for within Minn. Stat. § 120B.07, upon meeting the following conditions:

- A. All course or standards and credit requirements must be met;

- B. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and
- C. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

**Legal References:** Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)  
Minn. Stat. § 120B.018 (Definitions)  
Minn. Stat. § 120B.021 (Required Academic Standards)  
Minn. Stat. § 120B.023 (Benchmarks)  
Minn. Stat. § 120B.024 (Graduation Requirements; Course Credits)  
Minn. Stat. § 120B.07 (Early Graduation)  
Minn. Stat. § 120B.11 (School District Process)  
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Involuntary Career Tracking Prohibited)  
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)  
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)  
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

**Cross References:** MSBA/MASA Model Policy 104 (School District Mission Statement)  
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
MSBA/MASA Model Policy 616 (School District System Accountability)

Policy Adopted: 07/28/14  
Policy Revised: 12/12/16  
Policy Updated: 8/9/21

Policy Revised: 7/11/22  
Policy Revised: 7/10/23  
Policy Revised: 12/11/23



**DATE:** 6.10.2024

**TITLE:** Certification of Updated District Population Estimate

**TYPE:** Action Item

**PRESENTER(S):** Jennifer Lawhead, Director of Community Education

**BACKGROUND:**

The MN State Demographers office has released the 2023 District Population Data and due to the population growth, Minnesota Community Education programs now qualify for additional revenue.

**Resolution:**

CERTIFYING THE POPULATION ESTIMATE FOR THE 2024 PAYABLE 2025 LEVY OF INDEPENDENT SCHOOL DISTRICT 0492.

Board member \_\_\_\_\_ introduced the following motion:

WHEREAS, the Independent School District #0492 has experienced an increase in population from the 2020 census figure of 29,379 to the current census figure of 30,059 as determined by the State Demographer.

BE IT RESOLVED, by the School Board of Independent School District #0492 that the census figure of 30,059 be certified to the State Demographer for approval of use in the 2024 payable 2025 revenue calculations.

For the adoption of the foregoing resolution was duly seconded by Member \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against:

Whereupon said resolution was declared duly passed and adopted.

**Date:** 6.10.2024

BY ORDER OF THE SCHOOL BOARD:

\_\_\_\_\_  
Peggy Young, School Board Clerk



**DATE:** June 10, 2024

**TITLE:** Medical and Dental Insurance Renewal 2024-2025

**TYPE:** Action

**PRESENTER(S):** Todd Lechtenberg, Executive Director of Finance and Operations

**BACKGROUND:**

Austin Public Schools proudly maintains a self-funded insurance program for both Medical and Dental insurance. The plan is housed within the Internal Service Fund (Fund 20) of the District Financial Statements. This fund tracks the premiums collected and claims incurred by the plan members, related administrative costs, and employee benefits aligned with overall employee health.

The district has successfully administered the plan in partnership with all major bargaining units and the plan consultants.

**RATIONALE:**

Austin Public Schools, in partnership with National Insurance Services (NIS), reviewed the previous 12 months of claims data and right now we are running at 126% of our premiums. NIS reviewed all the claims data to project out that the district is projected to have claims in FY2025 school year of \$14,581,333, which is an increase of 24%.

Working with our insurance company and reviewing our current fund balances in both fund 1 (General fund) and Fund 20 (Insurance fund), district is recommending that we increase our premiums by 10% and use current unassigned fund balance of 14% to achieve the 24% required increase.

By reviewing our dental claims and noticing that we have not increased premiums for a few years, we are recommending that we need to increase our rates by 3%.

**RECOMMENDATION:**

It is recommended that medical plan premiums be increased by 10% to address the expected claims for the 2024-2025 fiscal year. It is recommended that Dental plan premiums be increased by 3% to address the expected claims for the 2024-2025 fiscal year.



**DATE:** June 10, 2024

**TITLE:** Workers Compensation Renewal 2024-2025

**TYPE:** Action Items

**PRESENTER:** Todd Lechtenberg, Executive Director of Finance and Operations

**BACKGROUND:**

Workers' compensation insurance protects a business owner from claims by employees who experience a work-related injury or illness either sustained on business premises or due to business operations. In all states, employers are required to carry workers' compensation insurance for their employees.

The district engages USI One Advantage (USI) to reduce lost time for workers and expedite care for employees through easy to access occupational nurses on demand. USI also provides education to local healthcare providers on the nuances of workers compensation. The goal of this work is to empower employees in healing and recovery. USI also provides training and resources to the district to aid in reducing injuries in the workplace.

**RATIONALE:**

The district incurred 6 catastrophic claims over the past 24 months (claims exceeding \$25,000). As a result, the District's Experience Modification (mod) increased from a factor of 1.01 to 1.18. While we saw an increase in our mod, we did receive credit for the scheduled modification factor due to us being able to get workers back to work faster. Our worker's compensation will increase from \$247,966 to \$258,821, an increase of 4.4%.

USI will also continue to provide injury management services to the district at \$13,200.

**RECOMMENDATION:**

It is recommended that approval be given for the RAS Insurance premium renewal of \$258,821 and the related injury management fee of \$13,200 with USI.



**DATE:** June 10, 2024

**TITLE:** Draft Review of the 2024-2025 Revised Budget

**TYPE:** Discussion Item

**PRESENTER:** Todd Lechtenberg, Executive Director of Finance and Operations

**BACKGROUND:**

Minnesota Statute 123B.77 Accounting, Budgeting, and Reporting Requirement provides guidance for the adoption of School District budgets each year. Statute 123B.77 subdivision 4 notes budget approval is required before July 1 of each year. This statute also provides for the necessity for budget amendments prior to the end of each fiscal year.

**RATIONALE:**

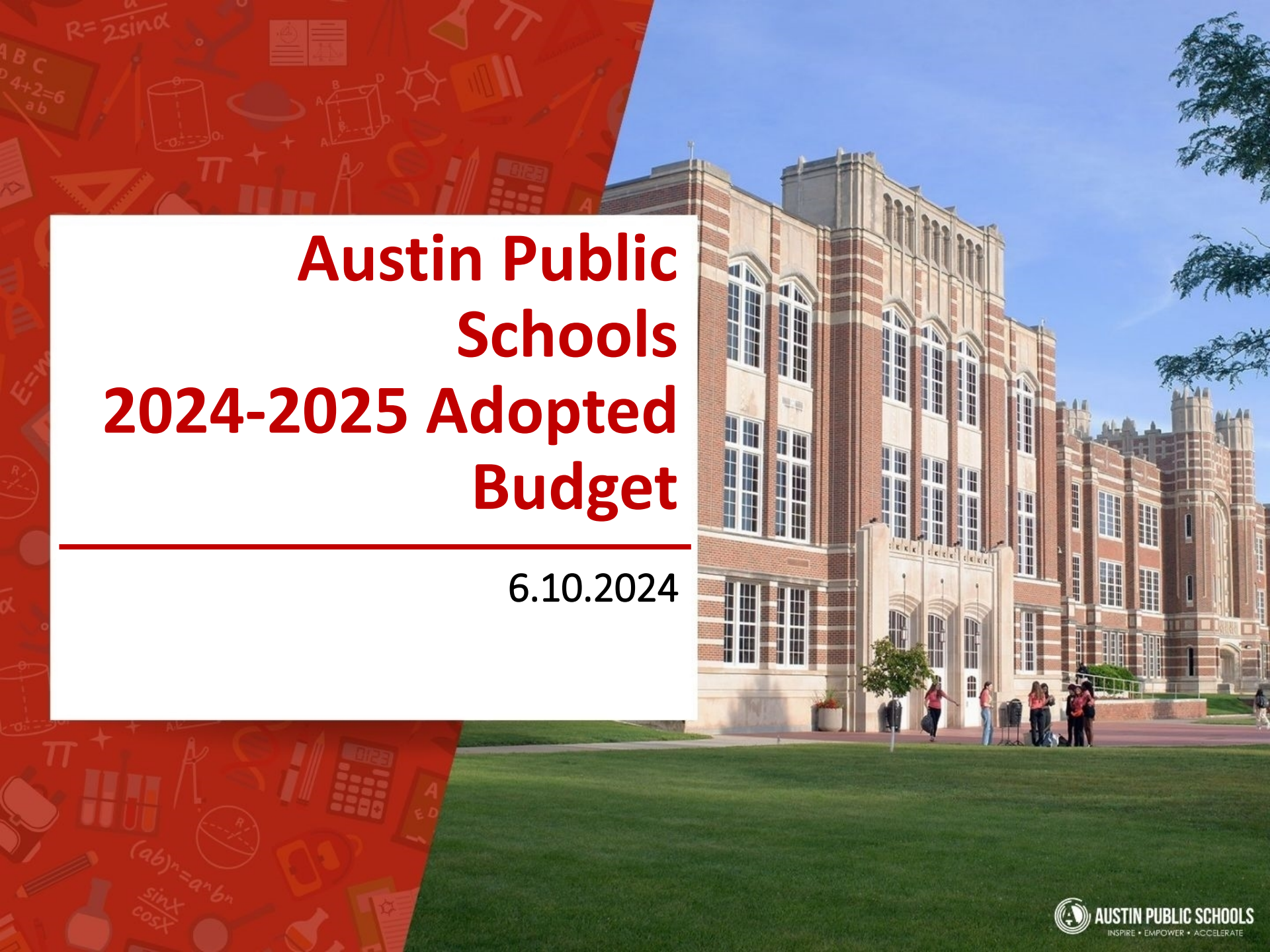
The [2024-2025 Budget](#) was prepared in accordance with the school board's decisions. During this meeting we want to provide updates on the following items:

- 1) Projected Enrollment
- 2) Insurance Impact
- 3) ESSER (Elementary and Secondary School Emergency Relief) Funds Impact
- 4) Revenue and Expense assumptions per fund

School board policy 714 requires that the district maintain an unassigned operating fund balance of 8.33% which equates to one month's expenditures. This budget meets school board policy 714.

**RECOMMENDATION:**

To approve 2024-2025 Adopted Budget at the June 24th board meeting.



# Austin Public Schools 2024-2025 Adopted Budget

---

6.10.2024

## OUR MISSION

*(Our Core Purpose)*

INSPIRE. EMPOWER. ACCELERATE.

## OUR VISION

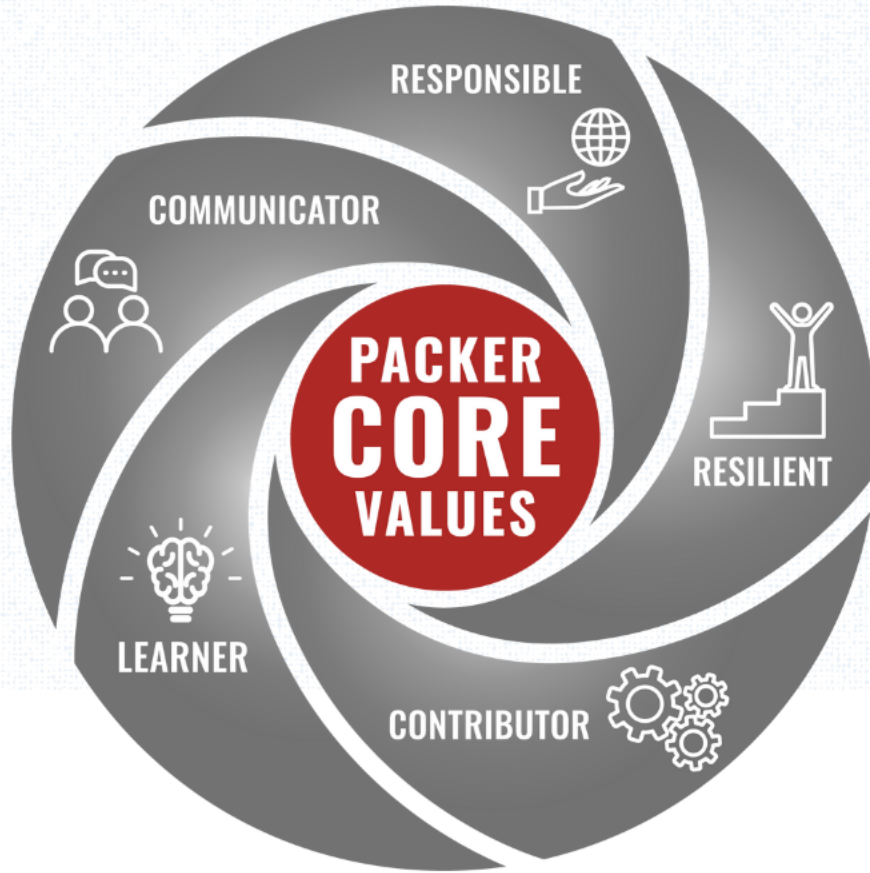
*(What We Intend to Create)*

PREPARING ALL LEARNERS TO MAKE A  
DIFFERENCE IN THE WORLD.

## OUR STRATEGIC PRIORITIES

*(Drivers of Our Continuous Improvement)*

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 Words and Actions)*

- **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

# General Fund Assumptions

Todd Lechtenberg

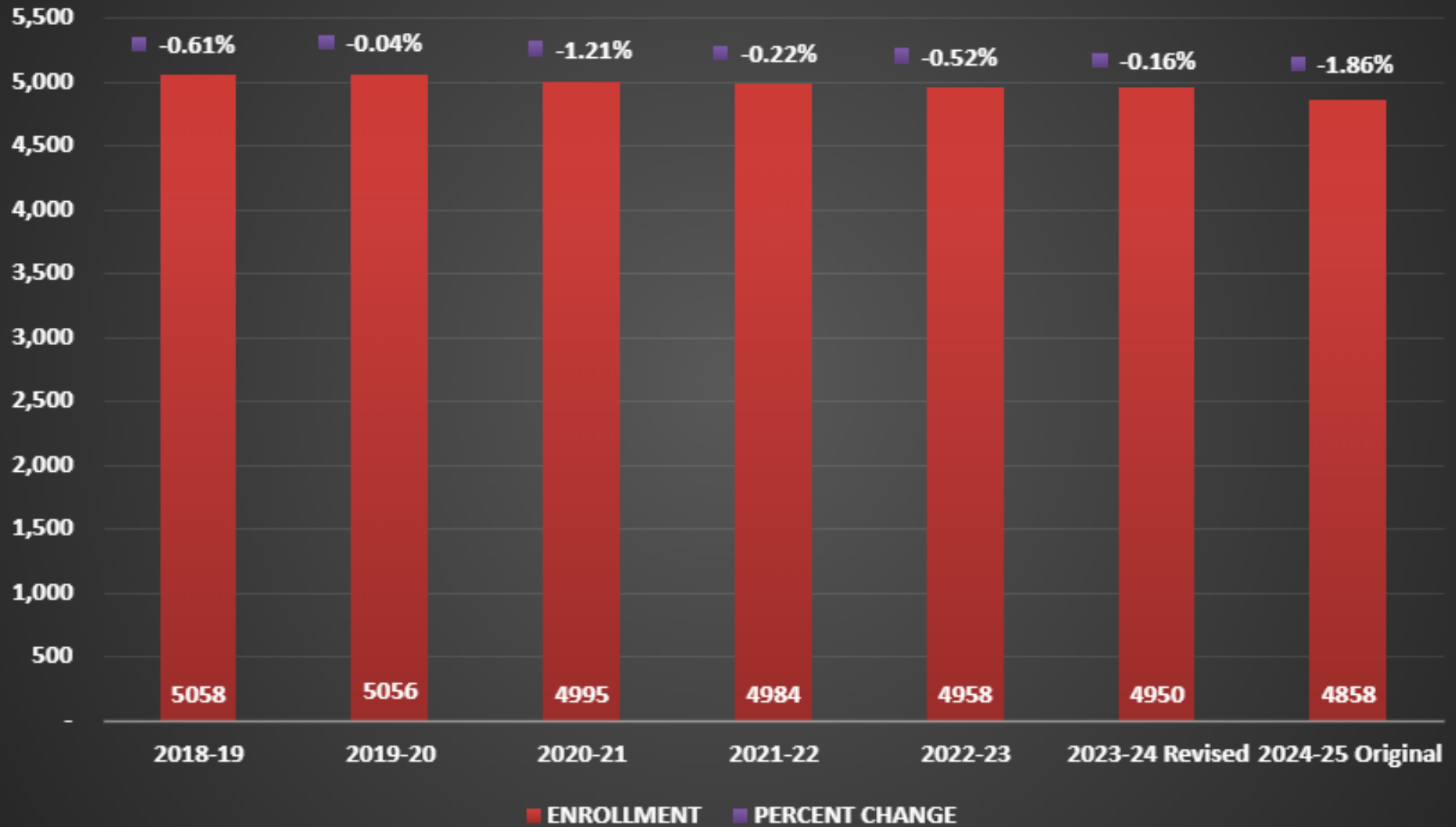
# Revenue Assumptions

- Enrollment
  - Conservative approach based on historically averages
- State Formula increased to \$7,281 (2% increase)
- Compensatory Revenue
- ELL Revenue
- Removal of ESSER (COVID) funds

# Expense Assumptions

- Staffing
  - Includes all approved negotiations
  - Includes all new approved hires
  - Includes 7 building subs
- Benefits
  - Health insurance increase projected at 14%
- Supplies
  - New allocation method
  - Athletic supplies more in-line

# Pre K-12 ENROLLMENT AND PERCENT CHANGES

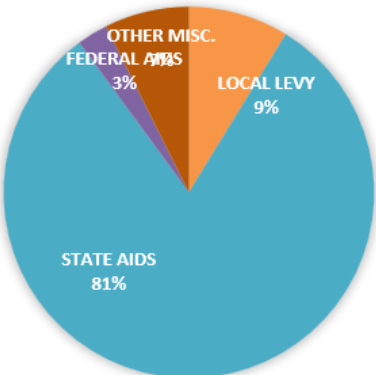


# 2024-25 Adopted Budget

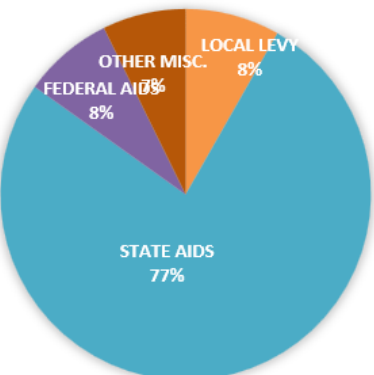
	6/30/2024						6/30/2025
	Final Revised Fund Balance	Budgeted Revenues	Budgeted Expenditures	Gain(Loss)	Fund Transfer	Transfers In or Out	Budgeted Fund Balance
<b>General Fund:</b>							
Restricted - ALC	739,831.56	1,153,117.80	1,397,100.34	(243,982.54)	-	-	495,849.02
Restricted - Staff Development	(0.00)	791,613.49	791,613.49	-	-	-	(0.00)
Restricted - Basic Skills	763,671.21	9,628,406.46	9,122,867.48	505,538.98	-	-	1,269,210.19
Restricted - English Learner	-	1,528,301.48	1,528,301.48	-	-	-	-
Restricted - Literacy Incentive Aid	-	190,975.48	190,975.48	-	-	-	-
Restricted - School Library Aid	66,248.49	85,961.95	60,244.05	25,717.90	-	-	91,966.39
Restricted - Gifted & Talented	(0.00)	70,670.08	70,670.08	-	-	-	(0.00)
Restricted - Learning & Development	311,789.28	1,094,611.00	1,171,998.57	(77,387.57)	-	-	234,401.71
Restricted - Achievement & Integration	42,140.62	1,120,095.00	1,120,095.00	-	-	-	42,140.62
Restricted - Safe Schools	0.00	201,247.56	189,681.84	11,565.72	-	-	11,565.72
Restricted - Scholarships	12,344.27	72,526.00	76,000.00	(3,474.00)	-	-	8,870.27
Restricted - Operating Capital	957,848.93	2,684,728.39	2,476,805.55	207,922.84	-	-	1,165,771.77
Restricted - LTFM	952,611.86	1,688,869.99	1,480,359.85	208,510.14	-	-	1,161,122.00
Restricted - Student Activities	192,522.77	71,283.00	98,116.00	(26,833.00)	-	-	165,689.77
Assigned - Student Athletics	74,812.43	72,839.00	106,212.00	(33,373.00)	-	-	41,439.43
Assigned - Student Support Personnel		61,706.75	61,706.75	-	-	-	
Assigned - Separation Benefits / OPEB	2,124,260.30	-	-	-	-	-	2,124,260.30
Nonspendable - Prepaid Expenses	439,651.65	-	-	-	-	-	439,651.65
Unassigned-Site-Co-Curricular Funds	575,190.84	278,650.00	304,518.00	(25,868.00)	-	-	549,322.84
Unassigned	9,702,769.18	67,783,721.35	67,993,356.42	(209,635.07)	-	-	9,493,134.11
<b>Total General Fund</b>	<b>16,955,693.39</b>	<b>88,579,324.78</b>	<b>88,240,622.38</b>	<b>338,702.40</b>	<b>-</b>	<b>-</b>	<b>17,294,395.79</b>
						<b>Net Change</b>	<b>(183,767.07)</b>
						<b>Fund Balance %</b>	<b>11.95%</b>

# 2024-25 Adopted Budget General Fund Revenues By Source

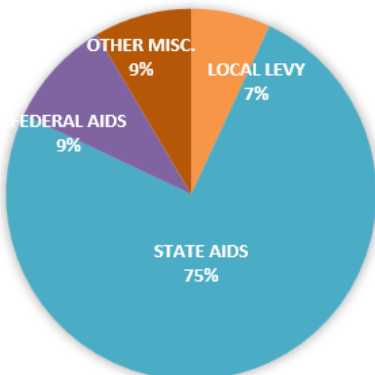
2024-25 ORIGINAL BUDGET  
GENERAL FUND REVENUES BY SOURCE



2023-24 REVISED BUDGET  
GENERAL FUND REVENUES BY SOURCE



2022-23 ACTUALS  
GENERAL FUND REVENUES BY SOURCE



2024-2025 ORIGINAL BUDGET GENERAL FUND REVENUES AND PERCENTAGE BY SOURCE

REVENUE SOURCES	ORIGINAL		REVISED		ACTUALS	
	24-25 BUDGET	24-25 PERCENT	23-24 BUDGET	23-24 PERCENT	22-23 REVENUE	22-23 PERCENT
LOCAL LEVY	7,758,879	8.76%	7,528,658	8.25%	5,633,542	6.95%
STATE AIDS	71,902,852	81.17%	69,938,287	76.61%	60,847,017	75.07%
FEDERAL AIDS	2,376,743	2.68%	7,183,442	7.87%	7,673,453	9.47%
OTHER MISC.	6,540,850	7.38%	6,641,857	7.28%	6,894,531	8.51%
<b>TOTAL REVENUES</b>	<b>88,579,325</b>	<b>100%</b>	<b>91,292,244</b>	<b>100%</b>	<b>81,048,544</b>	<b>100.00%</b>

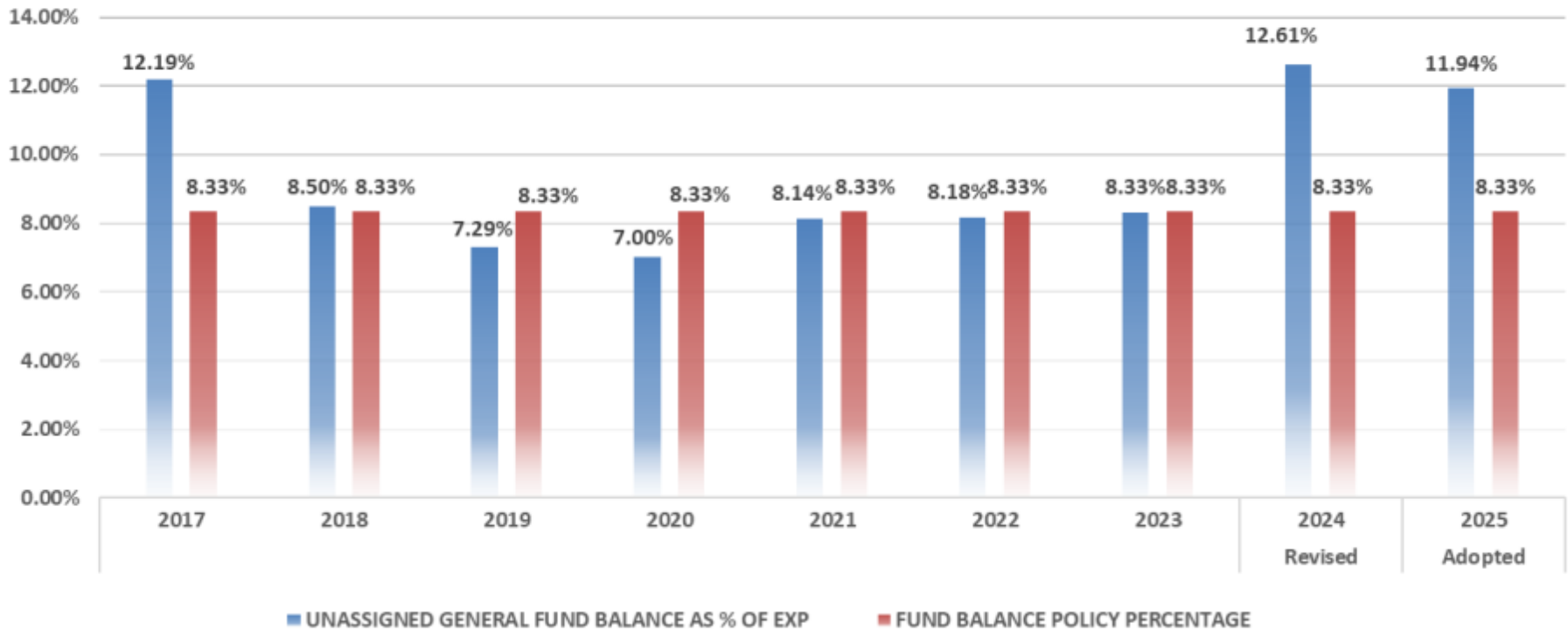
# 2023-24 Revised Budget

## General Fund Expenditures By Program

### 2024-2025 ORIGINAL BUDGET GENERAL FUND EXPENSES AND PERCENTAGE BY PROGRAM

PROGRAM EXPENSES	ORIGINAL		REVISED		ACTUALS	
	24-25 BUDGET	24-25 PERCENT	23-24 BUDGET	23-24 PERCENT	22-23 EXPENSES	22-23 PERCENT
ADMINISTRATION	2,922,204	3.31%	2,823,468	3.25%	3,342,739	4.23%
DISTRICT SUPPORT	3,127,971	3.54%	2,571,529	2.96%	2,261,073	2.86%
REGULAR INSTRUCTION	35,373,901	40.09%	35,481,023	40.86%	32,206,376	40.78%
VOCATIONAL INSTRUCTION	976,761	1.11%	978,262	1.13%	877,920	1.11%
SPECIAL EDUCATION	21,974,703	24.90%	20,972,851	24.15%	18,885,424	23.91%
INSTRUCTIONAL SUPPORT	5,011,450	5.68%	4,740,682	5.46%	4,552,186	5.76%
PUPIL SUPPORT	8,529,060	9.67%	7,785,556	8.97%	7,823,022	9.91%
SITES & BUILDINGS	8,659,969	9.81%	10,864,888	12.51%	8,301,494	10.51%
OTHER FIXED COSTS & TRANSFERS	1,664,604	1.89%	608,500	0.70%	720,887	0.91%
<b>SUBTOTAL PROGRAM EXPENSES</b>	<b>88,240,622</b>	<b>100.00%</b>	<b>86,826,757</b>	<b>100.00%</b>	<b>78,971,121</b>	<b>100.00%</b>
TRANSFERS	-		-		-	
<b>TOTAL PROGRAM EXPENSES</b>	<b>88,240,622</b>		<b>86,826,757</b>		<b>78,971,121</b>	

# Unassigned Fund Balance



\*ISD 492 Fund Balance Policy 714 guides budgeting practice in meeting or exceeding Unassigned Fund Balance targets.

\*\*Auditor recommended fund balance percentage is 15%.

# Food Service

Todd Lechtenberg

# Food Service Assumptions

- State of MN will continue to fund free meals to all students
- Food Service fund balance will be used to purchase lunchroom tables
  - New for FY25
  - To be able to spend money you need to have 3 straight years of positive growth in fund balance

# Food Service Adopted Budget

## 2024-2025 ORIGINAL BUDGET FOOD SERVICE REVENUES AND PERCENTAGE BY SOURCE

REVENUE SOURCES	REVISED		REVISED		ACTUALS	
	24-25 BUDGET	24-25 PERCENT	23-24 BUDGET	23-24 PERCENT	22-23 EXPENSES	22-23 PERCENT
STATE AIDS	1,200,000	28.10%	900,000	23.71%	180,549	4.59%
FEDERAL AIDS	2,940,000	68.83%	2,718,805	71.63%	3,153,449	80.16%
PUPIL SALES & MISC.	131,188	3.07%	176,585	4.65%	600,114	15.25%
<b>TOTAL REVENUES</b>	<b>4,271,188</b>	<b>100.00%</b>	<b>3,795,389</b>	<b>100.00%</b>	<b>3,934,112</b>	<b>100.00%</b>

## 2024-2025 ORIGINAL BUDGET FOOD SERVICE EXPENSES AND PERCENTAGE BY OBJECT

OBJECT EXPENSES	ORIGINAL		REVISED		ACTUALS	
	24-25 BUDGET	24-25 PERCENT	23-24 BUDGET	23-24 PERCENT	22-23 EXPENSES	22-23 PERCENT
SALARIES	1,120,787	29.44%	1,148,936	27.83%	1,228,151	32.49%
EMPLOYEE BENEFITS	427,854	11.24%	405,874	9.83%	460,457	12.18%
PURCHASED SERVICES	33,128	0.87%	31,550	0.76%	25,433	0.67%
SUPPLIES/MATERIALS	2,051,722	53.88%	2,140,238	51.84%	1,950,097	51.59%
CAPITAL EXPENDITURES	108,515	2.85%	337,237	8.17%	5,687	0.15%
OTHER EXPENSE	65,630	1.72%	64,769	1.57%	110,102	2.91%
<b>TOTAL OBJECT EXPENSES</b>	<b>3,807,636</b>	<b>100.00%</b>	<b>4,128,604</b>	<b>100.00%</b>	<b>3,779,927</b>	<b>100.00%</b>

	6/30/2024					6/30/2025
	Final Revised Fund Balance	Budgeted Revenues	Budgeted Expenditures	Gain(Loss)	Fund Transfer In or Out	Budgeted Fund Balance
<b>Food Service Fund</b>						
Nonspendable - Inventory	67,404.42	-	-	-	-	67,404.42
Restricted	1,314,037.04	4,271,188.26	3,807,635.89	463,552.37	-	1,777,589.41
<b>Total Food Service Fund</b>	<b>1,381,441.46</b>	<b>4,271,188.26</b>	<b>3,807,635.89</b>	<b>463,552.37</b>	<b>-</b>	<b>1,844,993.83</b>

# Community Service

Todd Lechtenberg

# Community Service Assumptions

- Added additional school readiness classroom to help students be ready for Kindergarten
- Kids Korner
  - Continue to work on staff hourly rate to be competitive in the workplace
  - Will be reviewing the rates we are charging families

# 2024-25 Adopted Budget Community Services

	6/30/2024					6/30/2025
	Final Revised	Budgeted	Budgeted	Gain(Loss)	Fund Transfers	Budgeted
Community Service Fund:	Fund Balance	Revenues	Expenditures		Transfer In or Out	Fund Balance
Restricted - Community Education	461,114.74	1,214,904.16	1,377,533.57	(162,629.41)	-	298,485.33
Restricted - ECFE	300,379.00	276,740.54	280,772.54	(4,032.00)	-	296,347.00
Restricted - School (Learning) Readiness	117,080.85	486,626.75	595,848.26	(109,221.51)	-	7,859.34
Restricted - Adult Basic Ed	132,281.28	592,600.25	587,600.25	5,000.00	-	137,281.28
Nonspendable - Prepaid Expenses	-	-	-	-	-	-
Unassigned	30,809.24	16,876.46	16,876.46	-	-	30,809.24
<b>Total Community Service Fund</b>	<b>1,041,665.11</b>	<b>2,587,748.16</b>	<b>2,858,631.08</b>	<b>(270,882.92)</b>	<b>-</b>	<b>770,782.19</b>

# 2023-24 Revised Budget Community Service Fund Revenues By Source

## 2024-2025 ORIGINAL COMMUNITY SERVICES REVENUES AND PERCENTAGE BY SOURCE

REVENUE SOURCES	ORIGINAL		REVISED		ACTUALS	
	24-25 BUDGET	24-25 PERCENT	23-24 BUDGET	23-24 PERCENT	22-23 EXPENSES	22-23 PERCENT
LOCAL LEVY	234,918	9.08%	334,187	11.76%	316,480	11.52%
STATE AIDS	871,086	33.66%	874,223	30.77%	778,403	28.34%
FEDERAL AIDS	34,987	1.35%	54,154	1.91%	167,956	6.12%
OTHER/TUITION & FEES	978,611	37.82%	1,069,059	37.62%	976,412	35.55%
OTHER/STATE ABE	468,146	18.09%	509,747	17.94%	506,986	18.46%
<b>TOTAL REVENUES</b>	<b>2,587,748</b>	<b>100.00%</b>	<b>2,841,369</b>	<b>100.00%</b>	<b>2,746,236</b>	<b>100.00%</b>

# 2023-24 Revised Budget

## Community Service Fund Expenditures By Program

### 2024-2025 ORIGINAL BUDGET COMMUNITY SERVICES EXPENSES AND PERCENTAGE BY PROGRAM

PROGRAM EXPENSES	ORIGINAL		REVISED		ACTUALS	
	24-25 BUDGET	24-25 PERCENT	23-24 BUDGET	23-24 PERCENT	22-23 EXPENSES	22-23 PERCENT
GENERAL COMMUNITY ED	162,904	5.70%	236,916	8.28%	115,211	4.63%
ADULTS W/ DISABILITIES	19,497	0.68%	45,541	1.59%	36,607	1.47%
ADULT BASIC EDUCATION	587,600	20.56%	634,267	22.18%	648,700	26.10%
SUMMER SCHOOL	23,833	0.83%	26,000	0.91%	17,213	0.69%
KIDS KORNER	1,068,138	37.37%	990,313	34.63%	753,682	30.32%
EARLY CHILDHOOD FAMILY ED	282,770	9.89%	266,609	9.32%	215,199	8.66%
SCHOOL READINESS	595,848	20.84%	534,748	18.70%	588,879	23.69%
PRE-SCHOOL SCREENING	14,879	0.52%	15,789	0.55%	15,609	0.63%
OTHER COMMUNITY SERVICES	103,161	3.61%	109,792	3.84%	94,793	3.81%
<b>TOTAL PROGRAM EXPENSES</b>	<b>2,858,631</b>	<b>100.00%</b>	<b>2,859,975</b>	<b>100.00%</b>	<b>2,485,892</b>	<b>100.00%</b>

# All other Fund

Todd Lechtenberg

# All other Fund's Assumptions

- Insurance Trust Fund
  - Projected revenue increase of 24%
    - District fund balance contributing 14%
    - Increase in premiums contributing 10%
  - Will be working on a fund balance policy for this

# 2024-25 Adopted Budget Other Governmental Funds

	6/30/2024 Final Revised Fund Balance	Budgeted Revenues	Budgeted Expenditures	Gain(Loss)	Fund Transfer	Transfers In or Out	6/30/2025 Budgeted Fund Balance
<b>Debt Service Fund</b>							
Restricted - QZAB Sinking Fund	-	-	-	-	-	-	-
Restricted	796,516.85	3,804,101.21	3,800,678.18	3,423.03	-	-	799,939.88
<b>Total Debt Service Fund</b>	796,516.85	3,804,101.21	3,800,678.18	3,423.03	-	-	799,939.88
<b>Trust Fund</b>							
Unassigned	112,091.57	5,066.00	500.00	4,566.00	-	-	116,657.57
<b>Total Trust Fund</b>	112,091.57	5,066.00	500.00	4,566.00	-	-	116,657.57
<b>Custodial Fund</b>							
Unassigned	-	202,500.00	202,500.00	-	-	-	-
<b>Total Custodial Fund</b>	-	202,500.00	202,500.00	-	-	-	-
<b>Internal Service - Insurance Trust Fund</b>							
Unassigned	3,905,800.76	15,010,333.00	15,010,333.00	-	-	-	3,905,800.76
<b>Total Internal Service Fund - Insur. Trust</b>	3,905,800.76	15,010,333.00	15,010,333.00	-	-	-	3,905,800.76
<b>Internal Service - OPEB Trust</b>							
Unassigned	150,867.14	42,000.00	-	42,000.00	-	-	192,867.14



# Any Questions

---

**DATE:** June 10, 2024

**TITLE:** Donations

**TYPE:** Action

**PRESENTER:** Todd Lechtenberg, Executive Director of Finance & Operations

**Background:**

School districts receive donations from private individuals, public entities, and trusts on a regular basis. The district implemented School Board Policy 706 – Acceptance of Gifts to ensure compliance with statutory guidance.

**Rationale:**

The school board may receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose. The school board shall have the sole authority to determine whether any gift or any precondition, condition or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether it should be accepted or rejected. Once accepted, a gift shall be the property of the school district unless otherwise provided in the agreed upon terms.

**Recommendation:**

It is recommended that the following donations be accepted by the school board for the benefit of Austin Public School students.

<b>DONOR</b>	<b>AMOUNT</b>	<b>RECIPIENT(S)</b>	<b>PURPOSE</b>
Fraternal Order of Eagles	1,000.00	All Four Elementaries	Art Program Supplies
Austin Area Arts	850.00	Ellis Middle School Art Dept	Supplies
VFW Post 1216	200.00	Banfield Elementary	PBIS Supplies



**DATE:** [OBJ] June 10, 2024

**TITLE:** 2023-2024 Dome Operations

**TYPE:** Information

**PRESENTER:** Todd Lechtenberg, Executive Director of Finance and Operations

**BACKGROUND:**

Austin Public Schools and community partners worked together to invest in the construction of the Packer Dome in 2015. The dome was designed and constructed at \$5.2 million split between the district and a generous grant from the Hormel Foundation.

The Packer Dome operates for approximately 6 months each year and serves students and community members alike. The amenities include a walking/running track, batting cages, and turf field for various activities and rental uses.

Popular use includes softball, baseball, football, soccer, and private rentals.

Prior to COVID, the Packer Dome operated smoothly with few challenges and many opportunities for new offerings. Post COVID, new challenges have continued to interrupt the operations of the Dome. The most significant issues include a reliable labor force for inflation/deflation of the Dome and rapidly increasing operation costs (staffing, utilities, maintenance, etc.).

Other considerations include future replacement of the Dome fabric and related infrastructure that supports it.

I will present a summary of the 2023-24 Packer Dome activities.

# Packer Dome Review

---

6.03.2024

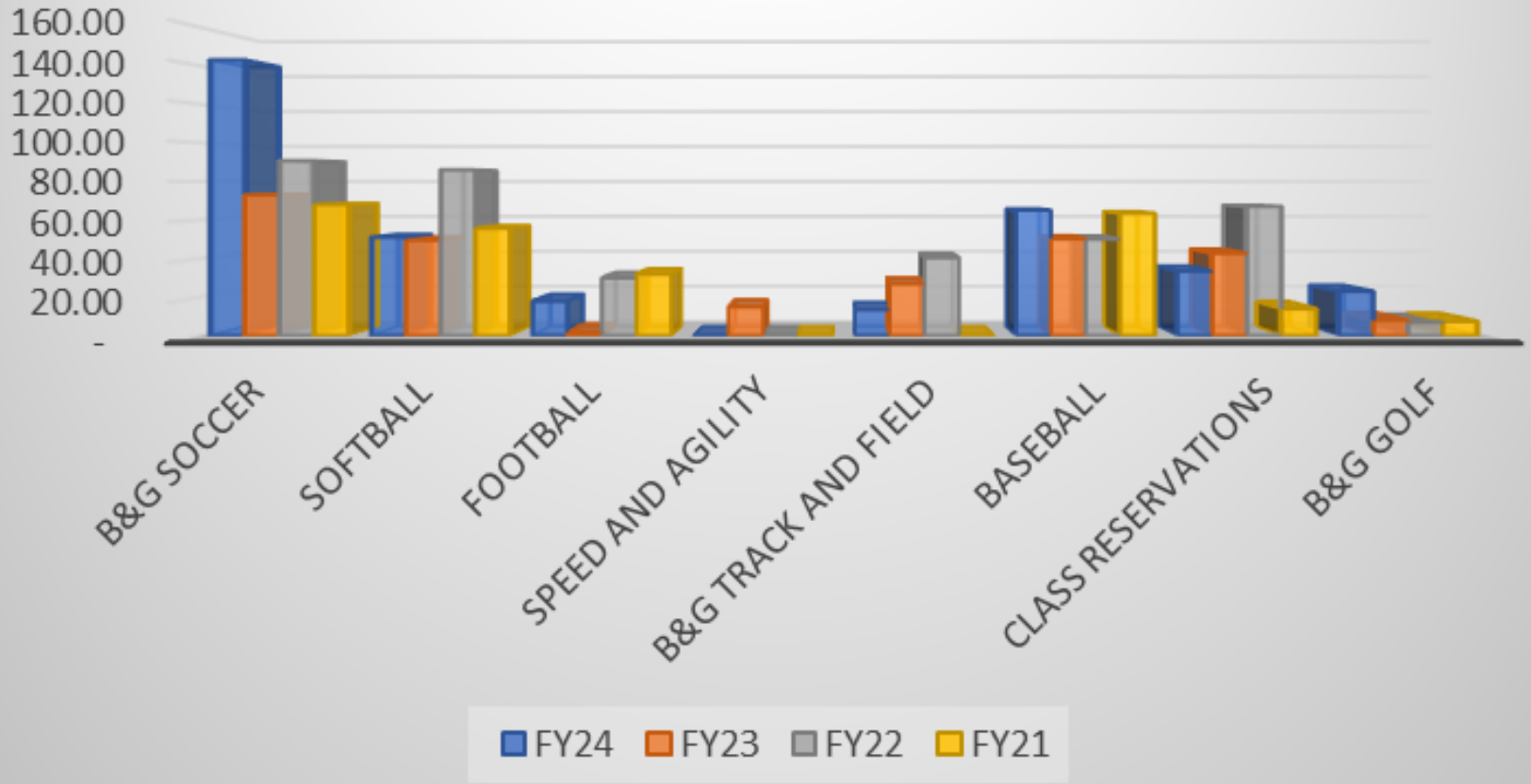
# Dome Timeline

- Put Up-November 11th
  - Opened-November 20th
  - Take Down-May 5th
- 
- Thank you to Joe Adamson for managing the process and how smooth the take down went.

# Walkers

- Average Number of Walkers
  - Monday-Friday 60
    - Remains about the same average as last year
  - Saturday and Sunday 40
- Impact to the Walkers
  - Fewer people walk when dome is busy with rentals
  - Fewer hours on weekends

# School Rentals



# Dome Financials

## Packer Dome Financials

	FY24	FY23	FY22
<b>Rental Revenue</b>			
Softball	\$ 15,915	\$ 24,813	\$ 32,875
Baseball	\$ 4,020	\$ 7,477	\$ 5,190
Football	\$ 1,535	\$ 1,865	\$ 4,620
Soccer	\$ 4,080	\$ 1,350	\$ 3,250
Private	\$ 1,325	\$ 1,658	\$ 595
Misc			\$ 655
<b>Total Revenue</b>	<b>\$ 26,875</b>	<b>\$ 37,163</b>	<b>\$ 47,185</b>
<b>Expenditures</b>			
Salaries and Benefits	\$ 51,250	\$ 51,343	\$ 55,577
Purchased Services	\$ 115,283	\$ 126,437	\$ 132,717
Supplies	\$ 2,172	\$ -	\$ -
Utilities	\$ 91,450	\$ 113,128	\$ 124,200
<b>Total Expenditures</b>	<b>\$ 260,155</b>	<b>\$ 290,908</b>	<b>\$ 312,494</b>
<b>Net Profit (Loss)</b>	<b>\$ (233,280)</b>	<b>\$ (253,745)</b>	<b>\$ (265,309)</b>



# Upcoming Expenditures

- Dome useful life and infrastructure
  - Dome fabric is expected to last 20 years
  - Two separate vandalism incidents affecting portions of the fabric
  - Best Case we have 10 years remaining
  - Estimated replacement cost \$904,000
    - Includes cable, electrical, fabric
- LED Lighting upgrade
  - Estimated \$160,000
  - Can't find parts to replace



**DATE:** June 10, 2024  
**TITLE:** LEA Appointment  
**TYPE:** Action  
**PRESENTER:** Superintendent Dr. Joey Page

**BACKGROUND:**

Each year the School Board is required to designate the Local Educational Agent (LEA) for the district. This designation is for the oversight of Federal Title funds as well as work with any required district/site improvement plans that may result from AYP (Adequate Yearly Progress) status.

**RATIONALE:**

The Local Education Agent responsibilities fall under Dr. Katie Baskin’s role as Academics and Administrative Services. This would be her second year as serving as our LEA.

**RECOMMENDATION:**

I recommend the appointment of Dr. Katie Baskin as the Local Educational Agent (LEA) for Austin Public Schools for the 2024-25 school year.



**DATE:** June 10, 2024  
**TITLE:** Identified Official with Authority (IoWA) Designation  
**TYPE:** Action  
**PRESENTER:** Carolyn Dube, Chairperson

**BACKGROUND:**

The Minnesota Department of Education (MDE) has set up a process for assigning an Identified Official with Authority.

The School Board must designate the Identified Official with Authority to authorize user access annually, as well as any time there is a change in the assignment of the Identified Official with Authority. This certification of the Identified Official with Authority designation is in accordance with Minnesota State Access Control Security Standard 1.0. The School Board minutes must clearly specify this role assignment.

**RATIONALE:**

In order to comply with MDE guidelines, Austin Public Schools must designate the Identified Official with Authority for 2024-25.

**RECOMMENDATION:**

It is recommended the School Board of Independent School District #492 designate Dr. Joey Page, Superintendent, to the role of Identified Official with Authority for 2024-25.

Member \_\_\_\_\_ introduced the following resolution and called for its adoption:

## **RESOLUTION CALLING THE SCHOOL DISTRICT GENERAL ELECTION**

BE IT RESOLVED by the School Board of Independent School District No. 492, Austin Public Schools, State of Minnesota, as follows:

1. It is necessary for the School District to hold its general election for the purpose of electing three (3) school board members for terms of four (4) years.
2. The general election is hereby called and directed to be held in conjunction with the statewide general election on Tuesday, the 5th day of November, 2024, between the hours of 7:00 a.m. and 8:00 p.m.
3. The precincts and polling places for this election are those precincts and polling places designated by the cities, towns, or counties located in whole or in part within the School District for the statewide general election.
4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the School District is located, in whole or in part, at least seventy-four (74) days before the date of said general election. The notice shall specify the date of said general election and the office or offices to be voted on at said general election.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the district, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the School District at least ten (10) days before the date of said election.

The notice of election so posted and published shall state the time of the election, the location of each polling place, and the offices to be filled as set forth in the form of ballot below.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the School District at least four (4) days before the date of said election and to cause two sample ballots to be posted in each polling place or combined polling place on election day. The sample ballot for a polling place or combined polling place shall reflect the offices, candidates and rotation sequence on the ballot used in that polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on election day.


5. Language in substantially the following form shall be used for the ballot for such general election on November 5, 2024:

**SCHOOL DISTRICT OFFICES  
INDEPENDENT SCHOOL DISTRICT NO. 492  
AUSTIN PUBLIC SCHOOLS**

**NOVEMBER 5, 2024**

---

**INSTRUCTIONS TO VOTERS**

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

---

**SCHOOL BOARD MEMBER  
VOTE FOR UP TO THREE**

---

- Candidate A
- Candidate B
- Candidate C
- \_\_\_\_\_  
write-in, if any
- \_\_\_\_\_  
write-in, if any
- \_\_\_\_\_  
write-in, if any
- \_\_\_\_\_  
write-in, if any

---

6. Optical scan ballots must be printed in black ink on white material, except that marks not to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

7. The clerk shall include on the ballot the names of the individuals who file or have filed affidavits of candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

8. The name of each candidate to fill the vacancy in office at this general election shall be rotated with the names of the other candidates to fill the vacancy in office in the manner specified in Minnesota law.

9. The School District clerk shall make all Campaign Financial Reports required to be filed with the School District under Minnesota Statutes, Section 211A.02, available on the School District's website. The clerk must post the report on the School District's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The School District must make a report available on the School District's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

10. The individuals designated as election judges for the state general election shall act as election judges for this School District general election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit the results to the school board for canvas in the manner provided for School District elections.

11. The School District clerk is hereby authorized and directed to take all necessary actions to ensure that this election is properly submitted to the electorate of the School District.

The motion for the adoption of the foregoing resolution was duly seconded by \_\_\_\_\_

and upon vote being taken thereon the following voted in favor thereof: \_\_\_\_\_  
\_\_\_\_\_

and the following voted against the same: \_\_\_\_\_

whereupon said resolution was declared duly passed and adopted.

\_\_\_\_\_  
Peggy Young, Clerk  
June 10, 2024

**RESOLUTION ESTABLISHING DATES  
FOR FILING AFFIDAVITS OF CANDIDACY  
FOR ELECTION**

WHEREAS, a School District general election shall occur on November 5, 2024, for the purpose of electing three (3) school board members for terms of four (4) years,

NOW THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 492, State of Minnesota, as follows:

1. This Resolution applies to the affidavit of candidacy and notice for the general on November 5, 2024.
2. The period for filing Affidavits of Candidacy for the office of school board member of Independent School District No. 492 shall begin on July 30, 2024, and shall close on August 13, 2024. An Affidavit of Candidacy must be filed in the office of the School District Clerk and the \$2 filing fee paid prior to 5:00 p.m. on August 13, 2024, when the office will close.
3. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the official newspaper of the district at least two (2) weeks prior to the first day to file Affidavits of Candidacy.
4. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the School District at least ten (10) days prior to the first day to file Affidavits of Candidacy.
5. The notice of said filing dates shall be in substantially the following form:

**NOTICE OF FILING DATES FOR GENERAL ELECTION  
TO THE SCHOOL BOARD  
INDEPENDENT SCHOOL DISTRICT NO. 492  
AUSTIN PUBLIC SCHOOL DISTRICT  
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that the period of filing Affidavits of Candidacy for general election to the office of school board member of Independent School District No. 492 shall begin on July 30, 2024 and shall close at 5:00 p.m. on August 13, 2024.

The general election shall be held on November 5, 2024. At the general election, three (3) members will be elected to the School Board for terms of four (4) years each, beginning the first Monday in January, 2025.

Affidavits of Candidacy are available from the School District clerk at the offices of Austin Public School District, District Office, 401 3rd Avenue NW, in the City of Austin. The general election filing fee is \$2. A candidate for the general election must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the election, and is not a convicted sex offender.

The Affidavits of Candidacy must be filed in the office of the School District clerk and the filing fee paid prior to 5:00 p.m. on August 13, 2024.

Dated: \_\_\_\_\_, 2024

BY ORDER OF THE SCHOOL BOARD

/s/ \_\_\_\_\_  
School District Clerk  
Independent School District No. 492  
Austin Public School District  
State of Minnesota