

Regular School Board Meeting
Monday, February 10, 2025 5:30 PM

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

Agenda

1. Call to Order/Roll Call
2. Pledge of Allegiance
3. Approval of agenda (Action)
Speaker(s): Chairperson
4. Recognition
5. Delegations
6. Superintendent's Report
Speaker(s): Dr. Joey Page, Superintendent
7. School Board Reports
8. Student Representative Reports
Speaker(s): Anita Rao and Michael Garry
9. Consent Agenda (Action)
Speaker(s): Chairperson
 - 9.A. Regular meeting minutes of 01/13/25
 - 9.B. Study session meeting minutes of 1/27/25
 - 9.C. Personnel
 - 9.D. Bills as of 2/10/25
 - 9.E. Treasurer's Report - December 2024
 - 9.F. Pay Equity Implementation Report
 - 9.G. Preschool tuition scale for 2025-26 school year (Action)
 - 9.H. APS site reports
 - 9.I. Cabinet reports
 - 9.I.1. Special Services
 - 9.I.2. Academics and Administrative Services
 - 9.I.3. Technology Services
 - 9.I.4. Information Services
 - 9.I.5. Finance and Operations
10. Request approval of revised policies (Action)
Speaker(s): Chairperson
 - 10.A. Policy 522 - Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process - Rescind 2024 version of this policy and replace with 2020 version per federal court decision
 - 10.B. Policy 519 - Interviews of Students by Outside Agencies
 - 10.C. Policy 614 - School District Testing Plan and Procedure
 - 10.D. Policy 701 - Establishment and Adoption of School District Budget
 - 10.E. Policy 721 - Uniform Grant Guidance Policy Regarding Federal Revenue Sources
11. Request approval of extended field trip for World Language Department (Action)
Speaker(s): Superintendent Dr. Joey Page
12. Request approval of donations (Action)

- Speaker(s):** Executive Director of Finance and Operations Todd Lechtenberg
13. Summer project update
Speaker(s): Executive Director of Finance and Operations Todd Lechtenberg
 14. Request approval to solicit bids for Wescott tennis court reconstruction (Action)
Speaker(s): Executive Director of Finance and Operations Todd Lechtenberg
 15. BOARD TO ENTER CLOSED SESSION for the purpose of conducting evaluation of Superintendent Dr. Joey Page. Results of the evaluation will be made public at a future public board meeting (Action)
 16. BOARD TO ENTER OPEN SESSION (Action)
 17. Adjournment (Action)

OFFICIAL MINUTES: AUSTIN SCHOOL BOARD

REGULAR MEETING

Independent School District No. 492

Monday, January 13, 2025 5:30 pm

Annex Recital Hall

205 4th Street NW, Austin, Minnesota

MEMBERS PRESENT: Carolyn Dube
Robert Hartman
Cece Kroc
Carol McAlister
Peggy Young
Daniel Zielke
Superintendent Dr. Joey Page

MEMBERS ABSENT: Don Leathers

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

AGENDA APPROVED: Chair Dube noted this month’s recognition has been rescheduled. A motion was made by Young, seconded by McAlister and carried unanimously to approve the amended agenda.

MSHSL 3.0 TOGETHER UPDATE: Activities Director Katie Carter and Student Advisory and Leadership Team (SALT) member Reese Norton provided an overview of the recent Minnesota State High School League’s regional student leadership conference held in Rochester on November 19. It was an opportunity to promote opportunities for student interaction, growth and leadership development. The group’s focus is on fostering safe, respectful and inclusive environments in both athletics and the fine arts.

SUPERINTENDENT’S REPORT: Superintendent Page noted several staff and student recognitions and highlighted several recent and upcoming events.

SCHOOL BOARD REPORTS: Kroc recognized AHS teacher Justin Heskett for his involvement with the Austin Park and Rec Board and collaboration efforts between the department and his students. Dube reminded teachers to submit their Austin Public Education Foundation grant applications.

STUDENT REPORTS: Student Representatives Anita Rao and Michael Garry shared their reports on happenings at Austin High School.

MINUTES APPROVED: Zielke made a motion, seconded by Young and carried unanimously to approve the regular meeting minutes of 12/9/24 and organizational meeting minutes of 1/6/25 as printed.

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

PERSONNEL REPORT APPROVED: Zielke made a motion, seconded by Young and carried unanimously to approve the following personnel items.

Certified Staff:
Contract for Approval – Erin Ackman, EL teacher, effective 2/1/25; Dylan Fyle, Counselor, effective 1/20/25; and Aiden Wendland, social studies teacher, effective 1/13/25

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

Requests for Leave – Kaia Kossman, grade 5 teacher, effective 1/13/25-2/28/25 and Alyssa Monahan, speech pathologist, effective 2/20/25-5/15/25

Resignation – Jared Finer, SPED teacher, effective 1/29/25

Non-certified Staff:

Contracts for Approval – McKinze Ahles, SPED para, 6.5 hrs/day, effective 1/13/25; Fernando Garcia Moreno, noon supervisor, 2.5 hrs/day, effective 12/11/24; Ivon Gbeto, Success Coach, effective 12/11/24; Justin Larscheid, ECSE para, 27 hrs/week, effective 1/2/25; Haylee Lynch, SPED para, 6.5 hrs/day, effective 1/9/25; Veronica Morales, Success Coach, effective 1/2/25; Samantha Reimers, MHP, effective 1/27/25; and Isaac Volbrecht, SPED para, 6.5 hrs/day, effective 1/2/25

Changes in Assignment – Merilee Blake, SPED para, from 6.5 hrs/day to 6.75 hrs/day, effective 12/9/24; Cindy Mills, food service helper, 5.75 hrs/day to 6 hrs/day, effective 12/12/24; Dave Motzko, custodial engineer, move from IJ Holton to Sumner, effective 2/3/25; Rachel Riley, SPED para, from 7 hrs/day to 6.75 hrs/day, effective 12/9/24; and Amy Standing, from 6.5 hrs/day food service helper at IJ Holton to 7 hrs/day, 2nd cook at Ellis, effective 1/2/25

Requests for Leave – Karen Erickson, special education supervisor, effective 1/29/25-2/12/25; Teresa Lugo, Success Coach, effective 3/19/25-5/30/25; and Julie Raker, SPED para, effective 1/3/25-2/28/25

Resignations – Clara Boyer, para, effective 12/20/24; Enrique Camarena Corzo, Success Coach, effective 12/20/24; Johnathan Collins, SPED para, effective 12/13/24; Herve Idjidina, Success Coach, effective 12/9/24; and Kris Murley, admin asst, effective 1/2/25

Retirement – Julie Rausch, head cook, effective 12/20/24

BILLS APPROVED:

A motion was made by Zielke, seconded by Young and carried unanimously to approve the bills for payment as of 1/13/25.

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

TREASURER'S REPORT APPROVED:

A motion was made by Zielke, seconded by Young and carried unanimously to approve the November 2024 treasurer's report.

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

REVISED POLICY 515 APPROVED:

Zielke made a motion, seconded by Young and carried unanimously to approve revised policy 515 – Protection and Privacy of Pupil Records as presented.

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

REPORTS:

Department/school updates from Superintendent Cabinet members and principals were available for review.

- EL PROGRAM REVIEW:** K-12 English Learners (EL) Coordinator Sheila Berger provided an update of the progress being made on the recommendations noted in our recent EL program review.
- DONATIONS:** A motion was made by McAlister, seconded by Zielke 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.)
- TENNIS COURT REPLACEMENT CONCEPT:** Executive Director of Finance and Operations Todd Lechtenberg provided information from recent facility study regarding the Paulson tennis courts. It is the recommendation these courts be replaced due to their poor condition. Todd will bring a request to advertise for sealed bids to the board's regular February meeting.
- MEETING REMINDER:** Chairperson Dube reminded School Board members of the study session scheduled for Monday, January 27, at 4 pm in the District Office Conference Room.
- MEETING ADJOURNED:** Young made a motion, seconded by Hartman and carried unanimously to adjourn the meeting at 6:27 p.m.

Cece Kroc, Clerk

OFFICIAL MINUTES: AUSTIN SCHOOL BOARD

STUDY SESSION

Independent School District No. 492
Monday, January 27, 2025 4:00 pm
District Administration Office Conference Room
401 Third Avenue NW, Austin, MN

MEMBERS PRESENT: Carolyn Dube Carol McAlister
Robert Hartman Peggy Young
Cece Kroc Dan Zielke
Don Leathers (4:15 pm) Superintendent Dr. Joey Page

MEMBERS ABSENT: None

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 Kroc, seconded by Young and carried unanimously to approve the agenda as printed.

NAPAC CONCURRENCE FEEDBACK: North American Parent Advisory Committee (NAPAC) members provided information on their annual concurrence process. As part of this process, the NAPAC has voted in non-concurrence and shared suggestions for how the academic and cultural needs of Native American students can better be met. The school board must reply to the committee in writing within 60 days.

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

PACKER PROFILE UPDATE: AHS Principal Matt Schmit. Packer Profile Coordinator Emily Hovland, and Career Pathway Coordinator Jane Carlson provided an update on the Packer Profile including the seminar course, student feedback, learning opportunities, career pathways, and SchoolLinks.

MID-YEAR BENCHMARK DATA: Information Services Director Corey Haugen provided a mid-year assessment review.

HEALTH COACH PERFORMANCE DISCUSSION Activities Director Katie Carter shared information regarding the strength and conditioning program and the need to restructure facilities and equipment to increase usage by APS sports teams.

VPK UPDATES: Community Education Director Jennifer Lawhead provided information on the changes being made by the MN Department of Education regarding the Voluntary Prekindergarten (VPK) program.

KROC LEFT MEETING AT 6:27 PM

FIRST READING OF REVISED POLICIES: The following revised policies were presented for first reading:

Policy 519 – Interviews of Students by Outside Agencies

Policy 614 – School District Testing Plan and Procedure

Policy 701 – Establishment and Adoption of School District Budget

Policy 721 – Uniform Grant Guidance Policy Regarding Federal Revenue Sources

These revised policies will be presented for approval at the next regular meeting.

ADJOURNMENT:

A motion was made by Young, seconded by Leathers and carried unanimously to adjourn at 6:44 pm.

Cece Kroc, Clerk

AUSTIN PUBLIC SCHOOLS
School Board
Personnel Agenda
February 4, 2025

ADMINISTRATIVE

I. REQUEST FOR LEAVE

<u>Last,First Name</u>	<u>Position</u>	<u>Lane/Step</u>	<u>Location</u>	<u>Effective Date</u>
Diaz, Raymond	Assistant Principal		AHS	02/03/2025-02/24/2025

II. RETIREMENTS

<u>Last,First Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Willrodt, Sheri	Ex. Director of Special Services	District	10/15/2025

CERTIFIED STAFF

I. REQUESTS FOR LEAVE

<u>Last,First Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Good, Anna	Math Teacher	AHS	03/31/2025-05/16/2025
Good, Sam	SPED Teacher	AHS	03/31/2025-04/11/2025
Hamer, Kelli	Pi Teacher	Southgate	08/11/2025-01/16/2026
Jorgensen-Lowe, Valerie	Grade 4 Teacher	Southgate	02/10/2025-03/05/2025
Schafer, Patty	Science Teacher	Holton	03/07/2025-04/22/2025

II. RESIGNATIONS

<u>Last,First Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Adams, Janna	EL Teacher	Holton	05/30/2025
Estrada, Mercedes	ABE EL Teacher	Riverland	05/22/2025
Gormaz, Emma	SPED Teacher	Southgate	05/30/2025
Hermanson, Julie	SPED Teacher	AHS	03/07/2025
Meade, Annika	Kindergarten Teacher	Banfield	05/30/2025

III. RETIREMENTS

<u>Last,First Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Kautto, Mary	Vision Mobility Teacher	District	05/30/2025

NON-CERTIFIED STAFF

I. CONTRACTS FOR APPROVAL

<u>Last,First Name</u>	<u>Position</u>	<u>Step/Lane/Hours</u>	<u>Location</u>	<u>Effective Date</u>
Ausrud, Rachel	Accounts Payable	Step 1/8 hrs/day	District	02/17/2025
Berg, Julie	Noon Supervisor	Step 1/3.25 hrs/day	Southgate	01/21/2025
Flanders, Amy	Counseling Secretary	Step 1/8 hrs/day	AHS	01/27/2025

Gerlach, Kelley	Benefits Specialist		District	02/03/2025
Jannings, Sarah	MHP	Step 1/8 hrs/day	Ellis	01/27/2025
Macias, Sonia	Food Service Helper	Step 1/ 4.25 hrs/day	Southgate	02/10/2025
McGill, Casey	Security Para	Step 1/8 hrs/day	AHS	01/21/2025
Nelson, Kaya	SPED Para	Step 1/6.5 hrs/day	Southgate	02/03/2025
Pike, Janice	Food Service Helper	Step 1/3.75 hrs/day	Ellis	01/28/2025
Stadig, MacKenna	Gen Ed Para	Step 1/6.5 hrs/day	Southgate	01/27/2025

II. CHANGE IN ASSIGNMENTS

<u>Last,First Name</u>	<u>Position</u>	<u>Hours</u>	<u>Location</u>	<u>Effective Date</u>
Davis, Kristy	Food Service Helper	6 hrs/day	Ellis	
	2 nd Cook	7 hrs/day	Ellis	02/03/2025
Moore, Asia	Gen Ed Para	7.5 hrs/day	Ellis	
	SPED Para	7 hrs/day	Ellis	01/06/2025
Ryks, Brittney	Food Service Helper	4.25 hrs/day	AHS	
	Food Service Helper	5.75 hrs/day	AHS	01/06/2025
Volbrecht, Isaac	SPED Para	7 hrs/day	Ellis	
	Gen Ed Para	7.5 hrs/day	Ellis	01/02/2025

III. REQUEST FOR LEAVE

<u>Last,First Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Jannings, Sarah	SPED Para	Ellis	01/26/2025-05/30/2025
Lyahduku, Hsawreh	Success Coach	District	03/17/2025-04/20/2025

IV. RESIGNATIONS

<u>Last,First Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Adams, Jenn	Nurse	Southgate	02/14/2025
Gerlach, Kelley	Accounts Payable Secretary	District	02/02/2025
Joseph, Melissa	Food Service Helper	Ellis	01/24/2025
Nelson, Kaya	Kids Korner Site Lead	CLC	02/02/2025
Strilaeff, Rachel	SPED Coordinator	District	03/07/2025
Weinmann, Michael	Food Service Helper	Southgate	12/20/2024
Zarate, Christopher	Campus Security Para	AHS	12/17/2024

V. RETIREMENTS

<u>Last,First Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Nelson, Margie	Food Service Helper	Ellis	02/28/2025
Pfeifer, Lori	Food Service Helper	Ellis	01/08/2025
Tuchek, Russ	Custodian	AHS	02/28/2025

VI. TERMINATION

<u>Last,First Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Getchell, Melissa	MHP	Ellis	01/25/2025

CHECKS ISSUED: 1/27/2025 - 2/10/2025
FOR APPROVAL BY THE SCHOOL BOARD ON MONDAY, FEBRUARY 10, 2025.

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>
1/7/2025	PC250701				\$ 17,876.88	\$ 17,876.88
1/21/2025	W250705			\$1,282.04		\$ 1,282.04
1/22/2025	1/22/2025 AFLAC, W250706			\$1,325.15		\$ 1,325.15
1/24/2025	W250707			\$501,277.50		\$ 501,277.50
1/27/2025	1/27/2025 PERA TRA			\$279,738.67		\$ 279,738.67
1/28/2025	W250708, T250704, CB250704	\$ 286,085.71	\$ 22,904.72	\$543.70		\$ 309,534.13
1/29/2025	W250709, W250710			\$1,579,800.00		\$ 1,579,800.00
1/31/2025	1/31/2025 Payroll AP	\$ 29,598.03		\$595,500.59		\$ 625,098.62
2/4/2025	T250801, CB250801	\$ 144,609.01	\$ 15,588.30			\$ 160,197.31
2/5/2025	2/5/2025 TRA PERA			\$300,621.12		\$ 300,621.12
						\$ -
						\$ -
					TOTAL	\$ 3,776,751.42

<i>Payroll Summary</i>	
<i>Date</i>	<i>Total</i>
1/2/2025	\$ 1,315,788.44
1/16/2025	\$ 1,200,951.84
1/30/2025	\$ 1,321,557.63
TOTAL	\$3,838,297.91

<i>Health & Dental Fees & Claims</i>		
	<i>Health</i>	<i>Dental</i>
Week 1	\$ 386,045.82	
Week 2	\$ 380,288.93	\$ 8,064.09
Week 3	\$ 475,471.33	\$ 8,258.99
Week 4	\$ 446,082.81	\$ 13,176.99
Week 5	\$ 234,277.28	\$ 9,623.33
TOTAL	\$1,922,166.17	\$39,123.40
TOTAL	\$1,961,289.57	

GRAND TOTAL \$9,576,338.90

Board Packet

AP Run: 1/27/2025 PERA TRA — Post Date: 2025-01-27 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
01/27/2025	202003365	Wire Transfer	MN TEACHERS RETIREMENT ASSN	211,547.66	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
TRC.01162025.B	TRC - TRA COORD for 1/16/2025 Reg PR	01/16/2025	112,184.49		
			PAYROLL W/HOLDINGS-TRA PAYABLE	01 L 215 04	110,122.29
			PAYROLL W/HOLDING-TRA PAYABLE	04 L 215 04	2,062.20
TRC.01162025.D	TRC - TRA CORD for 1/16/2025 Reg PR	01/16/2025	99,363.17		
			PAYROLL W/HOLDINGS-TRA PAYABLE	01 L 215 04	97,536.66
			PAYROLL W/HOLDING-TRA PAYABLE	04 L 215 04	1,826.51
01/27/2025	202003366	Wire Transfer	PUBLIC EMPLOYEES RETIREMENT ASSN	68,191.01	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
PRC.01162025.B	PRC - PERA CORD for 1/16/2025 Reg PR	01/16/2025	36,530.87		
			PAYROLL W/HOLDINGS-PERA PAYABLE	01 L 215 03	31,841.81
			PAYROLL W/HOLDINGS-PERA PAYABLE	02 L 215 03	2,113.18
			PAYROLL W/HOLDING-PERA PAYABLE	04 L 215 03	2,264.30
			PAYROLL W/HOLDINGS-PERA PAYABLE	05 L 215 03	311.58
PRC.01162025.D	PRC - PERA CORD for 1/16/2025 Reg PR	01/16/2025	31,660.14		
			PAYROLL W/HOLDINGS-PERA PAYABLE	01 L 215 03	27,596.26
			PAYROLL W/HOLDINGS-PERA PAYABLE	02 L 215 03	1,831.46
			PAYROLL W/HOLDING-PERA PAYABLE	04 L 215 03	1,962.38
			PAYROLL W/HOLDINGS-PERA PAYABLE	05 L 215 03	270.04
Total:					\$279,738.67

1/27/2025 PERA TRA Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	2	279,738.67
Epayables:	0	0.00
Total:	2	\$279,738.67

Board Packet

AP Run: 1/22/2025 AFLAC — Post Date: 2025-01-22 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
01/22/2025	202003367	Wire Transfer	AFLAC	1,161.80	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
AFLAC.01022025.D	AFLAC - AFLAC for 1/2/2025 Reg PR	01/02/2025	580.90		
		PAYROLL W/HOLDINGS-AFLAC DEDUCTIONS		01 L 215 17	559.23
		PAYROLL W/HOLDING-AFLAC DEDUCTIONS		04 L 215 17	21.67
AFLAC.12192024.D	AFLAC - AFLAC for 12/19/2024 Reg PR	12/19/2024	580.90		
		PAYROLL W/HOLDINGS-AFLAC DEDUCTIONS		01 L 215 17	559.23
		PAYROLL W/HOLDING-AFLAC DEDUCTIONS		04 L 215 17	21.67
				Total:	\$1,161.80

1/22/2025 AFLAC Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	1	1,161.80
Epayables:	0	0.00
Total:	1	\$1,161.80

Board Packet

AP Run: W250706 — Post Date: 2025-01-22 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
01/22/2025	202003368	Wire Transfer	BREMER BANK	163.35	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
DECEMBER 2024	TO RECORD BREMER BANK FEES PER BANK STATEMENT DECEMBER 2024	01/22/2025	163.35		
				BANKING FEES-BUSINESS OFFICE-- 01 E 005 110 000 000 314	163.35
Total:					\$163.35

W250706 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	1	163.35
Epayables:	0	0.00
Total:	1	\$163.35

Board Packet

AP Run: W250707 — Post Date: 2025-01-24 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
01/24/2025	202003369	Wire Transfer	US BANK	501,277.50	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
2780342	PRINCIPAL AND INTEREST PAYMENT ON CERTIFICATE OF PARTICIPATION, SERIES 2019A	01/24/2025	423,925.00		
	PRN ON LT BLDG LEASE-CAP FAC-MACPHAIL-LEASE LEVY			01 E 005 850 074 389 570	350,000.00
	INT ON LT BLDG LEASE-CAP FAC-MACPHAIL-LEASE LEVY			01 E 005 850 074 389 571	73,925.00
2780347	PRINCIPAL AND INTEREST PAYMENT ON CERTIFICATE OF PARTICIPATION, SERIES 2022A	01/24/2025	77,352.50		
	PRN ON LT BLDG LEASE-CAP FAC-AHS-LEASE LEVY			01 E 005 850 040 389 570	60,000.00
	INT ON LT BLDG LEASE-CAP FAC-AHS-LEASE LEVY			01 E 005 850 040 389 571	17,352.50
				Total:	\$501,277.50

W250707 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	1	501,277.50
Epayables:	0	0.00
Total:	1	\$501,277.50

Board Packet

AP Run: W250708 — Post Date: 2025-01-28 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
01/28/2025	202003370	Wire Transfer	ALERUS	543.70	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
108697	JANUARY 2025 FSA FEES & JANUARY 2025 HSA FEES	01/28/2025	543.70		
	FEEES FOR SERVICES-BUSINESS OFFICE--			01 E 005 110 000 000 305	543.70
Total:					\$543.70

W250708 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	1	543.70
Epayables:	0	0.00
Total:	1	\$543.70

Board Packet

AP Run: T250704 — Post Date: 2025-01-28 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount
01/28/2025	56292	Check	1910 FRESH MEXICAN KITCHEN	312.50
Invoice Number	Description		Invoice Date	Invoice Amount
1093	NAPAC EVENT CATERING		01/13/2025	312.50
			FOOD-OTH PUP SUP--AM INDIAN ED AID	01 E 005 790 000 320 490
				312.50
01/28/2025	56293	Check	ALMS, SHARON A	85.96
Invoice Number	Description		Invoice Date	Invoice Amount
1572050	THE NEWS ROOM REIM.		01/16/2025	25.21
			TRAVEL CONV & CONF-SCHOOL BOARD--	01 E 005 010 000 000 366
				25.21
257	BRITS PUB REIM.		01/15/2025	26.00
			TRAVEL CONV & CONF-SCHOOL BOARD--	01 E 005 010 000 000 366
				26.00
3JEL	KELBER CATERING REIM.		01/16/2025	15.00
			TRAVEL CONV & CONF-SCHOOL BOARD--	01 E 005 010 000 000 366
				15.00
650852	HILTON REIM.		01/17/2025	13.00
			TRAVEL CONV & CONF-SCHOOL BOARD--	01 E 005 010 000 000 366
				13.00
AAAVRMQJALDN	CULVERS REIM.		01/17/2025	6.75
			TRAVEL CONV & CONF-SCHOOL BOARD--	01 E 005 010 000 000 366
				6.75
01/28/2025	56294	Check	AMAZON BUSINESS	650.61
Invoice Number	Description		Invoice Date	Invoice Amount
133C-MC4K-V7XR	COMPUTER MONITOR		01/10/2025	499.95
			EQUIPMENT-SEC--OPER CAP	05 E 310 211 000 302 530
				499.95
14QH-XJJ7-QP94	ANNABELL BENSON GRANT -KRISTEN HUGHES		01/14/2025	123.18
			INST SUPPLIES-SECONDARY ED-ABEG ANNABELLE BENSON	01 E 310 211 097 000 430
				123.18
1DGF-R6TK-1LJG	PT MATERIALS		01/12/2025	15.98
			INDIV INST SUPPLIES-SPED AGG--STATE SPED	01 E 005 420 000 740 433
				15.98
1FV6-3THY-14CM	ANNABELL BENSON GRANT -KRISTEN HUGHES		01/15/2025	11.50
			INST SUPPLIES-SECONDARY ED-ABEG ANNABELLE BENSON	01 E 310 211 097 000 430
				11.50
01/28/2025	56295	Check	ANCOM COMMUNICATIONS	80.00
Invoice Number	Description		Invoice Date	Invoice Amount
125752	PORTABLE RADIO REPAIR		01/09/2025	80.00
			REPAIR & MAINT SVCS-OPERATIONS--	01 E 005 810 000 000 350
				80.00

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Check Date	Check Number	Payment Type	Name	Check Amount		
01/28/2025	56296	Check	AUSTIN BUILDERS SUPPLY INC	24.22		
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
148635	DISTRICT SUPPLIES		01/06/2025	24.22		
			REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	24.22
01/28/2025	56297	Check	AUSTIN NOON LIONS CLUB	60.00		
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
011225	MEALS & DUES AMY THUESEN		01/12/2025	60.00		
			DUES & MEMBERSHIPS-ADM TECH SRV--		01 E 005 108 000 000 820	60.00
01/28/2025	56298	Check	AUSTIN UTILITIES	156,014.33		
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
JANUARY 2025	2024-2025 UTILITIES		01/25/2025	156,014.33		
			UTILITIES-OPERATIONS--		01 E 005 810 000 000 330	6,483.65
			WATER-OPERATIONS--		01 E 005 810 000 000 333	286.28
			FUELS-OPERATIONS--		01 E 005 810 000 000 440	2,027.39
			UTILITIES-OPERATIONS--		01 E 105 810 000 000 330	5,114.73
			WATER-OPERATIONS--		01 E 105 810 000 000 333	689.48
			FUELS-OPERATIONS--		01 E 105 810 000 000 440	6,703.85
			UTILITIES-OPERATIONS--		01 E 120 810 000 000 330	1,118.43
			WATER-OPERATIONS--		01 E 120 810 000 000 333	134.05
			FUELS-OPERATIONS--		01 E 120 810 000 000 440	1,365.82
			UTILITIES-OPERATIONS--		01 E 125 810 000 000 330	2,913.93
			WATER-OPERATIONS--		01 E 125 810 000 000 333	596.06
			FUELS-OPERATIONS--		01 E 125 810 000 000 440	5,914.38
			UTILITIES-OPERATIONS--		01 E 145 810 000 000 330	4,830.32
			WATER-OPERATIONS--		01 E 145 810 000 000 333	809.92
			FUELS-OPERATIONS--		01 E 145 810 000 000 440	5,832.20
			UTILITIES-OPERATIONS--		01 E 155 810 000 000 330	3,123.89
			WATER-OPERATIONS--		01 E 155 810 000 000 333	508.30
			FUELS-OPERATIONS--		01 E 155 810 000 000 440	3,937.66

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01/28/2025	56298	Check	AUSTIN UTILITIES	156,014.33	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
		UTILITIES-OPERATIONS--	01 E 185 810 000 000 330		8,494.42
		WATER-OPERATIONS--	01 E 185 810 000 000 333		849.34
		FUELS-OPERATIONS--	01 E 185 810 000 000 440		4,445.20
		UTILITIES-OPERATIONS--	01 E 210 810 000 000 330		10,104.83
		WATER-OPERATIONS--	01 E 210 810 000 000 333		1,447.26
		FUELS-OPERATIONS--	01 E 210 810 000 000 440		15,483.27
		UTILITIES-OPERATIONS--	01 E 310 810 000 000 330		22,961.27
		WATER-OPERATIONS--	01 E 310 810 000 000 333		2,025.43
		FUELS-OPERATIONS--	01 E 310 810 000 000 440		17,329.27
		FUELS-OPERATIONS--	01 E 311 810 000 000 440		17,865.43
		UTILITIES-OTH COM PRG--COM ED	04 E 500 590 000 321 330		1,118.42
		WATER-OTH COM PRG--COM ED	04 E 500 590 000 321 333		134.04
		FUEL FOR BLDGS-OTH COM PRG--COM ED	04 E 500 590 000 321 440		1,365.81
01/28/2025	56299	Check	BASKIN, KATIE A	249.81	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
011725	MILEAGE REIM.	01/17/2025	138.60		
		TRAVEL CONV & CONF-PERSONNEL--	01 E 005 160 000 000 366		138.60
1572048	THE NEWS ROOM REIM.	01/16/2025	25.21		
		TRAVEL CONV & CONF-PERSONNEL--	01 E 005 160 000 000 366		25.21
253	BRITS PUB REIM.	01/15/2025	26.00		
		TRAVEL CONV & CONF-PERSONNEL--	01 E 005 160 000 000 366		26.00
30455	PARKING	01/17/2025	34.00		
		TRAVEL CONV & CONF-PERSONNEL--	01 E 005 160 000 000 366		34.00
650839	HILTON REIM.	01/17/2025	13.00		
		TRAVEL CONV & CONF-PERSONNEL--	01 E 005 160 000 000 366		13.00
669533	HILTON REIM.	01/16/2025	13.00		
		TRAVEL CONV & CONF-PERSONNEL--	01 E 005 160 000 000 366		13.00

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Check Date	Check Number	Payment Type	Name	Check Amount
01/28/2025	56300	Check	BETHANY HANDER	53.50
Invoice Number	Description	Invoice Date	Invoice Amount	Account
012225	MSHSCA ANNUAL MEMBERSHIP REIM.	01/22/2025	53.50	
	DUES & MEMBERSHIP-GIRLS ATHL-GYMNASTICS-		66 E 310 296 106 000 820	53.50
01/28/2025	56301	Check	CARLSON, JANE	154.60
Invoice Number	Description	Invoice Date	Invoice Amount	Account
011625	MILEAGE REIM.	01/16/2025	138.60	
	TRAVEL CONV/CONF-STAFF DEV-PACKER PROFILE-		01 E 310 640 210 000 366	138.60
28419	PARKING REIM.	01/16/2025	16.00	
	TRAVEL CONV/CONF-STAFF DEV-PACKER PROFILE-		01 E 310 640 210 000 366	16.00
01/28/2025	56302	Check	DEYO, REBECCA G	75.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
011625	MILEAGE REIM.	01/16/2025	67.00	
	TRAVEL CONV/CONF-STAFF DEV-PACKER PROFILE-		01 E 310 640 210 000 366	67.00
28419	PARKING REIM.	01/16/2025	8.00	
	TRAVEL CONV/CONF-STAFF DEV-PACKER PROFILE-		01 E 310 640 210 000 366	8.00
01/28/2025	56303	Check	DUBE, CAROLYN A	280.45
Invoice Number	Description	Invoice Date	Invoice Amount	Account
011425	MILEAGE REIM.	01/14/2025	138.60	
	TRAVEL CONV & CONF-SCHOOL BOARD--		01 E 005 010 000 000 366	138.60
011725	PARKING REIM.	01/17/2025	51.00	
	TRAVEL CONV & CONF-SCHOOL BOARD--		01 E 005 010 000 000 366	51.00
05985Z	DUNN BROTHERS	01/16/2025	13.00	
	TRAVEL CONV & CONF-SCHOOL BOARD--		01 E 005 010 000 000 366	13.00
1572052	THE NEWS ROOM REIM.	01/16/2025	26.00	
	TRAVEL CONV & CONF-SCHOOL BOARD--		01 E 005 010 000 000 366	26.00
259	BRITS PUB REIM.	01/15/2025	26.00	
	TRAVEL CONV & CONF-SCHOOL BOARD--		01 E 005 010 000 000 366	26.00
640900	HILTON REIM.	01/16/2025	15.00	
	TRAVEL CONV & CONF-SCHOOL BOARD--		01 E 005 010 000 000 366	15.00

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Check Date	Check Number	Payment Type	Name			Check Amount
01/28/2025	56303	Check	DUBE, CAROLYN A			280.45
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
9065828	CHIC FIL A REIM.		01/17/2025	10.85		
			TRAVEL CONV & CONF-SCHOOL BOARD--	01 E 005 010 000 000 366		10.85
01/28/2025	56304	Check	HARTMAN, ROBERT W			253.01
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
011725	MILEAGE REIM.		01/17/2025	138.60		
			TRAVEL CONV & CONF-SCHOOL BOARD--	01 E 005 010 000 000 366		138.60
1572022	THE NEWS ROOM REIM.		01/16/2025	26.00		
			TRAVEL CONV & CONF-SCHOOL BOARD--	01 E 005 010 000 000 366		26.00
173530	DUNN BROTHERS REIM.		01/16/2025	15.00		
			TRAVEL CONV & CONF-SCHOOL BOARD--	01 E 005 010 000 000 366		15.00
248	BRITS PUB REIM.		01/15/2025	22.41		
			TRAVEL CONV & CONF-SCHOOL BOARD--	01 E 005 010 000 000 366		22.41
30444	PARKING REIM.		01/17/2025	51.00		
			TRAVEL CONV & CONF-SCHOOL BOARD--	01 E 005 010 000 000 366		51.00
01/28/2025	56305	Check	HAUGEN, COREY			246.19
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
011725	MILEAGE REIM.		01/17/2025	138.60		
			TRAVEL CONV & CONF-SUPERINTENDENT--	01 E 005 020 000 000 366		138.60
135	JIMMY JOHNS REIM.		01/16/2025	9.80		
			TRAVEL CONV & CONF-SUPERINTENDENT--	01 E 005 020 000 000 366		9.80
1572046	THE NEWS ROOM REIM.		01/16/2025	25.27		
			TRAVEL CONV & CONF-SUPERINTENDENT--	01 E 005 020 000 000 366		25.27
252	BRITS PUB REIM.		01/15/2025	26.00		
			TRAVEL CONV & CONF-SUPERINTENDENT--	01 E 005 020 000 000 366		26.00
30419	PARKING REIM.		01/17/2025	34.00		
			TRAVEL CONV & CONF-SUPERINTENDENT--	01 E 005 020 000 000 366		34.00
516280	SUBWAY REIM.		01/17/2025	12.52		
			TRAVEL CONV & CONF-SUPERINTENDENT--	01 E 005 020 000 000 366		12.52

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Check Date	Check Number	Payment Type	Name	Check Amount
01/28/2025	56306	Check	HOUGHTON MIFFLIN COMPANY	2,613.75
Invoice Number	Description	Invoice Date	Invoice Amount	Account
829434	MAP GROWTH ASSESSMENTS	11/14/2024	2,613.75	
		TESTS-OTH COM PRG--NON PUB TEXT	04 E 705 590 000 351 461	2,613.75
01/28/2025	56307	Check	IEA	2,166.25
Invoice Number	Description	Invoice Date	Invoice Amount	Account
00056096	PROFESSIONAL SERVICES DECEMBER 2024 PROJECT 202410893	01/14/2025	2,166.25	
		CONSULTING FEES/FEES FOR SVCS-LTFM--IAQ	05 E 005 865 000 366 305	2,166.25
01/28/2025	56308	Check	IMAGERY SOUND AND LIGHT SHOWS	8,650.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
010225	YEARLY EVENTS AT APS	01/02/2025	8,650.00	
		FEES FOR SERVICES-OPERATIONS-SPECIAL EVENTS	01 E 005 810 948 000 305	8,650.00
01/28/2025	56309	Check	IMPERIAL DADE	689.06
Invoice Number	Description	Invoice Date	Invoice Amount	Account
4326387	CUSTODIAL SUPPLIES FOR AHS FY 2024-2025	01/03/2025	0.34	
		CUSTODIAL SUPPLIES-OPERATIONS--	01 E 005 810 000 000 410	0.34
4331151	CUSTODIAL SUPPLIES FOR AHS FY 2024-2025	01/15/2025	688.72	
		CUSTODIAL SUPPLIES-OPERATIONS--	01 E 005 810 000 000 410	688.72
01/28/2025	56310	Check	JAYTECH, INC.	1,285.56
Invoice Number	Description	Invoice Date	Invoice Amount	Account
237983	BOILER WATER TREATMENT	11/25/2024	1,285.56	
		REPAIR/MAINTENANCE-LTFM--PLUMBING	05 E 005 865 000 381 350	1,285.56
01/28/2025	56311	Check	KELLER, KATHERINE	19.79
Invoice Number	Description	Invoice Date	Invoice Amount	Account
288699168	SIGHTWORD READING REIM.	01/09/2025	19.79	
		INSTRUCTL SUPPLIES-ELEM ED--	01 E 155 203 000 000 430	19.79

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Check Date	Check Number	Payment Type	Name	Check Amount	
01/28/2025	56312	Check	LAWSON PRODUCTS, INC	78.53	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
9312087455	MAINTENANCE SUPPLIES FY 2024-2025	12/17/2024	78.53		
		REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	78.53	
01/28/2025	56313	Check	LECHTENBERG, TODD	258.49	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
011725	MILEAGE REIM.	01/17/2025	137.20		
		TRAVEL CONV & CONF-BUSINESS OFFICE--	01 E 005 110 000 000 366	137.20	
1572055	THE NEWS ROOM REIM.	01/16/2025	26.00		
		TRAVEL CONV & CONF-BUSINESS OFFICE--	01 E 005 110 000 000 366	26.00	
249	BRITS PUB REIM.	01/15/2025	22.41		
		TRAVEL CONV & CONF-BUSINESS OFFICE--	01 E 005 110 000 000 366	22.41	
30434	PARKING REIM.	01/17/2025	34.00		
		TRAVEL CONV & CONF-BUSINESS OFFICE--	01 E 005 110 000 000 366	34.00	
565989	HILTON REIM.	01/16/2025	12.88		
		TRAVEL CONV & CONF-BUSINESS OFFICE--	01 E 005 110 000 000 366	12.88	
650846	HILTON REIM.	01/17/2025	13.00		
		TRAVEL CONV & CONF-BUSINESS OFFICE--	01 E 005 110 000 000 366	13.00	
669530	HILTON REIM.	01/16/2025	13.00		
		TRAVEL CONV & CONF-BUSINESS OFFICE--	01 E 005 110 000 000 366	13.00	
01/28/2025	56314	Check	LEGACY DENTAL	142.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
0111	LEWIS SCHOLARSHIP FUND J.R. ACCOUNT #4294971018	01/23/2025	142.00		
		SCHOLARSHIPS-LEWIS--SCHOLARSHIPS	08 E 005 962 000 340 898	142.00	
01/28/2025	56315	Check	MEI TOTAL ELVATOR SOLUTIONS	1,722.99	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1108363	ELEVATOR MONTHLY INSPECTIONS BLANKET PO FY 2024-2025	01/01/2025	1,267.86		
		CONSULT FEES/FEES FOR SVCS-LTFM--PHYSICAL HAZARDS	05 E 005 865 000 347 305	1,267.86	

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01/28/2025	56315	Check	MEI TOTAL ELVATOR SOLUTIONS	1,722.99	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1108364	ELEVATOR MONTHLY INSPECTIONS BLANKET PO FY 2024-2025	01/01/2025	455.13		
	CONSULT FEES/FEES FOR SVCS-LTFM--PHYSICAL HAZARDS			05 E 005 865 000 347 305	455.13
01/28/2025	56316	Check	METRO FIBERNET, LLC	574.08	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
JANUARY 2025	JANUARY SERVICE	01/16/2025	574.08		
	TELEPHONE-GEN ADM--			01 E 005 105 000 000 320	99.95
	TELEPHONE-OPERATIONS--			01 E 005 810 000 000 320	224.18
	TELEPHONE-OPERATIONS--			01 E 310 810 000 000 320	249.95
01/28/2025	56317	Check	MIDDLE LEVEL BAND DIRECTORS ASSN	720.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
012325	SOLO & ENSEMBLE FESITVAL ENTRIES IJ HOLTON	01/23/2025	180.00		
	STU TRV ALLOW/ENT FEE-MUSIC--CHOIR			11 E 185 258 000 133 369	180.00
012725	SOLO/ENSEMBLE REGISTRATION ORCHESTRA ELLIS	01/27/2025	290.00		
	STU TRV ALLOW/ENT FEE-MUSIC-ELLIS-ORCHESTRA			11 E 210 258 030 134 369	290.00
012725-2	SOLO/ENSEMBLE REGISTRATION BAND ELLIS	01/27/2025	250.00		
	STU TRV ALLOW/ENT FEE-MUSIC-ELLIS-BAND			11 E 210 258 030 132 369	250.00
01/28/2025	56318	Check	MINNESOTA SWIM COACHES ASSOCIATION	170.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
20250001	SECTION AWARDS	01/10/2025	170.00		
	GEN SUPPLIES-BOYS ATHL-SWIM/DIVE-			66 E 310 294 108 000 401	170.00
01/28/2025	56319	Check	MK MUSIC REPAIR	87.16	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
32388	FLUTE REPAIR	12/09/2024	21.50		
	REPAIR & MAINT SVCS-MUSIC--			01 E 310 258 000 000 350	21.50
32436	BARI SAXOPHONE REPAIR	12/28/2024	36.66		
	REPAIR & MAINT SVCS-MUSIC--			01 E 310 258 000 000 350	36.66

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Check Date	Check Number	Payment Type	Name	Check Amount
01/28/2025	56319	Check	MK MUSIC REPAIR	87.16
Invoice Number	Description	Invoice Date	Invoice Amount	Account
32488	FRENCH HORN REPAIR	01/13/2025	29.00	
		REPAIR & MAINT SVCS-MUSIC--	01 E 310 258 000 000 350	29.00
01/28/2025	56320	Check	MOWER COUNTY HUMAN SERVICES	22,699.60
Invoice Number	Description	Invoice Date	Invoice Amount	Account
1063	MOWER COUNTY NURSING SERVICES	01/14/2025	22,699.60	
		FEEES FOR SERVICES-OTH COM PRG--NON PUB HEALTH	04 E 705 590 000 350 305	22,699.60
01/28/2025	56321	Check	NEXUS SOLUTIONS, LLC	10,385.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
763U	PROJECT M09-UTI UTILITY TRACKING	07/01/2024	3,130.00	
		FEEES FOR SERVICES-OPERATIONS--SEE PROGRAM	01 E 005 810 000 072 305	3,130.00
771U	M09-UT1 AUSTIN SD TRACKING	07/01/2024	3,900.00	
		FEEES FOR SERVICES-OPERATIONS--SEE PROGRAM	01 E 005 810 000 072 305	3,900.00
785U	PROJECT M09-UTI AUSTIN SD TRACKING	12/31/2024	1,635.00	
		FEEES FOR SERVICES-OPERATIONS--SEE PROGRAM	01 E 005 810 000 072 305	1,635.00
786U	PROJECT M09-UTI AUSTIN SD TRACKING	12/31/2024	1,720.00	
		FEEES FOR SERVICES-OPERATIONS--SEE PROGRAM	01 E 005 810 000 072 305	1,720.00
01/28/2025	56322	Check	NEXUS-GERARD FAMILY HEALING	995.42
Invoice Number	Description	Invoice Date	Invoice Amount	Account
012125	DIAGNOSTICS & THERAPY	01/21/2025	995.42	
		FEEES FOR SERVICES-SPED AGG--	01 E 005 420 000 000 305	995.42
01/28/2025	56323	Check	OELFKE, LEA M	18.17
Invoice Number	Description	Invoice Date	Invoice Amount	Account
10923349	KWIK TRIP REIM.	01/17/2025	18.17	
		GENERAL SUPPLIES-OTH PUP SUP-REACH-	01 E 210 790 489 000 401	18.17

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Check Date	Check Number	Payment Type	Name	Check Amount	
01/28/2025	56324	Check	PAGE, JOEY	296.70	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
011725	MILEAGE REIM.	01/17/2025	138.74		
				TRAVEL CONV & CONF-SUPERINTENDENT-- 01 E 005 020 000 000 366	138.74
14	THE DEVIL'S ADVOCATE REIM.	01/14/2025	26.00		
				TRAVEL CONV & CONF-SUPERINTENDENT-- 01 E 005 020 000 000 366	26.00
1572051	THE NEWS ROOM REIM.	01/16/2025	20.67		
				TRAVEL CONV & CONF-SUPERINTENDENT-- 01 E 005 020 000 000 366	20.67
250	BRITS PUB REIM.	01/15/2025	21.29		
				TRAVEL CONV & CONF-SUPERINTENDENT-- 01 E 005 020 000 000 366	21.29
30191	PARKING	01/15/2025	17.00		
				TRAVEL CONV & CONF-SUPERINTENDENT-- 01 E 005 020 000 000 366	17.00
30260	PARKING	01/16/2025	17.00		
				TRAVEL CONV & CONF-SUPERINTENDENT-- 01 E 005 020 000 000 366	17.00
30464	PARKING	01/17/2025	17.00		
				TRAVEL CONV & CONF-SUPERINTENDENT-- 01 E 005 020 000 000 366	17.00
650756	HILTON REIM.	01/15/2025	13.00		
				TRAVEL CONV & CONF-SUPERINTENDENT-- 01 E 005 020 000 000 366	13.00
650779	HILTON REIM.	01/16/2025	13.00		
				TRAVEL CONV & CONF-SUPERINTENDENT-- 01 E 005 020 000 000 366	13.00
650838	HILTON REIM.	01/17/2025	13.00		
				TRAVEL CONV & CONF-SUPERINTENDENT-- 01 E 005 020 000 000 366	13.00
01/28/2025	56325	Check	PALMER BUS SERVICE	355.35	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
INV13219	ELLIS REACH	12/31/2024	118.45		
				TRANSPORTATION CONTACTS-OTH PUP SUP-REACH- 01 E 210 790 489 000 360	118.45
INV13222	REACH ELLIS	12/31/2024	236.90		
				TRANSPORTATION CONTACTS-OTH PUP SUP-REACH- 01 E 210 790 489 000 360	236.90

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01/28/2025	56326	Check	PHO KAYAH CO	200.53	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1126	NAPAC EVENT CAERING	01/22/2025	200.53		
			FOOD-OTH PUP SUP--AM INDIAN ED AID	01 E 005 790 000 320 490	200.53
01/28/2025	56327	Check	RASO, MATT M	197.24	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
04257002322060109 8	WALMART REIM.	01/10/2025	8.90		
			GENERAL SUPPLIES-OTH PUP SUP-REACH-	01 E 210 790 489 000 401	8.90
04257003965080952 8	WALMART REIM.	01/08/2025	188.34		
			GENERAL SUPPLIES-OTH PUP SUP-REACH-	01 E 210 790 489 000 401	188.34
01/28/2025	56328	Check	RATWIK ROSZAK & MALONEY PA	9,501.28	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
78290	DECEMBER LEGAL	01/01/2025	9,501.28		
			LEGAL SERVICES-PERSONNEL--	01 E 005 160 000 000 313	9,501.28
01/28/2025	56329	Check	REGENCY HOME HEALTHCARE SERVICES LLC	3,141.60	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
8838-01	CONTRACTED NURSING SVC	01/22/2025	3,141.60		
			PMTS FOR ED PURP OTH AG-SEV MULT IMP--STATE SPED	01 E 310 416 000 740 394	3,141.60
01/28/2025	56330	Check	RENT 'N SAVE PORTABLE SERVICES	450.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
79651	DISTRICT-PORTABLE REST ROOMS	07/31/2024	225.00		
			REFUSE REMOVAL-OPERATIONS--	01 E 005 810 000 000 332	225.00
79652	DISTRICT-PORTABLE REST ROOMS	08/31/2024	225.00		
			REFUSE REMOVAL-OPERATIONS--	01 E 005 810 000 000 332	225.00
01/28/2025	56331	Check	SOLIANT HEALTH LLC	3,880.93	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
21115391	CONTRACTED SVC SLP	01/19/2025	3,880.93		
			PMT FOR ED PURP-SPEECH--STATE SPED	01 E 005 401 000 740 394	3,880.93

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Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount
01/28/2025	56332	Check	SORENSEN, LINDSAY R	32.65
Invoice Number	Description		Invoice Date	Invoice Amount
112-4144208-7865819	AMAZON REIM.		01/11/2025	32.65
			INSTRUCTL SUPPLIES-SCIENCE--	01 E 185 260 000 000 430
				32.65
01/28/2025	56333	Check	THOMPSON SANITATION INC	695.95
Invoice Number	Description		Invoice Date	Invoice Amount
79687	WASTE REMOVAL DISTRICT WIDE BLANKET PO FY 2024-2025		01/02/2025	695.95
			REFUSE REMOVAL-OPERATIONS--	01 E 210 810 000 000 332
				695.95
01/28/2025	56334	Check	WENCL, AMBER OR JASON	74.85
Invoice Number	Description		Invoice Date	Invoice Amount
012225	LUNCH MONEY REFUND D.W.		01/22/2025	74.85
			SALES TO PUPILS-FOOD SVC--TYPE A	02 R 005 770 000 701 601
				74.85
01/28/2025	56335	Check	WESTONKA SPEECH TEAM	102.00
Invoice Number	Description		Invoice Date	Invoice Amount
012025	SPEECH TOURNAMENT FEE		01/20/2025	102.00
			STU TRV ALLOW/ENT FEE-EXT CUR-SPEECH-	01 E 310 298 080 000 369
				102.00
01/28/2025	56336	Check	WILLRODT, SHERI K	237.60
Invoice Number	Description		Invoice Date	Invoice Amount
011525	MILEAGE REIM.		01/15/2025	138.60
			TRAVEL CONV & CONF-SPED AGG-PRO DEV-IDEA-611	01 E 005 420 640 419 366
				138.60
011725	PARKING REIM.		01/17/2025	34.00
			TRAVEL CONV & CONF-SPED AGG-PRO DEV-IDEA-611	01 E 005 420 640 419 366
				34.00
1572045	THE NICOLLET REIM.		01/16/2025	26.00
			TRAVEL CONV & CONF-SPED AGG-PRO DEV-IDEA-611	01 E 005 420 640 419 366
				26.00
256	BRITS PUB REIM.		01/15/2025	26.00
			TRAVEL CONV & CONF-SPED AGG-PRO DEV-IDEA-611	01 E 005 420 640 419 366
				26.00
650843	HILTON REIM.		01/17/2025	13.00
			TRAVEL CONV & CONF-ECSE-PRO DEV-IDEA-611	01 E 005 412 640 419 366
				13.00

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Check Date	Check Number	Payment Type	Name	Check Amount	
01/28/2025	56337	Check	ZUMBRO EDUCATION DISTRICT	55,103.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
011725	SLP CONTRACTED SVC	01/20/2025	54,453.00		
		PMT FOR ED PURP-SPEECH--STATE SPED		01 E 005 401 000 740 394	51,169.50
		PMT FOR ED PURP-SPEECH--		01 E 312 401 000 000 394	2,210.85
		FEEES FOR SERVICES-GEN SPED--		01 E 450 400 000 000 305	1,072.65
3761	MONTHLY DIRECTOR MEETINGS & CONFERENCE	08/19/2024	650.00		
		TRAVEL CONV & CONF-SPED AGG-PRO DEV-IDEA-611		01 E 005 420 640 419 366	650.00
				Total:	\$286,085.71

T250704 Summary

Type	Count	Amount
Regular	46	286,085.71
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	46	\$286,085.71

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Check Date	Check Number	Payment Type	Name	Check Amount	
01/28/2025	5000002245		AUSTIN ELECTRIC*	17,011.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
2401313	AHS/ANNEX	01/06/2025	6,450.00		
			BLDG ACQ/CONSTRUCTION-LTFM--ELECTRICAL	05 E 005 865 000 370 520	6,450.00
2401314	AHS CAFETERIA ELEVATOR; ELECTRICAL UPGRADES	01/15/2025	10,561.00		
			BLDG ACQ/CONSTRUCTION-LTFM--ELECTRICAL	05 E 005 865 000 370 520	10,561.00
01/28/2025	5000002246		AUSTIN NEWSPAPERS, INC*	150.40	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1931120	PUBLICATION OF MEETING MINTUES, PUBLIC HEARINGS, ELECTION NOTICES, AND JOINT PUBLICATION	01/06/2025	67.84		
			FEES FOR SERVICES-SCHOOL BOARD--	01 E 005 010 000 000 305	67.84
1931125	PUBLICATION OF MEETING MINTUES, PUBLIC HEARINGS, ELECTION NOTICES, AND JOINT PUBLICATION	01/06/2025	36.80		
			FEES FOR SERVICES-SCHOOL BOARD--	01 E 005 010 000 000 305	36.80
1931129	PUBLICATION OF MEETING MINTUES, PUBLIC HEARINGS, ELECTION NOTICES, AND JOINT PUBLICATION	01/06/2025	45.76		
			FEES FOR SERVICES-SCHOOL BOARD--	01 E 005 010 000 000 305	45.76
01/28/2025	5000002247		CUSTOM ALARM INC*	221.01	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
598786	ALARM MONITORING WOODSON	01/10/2025	221.01		
			FEES FOR SVCS-LTFM--FIRE SAFETY	05 E 005 865 000 363 305	221.01
01/28/2025	5000002248		HILLYARD/HUTCHINSON*	5,029.04	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
605700011	CUSTODIAL SUPPLIES BLANKET PO FY 2024-2025	01/03/2025	2,424.82		
			CUSTODIAL SUPPLIES-OPERATIONS--	01 E 005 810 000 000 410	2,424.82
605700012	CUSTODIAL SUPPLIES BLANKET PO FY 2024-2025	01/03/2025	1,205.16		
			CUSTODIAL SUPPLIES-OPERATIONS--	01 E 005 810 000 000 410	1,205.16
605706558	CUSTODIAL SUPPLIES BLANKET PO FY 2024-2025	01/10/2025	867.23		
			CUSTODIAL SUPPLIES-OPERATIONS--	01 E 005 810 000 000 410	867.23

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Check Date	Check Number	Payment Type	Name	Check Amount	
01/28/2025	5000002248		HILLYARD/HUTCHINSON*	5,029.04	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
605706559	CUSTODIAL SUPPLIES BLANKET PO FY 2024-2025	01/10/2025	392.62		
			CUSTODIAL SUPPLIES-OPERATIONS--	01 E 005 810 000 000 410	392.62
605706560	CUSTODIAL SUPPLIES BLANKET PO FY 2024-2025	01/10/2025	139.21		
			CUSTODIAL SUPPLIES-OPERATIONS--	01 E 005 810 000 000 410	139.21
01/28/2025	5000002249		JW PEPPER & SON INC*	6.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
367134832	ORCHESTRA SHEET MUSIC	01/13/2025	6.00		
			INSTRUCTL SUPPLIES-MUSIC--	01 E 310 258 000 000 430	6.00
01/28/2025	5000002250		RICOH USA INC*	109.01	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
5070800803	SPED ADMIN COPIER	01/14/2025	109.01		
			REPAIR & MAINT SVCS-SPED AGG--IDEA-611	01 E 005 420 000 419 350	109.01
01/28/2025	5000002251		W W GRAINGER INC*	378.26	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
9361212575	MAINTENANCE SUPPLIES BLANKET PO FY 2024-2025	01/03/2025	142.96		
			REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	142.96
9361593206	MAINTENANCE SUPPLIES BLANKET PO FY 2024-2025	01/06/2025	91.28		
			REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	91.28
9361593214	MAINTENANCE SUPPLIES BLANKET PO FY 2024-2025	01/06/2025	144.02		
			REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	144.02
Total:					\$22,904.72

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Check Date	Check Number	Payment Type	Name	Check Amount
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CB250704 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	7	22,904.72
Total:	7	\$22,904.72

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AP Run: W250705 — Post Date: 2025-01-21 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
01/21/2025	202003371	Wire Transfer	BANFIELD ELEMENTARY SCHOOL	299.82	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
0022500044	BLAKE HENELY - FAMILY NIGHT CASE OF 8 OZ WATERS 6 @ \$5.35/CASE BLAKE HENELY - FAMILY NIGHT CASE OF POPCORN 2 @ \$39.05/CASE BLAKE HENELY - FAMILY NIGHT CASE OF SCOOPS 2 @ \$34.36/CASE BLAKE HENELY - FAMILY NIGHT CASE OF RICE KRISPIS TREATS 1 @ \$120.90/CASE	01/21/2025	299.82		
	BANFIELD-TITLE I-PR YR PARENTAL INVOLV-TITLE I	01 E 105 216 631 401 490			299.82
01/21/2025	202003372	Wire Transfer	CABEEN, JESSICA M	141.06	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
0022500054	AOA SNACK PURCHASE CASE OF GOLDFISH CRACKERS 1 @ 78.71 AOA SNACK PURCHASE CASE OF GRANOLA BARS 1 @ 47.06 AOA SNACK PURCHASE HOT COCOA 1 @ 15.29	01/21/2025	141.06		
	FOOD-SECONDARY-MISC DONATIONS-	01 E 175 211 806 000 490			50.00
	FOOD-SECONDARY ED-DIRECT ADMISSIONS-	01 E 310 211 813 000 490			91.06
01/21/2025	202003373	Wire Transfer	ELLIS MIDDLE SCHOOL	41.16	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
0022500058	SANDY DETWILER - MATH LEAGUE SNACKS 6.75 OZ JUICE 42 @ \$.39 EACH SANDY DETWILER - MATH LEAGUE SNACKS CHEEZ ITS 42 @ \$.29 EACH SANDY DETWILER - MATH LEAGUE SNACKS SCOOBIES 42 @ \$.30 EACH	01/21/2025	41.16		
	FOOD-GIFTED--GIFT/TA	01 E 005 218 000 388 490			41.16

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AP Run: W250705 — Post Date: 2025-01-21 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount
01/21/2025	202003374	Wire Transfer	IJ HOLTON	800.00

Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1402500005	DIGITAL SIGNAGE-CAROUSEL LICENSE 1 YR 5 @ \$160. 00 EACH MINNESOTA FTLA MISSISSIPPI FTLA OUTSIDE OF CAFETERIA GYMS TECH CAFE DESK	01/21/2025	800.00		
				INST SOFTWARE LIC-ELEM ED-- 01 E 185 203 000 000 406	800.00
Total:					\$1,282.04

W250705 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	4	1,282.04
Epayables:	0	0.00
Total:	4	\$1,282.04

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AP Run: PC250701 — Post Date: 2025-01-07 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount
01/07/2025	6000001846	Wire Transfer	4IMPRINT INC*	495.82
Invoice Number	Description	Invoice Date	Invoice Amount	Account
28524703	DESIGNER STICKY NOTES	12/17/2024	495.82	
		GEN SUPPLIES-ELEM ED--	01 E 105 203 000 000 401	495.82
01/07/2025	6000001847	Wire Transfer	AMERICAN TIME & SIGNAL	350.71
Invoice Number	Description	Invoice Date	Invoice Amount	Account
884714	WOODSON IQ BATTERY	12/16/2024	189.90	
		BATTERY REPLACEMENT-OPERATIONS--	01 E 005 810 000 000 411	189.90
884730	BANFIELD IQ BATTERY	12/17/2024	160.81	
		BATTERY REPLACEMENT-OPERATIONS--	01 E 005 810 000 000 411	160.81
01/07/2025	6000001848	Wire Transfer	AUSTIN MARRIOTT DOWNTOWN	1,157.32
Invoice Number	Description	Invoice Date	Invoice Amount	Account
1606714399	KATIE CARTER NIAAA CONFERENCE HOTEL	12/16/2024	1,157.32	
		TRAVEL CONV & CONF-BOY/GIRL-ATHLETICS-	01 E 310 292 100 000 366	1,157.32
01/07/2025	6000001849	Wire Transfer	BUREAU OF EDUCATION & RESEARCH	295.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
117314	ONLINE CLASS FOR ALYSSA MONAHAN	12/17/2024	295.00	
		TRAVEL CONV & CONF-STAFF DEV--STAFF DEV	01 E 120 640 000 316 366	295.00
01/07/2025	6000001850	Wire Transfer	DELTA AIR LINES INC.	1,457.90
Invoice Number	Description	Invoice Date	Invoice Amount	Account
0062287100965	JOEY PAGE AASA FLIGHT	12/03/2024	728.95	
		TRAVEL CONV & CONF-SUPERINTENDENT--	01 E 005 020 000 000 366	728.95
0062287100966	JOEY PAGE PASSENGER AASA FLIGHT REIMBURSED	12/03/2024	728.95	
		TRAVEL CONV & CONF-SUPERINTENDENT--	01 E 005 020 000 000 366	728.95
01/07/2025	6000001851	Wire Transfer	DESKTOP PUBLISHING SUPPLIES	95.92
Invoice Number	Description	Invoice Date	Invoice Amount	Account
20047991	AWARD CERTIFICATES FOR STUDENTS	12/09/2024	95.92	
		GEN SUPPLIES-ELEM ED--	01 E 185 203 000 000 401	95.92

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Check Date	Check Number	Payment Type	Name	Check Amount
01/07/2025	6000001852	Wire Transfer	EBAY	442.79
Invoice Number	Description	Invoice Date	Invoice Amount	Account
23-12439-40754	DIVERSA POWER PACK	12/16/2024	442.79	
		REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	442.79
01/07/2025	6000001853	Wire Transfer	GODFATHER'S PIZZA*	117.50
Invoice Number	Description	Invoice Date	Invoice Amount	Account
0612009195	PIZZA FOR MEETING	12/09/2024	84.00	
		FOOD-SUPERINTENDENT--	01 E 005 020 000 000 490	84.00
1012011484	PIZZA FOR MEETING	12/11/2024	33.50	
		FOOD-KIDS KORNER--COM ED	04 E 500 570 000 321 490	33.50
01/07/2025	6000001854	Wire Transfer	HOBBY LOBBY	31.37
Invoice Number	Description	Invoice Date	Invoice Amount	Account
143212091042	CLASS PARTY SUPPLIES	12/11/2024	31.37	
		INSTRUCTIONAL SUP-GEN COM ED--COM ED	04 E 500 505 000 321 430	31.37
01/07/2025	6000001855	Wire Transfer	HOME DEPOT USA	615.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
WM92845215	AHS ROBOTICS SUPPLIES	12/23/2024	169.00	
		GEN SUPPLIES-SEC--ROBOTICS HRML	01 E 005 211 000 150 401	169.00
WM92845215-2	AHS ROBOTICS SUPPLIES	12/23/2024	446.00	
		GEN SUPPLIES-SEC--ROBOTICS HRML	01 E 005 211 000 150 401	446.00
01/07/2025	6000001856	Wire Transfer	MINNESOTA TIMBERWOLVES	897.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
37607730	TICKETS FOR AUSTINAIRES	11/28/2024	897.00	
		STU TRV ALLOW/ENT FEE-MUSIC-AHS-CHOIR	11 E 310 258 040 133 369	897.00
01/07/2025	6000001857	Wire Transfer	MOLINE AWARDS AT STERLING	19.71
Invoice Number	Description	Invoice Date	Invoice Amount	Account
RZ22	LAPTOP SHIPPING AOA	12/10/2024	19.71	
		POSTAGE-SECONDARY--	01 E 175 211 000 000 329	19.71

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Check Date	Check Number	Payment Type	Name	Check Amount		
01/07/2025	6000001858	Wire Transfer	MOTHER GOOSE TIME	121.82		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
7813544	PRESCHOOL CURRICULUM		12/19/2024	121.82		
			INSTRUCTIONAL SUP-KIDS KORNER--COM ED	04 E 500 570 000 321 430	121.82	
01/07/2025	6000001859	Wire Transfer	NATIONAL SPEECH & DEBATE ASSOCIATION	149.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
120624	NSDA MEMBERSHIP		12/09/2024	149.00		
			DUES/MEMBERSHIP-EXT CUR-SPEECH-	01 E 310 298 080 000 820	149.00	
01/07/2025	6000001860	Wire Transfer	NFHSLEARN.COM	75.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
050JP0ZGQ	VOLLEYBALL COACHING		12/23/2024	75.00		
			TRAVEL CONV/CONF-BOYS ATHL-VOLLEYBALL-	01 E 310 294 116 000 366	75.00	
01/07/2025	6000001861	Wire Transfer	PACEPDH.COM	225.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
80790755950	JOE ADAMSON ELECTRICAL CONTINUING ED		12/19/2024	225.00		
			TRAVEL CONV & CONF-OPERATIONS--	01 E 005 810 000 000 366	225.00	
01/07/2025	6000001862	Wire Transfer	PARTS TOWN, LLC	1,933.11		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
2104274081	TEMP CONTROL FOOD SERVICE		12/05/2024	161.16		
			REPAIR & MAINT SVCS-FOOD SVC--NSLP	02 E 005 770 000 701 350	161.16	
2104274082	KIT PUMP WITH GASKETS FOOD SERVICE		12/05/2024	1,771.95		
			REPAIR & MAINT SVCS-FOOD SVC--NSLP	02 E 005 770 000 701 350	1,771.95	
01/07/2025	6000001863	Wire Transfer	PROJECT LEAD THE WAY, INC*	3,200.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
460191	ENGINEERING PARTICIPATION 24-25		12/20/2024	3,200.00		
			INST SOFTWARE LIC-TRADE & IND-PLTW-CTE	01 E 310 361 204 817 406	3,200.00	

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Check Date	Check Number	Payment Type	Name	Check Amount	
01/07/2025	6000001864	Wire Transfer	SKILL PATH SEMINARS	169.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
600006454	WEBINAR	12/13/2024	182.32		
		RECRUITING-PERSONNEL--		01 E 005 160 000 000 890	182.32
600006454-R	TAX REFUND	12/17/2024	-13.32		
		RECRUITING-PERSONNEL--		01 E 005 160 000 000 890	-13.32
01/07/2025	6000001865	Wire Transfer	SUPPLYHOUSE.COM	709.42	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
21238392	REPAIR PARTS KIT HVAC	12/19/2024	15.66		
		REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	15.66
21238392-2	ROTARY WASTE VALVE	12/20/2024	71.07		
		REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	71.07
24390396	FLOOR DRAIN STRAINER	12/04/2024	12.45		
		REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	12.45
24506107	FAUCET	12/11/2024	130.71		
		REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	130.71
24520545	FAUCET	12/12/2024	130.71		
		REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	130.71
24587468	CARBON FILTER CARTRIDGE	12/16/2024	173.17		
		REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	173.17
24643487	DECK MOUNT FAUCET	12/19/2024	175.65		
		REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	175.65
01/07/2025	6000001866	Wire Transfer	THOMPSON MUSIC	156.26	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
24243711	ERGO BASS FOR TRUMPET	12/04/2024	156.26		
		GEN SUPPLIES-ED SERVICES-SEC 504 REQUIREMENT-		01 E 005 030 024 000 401	156.26
01/07/2025	6000001867	Wire Transfer	U OF M CONTLEARNING	1,300.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
893326	UMTYMP REGISTRATION DAVID STROMLUND	12/19/2024	700.00		
		PMT FOR ED PURP-GIFTED-HRML GT-YNG SCHOLARS		01 E 005 218 083 062 394	700.00

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Check Date	Check Number	Payment Type	Name	Check Amount	
01/07/2025	6000001867	Wire Transfer	U OF M CONTLEARNING	1,300.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
893852	UMTYMP REGISTRATION EBEN PEPPER	12/23/2024	600.00		
	PMT FOR ED PURP-GIFTED-HRML GT-YNG SCHOLARS			01 E 005 218 083 062 394	600.00
01/07/2025	6000001868	Wire Transfer	UNITED STATES POSTAL SERVICE	100.70	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
739	PACKAGES TOO LARGE FOR REGULAR POSTAL	12/23/2024	93.80		
	POSTAGE & EXPRESS-BUSINESS OFFICE--			01 E 005 110 000 000 329	93.80
840-55530488-3-4915436-2	PACKAGES MAILED DUE TO SIZE	12/06/2024	6.90		
	POSTAGE & EXPRESS-BUSINESS OFFICE--			01 E 005 110 000 000 329	6.90
01/07/2025	6000001869	Wire Transfer	WAL-MART CAPITAL ONE	1,382.86	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
2000125-48647809	OPEN PO FOR CLASS SUPPLIES 1	12/09/2024	158.04		
	INDIV INST SUPPLIES-FACS-HOME EC-CTE			01 E 310 331 459 809 433	158.04
2000125-94460918	OPEN PO FOR CLASS SUPPLIES 2	12/06/2024	311.93		
	INDIV INST SUPPLIES-FACS-HOME EC-CTE			01 E 310 331 459 809 433	311.93
2000126-46745813	OPEN PO FOR CLASSROOM SUPPLIES 1	12/09/2024	305.24		
	INDIV INST SUPPLIES-FACS-HOME EC-CTE			01 E 310 331 459 809 433	305.24
2000127-36656748	OPEN PO FOR CLASSROOM SUPPLIES 2	12/23/2024	283.89		
	INDIV INST SUPPLIES-FACS-HOME EC-CTE			01 E 310 331 459 809 433	283.89
2000127-59111422	ANNABELL BENSON GRANT -DELACRUZ MEGA MINI MUFFIN AND CUPCAKE PAN , 48 CUP	12/09/2024	323.76		
	INST SUPPLIES-SECONDARY ED-ABEG ANNABELLE BENSON			01 E 310 211 097 000 430	200.00
	INDIV INST SUPPLIES-FACS-HOME EC-CTE			01 E 310 331 459 809 433	123.76
01/07/2025	6000001870	Wire Transfer	WESTFAX INC	134.30	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1476281	ONLINE FAX	12/01/2024	134.30		
	TELEPHONE-OPERATIONS--			01 E 005 810 000 000 320	39.80
	TELEPHONE-OPERATIONS--			01 E 105 810 000 000 320	9.23

Board Packet

AP Run: PC250701 — Post Date: 2025-01-07 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
01/07/2025	6000001870	Wire Transfer	WESTFAX INC	134.30	
<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
			TELEPHONE-OPERATIONS--	01 E 125 810 000 000 320	9.23
			TELEPHONE-OPERATIONS--	01 E 145 810 000 000 320	9.24
			TELEPHONE-OPERATIONS--	01 E 155 810 000 000 320	9.23
			TELEPHONE-OPERATIONS--	01 E 185 810 000 000 320	9.24
			TELEPHONE-OPERATIONS--	01 E 210 810 000 000 320	9.24
			TELEPHONE-OPERATIONS--	01 E 310 810 000 000 320	29.85
			TELEPHONE-ECFE--ECFE	04 E 500 580 000 325 320	9.24
01/07/2025	6000001871	Wire Transfer	ZIEGLER INC	2,130.98	
<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
IN001730954	PARTS FOR FRONT LOADER	12/05/2024	2,130.98		
			REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	2,130.98
01/07/2025	6000001872	Wire Transfer	ZORO TOOLS INC.	38.39	
<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
WB8838191615	SENSOR RELAY	12/16/2024	38.39		
			REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	38.39
01/07/2025	6000001873	Wire Transfer	ZUMBRO EDUCATION DISTRICT	75.00	
<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
121624	LISA ROW REGISTRATIION MULTILINGUAL LEARNERS TRAINING	12/16/2024	75.00		
			TRAVEL CONV & CONF-SPED AGG-PRO DEV-IDEA-611	01 E 005 420 640 419 366	75.00
				Total:	\$17,876.88

Board Packet

AP Run: PC250701 — Post Date: 2025-01-07 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount
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PC250701 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	28	17,876.88
Epayables:	0	0.00
Total:	28	\$17,876.88

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AP Run: W250709 — Post Date: 2025-01-29 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
01/29/2025	202003375	Wire Transfer	US BANK	1,281,225.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
2764738	GENERAL OBLIGATION SCHOOL BUILDING REFUNDING BONDS, SERIES 2020A	01/29/2025	1,281,225.00		
	BOND PRINCIPAL-DEBT RETIREMENT-REFUNDED BONDS			07 E 005 910 969 000 710	1,045,000.00
	BOND INTEREST-DEBT REDEMPTION-REFUNDED BONDS-			07 E 005 910 969 000 720	236,225.00
Total:					\$1,281,225.00

W250709 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	1	1,281,225.00
Epayables:	0	0.00
Total:	1	\$1,281,225.00

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AP Run: W250710 — Post Date: 2025-01-29 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
01/29/2025	202003376	Wire Transfer	US BANK	298,575.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
2761279	GENERAL OBLIGATION FACILITIES MAINTENANCE BONDS, SERIES 2021A	01/29/2025	298,575.00		
	BOND PRINCIPAL-DEBT REDEMP-ROOFING PROJECTS-			07 E 005 910 383 000 710	245,000.00
	BOND INTEREST-DEBT REDEMP-ROOFING PROJECTS-			07 E 005 910 383 000 720	53,575.00
Total:					\$298,575.00

W250710 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	1	298,575.00
Epayables:	0	0.00
Total:	1	\$298,575.00

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AP Run: 1/31/2025 Payroll AP — Post Date: 2025-01-31 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
01/31/2025	56338	Check	A.F.S.C.M.E. COUNCIL 65	4,118.94	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
AFL.01022025.D	AFL - AFSCM EMP AFL-C for 1/2/2025 Reg PR	01/02/2025	833.42		
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE			01 L 215 06	745.86
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE			02 L 215 06	27.13
	PAYROLL W/HOLDING-UNION DUES PAYABLE			04 L 215 06	54.72
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE			05 L 215 06	5.71
AFL.01162025.D	AFL - AFSCM EMP AFL-C for 1/16/2025 Reg PR	01/16/2025	805.64		
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE			01 L 215 06	718.08
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE			02 L 215 06	27.13
	PAYROLL W/HOLDING-UNION DUES PAYABLE			04 L 215 06	54.72
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE			05 L 215 06	5.71
AFL.01302025.D	AFL - AFSCM EMP AFL-C for 1/30/2025 Reg PR	01/30/2025	805.64		
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE			01 L 215 06	718.08
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE			02 L 215 06	27.13
	PAYROLL W/HOLDING-UNION DUES PAYABLE			04 L 215 06	54.72
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE			05 L 215 06	5.71
AFSCM FS. 01022025.D	AFSCM FS - AFSCM FS for 1/2/2025 JR Void	01/02/2025	-27.54		
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE			02 L 215 06	-27.54
AFSCM FS. 01022025.D.a	AFSCM FS - AFSCM FS for 1/2/2025 Reg PR	01/02/2025	609.84		
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE			02 L 215 06	609.84
AFSCM FS. 01022025.D.b	AFSCM FS - AFSCM FS for 1/2/2025 JR RI	01/02/2025	27.54		
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE			02 L 215 06	27.54
AFSCM FS. 01162025.D	AFSCM FS - AFSCM FS for 1/16/2025 Reg PR	01/16/2025	526.43		
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE			02 L 215 06	526.43
AFSCM FS. 01302025.D	AFSCM FS - AFSCM FS for 1/30/2025 Reg PR	01/30/2025	537.97		
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE			02 L 215 06	537.97

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AP Run: 1/31/2025 Payroll AP — Post Date: 2025-01-31 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
01/31/2025	56339	Check	AUSTIN EDUCATION ASSOCIATION	19,201.41	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
AEA ASF.01302025.D	AEA ASF - AEA ASF for 1/30/2025 Reg PR	01/30/2025	234.00		
		PAYROLL W/HOLDINGS-AEA DUES		01 L 215 16	228.00
		PAYROLL W/HOLDING-AEA DUES		04 L 215 16	6.00
AEA.01302025.D	AEA - UNION DUES1 for 1/30/2025 Reg PR	01/30/2025	18,967.41		
		PAYROLL W/HOLDINGS-AEA DUES		01 L 215 16	18,624.86
		PAYROLL W/HOLDING-AEA DUES		04 L 215 16	342.55
01/31/2025	56340	Check	AUSTIN PUBLIC EDUCATION FOUNDATION	497.01	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
AEF.01022025.D	AEF - AUSTIN EDUC FOU for 1/2/2025 Reg PR	01/02/2025	165.67		
		PAYROLL W/HOLDINGS-CHARITABLE CONTRIBUTIONS		01 L 215 11	154.67
		PAYROLL W/HOLDING-CHARITABLE CONTRIBUTIONS		04 L 215 11	11.00
AEF.01162025.D	AEF - AUSTIN EDUC FOU for 1/16/2025 Reg PR	01/16/2025	165.67		
		PAYROLL W/HOLDINGS-CHARITABLE CONTRIBUTIONS		01 L 215 11	154.67
		PAYROLL W/HOLDING-CHARITABLE CONTRIBUTIONS		04 L 215 11	11.00
AEF.01302025.D	AEF - AUSTIN EDUC FOU for 1/30/2025 Reg PR	01/30/2025	165.67		
		PAYROLL W/HOLDINGS-CHARITABLE CONTRIBUTIONS		01 L 215 11	154.67
		PAYROLL W/HOLDING-CHARITABLE CONTRIBUTIONS		04 L 215 11	11.00
01/31/2025	56341	Check	LOCAL 867	3,374.07	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
UAW.01022025.D	UAW - UAW L. 867 for 1/2/2025 Reg PR	01/02/2025	1,124.69		
		PAYROLL W/HOLDINGS-UNION DUES PAYABLE		01 L 215 06	1,078.49
		PAYROLL W/HOLDINGS-UNION DUES PAYABLE		02 L 215 06	18.92
		PAYROLL W/HOLDING-UNION DUES PAYABLE		04 L 215 06	27.28
UAW.01162025.D	UAW - UAW L. 867 for 1/16/2025 Reg PR	01/16/2025	1,124.69		
		PAYROLL W/HOLDINGS-UNION DUES PAYABLE		01 L 215 06	1,078.49
		PAYROLL W/HOLDINGS-UNION DUES PAYABLE		02 L 215 06	18.92
		PAYROLL W/HOLDING-UNION DUES PAYABLE		04 L 215 06	27.28

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AP Run: 1/31/2025 Payroll AP — Post Date: 2025-01-31 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount		
01/31/2025	56341	Check	LOCAL 867	3,374.07		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
UAW.01302025.D	UAW - UAW L. 867 for 1/30/2025 Reg PR		01/30/2025	1,124.69		
			PAYROLL W/HOLDINGS-UNION DUES PAYABLE		01 L 215 06	1,078.49
			PAYROLL W/HOLDINGS-UNION DUES PAYABLE		02 L 215 06	18.92
			PAYROLL W/HOLDING-UNION DUES PAYABLE		04 L 215 06	27.28
01/31/2025	56342	Check	MN SCHOOL EMPLOYEES ASSN	1,720.90		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
MSEA 2%.01302025.D	MSEA 2% - MSEA 2% for 1/30/2025 Reg PR		01/30/2025	1,720.90		
			PAYROLL W/HOLDINGS-UNION DUES PAYABLE		01 L 215 06	1,720.90
01/31/2025	56343	Check	UNITED WAY OF MOWER COUNTY	685.70		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
UNF.01022025.D	UNF - UNITED FUND for 1/2/2025 Reg PR		01/02/2025	332.00		
			PAYROLL W/HOLDINGS-CHARITABLE CONTRIBUTIONS		01 L 215 11	322.00
			PAYROLL W/HOLDING-CHARITABLE CONTRIBUTIONS		04 L 215 11	10.00
UNF.01162025.D	UNF - UNITED FUND for 1/16/2025 Reg PR		01/16/2025	176.85		
			PAYROLL W/HOLDINGS-CHARITABLE CONTRIBUTIONS		01 L 215 11	161.85
			PAYROLL W/HOLDING-CHARITABLE CONTRIBUTIONS		04 L 215 11	15.00
UNF.01302025.D	UNF - UNITED FUND for 1/30/2025 Reg PR		01/30/2025	176.85		
			PAYROLL W/HOLDINGS-CHARITABLE CONTRIBUTIONS		01 L 215 11	161.85
			PAYROLL W/HOLDING-CHARITABLE CONTRIBUTIONS		04 L 215 11	15.00
01/31/2025	202003377	Wire Transfer	ALLIANCE BENEFIT GROUP	40,499.57		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
HDHSA.01302025.D	HDHSA - HIGH DEDUCTIBLE HSA for 1/30/2025 Reg PR		01/30/2025	40,499.57		
			PAYROLL W/HOLDINGS-HSA PAYABLE		01 L 215 40	39,391.39
			PAYROLL W/HOLDINGS-HSA PAYABLE		02 L 215 40	125.00
			PAYROLL W/HOLDING-HSA PAYABLE		04 L 215 40	755.38
			PAYROLL W/HOLDINGS-HSA PAYABLE		05 L 215 40	227.80

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AP Run: 1/31/2025 Payroll AP — Post Date: 2025-01-31 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
01/31/2025	202003378	Wire Transfer	EDUCATORS BENEFIT CONSULTANTS, LLC	53,928.90	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
AIG.01302025.B	AIG - AIG RETIREMENT for 1/30/2025 Reg PR	01/30/2025	1,276.50		
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			01 L 215 05	1,276.50
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			02 L 215 05	0.00
AIG.01302025.D	AIG - AIG RETIREMENT for 1/30/2025 Reg PR	01/30/2025	6,514.89		
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			01 L 215 05	5,489.89
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			02 L 215 05	25.00
	PAYROLL W/HOLDING-TAX SHELTER ANNUITIES			04 L 215 05	1,000.00
HRMA.01302025.B	HRMA - HORACE MANN COMPANY for 1/30/2025 Reg PR	01/30/2025	3,234.62		
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			01 L 215 05	3,034.62
	PAYROLL W/HOLDING-TAX SHELTER ANNUITIES			04 L 215 05	200.00
HRMA.01302025.D	HRMA - HORACE MANN CO for 1/30/2025 Reg PR	01/30/2025	8,495.74		
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			01 L 215 05	8,295.74
	PAYROLL W/HOLDING-TAX SHELTER ANNUITIES			04 L 215 05	200.00
MNDCP.01302025.D	MNDCP - MN DEFERRED COMP for 1/30/2025 Reg PR	01/30/2025	1,121.00		
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			01 L 215 05	1,121.00
ORC.01302025.D	ORC - ORCHARD TRUST for 1/30/2025 Reg PR	01/30/2025	50.00		
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			01 L 215 05	50.00
SBG.01302025.B	SBG - SECURITY BENEFIT GROUP for 1/30/2025 Reg PR	01/30/2025	9,788.21		
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			01 L 215 05	9,482.75
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			02 L 215 05	21.00
	PAYROLL W/HOLDING-TAX SHELTER ANNUITIES			04 L 215 05	131.00
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			05 L 215 05	153.46
SBG.01302025.D	SBG - SECURITY BENEFIT GROUP for 1/30/2025 Reg PR	01/30/2025	18,805.74		
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			01 L 215 05	17,878.74
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			02 L 215 05	796.00
	PAYROLL W/HOLDING-TAX SHELTER ANNUITIES			04 L 215 05	131.00
SBGR.01302025.D	SBGR - SECURITY BENEFIT GROUP ROTH for 1/30/2025 Reg PR	01/30/2025	4,642.20		
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			01 L 215 05	4,488.74

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AP Run: 1/31/2025 Payroll AP — Post Date: 2025-01-31 — AP Run Type: R

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Check Date	Check Number	Payment Type	Name	Check Amount
01/31/2025	202003378	Wire Transfer	EDUCATORS BENEFIT CONSULTANTS, LLC	53,928.90
Invoice Number	Description		Invoice Date	Invoice Amount
			PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES	05 L 215 05
				153.46
01/31/2025	202003379	Wire Transfer	MINNESOTA DEPT OF REVENUE	73,037.44
Invoice Number	Description		Invoice Date	Invoice Amount
MN\$.01302025.D	MN\$ - MN ADD ON for 1/30/2025 Reg PR		01/30/2025	1,620.00
			PAYROLL W/HOLDINGS-STATE WITHHOLDING	01 L 215 02
				1,355.00
			PAYROLL W/HOLDINGS-STATE WITHHOLDING	02 L 215 02
				20.00
			PAYROLL W/HOLDING-STATE WITHHOLDING	04 L 215 02
				245.00
MN%.01302025.D	MN% - MN STATE TAX% for 1/30/2025 Reg PR		01/30/2025	95.13
			PAYROLL W/HOLDINGS-STATE WITHHOLDING	02 L 215 02
				95.13
MN.01302025.D	MN - MN STATE TAX for 1/30/2025 Reg PR		01/30/2025	71,322.31
			PAYROLL W/HOLDINGS-STATE WITHHOLDING	01 L 215 02
				66,927.35
			PAYROLL W/HOLDINGS-STATE WITHHOLDING	02 L 215 02
				1,729.42
			PAYROLL W/HOLDING-STATE WITHHOLDING	04 L 215 02
				2,272.02
			PAYROLL W/HOLDINGS-STATE WITHHOLDING	05 L 215 02
				178.06
			PAYROLL W/HOLDINGS-STATE WITHHOLDING	12 L 215 02
				214.15
			PAYROLL W/HOLDINGS-STATE WITHHOLDING	66 L 215 02
				1.31
01/31/2025	202003380	Wire Transfer	MN CHILD SUPPORT PAYMENT CENT	1,138.87
Invoice Number	Description		Invoice Date	Invoice Amount
MCS.01302025.D	MCS - MN CHILD SUPP1 for 1/30/2025 Reg PR		01/30/2025	1,138.87
			PAYROLL W/HOLDINGS-MISC DED PAYABLE	01 L 215 14
				1,138.87
01/31/2025	202003381	Wire Transfer	UNITED STATES TREASURY	426,895.81
Invoice Number	Description		Invoice Date	Invoice Amount
FE\$.01302025.D	FE\$ - FED ADD-ON AMT for 1/30/2025 Reg PR		01/30/2025	6,590.00
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	01 L 215 01
				6,005.00
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	02 L 215 01
				25.00
			PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS	04 L 215 01
				560.00

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AP Run: 1/31/2025 Payroll AP — Post Date: 2025-01-31 — AP Run Type: R

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Check Date	Check Number	Payment Type	Name	Check Amount	
01/31/2025	202003381	Wire Transfer	UNITED STATES TREASURY	426,895.81	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
FE%.01302025.D	FE% - FEDERAL TAX% for 1/30/2025 Reg PR	01/30/2025	404.06		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	206.80
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 02 L 215 01	197.26
FED.01302025.D	FED - FED TAX for 1/30/2025 Reg PR	01/30/2025	130,675.09		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	124,074.66
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 02 L 215 01	2,662.97
				PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS 04 L 215 01	3,286.60
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 05 L 215 01	337.76
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 12 L 215 01	309.53
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 66 L 215 01	3.57
FIC.01302025.B	FIC - FICA for 1/30/2025 Reg PR	01/30/2025	117,203.17		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	108,817.29
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 02 L 215 01	3,560.04
				PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS 04 L 215 01	4,269.26
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 05 L 215 01	243.79
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 12 L 215 01	310.00
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 66 L 215 01	2.79
FIC.01302025.B.a	FIC - FICA for 1/30/2025 voids	01/30/2025	-16.95		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	-6.53
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 02 L 215 01	-10.42
FIC.01302025.B.b	FIC - FICA for 1/30/2025 Reissues	01/30/2025	16.95		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	6.53
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 02 L 215 01	10.42
FIC.01302025.D	FIC - FICA for 1/30/2025 Reg PR	01/30/2025	117,203.17		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	108,817.29
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 02 L 215 01	3,560.04
				PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS 04 L 215 01	4,269.26
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 05 L 215 01	243.79

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AP Run: 1/31/2025 Payroll AP — Post Date: 2025-01-31 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
01/31/2025	202003381	Wire Transfer	UNITED STATES TREASURY	426,895.81	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	12 L 215 01	310.00
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	66 L 215 01	2.79
FIC.01302025.D.a	FIC - FICA for 1/30/2025 voids	01/30/2025	-16.95		
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	01 L 215 01	-6.53
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	02 L 215 01	-10.42
FIC.01302025.D.b	FIC - FICA for 1/30/2025 Reissues	01/30/2025	16.95		
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	01 L 215 01	6.53
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	02 L 215 01	10.42
MED.01302025.B	MED - MEDICARE-1 for 1/30/2025 Reg PR	01/30/2025	27,410.16		
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	01 L 215 01	25,448.96
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	02 L 215 01	832.60
			PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS	04 L 215 01	998.43
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	05 L 215 01	57.02
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	12 L 215 01	72.50
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	66 L 215 01	0.65
MED.01302025.B.a	MED - MEDICARE-1 for 1/30/2025 voids	01/30/2025	-3.97		
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	01 L 215 01	-1.53
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	02 L 215 01	-2.44
MED.01302025.B.b	MED - MEDICARE-1 for 1/30/2025 Reissues	01/30/2025	3.97		
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	01 L 215 01	1.53
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	02 L 215 01	2.44
MED.01302025.D	MED - MEDICARE1 for 1/30/2025 Reg PR	01/30/2025	27,410.16		
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	01 L 215 01	25,448.96
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	02 L 215 01	832.60
			PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS	04 L 215 01	998.43
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	05 L 215 01	57.02
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	12 L 215 01	72.50
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	66 L 215 01	0.65

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AP Run: 1/31/2025 Payroll AP — Post Date: 2025-01-31 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
01/31/2025	202003381	Wire Transfer	UNITED STATES TREASURY	426,895.81	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
MED.01302025.D.a	MED - MEDICARE1 for 1/30/2025 voids	01/30/2025	-3.97		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	-1.53
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 02 L 215 01	-2.44
MED.01302025.D.b	MED - MEDICARE1 for 1/30/2025 Reissues	01/30/2025	3.97		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	1.53
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 02 L 215 01	2.44
				Total:	\$625,098.62

1/31/2025 Payroll AP Summary		
Type	Count	Amount
Regular	6	29,598.03
ACH Checks:	0	0.00
Wire Transfers:	5	595,500.59
Epayables:	0	0.00
Total:	11	\$625,098.62

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AP Run: T250801 — Post Date: 2025-02-04 — AP Run Type: R

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Check Date	Check Number	Payment Type	Name	Check Amount	
02/04/2025	56344	Check	ADAM'S PEST CONTROL	650.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
4048738	FY 2024-2025 PEST CONTROL	01/09/2025	75.00		
				REPAIR & MAINT SVCS-OPERATIONS-- 01 E 005 810 000 000 350	75.00
4048739	FY 2024-2025 PEST CONTROL	01/09/2025	75.00		
				REPAIR & MAINT SVCS-OPERATIONS-- 01 E 005 810 000 000 350	75.00
4048740	FY 2024-2025 PEST CONTROL	01/09/2025	75.00		
				REPAIR & MAINT SVCS-OPERATIONS-- 01 E 005 810 000 000 350	75.00
4048741	FY 2024-2025 PEST CONTROL	01/09/2025	75.00		
				REPAIR & MAINT SVCS-OPERATIONS-- 01 E 005 810 000 000 350	75.00
4048742	FY 2024-2025 PEST CONTROL	01/09/2025	75.00		
				REPAIR & MAINT SVCS-OPERATIONS-- 01 E 005 810 000 000 350	75.00
4048743	FY 2024-2025 PEST CONTROL	01/09/2025	75.00		
				REPAIR & MAINT SVCS-OPERATIONS-- 01 E 005 810 000 000 350	75.00
4048744	FY 2024-2025 PEST CONTROL	01/09/2025	75.00		
				REPAIR & MAINT SVCS-OPERATIONS-- 01 E 005 810 000 000 350	75.00
4048745	FY 2024-2025 PEST CONTROL	01/09/2025	125.00		
				REPAIR & MAINT SVCS-OPERATIONS-- 01 E 005 810 000 000 350	125.00
02/04/2025	56345	Check	AMAZON BUSINESS	7,999.03	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
113C-TTTW-1CRY	STRENGTHSFINDER 2.0 BOOKS	01/22/2025	816.48		
				GEN SUPPLIES-STAFF DEV--ACHIEVE/INT 01 E 005 640 000 313 401	816.48
11XN-CRFR-G3DJ	FAMILY LIT & CLC SUPPLY ORDER	01/08/2025	17.48		
				GEN SUPPLIES-ECFE--ECFE 04 E 500 580 000 325 401	17.48
139F-6YPW-V14W	CLASSROOM AND OFFICE WORK ROOM SUPPLIES	01/22/2025	42.29		
				INSTRUCTL SUPPLIES-ELEM ED-- 01 E 145 203 000 000 430	42.29
13PG-HNFV-76W1	SOFTBALL EQUIPMENT	01/27/2025	162.85		
				GEN SUPPLIES-GIRLS ATHL-SOFTBALL- 66 E 310 296 115 000 401	162.85
13QR-KJ79-4YWT	SOFTBALL EQUIPMENT	01/27/2025	453.10		
				GEN SUPPLIES-GIRLS ATHL-SOFTBALL- 66 E 310 296 115 000 401	453.10

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AP Run: T250801 — Post Date: 2025-02-04 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
02/04/2025	56345	Check	AMAZON BUSINESS	7,999.03	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
14LH-13WL-GRTW	CLASSROOM AND OFFICE WORK ROOM SUPPLIES	01/23/2025	32.83		
		INSTRUCTL SUPPLIES-ELEM ED--		01 E 145 203 000 000 430	32.83
14QH-XJJ7-L1FV	K. BERGSTAD-ANNABELL BENSON GRANT	01/13/2025	134.86		
		INST SUPPLIES-ELEM ED-ABEG ANNABELLE BENSON		01 E 105 203 097 000 430	134.86
14QH-XJJ7-WRY6	DANCE SUPPLIES	01/14/2025	123.87		
		GEN SUPPLIES-BOY/GIRL--		01 E 210 292 000 000 401	123.87
14VY-XD1L-F13T	VI MATERIALS	01/13/2025	27.18		
		INDIV INST SUPPLIES-VIS IMPAIRED--STATE SPED		01 E 005 406 000 740 433	27.18
14XM-L3FJ-7GHN	CLASSROOM AND OFFICE WORK ROOM SUPPLIES	01/27/2025	77.00		
		INSTRUCTL SUPPLIES-ELEM ED--		01 E 145 203 000 000 430	77.00
16R1-K3TP-VHH1	SUPPLIES	01/22/2025	124.99		
		GEN SUPPLIES-SEC--		01 E 210 211 000 000 401	124.99
16R6-WYRD-443D	DANCE SUPPLIES	01/15/2025	125.82		
		GEN SUPPLIES-BOY/GIRL--		01 E 210 292 000 000 401	125.82
16R6-WYRD-X9DY	SUPPLIES	01/18/2025	51.85		
		GEN SUPPLIES-ECFE--ECFE		04 E 500 580 000 325 401	51.85
16R6-WYRD-XW9J	OFFICE SUPPLIES	01/18/2025	52.52		
		GEN SUPPLIES-PERSONNEL--		01 E 005 160 000 000 401	52.52
17NW-CXJK-MDM6	CLASSROOM AND OFFICE WORK ROOM SUPPLIES	01/24/2025	21.29		
		INSTRUCTL SUPPLIES-ELEM ED--		01 E 145 203 000 000 430	21.29
17PP-HK9M-GHQV	PASSION PROJECT	01/08/2025	69.99		
		INST SUPPLIES-SEC-ELLIS-EXCEL PASSION PROJECTS		11 E 210 211 030 116 430	69.99
17TF-RM4X-RKGW	NUMBER CHARTS, KEYBOARD, RUG	01/22/2025	73.87		
		INSTRUCTL SUPPLIES-ELEM ED--		01 E 155 203 000 000 430	73.87
199Q-7PGG-GCTX	LANGUAGE ARTS SUPPLIES	01/28/2025	205.32		
		INSTRUCTL SUPPLIES-ENGLISH--		01 E 210 220 000 000 430	205.32
1D19-4FQ9-RW9K	BOOK & HEATER FOR T & L OFFICE	01/21/2025	101.99		
		GEN SUPPLIES-ED SERVICES--		01 E 005 030 000 000 401	101.99

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Check Date	Check Number	Payment Type	Name	Check Amount	
02/04/2025	56345	Check	AMAZON BUSINESS	7,999.03	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1DK4-KWP3-HGTH	OFFICE/GRADUATION SUPPLIES	01/21/2025	158.03		
				GEN SUPPLIES-SEC-- 01 E 310 211 000 000 401	126.53
				GENERAL SUPPLIES-SECONDARY-GRADUATION- 01 E 310 211 815 000 401	31.50
1DW9-7J77-HHPT	PASSION PROJECT SUPPLIES	01/21/2025	28.90		
				INST SUPPLIES-SEC-ELLIS-EXCEL PASSION PROJECTS 11 E 210 211 030 116 430	28.90
1DW9-7J77-TQTJ	PASSION PROJECT SUPPLIES	01/22/2025	144.46		
				INST SUPPLIES-SEC-ELLIS-EXCEL PASSION PROJECTS 11 E 210 211 030 116 430	144.46
1DXH-LKFX-WHCK	OFFICE SUPPLIES	01/22/2025	130.82		
				GEN SUPPLIES-PERSONNEL-- 01 E 005 160 000 000 401	130.82
1F9G-TXFD-KNJT	NUMBER CHARTS, KEYBOARD, RUG	01/21/2025	34.60		
				INSTRUCTL SUPPLIES-ELEM ED-- 01 E 155 203 000 000 430	0.61
				INST TECH SUPPLIES-ELEM ED-- 01 E 155 203 000 000 456	33.99
1FG4-D17C-4J4W	NUMBER CHARTS, KEYBOARD, RUG	01/22/2025	6.04		
				INSTRUCTL SUPPLIES-ELEM ED-- 01 E 155 203 000 000 430	6.04
1FWP-M7H4-41QD	SUPPLIES FOR MEDIA CENTER	01/27/2025	106.22		
				GEN SUPPLIES-MEDIA CENTER-- 01 E 185 620 000 000 401	106.22
1FXT-MLY9-CC1F	SCIENCE POD MATERIALS	01/23/2025	32.90		
				INSTRUCTL SUPPLIES-SCIENCE-- 01 E 125 260 000 000 430	32.90
1GHH-LHKC-JC3D	PASSION PROJECT	01/13/2025	39.99		
				INST SUPPLIES-SEC-ELLIS-EXCEL PASSION PROJECTS 11 E 210 211 030 116 430	39.99
1GQ6-NTVK-HJ4D	CLASSROOM MATERIALS	01/13/2025	139.45		
				INDIV INST SUPPLIES-SPED AGG--STATE SPED 01 E 005 420 000 740 433	77.59
				IND INST SUPPLIES-ECSE--STATE SPED 01 E 125 412 000 740 433	61.86
1HH9-MVV6-WV3Y	ACCESS TESTING SNACKS AND SUPPLIES	01/15/2025	146.93		
				INSTRUCTL SUPPLIES-LEP--COMPENS 01 E 155 219 000 317 430	146.93
1JMN-HK44-47V4	CLASSROOM AND OFFICE WORK ROOM SUPPLIES	01/22/2025	21.24		
				INSTRUCTL SUPPLIES-ELEM ED-- 01 E 145 203 000 000 430	21.24
1JYX-YH6N-F1R9	CLASSROOM	01/23/2025	84.95		
				GEN SUPPLIES-SEC-- 01 E 210 211 000 000 401	84.95

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Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
02/04/2025	56345	Check	AMAZON BUSINESS	7,999.03	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1JYX-YH6N-GRW6	PASSION PROJECT SUPPLIES	01/24/2025	9.22		
	INST SUPPLIES-SEC-ELLIS-EXCEL PASSION PROJECTS			11 E 210 211 030 116 430	9.22
1K4N-V3QR-TWXG	OFFICE/GRADUATION SUPPLIES	01/22/2025	69.98		
	GENERAL SUPPLIES-SECONDARY-GRADUATION-			01 E 310 211 815 000 401	69.98
1K7T-HLWT-L7VH	PASSION PROJECT SUPPLIES	01/21/2025	24.53		
	INST SUPPLIES-SEC-ELLIS-EXCEL PASSION PROJECTS			11 E 210 211 030 116 430	24.53
1KCC-3DKR-4QD6	ANNABELLE GRANT-KIEWEL	01/29/2025	28.99		
	INST SUPPLIES-SECONDARY ED-ABEG ANNABELLE BENSON			01 E 210 211 097 000 430	28.99
1KFK-V77Y-RH19	SUPPLIES	01/21/2025	110.74		
	GEN SUPPLIES-ECFE--ECFE			04 E 500 580 000 325 401	110.74
1KKM-3TPL-4P1C	K. BERGSTAD-ANNABELL BENSON GRANT	01/15/2025	34.19		
	INST SUPPLIES-ELEM ED-ABEG ANNABELLE BENSON			01 E 105 203 097 000 430	34.19
1KQ6-FFC6-9XJ3	FAMILY LIT & CLC SUPPLY ORDER	01/08/2025	50.04		
	GEN SUPPLIES-ABE-HRML FAM LIT-GED TESTING			04 E 500 520 240 324 401	24.86
	GEN SUPPLIES-ECFE--ECFE			04 E 500 580 000 325 401	25.18
1KXP-T3C3-XVVF	SOFTBALL EQUIPMENT	01/27/2025	143.31		
	GEN SUPPLIES-GIRLS ATHL-SOFTBALL-			66 E 310 296 115 000 401	143.31
1KYM-XKCC-M6Q3	CLASSROOM MATERIALS	01/13/2025	15.99		
	IND INST SUPPLIES-ECSE--STATE SPED			01 E 125 412 000 740 433	15.99
1LJT-934Y-TGFK	OFFICE SUPPLIES	01/17/2025	16.08		
	GEN SUPPLIES-ADM TECH SRV--			01 E 005 108 000 000 401	16.08
1LNR-M63P-6X9R	CLASSROOM AND OFFICE WORK ROOM SUPPLIES	01/23/2025	42.48		
	INSTRUCTL SUPPLIES-ELEM ED--			01 E 145 203 000 000 430	42.48
1LY4-P17L-YN4H	NUMBER CHARTS, KEYBOARD, RUG	01/22/2025	87.30		
	GEN SUPPLIES-ELEM ED--			01 E 155 203 000 000 401	42.38
	INSTRUCTL SUPPLIES-ELEM ED--			01 E 155 203 000 000 430	44.92
1MPM-DRJK-1FVP	LANGUAGE ARTS SUPPLIES	01/28/2025	483.02		
	INSTRUCTL SUPPLIES-ENGLISH--			01 E 210 220 000 000 430	483.02

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Check Date	Check Number	Payment Type	Name	Check Amount	
02/04/2025	56345	Check	AMAZON BUSINESS	7,999.03	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1N6X-VXR6-RHVC	STRENGTHSFINDER 2.0 BOOKS	01/21/2025	1,451.52		
				GEN SUPPLIES-STAFF DEV--ACHIEVE/INT 01 E 005 640 000 313 401	1,451.52
1NWT-NTYW-CXMC	ACCESS TESTING SNACKS AND SUPPLIES	01/16/2025	68.34		
				INSTRUCTL SUPPLIES-LEP--COMPENS 01 E 155 219 000 317 430	68.34
1P3T-TTNL-1XFN	ANNABELLE GRANT-KIEWEL	01/29/2025	140.53		
				INST SUPPLIES-SECONDARY ED-ABEG ANNABELLE BENSON 01 E 210 211 097 000 430	140.53
1PW7-CT3P-VYYQ	MATH INSTRUCTION - LINDSEY SCHAEFER	01/27/2025	119.82		
				INSTRUCTL SUPPLIES-MATH-- 01 E 185 256 000 000 430	119.82
1QMM-DCMR-VJQ4	OFFICE/GRADUATION SUPPLIES	01/22/2025	44.85		
				GENERAL SUPPLIES-SECONDARY-GRADUATION- 01 E 310 211 815 000 401	44.85
1QP6-JFKV-VXNR	KG SUPPLIES	01/22/2025	77.57		
				GEN SUPPLIES-ELEM ED-- 01 E 125 203 000 000 401	77.57
1T1X-7P9Q-3Q73	OFFICE SUPPLIES	01/30/2025	39.82		
				GEN SUPPLIES-PERSONNEL-- 01 E 005 160 000 000 401	39.82
1TC9-LYPJ-4QLM	CLASSROOM AND OFFICE WORK ROOM SUPPLIES	01/23/2025	32.82		
				INSTRUCTL SUPPLIES-ELEM ED-- 01 E 145 203 000 000 430	32.82
1TMX-CM9M-3MTQ	ATHLETIC TRAINER SUPPLIES	01/22/2025	29.08		
				GEN SUPPLIES-BOY/GIRL-ATHLETICS- 01 E 310 292 100 000 401	29.08
1TPQ-9KPV-DLYX	OFFICE SUPPLIES	01/13/2025	248.81		
				GEN SUPPLIES-ADM TECH SRV-- 01 E 005 108 000 000 401	248.81
1V4Y-14HF-DGMN	ACCESS TESTING SNACKS AND SUPPLIES	01/16/2025	77.27		
				INSTRUCTL SUPPLIES-LEP--COMPENS 01 E 155 219 000 317 430	77.27
1VDC-31KC-C1JL	FAMILY LIT & CLC SUPPLY ORDER	01/08/2025	20.49		
				GEN SUPPLIES-ABE-HRML FAM LIT-GED TESTING 04 E 500 520 240 324 401	20.49
1VG1-T6XJ-V73G	FAMILY LIT & CLC SUPPLY ORDER	01/10/2025	9.99		
				GEN SUPPLIES-ABE-HRML FAM LIT-GED TESTING 04 E 500 520 240 324 401	9.99
1VL7-PM7Y-XR4V	PASSION PROJECT	01/10/2025	69.99		
				INST SUPPLIES-SEC-ELLIS-EXCEL PASSION PROJECTS 11 E 210 211 030 116 430	69.99

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AP Run: T250801 — Post Date: 2025-02-04 — AP Run Type: R

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Check Date	Check Number	Payment Type	Name	Check Amount	
02/04/2025	56345	Check	AMAZON BUSINESS	7,999.03	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1VVV-MMHK-MMF3	CLASSROOM MATERIALS	01/13/2025	57.79		
				GEN SUPPLIES-ECSE--IDEA SEC 619 01 E 120 412 000 420 401	57.79
1VVV-MMHK-V7FY	ACCESS TESTING SNACKS AND SUPPLIES	01/14/2025	54.99		
				INSTRUCTL SUPPLIES-LEP--COMPENS 01 E 155 219 000 317 430	54.99
1VVV-MMHK-XNFF	OFFICE SUPPLIES	01/14/2025	49.48		
				GEN SUPPLIES-ADM TECH SRV-- 01 E 005 108 000 000 401	49.48
1VWD-1FFM-Q7TC	MUSIC INSTRUCTION SUPPLIES - PREVIOUS ORDER PARTIALLY CANCELLED	01/17/2025	116.80		
				INSTRUCTL SUPPLIES-MUSIC-- 01 E 155 258 000 000 430	116.80
1W6J-7KYY-7G3W	NUMBER CHARTS, KEYBOARD, RUG	01/23/2025	58.60		
				INSTRUCTL SUPPLIES-ELEM ED-- 01 E 155 203 000 000 430	58.60
1XYM-J6N9-43MM	NUMBER CHARTS, KEYBOARD, RUG	01/22/2025	20.62		
				GEN SUPPLIES-ELEM ED-- 01 E 155 203 000 000 401	20.62
1Y33-63Y9-FJGM	ACCESS TESTING SNACKS AND SUPPLIES	01/16/2025	21.56		
				INSTRUCTL SUPPLIES-LEP--COMPENS 01 E 155 219 000 317 430	21.56
1Y9N-GWJD-P1MM	ACCESS TESTING SNACKS AND SUPPLIES	01/17/2025	39.64		
				INSTRUCTL SUPPLIES-LEP--COMPENS 01 E 155 219 000 317 430	39.64
1YGY-9XPR-61KM	STUDENT COUNCIL SUPPLIES	01/27/2025	36.76		
				COST OF MAT SOLD-EXTR CUR-STUCO-ELLIS-SA 88 R 210 298 052 301 619	36.76
1YJL-6FDG-N1NJ	MUSIC INSTRUCTION SUPPLIES - PREVIOUS ORDER PARTIALLY CANCELLED	01/17/2025	84.90		
				INSTRUCTL SUPPLIES-MUSIC-- 01 E 155 258 000 000 430	84.90
1YQC-33GR-T9DD	FAMILY LIT & CLC SUPPLY ORDER	01/06/2025	23.80		
				GEN SUPPLIES-ECFE--ECFE 04 E 500 580 000 325 401	23.80
1YQV-7QWY-7PG9	OFFICE SUPPLIES	01/13/2025	97.21		
				GEN SUPPLIES-ADM TECH SRV-- 01 E 005 108 000 000 401	97.21

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Check Date	Check Number	Payment Type	Name	Check Amount		
02/04/2025	56346	Check	BRAD WALTER	85.00		
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
012325JRG	BASKETBALL REF PAY		01/23/2025	85.00		
			FEEES FOR SERVICES-BOY/GIRL--		01 E 210 292 000 000 305	85.00
02/04/2025	56347	Check	BROKEN PHONE PRODUCTIONS INC	3,000.00		
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
012125	MOLLY KATE KESTNER APS CEO PERFORMER		01/21/2025	3,000.00		
			CONSTULTING/FEEES FOR SVCS-SECONDARY-CEO PRO-		01 E 310 211 206 000 305	3,000.00
02/04/2025	56348	Check	BSN SPORTS	281.58		
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
928537286	GBB BACKPACKS		01/15/2025	281.58		
			GEN SUPPLIES-GIRLS ATHL-BASKETBALL-		66 E 310 296 102 000 401	281.58
02/04/2025	56349	Check	CEDAR VALLEY SERVICES INC	37.00		
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
596699	ABE TRANSITCPT SCHOOL YEAR SEPT 2024-MAY 2025		01/10/2025	37.00		
			TRANS CONTRACT-ABE--STATE ABE		04 E 500 520 000 322 360	37.00
02/04/2025	56350	Check	CENTER FOR OCCUPATIONAL RESEARCH AND DEVELOPMENT INC	860.00		
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
59863	CAREER PATHWAYS CONFERENCE REGISTRATION		12/17/2024	860.00		
			TRAVEL CONV/CONF-STAFF DEV-PACKER PROFILE-		01 E 310 640 210 000 366	860.00
02/04/2025	56351	Check	CESO HR LLC	705.00		
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
1607	THOUGHT & STRATEGY PARTNERSHIP		01/16/2025	705.00		
			FEEES FOR SERVICES-PERSONNEL--		01 E 005 160 000 000 305	705.00
02/04/2025	56352	Check	CHRIS IRVIN	85.00		
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
012325JRG	BASKETBALL REF PAY		01/23/2025	85.00		
			FEEES FOR SERVICES-BOY/GIRL--		01 E 210 292 000 000 305	85.00

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Check Date	Check Number	Payment Type	Name	Check Amount		
02/04/2025	56353	Check	CHRISTOPHERSON, ANNE M	43.54		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
013025	MILEAGE REIM.		01/30/2025	43.54		
			IN-DISTRICT TRAVEL-ED SERVICES--		01 E 005 030 000 000 367	43.54
02/04/2025	56354	Check	CITY OF AUSTIN	17,612.93		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
21861	2024 ELECTION EXPENSES		01/07/2025	8,405.93		
			FEES FOR SERVICES-ELECTIONS--		01 E 005 199 000 000 305	8,405.93
21880	RIVERSIDE ICE TIME DECEMBER 2024		01/17/2025	9,207.00		
			SHORT TERM LEASE/RENTAL-CAP FAC-ATHLETICS-OPER CAP		05 E 005 850 100 302 335	9,207.00
02/04/2025	56355	Check	CLIFTON LARSON ALLEN LLP	236.25		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
L251028220	RECEIVABLES WORKSHOP IN ROCHESTER ACCOUNT #A455775		01/24/2025	236.25		
			TRAVEL CONV & CONF-BUSINESS OFFICE--		01 E 005 110 000 000 366	236.25
02/04/2025	56356	Check	CONTINENTAL PRESS	2,681.28		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
692895	EL BOOKS		01/20/2025	2,681.28		
			INSTRUCTL SUPPLIES-LEP--COMPENS		01 E 125 219 000 317 430	2,681.28
02/04/2025	56357	Check	CRESTWOOD FFA	2,748.05		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
012724	NATIONAL CONVENTION BUS		01/27/2025	2,748.05		
			ENTRY FEES/STDT TRVL ALLOW-EXT CUR-FFA-SA		88 E 310 298 026 301 369	2,748.05
02/04/2025	56358	Check	CUSTOM ROASTING, INC	2,847.40		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
22437	COFFEE ORCHESTRA FUNDRAISER		12/20/2024	2,847.40		
			COST OF MAT SOLD--AHS-ORCHESTRA		11 R 000 000 040 134 619	2,847.40

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Check Date	Check Number	Payment Type	Name	Check Amount	
02/04/2025	56359	Check	D & G ACE HARDWARE	332.22	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
139062/1	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2024-2025	01/03/2025	4.99		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	4.99
139095/1	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2024-2025	01/06/2025	4.99		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	4.99
139110/1	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2024-2025	01/07/2025	4.99		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	4.99
139135/1	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2024-2025	01/08/2025	34.96		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	34.96
139151/1	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2024-2025	01/09/2025	13.50		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	13.50
139154/1	MAINTENANCE SUPPLES 1ST BLANKET PO FY 2024-2025	01/09/2025	54.47		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	54.47
139413/1	OPEN PO FOR CLASSROOM SUPPLIES	01/25/2025	214.32		
				INDIV INST SUPPLIES-TRAD/IND-WOOD/ELEC.-CTE 01 E 310 361 863 817 433	214.32
02/04/2025	56360	Check	DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEV.	796.06	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
17783121	UNEMPLOYMENT BENEFITS ACCOUNT #07980469	01/08/2025	796.06		
				REEMPLOYMENT INS-EMP BENEFITS-- 01 E 005 930 000 000 280	796.06
02/04/2025	56361	Check	EO JOHNSON BUSINESS TECH	78.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
INV1682832	FOOD SERVICE LOANER	01/14/2025	78.00		
				REPAIR & MAINT SVCS-FOOD SVC--NSLP 02 E 005 770 000 701 350	78.00

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Check Date	Check Number	Payment Type	Name	Check Amount		
02/04/2025	56362	Check	ESQUIVEL-SOTO, ELSA	21.28		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
012925	MILEAGE REIM.		01/29/2025	21.28		
			TRAVEL CONV & CONF-ECFE--ECFE		04 E 500 580 000 325 366	21.28
02/04/2025	56363	Check	FREEBORN COUNTY AUDITOR/TREASURER	99.75		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
012825	2024 ELECTION BALLOTS		01/28/2025	99.75		
			FEES FOR SERVICES-ELECTIONS--		01 E 005 199 000 000 305	99.75
02/04/2025	56364	Check	GREATAMERICA FINANCIAL SERVICES	223.95		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
38405135	MAIL MACHINE SERVICES 24-25		01/27/2025	223.95		
			POSTAGE & EXPRESS-BUSINESS OFFICE--		01 E 005 110 000 000 329	223.95
02/04/2025	56365	Check	HAUGEN, COREY	52.26		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
121824	MILEAGE REIM.		12/18/2024	52.26		
			TRAVEL CONV & CONF-ED SERVICES--		01 E 005 030 000 000 366	52.26
02/04/2025	56366	Check	HEALTHIEST YOU	7,072.50		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
2025027648145	FEBRUARY 2025 GROUP #HY13286		02/01/2025	7,072.50		
			OTHER EMP BENEFITSE BENEFITS-EMP ASSIST PLAN--		20 E 005 969 000 000 299	7,072.50
02/04/2025	56367	Check	HORMEL HISTORIC HOME INC	250.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
060225	DEPOSIT FOR 6/3/25 KIDS KORNER SUMMER TRAINING		01/24/2025	250.00		
			SHORT TERM LEASE/RENTAL-CHILD CARE--COMMUNITY ED		04 E 500 570 000 321 335	250.00
02/04/2025	56368	Check	HY-VEE ACCOUNTS RECEIVABLE	2,328.99		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
48811680252	OPEN PO FOR BAND TUX DRY CLEANING		11/11/2024	159.87		
			REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	159.87

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Check Date	Check Number	Payment Type	Name	Check Amount	
02/04/2025	56368	Check	HY-VEE ACCOUNTS RECEIVABLE	2,328.99	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
48815761390	CONCESSION SUPPLIES	11/22/2024	296.51		
				COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV. 11 R 000 292 000 147 619	296.51
48817226963	HOT CHOCOLATE SCHOOLWIDE CELEBRATION SOUTHGATE	11/26/2024	809.95		
				FOOD-EXT CUR-STUD COUNCIL-SOUTHGATE-SA 88 E 145 298 056 301 490	809.95
48817366294	CONCESSION SUPPLIES	11/26/2024	105.47		
				COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV. 11 R 000 292 000 147 619	105.47
48819420426	CONCESSION SUPPLIES	12/02/2024	153.23		
				COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV. 11 R 000 292 000 147 619	153.23
48820843480	CONCESSION SUPPLIES	12/06/2024	296.51		
				COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV. 11 R 000 292 000 147 619	296.51
48823296190	CONCESSION ITEMS	12/13/2024	153.23		
				COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV. 11 R 000 292 000 147 619	153.23
48825894408	CONCESSION ITEMS	12/19/2024	153.23		
				COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV. 11 R 000 292 000 147 619	153.23
48832313464	CONCESSION ITEMS	01/02/2025	200.99		
				COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV. 11 R 000 292 000 147 619	200.99
02/04/2025	56369	Check	I & S GROUP, INC	14,160.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
113597	PROJECT 24-31924 TENNIS COURTS	12/31/2024	14,160.00		
				CONSULTING FEES-OPERATIONS-TENNIS COURT PROJ 01 E 005 810 876 000 305	14,160.00
02/04/2025	56370	Check	IEA	5,221.78	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
00056152	2025-2026 ENVIRONMENTAL, HEALTH, AND SAFETY MANAGEMENT SERVICES	01/14/2025	5,221.78		
				FEES FOR SERVICES-LTFM--ENVIRON SAFETY 05 E 005 865 000 352 305	5,221.78

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Check Date	Check Number	Payment Type	Name	Check Amount		
02/04/2025	56371	Check	IRISH SPEECH & DEBATE BOOSTERS	147.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
012725	TOURNAMENT FEE APS		01/27/2025	147.00		
			STD TRV ALLOW/ENT FEE-EXT CUR-SPCH/DEBATE-INVITES		11 E 310 298 122 051 369	147.00
02/04/2025	56372	Check	JANA NORMAN	85.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
012325JRG	BASKETBALL REF PAY		01/23/2025	85.00		
			FEES FOR SERVICES-BOY/GIRL--		01 E 210 292 000 000 305	85.00
02/04/2025	56373	Check	M J O'CONNOR INC	380.65		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
48946	AHS GLYCOL LEAK REPAIRS		01/14/2025	380.65		
			REPAIR & MAINT SVCS-OPERATIONS--		01 E 005 810 000 000 350	380.65
02/04/2025	56374	Check	MADISON NATIONAL LIFE	14,404.54		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
1671162	FEBRUARY 2025 LIFE INSURANCE		02/01/2025	14,404.54		
			PAYROLL W/HOLDINGS-DEP LIFE PAYABLE		01 L 215 00	58.65
			PAYROLL W/HOLDINGS-LTD INS PAYABLE		01 L 215 09	7,897.54
			PAYROLL W/HOLDINGS-LIFE INS PAYABLE		01 L 215 13	3,382.00
			PAYROLL W/HOLDINGS-SPOUSE LIFE INS PAYABLE		01 L 215 25	504.10
			PAYROLL W/HOLDINGS-PRUDENTIAL SUPP ITCR		01 L 215 26	2,562.25
02/04/2025	56375	Check	MCALISTER, CAROL A	175.08		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
011725	MILEAGE REIM.		01/17/2025	138.60		
			TRAVEL CONV & CONF-SCHOOL BOARD--		01 E 005 010 000 000 366	138.60
1572044	THE NEWS ROOM REIM.		01/16/2025	26.00		
			TRAVEL CONV & CONF-SCHOOL BOARD--		01 E 005 010 000 000 366	26.00
18	MCDONALDS REIM.		01/17/2025	10.48		
			TRAVEL CONV & CONF-SCHOOL BOARD--		01 E 005 010 000 000 366	10.48

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Check Date	Check Number	Payment Type	Name	Check Amount	
02/04/2025	56376	Check	MESPA	500.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
18592	MESPA INSTITUTE 2025 LYNN HEMANN	10/31/2024	500.00		
		TRAVEL CONV/CONF-STAFF DEV-DLT-	01 E 005 640 495 000 366	500.00	
02/04/2025	56377	Check	MIDWEST DIESEL	571.43	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
122340	1994 INTERNATIONAL PARTS & LABOR	12/17/2024	571.43		
		REPAIR & MAINT SVCS-OPERATIONS--	01 E 005 810 000 000 350	571.43	
02/04/2025	56378	Check	MINNESOTA DEPT OF LABOR & INDUSTRY	200.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
ALR0171130X	ELEVATOR ANNUAL OPERATING FEE AHS	12/28/2024	100.00		
		FEES FOR SERVICES-OPERATIONS--	01 E 005 810 000 000 305	100.00	
ALR0171666X	ELEVATOR ANNUAL OPERATING FEE MACPHAIL	12/28/2024	100.00		
		FEES FOR SERVICES-OPERATIONS--	01 E 005 810 000 000 305	100.00	
02/04/2025	56379	Check	MINNESOTA FFA ASSOCIATION	400.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
6971	GREENHAND CAMP	01/08/2025	400.00		
		ENTRY FEES/STDT TRVL ALLOW-EXT CUR-FFA-SA	88 E 310 298 026 301 369	400.00	
02/04/2025	56380	Check	MINNTEX CITRUS	6,469.30	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
123024	FFA FRUIT	12/30/2024	6,469.30		
		COST OF MAT SOLD-EXT CUR-FFA-SA	88 R 310 298 026 301 619	6,469.30	
02/04/2025	56381	Check	MISSISSIPPI WELDERS SUPPLY CO INC	80.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1801779	RENTAL AGREEMENT WELDING TANKS	10/01/2024	80.00		
		INSTRUCTL SUPPLIES-INDUSTRIAL TECH--	01 E 210 255 000 000 430	80.00	

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Check Date	Check Number	Payment Type	Name	Check Amount		
02/04/2025	56382	Check	MK MUSIC REPAIR	93.74		
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
32150	FLUTE REPAIR		10/10/2024	26.50		
			REPAIR & MAINT SVCS-MUSIC--		01 E 185 258 000 000 350	26.50
32453	CLARINET REPAIR		01/02/2025	44.55		
			REPAIR & MAINT SVCS-MUSIC--		01 E 185 258 000 000 350	44.55
32489	TUBA REPAIR		01/13/2025	22.69		
			REPAIR & MAINT SVCS-MUSIC--		01 E 185 258 000 000 350	22.69
02/04/2025	56383	Check	MN NCPERS GROUP LIFE INSURANCE	336.00		
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
107200022025	MN NCPERS GROUP LIFE INSURANCE bill for January 2025		01/01/2025	336.00		
			PAYROLL W/HOLDINGS-PERA LIFE INS PAYABLE		01 L 215 20	336.00
02/04/2025	56384	Check	MUSIC MART	82.50		
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
1797777	CELLO REPAIR		01/14/2025	82.50		
			REPAIR & MAINT SVCS-MUSIC--		01 E 185 258 000 000 350	82.50
02/04/2025	56385	Check	NEXUS-GERARD FAMILY HEALING	254.33		
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
127706	INSTRUCTION		01/24/2025	254.33		
			FED SUB AWARD<25K-TITL I-NEG/DELINQUENT-TITLE I-A		01 E 450 216 636 401 303	254.33
02/04/2025	56386	Check	NICOLE KRUGER	1,160.40		
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
IN#0124	ORCHESTRA REPAIR		01/24/2025	661.00		
			REPAIR & MAINT SVCS-MUSIC--		01 E 310 258 000 000 350	661.00
IN#0124-2	ORCHESTRA SUPPLIES		01/24/2025	499.40		
			INSTRUCTL SUPPLIES-MUSIC--		01 E 310 258 000 000 430	499.40

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02/04/2025	56387	Check	OELFKE, LEA M	39.88	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
2712058	TEAM BUILDING SUPPLIES	01/23/2025	39.88		
	GENERAL SUPPLIES-OTH PUP SUP-REACH-			01 E 210 790 489 000 401	39.88
02/04/2025	56388	Check	OSGOOD, HEATHER M	977.47	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
111824	MILEAGE REIM.	11/18/2024	93.47		
	TRAVEL CONV & CONF-DEAF-HA-SHARED COST-			01 E 005 405 700 000 366	93.47
112024	MILEAGE REIM.	11/20/2024	64.32		
	TRAVEL CONV & CONF-DEAF-HA-SHARED COST-			01 E 005 405 700 000 366	64.32
112524	MILEAGE REIM.	11/25/2024	341.57		
	TRAVEL CONV & CONF-DEAF-HA-SHARED COST-			01 E 005 405 700 000 366	341.57
112624	MILEAGE REIM.	11/26/2024	18.36		
	IN-DISTRICT TRAVEL-DEAF-HA--IDEA-611			01 E 005 405 000 419 367	18.36
121124	MILEAGE REIM.	12/11/2024	51.86		
	TRAVEL CONV & CONF-DEAF-HA-SHARED COST-			01 E 005 405 700 000 366	51.86
121724	MILEAGE REIM.	12/17/2024	268.40		
	TRAVEL CONV & CONF-DEAF-HA-SHARED COST-			01 E 005 405 700 000 366	268.40
121924	MILEAGE REIM.	12/19/2024	125.22		
	TRAVEL CONV & CONF-DEAF-HA-SHARED COST-			01 E 005 405 700 000 366	125.22
122024	MILEAGE REIM.	12/20/2024	14.27		
	IN-DISTRICT TRAVEL-DEAF-HA--IDEA-611			01 E 005 405 000 419 367	14.27
02/04/2025	56389	Check	PAR INC	3,370.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
IN-00414349	PSYCH MATERIALS	01/08/2025	3,370.00		
	INST SOFTWARE LIC-SPED AGG--STATE SPED			01 E 005 420 000 740 406	3,370.00
02/04/2025	56390	Check	PEARSON	212.43	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
27808570	ASSESSMENTS	01/25/2025	212.43		
	INDIV INST SUPPLIES-ECSE--IDEA SEC 619			01 E 120 412 000 420 433	212.43

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Check Date	Check Number	Payment Type	Name	Check Amount		
02/04/2025	56391	Check	PEPSI-COLA OF ROCHESTER	294.20		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
9301936	CONCESSION BEVERAGE		01/22/2025	294.20		
			COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV.	11 R 000 292 000 147 619		294.20
02/04/2025	56392	Check	POST BULLETIN COMPANY LLC	103.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
180590168-2025	SUBSCRIPTION RENEWAL ANNUAL ACCOUNT #180590168		01/29/2025	103.00		
			FEES FOR SERVICES-SUPERINTENDENT--	01 E 005 020 000 000 305		103.00
02/04/2025	56393	Check	REINARTZ, JENNIFER A	58.80		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
011725	MILEAGE REIM.		01/17/2025	58.80		
			TRAVEL CONV & CONF-SPEECH-PRO DEV-IDEA SEC 611	01 E 005 401 640 419 366		58.80
02/04/2025	56394	Check	ROOT RIVER HARDWOODS INC	1,260.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
27582	INDUSTRIAL TECH		01/24/2025	1,260.00		
			INSTRUCTL SUPPLIES-INDUSTRIAL TECH--	01 E 210 255 000 000 430		1,260.00
02/04/2025	56395	Check	RUNNINGS SUPPLY INC.	49.02		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
3700388	MAINTENANCE SUPPLIES BLANKET PO FY 2024-2025		01/02/2025	25.05		
			REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420		25.05
3703406	MAINTENANCE SUPPLIES BLANKET PO FY 2024-2025		01/07/2025	23.97		
			REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420		23.97
02/04/2025	56396	Check	SANCO EQUIPMENT	806.64		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
PS2040048-1	PARTS		01/08/2025	627.60		
			REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420		627.60
PS2040051-1	PARTS		01/08/2025	91.98		
			REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420		91.98

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Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount
02/04/2025	56396	Check	SANCO EQUIPMENT	806.64
Invoice Number	Description	Invoice Date	Invoice Amount	Account
PS2040246-1	TOOL CAT FILTER	01/16/2025	87.06	
		REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	87.06
02/04/2025	56397	Check	SCHOOL FIX CATALOG	86.65
Invoice Number	Description	Invoice Date	Invoice Amount	Account
606708A	BUS LANE SIGNS	01/21/2025	86.65	
		GEN SUPPLIES-ELEM ED--	01 E 155 203 000 000 401	86.65
02/04/2025	56398	Check	SCOTT KNOEBEL	85.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
012325JRG	BASKETBALL REF PAY	01/23/2025	85.00	
		FEES FOR SERVICES-BOY/GIRL--	01 E 210 292 000 000 305	85.00
02/04/2025	56399	Check	SHI	3,690.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
B19254159	COLOR TONER	01/14/2025	510.00	
		GEN SUPPLIES-SEC--	01 E 310 211 000 000 401	510.00
B19256616	DOCR AV	01/15/2025	3,180.00	
		EQUIPMENT-CAP FAC--OPER CAP	05 E 005 850 000 302 530	3,180.00
02/04/2025	56400	Check	SHULTZ, SARAH	47.32
Invoice Number	Description	Invoice Date	Invoice Amount	Account
013025	MILEAGE REIM.	01/30/2025	47.32	
		IN-DISTRICT TRAVEL-ED SERVICES--	01 E 005 030 000 000 367	47.32
02/04/2025	56401	Check	SOLIANT HEALTH LLC	3,277.81
Invoice Number	Description	Invoice Date	Invoice Amount	Account
21120299	CONTRACTED SVC SLP	01/26/2025	3,277.81	
		PMT FOR ED PURP-SPEECH--STATE SPED	01 E 005 401 000 740 394	3,277.81

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Check Date	Check Number	Payment Type	Name	Check Amount	
02/04/2025	56402	Check	STANLEY, RYAN J	651.20	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
011125	MILEAGE REIM.	01/11/2025	238.00		
				TRAVEL CONV & CONF-CTE-GENERAL--CARL PERKINS 12 E 300 399 000 428 366	238.00
134	7WEST TAPHOUSE REIM.	01/10/2025	26.00		
				TRAVEL CONV & CONF-CTE-GENERAL--CARL PERKINS 12 E 300 399 000 428 366	26.00
3181557886	HILTON REIM.	01/09/2025	375.61		
				TRAVEL CONV & CONF-CTE-GENERAL--CARL PERKINS 12 E 300 399 000 428 366	375.61
32	BURGER KING REIM.	01/11/2025	11.59		
				TRAVEL CONV & CONF-CTE-GENERAL--CARL PERKINS 12 E 300 399 000 428 366	11.59
02/04/2025	56403	Check	STAPLES, INC	1,182.33	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
6021483230	OFFICE SUPPLIES	01/11/2025	1,150.95		
				GEN SUPPLIES-SEC-- 01 E 310 211 000 000 401	1,150.95
6021998208	OFFICE SUPPLIES	01/18/2025	31.38		
				GEN SUPPLIES-SEC-- 01 E 310 211 000 000 401	31.38
02/04/2025	56404	Check	TODAY'S CLASSROOM LLC	2,303.60	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
25-5671	ROYAL READING CENTERS-SEE ATTACHED QUOTE	01/08/2025	2,303.60		
				EQUIPMENT-ELEM ED--OPER CAP 05 E 105 203 000 302 530	2,303.60
02/04/2025	56405	Check	TRANE	3,569.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
315077720	MAINT. SUPPLIES	12/19/2024	3,569.00		
				REPAIR & MAINT SVCS-OPERATIONS-- 01 E 005 810 000 000 350	3,569.00
02/04/2025	56406	Check	TRANSFINDER CORPORATION	15,059.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
60889	TRANSFINDER SOFTWARE 4/9/25-4/8/26	02/03/2025	15,059.00		
				NON-INS SOFTWARE LIC-PUPIL TRANS--NON-AUTH TRAN 01 E 005 760 000 733 405	15,059.00

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Check Date	Check Number	Payment Type	Name	Check Amount		
02/04/2025	56407	Check	TWO RIVERS HIGH SCHOOL	320.00		
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
012725	WRESTLING INVITE		01/27/2025	320.00		
			STU TRV ALLOW/ENT FEE-BOYS-WRESTLING-		01 E 310 294 111 000 369	320.00
02/04/2025	56408	Check	ULINE	1,033.78		
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
187617655	WORK EXPERIENCE SUPPLY		01/08/2025	305.72		
			GEN SUPPLIES-SPED AGG--IDEA-611		01 E 005 420 000 419 401	305.72
188090589	LAPTOP COLL SUPP		01/20/2025	728.06		
			NON-INST TECH SUPPLY-INST TECH-ASSIGNED TECH-		01 E 005 630 093 000 455	728.06
02/04/2025	56409	Check	USBANK- A TFS PROGRAM	2,228.00		
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
547116160	24-25 COPIER LEASE PAYMENTS		01/17/2025	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
			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
02/04/2025	56410	Check	USI INSURANCE SERVICES LLC	1,100.00		
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
5355139	INJURY MANAGEMENT INSURANCE		01/07/2025	1,100.00		
			WORKERS COMP-EMP BENEFITS--		01 E 005 930 000 000 270	1,100.00

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Check Date	Check Number	Payment Type	Name	Check Amount		
02/04/2025	56411	Check	VARSITY ATHLETIC APPAREL	468.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
41720	NUMERALS		01/16/2025	259.00		
			GEN SUPPLIES-BOY/GIRL-ATHLETICS-		01 E 310 292 100 000 401	259.00
41721	NUMERALS		01/16/2025	104.50		
			GEN SUPPLIES-BOY/GIRL-ATHLETICS-		01 E 310 292 100 000 401	104.50
41722	NUMERALS		01/16/2025	104.50		
			GEN SUPPLIES-BOY/GIRL-ATHLETICS-		01 E 310 292 100 000 401	104.50
02/04/2025	56412	Check	WEIS, SARAH L	70.56		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
977	DOMINOS REIM.		01/20/2025	70.56		
			FOOD-GIRLS ATHL-GYMNASTICS-		66 E 310 296 106 000 490	70.56
02/04/2025	56413	Check	WESTPHAL, ERIC S	19.90		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
305013473059334	WALMART REIM.		01/13/2025	19.90		
			INSTRUCTL SUPPLIES-ENGLISH--		01 E 210 220 000 000 430	19.90
02/04/2025	56414	Check	WESTRUM, JODI L	12.52		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
2-5009-1068-0073-0824-2	TARGET REIM.		01/09/2025	12.52		
			INSTRUCTL SUPPLIES-ELEM ED--		01 E 145 203 000 000 430	12.52
02/04/2025	56415	Check	WHITE, PAUL B	50.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
111-9675525-8633815	AMAZON REIM.		01/20/2025	50.00		
			INSTRUCTL SUPPLIES-ELEM ED--		01 E 155 203 000 000 430	50.00
02/04/2025	56416	Check	WYHE'S CHOICE FUNDRAISING	2,547.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
124110375 R2	FFA FUNDRAISER BUTTER BRAIDS		12/02/2024	2,547.00		
			COST OF MAT SOLD-EXT CUR-FFA-SA		88 R 310 298 026 301 619	2,547.00

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Check Date	Check Number	Payment Type	Name	Check Amount	
02/04/2025	56417	Check	ZIEGLER INC	3,496.64	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
SI000582580	CATERPILLER PARTS & SERVICE	12/17/2024	3,496.64		
	REPAIR & MAINT SVCS-OPERATIONS--			01 E 005 810 000 000 350	3,496.64
02/04/2025	56418	Check	ZIELKE, DANIEL P	290.44	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
011725	MILEAGE REIM.	01/17/2025	140.00		
				TRAVEL CONV & CONF-SCHOOL BOARD-- 01 E 005 010 000 000 366	140.00
07880D	DUNN BROTHERS REIM.	01/16/2025	15.00		
				TRAVEL CONV & CONF-SCHOOL BOARD-- 01 E 005 010 000 000 366	15.00
1572054	THE NEWS ROOM REIM.	01/16/2025	25.27		
				TRAVEL CONV & CONF-SCHOOL BOARD-- 01 E 005 010 000 000 366	25.27
260	BRITS PUB REIM.	01/15/2025	20.17		
				TRAVEL CONV & CONF-SCHOOL BOARD-- 01 E 005 010 000 000 366	20.17
30480	PARKING REIM.	01/17/2025	51.00		
				TRAVEL CONV & CONF-SCHOOL BOARD-- 01 E 005 010 000 000 366	51.00
565753	HILTON REIM.	01/15/2025	13.00		
				TRAVEL CONV & CONF-SCHOOL BOARD-- 01 E 005 010 000 000 366	13.00
650844	HILTON REIM.	01/17/2025	13.00		
				TRAVEL CONV & CONF-SCHOOL BOARD-- 01 E 005 010 000 000 366	13.00
669532	HILTON REIM.	01/16/2025	13.00		
				TRAVEL CONV & CONF-SCHOOL BOARD-- 01 E 005 010 000 000 366	13.00
				Total:	\$144,609.01

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AP Run: T250801 — Post Date: 2025-02-04 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount
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T250801 Summary

Type	Count	Amount
Regular	75	144,609.01
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	75	\$144,609.01

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AP Run: CB250801 — Post Date: 2025-02-04 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
02/04/2025	5000002252		ARROW PRINTING*	380.16	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
72779	SPED MATERIALS	01/17/2025	181.50		
				GEN SUPPLIES-SPED AGG--IDEA-611 01 E 005 420 000 419 401	181.50
72780	SPED MATERIALS	01/17/2025	198.66		
				GEN SUPPLIES-SPED AGG--IDEA-611 01 E 005 420 000 419 401	198.66
02/04/2025	5000002253		DIAMOND RIDGE PRINTING*	68.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
53533	POSTERS CEO EVENT	01/22/2025	68.00		
				GEN SUPPLIES-SEC-CEO PROGRAM- 01 E 310 211 206 000 401	68.00
02/04/2025	5000002254		DISCOUNT SCHOOL SUPPLY*	113.60	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
009095160101	PAINT	01/14/2025	113.60		
				GEN SUPPLIES-ECFE--ECFE 04 E 500 580 000 325 401	113.60
02/04/2025	5000002255		GAMES PEOPLE PLAY*	589.21	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
39591	SOCCER NETS	01/28/2025	718.21		
				GEN SUPPLIES-BOYS-SOCCER- 01 E 310 294 117 000 401	359.11
				GEN SUPPLIES-GIRLS-SOCCER- 01 E 310 296 117 000 401	359.10
7409-1	SECURITY HOODIES AHS	10/25/2024	96.00		
				GEN SUPPLIES-SEC-- 01 E 310 211 000 000 401	96.00
7825-2	REACH CREDIT	01/22/2025	-225.00		
				GENERAL SUPPLIES-OTH PUP SUP-REACH- 01 E 310 790 489 000 401	-225.00
02/04/2025	5000002256		GODFATHER'S PIZZA*	2,111.50	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
06701	CONCESSIONS	11/23/2024	240.00		
				COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV. 11 R 000 292 000 147 619	240.00
06703	CONCESSIONS	11/24/2024	216.00		
				COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV. 11 R 000 292 000 147 619	216.00

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Check Date	Check Number	Payment Type	Name	Check Amount	
02/04/2025	5000002256		GODFATHER'S PIZZA*	2,111.50	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
06704	CONCESSIONS	11/26/2024	72.00		
				COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV. 11 R 000 292 000 147 619	72.00
06705	CONCESSIONS	12/02/2024	48.00		
				COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV. 11 R 000 292 000 147 619	48.00
06706	CONCESSIONS	12/05/2024	96.00		
				COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV. 11 R 000 292 000 147 619	96.00
06709	CONCESSIONS	12/07/2024	300.00		
				COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV. 11 R 000 292 000 147 619	300.00
06710	CONCESSIONS	12/10/2024	60.00		
				COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV. 11 R 000 292 000 147 619	60.00
06712	CONCESSIONS	12/13/2024	96.00		
				COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV. 11 R 000 292 000 147 619	96.00
06713	CONCESSIONS	12/14/2024	264.00		
				COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV. 11 R 000 292 000 147 619	264.00
06715	CONCESSIONS	12/17/2024	72.00		
				COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV. 11 R 000 292 000 147 619	72.00
06719	CONCESSIONS	12/19/2024	72.00		
				COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV. 11 R 000 292 000 147 619	72.00
06722	CONCESSIONS	01/02/2025	72.00		
				COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV. 11 R 000 292 000 147 619	72.00
06724	CONCESSIONS	01/09/2025	96.00		
				COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV. 11 R 000 292 000 147 619	96.00
06725	CONCESSIONS	01/10/2025	72.00		
				COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV. 11 R 000 292 000 147 619	72.00
06726	CONCESSIONS	01/12/2025	36.00		
				COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV. 11 R 000 292 000 147 619	36.00
06728	CONCESSIONS	01/16/2025	36.00		
				COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV. 11 R 000 292 000 147 619	36.00

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Check Date	Check Number	Payment Type	Name	Check Amount	
02/04/2025	5000002256		GODFATHER'S PIZZA*	2,111.50	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
06731	NEVELN PIZZAS	01/20/2025	174.50		
		FOOD-STAFF DEV--STAFF DEV		01 E 125 640 000 316 490	174.50
06739	NAPAC EVENT PIZZA	01/29/2025	89.00		
		FOOD-OTH PUP SUP--AM INDIAN ED AID		01 E 005 790 000 320 490	89.00
02/04/2025	5000002257		HORIZON COMMERCIAL POOL SUPPLY*	7,642.83	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
INV93226	ELLIS POOL CHEMICALS-FY 2024-2025	01/07/2025	1,306.33		
		REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	1,306.33
INV93309	ELLIS POOL CHEMICALS-FY 2024-2025	01/08/2025	6,336.50		
		REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	6,336.50
02/04/2025	5000002258		MCGRAW-HILL COMPANIES*	22.36	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
135144314001	CLASSROOM MATERIAL	12/30/2024	22.36		
		INDIV INST SUPPLIES-ASD--STATE SPED		01 E 155 411 000 740 433	22.36
02/04/2025	5000002259		MIDTOWN AUTO CLINIC*	2,262.32	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
96214	DISTRICT VEHICLE MAINTENANCE/REPAIRS FY 2024-2025	01/06/2025	57.24		
		REPAIR & MAINT SVCS-OPERATIONS--		01 E 005 810 000 000 350	57.24
96297	DISTRICT VEHICLE MAINTENANCE/REPAIRS FY 2024-2025	01/16/2025	2,205.08		
		REPAIR & MAINT SVCS-OPERATIONS--		01 E 005 810 000 000 350	2,205.08
02/04/2025	5000002260		REALLY GOOD STUFF INC*	75.96	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
8748914	CLASSROOM MATERIALS	01/07/2025	75.96		
		INDIV INST SUPPLIES-ECSE--IDEA SEC 619		01 E 120 412 000 420 433	75.96

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Check Date	Check Number	Payment Type	Name	Check Amount	
02/04/2025	5000002261		SCHOLASTIC INC*	164.84	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
M75514596	MAGAZINES FOR IJ HOLTON PI ACADEMY	01/07/2025	164.84		
		INDIV INST SUPPLIES-GIFTED--GIFT/TA	01 E 005 218 000 388 433	164.84	
02/04/2025	5000002262		SCHOOL HEALTH CORPORATION*	960.34	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
CINV000149011	ATHLETIC TRAINER SUPPLIES	10/30/2024	68.09		
		GEN SUPPLIES-BOY/GIRL-ATHLETICS-	01 E 310 292 100 000 401	68.09	
CINV000150476	ATHLETIC TRAINER SUPPLIES	11/01/2024	731.91		
		GEN SUPPLIES-BOY/GIRL-ATHLETICS-	01 E 310 292 100 000 401	731.91	
CINV000151073	ATHLETIC TRAINER SUPPLIES	11/04/2024	108.35		
		GEN SUPPLIES-BOY/GIRL-ATHLETICS-	01 E 310 292 100 000 401	108.35	
CINV000153686	ATHLETIC TRAINER SUPPLIES	11/08/2024	1.27		
		GEN SUPPLIES-BOY/GIRL-ATHLETICS-	01 E 310 292 100 000 401	1.27	
CINV000154841	ATHLETIC TRAINER SUPPLIES	11/12/2024	28.10		
		GEN SUPPLIES-BOY/GIRL-ATHLETICS-	01 E 310 292 100 000 401	28.10	
CINV000158787	ATHLETIC TRAINER SUPPLIES	11/20/2024	2.64		
		GEN SUPPLIES-BOY/GIRL-ATHLETICS-	01 E 310 292 100 000 401	2.64	
CINV000183787	ATHLETIC TRAINER SUPPLIES	01/20/2025	19.98		
		GEN SUPPLIES-BOY/GIRL-ATHLETICS-	01 E 310 292 100 000 401	19.98	
02/04/2025	5000002263		SCHOOL SPECIALTY, LLC*	347.18	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
208135267456	ART SUPPLIES	01/07/2025	347.18		
		INSTRUCTL SUPPLIES-ART--	01 E 105 212 000 000 430	347.18	
02/04/2025	5000002264		SOUTHEAST SERVICE COOPERATIVE*	850.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
SINV000005965	KNOWLEDGE BOWL FEES	01/14/2025	850.00		
		STU TRV ALLOW/ENT FEE-EXT CUR--	01 E 310 298 000 000 369	850.00	
				Total:	\$15,588.30

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Check Date	Check Number	Payment Type	Name	Check Amount
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CB250801 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	13	15,588.30
Total:	13	\$15,588.30

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AP Run: 2/5/2025 TRA PERA — Post Date: 2025-02-05 — AP Run Type: R

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Check Date	Check Number	Payment Type	Name	Check Amount	
02/05/2025	202003382	Wire Transfer	MN TEACHERS RETIREMENT ASSN	223,828.49	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
TRC.01302025.B	TRC - TRA COORD for 1/30/2025 Reg PR	01/30/2025	118,697.08		
				PAYROLL W/HOLDINGS-TRA PAYABLE 01 L 215 04	115,557.51
				PAYROLL W/HOLDING-TRA PAYABLE 04 L 215 04	2,698.13
				PAYROLL W/HOLDINGS-TRA PAYABLE 12 L 215 04	437.50
				PAYROLL W/HOLDINGS-TRA PAYABLE 66 L 215 04	3.94
TRC.01302025.D	TRC - TRA CORD for 1/30/2025 Reg PR	01/30/2025	105,131.41		
				PAYROLL W/HOLDINGS-TRA PAYABLE 01 L 215 04	102,350.67
				PAYROLL W/HOLDING-TRA PAYABLE 04 L 215 04	2,389.75
				PAYROLL W/HOLDINGS-TRA PAYABLE 12 L 215 04	387.50
				PAYROLL W/HOLDINGS-TRA PAYABLE 66 L 215 04	3.49
02/05/2025	202003383	Wire Transfer	PUBLIC EMPLOYEES RETIREMENT ASSN	76,792.63	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
PRC.01302025.B	PRC - PERA CORD for 1/30/2025 Reg PR	01/30/2025	41,138.96		
				PAYROLL W/HOLDINGS-PERA PAYABLE 01 L 215 03	33,803.80
				PAYROLL W/HOLDINGS-PERA PAYABLE 02 L 215 03	4,111.95
				PAYROLL W/HOLDING-PERA PAYABLE 04 L 215 03	2,911.63
				PAYROLL W/HOLDINGS-PERA PAYABLE 05 L 215 03	311.58
PRC.01302025.B.a	PRC - PERA CORD for 1/30/2025 voids	01/30/2025	-20.50		
				PAYROLL W/HOLDINGS-PERA PAYABLE 01 L 215 03	-7.90
				PAYROLL W/HOLDINGS-PERA PAYABLE 02 L 215 03	-12.60
PRC.01302025.B.b	PRC - PERA CORD for 1/30/2025 Reissues	01/30/2025	20.50		
				PAYROLL W/HOLDINGS-PERA PAYABLE 01 L 215 03	7.90
				PAYROLL W/HOLDINGS-PERA PAYABLE 02 L 215 03	12.60
PRC.01302025.D	PRC - PERA CORD for 1/30/2025 Reg PR	01/30/2025	35,653.67		
				PAYROLL W/HOLDINGS-PERA PAYABLE 01 L 215 03	29,296.53
				PAYROLL W/HOLDINGS-PERA PAYABLE 02 L 215 03	3,563.72
				PAYROLL W/HOLDING-PERA PAYABLE 04 L 215 03	2,523.38
				PAYROLL W/HOLDINGS-PERA PAYABLE 05 L 215 03	270.04

Board Packet

AP Run: 2/5/2025 TRA PERA — Post Date: 2025-02-05 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
02/05/2025	202003383	Wire Transfer	PUBLIC EMPLOYEES RETIREMENT ASSN	76,792.63	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
PRC.01302025.D.a	PRC - PERA CORD for 1/30/2025 voids	01/30/2025	-17.77		
				PAYROLL W/HOLDINGS-PERA PAYABLE 01 L 215 03	-6.85
				PAYROLL W/HOLDINGS-PERA PAYABLE 02 L 215 03	-10.92
PRC.01302025.D.b	PRC - PERA CORD for 1/30/2025 Reissues	01/30/2025	17.77		
				PAYROLL W/HOLDINGS-PERA PAYABLE 01 L 215 03	6.85
				PAYROLL W/HOLDINGS-PERA PAYABLE 02 L 215 03	10.92
Total:					\$300,621.12

2/5/2025 TRA PERA Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	2	300,621.12
Epayables:	0	0.00
Total:	2	\$300,621.12

Board Packet

Summary by Fund

Austin Public Schools ISD 492

Fund	Total
01 - GENERAL FUND	2,020,955.28
02 - FOOD SERVICE FUND	30,000.72
04 - COMMUNITY SERVICE	67,499.37
05 - CAPITAL EXPENDITURES	45,651.67
07 - DEBT SERVICE FUND	1,579,800.00
08 - TRUST FUND	142.00
11 - SITE & CO-CURRICULAR	8,499.85
12 - AUSTIN AREA CONSORTIUM	2,764.88
20 - INTERNAL SERVICE FUND	7,072.50
66 - ATHLETICS	1,354.09
88 - STUDENT ACTIVITY	13,011.06
	<hr/>
	\$3,776,751.42

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

TREASURER'S BOOKS	BALANCE BEGINNING OF MONTH	DEBITS	CREDITS	BALANCE END OF MONTH
CASH				
01 GENERAL FUND	5,918,810.36	9,096,749.26	11,540,679.14	3,474,880.48
05 CAPITAL OUTLAY	655,174.72	5,744.53	705,369.67	(44,450.42)
11 SITE AND COCURRICULAR	583,300.86	31,815.66	22,765.86	592,350.66
12 AUSTIN AREA CONSORTIUM	14,917.03	0.00	1,942.78	12,974.25
55 PROFESSIONAL DEVELOPMENT FUND	35,475.64	0.00	0.00	35,475.64
66 ATHLETICS	101,490.55	5,379.54	7,555.44	99,314.65
88 ACTIVITY FUND	212,969.46	3,150.06	7,152.42	208,967.10
02 FOOD SERVICE	1,435,168.85	529,865.41	321,462.41	1,643,571.85
04 COMMUNITY SERVICE	1,085,876.81	492,611.39	242,671.11	1,335,817.09
06 CONSTRUCTION FUNDS	55,802.25	73.29	4,270.86	51,604.68
07 DEBT SERVICE	2,783,772.94	1,224,962.13	840,159.93	3,168,575.14
08 TRUST FUND	47,803.48	338.16	0.00	48,141.64
18 CUSTODIAL FUNDS	0.00	0.00	0.00	0.00
20 INTERNAL SERVICE FUND	2,080,239.42	1,092,751.98	1,218,293.80	1,954,697.60
TOTAL CASH	15,010,802.37	12,483,441.41	14,912,323.42	12,581,920.36
01 CASHIER'S OFFICE PETTY CASH	3,000.00	0.00	0.00	3,000.00
01 CERTIFICATES OF PURCHASE - US BANK	1,514.17	5.17	0.00	1,519.34
05 CERTIFICATES OF PURCHASE - US BANK	0.00	0.00	0.00	0.00
INVESTMENTS				
01 OPERATING INVESTMENTS - MN TRUST	16,077,734.67	2,515,849.37	1,028,125.85	17,565,458.19
01 SCHOLARSHIP INVESTMENTS	9,684.80	250.85	0.00	9,935.65
08 SCHOLARSHIP TRUST INVESTMENTS	67,117.17	2.74	0.00	67,119.91
45 OPEB TRUST INVESTMENTS	93,792.95	359.91	0.00	94,152.86
88 ACTIVITY FUND	20,002.03	0.00	0.00	20,002.03
TOTAL INVESTMENTS	16,268,331.62	2,516,462.87	1,028,125.85	17,756,668.64
GRAND TOTAL PER TREASURER'S BOOKS	31,283,648.16	14,999,909.45	15,940,449.27	30,343,108.34

BANK ACCOUNTS	BALANCE PER BANK STATEMENT	OUTSTANDING CHECKS	DEPOSITS NOT SHOWN ON BANK STATEMENT	OTHER RECONCILING ITEMS	BALANCE PER TREASURER'S BOOKS
BREMER - SAVINGS	10,036.08	0.00	0.00	0.00	10,036.08
BREMER - ICS CASH SWEEP	241,501.81	0.00	0.00	0.00	241,501.81
BREMER - MAIN	4,408,852.99	(1,701,498.62)	2,317.04	0.00	2,709,671.41
MSDLAF+ Liquid Class	0.00	0.00	0.00	0.00	0.00
MSDLAF+ MAX Class	5,634,812.23	0.00	0.00	0.00	5,634,812.23
MN TRUST OPERATING ACCOUNT	3,980,617.68	0.00	0.00	0.00	3,980,617.68
MN TRUST CAPITAL FACILITY BONDS 2018A	5,281.15	0.00	0.00	0.00	5,281.15
CASHIER'S OFFICE PETTY CASH	3,000.00	0.00	0.00	0.00	3,000.00
CERTIFICATES OF PURCHASE - US BANK	1,519.34	0.00	0.00	0.00	1,519.34
OPERATING INVESTMENTS - MN TRUST	17,565,458.19	0.00	0.00	0.00	17,565,458.19
SCHOLARSHIP INVESTMENTS	9,935.65	0.00	0.00	0.00	9,935.65
SCHOLARSHIP TRUST INVESTMENTS	67,119.91	0.00	0.00	0.00	67,119.91
OPEB TRUST INVESTMENTS	94,152.86	0.00	0.00	0.00	94,152.86
ACTIVITY FUND	20,002.03	0.00	0.00	0.00	20,002.03
BALANCE	32,042,289.92	(1,701,498.62)	2,317.04	0.00	30,343,108.34

RECONCILIATION OF TREASURER'S BALANCE WITH BANK

0.00



AUSTIN PUBLIC SCHOOLS

INSPIRE • EMPOWER • ACCELERATE

DATE: February 10, 2025

TITLE: Pay Equity Compliance

TYPE: Action

PRESENTER: Human Resources Director Sue Stark

BACKGROUND: The District must submit the Pay Equity Implementation Report to the State of Minnesota by January 31, 2025, using compensation data from December 31, 2024. The report, submitted on January 24, 2025, shows compliance with all required pay equity tests, meeting or exceeding the 80.0% threshold. A notice must also be sent to all exclusive representatives and posted publicly for 90 days to ensure transparency.

RATIONALE: The data contained in the enclosed report has been entered into the software provided by the State of Minnesota. This is the same software that the State of Minnesota will use to analyze the data and issue its findings. Based on this data, the Underpayment ratio is 85.71%, the Salary Range Test results in a ratio of 80.0% and the Exceptional Service Pay Test is 100.0%. For the District to be in compliance, all of these figures must be greater than or equal to 80.0. I am pleased to report that the preliminary report shows the district to be in compliance.

RECOMMENDATION: I recommend the report be approved as presented.

Pay Equity Implementation Report

Part A: Jurisdiction Identification

Jurisdiction: ISD No. 492 - Austin
 401 Third Avenue NW

 Austin, MN 55912

Jurisdiction Type: School

Contact: Sue Stark	Phone: (507) 460-1902	E-Mail: sue.stark@austin.k12.mn.us
Contact: Jamie Norton	Phone: (507) 460-1910	E-Mail: jamie.norton@austin.k12.mn.us

Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system was used: Consultant

Description:

The same as last year.

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and:
 There is no difference and female classes are not at a disadvantage.

3. An official notice has been posted at:

Human Resources Office

(prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

Austin Public School Board

(governing body)

Carolyn Dube

(chief elected official)

Chairperson

(title)

Part C: Total Payroll

\$42197769.92

is the annual payroll for the calendar year just ended December 31.

- Checking this box indicates the following:
- signature of chief elected official
 - approval by governing body
 - all information is complete and accurate, and
 - all employees over which the jurisdiction has final budgetary authority are included

Date Submitted:1/24/2025

Results of Tests for Pay Equity Compliance

Date: January 24, 2025

Jurisdiction: ISD No. 492 - Austin

ID#: 1567

1. Completeness and Accuracy Test

- Passed. Required information was submitted accurately and on time.
- Passed by Exception. Request for Reconsideration approved.

2. Statistical Analysis Test

- Passed. Jurisdiction had more than three male classes and an underpayment ratio of 80% or more.
- Passed. Jurisdiction had at least six male classes, at least one class with a salary range, an underpayment ratio below 80% but a t-test that was not statistically significant.
- Passed by Exception. Request to Reconsideration approved

3. Salary Range Test

- Passed. Too few classes had an established number of years to move through a salary range.
- Passed. Salary range test showed a score of 80% or more.
- Passed by Exception. Request for Reconsideration approved.

4. Exceptional Service Pay Test

- Passed. Too few classes received exceptional service pay.
- Passed. Exceptional service pay test showed a score of 80% or more.
- Passed by Exception. Request for Reconsideration approved.

If you have questions or need assistance, please contact Angela Garrity-Scharffbillig at (651) 259-3727, or by email: pay.equity@state.mn.us

Compliance Report

Jurisdiction: ISD No. 492 - Austin
401 Third Avenue NW

Austin, MN 55912

Report Year: 2025
Case: 1 - 2024 DATA (In Compliance)

Contact: Sue Stark

Phone: (507) 460-1902

E-Mail: sue.stark@austin.k12.mn.us

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	17	34	8	59
# Employees	39	741	54	834
Avg. Max Monthly Pay per employee	8367.31	9433.91		9276.29

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 85.71429 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	8	13
b. # Below Predicted Pay	9	21
c. TOTAL	17	34
d. % Below Predicted Pay (b divided by c = d)	52.94	61.76

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 778	Value of T = -3.441
-------------------------------	---------------------

a. Avg. diff. in pay from predicted pay for male jobs = -4

b. Avg. diff. in pay from predicted pay for female jobs = 1105

III. SALARY RANGE TEST = 80.00 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 4.90

B. Avg. # of years to max salary for female jobs = 6.13

IV. EXCEPTIONAL SERVICE PAY TEST = 100.00 (Result is B divided by A)

A. % of male classes receiving ESP = 23.53 *

B. % of female classes receiving ESP = 23.53

*(If 20% or less, test result will be 0.00)



DATE: February 10, 2025
TITLE: Updates on VPK Requirements from MDE
TYPE: Action
PRESENTER: Jennifer Lawhead

BACKGROUND:

Voluntary Prekindergarten (VPK) is high-quality, publicly funded prekindergarten programs. Programs across Minnesota serve over 12,000 children throughout the state in 208 school districts and charter schools. Four-year-old prekindergarten at the CLC is our district's Voluntary Preschool Program.

Austin Public Schools has been receiving VPK funds through the state of Minnesota since 2017. APS was one of the first districts to apply for and receive these funds to support students attending preschool at no cost the year before kindergarten.

Information:

Due to changes in Minnesota law the eligibility requirements for Austin Public Schools Prekindergarten (4-year-old preschool) program at the CLC has changed beginning in the 2025-26 school year.

Children are eligible for 4-year-old Prekindergarten at the CLC if they are four years of age as of September 1 in the calendar year in which the school year begins and meet one of the following criteria:

- Qualify for educational benefits
- Qualify using state general financial eligibility requirements
- Is an English language learner
- Is an American Indian · Has experienced homelessness in the last 24 months
- Is identified through health and developmental screening with a potential risk factor that may influence learning
- Is in foster care, kinship care, or needs child protection services
- Has a parent who is a migrant or seasonal agricultural laborer.
- Has a parent who is incarcerated.
- Is defined as at risk by the school district.

Therefore, some students attending four-year-old preschool (Prekindergarten) at the CLC will be paying fees to attend preschool based on a sliding scale. *(see next page)*

Recommendation: I recommend approval of the 2025-26 preschool tuition scale as presented.

Proposed Preschool Tuition Scale for the 2025-2026 School Year

Family size	VPK or Scholarship Income Eligible - Tuition Free	Reduced Fee 1	Reduced Fee 2	Pay in Full
2	<\$44,006	\$44,007-\$62,731	\$62,732-\$79,584	\$79,585 +
3	<\$54,360	\$53,361-\$77,492	\$77,493-\$98,310	\$98,311 +
4	<\$64,714	\$64,715-\$92,252	\$92,253-\$117,036	\$117,037 +
5	<\$75,068	\$75,069-\$107,012	\$107,013-\$135,761	\$135,762+
6	<\$85,423	\$85,424-\$121,773	\$121,774-\$154,487	\$154,488+
7	<\$87,365	\$87,366-\$124,541	\$124,542-\$157,999	\$158,000+
8	<\$89,306	\$89,307-\$127,308	\$127,309-\$161,509	\$161,510+
9	<\$91,247	\$91,248-\$130,076	\$130,077-\$165,021	\$165,022+
Discovery	\$0	\$100	\$150	\$200
Kprep	\$0	\$100	\$150	\$200

Families whose household income falls in the "tuition free" column of the sliding fee scale, will be given priority for scholarships and Voluntary Prekindergarten (VPK) funding. Determinations will be made by August 2025.



DATE: February 10, 2025
TITLE: APS Site Reports
TYPE: Informational
PRESENTER: Dr. Joey Page, Superintendent

BACKGROUND:

The following is a summary of events and items from our sites.

Austin High School:

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

- On January 18, 2025, Austin High School played one of the host sites for the Region 1AA Solo/Ensemble Contest. Over 300 students from 4 high schools participated in the event. Austin students tallied 120 performances for the day.
- Austin Activities provides daily opportunities to help prepare students for their continuing success beyond high school. These opportunities assist them in creating a rich Packer Profile that shows evidence of the enriched and authentic learning that takes place "after the bell."
- In December 2024, Austin Activities implemented Packer Study Table. The study table is intended for student-athletes that need some extra support in various classes. Packer Study Table will resume for second semester on January 22, 2025.

Packer Profile for all learners.

- Don Leathers and Katie Ulwelling shared their wisdom with Future Teachers Club
- Packer Profile group presented at the MSBA conference. The group did a great job and information was well received
- For this month's update, please check out the 2024-2025 Quarter 2 Packer Profile Newsletter <https://bit.ly/PP2425Q>

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

- Austin High School is committed to strengthening our Multi-Tiered System of Supports (MTSS) to ensure all students receive the academic and behavioral support they need to succeed. As we transition into the second semester of the 2024-2025 school year, our dedicated teams, including the School Leadership Team, department teams and Intensive Support Team, have been working diligently to provide a smooth transition for our students and improve student outcomes through data-driven decision-making and evidence-based practices. We are proud of the collaborative efforts of our teams and look forward to continued success as we support our students throughout the remainder of the school year.

AHS S1 Grade Summary 2024-2025

Good news – based on the S1 grades as of today – your failure rates have improved dramatically over the last 3 years! As of today – there are still 86 Incompletes sitting out there, so I did include a scenario, that if all the Incompletes “I’s” become a F or a U, then we will have a 12.5% failure rate – 2.7% better than the 15.2% average failure rate from the last 3 years!

Additionally – good to note the BARR and Packer Profile efforts in Gr. 09 are showing effectiveness with a 9.5%-9.7% failure rate! 😊



Austin High School (200)
S1 Semester Grade Summary

	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	P	S+	S	S-	U	I	Grand Total	Failure Rate
19-20	1958	743	620	868	584	471	628	404	340	456	385	958	1239	20	68	26	129		9897	11.0%
Gr.09	555	198	192	247	138	120	167	101	96	113	113	227	340	6	11	11	34		2669	9.8%
Gr.10	477	252	165	264	181	127	168	94	92	129	119	261	316	4	15	2	48		2714	11.4%
Gr.11	422	164	148	201	161	123	169	103	85	108	86	237	302	6	12	7	29		2363	11.3%
Gr.12	504	129	115	156	104	101	124	106	67	106	67	233	281	4	30	6	18		2151	11.7%
20-21	**Pandemic year - AHS was on Quarters - Not Comparable**																			NA
21-22	2266	742	614	852	578	454	578	439	354	457	412	1445	1170	28	41	48	161		10639	15.1%
Gr.09	565	191	178	250	181	137	178	113	106	132	116	374	318	6	13	15	65		2938	14.9%
Gr.10	503	187	167	221	165	129	157	134	98	135	129	411	277	2	6	18	42		2781	16.3%
Gr.11	599	194	146	209	123	112	146	109	91	111	113	405	282	12	8	13	26		2699	16.0%
Gr.12	599	170	123	172	109	76	97	83	59	79	54	255	293	8	14	2	28		2221	12.7%
22-23	2433	768	630	923	607	488	662	446	376	463	406	1529	1246	15	81	29	137		11239	14.8%
Gr.09	636	221	191	295	201	173	227	135	130	147	144	477	358	1	20	7	36		3399	15.1%
Gr.10	607	237	168	257	167	135	154	115	87	108	100	332	312	1	12	13	36		2841	13.0%
Gr.11	532	169	129	189	116	99	142	107	90	121	90	396	273	5	12	3	35		2508	17.2%
Gr.12	658	141	142	182	123	81	139	89	69	87	72	324	303	8	37	6	30		2491	14.2%
23-24	2477	831	628	908	601	510	649	453	380	473	439	1696	1263	20	70	17	131		11546	15.8%
Gr.09	687	203	169	239	158	138	157	122	99	126	137	340	331	7	16	4	36		2969	12.7%
Gr.10	630	265	191	266	205	161	195	110	121	137	116	460	340	3	15	8	40		3263	15.3%
Gr.11	524	213	145	243	145	118	171	124	97	119	88	487	292	3	12		30		2811	18.4%
Gr.12	636	150	123	160	93	93	126	97	63	91	98	409	300	7	27	5	25		2503	17.3%
24-25*	2799	911	618	861	605	486	700	490	365	522	421	1116	34	15	80	33	80	86	10222	11.8%
Gr.09	737	252	171	238	173	131	159	143	104	130	111	223		3	34	12	29	7	2657	9.5%
Gr.10	661	198	141	203	162	133	181	137	96	151	130	292		6	12	15	13	44	2575	12.1%
Gr.11	708	277	195	239	173	140	207	113	83	138	100	337	2		12	4	20	23	2771	13.0%
Gr.12	693	184	111	181	97	82	153	97	82	103	80	264	32	6	22	2	18	12	2219	12.8%
Grand Total	11933	3995	3110	4412	2975	2409	3217	2232	1815	2371	2063	6744	4952	98	340	153	638	86	53543	13.8%

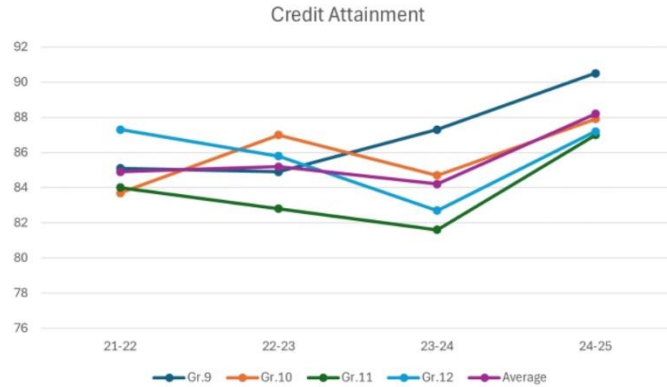
Source: Infinite Campus Grades Extract (School=200, Term=S1, Score ≠ "N", "W", or "null")
*2024-25 Incompletes have not been finalized as of 01/14/2025

Credit Attainment	
21-22	84.9
Gr. 9	85.1
Gr. 10	83.7
Gr. 11	84.0
Gr. 12	87.3

22-23	85.2
Gr. 9	84.9
Gr. 10	87.0
Gr. 11	82.8
Gr. 12	85.8

23-24	84.2
Gr. 9	87.3
Gr. 10	84.7
Gr. 11	81.6
Gr. 12	82.7

		*If I's=FU's
24-25	88.2	87.5
Gr. 9	90.5	90.3
Gr. 10	87.9	86.4
Gr. 11	87.0	86.3
Gr. 12	87.2	86.8



Excellence in resource management.

- We are excited to announce the hire of Casey McGill as our new security team member. Casey brings a strong commitment to ensuring a safe and welcoming environment for our students, staff, and community, and we look forward to the positive impact they will have on our school.
- We are thrilled to announce Ryan Flanders as a long-term substitute in our Physical Education department. Ryan brings a passion for fostering physical fitness and teamwork in students, along with a commitment to creating engaging and inclusive activities that inspire lifelong healthy habits. We are confident that Ryan's energy and dedication will make a meaningful impact on our students and the overall school community.
- Aiden Wendland is joining our Austin Alternative Center as a Social Studies teacher this semester.
- Austin Activities was awarded a MSHSL Foundation 'Form B' Grant. These funds will go towards CPR/AED training in August for AHS Coaching Staff.
- Site Newsletter: <https://secure.smore.com/n/2fk5g>

Austin Online Academy/Austin Area Learning Center

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

- During the January professional development AOA/ALC staff worked with student feedback to plan the upcoming micro/macro celebrations for Semester Two. This semester we will be focusing on student attendance as one criteria for these events. Bowling, Dome Days, and additional college visits were identified as desirable for students.

Packer Profile for all learners.

- We continue to learn more about the options and opportunities PSEO and Early Middle College has for AOA/ALC students. This past month we had our first AOA/ALC college visit in which we toured both Riverland locations and learned about opportunities not only for after high school, but while we are still students at AOA/ALC.

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

- This past month we started working on the Flex Day proposal for the ALC next year. This has been something we have been researching since the start of the school year and receive support from other ALC's utilizing this model, our COMPASS advisors, and MDE Alternative Learning Specialists. We are working to align our Discussion Based Assessments and Content/language objectives to prepare for options for students to learn either in person or online in the future.

Excellence in resource management.

- While planning for the increase in numbers in our ALC next year by adding a cohort we continue to see growth in our numbers at Austin Online Academy as of January 2025 we had 182 students enrolled in at least one course at AOA and we have established contracts and partnerships with 6 districts for supplemental services (see table below)

	22-23	23-24	S1 24-25	S2 24/25
# of students out of district and growth	10	40	45	40
# of districts outside of Austin enrolled	8	24	29	25
# of supplemental vs comprehensive	1 supp / 9 comp	4 supp / 36 comp	7 supp / 38 comp	6 supp / 34 comp

IJ Holton Intermediate School:

- Support and resources to ensure a safe and welcoming learning environment.
 - Our department chairs went through staff development on “Strengths” training. They use the individual strengths in each department to identify how to function a peak performance.
 - On the last Cold Day our paraprofessionals, for PD, listened to a podcast on student behaviors and reflected how they can lean into their strengths to help support teachers and students when behaviors arise.
 - Our teachers are working on the second half of our OL/LA reading training. Staff have used their professional development time very well to complete the training. Building administration has also completed the training. The reading training will help us implement extended time in reading next year.
 - Our last PBIS incentive was very successful. Students were able to build rollercoasters out of paper and minimal supplies; we finished the day with awards for the most effective rollercoasters.
 - We are working on developing classroom libraries for next year.
 - We are preparing for conferences next month; parents have a link they can use to sign up, or simply call the school.
 -
- Packer Profile for all learners.
 - We continue to adjust our Project Lead the Way classes to align with potential careers. We will investigate adding a Project Lead the Way class for 26-27 school year.
 - Our field trips to the Hormel Institute have been very successful. We are still one of the only school districts in Minnesota to visit the Institute regularly.
 - Our Young Scientist program in cooperation with the Hormel Institute is off and running
- District-wide multi-tiered systems of support for all learners.
 - We are sending representatives to the BARR conference and beginning the planning for adding BARR to Holton next year. We believe the BARR process gives teachers voice in our MTSS process, and it has been working very successfully at Ellis. We hope to have a final decision in February regarding implementation.
 - We use our WIN time to assist students who are struggling academically and who have been identified through our MTSS process. This is also a great time for students who need re-teaching or other supports to get help from their content teachers.
 - We begin ACCESS testing next week for our EL students.

- - IJ was once again recognized as a PBIS Minnesota Statewide Sustaining Exemplar School
- Excellence in resource management.
 - We are preparing to write an APE grant for our classroom libraries next year.
 - We are also evaluating our furniture to make sure it can accommodate small group learning for next year.
 - We will work with our leadership team to allocate classroom space for next school year.
 - Kane Malo, our assistant principal, attends all elementary principal meetings so we are prepared for next year.

- Site Newsletter: <https://secure.smores.com/n/8kt23x>

Ellis Middle School:

Safe and welcoming learning environment:

- Our department chairs went through staff development on “Strengths” training. They use the individual strengths in each department to identify how to function at a peak performance.
- Our staff used their Professional Development day for more training in HITS (High Impact Teaching Strategies). Our district instructional coaches led the training and added several technology options for staff to try. Staff had the opportunity to work on implementation practices in the afternoon.
- We have experienced a huge improvement in behavior referrals and ISS referrals. Violent behaviors are down and staff satisfaction with Dr. G and Joni is continuing to grow.
- Mr. Poppe our Industrial Tech teacher at Ellis was nominated for a STEM award. Dr. G completed the nomination.
- The Ellis leadership team is executing their building goals, and we are on track with those.
- Our STAND group did face painting at the Holton Dance last Friday; this was very successful. We are looking at doing the same thing at the Banfield fun night.
- Our STAND advisor, Becky Gullickson is working with the newly hired BIPOC coordinator on the PRC to support our STAND students.

Packer Profile for All Learners:

- As part of our HITS training one technique suggested was connecting the learning to future goals, occupations, or college. This fits our Packer Profile perfectly.

MTSS for All Students:

- BARR continues to be very successful at Ellis based on our behavior data as well as our teacher input for our MTSS process. Teachers now have a more direct voice.
- We plan to use our Social Worker more regularly in our MTSS process as a Tier 2 and Tier 3 behavior support.
- One of our building goals was to implement Co-teaching in special education this year. So far, it has been going well with our special education students benefitting from direct instruction to content specialists as well as support from their case manager. Co-Teachers are reporting positive feedback about student/staff experiences in the classrooms.
- More Co-teaching staff development and data review occurred last week. We are getting good feedback from our teachers about their students' successes.

Excellence in Resource Management:

- We are evaluating our exterior cameras at Ellis and Holton. We want to make sure they are functioning properly and cover enough area.
- We continue to replace old desks and chairs (many of the desks are the same from when I taught here in the late 90's)
- We are looking at ways to improve our auditorium, the sound and lighting need some work

Newsletter: <https://secure.smores.com/n/pg640>

Banfield Elementary School:

- Support and resources to ensure a safe and welcoming learning environment.
 - Banfield had an all school assembly on the 15th of January. We invited an author from *Books for Kids* come and read some of her books to each

grade. At the end of the assembly, each kid was presented with a book for them to take home.

- In January our staff started sending home positive post cards to families. These provide another opportunity to communicate and share all the great things that are happening in the classroom on a regular basis.
- Packer Profile for all learners.
 - Staff continue to make progress in their CORE and OL&LA training that is required with the READ Act. We are preparing for our live sessions on February 15th.
- District-wide multi-tiered systems of support for all learners.
 - On February 3rd, Corey Haugen presented data on Banfield's winter benchmark. Using this information, we will discuss next steps, as well as support strategies for both students and staff.
 - Staff spent time in January to review summer school recommendations prior to presenting them to families at conferences.
- Excellence in resource management.
 - As we near conversations around staffing, enrollments, and schedules for next week, we've scheduled dates that we will review these as a Site Leadership Team and determine next steps as we approach the 25-26 school year.
- Site Newsletter: <https://secure.smores.com/n/kyewr-banfield-banner>

Neveln Elementary School:

- Support and resources to ensure a safe and welcoming learning environment.
- Packer Profile for all learners.

Teachers continue to upload artifacts to Seesaw for parents/caregivers to see student work in math and reading.
- District-wide multi-tiered systems of support for all learners.

Teachers made summer school recommendations based on winter benchmark data. These recommendations were shared with families at conferences. Students were honored for their growth during conferences in reading and math at parent conferences. Corey Haugen presented Neveln's winter benchmark data. Staff regrouped students to provide support to meet their needs.
- Excellence in resource management.

We are excited to announce that we have hired a **Math Corps teacher** to provide targeted math support for students who need extra help. Our Math Corps teacher has already started working with students, helping to build confidence and strengthen their math skills.

Site Newsletter: <https://secure.smores.com/n/4msy9>

Southgate Elementary School:

1. Support and resources to ensure a safe and welcoming learning environment.

- Last week our Student Leadership Team sponsored a "Winter Blues Week" that culminated in a School Spirit Day on Friday. Thanks to generous donations from the Hormel Company, Old 218 Printing and our PTC, all students at Southgate received a free Southgate Gator T shirt. It was amazing to see all of our students participating in this event.
- Our next Gator Incentive will occur after we earn 1500 Gator Tickets and will be an extended recess at the Packer Dome. We are very excited to enjoy this fun activity as a reward for following school expectations.

2. Packer Profile for all learners.

- As part of the Packer Profile portfolio, students at Southgate will have submitted three pieces of learning evidence into classroom SeeSaws by the end of the school year. In this portfolio will be work samples in the areas of math, reading and writing. These work examples that will be collected over our student's entire tenure at APS will serve as evidence of growth and learning and we are excited to be a part of it.

3. District-wide multi-tiered systems of support.

- Students at Southgate are currently participating in assessments windows for multiple measures. One test is the COGAT test which is an aptitude test given to 2nd and 4th grade district wide. The results help teachers and staff evaluate student needs and adjust instruction and intervention to meet the needs of all learners.
- ACCESS testing is also going on for students receiving ML services. As with the COGAT test, the ACCESS tests help us monitor student progress and growth for our language learners. These will wrap up in the middle of this month.

4. Excellence in resource management.

- This month is the start of our staffing season and have initial discussion at the district level about our enrollments and staffing needs for the 2025-2026 school year. These meetings are an important part of our planning process and serve as a jumping off point for in school services, scheduling and school staffing.
- Over the course of this year that student population of our building has grown steadily and we are continuously exploring ways to address the needs of all our learners while also being good stewards of the resources available.
- Site Newsletter: <https://secure.smores.com/n/n59krc-gator-gazette>

Sumner Elementary School:

- Support and resources to ensure a safe and welcoming learning environment.
 - We welcome families to attend our Winter Family Focus Group on February 12th from 10:30-11:30 at Sumner Elementary School. This meeting provides opportunities for us to share information and gather feedback on important school topics.
- Packer Profile for all learners.
 - Teachers and students are posting student work samples that showcase academic progress in reading, math and writing on Seesaw.
- District-wide multi-tiered systems of support for all learners.
 - Summer School recommendations based on the winter benchmark data have been completed and shared with families at our January conferences.
- Excellence in resource management.
 - We continue to monitor student enrollment numbers to determine staffing needs for the upcoming 25-26 school year.
- Site Newsletter: <https://secure.smores.com/n/jbg8r>

Community Learning Center:

- Support and resources to ensure a safe and welcoming learning environment.
 - Amy Goette, Early Childhood Coordinator, submitted a grant on behalf of our early childhood program for resources to support social emotional health with tools and resources that correspond with our newly created

SEL scope and sequence. SMIF chose to grant us \$15,000 toward this effort.

- Kids Korner summer registration will open on March 31st for the public. Planning for in-town field trips to the Nature Center and the Municipal pool are being planned, as well as out-of-town field trips like the Minnesota Zoo.
- Packer Profile for all learners.
 - Community Education is offering several classes for young people this month from yoga to creating winter bird houses. In addition, trips to Bachmans, IKEA and the MOA or Chanhassen Dinner Theater to see Grease! Registration can be completed at <https://austin.revtrak.net/Community-Education/>
 - Austin Adult Learning is offering online Citizenship classes for any interested students. This class, in addition to our English language and GED offerings, supports students learning about the citizenship process and studying for the citizenship exam.
- District-wide multi-tiered systems of support for all learners.
 - Planning for the 25-26 school year is well underway for our preschool programs. Registration opens to the public on March 4, 2025. Scholarships and sliding scale fees are available for students in both our Discovery (3-year-olds) and Prekindergarten (4-year-olds) programs.
 - Our early childhood teachers continue to learn about the Science of Reading in their LETRS training as required by the READ ACT. Implementation of strategies learned is already in place in classrooms. One of the critical elements in boosting literacy in early childhood is singing with children bolstering not only exposure to vocabulary and fluency, but also rhyme and alliteration. Our preschool teachers are using daily music time to enhance their literacy instruction.
- Excellence in resource management.
 - Changes in criteria for accessing VPK funds from the state of Minnesota will go into effect for the school year 2025-2026. Along with the criteria established by the state of Minnesota, local districts are encouraged to develop additional criteria to support funding spots for students. Students who do not meet these criteria can still attend preschool paying tuition on a sliding scale.
- Site Newsletter: <https://secure.smores.com/n/9g1us>



DATE: 2/10/25

TITLE: Special Services Department Update

TYPE: Information

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

BACKGROUND:

The Special Services Department includes oversight of the following:

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

Support and resources to ensure a safe and welcoming learning environment

- We are down to 3 unfilled paraprofessional positions, 2 of which are at our setting IV coop.
- Our Special Education Advisory Council (SEAC) met on January 15 and heard a presentation on the IEP process by SPED Supervisor Christine Hulsebus.
- On January 13 our Student Support Professionals (School Counselors, School Social Workers, School Psychologists) and Behavior Interventionists participated in a Mental Health First Aid training provided by Mower County Health and Human Services.
- County Collaborative/Gerard Mental Health Initiative: 28 referrals processed so far this school year. Reminder that these are currently virtual services provided at AHS and Oakland Education Center only. We have also put a contract in place with Fernbrook Family Center to provide school-based mental health services at some of our other sites. The start of this service continues to be pending their hiring of a therapist for this purpose.
- With the resignation of Special Education Supervisor Rachel Strilaeff, we are pleased to welcome back retired SPED Supervisor Greg Wehner to finish out the school year. The position will be posted to locate a permanent replacement effective July 1.

Packer Profile for all learners

- Our Work Experience program has a representative from the Welder's Union presenting to Work Experience students in February.

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

- Selected SPED, EL, and general education staff at Holton and Ellis participated in Coteaching Data Dive on January 23. Some initial data crunching around coteaching at these two sites compares growth of SPED students in cotaught classes versus pull out classes for reading and math by grade level. Summary: For reading 3 out of 4 grade levels show higher growth rates

for students in cotaught classes; for math students in grades 5/6 show higher growth rates in pull out classes and students in grades 7/8 show higher growth rates in cotaught classes.

- Our District MTSS Team continues participating in a series of mini-sessions with MDE for refinement of our MTSS Handbook, most recently working on the chapter on evaluation.

Excellence in Resource Management

- We are getting ready to enter into our budgeting process for FY25.
- We are working through our staffing projections process to determine SPED FTE allocations by site for next year in order to ensure needs are met, staffing efficiencies are realized, and target and mandatory caseloads are achieved.
- Along with several other districts in our region, we were "selected" for a comprehensive fiscal desk audit and have completed our first submission.



DATE: February 2025

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:** During the month of January, principals continued their learning work on PLCs. This month principals learned about and discussed “What did we learn today?” This continues to be learning work to move toward the implementation and enhancement of the PLC+ model in our buildings. We also continued our work on culturally responsive leadership reading and discussing a case study about spirit weeks in schools.
- **Leadership Professional Development:** Leaders across the organization are beginning the improvement plan process for the 2025-26 school year. They will be focused on moving the strategic priorities of APS forward to create meaningful change and supports in growth throughout the organization.
- **Teacher Mentorship:** During the month of January, year 1 teachers focused their learning on SIOP and best practice strategy of posting and reviewing content and language objectives. Our year 2 and 3 teachers did not meet in person during January and continued their learning by completing requirements for renewing their licensure. Year 2 teachers completed the Native American Culture and History module, and Year 3 teachers completed a module on mental health.
- **Strengths Development:** On January 20, Elementary staff engaged in professional development in communication. This focus on deliberative communication and utilizing individuals’ strengths in communication is critical within the organization. PLC leaders from Ellis, IJ, CLC and the COOP learned about the role of hope within leadership. We experience hope when: 1. We have the ability to set realistic **goals** (I know where I want to go). 2. We are able to figure out how to achieve those goals, including the ability to stay flexible and develop alternative **pathways** (I know how to get there, I’m persistent, and I can tolerate disappointment, and try new paths again and again). 3. We have **agency** - we believe in ourselves (I can do this!).
- **Safe and Welcoming Schools:** On Jan. 20, Paraprofessionals across the organization spent the day with Curt Slater focused on MTSS, Communication, and the importance of their work in APS. Curtis Slater has had the pleasure of working in the U.S public school system for the past 30 years as a Paraprofessional, Teacher, Dean of Students, Associate Principal, and Principal (2018 National Distinguished Principal of the Year). Curt now partners with school districts all around the country to support nurturing, positive and engaging environments that support staff, students, families, and communities.

Packer Profile for all learners

- **Grow Your Own:** Colleen Owens and Monica Ocampo continue to lead the Grow Your Own program at Austin High School. In the past month they visited schools in the metro area and met with other students from the Grow Your Own Program at Harding High School to learn more about the teaching profession and to network with other future teachers. The students are also participating in many activities like supporting learning activities at the public library, helping with an early childhood event, and some students are planning to attend the AI Professional Development event at the Southeast Service Cooperative.
- **Packer Profile Implementation:** The Packer Profile Community Task Force met on February 3rd to provide feedback and insight to the Profile website and the use of SchoolLinks for our students. This group also provided ideas in supporting our local business partners in their engagement as speakers for our classrooms. Our goal is to engage as many partners as possible to ensure our students have access to understand what is available to them beyond their time at AHS. Here is the most recent version of the [Packer Profile Newsletter Q](#)

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

- **MTSS Implementation:** Angie Taylor's and Joe Winter's conference breakout proposal was accepted by BARR and they will be presenting at the National Conference. Here is an outline of what they will be presenting:
 - Session Title**
Driving Results: Leveraging Data to Validate the Impact of Interventions
 - Session Description:**
This session explores the critical role of data in understanding and demonstrating the effectiveness of interventions across various educational settings, including traditional, alternative, and online high schools. Presenters will share real-world examples of successful interventions and the data that highlights their impact. The session will also emphasize the importance of involving teachers in the creation of interventions to foster buy-in and increase success rates. Attendees will leave with practical insights and strategies for leveraging data and teacher collaboration to develop interventions to improve student outcomes.
 - Learning Objectives:**
 1. Analyze the role of data in evaluating and proving the effectiveness of interventions across different educational environments.
 2. Identify successful interventions implemented in traditional, alternative, and online high schools using real data examples.
 3. Explore strategies to engage teachers in the development of interventions to enhance implementation and buy-in.
 4. Engage in a collaborative brainstorming session to share interventions and identify data used to evaluate their effectiveness.
- **READ Act:** The District Literacy Committee met in January. They reviewed the mid-year benchmark results for reading K-8. The committee received an update from the Functional Phonics Pilot group about the students' progress through the mid-year benchmark period. The READ Act updates for PD were shared, including the remainder of Phase I staff that will complete training next year. The state has pushed back the timeline for secondary Reading training to the 2026-2027 school year.
- **EL Program Review:** The EL Leadership team has reviewed the full draft of the updated LIEP Plan, which was a priority from our EL Program Review last year. The LIEP plan has amended the service models at K-12, to align with best practices and alignment of services provided K-12. Professional Development will be implemented at the high school, beginning this spring to support all staff as the multilingual students are engaged in the full course options at the high school for the upcoming school year. Elementary EL Leaders worked with Sheila to review curriculum resources and identify elementary program needs. This work will be ongoing in alignment with the EL audit.
- **Math Program Review:** The Elementary Grade Level Leads continue their work on alignment of unit assessments to the MN Math standards, creating assessments that have the standard aligned to each test question. This will allow staff to review instructional needs based on standards. The grade level meeting in February will review best practices of number combination and fluency activities as well as growing the small group strategies for instruction. The math curriculum leaders attended a COMPASS meeting to learn more about the implementation timeline and changes in the math standards. They began reviewing a crosswalk document

between the old standards and new standards identifying the changes that will need to be implemented. The new standards are still in the Commissioners' Draft, but a solid document to work from to start the planning and implementation work.

- GT Program Review: Students in grades 2 and 4 are taking the CogAT test this month. Over the last year, the GT team has worked revising identification practices for Advanced Academics, Young Scholars, and Pi Programing. The CogAT test is one of the measures that we use to identify students.

Excellence in Resource Management

- Teaching and Learning: During the month of January, we met with departments going through the curriculum review cycle (Art, PE, Health, and Music). They are working on their guiding change documents that have them identify their current context, desired results, and unacceptable means as they look at their program and the impact of the curriculums they will purchase. They are also in the process of identifying curriculum and resources that will support their work with students.
- Human Resources: APS recently passed the pay equity audit. Our school district is committed to ensuring fair and equitable pay for all employees, recognizing their valuable contributions to student success and the community. We continually review compensation structures to maintain fairness and competitiveness. We believe in transparency regarding how salaries and benefits are determined. Our district follows clear, objective criteria to ensure all staff members are compensated equitably based on qualifications, experience, and responsibilities. Pay equity is an ongoing effort. We regularly assess our compensation policies and practices to align with best practices, legal standards, and the evolving needs of our educators and staff, ensuring fairness across all roles.



DATE: 2/10/2025

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 met on Monday, February 3, for its third meeting of the year. We reviewed updates on student device selection and purchasing goals – which was the topic of the December meeting. The bulk of the work, however, was spent discussing Digital Literacy at APS. We reviewed the Essential Technology Outcomes document, which was created in 2016 and last updated in 2018. As a group we discussed the parts of this document that need to be changed or removed – and what needed to be added. This conversation also focused on the goal of becoming a [Common Sense School District](#), and how we could use leverage current systems as we improved support for both students and staff in the areas of digital literacy, skills, and citizenship. We ended our conversation with a brief conversation about guidelines for the use of Artificial Intelligence (AI) in the district. This topic will be our focus for the April Tech Advisory meeting.

Support and resources to ensure a safe and welcoming learning environment

- The transition to the new door security server and software is now complete. While the Facilities Department continues to monitor the key card access and schedules for the doors, Technology Services has connected the new system to Active Directory. This is a step in our long-term goal of building automations for a variety of tools district-wide based upon position, location, and hiring dates.
- Our Cyberinsurance Policy has increased its expectations around Endpoint Detection, so we are participating in demonstrations of a variety of tools. Ultimately, we need to find a solution that can help us to better detect, on each device, if there is malware, ransomware, or other nefarious activity. Currently we do have a solution for monitoring endpoints, but a new solution will add another layer of protection while at the same time fulfilling our Cyberinsurance requirements.

District-wide MTSS & Packer Profile

- Members of our Tech Department were excited to spend a day with the Packer Profile students talking about what the department does for the district, what kinds of careers are in our department, and the importance of digital literacy and skills. The freshmen were a fantastic audience and asked great questions.
- The Tech Department, along with the Teaching and Learning Department and the Technology Advisory Team, is currently working to develop guidance for staff, students, and families regarding the appropriate use of AI. We are using tools and templates provided by [Code.org](#), [COSN](#), other state/federal organizations to build this guidance. We are also exploring how Microsoft's AI tool, CoPilot, will be used in school year 25-26.
- We continue to move toward building a sustainable model for the development of digital skills, literacy, and citizenship for our staff, students, and families. Our ultimate goal is to become a [Common Sense School District](#). The Technology Advisory Team provided important guidance at their February Meeting, and in the coming months the Technology Department will work with T&L and building principals and staff to outline an updated scope and sequence for student skills. It is also important that APS staff is supported in this area, so we are exploring options for required and optional professional development.

Excellence in Resource Management

- In December we took delivery of our student laptops and iPads for the 25-26 school year, so our team has been busily unboxing, tagging, and adding them to inventory. This is a long process, as we have approximately 2000 brand new student devices.
- We have made strides this past month in developing good systems for recovering student devices in grades 7-12 when students unenroll from the district. We are confident that these improved procedures will mean far less device loss in comparison to last year.
- We are already starting to plan for spring and fall device collection and distribution. Again, our goal is to improve procedures to make better use of staff time and to better track student and staff devices.



DATE: 02/10/2025

TITLE: Information Services

TYPE: Information

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

BACKGROUND:

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

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

Support and resources to ensure a safe and welcoming learning environment

- Beginning on Feb. 10, Information Services will complete all the FY26 roll-over processes in Infinite Campus (Student Information System) needed to get all schools loaded for the 25-26 school year. This action will also prepare us to open the **25-26 Online Registration Applications on March 3, 2025**. This process is critical in aiding us with maintaining accurate and efficient access to FY26 student projections so we can plan efficient staffing plans and course offerings.

Packer Profile for all learners

- Information Services continues to support **Multi-Year Academic Planning** with the secondary schools in preparation for the 25-26 School Year. We are finalizing plans and have used those plans completed by students/staff to create their 25-26 Course Requests so sites can begin their annual scheduling process. This tooling in Infinite Campus is an excellent process for students and staff to work together on academic planning and meeting student needs for their educational pathways.
- Staff and students have begun required **statewide assessments** for the 24-25 accountability window. ACCESS testing for EL students started and Jan. 27 and soon, MCA/MTAS testing will be upon us. Sites have worked with District Assessment Coordinator (Corey) to get accommodations ordered for students and preliminary check points have been completed ahead of schedule.

- **24-25 MDE Testing Windows:**

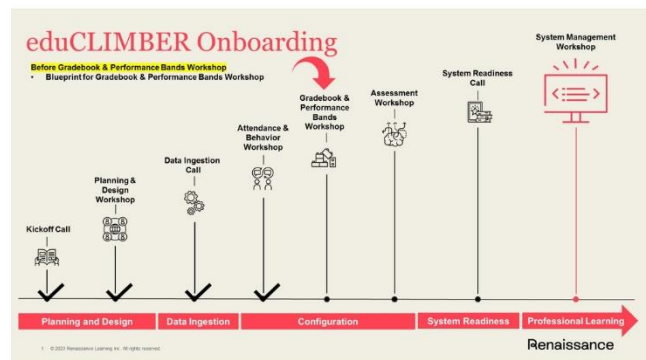
- 01/27/2025:
 - ACCESS and Alternate ACCESS for ELLs begins
- 03/03/2025:
 - MCA Reading grades 3–8 and 10 and Mathematics grades 3–8 and 11 begins
 - MCA-IV Science grades 5, 8, and high school begins <- NEW
 - MTAS Reading and Mathematics begins
 - AltMCA Science begins <- NEW
- 03/21/2025:
 - ACCESS and Alternate ACCESS for ELLs ends
- 05/02/2025:
 - MCA Reading grades 3–8 and 10 and Mathematics grades 3–8 and 11 ends
 - MTAS Reading and Mathematics ends
 - AltMCA Science ends
- 05/09/2025:
 - MCA Science grades 5, 8, and high school ends

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

- As of 2/7/2025, we are nearing the end of our **24-25 CogAT Benchmarking Window**. The Cognitive Abilities Test™ (CogAT®) reflects the most current industry research in the measurement of cognitive abilities and learning styles. When students' abilities are revealed, it opens a whole new realm of possibilities—teachers can tailor instruction to match how students learn, students are considered for enrichment programs that pique their interest and challenge their thinking, and gaps between student achievement and ability are uncovered. CogAT®, the most widely used and trusted abilities test, makes it all happen. With its measurement of Verbal, Quantitative, and Nonverbal reasoning—cognitive domains that are highly correlated with school success—this singular test provides a continuous view of student ability across grade levels. All testing will conclude by 2/17/2025 and I would like to thank Andrea Malo for her support of this assessment. We will plan to share results from this assessment window with the Board in March.

Excellence in Resource Management

- Information Services has been working hard to get our new data warehouse and MTSS tool called eduCLIMBER online for the 25-26 school year. We have completed the site creation, and are working through data ingestion protocols. We are in the middle of the configuration process and are eager to get this new MTSS data tracking tool in place to support our students and staff. In the next two weeks we plan to complete the Gradebook and Performance Bands workshop and continue to move closer to a “System Readiness Call” so we can validate all the data in the system and being to utilize with end-users and start professional development in late spring/summer and back-to-school.





DATE: February 10, 2025

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

- We are reviewing software to help with renting our facilities for a more streamlined process. Technology, facilities and finance departments are working together to put a process in place for the 2025-2026 school year. Thank you to Heidi Kaercher for all your hard work managing this process currently.
- Building and Grounds is working with building leadership to review security cameras to ensure that we coverage in all areas inside and outside of our facilities.
- Continue to work with ISG to refine our 10-year LTFM plan to ensure that we are investing into our facilities to ensure a safe and welcoming learning environment

Packer Profile for all learners

- The Departments continues to collaborate with colleagues across the district to better learn how we can support the work. Examples of improvements that we have provided to Packer Profile
 - Investments into strength finders for all 9th graders
 - Improved the process to track our investments into Packer Profile.

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.
- Working with Special Services to look at ways to maximize our reimbursement for 3rd party billing and special education.

Excellence in Resource Management

- **Finance Department**
 - Congratulations to Lisa Groth as she will be retiring at the end of this month. Thank you, Lisa, for your dedication to Austin Public Schools for the past 7.5 years.
 - We continue to work with CESO to look at ways to streamline our processes in finance
 - During March, we must go out for a bid for our third-party insurance provider. NIS will be managing this process for us.
 - Here is the [financial review](#) for the month of December. If you have any questions, please don't hesitate to reach out.

- Continue to review our fund balance policy 714, as we will be collaborating with the finance committee in February to discuss potential changes.
 - The revised budget will be going to the finance committee on February 17th to be reviewed and be presented at the working session on February 24th for review. Thank you, Amy Hauser, for all your hard work.
 - We have added a new section to our website
 - **Fiscal Transparency: How are school funds spent?**
 - This [MDE website](#) details how much money is spent per student from state, local, and federal funds. It includes general operating costs directly tied to E-12 education at the school, district, or state level. This ensures a clear comparison of per-student spending across schools and districts.
 - **What's Included:**
 - Funds used for daily educational operations
 - **What's Not Included:**
 - Capital spending, school construction, debt service, food service, and community service
 - **How It's Calculated?**
 - Total eligible spending is divided by the Average Daily Membership (ADM)—the average number of students enrolled throughout the year.
 - This ensures a clear comparison of per-student spending across schools and districts.
- **Food and Nutrition Department**
 - Looking at ways to have a more diverse menu options next school year
 - Received approval to start October 7th, to provide breakfast and lunch for our preschool students.
 - Food Service has bought new cafeteria tables for Ellis Middle School for this school year and will be investing in new ones in all four of our elementary schools before school starts next year.
 - We are working on developing our equipment replacement cycle needs over the next 5 years so that we can strategically replace them instead of being reactive.
 - Thank you to Ryan Mayers and Tanner Lange for submitting photos and our entry into the Say Yes to School Meals Photo Contest.
- **Building and Grounds**
 - As spring is approaching, we have the estimated dates for the dome to be taken done. Right now, we have tentatively scheduled May 17/18 with back-up dates of May 31 and June 1st.
 - Thank you to our custodians and maintenance staff for all their hard work to keep our facilities in great shape during the winter months. Our gymnasiums and schools are always busy, but our staff do an amazing job of staying on top of providing great service.
 - Thank you to Joe Adamson for managing the process on our summer project list.
 - Continue to work with ISG to review our capacity in each building and compare that to our projected enrollment.



AUSTIN PUBLIC SCHOOLS

INSPIRE • EMPOWER • ACCELERATE

DATE: February 10, 2025

TITLE: Revised Policy 522 – Title IX Sex Nondiscrimination Policy

TYPE: Action

PRESENTER: Superintendent Dr. Joey Page

BACKGROUND: On January 8, 2025, a federal court issued a decision vacating the federal 2024 Final Rule on Title IX. Consistent with the court's order, the 2024 Title IX regulations are not effective in any jurisdiction, including Minnesota. This court decision affects MSBA Model Policy 522 (Title IX Sex Nondiscrimination Policy).

In light of this court decision, MSBA has replaced the 2024 version of Model Policy 522 with the former version that was based upon the 2020 Final Rule on Title IX regulations. MSBA recommends that school boards rescind the 2024 version of Model Policy 522 (if they adopted the 2024 version, which MSBA issued in July 2024). School boards should then adopt the 2020 version, which MSBA issued in August 2020.

RATIONALE: We must comply with the recent federal court decision and make the necessary changes to our Title IX Sex Nondiscrimination Policy.

RECOMMENDATION: Policy 208 (Development, Adoption, and Implementation of Policies) states: "If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board." This provision permits a school board to rescind the 2024 version of Policy 522 and adopt the 2020 version in a single meeting.

I recommend the School Board rescind the 2024 version of policy 522 and adopt the 2020 version at this meeting.

**TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE
PROCEDURE AND PROCESS**

522

I. GENERAL STATEMENT OF POLICY

- A. The school district does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.
- B. The school district prohibits sexual harassment that occurs within its education programs and activities. When the school district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.
- C. This policy applies to sexual harassment that occurs within the school district's education programs and activities and that is committed by a school district employee, student, or other members of the school community. This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the school district's education programs and activities. This policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the school district's education programs or activities.
- D. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinator is:

Sue Stark, Director of Human Resources
401 3rd Avenue NW, Austin, MN 55912
507-460-1902
sue.stark@austin.k12.mn.us

Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

- E. The effective date of this policy is August 14, 2020, and applies to alleged violations of this policy occurring on or after August 14, 2020.

II. DEFINITIONS

- A. “Actual knowledge” means notice of sexual harassment or allegations of sexual harassment to the school district’s Title IX Coordinator or to any employee of the school district. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the school district with actual knowledge is the respondent.
- B. “Complainant” means a person who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A Title IX Coordinator who signs a formal complaint is not a complainant unless the Title IX Coordinator is alleged to be the victim of the conduct described in the formal complaint.
- C. “Day” or “days” means, unless expressly stated otherwise, business days (i.e. day(s) that the school district office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).
- D. “Deliberately indifferent” means clearly unreasonable in light of the known circumstances. The school district is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.
- E. “Education program or activity” means locations, events, or circumstances for which the school district exercises substantial control over both the respondent and the context in which the sexual harassment occurs and includes school district education programs or activities that occur on or off of school district property.
- F. “Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school district investigate the allegation of sexual harassment.
 - 1. A formal complaint filed by a complainant must be a physical document or an electronic submission. The formal complaint must contain the complainant’s physical or digital signature, or otherwise indicate that the complainant is the person filing the formal complaint, and must be submitted to the Title IX Coordinator in person, by mail, or by email.
 - 2. A formal complaint shall state that, at the time of filing the formal complaint, the complainant was participating in, or attempting to participate in, an education program or activity of the school district with which the formal complaint is filed.
- G. “Informal resolution” means options for resolving a formal complaint that do not involve a full investigation and adjudication. Informal resolution may encompass a broad range of conflict resolution strategies, including mediation or restorative justice.

- H. “Relevant questions” and “relevant evidence” are questions, documents, statements, or information that are related to the allegations raised in a formal complaint. Relevant evidence includes evidence that is both inculpatory and exculpatory. Questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant’s prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant’s prior sexual behavior with respect to the respondent and are offered to prove consent.
- I. “Remedies” means actions designed to restore or preserve the complainant’s equal access to education after a respondent is found responsible. Remedies may include the same individualized services that constitute supportive measures, but need not be non-punitive or non-disciplinary, nor must they avoid burdening the respondent.
- J. “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.
- K. “Sexual harassment” means any of three types of misconduct on the basis of sex that occurs in a school district education program or activity and is committed against a person in the United States:
1. *Quid pro quo* harassment by a school district employee (conditioning the provision of an aid, benefit, or service of the school district on an individual's participation in unwelcome sexual conduct);
 2. Unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; or
 3. Any instance of sexual assault (as defined in the Clery Act, 20 United States Code, section 1092(f)(6)A(v)), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act, 34 United States Code, section 12291).
- L. “Supportive measures” means individualized services provided to the complainant or respondent without fee or charge that are reasonably available, non-punitive, non-disciplinary, not unreasonably burdensome to the other party, and designed to ensure equal educational access, protect safety, and deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, alternative educational services as defined under Minnesota Statutes, section 121A.41, as amended, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of

the school district buildings or property, and other similar measures.

M. “Title IX Personnel” means any person who addresses, works on, or assists with the school district’s response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal resolutions. The following are considered Title IX Personnel:

1. “Title IX Coordinator” means an employee of the school district that coordinates the school district’s efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator is responsible for acting as the primary contact for the parties and ensuring that the parties are provided with all notices, evidence, reports, and written determinations to which they are entitled under this policy and grievance process. The Title IX Coordinator is also responsible for effective implementation of any supportive measures or remedies. The Title IX Coordinator must be free from conflicts of interest and bias when administering the grievance process.
2. “Investigator” means a person who investigates a formal complaint. The investigator of a formal complaint may not be the same person as the Decision-maker or the Appellate Decision-maker. The Investigator may be a school district employee, school district official, or a third party designated by the school district.
3. “Decision-maker” means a person who makes a determination regarding responsibility after the investigation has concluded. The Decision-maker cannot be the same person as the Title IX Coordinator, the Investigator, or the Appellate Decision-maker.
4. “Appellate Decision-maker” means a person who considers and decides appeals of determinations regarding responsibility and dismissals of formal complaints. The Appellate Decision-maker cannot be the same person as the Title IX Coordinator, Investigator, or Decision-maker. The Appellate Decision-maker may be a school district employee, or a third party designated by the school district.
5. The superintendent of the school district may delegate functions assigned to a specific school district employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes, to any suitably qualified individual and such delegation may be rescinded by the superintendent at any time. The school district may also, in its discretion, appoint suitably qualified persons who are not school district employees to fulfill any function under this policy, including, but not limited to, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes.

III. BASIC REQUIREMENTS FOR GRIEVANCE PROCESS

A. Equitable Treatment

1. The school district shall treat complainants and respondents equitably. However, equality or parity with respect to supportive measures provided to complainants and respondents is not required.
2. The school district will not impose any disciplinary sanctions or take any other actions against a respondent that do not constitute supportive measures until it has completed this grievance process and the respondent has been found responsible.
3. The school district will provide appropriate remedies to the complainant any time a respondent is found responsible.

B. Objective and Unbiased Evaluation of Complaints

1. Title IX Personnel, including the Title IX Coordinator, Investigator, Decision-maker, and Appellate Decision-maker, shall be free from conflicts of interest or bias for or against complainants or respondents generally or a specific complainant or respondent.
2. Throughout the grievance process, Title IX Personnel will objectively evaluate all relevant evidence, inculpatory and exculpatory, and shall avoid credibility determinations based solely on a person's status as a complainant, respondent, or witness.

- C. Title IX Personnel will presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

D. Confidentiality

The school district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 United States Code, section 1232g, FERPA regulations, 34 Code of Federal Regulations, part 99, Minnesota law under Minnesota Statutes section 13.32, or as required by law, or to carry out the purposes of 34 Code of Federal Regulations, part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the school

district's obligation to maintain confidentiality shall not impair or otherwise affect the complainants and respondents receipt of the information to which they are entitled with respect to the investigative record and determination of responsibility).

E. Right to an Advisor; Right to a Support Person

Complainants and respondents have the right, at their own expense, to be assisted by an advisor of their choice during all stages of any grievance proceeding, including all meetings and investigative interviews. The advisor may be, but is not required to be, an attorney. In general, an advisor is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

A complainant or respondent with a disability may be assisted by a support person throughout the grievance process, including all meetings and investigative interviews, if such accommodation is necessary. A support person may be a friend, family member, or any individual who is not otherwise a potential witness. The support person is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

F. Notice

The school district will send written notice of any investigative interviews or meetings to any party whose participation is invited or expected. The written notice will include the date, time, location, participants, and purpose of the meeting or interview, and will be provided to allow sufficient time for the party to prepare to participate.

G. Consolidation

The school district may, in its discretion, consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

H. Evidence

1. During the grievance process, the school district will not require, allow, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

2. The school district shall not access, consider, disclose, or otherwise use a party's medical, psychological, and similar treatment records unless the school district obtains the party's voluntary, written consent.

I. Burden of Proof

1. The burden of gathering evidence and the burden of proof shall remain upon the school district and not upon the parties.
2. The grievance process shall use a preponderance of the evidence standard (i.e. whether it is more likely than not that the respondent engaged in sexual harassment) for all formal complaints of sexual harassment, including when school district employees are respondents.

J. Timelines

1. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such informal process.
2. An appeal of a determination of responsibility or of a decision dismissing a formal complaint must be received by the school district within five (5) days of the date the determination of responsibility or dismissal was provided to the parties.
3. Any appeal of a determination of responsibility or of a dismissal will be decided within thirty (30) calendar days of the day the appeal was received by the school district.
4. The school district will seek to conclude the grievance process, including any appeal, within 120 calendar days of the date the formal complaint was received by the school district.
5. Although the school district strives to adhere to the timelines described above, in each case, the school district may extend the time frames for good cause. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening school district holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.

K. Potential Remedies and Disciplinary Sanctions

1. The following is the range of possible remedies that the school district may provide a complainant and disciplinary sanctions that the school district might impose upon a respondent, following determination of responsibility: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in work locations, leaves of absence, monitoring of certain areas of the school district buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.
2. If the Decision-maker determines a student-respondent is responsible for violating this policy, the Decision-maker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the superintendent of the recommended remedies, such that an authorized administrator can consider the recommendation(s) and implement appropriate remedies in compliance with MSBA Model Policy 506 – Student Discipline. The discipline of a student-respondent must comply with the applicable provisions of Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

IV. REPORTING PROHIBITED CONDUCT

- A. Any student who believes they have been the victim of unlawful sex discrimination or sexual harassment, or any person (including the parent of a student) with actual knowledge of conduct which may constitute unlawful sex discrimination or sexual harassment toward a student should report the alleged acts as soon as possible to the Title IX Coordinator.
- B. Any employee of the school district who has experienced, has actual knowledge of, or has witnessed unlawful sex discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator without screening or investigating the report or allegations.
- C. A report of unlawful sex discrimination or sexual harassment may be made at any time, including during non-business hours, and may be made in person, by mail, by telephone, or by e-mail using the Title IX Coordinator's contact information. A report may also be made by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.
- D. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, the School District may report the alleged conduct to law enforcement authorities. The school district

encourages complainants to report criminal behavior to the police immediately.

V. INITIAL RESPONSE AND ASSESSMENT BY THE TITLE IX COORDINATOR

- A. When the Title IX Coordinator receives a report, the Title IX Coordinator shall promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
- B. The school district will offer supportive measures to the complainant whether or not the complainant decides to make a formal complaint. The school district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the school district's ability to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.
- C. If the complainant does not wish to file a formal complaint, the allegations will not be investigated by the school district unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the complainant's wishes is not clearly unreasonable in light of the known circumstances.
- D. Upon receipt of a formal complaint, the school district must provide written notice of the formal complaint to the known parties with sufficient time to prepare a response before any initial interview. This written notice must contain:
 - 1. The allegations of sexual harassment, including sufficient details known at the time, the identities of the parties involved in the incident (if known), the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;
 - 2. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
 - 3. A statement explaining that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
 - 4. A statement that the parties may inspect and review evidence gathered pursuant to this policy;
 - 5. A statement informing the parties of any code of conduct provision that prohibits knowingly making false statements or knowingly submitting false information; and

6. A copy of this policy.

VI. STATUS OF RESPONDENT DURING PENDENCY OF FORMAL COMPLAINT

A. Emergency Removal of a Student

1. The school district may remove a student-respondent from an education program or activity of the school district on an emergency basis before a determination regarding responsibility is made if:
 - a. The school district undertakes an individualized safety and risk analysis;
 - b. The school district determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal of the student-respondent; and
 - c. The school district determines the student-respondent poses such a threat, it will so notify the student-respondent and the student-respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator shall consult related school district policies, including MSBA Model Policy 506 – Student Discipline. The school district must take into consideration applicable requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973, prior to removing a special education student or Section 504 student on an emergency basis.

B. Employee Administrative Leave

The school district may place a non-student employee on administrative leave during the pendency of the grievance process of a formal complaint. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements. The school district must take into consideration applicable requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prior to removing an individual with a qualifying disability.

VII. INFORMAL RESOLUTION OF A FORMAL COMPLAINT

- A. At any time prior to reaching a determination of responsibility, informal resolution may be offered and facilitated by the school district at the school district's discretion, but only after a formal complaint has been received by the school district.

- B. The school district may not require as a condition of enrollment or continued enrollment, or of employment or continued employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment.
- C. The informal resolution process may not be used to resolve allegations that a school district employee sexually harassed a student.
- D. The school district will not facilitate an informal resolution process without both parties' agreement, and will obtain their voluntary, written consent. The school district will provide to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, the parties' right to withdraw from the informal resolution process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
- E. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

VIII. DISMISSAL OF A FORMAL COMPLAINT

- A. Under federal law, the school district must dismiss a Title IX complaint, or a portion thereof, if the conduct alleged in a formal complaint or a portion thereof:
 - 1. Would not meet the definition of sexual harassment, even if proven;
 - 2. Did not occur in the school district's education program or activity; or
 - 3. Did not occur against a person in the United States.
- B. The school district may, in its discretion, dismiss a formal complaint or allegations therein if:
 - 1. The complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein;
 - 2. The respondent is no longer enrolled or employed by the school district; or
 - 3. Specific circumstances prevent the school district from gathering sufficient evidence to reach a determination.
- C. The school district shall provide written notice to both parties of a dismissal. The

notice must include the reasons for the dismissal.

- D. Dismissal of a formal complaint or a portion thereof does not preclude the school district from addressing the underlying conduct in any manner that the school district deems appropriate.

IX. INVESTIGATION OF A FORMAL COMPLAINT

- A. If a formal complaint is received by the School District, the school district will assign or designate an Investigator to investigate the allegations set forth in the formal complaint.
- B. If during the course of the investigation the school district decides to investigate any allegations about the complainant or respondent that were not included in the written notice of a formal complaint provided to the parties, the school district must provide notice of the additional allegations to the known parties.
- C. When a party's participation is invited or expected in an investigative interview, the Investigator will coordinate with the Title IX Coordinator to provide written notice to the party of the date, time, location, participants, and purposes of the investigative interview with sufficient time for the party to prepare.
- D. During the investigation, the Investigator must provide the parties with an equal opportunity to present witnesses for interviews, including fact witnesses and expert witnesses, and other inculpatory and exculpatory evidence.
- E. Prior to the completion of the investigative report, the Investigator, through the Title IX Coordinator, will provide the parties and their advisors (if any) with an equal opportunity to inspect and review any evidence directly related to the allegations. The evidence shall be provided in electronic format or hard copy and shall include all relevant evidence, evidence upon which the school district does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or another source. The parties will have ten (10) days to submit a written response, which the Investigator will consider prior to completion of the investigative report.
- F. The Investigator will prepare a written investigative report that fairly summarizes the relevant evidence. The investigative report may include credibility determinations that are not based on a person's status as a complainant, respondent or witness. The school district will send the parties and their advisors (if any) a copy of the report in electronic format or hard copy, for their review and written response at least ten (10) days prior to a determination of responsibility.

X. DETERMINATION REGARDING RESPONSIBILITY

- A. After the school district has sent the investigative report to both parties and before

the school district has reached a determination regarding responsibility, the Decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness.

- B. The Decision-maker must provide the relevant questions submitted by the parties to the other parties or witnesses to whom the questions are offered, and then provide each party with the answers, and allow for additional, limited follow-up questions from each party.
- C. The Decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.
- D. When the exchange of questions and answers has concluded, the Decision-maker must issue a written determination regarding responsibility that applies the preponderance of the evidence standard to the facts and circumstances of the formal complaint. The written determination of responsibility must include the following:
 - 1. Identification of the allegations potentially constituting sexual harassment;
 - 2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
 - 3. Findings of fact supporting the determination;
 - 4. Conclusions regarding the application of the school district's code of conduct to the facts;
 - 5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the school district to the complainant; and
 - 6. The school district's procedures and permissible bases for the complainant and respondent to appeal and the date by which an appeal must be made.
- E. In determining appropriate disciplinary sanctions, the Decision-maker should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incident occurred.
- F. The written determination of responsibility must be provided to the parties simultaneously.

- G. The Title IX Coordinator is responsible for the effective implementation of any remedies.
- H. The determination regarding responsibility becomes final either on the date that the school district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

XI. APPEALS

- A. The school district shall offer the parties an opportunity to appeal a determination regarding responsibility or the school district's dismissal of a formal complaint or any allegations therein, on the following bases:
 - 1. A procedural irregularity that affected the outcome of the matter (e.g., a material deviation from established procedures);
 - 2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
 - 3. The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- B. If notice of an appeal is timely received by the school district, the school district will notify the parties in writing of the receipt of the appeal, assign or designate the Appellate Decision-maker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.
- C. After reviewing the parties' written statements, the Appellate Decision-maker must issue a written decision describing the result of the appeal and the rationale for the result.
- D. The written decision describing the result of the appeal must be provided simultaneously to the parties.
- E. The decision of the Appellate Decision-maker is final. No further review beyond the appeal is permitted.

XII. RETALIATION PROHIBITED

- A. Neither the school district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or

because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, constitutes a violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

- B. Any person may submit a report or formal complaint alleging retaliation in the manner described in this policy and it will be addressed in the same manner as other complaints of sexual harassment or sex discrimination.
- C. Charging an individual with violation of school district policies for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

XIII. TRAINING

- A. The school district shall ensure that Title IX Personnel receive appropriate training. The training shall include instruction on:
 - 1. The Title IX definition of sexual harassment;
 - 2. The scope of the school district's education program or activity;
 - 3. How to conduct an investigation and grievance process, appeals, and informal resolution processes, as applicable;
 - 4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
 - 5. For Decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's prior sexual behavior are not relevant; and
 - 6. For Investigators, training on issues of relevance, including the creation of an investigative report that fairly summarizes relevant evidence.
- B. The training materials will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints.

- C. Materials used to train Title IX Personnel must be posted on the school district's website. If the school district does not have a website, it must make the training materials available for public inspection upon request.

XIV. DISSEMINATION OF POLICY

- A. This policy shall be made available to all students, parents/guardians of students, school district employee, and employee unions.
- B. The school district shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work e-mail address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.
- C. The school district must provide applicants for admission and employment, students, parents or legal guardians of secondary school students, employees, and all unions holding collective bargaining agreements with the school district, with the following:
 - 1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator;
 - 2. Notice that the school district does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner;
 - 3. A statement that the requirement not to discriminate in the education program or activity extends to admission and employment, and that inquiries about the application of Title IX may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the United States Department of Education, or both; and
 - 4. Notice of the school district's grievance procedures and grievance process contained in this policy, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the school district will respond.

XV. RECORDKEEPING

- A. The school district must create, and maintain for a period of seven calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the school district must document:
 - 1. The basis for the school district's conclusion that its response to the report

or formal complaint was not deliberately indifferent;

2. The measures the school district has taken that are designed to restore or preserve equal access to the school district's education program or activity; and
 3. If the school district does not provide a complainant with supportive measures, then it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. Such a record must be maintained for a period of seven years.
 4. The documentation of certain bases or measures does not limit the recipient in the future from providing additional explanations or detailing additional measures taken.
- B. The school district must also maintain for a period of seven calendar years records of:
1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity;
 2. Any appeal and the result therefrom;
 3. Any informal resolution and the result therefrom; and
 4. All materials used to train Title IX Personnel.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. §§ 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)
20 U.S.C § 1400, *et seq.* (Individuals with Disabilities Education Act)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act)
42 U.S.C. § 12101, *et seq.* (Americans with Disabilities Act)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)
20 U.S.C. § 1092 *et seq.* (Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (“Clery Act”))

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital

Status Nondiscrimination)

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Policy Reviewed: 12/14/15
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Policy Reviewed: 05/10/21
Policy Updated: 04/24/23
Policy Revised: 08/12/24

INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

519

I. PURPOSE

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day.

II. GENERAL STATEMENT OF POLICY

- A. Generally, students may not be interviewed during the school day by persons other than a student's parents, school district officials, employees and/or agents, except as otherwise provided by law and/or this policy.
- B. Requests from law enforcement officers and those other than a student's parents, school district officials, employees and/or agents to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request, the principal shall attempt to contact the student's parents to inform them of the request, except where otherwise prohibited by law.

III. INTERVIEWS CONDUCTED UNDER THE MALTREATMENT OF MINORS ACT

- A. In the case of an investigation pursuant to the Reporting of Maltreatment of Minors Act, Minnesota Statutes Chapter 260E, a local welfare agency, the agency responsible for investigating the report, and a local law enforcement agency may interview, without parental consent, an alleged victim and any minors who currently reside with or who have resided with the alleged perpetrator. The interview may take place at school and during school hours. School district officials will work with the local welfare agency, the agency responsible for investigating the report, or law enforcement agency to select a place appropriate for the interview. **When it is possible and the report alleges substantial child endangerment or sexual abuse, the interview may take place outside the presence of the alleged offender and may take place prior to any interviews of the alleged offender ~~perpetrator or parent, legal custodian, guardian, or school district official.~~**

[NOTE: This change is found in Minnesota Statutes, section 260E.22.]

- B. If the interview took place or is to take place on school district property, an order of the juvenile court pursuant to Minnesota Statutes Chapter 260E may specify that school district officials may not disclose to the parent, legal custodian, or guardian the contents of the notification of intent to interview the child on school district property and/or any other related information regarding the interview that may be a part of the child's record. The school district official must receive a

copy of the order from the local welfare or law enforcement agency.

- C. When the local welfare agency, local law enforcement agency, or agency responsible for assessing or investigating a report of maltreatment determines that an interview should take place on school district property, school district officials must receive written notification of intent to interview the child on school district property prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school district property. Where the interviews are conducted by the local welfare agency, the notification must be signed by the chair of the local social services agency or the chair's designee. The notification is private educational data on the student. School district officials may not disclose to the parent, legal custodian or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded, unless a school employee or agent is alleged to have maltreated the child. Until school district officials receive said notification, all inquiries regarding the nature of the investigation or assessment should be directed to the local welfare or law enforcement agency or the agency responsible for assessing or investigating a report of maltreatment shall be solely responsible for any disclosure regarding the nature of the assessment or investigation.

- D. School district officials shall have discretion to reasonably schedule the time, place, and manner of an interview by a local welfare or local law enforcement agency on school district premises. However, where the alleged perpetrator is believed to be a school district official or employee, the local welfare or local law enforcement agency will have discretion to determine where the interview will be held. The interview must be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school district officials and the local welfare or law enforcement agency. However, school district officials must yield to the discretion of the local welfare or law enforcement agency concerning other persons in attendance at the interview. School district officials will make every effort to reduce the disruption to the educational program of the child, other students, or school staff when an interview is conducted on school district premises.

- E. Students shall not be taken from school district property without the consent of the principal and without proper warrant.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)

Cross References: MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect)

or Physical or Sexual Abuse)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil
Records)

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Policy Updated: 04/24/23

SCHOOL DISTRICT TESTING PLAN AND PROCEDURE

614

I. PURPOSE

The purpose of this policy is to set forth the school district's testing plan and procedure.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to implement procedures for testing, test security, documentation, and record keeping.

III. DUTIES OF SCHOOL DISTRICT PERSONNEL REGARDING TEST ADMINISTRATION

A. Superintendent

1. Responsibilities before testing.
 - a. Designate a district assessment coordinator and district technology coordinator.
 - b. The superintendent, or a designee who has been authorized to be the identified official with authority by the school board, pre-authorizes staff access for applicable Minnesota Department of Education (MDE) secure systems.
 - c. Annually review and recertify staff who have access to MDE secure systems.
 - d. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - e. Establish a culture of academic integrity.
 - f. Fully cooperate with MDE representatives conducting site visits or Minnesota Test of Academic Skills (MTAS) audits during testing.
 - g. Ensure student information is current and accurate.
 - h. Ensure that a current district test security procedure is in place and that all relevant staff have been provided district training on test administration and test security.
 - i. Ensure that a current process is included for tracking which students tested with which test monitors and any other adult(s) who

were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).

- j. Confirm the district assessment coordinator has current information and training specific to test security and the administration of statewide assessments.
- k. Confirm the district assessment coordinator completes Pre-test Editing in the Test Web Edit System (WES).
- l. Post on the school district website the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form.

2. Responsibilities after testing.

- a. Confirm the district assessment coordinator and Minnesota Automated Reporting Student System (MARSS) coordinator complete Post-test Editing in Test WES.
- b. Verify with the district assessment coordinator that all test security issues have been reported to MDE and are being addressed.
- c. Confirm the MARSS coordinator has updated all student records for Post-test Editing.
- d. Confirm the district assessment coordinator has finalized the district's assessment information prior to the close of Post-test Editing in Test WES.
- e. Confirm the district assessment coordinator, or designee, has access to the Graduation Requirements Records (GRR) system and enters necessary information.
- f. Discuss assessment results with the district assessment coordinator and school administrators.

B. District Assessment Coordinator

1. Responsibilities before testing.

- a. Serve as primary contact with MDE regarding policy and procedure questions related to test administration.
- b. Read and complete the *Assurance of Test Security and Non-Disclosure*.

- c. Confirm all staff who handle test materials, administer tests, or have access to secure test content have completed the *Assurance of Test Security and Non-Disclosure*.
 - (1) Maintain the completed *Assurance of Test Security and Non-Disclosure* for two years after the end of the academic school year in which testing took place.
- d. Review with all staff the *Assurance of Test Security and Non-Disclosure* and their responsibilities thereunder.
- e. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
- f. Establish district testing schedule within the testing windows specified by the MDE and service providers.
- g. Prepare testing conditions, including user access to service provider websites, preparing readiness for online testing, preparing a plan for tracking which students test on which computers or devices, ensure accommodations are indicated as necessary, providing students with opportunity to become familiar with test format, item types, and tools prior to test administration; establishing process for inventorying and distributing secure test materials where necessary; preparing procedures for expected and unexpected situations occurring during testing; planning for addressing technical issues while testing; identify staff who will enter student responses from paper accommodated test materials and scores from MTAS administration online.
- h. Train school assessment coordinators, test monitors, MTAS test administrators, and ACCESS (test for English language learners) and Alternate ACCESS test administrators.
 - (1) Provide training on proper test administration and test security (Pearson's Training Management System).
 - (2) Verify staff complete any and all test-specific training.
- i. Maintain security of test content, test materials, and record of all staff involved.
 - (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.

- (2) Organize secure test materials for online administrations and keep them secure.
 - (3) Define chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
- j. Confirm that all students have appropriate test materials.
2. Responsibilities on testing day(s).
- a. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and policies and procedures.
 - b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - c. Contact the MDE assessment contact within 24 hours of a security breach and submit the *Test Security Notification* in Test WES within 48 hours.
 - d. Address invalidations and test or accountability codes.
3. Responsibilities after testing.
- a. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
 - b. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
 - c. Return secure test materials as outlined in applicable manuals and resources.
 - d. Collect security documents and maintain them for two years from the end of the academic school year in which testing took place.
 - e. Review student assessment data and resolve any issues.
 - f. Distribute Individual Student Reports no later than fall parent/teacher conferences.
 - g. Enter Graduation Requirements Records in the GRR system.

C. School Principal

1. Responsibilities before testing.
 - a. Designate a school assessment coordinator and technology coordinator for the building.
 - b. Be knowledgeable about proper test administration and test security as outlined in manuals and directions.
 - c. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - d. Communicate the importance of test security and expectation that staff will keep test content secure and act with honesty and integrity during test administration.
 - e. Provide adequate secure storage space for secure test materials before, during, and after testing until they are returned to the service provider or securely disposed of.
 - f. Ensure adequate computers and/or devices are available and rooms are appropriately set up for online testing.
 - g. Verify that all test monitors and test administrators receive proper training for test administration.
 - h. Ensure students taking specified tests have opportunity to become familiar with test format, item types, and tools prior to test administration.
 - i. Include the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form in the student handbook.
2. Responsibilities on testing day(s).
 - a. Ensure that test administration policies and procedures and test security requirements in all manuals and directions are followed.
 - b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
3. Responsibilities after testing.
 - a. Ensure all secure test materials are collected, returned, and/or disposed of securely as required in any manual.

- b. Ensure requirements for embargoed final assessment results are followed.

D. School Assessment Coordinator

- 1. Responsibilities before testing.
 - a. Implement test administration and test security policies and procedures.
 - b. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - c. Ensure all staff who handle test materials, administer tests, or have access to secure test content read and complete the *Assurance of Test Security and Non-Disclosure*.
 - d. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
 - e. Prepare testing conditions, including the following: schedule rooms and computer labs; arrange for test monitors and administrators; arrange for additional staff to assist with unexpected situations; arrange for technology staff to assist with technical issues; develop a plan for tracking which students test on which computers or devices; plan seating arrangements for students; ensure preparations are completed for Optional Local Purpose Assessment (OLPA), Minnesota Comprehensive Assessment (MCA), and ACCESS online testing; ensure accommodations are properly reported; confirm how secure paper test materials will arrive and quantities to expect; address accommodations and specific test administration procedures; determine staff who will enter the student responses from paper accommodated test materials and scores from MTAS administrations online.
 - f. Train staff, including all state-provided training materials, policies and procedures, and test-specific training.
 - g. Maintain security of test content and test materials.
 - (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.

- (2) Organize secure test materials for online administrations and keep them secure.
 - (3) Follow chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
 - (4) Identify need for additional test materials to district assessment coordinator.
 - (5) Provide MTAS student data collection forms if necessary.
 - (6) Distribute applicable ACCESS and Alternate ACCESS *Test Administrator Scripts* and *Test Administration Manuals* to test administrators so they can become familiar with the script and prepare for test administration.
 - (7) Confirm that all students taking ACCESS and Alternate ACCESS have appropriate test materials and preprinted student information on the label is accurate.
2. Responsibilities on testing day(s).
- a. Distribute materials to test monitors and ACCESS test administrators and ensure security of test materials between testing sessions and that district procedures are followed.
 - b. Ensure *Test Monitor and Student Directions* and *Test Administrator Scripts* are followed and answer questions regarding same.
 - c. Fully cooperate with MDE representatives conducting site visits or MTAS audits, as applicable.
 - d. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and test administration policies and procedures.
 - e. Report testing irregularities to district assessment coordinator using the *Test Administration Report*.

[Note: This form is available on the Minnesota PearsonAccess Next website—see Cross References for website address.]

f. Report security breaches to the district assessment coordinator as soon as possible.

3. Responsibilities after testing.

a. Ensure that all paper test materials are kept locked and secure and security checklists completed.

b. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.

c. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.

d. Return secure test materials as outlined in applicable manuals and resources.

e. Prepare materials for pickup by designated carrier on designated date(s). Maintain security of all materials.

f. Ensure requirements for embargoed final assessment results are followed.

E. Technology Coordinator

1. Ensure that district is prepared for online test administration and provide technical support to district staff.

2. Acquire all necessary user identifications and passwords.

3. Read and complete the *Assurance of Test Security and Non-Disclosure*.

4. Fully cooperate with MDE representatives conducting site visits or MTAS audits.

5. Attend district training and any service provider technology training.

6. Review, use, and be familiar with all service provider technical documentation.

7. Prepare computers and devices for online testing.

8. Confirm site readiness.

9. Provide all necessary accessories for testing, technical support/troubleshooting during test administration and contact service provider help desks as needed.

F. Test Monitor

1. Responsibilities before testing.
 - a. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - b. Attend trainings related to test administration and security.
 - c. Complete required training course(s) for tests administering.
 - d. Be knowledgeable about how to contact the school assessment coordinator during testing, where to pick up materials on day of test, and plan for securing test materials between test sessions.
 - e. Be knowledgeable regarding student accommodations.
 - f. Remove or cover any instructional posters or visual materials in the testing room.
2. Responsibilities on testing day(s).
 - a. Before test.
 - (1) Receive and maintain security of test materials.
 - (2) Verify that all test materials are received.
 - (3) Ensure proper number of computers/devices or paper accommodated test materials are present.
 - (4) Verify student testing tickets and appropriate allowable materials.
 - (5) Assign numbered test books to individual students.
 - (6) Complete information as directed.
 - (7) Record extra test materials.
 - b. During test.
 - (1) Verify that students are logged in and taking the correct test or using the correct grade-level and tier test booklet for students with paper accommodated test materials.
 - (2) Follow all directions and scripts exactly.

- (3) Follow procedures for restricting student access to cell phones and other electronic devices, including wearable electronic devices.
- (4) Stay in testing room and remain attentive during entire test session. Practice active monitoring by circulating throughout the room during testing.

[Note: School districts may allow test monitors to use their cell phones only to alert other staff of issues. If allowed, the school district should train the test monitors on proper and improper use.]

- (5) Be knowledgeable about responding to emergency or unusual circumstances and technology issues.
- (6) Do not review, discuss, capture, email, post, or share test content in any format.
- (7) Ensure all students have been provided the opportunity to independently demonstrate their knowledge.
- (8) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
- (9) Document the students who tested with the test monitor and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).
- (10) Document students who require a scribe or translated directions or any unusual circumstances and report to school assessment coordinator.
- (11) Report any possible security breaches as soon as possible.

c. After test.

- (1) Follow directions and scripts exactly.
- (2) Collect all materials and keep secure after each session. Upon completion return to the school assessment coordinator.
- (3) Immediately report any missing test materials to the school assessment coordinator.

G. MTAS Test Administrator

1. Before testing.
 - a. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - b. Attend trainings related to test administration and security.
 - c. Complete required training course(s) for tests administering.
 - d. Be knowledgeable as to when and where to pick up MTAS materials and the school's plan for keeping test materials secure.
 - e. Prepare test materials for administration, including objects and manipulatives, special instructions, and specific adaptations for each student.
2. Responsibility on testing day(s).
 - a. Before the test.
 - (1) Maintain security of materials.
 - (2) Confirm appropriate MTAS materials are available and prepared for student.
 - b. During the test.
 - (1) Administer each task to each student and record the score.
 - (2) Be knowledgeable about how to contact the district or school assessment coordinator, if necessary, and responding to emergency and unusual circumstances.
 - (3) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - (4) Document and report and unusual circumstances to district or school assessment coordinator.
 - c. After the test.
 - (1) Keep materials secure.
 - (2) Return all materials.
 - (3) Return objects and manipulatives to classroom.

- (4) Enter MTAS scores online or return data collection forms to the district or school assessment coordinator.

H. MARSS Coordinator

1. Responsibilities before testing.
 - a. Confirm all eligible students have unique state student identification (SSID) or MARSS numbers.
 - b. Ensure English language and special education designations are current and correct for students testing based on those designations.
 - c. Submit MARSS data on an ongoing basis to ensure accurate student demographic and enrollment information.
2. Responsibilities after testing.
 - a. Ensure accurate enrollment of students in schools during the accountability windows.
 - b. Ensure MARSS identifying characteristics are correct, especially for any student not taking an accountability test.
 - c. Work with district assessment coordinator to edit discrepancies during the Post-test Edit window in Test WES.

I. Any Person with Access to Test Materials

Read and complete the *Assurance of Test Security and Non-Disclosure*.

IV. TEST SECURITY

- A. Test Security Procedures will be adopted by school district administration.

[Note: This form is available on the Minnesota PearsonAccess Next website—see Cross References for website address..]

- B. Students will be informed of the following:

1. The importance of test security;
2. Expectation that students will keep test content secure;
3. Expectation that students will act with honesty and integrity during test administration;

4. Expectation that students will not access cell phones, wearable technology (e.g., smart watches, fitness trackers), or other devices that can electronically send or receive information. The test of a student who wears a device during testing must be invalidated.

If a student completes testing and then accesses a cell phone or other prohibited device (including wearable technology), the school district must take further action to determine if the test should be invalidated, rather than automatically invalidating the test.

5. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.

C. Staff will be informed of the following:

1. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.
2. Other contact information and options for reporting security concerns.

V. REQUIRED DOCUMENTATION FOR PROGRAM AUDIT

A. The school district shall maintain records necessary for program audits conducted by MDE. The records must include documentation consisting of the following:

1. Signed *Assurance of Test Security and Non-Disclosure* forms must be maintained for two years after the end of the academic year in which the testing took place.
2. School district security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
3. School security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
4. Test Monitor Test Materials Security Checklist provided for each group of students assigned to a test monitor must be maintained for two years after the end of the academic school year in which testing took place.
5. School district test monitor tracking documentation must be maintained for two years after the end of the academic year in which the tracking took place.

6. ACCESS and Alternate ACCESS Packing List and Security Checklist provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
7. Documentation of school district staff training on test administration and test security must be maintained for two years after the end of the academic school year in which testing took place.
8. *Test Security Notification* must be maintained for two years after the end of the academic school year in which testing took place.
9. *Test Administration Report* must be maintained for one year after the end of the academic school year in which testing took place.
10. Record of staff trainings and test-specific trainings must be maintained for one year after the end of the academic year in which testing took place.

~~VI. RETALIATION PROHIBITED~~

~~An employee who discloses information to the MDE Commissioner or a parent or guardian about service disruptions or technical interruptions related to administering assessments under this section is protected under section 181.932, governing disclosure of information by employees.~~

~~[NOTE: The 2024 Minnesota legislature enacted this provision.]~~

~~MSBA recommends deletion of Article VI as this protection is not part of the testing procedure itself.~~

Legal References: Minn. Stat. § 13.34 (Examination Data)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.36, Subd. 2 (School Accountability)
Minn. Rules Parts 3501.0660 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0960 (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 601 (School District Curriculum and Instruction Goals)

MSBA/MASA Model Policy 613 (Graduation Requirements)

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)

Minnesota PearsonAccess Next Resources and Forms:

<http://minnesota.pearsonaccessnext.com/policies-and-procedures/>

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Policy Updated: 1/14/19
Policy Updated: 5/22/23
Policy Revised: 07/08/24

ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET

701

I. PURPOSE

The purpose of this policy is to establish lines of authority and procedures for the establishment of the school district's revenue and expenditure budgets.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to establish its revenue and expenditure budgets in accordance with the applicable provisions of law. Budget planning is an integral part of program planning so that the annual budget will effectively express and implement school board goals and the priorities of the school district.

III. REQUIREMENT

- A. The superintendent or such other school official as designated by the superintendent or the school board shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected. **When projected expenditures exceed projected revenues, the school board may consider use of an available fund balance, if one exists.**
- B. The school district must maintain separate accounts to identify revenues and expenditures for each building. Expenditures shall be reported in compliance with Minnesota Statutes section 123B.76.
- C. Prior to July 1 of each year, the school board shall approve and adopt its initial revenue and expenditure budgets for the next school year. The adopted expenditure budget document shall be considered the school board's expenditure authorization for that school year. No funds may be expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.
- D. Each year, the school district shall publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures, and fund balances for the prior year, and the projected fund balances for the current year in the form prescribed by the **Minnesota** Commissioner of **the Minnesota Department of Education** within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement shall be included in the publication that the complete budget in detail may be inspected by any resident of

the school district upon request to the superintendent. A summary of this information and the address of the school district's official website where the information can be found must be published in a newspaper of general circulation in the school district. At the same time as this publication, the school district shall publish the other information required by Minnesota Statutes section 123B.10.

- E. At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property taxes payable in the following calendar year.
- F. The school district must also post the materials specified in Paragraph III.D. above on the school district's official website, including a link to the school district's school report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.

IV. IMPLEMENTATION

- A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but the superintendent maintains the ultimate responsibility for this function.
- B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).
- C. The superintendent or the superintendent's designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.
- D. Supplies and capital equipment can be ordered prior to budget adoption only by authority of the school board. If additional personnel are provided in the proposed budget, actual hiring may not occur until the budget is adopted unless otherwise approved by the school board. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically approved by the school board.
- E. The school district shall make such reports to the ~~Minnesota~~ Commissioner of ~~Education~~ as required relating to initial allocations of revenue, reallocations of revenue, and expenditures of funds.

Legal References: Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting)

Requirements)

Cross References: MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)

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Rev. 2024~~2~~

721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES

[NOTE: School districts are required by the federal Uniform Grant Guidance ([UGG](#)) regulations, 2 Code of Federal Regulations, Part 200, to have the policies that establish uniform administrative requirements, cost principles, and audit requirements for federal awards to non-federal entities including school districts. In June 2018, the United States Office of Management and Budget increased the threshold dollar amounts for both simplified acquisition costs (\$250,000) and micro-purchases (\$10,000).]

I. PURPOSE

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

II. DEFINITIONS

[NOTE: In October 2024, MSBA updated Article II to ensure that the definitions are presented in alphabetical order. School districts may choose whether to adopt this change.]

- A. "Compensation for personal services" includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 Code of Federal Regulations, section 200.431 (Compensation - Fringe Benefits).
- B. "Contract" means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 Code of Federal Regulations, Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.
- C. "Direct costs" are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- D. "Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$10,000.
- E. "Federal award" has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:
 - 1. a. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations, section 200.101 (Applicability); or

- b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations, section 200.101 (Applicability).
2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 Code of Federal Regulations, section 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
3. "Federal award" does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.

F. Grants

1. "State-administered grants" are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
2. "Direct grants" are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.

[NOTE: All ~~of the~~ requirements outlined in this policy apply to both direct grants and state-administered grants.]

- G. "Non-federal entity" means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.
- H. "Post-retirement health plans" refer to costs of health insurance or health services not included in a pension plan covered by 2 Code of Federal Regulations, section 200.431(g) for retirees and their spouses, dependents, and survivors.

I. Procurement Methods

1. "Procurement by micro-purchase" is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$10,000, except as otherwise discussed in 48 Code of Federal Regulations, Subpart 2.1 or as periodically adjusted for inflation).

[NOTE: Minnesota school districts may choose to increase their federal micro-purchase threshold to \$25,000, which would align with the Minnesota limit. School districts choosing to adopt this increase must annually certify the higher threshold and the justification for using the higher threshold. Acceptable reasons for justification must meet *one* of the following criteria: (1) a qualification as a low-risk auditee, in accordance with the criteria established in 2 Code of Federal Regulations, section 200.520; (2) an annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or (3) a higher threshold consistent with state law.]

2. "Procurement by small purchase procedures" are those relatively simple and informal procurement methods for securing services, supplies, or other

property that do not cost more than ~~\$175,000~~~~\$250,000~~ (periodically adjusted for inflation).

[NOTE: Despite the federal government's increase in the dollar cap for small purchases, Minnesota law limits the cap to \$175,000.]

3. "Procurement by sealed bids (formal advertising)" is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
4. "Procurement by competitive proposals" is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
5. "Procurement by noncompetitive proposals" is procurement through solicitation of a proposal from only one source.
- J. "Relocation costs" are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- K. "Severance pay" is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- L. "Travel costs" are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

III. CONFLICT OF INTEREST

A. Employee Conflict of Interest

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.

B. Organizational Conflicts of Interest

The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.

C. Disclosing Conflicts of Interest

The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policies.

IV. ACCEPTABLE METHODS OF PROCUREMENT

A. General Procurement Standards

The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.

B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.

D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.

F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.

G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, [veteran-owned businesses](#), and labor surplus area firms are ~~considered used when possible~~.

[\[NOTE: This change appears in the 2024 amended UGG.\]](#)

H. Methods of Procurement

The school district must use one of the following methods of procurement:

1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.
2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
3. Procurement by sealed bids (formal advertising).
4. Procurement by competitive proposals. If this method is used, the following requirements apply:

- a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - b. Proposals must be solicited from an adequate number of qualified sources;
 - c. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
 - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
 - e. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.
5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:
- a. The item is available only from a single source;
 - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
 - d. After solicitation of a number of sources, competition is determined inadequate.

I. Competition

The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

- 1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.
- K. Non-federal entities are prohibited from contracting with or making subawards under "covered transactions" to parties that are suspended or debarred or whose principals are suspended or debarred. "Covered transactions" include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.
- L. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 Code of Federal Regulations, section 180.215.

V. MANAGING EQUIPMENT AND SAFEGUARDING ASSETS

A. Property Standards

The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award. The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 Code of Federal Regulations, sections 200.311, 200.314, and 200.315.

B. Equipment

Management requirements.

Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:

1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
4. Adequate maintenance procedures must be developed to keep property in good condition.

5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

C. Cybersecurity

The school district must take reasonable cybersecurity and other measures to safeguard

1. Personally identifiable information;
2. Information that the federal agency or pass-through entity designates as sensitive; and
3. other information that the school district considers sensitive and is consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality.

[NOTE: See 2 CFR 200.303, which establishes internal controls that the school district must implement.]

VI. FINANCIAL MANAGEMENT REQUIREMENTS

A. Financial Management.

The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.

B. Payment

The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control.

Advance payments to a school district must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the school district in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.

C. Internal Controls

The school district must establish and maintain effective internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should ~~align~~be in compliance with guidance in "Standards for Internal Control in the Federal Government," issued by the Comptroller General of the United States, or the "Internal Control Integrated Framework," issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The school district must comply with [the United States Constitution](#), federal statutes, regulations, and the terms and conditions of the federal award.

The school district must ~~also~~ evaluate and monitor the school district's compliance with statutes, regulations, and the terms and conditions of the federal award.

The school district must ~~also~~ take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

The school district must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

A. Allowable Use of Funds

The school district administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.

B. Definitions

1. "Allowable cost" means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
2. "Education Department General Administrative Regulations (EDGAR)" means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.
3. "Omni Circular" or "2 Code of Federal Regulations, Part 200s" or "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
4. "Advance payment" means a payment that a federal awarding agency or passthrough entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.

C. Allowable Costs

The following items are costs that may be allowable under the 2 Code of Federal Regulations, Part 200s under specific conditions:

1. Advisory councils;
2. Audit costs and related services;
3. Bonding costs;
4. Communication costs;

5. Compensation for personal services;
6. Depreciation and use allowances;
7. Employee morale, health, and welfare costs;
8. Equipment and other capital expenditures;
9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
10. Insurance and indemnification;
11. Maintenance, operations, and repairs;
12. Materials and supplies costs;
13. Meetings and conferences;
14. Memberships, subscriptions, and professional activity costs;
15. Security costs;
16. Professional service costs;
17. Proposal costs;
18. Publication and printing costs;
19. Rearrangement and alteration costs;
20. Rental costs of building and equipment;
21. Training costs; and
22. Travel costs.

D. Costs Forbidden by Federal Law

2 Code of Federal Regulations, Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 Code of Federal Regulations, Part 200s; thus, the following list is not exhaustive:

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;
4. Contingency provisions (with limited exceptions);
5. Fundraising and investment management costs (with limited exceptions);
6. Donations;
7. Contributions;
8. Entertainment (amusement, diversion, and social activities and any associated costs);
9. Fines and penalties;

10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
11. Goods or services for personal use;
12. Interest, except interest specifically stated in 2 Code of Federal Regulations, section 200.441 as allowable;
13. Religious use;
14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

F. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:
 - a. Necessary for the proper and efficient performance or administration of the program.
 - b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
 - c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
 - d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.

- e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

G. Program Specific Fiscal Rules

The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds.

1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the "supplement, not supplant" provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).
3. Auditors generally presume supplanting has occurred in three situations:
 - a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.
 - b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.
 - c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.
4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

H. Approved Plans, Budgets, and Special Conditions

1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district's grants.

I. Training

1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.
2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

J. Employee Sanctions

Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

K. Mandatory Disclosures

The school district must promptly disclose whenever, in connection with the Federal award (including any activities or subawards thereunder), it has credible evidence of the commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in 18 United States Code or a violation of the civil False Claims Act (31 United States Code, sections 3729–3733).

The disclosure must be made in writing to the Federal agency, the agency’s Office of Inspector General, and pass-through entity (if applicable). School districts are also required to report matters related to recipient integrity and performance in accordance with Appendix XII of this part. Failure to make required disclosures can result in any of the remedies described in 2 Code of Federal Regulations, section 200.339.

VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING

A. Compensation – Personal Services

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

1. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal and non-federal activities; and
2. Follows an appointment made in accordance with a school district’s written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, a school district must follow its written non-federal, entity-wide policies and practices concerning the permissible extent of professional services that can be provided outside the school district for non-organizational compensation.

B. Compensation – Fringe Benefits

1. During leave.

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- a. They are provided under established written leave policies;
 - b. The costs are equitably allocated to all related activities, including federal awards; and
 - c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.
2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker’s

compensation insurance (except as indicated in 2 Code of Federal Regulations, section 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.

3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.
4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the school district.
5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.
6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.

C. Insurance and Indemnification

Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.

D. Recruiting Costs

Short-term travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:

1. Critical and necessary for the conduct of the project;
2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
3. Consistent with the school district's cost accounting practices and school district policy; and
4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.

E. Relocation Costs of Employees

Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.

F. Travel Costs

Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district's non-federally funded activities and in accordance with the school district's reimbursement policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations according to the school district's written reimbursement and/or travel policies.

In addition, when costs are charged directly to the federal award, documentation must justify the following:

1. Participation of the individual is necessary to the federal award; and
2. The costs are reasonable and consistent with the school district's established travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:

1. A direct result of the individual's travel for the federal award;
2. Consistent with the school district's documented travel policy for all school district travel; and
3. Only temporary during the travel period.

[NOTE: Noncompliance. If a school district fails to comply with federal statutes, regulations, or the terms and conditions of a federal award, the DOE or MDE may impose additional conditions, as described in 2 Code of Federal Regulations, section 200.208 (Specific Conditions). If the DOE or MDE determines that noncompliance cannot be remedied by imposing additional conditions, the DOE or MDE may take one or more of the following actions, as appropriate under the circumstances: 1) Temporarily withhold cash payments pending correction of the deficiency by the school district or more severe enforcement action by the DOE or MDE; 2) Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance; 3) Wholly or partly suspend or terminate the federal award; 4) Initiate suspension or debarment proceedings as authorized under 2 Code of Federal Regulations, Part 180 and DOE regulations (or, in the case of MDE, recommend such a proceeding be initiated by the DOE); 5) Withhold further federal awards for the project or program; and/or 6) Take other remedies that may be legally available.]

Legal References: [2 C.F.R. § 200.1](#) (Definitions: Capital Assets)
[2 C.F.R. § 200.112](#) (Conflict of Interest)
[2 C.F.R. § 200.113](#) (Mandatory Disclosures)
[2 C.F.R. § 200.205\(d\)](#) (Federal Awarding Agency Review of [Merit of Proposals](#)~~Risk Posed by Applicants~~)
[2 C.F.R. § 200.214](#) (Suspension and Debarment)
[2 C.F.R. § 200.300\(b\)](#) (Statutory and National Policy Requirements)
[2 C.F.R. § 200.302](#) (Financial Management)
[2 C.F.R. § 200.303](#) (Internal Controls)
[2 C.F.R. § 200.305\(b\)\(1\)](#) (Federal Payment)

[2 C.F.R. § 200.310](#) (Insurance Coverage)
[2 C.F.R. § 200.311](#) (~~Federally-owned and Exempt~~Real Property)
[2 C.F.R. § 200.312](#) (~~Federally-owned and Exempt~~ Property)
[2 C.F.R. § 200.313\(d\)](#) (Equipment)
[2 C.F.R. § 200.314](#) (Supplies)
[2 C.F.R. § 200.315](#) (Intangible Property)
[2 C.F.R. § 200.318](#) (General Procurement Standards)
[2 C.F.R. § 200.319\(c\)](#) (Competition)
[2 C.F.R. § 200.320](#) (Methods of Procurement to be Followed)
[2 C.F.R. § 200.321](#) (Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms)
[2 C.F.R. § 200.328](#) (Financial Reporting)
[2 C.F.R. § 200.339](#) (Remedies for Noncompliance)
[2 C.F.R. § 200.403\(c\)](#) (Factors Affecting Allowability of Costs)
[2 C.F.R. § 200.430](#) (Compensation – Personal Services)
[2 C.F.R. § 200.431](#) (Compensation – Fringe Benefits)
[2 C.F.R. § 200.447](#) (Insurance and Indemnification)
[2 C.F.R. § 200.463](#) (Recruiting Costs)
[2 C.F.R. § 200.464](#) (Relocation Costs of Employees)
[2 C.F.R. § 200.474](#) (Transportation Costs)
[2 C.F.R. § 200.475](#) (Travel Costs)

Cross References: MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)
~~MSBA/MASA Model Policy 210.1 (Conflict of Interest – Charter School Board Members)~~
MSBA/MASA Model Policy 412 (Expense Reimbursement)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)
MSBA/MASA Model Policy 703 (Annual Audit)



AUSTIN PUBLIC SCHOOLS

INSPIRE • EMPOWER • ACCELERATE

DATE: February 10, 2025

TITLE: AHS World Language – Extended Field Trip

TYPE: Action

PRESENTER: Activities Director Katie Carter

BACKGROUND: Austin High School's World Language Department offers the opportunity to world language students to discover the cultural practices in other areas where those students can immerse themselves in the culture and language in real life setting.

RATIONALE: Travel with your world language classes in high school is a great opportunity for several reasons: Immersive language practice, cultural exposure, enhanced learning motivation, building connections, personal growth, and creating lifelong memories.

RECOMMENDATION: I recommend approval of the AHS World Language Department's summer 2026 trip to Quebec City and Montreal, Canada.

Austin High School

Proposal for Extended Field Trip

ISD 492 Board Policy #610 Field Trips: "Extended field trips, that is those that require an overnight stay of more than one night and/or involve travel outside Minnesota, require school board approval. The board will consider such trips on an individual basis and pre-approval is needed before students or parents become involved. Field trips covered by this policy include those proposed by outside agencies or individual staff members that use the school name, or imply school district consent or authorization.

Multiple Nights In-State

Out-of-State

Sponsoring Organization/Name of Group	
Faculty Advisor	Emily Wakefield
Destination	Quebec City & Montreal Canada
Departure date	June 1, 2026
Return Date	June 6, 2026
# of Students attending	unknown
# in group no attending	?
Supervisor Ratio	8:1
Transportation method	plane & bus
Agency Making travel arrangements	Language & Friendship

Expenditures		Financed By	
Transportation		Students	
Lodging	} \$3195 for 6 days	Cost per student	\$3195
Meals		Fundraisers (attach list)	TBD
Entry fees/Tickets		Outside contributions	
Substitute Salary	N/A	Budgeted amount	
Misc.		Account number	
Total			

Check if insurance is covered through MSHSL Specify if other: See page 8 of attached packet

Goal/purpose of the trip: to discover the cultural practices of a French speaking area and to use French in real life settings

- **Please attach a Trip Itinerary**

Objectives of Field Trip	Demonstration of Outcomes

Supervisor Names	Title

- Attach a copy of informational correspondence and parent permission slip sent to parents
- Attach a copy of steps taken to inform and assist financially disadvantaged students (if applicable).
- Attach a copy of lesson plans for students not going on trip (if applicable).

Submitted by: Gregory Wardfield Date submitted 1/28/25

Matt Schmit

Matt Schmit
Andrea Male, Principal

Date 1/28/25

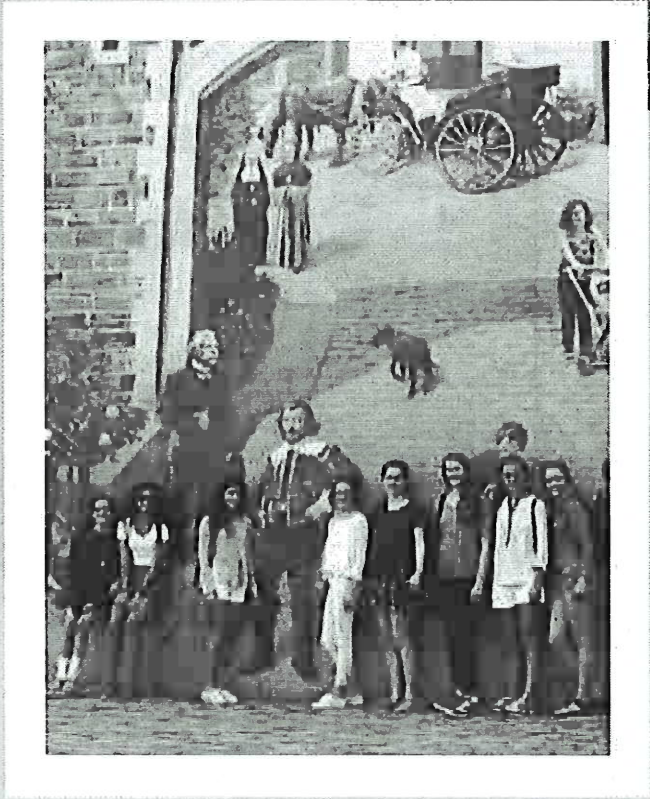
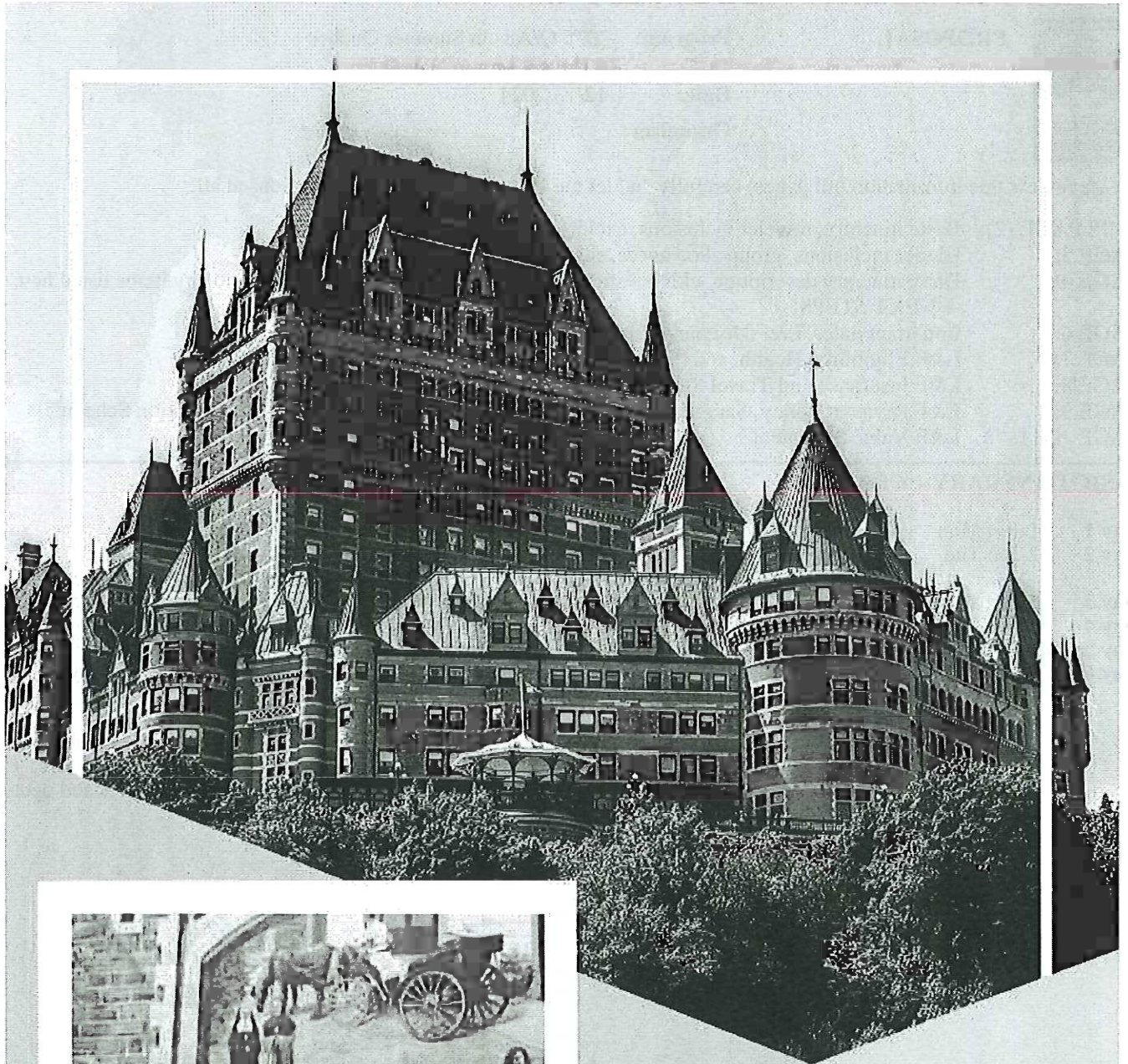
Joey Page

Joey Page
David Krenz, Superintendent

Date 1/28/25

Date _____

Chairperson, School Board, Austin Public Schools



Language & Friendship

Program to Québec

2026 Q/Austin Summer Quebec ~ 6 Days ~ Montréal & Québec



PROPOSAL

Program: 2026 Q/Austin Summer Quebec
6 Days ~ Montréal & Québec
Date: 12/13/2024
Organizer:

Please review this information (all pages) carefully and let me know if you have any questions at all..

- THIS PAGE (2): Basic itinerary, traveler inclusions, exclusions, and estimated price
- PAGE 3: Leader inclusions, group allowances, site/activity allotment + definitions
- PAGE 4/5: Daily itinerary description with questions/comments in red - reply by e-mail to any items listed here + NEXT STEPS.
- PAGE 6: Important dates, L&F Discounts, and Resources
- PAGE 7: L&F Eligibility, Health, and Program Expectations
- PAGE 8: L&F Insurance and Travel Safety Information
- PAGE 9: L&F Payment Policy, Sample Payment Schedule, Cancellation Policy and Cancellation Schedule
- PAGE 10/11: L&F Value Statement

BASIC ITINERARY - 6 DAYS

Day 1	01-Jun Mon	Depart MSP ~ Arrive Montréal
Day 2	02-Jun Tue	Depart Montréal - Arrive Québec City
Day 3	03-Jun Wed	Québec City
Day 4	04-Jun Thu	Québec City ~ Excursion Day
Day 5	05-Jun Fri	Québec City
Day 6	06-Jun Sat	Depart Québec City - Arrive Minneapolis

TRAVELER INCLUSIONS

- Roundtrip airfare including taxes
- Airport transfer on days 1, 6
- Motor coach or Minibus for excursions
- Breakfasts and dinners as indicated (including taxes & gratuities)
- Tip allowance for guide and driver
- Excursions, activity and entrance fees for visits indicated
- Night supervision (hotel)
- Experienced bilingual L&F program guide
 - shares expertise with language and culture
 - assists teacher leaders with logistics and details
- Travel medical insurance
- Preparatory materials

EXCLUSIONS

- Passport, visa (including ETIAS), or other document costs
- Lunches
- Spending money (lunches, souvenirs)
- Baggage fees for checked bags (L&F recommends taking only carry-on bags)
- Any additional costs incurred to fulfill requirements set by the US or destination-country health or government officials regarding health testing, documentation, and/or immunization

ESTIMATED PRICE

\$3195 based on 10-12 students with 1 leader
\$3195 based on 13-16 students with 2 leaders

Important! Final program price will be determined by number of participants and inclusions requested by group. Prices are based on projected airfares and exchange rates and are subject to change due to circumstances beyond the control of Language & Friendship, Inc.

Travel Program to Quebec

~ Summer 2026

(as of 12/13/2024)



DETAILED ITINERARY: 6 Days ~ Montréal & Québec

Day 1 01-Jun Mon Depart MSP ~ Arrive Montréal

Depart MSP for flight(s) to Montréal. Meet your guide and transfer to hotel to begin visits as time allows. Group pre-arranged dinner (depending on arrival time)

Day 2 02-Jun Tue Depart Montréal - Arrive Québec City

Breakfast at hotel before checking out. This morning you will visit to the Biodome and the Jardin Botanique. Next, enjoy free time for lunch and shopping in Montréal's Underground City. In the afternoon, board your bus to Québec City and check in to your hotel. Spend the evening with dinner in le Vieux Québec followed by a walking tour of the fortified city.

Day 3 03-Jun Wed Québec City

Breakfast at the hotel. Begin visits this day on the Dufferin Terrace with the spectacular view overlooking the Château Frontenac, as well as a tour inside the Château. Free time for lunch and shopping. Then, learn about Quebec's history at the Musée de la Civilisation. Later, continue visits with a tour of Place Royale and some free time for exploration. Enjoy a funicular ride before your pre-arranged group dinner. End the evening by becoming a Soldat de la Tour in Martello Tower, an interactive competition! Return to hotel.

Day 4 04-Jun Thu Québec City ~ Excursion Day

Breakfast at hotel, then head to Huron-Wendat Village and enjoy a guided visit of the village including games & legends about the indigenous people of the area. Return to the old city for a fencing class and lunch before heading to the Beauport Coast. Guided tour of Sainte-Anne de Beauport Basilica followed by a visit to Montmorency Falls. This evening have dinner at an authentic sugar shack with traditional dancing and games.

Day 5 05-Jun Fri Québec City

Breakfast at hotel and then visit the National Assembly followed by a visit to the Quebec Observatoire. Then, have lunch on your own in the Montcalm Neighborhood. After lunch, walk on the Plains of Abraham on your way to the Arts Museum (MNBAQ). Return to the old city through the St. Jean Baptiste area. Enjoy dinner and exploration in the Old City including a ferry boat ride. Return to your hotel for the evening.

Day 6 06-Jun Sat Depart Québec City - Arrive Minneapolis

Have breakfast at the hotel. Transfer to airport. Return flight home to MSP.

OTHER QUESTIONS/COMMENTS

I'll look forward to hearing back from you with any questions or comments!

In addition to the traveler inclusions listed on page 2, the following are details for you as the Organizer to know.

LEADER-SPECIFIC INCLUSIONS:	DEFINITIONS:
<ul style="list-style-type: none">• \$120 leader stipend per leader• Leader rooming in hotels: 1 single room for 1 leader / 2 singles for 2 leaders• Liability insurance for leaders	<p><i>The LEADER STIPEND is intended to help with lunches and cell phone expenses.</i></p>
MEAL & TRANSPORTATION ALLOWANCES: Additional Allowance: None	<p><i>All breakfasts and dinners while in Québec are included in the program price. Lunches are on your own and our guide will offer suggestions. If you prefer, we can include a cash allowance in the budget for one or more lunches; you would then distribute or cover while abroad.</i></p> <p><i>LOCAL TRANSPORTATION - Some leaders request an allowance for bus transportation from their school to/from the airport.</i></p>
SITE & ACTIVITY ALLOWANCES: Site reservations as indicated in itinerary	<p><i>Entrance and activity fees for the sites and activities indicated on the itinerary are included in the price. These fees will be either pre-paid or paid by your guide on site.</i></p>

Please let us know if there are any other sites/activities you would like to include/request.

NEXT STEPS:

Review the following important pages:

- Important Dates, L&F Discounts, and Resources
- L&F Eligibility, Health and Program Expectations
- L&F Insurance & Travel Safety Information
- L&F Payment and Cancellation Policies
- L&F Value Statement

After you review this proposal, reply to your L&F Coordinator with:

Answers to questions/comments in red listed above

Your own questions or comments, if any

OR

Approve the proposal to move on to the Enrollment process (more details to be sent to you regarding the steps of enrollment when the proposal is approved).

IMPORTANT DATES & AVAILABLE DISCOUNTS

FINAL ENROLLMENT Deadline - October 15, 2025

DISCOUNTS for HOSTING

Host an L&F student or leader from France, Spain, Argentina, or Martinique

\$200: 3-4 weeks during school year or summer

\$100: 2 weeks during school year

Important! L&F receives groups from our coordinators abroad who welcome our students, and we count on our traveling groups to help find host families!

L&F RESOURCES

SCHOOL APPROVAL

This Proposal can be submitted to your administration if you need to request approval of your program. Be sure to let us know if you need any modifications beforehand so we can send you a revised version. Summer trips may not need approval, depending on your school's policy, if no school days will be missed. A School Administrator Packet is also available upon request.

PREPARATION MATERIALS

L&F's Leader Guidebook, Online Preparation Resources, Student/Parent Guidebook, and Study Materials provide you with a wealth of information to prepare both you and your students for their experience. L&F also hosts a Leader Workshop each year at the end of January.

TEACHER DOWNLOADS

Available in your L&F Online Account, these resources are focused on materials to help as you are planning your program, including sample communication with interested travelers/parents, checklists, etc. This link is available immediately upon completing your online Group Planning or Enrollment.

PREPARATION RESOURCES

Available in your L&F Online Account within the Group section, these are specific to your Destination and group type. This link is activated when your enrollment is final and contains all the information you will need to plan and prepare for your Preparation Meetings with Students and Parents.

This information will be in the Program Enrollment Booklet and also on the L&F website.

Eligibility

Students applying for a Language & Friendship program must:

- ✓ be enrolled in the organizing school
- ✓ maintain good academic standing
- ✓ be in excellent health
- ✓ demonstrate excellent behavior
- ✓ conduct themselves in a mature manner, reflecting highly on themselves, their community, their country
- ✓ be committed to the group for the benefit and safety of all

Teacher/leaders may have additional requirements.

Important: Participation in this program is a privilege, not a right. Just as coaches (sports, debate, speech) select their teams, teacher/leaders for this program select students who meet and maintain expectations.

Eligibility criteria as well as Language & Friendship's Program Expectations must be followed in order to maintain eligibility.

Health

The fast pace and strenuous nature of group travel requires high energy, flexibility and resourcefulness. Success depends on being physically, medically and mentally prepared to participate and adapt in another culture.

It is vital that accurate information be given regarding health and behavior and that no information be omitted or misrepresented. Complete information is absolutely essential for the safety and well-being of the individual student as well as for the group.

Language & Friendship may require a Physician's Report and/or an Educator/Counselor Report to determine eligibility and to make sure leaders and coordinators have essential information.

Students must be able to self-manage medications and health conditions. It is important that teacher/leaders not be expected to take on the responsibility of caring for students who may need more supervision/care than possible when responsible for a group.

Program Expectations

1. I will respect my leader and the members of my group by being on time and participating in all planned activities, including all pre-trip preparation meetings. I will thoroughly read the Parent/Student Guidebook.
2. I will make my best effort to speak the country's language. I will show interest, be engaged and be helpful.
3. As outlined in the L&F Communication Expectations, I agree to consciously limit the use of electronic devices so that I can focus on the program, the country, and the people I am visiting.
4. I will be a safe traveler: I will keep my passport and money safe in a neck or waist pouch; never venture out alone; stay in a group of 3 or more; not be distracted by technology.
5. I will treat people I meet with respect and discretion, as I am a guest in their country.
6. I will abide by the curfews set by my leader and will remain in my assigned room. I will conduct myself in a manner to keep my general health strong.
7. I agree to act, speak, and dress appropriately, in a manner that is respectful of the culture I am visiting and in a manner that will not attract undue attention. I will not use inappropriate language and will not have inappropriate physical contact.
8. I will not engage in romantic/sexual involvement while abroad.
9. I will not harass or bully my peers or others I interact with during the program.
10. I will not participate in any actions that are illegal either in the U.S. or in the country I am visiting, such as consuming alcohol, using tobacco or other controlled substances, stealing, etc.
11. I will not have my body pierced or tattooed while abroad.
12. I will not drive any motorized vehicle, nor will I be a passenger on a two-wheeled motorized vehicle, while abroad. High-risk activities (climbing, hunting, riding in a private plane, etc.) require prior written permission of my parents.
13. I will be responsible for any loss or damage to any personal or public property and will pay damages. This includes damage to hotels, sites, etc.
14. I will be responsible for having a passport that is valid for my destination/s and any other documentation that is required. I understand that I am responsible for any expenses incurred in obtaining these documents or in replacing them if they are lost.
15. If I have any questions or concerns while abroad, I agree to always first contact my leader, instead of my parents.
16. I agree to abide by all my leader's rules and accept my leader's word as final.

Consequences for not meeting expectations

Prior to departure:

As indicated in L&F's cancellation policy and in the Release signed with the online application, Language & Friendship reserves the right to cancel a student's participation at any time should there be academic, behavioral, or medical issues. Cancellation fees apply.

While abroad:

Consequences, which could be the result of behavior or undisclosed medical conditions revealed while abroad, will depend on the offense/situation and are subject to leader discretion. Action may include any or all of the following:

- Address concern directly with student (may include grounding as a disciplinary measure)
- Collect call home with both student and leader present to explain the issue
- Return home at parent expense
 - *Parents will be required to cover any incurred expenses: student return flight; additional travel/hotel costs for student; any additional in-country travel/hotel costs for leader if travel is required to reach an available airport. Parent(s) must agree for child to fly home alone or to pay for unaccompanied minor service.*

Note: Despite the complication, time, cost, and disappointment involved in sending a student home, it is considered a necessary consequence of broken rules or lack of disclosure in order to maintain the integrity of our program.

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Travel Documents Travelers are responsible for having valid travel documents for the destination country.

U.S. Citizens: Passport www.travel.state.gov/passport Passports must be valid 6 months beyond travel dates.

Non U.S. Citizens: must have a valid passport or travel document and may need one or both of the following:

- visa/s for entry into the destination country/s: You must contact the consulate/s directly for information
- U.S. re-entry permit: You must contact U.S. Citizenship & Immigration Services www.uscis.gov

Travel/Medical Insurance

As a Language & Friendship participant, you will be automatically enrolled in 2 insurance plans:

1) CORE™ Travel Medical Insurance

Medical Expense	\$50,000
Emergency Medical Evacuation & Repatriation	\$1,000,000
Cancellation Benefit*	\$1000
Security Evacuation	\$10,000
Medical & Security Assistance by Zurich Travel Assist	

A link to the description of these and other benefits, as well as limitations and exclusions, is available after you complete Part 1 of your online application on L&F's website.

**Covid-19 is not covered.*

CORE Coverage Notes:

- The Cancellation Benefit applies for an injury or medical condition requiring treatment that prevents travel, or for death, of the traveler or a family member. It takes effect once program cost is paid in full.
- Upgrade Choices: Approximately 3 months prior to your departure you will be able to log in to your Core™ account and, if you wish, purchase upgrades online up until the day before you leave for your international journey.
 - > Upgrade to a plan with higher benefit limits. (Covid-19 included for Medical Expense and Emergency Medevac)
 - > Purchase additional trip cancellation coverage (for cancellation due to injury, medical condition, or death of traveler or family member; Covid-19 not included)
 - > Add baggage and personal effects coverage.
 - > Add extensions of coverage. (Extensions allow you to be covered for travel immediately after your L&F program.)

2) STARR Trip Insurance

Trip Cancellation	\$2,000
For injury, sickness, death of you or a family member; being quarantined; theft of passport/visa; terrorist attack in city on itinerary	
Trip Delay	\$2,000
For a Common Carrier delay of 12 or more hours caused by inclement weather or equipment failure, or delay due to unannounced strike or natural disaster. Covers unused non-refundable expenses prepaid for trip; up to \$150 per day for meals, lodging; additional cost to join your trip	
Trip Interruption	\$2,000
If your program is interrupted while you are on it by being quarantined, by theft of passport/visa; by strike of Common Carrier service for 48 hours.	

NOTE: Travelers may want to consider purchasing additional insurance to cover cancellation for reasons not covered in the two insurance plans included above, such as CFAR (Cancel For Any Reason). This type of insurance is available only on an individual basis and normally has to be purchased within 14-15 days of enrollment in a trip. The following website, and others, offer options: <https://www.insuremytrip.com/travel-insurance-plans-coverages/coronavirus-travel-insurance/>

Travel Safety

Sharing the belief that it is essential to proceed thoughtfully as we organize our programs, Language & Friendship regularly monitors the website of the U.S. Department of State, which issues information regarding travel abroad, as well as the websites of the Centers for Disease Control and the World Health Organization.

In addition, we are in frequent communication with our extensive network of teachers and other contacts overseas who inform us of each region's political and general climate firsthand.

Websites for further information:

<https://travel.state.gov>
<https://www.cdc.gov/>
<https://www.who.int/>

Limited Travel Advisory Protection

Language & Friendship provides the following limited protection for all L&F travelers:

If an official U.S. Department of State Travel Advisory Level 3 or Level 4 for the destination country is issued or in effect within 90 days of departure, L&F will work with local teachers and partners abroad to assess local conditions and determine the potential effects on the group. L&F reserves the right to proceed or to cancel a program based on its assessment.

If L&F cancels a program due to a Level 3 or Level 4 Advisory, refunds to travelers will be determined by amounts refunded to L&F by airlines, hotels, and other suppliers, less administrative costs. While it is not possible to predetermine an exact refund amount, L&F pledges to make every reasonable effort to maximize the refund to pass along to participants.

Payment Policy

Initial Payment (with online enrollment)

- Payment is required for enrollment to be processed.
- Fundraising may not be used for the initial payment.
- Participants applying after the group's enrollment deadline are required to submit the amount of all payments to date + late enrollment fee (see below)*.

Payment Methods

- By credit card or debit card:
 - ✓ online payment when logged in to your Language & Friendship account online
 - ✓ option to authorize recurring payments
- By check, cashier's check, or money order:
 - ✓ payable to Language & Friendship
 - ✓ school/group name + student name in memo line
 - ✓ mail directly to Language & Friendship office
 - ✓ allow up to 10 days for checks to be processed
- More frequent smaller payments or fewer larger payments are fine as long as the minimum amount due by each date is maintained.

Fees

- Late payments and late/incomplete materials incur a \$40 fee and may jeopardize a student's participation in the program
- Travelers more than 10 days behind on payments will be cancelled from the program. See Reinstatement note to right.
- Enrollment after group deadline*:
\$40 + all payments to date + possible additional airfare

Final Program Price / Final Payment

- Final program price is based on actual number of travelers and inclusions requested by group.
- Any adjustments will be indicated in a final billing sent approximately 3 weeks before final due date.
- Any earned discount will be credited when the final payment is due.

Note

- Mark your calendar with the payment dates.
 - Groups of fewer than 10 may require instant airline ticket purchase resulting in a modified pay schedule.

SAMPLE PAYMENT SCHEDULE:

Due as of:	
Oct 15	\$800
Dec 8	-\$267
Feb 1	-\$267
Mar 28	-\$267

Total of scheduled payments reflects the projected program price.

\$3195 based on 10-12 students with 1 leader
\$3195 based on 13-16 students with 2 leaders

Payments after the enrollment deadline are scheduled evenly with the final payment due 65 days before departure.

Cancellation Policy

- The participant/parent must send written notice of cancellation directly to Language & Friendship via e-mail or fax.
- Language & Friendship reserves the right to cancel a student's participation should there be academic, behavioral or medical issues, including failure to abide by Program Expectations. Cancellation fees apply.
- Cancellation fees apply to anyone forced to cancel due to lack of documentation (e.g. passport, visa, etc.).
- Refunds are processed within 30 days and made in the form of a check written to the person/s making payments on the account.
- Groups of fewer than 10 may require instant airline ticket purchase resulting in a modified cancellation schedule.
- Reinstatement after cancellation incurs a \$40 fee + all payments to date + possible additional airfare. Reinstatement cannot be confirmed until flight and land arrangements are secured.
- For cancellations related to L&F's Limited Travel Advisory Policy, refunds may take longer as extra time is needed to make the contacts necessary to determine how much can be recovered.
- Administrative costs are incurred from the beginning of the process for the time-intensive planning, preparation and reservation of inclusions in a linguistic and cultural immersion program. In addition, suppliers require non-refundable deposits in order to secure rates. For these reasons, the cancellation fee schedule is in place. (See Value Statement for more details.)

CANCELLATION SCHEDULE:

Dates	Cancel Fee
Before Oct 16	\$100*
Oct 16 - Dec 18	\$300**
Dec 19 - Feb 16	15% of program price
Feb 17 - Mar 28	40% of program price
Mar 29 - Apr 26	60% of program price
After Apr 26	100% of program price

*Non-refundable registration fee

**Non-refundable registration fee + application processing fee + program planning fee

The dates above correspond to the number of days prior to departure when additional administrative and program costs are incurred.

See Value Statement on the following pages for more information.

Timeline - At a glance



PROGRAM DESIGN & ENROLLMENT

- 10-20 months prior to departure*
- L&F coordinator works with teacher/organizer to determine educational goals & program Inclusions
 - Travelers enroll via the L&F online enrollment system
 - L&F follows up on health or other information as needed



DEPOSITS & RESERVATIONS

- 6-9 months prior to departure*
- L&F pays deposits for air & hotel contracts
 - L&F confirms plans with family-stay coordinators abroad



PREPARATION & PLANNING

- Post-enrollment to departure*
- Upon enrollment, L&F shares access to educational preparation materials
 - Teachers schedule meetings to cover essential preparation topics
 - L&F works with teachers to plan details such as reservations for sites, activities, and pre-planned meals
 - L&F makes additional deposits to suppliers as required



FINAL PAYMENTS & CONFIRMATIONS

- 65 days prior to departure travelers make their final payment*
- L&F confirms final details and makes final payments due to suppliers
 - L&F prepares detailed itinerary for leaders



TRAVEL & POST-PROGRAM SUPPORT

- L&F supports leaders and travelers throughout the program and 24/7 from departure to return
- L&F provides follow-up to help travelers fully process the experience

VALUE STATEMENT

Language & Friendship is not a travel agency in the traditional sense. First and foremost, we consider ourselves an educational organization that provides students with a **linguistic and cultural immersion program** that goes beyond a trip that can be arranged on one's own. We've spent the last 30+ years building strong relationships with our partner teachers and coordinators in other countries, so we can provide, what we consider, to be life-changing experiences. When travel is enhanced by the ability to communicate and be immersed in the life of a host family, the growth in character and skills opens doors to a future of greater possibilities.

Phase 1 ~ Program Design & Enrollment

Design - The design of your L&F program begins before you enroll. Your language teacher reaches out to one of Language & Friendship's expert Program Coordinators to design a custom program that meets your group's needs. We incorporate your teacher's educational goals, such as specific cities or sites studied in class, and couple the itinerary with maximum use of the target language that is most intensely achieved during your family stay portion of the program.

The itinerary planning is very time-intensive as our staff Program Coordinator works with the teachers to determine the length of the program they would like to offer their students (number of nights of family stay and hotel), how extensive or limited with distance/regions, preferred sites or activity reservations, how many pre-arranged dinners to include, etc. Getting estimated prices from our partners abroad and agreeing on the budget is a very time-consuming but essential process that allows us to present a more accurate price so that everyone knows the financial commitment up front. This means much time and energy are invested in creating your custom program before it is even presented to you!

Enrollment - Part 1: When you fill out your application online, you will see that we ask for information about you, your health, and your family along with a letter and photos to be shared with your prospective host family. Why? The health data is pertinent to making sure you are in good physical and mental health to immerse yourself in a language and culture that is new to you. It is also needed to notify your group leader and host family of any health conditions or medication they should be aware of in case of an emergency. The letter and photos help with the matching process for the family stay. When Part 1 is completed, L&F's online process notifies your teacher to review the information. The teacher then confirms that you meet the eligibility requirements and that your letter to the host family adequately reflects your language proficiency.

LANGUAGE & FRIENDSHIP - ABROAD PROGRAM - VALUE STATEMENT (CONTINUED)

Enrollment - Part 2: Once your teacher has reviewed your application, you will receive notification to log back into your online account, along with your parents, to electronically sign the final agreements and make your deposit. This important step is also to confirm the official passport name of the traveler and verify that everyone (traveler and parent/s) is aware of the expectations, terms and conditions of the L&F program.

The enrollment process involves significant L&F administrative time to ensure a successful program for everyone involved. This includes a thorough health review process as well as a review of the questionnaires and family stay letters. This also serves as a time to gather additional information as needed to support teachers and students.

Phase 2 ~ Deposits & Reservations

Spring break and the summer months are high season for travel and in order to secure space on flights and in hotels, we must make reservations far in advance to accommodate groups. Group arrangements differ significantly from individual arrangements that can be done on one's own. Agreements for groups are made between L&F and specific group departments of airlines and hotels. These agreements are negotiated and require a lot of back and forth communication between the suppliers and L&F to agree on the best arrangements to fit within the budget. Deposits are required to guarantee space and price for these services.

In addition, L&F Program Coordinators work with our Family-Stay Coordinators abroad to determine which communities or schools are able to welcome the group. A great deal of communication is required to support our Family-Stay Coordinators as they receive the student questionnaires, letters and photos, and spend time finding properly vetted host families - always bridging cultural differences. This is where having skilled staff is especially important as they are fluent in the language and culture having had personal experience living or working abroad.

Phase 3 ~ Preparation & Planning

The key to a successful program is preparation. L&F provides access to online materials as well as a Parent/Student Guidebook that addresses key topics for students and their parents to prepare for travel and the family stay. Teachers are provided with a Leader Guidebook that includes a timeline for meetings with students and parents, group management and safety procedures, language and cultural activities, and other extensive resources. These materials have been developed by our staff of educators over many years of experience and are continually updated as we adapt to current times.

These comprehensive preparation and planning materials are essential and provide valuable education and tools, not only for the specific program abroad, but also for future use as students navigate other challenges and experiences.

Participation in periodic preparation meetings scheduled by your teacher is required for everyone's benefit. Teachers dedicate their time to cover L&F materials and share their own valuable experience in these meetings.

During this time, your L&F Program Coordinator continues to work with your teacher to plan details such as site reservations and excursions, arranging guides for visits, selecting the type of food/restaurant for pre-planned meals, and discussing their goals for the group. In addition, L&F makes further deposits to suppliers as required.

Throughout the process, your L&F Program Coordinator sends monthly e-mail reminders and updates to each traveler and parent/s.

Phase 4 ~ Final Payments & Confirmations

Final payments are due to suppliers and work continues on final details leading up to the departure.

Your L&F Program Coordinator confirms reservations and times for all flight and ground transportation, hotel, site and activity reservations, and details for family-stay arrangements. A very detailed daily itinerary is prepared for each group leader with specific instructions for each day to ensure the program goes as smoothly as possible.

Phase 5 ~ Travel Support & Post-Program Follow-up

Prior to your departure, L&F checks your flight status to be sure departure goes as planned. Starting on departure day, L&F closely monitors your travel program and is available for support 24/7. If issues arise, L&F works with teachers and local contacts to find solutions. L&F uses various online tools to stay in touch with teachers for frequent updates.

Upon return, L&F collects surveys from travelers and teachers and uses this feedback to help in our efforts to continually improve all aspects of our programs

L&F also provides activities for teachers to share with their travelers to help them fully process their experience. Guidance to contemplate and understand the complexities of the cultural differences and personal growth that may have occurred during the program is a critical aspect of the L&F experience and the support provided to teachers and travelers.

"Language & Friendship is the ideal combination of travel and family stay/immersion! Nothing else comes close!"
- *Kim I., teacher*

"L&F will tailor a program that will fit your needs. They have family stays and connections. We have students go on massive tours in Europe and who never speak to a person in that culture! L&F is different (and better!) than being a tourist."
- *Coleen C., teacher*

"It's hard to put into words how much the family stay changed my view... It was fun hanging out with people of a different culture and seeing how alike we are. We are all so different yet so much alike and the memories that I created with these people are the ones that will remain with me forever."
- *M'Hesi, student*

"[My favorite part of this experience was] building long-lasting friendships with great people who speak your second language!"
- *Amelia, student*

Language & Friendship



Program to Québec

DATE: February 10, 2025

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.

DONOR	AMOUNT	RECIPIENT(S)	PURPOSE
Lions Club/Noon Lions	4,000.00	Austin Athletics	General Expenses
Austin Enhancement Group	100.00	AHS Choir	Expenses
Fraternal Order of Eagles	2,500.00	AHS Symphony Orchestra	Busing to MN Music Educators Convention
Fraternal Order of Eagles	2,000.00	Adapted Bowling	Expenses
Fraternal Order of Eagles	2,000.00	Sumner Elementary	PBIS Programming
Fraternal Order of Eagles	2,500.00	IJ Holton Music Dept	Expenses



Summer Project List Review

February School Board Meeting
Todd Lechtenberg

AUSTIN PUBLIC SCHOOLS STRATEGIC PLAN

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 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

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



STUDENTS

I am supported and challenged in my learning and believe I will be successful

- Teachers and all staff are approachable, listen and respond to my needs
- My teachers have time to talk through and help answer questions or help solve problems I have
- I am trusted to make good choices, be engaged in my learning, and held accountable but not overwhelmed

I feel that school is safe and that school is challenging and fun

- I am heard and respected for who I am by school staff and students
- The school and my interactions with students and staff are safe, positive and inclusive
- I enjoy coming to school every day and have time to be with friends during school
- I understand what is expected from me at school
- I am supported in my mental health needs

I am an engaged learner at school and in our community

- I have a voice and choice in how and what I learn
- My learning is hands-on, meaningful, challenging and helps me prepare for my future
- My teachers like me and believe in me
- I have teachers and staff that work with me in a way that benefits all students
- I am physically comfortable in the school setting
- This school should be about me not the teachers



FAMILIES

I am part of my child's education and feel welcomed, valued, and respected as a family

- My child is physically and emotionally safe at school
- My child feels a sense of belonging at school, is cared for, and valued
- My student can voice their thoughts and ideas without being discriminated against so they continue to learn

My child enjoys coming to school and is safe, included and respected so they are learning every day

- My child is challenged (not overwhelmed) in learning and development, listened to, and provided choice and voice in learning options
- Teachers know my child well and creates a fun, interactive approach to learning which is responsive to my child's and family needs

I am engaged in a partnership with my child's school so I know what to do to help my child continue to grow and learn

- I will feel welcome, informed and encouraged to collaborate with the teachers and staff at the school to help my child grow
- My child's teachers, my child and myself have open communication about their academic progress, social development and well-being
- District and school information is easy to understand and easily accessible
- My child is taught the life skills necessary to be successful in whatever path they choose after high school



STAFF

I am seen, valued, and respected for who I am and the work I do

- I work in a collaborative not competitive environment that honors the unique strengths of each individual
- I am seen as a professional and given the flexibility and support to provide students what they need to be successful
- I am listened to, heard and know that I matter
- I have a level of freedom and innovation within reasonable parameters

I receive the support and resources to do my job well so I am able to create a healthy and safe learning environment

- I am a valued member of a caring, engaged, and collaborative team
- I receive constructive feedback in regards to my position so I can be the best version of myself
- I am treated with respect and fairness with reasonable expectations for work, performance, time, and employment
- I enjoy my job and have flexibility, satisfaction, and recognition

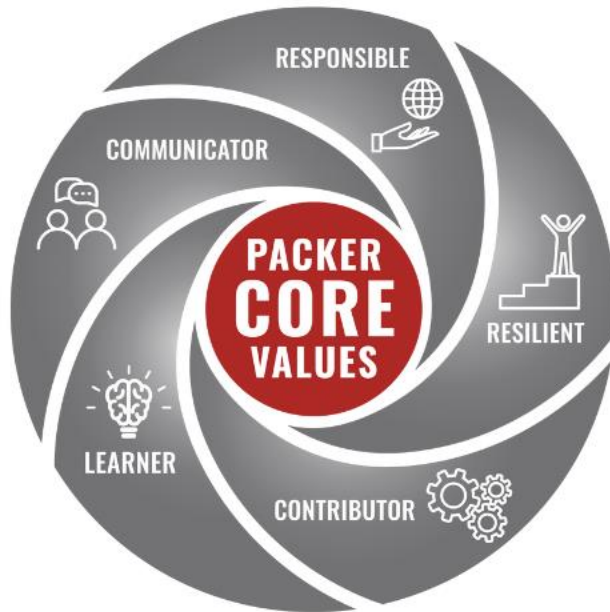
I work in a district that is willing to adapt and change when necessary to best meet the needs of all students

- Diversity, equality, inclusion and equity for everyone
- I have the resources and materials I need in my classroom and for families so they know what they can do to support learning at home
- There is effective communication across the district and community so staff and families have the information they need
- I have adequate training for various aspects of my job



WHAT OUGHT TO BE

The **Desired Daily Experience** sets the foundation of descriptions of the student, family, and staff experiences *if* the strategic plan is successfully implemented in APS.



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

WHY ARE WE HERE IN FEBRUARY?

- Discussion aims to ensure timely approval and planning for critical summer facility projects.
- Early decisions allow us to:
 - Secure contractors before their schedules fill up
 - Inform community about potential facility closures
 - Align projects with our Long-Term Facility Maintenance (LTFM) budget and available funding sources

DRAFT "BIG" SUMMMER PROJECT LIST

- Westcott Tennis Court Reconstruction
- Hasting Gymnasium-Floor Replacement and Painting
- Christgau Hall-Painting and Technology Upgrades
- AHS 3rd Floor Hallway-Final Phase of Painting

WESCOTT TENNIS COURTS RECONSTRUCTION

- **Why is this project necessary?**

- The existing tennis courts have significant structural failure and serve as an important recreational space for physical education classes, athletic teams and community use.

- **Timeline**

- February-Board approval request to bid
- March-Board reviews and approves bids
- May-If approved, construction begins
- August-Project completion

- **Estimated Cost**

- Base Project Cost-\$630,000-\$700,000

- **Funding Source and Taxpayer Impact**

- Project is being recommended to be funded thru **lease levy**, allowing us to spread the cost out over 10 years instead of lump sum
- With physical education classes using the courts for pickleball, we qualify for lease levy funding, which would free up Long-Term Facility Maintenance (LTFM) funds for other projects
- **Impact on Taxpayers**
 - Full tax impact will not be determined until we review all aspects of the levy during next year's process

- **Next Steps**

- Board will approve the advertisement for bids later
- Business office will finalize letter to gain approval to use lease levy from MDE
- Board will review bids and give final funding approval in March

HASTING GYMNASIUM-FLOOR REPLACEMENT AND PAINTING

- **Why is this project necessary?**

- Gym floor is over 30 years old and needs replacement due to wear and safety concerns
- Painting will refresh space and improve aesthetics

- **Timeline**

- Estimated duration: 6 to 10 weeks

- **Estimated Cost**

- Floor replacement: \$218,993
- Painting: \$20,000

- **Funding Source**

- Long-Term Facility Maintenance (LTFM) funds will cover this project

- **Next Steps**

- Facilities department will finalize vendor selection and schedule work
- Leadership team will review and approve paint layout and floor design
- Board will approve project during March board when the 10-year Long-Term Facility Maintenance (LTFM) plan is approved

CHRISTGAU HALL-PAINTING AND TECHNOLOGY UPGRADES

- **Why is this project necessary?**

- Area has not been painted since the 1990's
- To help improve functionality in this area, we want to upgrade our sound and projector systems

- **Timeline**

- Estimated duration: 3 weeks (Painting)

- **Estimated Cost**

- Painting (walls and ceiling): \$53,000

- **Funding Source**

- Long-Term Facility Maintenance (LTFM) funds will cover this project

- **Next Steps**

- Facilities department will finalize vendor selection and schedule work
- Design committee will be formed to review paint colors and final selections
- Board will approve project during March board when the 10-year Long-Term Facility Maintenance (LTFM) plan is approved
- After painting, a plan for sound and project upgrades will be developed
 - Approval for this will be a part of the FY26 capital plan

AHS 3RD FLOOR HALLWAY-FINAL PHASE OF PAINTING

- **Why is this project necessary?**

- Last painting phase for the high school building
- Completes the previous work on the other floors

- **Timeline**

- Estimated duration: 2 to 3 weeks

- **Estimated Cost**

- Painting (walls and ceiling): \$22,000

- **Funding Source**

- Long-Term Facility Maintenance (LTFM) funds will cover this project

- **Next Steps**

- Facilities department will finalize vendor selection and schedule work
- Facilities department will coordinate with high school leadership to schedule work around summer school operations
- Board will approve project during March board when the 10-year Long-Term Facility Maintenance (LTFM) plan is approved

FINAL CONSIDERATIONS

- Projects are strategically planned to maximize the use of available funds without increasing immediate tax burdens
- Use of lease levy funding for the tennis courts allows LTFM dollars to be allocated towards other necessary maintenance projects
 - Allowing a balanced approach to facility upgrades

Questions?

DATE: February 10, 2025

TITLE: **Tennis Courts Reconstruction Request for Contract Bids**

TYPE: Approval

PRESENTER: Todd Lechtenberg, Executive Director of Finance & Operations

Background:

Austin Public Schools hired ISG to perform a feasibility study on our facilities in the past, and it was determined that our tennis courts at Wescott need to be completely reconstructed due to the failing pavement section.

Rationale:

Due to the estimate budget being over the seal bid law (greater than \$100,000), we are required to go out for a seal bid. We will be posting the following advertisement in the Austin Daily Herald and on our webpage. Once we have reviewed the bids, we will bring the winning bid to the board on March 10 for approval.

Attached also is the projected schedule for the project.

Recommendation:

We are requesting the board to approve Austin Public Schools to post the advertisement on our website and in the Austin Daily Herald.

ADVERTISEMENT FOR BIDS

**AUSTIN PUBLIC SCHOOLS
TENNIS COURTS RECONSTRUCTION
AUSTIN, MINNESOTA
ISG NO. 24-31924**

Online Prime General Contract bids for Austin Public Schools Tennis Courts Reconstruction will be received through QuestCDN.com via their electronic Online Bidding service until Tuesday, March 4, 2025 at 3:00 p.m. local time. There will be a \$42.00 fee to submit Online Bids.

The project scope includes but is not limited to the full reconstruction of eight (8) tennis courts including pavement, fencing, court surfacing, and netting systems.

Bidders shall submit their proposal on the forms provided via QuestCDN. The proposal shall be filled in clearly and correctly with ink or another permanent format. The proposal shall be signed in ink by the individual, members of the partnership, or by one or more officers of the corporation making the proposal.

Drawings, specifications, and other Bidding Documents may be obtained online at www.questcdn.com. If you do not already have a free membership, you may sign up for one to gain access to the documents. The QuestCDN eBidDoc number is 9529208. There will be a \$22.00 non-refundable downloading fee to access a pdf copy of the documents online. Documents are viewable at both www.questcdn.com and www.ISGInc.com free of charge.

Bids must be made on the basis of cash payment for work and accompanied by a cash deposit, certified check on a responsible bank in the State of Minnesota, or a bidder's bond made payable without conditions to the Austin Public Schools District, in an amount of not less than 5% of the total amount of the bid.

The successful bidder must be a "responsible contractor." The term "responsible contractor" means a contractor as defined in Minnesota Statutes, section 16C.285, subdivision 3. Any prime contractor, subcontractor, or motor carrier that does not meet the minimum criteria or fails to comply with the verification requirements is not a responsible contractor and is not eligible to be awarded a construction contract for the project or to perform work on the project. A prime contractor, subcontractor, or motor carrier that makes a false statement under oath verifying compliance with the minimum criteria will be ineligible to be awarded a construction contract on the project, and the submission of a false statement may result in termination of a contract awarded to a prime contractor, subcontractor, or motor carrier that submits the false statement. A prime contractor shall include in its verification of compliance a list of all of its first-tier subcontractors that it intends to retain for work on the project. Before execution of a construction contract, a prime contractor shall submit a supplemental verification under oath confirming that all subcontractors and motor carriers that the prime contractor intends to use to perform project work have verified to the prime contractor, through a signed statement under oath by an owner or officer, that they meet the minimum criteria for a responsible contractor.

The School District reserves the right to reject any and all bids and to waive any bids received without explanation. No bid may be withdrawn for a period of thirty (30) days.

DATED THE 11 DAY OF FEBRUARY , 2025 .
○ END OF SECTION

**○ SECTION 00 3113
BIDDING AND CONSTRUCTION SCHEDULE**

**AUSTIN PUBLIC SCHOOLS
TENNIS COURTS RECONSTRUCTION
AUSTIN, MINNESOTA
ISG NO. 24-31924**

Tuesday, February 11, 2025	Send out Advertisement for Bids
Tuesday, March 4, 2025	Receive Bids before 3:00 p.m.
Monday, March 10, 2025	Estimated date to issue Notice of Award.
Monday, March 17, 2025	Estimated date to execute contract and issue Notice to Proceed
Monday, May 19, 2025	Estimated preconstruction meeting date.
Tuesday, May 20, 2025	Estimated commence construction date.
Friday, August 8, 2025	Substantial completion, perform final walk through and inspection with Owner and Architect. Owner can occupy.
Friday, August 22, 2025	Final Completion.