



Agenda
Osseo Area Schools
School Board

Regular Business Meeting
Educational Service Center - Board Room
11200 93rd Ave N
Maple Grove, MN 55369
Tuesday, August 25, 2026
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 School Board of Osseo Area Schools is being conducted in the Board Room of the Educational Service Center, and is open to the public. The meeting can be monitored electronically by streaming online at district279.org/about-us/school-board (Watch Livestream). An archived recording will also be available on the district website.

Agenda Items

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Additions to Agenda
4. Acceptance of Agenda
5. Presentation: Building a Better Future - Elementary Magnet Schools 4
John Morstad, Executive Director of Finance and Operations
6. Audience Opportunity to Address the School Board
7. Superintendent's Report
8. School Board Reports
9. Consent Agenda
 - A. Minutes of the regular meeting of July 14, 2026 17
 - B. Minutes of the Proposed Tax Abatement Public Hearing of August 18, 2026 19
 - C. Financial reports for the month of July 2026 20
 - D. Payment of items for the month of July 2026 25
 - E. Grants 54
 - F. Extended Educational Trips 56
 - G. Personnel 60
 - H. Bid Award - Birch Grove Elementary 66
 - I. Contract by and between Osseo Area Schools and Kelly Services, Inc. for substitute teacher staffing services 69
 - J. Contract by and between Osseo Area Schools and Hillyard Floor Care Supply for replacement floor care equipment 88
10. Action Items
 - A. Approval Granting Abatement 89
John Morstad, Executive Director of Finance and Operations 1

B.	Resolution Relating to Proposed Property Tax Abatement for Parking Lot Improvement Projects; Granting the Abatement; and Authorizing the Issuance and Sale of General Obligation Tax Abatement Bonds John Morstad, Executive Director of Finance and Operations and Shelby McQuay, Ehlers, Inc.	90
C.	Recommendation for Approval, Agreement on the Terms and Conditions of Employment between the Independent School District 279 School Board and Directors, July 1, 2025-June 30, 2027 Yvonne Shorts Lind, Executive Director of Human Resources	108
D.	Recommendation for Approval; Agreement on the Terms and Conditions of Employment between the Independent School District 279 School Board and Confidential Management Personnel, July 1, 2025-June 30, 2027 Yvonne Shorts Lind, Executive Director of Human Resources	145
E.	Gifts to the district totaling \$58,277.50	183
11.	Informational Items	
A.	First Reading of Policies Amy Moore, General Counsel	
I.	100 Series: School Board Amy Moore, General Counsel	
a.	101 Racial Equity in Educational Achievement – Policy and Procedure Amy Moore, General Counsel	185
b.	102 Equal Opportunity and Prohibition Against Discrimination, Harassment and Violence – Policy and Procedures A and B Amy Moore, General Counsel	188
II.	500 Series: Students Amy Moore, General Counsel	
a.	503 Attendance and Absences – Policy and Procedure Amy Moore, General Counsel	213
b.	510 School Activities – Policy and Procedure Amy Moore, General Counsel	219
c.	511 Student Fundraising – Policy Amy Moore, General Counsel	223
d.	542 Extended Educational Field Trips – Policy and Procedure Amy Moore, General Counsel	232
e.	545 Student Fees – Policy and Procedure Amy Moore, General Counsel	236
f.	558 Enrollment Options Program – Policy and Procedure Amy Moore, General Counsel	239
III.	800 Series: Building and Sites Amy Moore, General Counsel	
a.	807 Health & Safety: Procedure B Cardiac Emergency Response Plan (new) Amy Moore, General Counsel	249
12.	Negotiation Strategies - Closed Session Yvonne Shorts Lind, Executive Director of Human Resources; Marshall Thompson, Director of Labor Relations; John Morstad, Executive Director of Finance and Operations; Amy Moore, General Counsel	
13.	Adjournment	

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



Osseo Area
Schools

Elementary Magnet Schools

Building a Better Future

John Morstad | August 25, 2026

Birch Grove School for the Arts



Birch Grove School for the Arts



Birch Grove School for the Arts



Birch Grove School for the Arts



Weaver Lake STEM School



Weaver Lake STEM School



Weaver Lake STEM School



Weaver Lake STEM School



Zanewood Community STEAM School



Zanewood Community STEAM School



Zanewood Community STEAM School



Thank You

A SUBHEAD SHOULD GO RIGHT HERE. DELETE IF
NOT NEEDED

Minutes of the Regular Meeting Independent School District 279 School Board Maple Grove, MN Tuesday, July 14, 2026	
CALL TO ORDER	A regular meeting of the Independent School District 279 School Board was held on Tuesday, July 14, 2026 in the board room at the Educational Service Center. Chairperson Tanya Prince called the meeting to order at 6:00 PM.
ROLL CALL	The following members were present: Kelsey Dawson, Erica Foster, Thomas Brooks, Tanya Prince, Keith Tate and Sarah Mitchell.
PLEDGE OF ALLEGIANCE	The Pledge of Allegiance was recited, led by Kelsey Dawson.
ACCEPTANCE OF AGENDA	Motion by Keith Tate, seconded by Thomas Brooks, to accept the printed agenda. The motion carried on a vote of 6 to 0.
CONSENT AGENDA	Motion by Kelsey Dawson, seconded by Sarah Mitchell, to approve the consent agenda as follows: A. Minutes of the regular meeting of June 9, 2026 B. Financial reports for the month of June 2026 C. Payment of items for the month of June 2026 D. 2025-2026 Investment Report E. Personnel F. Membership Renewal: Minnesota School Boards Association for the 2026-27 school year G. Membership Renewal: Association of Metropolitan School Districts for the 2026-27 school year H. Contract by and between Osseo Area Schools and Edupoint Educational Systems LLC for Synergy a student information system I. Intermediate School District 287 Joint Purchasing Agreement The motion carried on a vote of 6 to 0.
ACTION ITEM JPA WITH CITY OF MAPLE GROVE	Motion by Thomas Brooks, seconded by Erica Foster, to approve the Joint Powers Agreement Between Osseo Area Schools and the City of Maple Grove for the Cooperative Use of Facilities at Aspen Ridge Elementary School. The motion carried on a vote of 6 to 0.

ACTION ITEM GIFTS TO THE DISTRICT	Motion by Sarah Mitchell, seconded by Kelsey Dawson, to approve Gifts to the District totaling \$38,859.97. The motion carried on a vote of 6 to 0.
ADJOURNMENT	Motion by Keith Tate, seconded by Erica Foster, to adjourn the meeting at 6:05 PM. The motion carried on a vote of 6 to 0.

Minutes of the Proposed Property Tax Abatement Public Hearing Independent School District 279 School Board Maple Grove, MN Tuesday, August 18, 2026	
CALL TO ORDER	A public hearing with the Independent School District 279 School Board was held on Tuesday, August 18, 2026 in the board room at the Educational Service Center. Chairperson Tanya Prince called the hearing to order at 6:00 PM.
ROLL CALL	The following members were present: Kelsey Dawson, Erica Foster, Thomas Brooks, Tanya Prince, Keith Tate and Sarah Mitchell.
PUBLIC HEARING ON CONSIDERATION AND APPROVAL OF PROPERTY TAX ABATEMENT	The purpose of the public hearing was to consider granting an abatement of the property taxes imposed by the District (the Proposed Property Tax Abatement) on all properties within the District boundaries.
PUBLIC COMMENT	The following individuals made a public comment regarding the tax abatement: • Collette Guyett Hempel (district resident) • Kevin Gaffney (district resident)
ADJOURNMENT	Motion by Erica Foster, seconded by Keith Tate, to adjourn the meeting at 6:11 PM. The motion carried on a vote of 6 to 0.

Independent School District 279

Consent Agenda Financial Items Fiscal Year 2027

Date: August 25, 2026

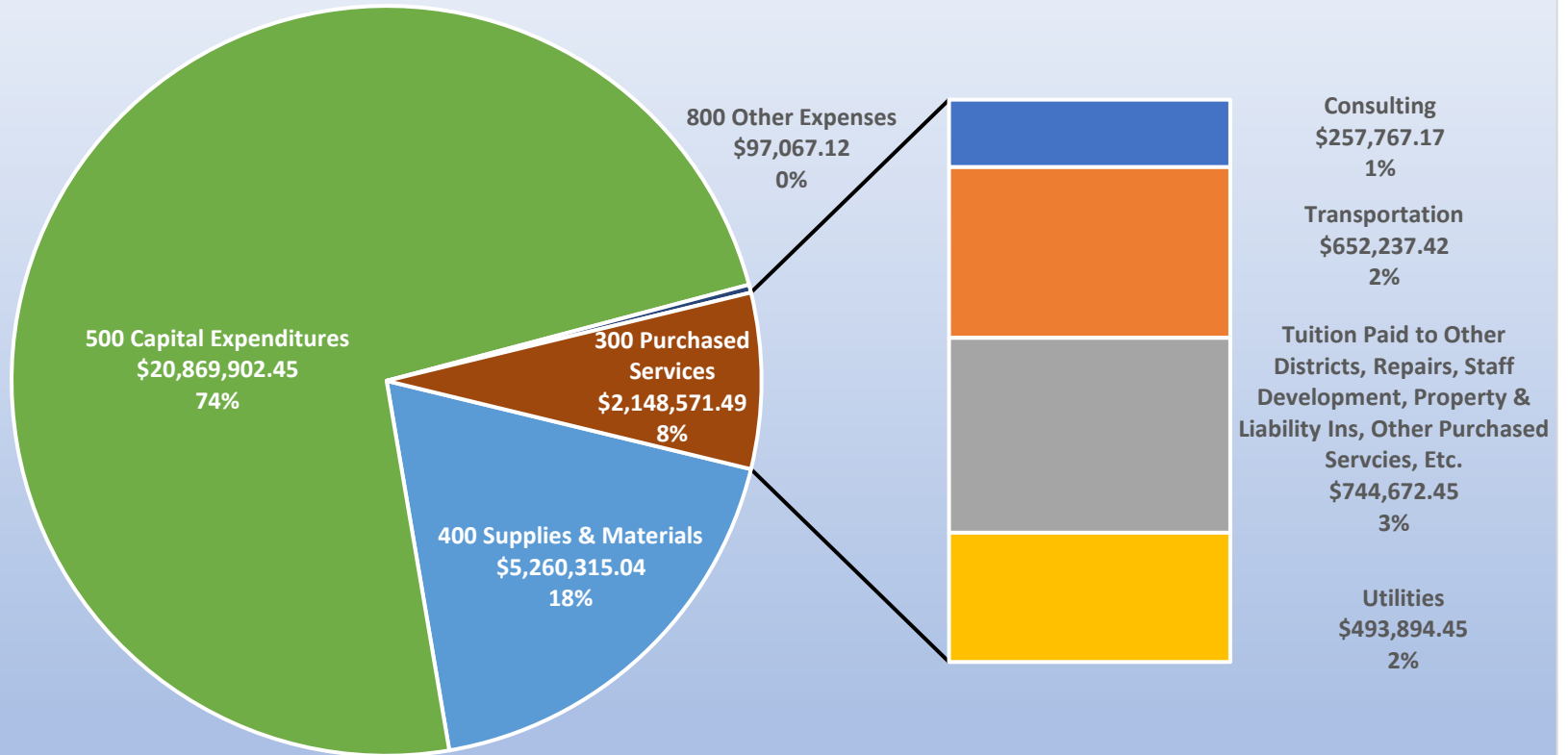
To: John Morstad, Executive Director of Finance and Operations

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 \$47,466,273.02.

JULY 2026 PAYMENTS FOR ALL FUNDS



Total = \$28,375,856.10

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.....\$19,090,416.92

**ISD 279 - OSSEO AREA SCHOOLS
CURRENT INVESTMENTS ON HAND
FISCAL YEAR 2027
MONTH END JULY 31, 2026**

BANK	TYPE	PURCHASED	MATURITY	YIELD	COST
OPERATING FUNDS					
MN TRUST - PMA	GOVERNMENT	11-21-24	11-15-26	4.210	2,999,641
MN TRUST - PMA	TERM SERIES	03-21-25	01-25-27	3.930	5,000,000
MN TRUST - PMA	TERM SERIES	05-06-25	11-06-26	3.730	3,000,000
MN TRUST - PMA	TERM SERIES	05-06-25	01-25-27	3.680	3,000,000
MN TRUST - PMA	CD	08-25-25	01-27-27	3.890	236,600
MN TRUST - PMA	CD	08-25-25	01-27-27	3.790	236,900
MN TRUST - PMA	CD	08-25-25	01-27-27	4.040	236,100
MN TRUST - PMA	CD	08-25-25	01-27-27	3.900	236,600
MN TRUST - PMA	CD	08-25-25	01-27-27	3.930	236,600
MN TRUST - PMA	CD	08-25-25	01-27-27	3.880	236,600
MN TRUST - PMA	TERM SERIES	08-26-25	01-25-27	3.760	2,500,000
MN TRUST - PMA	CD	02-05-26	01-27-27	3.620	241,400
MN TRUST - PMA	CD	02-05-26	01-27-27	3.690	241,100
MN TRUST - PMA	CD	02-05-26	01-27-27	3.460	241,600
MN TRUST - PMA	CD	02-05-26	01-27-27	3.460	241,700
MN TRUST - PMA	CD	02-05-26	01-27-27	3.660	241,200
MN TRUST - PMA	CD	02-05-26	01-27-27	3.560	241,500
MN TRUST - PMA	CD	02-05-26	01-27-27	3.550	241,400
MN TRUST - PMA	CD	02-05-26	01-27-27	3.560	241,500
MN TRUST - PMA	CD	02-06-26	12-17-26	3.430	2,000,000
MN TRUST - PMA	TERM SERIES	02-06-26	01-25-27	3.450	6,000,000
MN TRUST - PMA	CD	03-18-26	03-18-27	3.510	241,300
MN TRUST - PMA	CD	03-18-26	03-18-27	3.520	241,300
MN TRUST - PMA	CD	03-18-26	03-18-27	3.510	241,300
MN TRUST - PMA	CD	03-18-26	03-18-27	3.660	241,000
MN TRUST - PMA	CD	03-18-26	03-18-27	3.700	241,000
MN TRUST - PMA	CD	03-18-26	03-18-27	3.510	241,400
MN TRUST - PMA	CD	03-18-26	03-18-27	3.590	241,200
MN TRUST - PMA	CD	03-18-26	03-18-27	3.670	241,100
MN TRUST - PMA	CD	03-18-26	03-18-27	3.610	241,100
MN TRUST - PMA	CD	03-18-26	03-18-27	3.620	241,100
MN TRUST - PMA	CD	03-18-26	03-18-27	3.530	241,300
MN TRUST - PMA	CD	03-18-26	03-18-27	3.620	241,100
MN TRUST - PMA	GOVERNMENT	03-19-26	03-15-27	3.520	998,975
MN TRUST - PMA	TERM SERIES	03-19-26	07-26-27	3.630	4,000,000
MN TRUST - PMA	TERM SERIES	05-27-26	07-26-27	3.840	2,000,000
MN TRUST - PMA	TERM SERIES	05-27-26	01-25-28	3.980	10,000,000
MN TRUST - PMA	TERM SERIES	06-03-26	10-19-27	3.850	5,000,000
MN TRUST - PMA	GOVERNMENT	06-03-26	05-15-27	3.770	4,992,799
MN TRUST - PMA	SDA	10-19-22	07-31-26	3.600	17,802,095
MN TRUST - PMA	LIMITED TERM DURATION	06-01-17	07-31-26	1.700	22,611,322
US BANK	MONEY MKT		07-31-26	3.555	15,029,204
MN TRUST - PMA	MONEY MKT		07-31-26	3.554	42,226,288
TOTAL OPERATING FUNDS					155,405,323
LONG-TERM FACILITIES MAINTENANCE 2024A BOND					
MN TRUST - PMA	CD	03-05-24	12-30-26	4.290	3,000,000
MN TRUST - PMA	CD	03-20-24	09-30-26	4.490	1,000,000
MN TRUST - PMA	CD	03-20-24	10-30-26	4.470	1,000,000
MN TRUST - PMA	CD	03-20-24	11-30-26	4.440	1,000,000
MN TRUST - PMA	CD	03-20-24	12-30-26	4.440	1,000,000
MN TRUST - PMA	CD	03-20-24	01-29-27	4.430	1,000,000
MN TRUST - PMA	SEC	03-21-24	10-01-26	4.500	2,037,005
MN TRUST - PMA	SDA	03-31-24	07-31-26	3.483	11,058,672
MN TRUST - PMA	MONEY MKT		07-31-26	3.554	31,279,984
TOTAL LONG-TERM FACILITIES MAINTENANCE 2024A BOND					52,375,661
SCHOOL BUILDING 2024A BOND					
MN TRUST - PMA	MONEY MKT		07-31-26	3.554	8,372,334
TOTAL SCHOOL BUILDING 2024A BOND					8,372,334
SCHOOL BUILDING 2026A BOND					
MN TRUST - PMA	CD	03-25-26	08-31-26	3.606	10,000,000
MN TRUST - PMA	CD	03-25-26	10-30-26	3.650	5,000,000
MN TRUST - PMA	CD	03-26-26	09-30-26	3.570	10,000,000
MN TRUST - PMA	MONEY MKT		07-31-26	3.554	30,309,092
TOTAL SCHOOL BUILDING 2026A BOND					55,309,092

**ISD 279 - OSSEO AREA SCHOOLS
CURRENT INVESTMENTS ON HAND
FISCAL YEAR 2027
MONTH END JULY 31, 2026**

BANK	TYPE	PURCHASED	MATURITY	YIELD	COST
OPEB REVOCABLE TRUST					
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	30,000
MN TRUST - PMA	CORP. BONDS	09-16-16	10-15-46	3.530	249,362
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	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	09-21-17	09-01-28	2.950	200,000
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	02-20-18	03-01-28	3.810	249,833
MN TRUST - PMA	CORP. BONDS	08-29-18	04-23-29	4.336	287,550
MN TRUST - PMA	MUNICIPAL	09-27-18	07-01-32	3.770	307,876
MN TRUST - PMA	CORP. BONDS	10-10-18	12-14-35	4.150	254,948
MN TRUST - PMA	CORP. BONDS	09-13-19	03-13-51	2.470	297,954
MN TRUST - PMA	MUNICIPAL	10-03-19	11-01-29	2.320	145,982
MN TRUST - PMA	MUNICIPAL	12-10-19	04-01-30	2.610	250,000
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	36,320
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	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	12-22-20	12-01-42	2.340	100,000
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	163,144
MN TRUST - PMA	CORP. BONDS	02-03-21	06-01-51	3.100	196,891
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	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	CORP. BONDS	07-22-21	02-01-52	2.730	297,873
MN TRUST - PMA	CORP. BONDS	08-31-21	03-15-32	2.020	252,880
MN TRUST - PMA	CORP. BONDS	09-07-21	09-15-51	2.730	248,268
MN TRUST - PMA	CORP. BONDS	10-28-21	11-02-27	1.880	125,000
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	CORP. BONDS	03-15-22	03-15-52	3.820	251,313
MN TRUST - PMA	CORP. BONDS	10-28-22	02-15-28	3.400	149,937
MN TRUST - PMA	CORP. BONDS	12-14-22	08-15-23	4.630	223,602
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	293,660
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	07-25-23	06-12-29	5.810	299,562
MN TRUST - PMA	CORP. BONDS	08-18-23	06-01-49	5.230	155,560
MN TRUST - PMA	CORP. BONDS	08-18-23	11-21-39	5.660	165,994
MN TRUST - PMA	CORP. BONDS	08-18-23	07-21-34	5.820	242,060
MN TRUST - PMA	CORP. BONDS	09-08-23	03-15-34	6.090	99,675
MN TRUST - PMA	CORP. BONDS	09-08-23	09-08-33	5.150	249,962
MN TRUST - PMA	CORP. BONDS	09-21-23	01-15-29	5.160	191,636
MN TRUST - PMA	GOVERNMENT	10-31-23	11-15-42	5.290	169,352
MN TRUST - PMA	CORP. BONDS	11-22-23	03-15-64	5.950	99,721
MN TRUST - PMA	GOVERNMENT	12-06-23	05-15-39	4.250	99,699
MN TRUST - PMA	CORP. BONDS	01-02-24	02-15-34	4.870	149,703
MN TRUST - PMA	MORTGAGE BACKED SEC	05-30-24	05-01-38	4.500	170,516
MN TRUST - PMA	GOVERNMENT	05-15-24	02-15-44	4.500	482,480
MN TRUST - PMA	GOVERNMENT	05-31-24	11-15-48	3.375	396,082
MN TRUST - PMA	GOVERNMENT	05-31-24	08-15-43	4.375	317,910
MN TRUST - PMA	GOVERNMENT	05-31-24	11-15-53	4.375	126,338

ISD 279 - OSSEO AREA SCHOOLS
CURRENT INVESTMENTS ON HAND
FISCAL YEAR 2027
MONTH END JULY 31, 2026

BANK	TYPE	PURCHASED	MATURITY	YIELD	COST
MN TRUST - PMA	GOVERNMENT	07-08-24	05-15-41	4.500	295,570
MN TRUST - PMA	GOVERNMENT	08-21-24	02-15-43	4.200	287,719
MN TRUST - PMA	CORP. BONDS	09-09-24	03-15-35	4.870	99,852
MN TRUST - PMA	GOVERNMENT	11-22-24	08-15-33	4.375	392,531
MN TRUST - PMA	CORP. BONDS	02-13-25	02-12-32	4.900	299,577
MN TRUST - PMA	CORP. BONDS	02-18-25	03-15-55	5.875	249,145
MN TRUST - PMA	CORP. BONDS	02-19-25	03-15-32	5.200	249,617
MN TRUST - PMA	CORP. BONDS	02-10-25	02-20-35	5.100	249,047
MN TRUST - PMA	GOVERNMENT	03-04-25	01-15-35	4.380	216,218
MN TRUST - PMA	CORP. BONDS	04-28-25	05-15-35	5.050	199,856
MN TRUST - PMA	GOVERNMENT	05-07-25	11-15-45	4.860	227,930
MN TRUST - PMA	GOVERNMENT	06-10-25	04-15-30	1.625	520,332
MN TRUST - PMA	GOVERNMENT	06-24-25	02-15-35	4.625	154,014
MN TRUST - PMA	GOVERNMENT	08-22-25	11-15-54	4.500	232,783
MN TRUST - PMA	CORP. BONDS	09-10-25	09-15-35	4.900	249,471
MN TRUST - PMA	CORP. BONDS	10-03-25	03-13-31	5.450	209,072
MN TRUST - PMA	GOVERNMENT	10-17-25	08-15-44	4.125	282,340
MN TRUST - PMA	CORP. BONDS	12-04-25	01-15-33	4.450	250,627
MN TRUST - PMA	CORP. BONDS	01-22-26	01-22-30	4.030	200,000
MN TRUST - PMA	CORP. BONDS	01-23-26	01-23-37	4.960	300,000
MN TRUST - PMA	CORP. BONDS	02-03-26	02-10-32	4.460	250,049
MN TRUST - PMA	CORP. BONDS	02-25-26	03-02-31	4.000	249,552
MN TRUST - PMA	CORP. BONDS	04-24-26	04-24-37	5.090	100,000
MN TRUST - PMA	CORP. BONDS	04-30-26	05-15-31	4.700	99,856
MN TRUST - PMA	MUNICIPAL	04-30-26	10-01-45	5.420	375,000
MN TRUST - PMA	CORP. BONDS	06-02-26	06-15-31	4.650	99,879
MN TRUST - PMA	CORP. BONDS	06-15-26	06-15-56	5.630	74,968
MN TRUST - PMA	CORP. BONDS	07-07-26	07-09-33	5.100	124,979
MN TRUST - PMA	CORP. BONDS	07-06-26	07-06-29	4.800	129,853
MN TRUST - PMA	CORP. BONDS	07-15-26	07-23-32	5.040	175,000
MN TRUST - PMA	CORP. BONDS	07-06-26	07-08-33	5.000	149,861
MN TRUST - PMA	EQUITY		07-31-26	4.000	5,655,277
MN TRUST - PMA	MONEY MKT		07-31-26	3.570	60,426
TOTAL OPEB REVOCABLE TRUST					26,136,606
TOTAL INVESTMENTS					\$ 297,599,017

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

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

July 2026 Monthly Check Register

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/20/26	V1008613	Electronic Wire Transfer	303 FED SUB CONTRACT <\$50,000	300 Purchased Services	PC0111	US BANK CARD EWILHE	\$780.00
07/22/26	744057	Vendor Check	303 FED SUB CONTRACT <\$50,000	300 Purchased Services	56393	AKSHYASHREE SRIKANT	\$300.00
07/10/26	743921	Vendor Check	305 CONSULTING FEES FOR SERV	300 Purchased Services	56297	1981 LLC / ASSUMED	\$7,495.43
07/10/26	743930	Vendor Check	305 CONSULTING FEES FOR SERV	300 Purchased Services	56394	BENOIT, ONA	\$900.00
07/10/26	743931	Vendor Check	305 CONSULTING FEES FOR SERV	300 Purchased Services	56021	BJORNSTAD, MARLEY	\$1,200.00
07/10/26	743983	Vendor Check	305 CONSULTING FEES FOR SERV	300 Purchased Services	55890	SCENARIO LEARNING L	\$20,655.60
07/10/26	743997	Vendor Check	305 CONSULTING FEES FOR SERV	300 Purchased Services	51903	UNIVERSITY OF WASHI	\$27,900.00
07/10/26	P407159	Epayable	305 CONSULTING FEES FOR SERV	300 Purchased Services	22071	HERCULIFT INC	\$1,739.88
07/10/26	V8015357	Vendor ACH	305 CONSULTING FEES FOR SERV	300 Purchased Services	56049	ALI, SIAD M	\$12,495.00
07/10/26	V8015362	Vendor ACH	305 CONSULTING FEES FOR SERV	300 Purchased Services	56188	BLB CONSULTING LLC	\$5,590.00
07/10/26	V8015370	Vendor ACH	305 CONSULTING FEES FOR SERV	300 Purchased Services	F5401	CAPTIVATE MEDIA + C	\$2,900.00
07/10/26	V8015373	Vendor ACH	305 CONSULTING FEES FOR SERV	300 Purchased Services	07933	CINTAS CORPORATION	\$26.20
07/10/26	V8015374	Vendor ACH	305 CONSULTING FEES FOR SERV	300 Purchased Services	50750	DAKOTA ACADEMIC CON	\$3,200.00
07/10/26	V8015397	Vendor ACH	305 CONSULTING FEES FOR SERV	300 Purchased Services	54732	LUMBER EXCHANGE EVEN	\$3,000.00
07/10/26	V8015403	Vendor ACH	305 CONSULTING FEES FOR SERV	300 Purchased Services	18100	MEI TOTAL ELEVATOR	\$3,206.67
07/10/26	V8015405	Vendor ACH	305 CONSULTING FEES FOR SERV	300 Purchased Services	50900	MRI SOFTWARE LLC	\$101.45
07/10/26	V8015413	Vendor ACH	305 CONSULTING FEES FOR SERV	300 Purchased Services	26611	PECKTECH IT SOLUTIO	\$8,392.50
07/10/26	V8015419	Vendor ACH	305 CONSULTING FEES FOR SERV	300 Purchased Services	02775	RETROFIT RECYCLING	\$2,776.61
07/10/26	V8015435	Vendor ACH	305 CONSULTING FEES FOR SERV	300 Purchased Services	55961	WHARTON-BECK, DR. A	\$450.00
07/10/26	V8015436	Vendor ACH	305 CONSULTING FEES FOR SERV	300 Purchased Services	F5448	WOLD ARCHITECTS AND	\$1,510.60
07/15/26	744047	Vendor Check	305 CONSULTING FEES FOR SERV	300 Purchased Services	54372	RADAR TALENT SOLUTI	\$250.00
07/15/26	V8015444	Vendor ACH	305 CONSULTING FEES FOR SERV	300 Purchased Services	56049	ALI, SIAD M	\$4,165.00
07/15/26	V8015479	Vendor ACH	305 CONSULTING FEES FOR SERV	300 Purchased Services	54499	SCHOOLMINT INC	\$61,406.00
07/15/26	V8015485	Vendor ACH	305 CONSULTING FEES FOR SERV	300 Purchased Services	F5656	THE SCIENCE CREW	\$450.00
07/16/26	V8015490	Vendor ACH	305 CONSULTING FEES FOR SERV	300 Purchased Services	54108	HIDDOSOOR INTL ORGA	\$5,000.00
07/20/26	V1008612	Electronic Wire Transfer	305 CONSULTING FEES FOR SERV	300 Purchased Services	PC0051	US BANK CARD EQUITY	\$4,928.00
07/22/26	744065	Vendor Check	305 CONSULTING FEES FOR SERV	300 Purchased Services	F6031	BROOKLYN PARK, CITY	\$2,200.00
07/22/26	744066	Vendor Check	305 CONSULTING FEES FOR SERV	300 Purchased Services	56397	CAITLIN HOTTINGER D	\$6,000.00
07/22/26	744087	Vendor Check	305 CONSULTING FEES FOR SERV	300 Purchased Services	56290	MARNITA'S TABLE INC	\$4,500.00
07/22/26	744090	Vendor Check	305 CONSULTING FEES FOR SERV	300 Purchased Services	A5418	MINNESOTA COMMUNITY	\$50.00
07/22/26	744098	Vendor Check	305 CONSULTING FEES FOR SERV	300 Purchased Services	53320	NUESYNERGY	\$2,360.00
07/22/26	744100	Vendor Check	305 CONSULTING FEES FOR SERV	300 Purchased Services	F2709	PACIFIC INTERPRETER	\$18.88
07/22/26	744105	Vendor Check	305 CONSULTING FEES FOR SERV	300 Purchased Services	54372	RADAR TALENT SOLUTI	\$250.00
07/22/26	P407184	Epayable	305 CONSULTING FEES FOR SERV	300 Purchased Services	22071	HERCULIFT INC	\$160.22
07/22/26	V8015503	Vendor ACH	305 CONSULTING FEES FOR SERV	300 Purchased Services	56354	CESO FINANCE LLC	\$562.50
07/22/26	V8015505	Vendor ACH	305 CONSULTING FEES FOR SERV	300 Purchased Services	55907	CONSTANGY BROOKS SM	\$389.55
07/29/26	744129	Vendor Check	305 CONSULTING FEES FOR SERV	300 Purchased Services	A3013	BROOKLYN PARK RECRE	\$880.00
07/29/26	744142	Vendor Check	305 CONSULTING FEES FOR SERV	300 Purchased Services	55498	FINDING HUMAN INSTI	\$8,400.00
07/29/26	744154	Vendor Check	305 CONSULTING FEES FOR SERV	300 Purchased Services	55463	LB CARLSON, LLP	\$8,500.00

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/29/26	744162	Vendor Check	305 CONSULTING FEES FOR SERV	300 Purchased Services	A3481	MN SAFETY COUNCIL I	\$1,020.00
07/29/26	744168	Vendor Check	305 CONSULTING FEES FOR SERV	300 Purchased Services	55890	SCENARIO LEARNING L	\$3,700.00
07/29/26	744171	Vendor Check	305 CONSULTING FEES FOR SERV	300 Purchased Services	D2346	ST DAVID'S CENTER	\$863.92
07/29/26	V8015553	Vendor ACH	305 CONSULTING FEES FOR SERV	300 Purchased Services	07933	CINTAS CORPORATION	\$26.20
07/29/26	V8015595	Vendor ACH	305 CONSULTING FEES FOR SERV	300 Purchased Services	15369	VIA ACTUARIAL SOLUT	\$4,000.00
07/31/26	744199	Vendor Check	305 CONSULTING FEES FOR SERV	300 Purchased Services	09944	MAPLE GROVE, CITY O	\$420.00
07/31/26	V8015604	Vendor ACH	305 CONSULTING FEES FOR SERV	300 Purchased Services	07766	INSTITUTE FOR ENVIR	\$32,646.96
07/15/26	V8015478	Vendor ACH	315 REPAIRS & MAINT COMP/TECH	300 Purchased Services	18914	RICOH USA	\$1,701.47
07/15/26	744020	Vendor Check	320 TELEPHONE/COMMUNICATION	300 Purchased Services	56315	LEVEL 3 COMMUNICATI	\$527.24
07/20/26	V1008574	Electronic Wire Transfer	320 TELEPHONE/COMMUNICATION	300 Purchased Services	55588	AT&T MOBILITY, LLC	\$1,294.29
07/20/26	V1008578	Electronic Wire Transfer	320 TELEPHONE/COMMUNICATION	300 Purchased Services	52467	CONSOLIDATED COMMUN	\$5,102.37
07/20/26	V1008580	Electronic Wire Transfer	320 TELEPHONE/COMMUNICATION	300 Purchased Services	52466	GRANITE TELECOMMUNI	\$6,069.13
07/20/26	V1008582	Electronic Wire Transfer	320 TELEPHONE/COMMUNICATION	300 Purchased Services	D6911	VERIZON WIRELESS BE	\$2,157.35
07/20/26	V5034913	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E35056	ABIOLA C ADEGEYE	\$90.00
07/20/26	V5034914	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E30127	MICHAEL A AHRENDT	\$45.00
07/20/26	V5034915	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E22423	JENNIFER AJENBERG	\$90.00
07/20/26	V5034916	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E35686	NILCEIA ANDERSON	\$90.00
07/20/26	V5034917	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E35124	RANDI J ANDERSON	\$90.00
07/20/26	V5034919	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E30858	JEFFREY A ANSORGE	\$90.00
07/20/26	V5034920	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E33275	JOHANNAH ARNDT	\$90.00
07/20/26	V5034921	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E28562	JEFFREY P ARTHURS	\$90.00
07/20/26	V5034922	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E35202	CASANDRA M ASPINWAL	\$90.00
07/20/26	V5034923	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E29670	STEPHEN J AUDETTE	\$90.00
07/20/26	V5034924	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E36309	RICHARD L AULWES	\$90.00
07/20/26	V5034925	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E35015	WILLIAM T BADE	\$90.00
07/20/26	V5034926	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E33529	DIANE M BAGLEY	\$90.00
07/20/26	V5034927	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E35919	SARINA B BAKER	\$90.00
07/20/26	V5034928	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E11003	DAVID J BAKKE	\$45.00
07/20/26	V5034929	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E23103	MARK A BARNES	\$45.00
07/20/26	V5034930	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E33272	BRYAN BASS	\$90.00
07/20/26	V5034932	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E23531	MICHELLE MAE BAUERM	\$45.00
07/20/26	V5034933	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E20822	BART C BECKER	\$90.00
07/20/26	V5034934	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E28728	JAMES A BECKER	\$90.00
07/20/26	V5034935	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E28149	DON R BELLEFEUILLE	\$90.00
07/20/26	V5034936	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E19653	DANIEL J BENG	\$45.00
07/20/26	V5034937	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E35466	LAURA M BENSON	\$90.00
07/20/26	V5034938	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E20548	KELLY A BENUSA	\$90.00
07/20/26	V5034939	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E23942	ALEX H BERG	\$90.00
07/20/26	V5034940	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E27924	TERRY L BERGGREN	\$90.00
07/20/26	V5034941	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E22734	KIMBERLY A BERLING	\$90.00
07/20/26	V5034942	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E27680	CARTER P BERRY	\$90.00
07/20/26	V5034943	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E26114	KRISTAN M BIDWELL	\$90.00

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/20/26	V5034944	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E22952	RYAN M BISSON	\$90.00
07/20/26	V5034945	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E26912	JEANETTE M BITZER	\$90.00
07/20/26	V5034946	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E25528	DIANA BLEDSOE	\$90.00
07/20/26	V5034948	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E23142	MICHAEL ARLEN BLOOM	\$90.00
07/20/26	V5034949	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E35524	ASHLEY A BOCK	\$90.00
07/20/26	V5034950	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E34104	MARK D BOCOCK	\$45.00
07/20/26	V5034951	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E19023	ANDREA W BODEAU	\$90.00
07/20/26	V5034952	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E36620	JASON E BODEY	\$90.00
07/20/26	V5034953	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E26249	JAMIE LEE CARLSON B	\$90.00
07/20/26	V5034954	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E32888	TANYA L BRADEHOFT	\$45.00
07/20/26	V5034955	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E28287	DAVID A BRANCH	\$90.00
07/20/26	V5034959	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E34141	SONNI BUERSKIN	\$90.00
07/20/26	V5034960	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E34468	LUCAS J BURNS	\$90.00
07/20/26	V5034961	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E28668	CARRIE A CABE	\$90.00
07/20/26	V5034963	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E10701	DALE J CARLSTROM	\$90.00
07/20/26	V5034964	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E31538	JAMES F CASSIDY	\$90.00
07/20/26	V5034965	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E21510	BRIAN CHANCE	\$90.00
07/20/26	V5034966	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E33474	LISA BOSTIC	\$90.00
07/20/26	V5034967	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E32004	IRFAN A CHAUDHRY	\$90.00
07/20/26	V5034969	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E32955	MERCEDES J CLARK	\$90.00
07/20/26	V5034970	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E29608	PATRICK CLYMER	\$90.00
07/20/26	V5034972	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E35055	AMY-MAE T COOPER	\$90.00
07/20/26	V5034973	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E31257	CAYCE L COSSETTE	\$90.00
07/20/26	V5034974	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E31289	JILL A COUGHENOUR L	\$90.00
07/20/26	V5034975	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E35023	RYAN L COX	\$90.00
07/20/26	V5034976	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E34819	ASHTON W CROOKS	\$90.00
07/20/26	V5034977	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E35730	WILETTE S DAVIES	\$180.00
07/20/26	V5034978	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E27952	DARRYL L DEHN	\$45.00
07/20/26	V5034979	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E29064	NICHOLAS J DEVOS	\$90.00
07/20/26	V5034980	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E29146	JAMES R DEZURIK	\$45.00
07/20/26	V5034982	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E35732	KORTO A DIXON	\$90.00
07/20/26	V5034983	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E13191	JASON D DONAHUE	\$45.00
07/20/26	V5034984	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E27152	JOHN D DONLIN	\$90.00
07/20/26	V5034986	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E35952	GUTEMA F DUBE	\$90.00
07/20/26	V5034987	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E30289	BARBARA J DUPONT	\$90.00
07/20/26	V5034989	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E29397	GERALD EDWARDS SR	\$90.00
07/20/26	V5034990	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E24977	KEVIN D ELIASON	\$45.00
07/20/26	V5034991	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E28975	ANNE M ERICKSON	\$90.00
07/20/26	V5034992	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E9481	TOD W ERICKSON	\$90.00
07/20/26	V5034993	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E36069	STEPHANIE N ESCOBED	\$45.00
07/20/26	V5034995	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E15029	DAWN M EWER	\$45.00
07/20/26	V5034996	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E26175	GARRY FABB	\$90.00

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/20/26	V5034997	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E16478	COLLEEN J FAIRBANKS	\$90.00
07/20/26	V5035000	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E33988	BRANDON D FERRIS	\$90.00
07/20/26	V5035001	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E30343	STEPHEN C FLISK	\$90.00
07/20/26	V5035002	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E36131	ROBIN FRANCIS	\$90.00
07/20/26	V5035004	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E35221	DAVID FREEBURG	\$90.00
07/20/26	V5035006	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E28017	MELANIE M GATES	\$90.00
07/20/26	V5035007	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E35054	LORI E GEORGE	\$90.00
07/20/26	V5035008	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E35026	RYAN O GIBBS	\$90.00
07/20/26	V5035009	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E35725	JADA M GILBERT	\$90.00
07/20/26	V5035010	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E32681	VANESSA O.A. GILL	\$90.00
07/20/26	V5035011	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E34071	ADAM P GOODWALT	\$90.00
07/20/26	V5035012	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E27059	JAMES GREELEY	\$90.00
07/20/26	V5035013	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E30629	CARTER E GREENE	\$90.00
07/20/26	V5035014	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E29790	RYAN D GREENINGER	\$90.00
07/20/26	V5035015	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E29738	KYLE T GROVES	\$90.00
07/20/26	V5035016	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E26415	COURTNEY GULYARD	\$90.00
07/20/26	V5035017	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E33995	MEGHAN O GUTZWILLER	\$45.00
07/20/26	V5035018	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E19889	ANTWAN HARRIS	\$90.00
07/20/26	V5035019	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E29656	KRISTEN J SWANSON	\$90.00
07/20/26	V5035020	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E36501	KAI HAUGLID	\$45.00
07/20/26	V5035021	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E26166	CHRISTOPHER J HAUK	\$45.00
07/20/26	V5035022	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E21972	MEGAN J HAVELAK	\$90.00
07/20/26	V5035024	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E26623	DALE A HECKENLAIBLE	\$90.00
07/20/26	V5035025	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E29272	AMBER M HEGLAND	\$90.00
07/20/26	V5035026	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E19111	MELISSA L CARSTENS	\$90.00
07/20/26	V5035029	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E29380	SARAH B HEYER	\$90.00
07/20/26	V5035030	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E28882	KIM R HIEL	\$90.00
07/20/26	V5035031	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E23814	JENNIFER A HINKER	\$90.00
07/20/26	V5035032	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E30535	DANIEL C HOLTHUS	\$45.00
07/20/26	V5035033	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E27577	YUNQI HUANG	\$90.00
07/20/26	V5035034	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E25863	MICHAEL T HUELLER	\$90.00
07/20/26	V5035035	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E33556	SAMANTHA R HUMPHREY	\$90.00
07/20/26	V5035036	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E20381	JOE L HUNT	\$45.00
07/20/26	V5035037	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E31302	MARK A HUSCHKA	\$90.00
07/20/26	V5035038	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E26818	BENJAMIN J IRMITER	\$90.00
07/20/26	V5035039	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E36378	JOHN T JABLINSKI	\$45.00
07/20/26	V5035040	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E33713	THERESA M JACKSON	\$90.00
07/20/26	V5035041	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E32491	AMY TOLLEFSON	\$90.00
07/20/26	V5035042	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E34762	ROBERT V KELLEY	\$45.00
07/20/26	V5035043	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E26393	JENNIFER JERULLE	\$90.00
07/20/26	V5035044	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E24690	ALICIA JEAN JOHNSON	\$45.00
07/20/26	V5035045	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E24051	NANCY E JOHNSON	\$90.00

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/20/26	V5035046	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E28318	DANIELLE M JOHNSON	\$90.00
07/20/26	V5035047	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E29485	ROBERT J JOHNSON	\$90.00
07/20/26	V5035048	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E35529	ALBERT K JONES IV	\$45.00
07/20/26	V5035050	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E28349	RACHEL M WALTON	\$90.00
07/20/26	V5035051	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E31611	THOMAS W KAMMERER J	\$90.00
07/20/26	V5035052	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E32883	KAREN H KENNEDY	\$90.00
07/20/26	V5035053	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E29704	RYAN M KENNEDY	\$90.00
07/20/26	V5035056	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E22369	KATIE L KIMSEY	\$90.00
07/20/26	V5035057	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E30976	JILL M KIND	\$90.00
07/20/26	V5035058	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E10991	MARK A KLIMEK	\$45.00
07/20/26	V5035060	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E24139	JILL M KNUSTON	\$90.00
07/20/26	V5035061	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E29665	RACHEL E KOEHLER	\$90.00
07/20/26	V5035062	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E35399	MATTHEW A KORSMO	\$90.00
07/20/26	V5035063	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E28446	MICHELLE ANN ELBERT	\$90.00
07/20/26	V5035064	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E27810	AARON M KRUEGER	\$90.00
07/20/26	V5035065	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E36338	ANDREA J KUBESH	\$90.00
07/20/26	V5035067	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E32073	SHANA R KWATAMPORA	\$90.00
07/20/26	V5035068	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E26205	PARIS D KYLES	\$90.00
07/20/26	V5035069	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E28930	ELIZABETH A LANTTO	\$90.00
07/20/26	V5035070	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E32964	JOHN W LARSEN	\$90.00
07/20/26	V5035071	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E23186	CARRIE L LARSON	\$90.00
07/20/26	V5035072	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E20085	JILL E LARSON	\$90.00
07/20/26	V5035073	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E24903	MICHELLE C LARSON	\$90.00
07/20/26	V5035074	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E10910	JEFF J LAWRENCE	\$90.00
07/20/26	V5035076	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E22829	JANELL M LEISEN	\$90.00
07/20/26	V5035077	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E26878	JILL N LESNE	\$90.00
07/20/26	V5035078	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E36342	JOSEPH R LEUER	\$45.00
07/20/26	V5035079	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E8003	ANTHONY L LIBBY	\$90.00
07/20/26	V5035080	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E35160	YVONNE S LIND	\$90.00
07/20/26	V5035083	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E26649	MICHAEL T LOBERG	\$90.00
07/20/26	V5035084	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E19001	SARA A LOOBY-MORRIS	\$90.00
07/20/26	V5035085	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E35590	LAURA E LOUIS-JACQU	\$90.00
07/20/26	V5035086	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E34785	ROSS V LUKEN	\$90.00
07/20/26	V5035087	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E27292	MARIE K LUNDT	\$90.00
07/20/26	V5035088	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E26012	THOMAS MADDEN	\$45.00
07/20/26	V5035089	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E25688	CALLEN MAGNUSON	\$90.00
07/20/26	V5035090	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E34613	JEREMY D MALCHOW	\$90.00
07/20/26	V5035091	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E30005	CHRISTINA M MANANCE	\$90.00
07/20/26	V5035092	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E27623	ERIN L MANNING	\$90.00
07/20/26	V5035094	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E26110	MICHAEL L MASTERS J	\$45.00
07/20/26	V5035096	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E27548	BRIDGET S MENGELKOC	\$90.00
07/20/26	V5035097	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E32386	JAMES J MIDTAUNE	\$90.00

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/20/26	V5035099	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E24150	TYLER D MILLER	\$180.00
07/20/26	V5035100	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E24957	JULIE E MOBERG	\$90.00
07/20/26	V5035101	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E8170	ANN L MOCK	\$90.00
07/20/26	V5035103	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E34245	AMY MOORE	\$90.00
07/20/26	V5035104	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E29672	DAVID E MOREDOCK	\$90.00
07/20/26	V5035105	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E34118	MERISSA MOREY	\$45.00
07/20/26	V5035106	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E32983	JOHN H MORSTAD	\$90.00
07/20/26	V5035107	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E35216	REID H MOSENG	\$45.00
07/20/26	V5035108	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E16312	TROY H MOSENG	\$45.00
07/20/26	V5035109	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E34039	KEONNA R MOSES	\$90.00
07/20/26	V5035114	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E28113	ETHAN NEERDAELS	\$90.00
07/20/26	V5035115	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E34123	DANA M NELSON	\$90.00
07/20/26	V5035116	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E34315	ERIN K NELSON	\$90.00
07/20/26	V5035117	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E28881	ELIZABETH S NESS	\$90.00
07/20/26	V5035118	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E24238	JOANNE M NEUMANN	\$90.00
07/20/26	V5035119	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E36299	KURT E NEW	\$90.00
07/20/26	V5035120	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E19849	KIERSTEN NICHOLSON	\$90.00
07/20/26	V5035121	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E26158	CHRISTINE OAKLAND	\$45.00
07/20/26	V5035122	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E20219	JEFFREY L OAKLAND	\$45.00
07/20/26	V5035123	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E30331	COLLIN L O'BRIEN	\$90.00
07/20/26	V5035124	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E31367	KRISTIN M OLESEN	\$90.00
07/20/26	V5035125	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E26239	JASON L OLSON	\$90.00
07/20/26	V5035127	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E35303	CHANEL L OMVONGKOT	\$90.00
07/20/26	V5035129	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E30702	ANTHONY M PADRNOS	\$90.00
07/20/26	V5035130	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E24652	ERIC J PARKER	\$90.00
07/20/26	V5035131	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E32375	DALE R PATTERSON	\$45.00
07/20/26	V5035132	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E31091	LINDSEY J PATTERSON	\$90.00
07/20/26	V5035134	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E18126	NATHAN J PEEL	\$90.00
07/20/26	V5035136	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E20346	JESSE T PHENOW	\$45.00
07/20/26	V5035137	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E33609	CARMEN D PICAZO	\$90.00
07/20/26	V5035139	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E27980	KATHRYN E POLUM	\$45.00
07/20/26	V5035140	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E27931	CHRISTINA M PRINCET	\$90.00
07/20/26	V5035141	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E32000	JAMES L QUAST	\$90.00
07/20/26	V5035142	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E31290	JOSEPH E RADER	\$90.00
07/20/26	V5035144	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E28593	XAVIER N REED	\$90.00
07/20/26	V5035145	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E26431	BRADLEY R REVOLINSK	\$90.00
07/20/26	V5035146	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E31658	JORDAN P ROBERTSON	\$90.00
07/20/26	V5035148	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E30978	RONALD M SALAZAR	\$90.00
07/20/26	V5035149	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E34420	CLAYTON SAWATZKE	\$90.00
07/20/26	V5035150	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E34777	KARI E SAWYER	\$90.00
07/20/26	V5035151	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E26655	ERIC W SCHELLER	\$45.00
07/20/26	V5035152	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E25422	JAIME C SCHLOESSER	\$45.00

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07/20/26	V5035153	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E35917	RACHEL R SCHMIDT	\$90.00
07/20/26	V5035154	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E19775	SARAH M SCHMIDT	\$90.00
07/20/26	V5035155	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E31327	JODI A SCHNEIDER	\$90.00
07/20/26	V5035156	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E27957	TROY D SCHREIFELS	\$90.00
07/20/26	V5035157	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E35627	NADEAN E SCHROEDER	\$90.00
07/20/26	V5035158	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E12428	STEVEN M SCHWARTZ	\$90.00
07/20/26	V5035159	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E23382	DONALD L SEITZ	\$45.00
07/20/26	V5035160	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E32085	MELISSA D SENNES	\$90.00
07/20/26	V5035161	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E10843	JODY E SEPPALA	\$90.00
07/20/26	V5035162	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E33821	DOUGLAS M SHERF	\$45.00
07/20/26	V5035163	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E26696	ALBERT J SHOBER	\$45.00
07/20/26	V5035165	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E35092	TYLER E SIVERSON	\$45.00
07/20/26	V5035166	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E26822	BRIAN J SIVERSON-HA	\$90.00
07/20/26	V5035167	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E29305	ERIK R SJOGREN	\$90.00
07/20/26	V5035168	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E27262	PATRICK R SMITH	\$90.00
07/20/26	V5035170	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E28275	KEELIE H SORENSEN	\$90.00
07/20/26	V5035171	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E29773	TERENCE W SOVELL	\$90.00
07/20/26	V5035172	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E28554	JESSICA M NANTI	\$90.00
07/20/26	V5035173	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E33023	ELLEN M STEWART	\$90.00
07/20/26	V5035176	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E9274	RICHARD T SUBJECT J	\$45.00
07/20/26	V5035177	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E35740	CLINTON J SWANSON	\$45.00
07/20/26	V5035179	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E13467	SCOTT W TAYLOR	\$90.00
07/20/26	V5035180	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E32003	ERIK R THOMPSON	\$90.00
07/20/26	V5035181	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E23130	MARSHALL S THOMPSON	\$90.00
07/20/26	V5035185	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E13696	JENNIFER L TOLLEFSO	\$90.00
07/20/26	V5035186	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E35820	KRISTIN M TOLLISON	\$90.00
07/20/26	V5035188	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E30783	ERIC A TURBEVILLE	\$90.00
07/20/26	V5035191	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E11233	STEVE W VAN DYKE	\$45.00
07/20/26	V5035192	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E27332	ANGELA M VANHEE	\$90.00
07/20/26	V5035193	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E26402	SARA A VERNIG	\$90.00
07/20/26	V5035194	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E32821	KAY M VILLELLA	\$90.00
07/20/26	V5035195	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E36140	BRIANA B VOLKERS	\$90.00
07/20/26	V5035196	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E16515	KARI M VOLLRATH	\$90.00
07/20/26	V5035198	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E35070	MICHAEL V WALKER	\$90.00
07/20/26	V5035199	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E36443	ROBERT J WARE	\$90.00
07/20/26	V5035200	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E35100	PAUL L WATSON	\$45.00
07/20/26	V5035201	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E29393	EMILY K WATTS	\$90.00
07/20/26	V5035203	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E26824	JASON M WEAPPA	\$90.00
07/20/26	V5035204	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E28896	STEPHANIE A WEBSTER	\$90.00
07/20/26	V5035205	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E32801	JAKE H WEDIN	\$90.00
07/20/26	V5035207	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E35805	MARK A WOODWICK	\$45.00
07/20/26	V5035208	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E26183	EMILY WOOLSEY	\$90.00

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/20/26	V5035209	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E32679	BRADLEY J WUTSCHKE	\$45.00
07/20/26	V5035210	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E24229	JAMES D WYNN	\$90.00
07/20/26	V5035212	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E30866	KAO XIONG	\$90.00
07/20/26	V5035213	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E21748	YOKO YAMASAKI	\$90.00
07/20/26	V5035214	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E23219	JEFFREY J YASGER	\$45.00
07/20/26	V5035215	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E21537	JEFF ZASTROW	\$90.00
07/20/26	V5035216	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E36361	LYNN R DAVIS	\$90.00
07/20/26	V5035218	Employee Reimbursement	320 TELEPHONE/COMMUNICATION	300 Purchased Services	E32951	JENNIFER M ZIPF	\$90.00
07/29/26	V8015550	Vendor ACH	320 TELEPHONE/COMMUNICATION	300 Purchased Services	54875	CALLTOWER INC	\$8,836.25
07/20/26	V1008581	Electronic Wire Transfer	329 POSTAGE AND EXPRESS	300 Purchased Services	A0275	UNITED PARCEL SERVI	\$124.05
07/29/26	V8015560	Vendor ACH	330 UTILITIES - GENERAL	300 Purchased Services	51473	ANCHOR SOLAR INVEST	\$4,158.91
07/29/26	V8015563	Vendor ACH	330 UTILITIES - GENERAL	300 Purchased Services	53001	IDEAL ENERGIES SOLA	\$13,841.09
07/29/26	V8015564	Vendor ACH	330 UTILITIES - GENERAL	300 Purchased Services	53912	IDEAL ENERGIES SOLA	\$11,850.64
07/10/26	744001	Vendor Check	331 ELECTRICITY	300 Purchased Services	00300	XCEL ENERGY	\$11,180.59
07/10/26	744002	Vendor Check	331 ELECTRICITY	300 Purchased Services	00300	XCEL ENERGY	\$140,448.73
07/20/26	V1008584	Electronic Wire Transfer	331 ELECTRICITY	300 Purchased Services	00419	WRIGHT HENNEPIN ELE	\$36,367.30
07/22/26	744099	Vendor Check	331 ELECTRICITY	300 Purchased Services	F2434	NWFSC CONDOMINIUM O	\$6,133.12
07/22/26	744119	Vendor Check	331 ELECTRICITY	300 Purchased Services	00300	XCEL ENERGY	\$11,794.38
07/29/26	744189	Vendor Check	331 ELECTRICITY	300 Purchased Services	00300	XCEL ENERGY	\$53,047.53
07/15/26	744009	Vendor Check	332 NATURAL GAS	300 Purchased Services	00270	CENTERPOINT ENERGY	\$25.50
07/15/26	744010	Vendor Check	332 NATURAL GAS	300 Purchased Services	00270	CENTERPOINT ENERGY	\$15,477.51
07/15/26	V8015484	Vendor ACH	332 NATURAL GAS	300 Purchased Services	51808	SYMMETRY ENERGY SOL	\$5,983.39
07/22/26	744099	Vendor Check	332 NATURAL GAS	300 Purchased Services	F2434	NWFSC CONDOMINIUM O	\$963.06
07/15/26	744021	Vendor Check	333 WATER AND SEWER	300 Purchased Services	09944	MAPLE GROVE, CITY O	\$4,023.89
07/15/26	744022	Vendor Check	333 WATER AND SEWER	300 Purchased Services	09944	MAPLE GROVE, CITY O	\$2,670.77
07/15/26	744023	Vendor Check	333 WATER AND SEWER	300 Purchased Services	09944	MAPLE GROVE, CITY O	\$3,138.11
07/15/26	744024	Vendor Check	333 WATER AND SEWER	300 Purchased Services	09944	MAPLE GROVE, CITY O	\$1,758.39
07/15/26	744025	Vendor Check	333 WATER AND SEWER	300 Purchased Services	09944	MAPLE GROVE, CITY O	\$1,835.14
07/15/26	744026	Vendor Check	333 WATER AND SEWER	300 Purchased Services	09944	MAPLE GROVE, CITY O	\$2,483.24
07/15/26	744027	Vendor Check	333 WATER AND SEWER	300 Purchased Services	09944	MAPLE GROVE, CITY O	\$4,250.60
07/15/26	744028	Vendor Check	333 WATER AND SEWER	300 Purchased Services	09944	MAPLE GROVE, CITY O	\$7,051.22
07/15/26	744029	Vendor Check	333 WATER AND SEWER	300 Purchased Services	09944	MAPLE GROVE, CITY O	\$3,545.18
07/15/26	744030	Vendor Check	333 WATER AND SEWER	300 Purchased Services	09944	MAPLE GROVE, CITY O	\$2,382.15
07/15/26	744031	Vendor Check	333 WATER AND SEWER	300 Purchased Services	09944	MAPLE GROVE, CITY O	\$5,296.95
07/15/26	744032	Vendor Check	333 WATER AND SEWER	300 Purchased Services	09944	MAPLE GROVE, CITY O	\$4,712.69
07/15/26	744033	Vendor Check	333 WATER AND SEWER	300 Purchased Services	09944	MAPLE GROVE, CITY O	\$7,469.72
07/15/26	744034	Vendor Check	333 WATER AND SEWER	300 Purchased Services	09944	MAPLE GROVE, CITY O	\$937.33
07/15/26	744035	Vendor Check	333 WATER AND SEWER	300 Purchased Services	09944	MAPLE GROVE, CITY O	\$1,845.15
07/15/26	744036	Vendor Check	333 WATER AND SEWER	300 Purchased Services	09944	MAPLE GROVE, CITY O	\$3,054.76
07/15/26	744037	Vendor Check	333 WATER AND SEWER	300 Purchased Services	09944	MAPLE GROVE, CITY O	\$3,425.95
07/15/26	744038	Vendor Check	333 WATER AND SEWER	300 Purchased Services	09944	MAPLE GROVE, CITY O	\$1,262.02
07/20/26	V1008576	Electronic Wire Transfer	333 WATER AND SEWER	300 Purchased Services	00074	BROOKLYN CENTER, CI	\$8,805.64

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/20/26	V1008577	Electronic Wire Transfer	333 WATER AND SEWER	300 Purchased Services	00075	BROOKLYN PARK, CITY	\$1,569.22
07/22/26	744099	Vendor Check	333 WATER AND SEWER	300 Purchased Services	F2434	NWFSC CONDOMINIUM O	\$431.58
07/29/26	744164	Vendor Check	333 WATER AND SEWER	300 Purchased Services	A3192	OSSEO, CITY OF	\$25,316.47
07/15/26	744054	Vendor Check	334 REFUSE REMOVAL	300 Purchased Services	55881	WM CORPORATE SERVIC	\$5,119.59
07/20/26	V1008583	Electronic Wire Transfer	334 REFUSE REMOVAL	300 Purchased Services	55881	WM CORPORATE SERVIC	\$32,559.36
07/31/26	744211	Vendor Check	334 REFUSE REMOVAL	300 Purchased Services	55881	WM CORPORATE SERVIC	\$3,395.95
07/10/26	V8015356	Vendor ACH	350 CONTR REP - SITES	300 Purchased Services	50088	AID ELECTRIC CORPOR	\$3,544.00
07/10/26	V8015403	Vendor ACH	350 CONTR REP - SITES	300 Purchased Services	18100	MEI TOTAL ELEVATOR	\$296.00
07/22/26	744108	Vendor Check	350 CONTR REP - SITES	300 Purchased Services	09122	SCHWAB-VOLLHABER-LU	\$748.00
07/22/26	P407184	Epayable	350 CONTR REP - SITES	300 Purchased Services	22071	HERCULIFT INC	\$953.08
07/22/26	V8015495	Vendor ACH	350 CONTR REP - SITES	300 Purchased Services	50088	AID ELECTRIC CORPOR	\$831.55
07/29/26	744161	Vendor Check	350 CONTR REP - SITES	300 Purchased Services	56569	MINNESOTA IRRIGATIO	\$4,581.73
07/29/26	744169	Vendor Check	350 CONTR REP - SITES	300 Purchased Services	16777	SCHADEGG MECHANICAL	\$1,450.00
07/31/26	V8015616	Vendor ACH	350 CONTR REP - SITES	300 Purchased Services	15341	UHL COMPANY INC	\$392.50
07/10/26	P407160	Epayable	352 CONTR REP - EQUIP	300 Purchased Services	07053	HILLYARD FLOOR CARE	\$3,249.91
07/15/26	V8015481	Vendor ACH	352 CONTR REP - EQUIP	300 Purchased Services	26592	SHRED-N-GO	\$123.00
07/29/26	744179	Vendor Check	352 CONTR REP - EQUIP	300 Purchased Services	16430	UNITED REFRIGERATIO	\$702.60
07/29/26	V8015587	Vendor ACH	352 CONTR REP - EQUIP	300 Purchased Services	26592	SHRED-N-GO	\$135.00
07/31/26	744206	Vendor Check	352 CONTR REP - EQUIP	300 Purchased Services	16430	UNITED REFRIGERATIO	\$87.70
07/20/26	V1008627	Electronic Wire Transfer	353 CONTR REP - VEHICLES	300 Purchased Services	PC0022	US BANK CARD MAINT	\$15.00
07/10/26	743973	Vendor Check	358 FOREIGN LANG <\$50,000	300 Purchased Services	F2709	PACIFIC INTERPRETER	\$1,242.54
07/10/26	V8015382	Vendor ACH	358 FOREIGN LANG <\$50,000	300 Purchased Services	F5627	GBR INTERPRETING &	\$420.00
07/15/26	V8015464	Vendor ACH	358 FOREIGN LANG <\$50,000	300 Purchased Services	54137	LINGUALINX LANGUAGE	\$1,356.80
07/22/26	744100	Vendor Check	358 FOREIGN LANG <\$50,000	300 Purchased Services	F2709	PACIFIC INTERPRETER	\$177.00
07/31/26	V8015607	Vendor ACH	358 FOREIGN LANG <\$50,000	300 Purchased Services	54137	LINGUALINX LANGUAGE	\$149.40
07/10/26	743988	Vendor Check	360 TRANSP - PUBLIC	300 Purchased Services	D6150	TRANSPORTATION PLUS	\$185.46
07/10/26	743942	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	D6455	FIRST STUDENT INC	\$211,844.56
07/10/26	743988	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	D6150	TRANSPORTATION PLUS	\$60,305.79
07/10/26	V8015408	Vendor ACH	361 TRANSP - PRIVATE	300 Purchased Services	F5151	NORTHSTAR BUS LINES	\$17,257.00
07/15/26	V8015450	Vendor ACH	361 TRANSP - PRIVATE	300 Purchased Services	54579	CESO TRANSPORTATION	\$130,486.00
07/15/26	V8015452	Vendor ACH	361 TRANSP - PRIVATE	300 Purchased Services	F7318	CSTMN	\$54,186.36
07/15/26	V8015474	Vendor ACH	361 TRANSP - PRIVATE	300 Purchased Services	F5151	NORTHSTAR BUS LINES	\$79,713.03
07/22/26	744076	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	D6455	FIRST STUDENT INC	\$37,280.00
07/22/26	744114	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	D6150	TRANSPORTATION PLUS	\$6,481.59
07/22/26	V8015507	Vendor ACH	361 TRANSP - PRIVATE	300 Purchased Services	F7318	CSTMN	\$1,175.89
07/22/26	V8015529	Vendor ACH	361 TRANSP - PRIVATE	300 Purchased Services	F5151	NORTHSTAR BUS LINES	\$16,409.52
07/29/26	744125	Vendor Check	361 TRANSP - PRIVATE	300 Purchased Services	56603	BANKS, TAUJA	\$130.50
07/10/26	743943	Vendor Check	362 TRANSP - DEPARTMENT	300 Purchased Services	D6455	FIRST STUDENT INC	\$16,931.20
07/10/26	743953	Vendor Check	362 TRANSP - DEPARTMENT	300 Purchased Services	50945	HOLT TOUR & CHARTER	\$2,150.00
07/10/26	743988	Vendor Check	362 TRANSP - DEPARTMENT	300 Purchased Services	D6150	TRANSPORTATION PLUS	\$272.24
07/10/26	P407165	Epayable	362 TRANSP - DEPARTMENT	300 Purchased Services	54758	TROBEC'S BUS SERVIC	\$2,423.21
07/10/26	V8015408	Vendor ACH	362 TRANSP - DEPARTMENT	300 Purchased Services	F5151	NORTHSTAR BUS LINES	\$4,270.20

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/20/26	V1008624	Electronic Wire Transfer	362 TRANSP - DEPARTMENT	300 Purchased Services	PC0026	US BANK CARD KIDSTO	\$270.00
07/22/26	744076	Vendor Check	362 TRANSP - DEPARTMENT	300 Purchased Services	D6455	FIRST STUDENT INC	\$13,090.00
07/22/26	744114	Vendor Check	362 TRANSP - DEPARTMENT	300 Purchased Services	D6150	TRANSPORTATION PLUS	\$26.53
07/22/26	V8015529	Vendor ACH	362 TRANSP - DEPARTMENT	300 Purchased Services	F5151	NORTHSTAR BUS LINES	\$42,666.84
07/29/26	V8015574	Vendor ACH	362 TRANSP - DEPARTMENT	300 Purchased Services	F5151	NORTHSTAR BUS LINES	\$881.50
07/10/26	743942	Vendor Check	364 TRANSP NONPERFORM RESERVE	300 Purchased Services	D6455	FIRST STUDENT INC	-\$43,400.00
07/15/26	V8015474	Vendor ACH	364 TRANSP NONPERFORM RESERVE	300 Purchased Services	F5151	NORTHSTAR BUS LINES	-\$2,800.00
07/20/26	V1008602	Electronic Wire Transfer	366 BUSINESS TRAVEL	300 Purchased Services	PC0068	US BANK CARD BSTRAV	\$39.96
07/20/26	V1008630	Electronic Wire Transfer	366 BUSINESS TRAVEL	300 Purchased Services	PC0091	US BANK CARD OAKKID	\$44.12
07/20/26	V1008640	Electronic Wire Transfer	366 BUSINESS TRAVEL	300 Purchased Services	PC0093	US BANK CARD WVRKID	\$25.00
07/20/26	V5034913	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E35056	ABIOLA C ADEGEYE	\$160.10
07/20/26	V5034918	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E34856	SHAYLA A ANDERSON	\$58.90
07/20/26	V5034920	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E33275	JOHANNAH ARNDT	\$194.00
07/20/26	V5034931	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E32967	JEFF R BAUER	\$100.60
07/20/26	V5034956	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E33831	NANCY D BRATTON	\$27.11
07/20/26	V5034957	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E34436	JEMEL S BREWER	\$175.03
07/20/26	V5034958	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E26546	LATIA W BROWN	\$200.25
07/20/26	V5034961	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E28668	CARRIE A CABE	\$166.38
07/20/26	V5034962	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E34671	KARI K CARLSON	\$383.92
07/20/26	V5034966	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E33474	LISA BOSTIC	\$82.53
07/20/26	V5034968	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E33700	CARLY L CLARK	\$694.26
07/20/26	V5034971	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E35874	ALLISON C CONRAD	\$50.95
07/20/26	V5034973	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E31257	CAYCE L COSSETTE	\$56.05
07/20/26	V5034975	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E35023	RYAN L COX	\$294.11
07/20/26	V5034979	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E29064	NICHOLAS J DEVOS	\$125.58
07/20/26	V5034981	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E35261	PAYTON J DIEPOLD	\$19.20
07/20/26	V5034985	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E26226	TANYA L DRAKE	\$173.59
07/20/26	V5034988	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E27323	SARAH R LANCETTE	\$84.12
07/20/26	V5034992	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E9481	TOD W ERICKSON	\$72.07
07/20/26	V5034997	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E16478	COLLEEN J FAIRBANKS	\$230.21
07/20/26	V5034998	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E29919	CAROL A FARNIOK	\$78.06
07/20/26	V5035001	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E30343	STEPHEN C FLISK	\$171.65
07/20/26	V5035003	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E17647	DENISE L FRANZ	\$46.12
07/20/26	V5035005	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E35400	JOSE J GALVAN-GARCI	\$91.84
07/20/26	V5035006	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E28017	MELANIE M GATES	\$110.23
07/20/26	V5035007	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E35054	LORI E GEORGE	\$393.01
07/20/26	V5035013	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E30629	CARTER E GREENE	\$140.90
07/20/26	V5035014	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E29790	RYAN D GREENINGER	\$8.56
07/20/26	V5035023	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E32963	JIMMIE L HEAGS	\$178.30
07/20/26	V5035027	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E32083	JEMMA R HERNANDEZ	\$131.16
07/20/26	V5035028	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E36246	PAUL E HERRIED	\$127.05
07/20/26	V5035029	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E29380	SARAH B HEYER	\$114.12

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/20/26	V5035041	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E32491	AMY TOLLEFSON	\$251.30
07/20/26	V5035049	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E29772	RICARDO T JONES	\$641.63
07/20/26	V5035054	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E32494	KATIE E.D. KERN	\$75.63
07/20/26	V5035055	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E33100	TANZEELA A KHAN	\$34.89
07/20/26	V5035056	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E22369	KATIE L KIMSEY	\$14.73
07/20/26	V5035059	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E6194	BONNIE C KNAPP	\$97.42
07/20/26	V5035063	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E28446	MICHELLE ANN ELBERT	\$550.22
07/20/26	V5035065	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E36338	ANDREA J KUBESH	\$40.53
07/20/26	V5035066	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E9509	KATHERINE KUST	\$231.64
07/20/26	V5035067	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E32073	SHANA R KWATAMPORA	\$1,693.41
07/20/26	V5035076	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E22829	JANELLE M LEISEN	\$743.43
07/20/26	V5035082	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E31100	SILVIA LISTER	\$217.49
07/20/26	V5035085	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E35590	LAURA E LOUIS-JACQU	\$307.69
07/20/26	V5035087	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E27292	MARIE K LUNDT	\$118.50
07/20/26	V5035102	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E28447	DOROTHY C MONTERO	\$23.79
07/20/26	V5035104	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E29672	DAVID E MOREDOCK	\$41.02
07/20/26	V5035106	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E32983	JOHN H MORSTAD	\$653.31
07/20/26	V5035111	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E35146	HMONG MOUA	\$12.99
07/20/26	V5035112	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E31350	DORIS M MOYLAN	\$120.35
07/20/26	V5035113	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E20857	TRACY R MUELLER	\$76.67
07/20/26	V5035115	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E34123	DANA M NELSON	\$50.61
07/20/26	V5035119	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E36299	KURT E NEW	\$272.23
07/20/26	V5035124	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E31367	KRISTIN M OLESEN	\$108.40
07/20/26	V5035126	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E35968	ASHA A OMAR	\$80.56
07/20/26	V5035128	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E26530	RHONDA RENAE OSATIU	\$224.37
07/20/26	V5035129	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E30702	ANTHONY M PADRNOS	\$464.53
07/20/26	V5035134	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E18126	NATHAN J PEEL	\$250.50
07/20/26	V5035135	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E25581	CARA L PERSZYK	\$134.23
07/20/26	V5035138	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E22568	KIMBERLY A POHL	\$195.55
07/20/26	V5035141	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E32000	JAMES L QUAST	\$334.26
07/20/26	V5035143	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E27933	GAIL M RECKER	\$66.75
07/20/26	V5035150	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E34777	KARI E SAWYER	\$25.68
07/20/26	V5035157	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E35627	NADEAN E SCHROEDER	\$83.70
07/20/26	V5035160	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E32085	MELISSA D SENNES	\$2,136.89
07/20/26	V5035164	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E34488	MARA L SIKKINK	\$24.36
07/20/26	V5035169	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E32009	JENNA R SOBOTA	\$132.18
07/20/26	V5035174	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E33744	AMY J STOKKELAND	\$114.96
07/20/26	V5035182	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E26531	LISA M THOMPSON	\$162.40
07/20/26	V5035183	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E34774	ETHEL LEE EYVETTE T	\$371.23
07/20/26	V5035184	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E19618	KIMBERLY SHELLEY TI	\$48.82
07/20/26	V5035187	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E34466	KAREN W TRUE	\$90.69
07/20/26	V5035188	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E30783	ERIC A TURBEVILLE	\$480.65

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/20/26	V5035189	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E29674	LISA B ULRICH	\$209.27
07/20/26	V5035197	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E28927	BETH M VOS	\$41.98
07/20/26	V5035198	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E35070	MICHAEL V WALKER	\$412.39
07/20/26	V5035202	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E33203	JODIE M WEAPPA	\$113.23
07/20/26	V5035206	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E33567	STEPHANIE L WINDFEL	\$44.84
07/20/26	V5035211	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E35610	CONNER C XIONG	\$49.73
07/20/26	V5035212	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E30866	KAO XIONG	\$29.82
07/20/26	V5035216	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E36361	LYNN R DAVIS	\$142.02
07/20/26	V5035217	Employee Reimbursement	366 BUSINESS TRAVEL	300 Purchased Services	E29673	STEPHANIE A ZIGAN	\$439.06
07/22/26	V8015516	Vendor ACH	366 BUSINESS TRAVEL	300 Purchased Services	54414	HANSON SPORTS LLC	\$1,829.10
07/15/26	744041	Vendor Check	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	A2175	MESPA	\$979.00
07/20/26	V1008600	Electronic Wire Transfer	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	PC001	US BANK CARD BSADMI	\$109.15
07/20/26	V1008601	Electronic Wire Transfer	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	PC002	US BANK CARD BSTRAV	\$558.64
07/20/26	V1008604	Electronic Wire Transfer	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	PC0019	US BANK CARD CIESDE	\$9,863.80
07/20/26	V1008606	Electronic Wire Transfer	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	PC0033	US BANK CARD COMMED	\$451.98
07/20/26	V1008607	Electronic Wire Transfer	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	PC0021	US BANK CARD CUSTOD	\$580.00
07/20/26	V1008609	Electronic Wire Transfer	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	PC0098	US BANK CARD DLTLOP	\$1,817.43
07/20/26	V1008615	Electronic Wire Transfer	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	PC0010	US BANK CARD HRDEPT	\$397.00
07/20/26	V1008616	Electronic Wire Transfer	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	PC0059	US BANK CARD I2T2 D	\$1,502.00
07/20/26	V1008623	Electronic Wire Transfer	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	PC0078	US BANK CARD KHIEL	\$1,565.08
07/20/26	V1008628	Electronic Wire Transfer	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	PC0039	US BANK CARD MDURAN	\$100.00
07/20/26	V1008629	Electronic Wire Transfer	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	PC0084	US BANK CARD MNEWEL	\$3,212.97
07/20/26	V1008631	Electronic Wire Transfer	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	PC0081	US BANK CARD PURCHA	\$334.33
07/20/26	V1008636	Electronic Wire Transfer	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	PC0104	US BANK CARD RWALTO	\$3,381.92
07/20/26	V1008637	Electronic Wire Transfer	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	PC0020	US BANK CARD SSVCS	\$113.50
07/20/26	V1008638	Electronic Wire Transfer	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	PC0035	US BANK CARD TSCHRE	\$679.00
07/20/26	V5034944	Employee Reimbursement	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	E22952	RYAN M BISSON	\$43.96
07/20/26	V5034966	Employee Reimbursement	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	E33474	LISA BOSTIC	\$26.68
07/20/26	V5034985	Employee Reimbursement	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	E26226	TANYA L DRAKE	\$577.38
07/20/26	V5035001	Employee Reimbursement	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	E30343	STEPHEN C FLISK	\$855.89
07/20/26	V5035046	Employee Reimbursement	367 STAFF DEVELOPMENT TRAVEL	300 Purchased Services	E28318	DANIELLE M JOHNSON	\$224.00
07/20/26	V1008612	Electronic Wire Transfer	368 OUT OF STATE TRAVEL	300 Purchased Services	PC0051	US BANK CARD EQUITY	\$5,050.30
07/20/26	V1008613	Electronic Wire Transfer	368 OUT OF STATE TRAVEL	300 Purchased Services	PC0111	US BANK CARD EWILHE	\$1,387.75
07/20/26	V5034947	Employee Reimbursement	368 OUT OF STATE TRAVEL	300 Purchased Services	E32693	GAIL M BLES	\$398.71
07/20/26	V5035077	Employee Reimbursement	368 OUT OF STATE TRAVEL	300 Purchased Services	E26878	JILL N LESNE	\$3,225.58
07/20/26	V5035160	Employee Reimbursement	368 OUT OF STATE TRAVEL	300 Purchased Services	E32085	MELISSA D SENNES	\$310.66
07/15/26	744004	Vendor Check	369 ENTRY FEES/STUDENT TRAVEL	300 Purchased Services	55431	MINNESOTA UNITED SO	\$187.50
07/15/26	V8015486	Vendor ACH	369 ENTRY FEES/STUDENT TRAVEL	300 Purchased Services	D2624	THREE RIVERS PARK D	\$68.40
07/20/26	V1008611	Electronic Wire Transfer	369 ENTRY FEES/STUDENT TRAVEL	300 Purchased Services	PC0080	US BANK CARD ELPROG	\$570.00
07/20/26	V1008617	Electronic Wire Transfer	369 ENTRY FEES/STUDENT TRAVEL	300 Purchased Services	PC0055	US BANK CARD INDIAN	\$4,000.00
07/22/26	744104	Vendor Check	369 ENTRY FEES/STUDENT TRAVEL	300 Purchased Services	12518	PREMIUM WATERS INC	\$390.00
07/29/26	744122	Vendor Check	369 ENTRY FEES/STUDENT TRAVEL	300 Purchased Services	55431	MINNESOTA UNITED SO	\$90.00

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/31/26	744200	Vendor Check	369 ENTRY FEES/STUDENT TRAVEL	300 Purchased Services	D0655	MINNESOTA HISTORICA	\$100.00
07/10/26	743979	Vendor Check	370 RENTAL LAND & BLDGS	300 Purchased Services	52191	RTA TIMBERLAND LLC	\$967.39
07/15/26	744050	Vendor Check	370 RENTAL LAND & BLDGS	300 Purchased Services	D2659	SHAMROCK GOLF OPERA	\$5,350.00
07/22/26	744099	Vendor Check	370 RENTAL LAND & BLDGS	300 Purchased Services	F2434	NWFSC CONDOMINIUM O	\$16,362.54
07/22/26	744107	Vendor Check	370 RENTAL LAND & BLDGS	300 Purchased Services	52191	RTA TIMBERLAND LLC	\$14,132.59
07/10/26	743926	Vendor Check	372 RENTAL - EQUIPMENT	300 Purchased Services	F5454	AMIOT SCHOLASTIC RE	\$2,920.00
07/10/26	V8015354	Vendor ACH	372 RENTAL - EQUIPMENT	300 Purchased Services	53143	A1 RENT IT	\$856.83
07/29/26	V8015543	Vendor ACH	372 RENTAL - EQUIPMENT	300 Purchased Services	53143	A1 RENT IT	\$184.45
07/29/26	V8015577	Vendor ACH	372 RENTAL - EQUIPMENT	300 Purchased Services	F5675	PITNEY BOWES INC	\$125.25
07/10/26	V8015414	Vendor ACH	379 MENTAL HLTH SVS <\$50,000	300 Purchased Services	54685	PEOPLE INCORPORATED	\$8,250.00
07/10/26	743999	Vendor Check	380 ADVERTISING-PRINTING	300 Purchased Services	55177	VITAMINK12 LLC	\$1,150.00
07/15/26	V8015454	Vendor ACH	380 ADVERTISING-PRINTING	300 Purchased Services	53846	ECM PUBLISHERS INC	\$165.75
07/20/26	V1008606	Electronic Wire Transfer	380 ADVERTISING-PRINTING	300 Purchased Services	PC0033	US BANK CARD COMMED	\$1,296.98
07/20/26	V1008615	Electronic Wire Transfer	380 ADVERTISING-PRINTING	300 Purchased Services	PC0010	US BANK CARD HRDEPT	\$1,714.79
07/20/26	V1008625	Electronic Wire Transfer	380 ADVERTISING-PRINTING	300 Purchased Services	PC0079	US BANK CARD KVILLE	\$201.40
07/29/26	V8015575	Vendor ACH	380 ADVERTISING-PRINTING	300 Purchased Services	08447	NYSTROM PUBLISHING	\$72.00
07/15/26	V8015451	Vendor ACH	382 LAUNDRY-DRY CLEANING	300 Purchased Services	07933	CINTAS CORPORATION	\$1,897.60
07/10/26	743969	Vendor Check	385 PRINTING CHRGBK	300 Purchased Services	F6101	MN DEPT OF HEALTH	\$180.00
07/22/26	744093	Vendor Check	389 STAFF TUITION REIMB	300 Purchased Services	F4500	MN STATE UNIVERSITY	\$16,482.33
07/29/26	744163	Vendor Check	389 STAFF TUITION REIMB	300 Purchased Services	F4500	MN STATE UNIVERSITY	\$6,558.09
07/22/26	744085	Vendor Check	390 PMTS TO MN SCH DISTRICTS	300 Purchased Services	09555	BROOKLYN CENTER ISD	\$6,596.46
07/10/26	743958	Vendor Check	391 REIMB TO MN SCH DIST	300 Purchased Services	50770	ISD 281-ROBBINSDALE	\$2,340.00
07/10/26	743959	Vendor Check	391 REIMB TO MN SCH DIST	300 Purchased Services	A0811	ST LOUIS PARK SCHOO	\$12,923.52
07/10/26	V8015393	Vendor ACH	391 REIMB TO MN SCH DIST	300 Purchased Services	16881	NEW DOMINION SCHOOL	\$1,113.84
07/10/26	V8015409	Vendor ACH	391 REIMB TO MN SCH DIST	300 Purchased Services	53128	NORTHWEST PASSAGE L	\$4,305.00
07/29/26	744150	Vendor Check	391 REIMB TO MN SCH DIST	300 Purchased Services	09171	ISD 709-DULUTH PUBL	\$1,332.93
07/29/26	V8015572	Vendor ACH	391 REIMB TO MN SCH DIST	300 Purchased Services	02865	NORTHEAST METRO DIS	\$15,222.00
07/31/26	744195	Vendor Check	391 REIMB TO MN SCH DIST	300 Purchased Services	F5964	ISD 12-CENTENNIAL H	\$616.00
07/10/26	743962	Vendor Check	394 PMTS TO OTHER AGENCY	300 Purchased Services	17397	LIEBERMAN COMPANIES	\$5,485.00
07/10/26	743980	Vendor Check	394 PMTS TO OTHER AGENCY	300 Purchased Services	55432	RUBRIC LEGAL LLC	\$324.00
07/10/26	V8015358	Vendor ACH	394 PMTS TO OTHER AGENCY	300 Purchased Services	55310	AMPERSAND THERAPY L	\$3,520.00
07/10/26	V8015361	Vendor ACH	394 PMTS TO OTHER AGENCY	300 Purchased Services	54676	BLAZERWORKS LLC	\$1,394.38
07/10/26	V8015426	Vendor ACH	394 PMTS TO OTHER AGENCY	300 Purchased Services	52317	STONE ARCH LEARNING	\$6,200.00
07/10/26	V8015429	Vendor ACH	394 PMTS TO OTHER AGENCY	300 Purchased Services	F3858	TEAM SELECT HOME CA	\$8,849.25
07/10/26	V8015440	Vendor ACH	394 PMTS TO OTHER AGENCY	300 Purchased Services	55614	ZEN EDUCATE INC	\$87,817.56
07/15/26	744012	Vendor Check	394 PMTS TO OTHER AGENCY	300 Purchased Services	52732	DAZZLING DAVE YO-YO	\$1,400.00
07/15/26	744015	Vendor Check	394 PMTS TO OTHER AGENCY	300 Purchased Services	A0084	HENNEPIN TECHNICAL	\$4,340.69
07/15/26	V8015488	Vendor ACH	394 PMTS TO OTHER AGENCY	300 Purchased Services	55614	ZEN EDUCATE INC	\$5,682.90
07/20/26	V1008603	Electronic Wire Transfer	394 PMTS TO OTHER AGENCY	300 Purchased Services	PC0096	US BANK CARD BWKIDS	\$25.00
07/20/26	V1008624	Electronic Wire Transfer	394 PMTS TO OTHER AGENCY	300 Purchased Services	PC0026	US BANK CARD KIDSTO	\$31,880.70
07/20/26	V1008639	Electronic Wire Transfer	394 PMTS TO OTHER AGENCY	300 Purchased Services	PC0095	US BANK CARD WDKIDS	\$16.21
07/22/26	744102	Vendor Check	394 PMTS TO OTHER AGENCY	300 Purchased Services	56113	PEDIATECH NURSING	\$1,907.50

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/22/26	V8015504	Vendor ACH	394 PMTS TO OTHER AGENCY	300 Purchased Services	53996	CHANGE INC	\$880.24
07/22/26	V8015517	Vendor ACH	394 PMTS TO OTHER AGENCY	300 Purchased Services	51338	HARRIS, RACHEL	\$217.22
07/22/26	V8015536	Vendor ACH	394 PMTS TO OTHER AGENCY	300 Purchased Services	F3858	TEAM SELECT HOME CA	\$1,552.50
07/22/26	V8015542	Vendor ACH	394 PMTS TO OTHER AGENCY	300 Purchased Services	55614	ZEN EDUCATE INC	\$2,723.75
07/29/26	V8015601	Vendor ACH	394 PMTS TO OTHER AGENCY	300 Purchased Services	55614	ZEN EDUCATE INC	\$39,162.11
07/31/26	V8015612	Vendor ACH	394 PMTS TO OTHER AGENCY	300 Purchased Services	55196	RAICES LATINAS LLC	\$2,500.00
07/31/26	V8015617	Vendor ACH	394 PMTS TO OTHER AGENCY	300 Purchased Services	55614	ZEN EDUCATE INC	\$9,478.78
07/15/26	V8015478	Vendor ACH	398 INTERDEPARTMENTAL CHRGBK	300 Purchased Services	18914	RICOH USA	\$9,252.69
07/10/26	743922	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	56309	A TOUCH OF MAGIC EN	\$867.00
07/10/26	743935	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	56570	BURNS, OLIVIA	\$39.00
07/10/26	743940	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	56577	DE LA CRUZ, MEGAN	\$1,458.00
07/10/26	743947	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	56574	GADDIS, LEAH	\$100.00
07/10/26	743955	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	F3511	INGINA LLC	\$6,900.00
07/10/26	743984	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	56581	SHADE, CAROLYN	\$179.00
07/10/26	744000	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	F4905	WELLS, BRANDON	\$1,800.00
07/10/26	P407161	Epayable	399 OTHER PURCH SERVICES	300 Purchased Services	F2809	KIDCREATE STUDIO	\$245.00
07/10/26	V8015375	Vendor ACH	399 OTHER PURCH SERVICES	300 Purchased Services	54475	DIEMAND, ARYN LILL	\$3,712.50
07/10/26	V8015377	Vendor ACH	399 OTHER PURCH SERVICES	300 Purchased Services	53846	ECM PUBLISHERS INC	\$178.50
07/10/26	V8015381	Vendor ACH	399 OTHER PURCH SERVICES	300 Purchased Services	18528	FINKEN WATER INC	\$94.18
07/10/26	V8015385	Vendor ACH	399 OTHER PURCH SERVICES	300 Purchased Services	00572	GUARDIAN PEST SOLUT	\$54.99
07/10/26	V8015388	Vendor ACH	399 OTHER PURCH SERVICES	300 Purchased Services	54414	HANSON SPORTS LLC	\$3,650.50
07/10/26	V8015430	Vendor ACH	399 OTHER PURCH SERVICES	300 Purchased Services	F5630	TECH ACADEMY/THOMSE	\$2,948.00
07/15/26	744006	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	53927	AVANT GARB FASHIONS	\$75.00
07/15/26	744007	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	55884	BLOOM, ERIK	\$340.00
07/15/26	744016	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	A0464	ISD 11-ANOKA HENNEP	\$1,200.00
07/15/26	744045	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	56026	PAINTED PINES LLC	\$210.00
07/15/26	744046	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	56586	PINOTTI, CHRIS	\$195.00
07/15/26	P407166	Epayable	399 OTHER PURCH SERVICES	300 Purchased Services	02170	AFFORDABLE SANITATI	\$1,786.00
07/15/26	P407179	Epayable	399 OTHER PURCH SERVICES	300 Purchased Services	F5619	YOUTH ENRICHMENT LE	\$6,064.00
07/15/26	V8015483	Vendor ACH	399 OTHER PURCH SERVICES	300 Purchased Services	54582	SMITH, PAMELA	\$500.00
07/20/26	V1008572	Electronic Wire Transfer	399 OTHER PURCH SERVICES	300 Purchased Services	A0256	DELTA DENTAL PLAN	\$11,061.38
07/20/26	V1008575	Electronic Wire Transfer	399 OTHER PURCH SERVICES	300 Purchased Services	53865	AUTHORIZE.NET P-CAR	\$5.00
07/20/26	V1008579	Electronic Wire Transfer	399 OTHER PURCH SERVICES	300 Purchased Services	17694	DISH	\$305.24
07/20/26	V1008583	Electronic Wire Transfer	399 OTHER PURCH SERVICES	300 Purchased Services	55881	WM CORPORATE SERVIC	\$152.35
07/20/26	V1008606	Electronic Wire Transfer	399 OTHER PURCH SERVICES	300 Purchased Services	PC0033	US BANK CARD COMMED	\$11,927.39
07/20/26	V1008618	Electronic Wire Transfer	399 OTHER PURCH SERVICES	300 Purchased Services	PC0099	US BANK CARD INFOSY	\$0.63
07/22/26	744058	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	56589	AMUNDSON, ADELLE	\$215.00
07/22/26	744059	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	F0361	ART SPARK LLC	\$6,141.00
07/22/26	744071	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	54417	DASH SPORTS LLC	\$3,172.00
07/22/26	744074	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	56592	EININGER, TIFFANY	\$463.00
07/22/26	744080	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	56588	HATTEBERG, CRYSTAL	\$219.00
07/22/26	744083	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	F3511	INGINA LLC	\$8,488.00

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/22/26	744103	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	52804	POTVIN, SARAH	\$325.00
07/22/26	744115	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	F1069	TWIN CITIES CHESS C	\$1,643.00
07/22/26	744116	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	56590	WALKER, BRAEDEN	\$3,005.00
07/22/26	P407180	Epayable	399 OTHER PURCH SERVICES	300 Purchased Services	02170	AFFORDABLE SANITATI	\$132.00
07/22/26	V8015501	Vendor ACH	399 OTHER PURCH SERVICES	300 Purchased Services	50186	BUNCE BACKYARD PROD	\$6,200.00
07/22/26	V8015508	Vendor ACH	399 OTHER PURCH SERVICES	300 Purchased Services	54475	DIEMAND, ARYN LILL	\$2,750.00
07/22/26	V8015510	Vendor ACH	399 OTHER PURCH SERVICES	300 Purchased Services	F4180	ENGINEERING FOR KID	\$675.00
07/22/26	V8015514	Vendor ACH	399 OTHER PURCH SERVICES	300 Purchased Services	52341	FUTURA LANGUAGE PRO	\$1,160.00
07/22/26	V8015515	Vendor ACH	399 OTHER PURCH SERVICES	300 Purchased Services	00572	GUARDIAN PEST SOLUT	\$48.74
07/22/26	V8015516	Vendor ACH	399 OTHER PURCH SERVICES	300 Purchased Services	54414	HANSON SPORTS LLC	\$3,642.80
07/22/26	V8015520	Vendor ACH	399 OTHER PURCH SERVICES	300 Purchased Services	F2800	KIDZART	\$480.00
07/22/26	V8015526	Vendor ACH	399 OTHER PURCH SERVICES	300 Purchased Services	52160	METRO VOLLEYBALL	\$810.00
07/22/26	V8015537	Vendor ACH	399 OTHER PURCH SERVICES	300 Purchased Services	F5630	TECH ACADEMY/THOMSE	\$4,162.00
07/29/26	744127	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	55884	BLOOM, ERIK	\$595.00
07/29/26	744131	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	56600	COLEMAN, JILLIAN	\$125.00
07/29/26	744136	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	54417	DASH SPORTS LLC	\$693.00
07/29/26	744149	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	F3511	INGINA LLC	\$1,050.00
07/29/26	744156	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	07396	LYNDE & MCLEOD INC	\$2,360.00
07/29/26	744167	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	F4478	SAFEWAY DRIVING SCH	\$43,950.00
07/29/26	744172	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	54873	SUSTAINABLE SAFARI	\$1,695.00
07/29/26	P407188	Epayable	399 OTHER PURCH SERVICES	300 Purchased Services	02170	AFFORDABLE SANITATI	\$169.00
07/29/26	P407196	Epayable	399 OTHER PURCH SERVICES	300 Purchased Services	F4765	TGA OF THE TWIN CIT	\$4,200.00
07/29/26	V8015570	Vendor ACH	399 OTHER PURCH SERVICES	300 Purchased Services	F2797	MAYER ARTS, INC	\$9,701.30
07/29/26	V8015587	Vendor ACH	399 OTHER PURCH SERVICES	300 Purchased Services	26592	SHRED-N-GO	\$37.00
07/29/26	V8015588	Vendor ACH	399 OTHER PURCH SERVICES	300 Purchased Services	54582	SMITH, PAMELA	\$250.00
07/29/26	V8015593	Vendor ACH	399 OTHER PURCH SERVICES	300 Purchased Services	F5630	TECH ACADEMY/THOMSE	\$2,940.00
07/31/26	744192	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	54417	DASH SPORTS LLC	\$1,980.00
07/31/26	744194	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	56613	HANSON, ALISA	\$24.50
07/31/26	744196	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	56618	LEE, JOO	\$139.00
07/31/26	744212	Vendor Check	399 OTHER PURCH SERVICES	300 Purchased Services	F5619	YOUTH ENRICHMENT LE	\$6,064.00
07/31/26	P407198	Epayable	399 OTHER PURCH SERVICES	300 Purchased Services	02170	AFFORDABLE SANITATI	\$154.00
07/31/26	V1008641	Electronic Wire Transfer	399 OTHER PURCH SERVICES	300 Purchased Services	54208	UMR, INC	\$126,520.62
07/31/26	V8015603	Vendor ACH	399 OTHER PURCH SERVICES	300 Purchased Services	F4180	ENGINEERING FOR KID	\$4,350.00
07/31/26	V8015605	Vendor ACH	399 OTHER PURCH SERVICES	300 Purchased Services	F2800	KIDZART	\$2,170.00
07/31/26	V8015610	Vendor ACH	399 OTHER PURCH SERVICES	300 Purchased Services	F2797	MAYER ARTS, INC	\$720.00
07/31/26	V8015615	Vendor ACH	399 OTHER PURCH SERVICES	300 Purchased Services	52495	TIMM, AMY L	\$1,482.00
				300 Purchased Services Subtotal			\$2,148,571.49
07/10/26	743926	Vendor Check	401 GENERAL SUPPLIES	400 Supplies & Materials	F5454	AMIOT SCHOLASTIC RE	\$71,022.10
07/10/26	743937	Vendor Check	401 GENERAL SUPPLIES	400 Supplies & Materials	D5544	COLLEGE BOARD	\$23,718.00
07/10/26	743939	Vendor Check	401 GENERAL SUPPLIES	400 Supplies & Materials	E19862	JILL A DALTON	\$3.28
07/10/26	743945	Vendor Check	401 GENERAL SUPPLIES	400 Supplies & Materials	17429	FRA-DOR INC	\$3,406.00
07/10/26	743950	Vendor Check	401 GENERAL SUPPLIES	400 Supplies & Materials	E28419	CARLA M HECKATHORNE	\$55.20

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/10/26	743952	Vendor Check	401 GENERAL SUPPLIES	400 Supplies & Materials	A1926	HENNEPIN COUNTY TRE	\$807.00
07/10/26	743964	Vendor Check	401 GENERAL SUPPLIES	400 Supplies & Materials	E23926	JOAN LUNCEFORD	\$21.10
07/10/26	743968	Vendor Check	401 GENERAL SUPPLIES	400 Supplies & Materials	04003	MN DEPARTMENT OF HE	\$1,400.00
07/10/26	743976	Vendor Check	401 GENERAL SUPPLIES	400 Supplies & Materials	56156	POWERSCHOOL GROUP L	\$2,400.00
07/10/26	P407156	Epayable	401 GENERAL SUPPLIES	400 Supplies & Materials	00131	DEMCO	\$1,195.57
07/10/26	V8015364	Vendor ACH	401 GENERAL SUPPLIES	400 Supplies & Materials	17015	BOELTER COMPANIES	\$23,069.76
07/10/26	V8015378	Vendor ACH	401 GENERAL SUPPLIES	400 Supplies & Materials	54645	ECM PUBLISHERS INC	\$74.50
07/10/26	V8015400	Vendor ACH	401 GENERAL SUPPLIES	400 Supplies & Materials	54572	MARTIN MARIETTA MAT	\$25.00
07/10/26	V8015415	Vendor ACH	401 GENERAL SUPPLIES	400 Supplies & Materials	55870	POP! BALLOON DECOR	\$230.00
07/15/26	744008	Vendor Check	401 GENERAL SUPPLIES	400 Supplies & Materials	53951	CARDIO PARTNERS INC	\$4,822.72
07/15/26	744017	Vendor Check	401 GENERAL SUPPLIES	400 Supplies & Materials	E24754	LYNETTE C JOHNSON	\$12.28
07/15/26	744042	Vendor Check	401 GENERAL SUPPLIES	400 Supplies & Materials	55933	MIDWEST SAFETY COUN	\$260.39
07/15/26	P407167	Epayable	401 GENERAL SUPPLIES	400 Supplies & Materials	08889	BARNES & NOBLE	\$543.00
07/15/26	P407170	Epayable	401 GENERAL SUPPLIES	400 Supplies & Materials	00131	DEMCO	\$90.57
07/15/26	P407171	Epayable	401 GENERAL SUPPLIES	400 Supplies & Materials	07053	HILLYARD FLOOR CARE	\$464.29
07/15/26	P407178	Epayable	401 GENERAL SUPPLIES	400 Supplies & Materials	09503	TRIO SUPPLY COMPANY	\$3,250.26
07/15/26	V8015441	Vendor ACH	401 GENERAL SUPPLIES	400 Supplies & Materials	17648	4IMPRINT	\$5,233.51
07/15/26	V8015449	Vendor ACH	401 GENERAL SUPPLIES	400 Supplies & Materials	54537	CDW GOVERNMENT	\$531.40
07/15/26	V8015456	Vendor ACH	401 GENERAL SUPPLIES	400 Supplies & Materials	15734	FRANZ REPROGRAPH DB	\$3,169.85
07/15/26	V8015460	Vendor ACH	401 GENERAL SUPPLIES	400 Supplies & Materials	17401	INNOVATIVE OFFICE S	\$4,877.85
07/20/26	V1008604	Electronic Wire Transfer	401 GENERAL SUPPLIES	400 Supplies & Materials	PC0019	US BANK CARD CIESDE	\$498.69
07/20/26	V1008607	Electronic Wire Transfer	401 GENERAL SUPPLIES	400 Supplies & Materials	PC0021	US BANK CARD CUSTOD	\$19.60
07/20/26	V1008611	Electronic Wire Transfer	401 GENERAL SUPPLIES	400 Supplies & Materials	PC0080	US BANK CARD ELPROG	\$20.27
07/20/26	V1008613	Electronic Wire Transfer	401 GENERAL SUPPLIES	400 Supplies & Materials	PC0111	US BANK CARD EWILHE	\$29.98
07/20/26	V1008614	Electronic Wire Transfer	401 GENERAL SUPPLIES	400 Supplies & Materials	PC0037	US BANK CARD FOODNU	\$3,893.73
07/20/26	V1008619	Electronic Wire Transfer	401 GENERAL SUPPLIES	400 Supplies & Materials	PC0102	US BANK CARD JBECKE	\$859.02
07/20/26	V1008621	Electronic Wire Transfer	401 GENERAL SUPPLIES	400 Supplies & Materials	PC0054	US BANK CARD JNEUMA	\$813.94
07/20/26	V1008622	Electronic Wire Transfer	401 GENERAL SUPPLIES	400 Supplies & Materials	PC0023	US BANK CARD JSCHLO	\$252.44
07/20/26	V1008623	Electronic Wire Transfer	401 GENERAL SUPPLIES	400 Supplies & Materials	PC0078	US BANK CARD KHIEL	\$62.00
07/20/26	V1008627	Electronic Wire Transfer	401 GENERAL SUPPLIES	400 Supplies & Materials	PC0022	US BANK CARD MAINTA	\$107.01
07/20/26	V1008628	Electronic Wire Transfer	401 GENERAL SUPPLIES	400 Supplies & Materials	PC0039	US BANK CARD MDURAN	\$95.97
07/20/26	V1008631	Electronic Wire Transfer	401 GENERAL SUPPLIES	400 Supplies & Materials	PC0081	US BANK CARD PURCHA	\$4,915.18
07/20/26	V1008632	Electronic Wire Transfer	401 GENERAL SUPPLIES	400 Supplies & Materials	PC009	US BANK CARD PURCHB	\$3,838.82
07/20/26	V1008633	Electronic Wire Transfer	401 GENERAL SUPPLIES	400 Supplies & Materials	PC0074	US BANK CARD PURCHG	\$10,422.25
07/20/26	V1008634	Electronic Wire Transfer	401 GENERAL SUPPLIES	400 Supplies & Materials	PC006	US BANK CARD PURCHO	\$3,183.85
07/20/26	V1008635	Electronic Wire Transfer	401 GENERAL SUPPLIES	400 Supplies & Materials	PC0107	US BANK CARD PURCHS	\$1,264.57
07/20/26	V1008640	Electronic Wire Transfer	401 GENERAL SUPPLIES	400 Supplies & Materials	PC0093	US BANK CARD WVRKID	\$41.66
07/20/26	V5034959	Employee Reimbursement	401 GENERAL SUPPLIES	400 Supplies & Materials	E34141	SONNI BUERSKIN	\$40.30
07/20/26	V5034969	Employee Reimbursement	401 GENERAL SUPPLIES	400 Supplies & Materials	E32955	MERCEDES J CLARK	\$180.34
07/20/26	V5034994	Employee Reimbursement	401 GENERAL SUPPLIES	400 Supplies & Materials	E32027	MEGAN K EVELAND	\$101.45
07/20/26	V5035066	Employee Reimbursement	401 GENERAL SUPPLIES	400 Supplies & Materials	E9509	KATHERINE KUST	\$74.63
07/20/26	V5035095	Employee Reimbursement	401 GENERAL SUPPLIES	400 Supplies & Materials	E25900	NEENA J MATHERS	\$380.51

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/20/26	V5035141	Employee Reimbursement	401 GENERAL SUPPLIES	400 Supplies & Materials	E32000	JAMES L QUAST	\$123.18
07/20/26	V5035178	Employee Reimbursement	401 GENERAL SUPPLIES	400 Supplies & Materials	E27022	ROBIN L SWEENEY	\$95.96
07/22/26	744075	Vendor Check	401 GENERAL SUPPLIES	400 Supplies & Materials	55005	FASTSIGNS OF MAPLE	\$106.27
07/22/26	P407186	Epayable	401 GENERAL SUPPLIES	400 Supplies & Materials	09503	TRIO SUPPLY COMPANY	\$2,092.81
07/22/26	V8015512	Vendor ACH	401 GENERAL SUPPLIES	400 Supplies & Materials	18578	FLAGSHIP RECREATION	\$2,342.00
07/29/26	744123	Vendor Check	401 GENERAL SUPPLIES	400 Supplies & Materials	F5454	AMIOT SCHOLASTIC RE	\$3,816.50
07/29/26	744130	Vendor Check	401 GENERAL SUPPLIES	400 Supplies & Materials	55716	BRYAN ROCK PRODUCTS	\$1,133.81
07/29/26	744139	Vendor Check	401 GENERAL SUPPLIES	400 Supplies & Materials	54974	EDWARD DON & COMPAN	\$1,110.35
07/29/26	744145	Vendor Check	401 GENERAL SUPPLIES	400 Supplies & Materials	17429	FRA-DOR INC	\$1,247.50
07/29/26	744147	Vendor Check	401 GENERAL SUPPLIES	400 Supplies & Materials	F2320	HOUSE OF PRINT	\$25,376.15
07/29/26	744153	Vendor Check	401 GENERAL SUPPLIES	400 Supplies & Materials	A2299	JOSTENS INC	\$18,491.30
07/29/26	744165	Vendor Check	401 GENERAL SUPPLIES	400 Supplies & Materials	20028	RED WING SHOE STORE	\$400.00
07/29/26	P407191	Epayable	401 GENERAL SUPPLIES	400 Supplies & Materials	A3975	CUB FOODS MAPLE GRO	\$31.75
07/29/26	V8015575	Vendor ACH	401 GENERAL SUPPLIES	400 Supplies & Materials	08447	NYSTROM PUBLISHING	\$904.17
07/29/26	V8015594	Vendor ACH	401 GENERAL SUPPLIES	400 Supplies & Materials	53073	TRIMARK MARLINN LLC	\$2,288.20
07/31/26	P407199	Epayable	401 GENERAL SUPPLIES	400 Supplies & Materials	F5616	CUB FOODS BROOKLYN	\$49.90
07/31/26	P407201	Epayable	401 GENERAL SUPPLIES	400 Supplies & Materials	09503	TRIO SUPPLY COMPANY	\$2,106.96
07/31/26	V8015602	Vendor ACH	401 GENERAL SUPPLIES	400 Supplies & Materials	56123	CENTRAL MCGOWAN INC	\$68.57
07/10/26	V8015365	Vendor ACH	402 APPAREL	400 Supplies & Materials	26509	BOND BRANDED GEAR I	\$1,002.23
07/10/26	V8015417	Vendor ACH	402 APPAREL	400 Supplies & Materials	25198	REBYL SPORTS	\$2,752.50
07/15/26	744051	Vendor Check	402 APPAREL	400 Supplies & Materials	12711	TAHO SPORTSWEAR INC	\$1,264.75
07/15/26	V8015482	Vendor ACH	402 APPAREL	400 Supplies & Materials	18458	SIGNATURE CONCEPTS	\$25,672.18
07/20/26	V1008611	Electronic Wire Transfer	402 APPAREL	400 Supplies & Materials	PC0080	US BANK CARD ELPROG	\$8.94
07/20/26	V1008631	Electronic Wire Transfer	402 APPAREL	400 Supplies & Materials	PC0081	US BANK CARD PURCHA	\$241.97
07/22/26	V8015500	Vendor ACH	402 APPAREL	400 Supplies & Materials	03211	BSN SPORTS LLC	\$5,800.00
07/29/26	744173	Vendor Check	402 APPAREL	400 Supplies & Materials	12711	TAHO SPORTSWEAR INC	\$768.50
07/10/26	743924	Vendor Check	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	51743	AFFINETY SOLUTIONS	\$2,595.00
07/10/26	743928	Vendor Check	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	F4899	ARVIG	\$19,222.72
07/10/26	743936	Vendor Check	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	56199	CLASSLINK INC	\$68,941.26
07/10/26	743951	Vendor Check	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	55200	HELLOTEAM LLC	\$12,000.00
07/10/26	743956	Vendor Check	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	55014	INSTRUCTURE INC	\$23,979.00
07/10/26	743974	Vendor Check	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	55011	PATCH MY PC LLC	\$12,799.50
07/10/26	743976	Vendor Check	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	56156	POWERSCHOOL GROUP L	\$328,421.30
07/10/26	743977	Vendor Check	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	26548	RAPTOR TECHNOLOGIES	\$55,495.30
07/10/26	743978	Vendor Check	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	55591	RECAST SOFTWARE INC	\$14,250.00
07/10/26	P407158	Epayable	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	51040	ACTIVE INTERNET TEC	\$26,565.00
07/10/26	V8015371	Vendor ACH	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	54537	CDW GOVERNMENT	\$578,880.00
07/10/26	V8015376	Vendor ACH	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	53188	DROPLET SOLUTIONS I	\$74,000.00
07/10/26	V8015379	Vendor ACH	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	F6324	EDUPOINT EDUCATIONA	\$275,820.00
07/10/26	V8015389	Vendor ACH	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	50988	HARVEST TECHNOLOGY	\$51,933.79
07/10/26	V8015418	Vendor ACH	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	08807	RENAISSANCE LEARNIN	\$189,280.00
07/15/26	744020	Vendor Check	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	56315	LEVEL 3 COMMUNICATI	\$11.45

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/15/26	744052	Vendor Check	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	51986	TALKINGPOINTS	\$122,463.00
07/15/26	V8015449	Vendor ACH	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	54537	CDW GOVERNMENT	\$1,406.51
07/15/26	V8015471	Vendor ACH	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	18786	NAGIOS ENTERPRISES	\$6,939.00
07/20/26	V1008574	Electronic Wire Transfer	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	55588	AT&T MOBILITY, LLC	\$1,480.00
07/20/26	V1008604	Electronic Wire Transfer	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	PC0019	US BANK CARD CIESDE	\$30.00
07/20/26	V1008628	Electronic Wire Transfer	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	PC0039	US BANK CARD MDURAN	\$795.00
07/22/26	744064	Vendor Check	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	56325	BOUND, ASPI SOLUTIO	\$2,248.50
07/22/26	744072	Vendor Check	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	53798	EDUTRAK LLC	\$9,103.44
07/22/26	744082	Vendor Check	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	54935	INCIDENT IQ LLC	\$80,066.15
07/22/26	P407183	Epayable	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	51040	ACTIVE INTERNET TEC	\$33,763.00
07/22/26	V8015513	Vendor ACH	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	17806	FRONTLINE EDUCATION	\$84,744.77
07/29/26	V8015551	Vendor ACH	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	54537	CDW GOVERNMENT	-\$312.48
07/29/26	V8015584	Vendor ACH	405 NONINSTRUC SOFTWARE/LICEN	400 Supplies & Materials	55731	SCHOOLSTATUS LLC	\$3,300.00
07/10/26	743927	Vendor Check	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	56081	ARBITERSPORTS LLC	\$7,557.00
07/10/26	743971	Vendor Check	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	26574	MYSTERY SCIENCE INC	\$3,998.00
07/10/26	P407157	Epayable	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	20000	ESGI SOFTWARE	\$1,092.00
07/10/26	V8015359	Vendor ACH	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	53357	ARTICULATE GLOBAL L	\$1,748.00
07/10/26	V8015392	Vendor ACH	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	06627	INFOBASE	\$19,969.39
07/10/26	V8015410	Vendor ACH	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	52205	NOTABLE INC (KAMI)	\$1,937.00
07/10/26	V8015423	Vendor ACH	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	18737	SOUNDZABOUND MUSIC	\$1,670.00
07/10/26	V8015428	Vendor ACH	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	18037	TEACHINGBOOKS.NET	\$1,654.00
07/10/26	V8015434	Vendor ACH	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	12613	WAYSIDE PUBLISHING	\$82,464.60
07/15/26	P407173	Epayable	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	15927	LEARNING A-Z	\$6,547.44
07/15/26	V8015463	Vendor ACH	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	53680	LEXIA LEARNING SYST	\$99.00
07/15/26	V8015465	Vendor ACH	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	08509	MACKIN EDUCATIONAL	\$31,927.67
07/22/26	744101	Vendor Check	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	50927	PAMOJA EDUCATION LT	\$5,961.00
07/29/26	744158	Vendor Check	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	00441	MCGRAW-HILL EDUCATI	\$61,503.00
07/31/26	744197	Vendor Check	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	52830	LENOVO UNITED STATE	\$560.00
07/31/26	744203	Vendor Check	406 INSTRUCT SOFTWARE/LIC AGR	400 Supplies & Materials	D4539	NORTH HENNEPIN COMM	\$36,000.00
07/10/26	743986	Vendor Check	412 WATER TREATMENT	400 Supplies & Materials	55041	STEP SAVER INC	\$1,680.00
07/10/26	743989	Vendor Check	412 WATER TREATMENT	400 Supplies & Materials	56332	TRUE NORTH WATER TR	\$1,324.21
07/29/26	744177	Vendor Check	412 WATER TREATMENT	400 Supplies & Materials	56332	TRUE NORTH WATER TR	\$3,671.71
07/10/26	743965	Vendor Check	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	07513	MENARDS BROOKLYN PA	\$138.32
07/10/26	743985	Vendor Check	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	18539	SITEONE LANDSCAPE S	\$1,508.75
07/10/26	V8015366	Vendor ACH	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	00378	BORDER STATES ELECT	\$266.15
07/10/26	V8015369	Vendor ACH	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	54215	BUILDING CONTROLS &	\$586.85
07/10/26	V8015380	Vendor ACH	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	15834	FERGUSON ENTERPRISE	\$3,664.49
07/10/26	V8015390	Vendor ACH	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	51768	HLS OUTDOOR	\$635.98
07/10/26	V8015406	Vendor ACH	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	09100	MTI DISTRIBUTING CO	\$80.45
07/15/26	744040	Vendor Check	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	07513	MENARDS BROOKLYN PA	\$465.45
07/15/26	P407174	Epayable	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	18784	NORTHWEST LIGHTING	\$2,310.00
07/15/26	V8015447	Vendor ACH	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	00378	BORDER STATES ELECT	\$427.63

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07/15/26	V8015458	Vendor ACH	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	51768	HLS OUTDOOR	\$626.71
07/15/26	V8015473	Vendor ACH	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	17384	NILFISK INC	\$104.62
07/20/26	V1008607	Electronic Wire Transfer	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	PC0021	US BANK CARD CUSTOD	\$404.50
07/20/26	V1008619	Electronic Wire Transfer	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	PC0102	US BANK CARD JBECKE	\$495.60
07/20/26	V1008622	Electronic Wire Transfer	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	PC0023	US BANK CARD JSCHLO	\$136.20
07/20/26	V1008627	Electronic Wire Transfer	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	PC0022	US BANK CARD MAINTEN	\$1,109.64
07/20/26	V1008631	Electronic Wire Transfer	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	PC0081	US BANK CARD PURCHA	\$795.86
07/20/26	V1008633	Electronic Wire Transfer	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	PC0074	US BANK CARD PURCHG	\$985.34
07/22/26	744096	Vendor Check	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	54966	NAPA AUTO PARTS	\$27.25
07/22/26	V8015497	Vendor ACH	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	00378	BORDER STATES ELECT	\$701.30
07/22/26	V8015511	Vendor ACH	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	15834	FERGUSON ENTERPRISE	\$1,960.44
07/22/26	V8015528	Vendor ACH	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	17384	NILFISK INC	\$1,746.55
07/22/26	V8015540	Vendor ACH	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	15270	VIKING ELECTRIC	\$79.35
07/29/26	744148	Vendor Check	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	56262	INGERSOLL-RAND INDU	\$888.33
07/29/26	744160	Vendor Check	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	07513	MENARDS BROOKLYN PA	\$2,786.91
07/29/26	744170	Vendor Check	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	18539	SITEONE LANDSCAPE S	\$1,530.94
07/29/26	P407189	Epayable	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	05641	BATTERIES PLUS MG B	\$539.90
07/29/26	V8015547	Vendor ACH	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	00378	BORDER STATES ELECT	\$153.97
07/29/26	V8015549	Vendor ACH	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	54215	BUILDING CONTROLS &	\$758.83
07/29/26	V8015557	Vendor ACH	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	06823	CUTTER SALES INC	\$192.14
07/29/26	V8015559	Vendor ACH	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	15834	FERGUSON ENTERPRISE	\$3,259.82
07/29/26	V8015562	Vendor ACH	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	51768	HLS OUTDOOR	\$1,972.39
07/29/26	V8015573	Vendor ACH	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	09100	MTI DISTRIBUTING CO	\$268.46
07/29/26	V8015579	Vendor ACH	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	51251	QUALE COMPANIES	\$569.99
07/29/26	V8015581	Vendor ACH	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	22133	REINDERS INC	\$5,550.81
07/29/26	V8015590	Vendor ACH	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	00565	STATE SUPPLY CO INC	\$444.15
07/29/26	V8015596	Vendor ACH	421 REPAIR SUPPLIES - BLDG	400 Supplies & Materials	15270	VIKING ELECTRIC	\$687.03
07/10/26	V8015355	Vendor ACH	422 REPAIR SUPPLIES - EQUIP	400 Supplies & Materials	22094	ACTION RADIO & COMM	\$100.00
07/10/26	V8015371	Vendor ACH	422 REPAIR SUPPLIES - EQUIP	400 Supplies & Materials	54537	CDW GOVERNMENT	\$718.56
07/15/26	V8015443	Vendor ACH	422 REPAIR SUPPLIES - EQUIP	400 Supplies & Materials	22094	ACTION RADIO & COMM	\$1,367.00
07/22/26	V8015494	Vendor ACH	422 REPAIR SUPPLIES - EQUIP	400 Supplies & Materials	22094	ACTION RADIO & COMM	\$127.00
07/22/26	V8015531	Vendor ACH	422 REPAIR SUPPLIES - EQUIP	400 Supplies & Materials	05024	PRO-TEC DESIGN	\$1,339.45
07/29/26	744126	Vendor Check	422 REPAIR SUPPLIES - EQUIP	400 Supplies & Materials	55657	BATTERIES PLUS BLAI	\$3,691.65
07/29/26	V8015544	Vendor ACH	422 REPAIR SUPPLIES - EQUIP	400 Supplies & Materials	22094	ACTION RADIO & COMM	\$506.00
07/29/26	V8015578	Vendor ACH	422 REPAIR SUPPLIES - EQUIP	400 Supplies & Materials	05024	PRO-TEC DESIGN	\$559.25
07/20/26	V1008619	Electronic Wire Transfer	423 PERMITS	400 Supplies & Materials	PC0102	US BANK CARD JBECKE	\$58.95
07/22/26	744092	Vendor Check	423 PERMITS	400 Supplies & Materials	A0504	MN DEPT OF LABOR &	\$1,595.00
07/10/26	743960	Vendor Check	430 INSTR MATERIALS	400 Supplies & Materials	E27136	LARA D JOHNSON	\$29.12
07/10/26	743961	Vendor Check	430 INSTR MATERIALS	400 Supplies & Materials	E21009	TRACY A JUDGE	\$19.98
07/10/26	743987	Vendor Check	430 INSTR MATERIALS	400 Supplies & Materials	F4734	THINK STRETCH LLC	\$3,642.50
07/10/26	P407162	Epayable	430 INSTR MATERIALS	400 Supplies & Materials	00351	SCHMITT MUSIC	\$143.95
07/10/26	V8015353	Vendor ACH	430 INSTR MATERIALS	400 Supplies & Materials	54850	95 PERCENT GROUP LL	\$4,427.50

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/10/26	V8015363	Vendor ACH	430 INSTR MATERIALS	400 Supplies & Materials	09479	BLICK ART MATERIALS	\$353.85
07/15/26	744017	Vendor Check	430 INSTR MATERIALS	400 Supplies & Materials	E24754	LYNETTE C JOHNSON	\$62.76
07/15/26	744044	Vendor Check	430 INSTR MATERIALS	400 Supplies & Materials	56209	SCHOOL SPECIALTY DB	\$2,571.56
07/15/26	744053	Vendor Check	430 INSTR MATERIALS	400 Supplies & Materials	54932	UPPER STORY LLC	\$1,573.15
07/15/26	P407167	Epayable	430 INSTR MATERIALS	400 Supplies & Materials	08889	BARNES & NOBLE	\$551.08
07/15/26	P407168	Epayable	430 INSTR MATERIALS	400 Supplies & Materials	F5616	CUB FOODS BROOKLYN	\$129.42
07/15/26	P407176	Epayable	430 INSTR MATERIALS	400 Supplies & Materials	00351	SCHMITT MUSIC	\$159.27
07/15/26	P407177	Epayable	430 INSTR MATERIALS	400 Supplies & Materials	00390	TOLL GAS & WELDING	\$13.20
07/15/26	V8015442	Vendor ACH	430 INSTR MATERIALS	400 Supplies & Materials	54850	95 PERCENT GROUP LL	\$258.50
07/15/26	V8015445	Vendor ACH	430 INSTR MATERIALS	400 Supplies & Materials	53256	ALTA	\$280.45
07/15/26	V8015448	Vendor ACH	430 INSTR MATERIALS	400 Supplies & Materials	03211	BSN SPORTS LLC	-\$42.00
07/15/26	V8015457	Vendor ACH	430 INSTR MATERIALS	400 Supplies & Materials	00188	GOPHER SPORT	\$15.09
07/15/26	V8015462	Vendor ACH	430 INSTR MATERIALS	400 Supplies & Materials	06538	LAKESHORE LEARNING	\$65.53
07/15/26	V8015489	Vendor ACH	430 INSTR MATERIALS	400 Supplies & Materials	51296	SCHOLASTIC INC	\$0.01
07/20/26	V1008604	Electronic Wire Transfer	430 INSTR MATERIALS	400 Supplies & Materials	PC0019	US BANK CARD CIESDE	\$91.40
07/20/26	V1008605	Electronic Wire Transfer	430 INSTR MATERIALS	400 Supplies & Materials	PC0090	US BANK CARD CIKIDS	\$40.19
07/20/26	V1008610	Electronic Wire Transfer	430 INSTR MATERIALS	400 Supplies & Materials	PC0094	US BANK CARD EBKIDS	\$175.93
07/20/26	V1008617	Electronic Wire Transfer	430 INSTR MATERIALS	400 Supplies & Materials	PC0055	US BANK CARD INDIAN	\$1,479.34
07/20/26	V1008626	Electronic Wire Transfer	430 INSTR MATERIALS	400 Supplies & Materials	PC0038	US BANK CARD LIAVAN	\$137.80
07/20/26	V1008628	Electronic Wire Transfer	430 INSTR MATERIALS	400 Supplies & Materials	PC0039	US BANK CARD MDURAN	\$745.65
07/20/26	V1008631	Electronic Wire Transfer	430 INSTR MATERIALS	400 Supplies & Materials	PC0081	US BANK CARD PURCHA	\$8,757.26
07/20/26	V1008632	Electronic Wire Transfer	430 INSTR MATERIALS	400 Supplies & Materials	PC009	US BANK CARD PURCHB	\$3,509.61
07/20/26	V1008634	Electronic Wire Transfer	430 INSTR MATERIALS	400 Supplies & Materials	PC006	US BANK CARD PURCHO	\$672.29
07/20/26	V1008639	Electronic Wire Transfer	430 INSTR MATERIALS	400 Supplies & Materials	PC0095	US BANK CARD WDKIDS	\$352.43
07/20/26	V1008640	Electronic Wire Transfer	430 INSTR MATERIALS	400 Supplies & Materials	PC0093	US BANK CARD WVRKID	\$237.60
07/20/26	V5035081	Employee Reimbursement	430 INSTR MATERIALS	400 Supplies & Materials	E33984	JILL L LINDL	\$59.39
07/20/26	V5035093	Employee Reimbursement	430 INSTR MATERIALS	400 Supplies & Materials	E33395	LAUREN A MARGOTTA	\$95.00
07/20/26	V5035098	Employee Reimbursement	430 INSTR MATERIALS	400 Supplies & Materials	E35845	CHLOE S MILLARD	\$96.52
07/20/26	V5035110	Employee Reimbursement	430 INSTR MATERIALS	400 Supplies & Materials	E32939	CHRISTOPHER MOUA	\$164.98
07/20/26	V5035133	Employee Reimbursement	430 INSTR MATERIALS	400 Supplies & Materials	E30394	RALEIGH C PAULSON	\$52.00
07/22/26	744073	Vendor Check	430 INSTR MATERIALS	400 Supplies & Materials	E35690	CHRISTINA J EHLERS	\$64.90
07/22/26	744096	Vendor Check	430 INSTR MATERIALS	400 Supplies & Materials	54966	NAPA AUTO PARTS	\$19.47
07/22/26	V8015519	Vendor ACH	430 INSTR MATERIALS	400 Supplies & Materials	08106	JW PEPPER	\$214.98
07/22/26	V8015530	Vendor ACH	430 INSTR MATERIALS	400 Supplies & Materials	03593	PITSCO EDUCATION	\$918.66
07/22/26	V8015533	Vendor ACH	430 INSTR MATERIALS	400 Supplies & Materials	07852	SCHOLASTIC MAGAZINE	\$96.25
07/29/26	744123	Vendor Check	430 INSTR MATERIALS	400 Supplies & Materials	F5454	AMIOT SCHOLASTIC RE	\$395.00
07/29/26	744124	Vendor Check	430 INSTR MATERIALS	400 Supplies & Materials	55172	APEX TROPHY AND AWA	\$168.00
07/29/26	744138	Vendor Check	430 INSTR MATERIALS	400 Supplies & Materials	53998	ECKROTH MUSIC CO	\$513.20
07/29/26	P407191	Epayable	430 INSTR MATERIALS	400 Supplies & Materials	A3975	CUB FOODS MAPLE GRO	\$47.28
07/29/26	V8015555	Vendor ACH	430 INSTR MATERIALS	400 Supplies & Materials	50961	CRESCENT MOON PRODU	\$5,280.00
07/31/26	744193	Vendor Check	430 INSTR MATERIALS	400 Supplies & Materials	D3884	FRANKLIN COVEY	\$587.50
07/31/26	V8015611	Vendor ACH	430 INSTR MATERIALS	400 Supplies & Materials	04031	PIONEER MIDWEST INC	\$215.88

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/10/26	P407152	Epayable	433 INDIV INSTR MATERIAL	400 Supplies & Materials	08889	BARNES & NOBLE	\$206.15
07/15/26	V8015470	Vendor ACH	433 INDIV INSTR MATERIAL	400 Supplies & Materials	15809	N2Y DBA EVERWAY	\$3,486.80
07/15/26	V8015476	Vendor ACH	433 INDIV INSTR MATERIAL	400 Supplies & Materials	06795	PEARSON EDUCATION I	\$243.41
07/20/26	V1008631	Electronic Wire Transfer	433 INDIV INSTR MATERIAL	400 Supplies & Materials	PC0081	US BANK CARD PURCHA	\$1,405.15
07/20/26	V5034988	Employee Reimbursement	433 INDIV INSTR MATERIAL	400 Supplies & Materials	E27323	SARAH R LANCETTE	\$434.49
07/29/26	V8015583	Vendor ACH	433 INDIV INSTR MATERIAL	400 Supplies & Materials	52245	SCHOOL SPECIALTY LL	\$243.34
07/20/26	V1008607	Electronic Wire Transfer	440 FUEL	400 Supplies & Materials	PC0021	US BANK CARD CUSTOD	\$631.13
07/20/26	V1008614	Electronic Wire Transfer	440 FUEL	400 Supplies & Materials	PC0037	US BANK CARD FOODNU	\$17.93
07/20/26	V1008627	Electronic Wire Transfer	440 FUEL	400 Supplies & Materials	PC0022	US BANK CARD MAINTEN	\$900.03
07/29/26	744188	Vendor Check	440 FUEL	400 Supplies & Materials	53992	WEX BANK	\$5,986.87
07/20/26	V1008607	Electronic Wire Transfer	444 REPAIR SUPPLY - VEHICLES	400 Supplies & Materials	PC0021	US BANK CARD CUSTOD	\$54.21
07/10/26	V8015384	Vendor ACH	450 MATERIALS - RESALE	400 Supplies & Materials	00193	GROTH MUSIC COMPANY	\$149.50
07/10/26	V8015427	Vendor ACH	450 MATERIALS - RESALE	400 Supplies & Materials	53940	SWEETWATER SOUND LL	\$342.00
07/20/26	V1008632	Electronic Wire Transfer	450 MATERIALS - RESALE	400 Supplies & Materials	PC009	US BANK CARD PURCHB	\$113.96
07/29/26	744138	Vendor Check	450 MATERIALS - RESALE	400 Supplies & Materials	53998	ECKROTH MUSIC CO	\$666.33
07/29/26	744173	Vendor Check	450 MATERIALS - RESALE	400 Supplies & Materials	12711	TAHO SPORTSWEAR INC	\$4,374.50
07/20/26	V1008631	Electronic Wire Transfer	455 NON-INSTRUCT TECH SUPPLY	400 Supplies & Materials	PC0081	US BANK CARD PURCHA	\$6.63
07/20/26	V1008631	Electronic Wire Transfer	456 INSTRUCTIONAL TECH SUPPLY	400 Supplies & Materials	PC0081	US BANK CARD PURCHA	\$169.80
07/10/26	743938	Vendor Check	460 TEXTBOOKS & WORKBOOKS	400 Supplies & Materials	F5288	DAKHOTA IAPI OKHODA	\$2,700.00
07/10/26	743972	Vendor Check	460 TEXTBOOKS & WORKBOOKS	400 Supplies & Materials	00493	OXFORD UNIVERSITY P	\$12,046.55
07/10/26	V8015425	Vendor ACH	460 TEXTBOOKS & WORKBOOKS	400 Supplies & Materials	04918	STEVE WEISS MUSIC	\$20,794.95
07/15/26	744005	Vendor Check	460 TEXTBOOKS & WORKBOOKS	400 Supplies & Materials	52728	AMPLIFY EDUCATION I	\$6,727.34
07/15/26	V8015467	Vendor ACH	460 TEXTBOOKS & WORKBOOKS	400 Supplies & Materials	16958	MATH LEARNING CENTE	\$5,445.00
07/20/26	V1008634	Electronic Wire Transfer	460 TEXTBOOKS & WORKBOOKS	400 Supplies & Materials	PC006	US BANK CARD PURCHO	\$562.79
07/22/26	V8015493	Vendor ACH	460 TEXTBOOKS & WORKBOOKS	400 Supplies & Materials	54850	95 PERCENT GROUP LL	\$4,537.50
07/22/26	V8015524	Vendor ACH	460 TEXTBOOKS & WORKBOOKS	400 Supplies & Materials	16958	MATH LEARNING CENTE	\$792.00
07/23/26	744120	Vendor Check	460 TEXTBOOKS & WORKBOOKS	400 Supplies & Materials	F5288	DAKHOTA IAPI OKHODA	\$19,628.09
07/29/26	744158	Vendor Check	460 TEXTBOOKS & WORKBOOKS	400 Supplies & Materials	00441	MCGRAW-HILL EDUCATI	\$95,664.24
07/29/26	V8015569	Vendor ACH	460 TEXTBOOKS & WORKBOOKS	400 Supplies & Materials	16958	MATH LEARNING CENTE	\$2,090.00
07/10/26	743923	Vendor Check	461 STANDARDIZED TESTS	400 Supplies & Materials	06959	ACT INC	\$2,733.50
07/10/26	P407153	Epayable	465 NON-INSTRUCT TECH DEVICES	400 Supplies & Materials	05641	BATTERIES PLUS MG B	\$617.40
07/10/26	V8015371	Vendor ACH	465 NON-INSTRUCT TECH DEVICES	400 Supplies & Materials	54537	CDW GOVERNMENT	\$9,043.67
07/15/26	744003	Vendor Check	465 NON-INSTRUCT TECH DEVICES	400 Supplies & Materials	51333	ALL STATE COMMUNICA	\$1,540.00
07/15/26	V8015449	Vendor ACH	465 NON-INSTRUCT TECH DEVICES	400 Supplies & Materials	54537	CDW GOVERNMENT	\$2,671.61
07/22/26	744067	Vendor Check	465 NON-INSTRUCT TECH DEVICES	400 Supplies & Materials	56306	COMLINK SOLUTIONS L	\$4,500.00
07/22/26	744106	Vendor Check	465 NON-INSTRUCT TECH DEVICES	400 Supplies & Materials	56300	ROCKET ALUMNI SOLUT	\$4,999.00
07/22/26	V8015502	Vendor ACH	465 NON-INSTRUCT TECH DEVICES	400 Supplies & Materials	54537	CDW GOVERNMENT	\$35.85
07/29/26	744121	Vendor Check	465 NON-INSTRUCT TECH DEVICES	400 Supplies & Materials	51333	ALL STATE COMMUNICA	\$2,537.00
07/29/26	P407189	Epayable	465 NON-INSTRUCT TECH DEVICES	400 Supplies & Materials	05641	BATTERIES PLUS MG B	\$219.50
07/29/26	V8015551	Vendor ACH	465 NON-INSTRUCT TECH DEVICES	400 Supplies & Materials	54537	CDW GOVERNMENT	\$4,174.40
07/29/26	V8015558	Vendor ACH	465 NON-INSTRUCT TECH DEVICES	400 Supplies & Materials	55642	EXPRESS IDENTIFICAT	\$2,980.00
07/31/26	744191	Vendor Check	465 NON-INSTRUCT TECH DEVICES	400 Supplies & Materials	F4899	ARVIG	\$6,750.00

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/10/26	V8015371	Vendor ACH	466 INSTRUCTIONAL TECH DEVICE	400 Supplies & Materials	54537	CDW GOVERNMENT	\$92,296.40
07/10/26	V8015372	Vendor ACH	466 INSTRUCTIONAL TECH DEVICE	400 Supplies & Materials	54641	CHROMEBOOKPARTS.COM	\$2,813.00
07/10/26	V8015383	Vendor ACH	466 INSTRUCTIONAL TECH DEVICE	400 Supplies & Materials	52897	GOPHERMODS LLC	\$2,749.00
07/10/26	V8015431	Vendor ACH	466 INSTRUCTIONAL TECH DEVICE	400 Supplies & Materials	56265	TRAFERA LLC	\$2,005,728.00
07/29/26	V8015552	Vendor ACH	466 INSTRUCTIONAL TECH DEVICE	400 Supplies & Materials	54641	CHROMEBOOKPARTS.COM	\$922.50
07/10/26	P407152	Epayable	470 MEDIA RESOURCES	400 Supplies & Materials	08889	BARNES & NOBLE	\$201.45
07/10/26	V8015398	Vendor ACH	470 MEDIA RESOURCES	400 Supplies & Materials	08509	MACKIN EDUCATIONAL	\$2,092.05
07/15/26	V8015455	Vendor ACH	470 MEDIA RESOURCES	400 Supplies & Materials	53033	FOLLETT CONTENT SOL	\$2,739.33
07/15/26	V8015465	Vendor ACH	470 MEDIA RESOURCES	400 Supplies & Materials	08509	MACKIN EDUCATIONAL	\$2,950.02
07/15/26	V8015477	Vendor ACH	470 MEDIA RESOURCES	400 Supplies & Materials	09272	PERMA-BOUND BOOKS	\$951.17
07/20/26	V1008604	Electronic Wire Transfer	470 MEDIA RESOURCES	400 Supplies & Materials	PC0019	US BANK CARD CIESDE	\$197.80
07/20/26	V1008631	Electronic Wire Transfer	470 MEDIA RESOURCES	400 Supplies & Materials	PC0081	US BANK CARD PURCHA	\$28.00
07/22/26	V8015523	Vendor ACH	470 MEDIA RESOURCES	400 Supplies & Materials	08509	MACKIN EDUCATIONAL	\$413.95
07/29/26	V8015567	Vendor ACH	470 MEDIA RESOURCES	400 Supplies & Materials	08509	MACKIN EDUCATIONAL	\$975.69
07/10/26	V8015378	Vendor ACH	489 PERIODICALS & NWSPR	400 Supplies & Materials	54645	ECM PUBLISHERS INC	\$74.50
07/10/26	743948	Vendor Check	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	E35433	MEGHAN B GEHRMAN	\$20.61
07/10/26	743954	Vendor Check	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	E20055	DEBORAH L HUGHES	\$44.43
07/10/26	743961	Vendor Check	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	E21009	TRACY A JUDGE	\$69.39
07/10/26	P407154	Epayable	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	F5616	CUB FOODS BROOKLYN	\$1,035.39
07/10/26	P407155	Epayable	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	A3975	CUB FOODS MAPLE GRO	\$28.12
07/10/26	V8015411	Vendor ACH	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	50455	PANERA BREAD COMPAN	\$137.51
07/15/26	744017	Vendor Check	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	E24754	LYNETTE C JOHNSON	\$24.16
07/15/26	P407168	Epayable	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	F5616	CUB FOODS BROOKLYN	\$358.73
07/20/26	V1008606	Electronic Wire Transfer	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	PC0033	US BANK CARD COMMED	\$249.17
07/20/26	V1008609	Electronic Wire Transfer	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	PC0098	US BANK CARD DLTLOP	\$596.37
07/20/26	V1008611	Electronic Wire Transfer	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	PC0080	US BANK CARD ELPROG	\$59.43
07/20/26	V1008612	Electronic Wire Transfer	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	PC0051	US BANK CARD EQUITY	\$3,840.00
07/20/26	V1008613	Electronic Wire Transfer	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	PC0111	US BANK CARD EWILHE	\$264.51
07/20/26	V1008616	Electronic Wire Transfer	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	PC0059	US BANK CARD I2T2 D	\$53.24
07/20/26	V1008623	Electronic Wire Transfer	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	PC0078	US BANK CARD KHIEL	\$266.55
07/20/26	V1008625	Electronic Wire Transfer	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	PC0079	US BANK CARD KVILLE	\$174.12
07/20/26	V1008629	Electronic Wire Transfer	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	PC0084	US BANK CARD MNEWEL	\$672.69
07/20/26	V1008631	Electronic Wire Transfer	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	PC0081	US BANK CARD PURCHA	\$498.97
07/20/26	V5034959	Employee Reimbursement	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	E34141	SONNI BUERSKIN	\$18.79
07/20/26	V5034999	Employee Reimbursement	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	E35642	DOMINIC T FEESS	\$223.05
07/20/26	V5035026	Employee Reimbursement	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	E19111	MELISSA L CARSTENS	\$47.99
07/20/26	V5035066	Employee Reimbursement	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	E9509	KATHERINE KUST	\$30.20
07/20/26	V5035075	Employee Reimbursement	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	E28293	KAITLYN A LEININGER	\$75.95
07/20/26	V5035147	Employee Reimbursement	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	E31019	ELIZABETH A RONNING	\$307.97
07/20/26	V5035190	Employee Reimbursement	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	E29002	AMY M UMPHREY	\$29.42
07/20/26	V5035219	Employee Reimbursement	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	E27785	SARAH J ZOLLARS	\$34.50
07/22/26	P407181	Epayable	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	F5616	CUB FOODS BROOKLYN	\$909.36

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/22/26	P407182	Epayable	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	A3975	CUB FOODS MAPLE GRO	\$298.97
07/27/26	P407187	Epayable	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	F5616	CUB FOODS BROOKLYN	\$909.16
07/29/26	P407190	Epayable	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	F5616	CUB FOODS BROOKLYN	\$440.47
07/29/26	P407191	Epayable	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	A3975	CUB FOODS MAPLE GRO	\$352.43
07/31/26	P407200	Epayable	490 FOOD/FOOD FROM WAREHOUSE	400 Supplies & Materials	A3975	CUB FOODS MAPLE GRO	\$152.11
07/10/26	V8015424	Vendor ACH	495 MILK	400 Supplies & Materials	50992	ST PAUL BEVERAGE SO	\$20,674.00
07/15/26	P407169	Epayable	497 FOOD - NON-WAREHOUSE	400 Supplies & Materials	A3975	CUB FOODS MAPLE GRO	\$67.43
07/15/26	P407172	Epayable	497 FOOD - NON-WAREHOUSE	400 Supplies & Materials	00228	KARLSBURGER FOODS I	\$236.40
07/15/26	P407175	Epayable	497 FOOD - NON-WAREHOUSE	400 Supplies & Materials	05778	PAN-O-GOLD BAKING C	\$2,406.48
07/15/26	V8015459	Vendor ACH	497 FOOD - NON-WAREHOUSE	400 Supplies & Materials	F6278	INDIANHEAD FOODSERV	\$154,951.43
07/22/26	P407182	Epayable	497 FOOD - NON-WAREHOUSE	400 Supplies & Materials	A3975	CUB FOODS MAPLE GRO	\$16.93
07/20/26	V5035175	Employee Reimbursement	498 OTHER SUPPLIES/MATERIALS	400 Supplies & Materials	E22792	DANIEL R STONE	\$354.22
				400 Supplies & Materials Subtotal			\$5,260,315.04
07/22/26	V8015522	Vendor ACH	511 SITE IMPROVEMENTS	500 Capital Expenditures	17808	LARSON ENGINEERING	\$650.00
07/22/26	V8015538	Vendor ACH	511 SITE IMPROVEMENTS	500 Capital Expenditures	54646	TOWN & COUNTRY FENC	\$6,690.00
07/31/26	V8015606	Vendor ACH	511 SITE IMPROVEMENTS	500 Capital Expenditures	17808	LARSON ENGINEERING	\$2,850.00
07/10/26	743967	Vendor Check	520 BLDG ACQUISTION OR CONST	500 Capital Expenditures	55192	MEYER-ROHLIN LAND S	\$2,929.00
07/10/26	V8015367	Vendor ACH	520 BLDG ACQUISTION OR CONST	500 Capital Expenditures	15278	BRAUN INTERTEC CORP	\$2,175.00
07/10/26	V8015368	Vendor ACH	520 BLDG ACQUISTION OR CONST	500 Capital Expenditures	56255	BRENNAN CONSTRUCTIO	\$15,362.92
07/10/26	V8015386	Vendor ACH	520 BLDG ACQUISTION OR CONST	500 Capital Expenditures	16037	H & B SPECIALIZED P	\$7,341.00
07/10/26	V8015391	Vendor ACH	520 BLDG ACQUISTION OR CONST	500 Capital Expenditures	53089	ICS CONSULTING LLC	\$73,525.86
07/10/26	V8015395	Vendor ACH	520 BLDG ACQUISTION OR CONST	500 Capital Expenditures	54008	JORGENSEN CONSTRUCT	\$571,519.66
07/10/26	V8015402	Vendor ACH	520 BLDG ACQUISTION OR CONST	500 Capital Expenditures	53723	MCDOWALL COMPANY	\$544,761.13
07/10/26	V8015416	Vendor ACH	520 BLDG ACQUISTION OR CONST	500 Capital Expenditures	05024	PRO-TEC DESIGN	\$100,611.90
07/10/26	V8015436	Vendor ACH	520 BLDG ACQUISTION OR CONST	500 Capital Expenditures	F5448	WOLD ARCHITECTS AND	\$131,110.19
07/15/26	744013	Vendor Check	520 BLDG ACQUISTION OR CONST	500 Capital Expenditures	53104	GREEN2 ELECTRIC LLC	\$41,783.10
07/15/26	744039	Vendor Check	520 BLDG ACQUISTION OR CONST	500 Capital Expenditures	09944	MAPLE GROVE, CITY O	\$6,334.00
07/15/26	V8015449	Vendor ACH	520 BLDG ACQUISTION OR CONST	500 Capital Expenditures	54537	CDW GOVERNMENT	\$367.28
07/15/26	V8015453	Vendor ACH	520 BLDG ACQUISTION OR CONST	500 Capital Expenditures	16375	EBERT CONSTRUCTION	\$2,308,958.52
07/15/26	V8015469	Vendor ACH	520 BLDG ACQUISTION OR CONST	500 Capital Expenditures	53723	MCDOWALL COMPANY	\$56,004.25
07/15/26	V8015472	Vendor ACH	520 BLDG ACQUISTION OR CONST	500 Capital Expenditures	F1478	NEW LOOK CONTRACTIN	\$71,091.54
07/15/26	V8015487	Vendor ACH	520 BLDG ACQUISTION OR CONST	500 Capital Expenditures	55702	W GOHMAN CONSTRUCTI	\$1,450,379.86
07/22/26	744062	Vendor Check	520 BLDG ACQUISTION OR CONST	500 Capital Expenditures	08178	ATS&R	\$14,170.62
07/22/26	744070	Vendor Check	520 BLDG ACQUISTION OR CONST	500 Capital Expenditures	56543	DAKA CORPORATION	\$465,635.47
07/22/26	744079	Vendor Check	520 BLDG ACQUISTION OR CONST	500 Capital Expenditures	F4750	HALLBERG ENGINEERIN	\$1,100.00
07/22/26	744081	Vendor Check	520 BLDG ACQUISTION OR CONST	500 Capital Expenditures	00616	HORIZON EQUIPMENT L	\$21,976.73
07/22/26	744094	Vendor Check	520 BLDG ACQUISTION OR CONST	500 Capital Expenditures	56593	MOLIN CONCRETE PROD	\$364,464.20
07/22/26	744112	Vendor Check	520 BLDG ACQUISTION OR CONST	500 Capital Expenditures	56048	SUMMIT FIRE PROTECT	\$2,994.40
07/22/26	744113	Vendor Check	520 BLDG ACQUISTION OR CONST	500 Capital Expenditures	08537	TK ELEVATOR CORPORA	\$52,434.87
07/22/26	744117	Vendor Check	520 BLDG ACQUISTION OR CONST	500 Capital Expenditures	56557	WENZEL PLUMBING & H	\$48,573.50
07/22/26	V8015498	Vendor ACH	520 BLDG ACQUISTION OR CONST	500 Capital Expenditures	15278	BRAUN INTERTEC CORP	\$4,208.50
07/22/26	V8015499	Vendor ACH	520 BLDG ACQUISTION OR CONST	500 Capital Expenditures	56255	BRENNAN CONSTRUCTIO	\$91,212.65

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07/22/26	V8015509	Vendor ACH	520 BLDG ACQUISTION OR CONST	500 Capital Expenditures	16375	EBERT CONSTRUCTION	\$399,650.44
07/22/26	V8015521	Vendor ACH	520 BLDG ACQUISTION OR CONST	500 Capital Expenditures	56320	KLEIN ELECTRIC	\$51,730.42
07/22/26	V8015535	Vendor ACH	520 BLDG ACQUISTION OR CONST	500 Capital Expenditures	50836	SUNDE LAND SURVEYIN	\$1,983.52
07/29/26	744190	Vendor Check	520 BLDG ACQUISTION OR CONST	500 Capital Expenditures	00300	XCEL ENERGY	\$142.73
07/29/26	V8015546	Vendor ACH	520 BLDG ACQUISTION OR CONST	500 Capital Expenditures	15800	B & H PHOTOVIDEO	\$976.88
07/29/26	V8015548	Vendor ACH	520 BLDG ACQUISTION OR CONST	500 Capital Expenditures	15278	BRAUN INTERTEC CORP	\$22,712.75
07/29/26	V8015561	Vendor ACH	520 BLDG ACQUISTION OR CONST	500 Capital Expenditures	16037	H & B SPECIALIZED P	\$4,396.17
07/29/26	V8015568	Vendor ACH	520 BLDG ACQUISTION OR CONST	500 Capital Expenditures	55985	MASTERCUT TREE SERV	\$7,800.00
07/29/26	V8015580	Vendor ACH	520 BLDG ACQUISTION OR CONST	500 Capital Expenditures	25239	RAK CONSTRUCTION	\$58,693.09
07/29/26	V8015591	Vendor ACH	520 BLDG ACQUISTION OR CONST	500 Capital Expenditures	50836	SUNDE LAND SURVEYIN	\$1,326.20
07/29/26	V8015599	Vendor ACH	520 BLDG ACQUISTION OR CONST	500 Capital Expenditures	55881	WM CORPORATE SERVIC	\$3,395.95
07/31/26	V8015604	Vendor ACH	520 BLDG ACQUISTION OR CONST	500 Capital Expenditures	07766	INSTITUTE FOR ENVIR	\$1,454.51
07/31/26	V8015614	Vendor ACH	520 BLDG ACQUISTION OR CONST	500 Capital Expenditures	56082	SECURITY 101 HOLDIN	\$19,246.67
07/10/26	743944	Vendor Check	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	18797	FLICEK WELDING	\$62,550.00
07/10/26	P407163	Epayable	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	02314	TRANE	\$344,582.00
07/10/26	P407164	Epayable	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	18228	TREMCO/WEATHERPROOF	\$140,445.47
07/10/26	V8015356	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	50088	AID ELECTRIC CORPOR	\$296.00
07/10/26	V8015368	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	56255	BRENNAN CONSTRUCTIO	\$83,667.17
07/10/26	V8015387	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	50978	H2I GROUP	\$34,920.00
07/10/26	V8015391	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	53089	ICS CONSULTING LLC	\$260,563.95
07/10/26	V8015394	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	52611	JOHNSON CONTROLS FI	\$4,398.66
07/10/26	V8015395	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	54008	JORGENSEN CONSTRUCT	\$973,128.09
07/10/26	V8015396	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	51318	KUE CONTRACTORS INC	\$211,644.80
07/10/26	V8015402	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	53723	MCDOWALL COMPANY	\$2,179,044.52
07/10/26	V8015404	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	50693	MICHAEL BASICH INC	\$8,725.00
07/10/26	V8015420	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	18914	RICOH USA	\$200.00
07/10/26	V8015422	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	18493	SHERWIN-WILLIAMS CO	\$1,206.98
07/10/26	V8015432	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	08752	TWIN CITY GARAGE DO	\$14,650.00
07/10/26	V8015436	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	F5448	WOLD ARCHITECTS AND	\$259,148.22
07/15/26	744014	Vendor Check	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	50978	H2I GROUP	\$34,920.00
07/15/26	744048	Vendor Check	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	F5353	ROCHON CORPORATION	\$876,351.99
07/15/26	V8015453	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	16375	EBERT CONSTRUCTION	\$1,074,502.24
07/15/26	V8015461	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	52611	JOHNSON CONTROLS FI	\$4,024.18
07/15/26	V8015468	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	05140	MAVO SYSTEMS INC	\$75,000.00
07/15/26	V8015480	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	18493	SHERWIN-WILLIAMS CO	\$62.25
07/15/26	V8015487	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	55702	W GOHMAN CONSTRUCTI	\$944,914.14
07/22/26	744063	Vendor Check	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	56412	B&D ASSOCIATES LLC	\$55,765.00
07/22/26	744068	Vendor Check	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	56545	COMMERCIAL DRYWALL,	\$51,437.75
07/22/26	744077	Vendor Check	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	56550	FORD METRO INC	\$23,398.50
07/22/26	744078	Vendor Check	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	56544	FRONTIER FIRE PROTE	\$17,480.00
07/22/26	744089	Vendor Check	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	56548	MINNESOTA ACOUSTICS	\$7,600.00
07/22/26	P407185	Epayable	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	18228	TREMCO/WEATHERPROOF	\$310.50

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/22/26	V8015496	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	56341	AJ MOORE ELECTRIC,	\$352,495.60
07/22/26	V8015498	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	15278	BRAUN INTERTEC CORP	\$873.00
07/22/26	V8015499	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	56255	BRENNAN CONSTRUCTIO	\$496,748.53
07/22/26	V8015506	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	53441	CONSTRUCTION RESULT	\$55,363.67
07/22/26	V8015509	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	16375	EBERT CONSTRUCTION	\$181,076.39
07/22/26	V8015518	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	52611	JOHNSON CONTROLS FI	\$6,146.90
07/22/26	V8015522	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	17808	LARSON ENGINEERING	\$7,740.00
07/22/26	V8015525	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	53723	MCDOWALL COMPANY	\$866,691.65
07/22/26	V8015532	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	18914	RICOH USA	\$464.00
07/22/26	V8015534	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	18493	SHERWIN-WILLIAMS CO	\$2,549.30
07/22/26	V8015539	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	15341	UHL COMPANY INC	\$2,939.92
07/29/26	744135	Vendor Check	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	55173	CUMMINS SALES AND S	\$6,141.73
07/29/26	744137	Vendor Check	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	56441	DUININCK, INC	\$489,497.98
07/29/26	744140	Vendor Check	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	56609	EL-JAY PLUMBING & H	\$1,500.00
07/29/26	744141	Vendor Check	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	12746	ENVIROBATE METRO IN	\$21,508.00
07/29/26	744174	Vendor Check	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	56389	TENMAT INC	\$27,319.66
07/29/26	744186	Vendor Check	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	55274	VENT GUYS INC	\$1,317.50
07/29/26	P407197	Epayable	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	02314	TRANE	\$1,684.08
07/29/26	V8015545	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	50088	AID ELECTRIC CORPOR	\$18,129.00
07/29/26	V8015554	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	53441	CONSTRUCTION RESULT	\$117,670.43
07/29/26	V8015566	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	52611	JOHNSON CONTROLS FI	\$4,784.72
07/29/26	V8015571	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	53723	MCDOWALL COMPANY	\$1,271.04
07/29/26	V8015582	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	22087	SAFETYFIRST PLAYGRO	\$12,819.56
07/29/26	V8015586	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	18493	SHERWIN-WILLIAMS CO	\$979.24
07/29/26	V8015589	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	05077	ST PAUL LINOLEUM &	\$32,372.00
07/29/26	V8015598	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	08835	WL HALL COMPANY	\$5,600.00
07/31/26	V8015604	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	07766	INSTITUTE FOR ENVIR	\$14,320.62
07/31/26	V8015606	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	17808	LARSON ENGINEERING	\$9,227.00
07/31/26	V8015609	Vendor ACH	522 BUILDING IMPROVEMENTS	500 Capital Expenditures	05140	MAVO SYSTEMS INC	\$75,160.00
07/10/26	743934	Vendor Check	530 REPLACEMENT EQUIPMENT	500 Capital Expenditures	00069	BRIN GLASS COMPANY	\$95.03
07/10/26	743941	Vendor Check	530 REPLACEMENT EQUIPMENT	500 Capital Expenditures	55370	FARM-RITE EQUIPMENT	\$39,081.81
07/10/26	743982	Vendor Check	530 REPLACEMENT EQUIPMENT	500 Capital Expenditures	55066	SAMSARA INC	\$2,428.80
07/10/26	V8015355	Vendor ACH	530 REPLACEMENT EQUIPMENT	500 Capital Expenditures	22094	ACTION RADIO & COMM	\$2,722.50
07/10/26	V8015364	Vendor ACH	530 REPLACEMENT EQUIPMENT	500 Capital Expenditures	17015	BOELTER COMPANIES	\$405.36
07/10/26	V8015406	Vendor ACH	530 REPLACEMENT EQUIPMENT	500 Capital Expenditures	09100	MTI DISTRIBUTING CO	\$57,004.84
07/10/26	V8015416	Vendor ACH	530 REPLACEMENT EQUIPMENT	500 Capital Expenditures	05024	PRO-TEC DESIGN	\$65,234.42
07/15/26	744040	Vendor Check	530 REPLACEMENT EQUIPMENT	500 Capital Expenditures	07513	MENARDS BROOKLYN PA	\$109.91
07/15/26	P407177	Epayable	530 REPLACEMENT EQUIPMENT	500 Capital Expenditures	00390	TOLL GAS & WELDING	\$5,112.35
07/15/26	V8015462	Vendor ACH	530 REPLACEMENT EQUIPMENT	500 Capital Expenditures	06538	LAKESHORE LEARNING	\$918.61
07/20/26	V1008633	Electronic Wire Transfer	530 REPLACEMENT EQUIPMENT	500 Capital Expenditures	PC0074	US BANK CARD PURCHG	\$507.70
07/22/26	744060	Vendor Check	530 REPLACEMENT EQUIPMENT	500 Capital Expenditures	F4899	ARVIG	\$1,499.28
07/22/26	744086	Vendor Check	530 REPLACEMENT EQUIPMENT	500 Capital Expenditures	20162	M&G TRAILER SALES,	\$1,991.21

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/22/26	744088	Vendor Check	530 REPLACEMENT EQUIPMENT	500 Capital Expenditures	07513	MENARDS BROOKLYN PA	\$14.37
07/22/26	744110	Vendor Check	530 REPLACEMENT EQUIPMENT	500 Capital Expenditures	55041	STEP SAVER INC	\$3,791.52
07/22/26	V8015541	Vendor ACH	530 REPLACEMENT EQUIPMENT	500 Capital Expenditures	08835	WL HALL COMPANY	\$4,825.97
07/29/26	744128	Vendor Check	530 REPLACEMENT EQUIPMENT	500 Capital Expenditures	00069	BRIN GLASS COMPANY	\$94.63
07/29/26	744143	Vendor Check	530 REPLACEMENT EQUIPMENT	500 Capital Expenditures	53156	FLOWPATH CORPORATIO	\$14,000.00
07/29/26	744160	Vendor Check	530 REPLACEMENT EQUIPMENT	500 Capital Expenditures	07513	MENARDS BROOKLYN PA	\$77.05
07/29/26	744175	Vendor Check	530 REPLACEMENT EQUIPMENT	500 Capital Expenditures	53549	TMI SYSTEMS CORPORA	\$4,813.00
07/29/26	744176	Vendor Check	530 REPLACEMENT EQUIPMENT	500 Capital Expenditures	52500	TMJ WOOD PRODUCTS	\$4,500.00
07/29/26	P407192	Epayable	530 REPLACEMENT EQUIPMENT	500 Capital Expenditures	18024	DEERE & COMPANY	\$50,664.43
07/29/26	P407193	Epayable	530 REPLACEMENT EQUIPMENT	500 Capital Expenditures	01841	ELECTRIC MOTOR REPA	\$1,900.06
07/29/26	V8015544	Vendor ACH	530 REPLACEMENT EQUIPMENT	500 Capital Expenditures	22094	ACTION RADIO & COMM	\$6,105.00
07/29/26	V8015556	Vendor ACH	530 REPLACEMENT EQUIPMENT	500 Capital Expenditures	15755	CRYSTEEL TRUCK EQUI	\$5,412.00
07/10/26	V8015436	Vendor ACH	534 FURNITURE	500 Capital Expenditures	F5448	WOLD ARCHITECTS AND	\$6,493.38
07/15/26	744011	Vendor Check	534 FURNITURE	500 Capital Expenditures	55462	CONTINUA INTERIORS	\$1,329.64
07/15/26	V8015446	Vendor ACH	534 FURNITURE	500 Capital Expenditures	55071	BELSON OUTDOORS LLC	\$2,601.82
07/15/26	V8015460	Vendor ACH	534 FURNITURE	500 Capital Expenditures	17401	INNOVATIVE OFFICE S	\$226.00
07/15/26	V8015462	Vendor ACH	534 FURNITURE	500 Capital Expenditures	06538	LAKESHORE LEARNING	\$48,687.50
07/15/26	V8015475	Vendor ACH	534 FURNITURE	500 Capital Expenditures	26568	OFFICE LIQUIDATORS	\$4,535.00
07/29/26	744133	Vendor Check	534 FURNITURE	500 Capital Expenditures	55462	CONTINUA INTERIORS	\$1,634.06
07/29/26	V8015565	Vendor ACH	534 FURNITURE	500 Capital Expenditures	17401	INNOVATIVE OFFICE S	\$1,054,399.09
07/29/26	V8015576	Vendor ACH	534 FURNITURE	500 Capital Expenditures	26568	OFFICE LIQUIDATORS	\$359.00
07/29/26	V8015583	Vendor ACH	534 FURNITURE	500 Capital Expenditures	52245	SCHOOL SPECIALTY LL	\$89,023.59
07/29/26	V8015597	Vendor ACH	534 FURNITURE	500 Capital Expenditures	00413	WENGER CORPORATION	\$17,079.50
07/31/26	V8015613	Vendor ACH	534 FURNITURE	500 Capital Expenditures	52245	SCHOOL SPECIALTY LL	\$75,016.71
07/10/26	V8015371	Vendor ACH	540 EQUIPMENT	500 Capital Expenditures	54537	CDW GOVERNMENT	\$834.88
07/15/26	V8015448	Vendor ACH	540 EQUIPMENT	500 Capital Expenditures	03211	BSN SPORTS LLC	\$1,431.00
07/20/26	V1008631	Electronic Wire Transfer	540 EQUIPMENT	500 Capital Expenditures	PC0081	US BANK CARD PURCHA	\$1,938.95
07/20/26	V1008632	Electronic Wire Transfer	540 EQUIPMENT	500 Capital Expenditures	PC009	US BANK CARD PURCHB	\$4,027.07
07/22/26	V8015527	Vendor ACH	540 EQUIPMENT	500 Capital Expenditures	F3946	MUSKA ELECTRIC	\$5,745.17
07/29/26	744187	Vendor Check	540 EQUIPMENT	500 Capital Expenditures	50814	VERSARE SOLUTIONS L	\$3,926.11
07/29/26	P407195	Epayable	540 EQUIPMENT	500 Capital Expenditures	00351	SCHMITT MUSIC	\$2,866.00
07/29/26	V8015551	Vendor ACH	540 EQUIPMENT	500 Capital Expenditures	54537	CDW GOVERNMENT	\$171.55
07/29/26	V8015592	Vendor ACH	540 EQUIPMENT	500 Capital Expenditures	53940	SWEETWATER SOUND LL	\$1,802.32
07/10/26	V8015416	Vendor ACH	555 NONINSTRUCT TECH HARDWARE	500 Capital Expenditures	05024	PRO-TEC DESIGN	\$36,139.05
07/10/26	V8015421	Vendor ACH	555 NONINSTRUCT TECH HARDWARE	500 Capital Expenditures	56082	SECURITY 101 HOLDIN	\$174,802.47
07/15/26	744019	Vendor Check	555 NONINSTRUCT TECH HARDWARE	500 Capital Expenditures	18625	LITERACY MINNESOTA	\$19,541.33
07/22/26	V8015531	Vendor ACH	555 NONINSTRUCT TECH HARDWARE	500 Capital Expenditures	05024	PRO-TEC DESIGN	\$103,621.00
07/29/26	V8015578	Vendor ACH	555 NONINSTRUCT TECH HARDWARE	500 Capital Expenditures	05024	PRO-TEC DESIGN	\$24,248.67
07/29/26	V8015585	Vendor ACH	555 NONINSTRUCT TECH HARDWARE	500 Capital Expenditures	56082	SECURITY 101 HOLDIN	\$46,035.14
07/22/26	744060	Vendor Check	556 INSTRUCT TECH HARDWARE	500 Capital Expenditures	F4899	ARVIG	\$92,537.89
07/31/26	V1008646	Electronic Wire Transfer	560 PRIN ON COMP/TECH LEASES	500 Capital Expenditures	17815	MN TRUST	\$967,692.17
07/31/26	V1008646	Electronic Wire Transfer	561 INT ON COMP/TECH LEASES	500 Capital Expenditures	17815	MN TRUST	\$68,123.19

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/31/26	V1008646	Electronic Wire Transfer	580 PRINCIPAL ON CAP LEASE	500 Capital Expenditures	17815	MN TRUST	\$96,316.07
07/31/26	V1008646	Electronic Wire Transfer	581 INTEREST ON CAPITAL LEASE	500 Capital Expenditures	17815	MN TRUST	\$8,612.12
07/10/26	V8015395	Vendor ACH	590 OTHER CAPITAL EXPENDITURE	500 Capital Expenditures	54008	JORGENSEN CONSTRUCT	\$40,740.75
				500 Capital Expenditures Subtotal			\$20,869,902.45
07/10/26	743966	Vendor Check	820 DUES, MEMBERSHIPS, FEES	800 Other Expenses	A2175	MESPA	\$2,912.00
07/10/26	V8015399	Vendor ACH	820 DUES, MEMBERSHIPS, FEES	800 Other Expenses	16256	MAGNET SCHOOLS OF A	\$775.00
07/10/26	V8015401	Vendor ACH	820 DUES, MEMBERSHIPS, FEES	800 Other Expenses	A1490	MASSP	\$3,738.00
07/10/26	V8015407	Vendor ACH	820 DUES, MEMBERSHIPS, FEES	800 Other Expenses	D7462	NASSP	\$385.00
07/15/26	744018	Vendor Check	820 DUES, MEMBERSHIPS, FEES	800 Other Expenses	55923	LAKE CONFERENCE	\$8,000.00
07/15/26	744041	Vendor Check	820 DUES, MEMBERSHIPS, FEES	800 Other Expenses	A2175	MESPA	\$6,574.00
07/15/26	V8015466	Vendor ACH	820 DUES, MEMBERSHIPS, FEES	800 Other Expenses	A1490	MASSP	\$1,770.00
07/20/26	V1008600	Electronic Wire Transfer	820 DUES, MEMBERSHIPS, FEES	800 Other Expenses	PC001	US BANK CARD BSADMI	\$357.00
07/20/26	V1008604	Electronic Wire Transfer	820 DUES, MEMBERSHIPS, FEES	800 Other Expenses	PC0019	US BANK CARD CIESDE	\$205.00
07/20/26	V1008608	Electronic Wire Transfer	820 DUES, MEMBERSHIPS, FEES	800 Other Expenses	PC0018	US BANK CARD DLTLDE	\$357.00
07/20/26	V1008609	Electronic Wire Transfer	820 DUES, MEMBERSHIPS, FEES	800 Other Expenses	PC0098	US BANK CARD DLTLOP	\$119.00
07/20/26	V1008614	Electronic Wire Transfer	820 DUES, MEMBERSHIPS, FEES	800 Other Expenses	PC0037	US BANK CARD FOODNU	\$205.00
07/20/26	V1008616	Electronic Wire Transfer	820 DUES, MEMBERSHIPS, FEES	800 Other Expenses	PC0059	US BANK CARD I2T2 D	\$2,312.00
07/20/26	V1008620	Electronic Wire Transfer	820 DUES, MEMBERSHIPS, FEES	800 Other Expenses	PC0063	US BANK CARD JIERUL	\$119.00
07/20/26	V1008625	Electronic Wire Transfer	820 DUES, MEMBERSHIPS, FEES	800 Other Expenses	PC0079	US BANK CARD KVILLE	\$750.00
07/20/26	V1008628	Electronic Wire Transfer	820 DUES, MEMBERSHIPS, FEES	800 Other Expenses	PC0039	US BANK CARD MDURAN	\$80.00
07/20/26	V1008631	Electronic Wire Transfer	820 DUES, MEMBERSHIPS, FEES	800 Other Expenses	PC0081	US BANK CARD PURCHA	-\$3,499.00
07/20/26	V1008637	Electronic Wire Transfer	820 DUES, MEMBERSHIPS, FEES	800 Other Expenses	PC0020	US BANK CARD SSVCS	\$1,264.00
07/20/26	V5034918	Employee Reimbursement	820 DUES, MEMBERSHIPS, FEES	800 Other Expenses	E34856	SHAYLA A ANDERSON	\$3.12
07/22/26	744061	Vendor Check	820 DUES, MEMBERSHIPS, FEES	800 Other Expenses	05736	ASSOC OF METRO SCHO	\$11,893.00
07/22/26	744091	Vendor Check	820 DUES, MEMBERSHIPS, FEES	800 Other Expenses	55882	MINNESOTA SCHOOL BO	\$23,478.00
07/31/26	V8015608	Vendor ACH	820 DUES, MEMBERSHIPS, FEES	800 Other Expenses	A1490	MASSP	\$1,770.00
07/10/26	743949	Vendor Check	898 SCHOLARSHIPS	800 Other Expenses	03389	HAMLIN UNIVERSITY	\$1,500.00
07/10/26	743957	Vendor Check	898 SCHOLARSHIPS	800 Other Expenses	04485	IOWA STATE UNIVERSI	\$1,500.00
07/10/26	743990	Vendor Check	898 SCHOLARSHIPS	800 Other Expenses	F0717	UNIVERSITY OF MN-TW	\$1,500.00
07/10/26	743991	Vendor Check	898 SCHOLARSHIPS	800 Other Expenses	F0717	UNIVERSITY OF MN-TW	\$1,500.00
07/10/26	743992	Vendor Check	898 SCHOLARSHIPS	800 Other Expenses	F0717	UNIVERSITY OF MN-TW	\$1,500.00
07/10/26	743993	Vendor Check	898 SCHOLARSHIPS	800 Other Expenses	F0717	UNIVERSITY OF MN-TW	\$1,500.00
07/10/26	743994	Vendor Check	898 SCHOLARSHIPS	800 Other Expenses	50764	UNIVERSITY OF WISCO	\$1,500.00
07/10/26	743995	Vendor Check	898 SCHOLARSHIPS	800 Other Expenses	50764	UNIVERSITY OF WISCO	\$1,500.00
07/10/26	743996	Vendor Check	898 SCHOLARSHIPS	800 Other Expenses	50764	UNIVERSITY OF WISCO	\$1,500.00
07/22/26	744109	Vendor Check	898 SCHOLARSHIPS	800 Other Expenses	A4380	ST OLAF COLLEGE	\$1,500.00
07/29/26	744132	Vendor Check	898 SCHOLARSHIPS	800 Other Expenses	A1569	CONCORDIA COLLEGE	\$500.00
07/29/26	744134	Vendor Check	898 SCHOLARSHIPS	800 Other Expenses	56591	CREIGHTON UNIVERSIT	\$1,500.00
07/29/26	744180	Vendor Check	898 SCHOLARSHIPS	800 Other Expenses	F0717	UNIVERSITY OF MN-TW	\$1,500.00
07/29/26	744181	Vendor Check	898 SCHOLARSHIPS	800 Other Expenses	F0717	UNIVERSITY OF MN-TW	\$1,500.00
07/29/26	744182	Vendor Check	898 SCHOLARSHIPS	800 Other Expenses	F0717	UNIVERSITY OF MN-TW	\$500.00
07/29/26	744183	Vendor Check	898 SCHOLARSHIPS	800 Other Expenses	F4730	UNIVERSITY OF WISC-	\$500.00

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/29/26	744184	Vendor Check	898 SCHOLARSHIPS	800 Other Expenses	55963	UNIVERSITY OF WISCO	\$1,500.00
07/29/26	744185	Vendor Check	898 SCHOLARSHIPS	800 Other Expenses	55963	UNIVERSITY OF WISCO	\$1,000.00
07/31/26	744198	Vendor Check	898 SCHOLARSHIPS	800 Other Expenses	56611	LINDSEY WILSON UNIV	\$1,500.00
07/31/26	744201	Vendor Check	898 SCHOLARSHIPS	800 Other Expenses	52639	WINONA STATE UNIVER	\$1,500.00
07/31/26	744204	Vendor Check	898 SCHOLARSHIPS	800 Other Expenses	F2511	ST MARY'S UNIVERSIT	\$1,500.00
07/31/26	744205	Vendor Check	898 SCHOLARSHIPS	800 Other Expenses	52841	UNIVERSITY OF NEBRA	\$1,500.00
07/31/26	744207	Vendor Check	898 SCHOLARSHIPS	800 Other Expenses	F0717	UNIVERSITY OF MN-TW	\$1,500.00
07/31/26	744208	Vendor Check	898 SCHOLARSHIPS	800 Other Expenses	F0717	UNIVERSITY OF MN-TW	\$1,500.00
07/31/26	744209	Vendor Check	898 SCHOLARSHIPS	800 Other Expenses	56610	UNIVERSITY OF NORTH	\$500.00
07/31/26	744210	Vendor Check	898 SCHOLARSHIPS	800 Other Expenses	50985	UW-EAU CLAIRE	\$500.00
				800 Other Expenses Subtotal			\$97,067.12
07/10/26	V8015360	Vendor ACH	220 EMPLOYEE INSURANCE	Payroll, Benefits, Investments, Etc.	52811	BENEFIT EXTRAS INC	\$4,380.00
07/10/26	V8015412	Vendor ACH	220 EMPLOYEE INSURANCE	Payroll, Benefits, Investments, Etc.	54536	PAYDHEALTH	\$2,143.14
07/15/26	744043	Vendor Check	220 EMPLOYEE INSURANCE	Payroll, Benefits, Investments, Etc.	C0183	MN PEIP	\$145,138.14
07/22/26	744084	Vendor Check	220 EMPLOYEE INSURANCE	Payroll, Benefits, Investments, Etc.	C0188	INTERNAL REVENUE SE	\$16,162.56
07/31/26	V1008586	Electronic Wire Transfer	220 EMPLOYEE INSURANCE	Payroll, Benefits, Investments, Etc.	54584	MEDIMPACT HEALTHCAR	\$185,822.32
07/31/26	V1008641	Electronic Wire Transfer	220 EMPLOYEE INSURANCE	Payroll, Benefits, Investments, Etc.	54208	UMR, INC	\$857,242.49
07/20/26	V1008572	Electronic Wire Transfer	235 DENTAL	Payroll, Benefits, Investments, Etc.	A0256	DELTA DENTAL PLAN	\$152,477.75
07/31/26	V1008647	Electronic Wire Transfer	250 RSP	Payroll, Benefits, Investments, Etc.	00588	MSDLAF	\$28,719.79
07/10/26	V8015360	Vendor ACH	251 EMPLOYER HLTH SAVINGS ACT	Payroll, Benefits, Investments, Etc.	52811	BENEFIT EXTRAS INC	\$669.90
07/31/26	V1008587	Electronic Wire Transfer	251 EMPLOYER HLTH SAVINGS ACT	Payroll, Benefits, Investments, Etc.	C0220	HEALTHEQUITY INC	\$36,234.30
07/31/26	V1008647	Electronic Wire Transfer	253 RETIREE HRA	Payroll, Benefits, Investments, Etc.	00588	MSDLAF	\$833,095.53
07/15/26	744049	Vendor Check	270 WORKERS COMPENSATION	Payroll, Benefits, Investments, Etc.	F3525	SFM	\$408,509.00
07/27/26	V1008585	Electronic Wire Transfer	280 UNEMPLOYMENT COMPENSATION	Payroll, Benefits, Investments, Etc.	A0556	MINNESOTA UNEMPLOYM	\$41,807.35
07/27/26	V1008585	Electronic Wire Transfer	281 UNEMPLOYMENT SUMMER	Payroll, Benefits, Investments, Etc.	A0556	MINNESOTA UNEMPLOYM	\$253,947.87
07/31/26	V1008647	Electronic Wire Transfer	720 BOND INTEREST	Payroll, Benefits, Investments, Etc.	00588	MSDLAF	\$6,476,728.13
07/10/26	743933	Vendor Check	790 OTHER DEBT SERVICE	Payroll, Benefits, Investments, Etc.	F5702	BOND TRUST SERVICES	\$1,900.00
07/20/26	V1008571	Electronic Wire Transfer	A101.01 CASH PAYROLL	Payroll, Benefits, Investments, Etc.	C0215	US BANK PR	\$2,718,761.05
07/31/26	V1008643	Electronic Wire Transfer	A104.00 INVESTMENTS	Payroll, Benefits, Investments, Etc.	00588	MSDLAF	\$657,873.91
07/20/26	V1008632	Electronic Wire Transfer	A130.81 INVENTORY - CUSTODIAL	Payroll, Benefits, Investments, Etc.	PC009	US BANK CARD PURCHB	\$595.74
07/20/26	V1008560	Electronic Wire Transfer	L215.01 FED TAX	Payroll, Benefits, Investments, Etc.	17644	INTERNAL REVENUE SE	\$314,288.53
07/20/26	V1008565	Electronic Wire Transfer	L215.02 MN ST TAX	Payroll, Benefits, Investments, Etc.	A0040	MN DEPT OF REVENUE	\$153,838.43
07/20/26	V1008560	Electronic Wire Transfer	L215.03 FICA	Payroll, Benefits, Investments, Etc.	17644	INTERNAL REVENUE SE	\$591,037.68
07/20/26	V1008569	Electronic Wire Transfer	L215.04 TRA	Payroll, Benefits, Investments, Etc.	A0559	TEACHER RETIREMENT	\$227,614.89
07/20/26	V1008568	Electronic Wire Transfer	L215.05 PERA	Payroll, Benefits, Investments, Etc.	A2972	PUBLIC EMPLOYEES RE	\$338,569.54
07/15/26	744043	Vendor Check	L215.06 HEALTH INS EMO	Payroll, Benefits, Investments, Etc.	C0183	MN PEIP	\$2,920,073.20
07/20/26	V1008563	Electronic Wire Transfer	L215.07 TSA	Payroll, Benefits, Investments, Etc.	17645	MET LIFE C/O FASCOR	\$123,978.99
07/20/26	V1008567	Electronic Wire Transfer	L215.07 TSA	Payroll, Benefits, Investments, Etc.	C0060	MNDCP	\$10,097.30
07/20/26	V1008562	Electronic Wire Transfer	L215.08 HEALTH INSURANCE	Payroll, Benefits, Investments, Etc.	C0201	ISD 279 - SELF INS	\$311,176.49
07/20/26	V8015491	Vendor ACH	L215.09 UNION DUES	Payroll, Benefits, Investments, Etc.	C0192	OSSEO PRINCIPALS AS	\$301.00
07/29/26	744155	Vendor Check	L215.11 LIFE INS	Payroll, Benefits, Investments, Etc.	55900	LINCOLN NATIONAL LI	\$26,231.32
07/29/26	744155	Vendor Check	L215.12 LTD INS	Payroll, Benefits, Investments, Etc.	55900	LINCOLN NATIONAL LI	\$35,239.58

CHECK DATE	CHECK #	PAYMENT TYPE	ACCOUNT DESCRIPTION	SUB ACCOUNT	VENDOR #	VENDOR NAME	AMOUNT
07/20/26	V1008561	Electronic Wire Transfer	L215.16 DENTAL INS	Payroll, Benefits, Investments, Etc.	C0202	ISD 279 - SELF INS	\$17,016.88
07/20/26	744056	Vendor Check	L215.19 MISC	Payroll, Benefits, Investments, Etc.	C0037	UNITED WAY OF MPLS	\$83.00
07/20/26	V8015492	Vendor ACH	L215.19 MISC	Payroll, Benefits, Investments, Etc.	C0055	TWO SEVENTY NINE FO	\$545.00
07/20/26	V1008558	Electronic Wire Transfer	L215.20 H.S.A. CONTRIBUTIONS	Payroll, Benefits, Investments, Etc.	C0224	BENEFIT EXTRAS INC	\$139,613.38
07/20/26	V1008573	Electronic Wire Transfer	L215.20 H.S.A. CONTRIBUTIONS	Payroll, Benefits, Investments, Etc.	C0220	HEALTHEQUITY INC	\$0.01
07/20/26	744055	Vendor Check	L215.21 GARNISHMENTS	Payroll, Benefits, Investments, Etc.	C0072	MESSERLI & KRAMER P	\$374.31
07/20/26	V1008566	Electronic Wire Transfer	L215.21 GARNISHMENTS	Payroll, Benefits, Investments, Etc.	C0059	MN DEPT OF REVENUE	\$712.30
07/20/26	V1008559	Electronic Wire Transfer	L215.22 CHILD SUPPORT	Payroll, Benefits, Investments, Etc.	C0223	INDIANA STATE CENTR	\$348.17
07/20/26	V1008564	Electronic Wire Transfer	L215.22 CHILD SUPPORT	Payroll, Benefits, Investments, Etc.	C0043	MN CHILD SUPPORT	\$2,062.21
07/20/26	V1008570	Electronic Wire Transfer	L215.22 CHILD SUPPORT	Payroll, Benefits, Investments, Etc.	C0212	WI SCTF	\$27.09
07/31/26	V1008587	Electronic Wire Transfer	L215.23 FLEXIBLE SPENDING	Payroll, Benefits, Investments, Etc.	C0220	HEALTHEQUITY INC	\$108,481.92
07/31/26	V1008644	Electronic Wire Transfer	L215.23 FLEXIBLE SPENDING	Payroll, Benefits, Investments, Etc.	C0224	BENEFIT EXTRAS INC	\$9,705.00
07/31/26	V1008645	Electronic Wire Transfer	L215.23 FLEXIBLE SPENDING	Payroll, Benefits, Investments, Etc.	C0224	BENEFIT EXTRAS INC	\$29,944.36
07/27/26	V1008585	Electronic Wire Transfer	L215.27 PFML TAX	Payroll, Benefits, Investments, Etc.	A0556	MINNESOTA UNEMPLOYM	\$897,577.67
07/10/26	743929	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	56585	BENDER, THOMAS	\$11.90
07/10/26	743932	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	56580	BLANCHARD, PHILIP	\$76.40
07/10/26	743946	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	56583	FRAZIER, MURIEL	\$32.30
07/10/26	743975	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	56584	PETERSON WARSKO, MI	\$12.00
07/10/26	743981	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	56582	SADEDDIN, MOHAMAD	\$66.40
07/10/26	V8015433	Vendor ACH	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	E32185	ALLISON M WALKER	\$66.60
07/22/26	744095	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	E29391	JANA L MORTON	\$27.45
07/22/26	744118	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	F6170	WILCOX, TIFFANY	\$35.65
07/29/26	744144	Vendor Check	L230.00 DEFERRED REVENUE	Payroll, Benefits, Investments, Etc.	56601	FORMO, LISA	\$89.50
07/10/26	743925	Vendor Check	R040 TUITION	Payroll, Benefits, Investments, Etc.	56572	ALTONEN, DYLAN	\$310.00
07/10/26	743963	Vendor Check	R040 TUITION	Payroll, Benefits, Investments, Etc.	56571	LOFGREN, KATHRYN	\$179.00
07/10/26	743970	Vendor Check	R040 TUITION	Payroll, Benefits, Investments, Etc.	56578	MONSON, HANNAH	\$285.00
07/10/26	743998	Vendor Check	R040 TUITION	Payroll, Benefits, Investments, Etc.	56573	VENTER, ALEXANDRA	\$310.00
07/22/26	744069	Vendor Check	R040 TUITION	Payroll, Benefits, Investments, Etc.	56596	COOPER, AMY	\$303.00
07/22/26	744097	Vendor Check	R040 TUITION	Payroll, Benefits, Investments, Etc.	56594	NIERENHAUSEN, LAURA	\$303.00
07/22/26	744111	Vendor Check	R040 TUITION	Payroll, Benefits, Investments, Etc.	56595	STOCKEY, MATTHEW S	\$303.00
07/29/26	744146	Vendor Check	R040 TUITION	Payroll, Benefits, Investments, Etc.	56607	HER, SONG	\$310.00
07/29/26	744151	Vendor Check	R040 TUITION	Payroll, Benefits, Investments, Etc.	56604	JAIN, MANEESHA	\$2,461.75
07/29/26	744152	Vendor Check	R040 TUITION	Payroll, Benefits, Investments, Etc.	56608	JOHNSON, MEGHAN	\$285.00
07/29/26	744157	Vendor Check	R040 TUITION	Payroll, Benefits, Investments, Etc.	56605	MAHARIAN, ARBIN	\$187.00
07/29/26	744178	Vendor Check	R040 TUITION	Payroll, Benefits, Investments, Etc.	56606	TYBERGHEIN, MAGGIE	\$2,461.75
07/31/26	744202	Vendor Check	R040 TUITION	Payroll, Benefits, Investments, Etc.	56612	MULLANEY, MARYELLEN	\$303.00
07/29/26	744166	Vendor Check	R090 CLEARING	Payroll, Benefits, Investments, Etc.	A1662	REGION 5AA	\$850.00
				Payroll, Benefits, Investments, Etc. Subtotal			\$19,090,416.92
				Overall Total			\$47,466,273.02

Date August 25, 2026

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 23, 2026 the school board authorized federal grant budget managers to legally bind and since June 23, 2026, 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 2026 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
Robyn Voss	BrightWorks – Therapy Kit
Jill Kind	Carl Perkins
Jeffrey Ansorge	Fresh Fruit and Veggies
Sonni Buerskin	General Special Education
Kari Sawyer	Healthy Kids MN JPA
Michelle Krelic	Implementation, Enhancement, and Expansion of Medicaid & CHIL School-Based Services
Elizabeth Ronning	Infant and Toddlers 0-2
Emily Watts	Integrated English Literacy and Civics Education
Jeffrey Ansorge	Local Foods for Schools (LFS) Cost-Share Award
Sonni Buerskin	Mandatory Coordinated Early Intervening Services
Kristine Solyst	McKinney Vento Homeless Children
Jill Lesne	Minnesota State Personnel Development
Kiersten Nicholson	New American Student Support
Korto Dixon	Preschool Incentive
Jessica Nanti	Stronger Connections
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
Jill Kind	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.

TO: Bart Becker, Mercedes Clark

CC: Jada Gilbert

FROM: Kari Carlson, Administrative Assistant DLTL

DATE: 8.20.26

**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:	MGSH
Sponsoring Organization:	DOEE EiE
Adult Advisors:	Mercedes Clark
Destination:	Washington, D.C., Maryland, Virginia
Departure Date:	10.13.26
Return Date:	10.17.26
DLTL Approved	8.19.26
Board Approval Date	Will be added to the 8.25.2026 School Board Agenda for approval

TO: Kristen Swanson, Mercedes Clark

CC: Jada Gilbert

FROM: Kari Carlson, Administrative Assistant DLTL

DATE: 8.20.26

**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:	OALC
Sponsoring Organization:	DOEE EiE
Adult Advisors:	Mercedes Clark
Destination:	Washington, D.C., Maryland, Virginia
Departure Date:	10.13.26
Return Date:	10.17.26
DLTL Approved	8.19.26
Board Approval Date	Will be added to the 8.25.2026 School Board Agenda for approval

TO: Kim Berling, Mercedes Clark

CC: Jada Gilbert

FROM: Kari Carlson, Administrative Assistant DLTL

DATE: 8.20.26

**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:	OSH
Sponsoring Organization:	DOEE EiE
Adult Advisors:	Mercedes Clark
Destination:	Washington, D.C., Maryland, Virginia
Departure Date:	10.13.26
Return Date:	10.17.26
DLTL Approved	8.19.26
Board Approval Date	Will be added to the 8.25.2026 School Board Agenda for approval

TO: Antwan Harris, Mercedes Clark

CC: Jada Gilbert

FROM: Kari Carlson, Administrative Assistant DLTL

DATE: 8.20.26

**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:	DOEE EiE
Adult Advisors:	Mercedes Clark
Destination:	Washington, D.C., Maryland, Virginia
Departure Date:	10.13.26
Return Date:	10.17.26
DLTL Approved	8.19.26
Board Approval Date	Will be added to the 8.25.2026 School Board Agenda for approval

Consent Agenda – Personnel Items

School Board approval of personnel recommendations authorizes the appropriate Board officer(s) or School District administration or staff to sign all documents necessary to effectuate these agreements.

LICENSED PERSONNEL**Retirements**

Name	Current or Most Recent Site, Position	Employment Date	Last Date Employed
Brenda Mielke	Educational Service Center, Teacher EL	8/27/2001	12/31/2026

Resignations

Name	Current or Most Recent Site, Position	Last Date Employed
Sarah Freese	Fernbrook, Teacher Special Education Resource	6/5/2026
Andrea Gross	North View Middle, Teacher Physical Education	6/8/2026
Christopher Gudvangen	Park Center Senior, Teacher Physical Education	6/8/2026
Natalie Jin	279Online, Teacher Science	6/8/2026
Olivia Lawrence	Garden City, Teacher Grade 4	6/5/2026
Asha Omar	Education Service Center, Teacher Dist Behavior Spec	6/8/2026
Emillee Parson	Willow Lane, Teacher Speech	6/8/2026

Leaves of Absence

Name	Current or Most Recent Site, Position	Leave Begins
Karen Cadigan	Willow Lane, Teacher Psych	8/5/2026
Amber Dehn	Woodland, Teacher Grade 2	8/31/2026
Carol Fish	Birch Grove, Teacher Special Education Resource	8/31/2026
Kristian Happe	Birch Grove, Teacher, Gift Ed	8/31/2026
Ann Mack	Osseo Middle, Teacher Academic Support	9/21/2026
Daniel Prody	Garden City, Teacher Behavior Intv Spec	8/31/2026
Roger Saline	Basswood, Teacher Grade 5	8/31/2026
Emily Watts	Adult Basic Education, Coordinator ABE	10/29/2026

Returning from Leave

Name	Current or Most Recent Site, Position	Effective Date of Return
Christopher Kestly	Maple Grove Middle, Teacher Social Studies	8/31/2026
Garrett Lee	Maple Grove Senior, Teacher Science	7/21/2026
Sydney Pittenger	279Online, Teacher Math	8/31/2026
Janie Quam	Palmer Lake, Teacher Special Education Resource	8/31/2026
Kaitlin Tulette	Fair Oaks, Teacher Grade K	8/31/2026
Brenda Torres	Birch Grove, Teacher Grade 5	8/31/2026
Kyle Webster	Osseo Senior, Teacher EL	8/31/2026
Sara Wikstrom	Edinbrook, Teacher Grade 5	8/31/2026

Employment

Name	Current or Most Recent Site, Position	Employment Date
Sarmientio Andrea Dominic	Weaver Lake, Teacher Vocal Music	8/31/2026
Natalie Blocker	Basswood, Teacher Grade K	8/31/2026
Pamela Brandt	Adult Basic Education, Teacher ABE	8/31/2026
Baxter Brian	Brooklyn Middle, Teacher Physical Education	8/31/2026
Caryl Bunkowske	Park Center Senior, Teacher FACS	8/31/2026
Heidi Butler	Birch Grove, Teacher Grade 5	8/31/2026
Ryan Chock	279Online, Teacher Social Studies	8/31/2026
Pamela Davis	Rice Lake, Teacher Grade 3	8/31/2026

Consent Agenda – Personnel Items

School Board approval of personnel recommendations authorizes the appropriate Board officer(s) or School District administration or staff to sign all documents necessary to effectuate these agreements.

Margaret Dayvis	279Online, Teacher Science	8/31/2026
Nicolas Dornemann	Rice Lake, Teacher Special Education Resource	8/31/2026
Douglas Durkot	Weaver Lake, Teacher Continuous Substitute	8/31/2026
Anne Ferber	Weaver Lake, Teacher Grade 1	8/31/2026
Laura Ferguson	Willow Lane, Teacher ECFE	8/24/2026
Samantha Froelich	Zanewood, Teacher Special Education Resource	8/31/2026
Lauren Garvin	Palmer Lake, Teacher Speech	8/31/2026
Keith Granzin	Maple Grove Middle, Teacher Continuous Substitute	8/31/2026
Craig Hall	Osseo Middle, Custodian 2 nd Shift	6/29/2026
Mark Hannan	Basswood, Teacher Grade 5	8/31/2026
Kent Harrison	Brooklyn Middle, Teacher Special Education Skills	8/31/2026
Madison Hess	Maple Grove Middle, Teacher Special Ed Connect	8/31/2026
Josiah Horn	Osseo Senior, Teacher Social Worker	8/31/2026
Kimberly Johnson	Osseo Middle, Teacher Continuous Substitute	8/31/2026
Riley Knox	Aspen Ridge, Custodian 2 nd Shift	7/27/2026
Grace Korkowski	Oak View, Teacher Continuous Substitute	8/31/2026
Magdeline Koster	Rush Creek, Teacher Special Education Resource	8/31/2026
Parker Kramer	Osseo Senior, Teacher Social Studies	8/31/2026
Daniel Kusnierek	Cedar Island, Teacher Special Ed Strategies	8/31/2026
Leonor May Ehuan	Osseo Middle, Teacher Lang Spanish	8/31/2026
Nicole Moretine	Willow Lane, Teacher Sped ECSE	8/31/2026
Bonni O'Connell	Zanewood, Teacher Continuous Substitute	8/31/2026
Kelly O'link	Adult Basic Education, Teacher ABE	8/24/2026
Kirk Oconnor	Maple Grove Senior, Custodian 3 rd Shift	8/1/2026
Kathleen Oliver	Birch Grove, Teacher Grade K	9/25/2026
Stephanie Pemberton	Woodland, Teacher Continuous Substitute	8/31/2026
Tricia Pflipsen	Aspen Ridge, Teacher Special Education	8/31/2026
Svetlana Quirk-Lazarev	Adult Basic Education, Teacher ABE	8/24/2026
Elliana Reickard	Park Center Senior, Teacher English	8/31/2026
Kathrine Reisdorf	Basswood, Teacher Continuous Substitute	8/31/2026
Joseph Roehl	Edinbrook, Teacher Grade 5	8/31/2026
Thomas Schreiber	Osseo Middle School, Custodian 2 nd Shift	7/27/2026
Nichole Short	Osseo Senior, Teacher Psychologist	8/31/2026
Samuel Skinner	North View Middle, Teacher Continuous Substitute	8/31/2026
Morgan Stangl	Rush Creek, Teacher Special Education	8/31/2026
Alyssa Steimann	Garden City, Teacher Continuous Substitute	8/31/2026
Madeline Tomlinson	North View Middle, Teacher English	8/31/2026
Alison Trepanier	Brooklyn Middle, Teacher Resource	8/31/2026
Leah Tverberg	Basswood, Teacher Grade 1	8/31/2026
Katie Van Der Beek	Elm Creek, Teacher Behavior Intv Spec	8/31/2026
Trevor Waljibaumgartner	North View Middle, Teacher Special Education	8/31/2026
Audrianna Wark	Park Center Senior, Teacher English	8/31/2026
Gadaja Washington	Educational Service Center, RN Float	8/24/2026
Sara White	North View Middle, Teacher Science	8/31/2026
Syeda Zehra	279Online, Teacher Science	8/31/2026
Nashley Zollicoffer	Birch Grove, Teacher Special Education	8/31/2026

Change of Status

Name	Site, Position	Effective Date
Adrian Agard	ESC, Teacher Behavior Intervention Specialist	8/31/2026
Jordan Baseman	Park Center Senior, Custodian-Day Person	8/24/2026

Consent Agenda – Personnel Items

School Board approval of personnel recommendations authorizes the appropriate Board officer(s) or School District administration or staff to sign all documents necessary to effectuate these agreements.

Brett Bernard	Cedar Island, LT Teacher Grade 4	8/31/2026
Emma Breheny	Fernbrook, Teacher Grade 5	8/31/2026
Dawn Caven	Rush Creek, Teacher Grade 3	8/31/2026
Cole Davis	Cedar Island, Teacher Continuous Substitute	8/31/2026
Ethan Dunkelberger	Maple Grove Senior, Custodian 2 nd Shift	8/24/2026
Shiann Johnson	Oak View, Teacher Grade K	8/31/2026
Abigail Lewis	Osseo Senior, Teacher Continuous Substitute	8/31/2026
Joseph Peterson	Fernbrook, Teacher Continuous Substitute	8/31/2026
Kurtis Schwendeman	279Online, Teacher Continuous Substitute	8/31/2026
Keith Wilmo	Aspen Ridge, Custodian 2 nd Shift	8/17/2026

Positions Ending

Name	Site, Position	Effective Date
Charles Johnson	Edinbrook, Substitute	6/8/2026
Hannah Painter	Park Center Senior, Teacher Special Education Skills	6/8/2026
Steven Powers	Adult Basic Education, Substitute	6/8/2026
Victoria Schaepe	Edinbrook, Substitute	6/8/2026
Christian Smith	Maple Grove Middle, Substitute	6/8/2026

Terminations

Name	Site, Position	Effective Date
None		

Death

Name	Site, Position	Date of Death
None		

NON-LICENSED PERSONNEL**Retirements**

Name	Current or Most Recent Site, Position	Employment Date	Last Date Employed
Therese Derksen	Woodland, Admin Asst Elem	9/8/2020	9/11/2026

Resignations

Name	Current or Most Recent Site, Position	Last Date Employed
Sarah Albright	Educational Service Center, HR Business Partner	7/8/2026
Kaitlin Aurand	Educational Service Center, HR Specialist	8/11/2026
Barbara Beckmann	Fair Oaks, Asst Nutrition Services	6/5/2026
Brenna Bremel	Educational Service Center, ESP-Technology	8/27/2026
Chrislyn Cole	Basswood, ESP Kidstop	7/30/2026
Tina Collins	Basswood, ESP Clerical	6/5/2026
Shannon Crowell	Osseo Senior, ESP Student & Parking Monitor	6/5/2026
Dominic Flemming	Basswood, ESP Instructional	6/5/2026
Barbara Hudson	Rush Creek, ESP Kidstop	9/8/2026
Kelly Kimbell	Park Center Senior, ESP Special Education	9/8/2026
Matthew Korsmo	Educational Service Center, Spec Security & Emergency Mgmt	8/28/2026
Brittany Nephew	Maple Grove Senior, Assistant Nutrition Service	6/5/2026
Joseph Rader	Educational Service Center, Network Admin	8/7/2026
Ally Reynold	Weaver Lake, ESP Kidstop	6/5/2026
Ainsworth Williams	Oak View, Assistant Nutrition Services	6/5/2026
Spencer Wilson	Fernbrook, ESP Kidstop	6/5/2026

Consent Agenda – Personnel Items

School Board approval of personnel recommendations authorizes the appropriate Board officer(s) or School District administration or staff to sign all documents necessary to effectuate these agreements.

Dorothy Yang	Palmer Lake, ESP EL	8/21/2026
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Leaves of Absence

Name	Current or Most Recent Site, Position	Leave Begins
Jose Galvan-Garcia	Educational Service Center, Tech Support Spec II	7/22/2026
Lisa Jesso	Park Center Senior, ESP Special Education	8/31/2026
Vania Pettis	Garden City, Admin Asst Elementary	8/3/2026
Noemi Sandoval	Fair Oaks, Spec Multilingual Comm	8/3/2026
Angela Sims	Maple Grove Middle, ESP Special Education	7/24/2026

Returning from Leave

Name	Current or Most Recent Site, Position	Effective Date of Return
Jennie Doyle	Educational Service Center, Custodian Floater	7/13/2026
Lisa Engel	Basswood, Manager Nutrition Services	8/1/2026
Jose Galvan-Garcia	Educational Service Center, Tech Support Spec II	8/10/2026
Thomas Krammerer	Educational Service Center, Tech Support Spec II	7/20/2026
Donald Martin	Educational Service Center, HR Business Partner	7/14/2026
Wendy Miller	Elm Creek, ESP Special Education	7/20/2026
Rachel Walton	Brooklyn Middle, Manager Business SEC Ed	8/3/2026
Lindsey Zingler	Palmer Lake, Manager School Resources	8/3/2026

Employment

Name	Current or Most Recent Site, Position	Employment Date
Tonatiuh Alvarez	Aspen Ridge, Kidstop ESP AM & PM	8/31/2026
Ava Alikin	Elm Creek, Kidstop ESP AM	8/31/2026
Lorna Anderson	Maple Grove Senior, ESP Special Education	9/8/2026
Felicia Bell	Maple Grove Middle, School Nutrition	8/24/2026
Zoe Brokaw	Fernbrook, Kidstop PM	8/31/2026
Maima Browne	Basswood, ESP Sped Ed	9/8/2026
Chelsie Curry	Osseo Senior, Specialist Student Management	9/18/2026
Jillian Daberitz	Osseo Middle, ESP Clerical	9/8/2026
Maryam Dahir	Aspen Ridge, Kidstop ESP PM	8/31/2026
Eric Decker	Rush Creek, ESP Instructional	9/8/2026
Emily Egan	Rice Lake, Teacher Speech	8/31/2026
Genesis Eskridge	Zanewood, ESP Special Education	9/8/2026
Sarah Fewell	Fair Oaks, ESP Due Process	9/8/2026
Patricia Figueroa	Basswood, Kidstop ESP PM	8/31/2026
Elizabeth Fischer	Oak View, Kidstop Blast Instructor	8/31/2026
Emma Ganion	Educational Service Center, Licensed Coordinator	8/10/2026
Katherine Gessner	Elm Creek, School Nutrition	8/3/2026
Christine Halverson	Educational Service Center, Executive Specialist	7/20/2026
Lacretia Hardin	Fair Oaks, ESP Special Education	9/8/2026
Emma Hess	Rush Creek, Fourth Star Instructor	1/13/2026
Adriana Johnson	Park Center Senior, ESP Special Education	9/8/2026
Devin Kauder	North View Middle, School Nutrition	9/8/2026
Reyes Kayla	Osseo Senior, OAP-HS Activities	8/3/2026
Justina Kolli	Brooklyn Middle, ESP Special Education	9/8/2026
Kelly Kookan	Educational Service Center, OAP-Curriculum Admin Assistant (Temp)	8/26/2026
Jannet Lanneman	Enrollment Center, ESP Clerical	9/8/2026
Leslie Lara Becerra	Willow Lane, ESP Due Process	9/8/2026
Amy Larsen	Park Center Senior, ESP Special Education	9/8/2026

Consent Agenda – Personnel Items

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Jolie Larson	Brooklyn Middle, School Nutrition	9/8/2026
Kaitlyn Leininger	Birch Grove, Asst Elm Principle	8/25/2026
Heather Lundquist	Oak View, ESP Instructional	9/8/2026
Lesley Macmillan	Aspen Ridge, Kidstop ESP AM & PM	8/31/2026
Janet Melikiore	Weaver Lake, Kidstop ESP AM & PM	8/31/2026
Brendan Mercer	Willow Lane, ESP Special Education	9/8/2026
Fadumo Mohamed	Maple Grove Senior, Custodian	8/17/2026
Kelsey Nelson	Educational Service Center, HR Business Partner	8/10/2026
Kyra Nelson	North View Middle, ESP Special Education	9/8/2026
Jaclyn Penn	Educational Service Center, Graphic Designer	8/3/2026
Ryley Powell	Weaver Lake, Four Star Instructor	8/31/2026
Harper Reid	Rush Creek, Kidstop ESP AM	8/31/2026
Jalisa Ross	North View Middle, ESP Instructional/Sped	9/8/2026
Olean Soloshenko	Oak View, ESP Special Education	9/25/2026
Lynn Sorenson	Weaver Lake, Kidstop ESP AM	8/31/2026
Santina Staydohar	Palmer Lake, OAP	8/3/2026
Katlyn Stiltz	Fernbrook, School Nutrition	9/8/2026
Kathryn Titus	Rush Creek, ESP Special Education	6/9/2026
Linton Travis	Rush Creek, Kidstop ESP AM & PM	8/31/2026
Isabelle Veopradith	Osseo Senior, ESP Instructional	1/22/2024
Jaevon Walton	Osseo Middle, ESP Special Education	9/8/2026
Kayla Wilson	Fair Oaks, ESP Special Education	9/8/2026
Maile Wilson	Basswood, ESP Clerical	4/16/2024
Derrell Yalartai	Basswood, Kidstop ESP PM	8/31/2026
Derrick Yalartai	Rush Creek, Kidstop ESP AM	8/31/2026
Dawn Yemma	Aspen Ridge, School Nutrition	9/8/2026

Change of Status

Name	Site, Position	Effective Date
Gretchen Barnhart	Palmer Lake, ESP Special Education	9/8/2026
Madeline Benson	North View Middle, ESP Special Education	8/31/2026
Nadine Carey	Park Brook, Admin Assistant Elementary	8/13/2026
Breanna Cassidy	Fernbrook, Four Star Instructor	8/31/2026
Nicholas Dinger	Aspen Ridge, Custodian Elementary Day Person	7/20/2026
Carol Farniok	Cedar Island, ESP Liaison	9/8/2026
Alaya Fuller	Elm Creek, Kidstop ESP PM	8/31/2026
Alexa Gute	Woodland, ESP Special Education	9/8/2026
Isabelle Hanson	Basswood, ESP Special Education	9/8/2026
Jerry Hinton	Basswood, Kidstop ESP PM	8/31/2026
Sandy Huang Chan	Fair Oaks, Assistant Nutrition Service	8/17/2026
Logan Johansoon	Educational Service Center, Hourly Tech TSSII	7/20/2026
Megan Lage	Fernbrook, Kidstop ESP PM	8/31/2026
Kristine Larson	Fernbrook, ESP Special Education	9/8/2026
Heather Lundquist	Oak View, Kidstop ESP AM	8/31/2026
Samuel Melby	Palmer Lake, Esp Special Education/Clerical	9/8/2026
Sofia Morales	Cedar Island, ESP Special Education	9/8/2026
Joseph Ogochukwu	Basswood, Kidstop ESP PM	8/31/2026
Oghenetega Okitikpi	Basswood, Kidstop ESP PM	8/31/2026
Howard Ramaley	Maple Grove Senior, Assistant Nutrition Service	8/17/2026
Morgan Sanders	Rush Creek, Kidstop ESP AM & PM	8/31/2026
Carmen Schiro	Educational Service Center, Analyst Accounting	8/11/2026
Katie Sparks	Elm Creek, ESP Clerical	9/8/2026
Christina Vilella	North View Middle, ESP Special Education	9/8/2026
Rayna Wheelock	Oak View, ESP Special Education	9/8/2026

Consent Agenda – Personnel Items

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Michael Williams	Basswood, Kidstop ESP AM	9/8/2026
Johnny Wynne	Aspen Ridge, Kidstop ESP PM	8/31/2026

Positions Ending

Name	Site, Position	Effective Date
Bai Jassy	Park Center Senior, ESP EL	7/16/2026

Terminations

Name	Site, Position	Effective Date
Madonna Novak	Cedar Island, Nurse LPN	7/31/2026

Death

Name	Site, Position	Date of Death
None		

TO: Dr. Kim Hiel, Superintendent
FROM: John Morstad, Executive Director of Finance and Operations
Jeff Arthurs, Director of Facilities Operations
SUBJECT: Bid Award – Birch Grove School for the Arts
DATE: 8/25/2026

Recommendation We recommend that the school board award the contract for the renovation of Birch Grove School for the Arts to Ebert Companies, the low responsive and responsible bidder, in the amount of \$2,107,300.00. It is recommended that the board accept the base bid of \$1,833,000.00 and all three alternates:

1. Alternate 1: \$21,500.00 for hallway tile replacement
2. Alternate 2: \$84,300.00 for Black Box theatrical lighting updates
3. Alternate 3: \$168,500.00 for Gym/Stage theatrical lighting upgrades

The bid opening was conducted on August 11, 2026, and there were eight bidders. Wold Architects & Engineers, project designer and owner representative, has reviewed that bids and recommends that the board accept the Ebert Companies bid. Please see the attached award memo and bid tabulation.

Background In close cooperation with the Birch Grove administrative team, Wold has designed a renovation to Birch Grove that meets the design principles of the Building a Better Future program, including media center renovations, flex classrooms, outdoor classroom, and renovations and improvements to magnet spaces.

Next Steps Upon approval by the school board, administration will draft a contract for the board representative to sign. Wold will work with Ebert Companies to prepare materials submittal documents and develop a construction schedule. The project will be fully underway in the spring of 2027, and the substantial completion will be in August of 2027.

8/25/2026

Board of Education
ISD #279 – Osseo Area Schools
11200 93rd Avenue North
Maple Grove, MN 55369



1331 Tyler Street NE, Suite 101
Minneapolis, MN 55413
ics-builds.com
(763) 354-2670

Re: ISD #279 Osseo Area Schools
2027 Birch Grove Elementary School Renovations

Dear Board Members:

At 2:00 p.m. Tuesday, August 11, 2026; ICS received eight (8) bids for the above-referenced project. A copy of the bid tabulation is enclosed for your review.

ICS has reviewed the bids for the above-referenced project, and the apparent low responsible bidder is within the project budget. We have contacted the apparent low bidder, Ebert Companies, and have confirmed that their bid is valid. Our recommendation for award is as follows:

Base Bid: – Recommendation: Accept	\$1,833,000.00
Work under the base bid includes all construction associated with the Birch Grove Elementary School Renovations required to complete the project.	
Alternate No. 1: Hallway Tile Replacement	\$21,500.00
Recommendation: Accept	
Alternate No. 2: Black Box Theatrical Lighting Updates	\$84,300.00
Recommendation: Accept	
Alternate No. 3: Gym/Stage Theatrical Lighting Upgrades	\$168,500.00
Recommendation: Accept	
TOTAL CONTRACT:	\$2,107,300.00

Based on the recommendations above, we recommend that the District enter into a contract with Ebert Companies, for the total bid amount of Two Million, One Hundred Seven Thousand, Three Hundred Dollars and No/100 Cents (\$2,107,300.00).

Upon Board action, we will draft a contract reflecting this amount to the contractor.

Enclosed are copies of the official bid tabulation, bid forms and bid securities. Please contact us at 763-354-2670 should you have any questions regarding our recommendation.

Sincerely,

Rich Gareis
Project Manager

RG/ag

Enclosures

2027 Birch Grove Elementary Renovations

OWNER: Osseo Public Schools, ISD #279
 Owner Representative ICS
 ARCHITECT Wold Architects & Engineers
 ENGINEER Hallberg Engineering



BID TABULATIONS
 Friday, January 1, 1904

Single Prime

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Ebert Companies 23350 County Road 10 Corcoran, MN 55357 763-498-7844	CM Construction Company 12215 Nicollet Ave. South Burnsville, MN 55337 952-895-8223	Brennan Construction 3255 Garfield Ave., Suite 200 Minneapolis, MN 55408 507-625-5417	Jorgenson Construction 9255 East River Road NW Minneapolis, MN 55433 763-784-3877	Martens-Brenny 8251 Main Street NE Minneapolis, MN 55432 763-786-4779	Construction Results 5465 Hwy 169 North Plymouth, MN 55442 763-559-1100	KNB Contracting, LLC 10464 Monroe Avenue NW South Haven, MN 55382 320-261-5144	Parkos Construction Company 1010 S. Robert Street West ST. Paul, MN 55118 651-455-0031
BID SECURITY	X	X	X	X	X	X	X	X
ADDENDA REC'D.	X	X	X	X	X	X	X	X
MN RESPONSIBLE CONTRACTOR	X	X	X	X	X	X	X	X
BASE BIDS	\$1,833,000.00	\$1,935,800.00	\$2,029,000.00	\$2,045,500.00	\$2,126,000.00	\$2,238,720.00	\$2,249,800.00	\$2,276,800.00
ALTERNATES:								
Alternate No. 1:								
Hallway Tile Replacement	\$21,500.00	\$21,800.00	\$14,445.00	\$22,500.00	\$9,600.00	\$33,000.00	\$22,690.00	\$24,800.00
Alternate No. 2:								
Black Box Theatrical Lighting Updates	\$84,300.00	\$81,800.00	\$85,320.00	\$85,500.00	\$82,185.00	\$96,000.00	\$86,400.00	\$89,400.00
Alternate No. 3:								
Gym/Stage Theatrical Lighting Upgrades	\$168,500.00	\$163,800.00	\$170,100.00	\$179,500.00	\$163,845.00	\$180,000.00	\$171,400.00	\$176,600.00

To: School Board
From: Administration
Date: August 25, 2026
Re: Approval of Kelly Education Agreement for Daily Substitute Teacher Services

Recommendation

Approval of the Agreement with Kelly Services, Inc. for daily substitute teacher services.

Executive Summary

Administration recommends partnering with Kelly Education to strengthen recruitment, onboarding, employment administration, and support for daily substitute teachers. Osseo Area Schools will continue to establish substitute pay rates, supervise classroom work, use Frontline Absence Management, and retain responsibility for school operations. Kelly Education will serve as the employer of assigned substitutes and manage recruiting, hiring, payroll, benefits, employment records, workers' compensation, and related teacher substitute staffing compliance.

Key Agreement Terms

- **Term:** August 26, 2026 through June 30, 2028, with the option to renew for one or two additional years.
- **Scope:** Daily substitute teacher staffing. Kelly is a non-exclusive provider for instructional positions.
- **Transition:** Daily substitute operations will transition once both parties have signed the agreement, and Kelly Education serving as a provider beginning November 2026.
- **Continuity:** Current daily substitutes may continue serving the Osseo Area Schools after completing Kelly Education's employment transition process. Frontline Absence Management will remain in use.
- **Employee support:** Kelly will honor verified accrued Minnesota sick and safe time balances for transitioning substitute employees, subject to the agreement.

AGREEMENT FOR EDUCATIONAL STAFFING

THIS AGREEMENT, dated August 26 2026, is between Kelly Services, Inc., with its principal offices located at 999 West Big Beaver Road, Troy, Michigan 48084 ("Kelly"), and Osseo Area Schools, with its principal offices located at 11200 93rd Ave. N, Maple Grove MN 55369 ("Customer").

1) DESCRIPTION, LOCATION AND PRICING OF SERVICES

Kelly will assign to the Customer Kelly temporary employees ("Assigned Employees"), through its service line, Kelly Education, to provide education-related services, under the Customer's operational supervision, at the location(s) and for the pricing (and other related costs) described in Exhibits A and B (the "Services"). Exhibit B, the Customer Information Sheet, will be completed with Customer's collaboration and will provide detailed business requirements necessary to assist with meeting Customer needs. For instructional and paraprofessional positions, Customer agrees that Kelly shall be the non-exclusive contract provider of Assigned Employees to Customer.

2) KELLY GUARANTEE

Kelly guarantees that the Assigned Employees it places with the Customer will satisfactorily perform the services ordered by Customer. If not, Kelly will cancel charges for unsatisfactory services and furnish a replacement as soon as possible when the Customer has provided notice of its dissatisfaction within the first sixteen (16) working hours of an Assigned Employee's assignment. If Kelly receives notice after an Assigned Employee's first sixteen (16) working hours, Kelly will furnish a replacement as soon as possible, but not cancel the charges for the unsatisfactory services.

3) KELLY'S RESPONSIBILITIES

As the provider of staffing services, Kelly will be the employer of Assigned Employees, and will be responsible for the staffing services listed below.

- (a) Source, recruit, select, and hire Assigned Employees;
- (b) Place Assigned Employees according to Customer's requirements;
- (c) Pay Assigned Employees their wages and provide them the benefits that Kelly offers, inclusive of any government mandated benefits, as Kelly employees;
- (d) Pay or withhold payroll taxes (e.g., FICA) and insurance premiums (e.g., Medicare) and fulfill its obligations for unemployment compensation (e.g., FUTA, SUTA);
- (e) Provide workers' compensation benefits and coverage for Assigned Employees;
- (f) Maintain Assigned Employees' personnel and payroll records related to their employment by Kelly;
- (g) Comply with laws, rules or regulations applicable to providers of staffing services;
- (h) Require Kelly Administrators and Assigned Employees to annually agree in writing by signing Customer's Digital Access Agreement to protect the confidentiality of Customer's confidential and private information;
- (i) Require Assigned Employees to execute agreements that Customer requests regarding intellectual property developed by them in performance of their work for Customer;
- (j) Require Assigned Employees to acknowledge in writing that they have no right to participate in Customer's employee benefit plans;
- (k) Require Assigned Employees to comply with all rules and policies of Customer (e.g., those relating to premises access and security);
- (l) Make legally required employment law disclosures to Assigned Employees; and
- (m) Comply with the Patient Protection and Affordable Care Act ("Affordable Care Act") and its regulations, as applicable, and have established internal procedures to review and maintain its compliance with the Affordable Care Act.

4) CUSTOMER'S RESPONSIBILITIES

As the recipient of Kelly's staffing services, the Customer will be responsible for controlling the environment in which Assigned Employees perform their work, the details of their work, and teaching board-approved curriculum and approved lesson plans. The Customer also will:

- (a) Provide Assigned Employees with a safe and suitable workplace, including all required site-specific training related to the chemical, physical and biological hazards in the workplace, emergency and safety procedures, safe use of equipment, school rules and protocols, policies and procedures regarding student disciplinary actions, and the confidentiality of student records and information;

- (b) Provide Kelly with prompt notice of any injury suffered by an Assigned Employee;
- (c) Use Assigned Employees only in assignments that match the job descriptions for which Kelly places them, not give duties to an Assigned Employees that the Assigned Employee must perform outside of Customer's premises and take full responsibility for assignments or duties that differ from the Assigned Employees' mutually agreed upon job duties, responsibilities, work environment or location, unless mutually agreed to pursuant to paragraph 15(f) of this Agreement;
- (d) Notify Kelly and be solely responsible when Assigned Employees are required to use Customer provided timekeeping system or absence management system;
- (e) Provide adequate internal controls, supervision, security and instructions for Assigned Employees;
- (f) Supervise the performance of Assigned Employees using the same degree of diligence used to supervise its own employees;
- (g) Assume responsibility for Assigned Employees when they are required to handle keys, cash, confidential information and records of students and the Customer's regular employees;
- (h) Assume responsibility for training and safe use of machinery, and/or equipment used by Assigned Employees in connection with their assignment (except for workers' compensation claims);
- (i) Not request nor require Assigned Employees to use any vehicle in connection with their assignment;
- (j) Assume sole responsibility for any bodily injury claims asserted against Kelly or its Assigned Employees by students, their parents or representatives, Customer personnel or business invitees, or other third parties (except to the extent that such claims are based on the intentional acts and/or negligence of Kelly or the failure of Kelly full time staff personnel to fulfill their obligations regarding the recruitment, screening, and hiring of the Assigned Employees);
- (k) Ensure that the Assigned Employees do not have sole custody of a single student, be solely responsible for supervising more than one classroom of students at a time, or administer or maintain custody of any student medications;
- (l) Be solely responsible for releasing students at the end of the school day to an authorized party;
- (m) Ensure Assigned Employees who are placed at Customer through Kelly shall not work directly for Customer in any capacity where such Assigned Employees receive compensation during the same time period from Kelly, Customer or third party;
- (n) Provide Kelly with prompt, written notice of any concern or complaint about the conduct of an Assigned Employee by the end of the same day that it learns of the concern or complaint, and permit Kelly to actively participate in Customer's investigation of such a concern or complaint;
- (o) Provide Kelly with written notice within one (1) business day after the Customer learns of any formal or informal complaint, litigation, potential litigation, or an administrative or governmental charge, that involves an Assigned Employee, and permit Kelly a reasonable opportunity to participate actively in the matter, as determined by the Customer.
- (p) Upon request, for the purposes of investigating a reported workplace incident and/or assisting with Kelly's workers' compensation process, Customer agrees to reasonably cooperate by providing any available video recordings or other documentation in its possession related to the reported incident;
- (q) Not request nor require any Assigned Employees to work at heights, perform heavy labor, lifting or physical activity unless required and accepted in the job description;
- (r) Notify Kelly as early as possible (either, for example, prior to 6:00 a.m. or three (3) hours prior to the start of the class), through the protocols established by Kelly for such notice, of the need for Assigned Employees for a given day; however, Kelly and Customer recognize that the need for a substitute may occur later than anticipated and that in such cases, Kelly will use its best efforts to find an Assigned Employee for such Customer requests;
- (s) Ensure that Assigned Employees are not required to actively or competitively participate in any physical activities, exercises, competitive games or sports with students or other faculty members at any time, including in school gymnasiums, classrooms, or on the playground. In the event an Assigned Employee is assigned to a physical education class, physical activity shall be limited to non-participation instructional purposes only;
- (t) As applicable, provide a list of employees Customer has employed prior to this Agreement that Customer wishes to remain in pool of Assigned Employees placed by Kelly to Customer. Customer shall provide a written list of such transitioned Assigned Employees and may update said list, by written addition or deletion of all changes, as appropriate. If Customer utilized another vendor prior to this Agreement, Customer will make a good faith effort to produce a list of transitioned Assigned Employees who provided services through such vendor; In addition, Customer understands that Kelly will rely on the accuracy of Customer's prior credentialing and screening. Customer further ensures that:
 - i) Transitioned Assigned Employees have worked for Customer within the last one hundred and fifty (150) days;
 - ii) Transitioned Assigned Employees have had accurate, comprehensive criminal background checks with favorable results in compliance with applicable laws at the time transitioned to Kelly;
 - iii) Transitioned Assigned Employees meet educational and medical testing requirements, as well as any other credential/screening requirements, in compliance with applicable laws at the time transitioned to Kelly; and,

- iv) Customer will provide Kelly with transitioned Assigned Employees' expiration dates regarding applicable state certifications or other mandatory requirements.

Section 2 does not apply to transitioned Assigned Employees.

- (u) Assume responsibility for the conduct of its own officers, employees, and agents; and
- (v) Comply with duties imposed on it by law, rule, or regulation.

5) CUSTOMER REPRESENTATIONS

The Customer represents and warrants that:

- (a) Its actions under this Agreement do not violate or overlap its obligations under any agreement that Customer has with any labor union;
- (b) Kelly's responsibilities listed in this Agreement regarding screening, the payment of wages, and the provision of benefits to the Assigned Employees do not violate a policy or practice of the Customer;
- (c) The Customer has disclosed to Kelly all screening requirements that Customer would use for the positions covered by this Agreement if the Customer were directly employing individuals in such positions;
- (d) If Customer, not Kelly, is the recipient of the Assigned Employees' fingerprint background check clearance/suitability letter, Customer will provide Kelly with the clearance information and any updated information in a timely manner;
- (e) The Customer has the right, power, requisite authorization, and has satisfied any applicable procedural requirements necessary for it to be authorized to enter into this Agreement;
- (f) The Customer representative who is signing this Agreement has been delegated authority by the school board or district to execute this Agreement;
- (g) At the beginning of the school year, but at a minimum, not less than thirty (30) days prior, Customer will use best efforts to advise Kelly of all scheduled professional development days;
- (h) Customer acknowledges that Kelly is responsible for recruiting of Assigned Employees, however, Customer and Kelly will collaborate and agree on marketing, advertisement, and recruitment methods. During the term of this Agreement, Customer agrees that Kelly can use Customer's branding, including but not limited to Services data, in its marketing and public relations programs;
- (i) If the Assigned Employees will use a Customer-provided timekeeping or absence management system or process, then a such timekeeping system, absence management system or process shall be compliant with all applicable legal requirements, including recording of time worked; and,
- (j) The Customer will neither request nor require that the Assigned Employees perform duties outside of Customer's premises (e.g., participate on field trips) unless Kelly gives its written consent in advance.

6) CONFIDENTIALITY/INTELLECTUAL PROPERTY/ASSIGNED EMPLOYEES' DATA

All Kelly and Customer intellectual property, including processes, procedures, trademarks and copyrights, are and shall remain the sole property of each respective party. Customer will only use Assigned Employees' Data ("Assigned Employees' Data"), including, but not limited to, Assigned Employees' personal information, identity, U.S. mail or email address, contact information, social security number, phone number, personal health information, or absence management information data in connection with Services provided by Kelly in accordance with this Agreement. Customer acknowledges that Assigned Employees' Data is proprietary, personal and highly confidential, and Customer shall not disclose the information to any third parties unless legally required to do so. Should Customer determine that it may be legally obligated to disclose Assigned Employees' Data, Customer shall provide notice to Kelly at least five (5) business days in advance of producing any such information. To the extent Kelly utilizes Customer's absence management or other systems ("System"), Customer shall allow and authorized Kelly full access to the System throughout the term of the Agreement and for thirty (30) days after termination. In the event the Agreement is terminated, Kelly shall have thirty (30) days to remove Assigned Employee Data from the System.

For the avoidance of doubt, regardless of whether Kelly or Customer owns the contractual relationship of the absence management platform, all Assigned Employee Data housed within the absence management platform will be solely owned by Kelly. At no point may Customer provide access to the absence management platform to any third parties. Customer agrees that at the time of termination or expiration of the Agreement, Kelly shall have the option to remove all Assigned Employee Data from the absence management platform and Customer agrees that it may not retain any such Assigned Employee Data. To the extent that there is a conflict between the terms/obligations of this paragraph with any terms/obligations in an agreement between Customer and any third party, Customer agrees to honor the terms/obligations of this paragraph and the terms/obligations of this paragraph shall control. This section does not apply to transitioned Assigned Employees' Data.

7) BILLING & PAYMENT TERMS

- (a) **Invoices.** Kelly will invoice Customer each week for all compensable time in accordance with applicable laws, including but not limited to hours worked on assignment, training, testing or screening completed by Assigned Employees after hire, at agreed-upon rates. The rates at which Kelly will invoice the Customer (and any reimbursable expenses) are listed in Pricing Exhibit A. Service lines may be added by mutual agreement of the parties pursuant to Paragraph 15(f). Unless otherwise stated in Pricing Exhibit A, payment will be due upon Customer's receipt of the Kelly invoice. In the event of termination of this Agreement, Customer will pay Kelly promptly for Services performed up to the time of termination. If the Customer's rates are not set out in Pricing Exhibit A, Kelly and the Customer will agree on rates at the time of an order, which Kelly will record electronically in its systems. The services billed may be provided by Kelly Services Global, LLC or Kelly Services USA, LLC, affiliates of Kelly, or third-party staffing providers (collectively "Staffing Providers"). Staffing Providers may provide the Services under this Agreement, and in such cases, Kelly will act as a collection agent on behalf of such Staffing Providers and bears no extracontractual liability other than that of collection agent.
- (b) **Disputed Amounts.** If this Agreement is terminated by Kelly or Customer or Customer disputes any amount invoiced by Kelly, Kelly shall be timely paid (in accordance with the payment terms in Section 7 (a)) by Customer for all fees/services that are not in dispute. Any dispute to an invoice must be communicated within thirty (30) days of the due date of such invoice or Customer waives the right to object to the invoice and will be held accountable for payment. If Customer fails to pay Kelly any fee when due, Customer shall be liable for a late charge of the lesser amount of one-and one-half percent (1 ½%) per month or the maximum amount allowed under state law, on the outstanding amounts beginning on the due date and Customer shall be responsible for reasonable attorneys' fees incurred by Kelly to collect the outstanding amount.
- (c) **Procurement Card.** Customer will not use a procurement card as a source of payment to Kelly.
- (d) **Taxes.** Any sales or use taxes that apply to sales to Customer will be added to Customer's invoices.

8) TIME, BILLING AND AUTOMATED SCHEDULING

(a) Documentation of Time Worked.

The Customer agrees to review documentation of time worked by the Assigned Employees in the designated scheduling system. In a system with a time approval feature, the Customer agrees to approve and sign, by signature or electronic means, record of time worked by the Assigned Employees and will designate one or more representatives to approve the time record on its behalf. If the Customer representative is unavailable, the Kelly representative responsible for the Customer assignment (or other Kelly representative authorized by Customer) may approve the record on Customer's behalf or it may be approved in accordance with (b) below. Customer will use reasonable efforts to assist Kelly in the retrieval of missing or unsubmitted substitute teacher time sheets.

(b) Submission and Approvals

Electronic approvals in scheduling systems with time approval features require the following:

- i) Substitute teachers will submit time for approval each week. The Customer must approve time entries by Tuesday at 11:59 PM. The Customer will make reasonable efforts to ensure that approving managers take approval action on Tuesday and adhere to this schedule to expedite substitute payroll.
- ii) Approved time for a given week-ending date will be gathered from the system on Mondays, Tuesdays, and Wednesdays. On Wednesdays after 12:00 am, all non-rejected time sheets that have been submitted for approval will be considered approved-in-full by the school and sent for payroll processing.
- iii) All Customer representatives who approve the time entries of the Assigned Employees must have school-issued, active e-mail accounts.
- iv) Each school should assign an administrator to approve substitute time sheets each week. A backup administrator should also be designated to approve time sheets in the event of the first administrator's absence.
- v) All adjustments to approved time will be handled outside of the scheduling system. The scheduling system will not be updated to reflect the adjusted values.

(c) Non-Exempt Assigned Employees and Overtime

i) Non-exempt Employees.

Some Assigned Employees may be deemed as non-exempt employees under federal or state wage and hour laws (e.g., (1) states that designate teachers as non-exempt, (2) licensed teachers not performing the customary duties of a classroom teacher, or (3) Assigned Employees that are not licensed teachers and assigned to perform clerical, administrative, janitorial, or cafeteria duties). Assigned Employees who are designated as non-exempt or are performing non-exempt work are entitled to overtime pay.

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ii) **Overtime; Meal and Rest Periods.**

Kelly shall pay nonexempt Assigned Employees overtime pay in accordance with applicable federal and state law at a rate of one and one-half times their regular rate of pay for all hours worked over 40 hours in any given workweek and bill the Customer accordingly.

Kelly shall adjust its overtime payments to comply with state laws that may impose additional or different requirements than federal law and bill the Customer accordingly. For example, under California's wage and hour law, nonexempt employees must be paid overtime for any hours worked in excess of eight hours in one workday or 40 hours in one workweek.

Kelly will base overtime pay on hours actually worked. For example, hours paid for vacation, holiday, sick, or paid time off will not be included in calculating overtime.

In those states that require non-exempt employees to have meal and rest periods, non-exempt Assigned Employees must accurately record their meal and rest periods in accordance with Section 8 (a) above.

(d) **Automated Scheduling**

- i) Kelly may provide a scheduling system for automated scheduling and absence reporting in some situations. Among other things, the program would enable Kelly to provide the Customer with certain reports and information related to regular teacher absences and substitute teacher staffing coverage and permit the Customer and its designated representatives to schedule regular teacher absences. Implementation of the scheduling system would require that the Customer provide certain information concerning the employment positions that the Agreement for Educational Staffing covers and the personnel currently in such positions.
- ii) Any information that the Customer provides Kelly for purposes of implementing the scheduling system will be used in connection with the educational staffing services that Kelly provides. Kelly will not use such information for any other purpose without the Customer's prior written consent.
- iii) Information in reports that Kelly furnishes to the Customer which are generated based on the scheduling system will contain information that the Customer's personnel provide upon accessing and using the scheduling system. Accordingly, the accuracy of such information depends on the accuracy of the information provided by the Customer's personnel. The Customer will be solely responsible for verifying the accuracy of such information.

9) WORKERS' COMPENSATION AND LIABILITY INSURANCE

Kelly will, at its own expense, provide and keep in full force and effect during the term of this Agreement the following kinds and minimum amounts of insurance:

- (a) **Workers' Compensation.** Workers' compensation statutory coverage as required by the laws of the jurisdiction in which the services are performed and includes alternate employer endorsement;
- (b) **Employer's Liability.** Employer's Liability insurance with a limit of \$1,000,000;
- (c) **Commercial General Liability.** Commercial general liability insurance with a \$1,000,000 per occurrence and includes bodily injury and property damage coverage;
- (d) **Commercial Automobile Liability.** Commercial automobile liability insurance with a \$2,000,000 combined single limit on vehicles owned, leased, or rented by Kelly while performing under this Agreement;
- (e) **Umbrella Liability Insurance.** Umbrella liability insurance to be used in excess of the liability policies with \$15,000,000 combined single limit per occurrence; and
- (f) **Commercial Blanket Bond.** A commercial blanket bond with limits of \$3,000,000 in the aggregate per occurrence and includes coverage of employee dishonesty to the extent Kelly failed in its responsibilities in Section 3 of this Agreement.

Kelly will provide Customer with a certificate of this insurance coverage upon request.

10) INDEMNIFICATION BY KELLY

- (a) Kelly will indemnify, defend and hold harmless Customer and its directors, officers, employees and agents, from and against all demands, claims, actions, losses, judgments, costs and expenses (including reasonable attorney fees) (collectively "Damages") imposed upon or incurred by Customer to the extent arising out of any of the following:
 - i) Kelly's failure to comply with its obligations under applicable employment-related laws, regulations or orders in Kelly's capacity as the general employer of the Assigned Employees;
 - ii) Breach of any obligation of Kelly contained in this Agreement; or
 - iii) Any direct claim for workers' compensation benefits for job-related bodily injury or death asserted against Customer by any Kelly employees (including Assigned Employees) or, in the event of death, by their personal representatives.

- (b) Kelly's obligation to indemnify, defend and hold harmless will not apply to: (i) indirect, special or consequential Damages (ii) claims that do not result in a finally adjudicated claim of damages against Customer brought by a third party, (iii) the extent that Damages are due to Customer's failure to fulfill its duties under Section 4, (iv) the extent that any Damages, except for the payment of workers' compensation benefits, are the result of any negligent act or omission or intentional misconduct of Customer, its officers, employees or agents, or (v) the extent that Customer is required to indemnify Kelly against such Damages under Section 11.

11) INDEMNIFICATION BY CUSTOMER

- (a) To the extent permitted by law, Customer will indemnify, defend and hold harmless Kelly and its directors, officers, employees and agents from and against all damages imposed upon or incurred by Kelly, other than for job-related bodily injury or death of an Assigned Employee, arising out of any of the following:
 - i) Customer's failure to comply with its obligations under applicable laws, regulations or orders; or
 - ii) Breach of any obligation of Customer contained in this Agreement;
- (b) Customer's obligation to indemnify, defend and hold harmless will not apply (i) to indirect, special or consequential damages or (ii) to the extent any damages are caused by any negligent act or omission or intentional misconduct of Kelly, its officers, employees or agents.

12) NOTIFICATION OF CLAIMS

- (a) Customer and Kelly agree (i) to notify each other in writing of any asserted claim within ten (10) days of either discovery of the occurrence upon which the claim may be based or learning of the claim, whichever occurs first, and (ii) to permit Kelly or Customer, as the case may be, to defend the claim at the option of the party against whom the claim is asserted, with counsel acceptable to such party, which consent will not be unreasonably refused.
- (b) Neither party will pay or agree to pay any asserted claim under this Agreement without prior written approval from the party against whom the claim is asserted, which approval will not be unreasonably withheld; provided that approval on behalf of Kelly must be obtained from the Kelly Law Department in Troy, Michigan.

13) TERM; TERMINATION

The initial contract period is from August 26, 2026 to June 30, 2028. Customer may renew the contract for one or two years with the same terms and conditions. The renewal pricing for year 3 (school year 2028-2029) and, if a two-year renewal, year 4 (school year 2029-2030) will be mutually agreed upon by Customer and Kelly.

Kelly reserves the right to terminate this Agreement immediately in the event of non-payment.

14) NON-SOLICITATION

Unless otherwise agreed to in writing, neither party shall solicit the employment of the other party's regular, full-time employees (i.e. employee working for Kelly in a role other than as "Assigned Employee") during the term of this Agreement. This provision shall not apply to a party's generalized recruiting practices.

15) MISCELLANEOUS

(a) Notices

- i) Any notices, consents or other communications required or permitted under this Agreement must be in writing (including telecommunications) and delivered personally or sent by e-mail or other transmission (with request for assurance in a manner typical with respect to communication of that type), overnight air courier (postage prepaid), registered or certified mail (postage prepaid with return receipt requested), addressed as shown on the first page of this Agreement.
- ii) Unless otherwise stated in this Agreement, notices, consents or other communications will be deemed received (a) on the date delivered, if delivered personally or by wire transmission; (b) on the next business day after mailing or deposit with an overnight air courier; or (c) three business days after being sent, if sent by registered or certified mail.

(b) Severability; Waiver

The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement. Any delay or waiver by a party to declare a breach or seek any remedy available to it under this Agreement or by law will not constitute a waiver as to any past or future breaches or remedies.

(c) **Independent Contractor**

In its performance of this Agreement, Kelly will at all times act in its own capacity and right as an independent contractor, and nothing contained herein may be construed to make Kelly an agent, partner or joint venturer of Customer.

(d) **Force Majeure**

No party shall be liable or responsible to the other party, nor be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement (except for any obligations to make payments to the other party hereunder), when and to the extent such failure or delay is caused by or results from acts beyond the affected party's reasonable control, including, without limitation: (i) acts of God; (ii) flood, fire, pandemic, earthquake or explosion; (iii) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot or other civil unrest; (iv) government order or law; (v) actions, embargoes or blockades in effect on or after the date of this Agreement; (vi) action by any governmental authority; (vii) national or regional emergency; (viii) strikes, labor stoppages or slowdowns or other industrial disturbances; and (ix) shortage of adequate power or transportation facilities. The party suffering a force majeure event shall give notice within five (5) days of the force majeure event to the other party, stating the period of time the occurrence is expected to continue and shall use diligent efforts to end the failure or delay and ensure the effects of such force majeure event are minimized.

(e) **Amendments**

This Agreement may not be amended or supplemented in any way except in writing, dated and signed by authorized representatives of both parties.

(f) **Counterparts**

This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement. A signed copy of this Agreement delivered by facsimile, e-mail or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

(g) **Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota without giving effect to any choice or conflict of law provision or rule.

(h) **Entire Agreement**

This Agreement includes Exhibit A, Exhibit B, Exhibit C, and Customer's Terms and Conditions Addendum (and any job descriptions signed by the Customer) are the entire understanding and agreement between the parties with respect to the subject matter covered, and all prior agreements, understandings, covenants, promises, warranties and representations, oral or written, express or implied, not incorporated in this Agreement are superseded.

KELLY SERVICES, INC.

Osseo Area Schools

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

EXHIBIT A

PRICING FOR KELLY EDUCATION

This Pricing Exhibit A is incorporated and made part of the Agreement for Educational Staffing between Kelly Services, Inc. and Osseo Area Schools ("Kelly Agreement"), dated August 26th, 2026. The pricing in Exhibit A is confidential and proprietary to Kelly and is effective as of August 26th, 2026.

1. Types of Assignments; Pricing

The Assigned Employees will be assigned to the following positions and at the following rates. Markup ratio is all-inclusive for the term of the agreement.

Position	Pay Rate	Pay Type	Markup	Bill Rate
Teachers	\$200.00	Daily	1.280	\$256.00
Teachers Retirees	\$215.00	Daily	1.280	\$275.20

A signed Job Description is required for each position listed.

2. Pricing for Hiring a Kelly Assigned Employee

Customer agrees to pay a placement fee upon hiring the Kelly Assigned Employee to work in full- or part-time position of employment with the Customer. The placement fee is based on days worked within the contract term. The fee schedule is set forth below. This provision excludes Kelly Non-assigned Employees

1 – 30 days worked	\$5,000
31– 60 days worked	\$3,500
61+ days worked	Fee waived

Kelly will not charge Customer a placement fee for transition of Customer recruited or transitioned employees.

3. Pricing for Hiring a Direct Hire Candidate

If the Customer hires a candidate referred to it by Kelly for direct hire by Customer, the Customer agrees to pay a direct placement fee of \$9,000. A Direct Hire is defined as a person who has not been in the employ of Kelly or the school/district prior to being hired by the school/district to fill a targeted open position.

4. Short Notice Cancellation.

If a Kelly Assigned Employee has shown up for a Customer assignment on time, and Customer cancels the assignment without timely notice, due to reasons not related to the employee's performance, if Kelly is required to pay such Assigned Employee "show up time", Kelly will invoice Customer for such time up to four (4) hours.

KELLY SERVICES, INC.

Osseo Area Schools

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

EXHIBIT B – CUSTOMER INFORMATION SHEET

Osseo Area Schools

Main Contact for District: _____ **Phone:** _____ **Email:** _____

Currently utilizing an Absence Technology Platform: YES: ☒ NO: ☐ **If yes, what system?** Frontline
Absence Management _____

Number of Students: 21,000 _____ **Number of Teachers:** 2000 _____ **Number of Paras:** 700 _____

SECTION 1: SUBSTITUTE TEACHERS

District Need

- What is the average number of substitute teachers requested?
Per day? 58 _____ Per week? 270 _____
- What is the district's average fill rate for substitute teachers? _____

Pay Rates

- Please provide your current substitute teacher pay rate:

Teacher:	Full Day:	Half Day:
	\$ 200 _____	\$ 100 _____
District Retiree	Full Day:	Half Day:
Teacher:	\$ 215 _____	\$ 107.50 _____
Special Ed Teacher:	Full Day:	Half Day:
	\$ 200 _____	\$ 100 _____

Kelly Education typically pays substitute teachers for either a half day or a full day, as determined by the School District. All hours worked up to the half day cut-off hours are paid as a half day and all hours after are paid as a full day. When calculating overtime hours, paid time off, vacation time, sick time, holiday time and 30-minute meal breaks will not be considered.

Qualifications/Licensing

- Does your district accept day-to-day subs with the following licenses?
 - Substitute License/Certificate (If applicable)? YES: ☒ NO: ☐
- Are there any positions that require specific skills and/or qualifications? YES: ☐ NO: ☐
 - (i.e., speech/language pathology positions or male/female PE subs because of locker room arrangements)
 - _____

SECTION 2: SUBSTITUTE PARAPROFESSIONALS

District Need

- What is the average number of substitute paras requested?
Per day? _____ Per week? _____
- What is the district's average fill rate for substitute paras? _____

Pay Rates and Qualifications

- For each classification of paraprofessional (*General Education, Special Education*) for which your district will be requesting substitutes, please list the type of position, hourly rate, and qualifications required. An example is listed below for you.

Example:

- *Position Type/Title: **Regular Ed Aide***
- *Hourly rate: **\$10.00/hour***
- *Required Qualification: **High School Diploma***
- Position Type/Title: _____
- Hourly rate: \$ _____
- Required Qualification: _____
- Position Type/Title: _____
- Hourly rate: \$ _____
- Required Qualification: _____
- Position Type/Title: _____
- Hourly rate: \$ _____
- Required Qualification: _____

Kelly Education pays substitute paraprofessionals/education assistants/aides hourly in accordance with scheduled assignment with applicable lunch deductions.

Break Times

- Deduct a non-duty lunch break time for substitute paras/aides? YES: ☐ NO: ☐
- If yes, what duration of break should be expected?
☐ 30 minutes ☐ 45 minutes ☐ 60 minutes ☐ Other _____

Other

- Are there any paraprofessional positions that require special skills or training? YES: ☐ NO: ☐
 - _____
- Are there any paraprofessional positions that require substitutes to provide personal care to students (i.e., diapering, lifting, etc.)? YES: ☐ NO: ☐
 - _____

SECTION 3: LONG TERM SUBSTITUTES

Kelly Education can assist your district with securing long-term substitutes in several ways. Our standard procedure for long term assignments is listed below, but keep in mind we can customize this according to your district preferences. We request information about long term needs 4-6 weeks before the position start date.

District provides Kelly Education with a long-term substitute request, including details on position, qualification, dates, pay, etc.

***If district has already chosen a candidate,** Kelly Education will follow up to start the candidate on the on-boarding process, if he or she is not already signed up with Kelly Education.*

***If district has not already chosen a candidate,** Kelly Education will contact qualified substitutes from the current pool to determine interest and will also advertise/source externally if needed.*

Kelly Education will forward resumes of interested candidates to the school or district.

The school or district will take any additional screening steps they would like to with interested applicants (i.e. interviewing), and then select a candidate.

Kelly Education will work with the school or district to get the assignment submitted on Absence Management

Pay Rates

- Long Term Teacher (Daily Rate): \$_____
 - How many days is considered long term? _____
 - Long term pay will begin on day 1
 - Additional notes:

- Long Term Para (Hourly Rate): \$_____
 - How many days is considered long term? _____
 - Long term pay will begin on day 1
 - Additional notes:

- Other Long-Term Needs (Rate): \$_____
 - How many days is considered long term? _____
 - Long term pay will begin on day 1
 - Additional notes:

SECTION 4: DISTRICT/BUILDING CONTACT INFORMATION

- Please list the contact information for the positions identified below.

Title	Name	Phone	Email
Superintendent	Kim Hiel	763-391-7001	HielK@district279.org
Administrative Assistant			
Business Manager			
Human Resources Director			
Accounts Payable			
Invoices Attention To			
Absence Technology Administrator			

- Who would our staffing team communicate with the buildings about substitute requests/scheduling, long term needs, and procedure?

School Name	Secretary	Phone	Email

School Name	Principal	Phone	Email

SECTION 5: ADDITIONAL INFORMATION

I-9 Forms

- Please provide contact information for the authorized representative who will sign off on new substitute I-9 forms
 - I-9 Contact: _____
 - Phone: _____
 - Email: _____
- Do you prefer to set a specific time of day/week to sign off on I-9 forms or have substitutes call ahead to schedule a time?
 - Day of Week/Time: _____
 - Call Ahead to Schedule: _____

In order to keep adding new hires to the substitute pool without interruption, we ask for your assistance in signing new substitute I-9 forms during times we do not have a local representative or scheduled event in your area.

Tax Exemption

- Is your school tax exempt? YES: ☐ NO: ☐
 - If yes, please provide your state tax-exempt form

Dress Code

- Kelly Education expects substitute staff to follow a business casual dress code:
 - Men: Khakis or dress slacks are acceptable, with a dress shirt and sweater or sport coat
 - Women: Dress slacks or skirt, suit or dress, with appropriate blouse and sweater or jacket
 - ****NOT ACCEPTABLE:** Jeans, T-shirts, shorts, halters, sweats, etc. (unless you are in physical education)
- Are there any other instructions regarding dress code in your district that you would like communicated to substitutes?
 - If so, please send us your dress code so we can notify substitutes.

Do Not Hire List

- Is there anyone who should not be hired/activated in your district? Please provide a separate list.

*Best practice for substitutes in your **current pool** who should not be hired by Kelly Education is to send them a notice informing them that they will not be invited to continue subbing with the district.*

Upon receipt of this information by Kelly Education, this document will become a part of your contract agreement. Changes to this document may be submitted to Kelly Education by the district in writing at any time during the term of agreement. Neither the district, nor Kelly Education will alter or amend this document without written confirmation from both parties.

Kelly Services, Inc.

By: _____

Name: _____

Title: _____

Date: _____

Osseo Area Schools

By: _____

Name: _____

Title: _____

Date: _____

EXHIBIT C
PRICING FOR KELLY EDUCATION

1. Other Services (Minnesota)

Minnesota Paid Sick and/or Safe Time Ordinance:

- a. Kelly agrees to comply with all applicable requirements set forth in the Minnesota Paid Sick and/or Safe Leave Ordinance. The funding associated with compliance under this Agreement is reflected in the markup specified in Exhibit A.
- b. Kelly agrees to “grandfather” and honor all verified accrued sick leave hours held by Customer’s current substitute employees at the time they transition to Kelly employment. Such balances shall be transferred and made available to the employee under Kelly’s applicable policies, unless otherwise mutually agreed.

KELLY SERVICES, INC.

Osseo Area Schools

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

The purpose of this Addendum is to incorporate additional terms and conditions into the Agreement to reflect understandings between the Parties. The Parties agree that the provisions outlined in this Addendum shall be considered an integral part of the Agreement. This Addendum shall be read in conjunction with the Agreement. In the event of any conflict between the terms of this Addendum and the Agreement, the terms of this Addendum shall govern.

TERMS & CONDITIONS

1. Background Check:

- a. A Contractor that is a sole practitioner and providing services/support to students or performing services when students are present must complete and satisfy an ISD 279 background check prior providing services under this Contract. Compensation or other consideration to the Contractor is contingent upon a criminal background check that is acceptable to ISD 279.
- b. Contractors that are not sole practitioners shall ensure that no employee, agent, or owner will have access to ISD 279 students or property if there is a record of a background check crime defined in Minnesota Statute § 299C.61, Subd.2., a felony, or any other theft as defined in Minn. Stat § 609.52, Subd.2. Contractors will be responsible for conducting background checks pursuant to MN Statute 123B.03 for each of its employees working at schools.

2. Compliance with Applicable Laws, Regulations, Orders and ISD 279 Policies: the Contractor certifies that all goods or services furnished under this Contract shall comply with applicable federal, state and local laws and regulations and ISD 279 policies. ISD 279 policies may be found on ISD 279's website.

3. Contractor Legal Authorization: Contractor has obtained all necessary licenses or permits required to provide work under this Contract. The Contractor shall provide official copies of such license and/or legal authorization upon request of ISD 279.

4. Data Practices

- a. Pursuant to ISD 279's Family Educational Rights and Privacy Act Policy which is consistent with the requirements of the Family Educational Rights and Privacy Act and the Minnesota Government Data Practices Act, the Contractor shall be deemed to be a school official when performing the duties and responsibilities of ISD 279. As such, Contractor certifies and agrees that data created, collected, received, stored, used, maintained, or disseminated by the Contractor complies with the Acts.
- b. Contractor may access student data only if authorized by ISD 279 and such access is necessary to fulfill the provisions of this Contract.
- c. Contractor shall administer any information classified by the Minnesota Government Data Practices Act, Minnesota Statute § 13, as private data on individuals as if Contractor were a government entity. Contractor is subject to the remedies provided by individual data subjects under §13.08.
- d. Contractor shall not sell, share, or disseminate student data, except as provided by Minnesota Statute Chapter §13.32 or as part of a valid delegation or assignment of this Contract with ISD 279. An assignee or delegate that creates, receives, or maintains student data shall be subject to the same restrictions and obligation under §13.32.
- e. Contractor shall not use data for commercial purpose, including but not limited to marketing or advertising. Nothing in this agreement shall prohibit the Contractor's use of deidentified or aggregate information for improving, maintaining, developing, supporting, or diagnosing the Contractor's site, service, or operation.
- f. Contractor must promptly disclose to ISD 279 the discovery or notification of a breach of security that results in unauthorized release, disclosure, acquisition of data, or the suspicion that such a breach may have occurred within twenty-four (24) hours. Contractor shall disclose to ISD 279 all information necessary to fulfill the requirements

of Minnesota Statute §13.055.

- g. Contractor, including its employees and agents, shall return documents, data, and other information provided by ISD 279 within ten (10) days of Contract completion, termination of Contract, or at the request of ISD 279. In lieu of data being returned, ISD 279 may request that the Contractor destroy and provide evidence of the destruction of documents, data, and other information provided by ISD 279.
- h. Generally, information and documentation received by ISD 279 becomes public information and then subject to disclosure upon public data request. The Contractor must identify confidential or proprietary information within their submission; this information could be exempt from disclosure if cited and in compliance with an exempting statute.

5. **Indemnification:** Contractor agrees to release, defend, indemnify, and hold harmless ISD 279, its board, officers, students, employees, and agents from all liability, injuries, claims, damages (including claims of bodily injury, property damage, or negligence), or loss, including costs, expenses, and attorneys' fees, which arise in connection with, in relation to, or as a result of Contractor's negligent acts or omissions. The foregoing agreement to release, defend, indemnify and hold harmless shall not apply to the extent such liability, injuries, claims, damages or loss was caused by the intentional, willful, or wanton acts of ISD 279. Contractor shall not settle or compromised any claim in which the ISD 279 has been named a party and for which Contractor must indemnify ISD 279 without a signed agreement approved by the ISD 279.
6. **Independent Contractor:** Contractor shall perform duties herein as an independent contractor. Nothing contained in this Contract is intended nor shall it be construed to create or establish a relationship of legal co-partners, joint ventures or joint powers between the parties. Neither Contractor nor any agent or employee of Contractor shall be deemed to be an agent or employee of ISD 279. Contractor shall pay when due all required employment taxes and income tax withholding, including all federal and state income tax on any monies paid pursuant to this Contract. Contractor acknowledges that Contractor and its employees are not entitled to tax withholding, worker's compensation, unemployment compensation, or any employee benefits, statutory or otherwise. The Contractor shall have no authorization, express or implied, to bind ISD 279 to any agreements, liability, or understanding except as expressly set forth herein. Contractor shall be solely responsible for the acts of Contractor, its employees and agent in the provision of staffing services.
7. **Insurance:** ISD 279 does not represent that the required coverage and limits are adequate to protect the Contractor and such coverage limits will not be deemed as limitation of the Contractor's liability to ISD 279 under this Contract. Proof of insurance may be requested at ISD 279's discretion.
 - a. For contracts exceeding \$25,000, the Contractor must carry worker's compensation, general liability, blanket contractual liability, and umbrella insurance appropriate for the scope of work and no less than the amounts outlined below.

Insurance	Description	Coverage	Aggregate
worker's compensation	MN Statutory Requirement for Employer's	\$500,000/\$500,00/\$500,000	n/a
comprehensive general liability	bodily injury; property damage; combined single limit	\$1,500,000 each occurrence	\$2,000,000
blanket contractual liability	bodily injury; property damage; combined single limit	\$1,500,000 each occurrence	\$3,000,000
	personal injury, with employment exclusion deleted	\$1,500,000 each occurrence	\$3,000,000
Umbrella liability	bodily injury; property damage; combined single limit	\$5,000,000 each occurrence	\$3,000,000

- b. Contractors, including their employees and agents, are strictly prohibited from transporting students or staff in a personal or company vehicle under any circumstances. Accordingly, automobile insurance is not required unless the scope of work involves driving on behalf of ISD 279. If driving is a required component of the contracted services, the Contractor must maintain automobile liability insurance with a minimum coverage of \$1,500,000 per

occurrence and \$3,000,000 aggregate. For the avoidance of doubt, no Assigned Employees shall be requested or required to drive within the scope of their assignment. Contractor's automobile insurance is applicable to Contractor owned, leased or rented vehicles only.

8. **Non-Appropriation** Financial obligations of ISD 279 payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise may available. If this Contract is funded in whole or in part with federal funds, ISD 279's payment obligations are subject to and contingent upon the continuing availability of federal funds for the purposes hereof.
9. **Non-Discrimination:** During the performance of this Contract, the Contractor shall not unlawfully discriminate against an employee, applicant for employment, or any student or employee of ISD 279 because of race, color, creed, religion, gender, national origin, disability, age, marital status, public assistance status or citizenship status. The Contractor will take action to ensure that its applicants are employed and that employees are treated during employment without unlawful discrimination. The Contractor shall also comply with any applicable federal or state laws regarding non-discrimination.
10. **Prohibition Against Conflict of Interest and Collusion:** Any employee or any official of ISD 279, elected or appointed, who shall take, receive, or offer to take or receive, either directly or indirectly, any rebate percentage of contract, money, or other things of value, as an inducement or intended inducement, in the procurement of business, or the giving of business, for, or to or from any person, partnership, firm, or corporation offering, submitting pricing for, or in open market seeking to make sales to the ISD 279 shall be deemed guilty of a felony and upon conviction such person or persons shall be subject to punishment of a fine in accordance with state and/or federal laws.
11. **Records Disclosure and Retention:** Contractor's books, records, documents, papers, accounting procedures and practices and other evidence of the disbursement of public funds under this Contract are subject to the examination, duplication, transcriptions and audit by ISD 279 and the Minnesota State Auditor, in accordance with Minnesota Statute § 16C.05, subd. 5. Such data are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under this Contract. The Contractor agrees to maintain such data for a period of six (6) years from the date of service or payment last provided or made, or longer if any audit in progress requires a longer retention period.
12. **Respectful Workplace:** Pursuant to ISD 279 Board Policy 102, contractors are expected to: conduct themselves in a manner that demonstrates respect for others in the workplace and public service environment; use informal means to address issues with the individual(s) involved whenever possible; participate fully and in good faith in any informal resolution process or formal complaint and investigative process for which they may have relevant information; and report incidents that may violate this policy in accordance with processes identified by the agency.
13. **Signatures, Modifications, and Communication:**
 - a. NO WORK SHOULD BEGIN UNDER THIS CONTRACT until authorized signatures have been obtained or the Contract has been authorized by ISD 279 School Board. This Contract is the complete and final statement of the agreement. Previous proposals, negotiations, and representations, whether oral or in writing, are superseded by this Contract.
 - b. This Contract shall not be binding until signed by authorized parties. If any modifications, amendments, or alterations are made to the terms and conditions of this Contract after it has been signed by ISD 279 but before it is signed by the other party, such changes shall render signature by authorized ISD 279 personnel null and void and this Contract shall be considered unenforceable unless re-signed by ISD 279. This Contract can only be modified through an addendum executed by both parties.
 - c. Notices, requests, and other communications that a party is required or elects to deliver shall be in writing, delivered personally, electronic mail (provided such delivery is confirmed), or by a recognized overnight courier service or by United States mail (first-class, certified or registered, postage prepaid, return receipt requested, to the other parties at the address set forth below or to such other address as such party may designate by notice given pursuant to this section.

- 14. Survivability:** The Contractor has a continuing obligation after the Contract term to comply with provisions, representations, and warranties of this Contract intended for ISD 279's protection, benefit, or that by its sense and context is intended to survive the completion, expiration, or termination of this Contract.
- 15. Suspension and Debarment:** Contractor represents that it is not currently debarred or suspended by any federal agency from doing business with the federal or state government. Contractor shall notify ISD 279 if it becomes debarred or suspended during the term of this Contract. ISD 279 may immediately terminate this Contract in the event of such termination or suspension. Contractor shall be responsible for any costs incurred by ISD 279 in connection therewith.
- 16. Tobacco and Chemicals:** Contractor and its employees or agents shall not possess or use tobacco or other chemicals prohibited by policy 921 and 922 while on ISD 279 property. These substances may include, but not be limited to, alcohol, tobacco, cannabis, vaping, and illicit drugs.
- 17. Tax Exempt Status:** ISD 279 is exempt from paying Minnesota sales and use tax on certain purchases, as provided in Minnesota Statute § 297A.70. Contractor shall not charge ISD 279 for such sales and use tax. Contractor shall be responsible for the payment of all sales tax to the Minnesota Department of Revenue.
- 18. Termination of Contract:**
- a. ISD 279 may terminate this Contract immediately in whole or in part for cause if contractor does not adhere to a term under this Contract, becomes insolvent or files for bankruptcy protection.

The parties, by signing, warrant that they have reviewed and agree to all terms incorporated in this Contract and they are duly authorized by law to execute this Contract, intending to be legally bound thereon.

Signature from Authorized Contractor/Officer – must also include date, printed name, and title.

Signature from Authorized ISD 279 Officer - must also include date, printed name, and title.



Educational Service Center
 Osseo Area Schools
 11200 93rd Avenue N
 Maple Grove, MN 55369
 763-391-7027

PURCHASE ORDER NO. P270709
 NOTE: The PO number must appear on Invoices and packing slips.
 Email invoices to accountspayable@district279.org

PAGE NO. 1

VENDOR
 cmorris@hillyard.com
 07053 FAX: 763-746-2838
 HILLYARD FLOOR CARE SUPPLY
 274 APOLLO DRIVE
 LINO LAKES MN 55014
 ATTN: CHRISTINE MORRIS

SHIP TO
 ESC - CUSTODIAL & MAINTENANCE
 ISD 279 WAREHOUSE
 9375 ZACHARY LN N
 MAPLE GROVE MN 55369
 ATTN: JEREMY MALCHOW

ORDER DATE: 07/30/26		BUYER: MELANIE DURAND		REQ. NO.: R270901	REQUIRED BY:
TERMS: NET 30 DAYS		F.O.B.: NO FREIGHT CHARGE		DESC.:	
ITEM#	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
Order Comments:					
Per attached quote #20023766					
AEPA/CPC Contract #023-B					

01	3.00	EA	HIL9900104	28431.8800	85,295.64
02	4.00	EA	SCRB SC4000 28D HP ECOFLEX W 234AH BTTY	11774.7700	47,099.08
03	4.00	EA	SC1500 20D ECOFLEX A140 OBC PH AGM BTTY	4756.6000	19,026.40
04	5.00	EA	ALL CLEANER XP 25FT CORD	651.0500	3,255.25
05	10.00	EA	HIL9900182	680.8400	6,808.40
06	10.00	EA	ADGILITY 10XP US ADVANCE	516.1700	5,161.70
07	15.00	EA	HIL9908224	1311.9100	19,678.65
08	15.00	EA	VACUUM UPRIGHT SPECTRUMTM 12P 50FT CORD	504.0000	7,560.00
			BATTERY POWER+ 36/75 CUL		

ITEM#	ACCOUNT	AMOUNT	PROJECT CODE	PAGE TOTAL \$	193,885.12
	05005810000000 530	193,885.12	27 FO-04	TOTAL \$	193,885.12
Acceptance of this PO contract, including T&Cs, is demonstrated by an email confirmation, commencement of service, production of product(s), or product delivery. T&Cs can be found here: www.district279.org/departments/business-services/procurement-and-contracts					

Custodial

88

 Coordinator, Purchasing & Warehouse
APPROVED BY

TO: Dr. Kim Hiel, Superintendent
FROM: John Morstad, Executive Director of Finance and Operations
SUBJECT: Granting of Abatement
DATE: 8/25/2026

Recommendation

We recommend that the school board grant the abatement as presented at the August 18, 2026, special meeting.

Background

To finance the Crest View project in compliance with all applicable state laws, the District needed to adjust the original funding strategy for the Building a Better Future projects. When the school board directed administration to move from a renovation to a complete rebuild of Crest View, staff identified funding solutions that would support the project while remaining within the voter-approved authorization and tax impact.

The original financing plan anticipated using Long-Term Facilities Maintenance (LTFM) funding for a significant portion of the Crest View project. However, once the project changed to a complete rebuild, it no longer qualified for LTFM funding, requiring the District to revise its financing strategy.

Under the revised plan, parking lot projects originally funded through voter-approved school building bond proceeds will instead be financed through abatement bonds. By reducing the amount of LTFM bonds issued, the District creates capacity for the abatement bonds while freeing additional school building bond funds to address the Crest View funding gap.

The proposed abatement bonds do not increase the overall voter-approved authorization. Rather, they serve as a financing tool that aligns projects with the appropriate funding sources while remaining within voter-approved tax limits.

Next Steps

Upon approval by the school board, administration then ask for a formal granting of the abatement in conjunction with the approval of the sale of abatement bonds along with the previously approved school building bond sale approval.

CERTIFICATION OF MINUTES RELATING TO PROPOSED PROPERTY TAX
ABATEMENT FOR PARKING LOT IMPROVEMENT PROJECTS

School District: 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 August 25, 2026 at 6:00 p.m. at the Educational Service Center, in Maple Grove, Minnesota.

Members present:

Members absent:

Documents attached:

Minutes of said meeting (including):

RESOLUTION RELATING TO PROPOSED PROPERTY TAX ABATEMENT FOR PARKING LOT IMPROVEMENT PROJECTS; GRANTING THE ABATEMENT; AND AUTHORIZING THE ISSUANCE AND SALE OF GENERAL OBLIGATION TAX ABATEMENT BONDS, PROVIDING FOR CREDIT ENHANCEMENT WITH RESPECT THERETO

I, the undersigned, being the duly qualified and acting recording officer of the public corporation approving the abatement 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, so far as they relate to said abatement; 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 this 25th day of August, 2026.

School District Clerk

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

RESOLUTION RELATING TO PROPOSED PROPERTY TAX ABATEMENT FOR PARKING LOT IMPROVEMENT PROJECTS; GRANTING THE ABATEMENT; AND AUTHORIZING THE ISSUANCE AND SALE OF GENERAL OBLIGATION TAX ABATEMENT BONDS, PROVIDING FOR CREDIT ENHANCEMENT WITH RESPECT THERETO

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

Section 1. Tax Abatement Authorization and Recitals.

1.01. The District, pursuant to Minnesota Statutes, Sections 469.1812 to 469.1815, as amended (the Act), is authorized to grant an abatement of the property taxes imposed by the District on parcels of property (the Abated Parcels) by the adoption of a resolution specifying the terms of the abatement.

1.02. The District intends to undertake parking lot improvement projects districtwide (the Improvements) and benefiting certain properties within the District boundaries identified on Exhibit A attached hereto (collectively, the Property).

1.03. The District has proposed to fund the Improvements by granting an abatement of the property taxes imposed by the District on the Property (the Proposed Property Tax Abatement).

1.04. Pursuant to the Act, this Board, on August 18, 2026, conducted a public hearing on the desirability of granting the Proposed Property Tax Abatement. Notice of the public hearing was duly published as required by law in *The Press*, *Sun Post*, and *Sun Sailor*, the official newspapers of the District, on July 30, 2026 and August 6, 2026.

Section 2. Findings. On the basis of the information compiled by the District and elicited at the public hearing referred to in Section 1.04, it is hereby found, determined and declared:

2.01. The District expects that the benefits to the District associated with granting the Proposed Property Tax Abatement are at least equal to or exceed the associated costs to the District.

2.02. The granting of the Proposed Property Tax Abatement is in the public interest because it will fund and provide public infrastructure and help provide access to services for District residents.

2.03. The nature and extent of the public benefits which the District expects to result from the Proposed Property Tax Abatement are the parking lot improvements which will enable District residents to continue to conveniently and safely District facilities that are regularly utilized by the public for community events.

2.04. The Property is not located in a tax increment financing district.

2.05. The granting of the Proposed Abatement will not cause the aggregate amount of abatements granted by the District under the Act to exceed, in any year, the greater of (i) ten percent (10%) of the District's net tax capacity for the taxes payable year to which the abatement applies, or (ii) \$200,000.

2.06. It is in the best interests of the District to grant the tax abatement authorized in this resolution.

2.07. Under Section 469.1813, subdivision 9 of the Act, it is not necessary for the District to obtain the consent of any owner of the Property to grant an abatement.

Section 3. Granting of Tax Abatement.

3.01. A property tax abatement (the Abatement) is hereby granted in respect of property taxes levied by the District on the Property for ten (10) years, commencing with taxes payable in 2026 and concluding with taxes payable in 2036. The total Abatement amount is not expected to exceed \$15,000,000 over ten (10) years.

3.02. The District shall retain the Abatement and apply it to payment of all or a portion of the costs of acquiring or constructing the Improvements.

3.03. The Abatement may be modified or terminated at any time by the Board in accordance with the Act.

Section 4. Bond Authorization.

4.01. The District is authorized, pursuant to the Act and Minnesota Statutes, Chapter 475, to borrow money by the issuance of its general obligation tax abatement bonds.

4.02. This Board hereby determines it necessary and desirable and in the best interest of the District to issue its general obligation tax abatement bonds, in a principal amount not to exceed \$15,000,000 (the Abatement Bonds), to finance the Improvements.

4.03. Pursuant to a resolution adopted on June 23, 2026 (the SBB Authorizing Resolution), this Board determined that it is necessary and desirable and in the best interest of the District to issue its general obligation school building bonds in the approximate principal amount of \$63,225,000 (the School Building Bonds) to finance the acquisition and betterment of school sites and facilities (the School Building Projects), including those approved by the electors at a special election held on November 7, 2023.

4.04. Pursuant to the Authorizing Resolution, the School Building Bonds were to be designated as the District's "General Obligation School Building Bonds, Series 2026B" or were permitted to (i) have such other title or series designation, and (ii) be issued in combination with any other bond authorizations of the District; if deemed appropriate by the District in consultation with its municipal advisor and bond counsel.

4.05. The District in consultation with Ehlers & Associates, Inc., in Minneapolis, Minnesota (Ehlers), as the District's independent municipal advisor, and Dorsey & Whitney LLP, as the District's bond counsel, deems it appropriate to combine the Abatement Bonds with the School Building Bonds. The bonds shall be designated as the District's General Obligation School Building and Tax Abatement Bonds, Series 2026B (the Bonds). The Bonds shall be issued in the approximate principal amount of \$78,225,000 and shall be used to finance the School Building Projects and the Improvements.

Section 5. Sale. The District has retained Ehlers as its independent municipal advisor in connection with the sale of the Bonds. Ehlers is authorized to solicit proposals for the purchase of the Bonds in accordance with Minnesota Statutes, Section 475.60, subdivision 2, paragraph (9). The Board shall meet at the time and place specified in the Official Statement for the Bonds to receive and consider such proposals for the purchase of the Bonds.

Section 6. Official Statement; Proposals. Ehlers is authorized to prepare and distribute an Official Statement for the Bonds and to open, read, and tabulate the proposals for presentation to the Board.

Section 7. State Credit Enhancement Program. (a) The District hereby covenants and obligates itself to notify the Commissioner of a potential default in the payment of principal and interest on the Bonds and to use the provisions of Minnesota Statutes, Section 126C.55 to guarantee payment of the principal and interest on the Bonds when due. The District further covenants to deposit with the Registrar or any successor paying agent three (3) days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner that it will be unable to make all or a portion of that payment. The Registrar for the Bonds is authorized and directed to notify the Commissioner if it becomes aware of a potential default in the payment of principal or interest on the Bonds or if, on the day two (2) business days prior to the date a payment is due on the Bonds, there are insufficient funds to make that payment on deposit with the Registrar. The District understands that as a result of its covenant to be bound by the provision of Minnesota Statutes, Section 126C.55, the provisions of that section shall be binding as long as any Bonds of this issue remain outstanding.

(b) The District further covenants to comply with all procedures now and hereafter established by the Departments of Management and Budget and Education of the State of Minnesota pursuant to Minnesota Statutes, Section 126C.55, subdivision 2(c) and otherwise to take such actions as necessary to comply with that section. The chair, clerk, superintendent or business manager is authorized to execute any applicable Minnesota Department of Education forms.

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.

EXHIBIT A

Abated Parcels

70400000

67141000

53640600

46781900

73000000

72708000

43064000

65000000

August 25, 2026

PRE-SALE REPORT FOR

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

**\$77,300,000 General Obligation School Building
and Tax Abatement Bonds, Series 2026B**



Prepared by:

Ehlers
3001 Broadway Street, Suite 320
Minneapolis, MN 55413

Advisors:

Shelby McQuay, Senior Municipal Advisor
Jodie Zesbaugh, Senior Municipal Advisor
Matthew Hammer, Senior Municipal Advisor

BUILDING COMMUNITIES. IT'S WHAT WE DO.

EXECUTIVE SUMMARY OF PROPOSED DEBT

Proposed Issue:

\$77,300,000 General Obligation School Building and Tax Abatement Bonds, Series 2026B

District voters authorized the issuance of up to \$223,225,000 in school building bonds in a referendum held on November 7, 2023. Of that authorization, \$100,000,000 was issued in January 2024 and \$60,000,000 in March 2026.

The resolution authorized by the School Board at its June 23, 2026 meeting includes the issuance of up to \$63,225,000 and the resolution to be authorized by the School Board at its August 25, 2026 meeting includes the issuance of approximately \$15,000,000 for the Tax Abatement portion; \$77,300,000 is our current estimate of the bond amount necessary based on that authorization and the premium pricing structure.

Purposes:

The proposed issue includes financing for the acquisition and betterment of school sites and facilities approved by voters on November 7, 2023 and for parking lot improvement projects districtwide.

Authority:

The Bonds are being issued pursuant to Minnesota Statutes, Chapter 475 and Section 469.1814.

Under the Tax Abatement Authority, the amount of property taxes abated in any year for the Bonds, together with any outstanding annual abatements, may not exceed 10% of the District's net tax capacity or \$200,000, whichever is greater.

The Bonds will be general obligations of the District for which its full faith, credit and taxing powers are pledged. The Tax Abatement portion will be paid from tax abatement revenues.

Term/Call Feature:

The Bonds are being issued for a term of 21 years. Principal on the Bonds will be due on February 1 in the years 2028 through 2047. Interest will be due every six months beginning August 1, 2027.

The Bonds will be subject to prepayment at the discretion of the District on February 1, 2034 or any date thereafter.

State Credit Enhancement:

By resolution the District will covenant and obligate itself to be bound by the provisions of Minnesota Statutes, Section 126C.55, which provides for payment by the State of Minnesota in the event of a potential default of a school district obligation.

To qualify for the credit enhancement, the District must submit an application to the State. Ehlers will coordinate the application process to the State on your behalf.

Rating:

Under current bond ratings, the state credit enhancement would bring a Moody's "Aa1" rating.

The District's most recent bond issues were rated by Moody's Investors Service. The current ratings on those bonds are "Aa1" (credit enhanced rating) and "Aa1" (underlying rating). The District will request a new rating for the Bonds.

Basis for Recommendation:

Based on your objectives, financial situation and need, risk tolerance, liquidity needs, experience with the issuance of Bonds and long-term financial capacity, as well as the tax status considerations related to the Bonds and the structure, timing and other similar matters related to the Bonds, we are recommending the issuance of Bonds as a suitable option

Method of Sale/Placement:

We are recommending the Bonds be issued as municipal securities and offered through a competitive underwriting process. You will solicit competitive bids, which we will compile on your behalf, for the purchase of the Bonds from underwriters and banks.

An allowance for discount bidding will be incorporated in the terms of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction.

If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to reduce your borrowing amount.

Premium Pricing:

In some cases, investors in municipal bonds prefer "premium" pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid in excess of face value is considered "reoffering premium." Any net premium received may be used to reduce the principal amount of the Bonds, increase the net proceeds for the project, or to fund a portion of the interest on the Bonds.

Review of Existing Debt:

We have reviewed all outstanding indebtedness for the District and find that there are no refunding opportunities at this time.

We will continue to monitor the market and the call dates for the District's outstanding debt and will alert you to any future refunding opportunities.

Continuing Disclosure:

The District will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually, as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the "MSRB"), as required by rules of the Securities and Exchange Commission (SEC). The District is already obligated to provide such reports for its existing bonds, and has contracted with Ehlers to prepare and file the reports.

Arbitrage Monitoring:

The District must ensure compliance with certain sections of the Internal Revenue Code and Treasury Regulations ("Arbitrage Rules") throughout the life of the issue to maintain the tax-exempt status of the Bonds. These Arbitrage Rules apply to amounts held in construction, escrow, reserve, debt service account(s), etc., along with related investment income on each fund/account.

IRS audits will verify compliance with rebate, yield restriction and records retention requirements within the Arbitrage Rules. The District's specific arbitrage responsibilities will be detailed in the Signature, No-Litigation, Arbitrage Certificate and Purchase Price Receipt (the "Tax Compliance Document") prepared by your Bond Attorney and provided at closing.

The Bonds may qualify for one or more exception(s) to the Arbitrage Rules by meeting 1) small issuer exception, 2) spend down requirements, 3) bona fide debt service fund limits, 4) reasonable reserve requirements, 5) expenditure within an available period limitations, 6) investments yield restrictions, 7) de minimis rules, or; 8) borrower limited requirements.

An Ehlers arbitrage expert will contact the District within 30 days after the sale date to review the District's specific responsibilities for the Bonds. The District is currently receiving arbitrage services from Ehlers in relation to the Bonds.

Investment of Bond Proceeds:

Ehlers can assist the District in developing a strategy to invest your Bond proceeds until the funds are needed to pay project costs.

Other Service Providers:

This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, but the final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services please contact us.

Bond Counsel: Dorsey & Whitney LLP

Paying Agent: Bond Trust Services Corporation

Rating Agency: Moody's Ratings

PROPOSED DEBT ISSUANCE SCHEDULE

School Board Called for Public Hearing for Tax Abatement:	June 23, 2026
School Board Approved Resolution Authorizing Sale of School Building Bonds	June 23, 2026
School Board Held Public Hearing:	August 18, 2026
Ehlers Presents Pre-Sale Report to School Board:	August 25, 2026
School Board Approves Resolution Granting Tax Abatement and Authorizing Sale of Tax Abatement Bonds:	August 25, 2026
Due Diligence Call to Review Official Statement:	September 2, 2026
Conference with Rating Agency:	Week of September 7, 2026
Distribute Official Statement:	September 10, 2026
District Receives Bids for Purchase of Bonds: School Board Meeting to Award Sale of Bonds:	September 22, 2026
Estimated Closing Date:	October 15, 2026

Attachments

Estimated Sources and Uses of Funds

Estimated Proposed Debt Service Schedules

EHLERS' CONTACTS

Shelby McQuay, Senior Municipal Advisor	(651) 697-8548
Jodie Zesbaugh, Senior Municipal Advisor	(651) 697-8526
Matthew Hammer, Senior Municipal Advisor	(651) 697-8592
Silvia Johnson, Lead Public Finance Analyst	(651) 697-8580
Brian Shannon, Senior Finance Manager	(651) 697-8515

ESTIMATES PRIOR TO SALE OF BONDS

Osseo School District No. 279

August 20, 2026

Estimated Sources and Uses of Funds
School Building and Tax Abatement Bonds

	School Building	Abatement	Total
Bond Amount	\$63,225,000	\$14,075,000	\$77,300,000
Dated Date	10/15/2026	10/15/2026	10/15/2026
Sources of Funds			
Par Amount	\$63,225,000	\$14,075,000	\$77,300,000
Investment Earnings ¹	938,475	104,461	1,042,936
Reoffering Premium ²	1,062,730	1,073,127	2,135,858
Total Sources	\$65,226,206	\$15,252,588	\$80,478,794
Uses of Funds			
Allowance for Discount Bidding ³	\$379,350	\$84,450	\$463,800
Legal and Fiscal Costs ⁴	280,627	62,473	343,100
Net Available for Project Costs	64,566,228	15,105,665	79,671,894
Total Uses	\$65,226,206	\$15,252,588	\$80,478,794
Initial Deposit to Construction Fund	\$63,627,753	\$15,001,205	\$78,628,958

- 1 For the School Building portion estimated investment earnings for the bonds are based on an average interest rate of 1.50%, and an average life of 12 months. For the tax abatement portion estimated investment earnings for the bonds are based on an average interest rate of 1.50%, and an average life of 6 months.
- 2 The underwriter that purchases the bonds may offer a premium, a portion of which may be retained by the underwriter as their compensation, or underwriter's discount. The remainder of the premium may be used to pay costs of issuance or deposited in the construction fund and used to fund a portion of the project costs.
- 3 The allowance for discount bidding is an estimate of the compensation taken by the underwriter who provides the lowest true interest cost as part of the competitive bidding process and purchases the bonds. Ehlers provides independent municipal advisory services as part of the bond sale process and is not an underwriting firm.
- 4 Includes fees for municipal advisor, bond counsel, rating agency, paying agent and county certificates.

I.S.D. No. 279 (Osseo), MN

\$77,300,000 G.O. School Building and Tax Abatement Bonds, Series 2026B

Issue Summary

Dated: October 15, 2026

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
10/15/2026	-	-	-	-	-
08/01/2027	-	-	2,890,868.14	2,890,868.14	-
02/01/2028	1,500,000.00	5.000%	1,819,427.50	3,319,427.50	6,210,295.64
08/01/2028	-	-	1,781,927.50	1,781,927.50	-
02/01/2029	1,185,000.00	5.000%	1,781,927.50	2,966,927.50	4,748,855.00
08/01/2029	-	-	1,752,302.50	1,752,302.50	-
02/01/2030	1,620,000.00	5.000%	1,752,302.50	3,372,302.50	5,124,605.00
08/01/2030	-	-	1,711,802.50	1,711,802.50	-
02/01/2031	1,580,000.00	5.000%	1,711,802.50	3,291,802.50	5,003,605.00
08/01/2031	-	-	1,672,302.50	1,672,302.50	-
02/01/2032	1,650,000.00	5.000%	1,672,302.50	3,322,302.50	4,994,605.00
08/01/2032	-	-	1,631,052.50	1,631,052.50	-
02/01/2033	1,690,000.00	5.000%	1,631,052.50	3,321,052.50	4,952,105.00
08/01/2033	-	-	1,588,802.50	1,588,802.50	-
02/01/2034	2,190,000.00	5.000%	1,588,802.50	3,778,802.50	5,367,605.00
08/01/2034	-	-	1,534,052.50	1,534,052.50	-
02/01/2035	3,230,000.00	5.000%	1,534,052.50	4,764,052.50	6,298,105.00
08/01/2035	-	-	1,453,302.50	1,453,302.50	-
02/01/2036	3,145,000.00	5.000%	1,453,302.50	4,598,302.50	6,051,605.00
08/01/2036	-	-	1,374,677.50	1,374,677.50	-
02/01/2037	3,105,000.00	5.000%	1,374,677.50	4,479,677.50	5,854,355.00
08/01/2037	-	-	1,297,052.50	1,297,052.50	-
02/01/2038	3,000,000.00	5.000%	1,297,052.50	4,297,052.50	5,594,105.00
08/01/2038	-	-	1,222,052.50	1,222,052.50	-
02/01/2039	3,000,000.00	5.000%	1,222,052.50	4,222,052.50	5,444,105.00
08/01/2039	-	-	1,147,052.50	1,147,052.50	-
02/01/2040	6,000,000.00	4.500%	1,147,052.50	7,147,052.50	8,294,105.00
08/01/2040	-	-	1,012,052.50	1,012,052.50	-
02/01/2041	6,075,000.00	4.500%	1,012,052.50	7,087,052.50	8,099,105.00
08/01/2041	-	-	875,365.00	875,365.00	-
02/01/2042	6,175,000.00	4.500%	875,365.00	7,050,365.00	7,925,730.00
08/01/2042	-	-	736,427.50	736,427.50	-
02/01/2043	6,275,000.00	4.500%	736,427.50	7,011,427.50	7,747,855.00
08/01/2043	-	-	595,240.00	595,240.00	-
02/01/2044	6,375,000.00	4.600%	595,240.00	6,970,240.00	7,565,480.00
08/01/2044	-	-	448,615.00	448,615.00	-
02/01/2045	6,475,000.00	4.600%	448,615.00	6,923,615.00	7,372,230.00
08/01/2045	-	-	299,690.00	299,690.00	-
02/01/2046	6,500,000.00	4.600%	299,690.00	6,799,690.00	7,099,380.00
08/01/2046	-	-	150,190.00	150,190.00	-
02/01/2047	6,530,000.00	4.600%	150,190.00	6,680,190.00	6,830,380.00
Total	\$77,300,000.00	-	\$49,278,215.64	\$126,578,215.64	-

Yield Statistics

Bond Year Dollars	\$1,060,825.56
Average Life	13.723 Years
Average Coupon	4.6452704%
Net Interest Cost (NIC)	4.4876519%
True Interest Cost (TIC)	4.4340793%
Bond Yield for Arbitrage Purposes	4.3440232%
All Inclusive Cost (AIC)	4.4785656%

IRS Form 8038

Net Interest Cost	4.3724263%
Weighted Average Maturity	13.573 Years

Optional Redemption

02/01/2034	@100.000%
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Call Notice (Days)

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2026B PRESALE | Issue Summary | 8/20/2026 | 1:24 PM



I.S.D. No. 279 (Osseo), MN

\$63,225,000 G.O. School Building and Tax Abatement Bonds, Series 2026B

School Building Portion

Dated: October 15, 2026 - Purpose 1 of 2

Net Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Net New D/S	Fiscal Total
10/15/2026	-	-	-	-	-	-
08/01/2027	-	-	2,331,777.86	2,331,777.86	2,331,777.86	-
02/01/2028	500,000.00	5.000%	1,467,552.50	1,967,552.50	1,967,552.50	4,299,330.36
08/01/2028	-	-	1,455,052.50	1,455,052.50	1,455,052.50	-
02/01/2029	-	-	1,455,052.50	1,455,052.50	1,455,052.50	2,910,105.00
08/01/2029	-	-	1,455,052.50	1,455,052.50	1,455,052.50	-
02/01/2030	375,000.00	5.000%	1,455,052.50	1,830,052.50	1,830,052.50	3,285,105.00
08/01/2030	-	-	1,445,677.50	1,445,677.50	1,445,677.50	-
02/01/2031	275,000.00	5.000%	1,445,677.50	1,720,677.50	1,720,677.50	3,166,355.00
08/01/2031	-	-	1,438,802.50	1,438,802.50	1,438,802.50	-
02/01/2032	275,000.00	5.000%	1,438,802.50	1,713,802.50	1,713,802.50	3,152,605.00
08/01/2032	-	-	1,431,927.50	1,431,927.50	1,431,927.50	-
02/01/2033	250,000.00	5.000%	1,431,927.50	1,681,927.50	1,681,927.50	3,113,855.00
08/01/2033	-	-	1,425,677.50	1,425,677.50	1,425,677.50	-
02/01/2034	675,000.00	5.000%	1,425,677.50	2,100,677.50	2,100,677.50	3,526,355.00
08/01/2034	-	-	1,408,802.50	1,408,802.50	1,408,802.50	-
02/01/2035	1,640,000.00	5.000%	1,408,802.50	3,048,802.50	3,048,802.50	4,457,605.00
08/01/2035	-	-	1,367,802.50	1,367,802.50	1,367,802.50	-
02/01/2036	1,475,000.00	5.000%	1,367,802.50	2,842,802.50	2,842,802.50	4,210,605.00
08/01/2036	-	-	1,330,927.50	1,330,927.50	1,330,927.50	-
02/01/2037	1,355,000.00	5.000%	1,330,927.50	2,685,927.50	2,685,927.50	4,016,855.00
08/01/2037	-	-	1,297,052.50	1,297,052.50	1,297,052.50	-
02/01/2038	3,000,000.00	5.000%	1,297,052.50	4,297,052.50	4,297,052.50	5,594,105.00
08/01/2038	-	-	1,222,052.50	1,222,052.50	1,222,052.50	-
02/01/2039	3,000,000.00	5.000%	1,222,052.50	4,222,052.50	4,222,052.50	5,444,105.00
08/01/2039	-	-	1,147,052.50	1,147,052.50	1,147,052.50	-
02/01/2040	6,000,000.00	4.500%	1,147,052.50	7,147,052.50	7,147,052.50	8,294,105.00
08/01/2040	-	-	1,012,052.50	1,012,052.50	1,012,052.50	-
02/01/2041	6,075,000.00	4.500%	1,012,052.50	7,087,052.50	7,087,052.50	8,099,105.00
08/01/2041	-	-	875,365.00	875,365.00	875,365.00	-
02/01/2042	6,175,000.00	4.500%	875,365.00	7,050,365.00	7,050,365.00	7,925,730.00
08/01/2042	-	-	736,427.50	736,427.50	736,427.50	-
02/01/2043	6,275,000.00	4.500%	736,427.50	7,011,427.50	7,011,427.50	7,747,855.00
08/01/2043	-	-	595,240.00	595,240.00	595,240.00	-
02/01/2044	6,375,000.00	4.600%	595,240.00	6,970,240.00	6,970,240.00	7,565,480.00
08/01/2044	-	-	448,615.00	448,615.00	448,615.00	-
02/01/2045	6,475,000.00	4.600%	448,615.00	6,923,615.00	6,923,615.00	7,372,230.00
08/01/2045	-	-	299,690.00	299,690.00	299,690.00	-
02/01/2046	6,500,000.00	4.600%	299,690.00	6,799,690.00	6,799,690.00	7,099,380.00
08/01/2046	-	-	150,190.00	150,190.00	150,190.00	-
02/01/2047	6,530,000.00	4.600%	150,190.00	6,680,190.00	6,680,190.00	6,830,380.00
Total	\$63,225,000.00	-	\$44,886,250.36	\$108,111,250.36	\$108,111,250.36	-

Yield Statistics

Bond Year Dollars	\$972,986.25
Average Life	15.389 Years
Average Coupon	4.6132461%
Net Interest Cost (NIC)	4.5430108%
True Interest Cost (TIC)	4.5166281%
All Inclusive Cost (AIC)	4.5574367%
Bond Yield for Arbitrage Purposes	4.3440232%

IRS Form 8038

Net Interest Cost	4.4579841%
Weighted Average Maturity	15.291 Years

Dated	10/15/2026
First Available Call Date	2/01/2034

2026B PRESALE | School Building Portion | 8/20/2026 | 1:24 PM

I.S.D. No. 279 (Osseo), MN

\$14,075,000 G.O. School Building and Tax Abatement Bonds, Series 2026B

Tax Abatement Portion

Dated: October 15, 2026 - Purpose 2 of 2

Net Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Net New D/S	Fiscal Total
10/15/2026	-	-	-	-	-	-
08/01/2027	-	-	559,090.28	559,090.28	559,090.28	-
02/01/2028	1,000,000.00	5.000%	351,875.00	1,351,875.00	1,351,875.00	1,910,965.28
08/01/2028	-	-	326,875.00	326,875.00	326,875.00	-
02/01/2029	1,185,000.00	5.000%	326,875.00	1,511,875.00	1,511,875.00	1,838,750.00
08/01/2029	-	-	297,250.00	297,250.00	297,250.00	-
02/01/2030	1,245,000.00	5.000%	297,250.00	1,542,250.00	1,542,250.00	1,839,500.00
08/01/2030	-	-	266,125.00	266,125.00	266,125.00	-
02/01/2031	1,305,000.00	5.000%	266,125.00	1,571,125.00	1,571,125.00	1,837,250.00
08/01/2031	-	-	233,500.00	233,500.00	233,500.00	-
02/01/2032	1,375,000.00	5.000%	233,500.00	1,608,500.00	1,608,500.00	1,842,000.00
08/01/2032	-	-	199,125.00	199,125.00	199,125.00	-
02/01/2033	1,440,000.00	5.000%	199,125.00	1,639,125.00	1,639,125.00	1,838,250.00
08/01/2033	-	-	163,125.00	163,125.00	163,125.00	-
02/01/2034	1,515,000.00	5.000%	163,125.00	1,678,125.00	1,678,125.00	1,841,250.00
08/01/2034	-	-	125,250.00	125,250.00	125,250.00	-
02/01/2035	1,590,000.00	5.000%	125,250.00	1,715,250.00	1,715,250.00	1,840,500.00
08/01/2035	-	-	85,500.00	85,500.00	85,500.00	-
02/01/2036	1,670,000.00	5.000%	85,500.00	1,755,500.00	1,755,500.00	1,841,000.00
08/01/2036	-	-	43,750.00	43,750.00	43,750.00	-
02/01/2037	1,750,000.00	5.000%	43,750.00	1,793,750.00	1,793,750.00	1,837,500.00
Total	\$14,075,000.00	-	\$4,391,965.28	\$18,466,965.28	\$18,466,965.28	-

Yield Statistics

Bond Year Dollars	\$87,839.31
Average Life	6.241 Years
Average Coupon	5.0000000%
Net Interest Cost (NIC)	3.8744477%
True Interest Cost (TIC)	3.6980228%
All Inclusive Cost (AIC)	3.7764203%
Bond Yield for Arbitrage Purposes	4.3440232%

IRS Form 8038

Net Interest Cost	3.4883947%
Weighted Average Maturity	6.281 Years
Dated	10/15/2026
First Available Call Date	2/01/2034

ESTIMATES PRIOR TO SALE OF BONDS

Osseo School District No. 279
Preliminary Financing Plan for Future Projects

Voter Approved School Building Bonds (Final Issuance) (\$63.225m)
Tax Abatement Bonds (\$14.075m)
Future Facilities Maintenance Bond Issues in 2027 - 2039

Future Bond Issues

Type of Bond	Amount	Dated	Average Interest Rate
School Building	\$63,225,000	10/15/26	4.52%
Abatement	\$14,075,000	10/15/26	3.70%
Facilities Maintenance	\$27,150,000	02/01/27	4.50%
Facilities Maintenance	\$28,090,000	12/01/28	4.50%
Facilities Maintenance	\$23,100,000	12/01/30	4.50%
Facilities Maintenance	\$26,990,000	12/01/32	4.50%
Facilities Maintenance	\$33,600,000	12/01/34	4.50%
Facilities Maintenance	\$39,900,000	12/01/36	4.50%
Facilities Maintenance	\$18,900,000	12/01/39	4.50%

August 20, 2026

Levy Pay Year	Fiscal Year	Est. Tax Capacity Value ¹		Debt Service Levies - Existing Bonds ²					Other Levies	Voter Approved Building Bonds (Final Issue) & Abatement Bond				Facilities Maintenance Funding					Combined Totals			
		(\$000s)	% Chg	Building Bonds	Alt. Fac. / FM Bonds	Est. Debt Excess ³	Net Levy	Tax Rate	Lease Levy ⁴	Principal	Interest	Addl. Debt Excess***	Net Levy	General Fund Revenue ⁵	Principal	Interest	Addl. Debt Excess ³	Est. LTFM Aid	Debt Levy	Total Levy	Tax Rate	
2026	2027	281,274	2.5%	14,779,991	23,211,000	(993,137)	36,997,854	13.15	3,322,140	-	-	-	-	8,168,303	-	-	-	(1,481,457)	-	47,006,840	16.71	
2027	2028	292,525	4.0%	9,774,089	25,748,317	(1,722,952)	33,799,454	11.55	2,712,991	1,500,000	4,710,296	-	6,520,810	7,662,745	-	1,221,750	5	-	(1,538,927)	-	49,157,074	16.80
2028	2029	298,375	2.0%	11,612,902	25,404,442	(1,598,508)	35,418,836	11.87	3,267,594	1,185,000	3,563,855	-	4,986,298	6,647,745	-	1,432,425	5	-	(1,659,659)	1,282,838	49,943,650	16.74
2029	2030	304,343	2.0%	11,367,727	25,942,829	(1,665,780)	35,644,776	11.71	3,158,239	1,620,000	3,504,605	-	5,380,835	5,847,745	-	2,485,800	-	-	(1,698,241)	2,610,090	50,943,445	16.74
2030	2031	307,386	1.0%	10,513,289	27,523,079	(1,678,975)	36,357,393	11.83	2,887,566	1,580,000	3,423,605	(242,138)	5,011,648	6,347,745	-	2,659,050	5	-	(1,757,692)	2,610,090	51,456,749	16.74
2031	2032	310,460	1.0%	10,980,539	27,924,783	(1,711,637)	37,193,685	11.98	1,655,281	1,650,000	3,344,605	(225,524)	5,018,811	6,347,745	-	3,525,300	(117,454)	(1,827,617)	3,584,111	51,972,017	16.74	
2032	2033	313,564	1.0%	11,534,152	28,649,132	(1,750,739)	38,432,545	12.26	1,656,898	1,690,000	3,262,105	(225,846)	4,973,864	5,647,745	-	3,525,300	(161,285)	(1,756,995)	3,540,280	52,494,336	16.74	
2033	2034	316,700	1.0%	11,658,839	29,248,879	(1,808,248)	39,099,470	12.35	1,302,937	2,190,000	3,177,605	(223,824)	5,412,161	5,347,745	-	4,942,275	5	(159,313)	(1,685,663)	3,542,252	53,018,903	16.74
2034	2035	319,867	1.0%	11,883,277	28,276,684	(1,840,847)	38,319,114	11.98	1,308,327	3,230,000	3,068,105	(243,547)	6,369,463	4,347,745	-	4,739,850	(159,401)	(1,613,618)	4,817,441	53,548,473	16.74	
2035	2036	323,066	1.0%	11,896,927	29,050,954	(1,807,198)	39,140,683	12.12	1,308,052	3,145,000	2,906,605	(286,626)	6,067,559	4,347,745	-	6,503,850	5	(216,785)	(1,540,855)	4,760,058	54,083,243	16.74
2036	2037	326,296	1.0%	13,609,477	26,991,871	(1,842,855)	38,758,693	11.88	652,170	3,105,000	2,749,355	(273,040)	5,874,033	4,457,745	-	6,251,850	(214,203)	(1,467,360)	6,350,240	54,625,521	16.74	
2037	2038	329,559	1.0%	14,310,089	26,661,915	(1,827,061)	39,144,943	11.88	656,153	3,000,000	2,594,105	(264,331)	5,609,479	4,457,745	390,000	8,346,600	5	(285,761)	(1,393,134)	6,688,182	55,163,368	16.74
2038	2039	332,855	1.0%	15,313,154	10,570,560	(1,843,740)	24,039,974	7.22	390,256	3,000,000	2,444,105	(252,427)	5,463,884	14,457,745	4,335,000	8,029,800	(300,968)	(1,318,164)	12,682,072	55,715,767	16.74	
2039	2040	336,184	1.0%	15,052,964	-	(1,164,767)	13,888,197	4.13	390,256	6,000,000	2,294,105	(245,875)	8,462,935	14,457,745	12,060,000	7,834,725	(570,693)	(1,242,444)	20,318,768	56,275,458	16.74	
2040	2041	339,545	1.0%	14,935,364	-	(677,383)	14,257,981	4.20	390,256	6,075,000	2,024,105	(380,832)	8,123,228	14,457,745	13,365,000	8,284,275	5	(914,345)	(1,165,967)	20,775,532	56,838,775	16.74
2041	2042	342,941	1.0%	14,809,036	-	(672,091)	14,136,945	4.12	390,256	6,175,000	1,750,730	(365,545)	7,956,471	14,457,745	13,875,000	7,541,100	(934,899)	(1,088,727)	21,552,006	57,404,697	16.74	
2042	2043	346,370	1.0%	14,572,891	-	(666,407)	13,906,484	4.01	390,256	6,275,000	1,472,855	(358,041)	7,777,207	20,457,745	9,680,000	6,916,725	(969,840)	(1,010,711)	16,456,721	57,977,703	16.74	
2043	2044	349,834	1.0%	11,661,451	-	(655,780)	11,005,671	3.15	390,256	6,375,000	1,190,480	(349,974)	7,593,780	20,457,745	13,315,000	6,481,125	(740,552)	(931,920)	20,045,379	58,560,911	16.74	
2044	2045	349,834	0.0%	8,052,601	-	(524,765)	7,527,836	2.15	390,256	6,475,000	897,230	(341,720)	7,399,121	20,457,745	17,490,000	5,881,950	(902,042)	(852,335)	23,638,505	58,561,129	16.74	
2045	2046	349,834	0.0%	2,492,753	-	(362,367)	2,130,386	0.61	390,256	6,500,000	599,380	(332,960)	7,121,389	20,457,745	23,835,000	5,094,900	(1,063,733)	(852,335)	29,312,662	58,560,103	16.74	
2046	2047	349,834	0.0%	-	-	-	-	-	390,256	6,530,000	300,380	(320,462)	6,851,437	20,457,745	27,435,000	4,022,325	(1,319,070)	(852,335)	31,711,121	58,558,225	16.74	
2047	2048	349,834	0.0%	-	-	-	-	-	390,256	-	-	-	-	20,457,745	23,370,000	2,787,750	(1,427,000)	(852,335)	26,038,637	46,034,304	13.16	
2048	2049	349,834	0.0%	-	-	-	-	-	390,256	-	-	-	-	20,457,745	24,180,000	1,736,100	(1,171,739)	(852,335)	26,040,166	46,035,833	13.16	
2049	2050	349,834	0.0%	-	-	-	-	-	390,256	-	-	-	-	20,457,745	14,400,000	648,000	(1,171,807)	(852,335)	34,624,259	9.90		
2050	2051	349,834	0.0%	-	-	-	-	-	390,256	-	-	-	-	20,457,745	-	-	-	(852,335)	-	19,995,667	5.72	
2051	2052	349,834	0.0%	-	-	-	-	-	390,256	-	-	-	-	20,457,745	-	-	-	(852,335)	-	19,995,667	5.72	
2052	2053	349,834	0.0%	-	-	-	-	-	390,256	-	-	-	-	20,457,745	-	-	-	(852,335)	-	19,995,667	5.72	
2053	2054	349,834	0.0%	-	-	-	-	-	390,256	-	-	-	-	20,457,745	-	-	-	(852,335)	-	19,995,667	5.72	
2054	2055	349,834	0.0%	-	-	-	-	-	390,256	-	-	-	-	20,457,745	-	-	-	(852,335)	-	19,995,667	5.72	
2055	2056	349,834	0.0%	-	-	-	-	-	390,256	-	-	-	-	20,457,745	-	-	-	(852,335)	-	19,995,667	5.72	
2056	2057	349,834	0.0%	-	-	-	-	-	390,256	-	-	-	-	20,457,745	-	-	-	(852,335)	-	19,995,667	5.72	
Totals				240,811,512	335,204,445	(26,815,038)	549,200,919		31,303,219	77,300,000	49,278,216	(4,932,714)	127,974,412	434,325,661	197,730,000	110,892,825	(12,800,890)	(37,259,506)	302,985,744	1,408,530,449		

- Tax capacity value for taxes payable in 2026 is final, with estimated percentage changes for later years as shown above.
- Initial debt service levies are set at 105 percent of the principal and interest payments during the next fiscal year.
- Debt excess adjustments through Pay 2026 are final; Pay 2027 is based on FY 2026 audited debt service fund balances, and future years are estimated at 4.5% of the prior year's debt service levy.
- Lease levy amounts for future years are based on the best available estimates of future payments for all current and planned future leases.
- For certain Facilities Maintenance bond issues, interest payments due during the first year would be paid from funds on hand in the debt service fund or bond proceeds.

ESTIMATES PRIOR TO SALE OF BONDS

Osseo School District No. 279

Estimated Tax Rates for Capital and Debt Service Levies

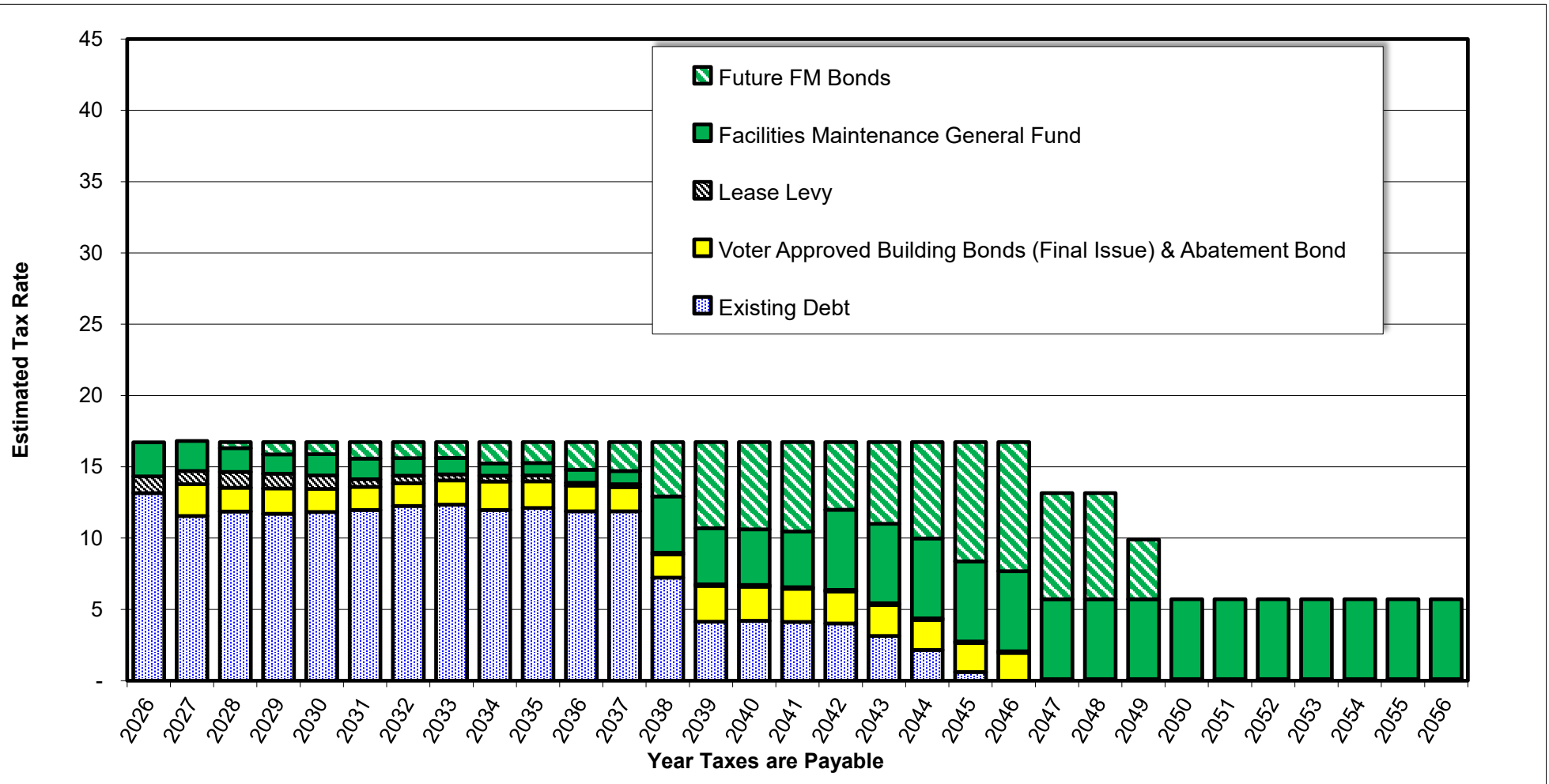
Voter Approved School Building Bonds (Final Issuance) (\$63.225m)

Tax Abatement Bonds (\$14.075m)

Future Facilities Maintenance Bond Issues in 2027 - 2039

Date Prepared:

August 20, 2026



To: School Board Members
From: Yvonne Shorts Lind, Executive Director of Human Resources
Date: August 21, 2026
Re: Recommendation for Approval, Agreement on the Terms and Conditions of Employment between the Independent School District 279 School Board and Osseo School District No 279 Directors, July 1, 2025 – June 30, 2027

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 Osseo School District No 279 Directors, effective July 1, 2025, through June 30, 2027.

Unit Composition

Osseo School District No 279 Directors are a group of sixteen (16) employees comprised of Directors and Assistant Directors who are not confidential within the meaning of Minnesota Statute 179A.03 subdivision 14.

Tentative Agreement

The agreement contains changes made to the Compensation, Retirement Savings Plan, Group Insurance, and Leaves of Absence sections of the terms and conditions of employment.

In the Compensation section of the collective bargaining agreement, pay grades, ranges, and language were modified to reflect the compensation study that was completed in Fall 2025. Salary Enhancement includes a 2.0% increase to base salary in year 1 and a 2.0% increase to base salary in year 2.

In the Retirement Savings Plan section of the collective bargaining agreement, the District's annual match was increased to \$5,000.00 annually.

In the Group Insurance article of the collective bargaining agreement, employees will receive District contributions to health insurance up to the following amounts:

Effective July 1, 2025			
High	\$621.58	\$966.64	\$1,548.73
Value	\$757.24	\$1,177.62	\$1,886.76
HSA Plan	\$630.36	\$1,195.72	\$1,914.32
Effective July 1, 2026			
High	\$621.58	\$966.64	\$1,548.73
Value	\$855.44	\$1,330.33	\$2,131.42
HSA Plan	\$686.97	\$1,376.88	\$2,204.34

In summary for the group insurance portion, the district will increase the employer contribution by the following percentages.

Year 1: 10.5% increase for Value and HSA Plans

Year 2: 13.0% increase on Value Plan, a 9% increase on HSA Single, and a 15.15% increase on all other HSA Plans

In the Leaves of Absence section, language was updated to include the Earned Safe and Sick Time (ESST) policy and Minnesota Paid Leave policy.

The salary investment outlined above is consistent with the financial parameters established by the School Board for the 2025-2027 contract negotiations. Collectively, the Directors and Confidential Management Personnel agreements result in a 4.72% total package increase over the two-year term. The total additional financial investment associated with these agreements is \$331,512 over the term of the agreement.

Timeline and Next Steps:

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



Osseo Area Schools

**AGREEMENT ON TERMS
AND CONDITIONS OF EMPLOYMENT**

BETWEEN

**ISD 279-OSSEO AREA SCHOOLS
MAPLE GROVE, MINNESOTA**

AND

**OSSEO SCHOOL DISTRICT NO. 279 DIRECTORS ~~& CONFIDENTIAL~~
MANAGERS**

Effective Date: July 1, ~~2023~~2025, through June 30, ~~2025~~2027

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ARTICLE I PURPOSE

Section 1. Parties: This Agreement is established by the School Board of Independent School District 279, hereinafter referred to as the "School Board", and the Osseo School District No. 279 Directors and Confidential Managers, hereinafter referred to as the "~~Directors and Confidential Managers~~", pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as the "PELRA", to provide the terms and conditions of employment for Directors ~~and Confidential Managers~~ during the term of this Agreement.

ARTICLE II RECOGNITION

Section 1. Recognition: In accordance with the PELRA, the School Board recognizes the Directors ~~and Confidential Managers~~ as the exclusive representative of Directors ~~and Confidential Managers~~ employed by the School Board of Independent School District 279. The Directors ~~and Confidential Managers~~ will have those rights and duties as prescribed by the PELRA and as described in this Agreement.

Section 2. Appropriate Unit: The Directors ~~and Confidential Managers~~ will represent all Directors ~~and Confidential Managers~~ of the School District as defined in this Agreement and in the PELRA.

Section 3. Meet and Confer: The representatives of the School Board may meet with the Directors ~~and Confidential Managers~~ as needed for the mutual exchange of ideas and to discuss matters that are not terms and conditions of employment.

ARTICLE III DEFINITIONS

Section 1. Terms and Conditions of Employment: "Terms and conditions of employment" means the hours of employment, the compensation therefore, including fringe benefits; except retirement contributions or benefits other than employer payment of, or contributions to, premiums for group insurance coverage of retired employees or severance pay, and the School Board's personnel policies affecting working conditions of Directors ~~and Confidential Managers~~. In the case of Directors ~~and Confidential Managers~~, "terms and conditions of employment" does not mean educational policies of the School Board. "Terms and conditions of employment" is subject to the provisions of the PELRA.

Section 2. Directors and Confidential Managers: Will mean any person employed by the School Board in a Director ~~or Confidential Management~~ position. The term "~~Directors and Confidential Managers~~" as used herein will not include Superintendent, Assistant Superintendents, Principals and Assistant Principals. It will also not include part-time or temporary employees whose services do not exceed the lesser of thirty-five percent (35%) of the normal work week within the bargaining unit or fourteen (14) hours per week, or employees

who hold a position that is basically temporary or seasonal in character and is not for more than sixty-seven (67) working days in any calendar year, and emergency employees.

Section 3. Other Terms: Terms not defined in this Agreement will have those meanings as defined by the PELRA.

ARTICLE IV SCHOOL DISTRICT RIGHTS

Section 1. Inherent Managerial Rights: The Directors ~~and Confidential Managers~~ recognize that the School Board is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the School Board, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

Section 2. Management Responsibilities: The Directors ~~and Confidential Managers~~ recognize the right and obligation of the School Board to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the School District.

Section 3. Effect of Laws, Rules and Regulations: The Directors ~~and Confidential Managers~~ recognize that all employees covered by this Agreement will perform the services prescribed by the School District and will be governed by School Board policies, rules, regulations, directives and orders which are not inconsistent with the terms and conditions of employment set forth in this Agreement and which are issued by properly designated officials of the School District. Any provision of this Agreement found in violation of any law, rule or regulation there under, will be without force or effect.

Section 4. Reservation of Managerial Rights: The foregoing enumeration of School Board rights and duties will not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressed in this Agreement are reserved to the School Board.

ARTICLE V EMPLOYEE RIGHTS

Section 1. Right to Views: Pursuant to PELRA, nothing contained in this Agreement will be construed to limit, impair, or affect the right of any employee or their representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designated to and does not interfere with the full faithful and proper performance of the duties of employment. Nor will it be construed to require any employee to perform labor or services against their will.

Section 2. Right to Join: Employees will have the right to form and join labor or employee organizations, and will have the right not to form and not join such organizations. Employees in the unit will have the right by secret ballot to designate an exclusive representative for the

purpose of negotiating grievance procedures and the terms and conditions of employment for such employees with the School Board, as prescribed by the PELRA.

Section 3. Personnel Files:

Subd. 1. Right to Review/Frequency: Upon request by an employee, the School District will provide the employee with an opportunity to review their personnel file. The School District will not be required to provide an employee with an opportunity to review their personnel file if they have reviewed the personnel file during the previous six months; except that, upon separation from employment, an employee may review their personnel file only once at any time within one year after separation.

Subd. 2. Review: A request will be made to Human Resources. Human Resources will comply with a request pursuant to Subd. 1. of this Section no later than seven (7) working days after receipt of the request and will schedule an appointment for the employee to review their personnel file and will notify the employee of such appointment. All such reviews will take place in Human Resources during its normal hours of operation.

Subd. 3. Documentation of Contents: The employee and a Human Resources representative will document the personnel file’s contents before the employee is given the personnel file to review. The employee and Human Resources representative will document the contents of the personnel file at the termination of the review.

Subd. 4. Right to Copy: After the review and upon the employee’s request, the School District will provide the employee with a copy of the requested record. The School District may not charge a fee for the copy. With respect to employees who are separated from employment, upon the employee’s request, the School District will provide a copy of the personnel file to the employee. Providing a copy of the separated employee’s personnel file to the employee satisfies the School District’s responsibility to allow review as stated in Subd. 1. of this Section.

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

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

**ARTICLE VI
COMPENSATION AND CONDITIONS**

Section 1. Compensation

Subd. 1: Salary Ranges: ~~The following salary ranges shall be used for each classification listed below.~~

	TITLE	WORK DAYS	Salary-Range Effective July 1, 2023 ~~NEW~~ MINIMUM / MIDPOINT /
--	-------	-----------	---

<u>CLASSNE W PAY GRADE</u>			<u>MAXIMUM EFFECTIVE 7- 1-2025</u>
~~D-1124~~	Director, Student Services	260/261	~~\$146,877 / \$170,270~~ ~~\$172,308 / \$200,739 / \$229,170~~
~~D-1124~~	Director, Learning & Achievement	260/261	~~\$172,308 / \$200,739 / \$229,170~~ ~~\$146,877 / \$170,270~~
~~E-1a~~	~~Director, Business Services~~	~~260/261~~	~~\$145,656 / \$168,856~~
~~E-1a~~	~~Director, Human Resources~~	~~260/261~~	~~\$145,656 / \$168,856~~
~~E-1a124~~	Director, Community Engagement	260/261	~~\$172,308 / \$200,739 / \$229,170~~ ~~\$145,656 / \$168,856~~
~~E-1122~~	Director, Facilities Operations	260/261	~~\$141,174 / \$164,117~~ ~~\$152,633 / \$177,817 / \$203,002~~
~~E-1122~~	Director, Transportation, Security & Emergency Management	260/261	~~\$152,633 / \$177,817 / \$203,002~~ ~~\$141,174 / \$164,117~~
~~E-1122~~	Director, Educational Equity	260/261	~~\$152,633 / \$177,817 / \$203,002~~ ~~\$141,174 / \$164,117~~
~~E-1121~~	Assistant Director, Student Support Services	260/261	~~\$141,174 / \$164,117~~ ~~\$143,654 / \$167,357 / \$191,060~~
~~E-1122~~	Director, Food Nutrition Service	260/261	~~\$152,633 / \$177,817 / \$203,002~~ ~~\$141,174 / \$164,117~~
~~E-1122~~	Director, Technology	260/261	~~\$152,633 / \$177,817 / \$203,002~~ ~~\$141,174 / \$164,117~~
~~E-1122~~	Director, Information Systems & Security	260/261	~~\$152,633 / \$177,817 / \$203,002~~ ~~\$141,174 / \$164,117~~
~~E-1e~~	~~Assistant Director, Business Services~~	~~260/261~~	~~\$136,118 / \$157,798~~
~~E-1e121~~	Assistant Director, Community Engagement	260/261	~~\$143,654 / \$167,357 / \$191,060~~ ~~\$136,118 / \$157,798~~
~~E-1e121~~	Assistant Director, Facilities Operations	260/261	~~\$143,654 / \$167,357 / \$191,060~~ ~~\$136,118 / \$157,798~~
~~E-1e121~~	Assistant Director, Learning & Achievement	260/261	~~\$143,654 / \$167,357 / \$191,060~~ ~~\$136,118 / \$157,798~~
~~E-1e121~~	Assistant Director, Security & Emergency Management	260/261	~~\$143,654 / \$167,357 / \$191,060~~ ~~\$136,118 / \$157,798~~
~~E-1e121~~	Assistant Director, Transportation	260/261	~~\$143,654 / \$167,357 / \$191,060~~ ~~\$136,118 / \$157,798~~

~~E-1e-121~~	Assistant Director, Food Services	260/261	~~\$143,654 / \$167,357 / \$191,060~~ ~~\$136,118 / \$157,798~~
~~K-1~~	~~Coordinator, Human Resources~~	~~260/261~~	~~\$115,980 / \$134,452~~
~~K-1~~	~~Coordinator, Business Services~~	~~260/261~~	~~\$115,980 / \$134,452~~

~~The salary schedule is used as a guide for initial placement. Directors may move above the top of the range with salary enhancement and/or salary advancements.~~

Subd. 2. Initial Salary Placement: ~~Employees hired into the unit, and/or current employees promoting within the unit, shall be placed at the discretion of Human Resources within the respective salary range based on qualifications/experience and may be placed above the top of the range. The minimum to midpoint of each pay grade will serve as a guide for the hiring range. Initial placement will be determined based on education, experience, internal equity and/or whether the position is hard-to-fill. Exceptions to the hiring range will be made if justified by the data demonstrating the position is hard-to-fill.~~

Section 2. Pay for Performance Stipend: Pay for performance will be based on performance measures relating to job performance and leadership. Pay for performance will be paid as a stipend based on performance level and base salary. ~~during the next school year and will be paid equally over the course of 24 pay periods.~~

- Employees who work less than 120 days of paid service do not qualify for the pay for performance stipend
- Employees who complete at least 120 days of paid service, but less than their contracted year, will receive a prorated pay for performance stipend.
- Employees who complete their contracted year (including FMLA and/or ADA qualified leaves) will receive the full pay for performance stipend.
- ~~Any employee who resigns, terminates, or retires prior to the full stipend being paid, will receive a final remaining payout.~~
- The pay for performance stipend will be calculated after Salary Enhancements are applied.

Performance evaluations must be completed and turned into Human Resources by May 31st in order for the stipend to be paid on the July 20th paycheck. If completed after May 31st the stipend payout will be within 3 pay periods.

Subd. 1. Pay for Performance Amounts Awarded for Performance Levels:

Exemplary Performance:	2.3%
Accomplished Performance:	1.4%
Developing Performance:	0.7%
Unsatisfactory:	No stipend

These salary advancement amounts shall be awarded for all contract years.

Subd. 2. Salary Enhancement: A ~~five-two~~ percent (~~52~~%) increase to employee's base salary

shall be effective July 1, ~~2023~~2025, and a ~~three~~two percent (~~32~~%) increase to employee's base salary shall be effective July 1, ~~2024~~2026. If an employee reaches the new maximum salary, any negotiated Salary Enhancements will be paid as a stipend and will not affect base salary.

Subd. 3. Alternative Pay for Performance Amounts: The School Board shall set financial parameters for contract negotiations with all employee groups with the same contract term as Directors ~~and Confidential Managers~~. These financial parameters relating to salary shall be used to determine the amount of pay for performance if it is to be less than the amounts specified in Subd. 1 above.

Based on these parameters set by the School Board, pay for performance will be as follows:

Exemplary Performance:	An amount equal to 0 - 2.3%
Accomplished Performance:	An amount equal to 0 - 1.4%
Developing Performance:	An amount equal to 0 - 0.7%
Unsatisfactory:	No stipend

Section 3. Probation and Regular Status: New Directors ~~and Confidential Managers~~ will be considered probationary for a period of one (1) year from their hire date as a Director ~~and Confidential Manager~~ employee. During this time they shall have no seniority privileges and may be transferred, discharged, or laid off. Upon completion of the probationary period an employee will establish regular employee status unless otherwise notified in writing by the employee prior to the end of the probationary period.

Section 4. Retirement Incentive Pay:

Subd. 1. Exclusion: This Section will apply only to employees whose service in any capacity with the School District has been full-time and continuous as defined by this Agreement and whose service began prior to July 1, 1998. For employees whose employment began after this date, the provisions of this Section will not be applicable.

Subd. 2. Eligibility: Employees who have completed at least ten (10) years of continuous service in any capacity with the School District, and who are at least fifty (50) years of age, will be eligible for retirement incentive pay pursuant to the provisions of this section upon submission of a written resignation accepted by the School Board, provided that such notice is given with thirty (30) days' notice.

Subd. 3. Calculation of Benefit: An employee will be eligible to receive as retirement incentive pay upon their retirement the amount obtained by multiplying one hundred percent (100%) of their unused number of sick leave days, but in any event not to exceed one hundred ninety-two and one half (192.5) days times their daily rate of pay.

For the purpose of calculating this benefit, the calculation will be based on the employee's annual rate of pay divided by 225 days.

Subd. 4. Determination of Daily Rate: In applying these provisions, daily rate of pay will be based upon the total annual compensation at the time of retirement.

Subd. 5. Payment Schedule 50-54: An employee who retires at age fifty to fifty-four (50-54) will receive the retirement incentive pay on July 20th if their birth date is between January 1st and June 30th in the year they reach age fifty-five (55). If the employee's birth date is between July 1st and December 31st, they will receive their retirement incentive pay on January 20th of the following year.

Subd. 6. Payment Schedule 55 & Over: Retirement incentive pay for those aged fifty-five (55) or older will be paid by the School District according to the following schedule. Employees who retire between January 1st and June 30th will receive their retirement pay July 20th of that year. Employees who retire between July 1st and December 31st will receive their retirement incentive pay on January 20th of the following year. In the event of an employee's death, after having retired from the School District, the remaining amount of retirement incentive pay will be paid to their estate.

Subd. 7. Retirement incentive pay shall not be granted to any employee who is discharged by the School District.

Section 5. Work Year:

Subd. 1. Retirement Work Year Option: Any employee who is in their last year of work prior to retirement may elect to reschedule up to fifteen (15) days of their work year, or may reduce their work year by up to fifteen (15) days so that their last day of work will be completed by June 15th. Upon submitting a letter of resignation, employees will request to reschedule or reduce their work year to their ~~cabinet~~ supervisor. Reduction in the work year will result in a pro-rata salary reduction based on the employee's daily rate of pay.

Subd. 2. Holidays: Employees will have 12 paid holidays as determined by the School Board prior to July 1st, yearly. Any of the holidays that fall within a 12-month employee's vacation period will not count as a vacation day.

Subd. 3. Employees may schedule the following as workdays: Labor Day, Friday after Thanksgiving, Martin Luther King, Jr. Day (if it is an established District holiday for that school year), President's Day (if it is an established District holiday for that school year), Spring Holiday, Memorial Day, and Juneteenth, subject to supervisor approval.

Section 6. Retirement Savings Plan: In accordance with Section 403(b) of the Internal Revenue Code, the School Board will match the contribution of an eligible employee according to the following schedules towards an approved 403(b) retirement savings plan. The plan must meet the School District's guidelines for approval.

District Annual Match – Effective July 1, ~~2024~~2025: The School District's ~~maximum annual will match any amount~~ of an eligible employee's contribution ~~will be up to \$4,000.00~~5,000.00. Employees may choose to defer more than the District annual match amount. Federal law determines the maximum amount an individual can contribute annually. The matching amount will be approximately ~~\$166.67~~208.33 per pay period.

Section 7. Emergency School Closing: In the event school starts late or is closed early due to inclement weather or other emergency situations, work assignments will be determined by the Superintendent or designee. In the event school is canceled due to inclement weather or other emergency situations, members will follow the direction of the Superintendent or designee regarding reporting to work. When staff are directed not to report, members will be available by phone and/or email for business related purposes during normal school hours on the cancellation day.

**ARTICLE VII
GROUP INSURANCE**

Section 1. Eligibility: Qualifications will include those established by the School District and the carrier of the coverage. Full-time employees are eligible for group insurance.

Section 2. Enrollment: All employees qualifying will enroll for such coverage in accordance with the procedures established by the School District.

Section 3. Selection: The School District will make the selection of insurance carriers and policies. The Directors ~~and Confidential Managers~~ will have representation on the School District Insurance Advisory Committee.

Subd. 1. Insurance:

- a. Directors ~~or Confidential Manager~~ may enroll in one of the hospital, medical and dental insurance programs provided by the School District. Employees will be allowed to waive health coverage in the District’s health plan upon sufficient proof that the employee has obtained group health coverage through another source (e.g. spouse). The Human Resources department shall determine the basis for sufficient documentation of group coverage from another source. The School District retains the right to re-examine waiver of health coverage on a year-to-year basis.

b. District Contributions:

Basic Group Health and Hospitalization Plans: The School District will contribute up to the following amounts towards the School District’s Group Health Insurance premiums for each eligible employee. Any portion of the premium that exceeds the School District contribution will be paid by the employee and paid by payroll deduction.

Effective July 1, 2023			
	Single	Employee +1	Family
High*	\$621.58	\$966.64	\$1,548.73
Value	\$652.66	\$1,014.97	\$1,626.17
HSA Plan	\$509.34	\$1,020.85	\$1,634.36

Effective July 1, 2024		
Single	Employee +1	Family

<u>High*</u>	<u>\$621.58</u>	<u>\$966.64</u>	<u>\$1,548.73</u>
<u>Value</u>	<u>\$685.29</u>	<u>\$1,065.72</u>	<u>\$1,707.48</u>
<u>HSA Plan</u>	<u>\$570.46</u>	<u>\$1,082.10</u>	<u>\$1,732.42</u>

Effective July 1, 2025

	<u>Single</u>	<u>Employee +1</u>	<u>Family</u>
<u>High*</u>	<u>\$621.58</u>	<u>\$966.64</u>	<u>\$1,548.73</u>
<u>Value</u>	<u>\$757.24</u>	<u>\$1,177.62</u>	<u>\$1,886.76</u>
<u>HSA Plan</u>	<u>\$630.36</u>	<u>\$1,195.72</u>	<u>\$1,914.32</u>

Effective July 1, 2026

	<u>Single</u>	<u>Employee +1</u>	<u>Family</u>
<u>High*</u>	<u>\$621.58</u>	<u>\$966.64</u>	<u>\$1,548.73</u>
<u>Value</u>	<u>\$855.44</u>	<u>\$1,330.33</u>	<u>\$2,131.42</u>
<u>HSA Plan</u>	<u>\$686.97</u>	<u>\$1,376.88</u>	<u>\$2,204.34</u>

* The High Plan is no longer available for new enrollment. All existing members on the High Plan will continue to receive the district contribution to the High Plan health insurance as indicated in the table above. Those eligible to have district paid insurance until Medicare eligibility may opt into the High Plan upon retirement from ISD 279 at no cost to the employee.

Subd. 2: High Deductible Health Plan (HSA Plan) - Contributions to Health Savings Accounts

As recommended by the School District Insurance Advisory Committee, those employees participating in the HSA compatible health plan shall receive the following contributions to a qualifying Health Savings Account (HSA). Contributions will only be made to District approved HSA depository.

- Single HSA Coverage: \$200 per month
- Employee+1 HSA Coverage: \$400 per month
- Family HSA Coverage: \$400 per month

~~The School District will pay all administrative fees associated with the plan.~~

District contributions to the HSA trust account will be made each month. In the event of hardship, the parties agree to meet and confer to discuss alternatives to the contribution timelines.

The school district will pay all administrative fees associated with the plan.

~~c.~~ Subd. 3: Continuation of Coverage Upon Retirement: For employees hired prior to July 1, 2007, the School District shall provide and pay for hospital and medical insurance in the School District's group health and hospitalization plan for any employee who retires after reaching the age of fifty-five (55) until the employee qualifies for Medicare, or accepts another hospital and medical insurance program. This provision shall apply to single and dependent coverage, if applicable.

For employees hired on or after July 1, 2007, the School District shall provide and pay for hospital and medical insurance in the School District's group health and hospitalization plan for any employee with seven (7) or more years of continuous employment in the district, in any capacity, who retires after reaching the age of fifty-five (55) until the employee qualifies for Medicare, or accepts another hospital and medical insurance program. This provision shall apply to single and dependent coverage, if applicable.

Effective beginning August 1, 2014, an employee hired into this contract group, who has not received this benefit while serving in another ISD 279 management group, will not be eligible to receive this benefit.

A retired employee who is eligible for this benefit and accepts another hospital and medical insurance plan between age fifty-five (55) and qualifies for Medicare, shall be allowed to re-enter the School Board's group health and hospitalization plan one time only, with no penalty.

An employee who retires before fifty-five (55), as provided for in Article VI, Section 3 of this Agreement, will also be eligible for this provision, upon reaching age fifty-five (55), provided that the employee has enrolled in and maintained hospital and medical insurance from the age of retirement to June 30th of the year after they reach the age qualified for Medicare.

d. Subd. 4: Insurance Program Eligibility after Medicare Eligibility: Selected insurance coverage will continue beyond the employee's 65th birthday permitted by law. The retiree will pay the premium as determined by the insurance carrier.

Section 4. Section 125 (Flexible Spending) Plan: The School District will provide a Section 125 Plan under the Internal Revenue code for all employees.

Subd. 1. Description: The Section 125 Plan (Flexible Spending Plan) offered by the School District is a plan established to provide a way to save money on costs for medical and dependent care expenses. The three (3) accounts allow payment for health insurance premiums, certain out-of-pocket health care expenses, and dependent care expenses with pre-tax dollars. It is a salary reduction plan permitting participants to choose among more than one benefit. It is classified as a "Cafeteria Plan" for federal income tax purposes. The plan year will commence July 1st through June 30th of each year. There are three (3) components to the plan:

1. District-provided health insurance premium deduction with pre-tax dollars.
2. Dependent care reimbursement account.
3. Medical expense reimbursement account.

Section 5. Dental Insurance:

- a. **Single Coverage:** The School District will pay up to \$28.00 per month for individual coverage for each full-time employee who qualifies for and enrolls in the School District's group dental insurance plan.
- b. **Family Coverage:** The premium cost of the family/dependent coverage for each full-time employee who qualifies for and enrolls in the School District's group dental insurance plan and who qualifies for family/dependent coverage will be paid in total by the employee and paid by payroll deduction minus the School District's contribution for single coverage. Whether the School District offers family/dependent coverage is subject to the conditions as established by the carrier(s).

Section 6. Group Term Life Insurance: The School District will pay the full premium for group term life insurance for all employees who qualify for and enroll in the School District's group term life insurance plan. Employees who qualify and enroll will be covered by group term life insurance of \$300,000.

Section 7. Supplemental Group Term Life Insurance: Employees will have the option, subject to the conditions established by the School District's carrier for group term life insurance as provided in Section 7 of this Article, to purchase supplemental group term life insurance in the amounts of \$50,000, \$75,000, \$100,000, \$125,000, \$150,000, \$200,000, \$300,000 or \$400,000 not to exceed four (4) times their annual salary. The cost of the supplemental coverage will be borne by the employee and paid by payroll deduction. In the event of early retirement, an employee may continue to purchase this policy until they reach the age of sixty-five (65).

Section 8. Long-Term Disability Income Protection: The School District will pay the full premium in the existing long-term disability income protection plan of the School Board for employees who qualify for and enroll in such coverage. This coverage will apply to total annual salary. Employees who have qualified for ~~long-term~~long-term disability insurance and who previously qualified for the School District's health and hospitalization insurance benefits will have these benefits maintained for a period of one (1) year from the date of disability. Thereafter, these benefits will be available to the employee at their expense.

Section 9. Claims Against the School District: It is understood that the School District obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim will be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 10. Married Couples in District with Family Coverage: When a Director ~~and Confidential Manager~~ employee and their spouse are both employed by the School District and are eligible for the School District's group health and hospitalization plan, and both employees enroll in the same hospitalization plan, the full premium will be paid by the School District.

ARTICLE VIII LEAVES OF ABSENCE

Section 1. Vacation:

Subd. 1. Vacation Allowance: Beginning July 1, ~~2024~~2026, employees shall receive ~~25-26~~ days of annual vacation, which will be credited on July 1st of each year. Vacation days will be accrued at a rate of one (1) day every two (2) weeks. New employees will earn a prorated amount based on date of hire.

Subd. 2. Use of Vacation: ~~An employee shall be credited vacation days on July 1st of each year.~~ Vacation must be scheduled and approved in advance with the employee's supervisor. Vacation may be used in ½ day increments. Vacation used during a fiscal year shall normally be limited to twenty-six (26) days. Provided there are vacation days available, an employee may use more than twenty-six (26) days in a year, with supervisor approval.

Subd. 3. Carryover of Vacation: Employees will be allowed to carryover up to ~~ten (10)~~twelve (12) vacation days each year. ~~The maximum amount of vacation days an employee may have at any given time is thirty-five (35) days. Those employees with a bank of personal days will carry them over into the next fiscal year as vacation.~~

Subd. 4. In the case of voluntary separation or removal for cause of an employee to whom vacation has been advanced in excess of that accumulated, the employee is required to refund the amount paid for the period of such excess. Vacation days will be paid out upon the end of employment up to a maximum of 25 days. Payout of vacation shall be calculated based on a 260-day calendar.

Section 2. Sick Leave**Time**: Employees are entitled to use accrued sick time in accordance with Minnesota State law and the district's Earned Sick and Safe Time (ESST) policy. See the definition of "family member" and usage under the policy. The ESST policy is subject to change in accordance with state law.

Subd. 1. ~~An employee will be eligible for sick leave under one of the following conditions:~~

a. Earn and Accumulation: Full-time employees will accrue sick ~~leave time~~ at the rate of twelve (12) days per year, one (1) day per month, and accrual for unused sick ~~leave time~~ will be unlimited. Employees working less than a full year will have their sick ~~leave~~ days prorated.

b. Use-Pregnancy: ~~An employee may utilize available sick leave, subject to the provisions of this Section and Section 8 of this Article for periods of disability relating to pregnancy, miscarriage, abortion or childbirth. Such an employee will notify Human Resources in writing no later than the end of the sixth (6th) month of pregnancy indicating their intention to utilize sick leave, and also at such time will provide a medical provider's statement indicating the estimated date of delivery of the child and estimated period of disability. A licensed medical provider will determine the definition of disability.~~

1. ~~An employee (other than the pregnant employee) may utilize up to ten (10) days of sick leave in connection with the birth of their child. Such leave will be deducted from Family Illness Leave.~~

- ~~2. An employee may utilize up to thirty (30) days of sick leave for the adoption of a child, subject to the provisions of this Section and Section 8 of this Article.~~

~~Subd. 2. Use: Sick leave with pay will be allowed by the School District whenever an employee's absence is found to have been due to an illness which prevented their attendance at work and performance of duties on that day or days. Sick time will be used in accordance with the School District's Earned Sick and Safe Time (ESST) policy, Paid Family Leave (PFL) policy, and applicable state and federal laws. Sick time may be used concurrently with approved leaves of absence (e.g., the Family Medical Leave Act (FMLA), Paid Family Leave (PFL), or the Americans with Disabilities Act (ADA)).~~

~~Absences for illness when sick time is exhausted, and the employee is not on an approved leave of absence from Human Resources (e.g., absences covered under the Family Medical Leave Act (FMLA), Paid Family Leave (PFL), or the Americans with Disabilities Act (ADA)) will be considered unexcused and may require medical verification. Unexcused absences may result in disciplinary action, up to and including termination, once all sick time, vacation, and unpaid leave options have been exhausted.~~

~~Subd. 3. Medical Verification: The School District may require the employee to furnish a medical certificate from a qualified medical provider as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the School District. If there is a question as to the eligibility of an employee for sick time, the School District reserves the right to verify the illness in accordance with Minnesota ESST law.~~

~~Subd. 4. Medical Request: In the event that a medical certificate will be required, the employee will be so advised.~~

~~Subd. 54. Approval: Sick leave paytime will be approved only upon submission of an authorized sick leave paytime request through the process in place by Human Resources.~~

~~Subd. 65. Use-Absences Covered by Workers Compensation and/or Long-Term Disability:~~

- ~~a. If an employee who is absent from work as a result of a compensable injury incurred in the service of the School District under the provisions of the Workers' Compensation Act and/or an absence covered by the School District's long-term disability insurance, the School District will pay the difference between the compensation received pursuant to the Workers' Compensation Act and/or Long-Term Disability (LTD) by the employee and the employee's base rate of pay or the extent of the employee's earned accrual of sick leave time, if said employee is on an accrued sick leave basistime. (See Subd. 1.b. of this Section.)~~
- ~~b. An employee who is on accrued sick leave basistime will have a deduction made from the employee's accrued sick leave time according to the pro rata portion of days or sick leave time which is used to supplement Workers' Compensation and/or LTD payments.~~

- c. The School District will make such payment to the employee only during the period of disability.
- d. In no event will the additional compensation paid to the employee by virtue of sick ~~leave time~~ pay result in the payment of a total daily, weekly, or monthly compensation that exceeds the base compensation of the employee.
- e. An employee who is absent from work as a result of an injury compensable under the Workers' Compensation Act and/or an absence qualifying the employee for LTD payments will submit their Workers' Compensation check and/or LTD payment, endorsed to the School District prior to receiving payment from the School District for this absence.
- f. An employee who is unable to perform their duties and responsibilities due to physical assault resulting in an injury which occurs while on duty as a result of a work related incident and/or carrying out building supervisory responsibilities will be entitled to compensation without use of sick ~~leave time~~ for the first three (3) days of absence. Thereafter, the compensation will be paid per Subd. ~~65~~. a. through e. of this Subdivision.
- g. If an employee incurs an injury as described in f. of this Subdivision, and such injury causes the employee to work less than full-time, the School District will continue to contribute its share of the cost of the health and hospitalization insurance plan in which the employee is enrolled.

Section 3. ~~Family Illness~~Medical Leave:

~~Subd. 1. Use: Employees will be granted up to a maximum of ten (10) days absence for illness in the employee's or spouse's immediate family that may not otherwise be covered under the Family and Medical Leave Act (FMLA) and/or state statute. The immediate family will include parent, sister, brother, spouse, son, daughter, son-in-law, daughter-in-law, grandparent, grandchildren, guardian and any other relative or non-relative who stands in the same relationship with the employee. Such absences will be deducted from accrued sick leave. If the employee does not have sufficient accrued sick leave, there will be a salary deduction equal to the pro-rated daily rate of pay.~~

Subd. 1. Purpose: An employee, upon request, may be granted a medical leave of absence according to the procedures outlined in this section. This leave will be granted in the event an employee needs to care for their own medical needs, or the needs of a qualifying family member as defined by state and federal provisions.

Subd. 2. Request: Requests for medical leave should be made as soon as the employee is aware of the need for a leave of absence. A leave of absence request should be completed as well as supporting medical documentation of the need.

Subd. 3. Duration: Leave may be granted for a period of time up to one year and runs concurrently with other applicable leaves which may include but is not limited to: a

contractual long-term leave and Family Medical Leave Act (FMLA) leave. If additional leave is needed beyond one year, staff will need to contact Human Resources to place a request; however, additional leave is not guaranteed. Medical Leave may be taken intermittently.

Subd. 4. Approval of Leave: If the employee complies with all the provisions of this section and a medical leave is granted by the School District, the School District will notify the employee in writing of its action.

Subd. 5. Reinstatement: An employee returning from medical leave will be re-employed in the position occupied prior to the leave, or a comparable position, subject to state or federal job protections.

Subd. 6. 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. 7. Salary: An employee is able to use available vacation through the duration of their medical leave. Sick time will be used in accordance with the district's ESST policy. If no sick or vacation time is available, the parties further agree that any medical leave of absence granted under this section will be a leave without pay.

Section 4. Bereavement Leave:

~~Subd. 1. Use Immediate Family: Employees will be granted up to five (5) days per occurrence for absence due to death of any member of the employee's or spouse's immediate family. The immediate family will include parent, sister, brother, spouse, son, daughter, son-in-law, daughter-in-law, grandparent, grandchildren, guardian and any other relative or non-relative who stands in the same relationship with the employee. Additional absences, but not to exceed five (5) additional days, may be granted. Such absences will be deducted from accrued sick leave. If the employee does not have sufficient accrued sick leave, there will be a salary deduction equal to the pro-rated daily rate of pay.~~

~~Subd. 2. Use Not Immediate Family: Absence due to the death of a person not listed in Subd. 1. of this Section, will be limited to one (1) day per occurrence per year. Such absences will be deducted from accrued sick leave. If the employee does not have sufficient accrued sick leave, there will be a salary deduction equal to the pro-rated daily rate of pay.~~

Subd. 1. Use: In accordance with the ESST policy, sick time and vacation may be used for an employee's need to make arrangements for, or attend, funeral services or a memorial, or address financial or legal matters that arise after the death of a family member. If all accrued time (ESST, sick time, and vacation) is exhausted and additional unpaid time is needed for bereavement, employees may request a short-term leave from Human Resources.

Section 5. Jury Duty: An employee summoned to jury duty will be granted time off with pay.

Subd. 1. Notice to School District: Employees who receive a summons are to call and/or email the Human Resources Attendance Specialist and their supervisor immediately to notify them 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 the workday.~~

Subd. 32. 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 through 3-2 are met.

Section 6. Court Appearances:

Subd. 1. Request of School Board: When the School Board is a party in litigation, and an employee appears at the request of the School Board or as codefendant in a case against the School Board, the employee will be entitled to their pay and no deduction of any leave provision will be charged to the employee.

Subd. 2. Other Requests: If an employee receives a notice to supply information or testify in a civil or criminal court proceeding, as a result of their employment, they must notify their supervisor and Human Resources. If the employee must appear at the proceeding, the employee will be entitled to their pay and no deductions of any leave provisions will be charged to the employee. If the matter is a result of actions for which the employee has been found to have acted improperly and thus disciplined by the School District, the day(s) absent will be deducted from personal leave-vacation or short term leave referenced in this Article.

Subd. 3. Action Against School Board: If the matter is a result of actions by an employee against the School Board/District, the day(s) absent will be deducted from personal leave vacation or short-term leave. Additional short-term leave will be granted if necessary.

Section 7. Child Care/Adoption/Foster Care Leave:

Subd. 1. Purpose: An employee, upon request, may be granted a leave for the purpose of child care of a newborn child, ~~or~~ for the adoption of a child, or foster care of a child. The employee will be required to concurrently take applicable leaves in concurrence with state and federal laws, including, but not limited to, pursuant to the Family/ Medical Leave Act (FMLA), MN Parental Leave, Paid Family Leave (PFL), and contractual Long-Term Leave. Employees may be granted partial or intermittent leaves of absence appropriate to the job assignment if agreed to by Human Resources. The District agrees to adhere to all applicable state and federal laws.

Subd. 2. Request: An employee making application for child care leave will inform Human Resources in writing of the intention to take the leave at least three (3) calendar months before commencement of the intended leave. For an adoption or foster care leave, the employee will inform Human Resources in writing, at the earliest opportunity, of the intention to take the leave. The District agrees to adhere to all applicable state and federal laws.

~~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 their licensed medical provider indicating the expected date of delivery.~~

~~Subd. 4. Use of Sick Leave for Adoption: An employee may request to use up to thirty (30) days of accumulated sick leave for adoption to assist in preparation and legal reasons of the adoption, as well as necessary travel and initial adjustment of the child. These days need not be taken consecutively.~~

Subd. 53. Date of Leave: The effective beginning date of a child care/adoption/foster care leave and its duration will be determined by mutual consent between the employee and Human Resources. In determining the date of the commencement and duration of the leave, Human Resources will review each case on its individual merits taking into consideration the following:

a. Applicable state and federal law.

~~a.b.~~ The request of the employee.

~~b.c.~~ The specific employment duties of the employee involved.

~~c.d.~~ The health and welfare of the employee, unborn, ~~child or~~ adopted, or foster child.

~~d.e.~~ The recommendation of the employee's licensed medical provider.

Subd. 64. Duration: In making a determination concerning the commencement and duration of a childcare/adoption leave, the School ~~Board~~District may, but will not in any event be required to:

a. Grant any leave of more than twelve (12) months in duration.

b. Permit the employee to return to their employment prior to the date designated in the request for the leave, unless by mutual agreement of the employee and ~~Human Resources~~the School District.

Subd. 75. Approval of Leave: If the employee complies with all provisions of this Section and a leave is granted by the School ~~Board~~District, the employee will be notified in writing.

Subd. 86. Termination of Leave: Interruption of pregnancy will terminate the childcare leave. Human Resources may require in such cases at least 14 days' ~~forty-five (45) days'~~ notice to return.

Subd. 97. Reinstatement: An employee returning from child care/adoption/foster care leave on the agreed upon date 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.

b.c. Subject to state and federal job protections.

Subd. 108. 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. 119. Experience Credit: An employee who returns from child care/adoption/foster care 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 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.

Subd. 1210. Salary: Sick time will be used in accordance with the district's ESST policy. An employee may be able to use available vacation or sick time through the duration of their leave in accordance with the district's Paid Family Leave (PFL) policy. If an employee receives payment from Paid Family Leave (PFL), the employee may have the option to use available sick or vacation time to supplement their pay in accordance with the district's Paid Family Leave policy. If no sick or vacation time is available, the parties further agree that any leave of absence granted under this section will be a leave without pay. Any child care/adoption leave of absence granted under this Section will be a leave without pay except as provided in Section 1. of this Article.

Subd. 1311. Insurance: An employee on child care/adoption/foster care 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. 1412. Notification to Return: An employee on child care/adoption/foster care leave of absence will be sent a letter of assignment from Human Resources at least sixty (60) days prior to the specified return date of said leave. The employee will lose all re-employment rights if the employee refuses or fails to return the letter of assignment within ten (10) days.

Section 8. Long-Term Leave:

Subd. 1. Eligibility: Employees with a minimum of three (3) years of experience in the School District may apply for an unpaid leave of absence once during their School District employment. Additional leaves may be granted at the discretion of Human Resources.

Subd. 2. Purpose: Consideration for granting long-term leaves will be given for health reasons (self or family), family reasons, educational purposes, election to political office, approved travel or retraining or career change (not including employment in another school district).

Subd. 3. Requests: Requests for leave must be made at least thirty (30) days in advance, except in emergencies, and submitted to Human Resources for approval.

Subd. 4. Limit: The number of employees on approved leave in any school year will not normally exceed one (1) person.

Subd. 25. Duration: Leave may be granted for a period of time not to exceed one (1) year. Leaves for holding political office may be granted up to two (2) years. Additional leaves may be granted at the discretion of Human Resources but are not guaranteed.

Subd. 36. Insurance: An employee on an approved long-term leave is eligible to participate at their own expense in the health and hospitalization program of the School District. This participation will be subject to the conditions prescribed by the insurance carrier.

Subd. 47. Benefit Accrual: An employee on approved long-term leave will retain their accrued benefits as of the beginning date of the leave. No benefits will accrue during the period the employee is on leave.

Subd. 5. Purpose: Consideration for granting long-term leaves will be given for:

Education	Election to Political Office
Health	Family Reasons
Approved Travel	Retraining or Career Change (not including employment in another school district)

Subd. 6. Requests: Requests for long-term leaves must be made at least thirty (30) days in advance, except in emergencies, and submitted to Human Resources for approval. Final approval will be made by the School Board. The number of employees on approved leave in any school year will not normally exceed one (1) person.

Subd. 78. Notification to Return: An employee on long-term leave will be sent a notice from Human Resources according to the following schedule:

- a. When the return date of said leave is intended to coincide with the opening of school, notification will be given by March 1st of the preceding school year.
- b. At least sixty (60) days prior to the specified return of said leave when such date falls at any other time during the school year.

Subd. 89. Reinstatement: An employee returning from ~~long-term~~long-term leave for education, approved travel, family reasons, retraining, or career change reasons will be re-employed in the position occupied prior to the leave, subject to the following conditions:

- a. The position is vacant.
- b. That the position has not been abolished.

- c. That the employee is not physically or mentally disabled from performing the essential duties of such position.

An employee returning from ~~long-term~~long-term leave for health or election to political office reasons will be re-employed in the position occupied prior to the leave, subject to the following conditions:

- a. That the position has not been abolished.
- b. That the employee is not physically or mentally disabled from performing the essential duties of such position.

Subd. 9.10. Failure to Return Notice: The employee will lose all re-employment rights if the employee refuses or fails to return the contract within ten (10) days.

Section 9. Short-Term Leave: Employees may apply for a short-term leave of absence.

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

Subd. 2. Duration: Short-term leave may be granted for not more than ten (10) working days.

Subd. 3. Requests: Requests for short-term leave will be made five (5) days in advance except in the case of emergencies. ~~The request will be on a Leave of Absence Request (PF22) and will clearly state the reason for such request. Any special conditions or arrangements established by the supervisor for a short-term leave will be in writing to the individual requesting the leave. All conditions established must be met to be eligible for the leave.~~

Subd. 4. Approval: Short-term leave will be granted only in special circumstances and must be approved by Human Resources.

Subd. 5. Eligibility: Short-term leave will normally be available no more than once during the Agreement.

Subd. 6. Limit-1: The number of employees on short-term approved leave at any given time will not normally exceed one (1) person.

Section 10. Personal Leave: ~~An employee will be credited one (1) personal leave day each year, accumulative to five (5) days. Personal leave may be used for activities requiring the employee's attention not covered or requested under other provisions of this Agreement.~~

~~Subd. 1. Requests: Request for personal leave must be made in writing to Human Resources at least three (3) days in advance, except in the case of emergency.~~

~~Subd. 2. Limit: At no time will more than four (4) employees be granted personal leave.~~

~~Subd. 3. **Exclusion:** A personal leave day may be granted the first or the last day of the student school year. The leave will only be granted for special circumstances with written explanation by the employee and approval of Human Resources.~~

Section 11. Religious Leave: Employees may be granted up to three (3) days of religious leave. Employees must make application, including a brief summary ~~of details~~ of the request, to Human Resources at least three (3) days prior to the religious leave. Human Resources will notify the employee's supervisor to make the necessary arrangements allowing the employee to make up the days at some other prearranged time. However, an employee may utilize provisions outlined in ~~Section 6, Personal Leave, or~~ Section 1-2 Sick Leave, ~~or Section 1 Vacation~~, if so desired. If the employee chooses none of the options as outlined herein, leave may be granted with full loss of pay. At no time will more than two (2) employees be granted religious leave on a given contract day.

Section 12. Extended Leave of Absence:

Subd. 1. Authority: Pursuant to Minnesota Statutes 122A.46 and 354.094, the School Board may grant an extended leave of absence of at least three (3) years but no more than five (5) years. The School Board may also grant extended leave of absence of at least three (3) years but no more than five (5) years to non-licensed staff. However, the granting of extended leaves of absence is purely within the discretion of the School Board. The School Board reserves the right to refuse to grant any and all extended leaves if, in the judgment of the School Board, such leaves should not be granted.

Subd. 2. Conditions: The School Board will consider the granting of extended leaves only under the conditions as they are described in M.S. 122A.46 and 354.094 as of the date of this agreement for licensed staff. The School Board may also grant extended leave of absence of at least three (3) years but no more than five (5) years to non-licensed staff.

Subd. 3. Eligibility: Licensed staff must have a minimum of seven (7) consecutive years of full-time teaching service in the School District and at least ten (10) years of allowable service as defined in Section 354.05, Subdivision 13. Non-licensed staff must have a minimum of seven (7) consecutive years of service in the School District's Directors and/or Confidential Managers contract.

Subd. 4. Requests: Requests for extended leaves of absence must be submitted to Human Resources by April 1 of the year preceding the school year for which the extended leave would commence.

Subd. 5. Reinstatement: Licensed staff returning from an extended leave of absence will be re-employed in the position occupied prior to the leave subject to the following conditions:

- a. That the position has not been abolished.
- b. That the employee is not physically or mentally disabled from performing the essential duties of such position.

Non-licensed staff returning from an extended leave of absence will return subject to vacancy.

Subd. 6. Failure to Return Contract: The employee will lose all re-employment rights if the employee refuses or fails to return the contract within ten (10) days.

ARTICLE IX GRIEVANCE PROCEDURE

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

Section 2. Representative: The employee, administrator, or School Board may be represented during any step of the procedure by any person or agent designated by such party to act in their behalf.

Section 3. Definitions and Interpretations:

Subd. 1. Extension: Time limits specified in this policy may be extended by mutual agreement.

Subd. 2. Days: Reference to days regarding time periods in this procedure will refer to working days. A working day is defined as all weekdays not designated as holidays by state law.

Subd. 3. Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run will not be included. The last day of the period so computed will be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

Subd. 4. Filing and Postmark: The filing or service of any notice or document therein will be timely if it bears a postmark of the United States mail within the time period.

Subd. 5. Decisions: All decisions rendered, with the exception of decisions rendered at Level I of this grievance procedure, will be in writing setting forth the decision and will be transmitted to all parties of interest.

Section 4. Time Limitation and Waiver: Grievances will not be valid for consideration unless the grievance is submitted in writing to the School Board's designee, setting forth the facts and the specific provisions of the Policy allegedly violated and the particular relief sought within twenty (20) days after the date the event giving rise to the grievance occurred. Such grievances must be filed in writing first with the supervisor and Human Resources. Failure to file any grievance within such period will be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereinafter provided will constitute a waiver

of the grievance. An effort will first be made to adjust an alleged grievance informally between the employee and the School Board's designee.

Section 5. Adjustment of Grievance: The School Board and the employee will attempt to adjust grievances which may arise during the course of employment of any employee within the School District in the following manner:

Subd. 1. Informal Discussion: Before a written grievance is submitted, informal discussions will take place between the aggrieved party and the supervisor. Through these discussions the parties will attempt to resolve the problem.

Subd. 2. Level I: If the grievance is not resolved through informal discussions, the aggrieved party may submit the grievance in writing to the supervisor. A copy of such written grievance must simultaneously be filed with Human Resources. The immediate supervisor will give a written decision on the grievance to the parties involved within ten (10) days after receipt of the written grievance.

Subd. 3. Level II: In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the superintendent of schools, provided such appeal is made in writing within five (5) days after receipt of the decision in Level I. If a grievance is properly appealed to the Superintendent, the Superintendent or their designee will set a time to meet regarding the grievance within fifteen (15) days after receipt of the appeal. Within ten (10) days after the meeting, the Superintendent or their designee will issue a decision in writing to the parties involved.

Subd. 4. Level III: In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the School Board, provided such appeal is made in writing within five (5) days after receipt of the decision in Level II. If a grievance is properly appealed to the School Board, the School Board will set a time to hear the grievance within twenty (20) days after receipt of the appeal. Within twenty (20) days after the meeting, the School Board will issue its decision in writing to the parties involved. At the option of the School Board, a committee or representative(s) of the School Board may be designated by the School Board to hear the appeal at this level and report its findings and recommendations to the School Board. The School Board will then render its decision.

Section 6. School Board Review: The School Board reserves the right to review any decision issued under Level I or Level II of this procedure provided the School Board or its representative notifies the parties of its intention to review within ten (10) days after the decision has been rendered. In the event the School Board reviews a grievance under this section, the School Board reserves the right to reverse or modify such decision.

Section 7. Denial of Grievance: Failure by the School Board or its representative to issue a decision within the time periods provided herein will constitute a denial of the grievance and the employee may appeal it to the next level.

Section 8. Arbitration Procedures: In the event that the employee and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

Subd. 1. Request: A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed in the office of the superintendent within ten (10) days following the decision in Level III of the grievance procedure.

Subd. 2. Prior Procedure Required: No grievance will be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure, the parties will, within ten (10) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the Bureau of Mediation (BMS) to appoint an arbitrator, pursuant to PELRA, providing such request is made within twenty (20) days after request for arbitration.

The request will ask that the appointment be made within thirty (30) days after the receipt of said request. Failure to agree upon an arbitrator or the failure to request an arbitrator from the Bureau of Mediation (BMS) within the time periods provided herein will constitute a waiver of the grievance.

Subd. 4. Submission of Grievance Information:

a. **Material Request:** Upon appointment of the arbitrator, the appealing party will within five (5) days after notice of appointment forward to the arbitrator, with a copy to the School Board, the submission of the grievance which will include the following:

1. The issues involved
2. Statement of the facts
3. Position of the grievant

b. The School Board will make a similar submission of information in accordance with Subd. 4. a. of this Section.

Subd. 5. Hearing: The grievance will be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties will have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator will be a hearing *de novo*.

Subd. 6. Decision: The decision by the arbitrator will be rendered within time schedule mutually agreed to. Decisions and awards by the arbitrator in cases properly before the arbitrator will be final and binding upon the parties, subject, however, to the limitations of the arbitration decisions as provided in the PELRA.

Subd. 7. Expenses: Each party will bear its own expenses in connection with arbitration, including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording will be made of the hearing at the request of either party. The parties will share, equally, fees and expenses of the arbitrator and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration. The cost of a transcript or recording will be borne by the party requesting it.

Subd. 8. Jurisdiction: The arbitrator will have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator will not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written Agreement; nor will an arbitrator have jurisdiction over any compliance with the terms of the grievance and arbitration procedure as outlined herein; nor will the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which will include, but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, in its order, the arbitrator will give due consideration to the statutory rights and obligations of the public school boards to efficiently manage and conduct its operations within the legal limitations surrounding the financing of such operations.

Section 9. General:

Subd. 1. Reprisals: No reprisals of any kind will be taken by the School Board or by any member of the administration against any aggrieved person, and representative of an aggrieved person, or any other participants in the grievance procedure by reason of such participation.

Subd. 2. Employee Rights: Nothing herein will be construed to limit, impair or affect the right of any employee, or group of employees, as provided in State Statutes.

ARTICLE X DURATION

Section 1. Term and Reopening Negotiations: This Agreement will remain in full force and effect for a period commencing on July 1, ~~2021-2025~~ through June 30, ~~2023~~~~2027~~. If either party desires to modify or amend this Agreement commencing on July 1, ~~2023~~~~2027~~, it will give written notice of such intent no later than May 1, ~~2023~~~~2027~~. Unless otherwise mutually agreed, the parties will not commence meet and confer more than ninety (90) days prior to the expiration of this Agreement.

Section 2. Effect: The provisions herein relating to terms and conditions of employment supersede any and all prior agreements, resolutions, practices, School District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions. All matters not covered by this Agreement are hereby reserved to the School Board.

Section 3. Finality: Any matters relating to the current contract term whether or not referred to in this Agreement, will not be open for discussion during the term of this Agreement.

MEMORANDUMS OF UNDERSTANDING
BETWEEN
OSSEO AREA SCHOOLS, ISD 279
AND
DIRECTORS ~~AND CONFIDENTIAL MANAGERS~~

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Retirement Incentive

EFFECTIVE DATE: ~~July 1, 2023~~ March 18, 2026 through June 30, 2027

The following contains the full text of the Memorandum of Understanding (“MOU”) between Osseo Area Schools, ISD 279 (“District”), and Directors ~~and Confidential Managers Personnel~~, relating to disbursement of funds for the Retirement Incentive.

PURPOSE:

The purpose of this MOU is to designate how funds will be disbursed for the Retirement Incentive, contained in Article VI, Section 4, of the Terms and Conditions of Employment.

For the purpose of calculating this benefit, the calculation will be based on the employee’s annual rate of pay divided by 225 days.

AGREEMENT:

Subject to the limitations listed below, the District will contribute funds relating to the Retirement Incentive as follows:

1. ~~Twenty five percent (25%) of~~ All funds shall be placed into a Post-Retirement Health Arrangement Plan. Employees who are exempted from participating in the Post-Retirement Health Arrangement Plan, according to IRS guidelines, must contribute ~~one hundred percent (100%)~~ all of their Retirement Incentive into the Special Pay Deferral Plan referenced in paragraph 2 below.
2. ~~Seventy five percent (75%) of~~ In the event an employee is exempted from participating in the Post-Retirement Health Arrangement Plan, the Retirement Incentive benefit shall be paid into a Special Pay Deferral Plan (403(b)). The District’s annual contribution into the retiree’s Special Pay Deferral Plan account must not exceed the IRS contribution limit during any given year. Any remaining balance will be paid into the Special Pay Deferral Plan in future consecutive years to the extent allowed by the IRS.
3. All District payments will be made according to the timeline and payment schedule as provided in the Terms and Conditions of Employment.
4. This is the full and complete agreement relating to Retirement Incentive benefits.

Limits to Long-Term Disability Insurance Coverage

Topic: Potential Plan Design Change—Long-Term Disability Insurance Coverage

Effective Date: Upon ratification

The plan design for long-term disability coverage for chemical dependency and mental health may be changed to a combined 24 months of coverage per claim. These changes will only go into effect contingent on the agreement of all other bargaining groups in the Osseo Area School District, approval of the Insurance Advisory Committee and approval by the School Board. If no agreement is reached among the groups, or if the Insurance Advisory Committee and/or School Board do not approve the design of the request for proposal (RFP) and/or the bid/proposal itself, this language will be null and void. In the interim follow Article VII, Section 8.

Post-Employment Health Reimbursement Account

Effective Dates: July 1, 2022 – June 30, ~~2025~~2027

PURPOSE: The District and ~~School Executives~~Directors agree to meet & confer for the purpose of engaging in the exploration and study of Health Reimbursement Accounts (HRAs).

Conditions:

1. The parties will meet and confer during the 2022-2023, ~~and 2024-2025~~, and 2025-2027 school years to explore and discuss the potential of utilizing district OPEB money to fund the conversion of accrued sick leave into individual member HRAs.
2. Any recommendation from meet and confer to fund HRAs will be submitted to the school board during negotiation strategies for discussion.
3. The school board retains the authority to approve or deny any recommendation for use of district funding for purposes including, but not limited to the funding of individual employee HRAs.

~~Carryover of Non-Workdays~~

Effective Dates: ~~July 1, 2024 – June 30, 2025~~

~~At the end of the 2023-2024 school year, employees who received supervisor approval were allowed to carryover up to 5 non-workdays into the 2024-2025 school year. These non-workdays must be used prior to using vacation days. These days do not have any monetary value (for example, upon resignation or termination) and will not carry over into another school year.~~

~~2024-2025 Retirement Match MOU~~

Effective Date: Upon ratification through June 30, 2025

~~Employees interested in receiving the entire district match of \$4,000 for the 2024-2025 school year, must work with Business Services to increase their contribution match. Starting July 1, 2025, per pay period amount will revert to \$166.67 unless changed in contract negotiations.~~

Continuation of Health Coverage Upon Retirement

Effective Dates: July 1, 2025 – June 30, 2027

PURPOSE: The District and Directors agree to meet & confer for the purpose of engaging in the exploration and study of continuation of health coverage upon retirement for members of the unit who are not eligible for the current benefit in Article VII, Section 3, Subd. 3.

Conditions:

1. The parties will meet and confer during the 2025-2027 school years to explore and discuss the potential of utilizing district OPEB money to fund the continuation of health coverage upon retirement for members of the unit who are not eligible for the current benefit in Article VII, Section 3, Subd. 3.
2. Any recommendation from meet and confer to fund the continuation of health coverage upon retirement will be submitted to the school board during negotiation strategies for discussion.
3. The school board retains the authority to approve or deny any recommendation for use of district funding for purposes including, but not limited to, the funding of continuation of health coverage upon retirement.

To: School Board Members
From: Yvonne Shorts Lind, Executive Director of Human Resources
Date: August 21, 2026
Re: Recommendation for Approval, Agreement on the Terms and Conditions of Employment between the Independent School District 279 School Board and Confidential Management Personnel, July 1, 2025 – June 30, 2027

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 Confidential Management Personnel, effective July 1, 2025, through June 30, 2027.

Unit Composition

Confidential Management Personnel are a group of seven (7) employees who serve in a supervisory and confidential role within the meaning of Minnesota Statute 179A.03 subdivision 14.

Tentative Agreement

The agreement contains changes made to the Compensation, Retirement Savings Plan, Group Insurance, and Leaves of Absence sections of the terms and conditions of employment.

In the Compensation section of the collective bargaining agreement, pay grades, ranges, and language were modified to reflect the compensation study that was completed in Fall 2025. Salary Enhancement includes a 2.0% increase to base salary in year 1 and a 2.0% increase to base salary in year 2.

In the Retirement Savings Plan section of the collective bargaining agreement, the District's annual match was increased to \$5,000.00 annually.

In the Group Insurance article of the collective bargaining agreement, employees will receive District contributions to health insurance up to the following amounts:

Effective July 1, 2025			
High	\$621.58	\$966.64	\$1,548.73
Value	\$757.24	\$1,177.62	\$1,886.76

HSA Plan	\$630.36	\$1,195.72	\$1,914.32
Effective July 1, 2026			
High	\$621.58	\$966.64	\$1,548.73
Value	\$855.44	\$1,330.33	\$2,131.42
HSA Plan	\$686.97	\$1,376.88	\$2,204.34

In summary for the group insurance portion, the district will increase the employer contribution by the following percentages.

Year 1: 10.5% increase for Value and HSA Plans

Year 2: 13.0% increase on Value Plan, a 9% increase on HSA Single, and a 15.15% increase on all other HSA Plans

In the Leaves of Absence section, language was updated to include the Earned Safe and Sick Time (ESST) policy and Minnesota Paid Leave policy.

The salary investment outlined above is consistent with the financial parameters established by the School Board for the 2025-2027 contract negotiations. Collectively, the Directors and Confidential Management Personnel agreements result in a 4.72% total package increase over the two-year term. The total additional financial investment associated with these agreements is \$331,512 over the term of the agreement.

Timeline and Next Steps:

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



Osseo Area Schools

**AGREEMENT ON TERMS
AND CONDITIONS OF EMPLOYMENT
BETWEEN**

**ISD 279-OSSEO AREA SCHOOLS
MAPLE GROVE, MINNESOTA**

AND

**~~DIRECTORS & CONFIDENTIAL MANAGERS~~ MANAGEMENT
PERSONNEL**

Effective Date: July 1, ~~2023~~2025, through June 30, ~~2025~~2027

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ARTICLE I PURPOSE

Section 1. Parties: This Agreement is established by the School Board of Independent School District 279, hereinafter referred to as the "School Board", and the ~~Directors and Confidential Managers~~Management Personnel, hereinafter referred to as the "~~Directors and Confidential Managers~~Management Personnel", pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as the "PELRA", to provide the terms and conditions of employment for ~~Directors and Confidential Managers~~Management Personnel during the term of this Agreement.

ARTICLE II RECOGNITION

Section 1. Recognition: In accordance with the PELRA, the School Board recognizes the ~~Directors and Confidential Managers~~Management Personnel as the exclusive representative of ~~Directors and Confidential Managers~~Management Personnel employed by the School Board of Independent School District 279. The ~~Directors and Confidential Managers~~Management Personnel will have those rights and duties as prescribed by the PELRA and as described in this Agreement.

Section 2. Appropriate Unit: The ~~Directors and Confidential Managers~~Management Personnel will represent all ~~Directors and Confidential Managers~~Management Personnel of the School District as defined in this Agreement and in the PELRA.

Section 3. Meet and Confer: The representatives of the School Board may meet with the ~~Directors and Confidential Managers~~Management Personnel as needed for the mutual exchange of ideas and to discuss matters that are not terms and conditions of employment.

ARTICLE III DEFINITIONS

Section 1. Terms and Conditions of Employment: "Terms and conditions of employment" means the hours of employment, the compensation therefore, including fringe benefits; except retirement contributions or benefits other than employer payment of, or contributions to, premiums for group insurance coverage of retired employees or severance pay, and the School Board's personnel policies affecting working conditions of ~~Directors and Confidential Managers~~Management Personnel. In the case of ~~Directors and Confidential Managers~~Management Personnel, "terms and conditions of employment" does not mean educational policies of the School Board. "Terms and conditions of employment" is subject to the provisions of the PELRA.

Section 2. ~~Directors and Confidential Managers~~Management Personnel: Will mean any person employed by the School Board in a ~~Director or Confidential Management~~Personnel position. The term "~~Directors and Confidential Managers~~Management Personnel" as used herein will not include Superintendent, Assistant Superintendents, Principals and Assistant

Principals. It will also not include part-time or temporary employees whose services do not exceed the lesser of thirty-five percent (35%) of the normal work week within the bargaining unit or fourteen (14) hours per week, or employees who hold a position that is basically temporary or seasonal in character and is not for more than sixty-seven (67) working days in any calendar year, and emergency employees.

Section 3. Other Terms: Terms not defined in this Agreement will have those meanings as defined by the PELRA.

ARTICLE IV SCHOOL DISTRICT RIGHTS

Section 1. Inherent Managerial Rights: The ~~Directors and~~ Confidential ~~Managers~~ Management Personnel recognize that the School Board is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the School Board, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

Section 2. Management Responsibilities: The ~~Directors and~~ Confidential ~~Managers~~ Management Personnel recognize the right and obligation of the School Board to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the School District.

Section 3. Effect of Laws, Rules and Regulations: The ~~Directors and~~ Confidential ~~Managers~~ Management Personnel recognize that all employees covered by this Agreement will perform the services prescribed by the School District and will be governed by School Board policies, rules, regulations, directives and orders which are not inconsistent with the terms and conditions of employment set forth in this Agreement and which are issued by properly designated officials of the School District. Any provision of this Agreement found in violation of any law, rule or regulation there under, will be without force or effect.

Section 4. Reservation of Managerial Rights: The foregoing enumeration of School Board rights and duties will not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressed in this Agreement are reserved to the School Board.

ARTICLE V EMPLOYEE RIGHTS

Section 1. Right to Views: Pursuant to PELRA, nothing contained in this Agreement will be construed to limit, impair, or affect the right of any employee or their representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designated to and does not interfere with the full faithful and proper performance of

the duties of employment. Nor will it be construed to require any employee to perform labor or services against their will.

Section 2. Right to Join: Employees will have the right to form and join labor or employee organizations, and will have the right not to form and not join such organizations. Employees in the unit will have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for such employees with the School Board, as prescribed by the PELRA.

Section 3. Personnel Files:

Subd. 1. Right to Review/Frequency: Upon request by an employee, the School District will provide the employee with an opportunity to review their personnel file. The School District will not be required to provide an employee with an opportunity to review their personnel file if they have reviewed the personnel file during the previous six months; except that, upon separation from employment, an employee may review their personnel file only once at any time within one year after separation.

Subd. 2. Review: A request will be made to Human Resources. Human Resources will comply with a request pursuant to Subd. 1. of this Section no later than seven (7) working days after receipt of the request and will schedule an appointment for the employee to review their personnel file and will notify the employee of such appointment. All such reviews will take place in Human Resources during its normal hours of operation.

Subd. 3. Documentation of Contents: The employee and a Human Resources representative will document the personnel file's contents before the employee is given the personnel file to review. The employee and Human Resources representative will document the contents of the personnel file at the termination of the review.

Subd. 4. Right to Copy: After the review and upon the employee's request, the School District will provide the employee with a copy of the requested record. The School District may not charge a fee for the copy. With respect to employees who are separated from employment, upon the employee's request, the School District will provide a copy of the personnel file to the employee. Providing a copy of the separated employee's personnel file to the employee satisfies the School District's responsibility to allow review as stated in Subd. 1. of this Section.

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

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

**ARTICLE VI
COMPENSATION AND CONDITIONS**

Section 1. Compensation

Subd. 1: Salary Ranges: ~~The following salary ranges shall be used for each classification listed below.~~

~~CLASSNE~~ ~~W PAY~~ ~~GRADE~~	TITLE	WORK DAYS	Salary Range Effective July 1, 2023NEW MINIMUM/MIDPOINT/MA XIMUM EFFECTIVE 7-1- 2025
~~D-1~~	Director, Student Services	260/261	\$146,877 / \$170,270
~~D-1~~	Director, Learning & Achievement	260/261	\$146,877 / \$170,270
~~E-1a124~~	Director, Business Services	260/261	\$145,656 / \$168,856\$172,308 / \$200,739 / \$229,170
~~E-1a122~~	Director, Human Resources	260/261	\$145,656 / \$168,856\$152,633 / \$177,817 / \$203,002
~~E-1a~~	Director, Community Engagement	260/261	\$145,656 / \$168,856
~~E-1~~	Director, Facilities Operations	260/261	\$141,174 / \$164,117
~~E-1~~	Director, Transportation, Security & Emergency Management	260/261	\$141,174 / \$164,117
~~E-1~~	Director, Educational Equity	260/261	\$141,174 / \$164,117
~~E-1~~	Assistant Director, Student Support Services	260/261	\$141,174 / \$164,117
~~E-1~~	Director, Food Nutrition Service	260/261	\$141,174 / \$164,117
~~E-1~~	Director, Technology	260/261	\$141,174 / \$164,117
~~E-1~~	Director, Information Systems & Security	260/261	\$141,174 / \$164,117
~~E-1e121~~	Assistant Director, Business Services	260/261	\$136,118 / \$157,798\$143,654 / \$167,357 / \$191,060
~~E-1e~~	Assistant Director, Community Engagement	260/261	\$136,118 / \$157,798
~~E-1e~~	Assistant Director, Facilities Operations	260/261	\$136,118 / \$157,798
~~E-1e~~	Assistant Director, Learning & Achievement	260/261	\$136,118 / \$157,798
~~E-1e~~	Assistant Director, Security & Emergency Management	260/261	\$136,118 / \$157,798
~~E-1e~~	Assistant Director, Transportation	260/261	\$136,118 / \$157,798
~~E-1e~~	Assistant Director, Food Services	260/261	\$136,118 / \$157,798
~~K-1120~~	Coordinator, Human ResourcesLeave & Benefits	260/261	\$115,980 / \$134,452\$132,133 / \$158,559 / \$184,986
~~119~~	Coordinator, Staffing & Performance Management	260/261	\$124,360 / \$149,232 / \$174,104
~~K-1119~~	Coordinator, Business Services	260/261	\$115,980 / \$134,452\$124,360 / \$149,232 / \$174,104

~~The salary schedule is used as a guide for initial placement. Directors may move above the top of the range with salary enhancement and/or salary advancements.~~

Subd. 2. Initial Salary Placement: ~~Employees hired into the unit, and/or current employees promoting within the unit, shall be placed at the discretion of Human Resources within the respective salary range based on qualifications/experience and may be placed above the top of the range. The minimum to midpoint of each pay grade will serve as a guide for the hiring range. Initial placement will be determined based on education, experience, internal equity and/or whether the position is hard-to-fill. Exceptions to the hiring range will be made if justified by the data demonstrating the position is hard-to-fill.~~

Section 2. Pay for Performance Stipend: Pay for performance will be based on performance measures relating to job performance and leadership. Pay for performance will be paid as a stipend ~~based on performance level and base salary during the next school year and will be paid equally over the course of 24 pay periods.~~

- Employees who work less than 120 days of paid service do not qualify for the pay for performance stipend
- Employees who complete at least 120 days of paid service, but less than their contracted year, will receive a prorated pay for performance stipend.
- Employees who complete their contracted year (including FMLA and/or ADA qualified leaves) will receive the full pay for performance stipend.
- ~~Any employee who resigns, terminates, or retires prior to the full stipend being paid, will receive a final remaining payout.~~
- The pay for performance stipend will be calculated after Salary Enhancements are applied.

~~Performance evaluations must be completed and turned into Human Resources by May 31st in order for the stipend to be paid on the July 20th paycheck. If completed after May 31st the stipend payout will be within 3 pay periods.~~

Subd. 1. Pay for Performance Amounts Awarded for Performance Levels:

Exemplary Performance:	2.3%
Accomplished Performance:	1.4%
Developing Performance:	0.7%
Unsatisfactory:	No stipend

These salary advancement amounts shall be awarded for all contract years.

Subd. 2. Salary Enhancement: A ~~five-two~~ percent (~~52~~%) increase to employee's base salary shall be effective July 1, ~~2023~~~~2025~~, and a ~~three-two~~ percent (~~32~~%) increase to employee's base salary shall be effective July 1, ~~2024~~~~2026~~. ~~If an employee reaches the new maximum salary, any negotiated Salary Enhancements will be paid as a stipend and will not affect base salary.~~

Subd. 3. Alternative Pay for Performance Amounts: The School Board shall set financial parameters for contract negotiations with all employee groups with the same contract term as ~~Directors and Confidential~~ ManagersManagement Personnel. These financial parameters relating to salary shall be used to determine the amount of pay for performance if it is to be less than the amounts specified in Subd. 1 above.

Based on these parameters set by the School Board, pay for performance will be as follows:

Exemplary Performance:	An amount equal to 0 - 2.3%
Accomplished Performance:	An amount equal to 0 - 1.4%
Developing Performance:	An amount equal to 0 - 0.7%
Unsatisfactory:	No stipend

Section 3. Probation and Regular Status: New ~~Directors and Confidential~~ ManagersManagement Personnel will be considered probationary for a period of one (1) year from their hire date as a ~~Director and Confidential~~ Manager-Management Personnel employee. During this time they shall have no seniority privileges and may be transferred, discharged, or laid off. Upon completion of the probationary period an employee will establish regular employee status unless otherwise notified in writing by the employee prior to the end of the probationary period.

Section 4. Retirement Incentive Pay:

Subd. 1. Exclusion: This Section will apply only to employees whose service in any capacity with the School District has been full-time and continuous as defined by this Agreement and whose service began prior to July 1, 1998. For employees whose employment began after this date, the provisions of this Section will not be applicable.

Subd. 2. Eligibility: Employees who have completed at least ten (10) years of continuous service in any capacity with the School District, and who are at least fifty (50) years of age, will be eligible for retirement incentive pay pursuant to the provisions of this section upon submission of a written resignation accepted by the School Board, provided that such notice is given with thirty (30) days' notice.

Subd. 3. Calculation of Benefit: An employee will be eligible to receive as retirement incentive pay upon their retirement the amount obtained by multiplying one hundred percent (100%) of their unused number of sick leave days, but in any event not to exceed one hundred ninety-two and one half (192.5) days times their daily rate of pay.

For the purpose of calculating this benefit, the calculation will be based on the employee's annual rate of pay divided by 225 days.

Subd. 4. Determination of Daily Rate: In applying these provisions, daily rate of pay will be based upon the total annual compensation at the time of retirement.

Subd. 5. Payment Schedule 50-54: An employee who retires at age fifty to fifty-four (50-54) will receive the retirement incentive pay on July 20th if their birth date is between January

1st and June 30th in the year they reach age fifty-five (55). If the employee's birth date is between July 1st and December 31st, they will receive their retirement incentive pay on January 20th of the following year.

Subd. 6. Payment Schedule 55 & Over: Retirement incentive pay for those aged fifty-five (55) or older will be paid by the School District according to the following schedule. Employees who retire between January 1st and June 30th will receive their retirement pay July 20th of that year. Employees who retire between July 1st and December 31st will receive their retirement incentive pay on January 20th of the following year. In the event of an employee's death, after having retired from the School District, the remaining amount of retirement incentive pay will be paid to their estate.

Subd. 7. Retirement incentive pay shall not be granted to any employee who is discharged by the School District.

Section 5. Work Year:

Subd. 1. Retirement Work Year Option: Any employee who is in their last year of work prior to retirement may elect to reschedule up to fifteen (15) days of their work year, or may reduce their work year by up to fifteen (15) days so that their last day of work will be completed by June 15th. Upon submitting a letter of resignation, employees will request to reschedule or reduce their work year to their ~~cabinet~~ supervisor. Reduction in the work year will result in a pro-rata salary reduction based on the employee's daily rate of pay.

Subd. 2. Holidays: Employees will have 12 paid holidays as determined by the School Board prior to July 1st, yearly. Any of the holidays that fall within a 12-month employee's vacation period will not count as a vacation day.

Subd. 3. Employees may schedule the following as workdays: Labor Day, Friday after Thanksgiving, Martin Luther King, Jr. Day (if it is an established District holiday for that school year), President's Day (if it is an established District holiday for that school year), Spring Holiday, Memorial Day, and Juneteenth, subject to supervisor approval.

Section 6. Retirement Savings Plan: In accordance with Section 403(b) of the Internal Revenue Code, the School Board will match the contribution of an eligible employee according to the following schedules towards an approved 403(b) retirement savings plan. The plan must meet the School District's guidelines for approval.

District Annual Match – Effective July 1, ~~2024~~2025: The School District's ~~maximum annual~~ will match any amount of an eligible employee's contribution ~~will be up to~~ \$4,000.00~~5,000.00~~. Employees may choose to defer more than the District annual match amount. Federal law determines the maximum amount an individual can contribute annually. The matching amount will be approximately ~~\$166,672~~\$166,672.08.33 per pay period.

Section 7. Emergency School Closing: In the event school starts late or is closed early due to inclement weather or other emergency situations, work assignments will be determined by the Superintendent or designee. In the event school is canceled due to inclement weather or other emergency situations, members will follow the direction of the Superintendent or designee regarding reporting to work. When staff are directed not to report, members will be available by phone and/or email for business related purposes during normal school hours on the cancelation day.

ARTICLE VII
GROUP INSURANCE

Section 1. Eligibility: Qualifications will include those established by the School District and the carrier of the coverage. Full-time employees are eligible for group insurance.

Section 2. Enrollment: All employees qualifying will enroll for such coverage in accordance with the procedures established by the School District.

Section 3. Selection: The School District will make the selection of insurance carriers and policies. The ~~Directors and~~ Confidential ~~Managers~~**Management Personnel** will have representation on the School District Insurance Advisory Committee.

Subd. 1. Insurance:

- a. ~~Director or~~ Confidential ~~Manager~~**Management Personnel** may enroll in one of the hospital, medical and dental insurance programs provided by the School District. Employees will be allowed to waive health coverage in the District’s health plan upon sufficient proof that the employee has obtained group health coverage through another source (e.g. spouse). The Human Resources department shall determine the basis for sufficient documentation of group coverage from another source. The School District retains the right to re-examine waiver of health coverage on a year-to-year basis.

b. District Contributions:

Basic Group Health and Hospitalization Plans: The School District will contribute up to the following amounts towards the School District’s Group Health Insurance premiums for each eligible employee. Any portion of the premium that exceeds the School District contribution will be paid by the employee and paid by payroll deduction.

Effective July 1, 2023			
	Single	Employee +1	Family
High*	\$621.58	\$966.64	\$1,548.73
Value	\$652.66	\$1,014.97	\$1,626.17
HSA Plan	\$509.34	\$1,020.85	\$1,634.36

Effective July 1, 2024

	Single	Employee +1	Family
High*	\$621.58	\$966.64	\$1,548.73
Value	\$685.29	\$1,065.72	\$1,707.48
HSA Plan	\$570.46	\$1,082.10	\$1,732.42

Effective July 1, 2025

	Single	Employee +1	Family
High*	\$621.58	\$966.64	\$1,548.73
Value	\$757.24	\$1,177.62	\$1,886.76
HSA Plan	\$630.36	\$1,195.72	\$1,914.32

Effective July 1, 2026

	Single	Employee +1	Family
High*	\$621.58	\$966.64	\$1,548.73
Value	\$855.44	\$1,330.33	\$2,131.42
HSA Plan	\$686.97	\$1,376.88	\$2,204.34

* The High Plan is no longer available for new enrollment. All existing members on the High Plan will continue to receive the district contribution to the High Plan health insurance as indicated in the table above. Those eligible to have district paid insurance until Medicare eligibility may opt into the High Plan upon retirement from ISD 279 at no cost to the employee.

Subd. 2: High Deductible Health Plan (HSA Plan) - Contributions to Health Savings Accounts

As recommended by the School District Insurance Advisory Committee, those employees participating in the HSA compatible health plan shall receive the following contributions to a qualifying Health Savings Account (HSA). Contributions will only be made to District approved HSA depository.

- Single HSA Coverage: \$200 per month
- Employee+1 HSA Coverage: \$400 per month
- Family HSA Coverage: \$400 per month

~~The School District will pay all administrative fees associated with the plan.~~

District contributions to the HSA trust account will be made each month. In the event of hardship, the parties agree to meet and confer to discuss alternatives to the contribution timelines.

The school district will pay all administrative fees associated with the plan.

~~e.~~ Subd. 3: Continuation of Coverage Upon Retirement: For employees hired prior to July 1, 2007, the School District shall provide and pay for hospital and medical insurance in the School District's group health and hospitalization plan for any employee who retires after reaching the age of fifty-five (55) until the employee

qualifies for Medicare, or accepts another hospital and medical insurance program. This provision shall apply to single and dependent coverage, if applicable.

For employees hired on or after July 1, 2007, the School District shall provide and pay for hospital and medical insurance in the School District's group health and hospitalization plan for any employee with seven (7) or more years of continuous employment in the district, in any capacity, who retires after reaching the age of fifty-five (55) until the employee qualifies for Medicare, or accepts another hospital and medical insurance program. This provision shall apply to single and dependent coverage, if applicable.

Effective beginning August 1, 2014, an employee hired into this contract group, who has not received this benefit while serving in another ISD 279 management group, will not be eligible to receive this benefit.

A retired employee who is eligible for this benefit and accepts another hospital and medical insurance plan between age fifty-five (55) and qualifies for Medicare, shall be allowed to re-enter the School Board's group health and hospitalization plan one time only, with no penalty.

An employee who retires before fifty-five (55), as provided for in Article VI, Section 3 of this Agreement, will also be eligible for this provision, upon reaching age fifty-five (55), provided that the employee has enrolled in and maintained hospital and medical insurance from the age of retirement to June 30th of the year after they reach the age qualified for Medicare.

d. Subd. 4: Insurance Program Eligibility after Medicare Eligibility: Selected insurance coverage will continue beyond the employee's 65th birthday permitted by law. The retiree will pay the premium as determined by the insurance carrier.

Section 4. Section 125 (Flexible Spending) Plan: The School District will provide a Section 125 Plan under the Internal Revenue code for all employees.

Subd. 1. Description: The Section 125 Plan (Flexible Spending Plan) offered by the School District is a plan established to provide a way to save money on costs for medical and dependent care expenses. The three (3) accounts allow payment for health insurance premiums, certain out-of-pocket health care expenses, and dependent care expenses with pre-tax dollars. It is a salary reduction plan permitting participants to choose among more than one benefit. It is classified as a "Cafeteria Plan" for federal income tax purposes. The plan year will commence July 1st through June 30th of each year. There are three (3) components to the plan:

1. District-provided health insurance premium deduction with pre-tax dollars.
2. Dependent care reimbursement account.
3. Medical expense reimbursement account.

Section 5. Dental Insurance:

- a. **Single Coverage:** The School District will pay up to \$28.00 per month for individual coverage for each full-time employee who qualifies for and enrolls in the School District's group dental insurance plan.
- b. **Family Coverage:** The premium cost of the family/dependent coverage for each full-time employee who qualifies for and enrolls in the School District's group dental insurance plan and who qualifies for family/dependent coverage will be paid in total by the employee and paid by payroll deduction minus the School District's contribution for single coverage. Whether the School District offers family/dependent coverage is subject to the conditions as established by the carrier(s).

Section 6. Group Term Life Insurance: The School District will pay the full premium for group term life insurance for all employees who qualify for and enroll in the School District's group term life insurance plan. Employees who qualify and enroll will be covered by group term life insurance of \$300,000.

Section 7. Supplemental Group Term Life Insurance: Employees will have the option, subject to the conditions established by the School District's carrier for group term life insurance as provided in Section 7 of this Article, to purchase supplemental group term life insurance in the amounts of \$50,000, \$75,000, \$100,000, \$125,000, \$150,000, \$200,000, \$300,000 or \$400,000 not to exceed four (4) times their annual salary. The cost of the supplemental coverage will be borne by the employee and paid by payroll deduction. In the event of early retirement, an employee may continue to purchase this policy until they reach the age of sixty-five (65).

Section 8. Long-Term Disability Income Protection: The School District will pay the full premium in the existing long-term disability income protection plan of the School Board for employees who qualify for and enroll in such coverage. This coverage will apply to total annual salary. Employees who have qualified for ~~long-term~~long-term disability insurance and who previously qualified for the School District's health and hospitalization insurance benefits will have these benefits maintained for a period of one (1) year from the date of disability. Thereafter, these benefits will be available to the employee at their expense.

Section 9. Claims Against the School District: It is understood that the School District obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim will be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 10. Married Couples in District with Family Coverage: When a ~~Director and Confidential Manager-Management Personnel~~ employee and their spouse are both employed by the School District and are eligible for the School District's group health and hospitalization plan, and both employees enroll in the same hospitalization plan, the full premium will be paid by the School District.

ARTICLE VIII

LEAVES OF ABSENCE

Section 1. Vacation:

Subd. 1. Vacation Allowance: Beginning July 1, ~~2024~~2026, employees shall receive ~~25-26~~ days of annual vacation, which will be credited on July 1st of each year. Vacation days will be accrued at a rate of one (1) day every two (2) weeks. New employees will earn a prorated amount based on date of hire.

Subd. 2. Use of Vacation: ~~An employee shall be credited vacation days on July 1st of each year.~~ Vacation must be scheduled and approved in advance with the employee's supervisor. Vacation may be used in ½ day increments. Vacation used during a fiscal year shall normally be limited to twenty-six (26) days. Provided there are vacation days available, an employee may use more than twenty-six (26) days in a year, with supervisor approval.

Subd. 3. Carryover of Vacation: Employees will be allowed to carryover up to ~~ten (10)~~twelve (12) vacation days each year. ~~The maximum amount of vacation days an employee may have at any given time is thirty-five (35) days. Those employees with a bank of personal days will carry them over into the next fiscal year as vacation.~~

Subd. 4. In the case of voluntary separation or removal for cause of an employee to whom vacation has been advanced in excess of that accumulated, the employee is required to refund the amount paid for the period of such excess. Vacation days will be paid out upon the end of employment up to a maximum of 25 days. Payout of vacation shall be calculated based on a 260-day calendar.

Section 2. Sick LeaveTime: Employees are entitled to use accrued sick time in accordance with Minnesota State law and the district's Earned Sick and Safe Time (ESST) policy. See the definition of "family member" and usage under the policy. The ESST policy is subject to change in accordance with state law.

Subd. 1. ~~An employee will be eligible for sick leave under one of the following conditions:~~

a. Earn and Accumulation: Full-time employees will accrue sick ~~leave time~~ at the rate of twelve (12) days per year, one (1) day per month, and accrual for unused sick ~~leave time~~ will be unlimited. Employees working less than a full year will have their sick ~~leave~~ days prorated.

b. ~~Use Pregnancy:~~ ~~An employee may utilize available sick leave, subject to the provisions of this Section and Section 8 of this Article for periods of disability relating to pregnancy, miscarriage, abortion or childbirth. Such an employee will notify Human Resources in writing no later than the end of the sixth (6th) month of pregnancy indicating their intention to utilize sick leave, and also at such time will provide a medical provider's statement indicating the estimated date of delivery of the child and estimated period of disability. A licensed medical provider will determine the definition of disability.~~

1. ~~An employee (other than the pregnant employee) may utilize up to ten (10) days of sick leave in connection with the birth of their child. Such leave will be deducted from Family Illness Leave.~~

2. ~~An employee may utilize up to thirty (30) days of sick leave for the adoption of a child, subject to the provisions of this Section and Section 8 of this Article.~~

Subd. 2. Use: ~~Sick time will be used in accordance with the School District's Earned Sick and Safe Time (ESST) policy, Paid Family Leave (PFL) policy, and applicable state and federal laws. Sick time may be used concurrently with approved leaves of absence (e.g., the Family Medical Leave Act (FMLA), Paid Family Leave (PFL), or the Americans with Disabilities Act (ADA)). Sick leave with pay will be allowed by the School District whenever an employee's absence is found to have been due to an illness which prevented their attendance at work and performance of duties on that day or days.~~

~~Absences for illness when sick time is exhausted, and the employee is not on an approved leave of absence from Human Resources (e.g., absences covered under the Family Medical Leave Act (FMLA), Paid Family Leave (PFL), or the Americans with Disabilities Act (ADA)) will be considered unexcused and may require medical verification. Unexcused absences may result in disciplinary action, up to and including termination, once all sick time, vacation, and unpaid leave options have been exhausted.~~

Subd. 3. Medical Verification: ~~If there is a question as to the eligibility of an employee for sick time, the School District reserves the right to verify the illness in accordance with Minnesota ESST law. The School District may require the employee to furnish a medical certificate from a qualified medical provider as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the School District.~~

Subd. 4. Medical Request: ~~In the event that a medical certificate will be required, the employee will be so advised.~~

Subd. 54. Approval: Sick ~~leave pay~~time will be approved only upon submission of an authorized sick ~~leave pay~~time request through the process in place by Human Resources.

Subd. 65. Use-Absences Covered by Workers Compensation and/or Long-Term Disability:

- a. If an employee who is absent from work as a result of a compensable injury incurred in the service of the School District under the provisions of the Workers' Compensation Act and/or an absence covered by the School District's long-term disability insurance, the School District will pay the difference between the compensation received pursuant to the Workers' Compensation Act and/or Long-Term Disability (LTD) by the employee and the employee's base rate of pay or the extent of the employee's earned accrual of sick ~~leave~~time, if said employee is on ~~an~~ accrued sick ~~time leave basis.~~ (See Subd. 1.b. of this Section.)

- b. An employee who is on accrued sick ~~leave-basistime~~ will have a deduction made from the employee's accrued sick ~~leave-time~~ according to the pro rata portion of days or sick ~~leave-time~~ which is used to supplement Workers' Compensation and/or LTD payments.
- c. The School District will make such payment to the employee only during the period of disability.
- d. In no event will the additional compensation paid to the employee by virtue of sick ~~leave-time~~ pay result in the payment of a total daily, weekly, or monthly compensation that exceeds the base compensation of the employee.
- e. An employee who is absent from work as a result of an injury compensable under the Workers' Compensation Act and/or an absence qualifying the employee for LTD payments will submit their Workers' Compensation check and/or LTD payment, endorsed to the School District prior to receiving payment from the School District for this absence.
- f. An employee who is unable to perform their duties and responsibilities due to physical assault resulting in an injury which occurs while on duty as a result of a work related incident and/or carrying out building supervisory responsibilities will be entitled to compensation without use of sick ~~leave-time~~ for the first three (3) days of absence. Thereafter, the compensation will be paid per Subd. ~~65~~. a. through e. of this Subdivision.
- g. If an employee incurs an injury as described in f. of this Subdivision, and such injury causes the employee to work less than full-time, the School District will continue to contribute its share of the cost of the health and hospitalization insurance plan in which the employee is enrolled.

Section 3. ~~Family Illness~~Medical Leave:

~~Subd. 1. Use: Employees will be granted up to a maximum of ten (10) days absence for illness in the employee's or spouse's immediate family that may not otherwise be covered under the Family and Medical Leave Act (FMLA) and/or state statute. The immediate family will include parent, sister, brother, spouse, son, daughter, son-in-law, daughter-in-law, grandparent, grandchildren, guardian and any other relative or non-relative who stands in the same relationship with the employee. Such absences will be deducted from accrued sick leave. If the employee does not have sufficient accrued sick leave, there will be a salary deduction equal to the pro-rated daily rate of pay.~~

Subd. 1. Purpose: An employee, upon request, may be granted a medical leave of absence according to the procedures outlined in this section. This leave will be granted in the event an employee needs to care for their own medical needs, or the needs of a qualifying family member as defined by state and federal provisions.

Subd. 2. Request: Requests for medical leave should be made as soon as the employee is aware of the need for a leave of absence. A leave of absence request should be completed as well as supporting medical documentation of the need.

Subd. 3. Duration: Leave may be granted for a period of time up to one year and runs concurrently with other applicable leaves which may include but is not limited to: a contractual long-term leave and Family Medical Leave Act (FMLA) leave. If additional leave is needed beyond one year, staff will need to contact Human Resources to place a request; however, additional leave is not guaranteed. Medical Leave may be taken intermittently.

Subd. 4. Approval of Leave: If the employee complies with all the provisions of this section and a medical leave is granted by the School District, the School District will notify the employee in writing of this action.

Subd. 5. Reinstatement: An employee returning from medical leave will be re-employed in the position occupied prior to the leave, or a comparable position, subject to state or federal job protections.

An employee returning from medical leave without state or federal job protections may be re-employed in the position occupied prior to the leave, or a comparable position, based on position availability and ability to perform job duties.

Subd. 6. 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. 7. Salary: An employee is able to use available vacation through the duration of their medical leave. Sick time will be used in accordance with the district's ESST policy. If no sick or vacation time is available, the parties further agree that any medical leave of absence granted under this section will be a leave without pay.

Section 4. Bereavement Leave:

Subd. 1. Use: In accordance with the ESST policy, sick time and vacation may be used for an employee's need to make arrangements for, or attend, funeral services or a memorial, or address financial or legal matters that arise after the death of a family member. If all accrued time (ESST, sick time, and vacation) is exhausted and additional unpaid time is needed for bereavement, employees may request a short-term leave from Human Resources.

~~Subd. 1. Use-Immediate Family: Employees will be granted up to five (5) days per occurrence for absence due to death of any member of the employee's or spouse's immediate family. The immediate family will include parent, sister, brother, spouse, son, daughter, son-in-law, daughter-in-law, grandparent, grandchildren, guardian and any other relative or non-relative who stands in the same relationship with the employee. Additional absences, but not to exceed five (5) additional days, may be granted. Such absences will be deducted from accrued sick leave. If the employee does not have sufficient accrued sick leave, there will be a salary deduction equal to the pro-rated daily rate of pay.~~

~~Subd. 2. Use-Not Immediate Family: Absence due to the death of a person not listed in Subd. 1. of this Section, will be limited to one (1) day per occurrence per year. Such absences will be deducted from accrued sick leave. If the employee does not have sufficient accrued sick leave, there will be a salary deduction equal to the pro-rated daily rate of pay.~~

Section 5. Jury Duty: An employee summoned to jury duty will be granted time off with pay.

Subd. 1. Notice to School District: Employees who receive a summons are to call and/or email the Human Resources Attendance Specialist and their supervisor immediately to notify them 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 the workday.~~

Subd. 32. 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 through ~~3-2~~ are met.

Section 6. Court Appearances:

Subd. 1. Request of School Board: When the School Board is a party in litigation, and an employee appears at the request of the School Board or as codefendant in a case against the School Board, the employee will be entitled to their pay and no deduction of any leave provision will be charged to the employee.

Subd. 2. Other Requests: If an employee receives a notice to supply information or testify in a civil or criminal court proceeding, as a result of their employment, they must notify their supervisor and Human Resources. If the employee must appear at the proceeding, the employee will be entitled to their pay and no deductions of any leave provisions will be charged to the employee. If the matter is a result of actions for which the employee has been found to have acted improperly and thus disciplined by the School District, the day(s) absent will be deducted from ~~personal leave-vacation~~ or short term leave referenced in this Article.

Subd. 3. Action Against School Board: If the matter is a result of actions by an employee against the School Board/District, the day(s) absent will be deducted from ~~personal leave vacation~~ or short-term leave. Additional short-term leave will be granted if necessary.

Section 7. Child Care/Adoption/~~Foster Care~~ Leave:

Subd. 1. Purpose: An employee, upon request, may be granted a leave for the purpose of child care of a newborn child, ~~or~~ for the adoption of a child, ~~or foster care of a child~~. The

employee will be required to concurrently take applicable leaves in concurrence with state and federal laws, including, but not limited to, pursuant to the Family/ Medical Leave Act (FMLA), MN Parental Leave, Paid Family Leave (PFL), and contractual Long-Term Leave. Employees may be granted partial or intermittent leaves of absence appropriate to the job assignment if agreed to by Human Resources. The District agrees to adhere to all applicable state and federal laws.

Subd. 2. Request: An employee making application for child care leave will inform Human Resources in writing of the intention to take the leave at least three (3) calendar months before commencement of the intended leave. For an adoption or foster care leave, the employee will inform Human Resources in writing, at the earliest opportunity, of the intention to take the leave. The District agrees to adhere to all applicable state and federal laws.

~~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 their licensed medical provider indicating the expected date of delivery.~~

~~Subd. 4. Use of Sick Leave for Adoption: An employee may request to use up to thirty (30) days of accumulated sick leave for adoption to assist in preparation and legal reasons of the adoption, as well as necessary travel and initial adjustment of the child. These days need not be taken consecutively.~~

Subd. 53. Date of Leave: The effective beginning date of a child care/adoption/foster care leave and its duration will be determined by mutual consent between the employee and Human Resources. In determining the date of the commencement and duration of the leave, Human Resources will review each case on its individual merits taking into consideration the following:

a. Applicable state and federal law.

a.b. The request of the employee.

b.c. The specific employment duties of the employee involved.

c.d. The health and welfare of the employee, unborn child or adopted child.

d.e. The recommendation of the employee's licensed medical provider.

Subd. 64. Duration: In making a determination concerning the commencement and duration of a childcare/adoption/foster care leave, the School ~~Board~~ District may, but 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 School District ~~Human Resources.~~

Subd. ~~75~~. Approval of Leave: If the employee complies with all provisions of this Section and a leave is granted by the School ~~Board~~District, the employee will be notified in writing.

Subd. ~~86~~. Termination of Leave: Interruption of pregnancy will terminate the childcare leave. Human Resources may require in such cases at least 14 days' ~~forty-five (45) days'~~ notice to return.

Subd. ~~97~~. Reinstatement: An employee returning from child care/adoption/foster care leave on the agreed upon date 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.

b-c. Subject to state and federal job protections.

Subd. ~~108~~. 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. ~~119~~. Experience Credit: An employee who returns from child care/adoption/foster care 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 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.

Subd. ~~1210~~. Salary: Sick time will be used in accordance with the district's ESST policy. An employee may be able to use available vacation or sick time through the duration of their leave in accordance with the district's Paid Family Leave (PFL) policy. If an employee receives payment from Paid Family Leave (PFL), the employee may have the option to use available sick or vacation time to supplement their pay in accordance with the district's Paid Family Leave policy. If no sick or vacation time is available, the parties further agree that any leave of absence granted under this section will be leave without pay. Any child care/adoption leave of absence granted under this Section will be a leave without pay except as provided in Section 1. of this Article.

Subd. ~~1311~~. Insurance: An employee on child care/adoption/foster care 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. ~~1412~~. Notification to Return: An employee on child care/adoption/foster care leave of absence will be sent a letter of assignment from Human Resources at least sixty (60) days

prior to the specified return date of said leave. The employee will lose all re-employment rights if the employee refuses or fails to return the letter of assignment within ten (10) days.

Section 8. Long-Term Leave:

Subd. 1. Eligibility: Employees with a minimum of three (3) years of experience in the School District may apply for an unpaid leave of absence once during their School District employment. Additional leaves may be granted at the discretion of Human Resources.

Subd. 2. Purpose: ~~Consideration for granting long-term leaves will be given for health reasons (self or family), family reasons, educational purposes, election to political office, approved travel or retraining or career change (not including employment in another school district).~~

Subd. 3. Requests: ~~Requests for leave must be made at least thirty (3) days in advance, except in emergencies, and submitted to Human Resources for approval.~~

Subd. 4. Limit: ~~The number of employees on approved leave in any school year will not normally exceed one (1) person.~~

Subd. 25. Duration: Leave may be granted for a period of time not to exceed one (1) year. ~~Leaves for holding political office may be granted up to two (2) years. Additional leaves may be granted at the discretion of Human Resources but are not guaranteed.~~

Subd. 36. Insurance: An employee on an approved long-term leave is eligible to participate at their own expense in the health and hospitalization program of the School District. This participation will be subject to the conditions prescribed by the insurance carrier.

Subd. 47. Benefit Accrual: An employee on approved long-term leave will retain their accrued benefits as of the beginning date of the leave. No benefits will accrue during the period the employee is on leave.

Subd. 5. Purpose: ~~Consideration for granting long-term leaves will be given for:~~

~~Education~~	~~Election to Political Office~~
~~Health~~	~~Family Reasons~~
~~Approved Travel~~	~~Retraining or Career Change (not including employment in another school district)~~

Subd. 6. Requests: ~~Requests for long-term leaves must be made at least thirty (30) days in advance, except in emergencies, and submitted to Human Resources for approval. Final approval will be made by the School Board. The number of employees on approved leave in any school year will not normally exceed one (1) person.~~

Subd. 78. Notification to Return: An employee on long-term leave will be sent a notice from Human Resources according to the following schedule:

- a. When the return date of said leave is intended to coincide with the opening of school, notification will be given by March 1st of the preceding school year.
- b. At least sixty (60) days prior to the specified return of said leave when such date falls at any other time during the school year.

Subd. 89. Reinstatement: An employee returning from ~~long-term~~long-term leave for education, approved travel, family reasons, retraining, or career change reasons will be re-employed in the position occupied prior to the leave, subject to the following conditions:

- a. The position is vacant.
- b. That the position has not been abolished.
- c. That the employee is not physically or mentally disabled from performing the essential duties of such position.

An employee returning from ~~long-term~~long-term leave for health or election to political office reasons will be re-employed in the position occupied prior to the leave, subject to the following conditions:

- a. That the position has not been abolished.
- b. That the employee is not physically or mentally disabled from performing the essential duties of such position.

Subd. 910. Failure to Return Notice: The employee will lose all re-employment rights if the employee refuses or fails to return the contract within ten (10) days.

Section 9. Short-Term Leave: Employees may apply for a short-term leave of absence.

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

Subd. 2. Duration: Short-term leave may be granted for not more than ten (10) working days.

Subd. 3. Requests: Requests for short-term leave will be made five (5) days in advance except in the case of emergencies. ~~The request will be on a Leave of Absence Request (PF22) and will clearly state the reason for such request. Any special conditions or arrangements established by the supervisor for a short-term leave will be in writing to the individual requesting the leave. All conditions established must be met to be eligible for the leave.~~

Subd. 4. Approval: Short-term leave will be granted only in special circumstances and must be approved by Human Resources.

Subd. 5. Eligibility: Short-term leave will normally be available no more than once during the Agreement.

Subd. 6. Limit-1: The number of employees on short-term approved leave at any given time will not normally exceed one (1) person.

~~**Section 10. Personal Leave:** An employee will be credited one (1) personal leave day each year, accumulative to five (5) days. Personal leave may be used for activities requiring the employee's attention not covered or requested under other provisions of this Agreement.~~

~~**Subd. 1. Requests:** Request for personal leave must be made in writing to Human Resources at least three (3) days in advance, except in the case of emergency.~~

~~**Subd. 2. Limit:** At no time will more than four (4) employees be granted personal leave.~~

~~**Subd. 3. Exclusion:** A personal leave day may be granted the first or the last day of the student school year. The leave will only be granted for special circumstances with written explanation by the employee and approval of Human Resources.~~

Section 11. Religious Leave: Employees may be granted up to three (3) days of religious leave. Employees must make application, including a brief summary of details of the request, to Human Resources at least three (3) days prior to the religious leave. Human Resources will notify the employee's supervisor to make the necessary arrangements allowing the employee to make up the days at some other prearranged time. However, an employee may utilize provisions outlined in ~~Section 6, Personal Leave, or Section 1-2 Sick Leave~~ **Time, or Section 1 Vacation**, if so desired. If the employee chooses none of the options as outlined herein, leave may be granted with full loss of pay. At no time will more than two (2) employees be granted religious leave on a given contract day.

Section 12. Extended Leave of Absence:

Subd. 1. Authority: Pursuant to Minnesota Statutes 122A.46 and 354.094, the School Board may grant an extended leave of absence of at least three (3) years but no more than five (5) years. The School Board may also grant extended leave of absence of at least three (3) years but no more than five (5) years to non-licensed staff. However, the granting of extended leaves of absence is purely within the discretion of the School Board. The School Board reserves the right to refuse to grant any and all extended leaves if, in the judgment of the School Board, such leaves should not be granted.

Subd. 2. Conditions: The School Board will consider the granting of extended leaves only under the conditions as they are described in M.S. 122A.46 and 354.094 as of the date of this agreement for licensed staff. The School Board may also grant extended leave of absence of at least three (3) years but no more than five (5) years to non-licensed staff.

Subd. 3. Eligibility: Licensed staff must have a minimum of seven (7) consecutive years of full-time teaching service in the School District and at least ten (10) years of allowable service

as defined in Section 354.05, Subdivision 13. Non-licensed staff must have a minimum of seven (7) consecutive years of service in the School District's Directors and ~~/or~~ Confidential ~~Managers~~Management Personnel contract.

Subd. 4. Requests: Requests for extended leaves of absence must be submitted to Human Resources by April 1 of the year preceding the school year for which the extended leave would commence.

Subd. 5. Reinstatement: Licensed staff returning from an extended leave of absence will be re-employed in the position occupied prior to the leave subject to the following conditions:

- a. That the position has not been abolished.
- b. That the employee is not physically or mentally disabled from performing the essential duties of such position.

Non-licensed staff returning from an extended leave of absence will return subject to vacancy.

Subd. 6. Failure to Return Contract: The employee will lose all re-employment rights if the employee refuses or fails to return the contract within ten (10) days.

ARTICLE IX GRIEVANCE PROCEDURE

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

Section 2. Representative: The employee, administrator, or School Board may be represented during any step of the procedure by any person or agent designated by such party to act in their behalf.

Section 3. Definitions and Interpretations:

Subd. 1. Extension: Time limits specified in this policy may be extended by mutual agreement.

Subd. 2. Days: Reference to days regarding time periods in this procedure will refer to working days. A working day is defined as all weekdays not designated as holidays by state law.

Subd. 3. Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run will not be included. The last day of the period so computed will be

counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

Subd. 4. Filing and Postmark: The filing or service of any notice or document therein will be timely if it bears a postmark of the United States mail within the time period.

Subd. 5. Decisions: All decisions rendered, with the exception of decisions rendered at Level I of this grievance procedure, will be in writing setting forth the decision and will be transmitted to all parties of interest.

Section 4. Time Limitation and Waiver: Grievances will not be valid for consideration unless the grievance is submitted in writing to the School Board's designee, setting forth the facts and the specific provisions of the Policy allegedly violated and the particular relief sought within twenty (20) days after the date the event giving rise to the grievance occurred. Such grievances must be filed in writing first with the supervisor and Human Resources. Failure to file any grievance within such period will be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereinafter provided will constitute a waiver of the grievance. An effort will first be made to adjust an alleged grievance informally between the employee and the School Board's designee.

Section 5. Adjustment of Grievance: The School Board and the employee will attempt to adjust grievances which may arise during the course of employment of any employee within the School District in the following manner:

Subd. 1. Informal Discussion: Before a written grievance is submitted, informal discussions will take place between the aggrieved party and the supervisor. Through these discussions the parties will attempt to resolve the problem.

Subd. 2. Level I: If the grievance is not resolved through informal discussions, the aggrieved party may submit the grievance in writing to the supervisor. A copy of such written grievance must simultaneously be filed with Human Resources. The immediate supervisor will give a written decision on the grievance to the parties involved within ten (10) days after receipt of the written grievance.

Subd. 3. Level II: In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the superintendent of schools, provided such appeal is made in writing within five (5) days after receipt of the decision in Level I. If a grievance is properly appealed to the Superintendent, the Superintendent or their designee will set a time to meet regarding the grievance within fifteen (15) days after receipt of the appeal. Within ten (10) days after the meeting, the Superintendent or their designee will issue a decision in writing to the parties involved.

Subd. 4. Level III: In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the School Board, provided such appeal is made in writing within five (5) days after receipt of the decision in Level II. If a grievance is properly appealed to the School Board, the School Board will set a time to hear the grievance within

twenty (20) days after receipt of the appeal. Within twenty (20) days after the meeting, the School Board will issue its decision in writing to the parties involved. At the option of the School Board, a committee or representative(s) of the School Board may be designated by the School Board to hear the appeal at this level and report its findings and recommendations to the School Board. The School Board will then render its decision.

Section 6. School Board Review: The School Board reserves the right to review any decision issued under Level I or Level II of this procedure provided the School Board or its representative notifies the parties of its intention to review within ten (10) days after the decision has been rendered. In the event the School Board reviews a grievance under this section, the School Board reserves the right to reverse or modify such decision.

Section 7. Denial of Grievance: Failure by the School Board or its representative to issue a decision within the time periods provided herein will constitute a denial of the grievance and the employee may appeal it to the next level.

Section 8. Arbitration Procedures: In the event that the employee and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

Subd. 1. Request: A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed in the office of the superintendent within ten (10) days following the decision in Level III of the grievance procedure.

Subd. 2. Prior Procedure Required: No grievance will be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure, the parties will, within ten (10) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the Bureau of Mediation (BMS) to appoint an arbitrator, pursuant to PELRA, providing such request is made within twenty (20) days after request for arbitration.

The request will ask that the appointment be made within thirty (30) days after the receipt of said request. Failure to agree upon an arbitrator or the failure to request an arbitrator from the Bureau of Mediation (BMS) within the time periods provided herein will constitute a waiver of the grievance.

Subd. 4. Submission of Grievance Information:

- a. Material Request: Upon appointment of the arbitrator, the appealing party will within five (5) days after notice of appointment forward to the arbitrator, with a copy to the School Board, the submission of the grievance which will include the following:

1. The issues involved

2. Statement of the facts
3. Position of the grievant

b. The School Board will make a similar submission of information in accordance with Subd. 4. a. of this Section.

Subd. 5. Hearing: The grievance will be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties will have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator will be a hearing *de novo*.

Subd. 6. Decision: The decision by the arbitrator will be rendered within the time schedule mutually agreed to. Decisions and awards by the arbitrator in cases properly before the arbitrator will be final and binding upon the parties, subject, however, to the limitations of the arbitration decisions as provided in the PELRA.

Subd. 7. Expenses: Each party will bear its own expenses in connection with arbitration, including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording will be made of the hearing at the request of either party. The parties will share, equally, fees and expenses of the arbitrator and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration. The cost of a transcript or recording will be borne by the party requesting it.

Subd. 8. Jurisdiction: The arbitrator will have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator will not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written Agreement; nor will an arbitrator have jurisdiction over any compliance with the terms of the grievance and arbitration procedure as outlined herein; nor will the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which will include, but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, in its order, the arbitrator will give due consideration to the statutory rights and obligations of the public school boards to efficiently manage and conduct its operations within the legal limitations surrounding the financing of such operations.

Section 9. General:

Subd. 1. Reprisals: No reprisals of any kind will be taken by the School Board or by any member of the administration against any aggrieved person, and representative of an aggrieved person, or any other participants in the grievance procedure by reason of such participation.

Subd. 2. Employee Rights: Nothing herein will be construed to limit, impair or affect the right of any employee, or group of employees, as provided in State Statutes.

ARTICLE X DURATION

Section 1. Term and Reopening Negotiations: This Agreement will remain in full force and effect for a period commencing on July 1, ~~2021-2025~~ through June 30, ~~2023~~2027. If either party desires to modify or amend this Agreement commencing on July 1, ~~2023~~2027, it will give written notice of such intent no later than May 1, ~~2023~~2027. Unless otherwise mutually agreed, the parties will not commence meet and confer more than ninety (90) days prior to the expiration of this Agreement.

Section 2. Effect: The provisions herein relating to terms and conditions of employment supersede any and all prior agreements, resolutions, practices, School District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions. All matters not covered by this Agreement are hereby reserved to the School Board.

Section 3. Finality: Any matters relating to the current contract term whether or not referred to in this Agreement, will not be open for discussion during the term of this Agreement.

MEMORANDUMS OF UNDERSTANDING
BETWEEN
OSSEO AREA SCHOOLS, ISD 279
AND

~~DIRECTORS AND CONFIDENTIAL MANAGERS~~ MANAGEMENT PERSONNEL

TOPIC

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Retirement Incentive

EFFECTIVE DATE: ~~July 1, 2023~~ March 18, 2026 through June 30, 2027

The following contains the full text of the Memorandum of Understanding (“MOU”) between Osseo Area Schools, ISD 279 (“District”), and ~~Directors—and—~~Confidential ~~Managers~~Management Personnel, relating to disbursement of funds for the Retirement Incentive.

PURPOSE:

The purpose of this MOU is to designate how funds will be disbursed for the Retirement Incentive, contained in Article VI, Section 4, of the Terms and Conditions of Employment.

For the purpose of calculating this benefit, the calculation will be based on the employee’s annual rate of pay divided by 225 days.

AGREEMENT:

Subject to the limitations listed below, the District will contribute funds relating to the Retirement Incentive as follows:

1. ~~Twenty five percent (25%) of~~All funds shall be placed into a Post-Retirement Health Arrangement Plan. Employees who are exempted from participating in the Post-Retirement Health Arrangement Plan, according to IRS guidelines, must contribute ~~one hundred percent (100%)~~all of their Retirement Incentive into the Special Pay Deferral Plan referenced in paragraph 2 below.
2. ~~Seventy five percent (75%) of~~In the event an employee is exempted from participating in the Post-Retirement Health Arrangement Plan, the Retirement Incentive benefit shall be paid into a Special Pay Deferral Plan (403(b)). The District’s annual contribution into the retiree’s Special Pay Deferral Plan account must not exceed the IRS contribution limit during any given year. Any remaining balance will be paid into the Special Pay Deferral Plan in future consecutive years to the extent allowed by the IRS.
3. All District payments will be made according to the timeline and payment schedule as provided in the Terms and Conditions of Employment.
4. This is the full and complete agreement relating to Retirement Incentive benefits.

~~Limits to Long-Term Disability Insurance Coverage~~

~~Topic:~~ Potential Plan Design Change – Long-Term Disability Insurance Coverage

~~Effective Date:~~ Upon ratification

~~The plan design for long-term disability coverage for chemical dependency and mental health may be changed to a combined 24 months of coverage per claim. These changes will only go into effect contingent on the agreement of all other bargaining groups in the Osseo Area School District, approval of the Insurance Advisory Committee and approval by the School Board. If no agreement is reached among the groups, or if the Insurance Advisory Committee and/or School Board do not approve the design of the request for proposal (RFP) and/or the bid/proposal itself, this language will be null and void. In the interim follow Article VII, Section 8.~~

Post-Employment Health Reimbursement Account

Effective Dates: July 1, 2022 – June 30, ~~2025~~2027

PURPOSE: The District and ~~School Executives~~Confidential Management Personnel agree to meet & confer for the purpose of engaging in the exploration and study of Health Reimbursement Accounts (HRAs).

Conditions:

1. The parties will meet and confer during the 2022-2023, ~~and 2024-2025,~~ and 2025-2027 school years to explore and discuss the potential of utilizing district OPEB money to fund the conversion of accrued sick leave into individual member HRAs.
2. Any recommendation from meet and confer to fund HRAs will be submitted to the school board during negotiation strategies for discussion.
3. The school board retains the authority to approve or deny any recommendation for use of district funding for purposes including, but not limited to the funding of individual employee HRAs.

~~Carryover of Non-Workdays~~

Effective Dates: ~~July 1, 2024 – June 30, 2025~~

~~At the end of the 2023-2024 school year, employees who received supervisor approval were allowed to carryover up to 5 non-workdays into the 2024-2025 school year. These non-workdays must be used prior to using vacation days. These days do not have any monetary value (for example, upon resignation or termination) and will not carry over into another school year.~~

2024-2025 Retirement Match MOU

Effective Date: Upon ratification through June 30, 2025

~~Employees interested in receiving the entire district match of \$4,000 for the 2024-2025 school year, must work with Business Services to increase their contribution match. Starting July 1, 2025, per pay period amount will revert to \$166.67 unless changed in contract negotiations.~~

Continuation of Health Coverage Upon Retirement

Effective Dates: July 1, 2025 – June 30, 2027

PURPOSE: The District and Confidential Management Personnel agree to meet & confer for the purpose of engaging in the exploration and study of continuation of health coverage upon retirement for members of the unit who are not eligible for the current benefit in Article VII, Section 3, Subd. 3.

Conditions:

1. The parties will meet and confer during the 2025-2027 school years to explore and discuss the potential of utilizing district OPEB money to fund the continuation of health coverage upon retirement for members of the unit who are not eligible for the current benefit in Article VII, Section 3, Subd. 3.
2. Any recommendation from meet and confer to fund the continuation of health coverage upon retirement will be submitted to the school board during negotiation strategies for discussion.
3. The school board retains the authority to approve or deny any recommendation for use of district funding for purposes including, but not limited to, the funding of continuation of health coverage upon retirement.

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

August 25, 2026

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 25, 2026, at six o'clock p.m., for the purpose, in part, of considering approval of gifts to the district.

The following members were present: XXXX;
and the following were absent: XXXX.

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION ACCEPTING DONATIONS

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: “The board may receive, for the benefits of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”; and

WHEREAS, Minnesota Statutes 465.03 provides: “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”; and

THEREFORE, BE IT RESOLVED that the School Board of Osseo Area Schools, ISD 279, gratefully accepts the following donations as identified below:

Donor	Item	Designated Purpose (if any)
Amazon – Travis Limoseth	Chairs, Backpacks	Donation of 50 chairs and 10 backpacks with school supplies for the needs of students at Osseo Senior High.
Blackbaud Giving Fund	\$40.00	Donation made for the general needs of students at Basswood Elementary.
MGSH Boys Golf Booster Club	\$4,468.00	Donation for the Maple Grove Senior High Boys Golf coaches.
Bill of Rights Institute	\$10,000.00	Donation awarded to Osseo Senior High through Megan Thompson for the Civic Star Challenge Grand Prize. 183

OSH Boys Hockey Booster Club	\$13,112.95	Donation for the Osseo Senior High Boys Hockey assistant coaches.
OSH Softball Booster Club	\$7,020.00	Donation for the Osseo Senior High Softball coaches.
Blackbaud Giving Fund	\$60.00	Donation for the general needs of students at Basswood Elementary.
MGSB Softball Booster Club	\$23,576.55	Donation for the Maple Grove Senior High Softball coaches.
Total	\$58,277.50	

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 19th day of May 2026.

School Board Clerk – Keith Tate

POLICY 101 RACIAL EQUITY IN EDUCATIONAL ACHIEVEMENT

I. PURPOSE

The purpose of this policy is to ensure that educational excellence and educational equity are provided for each learner. Each of the school district's students deserves respectful learning environments in which the student's racial and ethnic identity is valued and contributes to successful academic outcomes for all students. Through educational excellence and equity, each student in the school district will be empowered and equipped as a lifelong learner with the necessary tools to achieve dreams and contribute to community. The school district will establish and maintain a commitment to educational excellence and equity in its systemic practices, which will support its contribution toward a community free from racially predictable disparities.

II. GENERAL STATEMENT OF POLICY

The school district is committed to raising the achievement levels for each student by creating transformational system change to ensure equitable student achievement.

III. ADMINISTRATIVE RESPONSIBILITIES

- A. School district administration will develop, support, model, and sustain equity-focused and culturally responsive training for staff and students.
- B. School district administration will develop practices that create multiple pathways to success in order to meet the needs of our diverse students, and will actively encourage, support and expect high academic achievement for each student.
- C. School district administration will monitor policies, programs and practices to assess educational equity and work to eliminate racial and ethnic disparities in all district and school-level programs.
 1. Students at the Center
The school district will provide each student with high quality culturally responsive pedagogy.
 2. Equity Leadership Development
The school district will recruit, **employ**, support and retain a workforce that reflects the diversity, including racial diversity, of enrolled students, as well as culturally competent administrative, instructional and support personnel.
 3. Culturally Responsive Leading, Learning, and Teaching Practices
Consistent with state regulations and school district policy, the school district will provide materials and assessments that reflect the diversity of students and staff, and are geared towards the understanding and appreciation of race, culture, economic status, language, ethnicity, ability and other differences that contribute to the uniqueness of each student and staff member.
 4. Family and Community Engagement and Empowerment
Each school and program will seek community input and create a welcoming culture and inclusive environment that reflects and supports the racial and cultural diversity of the school's student populations, their families, and communities.

Revised:

Policy 101 Adopted: 11/22/16

School Board

INDEPENDENT SCHOOL DISTRICT 279

Maple Grove, Minnesota

Cross Reference:

Policy 104 – School District Mission Statement

PROCEDURE 101 RACIAL EQUITY IN EDUCATIONAL ACHIEVEMENT

I. DEFINITIONS

For the purposes of this policy, the following terms have the meaning given to them in this section;

- A. Culturally competent means skilled in ways to teach and serve a racially and ethnically diverse student population and serve racially and ethnically diverse families and communities.
- B. Culturally relevant means programs and materials that use a student's cultural references in order to empower the student intellectually, socially, emotionally, and politically.
- C. Culturally responsive means learning from and relating respectfully with people from one's own and other cultures.
- D. Educational Equity or equity is the removal of barriers that can disproportionately affect a student because of the student's characteristics such as race, culture, class, language, ethnicity, ability or other difference so that each student can benefit equally.
- E. Equity-focused training is professional development to enable staff members to develop personal, professional and organizational skills and knowledge to address inequities leading to racially predictable disparities.
- F. Racially predictable disparities are those differences in measurable student outcomes such as test scores, graduation rates, identification for special education, and discipline between groups of students that are predictable based on the students' race, culture, class, language, ethnicity, or ability.

II. SCHOOL BOARD ACTION

- A. The school board will examine and assess policies to ensure that the policies are consistent with equitable student achievement.
- B. The school board will provide and allocate resources for educational equity.

III. SCHOOL DISTRICT ADMINISTRATION RESPONSIBILITY

- A. School district leaders will make recommendations for allocation of resources and priority results consistent with educational equity.
- B. ~~School district hiring managers will hire the best employees of all racial and ethnic backgrounds who will bring their unique talents and skills into the school system.~~ Hiring managers will provide opportunities for employee training and professional development.
- C. Each school district employee will be provided with the opportunity to improve his or her culturally responsive practices.
- D. School district employees will be provided with training and support to engage students in positive ways that demonstrate understanding and appreciation of each student's race, culture, class, language, ethnicity, ability and other differences. School district employees will make use of positive behavior intervention strategies, restorative justice practices and other culturally responsive methods.

IV. STUDENT MATERIALS, ASSESSMENTS AND EVALUATIONS

- A. Instructional staff and leaders will examine student materials and assessments to identify and eliminate practices that result in predictably low academic performance for any student group.
- B. Instructional staff and leaders will identify and adopt student materials, instructional practices and assessments that are designed to eliminate racially predictable disparities.
- C. Instructional staff and leaders will evaluate student programs and services using culturally relevant practices and tools, and employ assessments designed to eliminate racially predictable and disproportionate identification of students as eligible for special education programs.

Revised:

~~Procedure 101~~ Adopted: 11/22/16

~~School Board~~

~~INDEPENDENT SCHOOL DISTRICT 279~~

~~Maple Grove, Minnesota~~

Cross Reference:

Policy 104 – School District Mission Statement

POLICY 102 – EQUAL OPPORTUNITY AND PROHIBITION AGAINST DISCRIMINATION, HARASSMENT, ~~AND VIOLENCE~~ AND RETALIATION

I. PURPOSE

The purpose of this policy is to establish and maintain a learning and working environment that ~~affords for~~provides equal educational and employment opportunities and that is free from discrimination, ~~harassment~~, violence or discrimination-retaliation based on actual or perceived race, color, creed, religion, national origin, citizenship/immigration status, sex/gender (including pregnancy), marital status, disability, genetic information, status with regard to public assistance, sexual orientation, gender identity and gender expression, age, familial status, family care leave status or veteran status. It is also to establish that retaliation against individuals who report violations of this policy or participation in investigations related to this policy is prohibited.

II. GENERAL STATEMENT OF POLICY

- A. Equal Opportunity: The policy of the school district is to provide equal educational opportunity for all students seeking to enroll or enrolled in the school district programs/schools and to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of a person's protected status which includes the following: race, color, creed, religion, national origin, citizenship/immigration status, sex (including pregnancy), marital status, disability, genetic information, status with regard to public assistance, sexual orientation, gender identity and gender expression, age, familial status, family care leave status or veteran status ~~race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, or veteran status~~. The school district also makes reasonable accommodations for disabled persons.
- B. Prohibition Against Discrimination, or Harassment, Violence and/or Retaliation: ~~It will be a violation of this policy for any student or school district employee to engage in any of the following conduct:~~ A violation of this policy occurs when, following a thorough and impartial investigation, a student, employee or third party is found to have engaged in conduct that discriminates against, harasses, subjects another to violence or retaliations against an individual based on that person's actual or perceived status or in the instance of retaliation based on the individual's participation in an investigation. Prohibited conduct includes but is not limited to:
1. Harass~~ing~~ another student or school district employee on the basis of a person's actual or perceived protected legal status;
 2. Inflict~~ing~~, threaten~~ing~~ to inflict or attempt~~ing~~ to inflict violence against another student or school district employee on the basis of a person's protected legal status;
 3. Discriminat~~ing~~ing against a student or school district employee based on that student's or employee's actual or perceived protected class status.
 4. Engaging in sexual harassment as defined under Procedure 102B.
 5. To the extent consistent with state and federal law, this policy also applies to off-duty or off campus conduct that causes or threatens to cause a substantial and material adverse impact on the work or learning environment or interferes with the rights of employees or students to be free from a hostile environment taking into consideration the totality of the circumstances.
 - 3-6. Retaliating against a student or school district employee based on that individual's report of a potential violation of this policy or participation in an investigation under this policy.
- C. It ~~will be~~is a violation of this policy for any student, district employee or independent contractor to engage in malicious and sadistic conduct ~~involving which includes~~ race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A against any student, district employee or independent contractor.

1. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.
- D. This policy applies to all of the academic and nonacademic (e.g. athletic, extracurricular, community education) programs of the school district and will be enforced before, during, or after school hours on all school district property, including the school bus, school functions, or events held at other locations. To the extent consistent with state and federal law, this policy also applies to any off-campus conduct that causes or threatens to cause a substantial and material disruption at school, or interferes with the rights of students or employees to be free from a hostile school environment taking into consideration the totality of the circumstances on and off campus.
- E. The school district will investigate all complaints of harassment, violence or discrimination whether formal or informal, verbal or written based on a student's or district employee's actual or perceived protected class status.
- F. The school district's investigation procedures will incorporate appropriate due process standards and include, at a minimum, the following:
 1. notice to students, employees, and others of the process for filing a complaint under this policy, including who to contact (title and method of communication) and how to initiate a complaint;
 2. a requirement that all complaints will be promptly, thoroughly, and impartially investigated and decided within reasonable, designated time frames at each stage of the complaint process;
 3. to the extent consistent with state and federal laws, provisions for maintaining the confidentiality of the person who files a complaint;
 4. written or oral notice to the complainant of the disposition of the complaint at each stage of the process;
 5. a fair and equitable appeal process;
 6. a notice that retaliation against a person who files a complaint of discrimination, harassment or violence under this policy, or people who participate in related proceedings, is prohibited;
 7. an assurance that if discrimination, harassment or violence has occurred in violation of this policy, appropriate corrective and remedial actions will be taken; and
 8. a provision that notifies individuals that they may file complaints with other appropriate state and federal agencies.
- G. Retaliation against any individual who reports discrimination, harassment or violence or who participates in an investigation is strictly prohibited. Retaliation includes any adverse action that would discourage a reasonable person from making a report or participating in a process. Examples include but are not limited to intimidation threats, coercion, changes in academic or work assignments, exclusion or other forms of adverse treatment.
- G.H. This policy and applicable procedures only apply to allegations of discrimination, harassment and violence based upon a person's protected legal status under section II. A which include actual or perceived race, color, creed, religion, national origin, sex/gender, marital status, disability, status with regard to public assistance, sexual orientation, age, family care leave status or veteran status.

III. VIOLATION OF POLICY

The school district will discipline or take appropriate action against any student, ~~or~~ school district employee or third party who is found to have violated this policy. Appropriate administrative and staff follow-up will be provided for targets and offenders of harassment, violence and discrimination.

IV. TRAINING AND EDUCATION

The school district will implement discrimination/harassment/violence prevention and character development education programs to prevent and reduce policy violations.

This policy must be conspicuously posted throughout each school building, distributed to each employee and independent contractor at the time of hiring or contracting, and a process for communicating this policy with students, employees and independent contractors.

Revised:

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Policy 413 Adopted: 2/2/99 (formerly Policy 4153 & 4253)

Revised: 2/1/94

Revised: 4/3/90

Adopted: 8/20/85

Cross Reference:

Policy 414 – Mandated Reporting of Child Neglect or Physical or Sexual Abuse

Policy 506 – Student Discipline

Legal Reference:

M.S. 121A.0312

M.S. 121A.03, subd. 2

M.S. 363A

M.S. 609.341-609.345

M.S. 609.321-609.324

M.S. 617.246

M.S. 626.556

PROCEDURE 102A - PROHIBITION AGAINST PROTECTED STATUS DISCRIMINATION, HARASSMENT, AND VIOLENCE AND RETALIATION

I. SCOPE AND PURPOSE

This procedure addresses all forms of discrimination, harassment and violence based upon a person's protected status. ~~except for reports of sexual harassment and violence. Claims of sexual harassment and violence will be processed, investigated, and addressed in compliance with Title IX of Education Amendments Act of 1972 and Procedure 413-B – Prohibition Against Sexual Harassment and Violence under Title IX of Education Amendments Act of 1972.~~

II. DEFINITIONS

- A. District employee: For purposes of the policy/procedures, district employee includes school board members, school district employees, ~~third parties such as~~ agents, volunteers, contractors/vendors, or persons subject to the supervision and control of the district.
- B. Discriminate: The term "discriminate" means to treat a person in a disparate manner because of that person's race, color, creed, religion, national origin, citizenship/immigration status, sex (including pregnancy), marital status, disability, genetic information, status with regard to public assistance, sexual orientation, gender identity and gender expression, age, familial status, family care leave status or veteran status~~race, color, creed, religion, national origin, sex/gender, age, marital status, familial status, disability, status with regard to public assistance, sexual orientation (including gender identity or expression), age, family care leave status or veteran/military status. Discrimination may implicate more than one protected class such as an individual may be targeted based on sex and disability.~~
- C. Harassment: Harassment is unwelcome conduct that is based on race, color, creed, religion, national origin, citizenship/immigration status, sex (including pregnancy), marital status, disability, genetic information, status with regard to public assistance, sexual orientation, gender identity and gender expression, age, familial status, family care leave status or veteran status~~race, color, creed, religion, national origin, sex/gender, age, marital status, familial status, disability, status with regard to public assistance, sexual orientation (including gender identity or expression), age, family care leave status or veteran/military status. HA single incident of harassment may implicate more than one protected class. For example, an individual student may be targeted because of his race and sexual orientation.~~
 - 1. Harassing conduct may take many forms, including but not limited to verbal acts and name-calling, as well as nonverbal behavior that is physically threatening, harmful, or humiliating. Harassment includes the use of derogatory language, intimidation, and threats; unwanted physical contact or physical violence; and the use of derogatory language and images in social media, graffiti, pictures or drawings, notes, e-mails, electronic postings and/or phone or text messages related to a person's membership in a protected class. Harassment includes behavior that may not be directed at a particular person, but may instead consist of harassing conduct (e.g. physical, verbal, graphic, or written) that creates a hostile environment for students or employees.
 - 2. Conduct is unwelcome if the student or employee did not request or invite it and considered the conduct to be undesirable or offensive. Submission or failure to complain does not mean that the conduct was welcome; the circumstances must be examined.
 - 3. With respect to students, ~~respect to students,~~ a "hostile environment" exists when harassment is sufficiently severe, persistent, or pervasive to interfere with or limit one or more students' abilities to participate in or benefit from the education program.
 - 4. With respect to district employees, a "hostile environment" exists when harassment is sufficiently severe or pervasive so as to alter the conditions of the target's employment and create an abusive working environment.
 - 5. ~~"Gender-based harassment" means non-sexual harassment of a person because of the person's sex, including harassment based on gender identity and expression. Gender-based harassment includes, but is not limited to, harassment based on the person's nonconformity with gender stereotypes, regardless of the actual or perceived sex, gender identity or sexual orientation of the harasser or target of the harassment.~~

6. "Gender stereotypes" refers to stereotypical notions of masculinity and femininity.

~~D. Sexual Orientation-based Harassment:~~

- ~~1. "Sexual orientation-based harassment" means non-sexual harassment of a person because of the person's actual or perceived sexual orientation or association with or advocacy for a person or group (e.g., family members or friends) who are lesbian, gay, bisexual or transgender ("LGBT").~~
- ~~2. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness.~~

D. Sexual Harassment

1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when submission to that conduct or communication is made a term or condition either explicitly or implicitly of obtaining employment or an education; or submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education or creating an intimidating, hostile or offensive employment educational environment.

2. Sexual harassment may include but is not limited to: unwelcome verbal harassment or abuse, unwelcome pressure for sexual activity; unwelcome sexually motivated or inappropriate patting, pinching or physical contact other than necessary restraint of student(s) by teachers, administrators or other school district personnel to avoid physical harm to persons or property; unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt promises or preferential treatment with regard to an individual's employment or educational status; or unwelcome behavior or words directed at an individual because of sexual orientation including gender identity or expression.

~~E. Racial, Color, Creed or National Origin Harassment:~~

- ~~1. Racial, color, creed or national origin harassment consists of physical or verbal conduct based on an individual's perceived or actual race, color, creed or national origin.~~
- ~~2. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.~~

~~F. Religious Harassment: Religious harassment consists of physical or verbal conduct based on an individual's perceived or actual religious beliefs.~~

~~G. Disability Harassment:~~

- ~~1. Disability harassment consists of physical or verbal conduct based on an individual's perceived or actual disability.~~
- ~~2. A person with a disability is any person who:~~
 - ~~a. has a physical or mental impairment which substantially limits one or more major life activities;~~
 - ~~b. has a record of such an impairment; or~~~~is regarded as having such impairment. This includes students who are protected by Title II of the Americans with Disabilities Act and/or Section 504 of the Rehabilitation Act.~~
- ~~3. Disability harassment also may deny a student with a disability a free and appropriate public education (FAPE). Harassment of a student based on disability may decrease the student's ability to benefit from his or her education and amount to a denial of FAPE.~~

- ~~H. Other Protected Class Harassment: Harassment of other protected classes (under state or federal law) of physical or verbal conduct based on an individual's perceived or actual protected class status.~~
- ~~I. Racial, Color, Creed or National Origin Violence: Racial violence is a physical act of aggression or force, an assault, or the threat thereof, that is directed toward a student or employee based on their perceived or actual race, color, creed, or national origin.~~
- ~~J. Religious Violence: Religious violence is a physical act of aggression or force, an assault, or the threat thereof, that is directed toward a student or employee based on their perceived or actual religion.~~
- ~~K. Disability Violence: Disability violence is a physical act of aggression or force, an assault, or the threat thereof, that is directed toward a student or employee based on a perceived or actual disability.~~
- ~~L. Other Protected Class Violence: Other Protected Class violence is a physical act of aggression or assault on another based on their actual or perceived protected class status.~~
- M.E. Malicious and sadistic conduct is conduct that creates a hostile learning environment by acting with intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.
- F. Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of or in a manner reasonably related to an individual's protected class.
- G. Sexual violence may include but is not limited to touching, patting, grabbing or pinching another person's intimate parts; coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts; coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse on another.
- N.H. Assault is:
1. an act done with intent to cause fear in another of immediate bodily harm or death;
 2. the intentional infliction of or attempt to inflict bodily harm on another; or
 3. the threat to do bodily harm to another with present ability to carry out the threat.

III. NOTICE AND PUBLICATION OF REPORTING PROCEDURES

The school district will post complaint procedures regarding protected status discrimination, harassment and violence reports in its buildings, on its website and in employee and student handbooks. It will be distributed to each employee and independent contractor at the time of hiring or contracting, and a process for communicating this policy with students, employees and independent contractors.

IV. REPORTING PROCEDURES FOR INCIDENTS OF HARASSMENT, VIOLENCE AND/OR DISCRIMINATION AGAINST DISTRICT EMPLOYEES

A. Reporting Complaints

1. Any school district employee who believes he or she has experienced harassment, violence or discrimination ~~on the basis of his or her actual or perceived race, color, creed, religion, national origin, sex/gender, marital status, familial status, disability, status with regard to public assistance, sexual orientation, age, family care leave status or veteran status under Policy 102~~, or any person with knowledge of or belief of conduct which may constitute harassment, violence, or discrimination, should report this information immediately, or as soon as possible, to an appropriate district official designated by these procedures.
2. Although the school district encourages the alleged target or other reporting party to use a district formal reporting form, use of the formal reporting form is not required. Oral reports shall be considered complaints as well. The form will be available from the principal of each building, the district office, and on the district's website. Upon request for qualified persons with a disability, alternative means of filing a complaint, such as through a personal interview or by tape recording, will be made available.
3. The reports may be made to any of the following: the employee's supervisor or supervisor of the supervisor, site principal or leader, department leader or Human Resources Department employee.

~~3.4.~~ The district designates the Executive Director of Human Resources as the school district human rights officer to receive employee reports or complaints of harassment, violence and discrimination ~~at:~~

~~Mailing address:
11200 93rd Avenue North
Maple Grove, MN 55369~~

If the complaint involves the Human Rights Officer, the complaint shall be filed directly with the Superintendent ~~at:~~

~~Mailing address:
11200 93rd Avenue North
Maple Grove, MN 55369~~

If the complaint involves the Superintendent, the complaint shall be filed directly with the School Board ~~at:~~

~~Mailing address:
11200 93rd Avenue North
Maple Grove, MN 55369~~

If the complaint involves a School Board Member, the complaint shall be filed directly with the School Board Chair ~~at:~~

~~Mailing address:
11200 93rd Avenue North
Maple Grove, MN 55369~~

If the complaint involves the School Board Chair, the complaint shall be filed directly with the School Board Vice Chair ~~at:~~

~~All complaints may be titled to the person as indicated with the following m~~Mailing address:
11200 93rd Avenue North
Maple Grove, MN 55369

~~4.5.~~ ~~In each school building the school principal is the person responsible for receiving oral or written reports of alleged harassment, violence or discrimination at the school level. Supervisors of itinerant staff or other employees not supervised by a building principal will also be responsible for receiving oral or written reports of alleged harassment, violence or discrimination.~~ Any school district employee who receives a report shall inform their supervisor or their building principal or site leader immediately. If the supervisor or principal or site leader is not available on the date of the report, then the employee must forward the oral or written report/complaint directly to the human rights officer. If the complaint involves the supervisor or principal or site leader, the employee will provide ~~his or her~~the report directly to the school district human rights officer. Upon receipt of a report, the supervisor or principal must notify the school district human rights officer immediately, without screening or investigating the credibility of the report. The supervisor or principal or site leader may request, but may not insist on, a formal written complaint. If the report is verbal, the supervisor or principal or site leader shall prepare and provide to the human rights officer a written statement of the facts alleged within 24 business hours of receiving the report. Failure to forward a complaint under these procedures may result in disciplinary action against the responsible party.

~~5.6.~~ Nothing in these procedures shall prevent a school district employee from reporting alleged harassment, violence, or discrimination directly to the school district human rights officer or to the superintendent.

- ~~6. The complaint (verbal or written) should be reported immediately, or as soon after the incident as possible; delays between the date of the alleged incident and the reporting date may make investigations more difficult.~~
 7. The willful filing of a false report will be considered to be a violation of school district policy and may result in disciplinary action.
 8. Although confidentiality cannot be assured, the school district will respect the privacy of the alleged target, the reporter (if someone other than the alleged target), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, to take appropriate action, and to conform with any discovery or disclosure obligations.
- B. Investigation – District Employees
1. The human rights officer or designee, upon receipt of a report or complaint, will promptly undertake or authorize an investigation. The investigation may be conducted by school district officials or by a neutral third party designated by the school district.
 2. The investigation will be completed within thirty (30) calendar days from receipt of the complaint, unless impracticable.
 3. The investigation may, as appropriate, consist of personal interviews with the alleged target, the reporter (if someone other than the alleged target), the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods (e.g. review of documents and electronic media) deemed pertinent by the investigator.
 4. In determining whether alleged conduct constitutes a violation of the policy/procedures the school district will consider the facts and surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of the policy/procedures requires a determination based on all the facts and surrounding circumstances.
 - ~~5. The school district, at its discretion, may take immediate steps, based on the severity of the allegations, to protect the parties involved in the complaint process pending completion of an investigation.~~
 - ~~5.6. Individuals involved in the investigation will be provided updates on the status of the investigation.~~
- C. School District Action – District Employees
1. Upon completion of the investigation, the school district or neutral third party designated investigator will make a written report to the human rights officer. If the complaint involves the human rights officer, the report must be filed directly with the superintendent. If the complaint involves the superintendent, the report must be filed directly with the school board. The report will include the facts, a determination of whether the allegations have been substantiated/not substantiated or are inconclusive ~~and whether a violation of the policy/procedure has occurred.~~
 - ~~2. The human rights officer or designee will determine if district policies, procedures, rules or guidelines are violated based on the evidence.~~
 - ~~2.3. Upon completion of the investigation, the human rights officer will inform provide a closure letter to the alleged target/respondent which will include notice of the district's prohibition against retaliation, relevant resources and of his or her/the right to review relevant portions of the written report at the school building where the target is employed or enrolled, in accordance with state and federal law regarding data or records privacy and a contact to call with questions. The complainant and witnesses will also be provided with closure letters which will include notice of their rights not to be retaliated against, resources and a contact to call with questions.~~
 - ~~3.4. In the event a complaint is substantiated, the school district will take appropriate and effective action depending on the circumstances. Such action may include, but is not limited to, training, counseling, warning, suspension, transfer, remediation, or termination. School district action taken for violation of these procedures and related policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.~~

V. REPORTING PROCEDURES FOR INCIDENTS OF HARASSMENT, DISCRIMINATION AND VIOLENCE AGAINST STUDENTS.

A. Reporting a Complaint

1. Any student who believes she/he has experienced harassment, violence or discrimination on the basis of ~~his or her~~ their actual or perceived race, color, creed, religion, national origin, citizenship/immigration status, sex (including pregnancy), marital status, disability, genetic information, status with regard to public assistance, sexual orientation, gender identity and gender expression, age, familial status, family care leave status or veteran status ~~race, color, creed, religion, national origin, sex/gender, marital status, familial status, disability, status with regard to public assistance, sexual orientation, age, family care leave status or veteran status~~ should report the alleged acts immediately, or as soon as possible to their building principal or a staff member in their school. Students may also report through the district's online STOPIT application.
2. Any District employee who observes an act or receives a report of alleged harassment, violence or discrimination toward a student shall intervene to attempt to stop the act and shall report it to the building principal or principal's designee in their school immediately, or as soon as possible.
3. ~~The complaint (verbal or written) should be reported immediately, or as soon after the incident as possible; delays between the date of the alleged incident and the reporting date may make investigations more difficult.~~
- 4.3. The district designates the building principal ~~and/or~~ their designee to monitor and receive student reports or complaints of alleged harassment, violence and discrimination against students.
- 5.4. If the complaint involves a principal, the complaint should be filed directly with the Assistant Superintendent that supervises the Principal. If a complaint involves the Assistant Superintendent, the complaint shall be filed directly with the Superintendent. If the complaint involves the Superintendent, the complaint shall be filed directly with the School Board.
- 6.5. If the complaint involves a School Board member, the complaint shall be filed directly with the School Board Chair. If the complaint involves the school board chair, the complaint shall be filed directly with the School Board Vice Chair.
- 7.6. Although the school district encourages the reporting student to ~~use the report form set forth in this~~ submit a written complaint, use of formal reporting forms it is not required. Oral reports shall be considered complaints as well. ~~The A~~ form will be available in the counseling and administrative office of each school, the district office, and on the district's website.
- 8.7. Alternative, accessible means of filing a complaint, such as through a personal interview or by tape recording, will be made available. ~~for individuals with disabilities.~~

B. Investigation – Students

1. Upon receipt of a report or complaint, the district shall promptly undertake or authorize an investigation. The investigation will be completed within thirty (30) days from receipt of the complaint, unless impracticable.
2. The investigation may, as appropriate, consist of personal interviews with the alleged target, the reporter (if someone other than the alleged target), the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
3. In determining whether alleged conduct constitutes a violation of the policy/procedures, the school district will consider the age and level of understanding of the student(s) involved, the facts and surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of these policy and procedures ~~and the Policy 413~~ requires a determination based on all the facts and surrounding circumstances.

4. The school district and building administration may, at its discretion, take immediate steps, based on the severity of the allegations, to protect the parties involved in the complaint process pending completion of an investigation.
 5. The intentional filing of a false report will be considered to be a violation of the student discipline policy and may result in disciplinary action.
- C. School District Action – Students
1. The investigator shall document ~~his or her~~the findings within five school days of concluding the investigation.
 2. Upon conclusion of the investigation and receipt of the findings, and if harassment is found to have occurred, the school district will take appropriate and effective action with respect to the target and the offender, and document the action taken. If the investigator determined that a violation of the policy/procedures has occurred, such appropriate action may include, but is not limited to, an education component, alternative dispute resolution, training, counseling, warning, class transfer, suspension, expulsion, or transfer. Only if both the target and the alleged offender voluntarily agree, to attempt to mediation or restorative practices will be considered. the complaint using the school's formal mediation process, this will be encouraged.
- D. Timelines and Notification to Parents / Guardians of the Target(s) and Alleged Offender(s)
1. The parent(s)/guardian(s) ~~of the target and the alleged offenders of harassment, violence or discrimination~~ should be notified of the report before the close of the current school day, but not later than ~~two~~one school days of the report being filed, unless otherwise directed by law enforcement or required by law, or if in the professional judgment of the District notification ~~is not warranted~~will interfere with the investigation. The parents/guardians ~~of both the target and the alleged offender(s)~~ shall be notified if there is a physical or sexual assault, unless otherwise directed by law enforcement or required by law. Parents shall be notified of an interview of their student.
 2. Following the investigation, the person handling the complaint or a representative of the District will communicate with the target regarding the outcome of the investigation.
 - a. This communication will include the parent(s)/guardian(s) of the student at the parent's/guardian's request if the student is under age 18, or at the student's request if over 18.
 - b. If the investigation has not been completed within ten school days, a verbal summary of the progress of the investigation status update will be given to ~~the target at that time~~those involved in the investigation.
 - c. The privacy and data privacy rights of all persons involved must be respected in accordance with current state and federal laws.
- E. Persons Responsible for Investigation and Reporting Procedures
1. When a report is made or referred to the building principal, that person or their designee is responsible for carrying out and documenting this reporting procedure.
 2. When a report is made or referred to the Assistant Superintendent, that person or their designee, is responsible for carrying out and documenting this reporting procedure.
 3. When a report is made to the Superintendent, that person or their designee is responsible for carrying out and documenting this reporting procedure.
 4. Incidents that include violence as defined in this procedure should also be referred to the police liaison officer serving the building for a possible separate criminal investigation.
 5. When the report involves alleged harassment, violence or discrimination by a district employee or employee of an agency contracted by the District against a student, the investigation will be performed by the District Human Rights Office or their designee.
- F. Harassment or Violence Abuse
1. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes section 626.556 may be applicable.
 2. Nothing in these procedures will prevent or prohibit the district from taking immediate action to protect victims of alleged harassment, violence or abuse.

VI. NO REPRISAL/RETALIATION

~~Retaliation against any individual who reports discrimination, harassment, or violence, or who participates in an investigation, proceeding, or hearing, is strictly prohibited. The school district will take appropriate disciplinary action against any student, employee, or other individual who engages in retaliation. Retaliation includes any adverse action that might discourage a reasonable person from making a report or participating in a process. Examples include, but are not limited to, intimidation, threats, coercion, harassment, exclusion, or changes in academic or work assignments. Individuals who make a good faith report or participate in an investigation are protected from retaliation, regardless of the outcome of the complaint. There will be no retaliation against any target or reporter of the alleged harassment, violence or discrimination under the policy/procedures, nor against any person who participates in an investigation. The school district will take appropriate action against any student, teacher, administrator or other district employee who retaliates against any person who makes a good faith report, who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to the report. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.~~

VII. APPEAL

If the report or grievance has not been resolved to the satisfaction of the alleged target of harassment, violence or discrimination, they may appeal.

- A. Appeals of Alleged Prohibited Acts by Employee: If the alleged target of harassment, violence or discrimination believes that they are aggrieved by the actions taken by the school district ~~in Section III.C. of these procedures~~, they may appeal to the district's general counsel.
- B. Appeals of Alleged Prohibited Acts by Student: If the alleged target of harassment, violence or discrimination believes that they are aggrieved by the actions by the school district ~~in Section IV.C. of these procedures~~, they may appeal to the Assistant Superintendent that supervises their school, site or program.

Appeals must be made in writing within ten (10) business days of receipt of ~~written findings notification of the closure of the investigation under Sections III. C. or IV.C.~~ The person designated to hear the appeal will conduct a review and issue a decision within ten (10) business days of receiving notice of the appeal. The decision issued under this section is final.

VII. CONFLICT OF INTEREST

If there is a conflict of interest with respect to any party affected by the policy, appropriate accommodations will be made, such as, but not limited to, appointing or contracting with a neutral third-party investigator to conduct the investigation, or recusing from the process the person for whom a conflict or potential conflict of interest exists.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the agencies identified below, or initiating an action in state or federal court.

Minnesota Department of Human Rights
Freeman Building
625 Robert Street North
St. Paul, MN 55155
Toll free: 800.657.3704
TTY: 651.296.1283
Fax: 651.296.9042
www.humanrights.state.mn.us

U.S. Department of Education Office for
Civil Rights, Region V500
W. Madison Street-Suite 1475
Chicago, IL 60661
Tel: 312.730.1560 TDD: 312.730.1609

IX. DISSEMINATION OF THE POLICY

- A. Each school will ensure that the policy and procedures are discussed at the start of each school year with all staff and with each student in a manner appropriate to his/her age and

level of understanding and the principal or a designee will document the date it was discussed in each classroom.

- B. These procedures, including possible consequences for a violation, will be in the employee handbook and student handbook of every school.

Revised:

Revised: 11/21/23
Revised: 11/16/21
Revised: 4/17/18 (Procedures 413 & 548 combined)
Revised: 9/27/16
Revised: 9/10/13
Revised: 1/25/12
Revised: 5/17/10
Revised: 10/16/01
Revised: 2/2/99 (formerly Procedure 4153 & 4253)
Revised: 2/1/94
Revised: 4/3/90
Adopted: 8/20/85

Cross References:

Policy 414 – Mandated Reporting of Child Neglect or Physical or Sexual Abuse

Policy 506 – Student Discipline

~~Policy 548 – Harassment and Violence~~

Legal References:

M.S. 121A.0312
M.S. 121A.03, Subd. 2
M.S. 363A
M.S. 609.341-609.345
M.S. 609.321-609.324
M.S. 617.246
M.S. 626.556

PROCEDURE 102B—~~TITLE IX SEX NONDISCRIMINATION~~ GRIEVANCE PROCEDURES FOR ~~SEXUAL HARASSMENT CLAIMS~~ AND PROCESS

I. SCOPE AND PURPOSE

This procedure addresses sexual harassment that occurs within the school district's education programs and activities and that involves alleged misconduct of a school district employee, student, or other school official or agent. This procedure does not apply to sexual harassment that occurs off-school grounds, in a private setting, and outside the scope of the school district's education programs and activities. This procedure does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the school district's education programs or activities.

II. DESIGNATION OF TITLE IX COORDINATOR

The school district designates the ~~Assistant Superintendent of Equity and Achievement as its Title IX Coordinator~~Executive Director of Human Resources. The Title IX Coordinator or their designee is responsible for acting as the primary contact for the parties involved in a complaint of sexual harassment. The Title IX Coordinator or their designee is also responsible for effective implementation of any supportive measures or remedies. The Title IX Coordinator and their designee must be free from conflicts of interest and bias when administering the grievance process. Any student, parent, guardian or employee having questions regarding the application of Title IX and its regulations and/or this policy and grievance process may discuss them with the Title IX Coordinator or their designee. The Title IX Coordinator's contact information is as follows:

~~Assistant Superintendent of Equity and Achievement~~Executive Director of Human Resources
11200 93rd Ave. N
Maple Grove, MN 55369
(763) 391-7000

III. DEFINITIONS

A. "Sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A school employee conditioning the provision of an aid, benefit, or service of school on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
3. Sexual assault, dating violence, domestic violence, or stalking, as those terms are defined herein.
 - a. "Sexual assault" means any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
 - b. "Dating Violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Whether such a relationship exists depends on the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - c. "Domestic Violence" means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim

under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

- d. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others; or suffer substantial emotional distress.
- B. "Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- C. "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- D. "Party" or "Parties" refers to both the complainant or respondent.
- E. "Education program or activity" includes locations, events, or circumstances over which the School District exercised substantial control over both the respondent and the context in which the sexual harassment occurs.
- F. "Investigator" means a person who investigates a ~~formal~~ complaint. The investigator of a ~~formal~~ complaint may not be the same person as the Decision-maker or the Appellate Decision-maker. The Investigator may be a school district employee, school district official, or a third party designated by the school district.
- G. "Decision-maker" means a person who makes a determination regarding responsibility after the investigation has concluded. The Decision-maker cannot be the same person as the Title IX Coordinator, the Investigator, or the Appellate Decision-maker. If the respondent is an employee of the school district the Director of Human Resources or their designee will serve as the decision maker. If the respondent is a student enrolled in a secondary school within the school district, the school district's Assistant Superintendent for Secondary Schools or their designee will serve as the decision maker. If the respondent is a student enrolled in an elementary school within the school district, the school district's Assistant Superintendent for Elementary Schools or their designee will serve as the decision maker.
- H. "Appellate Decision-maker" means a person who considers and decides appeals of determinations regarding responsibility and dismissals of ~~formal~~ complaints. The Appellate Decision-maker cannot be the same person as the Title IX Coordinator, Investigator, or Decision-maker. The Appellate Decision-maker is the school district's General Counsel or their designee.
- I. "Supportive measures" means individualized services provided to the complainant or respondent without fee or charge that are reasonably available, non-punitive, non-disciplinary, not unreasonably burdensome to the other party, and designed to ensure equal educational access, protect safety, and deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, alternative educational services as defined under Minn. Stat. § 121A.41, as amended, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the school district buildings or property, and other similar measures.

IV. ASSURANCES OF NEUTRALITY AND ADEQUATE TRAINING

- A. A Respondent is presumed to not be responsible for the alleged conduct until a determination regarding responsibility has been made.
- B. The Title IX Coordinator, Investigator(s), and Decision-Maker(s) will receive training regarding the definition of sexual harassment in this process, how to serve impartially, how to avoid prejudgment of the facts at issue, bias based on sex, bias in favor of complainants or respondents in general, and bias or conflicts of interest with respect to any particular student(s).
- C. The Title IX Coordinator shall receive training regarding the requirements of a ~~formal~~ complaint, the required contents of the notice of allegations, and the steps of the grievance process.

- D The Investigator(s) and Decision-Maker(s) will be trained on what constitutes relevant evidence, for purposes of the investigation report and/or advisor questioning of the other party.

V. ADVISORS

Complainants and respondents are permitted to have an advisor of their choice present at all proceedings that require the complainant or respondent's attendance during the investigation. An advisor may be, but is not required to be, an attorney. Advisors will be required to agree to non-disclosure of information/data regarding the grievance process, to ensure the data privacy rights of the parties and any witnesses.

VI. INITIAL RESPONSE TO ~~FORMAL~~ COMPLAINTS

- A. **~~Formal~~ Complaint.** The term "~~formal~~ complaint" means a document, either electronic or in hard copy, filed by a complainant or signed by the Title IX Coordinator or an oral complaint to district staff or the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the School District investigate the allegation of sexual harassment. The complainant must be participating or attempting to participate in a School District education program or activity at the time the ~~formal~~ complaint is filed.
- B. **Initial Contact with Complainant.** The Title IX Coordinator must promptly contact the complainant (i.e., the individual alleged to be the victim of sexual harassment, who may or may not be the person who reported the sexual harassment) to:
1. Discuss the availability of supportive measures;
 2. Consider the complainant's wishes with respect to supportive measures;
 3. Inform the complainant of the availability of supportive measures with or without filing a ~~formal~~ complaint;
 4. If ~~formal~~ complaint has not been completed, explain to the complainant the process for filing a ~~formal~~ complaint;
 5. If appropriate, determine suitable supportive measures and coordinate with appropriate administrators to provide supportive measures to the complainant during the pendency of the investigation;
 6. Document any supportive measures provided and maintain privacy of supportive measure as required by Title IX and the Minnesota Government Data Practices Act.

C. **Dismissal of Complaint**

1. After receipt of ~~formal~~ complaint, the Title IX Coordinator will determine whether the ~~formal~~ complaint is not covered under Title IX and these procedures. A ~~formal~~ complaint must be immediately dismissed if:
 - a) The conduct alleged in the ~~formal~~ complaint, even if proven, does not meet the definition of sexual harassment set by these procedures;
 - b) The conduct alleged in the formal complaint did not occur in the School District's education program or activity; or
 - c) The conduct alleged did not occur against a person in the United States.
2. The ~~formal~~ complaint may also be dismissed if:
 - a) The complainant notifies the Title IX Coordinator, in writing, that they would like to withdraw the complaint;
 - b) The respondent is no longer enrolled at or employed by the school; or
 - c) Specific circumstances prevent the School District from gathering evidence sufficient to reach a determination as to the complaint.
3. If it is determined that the ~~formal~~ complaint will be dismissed under this paragraph, the parties shall be notified, in writing, of dismissal and the reason(s) for the dismissal. Dismissal of a ~~formal~~ complaint does not preclude the imposition of discipline arising out of the same conduct for any other violations of the student code or the School District's policies.

- D. **Notice to the Parties.** If the complaint is not dismissed under Section C above, within 5 business days of receipt of the ~~formal~~ complaint, the Title IX Coordinator will provide both parties with a written notice informing the parties about who will investigate the ~~formal~~ complaint and notice regarding the following information:
1. Notice of this grievance process, including any informal resolution process;
 2. Notice of the allegations, including sufficient details to the extent they are known at the time. The phrase "sufficient details" includes, but is not limited to, the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident. To the extent that any of these details are not known at the time the ~~formal~~ complaint is filed, the Title IX Coordinator must provide a supplemental notice when it learns of new or additional information;
 3. A statement that the respondent is presumed not responsible and that a determination regarding responsibility will be made at the conclusion of the grievance process;
 4. Notice that the parties may have an advisor of their choice, subject to the requirements of Section IV of this Process; and
 5. Notice informing the parties of any provision of the School District's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

VII. EMERGENCY REMOVALS AND INTERIM SUPPORTIVE MEASURES

- A. Generally, consistent with the School District's presumption of non-responsibility until the investigation has been completed and a determination of responsibility has been made, the School District will not suspend, expel or exclude a respondent while an investigation is pending under the grievance process.
- B. Notwithstanding Paragraph A of this Section, if, after undertaking an individualized safety and risk analysis, the School District determines that the respondent poses an immediate threat arising from the allegations of sexual harassment to the physical health or safety of any student or other individual, including the respondent themselves, the respondent may be removed from a school building on an emergency basis in a manner consistent with the Pupil Fair Dismissal Act or applicable contract rights.
- C. A respondent who is removed on an emergency basis must be notified of the School District's decision and provided with an opportunity to challenge the decision immediately following removal. The respondent shall bear the burden of proving that the removal decision was incorrect.
- D. Nothing in this Section shall be construed to prevent the School District from suspending, excluding, expelling, or otherwise removing a student from school for any reason other than a pending sexual harassment investigation.
- E. The School District may place a non-student employee who is accused of sexual harassment on administrative leave pending the completion of this grievance process.
- F. The School District should offer interim supportive measures on an equal basis to all parties. Any measure that is made available to one party shall not be denied to the other party. Any supportive measures provided to either party shall be maintained as confidential, to the extent that confidentiality will not impair the School District's ability to provide such measures.

VIII. CONDUCT OF INVESTIGATIONS

- A. **Presentation of Evidence and Identification of Witnesses.** Both parties shall have an equal opportunity to present evidence and to identify witnesses who they claim have potentially relevant evidence.
- B. **Interviews of Parties.** A party shall be notified in writing of any interview of that party with sufficient time to prepare. The written notification shall include the date, time,

location, participants, and purpose of the interview. Neither a party nor that party's advisor shall be permitted to attend the interview of an adverse party.

- C. **Interviews of Witnesses.** Neither party nor their advisor shall have the right to receive advance notice of the interview of a third-party witness, nor shall any party or their advisor be allowed to attend the interview of a third-party witness.
- D. **External Records.** A party's medical or psychological records may only be obtained, accessed, considered, disclosed, or otherwise used with the voluntary written consent of the eligible student or of a parent. Eligible students or parents should be advised that any medical or psychological records that are disclosed to the School District will be shared with the opposing party and the opposing party's advisor during the grievance process.
- E. **Review of Evidence.** Both parties shall be provided any evidence that is directly related to the allegations raised by a ~~formal~~ complaint, regardless of whether the School District intends to rely on said evidence in reaching a determination regarding responsibility, prior to completion of the investigative report. The parties, and their advisors, if any, will each have ten (10) calendar days to respond to the evidence in writing, and the investigator must consider any written submissions received within those ten days prior to completion of the investigative report.
- F. **Investigative Report.** The investigator will complete their investigation and prepare a written report within 30 calendar days of their appointment to investigate the ~~formal~~ complaint. The investigator can extend the deadline for completion of the investigation report for good cause and will timely notify the parties of the need for an extension. The investigative report must fairly, and neutrally, summarize the relevant evidence.

VIII. DETERMINATION OF RESPONSIBILITY

- A. **Responding to the Completed Investigation Report.** Upon completion of the investigation report, the investigator will provide a copy of their report to the decision-maker. After promptly reviewing the investigation report, the decision maker will provide a copy of the investigation report to the complainant and respondent simultaneously.
- B. **Response to Investigation and Written Questions.** After the investigation report has been provided to the parties, but before a decision is made regarding responsibility, the decision-maker shall provide each party the opportunity to provide a written response to the investigation report and to submit written, relevant questions that the party wants asked of any party or witness.
 - 1. Each party must provide their written response to the investigation report and their written questions to the decision-maker within 10 business days after the investigator sends the parties the written investigation report. A party who does not provide written questions by this deadline is deemed to have waived their opportunity to participate in this process.
 - 2. The decision-maker will screen the questions for relevance within 5 business days after receiving them. If the decision-maker determines that a question is irrelevant, the party proposing the question will receive a written explanation of why the question is not relevant and will not be asked. Questions and/or evidence relating to the complainant's sexual predisposition and prior sexual behavior are not relevant, unless they are offered to prove consent or to prove that the act alleged was committed by someone other than the respondent.
 - 3. The party or witness to whom the written questions are proposed will have 10 business days to respond in writing. Written responses will be provided to the party proposing the questions, who will then have 3 business days to submit follow-up questions. Follow-up questions will also be screened for relevance and to determine whether the follow up questions are confined to the response(s) provided by the other party. Answers to relevant follow-up questions will be provided within 3 business days.

4. The advisor of the party's choice may assist with the formulation of questions and of answers to questions.
- C. **Standard of Proof.** The School District retains, at all times, the burden of proof and the burden of gathering sufficient evidence to reach a determination regarding responsibility. In reviewing the investigation report and determining whether the respondent is responsible for the conduct alleged, the School District's decision-maker(s) shall apply the preponderance of the evidence standard. "Preponderance of the evidence," as used in the procedure, means that the respondent will be found responsible only if it is more likely than not that they engaged in the conduct constituting sexual harassment, as defined by these procedures. The same standard of proof shall apply regardless of whether the respondent is a student or a staff member.
- D. **Written Determination Regarding Responsibility.** The decision-maker(s) shall issue a written determination within 60 calendar days of receiving the investigation report. The written determination must be provided simultaneously to both parties and should contain the following:
 1. Identification of the allegations potentially constituting sexual harassment;
 2. A description of the procedural steps taken under this process, including any notifications, interviews, hearings, and other methods used to gather evidence, if applicable;
 3. Findings of fact supporting the determination;
 4. Conclusions regarding the School District's Policies and Procedures;
 5. A statement of the result as to each allegation, including a determination regarding responsibility, the rationale for the result, any disciplinary sanctions imposed on the respondent, and any remedies designed to restore or preserve the complainant's equal access to the School District's education program or activity; and
 6. The appeal procedure described in this procedure.

IX. SANCTIONS AND REMEDIES

If a respondent is determined to have engaged in conduct that meets the definition of sexual harassment, discipline shall be imposed in accordance with the School District's policies and procedures. The level of discipline imposed shall be determined based on the facts identified in the investigation report and relied upon by the decision-maker, the respondent's disciplinary history, the severity of the conduct, and other factors that the School District may deem relevant.

X. APPEALS

- A. Either party may appeal the decision-maker's determination, or the dismissal of a ~~formal~~ complaint, within 10 business days of the written determination or written notice of dismissal being issued. The appeal of the written determination must be in writing and must be
- B. An appeal may be made on any of the following bases:
 1. A procedural irregularity affected the outcome of the matter;
 2. New evidence, that was not reasonably available at the time the determination regarding responsibility or dismissal was made, would affect the outcome of the matter; or
 3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias against the complainant or respondent in this matter, or against complainants or respondents in general.
- C. Appeals shall be heard by a decision-maker who did not make the initial determination regarding responsibility and who is not the investigator in this matter or the Title IX Coordinator.

- D. The decision-maker reviewing the appeal shall notify both parties when either party has filed an appeal. Both parties will have 5 business days from when the decision-maker reviewing the appeal provides such notice to submit a written statement in support of, or challenging, the dismissal or the determination of responsibility.
- E. The appeal decision-maker shall issue a written decision within 30 calendar days of a party's written appeal simultaneously to both parties that describes the result of the appeal and provides the rationale for said result.

XI. DISTRICT EXTENSION OF TIMELINES

Although the school district strives to adhere to the timelines described above, in each case, the school district may extend the time frames set forth in this procedure for good cause. Good cause may include, without limitation: an agreement of the parties to engage in information resolution; the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening school district holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.

XII. RETALIATION

It is a violation of these procedures for any individual to intimidate, threaten, coerce, or discriminate against any individual to interfere with their rights under this procedure, or because that individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in any process described in this process. Complaints alleging retaliation may be filed with the Title IX Coordinator, [the Executive Director of Human Resources](#). Notwithstanding the above, it shall not be considered retaliation if the School District asserts a code of conduct violation against any individual who makes a materially false statement in bad faith. A determination regarding responsibility, standing alone, does not prove that any party made a materially false statement in bad faith.

XIII. INFORMAL RESOLUTION

At any time after a ~~formal~~ complaint has been filed, and before a determination regarding responsibility has been made, the School District may offer informal resolution. "Informal resolution" means options for resolving a ~~formal~~ complaint that do not involve a full investigation and adjudication. Informal resolution may encompass a broad range of conflict resolution strategies, including mediation or restorative justice. Both parties must voluntarily consent in writing to participate in any informal resolution process(es). Either party retains the right to withdraw from the informal resolution process at any time before a resolution is reached and to resume the grievance process as laid out above. Once both parties have agreed to an informal resolution, however, neither party may resume the grievance process with respect to those allegations. Voluntary consent shall only be effective where the parties both receive a written notice detailing the allegations, the informal resolution process and its consequences, and the right to withdraw before a resolution is reached. Informal resolution is not available where the complaint alleges that an employee has sexually harassed a student.

Procedure 102B Adopted 11/16/2021

Legal References:

20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)

Employee Complaint & Concern Form

Use this form to report allegations of misconduct under Policy 102 (harassment, discrimination or sexual misconduct) or potential violations of student-teacher boundaries. All submissions will be reviewed timely and addressed in accordance with established procedures. We are committed to maintaining a respectful and professional work environment, and all concerns will be taken seriously and handled appropriately.

* Indicates required question

1. Reporter's Name (You can report anonymously. However, choosing not to provide contact information may limit our ability to fully investigate your concern.)

2. Reporter's email address

3. Reporter's phone number

4. Date

Example: January 7, 2019

5. Please select the site this is concerning

Mark only one oval.

- ☐ 279Online
- ☐ Arbor View
- ☐ Aspen Ridge
- ☐ Basswood
- ☐ Birch Grove
- ☐ Brooklyn Middle
- ☐ Cedar Island
- ☐ Edinbrook
- ☐ Educational Service Center (ESC)
- ☐ Elm Creek
- ☐ Fair Oaks
- ☐ Fernbrook
- ☐ Garden City
- ☐ Maple Grove Middle
- ☐ Maple Grove Senior High
- ☐ North View Middle
- ☐ Oak View
- ☐ Osseo Area Learning Center
- ☐ Osseo Education Center
- ☐ Osseo Middle
- ☐ Osseo Senior High
- ☐ Palmer Lake

- ☐ Park Brook
- ☐ Park Center Senior High
- ☐ Rice Lake
- ☐ Rush Creek
- ☐ Weaver Lake
- ☐ Willow Lane
- ☐ Woodland
- ☐ Zanewood

6. What is your concern regarding? (Check all that apply)

Check all that apply.

- ☐ Harassment
- ☐ Discrimination
- ☐ Student-teacher Boundaries
- ☐ Other:

7. My concern is about

Mark only one oval.

- ☐ A Staff Member
- ☐ Other:

8. Please identify all individuals involved in the concern/complaint and describe their role or involvement. If an incident occurred, include the date of the incident and names of any witnesses with first-hand knowledge.

9. When and where did the incident take place?

10. Please provide as many details as possible about this issue or incident.

11. Have you reported this to a staff member in the school district?

Mark only one oval.

☐ Yes

☐ No

12. If you have reported it to a staff member, who did you report it to? Include the date.

13. By checking this box, I understand that all content submitted via this form is reported in good faith. *

Mark only one oval.

☐ I understand.

14. By checking this box, I understand this reporting tool is not monitored 24/7. I am not using this tool to report an emergency, as I know emergencies should be reported immediately by calling 911. *

Mark only one oval.

☐ I understand.

POLICY 503 – ATTENDANCES AND ABSENCES

I. PURPOSE

The purpose of this policy is to encourage regular school attendance.

II. GENERAL STATEMENT OF POLICY

- A. Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student.
- B. In accordance with the Minnesota law, students in the school district are required to attend all assigned classes every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence as reflected in the procedures for this policy.
- C. Class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.
 - 1. Student's Responsibility. It is the student's Right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent or tardy from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.
 - 2. Parent or Guardian's Responsibility. It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.
 - 3. Teacher's Responsibility. It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.
 - 4. Administrator's Responsibility. It is the administrator's responsibility to require students to attend all assigned classes. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

III. CONSEQUENCES FOR UNEXCUSED ABSENCES

- A. Students with unexcused absences may be subject to the following consequences:
 - 1. In cases of recurring unexcused full or partial day absences where a student is habitually truant, the administration may refer family to Hennepin County be@school, make a report to Child Protection (for children under 12), and/or request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statute.

2. The district may terminate the enrollment of an open enrolled student if at the end of the school year the student is determined to be habitually truant. A habitual truant is a child who is at least twelve (12) years old and less than eighteen (18) years old who is absent from attendance at school without lawful excuse for one or more class periods on seven (7) school days per school year if the child is in middle school, junior high school, or high school, or a child who is seventeen (17) years of age who is absent from attendance at school without lawful excuse for one (1) or more class periods on seven (7) school days per school year and who has not lawfully withdrawn from school under Minnesota Statutes, section 120A.22, subdivision 8. A habitual truant also means a child under age twelve (12) who has been absent from school for seven (7) school days without lawful excuse, based on a showing by clear and convincing evidence that the child's absence is not due to the failure of the child's parent, guardian, or custodian to comply with compulsory instruction laws.

3. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minnesota Statutes, chapter 260A.

may terminate the enrollment of an open enrolled student (i.e. enrolled in the district pursuant to Minnesota Stat. 124D.03 & 124D.08) at the end of a school year if the student is determined to be habitually truant, their truancy has been reported and processed under state and county truancy processes, and their case has been referred to juvenile court.

2. The district may terminate the enrollment of a nonresident student over the age of 17 enrolled under this section if the student is absent without lawful excuse for one or more periods on 15 school days and has not properly withdrawn from school under compulsory attendance laws.

3.4. If the student is a resident of the district and they are attending a district school other than the district school assigned to the attendance area of their residence area, the district may terminate the student's enrollment at that school outside their attendance area if the student is habitually truant. Resident students whose school enrollment is terminated under this paragraph would continue to be eligible for enrollment at the district school serving their residence area.

4.5. A student may not participate in any extracurricular activity if they have an unexcused absence from any class during the day.

IV. LEGITIMATE EXEMPTIONS TO COMPULSORY ATTENDANCE

A. Excused Absences. The following reasons shall be sufficient to constitute excused absences:

1. Illness.
2. Serious illness in the student's immediate family.
3. A death or funeral in the student's immediate family or of a close friend or relative.
4. Medical, dental, or orthodontic treatment, or a counseling appointment.
5. Court appearances occasioned by family or personal action.
6. Religious instruction not to exceed three hours in any week.
7. Physical emergency conditions such as fire, flood, storm, etc.
8. School administration decision to remove/dismiss a student from school
9. Family emergencies.
10. Situations related to parent(s)/guardian(s)/student's active duty in any military branch of the United States.
11. A student's condition that requires ongoing treatment for a mental health diagnosis.
12. Students who temporarily lack digital access during remote learning days.
13. Family safety concerns when authorized by school administration.
14. Extreme weather condition concerns of family when authorized by school administration
15. A student's religious or cultural observances.

- ~~16. A student's college and/or post-secondary program visit when authorized by school administration.~~
- ~~17. Transportation barriers or interruptions communicated by the district transportation department, parent/guardian or student to school staff or administrator~~
- ~~18. Family activities, for up to five school days within one school year which are subject to approval by school administration and where the parent(s)/guardian(s) and student have agreed that student will complete school work assigned during the absence.~~

~~B. Verification of Excused Absence. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. In the case of a health related excused absence, a note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.~~

~~C. Expectations for Excused Absences. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.~~

~~D. Participation in Extracurricular Activities. School-initiated absences will be accepted and participation permitted. If a student is absent from school due to medical reasons, they must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.~~

~~V. TARDIES~~

~~A. Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness and may result in disciplinary or other corrective action at the discretion of school administration.~~

~~B. District administration will develop uniform tardy reporting procedures that will be applied consistently across elementary and secondary schools.~~

~~VI.~~ IV. REQUIRED REPORTING

After a student has three unexcused absences of a student in a school year, school administration will notify the student's parent(s)/guardian(s) that their student is potentially truant. After seven unexcused absences, the student will be considered habitually truant and school administration will file a report with Hennepin County or with the county where the child resides. School administration will follow the reporting, diversion and due process procedures established by Hennepin County.

V. The school board directs the superintendent to establish rules and procedures regarding student absences consistent with this policy. These procedures should seek to provide consistency for how absences are handled. These may be designed for grade levels, or similar criteria.

Legal References:

Minn. Stat. § 120A.05 (Definitions)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. § 120A.35 (Absence from School for Religious Observance)

Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)
Minn. Stat. § 260C.007, subd. 19 (Habitual Truant Defined)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Goss v. Lopez, 419 U.S. 565 (1975)
Slocum v. Holton Bd. of Educ., 429 N.W.2d 607 (Mich. App. Ct. 1988)

Revised:

Re-write adopted: 5/24/22
Policy 513 Adopted: 7/21/76

PROCEDURE 503 – ATTENDANCES AND ABSENCES

I. The parent/guardian of a student is to notify the school of the absence and the reason for the absence by 10:00 am as soon as possible of the day the student is absent. If the school is not informed of the absence, school personnel will contact the parent/guardian.

II. EXCUSED ABSENCES

A. Excused Absences. The following reasons shall be sufficient to constitute excused absences:

1. Illness.
2. Serious illness in the student's immediate family.
3. A death or funeral in the student's immediate family or of a close friend or relative.
4. Medical, dental, or orthodontic treatment, or a counseling appointment.
5. Court appearances occasioned by family or personal action.
6. Religious instruction not to exceed three hours in any week.
7. Physical emergency conditions such as fire, flood, storm, etc.
8. School administration decision to remove/dismiss a student from school
9. Family emergencies.
10. Situations related to parent(s)/guardian(s)/student's active duty in any military branch of the United States.
11. A student's condition that requires ongoing treatment for a mental health diagnosis.
12. Students who temporarily lack digital access during remote learning days.
13. Family safety concerns when authorized by school administration.
14. Extreme weather condition concerns of family when authorized by school administration
15. A student's religious or cultural observances.
16. A student's college and/or post-secondary program visit when authorized by school administration.
17. Transportation barriers or interruptions communicated by the district transportation department, parent/guardian or student to school staff or administrator
18. Family activities, for up to five school days within one school year which are subject to approval by school administration and where the parent(s)/guardian(s) and student have agreed that student will complete school work assigned during the absence.

B. Verification of Excused Absence. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. In the case of a health related excused absence, a note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

C. Expectations for Excused Absences. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

D. Participation in Extracurricular Activities. School-initiated absences will be accepted and participation permitted. If a student is absent from school due to medical reasons, they must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

III. UNEXCUSED ABSENCES

A. Unexcused Absences. Absences that do not meet district criteria for excused absences may be classified as unexcused.

B. When patterns of unexcused absences emerge, the school will work collaboratively with students and families to identify barriers to attendance and provide appropriate supports and interventions. These may include:

1. Family or parent/guardian conferences
2. Attendance support or intervention plans
3. Connection to school support staff and resources
4. Additional interventions aligned with district attendance procedures

C. Prior to formal truancy referral, schools shall make reasonable efforts to:

1. Engage parents/guardians
2. Identify attendance barriers
3. Offer school and community based supports
4. Develop attendance improvement strategies
5. Nothing within this procedure limits the district's authority to initiate earlier intervention when circumstances warrant under applicable Minnesota law.

D. In situations where attendance concerns persist despite interventions and support efforts, schools will proceed in accordance with Hennepin County Truancy/Educational Neglect Reporting Requirements pursuant to Minnesota Statutes Section 260A.02 and Minnesota Statutes Section 260A.03.

IV. TARDIES

A. Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness and may result in disciplinary or other corrective action at the discretion of school administration.

B. District administration will develop uniform tardy reporting processes that will be applied consistently across elementary and secondary schools.

~~II.V. If the school is not informed of the absence, school personnel will contact the parent/guardian.~~

~~III. Students who are absent from school or class, regardless of the reasons, are required to make up all assignments missed.~~

~~IV. The school will inform the parent/guardian if a student's absenteeism becomes excessive and there is a danger of the student losing credit due to incomplete work.~~

Legal References:

M.S. 120A.22, subd. 12 – School Attendance

Revised:

Revised: 2/20/96

Legal References:

Adopted: 7/21/76

Policy 503 Adopted: 5/20/03
(formerly Policy 5111)

~~Revised: 2/20/96~~

~~Legal References:~~

~~Adopted: 7/21/76~~

~~M.S. 120A.22, subd. 12 – School Attendance~~

POLICY 510 – SCHOOL ACTIVITIES

I. Purpose

The purpose of this policy is to impart to students, employees, and the community, the school district's policy related to the student activity program. All student participation in co-curricular and extracurricular activities will be on a voluntary basis.

II. General Statement of Policy

School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental and emotional well-being. Student clubs and other student groups may be organized to promote or pursue specialized athletics, community service, social activities, or other special student interests. Consistent with the requirements of Minnesota Statute, the school district takes charge of, assumes control over and accounts for all student activity funds related to curricular, cocurricular and extracurricular student activities. The School Board delegates the oversight of student activity accounts to the Superintendent or their designee. In overseeing student activity accounts under this policy, the school board or administration will not maintain or account for funds generated by non-students including, but not limited to, ~~convenience funds of staff members~~, booster club funds, parent-teacher organization or association funds, or funds donated to the school district for specified purposes other than student activities.

III. Student Activity Fund

- A. Student activity funds will be used for co-curricular and extra-curricular activities that benefit the student body of the school.
- B. The administration will manage student activity funds in accordance with state requirements and regulations adopted to administer this policy.

IV. Responsibility

- A. All student participation in co-curricular and extra-curricular activities will be on a voluntary basis.
- B. All students who participate in school sponsored activities will represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.
- C. Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the ~~League-MSHSL~~ rules. Employees who conduct MSHSL activities will familiarize students and parents with all applicable rules, penalties, and opportunities.
- D. The superintendent will be responsible for conducting a periodic evaluation of school activities programs and presenting the results and any recommendations to the School Board.

V. Non-Sponsored Student Activities

Students may participate in non-sponsored student activities on a voluntary basis outside of instructional time. Non sponsored activities may use school district logos only with permission of a school principal or site leader.

Revised:

Reviewed: 5/24/22

Revised: 11/19/19

Revised: 4/19/16

Policy 510 Adopted: 5/15/01 (formerly Policy 5310)

Policy 5310 Adopted: 3/28/78

Cross References:

Policy 511 – Student Fundraising

Legal References:

M.S. 123B.49

PROCEDURE 510 – SCHOOL ACTIVITIES

- I. A student activity will be identified as co-curricular, extracurricular, or non-sponsored at the time the activity is established.

II. Definitions

A. Co-curricular Activities

1. Co-curricular activities are activities sponsored by the school district and approved by the School Board.
2. Co-curricular activities are designed to provide opportunities for students to participate, on an individual or group basis, in school and public events for the improvement of skills.
3. Co-curricular activities are not offered for school credit toward graduation.
4. Co-curricular activities have one or more of the following characteristics:
 - a. They are conducted at regular and uniform times during school hours, or at other times established by school administration.
 - b. Although not offered for credit, they are directed or supervised by instructional staff in a learning environment similar to that found in courses offered for credit.
 - c. They are partially funded by ~~public monies~~ the school district for general instructional purposes under the direction and control of the School Board.
5. Co-curricular activities include:
 - a. Student activities under the direction and regulation of the Minnesota State High School League, including athletics, speech, drama, and music contests, and
 - b. Student activities which include the sale of admission tickets to the general public and/or which are integrated into the curriculum (e.g., annual musical, ~~three-act~~ plays).

B. Extracurricular Activities

1. Extracurricular activities are activities sponsored by student clubs or groups and approved by the school district.
2. Extracurricular activities are direct and personal services for public school students for their enjoyment that ~~have are managed and operated under the guidance of an adult or a~~ staff member assigned for oversight and behavior management.
3. Extracurricular activities have all of the following characteristics:
 - a. They are not offered for school credit nor required for graduation.
 - b. They are generally conducted outside school hours or if partly during school hours, at times agreed by the participants and approved by school administration.
 - c. The content of the activities is determined primarily by the student participants under the guidance of a staff member ~~or other adult~~ to ensure compliance with district policies.

C. Non-Sponsored Activities

Non-sponsored activities are student activities that are not school district sponsored activities. These activities have the following characteristics:

1. Non-sponsored activities are not for credit nor required for graduation,
2. They are conducted outside of instructional time, but may occur on school district premises, and
3. The activities are determined by the student leaders. School district staff members may be present in a non-leadership capacity.

III. Fundraising and Accounting Requirements

A. Co-Curricular Activities

The school district will take charge of and control all co-curricular school activities. These activities are subject to the following criteria:

1. All monies received from co-curricular activities will be deposited in the school district general fund.

2. Upon presentation of properly allowed itemized claims, the School Board will authorize disbursement of the monies for expenses and salaries connected with the activities.
3. All revenues and expenditures related to curricular and co-curricular activities in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS) and school district policies and procedures.
4. The School Board must authorize a co-curricular activity in order for a teacher or student to participate in the co-curricular activity.
5. The consent of the School Board is required for the school name or any alias to be used.

B. Extra-Curricular Activities

1. The school district will take charge of and control all extracurricular activities to ensure compliance with school district policies. These activities are subject to the following financial criteria:
 - a. These activities will be self-sustaining, with the exceptions set out below.
 - b. All expenses, except direct supervisory salary costs and indirect costs of the use of school facilities, will be paid from dues, admissions or other student fund-raising events.
 - c. Only those salaries directly related to and readily identified with the activity will be paid from the general fund.
 - d. Other revenue and expenditures for extracurricular activities will be recorded in accordance with UFARS.
 - e. All monies received from extra-curricular activities will be deposited in the school district general fund,
 - f. The School Board will authorize disbursement of the monies for expenses and salaries connected with the activities upon presentation of properly allowed itemized claims,
 - g. Teachers and students may use the school or school district logo only after approved by the school principal or site leader and the Executive Director of Communications~~for school district sponsored activities~~.

IV. Student Activity Funds

- A. Student activity funds are used to account for dollars raised by the students for the students.

B. Authorization

1. Student activity funds are used for student activity purposes and for those students currently in school in a manner which meets a public purpose.
2. There is an adult of record who is primarily responsible for the management of the fund.
3. Student activity funds are managed in accordance with sound business practice and all transactions are open to inspection.
4. The size of an account is limited to a reasonable amount.
5. Other revenue and expenditures for student activities will be recorded in accordance with UFARS.
6. Individual activity accounts within Student Activity funds are audited annually.

- V. The school district will provide the opportunity for students to purchase student accident insurance.

- A. Enrollment materials will be made available to students in each building and/or online for student accident insurance.
- B. The student will pay premiums or other charges directly to the insurance company.
- C. The filing of claims and payment of benefits and/or claims will be the sole obligation of the insurance company and the individual.
- D. The school district or its employees will not become involved in the collecting of insurance fees, filing claims, or payment of benefits.

Revised:

Reviewed: 5/24/22

Revised: 11/19/19

Revised: 4/19/16

Procedure 510 Adopted: 5/15/01 (formerly Procedure 5310)

Procedure 5310 Adopted: 3/28/78

Cross References:

Policy 511 – Student Fundraising

Legal Reference: M.S. 123B.49

POLICY 511 – STUDENT FUNDRAISING

I. Purpose

The purpose of this policy ~~is~~ to address fundraising by students for school district sponsored and student sponsored activities.

II. General Statement of Policy

The School Board recognizes that generating additional revenue in support of school district programs can enhance educational services for students. The School Board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public. Fundraising activities must be compatible with the best interests of students, staff, and community and not detract from curricular activities.

III. Fundraising

A. Student groups may raise funds to support an educational activity. All school district sponsored fundraising activities and projects should contribute to the educational experience of the students enrolled in school. These activities and projects should never be in conflict with the instructional program. Participation in fundraising activities must be voluntary. No student will be denied the opportunity to participate fully in any student activity because the student or the student's family did not participate in student fundraising.

B. Approval of Fundraising Activities

1. The ~~School Board~~ Superintendent or designee will approve school sponsored fundraising activities, including activities in support of co-curricular and extracurricular activities in accordance with the Policy and Procedures 511.
2. The principal or site administrator will approve fundraising activities for class sponsored activities and will inform the Assistant Superintendent or designee in advance of the event.

C. Method of Fundraising Activities

1. Fundraising activities will be on a voluntary consumer and student participation basis.
2. Student groups should avoid sales activities where the consumer feels compelled to purchase or the student feels compelled to sell the product or services.
3. Door-to-door fund raising activities will be of a limited nature and with adult supervision or oversight.
4. Fund raising activities during the school day will be limited in number and will not conflict with regulations relating to food service programs, as prescribed by the State.
5. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization, and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.
6. The school district expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student organization, and the community in a responsible manner.

IV. Charitable Giving Campaigns Conducted by School District Staff

- A. Teachers or staff members must obtain the Principal's or site leader's approval prior to conducting a charitable giving campaign that solicits contributions from students.

- B. Such charitable giving campaigns should generally be limited to non-monetary contributions, such as food, toys, or clothing.
- C. The principal or site leader must notify parents of the charitable giving campaign prior to any solicitation of contributions from students.

Revised:

~~Policy~~ Revised: 3/15/16

~~Policy~~ Revised: 4/17/01

~~Policy~~ 511 Adopted: 12/7/99
(formerly Policy 5312)

~~Policy~~ Adopted: 3/23/78

Cross References:

Policy 542 - Extended Educational Trips

Policy 510 - School Activities

Policy 902 - Facilities

~~School Board~~

~~INDEPENDENT SCHOOL DISTRICT 279~~

~~Maple Grove, Minnesota~~

PROCEDURE 511 – STUDENT FUNDRAISING

I. Definitions

Some terms used in these procedures are defined more fully in the procedures for Policy 510 Student Activities.

- A. "Class sponsored activities" are fundraising activities such as charitable giving campaigns, sponsored by a class or school department that has been approved in accordance with the policy and these procedures. Class sponsored activities do not raise funds for students or staff. Class sponsored activities should be done in conjunction with a recognized charitable organization.
- B. "Co-curricular activities" are activities sponsored by the school district and approved by the school district.
- C. "Extra-curricular activities" are activities sponsored by student clubs or groups and approved by the school district.
- D. "Non-sponsored activities" are student activities that are not school district sponsored activities.
- E. "Non-school organization" means any organization that is not under the management or control of the school. Such organizations include, but are not limited to, Parent Teacher Associations or Organizations (PTAs/PTOs), Booster Clubs, and Senior Class Party.
- F. "School sponsored activities" are co-curricular, extra-curricular or class sponsored activities.

II. Requesting Fundraising Activities

A. The sponsoring employee or department will complete the Request for Fundraising Activity – Co-curricular or Extracurricular Activity form (Appendix A) and submit the request to the school principal or site administrator.

~~Forms requesting a fund raising activity will be available in the office of the Department of Leadership Teaching and Learning (DLTL) Assistant Superintendent or designee.~~

- 1. Any school employee who sponsors a fund raising activity form that is approved will submit an online facility use request located on the District's Community Education website page at <https://www.osseoschools.org/community/facility-rentals> <https://osseo.thatscommunityed.com>.
- 2. School and district sponsored fundraisers are a Priority II as indicated in Procedure 902 – Use of District Facilities and Equipment. Staffing fees for building supervision and custodial overtime will be applied to the facility use request and charged to the permit holder.
- 3. When submitting the facility request, the applicant will write "FUNDRAISER" in the title of the event.
- 4. In the notes section of the facility ~~use request, write "approved by _____."~~ Add the name of the administrator who has will provide the name of who approved the fundraiser event.
- B. Any teacher or other school district employee who wishes to propose a school sponsored student fundraising activity must complete the following steps prior to commencement of the project fundraising:
 - 1. Student fundraising for co-curricular and extra-curricular activities:
 - a. The sponsoring employee or department will complete the Request for Fundraising Activity – Co-curricular or Extracurricular Activity form (Appendix A) and submit the request to the school principal or site administrator.
 - b. Subject to paragraph c below, the school principal or site administrator will approve the request if the co-curricular or extracurricular fundraising activity meets the following requirements:
 - (i) The proposed fundraising activity is consistent with the school district mission and core values
 - (ii) Participation in the fundraising activity will not result in additional expense to the school district
 - (iii) The fundraising activity will be conducted in a manner that minimizes interference with the regular functioning of the school and school activities

- (iv) Any organization designated to receive proceeds of the activity has a current tax-exempt status
 - (v) The activity is age appropriate for the involved students
 - c. The principal or site administrator may limit the number, location, length, and time of year of fundraising activities. Limitations will be based on legitimate, school-related concerns.
 - d. The school principal or site administrator will forward the request to the appropriate Assistant Superintendent for review and final approval.
- 2. Student fundraising for Class Sponsored Activity
 - a. The sponsoring employee or department will ~~Complete Request for Fund Raising Activity—Class Sponsored Activity (Appendix A) and~~ submit ~~the a~~ request to the school principal ~~describing the student fundraising for a class sponsored activity.~~
 - b. Subject to paragraph c. below, the school principal or site administrator will approve the Request if the Class Sponsored Activity meets the following requirements:
 - (i) The proposed fundraising activity is consistent with the school district mission and core values
 - (ii) Participation in the fundraising activity will not result in additional expense to the school district
 - (iii) The fundraising activity will be conducted in a manner that minimizes interference with the regular functioning of the school and school activities
 - (iv) Any organization designated to receive proceeds of the activity has a current tax-exempt status
 - (v) The activity is age appropriate for the involved students
 - c. The principal or site administrator may limit the number, location and length of fundraising activities. Limitations will be based on legitimate, school-related concerns.

III. Scheduling of Fundraising Activities

- A. All fundraising activities will generally be scheduled outside of the regular school day.
- B. The building ~~p~~Principal or site administrator, and the Assistant Superintendent or designee, are responsible for scheduling fundraising activities so that there is a minimum number of conflicts.

IV. Principals or site administrators will be able to provide the following information to the ~~DLTL~~ Assistant Superintendent or designee:

- A. Number of fund raising activities at the site
- B. Number of dollars raised through fund raising
- C. Sponsoring organization of fund raising
- D. A categorization of types of fund raising
- E. Evaluation of fundraising activities on a scale to be determined by the DLTL Assistant Superintendent

V. Accounting Procedures for Fundraising Activities

- A. Funds raised by student groups will be accounted for as follows:
 - 1. Fundraising activities for co-curricular organizations will be accounted for in the general fund and in accordance with procedures outlined in the Administrative Accounting and Procedure Manuals ~~and Uniform Financial Accounting and Reporting Standards.~~
 - 2. Fundraising activities for extra-curricular organizations will be accounted for in the student activities fund and in accordance with "Manual of Instructions for Uniform Student Activities Accounting for Minnesota School Districts" ~~and Uniform Financial Accounting and Reporting Standards.~~
 - 3. The school district is responsible for all funds generated for co-curricular and extra-curricular activities ~~and accountability for the funds rests with the Superintendent.~~ Accounting procedures for school-sponsored fundraising will be guided by UFARS (Uniform Financial Accounting and Reporting Standards) and reported within the centralized accounting system through the Business Services Office.
 - 4. Class sponsored activities by student organizations, clubs, classes, departments, or associations within the student body, under the guidance of staff members for

educational, recreational, or cultural purposes, meeting the definition of a student activity as defined by the Manual on Activity Fund Accounting (MAFA) within Uniform Financial Accounting and Reporting Standards, are responsible for the funds they generate.

Accounting procedures for these funds will be guided by MAFA and reported within the centralized accounting system to the Business Services Office. Site activity fund summary reports will be available in the Business Services Office.

5. The Business Services Office in consultation with the school sites will establish internal controls for the management of the fundraising accounts to ensure accurate record-keeping and accountability for funds received.
6. The Business Services Office will make semi-annual reports to the School Board under the Consent Agenda.
- B. Extracurricular student groups donating funds that are to be used for curricular or co-curricular purposes must transfer the funds from the student organization to the school district. The school board will follow its usual procedure for acceptance of gifts through action by the School Board.

VI. Responsibility

- A. Teachers, Student Activity Advisors and Coaches are responsible for following the appropriate financial accounting requirements for funds raised through class sponsored co-curricular or extra-curricular activities. The sponsoring employee is responsible for obtaining permission, instructing students regarding fundraising activity conduct, and reporting the results of the activity to the principal or site administrator.
- B. The principal or site administrator may review fundraising requests with the school site council for input on the number of fundraisers to be conducted throughout the school year.
- C. The principal or site administrator will report all fundraising activities to the appropriate Assistant Superintendent as directed by the appropriate Assistant Superintendent.

VII. Liability

Schools will not take action that would lead others to believe that the school is in charge of or has responsibility for a non-school organization.

- A. School employees will not direct or manage a non-school fundraising organization for their own school, but may provide advice. A principal or site administrator may allow use of the school name, mascot and/or logo with appropriate restrictions consistent with this policy and procedures.
- B. Schools will require non-school fundraising organizations to agree to abide by the parameters set in this policy, including the following:
 1. Non-school fundraising organizations are not authorized to act as an agent or represent themselves as an agent of the school or school district, and
 2. Non-school organizations may not use school or school district letterhead to carry out their business.
 3. Websites operated or maintained by non-school organizations should not give the impression that the fundraising website is an official school website.

VIII. Donations

- A. Donations to a school or the school district should go through district-approved procedures.
- B. Employees applying for donations for school related activities will inform their principal or site administrator prior to commencing the application process.
- C. The conflict of interest provisions in the school district Administrative Procedures Manual and Policy 421 apply to any donations made to the school district or school district employees.

Revised:

~~Procedure~~ Revised: 1/24/17

~~Procedure~~ Revised: 3/15/16

~~Procedure~~ Revised: 4/17/01

~~Procedure~~ 511 Dated: 12/7/99

(formerly Procedure 5312)

Procedure Revised: 11/15/83

Procedure Adopted: 3/23/78

Cross-References

Policy 542 – Extended Education Trips

Policy 510 – School Activities

~~School Board—~~

~~INDEPENDENT SCHOOL DISTRICT 279—~~

~~Maple Grove, Minnesota~~

Appendix A - Procedure 511

**REQUEST FOR FUNDRAISING ACTIVITY
Co-curricular or Extracurricular Activity**

Date: _____

1. Name of organization _____
2. School _____ Advisor _____
3. Type of fundraising event _____
4. If event is centered around the sale of some special item (e.g. book of tickets), give the selling price of the item.

5. How much money do you expect to gross? _____
6. What will your expense amount to? _____
7. What do you expect to be your net profit? _____
8. Proposed dates for the event _____
9. Describe when the fundraising event would be conducted:
_____ Before school, if so, where _____
_____ During school, if so, where and when _____
10. Approximately how many organization or class members will be involved in the fundraising event (e.g. in the actual selling) _____
11. Does this fundraising event involve door-to-door selling or solicitation? _____
12. What commercial agency (if any) is cooperating in this venture? (name and address)

13. Why do you want to raise the money? (purpose or goal) _____

14. What educational activity is to be supported? _____

15. What do you expect students to learn from this? (objective)

A.

B.

C.

16. Describe how you will evaluate each of the objectives stated above.

A.

B.

C.

17. How do you expect to expend the fund? (attached proposed budget)

18. Approval:

A. _____
Signature of Advisor Date

B. _____
Signature of Principal Date

C. _____
Signature of Assistant Superintendent Date

POLICY 542 – EXTENDED EDUCATIONAL TRIPS

I. Purpose

The purpose of this policy is to provide direction for staff members, students, and parents/guardians as it pertains to extended educational trips that require overnight accommodations for students/participants. The goal of extended educational trips is to encourage learning and provide structure for a safe, educational experience.

II. Statement of Policy

The policy of the School Board is to authorize certain extended educational trips that complement the District curriculum. The general expectation of the School Board is that all student trips are well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested.

III. General Guidelines

- A. All extended educational trips are optional for students.
- B. Travel to any country subject to a level 3 travel advisory or higher by the U.S. Department of State is not authorized.
- C. Any field trip which requires air travel and overnight lodging must have an option for trip insurance for the family of a student or the student group participating in the field trip.
- D. All District policies regarding rules of conduct and discipline for students and employees shall apply to all extended educational trip activity.
- E. All scheduling, planning and supervision of extended educational trips shall comply with Procedure 542 – Extended Educational Trips.
- F. Every effort must be made to schedule extended educational trips on days when school is not in regular session.
- G. Financing
 - 1. Financing extended educational trips, except for the salary of District staff, is provided by the group making the request.
 - 2. The District does not pay the travel expenses of ~~d~~District staff **accompanying supervising students unless this requirement has an unequitable result particularly for extended field trips across multiple schools organized by district departments. In these cases, the district may pay the travel expenses of district staff supervising students upon approval of the Assistant Superintendent.**
 - 3. Fundraising to finance extended educational trips shall comply with Policy 511 – Fundraising Activities.
- ~~H. Students who miss school because of extended trips that are not sponsored by the District must arrange for their absence under applicable building attendance procedures.~~

Revised:

Revised: 12/15/20

Reviewed: 1/26/16

Revised: 5/15/12

Adopted: 11/21/00 (formerly 5311)

Revised: 11/15/83

Adopted: 3/28/78

Legal References

M.S. 123B.36

M.S. 123B.37

M.S. 123B.49

Cross References

Policy 511 - Fundraising Activities

PROCEDURE 542 STUDENTS – EXTENDED EDUCATIONAL TRIPS

I. General Procedure: Extended Educational Trips

Definitions

- A. An extended educational trip requires overnight accommodations for students/participants, whether during the regular school year or during a school break.
- B. Extended educational trips include those trips where the sponsoring organization uses the name of the school district or school within the school district and implies the consent, authorization, or sponsorship of the school district or school.

II. Criteria and Considerations

- A. The ~~Supervising~~ Assistant Superintendent – ~~Department of Leadership, Teaching and Learning (hereinafter DLTL)~~ or designee will use the following criteria for approving each proposal for an extended educational trip:
 - 1. Value to student's educational program.
 - 2. Safety and welfare of students.
 - 3. Time of the trip (during school year/outside school year).
 - 4. Total cost to students/participants.
 - 5. Sponsorship funding source and amounts.
 - 6. When extended educational trips do require an absence from classes, absences of more than five days will generally not be permitted.
 - 7. For purposes of supervision, the ratio of adults to students should generally be minimum of one adult for every fifteen students.
 - 8. All extended educational trips involving both male and female participants shall require both adult male and female chaperones ~~unless the parents of any students of the opposite sex of the chaperones consent to their students participating in the field trip without same sex chaperones.~~
 - 9. Compliance with Policy 542 – Extended Educational Trips.
- B. Trip organizers should ensure an uninterrupted educational program for all students, paying special attention to the following:
 - 1. The students participating in the trip.
 - 2. The student members of the organization who choose not to participate in the trip and remain at home.
 - 3. Classes which may experience reduced enrollment by the absence of the students participating in the trip.
- C. Trip organizers should carefully consider the distance and conditions of the trip. Extended educational trips by school groups outside the limits indicated below may require additional supporting documentation.
 - 1. Elementary School– within 50 miles of school district boundaries.
 - 2. Middle School – within the state of Minnesota.
 - 3. High School – within the Midwest area.

III. Requests and Approvals

- A. Except for trips to State Tournaments, proposals for extended educational trips must be submitted in writing. ~~(Appendix A, Proposal for Extended Educational Trip).~~ Trips to State Tournaments are conducted under procedures required by the Minnesota State High School League.
- B. All proposals must be first be reviewed and approved by the respective building principal and provided to the school nurse for advance notification. Staff will be reminded that no fees shall be collected by trip organizers before School Board approval.
- C. Principals will forward all proposals to their Assistant Superintendent to be fully vetted before forwarding to the School Board for final approval – DLTL for processing. The All proposals must arrive in the Assistant Superintendent's office a minimum of onebe submitted by the end of September of each school year or if there a reason that is not

feasible at least two months prior to the date of departure to allow for adequate time for decision making and vetting by the principal, Assistant Superintendent, notification to the school nurse to address medical needs of students participating, and for contract review by the Procurement Department.

- D. Proposals which are approved by the Assistant Superintendent or designee are forwarded to the School Board for final approval. When approved, the Assistant Superintendent will notify the school principal, school nurse and Procurement Department. After School Board approval, trip organizers may begin collecting trip related fees.
- E. ~~Proposals must be fully approved before trip organizers sign any contracts with travel agencies or collect any trip related fees~~Only the Procurement Department can sign contracts with travel agencies.

IV. Arrangements

- A. Transportation ~~may must~~ ~~be provided by the school district~~ consistent with Policy 707 – Transportation of Students.
- B. Chaperones shall be selected by and are under the supervision of the teacher/advisor accompanying the trip. Non-District staff chaperones will be considered volunteers and are subject to policy 906 – School Volunteers.
- C. Reasonable accommodation for students with disabilities shall be provided.
- D. Trip advisors and principals should determine prior to actual travel if the U.S. Government has issued a travel warning or alert that could put Americans in harm's way. ~~ISD 279The school district through the supervising Assistant Superintendent – DLT~~L reserves the right to postpone or cancel the extended educational trip at any time due to conditions throughout the world that may be deemed unsafe.
- E. Trips traveling outside the continental United States require an additional insurance rider to the school district's insurance policy. The ~~Assistant Superintendent of DLT~~school principal will confirm school district insurance coverage prior to the trip departure date.
- F. The travel, lodging, and food expenses of school district staff and chaperones may be furnished in part or in full by the sponsoring organization. However, school district staff and/or chaperones may choose to pay all or part of the above listed costs.

V. Parental and Student Responsibilities

- A. Students will abide by all school district policies while participating in school sponsored extended field trips, including but not limited to policies governing student behavior.
- ~~B. In the case of extended trips which are not school authorized, parents are to follow the procedures applicable in the school building their child attends relating to excusing the student from school. Those procedures generally require the parents to notify the school in advance of the extended absence of the student.~~
- C.B. All extended educational trips require parent/guardian authorization.

Revised:

Revised: 12/15/20

Revised: 1/26/16

Revised: 9/23/14

Revised: 5/15/12

Procedure 542 Dated: 11/21/00 (formerly Procedure 5311)

Cross Reference

Policy 511 – Fundraising Activities

Procedure Revised: 11/15/83

Procedure Dated: 3/28/78

POLICY 545 – STUDENT FEES

I. PURPOSE

The school district will provide free public school education, and no student will be denied an education because of economic inability to furnish educational books and supplies necessary to complete educational requirements necessary for graduation.

II. GENERAL STATEMENT OF POLICY

Any practice leading to suspension, coercion, exclusion, withholding of grades or diplomas, or discriminatory action based upon nonpayment of fees denies students their right to equal protection and entitled privileges, and is prohibited by Minnesota laws and this policy.

III. ACCEPTABLE FEES

A. The school district may:

1. Accept voluntary contributions;
2. Make certain charges authorized by law and;
3. Establish fees in areas considered extracurricular, non-curricular or supplementary to the requirements for the successful completion of a class or educational program.

B. The school district may not require the payment of fees except as authorized by the Minnesota Public School Fee law.

IV. NEW FEES

The school district may initiate new fees after holding a public hearing in accordance with the Minnesota Public School Fee Law.

Reviewed:

Reviewed: 8/30/22

Revised: 4/19/16

Dated: 11/21/00 (formerly Policies 5510, 5511, 5512 & 5513)

Legal References

M.S. 123B.34 et seq. Minnesota Public School Fee Law

M.S. 123B.88, Subd. 22

M.S. 124D.52 – Adult Basic Education

PROCEDURE 545 – STUDENT FEES

I. Authorized Fees

- A. In accordance with the Minnesota Public School Fee Law, the school district is authorized to require payment of fees in the following areas:
 - 1. In any program where the resultant product, in excess of minimum requirements and at the student's option, becomes the personal property of the student.
 - 2. Admission fees or charges for extracurricular activities where attendance is optional.
 - 3. A security deposit for the return of materials, supplies, or equipment.
 - 4. Personal physical education and athletic equipment and apparel. A student may provide his/her own equipment or apparel if it meets reasonable requirements and standards relating to health and safety established by the School Board.
 - 5. Items of personal use or products which a student may purchase at his/her own option, such as student publications, class rings, annuals, and graduation announcements.
 - 6. Fees specifically permitted by any other state statute.
 - 7. Field trips considered supplementary to a school district educational program.
 - 8. Any authorized voluntary student health and accident benefit plan.
 - 9. A rental fee for the use of musical instruments owned or rented by the school district, not to exceed either the school district's rental cost or the annual depreciation plus the actual annual maintenance cost for each instrument.
 - 10. Transportation to and from:
 - a. Extracurricular activities, when attendance is optional.
 - b. School for which no aid or levy is authorized by state statute, provided that no student is denied transportation solely because of inability to pay.
 - c. Post-secondary institutions for students enrolled under the post-secondary enrollment options.
 - 11. Motorcycle classroom education courses conducted outside of regular school hours, provided the charge does not exceed the school district's actual cost.
 - 12. The school district may charge reasonable fees for goods and services provided in connection with any post-secondary instructional program other than those conducted as part of Adult Basic Education.
- B. Students may be required to furnish:
 - 1. Personal or consumable items including pencils, paper, pens, erasers and notebooks.
 - 2. Personal transportation to and from an instructional community-based employment station which is part of an approved occupational secondary vocational program when the student receives remuneration for participation in the program.
- C. The school district may operate a school store wherein students may purchase school supplies and materials.
- D. The school district may waive any deposit or fee if any student or his/her parent/guardian is unable to pay it.

II. Prohibited Fees

- A. The school district will not authorize the charging of fees for supplies, instructional materials, staff, or activities required as part of a course or basic educational program, including:
 - 1. Textbooks, workbooks, art materials, laboratory supplies, towels, except as specified below.

2. Supplies necessary for participation in any instructional course except as authorized by this policy.
 3. Field trips which are required as a part of a basic education program or course.
 4. Graduation caps, gowns, any specific form of dress necessary for any educational program, and diplomas.
 5. Instructional costs for necessary school personnel employed in any course or educational program required for graduation.
 6. Library books required to be utilized for any educational course or program.
 7. Admission fees, dues, or fees for any activity the student pupil is required to attend.
 8. Any admission or examination cost for any required educational course or program.
 9. Locker rentals.
 10. Transportation for which state transportation aid or levy authority is available.
- B. The school district may charge fees for textbooks, workbooks, and library books lost or destroyed by students provided the school district has provided annual notification of the charging of such fees.

III. Prohibited Actions

No student's rights or privileges, including the receipt of grades or diplomas, may be denied or abridged for non-payment of fees. The school district may maintain an action provided by law for the collection of authorized fees.

Reviewed:

Reviewed: 8/30/22

Revised: 4/19/16

Procedure 545 Dated: 11/21/00

(formerly Policies 5510, 5511, 5512 & 5513)

Legal References

M.S.123B.34 et seq. Minnesota Public School Fee Law

M.S. 123B.88, Subd. 22

M.S. 124D.52 – Adult Basic Education

POLICY 558 – ENROLLMENT ~~OPTIONS PROGRAM~~ OF NONRESIDENT STUDENTS

I. PURPOSE

~~The school district desires to participate in the Enrollment Options Program (Open Enrollment) established by Minnesota Statutes, section 124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination.~~

~~The school district values school choice and participates in the enrollment options established in this policy.~~

II. GENERAL STATEMENT OF POLICY

~~The school board adopts specific standards for acceptance and rejection of open enrollment applications. In order to provide school choice, all students are eligible to attend a school other than their assigned school, provided they are not dependent on district transportation; capacity is available at the school of choice; the times are followed; and application materials are accurate and complete.~~

III. OPEN ENROLLMENT ~~OPTIONS~~PROCESS

~~The school board directs the Superintendent or designee to develop procedures implementing the open enrollment process.~~

- ~~A. Resident and Non-Resident Students may enroll in school district schools under the Enrollment Options Program, through School Board approval to enroll in a nonresident district, a graduation incentives program or as an online learning student.~~
- ~~B. Students will be enrolled following successful completion of the application process outlined in the procedures accompanying this policy.~~
- ~~C. Students will remain enrolled as long as they continue to meet the criteria for continued enrollment set out in the procedures accompanying this policy.~~
- ~~D. A student who has been enrolled in the school district who is identified as homeless and whose parent or legal guardian moves to another district, or who is placed in foster care in another school district may continue to enroll in Independent School District No. 279 schools.~~

Revised:

Revised: 4/19/16

Revised: 12/20/05

Adopted: 9/2/03

Legal References:

Minn. Stat. § 124D.03 Enrollment Options Program

Minn. Stat. § 124D.08 School Boards Approval to Enroll in Nonresident District

Minn. Stat. § 124D.68 High School Graduation Incentives Program

Minn. Stat. § 260A Truancy Programs

Minn. Stat. § 260C.007 Subd. 19 Habitual Truant

O P: Atty Gen 180g, Dec. 27, 1928 Definition of Residence for School Attendance

Cross References:

725 Establishing School Attendance Boundaries

PROCEDURE 558 – ENROLLMENT OPTIONS PROGRAM

I. OPEN ENROLLMENT PROCESS

A. Open Enrollment applications will be approved provided that acceptance of the application will not exceed the capacity of a program, excluding special education services; class; grade level; or school building as established by school board resolution and provided that:

1. space is available for the applicant under enrollment cap standards established by school board policy or other directive; and
2. in considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of: (a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with Minnesota Statutes, section 124D.03.
3. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.

B. If the school district limits enrollment of nonresident students pursuant to this section, the district shall report to the Commissioner of the Minnesota Department of Education (MDE) by July 15 on the number of nonresident pupils denied admission due to the limitations on the enrollment of nonresident pupils.

C. The parent of a student with a disability not yet enrolled in kindergarten and not open enrolled in a nonresident district may elect, in the same manner as the parent of a resident student with a disability, a school in the nonresident district where the child is enrolled in a Head Start program or a licensed child care setting in the nonresident district, provided the child can be served in the same setting as other children in the nonresident district with the same level of disability.

Under this paragraph, parents must demonstrate enrollment in a community preschool or childcare setting.

D. A nonresident preschool aged child with a disability open enrolled in the district may be required to open enroll for kindergarten.

II. BASIS FOR DECISIONS

A. Standards that may be used for rejection of application

In addition to the provisions above, the school district may refuse to allow a pupil who is expelled under Minnesota Statutes, section 121A.45 to enroll during the term of the expulsion if the student was expelled for:

1. possessing a dangerous weapon, including a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily

capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade less than two and one-half inches in length, at school or a school function;

2. possessing or using an illegal drug at school or a school function;

3. selling or soliciting the sale of a controlled substance while at school or a school function; or

4. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.

B. Standards that may not be used for rejection of application

The school district may not use the following standards in determining whether to accept or reject an application for open enrollment:

1. previous academic achievement of a student;

2. athletic or extracurricular ability of a student;

3. disabling conditions of a student;

4. a student's proficiency in the English language;

5. the student's district of residence except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; or

6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in this policy.

C. Application

The student and parent or guardian must complete and submit the "General Statewide Enrollment Options Application for K-12 and Early Childhood Special Education (or the Statewide Enrollment Options Application for State-funded Voluntary Prekindergarten (VPK) Application if applicable) developed by MDE and available on its website.

The school district may require a nonresident student enrolled in a program under Minnesota Statutes, section 125A.13, or in a preschool program, except for a program under Minnesota Statutes, section 124D.151 to follow the application procedures under this subdivision to enroll in kindergarten. A district must allow a nonresident student enrolled in a program under Minnesota Statutes, section 124D.151 or to remain enrolled in the district when the student enters kindergarten without submitting annual or periodic applications, unless the district terminates the student's enrollment under subdivision 12.

The school district shall notify the parent or guardian in writing by February 15 or within ninety (90) days for applications submitted after January 15 in the case of achievement and integration district transfers whether the application has been accepted or rejected. If an application is rejected, the district must state in the notification the reason for rejection. The parent or guardian must notify the nonresident district by March 1 or

within ten (10) business days whether the pupil intends to enroll in the nonresident district.

D. Lotteries

If a school district has more applications than available seats at a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. The district must give priority to enrolling siblings of currently enrolled students, students whose applications are related to an approved integration and achievement plan, children of the school district's staff, and students residing in that part of a municipality (a statutory or home rule charter city or town) where:

1. the student's resident district does not operate a school building;
2. the municipality is located partially or fully within the boundaries of at least five school districts;
3. the nonresident district in which the student seeks to enroll operates one or more school buildings within the municipality; and
4. no other nonresident, independent, special, or common school district operates a school building within the municipality.

The process for the school district lottery must be established by school board policy and posted on the school district's website.

E. Exclusion

1. Administrator's initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.
2. Superintendent's review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

F. Termination of Enrollment

The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minnesota Statutes, section 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minnesota Statutes, chapter 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 17 years of age who is absent

from attendance at school without lawful excuse for seven school days in a school year if the child is in elementary school or for one or more class periods on seven school days in a school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days in a school year and who has not lawfully withdrawn from school under Minnesota Statutes, section 120A.22, subdivision 8. The school district may also terminate the enrollment of a nonresident student over 17 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minnesota Statutes, section 120A.22, subdivision 8.

A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.

Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, or who is placed in foster care in another school district, may continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

I.—General Procedure

- A.—This procedure applies to any student who wishes to enroll at a school in Independent School District No. 279 other than the school to which his or her residence is assigned. The procedure applies to In-District Transfer (Resident) Students and Open-Enrolled (Non-Resident) Students. Both are admitted on the basis of available space at each grade in each building.
- B.—Once a student becomes an In-District Transfer or Open-Enrolled Student the student will remain in this status, subject to the policies and procedures that apply to Resident Students and the conditions specified below.
- C.—If any student changes residence, the parent/legal guardian must complete an updated enrollment options form. Failure to provide an updated enrollment options form may result in termination of the student's Open Enrollment status.

II.—Definitions

A.—Habitual Truant

- 1.—A child under the age of 17 years who is absent:
 - a) From elementary school attendance without lawful excuse for seven school days per school year, or
 - b) From middle or high school attendance for one or more class periods on seven school days per school year.
- 2.—A child aged 17 years old who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school will also be considered truant.

B.—Magnet School

1. ~~Magnet schools offer specialized curricular themes and are available as an enrollment option for all school district residents and those students who reside within the boundaries of the Northwest Suburban Integration School District (NWSISD). The following are Magnet Schools or programs operated by the school district.~~
 - a) ~~Birch Grove Elementary School for the Arts~~
 - b) ~~Weaver Lake Elementary: A Science, Math & Technology School~~
 - c) ~~Zanewood Community School: A Science, Technology, Engineering, Arts and Math School~~
 - d) ~~Brooklyn Middle School: A Science, Technology, Engineering, Arts and Math School~~
 - e) ~~Osseo Senior High School Health Science Magnet Program~~
 - f) ~~Park Center Senior High: An International Baccalaureate World School~~

~~C. Non-Resident~~

1. ~~A student whose primary source of nurturing, personal care, supervision, emotional and financial support is at an address outside of school district boundaries, even though the student may lodge within the school district.~~

~~D. Open Enrollment~~

1. ~~Open Enrollment – Parent/legal guardian lives outside of District 279 and would like their student to attend a school within District 279 boundaries.~~

~~E. Resident~~

1. ~~A student who receives their primary nurturing, personal care, supervision, emotional and financial support in a residence within the legal boundaries of the school district,~~
 - a) ~~From age five through completion of high school, but not beyond the twenty-first birthday if not disabled; or~~
 - b) ~~From birth through completion of high school, or until July 1 after the twenty-first birthday if disabled.~~

~~F. In-District Transfer~~

1. ~~Parent/legal guardian lives inside District 279 boundaries and would like their student to attend a school other than their assigned attendance area school.~~

~~III. In-District Transfer (Resident) and Open Enrollment (Non-Resident) Application Process~~

~~A. Application Timelines~~

1. ~~Parents/legal guardians may apply for the current school year or the following school year only.~~
 - a) ~~Priority Application period is October 15 through January 15 each school year.~~
 - b) ~~If there are more applications than available seats, a lottery will be held following the January 15 deadline to determine which students will receive seats.~~
 - c) ~~Applications will be accepted after the deadline and reviewed periodically. Open-Enrolled Non-Resident Students applying for the current school year may be enrolled immediately if space is available.~~
 - d) ~~Students are approved for enrollment based on the capacity of the school they select. If space is not available in the preferred school, they may be offered another choice within the district.~~
 - e) ~~Note: A timely application or a sibling attending the school of choice does not guarantee acceptance into the school of choice. Acceptance is based primarily on availability of space.~~

~~B. In-District Transfers only~~

- ~~1. During the school year, In-District transfer requests will be processed at the start of Trimesters only.~~
 - ~~2. When a student has been accepted for an In-District Transfer or Open Enrollment, the student will remain enrolled in the school district (at the school assigned) unless the school district terminates enrollment in accordance with its policies and procedures or under one of the conditions listed in Section VI. In-District Transfer students may transfer back to their attendance area school.~~
 - ~~3. The application deadline is established each year and is published in the Enrollment Services section of the district website at www.district279.org.
 - ~~a) January 15: Applications are due (priority deadline).~~
 - ~~b) End of January: Families sent notification of acceptance or denial by U.S. mail.~~
 - ~~c) Mid-February: Deadline for families to accept and to complete the enrollment process.~~~~
- ~~C. Acquiring an Application~~
- ~~1. The parent/legal guardian must complete a separate application for each student applying for in-district transfer or open enrollment.~~
 - ~~2. Applications are available at:
 - ~~a) The Osseo Area Schools Enrollment Center (7051 Brooklyn Blvd., Brooklyn Center, MN, 55429)~~
 - ~~b) The school district website: www.district279.org~~
 - ~~c) Magnet school applications are available online at www.nws.k12.mn.us (Northwest Suburban Integration School District website)~~~~
- ~~D. Submitting an Application~~
- ~~1. Each applicant may select first, second and third choice schools for admission.~~
 - ~~2. If there is no space available at the first choice school but there is space available at a second choice school, the application for the second choice school will be accepted and the Enrollment Center will not place the student on a waiting list for the first choice school. If there is no space available at a first or second choice school but there is space available at a third choice school, the Enrollment Center will place the student at the third choice school and the Enrollment Center will not place the student on a waiting list for the first or second choice school.~~
 - ~~3. If there is no space at any of the choices selected by the applicant, the Enrollment Center will place the student on the waiting list for the first choice school ranked by preference and then by date of receipt of the application. Any second choice applications are placed on a waiting list behind applicants who made that school their first choice and any third choice applications are placed behind the first and second choice applications on the waiting list for that school.~~
- ~~E. Application Approval~~
- ~~1. Applications will be approved only if there is space available at the requested school and/or grade level. If space is not available at the school of choice, the student will be offered enrollment at another school within the district. After the application deadline, the Enrollment Center will send a written notification to the parent/legal guardian at their address on record with information about whether the application has been accepted or denied. The Enrollment Center will mail the written notice approximately three weeks after the annual application deadline (January 15). If the application was denied, the student will be placed on a waiting list for the remainder of that school year.~~

- ~~2. If the application is approved, the parent/legal guardian must complete the enrollment process by the date contained in the notification.
 - ~~a) The student will be assigned to a school level — elementary, middle or high school. Once a school level transition is set to occur (elementary to middle school or middle to high school), three school choices must be selected by the Jan. 15 before the change.~~
 - ~~b) If the student changes residences and wishes to remain Open Enrolled, the student must submit information about the new address to the Enrollment Center.~~~~
- ~~3. If the application is not approved, the Enrollment Center will place the student's name on the waiting list. The student's application will be considered as space becomes available. A student will remain on a waiting list only for the remainder of the school year for which they applied. A new application will be required each school year.~~

~~F. Additional Documentation~~

- ~~1. Additional required documents include acceptable proof of address and photo identification. If the student is enrolling in prekindergarten or kindergarten the parent/legal guardian must provide proper age verification.~~
- ~~2. Specific items that satisfy these requirements are listed on the enrollment checklist found in the Enrollment Services section of the district website: www.district279.org~~
- ~~3. The parent/legal guardian can bring or submit the completed enrollment forms and the additional documents required to the Enrollment Center.~~

~~G. Approval Guidelines~~

- ~~1. If there are more applications than space available, applications will be approved in the following priority order for any spaces available. Random selection (or lottery) is used within each priority if the number of applications in each category exceeds the number of spaces available:
 - ~~a) Sibling — If the applicant's sibling already attends the requested school~~
 - ~~b) Child Care (for elementary students only) — If the student's childcare is in the attendance area of the requested school~~
 - ~~c) Employee — If the student's parent/legal guardian is employed by the school district~~~~
- ~~2. If a student is not selected for admission after an application deadline, the student will be placed on a waiting list ranked by priority as listed above and then by the date the application was received.~~

~~H. Online Learning~~

- ~~1. Enrollment for online classes is subject to the same procedures used for enrollment in other classes.~~

~~IV. Boundary Changes for School Attendance Areas: In the event school attendance boundaries are changed in accordance with Policy 725:~~

- ~~A. Open Enrolled and in-district transfer students will continue at the school they were assigned at the time of Open Enrollment or reassigned if the parent or guardian changes residences during the time the student is Open Enrolled.~~
- ~~B. The school district will not authorize new transfer applications into schools affected by boundary changes or previously closed grades/schools during the transition year(s) and first year of implementation of the new boundary.~~

~~V. Transportation~~

- ~~A. When students are approved to attend a school outside of their regular attendance area, transportation is the responsibility of the parent/legal guardian. Transportation may be provided from an existing bus stop on the border of the school (in-district transfer) or border of the school district (open enrollment) under the following conditions:
 - ~~1. The student registers with the school district Transportation Department for bus service each school year and is approved to use an existing stop.~~
 - ~~2. Space is available on existing bus routes.~~
 - ~~3. Parents/legal guardians accept ultimate responsibility for ensuring that their student can get safely to and from the assigned bus stop.~~~~
- ~~B. A parent/legal guardian of a student in a family living at or below the federal poverty level may seek reimbursement for the cost of transportation to school district schools. A parent/legal guardian who wishes to claim reimbursement must contact the Enrollment Center for instructions and assistance to claim reimbursement.~~
- ~~C. Magnet School Transportation
 - ~~1. The school district will provide transportation within the school district to any elementary student attending a magnet school who lives more than 0.8 miles from the school and to any secondary student attending a magnet school who lives more than 1 mile from the school. Consistent with School District Policy 707.~~~~

~~VI. Termination of In-District Transfer or Open Enrollment~~

- ~~A. The school district will terminate the enrollment of an In-District Transfer or Open Enrolled student at the end of a school year if the student is a habitual truant, the student has been provided appropriate services to prevent truancy or educational neglect, and the student has been referred to juvenile court.~~
- ~~B. The school district will terminate the enrollment of a Non-Resident student over the age of 17 if the student is absent without lawful excuse for one or more periods on 15 school days and has not otherwise withdrawn from school.~~
- ~~C. The school district will terminate the enrollment of a Non-Resident student in accordance with its policies and procedures, including those that govern student discipline, or for failure to provide accurate information concerning the current residence of the student.~~

Revised:

Revised 8/26/22
Revised 9/28/21
Revised: 6/24/21
Revised: 4/19/16
Revised: 12/9/14
Revised: 9/10/13
Revised: 12/20/
Revised: 1/2/2025
Adopted: 9/2/03

Legal References:

Minn. Stat. § 124D.03 Enrollment Options Program
Minn. Stat. § 124D.08 School Boards Approval to Enroll in Nonresident District
Minn. Stat. § 124D.68 High School Graduation Incentives Program
Minn. Stat. § 260A Truancy Programs
Minn. Stat. § 260C.007 Subd. 19 Habitual Truant
O P: Atty Gen 180g, Dec. 27, 1928 Definition of Residence for School Attendance

Cross References:

725 Establishing School Attendance Boundaries

Procedure 807 – Health and Safety

I. Administration

For the purpose of implementing Policy 807 – Health and Safety, the District has assigned the following responsibilities:

A. Employees

Employees will:

1. Comply with the safety rules and procedures associated with their duties;
2. Use all required safety devices and personal protective equipment;
3. Participate in required safety training, safety committees, and safety inspections;
4. Report unsafe acts and hazardous conditions to their supervisor immediately; and
5. Notify their supervisor of accidents, injuries and near misses.

B. Supervisors/Department Chairs

Supervisors will:

1. Promote safety among employees and to train them in safe work practices;
2. Provide employees with personal protective equipment and ensure its use; and
3. Report unsafe acts, careless operation, and inappropriate behavior.

C. Site Safety Committees

Committees will:

1. Conduct quarterly safety inspections to identify hazards in the workplace;
2. Review all accident summary reports and make recommendations to prevent reoccurrence; and
3. Review Hazard Identification/Safety Suggestion forms submitted by staff members and make recommendations to the principal.

D. District AWAIR (A Workplace Accident and Injury Reduction) Committee

Committee will:

1. Comprise of one member of every bargaining unit within the district.
2. Review the district AWAIR program on annual basis

E. Principals

Principals will:

1. Take all reasonable steps necessary to protect the life, safety and health of staff and students;
2. Correct unsafe or unhealthy conditions at the work site;
3. Establish and coordinate the activities of a joint labor-management safety committee in the building; and
4. Ensure that employees attend required safety training and employ safe work practices.

F. Health and Safety Department

The Health and Safety Department will:

1. Coordinate the District's Health and Safety program;
2. Develop, implement, and maintain written plans required by the applicable regulatory agencies including Occupational Safety and Health Administration, (OSHA), Minnesota Department of Health (MDH), Minnesota Pollution Control Agency (MPCA), and Environmental Protection Agency (EPA).
3. Develop safety training materials for staff; and
4. Conduct workplace evaluations to identify hazards.

G. Assistant Superintendents/Directors

Management personnel will:

Promote safety and assign responsibility as necessary to ensure compliance.

II. Programs

For the purpose of implementing Policy 806 – The District will implement a Health & Safety Program that includes the specific plan requirements listed below. The District will identify a contact person to oversee compliance, monitor regulatory changes and respond to agency correspondence for each program.

A. Asbestos

1. Ensure that the designated person is Asbestos Hazard Emergency Response Act (AHERA) trained.
2. Develop and implement a written Asbestos Management Plan.
3. Develop and disseminate annual written notification.
4. Establish an asbestos work order system including notification to outside contractors and vendors of asbestos locations and procedures.
5. Establish standard operating procedures for working with asbestos.
6. Establish emergency response procedures for fiber release episodes.
7. Establish respiratory protection program component for asbestos.
8. Conduct six-month periodic surveillance inspections of asbestos.
9. Maintain and update asbestos inventories.
10. Maintain records of asbestos events per Occupational Safety and Health Administration, (OSHA) and Asbestos Hazard Emergency Response Act (AHERA).
11. Establish and implement medical monitoring and surveillance program.
12. Schedule response action implementation.
13. Provide accredited project designer for projects that exceed three feet.
14. Post asbestos warning labels in routine maintenance areas.
15. Provide two-hour Asbestos Awareness training for all maintenance/custodial employees.
16. Conduct re-inspections of asbestos every three years.

B. Bloodborne Pathogens

1. Identify and document job categories in which employees may be at risk of exposure.
2. Develop and implement a written Exposure Control Plan.
3. Train affected employees on specific procedures and universal precautions.
4. Provide Hepatitis B vaccinations to eligible employees.
5. Provide and ensure the use of protective equipment as needed.
6. Provide sharps containers for disposal of needles and other contaminated materials.
7. Establish follow-up procedures for exposure incidents.
8. Develop and implement recordkeeping procedures.

C. Community Right to Know

1. Survey facility for hazardous materials in reportable quantities.
2. Develop and maintain hazardous materials storage procedures.
3. Develop and implement procedures for annual reporting to regulatory agencies.
4. Train affected employees on proper methods and procedures.
5. Develop and implement recordkeeping procedures.

D. Compressed Gasses

1. Survey the facility to determine compressed gas applications.
2. Identify compressed gas toxic and physical hazards.
3. Ensure that all compressed gas cylinders are secured to prevent tipping over.
4. Evaluate compressed gas application to determine if confined space rules apply.
5. Determine need for metering equipment/supplies.
6. Train affected employees on proper methods and procedures.

7. Develop and implement recordkeeping procedures.
- E. Confined Space Entry
1. Survey the facility to identify all permit and non-permit confined spaces and hazards.
 2. Establish confined space entry procedures.
 3. Develop and implement a written Confined Space Entry Plan.
 4. Provide and ensure the use of ventilation, communication, personal protective and gas testing equipment, as needed.
 5. Train affected employees on proper methods and procedures.
 6. Develop and implement recordkeeping procedures.
 - 7.
- F. Electrical Safety
1. Survey and document work practices that require electrical safety procedures.
 2. Train affected employees on proper methods and procedures.
 3. Provide and ensure the use of protective equipment.
 4. Develop and implement recordkeeping procedures.
- G. Employee Right to Know (ERK)
1. Survey the facility for chemical, heat, noise, radiation and infectious agent hazards.
 2. Develop and implement a written Employee Right-To-Know Plan.
 3. Perform chemical inventory and update at least annually.
 4. Secure and maintain Safety Data Sheet (SDSs) for all hazardous materials.
 5. Monitor use and markings on secondary use containers.
 6. Ensure placement of current Safety and Health Protection on The Job posters.
 7. Train affected employees on proper methods and procedures.
 8. Provide and ensure the use of personal protective equipment.
 9. Develop and implement recordkeeping procedures.
- H. Fall Protection
1. Develop and implement a written Fall Protection Plan.
 2. Establish procedures for working safely at elevated heights.
 3. Provide and ensure the use of fall protection equipment.
 4. Establish procedures for the proper set-up and use of scaffolding.
 5. Train affected employees on proper methods and procedures.
 6. Develop and implement recordkeeping procedures.
- I. Fire Prevention
1. Survey facilities for fire hazards and code violations.
 2. Develop procedures for reporting and correcting problems.
 3. Establish restrictions on activities that could jeopardize fire safety.
 4. Provide flammable liquid storage cabinets where quantity limits are exceeded.
 5. Train affected employees on proper methods and procedures.
 6. Ensure that all buildings maintain proper egress routes for safe exiting.
 7. Inspect, test and properly maintain fire detection, sprinkler and alarm systems, fire extinguishers, exit signs, and emergency lights.
 8. Develop and implement recordkeeping procedures.
- J. First Aid/Cardio Pulmonary Resuscitation (CPR)/Automated External Defibrillator (AED)
1. Develop and implement program to provide first aid kits and AEDs.
 2. Obtain written authorization for AED purchase and use from a physician.
 3. Develop and implement a written AED Management Plan and Cardiac Emergency Response Plan.
 4. Provide First Aid/CPR/AED training as required.
 5. Provide and ensure the use of personal protective equipment.
 6. Survey facilities for areas that need emergency eyewashes/showers.
 7. Develop and implement flushing and maintenance program for eyewashes/showers.
 8. Train affected employees on proper methods and procedures.
 9. Develop and implement recordkeeping procedures.
- K. Fleet Safety

1. Determine which employees operate affected vehicles.
 2. Develop and implement a written Fleet Safety Plan.
 3. Develop and implement a routine vehicle inspection program.
 4. Establish standard operating procedures.
 5. Train affected employees on proper methods and procedures.
 6. Develop and implement record keeping procedures.
 - 7.
- L. Forklift Safety
1. Determine which employees operate powered industrial trucks.
 2. Train affected employees on proper methods and procedures.
 3. Establish standard operating procedures.
 4. Evaluate and document operator performance.
 5. Develop and implement an equipment inspection program.
 6. Monitor updates on regulatory changes and new developments.
 7. Develop and implement record keeping procedures.
- M. Hazardous Waste
1. Identify school district contact person.
 2. Identify hazardous waste streams by functional areas and by waste stream types.
 3. Examine facility hazardous waste product generation potential.
 4. Identify actions that minimize or eliminate hazardous waste generation.
 5. Develop containerization and labeling procedures.
 6. Review current handling and storage procedures.
 7. Implement proper waste inspection, disposal and manifesting procedures.
 8. Prohibit the release of hazardous materials into a sewer, storm ditch, drainage canal, lake, river, or upon the ground, sidewalk, street or highway, or into the atmosphere.
 9. Acquire Environmental Protection Agency (EPA) generator number and Minnesota Pollution Control Agency (MPCA) annual permit for each building generating hazardous waste.
 10. Train affected employees on proper methods and procedures.
 11. Evaluate boiler and other stack emissions to air with respect to current Minnesota Pollution Control Agency (MPCA) stack emissions standards.
 12. Develop and implement record keeping procedures.
- N. Hearing Conservation
1. Survey facilities to determine all noise hazards.
 2. Develop and implement a written Hearing Conservation Plan.
 3. Develop, implement and monitor proper practices and procedures.
 4. Train affected employees on proper methods and procedures.
 5. Provide and ensure the use of personal protective equipment.
 6. Develop and implement recordkeeping procedures.
- O. Hoist, Lift and Elevator Safety
1. Survey facilities to identify hoists, lifts, backhoes and elevators.
 2. Develop and implement a routine inspection program.
 3. Establish standard operating procedures.
 4. Ensure safety latches are provided on all hoist hooks used on a hoist.
 5. Train affected employees on proper methods and procedures.
 6. Develop and implement record keeping procedures.
- P. Indoor Air Quality (IAQ)
1. Establish communication pathway to notify staff, parents and students who the Indoor Air Quality Coordinator is and how to contact him/her.
 2. Develop and implement a written Indoor Air Quality (IAQ) Management Plan encompassing the U.S. Environmental Protection Agency (EPA's) Tools for Schools.
 3. Conduct annual walk-through inspections/surveys to identify conditions that could cause Indoor Air Quality (IAQ) problems (water intrusion problems, ventilation failures, housekeeping issues, etc.).
 4. Implement operations and maintenance plan to maintain building components

- and mechanical systems.
 - 5. Establish policies/procedures for managing activities that impact the indoor air quality (e.g. animal use, pest management, renovation work, painting, housekeeping, etc.).
 - 6. Establish procedures for identifying, reporting and correcting problems.
 - 7. Train employees on their role in maintaining good indoor air quality.
 - 8. Develop and implement recordkeeping procedures.
- Q. Integrated Pest Management (IPM)
- 1. Develop and implement written Integrated Pest Management Plan.
 - 2. Develop, implement and monitor proper practices and procedures.
 - 3. Develop and implement written compliance program for the Janet B. Johnson Parents' Right-to-Know Act.
 - 4. Establish communication pathway to notify staff and parents of pesticide applications.
 - 5. Include annual notice in Parent Handbook that application schedules are available.
 - 6. Provide individual notice to parents, as requested, of application schedule changes.
 - 7. Develop and implement recordkeeping procedures.
- R. Laboratory Safety
- 1. Identify school district contact person.
 - 2. Designate a Chemical Hygiene Officer in each secondary school.
 - 3. Survey labs to identify potential chemical exposure hazards.
 - 4. Develop and implement a written Chemical Hygiene Plan (CHP) for all laboratories.
 - 5. Develop and document routine chemical handling, bulk dispensing, storage and disposal procedures.
 - 6. Eliminate chemicals and substances where the risk exceeds the educational value.
 - 7. Evaluate and maintain proper engineering controls (e.g. ventilation, chemical storage).
 - 8. Develop and implement proper work practices and procedures.
 - 9. Provide spill kits necessary for responding to spills of hazardous materials.
 - 10. Train affected employees on proper methods and procedures.
 - 11. Provide and ensure the use of personal protective equipment.
 - 12. Conduct quarterly inspections for compliance with the Lab Standard.
 - 13. Develop and implement recordkeeping procedures.
- S. Lead in Water
- 1. Survey each facility to identify drinking water taps and fixtures.
 - 2. Conduct water sampling as provided for under Minnesota Department of Health (MDH) and U.S. Environmental Protection Agency (EPA) rules and guidelines.
 - 3. Comply with Minnesota Department of Health (MDH) Lead in School Drinking Water provisions.
 - 4. Ensure new and replacement hardware meets National Sanitation Foundation (NSF) lead-free criteria.
 - 5. Review management plan as needed, and update (at least annually).
 - 6. Develop and implement record keeping procedures.
- V. Lockout / Tagout
- 1. Survey the facility to identify energy potential physical hazards, which require lockout/tagout.
 - 2. Develop and implement a written Lockout/Tagout Plan.
 - 3. Establish lockout/tagout procedures.
 - 4. Train affected employees on proper methods and procedures.
 - 5. Provide locks, tags and other isolation devices.
 - 6. Develop and implement recordkeeping procedures.
- W. Machine Guarding
- 1. Survey fixed machinery and equipment to identify hazards.
 - 2. Provide and ensure the use of proper guards on all equipment.
 - 3. Provide power outage protection for all required equipment.

4. Provide emergency stops for all required equipment.
 5. Provide non-slip floor surfacing by all required equipment.
 6. Train affected employees on proper methods and procedures.
 7. Post signs and labels as appropriate to caution users of potential hazards and to establish safe work practices.
 8. Establish procedures to ensure that new and replacement equipment meet Occupational Safety and Health Administration, (OSHA) machine guarding criteria.
- X. Personal Protective Equipment (PPE)
1. Survey the facility to identify processes that could be hazardous to hands, feet and face, per standards.
 2. Develop and implement a written Personal Protective Equipment Plan.
 3. Train affected employees on proper methods and procedures.
 4. Provide and ensure the use of personal protective equipment as needed.
 5. Monitor equipment usage, storage and maintenance practices.
 6. Develop and implement recordkeeping procedures.
- Y. Playground Safety
1. Conduct an audit of playground facilities to identify hazards.
 2. Develop and implement a written Playground Safety Plan.
 3. Establish an equipment inspection/maintenance program.
 4. Train affected employees on proper methods and procedures.
 5. Ensure that impact attenuating surface materials are maintained at proper levels.
 6. Ensure that all new playground facilities meet accessibility standards.
- Z. Radon
1. Conduct radon sampling as per Minnesota Department of Health (MDH) and U.S. Environmental Protection Agency (EPA) rules and guidelines.
 2. Coordinate diagnostics and mitigation of elevated radon levels.
 3. Develop and implement record keeping procedures.
- AA. Respiratory Protection
1. Survey and document work practices that require respiratory protection
 2. Evaluate and quantify when necessary the exposure potential of work practices.
 3. Develop and implement a written Respiratory Protection Plan.
 4. Establish respiratory protection practices and procedures.
 5. Train affected employees on proper methods and procedures.
 6. Provide respirator medical evaluations and fit tests as needed.
 7. Develop and implement recordkeeping procedures.
- BB. Underground (UST) and Above Ground (AST) Storage Tanks
1. Survey facilities to identify underground and above ground storage tanks.
 2. Ensure that all USTs above 110 gallons are Minnesota Pollution Control Agency (MPCA)-registered.
 3. Ensure that all new installations are reviewed by fire marshal.
 4. Provide leak detection, overfill protection, and corrosion protection systems.
 5. Provide and maintain inventory control forms.
- CC. Welding, Cutting and Brazing
1. Survey and document work practices that require fire safety procedures.
 2. Develop and implement a written Hot Work Plan that outlines minimum safety requirements for welding, cutting and brazing.
 3. Train affected employees on proper methods and procedures.
 4. Provide and ensure the use of protective equipment.
 5. Develop and implement recordkeeping procedures.

III. Program Review

The District will review written plans at least annually.

| Revised: _____

Adopted: 12/19/06

Legal References

M.S. 121A.035, Subd. 2

M.S. 123B.57, Subd. 2

Cardiac Emergency Response Plan

School District Name: Osseo Area Schools ISD 279

Purpose and Implementation

The cardiac emergency response plan (CERP) was developed to provide Osseo Area Schools with a comprehensive strategy for the preparation of and response to cardiac emergencies in the school setting in accordance with [Minnesota Statutes 2024, section 121A.035](#) Crisis Management Policy and [Minnesota Statutes 2025, section 121A.241](#) Cardiac Emergency Response Plan (CERP). This plan will be included in a building level crisis management plan under crisis specific procedures for cardiac emergencies.

List of Abbreviations

<u>Abbreviations</u>	<u>Definitions</u>
AED	automated external defibrillator
CERP	cardiac emergency response plan
CERT	cardiac emergency response team
CPR	cardiopulmonary resuscitation
EMS	emergency medical services
SCA	sudden cardiac arrest

Definition of Sudden Cardiac Arrest

The American Heart Association (AHA) defines sudden cardiac arrest (SCA) as a sudden and unexpected loss of heart function where the heart stops beating due to an irregular heart rhythm in persons who may or may not have been diagnosed with a heart condition. When the heart beats abnormally it affects its ability to pump blood which may lead to cardiac arrest vi. Without immediate response and treatment, the person may lose consciousness and collapse, leading to death within minutes.

Signs of sudden cardiac arrest may include one or more of the following:

- Not moving, unresponsive, or unconscious
- Not breathing normally (e.g., may have irregular breathing patterns, gasping or gurgling, or may not be breathing at all)
- Seizure or convulsion-like movements
- In some cases, SCA may also occur shortly following a firm, sudden, direct hit to the chest.

Forming a Cardiac Emergency Response Team (CERT)

District CERP Coordinator(s) will include the Health Services Coordinator, Assistant Director of Security and Emergency Management and the Coordinator of Health and Safety to support the overall development, implementation, and evaluation of a written and practiced plan for cardiac emergencies on school grounds.

The school administrator in each building designates staff that are available, willing and preferably certified in CPR and AED use, and may include school nurses, physical education teachers, activities directors, coaches, office and maintenance staff, staff overseeing recess, and any other staff who are present before, during, or after the school day. Best practice suggests including at least five people or 10% of overall staff (AHA, 2025). Minnesota Statutes 2025, section 121A.241, subdivision 2(1).

Discuss Roles and Responsibilities

Identify and discuss specific tasks within the emergency response team. CERT members should be prepared to assist in multiple roles if necessary to account for when staff are absent or not available at the time of the emergency response.

1. Staff member to call 911
2. Staff member to retrieve the AED
3. Staff member to meet EMS at the quickest entry to access the scene
4. Staff member to clear the area and manage possible crowds
5. Staff members to assist with compressions and AED use
6. Staff member to document the event timeline and transition report to EMS

Cardiac Emergency Response Team

Staff Name/Title or Department	CPR/AED Certification Date

Responding to Afterhours Emergencies at School Sponsored Events

In case of a sudden cardiac arrest emergency during after hours events, follow the Medical Emergency protocol in the After Hours Emergency Reference Guide.

Automated External Defibrillator (AED) Equipment

Automated external defibrillators (AEDs) are devices used to analyze the heart's rhythm and, if necessary, deliver an electrical shock, to restore a normal rhythm. AEDs are lifesaving devices designed to be easy to use with visual and audio guidance.

Automated External Defibrillator (AED) Locations

AEDs must be placed in high-traffic, accessible locations (e.g., cafeterias, gymnasiums) to ensure **retrieval and delivery ideally within 3 minutes** of notification of the emergency.

AED Registry

AEDs purchased by the district will be registered with the **National Emergency AED Registry (NEAR)** via [PulsePoint AED](#) according to [Minnesota Statutes 2024, section 403.51](#).

AED Maintenance

Routine maintenance is provided by the Health and Safety Department with assistance from Building Engineers.

This plan designates the following school staff or department to maintain AED registry and maintenance of equipment including regular safety checks to verify expiration dates for device pads and batteries and to ensure equipment is functioning properly:

Staff Name/Department	Responsibility
Dale Heckenliable, Health and Safety	AED registry, verify pad/battery expirations, repair and replace.
	Monthly safety checks

AED Site Map

Site map with indoor and outdoor AED locations

[Insert or attach site map]

AED Location	Nearest High Traffic Area	Co-located Items
		naloxone
		naloxone
		naloxone
		naloxone
		naloxone

Communication Plan

How to Activate the CERT and Local Emergency Medical Services (EMS)

Communication is a critical component in the team's efficient emergency response. The following plan outlines how staff members activate local EMS and the CERT in a consistent manner using overhead page, two-way radio, phone, or other communication device covering all areas of the school's campus, both inside and outside of the facility. with consideration for confidentiality.

- **Initial Alert:** Any staff member witnessing a collapse should immediately call 911
- **Internal Notification:** Activate the CERT via *[insert the school's preferred plan for communication e.g., Overhead Page, Two-Way Radio, Phone, or Raptor Medical Team Assist]*
- **Standard Script:** "There is a cardiac emergency in *[specific location]* and 911 has been called"
- **Building Status:** School will be placed in a **"hold"** for medical emergency to clear hallways

Integration of Local EMS with School CERP

School administrators and CERT members develop and implement the CERP in cooperation with relevant local emergency responders, school health services and security and emergency management departments, school nurses, athletic staff, and other members of the school or community medical team. The school's CERP with

locations of onsite AEDs is provided, along with facility diagrams and site plans to first responders, as requested. Minn. Stat. 121A.241, subd. 2(4) (2025).

The school administrator has designated *[insert CERT member name]* as the person responsible for updating the CERP annually with Security and Emergency Management.

Staff Training

Required Staff Training

Training for staff will be provided each school year to provide education on the Cardiac Emergency Response Plan, how to recognize sudden cardiac arrest, activate EMS, initiate a building's Cardiac Emergency Response Team, perform quality hands only CPR, and know the locations of AEDs on their building campus.

Voluntary CPR Certification

Certification formally recognizes a person's proficiency in performing CPR and AED use. Certification is obtained through a nationally recognized organization, such as American Heart Association, the American Red Cross, and others, and includes written and hands-on testing of competency.

Emergency Response Team members are encouraged to maintain CPR/AED certification, renewed at least every two years through nationally recognized organizations like American Heart Association or American Red Cross.

District staff and coaches will have the opportunity to become CPR and AED certified through after hours programs provided by the district.

Student Instruction and Practice

Minnesota law requires grade 7-12 students receive onetime CPR and AED use instruction with hands-on practice as part of the curriculum. Minnesota Statutes 2025, section 120B.236. Schools should consider instructing students on the building's AED locations and how to initiate the emergency response team.

Annual Drills

Research shows that having a written and practiced CERP with regular practice drills can increase the chance of survival to 70% compared to less than 10% without such practice (Evans, 2024). Minnesota Statutes 2025, section 121A.241, subdivision 2(5) requires schools to conduct **annual drills** involving staff and students. A successful drill is defined by the American Heart Association as full completion of the protocol in **5 minutes or less**.

The school's plan for practice drills is as follows:

Practice Drill	Staff/Students Involved	Location	Date/Time to Complete
Table Top	[e.g., CERT, additional staff or student names]		Trimester 1 20minutes
Hands on Simulation	[e.g., CERT, additional staff or student names]		During Trimester 2 Hold Drill 10minutes

Cardiac Emergency Response Procedure

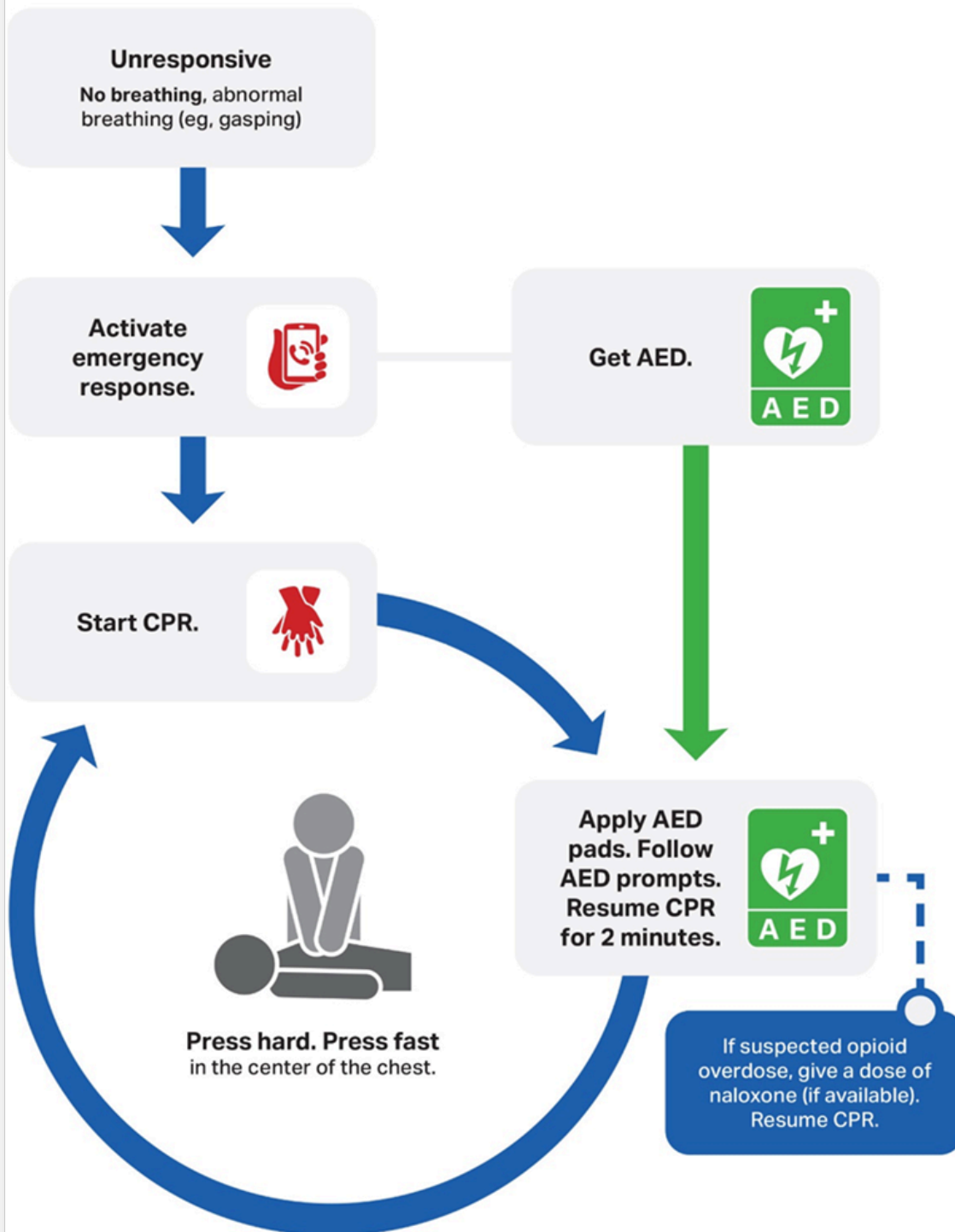
Although most school staff do not have a background in the medical field, it is possible that a situation will arise that requires quick action from staff to successfully respond to a medical emergency. This protocol provides step-by-step guidance that all staff can follow in the event of a cardiac emergency.

Scenario: A person is found on the ground, not responding to verbal prompts or physical touch. The person is observed to have abnormal breathing (irregular breaths, gasping, or not breathing at all), and may begin to show seizure-like movements or convulsions. You need to take immediate action.

1. **Recognize signs of SCA** (may include one or more of the following).
 - Not moving, unresponsive, or unconscious
 - Not breathing normally (e.g., irregular breathing patterns, gasping or gurgling, or may not be breathing at all)
 - Seizure or convulsion-like movements
2. **Call 911:** Direct a specific person to call and stay on the line and answer dispatcher questions
 - Provide building address: **[insert school address]** and include closest entry point, if possible, (e.g., “Door A”)
 - Explain the person’s condition and symptoms
 - Listen carefully to the dispatcher for additional guidance
3. **Activate CERT:** Use the internal communication plan to alert the team. *“There is a cardiac emergency in [specific location] and 911 has been called.”*
 - Schools follow communication procedures within the crisis management plan for placing the school or area of the school in a **“hold”** for medical emergency.
4. **Retrieve AED:** Designate a person to retrieve the nearest AED.
5. **Start CPR:** Place the unresponsive person on their back, on a firm, flat surface and begin chest compressions (100-120 per minute).
 - Use 2-hands placing the heel of one hand in the center of the chest, on the lower half of the breastbone, and the other hand directly on top, interlocking fingers (use one hand for smaller adults and children).
 - If you are able and willing to provide rescue breaths, use a barrier mask and provide 2 breaths after 30 compressions.
 - Continue compressions until EMS arrives.
6. **Turn on the AED:** Apply the pads and follow all audio/visual prompts.
7. **Transfer Care:** Report the time found and CPR start time to EMS.
8. **Document:** A designated CERT member must record all event timings and conditions.

Act Now. Save a Life.

Follow these steps to take action.



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Post-Event Procedures

- **Notification:** Notify emergency contacts following the crisis management plan.
- **AED Data:** Provide AED data to medical providers if requested.
- **After-Action Review:** CERT members should debrief to identify successes and improvements to the plan.
- **Mental Health Support:** Implement a plan for supporting staff and student mental health needs following their participation in or observation of the event. The plan may include support through the Employee Assistance Program or Regional Crisis Response Team (Minnesota Statewide Crisis Management Team).

Annual Review

The School Board and CERP Coordinator will review this plan annually to ensure it reflects current evidence-based best practices. Minnesota Statutes 2025, section 121A.241, subdivision 2 (6).

Planning and evaluation tools are provided in the MDE Model CERP for Schools, Appendix B.

Legal References

- Minnesota Statutes 2025, section 121A.241 Cardiac Emergency Response Plan
- Minnesota Statutes 2025, section 121A.035 Crisis Management Policy
- Minnesota Statutes 2025, section 120B.236 CPR and AED Instruction
- Minnesota Statutes 2025, section 403.51 Automatic External Defibrillation; Registration
- Minnesota Statutes 2025, section 604A.01 Good Samaritan Law

References

American Heart Association. (2025). Cardiac emergency response plan and protocol. https://cpr.heart.org/en/-/media/CPR-Files/Training-Programs/2025-CERP/Cardiac-Emergency-Response-Plan-and-Protocol042025.pdf?sc_lang=en

Evans S, Legg M. (2024). Cardiac emergency response plan: Is your school prepared? NASN School Nurse, 39(4):175-180. <https://doi.org/10.1177/1942602X231201087>

Resources

Project ADAM resources. Adapted from Project ADAM National resources; for additional resources please visit www.projectadam.com/Heartsafeschools.

Children's Minnesota – Project ADAM:

<https://www.childrensmn.org/services/care-specialties-departments/cardiovascular-program/conditions-and-services/project-adam/>