

Agenda Independent School District 279 School Board	Regular Business Meeting Educational Service Center - Board Room 11200 93rd Ave N Maple Grove, MN 55369 Tuesday, August 29, 2023 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
Jackie Mosqueda-Jones, 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
Dr. Kim Hiel, Superintendent
8. School Board Reports
9. Consent Agenda
 - A. Minutes of the regular meeting of July 25, 2023 3
 - B. Financial reports for the month of July 2023 6
 - C. Payment of items for the month of July 2023 8
 - D. Fiscal Year 2023 current investments on hand, for month ended July 31, 2023 33
 - E. Extended Educational Trips 36
 - F. Acceptance of the 2022-2023 Emergency Connectivity Fund Program grant in the amount of \$157,542 and authorize an expenditure and budget appropriation in the amount of \$157,542
 - I. FY23 Grant Delegation Resolution 39
 - II. FY23 FIN 599-Emergency Connectivity Fund Program grant 41
 - G. Acceptance of the 2023-2024 OALC School Recycling grant in the amount of \$1,400 and authorize an expenditure and budget appropriation in the amount of \$1,400
 - I. FY24 Grant Delegation Resolution 1

II. FY24 FIN 399-OALC School Recycling Program grant	45
H. Personnel	47
I. Joint powers agreement between the City of Brooklyn Park and ISD 279 Osseo Area Schools for the purpose of managing and administering the school district's November 7, 2023 special election	54
J. Resolution establishing location for absentee voting for the school district special election	75
K. Resolution establishing ballot board	77
10. Action Items	
A. Recommendation for Approval, Agreement on the Terms and Conditions of Employment between the Independent School District 279 School Board and Educational Support Professionals (ESPs), July 1, 2022-June 30, 2024 Laurel Anderson, Executive Director of Human Resources	80
B. Recommendation for Approval, Agreement on the Terms and Conditions of Employment between the Independent School District 279 School Board and Kidstop Instructors, July 1, 22-June 30, 2024 Laurel Anderson, Executive Director of Human Resources	138
C. Recommendation for Approval, Agreement on the Terms and Conditions of Employment between the Independent School District 279 School Board and Registered Nurses and Licensed Practical Nurses, July 1, 2022-June 30, 2024 Laurel Anderson, Executive Director of Human Resources	190
D. Gifts to the district totaling \$15,317.46	232
11. Negotiation Strategies-Closed Session Lisa Chang, Director of Labor Relations and Laurel Anderson, Executive Director of Human Resources	
12. Adjournment Jackie Mosqueda-Jones, Board Chair	

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."

Minutes of the Regular Meeting
Independent School District 279 School Board
Maple Grove, MN
Tuesday, July 25, 2023

CALL TO ORDER	A regular meeting of the Independent School District 279 School Board was held on Tuesday, July 25, 2023 in the board room at the Educational Service Center. Board Chair Jackie Mosqueda-Jones called the meeting to order at 6:00 PM.
ROLL CALL	The following members were present: Thomas Brooks, Heather Douglass, Tanya Simons, Jackie Mosqueda-Jones, Sarah Mitchell, and Tamara Grady.
PLEDGE OF ALLEGIANCE	The Pledge of Allegiance was recited, led by Tanya Simons.
APPROVAL OF AGENDA	Motion by Heather Douglass, seconded by Sarah Mitchell, to approve the printed agenda. The motion carried on a vote of 6 to 0.
RECOGNITIONS	None
AUDIENCE OPPORTUNITY TO ADDRESS THE SCHOOL BOARD	The following individuals addressed the School Board: • Natalie Sonnek (parent/guardian of a student) – sexually graphic books • George Budzynski (parent/guardian of a student, district resident) – LGBTQ policy • Ron Sonnek (parent/guardian of a student) – Policy 508 • Erica Foster (parent/guardian of a student, district resident) – LGBTQIA+ • Jill Budzynski (parent/guardian of a student, district resident) – LGBTQIA policy and practices • Kelly Janssen (parent/guardian of a student) – protecting kids • Chris Eriksen (parent/guardian of a student, district resident) – LGBTQ affirming policy • Paul Nystrom (district resident) – gender education and transgender ideas • Rev. Chris McArdle (Pastor of district students, non-district resident) – LGBTQ inclusion policies • Joyce Counihan (district resident) – Policy 508 and parents' concerns • LaDawn Severin (district resident) – LGBTQIA+ agenda • Marty Benson (district resident) – explicit materials in the libraries, Policy 508

	• Deanna Campas (district resident) – curriculum concern • Clarke Macbeth (district resident) – CRT • Mujahid Shahjehan (non-district resident) – Gender Inclusion policy • Justin Sutkowski (district resident) – staff concern
SUPERINTENDENT'S REPORT	Superintendent Dr. Kim Hiel expressed her excitement to be the new superintendent at Osseo Area Schools to continue the work of the district that will help set all scholars to a pathway of success. Dr. Hiel noted that the district's vision statement, "Unleash and enhance the brilliance of our scholars to thrive and change the world" aligns with her her vision of building a foundation that supports scholars, and to also support employees. Her goal is to make Osseo Area Schools one community for all, where all are valued and heard. Superintendent Hiel'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. Reminders of several events were also shared.
SCHOOL BOARD REPORTS	Reports were shared by the following board members: Jackie Mosqueda-Jones – District 287 Sarah Mitchell – Reminder about approaching deadlines to submit applications to serve on district committees Tamara Grady – Association of Metropolitan School Districts and Minnesota School Boards Association

CONSENT AGENDA	Motion by Heather Douglass, seconded by Tanya Simons, to approve items in the consent agenda as follows: A. Minutes of the regular meeting of June 20, 2023 B. Minutes of the negotiation strategies meeting of June 20, 2023 C. Financial reports for the month of June 2023 D. Payment of items for the month of June 2023 E. 2022-23 Investments Report F. Extended Educational Trip G. Personnel H. Master services agreement between ISD 279 Osseo Area Schools and IEA, Inc. I. Membership renewals: 1. Renewal of membership in the Association of Metropolitan School Districts (AMSD), fiscal year 2024 2. Renewal of membership in the Minnesota School Boards Association (MSBA), fiscal year 2024 The motion carried on a vote of 6 to 0.
GIFTS TO THE DISTRICT	Motion by Heather Douglass, seconded by Sarah Mitchell, to approve Gifts to the District totaling \$47,755.22. The motion carried on a vote of 6 to 0.
ADJOURNMENT	Motion by Tamara Grady, seconded by Thomas Brooks, to adjourn the meeting at 7:10 p.m. The motion carried on a vote of 6 to 0.
	_____ Jackie Mosqueda-Jones, Board Chairperson

Independent School District 279

Consent Agenda Financial Items Fiscal Year 2024

Date: August 29, 2023

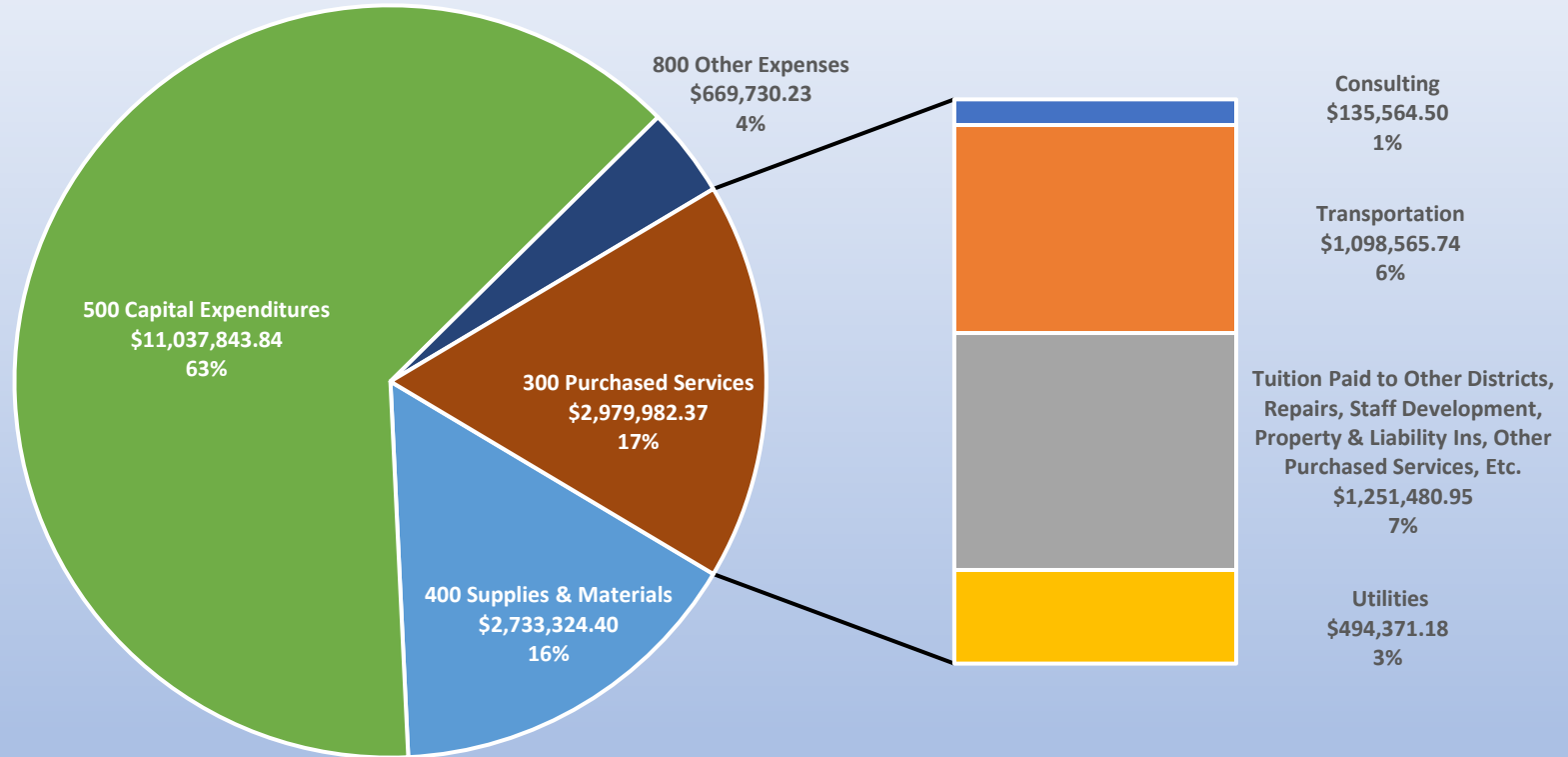
To: John Morstad, Executive Director of Finance and Operations

From: Kelly Benusa, Director of Business Services

RE: Consent Agenda Financial Items –
Approval of Financial Reports
Approval of Payments

- A. The ISD 279 School Board approval of financial reports for the month of July.
- B. The ISD 279 School Board authorizes payment of Vendor Checks, Payables, Electronic Wire Transfers, Employee Reimbursements, and Vendor ACH for the month of July totaling \$41,387,794.89.

JULY 2023 PAYMENTS FOR ALL FUNDS



Total=\$17,420,880.84

Shown in Chart

300 Purchased Services: Consulting Fees, Transportation, Utilities, Etc.
400 Supplies and Materials: Food, Software, General Supplies, Etc.
500 Capital Expenditures: Equipment, Building & Site Improvements, Etc.
800 Other Expenses: Dues, Memberships, Etc.

Not Shown in Chart

Payroll, Benefits, Investments, Etc.....\$23,966,914.05

July 2023 Check Register

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/12/23	730906	Vendor Check	303 FED SUB CONTRACT <\$25,000	300 Purchased Services	52814	CREATURE FEATURES L	\$817.50
07/19/23	730963	Vendor Check	303 FED SUB CONTRACT <\$25,000	300 Purchased Services	53368	CODE SAVVY	\$3,658.00
07/19/23	730970	Vendor Check	303 FED SUB CONTRACT <\$25,000	300 Purchased Services	54470	GOEL, AISLING O'SUL	\$200.00
07/12/23	730884	Vendor Check	305 CONSULTING FEES FOR SERV	300 Purchased Services	D5245	BJORKLUND COMPENSAT	\$450.00
07/12/23	730915	Vendor Check	305 CONSULTING FEES FOR SERV	300 Purchased Services	54438	MARTHALER, REANNA	\$875.00
07/12/23	730916	Vendor Check	305 CONSULTING FEES FOR SERV	300 Purchased Services	54436	MARTIN LAW FIRM PLL	\$2,464.50
07/12/23	730928	Vendor Check	305 CONSULTING FEES FOR SERV	300 Purchased Services	53320	NUESYNERGY	\$1,180.00
07/12/23	730939	Vendor Check	305 CONSULTING FEES FOR SERV	300 Purchased Services	54437	WALTON, CURTIS KEND	\$4,000.00
07/12/23	730942	Vendor Check	305 CONSULTING FEES FOR SERV	300 Purchased Services	03850	ZAHL EQUIPMENT COMP	\$2,455.00
07/12/23	P404497	Epayable	305 CONSULTING FEES FOR SERV	300 Purchased Services	02170	AFFORDABLE SANITATI	\$540.00
07/12/23	P404508	Epayable	305 CONSULTING FEES FOR SERV	300 Purchased Services	07766	INSTITUTE FOR ENVIR	\$13,500.00
07/12/23	V8004185	Vendor ACH	305 CONSULTING FEES FOR SERV	300 Purchased Services	53674	MOORE, JOLENE R	\$2,857.50
07/12/23	V8004207	Vendor ACH	305 CONSULTING FEES FOR SERV	300 Purchased Services	50900	MRI SOFTWARE LLC	\$1,331.45
07/19/23	730945	Vendor Check	305 CONSULTING FEES FOR SERV	300 Purchased Services	F5926	AMHERST H WILDER FO	\$17,700.00
07/19/23	730948	Vendor Check	305 CONSULTING FEES FOR SERV	300 Purchased Services	F4899	ARVIG	\$4,203.50
07/19/23	730949	Vendor Check	305 CONSULTING FEES FOR SERV	300 Purchased Services	F4899	ARVIG	\$26,970.00
07/19/23	730971	Vendor Check	305 CONSULTING FEES FOR SERV	300 Purchased Services	54289	GRIFFIN, ISABELLA	\$1,500.00
07/19/23	731016	Vendor Check	305 CONSULTING FEES FOR SERV	300 Purchased Services	51072	SEVEREID, NANCY	\$280.00
07/19/23	P404523	Epayable	305 CONSULTING FEES FOR SERV	300 Purchased Services	02170	AFFORDABLE SANITATI	\$1,103.00
07/19/23	P404528	Epayable	305 CONSULTING FEES FOR SERV	300 Purchased Services	F5617	EWALD CONSULTING	\$2,034.50
07/19/23	P404531	Epayable	305 CONSULTING FEES FOR SERV	300 Purchased Services	07766	INSTITUTE FOR ENVIR	\$30,391.01
07/19/23	V8004224	Vendor ACH	305 CONSULTING FEES FOR SERV	300 Purchased Services	F6283	DARK KNIGHT SOLUTIO	\$350.00
07/19/23	V8004227	Vendor ACH	305 CONSULTING FEES FOR SERV	300 Purchased Services	F5627	GBR INTERPRETING &	\$100.00
07/26/23	731059	Vendor Check	305 CONSULTING FEES FOR SERV	300 Purchased Services	00075	BROOKLYN PARK, CITY	\$792.00
07/26/23	731077	Vendor Check	305 CONSULTING FEES FOR SERV	300 Purchased Services	F3556	DORSEY & WHITNEY LL	\$1,500.00
07/26/23	731112	Vendor Check	305 CONSULTING FEES FOR SERV	300 Purchased Services	F6319	KENNEDY & GRAVEN CH	\$2,256.00
07/26/23	731143	Vendor Check	305 CONSULTING FEES FOR SERV	300 Purchased Services	F2709	PACIFIC INTERPRETER	\$23.60
07/26/23	V8004277	Vendor ACH	305 CONSULTING FEES FOR SERV	300 Purchased Services	17806	FRONTLINE EDUCATION	\$12,031.94
07/19/23	730997	Vendor Check	310 SCHOOL RESOURCE OFFICER	300 Purchased Services	09944	MAPLE GROVE, CITY O	\$377,765.00
07/12/23	P404506	Epayable	311 PROFESSIONAL & TECHNICAL	300 Purchased Services	22071	HERCULIFT INC	\$294.00
07/12/23	V8004196	Vendor ACH	315 REPAIRS & MAINT COMP/TECH	300 Purchased Services	18914	RICOH USA	\$4,702.00
07/19/23	730961	Vendor Check	315 REPAIRS & MAINT COMP/TECH	300 Purchased Services	00075	BROOKLYN PARK, CITY	\$25.00
07/19/23	V8004253	Vendor ACH	315 REPAIRS & MAINT COMP/TECH	300 Purchased Services	18914	RICOH USA	\$53,599.68
07/19/23	730977	Vendor Check	316 MN JOINT POWERS AGENCIES	300 Purchased Services	A1613	INTERMEDIATE DISTRI	\$92,240.33
07/12/23	730938	Vendor Check	320 TELEPHONE/COMMUNICATION	300 Purchased Services	D6911	VERIZON WIRELESS BE	\$2,110.68
07/12/23	V8004158	Vendor ACH	320 TELEPHONE/COMMUNICATION	300 Purchased Services	52466	GRANITE TELECOMMUNI	\$4,093.65
07/19/23	730964	Vendor Check	320 TELEPHONE/COMMUNICATION	300 Purchased Services	52467	CONSOLIDATED COMMUN	\$4,594.74
07/20/23	V1005033	Electronic Wire Transfer	320 TELEPHONE/COMMUNICATION	300 Purchased Services	15229	POPP.COM INC	\$1,355.65
07/20/23	V5018561	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E31387	WILLIAM M AHLMANN	\$45.00
07/20/23	V5018562	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E22423	JENNIFER AJSENBERG	\$90.00
07/20/23	V5018563	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E34216	FATIMA ALNIZAMI	\$90.00
07/20/23	V5018564	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E12249	LAUREL L ANDERSON	\$90.00

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/20/23	V5018565	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E30858	JEFFREY A ANSORGE	\$90.00
07/20/23	V5018566	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E33275	JOHANNAH ARNDT	\$90.00
07/20/23	V5018567	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E28562	JEFFREY P ARTHURS	\$90.00
07/20/23	V5018568	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E29670	STEPHEN J AUDETTE	\$90.00
07/20/23	V5018570	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E33529	DIANE M BAGLEY	\$90.00
07/20/23	V5018571	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E23103	MARK A BARNES	\$45.00
07/20/23	V5018572	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E33272	BRYAN BASS	\$90.00
07/20/23	V5018574	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E23531	MICHELLE MAE BAUERM	\$45.00
07/20/23	V5018577	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E20822	BART C BECKER	\$90.00
07/20/23	V5018578	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E28728	JAMES A BECKER	\$45.00
07/20/23	V5018580	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E33479	TAJTIANNA BELL	\$90.00
07/20/23	V5018581	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E28149	DON R BELLEFEUILLE	\$90.00
07/20/23	V5018582	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E19653	DANIEL J BENGS	\$45.00
07/20/23	V5018583	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E20548	KELLY A BENUSA	\$90.00
07/20/23	V5018584	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E21859	CHRISTOPHER M BERG	\$90.00
07/20/23	V5018585	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E23942	ALEX H BERG	\$90.00
07/20/23	V5018586	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E27924	TERRY L BERGGREN	\$90.00
07/20/23	V5018587	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E22734	KIMBERLY A BERLING	\$90.00
07/20/23	V5018588	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E22952	RYAN M BISSON	\$90.00
07/20/23	V5018589	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E26912	JEANETTE M BITZER	\$90.00
07/20/23	V5018590	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E25528	DIANA BLEDSOE	\$90.00
07/20/23	V5018591	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E23142	MICHAEL ARLEN BLOOM	\$45.00
07/20/23	V5018592	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E34104	MARK D BOCOCK	\$45.00
07/20/23	V5018593	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E19023	ANDREA W BODEAU	\$90.00
07/20/23	V5018594	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E26249	JAMIE LEE CARLSON B	\$90.00
07/20/23	V5018595	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E32888	TANYA L BRADEHOFT	\$45.00
07/20/23	V5018596	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E28287	DAVID A BRANCH	\$90.00
07/20/23	V5018598	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E34141	SONNI BUERSKIN	\$90.00
07/20/23	V5018599	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E28668	CARRIE A CABE	\$90.00
07/20/23	V5018601	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E10701	DALE J CARLSTROM	\$90.00
07/20/23	V5018602	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E31538	JAMES F CASSIDY	\$90.00
07/20/23	V5018603	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E21510	BRIAN CHANCE	\$90.00
07/20/23	V5018604	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E33474	LISA CHANG	\$90.00
07/20/23	V5018605	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E32004	IRFAN A CHAUDHRY	\$90.00
07/20/23	V5018606	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E31635	LENA M CHRISTIANSEN	\$90.00
07/20/23	V5018607	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E32955	MERCEDES J CLARK	\$90.00
07/20/23	V5018608	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E29608	PATRICK CLYMER	\$90.00
07/20/23	V5018609	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E33517	LAWRENCE L COLEMAN	\$90.00
07/20/23	V5018611	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E30040	GUYDON J DANDREA JR	\$90.00
07/20/23	V5018612	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E27952	DARRYL L DEHN	\$45.00
07/20/23	V5018614	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E29146	JAMES R DEZURIK	\$45.00
07/20/23	V5018615	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E32974	ALEC R DICKENSON	\$90.00
07/20/23	V5018616	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E13191	JASON D DONAHUE	\$45.00
07/20/23	V5018617	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E27152	JOHN D DONLIN	\$90.00

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/20/23	V5018618	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E30289	BARBARA J DUPONT	\$90.00
07/20/23	V5018619	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E27323	SARAH R LANCETTE	\$90.00
07/20/23	V5018620	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E29397	GERALD EDWARDS SR	\$90.00
07/20/23	V5018621	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E24977	KEVIN D ELIASON	\$45.00
07/20/23	V5018623	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E9481	TOD W ERICKSON	\$90.00
07/20/23	V5018624	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E15029	DAWN M EWER	\$45.00
07/20/23	V5018625	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E26175	GARRY FABB	\$90.00
07/20/23	V5018626	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E16478	COLLEEN J FAIRBANKS	\$90.00
07/20/23	V5018627	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E30832	TIMOTHY A FEIST	\$45.00
07/20/23	V5018628	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E33988	BRANDON D FERRIS	\$90.00
07/20/23	V5018629	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E30343	STEPHEN C FLISK	\$90.00
07/20/23	V5018630	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E28017	MELANIE M GATES	\$90.00
07/20/23	V5018632	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E32681	VANESSA O.A. GILL	\$90.00
07/20/23	V5018633	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E34071	ADAM P GOODWALT	\$45.00
07/20/23	V5018634	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E28619	STEVEN M GRANT	\$45.00
07/20/23	V5018635	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E27059	JAMES GREELEY	\$90.00
07/20/23	V5018637	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E29790	RYAN D GREENINGER	\$90.00
07/20/23	V5018638	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E29738	KYLE T GROVES	\$90.00
07/20/23	V5018640	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E26415	COURTNEY GULYARD	\$90.00
07/20/23	V5018641	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E9459	ROBIN L GUNSOLUS	\$90.00
07/20/23	V5018642	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E33995	MEGHAN O GUTZWILLER	\$45.00
07/20/23	V5018643	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E32816	SUSAN HANG	\$90.00
07/20/23	V5018645	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E31245	DONALD A HANSON	\$90.00
07/20/23	V5018646	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E19889	ANTWAN HARRIS	\$90.00
07/20/23	V5018647	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E29656	KRISTEN J HAUGE	\$90.00
07/20/23	V5018648	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E21972	MEGAN J HAVELAK	\$90.00
07/20/23	V5018649	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E26623	DALE A HECKENLAIBLE	\$90.00
07/20/23	V5018650	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E28436	JOHN C HEDSTROM	\$90.00
07/20/23	V5018651	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E29272	AMBER M HEGLAND	\$90.00
07/20/23	V5018652	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E19111	MELISSA L HENDERSON	\$90.00
07/20/23	V5018653	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E29380	SARAH B HEYER	\$90.00
07/20/23	V5018654	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E28882	KIM R HIEL	\$90.00
07/20/23	V5018655	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E23814	JENNIFER A HINKER	\$90.00
07/20/23	V5018656	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E20526	CHARLES J HOLMLUND	\$45.00
07/20/23	V5018657	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E30535	DANIEL C HOLTHUS	\$45.00
07/20/23	V5018659	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E27577	YUNQI HUANG	\$90.00
07/20/23	V5018660	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E25863	MICHAEL T HUELLER	\$90.00
07/20/23	V5018661	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E31397	MICHELLE K HUMPHREY	\$90.00
07/20/23	V5018662	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E20381	JOE L HUNT	\$45.00
07/20/23	V5018663	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E31302	MARK A HUSCHKA	\$90.00
07/20/23	V5018664	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E26818	BENJAMIN J IRMITER	\$90.00
07/20/23	V5018665	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E33713	THERESA M JACKSON	\$90.00
07/20/23	V5018666	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E32491	AMY TOLLEFSON	\$90.00
07/20/23	V5018667	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E26393	JENNIFER JERULLE	\$90.00

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/20/23	V5018669	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E24690	ALICIA JEAN JOHNSON	\$45.00
07/20/23	V5018671	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E24051	NANCY E JOHNSON	\$90.00
07/20/23	V5018672	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E22200	JOSEPHINE K JOHNSON	\$90.00
07/20/23	V5018673	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E27273	KRISTY K JOHNSON	\$90.00
07/20/23	V5018674	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E29485	ROBERT J JOHNSON	\$45.00
07/20/23	V5018675	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E33515	LEVY J JONES	\$90.00
07/20/23	V5018676	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E29772	RICARDO T JONES	\$90.00
07/20/23	V5018678	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E7433	ANDREW JOY	\$90.00
07/20/23	V5018679	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E33284	EMILY KAEHN	\$90.00
07/20/23	V5018680	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E31611	THOMAS W KAMMERER J	\$90.00
07/20/23	V5018681	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E22793	BENJAMIN ROSCH KARL	\$90.00
07/20/23	V5018684	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E29704	RYAN M KENNEDY	\$90.00
07/20/23	V5018686	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E26153	KATHERINE E KERN	\$90.00
07/20/23	V5018688	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E22369	KATIE L KIMSEY	\$90.00
07/20/23	V5018689	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E30976	JILL M KIND	\$90.00
07/20/23	V5018691	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E10991	MARK A KLIMEK	\$45.00
07/20/23	V5018692	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E24139	JILL M KNUTSON	\$90.00
07/20/23	V5018693	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E29665	RACHEL E KOEHLER	\$90.00
07/20/23	V5018694	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E13021	DEBRA J KOENIG	\$90.00
07/20/23	V5018695	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E27810	AARON M KRUEGER	\$90.00
07/20/23	V5018696	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E33298	MEGHAN E KUEMMEL	\$45.00
07/20/23	V5018697	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E6799	STEVEN KUYPER	\$90.00
07/20/23	V5018698	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E32073	SHANA R KWATAMPORA	\$90.00
07/20/23	V5018699	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E28930	ELIZABETH A LANTTO	\$90.00
07/20/23	V5018700	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E32964	JOHN W LARSEN	\$90.00
07/20/23	V5018701	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E23186	CARRIE L LARSON	\$90.00
07/20/23	V5018702	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E20085	JILL E LARSON	\$90.00
07/20/23	V5018703	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E24903	MICHELLE C LARSON	\$90.00
07/20/23	V5018704	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E10910	JEFF J LAWRENCE	\$90.00
07/20/23	V5018705	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E22829	JANELL M LEISEN	\$90.00
07/20/23	V5018706	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E26878	JILL N LESNE	\$90.00
07/20/23	V5018707	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E8003	ANTHONY L LIBBY	\$90.00
07/20/23	V5018708	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E27708	SHERRI L LINCOLN	\$90.00
07/20/23	V5018709	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E19001	SARA A LOOBY-MORRIS	\$90.00
07/20/23	V5018710	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E29597	SHANNON L LUND	\$90.00
07/20/23	V5018711	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E32540	PETER A LUNDBERG	\$45.00
07/20/23	V5018712	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E25688	CALLEN MAGNUSON	\$90.00
07/20/23	V5018713	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E30005	CHRISTINA M MANANCE	\$90.00
07/20/23	V5018714	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E27623	ERIN L MANNING	\$90.00
07/20/23	V5018715	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E26110	MICHAEL L MASTERS J	\$45.00
07/20/23	V5018717	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E29732	LORI E MCCARTHY	\$90.00
07/20/23	V5018718	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E26734	LISA A MCLEAREN	\$90.00
07/20/23	V5018719	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E33055	LAURA E MCLUEN	\$90.00
07/20/23	V5018721	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E27548	BRIDGET S MENGELKOC	\$90.00

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/20/23	V5018722	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E32386	JAMES J MIDTAUNE	\$45.00
07/20/23	V5018723	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E24957	JULIE E MOBERG	\$90.00
07/20/23	V5018724	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E8170	ANN L MOCK	\$90.00
07/20/23	V5018726	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E11508	KIM M MONETTE	\$90.00
07/20/23	V5018727	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E34245	AMY MOORE	\$90.00
07/20/23	V5018728	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E29672	DAVID E MOREDOCK	\$90.00
07/20/23	V5018729	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E34118	MERISSA MOREY	\$45.00
07/20/23	V5018730	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E32983	JOHN H MORSTAD	\$90.00
07/20/23	V5018731	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E26858	TYLER MOSENG	\$45.00
07/20/23	V5018732	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E34039	KEONNA R MOSES	\$90.00
07/20/23	V5018734	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E32648	BOUAKHAM MOUA	\$90.00
07/20/23	V5018735	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E22727	MICHELLE MUNKHOLM	\$90.00
07/20/23	V5018736	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E27834	LANCE J MYERS	\$90.00
07/20/23	V5018738	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E26372	SALLY K NAULT-MAURE	\$90.00
07/20/23	V5018739	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E28113	ETHAN NEERDAELS	\$90.00
07/20/23	V5018740	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E34123	DANA M NELSON	\$90.00
07/20/23	V5018742	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E28881	ELIZABETH S NESS	\$90.00
07/20/23	V5018743	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E24238	JOANNE M NEUMANN	\$90.00
07/20/23	V5018746	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E19849	KIERSTEN NICHOLSON	\$90.00
07/20/23	V5018748	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E26158	CHRISTINE OAKLAND	\$45.00
07/20/23	V5018749	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E20219	JEFFREY L OAKLAND	\$45.00
07/20/23	V5018750	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E30331	COLLIN L O'BRIEN	\$90.00
07/20/23	V5018751	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E26239	JASON L OLSON	\$90.00
07/20/23	V5018752	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E11637	KENDALL A OLSON	\$45.00
07/20/23	V5018753	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E8726	MARK E OTTINGER	\$90.00
07/20/23	V5018755	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E30702	ANTHONY M PADRNOS	\$90.00
07/20/23	V5018756	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E24652	ERIC J PARKER	\$90.00
07/20/23	V5018757	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E17381	KELLI A PARPART	\$90.00
07/20/23	V5018758	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E32375	DALE R PATTERSON	\$45.00
07/20/23	V5018760	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E32683	ANDREW J PEDEN	\$90.00
07/20/23	V5018761	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E18126	NATHAN J PEEL	\$90.00
07/20/23	V5018762	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E30974	ADRAIN M PENDELTON	\$90.00
07/20/23	V5018763	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E19713	ARLEN D PETERSON	\$45.00
07/20/23	V5018764	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E33981	ANDREW M PHENOW	\$45.00
07/20/23	V5018765	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E20346	JESSE T PHENOW	\$90.00
07/20/23	V5018766	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E27980	KATHRYN E POLUM	\$45.00
07/20/23	V5018768	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E17689	WILLIAM W QUAN III	\$90.00
07/20/23	V5018769	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E32000	JAMES L QUAST	\$90.00
07/20/23	V5018770	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E31290	JOSEPH E RADER	\$90.00
07/20/23	V5018771	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E20847	ANNE K RAMSEY	\$90.00
07/20/23	V5018772	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E26431	BRADLEY R REVOLINSK	\$90.00
07/20/23	V5018774	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E30978	RONALD M SALAZAR	\$90.00
07/20/23	V5018775	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E25422	JAIME C SCHLOESSER	\$45.00
07/20/23	V5018776	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E19775	SARAH M SCHMIDT	\$90.00

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/20/23	V5018778	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E27957	TROY D SCHREIFELS	\$90.00
07/20/23	V5018780	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E28781	TIMOTHY J SCHULTZ	\$45.00
07/20/23	V5018782	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E12428	STEVEN M SCHWARTZ	\$90.00
07/20/23	V5018783	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E32085	MELISSA D SENNES	\$90.00
07/20/23	V5018784	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E10843	JODY E SEPPALA	\$90.00
07/20/23	V5018785	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E26696	ALBERT J SHOBER	\$45.00
07/20/23	V5018786	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E26822	BRIAN J SIVERSON-HA	\$90.00
07/20/23	V5018787	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E29305	ERIK R SJOGREN	\$90.00
07/20/23	V5018788	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E25428	LISA SJOGREN	\$90.00
07/20/23	V5018789	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E27262	PATRICK R SMITH	\$90.00
07/20/23	V5018791	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E29773	TERENCE W SOVELL	\$90.00
07/20/23	V5018793	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E28554	JESSICA M STEIN	\$90.00
07/20/23	V5018794	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E33023	ELLEN M STEWART	\$90.00
07/20/23	V5018795	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E11059	MICHAEL K STOCK	\$90.00
07/20/23	V5018796	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E9274	RICHARD T SUBJECT J	\$45.00
07/20/23	V5018797	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E13467	SCOTT W TAYLOR	\$90.00
07/20/23	V5018798	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E24729	CONSTANCE G THOMAS	\$90.00
07/20/23	V5018799	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E25672	JENNIFER L THOMAS	\$90.00
07/20/23	V5018800	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E32003	ERIK R THOMPSON	\$90.00
07/20/23	V5018801	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E28936	DARBY M THRONE	\$90.00
07/20/23	V5018802	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E13696	JENNIFER L TOLLEFSO	\$90.00
07/20/23	V5018804	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E30783	ERIC A TURBEVILLE	\$90.00
07/20/23	V5018806	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E11233	STEVE W VAN DYKE	\$45.00
07/20/23	V5018807	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E27332	ANGELA M VANHEE	\$90.00
07/20/23	V5018808	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E26402	SARA A VERNIG	\$90.00
07/20/23	V5018809	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E32821	KAY M VILLELLA	\$90.00
07/20/23	V5018811	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E16515	KARI M VOLLRATH	\$90.00
07/20/23	V5018813	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E17777	DANIEL J WALD	\$90.00
07/20/23	V5018815	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E33090	DUANE M WARDALLY	\$90.00
07/20/23	V5018816	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E29393	EMILY K WATTS	\$90.00
07/20/23	V5018817	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E26824	JASON M WEAPPA	\$90.00
07/20/23	V5018819	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E28896	STEPHANIE A WEBSTER	\$90.00
07/20/23	V5018820	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E32801	JAKE H WEDIN	\$45.00
07/20/23	V5018822	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E34195	ERIC WELLE	\$90.00
07/20/23	V5018824	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E4855	CRAIG WOKSON	\$90.00
07/20/23	V5018825	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E32542	ADAM M WOODS	\$90.00
07/20/23	V5018826	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E30611	TERRY L WOODWORTH	\$90.00
07/20/23	V5018827	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E26183	EMILY WOOLSEY	\$90.00
07/20/23	V5018829	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E32679	BRADLEY J WUTSCHKE	\$45.00
07/20/23	V5018830	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E24229	JAMES D WYNN	\$90.00
07/20/23	V5018831	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E30866	KAO XIONG	\$90.00
07/20/23	V5018832	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E34140	CHA T YANG	\$90.00
07/20/23	V5018833	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E21537	JEFF ZASTROW	\$90.00
07/20/23	V5018834	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E32951	JENNIFER M ZIPF	\$90.00

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/12/23	730909	Vendor Check	329 POSTAGE AND EXPRESS	300 Purchased Services	E27136	LARA D JOHNSON	\$9.20
07/19/23	730994	Vendor Check	329 POSTAGE AND EXPRESS	300 Purchased Services	E28413	SANDRA M LINDBERG	\$4.78
07/20/23	V1005034	Electronic Wire Transfer	329 POSTAGE AND EXPRESS	300 Purchased Services	A0275	UNITED PARCEL SERVI	\$12.00
07/12/23	V8004159	Vendor ACH	330 UTILITIES - GENERAL	300 Purchased Services	51473	ANCHOR SOLAR INVEST	\$3,753.33
07/12/23	V8004166	Vendor ACH	330 UTILITIES - GENERAL	300 Purchased Services	53001	IDEAL ENERGIES SOLA	\$11,863.50
07/12/23	V8004167	Vendor ACH	330 UTILITIES - GENERAL	300 Purchased Services	53912	IDEAL ENERGIES SOLA	\$11,032.58
07/26/23	V8004278	Vendor ACH	330 UTILITIES - GENERAL	300 Purchased Services	51473	ANCHOR SOLAR INVEST	\$3,753.33
07/26/23	V8004281	Vendor ACH	330 UTILITIES - GENERAL	300 Purchased Services	53001	IDEAL ENERGIES SOLA	\$11,863.50
07/26/23	V8004282	Vendor ACH	330 UTILITIES - GENERAL	300 Purchased Services	53912	IDEAL ENERGIES SOLA	\$11,032.58
07/19/23	731036	Vendor Check	331 ELECTRICITY	300 Purchased Services	00300	XCEL ENERGY	\$256,098.06
07/20/23	V1005035	Electronic Wire Transfer	331 ELECTRICITY	300 Purchased Services	00419	WRIGHT HENNEPIN ELE	\$38,443.67
07/12/23	730888	Vendor Check	332 NATURAL GAS	300 Purchased Services	00270	CENTERPOINT ENERGY	\$49.46
07/19/23	730950	Vendor Check	332 NATURAL GAS	300 Purchased Services	51808	SYMMETRY ENERGY SOL	\$1,498.48
07/19/23	730951	Vendor Check	332 NATURAL GAS	300 Purchased Services	51808	SYMMETRY ENERGY SOL	\$5,043.71
07/19/23	730952	Vendor Check	332 NATURAL GAS	300 Purchased Services	51808	SYMMETRY ENERGY SOL	\$791.53
07/19/23	730953	Vendor Check	332 NATURAL GAS	300 Purchased Services	51808	SYMMETRY ENERGY SOL	\$1,007.47
07/19/23	730962	Vendor Check	332 NATURAL GAS	300 Purchased Services	00270	CENTERPOINT ENERGY	\$7,652.66
07/12/23	730912	Vendor Check	333 WATER AND SEWER	300 Purchased Services	09944	MAPLE GROVE, CITY O	\$46,358.79
07/12/23	730913	Vendor Check	333 WATER AND SEWER	300 Purchased Services	09944	MAPLE GROVE, CITY O	\$5,217.25
07/12/23	730914	Vendor Check	333 WATER AND SEWER	300 Purchased Services	09944	MAPLE GROVE, CITY O	\$784.76
07/20/23	V1005028	Electronic Wire Transfer	333 WATER AND SEWER	300 Purchased Services	00074	BROOKLYN CENTER, CI	\$4,547.93
07/20/23	V1005029	Electronic Wire Transfer	333 WATER AND SEWER	300 Purchased Services	00075	BROOKLYN PARK, CITY	\$1,472.14
07/26/23	731142	Vendor Check	333 WATER AND SEWER	300 Purchased Services	A3192	OSSEO, CITY OF	\$41,610.23
07/20/23	V1005045	Electronic Wire Transfer	334 REFUSE REMOVAL	300 Purchased Services	PC0021	US BANK CARD CUSTOD	\$116.50
07/19/23	730967	Vendor Check	340 INSURANCES	300 Purchased Services	F7373	EMC INSURANCE COMPA	\$20,317.44
07/19/23	V8004238	Vendor ACH	340 INSURANCES	300 Purchased Services	52388	LIBERTY MUTUAL INSU	\$40,918.40
07/19/23	V8004237	Vendor ACH	349 MENTAL HLTH SVCS >\$25,000	300 Purchased Services	50979	LEE CARLSON CTR FOR	\$1,890.00
07/12/23	730942	Vendor Check	350 CONTR REP - SITES	300 Purchased Services	03850	ZAHL EQUIPMENT COMP	\$14,463.00
07/19/23	731005	Vendor Check	350 CONTR REP - SITES	300 Purchased Services	53052	PETERSON COMPANIES	\$200.00
07/19/23	731038	Vendor Check	350 CONTR REP - SITES	300 Purchased Services	03850	ZAHL EQUIPMENT COMP	\$180.00
07/26/23	731187	Vendor Check	350 CONTR REP - SITES	300 Purchased Services	03850	ZAHL EQUIPMENT COMP	\$965.00
07/26/23	V8004288	Vendor ACH	350 CONTR REP - SITES	300 Purchased Services	00233	KILLMER ELECTRIC CO	\$756.76
07/26/23	V8004307	Vendor ACH	350 CONTR REP - SITES	300 Purchased Services	22111	SOUTHERN MN INSPECT	\$8,605.69
07/26/23	V8004316	Vendor ACH	350 CONTR REP - SITES	300 Purchased Services	08835	WL HALL COMPANY	\$1,685.15
07/12/23	P404507	Epayable	352 CONTR REP - EQUIP	300 Purchased Services	07053	HILLYARD FLOOR CARE	\$2,109.78
07/19/23	V8004211	Vendor ACH	352 CONTR REP - EQUIP	300 Purchased Services	22094	ACTION RADIO & COMM	\$721.50
07/26/23	731161	Vendor Check	352 CONTR REP - EQUIP	300 Purchased Services	26592	SHRED-N-GO	\$100.00
07/26/23	V8004265	Vendor ACH	352 CONTR REP - EQUIP	300 Purchased Services	54212	ATLAS TOYOTA MATERI	\$2,760.18
07/26/23	V8004307	Vendor ACH	352 CONTR REP - EQUIP	300 Purchased Services	22111	SOUTHERN MN INSPECT	\$200.00
07/12/23	730930	Vendor Check	358 FOREIGN LANG <\$25,000	300 Purchased Services	F2709	PACIFIC INTERPRETER	\$1,761.74
07/12/23	V8004155	Vendor ACH	358 FOREIGN LANG <\$25,000	300 Purchased Services	F5627	GBR INTERPRETING &	\$300.00
07/19/23	731004	Vendor Check	358 FOREIGN LANG <\$25,000	300 Purchased Services	F2709	PACIFIC INTERPRETER	\$208.86
07/19/23	V8004227	Vendor ACH	358 FOREIGN LANG <\$25,000	300 Purchased Services	F5627	GBR INTERPRETING &	\$1,025.00
07/26/23	V8004289	Vendor ACH	358 FOREIGN LANG <\$25,000	300 Purchased Services	54137	LINGUALINX LANGUAGE	\$108.00

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/19/23	731027	Vendor Check	360 TRANSP - PUBLIC	300 Purchased Services	D6150	TRANSPORTATION PLUS	\$87.11
07/26/23	731179	Vendor Check	360 TRANSP - PUBLIC	300 Purchased Services	D6150	TRANSPORTATION PLUS	\$31.81
07/12/23	730894	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	D6455	FIRST STUDENT INC	\$24,391.56
07/12/23	730895	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	D6455	FIRST STUDENT INC	\$998.90
07/12/23	730896	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	D6455	FIRST STUDENT INC	\$10,405.08
07/12/23	730897	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	D6455	FIRST STUDENT INC	\$8,685.36
07/12/23	730899	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	D6455	FIRST STUDENT INC	\$203.49
07/12/23	V8004149	Vendor ACH	361 TRANSP - PRIVATE	300 Purchased Services	F7318	CSTMN	\$363,089.30
07/12/23	V8004190	Vendor ACH	361 TRANSP - PRIVATE	300 Purchased Services	F5151	NORTHSTAR BUS LINES	\$7,074.07
07/19/23	731027	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	D6150	TRANSPORTATION PLUS	\$171,077.19
07/19/23	V8004244	Vendor ACH	361 TRANSP - PRIVATE	300 Purchased Services	F5151	NORTHSTAR BUS LINES	\$4,350.96
07/26/23	731043	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	53511	AGAPE CHRISTI ACADE	\$572.55
07/26/23	731045	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	D2120	AL-AMAL SCHOOL	\$2,245.00
07/26/23	731050	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	D2142	ASCENSION CATHOLIC	\$1,696.12
07/26/23	731052	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	50722	AVAIL ACADEMY - FRI	\$346.54
07/26/23	731053	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	50721	AVAIL ACADEMY - EDI	\$886.81
07/26/23	731054	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	50720	AVAIL ACADEMY-BLAIN	\$1,035.32
07/26/23	731056	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	A1219	BENILDE-ST MARGARET	\$18,984.54
07/26/23	731057	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	A0855	BLAKE SCHOOL	\$8,919.72
07/26/23	731058	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	A0527	BRECK SCHOOL	\$9,100.52
07/26/23	731061	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	53489	CHAPEL HILL ACADEMY	\$335.78
07/26/23	731062	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	F1356	CHESTERTON ACADEMY	\$2,912.25
07/26/23	731066	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	A2364	CONCORDIA ACADEMY	\$706.00
07/26/23	731067	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	D0392	CONVENT OF THE VISI	\$671.56
07/26/23	731070	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	A5544	CRETIN-DERHAM HALL	\$766.27
07/26/23	731071	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	F6291	CRISTO REY JESUIT H	\$2,520.51
07/26/23	731072	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	A2337	CROSS OF CHRIST LUT	\$987.97
07/26/23	731075	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	A2365	DELASALLE HIGH SCHO	\$10,325.26
07/26/23	731083	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	D6455	FIRST STUDENT INC	\$5,085.74
07/26/23	731087	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	A0536	FOURTH BAPTIST CHRI	\$14,905.66
07/26/23	731088	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	F4148	FRANKLIN ACADEMY	\$876.04
07/26/23	731092	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	F6290	GOOD SHEPHERD CHURC	\$2,959.61
07/26/23	731094	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	D9744	GRACE LUTHERAN	\$361.61
07/26/23	731096	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	A4604	GROVES ACADEMY	\$3,405.16
07/26/23	731099	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	D2126	HEILICHER MPLS JEWI	\$1,039.63
07/26/23	731101	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	A5546	HILL-MURRAY SCHOOL	\$316.41
07/26/23	731102	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	D9745	HOLY FAMILY ACADEMY	\$673.71
07/26/23	731103	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	50441	HOLY FAMILY CATHOLI	\$690.93
07/26/23	731104	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	A2343	HOLY NAME OF JESUS	\$11,220.68
07/26/23	731105	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	F4763	HOLY SPIRIT ACADEMY	\$662.95
07/26/23	731106	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	F6289	HOLY TRINITY LUTHER	\$4,914.02
07/26/23	731107	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	F6288	HOPE ACADEMY INC	\$1,248.42
07/26/23	731108	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	D8300	IMMACULATE CONCEPTI	\$1,648.77
07/26/23	731110	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	A5159	INTERNATIONAL SCHOO	\$277.67

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/26/23	731115	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	A3434	KING OF GRACE LUTHE	\$7,944.66
07/26/23	731119	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	F1362	LEGACY CHRISTIAN AC	\$680.17
07/26/23	731122	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	52729	MAYER LUTHERAN HIGH	\$365.92
07/26/23	731128	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	16836	METROPOLITAN TRANSP	\$42,110.75
07/26/23	731130	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	A0525	MINNEHAHA ACADEMY	\$4,466.32
07/26/23	731131	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	F6320	MONTESSORI RENAISSA	\$3,090.91
07/26/23	731133	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	52312	MOUNDS PARK ACADEMY	\$697.39
07/26/23	731144	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	51812	ST MAX KOLBE CATHOL	\$355.15
07/26/23	731151	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	D9741	PROVIDENCE ACADEMY	\$40,851.19
07/26/23	731153	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	A2355	REDEEMER CHRISTIAN	\$1,668.14
07/26/23	731154	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	F2793	RIVER TREE SCHOOL	\$1,452.90
07/26/23	731165	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	50717	SOUTHWEST CHRISTIAN	\$355.15
07/26/23	731166	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	D3701	ST AGNES SCHOOL	\$1,379.72
07/26/23	731167	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	D2135	ST JOHN BAPTIST CAT	\$353.00
07/26/23	731168	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	F2795	ST MICHAEL CATHOLIC	\$1,013.80
07/26/23	731169	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	A1783	ST RAPHAEL'S SCHOOL	\$4,726.76
07/26/23	731170	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	F5451	ST STEPHENS CATHOLI	\$977.21
07/26/23	731171	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	F1364	ST THERESE SCHOOL	\$346.54
07/26/23	731172	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	A2356	ST THOMAS ACADEMY	\$361.61
07/26/23	731178	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	A0544	TOTINO GRACE HIGH S	\$33,436.03
07/26/23	731179	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	D6150	TRANSPORTATION PLUS	\$13,483.88
07/26/23	731186	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	A2361	WOODCREST BAPTIST A	\$4,612.68
07/26/23	P404549	Epayable	361 TRANSP - PRIVATE	300 Purchased Services	D0416	MINNETONKA CHRISTIA	\$3,906.68
07/26/23	P404555	Epayable	361 TRANSP - PRIVATE	300 Purchased Services	A5154	ST BARTHOLOMEW SCHO	\$1,336.67
07/26/23	V8004271	Vendor ACH	361 TRANSP - PRIVATE	300 Purchased Services	F7318	CSTMN	\$80,064.62
07/26/23	V8004296	Vendor ACH	361 TRANSP - PRIVATE	300 Purchased Services	D5292	NORTH HEIGHTS CHRIS	\$346.54
07/26/23	V8004301	Vendor ACH	361 TRANSP - PRIVATE	300 Purchased Services	D6848	RISEN CHRIST CATHOL	\$643.58
07/26/23	V8004302	Vendor ACH	361 TRANSP - PRIVATE	300 Purchased Services	F0662	SALEM LUTHERAN SCHO	\$71.03
07/26/23	V8004315	Vendor ACH	361 TRANSP - PRIVATE	300 Purchased Services	A2360	WEST LUTHERAN SCHOO	\$7,705.74
07/12/23	730895	Vendor Check	362 TRANSP - DEPARTMENT	300 Purchased Services	D6455	FIRST STUDENT INC	\$399.56
07/12/23	730899	Vendor Check	362 TRANSP - DEPARTMENT	300 Purchased Services	D6455	FIRST STUDENT INC	\$23,033.63
07/12/23	730905	Vendor Check	362 TRANSP - DEPARTMENT	300 Purchased Services	50945	HOLT TOUR & CHARTER	\$1,960.00
07/12/23	730932	Vendor Check	362 TRANSP - DEPARTMENT	300 Purchased Services	D5022	RICHFIELD BUS CO	\$4,921.94
07/12/23	V8004149	Vendor ACH	362 TRANSP - DEPARTMENT	300 Purchased Services	F7318	CSTMN	\$563.90
07/12/23	V8004190	Vendor ACH	362 TRANSP - DEPARTMENT	300 Purchased Services	F5151	NORTHSTAR BUS LINES	\$6,515.31
07/19/23	730968	Vendor Check	362 TRANSP - DEPARTMENT	300 Purchased Services	D6455	FIRST STUDENT INC	\$3,478.37
07/19/23	730969	Vendor Check	362 TRANSP - DEPARTMENT	300 Purchased Services	D6455	FIRST STUDENT INC	\$176.72
07/19/23	731027	Vendor Check	362 TRANSP - DEPARTMENT	300 Purchased Services	D6150	TRANSPORTATION PLUS	\$432.83
07/19/23	V8004244	Vendor ACH	362 TRANSP - DEPARTMENT	300 Purchased Services	F5151	NORTHSTAR BUS LINES	\$3,714.41
07/26/23	731083	Vendor Check	362 TRANSP - DEPARTMENT	300 Purchased Services	D6455	FIRST STUDENT INC	\$78,912.73
07/26/23	V8004297	Vendor ACH	362 TRANSP - DEPARTMENT	300 Purchased Services	F5151	NORTHSTAR BUS LINES	\$35,957.04
07/12/23	730894	Vendor Check	364 TRANSP NONPERFORM RESERVE	300 Purchased Services	D6455	FIRST STUDENT INC	-\$24,000.00
07/20/23	V1005048	Electronic Wire Transfer	366 BUSINESS TRAVEL	300 Purchased Services	PC0029	US BANK CARD DTHRON	\$7.00
07/20/23	V1005052	Electronic Wire Transfer	366 BUSINESS TRAVEL	300 Purchased Services	PC0037	US BANK CARD FOODNU	\$2,629.86

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/20/23	V1005055	Electronic Wire Transfer	366 BUSINESS TRAVEL	300 Purchased Services	PC0055	US BANK CARD INDIAN	-\$401.78
07/20/23	V5018573	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E30290	JENNIFER M BAUER	\$390.77
07/20/23	V5018575	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E28977	REBECCA R BEAL	\$36.00
07/20/23	V5018576	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E25567	CHERI J BECKER	\$45.12
07/20/23	V5018581	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E28149	DON R BELLEFEUILLE	\$246.56
07/20/23	V5018595	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E32888	TANYA L BRADEHOFT	\$66.73
07/20/23	V5018600	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E33534	JASON M CARDOSI	\$138.97
07/20/23	V5018604	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E33474	LISA CHANG	\$102.29
07/20/23	V5018609	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E33517	LAWRENCE L COLEMAN	\$325.68
07/20/23	V5018613	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E18193	SUSANN L DETIENNE	\$67.12
07/20/23	V5018622	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E26925	KATHERYN A EMMONS	\$918.40
07/20/23	V5018630	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E28017	MELANIE M GATES	\$41.02
07/20/23	V5018631	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E28956	DEBRA ANN GERARDY	\$68.51
07/20/23	V5018636	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E30629	CARTER E GREENE	\$46.51
07/20/23	V5018642	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E33995	MEGHAN O GUTZWILLER	\$125.15
07/20/23	V5018644	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E32901	BETHANY A HANSON	\$4.25
07/20/23	V5018653	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E29380	SARAH B HEYER	\$82.63
07/20/23	V5018666	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E32491	AMY TOLLEFSON	\$105.62
07/20/23	V5018668	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E32493	KRISTI A JOESTING	\$86.21
07/20/23	V5018682	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E32900	HANNAH M KASSABIAN	\$122.58
07/20/23	V5018685	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E32494	KATIE E.D. KERN	\$103.17
07/20/23	V5018687	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E27585	KAREN M KIESER	\$33.00
07/20/23	V5018692	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E24139	JILL M KNUTSON	\$425.49
07/20/23	V5018693	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E29665	RACHEL E KOEHLER	\$417.15
07/20/23	V5018694	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E13021	DEBRA J KOENIG	\$74.08
07/20/23	V5018696	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E33298	MEGHAN E KUEMMEL	\$125.26
07/20/23	V5018705	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E22829	JANELL M LEISEN	\$352.12
07/20/23	V5018716	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E28955	LAUREN M R MATYSIK	\$52.02
07/20/23	V5018720	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E34082	LUCAS M MENGELKOCH	\$66.38
07/20/23	V5018721	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E27548	BRIDGET S MENGELKOC	\$40.25
07/20/23	V5018725	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E27855	BRIANA M MOLNAR	\$212.91
07/20/23	V5018728	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E29672	DAVID E MOREDOCK	\$95.60
07/20/23	V5018733	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E22723	TASHA N MOSKOWITZ	\$66.00
07/20/23	V5018734	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E32648	BOUAKHAM MOUA	\$125.55
07/20/23	V5018737	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E32407	VICTORIA R NAGY	\$39.00
07/20/23	V5018741	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E33231	LORENZO T NELSON	\$76.01
07/20/23	V5018744	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E23458	NICOLE M NEWFIELD	\$41.13
07/20/23	V5018747	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E26682	MAYA NISHIKAWA	\$105.35
07/20/23	V5018754	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E29685	MATTHEW D OTTO	\$129.29
07/20/23	V5018759	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E9347	DEDRA GILE PATTON	\$17.16
07/20/23	V5018767	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E33537	CELESTE A PRYDE	\$52.41
07/20/23	V5018769	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E32000	JAMES L QUAIST	\$86.12
07/20/23	V5018772	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E26431	BRADLEY R REVOLINSK	\$344.08
07/20/23	V5018777	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E32987	HANNAH M SCHMIESING	\$42.00

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/20/23	V5018779	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E32886	AMANDA M SCHULTZ	\$118.24
07/20/23	V5018790	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E32009	JENNA R SOBOTA	\$79.65
07/20/23	V5018792	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E17842	KRISTIN STAINER-PER	\$80.01
07/20/23	V5018805	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E32708	NUBE A UZHCA YUQUIL	\$26.91
07/20/23	V5018807	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E27332	ANGELA M VANHEE	\$62.63
07/20/23	V5018809	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E32821	KAY M VILLELLA	\$75.06
07/20/23	V5018812	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E32111	ANN VUE	\$48.00
07/20/23	V5018818	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E8051	CHRISTINE ANN WEATH	\$124.80
07/20/23	V5018821	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E31146	JENNIFER C WEIER	\$153.67
07/20/23	V5018828	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E27770	KENYARI A WRIGHT	\$45.00
07/12/23	730883	Vendor Check	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	54143	ASE EDUCATION FOUND	\$700.00
07/12/23	730885	Vendor Check	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	A3013	BROOKLYN PARK RECRE	\$200.00
07/12/23	730920	Vendor Check	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	A2648	BRIGHTWORKS	\$150.00
07/12/23	730922	Vendor Check	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	54142	MN AGRICULTURE IN T	\$25.00
07/12/23	P404512	Epayable	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	53809	PROJECT LEAD THE WA	\$899.00
07/12/23	V8004152	Vendor ACH	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	F6324	EDUPOINT EDUCATIONA	\$3,475.00
07/12/23	V8004179	Vendor ACH	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	A1490	MASSP	\$460.00
07/19/23	V8004256	Vendor ACH	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	54096	STRATEGIC CONSULTIN	\$150.00
07/20/23	V1005040	Electronic Wire Transfer	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	PC002	US BANK CARD BSTRAV	\$4,364.37
07/20/23	V1005041	Electronic Wire Transfer	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	PC0064	US BANK CARD BSTRAV	\$128.30
07/20/23	V1005042	Electronic Wire Transfer	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	PC0019	US BANK CARD CIESDE	\$1,235.00
07/20/23	V1005046	Electronic Wire Transfer	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	PC0013	US BANK CARD DCARLS	\$110.00
07/20/23	V1005050	Electronic Wire Transfer	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	PC0040	US BANK CARD EMANNI	\$3,159.12
07/20/23	V1005051	Electronic Wire Transfer	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	PC0051	US BANK CARD EQUITY	\$2,499.00
07/20/23	V1005054	Electronic Wire Transfer	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	PC0059	US BANK CARD I2T2 D	\$199.00
07/20/23	V1005057	Electronic Wire Transfer	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	PC0076	US BANK CARD JMACCA	\$345.00
07/20/23	V1005059	Electronic Wire Transfer	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	PC0078	US BANK CARD KHIEL	\$199.00
07/20/23	V1005063	Electronic Wire Transfer	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	PC0075	US BANK CARD KMOSES	\$98.00
07/20/23	V5018629	Employee Reimbursement	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	E30343	STEPHEN C FLISK	\$2,903.22
07/20/23	V5018630	Employee Reimbursement	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	E28017	MELANIE M GATES	\$533.45
07/20/23	V5018639	Employee Reimbursement	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	E31424	CHRISTOPHER J GUDVA	\$175.00
07/20/23	V5018658	Employee Reimbursement	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	E23597	BRYAN ANDREW HOVDE	\$275.00
07/20/23	V5018670	Employee Reimbursement	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	E33569	BENJAMIN M JOHNSON	\$399.00
07/20/23	V5018690	Employee Reimbursement	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	E32988	STEPHANIE A KIRSTEI	\$1,147.45
07/20/23	V5018719	Employee Reimbursement	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	E33055	LAURA E MCLUEN	\$181.00
07/20/23	V5018723	Employee Reimbursement	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	E24957	JULIE E MOBERG	\$88.46
07/20/23	V5018794	Employee Reimbursement	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	E33023	ELLEN M STEWART	\$1,463.58
07/26/23	V8004274	Vendor ACH	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	F6324	EDUPOINT EDUCATIONA	\$695.00
07/12/23	730927	Vendor Check	369 ENTRY FEES/STUDENT TRAVEL	300 Purchased Services	D5681	NORTHWEST SUBURBAN	\$22,500.00
07/12/23	730935	Vendor Check	369 ENTRY FEES/STUDENT TRAVEL	300 Purchased Services	A4380	ST OLAF COLLEGE	\$500.00
07/20/23	V1005031	Electronic Wire Transfer	369 ENTRY FEES/STUDENT TRAVEL	300 Purchased Services	54439	PACESETTER SPORTS P	\$350.00
07/20/23	V1005043	Electronic Wire Transfer	369 ENTRY FEES/STUDENT TRAVEL	300 Purchased Services	PC0033	US BANK CARD COMMED	\$12,525.96
07/20/23	V1005050	Electronic Wire Transfer	369 ENTRY FEES/STUDENT TRAVEL	300 Purchased Services	PC0040	US BANK CARD EMANNI	-\$2,226.62
07/20/23	V1005051	Electronic Wire Transfer	369 ENTRY FEES/STUDENT TRAVEL	300 Purchased Services	PC0051	US BANK CARD EQUITY	-\$206.90

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/20/23	V1005055	Electronic Wire Transfer	369 ENTRY FEES/STUDENT TRAVEL	300 Purchased Services	PC0055	US BANK CARD INDIAN	\$168.00
07/12/23	730933	Vendor Check	370 RENTAL LAND & BLDGS	300 Purchased Services	F3446	RIVERWOOD NATIONAL	\$1,900.00
07/12/23	730934	Vendor Check	370 RENTAL LAND & BLDGS	300 Purchased Services	D3570	RUSH CREEK GOLF CLU	\$400.00
07/26/23	731085	Vendor Check	370 RENTAL LAND & BLDGS	300 Purchased Services	52191	RTA TIMBERLAND LLC	\$11,971.22
07/26/23	731160	Vendor Check	370 RENTAL LAND & BLDGS	300 Purchased Services	D2659	SHAMROCK GOLF OPERA	\$3,200.00
07/12/23	730880	Vendor Check	372 RENTAL - EQUIPMENT	300 Purchased Services	F5454	AMIOT SCHOLASTIC RE	\$1,310.00
07/12/23	V8004193	Vendor ACH	372 RENTAL - EQUIPMENT	300 Purchased Services	F5675	PITNEY BOWES INC	\$282.50
07/19/23	730946	Vendor Check	372 RENTAL - EQUIPMENT	300 Purchased Services	F5454	AMIOT SCHOLASTIC RE	\$845.00
07/26/23	731046	Vendor Check	372 RENTAL - EQUIPMENT	300 Purchased Services	F5454	AMIOT SCHOLASTIC RE	\$1,055.00
07/12/23	P404516	Epayable	380 ADVERTISING-PRINTING	300 Purchased Services	00331	SUN PUBLICATIONS	\$183.00
07/20/23	V1005059	Electronic Wire Transfer	380 ADVERTISING-PRINTING	300 Purchased Services	PC0078	US BANK CARD KHIEL	\$25.00
07/26/23	731068	Vendor Check	380 ADVERTISING-PRINTING	300 Purchased Services	54500	CORCORAN COMMUNITY	\$100.00
07/19/23	V8004221	Vendor ACH	382 LAUNDRY-DRY CLEANING	300 Purchased Services	07933	CINTAS CORPORATION	\$2,095.62
07/19/23	730977	Vendor Check	390 PMTS TO MN SCH DISTRICTS	300 Purchased Services	A1613	INTERMEDIATE DISTRI	\$329,677.62
07/12/23	730919	Vendor Check	391 REIMB TO MN SCH DIST	300 Purchased Services	54443	METRO DEAF SCHOOL	\$9,466.80
07/12/23	730903	Vendor Check	394 PMTS TO OTHER AGENCY	300 Purchased Services	A0084	HENNEPIN TECHNICAL	\$1,691.34
07/20/23	V1005060	Electronic Wire Transfer	394 PMTS TO OTHER AGENCY	300 Purchased Services	PC0026	US BANK CARD KIDSTO	\$18,701.69
07/20/23	V1005061	Electronic Wire Transfer	394 PMTS TO OTHER AGENCY	300 Purchased Services	PC0042	US BANK CARD KIDSTO	\$20.00
07/26/23	V8004283	Vendor ACH	394 PMTS TO OTHER AGENCY	300 Purchased Services	16602	INTERNATIONAL BACCA	\$21,730.00
07/26/23	V8004287	Vendor ACH	394 PMTS TO OTHER AGENCY	300 Purchased Services	D1660	KEELER, CAREN	\$1,496.00
07/26/23	V8004295	Vendor ACH	394 PMTS TO OTHER AGENCY	300 Purchased Services	53199	PROCARE THERAPY	\$1,082.90
07/26/23	V8004311	Vendor ACH	394 PMTS TO OTHER AGENCY	300 Purchased Services	F0144	THOMPSON, LEAH M	\$264.00
07/19/23	V8004253	Vendor ACH	398 INTERDEPARTMENTAL CHRGBK	300 Purchased Services	18914	RICOH USA	\$5,220.05
07/12/23	730907	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	F3511	INGINA LLC	\$4,967.00
07/12/23	730911	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	07396	LYNDE & MCLEOD INC	\$375.00
07/12/23	P404497	Epayable	399 OTHER PURCH SERVICES	300 Purchased Services	02170	AFFORDABLE SANITATI	\$413.00
07/12/23	P404517	Epayable	399 OTHER PURCH SERVICES	300 Purchased Services	F4765	AT YOUTH PROGRAMS	\$840.00
07/12/23	V8004161	Vendor ACH	399 OTHER PURCH SERVICES	300 Purchased Services	00572	GUARDIAN PEST CONTR	\$152.47
07/12/23	V8004182	Vendor ACH	399 OTHER PURCH SERVICES	300 Purchased Services	A0751	METROPOLITAN COURIE	\$1,912.76
07/12/23	V8004206	Vendor ACH	399 OTHER PURCH SERVICES	300 Purchased Services	20227	TRUGREEN	\$6,623.30
07/19/23	730943	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	53957	360 SPORTS SERVICES	\$4,560.00
07/19/23	730947	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	F0361	ART SPARK LLC	\$2,640.00
07/19/23	730955	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	D4596	BARREIRO, JEANETTE	\$330.00
07/19/23	730976	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	F3511	INGINA LLC	\$5,266.00
07/19/23	730986	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	F2800	KIDZART	\$2,520.00
07/19/23	731009	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	52804	POTVIN, SARAH	\$300.00
07/19/23	731013	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	F4478	SAFEWAY DRIVING SCH	\$4,770.00
07/19/23	731020	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	54414	HANSON SPORTS LLC	\$916.30
07/19/23	731026	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	F5630	TECH ACADEMY/COMPUT	\$3,744.00
07/19/23	731030	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	00404	UNITED STATES POSTA	\$9,495.09
07/19/23	P404523	Epayable	399 OTHER PURCH SERVICES	300 Purchased Services	02170	AFFORDABLE SANITATI	\$675.00
07/19/23	P404533	Epayable	399 OTHER PURCH SERVICES	300 Purchased Services	F2809	KIDCREATE STUDIO	\$1,512.00
07/19/23	V8004213	Vendor ACH	399 OTHER PURCH SERVICES	300 Purchased Services	01298	APRIL GRAPHICS SIGN	\$297.00
07/19/23	V8004217	Vendor ACH	399 OTHER PURCH SERVICES	300 Purchased Services	50186	BUNCE BACKYARD PROD	\$7,275.00

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/19/23	V8004231	Vendor ACH	399 OTHER PURCH SERVICES	300 Purchased Services	00572	GUARDIAN PEST CONTR	\$756.11
07/19/23	V8004232	Vendor ACH	399 OTHER PURCH SERVICES	300 Purchased Services	F2064	HOLIDAY STATIONSTOR	\$143.76
07/19/23	V8004248	Vendor ACH	399 OTHER PURCH SERVICES	300 Purchased Services	F4902	REGENT ARABIANS INC	\$1,065.00
07/19/23	V8004258	Vendor ACH	399 OTHER PURCH SERVICES	300 Purchased Services	52495	TIMM, AMY L	\$1,324.00
07/20/23	V1005025	Electronic Wire Transfer	399 OTHER PURCH SERVICES	300 Purchased Services	A0256	DELTA DENTAL PLAN	\$10,958.62
07/20/23	V1005030	Electronic Wire Transfer	399 OTHER PURCH SERVICES	300 Purchased Services	17694	DISH	\$271.18
07/20/23	V1005043	Electronic Wire Transfer	399 OTHER PURCH SERVICES	300 Purchased Services	PC0033	US BANK CARD COMMED	\$354.71
07/20/23	V1005053	Electronic Wire Transfer	399 OTHER PURCH SERVICES	300 Purchased Services	PC0010	US BANK CARD HRDEPT	\$665.00
07/20/23	V1005067	Electronic Wire Transfer	399 OTHER PURCH SERVICES	300 Purchased Services	PC0022	US BANK CARD MAINTEN	\$352.30
07/26/23	731042	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	53957	360 SPORTS SERVICES	\$4,560.00
07/26/23	731109	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	F3511	INGINA LLC	\$4,204.00
07/26/23	731113	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	F2800	KIDZART	\$1,260.00
07/26/23	731145	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	D3086	PARK CENTER GYMNAS	\$525.00
07/26/23	731156	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	F4478	SAFEBAY DRIVING SCH	\$13,215.00
07/26/23	731164	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	54414	HANSON SPORTS LLC	\$3,963.40
07/26/23	731174	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	51745	SUNDANCE ENTERTAINM	\$700.00
07/26/23	731176	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	54475	DIEMAND, ARYN LILL	\$1,250.00
07/26/23	731177	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	F5630	TECH ACADEMY/COMPUT	\$4,866.00
07/26/23	731184	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	F4905	WELLS, BRANDON	\$1,267.20
07/26/23	P404557	Epayable	399 OTHER PURCH SERVICES	300 Purchased Services	F4765	AT YOUTH PROGRAMS	\$5,254.00
07/26/23	V8004279	Vendor ACH	399 OTHER PURCH SERVICES	300 Purchased Services	00572	GUARDIAN PEST CONTR	\$577.95
07/26/23	V8004291	Vendor ACH	399 OTHER PURCH SERVICES	300 Purchased Services	F2797	MAYER ARTS, INC	\$5,120.00
07/26/23	V8004292	Vendor ACH	399 OTHER PURCH SERVICES	300 Purchased Services	F4180	FUN ENGINEERZ LLC	\$2,400.00
07/26/23	V8004293	Vendor ACH	399 OTHER PURCH SERVICES	300 Purchased Services	50932	BALANCED LIFE TAI C	\$226.80
07/26/23	V8004305	Vendor ACH	399 OTHER PURCH SERVICES	300 Purchased Services	53366	FIREPLACE INC	\$2,999.00
07/31/23	V1005095	Electronic Wire Transfer	399 OTHER PURCH SERVICES	300 Purchased Services	C0194	PREFERREDONE INSURA	\$1,292.93
07/31/23	V1005096	Electronic Wire Transfer	399 OTHER PURCH SERVICES	300 Purchased Services	54208	UMR, INC	\$12,620.75
				300 Purchased Services Subtotal			\$2,979,982.37
07/12/23	730880	Vendor Check	401 GENERAL SUPPLIES	400 Supplies & Materials	F5454	AMIOT SCHOLASTIC RE	\$21,939.50
07/12/23	730881	Vendor Check	401 GENERAL SUPPLIES	400 Supplies & Materials	F5454	AMIOT SCHOLASTIC RE	\$547.50
07/12/23	730889	Vendor Check	401 GENERAL SUPPLIES	400 Supplies & Materials	E9105	ANN M DALE	\$13.75
07/12/23	730901	Vendor Check	401 GENERAL SUPPLIES	400 Supplies & Materials	22068	FUN EXPRESS LLC	\$58.82
07/12/23	730908	Vendor Check	401 GENERAL SUPPLIES	400 Supplies & Materials	18598	JERRY'S HARDWARE	\$79.49
07/12/23	730909	Vendor Check	401 GENERAL SUPPLIES	400 Supplies & Materials	E27136	LARA D JOHNSON	\$55.29
07/12/23	730925	Vendor Check	401 GENERAL SUPPLIES	400 Supplies & Materials	01723	NATL ASSOC OF SCHOO	\$6,250.00
07/12/23	730929	Vendor Check	401 GENERAL SUPPLIES	400 Supplies & Materials	E29276	KIMBERLY A OLSON	\$13.38
07/12/23	P404499	Epayable	401 GENERAL SUPPLIES	400 Supplies & Materials	08889	BARNES & NOBLE	\$590.37
07/12/23	P404504	Epayable	401 GENERAL SUPPLIES	400 Supplies & Materials	F5616	CUB FOODS BROOKLYN	\$49.80
07/12/23	P404521	Epayable	401 GENERAL SUPPLIES	400 Supplies & Materials	09503	TRIO SUPPLY COMPANY	\$3,525.76
07/12/23	V8004147	Vendor ACH	401 GENERAL SUPPLIES	400 Supplies & Materials	15800	B & H PHOTOVIDEO	\$134.98
07/12/23	V8004164	Vendor ACH	401 GENERAL SUPPLIES	400 Supplies & Materials	53201	HONEST GAME CORPORA	\$3,000.00
07/12/23	V8004184	Vendor ACH	401 GENERAL SUPPLIES	400 Supplies & Materials	09737	MINNEAPOLIS OXYGEN	\$104.22
07/19/23	730946	Vendor Check	401 GENERAL SUPPLIES	400 Supplies & Materials	F5454	AMIOT SCHOLASTIC RE	\$16,071.00
07/19/23	730965	Vendor Check	401 GENERAL SUPPLIES	400 Supplies & Materials	E19862	JILL A DALTON	\$10.70

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/19/23	730966	Vendor Check	401 GENERAL SUPPLIES	400 Supplies & Materials	53798	EDUTRAK LLC	\$2,025.00
07/19/23	730985	Vendor Check	401 GENERAL SUPPLIES	400 Supplies & Materials	E30608	KATE S KENDALL	\$14.03
07/19/23	730994	Vendor Check	401 GENERAL SUPPLIES	400 Supplies & Materials	E28413	SANDRA M LINDBERG	\$34.39
07/19/23	730999	Vendor Check	401 GENERAL SUPPLIES	400 Supplies & Materials	07513	MENARDS BROOKLYN PA	\$37.45
07/19/23	731011	Vendor Check	401 GENERAL SUPPLIES	400 Supplies & Materials	20028	RED WING SHOE STORE	\$594.49
07/19/23	731019	Vendor Check	401 GENERAL SUPPLIES	400 Supplies & Materials	53279	SHUTTERFLY LIFETOUC	\$978.71
07/19/23	P404524	Epayable	401 GENERAL SUPPLIES	400 Supplies & Materials	08889	BARNES & NOBLE	\$219.00
07/19/23	P404525	Epayable	401 GENERAL SUPPLIES	400 Supplies & Materials	05641	BATTERIES PLUS BULB	\$334.10
07/19/23	P404527	Epayable	401 GENERAL SUPPLIES	400 Supplies & Materials	05628	DISCOUNT SCHOOL SUP	\$55.26
07/19/23	P404530	Epayable	401 GENERAL SUPPLIES	400 Supplies & Materials	00207	HOBART CORP	\$154.92
07/19/23	P404537	Epayable	401 GENERAL SUPPLIES	400 Supplies & Materials	09503	TRIO SUPPLY COMPANY	\$1,862.17
07/20/23	V1005034	Electronic Wire Transfer	401 GENERAL SUPPLIES	400 Supplies & Materials	A0275	UNITED PARCEL SERVI	\$13.26
07/20/23	V1005043	Electronic Wire Transfer	401 GENERAL SUPPLIES	400 Supplies & Materials	PC0033	US BANK CARD COMMED	\$981.14
07/20/23	V1005051	Electronic Wire Transfer	401 GENERAL SUPPLIES	400 Supplies & Materials	PC0051	US BANK CARD EQUITY	-\$159.96
07/20/23	V1005052	Electronic Wire Transfer	401 GENERAL SUPPLIES	400 Supplies & Materials	PC0037	US BANK CARD FOODNU	\$91.79
07/20/23	V1005053	Electronic Wire Transfer	401 GENERAL SUPPLIES	400 Supplies & Materials	PC0010	US BANK CARD HRDEPT	\$1,146.62
07/20/23	V1005059	Electronic Wire Transfer	401 GENERAL SUPPLIES	400 Supplies & Materials	PC0078	US BANK CARD KHIEL	\$148.77
07/20/23	V1005060	Electronic Wire Transfer	401 GENERAL SUPPLIES	400 Supplies & Materials	PC0026	US BANK CARD KIDSTO	\$955.31
07/20/23	V1005064	Electronic Wire Transfer	401 GENERAL SUPPLIES	400 Supplies & Materials	PC0012	US BANK CARD LFOSTE	\$734.00
07/20/23	V1005065	Electronic Wire Transfer	401 GENERAL SUPPLIES	400 Supplies & Materials	PC0038	US BANK CARD LIAVAN	\$40.62
07/20/23	V1005066	Electronic Wire Transfer	401 GENERAL SUPPLIES	400 Supplies & Materials	PC0073	US BANK CARD LJOHNS	\$30.53
07/20/23	V1005068	Electronic Wire Transfer	401 GENERAL SUPPLIES	400 Supplies & Materials	PC0039	US BANK CARD MDURAN	\$233.03
07/20/23	V1005069	Electronic Wire Transfer	401 GENERAL SUPPLIES	400 Supplies & Materials	PC009	US BANK CARD PURCHB	\$1,486.88
07/20/23	V1005070	Electronic Wire Transfer	401 GENERAL SUPPLIES	400 Supplies & Materials	PC0074	US BANK CARD PURCHG	\$5,256.92
07/20/23	V1005071	Electronic Wire Transfer	401 GENERAL SUPPLIES	400 Supplies & Materials	PC0052	US BANK CARD PURCHM	\$626.20
07/20/23	V1005073	Electronic Wire Transfer	401 GENERAL SUPPLIES	400 Supplies & Materials	PC006	US BANK CARD PURCHO	\$6,487.76
07/20/23	V1005077	Electronic Wire Transfer	401 GENERAL SUPPLIES	400 Supplies & Materials	PC0035	US BANK CARD TSCHRE	\$32.39
07/20/23	V5018569	Employee Reimbursement	401 GENERAL SUPPLIES	400 Supplies & Materials	E29187	KAYLA M BADGIE	\$280.53
07/20/23	V5018579	Employee Reimbursement	401 GENERAL SUPPLIES	400 Supplies & Materials	E23352	ANNE E BECKMAN	\$54.60
07/20/23	V5018597	Employee Reimbursement	401 GENERAL SUPPLIES	400 Supplies & Materials	E20448	AMY BRANTON	\$97.90
07/20/23	V5018610	Employee Reimbursement	401 GENERAL SUPPLIES	400 Supplies & Materials	E31484	LAURA C COULTER	\$139.73
07/20/23	V5018619	Employee Reimbursement	401 GENERAL SUPPLIES	400 Supplies & Materials	E27323	SARAH R LANCETTE	\$89.99
07/20/23	V5018745	Employee Reimbursement	401 GENERAL SUPPLIES	400 Supplies & Materials	E18163	BEN H NICHOLSON	\$97.13
07/20/23	V5018773	Employee Reimbursement	401 GENERAL SUPPLIES	400 Supplies & Materials	E28373	WENDY S SAKRY	\$55.30
07/20/23	V5018810	Employee Reimbursement	401 GENERAL SUPPLIES	400 Supplies & Materials	E19925	ANGELA L VIVATSON	\$54.27
07/26/23	731046	Vendor Check	401 GENERAL SUPPLIES	400 Supplies & Materials	F5454	AMIOT SCHOLASTIC RE	\$16,847.50
07/26/23	731065	Vendor Check	401 GENERAL SUPPLIES	400 Supplies & Materials	54416	COMO FRIENDS	\$368.00
07/26/23	731073	Vendor Check	401 GENERAL SUPPLIES	400 Supplies & Materials	A1948	CUB FOODS BP	\$425.23
07/26/23	731126	Vendor Check	401 GENERAL SUPPLIES	400 Supplies & Materials	26535	MENARDS MAPLE GROVE	\$38.72
07/26/23	731150	Vendor Check	401 GENERAL SUPPLIES	400 Supplies & Materials	12518	PREMIUM WATERS INC	\$230.00
07/26/23	P404540	Epayable	401 GENERAL SUPPLIES	400 Supplies & Materials	A3975	CUB FOODS MAPLE GRO	\$142.82
07/26/23	P404547	Epayable	401 GENERAL SUPPLIES	400 Supplies & Materials	17682	MIDWEST BUS PARTS I	\$257.40
07/26/23	P404548	Epayable	401 GENERAL SUPPLIES	400 Supplies & Materials	D0655	MINNESOTA HISTORICA	\$248.00
07/26/23	P404556	Epayable	401 GENERAL SUPPLIES	400 Supplies & Materials	00331	SUN PUBLICATIONS	\$196.25

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/26/23	P404558	Epayable	401 GENERAL SUPPLIES	400 Supplies & Materials	00390	TOLL GAS & WELDING	\$199.23
07/26/23	V8004262	Vendor ACH	401 GENERAL SUPPLIES	400 Supplies & Materials	17648	4IMPRINT	\$142.88
07/26/23	V8004268	Vendor ACH	401 GENERAL SUPPLIES	400 Supplies & Materials	12481	CDW G	\$584.04
07/26/23	V8004313	Vendor ACH	401 GENERAL SUPPLIES	400 Supplies & Materials	15270	VIKING ELECTRIC	\$182.52
07/12/23	730879	Vendor Check	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	51743	AFFINITY SOLUTIONS	\$2,200.00
07/12/23	730941	Vendor Check	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	52668	WISEIDENTITY LLC	\$27,576.00
07/12/23	V8004144	Vendor ACH	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	50795	806 TECHNOLOGIES IN	\$4,400.00
07/12/23	V8004148	Vendor ACH	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	12481	CDW G	\$343,548.84
07/12/23	V8004152	Vendor ACH	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	F6324	EDUPOINT EDUCATIONA	\$243,669.84
07/12/23	V8004154	Vendor ACH	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	17806	FRONTLINE EDUCATION	\$72,200.84
07/12/23	V8004162	Vendor ACH	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	50988	HARVEST TECHNOLOGY	\$39,790.53
07/12/23	V8004163	Vendor ACH	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	26561	HIGH POINT NETWORKS	\$237,448.00
07/12/23	V8004194	Vendor ACH	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	51950	POWERSCHOOL GROUP L	\$527,277.38
07/12/23	V8004199	Vendor ACH	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	52867	SPED FORMS LLC	\$16,908.96
07/19/23	730978	Vendor Check	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	18099	JAMF SOFTWARE LLC	\$49,500.00
07/19/23	V8004222	Vendor ACH	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	00119	CURRICULUM ASSOCIAT	\$38,502.00
07/19/23	V8004254	Vendor ACH	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	51329	SEESAW LEARNING INC	\$52,800.00
07/20/23	V1005068	Electronic Wire Transfer	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	PC0039	US BANK CARD MDURAN	\$213.98
07/26/23	P404544	Epayable	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	15712	INCWEBS INC	\$3,432.00
07/26/23	V8004277	Vendor ACH	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	17806	FRONTLINE EDUCATION	\$10,631.68
07/28/23	V8004319	Vendor ACH	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	18914	RICOH USA	\$96,448.72
07/12/23	730892	Vendor Check	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	26574	MYSTERY SCIENCE INC	\$1,395.00
07/12/23	730893	Vendor Check	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	22130	EDPUZZLE INC	\$5,480.00
07/12/23	730902	Vendor Check	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	50736	GRACKLEDOCS INC	\$750.00
07/12/23	P404500	Epayable	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	07436	BLUUM OF MINNESOTA	\$685.02
07/12/23	P404502	Epayable	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	F5864	CAPSTONE PRESS	\$30,764.52
07/12/23	P404505	Epayable	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	20000	ESGI SOFTWARE	\$3,276.00
07/12/23	V8004145	Vendor ACH	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	52992	ABC ENGLISH	\$432.00
07/12/23	V8004146	Vendor ACH	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	53357	ARTICULATE GLOBAL L	\$1,398.00
07/12/23	V8004153	Vendor ACH	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	53033	FOLLETT CONTENT SOL	\$49,499.20
07/12/23	V8004164	Vendor ACH	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	53201	HONEST GAME CORPORA	\$2,000.00
07/12/23	V8004165	Vendor ACH	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	18358	HOUGHTON MIFFLIN HA	\$1,500.00
07/12/23	V8004170	Vendor ACH	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	06627	INFOBASE HOLDINGS	\$16,553.71
07/12/23	V8004172	Vendor ACH	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	18609	IXL LEARNING INC	\$12,408.00
07/12/23	V8004191	Vendor ACH	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	52205	NOTABLE INC	\$3,539.50
07/12/23	V8004195	Vendor ACH	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	08807	RENAISSANCE LEARNIN	\$6,205.25
07/12/23	V8004197	Vendor ACH	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	51329	SEESAW LEARNING INC	\$3,096.00
07/12/23	V8004203	Vendor ACH	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	18037	TEACHINGBOOKS.NET	\$1,514.00
07/19/23	731028	Vendor Check	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	18040	TURNITIN LLC	\$7,920.00
07/19/23	P404538	Epayable	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	20230	VOYAGER SOPRIS LEAR	\$13,454.00
07/19/23	V8004215	Vendor ACH	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	16786	BRAINPOP	\$3,114.50
07/19/23	V8004234	Vendor ACH	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	18609	IXL LEARNING INC	\$12,793.00
07/20/23	V1005057	Electronic Wire Transfer	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	PC0076	US BANK CARD JMACCA	\$179.00
07/20/23	V1005065	Electronic Wire Transfer	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	PC0038	US BANK CARD LIAVAN	\$550.00

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/26/23	731060	Vendor Check	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	20153	BYRDSEED LLC	\$2,091.00
07/26/23	731148	Vendor Check	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	54474	PIXTON COMICS INC	\$396.00
07/26/23	P404546	Epayable	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	15927	LEARNING A-Z	\$2,574.00
07/26/23	P404548	Epayable	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	D0655	MINNESOTA HISTORICA	\$21,855.00
07/26/23	P404551	Epayable	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	53809	PROJECT LEAD THE WA	\$16,550.00
07/26/23	V8004270	Vendor ACH	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	52535	CLASSWORK CO / CLAS	\$4,899.00
07/26/23	V8004284	Vendor ACH	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	18609	IXL LEARNING INC	\$3,450.00
07/26/23	V8004306	Vendor ACH	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	18737	SOUNDZABOUND MUSIC	\$1,670.00
07/26/23	V8004314	Vendor ACH	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	12613	WAYSIDE PUBLISHING	\$30,000.00
07/26/23	V8004280	Vendor ACH	412 WATER TREATMENT	400 Supplies & Materials	20217	HAWKINS INC	\$750.77
07/12/23	730900	Vendor Check	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	17429	FRA-DOR INC	\$142.60
07/12/23	730904	Vendor Check	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	51768	HERITAGE LANDSCAPE	\$2,969.57
07/12/23	730918	Vendor Check	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	26535	MENARDS MAPLE GROVE	\$255.37
07/12/23	P404510	Epayable	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	18784	NORTHWEST LIGHTING	\$2,040.00
07/12/23	P404514	Epayable	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	06890	RM COTTON CO	\$3,857.30
07/12/23	P404518	Epayable	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	00390	TOLL GAS & WELDING	\$118.88
07/12/23	V8004160	Vendor ACH	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	00528	GROVE NURSERY CENTE	\$1,175.08
07/12/23	V8004209	Vendor ACH	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	15270	VIKING ELECTRIC	\$345.70
07/19/23	730975	Vendor Check	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	51768	HERITAGE LANDSCAPE	\$30.20
07/19/23	730999	Vendor Check	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	07513	MENARDS BROOKLYN PA	\$196.15
07/19/23	731000	Vendor Check	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	26535	MENARDS MAPLE GROVE	\$1,834.73
07/19/23	P404529	Epayable	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	00187	GOODIN CO	\$2,600.49
07/19/23	P404535	Epayable	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	00390	TOLL GAS & WELDING	\$2.87
07/19/23	V8004223	Vendor ACH	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	06823	CUTTER SALES INC	\$100.24
07/19/23	V8004229	Vendor ACH	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	00528	GROVE NURSERY CENTE	\$340.30
07/19/23	V8004260	Vendor ACH	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	15270	VIKING ELECTRIC	\$701.97
07/20/23	V1005045	Electronic Wire Transfer	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	PC0021	US BANK CARD CUSTOD	\$1,232.35
07/20/23	V1005058	Electronic Wire Transfer	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	PC0023	US BANK CARD JSCHLO	\$4,142.65
07/20/23	V1005067	Electronic Wire Transfer	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	PC0022	US BANK CARD MAINT	\$727.49
07/20/23	V1005070	Electronic Wire Transfer	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	PC0074	US BANK CARD PURCHG	\$713.70
07/26/23	731126	Vendor Check	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	26535	MENARDS MAPLE GROVE	\$68.48
07/26/23	731180	Vendor Check	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	09696	TWIN CITY HARDWARE	\$123.64
07/26/23	P404539	Epayable	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	00069	BRIN GLASS CO	\$179.31
07/26/23	P404541	Epayable	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	01841	ELECTRIC MOTOR REPA	\$1,810.45
07/26/23	P404542	Epayable	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	00187	GOODIN CO	\$717.39
07/26/23	P404550	Epayable	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	18784	NORTHWEST LIGHTING	\$474.00
07/26/23	V8004272	Vendor ACH	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	06823	CUTTER SALES INC	\$191.09
07/12/23	730937	Vendor Check	422 REPAIR SUPPLIES - EQUIP	400 Supplies & Materials	16430	UNITED REFRIGERATIO	\$69.09
07/12/23	P404513	Epayable	422 REPAIR SUPPLIES - EQUIP	400 Supplies & Materials	05024	PRO-TEC DESIGN	\$1,461.50
07/12/23	V8004192	Vendor ACH	422 REPAIR SUPPLIES - EQUIP	400 Supplies & Materials	26510	PARTS TOWN LLC	\$287.74
07/19/23	730999	Vendor Check	422 REPAIR SUPPLIES - EQUIP	400 Supplies & Materials	07513	MENARDS BROOKLYN PA	\$137.98
07/19/23	731000	Vendor Check	422 REPAIR SUPPLIES - EQUIP	400 Supplies & Materials	26535	MENARDS MAPLE GROVE	\$48.43
07/19/23	V8004246	Vendor ACH	422 REPAIR SUPPLIES - EQUIP	400 Supplies & Materials	26510	PARTS TOWN LLC	\$634.14
07/20/23	V1005049	Electronic Wire Transfer	422 REPAIR SUPPLIES - EQUIP	400 Supplies & Materials	PC0071	US BANK CARD DYARBR	\$296.03

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/20/23	V1005065	Electronic Wire Transfer	422 REPAIR SUPPLIES - EQUIP	400 Supplies & Materials	PC0038	US BANK CARD LIAVAN	\$19.96
07/20/23	V1005070	Electronic Wire Transfer	422 REPAIR SUPPLIES - EQUIP	400 Supplies & Materials	PC0074	US BANK CARD PURCHG	\$1,369.09
07/26/23	731126	Vendor Check	422 REPAIR SUPPLIES - EQUIP	400 Supplies & Materials	26535	MENARDS MAPLE GROVE	\$69.27
07/26/23	731181	Vendor Check	422 REPAIR SUPPLIES - EQUIP	400 Supplies & Materials	16430	UNITED REFRIGERATIO	\$3,574.03
07/26/23	V8004263	Vendor ACH	422 REPAIR SUPPLIES - EQUIP	400 Supplies & Materials	22094	ACTION RADIO & COMM	\$45.00
07/26/23	V8004299	Vendor ACH	422 REPAIR SUPPLIES - EQUIP	400 Supplies & Materials	26510	PARTS TOWN LLC	\$401.74
07/19/23	731001	Vendor Check	423 PERMITS	400 Supplies & Materials	A0504	MN DEPT OF LABOR &	\$1,200.00
07/20/23	V1005058	Electronic Wire Transfer	423 PERMITS	400 Supplies & Materials	PC0023	US BANK CARD JSCHLO	\$52.53
07/12/23	730880	Vendor Check	430 INSTR MATERIALS	400 Supplies & Materials	F5454	AMIOT SCHOLASTIC RE	\$3,530.00
07/12/23	730909	Vendor Check	430 INSTR MATERIALS	400 Supplies & Materials	E27136	LARA D JOHNSON	\$7.58
07/12/23	730938	Vendor Check	430 INSTR MATERIALS	400 Supplies & Materials	D6911	VERIZON WIRELESS BE	\$40.01
07/12/23	P404499	Epayable	430 INSTR MATERIALS	400 Supplies & Materials	08889	BARNES & NOBLE	\$1,294.64
07/12/23	P404504	Epayable	430 INSTR MATERIALS	400 Supplies & Materials	F5616	CUB FOODS BROOKLYN	\$768.27
07/12/23	P404515	Epayable	430 INSTR MATERIALS	400 Supplies & Materials	00351	SCHMITT MUSIC	\$2,052.18
07/12/23	V8004150	Vendor ACH	430 INSTR MATERIALS	400 Supplies & Materials	18223	CUSTOM EDUCATION SO	\$37,670.22
07/12/23	V8004188	Vendor ACH	430 INSTR MATERIALS	400 Supplies & Materials	03282	NAPA AUTO PARTS COT	\$52.37
07/19/23	730985	Vendor Check	430 INSTR MATERIALS	400 Supplies & Materials	E30608	KATE S KENDALL	\$36.31
07/19/23	730994	Vendor Check	430 INSTR MATERIALS	400 Supplies & Materials	E28413	SANDRA M LINDBERG	\$50.86
07/19/23	731008	Vendor Check	430 INSTR MATERIALS	400 Supplies & Materials	00146	POPPLER'S MUSIC STO	\$151.90
07/19/23	731010	Vendor Check	430 INSTR MATERIALS	400 Supplies & Materials	50735	CONCORD THEATRICALS	\$4,340.00
07/19/23	P404524	Epayable	430 INSTR MATERIALS	400 Supplies & Materials	08889	BARNES & NOBLE	\$518.62
07/19/23	P404527	Epayable	430 INSTR MATERIALS	400 Supplies & Materials	05628	DISCOUNT SCHOOL SUP	\$807.07
07/19/23	V8004218	Vendor ACH	430 INSTR MATERIALS	400 Supplies & Materials	00091	CAROLINA BIOLOGICAL	\$1,246.00
07/19/23	V8004243	Vendor ACH	430 INSTR MATERIALS	400 Supplies & Materials	F3726	MONKEY WRENCH PRODU	\$965.70
07/19/23	V8004259	Vendor ACH	430 INSTR MATERIALS	400 Supplies & Materials	08234	TROPHIES BY LINDA I	\$1,193.50
07/20/23	V1005037	Electronic Wire Transfer	430 INSTR MATERIALS	400 Supplies & Materials	PC0032	US BANK CARD ADALE	\$26.34
07/20/23	V1005042	Electronic Wire Transfer	430 INSTR MATERIALS	400 Supplies & Materials	PC0019	US BANK CARD CIESDE	-\$242.39
07/20/23	V1005043	Electronic Wire Transfer	430 INSTR MATERIALS	400 Supplies & Materials	PC0033	US BANK CARD COMMED	\$735.02
07/20/23	V1005044	Electronic Wire Transfer	430 INSTR MATERIALS	400 Supplies & Materials	PC0030	US BANK CARD CTHOMA	\$2,041.93
07/20/23	V1005048	Electronic Wire Transfer	430 INSTR MATERIALS	400 Supplies & Materials	PC0029	US BANK CARD DTHRON	\$557.81
07/20/23	V1005050	Electronic Wire Transfer	430 INSTR MATERIALS	400 Supplies & Materials	PC0040	US BANK CARD EMANNI	\$118.80
07/20/23	V1005055	Electronic Wire Transfer	430 INSTR MATERIALS	400 Supplies & Materials	PC0055	US BANK CARD INDIAN	\$860.77
07/20/23	V1005060	Electronic Wire Transfer	430 INSTR MATERIALS	400 Supplies & Materials	PC0026	US BANK CARD KIDSTO	\$199.04
07/20/23	V1005061	Electronic Wire Transfer	430 INSTR MATERIALS	400 Supplies & Materials	PC0042	US BANK CARD KIDSTO	\$985.48
07/20/23	V1005063	Electronic Wire Transfer	430 INSTR MATERIALS	400 Supplies & Materials	PC0075	US BANK CARD KMOSES	\$543.23
07/20/23	V1005064	Electronic Wire Transfer	430 INSTR MATERIALS	400 Supplies & Materials	PC0012	US BANK CARD LFOSTE	\$188.79
07/20/23	V1005065	Electronic Wire Transfer	430 INSTR MATERIALS	400 Supplies & Materials	PC0038	US BANK CARD LIAVAN	\$467.68
07/20/23	V1005066	Electronic Wire Transfer	430 INSTR MATERIALS	400 Supplies & Materials	PC0073	US BANK CARD LJOHNS	\$98.66
07/20/23	V1005068	Electronic Wire Transfer	430 INSTR MATERIALS	400 Supplies & Materials	PC0039	US BANK CARD MDURAN	-\$39.04
07/20/23	V1005069	Electronic Wire Transfer	430 INSTR MATERIALS	400 Supplies & Materials	PC009	US BANK CARD PURCHB	\$2,642.95
07/20/23	V1005071	Electronic Wire Transfer	430 INSTR MATERIALS	400 Supplies & Materials	PC0052	US BANK CARD PURCHM	\$663.72
07/20/23	V1005073	Electronic Wire Transfer	430 INSTR MATERIALS	400 Supplies & Materials	PC006	US BANK CARD PURCHO	\$3,594.93
07/20/23	V1005075	Electronic Wire Transfer	430 INSTR MATERIALS	400 Supplies & Materials	PC0034	US BANK CARD SLUND	\$604.68
07/20/23	V5018677	Employee Reimbursement	430 INSTR MATERIALS	400 Supplies & Materials	E28883	VENA E JONES	\$140.11

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/20/23	V5018803	Employee Reimbursement	430 INSTR MATERIALS	400 Supplies & Materials	E24658	CHRISTINE D GABOR	\$96.95
07/20/23	V5018814	Employee Reimbursement	430 INSTR MATERIALS	400 Supplies & Materials	E26987	SHAUNA L WALDHAUSER	\$96.19
07/26/23	731046	Vendor Check	430 INSTR MATERIALS	400 Supplies & Materials	F5454	AMIOT SCHOLASTIC RE	\$3,500.00
07/26/23	731073	Vendor Check	430 INSTR MATERIALS	400 Supplies & Materials	A1948	CUB FOODS BP	\$1,629.33
07/26/23	731185	Vendor Check	430 INSTR MATERIALS	400 Supplies & Materials	E32754	KA LAI WONG	\$25.08
07/26/23	P404540	Epayable	430 INSTR MATERIALS	400 Supplies & Materials	A3975	CUB FOODS MAPLE GRO	\$505.36
07/26/23	P404556	Epayable	430 INSTR MATERIALS	400 Supplies & Materials	00331	SUN PUBLICATIONS	\$112.60
07/26/23	V8004266	Vendor ACH	430 INSTR MATERIALS	400 Supplies & Materials	15800	B & H PHOTOVIDEO	\$899.88
07/26/23	V8004276	Vendor ACH	430 INSTR MATERIALS	400 Supplies & Materials	07552	ETA HAND2MIND	\$297.49
07/26/23	V8004286	Vendor ACH	430 INSTR MATERIALS	400 Supplies & Materials	08106	JW PEPPER	\$743.94
07/26/23	V8004294	Vendor ACH	430 INSTR MATERIALS	400 Supplies & Materials	03282	NAPA AUTO PARTS COT	\$847.17
07/26/23	V8004303	Vendor ACH	430 INSTR MATERIALS	400 Supplies & Materials	52245	SCHOOL SPECIALTY LL	\$289.86
07/20/23	V1005068	Electronic Wire Transfer	433 INDIV INSTR MATERIAL	400 Supplies & Materials	PC0039	US BANK CARD MDURAN	\$1,064.62
07/20/23	V1005076	Electronic Wire Transfer	433 INDIV INSTR MATERIAL	400 Supplies & Materials	PC0020	US BANK CARD SSVCS	\$23.98
07/26/23	731073	Vendor Check	433 INDIV INSTR MATERIAL	400 Supplies & Materials	A1948	CUB FOODS BP	\$512.93
07/26/23	P404554	Epayable	433 INDIV INSTR MATERIAL	400 Supplies & Materials	17978	SCHOOL OUTFITTERS	\$1,417.55
07/20/23	V1005067	Electronic Wire Transfer	440 FUEL	400 Supplies & Materials	PC0022	US BANK CARD MAINT	\$435.00
07/12/23	P404522	Epayable	450 MATERIALS - RESALE	400 Supplies & Materials	51439	UNIVERSAL ATHLETIC	\$443.40
07/19/23	730966	Vendor Check	455 NON-INSTRUCT TECH SUPPLY	400 Supplies & Materials	53798	EDUTRAK LLC	\$180.00
07/20/23	V1005049	Electronic Wire Transfer	455 NON-INSTRUCT TECH SUPPLY	400 Supplies & Materials	PC0071	US BANK CARD DYARBR	\$47.35
07/20/23	V1005069	Electronic Wire Transfer	455 NON-INSTRUCT TECH SUPPLY	400 Supplies & Materials	PC009	US BANK CARD PURCHB	\$2,479.62
07/12/23	V8004148	Vendor ACH	456 INSTRUCTIONAL TECH SUPPLY	400 Supplies & Materials	12481	CDW G	\$464.07
07/20/23	V1005071	Electronic Wire Transfer	456 INSTRUCTIONAL TECH SUPPLY	400 Supplies & Materials	PC0052	US BANK CARD PURCHM	\$24.99
07/12/23	P404499	Epayable	460 TEXTBOOKS & WORKBOOKS	400 Supplies & Materials	08889	BARNES & NOBLE	\$170.95
07/20/23	V1005042	Electronic Wire Transfer	460 TEXTBOOKS & WORKBOOKS	400 Supplies & Materials	PC0019	US BANK CARD CIESDE	-\$909.60
07/20/23	V1005068	Electronic Wire Transfer	460 TEXTBOOKS & WORKBOOKS	400 Supplies & Materials	PC0039	US BANK CARD MDURAN	\$3,863.40
07/26/23	V8004269	Vendor ACH	460 TEXTBOOKS & WORKBOOKS	400 Supplies & Materials	52818	CHARACTERSTRONG LLC	\$1,999.00
07/26/23	V8004314	Vendor ACH	460 TEXTBOOKS & WORKBOOKS	400 Supplies & Materials	12613	WAYSIDE PUBLISHING	\$110,292.84
07/12/23	V8004202	Vendor ACH	461 STANDARDIZED TESTS	400 Supplies & Materials	01471	TEACHING STRATEGIES	\$11,079.75
07/12/23	V8004156	Vendor ACH	465 NON-INSTRUCT TECH DEVICES	400 Supplies & Materials	52897	GOPHERMODS LLC	\$842.00
07/12/23	V8004163	Vendor ACH	465 NON-INSTRUCT TECH DEVICES	400 Supplies & Materials	26561	HIGH POINT NETWORKS	\$159,713.62
07/19/23	V8004212	Vendor ACH	465 NON-INSTRUCT TECH DEVICES	400 Supplies & Materials	08294	APPLE COMPUTER INC	\$8,820.00
07/19/23	V8004240	Vendor ACH	465 NON-INSTRUCT TECH DEVICES	400 Supplies & Materials	19917	MARCO	\$540.00
07/26/23	V8004268	Vendor ACH	465 NON-INSTRUCT TECH DEVICES	400 Supplies & Materials	12481	CDW G	\$4,040.00
07/26/23	V8004290	Vendor ACH	465 NON-INSTRUCT TECH DEVICES	400 Supplies & Materials	19917	MARCO	\$491.30
07/26/23	V8004308	Vendor ACH	465 NON-INSTRUCT TECH DEVICES	400 Supplies & Materials	20189	SPHERO INC	\$376.07
07/19/23	V8004219	Vendor ACH	466 INSTRUCTIONAL TECH DEVICE	400 Supplies & Materials	12481	CDW G	\$1,643.67
07/19/23	V8004228	Vendor ACH	466 INSTRUCTIONAL TECH DEVICE	400 Supplies & Materials	52897	GOPHERMODS LLC	\$11,310.00
07/20/23	V1005034	Electronic Wire Transfer	466 INSTRUCTIONAL TECH DEVICE	400 Supplies & Materials	A0275	UNITED PARCEL SERVI	\$170.56
07/12/23	V8004176	Vendor ACH	470 MEDIA RESOURCES	400 Supplies & Materials	08509	MACKIN EDUCATIONAL	\$292.48
07/19/23	V8004226	Vendor ACH	470 MEDIA RESOURCES	400 Supplies & Materials	53033	FOLLETT CONTENT SOL	\$936.25
07/19/23	V8004239	Vendor ACH	470 MEDIA RESOURCES	400 Supplies & Materials	08509	MACKIN EDUCATIONAL	\$1,149.89
07/20/23	V1005068	Electronic Wire Transfer	470 MEDIA RESOURCES	400 Supplies & Materials	PC0039	US BANK CARD MDURAN	\$50.00
07/12/23	730921	Vendor Check	489 PERIODICALS & NWSPR	400 Supplies & Materials	A3533	MINITEX	\$1,818.00

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/20/23	V1005065	Electronic Wire Transfer	489 PERIODICALS & NWSPR	400 Supplies & Materials	PC0038	US BANK CARD LIAVAN	\$53.97
07/26/23	P404556	Epayable	489 PERIODICALS & NWSPR	400 Supplies & Materials	00331	SUN PUBLICATIONS	\$67.60
07/12/23	730890	Vendor Check	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	15072	D'AMICO CATERING	\$1,215.31
07/12/23	730891	Vendor Check	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	15072	D'AMICO CATERING	\$734.02
07/12/23	730929	Vendor Check	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	E29276	KIMBERLY A OLSON	\$19.46
07/12/23	P404504	Epayable	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	F5616	CUB FOODS BROOKLYN	\$1,110.81
07/19/23	730965	Vendor Check	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	E19862	JILL A DALTON	\$10.59
07/19/23	730985	Vendor Check	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	E30608	KATE S KENDALL	\$12.96
07/19/23	730994	Vendor Check	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	E28413	SANDRA M LINDBERG	\$29.54
07/19/23	730995	Vendor Check	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	A0238	WELLS CATERING SERV	\$3,195.50
07/19/23	731021	Vendor Check	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	15454	ST VINCENT DE PAUL	\$1,978.00
07/19/23	731032	Vendor Check	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	54468	UNIVERSITY CLUB OF	\$550.21
07/19/23	V8004245	Vendor ACH	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	50455	PANERA BREAD COMPAN	\$110.66
07/20/23	V1005047	Electronic Wire Transfer	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	PC0018	US BANK CARD DLTDE	\$127.27
07/20/23	V1005048	Electronic Wire Transfer	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	PC0029	US BANK CARD DTHRON	\$120.12
07/20/23	V1005051	Electronic Wire Transfer	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	PC0051	US BANK CARD EQUITY	\$748.93
07/20/23	V1005055	Electronic Wire Transfer	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	PC0055	US BANK CARD INDIAN	\$924.05
07/20/23	V1005059	Electronic Wire Transfer	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	PC0078	US BANK CARD KHIEL	\$465.79
07/20/23	V1005061	Electronic Wire Transfer	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	PC0042	US BANK CARD KIDSTO	\$171.04
07/20/23	V1005062	Electronic Wire Transfer	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	PC0028	US BANK CARD KJOHNS	\$204.87
07/20/23	V1005064	Electronic Wire Transfer	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	PC0012	US BANK CARD LFOSTE	\$38.94
07/20/23	V1005068	Electronic Wire Transfer	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	PC0039	US BANK CARD MDURAN	-\$368.17
07/20/23	V1005076	Electronic Wire Transfer	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	PC0020	US BANK CARD SSVCS	\$156.37
07/20/23	V5018641	Employee Reimbursement	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	E9459	ROBIN L GUNSOLUS	\$381.35
07/20/23	V5018652	Employee Reimbursement	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	E19111	MELISSA L HENDERSON	\$44.97
07/20/23	V5018683	Employee Reimbursement	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	E30608	KATE S KENDALL	\$53.16
07/20/23	V5018781	Employee Reimbursement	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	E28764	MARY ELIZABETH STET	\$40.16
07/20/23	V5018807	Employee Reimbursement	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	E27332	ANGELA M VANHEE	\$443.35
07/20/23	V5018823	Employee Reimbursement	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	E23772	KIMBERLY WHITING	\$96.58
07/26/23	731073	Vendor Check	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	A1948	CUB FOODS BP	\$2,455.03
07/26/23	P404540	Epayable	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	A3975	CUB FOODS MAPLE GRO	\$1,320.88
07/12/23	V8004200	Vendor ACH	495 MILK	400 Supplies & Materials	50992	ST PAUL BEVERAGE SO	\$11,404.30
07/12/23	P404509	Epayable	497 FOOD - NON-WAREHOUSE	400 Supplies & Materials	00228	KARLSBURGER FOODS I	\$115.30
07/12/23	P404511	Epayable	497 FOOD - NON-WAREHOUSE	400 Supplies & Materials	05778	PAN O GOLD BAKING C	\$1,686.64
07/12/23	V8004169	Vendor ACH	497 FOOD - NON-WAREHOUSE	400 Supplies & Materials	F6278	INDIANHEAD FOODSERV	\$132,751.77
07/19/23	P404532	Epayable	497 FOOD - NON-WAREHOUSE	400 Supplies & Materials	00228	KARLSBURGER FOODS I	\$79.71
07/19/23	V8004233	Vendor ACH	497 FOOD - NON-WAREHOUSE	400 Supplies & Materials	F6278	INDIANHEAD FOODSERV	\$3,000.00
07/26/23	P404540	Epayable	497 FOOD - NON-WAREHOUSE	400 Supplies & Materials	A3975	CUB FOODS MAPLE GRO	\$99.60
07/26/23	P404545	Epayable	497 FOOD - NON-WAREHOUSE	400 Supplies & Materials	00228	KARLSBURGER FOODS I	\$291.33
				400 Supplies & Materials Subtotal			\$2,733,324.40
07/26/23	731175	Vendor Check	505 NONINSTRUC TECH SOFTWARE	500 Capital Expenditures	51986	TALKINGPOINTS	\$105,000.00
07/12/23	V8004151	Vendor ACH	511 SITE IMPROVEMENTS	500 Capital Expenditures	16375	EBERT CONSTRUCTION	\$230,327.50
07/19/23	730973	Vendor Check	511 SITE IMPROVEMENTS	500 Capital Expenditures	F4750	HALLBERG ENGINEERIN	\$3,602.50
07/19/23	V8004216	Vendor ACH	511 SITE IMPROVEMENTS	500 Capital Expenditures	15278	BRAUN INTERTEC CORP	\$1,199.00

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/19/23	V8004236	Vendor ACH	511 SITE IMPROVEMENTS	500 Capital Expenditures	17808	LARSON ENGINEERING	\$19,480.00
07/19/23	V8004242	Vendor ACH	511 SITE IMPROVEMENTS	500 Capital Expenditures	F0805	MINNESOTA ROADWAYS	\$107,437.29
07/12/23	730886	Vendor Check	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	53089	ICS CONSULTING LLC	\$23,045.19
07/12/23	P404519	Epayable	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	02314	TRANE	\$31,484.88
07/12/23	P404520	Epayable	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	18228	TREMCO/WEATHERPROOF	\$110,642.62
07/12/23	V8004151	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	16375	EBERT CONSTRUCTION	\$145,196.77
07/12/23	V8004173	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	52611	JOHNSON CONTROLS FI	\$850.20
07/12/23	V8004174	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	54008	JORGENSEN CONSTRUCT	\$298,224.00
07/12/23	V8004180	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	05140	MAVO SYSTEMS INC	\$9,166.70
07/12/23	V8004181	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	18100	MEI TOTAL ELEVATOR	\$2,349.17
07/12/23	V8004183	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	50693	MICHAEL BASICH INC	\$49,385.00
07/12/23	V8004198	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	18493	SHERWIN-WILLIAMS CO	\$1,143.75
07/12/23	V8004201	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	05077	ST PAUL LINOLEUM &	\$12,733.00
07/12/23	V8004210	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	F5448	WOLD ARCHITECTS AND	\$97,175.92
07/19/23	730954	Vendor Check	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	08178	ATS&R	\$19,856.96
07/19/23	730956	Vendor Check	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	F6279	BCI CONSTRUCTION IN	\$717,357.55
07/19/23	730973	Vendor Check	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	F4750	HALLBERG ENGINEERIN	\$69,384.00
07/19/23	731007	Vendor Check	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	52441	KVERNSTOEN RÖNNHOLM	\$3,120.00
07/19/23	731029	Vendor Check	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	09696	TWIN CITY HARDWARE	\$15,540.00
07/19/23	P404531	Epayable	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	07766	INSTITUTE FOR ENVIR	\$14,365.79
07/19/23	P404534	Epayable	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	22087	SAFETYFIRST SPECIAL	\$26,486.00
07/19/23	P404536	Epayable	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	02314	TRANE	\$1,022.00
07/19/23	V8004225	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	18888	ENVIRONMENTAL PLANT	\$4,056.50
07/19/23	V8004235	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	51318	KUE CONTRACTORS INC	\$430,257.85
07/19/23	V8004255	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	18493	SHERWIN-WILLIAMS CO	\$895.15
07/19/23	V8004261	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	26531	WESTERN SPECIALTY C	\$30,998.23
07/26/23	731055	Vendor Check	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	F6279	BCI CONSTRUCTION IN	\$1,032,539.96
07/26/23	731139	Vendor Check	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	54497	NOBLE CONSERVATION	\$110,807.75
07/26/23	731180	Vendor Check	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	09696	TWIN CITY HARDWARE	\$23,820.00
07/26/23	V8004273	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	16375	EBERT CONSTRUCTION	\$1,720,727.38
07/26/23	V8004285	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	52611	JOHNSON CONTROLS FI	\$1,573.42
07/26/23	V8004304	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	18493	SHERWIN-WILLIAMS CO	\$1,664.47
07/26/23	V8004316	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	08835	WL HALL COMPANY	\$515.00
07/28/23	V8004317	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	18888	ENVIRONMENTAL PLANT	\$99,485.00
07/28/23	V8004318	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	05140	MAVO SYSTEMS INC	\$1,121.80
07/12/23	730931	Vendor Check	530 REPLACEMENT EQUIPMENT	500 Capital Expenditures	26548	RAPTOR TECHNOLOGIES	\$27,550.00
07/12/23	P404498	Epayable	530 REPLACEMENT EQUIPMENT	500 Capital Expenditures	50088	AID ELECTRIC CORP	\$2,136.04
07/12/23	P404501	Epayable	530 REPLACEMENT EQUIPMENT	500 Capital Expenditures	00069	BRIN GLASS CO	\$2,545.00
07/12/23	P404503	Epayable	530 REPLACEMENT EQUIPMENT	500 Capital Expenditures	20191	CREST PRECAST INC	\$27,940.00
07/12/23	V8004208	Vendor ACH	530 REPLACEMENT EQUIPMENT	500 Capital Expenditures	15341	UHL COMPANY INC	\$2,788.00
07/19/23	730974	Vendor Check	530 REPLACEMENT EQUIPMENT	500 Capital Expenditures	51326	HEART ZONES INC	\$246.40
07/19/23	P404526	Epayable	530 REPLACEMENT EQUIPMENT	500 Capital Expenditures	00069	BRIN GLASS CO	\$102.50
07/19/23	V8004247	Vendor ACH	530 REPLACEMENT EQUIPMENT	500 Capital Expenditures	53455	RACOM CORPORATION	\$155,917.25
07/20/23	V1005042	Electronic Wire Transfer	530 REPLACEMENT EQUIPMENT	500 Capital Expenditures	PC0019	US BANK CARD CIESDE	\$544.08

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/20/23	V1005065	Electronic Wire Transfer	530 REPLACEMENT EQUIPMENT	500 Capital Expenditures	PC0038	US BANK CARD LIAVAN	\$199.95
07/20/23	V1005069	Electronic Wire Transfer	530 REPLACEMENT EQUIPMENT	500 Capital Expenditures	PC009	US BANK CARD PURCHB	\$8,533.05
07/20/23	V1005070	Electronic Wire Transfer	530 REPLACEMENT EQUIPMENT	500 Capital Expenditures	PC0074	US BANK CARD PURCHG	\$518.29
07/26/23	V8004267	Vendor ACH	530 REPLACEMENT EQUIPMENT	500 Capital Expenditures	03211	BSN SPORTS	\$102.90
07/26/23	V8004275	Vendor ACH	530 REPLACEMENT EQUIPMENT	500 Capital Expenditures	F3292	EGAN COMPANY	\$30,080.00
07/26/23	V8004285	Vendor ACH	530 REPLACEMENT EQUIPMENT	500 Capital Expenditures	52611	JOHNSON CONTROLS FI	\$8,949.28
07/26/23	V8004312	Vendor ACH	530 REPLACEMENT EQUIPMENT	500 Capital Expenditures	15341	UHL COMPANY INC	\$201.93
07/26/23	731084	Vendor Check	533 EQUIP FOR SPED DIRECT INS	500 Capital Expenditures	05000	FLAGHOUSE INC	\$1,230.00
07/26/23	V8004264	Vendor ACH	535 EQUIPMENT LEASED	500 Capital Expenditures	08294	APPLE COMPUTER INC	\$485,100.00
07/26/23	V8004268	Vendor ACH	535 EQUIPMENT LEASED	500 Capital Expenditures	12481	CDW G	\$212,229.00
07/26/23	V8004275	Vendor ACH	535 EQUIPMENT LEASED	500 Capital Expenditures	F3292	EGAN COMPANY	\$98,249.88
07/26/23	V8004300	Vendor ACH	535 EQUIPMENT LEASED	500 Capital Expenditures	53455	RACOM CORPORATION	\$418,860.00
07/12/23	P404515	Epayable	540 EQUIPMENT	500 Capital Expenditures	00351	SCHMITT MUSIC	\$922.80
07/12/23	V8004171	Vendor ACH	540 EQUIPMENT	500 Capital Expenditures	17401	INNOVATIVE OFFICE S	\$1,901.96
07/12/23	V8004175	Vendor ACH	540 EQUIPMENT	500 Capital Expenditures	08106	JW PEPPER	\$2,629.99
07/12/23	V8004186	Vendor ACH	540 EQUIPMENT	500 Capital Expenditures	08354	MUSIC CONNECTION IN	\$3,620.00
07/12/23	V8004187	Vendor ACH	540 EQUIPMENT	500 Capital Expenditures	22123	MUSIC MART INC	\$620.00
07/19/23	731014	Vendor Check	540 EQUIPMENT	500 Capital Expenditures	54078	SATIN STICHES	\$15,740.00
07/20/23	V1005042	Electronic Wire Transfer	540 EQUIPMENT	500 Capital Expenditures	PC0019	US BANK CARD CIESDE	\$437.66
07/20/23	V1005069	Electronic Wire Transfer	540 EQUIPMENT	500 Capital Expenditures	PC009	US BANK CARD PURCHB	\$1,428.42
07/20/23	V1005070	Electronic Wire Transfer	540 EQUIPMENT	500 Capital Expenditures	PC0074	US BANK CARD PURCHG	\$325.77
07/26/23	731079	Vendor Check	540 EQUIPMENT	500 Capital Expenditures	53998	ECKROTH MUSIC CO	\$5,295.42
07/26/23	P404553	Epayable	540 EQUIPMENT	500 Capital Expenditures	00351	SCHMITT MUSIC	\$2,934.00
07/26/23	V8004298	Vendor ACH	540 EQUIPMENT	500 Capital Expenditures	26568	OFFICE LIQUIDATORS	\$1,716.00
07/26/23	V8004309	Vendor ACH	540 EQUIPMENT	500 Capital Expenditures	F6113	ST CROIX RECREATION	\$1,812.00
07/19/23	V8004247	Vendor ACH	555 NONINSTRUCT TECH HARDWARE	500 Capital Expenditures	53455	RACOM CORPORATION	\$98,979.00
07/26/23	731044	Vendor Check	555 NONINSTRUCT TECH HARDWARE	500 Capital Expenditures	08461	AIM ELECTRONICS INC	\$32,378.00
07/12/23	730940	Vendor Check	560 PRIN ON COMP/TECH LEASES	500 Capital Expenditures	54413	WELLS FARGO VENDOR	\$218,961.36
07/31/23	V1005093	Electronic Wire Transfer	560 PRIN ON COMP/TECH LEASES	500 Capital Expenditures	17815	MN TRUST	\$3,248,497.80
07/31/23	V1005093	Electronic Wire Transfer	561 INT ON COMP/TECH LEASES	500 Capital Expenditures	17815	MN TRUST	\$86,426.51
07/31/23	V1005094	Electronic Wire Transfer	571 INT ON LT BLDG/LAND LEASE	500 Capital Expenditures	00588	MSDLAF	\$142,312.50
07/31/23	V1005093	Electronic Wire Transfer	580 PRINCIPAL ON CAP LEASE	500 Capital Expenditures	17815	MN TRUST	\$110,012.88
07/31/23	V1005093	Electronic Wire Transfer	581 INTEREST ON CAPITAL LEASE	500 Capital Expenditures	17815	MN TRUST	\$2,829.92
				500 Capital Expenditures Subtotal			\$11,037,843.84
07/12/23	730917	Vendor Check	820 DUES, MEMBERSHIPS, FEES	800 Other Expenses	A0267	MASMS	\$250.00
07/12/23	730924	Vendor Check	820 DUES, MEMBERSHIPS, FEES	800 Other Expenses	04368	NATIONAL SCIENCE TE	\$85.00
07/12/23	730926	Vendor Check	820 DUES, MEMBERSHIPS, FEES	800 Other Expenses	03390	NATL SCHOOL PUBLIC	\$295.00
07/12/23	V8004177	Vendor ACH	820 DUES, MEMBERSHIPS, FEES	800 Other Expenses	16256	MAGNET SCHOOLS OF A	\$1,425.00
07/12/23	V8004189	Vendor ACH	820 DUES, MEMBERSHIPS, FEES	800 Other Expenses	D7462	NASSP	\$1,155.00
07/12/23	V8004204	Vendor ACH	820 DUES, MEMBERSHIPS, FEES	800 Other Expenses	26514	WEST PUBLISHING COR	\$616.59
07/19/23	730998	Vendor Check	820 DUES, MEMBERSHIPS, FEES	800 Other Expenses	A4108	MASE	\$1,330.00
07/19/23	731015	Vendor Check	820 DUES, MEMBERSHIPS, FEES	800 Other Expenses	52923	SCHOOL NUTRITION DI	\$100.00
07/19/23	V8004241	Vendor ACH	820 DUES, MEMBERSHIPS, FEES	800 Other Expenses	A0641	MASBO	\$110.00
07/20/23	V1005038	Electronic Wire Transfer	820 DUES, MEMBERSHIPS, FEES	800 Other Expenses	PC005	US BANK CARD ARAMSE	\$110.00

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/20/23	V1005039	Electronic Wire Transfer	820 DUES, MEMBERSHIPS, FEES	800 Other Expenses	PC001	US BANK CARD BSADMI	\$450.00
07/20/23	V1005054	Electronic Wire Transfer	820 DUES, MEMBERSHIPS, FEES	800 Other Expenses	PC0059	US BANK CARD I2T2 D	\$2,160.00
07/20/23	V1005056	Electronic Wire Transfer	820 DUES, MEMBERSHIPS, FEES	800 Other Expenses	PC0063	US BANK CARD JJERUL	\$110.00
07/20/23	V1005076	Electronic Wire Transfer	820 DUES, MEMBERSHIPS, FEES	800 Other Expenses	PC0020	US BANK CARD SSVCS	\$1,326.00
07/20/23	V1005077	Electronic Wire Transfer	820 DUES, MEMBERSHIPS, FEES	800 Other Expenses	PC0035	US BANK CARD TSCHRE	\$80.00
07/26/23	731051	Vendor Check	820 DUES, MEMBERSHIPS, FEES	800 Other Expenses	05736	ASSOC OF METRO SCHO	\$11,860.00
07/26/23	731134	Vendor Check	820 DUES, MEMBERSHIPS, FEES	800 Other Expenses	F6277	MSBA	\$21,140.00
07/26/23	731135	Vendor Check	820 DUES, MEMBERSHIPS, FEES	800 Other Expenses	F6277	MSBA	\$285.00
07/26/23	V8004310	Vendor ACH	820 DUES, MEMBERSHIPS, FEES	800 Other Expenses	53372	THE INSTITUTE FOR A	\$325.00
07/19/23	V8004257	Vendor ACH	891 SPECIAL EVENTS	800 Other Expenses	25408	SUNSHINE TRAVEL	\$2,000.00
07/26/23	731140	Vendor Check	894 CLEARING	800 Other Expenses	54497	NOBLE CONSERVATION	\$27,452.97
07/20/23	V1005027	Electronic Wire Transfer	899 MISCELLANEOUS EXPENSE	800 Other Expenses	00588	MSDLAF	\$597,064.67
				800 Other Expenses Subtotal			\$669,730.23
07/12/23	730923	Vendor Check	220 EMPLOYEE INSURANCE	Payroll, Benefits, Investments, Etc.	C0183	MN PEIP	\$113,176.62
07/19/23	731002	Vendor Check	220 EMPLOYEE INSURANCE	Payroll, Benefits, Investments, Etc.	C0183	MN PEIP	\$135,465.92
07/19/23	731031	Vendor Check	220 EMPLOYEE INSURANCE	Payroll, Benefits, Investments, Etc.	F3529	UNITED STATES TREAS	\$10,832.87
07/19/23	V8004214	Vendor ACH	220 EMPLOYEE INSURANCE	Payroll, Benefits, Investments, Etc.	52811	BENEFIT EXTRAS INC	\$3,593.70
07/31/23	V1005095	Electronic Wire Transfer	220 EMPLOYEE INSURANCE	Payroll, Benefits, Investments, Etc.	C0194	PREFERREDONE INSURA	\$874,425.10
07/31/23	V1005096	Electronic Wire Transfer	220 EMPLOYEE INSURANCE	Payroll, Benefits, Investments, Etc.	54208	UMR, INC	\$85,186.81
07/20/23	V1005025	Electronic Wire Transfer	235 DENTAL	Payroll, Benefits, Investments, Etc.	A0256	DELTA DENTAL PLAN	\$152,359.91
07/20/23	V1005027	Electronic Wire Transfer	250 RSP	Payroll, Benefits, Investments, Etc.	00588	MSDLAF	\$55,442.10
07/31/23	V1005036	Electronic Wire Transfer	251 EMPLOYER HLTH SAVINGS ACT	Payroll, Benefits, Investments, Etc.	50751	FURTHER	\$1,772.00
07/20/23	V1005027	Electronic Wire Transfer	253 RETIREE HRA	Payroll, Benefits, Investments, Etc.	00588	MSDLAF	\$631,078.75
07/12/23	V8004178	Vendor ACH	270 WORKERS COMPENSATION	Payroll, Benefits, Investments, Etc.	F2937	MARSH & MCLENNAN AG	\$49,500.00
07/19/23	731017	Vendor Check	270 WORKERS COMPENSATION	Payroll, Benefits, Investments, Etc.	F3525	SFM	\$74,846.00
07/26/23	731076	Vendor Check	280 UNEMPLOYMENT COMPENSATION	Payroll, Benefits, Investments, Etc.	C0199	DEPT OF EMPLOYMENT	\$61,940.00
07/31/23	V1005094	Electronic Wire Transfer	720 BOND INTEREST	Payroll, Benefits, Investments, Etc.	00588	MSDLAF	\$2,459,713.76
07/19/23	730959	Vendor Check	790 OTHER DEBT SERVICE	Payroll, Benefits, Investments, Etc.	F5702	BOND TRUST SERVICES	\$1,900.00
07/20/23	V1005026	Electronic Wire Transfer	A101.01 CASH PAYROLL	Payroll, Benefits, Investments, Etc.	C0215	US BANK PR	\$1,768,163.09
07/31/23	V1005091	Electronic Wire Transfer	A104.00 INVESTMENTS	Payroll, Benefits, Investments, Etc.	00588	MSDLAF	\$963,582.31
07/31/23	V1005094	Electronic Wire Transfer	A104.00 INVESTMENTS	Payroll, Benefits, Investments, Etc.	00588	MSDLAF	\$9,750,000.00
07/20/23	V1005073	Electronic Wire Transfer	A130.00 INVENTORY - SUPPLIES	Payroll, Benefits, Investments, Etc.	PC006	US BANK CARD PURCHO	\$16,453.29
07/20/23	V1005070	Electronic Wire Transfer	A130.81 INVENTORY - CUSTODIAL	Payroll, Benefits, Investments, Etc.	PC0074	US BANK CARD PURCHG	\$600.26
07/20/23	V1005074	Electronic Wire Transfer	A130.81 INVENTORY - CUSTODIAL	Payroll, Benefits, Investments, Etc.	PC007	US BANK CARD PURCHS	\$31,351.81
07/26/23	P404543	Epayable	A130.81 INVENTORY - CUSTODIAL	Payroll, Benefits, Investments, Etc.	07053	HILLYARD FLOOR CARE	\$15,649.92
07/20/23	V1005014	Electronic Wire Transfer	L215.01 FED TAX	Payroll, Benefits, Investments, Etc.	17644	INTERNAL REVENUE SE	\$212,834.87
07/20/23	V1005021	Electronic Wire Transfer	L215.02 MN ST TAX	Payroll, Benefits, Investments, Etc.	A0040	MN DEPT OF REVENUE	\$101,202.82
07/20/23	V1005014	Electronic Wire Transfer	L215.03 FICA	Payroll, Benefits, Investments, Etc.	17644	INTERNAL REVENUE SE	\$386,827.16
07/20/23	V1005024	Electronic Wire Transfer	L215.04 TRA	Payroll, Benefits, Investments, Etc.	A0559	TEACHER RETIREMENT	\$177,021.79
07/20/23	V1005022	Electronic Wire Transfer	L215.05 PERA	Payroll, Benefits, Investments, Etc.	A2972	PUBLIC EMPLOYEES RE	\$193,026.46
07/12/23	730923	Vendor Check	L215.06 HEALTH INS EMO	Payroll, Benefits, Investments, Etc.	C0183	MN PEIP	\$2,610,950.65
07/19/23	731002	Vendor Check	L215.06 HEALTH INS EMO	Payroll, Benefits, Investments, Etc.	C0183	MN PEIP	\$2,384,810.61
07/20/23	V1005013	Electronic Wire Transfer	L215.07 TSA	Payroll, Benefits, Investments, Etc.	C0060	GREAT-WEST LIFE & A	\$9,637.31
07/20/23	V1005017	Electronic Wire Transfer	L215.07 TSA	Payroll, Benefits, Investments, Etc.	17645	MET LIFE C/O FASCOR	\$85,812.64

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/20/23	V1005016	Electronic Wire Transfer	L215.08 HEALTH INSURANCE	Payroll, Benefits, Investments, Etc.	C0201	ISD 279 - SELF INS	\$211,391.32
07/20/23	731041	Vendor Check	L215.09 UNION DUES	Payroll, Benefits, Investments, Etc.	C0192	OSSEO PRINCIPALS AS	\$280.00
07/19/23	730996	Vendor Check	L215.11 LIFE INS	Payroll, Benefits, Investments, Etc.	51592	MADISON NATIONAL LI	\$23,468.93
07/19/23	730996	Vendor Check	L215.12 LTD INS	Payroll, Benefits, Investments, Etc.	51592	MADISON NATIONAL LI	\$77,655.05
07/20/23	V1005015	Electronic Wire Transfer	L215.16 DENTAL INS	Payroll, Benefits, Investments, Etc.	C0202	ISD 279 - SELF INS	\$14,926.23
07/20/23	V1005018	Electronic Wire Transfer	L215.20 H.S.A. CONTRIBUTIONS	Payroll, Benefits, Investments, Etc.	50751	FURTHER	\$118,187.51
07/20/23	731040	Vendor Check	L215.21 GARNISHMENTS	Payroll, Benefits, Investments, Etc.	C0072	MESSERLI & KRAMER P	\$376.34
07/20/23	V1005020	Electronic Wire Transfer	L215.21 GARNISHMENTS	Payroll, Benefits, Investments, Etc.	C0059	MN DEPT OF REVENUE	\$682.33
07/20/23	V1005019	Electronic Wire Transfer	L215.22 CHILD SUPPORT	Payroll, Benefits, Investments, Etc.	C0043	MN CHILD SUPPORT	\$869.75
07/20/23	V1005023	Electronic Wire Transfer	L215.22 CHILD SUPPORT	Payroll, Benefits, Investments, Etc.	C0174	STATE DISBURSEMENT	\$600.00
07/31/23	V1005036	Electronic Wire Transfer	L215.23 FLEXIBLE SPENDING	Payroll, Benefits, Investments, Etc.	50751	FURTHER	\$92,001.71
07/20/23	731039	Vendor Check	L215.24 BACKGROUND CHECK	Payroll, Benefits, Investments, Etc.	C0204	ISD 279 - BACKGROUN	\$5.00
07/19/23	730944	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54445	ABUISNAINEH, FAYZEH	\$35.35
07/19/23	730957	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54446	BILOTTA, CHRISTINA	\$31.05
07/19/23	730958	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54447	BOHLSSEN, MELISSA	\$32.30
07/19/23	730960	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	F6146	BORSCH, SUZY	\$72.90
07/19/23	730972	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54448	HADJISTAMOULO, ALE	\$29.25
07/19/23	730979	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54449	JOHNSON, RICH	\$5.40
07/19/23	730980	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54450	JOHNSON, SARAH	\$67.40
07/19/23	730981	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54451	JONES, STACIE	\$4.90
07/19/23	730982	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54452	KASTNER, MAKENZIE	\$4.70
07/19/23	730983	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54453	KASTNER, PETE	\$54.50
07/19/23	730984	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54454	KELLAR, BLAKE	\$99.65
07/19/23	730987	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	D4383	KLOPFENSTEIN, ANDRE	\$114.15
07/19/23	730988	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	51082	KNIGHT, DAWN	\$48.25
07/19/23	730989	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54455	KONSELA, KRISTIN	\$122.80
07/19/23	730990	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54456	KULKARNI, JAYDEEP	\$7.85
07/19/23	730991	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54457	LALLEY, JENNIFER	\$59.85
07/19/23	730992	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54458	LAMB, ARIANNA	\$40.80
07/19/23	730993	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54459	LANDRY, RACHELLE	\$49.90
07/19/23	731003	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	52881	NGUYEN, BOUNMY	\$72.30
07/19/23	731006	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54460	PHIMVONGSA, TAMONG	\$4.80
07/19/23	731012	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54461	RUSS, DANIEL	\$11.35
07/19/23	731018	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54462	SHINNEFIELD, RACHEL	\$89.15
07/19/23	731022	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	51625	STRAND, NATHAN	\$85.85
07/19/23	731023	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54463	STRAND, RONAN	\$50.35
07/19/23	731024	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	50886	SURA, HEMANG	\$22.15
07/19/23	731025	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54464	TATE, ERIC	\$5.75
07/19/23	731033	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54465	WILSON, TODD	\$64.40
07/19/23	731034	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54466	WING, LYNNE	\$44.00
07/19/23	731037	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54467	YUN, AMANDA	\$57.15
07/26/23	731047	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54478	ANDERSON, LESLIE	\$40.40
07/26/23	731048	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54479	ANDERSON, LISA	\$45.70
07/26/23	731049	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54501	ANGELES, RHEENA	\$14.65

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/26/23	731063	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54502	CHONG, MIHOI	\$13.65
07/26/23	731064	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54503	CLACKEN, ANTIONETTE	\$20.35
07/26/23	731069	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54504	COUGHLIN, SHANNON	\$17.00
07/26/23	731074	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	E22575	MARLENE DEAN	\$12.67
07/26/23	731078	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54505	DOWNING, KENT	\$12.95
07/26/23	731080	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54506	EIKOS, DIANE	\$12.10
07/26/23	731081	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54507	FABER, KARRI	\$87.25
07/26/23	731082	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54508	FELICILDA, LISA	\$14.65
07/26/23	731086	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54509	FORSYTHE, CONSTANCE	\$9.60
07/26/23	731089	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54480	FREEMAN, SHAMARA	\$7.45
07/26/23	731090	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54510	FRIEDERICH, JENNIFE	\$10.30
07/26/23	731091	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	E28289	BRANDI J GILMORE	\$26.00
07/26/23	731093	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54511	GORTON, MICHAEL	\$19.90
07/26/23	731095	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	51841	GRANNER, SHAWN	\$43.45
07/26/23	731097	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	53909	GUPTA, PRIYA	\$8.80
07/26/23	731098	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54512	HANSEN, BARBARA	\$13.45
07/26/23	731100	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54513	HEMINGWAY, ERIC	\$16.20
07/26/23	731111	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54514	ISAAK, DAVID	\$8.55
07/26/23	731114	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54515	KIM, EDDIE	\$14.40
07/26/23	731116	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54481	KNAFLA, CRYSTAL	\$6.95
07/26/23	731117	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	E27538	PAULA J KNOLL	\$13.95
07/26/23	731118	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54516	LANDGRAFF, SHERRI	\$14.70
07/26/23	731120	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54482	LEYSE, TODD	\$39.45
07/26/23	731121	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54483	LOR, PA HOUA	\$5.00
07/26/23	731123	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54517	LY, BEAVER	\$27.40
07/26/23	731124	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54484	MANCELL, JIM	\$69.40
07/26/23	731125	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	53671	MCCALISTER, ERICA	\$24.50
07/26/23	731127	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54485	MERTENS, CATHERINE	\$29.60
07/26/23	731129	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54518	MILLER, THOMAS	\$21.40
07/26/23	731132	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54519	MOSER, ANDRENA	\$27.65
07/26/23	731136	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54486	MUELLER, TIM	\$89.15
07/26/23	731137	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54520	NELSON, BRIAN	\$78.00
07/26/23	731138	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54487	NGUYEN, THANH	\$47.75
07/26/23	731141	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54488	OLIPHANT, CRAIG	\$69.95
07/26/23	731146	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54521	PAURUS, BECKY	\$25.35
07/26/23	731147	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54522	PENNER, PENNY	\$24.20
07/26/23	731149	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	52294	POPPE GRABINGER, SH	\$23.80
07/26/23	731152	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54489	QUALL, BARBARA	\$39.80
07/26/23	731155	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54490	ROTZOLL, MILDRED	\$218.30
07/26/23	731157	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54523	SCANLON, CARLA	\$98.30
07/26/23	731158	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54491	SCHRADER, KARI	\$30.05
07/26/23	731159	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54492	SEILER, TABITHA	\$34.15
07/26/23	731162	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54493	SHRIVER, ERNEST	\$92.75
07/26/23	731163	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54494	SINGHAL, RISHI	\$4.75

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/26/23	731173	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54524	STRAIN, KRISTINA	\$15.90
07/26/23	731182	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54525	VANG, MAY	\$15.80
07/26/23	731183	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	54495	VOSS, JASON	\$30.40
07/12/23	730936	Vendor Check	R090 CLEARING	Payroll, Benefits, Investments, Etc.	E22209	LORI THOMSEN	\$200.00
07/31/23	V1005091	Electronic Wire Transfer	R092 INTEREST ON INVESTMENTS	Payroll, Benefits, Investments, Etc.	00588	MSDLAF	\$2,165.63
07/12/23	730882	Vendor Check	R093 RENTAL FROM FACILITIES	Payroll, Benefits, Investments, Etc.	54440	ANDERSON RACE MANAG	\$189.00
07/12/23	730887	Vendor Check	R093 RENTAL FROM FACILITIES	Payroll, Benefits, Investments, Etc.	50186	BUNCE BACKYARD PROD	\$1,654.43
07/12/23	730910	Vendor Check	R093 RENTAL FROM FACILITIES	Payroll, Benefits, Investments, Etc.	54441	KASSAM, MOHSIN	\$26.17
				Payroll, Benefits, Investments, Etc. Subtotal			\$23,966,914.05
				Overall Total			\$41,387,794.89

**ISD 279 - OSSEO AREA SCHOOLS
CURRENT INVESTMENTS ON HAND
FISCAL YEAR 2024
MONTH END JULY 31, 2023**

BANK	TYPE	PURCHASED	MATURITY	YIELD	COST
OPERATING FUNDS					
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	TERM SERIES	08-18-22	01-25-24	3.100	5,000,000
MN TRUST - PMA	CD	10-27-22	10-04-23	4.370	5,000,000
MN TRUST - PMA	CD	10-27-22	01-16-24	4.390	8,000,000
MN TRUST - PMA	CD	10-27-22	05-10-24	4.380	5,000,000
MN TRUST - PMA	CD	10-27-22	07-26-24	4.400	2,000,000
MN TRUST - PMA	TERM SERIES	04-19-23	10-18-23	5.040	5,000,000
MN TRUST - PMA	TERM SERIES	04-19-23	01-16-24	4.890	5,000,000
MN TRUST - PMA	TERM SERIES	04-19-23	04-18-24	4.860	7,000,000
MN TRUST - PMA	CD	07-25-23	01-27-25	5.210	231,450
MN TRUST - PMA	CD	07-25-23	01-27-25	5.160	231,650
MN TRUST - PMA	CD	07-25-23	01-27-25	5.350	231,150
MN TRUST - PMA	CD	07-25-23	01-27-25	5.200	231,650
MN TRUST - PMA	CD	07-25-23	01-27-25	5.100	8,824,100
MN TRUST - PMA	SDA	04-25-22	07-31-23	5.230	15,658,408
MN TRUST - PMA	SDA	10-19-22	07-31-23	5.230	15,539,031
MN TRUST - PMA	LIMITED TERM DURATION	06-01-17	07-31-23	1.700	19,784,907
US BANK	MONEY MKT		07-31-23	5.100	6,111,672
MN TRUST - PMA	MONEY MKT		07-31-23	5.041	26,308,541
TOTAL OPERATING FUNDS					135,652,043
LONG-TERM FACILITIES MAINTENANCE 2022A BOND					
MN TRUST - PMA	CD	03-29-23	03-29-24	4.916	242,800
MN TRUST - PMA	CD	03-29-23	03-29-24	5.237	235,150
MN TRUST - PMA	CD	03-29-23	03-29-24	5.243	237,450
MN TRUST - PMA	CD	03-29-23	03-29-24	4.997	237,950
MN TRUST - PMA	CD	03-29-23	03-29-24	5.147	237,600
MN TRUST - PMA	CD	03-29-23	03-29-24	5.190	237,500
MN TRUST - PMA	CD	03-29-23	03-29-24	4.897	238,200
MN TRUST - PMA	CD	03-29-23	03-29-24	4.947	238,050
MN TRUST - PMA	CD	03-29-23	09-30-24	4.250	234,800
MN TRUST - PMA	CD	03-29-23	10-31-24	4.244	234,050
MN TRUST - PMA	CD	03-29-23	10-31-24	4.728	232,050
MN TRUST - PMA	CD	03-29-23	11-29-24	5.097	230,250
MN TRUST - PMA	SDA	09-28-22	07-31-23	5.230	1,629,495
MN TRUST - PMA	MONEY MKT		07-31-23	5.041	7,034,476
TOTAL LONG-TERM FACILITIES MAINTENANCE 2020A BOND					11,499,821
OPEB REVOCABLE TRUST					
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	MUNICIPAL	06-22-16	07-01-31	3.800	50,000
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	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	135,405
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	3.640	234,268
MN TRUST - PMA	MUNICIPAL	02-28-17	06-15-32	4.050	216,608
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	02-20-18	03-01-28	3.810	249,833
MN TRUST - PMA	MORTGAGE BACKED SEC	04-06-18	09-25-24	3.170	165,410
MN TRUST - PMA	MORTGAGE BACKED SEC	07-06-18	07-25-24	3.250	195,934
MN TRUST - PMA	CORP. BONDS	08-29-18	04-23-29	4.336	287,550

**ISD 279 - OSSEO AREA SCHOOLS
CURRENT INVESTMENTS ON HAND
FISCAL YEAR 2024
MONTH END JULY 31, 2023**

BANK	TYPE	PURCHASED	MATURITY	YIELD	COST
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	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	129,233
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
MN TRUST - PMA	MORTGAGE BACKED SEC	03-16-20	08-01-24	2.010	244,570
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	88,945
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	194,752
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	99,409
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	72,786
MN TRUST - PMA	CORP. BONDS	07-22-21	02-01-52	2.730	297,873
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	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	295,907
MN TRUST - PMA	CORP. BONDS	03-15-22	03-15-52	3.820	251,313
MN TRUST - PMA	CORP. BONDS	08-22-22	08-22-32	4.300	100,000
MN TRUST - PMA	CORP. BONDS	08-23-22	03-15-33	4.150	99,929
MN TRUST - PMA	GOVERNMENT	08-31-22	08-31-24	3.250	59,747
MN TRUST - PMA	CORP. BONDS	09-23-22	08-22-23	4.700	298,147
MN TRUST - PMA	CORP. BONDS	10-28-22	02-15-28	3.400	149,937
MN TRUST - PMA	ASSET BACKED SEC	11-22-22	08-16-27	5.280	299,941
MN TRUST - PMA	CORP. BONDS	12-14-22	08-15-23	4.630	223,602
MN TRUST - PMA	CORP. BONDS	12-07-22	08-07-23	5.280	241,360
MN TRUST - PMA	CORP. BONDS	01-10-23	02-01-33	4.940	99,666
MN TRUST - PMA	CORP. BONDS	01-26-23	01-26-34	4.820	200,000
MN TRUST - PMA	CORP. BONDS	01-24-23	01-15-33	4.370	250,662
MN TRUST - PMA	CORP. BONDS	02-23-23	05-15-33	4.690	149,176
MN TRUST - PMA	CORP. BONDS	03-06-23	05-15-33	5.180	149,636
MN TRUST - PMA	CORP. BONDS	05-30-23	02-15-34	5.440	249,178
MN TRUST - PMA	CORP. BONDS	07-11-23	08-10-23	5.360	298,680

ISD 279 - OSSEO AREA SCHOOLS
CURRENT INVESTMENTS ON HAND
FISCAL YEAR 2024
MONTH END JULY 31, 2023

BANK	TYPE	PURCHASED	MATURITY	YIELD	COST
MN TRUST - PMA	CORP. BONDS	07-17-23	08-16-23	5.350	248,902
MN TRUST - PMA	CORP. BONDS	07-25-23	06-12-29	5.810	299,562
MN TRUST - PMA	EQUITY		07-31-23	2.140	6,677,521
MN TRUST - PMA	MONEY MKT		07-31-23	5.020	143,390
TOTAL OPEB REVOCABLE TRUST					26,212,703
TOTAL INVESTMENTS					\$ 173,364,567

CD	CERTIFICATE OF DEPOSIT FDIC \$250,000	FHLB	FEDERAL HOME LOAN BANK
CN	CORPORATE NOTE	FHLMC	FEDERAL HOME LOAN MORTGAGE CORP.
CP	COMMERCIAL PAPER	FNMA	FEDERAL NAT'L MORTGAGE ASS'N.

TO: Antwan Harris
Matt Newell
Kristina Pooler
Anne Beckman
Michael Mack

CC: Sherri Lincoln

FROM: Emily Whiteford

DATE: 8/22/23

**SUBJECT: APPROVAL OF PROPOSED EDUCATIONAL TRIP –
CONTINENTAL U.S.**

The Division of Leadership, Teaching, and Learning has approved the following Extended Educational Trip. Please understand that this proposed educational trip is not officially authorized until it is approved by the School Board.

School	PCSH
Sponsoring Organization	Park Center Cross Country
Adult Advisors	Kristina Pooler, Anne Beckman, Michael Mack
Destination	St. Olaf College, Northfield, MN
Departure Date	8/30/23
Return Date	8/31/23
Assistant Superintendent Approved	8/21/23
Board Approval Date	Will be added to the August 29, 2023 School Board Agenda for approval

TO: Antwan Harris
Matt Newell
Mary Gagnon

CC: Sherri Lincoln

FROM: Emily Whiteford

DATE: 8/22/23

**SUBJECT: APPROVAL OF PROPOSED EDUCATIONAL TRIP –
CONTINENTAL U.S.**

The Division of Leadership, Teaching, and Learning has approved the following Extended Educational Trip. Please understand that this proposed educational trip is not officially authorized until it is approved by the School Board.

School	PCSH
Sponsoring Organization	PCSH Orchestra
Adult Advisors	Mary Gagnon
Destination	New York City, NY
Departure Date	3/20/24
Return Date	3/23/24
Assistant Superintendent Approved	8/21/23
Board Approval Date	Will be added to the August 29, 2023 School Board Agenda for approval

TO: Jeff Nelson
Chad Manders
Bart Becker
Jennifer Ajsenberg

CC: Sherri Lincoln

FROM: Emily Whiteford

DATE:

**SUBJECT: PROPOSED INTERNATIONAL EDUCATIONAL TRIP –
INSURANCE SUBMITTAL**

The Division of Leadership, Teaching, and Learning has approved the following Extended Educational Trip. Please understand that this proposed educational trip is not officially authorized until it is approved by the School Board, and will be reviewed October of 2024 for final insurance approval.

School	MGSH
Sponsoring Organization	District279/Osseo Area School District
Adult Advisors	Jeff Nelson and Chad Manders
Destination	Japan
Departure Date	06/23/2025
Return Date	07/04/2025
Assistant Superintendent Approved	07/18/2023
Board Approval Date	Will be added to the August 29, 2023 School Board Agenda for approval

Date August 29, 2023

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 June 20, 2023 the school board authorized federal grant budget managers to legally bind and since June 20, 2023, 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 2023 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
Sonni Buerskin	American Rescue Plan (ARP) – General Special 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
Sonni Buerskin	American Rescue Plan (ARP) – Mandatory Coordinated Early Intervening Services
Kate Emmons	American Rescue Plan (ARP) – Mandatory Coordinated Early Intervening Services
Jan Bitzer	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
Jessica Stein	American Rescue Plan (ARP) – Summer Academic Enrichment and Mental Health
Emily Woolsey	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
Sarah Fall	Elementary and Secondary School Education Relief (ESSER) III Fund – 90%
Jessica Stein	Elementary and Secondary School Education Relief (ESSER) III Fund – 90%
Emily Woolsey	Elementary and Secondary School Education Relief (ESSER) III Fund – 90%
Sarah Fall	Elementary and Secondary School Education Relief (ESSER) II Fund – 90%
Jessica Stein	Elementary and Secondary School Education Relief (ESSER) II Fund – 90%
Emily Woolsey	Elementary and Secondary School Education Relief (ESSER) II Fund – 90%
Jen Thomas	Emergency Connectivity Fund Program
Sarah Fall	Expanded Summer Learning
Emily Woolsey	Expanded Summer Learning
Jeffrey Ansoerge	Fresh Fruit and Veggies
Sonni Buerskin	General Special Education
Kate Emmons	General Special Education
Jan Bitzer	Infant and Toddlers 0-2
Jessica Stein	Elementary and Secondary School Education Relief (ESSER) III Fund – 9.5% – Learning Loss
Emily Woolsey	Elementary and Secondary School Education Relief (ESSER) III Fund – 9.5% – Learning Loss
PC Clymer	Life and Vocational Skills
Sonni Buerskin	Mandatory Coordinated Early Intervening Services
Kate Emmons	Mandatory Coordinated Early Intervening Services
Kristine Solyst	McKinney Vento Homeless Children
Collin O’Brien	MN COVID-19 Testing Program
Jessica Stein	MN COVID-19 Testing Program
Katharine Dwyer	NWSISD ZW Magnet School
Jessica Stein	Pandemic Enrollment Loss
Emily Woolsey	Pandemic Enrollment Loss
Jan Bitzer	Part C Innovations
Gerald Edwards	P-EBT Local Level Administrative Cost
Jan Bitzer	Preschool Incentive
Jill Lesne	State Systematic Improvement Plan - SSIP
Kari Vollrath	Title I – Improving the Academic Achievement of the Disadvantaged
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
Isis Buchanan	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.

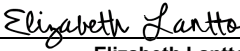
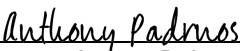
GRANT AUTHORIZATION FORM

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: <u>22-23</u>	Finance Code: <u>599</u>		
Grant Title: <u>Emergency Connectivity Fund Program</u>	Grant Manager: <u>Jen Thomas</u>		
Type of Submission and Amount			
☒ New	Award Amount: \$ <u>157,542.00</u>		
☐ 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	-	-	-	-
200 - Employee Benefits	-	-	-	-
300 - Purchased Services	-	-	-	-
400 - Supplies and Materials	-	-	157,542	157,542.00
500 - Capital Expenditures	-	-	-	-
Other Expenses	-	-	-	-
Totals	\$ -	\$ -	\$ 157,542	\$ 157,542.00

Revenue Budget					
Source	Description of Source	Revenue Code	Existing Amount	New/Amended Amount	Total Revenue
Local/Other			-	-	-
State			-	-	-
Federal	Universal Service Administrative Company (USAC)	01-006-630-599-500-000	-	157,542	157,542.00
Totals			\$ -	\$ 157,542	\$ 157,542.00

APPROVALS	
DocuSigned by:  Elizabeth Lantto - Business Services Accountant	<u>8/2/2023</u> Date
 Anthony Padmos - Executive Director of Technology	<u>8/2/2023</u> 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
01-006-630-599-405-000	Non Instr. Software License Agreements	-	157,542	157,542.00
		-		-
Total		\$ -	\$ 157,542	\$ 157,542.00

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 2022-2023 school year is to be issued after July 1, 2022. Expenditures eligible for reimbursement for the 2022 2023 fiscal year are those dated July 1, 2022 or after, for which the goods/services and invoice have been received and processed by June 30, 2023.

IMPORTANT Purchase orders must be cancelled if delivery, invoicing and payment can not be completed by June 30, 2023. 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

Date August 29,2023

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

NOW THEREFORE IT IS HEREBY RESOLVED that the following federal grant budget managers are authorized to bind ISD 279 for fiscal year 2024 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
Kristine Solyst	American Rescue Plan (ARP) – Homeless I
Kristine Solyst	American Rescue Plan (ARP) – Homeless II
Sonni Buerskin	American Rescue Plan (ARP) – Mandatory Coordinated Early Intervening Services
Jessica Stein	American Rescue Plan (ARP) – Summer Academic Enrichment and Mental Health
Emily Woolsey	American Rescue Plan (ARP) – Summer Academic Enrichment and Mental Health
Godfrey Edaferierhi	Carl Perkins
Godfrey Edaferierhi	Carl Perkins Reserve
Jessica Stein	Elementary and Secondary School Education Relief (ESSER) III Fund – 90%
Jessica Stein	Elementary and Secondary School Education Relief (ESSER) II Fund – 90%
Jeffrey Ansonge	Fresh Fruit and Veggies
Sonni Buerskin	General Special Education
Jan Bitzer	Infant and Toddlers 0-2
Jessica Stein	Elementary and Secondary School Education Relief (ESSER) III Fund – 9.5% – Learning Loss
PC Clymer	Life and Vocational Skills
Sonni Buerskin	Mandatory Coordinated Early Intervening Services
Kristine Solyst	McKinney Vento Homeless Children
Katharine Dwyer	NWSISD ZW Magnet School
Jan Bitzer	Part C Innovations
Jan Bitzer	Preschool Incentive
Jill Lesne	State Systematic Improvement Plan - SSIP
Kari Vollrath	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
Robin Gonsolus	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.

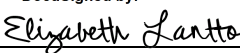
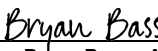
GRANT AUTHORIZATION FORM

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: <u>23-24</u>	Finance Code: <u>399</u>		
Grant Title: <u>OALC School Recycling</u>	Grant Manager: <u>Jessica Huff-Larson</u>		
Type of Submission and Amount			
☒ New	Award Amount: \$ <u>1,400.00</u>		
☐ 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	-	-	-	-
200 - Employee Benefits	-	-	-	-
300 - Purchased Services	-	-	-	-
400 - Supplies and Materials	-	-	1,400	1,400.00
500 - Capital Expenditures	-	-	-	-
Other Expenses	-	-	-	-
Totals	\$ -	\$ -	\$ 1,400	\$ 1,400.00

Revenue Budget					
Source	Description of Source	Revenue Code	Existing Amount	New/Amended Amount	Total Revenue
Local/Other	Hennepin County Award	01-702-211-399-099-000	-	1,400	1,400.00
State			-	-	-
Federal			-	-	-
Totals			\$ -	\$ 1,400	\$ 1,400.00

APPROVALS	
DocuSigned by:  Elizabeth Lantto - Business Services Accountant	<u>7/25/2023</u> Date
 Bryan Bass - Assistant Superintendent of Equity & Achievement	<u>7/25/2023</u> 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
01-702-211-399-401-000	Supplies & Material - NonInstructional	-	1,400	1,400.00
Total		\$ -	\$ 1,400	\$ 1,400.00

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 2022-2023 school year are to be issued after July 1, 2022. Expenditures eligible for reimbursement for the 2022-2023 fiscal year are those dated July 1, 2022 or after, for which the goods/services and invoice have been received and processed by June 30, 2023.

IMPORTANT Purchase orders must be cancelled if delivery, invoicing and payment can not be completed by June 30, 2023. 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

Personnel – Tuesday, August 29, 2023**Licensed Personnel****Resignations**

Zachary Adkins, Birch Grove, Continuous Building Substitute, full-time, temporary, employment date 8/29/22, effective 6/8/23

Vicki Hackett, ABE, ABE Teacher, part-time, effective 6/9/23, currently on leave

Kara Harwood, Rice Lake, Grade 4, full-time, employment date 1/3/23, effective 6/9/23

Abigail Maser, Park Center Senior, Special Education, full-time, employment date 2/22/22, effective 6/9/23

Kristy Mathewson, Willow Lane, ECSE Teacher, full-time, employment date 8/28/17, effective 6/9/23

Samantha Stang, Brooklyn Middle, Math, full-time, employment date 8/31/20, effective 6/9/23

ADD Correction: Doris Oyinloye, ESC, School Nurse, full-time, employment date 12/13/11, effective 8/16/23, original board date 2/21/23

ADD Pamela Paulsen, North View Middle, Science, full-time, employment date 4/15/15, effective 10/18/23

ADD Michelle Waski, Brooklyn Middle, Science, full-time, employment date 8/30/93, effective 9/11/23

Resignation

ADD Lisa Kermode, Rush Creek, Special Education, full-time, employment date 10/3/18, effective 8/9/23

Leaves of Absence

Amy Coleman, Edinbrook, Grade 5, full-time, effective 8/28/2023

Correction: Daniel Gregory, Cedar Island, Special Education, .5 FTE, partial, effective 8/28/23 - Leave canceled, original board date 7/25/23

Crystal Johnson, Maple Grove Senior, Social Studies, full-time, effective 8/28/23

Shana Kwatampora, ESC, Equity, full-time, effective 8/28/2023

Samantha Meyers, Palmer Lake, Grade 3, full-time, effective 8/28/2023

Jennifer Mitchell, 279Online, SDAS, full-time, effective 8/28/2023

Ann Petersen, Zanewood, Kindergarten, full-time, effective 8/28/2023

Paige Rawlins, Osseo Middle, Art/Math, full-time, effective 8/28/2023

Alia Sutor, Edinbrook, Instructional Assistant, full-time, effective 8/28/23

Michael Vecellio, Maple Grove Senior, Career & College Specialist, full-time, effective 8/28/23

ADD Jamie Johnson, Zanewood, Vol Pre K, full-time, effective 8/28/23

ADD Blair Klemens, Weaver Lake, Kindergarten, full-time, effective 8/28/23

ADD Martha Krueger, Fair Oaks, Grade 2, full-time, effective 8/28/23

ADD Aimee Olson, Park Center Senior, FACS, full-time, effective 8/28/23

Rescind Employment

Suzanne Fenno, Elm Creek/Fair Oaks, Special Education, full-time, effective 8/28/23, board date 7/25/23

Michelle Benson, Garden City, Special Education, full-time, effective 8/28/23, board date 7/25/23

Mai Lang Lor, Edinbrook, Grade 5, full-time, effective 8/28/23, board date 7/25/23

Employment

Trevor Abel, Woodland, Behavior Intervention Teacher, full-time, effective 8/28/23

Jason Albrechtson, Palmer Lake, Grade 2, full-time, effective 8/28/23

Corrine Anderson, Zanewood, Vocal Music, .9 FTE, part-time, effective 8/28/23

Hannah Andrews, Garden City, Continuous Building Substitute, full-time, effective 8/28/23

Madelyn Anfang, Park Brook, Grade 5, full-time, effective 8/28/23

Allison Athman, Osseo Senior, Math, full-time, effective 8/28/23

Personnel – Tuesday, August 29, 2023*Employment, continued*

Ariel Aydt, Park Center Senior, Science, full-time, effective 8/28/23
Brianna Baer, Fernbrook, Grade 1, full-time, temporary, effective 8/28/23
Zachary Bell, North View Middle, Special Education, full-time, effective 8/28/23
Rachel Bostrom, Fernbrook, Grade 4, full-time, effective 8/28/23
Jennifer Bowman, Maple Grove Middle, Science, full-time, effective 8/28/23
Roberta Broughton, Osseo Senior, Math, full-time, effective 8/28/23
Chris Busby, Osseo Middle, Science, full-time, temporary, effective 8/28/23
Aldo Cantellano, ESC, District Behavior Specialist, full-time, effective 8/28/23
Anna Check, Osseo Senior, Social Studies, full-time, effective 8/28/23
Michaela Dale, Palmer Lake, Special Education, part-time, effective 9/5/23
Tyler Danielson, Fair Oaks/Elm Creek, Special Education, full-time, effective 8/23/23
Jack Fahrendorf, Osseo Middle, Social Studies, full-time, effective 8/28/23
Emily Grams, Park Center Senior, Academic Support, full-time, effective 8/28/23
Kaylynn Harrison, Rice Lake, Grade 1, full-time, effective 8/28/23
Daren Hill, Zanewood, Art, full-time, effective 8/28/23
Rachel Holst, Rush Creek, Grade 4, full-time, effective 8/28/23
Rachel Huttle, Edinbrook, Counselor, full-time, effective 8/28/23
Casey Keller, Brooklyn Middle, Science, full-time, effective 8/28/23
Eleanor Kline-Olson, Garden City, Special Education, full-time, effective 8/28/23
Dakotah Kloek, Rice Lake, Grade 4, full-time, effective 8/28/23
Daniel Kosanda, Osseo Middle, Continuous Secondary Building Substitute, full-time, temporary, effective 8/28/23
Emily Kraus, Brooklyn Middle, Math, full-time, effective 8/28/23
Caitlin Kuntz, Brooklyn Middle, Counselor, full-time, effective 8/28/23
Tanner Lane, Zanewood, Phy Ed/DAPE, full-time, effective 8/28/23
Olivia Lawrence, Garden City, Grade 5, full-time, effective 8/28/23
Abigail Lewis, Osseo Senior, English, full-time, temporary, effective 8/28/23
John Mangold, Palmer Lake, Phy Ed/DAPE, full-time, effective 8/28/23
Rebecca Manteuffel, Edinbrook, Grade 5, full-time, effective 8/28/23
Wendy McBurrows, Fair Oaks, Continuous Building Substitute, full-time, effective 8/28/23
Patrick McNamer, Birch Grove, Special Education, full-time, effective 8/28/23
Ethan Murphy, Maple Grove Middle, Social Studies, full-time, temporary, effective 8/28/23
Erin Nelson, Park Center Senior, Assistant Principal, full-time, effective 8/1/23
Kelle Nitchie, Brooklyn Middle, Special Education Building Coordinator, full-time, effective 8/23/23
Meg O'Reilly, Edinbrook, Special Education, full-time, effective 8/28/23
Elijah Orton, Brooklyn Middle, Continuous Building Substitute, full-time, temporary, effective 8/28/23
Christopher Pashina, Maple Grove Middle, Industrial Tech, full-time, effective 8/28/23
Sadie Pierce, Maple Grove Middle/Osseo Middle, Social Worker, full-time, effective 8/28/23
Anna Raycraft, Palmer Lake, Grade 5, full-time, effective 8/28/23
Rebecca Ricker, Basswood, Music, full-time, effective 8/28/23
Zoe Rogers, Palmer Lake, Art/Special Education, full-time, effective 8/28/23
Monica Rohrbaugh, Brooklyn Middle, EL, full-time, temporary, effective 8/28/23
Sharon Rosene, OEC, Social Worker, full-time, effective 8/28/23
Holly Roustio, Brooklyn Middle, English, full-time, effective 8/28/23
Hannah Samuelson, Maple Grove Senior, Social Studies, full-time, effective 8/28/23
Kassandra Scherling, Osseo Middle, Special Education, full-time, effective 8/28/23
Abigail Senica, Osseo Senior, Social Worker, full-time, effective 8/28/23

Personnel – Tuesday, August 29, 2023*Employment, continued*

Nic Sienko, Maple Grove Middle, Math, full-time, effective 8/28/23
 Teresa Simon, Oak View, Counselor, full-time, effective 8/28/23
 Tatiana Smrekar, Woodland, Grade 1, full-time, effective 8/28/23
 Natalya Sokol, Zanewood, EL, full-time, effective 8/28/23
 Haley Stiyer, Fernbrook, Continuous Building Substitute, full-time, effective 8/28/23
 Jennifer Sunshine, Maple Grove Middle, Special Education, full-time, effective 8/28/23
 Hannah Swoyer, Brooklyn Middle, English, full-time, effective 8/28/23
 Benjamin Thomson, Osseo Senior, English, full-time, effective 8/28/23
 Karen True, ESC, Special Education Building Coordinator, full-time, effective 8/28/23
 Yang Vang, Park Center Senior, Hmong, full-time, effective 8/28/23
 Amy M. Wagner, Oak View, Special Education, full-time, effective 8/28/23
 Philip Wiese, 279Online, Special Education, full-time, effective 8/28/23
 Deborah Will, Maple Grove Senior, Math, full-time, temporary, effective 8/28/23
 Jessica Wilson, Osseo Senior, Special Education Building Coordinator, full-time, effective 8/28/23
 Kevin Woebke, Park Brook, Grade 5, full-time, effective 8/28/23
 Adam Wohl, Osseo Senior, Special Education, full-time, effective 8/28/23
 Jonathan Zimmerman, Maple Grove Middle, Math, full-time, effective 8/28/23
 ADD Sara Anderson, Birch Grove, Title I, full-time, effective 8/28/23
 ADD Heather Blanchette, Edinbrook, Grade 2, full-time, effective 8/28/23
 ADD Kimberly Boursier, Woodland, EL, full-time, effective 8/28/23
 ADD Jami Haugstad, ESC, ADSIS, full-time, temporary, effective 9/5/23
 ADD Amy Hollerud, Weaver Lake, Special Education, full-time, effective 8/28/23
 ADD Rachel Jorgenson, Fair Oaks/Oak View, Phy Ed/DAPE, full-time, effective 8/28/23
 ADD Denise Lowe, Palmer Lake, Speech Language Pathologist, part-time, .6 FTE, effective 8/28/23
 ADD Darcy Pitra, Woodland, Special Education, full-time, effective 8/28/23
 ADD Michael Pomroy, Maple Grove Senior, Continuous Building Substitute, full-time, effective 8/28/23
 ADD Olivia Reid, Osseo Middle, EL, full-time, .8 FTE, effective 8/28/23
 ADD Erica Ribnick, Fernbrook, Grade 2, full-time, temporary, effective 8/28/23
 ADD Shelby Ridinger, Zanewood, Academic Support, part-time, .5 FTE, effective 8/28/23
 ADD Michael Robinson, Brooklyn Middle, Special Education, full-time, effective 8/28/23
 ADD Sarah Schmidt, Crest View, Continuous Building Substitute, full-time, temporary, effective 8/28/23
 ADD Ellie Slama, ARB-ECFE, ECFE, part-time, effective 8/28/23
 ADD Aleah Yagoda, Ebinbrook, Continuous Building Substitute, full-time, temporary, effective 8/28/23

Change of Status

Gail Blosberg, Edinbrook, Special Ed ESP, part-time to Weaver Lake, Special Education, part-time, .5 FTE, effective 8/28/23
 Daniel Gregory, Cedar Island, Special Education, part-time, .5 FTE to Elm Creek, Special Education, full-time, effective 8/28/23
 Heather Hjelmstad, Fair Oaks, ECFE, full-time, to Fernbrook, Kindergarten, full-time, effective 8/28/23
 Tashi Johns, Park Center Senior, Special Ed ESP, part-time to Science, full-time, effective 8/28/23
 Paris Kyles, Park Center Senior, Student Management Specialist to Assistant Principal, full-time, effective 8/1/23
 Anne Larson, Rush Creek, Continuous Building Substitute, full-time, temporary to Grade 1, full-time, temporary, effective 8/28/23
 Kathryn Millerman, Crest View, Kindergarten, full-time, temporary to Grade 1, effective 8/28/23
 Hannah Van Skiba, Park Center Senior, Registered Nurse to School Nurse, full-time, effective 8/28/23

Personnel – Tuesday, August 29, 2023*Change of Status, continued*

Hana Beier, ESC, Instructional ESP, part-time to Academic Support, full-time, effective 8/28/23

Kenzie Burdick-Levang, North View Middle, Special Ed ESP, part-time to Continuous Building Substitute, full-time, effective 8/28/23

Nonlicensed Personnel**Retirements**

Michelle Corrigan, Park Center Senior, AESP IVA, full-time, employment date 9/16/02, effective 8/15/23

Lee Gruetzman, ESC, Custodian, full-time, employment date 3/14/16, effective 9/1/23

Joan Mack, Woodland, Four Star ESP, part-time, employment date 12/5/02, effective 9/15/23

Karen Martin, Maple Grove Senior, Special Ed ESP, part-time, employment date 3/5/12, effective 6/8/23, currently on leave

Mark Ottinger, North View Middle, Building Operations Supervisor, full-time, employment date 6/1/87, effective 7/28/23

Resignations

Eva Bailey, Maple Grove Middle, Due Process ESP, full-time, employment date 11/29/22, effective 6/8/23

Serena Cederstrom, Weaver Lake, Special Ed ESP, part-time, employment date 10/25/21, effective 6/8/23

Alec Dickenson, ESC, Technical Support Specialist I, full-time, employment date 9/8/21, effective 8/18/23

Kimberly Fleck, Willow Lane, ECSE ESP, part-time, employment date 9/5/06, effective 6/8/23

Chandra Hanke, Maple Grove Senior, Student Management Specialist, full-time, employment date 8/29/22, effective date 6/28/23

Eric Hansen, Arbor View, Program Manager, full-time, employment 11/1/2021, effective 8/8/23

Tracey Hellawell, CBVAT, Special Ed/Voc Trainer ESP, part-time, employment date 8/9/17, effective 6/8/23

Susanne MacRunnel, Basswood, Clerical ESP, part-time, employment date 12/18/17, effective 6/8/23, currently on leave

Lori Maine, OEC, Special Ed/Vocational Trainer ESP, part-time, employment date 9/8/21, effective 6/8/23

Matthew Otto, ESC, Technical Support Specialist II, full-time, employment date 9/6/16, effective 8/21/23

David Rector, Maple Grove Senior, Custodian, full-time, temporary, employment date 4/19/23, effective 9/1/23

Kristina Russie, OALC, EL/Instructional ESP, part-time, employment date 3/12/20, effective 6/8/23

Kristin Vickstrom, Palmer Lake, EL/Clerical ESP, part-time, employment date 3/23/23, effective 6/8/23

Theresa Webber, Cedar Island, School Nutrition Assistant, part-time, employment date 9/8/2, effective 6/8/23

Terry Woodworth, ESC, Assistant Coordinator Facilities Operations, full-time, employment date 10/02/2017, effective date 8/4/2023

Katherine Yeager, ESC, AESP VB, full-time, employment date 8/29/22, effective 8/25/23

ADD James Dircks, OEC, Special Ed ESP, part-time, employment date 4/17/23, effective 6/8/23

ADD Holly Drazenovich, ESC, Info Tech ESP, part-time, employment date 2/14/23, effective 6/8/23

ADD Toni Edwards, Fernbrook, Lead Kidstop Instructor, full-time, employment date 9/15/21, effective 8/18/23

ADD Mona Heitzig, Rush Creek, Kidstop Instructor, part-time, employment date 10/8/18, effective 9/8/23

ADD Andrea Medina, Birch Grove, Special Ed ESP, part-time, employment date 1/3/23, effective 6/8/23

Personnel – Tuesday, August 29, 2023**Leaves of Absence**

Ayda Aboumegahed, Park Center Senior, School Nutrition Assistant, part-time, effective 9/5/23
Danielle Andrea, ESC, HR Leave Specialist, full-time, effective 7/31/23
Valerie LaMere, Fair Oaks, Title 1/Clerical ESP, full-time, effective 9/5/23
Marleny Naniot, Osseo Senior, EL ESP, part-time, effective 9/5/23
Charles Orton, Crest View, Instructional/Clerical ESP, part-time, effective 9/5/23
Elizabeth Smith, Maple Grove Senior, Connect ESP, part-time, effective 9/5/23
ADD Ashley Williams, Birch Grove, Special Ed ESP, part-time, effective 9/5/2023

Returning from Leave

Michael Hope, Zanewood, Custodian, full-time, effective 8/7/23
Matthew Otto, ESC, Technical Support Specialist II, full-time, Effective 8/9/23
Ebony Vanhook, Elm Creek, Special Ed ESP, part-time, effective 9/5/23
Rachel Walton, Brooklyn Middle, Student Management Specialist, full-time, effective 8/28/2023
ADD Anne Erickson, ARB-ECFE, ECFE ESP, full-time, effective 9/5/2023

Employment

Megan Ault, Rice Lake, Kidstop ESP, part-time, effective 8/28/23
Beth Bergfield, Weaver Lake, Due Process ESP, part-time, effective 8/28/23
Stephanie Beranek-LaCount, Rice Lake, Clerical ESP, part-time, effective 9/5/23
Jemel Brewer, ESC, Equity Specialist, full-time, effective 8/28/23
Kate Campbell, Rush Creek, Instructional/Clerical ESP, part-time, effective 9/5/23
Sophia Castruita, Fair Oaks, Volunteer Coordinator ESP, part-time, effective 9/5/23
Serena Cederstrom, Basswood, Four Star Kidstop Instructor, full-time, effective 8/28/23
Christopher Chance, Park Center Senior, Hall/Parking Monitor ESP, part-time, effective 9/5/23
Wyatt Darbyshire, Osseo Senior, Special Ed ESP, part-time, effective 9/5/23
Kenedi Deutschman, Maple Grove Middle, Clerical ESP, part-time, effective 9/5/23
Augusta Elliott, ESC, Bus ESP, part-time, effective 9/5/23
Dawn Fields, Rush Creek, Library/Medica/Clerical ESP, part-time, effective 9/5/23
Emily Frenstad, Maple Grove Senior, AESP II-A, full-time, effective 7/31/23
Julie Ganfield, Fernbrook, RN, full-time, effective 8/22/23
Elizabeth Goers, 279Online, AESP IV-B, full-time, effective 8/7/23
Carson Gasner, ARB-ECFE, ECFE ESP, part-time, effective 9/5/23
Tammie Golio, Elm Creek, Special Ed ESP, part-time, effective 9/5/23
Daniel Gonzalez Soto, Maple Grove Middle, Custodian, full-time, effective 8/14/23
Amanda Goodfellow, Osseo Senior, School Nutrition Assistant, part-time, effective 9/5/23
Avyn Hayes, Woodland, Special Ed ESP, part-time, effective 9/5/23
Yer Her, ESC, Recruitment & Retention Partner, full-time, effective 8/14/23
Cybrean Hubert, ESC, Equity Specialist, full-time, effective 8/28/23
Benjamin J. Irmiter, ESC, Equity Specialist, full-time, effective 8/28/23
Clifford Janke, Cedar Island, Special Ed/Clerical ESP, part-time, effective 9/5/23
Leonard Jones, Park Center Senior, Student Management Specialist, full-time, effective 8/14/13
Victoria Kernan, Brooklyn Middle, School Nutrition Assistant, part-time, effective 9/5/23
Vison Koryon, Cedar Island, Custodian, full-time, effective 8/14/23
Amber Lahtinen, Cedar Island, Volunteer Coordinator/Clerical ESP, part-time, effective 9/5/23
Candice Ledman, Maple Grove Middle, Student Management Specialist, full-time, effective 8/15/23
Carmen Middleton, Park Center Senior, AESP IVA, full-time, effective 8/14/23

Personnel – Tuesday, August 29, 2023*Employment, continued*

Madhura Naik, Rush Creek, EL/Clerical ESP, part-time, effective 9/5/23
Grace Nowak, Rush Creek, Special Ed ESP, part-time, effective 9/5/23
Korto Nyenlekewol, Garden City, Special Ed ESP, part-time, effective 9/5/23
Kelly Marchwick, Park Center Senior, EL ESP, part-time, effective 9/5/23
Teri Marciante, North View Middle, Special Ed ESP, part-time, effective 9/5/23
Elijah McClure, Brooklyn Middle, Student Management Specialist, full-time, effective 8/14/23
Bryan Nielsen, Rice Lake, Due Process/Clerical ESP, part-time, effective 9/5/23
Modupe Odulana, Rush Creek, Clerical ESP, part-time, effective 9/5/23
Samantha Pendragon, Garden City, Library/Media/Clerical ESP, part-time, effective 9/5/23
Sarah Price, Fair Oaks, Special Ed ESP, part-time, effective 9/5/23
Maxwell Pulda, Brooklyn Middle, Special Ed ESP, part-time, effective 9/5/23
Sherrod Russell, Woodland, Instructional/Clerical ESP, part-time, effective 9/5/23
Clay Sawatzke, ESC, Coordinator of Community Relations and Publications, full-time, effective 8/21/23
Ethan Schreifels, ESC, Custodian, part-time, effective 8/14/23
Linda Taft, ESC, AESP Class IV-B Transportation Administrative Assistant, full-time, effective 8/14/23
Kingston Thomas, Edinbrook, Special Ed ESP, part-time, effective 9/5/23
Trania Thomas, Palmer Lake, Instructional/Clerical ESP, part-time, effective 9/5/23
Anjelica Torres, Cedar Island, EL/Special Ed/Clerical ESP, part-time, effective 9/5/23
Serene Towey, Rice Lake, Special Ed ESP, part-time, effective 9/5/23
Dana Trouth, Maple Grove Senior, AESP IVA, full-time, effective 8/1/23
Nell Waxman, Rush Creek, RN, full-time, effective 8/28/23
Brett Wessel, Edinbrook, Kidstop ESP, part-time, effective 8/28/23
Lily Yang, Edinbrook, Kidstop ESP, part-time, effective 8/28/23
ADD Shantika Bailey, Garden City, Due Process/Clerical/Special Ed ESP, full-time, effective 9/5/23
ADD Jennifer Beck, Maple Grove Middle, Special Ed ESP, part-time, effective 9/5/23
ADD James Bregel, Elm Creek, Custodian, part-time, effective 9/5/23
ADD Lucas Burns, ESC, Technical Support Specialist I, full-time, effective 8/31/23
ADD Michaela Dale, Palmer Lake, Special Ed ESP, part-time, effective 9/5/23
ADD Andrei Gill, Crest View, Special Ed ESP, part-time, effective 9/5/23
ADD Diep Hoang, Cedar Island, Kidstop ESP, part-time, effective 8/28/23
ADD Malia Lee, Woodland, Four Star ESP, part-time, effective 8/28/23
ADD Adam Lichty, Basswood, Clerical ESP, part-time, effective 9/5/23
ADD Tasha Nelson, North View Middle, School Nutrition Assistant, part-time, effective 9/5/23
ADD Dillon Ott, Maple Grove Middle, Special Ed ESP, part-time, effective 9/5/23
ADD Eileen Parker, Maple Grove Middle, Special Ed ESP, part-time, effective 9/5/23
ADD Irstress Pouncil, Rice Lake, Four Star ESP, part-time, effective 8/28/23
ADD Husain Raza, Woodland, Kidstop ESP, part-time, effective 8/28/23
ADD Jillian Rosby, Park Center Senior, AESP IIA, full-time, effective 8/21/23
ADD Chris Shea, Maple Grove Middle, Clerical ESP, part-time, effective 9/5/23
ADD Vierra Shelton, Park Center Senior, Special Ed ESP, part-time, effective 9/5/23
ADD Kenn Sisombath, ESC, Info Tech ESP, part-time, effective 9/5/23
ADD Abigail Smith, Basswood, Kidstop ESP, part-time, effective 8/28/23
ADD Marah Smith, Cedar Island, Special Ed/Clerical ESP, part-time, effective 9/5/23
ADD Shubhangi Soni, Weaver Lake, Special Ed ESP, part-time, effective 9/5/23
ADD Eric Stern, ESC, Info Tech ESP, part-time, temporary, effective 9/5/23
ADD Leeann Strickland, Oak View, LPN, full-time, effective 8/28/23

Personnel – Tuesday, August 29, 2023*Employment, continued*

- ADD Anne Tran, Edinbrook, Kidstop ESP, part-time, effective 8/28/23
ADD Caitlyn Warren, Weaver Lake, Four Star ESP, part-time, effective 8/28/23

Change of Status

- Josee Axberg, Maple Grove Middle, Clerical ESP, part-time to AESP - II-A Middle School
Counseling Office Administrative Assistant, full-time, effective 8/28/23
Carter Berry, North View Middle, Custodian full-time to Building Operations Supervisor, full-time, effective 8/4/23
Trevor Dehmer, Garden City, Custodian, part-time to full-time, effective 7/25/23
Alec Peterson, ESC, Info Tech/Clerical ESP, part-time to Technology Support Specialist III, full-time, effective 8/14/23
Audra Stevenson, ESC, Equity Specialist to Student Management Specialist, Maple Grove Senior, full-time, effective 8/14/23
ADD Jessica Chounard, Edinbrook, School Nutrition Assistant, part-time to Instructional/Clerical ESP, part-time, effective 9/5/23
ADD Tracy Johnson, Osseo Senior, Clerical ESP, part-time to AESP II-A, full-time, effective 8/9/23

Death

- ADD Steve Grant, ESC, Custodian, full-time, employment date 11/4/14, date of death 8/24/23
with sympathy to family, friends and colleagues

Reduction in Force Separations

- Tristan Carter, Maple Grove Senior, Student Assistance Counselor, employment date 10/17/22, effective 6/9/23

**JOINT POWERS AGREEMENT BETWEEN
THE CITY OF BROOKLYN PARK AND INDEPENDENT SCHOOL DISTRICT
NO. 279 (OSSEO AREA SCHOOLS) FOR THE PURPOSE OF MANAGING AND
ADMINISTERING THE SCHOOL DISTRICT'S
NOVEMBER 7, 2023, SPECIAL ELECTION**

THIS JOINT POWERS AGREEMENT is entered into this 29th day of August, 2023, (the Agreement) by and between the **CITY OF BROOKLYN PARK**, a Minnesota municipal corporation (the City) and **INDEPENDENT SCHOOL DISTRICT NO. 279** (the School District), an independent school district under the laws of Minnesota (the School District) in order for the City to provide certain election services for the School District's November 7, 2023 Special Election (the Election).

WHEREAS, the City has certain election-related duties imposed upon it under Minnesota election law and other relevant state and federal laws; and

WHEREAS, the School District has certain election-related duties imposed upon it under Minnesota election law and other relevant state and federal laws; and

WHEREAS, the City and the School District agree that efficiencies and economies of scale make it desirable for the City to assume some of the School District's election-related responsibilities; and

WHEREAS, MINN. STAT. § 471.59 authorizes local governmental units to enter into joint powers agreements with other governmental units to perform any service or function on behalf of that unit which that government would be authorized to provide for itself.

NOW, THEREFORE, pursuant to MINN. STAT. § 471.59 and the various Chapters of the Minnesota Election Laws, the City and the School District (each, a Party and collectively, the Parties) agree as follows:

I. TERM OF AGREEMENT

A. This Agreement shall commence on September 1, 2023 and shall terminate on December 2, 2023.

B. This Agreement shall apply only to the Election.

II. CITY RESPONSIBILITIES

The City will assume the following election duties which are assigned to the School District under Minnesota election law and other relevant state and federal laws:

- A. The City shall direct any and all election-related inquiries to the School District Community Relations Director and Executive Director of Finance & Operations.
- B. The City shall be responsible for recruitment, training and assignment of election judges.
- C. The City shall be responsible for the payment of the election judges' salaries.
 - 1. The amount of salary paid to election judges shall be the amount established by the governing body of the School District (the School Board).
- D. The City shall arrange for the use of optical scan voting systems and attendant polling place equipment.
- E. The City will provide and coordinate for the placement and use of election equipment at each polling place.
 - 1. Election Equipment for purposes of this Agreement means voting booths, polling place signs, flags, stands, and supply boxes.
 - 2. In the event that additional or replacement Election Equipment is needed at a polling place, the City shall purchase the Equipment and bill the School District for the cost of this additional or replacement Election Equipment.
 - 3. The School District agrees to reimburse the City for the cost of transporting election equipment, including but not limited to, the cost of renting trucks to transport the equipment.
 - 4. The School District shall be responsible for replacing any lost, stolen, damaged, or destroyed election equipment and will hold the City harmless if any of the School District election equipment is lost, stolen, damaged, or destroyed while in the care and custody of the City.
- F. The City shall utilize the School District's Combined Polling Places as designated by the School Board. (Exhibit A)
- G. The City shall be responsible for posting all notices and providing election forms, supplies, and other related materials at each polling place.
- H. The City shall conduct preliminary tests and public accuracy tests of voting systems and publish and post notices of the public accuracy tests.
- I. The City shall be responsible for troubleshooting technical issues with voting equipment.

- J. The City shall designate an absentee ballot board for the purpose of accepting and rejecting ballots for the School District.
- K. The City shall administer absentee voting for the School District.
- L. The City shall be responsible for compiling and reporting election results and election statistics to the School District and to Hennepin County.
- M. The City shall, on behalf of the School District, provide information and assistance relating to election procedures to School District officials and the public.

III. SCHOOL DISTRICT RESPONSIBILITIES

The School District shall be responsible for the following under this Agreement:

- A. The School District Community Relations Director and Executive Director of Finance and Operations shall act as the principal contact persons for the School District with respect to questions from the public related to the Election. These individuals shall be available to assist as necessary on election day.
- B. The School District shall be the primary point of contact with Hennepin County with respect to election-related matters.
- C. The School District shall be responsible for the programming, layout and printing of ballots.
- D. The School District shall be responsible for preparing and disseminating all factual information intended to educate the voters.
- E. The School District shall authorize the City to designate an absentee ballot board for the purpose of accepting and rejecting ballots for the School District.
- F. The School District shall administer initial and ongoing campaign financial reporting and economic disclosure activities; prepare, post and publish election notices; post sample ballots at the School District Office, provide election-related information on the School District's website, and conduct the official canvass of election results following the election.
- G. The School District shall retain election records after the election as required by law and retain a permanent archive of election results.

- H. The School District shall conduct the official canvass of election results following the election.

IV. RECOUNTS

The Parties recognize that under Minnesota State law the School District Clerk or designee serves as the recount official for recounts conducted by the governing body of the School District (the School Board) or School District Canvassing Board. If mutually agreed by the Parties, a City official may act as the recount official.

- A. The Parties will determine the duties, responsibilities and cost reimbursements for any such recount agreement.

V. LEGAL REPRESENTATION

The City shall not be responsible to provide the School District with legal advice concerning questions of election law, and the School District will seek such legal advice from its School District Attorney.

- A. The City Attorney shall advise and represent the City in its performance of this Agreement.

VI. COST

The cost of services provided by the City to the School District under this Agreement shall not to exceed \$100,000. A schedule of costs is attached hereto as Exhibit B.

- A. The School District shall pay the City for the Election services on presentation of an invoice detailing the costs incurred. Payment shall be due within thirty (30) days of receipt of the invoice by the School District.
- B. The Parties agree that the City may amend the costs to the School District from time to time by giving the School District thirty (30) days' notice of the new costs. Notice of the new costs shall be given to the School District no later than November 2, 2023.

VII. TERMINATION

Upon termination of this Agreement, all property held pursuant to the Agreement shall be distributed to the Party providing the property.

VIII. DATA PRACTICES

All data created, collected, received, maintained or disseminated for any purpose in the course of this Agreement is governed by the Minnesota Data Practices Act,

MINN. STAT. CHAPT. 13, or any rules adopted to implement the Act, and any other applicable state or federal law relating to data privacy.

IX. NO WARRANTY

The Parties agree that the City is furnishing the Voting Equipment System on an "as is" basis, without representation or any express or implied warranties. The School District's exclusive remedy and the City's sole liability for any substantial defect which impairs the use of the Voting Equipment System for the purposes stated herein shall be the right to terminate this agreement. The City does not warrant that the Election Voting Equipment System will be error free. The City disclaims any other warranties, express or implied, respecting this agreement or the Voting Equipment System.

X. INSURANCE

During the term of this contract, the School District and City will maintain, through commercially available insurance or on a self-insured basis, property insurance coverage on the voting equipment each owns, for the repair or replacement of the voting equipment if damaged or stolen. Each party shall be responsible for any deductible under its respective policy. Each party hereby waives and releases the other party, its employees, agents, officials, and officers from all claims, liability, and causes of action for loss, damage to or destruction of the waiving party's property resulting from fire or other perils covered in the standard property insurance coverage maintained by the party. Furthermore, each party agrees that it will look to its own property insurance for reimbursement for any loss and shall have no rights of subrogation against the other party.

XI. INDEMNIFICATION

Each party to this contract will defend, hold harmless, and indemnify the other party, its officials, agents, and employees from any liability, loss, and damage it may suffer as a result of demands, claims, judgments, or costs including, but not limited to, attorneys' fees and disbursements, arising out of or related to the indemnifying party's performance or failure of performance under this contract. This provision shall not be construed nor operate as a waiver of any applicable limits of or exceptions to liability set by law. This provision will survive the termination of this contract.

XII. ALTERATIONS

The provisions of this contract may be altered only by mutual written consent of the City and the School District. Any alteration, variation, modification, or waiver of the provisions of this contract shall be valid only after it has been reduced to writing and duly signed by all parties.

XIII. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

XIV. ENTIRE AGREEMENT

It is understood and agreed that the entire agreement of the Parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the Parties relating to the subject matter hereof.

IN WITNESS WHEREOF, the Parties have executed this Agreement by the signatures below and this Agreement has been approved by their respective governing bodies.

[Remainder of page intentionally left blank]

[Signature pages to follow]

CITY OF BROOKLYN PARK, MINNESOTA

BY:  _____

Its: **Mayor** _____

BY:  _____

Its: **City Manager** _____

[Signature page to Joint Powers Agreement, dated as of August 29, 2023 by and between the City of Brooklyn Park, Minnesota and Independent School District. No. 279 (Osseo Area Schools), Minnesota]

**INDEPENDENT SCHOOL DISTRICT NO. 279
(OSSEO AREA SCHOOLS), MINNESOTA**

BY: _____

Its: Chair _____

BY: _____

Its: Clerk _____

[Signature page to Joint Powers Agreement, dated as of August 29, 2023 by and between the City of Brooklyn Park, Minnesota and Independent School District. No. 279 (Osseo Area Schools), Minnesota]

EXHIBIT A

CERTIFICATION OF MINUTES RELATING TO SPECIAL ELECTION

Issuer: Independent School District No. 279 (Osseo Area Schools), Minnesota
Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held on May 23, 2023 at 6:00 p.m. at the Educational Service Center, in Maple Grove, Minnesota.

Members present: Sarah Mitchell, Thomas Brooks, Tanya Simons, Jackie Mosqueda-Jones, Heather Douglass, and Tamara Grady.

Members absent: None.

Documents attached:

Minutes of said meeting (including):

**RESOLUTION RELATING TO DETERMINING THE NECESSITY OF
ISSUING GENERAL OBLIGATION BONDS AND CALLING A SPECIAL
ELECTION THEREON**

I, the undersigned, being the duly qualified and acting recording officer of the public corporation referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer on May 23, 2023.


School District Clerk

Member Tanya Simons introduced the following resolution and moved its adoption, which motion was seconded by Member Sarah Mitchell:

**RESOLUTION RELATING TO DETERMINING THE NECESSITY OF ISSUING
GENERAL OBLIGATION BONDS AND CALLING A SPECIAL ELECTION
THEREON**

BE IT RESOLVED by the School Board (the Board) of Independent School District No. 279 (Osseo Area Schools), Minnesota (the School District) as follows:

It is hereby found, determined and declared as follows:

1. The Board has investigated the facts and does hereby find, determine and declare that it is necessary and expedient pursuant to Minnesota Statutes, Chapter 475, to issue general obligation school building bonds in an amount not to exceed \$223,225,000 for acquisition and betterment of school sites and facilities including, but not limited to:

- Safety and security improvements at all schools;
- Career and technical education space renovations at all high schools;
- Science, technology, engineering, arts and math space renovations at all magnet schools;
- Classroom renovations for special education, gifted/talented and multilingual learners, at all schools;
- New furniture and flexible learning spaces added throughout all schools;
- Library media center renovations at all schools;
- Outdoor classrooms added to all elementary and middle schools currently without;
- Construction of a new elementary school, and an addition onto Maple Grove Senior High School, to address student population growth; and
- The repurposing of an elementary school for Community Education programming from early childhood through adult.

2. The projects described in paragraph 1 have been or will be submitted to the Commissioner of Education of the State of Minnesota for Review and Comment. Said projects and such submission are hereby approved by this Board. The actions of the School District's administration in applying to the Minnesota Department of Education for the Commissioner's Review and Comment and taking such other actions as necessary to comply with the provisions of Minnesota Statutes, Section 123B.71, as amended, are hereby directed, authorized, approved and ratified in all respects. The Board's determination to hold the election to authorize the issuance of the Bonds is contingent upon receiving: (a) a favorable Review and Comment; or (b) an unfavorable review and comment subject to the Board's reconsideration, by resolution, of construction of the projects and the Board's determination to proceed with such construction and approval by 60 percent of the voters voting in the election to approve the issuance of the Bonds, pursuant to Minnesota Statutes, Section 123B.70, Subdivision 4. When the Commissioner's Review and Comment is received, the Clerk is authorized and directed to publish a summary of the Review and Comment in a legal newspaper of general circulation in the School District not less than twenty (20) nor more than sixty (60) days before the special election date and the School District will hold a public meeting on the Review and Comment prior to the date of the election.

3. The question on the issuance of the Bonds shall be submitted to the qualified electors of the School District at a special election, which is hereby called and directed to be held on Tuesday, November 7,

2023, between the hours of 7:00 a.m. and 8:00 p.m.

4. The School District's combined polling places and the precincts served by the polling places, as established and designated by resolution of the Board pursuant to Minnesota Statutes, Section 205A.11, are hereby designated for this special election.

5. The Clerk is hereby authorized and directed to cause written notice of the special election to be: (a) provided to the County Auditor at least seventy-four (74) days before the date of the special election; (b) provided to the Commissioner of Education at least seventy-four (74) days before the date of the special election; (c) sent by nonforwardable mail to every affected household in the School District with at least one registered voter at least fourteen (14) days before the date of the special election; (d) posted at the administrative offices of the School District, for public inspection, at least ten (10) days before the date of the special election; and (e) published in the official newspaper of the School District once each week for at least two consecutive weeks, with the last publication being at least one week before the date of the special election. The Notice of Special Election shall be prepared in substantially the following form:

**NOTICE OF SPECIAL ELECTION
INDEPENDENT SCHOOL DISTRICT NO. 279
(OSSEO AREA SCHOOLS), MINNESOTA**

NOTICE IS HEREBY GIVEN that a special election has been called and will be held in and for Independent School District No. 279 (Osseo Area Schools), Minnesota, on November 7, 2023, between the hours of 7:00 a.m. and 8:00 p.m. to vote on the following question:

School District Question: Approval of School Building Bonds

Shall the board of Independent School District No. 279 (Osseo Area Schools), Minnesota be authorized to issue general obligation school building bonds in an amount not to exceed \$223,225,000 for acquisition and betterment of school sites and facilities including, but not limited to:

- Safety and security improvements at all schools;
- Career and technical education space renovations at all high schools;
- Science, technology, engineering, arts and math space renovations at all magnet schools;
- Classroom renovations for special education, gifted/talented and multilingual learners, at all schools;
- New furniture and flexible learning spaces added throughout all schools;
- Library media center renovations at all schools;
- Outdoor classrooms added to all elementary and middle schools currently without;
- Construction of a new elementary school, and an addition onto Maple Grove Senior High School, to address student population growth; and
- The repurposing of an elementary school for Community Education programming from early childhood through adult?

**BY VOTING “YES” ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A
PROPERTY TAX INCREASE**

The polling places and precincts served by the polling places for the special election will be as follows:

Combined Polling Places and Precincts Served:

School District Combined Polling Place No. 1

BROOKLYN MIDDLE SCHOOL
7377 Noble Ave. N.
Brooklyn Park, MN 55443

This combined polling place serves all territory in Independent School District No. 279 located in the City of Brooklyn Center, Precinct P-04 and P-05, and in the City of Brooklyn Park, Precinct W-C P-1, W-C P-2, W-C P-3, W-E P-1, W-E P-2, W-E P-4, W-E P-5, and W-W P-7, Hennepin County, Minnesota.

School District Combined Polling Place No. 2

EDINBROOK ELEMENTARY SCHOOL
8925 Zane Avenue North
Brooklyn Park, MN 55429

This combined polling place serves all territory in Independent School District No. 279 located in the City of Brooklyn Park, Precinct W-C P-4, W-C P-5, W-C P-6, W-C P-7, W-C P-8, and W-W P-8, Hennepin County, Minnesota.

School District Combined Polling Place No. 3

FERNBROOK ELEMENTARY SCHOOL
9661 Fernbrook Lane
Maple Grove, MN 55369

This combined polling place serves all territory in Independent School District No. 279 located in the City of Corcoran, Precinct P-02; the City of Dayton, Precinct P-01; the City of Rogers, Precinct P-03; and the City of Maple Grove, Precinct P-01, P-02, P-03, and P015, Hennepin County, Minnesota.

School District Combined Polling Place No. 4

BASSWOOD ELEMENTARY SCHOOL
15425 Bass Lake Road
Maple Grove, MN 55311

This combined polling place serves all territory in Independent School District No. 279 located in the City of Maple Grove, Precinct P-10, P-11, P-12, P-13, and P-14, Hennepin County, Minnesota.

School District Combined Polling Place No. 5

MAPLE GROVE MIDDLE SCHOOL
7000 Hemlock Lane
Maple Grove, MN 55369

This combined polling place serves all territory in Independent School District No. 279 located in the City of Maple Grove, Precinct P-07, P-08, and P-09; in the City of Brooklyn Park, Precinct W-W P-3, W-W P-4, and W-W P-5, and the City of Plymouth, Precinct W-4 P-17, W-4 P-18, and W-4 P19, Hennepin County, Minnesota.

School District Combined Polling Place No. 6

ELM CREEK ELEMENTARY SCHOOL
9830 Revere Lane
Maple Grove, MN 55369

This combined polling place serves all territory in Independent School District No. 279 located in the City of Osseo, Precinct P-01; the City of Maple Grove, Precinct P-04, P-05, and P-06; and the City of Brooklyn Park, Precinct W-W P-6, Hennepin County, Minnesota.

All qualified electors residing in the School District may cast their ballots at the polling places listed above during the polling hours specified above.

A voter must be registered to vote to be eligible to vote in the special election. Unregistered individuals may register to vote at the polling places on Election Day.

Dated: May 23, 2023.

BY ORDER OF THE SCHOOL BOARD

/s/ Tamara Grady, Clerk

6. The Clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this special election. If an optical scan voting system is being used, the Clerk shall comply with the laws and rules governing the procedures and requirements for optical scan voting systems. 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 special election and generally to cooperate with election authorities conducting any 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 other elections, including entering into agreements with appropriate municipal and county officials regarding preparation and distribution of ballots or ballot cards, election administration, and cost sharing.

7. The Clerk is authorized and directed to cause a printed ballot for the question to be prepared in accordance with Minnesota Statutes, Section 205A.08, Subdivision 5 and the rules of the secretary of state for use at the special election. If an optical scan voting system is being used, the Clerk shall cause official ballots to be printed according to the format of ballots for optical scan voting systems provided by the laws and rules governing optical scan voting systems. The Clerk is further authorized and directed to cause a sample ballot to be posted in the administrative offices of the School District, for public inspection, at least four (4) days before the date of the special election and to cause two sample ballots to be posted at each polling place on the date of the special election and to cooperate with the proper election officials to cause ballots or ballot cards to be prepared for use at said election. The ballot shall be in substantially the following form, with such changes in form and instructions as may be necessary to accommodate the use of an optical scan voting system:

**Special Election Ballot
School District Ballot
Independent School District No. 279
(Osseo Area Schools), Minnesota**

November 7, 2023

Instructions to Voters

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



To vote for a question, fill in the oval next to the word "Yes" for that question.

To vote against a question, fill in the oval next to the word "No" for that question.

**School District Question
Approval of School Building Bonds**

8

**YES
NO**

Shall the board of Independent School District No. 279 (Osseo Area Schools), Minnesota be authorized to issue general obligation school building bonds in an amount not to exceed \$223,225,000 for acquisition and betterment of school sites and facilities including, but not limited to:

- Safety and security improvements at all schools;
- Career and technical education space renovations at all high schools;
- Science, technology, engineering, arts and math space renovations at all magnet schools;
- Classroom renovations for special education, gifted/talented and multilingual learners, at all schools;
- New furniture and flexible learning spaces added throughout all schools;
- Library media center renovations at all schools;
- Outdoor classrooms added to all elementary and middle schools currently without;
- Construction of a new elementary school, and an addition onto Maple Grove Senior High School, to address student population growth; and
- The repurposing of an elementary school for Community Education programming from early childhood through adult?

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING
FOR A PROPERTY TAX INCREASE**

(Reverse side of ballot)

OFFICIAL BALLOT

November 7, 2023

Judge

Judge

(The ballot is to be initialed by two judges)

8. If the School District will be contracting to print the ballots for this special 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, upon request, 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.

9. The Clerk shall prepare and have ready for use absentee ballots at least forty-six (46) days before the special election in accordance with Minnesota Statutes, Section 204B.35, Subdivision 4.

10. As required by Minnesota Statutes, Section 203B.121, the Board hereby establishes a ballot board to process, accept and reject absentee ballots at school district elections not held on the day of a statewide election and generally to carry out the duties of a ballot board as provided by Minnesota Statutes, Section 203B.121 and other applicable laws. The ballot board must consist of a sufficient number of election judges trained in the handling of absentee ballots. The ballot board may include deputy county auditors and deputy city clerks who have received training in the processing and counting of absentee ballots. The clerk or the clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The clerk or the clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the Board from time to time as to its status. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day.

11. The Board shall appoint election judges and alternates in accordance with Minnesota Statutes, Section 204B.21. The appointments will be made at least twenty-five (25) days before the special election.

12. Pursuant to Minnesota Statutes, Section 206.83, the Clerk shall provide for testing of the optical scan voting system within the fourteen (14) day period before the special election and shall cause notice of the time and place of the test to be published in the School District's official newspaper at least two (2) days before the test.

13. Pursuant to Minnesota Statutes, Section 206.85, Subdivision 1(6), the Clerk shall cause notice of the location of the counting center or the places where the ballots will be counted to be published in the School District's official newspaper at least once within the week before the special election and in the daily newspaper of widest circulation, if any, once on the day before the special election.

14. The special election shall be held and the returns made and canvassed in the manner prescribed by law and the Board shall meet on a date between the third day, November 10, 2023, and the tenth day, November 17, 2023, after the special election for the purpose of canvassing the results thereof.

15. Pursuant to Minnesota Statutes, Section 205A.07, Subdivision 3a, the Clerk is hereby instructed to notify the Commissioner of Education of the results of the special election and to provide the certified vote totals for the ballot question in written form within fifteen (15) days after the results have been certified by the Board.

16. Pursuant to Minnesota Statutes, Section 211A.02, Subdivision 6, the Clerk is hereby instructed to make any campaign finance reports filed with the Clerk by campaign committees within seven (7) days after the special election available on the School District's web site as soon as possible, but no later than thirty (30) days after receipt of any such report. The Clerk is further instructed to provide the Campaign Finance and Public Disclosure Board with a link to the section of web site where such reports are made available. Such reports must remain available on the web site for four (4) years from the date first posted.

Upon vote being taken thereon, the following voted in favor thereof: Sarah Mitchell, Thomas Brooks, Tanya Simons, Jackie Mosqueda-Jones, Heather Douglass, and Tamara Grady;

and the following voted against the same: none.

whereupon the resolution was declared duly passed and adopted.

Exhibit B**Costs for ISD No. 279 November 7, 2023 Special Election**

	Total
Equipment	\$440
City Staff Costs	\$50,328
Clerk & Election Judge Costs	\$43,500
[OTHER] – Supplies/Ballots	\$4,857
Total	\$99,135

RESOLUTION #2023-88

RESOLUTION APPROVING THE JOINT POWERS AGREEMENT BETWEEN THE CITY OF BROOKLYN PARK AND INDEPENDENT SCHOOL DISTRICT NO. 279 FOR THE PURPOSE OF MANAGING AND ADMINISTERING THE SCHOOL DISTRICT'S NOVEMBER 7, 2023, SPECIAL ELECTION

WHEREAS, the city has certain election-related duties imposed upon it under Minnesota election law and other relevant state and federal laws, and

WHEREAS, the school district has certain election related duties imposed upon it under Minnesota election law and other relevant state and federal laws; and

WHEREAS, the city and the school district agree that efficiencies and economies of scale make it desirable for the city to assume some of the school district's election related responsibilities, and

WHEREAS, Minnesota State Statute 471.59 authorizes local governmental units to enter into joint powers agreements with other governmental units to perform any service or function on behalf of that unit which that government would be authorized to provide for itself, and

WHEREAS, pursuant to Minnesota State Statute 471.59, and the various chapters of the Minnesota election laws, the school district and city agree on the terms of the joint powers agreement.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park authorizes the City of Brooklyn Park to enter into a Joint Powers Agreement with Independent School District 279 for the purpose of managing and administering the School District's November 7, 2023, Special Election.

The foregoing resolution was introduced by Council Member Eriksen and duly seconded by Council Member Lee.

The following voted in favor of the resolution: Morson, Tran, Lee, Eriksen, and Winston.

The following voted against: None.

The following were absent: Klonowski.

Where upon the resolution was adopted.

ADOPTED: August 18, 2023



HOLLIES WINSTON, MAYOR

CERTIFICATE
STATE OF MINNESOTA
COUNTY OF HENNEPIN
CITY OF BROOKLYN PARK

I, the undersigned, being the duly qualified City Clerk of the City of Brooklyn Park, Minnesota, hereby certify that the above resolution is a true and correct copy of the resolution as adopted by the City Council of the City of Brooklyn Park on August 18, 2023.

WITNESS my hand officially as such Clerk and the corporate seal of the city this 19th day of August 2023.

(SEAL)


DEVIN MONTERO, CITY CLERK

CERTIFICATION OF MINUTES RELATING TO SPECIAL ELECTION

Issuer: Independent School District No. 279 (Osseo Area Schools), Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held on Tuesday, August 29, 2023 at 6:00 p.m. at the Educational Service Center, 11200 93rd Avenue North, Maple Grove, Minnesota.

Members present:

Members absent:

Documents attached:

Minutes of said meeting (including):

RESOLUTION RELATING TO ESTABLISHING THE LOCATION FOR
ABSENTEE VOTING FOR THE SCHOOL DISTRICT SPECIAL ELECTION
NOT HELD ON THE DAY OF A STATEWIDE ELECTION

I, the undersigned, being the duly qualified and acting recording officer of the public corporation referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer on August 29, 2023.

School District Clerk

Member _____ introduced the following resolution and moved its adoption, which motion was seconded by Member _____:

RESOLUTION RELATING TO ESTABLISHING THE LOCATION FOR
ABSENTEE VOTING FOR THE SCHOOL DISTRICT SPECIAL ELECTION
NOT HELD ON THE DAY OF A STATEWIDE ELECTION

BE IT RESOLVED by the School Board (the Board) of Independent School District No. 279 (Osseo Area Schools), Minnesota (the School District) as follows:

It is hereby found, determined and declared that the Board hereby establishes Brooklyn Park City Hall, 5200 85th Avenue North, Brooklyn Park, MN 55443 as the location for absentee voting with respect to the School District special election not held on the day of a statewide election.

Upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

CERTIFICATION OF MINUTES RELATING TO SPECIAL ELECTION

Issuer: Independent School District No. 279 (Osseo Area Schools), Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held on Tuesday, August 29, 2023 at 6:00 p.m. at the Educational Service Center, 11200 93rd Avenue North, Maple Grove, Minnesota.

Members present:

Members absent:

Documents attached:

Minutes of said meeting (including):

RESOLUTION ESTABLISHING AN ABSENTEE BALLOT BOARD, APPOINTING ABSENTEE BALLOT BOARD JUDGES FOR THE NOVEMBER 7, 2023, SCHOOL DISTRICT SPECIAL ELECTION AND APPOINT ALL MEMBERS APPOINTED AS THE HENNEPIN COUNTY ABSENTEE BALLOT BOARD TO ACT AS THE BROOKLYN PARK ABSENTEE BALLOT BOARD FOR THE NOVEMBER 7, 2023, SCHOOL DISTRICT 279 SPECIAL ELECTION

I, the undersigned, being the duly qualified and acting recording officer of the public corporation referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer on August 29, 2023.

School District Clerk

Member _____ introduced the following resolution and moved its adoption, which motion was seconded by Member _____:

RESOLUTION ESTABLISHING AN ABSENTEE BALLOT BOARD, APPOINTING
ABSENTEE BALLOT BOARD JUDGES FOR THE NOVEMBER 7, 2023, SCHOOL
DISTRICT SPECIAL ELECTION AND APPOINT ALL MEMBERS APPOINTED AS
THE HENNEPIN COUNTY ABSENTEE BALLOT BOARD TO ACT AS THE
BROOKLYN PARK ABSENTEE BALLOT BOARD FOR THE NOVEMBER 7, 2023,
SCHOOL DISTRICT 279 SPECIAL ELECTION

WHEREAS, Minnesota State Statute 203B.121, Subdivision 1, requires a ballot board to be established by ordinance or resolution; and

WHEREAS, this board will bring uniformity in the processing of accepting or rejecting returned absentee ballots in the city of Brooklyn Park; and

WHEREAS, the Absentee Ballot Board would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 or deputy clerks trained in the processing and counting of absentee ballots.

NOW, THEREFORE, BE IT RESOLVED that the School Board of ISD 279 Osseo Area Schools hereby establishes an Absentee Ballot Board that would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 or deputy clerks to perform the task; and

BE IT FURTHER RESOLVED by the School Board of ISD 279 Osseo Area Schools that the absentee ballot board judges for the November 7, 2023, School District Special Election be appointed as presented, per Exhibit A attached hereto, and made a part hereof and further authorizing the Brooklyn Park City Clerk to appoint additional judges if needed; and

BE IT FURTHER RESOLVED by the School Board of ISD 279 Osseo Area Schools to appoint all members appointed to the Hennepin County Absentee Ballot Board as authorized under Minn. Stat. 204B.21, subd. 2 under the direction of the Hennepin County Elections Director to act as the City of Brooklyn Park Absentee Ballot Board when reviewing in person absentee ballots received at the Hennepin County Government Center counter.

EXHIBIT A

Catherine Oslund
Carol Parks
Sharon Knutson
Barbara Leitner
Melody Bird
Jennifer Gooden
George Bonnell
Craig Erikson
Scott Knutson

Memo

To: School Board Members

From: Lisa Chang, Director, Labor Relations
Laurel Anderson, Executive Director, Human Resources

Date: August 29, 2023

Re: Recommendation for Approval, Agreement on the Terms and Conditions of Employment between the Independent School District 279 School Board and Education Support Professionals (ESPs), July 1, 2022 – June 30, 2024.

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 Education Support Professionals (ESPs), effective July 1, 2022, through June 30, 2024.

Background:

The ESP group consists of 673 employees in various positions throughout the district supporting students, buildings, programs, and departments.

Key Concepts/Ideas:

The agreement contains language changes to Vacation, Retirement Savings Plan, Professional Development, Group Benefits/Insurance, Rates of Pay and Memorandums of Understanding (MOUs).

In the Vacation section, newly hired employees will no longer have to wait to use vacation. Vacation will be credited upon hire.

In the Retirement Savings Plan section, the district agreed to eliminate the one year waiting period for the district match.

A new section titled Professional Development was added that will allow ESPs to take professional development outside of their duty day and earn up to one additional day of personal leave. The intent is to increase the skillset of our staff, provide incentive to continue professional growth, and recognize ESPs for their commitment to our scholars.

Recommendation for Approval
Education Support Professionals (ESPs)
Page 1

A task force memorandum of understanding was added to explore the development of 12-month positions from existing 10-month and summer casual staffing.

A revision was made to the Attendance Recognition memorandum of understanding for an exception that allows religious leave to be granted, up to 3 days maximum, and still qualify for the incentive.

A memorandum of understanding was created to fund up to 20 ESP mentors. This is a continuation of the current mentor program and will allow for additional support for ESPs throughout the district.

In the Group Benefits/Insurance section, the monthly district contribution toward health insurance will be set at the following amounts for full-time employees (scheduled to work 32 or more hours per week):

Effective July 1, 2022 – December 31, 2022

	Single	Employee +1	Family
High	\$622.45	\$966.35	\$1,548.29
Value	\$622.45	\$966.35	\$1,548.29
HSA Plan	\$496.95	\$963.93	\$1,542.28

Effective January 1, 2023 – December 31, 2023

	Single	Employee +1	Family
High	\$622.45	\$966.35	\$1,548.29
Value	\$622.45	\$966.35	\$1,548.29
HSA Plan	\$519.31	\$1,007.31	\$1,611.68

Effective January 1, 2024

	Single	Employee +1	Family
High	\$622.45	\$966.35	\$1,548.29
Value	\$650.46	\$1,009.84	\$1,617.96
HSA Plan	\$566.05	\$1,052.64	\$1,684.21

A commensurate percentage increase to the monthly district contribution for health insurance was added to the language for part-time employees (scheduled to work 30 hours per week but less than 32 hours per week).

In the Dental Benefits section, language was added to include family coverage specifically stating effective January 1, 2024, full-time employees (32 hours or more) who qualify for and enroll for family/dependent coverage in the School District's group dental insurance plan will pay the full cost of the premium minus the School District's contribution for single coverage. The premium will be paid by payroll deduction.

In the Salary Schedules and Rates of Pay sections of the collective bargaining agreement, the agreement calls for varied salary percentage increases at each step of the salary schedule. In

addition, in year 2 the grid for Classification II will collapse from 4 steps to 3 steps to ensure competitiveness and consistency. Kidstop ESPs and the Traffic Controller and Crossing Guard positions were reclassified into Class II pay grid as defined in the collective bargaining agreement. Step movement for eligible employees is in effect for each year of the contract. The following represents the pay grid for 2022-2023 and 2023-2024.

ESP 2022-2023 Hourly Rates			Kidstop ESP 2022-2023 Hourly Rates
Steps	Classification 1	Classification II	Classification
2	\$17.00	\$18.00	\$16.75
3	\$18.53	\$18.68	\$18.11
4	\$21.31	\$20.68	\$20.63
5		\$23.71	\$21.39

ESP 2023-2024 Hourly Rates			Kidstop ESP 2023-2024 Hourly Rates
Steps	Classification 1	Classification II	Classification
1	\$17.43	\$19.43	\$19.43
2	\$18.99	\$21.51	\$21.51
3	\$21.84	\$24.66	\$24.66

The salary investment outlined above is consistent with the financial parameters established by the School Board for the 2022-2024 contract negotiation. The two-year agreement results in an 8.13% total package increase. The total financial investment is \$2,612,592.00 over the term of the agreement.

Timeline/Next Steps:

With the ratification of the contract, Human Resources and Payroll will begin the implementation process.

CONTRACT

Between

OSSEO AREA SCHOOLS

ISD  279

**THE SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT 279
MAPLE GROVE, MINNESOTA**

and



**EDUCATION MINNESOTA - OSSEO
EDUCATIONAL SUPPORT PROFESSIONALS, LOCAL #7325**

Effective Dates: July 1, 202~~20~~ – June 30, 202~~42~~

AGREEMENT ON TERMS AND CONDITIONS OF EMPLOYMENT
BETWEEN
INDEPENDENT SCHOOL DISTRICT 279- OSSEO AREA SCHOOLS
MAPLE GROVE, MINNESOTA
AND
EDUCATION MINNESOTA- OSSEO
EDUCATIONAL SUPPORT PROFESSIONALS (ESP), LOCAL #7325

EFFECTIVE DATE: July 1, 2020 – June 30, 2022

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

For the Education Minnesota-Osseo
Educational Support Professionals

Betty Hesper
President

Dated this 10 day of October, 2021

For ISD 279- Osseo Area Schools:

[Signature]
Chair, School Board

[Signature]
Clerk, School Board

Director, Labor Relations

Dated this _____ day of _____, 20____

Addresses of Official Notice:

Educational Support Professionals:
Education Minnesota-OSSEO Local #1212
9210 Wyoming Ave. N. #200
Brooklyn Park, MN 55445

School Board:
ISD #279
11200 93rd Avenue N.
Maple Grove, MN 55369

TABLE OF CONTENTS

ARTICLE ~~1I~~ - PURPOSE OF AGREEMENT

Section 1. Parties.....	1
-------------------------	---

ARTICLE ~~2II~~ - EMPLOYEE REPRESENTATIVE

Section 1. Recognition.....	1
Section 2. Appropriate Unit	1

ARTICLE ~~3III~~ - DEFINITIONS

Section 1. Terms and Conditions of Employment.....	1
Section 2. Educational Support Professional Employee.....	1
Section 3. School Board.....	1
Section 4. Other Terms.....	1

ARTICLE ~~4IV~~ - SCHOOL DISTRICT RIGHTS

Section 1. Inherent Managerial Rights.....	1
Section 2. Management Responsibilities	2
Section 3. Effect of Laws, Rules and Regulations.....	2
Section 4. Reservation of Managerial Rights.....	2

ARTICLE ~~5V~~ - EDUCATIONAL SUPPORT PROFESSIONAL EMPLOYEE RIGHTS

Section 1. Right to Views	2
Section 2. Right to Join.....	2
Section 3. Request for Dues Check off.....	3
Section 4. Claims Against the School District.....	3
Section 5. Remitting to the Exclusive Representative	3
Section 6. Personnel Files.....	3
Section 7. Other Rights	4
Section 8. Meet and Confer	4

ARTICLE ~~6VI~~ - GENERAL EMPLOYMENT CONDITIONS

Section 1. 202 ~~20~~ -202 ~~42~~ Hourly Rates of Pay.....	4
Section 2. Classifications	5
Section 3. Placement and Movement on Schedule	6
Section 4. Holidays.....	6
Section 5. Vacation – [Twelve (~~12~~)- ~~M~~ month ESP].....	7
Section 6. Seniority.....	8
Section 7. Hours	8
Section 8. Probation and Regular Status	8
Section 9. Progressive Discipline	9
Section 10. Discipline in Personnel File.....	9
Section 11. Classification Transfers	10
Section 12. Mutually Agreed Transfers.....	10
Section 13. Posting of Positions	10
Section 14. Notification of Employment.....	11

Section 15. Job Elimination or Hour Reduction	11
<u>Section 16. Subcontracting</u>	<u>15</u>
Section ~~17~~ ~~16~~ . Emergency School Closing	13
Section ~~18~~ ~~17~~ . Deferred Compensation Programs	13
Section ~~19~~ ~~18~~ . Section 125 Flexible Spending Plan	13
Section ~~20~~ ~~19~~ . Professional Development.....	14
Section ~~21~~ ~~20~~ . Flex Time.....	14
Section ~~22~~ ~~21~~ . Kidstop Program	15

ARTICLE ~~7~~~~VII~~ – GROUP INSURANCE

Section 1. Selection	16
Section 2. Health and Hospitalization Insurance for Part-Time employees	16
Section 3. Health and Hospitalization Insurance for Full-Time employees	18
Section 4. Married Couples in District with Family Coverage	18
Section 5. Dental Insurance	18
Section 6. Group Term Life Insurance	19
Section 7. Long-Term Disability Income Protection.....	19
Section 8. Eligibility	19
Section 9. Enrollment	20
Section 10. Claims against the School District	20
Section 11. Duration of Insurance Contribution.....	20
Section 12. Insurance Program Eligibility in the Event of Retirement	20

ARTICLE ~~8~~~~VIII~~ - LEAVES OF ABSENCE

Section 1. Sick Leave	20
Section 2. Family Illness	22
Section 3. Bereavement Leave	23
Section 4. Child Care Leave	23
Section 5. Adoption/ <u>Foster Care</u> Leave.....	25
Section 6. Long-term Leave	26
Section 7. Jury Duty	27
Section 8. Personal Leave	27
Section 9. Religious Leave	28
Section 10. Short-term Leave except Kidstop, Childcare and 12 Month ESP	28
Section 11. Short-term Leave for Kidstop, Childcare and 12 Month ESP.....	29
Section 12. Union Leave	29
Section 13. Eligibility for Leaves and Absences	30
Section 14. Unexcused Absences	30

ARTICLE ~~9~~~~IX~~ - GRIEVANCE PROCEDURE

Section 1. Grievance Definition	30
Section 2. Representative	30
Section 3. Definitions and Interpretations.....	30
Section 4. Time Limitation and Waiver.	30
Section 5. Adjustment of Grievance	31
Section 6. School Board Review.....	31
Section 7. Denial of Grievance	32

Section 8. Arbitration Procedures	32
---	----

ARTICLE ~~10X~~ - DURATION

Section 1. Terms and Reopening Negotiations	33
Section 2. Effect	33
Section 3. Finality	33
Section 4. Severability	33

MEMORANDUMS OF UNDERSTANDING

~~ESP Professional Development Task Force~~	~~35~~
Bus Educational Support Professionals	36
Student Teaching Practicum or Similar Field Experience	38
Attendance Recognition	41
~~Safety Language Practices~~	~~42~~
~~ESP Performance Evaluation Task Force~~	~~43~~
Long-term Disability – Potential Plan Design Change	44
<u>Traffic Control and Crossing Guard ESP Re-classification to Class 2.....</u>	<u>45</u>
<u>12-Month Positions Task Force</u>	<u>45</u>

ARTICLE ~~1~~^I

PURPOSE OF AGREEMENT

Section 1. Parties: This Agreement, entered into between the School Board, Independent School District 279, Maple Grove, Minnesota, hereinafter referred to as the School Board and the Education Minnesota–OSSEO Educational Support Professionals, hereinafter referred to as the Exclusive Representative, is pursuant to and in compliance with the Public Employment Labor Relations Act, hereinafter referred to as PELRA, and provides the terms and conditions of employment for the Educational Support Professionals during the term of this Agreement.

ARTICLE ~~2~~^{II}

EMPLOYEE REPRESENTATIVE

Section 1. Recognition: In accordance with PELRA, the School Board recognizes the Education Minnesota–OSSEO Educational Support Professionals as the Exclusive Representative of Educational Support Professionals employed by the School Board. The Exclusive Representative will have those rights and duties as prescribed by PELRA and as described in this Agreement.

Section 2. Appropriate Unit: The Exclusive Representative will represent all the Educational Support Professional employees of the School District as defined in this Agreement and in said Act.

ARTICLE ~~3~~^{III}

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. Educational Support Professional Employee:- Will mean all Educational Support Professionals (including but not limited to Instructional Educational Support Professionals and Clerical Educational Support Professionals) employed by the School District, who are public employees within the meaning of Minnesota Statutes § 179A.03, Subd. 14, excluding supervisory, confidential, and all other employees.

Section 3. School Board: For purposes of administering this Agreement, the term "School Board" may also mean its designated representative.

Section 4. Other Terms: Terms not defined in this Agreement will have those meanings as defined by PELRA.

ARTICLE ~~4~~^{IV}

SCHOOL DISTRICT RIGHTS

Section 1. Inherent Managerial Rights: The Exclusive Representative 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 Exclusive Representative recognizes the right and obligation of the School Board to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the School District.

Section 3.— Effect of Laws, Rules and Regulations:— The Exclusive Representative recognizes that all employees covered by this Agreement will perform the services prescribed by the School Board rules, regulations, directives and orders, issued by properly designated officials of the School District. The Educational Support Professional employees also recognize the right, obligation and duty of the School Board, and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School Board insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement and recognize that the School Board, all employees covered by this Agreement, and all provisions of this Agreement are subject to the laws of the State of Minnesota, federal laws, rules and regulations of the Minnesota Department of Education, and valid agencies. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders will be null and void and without force and 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 expressly delegated in this Agreement are reserved to the School Board.

ARTICLE ~~5~~^V

EDUCATIONAL SUPPORT PROFESSIONAL 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 designed to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the Exclusive Representative; nor will it be construed to require any employee to perform labor or services against their will.

Section 2. Right to Join: Educational Support Professional 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. - Educational Support Professional 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 District.

Section 3. Request for Dues Check-off: Educational Support Professional employees will have the right to request dues check-off for the Exclusive Representative in accordance with the provisions of PELRA. -Upon receipt of a properly executed authorization form from the employee, the School District will deduct, in equal installments, from the employee's paycheck the dues the employee has agreed to pay the Exclusive Representative during the effective period of authorization.- The authorization will continue in effect until terminated by the employee in writing. -Such dues deducted will be forwarded to the treasurer of the Education Minnesota – Osseo Educational Support Professionals.

Section 4. Claims Against the School District: The Exclusive Representative hereby warrants and covenants that it will defend, indemnify and save the School District harmless from any and all actions, suits, claims, damages, judgments and executions or other forms of liability, liquidated or unliquidated, which any person may have or claim to have, now or in the future, arising out of or by reason of the deduction of the fair share fee specified by the Exclusive Representative as provided herein.

Section 5. Remitting to the Exclusive Representative: With respect to all dues deducted by the District, the District shall remit to the Exclusive Representative within ~~thirty~~ (30) calendar days from each date of deduction, the total amount deducted, accompanied by the list of Educational Support Professionals for whom such deductions have been made, categorizing them as to membership or non-membership in the Exclusive Representative. The Exclusive Representative agrees to advise the District of all members of the Exclusive Representative in good standing and from time to time furnish information needed by the District to fulfill the provisions of this Article, and not otherwise available to the District.

Section 6. 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.

Subd. 2. Request: Such request will be made to the Human Resources Department. The department will schedule an appointment for the employee to review the employee's file and notify the employee of such appointment. The appointment shall be made no later than seven-~~(7)~~ working days after receipt of the request.

Subd. 3. Review: The employee may review and have access to their personnel file only in the presence of a Human Resources designee or representative.

Subd. 4. Right to Copy: The employee will have the right to obtain a copy of any of the contents of their personnel file at no cost to the employee. 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 at no cost 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, directly to Human Resources, for inclusion in their personnel file a written response (rebuttal) 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.

Section 7. Other Rights: Educational Support Professional employees will have all other rights prescribed by PELRA.

Section 8. Meet and Confer: Representatives of the Exclusive Representative and representatives of the School District shall meet for the purpose of discussing issues of concern to either party. Meetings will be normally scheduled for at least one ~~(1)~~ time per month during the school year. Additional meetings may be scheduled on an as needed basis.

ARTICLE ~~6VI~~ GENERAL EMPLOYMENT CONDITIONS

Section 1. ~~20220-20242~~ Rates of Pay:

Subd. 1. The following hourly rates of pay will be in effect for the period of July 1, 202~~20~~ through June 30, 202~~42~~.

~~July 1, 2020- June 30, 2021~~	<u>Classification I</u>	<u>Classification II</u>
~~Step 2~~	~~\$ 17.00~~	~~\$ 18.00~~
~~Step 3~~	~~\$ 18.53~~	~~\$ 18.68~~
~~Step 4~~	~~\$ 21.31~~	~~\$ 20.68~~
~~Step 5~~		~~\$ 23.71~~

~~July 1, 2021- June 30, 2022~~	<u>Classification I</u>	<u>Classification II</u>
~~Step 1~~	~~17.68~~	~~\$ 19.43~~
~~Step 2~~	~~19.27~~	~~\$ 21.51~~
~~Step 3~~	~~22.16~~	~~\$ 24.66~~

July 1, 2022 – June 30, 2023

	<u>Class 1</u>	<u>Class 2</u>
<u>Step 2</u>	<u>\$17.00</u>	<u>\$18.00</u>
<u>Step 3</u>	<u>\$18.53</u>	<u>\$18.68</u>
<u>Step 4</u>	<u>\$21.31</u>	<u>\$20.68</u>
<u>Step 5</u>		<u>\$23.71</u>

July 1, 2023 – June 30, 2024

	<u>Class 1</u>	<u>Class 2</u>
<u>Step 1</u>	<u>17.68</u>	<u>\$19.43</u>
<u>Step 2</u>	<u>19.27</u>	<u>\$21.51</u>
<u>Step 3</u>	<u>22.16</u>	<u>\$24.66</u>

Subd. 2. Beginning July 1, 2014, a \$100.00 stipend will be paid each year to an ESP that has attained Highly Qualified status. Documentation must be submitted to Human Resources by May 1st to qualify for the stipend. Documentation does not need to be resubmitted once it is received. -A \$200.00 stipend will be paid each year to an ESP that has attained the Minnesota Paraprofessional Credential. Documentation must be submitted to Human Resources by the last day of school. Documentation does not need to be resubmitted once it is received. Stipend payment will be to ESPs who are active on the last day of the school year and will be made the last pay period of the current school year.

Subd. 3. Career Increment:

Effective July 1, 2020, the following career increments shall be paid:

Years of Service	Career Increments per hour*
5-6	\$0.15
7-9	\$0.25
10-14	\$0.75
15-19	\$1.15
20-24	\$1.50
25+	\$2.00

*The career increment will be applied July 1st of the fiscal year in which an employee reaches the number of years of consecutive employment in the District.

Subd. 4. The following rates will be paid for appropriate active licensure/certificates:

EMT	\$0.55/hour
MN Teachers License	\$0.55/hour

Only those jobs requiring licensure per the job description, with the exception of Minnesota Teacher's license, will be eligible for this additional amount. A current copy of the license/certificate must be on file in Human Resources to be eligible.

Section 2. Classifications:

Subd. 1. The following job titles will be defined as Classification 11:

Building Volunteer Program Educational Support Professional Clerical Educational Support Professional (including Lunchroom & Recess Monitors)
Clerical Educational Support Professional [~~Twelve~~-(12)-~~Month~~]
Kidstop Educational Support Professional
Library/Media Educational Support Professional
Parking Lot and Hall Monitor Educational Support Professional
~~Traffic Control and Crossing Guard Educational Support Professional~~

Subd. 2. The following job titles will be defined as Classification H2:

Bus Educational Support Professional
Career Resource Center Educational Support Professional
Early Childhood Family Education (ECFE) Educational Support Professional
ELL Educational Support Professional
Four Star Educational Support Professional
Technology Educational Support Professional
Instructional Educational Support Professional
Instructional Educational Support Professional /Specialty Credential
Special Education Educational Support Professional
Due Process Special Education Educational Support Professional
Special Education/Vocational Trainer Educational Support Professional
Student Support Service District-wide Float
Title I Educational Support Professional
~~Traffic Control and Crossing Guard Education Support Professional (effective July 1, 2023)~~
~~Kidstop Educational Support Professional (effective June 9, 2023)~~

Subd. 3. Temporary Positions:- A limited number of Educational Support Professional assignments may be considered "temporary" positions. Examples include, but are not limited to, Bus Educational Support Professionals, elementary overload, and persons filling replacement positions of Educational Support Professionals on authorized leave. Temporary positions will be clearly stated as temporary on the job posting and at the time of assignment.

Subd. 4. Ending of Temporary Positions:- An employee with regular status selected for a temporary position or an employee who achieves regular status in a temporary position will retain seniority status during the temporary assignment.- When the temporary position ends due to the return of an Educational Support Professional on leave of absence, the regular status employee in the temporary assignment will be placed on a recall list subject to Article ~~6VI~~, Section 12, Job Elimination, Subdivisions 3, 4 and 5. When the temporary position ends due to the resignation of an Educational Support Professional on leave of absence, the regular status employee in the temporary position will be assigned the permanent position.

Sud. 5. ESPs with a Short Call Substitute License: ESPs that hold a short call substitute teaching license are covered under the ESP contract while they are working under a short

call substitute teaching license and all terms and conditions of this agreement apply.

Subd. 6. ESPs working as a substitute teacher will be paid the district prevailing wage for substitute teachers. Any ESP who needs extra time to complete their work as a result of taking a substitute teaching shift may, with the approval of their supervisor, come in before their normal start time or stay after their normal end time to complete their outstanding tasks.

Section 3. Placement and Movement on Schedule:

- a) Each employee who has worked a minimum of 120 paid days during the school fiscal year (July 1st to June 30th) will move to the next step on the salary schedule on July 1st of the following year. Schedule advancements will occur on July 1st of each year for eligible employees. –Educational Support Professionals will maintain their seniority based on their original hire date within the unit.– For the purposes of this section, a day worked will include paid leave and holiday pay.
- b) Employees will be entitled to step movement or career increment increases only upon satisfactory job performance. –Satisfactory job performance shall be determined by the employee’s most recent performance evaluation. Employees who do not receive a step increase or career increment increase due to job performance shall be eligible for such step increase or career increment the following July 1st, or some alternate date as determined through Meet and Confer, with Board approval.

Section 4. Holidays: Educational Support Professionals regularly scheduled to work ~~ten and one half (10.5-1/2)~~ hours or more per week will be granted eight ~~(8)~~ paid holidays as determined by the School Board prior to July 1st each year. Twelve-~~(12)~~ month Educational Support Professionals will be granted ~~eleven (121)~~ paid holidays as determined by the School Board prior to July 1st each year.

The following eight ~~(8)~~ paid holidays will be granted to 10-~~(12)~~ month employees.

Thanksgiving Holidays (2 days)	Winter Holidays (2 days)
New Year's Holiday	Presidents' Day or Martin Luther King, Jr. Day
Spring Holiday	Memorial Day

NOTE: The Kidstop Educational Support Professionals calendar will indicate their paid holidays.

Section 5. Vacation – Clerical Educational Support Professionals (Twelve-~~(12)~~ Month): Twelve-month employees who are required to work all year and are notified as such at time of hire will be granted vacation, calculated for employees who work 8 hours a day or pro-rated for those working less than 8 hours, as follows:

After six months of consecutive eligible employment	40 hours
---	----------

(Accruals start first month of employment and each month until 7/1 following date of hire)	
After one year of consecutive employment	80 hours
After five ~~(5)~~ years of consecutive employment	120 hours
After ~~eleven (11)~~ years of consecutive employment	128 hours
After ~~fifteen (15)~~ years of consecutive employment	160 hours
After ~~twenty (20)~~ years of consecutive employment	200 hours

Conditions for Vacation Allowance:

~~a. Vacation will be accrued monthly and will be accessible at the start of the ESP's duty year. Accrued vacation may be used in one-hour increments.~~

~~b. Vacation must be earned prior to the time it is taken. ESPs earn vacation at a rate based on the ESPs' assigned hours.~~

~~c.a.~~ Effective July 1, 2021, vacation will be credited for the current school year with the first paycheck in July.

~~It is expected that vacation time earned in a fiscal year will be used prior to July 1st of the following fiscal year.~~

~~d.b.~~ Vacation must be scheduled and approved in advance with the employee's supervisor.

~~e.c.~~ An employee leaving district employment for reasons other than termination for cause, prior to an earned vacation period is entitled to a pro rata share of vacation time or vacation pay earned upon proper submission to the employer of at least two ~~(2)~~ weeks' notice of proposed last day of employment. Vacation time accrued, but not yet earned for the year, must be paid back to the district upon leaving district employment for any reason. The final payout of vacation time shall be limited to a maximum of ~~one hundred twenty (120)~~ hours. Failure on the part of the employee to give proper notice will constitute forfeiture of this provision. If an employee is terminated for just cause, the employee is not eligible for any accrued vacation time.

~~f.d.~~ Illnesses sustained while an employee is on a scheduled vacation shall be considered as vacation days. Holidays occurring while an employee is on a scheduled vacation shall be counted as holidays and shall not reduce an employee's accumulated vacation benefit.

Section 6. Seniority:

Subd. 1. Seniority Date: An employee's seniority date will be the original date of employment in the School District within the Educational Support Professional unit.

Subd. 2. ESPs with a Single Job Title: To earn and maintain seniority privileges, an

Educational Support Professional must regularly work ~~ten and one-half~~ (10.5-1/2) hours or more per week.

Subd. 3. ESP's With Multiple Job Titles: ESP's must be assigned a minimum of ten ~~(10)~~ hours per week in an individual job title to assert seniority rights.

Subd. 4. Forfeiture: An employee who is discharged, resigns, or does not report for an assignment after being recalled will forfeit all seniority rights. An employee loses rights to seniority after being laid-off for more than ~~twenty-four~~ (24) months without being recalled.

Section 7. Hours: Educational Support Professionals will normally work student contact days/hours for the program associated with their work assignment. Additional days/hours may be assigned upon approval of the supervisor and Human Resources.

Subd. 1. Required Workshops: Educational Support Professionals will be paid for time attending required seminars or in-service activities.

Subd. 2. Regular and Overtime Compensation: All Educational Support Professionals working beyond scheduled time will be compensated at their regular rate. Employees working over ~~forty~~ (40) hours in a week will be paid ~~one and one-half~~ (1.5-1/2) times their regular rate.

Section 8. Probation and Regular Status:

Subd. 1. Probationary Status: New employees will be considered as probationary employees until June 30th, provided they have worked 90 days from their hire date until June 30th. Working days shall include days actually worked, vacation, sick leave, paid holidays, and personal leave. If a school year ends prior to a probationary employee serving at least ~~ninety~~ (90) working days, such employee shall be on probation for the following school year, ending June 30th. During this time they 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 that date.

Subd. 2. Regular Status: When an employee achieves regular status, the employee will have seniority privileges and may not be discharged without just cause.

Subd. 3. Classification Change – Probation: An employee changing classification will be considered probationary in the new assignment for a period of ~~ninety~~ (90) days. In the event an employee does not satisfactorily complete the probationary period, they will be placed on the School District's recall list according to their previous classification and job assignment.

Subd. 4. Evaluations: Regular status (non-probationary) Educational Support Professionals will normally be evaluated by their supervisor by May 15th once per school year.

Probationary Educational Support Professionals will normally be evaluated up to a minimum of two times during the probationary period.

Subd. 5. Challenging an Evaluation: Evaluation content will continue to be subject to challenge following district policy and procedure. Evaluation content will not be subject to the grievance procedure outlined in Article ~~9IX~~.

Section 9. Progressive Discipline:

Subd. 1. The School District recognizes the concept of progressive discipline consisting of: 1) ~~Letter of expectation (non-disciplinary)oral reprimand~~; 2) written reprimand; 3) suspension without pay; 4) discharge. Discipline shall only be imposed if there is just cause for the discipline. Notwithstanding this concept, the School District reserves, in its sole discretion, the right to impose discipline at any level. An oral or written reprimand may be grieved up to Level ~~3HI~~ of the grievance procedure as outlined in Article ~~9IX~~ but may not be carried to arbitration.

Subd. 2. If an employee is in a position that requires contact with students and reporting for work would violate a court order, the employee must notify Human Resources prior to reporting for work. Failure to notify Human Resources of the court order will result in discipline up to and including termination. Human Resources and the local will look at options for placement in open positions, within the bargaining unit, which would not violate the court order. If no such positions are available, the employee will be placed on an unpaid leave pending the outcome of the investigation.

Section 10. Discipline in Personnel File: Any form of discipline noted above shall be provided to the affected employee prior to the discipline being placed into the employee's file.

Section 11. Classification Transfers:

Subd. 1. Probationary Transfer: An Educational Support Professional may transfer during their probationary status if the new position would provide more hours or be a Classification ~~2H~~ Educational Support Professional position with higher compensation.

Subd. 2. Step Placement – To Classification ~~1I~~: An employee will retain the same step position for wage purposes when changing from Classification ~~2H~~ to Classification ~~1I~~.

Subd. 3. Step Placement – To Classification ~~2H~~: Employees changing from Classification ~~1I~~ to Classification ~~2H~~ will retain the same step position, unless at the top step. The employee will go to the top step of Classification ~~2H~~ if at the top step of Classification ~~1I~~.

Section 12. Mutually Agreed Transfers:

Subd. 1. By mutual agreement of the union, acting on behalf of its member, the School District, with input from affected site supervisors, an employee may be transferred to a

regular status position for which they are qualified. Prior job experience, highly qualified status and/or state paraprofessional credentials and job performance evaluations may be considered in the transfer. This position will be at least equal to the number of hours to their current position and not considered temporary.

Subd. 2. Such transfers shall not be used as a disciplinary tool or the result of a disciplinary action.

Section 13: Posting of Positions:

Subd. 1. Job Postings: All openings created by retirements, resignations, terminations or new programs known at the beginning of the ESP staffing process per the HR staffing calendar in April through the posting of internal postings in May, will first be made available to regular status or probationary (not temporary) ESPs for a 24-hour period who are currently within the building/site, or program. If more than one ESP applies for the same position, all ESPs requesting an internal site reassignment must be interviewed by the ~~—hiring manager~~Principal/Director/Coordinator. The ~~hiring manager~~Principal/Director/Coordinator will make the final decision. Vacancies to be filled will be posted on the School District's website for a period of three ~~(3)~~ business days. Employees interested in applying should follow the application process rules.

Subd. 2. Positions posted on or after August 15th shall not be filled until after one ~~(1)~~ working day has elapsed after the date of posting.

Subd. 3. Employees who apply during the designated time frame will be considered on the basis of previous work experience, training and job performance. All employees who apply for a position will be notified in writing when the position has been filled. Management reserves the right to make the final decision in filling the position.

Section 14. Notification of Employment:

Subd. 1. The district shall notify Educational Support Professionals of any reduction in hours of work for the subsequent school year, generally by June 1st of the current school year. Written notification from the District/Building-site will be provided to employees indicating tentative placement, assignment, and hours according to the schedule before August 15th prior to the start of the school year.

Subd. 2. New employees shall receive written notification of placement, assignment, hours, wages, and benefits upon hire.

Subd. 3. The District reserves the right to make any modifications or adjustments in their assignments during the school year. ~~- Any involuntary reduction in benefits eligible hours after the first day of school shall cause no reduction in an employee's benefit status for the current school year.~~

Subd. 4. The District shall make available to the Union, periodically, information

regarding any modifications or adjustments to the assignments of Educational Support Professionals.

Section 15. Job Elimination or Hour Reduction: The purpose of this section is to protect the hours of work of employees according to their length of service, so that least senior employees are more affected by reductions, and most senior employees are least affected by reductions in hours worked.

Subd. 1. Seniority/Job Elimination: In the event of job elimination, the employee with the least seniority in their classification and job title assignment in the building will be displaced first. The displaced employee may post for open positions. – In the event the displaced employee does not apply or is not selected for an open position through the normal hiring process, the employee will be placed into an open position for which the employee is qualified in the current classification. – If the employee does not accept the open position within two (2) business days following the date of notification in which the employee is placed, it will be viewed as a resignation.

Subd. 2. Exceptions to Seniority/Job Elimination: Effective July 1, 2017, if there is a reduction of hours or positions in a building, an employee on a performance improvement plan will be the first to experience a reduction of hours until the assignment is reduced to a minimum of 2.5 hours. In the case of job elimination in the District, if there are no open positions, an employee on a performance improvement plan will be terminated. Exceptions to Subd. 1 are subject to the following conditions:

1. The employee was placed on the performance improvement plan by December 1st that outlines a plan for professional growth and support.
2. Human Resources and the union agree that due process was followed.

Subd. 3. Seniority/Displaced Employees With No Open Positions/Placement on Recall List: In the event that no open position is available in their classification, the displaced employee, if qualified, will have the right to choose to displace the least senior employee in their classification and job title assignment in the School District. In the alternative, an employee may accept a layoff and be placed on the recall list pursuant to Subd. 5 below.

Subd. 4. Seniority/Hour Reduction: In the event of job reduction the employee with the least seniority in their classification and job title assignment in the building will have their hours reduced first. – However, programs at each building must operate in a manner that best serves students, so it may be necessary to accomplish the total hour reduction needed by partially reducing the hours of more than one employee beginning with the employee with the least seniority until the necessary reduction is accomplished. The District may not parcel out the reduction to more than one employee in the aforementioned manner if the sole purpose is to avoid paying insurance or other benefits to eligible employees or to simply take hours from one employee to give to another employee without proper program justification.

Subd. 5. Seniority Tie Breaker: In the event of a tie in seniority for purposes of job

elimination or reduction in hours, the following criteria will be used to determine seniority. (Employees who terminate their employment and are later re-hired will establish seniority on their re-hire date):

Seniority will be determined according to the following criteria:

- a. Whether an employee has obtained documented “highly qualified” status, or obtained Minnesota voluntary credential, as identified on the seniority list; then
- b. Completion of an associate’s or bachelor’s degree,
- c. Length of service in the district in all positions,
- d. The highest last four digits of the employee’s phone number being more senior.

Subd. 6. Recall List: An employee who is laid off will be placed on a recall list by classification. ~~While on the recall list, an employee may not participate in the posting process, but~~ when a position becomes available, the most senior qualified employee within the classification will be recalled first. An employee will have the right to refuse a job offer once, but if the employee fails to accept a position upon the second job offer, such failure will be viewed as a resignation by the employee. ~~An employee who accepts a position will be removed from recall status. If the employee fails to report to work upon two (2) weeks’ notice of recall, this will cause the employee to lose all recall rights.~~

Subd. 7. Outside Recall Rehire: The School District will not hire any person from outside the bargaining unit until all Educational Support Professionals on recall have been offered all available openings for which they are qualified.

Subd. 8. Recall Period: An employee will be kept on the recall list up to ~~twenty-four (24)~~ months after the layoff if no position has been offered. An Educational Support Professional on recall may substitute at the substitute hourly rate of pay.

Section 16. Subcontracting: In the event that the district determines to subcontract any work performed by employees covered by this agreement the district shall notify the Union when such determination is made in no less than 30 calendar days in the event of implementation. During the 30 days the district shall meet and confer with the Union to discuss possible ways and means to minimize the impact on the unit.

Section 1716. Emergency School Closing: In the event school starts late or is closed early due to inclement weather or other emergency situations, Educational Support Professionals will be paid for their normal work assignment on such days. ~~On such days, their work assignment will be determined by their immediate supervisor.~~ In the event school is canceled due to inclement weather or other emergency situations, Educational Support Professionals will be paid for up to three ~~(3)~~ days, per year, for their normal work assignment.

When the Superintendent determines that the district will follow an e-learning day, the district will follow Minnesota Statute 2022, section 120A.414 (<https://www.revisor.mn.gov/statutes/cite/120A.414>).

In the event an employee was scheduled to take a single sick day, personal leave day, bereavement day or vacation day that coincides with an emergency school closing day, the employee will not be charged for their scheduled sick day, personal leave day, bereavement day or vacation day. If the employee was scheduled to take a series (2 or more) of connected sick days, personal leave days, bereavement leave days or vacation days and one of those connected days falls on the emergency school closing day, the employee will be charged for the day(s) that coincides with the emergency school closing day(s).

Section 187. Deferred Compensation Programs:— In accordance with Section 457 or 403(b) of the Internal Revenue Code and ~~Minnesota Statute, section~~ 356.24, the School District will match the contribution of an eligible employee according to the following schedules towards either the Minnesota State Deferred Compensation Program, Section 457 plan, or a 403(b) tax sheltered annuity plan which has met the School District's guidelines. Any selected plan must meet the School District's guidelines.— These contributions will be paid each pay period. Employees who have been contributing to a 457 plan prior to January 1, 2015 will be grandfathered in, with the District contributing matching funds to the 457 plan. Employees hired on or after January 1, 2015 or new enrollees to the deferred compensation program will have all matching funds contributed to a 403(b) plan. The District will match up to the ~~minimum or~~ maximum amount, ~~or any amount in between.~~

Subd. 1. Monthly School District Match:

Eligibility	10-month Employees		12-month Employees	
Employees are eligible ~~after one (1) year of service with the District immediately upon hire.~~	~~Minimum match of \$190*~~ (\$10 per paycheck)	Maximum match of \$380* (\$20 per paycheck)	~~Minimum match of \$240*~~ (\$10 per paycheck)	Maximum match of \$480* (\$20 per paycheck)

* Employees may choose to defer more than the District annual match amount. Federal law determines the maximum amount an individual can contribute annually.

Section 198. Section 125 Flexible Spending Plan: The School District will provide a Section 125 Flexible Spending Plan under the Internal Revenue code for all employees as defined in Article ~~TVII~~, Section 2.

Subd. 1. The Section 125 Plan will be available to both active and retired staff.

Subd. 2. 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 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 be determined by the School Board. -There are three components to the plan:

- Health insurance premium deduction with pre-tax dollars (Article ~~7VII~~, Section 2).
- Dependent care reimbursement account.
- Medical expense reimbursement account.

Section 2019. Professional Development:

Subd. 1. It is a professional expectation that ESPs attend professional development opportunities. Professional development will provide Educational Support Professionals with the support they need in order to contribute to and sustain the achievement of our Mission. Working in partnership with teachers, our Educational Support Professionals are one of the closest staff members to students, and as a result have a great opportunity to positively influence student learning.

Subd. 2. All Educational Support Professionals will be required to attend one~~-(1)~~ professional development day scheduled on an existing district staff development day for the school year as identified on the published school district school year calendar. ~~Twelve~~ ~~(12)~~ month ESPs who are unable to attend the identified staff development day will maintain the opportunity to complete professional development outside their duty day and receive one~~-(1)~~ additional personal leave day in lieu of attending the required staff development day.

Subd. 3. The staff development day identified in Subd. 2 above is a required work day for all Educational Support Professionals. Staff may choose to use accrued personal leave rather than attend professional development and must follow all the provisions for personal leave use as outlined in Article ~~7VII~~, Section 8 of the collective bargaining agreement. ESPs who submit sick leave for the staff development day may be required to provide medical verification of the absence.

Subd. 4. Staff who do not report to work for the required staff development day, and/or who have not been approved by Human Resources for leave under the leave provisions of the collective bargaining agreement, may be subject to investigation and potential discipline.

Subd. 5. Personal Leave Credit: In addition to the one required professional development day, ESPs may attend optional district approved professional development training outside of their duty day and earn up to one day of personal leave. For participating in additional professional development, staff will be eligible to receive personal leave hours equivalent to the number of hours of district approved professional development training they complete, up to one full day of personal leave (based on their average number of hours per day). For example, an ESP who works 30 hours per week would be eligible for

a maximum credit of 6 hours. ESPs may complete additional professional development beyond their standard assignment but will not receive additional personal leave credit. Assignments not governed by this agreement are not eligible for personal leave credit under this section.

Subd. 6. Approved Professional Development: A list of approved professional development opportunities will be created through collaboration between the District and Union and will be made available to staff electronically. An ESP who wishes to participate in professional development that is not on the list of District approved opportunities, must submit a description of the training for potential approval to their supervisor. The request must include a statement describing how the opportunity aligns with their assigned job duties, the district's strategic initiatives, or their professional goal established in collaboration with their supervisor for that school year. Human Resources reserves the right to deny any request that does not align with the ESP's assignment, goals, the district's strategic initiatives, or was not preapproved by the ESPs supervisor.

Subd. 7. Reimbursement. Fees or mileage associated with professional development training are not eligible for reimbursement.

Subd. 8. Request. It is the responsibility of the ESP to submit verification of their attendance (e.g., certificate of completion (or equivalent) to Human Resources, along with the required request form and preapproval. Requests for credit must be submitted in half or full-day increments based on the ESP's normal work hours. If an employee will be attending multiple professional development sessions, all paperwork should be submitted to HR together only after the last session is complete as requests for personal leave will be granted once per school year. Requests received by HR will be processed and credited on a trimester basis.

Subd. 9. Exclusions. Employees who have overused sick or personal leave (have had a negative leave balance) during the current school year, will not be eligible for these personal leave hours. No personal leave credit will be granted in cases where the ESP receives compensation for their participation in a professional development opportunity.

Subd. 10. Limitations. ESPs will be eligible to earn up to one day of personal leave once per school year. All provisions and limitations found in Article 8, Section 8 – Personal Leave, apply to personal leave earned through this section.

Section 210. Flex Time: Educational Support Professionals may request, from their immediate supervisor, approval to attend district, building, staff, and restorative circle meetings, outside of the ESP's assigned work-day. The supervisor and ESP will agree at the time of the approval to a flex calendar where it will be documented at the site/program as to when the ESP will flex the approved time for attending the meeting. Approved time will not result in overtime.

Section 221. Kidstop School Year Assignments:

Subd. 1. Educational Support Professionals will be hired for the Kidstop Program. Specific assignments will be based on student need and site assignments will be at the discretion of the Kidstop Program Coordinator. The District reserves the right to make modifications or adjustments in site assignments during the school year.

Subd. 2. Written notification from the District/Program Coordinator, or Staffing Program Manager will be provided to the employees indicating assignment to the Kidstop Program and the hours according to the schedule before August 15~~th~~ prior to the start of the school year.

Subd. 3. New employees shall receive written notification of assignment to the Kidstop Program, hours, wages and benefits upon hire.

Subd. 4. In the case of job elimination or hour reductions in the Kidstop Program Article ~~6VI~~, Section 15 will apply. The district shall notify Educational Support Professionals of any reduction in hours of work for the subsequent school year, generally by June 1~~st~~ of the current school year.

Subd. 5. Kidstop may designate up to four ~~(4)~~ Kidstop Program ESP positions to serve as program-wide floats supporting multiple sites. The assignments for these positions will be assigned daily on the basis of student need. The designation for these positions will be voluntary and will be designated for the entire school year. If these positions are not filled with internal volunteers, the positions will be posted to the public.

Subd. 6. Summer Kidstop positions will be posted internally and externally simultaneously, and open positions will be offered to school year Kidstop ESPs first, followed by internal ESP unit employees, then external applicants during the initial staffing process for summer programs. Positions will be posted internally and externally simultaneously after the initial staffing process has been completed and through the remainder of the summer.

Subd. 7. Wages: The following blended rates of pay are listed below. These rates are subject to the base rates negotiated in Article ~~6VI~~. Section 1 and will be calculated using the formula noted in Subd. 2 of this section. Effective June 9, 2023, Kidstop ESP are reclassified into class 2 and will be paid at the class 2 rate.

Step Kidstop ESP Blended Rate of Pay:

July 1, 202 ~~20~~ – June ~~30~~ , 202 ~~31~~	
2	\$16.75
3	\$18.11
4	\$20.63
5	\$21.39

~~July 1, 2021 – June 30, 2022~~	
~~2~~	~~\$15.95~~
~~3~~	~~\$17.25~~
~~4~~	~~\$19.65~~
~~5~~	~~\$20.37~~

~~Subd. 8. **Blended Rate Calculation:** Kidstop ESPs will be compensated at a Class I for 75% of their hours and at a Class II for 25% of their hours. Payment will be made to Kidstop ESPs based on a schedule provided at the beginning of the current school year. ESPs who perform additional Class II duties, beyond the 25% will receive additional Class II compensation for that time period. As per the contract, step placement will be in accordance with Article VI, General Employment Conditions, Section 1.~~

~~—Subd. 9. **Kidstop Duties:** Kidstop positions will include Class I and Class II duties and ESPs will be expected to perform duties in both classifications.~~

Subd. 10. All leaves of absence will be covered under Article ~~IV~~^{VII}, Section 1 through Section 9 of the contract and Section 12, ~~through~~^{through}-14 of the contract. This includes Sick Leave, Family Illness, Bereavement Leave, Child Care Leave, Adoption Leave, Long Term Leave, Jury Duty, Personal Leave, Union Leave, Eligibility for Leaves and Absences and Unexcused Absences.

Subd. 11. Short –term leave will be without pay.

Subd. 12. School-year Kidstop Educational Support Professionals and Childcare Educational Support Professionals: Employees will be allowed unpaid leave of no more than ~~twelve (12)~~ days per school program year if the employee's Kidstop assignment is for ~~ten and one half (10.50)~~ hours or more per week. If the employee's Kidstop assignment is less than ~~ten and one half (10.50)~~ hours per week, the employee will be allowed unpaid leave of no more than ~~ten (10)~~ days per school program year. Short-term leave can be used on an intermittent basis and will not be granted during the first or last week of the school year when students are in the program.

ARTICLE ~~IV~~^{VII}

GROUP INSURANCE

Section 1. Selection: The selection of insurance carriers and policies will be made by the School Board. -Education Minnesota – OSSEO ESP will have representation on the School District Insurance Advisory Committee as selected by EM-O ESP.

Section 2. Health and Hospitalization Insurance for Part-Time employees (10-month employees scheduled to work 30 hours but less than 32 hours weekly or 12-month employees schedule to work 21.5-½ hours but less than 25 hours weekly): The selection of insurance carriers and policies will be made by the School Board or in accordance with Minnesota statutes. These rates will be in effect as of July 1, 202~~20~~²⁰.

Subd. 1. Group Health and Hospitalization Plans:

a) Single Coverage or HSA Plans:

Effective July 1, 2020 – December 31, 2020

	Single	Employee +1	Family
High/ Value	\$586.72	\$591.47	\$591.47
HSA Plan	\$450.75	\$897.71	\$,1,436.33

Effective January 1, 2021 – December 31, 2021

	Single	Employee +1	Family
High/ Value	\$604.32	\$592.48	\$592.48
HSA Plan	\$473.29	\$908.93	\$1,454.29

Effective January 1, 2022

	Single	Employee +1	Family
High/ Value	\$622.45	\$604.32	\$604.32
HSA Plan	\$496.95	\$918.03	\$1,468.83

Effective July 1, 2022 – December 31, 2022

	Single	Employee +1	Family
<u>High</u>	<u>\$622.45</u>	<u>\$604.32</u>	<u>\$604.32</u>
<u>Value</u>	<u>\$622.45</u>	<u>\$604.32</u>	<u>\$604.32</u>
<u>HSA Plan</u>	<u>\$496.95</u>	<u>\$918.03</u>	<u>\$1,468.83</u>

Effective January 1, 2023 – December 31, 2023

	Single	Employee +1	Family
<u>High</u>	<u>\$622.45</u>	<u>\$604.32</u>	<u>\$604.32</u>
<u>Value</u>	<u>\$622.45</u>	<u>\$604.32</u>	<u>\$604.32</u>
<u>HSA Plan</u>	<u>\$519.31</u>	<u>\$959.34</u>	<u>\$1,534.93</u>

Effective January 1, 2024

	Single	Employee +1	Family
<u>High</u>	<u>\$622.45</u>	<u>\$604.32</u>	<u>\$604.32</u>
<u>Value</u>	<u>\$650.46</u>	<u>\$631.51</u>	<u>\$631.51</u>
<u>HSA Plan</u>	<u>\$566.05</u>	<u>\$1,002.51</u>	<u>\$1,604.00</u>

Effective 7/1/2023, employees who are a new hire and enrolling for the first time, will not be able to elect the high advantage health insurance plan. Existing high plan members will be grandfathered in.

Effective 1/1/2024, employees will no longer be able to switch into the high advantage health insurance plan.

b) 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(a) 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.

c) District contributions to the HSA trust account will be made each month. Contributions for July, August and September will be made the first payroll in October. In the event of hardship, the parties agree to meet and confer to discuss alternatives to the contribution timelines.

- 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. Health and Hospitalization Insurance (10-month employees schedule to work 32 or more hours per week and 12- month employees scheduled to work 25 or more hours per week): These rates will be in effect as of July 1, 202~~20~~.

Subd. 1. District Contributions:

Group Health and Hospitalization Plans: The District will contribute monthly up to the following amounts towards the District's Group Health Insurance premiums. 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—December 31, 2020

	Single	Employee +1	Family
High/ Value	\$586.72	\$910.88	\$1,459.41
HSA Plan	\$450.75	\$874.31	\$1,398.89

Effective January 1, 2021—December 31, 2021

	Single	Employee +1	Family
High/ Value	\$604.32	\$938.2	\$1,503.19
HSA Plan	\$473.29	\$918.03	\$1,468.83

Effective January 1, 2022

	Single	Employee +1	Family
High/ Value	\$622.45	\$966.35	\$1,548.29

<u>HSA Plan</u>	<u>\$496.95</u>	<u>\$963.93</u>	<u>\$1,542.28</u>
-----------------	-----------------	-----------------	-------------------

Effective July 1, 2022 – December 31, 2022

	<u>Single</u>	<u>Employee +1</u>	<u>Family</u>
<u>High</u>	<u>\$622.45</u>	<u>\$966.35</u>	<u>\$1,548.29</u>
<u>Value</u>	<u>\$622.45</u>	<u>\$966.35</u>	<u>\$1,548.29</u>
<u>HSA Plan</u>	<u>\$496.95</u>	<u>\$963.93</u>	<u>\$1,542.28</u>

Effective January 1, 2023 – December 31, 2023

	<u>Single</u>	<u>Employee +1</u>	<u>Family</u>
<u>High</u>	<u>\$622.45</u>	<u>\$966.35</u>	<u>\$1,548.29</u>
<u>Value</u>	<u>\$622.45</u>	<u>\$966.35</u>	<u>\$1,548.29</u>
<u>HSA Plan</u>	<u>\$519.31</u>	<u>\$1,007.31</u>	<u>\$1,611.68</u>

Effective January 1, 2024

	<u>Single</u>	<u>Employee +1</u>	<u>Family</u>
<u>High</u>	<u>\$622.45</u>	<u>\$966.35</u>	<u>\$1,548.29</u>
<u>Value</u>	<u>\$650.46</u>	<u>\$1,009.84</u>	<u>\$1,617.96</u>
<u>HSA Plan</u>	<u>\$566.05</u>	<u>\$1,052.64</u>	<u>\$1,684.21</u>

Effective 7/1/2023, employees who are a new hire and enrolling for the first time, will not be able to elect the high advantage health insurance plan. Existing high plan members will be grandfathered in.

Effective 1/1/2024, employees will no longer be able to switch into the high advantage health insurance plan.

District contributions to the HSA trust account will be made each month.- Contributions for July August and September will be made the first payroll in October.- In the event of hardship, the parties agree to meet and confer to discuss alternatives to the contribution timelines.

- 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. 4. Married Couples in District with Family Coverage: When an 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.

Section 5. Dental Insurance: Effective July 1, 2021, the School District will offer employee coverage for dental care for those employees working 30 or more hours per week, or 12-
ISD 279 Educational Support Professionals (ESP) - Terms and Conditions of Employment
July 1, 20~~21~~²² through June 30, 20~~22~~²³

month employees working 25 or more hours after ratification of the 2020 – 2022 collective bargaining agreement and through the end of the enrollment period as established by the district. For those employees as outlined above, the District will pay \$28 per month for single dental coverage. The portion of the premium that exceeds the school district contribution will be paid by the employee and paid by payroll deduction.

Subd. 1. Family Coverage: Effective January 1, 2024, full-time employees (32 hours or more) who qualify for and enroll in family/dependent coverage in the School District's group dental insurance plan will pay the full cost of the premium minus the School District's contribution for single coverage. The premium will be paid by payroll deduction.

Section 6. Group Term Life Insurance: The School District will pay the premium for group term life insurance for all full-time employees employed by the School District who qualify for and enroll in the existing group term life insurance plan of the School District. Full-time employees who qualify and enroll will be covered by group term life insurance in the amount of \$50,000. Part-time employee who qualify and enroll will be covered by group term-life insurance at \$20,000.

Section 7. Long-Term Disability Income Protection: The School District will pay the full premium for employee coverage in the existing long-term disability income protection plan of the School District for all employees who qualify for and enroll in such coverage. This coverage will apply to base annual salary. ~~See LTD MOU.~~

Section 8. Eligibility: 10 - month employees regularly working at least 30 hours per week and 12-month employees regularly working at least 21 ~~25~~-1/4 hours per week are eligible for the School District's health and hospitalization plan and are eligible for the School District's Long-Term Disability Income Protection Plan. Qualifications will include those established by the School District and the carrier of the coverage.

Subd 1. Eligibility in the event of an assignment reduction during the school year that would normally render the employee ineligible for benefits:

- A. Any employee who is notified on the first duty day of the school year that their assignment has been reduced will become ineligible for the District contribution to health insurance effective October 1st. The employee will have the option to continue coverage through COBRA at the employee's expense.
- B. Any eligible employee whose assignment is involuntarily reduced after the first duty day of the school year during the school year shall receive COBRA notification effective with the change in assignment date; however, the District will maintain its current contribution to health insurance through the end of the school year and including the month of June. The employee who receives COBRA notification and elects continuation coverage shall be responsible for submitting their monthly premium portion, if any, to the COBRA administrator.

The District will notify the COBRA administrator of the event and waive any COBRA processing fees.

- C. For the purposes of this section, the first duty day will be the first student contact day for the program associated with their work assignment.

Subd 2.: Eligibility in the event of assignment reduction at the beginning of the following school year: Any employee who is notified before the end of the current school year that their assignment will be reduced the following school year and said assignment will serve to render them ineligible for benefits will receive COBRA notification effective July 1st. The employee will be responsible to elect insurance continuation and for the payment of all premiums.

Subd 3.: Eligibility in the event of an assignment increase that renders the employee eligible for benefits: Any employee who becomes eligible for benefits at any time during the school year will receive all applicable benefits effective with the first day of their new assignment.

Section 9. Enrollment: All employees qualifying will enroll for such coverages in accordance with the procedures established by the School District.

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. Duration of Insurance Contribution: An employee is eligible for School District contributions as provided in this Article as long as the employee is employed by the School District. Upon termination of employment, all School District participation and contribution will cease effective on the last working day of the month in which employment terminates.

Section 12. Insurance Program Eligibility in the Event of Retirement: An employee who retires is eligible to participate in the health/hospitalization plan up to age 65 upon retirement, but must pay the entire premium for the plan selected. The right to continue participation in such plan, however, will be in accordance with conditions of the carrier.

ARTICLE VIII **LEAVES OF ABSENCE**

Section 1. Sick Leave:

Subd. 1. Earn 10-month: All 10-month Educational Support Professionals will accrue sick leave hours at the equivalent to the number of daily hours assigned times nine (9) days per school year (pro-rated for employees who work less than a full school year).

Ex: Employee assigned daily hours = 6 hours

Total Maximum Sick Leave Hours for the School Year = ~~6~~-hour assignment x 9 days
= 54 sick leave hours per school year.

Subd. 2. Earn 12-month: All twelve-month Educational Support Professional will accrue sick leave hours at the rate equivalent to the total number of daily hours assigned times ~~twelve~~ (12) days annually (pro-rated for employees who work less than 12 months).

Ex: Employee assigned daily hours = 8 hours

Total Maximum Sick Leave Hours for the School Year = ~~8~~-hour assignment x 12 days
= 96 sick leave hours per school year.

Twelve-month Educational Support Professionals are required to work all year and are notified as such at time of hire. - A "day" of sick leave is defined as the normal working day of the employee. Employees will be entitled to request sick leave in one-hour increments.

Subd. 3. Accumulation: -Unused sick leave days may accumulate to an unlimited number of days per employee. -Such accrual will be non-retroactive.

Subd. 4. Use: Sick leave with pay will be allowed by the School District whenever an employee's absence is found to have been due to personal 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.

Individuals who report absence for sick/family illness who do not have paid leave time available will be considered absent without leave and will be required to supply Human Resources with medical verification for the absence. Continued patterns of absence on District-defined high use days or without available paid sick leave time are subject to discipline, up to termination. Absences covered under the Family Medical Leave Act (FMLA) or the Americans with Disabilities Act (ADA) and any federal and/or state statute will be exceptions to discipline.

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: Employees may choose to use accrued paid personal leave if their sick leave accrual has been exhausted. If an employee chooses to use accrued personal leave as paid time for an illness, the employee must submit the request in the Absence Management system and email both the Attendance Specialist in HR as well as their supervisor regarding the request. An exception will be made to the requirement for three ~~(3)~~ days' notice for use of accrued personal leave in the event of a personal or family illness only when all accrued sick leave has been exhausted.

Subd. 7. Approval: Sick leave pay will be approved only upon submission of a timely request in accordance with District procedure and subject to available balance.

Subd. 8. Summer School/Elective Seasonal: A maximum of two ~~(2)~~ days accrued sick leave for personal or family illness may be used during summer school or elective seasonal work assignments. Educational Support Professionals working Kidstop Summer Program may use a maximum of three ~~(3)~~ days accrued sick leave.

Subd. 9. Use - 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, or an absence covered by the School District's Long Term Disability (LTD) policy, 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 payment.
- 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 who elects to receive sick leave pursuant to this Policy, will submit the Workers' Compensation check endorsed to the School District prior to receiving payment from the School District for this absence.
- f) An Educational Support Professional who is unable to perform work duties and responsibilities due to an injury which occurs during the duty day as a result of a student-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 a) through e) of this subdivision.

Section 2. Family Illness:

Subd. 1. Use: Educational Support Professionals will be granted up to ten ~~(10)~~ days absence per year for illness in the Educational Support Professional's or spouse's immediate family that is 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. Those days will be deducted from accrued sick leave.

*Family and Medical Leave Act – <https://www.dol.gov/whd/fmla/fmla-faqs.htm>

**Minnesota State Statute – <https://www.revisor.mn.gov/statutes/?id=181.9413>

Section 3. Bereavement Leave:

Subd. 1. Use – Immediate Family: Educational Support Professionals will be granted up to, but not to exceed, 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. Such absences 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 will be limited to one ~~(1)~~ day per occurrence. Such absence will be deducted from accrued sick leave.

Section 4. Child Care Leave:

Subd. 1. Purpose: An employee may be granted a childcare leave of absence according to the procedures outlined in this section. This leave will be granted to one ~~(1)~~ parent of a newborn child provided such parent is caring for the child on a full-time basis.

Subd. 2. Request: A pregnant employee will notify Human Resources in writing, not later than the end of the sixth month of pregnancy, and also at such time provide a physician's statement indicating the estimated date of delivery of the child.

A male employee will make a request for such leave not less than ~~ninety (90)~~ days in advance of usage. The employee will submit a written request to Human Resources for childcare leave, including commencement date and return date. Once a childcare leave commences pursuant to this Section, an employee will not be eligible for sick leave pursuant to Section 1 hereof.

Subd. 3. Date of Leave: The effective beginning date of such leave and its duration, or resignation if the employee so elects, will be determined by Human Resources and submitted to the School Board for action.

In recommending the effective date of commencement and duration of the leave or the effective date of the resignation, 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 or unborn child
- d) The recommendation of the employee's physician

Subd. 4. Duration:— In making a determination under Subd. 3 concerning the commencement and duration of a childcare leave of absence or resignation, if the employee elects to resign, the School District may, but will not in any event be required to:

- a) Grant any leave more than ~~twelve~~(12) months in duration.
- b) Permit the employee to return to employment prior to the date designated in the request for a childcare leave, unless by mutual agreement of the employee and the School District.

Subd. 5. Approval of Leave: - If the employee complies with all provisions of this section and a childcare leave is granted by the School District, the School District will notify the employee in writing of its action.

Subd. 6. Termination of Leave: Interruption of pregnancy will terminate the childcare leave. ~~Human Resources~~ may require in all cases ~~forty-five~~(45) days' notice to return.

Subd. 7. Reinstatement: An employee returning from childcare leave 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 duties of such position.

Subd. 8. Failure to Return: Failure of the employee to return pursuant to the date determined in this section may constitute grounds for termination in the School District.

Subd. 9. Probationary Period: The parties agree that the applicable periods of probation for employees as set forth are intended to be periods of actual service enabling the School District to have opportunity to evaluate an employee's performance. ~~The parties agree, therefore, that periods of time for which the employee is on childcare leave will not be counted in determining the completion of the probationary period.~~

Subd. 10. Salary: The parties further agree that any childcare leave of absence granted under this section will be a leave without pay.

Subd. 11. Experience Credit: An employee who returns from childcare 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 Agreement at the

commencement of the beginning of the leave. -The employee will not accrue additional experience credit for pay purposes or leave time during the period of absence for childcare leave.

Subd. 12. Notification to Return: An employee on childcare leave will be sent a notice of assignment from Human Resources at least ~~sixty~~ (60) days prior to the specified return of said leave.

Subd. 13. 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 5. Adoption/Foster Care Leave: Purpose: An employee may, upon request, be granted a leave for the adoption or foster care of a child.

Subd. 1. Request: Under normal circumstances, an employee making application for adoption leave will inform Human Resources in writing of intention to take the leave at least three ~~(3)~~ calendar months before commencement of the intended leave. In the event that notice needs to be given less than ~~three~~ 3 months before the intended leave, notice will be given in writing to Human Resources as soon as date is known. The notice provided to Human Resources must include documentation confirming the circumstance.

Subd. 2. Date of Leave: The effective beginning date of such leave and its duration or resignation if the employee so elects, will be determined by Human Resources and submitted to the School Board for action.

Subd. 3. Use of Sick Leave: An employee may request to use up to ~~fifteen~~ (15) days of personal sick leave to attend to the medical and health care needs of the child, commencing the date of the child's arrival in the employee's custody.

Subd. 4. Duration: In making a determination concerning the commencement and duration of an adoption leave, the School District will not in any event, be required to:

- a) Grant any leave 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 adoption leave.

Subd. 5. Reinstatement: An employee returning from adoption leave 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 duties of such position.

Subd. 6. Failure to Return: Failure of the employee to return pursuant to the date determined under this section will constitute grounds for termination.

Subd. 7. Probationary Period: The parties agree that the applicable periods of probation for the employees are intended to be periods of actual service enabling the School District to have opportunity to evaluate the employee's performance. ~~The parties agree, therefore, that periods of time for which the employee is on adoption leave will not be counted in determining the completion of the probationary period.~~

Subd. 8. Experience Credit: The employee who returns from 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 Agreement at the commencement of the beginning of the leave. ~~The employee will not accrue additional experience credit for pay purposes or leave time during the period of absence for adoption leave.~~

Subd. 9. Notification to Return: An employee on adoption/~~foster care~~ leave will be sent a notice of assignment from Human Resources at least ~~sixty (60)~~ days prior to the specified return date of said leave.

Subd. 10. 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.

Subd. 11. Salary: The parties agree that any adoption/~~foster care~~ leave granted under this section will be leave without pay.

Section 6. Long-term Leave: Eligibility: Educational Support Professionals who have a minimum of three ~~(3)~~ years of experience in the School District may apply for one unpaid leave of absence, once during their School District employment, due to health reasons (self or family), educational purposes, election to political office, approved travel or retraining (career change). Additional leaves may be granted at the discretion of Human Resources.

Subd. 1. Request: Requests for leaves must be made at least ~~thirty (30)~~ days in advance except in emergencies and submitted to the administrator in charge for his/her recommendation. Final approval will be made by Human Resources. ~~The number of staff on approved leave at any given time will not exceed three percent (3%) of the total Educational Support Professional staff.~~

Subd. 2. Duration: Leave may be granted for a period of time up to one ~~(1)~~ year. Leaves for holding political office will be granted up to two years. A staff member returning from a political office leave may be placed in a comparable position. If additional leave is needed beyond two years, staff will need to contact human resources to place a request; however, additional leave is not guaranteed.

Subd. 3. Verification: If the leave is for health purposes, a doctor's statement indicating the reason must be included with the request for long-term leave. ~~If the leave is for~~

educational purposes, a statement of acceptance into a full-time educational program must be included with the request for long-term leave.

Subd. 4. Benefit Accrual: An employee on leave will retain his/her accrued benefits as of the beginning date of the leave. No benefits will accrue during the period the Educational Support Professional is on leave.

Subd. 5. Notification to Return: An employee on long-term leave will be notified of the position and specified 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.
- a) At least ~~sixty (60)~~ days prior to the specified return date of said leave when such date falls at any other time during the school year for non-medical leaves.
- b) At least ~~(30)~~ days prior to the specified return date of said leave when such date falls at any other time during the school year for medical leaves.

Subd. 6. Failure to Return: The employee will lose all re-employment rights if the employee refuses or fails to notify the School District of their intention to return within ten ~~(10)~~ days of this notification.

Subd. 7. Reinstatement: An employee returning from long-term leave will be re-employed in the position occupied prior to the leave, subject to vacancy and ability to perform duties.

Section 7. 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 are to call and/or email the Human Resources Attendance Specialist and their supervisor immediately to notify them of the proposed dates of service. Employees who receive a summons are to notify the 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 allowance if they were on jury duty during school time.

Subd. 3. Commencement of Leave: ~~Employees on-call for jury duty will need to report to work until they are summoned to appear for jury duty. Failure to do so will result in a deduction of pay for the days of work missed.~~

Subd. 43. Pay: Employees will have no loss of pay as a result of jury duty if the provisions of Subds. 1 ~~and through 23~~ are met. ~~Failure to do so will result in a deduction equal to the cost of an Educational Support Professional substitute.~~

Section 8. Personal Leave: Purpose: An Educational Support Professional employee will earn personal leave at the rate of one ~~(1)~~ day per year, calculated by the number of hours in each employee's assignment for the upcoming school year. ~~Unused~~ hours will accumulate to a maximum of an equivalent of five ~~(5)~~ days. These hours may be used for situations that arise requiring the employee's personal attentions which cannot be attended to during non-working hours and which are not covered under other provisions of this Agreement.

Subd. 1. Request: Requests for personal leave must be made to the supervisor and Human Resources at least three ~~(3)~~ days in advance, except in the event of emergencies. ~~This day~~ will not be deducted from sick leave.

Subd. 2. Limit: Human Resources reserves the right to refuse to grant such leave, if under the circumstances, Human Resources determines that such leave will not be granted. All leaves must have prior supervisor notification and prior Human Resources approval, but at no time will more than ~~twenty-five (25)~~ of the employees covered by this Agreement be granted personal leave.

Subd. 3. Exclusion: A personal leave day will not normally be granted for the first and last day of the school year.

Subd. 4. Use in Hourly Increments: ~~Personal leave may be used in hourly increments, with the exception of situations where a substitute is needed.~~ If a substitute is needed, personal leave may only be used in full or half-day increments.

Section 9. Religious Leave:

Subd. 1. Use: Educational Support Professional personnel may be granted up to three ~~(3)~~ days of religious leave. ~~Educational Support Professional personnel must make application, including a brief statement 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. An employee may utilize provisions outlined in Article ~~8VIII~~, Section 1. Sick Leave, or Article ~~8VIII~~, Section 8. Personal Leave, if so desired. Article ~~6VI~~, Section 6. Vacation for ~~twelve (12)~~ month employees may also be utilized. If the employee chooses none of the options as outlined herein, the leave will be granted with full loss of pay.

Section 10. Short-term Leave for Educational Support Professionals Except Kidstop, Four Star and Twelve ~~(12)~~-mMonth Clerical Educational Support Professionals: Educational Support Professionals 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 no more than ten ~~(10)~~ working days over the term of the contract. Short-term leave may be requested to be used intermittently only for an employee's serious medical condition.

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 form 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 may be granted only in special circumstances and must be approved by Human Resources. If a request for short-term leave is denied, Human Resources will provide a written explanation for the denial to the employee. Intermittent short-term leave requests for an employee's serious health condition will be submitted along with medical verification to HR at least 5 days in advance of the requested absence.

Subd. 5. Eligibility: Short-term leave will normally be available no more than once every year,

Subd. 6. Limit: At no time will more than ~~twenty-five (25)~~ employees be granted a short-term leave.

Section 11. Short-term Leave for Four Star and Twelve ~~(12)~~ Month Clerical Educational Support Professionals:

Subd. 1. Salary: Short-term leave will be without pay.

Subd. 2. Duration: Clerical Educational Support Professionals [~~twelve (12)~~ month]: Twelve month employees who are required to work all year and are notified as such at time of hire will be allowed a maximum of ten ~~(10)~~ days per year during the term of the contract. Short-term leave will normally be available no more than once every year and will not be granted during the first or last week of the school year.

Four Star Educational Support Professionals: Employees will be allowed unpaid leave of no more than ~~twelve (12)~~ days per school program year if the employee's assignment is for ~~ten and one half (10.50)~~ hours or more per week. If the employee's assignment is less than ~~ten and one half (10.50)~~ hours per week, the employee will be allowed unpaid leave of no more than ten ~~(10)~~ days per school program year. Short-term leave can be used on an intermittent basis and will not be granted during the first or last week of the school year.

Subd. 3. Requests: All requests for 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 and will clearly state the reason for the request.

Section 12. Union Leave:

Subd. 1. Education Minnesota – OSSEO ESP shall be granted ~~one hundred twenty (120)~~

hours leave per contract year to conduct the business of the union.- If used, the union president will designate these hours.- The cost of these hours will be billed to Education Minnesota – OSSEO Educational Support Professionals in the amount equal to the substitute rate of pay, if a substitute is hired.- Request for such leave will be made to Human Resources at least three ~~(3)~~ days in advance.

Subd. 2. Negotiations / Mediation Leave:- When it is in the mutual benefit of the parties to schedule collective bargaining related meetings during the employee work-day, members of the ESP bargaining team will be afforded paid leave to participate in bargaining / mediation sessions with the District. Such hours will not be charged against Subd. 1, use, above.

Subd. 3. Union President Leave: The Education Minnesota – OSSEO ESP President shall be released full-time from their assigned duties without the loss of pay, benefits, or seniority to conduct duties as president of the Union.- The expense associated with this release time shall be cost as part of the contract settlement represented as a half-time (0.50 FTE) position, with the remaining 0.50 FTE of the position to be invoiced to Education Minnesota-OSSEO.

Section 13. Eligibility for Leaves and Absences: Only Educational Support Professionals regularly scheduled to work ~~ten and one half (10.5-1/2)~~ hours or more per week will be eligible for the leave benefits provided in this Article.

Section 14. Unexcused Absences: Employees who are absent without approved leave (with the exception of emergencies) may be subject to discipline, (Article ~~6VI~~, General Employment Conditions, Section 9, Progressive Discipline) up to and including discharge from employment.

ARTICLE ~~9IX~~ **GRIEVANCE PROCEDURE**

Section 1. Grievance Definition: A "grievance" will mean an allegation by an employee regarding a dispute or disagreement between the employee and the School District as to the interpretation or application of terms and conditions of employment insofar as such matters are contained in this Agreement.

Section 2. Representative: The employee, supervisor, or School Board may be represented during any step of the procedure by any person or agent designated by such party to act in 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 according to the School Board approved school calendar for ESP unit members, not to include student scheduled days off, except during

summer break when all week-days not designated as holidays by state law are work days.

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 or other verifiable means that records date and/or time of receipt.

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 provision of the Agreement allegedly violated and the particular relief sought within ~~twenty~~ (20) days after the date the event giving rise to the grievance occurred. 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 hereafter 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: Any written grievance submitted will be with the consent of Education Minnesota – OSSEO ESP. An employee filing a written grievance without the consent of Education Minnesota – OSSEO ESP will bear all costs of the grievance. Any decision on any grievance at any level without the presence of Education Minnesota – OSSEO ESP will have no bearing on this agreement nor will it set any precedent on this Agreement, or on any future grievance so filed with the consent of Education Minnesota – OSSEO ESP. The School District and the employee will attempt to adjust all 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 1I: If the grievance is not resolved through informal discussions, the School Board designee 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 2H: In the event the grievance is not resolved in Level ~~1I~~, the decision rendered may be appealed to the superintendent, provided such appeal is made in writing five ~~(5)~~ days after receipt of the decision in Level ~~1I~~. ~~-~~ If a grievance is properly appealed to the superintendent, the superintendent or ~~their~~ his/her 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~~ his/her designee will issue a decision in writing to the parties involved.

Subd. 4. Level 3~~III~~: In the event the grievance is not resolved in Level 2~~H~~, 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 2~~H~~.- 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 1~~I~~ or Level 2~~H~~ 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 3~~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 election of an arbitrator. If no agreement on an arbitrator is reached, either party may request the 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 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, all parties will submit all information regarding

this grievance to the arbitrator and each other.

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. Decisions: The decision by the arbitrator will be rendered within ~~thirty~~ (30) days after the close of the hearing. Decisions by the arbitrator in cases properly before the arbitrator will be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided for in PELRA.

Subd. 7. Expenses: Each party will bear its own expenses in connection with arbitration including expenses relating to the party's representative, 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 requesting party.

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 on 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, the 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 operation within the legal limitations surrounding the financing of such operations.

ARTICLE ~~10~~ DURATION

Section 1. Terms and Reopening Negotiations: This Agreement will remain in full force and effect for a period commencing upon the date of its execution through June 30, 202~~4~~2, and thereafter until modifications are made pursuant to PELRA. -In the event a successor agreement is not entered into prior to the commencement of school in 202~~4~~2, an Educational Support Professional will be compensated according to the last individual rate of pay executed between the employee and the School District until such time that a successor agreement is executed. -If the Exclusive Representative desires to modify or amend this

Agreement commencing on July 1, 202~~20~~, it will give written notice of such intent.

Section 2. Effect: This Agreement constitutes the full and complete agreement between the School Board and the Education Minnesota – OSSEO Educational Support Professionals representing the Educational Support Professional employees of Independent School District 279.– The provisions herein relating to terms and conditions 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. Finality: Any matters relating to the current term of this Agreement, whether or not referred to in this Agreement, will not be open for negotiation during the term of this Agreement.

Section 4. Severability: The provisions of this Agreement will be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it will not affect any other provisions of this Agreement or the application of any provision thereof.

**MEMORANDUMS OF UNDERSTANDING
BETWEEN
OSSEO AREA SCHOOLS, ISD 279
AND
EDUCATION MINNESOTA – OSSEO EDUCATIONAL SUPPORT PROFESSIONALS**

TOPIC

PAGE

~~ESP Professional Development Task Force~~	~~36~~
Bus Educational Support Professionals	37
Student Teaching Practicum or Similar Field Experience	39
Attendance Recognition	42
~~Safety Language Practices.....~~	~~43~~
~~ESP Performance Evaluation Task Force~~	~~44~~
Long-term Disability – Potential Plan Design Change	45
~~Traffic Control and Crossing Guard ESP Re-classification to Class 2.....~~	~~45~~
~~12-Month Positions Task Force~~	~~45~~

**MEMORANDUM OF UNDERSTANDING
BETWEEN
OSSEO AREA SCHOOLS, ISD 279
AND
EDUCATION MINNESOTA—OSSEO EDUCATIONAL SUPPORT PROFESSIONALS**

TOPIC: ~~ESP Professional Development Task Force~~

EFFECTIVE DATES: ~~July 1, 2021, through June 30, 2022~~

PURPOSE:

~~The purpose of this MOU is to establish an ESP Professional Development Task Force. The task force will consist of union and district representatives for the purpose of recommending a professional development plan for Educational Support Professionals to district administration and seek funding during the 2021-2022 school year.~~

~~Our system Mission, Core Values and Strategic Plan hold that all employees are accountable to our students for quality education and services. The District and Education Minnesota—OSSEO, Educational Support Professionals will collaborate to establish a staff development plan that provides necessary support, development and resources.~~

~~It is a professional expectation that ESPs attend professional development opportunities. The recommended staff development plan is intended to provide our Educational Support Professionals with the support they need in order to contribute to and sustain the achievement of our Mission. Working in partnership with teachers, our Educational Support Professionals are one of the closest staff members to students, and as a result have a great opportunity to positively influence student learning.~~

CHARGE OF THE TASK FORCE:

- ~~1. To develop a comprehensive Educational Support Professional staff development plan inclusive of new hire training/onboarding, mentorship, ongoing yearly staff development, and job transition training.~~
- ~~2. The task force will develop a plan inclusive of potential financial costs and present any requests for professional development of ESPs through the district's financial PEAR process beginning Fall 2021.~~
- ~~3. Any Board approved funding during the 2021-2022 school year for an ESP Professional Development plan will be for training beginning in the 2022-2023 school year.~~

**MEMORANDUM OF UNDERSTANDING
BETWEEN
OSSEO AREA SCHOOLS, ISD 279
AND
EDUCATION MINNESOTA – OSSEO EDUCATIONAL SUPPORT PROFESSIONALS**

TOPIC: Bus Educational Support Professionals: Reduction in hours, health insurance and compensation to complete administrative tasks requiring a computer. Traffic Control and Crossing Guard Education Support Professionals: compensation to complete administrative tasks requiring a computer.

EFFECTIVE DATE: July 1, 202~~20~~²²— June 30, 202~~22~~²⁴

The following contains the full text of the Memorandum of Understanding (MOU) between Osseo Area Schools, ISD 279 (“District”), and Education Minnesota – OSSEO, Educational Support Professionals (“Union”), relating to Bus Educational Support Professionals.

PURPOSE:

The purpose of this MOU is to provide clarification relating to additional time to complete administrative tasks that require a computer, reduction in hours and health insurance for Bus Educational Support Professionals, and for additional time to complete administrative tasks that require a computer.

The District and Education Minnesota – OSSEO Educational Support Professionals agree to amend the Terms and Conditions of Employment as follows:

- 1) Bus, Traffic Control, and Crossing Guard Educational Support Professionals will add ~~fifteen~~ (15) minutes to each two-~~(2)~~ week pay period for the purpose of conducting mandatory administrative tasks such as payroll entry and checking of district e-mail requiring the use of a computer. Bus Educational Support Professionals on an approved leave of absence are not required to enter payroll or check e-mail. Therefore the ~~fifteen~~ (15) minutes will not be applied to the pay period if their absence encompasses the entire pay period. -The ~~fifteen~~ (15) minutes will be added to the employees My Time record by Transportation personnel.
- 2) Due to the fact that bus routes and the need for student support on the bus fluctuate regularly, it is agreed that for Bus Educational Support Professionals, reduction in hours will be done based on student assignment and the corresponding routes for that student and not by seniority. —Change of status forms will normally be completed on or near October 31, December 31st, February 28th, April 30th, and the last day of the school year. If there is a substantial change to a Bus Educational Support Professionals hours, either reduction or addition of 30 minutes or more per day, the status change will be completed immediately. The change of status will be used to determine eligibility for insurance and the allocation of sick and personal leave hours.

- 3) Due to the complex coordination of bus routes and assignments based on student needs, it is agreed that Bus Educational Support Professionals will receive their assignment for the year by August 31st of each year.
- 4) In determining eligibility for health insurance, if a Bus ESP is assigned six ~~(6)~~ hours as of November 1st of each year, they will receive health insurance for the remainder of the school year. If at any time between November 1st and the end of the school year, a Bus ESP reaches a six ~~(6)~~ hour assignment, they will receive health insurance for the remainder of the school year as per the Terms and Conditions of Employment.
- 5) In determining health insurance coverage from July 1st – October 31st of each year, the following calculation will be used:
- If over the course of the school year, a Bus ESP averages a daily assignment of at least five and a half ~~(5 1/2)~~ hours or they end the school year with a six ~~(6)~~ hour assignment, they will continue to receive health coverage.
- If on the first day of school, their assignment is at least six ~~(6)~~ hours a day, they will be covered under the District Health and Hospitalization Insurance program.
- 6) The District and Education Minnesota-OSSEO Educational Support Professionals agree to provide a minimum of two ~~(2)~~ hours compensation for Bus Educational Support Professionals under the following conditions:
- If ISD #287 is open, but ~~the District~~ ISD #279 is closed, a bus route may be less than two hours. A Bus ESP whose assignment is affected in this manner will be compensated a minimum of two ~~(2)~~ hours. If ISD # 279 is open, but ISD # 287 is closed, a bus route may be less than two hours. A Bus ESP whose assignment is affected in this manner will be compensated a minimum of two hours.
 - If a Bus ESP is assigned to meet a bus, and the bus does not arrive for whatever reason, a Bus ESP whose assignment is affected in this manner will be compensated a minimum of two ~~(2)~~ hours.
 - If a Bus ESP is assigned to a midday bus route that is less than two ~~(2)~~ hours, the Bus ESP will be compensated a minimum of two ~~(2)~~ hours.
 - If a Bus ESP is assigned to a summer school route that is less than two ~~(2)~~ hours, the Bus ESP will be compensated a minimum of two ~~(2)~~ hours.
- 7) The District and Education Minnesota-OSSEO Educational Support Professionals agree to review this MOU and discuss possible amendments ~~during the 2021 school year~~ on an annual basis.
- 8) This MOU shall set no precedent between the parties. ~~All~~ of the provisions of the collective bargaining agreement apply.

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

**MEMORANDUM OF UNDERSTANDING
BETWEEN
OSSEO AREA SCHOOLS, ISD 279
AND
EDUCATION MINNESOTA – OSSEO EDUCATIONAL SUPPORT PROFESSIONALS**

TOPIC: Student Teaching Practicum or Similar Field Experience

EFFECTIVE DATES: ~~July 1, 2020 through June 30, 2022~~ Upon Ratification

The following contains the full text of the Memorandum of Understanding (MOU) between Osseo Area Schools, ISD 279 (“District”), and Education Minnesota – OSSEO, Educational Support Professionals (“Union”), relating to an ESP that completes their student teaching practicum or similar field experience in Osseo Area Schools while employed as an ESP.

PURPOSE: The purpose of this MOU is to provide clarification related to an ESP completing a student teaching practicum or similar field experience in ISD 279 while employed as an ESP.

The District and Education Minnesota – OSSEO Educational Support Professionals agree to the following related to an ESP completing their student teaching practicum or similar field experience in ISD 279:

- An ESP will be eligible for the student teaching practicum or similar field experience after the successful completion of 120 work-days, subject to HR approval. Exceptions may be made through agreement with the union and the district.
- The ESP will retain their current rate of pay for up to one year while completing the practicum or similar field experience.
- The ESP 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. All other sick, personal, or vacation leave is frozen.
- The ESP will be placed, whenever possible, in a site other than their current ESP site. If an exception is needed, it will be done with mutual agreement of the district and the union.
- Upon successful completion of the student teaching practicum or similar field experience, the ESP will return to their current position subject to vacancy and ability to perform the job duties. If their current position is not vacant a position for the ESP would be secured using Article ~~6VI~~, General Employment Conditions.
- The ESP must commit to working for ISD 279 in a position(s) with at least a comparable number of hours for a minimum of two years.
- If the employee does not successfully complete the student teaching practicum, or similar field experience, or 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 ESP must sign the attachment* to confirm they understand and agree to this MOU.

Attachment*

**Educational Support Professionals (ESP)
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 attached Memorandum of Agreement (MOU) between Osseo Area Schools, ISD #279 and Education Minnesota – Osseo Educational Support Professionals, 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.

ESP

Date

HR Use:

Received: _____

Approved: YES, NO Initials _____

Hourly pay rate: _____

Weekly assignment hours: _____

Health Insurance cost/month: _____

Two Year Start _____

Two school year end _____

**MEMORANDUM OF UNDERSTANDING
BETWEEN
OSSEO AREA SCHOOLS, ISD 279
AND
EDUCATION MINNESOTA – OSSEO EDUCATIONAL SUPPORT PROFESSIONALS**

EFFECTIVE DATE: July 1, 202~~20~~ - June 30, 202~~20~~

TOPIC: Attendance Recognition

The following contains the full text of the Memorandum of Understanding (MOU) between Osseo Area Schools, ISD 279, and Education Minnesota – OSSEO Educational Support Professionals (ESPs), relating to a Post-Employment Health Care Account (PEHCA) contribution associated with attendance recognition for qualified ESPs.

PURPOSE: The purpose of this MOU is to define criteria that ESPs must meet to be eligible for the PEHCA contribution of \$200.00, payable each school year this MOU is in effect.

CONDITIONS: The District and Education Minnesota – OSSEO ESP agree to the following:

ESPs who use the equivalent hours of 3 ~~sick~~ days ~~and/or 3 days of religious leave or less of sick leave~~ each year (either 10 month or 12 month) shall verify their own eligibility for a \$200.00 PEHCA contribution by reviewing their own sick leave balance and usage. Verification of eligibility must be sent on a completed Attendance Recognition form to Human Resources between May 15th and June 1st of each year. The following criteria must be met. The ESP must:

- be hired on or before October 31st;
- have used 3 days or less (based on the equivalent number of hours in the employee's work assignment) of sick leave in the school year for any reason except for absences due to Workers Compensation;
- have a balance of at least 120 hours of accumulated sick leave on June 1st in their sick leave account
- be an active employee, not on an approved medical leave, long-term leave, or separated from ISD 279; and
- be an active employee at the time the PEHCA contribution is paid. The PEHCA contribution will be paid no later than September 30th of each year.

ESPs that use additional sick leave after the completed request form has been submitted may affect their eligibility and subsequently may not qualify for the PEHCA contribution.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
OSSEO AREA SCHOOLS, ISD 279
AND
EDUCATION MINNESOTA – OSSEO EDUCATIONAL SUPPORT PROFESSIONALS**

~~TOPIC:~~ Safety Language Practices

~~BEGIN:~~ July 1, 2020

~~AGREEMENT:~~

~~The following contains the full text of the Memorandum of Understanding (MOU) between the Osseo Area Schools, ISD 279 and the Education Minnesota Educational Support Professionals (ESPs) relating to the mutually establishment of a Task Force, designed to explore and assess current district and building level best practices relating to student and staff safety. To recommend any new practices determined to improve safety for all.~~

~~The focus of the task force will be to create a plan that will serve to:~~

- ~~• review safety concerns from staff members and corresponding data~~
- ~~• explore, assess, compare, and analyze Osseo Area Schools best practices regarding maintaining a safe learning and work environment with those of surrounding districts~~
- ~~• develop next steps toward finding best practices achievable by all learning levels in a variety of environments~~
- ~~• encourage employee growth and professional development~~
- ~~• align with the School District's mission, core values and strategic objectives~~
- ~~• promote feedback, collaboration, and understanding~~

~~The Task Force will be comprised of members of the Education Support Professionals unit, and members of administration appointed by the Labor Relations Director of Human Resources. Both sides agree to discuss at meet & confer if either side feels a need to adjust representation.~~

~~If the work of the task force does not reach mutual agreement, both sides must agree to continue the task force.~~

**MEMORANDUM OF UNDERSTANDING
BETWEEN
OSSEO AREA SCHOOLS, ISD 279
AND
EDUCATION MINNESOTA – OSSEO EDUCATIONAL SUPPORT PROFESSIONALS**

TOPIC: ~~Educational Support Professional Performance Evaluation Task Force~~

EFFECTIVE DATE: ~~July 1, 2021 – June 30, 2022~~

AGREEMENT:

~~The following contains the full text of the Memorandum of Understanding (MOU) between the Osseo Area Schools, ISD 279 and the Education Minnesota-OSSEO Educational Support Professionals (ESPs) relating to the mutual establishment of a Task Force, designed to explore, assess, and recommend amendments to the current district performance evaluation plan for ESPs.~~

CHARGE OF THE TASK FORCE:

- ~~1. Review the current performance evaluation plan for Educational Support Professionals.~~
- ~~2. Assess how the current evaluation plan supports effective growth and development of the ESP.~~
- ~~3. Explore potential alternatives to the rubric and/or qualifiers used to assess an ESPs performance.~~
- ~~4. Review and discuss the current performance evaluation process.~~
- ~~5. Recommend potential amendments to the process and/or structure of the ESP performance evaluation plan.~~

**MEMORANDUM OF UNDERSTANDING
BETWEEN
OSSEO AREA SCHOOLS (ISD 279)
AND
EDUCATION MINNESOTA-OSSEO EDUCATIONAL SUPPORT PROFESSIONALS**

Limits to Long-Term Disability 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 ~~6VI~~, Section 4.

MEMORANDUM OF UNDERSTANDING
between
OSSEO AREA SCHOOLS, ISD 279
and
EDUCATION MINNESOTA – OSSEO ESP

TOPIC: Traffic Control and Crossing Guard ESP Re-classification to Class 2

EFFECTIVE DATE: July 1, 2023

The following contains the full text of the Memorandum of Understanding (MOU) between Osseo Area Schools, ISD 279, and Education Minnesota – OSSEO Educational Support Professionals, relating to Traffic Control and Crossing Guard ESP reclassification to class 2 within Article 6, General Employment Conditions, § 2, Classifications, of the 2020 – 2022 Contract.

PURPOSE:

The purpose of this MOU is to change the Traffic Control and Crossing Guard ESP classification to class 2 within Article 6, § 2. This change will be added to the 2022 – 2024 contract.

CONDITIONS:

The District and Education Minnesota – OSSEO ESP agree to the following:

1. Effective July 1, 2023, any ESP working or hired on or after that date to work in the role of Traffic Control and Crossing Guard ESP will be classified as a class 2 ESP.
2. The position of Traffic Control and Crossing Guard ESP, classified in Article 6, § 2 as a class 1 position and paid at under the class I schedule, shall be reclassified as a class 2 position, and be paid at the class 2 rate of pay. Such reclassified ESPs will experience a lateral step movement effective July 1, 2023.
3. Upon ratification of the 2022 – 2024 ESP collective bargaining agreement, any Traffic Control and Crossing Guard ESP staff prior to the reclassification to class 2 will receive retro pay per the negotiated class 1 rate from July 1, 2022, through June 30, 2023.
4. Upon ratification of the 2022 – 2024 ESP collective bargaining agreement, any ESP – Kidstop staff reclassified to class 2 on July 1, 2023, will be eligible to step and receive the pay rate per the new contract and pay schedule.

5. The change of classification will be included in the ratification of the 2022 – 2024 ESP collective bargaining agreement through housekeeping.

MEMORANDUM OF UNDERSTANDING
between
OSSEO AREA SCHOOLS, ISD 279
and
EDUCATION MINNESOTA – OSSEO ESP

TOPIC: 12-Month Positions Task Force

BEGIN: July 1, 2022

AGREEMENT:

The following contains the full text of the Memorandum of Understanding (MOU) between the Osseo Area Schools, ISD 279 and the Education Minnesota- Educational Support Professionals (ESPs) relating to the mutual establishment of a task force, designed to explore and assess current ESP 10-month positions that could be extended to 12-month positions, and provide a recommendation to that effect.

The focus of the task force will be to create a plan that will serve to:

- Review existing 10-month positions
- Explore existing needs and available work during the summer months
- Create job descriptions that align with available work, year-round, if possible
- Analyze how these new jobs would align with current unit work and where they would fall within the collective bargaining agreement, including classification and benefits
- Provide a recommendation based on the findings of the task force
- Align with the School District's mission, core values and strategic objectives
- Promote feedback, collaboration, and understanding

The Task Force will be comprised of members of the Education Support Professionals unit, and members of administration appointed by the Labor Relations Director of Human Resources. Both sides agree to discuss at meet & confer if either side feels a need to adjust representation.

If the work of the task force does not reach mutual agreement, both sides must agree to continue the task force.

Memo

To: School Board Members

From: Lisa Chang, Director, Human Resources
Laurel Anderson, Executive Director, Human Resources

Date: August 29, 2023

Re: Recommendation for Approval, Agreement on the Terms and Conditions of Employment between the Independent School District 279 School Board and Kidstop Instructors, July 1, 2022 – June 30, 2024.

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 Kidstop Instructors, effective July 1, 2022 through June 30, 2024.

Key Concepts/Ideas:

The Kidstop Instructors is a group of thirty-eight (38) employees working with our extended day, before, and after school programs.

The agreement contains language changes to Vacation, Retirement Savings Plan, Group Benefits/Insurance, Rates of Pay and Memorandums of Understanding (MOUs).

In the Vacation section, newly hired employees will no longer have to wait use vacation. Vacation will be credited upon hire.

In the Retirement Savings Plan section, the district agreed to eliminate the one year waiting period for the district match.

A task force memorandum of understanding was added to explore the development of 12-month positions from existing 10-month and summer casual staffing.

An Attendance Recognition memorandum of understanding was created for staff that use 3 sick days or less in a school year to receive \$200 in in Post-Employment Health Care Account. The intent is to incentivize for presenteeism.

In the Group Benefits/Insurance section, the monthly district contribution toward health insurance will be set at the following amounts for full-time employees (scheduled to work 32 or more hours per week):

Effective July 1, 2022 – December 31, 2022

	Single	Employee +1	Family
High	\$610.42	\$947.68	\$1,518.37
Value	\$610.42	\$947.68	\$1,518.37
HSA Plan	\$478.20	\$927.56	\$1,484.08

Effective January 1, 2023– December 31, 2023

	Single	Employee +1	Family
High	\$610.42	\$947.68	\$1,518.37
Value	\$637.66	\$990.33	\$1,586.71
HSA Plan	\$616.88	\$969.30	\$1,550.86

Effective January 1, 2024

	Single	Employee +1	Family
High	\$610.42	\$947.68	\$1,518.37
Value	\$666.35	\$1,034.89	\$1,658.11
HSA Plan	\$672.40	\$1,012.92	\$1,620.65

A commensurate percentage increase to the monthly district contribution for health insurance was added to the language for part-time employees (scheduled to work 30 hours per week but less than 32 hours per week).

Salary Investment:

In the Salary Schedules and Rates of Pay sections of the collective bargaining agreement, the agreement calls for varied salary percentage increases at each step of the salary schedule. Longevity pay was removed from the contract. In year 2 the grid will collapse from 5 steps to 3 steps to ensure competitiveness and consistency. Step movement for eligible employees is in effect for each year of the contract. The following represents the pay grid for 2022-2023 and 2023-2024.

2022-2023 Hourly Rates			
Steps	Kidstop Instructors	Four Star Instructors	Lead Instructors
1	\$ 21.35	\$ 22.40	\$ 23.50
2	\$ 21.42	\$ 22.50	\$ 23.60
3	\$ 21.50	\$ 22.65	\$ 23.70
4	\$ 22.00	\$ 23.50	\$ 25.72
5	\$ 25.00	\$ 26.00	\$ 28.40

2023-2024 Hourly Rates			
Steps	Kidstop Instructors	Four Star Instructors	Lead Instructors
1	\$ 22.20	\$ 23.50	\$ 24.70
2	\$ 23.50	\$ 25.50	\$ 26.62
3	\$ 25.80	\$ 26.90	\$ 29.40

The salary investment outlined above is consistent with the financial parameters established by the School Board for the 2022-2024 contract negotiation. The two-year agreement results in a 10.44% total package increase. The total financial investment is \$304,350.00 over the term of the agreement.

Timeline/Next Steps:

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



**BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT 279
MAPLE GROVE, MINNESOTA**

AND

EM-O KIDSTOP INSTRUCTORS

Effective Date: July 1, 202~~0~~ through -- June 30, 202~~4~~

**AGREEMENT ON
TERMS AND CONDITIONS OF EMPLOYMENT**

BETWEEN

**INDEPENDENT SCHOOL DISTRICT 279
MAPLE GROVE, MINNESOTA**

AND

KIDSTOP INSTRUCTORS

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

For the Education MN-Osseo
Kidstop Instructors

Kidstop Instructor's Negotiator

Education Minnesota-Osseo President

For Independent School District 279

Chair

Clerk

Director, Labor Relations

Dated this ____ day of ____, 20__

Dated this ____ day of ____, 20__

Addresses of Official Notice:

EDUCATION MINNESOTA-OSSEO
Local #1212
9210 Wyoming Ave. N. #200
Brooklyn Park, MN 55445

SCHOOL BOARD
Office of the Superintendent
11200 93rd Ave. N.
Maple Grove, MN 55369

TABLE OF CONTENTS

ARTICLE ~~1I~~ - PURPOSE OF AGREEMENT

Section 1. Parties	1
--------------------------	---

ARTICLE ~~2H~~ - EMPLOYEE REPRESENTATIVE

Section 1. Recognition	1
Section 2. Appropriate Unit	1

ARTICLE ~~3H~~ - DEFINITIONS

Section 1. Terms and Conditions of Employment	1
Section 2. Kidstop Instructors	1
Section 3. School Board	1
Section 4. Other Terms	1

ARTICLE ~~4IV~~ - SCHOOL DISTRICT RIGHTS

Section 1. Inherent Managerial Rights	1
Section 2. Management Responsibilities	2
Section 3. Effect of Laws, Rules and Regulations	2
Section 4. Reservation of Managerial Rights	2

ARTICLE ~~5V~~ - KIDSTOP INSTRUCTORS' RIGHTS

Section 1. Right to Views	2
Section 2. Right to Join	2
Section 3. Request for Dues Check off	2
Section 4. Claims against the School District	2
Section 5. Personnel Files	3
Section 6. Political Action Committee	3
Section 7. Other Rights	3

ARTICLE ~~6VI~~ - SCHEDULE OF RATES OF PAY

Section 1. Hourly Rates of Pay	4
Section 2. Hours	5
Section 3. Assignment	5
Section 4. Emergency Program Closing	6
Section 5. Placement on Schedule	6
Section 6. Holidays	7
Section 7. Vacation Allowance	7
Section 8. Seniority	8
Section 9. Probation and Regular Status	8
Section 10. Posting of Positions	9
Section 11. Job Elimination	9
Section 12. Progressive Discipline	10

ARTICLE ~~7VII~~ - GROUP INSURANCE

Section 1. Health & Hospitalization Insurance for Full-Time Employees	10
Section 2. Health & Hospitalization Insurance for Part-Time Employees ...	12
Section 3. Eligibility	12

Section 4.	Enrollment	13
Section 5.	Claims Against the School District.....	13
Section 6.	Duration of Insurance Contribution.....	13
Section 7.	Insurance Program Eligibility in the Event of Retirement	13
Section 8.	Section 125 Flexible Spending Plan	13
Section 9.	Deferred Compensation Program.....	14

ARTICLE ~~8~~^{VIII} - LEAVES OF ABSENCE

Section 1.	Sick Leave	15
Section 2.	Family Illness	16
Section 3.	Bereavement Leave	16
Section 4.	~~Child Care Leave/Adoption~~ ^{Parental} Leave.....	17
Section 5.	Long-Term Leave	19
Section 6.	Jury Duty	20
Section 7.	Personal Leave.....	20
Section 8.	Short-Term Leave.....	20
Section 9.	Religious Leave.....	21
Section 10.	Eligibility for Leave Benefits	21
Section 11.	Unexcused Absences.....	21

ARTICLE ~~9~~^{IX} - GRIEVANCE PROCEDURE

Section 1.	Grievance Definition.....	21
Section 2.	Representative	22
Section 3.	Definitions and Interpretations.....	22
Section 4.	Time Limitation and Waiver	22
Section 5.	Adjustment of Grievance	22
Section 6.	School Board Review.....	23
Section 7.	Denial of Grievance	23
Section 8.	Mediation.....	23
Section 9.	Arbitration Procedures	23

ARTICLE ~~10~~^X – DURATION

Section 1.	Terms and Reopening Negotiations	24
Section 2.	Effect.....	25
Section 3.	Finality	25
Section 4.	Severability.....	25

Appendix

<u>Kidstop Instructor 10.5-30 hours/week</u>	<u>24</u>
<u>Kidstop Instructor 30-32 hours/week.....</u>	<u>25</u>
<u>Kidstop Instructor 32-39 hours/week.....</u>	<u>25</u>
<u>Lead Kidstop Instructor.....</u>	<u>25</u>
<u>4-Star Express Instructor 30-32 hours/week</u>	<u>25</u>
<u>4-Star Express Instructor 32+ hours/week.....</u>	<u>25</u>

MEMORANDUM OF UNDERSTANDING

~~Short-Term Leave for Kidstop Instructors on Non-School School Year Days ..~~	~~26~~
Job Qualifications	28

Student Teaching Practicum or Similar Field Experience	30
Limits to Long-term Disability Insurance Coverage.....	33
<u>Attendance Recognition</u>	<u>33</u>
<u>Twelve-Month KSI Task Force.....</u>	<u>33</u>

ARTICLE 1I

PURPOSE OF AGREEMENT

Section 1. Parties: This Agreement, entered into between the School Board, Independent School District 279, Maple Grove, Minnesota, hereinafter referred to as the School District and the Kidstop Instructors, is pursuant to and in compliance with the Public Employment Labor Relations Act as amended, hereinafter referred to as the PELRA, and provides the terms and conditions of employment for Kidstop Instructors during the term of this Agreement.

ARTICLE 2II

EMPLOYEE REPRESENTATIVE

Section 1. Recognition: In accordance with the PELRA, as amended, the School Board recognizes Education Minnesota - Osseo as the exclusive representative of Kidstop Instructors employed by the School Board. The exclusive representative will have those rights and duties as prescribed by the PELRA and as described in this Agreement.

Section 2. Appropriate Unit: The exclusive representative will represent all the Kidstop Instructors of the District as defined in this Agreement and in said Act.

ARTICLE 3III

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 the PELRA.

Section 2. Kidstop Instructors: Will mean all Kidstop Instructors employed by Independent School District 279, Maple Grove, Minnesota, who are public employees within the meaning of Minnesota Statute 179A.03, Subd. 14., excluding supervisory, confidential, and all other employees.

Section 3. School Board: For purposes of administering this Agreement, the term "School Board" may also mean the designated representative.

Section 4. Other Terms: Terms not defined in this Agreement will have those meanings as defined by the PELRA.

ARTICLE 4IV

SCHOOL DISTRICT RIGHTS

Section 1. Inherent Managerial Rights: The Kidstop Instructors 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 Kidstop Instructors 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 exclusive representative 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 expressly delegated in this Agreement are reserved to the School District.

ARTICLE ~~5~~ KIDSTOP INSTRUCTORS' RIGHTS

Section 1. Right to Views: Pursuant to the 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 designed to and does not interfere with the full faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative; nor will it be construed to require any employee to perform labor or services against their will.

Section 2. Right to Join: Kidstop Instructors will have the right to form and join labor organizations and will have the right not to form and not to join such organizations. Kidstop Instructors 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. Request for Dues Check-off: Kidstop Instructors will have the right to request dues check-off for the organization of the exclusive representative in accordance with the provisions of the PELRA, as amended. Upon receipt of a properly executed authorization form from the employee, the School District will deduct, in equal installments, from the employee's paycheck the dues the employee has agreed to pay the exclusive representative during the effective period of authorization. The number of equal installments will be fifteen (15), beginning on October 20th and ending on May 20th. The authorization will continue in effect until terminated by the employee in writing.

Section 4. Claims Against the School District: The exclusive representative hereby warrants and covenants that it will defend, indemnify and save the School District harmless from any and all actions, suits, claims, damages, judgments and executions or other forms of

liability, liquidated or un-liquidated, which any person may have or claim to have, now or in the future, arising out of or by reason of the deduction of the fair share fee specified by the exclusive representative as provided herein.

Section 5. Personnel Files:

Subd. 1. Access: All individual Kidstop Instructor evaluations and individual Kidstop Instructor's files generated within the ~~S~~chool ~~d~~istrict will be available to the instructor during regular School District hours upon the employee's request in accordance with Minnesota Statutes.

Subd. 2. Review: Such request will be made to ~~h~~Human ~~r~~esources. Human ~~r~~esources will schedule an appointment for the Kidstop Instructor to review their file and will notify the instructor of such appointment.

Subd. 3. Documentation of Contents: The Kidstop Instructor will review their file with a confidential Human Resources designee present. All such reviews will take place in Human Resources

Subd. 4. Right to Copy: The Kidstop Instructor will have the right to a copy of any of the contents of their file.

Subd. 5. Right to Response: The Kidstop Instructor may submit for inclusion in their file a written response to any material contained in such file.

Subd. 6. Destruction/Expungement: The School District may destroy such files as provided by law.

Section 6. Political Action Committee (PAC) Deduction: Employees may request a payroll deduction to contribute to the PAC fund of Education Minnesota – OSSEO.

Subd. 1. Authorization: Upon receipt of an authorization card, the School District will make the designated deduction per paycheck.

Subd. 2. Terms of Authorization: Authorization cards will be filed with the payroll department by the teacher and will continue in effect until revoked on a form provided by the School District's payroll department. Application for an Education Minnesota – OSSEO PAC deduction will be accepted at any time with change in payment reflected as soon as is practicable, but within ~~forty-five (45)~~ days.

Subd. 3. Schedule of Deductions: PAC deductions will be made in ~~fifteen (15)~~, equal installments beginning on October 20th and ending on May 20th.

Section 7. Other Rights: Kidstop Instructors will have all other rights prescribed by the PELRA.

ARTICLE ~~6VI~~ **SCHEDULE OF RATES OF PAY**

Section 1. Hourly Rates of Pay: The following rates of pay will be in effect for the period of July 1, 2020~~2~~, through June 30, 2022~~4~~.

Kidstop Instructors			Four Star Instructors			Lead instructors		
<u>Step</u>	<u>2020-2021 Hourly</u>	<u>2021-2022 Hourly</u>	<u>Step</u>	<u>2020-2021 Hourly</u>	<u>2021-2022 Hourly</u>	<u>Step</u>	<u>2020-2021 Hourly</u>	<u>2021-2022 Hourly</u>
1	\$17.53	\$17.88	1	\$18.41	\$18.78	1	\$20.16	\$20.56
2	\$18.20	\$18.56	2	\$19.11	\$19.50	2	\$20.92	\$21.34
3	\$19.41	\$19.80	3	\$20.37	\$20.78	3	\$22.32	\$22.76
4	\$20.63	\$21.05	4	\$21.66	\$22.10	4	\$23.74	\$24.21
5	\$22.75	\$23.20	5	\$23.88	\$24.36	5	\$26.15	\$26.68
10*	\$23.35	\$23.80	10*	\$24.48	\$24.96	10*	\$26.75	\$27.28
20**	\$23.60	\$24.05	20**	\$24.73	\$25.21	20**	\$27.00	\$27.53

~~*Employees beginning their tenth (10) year or more of consecutive employment in Independent School District 279 will receive a \$0.60 per hour career increment differential.~~

~~**Employees beginning their twentieth (20) year or more of consecutive employment in Independent School District 279 will receive a \$0.85 per hour career increment differential.~~

<u>Kidstop Instructors 2022-2023 Hourly Rates</u>			
<u>Steps</u>	<u>Kidstop Instructors</u>	<u>Four Star Instructors</u>	<u>Lead Instructors</u>
<u>1</u>	<u>\$ 21.35</u>	<u>\$ 22.40</u>	<u>\$ 23.50</u>
<u>2</u>	<u>\$ 21.42</u>	<u>\$ 22.50</u>	<u>\$ 23.60</u>
<u>3</u>	<u>\$ 21.50</u>	<u>\$ 22.65</u>	<u>\$ 23.70</u>
<u>4</u>	<u>\$ 22.00</u>	<u>\$ 23.50</u>	<u>\$ 25.72</u>
<u>5</u>	<u>\$ 25.00</u>	<u>\$ 26.00</u>	<u>\$ 28.40</u>

<u>Kidstop Instructors 2023-2024 Hourly Rates</u>			
<u>Steps</u>	<u>Kidstop Instructors</u>	<u>Four Star Instructors</u>	<u>Lead Instructors</u>
<u>1</u>	<u>\$ 22.20</u>	<u>\$ 23.50</u>	<u>\$ 24.70</u>
<u>2</u>	<u>\$ 23.50</u>	<u>\$ 25.50</u>	<u>\$ 26.62</u>
<u>3</u>	<u>\$ 25.80</u>	<u>\$ 26.90</u>	<u>\$ 29.40</u>

Employees will be entitled to career increment step increases only upon satisfactory job performance. Satisfactory job performance shall be determined by the employee's most recent performance evaluation so long as the evaluation was done during the previous two (2) years. Employees who do not receive a career increment step increase due to job performance shall be eligible for such career increment step the following January 1st or July 1st whichever occurs first after satisfactory job performance review, provided the employee has worked 120 work days prior to the performance review. Days worked shall include days actually worked, personal leave, sick leave, and paid holidays.

Subd. 1. Additional compensation for late pickups: Add time after normal shift to timecard as indicated:

15 minutes	ADD	30 minutes
30 minutes	ADD	1 hour
45 minutes	ADD	1 ½ hours
1 hour	ADD	2 hours

The pattern for additional compensation will continue for time extending past one (1) hour.

Section 2. Hours:

Subd. 1. Work Year: The primary work year for all employees will be considered the school year program. A regular employee who works the summer program will be eligible to use accumulated sick leave days. All employees will be expected to work their regular daily assignment on those days the Kidstop program is in session or scheduled to be in session with the exception of non-school program days. On non-school program days, management reserves the right to assign work hours and site assignment to facilitate program operation. Any deviation from the regular daily assignment other than leaves as provided in Article VII must have the prior approval of the community education coordinator or designee and Human Resources.

Subd. 2. Overtime: Work over forty (40) hours per week will be paid at time and one-half or by compensatory time at time and one-half, as determined by the employee and the immediate supervisor. All overtime must be authorized in advance.

Subd. 3. Summer Programs:

- a) Summer Program Notification: Kidstop Instructors working the school year program will notify Human Resource by February 1st of their intent to work the summer program. Instructors will apply for open positions and their preference for placement will be taken into consideration based on seniority.
- b) Kidstop Instructors will be paid at their same school year rate when employed as a substitute in the Summer Program.

Section 3. Assignment:

Subd. 1. Beginning with the 2021-2022 School Year, Each Kidstop Instructor and Lead Instructor will be hired for a specific site through the Kidstop Program. Upon changes in student enrollment, the District reserves the right to make modifications or adjustments in these site assignments during the school year. Kidstop Instructors and Lead Instructors may be assigned to other locations on a temporary basis due to leaves of absence that need to be covered. Four Star Instructors will be assigned a specific site based on the classroom model for this program. Adjustments to meet the staffing needs at each site will use the following protocol:

- a) Voluntary Re-Assignment: after a need has been announced at a site, qualified staff have 1 day to notify their supervisor or staffing manager of their desire to be re-assigned to an open position of less, equal or greater hours than their current assignment. If multiple staff give notice, the most senior employee shall be granted the re-assignment. The voluntary re-assignment process will continue until the open position(s) are filled or there are no more volunteers.
- b) If there are no or no more volunteers(s) to fill the position(s) in need, the least senior staff at the site shall be placed into the open position of equal or greater hours within 5 business days of the initial offer.
- c) When all needed positions are filled, the least senior employee at the site with reductions shall be laid off with recall rights per the provisions of Article VI, Section 10 of the collective bargaining agreement.
- d) Should a position that was eliminated re-open, the employee who was displaced shall have recall rights back to that position for one (1) year-from the effective date of the re-assignment.

Subd. 2. Electronic notification from the District/Program Coordinator or staffing manager will be provided to the employees indicating assignment to the Kidstop Program and the hours according to the schedule before August 15th prior to the start of the school year.

Subd. 3. New employees shall receive electronic notification of assignment to the Kidstop Program, hours, wages and benefits upon hire.

Subd. 4. In the case of job elimination or hour reductions in the Kidstop Program all other provisions of Article VI, Section 10 will apply.

Section 4. Emergency Program Closing: If school starts late or is closed early due to inclement weather or other emergency situations, employees will be paid for their normal work assignment for that day. On such days, the work assignment will be determined by the immediate supervisor.

In the event school is cancelled due to inclement weather or other emergency situations, employees will be paid for up to three (3) days, per school year, for their normal work assignment. This provision will apply for full days only when school has been cancelled prior to the opening of the normal school day.

The superintendent reserves the right to require that employees report to work for any school closing. Employees will receive their normal compensation for that day and no additional compensation.

[When the Superintendent determines that the district will follow an e-learning day, the district will follow Minnesota Statute 2022, section 120A.414 \(https://www.revisor.mn.gov/statutes/cite/120A.414\).](https://www.revisor.mn.gov/statutes/cite/120A.414)

In the event an employee was scheduled to take a single sick day, personal leave day, bereavement day or vacation day that coincides with an emergency program closing day, the employee will not be charged for their scheduled sick day, personal leave day, bereavement day or vacation day. If the employee was scheduled to take a series (2 or more) of connected sick days, personal leave days, bereavement leave days, or vacation days and one of those connected days falls on the emergency program closing day, the employee will be charged for the day(s) that coincides with the emergency program closing day(s).

Section 5. Placement on Schedule: New employees will be placed on the appropriate schedule as determined by the requirements of the job and at the discretion of Human Resources. Schedule advancements will occur on July 1st of each year for eligible employees. Employees will maintain their seniority based on their original hire date within the unit. For the purposes of this section, a day worked will include paid leave and holiday pay. Employees must be regularly scheduled to work ten and one-half (10-1/2) hours or more per week in order to qualify for step movement. Summer only employment does not qualify for step movement.

Section 6. Holidays:

Subd. 1. Full-time ~~twelve (12)~~ month Lead Kidstop Instructors will be granted ~~eleven (11)~~ 12 paid holidays as determined by the School District prior to July 1 each year.

Subd. 2. Part-time Kidstop Instructors regularly scheduled to work ~~ten and one half (10 1/2)~~ hours or more per week will be granted eight ~~(8)~~ paid holidays as determined by the School District prior to July 1 each year.

The following eight ~~(8)~~ paid holidays will be granted.

Thanksgiving	Spring Holiday
Day after Thanksgiving	Martin Luther King –or- President’s Day*
Winter Holidays (2 days)	Memorial Day
New Year’s Day	

* Whichever day is not designated as a holiday will be utilized for paid staff development, department training, and/or required workshops.

Subd. 3. If a holiday occurs on a work day, the Kidstop Instructor will be paid double their normal rate of pay or be able to take an alternate day off.

Section 7. Vacation Allowance: Full-time Lead Kidstop Instructors working ~~fifty-two weeks (52 weeks)~~ per year and in a regular position of ~~thirty-two (32)~~ hours or more per week will be granted vacation as follows:

After six ~~(6)~~ months of consecutive employment	40 hours
After one ~~(1)~~ year of consecutive employment	40 hours (80 hours total/year)
After five ~~(5)~~ years of consecutive employment	120 hours
After ~~eleven (11)~~ years of consecutive employment	128 hours
After ~~twelve (12)~~ years of consecutive employment	136 hours
After ~~thirteen (13)~~ years of consecutive employment	144 hours

After ~~fourteen~~ (14) years of consecutive employment	152 hours
After ~~fifteen years~~ (15) of consecutive employment	160 hours
After ~~nineteen~~ (19) years of consecutive employment	200 hours

Conditions for Vacation Allowance:

- a) ~~Vacation must be earned prior to the time it is taken. Effective July 1, 2021, all vacation time for the current year will be credited pro-rata with the first payroll in July.~~ An employee shall be credited vacation on July 1st each year.
- b) Effective June 30, 2017, the maximum carryover of vacation will be 80 hours. The maximum payout of vacation upon termination of employment will be 160 hours.
- c) Vacation must be scheduled in advance and will be approved only upon submission of a request in accordance with District procedure and subject to available balance.
- d) An employee resigning prior to an earned vacation period is entitled to a pro rata share of vacation time or vacation pay earned upon proper submission to the employer of at least two ~~(2)~~ weeks' notice of proposed termination date. Failure on the part of the employee to give proper notice shall constitute forfeiture of this provision. Overuse of earned vacation due to yearly front loading on July 1, will result in the employee owing the district backpay for any vacation time used, but not yet accrued at the date of resignation/retirement.
- e) Vacation eligibility will be calculated on anniversary date of employment.
- f) Kidstop Instructors that become eligible for vacation allowance will be credited with actual months worked as a Kidstop Instructor. A maximum of three ~~(3)~~ weeks' vacation will be attained through this provision.

Section 8. Seniority:

Subd. 1. Seniority Date: An employee's seniority date will be the original date of employment in the School District within the Kidstop Instructor's unit. If the starting date is the same between two or more employees, the employee with the greatest number of years of ~~d~~District service in a regular (non-casual position) will be considered the most senior. In the event of a tie between years of service, the School District will meet and confer with the employee representatives to determine a process to break the tie.

Subd. 2. Forfeiture: An employee who is discharged, resigns, or does not report for an assignment after being recalled will forfeit all seniority rights.

Subd. 3. Seniority Rights: An instructor assigned temporarily as a program manager will retain all seniority rights within the instructors' employee group and will retain all previous credit for pay purposes. Upon completion of the temporary assignment, the employee will be re-employed in a position for which the employee is qualified commensurate with a position occupied prior to the assignment provided the position(s) has not been abolished.

Subd. 4. Seniority List: A seniority list of regular employees will be updated and posted on the District website monthly during the school year.

Section 9. Probation and Regular Status:

Subd. 1. New employees will be considered probationary employees until June 30, provided they have worked ~~ninety (90)~~ days from their hire date to June 30. If a school year ends prior to a probationary employee serving at least ~~ninety (90)~~ working days, such employee shall be on probation for the following school year, ending June 30. Working days shall include days actually worked, vacation, sick leave, paid holidays, and personal leave. During this time they 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 that date.

Section 10. Posting of Positions: When there are vacancies for Lead Kidstop Instructors, all Kidstop employees will receive an email notification. Vacancies to be filled will be posted for a period of up to five ~~(5)~~ working days. Between the period of August 15th and September 30th each year, vacancies will be posted for a period of three ~~(3)~~ working days or until filled. Employees interested in applying should discuss the possible transfer with their immediate supervisor and then make application to ~~h~~Human ~~R~~esources. Employees who apply during the designated time frame will be considered on the basis of previous work experience, training, and job performance. Management reserves the right to make the final decision in filling the position. After a hiring decision is made, all applicants will be notified by ~~h~~Human ~~r~~esources within five ~~(5)~~ working days.

Section 11. Job Elimination:

Subd. 1. Seniority: In the event of job elimination requiring layoff, the employee with the least seniority in the job title within the site will be laid off first. The employee, if qualified, will be placed into an open position in the same title with equal or greater hours matching their previous assignment, resulting from program changes and/or newly created positions at the time of displacement. If no such openings exist within the title at the time of displacement, the employee, if qualified, will have the right to displace the least senior employee in the Kidstop Instructor's unit in the School District, subject to Subd. 4 of this Section. Failure to accept a position under the terms of this Section will be viewed as a resignation by the employee. Effective July 1, 2017, an employee on a performance improvement plan by December 1st of any year may not displace another employee.

Subd. 2. Recall List: A regular employee who has been displaced due to a layoff will be placed on a recall list. When a position becomes available, the most senior qualified employee will be recalled first. If the employee fails to report to work upon two ~~(2)~~ weeks' notice of recall, this will cause the employee to lose all recall rights.

Subd. 3. Recall Period: A regular employee will be kept on the recall list up to ~~twelve (12)~~ months after the layoff if no position has been offered.

Subd. 4. Assignment Reduction – More Than Two Hours: When a reduction in assignment of more than two (2) hours per day occurs, the following steps will be taken: a) the incumbent is offered the option of retaining the position; b) if there are open positions resulting from program changes and/or newly created positions at the time of reduction, the employee, if qualified, will be placed into such open position if such open position has equal hours matching their previous assignment, or c) if the incumbent declines the reduced position, and no opening exists at the time of reduction, the employee, if senior, will have the right to bump the least senior employee within the site having equal hours or the greatest hourly assignment best matching their previous assignment. If such right is not utilized, the employee may bump the least senior person in the unit who has similar hours. The bumped employee, if senior, will be placed into an open position resulting from program changes and/or newly created positions at the time of displacement. If no such openings exist at the time of displacement, the employee, if qualified, will have rights to bump the least senior employee within the unit having equal hours or the greatest hourly assignment best matching their previous assignment. The person then bumped will only have rights to bump the least senior employee in the unit or may elect to take an open position.

Subd. 5. Full-time employees: When a reduction or elimination of a full-time assignment occurs, the employee will be placed into an open position with equal hours matching their previous assignment, resulting from program changes and/or newly created positions at the time of displacement. If no such openings exist at the time of displacement, the employee, if qualified, will have the right to displace the least senior full-time employee in the unit. The bumped employee, if senior, will have the right to bump the least senior full-time employee within the unit. The person then bumped will have the right to bump the least senior employee in the unit or may elect to take an open position.

Section 12. Progressive Discipline: The School District and Kidstop Instructors recognize the concept of progressive discipline consisting of: 1. Oral reprimand; 2. Letter of Expectation; 3. Written reprimand; 4. Suspension without pay; 5. Discharge. Notwithstanding this concept, the School District reserves, in its sole discretion, to impose discipline at any level.

ARTICLE ~~VII~~ GROUP INSURANCE

Section 1. Health and Hospitalization Insurance for full-time employees (employees scheduled to work 32 or more hours weekly): The selection of insurance carriers and policies will be made by the School District.

Subd. 1. Basic Group Health and Hospitalization Plans:

a. District Contributions

Basic Group Health and Hospitalization Plans: The ~~d~~District will contribute up to the following amounts towards the ~~d~~District's Group Health Insurance premiums for full time employees. Any portion of the premium that exceeds the ~~D~~district contribution will be paid by the employee and paid by payroll deduction.

Effective July 1, 2020

	Single	Employee +1	Family
High/ Value	\$586.72	\$910.88	\$1,459.41
HSA Plan	\$450.75	\$874.31	\$1,398.89

Effective January 1, 2021 – December 31, 2021

	Single	Employee +1	Family
High/ Value	\$598.45	\$929.10	\$1,488.60
HSA Plan	\$464.27	\$900.54	\$1,440.86

Effective January 1, 2022

	Single	Employee +1	Family
High/ Value	\$610.42	\$947.68	\$1,518.37
HSA Plan	\$478.20	\$927.56	\$1,484.08

Effective July 1, 2022 – December 31, 2022

	Single	Employee +1	Family
High	\$610.42	\$947.68	\$1,518.37
Value	\$610.42	\$947.68	\$1,518.37
HSA Plan	\$478.20	\$927.56	\$1,484.08

Effective January 1, 2023– December 31, 2023

	Single	Employee +1	Family
High	\$610.42	\$947.68	\$1,518.37
Value	\$637.66	\$990.33	\$1,586.71
HSA Plan	\$616.88	\$969.30	\$1,550.86

Effective January 1, 2024

	Single	Employee +1	Family
High	\$610.42	\$947.68	\$1,518.37
Value	\$666.35	\$1,034.89	\$1,658.11
HSA Plan	\$672.40	\$1,012.92	\$1,620.65

Effective 7/1/2023, employees who are a new hire and enrolling for the first time, will not be able to elect the high advantage health insurance plan.

Effective 1/1/2024, employees will no longer be able to switch into the high advantage health insurance plan.

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.

- 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.

Subd. 3. Married Couples in District with Family Coverage: When an 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.

Subd. 4. Group Term Life Insurance: The School District will pay the premium for group term life insurance for all full-time employees employed by the School District who qualify for and enroll in the existing group term life insurance plan of the School District. Full-time employees who qualify and enroll will be covered by group term life insurance in the amount of \$50,000. Part time employees who qualify and enroll will be covered by group term life insurance at \$20,000.

Subd. 5. Supplemental Group Term Life Insurance: Full-time Kidstop Instructors will have the option, subject to the conditions established by the School Board's carrier for group term life insurance as provided in Subd. 4 of this Section, to purchase supplemental group term life insurance in the amounts of \$50,000, \$75,000, \$100,000 \$125,000 or \$150,000, not to exceed 3x annual salary. The cost of the supplemental coverage will be borne by the employee and paid by payroll deduction.

Subd. 6. Long-Term Disability Income Protection: The School District will pay the premium for employee coverage in the existing long-term disability income protection plan of the School District for all full-time employees employed by the School District who qualify for and enroll in such coverage. This coverage will apply up to the employee's base annual salary. See Limits to Long-term Disability Insurance Coverage MOU.

Subd. 7. Dental Insurance:

a) Single Coverage: The School District will pay up to \$28.00 per month for individual coverage for each full-time Kidstop Instructor employee who qualifies for and enrolls in the School District's group dental insurance plan.

b) Family Coverage: Full-time employees who qualify for and enroll for family/dependent coverage in the School District's group dental insurance plan will pay the full cost of the premium minus the School District's contribution for single coverage. The premium will be paid by payroll deduction.

Section 2. 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. Basic Group Health and Hospitalization Plans:

a) 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(3) of this Section. To receive this ~~D~~district contribution, the employee must qualify and enroll in the School District's basic group health and hospitalization plan and qualify for dependent payroll deduction.

b) Single Coverage or HSA Plans

Effective July 1, 2020

	<u>Single</u>	<u>Employee-1+</u>	<u>Family</u>
<u>High/Value</u>	<u>\$585.72</u>		
<u>HSA Plan</u>	<u>\$449.11</u>	<u>\$880.61</u>	<u>\$1,408.98</u>

Effective July 1, 2022 – December 31, 2022

	<u>Single</u>	<u>Employee +1</u>	<u>Family</u>
<u>High</u>	<u>\$585.72</u>		
<u>Value</u>	<u>\$585.72</u>		
<u>HSA Plan</u>	<u>\$449.11</u>	<u>\$880.61</u>	<u>\$1,408.98</u>

Effective January 1, 2023 – December 31, 2023

	<u>Single</u>	<u>Employee +1</u>	<u>Family</u>
<u>High</u>	<u>\$585.72</u>		
<u>Value</u>	<u>\$612.08</u>		
<u>HSA Plan</u>	<u>\$579.35</u>	<u>\$920.24</u>	<u>\$1,472.38</u>

Effective January 1, 2024

	<u>Single</u>	<u>Employee +1</u>	<u>Family</u>
<u>High</u>	<u>\$585.72</u>		
<u>Value</u>	<u>\$612.08</u>		
<u>HSA Plan</u>	<u>\$631.51</u>	<u>\$920.24</u>	<u>\$1,472.38</u>

Effective 7/1/2023, employees who are a new hire and enrolling for the first time, will not be able to elect the high advantage health insurance plan.

Effective 1/1/2024, employees will no longer be able to switch into the high advantage health insurance plan.

District contributions to the HSA trust account will be made each month, to the HSA trust account recommended by the School District Insurance Advisory Committee. 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.

- 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. Eligibility:

Subd. 1. Active Employees: Those 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 District and the carrier of the coverage. Part-time employees, employees working 30 hours but less than 32 hours, qualify only for the District's basic health and hospitalization plan.

Subd. 2. Employees on Leave of Absence: Employees on paid and unpaid leaves of absence may continue participation in the District health and life insurance plan(s) in accordance with COBRA and FMLA regulations. Employees on a paid leave of absence must pay their portion of the premium (if any). Employees on unpaid leaves must pay the full premium cost of coverage if the employee is not eligible for FMLA protection(s) or the employee is eligible for FMLA but more than ~~twelve (12)~~ weeks has elapsed since the beginning of the leave.

Section 4. Enrollment: All employees qualifying may enroll for such coverage in accordance with the procedures established by the School District. Effective 2012-2014, 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 ~~h~~Human ~~r~~Resources department shall determine the basis for sufficient documentation of group coverage from another source. The ~~d~~District retains the right to re-examine waiver of health coverage on a year-to year basis. Employees who are not currently enrolled or have not previously opted out will be automatically enrolled in the ~~d~~District health insurance high deductible plan unless the employee submits an enrollment form either opting out of the plan or selecting another plan design option.

Section 5. Claims Against the School District: It is understood that the School Districts' 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 6. Duration of Insurance Contribution: An employee is eligible for School District contributions as provided in this Article as long as the employee is employed by the School District. Upon termination of employment, all School District participation and contribution will cease effective on the last day of the month in which employment terminations.

Section 7. Insurance Program Eligibility in the Event of Retirement: A Kidstop Instructor who retires is eligible to participate in the health/hospitalization plan upon retirement per Minnesota statute, but must pay the entire premium for the plan selected. The right to

continue participation in such plan, however, will be in accordance with conditions of the carrier.

Section 8. Section 125 Flexible Spending Plan: The ~~d~~District will provide a Section 125 Plan (FSA) under the Internal Revenue code for all employees.

Subd. 1. Description: The Section 125 Plan (Flexible Spending Plan FSA) 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 components 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.

Subd. 2. Plan Year: The plan year will be determined by the School Board. There are three components to the plan:

- Health insurance premium deduction with pre-tax dollars (Article VII, Section, Health Insurance)
- Dependent care reimbursement account
- Medical expense reimbursement account

Section 9. Deferred Compensation Program: In accordance with Section 457 or 403b of the Internal Revenue Code and Minnesota Statute §356.24, the School District will match the contribution of an eligible Kidstop Instructor according to the following schedules towards either the Minnesota State Deferred Compensation Program (Section 457) or an approved 403b tax sheltered annuity plan. The plan must meet the School Districts’ guidelines for approval. The contribution and match are forwarded each pay period to the plan account. Employees who have been contributing to a 457 plan prior to the ratification of the 2014-2016 contract will be grandfathered in, with the District contributing matching funds to the 457 plan. Employees hired on or after July 1, 2014, or new enrollees to the deferred compensation program will have all matching funds contributed to a 403(b) plan. The District will match the minimum or maximum amount, or any amount in between.

Subd. 1 Maximum District Annual Match, 2020~~2~~-2024~~2~~:

<u>Eligibility</u>	<u>Minimum District Annual Match Amount</u>	<u>Maximum District Annual Match Amounts</u>
~~1 year of service, and~~ 12-month employee	\$250* ~~(\$10.42 per paycheck up to \$250 per year)~~	\$880* (\$36.67 per paycheck up to \$880 per year)
~~1 year of service and~~ 10 ½ month employee	~~(\$13.16 per paycheck up to \$250 per year)~~	(\$46.32 per paycheck up to \$880 per year)

*Employees may choose to defer more than the District annual match amount. Federal law determines the maximum amount an individual can contribute annually.

ARTICLE ~~8~~VIII

LEAVES OF ABSENCE

Section 1. Sick Leave:

Subd. 1. Earn: All Kidstop Instructors will accrue sick leave at the rate of one ~~(1)~~ day per month worked, up to a maximum of ~~twelve~~ (12) days annually.

Subd. 2. Accumulation: Unused sick leave days may accumulate to an unlimited number of days of sick leave per employee. Such accrual will be non-retroactive.

Subd. 3. Sick leave with pay will be allowed by the School District whenever an employee's absence is found to have been due to personal 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.

Subd. 4. 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. 5. Deduction: Sick leave allowed will be deducted from the employee's accrued sick leave days.

Subd. 6. Approval: Sick leave pay will be approved only upon submission of a timely request in accordance with ~~d~~District procedure and subject to available balance. Employees will be entitled to request sick leave in one- hour increments.

Subd. 7. Utilization of Sick Leave Benefits ~~d~~During Absences Covered by Workers' Compensation:

- 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, the School District will pay the difference between the compensation received by the employee pursuant to the Workers' Compensation Act 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 payment.
- 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, who elects to receive sick leave pursuant to this Agreement, will submit the Workers' Compensation check 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 which occurs during the duty day as a result of a student-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 a. through e. of this Subdivision.
- g) If a Kidstop Instructor incurs an injury as described in Subd. f above, and such injury causes the employee to work less than full-time, the 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. Kidstop Instructors will be granted up to ten ~~(10)~~ days of absence per year, for illness in the Kidstop Instructor'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. Those days will be deducted from accrued sick leave. If the employee does not have 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: Kidstop Instructors will be granted up to but not to exceed 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. Such absences will be deducted from accrued sick leave. Exceptions to the immediate family designations may be granted with pre-approval of Human Resources in extenuating circumstances.

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 incident. Such absence will be deducted from accrued sick leave. Exceptions may be granted with approval of Human Resources in extenuating circumstances.

Section 4. ~~Child Care/Adoption Leave~~Parental Leave:

Subd. 1. Purpose: An employee, upon request, may be granted a leave for the purpose of childcare of a newborn child or for the adoption/~~foster care~~ 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 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 licensed physician indicating the expected date of delivery.

Subd. 4. Use of Sick Leave for Adoption/~~Foster Care~~: 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/~~foster care process~~, 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 ~~childcare/adoption~~parental leave and its duration will be determined by mutual consent between the employee and ~~h~~Human ~~r~~Resources. In determining the date of the commencement and duration of the leave, ~~h~~Human ~~r~~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~~parental leave, the ~~s~~School ~~b~~Board will not in any event be required to:

- a) Grant any leave of more than ~~twelve (12)~~ 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 ~~h~~Human ~~r~~Resources.

Subd. 7. Approval of Leave: If the employee complies with all provisions of this Section and a leave is granted by the ~~s~~School ~~b~~Board, the employee will be notified in writing.

Subd. 8. Termination of Leave: Interruption of pregnancy will terminate the leave. Human ~~r~~Resources may require in such cases ~~forty-five (45)~~ 45 days' notice to return.

Subd. 9. Reinstatement: An employee returning from ~~childcare/adoptionparental~~ 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 ~~s~~School ~~D~~istrict 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 Kidstop Instructors are intended to be periods of actual service enabling the School District to have an opportunity to evaluate a Kidstop Instructors performance. The parties agree, therefore, that periods of time for which the employee is on ~~childcare/adoptionparental~~ leave will not be counted in determining the completion of the probationary period.

Subd. 12. Experience Credit: An employee who returns from ~~childcare/adoptionparental~~ 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 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. 14. Insurance: An employee on ~~a childcare/adoptionparental~~ 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 ~~childcare/adoptive~~ parental leave of absence will be sent a ~~n~~Notification of aAssignment from ~~H~~human rResources 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)~~ 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 contract within ten ~~(10)~~ days.

Section 5. Long-Term Leave: Kidstop Instructors who have a minimum of three ~~(3)~~ years' experience in the ~~s~~School ~~d~~District may apply for an unpaid leave of absence once during their ~~d~~District employment, due to health reasons, education, retraining or career change, or election to political office. Additional leaves may be granted at the discretion of ~~H~~human Resources for health reasons.

Subd. 1. Requests: Requests for leaves must be made at least ~~thirty (30)~~ days in advance except in emergencies and submitted to the administrator in charge for their recommendation. Final approval will be made by ~~h~~Human rResources.

Subd. 2. Duration: Leave may be granted for a period of time up to one ~~(1)~~ year.

Subd. 3. Verification: If the leave is for health purposes, medical verification-indicating the reason must be included with the request for long-term leave

Subd. 4. Benefits: 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. 5. Notice to Return: An employee on long-term leave will be sent a ~~letter~~ notification of assignment from ~~h~~Human rResources at least ~~sixty (60)~~ days prior to the specified return date of said leave. The employee shall lose all re-employment rights if the employee refuses or fails to return the letter of assignment within ten ~~(10)~~ days.

Subd. 6. Reinstatement: An employee returning from long-term leave for medical reasons will be re-employed, subject to the following conditions:

- a) The employee must be physically and mentally able to perform the duties of their position.
- b) If an opening exists in the position occupied by the employee prior to the leave with the same number of hours the employee worked prior to the leave, the employee will be placed into the open assignment. There will be no guarantee of being reassigned to the same site or shift as prior to the leave.

- c) If no opening exists according to paragraph (b) above, program supervisors will meet and confer with the employee returning from medical leaves only and the employee's exclusive representative to determine if an assignment can be created for which the employee is qualified with the same or more number of hours. If such an assignment can be created after meeting and conferring with the employee and their exclusive representative, the employee will be placed into the created assignment. There shall be no guarantee of continuous hours or assignment to any particular site. If the parties cannot mutually agree to the creation of an assignment, the employee's reinstatement shall be governed by paragraph (d) below.
- d) If no position or opening exists according to paragraph (c) above, the employee returning from medical leave only will displace the least senior employee who holds the same assignment in the District. The reinstated employee will be reassigned into the position with the same number of hours worked before the leave. Any displaced employee will be subject to the provisions of Article ~~6VI~~, Section 10, relating to job elimination.

Section 6. Jury Duty: An employee summoned to jury duty will be granted time off with pay.

Subd. 1. Notice to District: ~~Employees who receive a summons for jury service are to send a PF22 and a copy of the summons to the HR Attendance Specialist immediately. Instructions for entering absences and finding a substitute will be given once the summons is received by the Attendance Specialist.~~

~~Employees who receive a summons are to notify Human Resources immediately of the proposed dates of service.~~

Subd. 2. Remittance of Stipend: ~~Employees may receive a stipend for jury service will need to reimburse the district for the per diem amount only. Typically, this is \$20 per day. 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 being summoned for jury service if the provisions of Subd. 1 and 2. of this section are completed. Failure to do so will result in the deduction of pay for the day(s) of work missed. Employees will have no loss of pay as a result of jury duty if the provisions of subdivisions 1 and 2 are met. Failure to do so will result in cost of sub deduct.~~

Section 7. Personal Leave: A Kidstop Instructor will be granted a leave of no more than one ~~(1)~~ day per year, accumulative to five ~~(5)~~ days, for personal situations which cannot be attended to when the Kidstop program is not in session. Request for personal leave must be submitted according to established procedures at least three ~~(3)~~ days in advance, except in the event of emergencies.

At no time will more than ~~four percent (4%)~~ of Kidstop Instructors be granted personal leave under this section on any given day.

Section 8. Short-Term Leave: Kidstop Instructors may apply for a short-term leave of absence:

Subd. 1. Salary: Short term leave will be without pay.

Subd. 2. Duration: Full-time Kidstop Instructors may be granted short-term leave for not more than ten ~~(10)~~ working days during the term of this Agreement. Part-time Kidstop Instructors may be granted short-term leave for not more than ~~fifteen-(15)~~ working days per year.

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 submitted following Human Resources' designated process and will clearly state the reason for the 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 must be approved by ~~h~~Human ~~R~~esources.

Subd. 5. Eligibility-Full-time: Short-term leave will normally be available- no more than once per year, and no more than ten ~~(10)~~ days during the term of this Agreement for full-time Kidstop Instructors.

Subd. 6. Eligibility-Part-time: Short term leave will normally be available no more than ~~fifteen-(15)~~ days per year during the term of this Agreement for part-time Kidstop Instructors and may be used on an intermittent basis.

Subd. 7. Limit: The number of staff on short term approved leave will normally not exceed two-~~(2)~~ members of the unit. On designated non-school program days, this limit will not be applicable.

Section 9. Religious Leave: A Kidstop Instructor may be granted up to three-~~(3)~~ days of religious leave. Instructors must make application, including a brief statement of the request, to Human Resources at least three-~~(3)~~ days prior to the religious leave. Upon approval, Human Resources will notify the instructor's immediate supervisor to make the necessary arrangements allowing the instructor to make up the days at some other prearranged time. However, an instructor may utilize provisions outlined in Section 7, Personal Leave, if so desired. If the instructor chooses none of the options as outlined herein, leave may be granted with full loss of pay.

Section 10. Eligibility for Leave Benefits: An employee who is regularly scheduled to work ~~ten and one-half-(10-1/2)~~ hours or more per week will be eligible for the leave benefits provided in this Article. Summer only or seasonal employees shall not qualify for leave benefits.

Section 11. Unexcused Absences: Employees who are absent without approved leave (with the exception of emergencies) may be subject to discipline, up to and including discharge from employment.

ARTICLE ~~9IX~~ 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 District 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, supervisor, or ~~s~~School ~~b~~Board may be represented during any step of the procedure by any person or agent of the employee's designated unit to act in their 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 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.

Section 4. Time Limitation and Waiver: Grievances will not be valid for consideration unless the grievance is submitted in writing to the ~~s~~School ~~b~~Board's designee, setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought within ~~twenty~~(20) days after the date of the event giving rise to the grievance occurred. 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 hereafter 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 ~~s~~School ~~b~~Board's designee.

Section 5. Adjustment of Grievance: The ~~S~~school ~~B~~board and the employee will attempt to adjust all grievances which may arise during the course of employment of any employee within the School District in the following manner:

Subd. 1. Informal Discussions: Informal discussions will take place between the grievant and their supervisor. Through these discussions the parties will attempt to resolve the problem.

Subd. 2. Level ~~1I~~: If the grievance is not resolved through informal discussions, the employee may submit the item in writing to ~~h~~Human ~~r~~Resources. Human ~~r~~Resources 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 ~~2H~~: In the event the grievance is not resolved in Level ~~1I~~, the decision rendered may be appealed to the superintendent provided such appeal is made in writing within five ~~(5)~~ days after receipt of the decision in Level ~~1I~~. If a grievance is properly appealed to the superintendent, the superintendent or 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 designee will issue a decision in writing to the parties involved.

Subd. 4. Level ~~3H~~: In the event the grievance is not resolved in Level ~~2H~~, the decision rendered may be appealed to the ~~s~~School ~~b~~Board, provided such appeal is made in writing within five ~~(5)~~ days after receipt of the decision in Level ~~2H~~. If a grievance is properly appealed to the ~~S~~sSchool ~~B~~bBoard, the ~~s~~School ~~b~~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 ~~s~~School ~~b~~Board will issue its decision in writing to the parties involved. At the option of the ~~s~~School ~~B~~bBoard, a committee or representative(s) of the ~~s~~School ~~b~~Board may be designated by the ~~s~~School ~~B~~bBoard to hear the appeal at this Level, and report its findings and recommendations to the ~~s~~School ~~B~~bBoard. The ~~S~~sSchool ~~B~~bBoard will then render its decision.

Section 6. School Board Review: The ~~S~~sSchool ~~B~~bBoard reserves the right to review any decision issued under Level ~~1I~~ or Level ~~2H~~ of this procedure provided the ~~S~~sSchool ~~B~~bBoard 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 ~~s~~School ~~b~~Board reviews a grievance under this section, the ~~s~~School ~~B~~bBoard reserves the right to reverse or modify such decision.

Section 7. Denial of Grievance: Failure by the ~~S~~sSchool ~~B~~bBoard 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. Mediation. At any time prior to submission of a grievance to arbitration as referenced in Section 9 below, the parties may mutually agree to utilize the assistance of the Bureau of Mediation Services (BMS) to attempt to mediate a resolution of the grievance.

Section 9. 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~~ 3 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 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 BMS within the time periods provided herein shall constitute a waiver of the grievance.

Subd. 4. 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 shall be a hearing de novo.

Subd. 5. Decisions: The decision by the arbitrator will be rendered within ~~thirty~~ (30) days after the close of the hearing. Decisions by the arbitrator in cases properly before him/her will be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided for in the PELRA.

Subd. 6. Expenses: Each party will bear its own expenses in connection with arbitration including expenses relating to the party's representative, 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, the cost of the transcript or recording if requested by either or both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration.

Subd. 7. 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 on 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, the selection and direction and number of personnel. In considering any issue in dispute, in its order, the arbitrator shall give due consideration to the statutory rights and obligations of the public school boards to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

ARTICLE ~~10~~ DURATION

Section 1. Terms and Reopening Negotiations: This Agreement will remain in full force and effect for a period commencing upon the date of its execution through June 30, 202~~42~~, and thereafter until modifications are made pursuant to PELRA. In the event a successor agreement is not entered into prior to the commencement of school in 202~~42~~, a Kidstop Instructor will be compensated according to the last individual rate of pay executed between the Kidstop Instructors and the School District until such time that a successor agreement is executed. If the Kidstop Instructors desire to modify or amend this Agreement commencing on July 1, 202~~42~~, they will give written notice of such intent. Unless otherwise mutually agreed, the parties will not commence negotiations more than ~~one hundred twenty (120)~~ days prior to the expiration of this Agreement.

Section 2. Effect: This Agreement constitutes the full and complete agreement between the ~~s~~School ~~B~~oard and Kidstop Instructors. The provisions herein relating to terms and conditions supersede any and all prior Agreements, resolutions, practices, ~~s~~School ~~d~~District policies, rules, or regulations concerning terms and conditions of employment inconsistent with these provisions.

Section 3. Finality: Any matters relating to the current term of this Agreement, whether or not referred to in this Agreement, will not be open for negotiation during the term of this Agreement.

Section 4. Severability: The provisions of this Agreement will be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it will not affect any other provisions of this Agreement or the application of any provision thereof.

Appendix

Kidstop Instructor 10.5-30 hours/week	24
Kidstop Instructor 30-32 hours/week	25
Kidstop Instructor 32-39 hours/week	25
Lead Kidstop Instructor	25
4-Star Express Instructor 30-32 hours/week	25
4-Star Express Instructor 32+ hours/week	25

Kidstop Instructor

10.5 – 30 hours per week/10.5 months per year

Insurance

<u>Provision</u>	<u>Eligibility</u>	<u>Page</u>
<u>Medical</u>	<u>Not eligible.</u>	
<u>Dental</u>	<u>Not eligible.</u>	

Time Off

<u>Holidays</u>	<u>8 days, paid.</u>	
<u>Vacation</u>	<u>Not eligible.</u>	
<u>Personal Leave</u>	<u>1 day per year, paid.</u>	
<u>Sick Leave</u>	<u>1 day per month, paid.</u>	
<u>Short Term Leave</u>	<u>Up to 15 days per year, unpaid.</u>	
<u>Long Term Leave</u>	<u>1 occurrence* during employment, unpaid, with a minimum of 3 years experience in the district.</u>	
<u>Family Illness</u>	<u>Up to 10 days per year, deducted from sick leave.</u>	
<u>Bereavement</u>	<u>Up to 5 days per occurrence for immediate family; 1 day for non-immediate family; deducted from sick leave.</u>	
<u>Religious Leave</u>	<u>Up to 3 days per year, deducted from sick leave.</u>	
<u>Childcare/Adoption Leave</u>	<u>Eligible to use up to 30 sick days, with a maximum leave period of up to 1 year.</u>	

Deferred Compensation

<u>403(b)</u>	<u>Up to \$880 maximum annual district match with no waiting period.</u>	
---------------	--	--

Note that this summary is not all-inclusive; you may be eligible for additional benefits beyond what is listed here. Please contact your human resources -business partner with any questions.

* See Article 8, § 5 – Long-Term Leave: “Additional leaves may be granted at the discretion of human resources for health reasons.”

Kidstop Instructor

30 – 32 hours per week/10.5 months per year

Insurance

<u>Provision</u>	<u>Eligibility</u>	<u>Page</u>
<u>Medical</u>	<u>Eligible for district contribution. See insurance table.</u>	
<u>Dental</u>	<u>Not eligible.</u>	

Time Off

<u>Holidays</u>	<u>8 days, paid.</u>	
<u>Vacation</u>	<u>Not eligible.</u>	
<u>Personal Leave</u>	<u>1 day per year, paid.</u>	
<u>Sick Leave</u>	<u>1 day per month, paid.</u>	
<u>Short Term Leave</u>	<u>Up to 15 days per year, unpaid.</u>	
<u>Long Term Leave</u>	<u>1 occurrence* during employment, unpaid, with a minimum of 3 years experience in the district.</u>	
<u>Family Illness</u>	<u>Up to 10 days per year, deducted from sick leave.</u>	
<u>Bereavement</u>	<u>Up to 5 days per occurrence for immediate family; 1 day for non-immediate family; deducted from sick leave.</u>	
<u>Religious Leave</u>	<u>Up to 3 days per year, deducted from sick leave.</u>	
<u>Childcare/Adoption Leave</u>	<u>Eligible to use up to 30 sick days, with a maximum leave period of up to 1 year.</u>	

Deferred Compensation

<u>403(b)</u>	<u>Up to \$880 maximum annual district match with no waiting period.</u>	
---------------	--	--

Note that this summary is not all-inclusive; you may be eligible for additional benefits beyond what is listed here. Please contact your human resources [business partner](#) with any questions.

* See Article 8, § 5 – Long-Term Leave: “Additional leaves may be granted at the discretion of human resources for health reasons.”

Kidstop Instructor

32 – 39 hours per week/10.5 months per year

Insurance

<u>Provision</u>	<u>Eligibility</u>	<u>Page</u>
<u>Medical</u>	<u>Eligible for district contribution. See insurance table.</u>	
<u>Dental</u>	<u>Eligible for district contribution.</u>	

Time Off

<u>Holidays</u>	<u>8 days, paid.</u>	
<u>Vacation</u>	<u>Not eligible.</u>	
<u>Personal Leave</u>	<u>1 day per year, paid.</u>	
<u>Sick Leave</u>	<u>1 day per month, paid.</u>	
<u>Short Term Leave</u>	<u>Up to 15 days per year, unpaid.</u>	
<u>Long Term Leave</u>	<u>1 occurrence* during employment, unpaid, with a minimum of 3 years experience in the district.</u>	
<u>Family Illness</u>	<u>Up to 10 days per year, deducted from sick leave.</u>	
<u>Bereavement</u>	<u>Up to 5 days per occurrence for immediate family; 1 day for non-immediate family; deducted from sick leave.</u>	
<u>Religious Leave</u>	<u>Up to 3 days per year, deducted from sick leave.</u>	
<u>Childcare/Adoption Leave</u>	<u>Eligible to use up to 30 sick days, with a maximum leave period of up to 1 year.</u>	

Deferred Compensation

<u>403(b)</u>	<u>Up to \$880 maximum annual district match with no waiting period.</u>	
---------------	--	--

Note that this summary is not all-inclusive; you may be eligible for additional benefits beyond what is listed here. Please contact your human resources [business partner](#) with any questions.

* See Article 8, § 5 – Long-Term Leave: “Additional leaves may be granted at the discretion of human resources for health reasons.”

Lead Kidstop Instructor

40 hours per week/12 months per year

Insurance

<u>Provision</u>	<u>Eligibility</u>	<u>Page</u>
<u>Medical</u>	<u>Eligible for district contribution. See insurance table.</u>	
<u>Dental</u>	<u>Eligible for district contribution.</u>	

Time Off

<u>Holidays</u>	<u>12 days, paid.</u>	
<u>Vacation</u>	<u>Eligible; accrual based on years of service.</u>	
<u>Personal Leave</u>	<u>1 day per year, paid.</u>	
<u>Sick Leave</u>	<u>1 day per year month, paid.</u>	
<u>Short Term Leave</u>	<u>Up to 10 days during the term of the contract (two years).</u>	
<u>Long Term Leave</u>	<u>1 occurrence* during employment, unpaid, with a minimum of 3 years experience in the district.</u>	
<u>Family Illness</u>	<u>Up to 10 days per year, deducted from sick leave</u>	
<u>Bereavement</u>	<u>Up to 5 days per occurrence for immediate family; 1 day for non-immediate family; deducted from sick leave.</u>	
<u>Religious Leave</u>	<u>Up to 3 days per year, deducted from sick leave.</u>	
<u>Childcare/Adoption Leave</u>	<u>Eligible to use up to 30 sick days, with a maximum leave period of up to 1 year.</u>	

Deferred Compensation

<u>403(b)</u>	<u>Up to \$880 maximum annual district match with no waiting period.</u>	
---------------	--	--

Note that this summary is not all-inclusive; you may be eligible for additional benefits beyond what is listed here. Please contact your human resources [business partner](#) with any questions.

* See Article 8, § 5 – Long-Term Leave: “Additional leaves may be granted at the discretion of human resources for health reasons.”

4-Star Express Instructor

30 – 32 hours per week/10.5 months per year

Insurance

<u>Provision</u>	<u>Eligibility</u>	<u>Page</u>
<u>Medical</u>	<u>Eligible for district contribution. See insurance table.</u>	
<u>Dental</u>	<u>Not eligible.</u>	

Time Off

<u>Holidays</u>	<u>8 days, paid.</u>	
<u>Vacation</u>	<u>Not eligible.</u>	
<u>Personal Leave</u>	<u>1 day per year, paid.</u>	
<u>Sick Leave</u>	<u>1 day per month, paid.</u>	
<u>Short Term Leave</u>	<u>Up to 15 days per year, unpaid.</u>	
<u>Long Term Leave</u>	<u>1 occurrence* during employment, unpaid, with a minimum of 3 years experience in the district.</u>	
<u>Family Illness</u>	<u>Up to 10 days per year, deducted from sick leave.</u>	
<u>Bereavement</u>	<u>Up to 5 days per occurrence for immediate family; 1 day for non-immediate family; deducted from sick leave.</u>	
<u>Religious Leave</u>	<u>Up to 3 days per year, deducted from sick leave.</u>	
<u>Childcare/Adoption Leave</u>	<u>Eligible to use up to 30 sick days, with a maximum leave period of up to 1 year.</u>	

Deferred Compensation

<u>403(b)</u>	<u>Up to \$880 maximum annual district match with no waiting period.</u>	
---------------	--	--

Note that this summary is not all-inclusive; you may be eligible for additional benefits beyond what is listed here. Please contact your human resources [business partner](#) with any questions.

* See Article 8, § 5 – Long-Term Leave: “Additional leaves may be granted at the discretion of human resources for health reasons.”

4-Star Express Instructor

32+ hours per week/10.5 months per year

Insurance

<u>Provision</u>	<u>Eligibility</u>	<u>Page</u>
<u>Medical</u>	<u>Eligible for district contribution. See insurance table.</u>	
<u>Dental</u>	<u>Eligible for district contribution.</u>	

Time Off

<u>Holidays</u>	<u>8 days, paid.</u>	
<u>Vacation</u>	<u>Not eligible.</u>	
<u>Personal Leave</u>	<u>1 day per year, paid.</u>	
<u>Sick Leave</u>	<u>1 day per month, paid.</u>	
<u>Short Term Leave</u>	<u>Up to 15 days per year, unpaid.</u>	
<u>Long Term Leave</u>	<u>1 occurrence* during employment, unpaid, with a minimum of 3 years experience in the district.</u>	
<u>Family Illness</u>	<u>Up to 10 days per year, deducted from sick leave.</u>	
<u>Bereavement</u>	<u>Up to 5 days per occurrence for immediate family; 1 day for non-immediate family; deducted from sick leave.</u>	
<u>Religious Leave</u>	<u>Up to 3 days per year, deducted from sick leave.</u>	
<u>Childcare/Adoption Leave</u>	<u>Eligible to use up to 30 sick days, with a maximum leave period of up to 1 year.</u>	

Deferred Compensation

<u>403(b)</u>	<u>Up to \$880 maximum annual district match with no waiting period.</u>	
---------------	--	--

Note that this summary is not all-inclusive; you may be eligible for additional benefits beyond what is listed here. Please contact your human resources [business partner](#) with any questions.

* See Article 8, § 5 – Long-Term Leave: “Additional leaves may be granted at the discretion of human resources for health reasons.”

**MEMORANDUM OF UNDERSTANDING
BETWEEN
OSSEO AREA SCHOOLS, ISD 279
AND
EDUCATION MINNESOTA – OSSEO KIDSTOP INSTRUCTORS**

MEMORANDUM OF UNDERSTANDING

<u>Job Qualifications</u>	<u>28</u>
<u>Student Teaching Practicum or Similar Field Experience</u>	<u>30</u>
<u>Limits to Long-term Disability Insurance Coverage.....</u>	<u>33</u>
<u>Attendance Recognition.....</u>	<u>33</u>
<u>Twelve-Month KSI Task Force.....</u>	<u>33</u>

**MEMORANDUM OF UNDERSTANDING
BETWEEN
OSSEO AREA SCHOOLS, ISD 279
AND
EDUCATION MINNESOTA—OSSEO KIDSTOP INSTRUCTORS**

TOPIC: ~~Short-Term Leave for Kidstop Instructors on Non-School School Year Days~~

EFFECTIVE DATE: ~~July 1, 2021 through June 30, 2022~~

PURPOSE:

~~The following contains the full text of the Memorandum of Understanding (MOU) between Osseo Area Schools, ISD (“District”) and Education Minnesota—OSSEO Kidstop Instructors.~~

CONDITIONS:

~~The parties acknowledge and agree to the following for current Kidstop Instructor employees in relation to the short-term leave available to them during the 2021-2022 school year.~~

- ~~1. The bargaining agreement states in Article VIII, Section 8, Subd. 2 the following amounts of short-term leave will be provided per school program year for Kidstop Instructors based on assignment:
 - ~~a. 10 short-term leave days for employees hold full-time assignments, and~~
 - ~~b. 15 short-term leave days for employees hold part-time assignments.~~~~
- ~~2. There is the potential for overstaffing in the Kidstop Program on non-school days, and there is desire from both staff and supervisors for employees to be able to take these days off, voluntarily as unpaid time.~~
- ~~3. Additional Unpaid Short-Term Leave: Kidstop Instructors will be provided the opportunity for additional unpaid short-term leave up to six (6) additional days during the 2021-2022 school year. The number of available days may be amended through meet & confer. These additional days may only be used under the following conditions:
 - ~~a. May only be requested/used on identified non-school days. (Days will be identified by Kidstop Program Administration); and~~
 - ~~b. Must be requested in writing at least five (5) days in advance; and~~
 - ~~c. Must have prior approval from the immediate supervisor.~~~~

~~4. Process for Request: The following are the expectations for Kidstop Instructors regarding the request for additional time:~~

- ~~a. The supervisor will inform site staff when there is overstaffing on a particular non-instructional day(s).~~
- ~~b. In an overstaffing situation, the employee will submit the typical leave request form to the supervisor, at least five (5) days in advance, requesting the unpaid short-term leave and will identify the date(s) of the leave.~~
- ~~c. The supervisor will confirm receipt of the request by emailing the employee regarding the request.~~
- ~~d. Supervisors will work to ensure equitable distribution of approved requests based on those who have already been granted previous short-term leave requests and the date the request was submitted.~~
- ~~e. The supervisor will approve or deny the request.~~

~~5. Approval: Requests will only be approved if the Kidstop Program site has adequate staffing for the day requested, as determined by the supervisor.~~

- ~~a. A supervisor may rescind the approval for additional unpaid short-term leave only in cases where site staffing changes due to other Kidstop Instructor illness. The supervisor must first seek other voluntary support across the Kidstop Program, and not be able to cover the needs of the site before recalling a Kidstop Instructor who has received prior approval for unpaid short-term leave. Every effort will be made by program supervisors to support approved time once it is granted. An employee who has made unalterable plans in reliance on the leave approval shall not be disciplined for their inability to provide coverage if their leave is rescinded.~~

~~6. 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.~~

~~The parties agree with the above conditions as evidenced by their signatures below.~~

~~Education Minnesota—OSSEO _____ Osseo Area Schools, ISD 279:~~

President

Director, Human Resources

Date

Date

**MEMORANDUM OF UNDERSTANDING
BETWEEN
OSSEO AREA SCHOOLS, ISD 279
AND
EDUCATION MINNESOTA – OSSEO KIDSTOP INSTRUCTORS**

TOPIC: Job Qualifications

EFFECTIVE DATES: July 1, 202~~20~~, through June 30, 202~~42~~

The following contains the full text of the Memorandum of Understanding (MOU) between Osseo Area Schools, ISD 279, and Education Minnesota – OSSEO Kidstop Instructors, relating to job qualifications within the Kidstop contract.

PURPOSE: The purpose of this MOU is to provide clarification to employees and District administrators relating to job qualifications for assignments within the Kidstop program in the event of new hires, staff reductions, layoffs and new program areas emerging.

CONDITIONS:

Qualifications for **Kidstop Before and After School Instructor** shall consist of the following:

- A. Must be at least 18 years of age, but 21 years of age is preferred at the time of employment.
- B. Must have 12 semester credits or more in the area of child development/program.
- C. Must have at least 2,080 hours of direct work experience within the kindergarten thru 6th grade age group.
- D. Experience must include planning and implementing educational activities for students.

Qualifications for **Four Star Express Instructor** shall consist of the following:

- A. Must be at least 18 years of age, but 21 years of age is preferred at the time of employment.
- B. Must have two years of credit towards a bachelor's degree ~~in early childhood~~ and 2,080 hours of direct work experience in a preschool kindergarten readiness setting for children eligible for kindergarten the following school year.

Prefer a bachelor's degree in Early Childhood Education, and 1,040 hours of direct work experience in a preschool kindergarten readiness setting for children eligible for kindergarten the following school year. Preferred experience in planning and implementing early childhood instructional content, through hands-on learning lab instruction and play that enhances the child's skills in literacy, math, science, social, music and technology.

Experience must include assessing children's cognitive skills with a child assessment instrument when the child enters the program and when a child leaves the program.

Qualifications for **Lead Instructor** shall consist of the following:

- A. Must be at least 18 years of age, but 21 years of age is preferred at the time of employment.
- B. Must have an AA degree or two years of relevant post-secondary education (Youth Work, Education, Social Work, Etc...). Prefer a Bachelor's degree in Recreation, Education or related field with at least one year previous experience.
- C. Must meet requirements of State of Minnesota School Age Childcare Program Standards including a minimum of 120 hours of training in child development, guidance, and/or recreational coursework.
- D. Must have 2,080 hours experience working with children in grades K-8 in a childcare program setting.
- E. Current First Aid and CPR training within 90 days of employment.

Qualifications for **Osseo Area Learning Center** shall consist of the following:

- A. Must be at least 18 years of age, but 21 years of age is preferred at the time of employment.
- B. Must meet requirements as outlined in Minnesota Statue 9503, including but not limited to:
- C. Must have two years, equal to an associate degree/certificate, of semester credits in the area of early childhood, and 2,080 hours of direct work experience with infant and toddler children.
- D. Prefer a bachelor's degree in Early Childhood Education and 1,040 hours of direct work experience in an infant/toddler setting.
- E. Prefer experience that includes planning and implementing early childhood instructional content, through hands-on learning experiences.

Employees who are currently working in the programs referenced above shall be deemed qualified for the assignment they currently hold, regardless of the qualifications specified in paragraphs #1 – 3 above.

These qualifications may change from time to time based on state requirements and/or the evolving needs of the District. If these qualifications change for any reason, the District shall meet and confer with Education Minnesota – OSSEO Kidstop Instructors prior to any changes taking effect.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
OSSEO AREA SCHOOLS, ISD 279
AND
EDUCATION MINNESOTA – OSSEO KIDSTOP INSTRUCTORS**

TOPIC: Student Teaching Practicum or Similar Field Experience

EFFECTIVE DATES: July 1, 202~~20~~ through June 30, 202~~42~~

The following contains the full text of the Memorandum of Understanding (MOU) between Osseo Area Schools, ISD 279 (“District”), and Education Minnesota – OSSEO, Kidstop Instructors (“Union”), relating to an employee in the Kidstop Instructor group that completes their student teaching practicum or similar field experience in Osseo Area Schools while employed as a Kidstop Instructor.

PURPOSE: The purpose of this MOU is to provide clarification related to an employee in the Kidstop Instructor group completing a student teaching practicum or similar field experience in ISD 279 while employed as a Kidstop Instructor.

The District and Education Minnesota – OSSEO Kidstop Instructors agree to the following related to an employee in the Kidstop Instructor group 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 Kidstop site. If an exception is needed, it will be done with mutual agreement of the district and the union.

Upon successful completion of the student teaching practicum or similar field experience the employee will return to their current position subject to vacancy and ability to perform the job duties.

The employee must commit to working for ISD 279 in a position with at least a comparable number of hours for a minimum of two years.

If the employee 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*

**Kidstop Instructor
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 Kidstop Instructors, 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.

Kidstop Instructor

Date

HR Use:

Received: _____

Approved: YES NO // Initials _____

Hourly Pay Rate: _____

Weekly Assignment Hours: _____

Health Insurance Cost/Month: _____

Two School Year Start: _____

Two

school Year End _____

**MEMORANDUM OF UNDERSTANDING
BETWEEN
OSSEO AREA SCHOOLS, ISD 279
AND
EDUCATION MINNESOTA – OSSEO KIDSTOP INSTRUCTORS**

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. 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 1, Subd. 5.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
OSSEO AREA SCHOOLS, ISD 279
AND
EDUCATION MINNESOTA – KIDSTOP INSTRUCTORS**

EFFECTIVE DATE: JULY 1, 2023 – JUNE 30, 2024

TOPIC: Attendance Recognition

The following contains the full text of the Memorandum of Understanding (MOU) between Osseo Area Schools, ISD 279, and Education Minnesota –Kidstop Instructors (KSI), relating to a Post-Employment Health Care Account (PEHCA) contribution associated with attendance recognition for qualified Kidstop Instructors.

PURPOSE: The purpose of this MOU is to define criteria that KSIs must meet to be eligible for the PEHCA contribution of \$200.00, payable each school year this MOU is in effect.

CONDITIONS: The District and Education Minnesota – KSI agree to the following:

KSIs who use the equivalent hours of 3 days or less of sick leave each year (either 10 month or 12 month) shall verify their own eligibility for a \$200.00 PEHCA contribution by reviewing their own sick leave balance and usage. Verification of eligibility must be sent on a completed Attendance Recognition form to Human Resources between May 15th and June 1st of each year. The following criteria must be met. The KSIs must:

- be hired on or before October 31st;
- have used 3 days or less (based on the equivalent number of hours in the employee's work assignment) of sick leave in the school year for any reason except for absences due to Workers Compensation;
- have a balance of at least 120 hours of accumulated sick leave on June 1st in their sick leave account
- be an active employee, not on an approved medical leave, long-term leave, or separated from ISD 279; and
- be an active employee at the time the PEHCA contribution is paid. The PEHCA contribution will be paid no later than September 30th of each year.

KSIs that use additional sick leave after the completed request form has been submitted may affect their eligibility and subsequently may not qualify for the PEHCA contribution.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
OSSEO AREA SCHOOLS, ISD 279
AND
EDUCATION MINNESOTA – KIDSTOP INSTRUCTORS**

TOPIC: 12-Month Positions Task Force

BEGIN: July 1, 2023

AGREEMENT:

The following contains the full text of the Memorandum of Understanding (MOU) between the Osseo Area Schools, ISD 279 and the Education Minnesota - Kidstop Instructors (KSI) relating to the mutual establishment of a task force, designed to explore and assess current KSI 10-month positions that could be extended to 12-month positions, and provide a recommendation to that effect.

The focus of the task force will be to create a plan that will serve to:

- Review existing 10-month positions
- Explore existing needs and available work during the summer months
- Create job descriptions that align with available work, year-round, if possible
- Analyze how these new jobs would align with current unit work and where they would fall within the collective bargaining agreement, including classification and benefits
- Provide a recommendation based on the findings of the task force
- Align with the School District's mission, core values and strategic objectives
- Promote feedback, collaboration, and understanding

The Task Force will be comprised of members of the Kidstop Instructors unit, and members of administration appointed by the Labor Relations Director of Human Resources. Both sides agree to discuss at meet & confer if either side feels a need to adjust representation.

Memo

To: School Board Members

From: Lisa Chang, Director, Human Resources
Laurel Anderson, Executive Director, Human Resources

Date: August 29, 2023

Re: Recommendation for Approval, Agreement on the Terms and Conditions of Employment between the Independent School District 279 School Board and Registered Nurses and Licensed Practical Nurses, July 1, 2022 – June 30, 2024.

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 Registered Nurses (RN) and Licensed Practical Nurses (LPN), effective July 1, 2022 – June 30, 2024.

Key Concepts/Ideas:

Registered Nurses and Licensed Practical Nurses is a group of thirty-six (36) employees.

The agreement contains some language changes to the Retirement Savings Plan, Memorandums of Understanding (MOUs), Group Benefits/Insurance and Basic Schedules and Rates of Pay portions of this collective bargaining agreement.

In the Retirement Savings Plan section, the district agreed to eliminate the waiting period for the district match.

The Staff Development memorandum of understanding was revised to include language that unit members will be time carded for staff development work.

A task force memorandum of understanding was added to explore the development of 12-month positions from existing 10-month and summer casual staffing.

An Attendance Recognition memorandum of understanding was created for staff that use 3 sick days or less in a school year to receive \$200 in in Post-Employment Health Care Account. The intent is to incentivize for presenteeism.

In the Group Benefits/Insurance section, the monthly district contribution toward health insurance will be set at the following amounts for full-time employees (scheduled to work 32 or more hours per week):

Effective July 1, 2022 – December 31, 2022

	Single	Employee +1	Family
High	\$610.42	\$947.68	\$1,518.37
Value	\$610.42	\$947.68	\$1,518.37
HSA Plan	\$478.20	\$927.56	\$1,484.08

Effective January 1, 2023 – December 31, 2023

	Single	Employee +1	Family
High	\$610.42	\$947.68	\$1,518.36
Value	\$637.66	\$990.33	\$1,586.71
HSA Plan	\$616.88	\$969.30	\$1,550.86

Effective January 1, 2024

	Single	Employee +1	Family
High	\$610.42	\$947.68	\$1,518.37
Value	\$666.35	\$1,034.89	\$1,658.11
HSA Plan	\$672.40	\$1,012.92	\$1,620.65

A commensurate percentage increase to the monthly district contribution for health insurance was added to the language for part-time employees (scheduled to work 30 hours per week but less than 32 hours per week).

Salary Investment:

In the Salary Schedules and Rates of Pay sections of the collective bargaining agreement, the agreement calls for varied salary percentage increases at each step of the salary schedule. Longevity pay was removed from the contract. In year 2 the grid will collapse from 5 steps to 3 steps to ensure competitiveness and consistency in the contracts. Step movement for eligible employees is in effect for each year of the contract. The following represents the pay grid for 2022-2023 and 2023-2024.

2022 - 2023 Hourly Rates		
Step	Registered Nurse	Licensed Practical Nurse
1	\$ 32.50	\$ 26.00
2	\$ 32.80	\$ 26.15
3	\$ 33.70	\$ 26.70
4	\$ 35.05	\$ 27.30
5	\$ 35.05	\$ 27.30

Recommendation for Approval
Registered Nurses and Licensed Practical Nurses
Page 3

2023 - 2024 Hourly Rates		
Step	Registered Nurse	Licensed Practical Nurse
1	\$ 32.92	\$ 27.05
2	\$ 35.35	\$ 27.65
3	\$ 36.30	\$ 28.30

The salary investment outlined above is consistent with the financial parameters established by the School Board for the 2022-2024 contract negotiation. The two-year agreement results in a 15.78% total package increase. The total financial investment is \$377,031.00 over the term of the agreement.

Timeline/Next Steps:

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



**BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT 279/OSSEO AREA
SCHOOLS
MAPLE GROVE, MINNESOTA**

AND

**REGISTERED NURSES & LICENSED PRACTICAL NURSES
EDUCATION MINNESOTA - OSSEO**

July 1, 202~~20~~₂₀ - ~~through~~ June 30, 202~~42~~₂₄

**AGREEMENT ON
TERMS AND CONDITIONS OF EMPLOYMENT
BETWEEN**

**INDEPENDENT SCHOOL DISTRICT 279
MAPLE GROVE, MINNESOTA**

AND

REGISTERED NURSES AND LICENSED PRACTICAL NURSES

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

For the Education MN-Osseo
Registered Nurses & Licensed Practical
Nurses

RN and LPN Negotiator

Education Minnesota-Osseo President

Dated this ____ day of ____, 20__

For Independent School District 279



Chair



Clerk

Director, Labor Relations

Dated this ____ day of ____, 20__

Addresses of Official Notice:

EDUCATION MINNESOTA-OSSEO
Local #1212
9210 Wyoming Ave. N. #200
Brooklyn Park, MN 55445

SCHOOL BOARD
Office of the Superintendent
11200 93rd Ave. N.
Maple Grove, MN 55369

TABLE OF CONTENTS

ARTICLE ~~1I~~ – PURPOSE OF AGREEMENT

Section 1. Parties.....	1
-------------------------	---

ARTICLE ~~2II~~ – EMPLOYEE REPRESENTATIVE

Section 1. Appropriate Unit.....	1
Section 2. Recognition.....	1

ARTICLE ~~3III~~ - DEFINITIONS

Section 1. Terms and Conditions of Employment.....	1
Section 2. Registered Nurses and Licensed Practical Nurses	1
Section 3. School Board.....	2
Section 4. Other Terms.....	2

ARTICLE ~~4IV~~ – SCHOOL DISTRICT RIGHTS

Section 1. Inherent Managerial Rights.....	2
Section 2. Management Responsibilities.....	2
Section 3. Effect of Laws, Rules and Regulations	2
Section 4. Reservation of Managerial Rights	2

ARTICLE ~~5V~~ – EMPLOYEE RIGHTS

Section 1. Right to Views	3
Section 2. Right to Join.....	3
Section 3. Personnel Files	3
Section 4. Dues Check-Off	3
Section 5. Claims Against the District.....	4
Section 6. Political Action Committee (PAC) Deduction	4
Section 7. Probation and Regular Status	4
Section 8. Seniority	4
Section 9. Holidays.....	5
Section 10. Posting of Positions	5
Section 11. Job Elimination - Registered Nurses & Licensed Practical Nurses I..	5
Section 12. Job Elimination - Licensed Practical Nurses II.....	6
Section 13. Other Rights.....	6
Section 14. Progressive Discipline.....	6

ARTICLE ~~6VI~~ - BASIC SCHEDULE AND RATES OF PAY

Section 1. Conditions	7
Section 2. Wages and Conditions.....	7
Section 3. Work Year	8
Section 4. Emergency Closing	8

ARTICLE ~~7VII~~ – GROUP BENEFITS/INSURANCE

Section 1. Health and Hospitalization Insurance for Full-Time Employees	9
Section 2. Health and Hospitalization Insurance for Part-Time Employees.....	11

Section 3.	Eligibility	11
Section 4.	Enrollment	11
Section 5.	Claims Against the School District	11
Section 6.	Duration of Insurance Contribution.....	12
Section 7.	Insurance Program Eligibility in the Event of Retirement	12
Section 8.	Section 125 Flexible Spending Account (FSA) Plan.....	12
Section 9.	Deferred Compensation Programs	12

ARTICLE ~~8~~VIII - LEAVES OF ABSENCE

Section 1.	Sick Leave.....	13
Section 2.	Family Illness.....	14
Section 3.	Bereavement Leave	15
Section 4.	Personal Leave.....	15
Section 5.	Sick Leave Use as Personal Leave.....	15
Section 6.	~~Child Care Leave/Adoption~~ Parental Leave	16
Section 7.	Long-Term Leave	18
Section 8.	Short-term Leave	19
Section 9.	Jury Duty	20
Section 10.	Religious Leave.....	20
Section 11.	Court Appearance Leave	20
Section 12.	Eligibility for Leaves and Absences.....	20
Section 13.	Extended Leave of Absence	21
Section 14.	Unexcused Absences.....	21

ARTICLE ~~9~~IX - GRIEVANCE PROCEDURE

Section 1.	Grievance Definition.....	22
Section 2.	Representative	22
Section 3.	Definitions and Interpretations	23
Section 4.	Time Limitation and Waiver.	23
Section 5.	Adjustment of Grievance	23
Section 6.	School Board Review	24
Section 7.	Denial of Grievance	24
Section 8.	Mediation.....	24
Section 9.	Arbitration Procedures	24
Section 10.	General.....	26

ARTICLE ~~10~~X - DURATION

Section 1.	Terms and Reopening Negotiations.....	26
Section 2.	Effect.....	26
Section 3.	Finality	26
Section 4.	Severability.....	26
Section 5.	Savings Clause.....	27

MEMORANDUMS OF UNDERSTANDING

Staff Development	29
Limits to Long-term Disability Insurance Coverage	30
~~Attendance Recognition~~	~~XX~~

ARTICLE ~~1~~^{II}

PURPOSE OF AGREEMENT

Section 1. Parties: This Agreement, entered into between the School Board, Independent School District 279, Maple Grove, Minnesota, hereinafter referred to as the School Board and the Education Minnesota - Osseo Registered Nurses and Licensed Practical Nurses hereinafter referred to as the employee(s), is pursuant to and in compliance with the Public Employment Labor Relations Act, hereinafter referred to as the PELRA, and provides the terms and conditions of employment for employees during the term of this Agreement.

ARTICLE ~~2~~^{II}

EMPLOYEE REPRESENTATIVE

Section 1. Appropriate Unit: Education Minnesota - Osseo will represent all the Registered Nurses and Licensed Practical Nurses of the School District as defined in this Agreement and in the PELRA.

Section 2. Recognition: In accordance with the PELRA, the School Board recognizes Education Minnesota - Osseo as the exclusive representative of Registered Nurses and Licensed Practical Nurses employed by the School Board of Independent School District 279. The exclusive representative will have those rights and duties as described by the PELRA and as described in this Agreement.

ARTICLE ~~3~~^{III}

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 the PELRA.

Section 2. Registered Nurses and Licensed Practical Nurses: Will mean persons employed by the School Board in a capacity exclusively associated with the School District's health services program. The term employee as used herein will not include confidential employees, supervisory employees, essential employees, part time employees whose service does not exceed the lesser of ~~fourteen~~ (14) hours per week or ~~thirty-five~~ (35) percent of the normal work week in the bargaining unit, employees whose positions are basically temporary or seasonal in character and are not for more than ~~sixty-seven~~ (67) working days in any calendar year, and emergency employees.

Subd. 1. Registered Nurse: Will mean all persons employed by the School District in a position for which the person must be licensed as a Registered Nurse.

Subd. 2. Licensed Practical Nurse 1I: Will mean all persons employed by the School District in a position for which the person must be licensed as a Licensed Practical Nurse.

Subd.3. Licensed Practical Nurse 2II: Will mean all persons employed by the School District in a position for which the person must be licensed as a Licensed Practical Nurse by the State of Minnesota who are specifically responsible for providing for the 1:1 health care needs of individual students who require frequent care throughout the school day in order to attend school.

Section 3. School Board: For purposes of administering this Agreement, the term "School Board" may also mean the designated representative.

Section 4. Other Terms: Terms not defined in this Agreement will have those meanings as defined by the PELRA.

ARTICLE 4IV

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 and selection and 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. Effect of Laws, Rules and Regulations: The exclusive representative 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 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 this Agreement are reserved to the School District.

ARTICLE 5V **EMPLOYEE RIGHTS**

Section 1. Right to Views: Pursuant to the 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 designed to and does not interfere with the full faithful and proper performance of the duties of employment or circumvent the rights of the employees; 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 District.

Section 3. Personnel Files:

Subd. 1. Access: All individual employee evaluations and individual employee files generated within the School District will be available to the employee during regular School District hours upon the employee's request in accordance with the PELRA.

Subd. 2. Request: Such request will be made to the Human Resources Department. The department will schedule an appointment for the employee to review the employee's file and will notify the employee of such appointment.

Subd. 3. Review: The employee may review and have access to all the employee's evaluations and files generated in the School District only in the presence of a HR representative.

Subd. 4. Right to Copy: The employee will have the right to obtain a copy of any of the contents of their files.

Subd. 5. Right to Response: The employee may submit for inclusion in their 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.

Section 4. Dues Check-Off: Employees will have the right to request dues check off for the organization of the exclusive representative in accordance with the provisions of the PELRA, as amended. Upon receipt of a properly executed authorization form from the employee, the School District will deduct, in ~~fifteen~~(15) equal installments beginning on October 20 and ending on May 20, from the employee's paycheck, the

dues the employee has agreed to pay the exclusive representative during the effective period of authorization. The authorization will continue in effect until terminated by the employee in writing.

Section 5. Claims Against the School District: The exclusive representative hereby warrants and covenants that it will defend, indemnify and save the School District harmless from any and all actions, suits, claims, damages, judgments and executions or other forms of liability, liquidated or unliquidated, which any person may have or claim to have, now or in the future, arising out of or by reason of the deduction of the fair share fee specified by the exclusive representative as provided herein.

Section 6. Political Action Committee (PAC) Deduction: Employees will have the right to request a payroll deduction as a method of contributing to the Education Minnesota - Osseo PAC.

Subd. 1. Authorization: Upon receipt of properly executed authorization card, the School District will make the designated deduction per paycheck.

Subd. 2. Terms of Authorization: Authorization cards will be filed with the payroll department by the employee and will continue in effect until revoked by the employee on a form provided by the School District (payroll department). Application for PAC deduction will be accepted at any time with change in payment reflected as soon as is practicable, but within ~~forty-five (45)~~ days.

Subd. 3. Schedule of Deductions: Deductions will be made in ~~fifteen (15)~~ equal installments beginning on October 20, and ending on May 20.

Section 7. Probation and Regular Status: New employees will be considered probationary employees until June 30, provided they have worked 120 days from their hire date to June 30. If a school year ends prior to a probationary employee serving at least ~~one hundred and twenty (120)~~ work days, such employee shall be on probation for the following school year, ending June 30. Work days shall be defined as including days actually worked, personal leave, sick leave, and paid holidays. During this time, they will have no seniority privileges and may be transferred, discharged, reduced in hours of assignment, or terminated in the event of job elimination. Upon completion of the probationary period, the employee will establish regular status unless otherwise notified in writing by the employer prior to that date.

Section 8. Seniority – Registered Nurses and Licensed Practical Nurses I & II:

Subd. 1. Seniority Date: An employee's seniority date will be the original date of employment in the School District within the unit (i.e. RN, LPN ~~1I~~, & LPN ~~2II~~). If the original date is the same between two or more employees, the tiebreaker will be the lowest value of the last 3 digits of the PERA number of the employee.

Subd. 2. Forfeiture: An employee who is discharged, resigns, or does not report for an assignment after being recalled will forfeit all seniority rights.

Subd. 3. Seniority List: A current seniority list of regular-status employees will be posted and maintained on the School District's intranet.

Subd. 4. Request for Change: The employee will have a right to surface any dispute about their seniority date and request for a change to **H**uman **r**esources.

Subd. 5. LPNs Who Earn RN Licensure: Beginning with the 2014-2015 school year, Licensed Practical Nurses who earn their Registered Nurse licensure will maintain their seniority date to their original hire date with the district. The Registered Nurse will be placed when an open Registered Nurse position, with equal or more hours than the current assignment, becomes available. If the Registered Nurse does not accept the open position, they must resign effective immediately.

Section 9. Holidays: Employees will be granted eight ~~or eleven-(8)~~ paid holidays as determined by the **S**chool **b**oard prior to July 1 each year.

The following ~~eight-(8)~~ paid holidays will be granted:

Thanksgiving	Winter Holidays (2 days)
Friday following Thanksgiving	Presidents' Day or Martin Luther King, Jr. Day
New Year's Day	Memorial Day
Spring Holiday _____	<u>Juneteenth*</u>
<u>Labor Day*</u>	<u>4th of July*</u>

* Enrollment center nurse(s) only.

Section 10. Posting of Positions: Vacancies to be filled will be posted for a period of five ~~-(5)~~ working days. The Supervisor will inform the employees of vacancies, including vacancies for Licensed School Nurses, prior to the posting. Employees interested in applying should make application to **h**uman **r**esources. Employees who apply during the designated time frame will be considered on the basis of previous work experience, training, and job performance. The Supervisor will ensure that employees who apply for positions are informed of the status of their application after a final decision. Management reserves the right to make the final decision in filling positions, including the right to transfer or reassign employees. In the case of involuntary transfer or reassignment, management will first discuss with the employee(s) the need for the transfer or reassignment and consider the assignment preference(s) of the employee(s) involved before finalizing the transfer or reassignment decision.

Section 11. Job Elimination – Registered Nurses & Licensed Practical Nurses I:

Subd. 1. Seniority: As of July 1, 2017, an employee that is on a performance improvement plan may not displace another employee, subject to the following conditions:

- 1) Human ~~r~~Resources and the union agree that due process was followed.
- 2) That the employee was placed on the performance improvement plan by December 1st that outlines a plan for professional growth and supports.

In the event of job elimination requiring layoff, the employee with the least seniority in the unit (e.g. RN, LPN ~~11~~, LPN ~~2H~~) will be laid off first. If the seniority date is the same, the tiebreaker will be the lowest value of the last 3 digits of the PERA number of the employee.

Subd. 2. Recall List: A regular-status employee who has been displaced due to a layoff will be placed on a recall list. When a position becomes available, the most senior qualified employee will be recalled first. If the employee fails to report to work upon two ~~(2)~~ weeks' notice of recall, this will cause the employee to lose all recall rights.

Subd. 3. Recall Period: A regular employee will be kept on the recall list up to ~~twelve~~ ~~(12)~~ months after the layoff if no position has been offered.

Section 12. Job Elimination – Licensed Practical Nurses ~~2H~~:

Subd. 1. In the event of job elimination requiring layoff, employees will be terminated at the discretion of the program supervisor.

Subd. 2. Recall List: A regular-status employee who has been displaced due to a layoff will be placed on a recall list. When a position becomes available, the most senior qualified employee will be recalled first. If the employee fails to report to work upon two ~~(2)~~ weeks' notice of recall, this will cause the employee to lose all recall rights.

Subd. 3. Recall Period: A regular employee will be kept on the recall list up to ~~twenty-four~~ ~~(24)~~ months after the layoff if no position has been offered.

Section 13. Other Rights: Employees will have all other rights prescribed by PELRA.

Section 14. Progressive Discipline: The school district recognizes the concept of progressive discipline consisting of 1. Oral reprimand; 2. Letter of Expectation; 3. Notice of Deficiency; 4. Suspension without pay; 5. Discharge. Notwithstanding this concept, the school district reserves, in its sole discretion, to impose discipline at any level.

ARTICLE ~~6~~^{VI}
BASIC SCHEDULES AND RATES OF PAY

Section 1. Conditions:

Subd. 1. Hours: Employees covered by this Agreement will not regularly exceed ~~thirty-seven and a half (37.50)~~ hours per week for RN's, and ~~thirty-five (35)~~ hours per week for an LPN ~~11~~'s assigned to elementary schools, early childhood programs, OALC, or OEC, and ~~thirty-two and a half (32.5)~~ hours for any other LPN ~~11~~ in any combination of duties without prior approval. All work assigned beyond the normal assignment will have prior approval from ~~h~~Human ~~R~~esources or supervisor. All such work assigned up to ~~forty (40)~~ hours per week will be performed at the regular wage rate.

Subd. 2. Placement on Schedule: New personnel covered by this Agreement and employees changing positions included in this Agreement will be assigned and placed on the wage scale at the discretion of Human Resources.

Subd. 3. Overtime Compensation: Hours worked beyond ~~forty (40)~~ hours per week will be paid at time and one-half. All overtime work must be authorized in advance by the supervisor.

Subd. 4. Duty Free Lunch: Each employee will have a scheduled duty-free lunch period of ~~thirty (30)~~ minutes. Emergencies causing interruption of duty-free lunch period, including walkie talkie calls, will be compensated at regular rate. If the employee is on-call and working, the employee will be compensated at their regular hourly rate.

Section 2. Wages and Conditions:

Subd. 1. Rates of Pay: The following hourly rates will be for the period of July 1, 202~~0~~² to June 30, 202~~4~~⁴.

	Registered Nurses 2020-2021	Registered Nurses 2021-2022	Licensed Practical Nurses 2020-2021	Licensed Practical Nurses 2021-2022
<u>0-2 Years of Service</u>	<u>\$29.27</u>	<u>\$29.85</u>	<u>\$23.19</u>	<u>\$23.66</u>
<u>3-4 Years of Service</u>	<u>\$29.27</u>	<u>\$30.85</u>	<u>\$23.19</u>	<u>\$24.66</u>
<u>5-9 Years of Service</u>	<u>\$29.87</u>	<u>\$31.35</u>	<u>\$23.79</u>	<u>\$25.16</u>
<u>10-14 Years of Service</u>	<u>\$30.02</u>	<u>\$32.85</u>	<u>\$23.94</u>	<u>\$25.66</u>
<u>15+ Years of Service</u>	<u>\$30.27</u>	<u>\$33.35</u>	<u>\$24.19</u>	<u>\$26.16</u>

<u>2022 - 2023 Hourly Rates</u>		
<u>Step</u>	<u>Registered Nurse</u>	<u>Licensed Practical Nurse</u>
<u>1</u>	\$ <u>32.50</u>	\$ <u>26.00</u>
<u>2</u>	\$ <u>32.80</u>	\$ <u>26.15</u>
<u>3</u>	\$ <u>33.70</u>	\$ <u>26.70</u>
<u>4</u>	\$ <u>35.05</u>	\$ <u>27.30</u>
<u>5</u>	\$ <u>35.05</u>	\$ <u>27.30</u>

<u>2023 - 2024 Hourly Rates</u>		
<u>Step</u>	<u>Registered Nurse</u>	<u>Licensed Practical Nurse</u>
<u>1</u>	\$ <u>32.92</u>	\$ <u>27.05</u>
<u>2</u>	\$ <u>35.35</u>	\$ <u>27.65</u>
<u>3</u>	\$ <u>36.30</u>	\$ <u>28.30</u>

~~Subd. 2. Career Increments: The career increment for employees who have had consecutive years of employment will be applied July 1st of the year in which an employee would have reached the year of consecutive employment in the District.~~

Subd. 23. Movement on Schedule: Effective July 1, employees will be entitled to ~~career increment~~ step increases only upon satisfactory job performance. Satisfactory job performance shall be determined by the employee's most recent performance evaluation so long as the evaluation was done during the previous two ~~(2)~~ years. Employees who do not receive a ~~career increment~~ step increase due to job performance shall be eligible for such ~~career increment~~ step increase the following January 1st or July 1st whichever occurs first after satisfactory job performance review, provided the employee has worked 120 workdays prior to the performance review. Days worked shall include days actually worked, personal leave, sick leave, and paid holidays.

Subd. 43. New hire incentive: Effective July 1, 2021, all newly hired Registered Nurses and Licensed Practical Nurses who complete the school year and have worked at least 120 days during the school year will receive a \$1,000 stipend.

- a. The stipend will be prorated for employees who have completed the 120 days required; however, did not work the full school year, i.e., those who were hired after the start of the school year.
- b. The \$1,000 stipend will be paid on the last payroll of the school year.

Section 3. Work Year: The work year for Registered Nurses, Licensed Practical Nurses ~~1I~~ and Licensed Practical Nurses ~~2H~~ will be the same as the student contact days. Additional days are outlined in the chart below. All nurses will have access up to 10 additional float hours, in addition to the chart below. All nurses will be paid their hourly rate for attending Open House (up to 4 hours) and Kindergarten Orientation (up to 2 hours) above and beyond their normal work hours.

	Elem. RN	Elem. LPN	Middle School RN	Middle School LPN	High School RN	High School LPN
Additional days prior to students reporting	6	4	7	~~3~~ <u>4</u>	7	~~3~~ <u>4</u>

Subd. 1. Hours: Registered Nurses and Licensed Practical Nurses ~~1~~1 staff resources will be appropriately distributed and assigned as determined by the identified health needs of students in each school building/program, available financial resources, and School District Administration. Licensed Practical Nurses ~~2~~2 are assigned at the discretion of the School District Administration.

Section 4. Emergency Closing: If school starts late or is closed early due to inclement weather or other emergency situations, employees will be paid for their normal work assignment for that day. On such days, the work assignment will be determined by the immediate supervisor.

In the event school is cancelled due to inclement weather or other emergency situations, employees will be paid for up to three ~~(3)~~ days, per school year, for their normal work assignment. This provision will apply for full days only when school has been cancelled prior to the opening of the normal school day.

The superintendent reserves the right to require that employees report to work for any school closing. Employees will receive their normal compensation for that day and no additional compensation.

When the Superintendent determines that the district will follow an e-learning day, the district will follow Minnesota Statute 120A.414 (<https://www.revisor.mn.gov/statutes/cite/120A.414>).

In the event an employee was scheduled to take a single sick day, personal leave day, bereavement day or vacation day that coincides with an emergency school closing day the employee will not be charged for their scheduled sick day, personal leave day, bereavement day or vacation day. If the employee was scheduled to take a series (2 or more) of connected sick days, personal leave days, bereavement leave days or vacation days and one of those connected days falls on the emergency school closing day, the employee will be charged for the day(s) that coincides with the emergency school closing day(s).

ARTICLE ~~7~~VI **GROUP BENEFITS/INSURANCE**

Section 1. Health and Hospitalization Insurance for Full-Time Employees (employees scheduled to work 32 or more hours weekly): The selection of insurance carriers and policies will be made by the School District.

Subd. 1. District Contributions for Basic Group Health and Hospitalization Plans:

The ~~D~~district will contribute up to the following amounts towards the ~~d~~District's Group Health Insurance premiums for full time employees. Any portion of the premium that exceeds the ~~D~~district contribution will be paid by the employee and paid by payroll deduction.

Effective July 1, 2020 – December 31, 2020

	<u>Single</u>	<u>Employee +1</u>	<u>Family</u>
<u>High/ Value</u>	<u>\$586.72</u>	<u>\$910.88</u>	<u>\$1,459.41</u>
<u>HSA Plan</u>	<u>\$450.75</u>	<u>\$874.31</u>	<u>\$1,398.89</u>

Effective January 1, 2021 – December 31, 2021

	<u>Single</u>	<u>Employee +1</u>	<u>Family</u>
<u>High/ Value</u>	<u>\$598.45</u>	<u>\$929.10</u>	<u>\$1488.60</u>
<u>HSA Plan</u>	<u>\$464.27</u>	<u>\$900.54</u>	<u>\$1,440.86</u>

Effective January 1, 2022

	<u>Single</u>	<u>Employee +1</u>	<u>Family</u>
<u>High/ Value</u>	<u>\$610.42</u>	<u>\$947.68</u>	<u>\$1,518.37</u>
<u>HSA Plan</u>	<u>\$478.20</u>	<u>\$927.56</u>	<u>\$1,484.08</u>

Effective July 1, 2022 – December 31, 2022

	<u>Single</u>	<u>Employee +1</u>	<u>Family</u>
<u>High</u>	<u>\$610.42</u>	<u>\$947.68</u>	<u>\$1,518.37</u>
<u>Value</u>	<u>\$610.42</u>	<u>\$947.68</u>	<u>\$1,518.37</u>
<u>HSA Plan</u>	<u>\$478.20</u>	<u>\$927.56</u>	<u>\$1,484.08</u>

Effective January 1, 2023 – December 31, 2023

	<u>Single</u>	<u>Employee +1</u>	<u>Family</u>
<u>High</u>	<u>\$610.42</u>	<u>\$947.68</u>	<u>\$1,518.36</u>
<u>Value</u>	<u>\$637.66</u>	<u>\$990.33</u>	<u>\$1,586.71</u>
<u>HSA Plan</u>	<u>\$616.88</u>	<u>\$969.30</u>	<u>\$1,550.86</u>

Effective January 1, 2024

	<u>Single</u>	<u>Employee +1</u>	<u>Family</u>
<u>High</u>	<u>\$610.42</u>	<u>\$947.68</u>	<u>\$1,518.37</u>
<u>Value</u>	<u>\$666.35</u>	<u>\$1,034.89</u>	<u>\$1,658.11</u>
<u>HSA Plan</u>	<u>\$672.40</u>	<u>\$1,012.92</u>	<u>\$1,620.65</u>

Effective 7/1/2023, employees who are a new hire and enrolling for the first time, will not be able to elect the high advantage health insurance plan.

Effective 1/1/2024, employees will no longer be able to switch into the high advantage health insurance plan.

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

Subd. 2. Married Couples in District with Family Coverage: When an 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.

Subd. 3. Group Term Life Insurance: The School District will pay the premium for group term life insurance for all full-time employees employed by the School District who qualify for and enroll in the existing group term life insurance plan of the School District. Full-time employees who qualify and enroll will be covered by group term life insurance in the amount of \$50,000.

Subd. 4. Supplemental Group Term Life Insurance: Full-time employees will have the option, subject to the conditions established by the School Board's carrier for group term life insurance as provided in Subd. 4 of this Section, to purchase supplemental group term life insurance in the amounts of \$50,000, \$75,000, \$100,000, \$125,000 or \$150,000, not to exceed 3 x annual salary. The cost of the supplemental coverage shall be borne by the employee and paid by payroll deductions.

Subd. 5. Long-Term Disability Income Protection: The School District will pay the premium for employee coverage in the existing long-term disability income protection plan of the School Board for all full-time employees who qualify for and enroll in such coverage. This coverage will apply up to the employee's base annual salary. See the LTD MOU.

Subd. 6. Dental Insurance:

- 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. Whether the district offers family/dependent coverage is subject to the conditions established by the carriers.

Section 2. 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. District Contributions for Basic Group Health and Hospitalization Plans:

Effective July 1, 2020

	Single	Employee +1	Family
High/Value	\$586.72	\$586.72	\$586.72
HSA Plan	\$449.11	\$880.61	\$1,408.98

Effective July 1, 2022- December 31, 2022

	Single	Employee +1	Family
High	\$586.72	\$586.72	\$586.72
Value	\$586.72	\$586.72	\$586.72
HSA Plan	\$449.11	\$880.61	\$1,408.98

Effective January 1, 2023 – December 31, 2023

	Single	Employee +1	Family
High	\$586.72	\$586.72	\$586.72
Value	\$612.08	\$612.08	\$612.08
HSA Plan	\$579.35	\$920.25	\$1,472.38

Effective January 1, 2024

	Single	Employee +1	Family
High	\$586.72	\$586.72	\$586.72
Value	\$639.62	\$639.62	\$639.62
HSA Plan	\$631.51	\$961.66	\$1,538.64

Effective 7/1/2023, employees who are a new hire newly hired and enrolling for the first time, will not be able to elect the high advantage health insurance plan.

Effective 1/1/2024, employees will no longer be able to switch into the high advantage health insurance plan.

Subd. 2. Employee +1 and Family Coverage High or Value Plan: The employee may choose to purchase Employee +1 coverage or ~~f~~Family coverage at the cost of the Employee +1 coverage or ~~f~~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 basic group health and hospitalization plan and qualify for dependent payroll deduction.

Subd. 3. 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.

- 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. Eligibility: Full-time employees are eligible for group insurance. Those 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 District and the carrier of the coverage. Part-time employees, employees working 30 hours but less than 32 hours per week will be considered part-time for purposes of eligibility for group insurance.

Section 4. Enrollment: All employees qualifying will enroll for such coverages in accordance with the procedures established by the School District.

Section 5. 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 6. Duration of Insurance Contribution: An employee is eligible for School District contributions as provided in this Article as long as the employee is employed by the School District. Upon termination of employment, all School District participation and contribution will cease effective on the last day of the month in which employment terminates.

Section 7. Insurance Program Eligibility in the Event of Retirement: An employee who retires is eligible to participate in the health/hospitalization plan upon retirement per Minnesota Statute, but must pay the entire premium for the plan

selected. The right to continue participation in such plan will be in accordance with conditions of the carrier and/or until they qualify for coverage under another program.

Section 8. Flexible Spending Account (FSA) Section 125 Plan: The School District will provide a FSA Section 125 Plan under the Internal Revenue code for all employees.

Subd. 1. Description: The Section 125 Plan (Flexible Spending Plan FSA) 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 components 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 be determined by the School Board. There are three components to the plan:

1. Health insurance premium deduction with pre-tax dollars (Article VII, Section I, Health Insurance).
2. Dependent care reimbursement account.
3. Medical expense reimbursement account.

Section 9. Deferred Compensation Programs: In accordance with Section 457 or 403b of the internal revenue code and MS.356.24, the School Board will match the contribution of an eligible employee according to the following schedule towards either the Minnesota State Deferred Compensation Program (Section 457) or an approved 403b tax sheltered annuity plan. The plan must meet the School District’s guidelines for approval. The contribution and match are forwarded each pay period to the plan account. Employees who have been contributing to a 457 plan prior to the ratification of the 2014-2016 contract will be grandfathered in, with the district contributing matching funds to the 457 plan.

District Match Upon First Day of Employment After Employee Probationary Period:

Eligibility	Minimum	Maximum
~~Current e~~ Employees hired on or after July 1, 2014 ~~and/or newly hired employees that~~ enrollees into the deferred compensation program will have matching funds contributed by the district, up to the ~~minimum, maximum or any amount in between, to the 403(b) plan.~~	\$250 ~~(\$13.17 per pay check)~~	\$660 (\$34.74 per pay check)

ARTICLE ~~VIII~~8
LEAVES OF ABSENCE

Section 1. Sick leave:

Subd. 1. Earn: Registered Nurses and Licensed Practical Nurses ~~1I~~ & ~~2H~~ will be granted sick leave at the rate of one ~~(1)~~ day per month worked for a total maximum of ten ~~(10)~~ days annually. A "day" of sick leave is defined as the normal working day of the employee. Unused sick leave days may accumulate to 100 days leave per employee. Employees who currently have more than 100 days will retain their current balance and not accrue days unless they drop below 100 days. Such accrual will be non-retroactive.

Subd. 2. Use: Sick leave with pay will be allowed when an employee's absence is due to personal illness which prevented their attendance at work and performance of duties on that day or days, provided that the employee has unused sick leave at the time of such absence. 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 the absence.

Subd. 3. Medical Verification: The School District may require an employee to furnish a medical certificate from a ~~qualified physician~~ health care provider as evidence of illness when the absence is 3 days or more, 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. In the event that a medical certificate will be required, the employee will be so advised.

Subd. 4. Deduction: Sick leave allowed will be deducted from sick leave days accrued by the employee.

Subd. 5. Excess Use: Any days used in excess of the number of days of sick leave accrued will be without pay.

Subd. 6. Use -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 Board under the provisions of the Workers' Compensation Act and/or an absence covered by the School District'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 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 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 who elects to receive sick leave pursuant to this Agreement, 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. An employee who is unable to perform their duties and responsibilities due to an injury which occurs while on duty as a result of a student-related incident, will be entitled to compensation without use of sick leave for the first three ~~(3)~~ days of absence per incident. Any additional days needed by the employee without the use of sick leave will be mutually agreed to in collaboration between the district and the union up to a total of ~~fifteen (15)~~ days. The district may require the employee to be seen by a district selected medical provider and provide documentation that outlines return to work conditions. Thereafter, the compensation will be paid per 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 their contracted hours, 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 ten ~~(10)~~ days absence per year 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 accrued sick leave, an amount equal to the cost of a substitute rate of pay will be deducted from the employee's salary.

Section 3. Bereavement Leave:

Subd. 1. Use – Immediate Family: An 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, grandparent, son-in-law, daughter-in-law, 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, the day will be unpaid. Exceptions to the immediate family designations may be granted with pre-approval of Human Resources in extenuating circumstances.

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. Such absence will be deducted from accrued sick leave. If the employee does not have sufficient accrued sick leave, the day will be unpaid. Exceptions may be granted with approval of Human Resources in extenuating circumstances.

Section 4. Personal Leave: An employee will be credited with one ~~(1)~~ personal leave day per year, accumulative to five ~~(5)~~ days. Personal leave may be used for activities requiring the employee's personal attention not covered under other provisions of this Agreement.

Subd. 1. Request: Requests for personal leave must be made at least three ~~(3)~~ days in advance of the leave, except in event of emergencies.

Subd. 2. Limit: At no time will more than two ~~(2)~~ of the employees covered by this Agreement be granted personal leave.

Subd. 3. Exclusion: A personal leave day may be granted on the first and last days of the student school year; however, such leave will only be granted for special circumstances with written explanation by the employee and approval of School District Administration.

Section 5. Sick Leave Use as Personal Leave: Employees shall be allowed to use sick leave as personal leave each year under the following conditions:

Subd. 1. Employees must have a minimum balance of ~~fifty (50)~~ sick leave days prior to conversion.

Subd. 2. If an employee has a minimum balance of ~~fifty (50)~~ sick leave days, the employee may be granted one ~~(1)~~ additional personal day each year. If an employee has ~~seventy-five (75)~~ sick leave days, the employee may be granted two ~~(2)~~ additional personal days each year. This additional personal day will be deducted from the employee's sick leave accrual, and can only be granted after the exhaustion of accrued personal days.

Section 6. ~~Child Care/Adoption Leave~~ Parental 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/~~foster care~~ 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~~parental leave will inform ~~h~~Human ~~r~~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 ~~H~~human ~~R~~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 a health care provider ~~her licensed physician~~ indicating the expected date of delivery.

Subd. 4. Use of Sick Leave for Adoption/~~Foster Care~~: 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~~parental leave and its duration will be determined by mutual consent between the employee and ~~h~~Human ~~r~~Resources. In determining the date of the commencement and duration of the leave, Human ~~r~~Resources will review each case on its individual merits taking into consideration the following:

- a. The continuity of the health services 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 the 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~~parental 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 Registered Nurses and Licensed Practical Nurses are intended to be periods of actual service enabling the School District to have an opportunity to evaluate the employee's performance. The parties agree, therefore, that periods of time for which the employee is on ~~child care/adoption~~parental leave will not be counted in determining the completion of the probationary period.

Subd. 12. Experience Credit: An employee who returns from ~~parental~~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~~parental 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~~parental 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 at the conclusion of an FMLA leave~~.

Subd. 15. Notification to Return: An employee on ~~child-care/adoption~~parental leave of absence will be sent a Notification of Assignment from ~~h~~H~~uman~~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 contract within ten ~~(10)~~ days.

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, due to health reasons, educational purposes, election to political office, approved travel, or a career change/retraining. Additional leaves may be granted at the discretion of Human Resources for health reasons or election to political office.

Subd. 2. Requests: Requests for leaves must be made at least ~~thirty (30)~~ days in advance except in emergencies and submitted to the administrator in charge for their recommendation. Final approval will be made by Human Resources. Normally, the number of staff on approved leave at any given time will not exceed two.

Subd. 3. Duration: Leave may be granted for a period of time up to one ~~(1)~~ year.

Subd. 4. Benefits: 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. 5. Reinstatement: An employee returning from long-term leave for ~~E~~Education, ~~a~~Approved ~~t~~Travel, ~~f~~Family ~~r~~Reasons, ~~r~~Retaining, or ~~c~~Career ~~c~~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 or election to political office reasons will be re-employed in the position occupied prior to the leave, subject to the follow conditions:

- a. That the position has been abolished
- b. That the employee is not physically or mentally disabled from performing the essential duties of such position.

Subd. 6. Notice to Return: An employee on long-term leave will be notified of the position and specified date of return by 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 notify the district of their intention to return within ten ~~(10)~~ days of this notification.

Section 8. Short-Term Leaves (Ten ~~(10)~~ Days or Less):

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 per year.

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 submitted through the district's ~~A~~absence ~~m~~Management ~~s~~System. 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 extraordinary circumstances and must be approved by ~~h~~Human ~~r~~Resources.

Subd. 5. Duration: Short-term leave will normally be available not more than once every year.

Subd. 6. Limit: The number of staff on short-term approved leave at any given time will not exceed two ~~(2)~~ of the employees covered by this agreement.

Section 9. Jury Duty:

~~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 a jury duty are to reimburse the School District for the amount received minus the mileage allowance 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 provisions of Subd. 1 and 2 are met. Failure to do so will result in a cost of sub deduct.~~

~~Subd. 1. Notice to District: Employees who receive a summons for jury service are to send a PF22 and a copy of the summons to the HR Attendance Specialist immediately. Instructions for entering absences and finding a substitute will be given once the summons is received by the Attendance Specialist, if applicable.~~

~~Subd. 2. Remittance of Stipend: Employees may receive a stipend for jury service will need to reimburse the district for the pier diem amount only. Typically, this is \$20 per day.~~

~~Subd. 3. Pay: Employees will have no loss of pay as a result of being summoned for jury service if the provisions of Subd. 1 and 2. of this section are completed. Failure to do so will result in the deduction of pay for the day(s) of work missed.~~

~~Subd. 4. On-call: Employees on-call for jury duty will need to report to work until they are summoned for jury duty. Failure to do so will result in deduction of pay for the day(s) of work missed.~~

Section 10. Religious Leave: An employee may be granted up to three ~~(3)~~ days of religious leave. An employee must make application including a brief statement of the request to ~~h~~Human ~~r~~Resources at least three ~~(3)~~ days prior to the religious leave. Human ~~r~~Resources will notify the supervisor to make the necessary arrangements allowing the employee to make up the days at some other prearranged time. – An employee may utilize provisions outlined in Section 4, Personal Leave, or may take the leave with full loss of pay.

Section 11. Court Appearance Leave:

Subd. 1. Request of School Board: When the ~~s~~School ~~b~~Board is a party in a litigation, and an employee of the School District appears at the request of the ~~s~~School ~~b~~Board or as codefendant in a case against the ~~s~~School ~~b~~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 principal/supervisor ~~h~~Human ~~r~~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 ~~h~~Human ~~r~~Resources, the day(s) absent will be deducted from Personal Leave or Short-~~t~~Term Leave referenced in this article.

Subd. 3. Action Against School Board: If the matter is a result of actions by the employee against the ~~s~~School ~~b~~Board/~~d~~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 12. Eligibility for Leaves and Absences: An employee who is regularly employed on a school year basis will be eligible for leave and absence benefits.

Section 13. Extended Leave of Absence:

Subd. 1. Eligibility: Employees must have a minimum of seven-~~(7)~~ consecutive years of service in the School District, and at least ten-~~(10)~~ years of allowable service under PERA to be eligible for extended leave of absence.

Subd. 2. Authority: 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 ~~s~~School ~~b~~Board and the ~~s~~School ~~b~~Board reserves the right to refuse to grant any and all extended leaves, if, in the judgment of the ~~s~~School ~~b~~Board, such leaves should not be granted.

Subd. 3. Conditions: The ~~s~~School ~~b~~Board will consider the granting of extended leaves only under the conditions outlined below.

- a) The duration of an extended leave of absence under this section must be determined by mutual agreement of the ~~s~~School ~~b~~Board and the employee at the time the leave is granted. If the ~~s~~School ~~b~~Board denies an employee's request, it must provide reasonable justification for the denial.
- b) The ~~s~~School ~~b~~Board shall not be obligated to reinstate an employee who takes a full-time or part-time position as a registered nurse or licensed practical nurse in another school district while on an extended leave of absence pursuant to this section.
- c) **Benefits:** An employee on an extended leave of absence shall receive all of the health, accident, medical, surgical and hospitalization insurance or benefits, for both the employee and the employee's dependents, for which the employee would otherwise be eligible if not on an extended leave. An employee shall receive the coverage if such coverage is available from the school district's insurer, if the employee requests the coverage, and if the employee reimburses the district for the full amount of the premium necessary to maintain the coverage within one month preceding the district's payment of the premium.

Subd. 4. Requests: Requests for extended leaves of absence must be submitted to the ~~d~~Director, ~~of h~~Human ~~r~~Resources by March 1st of the year preceding the school year for which the extended leave of absence would commence. Requests to begin an extended leave of absence at a time other than the beginning of the school year may be considered by the School District. If approved, the employee will be granted a long term leave for the remaining duty days of the current school year and the extended leave of absence will then commence on the first duty day of the following school year.

Subd. 5. Reinstatement: An employee returning from an extended leave of absence will be reinstated according to the following guidelines and 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 duties of such position.
- c) That an employee with more seniority would not be displaced.
- d) If the employee is on an extended leave of absence for more than the equivalent of one ~~(1)~~ FTE year, the employee may return to the original building by mutual agreement between the employee and the District if an opening exists in the building. If there is not mutual agreement or if a position does not exist at the original building, the employee will be placed by the District according to applicable staffing needs.

Subd. 6. Notification of Return: The ~~d~~District is not obligated to reinstate any employee who is on an extended leave of absence pursuant to this Section unless the employee advises the ~~d~~District in writing of the intention to return before February 1st in the school year preceding the school year in which the employee wishes to return, or by February 1st in the calendar year in which the leave is scheduled to terminate.

Subd. 7. Failure to Return: The employee will lose all re-employment rights if the employee refuses an assignment, or fails to notify the ~~d~~District within ten ~~(10)~~ days after being notified of their assignment.

Section 14. Unexcused Absences: Employees who are absent without approved leave (with the exception of emergencies) may be subject to discipline, up to and including discharge from employment.

ARTICLE ~~9IX~~ **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 District 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, supervisor, or School Board may be represented during any step of the procedure by any person or agent of the employee's designated unit to act ~~in~~on their 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 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.

Section 4. Time Limitation and Waiver: Grievances will not be valid for consideration unless the grievance is submitted in writing to the ~~s~~SSchool ~~b~~BBoard's designee, setting forth the facts and the specific provision of the Agreement allegedly violated, and the particular relief sought within ~~twenty~~(20) days after the date the event giving rise to the grievance occurred. 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 hereafter 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 ~~s~~SSchool ~~b~~BBoard and the employee will attempt to adjust all grievances which may arise during the course of employment of any employee within the School District in the following manner:

Subd. 1. Informal Discussions: Before a written grievance is submitted, informal discussions will take place between the aggrieved party, the principal or supervisor. Through these discussions, the parties will attempt to resolve the problem.

Subd. 2. Level 1I: If the grievance is not resolved through informal discussions, the aggrieved party may submit the grievance in writing to Human Resources. Human Resources will give a written decision on the grievance to the parties involved within five (5) days after receipt of the written grievance.

Subd. 3. Level H2: In the event the grievance is not resolved in Level 1I, the decision rendered may be appealed to the superintendent, provided such appeal is made in writing within five ~~(5)~~ days after receipt of the decision in Level 1I. If a grievance is properly appealed to the superintendent, the superintendent or 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 designee will issue a decision in writing to the parties involved.

Subd. 4. Level 3III: In the event the grievance is not resolved in Level 2H, the decision rendered may be appealed to the sSchool bBoard, provided such appeal is made in writing within five ~~(5)~~ days after receipt of the decision in Level 2H. If a grievance is properly appealed to the sSchool bBoard, the sSchool bBoard 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 sSchool bBoard will issue its decision in writing to the parties involved. At the option of the sSchool bBoard, a committee or representative(s) of the sSchool bBoard may be designated by the sSchool bBoard to hear the appeal at this level, and report its findings and recommendations to the sSchool bBoard. The sSchool bBoard will then render its decision.

Section 6. School Board Review: The SsSchool Bbboard reserves the right to review any decision issued under Level 1I or Level 2H of this procedure provided the SsSchool bBoard 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 sSchool bBoard reviews a grievance under this section, the SsSchool Bbboard reserves the right to reverse or modify such decision.

Section 7. Denial of Grievance: Failure by the sSchool bBoard 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. Mediation. At any time prior to submission of a grievance to arbitration as referenced in Section 9 below, the parties may mutually agree to utilize the assistance of the Bureau of Mediation Services (BMS) to attempt to mediate a resolution of the grievance.

Section 9. Arbitration Procedures: In the event that the employee and the sSchool bBoard 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-3~~ 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 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 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. The issues involved
 2. Statement of the facts
 3. Position of the grievant
 4. The written documents relating to Section 5, Article VII, of the grievance procedure
- b. The ~~s~~School ~~B~~board may make a similar submission of information relating to the grievance either before or at the time of the hearing.

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 ~~thirty (30)~~ days after the close of the hearing. Decisions by the arbitrator in cases properly ~~presented before him/her~~ will be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided for in 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, the cost of the transcript or recording if requested by either or both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration.

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 ~~s~~School ~~b~~Boards to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

Section 10. 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, as provided in state statutes.

ARTICLE ~~X~~10 DURATION

Section 1. Term and Reopening Negotiations: This Agreement will run from July 1, 202~~02~~ through June 30, 202~~42~~, and thereafter until modifications are made pursuant to PELRA. If either party desires to modify or amend this Agreement commencing on July 1, 202~~42~~, it will give written notice of such intent no later than May 1, 202~~42~~. Unless otherwise mutually agreed, the parties will not commence negotiations more than ~~one hundred twenty (120)~~ days prior to the expiration of this Agreement.

Section 2. Effect: This Agreement constitutes the full and complete agreement between the sSchool Board and the employees of Independent School District 279. 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. Finality: Any matters relating to the current term of this Agreement, whether or not referred to in this Agreement, will not be open for negotiation during the term of this Agreement.

Section 4. Severability: The provisions of this Agreement will be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it will not affect any other provision of this Agreement of the application of any provision thereof.

Section 5. Savings Clause: Any provision of this Agreement found to be in violation of any applicable laws, rules, regulations, directives or orders will be subject to re-negotiation insofar as any provision is in violation of such applicable laws, rules, regulations, directives or orders.

**MEMORANDUMS OF UNDERSTANDING
BETWEEN
OSSEO AREA SCHOOLS (ISD 279)
AND
EDUCATION MINNESOTA-OSSEO
REGISTERED NURSES & LICENSED PRACTICAL NURSES,**

TOPIC

PAGE

Staff Development	29
Long-term Disability Plan Design Change.....	30
<u>Attendance Recognition</u>	<u>XX</u>
<u>12-Month Positions Task Force</u>	<u>XX</u>

**MEMORANDUM OF UNDERSTANDING
BETWEEN
OSSEO AREA SCHOOLS, ISD 279
AND
EDUCATION MINNESOTA – OSSEO
REGISTERED NURSES AND LICENSED PRACTICAL NURSES**

TOPIC: Staff Development

EFFECTIVE DATES: July 1, 202~~20~~ through June 30, ~~2022~~2024

The following contains the full text of the Memorandum of Understanding (MOU) between Osseo Area Schools, ISD 279, and Education Minnesota – OSSEO Registered Nurses and Licensed Practical Nurses, relating to staff development.

PURPOSE:

The purpose of this MOU is to provide an opportunity to allocate additional work hours to the Registered Nurses & LPN Nurses' work year in order to provide additional time for required staff development and collaboration.

This MOU shall designate ~~twelve~~ (12) hours per year to be devoted to paid staff development and/or training. These hours may or may not coincide with mark reporting days, teacher workshop days, or other times where there is no student contact during the school year.

These ~~twelve~~ (12) hours of staff development/training time shall be scheduled by the District Nurse with input provided by a voluntary staff development team of nurses. Nurses who elect to support the planning of professional development under this MOU will be timecarded and paid at their regular hourly rate of pay.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
OSSEO AREA SCHOOLS, ISD 279
AND
EDUCATION MINNESOTA – OSSEO
REGISTERED NURSES AND LICENSED PRACTICAL NURSES**

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 1, Subd. 5.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
OSSEO AREA SCHOOLS, ISD 279
AND
EDUCATION MINNESOTA – REGISTERED NURSES AND LICENSED PRACTICAL
NURSES**

EFFECTIVE DATE: JULY 1, 2023 – JUNE 30, 2024

TOPIC: Attendance Recognition

The following contains the full text of the Memorandum of Understanding (MOU) between Osseo Area Schools, ISD 279, and Education Minnesota – Registered Nurses and Licensed Practical Nurses (RN/LPN), relating to a Post-Employment Health Care Account (PEHCA) contribution associated with attendance recognition for qualified RN/LPNs.

PURPOSE: The purpose of this MOU is to define criteria that RN/LPNs must meet to be eligible for the PEHCA contribution of \$200.00, payable each school year this MOU is in effect.

CONDITIONS: The District and Education Minnesota – RN/LPNs agree to the following:

RN/LPNs who use the equivalent hours of 3 days or less of sick leave each year (either 10 month or 12 month) shall verify their own eligibility for a \$200.00 PEHCA contribution by reviewing their own sick leave balance and usage. Verification of eligibility must be sent on a completed Attendance Recognition form to Human Resources between May 15th and June 1st of each year. The following criteria must be met. The RN/LPNs must:

- be hired on or before October 31st;
- have used 3 days or less (based on the equivalent number of hours in the employee's work assignment) of sick leave in the school year for any reason except for absences due to Workers Compensation;
- have a balance of at least 120 hours of accumulated sick leave on June 1st in their sick leave account
- be an active employee, not on an approved medical leave, long-term leave, or separated from ISD 279; and
- be an active employee at the time the PEHCA contribution is paid. The PEHCA contribution will be paid no later than September 30th of each year.

RN/LPNs that use additional sick leave after the completed request form has been submitted may affect their eligibility and subsequently may not qualify for the PEHCA contribution.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
OSSEO AREA SCHOOLS, ISD 279
AND
EDUCATION MINNESOTA – REGISTERED NURSES AND LICENSED PRACTICAL
NURSES**

TOPIC: 12-Month Positions Task Force

BEGIN: July 1, 2023

AGREEMENT:

The following contains the full text of the Memorandum of Understanding (MOU) between the Osseo Area Schools, ISD 279 and the Education Minnesota – Registered Nurses and Licensed Practical Nurses (RN/LPN) relating to the mutual establishment of a task force, designed to explore and assess current RN/LPN 10-month positions that could be extended to 12-month positions, and provide a recommendation to that effect.

The focus of the task force will be to create a plan that will serve to:

- Review existing 10-month positions
- Explore existing needs and available work during the summer months
- Create job descriptions that align with available work, year-round, if possible
- Analyze how these new jobs would align with current unit work and where they would fall within the collective bargaining agreement, including classification and benefits
- Provide a recommendation based on the findings of the task force
- Align with the School District's mission, core values and strategic objectives
- Promote feedback, collaboration, and understanding

The Task Force will be comprised of members of the Registered Nurses and Licensed Practical Nurses unit, and members of administration appointed by the Labor Relations Director of Human Resources. Both sides agree to discuss at meet & confer if either side feels a need to adjust representation.

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

August 29, 2023

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 August 29, 2023, 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:

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 29th day of August 2023.

School Board Clerk – Tamara Grady