OSSEO AREA SCHOOLS

ISD 279

Agenda Independent School District 279 School Board	Regular Business Meeting Educational Service Center - Board Room 11200 93rd Ave, N Maple Grove, MN 55369 Tuesday, June 21, 2022 6:00 PM

Our mission is to inspire and prepare each and every scholar with the confidence, courage and competence to achieve their dreams; contribute to community; and engage in a lifetime of learning.

This regular meeting of the Osseo School Board is being conducted in person. The meeting can be monitored electronically by streaming online at district279.org/info-center/school-board (Watch Livestream). An archived recording will also be available on the district website.

Agenda Items

1. Call to Order and Roll Call
   Kelsey Dawson Walton, Board Chair
2. Pledge of Allegiance
3. Additions to Agenda
4. Acceptance of Agenda
5. Recognitions
6. Audience Opportunity to Address the School Board
7. Superintendent's Report
8. School Board Committee Reports
9. Presentation: Emergency Preparedness and Response Update 4
   John Morstad, Executive Director of Finance and Operations; Troy Schreifels, Director of Facilities, Transportation & Risk Management; Dave Moredock, Assistant Director of Risk Management
10. Consent Agenda
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    E. Acceptance of the 2021-2022 State Systematic Improvement Plan Grant in the amount of $50,000 and authorize an expenditure and budget appropriation in the amount of $50,000 52
    F. Acceptance of the 2021-2022 Fresh Fruit & Vegetable Program Grant Amended in the amount of $5,844 and authorize an expenditure and budget appropriation in the amount of $5,844 54

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P. Digital Radio bid award 78
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B. 2022-2023 Budget 104
John Morstad, Executive Director of Finance and Operations and Kelly Benusa, Director of Business Services
C. Recommendation for Approval, Agreement on the Terms and Conditions of Employment between the Independent School District 279 School Board and Directors and Confidential Managers, July 1, 2021-June 30, 2023 233
Laurel Anderson, Executive Director of Human Resources
D. Recommendation for Approval, Agreement on the Terms and Conditions of Employment between the Independent School District 279 School Board and Licensed Coordinators, July 1, 2021-June 30, 2023 267
Laurel Anderson, Executive Director of Human Resources
E. Recommendation for Approval, Agreement on the Terms and Conditions of Employment between the Independent School District 279 School Board and Management I-M, July 1, 2021-June 30, 2023 301
Laurel Anderson, Executive Director of Human Resources
F. Recommendation for Approval, Agreement on the Terms and Conditions of Employment between the Independent School District 279 School Board and Salaried Professionals, July 1, 2021-June 30, 2023 330
Laurel Anderson, Executive Director of Human Resources
G. Recommendation for Approval, Agreement on the Terms and Conditions of Employment between the Independent School District 279 School Board and School Executives, July 1, 2021-June 30, 2023 358
Laurel Anderson, Executive Director of Human Resources

H. Recommendation for Approval, Agreement on the Terms and Conditions of Employment between the Independent School District 279 School Board and Tim Palmatier, District General Counsel, July 1, 2021-June 30, 2023
Laurel Anderson, Executive Director of Human Resources 390

I. Gifts to the district totaling $134,285.22 399

12. Adjournment

To accommodate individuals with disabilities, this material will be made available in alternative formats upon request. Individuals with disabilities are invited to request reasonable accommodations to participate in or attend a district activity, call your local school or the school district at least seventy-two (72) hours in advance (two-week notice preferred). Members of the public can view and download School Board meeting notices and regular meeting agendas and materials from the district website www.district279.org, under "Info Center > School Board."

OSSEO AREA SCHOOLS

ISD 279

Emergency Preparedness and Response Update

School Board Presentation, June 21, 2022

Outcome of Tonight's Presentation

Board members and the community will be informed of:

- the district risk management initiatives; and
- plans for the 2022/23 school year.

Department Overview

Aligned resources to meet strategic objectives

- Reorganized Health and Safety Department
- Moved from generalist to specialist
- Added Risk Management Specialist

BROOKLYN
MIDDLE STEAM
SCHOOL
SCIENCE
TECHNOLOGY
ENGINEERING
ARTS
MATHEMATICS
BROOKLYN
MIDDLE SCHOOL
ISD 279

MAPLE
GROVE
SENIOR HIGH SCHOOL
FERNBROOK LANE

BIRCH GROVE ELEMENTARY SCHOOL FOR THE ARTS ISD 279

WILLOW LANE
EARLYCHILDHOOD

Risk Management Initiatives

- All hazard emergency response plans
- Building Crisis Response Teams
- 11 emergency drills per school year
- Secure single point of entry system
- Panic alarms
- Visitor Management System
- Emergency notification systems
- Enterprise level camera and card access system

Risk and Emergency Management Advisory Committee (REMAC)

REMAC Membership Includes:

- Community Partners (Cities of Brooklyn Park, Maple Grove, and Osseo)
- Parents and guardians (elementary, middle, and high school)
- Students
- District Level Staff
  - Principals, Student Services, Teachers, ESP's, Equity, Communications, Community Education, Operations, and Unions

Meeting	Meeting Outcome	Summary of Progress
October 13	• Charter Review • Review 2020/21 REMAC work • Plan for 2021/22 work	✓ REMAC members reviewed the work of the previous year of REMAC and received an update on the progress of those initiatives. ✓ REMAC members were introduced to the 2021/22 work.
November 10	• District SRO Program	✓ Continue to educate students, families, staff and community about the SRO program.
January 12	• Social Media Threats	✓ Promote the Tip Line ✓ Refresh Run Hide Fight training for staff and revisit teaching this to secondary students
February 23	• Risk Frequency Matrix • Emergency Response Plan Update	✓ Develop training/messaging that is deliverable throughout the school year ✓ Improve our existing Staff All Hazard guide to include language that is easier to understand
March 21	• District 287 shooting • Reunification • Tip Line	✓ Key takeaways from the 287 shooting (training, partnerships) ✓ Updated Reunification Plan for the 2022/2023 school year
April 27	• REMAC year in review	✓ Risk Management action steps ✓ Discuss potential topics for next year ✓ In-person meetings vs. virtual

Building a Better Future

OSSEO AREA SCHOOLS
ISD 279

Risk and Emergency Management Recommendations

School Board Report

January 14, 2020

Purpose

The purpose of the Risk and Emergency Management Department is to continuously improve and support the execution of the district risk and emergency management plan in order to ensure a safe and healthy learning environment in Osseo Area Schools.

The district risk and emergency management plan includes formal and informal practices, policies, procedures, district culture and facility infrastructure related to risk and emergency management.

Project Scope

- Eliminate inequities between the levels of security at each school and create a district standard for all sites.
- Consider recommendations and best practices from national reports and standards on school security.
- Engage district stakeholders, families, community members and local law enforcement. Engagement was facilitated through the district Risk and Emergency Management Advisory Committee.

Risk and Emergency Management Advisory Committee Background

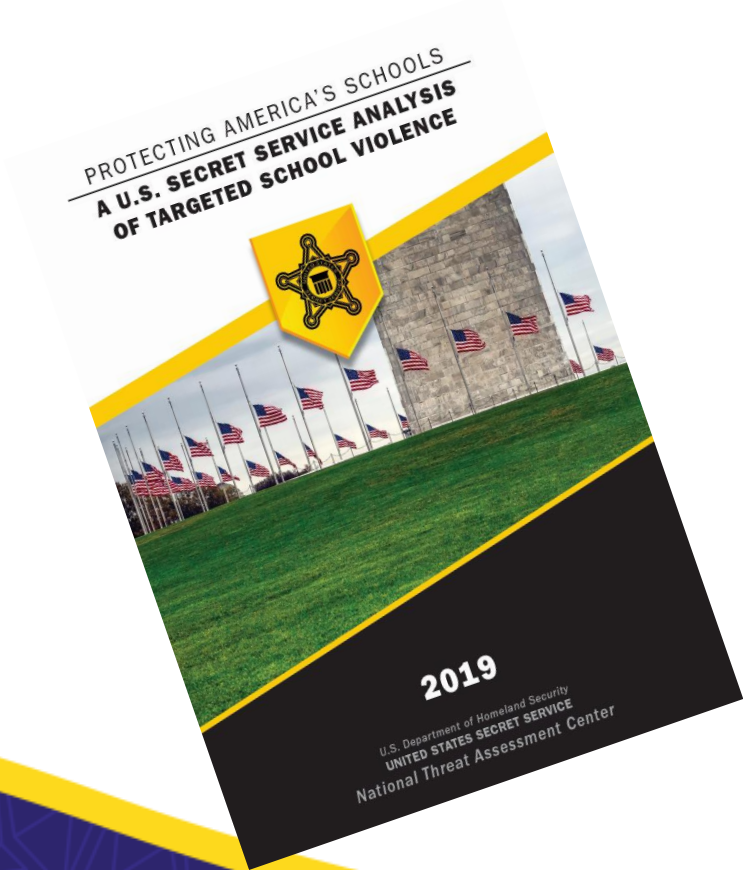
The district Risk and Emergency Management Advisory Committee (REMAC) was formed in the fall of 2016 and meets regularly six to seven times a school year to support and assist the district in risk and emergency management team. The committee has over 40 members and has representation from every bargaining unit in the district, to include teachers, Education Support Professionals (ESPs) and Principals. The committee also has representation from the Brooklyn Park, Maple Grove, and Osseo police departments as well as district families and community members (Appendix A).

REMAC has been instrumental in recommending security and emergency management initiatives over the past several years to the risk management administration. Some key recommendations are:

- Implementing the district's active threat response protocol, RUN HIDE FIGHT.
- District-wide deployment of the Raptor visitor and volunteer management system.
- Several changes to the district's emergency response plan and corresponding training.
- Card access/name badge integration and improvements
- Threat assessment pilot program

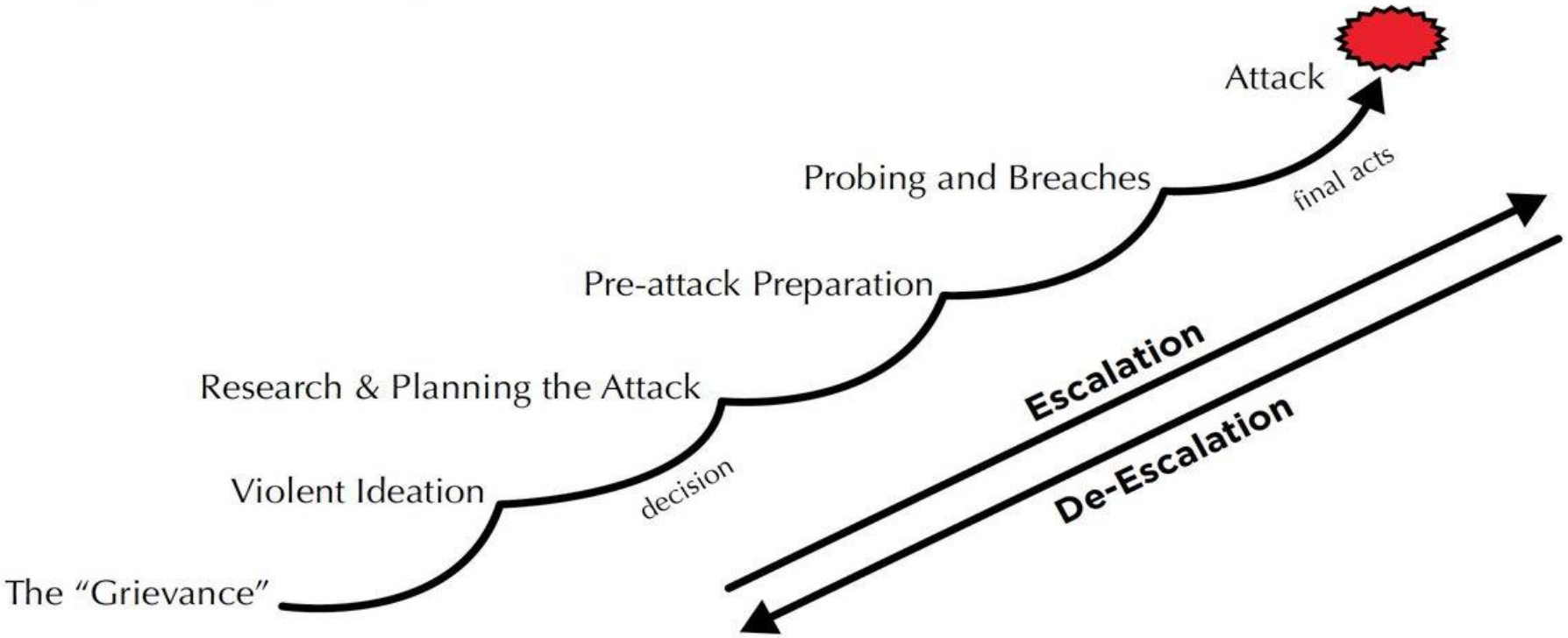
Active Threats

Behavior Threat Assessments



The Pathway to Violence

Pathway to Workplace Targeted or Intended Violence



Adapted with permission from F.S. Calhoun and S.W. Weston (2003). *Contemporary threat management: A prectical guide for identifying, assessing and managing individuals of violent intent.*

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Speak Up Tip Line

Report tips anonymously

- Call 763.391.8660
- Complete an online submission form from any district webpage

Partnerships

Looking Forward:

FEMA

Questions?

Minutes of the Regular Meeting Independent School District 279 School Board Maple Grove, MN Tuesday, May 24, 2022	
CALL TO ORDER	A regular meeting of the Independent School District 279 School Board was held on Tuesday, May 24, 2022 in the board room at the Educational Service Center. Chair Kelsey Dawson Walton called the meeting to order at 6:05 PM.
ROLL CALL	The following members were present: Heather Douglass, Thomas Brooks, Jackie Mosqueda-Jones, Kelsey Dawson Walton, and Tamara Grady. Tanya Simons was absent.
PLEDGE OF ALLEGIANCE	The Pledge of Allegiance was recited, led by Kelsey Dawson Walton.
APPROVAL OF AGENDA	Motion by Heather Douglass, seconded by Tamara Grady, to approve the printed agenda. The motion carried on a vote of 5 to 0.
RECOGNITIONS	Recognized at this evening's meeting: • Retirees with retirement dates between January 1 and June 30, 2022 • Park Center Senior High School Competition Cheer • Rodiat Adeduntan, PCSH (2nd at State in girls wrestling) • Maple Grove Senior High School Boys Hockey (2nd at State) • Maple Grove Senior High School Jazz Dance Team (2nd at State) • Maple Grove Senior High School Adapted CI Hockey Team (3rd at State) • Max Johnson, MGSH (3rd at State in boys wrestling) • School Board Student Representatives
STUDENT SCHOOL BOARD REPRESENTATIVE REPORTS	Student School Board Representative Report was shared by Haniyah Dabney (PCSH).
AUDIENCE OPPORTUNITY TO ADDRESS THE SCHOOL BOARD	The following individual addressed the School Board: • Ruth Koran (district employee) – class sizes, staffing formula • Haleigh Duncan (district employee) – teaming model • Kai Walther (district employee) – administration • Benjamin Poupard (district employee) – staffing matrix • Emily Sevenz (district employee) – experience teaching this year • Silvia Lister (district employee, parent/guardian of student/district resident) – MGMS support
SUPERINTENDENT'S REPORT	Superintendent McIntyre's report included Points of Pride, celebrating students, staff and community members who are contributing to the accomplishment of the district's mission, which is to inspire and prepare

	each and every scholar with the confidence, courage and competence to achieve their dreams, contribute to community, and engage in a lifetime of learning. Superintendent cabinet members Laurel Anderson, Anthony Padrnos, Brian Siverson-Hall and Steve Flisk shared the highlights from the month of May. Superintendent McIntyre concluded his report with the following reminders: • May 30: Memorial Day (no school) • June 8: Last day of school for seniors • June 9: Last day of school for PreK-11 • June 8: Adult Basic Education commencement at 6:30 p.m. • June 12: commencements for - 279Online at 11 a.m. - Park Center Senior High School at 1 p.m. - Osseo Senior High School at 3:30 p.m. - Maple Grove Senior High School at 6 p.m.
SCHOOL BOARD REPORTS	Committee reports and updates were shared by the following board members: Thomas Brooks – Radically Investing in Scholars Excellence (RISE) Jackie Mosqueda-Jones – District 287, Northwest Suburban Integration School District (NWSISD) Kelsey Dawson Walton – Association of Metropolitan School District (AMSD)
PRESENTATION: DISTRICT PLANNING ADVISORY COUNCIL RECOMMENDATIONS	Director of Learning and Achievement Robin Gunsolus led the District Planning Advisory Council Recommendations presentation. Also presenting were committee members Rose Tonn (Chair, community member), Matt Leisen (district parent and employee), Melissa Brinkley (Vice-chair, district parent), Hasit Parmar (district parent), Marty Cohen (district parent), Becky Ramsey (district parent), and Sarah Lancette (employee).
CONSENT AGENDA	Motion by Heather Douglass, seconded by Thomas Brooks, to approve items in the consent agenda as follows: A. Minutes of the regular meeting of April 26, 2022 B. Minutes of the negotiation strategies meeting of April 26, 2022 C. Financial reports for the month of April 2022 D. Payment of items for the month of April 2022 E. Extended Educational Trips F. Minnesota State High School League resolution for membership for Maple Grove Senior High School, Osseo Senior High School and Park Center Senior High School G. Amendment to the Joint Powers Agreement between the City of Maple Grove and ISD 279 Osseo Area Schools for Fernbrook Fields

	H. Acceptance of the 2021-2022 Achievement and Integration and Incentive Revenue Grant Amended in the amount of $114,180 and authorize an expenditure and budget appropriation in the amount of $114,180 I. Acceptance of the 2021-2022 Title IV Grant Amended in the amount of $7,536 and authorize an expenditure and budget appropriation in the amount of $7,536 J. Acceptance of the 2021-2022 Perkins Grant Amended in the amount of $18,000 and authorize an expenditure and budget appropriation in the amount of $18,000 K. Acceptance of the 2021-2022 Perkins Reserve Grant Amended in the amount of $5,965 and authorize an expenditure and budget appropriation in the amount of $5,965 L. Acceptance of the 2021-2022 Extended Summer Learning ESSR Grant in the amount of $188,181 and authorize an expenditure and budget appropriation in the amount of $188,181 M. Acceptance of the 2021-2022 Summer Preschool Program Grant in the amount of $95,133 and authorize an expenditure and budget appropriation in the amount of $95,133 N. Acceptance of the 2021-2022 Child Care Stabilization Funds – Base and One Time Grant in the amount of $305,799 and authorize an expenditure and budget appropriation in the amount of $305,799 O. Personnel P. Termination of probationary teachers Q. Fitness classroom updates at high schools and OALC R. Cedar Island Elementary parking lot improvements S. Approval of workers' compensation carrier for fiscal year 2023 The motion carried on a vote of 5 to 0.
RECOMMENDATION FOR APPROVAL, AGREEMENT ON THE TERMS AND CONDITIONS OF EMPLOYMENT BETWEEN THE ISD 279 SCHOOL BOARD AND TEACHERS	Motion by Jackie Mosqueda-Jones, seconded by Thomas Brooks, to approve the Agreement on the Terms and Conditions of Employment between the Independent School District 279 School Board and Teachers, July 1, 2021-June 30, 2023. The motion carried on a vote of 5 to 0.
2nd READING OF POLICY 503-ATTENDANCE AND ABSENCES (rewrite)	Motion by Thomas Brooks, seconded by Tamara Grady, to approve the second reading of Policy 503-Attendance and Absences. The motion carried on a vote of 5 to 0.
2nd READING OF POLICY 504-STUDENT DRESS AND APPEARANCE (revision)	Motion by Thomas Brooks, seconded by Tamara Grady, to approve the second reading of Policy 504-Student Dress and Appearance.

	The motion carried on a vote of 5 to 0.
2nd READING OF POLICY 505-STUDENT CELL PHONE AND TECHNOLOGY (revision)	Motion by Tamara Grady, seconded by Thomas Brooks, to approve the second reading of Policy 505-Student Cell Phone and Technology. The motion carried on a vote of 5 to 0.
GIFTS TO THE DISTRICT	Motion by Heather Douglass, seconded by Jackie Mosqueda-Jones, to approve Gifts to the District totaling $137,068.34. The motion carried on a vote of 5 to 0.
CLOSED SESSION/ ADJOURNMENT	Motion by Tamara Grady, seconded by Jackie Mosqueda-Jones, to recess the regular meeting for a brief recess and reconvene in the Forum Room for the purpose of a closed session pursuant to Minnesota Statute 13D.03 for labor negotiations with Management Personnel I-M, Licensed Coordinators, Directors/Confidential Managers, Salaried Professionals, School Executives, and Principals. The motion carried on a vote of 5 to 0. The meeting recessed at 8:45 PM. The school board meeting adjourned at the conclusion of the closed session, at 9:32 PM.
	_____ Kelsey Dawson Walton, Board Chairperson

Minutes of the Special Meeting
Independent School District 279 School Board
Maple Grove, Minnesota

May 24, 2022

MEETING	A closed special meeting of the School Board was held on Tuesday, May 24, 2022 in the Forum Room of the Educational Service Center. Chairperson Kelsey Dawson Walton called the meeting to order at 8:51 p.m.
ROLL CALL	School Board members Thomas Brooks, Kelsey Dawson Walton, Heather Douglass, Tamara Grady, and Jackie Mosqueda-Jones were in attendance. District administrators Joel Milteer, Laurel Anderson, Bou Moua, Tim Palmatier, and Superintendent Cory McIntyre were in attendance.
PURPOSE OF MEETING	The meeting was held for the purpose of labor negotiations. An audio recording will be available to the public after all labor contracts are signed for the current budget period.
ADJOURNMENT	At 9:32 p.m. Chairperson Kelsey Dawson Walton adjourned the meeting.

_____
Kelsey Dawson Walton, Chairperson

Independent School District 279

Consent Agenda Financial Items
Fiscal Year 2022

Date: June 21, 2022

To: John Morstad, Executive Director of Finance and Operations

From: Kelly Benusa, Director of Business Services

RE: Consent Agenda Financial Items -
Approval of Financial Reports
Vendor Checks
Epayables
Electronic Wire Transfers
Employee Reimbursements
Vendor ACH

A. The ISD 279 School Board approval of financial reports for the month of May.

B. The ISD 279 School Board authorizes payment of the items listed below for the month of May:

1.	Vendor Checks	$ 6,178,019.89
2.	Epayables	$ 245,161.95
3.	Electronic Wire Transfers	$ 25,914,195.59
4.	Employee Reimbursements	$ 42,751.05
5.	Vendor ACH	$ 1,779,399.96
		$ 34,159,528.44

OSSEO AREA SCHOOLS
ISD 279

BUSINESS SERVICES MEMORANDUM

TO: John Morstad, Executive Director of Finance and Operations
FROM: Kelly Benusa, Director of Business Services
SUBJECT: Financial Reports for the Month Ended May 31, 2022
DATE: June 21, 2022

The following is a recap of the monthly financials:

Fund Balance Report
During the year, the District maintains its financial records on the cash basis. Therefore, the cash basis fund balance may fluctuate considerably during the year due to the timing of cash receipts and disbursements. At year-end, we convert the financial records to the modified accrual basis according to Governmental Accounting Standards Board (GASB). Fund balances are shown by fund total on a monthly basis. Fund balance designations within each fund for non-spendable, restricted, or assigned/unassigned will be shown at the fiscal year-end.

Revenue Operating Budget Summary by Fund
The General Fund-Percentage Comparison of Year-To-Date with Operating Budget shows a 2.6% decrease from the prior year. All prior year accruals were reversed in August; therefore, the District is still collecting prior year revenue from various sources, i.e., state aid, federal grants, other districts, etc. This process is consistent with prior years. Also, June 30, 2021, year-end results have been incorporated into the March mid-year budget adjustments where applicable.

Expenditure Operating Budget Summary by Fund
The General Fund-Percentage Comparison of Year-To-Date with Operating Budget shows a 2.5% increase from the prior year. June 30, 2021, year-end results have been incorporated into the March mid-year budget adjustments where applicable.

Current Investments on Hand
Interest rates increased during May 0.501% to 2.140% compared with April rates of 0.173% to 2.140%.

ISD 279-Osseo Area Schools
Fund Balance Report
Fiscal Year 2022
Month Ended May 31, 2022

Fund	Accrual Basis Fund Balance June 30, 2021	FY 2022 YTD Revenue	FY 2022 YTD Expenditure	Cash Basis * Fund Balance May 31, 2022
General	96,413,445	273,152,518	227,657,882	141,908,081
Student Activities	292,122	233,778	199,530	326,369
Capital & Land Proceeds	7,985,254	21,148,750	23,284,131	5,849,873
Food & Nutrition Service	4,698,150	13,498,422	12,145,744	6,050,827
Community Service	2,707,448	15,166,601	11,464,647	6,409,402
Building Construction	25,068,151	7,502	14,277,724	10,797,929
Debt Service	4,123,272	17,045,620	14,288,674	6,880,218
OPEB Debt Service	606,076	2,732,049	2,720,995	617,130
Retirement Incentive Pay Internal Service	1,742,513	-	54,937	1,687,576
Dental Self Insurance Internal Service	470,472	1,637,789	1,758,342	349,920
Health Self Insurance Internal Service	1,161,958	5,174,162	5,467,423	868,698
Post-Employment Benefits Revocable Trust Internal Service	12,578,312	(4,949,476)	-	7,628,836
Total	**$ 157,847,173**	**$ 344,847,716**	**$ 313,320,029**	**$ 189,374,859**

*During the year the District maintains its financial records on a cash basis. Therefore, the cash basis fund balance may fluctuate considerably during the year due to the timing of cash receipts and disbursements.

ISD 279-Osseo Area Schools
Revenue Operating Budget Summary By Fund
Fiscal Year 2022
Month Ended May 31, 2022

Revenue By Fund	May 2022 Revenue	FY 2022 YTD Revenue	% Of Budget	FY 2022 Budget	Actual YTD (Over) Under Budget	FY 2021 Actual Revenue	% Of PY Actual
General	42,895,095	260,878,969	101.6%	256,722,527	38,738,653	266,043,074	104.1%
Capital & Land Proceeds	6,931	8,991,015	56.3%	15,978,289	6,987,274	7,452,377	51.3%
Food & Nutrition Services	1,683,638	13,415,914	85.7%	15,660,913	2,244,999	7,766,828	62.6%
Community Service	1,392,370	12,218,203	93.2%	13,107,900	889,697	9,390,757	92.4%
Debt Service	3,355,613	17,045,620	123.0%	13,860,803	(3,184,817)	39,284,353	107.5%
OPEB Debt Service	-	2,732,049	100.0%	2,731,751	(298)	3,238,419	123.6%
Total Revenue Operating Budget	49,333,647	315,281,770	99.1%	318,062,183	45,675,508	333,175,808	100.4%
Special Funded Projects (State & Federal)	1,356,768	25,880,105	44.2%	58,543,671	32,663,567	21,473,316	45.6%
Gifts/Fund Raising Clearing/Resale	218,402	1,582,086	70.3%	2,250,000	667,914	1,444,620	81.3%
Student Activities	72,724	233,778	62.3%	375,000	141,222	36,569	62.4%
Total Revenue Budget	50,981,542	342,977,738	90.4%	$ 379,230,854	$ 79,148,211	$ 356,130,314	93.5%

Non-Budgeted Funds		
Building Construction	3,413	7,502
Dental Self Insurance Internal Service	170,000	1,637,789
Health Self Insurance Internal Service	496,042	5,174,162
Post-Employment Benefits Revocable Trust Internal Service	16,213	(4,949,476)
Total Non-Budgeted Funds	685,669	1,869,978
Total Revenue	$ 51,667,211	$ 344,847,716

	FY 2022	FY 2021
General Fund - % Comparison of Year to Date with Operating Budget	101.6%	104.2%

ISD 279-Osseo Area Schools
Expenditure Operating Budget Summary By Fund
Fiscal Year 2022
Month Ended May 31, 2022

Expenditure By Fund	May 2022 Expenditure	FY 2022 YTD Expenditure	% Of Budget	FY 2022 Budget	Actual YTD (Over) Under Budget	FY 2021 Actual Expenditure	% Of PY Actual
Salaries and Wages	$ 13,493,108	$ 121,944,976	75.0%	$ 162,518,381	$ 40,573,405	$ 119,551,655	76.1%
Employee Benefits	4,953,718	48,187,724	81.1%	59,407,902	11,220,178	47,978,278	81.3%
Purchased Services	1,391,656	11,626,466	73.8%	15,763,542	4,137,076	8,532,952	77.3%
Supplies and Materials	437,453	4,396,649	84.1%	5,226,712	830,063	3,775,087	97.1%
Capital	6,208	173,799	57.3%	303,575	129,776	104,169	90.2%
Other	(2,844)	(113,333)	-16.9%	671,706	785,039	97,736	9.5%
Transportation	1,913,216	14,965,067	67.6%	19,309,460	6,257,608	12,911,268	66.9%
General	22,192,515	201,181,350	76.4%	263,201,278	63,933,144	192,951,145	77.7%
Capital & Land Proceeds	475,185	15,029,850	86.6%	17,360,978	2,331,128	12,924,319	92.7%
Food & Nutrition Services	1,197,259	12,069,177	84.4%	14,307,940	2,238,763	8,855,742	79.7%
Community Service	836,044	8,738,557	74.8%	11,687,292	2,948,735	8,500,854	89.3%
Debt Service	-	14,288,674	99.1%	14,413,604	124,930	35,302,665	100.0%
OPEB Debt Service	-	2,720,995	100.0%	2,721,520	525	2,623,860	100.0%
Total Expenditure Operating Budget	24,701,002	254,028,602	78.5%	323,692,612	71,577,226	261,158,584	81.4%
Special Funded Projects (State & Federal)	3,064,229	35,960,387	61.4%	58,543,671	22,583,284	34,662,063	73.9%
Gifts/Fund Raising Clearing/Resale	230,695	1,573,085	69.9%	2,250,000	676,915	1,192,040	73.2%
Student Activities	44,167	199,530	53.2%	375,000	175,470	50,872	52.5%
Total Expenditure Budget	28,040,093	291,761,604	75.8%	$ 384,861,283	$ 95,012,895	$ 297,063,559	80.4%
Non-Budgeted Funds							
Building Construction	331,311	14,277,724					
Retirement Incentive Pay Internal Service	-	54,937					
Dental Self Insurance Internal Service	148,191	1,758,342					
Health Self Insurance Internal Service	530,128	5,467,423					
Post-Employment Benefits Revocable Trust Internal Service	-	-					
Total Non-Budgeted Funds	1,009,629	21,558,425					
Total Expenditure	$ 29,049,723	$ 313,320,029					

	FY 2022	FY 2021
General Fund - % Comparison of Year to Date with Operating Budget	76.4%	73.9%

ISD 279 - OSSEO AREA SCHOOLS
CURRENT INVESTMENTS ON HAND
FISCAL YEAR 2022
MONTH END MAY 31, 2022

BANK	TYPE	PURCHASED	MATURITY	YIELD	COST
OPERATING FUNDS					
MN TRUST - PMA	CD	06-07-21	06-07-22	0.060	249,800
MN TRUST - PMA	CD	06-07-21	12-09-22	0.100	249,600
MN TRUST - PMA	CD	08-30-21	08-30-23	0.201	249,742
MN TRUST - PMA	CD	09-29-21	09-23-21	0.201	249,742
MN TRUST - PMA	CD	09-14-21	09-14-22	0.080	5,000,000
MN TRUST - PMA	AGENCY	11-19-21	06-19-23	0.270	1,974,395
MN TRUST - PMA	CD	02-17-22	08-16-22	0.581	5,000,000
MN TRUST - PMA	AGENCY	03-31-22	03-31-23	1.570	1,999,006
MN TRUST - PMA	SDA	04-25-22	05-31-22	0.740	15,008,885
US BANK	TERM SERIES	10-27-27	10-26-22	0.160	5,000,000
US BANK	TERM SERIES	11-04-21	11-04-22	0.210	10,000,000
US BANK	TERM SERIES	02-28-22	06-01-22	0.420	5,000,000
US BANK	TERM SERIES	05-13-22	09-07-22	1.400	5,000,000
MN TRUST - PMA	SDA	10-30-19	05-31-22	0.150	7,047,147
MN TRUST - PMA	LIMITED TERM DURATION	06-01-17	05-31-22	1.700	19,253,133
US BANK	MONEY MKT		05-31-22	0.625	18,697,271
MN TRUST - PMA	MONEY MKT		05-31-22	0.501	73,362,001
TOTAL OPERATING FUNDS					173,340,723
LONG-TERM FACILITIES MAINTENANCE 2020A BOND					
MN TRUST - PMA	CD	08-25-21	08-25-22	0.101	249,700
MN TRUST - PMA	SDA	04-25-22	05-31-22	0.740	6,003,554
MN TRUST - PMA	MONEY MKT		05-31-22	0.501	523,017
TOTAL LONG-TERM FACILITIES MAINTENANCE 2020A BOND					6,776,271
OPEB REVOCABLE TRUST					
MN TRUST - PMA	CORP. BONDS	02-24-16	02-24-26	4.850	249,805
MN TRUST - PMA	CORP. BONDS	02-25-16	02-10-45	3.700	286,926
MN TRUST - PMA	CORP. BONDS	03-03-16	03-01-46	3.800	199,112
MN TRUST - PMA	CORP. BONDS	04-11-16	01-27-25	2.800	307,761
MN TRUST - PMA	MUNICIPAL	06-22-16	07-01-31	3.800	65,000
MN TRUST - PMA	CORP. BONDS	08-30-16	06-15-35	3.130	573,985
MN TRUST - PMA	CORP. BONDS	09-16-16	10-15-46	3.530	249,362
MN TRUST - PMA	CORP. BONDS	10-12-16	02-21-23	2.260	308,928
MN TRUST - PMA	MUNICIPAL	10-12-16	02-15-37	3.520	49,867
MN TRUST - PMA	MUNICIPAL	10-17-16	08-01-33	3.220	202,265
MN TRUST - PMA	MUNICIPAL	10-17-16	02-15-38	3.560	174,741
MN TRUST - PMA	MUNICIPAL	10-17-16	11-01-37	3.450	140,420
MN TRUST - PMA	MUNICIPAL	10-21-16	05-15-31	3.090	298,551
MN TRUST - PMA	MUNICIPAL	10-25-16	10-01-37	3.190	270,712
MN TRUST - PMA	MUNICIPAL	11-21-16	09-01-24	2.870	150,000
MN TRUST - PMA	CORP. BONDS	01-31-17	03-01-26	3.090	243,333
MN TRUST - PMA	CORP. BONDS	01-31-17	03-01-26	3.640	234,268
MN TRUST - PMA	MUNICIPAL	02-28-17	06-15-32	4.050	216,608
MN TRUST - PMA	AGENCY	03-07-17	05-01-30	3.460	111,405
MN TRUST - PMA	CORP. BONDS	03-09-17	06-15-27	3.250	199,494
MN TRUST - PMA	MUNICIPAL	03-30-17	09-15-30	3.350	148,383
MN TRUST - PMA	MUNICIPAL	04-19-17	02-01-25	3.000	250,000
MN TRUST - PMA	CORP. BONDS	04-28-17	01-15-26	3.180	109,300
MN TRUST - PMA	MUNICIPAL	09-21-17	09-01-28	2.950	200,000
MN TRUST - PMA	CORP. BONDS	09-28-17	10-01-27	3.100	199,932
MN TRUST - PMA	MUNICIPAL	10-12-17	09-15-26	2.960	256,540
MN TRUST - PMA	CORP. BONDS	01-24-18	01-24-39	3.880	250,000
MN TRUST - PMA	CORP. BONDS	01-30-18	02-22-48	3.950	210,584
MN TRUST - PMA	CORP. BONDS	01-30-18	01-23-49	3.910	390,632
MN TRUST - PMA	CORP. BONDS	02-15-18	06-03-26	3.380	286,392
MN TRUST - PMA	CORP. BONDS	02-20-18	03-01-28	3.810	249,833
MN TRUST - PMA	MORTGAGE BACKED SEC	04-06-18	09-25-24	3.170	196,359
MN TRUST - PMA	MORTGAGE BACKED SEC	07-06-18	07-25-24	3.250	226,735
MN TRUST - PMA	CORP. BONDS	08-29-18	04-23-29	4.336	287,550
MN TRUST - PMA	MUNICIPAL	09-27-18	07-01-32	3.770	307,876
MN TRUST - PMA	CORP. BONDS	10-10-18	12-14-35	4.150	254,948
MN TRUST - PMA	CORP. BONDS	10-16-18	10-15-28	4.000	249,755
MN TRUST - PMA	CORP. BONDS	10-23-18	03-01-29	4.020	249,570
MN TRUST - PMA	CORP. BONDS	09-13-19	03-13-51	2.470	297,954
MN TRUST - PMA	MUNICIPAL	10-16-19	05-25-26	2.310	100,000
MN TRUST - PMA	MUNICIPAL	10-03-19	11-01-29	2.320	145,982
MN TRUST - PMA	MUNICIPAL	10-18-19	09-01-24	1.940	99,992
MN TRUST - PMA	MORTGAGE BACKED SEC	10-24-19	07-25-25	2.210	152,992
MN TRUST - PMA	MUNICIPAL	12-10-19	04-01-30	2.610	250,000
MN TRUST - PMA	MUNICIPAL	01-09-20	11-01-30	2.740	200,000
MN TRUST - PMA	MUNICIPAL	01-03-20	02-15-30	2.700	100,000

ISD 279 - OSSEO AREA SCHOOLS
CURRENT INVESTMENTS ON HAND
FISCAL YEAR 2022
MONTH END MAY 31, 2022

BANK	TYPE	PURCHASED	MATURITY	YIELD	COST
MN TRUST - PMA	MORTGAGE BACKED SEC	03-16-20	08-01-24	2.010	248,779
MN TRUST - PMA	CORP. BONDS	01-31-20	02-05-50	3.250	99,961
MN TRUST - PMA	MUNICIPAL	02-27-20	01-01-32	1.810	150,000
MN TRUST - PMA	MORTGAGE BACKED SEC	02-27-20	10-25-27	1.560	96,896
MN TRUST - PMA	MUNICIPAL	10-14-20	06-01-32	1.860	100,000
MN TRUST - PMA	CORP. BONDS	10-08-20	06-30-30	1.320	201,368
MN TRUST - PMA	CORP. BONDS	10-22-20	10-15-30	1.740	199,234
MN TRUST - PMA	MUNICIPAL	10-27-20	08-01-32	1.750	100,000
MN TRUST - PMA	MORTGAGE BACKED SEC	10-15-20	02-26-35	1.650	181,303
MN TRUST - PMA	MUNICIPAL	10-14-20	12-01-35	2.570	169,878
MN TRUST - PMA	MUNICIPAL	11-24-20	10-01-36	1.930	230,715
MN TRUST - PMA	MORTGAGE BACKED SEC	12-10-20	10-25-30	1.190	102,992
MN TRUST - PMA	MUNICIPAL	12-22-20	08-01-36	2.060	100,000
MN TRUST - PMA	MUNICIPAL	12-14-20	02-01-40	2.050	200,740
MN TRUST - PMA	MUNICIPAL	12-22-20	12-01-42	2.340	100,000
MN TRUST - PMA	CORP. BONDS	12-17-20	04-15-26	0.790	54,143
MN TRUST - PMA	MUNICIPAL	01-15-21	04-01-36	2.130	100,000
MN TRUST - PMA	MUNICIPAL	01-27-21	04-01-43	3.280	100,000
MN TRUST - PMA	CORP. BONDS	01-07-21	03-15-31	1.380	248,807
MN TRUST - PMA	MUNICIPAL	01-20-21	05-15-47	2.650	256,740
MN TRUST - PMA	GOVERNMENT	01-11-21	11-20-37	1.630	200,000
MN TRUST - PMA	CORP. BONDS	02-11-21	02-11-31	1.950	100,089
MN TRUST - PMA	CORP. BONDS	02-03-21	06-01-51	3.100	99,944
MN TRUST - PMA	CORP. BONDS	02-26-21	03-15-51	3.260	249,757
MN TRUST - PMA	CORP. BONDS	02-19-21	03-15-51	1.690	198,818
MN TRUST - PMA	CORP. BONDS	03-16-21	04-01-32	2.590	99,570
MN TRUST - PMA	CORP. BONDS	03-22-21	03-22-41	3.400	249,855
MN TRUST - PMA	CORP. BONDS	04-27-21	07-01-53	2.900	185,359
MN TRUST - PMA	CORP. BONDS	06-29-21	07-15-41	0.150	149,172
MN TRUST - PMA	CORP. BONDS	06-08-21	06-08-51	0.150	249,267
MN TRUST - PMA	MUNICIPAL	07-29-21	11-01-31	2.630	200,000
MN TRUST - PMA	MUNICIPAL	07-20-21	08-01-37	1.930	147,342
MN TRUST - PMA	ASSET BACKED SEC	07-28-21	03-05-24	0.600	99,978
MN TRUST - PMA	CORP. BONDS	07-22-21	02-01-52	2.730	297,873
MN TRUST - PMA	CORP. BONDS	08-09-21	08-15-41	2.820	249,237
MN TRUST - PMA	CORP. BONDS	08-31-21	07-15-41	2.670	102,080
MN TRUST - PMA	CORP. BONDS	08-31-21	03-15-32	2.020	252,880
MN TRUST - PMA	CORP. BONDS	09-02-21	06-01-51	3.180	96,947
MN TRUST - PMA	CORP. BONDS	09-07-21	07-10-23	0.170	225,000
MN TRUST - PMA	CORP. BONDS	09-07-21	09-15-51	2.730	248,268
MN TRUST - PMA	CORP. BONDS	09-02-21	08-14-23	0.290	301,227
MN TRUST - PMA	CORP. BONDS	10-28-21	11-02-27	1.880	300,000
MN TRUST - PMA	CORP. BONDS	11-08-21	12-01-28	1.900	109,856
MN TRUST - PMA	CORP. BONDS	11-15-21	11-18-31	2.000	99,487
MN TRUST - PMA	MUNICIPAL	11-10-21	11-01-33	2.200	150,000
MN TRUST - PMA	MORTGAGE BACKED SEC	01-28-22	10-25-25	1.630	299,986
MN TRUST - PMA	CORP. BONDS	01-12-22	08-26-22	0.400	201,808
MN TRUST - PMA	CORP. BONDS	03-15-22	03-15-52	3.820	251,313
MN TRUST - PMA	CORP. BONDS	03-28-22	08-01-22	1.110	373,556
MN TRUST - PMA	CORP. BONDS	04-27-22	08-01-22	1.200	249,207
MN TRUST - PMA	EQUITY		05-31-22	2.140	4,298,704
MN TRUST - PMA	MONEY MKT		05-31-22	0.660	60,666
TOTAL OPEB REVOCABLE TRUST					23,642,651
TOTAL INVESTMENTS					**$ 203,759,646**

CD CERTIFICATE OF DEPOSIT FDIC $250,000
CN CORPORATE NOTE
CP COMMERCIAL PAPER

FHLB FEDERAL HOME LOAN BANK
FHLMC FEDERAL HOME LOAN MORTGAGE CORP.
FNMA FEDERAL NAT'L MORTGAGE ASS'N.

May 2022 Monthly Check Register

Fiscal Year	Check Date	Check Number	Transaction Amount	Vendor Number	Vendor Name
22	05/05/2022	724661	$165.00	C0029	EDUCATION MINNESOTA
22	05/05/2022	724662	$206.38	C0127	GURSTEL LAW FIRM PA
22	05/05/2022	724663	$133.09	C0187	INTERNAL REVENUE SERVICE
22	05/05/2022	724664	$5.00	C0210	ISD 279 - KS BACKGROUND CHECK
22	05/05/2022	724665	$393.77	C0072	MESSERLI & KRAMER PA
22	05/05/2022	724666	$267.21	C0072	MESSERLI & KRAMER PA
22	05/05/2022	724667	$400.72	C0072	MESSERLI & KRAMER PA
22	05/05/2022	724668	$7,716.00	C0038	MN TEAMSTERS - LOCAL 320
22	05/05/2022	724669	$294.00	C0192	OSSEO PRINCIPALS ASSOCIATION
22	05/05/2022	724670	$468.18	C0213	RIVERVIEW LAW OFFICE, PLLC
22	05/05/2022	724671	$295.89	C0053	STEWART ZLIMEN & JUNGERS LTD
22	05/05/2022	724672	$1,703.70	C0055	TWO SEVENTY NINE FOUNDATION
22	05/05/2022	724673	$508.62	C0025	UNITED STATES TREASURY
22	05/05/2022	724674	$953.20	C0037	UNITED WAY OF MPLS
22	05/04/2022	724675	$140.00	53143	A1 RENT IT
22	05/04/2022	724676	$150.00	F2346	ARTIS, ROGER
22	05/04/2022	724677	$1,974.05	08178	ATS&R
22	05/04/2022	724678	$75.00	F1792	BAUMGARTNER, SCOTT
22	05/04/2022	724679	$737.23	53273	BIX PRODUCE COMPANY LLC
22	05/04/2022	724680	$308,803.03	00075	BROOKLYN PARK, CITY OF
22	05/04/2022	724681	$62.00	F6018	BUDD, JOHN S
22	05/04/2022	724682	$15,857.00	53089	ICS CONSULTING LLC
22	05/04/2022	724683	$25,200.00	50429	CEL PUBLIC RELATIONS, INC
22	05/04/2022	724684	$166.79	00270	CENTERPOINT ENERGY
22	05/04/2022	724685	$240.12	F0039	CENTURYLINK
22	05/04/2022	724686	$1,605.00	A0035	CHILDRENS THEATRE COMPANY
22	05/04/2022	724687	$83.00	53258	CHLAN, ETHAN
22	05/04/2022	724688	$3,000.00	52649	CHU, ROSE WAN-MUI
22	05/04/2022	724689	$500.00	F6074	COMMUNITY MEDIATION SERVICES INC
22	05/04/2022	724690	$2,050.00	A1081	COMPAS, INC
22	05/04/2022	724691	$2,583.94	18223	CUSTOM EDUCATION SOLUTIONS
22	05/04/2022	724692	$199.00	F0156	DAVIS, KEVIN
22	05/04/2022	724693	$6,200.00	50555	DAY, SANDRA
22	05/04/2022	724694	$127.12	A0142	DOMINO'S PIZZA
22	05/04/2022	724695	$83.00	53254	DURBIN, JAY P
22	05/04/2022	724696	$700.00	50853	DUTCHER, BENJAMIN
22	05/04/2022	724697	$141.00	F5067	EDWARDS, NICHOLAS
22	05/04/2022	724698	$1,547.01	F6066	EL RODEO MEXICAN RESTAURANT
22	05/04/2022	724699	$83.00	F6102	ELIASON, THOMAS S
22	05/04/2022	724700	$141.00	D2283	ENGELKING, JAMES
22	05/04/2022	724701	$1,000.00	51461	FAIRBANKS, ARLENE
22	05/04/2022	724702	$13,719.00	53196	FLYNN MIDWEST LP
22	05/04/2022	724703	$17,500.00	51106	FORBES, PAULA
22	05/04/2022	724704	$49.90	22068	FUN EXPRESS LLC
22	05/04/2022	724705	$377.00	02176	GEDDES, RAYMOND & COMPANY INC
22	05/04/2022	724706	$312.42	A0232	GODFATHERS PIZZA
22	05/04/2022	724707	$15,600.00	52897	GOPHERMODS LLC
22	05/04/2022	724708	$134.38	08395	GRAYBAR ELECTRIC CO INC
22	05/04/2022	724709	$150.00	00193	GROTH MUSIC COMPANY
22	05/04/2022	724710	$358.02	00528	GROVE NURSERY CENTER
22	05/04/2022	724711	$75.00	F6129	HARRIS, DENNIS
22	05/04/2022	724712	$17,466.04	53277	HENNEPIN COUNTY
22	05/04/2022	724713	$4,029.00	53182	HIRSHFIELD'S
22	05/04/2022	724714	$1,548.40	51935	SKYHAWKS
22	05/04/2022	724715	$1,000.00	53268	HONDO MAGIC
22	05/04/2022	724716	$1,235.50	17401	INNOVATIVE OFFICE SOLUTIONS
22	05/04/2022	724717	$456,072.37	A1613	INTERMEDIATE DISTRICT 287
22	05/04/2022	724718	$626.95	01216	JH LARSON COMPANY
22	05/04/2022	724719	$895.40	53278	JOHNNY BOYS INC

22	05/04/2022	724720	$70.00	F1192	JOHNSON, LAURA
22	05/04/2022	724721	$546.42	52122	KEMPS LLC
22	05/04/2022	724722	$410.00	F5246	KOOM SIAB GROCERY INC
22	05/04/2022	724723	$141.00	F1252	LANCETTE, ANTHONY RICHARD JR
22	05/04/2022	724724	$64.00	D1776	LARKIN, PETER J
22	05/04/2022	724725	$83.00	A4879	LITFIN, TIM
22	05/04/2022	724726	$315.00	16256	MAGNET SCHOOLS OF AMERICA
22	05/04/2022	724727	$140.00	A3185	MEARS, CANDACE
22	05/04/2022	724728	$274.39	07513	MENARDS BROOKLYN PARK
22	05/04/2022	724729	$37.08	26535	MENARDS MAPLE GROVE
22	05/04/2022	724730	$198.00	D7537	MINNSPRA
22	05/04/2022	724731	$440.00	A0080	MN ZOO
22	05/04/2022	724732	$720.00	A0080	MN ZOO
22	05/04/2022	724733	$75.00	52985	MORCOMB, DEREK
22	05/04/2022	724734	$764.75	50932	BALANCED LIFE TAI CHI
22	05/04/2022	724735	$7,654.00	08354	MUSIC CONNECTION INC
22	05/04/2022	724736	$3,405.00	22123	MUSIC MART INC
22	05/04/2022	724737	$83.00	53267	NELSON, SPENCER
22	05/04/2022	724738	$7,818.00	17635	NORTH SHORE GYM SALES LLC
22	05/04/2022	724739	$2,025.00	52485	NEXT ADVENTURE COUNSELING CONSULT
22	05/04/2022	724740	$16,845.03	A3192	OSSEO, CITY OF
22	05/04/2022	724741	$75.00	50503	PACKEY, JOE
22	05/04/2022	724742	$75.00	53274	PATNODE, BEN
22	05/04/2022	724743	$557.20	00475	NCS PEARSON INC
22	05/04/2022	724744	$75.00	50410	PIPP, BENJAMIN
22	05/04/2022	724745	$75.00	F3155	POWERS, DAVID
22	05/04/2022	724746	$83.00	F1481	PUGH, SETH
22	05/04/2022	724747	$58.00	F6314	RAY, CHELSEA
22	05/04/2022	724748	$1,986.25	16316	REALITYWORKS INC
22	05/04/2022	724749	$635.00	15814	REGENTS OF THE U OF MN
22	05/04/2022	724750	$284,056.02	F5353	ROCHON CORPORATION
22	05/04/2022	724751	$615.25	52567	ROGERS TENNIS CLUB
22	05/04/2022	724752	$608.00	D1512	SANDINO, JEFFREY
22	05/04/2022	724753	$166.00	F5265	SARFITY, JOSHUA
22	05/04/2022	724754	$67.50	26591	SCHOLASTIC BOOK CLUBS
22	05/04/2022	724755	$184.00	A0562	SCHOOL NUTRITION ASSOCIATION
22	05/04/2022	724756	$6,953.19	52245	SCHOOL SPECIALTY LLC
22	05/04/2022	724757	$58.00	F0269	SCHULZE, JOEL
22	05/04/2022	724758	$1,499.00	53266	SHAUN LOUIS EVENTS
22	05/04/2022	724759	$0.29	F6153	SHEEHY CONSTRUCTION CO
22	05/04/2022	724760	$70.00	50457	SHUPE, DANIELLE
22	05/04/2022	724761	$65.29	53279	SHUTTERFLY LIFETOUCH LLC
22	05/04/2022	724762	$146.22	53272	SMALL, ABIGAIL
22	05/04/2022	724763	$83.00	53271	SPRINGER, NATHAN SCOTT
22	05/04/2022	724764	$1,360.00	15454	ST VINCENT DE PAUL CATERING
22	05/04/2022	724765	$83.00	53269	STEPHENS, DWIGHT
22	05/04/2022	724766	$90.00	F0381	STOKER, JENNIFER
22	05/04/2022	724767	$14,980.00	53011	TALK TO ME TECHNOLOGIES LLC
22	05/04/2022	724768	$1,280.00	52550	TESOL INTERNATIONAL
22	05/04/2022	724769	$141.00	A1507	THOMPSON, JASON
22	05/04/2022	724770	$1,485.00	02008	TILSNER CARTON COMPANY
22	05/04/2022	724771	$52.91	04405	TREND ENTERPRISES INC
22	05/04/2022	724772	$698.24	16687	TRIMARK HOCKENBERGS
22	05/04/2022	724773	$70.00	F5237	VELSOR, AMY
22	05/04/2022	724774	$83.00	F6120	VOGT, JASON
22	05/04/2022	724775	$332.00	52507	VOLKERS, FRANK S
22	05/04/2022	724776	$581.00	51027	WE HELP TWO
22	05/04/2022	724777	$83.00	F5646	WEBER, JASON
22	05/04/2022	724778	$1,445.40	F4905	WELLS, BRANDON
22	05/04/2022	724779	$1,000.00	F0451	WHITE, RICKY
22	05/04/2022	724780	$166.00	D4574	WILES, DAVE

22	05/04/2022	724781	$6,809.00	01359	WILSON LANGUAGE TRAINING
22	05/04/2022	724782	$83.00	53252	WYLDE, JOHN R
22	05/04/2022	724783	$555.11	00300	XCEL ENERGY
22	05/04/2022	724784	$225.80	50423	XIN XIN
22	05/04/2022	724785	$112.50	53253	YOUNGQUIST, THOMAS
22	05/10/2022	724787	$208,067.72	00300	XCEL ENERGY
22	05/10/2022	724789	$244,053.38	00300	XCEL ENERGY
22	05/10/2022	724790	$2,137.81	00300	XCEL ENERGY
22	05/11/2022	724791	$8,038.60	06966	ALL STAR SPORTS INC
22	05/11/2022	724792	$496.47	A4105	ANGENO'S PIZZA
22	05/11/2022	724793	$75.00	50385	ARNESON, WES
22	05/11/2022	724794	$1,200.00	F0361	ART SPARK LLC
22	05/11/2022	724795	$113.07	18155	ATLAS SCHOOL STORE
22	05/11/2022	724796	$75.00	D3331	BAIN, GARY
22	05/11/2022	724797	$20.00	09919	BARTON SAND & GRAVEL CO
22	05/11/2022	724798	$75.00	F1792	BAUMGARTNER, SCOTT
22	05/11/2022	724799	$1,000.00	F0855	BLACKHAWK, SAMANTHA
22	05/11/2022	724800	$464.30	52873	BREMER, THEREASA
22	05/11/2022	724801	$25.00	00075	BROOKLYN PARK, CITY OF
22	05/11/2022	724802	$83.00	F4600	BROWER, ROSS
22	05/11/2022	724803	$126.40	53190	CAVENDISH SQUARE PUBLISHING LLC
22	05/11/2022	724804	$39,544.48	00270	CENTERPOINT ENERGY
22	05/11/2022	724805	$83.00	53258	CHLAN, ETHAN
22	05/11/2022	724806	$141.00	D9850	COLEMAN, PAUL
22	05/11/2022	724807	$803.61	00397	CONSTRUCTIVE PLAYTHINGS
22	05/11/2022	724808	$5,902.00	51015	COSNEY CORPORATION
22	05/11/2022	724809	$154.00	53285	DAHLSEIDE, EVAN
22	05/11/2022	724810	$1,356.00	F3528	DAILY DOSE CAFE ESPRESSO
22	05/11/2022	724811	$99.37	00128	DEAN'S SUPER MARKET
22	05/11/2022	724812	$122.49	A0142	DOMINO'S PIZZA
22	05/11/2022	724813	$300.00	53284	DONLEY, REBECCA
22	05/11/2022	724814	$33,891.04	D6455	FIRST STUDENT INC
22	05/11/2022	724815	$22,887.28	D6455	FIRST STUDENT INC
22	05/11/2022	724816	$2,316.48	D6455	FIRST STUDENT INC
22	05/11/2022	724817	$71,827.01	D6455	FIRST STUDENT INC
22	05/11/2022	724818	$19,007.64	D6455	FIRST STUDENT INC
22	05/11/2022	724819	$4,158.00	D6455	FIRST STUDENT INC
22	05/11/2022	724820	$925,797.64	D6455	FIRST STUDENT INC
22	05/11/2022	724821	$574.99	22068	FUN EXPRESS LLC
22	05/11/2022	724822	$75.00	F4085	GAVIC, MARK
22	05/11/2022	724823	$250.90	09911	GENERAL PARTS LLC
22	05/11/2022	724824	$100.00	52044	GEORGAKOPOULOS, TESS
22	05/11/2022	724825	$2,904.60	52466	GRANITE TELECOMMUNICATIONS LLC
22	05/11/2022	724826	$68.24	08395	GRAYBAR ELECTRIC CO INC
22	05/11/2022	724827	$1,480.00	00193	GROTH MUSIC COMPANY
22	05/11/2022	724828	$2,050.00	51456	HOSA - FUTURE HEALTH PROFESSIONSALS
22	05/11/2022	724829	$2,649.13	51768	HERITAGE LANDSCAPE SUPPLY GROUP INC
22	05/11/2022	724830	$35.00	53227	FOREST LAKE HIGH SCHOOL SPEECH
22	05/11/2022	724831	$7.00	52560	ST MICHAEL-ALBERTVILLE SPEECH-NSDA
22	05/11/2022	724832	$4,642.10	17401	INNOVATIVE OFFICE SOLUTIONS
22	05/11/2022	724833	$777.00	A1071	BUREAU OF EDUCATION & RESEARCH
22	05/11/2022	724834	$53.00	D2677	ISD 196-ROSEMOUNT-APPLE VALLEY-EAGA
22	05/11/2022	724835	$7.00	A5880	ISD 284-WAYZATA PUBLIC SCHOOLS
22	05/11/2022	724836	$507.86	01216	JH LARSON COMPANY
22	05/11/2022	724837	$597.45	52122	KEMPS LLC
22	05/11/2022	724838	$141.00	D4297	KNAUS, JASON
22	05/11/2022	724839	$165.00	53282	LAIL, ADAM
22	05/11/2022	724840	$15,000.00	D3842	LAKES COUNTRY SERVICE COOP
22	05/11/2022	724841	$385.00	50320	LANGUAGE TESTING INTERNATIONAL INC
22	05/11/2022	724842	$141.00	53281	LARSON, CHRISTOPHER J
22	05/11/2022	724843	$11,500.00	50979	LEE CARLSON CTR FOR MENTAL HEALTH

22	05/11/2022	724844	$94.02	07679	LERNER PUBLISHING GROUP
22	05/11/2022	724845	$790.00	16511	LOOKOUT
22	05/11/2022	724846	$239.50	07396	LYNDE & MCLEOD INC
22	05/11/2022	724847	$4,175.39	13014	MAPLE GROVE COMMUNITY CENTER
22	05/11/2022	724848	$925.00	A0373	MAPLE GROVE PARK & RECREATION
22	05/11/2022	724849	$800.00	09944	MAPLE GROVE, CITY OF
22	05/11/2022	724850	$83.00	52559	MARSCHEL, TROY
22	05/11/2022	724851	$75.00	F0506	MCNULTY, ROBIN
22	05/11/2022	724852	$641.27	26535	MENARDS MAPLE GROVE
22	05/11/2022	724853	$3,382.89	53288	MERIT ELECTRIC COMPANY
22	05/11/2022	724854	$675.00	A4149	MN LANDSCAPE ARBORETUM
22	05/11/2022	724855	$58.80	52549	VOICES FOR ALL LLC
22	05/11/2022	724856	$132.00	F1749	MOHN, MONICA
22	05/11/2022	724857	$404.00	A5184	MOTION PICTURE LICENSING CORP
22	05/11/2022	724858	$31.00	52312	MOUNDS PARK ACADEMY
22	05/11/2022	724859	$1,890.00	22123	MUSIC MART INC
22	05/11/2022	724860	$12,473.74	51805	WORDWARE INC
22	05/11/2022	724861	$358.05	03282	NAPA AUTO PARTS COTTENS INC
22	05/11/2022	724862	$225.00	F3149	NELSON, EMILY
22	05/11/2022	724863	$31.21	F5942	NELSON, EMILY
22	05/11/2022	724864	$1,416.00	15401	QUADIENT INC
22	05/11/2022	724865	$3,050.00	26568	OFFICE LIQUIDATORS
22	05/11/2022	724866	$4,015.00	52430	OPTIMAL PERFORMANCE GOLF LLC
22	05/11/2022	724867	$386.80	A5026	PADELFORD PACKET BOAT CO INC
22	05/11/2022	724868	$1,292.00	00146	POPPLER'S MUSIC STORE
22	05/11/2022	724869	$1,680.00	50207	PROS OF THE ROPE, LLC
22	05/11/2022	724870	$49.50	F4343	QUEST DIAGNOSTICS
22	05/11/2022	724871	$318.08	02381	REALLY GOOD STUFF
22	05/11/2022	724872	$485.00	15814	REGENTS OF THE U OF MN
22	05/11/2022	724873	$2,500.00	15814	REGENTS OF THE U OF MN
22	05/11/2022	724874	$960.00	03934	RELIABLE MEDICAL SUPPLY
22	05/11/2022	724875	$670.00	12716	NORTHERN LIGHTS
22	05/11/2022	724876	$1,000.00	53283	SANTA FE COMMUNITY COLLEGE
22	05/11/2022	724877	$88.87	52706	SATHER, TINA
22	05/11/2022	724878	$75.00	F5939	SCHIMETZ, SCOTT
22	05/11/2022	724879	$224.00	53280	SCHMITT, CODY
22	05/11/2022	724880	$2,218.22	51296	SCHOLASTIC INC
22	05/11/2022	724881	$184.00	A0562	SCHOOL NUTRITION ASSOCIATION
22	05/11/2022	724882	$3,514.48	52245	SCHOOL SPECIALTY LLC
22	05/11/2022	724883	$21.00	52436	PRIOR LAKE HIGH SCHOOL
22	05/11/2022	724884	$600.00	F0169	SEA LIFE MINNESOTA
22	05/11/2022	724885	$133.25	26592	SHRED-N-GO
22	05/11/2022	724886	$210.00	F3789	SOTA SHOP
22	05/11/2022	724887	$35.00	A1147	SOUTH ST PAUL HIGH SCHOOL
22	05/11/2022	724888	$1,843.75	D2346	ST DAVIDS CTR FOR CHILD&FAMILY DEV
22	05/11/2022	724889	$1,180.00	15454	ST VINCENT DE PAUL CATERING
22	05/11/2022	724890	$83.00	53269	STEPHENS, DWIGHT
22	05/11/2022	724891	$87.50	52816	TFD UNLIMITED LLC
22	05/11/2022	724892	$165.00	F5810	TIMM, RON
22	05/11/2022	724893	$120.00	A0544	TOTINO GRACE HIGH SCHOOL
22	05/11/2022	724894	$227.25	08234	TROPHIES BY LINDA INC
22	05/11/2022	724895	$80.00	08234	TROPHIES BY LINDA INC
22	05/11/2022	724896	$2,178.00	18909	USA SAFETY SUPPLY CORPORATION
22	05/11/2022	724897	$3,250.00	53255	WONDER WORKSHOP INC
22	05/11/2022	724898	$8.00	53252	WYLDE, JOHN R
22	05/11/2022	724899	$240.00	53286	ARTEDUTC LLC
22	05/13/2022	724900	$2,260.00	12716	NORTHERN LIGHTS
22	05/20/2022	724901	$167.00	C0029	EDUCATION MINNESOTA
22	05/20/2022	724902	$522.48	C0127	GURSTEL LAW FIRM PA
22	05/20/2022	724903	$53.87	C0187	INTERNAL REVENUE SERVICE
22	05/20/2022	724904	$5.00	C0210	ISD 279 - KS BACKGROUND CHECK

22	05/20/2022	724905	$267.21	C0072	MESSERLI & KRAMER PA
22	05/20/2022	724906	$294.00	C0192	OSSEO PRINCIPALS ASSOCIATION
22	05/20/2022	724907	$92.00	C0096	OSSEO SCHOOL NUTRITION ASSOCIATION
22	05/20/2022	724908	$528.39	C0213	RIVERVIEW LAW OFFICE, PLLC
22	05/20/2022	724909	$1,656.60	C0055	TWO SEVENTY NINE FOUNDATION
22	05/20/2022	724910	$508.62	C0025	UNITED STATES TREASURY
22	05/20/2022	724911	$945.60	C0037	UNITED WAY OF MPLS
22	05/18/2022	724912	$1,100.13	26532	A TO G MUSIC
22	05/18/2022	724913	$2,840.49	20136	AMERICAN READING COMPANY
22	05/18/2022	724914	$81.00	F5984	ARCH LANGUAGE NETWORK
22	05/18/2022	724915	$75.00	F2346	ARTIS, ROGER
22	05/18/2022	724916	$4,240.90	F4899	ARVIG
22	05/18/2022	724917	$16,461.72	51808	SYMMETRY ENERGY SOLUTIONS LLC
22	05/18/2022	724918	$68,001.84	51808	SYMMETRY ENERGY SOLUTIONS LLC
22	05/18/2022	724919	$5,662.39	51808	SYMMETRY ENERGY SOLUTIONS LLC
22	05/18/2022	724920	$6,967.59	51808	SYMMETRY ENERGY SOLUTIONS LLC
22	05/18/2022	724921	$650.00	53308	AUGSBURG UNIVERSITY-ROCHESTER
22	05/18/2022	724922	$75.00	F1792	BAUMGARTNER, SCOTT
22	05/18/2022	724923	$20.00	53290	BENSON, RACHELLE
22	05/18/2022	724924	$1,241.00	53140	CALLAWAY GOLF SALES CO
22	05/18/2022	724925	$579.05	F0039	CENTURYLINK
22	05/18/2022	724926	$75.00	F6123	CHEYNE, ROGER
22	05/18/2022	724927	$141.00	53258	CHLAN, ETHAN
22	05/18/2022	724928	$141.00	53295	CHLAN, MAXWELL CHANCE ROGER
22	05/18/2022	724929	$9,015.00	A1081	COMPAS, INC
22	05/18/2022	724930	$4,766.14	52467	CONSOLIDATED COMMUNICATIONS
22	05/18/2022	724931	$394.37	00397	CONSTRUCTIVE PLAYTHINGS
22	05/18/2022	724932	$871.10	A1948	CUB FOODS BP
22	05/18/2022	724933	$141.00	F3442	DAY, JON
22	05/18/2022	724934	$923.65	20139	DECKER EQUIPMENT/SCHOOL FIX
22	05/18/2022	724935	$60.00	F7398	DECKER, PEGGY
22	05/18/2022	724936	$141.00	50446	DELANEY, MICHAEL
22	05/18/2022	724937	$83.00	53297	DEMORETT, TRISTAN DAVID
22	05/18/2022	724938	$551.10	A0142	DOMINO'S PIZZA
22	05/18/2022	724939	$2,500.00	F3556	DORSEY & WHITNEY LLP
22	05/18/2022	724940	$1,260.00	12418	EASTBAY
22	05/18/2022	724941	$2,501.73	02963	ECOLAB
22	05/18/2022	724942	$1,500.00	D6164	EHLERS & ASSOCIATES INC
22	05/18/2022	724943	$19,497.88	F7373	EMC INSURANCE COMPANY
22	05/18/2022	724944	$67.74	53305	FEDERAL EXPRESS CORPORATION
22	05/18/2022	724945	$300.00	F6041	FERGUS, DAVID
22	05/18/2022	724946	$57.20	18528	FINKEN WATER CENTERS
22	05/18/2022	724947	$626.93	05000	FLAGHOUSE INC
22	05/18/2022	724948	$246.20	22068	FUN EXPRESS LLC
22	05/18/2022	724949	$83.00	53298	GOETHALS, JAMES
22	05/18/2022	724950	$10,527.00	04339	GOODWAY TOOLS CORPORATION
22	05/18/2022	724951	$76.16	08395	GRAYBAR ELECTRIC CO INC
22	05/18/2022	724952	$5,058.50	53104	GREEN2 ELECTRIC LLC
22	05/18/2022	724953	$300.89	D1613	HENNEPIN COUNTY TREASURER
22	05/18/2022	724954	$134.53	51768	HERITAGE LANDSCAPE SUPPLY GROUP INC
22	05/18/2022	724955	$83.00	52547	HOLMES, JONATHAN P
22	05/18/2022	724956	$725.00	A0984	IMAGES OF THE WORLD
22	05/18/2022	724957	$350.00	B0298	ISD 181-BRAINERD PUBLIC SCHOOLS
22	05/18/2022	724958	$63.65	18598	JERRY'S HARDWARE
22	05/18/2022	724959	$200.39	01216	JH LARSON COMPANY
22	05/18/2022	724960	$141.00	F3409	KILEN, KIP
22	05/18/2022	724961	$75.00	53296	KNOBLAUCH, THOMAS
22	05/18/2022	724962	$141.00	F6064	KOCOVSKY, JEFFREY
22	05/18/2022	724963	$2,820.00	17397	LIEBERMAN COMPANIES
22	05/18/2022	724964	$83.00	F3218	LITFIN, NICHOLAS
22	05/18/2022	724965	$750.00	53294	VO, LANA

22	05/18/2022	724966	$1,728.70	16511	LOOKOUT
22	05/18/2022	724967	$83.00	52559	MARSCHEL, TROY
22	05/18/2022	724968	$425.00	15866	MMSGS
22	05/18/2022	724969	$1,136.59	07513	MENARDS BROOKLYN PARK
22	05/18/2022	724970	$864.58	26535	MENARDS MAPLE GROVE
22	05/18/2022	724971	$924.00	A2175	MESPA
22	05/18/2022	724972	$62,436.20	16836	METROPOLITAN TRANSPORTATION NETWORK
22	05/18/2022	724973	$2,700.00	F5623	MIDWEST EDUCATIONAL CONSULTANTS INC
22	05/18/2022	724974	$96.00	07155	MINNEAPOLIS INSTITUTE OF ARTS
22	05/18/2022	724975	$110.00	D1176	SPECIAL SCHOOL DISTRICT 1
22	05/18/2022	724976	$315.00	50091	MCCA
22	05/18/2022	724977	$2,500.00	08198	MN HUMANITIES CENTER
22	05/18/2022	724978	$2,631,062.98	C0183	MN PEIP
22	05/18/2022	724979	$147.00	08486	MN STATE HIGH SCHOOL LEAGUE
22	05/18/2022	724980	$317.00	A5024	MN SYNC SWIMMING COACHES ASSN
22	05/18/2022	724981	$614.00	A0080	MN ZOO
22	05/18/2022	724982	$2.44	03282	NAPA AUTO PARTS COTTENS INC
22	05/18/2022	724983	$88.85	53300	NISTLER, JULIE
22	05/18/2022	724984	$75.00	50520	NORMAN, JOCELYN
22	05/18/2022	724985	$250.00	53306	OKOM, OGBIJI VICTOR
22	05/18/2022	724986	$3,433.90	F2709	PACIFIC INTERPRETERS INC
22	05/18/2022	724987	$565.20	F5675	PITNEY BOWES INC
22	05/18/2022	724988	$15,000.00	52264	PITNEY BOWES RESERVE ACCOUNT
22	05/18/2022	724989	$75.00	F2877	POGATCHNIK, DEAN
22	05/18/2022	724990	$387.94	26560	PTM DOCUMENT SYSTEM
22	05/18/2022	724991	$140.00	53292	RATHE, SARAH
22	05/18/2022	724992	$690.00	08371	READ NATURALLY INC
22	05/18/2022	724993	$587.86	02381	REALLY GOOD STUFF
22	05/18/2022	724994	$450.00	20028	RED WING SHOE STORE
22	05/18/2022	724995	$6,314.82	03934	RELIABLE MEDICAL SUPPLY
22	05/18/2022	724996	$3,765.00	12716	NORTHERN LIGHTS
22	05/18/2022	724997	$141.00	D1391	RIES, ROB
22	05/18/2022	724998	$2,571.40	53291	ROCKY'S ASIAN BISTRO AND BBQ
22	05/18/2022	724999	$942.99	D3570	RUSH CREEK GOLF CLUB
22	05/18/2022	725000	$7,605.00	F4478	SAFEWAY DRIVING SCHOOL
22	05/18/2022	725001	$113.58	26591	SCHOLASTIC BOOK CLUBS
22	05/18/2022	725002	$489.57	52245	SCHOOL SPECIALTY LLC
22	05/18/2022	725003	$630.00	51072	SEVEREID, NANCY
22	05/18/2022	725004	$322.00	53304	SPIELER, SANDY
22	05/18/2022	725005	$75.00	53299	SUMNER, JOSHUA
22	05/18/2022	725006	$3,235.00	53302	EAGLE LAKE GOLF
22	05/18/2022	725007	$2,131.00	53307	TIME INTO PIXELS PHOTOGRAPHY
22	05/18/2022	725008	$946.00	16612	TOP 20 TRAINING
22	05/18/2022	725009	$45.00	F5229	TROPHIES PLUS INC
22	05/18/2022	725010	$9,484.36	09696	TWIN CITY HARDWARE
22	05/18/2022	725011	$117.50	26583	VARSITY ATHLETIC APPAREL INC
22	05/18/2022	725012	$146.00	53301	WIK, ERIK
22	05/18/2022	725013	$58.00	50478	WILHAUS, ROGER
22	05/18/2022	725014	$75.00	D9490	WISNIESK, DAVE
22	05/18/2022	725015	$83.00	53147	WITTERSCHEIN, JOSEPH JOHN
22	05/18/2022	725016	$560.00	26540	WORKS, THE
22	05/18/2022	725017	$750.00	53294	VO, LANA
22	05/19/2022	725018	$5,182.18	53309	FASTSIGNS ST LOUIS PARK
22	05/25/2022	725019	$1,080.00	F4622	ALTMAN, ADAM
22	05/25/2022	725020	$83.00	F6091	ALVIN, ZACH
22	05/25/2022	725021	$83.00	F6077	ANDERSON, MATTHEW
22	05/25/2022	725022	$6,000.00	50866	ANOKA RAMSEY COMMUNITY COLLEGE
22	05/25/2022	725023	$300.00	F7392	ANOKA-RAMSEY FARM AND GARDEN
22	05/25/2022	725024	$75.00	50385	ARNESON, WES
22	05/25/2022	725025	$150.00	F1792	BAUMGARTNER, SCOTT
22	05/25/2022	725026	$200.00	53326	BENNER, CHRISTOPHER

22	05/25/2022	725027	$166.00	53311	BIRKELAND, EMILY
22	05/25/2022	725028	$141.00	F4600	BROWER, ROSS
22	05/25/2022	725029	$141.00	50237	BUSBY, TREVOR
22	05/25/2022	725030	$1,117.74	F7479	CAFE ZUPAS
22	05/25/2022	725031	$203.00	10377	CANHAM, CRAIG
22	05/25/2022	725032	$307.00	53315	CARLSON, JONATHAN
22	05/25/2022	725033	$141.00	53295	CHLAN, MAXWELL CHANCE ROGER
22	05/25/2022	725034	$13,672.00	D5544	COLLEGE BOARD
22	05/25/2022	725035	$2,050.00	A1081	COMPAS, INC
22	05/25/2022	725036	$199.00	F3999	CONNOR, JOSEPH
22	05/25/2022	725037	$426.43	00397	CONSTRUCTIVE PLAYTHINGS
22	05/25/2022	725038	$141.00	53316	CRAWFORD, CALLAHAN
22	05/25/2022	725039	$83.00	F5650	DAHL, DENIS
22	05/25/2022	725040	$753.22	15072	D'AMICO CATERING
22	05/25/2022	725041	$555.00	13292	SCHULTE, DAVID CHRISTOPHER
22	05/25/2022	725042	$141.00	50446	DELANEY, MICHAEL
22	05/25/2022	725043	$471.28	A0142	DOMINO'S PIZZA
22	05/25/2022	725044	$150.00	F1518	DOW, BRIAN
22	05/25/2022	725045	$83.00	F5244	DUDA, DANIEL
22	05/25/2022	725046	$141.00	F6102	ELIASON, THOMAS S
22	05/25/2022	725047	$141.00	D2283	ENGELKING, JAMES
22	05/25/2022	725048	$360.00	53325	DEELOH TECHNOLOGIES INC
22	05/25/2022	725049	$83.00	F5737	FEIGUM, DANIEL
22	05/25/2022	725050	$122.00	D9506	FISCHER, TOM
22	05/25/2022	725051	$11,084.89	52191	RTA TIMBERLAND LLC
22	05/25/2022	725052	$1,320.20	18821	FUN & FUNCTION
22	05/25/2022	725053	$39.05	22068	FUN EXPRESS LLC
22	05/25/2022	725054	$141.00	F3887	GELMO, IBSAA
22	05/25/2022	725055	$2,202.85	09911	GENERAL PARTS LLC
22	05/25/2022	725056	$141.00	F3957	GJERSVIG, MIKE
22	05/25/2022	725057	$198.00	18537	GLOBAL COMMUNICATIONS
22	05/25/2022	725058	$183.69	A0232	GODFATHERS PIZZA
22	05/25/2022	725059	$1,002.39	A0232	GODFATHERS PIZZA
22	05/25/2022	725060	$83.00	53298	GOETHALS, JAMES
22	05/25/2022	725061	$225.00	F5735	GRAER, KATHLEEN
22	05/25/2022	725062	$60.00	52935	J GRAMMOND PHOTOGRAPHY
22	05/25/2022	725063	$16.65	08395	GRAYBAR ELECTRIC CO INC
22	05/25/2022	725064	$645.00	51502	DIARMUID INC
22	05/25/2022	725065	$800.00	53313	GRUPP, ROGER WILLIAM
22	05/25/2022	725066	$2,275.00	52849	HAGEN, BRADLEY
22	05/25/2022	725067	$75.00	F5671	HENKE, THOMAS W
22	05/25/2022	725068	$85.58	51768	HERITAGE LANDSCAPE SUPPLY GROUP INC
22	05/25/2022	725069	$224.00	52547	HOLMES, JONATHAN P
22	05/25/2022	725070	$506.00	F4615	HUDYMA, DEREK
22	05/25/2022	725071	$900.00	53323	HUSTING, LAUREN A
22	05/25/2022	725072	$495.00	51009	ILLUMINATE EDUCATION INC
22	05/25/2022	725073	$14,324.88	17401	INNOVATIVE OFFICE SOLUTIONS
22	05/25/2022	725074	$2,293.20	A1613	INTERMEDIATE DISTRICT 287
22	05/25/2022	725075	$70.00	F1192	JOHNSON, LAURA
22	05/25/2022	725076	$1,157.04	52122	KEMPS LLC
22	05/25/2022	725077	$486.00	F2800	KIDZART
22	05/25/2022	725078	$141.00	D1073	KUDEBEH, STEVE
22	05/25/2022	725079	$83.00	F1252	LANCETTE, ANTHONY RICHARD JR
22	05/25/2022	725080	$1,250.00	51013	LARSON, JENNIFER
22	05/25/2022	725081	$200.00	53324	LARSON, VICTORIA
22	05/25/2022	725082	$224.00	53312	LEMKE, JAY MARTIN
22	05/25/2022	725083	$150.00	F6116	LESHOVSKY, MATT
22	05/25/2022	725084	$156.00	12548	LINKS AT NORTHFORK
22	05/25/2022	725085	$2,000.00	53318	IMAGINATEYOURSPACE
22	05/25/2022	725086	$1,200.00	08955	LSV METALS INC
22	05/25/2022	725087	$896.20	A0238	WELLS CATERING SERVICE

22	05/25/2022	725088	$83.00	F4627	MASLOWSKI, ROBERT
22	05/25/2022	725089	$71.86	04407	MASTER LOCK COMPANY
22	05/25/2022	725090	$600.00	52884	MCCAMMON, REBECCA ELIZABETH AHN
22	05/25/2022	725091	$752.13	26535	MENARDS MAPLE GROVE
22	05/25/2022	725092	$30,743.30	16836	METROPOLITAN TRANSPORTATION NETWORK
22	05/25/2022	725093	$45.00	A5418	MINNESOTA COMMUNITY EDUC ASSOC
22	05/25/2022	725094	$515.00	A3481	MN SAFETY COUNCIL INC
22	05/25/2022	725095	$399.00	52985	MORCOMB, DEREK
22	05/25/2022	725096	$848.87	03282	NAPA AUTO PARTS COTTENS INC
22	05/25/2022	725097	$83.00	14324	NELSON, RICK
22	05/25/2022	725098	$3,255.00	53128	NORTHWEST PASSAGE LTD
22	05/25/2022	725099	$120.00	D4374	NOVAK, JANICE
22	05/25/2022	725100	$8,340.00	53320	NUESYNERGY
22	05/25/2022	725101	$554.00	26568	OFFICE LIQUIDATORS
22	05/25/2022	725102	$81.41	E29276	KIMBERLY A OLSON
22	05/25/2022	725103	$150.00	50503	PACKEY, JOE
22	05/25/2022	725104	$1,076.25	00475	NCS PEARSON INC
22	05/25/2022	725105	$75.00	D3470	PETERSEN, TIM W
22	05/25/2022	725106	$332.00	18201	PHONICS DANCE
22	05/25/2022	725107	$158.00	D0832	PRICE, MATTHEW E
22	05/25/2022	725108	$700.00	F4931	RAVNDAL, CHRIS
22	05/25/2022	725109	$75.39	A1662	REGION 5AA
22	05/25/2022	725110	$13.78	A1662	REGION 5AA
22	05/25/2022	725111	$148.32	A1662	REGION 5AA
22	05/25/2022	725112	$720.00	12716	NORTHERN LIGHTS
22	05/25/2022	725113	$490.89	52184	RM GOLF CARTS INC
22	05/25/2022	725114	$878.89	00516	ROCKLER WOODWORKING & HARDWARE
22	05/25/2022	725115	$706.46	00628	SAFETY-KLEEN SYSTEMS INC
22	05/25/2022	725116	$4,080.00	F4478	SAFEWAY DRIVING SCHOOL
22	05/25/2022	725117	$544.00	D1512	SANDINO, JEFFREY
22	05/25/2022	725118	$83.00	F5259	SARVEY, JOEL
22	05/25/2022	725119	$166.00	53314	SAVAGE, ALAN KEITH II
22	05/25/2022	725120	$150.00	F5939	SCHIMETZ, SCOTT
22	05/25/2022	725121	$150.00	52543	SCHLICHTER, EUGENE P
22	05/25/2022	725122	$720.28	52245	SCHOOL SPECIALTY LLC
22	05/25/2022	725123	$158.00	D8605	SCHREPFER, ANTHONY
22	05/25/2022	725124	$83.00	F0269	SCHULZE, JOEL
22	05/25/2022	725125	$141.00	53319	SCIBAK, BRAD
22	05/25/2022	725126	$180.00	51072	SEVEREID, NANCY
22	05/25/2022	725127	$83.00	F7344	SEVICK, CRAIG
22	05/25/2022	725128	$516.75	13702	SHIRT STARZ INC
22	05/25/2022	725129	$1,012.99	53279	SHUTTERFLY LIFETOUCH LLC
22	05/25/2022	725130	$448.71	F4386	SOMERO, JILL
22	05/25/2022	725131	$3,531.89	20189	SPHERO INC
22	05/25/2022	725132	$83.00	50675	ST GEORGE, PAUL
22	05/25/2022	725133	$2,088.40	15454	ST VINCENT DE PAUL CATERING
22	05/25/2022	725134	$900.00	53322	STIEGLER, MICHAEL
22	05/25/2022	725135	$320.00	51745	SUNDANCE ENTERTAINMENT LLC
22	05/25/2022	725136	$1,830.00	06739	TESSMAN SEED INC
22	05/25/2022	725137	$302.50	52816	TFD UNLIMITED LLC
22	05/25/2022	725138	$225.00	F2702	THEOBALD, MARK
22	05/25/2022	725139	$83.00	D8936	THOMAS, ROBERT W
22	05/25/2022	725140	$910.62	53321	TILL360 LLC
22	05/25/2022	725141	$60,425.89	D6150	TRANSPORTATION PLUS INC
22	05/25/2022	725142	$35.00	F5229	TROPHIES PLUS INC
22	05/25/2022	725143	$800.00	53310	TUCKER, OWEN FITZ
22	05/25/2022	725144	$267.00	08752	TWIN CITY GARAGE DOOR
22	05/25/2022	725145	$2,650.00	F3338	TWINS BALLPARK LLC
22	05/25/2022	725146	$249.00	F5646	WEBER, JASON
22	05/25/2022	725147	$63.00	F7366	WEBER, MARK
22	05/25/2022	725148	$350.00	26540	WORKS, THE

22	05/25/2022	725149	$18,380.48	F6322	WORLD FUEL SERVICES INC
22	05/25/2022	725150	$83.00	53252	WYLDE, JOHN R
22	05/25/2022	725151	$166.00	50451	ZYCH, DAN
22	05/26/2022	725152	$137.96	E20854	GRETCHEN M DULLINGER
		Vendor Checks Subtotal	**$6,178,019.89**		
22	05/04/2022	P403037	$548.30	15890	ABDO PUBLISHING
22	05/04/2022	P403038	$130.00	02170	AFFORDABLE SANITATION
22	05/04/2022	P403039	$580.27	50088	AID ELECTRIC CORP
22	05/04/2022	P403040	$12,250.00	04115	AVID CENTER
22	05/04/2022	P403041	$2,008.75	08889	BARNES & NOBLE
22	05/04/2022	P403042	$610.00	50804	DART PORTABLE STORAGE INC
22	05/04/2022	P403043	$537.92	05628	DISCOUNT SCHOOL SUPPLY
22	05/04/2022	P403044	$425.95	01841	ELECTRIC MOTOR REPAIR INC
22	05/04/2022	P403045	$783.85	04382	GOLDEN VALLEY SUPPLY
22	05/04/2022	P403046	$853.28	08327	JONES SCHOOL SUPPLY CO INC
22	05/04/2022	P403047	$613.41	00228	KARLSBURGER FOODS INC
22	05/04/2022	P403048	$2,120.00	51303	LINDENMEYR MUNROE
22	05/04/2022	P403049	$6,460.46	02481	MEDCO SUPPLY
22	05/04/2022	P403050	$90.27	D0655	MINNESOTA HISTORICAL SOCIETY
22	05/04/2022	P403051	$472.00	09559	MINVALCO INC
22	05/04/2022	P403052	$275.00	F5953	NORTHERN STAR COUNCIL
22	05/04/2022	P403053	$822.00	18784	NORTHWEST LIGHTING SYSTEMS
22	05/04/2022	P403054	$544.00	F3920	ACADEMIC ALL STAR TUTORING
22	05/04/2022	P403055	$3,422.06	05024	PRO-TEC DESIGN
22	05/04/2022	P403056	$1,871.96	00351	SCHMITT MUSIC
22	05/04/2022	P403057	$223.29	00331	SUN PUBLICATIONS
22	05/04/2022	P403058	$80.47	12744	THERAPY SHOPPE
22	05/04/2022	P403059	$68.68	00390	TOLL GAS & WELDING SUPPLY
22	05/04/2022	P403060	$1,492.88	02314	TRANE
22	05/04/2022	P403062	$22,501.11	09503	TRIO SUPPLY COMPANY
22	05/04/2022	P403063	$988.00	A2301	VALLEY FAIR
22	05/11/2022	P403064	$1,871.00	02170	AFFORDABLE SANITATION
22	05/11/2022	P403065	$138.60	00069	BRIN GLASS CO
22	05/11/2022	P403066	$213.60	15834	FERGUSON ENTERPRISES INC
22	05/11/2022	P403067	$5,783.84	00187	GOODIN CO
22	05/11/2022	P403068	$836.00	50096	IDC-AUTOMATIC LLC
22	05/11/2022	P403069	$43,366.38	07766	INSTITUTE FOR ENVIRONMENTAL ASSESS
22	05/11/2022	P403070	$447.44	00228	KARLSBURGER FOODS INC
22	05/11/2022	P403071	$24.34	02481	MEDCO SUPPLY
22	05/11/2022	P403072	$2,286.11	18100	MEI TOTAL ELEVATOR SOLUTIONS
22	05/11/2022	P403073	$7,275.00	D5520	PEDIATRIC HOME SERVICE
22	05/11/2022	P403074	$1,773.10	F3920	ACADEMIC ALL STAR TUTORING
22	05/11/2022	P403075	$87.00	17054	PRECISION DATA PRODUCTS
22	05/11/2022	P403078	$4,339.00	00351	SCHMITT MUSIC
22	05/11/2022	P403079	$267.79	17978	SCHOOL OUTFITTERS
22	05/11/2022	P403080	$338.58	00331	SUN PUBLICATIONS
22	05/11/2022	P403081	$328.36	12744	THERAPY SHOPPE
22	05/11/2022	P403082	$558.50	02314	TRANE
22	05/11/2022	P403083	$350.00	51439	UNIVERSAL ATHLETIC LLC
22	05/18/2022	P403084	$1,496.91	08889	BARNES & NOBLE
22	05/18/2022	P403085	$801.32	03579	COMMERCIAL DOOR SYSTEMS INC
22	05/18/2022	P403086	$2,719.00	02357	COMMITTEE FOR CHILDREN
22	05/18/2022	P403087	$2,548.57	A3975	CUB FOODS MAPLE GROVE
22	05/18/2022	P403088	$240.00	50804	DART PORTABLE STORAGE INC
22	05/18/2022	P403089	$572.49	00131	DEMCO
22	05/18/2022	P403090	$43.83	05628	DISCOUNT SCHOOL SUPPLY
22	05/18/2022	P403091	$205.97	01841	ELECTRIC MOTOR REPAIR INC
22	05/18/2022	P403092	$363.00	04921	EMI AUDIO
22	05/18/2022	P403093	$1,975.25	F5617	EWALD CONSULTING
22	05/18/2022	P403094	$4,137.57	15834	FERGUSON ENTERPRISES INC
22	05/18/2022	P403095	$303.23	00187	GOODIN CO

22	05/18/2022	P403096	$2,875.51	07053	HILLYARD FLOOR CARE SUPPLY
22	05/18/2022	P403097	$4,585.00	07766	INSTITUTE FOR ENVIRONMENTAL ASSESS
22	05/18/2022	P403098	$300.97	12617	2ND WIND EXERCISE EQUIPMENT
22	05/18/2022	P403099	$575.96	00228	KARLSBURGER FOODS INC
22	05/18/2022	P403100	$2,241.00	15464	LIGHTSPEED TECHNOLOGIES INC
22	05/18/2022	P403101	$576.00	D0655	MINNESOTA HISTORICAL SOCIETY
22	05/18/2022	P403102	$1,608.00	18784	NORTHWEST LIGHTING SYSTEMS
22	05/18/2022	P403104	$9,288.62	05778	PAN O GOLD BAKING CO
22	05/18/2022	P403105	$2,868.75	D5520	PEDIATRIC HOME SERVICE
22	05/18/2022	P403106	$102.00	05024	PRO-TEC DESIGN
22	05/18/2022	P403107	$8,141.10	50120	RIVERSIDE INSIGHTS
22	05/18/2022	P403108	$790.10	04812	SCHOLASTIC INC
22	05/18/2022	P403109	$705.60	00355	SCHOOL HEALTH SUPPLY
22	05/18/2022	P403110	$378.55	17978	SCHOOL OUTFITTERS
22	05/18/2022	P403111	$1,122.00	A0188	STAGES THEATRE CO
22	05/18/2022	P403112	$66.04	00331	SUN PUBLICATIONS
22	05/18/2022	P403113	$32.27	00390	TOLL GAS & WELDING SUPPLY
22	05/18/2022	P403115	$21,957.51	09503	TRIO SUPPLY COMPANY
22	05/18/2022	P403116	$5,462.49	51439	UNIVERSAL ATHLETIC LLC
22	05/18/2022	P403117	$1,114.00	09738	VIKING TROPHIES
22	05/25/2022	P403118	$609.35	50088	AID ELECTRIC CORP
22	05/25/2022	P403119	$867.00	15696	AQUARIUS WATER CONDITIONING
22	05/25/2022	P403120	$472.96	08889	BARNES & NOBLE
22	05/25/2022	P403121	$1,623.00	16197	COMMERCIAL KITCHEN SERVICES
22	05/25/2022	P403122	$1,296.35	F5616	CUB FOODS BROOKLYN PARK NORTH
22	05/25/2022	P403123	$200.00	50804	DART PORTABLE STORAGE INC
22	05/25/2022	P403124	$1,567.12	00131	DEMCO
22	05/25/2022	P403125	$60.94	05628	DISCOUNT SCHOOL SUPPLY
22	05/25/2022	P403126	$558.00	17100	FAIRCON SERVICE COMPANY
22	05/25/2022	P403127	$91.40	06952	FLINN SCIENTIFIC
22	05/25/2022	P403128	$1,536.70	07766	INSTITUTE FOR ENVIRONMENTAL ASSESS
22	05/25/2022	P403129	$135.58	00228	KARLSBURGER FOODS INC
22	05/25/2022	P403130	$2,290.40	15927	LEARNING A-Z
22	05/25/2022	P403131	$157.68	00273	MINNESOTA CLAY
22	05/25/2022	P403132	$282.00	D0655	MINNESOTA HISTORICAL SOCIETY
22	05/25/2022	P403133	$520.80	09559	MINVALCO INC
22	05/25/2022	P403134	$280.50	05024	PRO-TEC DESIGN
22	05/25/2022	P403135	$168.26	00351	SCHMITT MUSIC
22	05/25/2022	P403136	$1,057.40	01996	SCHOLASTIC BOOK FAIRS
22	05/25/2022	P403137	$4,092.75	04812	SCHOLASTIC INC
22	05/25/2022	P403138	$6,783.78	00355	SCHOOL HEALTH SUPPLY
22	05/25/2022	P403139	$926.34	02314	TRANE
22	05/25/2022	P403140	$1,268.44	08388	TREETOP PUBLISHING INC
22	05/25/2022	P403141	$1,378.33	18228	TREMCO/WEATHERPROOFING TECH INC
22	05/25/2022	P403142	$5,679.71	A2301	VALLEY FAIR
		Epayables Subtotal	**$245,161.95**		
22	05/05/2022	V1003572	$98,210.48	C0060	GREAT-WEST LIFE & ANNUITY
22	05/05/2022	V1003573	$1,845,196.62	17644	INTERNAL REVENUE SERVICE
22	05/05/2022	V1003574	$71,664.29	C0202	ISD 279 - SELF INS DENTAL
22	05/05/2022	V1003575	$239,886.74	C0201	ISD 279 - SELF INS HEALTH
22	05/05/2022	V1003576	$327,793.68	17645	MET LIFE C/O FASCORE LLC
22	05/05/2022	V1003577	$257.75	C0209	MI STATE DISBURSEMENT UNIT CHILD SU
22	05/05/2022	V1003578	$348,109.34	50751	FURTHER
22	05/05/2022	V1003579	$3,999.20	C0043	MN CHILD SUPPORT
22	05/05/2022	V1003580	$307,627.37	A0040	MN DEPT OF REVENUE
22	05/05/2022	V1003581	$328,628.10	A2972	PUBLIC EMPLOYEES RETIREMENT ASSOC
22	05/05/2022	V1003582	$1,156.92	C0174	STATE DISBURSEMENT UNIT
22	05/05/2022	V1003583	$894,974.23	A0559	TEACHER RETIREMENT ASSOCIATION
22	05/05/2022	V1003584	$117.65	C0212	WISCONSIN CHILD SUPPORT
22	05/05/2022	V1003653	$5,184,133.80	C0158	ASSOCIATED BANK
22	05/20/2022	V1003654	$98,239.18	C0060	GREAT-WEST LIFE & ANNUITY

22	05/20/2022	V1003655	$1,952,737.24	17644	INTERNAL REVENUE SERVICE
22	05/20/2022	V1003656	$71,443.54	C0202	ISD 279 - SELF INS DENTAL
22	05/20/2022	V1003657	$242,328.76	C0201	ISD 279 - SELF INS HEALTH
22	05/20/2022	V1003658	$327,976.02	17645	MET LIFE C/O FASCORE LLC
22	05/20/2022	V1003659	$257.75	C0209	MI STATE DISBURSEMENT UNIT CHILD SU
22	05/20/2022	V1003660	$348,577.52	50751	FURTHER
22	05/20/2022	V1003661	$3,999.20	C0043	MN CHILD SUPPORT
22	05/20/2022	V1003662	$598.91	C0059	MN DEPT OF REVENUE
22	05/20/2022	V1003663	$329,670.99	A0040	MN DEPT OF REVENUE
22	05/20/2022	V1003664	$331,297.20	A2972	PUBLIC EMPLOYEES RETIREMENT ASSOC
22	05/20/2022	V1003665	$1,156.92	C0174	STATE DISBURSEMENT UNIT
22	05/20/2022	V1003666	$944,628.48	A0559	TEACHER RETIREMENT ASSOCIATION
22	05/20/2022	V1003667	$90.39	C0212	WISCONSIN CHILD SUPPORT
22	05/31/2022	V1003682	$148,160.59	A0256	DELTA DENTAL PLAN
22	05/31/2022	V1003683	$530,097.80	C0194	PREFERREDONE INSURANCE COMPANY
22	05/20/2022	V1003684	$2,411.79	00074	BROOKLYN CENTER, CITY OF
22	05/20/2022	V1003685	$11,264.70	00075	BROOKLYN PARK, CITY OF
22	05/20/2022	V1003686	$261.14	17694	DISH
22	05/20/2022	V1003687	$1,001.28	F5015	HILTON GARDEN INN
22	05/20/2022	V1003689	$1,029.41	15229	POPP.COM INC
22	05/20/2022	V1003690	$36,659.64	00230	REPUBLIC SERVICES
22	05/20/2022	V1003691	$127.23	A0275	UNITED PARCEL SERVICE
22	05/20/2022	V1003692	$11,392.74	PC0032	US BANK CARD ADALE
22	05/20/2022	V1003693	$740.00	PC001	US BANK CARD BSADMIN
22	05/20/2022	V1003694	$9,323.39	PC002	US BANK CARD BSTRAVEL
22	05/20/2022	V1003696	$7,354.19	PC0019	US BANK CARD CIESDEPT
22	05/20/2022	V1003697	$16.67	PC0062	US BANK CARD CMANANCERO
22	05/20/2022	V1003698	$3,281.71	PC0053	US BANK CARD CMCINTYRE
22	05/20/2022	V1003699	$167.47	PC0030	US BANK CARD CTHOMAS
22	05/20/2022	V1003700	$1,749.21	PC0021	US BANK CARD CUSTODIAL
22	05/20/2022	V1003701	$803.86	PC0013	US BANK CARD DCARLSTROM
22	05/20/2022	V1003702	$130.47	PC0018	US BANK CARD DLTLDEPT
22	05/20/2022	V1003703	$353.98	PC0029	US BANK CARD DTHRONE
22	05/20/2022	V1003704	$16.17	PC0050	US BANK CARD ECFE
22	05/20/2022	V1003705	$14,660.71	PC0040	US BANK CARD EMANNING
22	05/20/2022	V1003706	$17,913.43	PC0051	US BANK CARD EQUITYDEPT
22	05/20/2022	V1003707	$6,292.04	PC0049	US BANK CARD EXIONG
22	05/20/2022	V1003708	$245.82	PC0060	US BANK CARD FACE
22	05/20/2022	V1003709	$1,770.17	PC0037	US BANK CARD FOODNUTRITION
22	05/20/2022	V1003710	$1,394.98	PC0010	US BANK CARD HRDEPT
22	05/20/2022	V1003711	$35.30	PC0059	US BANK CARD I2T2 DEPT
22	05/20/2022	V1003712	$3,637.83	PC0055	US BANK CARD INDIANED1
22	05/20/2022	V1003713	$2,466.00	PC0063	US BANK CARD JJERULLE
22	05/20/2022	V1003714	$11,538.42	PC0054	US BANK CARD JNEUMANN
22	05/20/2022	V1003715	$8,263.27	PC0023	US BANK CARD JSCHLOESSER
22	05/20/2022	V1003716	$234.54	PC0041	US BANK CARD KIDSTOP 1
22	05/20/2022	V1003717	$1.00	PC0044	US BANK CARD KIDSTOP 4
22	05/20/2022	V1003718	$599.61	PC0028	US BANK CARD KJOHNSON
22	05/20/2022	V1003720	$18,016.08	PC0012	US BANK CARD LFOSTER
22	05/20/2022	V1003722	$13,538.70	PC0038	US BANK CARD LIAVANG
22	05/20/2022	V1003723	$3,535.55	PC0022	US BANK CARD MAINTENANCE
22	05/20/2022	V1003724	$7,382.01	PC0039	US BANK CARD MDURAND
22	05/20/2022	V1003725	$10,331.26	PC0016	US BANK CARD MKINGSBURY
22	05/20/2022	V1003728	$16,304.09	PC009	US BANK CARD PURCHBP
22	05/20/2022	V1003729	$770.65	PC0017	US BANK CARD PURCHDEPT
22	05/20/2022	V1003732	$17,401.39	PC0052	US BANK CARD PURCHMERCH
22	05/20/2022	V1003738	$65,256.66	PC006	US BANK CARD PURCHOD
22	05/20/2022	V1003739	$93,973.99	PC007	US BANK CARD PURCHSTOCK
22	05/20/2022	V1003740	$1,162.12	PC0034	US BANK CARD SLUND
22	05/20/2022	V1003741	$3,489.26	PC0020	US BANK CARD SSVCSDEPT
22	05/20/2022	V1003742	$4,228.48	PC0035	US BANK CARD TSCHREIFELS

22	05/20/2022	V1003744	$3,004.77	D6911	VERIZON WIRELESS BELLEVUE
22	05/20/2022	V1003745	$26,227.68	00419	WRIGHT HENNEPIN ELECTRIC
22	05/31/2022	V1003746	$61,525.35	50751	FURTHER
22	05/31/2022	V1003747	$489.00	A0040	MN DEPT OF REVENUE
22	05/31/2022	V1003748	$5,000,000.00	00588	MSDLAF
22	05/20/2022	V1003749	$5,427,376.13	C0158	ASSOCIATED BANK
22	05/05/2022	V5012908	$27.59	E26207	ANGELA R ALDRITT
	Electronic Wire Transfers Subtotal		**$25,914,195.59**		
22	05/05/2022	V5012909	$88.83	E14024	GINGER ELLEN LUOMA ANDERSON
22	05/05/2022	V5012910	$45.88	E18747	PHILIP R LUOMA ANDERSON
22	05/05/2022	V5012911	$44.69	E27618	MAUREEN L ARAYA
22	05/05/2022	V5012912	$280.16	E16833	EILEEN E BAKER
22	05/05/2022	V5012913	$3.51	E33107	AMY J BEEHLER-MILLER
22	05/05/2022	V5012914	$612.20	E22952	RYAN M BISSON
22	05/05/2022	V5012915	$74.36	E12766	ERIC J BITTERMAN
22	05/05/2022	V5012916	$36.64	E28886	EMILY J BOLLINGER
22	05/05/2022	V5012917	$27.07	E13667	PAMELA J BRANDT
22	05/05/2022	V5012918	$347.05	E28395	MICHELLE L CHEN
22	05/05/2022	V5012919	$67.49	E32955	MERCEDES J CLARK
22	05/05/2022	V5012920	$123.25	E28923	MARIA N DANIEL
22	05/05/2022	V5012921	$106.40	E20854	GRETCHEN M DULLINGER
22	05/05/2022	V5012922	$816.19	E33342	KATHARINE C DWYER
22	05/05/2022	V5012923	$57.96	E23359	JONATHAN EVERSOLL
22	05/05/2022	V5012924	$34.36	E22812	REBECCA A FAATZ
22	05/05/2022	V5012925	$101.16	E24750	CHARLENE E DECAROLIS
22	05/05/2022	V5012926	$25.71	E27555	TAMRA J FLANIGAN
22	05/05/2022	V5012927	$694.17	E21077	SHARLA B FOSTER
22	05/05/2022	V5012928	$124.63	E19981	JANET FREEBERG-LAWSON
22	05/05/2022	V5012929	$280.17	E24259	JENNIFER A GAAB
22	05/05/2022	V5012930	$34.63	E13679	NANCY L GOETTL
22	05/05/2022	V5012931	$305.03	E21852	CARMEN R GOETZ
22	05/05/2022	V5012932	$42.01	E30350	SARAH M GRANRUD
22	05/05/2022	V5012933	$54.20	E27059	JAMES GREELEY
22	05/05/2022	V5012934	$28.41	E31424	CHRISTOPHER J GUDVANGEN
22	05/05/2022	V5012935	$228.21	E26415	COURTNEY GULYARD
22	05/05/2022	V5012936	$449.00	E28981	ANDREW D HAMILTON
22	05/05/2022	V5012937	$834.48	E29656	KRISTEN J HAUGE
22	05/05/2022	V5012938	$41.04	E30934	SAM C HEGGEM
22	05/05/2022	V5012939	$12.23	E17728	SHELLA L HUGGETT
22	05/05/2022	V5012940	$73.35	E30523	KIMBERLY A JATKO
22	05/05/2022	V5012941	$14.74	E32493	KRISTI A JOESTING
22	05/05/2022	V5012942	$60.51	E24051	NANCY E JOHNSON
22	05/05/2022	V5012943	$110.22	E27136	LARA D JOHNSON
22	05/05/2022	V5012944	$52.41	E24754	LYNETTE C JOHNSON
22	05/05/2022	V5012945	$820.82	E22793	BENJAMIN ROSCH KARLS
22	05/05/2022	V5012946	$6.44	E28669	AMY E KNOOIHUIZEN
22	05/05/2022	V5012947	$204.84	E32129	PAUL T KROSHUS
22	05/05/2022	V5012948	$37.42	E22845	JOSEPH L KRUEGER
22	05/05/2022	V5012949	$29.49	E31278	YOUNG JIN LEE
22	05/05/2022	V5012950	$37.02	E27073	ANDREA L LILLEBERG
22	05/05/2022	V5012951	$333.06	E20140	BARBARA A LINDSAY
22	05/05/2022	V5012952	$105.43	E28945	NICOLE M LUCAS
22	05/05/2022	V5012953	$47.11	E25823	LISA M LUKE
22	05/05/2022	V5012954	$256.20	E30005	CHRISTINA M MANANCERO VILLAGRAN
22	05/05/2022	V5012955	$57.18	E26465	KRISTY MATHEWSON
22	05/05/2022	V5012956	$40.06	E11496	CARMY L MERSEREAU
22	05/05/2022	V5012957	$187.30	E27855	BRIANA M MOLNAR
22	05/05/2022	V5012958	$33.99	E29672	DAVID E MOREDOCK
22	05/05/2022	V5012959	$612.20	E22727	MICHELLE MUNKHOLM
22	05/05/2022	V5012960	$25.92	E32520	ANGELA S MUNOZ
22	05/05/2022	V5012961	$144.35	E25336	CRISTA L MURPHY

22	05/05/2022	V5012962	$15.00	E33231	LORENZO T NELSON
22	05/05/2022	V5012963	$219.75	E26682	MAYA NISHIKAWA
22	05/05/2022	V5012964	$118.06	E32912	NORMA O NISTLER
22	05/05/2022	V5012965	$49.59	E28978	ANGELA M NITSCH
22	05/05/2022	V5012966	$115.25	E19062	AIMEE J OLSON
22	05/05/2022	V5012967	$38.81	E16092	JENNIFER JEAN OTTINGER
22	05/05/2022	V5012968	$26.84	E11386	JENNIFER PAULSON
22	05/05/2022	V5012969	$224.57	E25914	MELISSA J PEDERSEN
22	05/05/2022	V5012970	$382.64	E30974	ADRAIN M PENDELTON
22	05/05/2022	V5012971	$27.83	E9025	CHERYL PIOTRASCHKE
22	05/05/2022	V5012972	$168.31	E16139	LAURIE K PITTMAN
22	05/05/2022	V5012973	$51.69	E19433	SARA ANN PREINER
22	05/05/2022	V5012974	$191.86	E32000	JAMES L QUAST
22	05/05/2022	V5012975	$178.29	E29635	KARI E H ROLL
22	05/05/2022	V5012976	$76.31	E22909	KATHRIN SCHERBER
22	05/05/2022	V5012977	$73.69	E23395	WADE T SCHROEDER
22	05/05/2022	V5012978	$43.56	E26091	LINDA B SCHWARTZ
22	05/05/2022	V5012979	$74.18	E27262	PATRICK R SMITH
22	05/05/2022	V5012980	$23.92	E32009	JENNA R SOBOTA
22	05/05/2022	V5012981	$109.73	E18262	PATRICIA A SORENSEN
22	05/05/2022	V5012982	$47.32	E17842	KRISTIN STAINER-PERSON
22	05/05/2022	V5012983	$52.70	E30731	AMY L STEENSLAND
22	05/05/2022	V5012984	$15.96	E29786	MELANIE J STEWART
22	05/05/2022	V5012985	$39.98	E28069	DEBORAH L TENNYSON
22	05/05/2022	V5012986	$26.22	E27798	PARVANEH G TROBEC
22	05/05/2022	V5012987	$75.00	E18211	LISA ANN TRUNK
22	05/05/2022	V5012988	$119.14	E8422	DEBRA D URICK-FRIEDHOFF
22	05/05/2022	V5012989	$378.60	E19925	ANGELA L VIVATSON
22	05/05/2022	V5012990	$25.36	E18895	JODI J VOORHEES-GAVENDA
22	05/05/2022	V5012991	$54.11	E32185	ALLISON M WALKER
22	05/05/2022	V5012992	$91.13	E32747	KEVON J WHITLOCK
22	05/05/2022	V5012993	$54.96	E27770	KENYARI A WRIGHT
22	05/05/2022	V5012994	$50.00	E32679	BRADLEY J WUTSCHKE
22	05/05/2022	V5012995	$140.00	E32771	AMELIA G YANG
22	05/20/2022	V5012996	$92.44	E18184	JEANNE MARIE BARR
22	05/20/2022	V5012997	$45.00	E31387	WILLIAM M AHLMANN
22	05/20/2022	V5012998	$90.00	E22423	JENNIFER AJSENBERG
22	05/20/2022	V5012999	$16.62	E29024	JUDY V ANDERSON
22	05/20/2022	V5013000	$90.00	E12249	LAUREL L ANDERSON
22	05/20/2022	V5013001	$90.00	E11061	RENEE D ANDERSON
22	05/20/2022	V5013002	$90.00	E30858	JEFFREY A ANSORGE
22	05/20/2022	V5013003	$46.68	E27618	MAUREEN L ARAYA
22	05/20/2022	V5013004	$202.77	E33275	JOHANNAH ARNDT
22	05/20/2022	V5013005	$90.00	E28562	JEFFREY P ARTHURS
22	05/20/2022	V5013006	$238.64	E33271	CONNIE K BAESLER
22	05/20/2022	V5013007	$273.92	E16833	EILEEN E BAKER
22	05/20/2022	V5013008	$251.77	E30384	KELLY J BAKKER
22	05/20/2022	V5013009	$90.00	E33272	BRYAN BASS
22	05/20/2022	V5013010	$60.87	E32967	JEFF R BAUER
22	05/20/2022	V5013011	$90.00	E20822	BART C BECKER
22	05/20/2022	V5013012	$45.00	E28728	JAMES A BECKER
22	05/20/2022	V5013013	$90.00	E28149	DON R BELLEFEUILLE
22	05/20/2022	V5013014	$45.00	E19653	DANIEL J BENGS
22	05/20/2022	V5013015	$38.87	E22929	ELISE BENGSTON
22	05/20/2022	V5013016	$90.00	E20548	KELLY A BENUSA
22	05/20/2022	V5013017	$90.00	E21859	CHRISTOPHER M BERG
22	05/20/2022	V5013018	$90.00	E23942	ALEX H BERG
22	05/20/2022	V5013019	$90.00	E27924	TERRY L BERGGREN
22	05/20/2022	V5013020	$90.00	E22734	KIMBERLY A BERLING
22	05/20/2022	V5013021	$90.00	E26912	JEANETTE M BITZER
22	05/20/2022	V5013022	$22.58	E26830	HEATHER BLANKENSHIP

22	05/20/2022	V5013023	$90.00	E25528	DIANA BLEDSOE
22	05/20/2022	V5013024	$36.12	E32693	GAIL M BLESI
22	05/20/2022	V5013025	$90.00	E19023	ANDREA W BODEAU
22	05/20/2022	V5013026	$77.16	E31123	BRENDA R BOKUSKY
22	05/20/2022	V5013027	$90.00	E26249	JAMIE LEE CARLSON BOYLE
22	05/20/2022	V5013028	$108.35	E22865	JORGE A BRENES BENAVIDES
22	05/20/2022	V5013029	$90.00	E28668	CARRIE A CABE
22	05/20/2022	V5013030	$90.00	E10701	DALE J CARLSTROM
22	05/20/2022	V5013031	$90.00	E29159	RANDY M CARTER
22	05/20/2022	V5013032	$90.00	E21510	BRIAN CHANCE
22	05/20/2022	V5013033	$18.80	E32957	HONG J CHANG
22	05/20/2022	V5013034	$187.23	E32004	IRFAN A CHAUDHRY
22	05/20/2022	V5013035	$90.00	E31635	LENA M CHRISTIANSEN
22	05/20/2022	V5013036	$90.00	E32955	MERCEDES J CLARK
22	05/20/2022	V5013037	$90.00	E29608	PATRICK CLYMER
22	05/20/2022	V5013038	$90.00	E21835	TERESA JO FAY COHN
22	05/20/2022	V5013039	$83.85	E29668	ALLISON CROWELL
22	05/20/2022	V5013040	$90.00	E27653	NATHANIEL R DAVIES
22	05/20/2022	V5013041	$158.97	E18193	SUSANN L DETIENNE
22	05/20/2022	V5013042	$90.00	E32974	ALEC R DICKENSON
22	05/20/2022	V5013043	$90.00	E27152	JOHN D DONLIN
22	05/20/2022	V5013044	$77.49	E22185	MICHELLE DRAKE
22	05/20/2022	V5013045	$22.86	E25957	JESSICA A DUNHAM
22	05/20/2022	V5013046	$90.00	E30289	BARBARA J DUPONT
22	05/20/2022	V5013047	$300.38	E29399	JODI L DUROW
22	05/20/2022	V5013048	$118.99	E33342	KATHARINE C DWYER
22	05/20/2022	V5013049	$126.98	E27323	SARAH R LANCETTE
22	05/20/2022	V5013050	$90.00	E29397	GERALD EDWARDS SR
22	05/20/2022	V5013051	$45.00	E24977	KEVIN D ELIASON
22	05/20/2022	V5013052	$271.72	E26925	KATHERYN A EMMONS
22	05/20/2022	V5013053	$32.36	E20557	BARBARA B ERICKSON
22	05/20/2022	V5013054	$198.72	E9481	TOD W ERICKSON
22	05/20/2022	V5013055	$90.00	E16478	COLLEEN J FAIRBANKS
22	05/20/2022	V5013056	$90.00	E32659	SARAH R FALL
22	05/20/2022	V5013057	$46.77	E25183	SEAN W FISHER
22	05/20/2022	V5013058	$90.00	E30343	STEPHEN C FLISK
22	05/20/2022	V5013059	$90.00	E28868	CEDRIC G FULLER
22	05/20/2022	V5013060	$90.00	E28017	MELANIE M GATES
22	05/20/2022	V5013061	$169.33	E28956	DEBRA ANN GERARDY
22	05/20/2022	V5013062	$90.00	E32681	VANESSA O.A. GILL
22	05/20/2022	V5013063	$93.02	E23381	AMY L LOKEN
22	05/20/2022	V5013064	$45.00	E28619	STEVEN M GRANT
22	05/20/2022	V5013065	$90.00	E27059	JAMES GREELEY
22	05/20/2022	V5013066	$90.00	E29790	RYAN D GREENINGER
22	05/20/2022	V5013067	$96.89	E29733	LINDSEY L GROETTUM
22	05/20/2022	V5013068	$90.00	E29738	KYLE T GROVES
22	05/20/2022	V5013069	$90.00	E26415	COURTNEY GULYARD
22	05/20/2022	V5013070	$90.00	E9459	ROBIN L GUNSOLUS
22	05/20/2022	V5013071	$37.02	E30450	KATHLEEN E HANCOCK
22	05/20/2022	V5013072	$90.00	E32816	SUSAN HANG
22	05/20/2022	V5013073	$96.67	E32901	BETHANY A HANSON
22	05/20/2022	V5013074	$90.00	E31245	DONALD A HANSON
22	05/20/2022	V5013075	$90.00	E19889	ANTWAN HARRIS
22	05/20/2022	V5013076	$90.00	E30067	THOMAS E HAUGE
22	05/20/2022	V5013077	$90.00	E29656	KRISTEN J HAUGE
22	05/20/2022	V5013078	$90.00	E21972	MEGAN J HAVELAK
22	05/20/2022	V5013079	$90.00	E26623	DALE A HECKENLAIBLE
22	05/20/2022	V5013080	$90.00	E28436	JOHN C HEDSTROM
22	05/20/2022	V5013081	$90.00	E29272	AMBER M HEGLAND
22	05/20/2022	V5013082	$91.84	E16912	LISA S HELGESTAD
22	05/20/2022	V5013083	$90.00	E19111	MELISSA L HENDERSON

22	05/20/2022	V5013084	$31.59	E30984	GRACE H FEY
22	05/20/2022	V5013085	$293.82	E32083	JEMMA R HERNANDEZ
22	05/20/2022	V5013086	$90.00	E29380	SARAH B HEYER
22	05/20/2022	V5013087	$249.00	E26596	DAVID M HILGENDORF
22	05/20/2022	V5013088	$57.13	E32664	MACKENZIE N HILL
22	05/20/2022	V5013089	$90.00	E23814	JENNIFER A HINKER
22	05/20/2022	V5013090	$90.00	E27577	YUNQI HUANG
22	05/20/2022	V5013091	$90.00	E25863	MICHAEL T HUELLER
22	05/20/2022	V5013092	$11.12	E17728	SHELLA L HUGGETT
22	05/20/2022	V5013093	$90.00	E31397	MICHELLE K HUMPHREY
22	05/20/2022	V5013094	$90.00	E31302	MARK A HUSCHKA
22	05/20/2022	V5013095	$90.00	E26818	BENJAMIN J IRMITER
22	05/20/2022	V5013096	$97.44	E17404	CATHERINE UNGS
22	05/20/2022	V5013097	$176.32	E32491	AMY JANECEK
22	05/20/2022	V5013098	$90.00	E26393	JENNIFER JERULLE
22	05/20/2022	V5013099	$157.95	E32493	KRISTI A JOESTING
22	05/20/2022	V5013100	$90.00	E24051	NANCY E JOHNSON
22	05/20/2022	V5013101	$57.51	E28318	DANIELLE M JOHNSON
22	05/20/2022	V5013102	$90.00	E22200	JOSEPHINE K JOHNSON
22	05/20/2022	V5013103	$90.00	E27273	KRISTY K JOHNSON
22	05/20/2022	V5013104	$47.84	E28959	STEPHANIE M JOHNSON
22	05/20/2022	V5013105	$57.34	E33394	JULES JONES
22	05/20/2022	V5013106	$90.00	E29772	RICARDO T JONES
22	05/20/2022	V5013107	$90.00	E7433	ANDREW JOY
22	05/20/2022	V5013108	$157.86	E33284	EMILY KAEHN
22	05/20/2022	V5013109	$171.33	E22170	KATE MARIE KALLEVIG
22	05/20/2022	V5013110	$90.00	E31611	THOMAS W KAMMERER JR
22	05/20/2022	V5013111	$90.00	E22793	BENJAMIN ROSCH KARLS
22	05/20/2022	V5013112	$216.37	E32900	HANNAH M KASSABIAN
22	05/20/2022	V5013113	$90.00	E29704	RYAN M KENNEDY
22	05/20/2022	V5013114	$34.40	E33061	SHEILA M KENYON
22	05/20/2022	V5013115	$86.52	E32494	KATIE E.D. KERN
22	05/20/2022	V5013116	$90.00	E26153	KATHERINE E KERN
22	05/20/2022	V5013117	$90.00	E22369	KATIE L KIMSEY
22	05/20/2022	V5013118	$90.00	E30976	JILL M KIND
22	05/20/2022	V5013119	$90.00	E24139	JILL M KNUTSON
22	05/20/2022	V5013120	$90.00	E29665	RACHEL E KOEHLER
22	05/20/2022	V5013121	$155.61	E13021	DEBRA J KOENIG
22	05/20/2022	V5013122	$90.00	E27810	AARON M KRUEGER
22	05/20/2022	V5013123	$90.00	E28895	WILLIAM N KUENDIG
22	05/20/2022	V5013124	$90.00	E6799	STEVEN KUYPER
22	05/20/2022	V5013125	$37.32	E29016	JANE M KVALHEIM
22	05/20/2022	V5013126	$90.21	E32073	SHANA R KWATAMPORA
22	05/20/2022	V5013127	$90.00	E28930	ELIZABETH A LANTTO
22	05/20/2022	V5013128	$90.00	E32964	JOHN W LARSEN
22	05/20/2022	V5013129	$187.02	E27327	CANDACE LARSON
22	05/20/2022	V5013130	$90.00	E23186	CARRIE L LARSON
22	05/20/2022	V5013131	$90.00	E20085	JILL E LARSON
22	05/20/2022	V5013132	$90.00	E24903	MICHELLE C LARSON
22	05/20/2022	V5013133	$90.00	E10910	JEFF J LAWRENCE
22	05/20/2022	V5013134	$90.00	E22829	JANELL M LEISEN
22	05/20/2022	V5013135	$54.44	E18183	MATTHEW J LEISEN
22	05/20/2022	V5013136	$90.00	E26878	JILL N LESNE
22	05/20/2022	V5013137	$90.00	E8003	ANTHONY L LIBBY
22	05/20/2022	V5013138	$14.59	E28413	SANDRA M LINDBERG
22	05/20/2022	V5013139	$90.00	E19001	SARA A LOOBY-MORRIS
22	05/20/2022	V5013140	$104.38	E28945	NICOLE M LUCAS
22	05/20/2022	V5013141	$37.93	E25823	LISA M LUKE
22	05/20/2022	V5013142	$56.19	E10717	SCOTT R LUND
22	05/20/2022	V5013143	$90.00	E29597	SHANNON L LUND
22	05/20/2022	V5013144	$45.00	E32540	PETER A LUNDBERG

22	05/20/2022	V5013145	$90.00	E25688	CALLEN MAGNUSON
22	05/20/2022	V5013146	$40.85	E17413	JENNIFER MAHNKE
22	05/20/2022	V5013147	$15.00	E32509	JENNIFER E MALECHA
22	05/20/2022	V5013148	$90.00	E30005	CHRISTINA M MANANCERO VILLAGRAN
22	05/20/2022	V5013149	$90.00	E27623	ERIN L MANNING
22	05/20/2022	V5013150	$90.00	E30997	NICHOLAS J MARTINI
22	05/20/2022	V5013151	$62.76	E26465	KRISTY MATHEWSON
22	05/20/2022	V5013152	$90.00	E28955	LAUREN M R MATYSIK
22	05/20/2022	V5013153	$90.00	E29732	LORI E MCCARTHY
22	05/20/2022	V5013154	$252.58	E31552	CORY H MCINTYRE
22	05/20/2022	V5013155	$90.00	E26734	LISA A MCLEAREN
22	05/20/2022	V5013156	$90.00	E33055	LAURA E MCLUEN
22	05/20/2022	V5013157	$90.00	E24150	TYLER D MILLER
22	05/20/2022	V5013158	$90.00	E13664	HEATHER MILLER-CINK
22	05/20/2022	V5013159	$90.00	E30977	WILBERT D MILLS
22	05/20/2022	V5013160	$103.29	E28297	JENNIFER M MITCHELL
22	05/20/2022	V5013161	$90.00	E24957	JULIE E MOBERG
22	05/20/2022	V5013162	$25.49	E18040	AMY M MOGER
22	05/20/2022	V5013163	$325.27	E27855	BRIANA M MOLNAR
22	05/20/2022	V5013164	$90.00	E11508	KIM M MONETTE
22	05/20/2022	V5013165	$90.00	E29672	DAVID E MOREDOCK
22	05/20/2022	V5013166	$175.96	E20197	MARY C MORRIS
22	05/20/2022	V5013167	$267.52	E32983	JOHN H MORSTAD
22	05/20/2022	V5013168	$90.00	E16312	TROY H MOSENG
22	05/20/2022	V5013169	$45.00	E26858	TYLER MOSENG
22	05/20/2022	V5013170	$90.00	E32648	BOUAKHAM MOUA
22	05/20/2022	V5013171	$90.00	E20857	TRACY R MUELLER
22	05/20/2022	V5013172	$603.87	E20772	SOPHIE D MUNHOLLAND
22	05/20/2022	V5013173	$357.31	E22727	MICHELLE MUNKHOLM
22	05/20/2022	V5013174	$90.00	E27834	LANCE J MYERS
22	05/20/2022	V5013175	$90.00	E26372	SALLY K NAULT-MAURER
22	05/20/2022	V5013176	$90.00	E28113	ETHAN NEERDAELS
22	05/20/2022	V5013177	$110.00	E32606	NATALIE N NELSON
22	05/20/2022	V5013178	$90.00	E30979	ROBERT J NELSON
22	05/20/2022	V5013179	$90.00	E28881	ELIZABETH S NESS
22	05/20/2022	V5013180	$90.00	E24238	JOANNE M NEUMANN
22	05/20/2022	V5013181	$90.00	E23458	NICOLE M NEWFIELD
22	05/20/2022	V5013182	$90.00	E19849	KIERSTEN NICHOLSON
22	05/20/2022	V5013183	$187.06	E26682	MAYA NISHIKAWA
22	05/20/2022	V5013184	$141.17	E32912	NORMA O NISTLER
22	05/20/2022	V5013185	$90.00	E30331	COLLIN L O'BRIEN
22	05/20/2022	V5013186	$45.00	E11637	KENDALL A OLSON
22	05/20/2022	V5013187	$30.50	E29651	JEAN M OSEKO
22	05/20/2022	V5013188	$90.00	E8726	MARK E OTTINGER
22	05/20/2022	V5013189	$168.92	E29685	MATTHEW D OTTO
22	05/20/2022	V5013190	$72.00	E27322	CECILIA OTTO
22	05/20/2022	V5013191	$90.00	E27115	DORIS T OYINLOYE
22	05/20/2022	V5013192	$90.00	E30702	ANTHONY M PADRNOS
22	05/20/2022	V5013193	$90.00	E30243	TIMOTHY R PALMATIER
22	05/20/2022	V5013194	$90.00	E17381	KELLI A PARPART
22	05/20/2022	V5013195	$178.42	E9347	DEDRA GILE PATTON
22	05/20/2022	V5013196	$90.00	E22375	MARYBETH PATTON
22	05/20/2022	V5013197	$90.00	E32683	ANDREW J PEDEN
22	05/20/2022	V5013198	$90.00	E18126	NATHAN J PEEL
22	05/20/2022	V5013199	$90.00	E30974	ADRAIN M PENDELTON
22	05/20/2022	V5013200	$11.87	E25581	CARA L PERSZYK
22	05/20/2022	V5013201	$500.56	E18171	JENNIFER A PERUSSE
22	05/20/2022	V5013202	$45.00	E19713	ARLEN D PETERSON
22	05/20/2022	V5013203	$35.30	E26866	THERESA A PFEILSTICKER
22	05/20/2022	V5013204	$90.00	E20346	JESSE T PHENOW
22	05/20/2022	V5013205	$29.86	E27538	PAULA J KNOLL

22	05/20/2022	V5013206	$41.67	E32614	TAYLOR E POTVIN
22	05/20/2022	V5013207	$90.00	E9544	TAMARA M PROVART
22	05/20/2022	V5013208	$90.00	E17689	WILLIAM W QUAN III
22	05/20/2022	V5013209	$282.01	E32000	JAMES L QUAST
22	05/20/2022	V5013210	$21.30	E19521	PRISCILLA RADEMACHER
22	05/20/2022	V5013211	$90.00	E31290	JOSEPH E RADER
22	05/20/2022	V5013212	$90.00	E20847	ANNE K RAMSEY
22	05/20/2022	V5013213	$90.00	E26431	BRADLEY R REVOLINSKI
22	05/20/2022	V5013214	$90.00	E23844	JULIE R RICHTER
22	05/20/2022	V5013215	$90.00	E30407	ROBERT G RITCHIE
22	05/20/2022	V5013216	$73.85	E25005	ELISE M RUEGSEGGER
22	05/20/2022	V5013217	$90.00	E30978	RONALD M SALAZAR
22	05/20/2022	V5013218	$16.67	E29819	NATALIE M SASSEVILLE-PRASKA
22	05/20/2022	V5013219	$45.00	E25422	JAIME C SCHLOESSER
22	05/20/2022	V5013220	$90.00	E19775	SARAH M SCHMIDT
22	05/20/2022	V5013221	$225.61	E27957	TROY D SCHREIFELS
22	05/20/2022	V5013222	$210.84	E17375	SARA H SCHREINER
22	05/20/2022	V5013223	$386.02	E32886	AMANDA M SCHULTZ
22	05/20/2022	V5013224	$90.00	E12428	STEVEN M SCHWARTZ
22	05/20/2022	V5013225	$90.00	E32085	MELISSA D SENNES
22	05/20/2022	V5013226	$45.00	E28712	THOMAS B SHAW
22	05/20/2022	V5013227	$45.00	E26696	ALBERT J SHOBER
22	05/20/2022	V5013228	$90.00	E26822	BRIAN J SIVERSON-HALL
22	05/20/2022	V5013229	$90.00	E29305	ERIK R SJOGREN
22	05/20/2022	V5013230	$90.00	E25428	LISA SJOGREN
22	05/20/2022	V5013231	$90.00	E27262	PATRICK R SMITH
22	05/20/2022	V5013232	$161.42	E32009	JENNA R SOBOTA
22	05/20/2022	V5013233	$90.00	E29773	TERENCE W SOVELL
22	05/20/2022	V5013234	$58.75	E28432	SADIE A SPANTON
22	05/20/2022	V5013235	$198.08	E17842	KRISTIN STAINER-PERSON
22	05/20/2022	V5013236	$90.00	E33023	ELLEN M STEWART
22	05/20/2022	V5013237	$90.00	E30323	SHAWN P STIBBINS
22	05/20/2022	V5013238	$90.00	E11059	MICHAEL K STOCK
22	05/20/2022	V5013239	$174.42	E24761	KAYLA J STREI
22	05/20/2022	V5013240	$312.14	E31674	YER Y SYHAPHOM
22	05/20/2022	V5013241	$149.49	E24153	LINDA TANGREN
22	05/20/2022	V5013242	$90.00	E32899	SABRINA TAPIA CONTRERAS
22	05/20/2022	V5013243	$107.93	E27208	SOLONI TAUMALOLO
22	05/20/2022	V5013244	$90.00	E13467	SCOTT W TAYLOR
22	05/20/2022	V5013245	$90.00	E24729	CONSTANCE G THOMAS
22	05/20/2022	V5013246	$90.00	E25672	JENNIFER L THOMAS
22	05/20/2022	V5013247	$90.00	E32003	ERIK R THOMPSON
22	05/20/2022	V5013248	$94.07	E18406	KELLI THORNTON-VARLEY
22	05/20/2022	V5013249	$90.00	E28936	DARBY M THRONE
22	05/20/2022	V5013250	$51.07	E29882	LISA M TILLMAN
22	05/20/2022	V5013251	$90.00	E13696	JENNIFER L TOLLEFSON
22	05/20/2022	V5013252	$90.00	E20079	MARTHA TRUMBLE
22	05/20/2022	V5013253	$91.27	E18211	LISA ANN TRUNK
22	05/20/2022	V5013254	$52.43	E18864	MICHAEL TRYMUCHA
22	05/20/2022	V5013255	$174.94	E10199	WENDY L TUOMINEN
22	05/20/2022	V5013256	$90.00	E30783	ERIC A TURBEVILLE
22	05/20/2022	V5013257	$90.00	E29729	UGONWAYI P UGO
22	05/20/2022	V5013258	$241.39	E29674	LISA B ULRICH
22	05/20/2022	V5013259	$212.97	E8422	DEBRA D URICK-FRIEDHOFF
22	05/20/2022	V5013260	$90.00	E27332	ANGELA M VANHEE
22	05/20/2022	V5013261	$90.00	E26402	SARA A VERNIG
22	05/20/2022	V5013262	$90.00	E32821	KAY M VILLELLA
22	05/20/2022	V5013263	$248.84	E29025	TINA M WACKER
22	05/20/2022	V5013264	$90.00	E17777	DANIEL J WALD
22	05/20/2022	V5013265	$32.45	E25761	ALEXANDER M WALLNER
22	05/20/2022	V5013266	$90.00	E33204	ELIZABETH A WARD

22	05/20/2022	V5013267	$90.00	E33090	DUANE M WARDALLY
22	05/20/2022	V5013268	$90.00	E29393	EMILY K WATTS
22	05/20/2022	V5013269	$90.00	E28896	STEPHANIE A WEBSTER
22	05/20/2022	V5013270	$45.00	E32801	JAKE H WEDIN
22	05/20/2022	V5013271	$90.00	E31146	JENNIFER C WEIER
22	05/20/2022	V5013272	$126.79	E32915	WAKAYA T WELLS
22	05/20/2022	V5013273	$90.00	E12387	JULIA WESLEY-WONG
22	05/20/2022	V5013274	$90.00	E29671	JOHNNY L WHITE
22	05/20/2022	V5013275	$90.00	E4855	CRAIG WOKSON
22	05/20/2022	V5013276	$90.00	E32542	ADAM M WOODS
22	05/20/2022	V5013277	$90.00	E30611	TERRY L WOODWORTH
22	05/20/2022	V5013278	$45.00	E32679	BRADLEY J WUTSCHKE
22	05/20/2022	V5013279	$116.60	E32678	STACEY A WYFFELS
22	05/20/2022	V5013280	$90.00	E24229	JAMES D WYNN
22	05/20/2022	V5013281	$90.00	E30866	KAO XIONG
22	05/20/2022	V5013282	$90.00	E32914	MAI K XIONG
22	05/20/2022	V5013283	$90.00	E29711	YING XIONG
22	05/20/2022	V5013284	$90.00	E21537	JEFF ZASTROW
22	05/20/2022	V5013285	$53.02	E32102	KATHERINE M ZIEBA
22	05/20/2022	V5013286	$90.00	E29673	STEPHANIE A ZIGAN
22	05/20/2022	V5013287	$90.00	E28970	KRISTINE M SOLYST
	Employee Reimbursements Subtotal		**$42,751.05**		
22	05/05/2022	V8000575	$92,561.10	C0040	EDUCATION MINNESOTA-OSSEO
22	05/05/2022	V8000576	$2,004.96	C0144	EMO/AESP 31
22	05/05/2022	V8000577	$10,041.47	C0124	EMO-PARA DUES
22	05/04/2022	V8000578	$245.00	53276	3C INSTITUTE
22	05/04/2022	V8000579	$2,159.00	17501	ACME TOOLS
22	05/04/2022	V8000580	$1,044.55	22094	ACTION RADIO & COMMUNICATIONS LLC
22	05/04/2022	V8000581	$2,511.00	19858	ALL FURNITURE INC
22	05/04/2022	V8000582	$563.00	01298	APRIL GRAPHICS SIGN & DESIGNS
22	05/04/2022	V8000583	$347.24	15800	B & H PHOTOVIDEO
22	05/04/2022	V8000584	$2,000.00	F5954	BARBARA NICOL PUBLIC RELATIONS
22	05/04/2022	V8000585	$299.76	09479	BLICK ART MATERIALS
22	05/04/2022	V8000586	$74.68	00378	BORDER STATES ELECTRIC SUPPLY
22	05/04/2022	V8000587	$99.12	50663	BOUND TO STAY BOUND BOOKS INC
22	05/04/2022	V8000588	$81.25	12481	CDW G
22	05/04/2022	V8000589	$232.92	18405	CTM SERVICES INC
22	05/04/2022	V8000590	$477.93	06823	CUTTER SALES INC
22	05/04/2022	V8000591	$60.32	07552	ETA HAND2MIND
22	05/04/2022	V8000592	$389.34	00188	GOPHER SPORT
22	05/04/2022	V8000593	$440.24	00190	GRAINGER
22	05/04/2022	V8000594	$1,204.74	50978	H2I GROUP
22	05/04/2022	V8000595	$10,291.66	51338	HARRIS, RACHEL
22	05/04/2022	V8000596	$75.00	A3931	HOLT, JAMES
22	05/04/2022	V8000597	$97.45	15872	IDENTISYS INC
22	05/04/2022	V8000598	$311.04	52478	DALCO ENTERPRISES
22	05/04/2022	V8000599	$1,902.39	52611	JOHNSON CONTROLS FIRE PROTECTION LP
22	05/04/2022	V8000600	$751.03	08106	JW PEPPER
22	05/04/2022	V8000601	$2,573.65	06538	LAKESHORE LEARNING MATERIALS
22	05/04/2022	V8000602	$891.25	08509	MACKIN EDUCATIONAL RESOURCES
22	05/04/2022	V8000603	$83.00	A1548	MALLEY, DAVID L
22	05/04/2022	V8000604	$89.82	09737	MINNEAPOLIS OXYGEN COMPANY
22	05/04/2022	V8000605	$217.12	09571	MINNESOTA EQUIPMENT
22	05/04/2022	V8000606	$1,009.00	51262	MIDWEST MUSICAL IMPORTS
22	05/04/2022	V8000607	$6,000.00	52317	STONE ARCH LEARNING LLC
22	05/04/2022	V8000608	$352.00	F1627	NEW WAY HYPNOSIS CLINIC INC
22	05/04/2022	V8000609	$178.00	17384	NILFISK INC
22	05/04/2022	V8000610	$171,927.76	F5151	NORTHSTAR BUS LINES LLC
22	05/04/2022	V8000611	$2,655.03	08447	NYSTROM PUBLISHING CO INC
22	05/04/2022	V8000612	$284.90	07273	PRO-ED
22	05/04/2022	V8000613	$83.00	F4603	ROMANS, STEPHEN CRAIG

22	05/04/2022	V8000614	$750.00	22111	SOUTHERN MN INSPECTION COMPANY LLC
22	05/04/2022	V8000615	$82.08	08598	SOUTHPAW ENTERPRISES INC
22	05/04/2022	V8000616	$234.75	07525	SUPER DUPER PUBLICATIONS
22	05/04/2022	V8000617	$6,069.75	15661	TEACHERS CURRICULUM INSTITUTE
22	05/04/2022	V8000618	$5,255.72	15341	UHL COMPANY INC
22	05/04/2022	V8000619	$313.34	15270	VIKING ELECTRIC
22	05/04/2022	V8000620	$525.00	53202	VUE, CHAYEN
22	05/04/2022	V8000621	$75.00	F4645	WEIS, SCOTT
22	05/04/2022	V8000622	$150.00	D0747	WILLIAMS, TOM
22	05/11/2022	V8000623	$508.06	17648	4IMPRINT
22	05/11/2022	V8000624	$147.99	17501	ACME TOOLS
22	05/11/2022	V8000625	$9.00	22094	ACTION RADIO & COMMUNICATIONS LLC
22	05/11/2022	V8000626	$837.00	19858	ALL FURNITURE INC
22	05/11/2022	V8000627	$42.38	53256	ALTA
22	05/11/2022	V8000628	$510.00	52862	INCUBATE TO INNOVATE
22	05/11/2022	V8000629	$6,477.19	15800	B & H PHOTOVIDEO
22	05/11/2022	V8000630	$175.00	F5038	BLB CONSULTING LLC
22	05/11/2022	V8000631	$922.33	09479	BLICK ART MATERIALS
22	05/11/2022	V8000632	$1,312.50	03211	BSN SPORTS
22	05/11/2022	V8000633	$3,417.10	00091	CAROLINA BIOLOGICAL
22	05/11/2022	V8000634	$2,525.35	12481	CDW G
22	05/11/2022	V8000635	$22,812.50	52842	CESO COMMUNICATIONS LLC
22	05/11/2022	V8000636	$185,193.50	F7318	CSTMN
22	05/11/2022	V8000637	$15,929.59	53247	C-TECH ASSOCIATES INC
22	05/11/2022	V8000638	$108.15	20015	ESPECIAL NEEDS
22	05/11/2022	V8000639	$306.00	15734	FRANZ REPROGRAPHICS INC
22	05/11/2022	V8000640	$2,744.03	00188	GOPHER SPORT
22	05/11/2022	V8000641	$22.26	00190	GRAINGER
22	05/11/2022	V8000642	$1,854.16	00528	GROVE NURSERY CENTER
22	05/11/2022	V8000643	$856.00	26561	HIGH POINT NETWORKS LLC
22	05/11/2022	V8000644	$933.12	52478	DALCO ENTERPRISES
22	05/11/2022	V8000645	$715.05	16881	NEW DOMINION SCHOOL
22	05/11/2022	V8000646	$4,358.16	52611	JOHNSON CONTROLS FIRE PROTECTION LP
22	05/11/2022	V8000647	$200.70	08106	JW PEPPER
22	05/11/2022	V8000648	$6,000.00	17808	LARSON ENGINEERING INC
22	05/11/2022	V8000649	$4,645.47	16927	LVC COMPANIES INC
22	05/11/2022	V8000650	$572.98	08509	MACKIN EDUCATIONAL RESOURCES
22	05/11/2022	V8000651	$2,160.00	07410	MERZER, SHEILA
22	05/11/2022	V8000652	$3,112.50	F4180	FUN ENGINEERZ LLC
22	05/11/2022	V8000653	$898.00	08354	MUSIC CONNECTION INC
22	05/11/2022	V8000654	$83.00	53267	NELSON, SPENCER
22	05/11/2022	V8000655	$6.02	17384	NILFISK INC
22	05/11/2022	V8000656	$17,685.92	F5151	NORTHSTAR BUS LINES LLC
22	05/11/2022	V8000657	$1,480.00	18885	NOW MICRO
22	05/11/2022	V8000658	$8,176.00	53105	ONAN CAPITAL INC
22	05/11/2022	V8000659	$830.00	53219	OPUS MUSIC ACADEMY LLC
22	05/11/2022	V8000660	$4,000.00	22133	REINDERS INC
22	05/11/2022	V8000661	$103.55	18914	RICOH USA
22	05/11/2022	V8000662	$871.19	18493	SHERWIN-WILLIAMS CO
22	05/11/2022	V8000663	$3,137.90	22111	SOUTHERN MN INSPECTION COMPANY LLC
22	05/11/2022	V8000664	$5,207.99	50836	SUNDE LAND SURVEYING LLC
22	05/11/2022	V8000665	$118.12	16530	THINK SOCIAL PUBLISHING INC
22	05/11/2022	V8000666	$100.00	F0144	THOMPSON, LEAH M
22	05/11/2022	V8000667	$604.50	26514	WEST PUBLISHING CORPORATION
22	05/11/2022	V8000668	$880.00	52495	TIMM, AMY L
22	05/11/2022	V8000669	$175.00	F5643	TOP TIER
22	05/11/2022	V8000670	$2,541.04	00392	TRANS-MISSISSIPPI BIO SUPPLY
22	05/11/2022	V8000671	$5,842.30	20227	TRUGREEN
22	05/11/2022	V8000672	$288.35	15270	VIKING ELECTRIC
22	05/11/2022	V8000673	$129.00	17691	VIKING SEWER AND DRAIN CLEANING
22	05/11/2022	V8000674	$525.00	53202	VUE, CHAYEN

22	05/11/2022	V8000675	$2,423.00	F4838	WEBBER RECREATIONAL DESIGN INC
22	05/11/2022	V8000676	$4,629.00	08835	WL HALL COMPANY
22	05/20/2022	V8000677	$93,234.60	C0040	EDUCATION MINNESOTA-OSSEO
22	05/20/2022	V8000678	$2,002.72	C0144	EMO/AESP 31
22	05/20/2022	V8000679	$10,076.06	C0124	EMO-PARA DUES
22	05/18/2022	V8000680	$1,112.28	17648	4IMPRINT
22	05/18/2022	V8000681	$291.00	22094	ACTION RADIO & COMMUNICATIONS LLC
22	05/18/2022	V8000682	$1,511.40	26573	ADA SPORTS & RACKETS LLC
22	05/18/2022	V8000683	$3,696.05	22078	AIS ADVANCED IMAGING SOLUTIONS
22	05/18/2022	V8000684	$4,392.64	51769	APOLLO WATER SERVICES LLC
22	05/18/2022	V8000685	$309.00	01298	APRIL GRAPHICS SIGN & DESIGNS
22	05/18/2022	V8000686	$545.13	15800	B & H PHOTOVIDEO
22	05/18/2022	V8000687	$83.00	50444	BARNES, MIKE
22	05/18/2022	V8000688	$632.99	09479	BLICK ART MATERIALS
22	05/18/2022	V8000689	$258.08	00378	BORDER STATES ELECTRIC SUPPLY
22	05/18/2022	V8000690	$25,200.00	50429	CEL PUBLIC RELATIONS, INC
22	05/18/2022	V8000691	$4,983.10	F1582	CLINICOR
22	05/18/2022	V8000692	$804.16	00119	CURRICULUM ASSOCIATES
22	05/18/2022	V8000693	$350.00	F6283	DARK KNIGHT SOLUTIONS
22	05/18/2022	V8000694	$850.66	F4316	EDUCATORS BENEFIT CONSULTANTS LLC
22	05/18/2022	V8000695	$25.47	07552	ETA HAND2MIND
22	05/18/2022	V8000696	$251.23	00188	GOPHER SPORT
22	05/18/2022	V8000697	$3,586.34	51473	ANCHOR SOLAR INVESTMENTS LLC
22	05/18/2022	V8000698	$578.34	00528	GROVE NURSERY CENTER
22	05/18/2022	V8000699	$360.36	00572	GUARDIAN PEST CONTROL
22	05/18/2022	V8000700	$235.00	50121	HEARING HEALTH CLINIC
22	05/18/2022	V8000701	$29.95	F2064	HOLIDAY STATIONSTORE
22	05/18/2022	V8000702	$1,000.00	50536	MN HOSA
22	05/18/2022	V8000703	$2,372.66	53001	IDEAL ENERGIES SOLAR LEASING 2021
22	05/18/2022	V8000704	$537.24	15872	IDENTISYS INC
22	05/18/2022	V8000707	$515,013.97	F6278	INDIANHEAD FOODSERVICE DISTRIBUTOR
22	05/18/2022	V8000708	$144.99	08106	JW PEPPER
22	05/18/2022	V8000709	$698.07	06538	LAKESHORE LEARNING MATERIALS
22	05/18/2022	V8000710	$1,205.00	50320	LANGUAGE TESTING INTERNATIONAL INC
22	05/18/2022	V8000711	$31,730.24	52388	LIBERTY MUTUAL INSURANCE
22	05/18/2022	V8000712	$2,319.98	08509	MACKIN EDUCATIONAL RESOURCES
22	05/18/2022	V8000713	$2,851.93	A0751	METROPOLITAN COURIER CORP
22	05/18/2022	V8000714	$15,788.75	53199	PROCARE THERAPY
22	05/18/2022	V8000715	$1,130.45	17384	NILFISK INC
22	05/18/2022	V8000716	$1,040.77	52795	CREATIVELY FOCUSED
22	05/18/2022	V8000717	$1,293.66	50455	PANERA BREAD COMPANY
22	05/18/2022	V8000718	$126.89	26510	PARTS TOWN LLC
22	05/18/2022	V8000719	$740.79	53243	POSGUYS.COM
22	05/18/2022	V8000720	$1,090.00	53237	PRACTICE SPORTS INC
22	05/18/2022	V8000721	$355.00	50305	PUSH PEDAL PULL INC
22	05/18/2022	V8000722	$1,880.65	51251	QUALE COMPANIES
22	05/18/2022	V8000723	$2,463.00	50779	RICHARD CARLTON CONSULTING INC
22	05/18/2022	V8000724	$819.89	25420	SHI INTERNATIONAL CORP
22	05/18/2022	V8000725	$684.00	08598	SOUTHPAW ENTERPRISES INC
22	05/18/2022	V8000726	$48,370.32	50992	ST PAUL BEVERAGE SOLUTIONS LLC
22	05/18/2022	V8000727	$8,874.04	50982	TEAMWORKS INTERNATIONAL INC
22	05/18/2022	V8000728	$50.00	52888	TESTOUT CORPORATION
22	05/18/2022	V8000729	$65.31	16530	THINK SOCIAL PUBLISHING INC
22	05/18/2022	V8000730	$1,106.70	D2624	THREE RIVERS PARK DISTRICT
22	05/18/2022	V8000731	$25.82	00392	TRANS-MISSISSIPPI BIO SUPPLY
22	05/18/2022	V8000732	$68.87	04405	TREND ENTERPRISES INC
22	05/18/2022	V8000733	$3,890.70	50900	MRI SOFTWARE LLC
22	05/18/2022	V8000734	$11,109.16	53234	COURTYARDS OF ANDOVER
22	05/18/2022	V8000735	$990.79	15270	VIKING ELECTRIC
22	05/18/2022	V8000736	$392.50	17691	VIKING SEWER AND DRAIN CLEANING
22	05/18/2022	V8000737	$525.00	53202	VUE, CHAYEN

22	05/18/2022	V8000738	$75.00	F4645	WEIS, SCOTT
22	05/18/2022	V8000739	$600.00	52462	WESTBERG, JESSICA M
22	05/18/2022	V8000740	$150.00	D0747	WILLIAMS, TOM
22	05/18/2022	V8000741	$3,877.59	F5448	WOLD ARCHITECTS AND ENGINEERS
22	05/18/2022	V8000742	$750.00	A3073	YOUTH FRONTIERS INC
22	05/25/2022	V8000743	$653.69	17648	4IMPRINT
22	05/25/2022	V8000744	$153.97	17501	ACME TOOLS
22	05/25/2022	V8000745	$774.86	22094	ACTION RADIO & COMMUNICATIONS LLC
22	05/25/2022	V8000746	$1,320.00	52862	INCUBATE TO INNOVATE
22	05/25/2022	V8000747	$286.88	50617	ANDYMARK INC
22	05/25/2022	V8000748	$580.28	15800	B & H PHOTOVIDEO
22	05/25/2022	V8000749	$3,189.30	52811	BENEFIT EXTRAS INC
22	05/25/2022	V8000750	$166.00	A4163	BISSONETTE, ROBERT
22	05/25/2022	V8000751	$5,810.10	09479	BLICK ART MATERIALS
22	05/25/2022	V8000752	$142.95	00378	BORDER STATES ELECTRIC SUPPLY
22	05/25/2022	V8000753	$160.00	F3376	BRECHT-WILES, CAROL
22	05/25/2022	V8000754	$464.99	12481	CDW G
22	05/25/2022	V8000755	$8,198.82	F7318	CSTMN
22	05/25/2022	V8000756	$850.66	F4316	EDUCATORS BENEFIT CONSULTANTS LLC
22	05/25/2022	V8000757	$2,234.65	20015	ESPECIAL NEEDS
22	05/25/2022	V8000758	$25.44	20035	FOLLETT SCHOOL SOLUTIONS INC
22	05/25/2022	V8000759	$1,500.00	F5627	GBR INTERPRETING & TRANSLATION SERV
22	05/25/2022	V8000760	$1,847.93	00188	GOPHER SPORT
22	05/25/2022	V8000761	$203.34	00190	GRAINGER
22	05/25/2022	V8000762	$55.08	00528	GROVE NURSERY CENTER
22	05/25/2022	V8000763	$180.18	00572	GUARDIAN PEST CONTROL
22	05/25/2022	V8000764	$621.42	20217	HAWKINS INC
22	05/25/2022	V8000765	$1,976.00	50536	MN HOSA
22	05/25/2022	V8000766	$527.40	52478	DALCO ENTERPRISES
22	05/25/2022	V8000767	$1,589.00	16881	NEW DOMINION SCHOOL
22	05/25/2022	V8000768	$63.00	D5955	JESSEN, CHRISTOPHER M
22	05/25/2022	V8000769	$523.72	52611	JOHNSON CONTROLS FIRE PROTECTION LP
22	05/25/2022	V8000770	$354.37	07054	KAPLAN EARLY LEARNING
22	05/25/2022	V8000771	$271.20	52247	KIWICO INC
22	05/25/2022	V8000772	$5,358.39	06538	LAKESHORE LEARNING MATERIALS
22	05/25/2022	V8000773	$1,195.00	50320	LANGUAGE TESTING INTERNATIONAL INC
22	05/25/2022	V8000774	$83.00	F7291	LINDSEY, RICHARD A
22	05/25/2022	V8000775	$531.18	16927	LVC COMPANIES INC
22	05/25/2022	V8000776	$1,080.00	19917	MARCO
22	05/25/2022	V8000777	$1,420.00	12544	MATH TEACHERS PRESS
22	05/25/2022	V8000778	$1,740.00	F4180	FUN ENGINEERZ LLC
22	05/25/2022	V8000779	$1,705.70	F3726	MONKEY WRENCH PRODUCTIONS LLC
22	05/25/2022	V8000780	$3,525.00	52317	STONE ARCH LEARNING LLC
22	05/25/2022	V8000781	$202.56	00284	NASCO
22	05/25/2022	V8000782	$51,625.00	F2758	NATIONAL URBAN ALLIANCE
22	05/25/2022	V8000783	$249.00	53267	NELSON, SPENCER
22	05/25/2022	V8000784	$363.35	17384	NILFISK INC
22	05/25/2022	V8000785	$171,927.76	F5151	NORTHSTAR BUS LINES LLC
22	05/25/2022	V8000786	$996.52	08447	NYSTROM PUBLISHING CO INC
22	05/25/2022	V8000787	$2,786.00	53105	ONAN CAPITAL INC
22	05/25/2022	V8000788	$107.80	26510	PARTS TOWN LLC
22	05/25/2022	V8000789	$14,168.70	18206	RIDDELL ALL AMERICAN SPORTS
22	05/25/2022	V8000790	$83.00	F4603	ROMANS, STEPHEN CRAIG
22	05/25/2022	V8000791	$192.00	A4143	SCHNEIDER, MICHELLE LINN
22	05/25/2022	V8000792	$1,638.00	52495	TIMM, AMY L
22	05/25/2022	V8000793	$1,109.67	15270	VIKING ELECTRIC
22	05/25/2022	V8000794	$525.00	53202	VUE, CHAYEN
22	05/25/2022	V8000795	$75.00	F4645	WEIS, SCOTT
22	05/25/2022	V8000796	$93.50	09731	WESTERN PSYCHOLOGICAL SERVICES -WPS
22	05/25/2022	V8000797	$75.00	D0747	WILLIAMS, TOM
		Vendor ACH Subtotal	**$1,779,399.96**		
	Overall - Total		**$34,159,528.44**		

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GRANT AUTHORIZATION FORM

THIS FORM IS COMPLETED BY THE BUSINESS OFFICE AND SUBMITTED TO THE BOARD FOR AUTHORIZATION OF GRANT REVENUE AND EXPENDITURE BUDGETS

Grant Information

Fiscal Year: 21-22 Finance Code: 499

Grant Title: State Systematic Improvement Plan Grant Manager: Jan Bitzer

Type of Submission and Amount

[X] New Award Amount: $ 50,000.00

[ ] Amended Existing Amount: _____ Amended Amount: _____

Expenditure Budget Summary

Expense Category	Existing Amount	Less: In Kind Costs	New/Amended Amount	Total Expenditure
100 - Salaries and wages	-	-	19,620	19,620.00
200 - Employee Benefits	-	-	4,758	4,758.00
300 - Purchased Services	-	-	4,200	4,200.00
400 - Supplies and Materials	-	-	19,638	19,638.00
500 - Capital Expenditures	-	-	-	-
Other Expenses	-	-	1,784	1,784.00
Totals	**$ -**	**$ -**	**$ 50,000**	**$ 50,000.00**

Revenue Budget

Source	Description of Source	Revenue Code	Existing Amount	New/Amended Amount	Total Revenue
Local			-	-	-
State			-	-	-
Federal	MDE Award	01-006-400-499-400-000	-	50,000	50,000.00
Other			-	-	-
		Totals	**$ -**	**$ 50,000**	**$ 50,000.00**

APPROVALS

DocuSigned by:
Elizabeth Lantto
CBE6834EC1B946C...
Elizabeth Lantto - Business Services Accountant 6/6/2022 **Date**

DocuSigned by:
Bryan Bass
7693A4D84564A61...
Bryan Bass - Assistant Superintendent of Equity & Achievement 6/6/2022 **Date**

Board Approved:

DocuSign Envelope ID: 7D7CAB0D-69A5-43C8-9D7D-5C6FBB0B033B

Expenditure Budget Detail				
The following are expenditures to be incurred under this grant.				
Account Code	**Description**	**Existing Amount**	**New/Amended Amount**	**Total Expenditure**
01-006-400-499-185-000	Other Salary Pmts - Licensed/Certified	-	18,051	18,051.00
01-006-400-499-186-000	Other Salary Pmts - NonLicensed/NonCertified	-	1,569	1,569.00
01-006-400-499-210-000	F.I.C.A.-Medicare	-	1,501	1,501.00
01-006-400-499-214-000	P.E.R.A.	-	1,472	1,472.00
01-006-400-499-218-000	T.R.A.	-	1,678	1,678.00
01-006-400-499-270-000	Workers Compensation	-	84	84.00
01-006-400-499-280-000	Unemployment Compensation	-	23	23.00
01-006-400-499-366-000	Business Travel	-	4,200	4,200.00
01-006-400-499-401-000	Supplies & Material - NonInstructional	-	19,638	19,638.00
01-006-400-499-895-000	Fed. Indirect Cost Chargeback	-	1,784	1,784.00
	Total	**$ -**	**$ 50,000**	**$ 50,000.00**

Procedures to be followed:

A) All district employee payments must be paid through payroll. Hourly rate payments are to be requested on a BA 8 Time Report Form.

B) The grant manager must approve all transactions relating to this project.

C) Existing requisitioning and purchasing procedures will be followed. A BA 9 Voucher Request Form is to be used only for items not practical to procure on a purchase order basis (i.e. consultant fees). It is important that all requests are identified as belonging to this project. The originator of the request should indicate the proper account code on the form.

D) Reporting - The grant manager is responsible for all reporting requirements.

E) Cut-off Dates: Orders against the 2021-2022 school year are to be issued after July 1, 2021. Expenditures eligible for reimbursement for the 2021-2022 fiscal year are those dated July 1, 2021 or after, for which the goods/services and invoice have been received and processed by June 30, 2022.

IMPORTANT Purchase orders must be cancelled if delivery, invoicing and payment can not be completed by June 30, 2022. Purchase orders should contain notations to that effect. All requisitions must be submitted by the district's due date.

Distribution:
Original - Board of Education Approval/Fiscal Officer
Copy - Grant Manager
Assistant Superintendent/Director
John Morstad
Kelly Benusa
Michelle Larson
Bridget Mengelkoch

DocuSign Envelope ID: 331DC5F8-8EFD-409A-A993-359F84BF127D

GRANT AUTHORIZATION FORM

THIS FORM IS COMPLETED BY THE BUSINESS OFFICE AND SUBMITTED TO THE BOARD FOR AUTHORIZATION OF GRANT REVENUE AND EXPENDITURE BUDGETS

Grant Information

Fiscal Year: 21-22 Finance Code: 700

Grant Title: Fresh Fruit & Vegetable Program Grant Manager: Jeff Ansorge

Type of Submission and Amount

☐ New Award Amount: _____

☒ Amended Existing Amount: $ 67,206.00 Amended Amount: $ 5,844.00

Expenditure Budget Summary

Expense Category	Existing Amount	Less: In Kind Costs	New/Amended Amount	Total Expenditure
100 - Salaries and wages	-	-	-	-
200 - Employee Benefits	-	-	-	-
300 - Purchased Services	-	-	-	-
400 - Supplies and Materials	67,206	-	5,844	73,050.00
500 - Capital Expenditures	-	-	-	-
Other Expenses	-	-	-	-
Totals	**$ 67,206**	**$ -**	**$ 5,844**	**$ 73,050.00**

Revenue Budget

Source	Description of Source	Revenue Code	Existing Amount	New/Amended Amount	Total Revenue
Local			-	-	-
State			-	-	-
Federal	MDE Award	02-172-770-700-400-000	15,870	1,380	17,250.00
Federal	MDE Award	02-174-770-700-400-000	17,043	1,482	18,525.00
Federal	MDE Award	02-175-770-700-400-000	14,973	1,302	16,275.00
Federal	MDE Award	02-178-770-700-400-000	19,320	1,680	21,000.00
Other			-	-	-
		Totals	**$ 67,206**	**$ 5,844**	**$ 73,050.00**

APPROVALS

DocuSigned by:
Elizabeth Lantto
Elizabeth Lantto - Business Services Accountant 5/23/2022 **Date**

DocuSigned by:
John Morstad - Executive Director, Finance and Operations 5/23/2022 **Date**

Board Approved:

Expenditure Budget Detail				
The following are expenditures to be incurred under this grant.				
Account Code	**Description**	**Existing Amount**	**New/Amended Amount**	**Total Expenditure**
02-172-770-700-497-000	Food	15,870	1,380	17,250.00
02-174-770-700-497-000	Food	17,043	1,482	18,525.00
02-175-770-700-497-000	Food	14,973	1,302	16,275.00
02-178-770-700-497-000	Food	19,320	1,680	21,000.00
	Total	**$ 67,206**	**$ 5,844**	**$ 73,050.00**

Procedures to be followed:

A) All district employee payments must be paid through payroll. Hourly rate payments are to be requested on a BA 8 Time Report Form.

B) The grant manager must approve all transactions relating to this project.

C) Existing requisitioning and purchasing procedures will be followed. A BA 9 Voucher Request Form is to be used only for items not practical to procure on a purchase order basis (i.e. consultant fees). It is important that all requests are identified as belonging to this project. The originator of the request should indicate the proper account code on the form.

D) Reporting - The grant manager is responsible for all reporting requirements.

E) Cut-off Dates: Orders against the 2021-2022 school year are to be issued after July 1, 2021. Expenditures eligible for reimbursement for the 2021-2022 fiscal year are those dated July 1, 2021 or after, for which the goods/services and invoice have been received and processed by June 30, 2022.

IMPORTANT Purchase orders must be cancelled if delivery, invoicing and payment can not be completed by June 30, 2022. Purchase orders should contain notations to that effect. All requisitions must be submitted by the district's due date.

Distribution:
Original - Board of Education Approval/Fiscal Officer
Copy - Grant Manager
Assistant Superintendent
John Morstad
Kelly Benusa
Michelle Larson

Date June 21, 2022

RESOLUTION

DELEGATION OF AUTHORITY BY THE SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 279
TO CERTAIN EMPLOYEES SERVING AS FEDERAL GRANT BUDGET MANAGERS

WHEREAS, the Independent School District No. 279 (hereinafter ISD279) School Board is authorized by Minnesota Statutes§ 123B.02, subdivision 1 to have general charge of the business of the school district; and

WHEREAS, in accordance with that authority, the ISD279 School Board approves federal grant applications and the expenditure of funds received through federal grant applications among other contracts or agreements necessary for the operation of the school district; and

WHEREAS, the execution of an application for federal grants and the budget management of federal grants approved by the School Board is a function that does not require the exercise of independent authority and may therefore be delegated; and

WHEREAS, on March 22, 2022 the school board authorized federal grant budget managers to legally bind and since March 22, 2022, changes have occurred affecting this authority.

NOW THEREFORE IT IS HEREBY RESOLVED that the following federal grant budget managers are authorized to bind ISD 279 for fiscal year 2022 in the application for and management of the identified federal grant budgets within the annual budgets adopted by the ISD 279 school board

Grant Manager	Grant
Emily Watts	Adult Basic Education
Ethan Neerdaels	American Indian Education
Kate Emmons	American Rescue Plan (ARP) – General Special Education
Kristine Solyst	American Rescue Plan (ARP) – Homeless I
Kristine Solyst	American Rescue Plan (ARP) – Homeless II
Kate Emmons	American Rescue Plan (ARP) – Mandatory Coordinated Early Intervening Services
Candace Larson	American Rescue Plan (ARP) – Preschool Incentive
Emily Watts	American Rescue Plan (ARP) – Strengthen Adult Basic Education Programming
Sarah Fall	American Rescue Plan (ARP) – Summer Academic Enrichment and Mental Health
Sally Nault-Maurer	American Rescue Plan (ARP) - Summer Preschool Program (4 and 5 Year Olds)
Godfrey Edaferierhi	Carl Perkins
Godfrey Edaferierhi	Carl Perkins Reserve
Kristy Johnson	Child Care Stabilization
Nancy Johnson	EL Civics Adult Basic Education
Sarah Fall	Elementary and Secondary School Education Relief (ESSER) III Fund – 90%
Sarah Fall	Elementary and Secondary School Education Relief (ESSER) II Fund – 90%
Sarah Fall	Elementary and Secondary School Education Relief (ESSER) I Fund – 9.5%
Sarah Fall	Expanded Summer Learning
Jeffrey Ansorge	Fresh Fruit and Veggies
Sarah Fall	Governor's Emergency Education Relief (GEER) I
Kate Emmons	General Special Education
Candace Larson	Infant and Toddlers 0-2
John Morstad	Learning Recovery – Lost Instructional Time
Kate Emmons	Mandatory Coordinated Early Intervening Services
Kristine Solyst	McKinney Vento Homeless Children
Rachel Koehler	MN COVID-19 Testing Program
Liz Ward	MN COVID-19 Testing Program
Julie Blue	NWSISD ZW Magnet School
Katharine Dwyer	NWSISD ZW Magnet School
Adrain Pendelton	NWSISD ZW Magnet School
John Morstad	Pandemic Enrollment Loss
Candace Larson	Part C Innovations
Candace Larson	Preschool Incentive
Kristy Johnson	Summer School Age Child Care
Tammi Provart	Title I – Improving the Academic Achievement of the Disadvantaged
Emily Woolsey	Title II – Teacher and Principal Training and Recruitment
Kiersten Nicholson	Title III – English Language Acquisition
Kiersten Nicholson	Title III – Immigrant – Children and Youth
Robin Gunsolus	Title IV – Student Support and Academic Enrichment
Jeremy Willey	Title IV – Student Support and Academic Enrichment
Emily Woolsey	Title IV – Student Support and Academic Enrichment

BE IT FURTHER RESOLVED that the above-identified budget managers have the authority necessary to certify the truth, accuracy and completeness of annual and final fiscal reports or vouchers requesting payment required by the terms and conditions of the federal grant award and approved project budgets.

Licensed Personnel

Retirements

Kathryn Bartelt, Maple Grove Senior, EL, full-time, employment date 8/24/00, effective 6/10/22
Timothy Field, Park Center Senior High, English, full-time, employment date 8/29/89, effective 6/10/22
Tracy Hahn, Park Center Senior High, Business Education, full-time, employment date 8/26/99, effective 6/10/22

Resignations

Andrew Bengston, Osseo Senior High, Tech Ed, full-time, employment date 8/26/19, effective 6/10/22
Meghan Mullins, Crest View, Vocal, full-time, employment date 1/26/22, effective 6/10/22
Thomas McLaughlin, North View, Special Ed Building Coordinator, full-time, employment date 8/27/18, effective 6/17/22
Paul Tinerella, OEC, Special Education, full-time, employment date 8/31/20, effective 6/10/22

Leaves of Absence

Jody Bartlett, Garden City, Special Education, full-time, effective 8/29/22
Katherine Burns, Osseo Senior High, Counselor, partial .5 FTE, effective 8/29/22
Courtney Hammonds, Maple Grove Middle, Social Studies/Science, full-time, effective 8/29/22
Jill Heydt, Maple Grove Middle School, English, full-time, effective 5/25/22
Amanda Johnson, Rush Creek, Grade 3, full-time, effective 6/8/22
Jodi Johnson, Maple Grove Senior High, Resource Teacher, full-time, effective 5/27/22
Wendy Johnson, Park Center Senior High/ESC, School Psychologist, partial .8 FTE, effective 8/29/22
Kari Krogstad, Brooklyn Middle, Social Studies, full-time, effective 8/29/22
Samuel Khwice, Maple Grove Middle, Music, full-time, effective 8/29/22
Kassidy Lofquist, Zanewood, Grade 4, full-time, effective 5/24/22
Jill Love, North View Middle, Math, full-time, effective 5/17/22
Chad Morse, Maple Grove Middle, Special Education, full-time, effective 8/29/22
Jessica Olson, Elm Creek, Continuous Sub, full-time, effective 5/27/22
Lisa Sawalich, Crest View, Kindergarten, full-time, effective 1/18/23
Emily Sevenz, Maple Grove Middle, Science, full-time, effective 8/29/22
ADD Jessica Kasper, Weaver Lake, Kindergarten, full-time, effective 8/29/22
ADD Michelle Miller, Maple Grove Middle, full-time, effective 8/29/22
ADD Katherine Nelson, ESC, TAG, full-time, effective 8/29/22
ADD Stacy Olstadt, Brooklyn Middle, Academic Support, full-time, effective 8/29/22
ADD Therese Thieschafer, ARB-ECFE, Parent Educator, full-time, partial .2 FTE, effective 8/29/22

Returning from Leave

Danielle Burras, Maple Grove Senior, Science, full-time, effective 5/27/22
Terra Favilla, Maple Grove Middle, Music, full-time, effective 5/31/22
Kelly Gaston, OEC, Special Education, full-time, effective 5/31/22
Heidi Mankey, Arbor View, ECFE Teacher, full-time, effective 5/25/22
Rachel Miller, Palmer Lake, Behavior Intervention Specialist, effective 6/8/22
Wayne Shipley, Brooklyn Middle, Industrial Tech, full-time, effective 5/26/22
Soloni Taumalolo, Park Center, Skills, full-time, effective 6/1/22

Personnel – Tuesday, June 21, 2022

Employment

Zachary Adkins, Birch Grove, Continuous Building Substitute, full-time, temporary, effective 8/29/22
Heblin Aguilar Leon, Crest View, EL, full-time, effective 8/29/22
Diane Bagley, Rice Lake, Principal, full-time, effective 7/1/22
Isis Buchanan, ESC, Assistant Director of Leaning & Achievement, full-time, 7/1/22
Lawrence Coleman, ESC, Student Services Coordinator, full-time, effective, 7/1/22
Remalene Domingo, Crest View, Grade 3, full-time, effective 8/29/22
Ann Evenson, ESC, Academic Support, part-time, .2 FTE, temporary, effective 8/29/22
Brianne Hartberg, Crest View, Kindergarten, full-time, effective 8/29/22
Sean Heaton, Maple Grove Senior, Science, full-time, effective 8/29/22
Madison Johnson, Crest View, Kindergarten, full-time, effective 8/29/22
Diane Jones, Crest View, Vocal, full-time, effective 8/29/22
Emily Jones, Garden City, Kindergarten, full-time, effective 8/29/22
Kiera Kisic, 279Online, English, full-time, effective 8/29/22
Sydnee Larsen, Edinbrook, Grade 1, full-time, effective 8/29/22
Alyssa Lind, Crest View, Grade 4, full-time, effective 8/29/22
Christine Weatherman, ESC, District Music Specialist, part-time, .3 FTE, temporary, effective 8/29/22
Christopher Yohe, 279Online, Counselor, full-time, effective 8/29/22
ADD Ryann Adkins, Park Center Senior, Social Worker, full-time, effective 8/29/22
ADD Rhonda Arafat, Osseo Senior, EL, full-time, effective 8/29/22
ADD Christi Boots, Birch Grove, Grade 1, full-time, temporary, effective 8/29/22
ADD Erin Cramer, Park Brook, Grade 5, full-time, effective 8/29/22
ADD Stephanie Drymalski, Woodland, Vocal Music, full-time, effective 8/29/22
ADD Amber Eichten, Osseo Senior, Science, full-time, effective 8/29/22
ADD Amanda Engel, Fernbrook, Grade 1, full-time, effective 8/29/22
ADD Rebecca Fritz, ESC, Technology Integration Specialist, full-time, effective 8/29/22
ADD Melanie Krystyniak, Zanewood, Grade1, full-time, effective 8/29/22
ADD William Lewandowski, Brooklyn Middle, English, full-time, effective 8/29/22
ADD Madeline Lewis, Birch Grove, Grade 3, full-time, effective 8/29/22
ADD Aisulu Sultankulkyzy, Basswood, EL, part-time, .5 FTE, effective 8/29/22

Change of Status

Mikaele Tesema, Palmer Lake, Grade 5, full-time, effective 8/29/22
ADD Julianne Haecherl, Fernbrook, part-time .5 FTE to Fernbrook/Rush Creek, full-time, .8 FTE, effective 8/29/22
ADD Rhea Irari, Weaver Lake, Special Ed ESP, part-time to Weaver Lake, Special Education, part-time, .5 FTE, effective 8/29/22
ADD Ann Johnson, Park Brook, Special Ed ESP, part-time to Fair Oaks, Special Education, full-time, effective 8/29/22

Positions Ending

Daniel Kosanda, Osseo Middle, Continuous Building Substitute, full-time, temporary, effective 6/9/22
Wanda Nelson, Osseo Senior High, Health Science/Tech Ed, full-time, temporary, effective 6/10/22
Cathy Tarman, 279Online, Continuous Building Substitute, full-time, temporary, effective 6/9/22
Christine Weatherman, ESC, District Music Specialist, part-time, temporary .4 FTE, effective 6/30/22
Linda Williams, Fair Oaks, EL, full-time, temporary, effective 6/10/22

Nonlicensed Personnel

Retirements

Correction: Patricia Berg, Rush Creek, Nutrition Assistant, part-time, employment date 10/9/17, effective 6/9/22, original board date 5/24/22
Joan Bowman, ESC, Executive Specialist to the Superintendent & School Board, full-time, employment date 11/28/89, effective 8/31/22
Darlene House, Fair Oaks, Title 1/Special Ed ESP, part-time, employment date 10/8/09, effective 6/9/22
Pamela Kelley, Fair Oaks, Elementary Administrative Assistant IVA, full-time, employment date 8/26/86, effective 8/5/22
Melanie Loeffler, Maple Grove Middle, Clerical ESP, full-time, employment date 9/17/03, effective 6/9/22
Lori Matthys, Park Center Senior High, Special Ed ESP, part-time, employment date 2/10/06, effective 6/9/22
Renee Opat, Maple Grove Middle, Clerical ESP, part-time, employment date 9/26/08, effective 6/9/22
Tracy Rahmig, ESC, Curriculum Administrative Assistant IIB, full-time, employment date 9/4/07, effective 7/5/22
Susan Weber, ESC, Administrative Assistant to Assistant Superintendent DLTL VB, full-time, employment date 10/3/94, effective 7/5/22

Resignations

Andrew Aasen, ESC, HR Specialist, full-time, employment date 10/10/19, effective 6/10/22
Amy Beehler-Miller, Park Center, Assistant Nutrition Manager, full-time, employment date 9/8/21, effective 6/9/22
Elizabeth Esposito, North View, Library Media/Clerical ESP, part-time, employment date 9/8/21, effective 6/9/22
Rebecca Harrison, Maple Grove Middle, Special Ed ESP, part-time, employment date 4/4/22, effective 6/9/22
Kasia Holloway, Elm Creek, Kidstop ESP, part-time, employment date 11/17/21, effective 5/26/22
Lorraine Huffman, Osseo Middle, Special Ed ESP, part-time, employment date 10/17/11, effective 6/9/22
Richard Huffman, Osseo Senior, Secondary Dayperson, full-time, employment date 11/13/06, effective 6/17/22
Erin Hynes, Osseo Senior, Nutrition Assistant, part-time, employment date 3/15/17, effective 6/9/22
Paula Knoll, CBVAT, Vocational Trainer ESP, part-time, employment date 8/10/12, effective 6/9/22
Shailaja Kumari Prince, ESC, Info Tech ESP, part-time, employment date 10/27/21, effective 6/3/22
Tiffany Mbaluka, ESC, LPN, full-time, employment date 4/4/22, effective 6/10/22
Christina Princeton, Rush Creek, Lead Kidstop Instructor, full-time, employment date 8/26/13, effective 6/6/22, currently on leave
Correction: Erin Smith, ESC, Administrative Assistant Class VB, full-time, employment date 11/10/14, effective 6/2/22, original board date 5/24/22

Leaves of Absence

Craig Hall, ESC, Custodian, full-time, effective 5/31/22
Kayla Kong, ESC, ESP, full-time, effective 5/25/22
Adelita Negrete, Maple Grove Senior High, Laundry Worker, part-time, effective 5/5/22
Albert Nolen, Park Center, SMS, full-time, effective 5/5/22
Gina Peloquin, Osseo Middle, Custodian, full-time, effective 5/5/22
Patricia Piazza Bettendorf, Brooklyn Middle, Clerical ESP, part-time, effective 9/6/22
Nicole Tykwinski, Osseo Senior High, Custodian, full-time, effective 6/12/22
Tracy Van Heel, Maple Grove Senior High, Custodian, full-time, effective 6/1/22

Personnel – Tuesday, June 21, 2022

Returning from Leave

Christina Baxter, Rush Creek, Kidstop Instructor, full-time, effective 6/9/22
Kayla Kong, ESC, ESP, full-time, effective 6/13/22
Adelita Negrete, Maple Grove Senior High, Laundry Worker, part-time, effective 6/1/22
Albert Nolen, Park Center, SMS, full-time, effective 4/4/22
Todd Schuler, Maple Grove Middle, Custodian, full-time, effective 6/8/22
ADD Tracy Van Heel, Maple Grove Senior High, Custodian, full-time, effective 6/19/22

Employment

Tajtianna Bell, ESC, Program Manager, full-time, effective 6/6/22
Lisa Chang, ESC, Human Resources Director, full-time, effective 7/1/22
Levy Jones, Maple Grove Middle, Student Management Specialist, full-time, effective 7/1/22
Alisa Osmanovic, Rush Creek, Nutrition Assistant, part-time, effective 8/15/22
Ana Petris-Santos, Enrollment Center, AESP-IIIB Enrollment Center Administrative Assistant, full-time, effective 6/21/22
Barbara Siegel, Fernbrook, Nutrition Assistant, part-time, effective 8/15/22
Takumi Vang, ESC, Custodian, part-time, effective 9/6/22
ADD Dennis Bothun, Park Center Senior, Custodian, full-time, effective 6/15/22
ADD Shari Sears, ESC, 12-month Clerical ESP, full-time, effective 6/21/22
ADD Anh Tran, Osseo Middle, Custodian, full-time, effective 6/21/22
ADD Geaven Vang, ESC, Custodian, part-time, effective 9/6/22

Change of Status

Theresa Ashbeck Walz, Maple Grove Middle, Lead Cashier, part-time to Basswood, Nutrition Assistant, part-time, effective 8/15/22
Stephen Audette, ESC, Information Systems Administrative Assistant AESP IIIB, full-time to ESC, Technical Support Specialist III, full-time, effective 6/9/22
Kari House, ESC, Clerical ESP, full-time, to Payroll Specialist II, full-time, effective 6/13/22
Christiane Kidwell, Weaver Lake, Nutrition Assistant, part-time to Weaver Lake, Four Star ESP, part-time, effective 8/29/22
Maren Knight, Brooklyn Middle, Lead Cashier, part-time to Birch Grove, Nutrition Assistant, part-time, effective 8/15/22
Andrea McCorkle, OEC, Clerical ESP, part-time to ESC, Administrative Assistant AESP VB, full-time, effective 6/13/22
Alyssa Mitchell, Elm Creek, Custodian, part-time to Elm Creek, Custodian, full-time, effective 6/13/22
Collin O'Brien, ESC, Program Manager to Coordinator, Facilities Ops Projects, full-time, 6/1/22
ADD Elizet Chavez, ESC, COVID Mitigation Administrative Assistant to HR Specialist, full-time, effective 6/20/22

Terminations

Joseph Brown III, Osseo Senior High, Parking/Hall ESP, part-time, employment date 9/8/21, effective 6/3/22
ADD Fatumata Kromah, OALC, Instructional ESP, full-time, employment date 3/1/22, effective 6/9/22

Positions Ending

Cassandra Larson, Elm Creek, Special Ed/Clerical ESP, part-time, temporary, effective 6/9/22
Elizabeth Ward, ESC, Covid Mitigation Program Manager, full-time, temporary, effective 6/30/22
ADD Holly Garten, ESC, Covid Mitigation Administrative Assistant, full-time, temporary, effective 6/15/22
ADD Yelemy Lo, Zanewood, Instructional/Clerical ESP, part-time, employment date 9/8/21, effective 6/9/22

Personnel – Tuesday, June 21, 2022

Positions Ending, continued

ADD Kim Miller, Fernbrook, Instructional/Clerical ESP, part-time, employment date 3/22/22, effective 6/9/22

ADD Adelita Negrete, Maple Grove Senior/Middle, Laundry Worker, part-time, employment date 10/6/21, effective 6/9/22

ADD Alexa Puchtell, Edinbrook, Special Ed ESP, part-time, employment date 9/22/21, effective 6/9/22

TERMINATION OF PROBATIONARY TEACHERS

BE IT RESOLVED by the School Board of Independent School District 279, that, pursuant to Minnesota Statutes 122A.40, Subdivision 5, the teaching contract of the following probationary teachers in Independent School District 279 are hereby terminated at the close of the current 2021-22 school year:

Cody Bloomer		

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

You are hereby notified that, at a regular meeting of the School Board of Independent School District 279 held on June21, 2022, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2022-23 school year. Said action of the board is taken pursuant to M.S. 122A.40, Subdivision 5.

You may officially request that the School Board give its reasons for the non-renewal of your teaching contract. However, such request should be received in the office of the Superintendent of Schools within ten days after the receipt of this notice.

OSSEO AREA SCHOOLS

ISD 279

INFORMATION SYSTEMS MEMORANDUM

TO: Cory McIntyre, Superintendent

FROM: Anthony Padrnos, Executive Director of Technology
Gerald Edwards Sr., Coordinator, Information Systems

SUBJECT: ANNUAL SPECIAL CENSUS REPORTING TO THE STATE DEMOGRAPHER FOR THE JUNE 21, 2022 SCHOOL BOARD MEETING

DATE: June 21, 2022

The purpose of this memo is to inform you about annual census reporting requirements to the State Demographer. Minnesota Statute 275.14 states, "The school board of a school district, in case it desires a population estimate, shall pass a resolution by July 1 containing a current estimate of the population of the school district and shall submit the resolution to the state demographer."

The June 21, 2022 board agenda contains a consent agenda item titled "Request to State Demographer to certify the school district enumeration of 156,387 as of June 2022 as a special census; and that said figures be considered the official census of persons residing in the school district." This agenda item contains two attachments:

- State Census Memo
- State Census Resolution

These population estimates will affect the 2022 payable 2023 levy upon adoption of the resolution by the School Board by July 1, 2022.

If approved by the State Demographer, the district's population of 156,387 will be used in future Community Services funding formulas. This population increase could result in additional revenues within the Community Services Fund. This represents an increase of 0.98% or 2,981 from the 2021 approved population estimate.

Board members will be asked to approve the resolution on June 21, 2022. Please call Anthony Padrnos if you have questions.

EXTRACT OF MINUTES OF MEETING OF SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 279
(OSSEO AREA SCHOOLS)
STATE OF MINNESOTA

HELD: Tuesday, June 21, 2022

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 279 (Osseo Area Schools), State of Minnesota, was held in said school district on Tuesday, June 21, 2022, at six o'clock p.m.

The following members were present: xxx.

And the following members were absent: xxx.

Member _____ moved the adoption of the following resolution:

RESOLUTION TO CERTIFY THE SCHOOL DISTRICT ENUMERATION AS OF JUNE 2022

WHEREAS, Independent School District 279, Maple Grove, Minnesota in accordance with M.S. 275.14 has established and does conduct a permanent and continuing enumeration of all persons residing in the school district; and

WHEREAS, this census, in addition to providing required data for the annual State Census Summary Report serves as a major data base for school district operation; and

WHEREAS, the Minnesota Department of Education provides aid to Community Services based on a total population count within a district; and

WHEREAS, enumeration is currently based on an estimate adopted by the School Board in June of 2022 and does not reflect the steady population growth being experienced in District 279;

NOW THEREFORE, the Board of Education of Independent School District 279 does hereby request the State Demographer to certify the school district enumeration of 156,387 as of June 21, 2022 as a special census; and that said figures be considered the official census of persons residing in the school district.

The motion for adoption of the foregoing resolution was duly seconded by Member _____. The motion [passed/failed] on a vote of xx to xx. Whereupon said resolution was declared duly [passed/failed].

STATE OF MINNESOTA)
) SS
COUNTY OF HENNEPIN)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 279 (Osseo Area Schools), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this 21st day of June, 2022.

_____
Tamara Grady, School Board Clerk

OSSEO AREA SCHOOLS
ISD 279

Superintendent's Office
Educational Service Center

Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the superintendent or exec. director) is designated as the IOwA. The IOwA will grant the IOwA Proxy role(s).

Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name: Osseo Public School District

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): 0279-01

Superintendent or Exec. Director Name: Cory McIntyre

Will act as the IOwA? X Yes ____ No

If no, identify below the individual who will act as the IOwA for your organization.

The Superintendent or Exec. Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOwA) for this organization:

Print Name: _____

Title: _____

Board Member Signature:

Name: _____

Date: _____

Ph: (763) 391-7003
Fx: (763) 391-7071

11200 93rd Avenue N.
Maple Grove, MN 55369

district279.org

EXTRACT OF MINUTES OF MEETING OF SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 279 (OSSEO AREA SCHOOLS)
STATE OF MINNESOTA

HELD: Tuesday, June 21, 2022

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 279 (Osseo Area Schools), State of Minnesota, was held in said school district on Tuesday, June 21, 2022, at six o'clock p.m.

The following members were present: xxx;

and the following members were absent: xxx.

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO ELECTION OF SCHOOL BOARD MEMBERS AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION

BE IT RESOLVED by the School Board of Independent School District No. 279, State of Minnesota, as follows:

1. It is necessary for the school district to hold its general election for the purpose of electing three (3) school board members for terms of four (4) years each.

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

2. The general election is hereby called and directed to be held in conjunction with the state general election on Tuesday, the 8th of November, 2022.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as those for the state general election.

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall specify the date of said election and the office or offices to be voted on at said general election. Any notice given prior to the adoption of this resolution is ratified and confirmed in all respects.

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

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

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

The notice of election so posted and published shall state the offices to be filled as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

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

The clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this general election and generally to cooperate with state, city, township and county election authorities conducting the state general and other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate municipal and county officials regarding preparation and distribution of ballots, election administration and cost sharing.

5. The clerk is further authorized and directed to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system:

[Form of Ballot on next page]

General Election Ballot

Independent School District No. 279
(Osseo Area Schools)
November 8, 2022

Instructions to Voters
To vote, completely fill in the oval(s) next to your choice(s) like this: ⬬.

School Board Member

Vote for Up to Three

◯ Name

◯ Name

◯ Name

◯ Name

◯ Name

◯ Name

◯ _____
write-in, if any

◯ _____
write-in, if any

◯ _____
write-in, if any

Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

6. The name of each candidate for office at each election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

7. If the school district will be contracting to print the ballots for this election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of $1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than $1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

8. The individuals designated as judges for the state general election shall act as election judges for this general election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the school board for canvass in the manner provided for other school district elections. The general election must be canvassed by the school board between the third and the tenth day following the general election.

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

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

Member _____ and upon vote being taken thereon the following voted in favor

thereof: xxxxx; and the following voted against the same: xxxx

whereupon said resolution was declared duly passed and adopted

STATE OF MINNESOTA)
)SS
COUNTY OF HENNEPIN)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 279 (Osseo Area Schools), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to the calling of the general election of said school district, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this 21st day of June, 2022.

_____
School District Clerk, Tamara Grady

EXTRACT OF MINUTES OF MEETING OF SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 279 (OSSEO AREA SCHOOLS)
STATE OF MINNESOTA

HELD: Tuesday, June 21, 2022

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 279 (Osseo Area Schools), State of Minnesota, was held in said school district on Tuesday, June 21, 2022, at six o'clock p.m., for the purpose, in part, of establishing dates for filing affidavits of candidacy for the 2020 school district general election.

The following members were present: xxxx;

and the following members were absent: xxx.

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION ESTABLISHING DATES
FOR FILING AFFIDAVITS OF CANDIDACY

BE IT RESOLVED by the School Board of Independent School District No. 279, State of Minnesota, as follows:

1. The period for filing affidavits of candidacy for the office of school board member of Independent School District No. 279 shall begin on August 2, 2022 and end on August 16, 2022. An affidavit of candidacy must be filed in the office of the school district clerk and the $2 filing fee paid prior to 5:00 o'clock p.m. on August 16, 2022.

2. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the official newspaper of the district, at least two (2) weeks prior to the first day to file affidavits of candidacy.

3. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the school district at least ten (10) days prior to the first day to file affidavits of candidacy.

4. The notice of said filing dates shall be in substantially the following form:

NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT NO. 279
(OSSEO AREA SCHOOLS)
STATE OF MINNESOTA

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of school board member of Independent School District No. 279 shall begin on August 2, 2022 shall close at 5:00 o'clock p.m. on August 16, 2022.

The general election shall be held on Tuesday, November 8, 2022. At that election, three (3) members will be elected to the School Board for terms of four (4) years each.

Affidavits of Candidacy are available from the school district clerk, 11200 93rd Avenue North Maple Grove, MN 55369. The filing fee for this office is $2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or general election.

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5:00 o'clock p.m. on August 16, 2022.

Dated: July 1, 2022

BY ORDER OF THE SCHOOL BOARD

School District Clerk – Tamara Grady
Independent School District No. 279
(Osseo Area Schools)
State of Minnesota

The motion for the adoption of the foregoing resolution was duly seconded by Member _____. On a roll call vote, the following voted in favor: xxxx;

and the following voted against: xxxx.

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
)SS
COUNTY OF HENNEPIN)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 279 (Osseo Area Schools), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to establishing dates for filing affidavits of candidacy, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this 21st day of June, 2022.

_____
School District Clerk, Tamara Grady

RESOLUTION

APPOINTING THE ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT AND SCHOOL BOARD TO PERFORM DUTIES OF THE SCHOOL BOARD CLERK

WHEREAS, Minnesota Statutes §123B.14, Subd. 1. authorizes the School Board to appoint a person who is not a member of the school board to perform duties of the school board clerk; and

WHEREAS, the School District has decided to appoint the Administrative Assistant to the Superintendent and School Board to perform some duties of Clerk under the direction of the School Board Clerk.

THEREFORE, BE IT RESOLVED THAT the Administrative Assistant to the Superintendent and School Board of the School District is authorized to perform some duties of Clerk of the School Board under the general direction of the elected School Board Clerk.

Moved by: _____

Seconded by: _____

The following voted in favor: xxxx

The following voted against: xxxx

WHEREUPON the resolution was declared adopted on this 21st day of June, 2022.

Kelsey Dawson Walton _____
ISD 279 Board Chair

_____
Signature, ISD 279 Board Chair

Tamara Grady _____
ISD 279 Board Clerk

_____
Signature, ISD 279 Board Clerk

OSSEO AREA SCHOOLS
ISD 279

FOOD & NUTRITION SERVICES
MEMORANDUM

TO: Cory McIntyre, Superintendent

FROM: John Morstad, Executive Director of Finance and Operations
Jeff Ansorge, Director of Food & Nutrition Services

SUBJECT: Public bid award – Disposable supplies

DATE: June 21, 2022

Recommendation

We recommend that the school board approve the award of a public bid request to Trio Supply Company, Fridley, MN for the furnishing and delivering of disposable supplies.

Background

A public bid request for furnishing and delivering disposable supplies to all our sites was published from May 12 through May 19, 2022. The bid request included pricing for all disposable items used by nutrition services. Trio was the only company to provide a bid. Trio Supply Company was our supplier school year 2021-2022, we have been satisfied with their service and price points.

Next Steps

We are recommending and requesting that the bid be awarded to Trio Supply Company, Fridley, MN.

OSSEO AREA SCHOOLS

ISD 279

ADMINISTRATIVE SERVICES MEMORANDUM

TO: Cory McIntyre, Superintendent
FROM: John Morstad, Executive Director of Finance and Operations
David Moredock, Coordinator of Risk Management
SUBJECT: Pubic bid award- Digital two-way radios
DATE: June 21, 2022

The district received bids in a public forum on June 6, 2022, for the purchase and installation of a digital two-way radio system for four district schools.

Recommendation
We recommend the School Board award Parcel 1A work to Racom, of Mashalltown, IA, a responsive and responsible bidder. It is noted that there was a mathematical error with Racom's Parcel 1A bid and the district also reduced the number of two-way radios in Parcel 1A. With these adjustments, Racom was the lowest bidder at $494,895.00.

Background
In 2018 the school district was awarded four school safety grants from the Minnesota Department of Education for Cedar Island Elementary School, Garden City Elementary School, Osseo Middle School, and Rice Lake Elementary School. A portion of these grants was to improve the communications at these schools. The second phase of the project, parcel 1B would be funded through the Building a Better Future referendum if approved and would add a digital two-way radio system at all other district schools.

Two bids were received for this project and both bids met all required criteria. A tabulation of the bids received is shown below.

Digital Radio	Baycom	Racom
Parcel 1A	$797,830.50	$699,350.44
Parcel 1B	$ 1,898,163.75	$1,402,905.19
Total price	$2,695,994.25	$2,102,300.63

Next Steps
Upon approval by the school board, administration will finalize the contract with Racom. Work will begin on this project immediately following contract finalization.

G.J. Therkelsen and Associates, Inc.
Wireless System & Facility Design
952.946.1839 · www.gjtherkelsen.com · 3716 Talero Curve · Chaska, MN 55318

June 16, 2022

ISD 279 - Osseo Area Schools
Care of Mr. David Moredock CPP
Coordinator of Risk Management
Via E-Mail: MoredockD@District279.org

Dear ISD 279:

Proposals for the District's new land mobile radio network were opened on June 6, 2022. Two proposals were received and are shown below:

PROPOSER	PARCEL 1A TOTAL	PARCEL 1B TOTAL	GRAND TOTAL
BAYCOM	$ 797,830.50	$ 1,898,163.75	$ 2,695,994.25
RACOM	$ 699,350.44	$ 1,402,950.19	$ 2,102,300.63

AWARD RECOMMENDATION:

We recommend that ISD 279 – Osseo Area Schools enter into a contract with RACOM in an amount not to exceed $494,895 and accept the RACOM Parcel 1A proposal with the following adjustments:

- Correction of mathematical error on Bid Item Schedule line #115 be changed from $80,722.52 to $27,798.60 (-$52,923.92)
- Reduce subscriber radio count in Parcel 1A from 385 to 170. (Changes line 449 on Bid Item Schedule from $275.002.00 to $123,470.00)
    - The above changes will reduce cost of Parcel 1A to $494,895.

It is important to understand that all Parcel 1A costs that are deferred to the future are very likely to increase in cost.

BACKGROUND:

In 2020, this firm was commissioned by ISD 279 to conduct a needs assessment regarding the District's land mobile radio system. The study was delivered in May of 2021 and subsequently the District directed us to develop a Request for Proposal to include plans and specifications for a new District radio network. That RFP was published on April 7, 2022.

The two phased procurement approach was taken to use existing funding[1] for Parcel 1A and that Parcel 1B would be funded in the future from a referendum, if approved. In the May 14, 2021 Needs Assessment Report, the budgetary estimate for both phases was $1,737,533. We attribute the unexpectedly higher costs to have been caused by semi-conductor shortages, the doubling of the cost of fuel and general inflation. In the past 20 years we have never experienced a upward departure from estimated costs without any change of project scope.

At the time of the detailed design and engineering phase, it was believed that that currently available funding would meet the grant requirements for the provision of digital radio communications at Cedar Island, Garden City, Osseo Middle and Rice Lake facilities. In addition, based on then current pricing it was believed that 5 other District facilities could be included in Parcel 1As available funding. (This added 215 radios to Parcel 1A)

PROPOSAL EVALUATION:

We studied and evaluated the RACOM proposal as it was nearly $600,000 lower than the one submitted by BAYCOM. The RACOM proposal:

- Had no fatal or disqualifying flaws or exceptions to the requirements of the RPF.
- Is responsive to the objectives of the District as defined in the RFP.
- Contained a mathematical error in Parcel 1A that when corrected, changes the Parcel 1A Total to: $646,426.52

A number of questions were raised in our review of the proposal which were sent to RACOM for response. They have responded to the questions orally and in writing in a satisfactory manner. There are a small number of items that need further discussion that will occur during the detailed design phase. Some items may be deleted or quantities adjusted to meet budgetary requirements as permitted in the terms and conditions.

RACOM of Marshalltown Iowa has partnered with Action Radio, the District's current radio service provider for this project. RACOM has been the successful contractor on many of our public safety projects of the last two decades. We know of no derogatory information that would preventing this recommendation.

This project, upon completion of both Parcels 1A & 1B will provide the district with increased operational efficiency, safety and security for many years to come.

Sincerely,

Gary J. Therkelsen

Digitally signed by Gary J. Therkelsen
DN: cn=Gary J. Therkelsen, o=G.J. Therkelsen and Associates, Inc, ou=Administration, email=gary@gjtherkelsen.com, c=US
Date: 2022.06.16 08:05:21 -05'00'

[1] Approximately $500,000

OSSEO AREA SCHOOLS
ISD 279

ADMINISTRATIVE SERVICES MEMORANDUM

TO: Cory McIntyre, Superintendent

FROM: John Morstad, Executive Director of Finance and Operations
Dale Carlstrom, Director of Facilities and Transportation Operations
Rachel Koehler, Coordinator of Risk Management

SUBJECT: IEA Inc. Master Service Agreement

DATE: June 19, 2022

Recommendation
We recommend that the school board approve the master service agreement with IEA Inc. IEA provides health and safety consulting and testing services as well as commissioning services for HVAC projects. IEA has provided a rate schedule for a variety of services that we have contract in the past.

Background
IEA has provided environmental services to ISD 279 for several years and they have experience working in all our facilities. They have extensive resources to address a variety of concerns such as asbestos abatement and indoor air quality. IEA also provides commissioning services that help the school district ensure that our mechanical installations are meeting the design intent, installed properly and meet code requirements.

Next Steps
Upon school board approval, the Risk Management department and the Facilities department will work with IEA as needed to support environmental and engineering needs for the 2022-23 fiscal year.

IEA, INC.

2022-2023 MASTER SERVICES AGREEMENT

Contact Us:

BROOKLYN PARK OFFICE
9201 W. BROADWAY, #600
BROOKLYN PARK, MN 55445
763-315-7900

MANKATO OFFICE
610 N. RIVERFRONT DRIVE
MANKATO, MN 56001
507-345-8818

ROCHESTER OFFICE
210 WOOD LAKE DRIVE SE
ROCHESTER, MN 55904
507-281-6664

BRAINERD OFFICE
601 NW 5TH ST. SUITE #4
BRAINERD, MN 56401
218-454-0703

MARSHALL OFFICE
1420 EAST COLLEGE DRIVE
MARSHALL, MN 56258
507-476-3599

VIRGINIA OFFICE
5525 EMERALD AVENUE
MOUNTAIN IRON, MN 55768
218-410-9521

www.ieasafety.com

800-233-9513

IEA Services

For Osseo Area Schools

ISD 279

MAY 13, 2022

PROPOSAL #10525

Osseo Area Schools

Master Services Agreement

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A IEA, Inc. Company Profile
B Professional Fee Schedule
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D General Conditions

2022-2023 Master Services Agreement

PROJECT INTRODUCTION

IEA, Inc. was requested by Osseo Area Schools to submit this 2022-2023 Master Services Agreement (MSA), to encompass services for support with environmental, health and safety; hazardous materials; indoor air quality (IAQ); Industrial hygiene; and mechanical-engineering consulting services. The following defines the extent of IEA's potential services, as requested by Osseo Area Schools.

SCOPE OF WORK

Environmental Health and Safety Services

- IEA can provide project-specific health and safety services, as needed. These services include, but are not limited to, OSHA general industry services, Minnesota Department of Education (MDE) requirements, and any other state or government safety agency requirements implemented within the district.
- IEA will utilize certified and qualified staff, as necessary and/or requested, to implement these services.

Hazardous Material Services

- IEA can provide hazardous materials (e.g. asbestos and/or lead) site assessments, inspections, sampling, project design, and site monitoring. This MSA includes 3rd Year AHERA inspections and 6-month periodic surveillance inspections.
- These services include, but are not limited to, the Minnesota Department of Health (MDH) and Environmental Protection Agency (EPA) requirements, and any other state or government safety agency requirements implemented within the district.
- IEA will utilize licensed, certified, and qualified staff, as necessary and/or requested, to implement these services.

Indoor Air Quality (IAQ) and Industrial Hygiene Services

- IEA can provide IAQ and Industrial Hygiene services, assessments, and investigations.
- These services are compliant with the Minnesota Department of Health (MDH), Minnesota Department of Education (MDE), and Environmental Protection Agency (EPA) guidelines or requirements, and any other state or government agency requirements implemented within the district.
- IEA will utilize certified and qualified staff, as necessary and/or requested, to implement these services.

Mechanical Engineering Consulting

- IEA can provide mechanical engineering and commissioning/recommissioning consulting services.
- These services are compliant with Minnesota Building Code, Minnesota Department of Education (MDE), building design and commissioning guidelines or requirements, and any other state or government agency requirements implemented within the district.
- IEA will utilize state licensed and certified staff, as necessary and/or requested, to implement these services.

LIMITATIONS & ASSUMPTIONS

While some firms maintain ownership of their written management plans, the work IEA does for your district is customized for you and becomes the property of Osseo Area Schools.

Service reports and documentation may be provided electronically to the district upon request, with the understanding that IEA is not responsible for changes made after the date of submittal. Documents provided by IEA are developed for exclusive use by your district and are not intended to be shared, distributed, or sold to any other party.

IEA will assist the district in compliance with applicable standards and regulations. However, actual compliance remains the responsibility of Osseo Area Schools.

Any abatement or remediation work shall be performed by a licensed contractor, under a separate contract, outside of this MSA.

Some sampling strategies require destructive sampling into building materials. IEA will strive to prevent excessive damage or unclean conditions. However, patch and repair may be required by others.

COMPENSATION

See IEA's Professional Fee Schedule in Appendix B, for fees associated with the services listed above.

For project work beyond the services outlined in this proposal and/or changes to the agreed upon scope of work, IEA will obtain approval through a client-authorized change order.

SCHEDULE

This Master Services Agreement, if approved by Osseo Area Schools ISD 279, is valid July 1, 2022, to June 30, 2023.

PROPOSAL TERMS

Terms on payment of services are net 30 days after invoicing, with interest added to unpaid balances. Please review the Appendix D: General Conditions, which are a part of this proposal, for more detail.

INSURANCE

IEA will provide a Certificate of Liability Insurance. See Appendix C for insurance documentation.

AUTHORIZATION TO PROCEED

We appreciate the opportunity to present this Master Services Agreement for IEA Services. Please sign this authorization to proceed, and e-mail to Jens Erickson at jens.erickson@ieasafety.com. Retain the original for your records.

Regards,

Jens Erickson, CSP, CSRM
Sr. EHS Project Manager

Mary Ferrian, CSP
EHS Division Manager

***

Please proceed according to the above stated fees, terms, attached General Conditions, and this Master Services Agreement proposal #10525 dated May 13, 2022.

Printed Name

Authorized Signature

Date

PO Number (if applicable)

© IEA, Inc.

Appendix A

IEA, Inc. Company Profile

37+Years of
Trusted Health and Safety Services

IEA Client Base

K-12 Education
Colleges/Universities
Industrial/Manufacturing
Government Agencies
Hospitals & Medical
Insurance Companies
Property Management
Construction Companies
Architect/Design Firms
Attorneys

IEA Qualified Staff

Certified Safety Professionals
Certified Industrial Hygienists
Certified Asbestos Designers
Certified Lead Designers
Certified School Risk Managers
Professional Engineers
Certified Cx Agents

About Us

The Institute for Environmental Assessment, Inc. (IEA) is a small business founded in 1984. With offices in Brooklyn Park, Rochester, Mankato, Brainerd, Marshall, and Virginia, Minnesota, IEA has a staff of over 60 professionals who provide consultative services in specialized areas. IEA's service areas include health and safety, industrial hygiene, asbestos/lead, indoor air quality and mechanical engineering consulting services to include commissioning/recommissioning.

Our Service

IEA has proudly provided comprehensive and diverse EH&S services to our clients for over 35 years. Our professional staff has strong credentials and a depth of knowledge that complement IEA's team approach to providing the best response options and solutions.

IEA has developed customized and site-specific programs and services for public and private K-12, higher education, and government agencies. IEA also supports businesses and institutions such as healthcare facilities, manufacturing, automobile services, printing industry, construction, and transportation.

Our Mission

Our mission is to care for our clients, associates and business by continually striving to improve.

The **core of our company services is based upon investigation, consultation and commissioning of facility challenges** and IEA is dedicated to this mindset regardless of whether client needs are focused on hazardous materials, health and safety, indoor air quality or ventilation function. **We are dedicated and provide trusted services to our clients**.

MN Dept of Administration Vendor #VN207361

WWW.IEASAFETY.COM
1.800.233.9513

Appendix B

Professional Fee Schedule

Professional Fee Schedule
Effective January 1, 2022

IEA provides consulting services using the following rate schedule for project activity on a time-and-materials basis. This schedule will be adjusted on an annual basis. Additionally:

- Work performed beyond a normal working day (defined as hours in excess of 8 hours a day), weekends and national holidays will be billed at time and one-half.
- Current mileage rate is billed at the IRS mileage rate plus a 20% mark-up. Mileage rate may be adjusted to reflect fluctuations in fuel costs.

IEA's services will be billed at the following rates per hour:

Project Management	**Rate**
Division/Regional Manager	$125.00
Senior Project Manager	$106.00
Project Manager	$105.00
Administrative Support	$77.00
Professional/Technical Staff	
Sr. Certified Industrial Hygienist	$161.00
Certified Industrial Hygienist	$138.00
Certified Safety Professional	$135.00
Professional Engineer	$135.00
Senior Environmental Technician	$93.00
Engineering Technician	$93.00
Environmental Technician	$87.00

Emergency services and rates for services after hours, on weekends or under extenuating circumstances will require an increased labor rate of one and one-half times the above rates.

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Asbestos, Lead, & IAQ Laboratory Fees

Asbestos

Bulk Samples - Polarized Light Microscopy (PLM)

# Samples Per layer	RUSH 3 Hour*	RUSH 6 Hour*	24 Hour	48 Hour	72 Hour
1 – 199	$47 each	$32 each	$23 each	$21 each	$18 each
200 or more	**Call for pricing**				

*Rush pricing is cost plus $80 for time and mileage. Time is from when lab receives samples. Additional times and costs are available

Air Samples – Phase Contrast Microscopy (PCM) (In-house Analysis)

	Routine Price	Rush Price
All Samples ($60 min. includes 2 samples)	$21 each	1.5 x applicable rate

Air Samples – Transmission Electron Microscopy (TEM)*

Air samples by AHERA or YAMATE Level II Method

	24 Hour	6 Hour	4.5 Hour	Weekend Analysis
Individual Samples (24 hours)	$144/Sample	$165/Sample	$300.00/Sample	$185/Sample

Lead

Lead Dust Wipe Samples/ Lead Air Samples/ Lead Paint Chips/ Soil Sample (Flame AA)

6 Hour	1 Day
$45	$22

Lead in Air/Soil Samples (Graphite Furnace)

	24 Hours or Greater	Less Than 24 Hours
All Samples	$70	Call for pricing

Lead in Paint Samples

	1-5 Days	6 Hours
All Samples	$22	$50

Lead in Water Samples

	24 Hours or Greater
All Samples	$21

Lead Toxicity Characteristic Leaching Limit Procedure (TCLP)

	3-Day	2-Day	30-Hour
All Samples	$110	$117	$230

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Radon

	Short Term *(1-99)*	**Short Term** *(100 and up)*	**Long Term**
All Samples	$14	$12	Call for pricing

PCB EMSL Samples

2 Week	1 Week	4 Day	3 Day
$116	$163	$190	$228

Indoor Air Quality

Laboratory Analysis (Per Sample)*

- Air-O-Cell 24-hour turnaround $52.50
- BioReveal Surface Swab $11
- Bioaerosols (Fungi) $64
- Bulk fungal analysis (dilution method) $97
- Microvac bulk dust fungal analysis (dilution method) $97
- Microvac bulk dust fungal analysis (direct read method) $52.50
- Dust Characterization $71
- Formaldehyde** $117
- Hexavalent Chromium $93
- Legionella $125
- Particulate (nuisance dust, total & respirable) $34
- Rodac fungal contact (range $44-64) $66
- Silica ..... Call for pricing
- Tease Tape sample analysis $52.50
- Total Volatile Organic Compounds (TVOC) (3M 3500) $68
- Volatile Organic Compounds (VOC) (range $100-258) $266
- VOC Scan (GC/MS – Qualitative, 70 compounds) $330
- VOC Scan (GC/MS – Quantitative, up to 15 compounds) $330
- Welding Fume Scan (13 Metals) $197

NOTE: Delivery costs are billed on a direct basis

* Analysis for other compounds, alternate analytical and sampling methods, and rush analysis, may affect per unit costs.

Equipment Use Rates (Per Day)

- Air Flow Meter & Micromanometer $55
- Airborne Particulate Counter $80
- Anderson/Quick Take 30/Buck Bioaire Sampler (bioaerosols) $55
- B&K Sound Level Meter $130
- Balometer $55
- Continuous Radon Monitor (CRM) $50
- Dosimeter $30
- Four Gas Meter $55
- Hygrometer $30
- Infrared Camera $80
- Ion Counter $55
- Low Flow Pumps $55
- Moisture Meter $30
- Niton XRF-XLp (Paint) $260
- Photo Ionization Detector (PID) $30
- Pressure Differential Meter $55
- TSI Q-Trak (carbon dioxide, carbon monoxide, temperature, relative humidity) $55

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Appendix C

Certificate of Insurance

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 01/07/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Kim Rowe	
AssuredPartners of Minnesota LLC	PHONE (A/C, No, Ext): (651) 287-1161	FAX (A/C, No): (651) 644-9137
2361 Hwy 36 W	E-MAIL ADDRESS: kim.rowe@assuredpartners.com	
St. Paul MN 55113	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Crum & Forster Specialty Insurance Co	44520
INSURED	INSURER B: Accident Fund Insurance Co of America	10166*
Institute for Environmental Assessment Inc	INSURER C:	
9201 West Broadway No #600	INSURER D:	
Brooklyn Park MN 55445	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: 2022/23 Master REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY X PRO-JECT X LOC OTHER:			EPK-138322	01/01/2022	01/01/2023	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
							Policy Aggregate	$ 5,000,000
A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY			EPK-138322	01/01/2022	01/01/2023	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
A	UMBRELLA LIAB X OCCUR X EXCESS LIAB CLAIMS-MADE DED RETENTION $			EFX-119578	01/01/2022	01/01/2023	EACH OCCURRENCE	$ 5,000,000
							AGGREGATE	$ 5,000,000
								$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		WCVB012893	01/01/2022	01/01/2023	X PER STATUTE OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
A	Pollution Liability Professional Liability			EPK-138322	01/01/2022	01/01/2023	Limit Limit	1,000,000 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

FOR INFORMATION ONLY

CERTIFICATE HOLDER	CANCELLATION
FOR INFORMATION ONLY	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE William K. Vehrs III

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Appendix D

General Conditions

General Conditions

The word "Consultant" refers to the Institute for Environmental Assessment ("IEA"), the contracting company is referred to as the "Client". Client agrees to be bound by these General Conditions by accepting the Proposal and engaging Consultant.

The Agreement with you, the Client, is comprised of this Agreement and accompanying written proposal.

1. Scope of Work

Consultant will furnish and perform the professional services specified in Consultant's proposal (the "Proposal"). The services as set forth in the Proposal (the "Services") will be provided by Consultant's personnel at the location of the Client (the "Site") (hereinafter referred to as the "Project"). If any portion of the Proposal is inconsistent with this Agreement, the terms of this Agreement shall control:

Consultant's obligation to perform the Services shall terminate upon delivery of a final report within 45 days of Project completion.

In addition to the Proposal, Consultant and Client agree as follows:

A. Right of Access

Unless otherwise agreed in writing, Client will furnish Consultant with right-of-access to the Site and accurate information necessary to conduct the Services, as requested by Consultant.

B. Confidential & Proprietary Information

The Consultant and Client agree not to disclose to others or use any confidential or proprietary information or trade secrets of the other, which may become known to each prior to, during or after the performance of this Agreement without the prior written consent of the other. "Confidential or propriety information" and "trade secrets" shall mean any information about the other which is neither publicly known nor legally accessible to the other parties from third parties. Prior to the disclosure of any such confidential or proprietary information or trade secrets, each shall obtain the written approval of the other.

C. General

Consultant warrants that the Services it performs under this Agreement will be performed with the care and skill ordinarily exercised by reputable members of its profession practicing under similar conditions during the period of this Agreement and in the same or similar locality. The AIHA-certified IEA laboratory will perform PCM analysis if specified. Other field PCM analysis will be completed by laboratory-approved field technicians, generally under AAR Guidelines.

2. Payment for Services

A. Fee Schedule & Maximum Costs

The fee schedule in the Proposal specifies the amounts due to Consultant from Client for its Services performed under this Agreement.

B. Schedule of Payment

Invoices will be submitted to Client once a month for services performed during the prior month. Payment to Consultant is due upon presentation to Client, and past due after thirty (30) days of receipt of the invoice, in which case a service fee of 1.5% monthly shall be added to the invoice, unless specifically arranged otherwise by Consultant and communicated in writing. Client reserves the right to question any item on any invoice and Consultant agrees, upon Client's request, to supply such documentation as is necessary to reasonably justify such invoice amount to Client's reasonable satisfaction. Client agrees to pay Consultant any costs of collection including reasonable attorneys' fees and costs if payment for Services are not made when due.

C. Expert Fee Expenses

If Client requests Consultant to participate on behalf of Client in litigation regarding the subject matter of this Agreement, Client agrees to pay all of Consultant's expenses arising therefrom at the prevailing rate for Consultant's time plus out-of-pocket costs and expenses, including reasonable attorney fees incurred by Consultant in conjunction with the participation.

3. Indemnity & Insurance

A. **Indemnity**

Consultant shall indemnify and hold harmless Client against losses, damages and claims, demands, actions, costs (including reasonable attorney fees), and fines of any kind resulting from any breach of this Agreement by Consultant, its employees, agents, subcontractors or licensees, of their obligation under this Agreement, or from any negligence or misconduct by Consultant, its employees, agents, subcontractors or licensees, but only for the proportion of damages which is equal to Consultant's proportion of the total fault which directly caused the damages. Client shall indemnify and hold harmless Consultant against losses, damages and claims, demands, actions, costs (including reasonable attorney fees), and fines of any kind resulting from any breach of this Agreement by Client, its employees, agents, subcontractors or licensees, of their obligation under this Agreement, or from any negligence or misconduct by Client, its employees, agents, subcontractors or licensees, but only for the proportion of damages which is equal to Client's proportion of the total fault which directly caused the damages.

B. Limitation of Liability

EXCEPT AS EXPRESSLY SET FORTH IN SECTION 1(C) HEREOF, CONSULTANT DISCLAIMS ALL WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL EITHER CONSULTANT OR CLIENT BE LIABLE TO THE OTHER PARTY FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND WHETHER FOR BREACH OF ANY WARRANTY, FOR BREACH OR REPUDIATION OF ANY OTHER TERM OR CONDITION OF THIS AGREEMENT, FOR NEGLIGENCE ON THE BASIS OF STRICT LIABILITY OR OTHERWISE.

General Conditions (cont'd)

C. Insurance

(1) Consultant carries coverage and limits of liability insurance as follows:

(a) Workers Compensation with statutory limits.

(b) Employers' Liability with a minimum policy limit of $1,000,000.00.

(c) Comprehensive General Liability with the following coverage:

I. Limit $1,000,000.00 per occurrence

II. $2,000,000.00 general aggregate

III. $2,000,000.00 products completed/ operations aggregate

IV. $1,000,000.00 personal and advertising injury

V. $300,000.00 fire Damage (any one fire)

VI. $25,000.00 medical expenses (any one person)

(d) Automobile insurance covering all owned, non-owned or hired automobiles used in connection with the work covering bodily injury and property damage with a minimum combined occurrence limit of $1,000,000.00

(e) Professional Liability (claims made) with the following coverage:

$1,000,000.00 per occurrence

(f) Contractor Pollution Liability (claims made):

$1,000,000.00 each occurrence

(g) Umbrella Liability. $5,000,000.00 each occurrence

(2) Client (or Owner if applicable), Subcontractors and Agents agree to provide Consultant, upon request, Certificate(s) of Insurance signed by the insurer evidencing insurance for premise liability, general liability, auto and workers comp. equal or greater than those limits carried by the Consultant.

(3) Consultant shall promptly deliver to Client (or Owner if applicable), upon request, certificate(s) of insurance signed by the insurer for the policies described in (3) (C) above, or certified copies of such insurance policies indicating the existence of such coverage. IEA must be listed as both certificate holder and insured, or additional insured on each certificate of insurance.

4. Assignment

This Agreement shall not be assigned by Consultant without prior written consent of the Client.

5. Independent Contractor

Consultant is an independent Contractor and shall not be considered an employee, partner or joint venturer of the Client for any purpose.

6. Restriction to hire employees of Consultant

Client agrees to refrain from hiring, contracting, or retaining the services of Consultant's employees during or within 12 months after the termination of Consultant's services. If Client hires an employee of Consultant in violation of this Section 6 without Consultant's written consent, Client shall pay Consultant a placement fee equal to twenty-five percent (25%) of such employee's annual wages.

7. Notices

Any notice under this Agreement shall be in writing and shall be deemed to be properly given when delivered to an officer of Client or the Consultant's Chief Financial Officer, as the case may be, at their addresses as set forth in the Proposal. The courts located in the State of Minnesota shall have exclusive jurisdiction in any actions commenced by Consultant or Client in connection with this Agreement, the Project or the Services.

8. Applicable Law

This Agreement shall be governed by and construed under the laws of the State of Minnesota. Parties agree to participate in pre-suit mediation prior to commencement of an action.

9. Extent of Agreement

This Agreement, together with the Proposal, represents the entire Agreement between Client and Consultant, and supersedes all prior obligations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument, dated and executed by both Client and Consultant.

10. Termination

Upon completion of the Project, Consultant will, at Client's request, deliver to Client or its designee all records, documents or materials in its possession or control of Consultant which are owned by Client. The obligations and provisions of Sections 1B, 2, 3, 5, 6 and 10 shall survive completion of the Project or termination of this Agreement.

OSSEO AREA SCHOOLS

ISD 279

ADMINISTRATIVE SERVICES MEMORANDUM

TO: Cory McIntyre, Superintendent

FROM: Dale Carlstrom, Director of Facilities and Transportation Operations
Jeff Arthurs, Coordinator of Facilities Operations
John Morstad, Executive Director of Finance and Operations

SUBJECT: Snow Removal Services, Bid Award Recommendation

DATE: June 16, 2022

The District received bids in a public forum on June 1, 2022, for the purchase of snow removal services at all District-owned facilities.

Recommendation
We recommend that the School Board award four contracts as listed here:

1. CB Services – Section 1
   ARB, BW, FB, FB Fields, MGSH, MG Stadium, RC, RL, WVR

2. Snowpros – Section 2
   CI, ESC, EC, MGMS, OAK, OALC, OEC, OSH, Osseo Ice Arena, OMS

3. LADC Companies - Section 3
   BG, BMS, NWFSC, PL, PCSH, WL, GC

4. Schuur Handy Construction - Section 4
   CV, EB, FO, NVMS, PB, WD, ZW

Background
Thirteen contractors were invited to participate in the Request for Bid (RFB). Six of those contractors submitted a bid. The RFB was evaluated on fees for service and qualifications. Qualifications considered were available equipment, staff size, years in business, and experience with customers of a similar type and size (plowable acres). Costs submitted by each contractor were entered into a spreadsheet averaging the last two years of snow events to determine the lowest cost. A tabulation of these costs are shown below.

All contractors have provided snow removal services in the past except for LADC. The total cost for snow removal services totaled $409,670 in FY 21 and $524,590 in FY 22.

Next Steps
Upon approval by the School Board, the District will enter into contracts for an initial period of two years beginning July 1, 2022, through June 30, 2024. The District reserves the right to renew for two additional years in 12-month increments at the same terms and conditions after updated annual pricing is reviewed and upon mutual agreement of contracting parties.

Bid Results:

Section 1							
Snow Events 21-22 SY	**Qty. of Events**	**Bentleys Mow N Snow**	**CB Services**	**Schuur Handy**	**Snowpros**	**LADC**	**Snow Removal Group**
2-4"	7	$77,525	$71,211	no bid	$97,300	$70,003	$136,850
4-6"	2	$35,154	$28,480	no bid	$29,600	$36,889	$46,574
6-10"	3	$74,631	$76,350	no bid	$47,100	$83,661	$82,300
Totals		**$187,310**	**$176,041**	no bid	**$174,000**	**$190,553**	**$265,724**
Snow Events 20-21 SY	**Qty. of Events**	**Bentleys Mow N Snow**	**CB Services**	**Schuur Handy**	**Snowpros**	**LADC**	**Snow Removal Group**
2-4"	8	$88,600	$81,384	no bid	$111,200	$80,003	$156,400
6-10"	2	$49,754	$50,900	no bid	$31,400	$55,774	$54,867
Totals		**$138,354**	**$132,284**	no bid	**$142,600**	**$135,777**	**$211,267**
	Average of 2 years	**$162,832**	**$154,163**	**no bid**	**$158,300**	**$163,165**	**$238,495**

Section 2							
Snow Events 21-22 SY	**Qty. of Events**	**Bentleys Mow N Snow**	**CB Services**	**Schuur Handy**	**Snowpros**	**LADC**	**Snow Removal Group**
2-4"	7	$82,691	$67,753	no bid	$83,300	$62,738	$98,113
4-6"	2	$35,448	$26,134	no bid	$25,800	$33,061	$30,304
6-10"	3	$74,430	$69,690	no bid	$41,700	$74,978	$49,889
Totals		**$192,569**	**$163,577**	no bid	**$150,800**	**$170,776**	**$178,307**
Snow Events 20-21 SY	**Qty. of Events**	**Bentleys Mow N Snow**	**CB Services**	**Schuur Handy**	**Snowpros**	**LADC**	**Snow Removal Group**
2-4"	8	$94,504	$77,432	no bid	$95,200	$71,700	$112,130
6-10"	2	$49,620	$46,460	no bid	$27,800	$49,985	$33,260
Totals		**$144,124**	**$123,892**	no bid	**$123,000**	**$121,685**	**$145,389**
	Average of 2 years	**$168,347**	**$143,735**	**no bid**	**$136,900**	**$146,231**	**$161,848**

Section 3							
Snow Events 21-22 SY	**Qty. of Events**	**Bentleys Mow N Snow**	**CB Services**	**Schuur Handy**	**Snowpros**	**LADC**	**Snow Removal Group**
2-4"	7	$110,810	$46,060	$49,009	$55,300	$29,950	$92,221
4-6"	2	$42,750	$18,440	$19,604	$17,200	$15,783	$26,583
6-10"	3	$102,105	$49,380	$50,406	$27,900	$35,793	$46,734
Totals		**$255,665**	**$113,880**	**$119,019**	**$100,400**	**$81,526**	**$165,538**
Snow Events 20-21 SY	**Qty. of Events**	**Bentleys Mow N Snow**	**CB Services**	**Schuur Handy**	**Snowpros**	**LADC**	**Snow Removal Group**
2-4"	8	$126,640	$52,640	$56,011	$63,200	$34,228	$105,395
6-10"	2	$68,070	$32,920	$33,604	$18,600	$23,862	$31,156
Totals		**$194,710**	**$85,560**	**$89,614**	**$81,800**	**$58,091**	**$136,551**
	Average of 2 years	**$225,188**	**$99,720**	**$104,317**	**$91,100**	**$69,808**	**$151,045**

Section 4							
Snow Events 21-22 SY	**Qty. of Events**	**Bentleys Mow N Snow**	**CB Services**	**Schuur Handy**	**Snowpros**	**LADC**	**Snow Removal Group**
2-4"	7	$141,120	$49,490	$40,616	$62,300	$38,142	$105,476
4-6"	2	$54,440	$19,780	$17,407	$19,200	$20,100	$31,694
6-10"	3	$130,050	$53,070	$41,776	$30,900	$45,584	$56,084
Totals		**$325,610**	**$122,340**	**$99,799**	**$112,400**	**$103,825**	**$193,254**
Snow Events 20-21 SY	**Qty. of Events**	**Bentleys Mow N Snow**	**CB Services**	**Schuur Handy**	**Snowpros**	**LADC**	**Snow Removal Group**
2-4"	8	$161,280	$56,560	$46,418	$71,200	$43,591	$120,544
6-10"	2	$86,700	$35,380	$27,851	$20,600	$30,389	$37,389
Totals		**$247,980**	**$91,940**	**$74,269**	**$91,800**	**$73,980**	**$157,933**
	Average of 2 years	**$286,795**	**$107,140**	**$87,034**	**$102,100**	**$88,903**	**$175,594**

OSSEO AREA SCHOOLS

ISD 279

BUSINESS SERVICES MEMORANDUM

TO: Cory McIntryre, Superintendent

FROM: John Morstad, Executive Director of Finance and Operations
Kelly Benusa, Director of Business Services

SUBJECT: IRS 2022 Mileage Reimbursement Rate Change for July 1, 2022

DATE: June 21, 2022

Recommendation

We recommend the District continue reimbursing mileage at the IRS standard rate, which is increasing to 62.5 cents per mile effective July 1, 2022. All subsequent reimbursement rates will follow the IRS guidelines. This proposal is on the agenda of the School Board meeting on June 21, 2022. Rather than bringing this update to the Board every time the IRS changes the rate, we are recommending that the Board approve the District to reimburse at the published IRS standard mileage rate going forward.

Background

The IRS has announced that the business standard mileage rate for transportation expenses paid or incurred beginning July 1, 2022 will be 62.5 cents per mile, up 4 cents from the rate in effect during the first half of calendar 2022; this rate has previously been adjusted annually each January.

LGBTQIA+ History and Culture Resolution

June 21, 2022

A RESOLUTION of the Osseo Area School District Board of Education to acknowledge the value of the lives of our trans, lesbian, gay, bi-sexual, queer, intersex, two-spirit, asexual, nonbinary, and gender-expansive scholars and staff

WHEREAS, by recognizing Pride Month, the District supports, models, and advocates for policies, practices, and curricula that honor and respect LGBTQIA+ students, staff, and their families; and

WHEREAS we are committed to creating environments for our transgender, nonbinary, and gender-expansive youth to not experience trauma and harm and to show up as their full authentic selves as stated in our district vision “to unleash and enhance the brilliance of our scholars to thrive and change the world;” and

WHEREAS ISD 279-Osseo Area Schools is the fifth-largest school district in the state and serves a self-reporting population of 2.7% (1) of students who are transgender, nonbinary, and gender-expansive, and 20% (2) of students who identify as LGBTQIA+; and

WHEREAS the month of June has become a symbolic month in which lesbians, gay, bisexual people, transgender, and supporters come together in various celebrations of Pride; and

WHEREAS School Board Policy 508 states that all school district students, including transgender and gender diverse students, deserve respectful and inclusive learning environments that value students’ gender identity and gender expression. The school district strives to provide programming and facilities where all students feel safe and supported; and

WHEREAS School Board Policy 102 prohibits discrimination and harassment based on a person’s protected status which includes the following: race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled persons; and

WHEREAS sexual orientation and gender expression-biased bullying are among the most common forms of harassment in schools, and scholars who are gender-expansive are more likely to be targets of harassment, bullying, and violence; as “The majority of LGBTQ youth (52%) who were enrolled in middle or high school reported being bullied either in person or electronically in the past year.” (3) and

WHEREAS Osseo Area Schools seeks to eliminate transphobia and homophobia in any form and is committed to examining our own practices, procedures, and policies to identify structural barriers that are embedded and perpetuated in the educational system; and

WHEREAS the problems of society are mirrored in schools, and these problems can only be fully addressed with a united effort of community and school coming together for the betterment of our student's future; and

WHEREAS, in 1993, Minnesota amended its Human Rights Act to prohibit discrimination based on one’s sexual orientation and/or gender identity in employment, housing, education, and public accommodations; and

WHEREAS Osseo School Board’s Strategic Directions include the expressed goals to “create safe, welcoming, and inclusive learning environments that foster global curiosity, belonging, innovation and engagement;” and “address, acknowledge, and reduce systemic disparities, barriers, and inequities as we lead, develop and align our district toward continuous improvement”; and

NOW, THEREFORE, BE IT RESOLVED that the Independent School District 279 School Board supports the following district and department operational plans that value and support the lives of our Lesbian, Gay, Bisexual, Transgender, Queer, Nonbinary, and Gender-expansive scholars.

1. Declaration of June as Pride Month. Osseo Area School Board declares June as Pride Month and directs the Superintendent and all District staff to support policies, practices, and curricula that respect LGBTQIA+ students and their families in June and throughout the school year.

2. We re-commit to practices within the Osseo School District that protect and affirm our transgender, nonbinary, and gender-expansive scholars. This includes the full implementation of our Gender Inclusion Policy, support for Gender Sexuality Alliances

(GSAs) and Queer Straight Alliances (QSAs) in our schools, professional development for all school staff, and gender-affirming curriculum and pedagogical practices.

3. Elevate the voices of LGBTQIA+ scholars and staff to help dismantle systemic barriers in our school district by establishing an LGBTQIA+ employee affinity group and establishing an LGBTQIA+ scholar/parent/caregiver/ally advisory group. This committee will advise our district administration and school board on structural barriers, inequities, and the lived experience of LGBTQIA+ scholars and their families.

4. Ensure there is adequate initial and ongoing support for the Assistant Superintendent of Equity and Achievement, and the Equity Department to implement an intersectional approach to systemic barriers to equity of all forms.

5. Require system leaders to measure disparities and track district performance to inform progress LGBTQIA+ disparities through policy, practice, and pedagogy.

6. Ensure that all facility design standards include increased privacy and greater student choice in restrooms and locker rooms.

7. Establish a full month before June during each academic year to observe LGBTQIA+ History and Culture Month because it is essential for our education system to teach the experiences, honor the history, and highlight the contributions of transgender, gender expansive and non-binary people; and

8. Provide resources for families/caregivers in the district to understand and talk with their scholars about LGBTQIA+ identities.

9. In recognition of LGBTQIA+ in June each calendar, the Osseo School Board invites the community to join in the celebration by raising the LGBTQIA+ Progress Pride flag on June 1st at all district buildings and in the school board room as a symbol of support to our LGBTQIA+ students, staff, and their families.

10. Report the progress of this resolution annually to the Osseo School Board during the month of June.

(1) 2016 State Grade 11 demographics
https://public.education.mn.gov/MDEAnalytics/DataTopic.jsp?TOPICID=242

(2) 2019 State Grade 11 Demographics
https://public.education.mn.gov/MDEAnalytics/DataTopic.jsp?TOPICID=242

(3) https://www.thetrevorproject.org/research-briefs/bullying-and-suicide-risk-among-lgbtq-youth

ISD 279

OSSEO AREA SCHOOLS

ISD 279

Action Item: Adoption of Fiscal Year 2023 Budgets

School Board Meeting, June 21, 2022

Budget Alignment with Strategic Plan

- Long Range Financial Planning (LRFP) Framework
- Significant School Board influence

LRFP Framework provides structure for budget planning

Mission

Staff responsibilities
- LRFP guiding principles
- Continuous Improvement Plan
- Budget
- Budget Summaries

School Board direction
- Strategic priorities
- Forecast
- Budget targets
- Feedback

Budget planning: continuous process

Budget has 5 separate funds

- General
- Food and Nutrition Services
- Community Service
- Capital
- Debt Service

FY 2023 General Fund Revenue Increase by 1.9%

Areas of increase:

- General education (basic formula)
- Tax increment financing
- Interest revenue
- Other areas of increase:
  - TRA pension adjustment, desegregation transportation, abatement, extended time, and Medicare 3rd party billing revenue

FY 2023 General Fund Revenue Increase by 1.9% (continued)

Areas of decrease:

- Local optional
- Special education revenue
  - FY 2023 estimates and FY 2022 mid-year adjustment
- Other areas of decrease:
  - Unemployment, alternative teacher compensation, literacy incentive, and equity formula revenue

FY 2023 General Fund Expenditures Increase by 4.8%

- **Higher than** trend of 3.5% and revenue tactic of 3.0%
- Net Board approved adjustments **net increase** in budget capacity of $5.3 million
  - $2.4 million LRFP adjustments and learning loss
  - $1.1 million strategic investments
  - $1.8 million enrollment alignment

FY 2023 General Fund Expenditures Increase by 4.8% (continued)

- Board approved FY 2022 mid-year budget adjustment one-time savings of $6.5 million
- Transferred expenditures to federal funds to sustain programs and services of $9.4 million for FY 2023 and FY 2024, need to add back for FY 2025
- Board approved $750 stipend for staff of $1.9 million

FY 2023 Ending Fund Balance Declines

- Lower than anticipated
  - 26.1%; $72 million
- Exceeds 5% board policy

Osseo Area Schools ISD # 279

Five-Year Financial Projection - General Fund

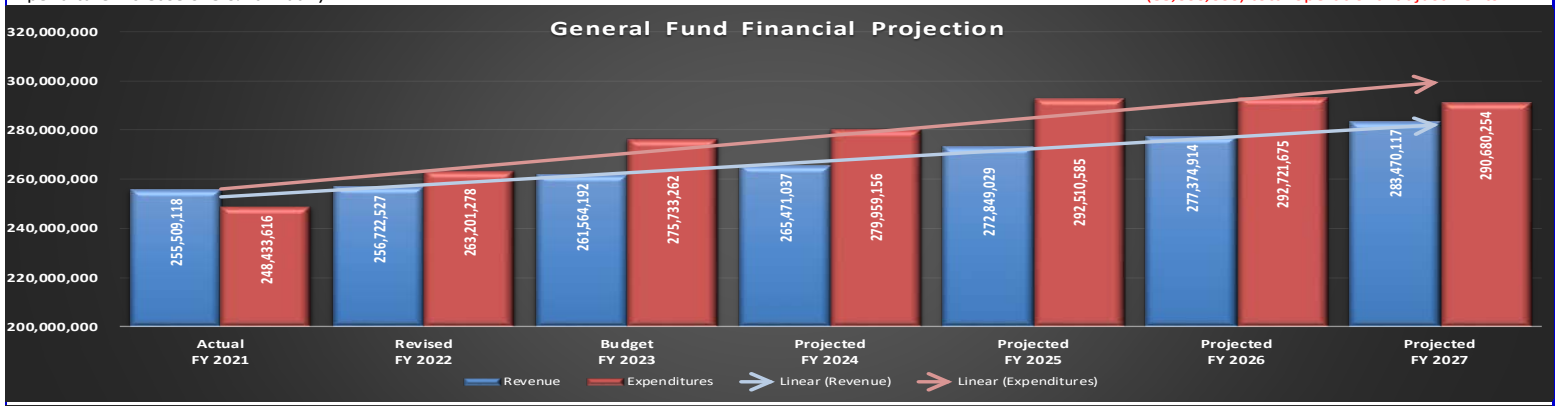
Categories	Actual FY 2021	Revised Budget FY 2022	% Chg	Adopted Budget FY 2023	% Chg	Projected FY 2024	% Chg	Projected FY 2025	% Chg	Projected FY 2026	% Chg	Projected FY 2027	% Chg
Revenue	255,509,118	256,722,527	0.5%	261,564,192	1.9%	265,471,037	1.5%	272,849,029	2.8%	277,374,914	1.7%	283,470,117	2.2%
Expenditures	248,433,616	263,201,278	5.9%	275,733,262	4.8%	279,959,156	1.5%	292,510,585	4.5%	292,721,675	0.1%	290,680,254	-0.7%
Difference over/(under)	7,075,502	(6,478,751)		(14,169,070)		(14,488,119)		(19,661,556)		(15,346,761)		(7,210,137)	
Assigned/Unassigned Fund Balance	92,662,870	86,184,119		72,015,049		57,526,930		37,865,374		22,518,613		15,308,476	
Fund Balance %	**37.3%**	**32.7%**		**26.1%**		**20.5%**		**12.9%**		**7.7%**		**5.3%**	
		Operational Adjustments		-		(5,000,000)		(7,000,000)		(9,000,000)		(12,000,000)	

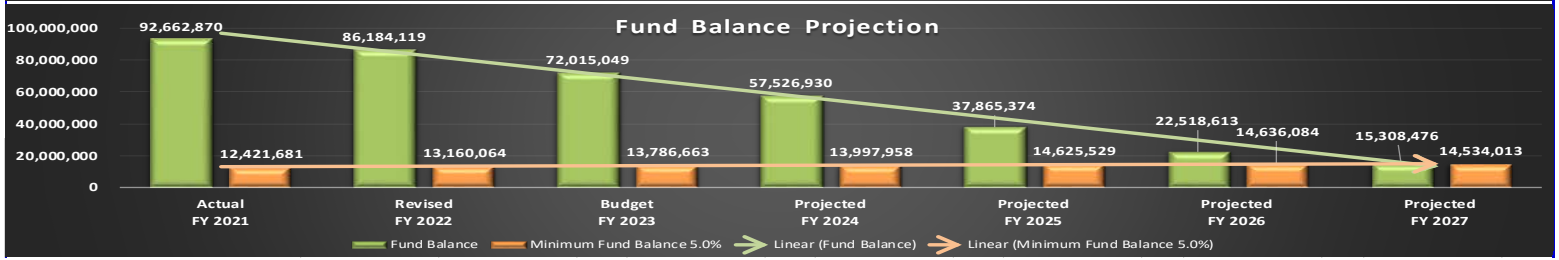
Assumptions

General Formula increase of 2.06% annually (10 year weighted average)

Expenditure increase of 3.0% annually

(33,000,000) total operational adjustments





Five-Year Financial Projection
General Fund

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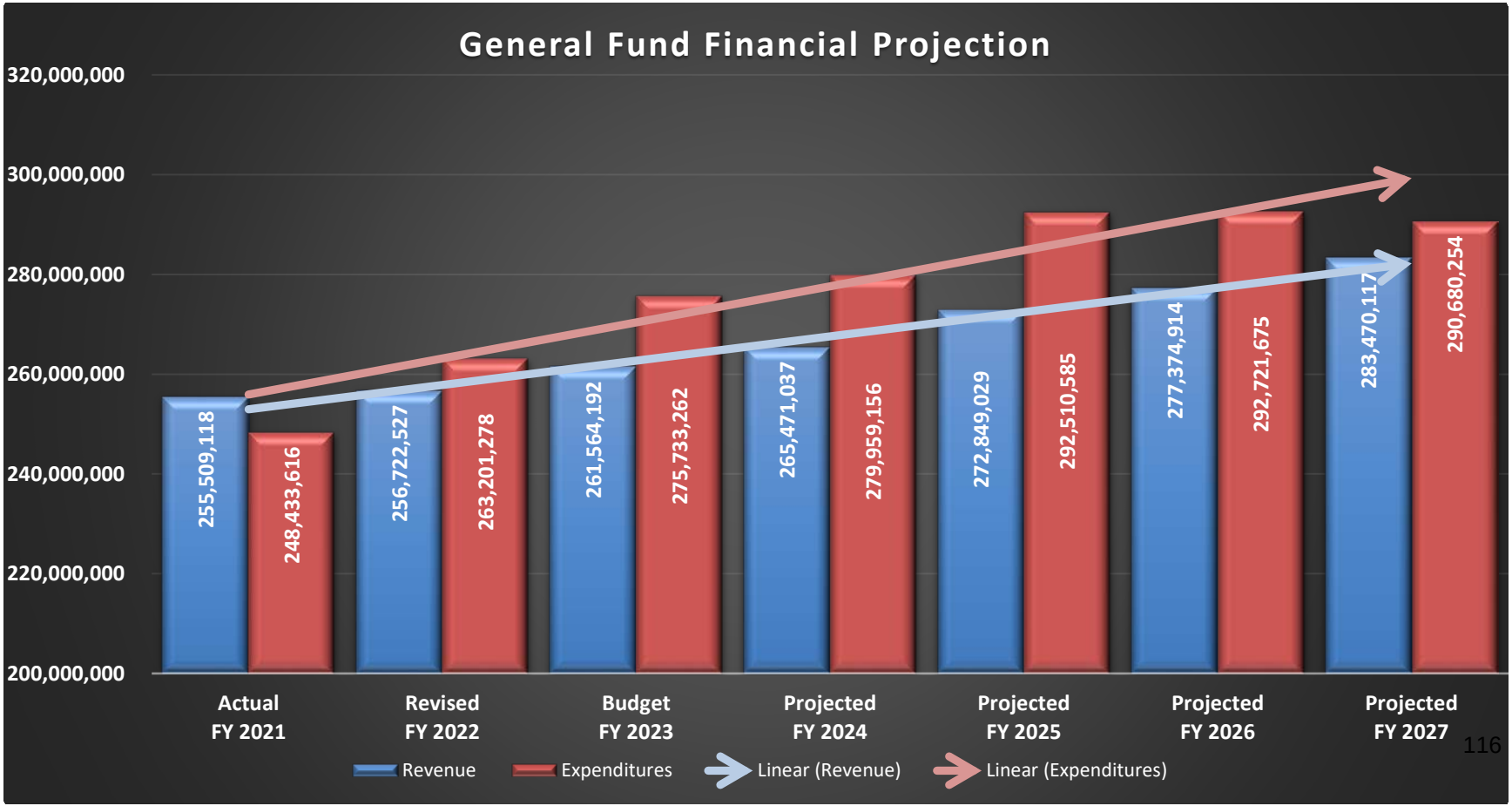
General Fund Financial Projection
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263,201,278
261,564,192
275,733,262
265,471,037
279,959,156
272,849,029
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277,374,914
292,721,675
283,470,117
290,680,254
Actual FY 2021
Revised FY 2022
Budget FY 2023
Projected FY 2024
Projected FY 2025
Projected FY 2026
Projected FY 2027
Revenue
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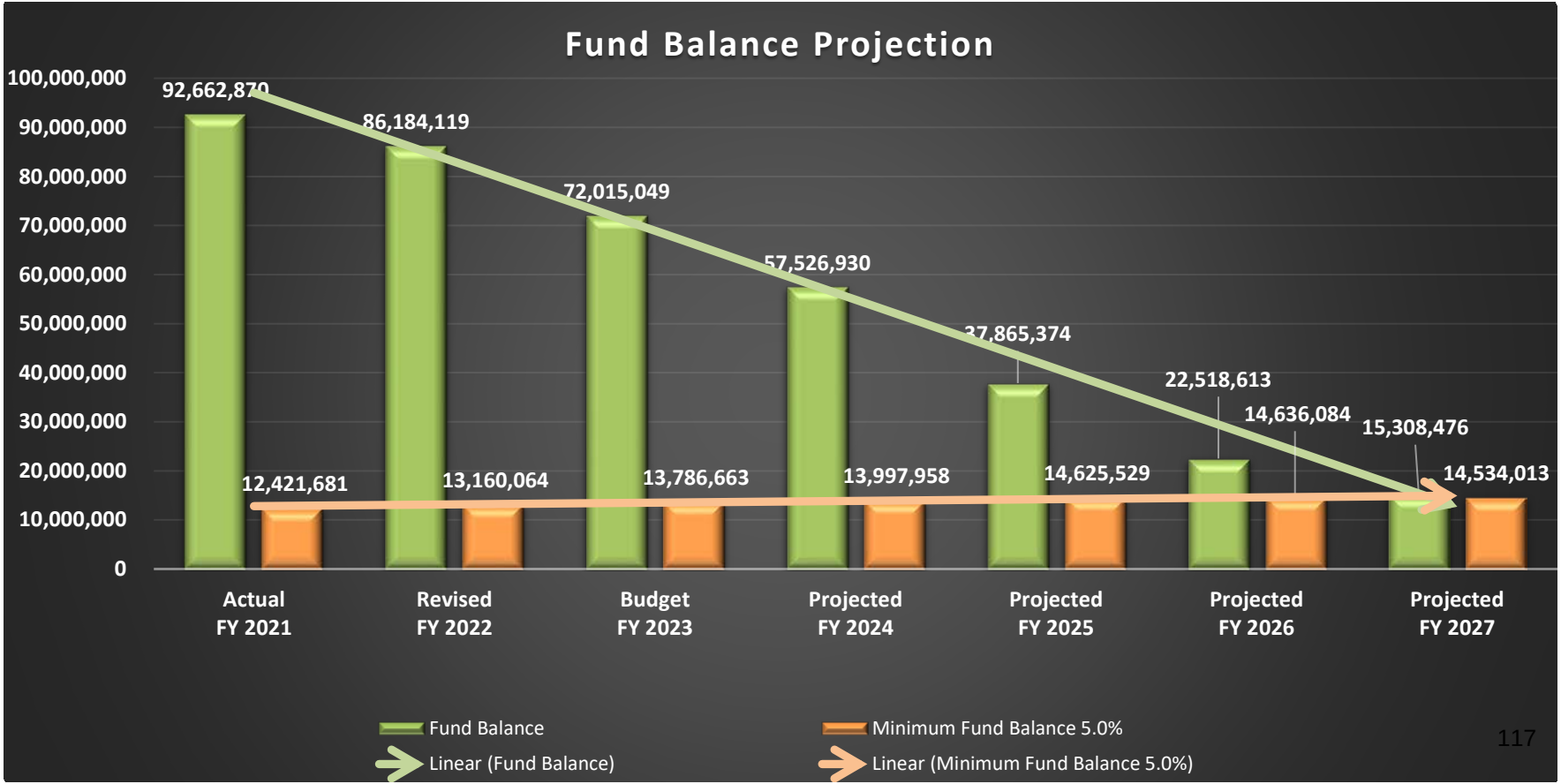
Linear (Revenue)
Linear (Expenditures)


Fund Balance Projection
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20,000,000
10,000,000
0
92,662,870
86,184,119
72,015,049
57,526,930
37,865,374
22,518,613
15,308,476
12,421,681
13,160,064
13,786,663
13,997,958
14,625,529
14,636,084
14,534,013
Actual FY 2021
Revised FY 2022
Budget FY 2023
Projected FY 2024
Projected FY 2025
Projected FY 2026
Projected FY 2027
Fund Balance
Minimum Fund Balance 5.0%
Linear (Fund Balance)
Linear (Minimum Fund Balance 5.0%)

Budgets Recommended for FY 2023

	General Fund	Food and Nutrition Services Fund	Community Service Fund	Capital Fund	Debt Service Fund
Projected Fund Balance, June 30, 2022	86,184,119	6,051,123	4,128,057	6,591,015	4,186,778
Revenue	261,564,192	12,792,318	13,721,738	16,196,679	15,754,875
Expenditures	275,733,262	14,174,695	13,271,764	18,084,296	16,433,238
Estimated Ending Fund Balance, June 30, 2023	$ 72,015,049	$ 4,668,746	$ 4,578,031	$ 4,703,398	$ 3,508,415

Action Item

- Recommend adoption of FY 2023 budgets for:
  - General Fund
  - Food and Nutrition Services Fund
  - Community Service Fund
  - Capital Fund
  - Debt Service Fund

OSSEO AREA SCHOOLS

ISD 279

ANNUAL BUDGET
FISCAL YEAR

OUR MISSION

is to inspire and prepare all students with the confidence, courage and competence to achieve their dreams; contribute to community; and engage in a lifetime of learning.

2023

Cory McIntyre, Superintendent

John Morstad, Executive Director of Finance and Operations

Kelly Benusa, Director of Business Services

OSSEO AREA SCHOOLS

ISD 279

FISCAL YEAR 2023

BUDGET

Our mission is to inspire and prepare all students with the confidence, courage and competence to achieve their dreams; contribute to community; and engage in a lifetime of learning.

ISD 279 - Osseo Area Schools
Fiscal Year 2023 Annual Budget
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INTRODUCTORY SECTION

OSSEO AREA SCHOOLS

ISD 279

Our mission is to inspire and prepare each and every scholar with the confidence, courage and competence to achieve their dreams; contribute to community; and engage in a lifetime of learning.

ISD 279 - Osseo Area Schools is located in the northwest section of Hennepin County. The area served by our school district has a population of 156,387 residents.

OSSEO AREA SCHOOLS
ISD 279

Business Services
Educational Service Center

DATE: June 21, 2022

TO: Members of the ISD 279 – Osseo Area Schools Community

FROM: John Morstad, Executive Director of Finance and Operations
Kelly Benusa, Director Business Services

We are pleased to present this Fiscal Year (FY) 2023 budget for ISD 279 - Osseo Area Schools. This memo describes the FY 2023 budget year, which begins July 1, 2022, and ends June 30, 2023. The annual budget is an important part of overall school district planning to intentionally align resources to the district's World's Best Workforce Strategic Plan to move forward our mission, which is to inspire and prepare each and every scholar with the confidence, courage, and competence to achieve their dreams; contribute to community; and engage in a lifetime of learning.

The entire budget has been compiled into this single document using a pyramid approach so that readers may progress from an overview to greater levels of detail. This budget format communicates budget detail and serves as a reference document.

The budget document is organized into five major sections: Introductory Section, Organizational Section, Financial Section, Informational Section, and Benchmark Comparisons. Each section presents information for the general, food and nutrition services, community service, capital, and debt service funds. To make the budget more understandable, charts and graphs are utilized wherever appropriate.

Budget Management
As required by the State of MN Uniform Financial Accounting Reporting System (UFARS), the school district's budget is divided into separate funds for the purpose of control and separation of various expenditure areas. Each of the different funds constitutes a complete accounting entity. More specific information regarding the different funds may be found in the Financial Section under the heading of "Financial Policy and Administration".

> **General Fund** – The largest of all the funds, the General Fund pays for most of the operating expenses of the school district. Included in this fund are salaries and benefits, instructional and maintenance supplies, utilities, insurance, professional development, and contracted transportation services. Allocations are made to the buildings for building principals and/or site supervisors to administer. Specific information regarding allocations may be found in the Informational Section.

Ph: (763) 391-7000
Fx: (763) 391-7232

11200 93rd Avenue N.
Maple Grove, MN 55369
district279.org

Food and Nutrition Services Fund – The Food and Nutrition Services Fund is intended to be a self-supporting fund. Revenues are derived from breakfast and lunch fees, and federal and state aid. If expenditures exceed revenues and a deficit occurs, the general fund would be required to subsidize the Food and Nutrition Services Fund to make up the deficit. Included in the Food and Nutrition Services Fund is the cost of salaries, benefits, food and serving supplies, and the equipment necessary to provide breakfast and lunch programs for students.

Community Service Fund – The Community Service Fund provides for programming that serves community members in the areas of recreation, civic activities, nonpublic students, adult or early childhood programs, Pre-K-8 extended day programs, or other similar services. Examples of community service programs include Early Childhood Family Education, Kidstop, Adult Basic Education, and Community Education. For the most part, funding for the Community Service Fund is categorical in nature (i.e., funds received for specific programs).

Capital Fund – For state reporting purposes, the Capital Fund has been folded into the general fund, and then accounted for as a distinct revenue and expenditure category within the General Fund. For simplicity and clarity, Osseo Area Schools internally tracks capital fund revenue and expenditures as a separate fund. Included in this fund are expenditures for technology, major repair, remodeling and leasing of facilities, improvements to sites, and equipment. Operating capital revenue included in this fund is determined by a formula based on the age of the district-owned facilities. Long-term Facilities Maintenance revenue included in this fund is determined by state-approved expenses within defined categories.

Debt Service Fund – The Debt Service Fund is used to account for the accumulation of resources for, and payment of, general obligation bonds, interest, and related costs.

BUDGET PROCESS

The budget planning steps began in October 2021, using the **Long-Range Financial Model (LRFM) and Annual Budget Framework** and the **FY 2023 Budget Planning Timeline.** The district implementation of this long-range financial planning (LRFP) process for developing the annual budget began in FY 2013. The LRFP process is refined and improved annually. As a part of the LRFP process, the following key budget considerations were used during the FY 2023 budget adjustment process:

Outcomes for budget adjustment process –

- Create budget adjustment recommendations that align with our system's Mission and Strategic Priorities.
- Involve school and community stakeholders in determining how to provide a quality education using available resources.
- Provide budget recommendations for school board approval that achieve a school district budget that maintains required fund balance.

Budget adjustment proposal process -

1. The system has identified legally required and mandated essential services and programs. These will not be considered for adjustment.
2. The analysis of budget adjustments will be based on a review of the effectiveness of specific programs or services. Information will be used to determine which program or initiatives are not getting expected results and should be considered for budget adjustments.
3. The analysis will consider the basic requirements for providing the educational program at sites. This analysis will establish the base quality education level that the district does not want to go below, and the essential support services required to deliver the base.
4. The analysis will consider the impact on our work to ensure equitable student achievement.
5. School board policies will be considered to determine if they exceed legally required and mandated essential services and programs or the basic requirements for providing the education program. Do board policies and regulation have financial implications? If so, which policies and/or regulations might be changed?
6. All proposed adjustments will be evaluated using the Program Efficiency Abandonment and Redirection (PEAR) process. The process considers the impact of the enhancement, reduction, elimination, or restructuring of services on the education programs.
7. Staff and citizen idea input will be solicited and shared with the school board for consideration in the budget planning process, through LRFP Advisory and FISCAL. In addition, other formal district advisory groups, such as DPAC, Core Planning, APAC, and CEPAC, inform our work regarding district program priorities which impacts budget priorities.

The school board reviewed FY 2023 budget proposals at a work session on February 15, 2022. These budget proposals followed school board direction that was provided at the November 8, 2021 work session. Budget proposals were approved at the March 1, 2022 regular school board meeting and result in net adjustments of $5,305,945. This amount is comprised of LRFP budget adjustments, including Learning Loss one-year and two-year only adjustments of $2,399,313, strategic investments of $1,149,817, and enrollment alignment of $1,756,815 for the general budget.

Fiscal Year 2023 Highlights

As shown in the chart below (all funds included), the FY 2023 budget proposal results in a net decrease in overall fund balance. More specific detail for each fund is described in the Financial Section, and additional comparative information is contained in the Informational Section.

Revenue Budget	FY 2023 Budget	FY 2022 Budget	Increase (Decrease)	% Change
General *	$ 261,564,192	$ 256,722,527	$ 4,841,665	1.9%
Capital/Land Proceeds **	16,196,679	15,978,289	218,390	1.4%
Total General Fund	277,760,871	272,700,816	5,060,055	1.9%
Food and Nutrition Services	12,792,318	15,660,913	(2,868,595)	(18.3%)
Community Service	13,721,738	13,107,900	613,838	4.7%
Debt/OPEB** Service	15,754,875	16,592,554	(837,679)	(5.0%)
Total All Funds	$ 320,029,802	$ 318,062,183	$ 1,967,619	0.6%

Expenditure Budget	FY 2023 Budget	FY 2022 Budget	Increase (Decrease)	% Change
General *	$ 275,733,262	$ 263,201,278	$ 12,531,984	4.8%
Capital/Land Proceeds **	18,084,296	17,360,978	723,318	4.2%
Total General Fund	293,817,558	280,562,256	13,255,302	4.7%
Food and Nutrition Services	14,174,695	14,307,940	(133,245)	(0.9%)
Community Service	13,271,764	11,687,292	1,584,472	13.6%
Debt/OPEB ** Service	16,433,238	17,135,124	(701,886)	(4.1%)
Total All Funds	$ 337,697,255	$ 323,692,612	$ 14,004,643	4.3%

Revenue/Expenditure Comparison	FY 2023 Revenue	FY 2023 Expenditure	Increase (Decrease)	% Change
General *	$ 261,564,192	$ 275,733,262	$ (14,169,070)	(5.1%)
Capital/Land Proceeds **	16,196,679	18,084,296	(1,887,617)	(10.4%)
Total General Fund	277,760,871	293,817,558	(16,056,687)	(5.5%)
Food and Nutrition Services	12,792,318	14,174,695	(1,382,377)	(9.8%)
Community Service	13,721,738	13,271,764	449,974	3.4%
Debt/OPEB ** Service	15,754,875	16,433,238	(678,363)	(4.1%)
Total All Funds	$ 320,029,802	$ 337,697,255	$ (17,667,453)	(5.2%)

* Excludes federal and state special funded projects

** Capital Land Proceeds and OPEB Debt Service funds do not contain budgets for FY 2023

General Fund

The FY 2023 combined revenue and expenditure change for the General Fund results in a net decrease of $14,169,070. This budget represents a planned decrease of fund balance for FY 2023.

General fund revenue is projected to increase 1.9% or $4.8 million for Fiscal Year 2023. Most of the change in revenue is the result of adjustments in the following revenue categories:

- General education aid increase of $4.8 million due to a projected increase in adjusted average daily membership (ADM) of 264. The district total adjusted ADM is estimated at 20,674 for FY 2023.
- Local optional revenue decrease of $966,829 due to change in the growth of projected students.
- Tax increment finance (TIF) levy increase of $863,000.
- Interest revenue increase of $796,000.
- Special education revenue decrease of $685,000 for FY 2023 due to the impact of revised estimates for FY 2021 and FY 2022 on current calculations.
- TRA pension adjustment revenue increase of $362,660; offset by TRA rate increase from 8.3% to 8.5% effective July 1, 2022.
- Unemployment revenue decrease of $350,000.
- Desegregation transportation revenue increase of $350,000 due to increased projected costs for FY 2022 that impact the FY 2023 revenue formula.
- Alternative teacher compensation revenue decrease of $301,000.
- Abatement revenue increase of $202,000.
- Literacy incentive aid decrease of $187,000.
- Extended time increase of $127,925 due to projected growth in targeted services programs.
- Equity decrease of $125,616.
- Medicare 3rd party billing revenue increase of $100,000.

General fund expenditures are projected to increase 4.8% or $12.5 million for Fiscal Year 2023. Changes in expenditures are the result of adjustments in the following categories.

Salaries

The budget for salaries is increasing $5,980,000 or 3.6% from the previous year. The increase is attributed to several factors, including:

- Decrease of $11,773,552 to sustain programs and services with federal funds for FY 2023 and FY 2024, which will need to be added back to the budget for FY 2025.
- Increase of $6.9 million of roll-up and projected settlement costs for salaries. These increases are reduced by $952,000 due to attrition and allocation of staff, along with retirees for FY 2023.
- Net budget adjustments of $5,921,730 approved at the March 1, 2022 School board meeting for FY 2023. This increase in comprised of multiple items, including LRFP budget adjustments of $10,520, learning loss budget adjustments for FY 2023 of $86,624, learning loss budget adjustments for FY 2023 and FY 2024 of $2,967,204,

strategic investments of $1,100,567, and enrollment alignment of $1,756,815, offset by revenue adjustments.
- Increase of $3,461,254 for one-time savings from the March 1, 2022 Board approved FY 2022 mid-year budget adjustment.
- Increase of $1,703,052 for Board approved $750 stipend for staff.
- Decrease of $239,000 for technology staff, which is offset by an increase in purchased services budget capacity.

Benefits
The budget for benefits is increasing $4,595,000 or 7.7% from the previous year. The increase is attributed to several factors, including:
- Increase of $2,663,000 million in medical insurance and HSA due to rate increase for Preferred One and PEIP, and anticipated employee migration of 4%.
- Increase of $1,009,313 for one-time savings from the March 1, 2022 Board approved FY 2022 mid-year budget adjustment.
- Increase of $927,000 in employer TRA rate of 8.34% to 8.55%, effective July 1, 2022; offset by TRA pension adjustment revenue increase, Board approved TRA portion of $750 stipend for staff, and estimated retro settlement increases for FY 2022.

Purchased services
The budget for purchased services is increasing by $2,310,000 or 7.0% from the previous year. The increase is attributed to several areas, including:
- Increase of $2,260,000 for one-time savings from the March 1, 2022 Board approved FY 2022 mid-year budget adjustment.
- Decrease of $563,000 for electric utilities.
- Increase purchased services budget capacity of $239,000; offset by salaries decrease for technology staff.
- Increase of $140,000 for general liability insurance anticipated increase of up to 20%.
- Decrease of $135,000 for third party medical expense.
- Budget adjustments for LRFP of ($21,000) approved at the March 1, 2022 School board meeting for FY 2023.
- Increase of $390,000 in miscellaneous items.

Supplies
Supplies and other expenditures are decreasing $353,000 or 5.6% from the previous year. The decrease is attributed to several factors, including:
- Decrease of $303,000 for federal indirect rate change from 3.7% to 3.6%.
- Decrease of $146,000 for spend down of one-time safe schools levy carryover funds.
- Net budget adjustments of $91,850 approved at the March 1, 2022 School board meeting for FY 2023. This increase in comprised of multiple items, including LRFP budget adjustments of $41,600, learning loss budget adjustments for FY 2023 of $1,000, and strategic investments of $49,250.
- Decrease of $48,000 to sustain programs and services with federal funds for FY 2023 and FY 2024, which will need to be added back to the budget for FY 2025.

Food and Nutrition Services
Revenues are projected to decrease $2,868,595 or 18.3%. Expenditures are projected to decrease $133,245 or 0.9%. The decrease for revenue is due to operating under the national school lunch program rather than seamless summer option program for FY 2023. Overall, the Food and Nutrition Services fund balance is projected to decrease by $1,382,377.

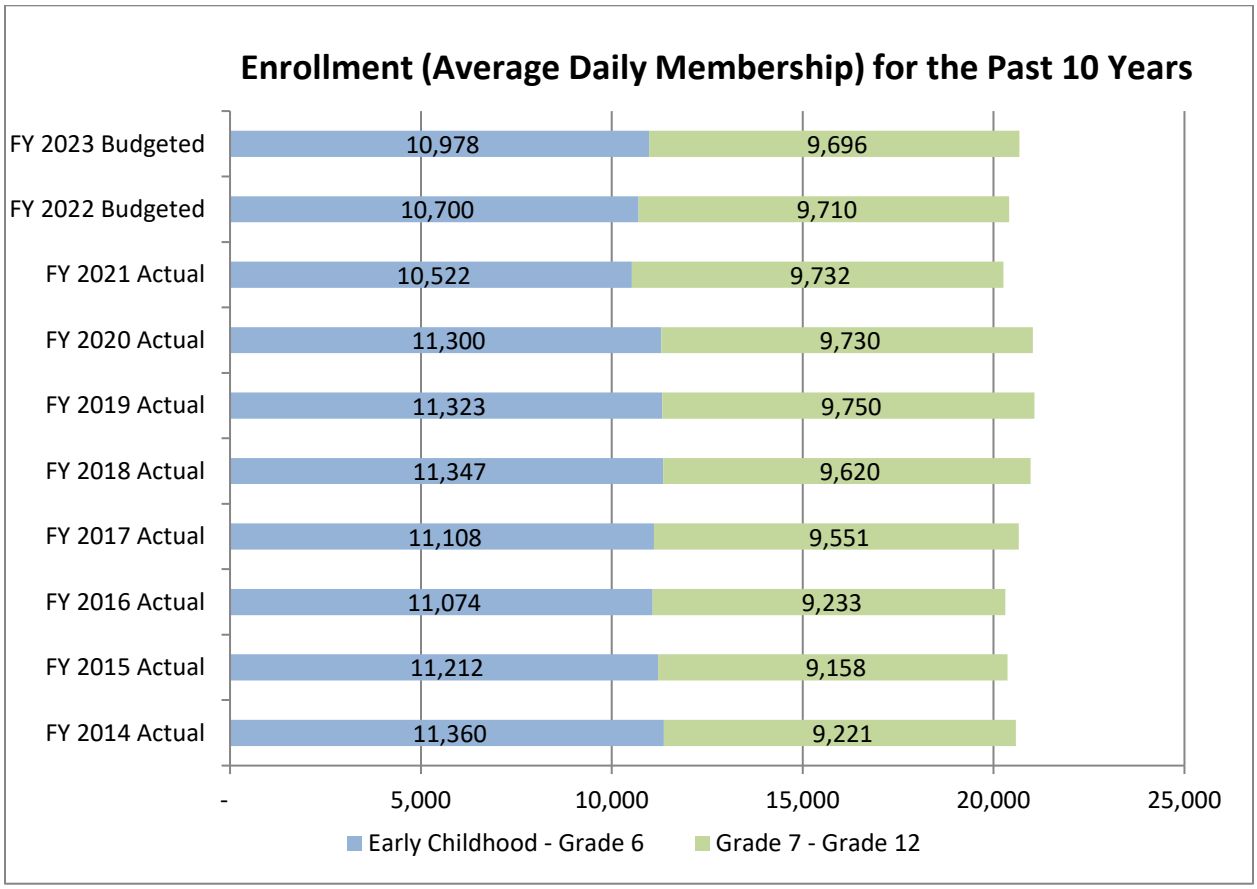
Community Service
Overall, the Community Service fund balance is projected to increase by $449,974. Revenues increased $613,838 and expenditures increased $1,584,472. The increase in revenue is mostly due anticipated participation increases in school age care, adult and youth enrichment, and school readiness programs. The increase in expenditures is due to a combination of anticipated participation increases in programs noted above and increasing budget capacity for $500,000 of expenditures funded by federal funds in FY 2022 and $320,000 for adding back two program managers and one administrative educational support professional position that were eliminated during the COVID-19 pandemic.

Capital/Land Proceeds
Capital/Land Proceeds Fund revenue is projected to increase $218,390 mainly due to an increase in operating capital and the voter-approved inflationary increase in the capital technology levy, which are slightly offset by a decrease in e-rate revenue. Expenditures increased by $723,318 or 4.2% mainly due to staff and technology needs. This change, results in a planned reduction to the Capital/Land Proceeds fund balance of $1,887,617.

Debt Service
The 5.0% decrease in revenue in the Debt Service Fund reflects the required levies for ongoing debt service payments. The 4.1% decrease in expenditures reflects the required annual principal and interest payments for outstanding debt. The Debt Service fund balance is projected to be $3,508,415 on June 30, 2023.

Student Enrollment

Student enrollment is a major component of the funding formula used by the state of Minnesota to determine how much revenue the district receives in the General Fund. As a result, the projection and tracking of student enrollment is a very important part of the budget process.



The graph above shows the number of students enrolled in ISD 279 each year since 2014. Overall enrollment increased 0.5% during this time. The average change for Osseo's benchmark public school districts (Anoka-Hennepin, Elk River, North Saint Paul, Robbinsdale, Rochester, Rosemount-Apple Valley-Eagan, South Washington, and Wayzata) in public school enrollment from FY 2014 to FY 2021 was an increase of 1.8%.

An analysis of the enrollment trends highlights the following factors:

1. The COVID-19 global pandemic had a significant impact on Minnesota public school's enrollment. This was the case for Osseo Area Schools, as enrollment decreased 3.2%.
2. The birthrate in Hennepin County has continued a slight decline in the previous five years. For 2020, the birthrate decreased to the lowest level in almost 50 years. Since the district's kindergarten enrollment has historically been directly related to the Hennepin County live birthrate, one would conclude that the district's kindergarten enrollment would also see a noticeable decline in the fall of 2025, when births from 2020 reach kindergarten age.

3. Many families of school-age children in our district choose private schools and other public-school options (both charter schools and other public-school districts). While preliminary data indicates a decline in the number of students who are enrolling in other public-school districts, there are still approximately 6,300 students choosing either charter schools or other public-school districts. Almost 3,700 of those students attend public charter schools. The population of families choosing private options for their student has remained steady at about 1,900 students.
4. New home construction continues in the district, particularly in the Northwest Maple Grove area. This helps to create stability through a projected enrollment growth in this area, as other areas of the district age-in-place and birth rates decline.

Economic Condition and Outlook

Osseo Area Schools intentionally focuses efforts of staff and other resources to identify available financial resources to maximize revenue. Except for locally imposed fees for things like student activities, the district is dependent on the state of Minnesota for its revenue authority and state aid. Some revenue authority, such as operating referenda and building bonds, also require voter approval. For the past several years, the funding provided for public education in the state of Minnesota has not been sufficient to meet instructional program needs due to increased inflationary costs and required mandates. For example, according to data provided by the Minnesota Department of Education, had the general education formula increased by the rate of inflation each year since 2003, the 2023 allowance per ADM would be $7,461 rather than $6,863, a difference of $598 per ADM, which would amount to more than $13.5 million in 2023 for Osseo.

Minnesota's economic and budget outlook has stabilized and created a record surplus in the wake of the pandemic. According to the state budget and economic forecast released from the Minnesota Management and Budget (MMB) in February of 2022, the state is projecting a $9.25 billion surplus. While 2022 is not a budget year for the State Legislature, there was a big push to allocate the surplus funds. However, the Legislature was not able to come to an agreement prior to the end of session. There remains the possibility of a special session to wrap up agreements on the surplus funds, but there is no requirement to do so.

In alignment with the current economic concerns, there are numerous factors affecting public school finance and need to be monitored on an on-going basis, such as:

- State aid versus local taxpayer funding for programs and services
- Economic factors, such as unemployment and overall revenue collections by the state
- Mandated programs that are not fully funded, such as special education
- Compliance and implementation of governmental pronouncements
- Impact to local taxpayers for funding requests
- Increased competition for students from other public schools as well as charter schools
- Housing development and growth
- Enrollment trends
- Health insurance cost increases

- Pension obligations, both local and state
- Management of federal grants and other special funded state programs

Technology

Technology in Osseo Area Schools will provide accessible, equitable and user-friendly systems with training that supports all users to effectively and efficiently achieve the district mission. Our technology team supports this through three focused goal areas in alignment with our district's strategic directions.

1. #DL4A (digital learning for all): students will experience learning that is personalized in path, place, and pace through strengthening teaching and learning practices that support student success. (Strategic direction A, B, E, & F)
2. Cyber Security: Osseo Area School will improve its cyber security posture through improved policies, procedures, and user awareness. (Strategic direction E)
3. Modernizing technology solutions: Osseo Area Schools will modernize its technology solutions and integrations to improve user experience and organizational efficiencies. (Strategic direction A, B, D, & E)

Osseo Area Schools #DL4A plan focuses on strengthening teaching and learning practices that will prepare students for success. This plan capitalizes on the foundation that was set in previous plans and moves forward with strategic goals to support our mission in alignment with our strategic directions. The #DL4A plan has nine focus areas:

1. Digital learning model
2. Digital learning tools and resources
3. Digital citizenship and responsible use
4. Professional development
5. Assessment and measurement
6. Parents and families
7. Business and community
8. Technology and infrastructure
9. Financial Sustainability

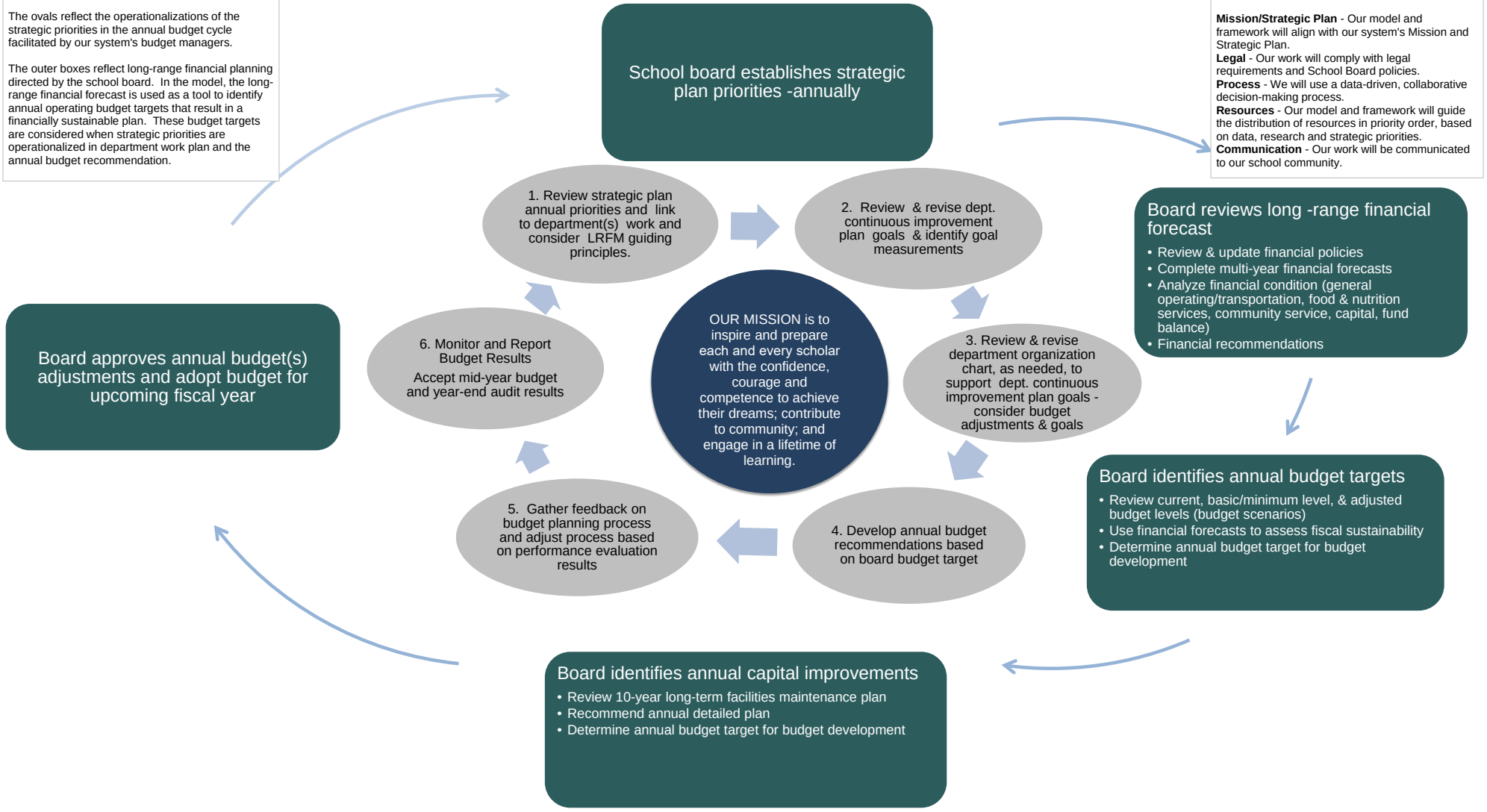
These nine areas have targeted goals and success indicators connected to them in alignment with the districts strategic plan. It is also a direct result of our priority work and was developed in conjunction with the capital project levy.

ISD 279 - Osseo Area Schools
Long-Range Financial Model (LRFM) and Annual Budget Framework

The district mission is placed in the center to reflect that it is at the core of the model.

The ovals reflect the operationalizations of the strategic priorities in the annual budget cycle facilitated by our system's budget managers.

The outer boxes reflect long-range financial planning directed by the school board. In the model, the long-range financial forecast is used as a tool to identify annual operating budget targets that result in a financially sustainable plan. These budget targets are considered when strategic priorities are operationalized in department work plan and the annual budget recommendation.



Long-Range Financial Planning Guiding Principles

Mission/Strategic Plan - Our model and framework will align with our system's Mission and Strategic Plan.
Legal - Our work will comply with legal requirements and School Board policies.
Process - We will use a data-driven, collaborative decision-making process.
Resources - Our model and framework will guide the distribution of resources in priority order, based on data, research and strategic priorities.
Communication - Our work will be communicated to our school community.

General Operating/Transportation, Food Nutrition Services, and Community Service Funds

PROGRAM EFFICIENCY, ABANDONMENT, AND REDIRECTION (PEAR) NARRATIVE

PEAR Title: _____

PEAR #: _____ **Fiscal Year:** FY 2023

Division: _____ **Budget Manager:** _____

Department: _____ **Expenditure Type:** _____

1. What budgeted resources are being requested?

a. Dollar amount and budget code(s):

Expenditure Adjustments:

PEAR Adjustment Amount ($)	FD	ORG	PRG	FIN	OBJ/ SRC	CRS

Revenue Offset:

Revenue Offset Amount ($)	Revenue Source

b. net dollar amount ($): $0

c. FTE and Bargaining Group(s) impacted, if applicable:

FTE Impact	FTE	Bargaining Group	Position Title

2. PEAR Summary (description of proposal)

3. How did you identify and respond to the influence of race and culture in the development of the request?

4. **What data will be used to measure results and how does the request support equitable student achievement?**

5. **Proposal Impact and Rationale**
   a. What is the expected impact of this proposal on current services, productivity and/or the strategic plan?

   b. Are other divisions or departments affected by your proposal?

   c. If other division or departments are affected, list division/departments contacted

6. **Are any legal requirements, mandates, or School Board policies affected by this adjustment? Yes or No**

   If yes, list requirements

ORGANIZATIONAL SECTION

OSSEO AREA SCHOOLS

ISD 279

The ISD 279 School Board is comprised of six individuals elected at large from the district. Board members serve four-year terms, which are staggered so that only three members are selected in any one election.

ISD 279 – Osseo Area Schools
School Board and Administrators
Fiscal Year 2023 Annual Budget

School Board

Chairperson ..... Kelsey Dawson Walton
Vice Chairperson ..... Jacki Mosqueda- Jones
Clerk ..... Heather Douglass
Treasurer ..... Tamary Grady
Director ..... Thomas Brooks
Director ..... Tanya Simons

Superintendent's Cabinet

Superintendent of Schools..... Cory McIntyre
Assistant Superintendent: Elementary Schools ..... Stephen Flisk
Assistant Superintendent: Secondary Schools ..... Kelli Parpart
Assistant Superintendent: Equity and Achievement ..... Bryan Bass
Executive Director: Community Engagement ..... Brian Siverson-Hall
Executive Director: Finance and Operations ..... John Morstad
Executive Director: Human Resources ..... Laurel Anderson
Executive Director: Technology ..... Anthony Padrnos
Director: School/Community Relations ..... Kay Villella
School District General Counsel ..... Tim Palmatier

Building Principals

Maple Grove Senior High School ..... Bart Becker
Osseo Senior High School ..... Sara Vernig
Park Center Senior High: An International Baccalaureate World School ..... Heather Miller-Cink
Osseo Alternative Learning Center ..... Kristen Hauge
Brooklyn Middle School: A Science, Technology, Engineering, Arts, and Math School..... Kim Monette
Maple Grove Middle School ..... Patrick Smith
North View Middle School ..... Diana Bledsoe
Osseo Middle School ..... Brian Chance
Basswood Elementary School ..... Steve Schwartz
Birch Grove Elementary School for the Arts ..... Ronald Salazar
Cedar Island Elementary School ..... Dan Wald
Crest View Elementary School ..... TBD
Edinbrook Elementary School ..... Aaron Krueger
Elm Creek Elementary School ..... Elizabeth Ness
Fair Oaks Elementary School ..... Sara Looby
Fernbrook Elementary School ..... Jeff Zastrow
Garden City Elementary School ..... David Branch
Oak View Elementary School ..... Bill Kuendig
Palmer Lake Elementary School ..... Sarah Schmidt
Park Brook Elementary School ..... Scott Taylor
Rice Lake Elementary School ..... Diane Bagley
Rush Creek Elementary School ..... Josie Johnson
Weaver Lake Elementary: A Science, Math, and Technology School ..... Lena Christianson
Woodland Elementary School ..... Robert Nelson
Zanewood Community School: A Science, Technology, Engineering, Arts, and Math School ..... Adrain Pendelton

ISD 279 – Osseo Area Schools
District Profile
Fiscal Year 2023 Annual Budget

ISD 279 – Osseo Area Schools Profile

In Osseo Area Schools, we inspire and prepare each and every scholar to achieve their dreams; contribute to community; and engage in a lifetime of learning. Our scholars benefit from exceptional opportunities, support and partnerships that help them graduate with the confidence, courage, and competence to make their dreams a reality.

Our size is an advantage

As Minnesota's fifth-largest school district, Osseo Area Schools serves all or parts of Brooklyn Center, Brooklyn Park, Corcoran, Dayton, Maple Grove, Osseo, Plymouth, and Rogers.

Our size is an advantage, allowing us to offer more academic and extracurricular opportunities for your child to thrive; greater access to technology to enhance learning; and more staff to support your student's individual learning needs.

ISD 279 students reflect our vibrant global community, coming from homes where more than 100 dialects or languages are spoken. Our schools are racially and culturally diverse, and students experience rich, real-life learning environments that prepare them for success in the 21st century workplace.

The district serves approximately 20,674 students, pre-kindergarten through grade 12, in 17 elementary schools (PreK-5), four middle schools (6-8), three senior highs (9-12), an online learning school (K-12), an area learning center, two early childhood centers, two special program sites, and an adult education/enrollment center. Community education classes serve lifelong learners from birth through senior citizens.

Prekindergarten and Elementary

A child's first years of school provide a foundation for lifelong learning. Prekindergarten programming— available at every elementary school—incorporates research-based early learning standards developed by the Minnesota Department of Education. Our teachers and staff work together to ensure the concepts and skills taught in prekindergarten lay the groundwork for those taught in kindergarten.

Elementary students are introduced to a range of subjects, from reading/language arts to math, science, social studies, art, music (vocal and instrumental) and physical education. Students in fourth- and fifth grade can audition for the Children's Chorus, a districtwide performing group that has served the community for more than 50 years. Services are

also provided at each elementary school to support gifted learners and students with special needs.

Middle School

In middle school, young minds thrive on active learning. Our middle school program keeps students engaged and challenged; helps them discover new interests; and supports their growth.

An interdisciplinary team of teachers focuses on your child's academic, social and emotional needs. Students also have a regular advisory period that provides time for extra attention to academics, along with opportunities to build relationships with teachers and other students.

While in middle school, your child may even take courses eligible for high school credit.

High School

High school offers opportunities for students to explore, grow and prepare for entering the workplace or college. In addition to choosing core subjects and a wide range of electives, your child can participate in sports, theater, arts, clubs, music, community service and leadership opportunities.

Students have several options for earning college credit while in high school, including Advanced Placement and International Baccalaureate courses, credit agreements with local community and technical colleges, and Post-Secondary Enrollment Options.

Our robust career and technical education offerings can help your child gain career-connected knowledge, skills and competencies that will help them succeed in life after high school. Students can even receive workplace-ready certifications in fields such as automotive technology, culinary arts, health care, and information technology.

Choices to Meet Your Child's Needs

As a large district, we are able to offer a wide range of programs and school choices, making it easier for you to find options that meet your child's needs:

- **Science, Technology, Engineering, and Math (STEM)** magnet program at Weaver Lake Elementary
- **Arts magnet** integrating fine arts, drama, dance and music at Birch Grove Elementary School for the Arts
- **Science, Technology, Engineering, Arts and Math (STEAM)** magnet programs at Zanewood Community School and Brooklyn Middle
- **International Baccalaureate** Middle Years and Diploma Programmes at Park Center Senior High
- **Health Sciences magnet** program at Osseo Senior High
- **Nationally certified automotive maintenance** and light repair program at Osseo Senior High

- **Career certifications** in several fields including, automotive technology, culinary arts, health care and information technology
- **Advanced Placement** college-level courses at all high schools
- **Gifted Education** services
- **All-day kindergarten** at every elementary school
- **Free or tuition-based prekindergarten** at every elementary school

Some of our special honors

- Maple Grove Senior High and Osseo Senior High are two of the nation's Best High Schools, according to U.S. News & World Report
- Weaver Lake was named one of the nation's top three STEM schools in 2015
- Minnesota School of Excellence honors awarded to Elm Creek Elementary (2017) and Woodland Elementary (2011)
- National Merit students honored each year
- Advanced Placement (AP) Scholars, Gates Millennium Scholars, Wallin Education Partners Scholars
- Award-winning staff: Minnesota National Outstanding Assistant Principal, Minnesota Elementary School Counselor of the Year, Minnesota Educational Support Professional of the Year, Minnesota School Business Official of the Year, Minnesota Council on the Teaching of Languages and Cultures Teacher of the Year, and more
- Only Minnesota school district named one of nation's "Best Communities for Music Education" every year since 2009
- State and national award-winning magnet schools
- Recognized for excellence in financial reporting by the Minnesota Department of Education and the Association of School Business Officials International
- All-conference musicians in band, orchestra and choir
- State, section and conference champions in athletics
- Hennepin Theatre Trust Spotlight Award honorees, including statewide Triple Threat winners

Elementary Schools

Basswood Elementary
15425 Bass Lake Road
Maple Grove
763-494-3858

Birch Grove Elementary
School for the Arts
4690 Brookdale Drive
Brooklyn Park
763-561-1374

Cedar Island Elementary
6777 Hemlock Lane
Maple Grove
763-425-5855

Crest View Elementary
8200 Zane Avenue N.
Brooklyn Park
763-561-5165

Edinbrook Elementary
8925 Zane Avenue N.
Brooklyn Park
763-493-4737

Elm Creek Elementary
9830 Revere Lane N.
Maple Grove
763-425-0577

Fair Oaks Elementary
5600 – 65th Avenue N.
Brooklyn Park
763-533-2246

Fernbrook Elementary
9661 Fernbrook Lane
Maple Grove
763-420-8888

Garden City Elementary
3501 – 65th Avenue N.
Brooklyn Center
763-561-9768

Oak View Elementary
6710 East Fish Lake Road
Maple Grove
763-425-1881

Palmer Lake Elementary
7300 W. Palmer Lake Dr.
Brooklyn Park
763-561-1930

Park Brook Elementary
7400 Hampshire Avenue N.
Brooklyn Park
763-561-6870

Rice Lake Elementary
13755 – 89th Avenue N.
Maple Grove
763-420-4220

Rush Creek Elementary
8801 County Road 101
Maple Grove
763-494-4549

Weaver Lake Elementary:
A Science, Math, & Technology
School
15900 Weaver Lake Rd.
Maple Grove
763-420-3337

Woodland Elementary
4501 Oak Grove Pkwy.
Brooklyn Park
763-315-6400

Zanewood Community School
7000 Zane Avenue N.
Brooklyn Park
763-561-9077

Secondary Schools

MIDDLE

Brooklyn Middle School
7377 Noble Avenue N.
Brooklyn Park
763-569-7700

Maple Grove Middle School
7000 Hemlock Lane N.
Maple Grove
763-315-7600

North View Middle International
Baccalaureate World School
5869 69th Avenue N.
Brooklyn Park
763-585-7200

Osseo Junior High
10223 93rd Avenue N.
Osseo
763-391-8800

SENIOR HIGH

Maple Grove Senior HIgh
9800 Fernbrook Lane N.
Maple Grove
763-391-8700

Osseo Senior High
317 2nd Avenue NW
Osseo
763-391-8500

Park Center Senior International
Baccalaureate World School
7300 Brooklyn Boulevard
Brooklyn Park
763-569-7600

LEARNING CENTER

Osseo Area Learning Center
7300 Boone Avenue N.
Brooklyn Park
763-391-8890

Early Childhood Programs

Arbor View Early Childhood Center
9401 Fernbrook Lane N.
Maple Grove
763-391-8777

Willow Lane Early Childhood Center
7020 Perry Avenue N.
Brooklyn Center
763-585-7330

Additional Programs

ACHIEVE
324 6th Avenue NE
Osseo
763-315-9760

Adult Education Center
(ABE, GED, EL Programs)
7051 Brooklyn Boulevard
Brooklyn Center
763-566-5452

279 Online
7300 Boone Avenue N.
Brooklyn Park

CBVAT
7600 Boone Avenue N
Suite 70
Brooklyn Park

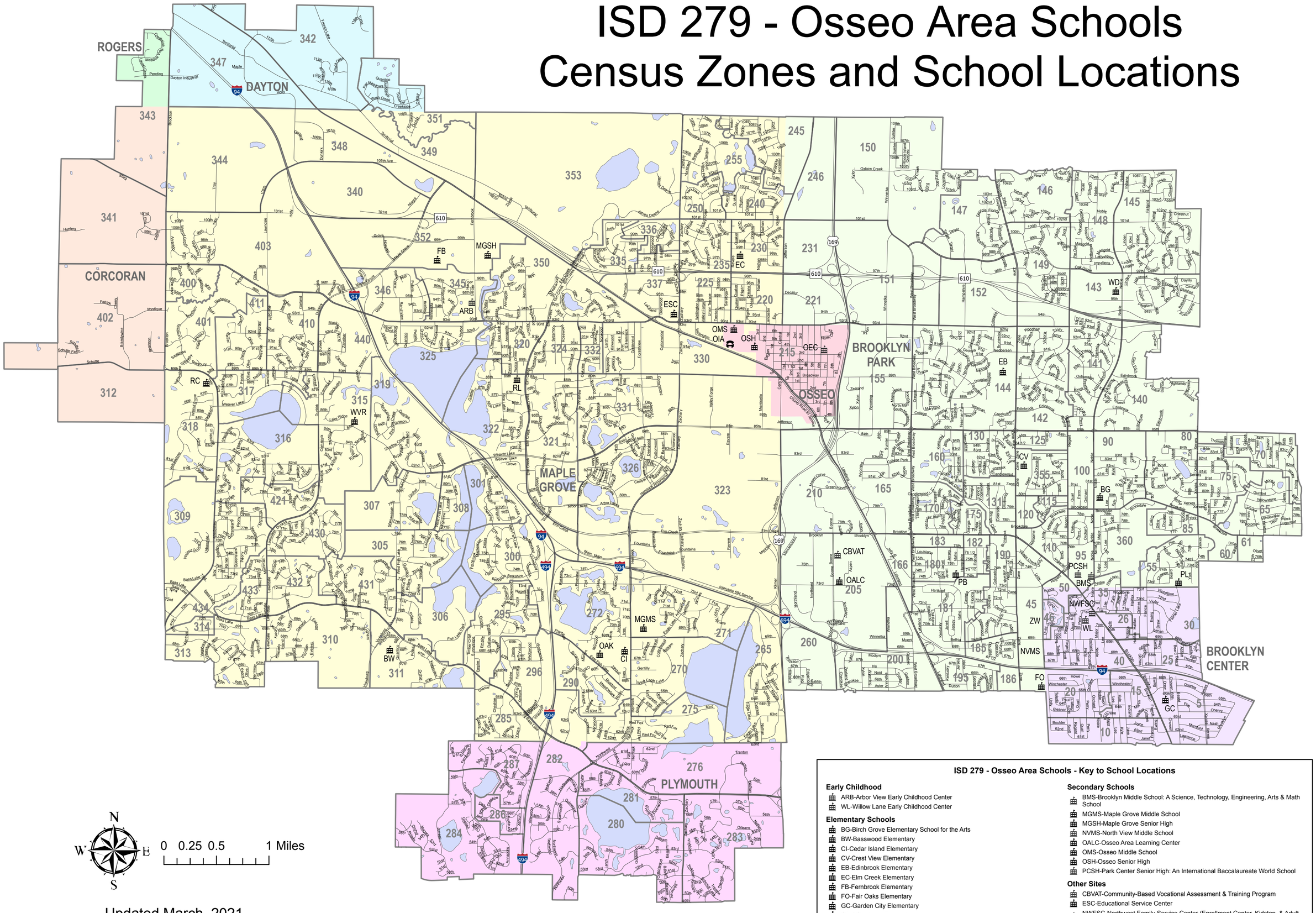
Osseo Secondary Transition Center
324 6th Avenue NE
Osseo
753-315-9760

Enrollment Center
7051 Brooklyn Boulevard
Brooklyn Center
763-585-7350

OSSEO AREA SCHOOLS
ISD 279

EDUCATIONAL SERVICE CENTER
11200 93rd Avenue N
Maple Grove
763-391-7000

ISD 279 - Osseo Area Schools
Census Zones and School Locations



Updated March, 2021

ISD 279 - Osseo Area Schools - Key to School Locations

Early Childhood

- ARB-Arbor View Early Childhood Center
- WL-Willow Lane Early Childhood Center

Elementary Schools

- BG-Birch Grove Elementary School for the Arts
- BW-Basswood Elementary
- CI-Cedar Island Elementary
- CV-Crest View Elementary
- EB-Edinbrook Elementary
- EC-Elm Creek Elementary
- FB-Fernbrook Elementary
- FO-Fair Oaks Elementary
- GC-Garden City Elementary
- OAK-Oak View Elementary
- PB-Park Brook Elementary
- PL-Palmer Lake Elementary
- RC-Rush Creek Elementary
- RL-Rice Lake Elementary
- WD-Woodland Elementary
- WVR-Weaver Lake Elementary: A Science, Math & Technology School
- ZW-Zanewood Community School: A Science, Technology, Engineering, Arts & Math School

Secondary Schools

- BMS-Brooklyn Middle School: A Science, Technology, Engineering, Arts & Math School
- MGMS-Maple Grove Middle School
- MGSH-Maple Grove Senior High
- NVMS-North View Middle School
- OALC-Osseo Area Learning Center
- OMS-Osseo Middle School
- OSH-Osseo Senior High
- PCSH-Park Center Senior High: An International Baccalaureate World School

Other Sites

- CBVAT-Community-Based Vocational Assessment & Training Program
- ESC-Educational Service Center
- NWFSC-Northwest Family Service Center (Enrollment Center, Kidstop, & Adult Basic Education Center)
- OEC-Osseo Education Center (ACHIEVE & Osseo Secondary Transition Center)
- OIA-Osseo Ice Arena
- 279 Online

Osseo Area Schools
ISD 279

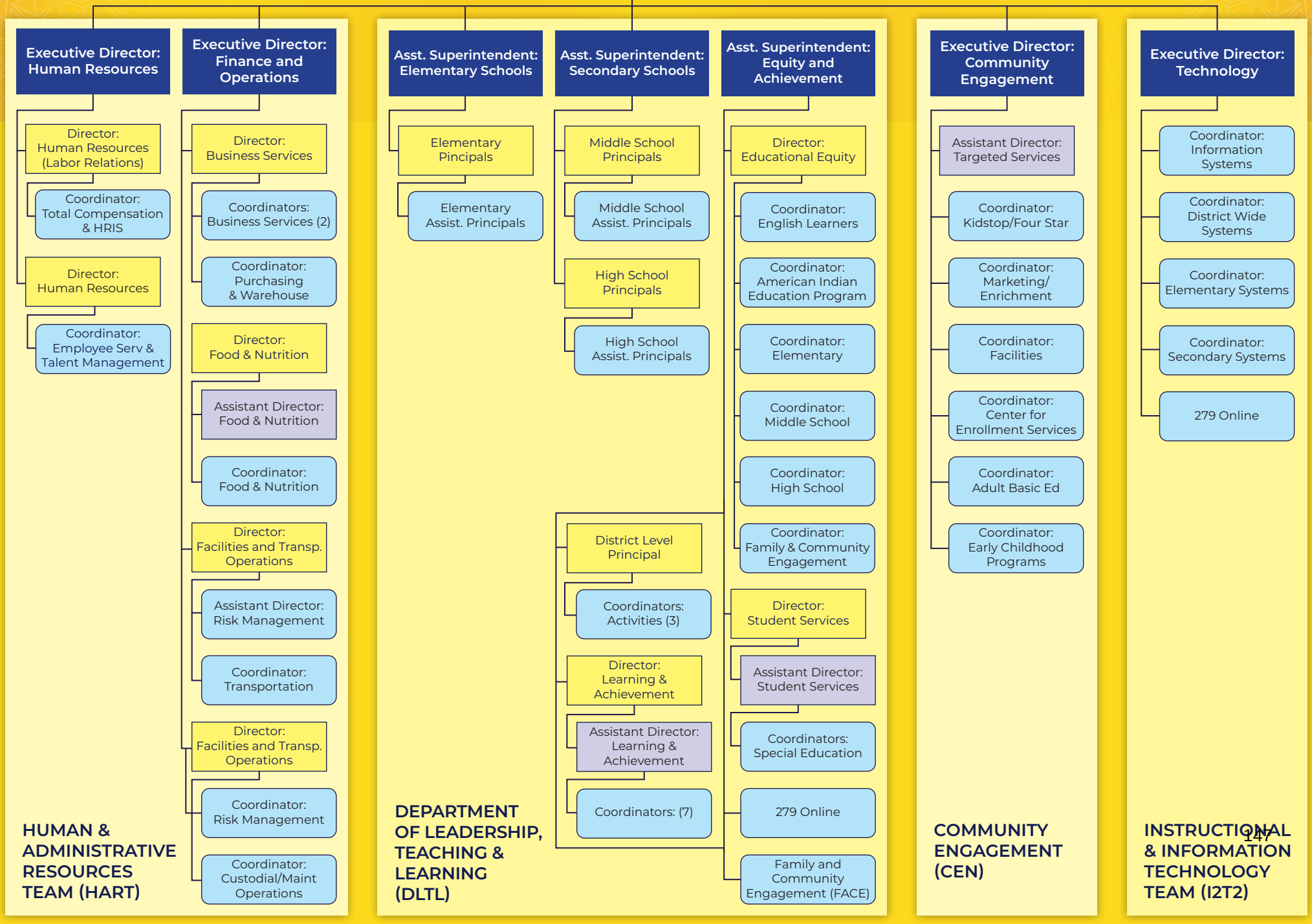
SCHOOL BOARD

GENERAL COUNSEL

SUPERINTENDENT

DIRECTOR: SCHOOL/COMMUNITY RELATIONS

2022-23



OSSEO AREA SCHOOLS
ISD 279

STRATEGIC PLAN

MISSION STATEMENT

Our core purpose

Our mission is to inspire and prepare each and every scholar with the confidence, courage and competence to achieve their dreams; contribute to community; and engage in a lifetime of learning.

CORE VALUES

Drivers of our words and actions

HONOR AND INTEGRITY

Holding ourselves, each other and our system to the highest standards to create the best conditions for learning.

BELONGING

Developing meaningful relationships that build trust, understanding and community.

INCLUSION

Intentionally engaging diverse voices and perspectives equitably and respectfully.

INNOVATION AND EXCELLENCE

Cultivating creativity, ideas, confidence and transformational growth.

TRANSPARENCY

Communicating, modeling, and making decisions clearly, equitably and openly.

INTRINSIC VALUE

Each scholar, staff member and family is valued and respected for their perspective, experience and contributions.

VISION STATEMENT

What we commit to create

Unleash and enhance the brilliance of our scholars to thrive and change the world.

STRATEGIC DIRECTIONS

Prioritized focus of our time and resources

- Create safe, welcoming and inclusive learning environments that foster global curiosity, belonging, innovation and engagement.
- Build and nurture a culture of achievement by providing content rich, rigorous, equitable and individualized pathways.
- Promote inclusive participation of all of our communities and provide timely, relevant, and easily accessible communication.
- Create a system of operational innovation, excellence, accountability and sustainability.
- Address, acknowledge and reduce systemic disparities, barriers and inequities as we lead, develop and align our district toward continuous improvement.

district279.org/StrategicPlan

General Budget
Division of Community Engagement (CEn) Departments

FY 2023 Budget	**$2,765,901**	**1%**	**of total General budget $275,733,262**
FY 2023 Adjustment	**$0**		**of General total LRFP net $31,120 adjustment**
FY 2023 Adjustment	**$70,445**		**of General total Strategic Investments $1,149,817**
FY 2023 Adjustment	**$87,624**		**of General total Learning Loss FY 2023 $87,624**
FY 2023 Adjustment	**$0**		**of General total Learning Loss FY 2023 and FY 2024 $2,967,204**
FY 2023 Adjustment	**$0**		**of General total Enrollment Alignment $1,756,815**

Adjustment detail is listed in each department's budget summary under change from prior year section.

Office of Superintendent

The superintendent is the chief executive officer of the organization and reports to the school board. The superintendent's office functions as a key communicator for the organization and makes high-level decisions about policy and strategy. The office manages school board, superintendent, general counsel, school elections and district initiative budgets.

FY 2023 Budget

FY 2023 Budget	$1,018,520
% of General Budget	0.37%
Per Pupil Cost	$45.04
Full Time Equivalent (FTE)	4.00

Change From Prior Year

-No significant changes made from the previous year's budget

Community Relations and Enrollment Center

Community Relations and Enrollment Center provides administrative and leadership support to the Osseo Area Schools system through Community Relations, Publications, and Enrollment Center.

FY 2023 Budget

FY 2023 Budget	$1,747,381
% of General Budget	0.63%
Per Pupil Cost	$77.27
Full Time Equivalent (FTE)	22.50

Change From Prior Year

-Add 1 FTE teacher and supplies - Learning Loss FY 2023
-Add 1 FTE administrative educational support professional - Strategic Investment
-Add student and exchange visitor programs (SEVP) certification fee - Strategic Investment

General Budget
Division of Leadership, Teaching and Learning (DLTL) Departments

FY 2023 Budget	**$165,728,372**	**60% of total General budget $275,733,262**
FY 2023 Adjustment	**$31,120**	**of General total LRFP net $31,120 adjustment**
FY 2023 Adjustment	**$688,084**	**of General total Strategic Investments $1,149,817**
FY 2023 Adjustment	**$0**	**of General total Learning Loss FY 2023 $87,624**
FY 2023 Adjustment	**$2,967,204**	**of General total Learning Loss FY 2023 and FY 2024 $2,967,204**
FY 2023 Adjustment	**$1,756,815**	**of General total Enrollment Alignment $1,756,815**

FY 2023 Budget adjustment explained in Fiscal Year 2023 Budget Memo to Board Members and Superintendent McIntyre dated June 21, 2022 - adjustment detail is listed in each department's budget summary under change from prior year section.

DLTL Operations and Sites

DLTL Operations is responsible for developing, implementing, managing, and evaluating operational and management support systems for elementary and secondary sites and system level efforts.

FY 2023 Budget

FY 2023 Budget	$96,304,931
% of General Budget	34.93%
Per Pupil Cost	$4,258.79
Full Time Equivalent (FTE)	1,149.80

Change From Prior Year

-Add 20.3 FTE teacher contingency - Enrollment Alignment
-Decrease to sustain programs and services with federal funds for FY 2023 & FY 2024, which will be added back in FY 2025
-Add Minnesota state high school league fee; partially offset by revenue
-Add back one-time savings from March 1, 2022 Board approved mid-year adjustment
-Add Board approved $750 stipend for staff

Learning and Achievement (L&A)

The Department of Learning & Achievement (L&A) provides comprehensive professional learning experiences in the areas of curriculum, instructional practice, and assessment; leads program improvement processes to align curriculum, instruction, and assessment to state standards; and ensures high quality culturally responsive instructional design that leads to increased student learning and equitable student achievement. In addition, L&A provides excellence in education through data-supported decision making and enhances student learning by serving the needs of administration, staff, parents, and students for quality, timely achievement and survey data in forms useful for decision making and improvement planning, support of data interpretation and use, and management and support of mandated and local assessment.

FY 2023 Budget

FY 2023 Budget	$14,169,692
% of General Budget	5.14%
Per Pupil Cost	$626.61
Full Time Equivalent (FTE)	81.77

Change From Prior Year

-Add 11.34 FTE teachers for alternative delivery specialized instructional services (ADSIS); partially offset by revenue - Learning Loss FY2023 & FY 2024
-Add 2 FTE library media specialists - Learning Loss FY 2023 & FY 2024

General Budget
Division of Leadership, Teaching and Learning (DLTL) Departments

FY 2023 Budget	**$165,728,372**	**60% of total General budget $275,733,262**
FY 2023 Adjustment	**$31,120**	**of General total LRFP net $31,120 adjustment**
FY 2023 Adjustment	**$688,084**	**of General total Strategic Investments $1,149,817**
FY 2023 Adjustment	**$0**	**of General total Learning Loss FY 2023 $87,624**
FY 2023 Adjustment	**$2,967,204**	**of General total Learning Loss FY 2023 and FY 2024 $2,967,204**
FY 2023 Adjustment	**$1,756,815**	**of General total Enrollment Alignment $1,756,815**

FY 2023 Budget adjustment explained in Fiscal Year 2023 Budget Memo to Board Members and Superintendent McIntyre dated June 21, 2022 - adjustment detail is listed in each department's budget summary under change from prior year section.

Educational Equity

The Department of Educational Equity creates transformational change in the system to ensure equitable student achievement by building system-wide capacity to de-institutionalize racial inequity, in order to improve cultural relevancy and to effectively implement the common practices of schools and systems that achieve and sustain equitable student achievement. The English Learning program is administered through the department to assist English Learner students with the attainment of English language proficiency in order to meet the same challenging state academic standards all students are expected to meet.

FY 2023 Budget

FY 2023 Budget	$7,995,904
% of General Budget	2.90%
Per Pupil Cost	$353.59
Full Time Equivalent (FTE)	43.70

Change From Prior Year

-Add 1 FTE family and community engagement (FACE) coordinator - Strategic Investment
-Add 1 FTE FACE equity specialist - Strategic Investment
-Add 1 FTE FACE administrative educational support professional - Strategic Investment
-Add FACE supply and service budget - Strategic Investment
-Add 12 FTE multilingual communication specialists and eliminate 12 FTE bilingual assistants - Strategic Investment
-Decrease to sustain programs and services with federal funds for FY 2023 & FY 2024, which will be added back in FY 2025

General Budget
Division of Leadership, Teaching and Learning (DLTL) Departments

FY 2023 Budget	**$165,728,372**	**60% of total General budget $275,733,262**
FY 2023 Adjustment	**$31,120**	**of General total LRFP net $31,120 adjustment**
FY 2023 Adjustment	**$688,084**	**of General total Strategic Investments $1,149,817**
FY 2023 Adjustment	**$0**	**of General total Learning Loss FY 2023 $87,624**
FY 2023 Adjustment	**$2,967,204**	**of General total Learning Loss FY 2023 and FY 2024 $2,967,204**
FY 2023 Adjustment	**$1,756,815**	**of General total Enrollment Alignment $1,756,815**

FY 2023 Budget adjustment explained in Fiscal Year 2023 Budget Memo to Board Members and Superintendent McIntyre dated June 21, 2022 - adjustment detail is listed in each department's budget summary under change from prior year section.

Student Services

Student Services provides services and support to all students to ensure access to and the provision of a free and appropriate public education. Student Services includes special education, counseling and guidance, health services, and other student support services.

Special Education

FY 2023 Budget

FY 2023 Budget	$42,478,309
% of General Budget	15.41%
Per Pupil Cost	$1,878.47
Full Time Equivalent (FTE)	653.09

Change From Prior Year

-Add 5 FTE special education building coordinators; partially offset by special education revenue increase
-Reduce 3 FTE special education teachers and 6 FTE special education support professionals; partially offset by special education revenue decrease
-Decrease to sustain programs and services with federal funds for FY 2023 & FY 2024, which will be added back in FY 2025

Other Student Support

FY 2023 Budget

FY 2023 Budget	$4,779,536
% of General Budget	1.73%
Per Pupil Cost	$211.36
Full Time Equivalent (FTE)	73.81

Change From Prior Year

-Add 13.4 FTE social workers - Learning Loss FY 2023 & FY 2024
-Add 3.6 FTE psychologists - Learning Loss FY 2023 & FY 2024
-Add 1.495 FTE counselors - Learning Loss FY 2023 & FY 2024
-Add back one-time savings from March 1, 2022 Board approved mid-year adjustment
-Decrease for third party medical expenses
-Decrease to sustain programs and services with federal funds for FY 2023 & FY 2024, which will be added back in FY 2025

General Budget
Division of Human Administrative Resources Team (HART) Departments

FY 2023 Budget	**$105,100,333**	**38% of total General budget $275,733,262**
FY 2023 Adjustment	**$0**	**of General total LRFP net $31,120 adjustment**
FY 2023 Adjustment	**$391,288**	**of General total Strategic Investments $1,149,817**
FY 2023 Adjustment	**$0**	**of General total Learning Loss FY 2023 $87,624**
FY 2023 Adjustment	**$0**	**of General total Learning Loss FY 2023 and FY 2024 $2,967,204**
FY 2023 Adjustment	**$0**	**of General total Enrollment Alignment $1,756,815**

FY 2023 Budget adjustment explained in Fiscal Year 2023 Budget Memo to Board Members and Superintendent McIntyre dated June 21, 2022 - adjustment detail is listed in each department's budget summary under change from prior year section.

Human Resources

Human Resources plans for, develops and secures human capital for the organization, delivers employment services, ensures compliance and internal and external employment credibility.

FY 2023 Budget

FY 2023 Budget	$2,115,949
% of General Budget	0.77%
Per Pupil Cost	$93.57
Full Time Equivalent (FTE)	25.16

Change From Prior Year

-Add 1 FTE recruitment and retention partner - Strategic Investment
-Add 3 FTE 12-month educational support professionals - Strategic Investment

Employee Benefits

Employee benefits are centrally budgeted. At year-end, employee benefits budget and actual amounts are allocated to the appropriate area, since the District does not use benefit accounting.

FY 2023 Budget

FY 2023 Budget	$60,849,849
% of General Budget	22.07%
Per Pupil Cost	$2,690.90
Full Time Equivalent (FTE)	-

Change From Prior Year

-Medical insurance and HSA employer portion increases for Preferred One and PEIP and 4% employee plan migration
-TRA rate increase from 8.34% to 8.55%, effective July 1, 2022; offset by revenue increase; Board approved TRA portion of $750 stipend for staff; and estimated retro settlement increases for FY 2022
-Add back one-time savings from March 1, 2022 Board approved mid-year adjustment

General Budget
Division of Human Administrative Resources Team (HART) Departments

FY 2023 Budget	**$105,100,333**	**38% of total General budget $275,733,262**
FY 2023 Adjustment	**$0**	**of General total LRFP net $31,120 adjustment**
FY 2023 Adjustment	**$391,288**	**of General total Strategic Investments $1,149,817**
FY 2023 Adjustment	**$0**	**of General total Learning Loss FY 2023 $87,624**
FY 2023 Adjustment	**$0**	**of General total Learning Loss FY 2023 and FY 2024 $2,967,204**
FY 2023 Adjustment	**$0**	**of General total Enrollment Alignment $1,756,815**

FY 2023 Budget adjustment explained in Fiscal Year 2023 Budget Memo to Board Members and Superintendent McIntyre dated June 21, 2022 - adjustment detail is listed in each department's budget summary under change from prior year section.

Administration

Administration works closely with schools and district administration in planning facilities, operating, nutrition services, and providing financial services, student services, and student transportation. The budget focuses on providing professional development for HART administration consulting and legal services for district wide priorities and general liability insurance.

FY 2023 Budget

FY 2023 Budget	$2,487,233
% of General Budget	0.90%
Per Pupil Cost	$109.99
Full Time Equivalent (FTE)	3.10

Change From Prior Year

-Increase in purchased services; decrease for technology staff transferred to capital fund
-General liability insurance anticipated increase of up to 20%
-Add back one-time savings from March 1, 2022 Board approved mid-year adjustment

Business Services and Warehouse

Business Services plans, develops, secures, and effectively manages fiscal resources in compliance with internal and external accountability requirements, which encompass accounting, accounts payable, payroll, purchasing, and warehouse, to support the education of all students.

FY 2023 Budget

FY 2023 Budget	$595,918
% of General Budget	0.22%
Per Pupil Cost	$26.35
Full Time Equivalent (FTE)	26.17

Change From Prior Year

-Federal indirect rate change from 3.7% to 3.6%
-Add back one-time savings from March 1, 2022 Board approved mid-year adjustment

General Budget
Division of Human Administrative Resources Team (HART) Departments

FY 2023 Budget	**$105,100,333**	**38% of total General budget $275,733,262**
FY 2023 Adjustment	**$0**	**of General total LRFP net $31,120 adjustment**
FY 2023 Adjustment	**$391,288**	**of General total Strategic Investments $1,149,817**
FY 2023 Adjustment	**$0**	**of General total Learning Loss FY 2023 $87,624**
FY 2023 Adjustment	**$0**	**of General total Learning Loss FY 2023 and FY 2024 $2,967,204**
FY 2023 Adjustment	**$0**	**of General total Enrollment Alignment $1,756,815**

FY 2023 Budget adjustment explained in Fiscal Year 2023 Budget Memo to Board Members and Superintendent McIntyre dated June 21, 2022 - adjustment detail is listed in each department's budget summary under change from prior year section.

Custodial and Maintenance

Custodial and Maintenance provides district-wide administration of custodial services, site level operations of 34 facilities including utilities, and prepares the building for staff, students and community members. The maintenance team members are the stewards of the physical plant and grounds for all district facilities. It is our responsibility to design and conduct proactive preventive maintenance systems and strategies, respond to breakdowns in mechanical systems and design and operate energy efficient mechanical systems.

FY 2023 Budget

FY 2023 Budget	$15,474,549
% of General Budget	5.61%
Per Pupil Cost	$684.31
Full Time Equivalent (FTE)	164.60

Change From Prior Year

-Add 0.5 FTE custodian - Strategic Investment
-Utilities anticipated decrease for electric
-Add back one-time savings from March 1, 2022 Board approved mid-year adjustment

Transportation

Transportation develops and oversees transportation services with sound fiscal resources to provide transportation to all eligible students in a safe and efficient manner with students arriving to school prepared and ready to learn.

FY 2023 Budget

FY 2023 Budget	$22,453,458
% of General Budget	8.14%
Per Pupil Cost	$992.94
Full Time Equivalent (FTE)	41.11

Change From Prior Year

-Reduce transportation contracted services
-Increase transportation contract 3%
-Add back one-time savings from March 1, 2022 Board approved mid-year adjustment

General Budget
Division of Human Administrative Resources Team (HART) Departments

FY 2023 Budget	**$105,100,333**	**38% of total General budget $275,733,262**
FY 2023 Adjustment	**$0**	**of General total LRFP net $31,120 adjustment**
FY 2023 Adjustment	**$391,288**	**of General total Strategic Investments $1,149,817**
FY 2023 Adjustment	**$0**	**of General total Learning Loss FY 2023 $87,624**
FY 2023 Adjustment	**$0**	**of General total Learning Loss FY 2023 and FY 2024 $2,967,204**
FY 2023 Adjustment	**$0**	**of General total Enrollment Alignment $1,756,815**

FY 2023 Budget adjustment explained in Fiscal Year 2023 Budget Memo to Board Members and Superintendent McIntyre dated June 21, 2022 - adjustment detail is listed in each department's budget summary under change from prior year section.

Risk Management

Risk Management is responsible for providing a safe and healthy learning and work environment for our staff, students, and community members. The primary responsibilities of the Risk Management Department are to develop, communicate, implement, and manage school district safety and security procedures including crisis training and preparation.

FY 2023 Budget

FY 2023 Budget	$1,123,377
% of General Budget	0.41%
Per Pupil Cost	$49.68
Full Time Equivalent (FTE)	2.40

Change From Prior Year

-Add 1 FTE assistant director of risk management and eliminate 1 FTE risk management coordinator
-Add 1 FTE risk management specialist - Strategic Investment
-Decrease for spend down of one-time safe schools levy carryover funds

General Budget
Division of Instructional and Information Technology Team (I2T2) Departments

FY 2023 Budget	**$2,138,656**	**1%**	**of total General budget $275,733,262**
FY 2023 Adjustment	**$0**		**of General total LRFP net $31,120 adjustment**
FY 2023 Adjustment	**$0**		**of General total Strategic Investments $1,149,817**
FY 2023 Adjustment	**$0**		**of General total Learning Loss FY 2023 $87,624**
FY 2023 Adjustment	**$0**		**of General total Learning Loss FY 2023 and FY 2024 $2,967,204**
FY 2023 Adjustment	**$0**		**of General total Enrollment Alignment $1,756,815**

Adjustment detail is listed in each department's budget summary under change from prior year section.

Instructional and Information Technology

I2T2 ensures equitable and reliable technology access, facilitate ongoing support and training, and to explore and develop new technology opportunities for students, families, and employees.

FY 2023 Budget

FY 2023 Budget	$2,138,656
% of General Budget	0.78%
Per Pupil Cost	$94.58
Full Time Equivalent (FTE)	27.56

Change From Prior Year

-Increase 9 FTE 10-month technology educational support professionals to 12-month technology educational support professionals and reduce casual salaries

-Decrease for technology staff transferred to capital fund; offset by increase in purchased services

Food & Nutrition Services Budget

FY 2023 Budget	**$14,174,695**	**100% of total Food & Nutrition Services budget $14,174,695**
FY 2023 Adjustment	**$0**	**100% of total Food & Nutrition Services adjustment $0**

FY 2023 Budget adjustment explained in Fiscal Year 2023 Budget Memo to Board Members and Superintendent McIntyre dated June 21, 2022 - adjustment detail is listed in each department's budget summary under change from prior year section.

Food & Nutrition Services

Food & Nutrition Services administers the day-to-day preparation and service of safe nutritious school meals to students and staff. A primary objective of this department is to enhance the school environment by keeping the school district's mission at the center of our work. Included in this fund is the cost of salaries, benefits, supplies and equipment necessary to provide breakfast, lunch and a variety of other meal options such as ala carte and dinner.

FY 2023 Budget

FY 2023 Budget	$14,174,695
% of Food & Nutrition Services Budget	100.00%
Per Pupil Cost	626.83
Full Time Equivalent (FTE)	96.42

Change From Prior Year

- Decrease due to operating under national school lunch program rather than seamless summer option program

Community Services Budget

FY 2023 Budget	**$13,271,764**	**100% of total Community Services budget $13,271,764**
FY 2023 Adjustment	**$0**	**100% of total Community Services adjustment $0**

FY 2023 Budget adjustment explained in Fiscal Year 2023 Budget Memo to Board Members and Superintendent McIntyre dated June 21, 2022 - adjustment detail is listed in each department's budget summary under change from prior year section.

Community Services

Community Services provides opportunities for all 145,000 learners in our district by providing quality programs and services for all ages, from the very youngest through to our adult and senior programs. Program areas include: Early Childhood, School Age Care, Adult Basic Education, Youth and Adult Enrichment, Facilities and Volunteers.

FY 2023 Budget

FY 2023 Budget	$13,271,764
% of Community Services Budget	100.00%
Per Pupil Cost	586.90
Full Time Equivalent (FTE)	132.33

Change From Prior Year

-Add 2 FTE program managers previously eliminated during the COVID-19 pandemic
-Add 1 FTE administrative educational support professional previously eliminated during the COVID-19 pandemic

Capital Budget

FY 2023 Budget	**$18,084,296**	**100%**	**of total Capital budget $18,084,296**
FY 2023 Adjustment	**$723,318**	**100%**	**of total Capital adjustment $723,318**

FY 2023 Budget adjustment explained in Fiscal Year 2023 Budget Memo to Board Members and Superintendent McIntyre dated June 21, 2022 - adjustment detail is listed in each department's budget summary under change from prior year section.

Operating Budget

Included in the operating budget are expenditures for technology, major repair, remodeling and leasing of facilities, improvements to sites, and equipment.

FY 2023 Budget

FY 2023 Budget	$9,758,189
% of Capital and Land Budget	53.96%
Per Pupil Cost	431.53
Full Time Equivalent (FTE)	-

Change From Prior Year

-Purchase furniture, fixtures and equipment for the flex rooms, Terrazzo maintenance/repair equipment, storage shed for Osseo Middle School, and add office lockdown capabilities at all school sites (year 1 of 3 year lease)

Technology Levy

Included in the technology levy budget are expenditures for technology, major repair, improvements to sites, and equipment.

FY 2023 Budget

FY 2023 Budget	$8,326,107
% of Capital and Land Budget	46.04%
Per Pupil Cost	368.20
Full Time Equivalent (FTE)	48.07

Change From Prior Year

-Replace student and staff mobile devices at middle school sites (year 1 of 3 year lease)

FINANCIAL SECTION

OSSEO AREA SCHOOLS

ISD 279

The accounting procedures and standards utilized by ISD 279 - Osseo Area Schools comply with the Minnesota Uniform Financial Accounting and Reporting System (UFARS).

Fiscal Year 2023 Budget Calendar

	Due Date
Site and program allocations distributed for salaries (100 objects)	February 23, 2022
Budget documents prepared by Business Services sent to Budget Managers	
• Memo: FY2023 Budget Instructions and Electronic Document	Week of March 7, 2022
Budget documents for sites, departments, and/or programs due to respective Cabinet Members:	
• Division of Leadership, Teaching and Learning (DLTL)	March 30, 2022
• Human and Administrative Resource Team (HART)	March 30, 2022
• Instructional & Information Technology Team (I2T2)	March 30, 2022
• Community Engagement (CEn)	March 30, 2022
• Food and Nutrition Services (FNS)	March 30, 2022
• Community Education (CE)	March 30, 2022
Fiscal Year 2023 Budget Working Document due to the Director of Business Services	April 1, 2022, 8:00 a.m.
Presentation of proposed budget and Board review:	
• Review with Superintendent	Week of May 23, 2022
• Budget document sent to Board	June 2, 2022
• Board work session	June 7, 2022
• Board approval	June 21, 2022

FY 2023 Budget Planning Timeline for Operating Fund Budgets

Operating Funds include: General Operating/Transportation, Food Nutrition Service, and Community Service

Date		Outcome	Business Services	School Board Action	School Board Work Session	Budget Managers	Division Contacts	LRFP/FISCAL
April – July 2021	Business Services	Pre-Planning aligned to strategic priority results and LRFP 1. Review/revise Program Efficiency Abandonment and Redirection (PEAR) narratives 2. Identify additional PEAR narratives as needed	X					
September 14, 2021	School Board Work Session	2023 Budget Planning; Preliminary Tax Levy			X			
September 28, 2021	**School Board Regular Meeting**	**Approve preliminary FY 2023 levy at maximum**		**X**				
October 7, 2021	Budget Managers	1. Provide preliminary direction to budget managers to complete PEAR narratives as required; including Capital Fund zero based budget 2. Provide target for capital budget 3. Provide HR related direction on staffing-related PEARS				X		
November 1, 2021	Division Contacts	Complete google slides with preliminary budget proposals for operating funds and capital budget requests for November budget manager meeting					X	
November 8, 2021	School Board Work Session	1. Agree to FY 2023 budget planning process 2. Provide direction on budget planning 3. Prepare for December approval of FY 2023 Levy Limitation and Certification			X			
November 15, 2021	Budget Managers	1. Provide information and feedback regarding preliminary list of FY 2023 Operating funds PEAR narratives & Capital fund capital requests 2. Provide updated School Board direction (if necessary) following the November 9th work session 3. Provide HR related direction on staffing-related PEARS				X		
November 16, 2021	**School Board Regular Meeting**	**Accept FY 2021 Audit Results**		**X**				
November 23, 2021	Division Contacts *	Provide first draft of all PEAR narratives and worksheets electronically to Director of Business Services 4:00 p.m.					X	
December 2, 2021	Budget Managers	1. Understand overall scope of DRAFT PEAR narratives 2. Learn about changes to PEAR requests from November 15th based on feedback 3. Prioritize capital requests and balance for FY 2023				X		
December 14, 2021	**School Board Regular Meeting**	**Approve FY 2023 Levy Limitation Certification**		**X**				
December 16, 2021	Division Contacts *	All final Operating fund PEAR narratives, Capital fund requests, and worksheets due electronically to Director of Business Services 1:00 p.m.					X	
January 21, 2022	LRFP & FISCAL Advisory Team	Review PEAR proposals (excluding Capital fund)						X
February 15, 2022	School Board Work Session	FY 2023 Operating fund budget development & proposal; budget managers with PEARS should attend FY 2023 Capital budget development and proposal; budget managers with capital requests should attend			X	X		
March 1, 2022	**School Board Regular Meeting**	**Approve FY 2022 mid-year budget adjustments** **Approve FY 2023 Capital Budget** **Approve FY 2023 Operating fund adjustments (PEAR Summary)**		**X**				
Jan - June, 2022	Administrative Services	Review budget based on legislative changes; adjustment as necessary	X					
April, 2022	Budget Managers	Debrief via survey FY 2023 budget planning process				X		
June 7, 2022	School Board Work Session	FY 2023 Operating, Capital & Non-Operating Fund Budgets; prepare to take action at June 21 regular meeting			X			
June 21, 2022	**School Board Regular Meeting**	**Approve FY 2023 Operating, Capital & Non-Operating Fund Budgets**		**X**				
July, 2022	Business Services	Prepare for FY 2022 Audit	X					

* Division Contacts	
HART	Laurel Anderson/John Morstad
Leadership Teaching & Learning	Bryan Bass/Stephen Flisk/Kelli Parpart
I2T2	Anthony Padrnos
Community Engagement	Brian Siverson-Hall

ISD 279 – Osseo Area Schools
Financial Policy and Administration
Fiscal Year 2023 Annual Budget

Overview

This section details the financial policy of the ISD 279 (the District) as it relates to budgeting and financial management and reporting issues. Many of the financial policies and procedures are statutory.

Reporting Entity

The financial reporting entity includes all the funds, departments, agencies, board, and other organizations that comprise the District. There are no component units (legally separate entities for which the primary government is financially accountable).

Extracurricular student activities are determined primarily by student participants under the guidance of an adult and are generally conducted outside of school hours. In accordance with Minnesota Statutes, the District's School Board has elected to control and is considered financially accountable with respect to the underlying extracurricular activities. Accordingly, the extracurricular student activity accounts are included in the financial statements.

Financial Controls

Management of the District is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the District are protected from loss, theft, or misuse and to ensure that adequate accounting data are compiled to allow for the preparation of financial statements in conformity with generally accepted accounting principles and with Minnesota Uniform Financial Accounting and Reporting Standards (UFARS). The internal control structure is designed to provide reasonable, but not absolute, assurance that these objectives are met. The concept of reasonable assurance recognizes that: (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

Description of Funds

The existence of the various District funds has been established by the Minnesota Department of Education. Each fund is accounted for as an independent entity. Descriptions of the funds are as follows:

Major Governmental Funds

General Fund – used to account for all financial resources except those required to be accounted for in another fund. The District's General Fund maintains two accounts:

1. **Operating Account** – used to account for the general operations of the District, including pupil transportation activities.

2. **Capital Account** – used to account for the maintenance of facilities, equipment purchases, health and safety projects, and disabled accessibility projects.

Capital Projects Fund – used to account for financial resources used for the acquisition or construction of major capital facilities authorized by levy or bond issue.

Debt Service Fund – used to account for the accumulation of resources for, and payment of, general obligation bonds, interest, and related costs.

Nonmajor Governmental Funds

Food and Nutrition Services Special Revenue Fund – used to account for food and nutrition service revenues and expenditures.

Community Service Special Revenue Fund – used to account for services provided to residents in the areas of recreation, civic activities, nonpublic pupils, adult or early childhood programs, pre-K-8 extended day programs, or other similar services.

Proprietary Funds

Internal Service Funds – The internal service funds account for the financing of goods or services provided by one department to other departments or agencies of the government, or to other governments, on a cost reimbursement basis. The District has four internal service funds. The District's internal service funds include financing for self-insurance of the employee medical and dental insurance program, retirement incentive pay, and post-employment benefits revocable trust activity.

Fiduciary Funds

Custodial Fund – These funds are established to account for cash and other assets held by the District as the agent for others. These funds are used to account for the Local Collaborative Time Study grant and Northwest Family Service Center.

Budgeting

In addition, the District maintains extensive budgetary controls. The objective of these controls is to ensure compliance with legal provisions embodied in the annual appropriated budget approved by the School Board.

The budget for each fund is prepared on the same basis of accounting as the fund financial statements. Each June, the School Board adopts an annual budget for the following fiscal year for the General Fund (including separate budgets for the Operating and Capital Accounts), Food and Nutrition Services Special Revenue Fund, Community Service Special Revenue Fund, Debt Service Fund. An annual budget is not adopted for the Capital Projects Fund because project length financial plans are adopted in accordance with bond issue authorization.

A mid-year amendment is made to the budget annually. Unencumbered expenditure appropriations lapse at year-end. Encumbrances outstanding at year-end are reported as reservations of fund balances since they do not represent expenditures or liabilities. Encumbrances outstanding at year-end are re-appropriated in the ensuing year's budget, and the related expenditures are recorded in the ensuing year.

Measurement Focus of Accounting

The measurement focus of a fund determines what the fund measures.

All governmental fund types and expendable trust funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds' present increases (revenue and other financing sources) and decreases (expenditures and other financing uses) in net current assets.

Proprietary Funds are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets and liabilities associated with the operation of these funds are included on the balance sheet. Fund equity (net total assets) is segregated into contributed capital and retained earnings components. Proprietary fund type operating statements present increases (revenues) and decreases (expenses) in net total assets (if any).

Basis of Accounting

A fund's basis of accounting determines when a transaction or event is recognized in the fund's operating statement.

All governmental fund types, expendable trust funds, and agency funds use the modified accrual basis of accounting. Under this basis of accounting, transactions are recorded in the following manner:

> **Revenue Recognition** – Revenue is recognized when it becomes measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period.
>
> **Recording of Expenditures** – Expenditures are generally recorded when a liability is incurred, except for interest and principal on long-term debt, which are recognized as expenditures to the extent they have matured. Capital asset acquisitions are reported as capital outlay expenditures in the governmental funds. Proceeds of long-term debt and acquisitions under capital leases are reported as other financing sources.

Internal service and fiduciary funds are reported using the economic resources measurement focus and the accrual basis of accounting.

The District applies only those applicable pronouncements of the Financial Accounting Standards Board issued on or before November 30, 1989, in accounting and reporting for its proprietary operations.

Cash and Investments

Cash and temporary investments include balances from all funds that are combined and invested to the extent available in various securities as authorized by state law. Earnings from the pooled investments are allocated to the respective funds on the basis of applicable cash balance participation by each fund.

Cash and investments held by trustee include balances held in segregated accounts that are established for specific purposes. In the Internal Service Funds, trust accounts are established to finance future OPEB obligations. In the Employee Benefit Trust Funds, a trust account is

established for flexible benefits. Interest earned on these investments was allocated directly to those accounts.

Short-term, highly liquid debt instruments (including commercial paper, banker's acceptances, and U.S. Treasury and agency obligations) purchased with a remaining maturity of one year or less are reported at amortized cost. Other investments are reported at fair value.

Receivables

All receivables are shown net of any allowance for uncollectibles. No allowances for uncollectible have been recorded. The only receivables not expected to be collected within one year are current property taxes receivable.

Inventories

Inventories are recorded using the consumption method of accounting and consist of purchased food, supplies, and surplus commodities received from the federal government. Food and supply purchases are recorded at invoice cost, computed on a first-in, first-out method. Surplus commodities are stated at standardized costs, as determined by the U.S. Department of Agriculture.

Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items. Prepaid items are reported using the consumption method and recorded as expenditure at the time of consumption.

Property Taxes

The majority of District revenue is determined by statutory funding formulas. The total revenue allowed by these formulas is allocated between property taxes and state aids by the Legislature based on education funding priorities.

Generally, property taxes are recognized as revenue by the District in the fiscal year that begins midway through the calendar year in which the tax levy is collectible. To help balance the state budget, the Minnesota Legislature utilizes a tool referred to as the "tax shift," which periodically changes the District's recognition of property tax revenue. The tax shift advance recognizes cash collected for the subsequent year's levy as current year revenue, allowing the state to reduce the amount of aid paid to the District. While, total revenue and fund balance are not significantly affected by the tax shift, the District's cash position is directly impacted.

Property tax levies are certified to the County Auditor in December of each year for collection from taxpayers in May and October of the following calendar year. In Minnesota, counties act as collection agents for all property taxes. The county spreads all levies over taxable property. Such taxes become a lien on property on the following January 1. The county remits taxes to the District at periodic intervals, as they are collected. A portion of property taxes levied is paid by the State of Minnesota through various credits, which are included in revenue from state sources in the financial statements.

Taxes which remain unpaid are classified as delinquent taxes receivable. Revenue from these delinquent property taxes that is not collected within 60 days of year-end is deferred in the fund financial statements because it is not known to be available to finance the operations of the District in the current year. No allowance for uncollectible taxes is considered necessary.

Capital Assets

Capital assets are capitalized at historical cost or estimated historical cost for assets where actual historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The District maintains a threshold level of $5,000 or more for capitalizing capital assets. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Capital assets are depreciated using the straight-line method over their estimated useful lives. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public school purposes by the District, no salvage value is taken into consideration for depreciation purposes. Useful lives vary from 20 to 50 years for land improvements and buildings, and 5 to 15 years for furniture and equipment.

Capital assets not being depreciated include land and construction in progress.

The District does not possess any material amounts of infrastructure capital assets, such as sidewalks and parking lots. Such items are part of the cost of buildings or other improvable property.

Deposits and Investments

Deposits – In accordance with applicable Minnesota Statutes, the District maintains deposits at depository banks authorized by the School Board, including checking accounts, savings accounts, and non-negotiable certificates of deposits.

The following is considered the most significant risk associated with deposits:

> **Custodial Credit Risk** – In the case of deposits, this is the risk that in the event of a bank failure, the District's deposits may be lost.
>
> Minnesota Statutes require that all deposits be protected by federal deposit insurance, corporate surety bond, or collateral. The market value of collateral pledged must equal 110 percent of the deposits not covered by federal deposit insurance or corporate surety bonds. Authorized collateral includes treasury bills, notes, and bonds; issues of U.S. government agencies; general obligations rated "A" or better; revenue obligations rated "AA" or better; irrevocable standard letters of credit issued by the Federal Home Loan Bank; and certificates of deposit. Minnesota Statutes require that securities pledged as collateral be held in safekeeping in a restricted account at the Federal Reserve Bank or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution furnishing the collateral. The District's deposit policies do not further limit depository choices.

Investments

Investments are subject to various risks, the following of which are considered the most significant:

> **Custodial Credit Risk** – For investments, this is the risk that in the event of a failure of the counterparty to an investment transaction (typically a broker-dealer) the District would not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. Although the District's investment policies do

not directly address custodial credit risk, it typically limits its exposure by purchasing insured or registered investments, or by the control of who holds the securities.

Credit Risk – This is the risk that an insurer or other counterparty to an investment will not fulfill its obligations. Minnesota Statutes limit the District's investments to direct obligations or obligations guaranteed by the United States or its agencies; shares of investment companies registered under the Federal Investment Company Act of 1940 that receive the highest credit rating, are rated in one of the two highest rating categories by a statistical rating agency, and all of the investments have a final maturity of 13 months or less; general obligations rated "A" or better; revenue obligations rated "AA" or better; general obligations of the Minnesota Housing Finance Agency rated "A" or better; bankers' acceptances of United States banks eligible for purchase by the Federal Reserve System; commercial paper issued by United States corporations or their Canadian subsidiaries, rated of the highest quality category by at least two nationally recognized rating agencies, and maturing in 270 days or less; Guaranteed Investment Contracts guaranteed by a United States commercial bank, domestic branch of a foreign bank, or a United States insurance company, and with a credit quality in one of the top two highest categories; repurchase or reverse purchase agreement and securities lending agreements with financial institutions qualified as a "depository" by the government entity, with banks that are members of the Federal Reserve System with capitalization exceeding $10,000,000; that are a primary reporting dealer in U.S. government securities to the Federal Reserve Bank of New York; or certain Minnesota securities broker-dealers. For assets held in the Post-Employment Benefits Revocable Trust Fund, the investment options available to the District are expanded to include the investment types specified in Minnesota Statute § 356A.06, Subd. 7. The District's investment policies do not further restrict investing in specific financial instruments.

The District has an internal investment policy that limits investment choices and addresses these potential risks beyond the statutory limitations described above. The District's policy requires that investments be diversified to avoid unreasonable risks inherent in over investing in specific instruments, individual financing institutions, or maturities. No more than 66 percent of the total portfolio can be placed with any one depository. The maximum percentage, in which the portfolio can be invested, in specific instruments, is as follows:

U.S. treasury obligations	100 %
U.S. government agency securities and Instrumentalities of government sponsored corporations	75 %
Repurchase agreements	25 %
Certificates of deposit – FDIC covered	100 %
Certificates of deposit – savings and loans	75 %
Local government investment pool	75 %
Money market fund	75 %

Concentration Risk – This is the risk associated with investing a significant portion of the District's investments (considered 5 percent or more) in the securities of a single issuer, excluding U.S. guaranteed investments (such as treasuries), investment pools, and mutual funds.

Interest Rate Risk – This is the risk of potential variability in the fair value of fixed rate investments resulting from changes in interest rates (the longer the period for which an interest rate is fixed, the greater the risk). The District's investment policies do not limit

the maturities of investments; however, the District considers such things as interest rates and cash flow needs when purchasing investments.

Long-Term Obligations

Bond premiums and discounts are deferred and amortized over the life of the bonds using the straight-line method. Bond issuance costs, if material, are reported as deferred charges and amortized over the term of the related debt.

Governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Post-Employment Severance Benefits

The District provides post-employment severance benefits to certain eligible employees. The District finances these obligations with an internal service fund.

The District maintains various early retirement incentive payment plans for its employee groups. The amount of the early retirement incentive payment is calculated by converting a portion of accrued sick leave, by computing a benefit based solely on years of service, or a combination of both. No employee can receive a payment exceeding one year's salary. The post-employment benefits are based on contractual agreements with employee groups. These contractual agreements do not include any specific contribution or funding requirements.

The District has established a separate Retirement Incentive Pay Internal Service Fund to account for the post-employment severance benefits. The benefits are funded as the liability is incurred on an actuarially determined basis. In addition to the funding of accumulated benefits already earned, the District's funding policy requires an annual contribution of an amount equal to the current year service cost adjusted for any amortization.

Risk Management

The District is exposed to various risks of loss related to torts: theft of, damage to, and destruction of assets; errors and omissions; natural disasters; and workers' compensation for which the District carries commercial insurance. Settled claims have not exceeded this commercial coverage in any of the past three fiscal years. There were no significant reductions in the District's insurance coverage in fiscal year 2022.

The District maintains the Dental Self-Insurance Internal Service Fund to account for and finance its uninsured risk of loss for an employee dental plan. The Internal Service Fund is funded by the District and employee contributions and interest income. The District pays for claims by an individual up to $1,000.

Although the District only pays up to $1,000 per individual per year, there is a possibility for loss if claims exceed premiums collected. The District does not expect this occurrence would have a material financial effect on the District.

Post-Employment Healthcare Benefit Plan

The District Provides post-employment healthcare benefits to certain eligible employees. The District provides these benefits in a single employer defined benefit healthcare plan administered by the District. The post-employment benefits are based on contractual agreements with employee groups. These contractual agreements do not include any specific contribution or funding requirements. These benefits are summarized as follows:

Other' Post – Employment Medical Plan – All retirees of the District have the option to continue their medical coverage into retirement. Retirees must pay the full district premium rate for their coverage and dependent coverage. Coverage in the District's plan ends at age 65.

Teachers' Post – Employment Medical Plan – For teachers with fifteen continuous years of service, they are eligible to receive a contribution towards the teacher's health insurance after retirement from age 55 until the employee qualifies for Medicare. The amount will be determined by multiplying the teacher's daily rate of pay at the time of retirement times the number of the teacher's accumulated sick leave days in excess of 123 days as of the date of retirement. However, the total amount will not exceed $37,800. The monthly district contribution toward the premium will be determined using the cumulative total amount earned divided by the number of months until the teacher qualifies for Medicare. The benefit amount will not exceed 100 percent of the premium of the insurance plan selected by the teacher. If the teacher's full time equivalent (FTE) status is not full-time at the time of retirement, the benefit will be prorated according to the teacher's current FTE.

Administrators' Post – Employment Medical Plan – The District pays for full medical plan coverage after retirement for certain administrators and their spouses and dependents until the employee qualifies for Medicare.

Flexible Benefit Plan

The District has a flexible benefit plan which is classified as a "cafeteria plan" under § 125 of the Internal Revenue Code. All employee groups of the District are eligible if and when the collective bargaining agreement or contact with their group allows eligibility. Eligible employees can elect to participate by contributing pre-tax dollars withheld from payroll checks to the flexible benefit plan for healthcare and dependent care benefits.

Before the beginning of the flexible benefit plan year, each participant designates a total amount of pre-tax dollars to be contributed to the flexible benefit plan during the year. At June 30, the District is contingently liable for claims against the total amount of participants' annual contributions to the medical reimbursement portion of the flexible benefit plan, whether or not such contributions have been made.

Payments of insurance premiums (health, dental, life, and disability) are made by the District directly to the designated insurance companies. These payments are made monthly and are accounted for in the General Fund.

Amounts withheld for medical reimbursement and dependent care are paid by the District to a trust account maintained by an outside administrator monthly. Payments are made by the outside administrator to participating employees upon submitting a request for reimbursement of eligible expenses incurred by the employee. The medical reimbursement and dependent care activity is included in the financial statements in the Post-Employment Benefits Revocable Trust Internal Service Fund and the Flexible Benefit Plan.

All property of the flexible benefit plan and income attributable to that property is solely the property of the District, subject to the claims of the District's general creditors. Participants' rights under the plan are equal to those of general creditors of the District in an amount equal to eligible healthcare and dependent care expenses incurred by the participants. The District believes that it is unlikely that it will use the assets to satisfy the claims of general creditors in the future.

Restricted Assets

Restricted assets are cash and cash equivalents and the related interest receivable whose use is limited by legal requirements such as a bond indenture. Restricted assets are reported only in the district-wide financial statements. In the fund financial statements these assets have been reported as "cash and investments held by trustee" and the interest receivable is included within "accounts and interest receivable."

REVENUE, EXPENDITURE, AND FUND BALANCE PROJECTIONS

		General Fund	Food and Nutrition Services Fund	Community Service Fund	Capital/Land Proceeds Fund	Debt Service/ OPEB Debt Fund	Total
Total Fund Balance, June 30, 2021	*	92,662,870	$ 4,698,150	$ 2,707,449	$ 7,973,704	$ 4,729,348	$ 112,771,521
FY 2022 Budgeted Revenue		256,722,527	15,660,913	13,107,900	15,978,289	16,592,554	318,062,183
FY 2022 Budgeted Expenditures		263,201,278	14,307,940	11,687,292	17,360,978	17,135,124	323,692,612
Projected Fund Balance, June 30, 2022		86,184,119	6,051,123	4,128,057	6,591,015	4,186,778	107,141,092
Revenue (by source)							
Local Property Taxes		53,689,214	-	3,159,735	8,326,107	14,792,571	79,967,627
Investment Earnings and Other		2,738,284	4,180,714	8,300,462	51,000	35,500	15,305,960
State Sources		205,136,694	685,396	2,261,541	7,819,572	926,804	216,830,007
Federal Sources		-	7,926,208	-	-	-	7,926,208
Total Revenue		261,564,192	12,792,318	13,721,738	16,196,679	15,754,875	320,029,802
Expenditures (by program)							
Administration		10,507,846	-	-	-	-	10,507,846
District Support Services		6,089,567	-	-	-	-	6,089,567
Elementary and Secondary Regular Instruction		94,902,179	-	-	-	-	94,902,179
Vocational Education Instruction		3,368,901	-	-	-	-	3,368,901
Special Education Instruction		43,505,283	-	-	-	-	43,505,283
Instructional Support Services		11,033,595	-	-	-	-	11,033,595
Pupil Support Services		6,326,505	-	-	-	-	6,326,505
Transportation		22,453,458	-	-	-	-	22,453,458
Sites and Buildings		15,851,079	-	-	-	-	15,851,079
Fiscal and Other Fixed Cost Programs	**	61,694,849	-	-	-	-	61,694,849
Food and Nutrition Services		-	14,174,695	-	-	-	14,174,695
Community Service		-	-	13,271,764	-	-	13,271,764
Capital Outlay		-	-	-	18,084,296	-	18,084,296
Debt Service		-	-	-	-	16,433,238	16,433,238
Total Expenditures		275,733,262	14,174,695	13,271,764	18,084,296	16,433,238	337,697,255
Estimated Ending Fund Balance, June 30, 2023		$ 72,015,049	$ 4,668,746	$ 4,578,031	$ 4,703,398	$ 3,508,415	$ 89,473,639

*** Total fund balance, June 30, 2021 for the General Fund does not include special projects carryover from previous years.**

**** Employee benefits are centrally budgeted. At year-end, employee benefits budgets are allocated to the appropriate program area.**

REVENUE, EXPENDITURE, AND FUND BALANCE PROJECTIONS

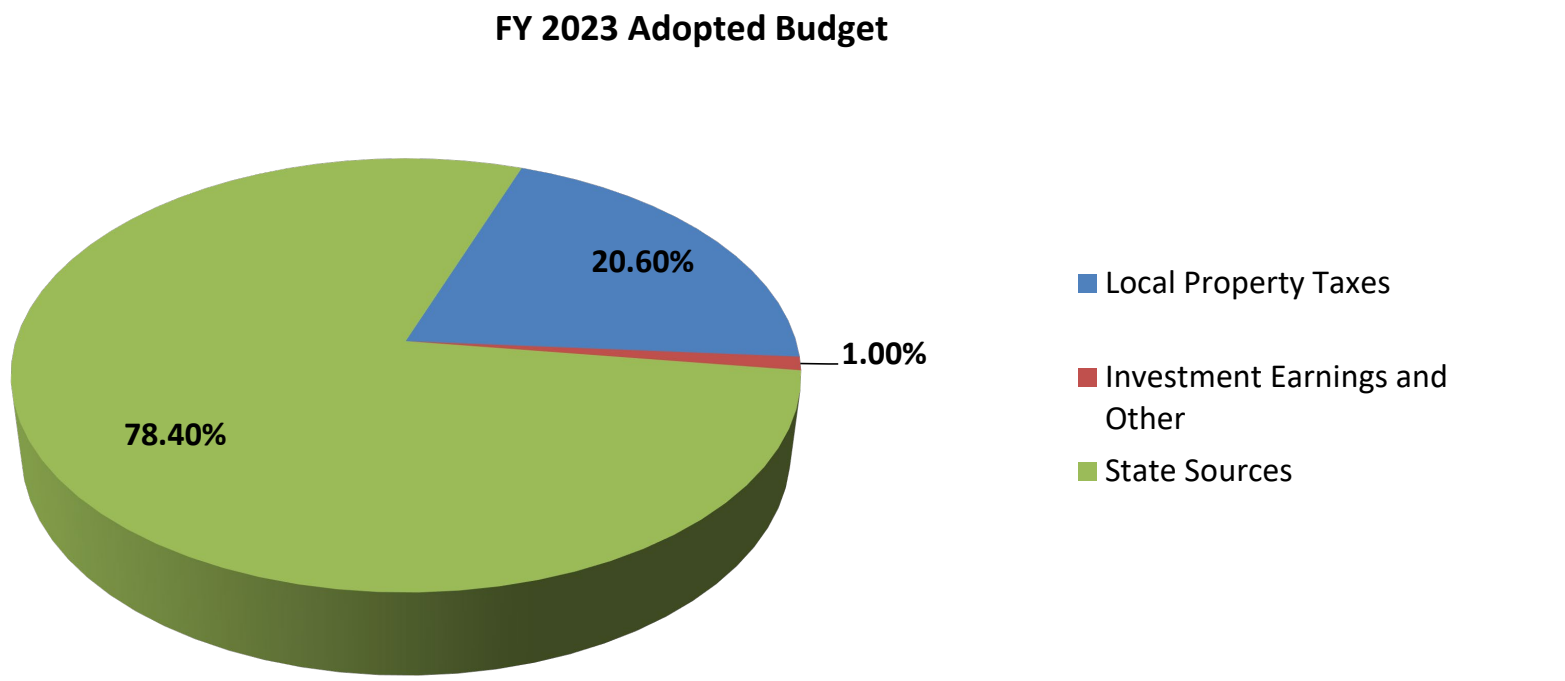
		General Fund	Food and Nutrition Services Fund	Community Service Fund	Capital/Land Proceeds Fund	Debt Service/ OPEB Debt Fund	Total
Total Fund Balance, June 30, 2021	*	$ 92,662,870	$ 4,698,150	$ 2,707,449	$ 7,973,704	$ 4,729,348	$ 112,771,521
FY 2022 Budgeted Revenue		256,722,527	15,660,913	13,107,900	15,978,289	16,592,554	318,062,183
FY 2022 Budgeted Expenditures		263,201,278	14,307,940	11,687,292	17,360,978	17,135,124	323,692,612
Projected Fund Balance, June 30, 2022		86,184,119	6,051,123	4,128,057	6,591,015	4,186,778	107,141,092
Revenue (by source)							
Local Property Taxes		53,689,214	-	3,159,735	8,326,107	14,792,571	79,967,627
Investment Earnings and Other		2,738,284	4,180,714	8,300,462	51,000	35,500	15,305,960
State Sources		205,136,694	685,396	2,261,541	7,819,572	926,804	216,830,007
Federal Sources		-	7,926,208	-	-	-	7,926,208
Total Revenue		261,564,192	12,792,318	13,721,738	16,196,679	15,754,875	320,029,802
Expenditures (by program)							
Administration		10,507,846	-	-	-	-	10,507,846
District Support Services		6,089,567	-	-	-	-	6,089,567
Elementary and Secondary Regular Instruction		94,902,179	-	-	-	-	94,902,179
Vocational Education Instruction		3,368,901	-	-	-	-	3,368,901
Special Education Instruction		43,505,283	-	-	-	-	43,505,283
Instructional Support Services		11,033,595	-	-	-	-	11,033,595
Pupil Support Services		6,326,505	-	-	-	-	6,326,505
Transportation		22,453,458	-	-	-	-	22,453,458
Sites and Buildings		15,851,079	-	-	-	-	15,851,079
Fiscal and Other Fixed Cost Programs	**	61,694,849	-	-	-	-	61,694,849
Food and Nutrition Services		-	14,174,695	-	-	-	14,174,695
Community Service		-	-	13,271,764	-	-	13,271,764
Capital Outlay		-	-	-	18,084,296	-	18,084,296
Debt Service		-	-	-	-	16,433,238	16,433,238
Total Expenditures		275,733,262	14,174,695	13,271,764	18,084,296	16,433,238	337,697,255
Estimated Ending Fund Balance, June 30, 2023		$ 72,015,049	$ 4,668,746	$ 4,578,031	$ 4,703,398	$ 3,508,415	$ 89,473,639

*** Total fund balance, June 30, 2021 for the General Fund does not include special projects carryover from previous years.**

**** Employee benefits are centrally budgeted. At year-end, employee benefits budgets are allocated to the appropriate program area.**

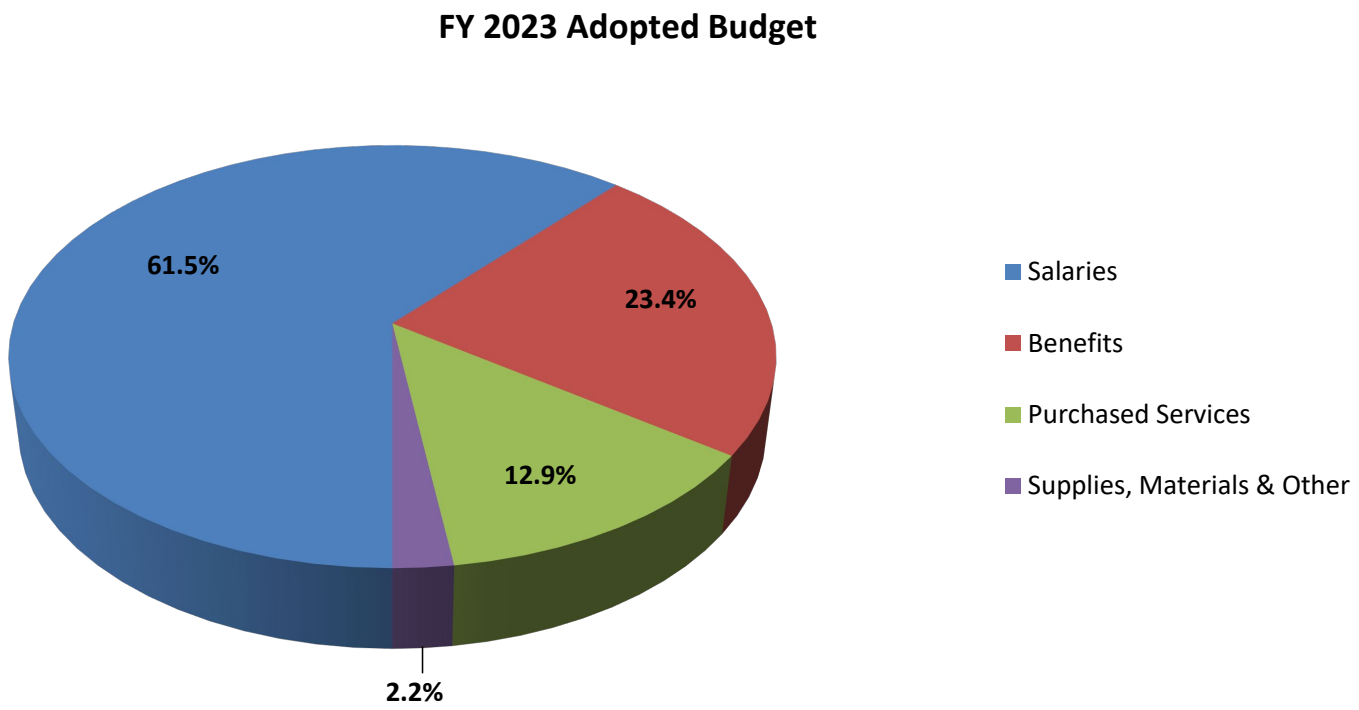
GENERAL FUND REVENUE SUMMARY

Revenue (by source)	FY 2021 Actual	FY 2021 Revenue Per APU	FY 2022 Revised Budget	FY 2022 Revenue Per APU	FY 2023 Adopted Budget	FY 2023 Revenue Per APU
Local Property Taxes	$ 63,160,574	$ 2,845	$ 54,254,069	$ 2,427	$ 53,689,214	$ 2,374
Investment Earnings and Other	2,023,321	91	1,825,400	82	2,738,284	121
State Sources	190,325,223	8,573	200,643,058	8,977	205,136,694	9,072
Total Revenue	$ 255,509,118	$ 11,509	$ 256,722,527	$ 11,486	$ 261,564,192	$ 11,567
Total Adjusted Pupil Unit (APU)		22,200		22,352		22,613



GENERAL FUND EXPENDITURE SUMMARY BY OBJECT

Expenditures (by object)	FY 2021 Actual	FY 2021 Expenditures Per APU	FY 2022 Revised Budget	FY 2022 Expenditures Per APU	FY 2023 Adopted Budget	FY 2023 Expenditures Per APU	Budget Percent Change
Salaries	$ 158,450,224	$ 7,137	$ 163,859,591	$ 7,331	$ 169,839,124	$ 7,511	3.6%
Benefits	59,490,848	2,680	59,893,901	2,680	64,489,139	2,852	7.7%
Purchased Services	25,412,847	1,145	33,137,782	1,483	35,447,710	1,568	7.0%
Supplies, Materials & Other	5,079,697	229	6,310,004	282	5,957,289	263	-5.6%
Total Expenditures	$ 248,433,616	$ 11,191	$ 263,201,278	$ 11,776	$ 275,733,262	$ 12,194	4.8%
Total Adjusted Pupil Unit (APU)		22,200		22,352		22,613	



GENERAL FUND EXPENDITURE SUMMARY BY PROGRAM

Expenditures (by program)	FY 2021 Actual	FY 2021 Expenditures Per APU	FY 2022 Revised Budget	FY 2022 Expenditures Per APU	FY 2023 Adopted Budget	FY 2023 Expenditures Per APU
Administration	$ 12,332,202	$ 556	$ 10,086,540	$ 451	$ 10,507,846	$ 465
District Support Services	6,617,037	298	5,557,580	249	6,089,567	269
Elementary and Secondary Regular Instruction	122,588,848	5,522	97,071,631	4,343	94,902,179	4,197
Vocational Education Instruction	3,291,388	148	3,077,929	138	3,368,901	149
Special Education Instruction	51,918,910	2,339	41,019,230	1,835	43,505,283	1,924
Instructional Support Services	11,169,269	503	9,180,889	411	11,033,595	488
Pupil Support Services	7,757,384	349	6,221,088	278	6,326,505	280
Transportation	16,258,400	732	19,309,460	864	22,453,458	993
Sites and Buildings	15,887,793	716	14,428,928	646	15,851,079	701
Fiscal and Other Fixed Cost Programs	612,385	28 *	57,248,003	2,561 *	61,694,849	2,728
Total Expenditures	$ 248,433,616	$ 11,191	$ 263,201,278	$ 11,776	$ 275,733,262	$ 12,194
Total Adjusted Pupil Unit (APU)		22,200		22,352		22,613

*** Employee benefits are centrally budgeted. At year-end, employee benefits budgets are allocated to the appropriate program area.**

FY 2023 Total General Fund Expenditures by Program = $275,733,262

Administration - 3.8% *

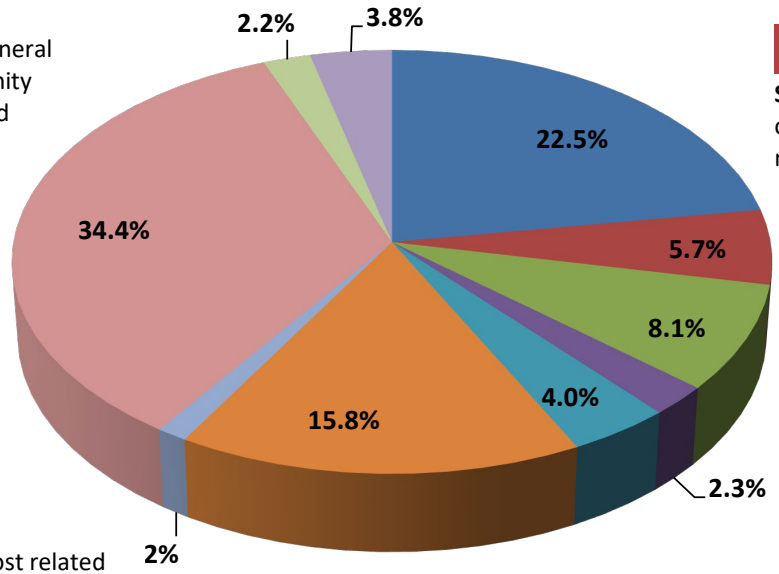
Administration includes the cost for general, instructional and school site administration - school board, superintendent, principals and directors of instructional areas.

Fiscal and Other Fixed Cost Programs - 22.5% **

Fiscal and Other Fixed Cost Programs includes the cost for fiscal and fixed cost activities. Employee benefits are centrally budgeted. At year-end, employees budgets are allocated to the appropriate program area.

District Support Services - 2.2% *

District Support Services includes the cost for general administrative support - administration, community relations, business services, human resources and information systems.



Sites and Buildings - 5.7% *

Sites and Buildings includes the cost of facilities - operations, utilities, repair, remodeling, maintenance, and grounds of the school district.

Elementary and Secondary Regular Instruction - 34.4% *

Elementary and Secondary Regular Instruction includes the cost related with the teaching of students, the interaction between teachers and students in the classroom and co-curricular activities at the pre-kindergarten, kindergarten, elementary and secondary levels.

Transportation - 8.1%

Transportation includes cost related to transporting of students to and from school or between schools for instructional purposes.

Vocational Education Instruction - 2.0% *

Vocational Education Instruction includes the cost related to career and technical educational courses for students future employability.

Pupil Support Services - 2.3% *

Pupil Support Services includes the cost of support services provided to students - counseling, health services, and enrollment center.

Special Education Instruction - 15.8% *

Special Education Instruction includes the cost for activities providing learning experiences for students with disabilities, birth through age 21.

Instructional Support Services - 4.0% *

Instructional Support Services includes the cost of activities for assisting the instructional staff with the content and process of providing learning experiences for students - curriculum development, research assessment and accountability, technology, and staff development.

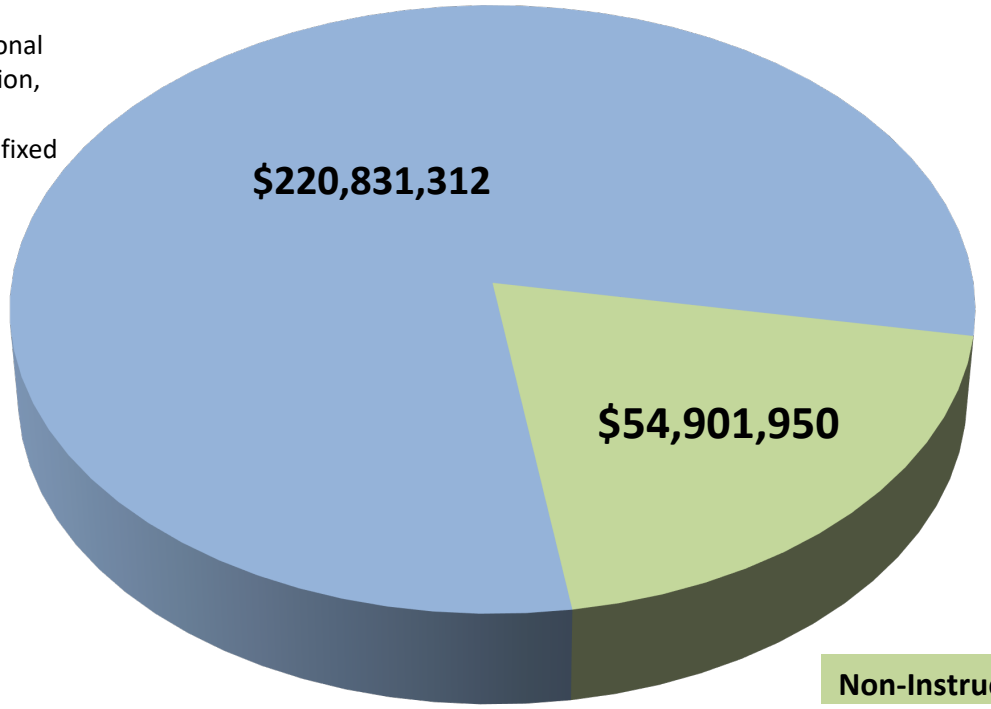
* Excludes employee benefits

** Includes employee benefits which are mainly attributed to elementary and secondary regular instruction

FY 2023 Total General Fund Expenditures = $275,733,262
Instructional vs. Non-Instructional

Instructional Expenditures - 80.2%

Instructional Expenditures include the following programs: elementary and secondary regular instruction, vocational education instruction, special education, instructional support services, pupil support services and fiscal and other fixed cost programs.



Non-Instructional Expenditures - 19.8%

Non-Instructional Expenditures include the following programs: administration, district support services, transportation and sites and buildings.

REVENUE, EXPENDITURE, AND FUND BALANCE PROJECTIONS

		General Fund	Food and Nutrition Services Fund	Community Service Fund	Capital/Land Proceeds Fund	Debt Service/ OPEB Debt Fund	Total
Total Fund Balance, June 30, 2021	*	$ 92,662,870	$ 4,698,150	$ 2,707,449	$ 7,973,704	$ 4,729,348	$ 112,771,521
FY 2022 Budgeted Revenue		256,722,527	15,660,913	13,107,900	15,978,289	16,592,554	318,062,183
FY 2022 Budgeted Expenditures		263,201,278	14,307,940	11,687,292	17,360,978	17,135,124	323,692,612
Projected Fund Balance, June 30, 2022		86,184,119	6,051,123	4,128,057	6,591,015	4,186,778	107,141,092
Revenue (by source)							
Local Property Taxes		53,689,214	-	3,159,735	8,326,107	14,792,571	79,967,627
Investment Earnings and Other		2,738,284	4,180,714	8,300,462	51,000	35,500	15,305,960
State Sources		205,136,694	685,396	2,261,541	7,819,572	926,804	216,830,007
Federal Sources		-	7,926,208	-	-	-	7,926,208
Total Revenue		261,564,192	12,792,318	13,721,738	16,196,679	15,754,875	320,029,802
Expenditures (by program)							
Administration		10,507,846	-	-	-	-	10,507,846
District Support Services		6,089,567	-	-	-	-	6,089,567
Elementary and Secondary Regular Instruction		94,902,179	-	-	-	-	94,902,179
Vocational Education Instruction		3,368,901	-	-	-	-	3,368,901
Special Education Instruction		43,505,283	-	-	-	-	43,505,283
Instructional Support Services		11,033,595	-	-	-	-	11,033,595
Pupil Support Services		6,326,505	-	-	-	-	6,326,505
Transportation		22,453,458	-	-	-	-	22,453,458
Sites and Buildings		15,851,079	-	-	-	-	15,851,079
Fiscal and Other Fixed Cost Programs	**	61,694,849	-	-	-	-	61,694,849
Food and Nutrition Services		-	14,174,695	-	-	-	14,174,695
Community Service		-	-	13,271,764	-	-	13,271,764
Capital Outlay		-	-	-	18,084,296	-	18,084,296
Debt Service		-	-	-	-	16,433,238	16,433,238
Total Expenditures		275,733,262	14,174,695	13,271,764	18,084,296	16,433,238	337,697,255
Estimated Ending Fund Balance, June 30, 2023		$ 72,015,049	$ 4,668,746	$ 4,578,031	$ 4,703,398	$ 3,508,415	$ 89,473,639

*** Total fund balance, June 30, 2021 for the General Fund does not include special projects carryover from previous years.**

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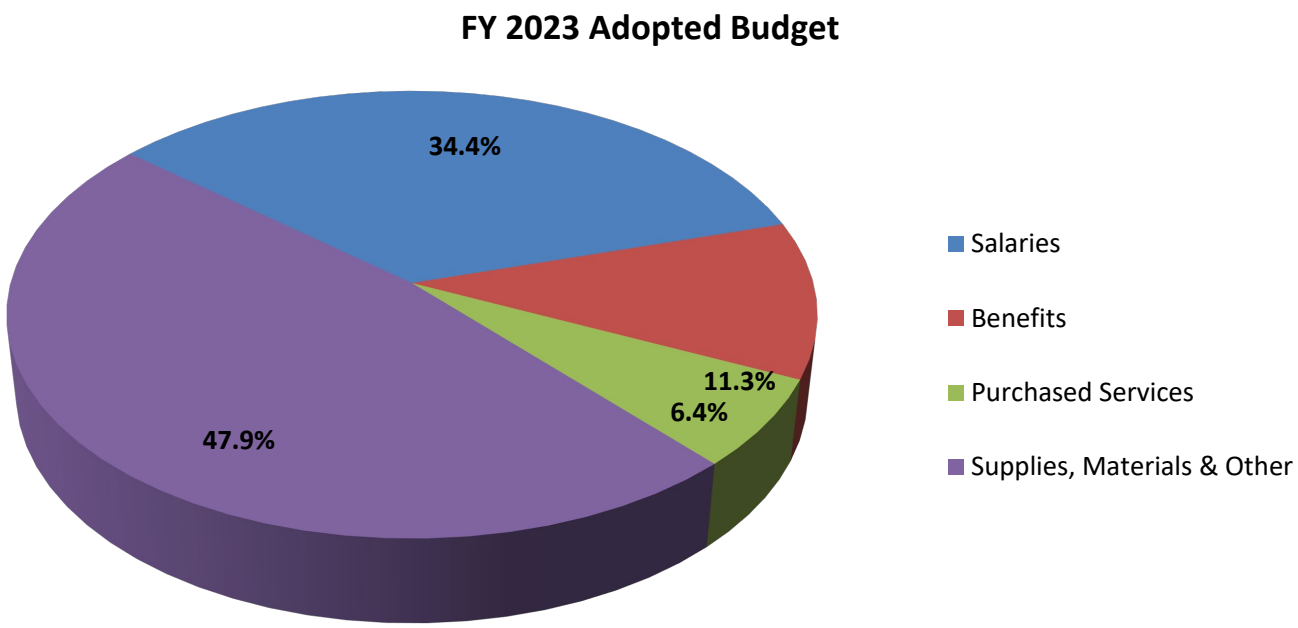
FOOD AND NUTRITION SERVICES FUND EXPENDITURE SUMMARY BY OBJECT

Expenditures (by object)	FY 2021 Actual*	FY 2022 Revised Budget	FY 2023 Adopted Budget	Budget Increase (Decrease)	Budget Percent Change
Salaries	$ 4,293,608	$ 4,502,902	$ 4,874,873	$ 371,971	8.26%
Benefits	1,366,055	1,486,253	1,608,758	122,505	8.24%
Purchased Services	580,174	701,400	900,250	198,850	28.35%
Supplies, Materials & Other	5,416,019	7,617,385	6,790,814	(826,571)	-10.85%
Total Expenditures	$ 11,655,856	$ 14,307,940	$ 14,174,695	$ (133,245)	-0.93%

*** Actual amounts include special funded projects (grants)**



REVENUE, EXPENDITURE, AND FUND BALANCE PROJECTIONS

		General Fund	Food and Nutrition Services Fund	Community Service Fund	Capital/Land Proceeds Fund	Debt Service/ OPEB Debt Fund	Total
Total Fund Balance, June 30, 2021	*	$ 92,662,870	$ 4,698,150	$ 2,707,449	$ 7,973,704	$ 4,729,348	$ 112,771,521
FY 2022 Budgeted Revenue		256,722,527	15,660,913	13,107,900	15,978,289	16,592,554	318,062,183
FY 2022 Budgeted Expenditures		263,201,278	14,307,940	11,687,292	17,360,978	17,135,124	323,692,612
Projected Fund Balance, June 30, 2022		86,184,119	6,051,123	4,128,057	6,591,015	4,186,778	107,141,092
Revenue (by source)							
Local Property Taxes		53,689,214	-	3,159,735	8,326,107	14,792,571	79,967,627
Investment Earnings and Other		2,738,284	4,180,714	8,300,462	51,000	35,500	15,305,960
State Sources		205,136,694	685,396	2,261,541	7,819,572	926,804	216,830,007
Federal Sources		-	7,926,208	-	-	-	7,926,208
Total Revenue		261,564,192	12,792,318	13,721,738	16,196,679	15,754,875	320,029,802
Expenditures (by program)							
Administration		10,507,846	-	-	-	-	10,507,846
District Support Services		6,089,567	-	-	-	-	6,089,567
Elementary and Secondary Regular Instruction		94,902,179	-	-	-	-	94,902,179
Vocational Education Instruction		3,368,901	-	-	-	-	3,368,901
Special Education Instruction		43,505,283	-	-	-	-	43,505,283
Instructional Support Services		11,033,595	-	-	-	-	11,033,595
Pupil Support Services		6,326,505	-	-	-	-	6,326,505
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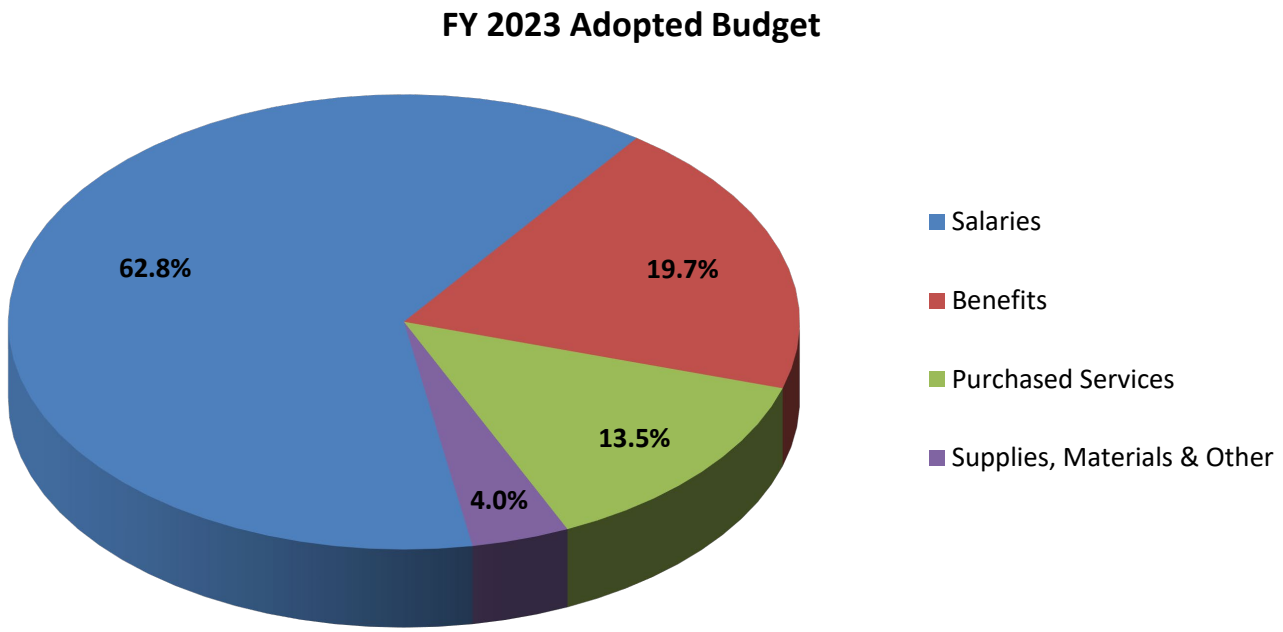
COMMUNITY SERVICE FUND EXPENDITURE SUMMARY BY OBJECT

Expenditures (by object)	FY 2021 Actual*	FY 2022 Revised Budget	FY 2023 Adopted Budget	Budget Increase (Decrease)	Budget Percent Change
Salaries	$ 7,511,977	$ 7,228,152	$ 8,335,948	$ 1,107,796	15.33%
Benefits	2,575,001	2,432,931	2,615,056	182,125	7.49%
Purchased Services	1,797,032	1,688,811	1,788,802	99,991	5.92%
Supplies, Materials & Other	579,595	337,398	531,958	194,560	57.66%
Total Expenditures	$ 12,463,605	$ 11,687,292	$ 13,271,764	$ 1,584,472	13.56%

*** Actual amounts include special funded projects (grants)**



REVENUE, EXPENDITURE, AND FUND BALANCE PROJECTIONS

		General Fund	Food and Nutrition Services Fund	Community Service Fund	Capital/Land Proceeds Fund	Debt Service/ OPEB Debt Fund	Total
Total Fund Balance, June 30, 2021	*	$ 92,662,870	$ 4,698,150	$ 2,707,449	$ 7,973,704	$ 4,729,348	$ 112,771,521
FY 2022 Budgeted Revenue		256,722,527	15,660,913	13,107,900	15,978,289	16,592,554	318,062,183
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Investment Earnings and Other		2,738,284	4,180,714	8,300,462	51,000	35,500	15,305,960
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Expenditures (by program)							
Administration		10,507,846	-	-	-	-	10,507,846
District Support Services		6,089,567	-	-	-	-	6,089,567
Elementary and Secondary Regular Instruction		94,902,179	-	-	-	-	94,902,179
Vocational Education Instruction		3,368,901	-	-	-	-	3,368,901
Special Education Instruction		43,505,283	-	-	-	-	43,505,283
Instructional Support Services		11,033,595	-	-	-	-	11,033,595
Pupil Support Services		6,326,505	-	-	-	-	6,326,505
Transportation		22,453,458	-	-	-	-	22,453,458
Sites and Buildings		15,851,079	-	-	-	-	15,851,079
Fiscal and Other Fixed Cost Programs	**	61,694,849	-	-	-	-	61,694,849
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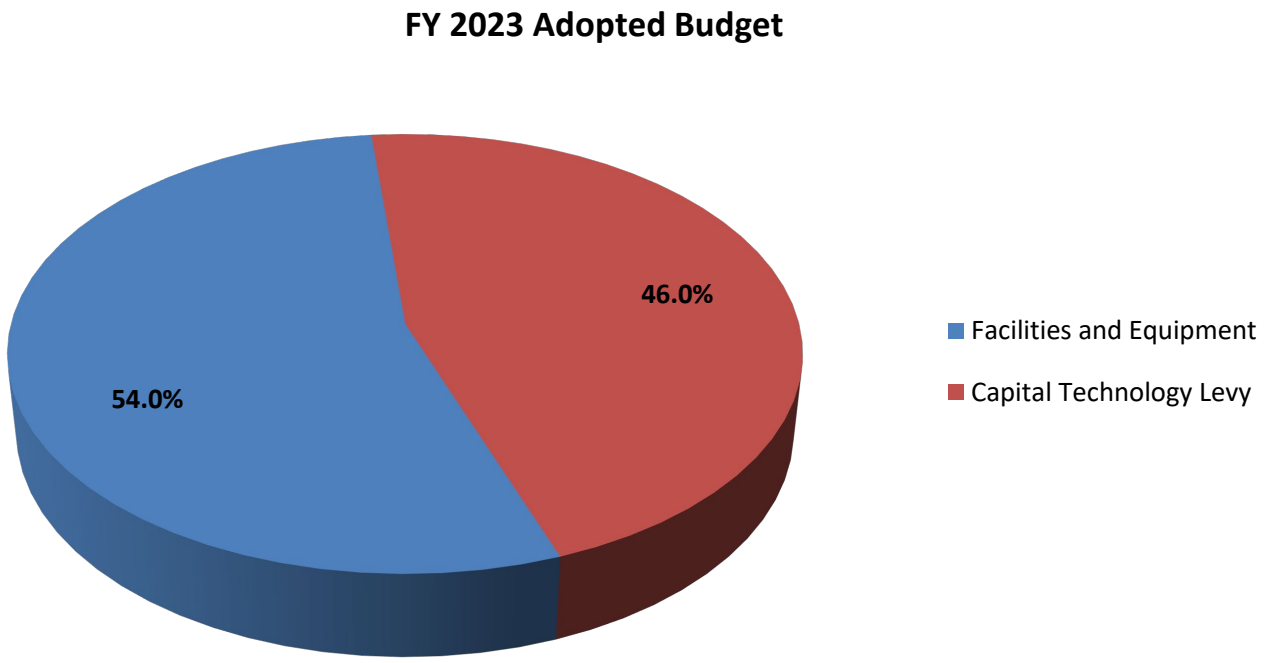
CAPITAL/LAND PROCEEDS FUND EXPENDITURE SUMMARY BY OBJECT

Expenditures (by object)	FY 2021 Actual	FY 2022 Revised Budget	FY 2023 Adopted Budget	Budget Increase (Decrease)	Budget Percent Change
Facilities and Equipment	$ 6,759,534	$ 9,505,760	$ 9,758,189	$ 252,429	2.66%
Capital Technology Levy	7,175,516	7,855,218	8,326,107	470,889	5.99%
Total Expenditures	$ 13,935,050	$ 17,360,978	$ 18,084,296	$ 723,318	4.17%



DLTL (Department of Leadership Teaching and Learning)										
ACCOUNT MANAGER TITLE	FD	ORG	PRG	FIN	OBJ	CRS	TITLE	FY2023 Facilities and Equipment	FY2023 Capital Technology Levy	PROJECT NUMBER
Media & Software										
CAREER TECHNOLOGY	05	006	399	830	406	000	INSTRUCT SOFTWARE/LIC AGR	202,000		23 LA-11, 12
CURRICULUM INSTRUCTION	05	006	626	795	406	000	INSTRUCT SOFTWARE/LIC AGR		500,000	23 LA-09
CURRICULUM INSTRUCTION	05	200	211	795	406	000	INSTRUCT SOFTWARE/LIC AGR		160,000	23 LA-08
CURRICULUM INSTRUCTION	05	200	210	000	460	000	TEXTBOOKS & WORKBOOKS	10,000		23 LA-06
CURRICULUM INSTRUCTION	05	200	211	000	460	000	TEXTBOOKS & WORKBOOKS	3,059,954		23 LA-02, 03, 04
OSH	05	332	211	000	460	000	TEXTBOOKS & WORKBOOKS	6,826		23 OP-02
OMS	05	334	211	000	460	000	TEXTBOOKS & WORKBOOKS	3,638		23 OP-02
PCSH	05	388	211	000	460	000	TEXTBOOKS & WORKBOOKS	5,673		23 OP-02
MGSH	05	390	211	000	460	000	TEXTBOOKS & WORKBOOKS	7,289		23 OP-02
MGMS	05	394	211	000	460	000	TEXTBOOKS & WORKBOOKS	4,990		23 OP-02
OALC	05	702	211	303	460	000	TEXTBOOKS & WORKBOOKS	583		23 OP-02
FB	05	189	210	000	465	000	NON-INSTRUCT TECH DEVICES	2,500		23 OP-02
FO	05	174	210	000	466	000	INSTRUCTIONAL TECH DEVICE	1,000		23 OP-02
PL	05	178	210	000	466	000	INSTRUCTIONAL TECH DEVICE	2,218		23 OP-02
RC	05	183	210	000	466	000	INSTRUCTIONAL TECH DEVICE	1,117		23 OP-02
FB	05	189	210	000	466	000	INSTRUCTIONAL TECH DEVICE	2,704		23 OP-02
CURRICULUM INSTRUCTION	05	006	626	000	470	000	MEDIA RESOURCES	130,000		23 LA-07
CURRICULUM INSTRUCTION	05	006	626	795	470	000	MEDIA RESOURCES		50,000	23 LA-07
WD	05	165	626	000	470	000	MEDIA RESOURCES	1,800		23 OP-02
CI	05	182	626	000	470	000	MEDIA RESOURCES	1,000		23 OP-02
RC	05	183	626	000	470	000	MEDIA RESOURCES	2,000		23 OP-02
BW	05	187	626	000	470	000	MEDIA RESOURCES	1,000		23 OP-02
FB	05	189	626	000	470	000	MEDIA RESOURCES	600		23 OP-02
							Sub Total	3,446,892	710,000	
Equipment										
STUDENT SERVICES	05	006	790	000	505	000	NONINSTRUC TECH SOFTWARE	18,000.00		23 SS-02
CURRICULUM INSTRUCTION	05	200	211	000	530	000	REPLACEMENT EQUIPMENT	25,605.00		23 OP-01, 02
MUSIC	05	006	259	000	540	000	EQUIPMENT	145,000.00		23 LA-05
CAREER TECHNOLOGY	05	006	399	000	540	000	EQUIPMENT	25,000.00		23 LA-13
ACTIVITIES	05	200	292	000	540	000	EQUIPMENT	21,200.00		23 AC-01
279 ONLINE MIDDLE SCHOOL	05	311	211	000	540	000	EQUIPMENT	9,351.00		23 OP-02
OEC	05	342	400	000	540	000	EQUIPMENT	729.00		23 OP-02

DLTL (Department of Leadership Teaching and Learning)										
ACCOUNT MANAGER TITLE	FD	ORG	PRG	FIN	OBJ	CRS	TITLE	FY2023 Facilities and Equipment	FY2023 Capital Technology Levy	PROJECT NUMBER
OALC	05	702	211	303	540	000	EQUIPMENT	1,647.00		23 OP-02
WD	05	165	210	000	540	000	EQUIPMENT	4,089.00		23 OP-02
EB	05	168	210	000	540	000	EQUIPMENT	6,350.00		23 OP-02
BG	05	171	210	000	540	000	EQUIPMENT	3,489.00		23 OP-02
CV	05	172	210	000	540	000	EQUIPMENT	2,607.00		23 OP-02
WVR	05	173	210	000	540	000	EQUIPMENT	5,944.00		23 OP-02
FO	05	174	210	000	540	000	EQUIPMENT	2,353.00		23 OP-02
GC	05	175	210	000	540	000	EQUIPMENT	3,179.00		23 OP-02
PL	05	178	210	000	540	000	EQUIPMENT	2,102.00		23 OP-02
PB	05	179	210	000	540	000	EQUIPMENT	2,752.00		23 OP-02
ZW	05	181	210	000	540	000	EQUIPMENT	3,402.00		23 OP-02
CI	05	182	210	000	540	000	EQUIPMENT	3,187.00		23 OP-02
RC	05	183	210	000	540	000	EQUIPMENT	4,101.00		23 OP-02
EC	05	184	210	000	540	000	EQUIPMENT	4,781.00		23 OP-02
RL	05	185	210	000	540	000	EQUIPMENT	5,676.00		23 OP-02
BW	05	187	210	000	540	000	EQUIPMENT	5,203.00		23 OP-02
BW	05	187	626	000	540	000	EQUIPMENT	1,697.00		23 OP-02
FB	05	189	210	000	540	000	EQUIPMENT	2,000.00		23 OP-02
OAK	05	196	210	000	540	000	EQUIPMENT	4,320.00		23 OP-02
WL	05	197	400	000	540	000	EQUIPMENT	2,677.00		23 OP-02
OSH	05	332	211	000	540	000	EQUIPMENT	19,286.00		23 OP-02
OSH	05	332	292	000	540	000	EQUIPMENT	36,680.00		23 AC-01
BMS	05	333	211	000	540	000	EQUIPMENT	11,990.00		23 OP-02
OMS	05	334	211	000	540	000	EQUIPMENT	10,280.00		23 OP-02
NVMS	05	386	211	000	540	000	EQUIPMENT	5,543.00		23 OP-02
PCSH	05	388	211	000	540	000	EQUIPMENT	16,029.00		23 OP-02
PCSH	05	388	292	000	540	000	EQUIPMENT	14,000.00		23 AC-01
MGSH	05	390	211	000	540	000	EQUIPMENT	20,595.00		23 OP-02
MGSH	05	390	292	000	540	000	EQUIPMENT	46,555.00		23 AC-01
MGMS	05	394	211	000	540	000	EQUIPMENT	14,098.00		23 OP-02
							Sub Total	511,497	-	
							DLTL Total	**3,958,389**	**710,000**	

HART (Human & Administrative Resources Team)										
ACCOUNT MANAGER TITLE	FD	ORG	PRG	FIN	OBJ	CRS	TITLE	FY2023 Facilities and Equipment	FY2023 Capital Technology Levy	PROJECT NUMBER
Consulting/Software										
RISK MANAGEMENT	05	005	813	000	405	000	NONINSTRUC SOFTWARE/LICEN	106,000		23 RM-03, 04, 05, 06
							Sub Total	106,000	-	
Equipment										
ADMINISTRATION	05	005	105	007	530	000	REPLACEMENT EQUIPMENT	10,000		23 BA-03
PURCHASING	05	005	114	000	530	000	REPLACEMENT EQUIPMENT	90,000		23 BA-01
RISK MANAGEMENT	05	005	813	000	530	000	REPLACEMENT EQUIPMENT	270,366		23 RM-01, 07, 10
OPERATIONS FACILITIES	05	005	818	000	530	000	REPLACEMENT EQUIPMENT	240,000		23 FC-03
OPERATIONS FACILITIES	05	005	850	000	530	000	REPLACEMENT EQUIPMENT	8,000		23 FV-07
OPERATIONS FACILITIES	05	005	850	000	540	000	EQUIPMENT	91,000		23 FC-06, 10
RISK MANAGEMENT	05	005	813	000	560	000	PRIN ON COMP/TECH LEASES	206,814		23 RM-02, 08
RISK MANAGEMENT	05	005	813	000	561	000	INT ON COMP/TECH LEASES	5,538		23 RM-02, 08
OPERATIONS FACILITIES	05	005	810	000	580	000	PRINCIPAL ON CAP LEASE	15,000		23 FC-09
RISK MANAGEMENT	05	005	813	000	580	000	PRINCIPAL ON CAP LEASE	24,533		23 RM-07
OPERATIONS FACILITIES	05	005	818	000	580	000	PRINCIPAL ON CAP LEASE	40,472		23 FC-02
BUSINESS SERVICES	05	005	850	000	580	000	PRINCIPAL ON CAP LEASE	43,579		23 FC-05, 06, 08
OPERATIONS FACILITIES	05	005	810	000	581	000	INTEREST ON CAPITAL LEASE	450		23 FC-09
RISK MANAGEMENT	05	005	813	000	581	000	INTEREST ON CAPITAL LEASE	491		23 RM-07
OPERATIONS FACILITIES	05	005	818	000	581	000	INTEREST ON CAPITAL LEASE	1,083		23 FC-02
BUSINESS SERVICES	05	005	850	000	581	000	INTEREST ON CAPITAL LEASE	1,015		23 FC-05, 06, 08
							Sub Total	1,048,341	-	
Tax Assessments										
BUSINESS SERVICES	05	005	850	000	896	000	TAXES	78,782		23 BA-02
							Sub Total	78,782	-	
							HART Total	**1,233,123**	**-**	

I2T2 (Instructional and Information Technology Team)										
ACCOUNT MANAGER TITLE	FD	ORG	PRG	FIN	OBJ	CRS	TITLE	FY2023 Facilities and Equipment	FY2023 Capital Technology Levy	PROJECT NUMBER
Information Systems										
INFORMATION SYSTEMS	05	005	140	000	405	000	NONINSTRUC SOFTWARE/LICEN	966,765		23 IS-01, 02
INFORMATION SYSTEMS	05	005	140	795	405	000	NONINSTRUC SOFTWARE/LICEN		152,500	23 IS-03, 04
							Sub Total	966,765	152,500	
Tech Support Staff										
TECHNOLOGY ELEMENTARY	05	005	618	795	160	000	CLERICAL ESP		468,798	23 TS-01, 02
TECHNOLOGY ELEMENTARY	05	005	618	795	170	000	NON INSTRUCTIONAL SUPPORT		315,070	23 TS-01
TECHNOLOGY ELEMENTARY	05	005	618	795	210	000	FICA/MEDICARE		59,966	23 TS-01
TECHNOLOGY ELEMENTARY	05	005	618	795	214	000	PERA		57,397	23 TS-01
TECHNOLOGY ELEMENTARY	05	005	618	795	220	000	EMPLOYEE INSURANCE		204,434	23 TS-01
TECHNOLOGY ELEMENTARY	05	005	618	795	230	000	LIFE		1,040	23 TS-01
TECHNOLOGY ELEMENTARY	05	005	618	795	235	000	DENTAL		4,860	23 TS-01
TECHNOLOGY ELEMENTARY	05	005	618	795	240	000	DISABILITY INCOME		3,829	23 TS-01
TECHNOLOGY ELEMENTARY	05	005	618	795	250	000	RSP		4,752	23 TS-01
TECHNOLOGY ELEMENTARY	05	005	618	795	251	000	EMPLOYER HLTH SAVINGS ACT		55,593	23 TS-01
TECHNOLOGY ELEMENTARY	05	005	618	795	270	000	WORKERS COMPENSATION		3,786	23 TS-01
TECHNOLOGY SECONDARY	05	005	619	795	160	000	CLERICAL ESP		202,178	23 IT-01, 23 TS-07
TECHNOLOGY SECONDARY	05	005	619	795	170	000	NON INSTRUCTIONAL SUPPORT		484,394	23 IT-01
TECHNOLOGY SECONDARY	05	005	619	795	210	000	FICA/MEDICARE		52,523	23 IT-01
TECHNOLOGY SECONDARY	05	005	619	795	214	000	PERA		48,962	23 IT-01
TECHNOLOGY SECONDARY	05	005	619	795	220	000	EMPLOYEE INSURANCE		101,856	23 IT-01
TECHNOLOGY SECONDARY	05	005	619	795	230	000	LIFE		846	23 IT-01
TECHNOLOGY SECONDARY	05	005	619	795	235	000	DENTAL		4,270	23 IT-01
TECHNOLOGY SECONDARY	05	005	619	795	240	000	DISABILITY INCOME		3,336	23 IT-01
TECHNOLOGY SECONDARY	05	005	619	795	250	000	RSP		4,880	23 IT-01
TECHNOLOGY SECONDARY	05	005	619	795	251	000	EMPLOYER HLTH SAVINGS ACT		26,753	23 IT-01
TECHNOLOGY SECONDARY	05	005	619	795	270	000	WORKERS COMPENSATION		3,074	23 IT-01
TECHNOLOGY DISTRICT-WIDE	05	005	630	795	160	000	NON INSTRUCTIONAL SUPPORT		153,939	23 ET-01
TECHNOLOGY DISTRICT-WIDE	05	005	630	795	170	000	NON INSTRUCTIONAL SUPPORT		861,967	23 ET-01
TECHNOLOGY DISTRICT-WIDE	05	005	630	795	182	000	NON INSTRUCTIONAL SUPPORT		9,700	23 ET-01
TECHNOLOGY DISTRICT-WIDE	05	005	630	795	210	000	FICA/MEDICARE		78,459	23 ET-01
TECHNOLOGY DISTRICT-WIDE	05	005	630	795	214	000	PERA		76,189	23 ET-01

I2T2 (Instructional and Information Technology Team)										
ACCOUNT MANAGER TITLE	FD	ORG	PRG	FIN	OBJ	CRS	TITLE	FY2023 Facilities and Equipment	FY2023 Capital Technology Levy	PROJECT NUMBER
TECHNOLOGY DISTRICT-WIDE	05	005	630	795	220	000	EMPLOYEE INSURANCE		143,373	23 ET-01
TECHNOLOGY DISTRICT-WIDE	05	005	630	795	230	000	LIFE		1,036	23 ET-01
TECHNOLOGY DISTRICT-WIDE	05	005	630	795	235	000	DENTAL		4,819	23 ET-01
TECHNOLOGY DISTRICT-WIDE	05	005	630	795	240	000	DISABILITY INCOME		4,884	23 ET-01
TECHNOLOGY DISTRICT-WIDE	05	005	630	795	250	000	RSP		7,860	23 ET-01
TECHNOLOGY DISTRICT-WIDE	05	005	630	795	251	000	EMPLOYER HLTH SAVINGS ACT		24,629	23 ET-01
TECHNOLOGY DISTRICT-WIDE	05	005	630	795	270	000	WORKERS COMPENSATION		4,501	23 ET-01
							Sub Total	-	3,483,953	
Consulting/Software										
TECHNOLOGY ELEMENTARY	05	005	618	000	465	000	NON-INSTRUCT TECH DEVICES	90,000		23 TS-04
TECHNOLOGY SECONDARY	05	005	619	795	405	000	NONINSTRUC SOFTWARE/LICEN		44,920	23 IT-04
TECHNOLOGY SECONDARY	05	005	619	795	466	000	INSTRUCTIONAL TECH DEVICE		125,000	23 IT-05
TECHNOLOGY DISTRICT-WIDE	05	005	630	000	405	000	NONINSTRUC SOFTWARE/LICEN	110,848		23 ET-02, 05, 06, 09, 13
TECHNOLOGY DISTRICT-WIDE	05	005	630	795	405	000	NONINSTRUC SOFTWARE/LICEN		1,109,797	23 ET-02, 05, 06, 09, 13
TECHNOLOGY DISTRICT-WIDE	05	005	630	795	465	000	NON-INSTRUCT TECH DEVICES		96,000	23 ET-04, 15
TECHNOLOGY DISTRICT-WIDE	05	005	630	795	466	000	NON-INSTRUCT TECH DEVICES		55,000	23 ET-15
							Sub Total	200,848	1,430,717	
Equipment										
TECHNOLOGY ELEMENTARY	05	005	618	795	560	000	PRIN ON COMP/TECH LEASES		81,464	23 TS-03
TECHNOLOGY ELEMENTARY	05	005	618	795	561	000	INT ON COMP/TECH LEASES		2,181	23 TS-03
TECHNOLOGY SECONDARY	05	005	619	795	560	000	PRIN ON COMP/TECH LEASES		2,148,946	23 IT-02, 03, 06
TECHNOLOGY SECONDARY	05	005	619	795	561	000	INT ON COMP/TECH LEASES		36,475	23 IT-02, 03, 06
TECHNOLOGY DISTRICT-WIDE	05	005	630	000	530	000	REPLACEMENT EQUIPMENT	50,000		23 ET-11
TECHNOLOGY DISTRICT-WIDE	05	005	630	795	530	000	EQUIPMENT		57,500	23 ET-15
TECHNOLOGY DISTRICT-WIDE	05	005	630	795	560	000	PRIN ON COMP/TECH LEASES		216,574	23 ET-03, 07, 08
TECHNOLOGY DISTRICT-WIDE	05	005	630	795	561	000	INT ON COMP/TECH LEASES		5,797	23 ET-03, 07, 08
							Sub Total	50,000	2,548,937	
							I2T2 Total	**1,217,613**	**7,616,107**	

Lease Levy										
ACCOUNT MANAGER TITLE	FD	ORG	PRG	FIN	OBJ	CRS	TITLE	FY2023 Facilities and Equipment	FY2023 Capital Technology Levy	PROJECT NUMBER
Facilities Lease										
OPERATIONS FACILITIES	05	005	850	000	316	000	LEASES (ID 287,ALC, SPED)	1,036,738		23 BA-04
OPERATIONS FACILITIES	05	005	105	000	370	000	LEASES(NWFSC)	21,100		23 BA-04
OPERATIONS FACILITIES	05	005	850	000	370	000	LEASES (CBVAT, Timberland)	128,988		23 BA-04
OPERATIONS FACILITIES	05	005	850	000	570	000	SR HIGH ADDITIONS	1,415,000		23 BA-04
OPERATIONS FACILITIES	05	005	850	000	571	000	SR HIGH ADDITIONS	488,988		23 BA-04
							Sub Total	3,090,814	-	
Facilities Lease Athletics										
LEASES HS SYSTEM WIDE	05	300	850	000	370	000	RENTAL LAND & BLDGS	118,000		23 BA-04
LEASES OSH	05	332	850	000	370	401	RENTAL LAND & BLDGS	1,300		23 BA-04
LEASES OSH	05	332	850	000	370	413	RENTAL LAND & BLDGS	6,500		23 BA-04
LEASES OSH	05	332	850	000	370	421	RENTAL LAND & BLDGS	450		23 BA-04
LEASES OSH	05	332	850	000	370	425	RENTAL LAND & BLDGS	1,300		23 BA-04
LEASES OSH	05	332	850	000	370	431	RENTAL LAND & BLDGS	1,000		23 BA-04
LEASES OSH	05	332	850	000	370	441	RENTAL LAND & BLDGS	1,800		23 BA-04
LEASES PCSH	05	388	850	000	370	401	RENTAL LAND & BLDGS	1,300		23 BA-04
LEASES PCSH	05	388	850	000	370	413	RENTAL LAND & BLDGS	4,500		23 BA-04
LEASES PCSH	05	388	850	000	370	421	RENTAL LAND & BLDGS	950		23 BA-04
LEASES PCSH	05	388	850	000	370	425	RENTAL LAND & BLDGS	1,300		23 BA-04
LEASES MGSH	05	390	850	000	370	401	RENTAL LAND & BLDGS	1,300		23 BA-04
LEASES MGSH	05	390	850	000	370	413	RENTAL LAND & BLDGS	12,000		23 BA-04
LEASES MGSH	05	390	850	000	370	417	RENTAL LAND & BLDGS	102,000		23 BA-04
LEASES MGSH	05	390	850	000	370	421	RENTAL LAND & BLDGS	450		23 BA-04
LEASES MGSH	05	390	850	000	370	425	RENTAL LAND & BLDGS	1,300		23 BA-04
LEASES MGSH	05	390	850	000	370	431	RENTAL LAND & BLDGS	1,000		23 BA-04
LEASES MGSH	05	390	850	000	370	441	RENTAL LAND & BLDGS	1,800		23 BA-04
							Sub Total	258,250	-	
							Lease Levy Total	**3,349,064**	**-**	
							Total	**9,758,189**	**8,326,107**	

REVENUE, EXPENDITURE, AND FUND BALANCE PROJECTIONS

		General Fund	Food and Nutrition Services Fund	Community Service Fund	Capital/Land Proceeds Fund	Debt Service/ OPEB Debt Fund	Total
Total Fund Balance, June 30, 2021	*	$ 92,662,870	$ 4,698,150	$ 2,707,449	$ 7,973,704	$ 4,729,348	$ 112,771,521
FY 2022 Budgeted Revenue		256,722,527	15,660,913	13,107,900	15,978,289	16,592,554	318,062,183
FY 2022 Budgeted Expenditures		263,201,278	14,307,940	11,687,292	17,360,978	17,135,124	323,692,612
Projected Fund Balance, June 30, 2022		86,184,119	6,051,123	4,128,057	6,591,015	4,186,778	107,141,092
Revenue (by source)							
Local Property Taxes		53,689,214	-	3,159,735	8,326,107	14,792,571	79,967,627
Investment Earnings and Other		2,738,284	4,180,714	8,300,462	51,000	35,500	15,305,960
State Sources		205,136,694	685,396	2,261,541	7,819,572	926,804	216,830,007
Federal Sources		-	7,926,208	-	-	-	7,926,208
Total Revenue		261,564,192	12,792,318	13,721,738	16,196,679	15,754,875	320,029,802
Expenditures (by program)							
Administration		10,507,846	-	-	-	-	10,507,846
District Support Services		6,089,567	-	-	-	-	6,089,567
Elementary and Secondary Regular Instruction		94,902,179	-	-	-	-	94,902,179
Vocational Education Instruction		3,368,901	-	-	-	-	3,368,901
Special Education Instruction		43,505,283	-	-	-	-	43,505,283
Instructional Support Services		11,033,595	-	-	-	-	11,033,595
Pupil Support Services		6,326,505	-	-	-	-	6,326,505
Transportation		22,453,458	-	-	-	-	22,453,458
Sites and Buildings		15,851,079	-	-	-	-	15,851,079
Fiscal and Other Fixed Cost Programs	**	61,694,849	-	-	-	-	61,694,849
Food and Nutrition Services		-	14,174,695	-	-	-	14,174,695
Community Service		-	-	13,271,764	-	-	13,271,764
Capital Outlay		-	-	-	18,084,296	-	18,084,296
Debt Service		-	-	-	-	16,433,238	16,433,238
Total Expenditures		275,733,262	14,174,695	13,271,764	18,084,296	16,433,238	337,697,255
Estimated Ending Fund Balance, June 30, 2023		$ 72,015,049	$ 4,668,746	$ 4,578,031	$ 4,703,398	$ 3,508,415	$ 89,473,639

*** Total fund balance, June 30, 2021 for the General Fund does not include special projects carryover from previous years.**

**** Employee benefits are centrally budgeted. At year-end, employee benefits budgets are allocated to the appropriate program area.**

OSSEO AREA SCHOOLS

ISD 279

INFORMATION SECTION

OSSEO AREA SCHOOLS
ISD 279

ADMINISTRATIVE SERVICES MEMORANDUM

TO: Cory McIntyre, Superintendent

FROM: John Morstad, Executive Director of Finance and Operations
Kelly Benusa, Director of Business Services

SUBJECT: Fiscal Year 2023 Budget

DATE: June 21, 2022

Recommendation

We recommend that the School board adopt the FY 2023 budget as proposed. The proposed budget projects an estimated ending fund balance for FY 2023 as a percent of expenditures at 26.1% or 13.6 weeks of operations. Therefore, applying the 5% fund balance policy the District would be within the desired parameters for FY 2023.

Background

The enclosed FY 2023 budget proposal has been prepared in accordance with school board direction and action as follows:

Date		Outcome
Sept. 28, 2021	Regular Meeting	**Action:** Approve preliminary FY 2023 levy at maximum
Nov. 8, 2021	Work Session	**Direction:** • Agree to FY 2023 budget planning process • Provide direction on budget planning • Prepare for December approval of FY 2023 Levy Limitation and Certification
Dec. 14, 2021	Regular Meeting	**Action:** Approve FY 2023 Levy Limitation Certification
Feb. 15, 2022	Work Session	**Direction:** • FY 2023 operating funds budget development and proposal • FY 2023 capital budget development and proposal
March 1, 2022	Regular Meeting	**Action:** • Approve FY 2022 mid-year budget adjustments • Approve FY 2023 operating fund adjustments (PEAR Summary) • Approve FY 2023 capital expenditure budget

Summary of proposed FY 2023 General Fund Budget
Comparison to Prior Year

The table below summarizes the revenue, expenditure, and fund balance proposal for the General Fund budget in comparison to the previous year's budget (FY 2022).

	Proposed Adopted Budget FY 2023	Revised Budget FY 2022	Difference % Change
Revenue	$261,564,192	$256,722,527	$4,841,665 1.9%
Expenditures	$275,733,262	$263,201,278	$12,531,984 4.8%
End of Year Fund Balance	$72,015,049	$86,184,119	($14,169,070)
Fund Balance % of Exp.	26.1%	32.7%	

There are several large areas of adjustments included in the FY 2023 adopted expenditure budget. The adjustments are as follows:

- Board approved March 1, 2022, FY 2023 budget adjustments for a net increase of $5,305,945. This amount is comprised of LRFP budget adjustments, including learning loss of $2,399,313, strategic investments of $1,149,817, and enrollment alignment of $1,756,815.
- Board approved March 1, 2022, FY 2022 mid-year budget adjustment one-time savings of $6,540,529, which are included in the FY 2023 adopted budget.
- Transferred expenditures to federal funds to sustain programs and services of $9,422,239 for FY 2023 and FY 2024, which will need to be added back for FY 2025.
- Board approved $750 stipend for staff of $1.9 million.

With these adjustments, the percentage increase in the expenditure budget is 4.8%, which is above the expenditure trend target of 3.0%.

The net effect of the revenue and expenditure budget variance on the proposed General Fund budget results in an anticipated operating deficit of $14,169,070 for FY 2023. The impact of this budget is a projected year-end fund balance of $72 million in FY 2023.

Comparison to February 22, 2022, projections

The final steps of the budget development process include the collection and processing of all detailed revenue and expenditure data for the budget; therefore, the proposed budget is based on calculated line-item detail instead of percentage estimates that are included in Financial Forecast model. The charts below explain the changes from the projected FY 2023 budget (based upon percentage estimates) and the proposed adopted FY 2023 budget (based upon calculated line-item detail).

	Proposed Adopted Budget FY 2023	Projected FY 2023 (Feb. 22, 2022)	Difference % Change
Revenue	$261,564,192	$261,086,047	$478,145 0.2%
Expenditures	$275,733,262	$272,884,117	$2,849,145 1.0%
End of Year Fund Balance	$72,015,049	$74,386,049	($2,371,000)
Fund Balance % of Exp.	26.1%	27.3%	

Revenue is higher by $478,145. Below is an explanation of the revenue differences from February estimates:

Revenue increase of $478,145	Increase of	Decrease of
Special education revenue decrease for FY 2023 due to impact of revised estimates for FY 2021 and FY 2022 on current calculations		$(1,340,873)
Tax increment financing (TIF) levy adjustment increase	$ 862,518	
Interest revenue increase	$ 796,000	
General education aid 2% increase to basic formula allowance and an estimated increase of 264 adjusted ADM from the prior year projections (total adj. ADM est. at 20,674 for FY 2023)		$(795,776)
Unemployment levy and tax shift	$ 367,902	
TRA pension adjustment revenue increase; offset by TRA rate increase from 8.34% to 8.55% effective July 1, 2022	$ 362,660	
Desegregation transportation increase due to projected costs for FY 2022, which impact the FY 2023 revenue formula	$ 350,000	
Local optional revenue decrease		$(259,115)
Abatement revenue increase	$ 202,165	
Literacy incentive revenue decrease		$(187,303)
Extended time increase for projected growth in targeted services programs for FY 2023	$ 127,925	
Medicare 3rd party billing revenue increase	$ 100,000	
Other miscellaneous revenues combined for a $107,959 decrease		$(107,959)

Expenditures are higher by $2,849,144. Below is an explanation of the expenditure differences from February estimates, which include a 3.0% increase, by category:

Salaries - decrease of ($723,056)	Increase of	Decrease of
Sustain programs and services with federal funds for FY 2023 and FY 2024; add back for FY 2025 (includes learning loss)		$(11,773,552)
Projected settlement, total FTE adjustments taken in salary for adopted budget and realigned with benefits at mid-year revision for FY 2023 (includes LRFP, strategic investments, and enrollment alignment adjustments)	$ 7,077,535	
Add back salaries from FY 2022 mid-year due to one-time savings	$ 3,461,254	
Board approved $750 stipend for staff	$ 1,703,052	
Attrition and allocation of staff		$(952,345)
Decrease for technology staff transferred to Capital; offset by increased purchased services		$(239,000)
Benefits - increase of $2,798,421		
Medical insurance and HSA increase due to FY 2023 rates for Preferred One and PEIP and employee plan migration	$ 2,663,174	
Other items combined (PERA, retirement savings plan and other benefits); total FTE adjustments taken in salary for adopted budget and realigned with benefits at mid-year revision for FY 2023		$(1,801,066)
Add back benefits from FY 2022 mid-year due to one-time savings	$ 1,009,313	
TRA rate increase from 8.34% to 8.55%, effective July 1, 2022; offset by revenue increase, Board approved TRA portion of $750 stipend for staff, and estimated retro settlement increases for FY 2022	$ 927,000	
Purchased Services - increase of $1,315,795		
Add back purchased services from FY 2022 mid-year due to one-time savings	$ 2,259,783	
Other purchased services remained at 0% for FY 2023 budgeting		$(603,904)
Utilities anticipated decrease for electric		$(563,084)
Purchased services budget capacity increase; offset by technology staff transferred to Capital	$ 239,000	
General liability insurance anticipated increase 20%	$ 140,000	
Third party medical		$(135,000)

Other Services - decrease of $(542,015)	
Federal indirect rate change from 3.7% to 3.6%	$(303,000)
Other services remained at 0% for FY 2023 budgeting	$(240,265)
One-time safe schools levy carryover decrease	$(146,492)
Sustain programs and services with federal funds for FY 2023 and FY 2024; add back for FY 2025 (includes learning loss)	$(48,000)

Next Steps:

- June 21, 2022, school board approves FY 2023 budget for all funds
- July 2022, preparation begins for FY 2022 audit
- November 22, 2022, school board accepts FY 2022 audit results

ISD 279 - Osseo Area Schools
General Operating/Transportation Fund
FY 2023 Budget Planning Scenario Financial Forecast with Strategic Investments

	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Revised 2022	Projected 2023	Projected 2024	Projected 2025	Projected 2026
Baseline									
Revenues	$233,528,333	$243,327,332	$256,049,222	$255,509,118	$256,722,527	$259,763,476	$265,633,684	$268,825,519	$270,534,089
Expenditures	229,923,258	238,475,362	246,768,853	248,433,616	263,201,278	272,413,323	289,254,085	295,190,260	297,467,515
Known adjustments to revenue					-	3,222,740	-		
Known one-time adjustments to revenues					-	(1,900,169)	(1,445,660)		
Known adjustments to expenditures	(450,357)	(928,733)	-	-	-	10,059,223	953,896	1,217,967	444,488
Baseline operating balance									
Fund Balance (beginning of year)	66,470,864	70,526,296	76,306,999	85,587,368	92,662,870	86,184,119	84,916,066	60,803,901	35,657,128
Fund Balance (end of year)	70,526,296	76,306,999	85,587,368	92,662,870	86,184,119	84,916,066	60,803,901	35,657,128	9,168,189
Change in fund balance	$4,055,432	$5,780,703	$9,280,369	$7,075,502	($6,478,751)	($1,268,053)	($24,112,165)	($25,146,774)	($26,488,938)
Operational reductions to maintain fund balance at 5%	-	-	-	-		(3,000,000)	(5,000,000)	(9,000,000)	(14,000,000)
Adjusted fund balance	$70,526,296	$76,306,999	$85,587,368	$92,662,870	$86,184,119	$67,797,620	$46,777,663	$28,194,955	$14,817,041
Fund Balance as a % of Budgeted/Projected Expenditure	30.73%	32.12%	34.68%	37.30%	32.74%	24.26%	16.40%	9.81%	5.22%
Tactics									
Revenues with tactics	$233,528,333	$243,327,332	$256,049,222	$255,509,118	$256,722,527	$259,763,476	$265,633,684	$270,137,173	$271,845,743
Expenditures with tactics	229,923,258	238,475,362	246,768,853	248,433,616	263,201,278	272,413,323	282,435,061	288,790,396	303,846,822
Tactics related to revenue									
Revenue basic formula increase 2% for FY 2023 **(Known)**						2,567,225			
Revenue assumption basic formula increase of 1% for FY 2024 & FY 2026							1,311,654		1,350,686
Levy adjustments (equity, transition, local optional, reemployment, and other) - one-time **(Known)**						(1,900,169)	(1,445,660)		
Projected special education revenue increase for ADSIS **(Known)**						655,515			
Operating referendum timeline (10 year)	**4**	**5 (GE)**	**6**	**7 (GE)**	**8**	**9 (GE)**	**10 ***	*****	*****
Tactics related to expenditures									
Enrollment alignment adjustment (**Known**)						1,756,815	953,896	1,217,967	444,488
Other - reduce trend to 3.00%						(1,316,006)	(1,364,421)	(1,395,123)	(1,467,859)
ADSIS program paid with Federal Funds/Learning Loss for FY 2022, FY 2023 & FY 2024; add expenditures for FY 2025 **(Known)**					-	655,515		536,330	
New restricted fund balance requirement for third party billing - one-time only **(Known) Reduced for spend down in FY 2018 and FY 2019**	(450,357)	(928,733)							
Sustain programs and services with Federal funds for FY 2023 and FY 2024; add back expenditures for FY 2025						(9,422,239)		9,422,239	
Add back one-time savings from FY 2022 mid-year adjustment **(Known)**						7,646,893			
Strategic investments						1,149,817			
Operational reductions							(3,000,000)	(5,000,000)	(7,000,000)
Baseline operating balance (post tactic)									
Fund Balance (beginning of year)	66,470,864	70,526,296	76,306,999	85,587,368	92,662,870	86,184,119	74,386,049	60,861,189	37,426,553
Fund Balance (end of year)	70,526,296	76,306,999	85,587,368	92,662,870	86,184,119	74,386,049	60,861,189	37,426,553	14,799,530
Change in fund balance	$4,055,432	$5,780,703	$9,280,369	$7,075,502	($6,478,751)	($11,798,070)	($13,524,859)	($23,434,637)	($22,627,023)
Fund Balance Target									$14,884,715
Fund Balance as a % of Budgeted/Projected Expenditure	30.73%	32.12%	34.68%	37.30%	32.74%	27.26%	21.81%	12.75%	5.00%
5% of Budgeted/Projected Expenditures Minimum	$11,473,645	$11,877,331	$12,338,443	$12,421,681	$13,160,064	$13,644,206	$13,951,227	$14,678,590	$14,791,173
								Projected Revenue Assumption (FY 2023 - FY2026)	0.00%
								Projected Expenditure Assumption (FY 2023 - FY2026)	3.50%

Note: Projected revenue also includes fiscal year projected enrollment change and projected increase for voter-approved operating referendum inflation.

GE - General Election year

*** Operating referendum** expires in FY 2024; model assumes referendum is renewed for FY 2025; also if voters approve the operating referendum at the cap it would generate an additional $7.5 million annually

Osseo Area Schools ISD # 279

Five-Year Financial Projection - General Fund

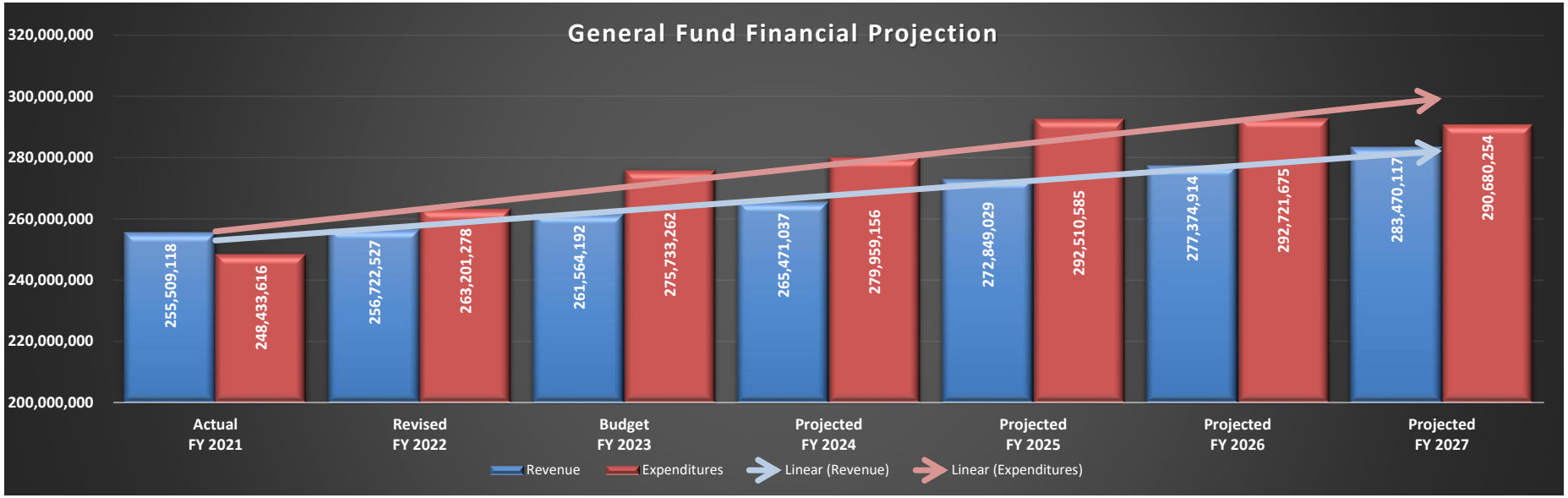
Categories	Actual FY 2021	Revised Budget FY 2022	% Chg	Adopted Budget FY 2023	% Chg	Projected FY 2024	% Chg	Projected FY 2025	% Chg	Projected FY 2026	% Chg	Projected FY 2027	% Chg
Revenue	255,509,118	256,722,527	0.5%	261,564,192	1.9%	265,471,037	1.5%	272,849,029	2.8%	277,374,914	1.7%	283,470,117	2.2%
Expenditures	248,433,616	263,201,278	5.9%	275,733,262	4.8%	279,959,156	1.5%	292,510,585	4.5%	292,721,675	0.1%	290,680,254	-0.7%
Difference over/(under)	7,075,502	(6,478,751)		(14,169,070)		(14,488,119)		(19,661,556)		(15,346,761)		(7,210,137)	
Assigned/Unassigned Fund Balance	92,662,870	86,184,119		72,015,049		57,526,930		37,865,374		22,518,613		15,308,476	
Fund Balance %	**37.3%**	**32.7%**		**26.1%**		**20.5%**		**12.9%**		**7.7%**		**5.3%**	
		Operational Adjustments		-		(5,000,000)		(7,000,000)		(9,000,000)		(12,000,000)	

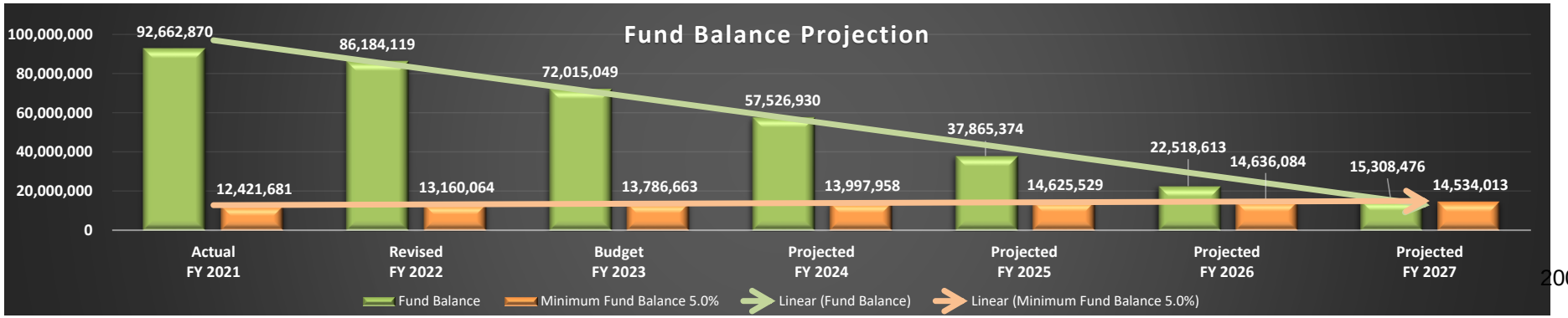
Assumptions

General Formula increase of 2.06% annually (10 year weighted average)

Expenditure increase of 3.0% annually

(33,000,000) total operational adjustments





ISD 279 - Osseo Area Schools
General Fund
FY 2024 Financial Forecast

	Actual 2019	Actual 2020	Actual 2021	Revised 2022	Adopted 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027
Baseline									
Revenues	$243,327,332	$256,049,222	$255,509,118	$256,722,527	$261,564,192	$264,222,586	$267,433,425	$269,176,997	$272,443,896
Expenditures	238,475,362	246,768,853	248,433,616	263,201,278	275,733,262	285,383,926	291,184,646	294,331,987	293,699,631
Known adjustments to revenue				-	-	-			
Known one-time adjustments to revenues				-	-	(1,445,660)			
Known adjustments to expenditures	(928,733)	-	-	-	-	953,896	1,194,086	435,773	1,176,929.00
Baseline operating balance									
Fund Balance (beginning of year)	70,526,296	76,306,999	85,587,368	92,662,870	86,184,119	72,015,049	50,361,945	27,804,809	3,085,592
Fund Balance (end of year)	76,306,999	85,587,368	92,662,870	86,184,119	72,015,049	50,361,945	27,804,809	3,085,592	(16,993,214)
Change in fund balance	$5,780,703	$9,280,369	$7,075,502	($6,478,751)	($14,169,070)	($21,653,104)	($22,557,135)	($24,719,218)	($20,078,806)
Operational reductions to maintain fund balance at 5%	-	-	-			(5,000,000)	(8,000,000)	(11,000,000)	(15,000,000)
Adjusted fund balance	$76,306,999	$85,587,368	$92,662,870	$86,184,119	$72,015,049	$53,454,153	$36,508,846	$21,918,084	$14,485,420
Fund Balance as a % of Budgeted/Projected Expenditure	32.1%	34.7%	37.3%	32.7%	26.1%	19.0%	12.8%	7.7%	5.2%
Tactics									
Revenues with tactics	$243,327,332	$256,049,222	$255,509,118	$256,722,527	$261,564,192	$264,222,586	$270,127,536	$274,592,601	$280,641,813
Expenditures with tactics	238,475,362	246,768,853	248,433,616	263,201,278	275,733,262	285,383,926	289,757,726	302,748,456	302,966,934
Tactics related to revenue									
Revenue assumption based on 10-year weighted average change for basic formula allowance (FY 2014 to FY 2023)						2,694,111	2,721,493	2,782,314	2,828,304
Levy adjustments (equity, transition, local optional, reemployment, and other) - one-time **(Known)**						(1,445,660)			
Operating referendum timeline (10 year)	**5 (GE)**	**6**	**7 (GE)**	**8**	**9 (GE)**	**10 ***	*	*	*
Tactics related to expenditures									
Enrollment alignment adjustment (**Known**)						953,896	1,194,086	435,773	1,176,929
Other - reduce trend to 3.00%						(1,378,666)	(1,399,796)	(1,462,553)	(1,463,608)
ADSIS program paid with Federal Funds/Learning Loss for FY 2022, FY 2023 & FY 2024; add exp. for FY 2025 **(Known)**				-			536,330		
New restricted fund balance requirement for third party billing - one-time only **(Known)** **Reduced for spend down in FY 2018 and FY 2019**	(928,733)								
Sustain programs and services with Federal funds for FY 2023 and FY 2024; add back expenditures for FY 2025							9,422,239		
Operational reductions						(5,000,000)	(7,000,000)	(9,000,000)	(12,000,000)
Baseline operating balance (post tactic)									
Fund Balance (beginning of year)	70,526,296	76,306,999	85,587,368	92,662,870	86,184,119	72,015,049	57,526,930	37,865,374	22,518,613
Fund Balance (end of year)	76,306,999	85,587,368	92,662,870	86,184,119	72,015,049	57,526,930	37,865,374	22,518,613	15,308,476
Change in fund balance	$5,780,703	$9,280,369	$7,075,502	($6,478,751)	($14,169,070)	($14,488,119)	($19,661,556)	($15,346,761)	($7,210,137)
Fund Balance Target									
Fund Balance as a % of Budgeted/Projected Expenditure	32.1%	34.7%	37.3%	32.7%	26.1%	20.5%	12.9%	7.7%	5.3%
5% of Budgeted/Projected Expenditures Minimum	$11,877,331	$12,338,443	$12,421,681	$13,160,064	$13,786,663	$13,997,958	$14,625,529	$14,636,084	$14,534,013

Projected Revenue Assumption (FY 2024 - FY2027) 0.00%
Projected Expenditure Assumption (FY 2024 - FY2027) 3.50%

Note: Projected revenue also includes fiscal year projected enrollment change and projected increase for voter-approved operating referendum inflation.

GE - General Election year

*** Operating referendum** expires in FY 2024; model assumes referendum is renewed for FY 2025; also if voters approve the operating referendum at the cap it would generate an additional $7 million annually

Osseo Area Schools ISD # 279

Five-Year Financial Projection - General Fund (with referendum increase)

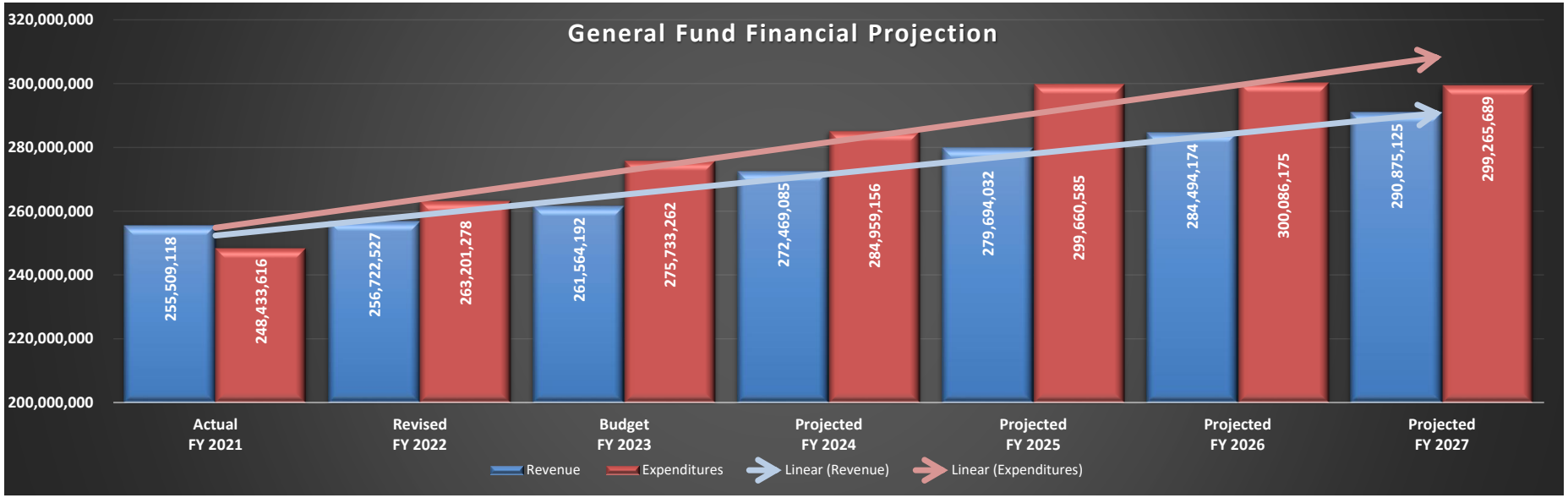
Categories	Actual FY 2021	Revised Budget FY 2022	% Chg	Adopted Budget FY 2023	% Chg	Projected FY 2024	% Chg	Projected FY 2025	% Chg	Projected FY 2026	% Chg	Projected FY 2027	% Chg
Revenue	255,509,118	256,722,527	0.5%	261,564,192	1.9%	272,469,085	4.2%	279,694,032	2.7%	284,494,174	1.7%	290,875,125	2.2%
Expenditures	248,433,616	263,201,278	5.9%	275,733,262	4.8%	284,959,156	3.3%	299,660,585	5.2%	300,086,175	0.1%	299,265,689	-0.3%
Difference over/(under)	7,075,502	(6,478,751)		(14,169,070)		(12,490,071)		(19,966,553)		(15,592,001)		(8,390,564)	
Assigned/Unassigned Fund Balance	92,662,870	86,184,119		72,015,049		59,179,978		39,213,425		23,621,424		15,230,860	
Fund Balance %	**37.3%**	**32.7%**		**26.1%**		**20.8%**		**13.1%**		**7.9%**		**5.1%**	
		Operational Adjustments		-		-		(5,000,000)		(9,000,000)		(11,000,000)	

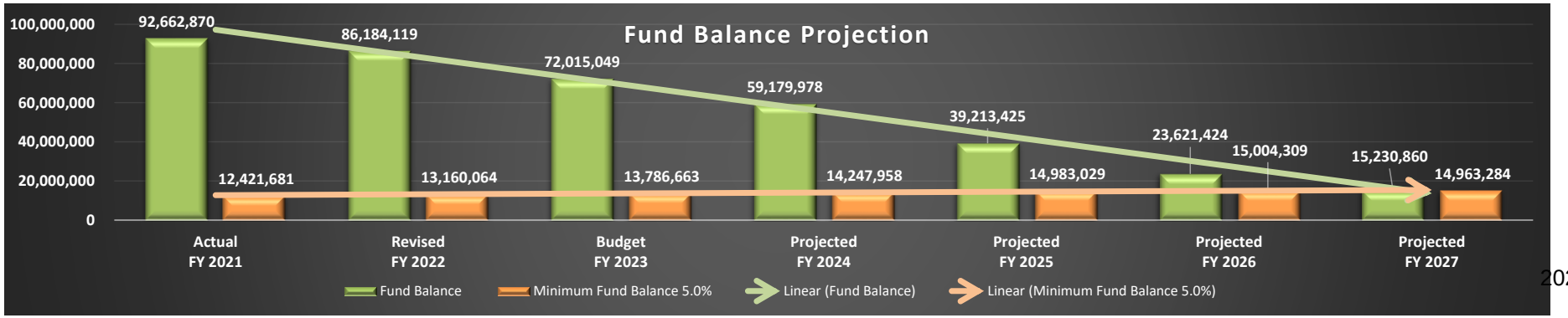
Assumptions

General Formula increase of 2.06% annually (10 year weighted average)

Expenditure increase of 3.0% annually

(25,000,000) total operational adjustments





ISD 279 - Osseo Area Schools
General Fund
FY 2024 Financial Forecast (with referendum increase)

	Actual 2019	Actual 2020	Actual 2021	Revised 2022	Adopted 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027
Baseline									
Revenues	$243,327,332	$256,049,222	$255,509,118	$256,722,527	$261,564,192	$264,222,586	$267,625,380	$269,572,705	$273,052,750
Expenditures	238,475,362	246,768,853	248,433,616	263,201,278	275,733,262	285,383,926	291,184,646	294,331,987	293,699,631
Known adjustments to revenue				-	-	-			
Known one-time adjustments to revenues				-	-	(1,445,660)			
Known adjustments to expenditures	(928,733)	-	-	-	-	953,896	1,194,086	435,773	1,176,929.00
Baseline operating balance									
Fund Balance (beginning of year)	70,526,296	76,306,999	85,587,368	92,662,870	86,184,119	72,015,049	50,361,945	27,996,764	3,673,255
Fund Balance (end of year)	76,306,999	85,587,368	92,662,870	86,184,119	72,015,049	50,361,945	27,996,764	3,673,255	(15,796,697)
Change in fund balance	$5,780,703	$9,280,369	$7,075,502	($6,478,751)	($14,169,070)	($21,653,104)	($22,365,180)	($24,323,510)	($19,469,952)
Operational reductions to maintain fund balance at 5%	-	-	-			(5,000,000)	(8,000,000)	(11,000,000)	(15,000,000)
Adjusted fund balance	$76,306,999	$85,587,368	$92,662,870	$86,184,119	$72,015,049	$53,454,153	$36,700,801	$22,505,747	$15,681,937
Fund Balance as a % of Budgeted/Projected Expenditure	32.1%	34.7%	37.3%	32.7%	26.1%	19.0%	12.9%	7.9%	5.6%
Tactics									
Revenues with tactics	$243,327,332	$256,049,222	$255,509,118	$256,722,527	$261,564,192	$264,222,586	$276,972,539	$281,641,357	$287,974,219
Expenditures with tactics	238,475,362	246,768,853	248,433,616	263,201,278	275,733,262	285,383,926	294,932,726	310,148,706	310,589,191
Tactics related to revenue									
Revenue assumption based on 10-year weighted average change for basic formula allowance (FY 2014 to FY 2023)						2,694,111	2,721,493	2,852,817	2,900,906
Levy adjustments (equity, transition, local optional, reemployment, and other) - one-time **(Known)**						(1,445,660)			
Operating levy approved at cap						6,998,048			
Decrease in equity revenue						(345,000)			
Operating referendum timeline (10 year)	**5 (GE)**	**6**	**7 (GE)**	**8**	**9 (GE)**	**10 ***	*	*	*
Tactics related to expenditures									
Enrollment alignment adjustment (**Known**)						953,896	1,194,086	435,773	1,176,929
Other - reduce trend to 3.00%						(1,378,666)	(1,424,796)	(1,498,303)	(1,500,431)
ADSIS program paid with Federal Funds/Learning Loss for FY 2022, FY 2023 & FY 2024; add exp. for FY 2025 **(Known)**				-			536,330		
New restricted fund balance requirement for third party billing - one-time only **(Known) Reduced for spend down in FY 2018 and FY 2019**	(928,733)								
Sustain programs and services with Federal funds for FY 2023 and FY 2024; add back expenditures for FY 2025							9,422,239		
Operational reductions							(5,000,000)	(9,000,000)	(11,000,000)
Baseline operating balance (post tactic)									
Fund Balance (beginning of year)	70,526,296	76,306,999	85,587,368	92,662,870	86,184,119	72,015,049	59,179,978	39,213,425	23,621,424
Fund Balance (end of year)	76,306,999	85,587,368	92,662,870	86,184,119	72,015,049	59,179,978	39,213,425	23,621,424	15,230,860
Change in fund balance	$5,780,703	$9,280,369	$7,075,502	($6,478,751)	($14,169,070)	($12,835,071)	($19,966,553)	($15,592,001)	($8,390,564)
Fund Balance Target									
Fund Balance as a % of Budgeted/Projected Expenditure	32.1%	34.7%	37.3%	32.7%	26.1%	20.8%	13.1%	7.9%	5.1%
5% of Budgeted/Projected Expenditures Minimum	$11,877,331	$12,338,443	$12,421,681	$13,160,064	$13,786,663	$14,247,958	$14,983,029	$15,004,309	$14,963,284
							Projected Revenue Assumption (FY 2024 - FY2027)		0.00%
							Projected Expenditure Assumption (FY 2024 - FY2027)		3.50%

Note: Projected revenue also includes fiscal year projected enrollment change and projected increase for voter-approved operating referendum inflation.

GE - General Election year

*** Operating referendum** expires in FY 2024; model assumes referendum is renewed for FY 2024

Osseo Area Schools ISD # 279

Five-Year Financial Projection - Food & Nutrition Services

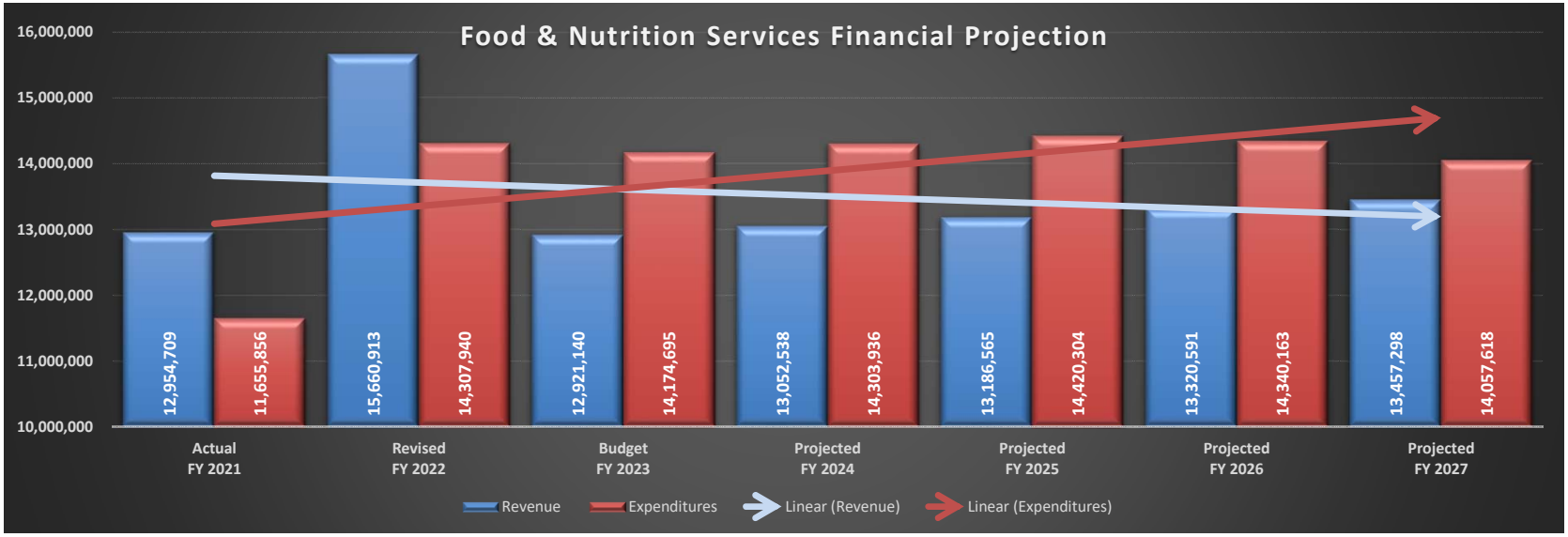
Categories	Actual FY 2021	Revised Budget FY 2022	% Chg	Adopted Budget FY 2023	% Chg	Projected FY 2024	% Chg	Projected FY 2025	% Chg	Projected FY 2026	% Chg	Projected FY 2027	% Chg
Revenue	12,954,709	15,660,913	20.9%	12,921,140	-17.5%	13,052,538	1.0%	13,186,565	1.0%	13,320,591	1.0%	13,457,298	1.0%
Expenditures	11,655,856	14,307,940	22.8%	14,174,695	-0.9%	14,303,936	0.9%	14,420,304	0.8%	14,340,163	-0.6%	14,057,618	-2.0%
Difference over/(under)	1,298,853	1,352,973		(1,253,555)		(1,251,397)		(1,233,739)		(1,019,572)		(600,320)	
Restricted Fund Balance	4,698,150	6,051,123		4,797,568		3,546,171		2,312,432		2,526,599		1,712,112	
Fund Balance %	**40.3%**	**42.3%**		**33.8%**		**24.8%**		**16.0%**		**17.6%**		**12.2%**	
		Operational Adjustments		-		-		(300,000)		(500,000)		(700,000)	

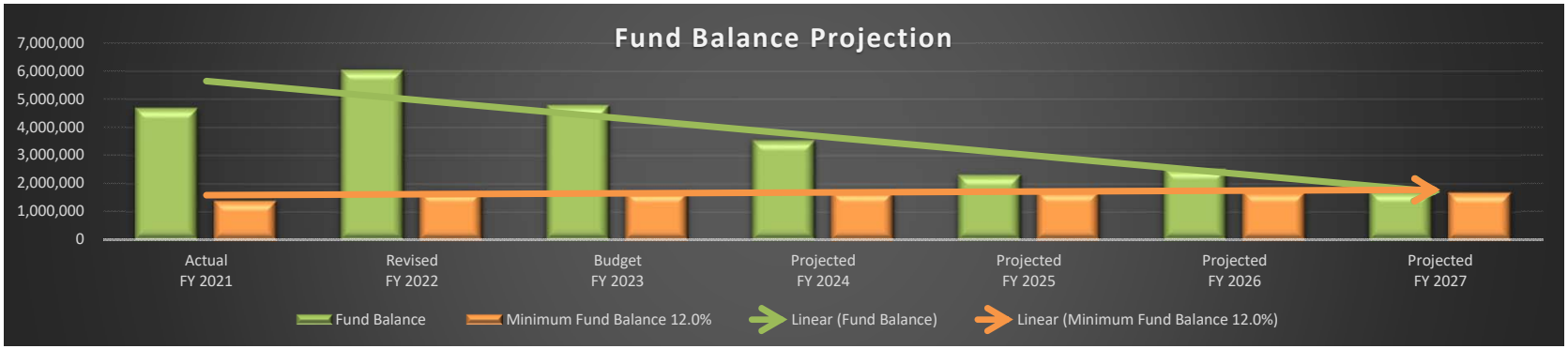
Assumptions

Revenue increase of 2.0% annually

Expenditure increase of 3.0% annually

(1,500,000) total operational adjustments





ISD 279 - Osseo Area Schools
Food & Nutrition Services Fund
FY 2024 Financial Forecast

	Actual 2019	Actual 2020	Actual 2021	Revised 2022	Adopted 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027
Baseline									
Revenues	12,875,401	10,441,940	12,954,709	15,660,913	12,792,318	12,792,318	12,792,318	12,792,318	12,792,318
Expenditures	11,900,447	11,756,680	11,023,450	13,799,870	13,474,695	13,946,309	14,020,430	13,890,145	13,548,300
Expenditures Capital	264,958	359,899	632,406	508,070	700,000	425,000	425,000	425,000	425,000
Known adjustments to revenue									
Known adjustments to expenditures									
Baseline operating balance									
Fund Balance (beginning of year)	4,363,940	5,073,936	3,399,297	4,698,150	6,051,123	4,668,746	3,489,755	2,436,643	1,713,815
Fund Balance (end of year)	5,073,936	3,399,297	4,698,150	6,051,123	4,668,746	3,089,755	1,836,643	913,815	532,833
Change in fund balance	709,996	(1,674,639)	1,298,853	1,352,973	(1,382,377)	(1,578,991)	(1,653,112)	(1,522,827)	(1,180,982)
Operational reductions to maintain fund balance at 12%						(400,000)	(600,000)	(800,000)	(1,100,000)
Adjusted fund balance	5,073,936	3,399,297	4,698,150	6,051,123	4,668,746	3,489,755	2,436,643	1,713,815	1,632,833
Fund Balance as a % of Budgeted/Projected Expenditure	41.7%	28.1%	40.3%	42.3%	32.9%	25.0%	17.6%	12.7%	12.7%
Tactics									
Revenues with tactics	12,875,401	10,441,940	12,954,709	15,660,913	12,792,318	12,921,140	13,052,538	13,186,565	13,320,591
Expenditures with tactics	11,900,447	11,756,680	11,023,450	13,799,870	13,474,695	13,946,309	14,364,699	14,485,140	14,402,194
Expenditures Capital	264,958	359,899	632,406	508,070	700,000	425,000	425,000	425,000	425,000
Tactics related to revenue									
Federal and State reimbursement rate change 2%					128,822	131,398	134,026	134,026	136,707
Tactics related to expenditures									
Operational reductions							(300,000)	(500,000)	(700,000)
Other - reduce trend to 3.00%						(67,373)	(69,395)	(69,977)	(69,576)
Baseline operating balance (post tactic)									
Fund Balance (beginning of year)	4,363,940	5,073,936	3,399,297	4,698,150	6,051,123	4,797,568	3,546,171	3,546,171	2,312,432
Fund Balance (end of year)	5,073,936	3,399,297	4,698,150	6,051,123	4,797,568	3,546,171	2,312,432	2,526,599	1,712,112
Change in fund balance	709,996	(1,674,639)	1,298,853	1,352,973	(1,253,555)	(1,251,397)	(1,233,739)	(1,019,572)	(600,320)
Fund Balance Target									
Fund Balance as a % of Budgeted/Projected Expenditure	41.7%	28.1%	40.3%	42.3%	33.8%	24.8%	16.0%	17.6%	12.2%
12% of Budgeted/Projected Expenditures Minimum	$1,459,849	$1,453,989	$1,398,703	$1,716,953	$1,700,963	$1,716,472	$1,730,436	$1,720,820	$1,686,914

Projected Revenue Assumption (FY 2024 - FY2027)	0.00%
Projected Expenditure Assumption (FY 2024 - FY2027)	3.50%

Osseo Area Schools ISD # 279

Five-Year Financial Projection - Community Service Fund

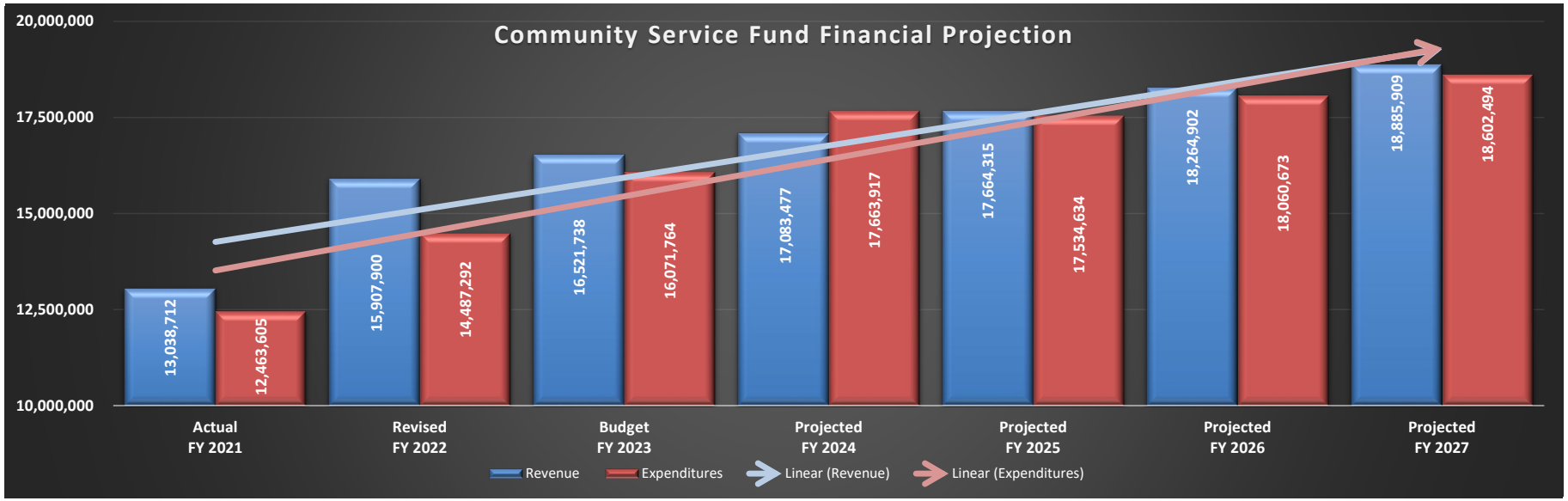
Categories	Actual FY 2021	Revised Budget FY 2022	% Chg	Adopted Budget FY 2023	% Chg	Projected FY 2024	% Chg	Projected FY 2025	% Chg	Projected FY 2026	% Chg	Projected FY 2027	% Chg
Revenue	13,038,712	15,907,900	22.0%	16,521,738	3.9%	17,083,477	3.4%	17,664,315	3.4%	18,264,902	3.4%	18,885,909	3.4%
Expenditures	12,463,605	14,487,292	16.2%	16,071,764	10.9%	17,343,917	7.9%	17,534,634	1.1%	18,060,673	3.0%	18,602,494	3.0%
Difference over/(under)	575,107	1,420,608		449,974		59,560		129,681		204,229		283,415	
Restricted Fund Balance	2,707,449	4,128,057		4,578,031		4,637,591		4,767,272		4,971,501		5,254,916	
Fund Balance %	**21.7%**	**28.5%**		**28.5%**		**26.7%**		**27.2%**		**27.5%**		**28.2%**	
		Operational adjustments		-		320,000		-		-		-	

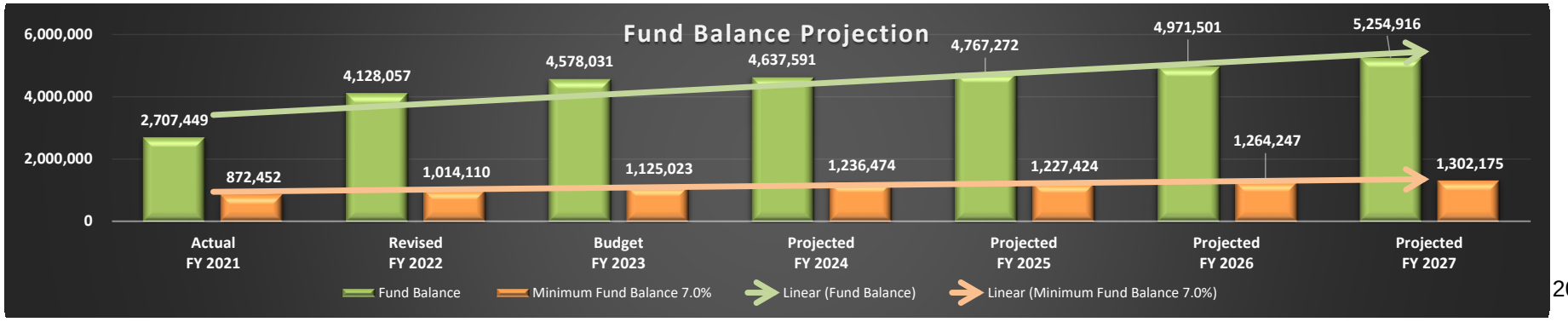
Assumptions

Revenue increase of 3.4% annually

Expenditure increase of 3.4% annually

320,000 total operational adjustments





ISD 279 - Osseo Area Schools
Community Service Fund
FY 2024 Financial Forecast

	Actual 2019	Actual 2020	Actual 2021	Revised 2022	Adopted 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027
Baseline									
Revenues	$19,779,910	$17,735,896	$13,038,712	$13,107,900	$13,721,738	$17,083,477	$17,664,315	$18,264,902	$18,885,909
Expenditures	19,737,599	18,604,603	12,463,605	11,687,292	13,271,764	16,618,204	17,338,323	17,927,826	18,537,372
Known revenue for special funded projects				2,800,000	2,800,000				
Known expenditures for special funded projects				2,800,000	2,800,000				
Known adjustments to Expenditures - other grant sources						150,000			
Baseline operating balance									
Fund Balance (beginning of year)	2,958,738	3,001,049	2,132,342	2,707,449	4,128,057	4,578,031	4,893,304	5,219,297	5,556,373
Fund Balance (end of year)	3,001,049	2,132,342	2,707,449	4,128,057	4,578,031	4,893,304	5,219,297	5,556,373	5,904,909
Change in fund balance	42,311	(868,707)	575,107	1,420,608	449,974	315,273	325,992	337,076	348,537
Operational reductions to maintain fund balance at 7%									
Adjusted fund balance	$ 3,001,049	$ 2,132,342	$ 2,707,449	$ 4,128,057	$ 4,578,031	$ 4,893,304	$ 5,219,297	$ 5,556,373	$ 5,567,833
Fund Balance as a % of Budgeted/Projected Expenditure	15.2%	11.5%	21.7%	28.5%	28.5%	29.2%	30.1%	31.0%	30.0%
Tactics									
Revenues with tactics	$19,779,910	$17,735,896	$13,038,712	$13,107,900	$13,721,738	$17,083,477	$17,664,315	$18,264,902	$18,885,909
Expenditures with tactics	19,737,599	18,604,603	12,463,605	11,687,292	13,271,764	16,618,204	17,602,730	18,130,812	18,674,736
Tactics related to revenue									
Recurring special funded projects **(Known)**				2,800,000	2,800,000				
Tactics related to expenditures									
Recurring special funded projects **(Known)**				2,800,000	2,800,000				
Sustain programs and services with Federal funds for FY 2022 and FY 2023; add back remaining expenditures for FY 2024 **(Known)**						150,000			
Operational adjustments						320,000			
Other - reduce trend to 3.00%						(64,287)	(68,096)	(70,139)	(72,243)
Baseline operating balance (post tactic)									
Fund Balance (beginning of year)	2,958,738	3,001,049	2,132,342	2,707,449	4,128,057	4,578,031	4,637,591	4,767,272	4,971,501
Fund Balance (end of year)	3,001,049	2,132,342	2,707,449	4,128,057	4,578,031	4,637,591	4,767,272	4,971,501	5,254,916
Change in fund balance	$42,311	($868,707)	$575,107	$1,420,608	$449,974	$59,560	$129,681	$204,229	$283,415

Fund Balance Target									
Fund Balance as a % of Budgeted/Projected Expenditure	15.2%	11.5%	21.7%	28.5%	28.5%	27.2%	27.2%	27.5%	28.2%
7% of Budgeted/Projected Expenditures Minimum	$1,381,632	$1,302,322	$872,452	$1,014,110	$1,125,023	$1,191,674	$1,227,424	$1,264,247	$1,302,175

Projected Revenue Assumption (FY 2024 - FY 2027)	3.40%
Projected Expenditure Assumption (FY 2024 - FY 2027)	3.40%

Community Service Fund Balance Summary					
Restricted for community education programs	426,458	49,420	835,666	2,225,011.00	2,682,301
Restricted for early childhood family education programs	1,410,474	1,376,612	1,354,159	1,472,790	1,595,952
Restricted for school readiness	1,159,496	701,689	513,003	425,635	375,157
Restricted for adult basic education	4,621	4,621	4,621	4,621	4,621
Total Community Service Fund Balance	$ 3,001,049	$ 2,132,342	$ 2,707,449	$ 4,128,057	$ 4,658,031

Osseo Area Schools ISD # 279

Five-Year Financial Projection - Capital Fund

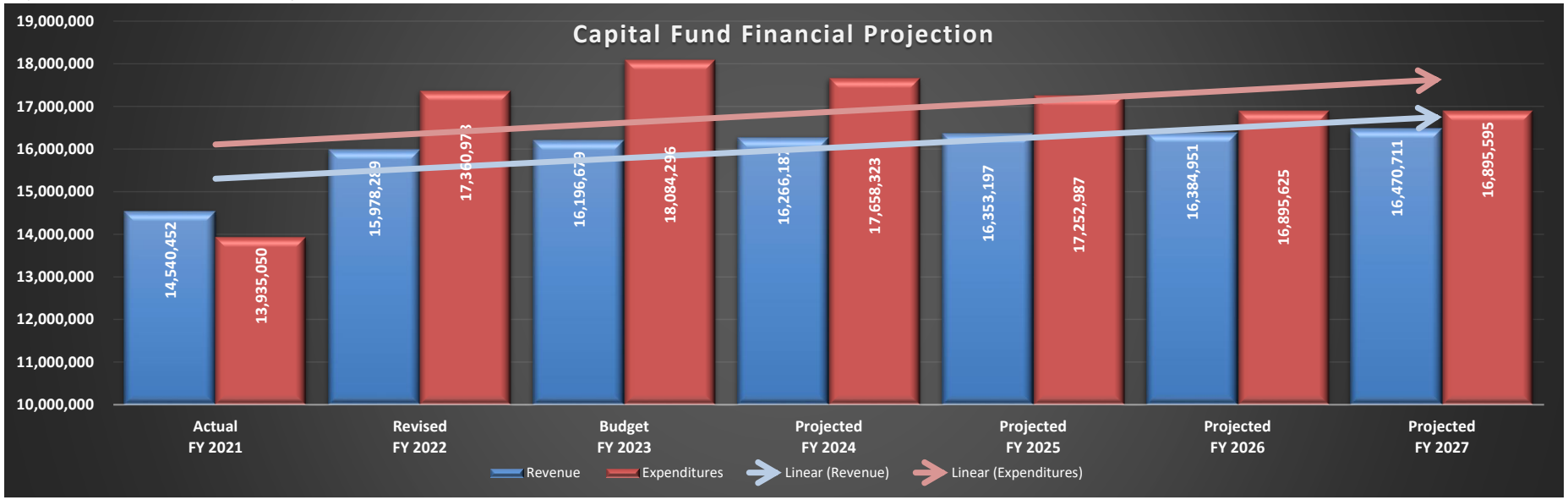
Categories	Actual FY 2021	Revised Budget FY 2022	% Chg	Adopted Budget FY 2023	% Chg	Projected FY 2024	% Chg	Projected FY 2025	% Chg	Projected FY 2026	% Chg	Projected FY 2027	% Chg
Revenue	14,540,452	15,978,289	9.9%	16,196,679	1.4%	16,266,187	0.4%	16,353,197	0.5%	16,384,951	0.2%	16,470,711	0.5%
Expenditures	13,935,050	17,360,978	24.6%	18,084,296	4.2%	17,658,323	-2.4%	17,252,987	-2.3%	16,895,625	-2.1%	16,895,595	0.0%
Difference over/(under)	605,402	(1,382,689)		(1,887,617)		(1,392,136)		(899,790)		(510,674)		(424,884)	
Restricted Fund Balance	8,241,772	6,859,083		4,971,466		3,579,330		2,679,541		2,168,867		1,743,983	
Fund Balance %	**59.1%**	**39.5%**		**27.5%**		**20.3%**		**15.5%**		**12.8%**		**10.3%**	
		Operational Adjustments				(600,000)		(600,000)		(500,000)		(200,000)	

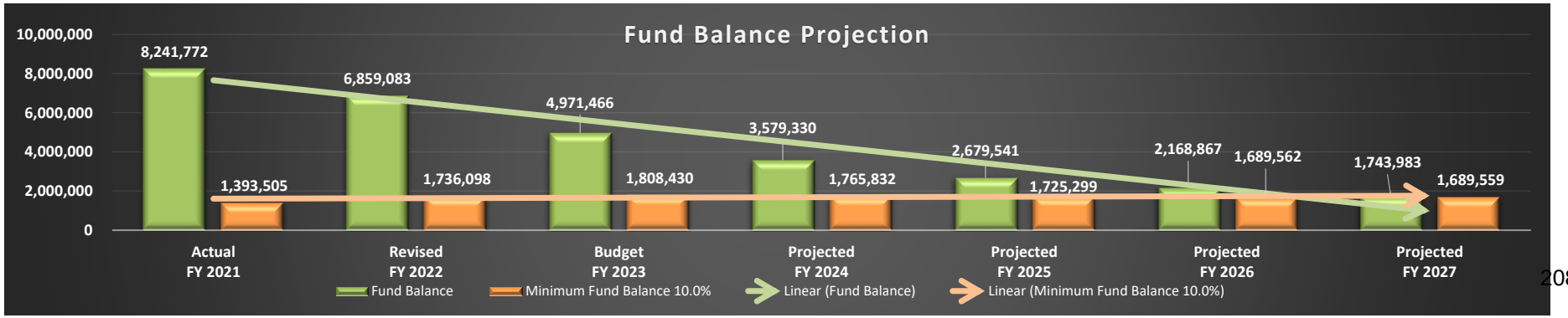
Assumptions

Revenue increase of 0.0% annually

Expenditure increase of 0.0% annually

(1,900,000) total operational adjustments





ISD 279 - Osseo Area Schools
Capital Fund - Operating Capital and Capital Tech Levy
FY 2024 Financial Forecast

	Actual 2019	Actual 2020	Actual 2021	Revised 2022	Adopted 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027
Baseline									
Revenues	$14,246,353	$15,657,622	$14,540,452	$15,978,289	$16,196,679	$16,266,187	$16,353,197	$16,384,951	$16,470,711
Expenditures	13,790,771	13,775,665	13,935,050	17,360,978	18,084,296	18,084,296	17,658,323	17,252,987	16,895,625
Levy adjustments **(Known)**									
Increase in capital tech levy **(Known)**									
Known adjustments to expenditures						174,027	194,664	142,638	199,970
Baseline operating balance									
Fund Balance (beginning of year)	5,298,831	5,754,413	7,636,370	8,241,772	6,859,083	4,971,466	3,579,330	2,679,541	2,168,867
Fund Balance (end of year)	5,754,413	7,636,370	8,241,772	6,859,083	4,971,466	2,979,330	2,079,541	1,668,867	1,543,983
Change in fund balance	$455,582	$1,881,957	$605,402	($1,382,689)	($1,887,617)	($1,992,136)	($1,499,790)	($1,010,674)	($624,884)
Operational increases (reductions) to maintain fund balance at 10%						(600,000)	(600,000)	(500,000)	(200,000)
Adjusted fund balance	$5,754,413	$7,636,370	8,241,772	6,859,083	4,971,466	3,579,330	2,679,541	2,168,867	1,743,983
Fund Balance as a % of Budgeted/Projected Expenditure	41.7%	55.4%	59.1%	39.5%	27.5%	20.3%	15.5%	12.8%	10.3%
Tactics									
Revenues with tactics	$14,246,353	$15,657,622	$14,540,452	$15,978,289	$16,196,679	$16,266,187	$16,353,197	$16,384,951	$16,470,711
Expenditures with tactics	13,790,771	13,775,665	13,935,050	17,360,978	18,084,296	18,084,296	17,658,323	17,252,987	16,895,625
Tactics related to revenue									
Capital technology levy timeline (10 years)	**5 (GE)**	**6**	**7 (GE)**	**8**	**9 (GE)**	**10 ***	*	*	*
Tactics related to expenditures									
Salary and benefit increase 3.00% **(Known)**						104,519	107,654	110,884	114,210
Enrollment alignment adjustment (**Known**)						69,508	87,010	31,754	85,760
Operational increases (reductions)						(600,000)	(600,000)	(500,000)	(200,000)
Baseline operating balance (post tactic)									
Fund Balance (beginning of year)	5,298,831	5,754,413	7,636,370	8,241,772	6,859,083	4,971,466	3,579,330	2,679,541	2,168,867
Fund Balance (end of year)	5,754,413	7,636,370	8,241,772	6,859,083	4,971,466	3,579,330	2,679,541	2,168,867	1,743,983
Change in fund balance	$455,582	$1,881,957	$605,402	($1,382,689)	($1,887,617)	($1,392,136)	($899,790)	($510,674)	($424,884)
Fund Balance Target									
Fund Balance as a % of Budgeted/Projected Expenditure	41.7%	55.4%	59.1%	39.5%	27.5%	20.3%	15.5%	12.8%	10.3%
10% of Budgeted/Projected Expenditures Minimum	$1,379,077	$1,377,567	$1,393,505	$1,736,098	$1,808,430	$1,765,832	$1,725,299	$1,689,562	$1,689,559

Projected Revenue Assumption (FY 2024 - FY2027) 0.00%
Projected Expenditure Assumption (FY 2024 - FY2027) 0.00%

Note: The Capital Fund does not include the Capital Land Proceeds Fund

Note: Projected revenue also includes fiscal year projected enrollment change.

GE - General Election year

*** Capital technology levy** expires in FY 2024; model assumes levy is renewed and in place for FY 2025

Osseo Area Schools ISD # 279

Five-Year Financial Projection - Capital Fund (with referendum increase)

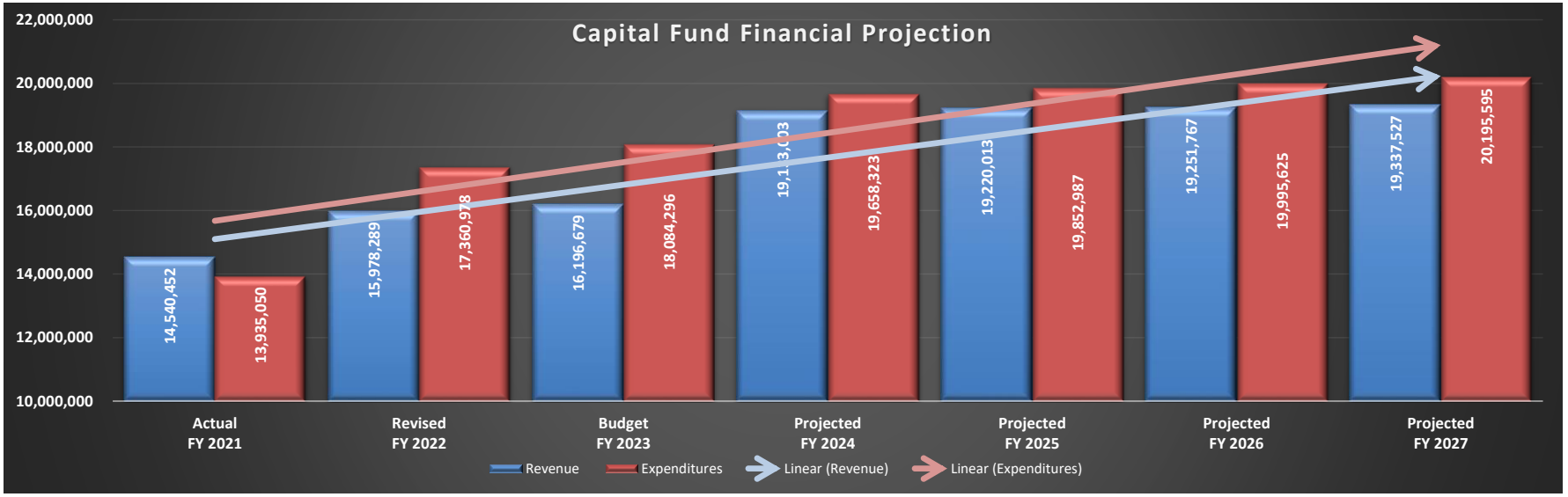
Categories	Actual FY 2021	Revised Budget FY 2022	% Chg	Adopted Budget FY 2023	% Chg	Projected FY 2024	% Chg	Projected FY 2025	% Chg	Projected FY 2026	% Chg	Projected FY 2027	% Chg
Revenue	14,540,452	15,978,289	9.9%	16,196,679	1.4%	19,133,003	18.1%	19,220,013	0.5%	19,251,767	0.2%	19,337,527	0.4%
Expenditures	13,935,050	17,360,978	24.6%	18,084,296	4.2%	19,658,323	8.7%	19,852,987	1.0%	19,995,625	0.7%	20,195,595	1.0%
Difference over/(under)	605,402	(1,382,689)		(1,887,617)		(525,320)		(632,974)		(743,858)		(858,068)	
Restricted Fund Balance	8,241,772	6,859,083		4,971,466		4,446,146		3,813,173		3,069,315		2,211,247	
Fund Balance %	**59.1%**	**39.5%**		**27.5%**		**22.6%**		**19.2%**		**15.3%**		**10.9%**	
		Operational Adjustments				1,400,000		-		-		-	

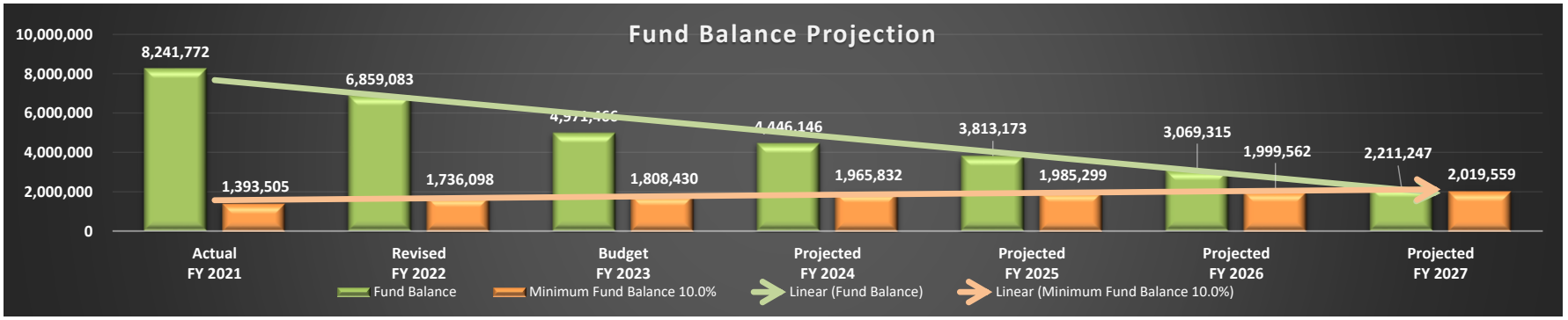
Assumptions

Revenue increase of 0.0% annually

Expenditure increase of 0.0% annually

1,400,000 total operational adjustments





ISD 279 - Osseo Area Schools
Capital Fund - Operating Capital and Capital Tech Levy
FY 2024 Financial Forecast (with referendum increase)

	Actual 2019	Actual 2020	Actual 2021	Revised 2022	Adopted 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027
Baseline									
Revenues	$14,246,353	$15,657,622	$14,540,452	$15,978,289	$16,196,679	$16,266,187	$16,353,197	$16,384,951	$16,470,711
Expenditures	13,790,771	13,775,665	13,935,050	17,360,978	18,084,296	18,084,296	17,658,323	17,252,987	16,895,625
Known adjustments to expenditures						174,027	194,664	142,638	199,970
Baseline operating balance									
Fund Balance (beginning of year)	5,298,831	5,754,413	7,636,370	8,241,772	6,859,083	4,971,466	3,579,330	2,679,541	2,168,867
Fund Balance (end of year)	5,754,413	7,636,370	8,241,772	6,859,083	4,971,466	2,979,330	2,079,541	1,668,867	1,543,983
Change in fund balance	$455,582	$1,881,957	$605,402	($1,382,689)	($1,887,617)	($1,992,136)	($1,499,790)	($1,010,674)	($624,884)
Operational increases (reductions) to maintain fund balance at 10%						(600,000)	(600,000)	(500,000)	(200,000)
Adjusted fund balance	$5,754,413	$7,636,370	8,241,772	6,859,083	4,971,466	3,579,330	2,679,541	2,168,867	1,743,983
Fund Balance as a % of Budgeted/Projected Expenditure	41.7%	55.4%	59.1%	39.5%	27.5%	20.3%	15.5%	12.8%	10.3%
Tactics									
Revenues with tactics	$14,246,353	$15,657,622	$14,540,452	$15,978,289	$16,196,679	$16,266,187	$19,220,013	$19,251,767	$19,337,527
Expenditures with tactics	13,790,771	13,775,665	13,935,050	17,360,978	18,084,296	18,084,296	19,658,323	19,852,987	19,995,625
Tactics related to revenue									
Increase capital tech levy authority						2,866,816			
Capital technology levy timeline (10 years)	**5 (GE)**	**6**	**7 (GE)**	**8**	**9 (GE)**	**10 ***	*	*	*
Tactics related to expenditures									
Salary and benefit increase 3.00% **(Known)**						104,519	107,654	110,884	114,210
Enrollment alignment adjustment (**Known**)						69,508	87,010	31,754	85,760
Operational increases (reductions)						1,400,000			
Baseline operating balance (post tactic)									
Fund Balance (beginning of year)	5,298,831	5,754,413	7,636,370	8,241,772	6,859,083	4,971,466	4,446,146	3,813,173	3,069,315
Fund Balance (end of year)	5,754,413	7,636,370	8,241,772	6,859,083	4,971,466	4,446,146	3,813,173	3,069,315	2,211,247
Change in fund balance	$455,582	$1,881,957	$605,402	($1,382,689)	($1,887,617)	($525,320)	($632,974)	($743,858)	($858,068)
Fund Balance Target									
Fund Balance as a % of Budgeted/Projected Expenditure	41.7%	55.4%	59.1%	39.5%	27.5%	22.6%	19.2%	15.3%	10.9%
10% of Budgeted/Projected Expenditures Minimum	$1,379,077	$1,377,567	$1,393,505	$1,736,098	$1,808,430	$1,965,832	$1,985,299	$1,999,562	$2,019,559

Projected Revenue Assumption (FY 2024 - FY2027)	0.00%
Projected Expenditure Assumption (FY 2024 - FY2027)	0.00%

Note: The Capital Fund does not include the Capital Land Proceeds Fund

Note: Projected revenue also includes fiscal year projected enrollment change.

GE - General Election year

*** Capital technology levy** expires in FY 2024; model assumes levy is renewed and in place for FY 2025

5 Year Enrollment Projections By Grade

Enrollment Projections

FALL AND SPRING ENROLLMENT PRIOR YEAR DATA

Grade or Age	*	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Henn Cty Births		16,345	16,584	16,770	16,829	16,485	16,322	15,845	15,430	13,130	15,674
Kindergarten	*	1,559	1,599	1,609	1,416	1,499	1,546	1,506	1,481	1,260	1,514
Grade 1	*	1,577	1,566	1,564	1,528	1,482	1,587	1,623	1,596	1,566	1,348
Grade 2	*	1,528	1,555	1,534	1,492	1,544	1,508	1,592	1,643	1,611	1,597
Grade 3	*	1,555	1,528	1,517	1,419	1,499	1,561	1,520	1,620	1,666	1,649
Grade 4	*	1,665	1,556	1,535	1,434	1,427	1,520	1,574	1,546	1,643	1,704
Grade 5	*	1,582	1,625	1,558	1,445	1,465	1,468	1,557	1,626	1,595	1,705
Kind - Grade 5	*	**9,466**	**9,429**	**9,317**	**8,734**	**8,916**	**9,190**	**9,372**	**9,512**	**9,341**	**9,517**
Grade 6	*	1,501	1,488	1,595	1,456	1,387	1,417	1,425	1,524	1,588	1,569
Grade 7	*	1,440	1,515	1,489	1,559	1,463	1,399	1,434	1,454	1,553	1,629
Grade 8	*	1,511	1,475	1,518	1,467	1,580	1,487	1,428	1,473	1,495	1,606
Grade 6-8	*	**4,452**	**4,478**	**4,602**	**4,482**	**4,430**	**4,303**	**4,287**	**4,451**	**4,636**	**4,804**
Grade 9	*	1,658	1,737	1,656	1,654	1,656	1,791	1,690	1,633	1,686	1,722
Grade 10	*	1,646	1,624	1,730	1,595	1,642	1,646	1,784	1,695	1,640	1,702
Grade 11	*	1,612	1,618	1,569	1,658	1,594	1,641	1,650	1,798	1,711	1,666
Grade 12	*	1,544	1,634	1,636	1,556	1,796	1,727	1,778	1,802	1,965	1,880
Grade 9-12	*	**6,460**	**6,613**	**6,591**	**6,463**	**6,688**	**6,805**	**6,902**	**6,928**	**7,002**	**6,970**
Grand Total K-12	*	**20,378**	**20,520**	**20,510**	**19,679**	**20,034**	**20,298**	**20,561**	**20,891**	**20,979**	**21,291**
Change		**138**	**142**	**-10**	**-831**	**355**	**264**	**263**	**330**	**88**	**312**
		0.68%	0.70%	-0.05%	-4.05%	1.80%	1.32%	1.30%	1.60%	0.42%	1.49%

NOTE: Henn County Births shown above occurred 5 years prior to the year displayed

2022-23 Projected Student Enrollment

School	VPK AM	VPK PM	Kdgn	1	2	3	4	5	Total
279 Online			41	38	56	49	45	52	**281**
BW			164	147	138	145	160	147	**901**
BG	**20**	20	57	52	47	64	70	50	**360**
CI			75	81	82	69	67	58	**432**
CV	**20**	20	48	45	42	44	37	33	**269**
EB	**40**	40	114	114	98	110	119	93	**688**
EC			85	81	86	79	87	100	**518**
FO	**20**	20	64	61	57	46	50	48	**346**
FB			135	153	146	146	171	139	**890**
GC	**40**	40	56	46	42	52	42	50	**328**
OAK			85	72	83	78	68	82	**468**
PL	**20**	20	83	82	73	75	62	73	**468**
PB	**20**	20	47	54	33	47	46	37	**284**
RL			112	95	105	118	95	90	**615**
RC			130	145	131	136	118	122	**782**
WVR			97	104	110	110	118	105	**644**
WD			116	115	106	107	100	94	**638**
ZW	**20**	20	67	57	56	56	50	45	**351**
Elementary Total		**200**	**1576**	**1542**	**1491**	**1531**	**1505**	**1418**	**9263**

	6	7	8	Total
279 Online	81	68	68	**217**
BMS	342	295	358	**995**
MGMS	539	508	537	**1584**
NVMS	201	119	140	**460**
OMS	356	410	389	**1155**
Middle School Total	**1519**	**1400**	**1492**	**4411**

	9	10	11	12	Total
279 Online	65	60	63	90	**278**
MGSH	623	579	579	533	**2314**
OSH	543	582	566	476	**2167**
PCSH	547	443	417	394	**1801**
OALC		12	29	144	**185**
High School Total	**1778**	**1676**	**1654**	**1637**	**6745**

District PK-12 Total	**200**	**1576**	**1542**	**1491**	**1531**	**1505**	**1418**	**1519**	**1400**	**1492**	**1778**	**1676**	**1654**	**1637**	**20419**

School	PreK	Kdgn	1	2	3	4	5	6	7	8	9	10	11	12	Total
OEC														79	**79**
District PK-12 Total	**200**	**1576**	**1542**	**1491**	**1531**	**1505**	**1418**	**1519**	**1400**	**1492**	**1778**	**1676**	**1654**	**1716**	**20498**

- Voluntary PreKindergarten (VPK) sections are projected at 14 general education and 6 special education students per section for FY23. District gen. ed VPK total = 280 / Sp Ed VPK total = 60
- Voluntary PreKindergarten students are counted as .5 on this and subsequent staffing allocation documents.
- For staff development and capital budgeting allocations, Voluntary PreKindergarten students are counted as .5.
- For suppy budgeting purposes, Voluntary PreKindergarten students are counted as 1.0

2022-23 Allocations
Master Summary: Licensed FTE

Funding Source	BASE FTE (Classroom)	Compensatory FTE	Community Engagement	DLTL FTE (BIT, EL, Magnet, PE, Music, LMS, TAG, Title I, Lrg Site Support, CTE)	Student Services	Administration	Other Licensed Support (ESSER II)	Site Total
279Online	14.00	3.03		6.30	4.00	1.00		28.33
BW	33.00	0.34	0.15	10.57	7.70	1.00	0.00	52.76
BG	16.00	4.56		6.00	8.20	1.00	0.00	35.76
CI	18.00	0.86	0.15	5.40	8.20	1.00	0.00	33.61
CV	12.00	5.63		7.00	5.50	1.00	0.00	31.13
EB	27.00	7.40		10.80	9.40	1.00	0.00	55.60
EC	21.00	1.46		6.00	10.10	1.00	0.00	39.56
FO	16.00	6.06		9.50	8.60	1.00	0.00	41.16
FB	35.00	0.50	0.15	9.50	8.70	1.00	0.00	54.85
GC	15.00	5.10		8.30	5.60	1.00	0.00	35.00
OAK	19.00	2.31	0.15	6.10	9.30	1.00	0.00	37.86
PL	20.00	7.76		9.40	11.50	1.00	0.00	49.66
PB	13.00	5.51		7.00	5.10	1.00	0.00	31.61
RL	24.00	2.06		7.90	7.20	1.00	0.00	42.16
RC	30.00	0.16	0.30	9.50	9.80	1.00	0.00	50.76
WVR	24.00	1.60	0.15	8.00	7.60	1.00	0.00	42.35
WD	25.00	2.47	0.15	8.50	10.30	1.00	0.00	47.42
ZW	16.00	7.28		9.70	4.60	1.00	0.00	38.58
TOTALS	**378.00**	**64.09**	**1.20**	**145.47**	**141.40**	**18.00**	**0.00**	**748.16**
279Online	8.2	1.64		1.00	4.00	1.50	0.00	16.34
BMS	36.6	11.35		5.00	16.40	4.00	0.00	73.35
MGMS	57.8	2.09		4.98	21.10	4.00	0.00	89.97
NVMS	17.0	9.70		4.80	14.50	4.00	0.00	50.00
OMS	42.2	4.36		3.00	19.10	4.00	0.00	72.66
SEC TOTALS	**161.8**	**29.14**	**0.00**	**18.78**	**75.10**	**17.50**	**0.00**	**302.32**
279Online	10.20	2.64		1.60	5.40	1.50	0.00	21.34
MGSH	85.60	1.27		5.72	25.60	7.00	0.00	125.19
OSH	80.20	15.36		11.92	28.70	6.00	0.00	142.18
PCSH	67.00	23.28		11.72	30.40	6.00	0.00	138.40
OALC	16.00	1.90		1.30	3.10	1.00	0.00	23.30
SEC TOTALS	**259.00**	**44.45**	**0.00**	**32.26**	**93.20**	**21.50**	**0.00**	**450.41**
OEC		0.28			17.20	1.000	0.00	18.48
CBVAT					4.00			4.00
ECSE		0.77			61.40	1.000	0.00	63.17
ENR CTR				2.00	0.00			2.00
PROGRAM TOTALS	**0.00**	**1.05**	**0.00**	**2.00**	**82.60**	**2.00**	**0.00**	**87.65**
Fund Source TOTAL	**798.8**	**138.73**	**1.20**	**198.51**	**392.30**	**59.00**	**0.00**	**1588.54**

- ATPPS allocations are not included in this document.

Match the column color above to guide the correct placement of FTE in the staffing database.

2022-23 Allocations
Administration

Site	Projected Enrollment	Principal	Assistant Principal	Student Management Specialist	Business Manager	Coordinator
279Online	333		1.00			
BW	849	1.00				
BG	365	1.00				
CI	432	1.00				
CV	269	1.00				
EB	688	1.00				
EC	518	1.00				
FO	348	1.00				
FB	890	1.00				
GC	320	1.00				
OAK	468	1.00				
PL	469	1.00				
PB	284	1.00				
RL	615	1.00				
RC	782	1.00				
WVR	644	1.00				
WD	638	1.00				
ZW	351	1.00				
Elementary Total	**9263**	**17.00**	**1.00**			
279Online	217		1.00		0.50	
BMS	995	1.00	1.00	1.00	1.00	
MGMS	1584	1.00	1.00	1.00	1.00	
NVMS	460	1.00	1.00	1.00	1.00	
OMS	1155	1.00	1.00	1.00	1.00	
Middle School Total	**4411**	**4.00**	**5.00**	**4.00**	**4.50**	
279Online	278		1.00		0.50	
MGSH	2314	1.00	2.00	2.00	1.00	1.00
OSH	2167	1.00	2.00	1.00	1.00	1.00
PCSH	1801	1.00	2.00	1.00	1.00	1.00
OALC	185	1.00				
Senior High Total	**6745**	**4.00**	**7.00**	**4.00**	**3.50**	**3.00**
OEC						1.00
ECSE						1.00
Special Education Site-Based Total						**2.00**

School Resource Officers: Middle School		School Resource Officers: High School		School Resource Officers: Floaters
BMS	Yes - 1	**MGSH**	Yes - 1	**Maple Grove/Osseo Floater**
MGMS	Yes - 1	**OSH**	Yes - 1	**Yes - 1**
NVMS	Yes - 1	**PCSH**	Yes - 2	
OMS	Yes - 1	**OALC**	Yes - 1	

- Administrative positions are captured in the Teacher/ Salaried Staff Database "ADMIN"(Purple) column.
- Positions highlighted in blue in this document are captured in the "Std Srv" (blue) column in the database.
- Note: School Resource Officer positions are contracted support. These positions are not included in the staffing database as they are not district employees.

2022-23 Allocations:
Administrative Support Staff

Site	AESP Resource Manager	AESP Elementary IV-A / 219	AESP MS or SH/ADMIN IV-B / 260	AESP SH/Registrar IV-B / 260	AESP Activites Coordinator IV-A / 219	AESP (Admin Discretion) II-A / 212	Site Secretary III-A / 212	Site Secretary III-B / 260
279Online		1.00						
BW	1.00	1.00						
BG	0.50	1.00						
CI	0.50	1.00						
CV	0.50	1.00						
EB	1.00	1.00						
EC	1.00	1.00						
FO	0.50	1.00						
FB	1.00	1.00						
GC	0.50	1.00						
OAK	1.00	1.00						
PL	0.50	1.00						
PB	0.50	1.00						
RL	1.00	1.00						
RC	1.00	1.00						
WVR	1.00	1.00						
WD	1.00	1.00						
ZW	0.50	1.00						
Elem Total	**13.00**	**17.00**						
279Online								
BMS			1.00			2.00		
MGMS			1.00			2.00		
NVMS			1.00			2.00		
OMS			1.00			2.00		
Middle School Total			**4.00**			**8.00**		
279Online			1.00	1.00				
MGSH			1.00	1.00	1.00	2.00		
OSH			1.00	1.00	1.00	2.00		
PCSH			1.00	1.00	1.00	2.00		
OALC			1.00	1.00				
High School Total			**4.00**	**4.00**	**3.00**	**6.00**	**0.00**	
OEC							1.00	
ECSE							2.00	1.00
Special Education Site-Based Total							**3.00**	**1.00**

- Administrative positions are captured in the Teacher/ Salaried Staff Database "ADMIN"(Purple) column.
- Positions highlighted in blue in this document are captured in the "Std Srv" (blue) column in the database.

2022-23 Allocations Master Summary: Non-Licensed Hours

Funding Source	BASE ESP Hours	Compensatory	Volunteer Coordinator	DLTL ESP Hours (EL, Title I, CTE)	Student Services ESP Hours	Admin Support	Crossing Guard	Site Total
279Online	120.00				60.00	40.00		220.00
BW	245.00		0.00	30.00	265.00	80.00		620.00
BG	125.00		0.00	45.00	257.50	60.00	7.50	495.00
CI	95.00		0.00	15.00	270.00	60.00	10.00	450.00
CV	125.00		0.00	60.00	205.00	60.00	5.00	455.00
EB	213.75		0.00	90.00	240.00	80.00	5.00	628.75
EC	95.00		0.00	30.00	255.00	80.00		460.00
FO	125.00		0.00	90.00	257.50	60.00		532.50
FB	240.00		0.00	30.00	195.00	80.00	5.00	550.00
GC	155.00		0.00	60.00	137.50	60.00		412.50
OAK	95.00		0.00	30.00	315.00	80.00	5.00	525.00
PL	125.00		0.00	75.00	332.50	60.00	5.00	597.50
PB	125.00		0.00	60.00	112.50	60.00		357.50
RL	122.50		0.00	45.00	180.00	80.00	5.00	432.50
RC	193.75		0.00	30.00	277.50	80.00	5.00	586.25
WVR	155.00		0.00	30.00	247.50	80.00		512.50
WD	132.50		0.00	60.00	300.00	80.00	5.00	577.50
ZW	125.00		0.00	60.00	102.50	60.00	5.00	352.50
ELEM TOTALS	**2612.50**	**0.00**	**0.00**	**840.00**	**4010.00**	**1240.00**	**62.50**	**8765.00**
279Online					50.00	0.00		50.00
BMS	136.25		0.00	90.00	442.50	120.00		788.75
MGMS	190.00		0.00	45.00	592.50	120.00		947.50
NVMS	90.00		0.00	60.00	427.50	120.00		697.50
OMS	150.00		0.00	45.00	537.50	120.00		852.50
279Online	120.00				55.00	80.00		255.00
MGSH	302.50		0.00	60.00	630.00	200.00		1192.50
OSH	288.75		0.00	165.00	620.00	200.00		1273.75
PCSH	255.00		0.00	180.00	790.00	200.00		1425.00
OALC	120.00		0.00	15.00	70.00	80.00		285.00
SEC TOTALS	**1652.50**	**0.00**	**0.00**	**660.00**	**4215.00**	**1240.00**	**0.00**	**7767.50**
OEC					665.00	40.00		705.00
CBVAT					240.00			240.00
ENR CTR				30.00	30.00	240.00		300.00
ECSE			0.00		700.00	120.00		820.00
PROGRAM TOTALS	**0.00**	**0.00**	**0.00**	**30.00**	**1635.00**	**400.00**	**0.00**	**2065.00**
Fund Source TOTAL	**4,265.00**	**-**	**-**	**1,530.00**	**9,860.00**	**2,880.00**	**62.50**	**18,597.50**

- **AESP/ESP hours are recorded in hours per WEEK**
- Title I allocated ESP hours are included in the DLTL column.

Match the column color above to guide the correct placement of AESP/ESP hours in the staffing database.

FY2023 STAFF DEVELOPMENT

5/10/2022

Potential Reserve Calculation

	ADM	Pupil Units
ECSE	231.0	233.0
VPK	140.0	140.0
K-6(@ 1.0 per ADM)	10,607.0	10,607.0
7-12 (@ 1.2 per ADM)	9,696.0	11,635.2
Total	20,674.0	22,615.2

Set-aside = 2% * $6,863 * 22,615.2 PU = $ 3,104,162

FY 2022 BUDGET	Total 3,104,162
1. DLTL	
Third Party Medical Staff Dev Travel	5,000
Third Party Medical sub days	2,725
Third Party Medical other salary payments	41,315
CIES sub days	2,660
Food	1,900
Staff development	5,305
Staff development	20,000
Counseling Staff Dev Travel	2,500
Health Services Staff Dev Travel	200
2. Bldg Staff Dev Allocations (Travel/Other Assign)	
Elementary Allocation	54,938
Secondary Allocation	79,455
CBVAT	4,000
Vocational/CTE Allocation	2,500
3. Staff Center (Community Engagement)	
Staff Dev Travel	7,004
4. District Curriculum (DLTL)	
Other Salary Payments	4,000
Staff Dev Travel	15,000
Staff Dev Travel	11,000
5. District Initiatives(Supt.)	17,500
6. Program Improvement (PIP - Curriculum Writing)	
Staff Dev Travel	9,170
Sub Days	25,000
Other Assign (Writing Time)	40,000
7. Elementary Division Allocation (DLTL)	
Principal's Conference Fund	32,000
8. Secondary Division Allocation (DLTL)	
Staff Dev Travel - ATPPS	9,330
Principal's Conference Fund	32,000
9. District Adm Allocation (Board, Supt., Admin.)	
Board Travel	5,000
Travel	7,000
Staff Dev Travel	33,500
10. DLTL	
Staff Expense	254,296
11. CIES - Media	
Staff Expense	350
Staff Dev Travel	5,000
12. I2T2 - Information Systems/Technology Management	
Travel Expense	10,626
13. Staff Costs for Inservice Days (Year-End JE)	
($593 * 1,588.54 staff * 5 days)	
District (2/5)	1,884,040
Building (3/5)	2,826,060
14. Gifted and Talented	
Staff Dev Travel	5,000
(10% of salary for 13.5 teachers)	148,905
15. Staff Development Specialists	
($593 * 5.6 teachers * 191 days)	634,283
TOTAL BUDGET	6,238,563

FY 2023 STAFF DEVELOPMENT EXPENDITURE BUDGET

Code	Description	Total
Student Services (#1)		
01-006-400-372-367-640	Staff Dev Travel	5,000
01-006-420-372-146-640	Substitutes	2,725
01-006-420-372-185-640	Other Salary Payments	11,315
01-006-420-372-186-640	Other Salary Payments	30,000
01-006-710-000-367-000	Staff Dev Travel	2,500
01-200-640-000-367-103	Staff Dev Travel	5,305
01-200-640-000-490-103	Food	1,900
01-006-720-000-367-000	Staff Dev Travel	200
		58,945
CIES (#1)		
01-006-610-000-145-000	Sub Days	2,660
DLTL Asst. Supts. (#1, 2, & 8)		
01-006-399-000-367-000	Vocational	2,500
01-006-399-830-367-000	CBVAT	4,000
01-200-211-335-367-000	ATPPS	9,330
01-200-030-000-367-000		20,000
		35,830
Staff Center - Community Engagement (#3)		
01-005-130-000-367-000	Staff Dev Travel	7,004
		7,004
District Curriculum - DLTL (#4)		
01-006-210-000-367-000	Staff Dev Travel	15,000
01-006-640-000-185-000	Other Salary Payments	4,000
01-006-641-000-367-000	Staff Dev Travel	11,000
		30,000
District Initiatives (#5)		
01-006-640-000-305-102	Professional services	3,000
01-006-640-000-367-102	Staff Dev Travel	4,000
01-006-640-000-401-102	Supplies	1,500
01-006-640-000-490-102	Food	9,000
		17,500
CIES - Program Improvement (#6)		
01-006-611-000-145-000	Sub Days	25,000
01-006-611-000-185-000	Other Assign	40,000
01-006-611-000-367-000	Staff Dev Travel	9,170
		74,170
Elem Prin Conf Fund (#7)		
01-200-640-000-367-101	Staff Dev Travel (Bldg)	32,000
Sec Prin Conf Fund (#8)		
01-200-640-000-367-101	Staff Dev Travel	32,000

FY 2023 STAFF DEVELOPMENT EXPENDITURE BUDGET

Code	Description	Total
District Staff Dev -Board, Supt., Admin. (#9)		
01-005-010-000-367-000	Board Travel	5,000
01-005-020-000-367-000	Supt Travel	7,000
01-005-640-000-367-000	Adm Travel	33,500
		45,500
DLTL (#10)		
01-200-640-000-185-000	Other Assignments	40,320
01-200-640-000-305-000	Consulting	195,057
01-200-640-000-362-000	Transportation	5,000
01-200-640-000-367-000	Staff Dev Travel	13,919
		254,296
CIES - Media (#11)		
01-006-640-000-185-101	Other Assignments	350
01-006-626-000-367-000	Staff Dev Travel	5,000
		5,350
I2T2 - Information Systems/Tech Management (#12)		
01-005-140-000-367-000	Staff Dev Travel	5,802
01-005-618-000-366-000	Business Travel	1,343
01-005-618-000-367-000	Staff Dev Travel	3,481
		10,626
Gifted and Talented (#14)		
01-006-218-388-367-000		5,000
various salary	10% of salary for 13.5 teachers)	148,905
		153,905
Staff Development Specialists - CIES (#15)		
01-006-610-308-142/295-000		634,283
Elem Bldg Allocation (#2)		
01-006-640-306-367-791		160
01-165-640-306-185-000		3,442
01-168-640-306-185-000		1,565
01-168-640-306-186-000		400
01-168-640-306-367-000		1,039
01-168-640-306-490-000		750
01-171-640-306-145-000		918
01-171-640-306-367-000		1,502
01-172-640-306-185-000		655
01-172-640-306-367-000		1,091
01-172-640-306-490-000		195

FY 2023 STAFF DEVELOPMENT EXPENDITURE BUDGET

Code	Description	Total
01-173-640-306-185-000		1,071
01-173-640-306-367-000		2,092
01-174-640-306-145-000		540
01-174-640-306-185-000		956
01-174-640-306-186-000		500
01-174-640-306-367-000		328
01-174-640-306-401-000		100
01-174-640-306-490-000		300
01-175-640-306-185-000		240
01-175-640-306-305-000		1,455
01-175-640-306-367-000		557
01-178-640-306-185-000		660
01-178-640-306-186-000		1,810
01-178-640-306-367-000		666
01-178-640-306-490-000		3
01-179-640-306-185-000		700
01-179-640-306-186-000		960
01-179-640-306-367-000		329
01-181-640-306-145-000		250
01-181-640-306-185-000		704
01-181-640-306-186-000		240
01-181-640-306-401-000		400
01-181-640-306-490-000		586
01-182-640-306-145-000		1,000
01-182-640-306-185-000		500
01-182-640-306-186-000		509
01-182-640-306-367-000		483
01-183-640-306-145-000		400
01-183-640-306-185-000		3,351
01-183-640-306-490-000		75
01-184-640-306-145-000		1,688
01-184-640-306-186-000		1,243
01-185-640-306-145-000		3,155
01-187-640-306-145-000		1,140
01-187-640-306-185-000		300
01-187-640-306-186-000		400
01-187-640-306-367-000		1,530
01-187-640-306-401-000		200
01-187-640-306-490-000		400
01-189-640-306-185-000		3,487
01-189-640-306-401-000		269
01-196-640-306-145-000		300
01-196-640-306-185-000		1,579
01-196-640-306-367-000		861

FY 2023 STAFF DEVELOPMENT EXPENDITURE BUDGET

Code		Description	Total
01-197-640-306-145-000			2,000
01-197-640-306-367-000			2,904
			54,938
Sec Bldg Allocations (#2)			
01-311-640-306-367-000			13,000
01-312-640-306-367-000			17,000
01-332-640-306-145-000			4,185
01-332-640-306-367-000			5,328
01-333-640-306-145-000			4,632
01-334-640-306-145-000			900
01-334-640-306-305-000			2,357
01-334-640-306-367-000			800
01-334-640-306-490-000			1,079
01-342-640-306-185-000			361
01-342-640-306-186-000			500
01-342-640-306-367-000			513
01-386-640-306-367-000			2,819
01-388-640-306-145-000			3,500
01-388-640-306-185-000			4,176
01-388-640-306-367-000			902
01-390-640-306-145-000			3,875
01-390-640-306-367-000			5,326
01-394-640-306-145-000			3,000
01-394-640-306-146-000			500
01-394-640-306-185-000			2,535
01-394-640-306-367-000			538
01-702-640-306-367-000			1,629
			79,455
		DLTL Total	234,223
Staff Costs for Inservice Days (Year-End JE) (#13)			
($593 * 1,588.54 staff * 5 days)			
District (2/5)			1,884,040
Building (3/5)			2,826,060
459,894	included on supply allocation		
		SUMMARY	
		Community Engagement	19,004
		I2T2	10,626
		HART	33,500
		DLTL	6,175,433
			6,238,563

SUPPLIES/EXPENSES ALLOCATION WORKSHEET 03/08/22

(Object Codes - 300's, 400's, & 800's)

				0.0%	INCREASE	
DIVISION OF LEADERSHIP, TEACHING, AND LEARNING		**FY 2022 ALLOCATION**		**FY 2023 ALLOCATION**		
		Per pupil Amount	**Total Allocation**	**Per pupil Amount**	**Budget Adjust**	**Total Allocation**	**Change**
Elementary (staffing projections)		9,241		9,063			(178)
Middle School		4,467		4,411			(56)
OALC		158		185			27
Senior High		6,580		6,560			(20)
Enrollment		20,446		20,219			-227
1. Asst. Supt. - DLTL	01-200-030-000-XXX-000	$3.83	$35,393	$3.83		$34,711	($682)
Asst. Supt. - DLTL	01-200-030-000-XXX-000	$6.00	66,282	$6.00		65,826	(456)
DLTL - K-12	01-200-030-000-XXX-000		9,945			9,945	-
2. Base							
Elementary	01-1XX-XXX-000-XXX-000	$56.59	522,948	$56.59		512,875	(10,073)
Middle School	01-3XX-XXX-000-XXX-000	$63.15	282,091	$63.15		278,555	(3,536)
OALC	01-344-XXX-000-XXX-000	$388.94	61,453	$388.94		71,954	10,501
Senior High	01-XXX-XXX-000-XXX-000	$70.68	465,074	$70.68		463,661	(1,413)
3. Staff Develop							
Sub & Other Assign Days (DLTL & Site)	01-XXX-640-000-1XX-000		124,514			124,514	-
Staff Develop Fund (DLTL & Site)	01-XXX-640-000-3XX-000		210,811		10,052	220,863	10,052
Staff Develop Fund (Exemplary)	01-200-640-000-367-000		30,268		(16,349)	13,919	(16,349)
PLC Staff - (Exemplary)	01-200-640-000-1XX-103		36,666		(29,461)	7,205	(29,461)
4. Special Assignments/Contingency							
District Sub Days	01-200-211-000-145-000		29,458		(4,458)	25,000	(4,458)
District Other Assginment Days	01-200-211-000-1XX-000		43,226			43,226	-
5. Extra-curricular							
Athletics and Activities	01-3XX-29X-000-XXX-XXX		521,358		56,600	577,958	56,600
Transportation	01-3XX-29X-000-362-XXX		338,917			338,917	-
Activities FeePay	01-200-292-000-305-000		42,890			42,890	
7. Copier Maintenance							
Elementary	01-100-		138,993		(46,813)	92,180	(46,813)
Secondary	01-300-		117,741		(12,981)	104,760	(12,981)
OALC	01-344-211-000-315-000		14,327		(12,327)	2,000	(12,327)
8. Principal's Prof Dues							
Elementary	01-200-030-000-820-000		15,600		3,000	18,600	3,000
Secondary	01-200-030-000-820-000		16,600		3,600	20,200	3,600
DLTL	01-200-030-000-820-000		6,194		6	6,200	6
9. Principal's Nat'l Conf							
Professional Development Account	01-200-640-000-367-101		55,000		9,000	64,000	9,000
10. DLTL Transfer of Staff Development Funds to Supplies	01-xxx-xxx-000-xxx-000		64,767		81,731	146,498	81,731
11. Commencement	01-xxx-		52,258			52,258	-
12. Homebound Instruction	01-200-211-000-150-000		45,754			45,754	-
TOTAL			$3,348,528		41,600	$3,384,469	$35,941
				Plus 15-16 All Day K $$	72,405	$3,456,874	
				ESP Sub (add in 16-17)	20,440	3,477,314	
				Moved to EL Interpereters	(22,955)	$3,454,359	
				Moved to RAA Testing Fees	(24,367)	$3,429,992	
				Moved to EL SDAS Pay	(44,913)	$3,385,079	

430,501 on staff development worksheet

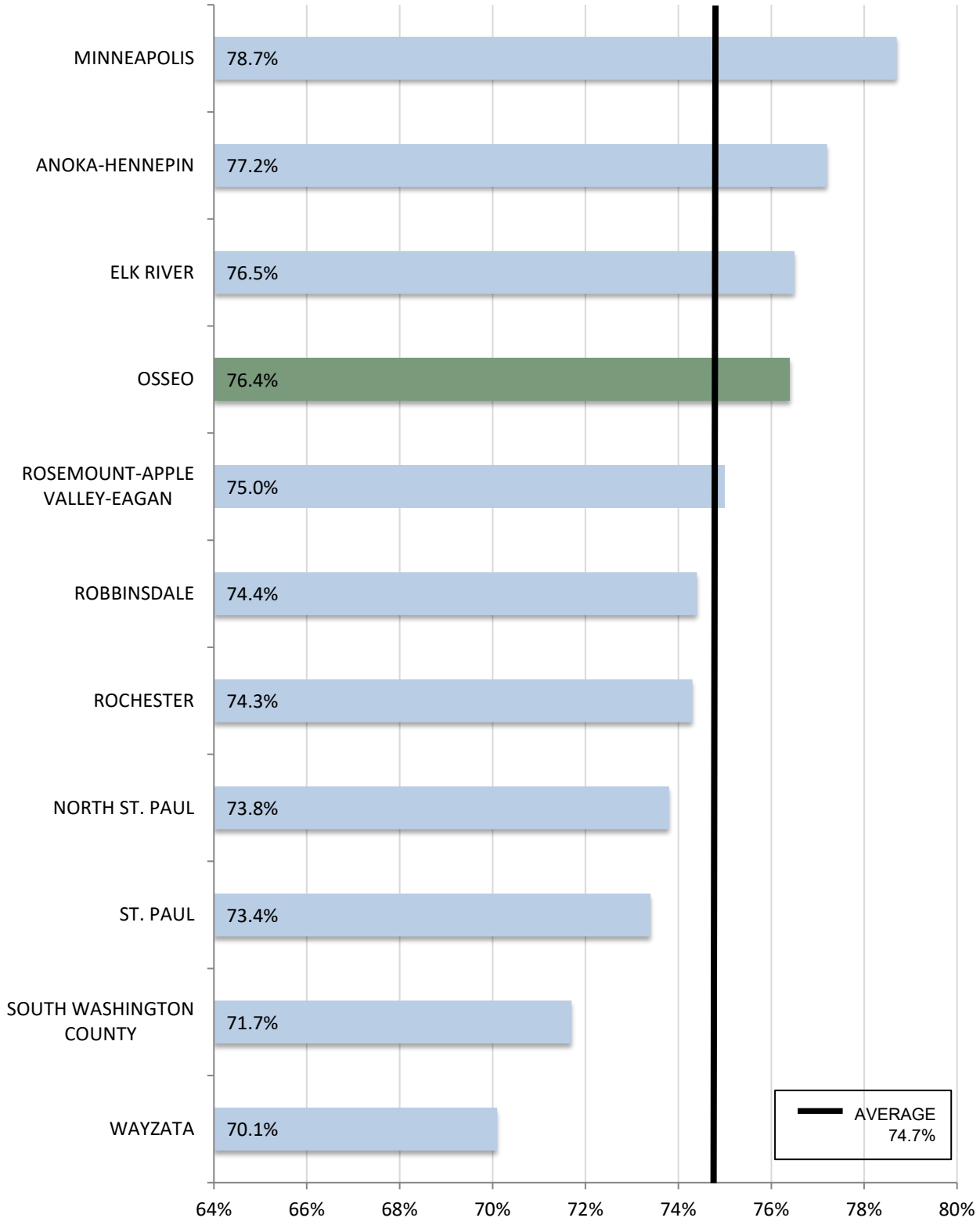
	TOTAL	STAFF	NON-STAFF		
DLTL PD	325,501	40,320	285,181		19,853
Site PD	104,686	65,120	39,566		7
Activities (incudes OALC)	959,765	0	959,765		56,600
Site Supply	1,642,199	0	1,642,199		22,904
DLTL and DLTL staff (includes ESP)	352,928	129,977	222,951		-63,423
	$3,385,079	235,417	3,149,662	Total Reductions	35,941

OSSEO AREA SCHOOLS

ISD 279

BENCHMARK COMPARISONS

FISCAL YEAR 2021
BENCHMARK COMPARISONS
PERCENT OF EFFECTIVE EXPENDITURES FOR INSTRUCTION

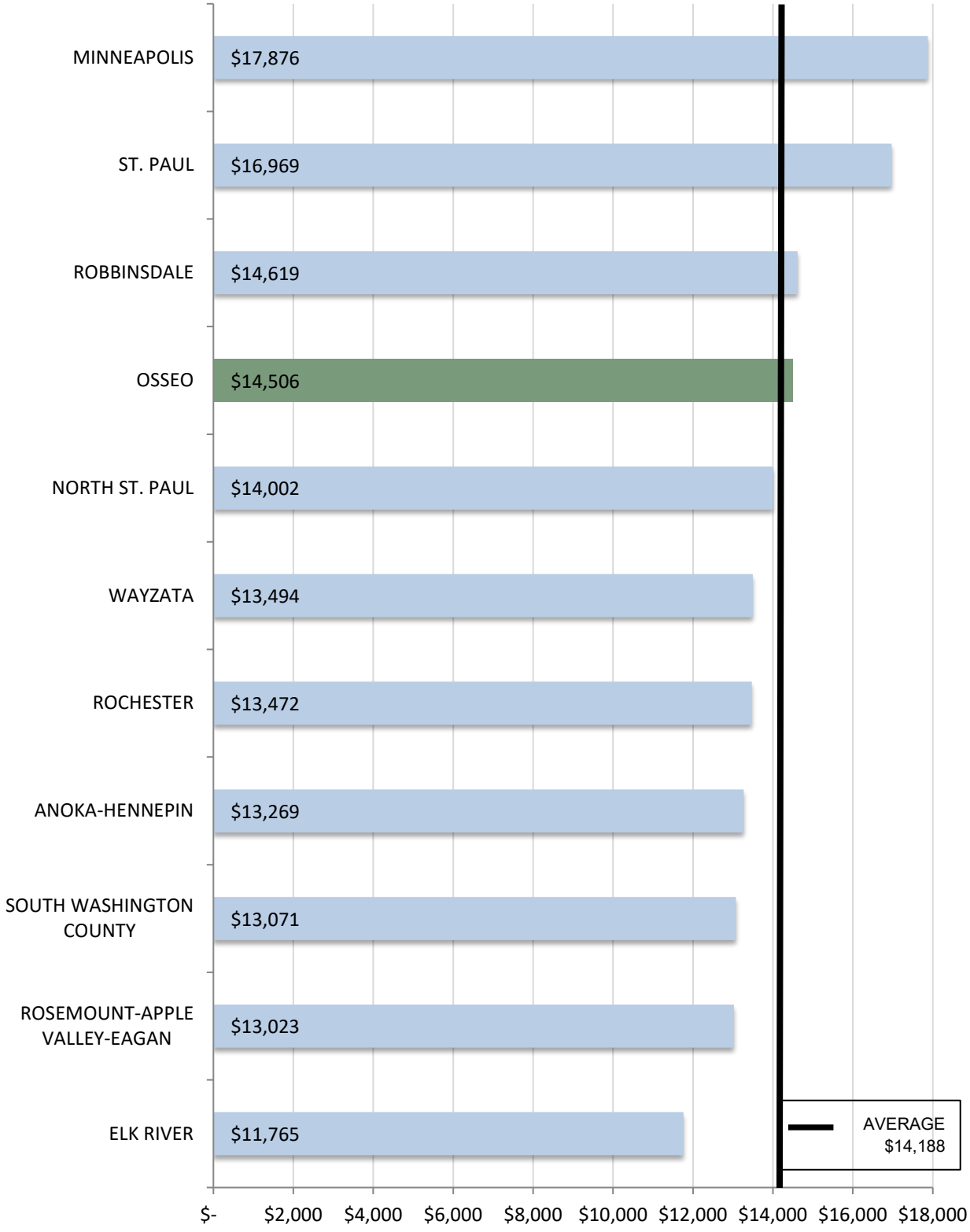


Note: Includes Minneapolis and St. Paul with financial benchmark districts for comparison purposes

Source: Minnesota Department of Education School District Profiles Report

Prepared: May 18, 2022

FISCAL YEAR 2021
BENCHMARK COMPARISONS
TOTAL PK-12 OPERATING EXPENDITURES PER STUDENT

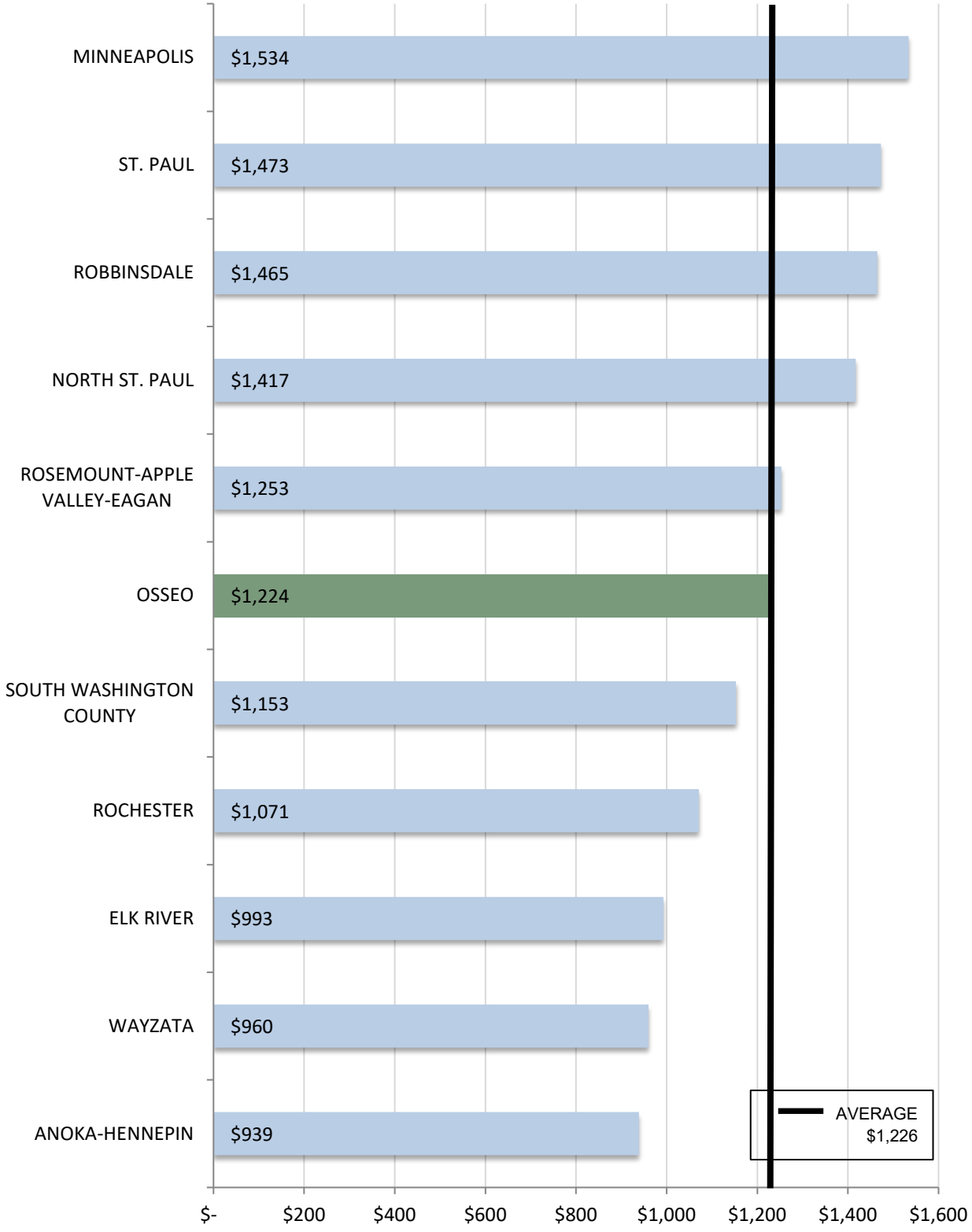


Note: Includes Minneapolis and St. Paul with financial benchmark districts for comparison purposes

Source: Minnesota Department of Education School District Profiles Report

Prepared: May 18, 2022

FISCAL YEAR 2021
BENCHMARK COMPARISONS
TOTAL DISTRICT ADMINISTRATION/SUPPORT EXPENDITURES PER STUDENT

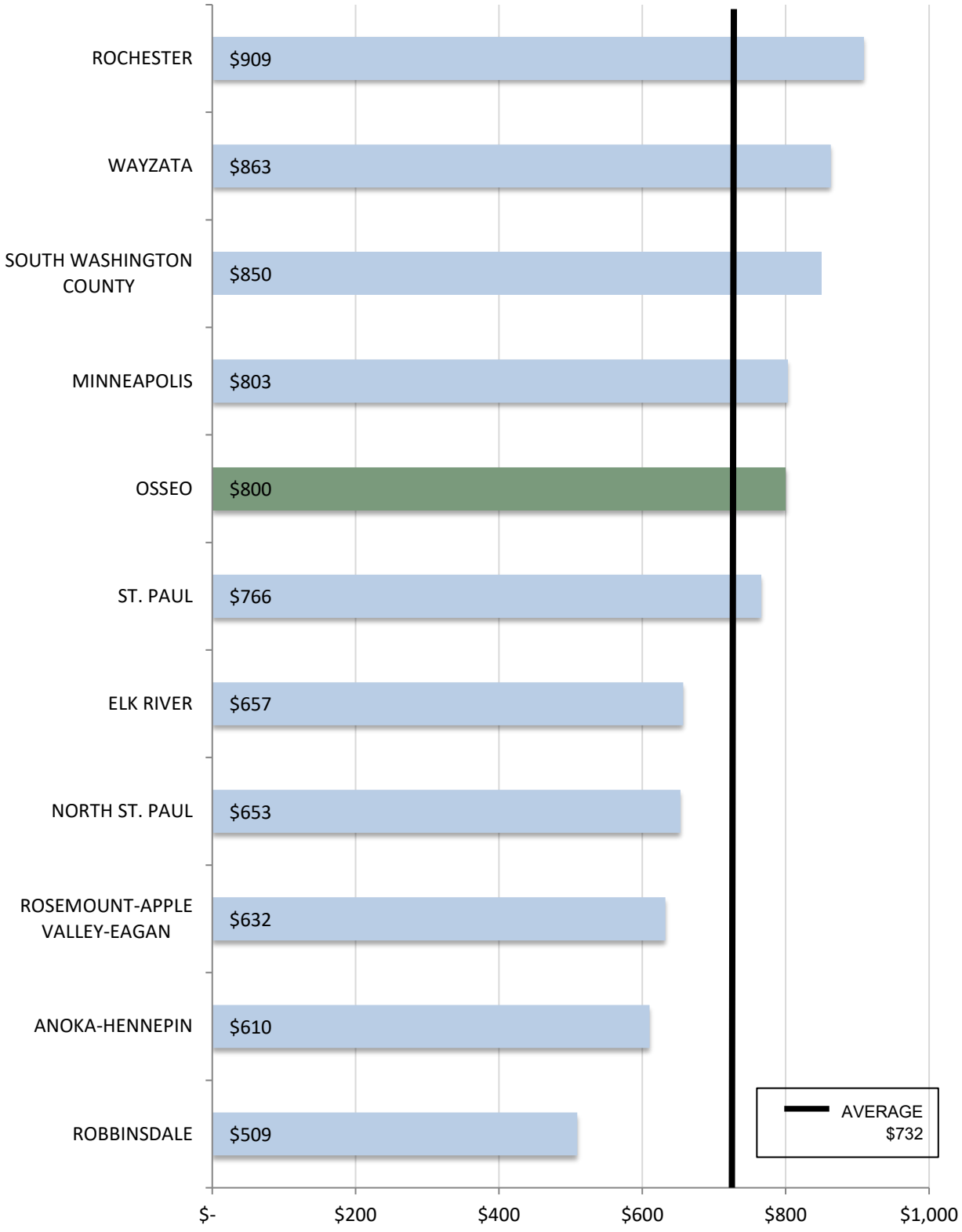


Note: Includes Minneapolis and St. Paul with financial benchmark districts for comparison purposes

Source: Minnesota Department of Education School District Profiles Report

Prepared: May 18, 2022

FISCAL YEAR 2021
BENCHMARK COMPARISONS
TOTAL TRANSPORTATION EXPENDITURES PER STUDENT

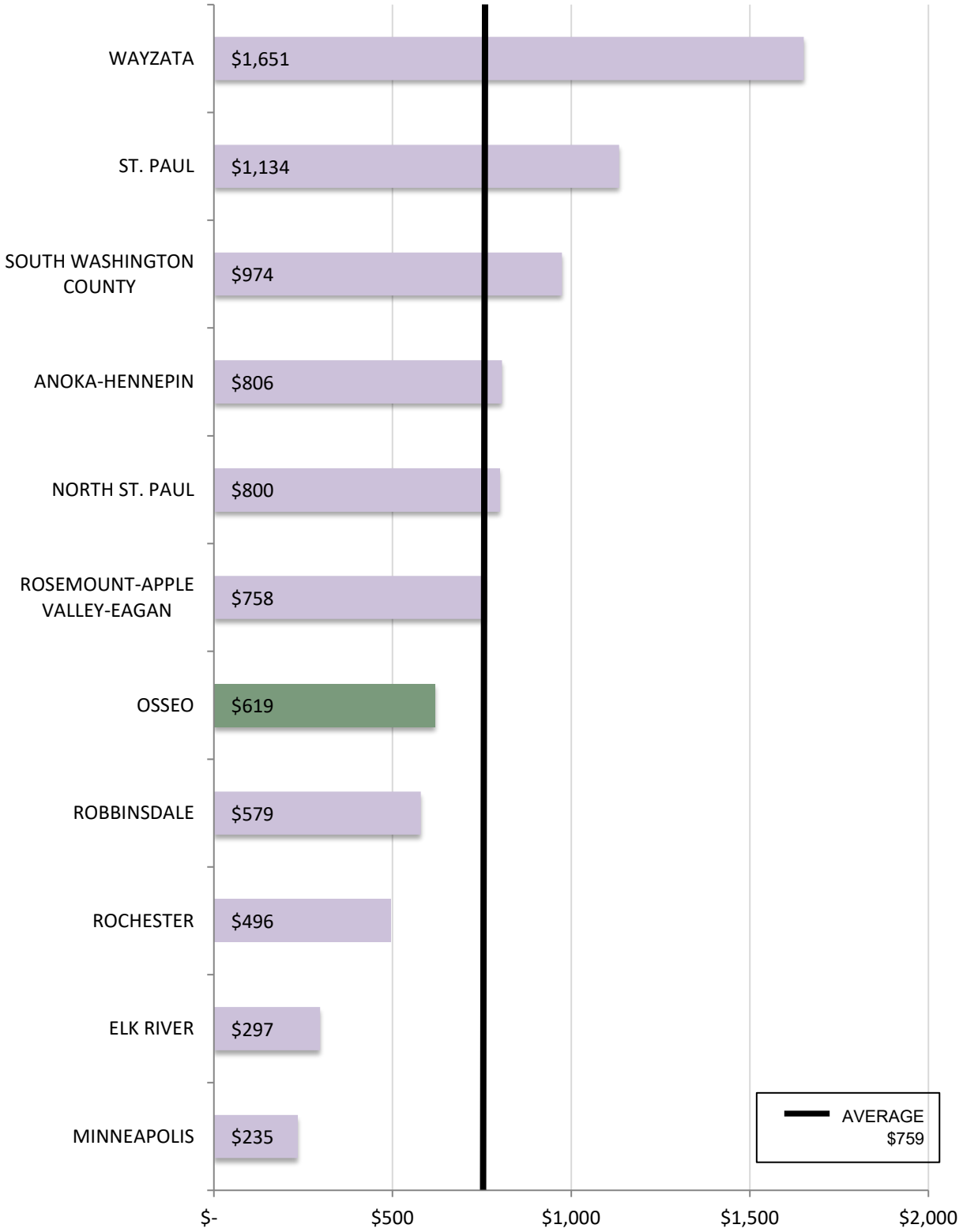


Note: Includes Minneapolis and St. Paul with financial benchmark districts for comparison purposes

Source: Minnesota Department of Education School District Profiles Report

Prepared: May 18, 2022

FISCAL YEAR 2021
BENCHMARK COMPARISONS
TOTAL CAPITAL EXPENDITURES PER STUDENT

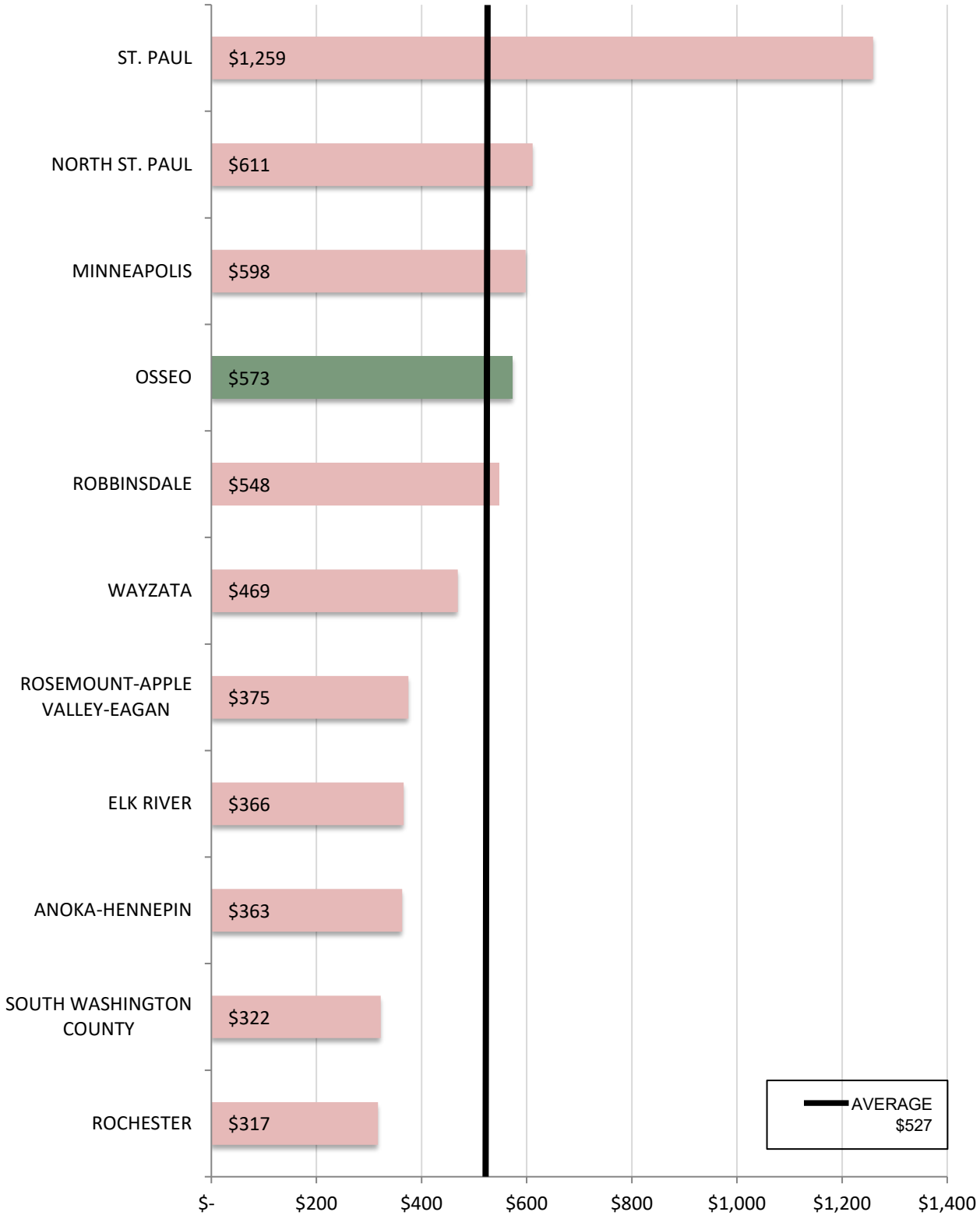


Note: Includes Minneapolis and St. Paul with financial benchmark districts for comparison purposes

Source: Minnesota Department of Education School District Profiles Report

Prepared: May 18, 2022

FISCAL YEAR 2021
BENCHMARK COMPARISONS
FOOD AND NUTRITION SERVICE EXPENDITURES PER STUDENT

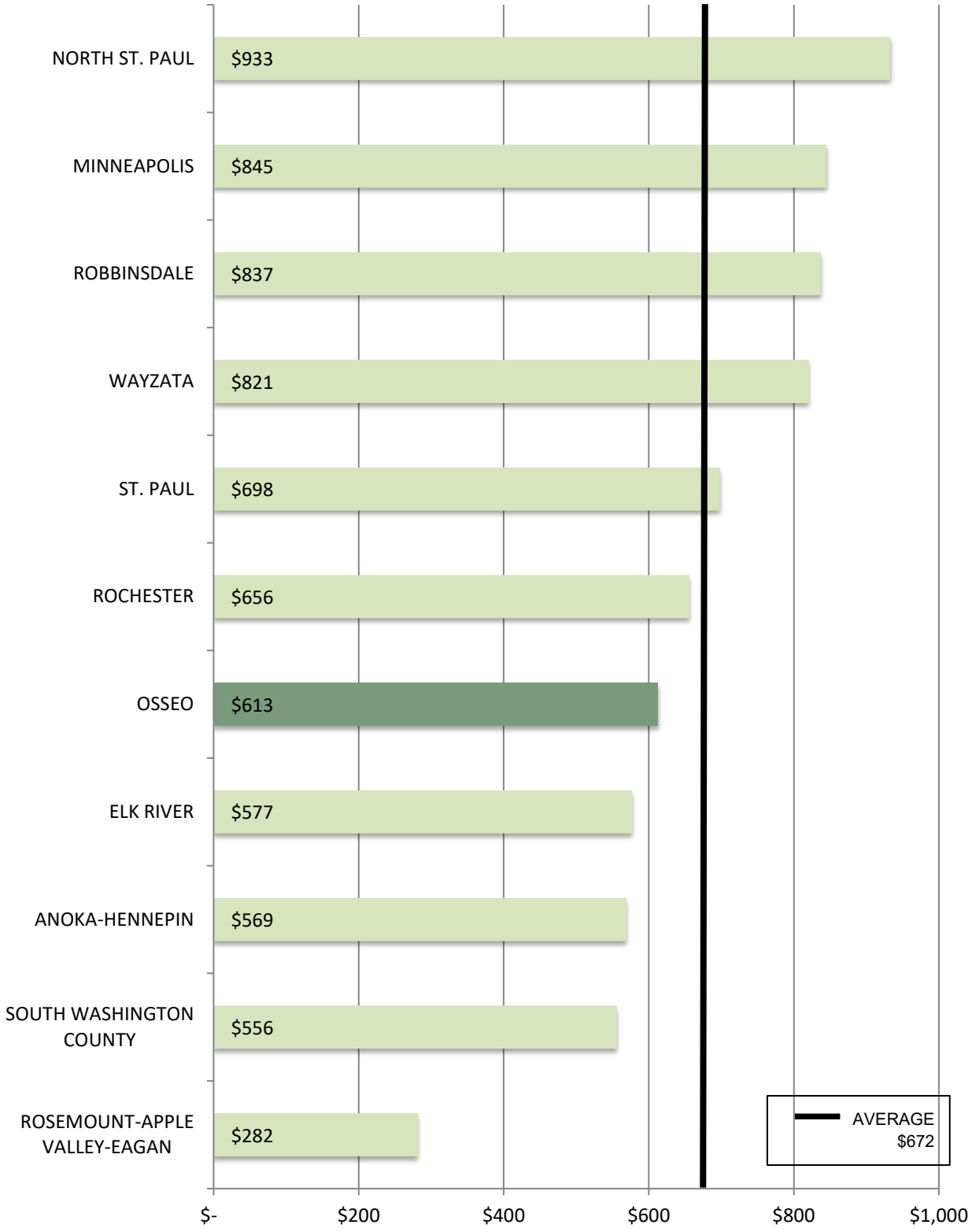


Note: Includes Minneapolis and St. Paul with financial benchmark districts for comparison purposes

Source: Minnesota Department of Education School District Profiles Report

Prepared: May 18, 2022

FISCAL YEAR 2021
BENCHMARK COMPARISONS
COMMUNITY SERVICE EXPENDITURES PER STUDENT

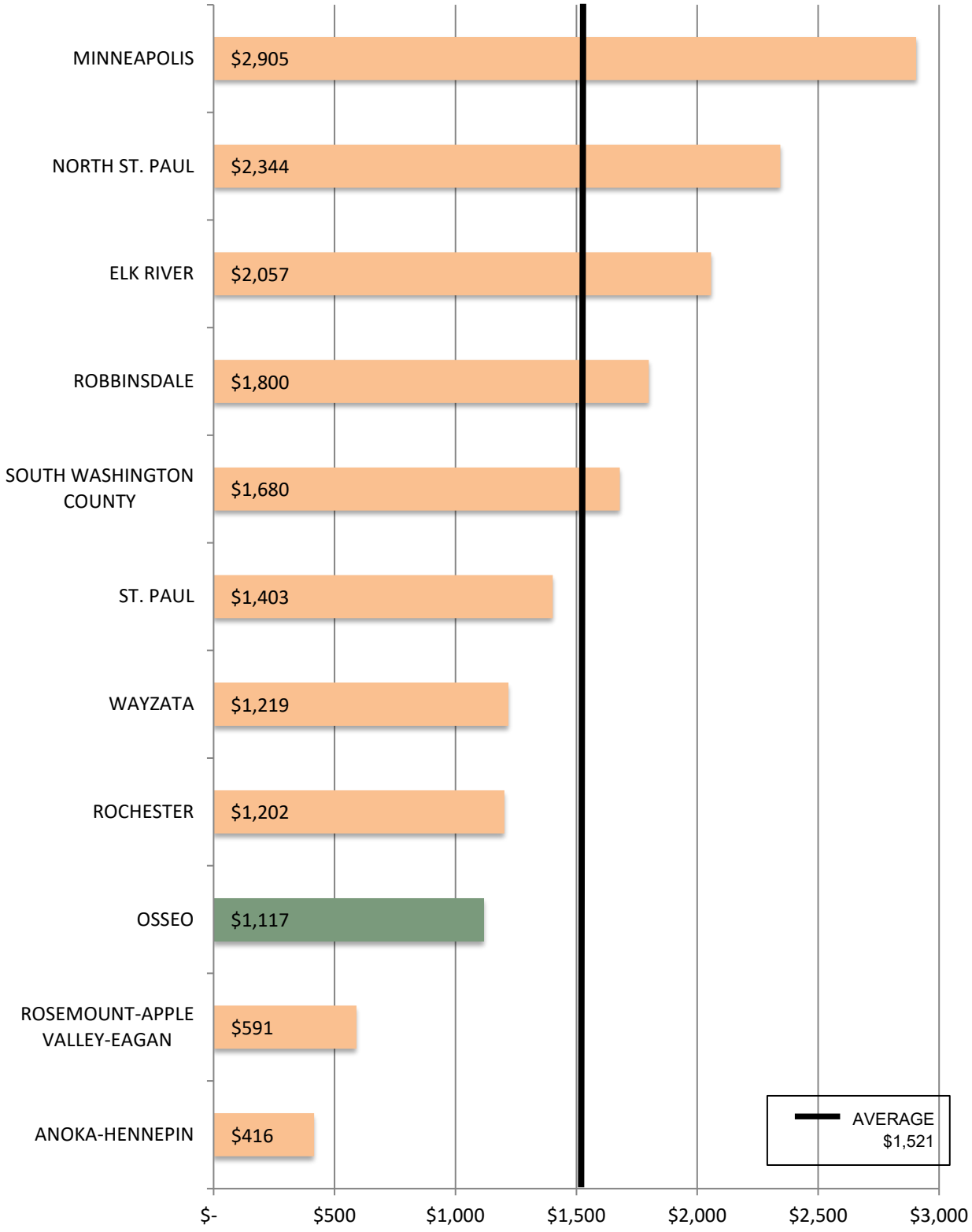


Note: Includes Minneapolis and St. Paul with financial benchmark districts for comparison purposes

Source: Minnesota Department of Education School District Profiles Report

Prepared: May 18, 2022

FISCAL YEAR 2021
BENCHMARK COMPARISONS
DEBT SERVICE EXPENDITURES PER STUDENT



Note: Includes Minneapolis and St. Paul with financial benchmark districts for comparison purposes

Source: Minnesota Department of Education School District Profiles Report

Prepared: May 18, 2022

Memo

To: School Board Members

From: Laurel Anderson, Executive Director, Human Resources

Date: June 21, 2022

Re: Recommendation for Approval, Agreement on the Terms and Conditions of Employment between the Independent School District 279 School Board and Directors and Confidential Managers, July 1, 2021 – June 30, 2023

Recommendation:

It is our recommendation that you approve the Agreement on the Terms and Conditions of Employment between the Independent School District 279 School Board and Directors and Confidential Managers, effective July 1, 2021, through June 30, 2023.

Background:

Directors and Confidential Managers is a group of eighteen (18) employees comprised of Directors, Assistant Directors, and Confidential Managers.

The agreement contains some language changes to reflect current District practices. In addition, changes have been made to the Compensation and Conditions, Group Insurance, Leaves of Absence, and Memorandums of Understanding sections of the terms and conditions of employment.

In the Compensation and Conditions section of the collective bargaining agreement, employees will receive a 2.0% increase to base salary in year 1 and a 3.0% increase to base salary in year 2. Language was added clarifying payment for days worked for members of the group. Language was also added providing an option for employees to work on some district designated holidays with supervisor approval.

In the Deferred compensation section, district contribution was increased from $1,500 to $2,000 annually beginning July 1, 2022.

In the Group Insurance section of the collective bargaining agreement, employees will receive District contributions to health insurance up to the following amounts:

High/Value Plan		
Single	7/1/21-6/30/22	$609.39
	effective 7/1/22	$621.58
Employee+1	7/1/21-6/30/22	$947.68
	effective 7/1/22	$966.64

Family	7/1/21-6/30/22	$1,518.36
	effective 7/1/22	$1,548.73

High Deductible Plan (HSA)

Single	7/1/21-6/30/22	$ 471.09
	effective 7/1/22	$ 480.51
	$200 monthly contribution	
Employee+1	7/1/21-6/30/22	$ 944.18
	effective 7/1/22	$ 963.07
	$400 monthly contribution	
Family	7/1/21-6/30/22	$ 1,511.62
	effective 7/1/22	$ 1,541.85
	$400 monthly contribution	

In the Leave section of the collective bargaining agreement, sabbatical leave language was removed.

Two memorandums of understanding were added. The first addresses the conversion on up to five (5) non-workdays into a cash option as a means of ensuring presenteeism through the reduction of accumulated leave balances accrued during COVID years. The second is an MOU supporting the study of potential future conversion of sick leave balances into a post-employment retirement account. Finally, the language in the Limits to Long-term disability MOU was updated to reflect current practice.

The salary investment outlined above is consistent with the financial parameters established by the School Board for the 2021-2023 contract negotiation. The two-year agreement results in a 6.80% total package increase. The total additional financial investment is $328,269 over the term of the agreement.

Timeline/Next Steps:

With the ratification of the contract, Human Resources and Payroll will begin the implementation process.

OSSEO AREA SCHOOLS

ISD 279

AGREEMENT ON TERMS

AND CONDITIONS OF EMPLOYMENT

BETWEEN

ISD 279-OSSEO AREA SCHOOLS
MAPLE GROVE, MINNESOTA

AND

DIRECTORS & CONFIDENTIAL MANAGERS

Effective Date: July 1, ~~2019~~ 2021 through June 30, ~~2021~~2023

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ARTICLE I
PURPOSE

Section 1. Parties: This Agreement is established by the School Board of Independent School District 279, hereinafter referred to as the "School Board", and the Directors and Confidential Managers, hereinafter referred to as the "Directors and Confidential Managers", pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as the "PELRA", to provide the terms and conditions of employment for Directors and Confidential Managers during the term of this Agreement.

ARTICLE II
RECOGNITION

Section 1. Recognition: In accordance with the PELRA, the School Board recognizes the Directors and Confidential Managers as the exclusive representative of Directors and Confidential Managers employed by the School Board of Independent School District 279. The Directors and Confidential Managers will have those rights and duties as prescribed by the PELRA and as described in this Agreement.

Section 2. Appropriate Unit: The Directors and Confidential Managers will represent all Directors and Confidential Managers of the School District as defined in this Agreement and in the PELRA.

Section 3. Meet and Confer: The representatives of the School Board may meet with the Directors and Confidential Managers as needed for the mutual exchange of ideas and to discuss matters that are not terms and conditions of employment.

ARTICLE III
DEFINITIONS

Section 1. Terms and Conditions of Employment: "Terms and conditions of employment" means the hours of employment, the compensation therefore, including fringe benefits; except retirement contributions or benefits other than employer payment of, or contributions to, premiums for group insurance coverage of retired employees or severance pay, and the School Board's personnel policies affecting working conditions of Directors and Confidential Managers. In the case of Directors and Confidential Managers, "terms and conditions of employment" does not mean educational policies of the School Board. "Terms and conditions of employment" is subject to the provisions of the PELRA.

Section 2. Directors and Confidential Managers: Will mean any person employed by the School Board in a Director or Confidential Management position. The term "Directors and Confidential Managers" as used herein will not include Superintendent, Assistant Superintendents, Principals and Assistant Principals. It will also not include part-time or temporary employees whose services do not exceed the lesser of thirty-five percent (35%) of the normal work week within the bargaining unit or fourteen (14) hours per week, or employees who hold a position that is basically temporary or seasonal in character and is not for more than sixty-seven (67) working days in any calendar year, and emergency employees.

Section 3. Other Terms: Terms not defined in this Agreement will have those meanings as defined by the PELRA.

ARTICLE IV
SCHOOL DISTRICT RIGHTS

Section 1. Inherent Managerial Rights: The Directors and Confidential Managers recognize that the School Board is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the School Board, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

Section 2. Management Responsibilities: The Directors and Confidential Managers recognize the right and obligation of the School Board to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the School District.

Section 3. Effect of Laws, Rules and Regulations: The Directors and Confidential Managers recognize that all employees covered by this Agreement will perform the services prescribed by the School District and will be governed by School Board policies, rules, regulations, directives and orders which are not inconsistent with the terms and conditions of employment set forth in this Agreement and which are issued by properly designated officials of the School District. Any provision of this Agreement found in violation of any law, rule or regulation there under, will be without force or effect.

Section 4. Reservation of Managerial Rights: The foregoing enumeration of School Board rights and duties will not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressed in this Agreement are reserved to the School Board.

ARTICLE V
EMPLOYEE RIGHTS

Section 1. Right to Views: Pursuant to PELRA, nothing contained in this Agreement will be construed to limit, impair, or affect the right of any employee or their representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designated to and does not interfere with the full faithful and proper performance of the duties of employment. Nor will it be construed to require any employee to perform labor or services against their will.

Section 2. Right to Join: Employees will have the right to form and join labor or employee organizations, and will have the right not to form and not join such organizations. Employees in the unit will have the right by secret ballot to designate an exclusive representative for the

purpose of negotiating grievance procedures and the terms and conditions of employment for such employees with the School Board, as prescribed by the PELRA.

Section 3. Personnel Files:

Subd. 1. Right to Review/Frequency: Upon request by an employee, the School District will provide the employee with an opportunity to review their personnel file. The School District will not be required to provide an employee with an opportunity to review their personnel file if they have reviewed the personnel file during the previous six months; except that, upon separation from employment, an employee may review their personnel file only once at any time within one year after separation.

Subd. 2. Review: A request will be made to Human Resources. Human Resources will comply with a request pursuant to Subd. 1. of this Section no later than seven (7) working days after receipt of the request and will schedule an appointment for the employee to review their personnel file and will notify the employee of such appointment. All such reviews will take place in Human Resources during its normal hours of operation.

Subd. 3. Documentation of Contents: The employee and a Human Resources representative will document the personnel file's contents before the employee is given the personnel file to review. The employee and Human Resources representative will document the contents of the personnel file at the termination of the review.

Subd. 4. Right to Copy: After the review and upon the employee's request, the School District will provide the employee with a copy of the requested record. The School District may not charge a fee for the copy. With respect to employees who are separated from employment, upon the employee's request, the School District will provide a copy of the personnel file to the employee. Providing a copy of the separated employee's personnel file to the employee satisfies the School District's responsibility to allow review as stated in Subd. 1. of this Section.

Subd. 5. Right to Response: The employee may submit for inclusion in their personnel file a written response to any material contained in such file.

Subd. 6. Destruction/Expungement: The School District may destroy or expunge such files as provided or required by law.

ARTICLE VI
COMPENSATION AND CONDITIONS

Section 1. Compensation

~~Subd. 1: Performance and Leadership Salary Plan: The goal of the Performance and Leadership Salary Plan was to create a new salary structure that emphasizes effective performance and leadership. Effective July 1, 2012, the salary guide, experience increment, training increment, certification and licensure pay, Management Factor I, and Management Factor II were eliminated and discontinued, and all terms and conditions relating to compensation shall be governed by this Section.~~

Subd. ~~1~~2: Salary Ranges: The following salary ranges shall be used for each classification listed below.

CLASS	TITLE	WORK DAYS	Salary Range Effective July 1, ~~2019~~2021
D-1	Director, Student Services	225	$134,374 / $155,776
D-1	Director, Learning & Achievement	225	$134,374 / $155,776
~~E-1~~E-1a	Director, Business Services	225	$133,257 / $154,482
E-1	Director, Facilities & Transportation Operations	225	$129,157 / $150,147
E-1	Director, Educational Equity	225	$129,157 / $150,147
E-1	Assistant Director, Special Education	225	$129,157 / $150,147
E-1	Assistant Director, Student Support Services	225	$129,157 / $150,147
E-1	Director, Food Nutrition Service	225	$129,157 / $150,147
E-1	Director, Human Resources	225	$129,157 / $150,147
E-1	Director, School/Community Relations	225	$129,157 / $150,147
E-1c	Assistant Director, Community Engagement	225	$124,531 / $144,366
E-1c	Assistant Director, ~~Facilities & Transportation Operations~~Risk Management	225	$124,531 / $144,366
E-1c	Assistant Director, Learning & Achievement	225	$124,531 / $144,366
G-1	Assistant Director, Food Services	225	$110,000 / $126,080
K-1	Coordinator, Human Resources	225	$106,107 / $123,007
K-1	Coordinator, Business Services	225	$106,107 / $123,007

The salary schedule is used as a guide for initial placement. Directors may move above the top of the range with salary enhancement and/or salary advancements.

Subd. ~~3~~2. Initial Salary Placement: New employees to the School District will be placed within their respective salary range at the discretion of Human Resources.

Section 2. Salary Advancement: Advancement within the salary range will be based on performance measures relating to job performance and leadership. An employee must complete at least 120 days of paid service during a contract year to qualify for salary advancement.

Subd. 1. ~~2019~~2021-~~2021~~ 2023 Salary Advancement Amounts Awarded for Performance Levels:

Exemplary Performance:	2.3%
Accomplished Performance:	1.4%
Developing Performance:	0.7%
Unsatisfactory:	No salary advancement

These salary advancement amounts shall be awarded for the ~~2020~~2022-~~2022~~ 2023~~4~~ school years.

Subd. 2. Salary Enhancement: A two percent (2%) increase to employee's base salary shall be effective July 1, ~~2019~~2021, and a ~~two~~ three percent (~~2~~3%) increase to employee's base salary shall be effective July 1, ~~2020~~2022. The percentage increase will be calculated after performance increases have been added to the base salary.

Subd. 3. Alternative Salary Advancement Amounts: The School Board shall set financial parameters for contract negotiations with all employee groups with the same contract term as Directors and Confidential Managers. These financial parameters relating to salary shall be used to determine the amount of salary advancement if it is to be less than the amounts specified in Subd. 1 above.

Based on these parameters set by the School Board, salary advancement will be as follows:

Exemplary Performance:	An amount equal to 0 - 2.3%
Accomplished Performance:	An amount equal to 0 - 1.4%
Developing Performance:	An amount equal to 0 - 0.7%
Unsatisfactory:	No salary advancement

Section 3. Probation and Regular Status: New Directors and Confidential Managers ~~hired after August 1, 2017,~~ will be considered probationary for a period of one (1) year from their hire date as a Director and Confidential Manager employee. During this time they shall have no seniority privileges and may be transferred, discharged, or laid off. Upon completion of the probationary period an employee will establish regular employee status unless otherwise notified in writing by the employee prior to the end of the probationary period.

Section 4. Retirement Incentive Pay:

Subd. 1. Exclusion: This Section will apply only to employees whose service in any capacity with the School District has been full-time and continuous as defined by this Agreement and whose service began prior to July 1, 1998. For employees whose employment began after this date, the provisions of this Section will not be applicable.

Subd. 2. Eligibility: Employees who have completed at least ten (10) years of continuous service in any capacity with the School District, and who are at least fifty (50) years of age, will be eligible for retirement incentive pay pursuant to the provisions of this section upon submission of a written resignation accepted by the School Board, provided that such notice is given with thirty (30) days' notice.

Subd. 3. Calculation of Benefit: An employee will be eligible to receive as retirement incentive pay upon their retirement the amount obtained by multiplying one hundred percent (100%) of their unused number of sick leave days, but in any event not to exceed one hundred ninety-two and one half (192.5) days times their daily rate of pay.

Subd. 4. Determination of Daily Rate: In applying these provisions, daily rate of pay will be based upon the total annual compensation at the time of retirement.

Subd. 5. Payment Schedule 50-54: An employee who retires at age fifty to fifty-four (50-54) will receive the retirement incentive pay on July 20th if their birth date is between January 1st and June 30th in the year they reach age fifty-five (55). If the employee's birth date is between July 1st and December 31st, they will receive their retirement incentive pay on January 20th of the following year.

Subd. 6. Payment Schedule 55 & Over: Retirement incentive pay for those aged fifty-five (55) or older will be paid by the School District according to the following schedule. Employees who retire between January 1st and June 30th will receive their retirement pay July 20th of that year. Employees who retire between July 1st and December 31st will receive their retirement incentive pay on January 20th of the following year. In the event of an employee's death, after having retired from the School District, the remaining amount of retirement incentive pay will be paid to their estate.

Subd. 7. Exceptions: The School Board adopted, effective January 4, 1994, a resolution as authorized by M.S. 465.722, Subd. 3, providing for exceptions to maximum allowable severance pay for any employee who was a full-time employee for the entire period between January 1, 1983 and December 31, 1992. Said resolution will ensure that an excepted employee will receive severance pay in an amount no less than they would have been eligible for as provided for in the Terms and Conditions of Employment for the period of July 1, 1991 thru June 30, 1993.

Subd. 8. Retirement incentive pay shall not be granted to any employee who is discharged by the School District.

Section 5. Work Year:

Subd. 1. Reschedule Work Year: Any employee who is in their last year of work prior to retirement may elect to reschedule up to fifteen (15) days of their work year, or may reduce their work year by up to fifteen (15) days so that their last day of work will be completed by June 15th. Upon submitting a letter of resignation, employees will request to reschedule or

reduce their work year to ~~the appropriate Assistant Superintendent~~ their cabinet supervisor. Reduction in the work year will result in a pro-rata salary reduction based on the employee's daily rate of pay.

Beginning July 1, 2016, employees will work their assigned work days (225) and will be allowed to carry over up to five (5) non-work days, in unique circumstances, with permission from their immediate supervisor. Under no circumstances will an employee be paid for any additional days worked above their contracted assignment, unless required by their immediate supervisor and approved by Human Resources.

Any employee who begins service after July 1 or ends service prior to June 30th of any given school year will be paid for days worked up to a maximum of 225 days.

Subd. 2. Employees may schedule the following as workdays: Labor Day, Friday after Thanksgiving, Martin Luther King, Jr. Day, President's Day, Spring Holiday, Memorial Day, and Juneteenth, subject to supervisor approval.

Section 6. Retirement Savings Plan: In accordance with Section 403(b) of the Internal Revenue Code, the School Board will match the contribution of an eligible employee according to the following schedules towards an approved 403(b) retirement savings plan. The plan must meet the School District's guidelines for approval.

~~Subd. 1~~. District Annual Match – Effective July 1, ~~2014~~2022: The School District's maximum annual match of an eligible employee's contribution will be $~~1,5~~2000.00. Employees may choose to defer more than the District annual match amount. Federal law determines the maximum amount an individual can contribute annually. The matching amount will be approximately ~~$62.50~~$83.34 per pay period.

Section 7. Emergency School Closing: In the event school starts late or is closed early due to inclement weather or other emergency situations, work assignments will be determined by the Superintendent or designee. In the event school is canceled due to inclement weather or other emergency situations, members will follow the direction of the Superintendent or designee regarding reporting to work. When staff are directed not to report, members will be available by phone and/or email for business related purposes during normal school hours on the cancelation day.

ARTICLE VII
GROUP INSURANCE

Section 1. Eligibility: Qualifications will include those established by the School District and the carrier of the coverage. Full-time employees are eligible for group insurance.

Section 2. Enrollment: All employees qualifying will enroll for such coverage in accordance with the procedures established by the School District.

Section 3. Selection: The School District will make the selection of insurance carriers and policies. The Directors and Confidential Managers will have representation on the School District Insurance Advisory Committee.

Subd. 1. Insurance:

a. Director or Confidential Manager may enroll in one of the hospital, medical and dental insurance programs provided by the School District. Employees will be allowed to waive health coverage in the District's health plan upon sufficient proof that the employee has obtained group health coverage through another source (e.g. spouse). The Human Resources department shall determine the basis for sufficient documentation of group coverage from another source. The School District retains the right to re-examine waiver of health coverage on a year-to-year basis.

b. District Contributions:

Basic Group Health and Hospitalization Plans: The School District will contribute up to the following amounts towards the School District's Group Health Insurance premiums for each eligible employee. Any portion of the premium that exceeds the School District contribution will be paid by the employee and paid by payroll deduction.

Effective July 1, ~~2019~~2021

	Single	Employee +1	Family
High/-Value	$~~585.72~~609.39	$~~910.88~~947.68	$~~1,459.41~~1518.36
HSA Plan	$~~444.09~~471.09	$~~890.07~~944.18	$~~1,424.98~~1511.62

Effective July 1, ~~2020~~2022

	Single	Employee +1	Family
High/-Value	$~~597.44~~621.58	$~~929.10~~966.64	$~~1,488.59~~1,548.73
HSA Plan	$~~461.85~~480.51	$~~925.67~~963.07	$~~1,481.98~~1,541.85

Subd. 2: High Deductible Health Plan (HSA Plan) - Contributions to Health Savings Accounts

As recommended by the School District Insurance Advisory Committee, those employees participating in the HSA compatible health plan shall receive the following contributions to a qualifying Health Savings Account (HSA). Contributions will only be made to District approved HSA depository.

- Single HSA Coverage: $200 per month
- Employee+1 HSA Coverage: $400 per month
- Family HSA Coverage: $400 per month

The School District will pay all administrative fees associated with the plan.

District contributions to the HSA trust account will be made each month. In the event of hardship, the parties agree to meet and confer to discuss alternatives to the contribution timelines.

The school district will pay all administrative fees associated with the plan.

c. Continuation of Coverage Upon Retirement: For employees hired prior to July 1, 2007, the School District shall provide and pay for hospital and medical insurance in the School District's group health and hospitalization plan for any employee who retires after reaching the age of fifty-five (55) until the employee qualifies for Medicare, or accepts another hospital and medical insurance program. This provision shall apply to single and dependent coverage, if applicable.

For employees hired on or after July 1, 2007, the School District shall provide and pay for hospital and medical insurance in the School District's group health and hospitalization plan for any employee with seven (7) or more years of continuous employment in the district, in any capacity, who retires after reaching the age of fifty-five (55) until the employee qualifies for Medicare, or accepts another hospital and medical insurance program. This provision shall apply to single and dependent coverage, if applicable.

Effective beginning August 1, 2014, an employee hired into this contract group, who has not received this benefit while serving in another ISD 279 management group, will not be eligible to receive this benefit.

A retired employee who is eligible for this benefit and accepts another hospital and medical insurance plan between age fifty-five (55) and qualifies for Medicare, shall be allowed to re-enter the School Board's group health and hospitalization plan one time only, with no penalty.

An employee who retires before fifty-five (55), as provided for in Article VI, Section 3 of this Agreement, will also be eligible for this provision, upon reaching age fifty-five (55), provided that the employee has enrolled in and maintained hospital and medical insurance ~~at his/her~~their ~~expense~~ from the age of retirement to June 30th of the year after they reach the age qualified for Medicare.

d. Insurance Program Eligibility after Medicare Eligibility: Selected insurance coverage will continue beyond the employee's 65th birthday permitted by law. The retiree will pay the premium as determined by the insurance carrier.

Section 4. Section 125 (Flexible Spending) Plan: The School District will provide a Section 125 Plan under the Internal Revenue code for all employees.

Subd. 1. Description: The Section 125 Plan (Flexible Spending Plan) offered by the School District is a plan established to provide a way to save money on costs for medical and dependent care expenses. The three (3) accounts allow payment for health insurance premiums, certain out-of-pocket health care expenses, and dependent care expenses with

pre-tax dollars. It is a salary reduction plan permitting participants to choose among more than one benefit. It is classified as a "Cafeteria Plan" for federal income tax purposes. The plan year will commence July 1st through June 30th of each year. There are three (3) components to the plan:

1. District-provided health insurance premium deduction with pre-tax dollars.
2. Dependent care reimbursement account.
3. Medical expense reimbursement account.

Section 5. Dental Insurance:

a. Single Coverage: The School District will pay up to $28.00 per month for individual coverage for each full-time employee who qualifies for and enrolls in the School District's group dental insurance plan.

b. Family Coverage: The premium cost of the family/dependent coverage for each full-time employee who qualifies for and enrolls in the School District's group dental insurance plan and who qualifies for family/dependent coverage will be paid in total by the employee and paid by payroll deduction minus the School District's contribution for single coverage. Whether the School District offers family/dependent coverage is subject to the conditions as established by the carrier(s).

Section 6. Group Term Life Insurance: The School District will pay the full premium for group term life insurance for all employees who qualify for and enroll in the School District's group term life insurance plan. Employees who qualify and enroll will be covered by group term life insurance of $300,000.

Section 7. Supplemental Group Term Life Insurance: Employees will have the option, subject to the conditions established by the School District's carrier for group term life insurance as provided in Section 7 of this Article, to purchase supplemental group term life insurance in the amounts of $50,000, $75,000, $100,000, $125,000, $150,000, $200,000, $300,000 or $400,000 not to exceed four (4) times their annual salary. The cost of the supplemental coverage will be borne by the employee and paid by payroll deduction. In the event of early retirement, an employee may continue to purchase this policy until they reaches the age of sixty-five (65).

Section 8. Long-Term Disability Income Protection: The School District will pay the full premium in the existing long-term disability income protection plan of the School Board for employees who qualify for and enroll in such coverage. This coverage will apply to total annual salary. Employees who have qualified for long term disability insurance and who previously qualified for the School District's health and hospitalization insurance benefits will have these benefits maintained for a period of one (1) year from the date of disability. Thereafter, these benefits will be available to the employee at their expense.

Section 9. Claims Against the School District: It is understood that the School District obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no

claim will be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 10. Married Couples in District with Family Coverage: When a Director and Confidential Manager employee and their spouse are both employed by the School District and are eligible for the School District's group health and hospitalization plan, and both employees enroll in the same hospitalization plan, the full premium will be paid by the School District.

ARTICLE VIII
LEAVES OF ABSENCE

Section 1. Sick Leave:

Subd. 1. An employee will be eligible for sick leave under one of the following conditions:

a. Earn and Accumulation: Full-time employees will accrue sick leave at the rate of twelve (12) days per year, one (1) day per month, and accrual for unused sick leave will be unlimited. Employees working less than a full year will have their sick leave days prorated.

b. Use-Pregnancy: An employee may utilize available sick leave, subject to the provisions of this Section and Section 8 of this Article for periods of disability relating to pregnancy, miscarriage, abortion or childbirth. Such an employee will notify Human Resources in writing no later than the end of the sixth (6th) month of pregnancy indicating ~~her~~ their intention to utilize sick leave, and also at such time will provide a medical provider's statement indicating the estimated date of delivery of the child and estimated period of disability. A licensed medical provider will determine the definition of disability.

1. An employee (other than the ~~mother~~ pregnant employee) may utilize up to ten (10) days of sick leave in connection with the birth of their child. Such leave will be deducted from Family Illness Leave.

2. An employee may utilize up to thirty (30) days of sick leave for the adoption of a child, subject to the provisions of this Section and Section 8 of this Article.

Subd. 2. Use: Sick leave with pay will be allowed by the School District whenever an employee's absence is found to have been due to an illness which prevented their attendance at work and performance of duties on that day or days.

Subd. 3. Medical Verification: The School District may require the employee to furnish a medical certificate from a qualified medical provider as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the School District.

Subd. 4. Medical Request: In the event that a medical certificate will be required, the employee will be so advised.

Subd. 5. Approval: Sick leave pay will be approved only upon submission of an authorized sick leave pay request through the process in place by Human Resources.

Subd. 6. Use-Absences Covered by Workers Compensation and/or Long-Term Disability:

a. If an employee who is absent from work as a result of a compensable injury incurred in the service of the School District under the provisions of the Workers' Compensation Act and/or an absence covered by the School District's long-term disability insurance, the School District will pay the difference between the compensation received pursuant to the Workers' Compensation Act and/or Long-Term Disability (LTD) by the employee and the employee's base rate of pay or the extent of the employee's earned accrual of sick leave, if said employee is on an accrued sick leave basis. (See Subd. 1.b. of this Section.)

b. An employee who is on accrued sick leave basis will have a deduction made from the employee's accrued sick leave according to the pro rata portion of days or sick leave which is used to supplement Workers' Compensation and/or LTD payments.

c. The School District will make such payment to the employee only during the period of disability.

d. In no event will the additional compensation paid to the employee by virtue of sick leave pay result in the payment of a total daily, weekly, or monthly compensation that exceeds the base compensation of the employee.

e. An employee who is absent from work as a result of an injury compensable under the Workers' Compensation Act and/or an absence qualifying the employee for LTD payments will submit their Workers' Compensation check and/or LTD payment, endorsed to the School District prior to receiving payment from the School District for this absence.

f. An employee who is unable to perform their duties and responsibilities due to physical assault resulting in an injury which occurs while on duty as a result of a work related incident and/or carrying out building supervisory responsibilities will be entitled to compensation without use of sick leave for the first three (3) days of absence. Thereafter, the compensation will be paid per Subd. 6. a. through e. of this Subdivision.

g. If an employee incurs an injury as described in f. of this Subdivision, and such injury causes the employee to work less than full-time, the School District will continue to contribute its share of the cost of the health and hospitalization insurance plan in which the employee is enrolled.

Section 2. Family Illness:

Subd. 1. Use: Employees will be granted up to a maximum of ten (10) days absence for illness in the employee's or spouse's immediate family that may not otherwise be covered under the Family and Medical Leave Act (FMLA) and/or state statute. The immediate family will include parent, sister, brother, spouse, son, daughter, son-in-law, daughter-in-law, grandparent, grandchildren, guardian and any other relative or non-relative who stands in the same relationship with the employee. Such absences will be deducted from accrued sick leave. If the employee does not have sufficient accrued sick leave, there will be a salary deduction equal to the pro-rated daily rate of pay.

Section 3. Bereavement Leave:

Subd. 1. Use-Immediate Family: Employees will be granted up to five (5) days per occurrence for absence due to death of any member of the employee's or spouse's immediate family. The immediate family will include parent, sister, brother, spouse, son, daughter, son-in-law, daughter-in-law, grandparent, grandchildren, guardian and any other relative or non-relative who stands in the same relationship with the employee. Additional absences, but not to exceed five (5) additional days, may be granted. Such absences will be deducted from accrued sick leave. If the employee does not have sufficient accrued sick leave, there will be a salary deduction equal to the pro-rated daily rate of pay.

Subd. 2. Use-Not Immediate Family: Absence due to the death of a person not listed in Subd. 1. of this Section, will be limited to one (1) day per occurrence per year. Such absences will be deducted from accrued sick leave. If the employee does not have sufficient accrued sick leave, there will be a salary deduction equal to the pro-rated daily rate of pay.

Section 4. Jury Duty: An employee summoned to jury duty will be granted time off with pay.

Subd. 1. Notice to School District: Employees who receive a summons for jury duty are to notify Human Resources immediately of the proposed dates of service.

Subd. 2. Remittance of Stipend: Employees who receive a stipend for jury duty are to reimburse the School District for the amount received, minus the mileage and parking expense allowance if they were on jury duty during school time.

Subd. 3. Pay: Employees will have no loss of pay as a result of jury duty if the provisions of Subd. 1. and Subd. 2. of this Section are met.

Section 5. Court Appearances:

Subd. 1. Request of School Board: When the School Board is a party in litigation, and an employee appears at the request of the School Board or as codefendant in a case against the School Board, the employee will be entitled to their pay and no deduction of any leave provision will be charged to the employee.

Subd. 2. Other Requests: If an employee receives a notice to supply information or testify in a civil or criminal court proceeding, as a result of their employment, they must notify their

supervisor and Human Resources. If the employee must appear at the proceeding, the employee will be entitled to their pay and no deductions of any leave provisions will be charged to the employee. If the matter is a result of actions for which the employee has been found to have acted improperly and thus disciplined by the School District, the day(s) absent will be deducted from personal leave or short term leave referenced in this Article.

Subd. 3. Action Against School Board: If the matter is a result of actions by an employee against the School Board/District, the day(s) absent will be deducted from personal leave or short-term leave. Additional short-term leave will be granted if necessary.

~~**Section 6. Sabbatical Leave**:~~

~~Subd. 1. Purpose: One (1) year may be granted to employees for the purpose of professional improvement through study, subject to the conditions established by the School Board.~~

~~Subd. 2. Eligibility: To be eligible for sabbatical leave, an employee must have completed seven (7) years of employment in the School District.~~

~~Subd. 3. Prior Approval: Sabbatical leaves will be limited to employees centering their study in their area of major concentration and will not be used for retraining in a new area except at the request of the administration. The proposed program of study must be approved in advance by Human Resources.~~

~~Subd. 4. Request Deadline: Application for sabbatical leave will be submitted in writing to Human Resources at the earliest possible date, but in no case will this be after April 1st prior to the school year in which the leave is to be taken.~~

~~Subd. 5. Limit 1: The number of employees on sabbatical leave will at any one time be limited to one (1) per year.~~

~~Subd. 6. Selection: If the number of requests for sabbatical leave exceeds the limitation, priority will be given on the basis of length of service, contribution to the school system, and the equitable distribution of leaves among the various departments of school service.~~

~~Subd. 7. Calculation of Pay: The allowance granted to an employee on sabbatical leave will be based on one-half the base contract salary of the individual for the school term during which the leave takes place. However, upon request of the employee on sabbatical leave, the School Board will pay seventy-five percent (75%) of the base contract salary during the year in which the leave takes place. In the year following the sabbatical leave, twenty-five percent (25%) of the previous school year's base contract salary will be deducted from the employee's new base contract.~~

~~Subd. 8. Return to Service: An employee who is granted a sabbatical leave must pledge to return to the School District for two (2) full years following the termination of the leave. If the employee's service is discontinued for any reason other than the individual's capacity to serve before the expiration of the two (2) years, the employee will pay back to the School District the pro rata part of the sabbatical allowance.~~

~~Employees granted sabbatical leave will enter into a written agreement with the School Board for the repayment of monies and benefits paid by the School District for the employee's noncompliance with this section.~~

~~Subd. 9. Return to Position: Upon expiration of the sabbatical leave, the employee will have the privilege of returning to the position held prior to the leave unless such position has been discontinued.~~

~~Subd. 10. Experience Credit: A year of sabbatical leave will not be counted as a year of experience on the salary schedule.~~

Section 7. Child Care/Adoption Leave:

Subd. 1. Purpose: An employee, upon request, may be granted a leave for the purpose of child care of a newborn child or for the adoption of a child. The employee will be required to concurrently take a leave pursuant to the Family/Medical Leave Act (FMLA). Employees may be granted partial leaves of absence appropriate to the job assignment.

Subd. 2. Request: An employee making application for child care leave will inform Human Resources in writing of the intention to take the leave at least three (3) calendar months before commencement of the intended leave. For an adoption leave, the employee will inform Human Resources in writing, at the earliest opportunity, of the intention to take the leave.

Subd. 3. Use of Sick Leave for Pregnancy: If the reason for the leave is occasioned by pregnancy, an employee may utilize sick leave pursuant to the sick leave provisions of this Article during a period of physical disability. A pregnant employee will also provide at the time of the leave application, a statement from ~~her~~ their licensed medical provider indicating the expected date of delivery.

Subd. 4. Use of Sick Leave for Adoption: An employee may request to use up to thirty (30) days of accumulated sick leave for adoption to assist in preparation and legal reasons of the adoption, as well as necessary travel and initial adjustment of the child. These days need not be taken consecutively.

Subd. 5. Date of Leave: The effective beginning date of a child care/adoption leave and its duration will be determined by mutual consent between the employee and Human Resources. In determining the date of the commencement and duration of the leave, Human Resources will review each case on its individual merits taking into consideration the following:

a. The request of the employee.
b. The specific employment duties of the employee involved.
c. The health and welfare of the employee, unborn child or adopted child.
d. The recommendation of the employee's licensed medical provider.

Subd. 6. Duration: In making a determination concerning the commencement and duration of a childcare/adoption leave, the School Board will not in any event be required to:

a. Grant any leave of more than twelve (12) months in duration.

b. Permit the employee to return to their employment prior to the date designated in the request for the leave, unless by mutual agreement of the employee and Human Resources.

Subd. 7. Approval of Leave: If the employee complies with all provisions of this Section and a leave is granted by the School Board, the employee will be notified in writing.

Subd. 8. Termination of Leave: Interruption of pregnancy will terminate the leave. Human Resources may require in such cases forty-five (45) days' notice to return.

Subd. 9. Reinstatement: An employee returning from child care/adoption leave will be re-employed in the position occupied prior to the leave, subject to the following conditions:

a. The position has not been abolished.

b. The employee is not physically or mentally disabled from performing the essential duties of such position.

Subd. 10. Failure to Return: Failure of the employee to return pursuant to the date determined in this Section will constitute grounds for termination by the School District unless the School District and the employee mutually agree to an extension of the leave.

Subd. 11. Experience Credit: An employee who returns from child care/adoption leave within the provisions of this Section will retain all previous experience credit for pay purposes and any unused leave time accumulated under the provisions of this Article at the commencement of the leave. The employee will not accrue additional experience credit for pay purposes or leave time during the period of absence.

Subd. 12. Salary: Any child care/adoption leave of absence granted under this Section will be a leave without pay except as provided in Section 1. of this Article.

Subd. 13. Insurance: An employee on child care/adoption leave of absence is eligible to participate in group insurance programs if permitted under the insurance policy provisions, but will pay the entire premium for such programs as the employee wishes to retain, following FMLA.

Subd. 14. Notification to Return: An employee on child care/adoption leave of absence will be sent a letter of assignment from Human Resources at least sixty (60) days prior to the specified return date of said leave. The employee will lose all re-employment rights if the employee refuses or fails to return the letter of assignment within ten (10) days.

Section 8. Long-Term Leave:

Subd. 1. Eligibility: Employees with a minimum of three (3) years of experience in the School District may apply for an unpaid leave of absence once during their School District employment. Additional leaves may be granted at the discretion of Human Resources.

Subd. 2. Duration: Leave may be granted for a period of time not to exceed one (1) year.

Subd. 3. Insurance: An employee on an approved long-term leave is eligible to participate at their own expense in the health and hospitalization program of the School District. This participation will be subject to the conditions prescribed by the insurance carrier.

Subd. 4. Benefit Accrual: An employee on approved long-term leave will retain their accrued benefits as of the beginning date of the leave. No benefits will accrue during the period the employee is on leave.

Subd. 5. Purpose: Consideration for granting long-term leaves will be given for:

Education	Election to Political Office
Health	Family Reasons
Approved Travel	Retraining or Career Change (not including employment in another school district)

Subd. 6. Requests: Requests for long-term leaves must be made at least thirty (30) days in advance, except in emergencies, and submitted to Human Resources for ~~recommendation~~ approval. Final approval will be made by the School Board. The number of employees on approved leave in any school year will not normally exceed one (1) person.

Subd. 7. Notification to Return: An employee on long-term leave will be sent a notice from Human Resources according to the following schedule:

a. When the return date of said leave is intended to coincide with the opening of school, notification will be given by March 1st of the preceding school year.

b. At least sixty (60) days prior to the specified return of said leave when such date falls at any other time during the school year.

Subd. 8. Reinstatement: An employee returning from long term leave for education, approved travel, family reasons, retraining, or career change reasons will be re-employed in the position occupied prior to the leave, subject to the following conditions:

a. The position is vacant.

b. That the position has not been abolished.

c. That the employee is not physically or mentally disabled from performing the essential duties of such position.

An employee returning from long term leave for ~~Health~~ health or election to political office reasons will be re-employed in the position occupied prior to the leave, subject to the following conditions:

a. That the position has not been abolished.
b. That the employee is not physically or mentally disabled from performing the essential duties of such position.

Subd. 9. Failure to Return Notice: The employee will lose all re-employment rights if the employee refuses or fails to return the contract within ten (10) days.

Section 9. Short-Term Leave: Employees may apply for a short-term leave of absence.

Subd. 1. Salary: Short-term leave will be without pay.

Subd. 2. Duration: Short-term leave may be granted for not more than ten (10) working days.

Subd. 3. Requests: Requests for short-term leave will be made five (5) days in advance except in the case of emergencies. The request will be on a Leave of Absence Request (PF22) and will clearly state the reason for such request. Any special conditions or arrangements established by the supervisor for a short-term leave will be in writing to the individual requesting the leave. All conditions established must be met to be eligible for the leave.

Subd. 4. Approval: Short-term leave will be granted only in special circumstances and must be approved by Human Resources.

Subd. 5. Eligibility: Short-term leave will normally be available no more than once during the 2015-2017 Agreement.

Subd. 6. Limit-1: The number of employees on short-term approved leave at any given time will not normally exceed one (1) person.

Section 10. Personal Leave: An employee will be credited one (1) personal leave day each year, accumulative to five (5) days. Personal leave may be used for activities requiring the employee's attention not covered or requested under other provisions of this Agreement.

Subd. 1. Requests: Request for personal leave must be made in writing to Human Resources at least three (3) days in advance, except in the case of emergency.

Subd. 2. Limit: At no time will more than four (4) employees be granted personal leave.

Subd. 3. Exclusion: A personal leave day may be granted the first or the last day of the student school year. The leave will only be granted for special circumstances with written explanation by the employee and approval of Human Resources.

Section 11. Religious Leave: Employees may be granted up to three (3) days of religious leave. Employees must make application, including a brief summary of details of the request, to Human Resources at least three (3) days prior to the religious leave. Human Resources will notify the employee's supervisor to make the necessary arrangements allowing the employee to make up the days at some other prearranged time. However, an employee may utilize provisions outlined in Section 6, Personal Leave, or Section 1 Sick Leave, if so desired. If the employee chooses none of the options as outlined herein, leave may be granted with full loss of pay. At no time will more than two (2) employees be granted religious leave on a given contract day.

Section 12. Extended Leave of Absence:

Subd. 1. Authority: Pursuant to Minnesota Statutes 122A.46 and 354.094, the School Board may grant an extended leave of absence of at least three (3) years but no more than five (5) years. The School Board may also grant extended leave of absence of at least three (3) years but no more than five (5) years to non-licensed staff. However, the granting of extended leaves of absence is purely within the discretion of the School Board. The School Board reserves the right to refuse to grant any and all extended leaves if, in the judgment of the School Board, such leaves should not be granted.

Subd. 2. Conditions: The School Board will consider the granting of extended leaves only under the conditions as they are described in M.S. 122A.46 and 354.094 as of the date of this agreement for licensed staff. The School Board may also grant extended leave of absence of at least three (3) years but no more than five (5) years to non-licensed staff.

Subd. 3. Eligibility: Licensed staff must have a minimum of seven (7) consecutive years of full-time teaching service in the School District and at least ten (10) years of allowable service as defined in Section 354.05, Subdivision 13. Non-licensed staff must have a minimum of seven (7) consecutive years of service in the School District's Directors and Confidential Managers contract.

Subd. 4. Requests: Requests for extended leaves of absence must be submitted to the Human Resources by April 1, of the year preceding the school year for which the extended leave would commence.

Subd. 5. Reinstatement: Licensed staff returning from an extended leave of absence will be re-employed in the position occupied prior to the leave subject to the following conditions:

a. That the position has not been abolished.

b. That the employee is not physically or mentally disabled from performing the essential duties of such position.

Non-licensed staff returning from an extended leave of absence will return subject to vacancy.

Subd. 6. Failure to Return Contract: The employee will lose all re-employment rights if the employee refuses or fails to return the contract within ten (10) days.

ARTICLE IX
GRIEVANCE PROCEDURE

Section 1. **Grievance Definition**: A "grievance" will mean an allegation by an employee resulting in a dispute or disagreement between the employee and the School Board as to the interpretation or application of terms and conditions of employment insofar as such matters are contained in this Policy.

Section 2. **Representative**: The employee, administrator, or School Board may be represented during any step of the procedure by any person or agent designated by such party to act in their behalf.

Section 3. **Definitions and Interpretations**:

Subd. 1. Extension: Time limits specified in this policy may be extended by mutual agreement.

Subd. 2. Days: Reference to days regarding time periods in this procedure will refer to working days. A working day is defined as all weekdays not designated as holidays by state law.

Subd. 3. Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run will not be included. The last day of the period so computed will be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

Subd. 4. Filing and Postmark: The filing or service of any notice or document therein will be timely if it bears a postmark of the United States mail within the time period.

Subd. 5. Decisions: All decisions rendered, with the exception of decisions rendered at Level I of this grievance procedure, will be in writing setting forth the decision and will be transmitted to all parties of interest.

Section 4. **Time Limitation and Waiver**: Grievances will not be valid for consideration unless the grievance is submitted in writing to the School Board's designee, setting forth the facts and the specific provisions of the Policy allegedly violated and the particular relief sought within twenty (20) days after the date the event giving rise to the grievance occurred. Such grievances must be filed in writing first with the supervisor and Human Resources. Failure to file any grievance within such period will be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereinafter provided will constitute a waiver of the grievance. An effort will first be made to adjust an alleged grievance informally between the employee and the School Board's designee.

Section 5. **Adjustment of Grievance**: The School Board and the employee will attempt to adjust grievances which may arise during the course of employment of any employee within the School District in the following manner:

Subd. 1. Informal Discussion: Before a written grievance is submitted, informal discussions will take place between the aggrieved party and the supervisor. Through these discussions the parties will attempt to resolve the problem.

Subd. 2. Level I: If the grievance is not resolved through informal discussions, the aggrieved party may submit the grievance in writing to the supervisor. A copy of such written grievance must simultaneously be filed with Human Resources. The immediate supervisor will give a written decision on the grievance to the parties involved within ten (10) days after receipt of the written grievance.

Subd. 3. Level II: In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the superintendent of schools, provided such appeal is made in writing within five (5) days after receipt of the decision in Level I. If a grievance is properly appealed to the Superintendent, the Superintendent or their designee will set a time to meet regarding the grievance within fifteen (15) days after receipt of the appeal. Within ten (10) days after the meeting, the Superintendent or their designee will issue a decision in writing to the parties involved.

Subd. 4. Level III: In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the School Board, provided such appeal is made in writing within five (5) days after receipt of the decision in Level II. If a grievance is properly appealed to the School Board, the School Board will set a time to hear the grievance within twenty (20) days after receipt of the appeal. Within twenty (20) days after the meeting, the School Board will issue its decision in writing to the parties involved. At the option of the School Board, a committee or representative(s) of the School Board may be designated by the School Board to hear the appeal at this level and report its findings and recommendations to the School Board. The School Board will then render its decision.

Section 6. **School Board Review**: The School Board reserves the right to review any decision issued under Level I or Level II of this procedure provided the School Board or its representative notifies the parties of its intention to review within ten (10) days after the decision has been rendered. In the event the School Board reviews a grievance under this section, the School Board reserves the right to reverse or modify such decision.

Section 7. **Denial of Grievance**: Failure by the School Board or its representative to issue a decision within the time periods provided herein will constitute a denial of the grievance and the employee may appeal it to the next level.

Section 8. **Arbitration Procedures**: In the event that the employee and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

Subd. 1. Request: A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed in the office of the superintendent within ten (10) days following the decision in Level III of the grievance procedure.

Subd. 2. Prior Procedure Required: No grievance will be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure, the parties will, within ten (10) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the Bureau of Mediation (BMS) to appoint an arbitrator, pursuant to PELRA, providing such request is made within twenty (20) days after request for arbitration.

The request will ask that the appointment be made within thirty (30) days after the receipt of said request. Failure to agree upon an arbitrator or the failure to request an arbitrator from the Bureau of Mediation (BMS) within the time periods provided herein will constitute a waiver of the grievance.

Subd. 4. Submission of Grievance Information:

a. Material Request: Upon appointment of the arbitrator, the appealing party will within five (5) days after notice of appointment forward to the arbitrator, with a copy to the School Board, the submission of the grievance which will include the following:

    1. The issues involved
    2. Statement of the facts
    3. Position of the grievant

b. The School Board will make a similar submission of information in accordance with Subd. 4. a. of this Section.

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

Subd. 6. Decision: The decision by the arbitrator will be rendered with in time schedule mutually agreed to. Decisions and awards by the arbitrator in cases properly before the arbitrator will be final and binding upon the parties, subject, however, to the limitations of the arbitration decisions as provided in the PELRA.

Subd. 7. Expenses: Each party will bear its own expenses in connection with arbitration, including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording will be made of the hearing at the request of either party. The parties

will share, equally, fees and expenses of the arbitrator and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration. The cost of a transcript or recording will be borne by the party requesting it.

Subd. 8. Jurisdiction: The arbitrator will have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator will not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written Agreement; nor will an arbitrator have jurisdiction over any compliance with the terms of the grievance and arbitration procedure as outlined herein; nor will the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which will include, but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, in its order, the arbitrator will give due consideration to the statutory rights and obligations of the public school boards to efficiently manage and conduct its operations within the legal limitations surrounding the financing of such operations.

Section 9. General:

Subd. 1. Reprisals: No reprisals of any kind will be taken by the School Board or by any member of the administration against any aggrieved person, and representative of an aggrieved person, or any other participants in the grievance procedure by reason of such participation.

Subd. 2. Employee Rights: Nothing herein will be construed to limit, impair or affect the right of any employee, or group of employees, as provided in State Statutes.

ARTICLE X
DURATION

Section 1. Term and Reopening Negotiations: This Agreement will remain in full force and effect for a period commencing on July 1, ~~2019~~ 2021 through June 30, ~~2021~~2023. If either party desires to modify or amend this Agreement commencing on July 1, ~~2021~~2023, it will give written notice of such intent no later than May 1, ~~2021~~2023. Unless otherwise mutually agreed, the parties will not commence meet and confer more than ninety (90) days prior to the expiration of this Agreement.

Section 2. Effect: The provisions herein relating to terms and conditions of employment supersede any and all prior agreements, resolutions, practices, School District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions. All matters not covered by this Agreement are hereby reserved to the School Board.

Section 3. Finality: Any matters relating to the current contract term whether or not referred to in this Agreement, will not be open for discussion during the term of this Agreement.

MEMORANDUMS OF UNDERSTANDING
BETWEEN
OSSEO AREA SCHOOLS, ISD 279
AND
DIRECTORS AND CONFIDENTIAL MANAGERS

TOPIC **PAGE**

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Early Retirement Incentive

EFFECTIVE DATE: July 1, ~~2019~~ 2021 – June 30, ~~2021~~2023

The following contains the full text of the Memorandum of Understanding ("MOU") between Osseo Area Schools, ISD 279 ("District"), and Directors and Confidential Managers Personnel, relating to disbursement of funds for the Early Retirement Incentive.

PURPOSE:

The purpose of this MOU is to designate how funds will be disbursed for the Early Retirement Incentive, contained in Article VI, Section 4, of the Terms and Conditions of Employment.

AGREEMENT:

Subject to the limitations listed below, the District will contribute funds relating to the Early Retirement Incentive as follows:

1. ~~Seventy~~ Twenty five percent (~~72~~5%) of funds shall be placed into a Post-Retirement Health Arrangement Plan. Employees who are exempted from participating in the Post-Retirement Health Arrangement Plan, according to IRS guidelines, must contribute one hundred percent (100%) of their Early Retirement Incentive into the Special Pay Deferral Plan referenced in paragraph 2 below.

2. ~~The balance~~ Seventy five percent (75%) of the Early Retirement Incentive benefit shall be paid into a Special Pay Deferral Plan (403(b)). The District's annual contribution into the retiree's Special Pay Deferral Plan account must not exceed the IRS contribution limit during any given year. Any remaining balance will be paid into the Special Pay Deferral Plan in future consecutive years to the extent allowed by the IRS.

3. All District payments will be made according to the timeline and payment schedule as provided in the Terms and Conditions of Employment.

4. This is the full and complete agreement relating to Early Retirement Incentive benefits.

Conversion of Nonwork Days

EFFECTIVE DATE: Upon signing through June 30, 2022

The following contains the full text of the Memorandum of Understanding (MOU) between Osseo Area Schools, ISD 279 ("District"), and Directors and Confidential Managers.

PURPOSE:

The purpose of this MOU is to outline the agreement between the District and the Directors and Confidential managers regarding an employee's monetary conversion of accumulated nonwork days to the employee's Health Reimbursement Account (HRA) during the time period specified by this MOU.

The parties agree to the following:

1. During the pandemic, and due to the Nonwork Day Carryover MOU, some Directors and Confidential Managers have accumulated a significant number of nonwork days that must be used by June 30, 2024.
~~1.~~2. Employees hired prior to July 1, 2021, who have more than five (5) nonwork days on June 30, 2022, and who are active as of June 30, 2022, will have five (5) nonwork days cashed out at the employee's daily rate of pay..

This MOU shall set no precedent between the parties. Any conflicts regarding this agreement will be handled through the grievance process in the collective bargaining agreement.

Limits to Long-Term Disability Insurance Coverage

TOPIC: Potential Plan Design Change - Long-Term Disability Insurance Coverage

EFFECTIVE DATE: Upon ratification

The plan design for long-term disability coverage for chemical dependency and mental health may be changed to a combined 24 months of coverage per claim. These changes will only go into effect contingent on the agreement of all other bargaining groups in the Osseo Area School District, approval of the Insurance Advisory Committee and approval by the School Board. If no agreement is reached among the groups, or if the Insurance Advisory Committee and/or School Board do not approve the design of the request for proposal (RFP) and/or the bid/proposal itself, this language will be null and void. In the interim follow Article VII, Section 8.

Post-Employment Health Reimbursement Account

EFFECTIVE DATE: July 1, 2022 – June 30, 2023

PURPOSE: The District and School Executives agree to meet & confer during the 2022-2023 school year for the purpose of engaging in the exploration and study of Health Reimbursement Accounts (HRAs).

Conditions:

1. The parties will meet and confer during the 2022-2023 school year to explore and discuss the potential of utilizing district OPEB money to fund the conversion of accrued sick leave into individual member HRAs.

2. Any recommendation from meet and confer to fund HRAs will be submitted to the school board during negotiation strategies for discussion.

3. The school board retains the authority to approve or deny any recommendation for use of district funding for purposes including, but not limited to the funding of individual employee HRAs.

ISD 279 – Osseo Area Schools
HUMAN RESOURCES

Memo

To: School Board Members

From: Laurel Anderson, Executive Director, Human Resources

Date: June 21, 2022

Re: Recommendation for Approval, Agreement on the Terms and Conditions of Employment between the Independent School District 279 School Board and Licensed Coordinators, July 1, 2021 – June 30, 2023

Recommendation:

It is our recommendation that you approve the Agreement on the Terms and Conditions of Employment between the Independent School District 279 School Board and Licensed Coordinators, effective July 1, 2021, through June 30, 2023.

Background:

Licensed Coordinators are a group of twenty-one (21) licensed employees who serve in a variety of management positions throughout our district.

The agreement contains some language changes to reflect current District practices. In addition, changes have been made to the Compensation and Conditions, Group Insurance, and Memorandums of Understanding sections of the terms and conditions of employment.

In the Compensation and Conditions section of the collective bargaining agreement, employees will receive a 2.0% increase to base salary in year 1 and a 3.0% increase to base salary in year 2.

In the Salary Enhancement section, performance indicators were updated to align with the indicators used on the performance evaluation form.

Language was added clarifying payment for days worked for members of the group. Language was added providing an option for employees to work on some district designated holidays with supervisor approval.

In the Deferred compensation section, district contribution was increased from $1,500 to $2,000 annually beginning July 1, 2022.

In the Group Insurance section of the collective bargaining agreement, employees will receive District contributions to health insurance up to the following amounts:

<u>High/Value Plan</u>		
Single	7/1/21-6/30/22	$609.39
	effective 7/1/22	$621.58
Employee+1	7/1/21-6/30/22	$947.68
	effective 7/1/22	$966.64
Family	7/1/21-6/30/22	$1,518.36
	effective 7/1/22	$1,548.73

<u>High Deductible Plan (HSA)</u>		
Single	7/1/21-6/30/22	$ 471.09
	effective 7/1/22	$ 480.51
	$200 monthly contribution	
Employee+1	7/1/21-6/30/22	$ 944.18
	effective 7/1/22	$ 963.07
	$400 monthly contribution	
Family	7/1/21-6/30/22	$ 1,511.62
	effective 7/1/22	$ 1,541.85
	$400 monthly contribution	

A new Memorandum of Understanding (MOU) was added which addresses the conversion on up to five (5) non-workdays into a cash option as a means of ensuring presenteeism through the reduction of accumulated leave balances accrued during COVID years. The language in the Limits to Long-term disability MOU was updated to reflect current practice.

The salary investment outlined above is consistent with the financial parameters established by the School Board for the 2021-2023 contract negotiation. The two-year agreement results in a 6.39% total package increase. The total additional financial investment is $323,430 over the term of the agreement.

<u>Timeline/Next Steps:</u>

With the ratification of the contract, Human Resources and Payroll will begin the implementation process.

AGREEMENT ON TERMS AND CONDITIONS OF EMPLOYMENT

BETWEEN

OSSEO AREA SCHOOLS

ISD 279

BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT 279
MAPLE GROVE, MINNESOTA

AND

LICENSED COORDINATOR MANAGEMENT PERSONNEL

Effective Date: July 1, ~~2019~~ 2021 – June 30, ~~2021~~2023

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ARTICLE I
PURPOSE

Section 1. Parties: This Agreement is established by the School Board of Independent School District 279, hereinafter referred to as the School Board, through meet and confer procedures with Licensed Coordinator Management Personnel Committee, hereinafter referred to as LCMPC, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as the PELRA, to provide the terms and conditions of employment for Licensed Coordinator personnel during the term of this Agreement.

ARTICLE II
RECOGNITION

Section 1. Recognition: In accordance with the PELRA, the School Board recognizes the LCMPC as the representative of supervisory personnel employed by the School Board of Independent School District 279. The LCMPC will have those rights and duties as prescribed by the PELRA and as described in this Agreement.

Section 2. Appropriate Unit: The LCMPC will speak for all Licensed Coordinators of the School District as defined in this Agreement and in the PELRA.

ARTICLE III
DEFINITIONS

Section 1. Terms and Conditions of Employment: "Terms and conditions of employment" means the hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits other than employer payment of, or contributions to, premiums for group insurance coverage of retired employees or severance pay, and the School Board's personnel policies affecting working conditions of management personnel. In the case of Licensed Coordinators "terms and conditions of employment" does not mean educational policies of the School Board. "Terms and conditions of employment" is subject to the provisions of the PELRA.

Section 2. Licensed Coordinator Management Personnel: Will mean any person employed by the School Board in a Licensed Coordinator position. The term Licensed Coordinator Management Personnel as used herein will not include superintendent, other management personnel, principals, and assistant principals who devote more than fifty percent (50%) of their time to administrative or supervisory duties, confidential employees, essential employees, part-time or temporary employees whose services do not exceed the lesser of thirty-five percent (35%) of the normal work week within the bargaining unit or fourteen (14) hours per week, or employees who hold a positions that is basically temporary or seasonal in character and is not for more than sixty-seven (67) working days in any calendar year, and emergency employees.

Section 3. Other Terms: Terms not defined in this Agreement will have those meanings as defined by the PELRA.

ARTICLE IV
SCHOOL DISTRICT RIGHTS

Section 1. Inherent Managerial Rights: The LCMPC recognizes that the School Board is not required to meet and negotiate on matters of inherent managerial policy which include, but are not limited to, such areas of discretion of policy as the functions and programs of the School Board, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel.

Section 2. Management Responsibilities: The LCMPC recognizes the right and obligation of the School Board to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the School District.

Section 3. Effect of Laws, Rules and Regulations: The LCMPC recognizes that all employees covered by this Agreement will perform the services prescribed by the School District and will be governed by School Board policies, rules, regulations, directives and orders which are not inconsistent with the terms and conditions of employment set forth in this Agreement and which are issued by properly designated officials of the School District. Any provision of this Agreement found in violation of any law, rule or regulation there under, will be without force or effect.

Section 4. Reservation of Managerial Rights: The foregoing enumeration of School Board rights and duties will not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressed in this Agreement are reserved to the School Board.

ARTICLE V
LICENSED COORDINATORS RIGHTS

Section 1. Right to Views: Pursuant to PELRA, nothing contained in this Agreement will be construed to limit, impair, or affect the right of any employee or their representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designated to and does not interfere with the full faithful and proper performance of the duties of employment. Nor will it be construed to require any employee to perform labor or services against their will.

Section 2. Right to Join: Employees will have the right to form and join labor or employee organizations, and will have the right not to form and not to join such organizations. Employees in the unit will have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for such employees with the School Board, as prescribed by the PELRA.

Section 3. Personnel Files:

Subd. 1. Right to Review/Frequency: Upon written request by an employee, the School District will provide the employee with an opportunity to review their personnel file.

Subd. 2. Review: A written request will be made to Human Resources. Human Resources will comply with a written request pursuant to Subd. 1. of this Section no later than seven (7) working days after receipt of the request and will schedule an appointment for the employee to review their personnel file and will notify the employee of such appointment. All such reviews will take place in Human Resources during its normal hours of operation, and a Human Resources employee shall be present when an employee reviews their personnel file.

Subd. 3. Right to Copy: After the review and upon the employee's written request, the School District will provide the employee with a copy of the requested record. The School District may not charge a fee for the copy. With respect to employees who are separated from employment, upon the employee's written request, the School District will provide a copy of the personnel file to the employee. Providing a copy of the separated employee's personnel file to the employee satisfies the School District's responsibility to allow review as stated in Subd. 1. of this Section.

Subd. 4. Right to Response: The employee may submit for inclusion in their personnel file a written response to any material contained in such file.

Subd. 5. Destruction/Expungement: The School District may destroy or expunge such files as provided or required by law.

Section 4. Meet and Confer: Representatives of Licensed Coordinator Management Personnel and the District agree to meet and confer as needed for the mutual exchange of ideas and to discuss matters that are not terms and conditions of employment.

ARTICLE VI
COMPENSATION AND CONDITIONS

Section 1. Salary Plan:

Subd. 1: Salary Ranges. The following salary ranges shall be created for each classification listed below, beginning July 1, 2012.

Class	Title	Work Days	RANGE Effective 7/1/~~19~~21-6/30/~~21~~23
G3-A	Coordinator, Career and Technical Education	218	$107,225 / $127,906
G3-A	Coordinator, District Activities	218	$107,225 / $127,906
G3-A	Coordinator, Early Childhood Education	218	$107,225 / $127,906
G3-A	Coordinator, Student Services	218	$107,225 / $127,906
G3-A	Coordinator, Learning & Achievement	218	$107,225 / $127,906
G3-B	Coordinator, Adult Education	218	$105,990 / $126,669
G3-B	Coordinator, ELL	218	$105,990 / $126,669
G3-B	Coordinator, Indian Education	218	$105,990 / $126,669
G3-B	Coordinator, Data and Assessment	218	$105,990 / $126,669
G3-B	Coordinator, Digital Learning and Instructional Media	218	$105,990 / $126,669
G3-B	Coordinator, Health Services	218	$105,990 / $126,669

G3-B	Coordinator, Instructional Systems	218	$105,990 / $126,669
G3-B	Coordinator, Title 1 & TAG	218	$105,990 / $126,669

1. The salary schedule is used as a guide for initial placement. Licensed Coordinators may move above the top of the range with salary enhancements and/or salary advancements.

Subd. 1. Initial Salary Placement: New employees to the district will be placed within their respective salary range at the discretion of the Executive Director, Human Resources. Internal employees hired into the unit and/or current Licensed Coordinators promoting within the unit shall be placed at the discretion of Human Resources based on qualifications/experience and may be placed above the top of the range.

Section 2. Salary Advancement: Effective July 1, 2013, advancement within the salary range will be based on performance measures relating to job performance and leadership. Employees shall have a fair and objective appeals process in the event there is disagreement relating to salary advancement.

Subd. 1. Salary Advancement Amounts: Subject to the process outlined in Subd. 2 of this Section, the following salary advancement amounts will be available. An employee must complete at least 120 days of paid service during a contract year to qualify for salary advancement.

Exemplary performance:	2.3%
~~Effective~~ Accomplished ~~performance:~~	1.4%
Developing performance:	0.7%
~~Needs development~~Unsatisfactory:	0%

~~For the 2017-2018 and 2018-2019 contract years, salary~~ Salary advancement amounts will be awarded for performance levels as defined in Subd. 1.

Subd. 2. Alternative Salary Advancement Amounts: The School Board shall set financial parameters for contract negotiations with all employee groups with the same contract term as Licensed Coordinators. These financial parameters relating to salary shall be used to determine the amount of salary advancement if it is to be less than the amounts specified in Subd. 1 above.

Based on these parameters set by the School Board, salary advancement will be as follows:

Exemplary performance:	An amount equal to 0 – 2.3%
Effective performance:	An amount equal to 0 – 1.4%
Developing performance:	An amount equal to 0 – 0.7%
Needs Development:	No salary advancement

Section 3. Salary Enhancement

A ~~2%~~2% increase to base salary effective July 1, ~~2019~~2021. A ~~2%~~3% increase to base salary effective July 1, ~~2020~~2022. The percentage increase will be calculated after performance increases have been added to the base salary.

Section 4 . Probation and Regular Status: New employees will be considered as probationary employees until June 30th if they have completed at least 120 work days of employment. If a school year ends prior to a probationary employee serving at least 120 work days, such employee shall be on probation for the

following school year, ending June 30th. During this time they may be transferred, discharged or laid off. Upon completion of the probationary period, the employee will establish continuing employee status unless otherwise notified in writing by the employer prior to that date. Probationary employees will be evaluated by their immediate supervisor.

Section 5. Retirement Incentive Pay:

Subd. 1. Exclusion: This Section will apply only to Licensed Coordinators whose service**,** in any capacity with the School District, has been full-time as defined by this Agreement and whose service began prior to July 1, 1998, with no break in service. For Licensed Coordinators whose employment began after this date, or had a separation of service, the provisions of this section will not be applicable.

Subd. 2. Eligibility: Licensed Coordinators who have completed at least ten (10) years of continuous service, in any capacity with the School District and who are at least fifty (50) years of age will be eligible for retirement incentive pay pursuant to the provisions of this Section upon submission of a written resignation accepted by the School Board, provided that such notice is given by March 1st of the school year in which the employee is going to retire..

Subd. 3. Calculation of Benefit: A Licensed Coordinator will be eligible to receive as retirement incentive pay upon their retirement the amount obtained by multiplying one hundred percent (100%) of their unused number of sick leave days, but in any event not to exceed one hundred eighty-five (185) days-times their daily rate of pay.

Subd. 4. Determination of Daily Rate: In applying these provisions, the daily rate of pay for Licensed Coordinators will be based upon the total annual compensation at the time of retirement**.**

Subd. 5. Payment Schedule 50-54: A Licensed Coordinator who retires between the ages of fifty-fifty-four (50-54) will receive the retirement incentive pay on July 20th if their birth date is between January 1st and June 30th the year they reach age fifty-five (55). If their birth date is between July 1st and December 31st they will receive their retirement incentive pay on January 20th of the following year.

Subd. 6. Payment Schedule 55 & Over: Retirement incentive pay for those age fifty-five (55) or older will be paid by the School District according to the following schedule. Licensed Coordinators who retire between January 1st and June 30th will receive their retirement incentive pay July 20th of that year. Licensed Coordinators who retire between July 1st and December 31st will receive their retirement incentive pay on January 20th of the following year. In the event of a Licensed Coordinator's death after having retired from the School District, the remaining amount of retirement incentive pay will be paid to their estate.

Subd. 7. Exceptions: The School Board adopted effective January 4, 1994, a resolution, as authorized by M.S. 465.722, Subd. 3, providing for exceptions to maximum allowable severance pay for any Licensed Coordinator who was a full-time employee for the entire period between January 1, 1983 and December 31, 1992. Said resolution will insure that an excepted employee will receive severance pay in an amount no less than they would have been eligible for as provided for in the Terms and Conditions of Employment for the period of July 1, 1991 thru June 30, 1993.

Subd. 8. Retirement incentive pay will not be granted to any employee who is discharged by the School District.

Section 6. Retirement Savings Plan: In accordance with Section 403(b) of the Internal Revenue Code, the School Board will match the contribution of an eligible employee according to the following schedule toward an approved 403(b) retirement savings plan. The plan must meet the School District's guidelines for approval.

Subd. 1. District Annual Match – Effective July 1, ~~2015~~2022: The School District's annual match of an eligible employee's contribution will be $~~1,500.00~~2,000 (approximately $~~62.50~~83.33 per pay period). Employees may choose to defer more than the District annual match amount; however, if a less amount is deferred, the District match will not be received. Federal law determines the maximum amount an individual can contribute annually.

Section 7. Work Year: The Licensed Coordinator's work year is defined in Section 1. of this Article. A Licensed Coordinator may be allowed to reschedule their work year up to a maximum of seven (7) days from a time school is in session to days when school is not in session. The adjustment will not normally be granted for the first and last days of school. The Licensed Coordinator's work year calendar is to be submitted to the appropriate Supervisor or Human Resources for approval.

Subd. 1. Work Days - Licensed Coordinators may schedule the following as work days: Labor Day, Friday after Thanksgiving, Martin Luther King, Jr. Day, President's Day, Spring Holiday, Memorial Day, and Juneteenth, subject to supervisor approval.

Subd. 2. Compensation for Days Worked – Any employee who begins service after July 1 or ends service prior to June 30th of any given school year will be paid for days worked up to a maximum of 218 days during that school year.

Section 8. Emergency School Closing: In the event school starts late or is closed early due to inclement weather or other emergency situations, Licensed Coordinators' work assignment will be determined by the Superintendent or designee. In the event school is canceled due to inclement weather or other emergency situations, Licensed Coordinators will follow the direction of the Superintendent or designee regarding reporting to work. When staff are directed not to report, Licensed Coordinators will be available by phone and/or email for business related purposes during normal school hours on the cancelation day.

ARTICLE VII
GROUP INSURANCE

Section 1. Eligibility: Qualifications will include those established by the School Board and the carrier of the coverage.

Section 2. Enrollment: All Licensed Coordinators qualifying will enroll for such coverage in accordance with the procedures established by the School Board.

Section 3. Selection: The School Board will make the selection of insurance carriers and policies. The Licensed Coordinators will have representation on the School District Insurance Advisory Committee.

Subd. 1. District Contribution: Basic Group Health and Hospitalization Plans:

a. The District will contribute up to the following amounts monthly, towards the District's Group Health Insurance premiums for full time employees. Any portion of the premium that exceeds the District contribution will be paid by the employee and paid by payroll deduction.

~~Effective July 1, 20192021~~

	~~Single~~	~~Employee +1~~	~~Family~~
~~High/ Value~~	~~$585.72~~	~~$910.88~~	~~$1,459.41~~
~~HSA Plan~~	~~$444.09~~	~~$890.07~~	~~$1,424.98~~
~~Effective July 1, 20202022~~			
	~~Single~~	~~Employee +1~~	~~Family~~
~~High/ Value~~	~~$597.44~~	~~$929.10~~	~~$1,488.59~~
~~HSA Plan~~	~~$461.85~~	~~$925.67~~	~~$1,481.98~~

Effective July 1, 2021

	Single	Employee +1	Family
High/ Value	$609.39	$947.68	$1,518.36
HSA Plan	$471.09	$944.18	$1,511.62

Effective July 1, 2022

	Single	Employee +1	Family
High/ Value	$621.58	$966.64	$1,548.73
HSA Plan	$480.51	$963.07	$1,541.85

b. Employees will be allowed to waive health coverage in the District's health plan upon sufficient proof that the employee has obtained group health coverage through another source (e.g. spouse). The Human Resources department shall determine the basis for sufficient documentation of group coverage from another source. The District retains the right to re-examine waiver of health coverage on a year-to-year basis.

Subd. 2. High Deductible Health Plan (HSA Plan) - Contributions to Health Savings Accounts

As recommended by the School District Insurance Advisory Committee, those employees participating in the HSA compatible health plan shall receive the following contributions to a qualifying Health Savings Account (HSA). Contributions will only be made to District approved HSA depository.

- Single HSA Coverage: $200 per month
- Employee+1 Coverage: $400 per month
- Family Coverage: $400 per month

District contributions to the HSA trust account will be made each month. Contributions for July and August will be made at the same time as the September contribution. In the event of hardship, the parties agree to meet and confer to discuss alternatives to the contribution timelines.

The school district will pay all administrative fees associated with the plan.

a. Continuation of Coverage Upon Retirement: For Licensed Coordinators hired prior to July 1, 2007, the School Board shall provide and pay for hospital and medical insurance in the School Board's group health and hospitalization plan for any Licensed Coordinator who retires after reaching the age of fifty-five (55) until the Licensed Coordinator qualifies for Medicare, or accepts another hospital and medical insurance program. This provision shall apply to single and dependent coverage, if applicable.

   For Licensed Coordinators hired on or after July 1, 2007, the School Board shall provide and pay for hospital and medical insurance in the School Board's group health and hospitalization plan for any Licensed Coordinator with seven (7) or more years of continuous employment in the district in any capacity who retires after reaching the age of fifty-five (55) until the Licensed Coordinator qualifies for Medicare, or accepts another hospital and medical insurance program. This provision shall apply to single and dependent coverage, if applicable.

   Effective beginning July 2, 2017, a Licensed Coordinator hired into this contract group, who was not eligible for this benefit while serving in another ISD 279 management group, will not be eligible to receive this benefit.

   A retired Licensed Coordinator, regardless of hire date, who accepts another hospital and medical insurance plan between age fifty-five (55) and the age the Licensed Coordinator qualifies for Medicare, shall be allowed to re-enter the School Board's group health and hospitalization plan one time only, with no penalty.

   A Licensed Coordinator, regardless of hire date, who retires before age fifty-five (55) as provided for in Article VI, Section 3 of this Agreement, shall also be eligible for this provision, upon reaching age fifty-five (55), provided that the Licensed Coordinator has enrolled in and maintained hospital and medical insurance at their expense from the age of retirement to June 30th of the year after they reach the age of fifty-five (55).

b. Insurance Program Eligibility After Qualifying for Medicare: This insurance coverage will continue beyond the date a Licensed Coordinator qualifies for Medicare as permitted by law. The premium as determined by the insurance carrier will be paid by the retiree.

Section 4. Section 125 (Flexible Spending) Plan: The School District will provide a Section 125 Plan under the Internal Revenue code for all licensed Coordinators.

Subd. 1. Description: The Section 125 Plan (Flexible Spending Plan) offered by the District is a plan established to provide a way to save money on costs for medical and dependent care expenses. The three accounts allow payment for health insurance premiums, certain out-of-pocket health care expenses, and dependent care expenses with pre-tax dollars. It is a salary reduction plan permitting participants to

choose among more than one benefit. It is classified as a "Cafeteria Plan" for federal income tax purposes. The plan year will commence July 1st through June 30th of each year. There are three (3) components to the plan:

1. District-provided health insurance premium deduction with pre-tax dollars.
2. Dependent care reimbursement account.
3. Medical expense reimbursement account.

Section 5. Dental Insurance:

a. Single Coverage: Effective July 1, 2015, the School District will pay up to $28.00 per month for individual coverage for each full-time employee who qualifies for and enrolls in the School District's group dental insurance plan.

b. Family Coverage: The premium cost of the family/dependent coverage for each full-time employee who qualifies for and enrolls in the School District's group dental insurance plan and who qualifies for family/dependent coverage will be paid in total by the employee and paid by payroll deduction minus the School District's contribution for single coverage. Whether the School District offers family/dependent coverage is subject to the conditions as established by the carrier(s).

Section 6. Group Term Life Insurance: The School Board will pay full premium for group term life insurance for all Licensed Coordinators employed by the School Board who qualify for and enroll in the existing group term life insurance plan of the School Board. Licensed Coordinators who qualify and enroll will be covered by group term life insurance to a maximum of $100,000.

Section 7. Supplemental Group Term Life Insurance: Licensed Coordinators will have the option, subject to the conditions established by the School District's carrier for group term life insurance as provided in Section 7 of this Article, to purchase supplemental group term life insurance in the amounts of $50,000, $75,000, $100,000, $125,000, $150,000, $200,000, $300,000 or $400,000, not to exceed 4x annual salary. The cost of the supplemental coverage will be borne by the employee and paid by payroll deduction. In the event of early retirement, a Licensed Coordinator may continue to purchase this policy until the employee reaches the age of 65.

Section 8. Long-Term Disability Income Protection: The School Board will pay the full premium in the existing long-term disability income protection plan of the School Board for all Licensed Coordinators employed by the School Board who qualify for and enroll in such coverage. This coverage will apply to total annual salary. Licensed Coordinators who have qualified for long term disability insurance and who previously qualified for the district's health and hospitalization insurance benefits will have these benefits maintained for a period of one (1) year from the date of disability. Thereafter, these benefits will be available to the Licensed Coordinator at their expense. See MOU Long-Term Disability Coverage for Mental Health & Chemical Dependency.

Section 9. Claims Against the School District: It is understood that the School Board's obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim will be made against the School Board as a result of a denial of insurance benefits by an insurance carrier.

Section 10. Married Couples in District with Family Coverage: When a Licensed Coordinator employee and their spouse are both employed by the School District and are eligible for the School District's group health and hospitalization plan, and both employees enroll in the same hospitalization plan, the full premium will be paid by the School District.

ARTICLE VIII
LEAVES OF ABSENCE

Section 1. Sick Leave:

Subd. 1. Licensed Coordinators will be eligible for sick leave under one of the following conditions:

a. Earn & Accumulation: Full-time Licensed Coordinators will accrue sick leave at the rate of twelve (12) days per year (one day per month) and accrual for unused sick leave will be unlimited. Employees working less than a full year will have their sick leave days prorated.

b. Use-Pregnancy: An employee may utilize available sick leave, subject to the provisions of this Section and Section 8 hereof, for periods of disability relating to pregnancy, miscarriage, and abortion or child birth. Such an employee will notify Human Resources in writing no later than the end of the sixth month of pregnancy indicating ~~her~~their intention to utilize sick leave, and also at such time will provide a licensed medical provider 's statement indicating the estimated date of delivery of the child and estimated time of confinement. A licensed medical provider will determine the definition of disability.

1. An employee (other than the ~~mother~~pregnant parent) may utilize up to ten (10) days of sick leave in connection with the birth of their child. Such leave will be deducted from Family Illness Leave.

2. An employee may utilize up to 30 days of sick leave for the adoption of a child, subject to the provisions of this Section and Section 8 of this Article.

Subd. 2. Use: Sick leave with pay will be allowed by the School Board whenever an employee's absence is found to have been due to an illness which prevented their attendance at work and performance of duties on that day or days.

Subd. 3. Medical Verification: The School Board may require the employee to furnish a medical certificate from a qualified licensed medical provider as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the School Board.

Subd. 4. Medical Request: In the event that a medical certificate will be required, the employee will be so advised.

Subd. 5. Approval: Sick leave pay will be approved only upon submission of a signed request on the authorized sick leave pay request form provided by the School Board.

Subd. 6. Use - Absences Covered by Workers' Compensation and/or Long-term Disability (LTD):

a. A Licensed Coordinator who is absent from work as a result of a compensable injury in the service of the School Board under the provisions of the Workers' Compensation Act and/or an absence covered by the School Board's long-term disability insurance, the School Board will pay the difference between the compensation received pursuant to the Workers' Compensation Act and/or LTD by the employee and the employee's base rate of pay or the extent of the employee's earned accrual of sick leave, if said employee is on an accrued sick leave basis. (See Subd. 1b)

b. A Licensed Coordinator who is on an accrued sick leave basis will have a deduction made from the employee's accrued sick leave according to the pro rata portion of days of sick leave which is used to supplement Workers' Compensation and/or LTD payments.

c. Such payment will be paid by the School Board to the employee only during the period of disability.

d. In no event will the additional compensation paid to the employee by virtue of sick leave pay result in the payment of a total daily, weekly, or monthly compensation that exceeds the base compensation of the employee.

e. An employee who is absent from work as a result of an injury compensable under the Workers' Compensation Act and/or an absence qualifying the employee for LTD payments will submit their Workers' Compensation check and/or LTD payment, endorsed to the School Board prior to receiving payment from the School District for this absence.

f. A Licensed Coordinator who is unable to perform their duties and responsibilities due to a physical assault resulting in an injury which occurs while on duty as a result of a work related incident will be entitled to compensation without use of sick leave for the first three (3) days of absence. Thereafter, the compensation will be paid per Subd. 6, a-e above.

g. If a Licensed Coordinator incurs an injury as described in f. above, and such injury causes the employee to work less than full-time, the School District will continue to contribute its share of the cost of the health and hospitalization insurance plan that the employee is enrolled in.

Section 2. Family Illness:

Subd. 1. Use: Licensed Coordinators will be granted up to a maximum ten (10) days absence per year upon approval of Human Resources, for illness in the Licensed Coordinator's or spouse's immediate family that may or may not otherwise be covered under the Family and Medical Leave Act (FMLA) and/or state statute. The immediate family will include parent, sister, brother, spouse, son, daughter, son-in-law, daughter-in-law, grandparent, grandchildren, or guardian and any other relative or non-relative who stands in the same relationship with the employee. Such absences will be deducted from accrued sick leave. If the employee does not have sufficient accrued sick leave, there will be a salary deduction equal to the pro-rated daily rate of pay. Employee may flex up to five (5) days of ~~his or her~~their work calendar if it meets programmatic needs of the system, with approval of the supervisor.

Section 3. Bereavement Leave:

Subd. 1. Use-Immediate Family: Full-time Licensed Coordinators will be granted up to five (5) days per occurrence for absence due to death of each member of the Licensed Coordinator's or spouse's immediate family. The immediate family will include parent, sister, brother, spouse, son, daughter, son-in-law, daughter-in-law, grandparent, grandchildren, guardian and any other relative or non-relative who stands in the same relationship with the employee. Additional absences, but not to exceed five (5) additional days, may be granted. Such absences will be deducted from accrued sick leave. If the employee does not have sufficient accrued sick leave, there will be a salary deduction equal to the pro-rated daily rate of pay.

Subd. 2. Use-Not Immediate Family: Absence due to the death of a person, not listed in Subd. 1 will be limited to one (1) day per occurrence per year. Such absences will be deducted from accrued sick leave. If the employee does not have sufficient accrued sick leave, there will be a salary deduction equal to the pro-rated daily rate of pay.

Section 4. Jury Service: A Licensed Coordinator summoned to jury duty will be granted time off with pay.

Subd. 1. Notice to District: Licensed Coordinators who receive a summons for jury service are to notify Human Resources immediately of the proposed dates of service.

Subd. 2. Remittance of Stipend: Licensed Coordinators who receive a stipend for jury service are to reimburse the School District for the amount received, minus the mileage and parking expense allowance if they were on jury duty during school time.

Subd. 3. Pay: Licensed Coordinators will have no loss of pay as a result of jury duty if the provisions of Subd. 1. and Subd. 2 of this Section are met.

Section 5. Court Appearances:

Subd. 1. Request of School Board: When the School Board is a party in a litigation, and a Licensed Coordinator of the School District appears at the request of the School Board or as codefendant in a case against the School Board, the Licensed Coordinator will be entitled to their pay and no deduction of any leave provision will be charged to the Licensed Coordinator.

Subd. 2. Other Requests: If a Licensed Coordinator receives a notice to supply information or testify in a civil or criminal court proceeding, as a result of their employment, they must notify their Director or Human Resources. If the Licensed Coordinator must appear at the proceeding, the Licensed Coordinator will be entitled to their pay and no deductions of any leave provisions will be charged to the Licensed Coordinator. If the matter is a result of actions for which the Licensed Coordinator has been found to have acted improperly and thus disciplined by Human Resources, the day(s) absent will be deducted from personal leave or short-term leave referenced in this article.

Subd. 3. Action Against School Board: If the matter is a result of actions by an employee against the School Board/District, the day(s) absent will be deducted from personal leave or short-term leave. Additional short-term leave will be granted if necessary.

Section 6. Personal Leave: A Licensed Coordinator will be credited one (1) personal leave day each year, accumulative to five (5) days. Personal leave may be used for activities requiring the Licensed Coordinator's personal attention not covered under other provisions of this Agreement.

Subd. 1. Requests: Requests for personal leave must be made in writing to Human Resources at least three (3) days in advance, except in event of emergencies.

Subd. 2. Limit-4: At no time will more than four (4) Licensed Coordinators be granted personal leave.

Subd. 3. Exclusion: A personal leave day will not normally be granted on the first or last days of the student school year, on staff development days and before/after natural breaks in the school year. Personal leave days that fall on the excluded days will only be considered for approval for special circumstances with written explanation by the Licensed Coordinator and approval of Human Resources.

Section 7. Child Care/Adoption Leave:

Subd. 1. Purpose: A Licensed Coordinator**,** upon request**,** may be granted a leave for the purpose of child care of a newborn child or for the adoption of a child. The Licensed Coordinator will be required to concurrently take a leave pursuant to the Family/Medical Leave Act (FMLA).

This leave will be granted to one (1) parent of a newborn or adopted child provided such parent is caring for the child. Licensed Coordinators may be granted partial leaves of absence appropriate to the job assignment.

Subd. 2. Request: A Licensed Coordinator making application for child care leave will inform Human Resources in writing of the intention to take the leave at least three (3) calendar months before commencement of the intended leave. For an adoption leave, the Licensed Coordinator will inform Human Resources in writing at the earliest opportunity of the intention to take the leave.

Subd. 3. Use of Sick Leave for Pregnancy: If the reason for the leave is occasioned by pregnancy, a Licensed Coordinator may utilize sick leave pursuant to the sick leave provisions of this Article during a period of physical disability. A pregnant Licensed Coordinator will also provide at the time of the leave application, a statement from a licensed medical provider indicating the expected date of delivery.

Subd. 4. Use of Sick Leave for Adoption: A Licensed Coordinator may request to use up to thirty (30) days of accumulated sick leave for adoption, to assist in preparation and legal reasons of the adoption, as well as necessary travel and initial adjustment of the child. These days need not be taken consecutively.

Subd. 5. Date of Leave: The effective beginning date of a child care/adoption leave and its duration will be determined by mutual consent between the Licensed Coordinator and Human Resources. In determining the date of the commencement and duration of the leave, the Assistant Superintendent, Human Resources will review each case on its individual merits taking into consideration the following:

a. The continuity of the instructional program for students. The commencement of the leave should normally coincide with some natural break in the school year, e.g., winter vacation, spring vacation, end of a grading period, the end of the school year or the like.

b. The request of the Licensed Coordinator.

c. The specific employment duties of the Licensed Coordinator involved.

d. The health and welfare of the Licensed Coordinator**,** unborn child or adopted child**.**

e. The recommendation of the Licensed Coordinator's licensed medical provider.

Subd. 6. Duration: In making a determination concerning the commencement and duration of a childcare/adoption leave, the School Board will not in any event be required to:

a. Grant any leave of more than twelve (12) months in duration.

b. Permit the Licensed Coordinator to return to their employment prior to the date designated in the request for the leave, unless by mutual agreement of the Licensed Coordinator and Human Resources.

Subd. 7. Approval of Leave: If the Licensed Coordinator complies with all provisions of this section and a leave is granted by the School Board, the Licensed Coordinator will be notified in writing.

Subd. 8. Termination of Leave: Interruption of pregnancy will terminate the leave. Human Resources may require in such cases forty-five (45) days' notice to return.

Subd. 9. Reinstatement: A Licensed Coordinator returning from child care/adoption leave will be re-employed in the position occupied prior to the leave, subject to the following conditions:

a. The position has not been abolished.

b. The Licensed Coordinator is not physically or mentally disabled from performing the essential duties of such position.

Subd. 10. Failure to Return: Failure of the Licensed Coordinator to return pursuant to the date determined in this section will constitute grounds for termination by the School District unless the School District and the Licensed Coordinator mutually agree to an extension of the leave.

Subd. 11. Probationary Period: The parties agree that the applicable periods of probation for Licensed Coordinators as set forth in Minnesota Statutes are intended to be periods of actual service enabling the School District to have an opportunity to evaluate a Licensed Coordinator's performance. The parties agree, therefore, that periods of time for which the Licensed Coordinator is on child care/adoption leave will not be counted in determining the completion of the probationary period.

Subd. 12. Experience Credit: A Licensed Coordinator who returns from child care/adoption leave within the provisions of this Section will retain all previous experience credit for pay purposes and any unused leave time accumulated under the provisions of this Article at the commencement of the leave. The Licensed Coordinator will not accrue additional experience credit for pay purposes or leave time during the period of absence.

Subd. 13. Salary: Any child care/adoption leave of absence granted under this Section will be a leave without pay except as provided in Section 1 of this Article.

Subd. 14. Insurance: A Licensed Coordinator on child care/adoption leave of absence is eligible to participate in group insurance programs if permitted under the insurance policy provisions, but will pay the entire premium for such programs as the Licensed Coordinator wishes to retain, following FMLA. The right to continue participation in such group insurance programs, however, will terminate if the employee does not return to the School District pursuant to this Section.

Subd. 15. Notification to Return: A Licensed Coordinator on adoption leave will be sent a contract from Human Resources according to the following schedule:

a. At least ninety (90) days prior to the specified return date of said leave when the return date of said leave was intended to coincide with the opening of school

b. At least sixty (60) days prior to the specified return of said leave when such date falls at any other time during the school year

The Licensed Coordinator will lose all re-employment rights if the Licensed Coordinator refuses or fails to return the contract within ten (10) days.

Section 8. Long-Term Leave: Eligibility: Licensed Coordinator's with a minimum of three (3) years of experience in the School District may apply for an unpaid leave of absence once during their district employment. Additional leaves may be granted at the discretion of Human Resources for health reasons.

Subd. 1. Duration: Leave may be granted for a period of up to one (1) year.

Subd. 2. Insurance: A Licensed Coordinator on an approved long-term leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions, but will pay the entire premium for such programs as the Licensed Coordinator wishes to retain, commencing with the beginning of the approved leave.

Subd. 3. Benefit Accrual: A Licensed Coordinator on approved long-term leave will retain their accrued benefits as of the beginning date of the leave. No benefits will accrue during the period the Licensed Coordinator is on leave.

Subd. 4. Purpose: Consideration for granting long-term leaves will be given for:

Approved Travel	Health
Education	Family Reasons (Issues)

Election to Political Office

Retraining or Career Change (not including employment in another school district)

Subd. 5. Requests: Requests for leaves must be made at least thirty (30) days in advance, except in emergencies, and submitted to Human Resources for recommendation. Final approval will be made by the School Board.

Subd. 6. Notification to Return: A Licensed Coordinator on long-term leave will be sent a notice from Human Resources according to the following schedule:

a. When the return date of said leave is intended to coincide with the opening of school, notification will be given by March 1 of the preceding school year.

b. At least sixty (60) days prior to the specified return of said leave when such date falls at any other time during the school year

Subd. 7. Reinstatement: An employee returning from long term leave for education, approved travel, family reasons, retraining, or career change reasons will be re-employed in the position occupied prior to the leave, subject to the following conditions:

a. The position is vacant;
b. That the position has not been abolished; and
c. That the employee is not physically or mentally disabled from performing the essential duties of such position

An employee returning from long term leave for Health or election to Political office reasons will be re-employed in the position occupied prior to the leave, subject to the following conditions:

a. That the position has not been abolished.
b. That the employee is not physically or mentally disabled from performing the essential duties of such position.

Subd. 8. Failure to Return Notice: The Licensed Coordinator will lose all re-employment rights if the Licensed Coordinator refuses or fails to return the contract within ten (10) days.

Section 9. Short-Term Leaves: Full-time Licensed Coordinators may apply for a short-term leave of absence.

Subd. 1. Salary: Short-term leave will be without pay.

Subd. 2. Duration: Short-term leave may be granted for not more than ten (10) working days during the 2011-2013 Agreement.

Subd. 3. Requests: Requests for short-term leave will be made five (5) days in advance except in the case of emergencies. The request will be on a Leave of Absence Request (PF 21) and will clearly state the reason for such request. Any special conditions or arrangements established by the Licensed

Coordinator for a short-term leave will be in writing to the individual requesting the leave. All conditions established must be met to be eligible for the leave.

Subd. 4. Approval: Short-term leave will be granted only in special circumstances and must be approved by Human Resources.

Subd. 5. Eligibility: Short-term leave will normally be available no more than once during this Agreement.

Subd. 6. Limit-1: The number of Licensed Coordinators on short-term approved leave at any given time will not normally exceed one (1) person.

Section 10. Religious Leave: Licensed Coordinators may be granted up to three (3) days for religious leave. Licensed Coordinators must make application giving full details to Human Resources at least three (3) days prior to the religious leave. Upon approval, Human Resources will notify the Licensed Coordinator's immediate supervisor to make the necessary arrangements allowing the Licensed Coordinator to make up the days at some other prearranged time. The make up time will be determined in collaboration between the Licensed Coordinator and the immediate supervisor. However, a Licensed Coordinator may utilize provisions outlined in Section 6, Personal Leave, or Section 1, Sick Leave, if so desired. If the Licensed Coordinator chooses none of the options as outlined herein, leave may be granted with full loss of pay. At no time will more than two percent (2%) of the Licensed Coordinators be granted religious leave on a given contract day.

Section 11. Extended Leave of Absence:

Subd. 1. Authority: Pursuant to Minnesota Statutes 122A.46. and 354.094, the School Board may grant an extended leave of absence of at least three (3) years but no more than five (5) years. However, the granting of extended leaves of absence is purely within the discretion of the School Board and the School Board reserves the right to refuse to grant any and all extended leaves~~,~~ if, in the judgment of the School Board, such leaves should not be granted.

Subd. 2. Conditions: The School Board will consider the granting of extended leaves only under the conditions as they are described in M.S. 122A.46 and, 354.094, as of the date of this agreement.

Subd. 3. Eligibility: Licensed Coordinators must have a minimum of seven (7) consecutive years of full-time teaching service in the School District and at least ten (10) years of allowable service as defined in Section 354.05, Subdivision 13.

Subd. 4. Requests: Requests for extended leaves of absence must be submitted to Human Resources by April 1, of the year preceding the school year for which the extended leave would commence.

Subd. 5. Reinstatement: A Licensed Coordinator returning from an extended leave of absence will be re-employed in the position occupied prior to the leave, subject to the following conditions:

a. That the position has not been abolished pursuant to M.S. 122A.40.
b. That the Licensed Coordinator is not physically or mentally disabled from performing the essential duties of such position.

Subd. 6. Failure to Return Contract: The Licensed Coordinator will lose all re-employment rights if the Licensed Coordinator refuses or fails to return the contract within ten (10) days.

Section 12. Unrequested Leave of Absence

Subd. 1. Purpose: The School Board may place on unrequested leave of absence, without pay or fringe benefits, as many Licensed Coordinators as may be necessary because of discontinuance of position, lack of students, financial limitations, or merger of classes by consolidation. The unrequested leave shall be effective at the close of the school year. In the event a Licensed Coordinator must be placed on unrequested leave of absence due to discontinuance of position, lack of students, financial limitations, or merger of classes by consolidation the provisions of this section, shall apply.

Subd. 2. Definitions:

a. For the purpose of this Section, a "Licensed Coordinator" shall mean a continuing contract Licensed Coordinator active, or on leave (inactive) currently employed in a district level position.

Subd. 3. Placement on Unrequested Leave of Absence:

a. Licensed Coordinators shall be placed on unrequested leave within their specific titles at the discretion of Human Resources and the Supervisor based on performance in their respective title(s).

b. Exceptions: No Licensed Coordinator, including probationary shall be placed on ULA if any other Licensed Coordinator employed in the same title has been suspended in the last two (2) years.

Subd 4. Reinstatement:

a. Licensed Coordinators shall be recalled from an unrequested leave of absence to available positions in the School District for which they are both certified and for which they are qualified pursuant to the provisions of this Article. Licensed Coordinators will be recalled to available positions in inverse order in which they were placed on unrequested leave of absence.

b. The School Board shall maintain a recall list in accordance with this Article. This list shall be updated every April 15 and October 1, and a copy of the list will be maintained in Human Resources and made available upon request.

c. No appointment of a new Licensed Coordinator shall be made while there is available, on unrequested leave, a Licensed Coordinator who is properly licensed as provided in this Article to fill such vacancy unless the Licensed Coordinator on unrequested leave declines the position.

d. Notification shall be by certified mail to the last known address of the Licensed Coordinator as recorded in the Human Resources office. In the event a Licensed Coordinator declines a

Licensed Coordinator position or fails to notify the School Board in writing of the Licensed Coordinator's intentions within ten (10) business days after receipt of notification, the Licensed Coordinator shall be removed from the recall list.

e. A Licensed Coordinator placed on unrequested leave of absence may engage in teaching or any other occupation during the period of this leave. Nothing in this Article shall be construed to impair the rights of Licensed Coordinators placed on unrequested leave of absence to receive unemployment compensation, if otherwise eligible.

f. The unrequested leave of absence shall not impair the continuing contract rights of a Licensed Coordinator or result in the loss of any benefits accrued under the Master contract while the Licensed Coordinator was employed by the School Board.

g. The unrequested leave of absence of a Licensed Coordinator who is not reinstated shall continue for a period of three (3) years from the date the Licensed Coordinator's unrequested leave of absence began or until the Licensed Coordinator fails to respond within ten (10) business days after the date of notification or until the Licensed Coordinator submits in writing a request to be removed from the recall list, whichever occurs first.

ARTICLE IX
GRIEVANCE PROCEDURE

Section 1. Grievance Definition: A "grievance" will mean an allegation by an employee resulting in a dispute or disagreement between the employee and the School Board as to the interpretation or application of terms and conditions of employment insofar as such matters are contained in this Policy.

Section 2. Representative: The employee, administrator, or School Board may be represented during any step of the procedure by any person or agent designated by such party to act in ~~his/her~~their behalf.

Section 3. Definitions and Interpretations:

Subd. 1. Extension: Time limits specified in this Policy may be extended by mutual agreement.

Subd. 2. Days: Reference to days regarding time periods in this procedure will refer to working days. A working day is defined as all week days not designated as holidays by state law.

Subd. 3. Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run will not be included. The last day of the period so computed will be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

Subd. 4. Filing and Postmark: The filing or service of any notice or document herein will be timely if it bears a postmark of the United States mail within the time period.

Subd. 5. Decisions: All decisions rendered, with the exception of decisions rendered at Level One of this grievance procedure, will be in writing setting forth the decision and will be transmitted to all parties of interest.

Section 4. Time Limitation and Waiver: Grievances will not be valid for consideration unless the grievance is submitted in writing to the School Board's designee, setting forth the acts and the specific provisions of the Policy allegedly violated and the particular relief sought within twenty (20) days after the date the event giving rise to the grievance occurred. Such grievances must be filed in writing first with the Licensed Coordinator and Human Resources. Failure to file any grievance within such period will be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereinafter provided will first be made to adjust an alleged grievance informally between the employee and the School Board's designee.

Section 5. Adjustment of Grievance: The School Board and the employee will attempt to adjust grievances which may arise during the course of employment of any employee within the School District in the following manner:

Subd. 1. Informal Discussion: Before a written grievance is submitted, informal discussions will take place between the aggrieved party and the Licensed Coordinator. Through these discussions the parties will attempt to resolve the problem.

Subd. 2. Level I: If the grievance is not resolved through informal discussions, the aggrieved party may submit the grievance in writing to the Licensed Coordinator. A copy of such written grievance must simultaneously be filed with Human Resources. The immediate supervisor will give a written decision on the grievance to the parties involved within ten (10) days after receipt of the written grievance.

Subd. 3. Level II: In the event the grievance is not resolved in Level I the decision rendered may be appealed to the superintendent of schools, provided such appeal is made in writing within five (5) days after receipt of the decision in Level I. If a grievance is properly appealed to Human Resources, Human Resources will set a time to meet regarding the grievance within fifteen (15) days after receipt of the appeal. Within ten (10) days after the meeting, Human Resources will issue a decision in writing to the parties involved.

Subd. 4. Level III: In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the School Board, provided such appeal is made in writing within five (5) days after receipt of the decision in Level II. If a grievance is properly appealed to the School Board, the School Board will set a time to hear the grievance within twenty (20) days after receipt of the appeal. Within twenty (20) days after the meeting, the School Board will issue its decision in writing to the parties involved. At the option of the School Board, a committee or representative(s) of the School Board may be designated by the School Board to hear the appeal at this level, and report its findings and recommendations to the School Board. The School Board will then render its decision.

Section 6. School Board Review: The School Board reserves the right to review any decision issued under Level I or Level II of this procedure provided the School Board or its representative notifies the parties of its intention to review within ten (10) days after the decision has been rendered. In the event the School Board reviews a grievance under this section, the School Board reserves the right to reverse or modify such decision.

Section 7. Denial of Grievance: Failure by the School Board or its representative to issue a decision within the time periods provided herein will constitute a denial of the grievance and the employee may appeal it to the next level.

Section 8. Arbitration Procedures: In the event that the employee and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

Subd. 1. Request: A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed in the office of the superintendent within ten (10) days following the decision in Level III of the grievance procedure.

Subd. 2. Prior Procedure Required: No grievance will be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure the parties will, within ten (10) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the Bureau of Mediation Services (BMS) to appoint an arbitrator, pursuant to PELRA, providing such request is made within twenty (20) days after request for arbitration. The request will ask that the appointment be made within thirty (30) days after the receipt of said request. Failure to agree upon an arbitrator or the failure to request an arbitrator from the Bureau of Mediation Services (BMS) within the time periods provided herein will constitute a waiver of the grievance.

Subd. 4. Submission of Grievance Information:

a. Upon appointment of the arbitrator, the appealing party will within five (5) days after notice of appointment forward to the arbitrator, with a copy to the School Board, the submission of the grievance which will include the following:
    1. statement of the issues involved,
    2. statement of the facts, and
    3. position of the grievant.

b. The School Board will make a similar submission of information in accordance with Subd. 4a above.

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

Subd. 6. Decision: The decision by the arbitrator will be rendered within a time schedule mutually agreed to. Decisions and awards by the arbitrator in cases properly before ~~him/her~~ the arbitrator will be final and binding upon the parties, subject, however, to the limitations of the arbitration decisions as provided in the PELRA.

Subd. 7. Expenses: Each party will bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording will be made of the hearing at the request of either party. The parties will share, equally, fees and expenses of the arbitrator and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration. The cost of a transcript or recording will be borne by the party requesting it.

Subd. 8. Jurisdiction: The arbitrator will have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator will not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written Policy; nor will an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor will the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which will include but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, in its order, the arbitrator will give due consideration to the statutory rights and obligations of the public school boards to efficiently manage and conduct its operations within the legal limitations surrounding the financing of such operations.

Section 9. General:

Subd. 1. Reprisals: No reprisals of any kind will be taken by the School Board or by any member of the administration against any aggrieved person, any representative of an aggrieved person, or any other participants in the grievance procedure by reason of such participation.

Subd. 2. Employee Rights: Nothing herein will be construed to limit, impair or affect the right of any employee, or group of employees, as provided in state statutes.

ARTICLE X
DURATION

Section 1. Term and Reopening Negotiations: This Agreement will remain in full force and effect for a period commencing on July 1, ~~2019~~ 2021 through June 30, ~~2021~~2023. In the event a successor agreement is not entered into prior to the commencement of school in ~~2019~~2021, a Licensed Coordinator will be compensated according to the last individual contract executed between the Licensed Coordinator and the School District until such time that a successor agreement is executed. If either party desires to modify or amend this Agreement commencing on July 1, ~~2021~~2023, it will give written notice of such intent no later than May 1, ~~2021~~2023. Unless otherwise mutually agreed, the parties will not commence meet and confer more than ninety (90) days prior to the expiration of this Agreement.

Section 2. Effect: The provisions herein relating to terms and conditions of employment supersede any and all prior agreements, resolutions, practices, School District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions. All matters not covered by this Agreement are hereby reserved to the School Board.

Section 3. Finality: Any matters relating to the current term whether or not referred to in this Policy, will not be open for discussion during the term of this Agreement.

MEMORANDUMS OF UNDERSTANDING

BETWEEN

OSSEO AREA SCHOOLS (ISD 279) & LICENSED COORDINATOR MANAGEMENT PERSONNEL

TOPIC **PAGE**

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MEMORANDUM OF UNDERSTANDING
between
OSSEO AREA SCHOOLS (ISD 279)
and
LICENSED COORDINATORS MANAGEMENT PERSONNEL

TOPIC: Professional Associations Fund

EFFECTIVE DATES: July 1, 2009

AGREEMENT:

The School District will establish a fund for the purpose of payment of membership dues in appropriate professional organizations in an amount not to exceed $800 annually for each Licensed Coordinator.

Professional Dues

1. Normally, the School District will pay the cost of membership in one (1) national organization and its state affiliate.

2. However, should a Licensed Coordinator desire affiliation in another or an additional professional organization because of a special interest or special project assignment, s/he may request approval for membership from their Supervisor.

3. The Licensed Coordinator must submit a BA 9 (Voucher Request for Payment) accompanied by the membership application or renewal form to the appropriate Supervisor.

4. The appropriate Supervisor for each Licensed Coordinator must approve all organizational dues.

5. The School District will not pay dues for any "labor or employee organization" as defined in M.S. §179A.03, Subdivision 6.

6. The Professional Associations Fund cannot be transferred or used for other employees in the School District.

The following pages contain the full text of Memos of Agreement between the School District and Licensed Coordinators and which are on file in the Human Resources Department. The Memos of Agreement are published here to enhance communication regarding these topics.

MEMO OF UNDERSTANDING
between
OSSEO AREA SCHOOLS (ISD 279)
and
LICENSED COORDINATORS MANAGEMENT PERSONNEL

TOPIC: Licensed Coordinators Severance Pay

EFFECTIVE DATES: July 1, ~~2019~~ 2021 – June 30, ~~2021~~2023

AGREEMENT:

Subject to the limitations listed below, the school district will contribute severance pay to eligible employees as follows:

- Special Pay Deferral Plan (403(b)) – the maximum allowed by the IRS contribution limit. Any remaining balance will be paid into the Special Pay Deferral Plan in future consecutive fiscal years to the extent allowable by the IRS; then

- Post Retirement Arrangement Plan – the balance of severance pay.

All school district payments will be made according to the timeline and payment schedule as provided in the Terms and Conditions of Employment. This is the full and complete agreement of the parties on this issue. There are no other oral or implied agreements. This agreement does not set any precedent for any future issue.

MEMO OF UNDERSTANDING
between
OSSEO AREA SCHOOLS (ISD 279)
and
LICENSED COORDINATORS MANAGEMENT PERSONNEL

TOPIC: Returning to Teaching (Experience Credit and Lane Placement)

EFFECTIVE DATES: July 1, ~~2019~~ 2021 – June 30, ~~2021~~2023

AGREEMENT:

If a Licensed Coordinator returns to, or is placed in, a teaching position, the years the employee served as a Licensed Coordinator in ISD 279 will count for initial placement on the teacher contract. The years of experience that the Licensed Coordinator served as a teacher in ISD 279 or in another district will also be considered for initial placement on the teacher contract.

Limits to Long-Term Disability Insurance Coverage

EFFECTIVE DATE: **Upon date of contract ratification**

The plan design for long-term disability coverage for chemical dependency and mental health may be changed to a combined 24 months of coverage per claim. These changes will only go into effect contingent on the agreement of all other bargaining groups in the Osseo Area School District, approval of the Insurance Advisory Committee and approval by the School Board. If no agreement is reached among the groups, or if the Insurance Advisory Committee and/or School Board do not approve the design of the request for proposal (RFP) and/or the bid/proposal itself, this language will be null and void. In the interim follow~~Long-term disability coverage for chemical dependency and mental health will be limited to a combined 24 months of coverage per claim. The limitations will go into effect contingent on the agreement of with all other bargaining groups in Osseo Area School District. If no agreement is reached among the groups, this language will be void. In the interim follow~~ Article VII, Section 8.

MEMORANDUM OF UNDERSTANDING

BETWEEN

OSSEO AREA SCHOOLS, ISD 279

AND

LICENSED COORDINATORS

TOPIC: Conversion of Nonwork Day to Cash Payout.

EFFECTIVE DATE: Upon signing through June 30, 2022

The following contains the full text of the Memorandum of Understanding (MOU) between Osseo Area Schools, ISD 279 ("District"), and Licensed Coordinators.

PURPOSE:

The purpose of this MOU is to outline the agreement between the District and the Licensed Coordinators regarding an employee's monetary conversion of accumulated nonwork days to cash during the time period specified by this MOU.

The parties agree to the following:

1. During the pandemic, and due to the Nonwork Day Carryover MOU, some Licensed Coordinators have accumulated a significant number of nonwork days that must be used by June 30, 2024.

2. Employees hired prior to July 1, 2021, who have more than five (5) nonwork days on June 30, 2022, and who are active as of June 30, 2022, will have five (5) nonwork days converted at the employee's daily rate of pay as a cash payout.

This MOU shall set no precedent between the parties. Any conflicts regarding this agreement will be handled through the grievance process in the collective bargaining agreement.

ISD 279 – Osseo Area Schools
HUMAN RESOURCES

Memo

To: School Board Members

From: Laurel Anderson, Executive Director, Human Resources

Date: June 21, 2022

Re: Recommendation for Approval, Agreement on the Terms and Conditions of Employment between the Independent School District 279 School Board and Management I-M, July 1, 2021 – June 30, 2023

Recommendation:

It is our recommendation that you approve the Agreement on the Terms and Conditions of Employment between the Independent School District 279 School Board and Management I-M, effective July 1, 2021, through June 30, 2023.

Background:

Management I-M is a group of seventy-six (76) employees that serve in a variety of management positions throughout our system.

The agreement contains some language changes to reflect current District practices. In addition, changes have been made to the Compensation and Conditions, Group Insurance, Leaves of Absence, and Memorandum of Understanding sections of the terms and conditions of employment.

In the Compensation and Conditions section of the collective bargaining agreement, employees will receive a 2.0% increase to base salary in year 1 and a 3.0% increase to base salary in year 2. Language was added clarifying payment for days worked for members of the group. Language was also added providing an option for employees to work on some district designated holidays with supervisor approval.

In the Deferred compensation section, district contribution was increased from $1,500 to $2,000 annually beginning July 1, 2022.

In the Group Insurance section of the collective bargaining agreement, employees will receive District contributions to health insurance up to the following amounts:

<u>High/Value Plan</u>		
Single	7/1/21-6/30/22	$609.39
	effective 7/1/22	$621.58
Employee+1	7/1/21-6/30/22	$947.68
	effective 7/1/22	$966.64
Family	7/1/21-6/30/22	$1,518.36
	effective 7/1/22	$1,548.73

<u>High Deductible Plan (HSA)</u>		
Single	7/1/21-6/30/22	$ 471.09
	effective 7/1/22	$ 480.51
	$200 monthly contribution	
Employee+1	7/1/21-6/30/22	$ 944.18
	effective 7/1/22	$ 963.07
	$400 monthly contribution	
Family	7/1/21-6/30/22	$ 1,511.62
	effective 7/1/22	$ 1,541.85
	$400 monthly contribution	

In the Leave section of the collective bargaining agreement, sabbatical leave language was removed.

In the memorandum of understandings section, the language in the Limits to Long-term disability MOU was updated to reflect current practice.

The salary investment outlined above is consistent with the financial parameters established by the School Board for the 2021-2023 contract negotiation. The two-year agreement results in a 6.69% total package increase. The total additional financial investment is $873,094 over the term of the agreement.

<u>Timeline/Next Steps:</u>

With the ratification of the contract, Human Resources and Payroll will begin the implementation process.

AGREEMENT

on

TERMS AND CONDITIONS OF EMPLOYMENT

between

OSSEO AREA SCHOOLS

ISD 279

INDEPENDENT SCHOOL DISTRICT 279
OSSEO AREA SCHOOLS

and

MANAGEMENT PERSONNEL I-M

Effective Date: July 1, ~~2019~~2021– June 30, ~~2021~~2023

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ARTICLE I
PURPOSE

Section 1. Parties: This Agreement is established by the School Board of Independent School District 279, hereinafter referred to as the School Board, and the Management Personnel Committee, hereinafter referred to as Management I-M, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as the PELRA, to provide the terms and conditions of employment for management personnel during the term of this Agreement.

ARTICLE II
RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1. Recognition: In accordance with the PELRA, the School Board recognizes the Management I-M as the exclusive representative of management personnel employed by the School Board of Independent School District 279. The Management I-M will have those rights and duties as prescribed by the PELRA and as described in this Agreement.

Section 2. Appropriate Unit: The Management I-M will represent all management personnel of the School District as defined in this Agreement and in the PELRA.

Section 3. Meet and Confer: The representatives of the School Board will meet with Management I-M as needed for the mutual exchange of ideas and to discuss matters that are not terms and conditions of employment.

ARTICLE III
DEFINITIONS

Section 1. Terms and Conditions of Employment: "Terms and conditions of employment" means the hours of employment, the compensation therefore, including fringe benefits except retirement contributions or benefits other than employer payment of, or contributions to, premiums for group insurance coverage of retired employees or severance pay, and the School Board's personnel policies affecting working conditions of management personnel. In the case of management personnel, "terms and conditions of employment" does not mean educational policies of the School Board. "Terms and conditions of employment" is subject to the provisions of the PELRA.

Section 2. Management Personnel: Will mean any person employed by the School Board in a management position. The term "management personnel" as used herein will not include Superintendent, Assistant Superintendents, Principals, Assistant Principals, "supervisory employees", or "essential employees", part-time or temporary employees whose services do not exceed the lesser of thirty-five percent (35%) of the normal work week within the bargaining unit or fourteen (14) hours per week, or employees who hold a position that is basically temporary or seasonal in character and is not for more than sixty-seven (67) working days in any calendar year, and emergency employees.

Section 3. Other Terms: Terms not defined in this Agreement will have those meanings as defined by the PELRA.

ARTICLE IV
SCHOOL DISTRICT RIGHTS

Section 1. Inherent Managerial Rights: The Management I-M recognizes that the School Board is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the School Board, its overall budget, utilization of technology, the organizational structure and selection, and direction and number of personnel.

Section 2. Management Responsibilities: The Management I-M recognizes the right and obligation of the School Board to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the School District.

Section 3. Effect of Laws, Rules and Regulations: The Management I-M recognizes that all employees covered by this Agreement will perform the services prescribed by the School District and will be governed by School Board policies, rules, regulations, directives and orders which are not inconsistent with the terms and conditions of employment set forth in this Agreement and which are issued by properly designated officials of the School District. Any provision of this Agreement found in violation of any law, rule or regulation thereunder, will be without force or effect.

Section 4. Reservation of Managerial Rights: The foregoing enumeration of School Board rights and duties will not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressed in this Agreement are reserved to the School Board.

ARTICLE V
MANAGEMENT PERSONNEL RIGHTS

Section 1. Right to Views: Nothing contained in this Agreement will be construed to limit, impair, or affect the right of any employee or their representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designated to and does not interfere with the full faithful and proper performance of the duties of employment. Nor will it be construed to require any employee to perform labor or services against their will.

Section 2. Right to Join: Employees will have the right to form and join labor or employee organizations and will have the right not to form and not join such organizations. Employees in the unit will have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for such employees with the School Board, as prescribed by the PELRA.

Section 3. Personnel Files:

Subd. 1. Right to Review/Frequency: Upon request by an employee, the School District will provide the employee with an opportunity to review their personnel file. An employee may review their personnel file only once at any time within one year after separation.

Subd. 2. Review: A request will be made to Human Resources. Human Resources will comply with a request pursuant to Subd. 1. of this Section no later than seven (7) working days after receipt of the

request and will schedule an appointment for the employee to review their personnel file and will notify the employee of such appointment. All such reviews will take place in Human Resources during its normal hours of operation and a Human Resources employee shall be present when an employee reviews their personnel file.

Subd. 3. Right to Copy: After the review and upon the employee's request, the School District will provide the employee with a copy of the requested record. The School District may not charge a fee for the copy. With respect to employees who are separated from employment, upon the employee's request, the School District will provide a copy of the personnel file to the employee. Providing a copy of the separated employee's personnel file to the employee satisfies the School District's responsibility to allow review as stated in Subd. 1. of this Section.

Subd. 5. Right to Response: The employee may submit for inclusion in their personnel file a written response to any material contained in such file.

Subd. 6. Destruction/Expungement: The School District may destroy or expunge such files as provided by law.

ARTICLE VI
COMPENSATION AND CONDITIONS

Section 1. Work Year: The length of the full work year is 225 workdays (200 days for Student Management Specialists), which includes sick leave.

Section 2. Compensation:

Title	Class	Work Days	Salary Range Effective 7-1-~~19~~21 thru 6-30-~~21~~23
Accountant(s):			
Business Services	L-1a	225	$78,447 / $90,657
PK-12 Operations	L-1a	225	$78,447 / $90,657
Student Services	L-1a	225	$78,447 / $90,657
Assistant Coordinator(s):			
Facilities Operations	K-1	225	$90,433 / $102,462
Maintenance Services	K-1	225	$90,433 / $102,462
Coordinator(s):			
Community Education	J-1	225	$92,831 / $105,042
Facilities Operations	G-1	225	$105,123 / $125,398
Enrollment Services	J-1	225	$92,831 / $105,041
Enterprise Technology	J-1	225	$92,831 / $105,041
Technology Coordinator	J-1	225	$92,831 / $105,041
Equity and Integration	J-1	225	$92,831 / $105,041
Excellence in Equity[MJ(1]	K-1	225	$90,433 / $102,642
Family & Community Engagement [MJ(2]	K-1	225	$90,433 / $102,642
Food & Nutrition Service	K-1	225	$90,433 / $102,642
Information Systems	J-1	225	$92,831 / $105,041
K-12 Operations	G-1	225	$105,123 / $125,398
Purchasing/Warehousing	~~I-1~~G-1	225	$105,123 / $125,398~~$95,229 / $107,439~~[MJ(3]

Testing, Assessment & Accountability	L-1a	225	$78,447 / $90,657
Risk Management	K-1	225	$90,433 / $102,642
~~Technical Support Services~~	~~J-1~~	~~225~~	~~$92,831 / $105,041~~
Transportation	K-1	225	$90,433 / $102,642
Manager(s):			
Community Education Program	L-2	225	$75,574 / $87,783
Secondary Business	L-1	225	$79,886 / $92,094
Purchasing Manager[MJ(4)]	L-1a	225	$78,447 / $90,657[MJ(5)]
Recruitment & Retention	L-2	225	$75,574 / $87,783
Supervisor(s):			
Food & Nutrition Services	L-1a	225	$78,447 / $90,657
Print Production Supervisor	M-5	225	$58,250 / $73,750
Payroll Supervisor	L-1a	225	$78,447 / $90,657
Building Operations**	M-3a	225	$65,858 / $78,068
Student Management Specialist*			
Secondary Schools	M-3	200	$68,858 / $81,068

*$3,342 annual differential paid to comprehensive senior high Student Management Specialists
**$3,000 annual differential paid to comprehensive Maple Grove Middle School, and the senior high Building Operations Supervisors
***The salary range is used as a guide for initial placement. Management I-M salaries may move above the top of the range with salary enhancements and/or salary advancements.

~~a.~~ Initial Placement In Salary Range: New Management I-M staff shall be placed within the respective salary range at the discretion of the District.

~~b.~~ Salary Enhancement: A ~~2%~~ 2%[MJ(6)]increase to base salary shall be effective July 1, ~~2019~~2021~~2021~~2021, and a ~~2%~~ 3%increase to base salary shall be effective July 1, ~~2020~~2022

c. Salary Advancement: Employees will advance within their salary range based on annual job performance and leadership. An employee must complete at least 120 days of paid service in the group during a contract year to qualify for salary advancement. Advancement will occur based on the following levels of performance:

i.	Exemplary Performance:	2.3%
ii.	Effective Performance:	1.4%
iii.	Developing:	0.7%
iv.	Needs Development:	0%

Beginning with the 2018-2019 school year~~s~~, salary advancements will be awarded based on performance levels.

d. Alternative Salary Advancement Amounts: For future contract negotiations, the School Board shall set financial parameters for contract negotiations with all employee groups with the same contract term as Management I-M. These financial parameters relating to salary shall be used to determine the amount of salary advancement if it is to be less than the amounts specified in Section c above.

Based on these parameters set by the School Board, salary advancement will be as follows:

Exemplary performance:	An amount equal to 0-2.3%
Effective performance:	An amount equal to 0-1.4%
Developing:	An amount equal to 0-0.7%
Needs Development:	No salary advancement

Section 3. Conditions:

Subd. 1. Work Year: The work year is defined in Article VI, Section ~~1~~2, ~~Subd. 1~~. Any request for an adjustment to Management I-M personnel's work year calendar is to be submitted to their immediate supervisor for approval. A part of the approval process will be designating when the days will be rescheduled and tentative activities planned.

Subd. 2. Work Year Requirements

a. Beginning July 1, 2016, employees will work their assigned work days (200 or 225) and will not be allowed to roll over banked vacation or non-work days, nor will they be paid for any additional days worked above their contracted assignment unless required by their immediate supervisor and approved by Human Resources.

b. ~~Any employee~~Management Personnel I-M -who begins service after July 1 or ends service prior to June 30th of any given school year will be paid for days worked up to a maximum of 225 days during that school year.

c. Effective July 1, 2022, Management Personnel I-M may schedule the following as work days: Labor Day, Friday after Thanksgiving, Martin Luther King, Jr Day or President's Day, Spring Holiday, Memorial Day and Independence Day, subject to supervisor approval.

Subd. 3. Probation and Regular Status: New Management I-M will be considered probationary for a period of one (1) year from their hire date as a Management I-M employee. During this time they shall have no seniority privileges and may be transferred, discharged, or laid off at the discretion of the District. Upon completion of the probationary period an employee will establish regular employee status unless otherwise notified in writing by the employer prior to the end of the probationary period.

Section 4. Seniority/Job Elimination: Seniority will be used in determining the layoff and recall procedure of employees.

Subd. 1. Seniority Date: Seniority starts with the first day of work for the School District in the Agreement on terms and conditions of employment for Management Personnel I-M.

Exception: The employees who are in the following job titles that were added in the 1999-2001 Agreement on Terms and Conditions of Employment for Management Personnel I-M will receive seniority credit for prior service in the Communications Personnel and Non-Licensed Supervisory Employees units: Accountant; Coordinator, Publications; Coordinator, Research and Evaluation; and Supervisor, Food Services.

Subd. 2. Conditions of Job Elimination:

a. Senior and Qualified: In all cases of displacement, the remaining employees must be more senior and qualified, as determined by the employer, to perform the duties of the new position assumed.

b. Exception: No Management I-M Personnel member, including probationary, shall be laid off if any other Management I-M Personnel member in the same position title has been suspended in the last two (2) years at the time of the School Board decision to eliminate a position or layoff employees.

c. In the event of a tie in seniority the district retains the right to choose the Management I-M Personnel that will be displaced.

a. Length of Work Year: Employment status increases with the length of an employee's work year. In determining like employment status, 225 days will be viewed as higher status than 200 days.

b. Classifications: The following will be considered separate classifications: G1, I1, J1, K1, K1a, L1, L1a, L2, M3, M3a and M5.

c. Full-Time Rights Versus Part-Time Rights: Full-time employees may bump full-time or part-time employees with less seniority, but part-time employees may not bump full-time employees.

Subd 3. Job Elimination Procedures:

a. First Step: In the event of job elimination or layoff, an employee will have the right to accept layoff or, if qualified as determined by Human Resources and the employee's immediate supervisor, displace the least senior employee in the same job title. In the event two or more employees have the same seniority date as determined in Section 3., Subd. 1., of this Article, Human Resources will determine which employee is to be displaced according to the needs of the School District.

b. Second Step: If the position eliminated is a single incumbent, or if the person serving in the eliminated position is the least senior in the job title, the employee will have the right to accept layoff or displace a less senior employee in the same classification with like employment status. The employer will review the qualifications of the displaced employee and determine the less senior employee in the same classification with like status that most closely matches the qualifications of the displaced employee.

c. Third Step: If there are no employees in the same classification with like status, the employee will have the right to accept layoff or displace a less senior employee with like status beginning with the next lower classification. The employer will review the qualifications of the displaced employee and determine the less senior employee in the next and lower classifications with like status that most closely matches the qualifications of the displaced employee.

d. Fourth Step: If there are no employees with like status beginning with the next lower classification, the employee will have the right to accept layoff or displace a less senior employee with lower status beginning with their current classification and then lower classifications. The employer will review the qualifications of the displaced employee and determine the less senior

employee in the next and lower classifications with lower status that most closely matches the qualifications of the displaced employee.

The displaced person will then have the right to accept layoff or to use the above procedure to find a position. The process will continue until no more jobs are available for qualified employees or until the employee accepts layoff.

Subd. 4. Notice of Layoff Timeline: If the employee wishes to exercise job elimination rights, the employee must provide written notice to Human Resources within three (3) working days of the notice of layoff stating their intent to exercise job elimination rights.

Subd. 5. Compensation: An employee who assumes a new position as a result of the bumping procedure assumes the wage schedule that applies to the new position.

Section 5. Retirement Incentive Pay:

Subd. 1. Exclusion: This Section will apply only to employees whose service, in any capacity with the School District, has been full-time as of July 1, 1998 and has had no break in service as defined by this Agreement and whose service began prior to July 1, 1998. For employees whose employment began after this date, or had a separation of service, the provisions of this Section will not be applicable.

Subd. 2. Eligibility: Employees who have completed at least fifteen (15) years of continuous service in any capacity with the School District**,** and who are at least fifty (50) years of age, will be eligible for retirement incentive pay pursuant to the provisions of this Section upon submission of a written resignation accepted by the School Board, provided that such notice is given no later than thirty (30) days prior to the effective date of the resignation.

Subd. 3. Calculation of Benefit: A qualified employee will be eligible to receive as retirement incentive pay upon their retirement the amount obtained by multiplying one hundred percent (100%) of their unused number of sick leave days, but in any event not to exceed one hundred fifty (150) days times their daily rate of pay.

Subd. 4. Determination of Daily Rate: In applying these provisions, the daily rate of pay will be based upon the total annual compensation at the time of retirement. For the purposes of calculating retirement incentive pay, the daily rate of pay will be based on total contract workdays. For employees in Class G-1, I-1, J-1, K-1, K-1a, L-1, L-1a, and L-2 the daily rate will be based on 225 days. For employees in Class M-3, the daily rate will be based on 200 days.

Subd. 5. Payment Schedule 50-54: An employee who retires at age fifty – fifty-four (50-54) will receive the retirement incentive pay on July 20th if their birth date is between January 1st and June 30th in the year they reach age fifty-five (55). If the employee's birth date is between July 1st and December 31st they will receive their retirement incentive pay on January 20th of the following year.

Subd. 6. Payment Schedule 55 and over: Retirement incentive pay for those age fifty-five (55) or older will be paid by the School District according to the following schedule: Employees who retire between January 1st and June 30th will receive their retirement pay July 20th of that year. Employees who retire between July 1st and December 31st will receive their retirement incentive pay on January 20th of the following year.

Subd. 7. Exceptions: Retirement incentive pay will not be granted to any employee who is discharged by the School District.

Section 6. Retirement Savings Plan: In accordance with Section 403(b) of the Internal Revenue Code, the School Board will match the contribution of an eligible employee according to the following schedules towards an approved 403(b) retirement savings plan. The plan must meet the School District's guidelines for approval.

Subd. 1. District Annual Match – Effective July 1, ~~2015~~2022: The School District's annual match of an eligible employee's contribution will be ~~$1,500.00~~$2,000 (approximately $~~62.50~~83.34 per pay period). Employees may choose to defer more than the District annual match amount. Federal law determines the maximum amount an individual can contribute annually.

ARTICLE VII
GROUP INSURANCE

Section 1. Eligibility: Qualifications will include those established by the School Board and the carrier of the coverage. Full-time employees are eligible for group insurance.

Section 2. Enrollment: All employees qualifying will enroll for such coverage in accordance with the procedures established by the School Board.

Section 3. Selection: The School Board will make the selection of insurance carriers and policies. The Management I-M Personnel will have representation on the School District Insurance Advisory Committee.

a. An employee may enroll in one of the hospital-medical and dental insurance programs provided by the School District. Effective beginning 2012-2013, employees will be allowed to waive health coverage in the District's health plan upon sufficient proof that the employee has obtained group health coverage through another source (e.g. spouse). The Human Resources department shall determine the basis for sufficient documentation of group coverage from another source. The District retains the right to re-examine waiver of health coverage on a year-to year basis.

Section 4. Basic Group Health and Hospitalization Plans:

Subd. 1. District Contribution: Basic Group Health and Hospitalization Plans:

The District will contribute up to the following amounts towards the District's Group Health Insurance premiums for full time employees. Any portion of the premium that exceeds the District contribution will be paid by the employee and paid by payroll deduction.

~~Effective July 1, 2019~~2021

	~~Single~~	~~Employee +1~~	~~Family~~
~~High/ Value~~	~~$585.72~~	~~$910.88~~	~~$1,459.41~~
~~HSA Plan~~	~~$444.09~~	~~$890.07~~	~~$1,424.98~~

~~Effective July 1, 2020~~2022

	~~Single~~	~~Employee +1~~	~~Family~~
~~High/ Value~~	~~$597.44~~	~~$929.10~~	~~$1,488.59~~
~~HSA Plan~~	~~$461.85~~	~~$925.67~~	~~$1,481.98~~

Effective July 1, 2021 – December 31 2021			
	Single	Employee +1	Family
High/ Value	$609.39	$947.68	$1,518.36
HSA Plan	$471.09	$944.18	$1,511.62

Effective January 1, 2022 – December 31, 2022			
	Single	Employee +1	Family
High/ Value	$621.58	$966.64	$1,548.73
HSA Plan	$480.51	$963.07	$1,541.85

Employee +1 and Family Coverage High or Value Plan: The employee may choose to purchase Employee +1 coverage or Family coverage at the cost of the Employee +1 coverage or Family coverage premium minus the monthly sum contributed by the School District towards the Single coverage rate as described in Subd. 1 of this Section. To receive this District contribution, the employee must qualify and enroll in the School District's group health and hospitalization plan and qualify for dependent payroll deduction.

Subd. 2. High Deductible Health Plan (HSA Plan) - Contributions to Health Savings Accounts

As recommended by the School District Insurance Advisory Committee, those employees participating in the HSA compatible health plan shall receive the following contributions to a qualifying Health Savings Account (HSA). Contributions will only be made to District approved HSA depository.

- Single HSA Coverage: $200 per month
- Employee+1 Coverage: $400 per month
- Family Coverage: $400 per month

District contributions to the HSA trust account will be made each month. Contributions for July and August will be made at the same time as the September contribution. In the event of hardship, the parties agree to meet and confer to discuss alternatives to the contribution timelines.

The school district will pay all administrative fees associated with the plan.

Section 5: Dental Insurance

a. Single Coverage: The School District will pay up to $28.00 per month for individual coverage for each full-time employee who qualifies for and enrolls in the School District's group dental insurance plan.

b. Family Coverage: The premium cost of the family/dependent coverage for each full-time employee who qualifies for and enrolls in the School District's group dental insurance plan and who qualifies for family/dependent coverage will be paid in total by the employee and paid by

payroll deduction, minus the School District's contribution for single coverage. Whether the District offers family/dependent coverage is subject to the conditions as established by the carrier.

Section 6. Section 125 (Flexible Spending) Plan: The School District will provide a Section 125 Plan under the Internal Revenue code. This plan will be available to all employees. The Section 125 Plan (Flexible Spending Plan) offered by the School District is a plan established to provide a way to save money on costs for medical and dependent care expenses. The three accounts allow payment for health insurance premiums, certain out-of-pocket health care expenses, and dependent care expenses with pre-tax dollars. It is a salary reduction plan permitting participants to choose among more than one benefit. It is classified as a "Cafeteria Plan" for federal income tax purposes. The plan year will commence July 1st through June 30th. There are three (3) components to the plan:

1. District provided health insurance premium deduction with pre-tax dollars.
2. Dependent care reimbursement account.
3. Medical expense reimbursement account.

Section 7. Group Term Life Insurance: The School District will pay the full premium for group term life insurance for all employees who qualify for and enroll in the School District's group term life insurance plan. Employees who qualify and enroll will be covered by group term life insurance in the amount of $100,000.

Section 8. Supplemental Group Term Life Insurance: Employees will have the option, subject to the conditions established by the School District's carrier for group term life insurance as provided in Section 7 of this Article, to purchase supplemental group term life insurance in the amounts of $50,000, $75,000, $100,000, $125,000, $150,000, $200,000, $300,000, or $400,000, not to exceed 4x annual salary. The cost of the supplemental coverage will be borne by the employee and paid by payroll deductions.

Section 9. Long-Term Disability Income Protection: The School District will pay the full premium for coverage for the existing long-term disability income protection plan for all employees who qualify for and enroll in such coverage. This coverage will apply to total annual salary. Employees who have qualified for long-term disability insurance and who previously qualified for the School District's health and hospitalization insurance benefits will have these benefits maintained for a period of one (1) year from the date of disability. Thereafter, these benefits will be available to the employee at their expense. See MOU Long-Term Disability Coverage for Mental Health & Chemical Dependency.

Subd. 1. An employee will be eligible for paid leave under the following conditions:

a. Employee has been absent ten (10) days without pay, and employee and supervisor have agreed to flex the employee's work calendar if it meets programmatic needs of the system;
b. The employee has exhausted all accrued sick leave, and will then be eligible for additional paid sick leave for the period between the 10th day of absence and the beginning of the LTD period up to a maximum of sixty (60) days of paid sick leave.

Section 10. Claims Against the School District: It is understood that the School District's obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim will be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 11. Insurance Program Eligibility in the Event of Early Retirement: An employee who retires prior to age sixty-five (65) is eligible to participate in the group health or dental plans but must pay the entire premium for the plans selected. The right to continue participation in such plans, however, will be in accordance with conditions of the carrier and/or until the individual qualifies for coverage under another program.

Section 12. Married Couples in District with Family Coverage: When a Management I-M employee and their spouse are both employed by the School District and are eligible for the School District's group health and hospitalization plan, and both employees enroll in the same hospitalization plan, the full premium will be paid by the School District.

ARTICLE VIII
LEAVES OF ABSENCE

Section 1. Emergency School Closing: In the event school starts late or is closed early due to inclement weather or other emergency situations, Management I-M's work assignment will be determined by the Superintendent or designee. In the event school is canceled due to inclement weather or other emergency situations, Management I-M will follow the direction of the Superintendent or designee regarding reporting to work. When staff are directed not to report, Management I-M employees will be available by phone and/or email for business related purposes during normal school hours on the cancelation day.

Section 2. Sick Leave:

Subd. 1. An employee will be eligible for sick leave under one of the following conditions:

a. Earn and Accumulation: Full-time employees will accrue sick leave at a rate of twelve (12) days per year (one day per month) and accrual for unused sick leave will be unlimited. Employees working less than a full year will have their sick leave days pro-rated.

b. Use–Pregnancy: An employee may utilize available sick leave, subject to the provisions of this Section and Section 7 of this Article for periods of disability relating to pregnancy, miscarriage, abortion or childbirth. Such an employee will notify Human Resources in writing no later than the end of the sixth month of pregnancy indicating ~~her~~ their intention to utilize sick leave, and also at such time will provide a physician's statement indicating the estimated date of delivery of the child and estimated period of disability. The definition of disability will be as reasonably determined by a licensed physician.

Subd. 2. Use: Sick leave with pay will be allowed by the School District whenever an employee's absence is found to have been due to an illness that prevented their attendance at work and performance of duties on that day or days.

Subd. 3. Medical Verification: The School District may require the employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the School District.

Subd. 4. Medical Request: In the event that a medical certificate will be required, the employee will be so advised.

Subd. 5. Approval: Sick leave pay will be approved only upon submission of an authorized sick leave pay request form submitted to Human Resources.

Subd. 6. Absences Covered by Workers' Compensation and/or Long-Term Disability (LTD):

a. An employee who is absent from work as a result of a compensable injury incurred in the service of the School District under the provisions of the Workers' Compensation Act and/or an absence covered by the School District's long-term disability insurance, the School District will pay the difference between the compensation received pursuant to the Workers' Compensation Act and/or LTD by the employee and the employee's base rate of pay or the extent of the employee's earned accrual of sick leave, if said employee is on an accrued sick leave basis (See Subd. 1.b. of this Section).

b. An employee who is on accrued sick leave basis will have a deduction made from the employee's accrued sick leave balance according to the pro rata portion of days or sick leave which is used to supplement Workers' Compensation and/or LTD payments.

c. The School District will make such payment to the employee only during the period of disability.

d. In no event will the additional compensation paid to the employee by virtue of sick leave pay result in the payment of a total daily, weekly, or monthly compensation that exceeds the base compensation of the employee.

e. An employee who is absent from work as a result of an injury compensable under the Workers' Compensation Act and/or an absence qualifying the employee for LTD payments will submit their Workers' Compensation check and/or LTD payment, endorsed to the School District prior to receiving payment from the School District for this absence.

f. An employee who is unable to perform their duties and responsibilities due to an injury that occurs during the duty day as a result of a student-related incident, or parent/guardian related incident will be entitled to compensation without use of sick leave for the first three (3) days of absence. Thereafter, the compensation will be paid per Subd. 6. a. through e. of this Section.

g. If an employee incurs an injury as described in Subd. 6. f. of this Section, and such injury causes the employee to work less than full-time, the School District will continue to contribute its share of the cost of the health and hospitalization insurance plan in which the employee is enrolled.

Section 3. Family Illness:

Subd. 1. Use: Employees may be granted up to a maximum ten (10) days absence for illness in the employee's or spouse's immediate family that may or may not otherwise be covered under the Family and Medical Leave Act (FMLA) and/or state statute. The immediate family will include parent, sister, brother, spouse, son, daughter, son-in-law, daughter-in-law, grandparent, grandchildren, guardian and any other relative or non-relative who stands in the same relationship with the employee. Such absences will be deducted from accrued sick leave. If the employee does not have sufficient accrued sick leave, there will be a salary deduction equal to the pro-rated daily rate of pay.

Section 4. Bereavement Leave:

Subd. 1. Use-Immediate Family: Employees will be granted up to five (5) days per occurrence for absence due to death of each member of the employee's or spouse's immediate family. The immediate family will include parent, sister, brother, spouse, son, daughter, son-in-law, daughter-in-law, grandparent, grandchildren, guardian and any other relative or non-relative who stands in the same relationship with the employee. Such absences will be deducted from accrued sick leave. If the employee does not have sufficient accrued sick leave, there will be a salary deduction equal to the pro-rated daily rate of pay. Additional absences, but not to exceed five (5) additional days, may be granted.

Subd. 2. Use-Not Immediate Family: Absence due to death of a person not listed in Subd. 1. of this Section will be limited to one (1) day per occurrence. Such absences will be deducted from accrued sick leave. If the employee does not have sufficient accrued sick leave, there will be a salary deduction equal to the pro-rated daily rate of pay.

Section 5. Jury Duty: An employee summoned to jury duty will be granted time off with pay.

Subd. 1. Notice to School District: Employees who receive a summons for jury duty are to notify Human Resources immediately of the proposed dates of service.

Subd. 2. Remittance of Stipend: Employees who receive a stipend for jury duty are to reimburse the School District for the amount received, minus the mileage and parking expense allowance if they were on jury duty during work time.

Subd. 3. Pay: Employees will have no loss of pay as a result of jury duty if the provisions of Subd. 1 and Subd. 2 of this Section are met.

Section 6. Court Appearances:

Subd. 1. Request of School Board: When the School Board is a party in litigation, and an employee appears at the request of the School Board or as codefendant in a case against the School Board, the employee will be entitled to their pay and no deduction of any leave provision will be charged against the employee.

Subd. 2. Other Requests: If an employee receives a notice to supply information or testify in a civil or criminal court proceeding, as a result of their employment, they must notify their supervisor and Human Resources. If the employee must appear at the proceeding, the employee will be entitled to their pay and no deductions of any leave provisions will be charged against the employee. If the matter is a result of actions for which the employee has been found to have acted improperly and thus disciplined, by the School District, the day(s) absent will be deducted from personal leave or short-term leave referenced in this Article.

Subd. 3. Action Against School Board: If the matter is a result of actions by an employee against the School Board/District, the day(s) absent will be deducted from personal leave or short-term leave. Additional short-term leave will be granted if necessary.

~~**Section 7. Sabbatical Leave:**~~

~~Subd. 1. Purpose: One (1) year may be granted to employees for the purpose of professional improvement through study, subject to the conditions established by the School Board.~~

~~Subd. 2. Eligibility: To be eligible for sabbatical leave an employee must have completed seven (7) years of employment in the School District.~~

~~Subd. 3. Prior Approval: Sabbatical leave for study will be limited to employees centering their study in their area of major concentration and will not be used for retraining in a new area except at the request of the administration. The proposed program of study must be approved in advance by the Director, Human Resources.~~

~~Subd. 4. Request Deadline: Application for sabbatical leave will be submitted in writing to the Director, Human Resources at the earliest possible date, but in no case will this be after April 1 prior to the school year in which the leave is to be taken.~~

~~Subd. 5. Limit 1: The number of employees on sabbatical leave will at any one time normally be limited to one (1) per year.~~

~~Subd. 6. Selection: If the number of requests for sabbatical leave exceeds the limitation, priority will be given on the basis of length of service, contribution to the school system, and the equitable distribution of leaves among the various departments of school service.~~

~~Subd. 7. Calculation of Pay: The allowance granted to an employee on sabbatical leave will be based on one-half the base contract salary of the individual for the school term during which the leave takes place.~~

~~Subd. 8. Return to Service: An employee who is granted a sabbatical leave must pledge to return to the School District for two (2) full years following the termination of the leave. If the employee's service is discontinued for any reason other than the individual's incapacity to serve before the expiration of the two (2) years, the employee will pay back to the School District the pro rata part of the sabbatical allowance.~~

~~Employees granted sabbatical leave will enter into a written Agreement with the School District for the repayment of monies and benefits paid by the School District for the employee's noncompliance with this Section.~~

~~Subd. 9. Return to Position: Upon expiration of the sabbatical leave, the individual will have the privilege of returning to the position held prior to the leave unless such position has been discontinued.~~

~~Subd. 10. Experience Credit: A year of sabbatical leave will not be counted as a year of experience on the salary schedule.~~

Section 8. Child Care/Adoption Leave:

Subd. 1. Purpose: An employee**,** upon request**,** may be granted a leave for the purpose of ~~child care~~childcare of a newborn child or for the adoption of a child. The employee will be required to concurrently take a leave pursuant to the Family/Medical Leave Act (FMLA). This leave will be granted

to one (1) parent of a newborn or adopted child provided such parent is caring for the child. Employees may be granted partial leaves of absence appropriate to the job assignment.

Subd. 2. Request: An employee making application for ~~child care~~childcare leave will inform Human Resources in writing of the intention to take the leave at least three (3) calendar months before commencement of the intended leave. For an adoption leave, the employee will inform Human Resources, in writing at the earliest opportunity, of the intention to take the leave.

Subd. 3. Use of Sick Leave for Pregnancy: If the reason for the leave is occasioned by pregnancy, an employee may utilize sick leave pursuant to the sick leave provisions of this Article during a period of physical disability. A pregnant employee will also provide, at the time of the leave application, a statement from ~~her~~ their licensed physician indicating the expected date of delivery.

Subd. 4. Use of Sick Leave for Adoption: An employee may request to use up to thirty (30) days of accumulated sick leave for adoption to assist in preparation and legal reasons of the adoption, as well as necessary travel and initial adjustment of the child. These days need not be taken consecutively.

Subd. 5. Date of Leave: The effective beginning date of a ~~child care~~childcare/adoption leave and its duration will be determined by mutual consent between the employee and Human Resources. In determining the date of the commencement and duration of the leave, Human Resources will review each case on its individual merits taking into consideration the following:

a. The request of the employee.

b. The specific employment duties of the employee involved.

c. The health and welfare of the employee**,** unborn child or adopted child**.**

d. The recommendation of the employee's licensed physician.

Subd. 6. Duration: In making a determination concerning the commencement and duration of a childcare/adoption leave, the School Board will not in any event be required to:

a. Grant any leave of more than twelve (12) months in duration.

b. Permit the employee to return to their employment prior to the date designated in the request for the leave, unless by mutual agreement of the employee and Human Resources.

Subd. 7. Approval of Leave: If the employee complies with all provisions of this Section and a leave is granted by the School Board, the employee will be notified in writing.

Subd. 8. Termination of Leave: Interruption of pregnancy will terminate the leave. Human Resources may require in such cases forty-five (45) days' notice to return.

Subd. 9. Reinstatement: An employee returning from ~~child care~~childcare/adoption leave will be re-employed in the position occupied prior to the leave, subject to the following conditions:

a. The position has not been abolished.

b. The employee is not physically or mentally disabled from performing the essential duties of such position.

Subd. 10. Failure to Return: Failure of the employee to return pursuant to the date determined in this section will constitute grounds for termination by the School District unless the School District and the employee mutually agree to an extension of the leave.

Subd. 11. Experience Credit: An employee who returns from ~~child care~~childcare/adoption leave within the provisions of this Section will retain all previous experience credit for pay purposes and any unused leave time accumulated under the provisions of this Article at the commencement of the leave. The employee will not accrue additional experience credit for pay purposes or leave time during the period of absence.

Subd. 12. Salary: Any ~~child care~~childcare/adoption leave of absence granted under this Section will be a leave without pay except as provided in Section 1 of this Article.

Subd. 13. Insurance: An employee on ~~child care~~childcare/adoption leave of absence is eligible to participate in group insurance programs if permitted under the insurance policy provisions, but will pay the entire premium for such programs as the employee wishes to retain, following FMLA.

Subd. 14. Notification to Return: An employee on ~~child care~~childcare/adoption leave of absence will be sent a letter of assignment from Human Resources at least sixty (60) days prior to the specified return date of said leave. The employee will lose all re-employment rights if the employee refuses or fails to return the letter of assignment within ten (10) days of receipt.

Section 9. Long-Term Leave:

Subd. 1. Eligibility: Employees with a minimum of three (3) years of experience in the School District may apply for an unpaid leave of absence once during their School District employment. Additional leaves may be granted at the discretion of Human Resources for health reasons.

Subd. 2. Duration: Leave may be granted for a period of time not to exceed one (1) year.

Subd. 3. Insurance: An employee who is on an approved long-term leave is eligible to participate at their own expense in the health and hospitalization and dental program of the School District. This participation will be subject to the conditions prescribed by the insurance carrier.

Subd. 4. Benefit Accrual: An employee on approved long-term leave will retain their accrued benefits as of the beginning date of the leave. No benefits will accrue during the period that the employee is on leave.

Subd. 5. Purpose: Consideration for granting long-term leaves will be given for:

Approved travel	Election to political office
Education	Family reasons
Health	Retraining or career change (not including employment in another school district)

Subd. 6. Requests: Requests for leaves must be made at least thirty (30) days in advance, except in emergencies, and submitted to Human Resources for recommendation. Final approval will be made by the School Board. The number of management personnel on approved leave in any school year will normally not exceed one (1) person.

Subd. 7. Notification to Return: An employee on long-term leave will be sent a notice from Human Resources according to the following schedule:

a. When the return date of said leave is intended to coincide with the opening of school, notification will be given by March 1 of the preceding school year.

b. At least sixty (60) days prior to the specified return of said leave when such date falls at any other time during the school year.

Subd. 8. Reinstatement: An employee returning from long term leave for Education, Approved Travel, Family Reasons, Retaining or Career Change reasons will be re-employed in the position occupied prior to the leave, subject to the following conditions:

a. The position is vacant.

b. That the position has not been abolished.

c. That the employee is not physically or mentally disabled from performing the essential duties of such position.

d. An employee returning from long term leave for health or election to political office reasons will be re-employed in the position occupied prior to the leave, subject to the follow conditions:

1. That the position has been abolished
2. That the employee is not physically or mentally disabled from performing the essential duties of such position.

Subd. 9. Failure to Return Notice: The employee will lose all re-employment rights if they ~~refuses~~refuse or fail~~s~~ to return the notice within ten (10) days of receipt.

Section 10. Short-Term Leave: An employee may apply for a short-term leave of absence.

Subd. 1. Salary: Short-term leave will be without pay.

Subd. 2. Duration: Short-term leave may be granted for not more than ten (10) working days.

Subd. 3. Requests: Requests for short-term leave will be made five (5) days in advance except in the case of emergencies. The request will be on a Leave of Absence Request (PF 22) form and will clearly state the reason for such request. Any special conditions or arrangements established by the supervisor for a short-term leave will be in writing to the individual requesting the leave. All conditions established must be met to be eligible for the leave.

Subd. 4. Approval: Short-term leave will be granted only in special circumstances and must be approved by Human Resources.

Subd. 5. Eligibility: Short-term leave will normally be available no more than once during a contract period.

Subd. 6. Limit–1: The number of employees on short-term approved leave at any given time will normally not exceed one (1) person.

Section 11. Religious Leave: Employees may be granted up to three (3) days of religious ~~holiday~~ leave. Employees must make application, including a brief summary of details of the request, to Human Resources at least three (3) days prior to the religious leave. Human Resources will notify the employee's supervisor to make the necessary arrangements allowing the employee to make up the days at some other prearranged time. However, an employee may utilize provisions outlined in Section 12, Personal Leave, or Section 1, Sick Leave, if so desired. If the employee chooses none of the options as outlined herein, the leave will be granted with full loss of pay.

Section 12. Personal Leave: Employees will accrue one (1) personal leave day each year, accumulative to five (5) days. Personal leave may be used for activities requiring the employee's attention not covered or requested under other provisions of this Agreement.

Subd. 1. Requests: Employees will request personal leave in writing to Human Resources via their supervisor at least three (3) days in advance, except in the case of emergency.

Subd. 2. Limit: The number of employees on personal leave at any given time will normally not exceed four (4) people.

Subd. 3. Exclusion: A personal leave day may be granted on the first or the last day of the student school year. However, the leave will only be granted for special circumstances with written explanation by the employee and approval of Human Resources.

ARTICLE IX
GRIEVANCE PROCEDURE

Section 1. Grievance Definition: A "grievance" will mean an allegation by an employee resulting in a dispute or disagreement between the employee and the School Board as to the interpretation or application of terms and conditions of employment insofar as such matters are contained in this Agreement.

Section 2. Representative: The employee, administrator, or School Board may be represented during any step of the procedure by any other member of the group to act on the employee's behalf.

Section 3. Definitions and Interpretations:

Subd. 1. Extension: Time limits specified in this Agreement may be extended by mutual agreement.

Subd. 2. Days: Reference to days regarding time periods in this procedure will refer to working days. A working day is defined as all ~~week days~~weekdays not designated as holidays by state law.

Subd. 3. Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run will not be included. The last day of the period so computed will be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

Subd. 4. Filing and Postmark: The filing or service of any notice or document herein will be timely if it bears a postmark of the United States mail within the time period.

Subd. 5. Decisions: All decisions rendered, with the exception of decisions rendered at Level I of this grievance procedure, will be in writing setting forth the decision and will be transmitted to all parties of interest.

Section 4. Time Limitation and Waiver: Grievances will not be valid for consideration unless the grievance is submitted in writing to the School Board's designee, setting forth the facts and the specific provisions of the policy allegedly ~~violated~~violated, and the particular relief sought within twenty (20) days after the date of the event giving rise to the grievance occurred. Such grievances must be filed in writing first with the supervisor and Human Resources. Failure to file any grievance within such period will be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereinafter provided will constitute a waiver of the grievance. An effort will first be made to adjust an alleged grievance informally between the employee and the School Board's designee.

Section 5. Adjustments of Grievance: The School Board and the employee will attempt to adjust grievances which may arise during the course of employment of any employee within the School District in the following manner:

Subd. 1. Informal Discussion: Before a written grievance is submitted, informal discussions will take place between the aggrieved party and the supervisor. Through these discussions, the parties will attempt to resolve the problem.

Subd. 2. Level I: If the grievance is not resolved through informal discussions, the aggrieved party may submit the grievance in writing to the supervisor. A copy of such written grievance must simultaneously be filed with Human Resources. The immediate supervisor will give a written decision on the grievance to the parties involved within ten (10) days after receipt of the written grievance.

Subd. 3. Level II: In the event the grievance is not resolved in Level I the decision rendered may be appealed to the Director, Human Resources, provided such appeal is made in writing within five (5) days after receipt of the decision in Level I. If a grievance is properly appealed to the Director, Human Resources they will set a time to meet regarding the grievance within fifteen (15) days after receipt of the appeal. Within ten (10) days after the meeting, the Director, Human Resources will issue a decision in writing to the parties involved.

Subd. 4. Level III: In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the School Board, provided such appeal is made in writing within five (5) days after receipt of the decision in Level II. If a grievance is properly appealed to the School Board, the School Board will set a time to hear the grievance within twenty (20) days after receipt of the appeal. Within twenty (20) days after the meeting, the School Board will issue its decision in writing to the parties involved. At the option of the School Board, a committee or representative(s) of the School Board may be

designated by the School Board to hear the appeal at this level and report its findings and recommendations to the School Board. The School Board will then render its decision.

Section 6. School Board Review: The School Board reserves the right to review any decision issued under Level I or Level II of this procedure provided the School Board or its representative notifies the parties of its intention to review within ten (10) days after the decision has been rendered. In the event the School Board reviews a grievance under this Section, the School Board reserves the right to reverse or modify such decision.

Section 7. Denial of Grievance: Failure by the School Board or its representative to issue a decision within the time periods provided herein will constitute a denial of the grievance and the employee may appeal it to the next level.

Section 8. Arbitration Procedures: In the event that the employee and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

Subd. 1. Request: A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed in the Office of the Superintendent within ten (10) days following the decision in Level III of the grievance procedure.

Subd. 2. Prior Procedure Required: No grievance will be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure, the parties will, within ten (10) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the Bureau of Mediation Services (BMS) to appoint an arbitrator, pursuant to the PELRA, providing such request is made within twenty (20) days after request for arbitration. The request will ask that the appointment be made within thirty (30) days after the receipt of said request. Failure to agree upon an arbitrator or the failure to request an arbitrator from the Bureau of Mediation Services (BMS) within the time periods provided herein will constitute a waiver of the grievance.

Subd. 4. Submission of Grievance Information:

a. Material Request: Upon appointment of the arbitrator, the appealing party will within five (5) days after notice of appointment forward to the arbitrator, with a copy to the School Board, the submission of the grievance which will include the following:

    1) The issues involved
    2) Statement of the facts
    3) Position of the grievant

b. The School Board will make a similar submission of information in accordance with Subd. 4a. of this section.

Subd. 5. Hearing: The grievance will be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties will have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and

make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator will be a hearing *de novo*.

Subd. 6. Decision: The decision by the arbitrator will be rendered within a time schedule mutually agreed to. Decisions and awards by the arbitrator in cases properly before him/her will be final and binding upon the parties, subject, however, to the limitations of the arbitration decisions as provided in the PELRA.

Subd. 7. Expenses: Each party will bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording will be made of the hearing at the request of either party. The parties will share, equally, fees and expenses of the arbitrator and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration. The cost of a transcript or recording will be borne by the party requesting it.

Subd. 8. Jurisdiction: The arbitrator will have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator will not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written Agreement; nor will an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor will the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which will include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, in its order, the arbitrator will give due consideration to the statutory rights and obligations of the public School Board to efficiently manage and conduct its operations within the legal limitations surrounding the financing of such operations.

Section 9. General:

Subd. 1. Reprisals: No reprisals of any kind will be taken by the School Board or by any member of the administration against any aggrieved person, any representative of an aggrieved person, or any other participants in the grievance procedure by reason of such participation.

Subd. 2. Employee Rights: Nothing herein will be construed to limit, impair or affect the right of any employee, or group of employees, as provided in state statutes.

ARTICLE X
DURATION

Section 1. Term and Reopening Negotiations: This Agreement will remain in full force and effect for a period commencing on July 1, ~~2019~~ 2021 through June 30, ~~2021~~2023. If either party desires to modify or amend this Agreement commencing on July 1, 2021, it will give written notice of such intent no later than May 1, ~~2021~~2023. Unless otherwise mutually agreed, the parties will not commence meet and confer more than ninety (90) days prior to the expiration of this Agreement.

Section 2. Effect: The provisions herein relating to terms and conditions of employment supersede any and all prior agreements, resolutions, practices, School District policies, rules or regulations concerning

terms and conditions of employment inconsistent with these provisions. All matters not covered by this Agreement are hereby reserved to the School Board.

Section 3. Finality: Any matters relating to the current term, whether or not referred to in this Agreement, will not be open for discussion during the term of this Agreement.

TOPIC: Early Retirement Incentive

EFFECTIVE DATE: July 1, ~~2019~~ 2021 – June 30, ~~2021~~2023

The following contains the full text of the Memorandum of Understanding (MOU) between Osseo Area Schools, ISD 279 ("District"), and Management Personnel I-M, relating to disbursement of funds for the Early Retirement Incentive.

PURPOSE:

The purpose of this MOU is to designate how funds will be disbursed for the Early Retirement Incentive, contained in Article VI, Section 4, of the ~~2019~~2021-~~2021~~ 2023 Terms and Conditions of Employment.

AGREEMENT:

Subject to the limitations listed below, the District will contribute funds relating to the Early Retirement Incentive as follows:

1. Seventy five percent (75%) of funds shall be placed into a Post-Retirement Health Arrangement Plan. Employees who are exempted from participating in the Post-Retirement Health Arrangement Plan, according to IRS guidelines, must contribute one hundred percent (100%) of their Early Retirement Incentive into the Special Pay Deferral Plan referenced in paragraph 2 below.

2. The balance of the Early Retirement Incentive benefit shall be paid into a Special Pay Deferral Plan (403(b)). The District's annual contribution into the retiree's Special Pay Deferral Plan account must not exceed the IRS contribution limit during any given year. Any remaining balance will be paid into the Special Pay Deferral Plan in future consecutive years to the extent allowed by the IRS.

3. All District payments will be made according to the timeline and payment schedule as provided in the ~~2019~~2021-~~2021~~ 2023 Terms and Conditions of Employment.

4. This is the full and complete agreement relating to Early Retirement Incentive benefits.

MEMORANDUM OF UNDERSTANDING

between

OSSEO AREA SCHOOLS, ISD 279
and
MANAGEMENT PERSONNEL I-M

TOPIC: Potential Plan Design Change - Long-Term Disability Insurance Coverage~~Limits to Long-Term Disability Insurance Coverage~~

EFFECTIVE DATE: Upon ratification

The plan design for long-term disability coverage for chemical dependency and mental health may be changed to a combined 24 months of coverage per claim. These changes will only go into effect contingent on the agreement of all other bargaining groups in the Osseo Area School District, approval of the Insurance Advisory Committee and approval by the School Board. If no agreement is reached among the groups, or if the Insurance Advisory Committee and/or School Board do not approve the design of the request for proposal (RFP) and/or the bid/proposal itself, this language will be null and void. In the interim follow~~Long-term disability coverage for chemical dependency and mental health will be limited to a combined 24 months of coverage per claim. The limitations will go into effect contingent on the agreement of with all other bargaining groups in Osseo Area School District. If no agreement is reached among the groups, this language will be void. In the interim follow~~ Article VII, Section 9.

Memo

To: School Board Members

From: Laurel Anderson, Executive Director, Human Resources

Date: June 21, 2022

Re: Recommendation for Approval, Agreement on the Terms and Conditions of Employment between the Independent School District 279 School Board and Salaried Professionals, July 1, 2021 – June 30, 2023

Recommendation:

It is our recommendation that you approve the Agreement on the Terms and Conditions of Employment between the Independent School District 279 School Board and Salaried Professionals, effective July 1, 2021, through June 30, 2023.

Background:

The Salaried Professionals group consists of thirty (30) employees comprised of Network Administrators, Communication Specialists, Non-licensed Activities Coordinator, Coordinator of Data & Assessment, Data & Assessment Specialist, Data Integration Developer, Risk Management Specialist, Multilingual Community & Cultural & Communication Specialists, Nutrition Services Repair Specialist, Recruitment & Retention Manager, District Chef, Equity Specialists, Student Assistance Counselors, and Cultural and Community Liaisons.

The agreement contains some language changes to reflect current District practices. In addition, changes have been made to the Compensation and Conditions, Group Insurance, and the Memorandums of Understanding of the terms and conditions of employment.

In the Compensation and Conditions section of the collective bargaining agreement, language was modified to include a 2.0% increase to base salary in year 1 and a 3.0% increase to base salary in year 2.

In this same section, there were four (4) titles moved and/or added to the group. Language was added to provide for additional duty days for Multicultural Community & Communications Specialists when/if needed to serve district and community needs. Language was also added clarifying payment for days worked for members of the group. Finally, language was added providing an option for employees to work on some district designated holidays with supervisor approval.

In the Deferred Compensation section, Equity Specialist, Community & Cultural Liaisons and Student Assistant Counselor district contribution amounts were aligned with other titles in the group and the district max contribution amount for all members was increased from $1,500 to $2,000 annually beginning July 1, 2022. Finally, language was added regarding emergency close.

In the Group Insurance section of the collective bargaining agreement, full-time employees will receive District contributions to health insurance up to the following amounts:

<u>High/Value Plan</u>		
Single	7/1/21-6/30/22	$609.39
	effective 7/1/22	$621.58
Employee+1	7/1/21-6/30/22	$947.68
	effective 7/1/22	$966.64
Family	7/1/21-6/30/22	$1,518.36
	effective 7/1/22	$1,548.73

<u>High Deductible Plan (HSA)</u>		
Single	7/1/21-6/30/22	$471.09
	effective 7/1/22	$480.51
	$200 monthly contribution	
Employee+1	7/1/21-6/30/22	$944.18
	effective 7/1/22	$963.07
	$400 monthly contribution	
Family	7/1/21-6/30/22	$1,511.62
	effective 7/1/22	$1,541.85
	$400 monthly contribution	

Par-time employees will receive District contributions to health insurance up to the following amounts:

<u>High/Value Plan</u>		
Single	effective 7/1/21	$597.43
Employee+1	effective 7/1/21	$597.43
Family	effective 7/1/21	$597.43

<u>High Deductible Plan (HSA)</u>		
Single	effective 7/1/21	$452.97
$200 monthly contribution		
Employee+1	effective 7/1/21	$907.87
$400 monthly contribution		

Family effective 7/1/21 $1,453.48
$400 monthly contribution

A new Memorandum of Understanding (MOU) was added which addresses the conversion on up to five (5) non-workdays into a cash option as a means of ensuring presenteeism through the reduction of accumulated leave balances accrued during COVID years. The language in the Limits to Long-term disability MOU was updated to reflect current practice. The language in the Student Teacher Practicum was updated to provide additional support for members whose original position is eliminated during the two-year service period post student teaching practicum.

The salary investment outlined above is consistent with the financial parameters established by the School Board for the 2021-2023 contract negotiation. The two-year agreement results in a 6.8% total package increase. The total additional financial investment is $275,469 over the term of the agreement.

Timeline/Next Steps:

With the ratification of the contract, Human Resources and Payroll will begin the implementation process.

TERMS AND CONDITIONS OF EMPLOYMENT

between

OSSEO AREA SCHOOLS

ISD 279

Maple Grove, MN

and

SALARIED PROFESSIONALS

Effective Dates: July 1, ~~2019~~2021– June 30, ~~2021~~2023

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ARTICLE I
PURPOSE

Section 1. Parties: This Agreement is established by the School Board of Independent School District 279, hereinafter referred to as the School Board, and the Salaried Professionals, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as the PELRA, to provide the terms and conditions of employment for management personnel during the term of this Agreement.

ARTICLE II
DEFINITIONS

Section 1. Terms and Conditions of Employment: Will mean the hours of employment, the compensation therefore, including fringe benefits, except retirement contributions or benefits, and the employer's personnel policies affecting the working conditions of the employees, but does not mean educational policies of the School District. The terms in both cases are subject to the provisions of PELRA.

Section 2. Employee: Will mean any person employed by the School Board in the capacity of Network Administrator, Communications Specialist, Non-licensed Activities Coordinator, Data and Assessment Coordinator, Data and Assessment Analyst, Data Integration Developer, District Chef, Equity Specialist, Community Liaison, Cultural Liaison, or Student Assistance Counselor.

Section 3. School Board: For purposes of administering these terms and conditions of employment, the term "School Board" may also mean its designated representative.

Section 4. Other Terms: Terms not defined in these terms and conditions of employment will have those meanings as defined by PELRA.

ARTICLE III
SCHOOL DISTRICT RIGHTS

Section 1. Inherent Managerial Rights: The Employees recognize that the School District is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the School District, its overall budget, utilization of technology, the organizational structure, selection, direction and number of personnel.

Section 2. Management Responsibilities: The Employees recognize the right and obligation of the School District to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the School District.

Section 3. Effects of Laws, Rules and Regulations: The Employees recognize that all employees covered by these terms and conditions of employment will perform the services prescribed by the School District and will be governed by School Board policies, rules, regulations, directives and orders which are not inconsistent with the terms and conditions of employment and which are issued by properly designated officials of the School District. Any provision of these terms and conditions of employment found in violation of any law, rule or regulation thereunder will be without force or effect.

Section 4. Reservation of Managerial Rights: The foregoing enumeration of School District rights and duties will not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in these terms and conditions of employment are reserved to the School District.

Section 5. Reporting: Incarceration, arrest, or subsequent court directives that could impact the employee's ability to perform their job, and/or any allegation of child maltreatment, must be reported by the employee to Human Resources or the employee may be subject to discipline.

ARTICLE IV
EMPLOYEES' RIGHTS

Section 1. Right to Views: Pursuant to PELRA, nothing contained in these terms and conditions of employment will be construed to limit, impair or affect the right of any employee, or their representative, to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full faithful and proper performance of the duties of employment; nor will it be construed to require any employee to perform labor or services against their will.

Section 2. Right to Join: Employees will have the right to form and join labor or employee organizations and will have the right not to form and not to join such organizations. Employees will have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for such employees with the School District.

Section 3. Other Rights: Employees will have all other rights prescribed by PELRA.

ARTICLE V
COMPENSATION AND CONDITIONS

Section 1. Compensation: The wages reflected will be effective only for the dates indicated for .

Title	Work days	Minimum/ Maximum Effective 7-1-~~2019~~ 2021 ~~thru~~ through 6-30-~~2021~~2023
Recruitment & Retention Manager	225	$76,939 - $88,913
Risk Management Specialist	225	$62,000 - $71,500
Network Administrator	225	$76,939 / $88,913
Data Integration Developer	225	$76,939 - $88,913
District Chef	225	$62,000 - $71,500
Data and Assessment Analyst	225	$76,939 - 88,913
Communications Specialist	225~~0~~	$~~50,382~~62,000 ~~/ $60,690~~ - $71,500
Data and Assessment Coordinator	218	$105,990 - $126,669
Non-licensed Activities Coordinator	218	$107,225 ~~/$~~- $127,906
Equity Specialist	186	$48,198 - $56,892
Administrative Assistant to the Superintendent and School Board	225	$62,000 - $71,500
Community Liaison	186	$48,198 - $56,892
Cultural Liaison	186	$48,198 - $56,892
Student Assistance Counselor	186	$48,198 - $56,892
Multilingual Community & Communication Specialist	210	$54,417 -$64,233
Nutrition Services Equipment Repair Specialist	225	$59,850 - $71,225

**The salary range is used as a guide for initial placement. Salaried Professional employee salaries may move above the top of the range with salary enhancements and/or salary advancements.

a. Initial Placement in Salary Range: New Salaried Professionals shall be placed within the respective salary range based on experience as it relates to the requirements of the job and at the discretion of the District. Internal employees hired into the unit and/or current employees promoting within the unit shall be placed at the discretion of Human Resources based on qualifications/experience and may be placed above the top of the range.

b. Salary Enhancement: A 2% increase to Salaried Professionals' base salary shall be effective July 1, ~~2019~~2021, and a 3~~2~~% increase to base salary shall be effective July 1, ~~2020~~2022.

c. Salary Advancement: Employees will advance within their salary range based on annual job performance and leadership. An employee must complete at least 120 days of paid service in the group during a contract year to qualify for salary advancement. Advancement will occur based on the following levels of performance:

Exemplary Performance:	2.3% increase to base salary
~~Effective~~ Accomplished Performance:	1.4% increase to base salary
Developing:	0.7% increase to base salary
~~Needs Development~~Unsatisfactory:	No salary advancement

Effective beginning with the 2018-2019 school year, salary advancements will be awarded based on performance levels.

d. Alternative Salary Advancement Amounts: For future contract negotiations, the School Board shall set financial parameters for contract negotiations. These financial parameters relating to salary shall be used to determine the amount of salary advancement if it is to be less than the amounts specified in section c above.

Based on these parameters set by the School Board, salary advancement will be as follows:

Exemplary performance:	An amount equal to 0 – 2.3%
Effective performance:	An amount equal to 0 – 1.4%
Developing:	An amount equal to 0 – 0.7%
Needs Development:	No salary advancement

e. Teaching License Stipend: Effective 2011-2012 and thereafter, Equity Specialists, Student Assistance Counselors, and Community and Cultural Liaisons who hold a valid license conferred by the Minnesota Department of Education Board of Teaching shall receive an additional $1,000 per year, paid as an annual stipend. To qualify for the stipend, employees must submit documentation indicating the valid licensure to Human Resources. The stipend will be paid on the first paycheck in September after appropriate documentation is received and approved by Human Resources.

Section 2. Work Conditions:

Subd. 1. Work Year: The work year is defined in Article V, Section 1, ~~Subd. a~~specifically in the compensation table expressed in number of work days by position. Any request for an adjustment to a Salaried Professional's work year calendar is to be submitted to their immediate supervisor for

approval. A part of the approval process will be designating when the days will be rescheduled, and tentative activities planned.

a) Salaried Professionals who begins service after July 1 or ends service prior to June 30th of any given school year will be paid for days worked up to a maximum of the number of work days listed by job title in Article V, Section 1.

Subd 2. Equity Specialists, Student Assistance Counselors, Community and Cultural Liaisons.

a) Work Year & Hours: The number of duty days will generally be 186 days for Equity Specialists, Student Assistance Counselors, and Community and Cultural Liaisons, and the scheduled days will generally be the 186-teacher scheduled workdays. Additional days may be added by the immediate supervisor upon mutual consent. Employees are normally required to work a forty (40) hour week. The scheduled hours will typically coincide with teacher/student contact time at the employee's assigned work site and approved by their supervisor. The scheduled hours may be adjusted to meet the needs of a particular program, with the approval of the immediate supervisor.

b) Compensation for Additional Days: Additional days will be compensated pro rata based on the daily rate of pay for work related to the employee's typical assigned duties. Other work not directly related to the employee's typical assigned duties will be paid at the casual hourly rate of pay.

c) Compensatory Time: As an alternative, employees may be allowed to accumulate compensatory time, to be accumulated and utilized only with the prior approval of the immediate supervisor. Such compensatory time must be used within the same pay period in which the compensatory time was accumulated and shall have no cash value or be paid in any way to the employee at any time.

d) On Mark Reporting Days, Equity Specialists, Student Assistance Counselors, Community and Cultural Liaisons may choose to report to the site, or not, as long as the required work is completed by the deadline established by each site. If the work requires that an Equity Specialist, Student Assistance Counselor, Community and Cultural Liaison report to the site in order for it to be completed, then they will need to report to the site.

On trimester 3 Mark Reporting Days, all Equity Specialists, Student Assistance Counselors, Community and Cultural Liaisons must report to their site in the morning for a minimum of a half day and check out with their supervisor prior to leaving for the school year.

Subd. 3. Multicultural Community & Communications Specialists: Staff in these positions may be directed by their supervisor to work additional duty days during the calendar year and will be paid at their daily rate of pay for any additional days worked.

Subd. ~~3~~4. Salaried Professionals may schedule the following as workdays: Labor Day, Friday after Thanksgiving, Martin Luther King, Jr. Day, President's Day, Spring Holiday, Memorial Day, and Juneteenth, subject to supervisor approval.

Section 3. Job Elimination: In the event of job elimination requiring layoff, employee(s) terminated will be at the discretion of the program supervisor based on performance and programmatic needs of the system.

Section 4. Probation and Regular Status: New employees will be considered as probationary employees until June 30th if they have completed at least 120 workdays of employment. If a school year ends prior to a probationary employee serving at least 120 work days, such employee shall be on probation for the following school year, ending June 30th. During this time they may be transferred, discharged or laid off. Upon completion of the probationary period, the employee will establish continuing employee status unless otherwise notified in writing by the employer prior to that date. Probationary employees will be evaluated by their immediate supervisor.

Section 5. Conferences and Conference Release Days for Equity Specialists:

Subd. 1: Equity Specialists: Within the yearly school calendar, thirty (30) hours or four (4) days will be designated for work outside of the 40 hour work week/186 day work year, at the direction of the employee's immediate supervisor. As a result of this required work, Equity Specialists will not be required to work during scheduled conference release days.

Such use of these thirty (30) hours will be determined only by the employee's immediate supervisor. Collaboration will be sought between the Director and the Equity Specialist regarding best use of the 30 hours.

Section 6. Retirement Savings Plan: In accordance with Section 403(b) of the Internal Revenue Code, the School Board will match the contribution of an eligible employee according to the following schedules towards an approved 403(b) retirement savings plan. The plan must meet the School District's guidelines for approval. Employees may choose to defer more than the District annual match amount. Federal law determines the maximum amount an individual can contribute annually.

	~~2019~~2021 ~~2020~~ 2022 School Year Minimum District Annual Match (Effective July 1, 2021)	**~~2019~~2021 ~~2020~~ ~~2022~~ School Year Maximum District Annual Match**
All Salaried Professionals are eligible upon hire~~Network Administrator, Communications Specialist, and Non-licensed Activities Coordinator, Data Integration Developer, Data and Assessment Analyst, Data and Assessment Coordinator, and District Chef~~	$440	Effective July 1, 2021 $1,500.00 ($62.50 per pay ~~period~~) Effective July 1, 2022 – All Employees Eligible $2,000.00 (approximately $88.3~~3~~4 per pay period)
~~Equity Specialists/Community and Cultural Liaisons/Student Assistant Counselors~~	~~$440~~	Effective July 1, 2021 & Sunsets

		June 30, 2022 (All Employees eligible max indicated above after June 30, 2022) $880

~~Subd. 1. District Annual Match Effective July 1, 2020 the School District's annual match of an eligible employee's contribution will be a minimum match of $440 up to a maximum match of $1,500.00. Employees may choose to defer more than the District annual match amount. Federal law determines the maximum amount an individual can contribute annually.~~

Section 7. Emergency School Closing: In the event school starts late or is closed early due to inclement weather or other emergency situations, or an e-learning day is called, Salaried Professional's work assignment will be determined by the Superintendent or designee. In the event school is canceled at one or more locations due to inclement weather or other emergency situations, or an e-learning day is called, Salaried Professionals will follow the direction of the Superintendent or designee regarding reporting to work and work duties.

In the event an employee was scheduled to take a single sick day, personal leave day, bereavement day or non-work day that coincides with an emergency school closing or e-learning day, the employee will not be charged for their scheduled sick day, personal leave day, bereavement day or non-work day. If the employee was scheduled to take a series (2 or more) of connected sick days, personal leave days, bereavement leave days or non-work days and one of those connected days falls on the emergency school closing or e-learning day, the employee will be charged for the day(s) that coincides with the emergency school closing or e-learning day(s).

ARTICLE VI
GROUP INSURANCE

Section 1. Eligibility: Employees working a full school year schedule consisting of thirty-two (32) or more hours per week will be considered full-time for purposes of eligibility for group insurance. Qualifications will include those established by the School Board and the carrier of the coverage.

Section 2. Enrollment: All employees qualifying may enroll for such coverage in accordance with the procedure established by the School District.

Section 3. Selection: The School Board will make the selection of insurance carriers and policies. Salaried Professionals will have representation on the School District Insurance Advisory Committee.

Employees will be allowed to waive health coverage in the District's health plan upon sufficient proof that the employee has obtained group health coverage through another source (e.g. spouse). The Human Resources department shall determine the basis for sufficient documentation of group coverage from another source. The District retains the right to re-examine waiver of health coverage on a year-to year basis.

Section 4. Health and Hospitalization Insurance for Full-Time Employees (employees scheduled to work 32 or more hours weekly)

Subd. 1. District Contribution: Basic Group Health and Hospitalization Plans:

The District will contribute up to the following amounts towards the District's Group Health Insurance premiums for full time employees. Any portion of the premium that exceeds the District contribution will be paid by the employee and paid by payroll deduction.

~~**Effective July 1, 2019**~~

	~~Single~~	~~Employee +1~~	~~Family~~
~~High/ Value~~	~~$585.72~~	~~$910.88~~	~~$1,459.41~~
~~HSA Plan~~	~~$444.09~~	~~$890.07~~	~~$1,424.98~~

~~**Effective July 1, 2020**~~

	~~Single~~	~~Employee +1~~	~~Family~~
~~High/ Value~~	~~$597.44~~	~~$929.10~~	~~$1,488.59~~
~~HSA Plan~~	~~$461.85~~	~~$925.67~~	~~$1,481.98~~

Effective July 1, 2021

	Single	Employee +1	Family
High/ Value	$609.39	$947.68	$1,518.36
HSA Plan	$471.09	$944.18	$1,511.62

Effective July 1, 2022

	Single	Employee +1	Family
High/ Value	$621.58	$966.64	$1,548.73
HSA Plan	$480.51	$963.07	$1,541.85

Subd. 2. High Deductible Health Plan (HSA Plan) - Contributions to Health Savings Accounts

As recommended by the School District Insurance Advisory Committee, those employees participating in the HSA compatible health plan shall receive the following contributions to a qualifying Health Savings Account (HSA). Contributions will only be made to District approved HSA depository.

- Single HSA Coverage: $200 per month
- Employee+1 Coverage: $400 per month
- Family Coverage: $400 per month

District contributions to the HSA trust account will be made each month. Contributions for July and August for 186-day employees will be made at the same time as the September contribution.

In the event of hardship, the parties agree to meet and confer to discuss alternatives to the contribution timelines.

The school district will pay all administrative fees associated with the plan.

Section 5. Health and Hospitalization Insurance for Part-Time Employees (employees scheduled to work 30 hours but less than 32 hours weekly):

The selection of insurance carriers and policies will be made by the School Board.

Subd. 1. Group Health and Hospitalization Plans:

The District will contribute up to the following amounts towards the District's Group Health Insurance premiums for each part-time employee. Any portion of the premium that exceeds the District contribution will be paid by the employee and paid by payroll deduction.

~~**Effective July 1, 2019**~~

	~~Single~~	~~Employee +1~~	~~Family~~
~~High/ Value~~	~~$585.72~~	~~$585.72~~	~~$585.72~~
~~HSA Plan~~	~~$444.09~~	~~$890.07~~	~~$1,424.98~~

Effective July 1, 2021

	Single	Employee +1	Family
High/ Value	$597.43	$597.43	$597.43
HSA Plan	$452.97	$907.87	$1,453.48

Subd. 2: High Deductible Health Plan (HSA Plan) - Contributions to Health Savings Accounts:

As recommended by the School District Insurance Advisory Committee, those employees participating in the HSA compatible health plan shall receive the following contributions to a qualifying Health Savings Account (HSA). Contributions will only be made to District approved HSA depository.

- Single HSA Coverage: $200 per month
- Employee+1 Coverage: $400 per month
- Family Coverage: $400 per month

District contributions to the HSA trust account will be made each month. Contributions for July and August for 186-day employees will be made at the same time as the September contribution. In the event of hardship, the parties agree to meet and confer to discuss alternatives to the contribution timelines.

The school district will pay all administrative fees associated with the plan.

Section 6. Dental Insurance

a. Single Coverage: The School District will pay up to $28.00 per month for individual coverage for each full-time employee who qualifies for and enrolls in the School District's group dental insurance plan.

b. Family Coverage: The premium cost of the family/dependent coverage for each full-time employee who qualifies for and enrolls in the School District's group dental insurance plan and who qualifies for family/dependent coverage will be paid in total by the employee and paid by payroll deduction, minus the School District's contribution for single coverage. Whether the District offers family/dependent coverage is subject to the conditions as established by the carrier.

Section 7. Section 125 (Flexible Spending) Plan: The School District will provide a Section 125 Plan under the Internal Revenue code. This plan will be available to all employees. The Section 125 Plan (Flexible Spending Plan) offered by the School District is a plan established to provide a way to save money on costs for medical and dependent care expenses. The three accounts allow payment for health insurance premiums, certain out-of-pocket health care expenses, and dependent care expenses with pre-tax dollars. It is a salary reduction plan permitting participants to choose among more than one benefit. It is classified as a "Cafeteria Plan" for federal income tax purposes. The plan year will commence July 1st through June 30th. There are three (3) components to the plan:

1. District provided health insurance premium deduction with pre-tax dollars.
2. Dependent care reimbursement account.
3. Medical expense reimbursement account.

Section 8. Group Term Life Insurance:

Subd 1. The School District will pay the full premium for group term life insurance for all employees who qualify for and enroll in the School District's group term life insurance plan. Employees who qualify and enroll will be covered by group term life insurance in the amount of $100,000.

Section 9. Supplemental Group Term Life Insurance: Employees will have the option, subject to the conditions established by the School District's carrier for group term life insurance as provided in Section 8 of this Article, to purchase supplemental group term life insurance in the amounts: of $50,000, $75,000, $100,000, $125,000, $150,000, $200,000, $300,000, or $400,000, not to exceed 4x annual salary.

The cost of the supplemental coverage will be borne by the employee and paid by payroll deductions.

Section 10. Long-Term Disability Income Protection: The School District will pay the full premium for coverage for the existing long-term disability income protection plan for all employees who qualify for and enroll in such coverage. This coverage will apply to the base annual salary. Additional costs for coverage will be borne by the employee. See MOU Long-Term Disability Coverage for Mental Health & Chemical Dependency.

Section 11. Claims Against the School District: It is understood that the School District's obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim will be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 12. Insurance Program Eligibility in the Event of Early Retirement: An employee who retires prior to age sixty-five (65) is eligible to participate in the group health or dental plans, but must pay the entire premium for the plans selected. The right to continue participation in such plans, however, will be in accordance with conditions of the carrier and/or until the employee qualifies for coverage under another program.

Section 13. Married Couples in District with Family Coverage: When a Salaried Professional employee and their spouse are both employed by the School District and are eligible for the School District's group health and hospitalization plan, and both employees enroll in the same hospitalization plan, the full premium will be paid by the School District.

ARTICLE VII
LEAVES OF ABSENCE

Section 1. Sick Leave:

Subd. 1. Earn:

A) Employees who work 225, 220 and 218 days will accrue sick leave at the rate of twelve (12) days per year.

B) Employees who work 186 days will accrue sick leave at the rate of ten (10) days per year.

Subd. 2. Accumulation: Unused sick leave days may accumulate to an unlimited number of days per employee. Such accrual will be non-retroactive. If an employee is discontinued and has used more sick leave than entitled to, such excess amount will be deducted from the last pay check.

Subd. 3. Use:

a) Sick leave with pay will be allowed by the School District whenever an employee's absence is found to have been due to illness which prevented attendance and performance of duties on that day or days, provided that the employee has unused sick leave at the time of such absence.

b) Sick Leave may also be used for the illness of a minor child as provided for in M.S 181.9413 (Sick or Injured Child Care Leave); provided the employee has unused sick leave at the time of such absence. M.S. 181.9413 defines "child" as an individual under eighteen (18) years of age or an individual under age twenty (20) who is still attending secondary school.

Subd. 4. Use – Pregnancy: An employee may utilize available sick leave, subject to the provisions of this Section and Section 4 hereof, for periods of disability relating to pregnancy, miscarriage, and abortion or child birth. Such an employee will notify Human Resources in writing no later than the end of the sixth month of pregnancy indicating ~~her~~ their intention to utilize sick leave, and also at such time will provide a licensed medical provider's statement indicating the estimated date of delivery of the child and estimated time of confinement. A licensed medical provider will determine the definition of disability.

Subd. 5. Medical Verification: If there is a question as to the eligibility of an employee for sick leave, the School District reserves the right to verify the illness. In the event that a medical certificate will be required, the employee will be so advised by the School District.

Subd. 6. Deduction: Sick leave allowed will be deducted from the employee's accrued sick leave days.

Subd. 7. Approval: Sick leave pay will be approved only upon submission of a signed request upon the authorized sick leave pay request form provided by the School District.

Subd. 8. Excess Use: Any days used in excess of the number of days of sick leave accrued will be deducted from the employee's salary for the pay period during which the absence not covered by sick leave occurred.

Subd. 9. Utilization of Sick Leave Benefits During Absences Covered by Workers' Compensation and/or Long-Term Disability (LTD):

a) Upon the request of an employee who is absent from work as a result of a compensable injury incurred in the service of the School District under the provisions of the Workers' Compensation Act and/or an absence covered by the School District's long-term disability insurance, the School District will pay the difference between the compensation received by the employee pursuant to the Workers' Compensation Act and/or LTD and the employee's base rate of pay to the extent of the employee's earned accrual of sick leave.

b) A deduction will be made from the employee's accrued sick leave according to the pro rata portion of days of sick leave which is used to supplement Workers' Compensation and/or LTD payments.

c) Such payment will be paid by the School District to the employee only during the period of disability.

d) In no event will the additional compensation paid to the employee by virtue of sick leave pay result in the payment of total daily, weekly, or monthly compensation that exceeds the base compensation of the employee.

e) An employee who is absent from work as a result of an injury compensable under the Workers' Compensation Act and/or an absence qualifying the employee for LTD payments who elects to receive sick leave pursuant to these terms and conditions of employment will submit the workers' compensation check and/or LTD payment, endorsed to the School District prior to receiving payment from the School District for this absence.

Section 2. Family Illness Leave:

Subd. 1. Use: Full-time employees may be granted up to a maximum of ten (10) days absence per year, upon approval of Human Resources for illness in the employee's or spouse's immediate family that may or may not otherwise be covered under the Family and Medical Leave Act (FMLA) and/or state statute. The immediate family will include parent, sister, brother, spouse, children who do not meet the minor child definition of M.S. 181.9413[1], son-in-law, daughter-in-law, grandparent, grandchildren, guardian and any other relative or non-relative who stands in the same relationship with the employee. These days will be deducted from accrued sick leave. If the employee does not have sufficient accrued sick leave, there will be a salary reduction based on the daily rate of pay.

M.S. 181.9410 subdivision 4 defines "child" means an individual under eighteen (18) years of age or an individual under age twenty (20) who is still attending secondary school." Article VI, Section 1, Subd. 3.b. applies in the event of minor child illness.

Section 3. Bereavement Leave:

Subd. 1. Use – Immediate Family: Full-time employees will be granted up to five (5) days for absence due to death of any member of the employee's or spouse's immediate family. The immediate family will include parent, sister, brother, spouse, son, daughter, son-in-law, daughter-in-law, grandparent,

grandchildren, and guardian and any other relative or non-relative who stands in the same relationship with the employee. Such absences will be deducted from accrued sick leave. If the employee does not have sufficient accrued sick leave, there will be a salary deduction equal to the daily rate of pay. Additional absence, but not to exceed five (5) additional days may be granted. In no case will this additional period exceed five (5) days.

Subd. 2. Use – Not Immediate Family: Absence due to the death of a person, not listed in Subd. 1. of this Section, will be limited to one (1) day per occurrence. Such absence will be deducted from accrued sick leave. If the employee does not have sufficient accrued sick leave, there will be a salary reduction based on the daily rate of pay.

Section 4. Personal Leave: All employees will be granted a leave of not more than one (1) day per year, not accumulative to more than five (5) days. for situations that arise requiring the employee's personal attention which cannot be attended to during non-working hours and are not covered under other provisions of these terms and conditions of employment.

Subd. 1. Requests: Requests for personal leave must be made in writing to Human Resources at least three (3) days in advance of the leave, except in the event of emergencies. The request need not state the reason for the personal leave day. This day will not be deducted from sick leave.

Subd. 2. Limit: Human Resources reserves the right to refuse to grant such leave. At no time will more than one (1) employee covered by these terms and conditions of employment be granted personal leave.

Subd. 3. Exclusion: A personal leave day will not be granted on a workshop day and the first and last day of the student school year. However, the leave will only be granted for special circumstances with written explanation by the employee and approval of Human Resources.

Section 5. Child Care/Adoption Leave:

Subd. 1. Purpose: An employee**,** upon request**,** may be granted a leave for the purpose of child care of a newborn child or for the adoption of a child. The employee will be required to concurrently take a leave pursuant to the Family/Medical Leave Act (FMLA). This leave will be granted to one (1) parent of a newborn or adopted child provided such parent is caring for the child. Employees may be granted partial leaves of absence appropriate to the job assignment.

Subd. 2. Request: An employee making application for child care leave will inform Human Resources in writing of the intention to take the leave at least three (3) calendar months before commencement of the intended leave. For an adoption leave, the employee will inform Human Resources in writing at the earliest opportunity of the intention to take the leave.

Subd. 3. Use of Sick Leave for Pregnancy: If the reason for the leave is occasioned by pregnancy, an employee may utilize sick leave pursuant to the sick leave provisions of this Article during a period of physical disability. A pregnant employee will also provide at the time of the leave application, a statement from ~~her~~ their licensed physician indicating the expected date of delivery.

Subd. 4. Use of Sick Leave for Adoption: An employee may request to use up to thirty (30) days of accumulated sick leave for adoption to assist in preparation and legal reasons of the adoption, as well as necessary travel and initial adjustment of the child. These days need not be taken consecutively.

Subd. 5. Date of Leave: The effective beginning date of a child care/adoption leave and its duration will be determined by mutual consent between the employee and Human Resources. In determining

the date of the commencement and duration of the leave, Human Resources will review each case on its individual merits taking into consideration the following:

a) The continuity of the instructional program for students. The commencement of the leave should normally coincide with some natural break in the school year, e.g., winter vacation, spring vacation, end of a grading period, the end of the school year or the like.

b) The request of the employee.

c) The specific employment duties of the employee involved.

d) The health and welfare of the employee, unborn child or adopted child.

e) The recommendation of the employee's licensed physician.

Subd. 6. Duration: In making a determination concerning the commencement and duration of a childcare/adoption leave, the School Board will not in any event be required to:

a) Grant any leave of more than twelve (12) months in duration.

b) Permit the employee to return to their employment prior to the date designated in the request for the leave, unless by mutual agreement of the employee and Human Resources.

Subd. 7. Approval of Leave: If the employee complies with all provisions of this Section and a leave is granted by the School Board, the employee will be notified in writing.

Subd. 8. Termination of Leave: Interruption of pregnancy will terminate the leave. Human Resources may require in such cases forty-five (45) days' notice to return.

Subd. 9. Reinstatement: An employee returning from child care/adoption leave will be re-employed in the position occupied prior to the leave, subject to the following conditions:

a) The position has not been abolished.

b) The employee is not physically or mentally disabled from performing the essential duties of such position.

Subd. 10. Failure to Return: Failure of the employee to return pursuant to the date determined in this Section will constitute grounds for termination by the School District unless the School District and the employee mutually agree to an extension of the leave.

Subd. 11. Probationary Period: The parties agree that the applicable periods of probation for Employees are intended to be periods of actual service enabling the School District to have an opportunity to evaluate an Employee's performance. The parties agree, therefore, that periods of time for which the employee is on child care/adoption leave will not be counted in determining the completion of the probationary period.

Subd. 12. Experience Credit: An employee who returns from child care/adoption leave within the provisions of this Section will retain all previous experience credit for pay purposes and any unused leave time accumulated under the provisions of this Article at the commencement of the leave. The

employee will not accrue additional experience credit for pay purposes or leave time during the period of absence.

Subd. 13. Salary: Any child care/adoption leave of absence granted under this Section will be a leave without pay except as provided in Section 1 of this Article.

Subd. 14. Insurance: An employee on child care/adoption leave of absence is eligible to participate in group insurance programs if permitted under the insurance policy provisions, but will pay the entire premium for such programs as the employee wishes to retain, following FMLA.

Subd. 15. Notification to Return: An employee on child care/adoption leave of absence will be sent a Notification of Assignment from Human Resources according to the following schedule:

a) When the return date of the leave is intended to coincide with the opening of school, notification will be given by April 1st.

b) At least sixty (60) days prior to the specified return of the leave when such date falls at any other time during the school year.

Subd. 16. Failure to Return Contract: The employee will lose all re-employment rights if the employee refuses or fails to return the notification within ten (10) days.

Section 6. Short-Term Leave:

Subd. 1. Salary: Short-term leave will be without pay.

Subd. 2. Duration: Short-term leave may be granted for not more than ten (10) working days during the effective dates of these terms and conditions of employment.

Subd. 3. Request: Requests for short-term leave will be made five (5) days in advance except in the case of emergencies. The request will be on a leave of absence request form (PF22), and will clearly state the reason for such request. Any special conditions or arrangements established by the administrator for a short-term leave will be in writing to the individual requesting the leave. All conditions established must be met to be eligible for the leave.

Subd. 4. Approval: Short-term leave will be granted only in special circumstances once all personal leave has been exhausted and must be approved by Human Resources.

Subd. 5. Eligibility: Short-term leave will normally be available no more than once every year.

Subd. 6. Limit: The number of employees on short-term approved leave at any given time will not exceed one (1).

Section 7. Long-Term Leave:

Subd. 1. Eligibility: Employees who have a minimum of three (3) years of experience in the School District may apply for an unpaid leave of absence once during their district employment. Additional leaves may be granted at the discretion of Human Resources for health reasons or election to political office.

Subd. 2. Duration: Leave may be granted for a period of time up to one (1) year.

Subd. 3. Benefit Accrual: An employee on leave will retain their accrued benefits as of the beginning date of the leave. No benefits will accrue during the period the employee is on leave.

Subd. 4. Purpose: A long-term leave may be requested for family issues, retraining or career change, education, election to political office, or approved travel.

Subd. 5. Requests: Requests for long-term leaves must be made at least thirty (30) days in advance, except in emergencies, and submitted to the administrator in charge for a recommendation for approval. Final approval will be made by Human Resources.

Subd. 6. Insurance: An employee on an approved long-term leave is eligible to participate at the employee's own expense in the health and hospitalization and dental programs of the School District up to a maximum of 18 months in accordance with COBRA requirements. Participation will be subject to the conditions prescribed by the insurance carrier.

Subd. 7. Reinstatement: An employee returning from long-term leave will be re-employed in a position provided:

a) Employee has notified the District no later than March 1st of the intent to return to work the first duty day of the upcoming school year. Requests to return at times other than the start of the school year will be at the discretion of Human Resources in consultation with the supervisor, and
b) That a position is available (Note: If a position is not available, employee's name will be placed on a waiting list and will be offered a position should a vacancy occur during the school year or by the beginning of the following school year provided the employee qualifies for said position), and
c) That the employee is not physically or mentally disabled from performing the essential functions of such position.

Subd. 8. Notification to Return: An employee on long-term leave will be notified of the assignment and date of return by Human Resources according to the following schedule:

a) When the return date of said leave is intended to coincide with the opening of school, notification will be given by April 1st of the preceding year.

b) When the return date falls at any other time during the school year, notification will be given at least sixty (60) days prior to the specified return date.

Subd. 9. Failure to Return Notice: The employee will lose all re-employment rights if the employee refuses or fails to return the notice of assignment within ten (10) days.

Section 8. Religious Leave: Employees may be granted up to three (3) days of religious leave. Employees must make application, including a brief summary of details of the request, to Human Resources at least three (3) days prior to the religious leave. Upon approval, Human Resources will notify the employee's immediate supervisor to make the necessary arrangements allowing the employee to make up the days at some other prearranged time. However, an employee may utilize provisions outlined in Section 4, Personal Leave, if so desired. If the employee chooses none of the options as outlined herein, leave may be granted with full loss of pay.

Section 9. Jury Duty: A full-time employee summoned to jury duty will be granted time off with pay.

Subd. 1. Notice to District: Employees who receive a summons for jury duty are to notify Human Resources immediately of the proposed dates of service.

Subd. 2. Remittance of Stipend: Employees who receive a stipend for jury duty are to reimburse the School District for the amount received, minus the mileage and parking allowance if they were on jury duty during school time.

Subd. 3. Pay: Employees will have no loss of pay as a result of jury duty if the provision of Subd. 1 and Subd. 2 of this Section are met. Failure to do so will result in full loss of pay.

Section 10. Court Appearances:

Subd. 1. Request of School Board: When the School Board is a party in litigation, and an employee appears at the request of the School Board or as codefendant in a case against the School Board, the employee will be entitled to their pay and no deduction of any leave provision will be charged against the employee.

Subd. 2. Other Requests: If an employee receives a notice to supply information or testify in a civil or criminal court proceeding, as a result of their employment, they must notify their supervisor and Human Resources. If the employee must appear at the proceeding, the employee will be entitled to their pay and no deductions of any leave provisions will be charged against the employee. If the matter is a result of actions for which the employee has been found to have acted improperly and thus disciplined, by the School District, the day(s) absent will be deducted from personal leave or short-term leave referenced in this Article.

Subd. 3. Action Against School Board: If the matter is a result of actions by an employee against the School Board/District, the day(s) absent will be deducted from personal leave or short-term leave. Additional short-term leave will be granted if necessary.

Section 11. **Eligibility for Leaves and Absences**: Only employees who are employed on a full-time basis forty (40) hours per week are eligible for leave and absence benefits.

ARTICLE VIII
DURATION

Section 1. Terms: These terms and conditions of employment will remain in full force and effect for a period commencing on July 1, ~~2019~~2021, through June 30, ~~2021~~2023.

Section 2. Effect: These terms and conditions of employment constitute the full and complete terms and conditions of employment. The provisions herein relating to terms and conditions of employment, supersede any and all prior agreements, resolutions, practices, School District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

Section 3. Severability: The provisions of these terms and conditions of employment will be severable, and if any provision therefore or the application of any such provision under any circumstances is held invalid, it will not affect any other provisions of these terms and conditions of employment or the application of any provision thereof.

MEMORANDUM OF UNDERSTANDING
between
Osseo Area Schools, ISD 279

AND

Equity Specialist, Student Assistance Counselors, Community and Cultural Liaisons

TOPIC: Student Teaching Practicum or Similar Field Experience

EFFECTIVE DATES: July 1, ~~2019~~ 2021 through June 30, ~~2021~~2023

The following contains the full text of the Memorandum of Understanding (MOU) between Osseo Area Schools, ISD 279 ("District"), and Equity Specialist, Student Assistance Counselors, Community and Cultural Liaisons completes their student teaching practicum or similar field experience in Osseo Area Schools while employed as an Equity employee.

PURPOSE: The purpose of this MOU is to provide clarification related to an Equity Specialist, Student Assistance Counselors, Community and Cultural Liaisons completing a student teaching practicum or similar field experience in ISD 279 while employed in Osseo Area Schools District.

The District and Equity Specialist, Student Assistance Counselors, Community and Cultural Liaisons agree to the following related to an Equity Specialist, Student Assistance Counselors, Community and Cultural Liaisons completing their student teaching practicum or similar field experience in ISD 279:

- An employee will be eligible for the student teaching practicum or similar field experience after the successful completion of their probationary period, subject to HR approval.

- The employee will retain their current rate of pay for up to one year while completing the practicum or similar field experience.

- The employee will be paid for the number of hours of their assignment held before moving into their student teaching/ field experience position.

- The employee will apply to take a paid student teaching/field experience leave of absence, for up to one year, from their current position to complete the student teaching practicum or similar field experience. During this time all sick, personal, or vacation leave is frozen.

- The employee will be placed for their student teaching position, whenever possible, in a site other than their current assigned site. If an exception is needed, it will be done with mutual agreement of the district and Equity Specialist, Student Assistance Counselors, Community and Cultural Liaisons group.

- Upon successful completion of the student teaching practicum or similar field experience the employee will return to their previous position.

- The employee must commit to working for ISD 279 in a position with at least a comparable number of hours as the employee's original position for a minimum of two years.

- If the employee accepts a position with comparable hours to the original position or a teaching assignment, and the position is eliminated within 12 months of the end of the student teacher practicum, the district will guarantee the employee an assignment for up to two years post student teacher practicum with hours, pay and benefits at or below the employee's position before the student teacher practicum. The purpose of this language is to ensure the employee does not have to repay the amount of salary and benefits as long as the employee maintains employment with the district.

- If the ~~employee~~ employee refuses the district's job assignment and does not maintain employment with ISD 279 for at least two years following the completion of the student teaching practicum or similar field experience, the employee will pay back to the district the amount of salary and benefits earned while completing the student teaching practicum or similar field experience.

- An employee must sign the attachment* to confirm they understand this MOU.

*Attachment**

Equity Specialist, Student Assistance Counselors, Community and Cultural Liaisons
Student Teaching Practicum or Similar Experience Request for Paid Leave of Absence

Employee Name _____ Employee Number_____

Title _____ Building _____

College _____

Licensure to be awarded_____ (attach most recent transcript)

Dates of Student Teaching _____

Name and phone number of student advisor _____

Number of Hours per day and number of days per week student teaching _____
**attach verification requirement from college*

Site of Student Teaching at Osseo (must be site other than your employment site unless preapproved by Human Resources) _____

Classroom location, name of host teacher and subject of Student Teaching
_____

Pursuant to the Memorandum of Agreement (MOU) between Osseo Area Schools, ISD #279 and Equity Specialist, Student Assistance Counselors, Community and Cultural Liaisons, I the undersigned do hereby agree to return to my current position, subject to vacancy and ability to perform the job duties. I also understand that I must commit to working for ISD 279 for at least two years following the completion of the student teaching practicum or similar field experience and if I fail to do so, I agree to reimburse the district the amount of salary and benefits earned while completing the student teaching practicum or similar experience.

Employee Signature Date

HR Use:
Received: _____ Approved: YES, NO Initials_____
Hourly pay rate: _____ Weekly assignment hours: _____
Health Insurance cost/month: _____

Limits to Long-Term Disability Insurance Coverage

TOPIC: Potential Plan Design Change - Long-Term Disability Insurance Coverage

EFFECTIVE DATE: Upon date of contract ratification

The plan design for long-term disability coverage for chemical dependency and mental health may be changed to a combined 24 months of coverage per claim. These changes will only go into effect contingent on the agreement of all other bargaining groups in the Osseo Area School District, approval of the Insurance Advisory Committee and approval by the School Board. If no agreement is reached among the groups, or if the Insurance Advisory Committee and/or School Board do not approve the design of the request for proposal (RFP) and/or the bid/proposal itself, this language will be null and void. In the interim follow ~~Long-term disability coverage for chemical dependency and mental health will be limited to a combined 24 months of coverage per claim. The limitations will go into effect contingent on the agreement of with all other bargaining groups in Osseo Area School District. If no agreement is reached among the groups, this language will be void. In the interim follow~~ Article VIII, Section 3, Subd. 4.

MEMORANDUM OF UNDERSTANDING

BETWEEN

OSSEO AREA SCHOOLS, ISD 279

AND

SALARIED PROFESSIONALS

EFFECTIVE DATE: Upon signing through June 30, 2022

The following contains the full text of the Memorandum of Understanding (MOU) between Osseo Area Schools, ISD 279 ("District"), and Salaried Professionals.

PURPOSE:

The purpose of this MOU is to outline the agreement between the District and the Salaried Professionals regarding an employee's monetary conversion of accumulated nonwork days to cash during the time period specified by this MOU.

The parties agree to the following:

1. During the pandemic, and due to the Nonwork Day Carryover MOU, some Salaried Professionals have accumulated a significant number of nonwork days that must be used by June 30, 2024.

2. Employees hired prior to July 1, 2021, who have more than five (5) nonwork days on June 30, 2022, and who are active as of June 30, 2022, will have five (5) nonwork days cashed out at the employee's daily rate of pay.

This MOU shall set no precedent between the parties. Any conflicts regarding this agreement will be handled through the grievance process in the collective bargaining agreement.

Memo

To: School Board Members

From: Laurel Anderson, Executive Director, Human Resources

Date: June 21, 2022

Re: Recommendation for Approval, Agreement on the Terms and Conditions of Employment between the Independent School District 279 School Board and School Executives, July 1, 2021 – June 30, 2023

Recommendation:

It is our recommendation that you approve the Agreement on the Terms and Conditions of Employment between the Independent School District 279 School Board and School Executives, effective July 1, 2021, through June 30, 2023.

Background:

School Executives are a group of seven (7) employees comprised of Assistant Superintendents and Executive Directors.

The agreement contains some language changes to reflect current District practices. In addition, changes have been made to the Compensation and Conditions, Group Insurance, and Memorandums of Understanding sections of the terms and conditions of employment.

In the Compensation and Conditions section of the collective bargaining agreement, employees will receive a 2.0% increase to base salary in year 1 and a 3% increase to salary in year 2. Language was added clarifying payment for days worked for members of the group. Language was also added providing an option for employees to work on some district designated holidays with supervisor approval.

In the Deferred compensation section, district contribution was increased from $1,500 to $2,000 annually beginning July 1, 2022.

In the Group Insurance section of the collective bargaining agreement, employees will receive District contributions to health insurance up to the following amounts:

High/Value Plan		
Single	7/1/21-6/30/22	$609.39
	effective 7/1/22	$621.58
Employee+1	7/1/21-6/30/22	$947.68
	effective 7/1/22	$966.64
Family	7/1/21-6/30/22	$1,518.36
	effective 7/1/22	$1,548.73

High Deductible Plan (HSA)

Single	7/1/19-6/30/20	$ 471.09
	effective 7/1/20	$ 480.51
	$200 monthly contribution	
Employee+1	7/1/19-6/30/20	$ 944.18
	effective 7/1/20	$ 963.07
	$400 monthly contribution	
Family	7/1/19-6/30/20	$ 1,511.62
	effective 7/1/20	$ 1,541.85
	$400 monthly contribution	

Two memorandums of understanding were added. The first addresses the conversion on up to five (5) non-workdays into a cash option as a means of ensuring presenteeism through the reduction of accumulated leave balances accrued during COVID years. The second is an MOU supporting the study of potential future conversion of sick leave balances into a post-employment retirement account. Finally, the language in the Limits to Long-term disability MOU was updated to reflect current practice.

The salary investment outlined above is consistent with the financial parameters established by the School Board for the 2021-2023 contract negotiation. The two-year agreement results in a 6.80% total package increase. The total additional financial investment is $149,951 over the term of the agreement.

Timeline/Next Steps:

With the ratification of the contract, Human Resources and Payroll will begin the implementation process.

OSSEO AREA SCHOOLS

ISD 279

Agreement on Terms and Conditions of Employment

Between

Independent School District 279- Osseo Area Schools
Maple Grove, Minnesota

and

School Executives Association

Effective Date: July 1, ~~2019~~ 2021 – June 30, ~~2021~~2023

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ARTICLE I
PURPOSE

Section 1. Parties. This Agreement is entered into between the School Board of Independent School District 279, hereinafter referred to as the School Board and the School Executives Association hereinafter referred to as the School Executives, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as the PELRA, to provide the terms and conditions of employment for members of the School Executives Association bargaining unit, hereinafter referred to as the School Executives Association, during the term of this Agreement.

ARTICLE II
RECOGNITION

Section 1. Recognition: In accordance with the PELRA, the School Board recognizes the School Executives Association as the representative of the School Executives employed by the School Board of Independent School District 279. The School Executives Association shall have those rights and duties as prescribed by the PELRA and as described in this Agreement.

Section 2. Appropriate Unit: The School Executives Association shall represent all School Executives of the School District as defined in this Agreement and in the PELRA.

Section 3. Meet and Confer: The representatives of the School Board shall meet with the School Executives Association as needed for the mutual exchange of ideas and to discuss matters that are not terms and conditions of employment.

ARTICLE III
DEFINITIONS

Section 1. Terms and Conditions of Employment: "Terms and conditions of employment" means the hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits, other than employer payment of, or contributions to, premiums for group insurance coverage of retired employees or severance pay, and the School Board's personnel policies affecting working conditions of School Executives. In the case of School Executives, “terms and conditions of employment” does not mean educational policies of the School Board. “Terms and conditions of employment” is subject to the provisions of the PELRA.

Section 2. School Executive: Shall mean any person employed by the School Board in an executive management position. The term “School Executive” as used herein shall not include Superintendent, Principals, Assistant Principals, “supervisory employees”, or “essential employees”, part-time or temporary employees whose services do not exceed the lesser of thirty-five percent (35%) of the normal work week within the bargaining unit or fourteen (14) hours per week or employees who hold a positions that is basically temporary or seasonal in character and is not for more than sixty-seven (67) working days in any calendar year, and emergency employees.

Section 3. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by the PELRA.

ARTICLE IV

SCHOOL DISTRICT RIGHTS

Section 1. Inherent Managerial Rights: The School Executives recognize that the School Board is not required to meet and negotiate on matters of inherent managerial policy which include, but are not limited to, such areas of discretion or policy as the functions and programs of the School Board, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

Section 2. Management Responsibilities: The School Executives recognizes the right and obligation of the School Board to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the School District.

Section 3. Effect of Laws, Rules and Regulations: The School Executives recognize that all employees covered by this Agreement shall perform the services prescribed by the School District and shall be governed by School Board policies, rules, regulations, directives and orders which are not inconsistent with the terms and conditions of employment set forth in this Agreement and which are issued by properly designated officials of the School District. Any provision of this Agreement found in violation of any law, rule or regulation there under, shall be without force or effect.

Section 4. Reservation of Managerial Rights: The foregoing enumeration of School Board rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressed in this Agreement are reserved to the School Board.

ARTICLE V
EMPLOYEE RIGHTS

Section 1. Right to Views: Pursuant to PELRA, nothing contained in this Agreement shall be construed to limit, impair, or affect the right of any employee or ~~his/her~~their representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designated to and does not interfere with the full faithful and proper performance of the duties of employment. Nor shall it be construed to require any employee to perform labor or services against ~~his/her~~their will.

Section 2. Right to Join: Employees shall have the right to form and join labor or employee organizations and shall have the right not to form and not join such organizations. Employees in the unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for such employees with the School Board, as prescribed by the PELRA.

Section 3. Personnel Files:

Subd. 1. Right to Review/Frequency: Upon request by an employee, the School District will provide the employee with an opportunity to review ~~his/her~~their own personnel file. The School District will not be required to provide an employee with an opportunity to review ~~his/her~~their personnel file if ~~he/she~~they ~~has~~ have reviewed the personnel file during the previous six months; except that, upon separation from employment, an employee may review ~~his/her~~their own personnel file only once at any time within one year after separation.

Subd. 2. Review: A request will be made to Human Resources. Human Resources will comply with a request pursuant to Subd. 1 of this Section no later than seven (7) working days after receipt of the request and will schedule an appointment for the employee to review ~~his/her~~their own personnel file and will notify the employee of such appointment. All such reviews will take place in Human Resources during its normal hours of operation.

Subd. 3. Documentation of Contents: The employee and a Human Resources representative will document the personnel file's contents before the employee is given the personnel file to review. The employee and Human Resources representative will document the contents of the personnel file at the termination of the review.

Subd. 4. Right to Copy: After the review and upon the employee's request, the School District will provide the employee with a copy of the requested record. The School District may not charge a fee for the copy. With respect to employees who are separated from employment, upon the employee's request, the School District will provide a copy of the personnel file to the employee. Providing a copy of the separated employee's personnel file to the employee satisfies the School District's responsibility to allow review as stated in Subd. 1 of this Section.

Subd. 5. Right to Response: The employee may submit for inclusion in ~~his/her~~their personnel file a written response to any material contained in such file.

Subd. 6. Destruction/Expungement: The School District may destroy or expunge such files as provided or required by law.

ARTICLE VI
COMPENSATION AND CONDITIONS

Section 1. Compensation

Subd. 1. Salary Ranges: The following salary ranges shall be created for each classification listed below:

Class	Title	Work days	Minimum/ Maximum Effective July 1, ~~2019~~2021
B-1	Assistant Superintendents*	225	$152,839 / $173,469
C-1	Executive Directors of Finance and Operations and Human Resources	225	$152,839 / $173,469
C-1a	Executive Directors of Technology and Community Education	225	$146,821 / $167,450

*Effective July 1, 2015, $10,000 annual differential paid to Assistant Superintendents serving as acting superintendent with related added responsibilities.

**The salary range is used as a guide for initial placement. Employees salaries may move above the top of the range with salary enhancements and/or salary advancements.

Subd. 2. Initial Salary Placement: New employees shall be placed within the respective salary range based on experience as it relates to the requirements of the job and at the discretion of the District. Internal employees hired into the unit and/or current employees promoting within the

unit shall be placed at the discretion of Human Resources based on qualifications/experience and may be placed above the top of the range.

Subd. 3. Salary Advancement: An employee must complete at least 120 days of paid service during a contract year to qualify for salary advancement. ~~2017-2019~~2021-2023: Salary advancement amounts awarded for performance levels:

Exemplary Performance	2.3%
Accomplished Performance	1.4%
Developing Performance	0.7%
Unsatisfactory	No salary advancement

~~These salary advancement amounts shall be awarded for the 2019-2021~~2021-2023 ~~school years.~~

A 2.0% increase to School Executive employees' base salaries shall be effective July 1, ~~2019~~7~~2021~~, and again a ~~2~~3.0% increase to School Executive employees' base salaries shall be effective July 1, ~~2020~~2022.

Subd. 4. Alternative Salary Advancement Amounts: The School Board shall set financial parameters for contract negotiations with all employee groups with the same contract term as School Executives. These financial parameters relating to salary shall be used to determine the amount of salary advancement if it is to be less than the amounts specified in Subd. 3 above.

Based on these parameters set by the School Board, salary advancement will be as follows:

Exemplary performance:	An amount equal to 0-2.3%
Accomplished performance:	An amount equal to 0-1.4%
Developing:	An amount equal to 0-0.7%
Unsatisfactory:	No salary advancement

Subd. 5. Reschedule Work Year: Any School Executive who is in ~~his/her~~their last year of work, prior to retirement, may elect to reschedule up to fifteen (15) days of ~~his/her~~ their work year, or may reduce ~~his/her~~their work year by up to fifteen (15) days so that ~~his/her~~their last day of work will be completed by June 15.

Upon submitting a letter of resignation, School Executives shall request to reschedule or reduce ~~his/her~~their work year to the Superintendent. Reduction in the work year will result in a pro-rata salary reduction based on the School Executive's daily rate of pay.

Subd. 6. Non-workdays: Beginning July 1, 2016, employees will work their assigned workdays (225) and will be allowed to carry over up to five (5) non-~~work days~~workdays, in unique circumstances, with permission from their immediate supervisor. Under no circumstances will an employee be paid for any additional days worked above their contracted assignment unless required by their immediate supervisor and approved by Human Resources.

a. Compensation for Days Worked – Any employee who begins service after July 1 or ends service prior to June 30th of any given school year will be paid for days worked up to a maximum of 225 days during that school year.

~~a.~~b. Reschedule Workdays – School Executives may schedule the following as workdays: Labor Day, Friday after Thanksgiving, Martin Luther King, Jr. Day, President's Day, Spring Holiday, Memorial Day and Juneteenth, subject to supervisor approval.

Subd. 7. Probation and Regular Status: New School Executives will be considered probationary for a period of one (1) year from their hire date as a School Executive. During this time, they shall have no seniority privileges and may be transferred, discharged, or laid off. Upon completion of the probationary period an employee will establish regular employee status unless otherwise notified in writing by the employer prior to the end of the probationary period.

Section 2. Retirement Incentive Pay:

Subd. 1. Exclusion: This section shall apply only to School Executives whose service**,** in any capacity with the School District, has been full-time and has had no break in service as defined by this Agreement and whose service began prior to July 1, 1998. For School Executives whose employment began after this date, the provisions of this section will not be applicable.

Subd. 2. Eligibility: School Executives who have completed at least ten (10) years of continuous service, in any capacity with the School District**,** and who are at least fifty (50) years of age shall be eligible for retirement incentive pay pursuant to the provisions of this section upon submission of a written resignation accepted by the School Board, provided that such notice is given no later than thirty (30) days prior to the effective date of the resignation.~~provided that such notice is given by March 1.~~

Subd. 3. Calculation of Benefit: Eligible School Executives, upon retirement, shall receive as retirement incentive pay an amount representing one hundred percent (100%) of the unused number of sick-leave days, no greater than one hundred ninety-two and one half (192.5) days times the daily rate of pay.

Subd. 4. Determination of Daily Rate: In applying these provisions, daily rate of pay for School Executives shall be based upon ~~his/her~~the employee's total annual compensation at the time of retirement divided by the ~~work days~~workdays assigned per Article VI, Section 1, Subd. 2.

Subd. 5. Payment Schedule 50-54: A School Executive who retires at age fifty to ~~fifty four~~fifty-four (50-54) will receive the retirement incentive pay on July 20th if ~~his/her~~the employee's birth date is between January 1st and June 30th in the year they reach age fifty-five (55). If the employee's birth date is between July 1st and December 31st, ~~he/she~~they will receive their retirement incentive pay on January 20th of the following year.

Subd. 6. Payment Schedule 55 & Over: Retirement incentive pay for those age fifty-five (55) or older shall be paid by the School District according to the following schedule. School Executives who retire between January 1st and June 30th shall receive their retirement incentive pay July 20th of that year. School Executives who retire between July 1st and December 31st shall receive their retirement incentive pay on January 20th of the following year. In the event of a School Executive's death after having retired from the School District, the remaining amount of retirement incentive pay shall be paid to ~~his/her~~the employee's estate.

Subd. 7. Retirement incentive pay shall not be granted to any employee who is discharged by the School District.

Section 3. Retirement Savings Plans: In accordance with Section 403(b) of the Internal Revenue Code, the School Board will match the contribution of an eligible employee according to the following schedules towards an approved 403(b) retirement savings plan. The plan must meet the School district's guidelines for approval.

Subd. 1. District Annual Match – Effective July 1, ~~2014~~2022: The School District's maximum annual match of an eligible employee's contribution will be $~~1,500.00~~2,000.00. Employees may choose to defer more than the District annual match amount. Federal law determines the maximum amount an individual can contribute annually. The matching amount will be approximately $~~62.50~~83.3~~34~~ per pay period.

ARTICLE VII
GROUP INSURANCE

Section 1. Eligibility: Qualifications shall include those established by the School Board and the carrier of the coverage.

Section 2. Enrollment: All employees qualifying shall enroll for such ~~coverage's~~coverages in accordance with the procedures established by the School Board.

Employees will be allowed to waive health coverage in the District's health plan upon sufficient proof that the employee has obtained group health coverage through another source (e.g. spouse). The Human Resources department shall determine the basis for sufficient documentation of group coverage from another source. The School District retains the right to re-examine waiver of health coverage on a year-to year basis.

Section 3. Selection: The School Board will make the selection of insurance carriers and policies. The School Executives will have representation on the School District Insurance Advisory Committee.

Subd. 1. District Contribution: Basic Group Health and Hospitalization Plans:

a. The District will contribute up to the following amounts monthly, towards the District's Group Health Insurance premiums for full time employees. Any portion of the premium that exceeds the District contribution will be paid by the employee and paid by payroll deduction.

~~Effective July 1, 2019~~

	~~Single~~	~~Employee +1~~	~~Family~~
~~High/ Value~~	~~$585.72~~	~~$910.88~~	~~$1,459.41~~
~~HSA Plan~~	~~$444.09~~	~~$890.07~~	~~$1,424.98~~

~~Effective July 1, 2020~~

	~~Single~~	~~Employee +1~~	~~Family~~
~~High/ Value~~	~~$597.44~~	~~$929.10~~	~~$1,488.59~~
~~HSA Plan~~	~~$461.85~~	~~$925.67~~	~~$1,481.98~~

~~Effective July 1, 2021 – December 31, 2021~~

	~~Single~~	~~Employee +1~~	~~Family~~
~~High/ Value~~	~~$609.39~~	~~$947.68~~	~~$1,518.36~~

~~HSA Plan~~	~~$471.09~~	~~$944.18~~	~~$1,511.62~~

~~Effective January 1, 2022 – December 31, 2022~~

	~~Single~~	~~Employee +1~~	~~Family~~
~~High/ Value~~	~~$621.58~~	~~$966.64~~	~~$1,548.73~~
~~HSA Plan~~	~~$480.51~~	~~$963.07~~	~~$1,541.85~~

~~Effective January 1, 2023 – June 30, 2023~~

	~~Single~~	~~Employee +1~~	~~Family~~
~~High/ Value~~	~~$634.01~~	~~$985.97~~	~~$1,579.70~~
~~HSA Plan~~	~~$490.12~~	~~$982.33~~	~~$1,572.69~~

Effective July 1, 2021

	Single	Employee +1	Family
High/ Value	$609.39	$947.68	$1,518.36
HSA Plan	$471.09	$944.18	$1,511.62

Effective July 1, 2022

	Single	Employee +1	Family
High/ Value	$621.58	$966.64	$1,548.73
HSA Plan	$480.51	$963.07	$1,541.85

Subd. 2. High Deductible Health Plan (HSA Plan) - Contributions to Health Savings Accounts

As recommended by the School District Insurance Advisory Committee, those employees participating in the HSA compatible health plan shall receive the following contributions to a qualifying Health Savings Account (HSA). Contributions will only be made to District approved HSA depository.

- Single HSA Coverage: $200 per month
- Employee+1 Coverage: $400 per month
- Family Coverage: $400 per month

District contributions to the HSA trust account will be made each month. Contributions for July and August will be made at the same time as the September contribution. In the event of hardship, the parties agree to meet and confer to discuss alternatives to the contribution timelines.

The school district will pay all administrative fees associated with the plan.

Subd. 3. Continuation of Coverage Upon Retirement: For employees hired prior to July 2, 2006, the School Board shall provide and pay for hospital and medical insurance in the School Board's group health and hospitalization plan for any employee who retires after reaching the age of fifty-five (55) until the employee reaches age sixty-five (65) or accepts another hospital and medical insurance program. This provision shall apply to single and dependent coverage, if applicable.

For employees hired on or after July 2, 2006, the School Board shall provide and pay for hospital and medical insurance in the School Board's group health and hospitalization

plan for any employee with three (3) or more years of continuous employment in the district in any capacity who retires after reaching the age of fifty-five (55) until the employee reaches age sixty-five (65) or accepts another hospital and medical insurance program. This provision shall apply to single and dependent coverage, if applicable.

Effective beginning August 1, 2014, an employee hired into this contract group who has not received this benefit while serving in another ISD 279 management group will not be eligible to receive this benefit.

A retired employee who is eligible for this benefit and accepts another hospital and medical insurance plan between age fifty-five (55) and age sixty-five (65), shall be allowed to re-enter the School Board's group health and hospitalization plan one time only, with no penalty.

An employee who is eligible for this benefit and retires before age fifty-five (55) as provided for in Article VI, Section 3 of this Agreement, shall also be eligible for this provision, upon reaching age fifty-five (55), provided that the employee has enrolled in and maintained hospital and medical insurance ~~at his/her~~their own ~~expense~~ from the age of retirement to June 30th of the year after they reach the age of fifty-five (55).

Subd. 4. Insurance Program Eligibility After Age 65: Selected insurance coverage will continue beyond the employee's 65th birthday as permitted by law. The retiree will pay the premium as determined by the insurance carrier.

Section 4. Section 125 Flexible Spending Plan. The district shall provide a Section 125 Flexible Spending Plan under the Internal Revenue code for all School Executives.

Subd. 1. Description: The Section 125 Plan (Flexible Spending Plan) offered by the District is a plan established to provide a way to save money on costs for medical and dependent care expenses. The three accounts allow payment for health insurance premiums, certain out-of-pocket health care expenses, and dependent care expenses with pre-tax dollars. It is a salary reduction plan permitting participant to choose among more than one benefit. It is classified as a "Cafeteria Plan" for federal income tax purposes. The plan year will commence July 1st through June 30th of each year. There are three (3) components to the plan:

a. District-provided health insurance premium deduction with pre-tax dollars.

b. Dependent care reimbursement account.

c. Medical expense reimbursement account.

Section 5. Dental Insurance:

a. Single Coverage: The School District will pay up to $28.00 per month for individual coverage for each full-time employee who qualifies for and enrolls in the School District's group dental insurance plan.

b. Family Coverage: The premium cost of the family/dependent coverage for each full-time employee who qualifies for and enrolls in the School District's group dental insurance plan and who qualifies for family/dependent coverage will be paid in total by the employee and

paid by payroll deduction minus the School District's contribution for single coverage. Whether the School District offers family/dependent coverage is subject to the conditions as established by the carrier(s).

Section 6. Group Term Life Insurance: The School District will pay the full premium for group term life insurance for all School Executives who qualify for and enroll in the School District's group term life insurance plan. Employees who qualify and enroll will be covered by group term life insurance at a flat amount of $300,000.

Section 7. Supplemental Group Term Life Insurance: Full-time School Executives will have the option, subject to the conditions established by the School Board's carrier for group term life insurance as provided in Section 5 of this Article, to purchase supplemental group term life insurance with AD&D in the amounts of $50,000, $75,000, $100,000, $125,000, $150,000, $200,000, $300,000 or $400,000, not to exceed 4x annual salary. In the event of early retirement, an employee may continue to purchase this policy until ~~he/she~~they reach~~es~~ the age of 65. The cost of the supplemental coverage will be borne by the employee and paid by payroll deduction.

Section 8. Long-Term Disability Income Protection: The School Board shall pay the full premium in the existing long-term disability income protection plan of the School Board for all School Executives who qualify for and enroll in such coverage.

This coverage shall apply to total annual salary. School Executives who have qualified for long term disability insurance and who previously qualified for the School District's health and hospitalization insurance benefits shall have these benefits maintained for a period of one (1) year from the date of disability. Thereafter, these benefits will be available to the School Executive at ~~his/her~~their own expense. See MOU Long-Term Disability Coverage for Mental Health & Chemical Dependency.

Section 9. Claims Against the School District: It is understood that the School Board's obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the School Board as a result of a denial of insurance benefits by an insurance carrier.

Section 10. Married Couples in District with Family Coverage: When a School Executive and ~~his/her~~their spouse are both employed by the School District and are eligible for the School District's group health and hospitalization plan, and both employees enroll in the same hospitalization plan, the full premium will be paid by the School District.

ARTICLE VIII
LEAVES OF ABSENCE

Section 1. Sick Leave:

Subd. 1. School Executives shall be eligible for sick leave under one of the following conditions:

a. Earn & Accumulation: Full-time School Executives shall accrue sick leave at the rate of twelve (12) days per year (one day per month) and accrual for unused sick leave shall be unlimited. Employees working less than a full year will have their sick leave days pro rated.

b. Use-Pregnancy: An employee may utilize available sick leave, subject to the provisions of this section and Section 4 of this Article, for periods of disability relating to pregnancy, miscarriage, abortion or childbirth.

Such an employee shall notify Human Resources in writing no later than the end of the sixth month of pregnancy indicating ~~her~~ their intention to utilize sick leave, and also at such time shall provide a medical provider's statement indicating the estimated date of delivery of the child and estimated time of confinement. A licensed medical provider will determine the definition of disability.

1. A School Executive (other than the ~~mother~~pregnant parent) may utilize up to ten (10) days of sick leave in connection with the birth of their child. Such leave will be deducted from accrued Sick Leave subject to Section 2 of this Article Family Illness Leave.

2. A School Executive may utilize up to thirty (30) days of sick leave for the adoption of a child, subject to the provisions of this Section and Section 8 of the Article.

Subd. 2. Use: Sick leave with pay shall be allowed by the School Board whenever an employee's' absence is found to have been due to an illness which prevented ~~his/her~~their attendance at work and performance of duties on that day or days.

Subd. 3. Medical Verification: The District may require the employee to furnish a medical certificate from a licensed medical provider as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the Superintendent.

Subd. 4. Medical Request: In the event that a medical certificate will be required, the employee will be so advised.

Subd. 5. Approval: Sick leave pay shall be approved only upon submission of an authorized sick leave pay request submitted through the process provided by Human Resources.

Subd. 6. Use: Absences Covered by Workers' Compensation and/or Long-Term Disability (LTD):

a. A School Executive who is absent from work as a result of a compensable injury in the service of the School Board under the provisions of the Workers' Compensation Act and/or an absence covered by the School Board's long-term disability insurance, the School Board will pay the difference between the compensation received pursuant to the Workers' Compensation Act and/or LTD by the employee and the employee's base rate of pay or the extent of the employee's earned accrual of sick leave, if said employee is on an accrued sick leave basis. (See Subd. 1.b. of this Section.)

b. An employee who is on accrued sick leave basis shall have a deduction made from the employee's accrued sick leave according to the pro rata portion of days or sick leave which is used to supplement Workers' Compensation and/or LTD payments.

c. Such payment shall be paid by the School Board to the employee only during the period of disability.

d. In no event shall the additional compensation paid to the employee by virtue of sick leave pay result in the payment of a total daily, weekly, or monthly compensation that exceeds the base compensation of the employee.

e. An employee who is absent from work as a result of an injury compensable under the Workers' Compensation Act and/or an absence qualifying the employee for LTD payments shall submit ~~his/her~~their Workers' Compensation check and/or LTD payment, endorsed to the School Board prior to receiving payment from the School District for this absence.

f. A School Executive who is unable to perform ~~his/her~~their duties and responsibilities due to a physical assault resulting in an injury which occurs while on duty as a result of a work-related incident will be entitled to compensation without use of sick leave for the first three (3) days of absence per incident. Thereafter, the compensation will be paid per Subd. 6. a. through d. of this Article.

g. If a School Executive incurs an injury as described in Subd. 6. e. of this Article, and such injury causes the employee to work less than full-time, the School District will continue its share of the cost of the health and hospitalization insurance plan in which the employee is enrolled.

Subd. 7. Extenuating Family Circumstances: A School Executive who has exhausted ~~his/her~~their sick leave and experiences an extenuating family circumstance may work with the Superintendent to modify ~~his/her~~the employee's work year calendar and work location.

Section 2. Family Illness:

Subd. 1. Use: Employees will be granted up to a minimum of ten (10) days absence upon approval of the Superintendent for illness in the employee's or spouse's immediate family that may or may not otherwise be covered under the Family and Medical Leave Act (FMLA) and/or state statute. The immediate family will include parent, sister, brother, spouse, son, daughter, son-in-law, daughter-in-law, grandparent, grandchildren, guardian and any other relative or non-relative who stands in the same relationship with the employee. Absences will be deducted from accrued sick leave. If the employee does not have sufficient accrued sick leave, there will be a salary deduction equal to the pro-rated daily rate of pay.

Section 3. Bereavement Leave:

Subd. 1. Use-Immediate Family: School Executives will be granted five (5) days per occurrence for absence due to death of each member of the employee's or spouse's immediate family. The immediate family will include parent, sister, brother, spouse, son, daughter, son-in-law, daughter-in-law, grandparent, grandchildren, guardian and any other relative or non-relative who stands in the same relationship with the employee. Absences will be deducted from accrued sick leave. If the employee does not have sufficient accrued sick leave, there will be a salary deduction equal to the pro-rated daily rate of pay.

Subd. 2. Use-Not Immediate Family: Absence due to the death of a person, not listed in Subd. 1. of this Section shall be limited to one (1) day per year.

Section 4. Jury Duty: A School Executive summoned to jury duty will be granted time off with pay.

Subd. 1. Notice to District: School Executives who receive a summons for jury duty are to notify Human Resources immediately of the proposed dates of service.

Subd. 2. Remittance of Stipend: School Executives who receive a stipend for jury duty are to reimburse the School District for the amount received, minus the mileage and parking expense allowance if they were on jury duty during school time.

Subd. 3. Pay: School Executives will have no loss of pay as a result of jury duty if the provisions of Subdivisions 1. and 2. of this Section are met.

Section 5. Court Appearances:

Subd. 1. Request of School Board: When the School Board is a party in a litigation, and a School Executive of the School District appears at the request of the School Board or as codefendant in a case against the School Board, the School Executive will be entitled to ~~his/her~~their pay and no deduction of any leave provision will be charged to the School Executive.

Subd. 2. Other Requests: If a School Executive receives a notice to supply information or testify in a civil or criminal court proceeding, as a result of ~~his/her~~their employment, ~~s/he~~ they must notify the Superintendent. If the School Executive must appear at the proceeding, the School Executive will be entitled to ~~his/her~~their pay and no deductions of any leave provisions will be charged to the School Executive. If the matter is a result of actions for which the School Executive has been found to have acted improperly and thus disciplined, by the School District the day(s) absent will be deducted from personal leave or ~~short term~~short-term leave referenced in this article.

Subd. 3. Action Against School Board: If the matter is a result of actions by School Executive against the school Board/District, the day(s) absent will be deducted from personal leave or short-term leave. Additional short-term leave will be granted if necessary.

Section 6. Child Care/Adoption Leave:

Subd. 1. Purpose: An employee**,** upon request**,** may be granted a leave for the purpose of ~~child care~~childcare of a newborn child or for the adoption of a child. The employee will be required to concurrently take a leave pursuant to the Family/Medical Leave Act (FMLA). This leave will be granted to one (1) parent of a newborn or adopted child provided such parent is caring for the child. Employees may be granted partial leaves of absence appropriate to the job assignment.

Subd. 2. Request: An employee making application for ~~child care~~childcare leave will inform the Superintendent in writing of the intention to take the leave at least three (3) calendar months

before commencement of the intended leave. For an adoption leave, the employee will inform the Superintendent in writing at the earliest opportunity of the intention to take the leave.

Subd. 3. Use of Sick Leave for Pregnancy: If the reason for the leave is occasioned by pregnancy, an employee may utilize sick leave pursuant to the sick leave provisions of this Article during a period of physical disability. A pregnant employee will also provide at the time of the leave application, a statement from a licensed medical provider ~~\~~indicating the expected date of delivery.

Subd. 4. Use of Sick Leave for Adoption: An employee may request to use up to thirty (30) days of accumulated sick leave for adoption to assist in preparation and legal reasons of the adoption, as well as necessary travel and initial adjustment of the child. These days need not be taken consecutively.

Subd. 5. Date of Leave: The effective beginning date of a ~~child care~~childcare/adoption leave and its duration will be determined by mutual consent between the employee and the Superintendent.

In determining the date of the commencement and duration of the leave, the Superintendent will review each case on its individual merits taking into consideration the following:

a. The request of the employee.
b. The specific employment duties of the employee involved.
c. The health and welfare of the employee**,** unborn child or adopted child**.**
d. The recommendation of the employee's licensed medical provider.

Subd. 6. Duration: In making a determination concerning the commencement and duration of a childcare/adoption leave, the School Board will not in any event be required to:

a. Grant any leave of more than twelve (12) months in duration.

b. Permit the employee to return to ~~his/her~~their employment prior to the date designated in the request for the leave, unless by mutual agreement of the employee and the Superintendent.

Subd. 7. Approval of Leave: If the employee complies with all provisions of this Section and a leave is granted by the School Board, the employee will be notified in writing.

Subd. 8. Termination of Leave: Interruption of pregnancy will terminate the leave. Human Resources may require in such cases forty-five (45) days notice to return.

Subd. 9. Reinstatement: An employee returning from ~~child care~~childcare/adoption leave will be re-employed in the position occupied prior to the leave, subject to the following conditions:

a. The position has not been abolished.

b. The employee is not physically or mentally disabled from performing the essential duties of such position.

Subd. 10. Failure to Return: Failure of the employee to return pursuant to the date determined in this Section will constitute grounds for termination by the School District unless the School District and the employee mutually agree to an extension of the leave.

Subd. 11. Accumulated Leave: An employee who returns from ~~child care~~childcare/adoption leave within the provisions of this Section will retain any unused leave time accumulated under the provisions of this Article at the commencement of the leave. The employee will not accrue additional leave time during the period of absence.

Subd. 12. Salary: Any ~~child care~~childcare/adoption leave of absence granted under this Section will be a leave without pay except as provided in Section 1. of this Article.

Subd. 13. Insurance: An employee on ~~child care~~childcare/adoption leave of absence is eligible to participate in group insurance programs if permitted under the insurance policy provisions, but will pay the entire premium for such programs as the employee wishes to retain, following FMLA.

Subd. 14. Notification to Return: An employee on ~~child care~~childcare/adoption leave of absence will be sent a letter of assignment from Human Resources at least sixty (60) days prior to the specified return date of said leave. The employee will lose all re-employment rights if the employee refuses or fails to return the letter of assignment within ten (10) days.

Section 7. Long-Term Leave:

Subd. 1. Eligibility: School Executives with a minimum of three (3) years of experience in the School District may apply for an unpaid leave of absence once during their district employment. Additional leaves may be granted at the discretion of the Superintendent.

Subd. 2. Duration: Leave may be granted for a period of time not to exceed one (1) year.

Subd. 3. Insurance: An employee on an approved long-term leave is eligible to participate at ~~his/her~~their own expense in the health and hospitalization program of the School District. This participation will be subject to the conditions prescribed by the insurance carrier.

Subd. 4. Benefit Accrual: An employee on approved long-term leave shall retain ~~his/her~~their accrued benefits as of the beginning date of the leave. No benefits will accrue during the period the employee is on leave.

Subd. 5. Purpose: Consideration for granting long-term leaves will be given for:

Education	Election to Political Office
Health	Family Reasons (Issues)
Approved Travel	Retraining or Career Change (not including employment in another school district)

Subd. 6. Requests: Requests for long-term leaves must be made at least thirty (30) days in advance**,** except in emergencies and submitted to the Superintendent for recommendation. Final approval will be made by the School Board. The number of School Executives on approved leave in any school year shall not normally exceed one (1) person.

Subd. 7. Notification to Return: A School Executive on long-term leave will be sent a notice from Human Resources according to the following schedule:

a. When the return date of said leave is intended to coincide with the opening of school, notification shall be given by March 1 of the preceding school year.

b. At least (60) days prior to the specified return of said leave when such date falls at any other time during the school year.

Subd. 8. Reinstatement: An employee returning from long term leave for education, approved travel, family reasons, retraining or career change reasons shall be re-employed in the position occupied prior to the leave, subject to the following conditions:

a. The position is vacant.

b. That the position has not been abolished

c. That the employee is not physically or mentally disabled from performing the essential duties of such position.

An employee returning from long-term leave for health or election to political office reasons will be re-employed in the position occupied prior to the leave, subject to the following conditions:

a. That the position has not been abolished.
b. That the employee is not physically or mentally disabled from performing the essential duties of such position.

Subd. 9. Failure to Return Notice: The School Executive shall lose all re-employment rights if the employee refuses or fails to return the notice within ten (10) days.

Section 8. Short-Term Leave: School Executives may apply for a short-term leave of absence.

Subd. 1. Salary: Short-term leave shall be without pay.

Subd. 2. Duration: Short-term leave may be granted for not more than ten (10) working days.

Subd. 3. Requests: Requests for short-term leave shall be made five (5) days in advance except in the case of emergencies. The request shall be on a Leave of Absence Request (PF 22) and shall clearly state the reason for such request.

Any special conditions or arrangements established by the supervisor for a short-term leave shall be in writing to the individual requesting the leave. All conditions established must be met to be eligible for the leave.

Subd. 4. Approval: Short-term leave shall be granted only in special circumstances and must be approved by the Superintendent.

Subd. 5. Eligibility: Short-term leave shall normally be available no more than once during this Agreement.

Subd. 6. Limit-1: The number of School Executives on short-term approved leave at any given time shall normally not exceed one (1) person.

Section 9. Personal Leave: A School Executive will be credited one (1) day each year, accumulative to five (5) days. Personal leave may be used for activities requiring the employee's personal attention not covered or requested under other provisions of this Agreement.

Subd. 1. Requests: Request for personal leave must be made in writing to the Superintendent at least three (3) days in advance, except in event of emergencies.

Subd. 2. Limit: At no time shall more than three (3) School Executives be granted personal leave.

Subd. 3. Exclusion: A personal leave day will be granted the first or the last days of the student school year; However, the leave will only be granted for special circumstances with written explanation by the employee and approval of the Superintendent.

Subd. 4. Sick Leave Deduction:

a. Requests: An employee, who has completed the probation period, may request to convert up to two (2) sick days per year provided that all non-workdays are used prior to the conversion of sick leave days.

b. Use: Any converted sick leave days must be used in the school year in which they were converted and will not be allowed to be carried over into the next school year.

Section 10. Religious Leave: School Executives may be granted up to three (3) days of religious leave. School Executives must make application, including a brief summary of details of the request, to Human Resources at least three (3) days prior to the religious leave. Human Resources will notify the School Executive, to make the necessary arrangements allowing the School Executive to make up the days at some other prearranged time. However, School Executive may utilize provisions outlined in Section 6., Personal Leave, or Section 1., Sick Leave, if so desired. If the School Executive chooses none of the options as outlined herein, leave may be granted with full loss of pay. At no time shall more than two (2) of the School Executives be granted religious leave on a given contract day.

Section 11. Extended Leave of Absence:

Subd. 1. Authority: Pursuant to Minnesota Statutes 122A.46.and 354.094, the School Board may grant an extended leave of absence of at least three (3) years but no more than five (5) years. However, the granting of extended leaves of absence is purely within the discretion of the School Board and the School Board reserves the right to refuse to grant any and all extended leaves, if, in the judgment of the School Board, such leaves should not be granted.

Subd. 2. Conditions: The School Board will consider the granting of extended leaves only under the conditions as they are described in M.S. 122A.46, and 354.094.

Subd. 3. Eligibility: School Executives must have a minimum of seven (7) consecutive years of full-time teaching service in the district and at least ten (10) years of allowable service as defined in Section 354.05, Subdivision 13.

Subd. 4. Requests: Requests for extended leaves of absence must be submitted to the Superintendent by April 1, of the year preceding the school year for which the extended leave would commence.

Subd. 5. Reinstatement: School Executive returning from an extended leave of absence will be re-employed in the position occupied prior to the leave, subject to the following conditions:

a. That the position has not been abolished; and

b. That the School Executive is not physically or mentally disabled from performing the essential duties of such position.

Subd. 6. Failure to Return Contract: The School Executive shall lose all re-employment rights if the School Executive refuses or fails to return the contract within ten (10) days.

ARTICLE IX
GRIEVANCE PROCEDURE

Section 1. Grievance Definition: A "grievance" shall mean an allegation by an employee resulting in a dispute or disagreement between the employee and the School Board as to the interpretation or application of terms and conditions of employment insofar as such matters are contained in this Policy.

Section 2. Representative: The employee, administrator, or School Board may be represented during any step of the procedure by another member of the group chosen by the employee to act ~~in his/her~~on their behalf.

Section 3. Definitions and Interpretations:

Subd. 1. Extension: Time limits specified in this Policy may be extended by mutual agreement.

Subd. 2. Days: Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all weekdays not designated as holidays by state law.

Subd. 3. Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

Subd. 4. Filing and Postmark: The filing or service of any notice or document therein shall be timely if it bears a postmark of the United States mail within the time period.

Subd. 5. Decisions: All decisions rendered, with the exception of decisions rendered at Level I of this grievance procedure, shall be in writing setting forth the decision and will be transmitted to all parties of interest.

Section 4. Time Limitation and Waiver: Grievances shall not be valid for consideration unless the grievance is submitted in writing to the School Board's designee, setting forth the facts and the specific provisions of the policy allegedly violated, and the particular relief sought within twenty (20) days after the date the event giving rise to the grievance occurred. Such grievances must be filed in writing first with the supervisor and Human Resources.

Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereinafter provided shall constitute a waiver of the grievance.

An effort shall first be made to adjust an alleged grievance informally between the employee and the School Board's designee.

Section 5. Adjustment of Grievance: The School Board and the employee shall attempt to adjust grievances which may arise during the course of employment of any employee within the School District in the following manner:

Subd. 1. Informal Discussion: Before a written grievance is submitted, informal discussions shall take place between the aggrieved party and the supervisor. Through these discussions the parties shall attempt to resolve the problem.

Subd. 2. Level I: If the grievance is not resolved through informal discussions, the aggrieved party may submit the grievance in writing to the supervisor. A copy of such written grievance must simultaneously be filed with Human Resources. The immediate supervisor shall give a written decision on the grievance to the parties involved within ten (10) days after receipt of the written grievance.

Subd. 3. Level II: In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the superintendent of schools, provided such appeal is made in writing within five (5) days after receipt of the decision in Level I. If a grievance is properly appealed to the Superintendent, the Superintendent or ~~his/her~~ their designee shall set a time to meet regarding the grievance within fifteen (15) days after receipt of the appeal. Within ten (10) days after the meeting, the Superintendent or ~~his/her~~ their designee shall issue a decision in writing to the parties involved.

Subd. 4. Level III: In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the School Board, provided such appeal is made in writing within five (5) days after receipt of the decision in Level II.

If a grievance is properly appealed to the School Board, the School Board shall set a time to hear the grievance within twenty (20) days after receipt of the appeal. Within twenty (20) days after the meeting, the School Board shall issue its decision in writing to the parties involved.

At the option of the School Board, a committee or representative(s) of the School Board may be designated by the School Board to hear the appeal at this level and report its findings and recommendations to the School Board. The School Board shall then render its decision.

Section 6. School Board Review: The School Board reserves the right to review any decision issued under Level I or Level II of this procedure provided the School Board or its representative

notifies the parties of its intention to review within ten (10) days after the decision has been rendered. In the event the School Board reviews a grievance under this section, the School Board reserves the right to reverse or modify such decision.

Section 7. Denial of Grievance: Failure by the School Board or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the employee may appeal it to the next level.

Section 8. Arbitration Procedures: In the event that the employee and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

Subd. 1. Request: A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed in the office of the Superintendent within ten (10) days following the decision in Level III of the grievance procedure.

Subd. 2. Prior Procedure Required: No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten (10) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the Bureau of Mediation Services (BMS) to appoint an arbitrator, pursuant to PELRA, providing such request is made within twenty (20) days after request for arbitration.

The request shall ask that the appointment be made within thirty (30) days after the receipt of said request.

Failure to agree upon an arbitrator or the failure to request an arbitrator from the Bureau of Mediation Services (BMS) within the time periods provided herein shall constitute a waiver of the grievance.

Subd. 4. Submission of Grievance Information:

a. Material Request: Upon appointment of the arbitrator, the appealing party shall within five (5) days after notice of appointment forward to the arbitrator, with a copy to the School Board, the submission of the grievance which shall include the following:

    1. The issues involved
    2. Statement of the facts
    3. Position of the grievant

b. The School Board shall make a similar submission of information in accordance with Subd. 4a above.

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

Subd. 6. Decision: The decision by the arbitrator shall be rendered within a time schedule mutually agreed to. Decisions and awards by the arbitrator in cases properly brought before ~~him~~ it shall be final and binding upon the parties, subject, however, to the limitations of the arbitration decisions as provided in the PELRA.

Subd. 7. Expenses: Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration.

A transcript or recording shall be made of the hearing at the request of either party. The parties shall share, equally, fees and expenses of the arbitrator and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration. The cost of a transcript or recording shall be borne by the party requesting it.

Subd. 8. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure.

The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written policy; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel.

In considering any issue in dispute, in its order, the arbitrator shall give due consideration to the statutory rights and obligations of the public school boards to efficiently manage and conduct its operations within the legal limitations surrounding the financing of such operations.

Section 9. General:

Subd. 1. Reprisals: No reprisals of any kind will be taken by the School Board or by any member of the administration against any aggrieved person, and representative of an aggrieved person, or any other participants in the grievance procedure by reason of such participation.

Subd. 2. Employee Rights: Nothing herein shall be construed to limit, impair or affect the right of any employee, or group of employees, as provided in state statutes.

ARTICLE X
DURATION

Section 1. Term and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing on July 1, ~~2019~~ 2021 through June 30, ~~2021~~2023. If either party desires to modify or amend this Agreement commencing on July 1, ~~2021,~~2023 it shall give written notice of such intent no later than May 1, ~~2021~~2023. Unless otherwise mutually agreed, the parties shall not commence meet and confer more than ninety (90) days prior to the expiration of this Agreement.

Section 2. Effect: The provisions herein relating to terms and conditions of employment supersede any and all prior agreements, resolutions, practices, School District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions. All matters not covered by this Agreement are hereby reserved to the School Board.

Section 3. Finality: Any matters relating to the current contract term whether or not referred to in this Agreement, shall not be open for discussion during the term of this Agreement.

MEMORANDUM OF UNDERSTANDING
BETWEEN
OSSEO AREA SCHOOLS (ISD 279)
and
SCHOOL EXECUTIVES PERSONNEL

TOPIC: Severance Pay

EFFECTIVE DATE: July 1, 2015

AGREEMENT:

Subject to the limitations listed below, the school district will contribute severance pay to eligible School Executives Personnel into the following plans subject to state and federal maximum contribution limits:

- Post-Retirement Health Care Savings Plan – $51,000
  School Executives who are exempted from participating in the Post-Retirement Health Care Savings Plan, as per IRS guidelines, must contribute 100% of severance into the Severance Pay Deferral Plan.

- Severance Pay Deferral Plan (403(b)) The balance of any remaining funds after the maximum contribution to the Post-Retirement Health Care Savings Plan is met.
  The district's annual contribution into the retiree's Severance Deferral Plan account must not exceed the IRS contribution limit during any given year. Any remaining balance will be paid into the Severance Deferral Plan in future consecutive fiscal years to the extent allowable by the IRS.

All school district payments will be made according to the timeline and payment schedule as provided in the Terms and Conditions of Employment.

Employees will agree to the amount distribution of severance in the Post-Retirement Health Care Savings plan and the related balance for the term of this contract. All employees retiring will be required to accept the distribution as defined that applicable year.

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

This agreement does not set any precedent for any future issue. This MOU expires effective at the end of the above expiration period and benefits will not continue without mutual agreement.

MEMORANDUM OF UNDERSTANDING
BETWEEN
OSSEO AREA SCHOOLS (ISD 279)
and
SCHOOL EXECUTIVES PERSONNEL

TOPIC: Limits to Long-Term Disability Insurance Coverage

EFFECTIVE DATE: Upon ratification

The plan design for long-term disability coverage for chemical dependency and mental health may be changed to a combined 24 months of coverage per claim. These changes will only go into effect contingent on the agreement of all other bargaining groups in the Osseo Area School District, approval of the Insurance Advisory Committee and approval by the School Board. If no agreement is reached among the groups, or if the Insurance Advisory Committee and/or School Board do not approve the design of the request for proposal (RFP) and/or the bid/proposal itself, this language will be null and void. In the interim follow Article VII, Section 8.

~~Long-term disability coverage for chemical dependency and mental health will be limited to a combined 24 months of coverage per claim. The limitations will go into effect contingent on the agreement of with all other bargaining groups in Osseo Area School District. If no agreement is reached among the groups, this language will be void. In the interim follow Article VII, Section 8.~~

MEMORANDUM OF UNDERSTANDING
BETWEEN
OSSEO AREA SCHOOLS (ISD 279)
and
SCHOOL EXECUTIVES PERSONNEL

TOPIC: Market Study and One-Time Salary Adjustment for School Executive Positions

EFFECTIVE DATE: July 1, 2020 – June 30, 2021

PURPOSE: The following contains the full text of the Memorandum of Understanding (MOU) between Osseo Area Schools, ISD ("District") and School Executives as it relates to a compensation market analysis conducted during the 2019-2020 school year and one-time salary adjustments to specific positions.

CONDITIONS: The parties acknowledge and agree to the following:

1. A one-time salary adjustment will be made to the following positions:
    a. Executive Director of Finance and Operations
    b. Executive Director of Human Resources

2. These adjustments are based on the data from the 2019-2020 market study and the district's strategic directives to recruit and retain high quality staff.

3. Salary adjustments will be retroactive to July 1, 2019.

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

This agreement does not set any precedent for any future issue. This MOU will expire on June 30, 2021.

MEMORANDUM OF UNDERSTANDING
BETWEEN
OSSEO AREA SCHOOLS (ISD 279)
and
SCHOOL EXECUTIVES PERSONNEL

EFFECTIVE DATE: Upon signing through June 30, 2022

The following contains the full text of the Memorandum of Understanding (MOU) between Osseo Area Schools, ISD 279 ("District"), and School Executives.

PURPOSE:

The purpose of this MOU is to outline the agreement between the District and the School Executives regarding an employee's monetary conversion of accumulated nonwork days to cash during the time period specified by this MOU.

The parties agree to the following:

1. During the pandemic, and due to the Nonwork Day Carryover MOU, some School Executives have accumulated a significant number of nonwork days that must be used by June 30, 2024.

2. Employees hired prior to July 1, 2021, who have more than five (5) nonwork days on June 30, 2022, and who are active as of June 30, 2022, will have five (5) nonwork days cashed out at the employee's daily rate of pay.

This MOU shall set no precedent between the parties. Any conflicts regarding this agreement will be handled through the grievance process in the collective bargaining agreement.

MEMORANDUM OF UNDERSTANDING
BETWEEN
OSSEO AREA SCHOOLS (ISD 279)
and
SCHOOL EXECUTIVES PERSONNEL

TOPIC: Post-Employment Health Reimbursement Account

EFFECTIVE DATE: July 1, 2022 – June 30, 2023

PURPOSE: The District and School Executives agree to meet & confer during the 2022-2023 school year for the purpose of engaging in the exploration and study of Health Reimbursement Accounts (HRAs).

Conditions:

1. The parties will meet and confer during the 2022-2023 school year to explore and discuss the potential of utilizing district OPEB money to fund the conversion of accrued sick leave into individual member HRAs.

2. Any recommendation from meet and confer to fund HRAs will be submitted to the school board during negotiation strategies for discussion.

3. The school board retains the authority to approve or deny any recommendation for use of district funding for purposes including, but not limited to the funding of individual employee HRAs.

Memo

To: School Board Members

From: Laurel Anderson, Executive Director, Human Resources

Date: June 21, 2022

Re: Recommendation for Approval, Individual Employment Contract between Independent School District 279 School Board, and Tim Palmatier, District General Counsel, July 1, 2021 – June 30, 2023.

Recommendation

It is our recommendation that you approve the employment contract between Independent School District 279 School Board, and the District General Counsel to support the district-wide legal needs effective July 1, 2021, through June 30, 2023.

Key Concepts

Tim Palmatier will continue to serve as the District General Counsel during the term of this contract. The individual contract outlines terms and conditions of employment and his employment is considered at-will.

The agreement contains some language changes to the Compensation and Conditions and Group Insurance sections of the terms and conditions of employment.

In the Compensation and Conditions section of the collective bargaining agreement, employees will receive a 2.0% increase to base salary in year 1 and a 3.0% increase to base salary in year 2. Language was added clarifying payment for days worked and also added language providing an option to work on some district designated holidays with supervisor approval.

In the Deferred compensation section, district contribution was increased from $1,500 to $2,000 annually beginning July 1, 2022.

In the Group Insurance section of the collective bargaining agreement, employees will receive District contributions to health insurance up to the following amounts:

<u>High/Value Plan</u>		
Single	7/1/21-6/30/22	$609.39
	effective 7/1/22	$621.58
Employee+1	7/1/21-6/30/22	$947.68
	effective 7/1/22	$966.64

Family	7/1/21-6/30/22	$1,518.36
	effective 7/1/22	$1,548.73

<u>High Deductible Plan (HSA)</u>

Single	7/1/21-6/30/22	$ 471.09
	effective 7/1/22	$ 480.51
	$200 monthly contribution	
Employee+1	7/1/21-6/30/22	$ 944.18
	effective 7/1/22	$ 963.07
	$400 monthly contribution	
Family	7/1/21-6/30/22	$ 1,511.62
	effective 7/1/22	$ 1,541.85
	$400 monthly contribution	

<u>Timeline/Next Steps</u>

With the ratification of the contract, Human Resources will initiate the implementation process.

CONTRACT FOR EMPLOYMENT

GENERAL COUNSEL

Name: Tim Palmatier

THIS AGREEMENT is made between the Osseo Area Schools, Independent School District 279 ("District"), and Tim Palmatier, an individual ("Employee").

It is agreed by and between the District and the Employee:

ARTICLE I
AGREEMENT

Section 1. Agreement. The District agrees to and hereby employs Tim Palmatier as its General Counsel, commencing July 1, ~~2020~~2021, and ending June 30, ~~2021~~2023, subject to the provisions of this Agreement. The duties of General Counsel are as assigned by the Superintendent.

ARTICLE II
COMPENSATION

Section 1. Salary. In consideration for the agreements herein contained, and the proper performance of the duties of General Counsel, the District shall pay the Employee a salary of One hundred ~~sixty-three~~seventy thousand, ~~three hundred forty-three~~nine hundred and forty--three 00/100 ($~~163,343~~170,943~~),~~). A 2.0% increase to the General Counsel's base salary shall be effective July 1, 2021, and again a 3.0% increase to the General Counsel's base salary shall be effective July 1, 2022. ~~effective July 1, 2020 through June 30, 2021. This salary is based on a two hundred twenty-five (225) day work year. The Employee and the Superintendent shall establish a work calendar each year to ensure the 225 day work year is maintained.~~

Section 2. Salary Advancement: Effective, July 1, ~~2020~~2021, advancement within the salary range will be based on performance measures relating to job performance and leadership. An employee must complete at least 120 days of paid service during a contract year to qualify for salary advancement.

Subd. 1. ~~2020~~2021-~~2021~~ 2023 Salary Advancement Amounts Awarded for Performance Levels:

Exemplary Performance:	2.3%
Accomplished Performance:	1.4%
Developing Performance:	0.7%
Unsatisfactory:	No salary advancement

Subd. 2. Alternative Salary Advancement Amounts: The School Board shall set financial parameters for contract negotiations with all employee groups with the same contract term as Directors and Confidential Managers. These financial parameters relating to salary shall be used to determine the amount of salary advancement if it is to be less than the amounts specified in Subd. 1 above.

Based on these parameters set by the School Board, salary advancement will be as follows:

Exemplary Performance:	An amount equal to 2.3%
Accomplished Performance:	An amount equal to 1.4%
Developing Performance:	An amount equal to 0.7%
Unsatisfactory:	No salary advancement

New Section 3. Work Year: This position is required to work a two hundred twenty-five (225) day work year. The Employee and the Superintendent shall establish a work calendar each year to ensure the 225-day work year is maintained.

a. Compensation for Days Worked – If the employee ends service prior to June 30th of any given school year, the employee will be paid for days worked up to a maximum of 225 days during that school year.

b. Reschedule Work Days - Employee may schedule the following as work days: Labor Day, Friday after Thanksgiving, Martin Luther King, Jr. Day, President's Day, Spring Holiday, Memorial Day and Juneteenth with supervisor approval.

Section 3. Retirement Savings Plans: In accordance with Section 403(b) of the Internal Revenue Code, the School Board will match the contribution of an eligible employee according to the following schedules towards the District's approved 403(b) retirement savings plan.

Subd. 1. District Annual Match: The District's maximum annual match of an eligible employee's contribution will be $~~1,500.00~~2,000 (approximately $~~62.50~~83.33 per pay period). Employee may choose to defer more than the District annual match amount. Federal law determines the maximum amount an individual can contribute annually.

ARTICLE III
INSURANCE

Section 1. Enrollment. The Employee shall enroll for such coverage in accordance with the procedures established by the District. Insurance contributions by the District for premiums and any

applicable Health Savings Account (HSA) contributions shall be the same as contributions for the School Executives Association.

Section 2. Health and Hospitalization Insurance:

Health and Hospitalization Insurance:

District Contributions for Basic Group Health and Hospitalization Plans: The District will contribute up to the following amounts towards the District's Group Health Insurance premiums for the employee. Any portion of the premium that exceeds the District contribution will be paid by the employee and paid by payroll deduction.

Effective July 1, ~~2020~~2021			
	Single	Employee +1	Family
High/ Value	~~$597.44~~$609.39	~~$929.10~~$947.68	~~$1,488.59~~$1,518.36
HSA Plan	~~$459.63~~$471.09	~~$921.22~~$944.18	~~$1,474.85~~$1,511.62

Effective July 1, 2022			
	Single	Employee +1	Family
High/ Value	$621.58	$966.64	$1,548.73
HSA Plan	$480.51	$963.07	$1,541.85

District contributions to the HSA trust account will be made each month. Contributions for July will be made at the same time as the August contribution. In the event of hardship, the parties agree to meet and confer to discuss alternatives to the contribution timelines.

The school district will pay all administrative fees associated with the plan.

- Single HSA Coverage: $200 per month
- Employee+1 Coverage: $400 per month
- Family Coverage: $400 per month

The school district will pay all administrative fees associated with the plan.

Section 3. Dental Insurance

a. Single Coverage: The School District will pay a sum of $28.00 per month, which represents the full premium for individual coverage if you qualify for and enroll in the School District's group dental insurance plan. Any additional cost of the premium will be borne by you and paid by payroll deduction. The School District's contribution of the full premium amount will increase if/when the premium increases.

b. Family Coverage: The premium cost of family/dependent coverage, if you qualify for and enroll in the School District's group dental insurance plan, and if you qualify for family/dependent coverage, will be paid by you and paid by payroll deduction, minus the contribution for Single coverage outlined above. Whether the School District offers family/dependent coverage is subject to the conditions established by the carriers.

Section 4. Section 125 Plan. The District will provide a Section 125 Plan under the Internal Revenue code for all Directors. The Section 125 Plan (Flexible Spending Plan) is a plan established to provide a way to save money on costs for medical and dependent care expenses. The three accounts allow payment for health insurance premiums, certain out-of-pocket health care expenses, and dependent care expenses with pre-tax dollars. It is a salary reduction plan permitting participants to choose among more than one benefit.
It is classified as a "Cafeteria Plan" for federal income tax purposes. The plan year will commence January 1st through December 31st of each year. There are three (3) components to the plan:

a. District provided health insurance premium deduction with pre-tax dollars.

b. Dependent care reimbursement account.

c. Medical expense reimbursement account.

Section 5. **Group Term Life Insurance.** The School District will pay the full premium for group term life insurance for the Employee if he qualifies for and enrolls in the District's group term life insurance plan. If qualified, the Employee will be covered by group term life insurance at a flat amount of $300,000.

Section 6. Supplemental Group Term Life Insurance. The Employee will have the option, subject to the conditions established by the School Board's carrier for group term life insurance, to purchase supplemental group term life insurance in the amounts of $50,000, $75,000, $100,000, $125,000, $150,000, $200,000, $300,000 or $400,000, not to exceed 4x annual salary. In the event of early retirement, the employee may continue to purchase this policy until he reaches the age of sixty-five (65).

Section 7. Long-Term Disability Income Protection. The District will pay the full premium in the existing long-term disability income protection plan of the School Board for employees who qualify for and enroll in such coverage. This coverage will apply to total annual salary. Employees who have qualified for long term disability insurance and who previously qualified for the School District's health and hospitalization insurance benefits will have these benefits maintained for a period of one (1) year from the date of disability. Thereafter, these benefits will be available to the employee at his expense.

Section 8. Claims Against the School District. It is understood that the District obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim will be made against the District as a result of a denial of insurance benefits by an insurance carrier.

ARTICLE IV
LEAVES OF ABSENCE

Section 1. Sick Leave. The Employee will accrue sick leave at the rate of twelve (12) days per year (one day per month) and accrual for unused sick leave will be unlimited. If the Employee works less than a full year, he will have his sick leave days pro-rated.

Subd. 1. Use-Pregnancy: The Employee may utilize available sick leave, subject to the provisions of this Section for periods of disability relating to pregnancy, miscarriage, abortion or childbirth. The Employee will notify the Executive Director, Human Resources in writing no later than the end of the sixth month of pregnancy indicating his intention to utilize sick leave, and also at such time will provide a physician's statement indicating the estimated date of delivery of the child and estimated period of disability. A licensed physician will determine the definition of disability.

The Employee may utilize up to 30 days of sick leave for the adoption of a child, subject to the provisions of this Section.

Subd. 2. Use: Sick leave with pay will be allowed by the District whenever the Employee's absence is found to have been due to an illness which prevented his attendance at work and performance of duties on that day or days.

Subd. 3. Medical Verification: The District may require the Employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the District.

Subd. 4. Medical Request: In the event that a medical certificate will be required, the Employee will be so advised.

Subd. 5. Approval: Sick leave pay will be approved only upon submission of a signed request on the authorized sick leave pay request form provided by the District.

Subd. 6. Use-Absences Covered by Workers' Compensation and/or Long-Term Disability (LTD):

a. If the Employee is absent from work as a result of a compensable injury incurred in the service of the District under the provisions of the Workers' Compensation Act and/or an absence covered by the District's long-term disability insurance, the District will pay the difference between the compensation received pursuant to the Workers' Compensation Act and/or LTD by the Employee and the Employee's base rate of pay or the extent of the Employee's earned accrual of sick leave.

b. The Employee will have a deduction made from the Employee's accrued sick leave according to the pro rata portion of days or sick leave which is used to supplement Workers' Compensation and/or LTD payments.

c. The District will make such payment to the Employee only during the period of disability.

d. In no event will the additional compensation paid to the Employee by virtue of sick leave pay result in the payment of a total daily, weekly, or monthly compensation that exceeds the base compensation of the Employee.

e. If the Employee is absent from work as a result of an injury compensable under the Workers' Compensation Act and/or an absence qualifying the employee for LTD payments will submit his Workers' Compensation check and/or LTD payment, endorsed to the District prior to receiving payment from the District for this absence.

Section 2. Family Illness. The Employee will be granted up to a maximum of ten (10) days absence for illness in the Employee's or spouse's immediate family that may or may not otherwise be covered under the Family and Medical Leave Act (FMLA) and/or state statute. The immediate family will include parents, sister, brother, spouse, son, daughter, son-in-law, daughter-in-law, grandparent, grandchildren, guardian and any other relative or non-relative who stands in the same relationship with the employee. These days will be deducted from accrued sick leave.

Section 3. Bereavement Leave.

Subd. 1. Use-Immediate Family: The Employee will be granted up to five (5) days for absence due to death of each member of the Employee's or spouse's immediate family. The immediate family will include parent, sister, brother, spouse, son, daughter, son-in-law, daughter-in-law, grandparent, grandchildren, guardian and any other relative or non-relative who stands in the same relationship with the Employee. These days will be deducted from accrued sick leave.

Subd. 2. Use-Not Immediate Family: Absence due to the death of a person not listed in Subd. 1. of this Section, will be limited to one (1) day per occurrence. This day shall be deducted from accrued sick leave.

Section 4. Jury Duty. The Employee summoned to jury duty will be granted time off with pay.

Subd. 1. Notice to School District: The Employee who receives a summons for jury duty must notify Human Resources immediately of the proposed dates of service.

Subd. 2. Remittance of Stipend: The Employee who receives a stipend for jury duty must reimburse the District for the amount received, minus the mileage and parking expense allowance if they were on jury duty during work time.

Subd. 3. Pay: The Employee will have no loss of pay as a result of jury duty if the provisions of Subd. 1. and Subd. 2. of this Section are met.

Section 5. Personal Leave. The Employee will be credited one (1) personal day each year, accumulative to five (5) days, which may be used for activities requiring the Employee's personal attention not covered or requested under other provisions of this Agreement. Request for personal leave must be made in writing to the Superintendent at least three (3) days in advance, except in event of emergencies.

ARTICLE V
PROFESSIONAL ASSOCIATIONS AND LICENSING

Section 1. Professional Associations and Licensing Reimbursement. The Employee will receive payment of state law license fees and membership dues in the Minnesota State Bar Association and the Council of School Attorneys (COSA) for the National School Boards Association or an equivalent professional association annually. The Employee must submit a BA 9 (Voucher Request for Payment) accompanied by the membership form or statement for payment of dues to the Superintendent for approval.

ARTICLE VI
DURATION AND EFFECT

Section 1. Duration. This Agreement will remain in full force and effect for a period commencing on July 1, ~~2020~~2021, through June 30, ~~2021~~2023~~2~~.

Section 2. Effect. The provisions herein relating to terms and conditions of employment supersede any and all prior agreements, resolutions, practices, District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions. All matters not covered by this Agreement are hereby reserved to the Superintendent.

OSSEO AREA SCHOOLS ISD 279:	EMPLOYEE:
_____ Cory McIntyre, Superintendent	_____ Tim Palmatier
_____ Date	_____ Date

EXTRACT OF MINUTES OF MEETING OF SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 279 (OSSEO AREA SCHOOLS)
STATE OF MINNESOTA

June 21, 2022

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 279 (Osseo Area Schools), State of Minnesota, was held in said school district on June 21, 2022 at six o'clock p.m., for the purpose, in part, of considering approval of gifts to the district.

The following members were present: XXXX;

and the following were absent: XXXX.

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION ACCEPTING DONATIONS

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: "The board may receive, for the benefits of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education."; and

WHEREAS, Minnesota Statutes 465.03 provides: "Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full."; and

THEREFORE, BE IT RESOLVED that the School Board of Osseo Area Schools, ISD 279, gratefully accepts the following donations as identified below:

Donor	Item	Designated Purpose (if any)
Osseo Lions Club	$3,000	Supplies, gift cards, and clothing for homeless youth in District 279
Basswood PTO	$20,000	½ salary and classroom support at Basswood Elementary School
Birch Grove PTO	$655	School BBQ at Birch Grove Elementary School
Cedar Island PTO	$12,880	K field trip, 5th grade field trip, and school support at Cedar Island Elementary School
The Blackbaud Giving Fund	$36	General building needs at Crest View Elementary School
The Blackbaud Giving Fund	$24	General building needs at Crest View Elementary School
Edinbrook families	$1,389	3rd & 5th grade field trips at Edinbrook Elementary School
EB Families	$1,618	Field trips/class activities at Edinbrook Elementary School
EB Families	$40	General building needs at Edinbrook Elementary School
EB Families	$96	Field trips and class activities at Edinbrook Elementary School
Brenda Sandberg	145 books	145 new and used books for the Media Center at Edinbrook Elementary School
EB Families	$122	Field trips/class activities at Edinbrook Elementary School
EB PTO	$17,500	Playground equipment at Edinbrook Elementary School
Edinbrook PTO	$385.97	School BBQ at Edinbrook Elementary School
Elm Creek PTO	$2,760.49	4th grade Kindness Retreat, 5th grade classroom donations, Eastman field trips, and 1st grade classroom donations at Elm Creek Elementary School
Tina Lawrence	$100	Support Special Education at Elm Creek Elementary School
Elm Creek PTO	$4,249.65	5th grade celebration, Eastman Nature Center field trips, Camp Baldwin, Volunteer Coordinator salary, classroom needs, and carnival popcorn at Elm Creek Elementary School
Elm Creek PTO	$305.07	Patrol party and field days at Elm Creek Elementary School
MG Women of Today/RoseAnn Jahnz	$398	Trees/bench in memory of Jodean Raven at Elm Creek Elementary School
Fair Oaks PTO	$290.25	School BBQ at Fair Oaks Elementary School
The Blackbaud Giving Fund	$36	General building needs at Fair Oaks Elementary School
University of Minnesota	$491.04	4th grade field trip to the Arb at Fair Oaks Elementary School
The Blackbaud Giving Fund	$24	General building needs at Fair Oaks Elementary School
Earl Carlson	$25	Classroom needs at Fair Oaks Elementary School
David Stevens/Wells Fargo The Blackbaud Giving Fund	$84	Provide support in improved literacy at Garden City Elementary School
Box Tops for Education	$25.30	School needs at Garden City Elementary School
Home Depot	15 Steel U-posts	4 ft 14 GA steel U-post to be used for purchased signs to post grad year by trees at Park Brook Elementary School
American Heart Association	Juggling scarves and marker set	US Games certificate which purchased Juggling scarves and marker set at Park Brook Elementary School
John Rodvik & Lucia Chisato Rodvik	$1,200	Grocery and fuel donations to 4 families that have needs at Park Brook Elementary School

Weaver Lake PTO	$22,825.46	VR headsets, JA, Compas, K field trip, 4 Star headphones, 4 Star recess, Mystery science, poster printer, and popcorn at Weaver Lake Elementary School
Woodland PTO	$2,450	5th grade bus to BMS/musicals/popcorn/patrols to MOA/Club supervisor/commemoration at Woodland Elementary School
Liberty Diversified International	$5,000	Level the playing field for kids in education by creating access to healthy foods, tools, and resources at Zanewood Community School
Wells Fargo Employee Giving	$60	Staff and/or student needs at Zanewood Community School
MGSH Wrestling Booster Club	$2,001.41	Wrestling coach at Maple Grove Senior High School
Great River Energy	$5,000	2022 scholarships at Maple Grove Senior High School
Kopp Family Foundation	$1,000	Random Acts of Kindness for students at Maple Grove Senior High School
MGSH Boys Hockey Booster Club	$17,222.36	Coaches at Maple Grove Senior High School
MGSH Music Booster Club	$4,871.22	Coaches at Maple Grove Senior High School
Osseo Lions Club	$500	Speech & Language Student Assistant at Osseo Senior High School
Osseo Lions Club	$2,000	Student fees assistance at Osseo Senior High School
Osseo Fire Department	$2,000	Fire prevention equipment for families in need at Osseo Senior High School
Ryan Jancik	$620	OPC Boys Lacrosse at Park Center Senior High School
Osseo Lions Club	$1,000	OALC clothing closet and supply closet for OALC homeless students and in-need students to purchase items needed at the Osseo Area Learning Center
TOTAL	$134.285.22	

The motion for the adoption of the foregoing resolution was duly seconded by Member _____. The following voted in favor: XXXX;

and the following voted against: XXX

whereupon said resolution was declared duly passed and adopted

STATE OF MINNESOTA)
)SS
COUNTY OF HENNEPIN)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 279 (Osseo Area Schools), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this 21st day of June, 2022.

_____

School Board Clerk – Tamara Grady