

Regular Meeting

Monday, July 8, 2024 7:00 PM

ECC 350 and Virtual, 5701 Normandale Road, Edina, MN 55424

I. Determination of Quorum and Call to Order

II. Approval of Agenda



**School Board Regular Meeting
Monday, July 8, 2024; 7:00 PM
ECC Room 350 and Virtual***

- I. **Determination of Quorum and Call to Order**
- II. **Approval of Agenda**
- III. **Hearing from Members of the Public**
- IV. **Consent Agenda**
 - A. Minutes: *June 10 special, work session, and regular meetings*
 - B. Personnel Recommendations - July 2024
 - C. Proposed Miscellaneous Wage Rates
 - D. Check Register - June 2024
 - E. Electronic Fund Transfers - June 2024
 - F. Gifts and Bequests – June 2024
 - G. Purchase of Music Instruments and Equipment for 2024-2025
- V. **Discussion**
 - A. 2024 Graduation Debrief Overview

Description: School Board and administration received communications regarding concerns about the 2024 EHS graduation. To support feedback loops, the administration conducted an event debrief, garnered & reviewed feedback from the families of graduates for themes, conducted a SWOT analysis and provided follow-up communication to the aforementioned stakeholders. A summary of this information is provided to the School Board for review.

Presenter(s): Dr. Stacie Stanley, Superintendent & Principal Paul Paetzel
 - B. Policy Review (103, 113, 414, 415, 524, 806)

Description: These policies were reviewed with an eye toward clarity and alignment with District practice and state and federal statutes.

Presenter(s): Board Policy Committee
- VI. **Action**
 - A. Minnesota State High School League Membership Resolution

Description: Edina High School believes and supports the MSHSL three main goals: Providing safe, respectful and inclusive environments; recruiting and retaining coaches, officials and school administrators; maintaining our focus on educational-based activities and sports. As a membership requirement, each school year the MSHSL requires school boards to act on a resolution.

Presenter(s): Troy Stein, Edina High School Assistant Principal/Activities Director
Recommendation: Edina Public Schools supports the initiative to be an active partner with the MSHSL.
 - B. Cybersecurity as a Service Agreement with Arctic Wolf

Description: Cyber threats continue to be one of the largest potentially disruptive threats facing the K-12 education sector. The District continues to maintain its efforts to

ensure that the data of all students and staff is safe. The District has implemented a Managed Awareness campaign for all staff, increased authentication to critical data systems through multi-factor authentication (MFA) and EntraID, and reviewed security policies and security group membership continually throughout the school year. The administration recommends continuing our contract with Arctic Wolf, a cybersecurity operations organization.

Presenter(s): Nathaniel Lindley, Director, Media & Technology Services

Recommendation: Approve the administration's recommendation to continue with Arctic Wolf and authorize the Director of Finance & Operations to execute all documents necessary to put the agreement into effect.

C. Long Term Facilities Maintenance (LTFM) - Fiscal Year 2026-2035

Description: The 2015 legislative session established the Long-Term Facilities Maintenance (LTFM) revenue program for public school districts. To access revenue and receive levy authorization, the School Board must annually adopt a ten-year revenue and expenditure plan that is subsequently submitted to the Commissioner of Education for final review and approval. Also required is a signed "statement of assurances" that all proposed projects and expenditures qualify for LTFM funding.

Presenter(s): Mert Woodard, Director of Finance & Operations

Recommendation: Approve the District administration's recommended ten-year Long-Term Facilities Maintenance plan and pass the related resolution.

D. Policy Review (506, 717, 805, 811)

Description: These policies were reviewed with an eye toward clarity and alignment with District practice and state and federal statutes.

Presenter(s): Board Policy Committee

Recommendation: Accept the revised policies as presented.

VII. Leadership Updates

VIII. Adjournment

IX. Information

A. Investment Summary - June 2024

B. Summary of Edina Public School District Year End Superintendent Evaluation

* Board members will participate virtually from the Edina Public Schools Transportation Center (5201 W 76th Street, Edina 55439) and the South Metro Public Safety Training Facility (7525 Braemar Blvd, Edina 55439).

* One board member will participate from 114 Chemin des Plateaux, Floirac, Aquitaine 33270, France

III. Hearing from Members of the Public

IV. Consent

IV.A. Minutes: *June 10 special, work session,
and regular meetings*

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE SPECIAL MEETING OF JUNE 10, 2024

SPECIAL MEETING
3:30 PM

Edina Community Center
ECC 338 and Virtual

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

Ms. Erica Allenburg
Mr. Dan Arom
Ms. Cheryl Barry
Mr. Michael Birdman
Ms. Karen Gabler
Ms. Jennifer Huwe
Mr. Elliot Mann

PRESIDING OFFICER: Chair Erica Allenburg

3:32 PM - 4:40 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent

CERTIFIED CORRECT:

CERTIFIED CORRECT:

Ms. Erica Allenburg, Chair

Mr. Dan Arom, Clerk

(Official Publication)
MINUTES OF THE SPECIAL MEETING
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA
JUNE 10, 2024

3:32 PM Chair Allenburg called to order the special meeting of the School Board. Members present: Allenburg, Arom, Barry, Birdman, Gabler, Huwe, Mann. Staff present: Stanley.

APPROVAL OF AGENDA

CLOSED SESSION

A. Superintendent Evaluation

LEADERSHIP UPDATES

ADJOURNMENT

The meeting was adjourned at 4:40 PM. The minutes and resolutions are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

Ms. Erica Allenburg, Chair

Mr. Dan Arom, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S
JUNE 10, 2024 SPECIAL MEETING

3:32 PM Chair Allenburg called to order the special meeting of the School Board. Members present: Allenburg, Arom, Barry, Birdman, Gabler, Huwe, Mann. Staff present: Stanley.

APPROVAL OF AGENDA

Member Birdman moved and Member Barry seconded to approve the agenda. All members voted Aye. The motion passed unanimously

At 3:33 PM, Member Gabler moved and Member Huwe seconded to close the meeting. All members voted Aye. The motion passed unanimously

CLOSED SESSION

Superintendent Evaluation: The meeting was closed, as permitted by Minn. Sta. 13D.05 Subd. 3(a), for the superintendent's evaluation.

At 4:40 PM, Member Birdman moved and Member Mann seconded to open the meeting. All members voted Aye. The motion passed unanimously

ADJOURNMENT

At 4:40 PM, Member Birdman moved and Member Gabler seconded to adjourn the meeting. All members voted Aye. The motion passed unanimously

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE WORK SESSION OF JUNE 10, 2024

WORK SESSION
5:00 PM

Edina Community Center
ECC 350 and Virtual

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

Ms. Erica Allenburg (virtual)
Mr. Dan Arom
Ms. Cheryl Barry (virtual)
Mr. Michael Birdman (virtual)
Ms. Karen Gabler (virtual)
Ms. Jennifer Huwe (virtual)
Mr. Elliot Mann (virtual)

PRESIDING OFFICER: Chair Erica Allenburg

5:01 PM - 6:47 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent (virtual)
Dr. Randy Smasal, Assistant Superintendent (virtual)
Sonya Sailer, Director of Human Resources (virtual)
Mert Woodard, Director of Finance and Operations (virtual)

Leigh Ann Feily, Multi-Tiered Systems of Support (MTSS) Coordinator (virtual)

CERTIFIED CORRECT:

CERTIFIED CORRECT:

Ms. Erica Allenburg, Chair

Mr. Dan Arom, Clerk

(Official Publication)
MINUTES OF THE WORK SESSION
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA
JUNE 10, 2024

5:01 PM Chair Allenburg called to order the regular meeting of the School Board. Members present: Allenburg (virtual), Arom, Barry (virtual @ 5:03 PM), Birdman (virtual), Gabler (virtual), Huwe (virtual), Mann (virtual @ 5:03 PM). Staff present: Stanley (virtual), Smasal (virtual), Sailer (virtual), Woodard (virtual); Feily (virtual).

APPROVAL OF AGENDA

DISCUSSION

- A. Culture and Climate Board Update
- B. Long-Term Facilities Maintenance Plan – Fiscal Years 2026-35
- C. Voter-Approved Levy Review

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

ADJOURNMENT

The meeting was adjourned at 6:47 PM. The minutes and resolutions are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

Ms. Erica Allenburg, Chair

Mr. Dan Arom, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S
JUNE 10, 2024 WORK SESSION

5:01 PM Chair Allenburg called to order the regular meeting of the School Board. Members present: Allenburg (virtual), Arom, Barry (virtual, online at 5:03 PM), Birdman (virtual), Gabler (virtual), Huwe (virtual), Mann (virtual, online at 5:03 PM). Staff present: Stanley (virtual), Smasal (virtual), Sailer (virtual), Woodard (virtual); Feily (virtual).

APPROVAL OF AGENDA

Member Birdman moved and Member Gabler seconded to approve the agenda. Members Allenburg, Arom, Birdman, Gabler, and Huwe voted Aye by roll call; Members Barry and Mann arrived virtually after the vote. The motion passed unanimously.

DISCUSSION

Culture and Climate Board Update: Staff presented results from the Panorama Climate and Wellness survey, and the Employee Engagement survey. Background information on the surveys, participation rates, data summaries, analysis and some next steps were discussed.

Long-Term Facilities Maintenance Plan – Fiscal Years 2026-35: Director Woodard shared preliminary estimated tax rates for capital and debt service levy information, and a LTFM project list.

Voter-Approved Levy Review: Director Woodard shared information about three primary voter-approved tax levies available to school districts: the operating referendum, the capital projects levy, and school building bonds.

ADJOURNMENT

At 6:47 PM, Member Arom moved, and Member Mann seconded to adjourn the meeting. All members voted Aye by roll call. The motion passed unanimously.

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE REGULAR MEETING OF JUNE 10, 2024

REGULAR MEETING
7:00 PM

Edina Community Center Room 350
5701 Normandale Road, Edina
and Virtual

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

Ms. Erica Allenburg (virtual)
Mr. Dan Arom
Ms. Cheryl Barry (virtual)
Mr. Michael Birdman (virtual)
Ms. Karen Gabler (virtual)
Ms. Jennifer Huwe (virtual)
Mr. Elliot Mann (virtual)

PRESIDING OFFICER: Chair Erica Allenburg

7:00 PM - 9:14 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent (virtual)
Dr. Randy Smasal, Assistant Superintendent (virtual)
Dr. Anne Marie Leland, Director of Community Education and Strategic Partnerships (virtual)
Mert Woodard, Director of Finance and Operations (virtual)

Matt Flugum, Digital Learning Coordinator (virtual)
Sarah Kiel, Normandale Elementary Teacher (virtual)
Nathaniel Lindley, Director of Media and Technology Services (virtual)
Paula O'Loughlin, PartnerEd (virtual)
Kim Senn, Muralist (virtual)

CERTIFIED CORRECT:

CERTIFIED CORRECT:

Ms. Erica Allenburg, Chair

Mr. Dan Arom, Clerk

(Official Publication)
MINUTES OF THE REGULAR MEETING OF THE SCHOOL BOARD
DISTRICT 273 EDINA, MINNESOTA JUNE 10, 2024

7:00 PM Chair Allenburg called to order the regular meeting of the School Board. Members present: Allenburg (virtual), Arom, Barry (virtual), Birdman (virtual), Gabler (virtual), Huwe (virtual), Mann (virtual). Staff present: Stanley (virtual), Smasal (virtual), Sailer (virtual), Woodard (virtual); Flugum (virtual), Kiel (virtual), Lindley (virtual), O'Loughlin (virtual), Senn (virtual).

APPROVAL OF AGENDA

EXCELLENCE IN ACTION

HEARING FROM MEMBERS OF THE PUBLIC

CONSENT

- A. Commendation for Assistant Superintendent Randy Smasal
- B. Designation of Identified Official with Authority for the MDE External User Access Recertification System
- C. Minutes: *May 13 work session and regular meetings, May 21 work session, and May 31 special meeting*
- D. Personnel Recommendations
- E. Check Register - May 2024
- F. Electronic Fund Transfers - month
- G. Gifts and Bequests – May 2024
- H. Copier and Printer Management Proposal
- I. Property, Casualty, and Liability Insurance Renewal - Fiscal Year 2025
- J. Workers' Compensation Insurance Renewal - Fiscal Year 2025
- K. Food Service Management Contract Renewal - Fiscal Year 2025
- L. Lease Agreement with West Metro Credit Union
- M. Minnesota International Chinese School Room Rental Agreement
- N. Minnesota Japanese School Room Rental Agreement
- O. Membership in the Minnesota School Boards Association (MSBA) 2024-2025
- P. Student Support Services Agreements
 1. Amergis Educational Staffing
 2. Stepping Stones Group LLC
 3. Strategic Behavioral Solutions

DISCUSSION

- A. Strategic Plan Core Planning Team Update
- B. Media Specialists Board Update
- C. Legislative Action Committee (LAC) 2023-2024 Recap
- D. Policy Review (506, 717, 805, 811)

ACTION

- A. 2024 Metro South Adult Basic Education Joint Powers Agreement
- B. Preliminary Budget - Fiscal Year 2025
- C. Policy Review (714, 716, 718, 720, 721, 801, 802, 804, 808, 813)

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

INFORMATION

- A. Enrollment Mobility
- B. Investment Summary - May 2024
- C. Expenditure Summary - May 2024
- D. Deep Portage October 14 - 16, 2024
- E. Deep Portage February 24 - 26, 2025
- F. Eagle Bluff February 26 - 28, 2025
- G. Deep Portage May 12 - 14, 2025
- H. Camp Foley May 21 - 23, 2025
- I. Calendar Changes for the 2024-25 School Year

ADJOURNMENT

The meeting adjourned at 9:14 PM. The minutes and resolutions are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

Ms. Erica Allenburg, Chair

Mr. Dan Arom, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S
JUNE 10, 2024 REGULAR MEETING

7:00 PM Chair Allenburg called to order the regular meeting of the School Board. Members present: Allenburg (virtual), Arom, Barry (virtual), Birdman (virtual), Gabler (virtual), Huwe (virtual), Mann (virtual). Staff present: Stanley (virtual), Smasal (virtual), Sailer (virtual), Woodard (virtual); Flugum (virtual), Kiel (virtual), Lindley (virtual), O'Loughlin (virtual), Senn (virtual).

APPROVAL OF AGENDA

Member Gabler moved and Member Arom seconded to approve the agenda. All members voted Aye by roll call. The motion passed unanimously.

EXCELLENCE IN ACTION

Normandale Elementary School teacher Sarah Kiel, and parent volunteer and muralist Kimberly Senn shared a presentation about the making of the mural in the Normandale collaboration space.

CONSENT

Member Mann moved and Member Huwe seconded to approve the consent agenda. All members voted Aye by roll call. The motion passed unanimously.

The resolutions were:

- A. Commendation for Assistant Superintendent Randy Smasal
- B. Designation of Identified Official with Authority for the MDE External User Access Recertification System
- C. Minutes: *May 13 work session and regular meetings, May 21 work session, and May 31 special meeting*
- D. Personnel Recommendations
- E. Check Register - May 2024
- F. Electronic Fund Transfers - month
- G. Gifts and Bequests – May 2024
- H. Copier and Printer Management Proposal
- I. Property, Casualty, and Liability Insurance Renewal - Fiscal Year 2025
- J. Workers' Compensation Insurance Renewal - Fiscal Year 2025
- K. Food Service Management Contract Renewal - Fiscal Year 2025
- L. Lease Agreement with West Metro Credit Union
- M. Minnesota International Chinese School Room Rental Agreement
- N. Minnesota Japanese School Room Rental Agreement
- O. Membership in the Minnesota School Boards Association (MSBA) 2024-2025
- P. Student Support Services Agreements
 - 1. Amergis Educational Staffing
 - 2. Stepping Stones Group LLC
 - 3. Strategic Behavioral Solutions

DISCUSSION

Strategic Plan Core Planning Team Update: Dr. Stanley and Ms. O'Loughlin presented information about the annual Core Planning Team's work this year. The team, made up of district staff, students, and community members met for two days in April to visit sites and programs, receive reports, monitor, assess and provide feedback on District progress towards meeting the Strategic Plan outcomes and benchmarks.

Media Specialists Board Update: Staff shared an update on the roles and responsibilities of media specialists for the 2024-2025 school year.

Legislative Action Committee (LAC) 2023-2024 Recap: LAC committee members shared an overview of the committee's work this year.

Policy Review (506, 717, 805, 811): Policy Committee members presented the following policies for discussion. These policies will move forward for approval at the next regular meeting.

- Policy 506 Student Conduct and Discipline
- Policy 717 Video/Electronic Surveillance
- Policy 805 Waste Reduction and Recycling
- Policy 811 Environmental Resources Management

ACTION

2024 Metro South Adult Basic Education Joint Powers Agreement: Member Birdman moved and Member Arom seconded to approve the motion. All members voted Aye by roll call. The motion passed unanimously.

Preliminary Budget - Fiscal Year 2025: Member Mann moved and Member Gabler seconded to approve the motion. All members voted Aye by roll call. The motion passed unanimously.

Policy Review (714, 716, 718, 720, 721, 801, 802, 804, 808, 813): Member Mann moved and Member Arom seconded to approve the motion. All members voted Aye by roll call. The motion passed unanimously.

- Policy 714 Use of District-Owned Vehicles
- Policy 716 Vending Machines
- Policy 718 Construction and Remodeling of Facilities and Grounds
- Policy 720 Uniform Grant Guidance Policy Regarding Federal Revenue Sources
- Policy 721 Service Animals in Schools
- Policy 801 Equal Access by Students to School Facilities
- Policy 802 Disposition of Obsolete Equipment and Material
- Policy 804 Energy Utilization Management
- Policy 808 Naming Facilities and Educational Programs
- Policy 813 Aquatics Policy

LEADERSHIP AND COMMITTEE UPDATES

Member Birdman shared that he had attended some of the graduation ceremonies for Intermediate District 287.

Chair Allenburg pointed out the Information item in tonight's meeting materials about the calendar changes for Connect and Assess dates, an additional teacher training date, and an additional day off for students.

SUPERINTENDENT UPDATES

Dr. Stanley echoed sentiments about the budget report and shared that the Business Services department received a certificate of excellence from the Association of School Business Officials International.

She also read a number of staff commendations: one from a Creek Valley teacher whose guest teacher commended the first grade class on their reading; one from a parent of a early learner with speech challenges, commending the staff person for her dedication, support, and commitment to all students; and one from a staff person who is also a parent of children who attend Kids Club, commending Kids Club staff at Countryside and the whole Community Ed family.

Dr. Stanley also mentioned the recent graduation, and the start of summer with students taking driver's training and thousands of other students who are back for summer programming through Community Education.

ADJOURNMENT

At 9:14 PM, Member Mann moved, and Member Arom seconded to adjourn the meeting. All members voted Aye by roll call. The motion passed unanimously.

IV.B. Personnel Recommendations - July 2024



Board Meeting Date: July 8, 2024

Title: Personnel Recommendations

Type: Consent

Presenter(s): Sonya Sailer, Director of Human Resources

Description: Personnel recommendations are made monthly. These conditional offers of employment are subject to successful completion of a criminal background check, I-9 Employment Eligibility Verification and, where applicable, the issuance of the required license. Salary subject to change upon verification of correct step and lane placement.

Recommendation: Approve the attached personnel recommendations.

Desired Outcome(s) from the Board:

Attachment(s):

1. Report (next page)

LICENSED STAFF

A. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
BIALKA, ELLEN	EHS	MULTILINGUAL TEACHER, 1.0 FTE	\$67,500	08/19/2024
CRUZEN, KRISTENA	VV	ADMINISTRATIVE DEAN	\$113,491	08/01/2024
LARSON, CARMEL	CN	TITLE I TEACHER	\$35.43/HOUR	10/21/2024
LINGEN, HANNAH	HL	SPED RESOURCE, 1.0 FTE	\$49,887	08/19/2024
SCHOEB, MARY	HL	GRADES 2-3 CP TEACHER, 1.0 FTE	\$69,457	08/19/2024
SMITH, COLBY	CC	MUSIC TEACHER, 1.0 FTE	\$55,388	08/19/2024

B. RESIGNATIONS, RETIREMENTS, TERMINATIONS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Date</u>
DAHLMAN, ERIC	VV	PHYSICAL EDUCATION TEACHER, 1.0 FTE	06/04/2024
GISSIBL, BETH	EHS	LICENSED SCHOOL NURSE, 1.0 FTE	06/04/2024

C. CHANGE OF EMPLOYMENT STATUS

<u>Name</u>	<u>Building</u>	<u>Assignment Change</u>	<u>Wage</u>	<u>Date</u>
RONHOVDE, TIMOTHY	VV DW	FROM SCIENCE TEACHER, 1.0 FTE TO PEER COACH, 1.0 FTE	\$106,848	08/19/2024

D. REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Anticipated Dates of Leave</u>
NONE.			

E. REQUEST FOR 3-YEAR UNPAID EXTENDED LEAVE OF ABSENCE PER MN STATUTE §122A.46

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Anticipated Dates of Leave</u>
DUNCAN, KARRIE	ECC	LITERACY COACH, 1.0 FTE	08/19/2024 - 08/23/2027

F. SEASONAL SUMMER EMPLOYMENT

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
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BRUNDAGE, DANIEL	DW	SUMMER SUCCESS CENTER	\$33.03/HOUR	06/05/2024-07/19/2024
CURTIS, JOSEPH	CS	ESY SPED TEACHER	\$45.00/HOUR	06/17/2024-07/18/2024
FINCH, AUTUMN	CS	ESY SPED TEACHER	\$45.00/HOUR	06/17/2024-07/18/2024
HANKS, JULIE ANN	EHS/ELC	ESY SCHOOL NURSE	\$45.00/HOUR	06/17/2024-07/18/2024
KELLER, CASSONDRA	EHS/ELC	ESY SPED TEACHER	\$55.00/HOUR	06/17/2024-06/27/2024
REID, COLLEEN	ELC	READY SET KINDERGARTEN	\$34.00/HOUR	07/17/2024-08/01/2024

NON-LICENSED STAFF

A. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
BUCK, BRIANNA	ECC	DIGITAL LEARNING COORDINATOR	\$112,582	07/01/2024
CHRISTENSON, HANNAH	EHS	OFFICE ASSISTANT CLASSIFICATION D	\$23.93/HR	08/12/2024
HATTSTROM, ALEXANDER	DW	EMERGENCY MANAGEMENT AND SCHOOL SAFETY COORDINATOR	\$98,172	07/01/2024
LATIMER, OLIVIA	EHS	MEDIA ASSISTANT CLASSIFICATION G	\$21.33/HR	08/19/2024
SAGE, DEREK	TC	BUS DRIVER	\$24.17/HR	06/10/2024

B. RESIGNATIONS, RETIREMENTS, TERMINATIONS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Date</u>
AMUNDSON, DANIEL	SV	CUSTODIAN	06/28/2024
BERGE, SARAH	CV	EA SPED PARA	05/31/2024
CRANDELL, STEVEN	EHS	CUSTODIAN	06/21/2024
KUMAR, KAREENA (ARIYA)	ELC	INSTRUCTIONAL ASSISTANT	05/31/2024
POLSON, LAURA	SV	DEPARTMENT SPECIALIST - CLASSIFICATION B	07/31/2024

C. CHANGE OF EMPLOYMENT STATUS

<u>Name</u>	<u>Building</u>	<u>Assignment Change</u>	<u>Wage</u>	<u>Date</u>
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NONE.

D. REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Anticipated Dates of Leave</u>
JOHNSON, CORDELIA	CC	KIDS' CLUB LEAD	05/30/2024 - 07/18/2024
KAUR, MANPREET	ECC	HR SPECIALIST	06/20/2024 - 07/03/2024
RUTZ, CAROLINE	TC	SUPERVISOR OF TRANSPORTATION	07/02/2024 - 09/03/2024

E. SEASONAL SUMMER EMPLOYMENT

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
EDAM, CADEN	DW	TECHNOLOGY ASSISTANT	\$20.25/ HR	06/18/2024
GENDRY, SAMUEL	DW	STUDENT INTERN TECHNOLOGY	\$15.00/HR	06/17/2024
RITCHIE, WYATT	DW	TECHNOLOGY ASSISTANT	\$20.25/ HR	06/17/2024
WEEKS, JESSICA	DW	TECHNOLOGY ASSISTANT	\$20.25/ HR	06/24/2024

COMMUNITY EDUCATION SERVICES STAFF

A. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
NONE.				

B. RESIGNATIONS, RETIREMENTS, TERMINATIONS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Date</u>
MIEDEMA, MARIT	CC	KIDS' CLUB LEAD	06/14/2024
RUTZEN, ELLEN	ELC	CHILDCARE ASSISTANT	05/31/2024

C. CHANGE OF EMPLOYMENT STATUS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
BOYUM, SAMANTHA	EHS	FROM: DEPARTMENTAL SPECIALIST CLASSIFICATION A	\$28.52/HOUR	07/01/2024
	ECC	TO: YOUTH ENRICHMENT PROGRAM SPECIALIST	\$30.44/HOUR	
GABRIELSON, JULIE	ECC	FROM: OPER & FACILITIES COORD TO: SUPERVISOR OF SCHOOL-AGED CARE, OPERATIONS & FACILITIES	\$125,206	07/01/2024

GUNNESS, CHERYL	ECC	FROM: COMM INVOLVE PROG COORD TO: SUPERVISOR OF COMMUNITY ENGAGEMENT & PURPOSE LEARN	\$131,580	07/01/2024
LARSON, HEATHER	ECC	FROM: DEPARTMENTAL SPECIALIST CLASSIFICATION A TO: PROGRAM SPECIALIST	\$28.52/HOUR \$28.96/HOUR	06/17/2024

D. REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Anticipated Dates of Leave</u>
NONE.			

E. SEASONAL SUMMER EMPLOYMENT

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
BOLIN, ETTA	ND	SUMMER KIDS' CLUB LEAD	\$16.00/HR	06/07/2024
CARRION, MIGUEL	ND	SUMMER KIDS' CLUB LEAD	\$17.33/HR	06/10/2024
HALVERSON, LEELA	ND	SUMMER KIDS' CLUB LEAD	\$16.00/HR	06/27/2024
HOLLIE, ALEXANDER	CN	SUMMER KIDS' CLUB LEAD	\$17.33/HR	06/10/2024
ISLE, JOSEPH	CN	SUMMER KIDS' CLUB LEAD	\$20.32/HR	06/17/2024
KILEY, KATY	CN	SUMMER KIDS' CLUB LEAD	\$17.33/HR	06/10/2024
LARSON, ROSIE	ECC	COMMUNITY ED INTERN	\$18.00/HR	06/17/2024
TURNER LEY, THOMAS	CV	SUMMER KIDS' CLUB LEAD	\$17.33/HR	06/25/2024
VAN PANHUYS, MICHAEL	DW	SUMMER ENRICHMENT LEAD	\$17.33/HR	06/10/2024
VASKE, PETER	CN, CV, ND	SUMMER PROGRAM SPECIALIST	\$28.96/HR	06/17/2024
WEBER, AVERY	CV	SUMMER KIDS' CLUB LEAD	\$17.33/HR	06/28/2024

IV.C. Proposed Miscellaneous Wage Rates



Board Meeting Date: 7/8/2024

Title: Proposed Miscellaneous Wage Rates

Type: Consent

Presenter(s): Sonya Sailer, Director of Human Resources; Mert Woodard, Director of Business Services

Description: The School District maintains miscellaneous wage rates for temporary/casual positions largely found in our Activities and Community Education departments. These positions include event workers such as ticket takers, scoreboard operators, public address announcers, lifeguards, van drivers, security, and site supervisors. In some cases, the hourly wages for these positions have not been increased in more than ten (10) years.

As it has been increasingly difficult to fill these positions, our Activities and Community Education departments have budgeted for modest increases to improve the School District's ability to staff important roles within their departments. The total cost for these proposed increases is \$10,267 and Director Woodard has confirmed the Activities and Community Education department budgets can accommodate this amount.

Recommendation: Approve the proposed Miscellaneous Wage Rates with an effective date of August 1, 2024.

Desired Outcomes from the Board: Approval of the proposed Miscellaneous Wage Rates with an effective date of August 1, 2024.

Attachments:

1. DRAFT Miscellaneous Wage Rates, Effective August 1, 2024.



DEFINING EXCELLENCE

**Miscellaneous Wage Rates
Activities, Community Education, Interns, ~~Substitutes~~
and Other Various Positions**

As of August 1, 2024

Approved by ISD 273 School Board _____.

**EDINA PUBLIC SCHOOLS
MISCELLANOUS WAGE RATES
ACTIVITIES, COMMUNITY EDUCATION, INTERNS, SUBSTITUTES AND OTHER
VARIOUS POSITIONS**

As of August 1, 2024

Activities Department	
Event Worker	\$15.00 20.00/hour
Lifeguard	\$20.05 22.00/hour
Public Address Announcer	\$17.00 22.00/hour
Site Supervisor	\$25.00 30.00/hour
Student Supervisor/EHS Security	\$21.00 25.00/hour
Community Education Department	
Auditorium Technician	\$20.00/hour
Aquatics Instructor	\$22.97/hour
Building Aide	\$17.63 18.16/hour
Early Childhood Screener	\$31.91/hour
Event Worker	\$15.00 20.00/hour
Hornet Central Assistant	Year 1: \$16.00 16.48/hour Year 2: \$17.33 17.85/hour Year 3: \$18.77 19.33/hour Year 4: \$20.32 20.93/hour Year 5: \$22.00 22.66/hour
Lifeguard	\$20.05 22.00/hour
Middle School Coach	\$3,170.00/stipend
Middle School Coaching Assistant	\$2,780.00/stipend
Van Driver	\$17.63 18.16/hour
Department Interns, Tutors, AP Testing Proctors	
Advanced Placement Testing Proctors:	
Year 1 as EPS Proctor	\$25.00/hour
Year 2+ as EPS Proctor	\$30.00/hour
AVID Tutor	\$20.45 21.06/hour

Intern (High School Student)	\$15.00/hour
Intern (Post Secondary Student)	\$18.00/hour
Substitute Positions	
Clerical Custodian Educational Associate Health Services Associate Instructional Assistant Kids' Club Lead Licensed School Nurse	First Step of Hourly Wage Schedule First Step of Hourly Wage Schedule First Step of Hourly Wage Schedule First Step of Hourly Wage Schedule First Step of Hourly Wage Schedule First Step of Hourly Wage Schedule BA/Step 1 Daily Rate/8 hours = Hourly Wage

**The anniversary date for an employee is July 1. Employees hired between July 1 and December 31 are considered employed one year after the first July 1 following their employment date. Employees hired after January 1 are not considered employed one year until after the second July 1 following their employment date. Hourly wage increases are subject to budget parameters and are contingent upon a satisfactory review from an employee's supervisor. Miscellaneous wage positions are not eligible for fringe benefits beyond those required by law.*

IV.D. Check Register

Check Register



FOR THE MONTH ENDED JUNE 30, 2024

Check No.	Vendor	Description	Date	Amount
399009	MN PEIP	CURRENT TEACHERS	6/18/2024	751,046.48
399100	CHARTWELLS DINING S	MAY24 FOOD SERVICES	6/26/2024	433,309.88
398942	HEALTHPARTNERS INSU	CURRENT EMPLOYEES	6/18/2024	424,029.85
399104	COMMERCIAL ROOFING	VV 2024 REROOFING	6/26/2024	418,285.00
398999	METRO TRANSPORTATIO	MAY24 - SPED TRANSP	6/18/2024	202,598.06
398704	BLUUM OF MINNESOTA,	AUDIO BEAMS (105)	6/12/2024	144,375.00
398583	THE COLLEGE BOARD	AP EXAMS	6/5/2024	131,490.00
399192	NEW LOOK CONTRACTIN	CS 2023 ADDITION 31	6/26/2024	117,167.40
398697	APPLE INC	IPADS GEN ED 24-25	6/12/2024	113,400.00
398875	XEROX BUSINESS SOLU	STAFF DEVICE REFRES	6/12/2024	104,314.00
398979	KRAUS-ANDERSON CONS	EHS CONSTRUCTION MG	6/18/2024	93,571.50
399009	MN PEIP	COBRA/RETIREEES	6/18/2024	69,754.20
398875	XEROX BUSINESS SOLU	STAFF DEVICES	6/12/2024	66,632.40
398915	CORVAL CONSTRUCTORS	EHS MECHANICAL 23-B	6/18/2024	64,505.00
398589	EBS CAMPS INC	JUN24 EBS CAMPS	6/5/2024	52,379.60
399074	JEFF BELZER NEW PRA	VEHICLE FOR ATHLETI	6/21/2024	51,954.06
399117	ERICKSON ELECTRIC C	CS 2023 ADDITION 26	6/26/2024	48,241.88
398665	SEON DESIGN (USA) C	DH8H1T0-M	6/5/2024	48,063.00
398874	XCEL ENERGY	EHS 4/23-5/24/24	6/12/2024	45,345.39
398647	NORTHLAND MECHANICA	HEAT EXCHANGER	6/5/2024	44,795.00
398838	S & J GLASS INC	ECC WINDOW REPLACED	6/12/2024	42,885.99
398999	METRO TRANSPORTATIO	MAY24 - HHM TRANSPO	6/18/2024	42,658.29
398714	CDW GOVERNMENT	LIGHTSPEED FILTER/C	6/12/2024	38,900.00
398585	DASH SPORTS LLC	APR24 CAMPS	6/5/2024	37,406.60
399060	TWIN CITY TRANSPORT	MAY24 - SPED TRANSP	6/18/2024	36,181.90
398697	APPLE INC	IPADS - SPED	6/12/2024	32,400.00
399145	INTERMEDIATE DISTRI	LEASE LEVY	6/26/2024	29,394.82
398940	H2I GROUP INC	EHS MECHANICAL 10-J	6/18/2024	28,500.00
398970	JOSTENS INC	'24 GRADUATION OUTF	6/18/2024	27,635.75
398657	RESTORATION & CONST	HL EXTERIOR WALL RE	6/5/2024	26,357.75
399048	TEACHERS ON CALL, A	EHS - SUBSTITUTES	6/18/2024	22,583.32
398702	AVI SYSTEMS INC	LARGE GYM VIDEO KIT	6/12/2024	22,426.02
399198	PETERSON COMPANIES	CS 2023 ADDITION 32	6/26/2024	21,283.99
399145	INTERMEDIATE DISTRI	CONTRACTED NSO	6/26/2024	20,882.52
398784	LANGUAGE SPROUT LLC	"WINTER 2024: CC, C	6/12/2024	20,660.80
399145	INTERMEDIATE DISTRI	ITENERANT	6/26/2024	20,501.40
398773	KATH FUEL OIL SERVI	DIESEL	6/12/2024	19,875.50
399126	GAARD PERFORMANCE A	TENNIS 603/310	6/26/2024	19,404.00
399098	CDW GOVERNMENT	SMARTNET FOR SWITCH	6/26/2024	19,360.21
398880	ACT INC.	SPRING 2024 ACT TES	6/18/2024	19,282.50
398942	HEALTHPARTNERS INSU	COBRA/RETIREEES	6/18/2024	19,261.05
398817	NATIONAL INSURANCE	LTD DISTRICT W/H	6/12/2024	19,077.53
398874	XCEL ENERGY	ECC 4/23-5/22/24	6/12/2024	18,563.13

Check No.	Vendor	Description	Date	Amount
398874	XCEL ENERGY	SV 4/23-5/22/24	6/12/2024	18,088.50
398726	EBS CAMPS INC	610-L1039-42 AND104	6/12/2024	17,237.50
398874	XCEL ENERGY	VV 4/23-5/22/24	6/12/2024	17,225.88
398910	CITY OF EDINA	EHS 2/26-5/29 USE	6/18/2024	16,916.82
398669	TEACHERS ON CALL, A	EHS - SUBSTITUTES	6/5/2024	16,666.73
398817	NATIONAL INSURANCE	CURRENT EMP LIFE/AD	6/12/2024	16,194.78
398753	ISD 271 - BLOOMINGT	23-24 ADAPTED SPORT	6/12/2024	15,510.19
398999	METRO TRANSPORTATIO	MAY24 - BUS AIDES	6/18/2024	15,419.29
399074	JEFF BELZER NEW PRA	VEHICLE FOR ATHLETI	6/21/2024	15,000.00
399034	SAFEBAY DRIVING SCH	APR-MAY24 DRIVERS E	6/18/2024	14,400.00
399186	MSBA -- MINNESOTA S	ISD 273 MEMBERSHIP	6/26/2024	14,383.00
399019	NORTHERN GLASS & GL	EHS MECHANICAL 08-F	6/18/2024	13,765.50
399247	WOLD ARCHITECTS & E	EHS DEFERRED MAINT	6/26/2024	12,624.09
399249	XCEL ENERGY	SV 5/15-6/16/24	6/26/2024	12,570.71
399132	GRAZZINI BROTHERS &	CS 2023 ADDITION 09	6/26/2024	12,190.76
399196	PAVEMENT RESOURCES	ECC - ASPHALT REPAI	6/26/2024	11,900.00
398587	DEEP PORTAGE	DEB/WALLY CP CAMP	6/5/2024	11,570.00
398669	TEACHERS ON CALL, A	CC - SUBSTITUTES	6/5/2024	11,558.40
398714	CDW GOVERNMENT	ANW F7 FC NBD EXCH	6/12/2024	11,499.48
398662	RUSSELL SECURITY RE	DW - REKEY EXTERIOR	6/5/2024	11,256.00
399145	INTERMEDIATE DISTRI	CORE FEE	6/26/2024	11,151.32
399145	INTERMEDIATE DISTRI	SAFE SCHOOL	6/26/2024	11,114.29
398910	CITY OF EDINA	VV 2/28-5/31 USE	6/18/2024	10,718.22
398680	WHOBODIES LLC	KC SUMMER T-SHIRTS	6/5/2024	10,489.63
398877	A.J. MOORE ELECTRIC	EHS MECHANICAL 26-A	6/18/2024	10,307.88
399162	KJ BRANDING	MULTIPLE SIGNS/DECO	6/26/2024	10,151.00
398714	CDW GOVERNMENT	ADOBE CREATIVE CLOU	6/12/2024	10,000.00
399048	TEACHERS ON CALL, A	VV - SUBSTITUTES	6/18/2024	9,952.35
399084	ALLEGRA EDEN PRAIRI	BOOKLET PRINTING OR	6/26/2024	9,888.81
398681	YMCA CAMP ST CROIX	5/01-5/03 CP CAMP	6/5/2024	9,882.28
398621	JESSEN PRESS INC	EXPERIENCE NEWSLETT	6/5/2024	9,839.00
399201	PLANSOURCE	SERVIC3ES FOR JUN24	6/26/2024	9,658.54
398665	SEON DESIGN (USA) C	HD3S06E12	6/5/2024	9,657.00
398665	SEON DESIGN (USA) C	HD3S16E12	6/5/2024	9,657.00
398665	SEON DESIGN (USA) C	HD3S06E12	6/5/2024	9,657.00
398920	EBERT CONSTRUCTION	EHS MECH 03-A PHASE	6/18/2024	9,623.50
398714	CDW GOVERNMENT	HPE ARUBA ANW-9114	6/12/2024	9,570.80
399048	TEACHERS ON CALL, A	HL - SUBSTITUTES	6/18/2024	9,516.98
398878	ABRAKADOODLE	CLAY STUDIO/ART CLU	6/18/2024	9,012.50
398875	XEROX BUSINESS SOLU	STAFF DEVICES	6/12/2024	8,841.10
398669	TEACHERS ON CALL, A	CS - SUBSTITUTES	6/5/2024	8,603.77
399048	TEACHERS ON CALL, A	SV - SUBSTITUTES	6/18/2024	8,520.55
398669	TEACHERS ON CALL, A	VV - SUBSTITUTES	6/5/2024	8,333.40
398669	TEACHERS ON CALL, A	HL - SUBSTITUTES	6/5/2024	8,268.90
398862	TEACHERS ON CALL, A	VV - SUBSTITUTES	6/12/2024	8,222.46
398862	TEACHERS ON CALL, A	EHS - SUBSTITUTES	6/12/2024	8,202.28
398639	METRO ELEVATOR	ELEVATOR DOOR UPGRA	6/5/2024	7,975.90
399181	METRO ELEVATOR	DOOR OPERATOR REPAI	6/26/2024	7,975.90
399048	TEACHERS ON CALL, A	CS - SUBSTITUTES	6/18/2024	7,971.67
399196	PAVEMENT RESOURCES	SV - ASPHALT REPAIR	6/26/2024	7,950.00
399048	TEACHERS ON CALL, A	CC - SUBSTITUTES	6/18/2024	7,649.70
398874	XCEL ENERGY	CC 4/23-5/22/24	6/12/2024	7,501.90
398633	MAYER ARTS INC	WISH CC/CS/CV/HL/ND	6/5/2024	7,394.80
399184	MINNESOTA LYNX	7/17 KC FIELD TRIP	6/26/2024	7,225.00
398677	URBAN AIR ADVENTURE	5/30 FIELD TRIP	6/5/2024	7,181.00
399217	SCHINDLER ELEVATOR	CS 2023 ADDITION 14	6/26/2024	7,072.51

Check No.	Vendor	Description	Date	Amount
399177	MATH TEACHERS PRESS	CLASS KITS GRDS 1-6	6/26/2024	7,060.80
399070	WILLIAM HICKS	COLLEGE BOOTCAMP	6/18/2024	6,737.50
399005	MINNEHAHA ACADEMY	NON PUB TRANS 23-24	6/18/2024	6,726.98
399113	EBS CAMPS INC	HORNET TENNIS CAMP	6/26/2024	6,688.50
399086	AMERICAN DRAPERY SY	BLINDS 348 & 350	6/26/2024	6,654.84
398862	TEACHERS ON CALL, A	CC - SUBSTITUTES	6/12/2024	6,532.56
398874	XCEL ENERGY	CV 4/23-5/22/24	6/12/2024	6,432.82
398862	TEACHERS ON CALL, A	HL - SUBSTITUTES	6/12/2024	6,353.25
398874	XCEL ENERGY	CS 4/23-5/22/24	6/12/2024	6,232.98
398862	TEACHERS ON CALL, A	CS - SUBSTITUTES	6/12/2024	5,945.61
398576	BOWLERO - LAKEVILLE	5/30 FIELD TRIP	6/5/2024	5,893.91
399172	MAERTENS-BRENNY CON	CS 2023 ADDITION 06	6/26/2024	5,860.48
398669	TEACHERS ON CALL, A	SV - SUBSTITUTES	6/5/2024	5,837.25
398910	CITY OF EDINA	CV 2/28-5/29 USE	6/18/2024	5,810.74
399048	TEACHERS ON CALL, A	CV - SUBSTITUTES	6/18/2024	5,801.78
399141	INGINA LLC	"610-B2000, 610-B20	6/26/2024	5,760.30
398721	COMPAS, INC	SPOKEN WORD 24	6/12/2024	5,605.00
398669	TEACHERS ON CALL, A	CV - SUBSTITUTES	6/5/2024	5,592.15
399113	EBS CAMPS INC	HORNET TENNIS CAMP	6/26/2024	5,416.60
398898	BUSHIVE INC	24-25 BUSHIVE LICEN	6/18/2024	5,400.00
398933	FRANSKE CONSULTING	CURRENT JAM AUDIO	6/18/2024	5,330.00
398669	TEACHERS ON CALL, A	ND - SUBSTITUTES	6/5/2024	5,314.80
398934	FUN ENGINEERZ LLC	MINECRAFT/CAMP FANC	6/18/2024	5,267.50
399135	HENKEMEYER COATINGS	CS 2023 ADDITION 07	6/26/2024	5,239.48
398702	AVI SYSTEMS INC	AUDIO SYSTEM EHS GY	6/12/2024	5,237.28
398874	XCEL ENERGY	ND 4/23-5/22/24	6/12/2024	5,235.75
398668	SUNBELT STAFFING LL	5/18 PSYCHOLOGISTS	6/5/2024	5,202.25
398567	ADVANCED POWER SERV	BI-ANNUAL GENERATOR	6/5/2024	5,180.00
399048	TEACHERS ON CALL, A	ND - SUBSTITUTES	6/18/2024	5,101.95
398654	PAUL DAVID	SUPERINTENDENT VIDE	6/5/2024	5,100.00
399077	93 SKIP LLC	CN - MAY24 PRODUCTI	6/26/2024	4,965.22
398824	PARALLEL TECHNOLOGI	OUTDOOR CAMERA ADDS	6/12/2024	4,924.34
399116	ENVISION GLASS INC	CS 2023 ADDITION 08	6/26/2024	4,905.71
398970	JOSTENS INC	DIPLOMA COVERS	6/18/2024	4,899.95
399161	KINECT ENERGY, INC	EHS - MAY24 USE	6/26/2024	4,806.46
399145	INTERMEDIATE DISTRI	HTP-GEN ED	6/26/2024	4,801.51
398917	DASH SPORTS LLC	APR-MAY24 SPORTS	6/18/2024	4,722.90
399147	IWS - INNOVATIONAL	MAY24 MGMT SERVICE	6/26/2024	4,717.92
398680	WHOBODIES LLC	KC SUMMER T-SHIRTS	6/5/2024	4,638.25
399064	VOIGT'S MOTORCOACH	5/23 BUS FOR FIELD	6/18/2024	4,622.32
399145	INTERMEDIATE DISTRI	LONG TERM FACILITIE	6/26/2024	4,620.79
398948	INSTITUTE FOR ENVIR	EHS RADON TESTING	6/18/2024	4,612.50
398948	INSTITUTE FOR ENVIR	CN RADON TESTING	6/18/2024	4,612.50
398948	INSTITUTE FOR ENVIR	SV RADON TESTING	6/18/2024	4,612.50
398948	INSTITUTE FOR ENVIR	TRANS. RADON TESTIN	6/18/2024	4,612.50
398862	TEACHERS ON CALL, A	ND - SUBSTITUTES	6/12/2024	4,527.90
398585	DASH SPORTS LLC	APR24 CAMPS	6/5/2024	4,510.80
399227	ST CLOUD REFRIGERAT	CS 2023 ADDITION 23	6/26/2024	4,508.46
399048	TEACHERS ON CALL, A	CN - SUBSTITUTES	6/18/2024	4,437.60
398567	ADVANCED POWER SERV	GENERATOR COOLANT S	6/5/2024	4,421.97
398756	IWS - INNOVATIONAL	100% GLYCOL	6/12/2024	4,401.36
398893	AV FOR YOU LLC	EQUIPMENT RENTAL	6/18/2024	4,360.00
399145	INTERMEDIATE DISTRI	TRANS DISABLED	6/26/2024	4,349.74
398920	EBERT CONSTRUCTION	EHS MECH 06-A PHASE	6/18/2024	4,310.91
398595	FIDELITY SECURITY L	EMPLOYEE WITHHOLDIN	6/5/2024	4,278.08
399060	TWIN CITY TRANSPORT	MAY24 - HHM TRANSPO	6/18/2024	4,206.19

Check No.	Vendor	Description	Date	Amount
399107	DAKA CORPORATION	CS 2023 ADDITION 05	6/26/2024	4,175.53
399109	DASH SPORTS LLC	PICKLEBALL/SPORTS S	6/26/2024	4,153.80
399081	ADVANCED IMAGING SO	LEASE 07.08 0631790	6/26/2024	4,151.77
399127	GIBBONS TERRAZZO LL	TERRAZZO REPAIR	6/26/2024	4,100.00
399230	STEINBRECHER PAINTI	CS 2023 ADDITION 09	6/26/2024	4,081.08
399165	LANGUAGE LINE SERVI	MAY24 INTERPRETING	6/26/2024	4,038.31
399161	KINECT ENERGY, INC	SV - MAY24 USE	6/26/2024	4,021.17
398862	TEACHERS ON CALL, A	SV - SUBSTITUTES	6/12/2024	3,870.00
398650	OWENS COMPANIES INC	CHILLER PLANT START	6/5/2024	3,840.00
398607	INDELCO PLASTICS CO	1000 GAL TANK	6/5/2024	3,752.44
398910	CITY OF EDINA	CC 2/26-5/59 USE	6/18/2024	3,721.18
399145	INTERMEDIATE DISTRI	ALC-STABILIZATION F	6/26/2024	3,704.76
398583	THE COLLEGE BOARD	APR24 PSAT 10 TESTI	6/5/2024	3,680.32
398665	SEON DESIGN (USA) C	WT2E20S20G0	6/5/2024	3,663.00
398663	SCHOOL SERVICE EMPL	UNION DUES W/HOLDIN	6/5/2024	3,636.70
399082	ADVANCED POWER SERV	COLLANT SYSTEM MAIN	6/26/2024	3,608.00
399012	MULBERRY BUILDERS	REROOF SHED: FOOTBA	6/18/2024	3,600.00
399041	SONUS INTERIORS INC	EHS MECH 09-C PHASE	6/18/2024	3,587.20
399157	KAETHE BIRKNER	"111/129 BALLET, ET	6/26/2024	3,583.50
398817	NATIONAL INSURANCE	VOL ADD&D EMPLOYEE	6/12/2024	3,570.33
398724	DEPARTMENT OF THE T	FORM 720 (HRA)	6/12/2024	3,473.58
399065	WENDY ANDERSON	APR24 HYBRID HATHA	6/18/2024	3,419.50
399187	MULTILINGUAL WORD I	MAY24 TRANSLATIONS	6/26/2024	3,415.23
398669	TEACHERS ON CALL, A	CN - SUBSTITUTES	6/5/2024	3,373.35
398670	THE WORKS MUSEUM	KC CC FIELD TRIPS	6/5/2024	3,360.00
399132	GRAZZINI BROTHERS &	CS 2023 ADDITION 09	6/26/2024	3,311.00
398749	HILDI INC	GASB 73/75	6/12/2024	3,270.00
398817	NATIONAL INSURANCE	COBRA/RETIREE	6/12/2024	3,266.94
398933	FRANSKE CONSULTING	HAPPENIN AUDIO	6/18/2024	3,265.00
399186	MSBA -- MINNESOTA S	BOARDBOOK SUBSCR	6/26/2024	3,225.00
398769	JOSTENS INC	CLASS '24 DIPLOMA O	6/12/2024	3,180.20
398636	MELTWATER NEWS US I	MELTWATER SUBSCRIPT	6/5/2024	3,162.00
398925	ENVISION GLASS INC	EHS MECH 08-F PHASE	6/18/2024	3,087.50
398944	HOLY LAND BRAND INC	KC SUMMER KICKOFF	6/18/2024	3,067.80
399076	93 HOP LLC	MAY24 PRODUCTION	6/26/2024	3,019.76
398773	KATH FUEL OIL SERVI	UNLEADED	6/12/2024	2,985.47
398894	BENEFIT EXTRAS, INC	JUN24 HRA ADMIN	6/18/2024	2,976.05
398936	GRAPHIC SOURCE	SEG LOCKER RM SIGNS	6/18/2024	2,975.00
398712	CATHERINE EARLEY	BODYSHAPE	6/12/2024	2,975.00
399224	SONUS INTERIORS INC	CS 2023 ADDITION 09	6/26/2024	2,964.87
399231	SUMMIT FIRE PROTECT	ECC - FIRE ALARM IN	6/26/2024	2,956.00
398947	INSPEC INC	EPS 2024 REROOFING	6/18/2024	2,950.00
399121	FLICEK WELDING	VV ROOFING - GUARDR	6/26/2024	2,900.00
399027	RIVER BOTTOM PRODUC	TFA ALADDIN KIDS SE	6/18/2024	2,889.00
399209	RELATE COUNSELING C	CHEM HEALTH #9 OF 1	6/26/2024	2,880.00
398917	DASH SPORTS LLC	APR-MAY24 SPORTS	6/18/2024	2,861.60
399092	BSN SPORTS, LLC	GRLS TRACK UNIFORMS	6/26/2024	2,812.51
398948	INSTITUTE FOR ENVIR	EHS IMPACT TESTING	6/18/2024	2,790.00
398948	INSTITUTE FOR ENVIR	ECC IMPACT TESTING	6/18/2024	2,790.00
399172	MAERTENS-BRENNY CON	CS 2023 ADDITION 06	6/26/2024	2,785.55
398678	WESTMARK PRODUCTION	CHOIR RECORDING SER	6/5/2024	2,775.00
399139	INESE KRIEVANS	SUNSHINE 109/110B23	6/26/2024	2,715.11
398829	PITNEY BOWES EASYPE	EXPERIENCE POSTAGE/	6/12/2024	2,704.87
398675	TUMBLEWEED PRESS IN	FY24-25 TUMBLEBOOK	6/5/2024	2,700.00
399202	PRAIRIE ELECTRIC CO	VV - OUTSIDE LIGHT	6/26/2024	2,659.95
398871	WASTE MANAGEMENT OF	EHS - JUN24 SERVICE	6/12/2024	2,646.77

Check No.	Vendor	Description	Date	Amount
399138	HUMERATECH	MECH CONTROLS	6/26/2024	2,632.00
399099	CESO COMMUNICATIONS	ERC WEBSITE	6/26/2024	2,625.00
399247	WOLD ARCHITECTS & E	SVMS LIGHTING REPL	6/26/2024	2,622.20
399125	FUN ENGINEERZ LLC	ANIMALX/DIG DINOS 6	6/26/2024	2,608.20
399231	SUMMIT FIRE PROTECT	VV - FIRE ALARM INS	6/26/2024	2,602.00
398948	INSTITUTE FOR ENVIR	DW ASBESTOS TESTING	6/18/2024	2,560.00
398832	REGION 6AA	6/5 SECTION BASEBAL	6/12/2024	2,550.00
399144	INSPEC INC	HL - EXTERIOR WALL	6/26/2024	2,507.40
398591	ELECTRONIC DESIGN C	KUHLMAN FIELD DESIG	6/5/2024	2,500.00
398862	TEACHERS ON CALL, A	CN - SUBSTITUTES	6/12/2024	2,470.35
399145	INTERMEDIATE DISTRI	ALC	6/26/2024	2,403.88
398610	INSPEC INC	HL EXTERIOR WALL	6/5/2024	2,400.00
398651	P&D NEUROPSYCHOLOGI	IND ED EVALUATION -	6/5/2024	2,400.00
399087	AMERICAN READING CO	CUSTOM PD DAY	6/26/2024	2,400.00
398862	TEACHERS ON CALL, A	CV - SUBSTITUTES	6/12/2024	2,392.95
399170	MACKIN EDUCATIONAL	BOOKS FOR CV	6/26/2024	2,337.51
399231	SUMMIT FIRE PROTECT	SV - FIRE ALARM INS	6/26/2024	2,282.00
398837	RUSSELL SECURITY RE	VV - KITCHEN DOOR R	6/12/2024	2,270.00
398598	GABRIELSON ATHLETIC	MAY24 ELEM TR&F	6/5/2024	2,257.50
399159	KATH FUEL OIL SERVI	UNLEADED	6/26/2024	2,249.58
398618	ITSAVVY LLC	CB SCREEN DEDUCTIBL	6/5/2024	2,200.00
398667	SQUIRES, WALDSPURGE	LEGAL SERV: S.S.S.	6/5/2024	2,195.96
398879	ACOUSTICS ASSOCIATE	EHS MECH 09-D PHASE	6/18/2024	2,194.50
399161	KINECT ENERGY, INC	VV - MAY24 USE	6/26/2024	2,162.24
399109	DASH SPORTS LLC	T-BALL CAMP/T-B TYK	6/26/2024	2,161.60
398642	MINNESOTA SCHOOL EM	UNION DUES W/HOLDIN	6/5/2024	2,150.04
398567	ADVANCED POWER SERV	GENERATOR COOLANT S	6/5/2024	2,150.00
398627	LUMEN TECHNOLOGIES	DO 05/12-06/11 SERV	6/5/2024	2,145.61
398832	REGION 6AA	6/1 SECTION BASEBAL	6/12/2024	2,145.00
398983	LAURA WOLOVITCH	FUN JEWELRY 610-B	6/18/2024	2,100.00
398820	NINJA ANYWHERE LLC	KC CN NINJA EVENT	6/12/2024	2,000.00
398923	EDINA DANCE TEAM	DANCE CAMP 613-B203	6/18/2024	2,000.00
398697	APPLE INC	IPADS FOR COMM ED (6/12/2024	1,974.00
399080	ADVANCED IMAGING SO	HIGH SCHOOL 05/24	6/26/2024	1,970.60
398619	JARED LITTLE	ARCHERY 101/ADVANCE	6/5/2024	1,962.80
398581	CESO COMMUNICATIONS	APR24 COMM SUPPORT	6/5/2024	1,950.00
398833	RIGHT ANGLE STUDIO	GRAPHIC DESIGN	6/12/2024	1,950.00
398964	JOHNSON FITNESS & W	TORQUE FITNESS EQUI	6/18/2024	1,909.72
398698	ARVIG	DW - JUN24 INTERNET	6/12/2024	1,907.90
399168	LIGHTNING PRINTING	'24 COMMENCEMENT PG	6/26/2024	1,901.23
398709	CAN CAN WONDERLAND	KC SUMMER FIELD TRI	6/12/2024	1,860.00
398773	KATH FUEL OIL SERVI	DEFBULK EXHAUST FLU	6/12/2024	1,854.55
398948	INSTITUTE FOR ENVIR	DW LEAD IN WATER TE	6/18/2024	1,850.00
399059	TRUE N FAIR TREE CA	CS TREE REMOVAL	6/18/2024	1,800.00
398611	INSTITUTE FOR ENVIR	DW 2023-26 H&S MGMT	6/5/2024	1,797.03
399130	GRAND SLAM SPORTS	KC FIELD TRIP	6/26/2024	1,782.50
V20172	VALERIE E BURKE	MEDICARE SUPPL REIM	6/26/2024	1,751.66
399208	REGION 6AA	SECTION SOFTBALL: D	6/26/2024	1,740.00
398682	5-STAR MOVERS	KC CLUB SUMMER MOVI	6/12/2024	1,700.00
399109	DASH SPORTS LLC	TYKES SOCCER/T-BALL	6/26/2024	1,695.40
398565	ACCURATE HOME CARE	APR24 NURSE CARE -	6/5/2024	1,683.00
399096	CATALYST SOURCING S	ON DEMAND/ACTIVITIE	6/26/2024	1,680.19
399200	PLANGRID, INC	PLANGRID AUTODESK	6/26/2024	1,625.00
399200	PLANGRID, INC	PLANGRID AUTODESK	6/26/2024	1,625.00
398618	ITSAVVY LLC	CB SCREEN DEDUCTIBL	6/5/2024	1,600.00
399206	PROJECT LEAD THE WA	SNAP CIRCUIT KIT -	6/26/2024	1,600.00

Check No.	Vendor	Description	Date	Amount
398652	PARALLEL TECHNOLOGI	ECC - CARD READERS	6/5/2024	1,590.00
398779	KJ BRANDING	EDINA LOGO - BIZ OF	6/12/2024	1,580.00
399210	RIGHT-WAY CAULKING	CS 2023 ADDITION 07	6/26/2024	1,562.24
398645	NAC MECHANICAL & EL	ALERTON SHUTTING DO	6/5/2024	1,553.00
398911	CITY OF EDINA - POL	MAY24 BRD MTG SECUR	6/18/2024	1,552.50
399068	WESTMARK PRODUCTION	LOCATION RECORDING	6/18/2024	1,550.00
399223	SITEONE LANDSCAPE S	POLY PIPE	6/26/2024	1,549.97
398837	RUSSELL SECURITY RE	VV - DOOR REPAIR	6/12/2024	1,529.00
V20172	VALERIE E BURKE	MEDICARE REIMB	6/26/2024	1,517.20
398628	MACKIN EDUCATIONAL	BOOKS FOR EHS	6/5/2024	1,506.37
399050	THE PURPLE PEOPLE F	6/21 CATERING ON SI	6/18/2024	1,500.00
398578	BUSINESS ESSENTIALS	8.5X11 WHITE QTY 40	6/5/2024	1,485.00
399104	COMMERCIAL ROOFING	ROOF REPAIR CITY GY	6/26/2024	1,472.00
398707	BUSINESS ESSENTIALS	BOISE X9 - WHITE QT	6/12/2024	1,460.00
398572	BAYADA HOME HEALTH	SCHOOL NURSE - D.S.	6/5/2024	1,452.00
398948	INSTITUTE FOR ENVIR	DW H& S MANAGEMENT	6/18/2024	1,428.55
398976	KEVIN ANDERSON	GLAX: STATE TOURNEY	6/18/2024	1,400.00
398820	NINJA ANYWHERE LLC	KC CV NINJA EVENT	6/12/2024	1,400.00
399193	NINJA ANYWHERE LLC	6/25 KC ND NINJA EV	6/26/2024	1,400.00
399091	BOATHOUSE SPORTS LT	ALPINE PARKAS	6/26/2024	1,396.56
399091	BOATHOUSE SPORTS LT	ALPINE PARKAS	6/26/2024	1,396.56
398639	METRO ELEVATOR	JUN24 ELEVATOR SERV	6/5/2024	1,392.83
398870	UNIVERSITY LANGUAGE	MAY24 - GEN ED TRAN	6/12/2024	1,376.17
399049	TECH ACADEMY	610-B2073 VIRTUAL R	6/18/2024	1,375.00
398572	BAYADA HOME HEALTH	SCHOOL NURSE - D.S.	6/5/2024	1,364.00
399194	PAMELA QUINTANA	SPR24 SUSTAINABILIT	6/26/2024	1,362.90
398894	BENEFIT EXTRAS, INC	JUN24 HSA ADMIN	6/18/2024	1,359.05
398945	HORIZON COMMERCIAL	POOL CHEMICALS	6/18/2024	1,352.75
399061	UNIVERSITY LANGUAGE	MAY24 INTERPRETING	6/18/2024	1,347.10
398802	MASA	FY24-25 MEMBERSHIP	6/12/2024	1,345.00
399243	WEBBER RECREATIONAL	2 RECEPTICLES W/LID	6/26/2024	1,332.00
399208	REGION 6AA	SECTION SOFTBALL: D	6/26/2024	1,330.00
399161	KINECT ENERGY, INC	HL - MAY24 USE	6/26/2024	1,327.56
399231	SUMMIT FIRE PROTECT	HL - FIRE ALARM INS	6/26/2024	1,324.00
398828	PETER HODNE	MEDICARE SUPPL REIM	6/12/2024	1,316.00
398828	PETER HODNE	MEDICARE SUPPL SPOU	6/12/2024	1,316.00
398754	ITSAVVY LLC	CB SCREEN DEDUCTIBL	6/12/2024	1,300.00
399161	KINECT ENERGY, INC	ECC - MAY24 USE	6/26/2024	1,278.02
399080	ADVANCED IMAGING SO	ECC/DO 05/24	6/26/2024	1,266.80
398813	MIDWEST BUS PARTS I	SEON CAMERA CABLES	6/12/2024	1,260.00
399124	FRESHPOINT BIX PROD	KC CV SNACKS	6/26/2024	1,227.49
398998	MENARDS - EDEN PRAI	SHED SUPPLIES/CAPIT	6/18/2024	1,217.98
398572	BAYADA HOME HEALTH	SCHOOL NURSE - E.B.	6/5/2024	1,215.00
398628	MACKIN EDUCATIONAL	BOOKS FOR VV	6/5/2024	1,210.00
398625	LAKEVILLE SOUTH HIG	5/3 BGOLF TOURNAMEN	6/5/2024	1,190.00
399099	CESO COMMUNICATIONS	COMM SUPPORT: XTRA	6/26/2024	1,189.50
399161	KINECT ENERGY, INC	CS - MAY24 USE	6/26/2024	1,181.81
398629	MANHATTAN BEACH UNI	CONSORTIUM 2036 FEE	6/5/2024	1,171.52
398832	REGION 6AA	5/30 SECTION BASEBA	6/12/2024	1,170.00
399211	RIVERVIEW THEATER	KC FIELD TRIP: MOVI	6/26/2024	1,164.00
398871	WASTE MANAGEMENT OF	ECC - JUN24 SERVICE	6/12/2024	1,151.00
398612	ISAAH AND/OR HANNA	MAY24 MILEAGE REIMB	6/5/2024	1,145.70
399147	IWS - INNOVATIONAL	EHYLENE GLYCOL	6/26/2024	1,137.43
399231	SUMMIT FIRE PROTECT	CN - FIRE ALARM INS	6/26/2024	1,132.00
399080	ADVANCED IMAGING SO	COUNTRYSIDE 05/24	6/26/2024	1,076.75
398896	BRAEMAR GOLF COURSE	SPRING '24 GREEN FE	6/18/2024	1,072.00

Check No.	Vendor	Description	Date	Amount
398751	HORIZON COMMERCIAL	CHLORINE	6/12/2024	1,058.50
398815	MIKKONEN MUSIC LLC	MAY24 MUSIC LESSONS	6/12/2024	1,057.50
399161	KINECT ENERGY, INC	CC - MAY24 USE	6/26/2024	1,048.03
399145	INTERMEDIATE DISTRI	CAREER & TECH	6/26/2024	1,045.28
398773	KATH FUEL OIL SERVI	UNLEADED	6/12/2024	1,037.09
398735	FLINN SCIENTIFIC IN	#AP9802 HOT PLATE 7	6/12/2024	1,026.00
398930	FEDEX	MASCOT SHIP DUTY CH	6/18/2024	1,020.22
399080	ADVANCED IMAGING SO	CONCORD 05/24	6/26/2024	1,018.85
399241	UNIVERSITY LANGUAGE	MAY24 TRANSLATIONS	6/26/2024	1,007.20
398579	CAPTIVATE MEDIA & C	K-12 VIDEO RETAINER	6/5/2024	1,000.00
398579	CAPTIVATE MEDIA & C	K-12 VIDEO RETAINER	6/5/2024	1,000.00
398579	CAPTIVATE MEDIA & C	K-12 VIDEO RETAINER	6/5/2024	1,000.00
398579	CAPTIVATE MEDIA & C	K-12 VIDEO RETAINER	6/5/2024	1,000.00
398722	DAVID WEBB -- HOMER	BOOKS/WORKBOOKS	6/12/2024	1,000.00
399010	MN STATE HIGH SCHOO	2024 STATE ROBOTICS	6/18/2024	1,000.00
399094	CAPTIVATE MEDIA & C	JUN24 K-12 VIDEO RE	6/26/2024	1,000.00
399246	WINGS FINANCIAL FOU	MONEY EXPLORERS	6/26/2024	1,000.00
398611	INSTITUTE FOR ENVIR	EHS 2024 ASBESTOS	6/5/2024	995.41
398832	REGION 6AA	5/25 SECTION BASEBA	6/12/2024	995.00
399007	MINNESOTA HISTORICA	5/16 GRD 4 FIELD TR	6/18/2024	980.00
399080	ADVANCED IMAGING SO	NORMANDALE 05/24	6/26/2024	979.10
398570	AMAZON CAPITAL SERV	GRD 4 CLASS SUPPLIE	6/5/2024	972.50
399168	LIGHTNING PRINTING	MARCHING BAND BOOKS	6/26/2024	971.23
399178	MCGRAW-HILL SCHOOL	ALEKS: SUMMER SCHOO	6/26/2024	965.20
399231	SUMMIT FIRE PROTECT	VV - SPRINKLER INSP	6/26/2024	964.00
398830	PROJECT LEAD THE WA	24-25 PLTW FOR SV	6/12/2024	950.00
398830	PROJECT LEAD THE WA	24-25 PLTW FOR VV	6/12/2024	950.00
398813	MIDWEST BUS PARTS I	SEON CAMERA CABLES	6/12/2024	940.00
399197	PBC GURU LLC	AUTHOR VIDEO SERIES	6/26/2024	940.00
398608	INESE KRIEVANS	APR24 PRIVATE PIANO	6/5/2024	938.86
398572	BAYADA HOME HEALTH	SCHOOL NURSE - E.B.	6/5/2024	938.00
399048	TEACHERS ON CALL, A	OLG - SUBSTITUTES	6/18/2024	935.25
399080	ADVANCED IMAGING SO	CREEK VALLEY 05/24	6/26/2024	927.25
399231	SUMMIT FIRE PROTECT	BUS - SPRINKLER INS	6/26/2024	913.00
398624	KINECT ENERGY, INC	JUN24 ENERGY MGMT F	6/5/2024	902.00
398665	SEON DESIGN (USA) C	HEHD20	6/5/2024	888.00
398665	SEON DESIGN (USA) C	HEHD50	6/5/2024	888.00
398665	SEON DESIGN (USA) C	HEHD75	6/5/2024	888.00
399208	REGION 6AA	SECTION SOFTBALL: D	6/26/2024	880.00
399231	SUMMIT FIRE PROTECT	SV - SPRINKLER INSP	6/26/2024	880.00
398998	MENARDS - EDEN PRAI	SHED SUPPLIES/CAPIT	6/18/2024	877.20
398922	EDINA CHAMBER OF CO	2024 ARTS FESTIVAL	6/18/2024	875.00
398789	LEARNING A-Z	ND - RAZ KIDS RENEW	6/12/2024	866.00
399105	CROSSTOWN MECHANICA	EHS - COOLER REPAIR	6/26/2024	865.81
398736	FOLLETT CONTENT SOL	BOOKS FOR SV	6/12/2024	853.20
399233	TECH ACADEMY	WEB DESIGN 617-B207	6/26/2024	850.50
398881	AIDEN HENGEL	HAPPENIN GUITAR WOR	6/18/2024	850.00
399139	INESE KRIEVANS	PRIV PIANO 109/110-	6/26/2024	837.35
399021	NORTHSTAR MEDIA INC	ZEPHYRUS PRINTING	6/18/2024	835.35
399203	PRAIRIE RESTORATION	WEED CONTROL	6/26/2024	833.33
398629	MANHATTAN BEACH UNI	CONSORTIUM 2036 F00	6/5/2024	832.42
398871	WASTE MANAGEMENT OF	SV - JUN24 SERVICE	6/12/2024	819.34
399189	NAC MECHANICAL & EL	BOILER REPAIR	6/26/2024	806.22
398813	MIDWEST BUS PARTS I	"CLAMPS, ETC"	6/12/2024	803.00
398872	WORLD BY GEORGE	GRAD PHOTOGRAPHY	6/12/2024	800.00
399059	TRUE N FAIR TREE CA	CC TREE CLEANUP/REM	6/18/2024	800.00

Check No.	Vendor	Description	Date	Amount
399110	DETROIT LAKES HIGH	5/10-11 BGOLF TOURN	6/26/2024	800.00
399248	WORLD BY GEORGE	GRAD PHOTOGRAPHY	6/26/2024	800.00
399161	KINECT ENERGY, INC	CV - MAY24 USE	6/26/2024	793.47
399183	MINNESOTA HISTORICA	METRO SENIOR REGION	6/26/2024	792.00
398568	AGPARTS WORLDWIDE I	2024 GRAD TICKETS	6/5/2024	784.72
399072	WORLDWIDE TICKETCRA	2024 GRAD TICKETS	6/18/2024	784.72
399075	1ST AYD CORPORATION	SHOP SUPPLIES	6/26/2024	782.40
398683	ABBE BLACKER	BEG MAH 501-B2049	6/12/2024	773.50
398975	KELLE WALSTEAD	JAN-MAY24 VOICE/PIA	6/18/2024	756.00
398914	COMMERCIAL DRYWALL	EHS MECHANICAL 09-A	6/18/2024	751.37
399186	MSBA -- MINNESOTA S	POLICY SERVICES SUB	6/26/2024	750.00
398837	RUSSELL SECURITY RE	EHS - FREEZER DOOR	6/12/2024	737.00
399225	SPARKPATH INC	KNOWLEDGE BOWL ENTR	6/26/2024	735.00
398924	ELIZABETH POCH	WINTER-SPRING24 PIA	6/18/2024	735.00
399078	ACME TOOLS PLYMOUTH	TOOLS	6/26/2024	729.00
V20169	CARA RIECKENBERG	MESPA MEMBERSHIP	6/18/2024	728.00
399236	TMI SYSTEMS CORPORA	SUPPORT PANELS	6/26/2024	725.00
399231	SUMMIT FIRE PROTECT	ECC - SPRINKLER INS	6/26/2024	724.00
399080	ADVANCED IMAGING SO	CORNELIA 05/24	6/26/2024	716.57
399020	NORTHFIELD LINES IN	6/4 STATE SOFTBALL	6/18/2024	715.46
399207	PROPIO LANGUAGE SER	MAY24 INTERPRETING	6/26/2024	715.40
398592	ELLA WASSERMAN	MAY24 INDIV PIANO	6/5/2024	710.92
398669	TEACHERS ON CALL, A	OLG - SUBSTITUTES	6/5/2024	709.50
398821	ODP BUSINESS SOLUTI	ADMIN SUPPLIES	6/12/2024	704.73
398625	LAKEVILLE SOUTH HIG	5/10 BGOLF TOURNAME	6/5/2024	700.00
398626	LRS PORTABLES LLC	ECC - MAY24 PORTA P	6/5/2024	700.00
398986	LRS PORTABLES LLC	JUN24 KUHLMAN POTTI	6/18/2024	700.00
398828	PETER HODNE	MEDICARE REIMB	6/12/2024	698.80
398828	PETER HODNE	MEDICARE SPOUSAL RE	6/12/2024	698.80
399114	EDUCATORS BENEFIT C	403(B) ADMIN & COMP	6/26/2024	691.98
398895	BOYER TRUCKS	FILTERS	6/18/2024	687.45
398582	CHUX SCREEN PRINTIN	WEB T-SHIRTS	6/5/2024	685.00
398739	GILBERT MECHANICAL	HL - REPAIR	6/12/2024	684.00
398569	AIM ELECTRONICS INC	SCOREBOARD SERVICE	6/5/2024	677.37
398667	SQUIRES, WALDSPURGE	LEGAL SERV: MISC	6/5/2024	670.00
398864	THREE RIVERS PARK D	5/20 & 5/21 FIELD T	6/12/2024	666.00
399053	THREE RIVERS PARK D	5/20 & 5/21 FIELD T	6/18/2024	666.00
398772	KAREN GOLDFARB	APR-MAY24 BEG MAH J	6/12/2024	661.50
398678	WESTMARK PRODUCTION	CHOIR RECORDING SER	6/5/2024	650.00
399161	KINECT ENERGY, INC	CN - MAY24 USE	6/26/2024	649.29
399231	SUMMIT FIRE PROTECT	CC - SPRINKLER INSP	6/26/2024	649.00
398835	RM COTTON CO	COND BOILER PELLETS	6/12/2024	645.00
398737	FRESHPOINT BIX PROD	KC CV SNACKS	6/12/2024	644.70
399231	SUMMIT FIRE PROTECT	CV - FIRE ALARM INS	6/26/2024	623.00
399208	REGION 6AA	SECTION SOFTBALL: D	6/26/2024	620.00
398871	WASTE MANAGEMENT OF	CC - JUN24 SERVICE	6/12/2024	612.01
399081	ADVANCED IMAGING SO	LEASE 07.08 0631790	6/26/2024	612.00
398586	DAVID WEBB -- HOMER	MAY24 EXEC COACHING	6/5/2024	600.00
398949	ITSAVVY LLC	SCREEN DEDUCTIBLES	6/18/2024	600.00
398959	JESSE MCCANN	GLAX: STATE TOURNEY	6/18/2024	600.00
398567	ADVANCED POWER SERV	SERVICE CALL	6/5/2024	595.00
398676	ULINE	CORKBOARD CASE	6/5/2024	594.69
398750	HOGLUND BUS COMPANY	CABLES (6)	6/12/2024	592.51
398669	TEACHERS ON CALL, A	ELC/ECSE-SUBSTITUTE	6/5/2024	586.95
399080	ADVANCED IMAGING SO	SOUTHVIEW 05/24	6/26/2024	585.33
399231	SUMMIT FIRE PROTECT	CC - FIRE ALARM INS	6/26/2024	581.00

Check No.	Vendor	Description	Date	Amount
399241	UNIVERSITY LANGUAGE	MAY24 INTERPRETING	6/26/2024	576.85
399137	HORIZON COMMERCIAL	SOLENOID VALVE	6/26/2024	572.95
399102	CITY OF MAPLE GROVE	6/13 KC SUMMER POOL	6/26/2024	572.90
399048	TEACHERS ON CALL, A	ELC/ECSE-SUBSTITUTE	6/18/2024	554.70
398972	JW PEPPER & SON INC	CHORAL MUSIC	6/18/2024	551.59
398668	SUNBELT STAFFING LL	5/25 PSYCHOLOGISTS	6/5/2024	546.25
399208	REGION 6AA	SECTION SOFTBALL: D	6/26/2024	545.00
398871	WASTE MANAGEMENT OF	VV - JUN24 SERVICE	6/12/2024	532.99
398665	SEON DESIGN (USA) C	SHIPPING/HANDLING	6/5/2024	525.00
398628	MACKIN EDUCATIONAL	BOOKS FOR EHS	6/5/2024	524.19
398746	HEATHER BERGESON	LUNCH ACCT REFUND	6/12/2024	522.00
398865	THRESHOLD / AVERY P	TARDY BOOKS	6/12/2024	521.70
398648	ODP BUSINESS SOLUTI	CONFERENCE TABLE	6/5/2024	519.99
398648	ODP BUSINESS SOLUTI	CONFERENCE TABLE	6/5/2024	519.99
399231	SUMMIT FIRE PROTECT	CN - SPRINKLER INSP	6/26/2024	519.00
399231	SUMMIT FIRE PROTECT	CS - SPRINKLER INSP	6/26/2024	519.00
399120	FITNESS FACTORY OUT	POWERLINE BENCH	6/26/2024	518.00
399247	WOLD ARCHITECTS & E	ECC LTFM	6/26/2024	511.51
399247	WOLD ARCHITECTS & E	CN LTFM	6/26/2024	511.50
399247	WOLD ARCHITECTS & E	CV LTFM	6/26/2024	511.50
399247	WOLD ARCHITECTS & E	CC LTFM	6/26/2024	511.50
399124	FRESHPOINT BIX PROD	KC CV SNACKS	6/26/2024	509.60
398892	ARTISTIC FLORAL	GRADUATION FLOWERS	6/18/2024	504.15
399101	CITY OF EDINA	CLASSROOM SPACE	6/26/2024	500.00
398631	MASBO	EDINA ASBO MEMBERSH	6/5/2024	499.00
399222	SHOP-PRO EQUIPMENT	PAINT FILTERS	6/26/2024	491.90
398679	WHITE BEAR LAKE HIG	4/30 BGOLF VARS TOU	6/5/2024	490.00
V20133	ZHUO WANG	CHINESE GRAD LUNCHE	6/5/2024	488.27
399223	SITEONE LANDSCAPE S	IRRIGATION SUPPLIES	6/26/2024	488.10
398871	WASTE MANAGEMENT OF	CV - JUN24 SERVICE	6/12/2024	485.63
399214	ROBERT DIXON	WU STYLE TAI CHI 40	6/26/2024	476.00
398957	JERRY'S FOODS EDINA	SLT CELEBRATION FOO	6/18/2024	470.67
399080	ADVANCED IMAGING SO	HIGHLANDS 05/24	6/26/2024	466.77
398671	THERESE JOHNSON	MYSTERY SHOP CONSUL	6/5/2024	462.50
398992	MARK WITTIG	5/28 COED GOLF	6/18/2024	462.00
398679	WHITE BEAR LAKE HIG	5/7 GGOLF JV TOURNE	6/5/2024	460.00
399136	HOGLUND BUS COMPANY	"CABLE, PARKING BRK	6/26/2024	459.44
398705	BOLTON & MENK INC	ECC TRACK/TENNIS DE	6/12/2024	458.00
399048	TEACHERS ON CALL, A	EHS - SUBSTITUTES	6/18/2024	451.50
399080	ADVANCED IMAGING SO	VALLEYVIEW 05/24	6/26/2024	451.41
398750	HOGLUND BUS COMPANY	THERMOSTAT (4)	6/12/2024	450.76
399096	CATALYST SOURCING S	ON DEMAND/FACILITIE	6/26/2024	448.05
398871	WASTE MANAGEMENT OF	CN - JUN24 SERVICE	6/12/2024	446.40
398622	JOHNSON CONTROLS IN	SV - ALARM RESET	6/5/2024	445.50
399231	SUMMIT FIRE PROTECT	CV - SPRINKLER INSP	6/26/2024	444.00
399231	SUMMIT FIRE PROTECT	HL - SPRINKLER INSP	6/26/2024	444.00
399085	ALLEGRA EDINA	EHS - LETTERHEAD	6/26/2024	443.65
399120	FITNESS FACTORY OUT	MEDBALL RACK/4 BALL	6/26/2024	429.00
399213	ROBERT B HILL CO	WATER SOFTENER SALT	6/26/2024	421.97
398806	MENARDS - EDEN PRAI	20 GALLON TANK	6/12/2024	421.88
398897	BSN SPORTS, LLC	GOLF COACH APP	6/18/2024	420.00
398905	CHANHASSEN BOOSTER	5/17 GGOLF TOURNEY	6/18/2024	420.00
398687	AMAZON CAPITAL SERV	OFFICE SUPPLIES STA	6/12/2024	419.98
V20129	ASHLEY E SLATTERY	MATH CONF HOTEL	6/5/2024	418.89
399175	MASA	B2S CONF - S.S./N.S	6/26/2024	418.00
398750	HOGLUND BUS COMPANY	"HANDRAIL, BRACKET,	6/12/2024	413.63

Check No.	Vendor	Description	Date	Amount
398737	FRESHPOINT BIX PROD	KC CS SNACKS	6/12/2024	410.70
399199	PIONEER MANUFACTURI	FILED PAINT	6/26/2024	410.60
399183	MINNESOTA HISTORICA	3/6 MUSEUM FIELD TR	6/26/2024	408.00
399231	SUMMIT FIRE PROTECT	BUS - FIRE ALARM IN	6/26/2024	407.00
398603	ESTELLA YEUNG	GRAD GIFT BAGS	6/5/2024	400.00
398614	ISD #272 - EDEN PRA	9/16 BOYS XC MEET	6/5/2024	400.00
398928	ESTELLA YEUNG	GRAD GIFT BAGS	6/18/2024	400.00
398737	FRESHPOINT BIX PROD	KC CS SNACKS	6/12/2024	397.63
399161	KINECT ENERGY, INC	BUS - MAY24 USE	6/26/2024	395.79
399177	MATH TEACHERS PRESS	SHIPPING/HANDLING	6/26/2024	393.08
398706	BOYER TRUCKS	R134FREON POUND	6/12/2024	388.50
398894	BENEFIT EXTRAS, INC	JUN24 FLEX ADMIN	6/18/2024	387.00
V20152	CARA RIECKENBERG	EOY SUPPLIES FOR TE	6/12/2024	385.36
399221	SHERWIN WILLIAMS	CLEAN N ETCH GAL (1	6/26/2024	375.00
398727	EDUCATORS BENEFIT C	ACT PARTICIPANT FEE	6/12/2024	371.50
398658	ROBERT B HILL CO	SALT INSTALLED	6/5/2024	369.80
V20106	CARLEY L DAUM	MCTM CONF HOTEL FEE	6/5/2024	367.84
398723	DELEGARD TOOL COMPA	VARIOUS TOOLS	6/12/2024	367.21
398707	BUSINESS ESSENTIALS	COPY PAPER 5000 SHE	6/12/2024	365.00
399077	93 SKIP LLC	BUS - MAY24 PRODUCT	6/26/2024	363.20
399206	PROJECT LEAD THE WA	GATEWAY NOTEBOOK 30	6/26/2024	361.50
399122	FOLLETT CONTENT SOL	BOOKS FOR SV	6/26/2024	354.74
399161	KINECT ENERGY, INC	ECC - MAY24 USE	6/26/2024	352.19
399212	RM COTTON CO	CONDENSATE TRAP	6/26/2024	350.24
399108	DARK KNIGHT SOLUTIO	MAY24 CONSORTIUM FE	6/26/2024	350.00
398834	RISHI KAUSHAL	LUNCH ACCT REFUND	6/12/2024	346.70
399128	GOPHER/PLAY WITH A	01-186 RAINBOW STAC	6/26/2024	340.20
399109	DASH SPORTS LLC	TENNIS TYKES	6/26/2024	338.10
399240	UNITED REFRIGERATIO	UNIVENT MOTOR	6/26/2024	336.40
399223	SITEONE LANDSCAPE S	ROTOR	6/26/2024	325.97
399112	DRAIN PRO PLUMBING	SCIENCE DRAINLINE	6/26/2024	325.00
398871	WASTE MANAGEMENT OF	ND - JUN24 SERVICE	6/12/2024	324.64
398602	GROTH MUSIC COMPANY	BARITONE REPAIR	6/5/2024	322.00
V20153	THOMAS ROETHKE	MASBO HOTEL	6/12/2024	320.04
399026	RICHARD STOLP	5/3 TRACK INVITATIO	6/18/2024	320.00
399168	LIGHTNING PRINTING	EHS CONCERT PROGRAM	6/26/2024	318.10
398946	INFINITE HEALTH COL	STATE BADMINTON	6/18/2024	315.00
399160	KEYSTONE	PAINT	6/26/2024	314.18
398687	AMAZON CAPITAL SERV	START UP SUPPLIES	6/12/2024	313.38
398592	ELLA WASSERMAN	MAY24 INDIV PIANO	6/5/2024	304.32
399004	MIDWEST BAND INSTRU	BARI/TUBA REPAIRS	6/18/2024	300.00
399242	VOIGT'S MOTORCOACH	5/23 KALAHARI TRIP	6/26/2024	300.00
398783	LAKESHORE LEARNING	PRIVACY PARTITIONS	6/12/2024	299.94
398904	CENTURYLINK	VV 05/28-06/27/24	6/18/2024	290.70
398870	UNIVERSITY LANGUAGE	MAY24 - SPED TRANSL	6/12/2024	289.09
398954	JEFFREY HUGGETT	LUNCH ACCT REFUND	6/18/2024	289.05
V20115	AMBER L KLAPHAKE	CONFERENCE HOTEL FE	6/5/2024	288.00
399095	CARLSON PRINTING CO	EARLY CHILD SCREENI	6/26/2024	284.00
V20174	JODY DESTHUBERT	IPHONE PURCHASE	6/26/2024	283.32
399168	LIGHTNING PRINTING	EHS SYMPHONIC PROGR	6/26/2024	281.15
398875	XEROX BUSINESS SOLU	DELL ACTIVE PENS	6/12/2024	278.50
398667	SQUIRES, WALDSPURGE	LGEAL SERV: BOARD	6/5/2024	275.00
398653	PATRICIA OLSON	WALK IN THE PARK	6/5/2024	274.40
399038	SCHMITT MUSIC COMPA	BAND SUPPLIES	6/18/2024	270.00
399008	MINNESOTA MEMORY IN	LAPTOP SCREENS (REP	6/18/2024	269.97
399228	STATE SUPPLY COMPAN	FAUCET	6/26/2024	269.09

Check No.	Vendor	Description	Date	Amount
398588	EAST RIDGE HIGH SCH	4/24 BGOLF VARS TOU	6/5/2024	265.00
398609	INNOVATIVE OFFICE S	CHAIR SEAT REPL	6/5/2024	264.00
399000	M-F ATHLETIC	TRACK EQUIPMENT	6/18/2024	261.48
399000	M-F ATHLETIC	TRACK EQUIPMENT	6/18/2024	261.47
399148	JANET UNGS - BUSINE	JUN24 COACHING SERV	6/26/2024	260.00
398714	CDW GOVERNMENT	NAMED LICENSE: ED F	6/12/2024	256.66
398588	EAST RIDGE HIGH SCH	4/24 BGOLF JV TOURN	6/5/2024	255.00
398871	WASTE MANAGEMENT OF	CS - JUN24 SERVICE	6/12/2024	254.19
399140	INGCO INTERNATIONAL	CONNECT/ASSESS SURV	6/26/2024	253.10
398869	TWIN CITIES TRANSP	5/31 BUS TOW	6/12/2024	250.00
399238	TWIN CITIES TRANSP	5/6 BUS TOW	6/26/2024	250.00
399238	TWIN CITIES TRANSP	5/7 BUS TOW	6/26/2024	250.00
V20176	ERIC D HAMILTON	LENOVO LAPTOP	6/26/2024	247.00
399081	ADVANCED IMAGING SO	LEASE 07.08 0631790	6/26/2024	246.00
398648	ODP BUSINESS SOLUTI	ADMIN SUPPLIES	6/5/2024	245.18
398626	LRS PORTABLES LLC	EHS - MAY24 PORTA P	6/5/2024	245.00
398986	LRS PORTABLES LLC	JUN24 EHS POTTIES	6/18/2024	245.00
399096	CATALYST SOURCING S	SUPP TRACK MON SUBS	6/26/2024	239.99
399136	HOGLUND BUS COMPANY	"CABLE, PARKING BRK	6/26/2024	236.90
399136	HOGLUND BUS COMPANY	"CABLE, PARKING BRK	6/26/2024	236.90
V20117	KELLY E LEINFELDER-	DEEP PORTAGE TRIP	6/5/2024	235.84
398904	CENTURYLINK	EHS 05/28-06/27/24	6/18/2024	232.56
398972	JW PEPPER & SON INC	CHORAL MUSIC	6/18/2024	232.49
399085	ALLEGRA EDINA	EHS - PARKING TICKE	6/26/2024	228.96
398859	SUNIL BAFNA	LUNCH ACCT REFUND	6/12/2024	228.10
398737	FRESHPOINT BIX PROD	KC CV SNACKS	6/12/2024	226.57
398737	FRESHPOINT BIX PROD	KC CS SNACKS	6/12/2024	224.74
398622	JOHNSON CONTROLS IN	RTU REPAIR	6/5/2024	224.20
399111	DISPLAY SALES CO	CS - USA FLAGS (3)	6/26/2024	222.00
398577	BRANDABILITY MINNES	RETIREMENT GIFTS (4	6/5/2024	220.10
V20154	EMMA K SHOPE	MCTM CONF HOTEL	6/12/2024	220.01
399083	ALL STATE COMMUNICA	VV - TROUBLESHOOTING	6/26/2024	220.00
V20115	AMBER L KLAPHAKE	CONFERENCE MILEAGE	6/5/2024	219.76
398602	GROTH MUSIC COMPANY	BAND SUPPLIES	6/5/2024	219.73
398776	KATIE MOE	LUNCH ACCT REFUND	6/12/2024	218.70
399124	FRESHPOINT BIX PROD	KC CN SNACKS	6/26/2024	214.15
398972	JW PEPPER & SON INC	BAND MUSIC	6/18/2024	212.00
399206	PROJECT LEAD THE WA	DIGITAL MULTIMETER	6/26/2024	210.00
399001	MICHAEL LAWROW	GLAX: STILLWATER	6/18/2024	208.00
399035	SAMUEL THAYER	GLAX: LAKEVILLE SO	6/18/2024	208.00
399128	GOPHER/PLAY WITH A	59-540 TOPPLE TUBES	6/26/2024	205.91
398752	INGCO INTERNATIONAL	SUMMER EBT COMM	6/12/2024	201.50
399015	NATIONAL ARCHERY IN	ARROWS FOR ARCHERY	6/18/2024	201.00
398606	HOLY FAMILY CATHOLI	5/22 BGOLF JV TOURN	6/5/2024	200.00
398625	LAKEVILLE SOUTH HIG	4/23 BGOLF JV TOURN	6/5/2024	200.00
399004	MIDWEST BAND INSTRU	BAND SUPPLIES	6/18/2024	200.00
399146	ITSAVVY LLC	SCREEN DEDUCTIBLES	6/26/2024	200.00
398566	ACME TOOLS PLYMOUTH	VV - CAPITAL EXP TO	6/5/2024	199.00
399161	KINECT ENERGY, INC	ND - MAY24 USE	6/26/2024	198.39
398740	GOPHER STATE ONE-CA	MAY24 BILLABLE TICK	6/12/2024	197.10
399026	RICHARD STOLP	5/9 COED TRACK MEET	6/18/2024	195.00
399241	UNIVERSITY LANGUAGE	MAY24 INTERPRETING	6/26/2024	192.73
V20150	PAUL C PAETZEL	GLOBAL TRAVEL PROTE	6/12/2024	190.00
398792	LISA BACHMAN	LUNCH ACCT REFUND	6/12/2024	189.40
V20113	ELIZABETH J JAMES	MAR-MAY24 MILEAGE	6/5/2024	187.27
399234	TERMINAL SUPPLY CO	AIR FITTINGS	6/26/2024	186.70

Check No.	Vendor	Description	Date	Amount
399131	GRAYBAR ELECTRIC CO	ACCESS POINT LOCK B	6/26/2024	186.21
399136	HOGLUND BUS COMPANY	CABLE TRAN	6/26/2024	186.20
V20166	BETHANY A MOHS	SUMMER SCHOOL SNACK	6/18/2024	185.55
398741	GREATAMERICA FINANC	DO JUN24 POSTAGE ME	6/12/2024	184.95
398623	JW PEPPER & SON INC	ORCHESTRA MUSIC	6/5/2024	184.20
V20121	ANNE B NAAS	4/24-4/26 MILEAGE	6/5/2024	182.24
398972	JW PEPPER & SON INC	CHORAL MUSIC	6/18/2024	182.00
399038	SCHMITT MUSIC COMPA	EUPHONIUM REPAIR	6/18/2024	181.00
398617	ISD 813 - LAKE CITY	4/19 GGOLF VARS TOU	6/5/2024	180.00
398630	MAPLE GROVE HIGH SC	5/7 GGOLF VARS TOUR	6/5/2024	180.00
398783	LAKESHORE LEARNING	TRAY ORGANIZERS	6/12/2024	179.97
398897	BSN SPORTS, LLC	SOFTBALL BELTS	6/18/2024	179.76
399218	SCHMITT MUSIC COMPA	CLARINET LIGATURE	6/26/2024	176.75
399123	FRANCISCO J CAMPOS	LUNCH ACCT REFUND	6/26/2024	176.00
398871	WASTE MANAGEMENT OF	BUS - JUN24 SERVICE	6/12/2024	175.64
398686	ALLISON GLEASON	LUNCH ACCT REFUND	6/12/2024	175.40
398613	ISD #112 - CHASKA H	5/6 GGOLF VARS TOUR	6/5/2024	175.00
398613	ISD #112 - CHASKA H	4/29 GGOLF VARS TOU	6/5/2024	175.00
398626	LRS PORTABLES LLC	CV - MAY24 PORTA PO	6/5/2024	175.00
398656	PRIOR LAKE HIGH SCH	4/10 BGOLF JV TOURN	6/5/2024	175.00
398986	LRS PORTABLES LLC	JUN24 CV POTTIES	6/18/2024	175.00
398580	CENTURYLINK	CV 5/10-06/09/24 US	6/5/2024	174.42
398641	MIDWEST MUSICAL IMP	BAND REPAIR	6/5/2024	174.00
398990	MARK SPARANO	LUNCH ACCT REFUND	6/18/2024	173.45
398728	ELECTRIC MOTOR REPA	MOTOR	6/12/2024	171.36
399206	PROJECT LEAD THE WA	"D CELL BATTERY, 12	6/26/2024	169.50
398897	BSN SPORTS, LLC	CHEER COACH APP	6/18/2024	167.28
V20128	ELIZABETH A SANDVIC	COACH TEAM LUNCH	6/5/2024	166.54
398644	THE MUSIC MART	BAND SUPPLIES	6/5/2024	166.34
399017	NICOLE SENDAR	LUNCH ACCT REFUND	6/18/2024	166.30
398737	FRESHPOINT BIX PROD	KC CC SNACKS	6/12/2024	164.25
398750	HOGLUND BUS COMPANY	CABLES (2)	6/12/2024	161.16
399129	GRAINGER	CUTTING BLADE/HOLE	6/26/2024	160.99
V20144	ERIC D HAMILTON	APR-MAY24 MILEAGE	6/12/2024	160.93
398593	EPS OPERATIONS LLC	SUBSC FOR WORDLY WI	6/5/2024	160.00
398937	GREATAMERICA FINANC	SV JUN24 POSTAGE ME	6/18/2024	159.95
398937	GREATAMERICA FINANC	ECC JUN24 POSTAGE M	6/18/2024	159.00
398808	MICHAEL LEONARD	LUNCH ACCT REFUND	6/12/2024	158.80
399124	FRESHPOINT BIX PROD	KC CN SNACKS	6/26/2024	158.09
398735	FLINN SCIENTIFIC IN	#AP1064 DRYING RACK	6/12/2024	157.50
398852	STACEY LOVELL	LUNCH ACCT REFUND	6/12/2024	156.40
398701	AVANTI MEHROTRA	LUNCH ACCT REFUND	6/12/2024	156.35
398649	OPENTEXT INC	MAY24 FAX-2-EMAIL	6/5/2024	152.47
398597	FRESHPOINT BIX PROD	KC CS SNACKS	6/5/2024	152.04
399136	HOGLUND BUS COMPANY	SLEEVE INJECTOR	6/26/2024	151.20
398774	KATHERINE MOLLISON	LUNCH ACCT REFUND	6/12/2024	150.40
398574	BJORKLUND COMPENSAT	JOB DESC RATING	6/5/2024	150.00
398615	ISD 200 - HASTINGS	5/18 JV SOFTBALL TO	6/5/2024	150.00
398703	BJORKLUND COMPENSAT	PROFESSIONAL SVCS	6/12/2024	150.00
398933	FRANSKE CONSULTING	SPRING SING AUDIO	6/18/2024	150.00
399151	JOHN W MCKONE -- BE	PIANO TUNING	6/26/2024	150.00
399090	BEATRICE BASSI	GYMNASTICS 611-L180	6/26/2024	150.00
398741	GREATAMERICA FINANC	EHS JUN24 POSTAGE M	6/12/2024	149.95
V20140	EMILY B DOYLE	STAFF GRADUATION ME	6/12/2024	149.45
V20157	DANA B ZETTERLUND	KINDERGARTEN SUPPLI	6/12/2024	149.10
398735	FLINN SCIENTIFIC IN	SHIPPING/HANDLING	6/12/2024	148.75

Check No.	Vendor	Description	Date	Amount
399111	DISPLAY SALES CO	US FLAGS (2 QTY)	6/26/2024	148.00
399111	DISPLAY SALES CO	SV - USA FLAGS (2 Q	6/26/2024	148.00
398953	JAY LEMKE	BLAX: HOPKINS	6/18/2024	147.00
398965	JOSEPH GARCIA	BLAX: HOPKINS	6/18/2024	147.00
398991	MARK WEBER	GLAX: CENTENNIAL	6/18/2024	147.00
398995	MAUCK AND SON --- D	BLAX: CENTENNIAL	6/18/2024	147.00
399001	MICHAEL LAWROW	GLAX: HOPKINS	6/18/2024	147.00
399018	NOAH BEER	BLAX: HOPKINS	6/18/2024	147.00
399058	TREVOR BUSBY	BLAX: CENTENNIAL	6/18/2024	147.00
399206	PROJECT LEAD THE WA	NEEDLE NOSE PLIERS	6/26/2024	146.25
398773	KATH FUEL OIL SERVI	WASHER FLUID	6/12/2024	145.00
399239	ULINE	SIMPLE GREEN	6/26/2024	144.15
399206	PROJECT LEAD THE WA	"9V BATTERY, 12PK"	6/26/2024	144.00
399244	WEST MUSIC COMPANY	HARMONY HRS36	6/26/2024	143.96
399129	GRAINGER	"SAND DISCS, CLAMPS	6/26/2024	143.57
398972	JW PEPPER & SON INC	CHORAL MUSIC	6/18/2024	142.60
399190	NASSEFF MECHANICAL	CS 2023 ADDITION 21	6/26/2024	141.08
398986	LRS PORTABLES LLC	5/3 KUHLMAN POTTY	6/18/2024	140.00
398571	CHRISTINE MORGAN	TAI CHI 508-B202	6/5/2024	140.00
398916	DANIEL HOLTEY	LUNCH ACCT REFUND	6/18/2024	139.95
398597	FRESHPOINT BIX PROD	KC HL SNACKS	6/5/2024	138.24
398972	JW PEPPER & SON INC	BAND MUSIC	6/18/2024	137.99
V20166	BETHANY A MOHS	SUMMER SCHOOL SNACK	6/18/2024	137.88
398767	JILL GRESS	LUNCH ACCT REFUND	6/12/2024	135.75
398921	ECM PUBLISHERS INC	APR 8 REG MINUTES	6/18/2024	134.40
399128	GOPHER/PLAY WITH A	51-200 C-100 RECREA	6/26/2024	134.32
398841	SARA MCGRANE	LUNCH ACCT REFUND	6/12/2024	133.60
399206	PROJECT LEAD THE WA	"MAGLEV MAGNETS, 25	6/26/2024	133.50
398638	MENARDS - EDEN PRAI	STEEL POST	6/5/2024	132.65
398871	WASTE MANAGEMENT OF	HL - JUN24 SERVICE	6/12/2024	131.66
399055	TOD SCHIEFERT-DENIO	LUNCH ACCT REFUND	6/18/2024	131.30
398972	JW PEPPER & SON INC	BAND MUSIC	6/18/2024	129.99
398641	MIDWEST MUSICAL IMP	PICCOLO REPAIR	6/5/2024	129.66
398735	FLINN SCIENTIFIC IN	#AP1626 CABINET STO	6/12/2024	126.74
398926	ERIN ERHARDT	LUNCH ACCT REFUND	6/18/2024	126.30
398972	JW PEPPER & SON INC	BAND MUSIC	6/18/2024	125.99
398661	ROSEMOUNT HIGH SCHO	4/24 GGOLF JV TOURN	6/5/2024	125.00
399180	MENARDS - EDEN PRAI	DW FOAM/SCREEN	6/26/2024	124.96
399022	PHILIP STEGMAN	BASEBALL: STMA	6/18/2024	122.50
V20150	PAUL C PAETZEL	ADMIN RETREAT SNACK	6/12/2024	121.82
399178	MCGRAW-HILL SCHOOL	ALEKS SUMMER SCHOOL	6/26/2024	120.65
399028	ROBERT SIT	LUNCH ACCT REFUND	6/18/2024	120.60
398699	AUDIOQUIP INC	MICROPHONE RENTAL	6/12/2024	120.00
398822	MINNESOTA SECRETARY	NOTARY APP - V.E.	6/12/2024	120.00
398845	SCHMITT MUSIC COMPA	FLUTE REPAIR	6/12/2024	120.00
398762	JENNIFER MCVANN	LUNCH ACCT REFUND	6/12/2024	119.90
399118	FACTORY MOTOR PARTS	BATTERY	6/26/2024	119.45
399156	JUN ZHENG	LUNCH ACCT REFUND	6/26/2024	118.40
399206	PROJECT LEAD THE WA	AA BATTERY HOLDER	6/26/2024	117.25
398566	ACME TOOLS PLYMOUTH	VV - CAPITAL EXP TO	6/5/2024	116.98
398848	SHELLY DEKKER	LUNCH ACCT REFUND	6/12/2024	116.00
398632	MASPA/STATE NEGOTIA	SPRING CONFERENCE -	6/5/2024	115.00
398727	EDUCATORS BENEFIT C	ACT BASE FEE	6/12/2024	114.44
V20153	THOMAS ROETHKE	MASBO CONF MILEAGE	6/12/2024	114.03
399042	SPS COMPANIES INC	RESTROOM HARDWARE	6/18/2024	113.83
399180	MENARDS - EDEN PRAI	BUILDING HARDWARE	6/26/2024	113.75

Check No.	Vendor	Description	Date	Amount
398643	MONICA MOHN	SWING/WEDDING DANCE	6/5/2024	112.00
398956	JERRY'S FOODS EDINA	OFFICE FOOD	6/18/2024	110.26
398631	MASBO	FY24-25 MEMBERSHIP	6/5/2024	110.00
398631	MASBO	FY24-25 MEMBERSHIP	6/5/2024	110.00
398631	MASBO	FY24-25 MEMBERSHIP	6/5/2024	110.00
398631	MASBO	FY24-25 MEMBERSHIP	6/5/2024	110.00
398631	MASBO	FY24-25 MEMBERSHIP	6/5/2024	110.00
399176	MASBO	FY24-25 MEMBERSHIP	6/26/2024	110.00
398885	ALISON ECKHOFF	LUNCH ACCT REFUND	6/18/2024	109.85
V20154	EMMA K SHOPE	MCTM CONF HOTEL	6/12/2024	109.53
V20124	CHERYL L PARISH	MAY24 PART B MILEAG	6/5/2024	109.01
398816	NANETTE KATTER	LUNCH ACCT REFUND	6/12/2024	108.85
398737	FRESHPOINT BIX PROD	KC CN SNACKS	6/12/2024	108.14
398913	THE COLLEGE BOARD	AP TEST ORDERING	6/18/2024	108.00
399128	GOPHER/PLAY WITH A	71-568 MULTI DODGEB	6/26/2024	107.91
398972	JW PEPPER & SON INC	ORCHESTRA MUSIC	6/18/2024	107.50
398747	HEATHER DEXHEIMER	LUNCH ACCT REFUND	6/12/2024	107.25
398912	CLAIRE ABELN	LUNCH ACCT REFUND	6/18/2024	106.65
398755	IVETT ESPINOSA	LUNCH ACCT REFUND	6/12/2024	106.05
V20171	NATALIE M SPICER	JUN24 ATHL MILEAGE	6/18/2024	103.72
398873	WPS - WESTERN PSYCH	SKU W-621AP25 ABAS-	6/12/2024	103.00
398873	WPS - WESTERN PSYCH	SKU W-621CP25 FORMS	6/12/2024	103.00
399206	PROJECT LEAD THE WA	WIRE STRIPPER/CUTTE	6/26/2024	102.50
398640	MIDAMERICA ADMIN &R	HRA ADMIN FEE 1Q24	6/5/2024	102.00
398597	FRESHPOINT BIX PROD	KC CN SNACKS	6/5/2024	101.64
V20137	LISA J HOFF BURNHAM	LUNCH ACCT REFUND	6/12/2024	100.75
399206	PROJECT LEAD THE WA	"MITER BOX, CLAMPIN	6/26/2024	100.50
398604	HARISEN DAIKO	4/19 TAIKO PERFORMA	6/5/2024	100.00
398616	ISD 748 - SARTELL H	5/15 BGOLF JV TOURN	6/5/2024	100.00
399146	ITSAVVY LLC	SCREEN DEDUCTIBLE	6/26/2024	100.00
399206	PROJECT LEAD THE WA	"GLUE GUN, LO-TEMP	6/26/2024	100.00
399235	THE EDINA COMMUNITY	EVENT REGISTRATION	6/26/2024	100.00
398637	MENARDS - GOLDEN VA	VV - CAPITAL EXP TO	6/5/2024	99.96
399133	GROTH MUSIC COMPANY	BAND SUPPLIES	6/26/2024	99.80
398674	TROPHIES PLUS, INC.	DUPL HOCKEY AA TROP	6/5/2024	99.50
398596	FORKLIFTS OF MINNES	FORKLIFT PM	6/5/2024	99.28
399163	KRIS WETMORE	LUNCH ACCT REFUND	6/26/2024	99.10
398956	JERRY'S FOODS EDINA	FACS FOOD SUPPLY	6/18/2024	99.08
399206	PROJECT LEAD THE WA	ASSORTED SANDPAPER	6/26/2024	99.00
398845	SCHMITT MUSIC COMPA	BARITONE REPAIR	6/12/2024	98.00
399182	METRO SALES INC	JUN24 ATHL COPIER	6/26/2024	98.00
398938	GREGG SKAGGS	LUNCH ACCT REFUND	6/18/2024	97.05
398638	MENARDS - EDEN PRAI	HARDWARE	6/5/2024	96.86
399093	BUILDING CONTROLS &	FILTERS	6/26/2024	96.80
399206	PROJECT LEAD THE WA	BACK SAW 14 INCH	6/26/2024	96.00
V20125	CHERYL A PILCHER	CLASSROOM SUPPLIES	6/5/2024	93.87
399136	HOGLUND BUS COMPANY	CABLE TRAN	6/26/2024	93.10
398573	BEAR PAW CREEK LLC	LATEX BANDS FOR MUS	6/5/2024	93.00
399206	PROJECT LEAD THE WA	ENAMEL MAGNET WIRE	6/26/2024	93.00
399039	SCOTT SANDERSON	LUNCH ACCT REFUND	6/18/2024	91.35
398599	GENERAL SECURITY SE	CC - PATROL STANDBY	6/5/2024	90.00
398599	GENERAL SECURITY SE	CN - PATROL STANDBY	6/5/2024	90.00
398599	GENERAL SECURITY SE	CS - PATROL STANDBY	6/5/2024	90.00
398599	GENERAL SECURITY SE	CV - PATROL STANDBY	6/5/2024	90.00
398599	GENERAL SECURITY SE	HL - PATROL STANDBY	6/5/2024	90.00
398599	GENERAL SECURITY SE	ECC - PATROL STANDB	6/5/2024	90.00

Check No.	Vendor	Description	Date	Amount
398599	GENERAL SECURITY SE	EHS - PATROL STANDB	6/5/2024	90.00
398599	GENERAL SECURITY SE	SV - PATROL STANDBY	6/5/2024	90.00
398599	GENERAL SECURITY SE	VV - PATROL STANDBY	6/5/2024	90.00
398599	GENERAL SECURITY SE	BUS - PATROL STANDB	6/5/2024	90.00
398901	CARL AND/OR LISA SL	LUNCH ACCT REFUND	6/18/2024	89.70
V20166	BETHANY A MOHS	SUMMER SCHOOL SUPPL	6/18/2024	89.17
398972	JW PEPPER & SON INC	BAND MUSIC	6/18/2024	89.00
399063	VERSATILE VEHICLES	TSCHIDA STORAGE CAR	6/18/2024	89.00
398857	STEVEN CHRISTIANSON	LUNCH ACCT REFUND	6/12/2024	87.75
398844	SARAH ZURN	LUNCH ACCT REFUND	6/12/2024	87.70
398807	MICHAEL DUDA	LUNCH ACCT REFUND	6/12/2024	87.45
398956	JERRY'S FOODS EDINA	OFFICE FOOD	6/18/2024	87.37
398981	KULLY SUPPLY INC	REPAIR KIT/GASKET	6/18/2024	87.20
398845	SCHMITT MUSIC COMPA	BARITONE SAX REPAIR	6/12/2024	87.00
398906	CHELSEA RAY	GLAX: STILLWATER	6/18/2024	86.00
398918	DAVID MALLEY	BASEBALL: MPLS SW	6/18/2024	85.00
398967	JOSHUA LANDY	BASEBALL: ROGERS	6/18/2024	85.00
398969	JOSHUA SARFITY	BASEBALL: MPLS SW	6/18/2024	85.00
398977	KEVIN GRISWOLD	BASEBALL: ROGERS	6/18/2024	85.00
398982	KURT ELYEA-WHEELER	BASEBALL: MPLS SW	6/18/2024	85.00
398988	MARK DAHL	BASEBALL: WASHBURN	6/18/2024	85.00
399025	RICHARD BENISH	BASEBALL: MPLS SW	6/18/2024	85.00
399029	RONALD POESCHEL	BASEBALL: BUFFALO	6/18/2024	85.00
399071	WILLIAM RYAN	BASEBALL: MPLS SW	6/18/2024	85.00
398685	ALISON FORD	LUNCH ACCT REFUND	6/12/2024	84.15
398960	JESSEN PRESS INC	BUSINESS CARDS: A.S	6/18/2024	83.75
398783	LAKESHORE LEARNING	SHIPPING/HANDLING	6/12/2024	82.92
V20104	LORI J CARTER	LEADERSHIP LUNCH	6/5/2024	82.49
398744	HARRIET ABDO	LUNCH ACCT REFUND	6/12/2024	81.05
398672	T-MOBILE	ECC MAINT - MAY24	6/5/2024	80.81
398630	MAPLE GROVE HIGH SC	5/14 BGOLF JV TOURN	6/5/2024	80.00
399206	PROJECT LEAD THE WA	LO-TEMP GLUE STICK	6/26/2024	80.00
398929	FACTORY MOTOR PARTS	WIPER BLADES	6/18/2024	78.26
399185	MRI SOFTWARE LLC	BKGD CHK: EMPLOYEES	6/26/2024	78.00
398777	KERRY HUSTON	LUNCH ACCT REFUND	6/12/2024	77.75
398601	GRAINGER	REACH IN FREEZER PA	6/5/2024	77.44
398886	AMAZON CAPITAL SERV	GRD 3 BOOKS	6/18/2024	77.10
398899	CAITLYN FOURDYCE	SOFTBALL: RICHFIELD	6/18/2024	77.00
398903	CAROL SELLARS	SOFTBALL: MINNETONK	6/18/2024	77.00
398950	JACK PEICK	SOFTBALL: WAYZATA	6/18/2024	77.00
398952	JAMES HOLT JR	SOFTBALL: MINNETONK	6/18/2024	77.00
398962	JOHN WESTRUM	BASEBALL: MPLS SW	6/18/2024	77.00
398962	JOHN WESTRUM	BASEBALL: BUFFALO	6/18/2024	77.00
398963	JOHN ZASTROW	BASEBALL: WASHBURN	6/18/2024	77.00
398989	MARK LEVASSEUR	SOFTBALL: MINNETONK	6/18/2024	77.00
399022	PHILIP STEGMAN	BASEBALL: ROGERS	6/18/2024	77.00
399022	PHILIP STEGMAN	BASEBALL: HOPKINS	6/18/2024	77.00
399052	THOMAS HOULE	SOFTBALL: RICHFIELD	6/18/2024	77.00
399057	TONY BEMBOOM	SOFTBALL: MINNETONK	6/18/2024	77.00
398921	ECM PUBLISHERS INC	APR 8 WS MINUTES	6/18/2024	76.80
398921	ECM PUBLISHERS INC	APR 23 WS MINUTES	6/18/2024	76.80
399219	SCHOOL SPECIALTY, L	PE SUPPLIES	6/26/2024	76.50
398737	FRESHPOINT BIX PROD	KC CN SNACKS	6/12/2024	75.79
398659	ROSAMARIA BOLDT	5/16 INTERPRETING	6/5/2024	75.00
398660	ROSE EVENSEN	SYNCHR: HOPKINS	6/5/2024	75.00
398900	CANDACE MEARS	SYNC SWIM: WAYZATA	6/18/2024	75.00

Check No.	Vendor	Description	Date	Amount
399171	MADELINE KAUFMAN	GYMNASTICS 611-K180	6/26/2024	75.00
399188	MYA LOZIER	GYMNASTICS	6/26/2024	75.00
399111	DISPLAY SALES CO	5X8 US FLAG (2 QTY)	6/26/2024	74.00
V20119	BETHANY A MOHS	MAY24 MILEAGE	6/5/2024	73.70
398655	PREMIUM WATERS INC	WATER FOR DMTS	6/5/2024	73.49
399023	PREMIUM WATERS INC	WATER FOR DMTS/ENRO	6/18/2024	73.49
398689	AMY ANDERSON	LUNCH ACCT REFUND	6/12/2024	73.15
398634	MCKESSON MEDICAL SU	FACIAL TISSUES SUPP	6/5/2024	72.41
398825	PATRICIA CRATER	LUNCH ACCT REFUND	6/12/2024	71.80
V20159	MARGARET H GALVIN	LUNCH ACCT REFUND	6/18/2024	71.75
398692	AMY PAMPUSCH	LUNCH ACCT REFUND	6/12/2024	71.45
398998	MENARDS - EDEN PRAI	VARIOUS SUPPLIES	6/18/2024	70.70
398639	METRO ELEVATOR	REPL LIGHT BATTERY	6/5/2024	70.26
398738	GENERAL SECURITY SE	CV - PATROL RESPONS	6/12/2024	70.00
398845	SCHMITT MUSIC COMPA	BARITONE REPAIR	6/12/2024	70.00
398972	JW PEPPER & SON INC	BAND MUSIC	6/18/2024	70.00
398996	MED COMPASS INC	DW RESPIRATORY CLEA	6/18/2024	70.00
398931	SHRED-IT USA	VV - SHREDDING	6/18/2024	69.80
398778	KIMBERLY NORMAN	LUNCH ACCT REFUND	6/12/2024	69.75
398974	KARL SCHUMACHER	LUNCH ACCT REFUND	6/18/2024	69.35
V20148	NATHANIEL M LINDLEY	APR-MAY24 MILEAGE	6/12/2024	69.21
399081	ADVANCED IMAGING SO	LEASE 07.08 0631790	6/26/2024	68.96
398972	JW PEPPER & SON INC	ORCHESTRA MUSIC	6/18/2024	67.99
398956	JERRY'S FOODS EDINA	ADVISORY FOOD	6/18/2024	67.95
398720	CLAUDIA CARR	LUNCH ACCT REFUND	6/12/2024	67.60
399206	PROJECT LEAD THE WA	"SAFETY GLASSES, 12	6/26/2024	66.00
398972	JW PEPPER & SON INC	ORCHESTRA MUSIC	6/18/2024	65.95
398858	SUE HOLMES	LUNCH ACCT REFUND	6/12/2024	65.60
398771	JUNG KIM	LUNCH ACCT REFUND	6/12/2024	65.31
398973	KAREN SEAL	LUNCH ACCT REFUND	6/18/2024	65.25
399056	TODD PORTHAN	LUNCH ACCT REFUND	6/18/2024	65.20
V20107	JODY DESTHUBERT	APR24 CELL PHONE	6/5/2024	65.00
V20127	TIMOTHY J RODEN	MAY24 CELL PHONE	6/5/2024	65.00
V20130	KORY M SMITH	MAY24 CELL PHONE	6/5/2024	65.00
V20136	PETER M BLACKWELL	MAY24 CELL PHONE	6/12/2024	65.00
V20136	PETER M BLACKWELL	JUN24 CELL PHONE	6/12/2024	65.00
V20149	MATTHEW K MOSBY	MAY24 CELL PHONE	6/12/2024	65.00
V20156	MERT T WOODARD	MAY24 CELL PHONE	6/12/2024	65.00
V20162	JAMIE HAWKINSON	MAR24 CELL PHONE	6/18/2024	65.00
V20162	JAMIE HAWKINSON	APR24 CELL PHONE	6/18/2024	65.00
V20162	JAMIE HAWKINSON	MAY24 CELL PHONE	6/18/2024	65.00
V20163	NATHANIEL M LINDLEY	APR24 CELL PHONE	6/18/2024	65.00
V20163	NATHANIEL M LINDLEY	MAY24 CELL PHONE	6/18/2024	65.00
V20164	THOMAS LYMAN	JUN24 CELL PHONE	6/18/2024	65.00
V20170	SONYA LEIGH SAILER	JUNE24 CELL PHONE	6/18/2024	65.00
V20177	CURT E JOHANSON	MAY24 CELL PHONE	6/26/2024	65.00
V20179	MICHAEL A KILANOWSK	MAY24 CELL PHONE	6/26/2024	65.00
V20179	MICHAEL A KILANOWSK	JUN24 CELL PHONE	6/26/2024	65.00
V20182	KORY M SMITH	JUN24 CELL PHONE	6/26/2024	65.00
V20184	MERT T WOODARD	JUN24 CELL PHONE	6/26/2024	65.00
V20122	TRENT J OSTMAN	MAY24 CELL PHONE	6/5/2024	65.00
398638	MENARDS - EDEN PRAI	GRASS SEED	6/5/2024	64.96
399133	GROTH MUSIC COMPANY	BAND MUSIC	6/26/2024	64.00
398966	JOSEPH KOCH III	BLAX: E PRAIRIE	6/18/2024	63.75
V20135	JESSICA D BATEMAN	BELONGING FLEX SUPP	6/12/2024	62.88
V20165	BROOKE MOEHRLE	APR-MAY24 MILEAGE	6/18/2024	62.58

Check No.	Vendor	Description	Date	Amount
399152	JOSTENS INC	2024 DIPLOMA ORDER	6/26/2024	62.20
398876	YIRONG JIANG	LUNCH ACCT REFUND	6/12/2024	62.00
V20180	ANNE B NAAS	CABINET RETREAT BKF	6/26/2024	61.09
V20107	JODY DESTHUBERT	MAR24 CELL PHONE	6/5/2024	61.01
398951	JAMES ENGELKING	GLAX: BENILDE	6/18/2024	61.00
398995	MAUCK AND SON --- D	BLAX: CENTENNIAL	6/18/2024	61.00
398941	HAIYAN ZHANG	LUNCH ACCT REFUND	6/18/2024	61.00
399158	KARLA VENELL	LUNCH ACCT REFUND	6/26/2024	61.00
V20107	JODY DESTHUBERT	MAY24 CELL PHONE	6/5/2024	60.96
398742	GREG JUAIRE	LUNCH ACCT REFUND	6/12/2024	60.90
399118	FACTORY MOTOR PARTS	WINDOW CLEANER	6/26/2024	60.24
398972	JW PEPPER & SON INC	ORCHESTRA MUSIC	6/18/2024	60.00
398984	LAUREN KOSKEY	5/3 LONG JUMP	6/18/2024	60.00
399013	NATALIE ANDERSON	5/3 TRIPLE JUMP	6/18/2024	60.00
399206	PROJECT LEAD THE WA	MASKING TAPE 9PK	6/26/2024	60.00
398783	LAKESHORE LEARNING	MAGNET HOOKS 5PK	6/12/2024	59.95
398684	ADRIAN PEARSON	LUNCH ACCT REFUND	6/12/2024	59.40
399106	CUSTOM HOSE TECH IN	HOSE FITTINGS	6/26/2024	58.92
398638	MENARDS - EDEN PRAI	TSCHIDA SUPPLIES	6/5/2024	58.91
V20165	BROOKE MOEHRLE	MAR24 CELL PHONE	6/18/2024	58.74
398715	CENTURYLINK	CC 05/19-06/18/24	6/12/2024	58.14
398904	CENTURYLINK	VV 05/28-06/27/24	6/18/2024	58.14
399044	STACY ROGERS	LUNCH ACCT REFUND	6/18/2024	57.40
V20120	JONATHAN C MOORE	MAY24 MILEAGE	6/5/2024	57.15
399218	SCHMITT MUSIC COMPA	CLARINET SWABS	6/26/2024	57.00
398766	JIGNA MAHAPATRA	LUNCH ACCT REFUND	6/12/2024	56.95
399030	RUBY DYPWICK	5/3 DISCUS	6/18/2024	56.25
399161	KINECT ENERGY, INC	ND - MAY24 USE	6/26/2024	55.95
V20165	BROOKE MOEHRLE	APR24 CELL PHONE	6/18/2024	55.06
V20165	BROOKE MOEHRLE	MAY24 CELL PHONE	6/18/2024	55.06
398972	JW PEPPER & SON INC	ORCHESTRA MUSIC	6/18/2024	55.00
398972	JW PEPPER & SON INC	ORCHESTRA MUSIC	6/18/2024	55.00
V20138	BRETT COPE	MAY24 CELL PHONE	6/12/2024	55.00
399206	PROJECT LEAD THE WA	"DOWEL ROD, HARDWOOD	6/26/2024	55.00
399206	PROJECT LEAD THE WA	NAILS GALVANIZED 3	6/26/2024	55.00
399078	ACME TOOLS PLYMOUTH	TOOLS	6/26/2024	54.97
V20141	ADAM P DUFFY	MAY24 CELL PHONE	6/12/2024	54.84
398761	JENNIFER HENNEMUTH	LUNCH ACCT REFUND	6/12/2024	54.75
V20168	CAROLYN PROCTOR	JUN2424 CELL PHONE	6/18/2024	54.69
398821	ODP BUSINESS SOLUTI	"TABLE, SIDE, NAVE 83	6/12/2024	54.49
398811	MICHELLE COLLETTE	LUNCH ACCT REFUND	6/12/2024	54.15
398821	ODP BUSINESS SOLUTI	CONSTRUCTION PAPER	6/12/2024	53.88
398623	JW PEPPER & SON INC	ORCHESTRA MUSIC	6/5/2024	53.50
398813	MIDWEST BUS PARTS I	ELEC DOOR SWITCHES	6/12/2024	53.40
V20183	NORMAN F VANDERLIND	JUN24 CELL PHONE	6/26/2024	53.18
398902	CARLY FERRIS	5/3 TRIPLE JUMP	6/18/2024	52.50
398932	FNU TENZIN DECHEN	5/3 SHOT PUT	6/18/2024	52.50
398986	LRS PORTABLES LLC	EHS - MAY24 PORTA P	6/18/2024	52.50
398986	LRS PORTABLES LLC	ECC - MAY24 PORTA P	6/18/2024	52.50
399073	ZAYNA SALLAM	5/3 SHOT PUT	6/18/2024	52.50
V20142	TAMARA K FORBY	APR24 CELL PHONE	6/12/2024	51.92
V20142	TAMARA K FORBY	MAY24 CELL PHONE	6/12/2024	51.92
399237	TRI-STATE BOBCAT IN	AUGER RENTAL	6/26/2024	51.75
399237	TRI-STATE BOBCAT IN	AUGER RENTAL	6/26/2024	51.75
399237	TRI-STATE BOBCAT IN	AUGER RENTAL	6/26/2024	51.75
399206	PROJECT LEAD THE WA	HSS DRILL BITS	6/26/2024	51.50

Check No.	Vendor	Description	Date	Amount
398972	JW PEPPER & SON INC	ORCHESTRA MUSIC	6/18/2024	51.40
399206	PROJECT LEAD THE WA	"RESISTORS, FIXED,	6/26/2024	51.00
398672	T-MOBILE	CN MAINT - MAY24	6/5/2024	50.61
398793	LISA FARNAM	LUNCH ACCT REFUND	6/12/2024	50.55
398594	ETHAN LIEN	HORNET CENTRAL INST	6/5/2024	50.52
398641	MIDWEST MUSICAL IMP	BASSOON REPAIR	6/5/2024	50.50
398972	JW PEPPER & SON INC	ORCHESTRA MUSIC	6/18/2024	50.00
398861	TAMMY MAHONY	LUNCH ACCT REFUND	6/12/2024	50.00
398993	MARY SENNES	LUNCH ACCT REFUND	6/18/2024	50.00
398803	MCEA	JOB POSTINGS	6/12/2024	50.00
398821	ODP BUSINESS SOLUTI	ADMIN/CLASS SUPPLIE	6/12/2024	49.99
V20147	SHAWNEE L KRUEGER	MAY24 CELL PHONE	6/12/2024	49.85
398910	CITY OF EDINA	CV 2/28-5/29 USE	6/18/2024	48.98
399129	GRAINGER	TIRE VALVE	6/26/2024	48.88
399047	SYDNEY BETHUNE	5/3 TRIPLE JUMP	6/18/2024	48.75
398635	MED COMPASS INC	DW - HEARING TESTS	6/5/2024	48.50
398883	ALAN AND/OR LEAH SC	LUNCH ACCT REFUND	6/18/2024	48.45
398605	HENNEPIN THEATRE TR	ORCHESTRA AWARDS	6/5/2024	48.40
398843	SARAH PARRY	LUNCH ACCT REFUND	6/12/2024	48.35
V20110	ANGELA K HRUBY	MAY24 MILEAGE	6/5/2024	48.31
398590	EDINA GIVE & GO	MAY24 G&G PAYROLL	6/5/2024	48.00
399180	MENARDS - EDEN PRAI	FUEL PREMIX 110 OZ	6/26/2024	47.94
V20111	DARCY RUTHANN IMMER	READING REWARD BKF	6/5/2024	47.84
V20161	SCOTT H HIPPIE	MAY24 CELL PHONE	6/18/2024	47.40
399218	SCHMITT MUSIC COMPA	BAND SUPPLIES	6/26/2024	46.79
398889	ANGIE PORTER	LUNCH ACCT REFUND	6/18/2024	46.60
398821	ODP BUSINESS SOLUTI	ADMIN/CLASS SUPPLIE	6/12/2024	46.08
V20173	BEDSTON A BURRELL	MAY-JUN24 MILEAGE	6/26/2024	45.76
398769	JOSTENS INC	REPL DIPLOMA ORDER	6/12/2024	45.75
398748	HILDA MARTINEZ	LUNCH ACCT REFUND	6/12/2024	45.60
398781	KRISTINE CHORSKE	LUNCH ACCT REFUND	6/12/2024	45.15
398575	BLICK ART MATERIALS	ART TABLES SHIPPING	6/5/2024	45.00
398935	GABE COLEMAN	5/9 TRIPLE JUMP	6/18/2024	45.00
398972	JW PEPPER & SON INC	ORCHESTRA MUSIC	6/18/2024	45.00
398935	GABE COLEMAN	5/14 MIDDLE SCHOOL	6/18/2024	45.00
V20146	THOMAS J JOHNSTON	MAY24 CELL PHONE	6/12/2024	44.79
398956	JERRY'S FOODS EDINA	FACS FOOD SUPPLY	6/18/2024	44.22
398600	GRACE DEGROOD	CLUE MUSICAL SUPPLI	6/5/2024	44.16
399118	FACTORY MOTOR PARTS	STEERING SHAFT TUBE	6/26/2024	44.15
399149	JERRY'S HARDWARE	BUILDING SUPPLIES	6/26/2024	44.06
398759	JENNIFER CHAPMAN	LUNCH ACCT REFUND	6/12/2024	43.45
398788	LEAH BRZEZINSKI	LUNCH ACCT REFUND	6/12/2024	42.70
398725	DURGA DANTHULURI	LUNCH ACCT REFUND	6/12/2024	42.55
398641	MIDWEST MUSICAL IMP	BASS CLARINET REPAI	6/5/2024	42.50
398672	T-MOBILE	ATHLETICS - MAY24	6/5/2024	42.23
398716	CHRIS PASSOLT	LUNCH ACCT REFUND	6/12/2024	42.20
398978	KIRSTIN SLANEY	LUNCH ACCT REFUND	6/18/2024	42.20
V20118	ANNE MARIE LELAND	APR24 CELL PHONE	6/5/2024	42.02
399206	PROJECT LEAD THE WA	"AA BATTERY, 10PK"	6/26/2024	42.00
V20118	ANNE MARIE LELAND	MAY24 CELL PHONE	6/5/2024	41.98
398932	FNU TENZIN DECHEN	5/9 TRIPLE JUMP	6/18/2024	41.25
398985	LIAM HOLMBERG	5/9 DISCUS	6/18/2024	41.25
399054	TIM MCGLENNON	5/9 DISCUS	6/18/2024	41.25
V20181	GREGORY J PAFKO	APR24 CELL PHONE	6/26/2024	41.07
V20181	GREGORY J PAFKO	MAY24 CELL PHONE	6/26/2024	41.07
398641	MIDWEST MUSICAL IMP	NECK STRAPS	6/5/2024	41.00

Check No.	Vendor	Description	Date	Amount
398909	CHRISTINE SCHROEPFE	LUNCH ACCT REFUND	6/18/2024	40.75
V20171	NATALIE M SPICER	MAY24 MILEAGE	6/18/2024	40.20
398738	GENERAL SECURITY SE	CC - JUN24 INTR MON	6/12/2024	40.08
398738	GENERAL SECURITY SE	CN - JUN24 INTR MON	6/12/2024	40.08
398738	GENERAL SECURITY SE	HL - JUN24 INTR MON	6/12/2024	40.08
398738	GENERAL SECURITY SE	CV - JUN24 INTR MON	6/12/2024	40.08
398738	GENERAL SECURITY SE	ECC - JUN24 INTR MO	6/12/2024	40.08
398738	GENERAL SECURITY SE	EHS - JUN24 INTR MO	6/12/2024	40.08
398738	GENERAL SECURITY SE	SV - JUN24 INTR MON	6/12/2024	40.08
398738	GENERAL SECURITY SE	VV - JUN24 INTR MON	6/12/2024	40.08
399006	MINNESOTA DEPARTMEN	VVMS CAFE FEE	6/18/2024	40.00
399006	MINNESOTA DEPARTMEN	CC FEE	6/18/2024	40.00
399006	MINNESOTA DEPARTMEN	CN FEE	6/18/2024	40.00
399006	MINNESOTA DEPARTMEN	CS FEE	6/18/2024	40.00
399006	MINNESOTA DEPARTMEN	CV FEE	6/18/2024	40.00
399006	MINNESOTA DEPARTMEN	SVMS CAFE FEE	6/18/2024	40.00
399006	MINNESOTA DEPARTMEN	EHS FEE	6/18/2024	40.00
399006	MINNESOTA DEPARTMEN	HL FEE	6/18/2024	40.00
399006	MINNESOTA DEPARTMEN	ND FEE	6/18/2024	40.00
399006	MINNESOTA DEPARTMEN	SVMS FEE	6/18/2024	40.00
399006	MINNESOTA DEPARTMEN	VVMS FEE	6/18/2024	40.00
399180	MENARDS - EDEN PRAI	LAUNDRY SOAP (4 QTY	6/26/2024	39.92
398847	SHELINA ISHANI	LUNCH ACCT REFUND	6/12/2024	39.90
398972	JW PEPPER & SON INC	BAND MUSIC	6/18/2024	39.89
398845	SCHMITT MUSIC COMPA	BAND SUPPLIES	6/12/2024	39.00
398791	LENA HESS	LUNCH ACCT REFUND	6/12/2024	38.95
398919	DIANE POWERS	LUNCH ACCT REFUND	6/18/2024	38.75
399204	PRATEEK VERMA	LUNCH ACCT REFUND	6/26/2024	38.75
398823	OLGA ENGELS	LUNCH ACCT REFUND	6/12/2024	38.25
V20103	JENNIFER JOSEY BORE	GARDENING RECIPE DA	6/5/2024	38.04
V20178	JULIE M GABRIELSON	JUN24 CELL PHONE	6/26/2024	37.90
V20114	JULIE M GABRIELSON	MAY24 CELL PHONE	6/5/2024	37.79
V20167	KARI L OPATZ-KARWOS	6/10 GGOLF EVENT	6/18/2024	37.52
V20167	KARI L OPATZ-KARWOS	6/11 GGOLF EVENT	6/18/2024	37.52
V20167	KARI L OPATZ-KARWOS	6/12 GGOLF EVENT	6/18/2024	37.52
398891	ANOUSHA SHARMA	5/9 LONG JUMP	6/18/2024	37.50
398932	FNU TENZIN DECHEN	5/2 SHOT PUT	6/18/2024	37.50
398994	MATILDA ROZYCKI	5/3 TRIPLE JUMP	6/18/2024	37.50
399011	MONIRA MOHAMED	5/3 TRIPLE JUMP	6/18/2024	37.50
399069	WILLIAM DEVILLERS	5/2 POLE VAULT	6/18/2024	37.50
398672	T-MOBILE	CS MAINT - MAY24	6/5/2024	37.47
398672	T-MOBILE	CV MAINT - MAY24	6/5/2024	37.47
398672	T-MOBILE	CC MAINT - MAY24	6/5/2024	37.47
399149	JERRY'S HARDWARE	BUILDING SUPPLIES	6/26/2024	37.32
398980	KRISTI POHLIDAL	LUNCH ACCT REFUND	6/18/2024	37.15
398866	TING-YU KAO	LUNCH ACCT REFUND	6/12/2024	37.05
398845	SCHMITT MUSIC COMPA	BARITONE REPAIR	6/12/2024	37.00
V20158	NICHOLAS J ELLISON	SHEET MUSIC	6/18/2024	37.00
398672	T-MOBILE	DMTS - MAY24	6/5/2024	36.85
V20143	VICKIE GEIER	JAN-MAY24 MILEAGE	6/12/2024	36.85
398730	EMILY KEWLEY	LUNCH ACCT REFUND	6/12/2024	36.85
398672	T-MOBILE	ECSE - MAY24	6/5/2024	36.81
398956	JERRY'S FOODS EDINA	FACS FOOD SUPPLY	6/18/2024	36.81
398804	MEGAN MCBURNEY	LUNCH ACCT REFUND	6/12/2024	36.15
399218	SCHMITT MUSIC COMPA	EUPH/TUBA VALVE SPR	6/26/2024	36.00
399205	PREMIUM WATERS INC	JUN24 HOT/COLD WATE	6/26/2024	35.95

Check No.	Vendor	Description	Date	Amount
399223	SITEONE LANDSCAPE S	CS - GRASS	6/26/2024	35.53
399164	KRISTIN WETZEL	LUNCH ACCT REFUND	6/26/2024	35.45
399218	SCHMITT MUSIC COMPA	BAND SUPPLIES	6/26/2024	35.35
399206	PROJECT LEAD THE WA	"PAPER CUTTER, 12 I	6/26/2024	35.25
398738	GENERAL SECURITY SE	ECC - PATROL RESPON	6/12/2024	35.00
398738	GENERAL SECURITY SE	SV - PATROL RESPON	6/12/2024	35.00
398738	GENERAL SECURITY SE	BUS - PATROL RESPON	6/12/2024	35.00
V20139	STEVEN CURTIS CULLI	MAY24 CELL PHONE	6/12/2024	35.00
V20176	ERIC D HAMILTON	JUN24 CELL PHONE	6/26/2024	35.00
398933	FRANSKE CONSULTING	CHOIR DOMAIN NAMES	6/18/2024	34.98
398827	PETE DRAHEIM	LUNCH ACCT REFUND	6/12/2024	34.80
399223	SITEONE LANDSCAPE S	IRRIGATION SUPPLIES	6/26/2024	34.79
399081	ADVANCED IMAGING SO	LEASE 07.08 0631790	6/26/2024	34.15
398714	CDW GOVERNMENT	MICROSOFT LICENSES	6/12/2024	33.81
398884	ALEXIS HAN	5/2 TRIPLE JUMP	6/18/2024	33.75
398966	JOSEPH KOCH III	GLAX: LAKEVILLE SO	6/18/2024	33.75
398966	JOSEPH KOCH III	BLAX: CENTENNIAL	6/18/2024	33.75
399179	MEGAN TARBOX	LUNCH ACCT REFUND	6/26/2024	33.55
398638	MENARDS - EDEN PRAI	MAINTENECE SUPPLIES	6/5/2024	33.54
V20103	JENNIFER JOSEY BORE	CLASSROOM CRAFTS	6/5/2024	33.43
398939	GROTH MUSIC COMPANY	STAND BAGS	6/18/2024	32.95
398849	SHRED RIGHT	CN - SHREDDING	6/12/2024	32.75
398849	SHRED RIGHT	CN - SHREDDING	6/12/2024	32.75
399016	NICOLE JACOBI-KROHN	LUNCH ACCT REFUND	6/18/2024	32.75
399062	VERONICA BACH-DOWD	LUNCH ACCT REFUND	6/18/2024	32.50
399206	PROJECT LEAD THE WA	LEADS W/ALLIGATOR C	6/26/2024	32.50
398958	JERRY'S HARDWARE	CONCRETE SEALANT	6/18/2024	32.36
399048	TEACHERS ON CALL, A	ND - SUBSTITUTES	6/18/2024	32.25
399032	RUSSELL SECURITY RE	KEYS	6/18/2024	32.00
398966	JOSEPH KOCH III	GLAX: HOPKINS	6/18/2024	31.95
398764	JERRY'S FOODS EDINA	FACS FOOD SUPPLY	6/12/2024	31.93
398957	JERRY'S FOODS EDINA	SPIRIT TEAM FOOD	6/18/2024	31.93
398966	JOSEPH KOCH III	BLAX: HOPKINS	6/18/2024	31.80
398769	JOSTENS INC	REPL DIPLOMA ORDER	6/12/2024	31.50
398769	JOSTENS INC	FORMER STUDENT DIPL	6/12/2024	31.50
398693	ANDREA BALOW	LUNCH ACCT REFUND	6/12/2024	30.55
398882	AJOWA AGYEKUM	5/2 LONG JUMP	6/18/2024	30.00
398902	CARLY FERRIS	5/9 TRIPLE JUMP	6/18/2024	30.00
398987	LUCY GLEASON	5/2 POLE VAULT	6/18/2024	30.00
399031	RUQAYA SALLAM	5/9 LONG JUMP	6/18/2024	30.00
399038	SCHMITT MUSIC COMPA	FRENCH HORN REPAIR	6/18/2024	30.00
399073	ZAYNA SALLAM	5/9 LONG JUMP	6/18/2024	30.00
V20109	STACI N HOUSE	MAY24 CELL PHONE	6/5/2024	30.00
398839	SAMANTHA KUCK	LUNCH ACCT REFUND	6/12/2024	30.00
398956	JERRY'S FOODS EDINA	SLT FOOD	6/18/2024	29.98
398956	JERRY'S FOODS EDINA	OFFICE FOOD	6/18/2024	29.98
399118	FACTORY MOTOR PARTS	OIL FILTERS	6/26/2024	29.95
V20102	JESSICA D BATEMAN	DONUTS	6/5/2024	29.95
V20128	ELIZABETH A SANDVIC	MAY24 MILEAGE	6/5/2024	29.88
398797	MARC DONNELLY	LUNCH ACCT REFUND	6/12/2024	29.30
398711	CARRIE CARROLL	LUNCH ACCT REFUND	6/12/2024	29.05
V20132	KATHERINE SUE STRAN	MAY24 PART B MILEAG	6/5/2024	28.34
398956	JERRY'S FOODS EDINA	FACS FOOD SUPPLY	6/18/2024	28.05
398826	PAUL AND/OR GINA LU	LUNCH ACCT REFUND	6/12/2024	28.05
398972	JW PEPPER & SON INC	CHORAL MUSIC	6/18/2024	27.99
398972	JW PEPPER & SON INC	CHORAL MUSIC	6/18/2024	27.60

Check No.	Vendor	Description	Date	Amount
V20122	TRENT J OSTMAN	MAY24 MILEAGE	6/5/2024	27.34
398845	SCHMITT MUSIC COMPA	BARITONE REPAIR	6/12/2024	27.00
398972	JW PEPPER & SON INC	CHORAL MUSIC	6/18/2024	26.99
398968	JOSHUA RUTH	LUNCH ACCT REFUND	6/18/2024	26.95
V20157	DANA B ZETTERLUND	SCIENCE MATERIALS	6/12/2024	26.80
398796	LORI BARND	LUNCH ACCT REFUND	6/12/2024	26.70
399069	WILLIAM DEVILLERS	5/9 POLE VAULT	6/18/2024	26.25
399119	FINKEN WATER INC	VV - DRINKING WATER	6/26/2024	26.20
V20123	STEPHANIE T PAGAC	MAR-APR24 MILEAGE	6/5/2024	26.13
399185	MRI SOFTWARE LLC	BKGD CHK: ND HOST F	6/26/2024	26.00
398907	CHRISTINA HEROLD	LUNCH ACCT REFUND	6/18/2024	25.95
399043	STACY GREGORY	LUNCH ACCT REFUND	6/18/2024	25.90
V20133	ZHUO WANG	CHINESE GRAD LUNCHE	6/5/2024	25.79
398764	JERRY'S FOODS EDINA	FACS FOOD SUPPLY	6/12/2024	25.49
398957	JERRY'S FOODS EDINA	FACS FOOD SUPPLY	6/18/2024	25.49
V20105	ANNIKA L CULVER	MAY24 MILEAGE	6/5/2024	25.46
398666	SPS COMPANIES INC	PIPE COUPLING	6/5/2024	25.36
398956	JERRY'S FOODS EDINA	FACS FOOD SUPPLY	6/18/2024	25.26
398672	T-MOBILE	KC CC - MAY24	6/5/2024	25.17
398672	T-MOBILE	KC CN - MAY24	6/5/2024	25.17
398672	T-MOBILE	KC CS - MAY24	6/5/2024	25.17
398672	T-MOBILE	KC HL - MAY24	6/5/2024	25.17
398672	T-MOBILE	KC CV - MAY24	6/5/2024	25.17
398672	T-MOBILE	KC ND - MAY24	6/5/2024	25.17
V20112	MICAYLA IRMITER	CONF DIN: PARKWAY P	6/5/2024	25.00
V20166	BETHANY A MOHS	SUMMER SCHOOL SUPPL	6/18/2024	24.99
399226	SPS COMPANIES INC	BASKET STRAINER	6/26/2024	24.86
398955	JENNIFER GILL	LUNCH ACCT REFUND	6/18/2024	24.85
399037	SARAH SOLSVIG	LUNCH ACCT REFUND	6/18/2024	24.85
V20168	CAROLYN PROCTOR	MAY24 MILEAGE	6/18/2024	24.66
398719	CHRISTINE MOORE	LUNCH ACCT REFUND	6/12/2024	24.55
398850	SITEONE LANDSCAPE S	POLY ELBOW	6/12/2024	24.51
398831	REBECCA LIETHEN	LUNCH ACCT REFUND	6/12/2024	24.20
398655	PREMIUM WATERS INC	JUN24 WATER COOLER	6/5/2024	24.00
399206	PROJECT LEAD THE WA	"WIRE, COPPER, 4 FT	6/26/2024	24.00
398783	LAKESHORE LEARNING	MAGNET PEOPLE SET 1	6/12/2024	23.99
V20175	CHERYL B GUNNESS	YARDSTICKS FOR SIGN	6/26/2024	23.88
398775	KATHY HUGHES	LUNCH ACCT REFUND	6/12/2024	23.80
398786	LAUREN BAE	LUNCH ACCT REFUND	6/12/2024	23.70
398972	JW PEPPER & SON INC	BAND MUSIC	6/18/2024	22.99
V20158	NICHOLAS J ELLISON	SHEET MUSIC	6/18/2024	22.99
V20105	ANNIKA L CULVER	MAY24 MILEAGE	6/5/2024	22.91
V20160	ALAN K HENDRICKSON	HORNET CENTRAL SUPP	6/18/2024	22.87
399002	MICHAEL RYAN	LUNCH ACCT REFUND	6/18/2024	22.75
399014	NATASHA SNYDER	LUNCH ACCT REFUND	6/18/2024	22.60
398987	LUCY GLEASON	5/9 HIGH JUMP	6/18/2024	22.50
398994	MATILDA ROZYCKI	5/9 TRIPLE JUMP	6/18/2024	22.50
399011	MONIRA MOHAMED	5/9 TRIPLE JUMP	6/18/2024	22.50
398672	T-MOBILE	B&G - MAY24	6/5/2024	22.09
V20133	ZHUO WANG	CHINESE GRAD LUNCHE	6/5/2024	22.00
398700	AUSTIN COLEMAN	LUNCH ACCT REFUND	6/12/2024	21.75
399046	STEPHANIE RALEY	LUNCH ACCT REFUND	6/18/2024	21.45
V20160	ALAN K HENDRICKSON	HORNET CENTRAL BKFT	6/18/2024	21.44
V20167	KARI L OPATZ-KARWOS	6/10 GGOLF EVENT	6/18/2024	21.44
398672	T-MOBILE	SV MAINT - MAY24	6/5/2024	21.25
398672	T-MOBILE	BUS - MAY24	6/5/2024	21.25

Check No.	Vendor	Description	Date	Amount
398672	T-MOBILE	VV MAINT - MAY24	6/5/2024	21.25
V20160	ALAN K HENDRICKSON	HORNET CENTRAL BKFT	6/18/2024	21.09
398819	NIKKI SUDBERRY	LUNCH ACCT REFUND	6/12/2024	21.00
399206	PROJECT LEAD THE WA	LED RED - 3MM 25PK	6/26/2024	21.00
V20103	JENNIFER JOSEY BORE	CLASSROOM CRAFTS	6/5/2024	20.85
399143	INNOVATIVE OFFICE S	NAMEPLATE - M.S.	6/26/2024	20.40
399079	ADRIANA JIMENEZ	LUNCH ACCT REFUND	6/26/2024	20.15
398850	SITEONE LANDSCAPE S	SPEARS PVC COMPRESS	6/12/2024	20.04
398745	HAWKINS INC	VV - CHLORINE TANK	6/12/2024	20.00
399206	PROJECT LEAD THE WA	TRANSPARENT TAPE	6/26/2024	20.00
398855	STEPHANIE DEDERICHS	LUNCH ACCT REFUND	6/12/2024	19.60
398799	MARIANELA FUENTES V	LUNCH ACCT REFUND	6/12/2024	19.00
398956	JERRY'S FOODS EDINA	FACS FOOD SUPPLY	6/18/2024	18.95
398853	STACI MOSER	LUNCH ACCT REFUND	6/12/2024	18.95
398768	JONATHAN AND/OR KAT	LUNCH ACCT REFUND	6/12/2024	18.80
399229	STEFANI WEBER	LUNCH ACCT REFUND	6/26/2024	18.70
V20151	SAMUEL T PAULISON	GRADUATION MILEAGE	6/12/2024	18.63
398717	CHRISTINE DOE	LUNCH ACCT REFUND	6/12/2024	18.50
V20116	MARISA K LEE	APR-MAY24 PART B MI	6/5/2024	18.22
398998	MENARDS - EDEN PRAI	VARIOUS SUPPLIES	6/18/2024	18.03
398738	GENERAL SECURITY SE	CS - JUN24 INTR MON	6/12/2024	17.95
399024	RACHEL RUEGEMER	LUNCH ACCT REFUND	6/18/2024	17.85
V20134	ANNE C WELLS	MAY24 PART B MILEAG	6/5/2024	17.42
V20103	JENNIFER JOSEY BORE	CLASSROOM ART	6/5/2024	17.09
V20108	ERICA S GARDNER	BOOK BINGO BKFT	6/5/2024	16.97
V20160	ALAN K HENDRICKSON	HORNET CENTRAL BKFT	6/18/2024	16.79
398733	ERIN BUSS	LUNCH ACCT REFUND	6/12/2024	16.75
398851	SOJUNG CHO	LUNCH ACCT REFUND	6/12/2024	16.70
399206	PROJECT LEAD THE WA	"10K THERMISTOR, 10	6/26/2024	16.50
398729	ELIZABETH GOLDMAN	LUNCH ACCT REFUND	6/12/2024	16.45
398743	GRETCHEN SUE KELLY	LUNCH ACCT REFUND	6/12/2024	16.40
V20126	CAYLA R ROBERTS	MAY24 MILEAGE	6/5/2024	16.08
398638	MENARDS - EDEN PRAI	METAL SAW	6/5/2024	15.99
399129	GRAINGER	THIN 100PK	6/26/2024	15.65
399142	INGRID YELKIN	LUNCH ACCT REFUND	6/26/2024	15.65
398856	STEPHANIE ORTMEIER	LUNCH ACCT REFUND	6/12/2024	15.60
398863	TERESA GARRY	LUNCH ACCT REFUND	6/12/2024	15.30
398710	CAPSTONE PRESS INC	BACK ORDERED BOOKS	6/12/2024	15.24
V20112	MICAYLA IRMITER	CONF LUN: TAVOLA	6/5/2024	15.00
V20112	MICAYLA IRMITER	PARKING RAMP FEE	6/5/2024	15.00
V20112	MICAYLA IRMITER	CONF LUN: PRAIRIE	6/5/2024	15.00
V20131	DAVID PATRICK SODER	HIDDEN FIGURES MOVI	6/5/2024	14.99
398620	JERRY'S HARDWARE	PLUMBING PARTS	6/5/2024	14.90
398696	ANNE JANNEY-BJERKEN	LUNCH ACCT REFUND	6/12/2024	14.85
398800	MARK MCCLEARY	LUNCH ACCT REFUND	6/12/2024	14.80
398734	ERIN ERHARDT	LUNCH ACCT REFUND	6/12/2024	14.55
398664	SCHOOL SPECIALTY, L	ART SUPPLIES	6/5/2024	14.28
398842	SARA OLSON	LUNCH ACCT REFUND	6/12/2024	14.28
V20109	STACI N HOUSE	MAY24 MILEAGE	6/5/2024	14.20
398718	CHRISTINE DUBORD	LUNCH ACCT REFUND	6/12/2024	14.20
398758	JENNIFER CARLSON	LUNCH ACCT REFUND	6/12/2024	14.20
398695	ANN FLAHERTY	LUNCH ACCT REFUND	6/12/2024	13.70
399174	MARICRUZ TELLEZ-AVI	LUNCH ACCT REFUND	6/26/2024	13.66
398732	ERICA KOPILENKO	LUNCH ACCT REFUND	6/12/2024	13.55
398888	ANDREW HATCH	LUNCH ACCT REFUND	6/18/2024	13.50
398908	CHRISTINA STATTINE	LUNCH ACCT REFUND	6/18/2024	13.40

Check No.	Vendor	Description	Date	Amount
399045	STACY STERNBERG	LUNCH ACCT REFUND	6/18/2024	13.35
398867	TOLL GAS & WELDING	CYLINDER	6/12/2024	13.18
398814	MIKE DERRICK	LUNCH ACCT REFUND	6/12/2024	13.10
399191	NATANYA VILLEGAS	LUNCH ACCT REFUND	6/26/2024	13.00
399206	PROJECT LEAD THE WA	"NAILS 20D, 4 INCH,	6/26/2024	13.00
V20102	JESSICA D BATEMAN	DONUTS	6/5/2024	12.98
398867	TOLL GAS & WELDING	CYLINDER	6/12/2024	12.75
398867	TOLL GAS & WELDING	CYLINDER	6/12/2024	12.71
398867	TOLL GAS & WELDING	CYLINDER	6/12/2024	12.71
398867	TOLL GAS & WELDING	CYLINDER	6/12/2024	12.71
398867	TOLL GAS & WELDING	CYLINDER	6/12/2024	12.71
V20142	TAMARA K FORBY	APR-MAY24 MILEAGE	6/12/2024	12.66
398860	SUNITA JAIN	LUNCH ACCT REFUND	6/12/2024	12.60
398690	AMY COLLINS	LUNCH ACCT REFUND	6/12/2024	12.40
398867	TOLL GAS & WELDING	CYLINDER	6/12/2024	12.30
398794	LISA KATTER	LUNCH ACCT REFUND	6/12/2024	12.10
398854	STACIA HANSON	LUNCH ACCT REFUND	6/12/2024	12.10
398805	MEGHAN HART	LUNCH ACCT REFUND	6/12/2024	12.00
V20175	CHERYL B GUNNESS	YARDSTICKS FOR SIGN	6/26/2024	11.94
399128	GOPHER/PLAY WITH A	41-518 FLEECE BALLS	6/26/2024	11.65
V20145	JENNIFER LEAH JOHNS	LUNCH ACCT REFUND	6/12/2024	11.30
399167	LESLIE CAMACHO	LUNCH ACCT REFUND	6/26/2024	11.20
399003	MICHELE PRONLEY	LUNCH ACCT REFUND	6/18/2024	11.05
V20158	NICHOLAS J ELLISON	SHEET MUSIC	6/18/2024	11.00
V20103	JENNIFER JOSEY BORE	CLASSROOM SUPPLIES	6/5/2024	10.97
398765	JERRY'S HARDWARE	WASP KILLER (2 CANS	6/12/2024	10.78
398961	JESSICA SPANNBAUER	LUNCH ACCT REFUND	6/18/2024	10.75
V20101	CHRISTINE ARULANANT	MAY24 MILEAGE	6/5/2024	10.59
398673	TODD DRAEGER	LUNCH ACCT REFUND	6/5/2024	10.40
398687	AMAZON CAPITAL SERV	GRD 2 SUPPLIES	6/12/2024	10.35
V20155	JACQUELINE STEFFENH	MAR-MAY24 MILEAGE	6/12/2024	10.25
398694	ANGELA CHAFFEE	LUNCH ACCT REFUND	6/12/2024	10.25
398713	CATHERINE MURPHY	LUNCH ACCT REFUND	6/12/2024	10.15
398972	JW PEPPER & SON INC	BAND MUSIC	6/18/2024	10.00
V20151	SAMUEL T PAULISON	GRADUATION PARKING	6/12/2024	10.00
V20157	DANA B ZETTERLUND	SCIENCE MATERIALS	6/12/2024	10.00
399033	RUWEYDA AWOW	LUNCH ACCT REFUND	6/18/2024	10.00
398584	COMCAST CABLE MANAG	MAY24 INTERNET FEES	6/5/2024	9.95
399103	COMCAST CABLE MANAG	JUN24 INTERNET FEES	6/26/2024	9.95
398887	AMY GUNTHER	LUNCH ACCT REFUND	6/18/2024	9.55
V20178	JULIE M GABRIELSON	JUN24 CELL PHONE	6/26/2024	9.47
398760	JENNIFER DOVAL	LUNCH ACCT REFUND	6/12/2024	9.45
V20114	JULIE M GABRIELSON	MAY24 CELL PHONE	6/5/2024	9.36
399206	PROJECT LEAD THE WA	3M VINYL ELECTRICAL	6/26/2024	9.25
399067	WENDY REVENIG	LUNCH ACCT REFUND	6/18/2024	9.20
398672	T-MOBILE	EHS MAINT - MAY24	6/5/2024	8.95
398672	T-MOBILE	HL MAINT - MAY24	6/5/2024	8.95
398731	ERIC FRYDENLUND	LUNCH ACCT REFUND	6/12/2024	8.75
398782	LABANYA KANTI MAHAN	LUNCH ACCT REFUND	6/12/2024	8.70
398812	MICHELLE EVERIST	LUNCH ACCT REFUND	6/12/2024	8.70
399051	THERESA QUAST	LUNCH ACCT REFUND	6/18/2024	8.70
398997	MELLISA KOENING	LUNCH ACCT REFUND	6/18/2024	8.65
399036	SARA SMALLEY	LUNCH ACCT REFUND	6/18/2024	8.50
V20160	ALAN K HENDRICKSON	HORNET CENTRAL BKFT	6/18/2024	8.38
398840	SAMEER NEVILE	LUNCH ACCT REFUND	6/12/2024	8.10
V20146	THOMAS J JOHNSTON	MAY24 MILEAGE	6/12/2024	8.04

Check No.	Vendor	Description	Date	Amount
398890	ANNA BERGE	LUNCH ACCT REFUND	6/18/2024	8.00
399040	SHANNON PRESTHUS	LUNCH ACCT REFUND	6/18/2024	8.00
399206	PROJECT LEAD THE WA	MACHINE SCREW 8-32	6/26/2024	8.00
V20102	JESSICA D BATEMAN	JUICE	6/5/2024	7.99
V20103	JENNIFER JOSEY BORE	SENSORY GARDENING	6/5/2024	7.98
398795	LISA PAYLOR	LUNCH ACCT REFUND	6/12/2024	7.70
398927	ERIN STASTNY	LUNCH ACCT REFUND	6/18/2024	7.60
399223	SITEONE LANDSCAPE S	DW - PVC PIPE	6/26/2024	7.52
398846	SHANNON BECK	LUNCH ACCT REFUND	6/12/2024	7.50
398688	AMINA ISSA	LUNCH ACCT REFUND	6/12/2024	7.30
399080	ADVANCED IMAGING SO	BUS GARAGE 05/24	6/26/2024	7.20
398809	MICHELE BRUNING-WAY	LUNCH ACCT REFUND	6/12/2024	7.00
398868	TOM DILLON	LUNCH ACCT REFUND	6/12/2024	7.00
398810	MICHELE LEFEBVRE	LUNCH ACCT REFUND	6/12/2024	6.90
V20122	TRENT J OSTMAN	MAY24 MILEAGE	6/5/2024	6.83
398845	SCHMITT MUSIC COMPA	BAND SUPPLIES	6/12/2024	6.75
398708	CAMERON CARVER	LUNCH ACCT REFUND	6/12/2024	6.75
V20173	BEDSTON A BURRELL	MAY-JUN24 MILEAGE	6/26/2024	6.57
398943	HEATHER SIMONSEN	LUNCH ACCT REFUND	6/18/2024	6.55
398798	MARGARET KERSHNER	LUNCH ACCT REFUND	6/12/2024	6.40
398787	LAUREN DILLON	LUNCH ACCT REFUND	6/12/2024	6.20
398623	JW PEPPER & SON INC	ORCHESTRA MUSIC	6/5/2024	6.00
399250	YIFEL ZHANG	LUNCH ACCT REFUND	6/26/2024	6.00
399097	CATHERINE GUMP	LUNCH ACCT REFUND	6/26/2024	5.85
399206	PROJECT LEAD THE WA	JUMBO PAPER CLIPS 1	6/26/2024	5.50
398836	ROSARIO HERNANDEZ G	LUNCH ACCT REFUND	6/12/2024	5.45
398691	AMY KEATING	LUNCH ACCT REFUND	6/12/2024	5.40
398757	JEFFREY AND/OR LIZ	LUNCH ACCT REFUND	6/12/2024	5.30
398638	MENARDS - EDEN PRAI	WASHER/NUT	6/5/2024	5.28
398763	JENNIFER NELSON	LUNCH ACCT REFUND	6/12/2024	5.25
399066	WENDY HINNENKAMP	LUNCH ACCT REFUND	6/18/2024	5.15
398646	NORCOSTCO INC	MUSICAL SUPPLIES	6/5/2024	5.00
V20112	MICAYLA IRMITER	PARKING RAMP	6/5/2024	5.00
399215	SARA PRICE	LUNCH ACCT REFUND	6/26/2024	5.00
399232	TAMARA WHEAR	LUNCH ACCT REFUND	6/26/2024	4.90
399134	HEATHER LUND	LUNCH ACCT REFUND	6/26/2024	4.80
399166	LESLI HINES	LUNCH ACCT REFUND	6/26/2024	4.65
399169	LINDA NEMEROV	LUNCH ACCT REFUND	6/26/2024	4.45
399245	WING YAN THOU	LUNCH ACCT REFUND	6/26/2024	4.45
399155	JULIE SWENSON	LUNCH ACCT REFUND	6/26/2024	4.30
399220	SHANNON HAYES	LUNCH ACCT REFUND	6/26/2024	4.20
398770	JULIE BANKER	LUNCH ACCT REFUND	6/12/2024	4.00
398818	NICOLE DENAULT	LUNCH ACCT REFUND	6/12/2024	3.95
399150	JOANA PAREDES	LUNCH ACCT REFUND	6/26/2024	3.95
399195	PAMELA STEENSLAND	LUNCH ACCT REFUND	6/26/2024	3.80
399154	JULIE PETERSON	LUNCH ACCT REFUND	6/26/2024	3.75
399088	AMI SHAPIRO	LUNCH ACCT REFUND	6/26/2024	3.70
399216	SARAH SULLIVAN	LUNCH ACCT REFUND	6/26/2024	3.70
399153	JULIA SCOTT	LUNCH ACCT REFUND	6/26/2024	3.50
399115	ELIZABETH HEINECKE	LUNCH ACCT REFUND	6/26/2024	3.30
398780	KREMENA BOND	LUNCH ACCT REFUND	6/12/2024	3.15
399089	AMY MURPHY	LUNCH ACCT REFUND	6/26/2024	3.10
399173	MARCIA KOKODOKO	LUNCH ACCT REFUND	6/26/2024	3.00
V20119	BETHANY A MOHS	5/8 MILEAGE	6/5/2024	2.81
398785	LAURA COLLIER	LUNCH ACCT REFUND	6/12/2024	2.75
398801	MARYAN HUSSAN	LUNCH ACCT REFUND	6/12/2024	2.25

Check No.	Vendor	Description	Date	Amount
398765	JERRY'S HARDWARE	BOLTS	6/12/2024	1.76
398790	LEE AZAR	LUNCH ACCT REFUND	6/12/2024	0.90
398580	CENTURYLINK	BUS 05/04-06/03/24	6/5/2024	(0.72)
399078	ACME TOOLS PLYMOUTH	CREDIT ON ACCOUNT	6/26/2024	(6.44)
398764	JERRY'S FOODS EDINA	FACS FOOD SUPPLY	6/12/2024	(25.49)
398764	JERRY'S FOODS EDINA	FACS FOOD SUPPLY	6/12/2024	(31.93)
399136	HOGLUND BUS COMPANY	CREDIT ON ACCT	6/26/2024	(62.50)
399136	HOGLUND BUS COMPANY	CREDIT ON ACCT	6/26/2024	(125.00)
399218	SCHMITT MUSIC COMPA	CREDIT ON ACCT	6/26/2024	(204.00)
398875	XEROX BUSINESS SOLU	DELL ACTIVE PENS	6/12/2024	(278.50)
398603	ESTELLA YEUNG	GRAD GIFT BAGS	6/5/2024	(400.00)
398648	ODP BUSINESS SOLUTI	CONFERENCE TABLE CR	6/5/2024	(519.99)
398568	AGPARTS WORLDWIDE I	2024 GRAD TICKETS	6/5/2024	(784.72)
398872	WORLD BY GEORGE	GRAD PHOTOGRAPHY	6/12/2024	(800.00)
398875	XEROX BUSINESS SOLU	STAFF DEVICES	6/12/2024	(8,841.10)
398875	XEROX BUSINESS SOLU	STAFF DEVICES	6/12/2024	(66,632.40)
398875	XEROX BUSINESS SOLU	STAFF DEVICE REFRES	6/12/2024	(104,314.00)
Total Value of Checks Issued				\$ 5,323,863.92

IV.E. Electronic Fund Transfers



Board Meeting Date: 7/8/2024

Title: Electronic Fund Transfers – June 2024

Type: Consent

Presenter(s): Mert Woodard - Director, Finance & Operations

Background: Minn. Stat. § 471.38 requires a list of all transactions made by electronic funds transfer be submitted to the Board of Education at the next Regular Meeting after the transaction.

Recommendation: Authorize the electronic fund transfers as presented for the month of June 2024, in the amount of \$10,424,732.

Desired Outcomes from the Board: Compliance with Minn. Stat. § 471.38 Subd. 3a.

Attachment(s):

1. Electronic Fund Transfers – June 2024

Electronic Transfers

FOR THE MONTH ENDED JUNE 30, 2024

From	To	Description	Date	Amount
US Bank - Checking	US Bank - Payroll	District Payroll	Multiple	\$ 6,070,918.34
US Bank - Checking	Internal Revenue Service	Federal Payroll Taxes	Multiple	2,294,015.51
US Bank - Checking	Minnesota Department of Revenue	State Payroll Tax	Multiple	446,515.33
US Bank - Checking	Delta Dental	Dental Claims	Multiple	70,551.80
US Bank - Checking	US Bank	Purchase Card Program	Multiple	161,709.99
US Bank - Checking	Benefit Extras	Flex & HSA	Multiple	112,560.22
US Bank - Checking	Various	Payroll Vendors	Multiple	1,265,174.85
US Bank - Checking	Minnesota Department of Revenue	Sales & Use Tax Payment	Multiple	2,473.00
US Bank - Checking	Various	Service Fees	Multiple	812.60
Total of Electronic Fund Transfers				\$ 10,424,731.64

IV.F. Gifts and Bequests



Board Meeting Date: 7/8/2024

Title: Gifts & Bequests – June 2024

Type: Consent

Presenter(s): Mert Woodard - Director, Finance & Operations

Description: The attached report lists monetary and in-kind gifts and bequests made to the District during the month of June 2024. The gifts and bequests are in compliance with District policy and applicable state and federal laws.

Recommendation: Accept with appreciation gifts and bequests received by the District in June, 2024, in the amount of \$72,847.

Desired Outcomes from the Board: Compliance with or awareness of District Policy 709 and Minn. Stat. § 123B.02 Subd. 6.

Attachments:

1. Gifts & Bequests – June 2024

Gifts & Bequests

FOR THE MONTH ENDED JUNE 30, 2024

<u>Donated By</u>	<u>To</u>	<u>Purpose</u>	<u>Amount</u>
Families	South View Middle School	Unifed Program Support	\$ 690.00
Edina Give & Go	Edina Virtual Pathway	Scholarships	500.00
Normandale PTO	Normandale Elementary	General Donation	160.00
Parent	Valley View Middle Schools	Field Trip Scholarship	100.00
Parent	Valley View Middle Schools	Field Trip Scholarship	20.00
Valley View PTO	Valley View Middle Schools	Student Celebration	65.73
Valley View PTO	Valley View Middle Schools	Student Celebration	279.72
Blackbaud	Normandale Elementary	General Donation	40.00
Whitney Brauchla	South View Middle School	Unifed Program Support	1,185.00
Edina High School PTO	Edina High School	EHS Mini Grant	869.85
Edina Give & Go	Edina Virtual Pathway	Scholarships	1,000.00
Morgan Stanley	Highlands Elementary	Jeffers Grant	8,593.50
Edina Give & Go	Community Education	Scholarships	7,276.00
Edina Give & Go	Community Education	Scholarships	56,067.00
Total Cash Donations			\$ 76,846.80
Total In-Kind Donations			\$ -
Total 2023-2024 School Year Gifts and Donations			\$ 1,242,948.45

IV.G. Purchase of Music Instruments and
Equipment for 2024-2025



DEFINING EXCELLENCE

Board Meeting Date: 7.8.24

Title: Purchase of Music Instruments and Equipment for 2024-25

Type: Consent

Presenter(s): Jody De St. Hubert, Director of Teaching and Learning

Background: The budget in capital outlay for music instruments and equipment is currently \$50,000. On a yearly basis the elementary music, district-wide band, and district-wide orchestra staff work together to prioritize needs and recommendations for the upcoming school year.

Recommendation: Approve the total amount of purchases of music instruments and equipment as follows for the 2024-25 school year:

Elementary Music: \$6,479.00

District-wide Band: \$31,234.00

District-wide Orchestra: \$11,410.00

Desired Outcomes from the Board: Approve the recommended purchase of music instruments and equipment.

Attachments:

1. Elementary Classroom Purchase Recommendations and bids
2. Edina Band Purchase Recommendations and bids
3. Orchestra Purchase Recommendations and bids

Edina Instrumental Music Capital Summary 2024

Elementary Classroom Music	
West Music Percussion Source	\$6,479.00
Band	
The Music Mart	\$31,234.40
Orchestra	
House of Note	\$8,210.00
Fiddle Shop	\$3,200.00
	\$11,410.00
Total	\$49,123.40

Elementary Classroom Music

West Music / Percussion Source	Music is Elementary	Groth Music
\$6,479.00	\$7,850.00	\$7,249.66

Quant	Instrument	Model	Description	#	Music Mart per unit	total	Groth Music per unit	total	Schmitt Music per unit	total
4	Tuba	Yamaha	3 valve	YBB 105WC	\$3,395.00	\$13,580.00	\$3,760.00	\$15,040.00	\$4,040.00	\$16,160.00
3	Sousaphone	Jupiter	3 valve	JSP1000	\$3,600.00	\$10,800.00	\$4,025.00	\$12,075.00	\$4,550.00	\$13,650.00
1	Bass Clarinet	Yamaha	Standard Bb	YCL-221II	\$2,150.00	\$2,150.00	\$2,381.00	\$2,381.00	\$2,500.00	\$2,500.00
1	Flute	Yamaha	Student	YFL-222	\$475.00	\$475.00	\$547.00	\$547.00	\$595.00	\$595.00
6	Snare Drum Stands	Yamaha	800 series	SS-850	\$84.95	\$509.70	\$113.05	\$678.30	\$108.00	\$648.00
6	Sus Cymbal Stands	Yamaha		CS-660A	\$54.95	\$329.70	1 box of 6	\$432.00	\$65.00	\$390.00
2	Euphonium	Yamaha	3 valve	YEP 201	\$1,695.00	\$3,390.00	\$1,881.00	\$3,762.00	\$1,985.00	\$3,970.00
						\$31,234.40		\$34,915.30		\$37,913.00

Instrument	House of Note						All Strings Attache Schmitt Music		
	Brand	Model	Quantity	Unit \$	Total	Unit \$	Total	Unit \$	Total
3/4 Violin Outfit	Eastman	VL80	2	305	610	750	1500	405	810
13" Viola Outfit	Eastman	VA80	3	305	915	850	2550	430	1290
14" Viola Outfit	Eastman	VA80	4	305	1220	950	3800	430	1720
3/4 Cello Outfit	Core	A34	3	1075	3225	1550	4650		
4/4 Cello Outfit	Core	A34	2	1075	2150	1650	3300		
					8120		15800		3820

2. Carbon Fiber Cello

*Only FiddleShop offers the Forte3D carbon fiber cello in the United States

Instrument	Brand	Details	Quantity	Price	Total
Cello	Forte3D	Carbon Fiber	1	3200	3200

*No Schmitt bid on Cellos

Orchestra Totals	
1. Wood Instruments	\$8,210.00 House of Note
2. Carbon Fiber Cello	\$3,200.00 Fiddle Shop
Orchestra Totals	\$11,410.00

Groth Music School-Services

8056 Nicollet Avenue S
 Bloomington MN 55420
 (952) 884-4772

PRICE QUOTE

PROPOSAL	DATE
3609325	5/22/2024 1:28 PM
ACCT	EMPL ID
26226	AXAMEN
PO	EXPIRES
	6/21/2024

Sold To: Attn: ACCOUNTS PAYABLE
 Edina ISD 273
 5701 Normandale Rd
 Edina MN 55424

Deliver To:
 Attn: Sarah Fincham
 NORMANDALE FRENCH IMMERSION
 5701 NORMANDALE RD
 Edina MN 55424

H 952-848-4937 accounts.payable@edinaschools.

QTY	ITEM	DESCRIPTION	PRICE EA	TOTAL
7	TU-1112-17	Remo TU-1112-17 Valencia Series-100 12" Tunable Tubano - Rainbow	329.95	2,309.65
1	AM1600	Studio 49 AM1600 Series 1600 Alto Metallophone	685.00	685.00
1	SM1600	Studio 49 SM1600 Series 1600 Soprano Metallophone	520.00	520.00
30	FPY10	Promark Discovery Series FPY10 Soft Yarn Orff Mallets	19.93	597.90
1	DJ-0012-PM	Remo DJ-0012-PM 12" Mondo Djembe Drum - Kintekloth	399.95	399.95
	Remo			
1	TU-1110-17	Remo TU-1110-17 Valencia 100-Series 10" Tunable Tubano - Rainbow	299.95	299.95
1	TU-1112-17	Remo TU-1112-17 Valencia Series-100 12" Tunable Tubano - Rainbow	329.95	329.95
2	SE9904	WestCo Economy Vibraslap	27.99	55.98
4	SCH100	Sonor SCH100 Contra Bass Mallet (Single)	45.75	183.00
5	S2360	Hohner Kids S2360 4 inch Triangle with Striker	5.25	26.25
30	RS9002-GR	WestCo 10" Green Plastic Rhythm Sticks	5.35	160.50
6	B208T	First Note Budget Tambourine 8" Headless	5.95	35.70
2	SC9201-27	WestCo SC9201-27 Set of 12 27" Hemmed Scarves	33.94	67.88
1	3708FC	Trophy Student Finger Cymbals (2 Pair)	10.95	10.95
1	SLB25	Meinl SLB25 Sleigh Bells, 25 Bells	27.79	27.79
1	CD-TB5	Cleveland CL4800 Temple Blocks with Stand	229.95	229.95
30	FPR20	Promark Discovery Series FPR20 Medium Rubber Orff Mallets	15.95	478.50
30	MENARDSGREENBUCKET5GAL	Menards Green 5 gallon bucket	5.25	157.50
3	BWCG	Boomwhacker Chromatic set	15.50	46.50
2	ACD100	Applecreek Dulcimer	124.95	249.90
4	AG-03	Studio 49 AG-03 Set of 30 Nails for 1600 and 2000 Series Glockenspiels	25.88	103.52
7	AG-02	Studio 49 AG-02 Tubing for 2000 Series Glockenspiels	12.88	90.16
5	XM-03	Pack of 15 Rubber/Flexible Pins - For Metallophones and Xylophones	16.88	84.40
1	SP-0207-TL	Remo SP-0207-TL Thunder Tube (Stormy Graphic)	10.95	10.95



Groth Music School-Services

8056 Nicollet Avenue S
 Bloomington MN 55420
 (952) 884-4772

PRICE QUOTE

PROPOSAL	DATE
3609325	5/22/2024 1:28 PM
ACCT	EMPL ID
26226	AXAMEN
PO	EXPIRES
	6/21/2024

Sold To: Attn: ACCOUNTS PAYABLE
 Edina ISD 273
 5701 Normandale Rd
 Edina MN 55424

Deliver To:
 Attn: Sarah Fincham
 NORMANDALE FRENCH IMMERSION
 5701 NORMANDALE RD
 Edina MN 55424

H 952-848-4937 accounts.payable@edinaschools.

QTY	ITEM	DESCRIPTION	PRICE EA	TOTAL
1	TT40BL	Remo SP-0606-TL Spring Drum 6" x 6" - Stormy	29.88	29.88
1	ET-0212-10	Remo ET-0212-10 12" Ocean Drum - Fish Graphic	57.95	57.95
	Remo			
		SUBTOTAL		7,249.66
		TOTAL		7,249.66

05/22/2024 Wed 4:13P ELBOHARD
 we have quoted on all the items that we carry.
 We are unable to provide the items we left off of the quote
 Prices are subject to change without notice due to errors or manufacturer price adjustments.



SALE QUOTE



Music Is Elementary

Name:
 EDINA PUBLIC SCHOOLS
 5701 NORMANDALE ROAD
 EDINA MN 55424 USA
 952 848 4532

Quote No.
 SO-35294
Date
 05/24/2024

Terms
 Net 30

KATHERINE.WIDEN@EDINASCHOOLS.ORG

Customer Reference

Address
 5220 Mayfield Rd
 Cleveland OH 44124

Phone
 800 888 7502

Fax
 440 461 3631

Email
 orders@musiciselementary.com

Web
 www.musiciselementary.com

Ship To:
 Edina Public Schools
 EDINA PUBLIC SCHOOLS
 5701 NORMANDALE ROAD
 EDINA MN 55424
 USA

Required By Date

#	Code	Product Description	Quantity	Price	Discount	Amount
1	SA1	Orff Stand for Soprano/Alto Instruments (SA1) Individual	5.00	USD 139.95	0.00%	USD 699.75
2	BA1	Orff Stand for Bass Instruments (BA1)	5.00	USD 114.95	0.00%	USD 574.75
3	BA2	Orff Stand for Bass Instruments (Shorter-BA2)	5.00	USD 114.95	0.00%	USD 574.75
4	TBWS003	Rhythm Works Temple Blocks	1.00	USD 224.50	0.00%	USD 224.50
5	R2	Kinder Xylophone Mallets, Rubber (Medium)	30.00	USD 13.50	0.00%	USD 405.00
6	MIS-61/3001	Parachute 12 Foot	1.00	USD 46.95	0.00%	USD 46.95
7	MIS-3570	Sleigh Bells 25 Bells	1.00	USD 18.95	0.00%	USD 18.95
8	MIS-61/3002	PARACHUTE 20'	2.00	USD 108.95	0.00%	USD 217.90
9	3826	Rhythm Bucket	8.00	USD 8.00	0.00%	USD 64.00
10	CB2	Kinder Contra Bass Bar Mallet (Medium), Each	2.00	USD 30.25	0.00%	USD 60.50
11	ET-0212-10	OCEAN DRUM, 12" W/ GRAPHIC	1.00	USD 46.95	0.00%	USD 46.95
12	BPC3077	25" Deluxe Scarves	2.00	USD 31.95	0.00%	USD 63.90
13	MIS-TT40BL	Thunder Tubes Large - Stormy Finish	1.00	USD 24.95	0.00%	USD 24.95
14	TT50L	Thunder Tube, Light Up, Lightning	1.00	USD 15.99	0.00%	USD 15.99

#	Code	Product Description	Quantity	Price	Discount	Amount
15	XM-03	Set of Nails/Pins for SX/AX2000/1600 Xylophones	10.00	USD 17.00	0.00%	USD 170.00
16	AG-02	Glockenspiel Tubing (10ft)	7.00	USD 13.00	0.00%	USD 91.00
17	AG-03	Glockenspiel Nails with Rubber for SGD/AGD (30 pieces)	5.00	USD 26.00	0.00%	USD 130.00
18	TBL	Toobaloo	30.00	USD 5.00	0.00%	USD 150.00
19	BW3	Boomwhackers 5 Note Chromatic Add-on Set	3.00	USD 15.50	0.00%	USD 46.50
20	ACD100K	3/4 Size Dulcimer	2.00	USD 125.25	0.00%	USD 250.50
21	MIS-3708	Finger Cymbals Brass Stamped	1.00	USD 9.50	0.00%	USD 9.50
22	B208	8" Headless Tambourine	6.00	USD 5.75	0.00%	USD 34.50
23	3277A	1 Plain, 1 Fluted Rhythm Sticks	60.00	USD 3.50	0.00%	USD 210.00
24	MIS-3504	Triangle 4"	5.00	USD 2.75	0.00%	USD 13.75
25	F-2064	Shark	2.00	USD 23.00	0.00%	USD 46.00
26	2219-F	White Mouse	1.00	USD 17.99	0.00%	USD 17.99
27	CB1	Kinder Contra Bass Bar Mallet (Soft), Each	4.00	USD 31.75	0.00%	USD 127.00
28	PT32	Jaw Bone Rattle	2.00	USD 21.95	0.00%	USD 43.90
29	TU-1112-17	Tunable Tubano	1.00	USD 329.95	0.00%	USD 329.95
30	TU-1110-17	TUBANO®, Drumkey Tuned, 10" Diameter, 27" Height, Fabric Rainbow	1.00	USD 265.95	0.00%	USD 265.95
31	DJ-0012-PM	KEY TUNED DJEMBE 12" Kintekloth Finish	1.00	USD 399.95	0.00%	USD 399.95
32	3564	Rhythm Bells, 5 Bells	5.00	USD 5.50	0.00%	USD 27.50
33	X1	Kinder Xylophone Mallets, Yarn (Soft)	30.00	USD 16.95	0.00%	USD 508.50
34	SM1600	Soprano Metallophone	1.00	USD 520.00	0.00%	USD 520.00
35	AM1600	Alto Metallophone	1.00	USD 685.00	0.00%	USD 685.00
36	02345	Aurora - Body Puppet - 12" Petey Parrot	5.00	USD 12.95	0.00%	USD 64.75
37	2403-F	Great Horned Owl	1.00	USD 67.99	0.00%	USD 67.99
38	3060AVS CT	Stereo Headphones Silver	5.00	USD 15.95	0.00%	USD 79.75
39	F-2171	Timber Wolf	1.00	USD 35.00	0.00%	USD 35.00

Additional Charges

#	Description	Comments	Quantity	Amount	Discount	Total
1	Shipping - 7-10 Business Days		1.0000	USD 487.14	0.00%	USD 487.14
			Quote Lines	Additional Charges	Total Quote	
	Before Tax		USD 7,363.82	USD 487.14	USD 7,850.96	
	Tax		USD 0.00	USD 0.00	USD 0.00	
	Total		USD 7,363.82	USD 487.14	USD 7,850.96	
					Payment Total	USD 0.00
					Due	USD 7,850.96

Notes:



BID / QUOTATION

West Music
1212 5th St * P.O. Box 5521
Coralville, IA 52241
Billing: 800-373-2000
Service 800-397-9378
service@westmusic.com
westmusic.com

Percussion Source
P.O. Box 5521
Coralville, IA 52241
Billing: 800-373-2000
Service: 866-849-4387
service@percussionsource.com
percussionsource.com

Sales Quote Number: SQ145969

Sales Quote Date: 05/22/24

Page: 1 of 4

Bill EDINA PUBLIC SCHOOLS ISD 273
To: 5701 NORMANDALE RD
EDINA, MN 55424
United States

Ship NORMANDALE ELEMENTARY
To: ANNE ANDERSON
5701 NORMANDALE RD
EDINA, MN 55424
United States

Requested By NORMANDALE ELEMENTARY
Terms NET 30 DAYS
P.O. Number QUOTATION
Salesperson ALLISON COE

Customer No. C001487
Customer Phone 9528484004
Customer Fax 9528483901
Your Reference

Item No.	Description	Qty.	Unit	MSRP	Disc %	Your Price	Ext. Price
260087	BASIC BEAT BBV567 STAND;ROLLING ORFF;ADJUSTABLE	5	Each	\$229.99	44.57%	\$127.49	\$637.45
202807	BASIC BEAT BBTB5 TEMPLE BLOCKS;W/STAND/MALLETS	1	Set	\$334.99	50.52%	\$165.75	\$165.75
261013	BASIC BEAT BBRM MALLETS;RUBBER;MEDIUM	30	Pair	\$16.99	37.26%	\$10.66	\$319.80
255128	WESTCO PA7101-12 PARACHUTE;12FT;12 HANDLES	1	Each	\$42.95	20.49%	\$34.15	\$34.15
200249	BASIC BEAT BB25 SLEIGH BELLS;25;14IN;WOOD HANDLE	1	Each	\$50.95	53.31%	\$23.79	\$23.79
540185	WEST MUSIC W2369 PARACHUTE;24FT;20 HANDLES	1	Each	\$188.77	14.50%	\$161.40	\$161.40
540186	WEST MUSIC W4934 PARACHUTE;30FT;24 HANDLES	2	Each	\$293.76	21.42%	\$230.85	\$461.70
263854	WEST MUSIC 5GAL WHITE BUCKET BUCKET;WEST MUSIC;5GAL;WHT	30	Each	\$13.25	40.00%	\$7.95	\$238.50
253920	AMERICAN DRUM P31 MALLETS;YARN;SOFT;BASS BAR	2	Each	\$18.00	10.00%	\$16.20	\$32.40
201054	REMO ET-0212-10 OCEAN DRUM;2.5X12;FISH	1	Each	\$109.50	52.68%	\$51.81	\$51.81
540053	WEST MUSIC WM27S SCARVES;27IN;HEMMED;SET OF 12	2	Set	\$68.42	57.82%	\$28.86	\$57.72
202330	REMO SP-0606-TL THUNDER TUBE;LIGHTNING;6X6	1	Each	\$47.70	46.62%	\$25.46	\$25.46
201493	REMO SP-0207-TL THUNDER TUBE;7X2;LIGHTNING	1	Each	\$17.30	60.92%	\$6.76	\$6.76



West Music
 1212 5th St * P.O. Box 5521 |
 Coralville, IA 52241
Billing: 800-373-2000
 Service 800-397-9378
 service@westmusic.com
 westmusic.com



Percussion Source
 P.O. Box 5521
 Coralville, IA 52241
Billing: 800-373-2000
 Service: 866-849-4387
 service@percussionsource.com
 percussionsource.com

BID / QUOTATION

Sales Quote Number: SQ145969

Sales Quote Date: 05/22/24

Page: 2 of 4

Bill EDINA PUBLIC SCHOOLS ISD 273
To: 5701 NORMANDEALE RD
 EDINA, MN 55424
 United States

Ship NORMANDEALE ELEMENTARY
To: ANNE ANDERSON
 5701 NORMANDEALE RD
 EDINA, MN 55424
 United States

Requested By NORMANDEALE ELEMENTARY
 Terms NET 30 DAYS
 P.O. Number QUOTATION
 Salesperson ALLISON COE

Customer No. C001487
 Customer Phone 9528484004
 Customer Fax 9528483901
 Your Reference

Item No.	Description	Qty.	Unit	MSRP	Disc %	Your Price	Ext. Price
265765	STUDIO 49 XM-03 PINS;RUBBER;FOR SX/AX/BX;PK 15	10	Pack	\$17.00	15.00%	\$14.45	\$144.50
255130	STUDIO 49 AG-02 TUBING;GLOCK;SOP/ALTO;10FT	7	Each	\$13.00	15.00%	\$11.05	\$77.35
255131	STUDIO 49 AG-03 PINS;GLOCK;SOP/ALTO;30PC	5	Each	\$26.00	15.00%	\$22.10	\$110.50
540227	FOLKMANIS 2728 PUPPET;MINI FIREFLY	7	Each	\$15.99	18.76%	\$12.99	\$90.93
540073	LEARNING LOFT TBL-GR TOOBALOO;GREEN	30	Each	\$6.95	14.82%	\$5.92	\$177.60
200348	BOOMWHACKERS BWCG CHROMATIC SET;5 PIECES	3	Each	\$21.29	28.75%	\$15.17	\$45.51
301632	APPLECREEK ACD100 DULCIMER;TEARDROP	2	Each	\$219.95	34.31%	\$144.49	\$288.98
200606	BASIC BEAT BB532 FINGER CYMBALS;2 STAMPED;SET/4	1	Set	\$14.95	32.04%	\$10.16	\$10.16
201371	BASIC BEAT BBT08 TAMBOURINE;8IN;HEADLESS;VARIOUS	6	Each	\$25.95	64.12%	\$9.31	\$55.86
205036	BASIC BEAT BBS10GP RHYTHM STICKS;10IN;PLASTIC;GREEN	30	Pair	\$15.95	73.61%	\$4.21	\$126.30
206645	BASIC BEAT BBS06GP RHYTHM STICKS;6IN;PLASTIC;GREEN	30	Each	\$12.10	73.64%	\$3.19	\$95.70
201514	BASIC BEAT BBT04 TRIANGLE;4;CHROME;STRKER/HLDR	5	Each	\$15.99	41.59%	\$9.34	\$46.70
540358	FOLKMANIS 2064 PUPPET;SHARK;HAND	2	Each	\$27.99	23.51%	\$21.41	\$42.82



West Music
 1212 5th St * P.O. Box 5521
 Coralville, IA 52241
 Billing: 800-373-2000
 Service 800-397-9378
 service@westmusic.com
 westmusic.com



Percussion Source
 P.O. Box 5521
 Coralville, IA 52241
 Billing: 800-373-2000
 Service: 866-849-4387
 service@percussionsource.com
 percussionsource.com

BID / QUOTATION

Sales Quote Number: SQ145969

Sales Quote Date: 05/22/24

Page: 3 of 4

Bill EDINA PUBLIC SCHOOLS ISD 273
To: 5701 NORMANDEALE RD
 EDINA, MN 55424
 United States

Ship NORMANDEALE ELEMENTARY
To: ANNE ANDERSON
 5701 NORMANDEALE RD
 EDINA, MN 55424
 United States

Requested By NORMANDEALE ELEMENTARY
 Terms NET 30 DAYS
 P.O. Number QUOTATION
 Salesperson ALLISON COE

Customer No. C001487
 Customer Phone 9528484004
 Customer Fax 9528483901
 Your Reference

Item No.	Description	Qty.	Unit	MSRP	Disc %	Your Price	Ext. Price
540169	FOLKMANIS 2219 PUPPET;WHITE MOUSE	1	Each	\$20.99	23.06%	\$16.15	\$16.15
261021	BASIC BEAT BBYB MALLET;YARN;SOFT;BASS BAR	4	Each	\$21.99	37.70%	\$13.70	\$54.80
201611	BASIC BEAT BBV12 VIBRASLAP	2	Each	\$47.95	61.02%	\$18.69	\$37.38
201590	REMO TU-1112-17 TUBANO;KEY;27X12;RAINBOW	1	Each	\$551.90	49.18%	\$280.46	\$280.46
201586	REMO TU-1110-17 TUBANO;KEY;27X10;RAINBOW	1	Each	\$490.90	48.06%	\$254.96	\$254.96
200673	REMO DJ-0012-PM DJEMBE;12IN;KEY;MONDO;KINTE KLOTH	1	Each	\$637.60	46.68%	\$339.96	\$339.96
203763	BASIC BEAT BBH03 SLEIGH BELLS;5 BELLS;ON HANDLE	5	Each	\$9.95	40.60%	\$5.91	\$29.55
261015	BASIC BEAT BBYS MALLETS;YARN;SOFT;BASS	30	Pair	\$19.99	37.67%	\$12.46	\$373.80
202166	STUDIO 49 SM 1600 METALLO;SOP	1	Each	\$520.00	15.00%	\$442.00	\$442.00
202167	STUDIO 49 AM 1600 METALLO;ALTO	1	Each	\$685.00	15.00%	\$582.25	\$582.25
540192	FOLKMANIS 2754 PUPPET;MINI SPIDER	4	Each	\$11.49	23.06%	\$8.84	\$35.36
540264	FOLKMANIS 2723 PUPPET;MACAW;FINGER	5	Each	\$10.49	22.97%	\$8.08	\$40.40
	Standard Shipping	1				\$462.72	\$462.72



BID / QUOTATION

West Music
1212 5th St * P.O. Box 5521
Coralville, IA 52241
Billing: 800-373-2000
Service 800-397-9378
service@westmusic.com
westmusic.com

Percussion Source
P.O. Box 5521
Coralville, IA 52241
Billing: 800-373-2000
Service: 866-849-4387
service@percussionsource.com
percussionsource.com

Sales Quote Number: SQ145969

Sales Quote Date: 05/22/24

Page: 4 of 4

Bill EDINA PUBLIC SCHOOLS ISD 273
To: 5701 NORMANDALE RD
EDINA, MN 55424
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Ship NORMANDALE ELEMENTARY
To: ANNE ANDERSON
5701 NORMANDALE RD
EDINA, MN 55424
United States

Requested By NORMANDALE ELEMENTARY
Terms NET 30 DAYS
P.O. Number QUOTATION
Salesperson ALLISON COE

Customer No. C001487
Customer Phone 9528484004
Customer Fax 9528483901
Your Reference

Item No.	Description	Qty.	Unit	MSRP	Disc %	Your Price	Ext. Price
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Quote valid for 30 days unless otherwise noted.

* - All orders must reference quote #

Comments/Memos :

Subtotal:	\$6,479.39
Taxable Subtotal:	\$.00
Tax Amount:	\$.00
Quote Total:	\$6,479.39



Mankato
 1014 N Riverfront Dr
 Mankato MN 56001
 507-345-1399

Rochester
 3552 W River Pkwy NW
 Rochester MN 55901
 507-282-4286

Winona
 115 East 3rd St
 Winona MN 55987
 507-452-2712

Faribault
 550 Wilson Ave #102
 Faribault MN 55021
 507-409-9900

School:

Edina Public Schools

Requested By: Charles Weise

Prepared by: Jeremy Friedrichs Jr & Joe Meidl

Servicing Store: Mankato

Date: 6/21/2024

Delivery: No Charge - Deliver to School

Please Email Purchase Orders to:

Jeremy Friedrichs - jeremy@themusicmart.biz

**** All Prices Subject to Change****

**** Price Confirmation Needed at time of Order****

SKU	Item	Retail	Bid Price	Qty	Total
YBB-105WC	Yamaha YBB-105WC 3/4 Size Tuba w/ Case	\$6,538.00	\$3,395.00	4	\$13,580.00
JSP1000	Jupiter JSP1000 Fiberglass Sousaphone	\$6,999.00	\$3,600.00	3	\$10,800.00
YCL-221II	Yamaha YCL-221II Standard Bass Clarinet	\$4,140.00	\$2,150.00	1	\$2,150.00
YFL-200ADII	Yamaha Advantage Student Flute	\$1,153.00	\$475.00	1	\$475.00
SS-850	Yamaha SS-850 Snare Stand - Trap Set	\$196.60	\$84.95	6	\$509.70
CS-660A	Yamaha CS-660A Straight Cymbal Stand	\$118.60	\$54.95	6	\$329.70
YEP-201	Yamaha YEP-201 Student Euphonium	\$3,378.00	\$1,695.00	2	\$3,390.00
				TOTAL	\$31,234.40

Groth Music School-Services

8056 Nicollet Avenue S
 Bloomington MN 55420
 (952) 884-4772

PRICE QUOTE

PROPOSAL	DATE
3616527	6/12/2024 4:29 PM
ACCT	EMPL ID
26226	AXAMEN
PO	EXPIRES
	7/12/2024

Sold To: Attn: ACCOUNTS PAYABLE
 Edina ISD 273
 5701 Normandale Rd
 Edina MN 55424

Deliver To:
 Attn: CHARLES WEISE
 SOUTH VIEW MIDDLE SCHOOL
 4725 SOUTH VIEW LN
 EDINA MN 55424

H 952-848-4937 accounts.payable@edinaschools.

QTY	ITEM	DESCRIPTION	PRICE EA	TOTAL
3	JSP1000	Jupiter Fiberglass Sousaphone with case	4,025.00	12,075.00
2	YEP-201	Yamaha YEP-201 Standard Euphonium	1,881.00	3,762.00
1	CS660APKG	Yamaha Sus/straight Cymbal Stands - Box of 6	432.00	432.00
6	SS-850	Yamaha SS-850 Snare Drum Stand	113.05	678.30
1	YFL-222Y	Yamaha standrd student flute	547.00	547.00
1	YCL-221II	Yamaha YCL-221II Student Bass Clarinet	2,381.00	2,381.00
4	YBB105WC	Yamaha YBB-105WC Standard 3/4 BBb Tuba with Case	3,760.00	15,040.00
		SUBTOTAL		34,915.30
		TOTAL		34,915.30

Prices are subject to change without notice due to errors or manufacturer price adjustments.



Schmitt Director Center

7800 Harmony Drive
 Bloomington MN 55439
 USA
 SDC@Schmittmusic.com

PROPOSAL

PROPOSAL	DATE
5924108	6/12/2024 3:29 PM
ACCT	EMPL ID
23347	599
PO	EXPIRES
	7/12/2024

Sold To: Attn: Accounts Payable
 Edina ISD #273
 5701 Normandale Road
 Edina MN 55424
 Us

Ship To:
 NORMANDALE ELEMENTARY
 5701 NORMANDALE RD
 Edina MN 55424

accounts.payable@edinaschools.org

QTY	ITEM	DESCRIPTION	PRICE EA	TOTAL
3	547562	Jupiter 696s Sousaphone Fiberbrass .687" Bore, 26" Bell, W/ Case, 25 Lbs	4,550.00	13,650.00
6	CS-660A	YAMAHA stand Cymbal Double Braced Straight	65.00	390.00
6	SS-850	YAMAHA stand Snare Drum	108.00	648.00
2	YEP-201	Yamaha YEP-201 Student Euphonium	1,985.00	3,970.00
1	YFL-222	Standard Flute; key of C; Plateau model; offset G; silver-plated; pointed key arms; FLC-190 case	595.00	595.00
		SAME PRICE for Stock Model YFL-200AD Same instrument, upgraded/stackable case		
1	YCL-221	YAMAHA YCL-221 STUDENT BASS CLARINET	2,500.00	2,500.00
4	486594	yamaha Ybb-105 Tuba Brass Laq 3/4 Tuba, 3 Valve Upright	4,040.00	16,160.00
		SUBTOTAL		37,913.00
		TOTAL		37,913.00

06/25/2024 Tue 3:29P 599
 Chuck Weiss
 Rep: LAK
 PROPOSAL

*REVISED 06/25/2024





House of Note

7202 Minnetonka Blvd.
St. Louis Park, MN 55426
952-929-0026 Fax 952-929-6778

April 25, 2024

Edina Schools
Nick Gaudette

Private & Confidential

We are pleased to quote the following. Final custom set up of bridge, soundpost, pegs, nut, fingerboard, and final tonal adjustments will be done at House of Note to our shop's highest standards. Instruments purchased from House of Note include a one-year warranty for defects in workmanship. All outfits include rosin, cleaning cloth and a name tag. Prices quoted are per outfit and include school delivery. Subject to availability and pricing at time of order.

2 Eastman VL80 3/4 Violin Outfit

Violin set up with an Eastman composite tailpiece and Prelude strings. The outfit includes a Thermoplastic case and a Holtz fiberglass bow. **\$305.00 each x 2 = \$610.00**

3 Eastman VA80 13" Viola Outfit

Viola set up with Eastman tailpiece and Prelude strings. The outfit includes a Thermoplastic case and a Holtz fiberglass bow. **\$350.00 each x 3 = \$1,050.00**

4 Eastman VA80 14" Viola Outfit

Viola set up with Eastman tailpiece and Prelude strings. The outfit includes a Thermoplastic case and a Holtz fiberglass bow. **\$350.00 each x 4 = \$1,400.00**

3 Core A34 3/4 Cello Outfit

Cello has a carved top and back with laminate ribs. Cello set up with a composite tailpiece and Prelude strings. The outfit includes a CC480 lightly padded bag and 1076 wood bow. **\$1,075.00 each x 3 = \$3,225.00**

2 Core A34 4/4 Cello Outfit

Cello has a carved top and back with laminate ribs. Cello set up with a composite tailpiece and Prelude strings. The outfit includes a CC480 lightly padded bag and 1076 wood bow. **\$1,075.00 each x 2 = \$2,150.00**

Grand Total = \$8,435.00

Respectfully submitted,

House of Note

Ingrid Liepins

Dealers of Violins, Violas, Cellos, Bases and Bows

www.houseofnote.com



8224 OLSON MEMORIAL HWY. GOLDEN VALLEY, MN 55427 PHONE: 763-542-9542 FAX: 763-525-9522

Name / Address
Edina Public Schools Attn: Purchasing/Accounts Payable 5701 Normandale Road Edina, MN 55424

Estimate

Date
4/30/2024

Item	Description	Qty	Cost	Total
	PO #			
	Option #1 - School Outfit Pricing Includes Instrument with Case & Bow:			
Instrument	3/4 Violin - School Outfit with Case & Bow	1	750.00	750.00T
Instrument	13" Viola - School Outfit with Case & Bow	1	850.00	850.00T
Instrument	14" Viola - School Outfit with Case & Bow	1	950.00	950.00T
Instrument	3/4 Cello Shen SC88 - School Outfit with Case & Bow	1	1,550.00	1,550.00T
Instrument	3/4 Cello Shen SC150 Hybrid - School Outfit with Case & Bow	1	1,950.00	1,950.00T
Instrument	4/4 Cello Shen SC88 - School Outfit with Case & Bow	1	1,650.00	1,650.00T
Instrument	4/4 Cello Shen SC150 Hybrid - School Outfit with Case & Bow	1	2,050.00	2,050.00T
Instrument	4/4 Cello Shen SC200W Carved - School Outfit with Case & Bow	1	2,450.00	2,450.00T
Instrument	1/2 Bass Shen SB88 - School Outfit with Case & Bow	1	2,250.00	2,250.00T
	All Instrument Outfits Include:			
	* Professional Setup with Despiau/Aubert Bridge			
	* Wittner Mechanical Pegs for Cello			
	* Thomastik Dominant Strings for Violin			
	* D'Addario Helicore Strings for Viola/Cello/Bass			
	* Bobelock Wooden Case for Violin and Viola			
Thank you for your business!		Subtotal		
		Sales Tax (0.0%)		
		Total		

Schmitt Director Center

7800 Harmony Drive
 Bloomington MN 55439
 USA
 SDC@Schmittmusic.com

PROPOSAL

PROPOSAL	DATE
5837950	4/22/2024 11:26 AM
ACCT	EMPL ID
23347	599
PO	EXPIRES
	5/22/2024

Sold To: Attn: Accounts Payable
 Edina ISD #273
 5701 Normandale Road
 Edina MN 55424
 Us

Ship To:
 Attn: ACCOUNTS PAYABLE
 DISTRICT OFFICE
 5701 NORMANDEALE RD
 Edina MN 55424

accounts.payable@edinaschools.org

QTY	ITEM	DESCRIPTION	PRICE EA	TOTAL
3	VA80SBC14 Standard Eastman Student Prelude Strings	EASTMAN VA80SBC 14 Viola Outfit	430.00	1,290.00
2	581316 Standard Eastman Student Prelude Strings	Eastman 13" Viola VA80ST	430.00	860.00
3	VL80SBC3/4 Standard Eastman Student Prelude Strings	EASTMAN VL80SBC 3/4 Violin Outfit	405.00	1,215.00
SUBTOTAL				3,365.00
TOTAL				3,365.00

04/22/2024 Mon 11:25A 599
 Nick Gaudette
 Rep: LAK
 PRICING PROPOSAL





INVOICE #D14790

Complete your purchase

Complete your purchase

or Visit our store

Order summary



Mezzo-Forte Carbon Fiber Evo Line Cello x 1
4/4

\$3,200.00

Subtotal

\$3,200.00

Shipping

\$0.00

Total

\$3,200.00 USD

Shipping address

Nick Gaudette
Edina Public Schools
6754 Valley View Rd
Edina MN 55439
United States

Billing address

Nick Gaudette
Edina Public Schools
6754 Valley View Rd
Edina MN 55439
United States

Shipping method

Free Shipping
\$0.00

If you have any questions, reply to this email or contact us at support@fiddlershop.com

V. **Discussion**

V.A. 2024 Graduation Debrief Overview



Board Meeting Date: 7/8/2024

Title: 2024 Graduation Debrief Overview

Type: Discussion

Presenter(s): Dr. Stacie Stanley, Superintendent, and Principal Paul Paetzel

Description: School Board and administration received communications regarding concerns about the 2024 EHS graduation. To support feedback loops, the administration conducted an event debrief, garnered & reviewed feedback from the families of graduates for themes, conducted a SWOT analysis and provided follow-up communication. A summary of this information is provided to the School Board for review.

Recommendation: No recommendation required at this time.

Desired Outcomes from the Board: Read through information have prepared questions or comments.

Attachment(s): None

The School Board and administration received communications regarding concerns the 2024 EHS graduation. To support feedback loops, the administration conducted an event debrief, garnered & reviewed feedback from the families of graduates for themes, conducted a SWOT analysis and provided follow-up communications. This report is intended to provide the school board with information about the follow-up process.

Pre-graduation Planning: Edina Public Schools administration began holding pre-graduation planning meetings in April 2024. Given the school board protests that had occurred during the school year, the administration team desired to have a plan in place to mitigate a graduation disruption to the best of their ability. The pre-planning team used the district adopted Homerun Leadership - Information, Reactions, Options, Decision (IROD) decision making model process from Dave Webb, 2022. Each administrator has been trained in the model. Through the process an incident command outline was developed, and the decision was made to require tickets to attend the graduation.

- EHS administration toured Mariucci Arena and met with the U of M security to finalize how ticket admission would be implemented. At that time EHS administration were notified that U of M staff would conduct bag checks to remove noise maker paraphernalia; a protocol that was being used for all 2024 graduations.
- EHS Administration ordered watermarked tickets and communicated to the parents/guardians of 2024 graduates about the updated admissions protocol.

- Tickets were distributed to students when they picked up their graduation regalia.
- To ensure the guests of all graduates would be able to fully access/experience the graduation, interpreters and interpreter headsets were secured.

Final Graduation Check-in: Two final graduation preparation meetings were scheduled prior to graduation.

- On the morning of June 3, 2024, EPS cabinet members and EHS administration met to finalize incident command protocols. The head of U of M security joined the meeting. At that time EPS administration were assured that the ticketing process should run smoothly.
- Communication was crafted and sent to the parents/guardians of 2024 graduates that outlined the etiquette protocols for graduation.
- An onsite meeting was held at Mariucci immediately before the graduation ceremony to review incident command procedures and the run of graduation. Recently received information about inclement weather was also provided.

Post Graduation Feedback & event analysis: In the immediate days following graduation, EPS school board members (via Edina School Board email account) and EPS administration received many stakeholder email communications that expressed concerns about graduation.

- Email included concerns about extended cheering and resulting inability to hear their graduate's name called, inability to hear speeches due to ongoing talking and milling around of some ceremony attendees, tardiness of some ceremony attendees, and presence of noise makers.
- EPS administration analyzed the content of the email for themes. In addition, EPS administration sent a survey to the parents/guardians of 2024 graduates to ensure they had a chance to provide feedback.
- An event Debrief meeting was held on June 10, 2024. During this meeting the superintendent was advised that:
 - Five minutes before the ceremony started, the EHS ceremony project manager was notified that the U of M would not check tickets.
 - Due to the heavy rain, many ceremony attendees entered the lobby earlier than typical, which lead to significant congestion.
 - There is one elevator in the lobby and due to the congestion, the elevator was very difficult to access.
 - Families weren't able to access interpreter headsets, as they were blocked and inaccessible because many ceremony attendees filled the lobby earlier than typical due to inclement weather.
 - Several ceremony attendees lingered in the lobby after the graduation ceremony ended, causing a backup during the exit.

The following themes surfaced from the survey data:

Crowd Noise

A significant number of survey respondents complained about the excessive noise from the crowd. This included loud talking, cheering, and the use of noise makers. The noise was seen as disrespectful and disruptive, making it hard to hear the ceremony.

Behavioral Expectations

Many survey respondents were disappointed by what they perceived as disrespectful behavior from some ceremony attendees. This included talking during speeches, excessive cheering, and general disregard for the stated ceremony etiquette.

Ticketing System

There were complaints about the ticketing system, with some survey respondents noting that tickets were not checked upon entry. This led to questions about the necessity of the tickets and concerns about overcrowding.

Safety Concerns

A few survey respondents raised safety concerns, particularly regarding the exit from the venue. They described a dangerous situation with a crowd bottleneck at the exit, which was particularly difficult for older respondents.

Event Organization

There were some criticisms of the event organization, including the entry process and the lack of clear directions. Survey respondents suggested that better planning and communication could improve the overall experience.

Venue Acoustics

Many survey respondents mentioned the poor acoustics of the venue, which made it difficult to hear the speeches and names being called. This was a common complaint, with some suggesting a different venue with better acoustics for future events.

Event Duration

Some survey respondents felt that the ceremony was too long, particularly due to the excessive cheering and disruptions. They suggested that the event could be shortened by limiting the number of speeches and controlling the crowd noise.

Accessibility Issues

Several survey respondents raised concerns about the accessibility of the venue, particularly for individuals who could not use stairs. Some suggested that more accessible seating options should be provided in the future. Concerns were raised about the inaccessibility of interpreter headsets.

Positive Aspects

Despite the criticisms, some survey respondents did mention positive aspects of the ceremony. They appreciated the efforts of the staff, the decoration of the venue, and the opportunity to celebrate the graduates' achievements.

SWOT Analysis

The feedback provided by the survey respondents offers valuable insights into the strengths, weaknesses, opportunities, and threats related to the graduation ceremony.

Strength	Weakness
<p>Summary: Despite the criticisms, some survey respondents appreciated the efforts of the staff, the decoration of the venue, and the opportunity to celebrate the graduates' achievements.</p> <p>Key Takeaways: The staff's facilitation, the venue's decoration, and the celebration of achievements were appreciated.</p>	<p>Summary: Many survey respondents mentioned the poor acoustics of the venue, excessive crowd noise, accessibility issues, and the ineffective ticketing system.</p> <p>Key Takeaways: Improvements are needed in venue acoustics, with crowd engagement, accessibility, and ticketing system.</p>

Opportunities	Threats
<p>Summary: The feedback provides an opportunity to improve the event organization, address celebratory differences and expectations, and enhance the overall graduation experience.</p> <p>Key Takeaways: Better planning, communication, and understanding of and figuring out how to manage celebratory differences and expectations can enhance the event. Evaluate and make adjustments to the ticketing system to provide clarity about the necessity and ensure it doesn't cause overcrowding.</p>	<p>Summary: Safety concerns, particularly regarding the exit from the venue, and disrespectful behavior reported from some survey respondents pose threats to the success of future ceremonies.</p> <p>Key Takeaways: Addressing safety concerns and managing crowd behavior are crucial to prevent potential disruptions and ensure a successful event. Tickets should be scanned or no tickets should be used.</p>

Focus Areas and Next Steps:

Our administrative team has met several times to debrief each aspect of the graduation ceremony. We are considering a range of measures to address concerns and ensure that future graduation ceremonies will be enjoyed by everyone in attendance. The following focus areas and next steps were identified.

Focus Area One: Crowd Engagement & Improve Event Organization (Fall - Winter 2024)

Challenges: (1) Excessive noise from the crowd, including loud talking and cheering, was a common frustration. This disrupted the ceremony and made it difficult for others to hear and enjoy the ceremony. (2) Confusing entry and exit processes. Ticket processes not followed led to perception of overcrowding. Size of the departing crowd led to bottleneck and safety concerns particularly for older attendees.

Next Steps:

- Ensure all ceremony attendees have a clear understanding of expectations regarding acceptable noise levels and noise makers, to ensure a positive experience for all who attend.
- Review and revise ticketing structure to limit overcrowding and excessive cheering for graduates. Revise exit procedures to limit bottlenecks and foster safety for all attendees and particularly for those who are older.
- Ensure proactive translated communications are provided well in advance and verbal interpretation is provided during the ceremony that provides clear guidelines to attendees about expected etiquette for the ceremony.
- Consider having community volunteers and/or security personnel to monitor the crowd and address any disruptive behavior.

Focus Area Two: Improve Venue Acoustics & Accessibility (Fall - Winter 2024)

Challenges: (1) Many participants expressed frustration about the poor acoustics of the venue, which made it difficult to hear the speeches and names being called. This detracted from the overall experience of the graduation ceremony. (2) Several participants raised concerns about the accessibility of the venue, particularly for individuals who could not use stairs.

Next Steps:

- Meet with the Mariucci venue manager.
- Consider changing the venue to a smaller, more acoustically friendly location.
- Use technology such as closed captioning or individual listening devices to ensure everyone can hear the proceedings clearly.
- Choose a venue with better accessibility features, such as ramps and multiple elevators.
- Provide clear information about accessibility options at the venue in advance.
- Consider offering special seating arrangements for those with mobility needs.

Focus Area Three: Engaging 2025 Graduates and Families (Fall 2024 - Spring 2025)

Intended Outcomes: (1) Ensure the perspectives of 2025 graduates and families are garnered and used in planning. (2) Ensure that families and graduates are provided on-going updates on plans.

- Schedule and host gatherings to garner ideas and feedback.
- Develop and implement a communication schedule.

Final follow-up Communication: On June 27, 2024, the following communication was sent to the parents/guardians of our 2024 graduates.

Dear Parent/Guardian of 2024 Edina Public Schools Graduates,

We hope your summer is off to a good start. We are writing to share information regarding the work underway to assess this year's high school graduation ceremony and how we are approaching planning for future ceremonies. We have received numerous emails and nearly 300 responses to our graduation survey. Thank you to everyone who shared their feedback. We understand there were several factors that impacted your experience, and we sincerely apologize for the adverse impact.

We heard concerns regarding these topics:

- *Crowd noise and disruptive behaviors.*
- *Ticketing procedures.*
- *Interpretation devices being inaccessible.*
- *Bottlenecks entering and exiting the venue.*
- *Inadequate accessibility for some attendees.*
- *Venue acoustics.*

Our administrative team has met several times to debrief each aspect of the graduation ceremony. We are considering a range of measures to address your concerns and ensure that future graduation ceremonies will be enjoyed by everyone in attendance. We have outlined focus areas and the following next steps below:

Focus Area One: Improve Event Organization & Crowd Engagement (Fall - Winter 2024)

Challenges: (1) *Excessive noise from the crowd, including loud talking and cheering, was a common frustration. This disrupted the ceremony and made it difficult for others to hear and enjoy the ceremony. (2) Confusing entry and exit processes. Ticket processes not followed led to perception of overcrowding. Size of the departing crowd led to bottleneck and safety concerns particularly for older attendees.*

Next Steps:

- *Ensure all ceremony attendees have a clear understanding of expectations regarding acceptable noise levels and noise makers, to ensure a positive experience for all who attend.*
- *Review and revise ticketing structure to limit overcrowding and excessive cheering for graduates. Revise exit procedures to limit bottlenecks and foster safety for all attendees and those who are older in particular.*
- *Ensure proactive translated communications are provided well in advance and verbal interpretation is provided during the ceremony that provides clear guidelines to attendees about expected etiquette for the ceremony.*
- *Consider having community volunteers and/or security personnel to monitor the crowd and address any disruptive behavior.*

Focus Area Two: Improve Venue Acoustics & Accessibility (Fall - Winter 2024)

Challenges: (1) *Many participants expressed frustration about the poor acoustics of the venue, which made it difficult to hear the speeches and names being called. This detracted from the overall experience of the graduation ceremony. (2) Several participants raised concerns about the accessibility of the venue, particularly for individuals who could not use stairs.*

Next Steps:

- *Meet with the Mariucci venue manager.*
- *Consider changing the venue to a smaller, more acoustically friendly location.*
- *Use technology such as closed captioning or individual listening devices to ensure everyone can hear the proceedings clearly.*
- *Choose a venue with better accessibility features, such as ramps and multiple elevators.*
- *Provide clear information about accessibility options at the venue in advance.*
- *Consider offering special seating arrangements for those with mobility needs.*

Focus Area Three: Engaging 2025 Graduates and Families (Fall 2024 - Spring 2025)

Intended Outcomes: (1) *Ensure the perspectives of 2025 graduates and families are garnered and used in planning.* (2) *Ensure that families and graduates are provided on-going updates on plans.*

- *Schedule and host gatherings to garner ideas and feedback.*
- *Develop and implement a communication schedule.*

We are committed to hosting a graduation ceremony that truly honors our graduates and the community of parents, guardians, loved ones, and staff who have supported them. We are deeply proud of all of our graduates and believe that Edina High School has prepared them well to realize their full potential to thrive. We hope that our graduates and you enjoy the rest of your summer break.

Sincerely Yours,

*Dr. Stacie Stanley
Superintendent*

*Mr. Paul Paetzel
Principal*

V.B. Policy Review (103, 113, 414, 415, 524, 806)



Board Meeting Date: 7/8/2024

Title: Policy Review

Type: Discussion

Presenter(s): Board Policy Committee

Description: The following policies have been reviewed with an eye toward clarity, District practice, and alignment with State and Federal statutes.

- Policy 103 Equal Educational Opportunity
- Policy 113 Data Requests
- Policy 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- Policy 415 Mandated Reporting of Maltreatment of Vulnerable Adults
- Policy 524 Electronic Technologies Acceptable Use
- Policy 806 Emergency Management

Recommendation: Review the suggested modifications for Policies 103, 113, 414, 415, 524, 806.

Desired Outcome(s) from the Board: Review suggested modifications and bring any questions you may have.

Attachments:

1. Policy 103 Equal Educational Opportunity
2. Policy 113 Data Requests
3. Policy 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse
4. Policy 415 Mandated Reporting of Maltreatment of Vulnerable Adults
5. Policy 524 Electronic Technologies Acceptable Use
6. Policy 806 Emergency Management

School District

Equal Educational Opportunity

I. Purpose

This policy provides guidance to ensure that equal educational opportunity is provided for all students of the school district.

II. General Statement of Policy

- A. The policy of the school district is to provide equal educational opportunity for all students. The district does not ~~unlawfully~~ discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, gender identity and expression, or age. The district also makes reasonable accommodations for students with disabilities.
- B. The district prohibits ~~the~~ harassment and discrimination of any individual based on any of the protected classifications listed above. For information about the types of conduct that constitute violations of the district's policy on harassment and violence and the district's procedures for addressing such complaints, refer to the district's policy on harassment and violence (~~Policy 413~~).
- C. The ~~school~~ district prohibits discrimination of ~~students~~ students with a disability, within the intent of Section 504 of the Rehabilitation ~~a~~ Act of 1973 ("Section 504"), who need services, accommodations, or programs in order to ~~received~~ receive a free and appropriate public education. For information as to protections that may apply pursuant to Section 504 and the ~~school~~ district's corresponding procedures for addressing disability discrimination complaints, refer to the ~~school~~ district's policy on student disability nondiscrimination. (~~Policy 521~~).
- D. The ~~school~~ district prohibits sexual harassment discrimination of any individual on the basis of sex in its education programs or activities. For information as to the protections that apply pursuant to Title IX and ~~school~~ district's corresponding procedures and process for addressing sexual harassment and discrimination, refer to the school district's policy on Title IX sex nondiscrimination (~~policy 522~~).
- E. This policy applies to all areas of education including academics, coursework,

co-curricular and extra-curricular activities, or other rights or privileges of enrollment.

- F. Every district employee is responsible for complying with this policy.
- G. Any student, parent, or guardian having a question regarding this policy should discuss it with the appropriate district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the district's human rights officer. In ~~Edina Public Schools~~ [the district](#), the ~~D~~irector of ~~H~~uman ~~R~~esources serves as the human rights officer.

Legal References:

Minn. Stat. § 121A.03, ~~S~~ubd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

[Minn. Stat. § 121A.04 \(Athletic Programs; Sex Discrimination\)](#)

20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)

42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)

42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References:

Policy 413 (Harassment and Violence [Prohibition, Students and Employees](#))

Policy 521 (Student Disability Nondiscrimination)

Policy 522 (Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process)

Policy

adopted: [03/19/07](#)

amended: [11/07/11](#)

revised: [07/17/18](#)

revised: [10/15/18](#)

revised: [10/17/22](#)

revised: [__/__/24](#)

INDEPENDENT SCHOOL DISTRICT [NO. 273](#)
Edina, Minnesota

School District

Data Requests

I. Purpose

The school district recognizes its responsibility to disseminate public data as defined by state statute.

II. General Statement of Policy

The school district will ensure there is a clear process in place for requesting public data that complies with and follows the Minnesota Government Data Practices Act.

III. Definitions

For purposes of this policy, the definitions included in this section apply.

⊖ A. “Confidential Data on Individuals”

Data made not public by statute or federal law applicable to the data and are inaccessible to the individual subject of those data. ~~means the data is not available to the subject and not accessible by the public.~~

B. Data on Individuals

All government data in which any individual is or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data and that data are not accessed by the name or other identifying data of any individual.

⊖ C. “Government Data” is all

All data collected, created, received, maintained, or disseminated by a government entity in its various forms (e.g., paper, email, DVDs, photographs, etc.).

D. Individual

“Individual” means a natural person. In the case of a minor or an incapacitated person, “individual” includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible authority will withhold data from parents or guardians, or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the

responsibility authority determines that withholding the data would be in the best interest of the minor.

- E. “Inspection”
~~includes, but is not limited to, the~~
The visual inspection of paper and similar types of government data. It does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own equipment.
- F. Nonpublic Data
Data not on individuals made by statute or federal law applicable to the data: (a) not accessible to the public; and (b) accessible to the subject, if any, of the data.
- G. Not Public Data
Any government data classified by statute, federal law, or temporary classification as confidential, private, nonpublic or protected nonpublic.
- B H. “Private Data”
~~means the d~~ Data is available to the subject of the data and to district employees who need it to conduct the business of the district.
- I. Private Data on Individuals
Data made by the statute or federal law applicable to the data: (a) not public; and (b) accessible to the individual subject of those data.
- J. Protected Nonpublic Data
Data not on individuals made by statute or federal law applicable to the data (a) not public and (b) not accessible to the subject of the data.
- A K. Public Data
All government data collected, created, received, maintained, or disseminated by the ~~school~~ district, unless classified by statute, or temporary classification pursuant to state or federal law, as nonpublic or protected nonpublic, or with respect to data on individuals, as private or confidential.
- L. Public Data Not on Individuals
Data accessible to the public pursuant to Minnesota Statutes section 13.03
- M. Public Data on Individuals
Data accessible to the public in accordance with the provisions of Minnesota Statutes section 13.03.

- F N. “Summary Data”
~~is~~ Statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual ~~are~~ is ascertainable.

IV. Responsible Authority

- A. The superintendent or designee will serve as the authority responsible for data requests.
- B. The responsible authority will establish procedures to ensure that requests for government data are received and compiled ~~within~~ in an appropriate and prompt manner.
- C. The responsible authority may designate one or more designees.

V. Responding to a Request for Data

- A. All requests for public data must be made in writing and directed to the responsible authority or designee.
- B. Upon receiving a data request, the school district will acknowledge it and provide a tentative timeline for fulfillment.
- C. Prior to fulfilling a request, the district may contact the ~~requester~~ requester for the following reasons:
 - 1. to ask for clarification or additional information to help fulfill the request;
 - 2. to indicate that the request may involve a charge or require prepayment; or
 - 3. to discuss scheduling partial or rolling productions of data.
- D. The district’s response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
- E. Upon request to a responsible authority or designee, a person will be permitted to inspect and/or copy public data at reasonable times and places, and, upon request, will be informed of the data’s meaning.
 - 1. If arrangements are made for the ~~requester~~ requester to inspect the data and the ~~requester~~ requester does not appear at the time and place established for inspection, and the data is not picked up within

10 business days after the ~~requester~~ requester is notified of its availability, the ~~school~~ district will conclude that the data is no longer wanted and will consider the request closed.

2. If the person requests access for the purpose of inspection, the responsible authority may not assess a charge or require the requesting person to pay a fee to inspect the data.

F. In order to complete a request, the district will do one of the following:

1. If the district does not have the data, the ~~requester~~ requester will be notified in writing as soon as reasonably possible.
2. If the district has the data but the data are not public, the ~~requester~~ requester will be notified as soon as reasonably possible and be given written notice of the specific statutory section, temporary classification, or specific provision of federal law on which the decision to withhold or release the data was made.
3. If the district has the data, and the data are public, the district will respond to the request appropriately and promptly, with a reasonable amount of time by doing one of the following:
 - a. arrange a date, time, and place to inspect data, for free, if the request is to look at the data, or
 - b. provide copies of the data as soon as reasonably possible. Electronic copies such as email, portable document format (PDF), or other electronic formats will be provided in response to the request. If the data is not in an electronic format (such as printed format), the data will be scanned and emailed to the ~~requester~~ requester or copied and made available to be picked up or mailed to the ~~requester~~ requester.

G. The Government Data Practices Act does not require the creation or collection of new data in response to a data request, or to provide data in a specific form or arrangement if not kept in that form or arrangement.

H. The responsible authority will respond within a reasonable time of the receipt of a request to prepare summary data and inform the ~~requester~~ requester of the following as appropriate:

1. the estimated costs of preparing the summary data, if any; and
2. a written statement describing the reasons why the responsible authority has determined that the ~~requester's~~ requester's access would compromise private or confidential data.

- I. The Government Data Practices Act does not require the district to answer questions that are not requests for data.

VI. Request for Summary Data

- A. A request for the preparation of summary data will be made in writing directed to the responsible authority.
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requester of the following:
 1. The estimated cost of preparing the summary data, if any; and
 2. The summary data requested; or
 3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
 4. A written statement describing the reasons why the responsible authority has determined that the requester's access would compromise the private or confidential data.
- C. The school district may require the requester to pre-pay all of a portion of the cost of creating the summary data before the district begins to prepare the summary data.

VII. Data by an Individual Data Subject

- A. Collection and storage of all data on individuals and the use and dissemination of private and confidential data on individuals will be limited to that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.
- B. Private or confidential data on an individual will not be collected, stored, used, or disseminated by the school district for any purposes other than those stated to the individual at the time of collection.
- C. Upon request to the responsible authority or designee, an individual will be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private, or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals will be shown the data without any charge and, if desired, will be informed of the content and meaning of that data.
- D. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.

- E. The responsible authority or designee will provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.
- F. The responsible authority or designee will comply immediately, if possible, with any request made pursuant to this Section VII, or within ten days of the date of the request, excluding Saturdays, Sundays, and legal holidays, if immediate compliance is not possible.
- G. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual must notify in writing the responsible authority describing the nature of the disagreement. The responsible authority will within 30 days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that the authority believes the data to be correct. Data in dispute will be disclosed only if the individual's statement of disagreement is included with the disclosed data.
- H. The determination of the responsible authority may be appealed pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the commissioner will, before issuing the order and notice of a contested case hearing required by the Minnesota Administrative Procedures Act, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the commissioner may refer the matter to mediation. Following these efforts, the commissioner will dismiss the appeal or issue the order and notice of hearing.
- I. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by the district without regard to the requirements of Minnesota Statutes section 138.17.
- J. After completing, correcting, or destroying successfully challenged data, the district may retain a copy of the commissioner of administration's order issued under the Minnesota Administrative Procedures Act or, if no order was issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

VIII. Requests for Data by an Individual Subject of the Data

- A. All requests for data must include proof that the individual is the data subject or the data subject's parent or guardian.
- B. Policy 515 (Protection and Privacy of Student Records) addresses requests of students or their parents for educational records and data.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

[Minn. Stat. Ch. 14 \(Minnesota Administrative Procedures Act\)](#)

[Minn. Stat. § 138.17 \(Government Records; Administration\)](#)

5 U.S.C. § 552 (Freedom of Information Act (FOIA))

Cross References:

Policy 208 (Development, Adoption, and Implementation of Policies)

Policy 406 (Public and Private Personnel Data)

Policy 515 (Protection and Privacy of Student Records)

Policy

adopted: 02/26/18

revised: 08/17/23

[re_____](#): [__/__/24](#)

INDEPENDENT SCHOOL DISTRICT NO. 273

Edina, Minnesota

Appendix I to Policy 113

Costs Associated with Public Data Requests

- I. If a person requests copies or electronic transmittal of the data to the person, the responsible authority may require the requesting person to pay the actual costs of searching for and retrieving government data, including the cost of employee time, and for making, certifying, and electronically transmitting the copies of the data or the data, but may not charge for separating public from not public data.
- II. However, if 100 or fewer pages of black and white, letter or legal-size paper copies are requested, actual costs will not be used, and instead, the responsible authority may charge no more than 25 cents for each page copied.
- III. For requests totaling more than 100 pages, the responsible authority may charge the “actual costs” for producing the data, plus a per-page-cost for each paper copy produced.
 - A. “Actual costs” for producing public data of more than 100 pages are computed by applying DHS staff hourly pay rates to the time required for:
 1. Searching for and retrieving data, (if the ~~requester~~ requester is not the data subject)
 2. Making, certifying, sorting, and electronically transmitting or mailing the data, including the cost of employee time.
 3. There is no charge for redaction.
- ~~IV. There is no charge for separating private data from public data.~~

Appendix
reviewed: 08/17/23
reviewed: ___/___/24

Personnel

Mandated Reporting of Child Neglect or Physical or Sexual Abuse

I. Purpose

This policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. General Statement of Policy

- A. The policy of the school district is to fully comply with Minnesota Statutes chapter 260E requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows, or has reason to believe, a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.

III. Definitions

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event that:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of the event.
- B. “Child” means one under age 18 and, for purposes of Minnesota Statutes chapter 260C (Juvenile Safety and Placement) and Minnesota Statutes chapter 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minnesota Statutes chapter 260C.451 (Foster Care Benefits Past Age 18).
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Mandated reporter” means any school district personnel who knows or has reason

to believe a child is being maltreated or has been maltreated within the preceding three years.

- E. “Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.
- F. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:
1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health care, medical, or other care required for the child’s physical or mental health when reasonably able to do so;
 2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
 3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for the child’s own basic needs or safety, or the basic needs or safety of another child in ~~his or her~~ **their** care;
 4. failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide ~~his or her~~ **their** child with sympathomimetic medications;
 5. prenatal exposure to a controlled substance as defined in state law used by ~~the mother~~ **a pregnant person** for a non-medical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the ~~mother~~ **pregnant person** at delivery or the child’s birth, medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance, or the presence of a fetal alcohol spectrum disorder;
 6. medical neglect as defined by Minnesota Statutes section 260C.007, subdivision- 6, clause (5);
 7. chronic and severe use of alcohol or a controlled substance by a person responsible for the care of the child that adversely affects the child’s basic needs and safety; or
 8. emotional harm from a pattern of behavior that contributes to impaired emotional functioning of the child, which may be demonstrated by a

substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not occur solely because the child's parent, guardian, or other person responsible for the child's care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu of medical care.

- G. "Non-maltreatment mistake" occurs when: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minnesota Rules part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar non-maltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minnesota Rules chapter 9503.
- H. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employee or agent, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- I. "Physical abuse" means any physical injury, mental injury (under subdivision 13), or threatened injury (under subdivision 23), inflicted by a person responsible for the child's care on a child other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries, or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minnesota Statutes section 125A.0942 or 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian that does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minnesota Statutes section 121A.582.

Actions that are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions that result in any non-accidental injury to a child under 18 months of age;

(5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minnesota Statutes section 609.02, subdivision 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances that were not prescribed for the child by a practitioner, in order to control or punish the child, or other substances that substantially affect the child's behavior, motor coordination, or judgment, or that result in sickness or internal injury, or that subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minnesota Statutes section 609.379, including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minnesota Statutes section 121A.58.

- J. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes maltreatment of a child and contains sufficient content to identify the child and any person believed to be responsible for the maltreatment, if known.
- K. "School personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- L. "Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minnesota Statutes section 609.341, subdivision 15), or by a person in a current or recent position of authority (as defined in Minnesota Statutes section 609.341, subdivision 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor that constitutes a violation of Minnesota statutes prohibiting prostitution or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation that requires registration under Minnesota Statutes section 243.166, Subd. 1b(a) or (b).
- M. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has (1) subjected the child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm; (2) been found to be palpably unfit; (3) committed an act that resulted in an involuntary termination of parental rights; or (4) committed an act that resulted in the

involuntary transfer of permanent legal and physical custody of a child to a relative.

IV. Reporting Procedures

- A. A mandated reporter will immediately report the information to the local welfare agency, agency responsible for assessing or investigating the report, police department, county sheriff, tribal social services agency, or tribal police department. The reporter will include ~~his or her~~ **their** name and address in the report.
- B. An oral report will be made immediately by telephone or otherwise. The oral report will be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assessing or investigating the report. Any report will be of sufficient content to identify the child, any person believed to be responsible for the maltreatment of the child if the person is known, the nature and extent of the maltreatment, and the name and address of the reporter.

To make a maltreatment report to Hennepin County Child Protection Services, call (612) 348-3552.

The Minnesota Department of Education's Student Maltreatment Program assesses and investigates reports of alleged physical abuse, neglect, or sexual abuse of students that occurs in Minnesota public schools and charter schools (~~Minn. Stat. § 260E~~). This includes allegations of maltreatment involving students 18 to 21 years of age, including students receiving special education services, up to and until graduation and the issuance of a secondary diploma.

To make a maltreatment report to the Minnesota Department of Education's Student Maltreatment Program, complete the Confidential Student Maltreatment Reporting Form (attached as Appendix I) and email it to mde.student-maltreatment@state.mn.us or fax it to (651) 797-1601. You may also call their 24-hour reporting line at: (651) 582-8546.

- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school will inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of custodial or parental rights or the kidnapping of a child will report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing ~~the woman~~ **a person** with prenatal care or other health care services, a mandated reporter will immediately report to the local welfare agency if

the ~~person~~ mandated reporter knows or has reason to believe that a ~~woman~~ person is pregnant and has used a controlled substance for a non-medical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.

- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. An employer of a mandated reporter will not retaliate against the person for reporting in good faith maltreatment against a child with respect to whom a report is made, because of the report.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy will be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, plus costs and reasonable attorney fees. Knowingly or recklessly making a false report also may result in discipline.

V. Investigation

- A. The responsibility for assessing or investigating reports of suspected maltreatment rests with the appropriate state, county, or local agency or agencies. The agency responsible for assessing or investigating reports of maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged offender, and any other person with knowledge of the maltreatment for the purpose of gathering facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of the alleged offender or parent, legal guardian, or school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian, or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property must be received by school officials prior to the interview. The notification will include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged offender is believed to be a school official or employee, the time, place, and manner of the interview on school premises will be within the discretion of school officials, but the local welfare or law enforcement agency will have the exclusive authority to determine who may attend the interview. The

conditions as to time, place, and manner of the interview set by the school officials will be reasonable, and the interview will be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.

- D. Where the alleged offender is believed to be a school official or employee, the school district will conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the ~~school~~ district will provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The ~~school~~ district will provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code section 1232g.

VI. Maintenance of School Records Concerning Abuse or Potential Abuse

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification will include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification will be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview ~~which~~ **that** was received by the school as described above in Paragraph A., will be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. Physical or Sexual Abuse as Sexual Harassment or Violence

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. Dissemination of Policy and Training

- A. This policy will appear in school personnel handbooks.

- B. The school district will develop a method of discussing this policy with school personnel.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 243.166, ~~§~~subd. 1b(a)(b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures; [Licensed Facilities and Services](#))
Minn. Stat. § 260C.007, ~~§~~subd. 6, Clause (5) (Child in Need of Protection)
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 609.02, ~~§~~subd. 6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, ~~§~~subd. 10 (Definitions – [Current or Recent](#) Position of Authority)
Minn. Stat. § 609.341, ~~§~~subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379, [subd. 1](#) ([Permitted Actions](#); Reasonable Force)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References:

Policy 104 (Complaints – Students, Employees, Parents, Other Persons)
Policy 208 (Development, Adoption, and Implementation of Policies)
Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee or Student)
Policy 403 (Discipline of School District Employees)
Policy 406 (Public and Private Personnel Data)
Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
Policy 515 (Protection and Privacy of Student Records)

Policy		INDEPENDENT SCHOOL DISTRICT NO. 273
adopted:	10/20/08	Edina, MN
revised:	09/26/11	
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re-adopted:	**08/17/23	
re_____:	___/___/24	

* Policy 414 and Policy 415 were combined into a single policy. Policy 414 was sunsetted as a separate policy.

**Policy 415 was divided. Policy 414 was re-adopted as a separate policy.



Confidential Student Maltreatment Reporting Form

Date submitted: _____ SMP File # _____ (MDE staff use only)

REPORTER (Reporter is confidential under Minnesota Statutes, section 260E.)

Name: _____ Title: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Mandated Reporter: Yes No

SCHOOL INFORMATION (Current Enrollment Location of Alleged Victim)

ISD#: _____ School District: _____ School/ Program Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Principal/Director: _____ Phone: _____

Email: _____

Transportation Company Contact: _____ Phone: _____

Email: _____

ALLEGED VICTIM

Name: _____ Address: _____ City: _____ State: _____ Zip: _____

~~Male~~ ~~Female~~ Gender: _____ DOB: _____ Grade: _____

Race/Ethnicity: _____ Receives Special Education Services: Yes No

Primary Disability Category: _____

Alleged Victim is over the age of 18: Yes No

(If over 18, please provide the following contact information)

Alleged Victim Phone: _____ Alleged Victim Email: _____

Alleged Victim has a legal guardian: Yes No

Parent/Guardian 1: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Parent/Guardian 2: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

ALLEGED OFFENDER

Name: _____ Position: _____ DOB: _____ ~~Male~~ Female

Gender: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Race/Ethnicity: _____ Phone: _____

Alternate Phone: _____

Licensed: Yes No

If licensed, name of licensing board(s): _____ License/Folder # _____

INCIDENT

Date: _____ Time: _____ Setting (i.e., Bus, Classroom): _____

Location and Address (if different than enrolled school): _____

Witness _____ Phone: _____

Witness _____ Phone: _____

Police Notified: Yes No Police Department: _____

Police Contact: _____ Phone: _____

Case #: _____

ALLEGED MALTREATMENT

Physical Abuse Sexual Abuse Neglect Unknown

DESCRIPTION OF INCIDENT AND INJURY (PLEASE ATTACH ADDITIONAL DOCUMENTATION, IF NEEDED)

Email: mde.student-maltreatment@state.mn.us

(Form Reviewed: 08/17/23) — (/24)

Personnel

Mandated Reporting of Maltreatment of Vulnerable Adults

I. Purpose

This policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

II. General Statement of Policy

- A. The policy of the school district is to comply fully with Minnesota Statutes section 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. A violation of this policy occurs when any school personnel fails to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury, which is not reasonably explained.

III. Definitions

- A. “Abuse” means:
 - 1. An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (a) assault in the first through fifth degrees as defined in Minnesota Statutes sections 609.221 to 609.224; (b) the use of drugs to injure or facilitate crime as defined in Minnesota Statutes section 609.235; (c) the solicitation, inducement, and promotion of prostitution as defined in Minnesota Statutes section 609.322; and (d) criminal sexual conduct in the first through fifth degrees as defined in Minnesota Statutes sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction.
 - 2. Conduct which is not an accident or therapeutic conduct as defined in Minnesota Statutes section 626.5572, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (a) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (b) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult, which would be considered by a reasonable person to be disparaging, derogatory,

humiliating, harassing, or threatening; (c) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (d) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under Minnesota Statutes section 245.825.

3. Any sexual contact or penetration as defined in [Minnesota Statutes section 609.341](#) between a facility staff person, or a person providing services in the facility and a resident, patient, or client of that facility.
 4. The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another.
- B. "Accident" means a sudden, unforeseen, and unexpected occurrence or event which:
1. is not likely to occur and which could not have been prevented by exercise of due care; and
 2. if occurring while a vulnerable adult is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence or event.
- C. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- D. "Common entry point" means the entity responsible for receiving reports of alleged or suspected maltreatment of a vulnerable adult and designated by the Commissioner of the Minnesota Department of Human Services as the [MN Minnesota Adult Abuse Reporting Center \(MAARC\)](#).
- E. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception, or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the

profit or advantage of another.

- F. “Immediately” means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.
- G. “Mandated reporter” means any school district personnel who knows or has reason to believe a vulnerable adult is ~~being maltreated~~ or has been maltreated.
- H. “Maltreatment” means the neglect, abuse, or financial exploitation of a vulnerable adult.
- I. “Neglect” means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult’s physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct.
- J. Neglect also means the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult’s health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minnesota Statutes section 626.5572, Subd. 17.
- K. “School personnel” means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.
- L. “Vulnerable adult” means any person 18 years of age or older who regardless of residence or whether any type of service is received, possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual’s ability to adequately provide the individual’s own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual’s self from maltreatment.

IV. Reporting Procedures

- A. A mandated reporter will immediately report suspected maltreatment of a vulnerable adult to the Minnesota Adult Abuse Reporting Center (MAARC) by calling at 1-844-880-1574. The MAARC is available twenty-four hours per day and seven days per week. If reporting an emergency that requires immediate assistance from law enforcement, the fire department, or an ambulance, 911 should be called first.
- B. Whenever a mandated reporter knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable

adult which results in injury or harm, which reasonably requires the care of a physician, such information will be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.

- C. The report will, to the extent possible, identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose not public data, as defined under Minnesota Statutes section 13.02, to the extent necessary to comply with the above reporting requirements.
- D. School personnel mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline up to and including termination of employment. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.
- E. Retaliation against any school personnel who makes a good faith report under Minnesota law and this policy, or against any vulnerable adult who is named in a report is prohibited.
- F. Any school personnel who intentionally makes a false report under the provisions of applicable Minnesota law or this policy will be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline up to and including termination of employment.

V. Investigation

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the state and/or county for receiving reports. When the alleged offender is believed to be a school district personnel, the [school district](#) will conduct its own investigation independent of the designated entity.

VI. Dissemination of Policy and Training

The school district will discuss this policy with district personnel when appropriate.

Legal References:

Minn. Stat. § 13.02 (Minnesota Government Data Practices Act)

Minn. Stat. Ch. 245A (Human Services Licensing)

Minn. Stat. § 245.8265 (Aversive and Deprivation Procedures; Licensed

Facilities and Services)

Minn. Stat. §§ 609.221-609.224 (Assault)

Minn. Stat. § 609.232 (Crimes Against Vulnerable Adults; Definitions)

Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)

Minn. Stat. § 609.322 (Solicitation, Inducement, Promotion of Prostitution; Sex Trafficking)

Minn. Stat. § 609.341 (Definitions)

Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)

Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)

Minn. Stat. § 626.5572 (Definitions)

In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

Cross References:

Policy 104 (Complaints – Students, Employees, Parents, Other Persons)

Policy 208 (Development, Adoption, and Implementation of Policies)

Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee or Student)

Policy 403 (Discipline of School District Employees)

Policy 406 (Public and Private Personnel Data)

Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

Policy 515 (Protection and Privacy of Student Records)

INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, MN

Policy

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revised: 09/26/11

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revised: 08/08/22

revised: **08/17/23

re____: ___/___/24

*Policy 414 and Policy 415 were combined into a single policy. Policy 414 was sunsetted as a separate policy.

**Policy 415 was divided. Policy 414 was re-adopted as a separate policy.

Students

Electronic Technologies Acceptable Use

I. Purpose

This policy sets forth parameters and guidelines for access to the school district's electronic technologies, use of the Internet, use of personal electronic devices on the district's network or connected to district software, electronic communications, use of the district's network, Internet, and social networking tools.

II. General Statement of Policy

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the district considers its own stated educational mission, goals, and strategic directions. Technology skills are fundamental to the preparation of citizens and future employees. Access to the district computer system and to the Internet enables students and employees to explore countless libraries, web pages, databases, and other resources while exchanging messages with people around the world. The district expects that employees will blend thoughtful use of the district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. Definitions

- A. "Harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- B. "School-issued device" means hardware or software that the school

district, acting independently or with a technology provider, provides to an individual student or employee for that student's or employee's dedicated personal use. A school-issued device includes a device issued through a one-to-one program.

- C. "Social Media" refers to any website and application that enables users to create and share content or to participate in social networking. For reference in this policy, social media does not refer to any learning management system (Schoology or Seesaw) or content management systems (Google Workspace).
- D. "Technology provider" means a person who:
 - 1. contracts with the district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
 - 2. creates, receives, or maintains educational data pursuant or incidental to a contract with the district.

III. Limited Educational Purpose

The school district is providing students and employees with access to the district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The Internet is accessible in the district for use as an educational resource. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. Use of System is a Privilege

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

Electronic technologies are assets of the district and are protected from unauthorized access, modification, destruction, or disclosure. Use of personal devices, while on district property, is subject to all policies and guidelines, as applicable, plus any state and federal laws related to Internet use, including copyright laws.

V. Unacceptable Uses

- A. While not an exhaustive list, the following uses of the school district system and Internet resources or accounts are considered unacceptable:
1. Users will not use the district system to create, record, access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. Pornographic, obscene, or sexually explicit material or other visual depictions;
 - b. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language or images;
 - c. Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. Materials that use language or images that advocate violence or discrimination toward other people, or that may constitute harassment or discrimination, or that threatens the safety of others;
 - e. Orders for shopping online during time designated as work or academic time by the district;
 - f. Storage of personal photos, videos, music, or files not related to educational or extra-curricular purposes for any length of time; and
 2. Use of social media for non-academic purposes
 - a. Students aged 13 and above may engage in social media as it is connected to extra-curricular or co-curricular activities, and for academic purposes.
 - b. Per federal law, students under the age of 13 will not be encouraged or required to create accounts or participate in social media, including for academic or extra-curricular purposes.
 3. Users will not use the district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks. This prohibition includes using any technology or other electronic

communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

4. Users will not use the district system to engage in any illegal act or violate any local, state, or federal statute or law.
5. Users will not use the district system to vandalize, damage, or disable the property of another person or organization; will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses, engaging in “spamming,” or by any other means; will not tamper with, modify, or change the district system software, hardware, or wiring; will not take any action to violate the district’s security system; and will not use the district system in such a way as to disrupt the use of the system by other users.
6. Users will not use the district system to gain unauthorized access to information resources, or to access another person’s materials, information, or files without the direct permission of that person. Users will not attempt to log in through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user. This clause is not applicable to district technology staff who need to access a system due to a threat, troubleshooting, diagnosing issues, or other IT-related needs that uphold this and other district policies.
7. Individual passwords for computers [and information resources](#) are confidential and must not be shared.
8. Users will not use the district system to post or share private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual’s identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a. This paragraph does not prohibit the posting of employee contact information on district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents/guardians or other staff members related to students). Refer to Policy 515 (Protection and Privacy of Student Records) for direction on

directory information for students and how this can be used.

- b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the district as directory information and verification is made that the district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with district policy; or
 - (2) such information is not classified by the district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with district policy.
 - c. These prohibitions specifically prohibit a user from utilizing the district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Facebook," "X" (formerly called "Twitter"), "Instagram," "Snapchat," "TikTok," "Reddit," and similar websites or applications.
- 9. Users, outside of IT staff, must not deliberately or knowingly delete a student or employee file, email, or stored information.
 - 10. Users will not use the district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 - 11. Users will not use the district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the district. Users will not use the district system to offer or provide goods or services or for product advertisement. Users will not use the district system to purchase goods or services for personal use without authorization from the appropriate district official.
- B. A student or employee who engages in the foregoing unacceptable uses of the Internet or district equipment when they are off district premises

may be in violation of this policy, in addition to other district policies. Regardless of whether district equipment was used for the unacceptable use, the district has the right and may be obligated to regulate the off-campus speech or conduct of its students or employees when that speech or conduct materially disrupts the school environment, involves substantial disorder, or constitutes an invasion of the rights of others. Examples of such violations include, but are not limited to, where the district system is compromised or if a district employee or student is negatively impacted. If the district receives a report of an unacceptable use originating from a non-school computer or resource, the district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the district computer system and the Internet and discipline under other appropriate district policies, including suspension, expulsion, exclusion, or termination of employment.

- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user will immediately disclose the inadvertent access to an appropriate district official. In the case of a district employee, the immediate disclosure will be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy.

VI. Filter

- A. With respect to any of its computers with Internet access, the school district will filter the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.
- B. Software filtering technology will be narrowly tailored and will not discriminate based on viewpoint.
- C. An administrator, supervisor, or other person authorized by the superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- D. The district will educate students about appropriate online behavior,

including interacting with other individuals on social networking websites and in chat-enabled environments and cyberbullying awareness and response.

VII. Consistency with Other School District Policies

Use of the school district computer system and use of the Internet will be consistent with district policies and the mission of the district.

VIII. Limited Expectation of Privacy

- A. By authorizing use of the school district system, the district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the district system.
- B. Routine maintenance and monitoring of the district system may lead to a discovery that a user has violated this policy, another district policy, or the law.
- C. An individual investigation or search will be conducted if district authorities have a reasonable suspicion that the search will uncover a violation of law or district policy.
- D. Parents/guardians have the right at any time to investigate or review the contents of their child's files and email files in accordance with district policy. Parents/guardians have the right to request the termination of their child's individual account at any time.
- E. District employees should be aware that the district retains the right at any time to investigate or review the contents of their files and email files. In addition, district employees should be aware that data and other materials in files maintained on the district system may be subject to review, disclosure, or discovery under the Minnesota Government Data Practices Act.
- F. The district will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with district policies conducted through the district system.

IX. Internet Use Agreement

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents/guardians, and employees of the school district.
- B. This policy requires the permission of and supervision by the district's

designated professional staff before a student may use a district account or resource to access the Internet.

- C. The Internet Acceptable Use Agreement form for students must be read and signed by the user and the parent/guardian. This form is signed annually via the Parent Portal. The Internet Acceptable Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office or with a department supervisor.

X. Guest Access and Internet Use

- A. Guest access to the school district's open wireless network is provided as a service to the community, and is subject to all district policies and guidelines, plus any state and federal laws related to Internet use, including copyright laws. See Appendix VII, Personal Device Access.
- B. Guest access provides limited bandwidth, filtered for the following services:
 - 1. Web access (http and https)
 - 2. Email services (pop, imap)
 - 3. Virtual private network services (VPN)
- C. Limited technical support is provided for guest access and is identified in the service level agreement found on the district technology website.

XI. Limitation on School District Liability

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on district cloud services, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. The district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the district system. The district will not be responsible for financial obligations arising through unauthorized use of the district system or the Internet.

XII. User Notification

- A. All users will be notified of the school district policies relating to Internet use.
- B. This notification will include the following:
 - 1. Notification that Internet use is subject to compliance with district policies.

2. Disclaimers limiting the district's liability relative to:
 - a. Information stored on district cloud services, tapes, hard drives, or servers.
 - b. Information retrieved through district computers, networks, or online resources.
 - c. Personal property used to access district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of district resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of district sponsored/managed Internet accounts.
4. Notification that, even though the district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations, and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents/guardians.
6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by district policy.
7. Notification that, should the user violate the district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XIII. Parents'/Guardians' Responsibility; Notification of Student Internet Use

- A. Outside of school, parents/guardians bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents/guardians are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the district system from home or a remote location.

B. Parents/guardians will be notified that their students will be using district resources/accounts to access the Internet and that the district will provide parents/guardians the option to request alternative activities not requiring Internet access. This notification should include:

1. A copy of the user notification form provided to the student user.
2. A description of parent/guardian responsibilities.
3. A statement that the Internet Acceptable Use Agreement must be signed by the user and the parent/guardian prior to use by the student.
4. A statement that the district's acceptable use policy is available for parental/guardian review.

XIV. Notification Regarding Technology Providers

A. Within 30 days of the start of each school year, the school district will give parents/guardians and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice will:

1. identify each curriculum, testing, or assessment technology provider with access to educational data;
2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
3. include information about the contract inspection and provide contact information for a school department to which a parent/guardian or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

B. A contract between a technology provider and the district will include requirements to ensure appropriate security safeguards for educational data. The contract will require that:

1. the technology provider's employees or contractors have access to educational data only if authorized; and
2. the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.

- C. Upon request, the district will provide parents/guardians and students an opportunity to inspect a complete copy of any contract with a technology provider.
- D. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with the district are not the technology provider's property.

XV. School-Issued Devices

- A. Except as provided in paragraph B, the school district or a technology provider will not electronically access or monitor:
 - 1. any location-tracking feature of a school-issued device;
 - 2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
 - 3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.
- B. The district or a technology provider may only engage in activities prohibited by paragraph A if:
 - 1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by district employees, student teachers, staff contracted by the district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
 - 2. the activity is permitted under a judicial warrant;
 - 3. the district is notified or becomes aware that the device is missing or stolen;
 - 4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
 - 5. the activity is necessary to comply with federal or state law; or
 - 6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.
- C. If the district or a technology provider interacts with a school-issued device as provided in paragraph B, clause 4, it will, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent/guardian. Such notice will include a written description of

the interaction, including which features of the device were accessed and a description of the threat. In the instance in which notification would pose a threat to life or safety, notification will instead be given within 72 hours following the resolution of the imminent threat.

XVI. Use of Email

The school district provides access to electronic mail for district communication between district employees and students, families, and community.

1. The email system will not be used for outside business ventures or other activities that conflict with school board policy.
2. All emails received by, sent through, or generated by computers using the district network are subject to review by the district.
3. Appropriate language must be used when communicating using the district email system or network.
4. All emails are assumed to be documents that can be disclosed to the public unless the content of the email is protected as private or confidential information under data privacy laws. All information contained in an email must be treated in accordance with district policy, regarding student and employee data privacy.
5. Employees will report inappropriate emails to the media specialist, the employee's supervisor, or the director of media and technology services.
6. Emails having content governed by the district's record retention schedule must be kept in accordance with the retention schedule adopted pursuant to Policy 719 (Records Retention).

XVII. Cell Phone and other electronic device Use

A. The district will establish rules and procedures regarding student possession and use of cell phones and other electronic communication devices in schools. These rules and procedures should seek to minimize the impact of cell phones on student behavior, mental health, and academic attainment. These rules and procedures may be designed for specific school buildings, grade levels, or similar criteria.

B. Students are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct.

C. If the district has a reasonable suspicion that a student has violated a district policy, rule, or law by use of a cell phone or other electronic communication device, the district may search the device. The search of

the device will be reasonably related in scope to the circumstances justifying the search.

- D. Students who use an electronic communication device during the school day and/or in violation of district policies may be subject to disciplinary action pursuant to the district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the district will be returned in accordance with school building procedures.

XVIII. Limit on Screen Time for Children in Preschool and Kindergarten

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the district has an individualized family service plan, an individualized education program, or a 504 plan in effect.

XIV. Implementation; Policy Review

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval.
- B. The administration will revise the user notifications, including student and parent/guardian notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The district Internet policies and procedures are available for review by all parents/guardians, staff, and members of the community.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. § 6751 *et seq.* (Enhancing Education Through Technology Act of 2001)
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC Rules implementing CIPA)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Aid) *v B.L.*, 594 U.S., 141 S. Ct. 2038 (2021)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969)
United States v. American Library Association, 539 U.S. 194 (2003)

Sagehorn v. Indep. Sch. Dist. No. 728, 122 F.Supp.2d 842 (D. Minn. 2015)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, 894 F.Supp.2d 1128 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), aff'd on other grounds
816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist.,
853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References:

Policy 403 (Discipline of School District Employees)
Policy 406 (Public and Private Personnel Data)
Policy 413 (Harassment and Violence Prohibition, Students and Employees)
Policy 506 (Student Conduct and Discipline)
Policy 514 (Bullying Prohibition)
Policy 515 (Protection and Privacy of Student Records)
Policy 519 (Student Interviews by Outside Agencies)
Policy 521 (Student Disability Nondiscrimination)
Policy 522 (Title IX Sex Nondiscrimination Policy, Grievance Procedures and Process)
Policy 601 (Educational Competencies, Academic Standards, and Instructional Curriculum)
Policy 603 (Curriculum and Program Review and Development)
Policy 606 (Selection and Review of Text, Materials, Content, or Issues)
Policy 622 (Copyright Policy)
Policy 806 (Emergency Management)
Policy 904 (Distribution or Display of Materials on School District Property)

Policy
adopted: 08/08/22
revised: 10/16/23
re _____: ___/___/24

INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, Minnesota

Appendix I to Policy 524

STUDENT ONLINE ACCEPTABLE USE CONSENT FORM

Student:

By signing below, I agree to follow Edina Public Schools' Electronic Technologies Acceptable Use policy. I understand that my use of the network is a privilege and requires proper online responsibility. I further understand that misuse of the network will result in disciplinary action.

Student Name (PRINT) _____

Student I.D. Number _____
(MIDDLE SCHOOLS AND HIGH SCHOOL ONLY)

Student Signature _____
(MIDDLE SCHOOLS AND HIGH SCHOOL ONLY)

Address _____ City _____ Zip _____

School Building _____

Parent or Guardian:

I give permission for my child to have access to the Internet using the district's computer network. I also understand that some material accessible through the interconnected systems may be inappropriate for school-age students. I agree to defend, indemnify, and hold harmless Edina Public Schools from any and all claims arising out of or related to the use of this interconnected computer system. I further understand that I have the right to withdraw my approval in writing at any time.

Approved

Disapproved

Parent/Guardian Name (PRINT) _____

Signature of Parent/Guardian _____

Date _____

This form should be completed electronically through the online portal.

Form

revised: ~~9/24/12~~

modified: ~~10/13/17~~

reviewed: ~~04/20/20~~

reviewed: ~~08/08/22~~

revised: ~~10/16/23~~

(/24)

Appendix II to Policy 524

STUDENT ONLINE CODE OF ETHICS

In the Edina Public Schools, it is important to use information and technology in safe, legal, and responsible ways. At the same time, the school district has a desire for our students to leave our system with a positive digital footprint. We embrace these conditions as facets of being a digital citizen and strive to help students develop a positive digital footprint.

1. Students accessing or using electronic products, including but not limited to blogs, wikis, podcasts, Google workspace, and district learning management systems for student assignments are required to keep personal information out of their postings.

At the high school level, parents/guardians may opt to allow their students to utilize their full name in order to increase their positive digital footprint when publishing to an authentic audience.

2. Students will select online names that are appropriate and will consider the information and images that are posted online at an age-appropriate level.
3. Students will not log in to the network, devices, or other educational technologies as another classmate.
4. Students using electronic tools will treat these tools as a classroom space. Speech that is inappropriate for class is not appropriate on electronic tools. Students are expected to treat others and their ideas online with respect.
5. Assignments on electronic tools are like any other assignment in school. Students, in the course of completing the assignment, are expected to abide by policies and procedures in the student handbook, including those policies regarding plagiarism, academic integrity, and acceptable use of technology.
6. Student blogs, webpages, and other content creation tools are to be a forum for student expression; however, they are first and foremost a tool for learning. The district may restrict speech for valid educational reasons as outlined in school board policy.
7. Students will not use the Internet, in connection with the teacher assignments, to harass, discriminate, bully, or threaten the safety of others. If students receive a comment on an electronic tool used in school that makes them feel uncomfortable or is not respectful, they must report this to a teacher or another trusted staff member and must not respond to the comment. Student conduct that occurs off-campus, but has a connection to the school environment, may form the basis for school discipline. This specifically includes activities that occur off-campus over the internet, on social media, or through other communications.
8. Students accessing electronic tools from home or school, using school equipment, will not download or install any software without permission and will not click on ads or unknown links.
9. Students should be honest, fair, and show integrity in gathering, interpreting, and expressing information for the benefit of others. Always identify sources and test the accuracy of information from all sources.

10. Students will treat information, sources, subjects, colleagues, and information consumers as people deserving of respect. Gathering and expressing information should never cause harm or threaten to be harmful to any person or group of people. Students will gain permission from students or staff who are the focus of their research, recording, or content creation.
11. Students are accountable to their readers, listeners, and viewers, and to each other. Admit mistakes and correct them promptly. Expose unethical information and practices of others.
12. Users will not repost or resend content that was sent to the user privately without the permission of the person who created the content.
13. Board policies concerning acceptable use of electronic technology include the use of these electronic tools for school activities (Policy 524 - Electronic Technologies Acceptable Use, Policy 622 - Copyright Policy).
14. Failure to follow this code of ethics will result in academic sanctions and/or disciplinary action.

Appendix

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modified: 11/13/17
reviewed: 04/20/20
revised: 08/08/22
revised: 10/16/23
re_____: __/__/24

Appendix III to Policy 524

GUIDELINES FOR EMPLOYEE'S PERSONAL USE OF SOCIAL NETWORKING

The decision to use online social networking for personal use is at the employee's discretion. The school district does not affirmatively monitor employee use of non-district, online social networking tools if the employee is not using district electronic technologies; however, the district may take appropriate action when it becomes aware of, or suspects, conduct or communication on an online social media site that adversely affects the workplace or violates applicable professional codes of ethics. These guidelines are for employees engaging in social networking for personal use.

1. When using your personal social networking sites, refrain from fraternization with students.
2. Ensure that social networking postings are appropriate for the public.
3. Weigh whether a posting will put your effectiveness as an employee at risk.
4. Use caution with regard to exaggeration, profanity, guesswork, copyrighted materials, legal conclusions, and derogatory comments.
5. Ensure compliance with data privacy laws and district policies. Employees will be held responsible for inappropriate disclosure, whether purposeful or inadvertent.
2. Respect your coworkers and students. Do not discuss students, their families, or coworkers.
3. Student images obtained from your employment with the district should not be included on personal social networking sites.
4. Set privacy settings carefully to ensure that you know who has access to the content on your social networking sites.
5. If the public may consider your statements to be made in your capacity as a district employee, you may want to include "This posting is my own and does not represent the view of Edina Public Schools." An employee in a leadership role in the district, by virtue of their position, must consider whether personal thoughts they publish will be attributed to the district. The use of the aforementioned phrase does not preclude the employee from disciplinary action.
6. Social media identifications, login identifications, and usernames must not contain the district's name or logo without prior written permission from (1) the director of media and technology services or (2) to the director of marketing and communications.

Appendix

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reviewed: 04/20/20

revised: 08/08/22

revised: 10/16/23

re____: __/__/24

Appendix IV to Policy 524

GUIDELINES FOR CLASSROOM USE OF SOCIAL MEDIA TOOLS

Staff members may elect to use social media tools for the purpose of instruction in accordance with Policy 524.

A. District Online Social Media Tools

1. Content and use must adhere to district policies and guidelines.
2. The platform for instruction must indicate that views expressed on the social media site are that of the employee or student, and do not necessarily reflect the views of Edina Public Schools.
3. The staff member must not disclose information on any online social media site that is district property, protected by data privacy laws, or in violation of copyright.

B. Non-district Social Media Tools

1. If a staff member elects to use a non-district social media tool, the staff member must build a separate page in that social media tool from their personal online presence.
2. Content and use must adhere to district policies and guidelines.
3. Content and use must not violate the “terms of service” for the social media tool.
4. The platform for instruction must indicate that views expressed on the social media site are that of the employee or student, and do not necessarily reflect the views of Edina Public Schools.
5. The staff member must not disclose information on any online social media site that is district property, protected by data privacy laws, or in violation of copyright.
6. The platform must not use official district or school logos without the permission of (1) the director of media and technology services or (2) the director of marketing and communications.

Appendix

revised: 09/24/12

reviewed: 04/20/20

revised: 08/08/22

revised: 10/16/23

re____: ___/___/24

Appendix V to Policy 524

GUIDELINES FOR SCHOOL OR DISTRICT USE OF SOCIAL MEDIA TOOLS

Individual schools and departments may choose to establish an official presence on public online social media sites with prior administrative approval. A request must contain the following information:

1. Sponsoring school or department;
2. Proposed social media site or other location;
3. Purpose of site, which cannot be served by the current district website;
4. Plan on how to comply with district policies and record retention requirements;
5. Description and primary use of site;
6. Plan for monitoring site, addressing policy violations, and ensuring current content; and
7. Designee for maintaining the site.

The request should be submitted to the director of marketing and communications. Written approval or denial will be provided to the school or department. If the request is denied, the school or department may request reasons for the denial in writing.

If the request is approved, the school or department must submit to the director of media and technology services, within two weeks of developing the site, the name of the person(s) who will manage the site and the login information for the site. When a presence is established, the sponsoring school or department is responsible for keeping the site current and monitoring the content of the site.

Sites may be linked from the official district website. All sites must comply with web record retention requirements under Policy 719 (Records Retention.).

Appendix

revised: 09/24/12

reviewed: 04/20/20

revised: 08/08/22

revised: 10/16/23

re____: __/__/24

Appendix VI to Policy 524

GUIDELINES FOR DISTRICT SOCIAL MEDIA PAGES

The school district's social media presence creates an accessible communications outlet, providing district news, facilitating district-related discussion by the community, and guiding viewers to departmental websites at www.edinaschools.org. These guidelines are used in conjunction with Policy 524 (Electronic Technologies Acceptable Use) and all other district policies.

Establishment of Page

1. The district will include on its social media page, in a prominent location, a link to the Edina Public Schools' website, as well as contact information for the district.
2. The district will include language regarding limitation on comments and posts by its users:

Any comments/posts viewed as inappropriate or offensive are subject to removal without notice. These comments/posts include, but are not limited to, commercial solicitations; factually erroneous/libelous information; vulgarity or obscenity; personal attacks of any kind; political support or opposition to any candidate or political measure; offensive comments that target or disparage any group/person; violations of district policy; or discussions not related to the district.

3. The district will include language regarding compliance with data practices and records retentions under Minnesota law:

Social media pages are intended to serve as a mechanism for communication between the public and the district. Any comments submitted to pages, and its list of followers or subscribers, are public records subject to disclosure and retention pursuant to Minnesota law. Public disclosure requests must be directed to the district.

4. The communications department will be responsible for monitoring the district social media pages, including content and comments, to ensure compliance with guidelines for use as posted on the social media pages.

Postings

The district will provide balance in topics shared on its social media pages. District posts will highlight information relevant to and of interest to the community as a whole. Postings may also include prompts or questions relevant to the work and mission of the district that are intended to engage the community in the work of the district. Suggestions for posts should be submitted to the director of marketing and communications.

Appendix

revised: 12/10/12

modified: 11/13/17

reviewed: 04/20/20

revised: 08/08/22

revised: 10/16/23

re ____: ____/____/24

Appendix VII to Policy 524

Personal Device Access

Users of personal devices connecting to ~~Edina Open~~ [Edina Schools guest network](#) must abide by Edina Public Schools' Policy 524 (Electronic Technologies Acceptable Use). Though guests may use their personal device and expect some aspects of privacy, use of the school district's network and systems have the following expectations:

1. Use at your own risk. Use of the district network is at the device owner's discretion and therefore the district is not responsible for any loss, damage or adverse effects that may occur to a device while on the district network.
2. Devices need to be registered. All non-district devices connected to the district network need to be registered. In the event of a security incident, personal devices may be disconnected without notice. No support for remediation of security incidents (e.g., malware) will be available, and devices will remain disabled from the district network until fixed.
3. The district network is monitored. For security purposes and pursuant to federal law, the district has implemented monitoring of the district network. Personal devices connected to the district network will also be monitored for access, times, network content, and known security vulnerabilities. This information may be recorded and is subject to audit.
4. The district network is filtered. Known inappropriate and/or malicious sites, and many non-instructional sites, are blocked. Use of the district network and systems requires that owners of personal devices adhere to legal and ethical conduct, and refrain from attempting to access blocked content.
5. No expectation of privacy. Access to the contents of personal devices is governed by local and federal laws. However, while accessing the district network, systems, and buildings, there is not a right to privacy of any content, and as such, may be accessed for inappropriate or illegal activities.
6. The district reserves the right to maintain records of usage. The district may immediately terminate the privilege to use the district network should it become aware that the network is being used for inappropriate or illegal activities. The district reserves the right to take appropriate action in the event inappropriate or illegal activities are discovered on the district systems or network.

Appendix

revised: 10/16/23

re ____: ___/___/24

Buildings and Sites

Emergency Management

I. Purpose

This policy serves as a guide for the school district, building administrators, employees, families, and students regarding preparation, training, and real-time implementation of the emergency management system for the district. Each school building maintains emergency management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation.

II. General Statement of Policy

The school district's emergency management policy has been created in consultation with our public safety partners and is consistent with the Minnesota School Safety Center. It is designed so that each building administrator maintains consistency with regard to district plans. Emergency plans will be tailored to meet a building's specific needs and student population.

The building principal will annually review, update, meet with the BERT and report the completion of the meeting to the superintendent's office and the [emergency management and safety coordinator](#) ~~director of media technology services~~. A copy of this policy and building-specific plan will be kept onsite. Building-specific crisis management plans will include general crisis procedures, as well as building- and student-specific procedures.

III. Definitions

[For purposes of this policy, the definitions included in this section apply.](#)

- A. "Building Emergency Response Team" ("BERT") means the group of people organized and prepared in each building pursuant to section IV of this policy to handle emergency functions on the site-level.
- B. "District Emergency Response Team" ("DERT") means the district-level group organized and prepared pursuant to section IV of this policy to handle emergency functions on the district-level.
- C. "Incident Commander" means the person on site responsible for managing the operations and emergency response, as well as communicating with

district-level personnel. The Incident Commander is the building principal or department administrator. In the event of the principal's or department administrator's absence or incapacity, their designee (in order of designation under section IV of this policy) will serve as Incident Commander.

- D. "Incident Command System" means the planned emergency response checklist protocol established pursuant to section IV. A. of this policy.
- E. "Safe Conditions" means the responses described in section IV.D. of this policy which will be employed, as appropriate, by the Incident Commander to maximize safety in the event of an emergency situation.
- F. "Unified Command Structure" means a command model consisting of the police and fire emergency response personnel, the site's Incident Commander, and DERT. Each party plays a unified role in the continuing response to an emergency situation.

##IV. General Emergency Procedures

The school's emergency procedures include general emergency plans for securing the building, classroom evacuation, building evacuation, campus evacuation, sheltering, and reunification. The plans will be communicated to the BERT, as well as shared with the superintendent's office and the [emergency management and safety coordinator](#) ~~director of media technology~~. These plans should be representative of crisis situations, which may occur during the school day or at school-sponsored events and functions. Emergency plans should also take into account communicating with and supporting building substitutes, visitors, and volunteers.

-IV. Emergency Management Elements

The principal or department administrator will serve as incident commander. The principal or department administrator will designate at least two other individuals (1st alternate and 2nd alternate) who will serve as the incident commander to enact the emergency response plan in the event that the principal or administrator is unavailable.

All buildings will have a BERT. This team should be composed of several members who do not have direct responsibility for supervision of students. Licensed teaching staff can make up some subset of the BERT but should not be the only members. The building administrator or a designee will serve as lead of this team. Annually, buildings will review and train their members. A copy of this BERT team list will be shared with the superintendent's office and the [emergency management and safety coordinator](#) ~~director of media technology~~.

The DERT will be established at the district level. This team will consist of all cabinet members. Additional members will include the director of buildings & grounds, the building & grounds manager, [the director of district media and technology services \(DMTS\)](#), and the supervisor of transportation services. In the event of a crisis, the DERT may enlist additional staff members for support.

- A. In the event of an emergency, the principal or designee will follow the emergency response plan using the Incident Command System. During an emergency situation or drill, an incident command checklist is utilized. This checklist requires the following actions: placing the school or building in a Safe Condition, calling 911, and the Incident Commander assuming radio command. This ~~must~~ [will](#) be completed immediately, or as soon as reasonably possible in an emergency situation. The action of taking command includes radio communication advising the district office of the emergency.
- B. The Incident Commander will, in addition to the above actions, make and communicate operational activities to the BERT. If applicable, the Incident Commander will prepare to meet with police and fire personnel to form a Unified Command Structure.
- C. The school's emergency procedures will be kept on file with the superintendent's office and the [emergency management and safety coordinator](#) ~~director of media technology~~ and be readily available in the school buildings to address all hazards, including the following emergencies:
 - Active Shooter (not Active Shooter Simulations)
 - Assault
 - Bomb Threat
 - Chemical or Biological Threat
 - Cybersecurity Incident
 - Demonstration
 - Fight/Disturbance
 - Fire
 - Hazardous Materials
 - Hostage
 - Intruder
 - Medical Emergency
 - [Mechanical Malfunction \(i.e. boiler, HVAC, etc.\)](#)
 - [Power Outage](#)
 - Severe Weather: Tornado/Severe Thunderstorm/Flooding
 - Suicide
 - Weapons
 - Other (as determined to be necessary by the building administration)

- D. In addition, the school's emergency plan will address the following Safe Conditions and procedures:

Safe Conditions:

1. **Hold.** Hold in your room or area. Clear hallways. Typically used during a medical scenario.
2. **Secure.** Get inside. Lock outside doors. Business inside continues as usual. Used when there is a threat to safety outside, such as a neighborhood police situation.
3. **Lockdown.** Doors locked and lights turned off. Students and staff position themselves out of the sight of an intruder. Often used for an active shooter ~~situation-scenario~~.
4. **Evacuate.** Leave the building and move to a specified location. Typically used for a fire.
5. **Shelter.** Take shelter in a designated location. This occurs most often for severe weather such as a tornado.

Additional Procedures:

- **Reunification.** In the event that staff/students are unable to stay in or return to the building. One or more reunification sites will be identified by the district and reviewed annually.
 - **Media Procedures.** Media relations and outgoing information will flow through the director of [marketing and](#) communications.
 - **Post-crisis procedures with DERT.** Following an incident, the involved BERT and DERT will debrief with our safety partners. This should occur as close to the incident time as reasonably possible.
- E. Each school/building will have copies of the following available to public safety members and others needing the information. This information is confidential and not available to the general public. Multiple copies should be made and placed in several locations.
- Facility Diagrams
 - Reunification Location(s)
 - Emergency Contacts

VI. Training and Preparation for Emergencies

- A. Building administrators will ensure all staff are trained annually in all emergency plans, Safe Conditions, and procedures. This training should be conducted by September 15 of each year. Additionally, building administrators will ensure all new staff (hired after the initial training) are

trained in all emergency plans, Safe Conditions, and procedures. Where possible, this should be completed immediately upon a new hire's start date.

- B. The building principal is responsible for conducting at a minimum, eleven state mandated drills. Each member of the school's BERT will have training in the Incident Command System response and participate in all drills. Each year, at least one drill will be an enhanced drill and our public safety partners should be invited to observe and comment on these drills. A drill record sheet will be filled out and submitted to the superintendent's office and the [emergency management and safety coordinator](#) ~~director of media technology~~ annually. A record of drills conducted will be maintained by the building principal or designee.
- C. Each school site will have at least two employees - a health services assistant (HSA) and licensed school nurse (LSN) - certified in cardiopulmonary resuscitation (CPR) ~~who will serve as the emergency care team that will respond to a medical emergency.~~ [In a medical emergency situation, the district health services supervisor will establish a care team to respond to the situation.](#) The team training and medical emergency procedures will be coordinated by the district health services supervisor.

VII. ~~Active Shooter Drill~~

A. ~~Definitions~~

~~"Active shooter drill" means an emergency preparedness drill designed to teach students, teachers, school personnel, and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school. An active shooter drill is not an active shooter simulation which includes full-scale or functional exercises, nor may an active shooter drill include any sensorial components, activities, or elements which mimic a real-life shooting.~~

B. ~~Criteria~~

~~An active shooter drill conducted according to state law with students in early childhood through grade 12 must be:~~

- ~~1. accessible;~~
- ~~2. developmentally appropriate and age appropriate, including using appropriate safety language and vocabulary;~~
- ~~3. culturally aware;~~

~~4. trauma-informed; and~~

~~5. inclusive of accommodations for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.~~

C. Student Mental Health and Wellness

~~Active shooter drill protocols must include a reasonable amount of time immediately following the drill for teachers to debrief with their students. The opportunity to debrief must be provided to students before regular classroom activity may resume. During the debrief period, students must be allowed to access any mental health services available on campus, including counselors, school psychologists, social workers, or cultural liaisons. An active shooter drill must not be combined or conducted consecutively with any other type of emergency preparedness drill. An active shooter drill must be accompanied by an announcement prior to commencing. The announcement must use concise and age-appropriate language and, at a minimum, inform students there is no immediate danger to life and safety.~~

D. Notice

~~1. The school district must provide notice of a pending active shooter drill to every student's parent or legal guardian before an active shooter drill is conducted. Whenever practicable, notice must be provided at least 24 hours in advance of a pending active shooter drill and inform the parent or legal guardian of the right to opt their student out of participating.~~

~~2. If a student is opted out of participating in an active shooter drill, no negative consequence must impact the student's general school attendance record, nor may non-participation alone make a student ineligible to participate in or attend school activities.~~

~~3. According to state law, the Commissioner of the Minnesota Department of Education must ensure the availability of alternative safety education for students who are opted out of participating or otherwise exempted from an active shooter drill. Alternative safety education must provide essential safety instruction through less sensorial safety training methods and must be appropriate for students with mobility restrictions, sensory needs, developmental or~~

~~physical disabilities, mental health needs, and auditory or visual limitations.~~

~~E. Participation in Active Shooter Drills~~

~~Any student in early childhood through grade 12 must not be required to participate in an active shooter drill that does not meet the Criteria set forth above.~~

F. Violence Prevention

1. The district ~~must~~ will provide students in middle school and high school at least one hour, or one standard class period, of violence prevention training annually.
2. The violence prevention training ~~must~~ will be evidence-based and may be delivered in-person, virtually, or digitally. Training ~~must~~ will, at a minimum, teach students the following:
 - a. how to identify observable warning signs and signals of an individual who may be at risk of harming oneself or others;
 - b. the importance of taking threats seriously and seeking help; and
 - c. the steps to report dangerous, violent, threatening, harmful, potentially harmful activity.
3. The district ~~must~~ will ensure that students have the opportunity to contribute to their school's safety and violence prevention planning, aligned with the recommendations for multi-hazard planning for schools, including but not limited to:
 - a. student opportunities for leadership related to prevention and safety;
 - b. encouragement and support to students in establishing clubs and programs focused on safety; and
 - c. providing students with the opportunity to seek help from adults and to learn about prevention connected to topics including bullying, sexual harassment, sexual assault, and suicide.

HG. ~~Board Meeting~~

~~If an active shooter drill is conducted at a school site, the board, at a regularly scheduled board meeting, must consider the following:~~

- ~~1. the effect of active shooter drills on the safety of students and staff;
and~~
- ~~2. the effect of active shooter drills on the mental health and wellness of students and staff.~~

VIII. Communications

Each communication plan ~~must~~ will include dual methods of dissemination. For example, to notify of a school closure due to emergency, the district will send out a mass notification to families via email and include the information on a pop-up on the district website.

District administration will ~~develop and~~ implement **and monitor** the following communication procedures:

- Uniform warning system that notifies staff and students of a crisis situation. Examples include: PA system, email, strobes, phone notification.
- **Notification procedures for staff, families, and students when there is a school closure due to an emergency.** ~~School closure due to emergency notification to staff, families and students in the advance of a school closure.~~
- Notification to school families, community, staff, and media in response to a crisis or incident in the school community, as appropriate.
- Notification to student victims of criminal offenses at or on school property of their option to transfer schools consistent with federal law.

Legal References:

Minn. Stat. Ch. 12 (Emergency Management)

Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)

Minn. Stat. § 121A.035 (Crisis Management Policy)

Minn. Stat. § 121A.037 (School Safety Drills)

Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)

Minn. Stat. § 299F.30 (Fire Drill in School; Doors and Exits)

Minn. Stat. § 326B.02, ~~§~~subd. 6 (Powers)

Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)

Minn. Stat. § 609.605, ~~§~~subd. 4 (Trespasses)

Minn. Rules Part 7511 (Fire Code)
20 U.S.C. § 1681 et seq. (Title IX)
20 U.S.C. § 6301 et seq. (Every Student Succeeds Act)
20 U.S.C. § 7912 (Unsafe School Choice Option)
42 U.S.C. § 5121 et seq. (Stafford Act)
[Minnesota School Safety Center - Resources \(mn.gov\) -
\(https://dps.mn.gov/divisions/hsem/mn-school-safety-center/Pages/resources.aspx \)](https://dps.mn.gov/divisions/hsem/mn-school-safety-center/Pages/resources.aspx)

Cross References:

Policy 208 (Development, Adoption, and Implementation of Policies)
Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
Policy 413 (Harassment and Violence Prohibition, Students and Employees)
Policy 501 (School Weapons Policy)
Policy 506 (Student Conduct and Discipline)
Policy 532 (Use of Crisis Teams and Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
Policy 903 (Visitors to School District Buildings and Property)

Policy
adopted: 06/21/10
revised: 12/12/16
reviewed: 07/13/20
revised: 08/08/22
revised: 08/17/23
revised: / /24

INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, Minnesota

VI. Action

VI.A. Minnesota State High School League
Membership Resolution



Board Meeting Date: July 8, 2024

Title: Minnesota State High School League (MSHSL) Membership Resolution

Type: Action

Presenter(s): Troy Stein, Edina High School Assistant Principal/Activities Director

Description: The MSHSL and Edina High School believe and support these three main goals:

- Providing safe, respectful and inclusive environments
- Recruiting and retaining coaches, officials and school administrators
- Maintaining our focus on educational-based activities and sports

Recommendation: Edina Public Schools supports the initiative to be an active partner with the MSHSL.

Desired Outcome(s) from the Board: Review the 6.04 minute video in advance and come prepared with questions and comments. Support of this active partnership.

Attachments:

MSHSL Video: [MSHSL More than Membership. Partnership Video](#)



**2024-2025 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE
Membership Renewal Form**

This form must be completed once for each school in the district.

Must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2024. Retain one copy for the school files.

RESOLVED, that the Governing Board or Entity of Edina High School (Name of School) located in the State of Minnesota delegates the control, supervision and regulation of interscholastic activities and athletics (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the school listed is authorized by this, the Governing Board of said school district or school to renew its membership in the Minnesota State High School League; and to participate in the approved interscholastic activities and athletics sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board or Entity hereby adopts the Constitution, Bylaws, Policies, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or school, or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities and athletics. Further, the administration and responsibility for determining student eligibility and for the supervision of such activities and athletics are assigned to the official representatives identified by this Governing Board or Entity.

Signing this Resolution for Membership affirms that this Governing Board has reviewed all required membership materials provided by the League which defines the purpose and value of education-based activity and athletic and programs and defines each member school's responsibilities.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Student Code of Responsibilities (Bylaw 206.2) violations for students participating in activity and athletic programs by member schools.

The above Resolution was adopted by the Governing Board or Entity of this school or district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives
At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives
At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee
Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

Edina High School

Name of School (Please Print)

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

Dan Arom

Troy Stein

(Designated School Board Member – please print)

(Designated School Representative – please print)

dan.arom@edinaschools.org

troy.stein@edinaschools.org

Email Address

Email Address

208.02 ACTIVITY REPRESENTATIVES

Jason Potts

Kristin Biwan

(Boys Sports – please print)

(Girls Sports – please print)

Joe Schmidt

Paul Kile

(Speech – please print)

(Music – please print)

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

Dan Arom

Sophie Sannes-Eckhoff

(Board Member—please print)

(Student—please print)

Annie Bishop

Matt Nielson

(Parent—please print)

(Faculty Member—please print)

Troy Stein

(Mailing Representative—please print)

The Mailing Representative is the person to whom mailings go. This is usually the Activity Director.

Dan Arom

Stacie Stanley

Print Name:

Print Name:

(Clerk/Secretary - Local Governing Board)

(Superintendent or Head of School)

DocuSigned by:

DocuSigned by:

Dan Arom

Stacie Stanley

Signed:

Signed:

B837BE21BAC34FA...

DE7AAD4C7E56475...

(Clerk/Secretary - Local Governing Board)

(Superintendent or Head of School)

6/4/2024

5/14/2024

Date:

Date:

VI.B. Cybersecurity as a Service Agreement with
Arctic Wolf



Board Meeting Date: July 8, 2024

Title: Cybersecurity as a Service Agreement with Arctic Wolf

Type: Action

Presenter(s): Nathaniel Lindley, Director, Media & Technology Services

Description: Cyber threats continue to be one of the largest potentially disruptive threats facing the K-12 education sector. The District continues to maintain its efforts to ensure that the data of all students and staff is safe. The District has implemented a Managed Awareness campaign for all staff, increased authentication to critical data systems through multi-factor authentication (MFA) and EntraID, and reviewed security policies and security group membership continually throughout the school year.

In partnership with the West Metro Consortium (Eden Prairie Schools, Edina Public Schools, Hopkins Public Schools, Osseo Area Schools, Richfield Public Schools, and Burnsville-Eagan-Savage School District), the districts meet monthly to discuss ongoing cyber threats, perform scans on partner districts, receive consultation and support, and discuss ongoing cyber needs. This consortium jointly met with Arctic Wolf, a security-as-a-service firm that provides “visibility, monitoring, response, and mediation of all our security events.” These services cannot be fully implemented by the District with its current staffing. It was determined that Arctic Wolf provides the best fit and collaboration for the District at this time. It will allow consortium partners to continue to partner to combat cyber threats, as well as receive discounted rates on services.

For the 2024-2025 school year, the administration recommends continuing its partnership with Arctic Wolf for Security-as-a-Service to provide Endpoint protection, data threat monitoring, data security monitoring, threat detection and Managed Awareness training. It will allow the District to significantly increase its cybersecurity posture, mitigate and mediate threats, partner with its consortium districts, and meet existing cybersecurity insurance requirements.

Recommendation: Approve the administration’s recommendation to continue with Arctic Wolf and authorize the Director of Finance & Operations to execute all documents necessary to put the agreement into effect.

Desired Outcomes from the Board: Compliance with Minn. Stat. § 471.345 and District Policy.

Attachments:

1. Pricing Quote - Arctic Wolf
2. Procurement Compliance Memo
3. Sole Source Memo - Arctic Wolf



Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

QUOTE CONFIRMATION

NATHANIEL LINDLEY,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

This quote is subject to CDW's Third Party Cloud Services Order Form Terms and Conditions set forth at <https://www.cdwg.com/content/cdwg/en/terms-conditions/third-party-cloud-services-order-form-terms-and-conditions-.html>

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NWDC302	4/23/2024	ARCTIC WOLF RENEWAL	4079074	\$221,379.11

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
ARCTIC WOLF MDR USER LIC CLD Mfg. Part#: AW-MDR-USER Electronic distribution - NO MEDIA Contract: Minnesota Services Cooperative (022-G)	1359	5839578	\$72.00	\$97,848.00
Arctic Wolf Managed Detection and Response - license - 1 server Mfg. Part#: AW-MDR-SE Electronic distribution - NO MEDIA Contract: Minnesota Services Cooperative (022-G)	88	5744220	\$72.00	\$6,336.00
Arctic Wolf Managed Detection and Response for Microsoft Azure - subscrip Mfg. Part#: AW-MDR-AZS Electronic distribution - NO MEDIA Contract: Minnesota Services Cooperative (022-G)	4	5744222	\$72.00	\$288.00
Arctic Wolf Managed Detection and Response - subscription license - 1 user Mfg. Part#: AW-MDR-LTDUSER Electronic distribution - NO MEDIA Contract: Minnesota Services Cooperative (022-G)	500	6797818	\$7.20	\$3,600.00
Arctic Wolf Managed Detection and Response Log Ret-Subscription Lic- 90days Mfg. Part#: AW-MDR-90DAY Electronic distribution - NO MEDIA Contract: Minnesota Services Cooperative (022-G)	1451	6130144	\$0.01	\$14.51
Arctic Wolf Managed Detection and Response - subscription license - 1 senso	1	5745583	\$1,080.06	\$1,080.06

QUOTE DETAILS (CONT.)

Mfg. Part#: AW-MDR-2XX-S

Electronic distribution - NO MEDIA

Contract: Minnesota Services Cooperative (022-G)

Arctic Wolf Managed Detection and Response for Office 365 - subscription li	1748	5744235	\$8.10	\$14,158.80
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Mfg. Part#: AW-MDR-O365

Electronic distribution - NO MEDIA

Contract: Minnesota Services Cooperative (022-G)

Arctic Wolf Platform - license - 1 access	1451	6773750	\$5.41	\$7,849.91
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Mfg. Part#: AW-PLATFORM

Electronic distribution - NO MEDIA

Contract: Minnesota Services Cooperative (022-G)

Arctic Wolf Platform - Base License - 1 license	1	7040196	\$4,500.23	\$4,500.23
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Mfg. Part#: AW-PLATFORM-BASE

Electronic distribution - NO MEDIA

Contract: Minnesota Services Cooperative (022-G)

ARCTIC WOLF MR USER LIC CLD	1359	5839580	\$36.00	\$48,924.00
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Mfg. Part#: AW-MR-USER

Electronic distribution - NO MEDIA

Contract: Minnesota Services Cooperative (022-G)

ARCTIC WOLF MR SVR LIC CLD	88	5744241	\$36.00	\$3,168.00
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Mfg. Part#: AW-MR-SE

Electronic distribution - NO MEDIA

Contract: Minnesota Services Cooperative (022-G)

ARCTIC WOLF MR AZURE SVR LIC	4	6274927	\$36.00	\$144.00
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Mfg. Part#: AW-MR-AZR

Electronic distribution - NO MEDIA

Contract: Minnesota Services Cooperative (022-G)

ARCTIC WOLF MR AZURE LIC	4	6259938	\$5.41	\$21.64
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Mfg. Part#: AW-MR-AZR-CSPM

Electronic distribution - NO MEDIA

Contract: Minnesota Services Cooperative (022-G)

ARCTIC WOLF MGD AWARENESS CLD	1748	6551659	\$10.82	\$18,913.36
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Mfg. Part#: AW-MSAT-MA

Electronic distribution - NO MEDIA

Contract: Minnesota Services Cooperative (022-G)

Arctic Wolf 1000 Series 4x10G Sensor	4	6415126	\$3,633.15	\$14,532.60
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Mfg. Part#: AW-MDR-10XX-S-10GF

Electronic distribution - NO MEDIA

Contract: Minnesota Services Cooperative (022-G)

These services are considered Third Party Services, and this purchase is subject to CDW's [Third Party Cloud Services Terms and Conditions](#),

unless you have a written agreement with CDW covering your purchase of products and services, in which case this purchase is subject to such other written agreement.

The third-party Service Provider will provide these services directly to you pursuant to the Service Provider's standard terms and conditions or such other terms as agreed upon directly between you and the Service Provider. The Service Provider, not CDW, will be responsible to you for delivery and performance of these services. Except as otherwise set forth in the Service Provider's agreement, these services are non-cancellable, and all fees are non-refundable.

SUBTOTAL	\$221,379.11
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$221,379.11

PURCHASER BILLING INFO	DELIVER TO
Billing Address: EDINA PUBLIC SCHOOLS - ISD 273 ACCOUNTS PAYABLE 5701 NORMANDALE RD EDINA, MN 55424-2401 Phone: (952) 848-3900 Payment Terms: NET 30 Days-Govt/Ed	Shipping Address: EDINA PUBLIC SCHOOLS - ISD 273 NATHANIEL 5701 NORMANDALE RD EDINA, MN 55424-2401 Phone: (952) 848-3900 Shipping Method: ELECTRONIC DISTRIBUTION
	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



Sales Contact Info

Mayank Srivastava | (866) 626-8519 | mayasri@cdw.com

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Support



Call 800.800.4239

Apple Terms and Conditions

Customer's use of iCloud, the Products or either of their incumbent software or functionality is subject to compliance with all end user licenses agreements ("EULAs"), Product terms and conditions, and iCloud terms and conditions (available at www.apple.com/legal/internet-services/icloud/en/terms.html) and any other terms and conditions provided by Apple. Customer shall not use the Products, iCloud Storage APIs and iCloud service, or any component or function thereof, (i) to create, receive, maintain, or transmit protected health information (as defined at 45 C.F.R § 160.103); or (ii) in any manner that would make Apple or any other third-party distributor, supplier, or provider of those technologies a business associate, as defined under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") at 45 C.F.R. § 160.103, of the Reseller or any third party. If Customer is purchasing AppleCare, Customer agrees to the following terms and conditions: (i) Service Plan Terms and Conditions. Customer agrees to the Service Plan Terms and Conditions available at www.apple.com/legal/sales-support/applecare/os-reseller-support/; (ii) Customer Responsibilities. Customer must be actively enrolled in AppleCare for Enterprise in order to purchase a Support Incident and receive Support Services thereunder. Customer will cooperate with Reseller when seeking Support Services by providing information necessary to assist Reseller in diagnosing an issue. Customer is responsible for any and all restoration or reconstruction of lost or altered files, data or programs. Customer will maintain and implement a complete data backup and disaster recovery plan. Customer is solely responsible for any and all

security of confidential, proprietary or classified information of Customer and any third parties whose data Customer possesses or processes. Customer will not disclose to Reseller confidential, proprietary or any information that is subject to intellectual property rights that may expose Reseller to liability; and (iii) Data Protection. Customer agrees and understands that it is necessary for Reseller to collect, process and use Customer data in order to perform the service and support obligations under the Support Incident. This may include transferring Customer data to affiliated companies, service providers, and/or Apple.

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This order is subject to CDW's Terms and Conditions of Sales and Service Projects at

<http://www.cdwg.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager.

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PROCUREMENT COMPLIANCE MEMO

General Information

Category:	Software/SaaS (IT Security)	Date:	7/1/2024
Supplier/Service Provider:	CDW-Government (Arctic Wolf)	Status:	Proposed Renewal

Purchase Overview

1. The quote being reviewed is an annual renewal for the district's IT Security platform which was implemented following the Request for Quote (RFQ) process conducted to evaluate options in June 2022.
2. The current quote submitted by CDW-Government has been provided utilizing the Cooperative Purchasing Connection "CPC" contract AEPA #22-G. This agreement is Joint-Powers-eligible, meaning it has been pre-bid and can be utilized by the district in lieu of securing multiple bids/quotes for this award.

Summary

The Technology and Media Department's recommendation of moving forward the CDW-Government quote for the 2024-2025 school year utilizing the Cooperative Purchasing Connection "CPC" contract AEPA #22-GEPA (<https://purchasingconnection.org/contract/cdwg/12/>) as this allows the district to maintain continuity in its strategy to reinforce the district's objectives of data privacy and security for staff and students.

The use of the AEPA agreement information should be noted on the Purchase Order to display the procurement compliance method used in the award.

Feel free to reach out to me directly with any questions or clarifications.



Ryan Kleinjan

Managing Partner

Catalyst Sourcing Solutions



Thank you for choosing CDW. We have received your quote.

QUOTE CONFIRMATION

NATHANIEL LINDLEY,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

This quote is subject to CDW's Third Party Cloud Services Order Form Terms and Conditions set forth at <https://www.cdwg.com/content/cdwg/en/terms-conditions/third-party-cloud-services-order-form-terms-and-conditions-.html>

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NWDC302	4/23/2024	ARCTIC WOLF RENEWAL	4079074	\$221,379.11

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
ARCTIC WOLF MDR USER LIC CLD Mfg. Part#: AW-MDR-USER Electronic distribution - NO MEDIA Contract: Minnesota Services Cooperative (022-G)	1359	5839578	\$72.00	\$97,848.00
Arctic Wolf Managed Detection and Response - license - 1 server Mfg. Part#: AW-MDR-SE Electronic distribution - NO MEDIA Contract: Minnesota Services Cooperative (022-G)	88	5744220	\$72.00	\$6,336.00
Arctic Wolf Managed Detection and Response for Microsoft Azure - subscrip Mfg. Part#: AW-MDR-AZS Electronic distribution - NO MEDIA Contract: Minnesota Services Cooperative (022-G)	4	5744222	\$72.00	\$288.00
Arctic Wolf Managed Detection and Response - subscription license - 1 user Mfg. Part#: AW-MDR-LTDUSER Electronic distribution - NO MEDIA Contract: Minnesota Services Cooperative (022-G)	500	6797818	\$7.20	\$3,600.00
Arctic Wolf Managed Detection and Response Log Ret-Subscription Lic- 90days Mfg. Part#: AW-MDR-90DAY Electronic distribution - NO MEDIA Contract: Minnesota Services Cooperative (022-G)	1451	6130144	\$0.01	\$14.51
Arctic Wolf Managed Detection and Response - subscription license - 1 senso	1	5745583	\$1,080.06	\$1,080.06

QUOTE DETAILS (CONT.)

Mfg. Part#: AW-MDR-2XX-S

Electronic distribution - NO MEDIA

Contract: Minnesota Services Cooperative (022-G)

Arctic Wolf Managed Detection and Response for Office 365 - subscription li	1748	5744235	\$8.10	\$14,158.80
--	------	---------	--------	-------------

Mfg. Part#: AW-MDR-O365

Electronic distribution - NO MEDIA

Contract: Minnesota Services Cooperative (022-G)

Arctic Wolf Platform - license - 1 access	1451	6773750	\$5.41	\$7,849.91
--	------	---------	--------	------------

Mfg. Part#: AW-PLATFORM

Electronic distribution - NO MEDIA

Contract: Minnesota Services Cooperative (022-G)

Arctic Wolf Platform - Base License - 1 license	1	7040196	\$4,500.23	\$4,500.23
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Mfg. Part#: AW-PLATFORM-BASE

Electronic distribution - NO MEDIA

Contract: Minnesota Services Cooperative (022-G)

ARCTIC WOLF MR USER LIC CLD	1359	5839580	\$36.00	\$48,924.00
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Mfg. Part#: AW-MR-USER

Electronic distribution - NO MEDIA

Contract: Minnesota Services Cooperative (022-G)

ARCTIC WOLF MR SVR LIC CLD	88	5744241	\$36.00	\$3,168.00
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Mfg. Part#: AW-MR-SE

Electronic distribution - NO MEDIA

Contract: Minnesota Services Cooperative (022-G)

ARCTIC WOLF MR AZURE SVR LIC	4	6274927	\$36.00	\$144.00
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Mfg. Part#: AW-MR-AZR

Electronic distribution - NO MEDIA

Contract: Minnesota Services Cooperative (022-G)

ARCTIC WOLF MR AZURE LIC	4	6259938	\$5.41	\$21.64
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Mfg. Part#: AW-MR-AZR-CSPM

Electronic distribution - NO MEDIA

Contract: Minnesota Services Cooperative (022-G)

ARCTIC WOLF MGD AWARENESS CLD	1748	6551659	\$10.82	\$18,913.36
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Mfg. Part#: AW-MSAT-MA

Electronic distribution - NO MEDIA

Contract: Minnesota Services Cooperative (022-G)

Arctic Wolf 1000 Series 4x10G Sensor	4	6415126	\$3,633.15	\$14,532.60
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Sales Contact Info

Mayank Srivastava | (866) 626-8519 | mayasri@cdw.com

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Apple Terms and Conditions

Customer's use of iCloud, the Products or either of their incumbent software or functionality is subject to compliance with all end user licenses agreements ("EULAs"), Product terms and conditions, and iCloud terms and conditions (available at www.apple.com/legal/internet-services/icloud/en/terms.html) and any other terms and conditions provided by Apple. Customer shall not use the Products, iCloud Storage APIs and iCloud service, or any component or function thereof, (i) to create, receive, maintain, or transmit protected health information (as defined at 45 C.F.R § 160.103); or (ii) in any manner that would make Apple or any other third-party distributor, supplier, or provider of those technologies a business associate, as defined under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") at 45 C.F.R. § 160.103, of the Reseller or any third party. If Customer is purchasing AppleCare, Customer agrees to the following terms and conditions: (i) Service Plan Terms and Conditions. Customer agrees to the Service Plan Terms and Conditions available at www.apple.com/legal/sales-support/applecare/os-reseller-support/; (ii) Customer Responsibilities. Customer must be actively enrolled in AppleCare for Enterprise in order to purchase a Support Incident and receive Support Services thereunder. Customer will cooperate with Reseller when seeking Support Services by providing information necessary to assist Reseller in diagnosing an issue. Customer is responsible for any and all restoration or reconstruction of lost or altered files, data or programs. Customer will maintain and implement a complete data backup and disaster recovery plan. Customer is solely responsible for any and all

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For more information, contact a CDW account manager.

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Association of Educational
PURCHASING AGENCIES

Acceptance of Solicitation & Contract

Instructions: PART I of this form is to be completed by the Respondent and signed by its Authorized Representative. PART II will be completed by the AEPA Member Agency only upon the occasion of the bid award. If approved by AEPA, the Respondent is required to produce a copy of the document for each of the AEPA Member Agency with which it contracts.

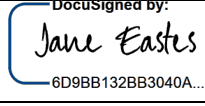
PART I: RESPONDENT

In compliance with the Published Solicitation (IFB OR RFP), the undersigned warrants that I/we have examined all Instructions to Respondents, associated documents, and being familiar with all of the conditions of the solicitation, hereby offer and agree to furnish all labor, materials, supplies, and equipment incurred in compliance with all terms, conditions, specifications, and amendments associated with this IFB OR RFP and any written exceptions to the bid. The signature also certifies understanding and compliance with the certification requirements of the AEPA Member Agency's Terms and Conditions and/or Special Terms and Conditions. The undersigned understands that their competence, ability, capacity and obligations to offer and provide the proposed tangible personal property, professional services, construction services, and other services on behalf of the Vendor Partner as well as other factors of interest to the AEPA Member Agency as stated in the evaluation section, will be a consideration in making the award.

Business Name	<u>CDW Government LLC</u>	Date	<u>9/13/21</u>
Address	<u>230 N. Milwaukee Ave.</u>	City, State Zip	<u>Vernon Hills, IL 60061</u>
Contact Person	<u>Dario Bertocchi</u>	Title	<u>Director, Program Sales</u>
Authorized Signature	<u><i>David C Hutchins</i></u>	Title	<u>VP Strategic Programs</u>
Email	<u>dariber@cdw.com</u>	Phone	<u>203.851.7049</u>

PART II: AWARDING MEMBER AGENCY

Your bid response for the above-identified bid is hereby accepted. As a Vendor Partner, you are now bound to offer and provide the products and services identified within this solicitation, your response, and approved by AEPA, including all terms, conditions, specifications, exceptions, and amendments. As a Vendor Partner, you are hereby not to commence any billable work or provide any products or services under this contract until an executed purchase order is received from the AEPA Member Agency or Participating Entities. This contract intends to constitute the final and complete agreement between the AEPA Member Agency and Vendor Partner, and no other agreements, oral or otherwise, regarding the subject matter of this contract, shall bind any of the parties hereto. No change or modification of this contract shall be valid unless in writing and signed by both parties to this contract. If any provision of this contract is deemed invalid or illegal by any appropriate court of law, the remainder of this contract shall not be affected thereby. The initial term of this contract shall be for up to fifteen (15) months and will commence on the date indicated below and continue until February 28, 2023, unless terminated, canceled, or extended. By mutual written agreement the contract may be extended for three (3) additional 12-month periods after this initial contract term. In the event the AEPA Board does not recommend renewal of the contract, it may be extended month by month up to six (6) months by an AEPA state.

Awarding Agency	<u>Cooperative Purchasing Connection (MN)</u>		
Authorized Representative	<u>Jane Eastes, Deputy Executive Director</u>		
Awarded this	<u>18th</u>	day of	<u>February, 2022</u>
Contract to commence			<u>Contract Number 022-G</u>
(Member Agency to select)		<u>3/1/2022</u>	<u>or</u>



Association of Educational
PURCHASING AGENCIES

Acceptance of Solicitation & Contract

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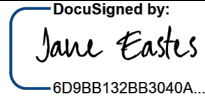
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Business Name	<u>CDW Government LLC</u>	Date	<u>9/13/21</u>
Address	<u>230 N. Milwaukee Ave.</u>	City, State Zip	<u>Vernon Hills, IL 60061</u>
Contact Person	<u>Dario Bertocchi</u>	Title	<u>Director, Program Sales</u>
Authorized Signature	<u><i>David C Hutchins</i></u>	Title	<u>VP Strategic Programs</u>
Email	<u>dariber@cdw.com</u>	Phone	<u>203.851.7049</u>

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Awarding Agency	<u>North Dakota Educators Service Cooperative</u>		
Authorized Representative	<u>Jane Eastes, Deputy Executive Director</u>	 <small>6D9BB132BB3040A...</small>	
Awarded this	<u>18th</u>	day of	<u>February, 2022</u>
Contract to commence			<u>022-G</u>
(Member Agency to select)	<u>3/1/2022</u>	<u>or</u>	

AEPA #22-G Technology Catalog

EXTENSION OF AGREEMENT

made by and between

CDW Government, LLC (Vendor)

and

Cooperative Purchasing Connection (Member)

AEPA has approved the extension of this Agreement. The Member and Vendor hereby agree to extend the Agreement for an additional contract term, which will begin immediately upon the expiration of the previous contract term. Upon the execution from authorized officers of the Member and the Vendor, this Agreement is hereby extended. This extension shall be subject to the same Terms and Conditions as contained in the original AEPA solicitation, and subject to the Bylaws, Policies and Procedures of AEPA in addition to the Member Terms and Conditions.

Contract Term: March 1, 2023, through February 29, 2024

The Vendor hereby agrees to provide complete information of any deleted and new products or prices as allowed under headings (Product Addition/Discontinuation) and (New Catalogs/Price Changes) of the AEPA solicitation.

Member

DocuSigned by:
Jane Eastes
6D9BB132BB3040A...

Authorized Signature _____ Title Deputy Executive Director

Typed Name Jane Eastes Date January 19, 2023 | 5:53 PM CST

Vendor

DocuSigned by:
Anup Sreedharan
11554A0EA2574F3...

Authorized Signature _____ Title Sr. Manager, Program Management

Typed Name Anup Sreedharan Date January 23, 2023 | 11:29 AM CST

Discontinue: We, the Vendor, desire to discontinue the contract.

Authorized Signature _____ Title _____

Typed Name _____ Date _____

AEPA #22-G Technology Catalog

EXTENSION OF AGREEMENT

made by and between

CDW Government, LLC (Vendor)

and

North Dakota Educators Service Cooperative (Member)

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DocuSigned by:
Jane Eastes
6D9BB132BB3040A...

Authorized Signature _____ Title Deputy Executive Director

Typed Name Jane Eastes Date January 19, 2023 | 5:53 PM CST

Vendor

DocuSigned by:
Anup Sreedharan
11554A0EA2574F3...

Authorized Signature _____ Title Sr. Manager, Program Management

Typed Name Anup Sreedharan Date January 23, 2023 | 11:29 AM CST



Discontinue: We, the Vendor, desire to discontinue the contract.

Authorized Signature _____ Title _____

Typed Name _____ Date _____



June 20, 2024

Independent School District 273
5701 Normandale Rd
Edina, MN 55424

To Whom It May Concern:

This letter is to provide notification that Arctic Wolf Networks, Inc. ("Arctic Wolf") is, through its Authorized Partner, the sole source provider of the Arctic Wolf ® Networks Managed Detection and Response, Managed Risk, and Managed Security Awareness Solutions including, but not limited to, detecting breaches, vulnerabilities, misuse, misappropriation, and any threat or exposure to an organization's network or information technology (IT) infrastructure (collectively, the "Arctic Wolf Solutions").

Specific services provided as a part of the Arctic Wolf Solutions include: collecting log data from customer's systems and from the Arctic Wolf sensors and agents, analysis of such log data, correlation of customer log data with threat vulnerability information, analysis of data by the Arctic Wolf Security Services Team, scanning of our customer's internal and external systems, escalation of security events that need attention by the customer, recommendations to improve security robustness, provision of custom and regular summary reports, provision of an Administrator Dashboard which is an online, cloud-based learning management tool that allows customers to manage its security awareness training activities and deliver appropriate metrics to manage the security awareness activities of its users, and provision of content that address current threat concepts to assist in the prevention of system attacks within a customer's environment.

Arctic Wolf Networks, Inc. is the sole provider of the Arctic Wolf Solutions.

Thank you,

DocuSigned by:

A handwritten signature in black ink that reads "Jonathan Dadeshp".

2E651E0419E944A...

Andrew Hill
Chief Legal Officer & General Counsel



VI.C. Long Term Facilities Maintenance (LTFM) -
Fiscal Year 2026-2035



Board Meeting Date: 7/8/2024

Title: Long-Term Facilities Maintenance Plan – Fiscal Years 2026-2035

Type: Action

Presenter(s): Mert Woodard – Director, Finance & Operations

Description: The 2015 legislative session established the Long-Term Facilities Maintenance (LTFM) revenue program for public school districts. To access revenue and receive levy authorization, the School Board must annually adopt a ten-year revenue and expenditure plan that is subsequently submitted to the Commissioner of Education for final review and approval. Also required is a signed “statement of assurances” that all proposed projects and expenditures qualify for LTFM funding.

The District administration and its construction partners have reviewed the plan in detail and the administration recommends a ten-year plan that is materially unchanged from the plan adopted by the School Board one year ago.

Recommendation: Approve the District administration’s recommended ten-year Long-Term Facilities Maintenance plan and pass the related resolution.

Desired Outcomes from the Board: Compliance with Minn. Stat. § 123B .595 Subd. 4.

Attachments:

1. LTFM Ten-Year Revenue Plan – FY 2026-2035
2. LTFM Ten-Year Expenditure Plan – FY 2065-2035
3. Estimated Tax Rates for Capital Levies and Debt Service
4. Resolution – Long-Term Facilities Maintenance Ten-Year Plan FY 2026-2035

FY 26 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 6/30/2024												
273 <= Type in School District Number																
EDINA PUBLIC SCHOOL DISTRICT																
				Change only												
				if requiring levy	Payable 2024											
Calculations for Ten Year Projection				Pay 24	LLC Certification	Current Estimate										
	LLC #			FY 2024	FY 2025	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	
27a	LTFM "H&S >100K per site" bonds	765				-	-	-	-	-	-	-	-	-	-	
27b	LTFM "other" bonds for 1A hold harmless	767				3,046,567	6,096,521	7,751,310	8,551,515	10,073,306	9,753,975	8,284,579	4,777,841	5,997,049	4,814,985	
28	Old formula deferred maintenance revenue = (if (22) + (26) = 0, (10) * (\$64 / formula allowance))	416				-	-	-	-	-	-	-	-	-	-	
29	Total old formula revenue = (21)+(24)+(25)+(26)+(26b)+(27)+(27a)+(27b)+(28)	417				19,658,545	19,658,544	20,807,792	16,884,587	16,848,923	16,906,475	16,653,373	17,642,058	13,517,318	14,708,542	14,532,169
30	Total LTFM Revenue for Individual District Projects = Greater of (20d) or [(29) + (20c)]	418				19,658,545	19,658,544	20,807,792	16,884,587	16,848,923	16,906,475	16,653,373	17,642,058	13,517,318	14,708,542	14,532,169
31	District Requested Reduction from Maximum LTFM Revenue (to levy less than the maximum). Also enter this amount in the Levy Information System. Stated as positive number	419				-	-	-	-	-	-	-	-	-	-	
32	District LTFM Revenue (30) - (31)	420				19,658,545	19,658,544	20,807,792	16,884,587	16,848,923	16,906,475	16,653,373	17,642,058	13,517,318	14,708,542	14,532,169
33	LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)	421				67,520	67,520	-	-	-	-	-	-	-	-	
34	Grand Total LTFM Revenue (32) + (33)	422				19,726,066	19,726,064	20,807,792	16,884,587	16,848,923	16,906,475	16,653,373	17,642,058	13,517,318	14,708,542	14,532,169
Aid and Levy Shares of Total Revenue																
35	For ANTC & APU, three year prior date			2022	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031		
36	Three year prior Ag Modified ANTC	35		157,509,318	157,509,318	165,557,798	172,180,110	179,067,315	186,230,007	193,679,207	201,426,376	209,483,431	217,862,768	226,577,279		
37	Three year prior Adjusted PU (New Weights)	54		9,154.26	9,154.26	9,392.52	9,447.80	9,490.20	9,565.12	9,565.12	9,565.12	9,565.12	9,565.12	9,565.12	9,565.12	
38	ANTC / APU = (36) / (37)	424		17,206.12	17,206.12	17,626.56	18,224.36	18,868.65	19,469.70	20,248.48	21,058.42	21,900.76	22,776.79	23,687.86		
39	State average ANTC / APU with ag value adjustment	425		12,230.05	12,230.18	13,617.01	14,207.10	14,848.85	15,443.00	16,061.00	16,703.00	17,371.00	18,066.00	18,789.00		
40	Equalizing Factor = 123% of (39)	426		15,042.96	15,043.12	16,748.92	17,474.73	18,264.09	18,994.89	19,755.03	20,544.69	21,366.33	22,221.18	23,110.47		
41	Local (levy) share of Equalized Revenue (lesser of 1 or (38) / (40))	427		100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	
42	State (aid) share of Equalized Revenue (1 - (41))	428		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
43	Equalized Revenue (lesser of (34) or (6) * (8))	423		3,590,772	3,590,772	3,634,746	3,634,746	3,634,746	3,634,746	3,634,746	3,634,746	3,634,746	3,634,746	3,634,746	3,634,746	
44	Initial LTFM State Aid (42) * (43)	429		-	-	-	-	-	-	-	-	-	-	-	-	
45	Old formula Grandfathered Alternative Facilities Aid	431		-	-	-	-	-	-	-	-	-	-	-	-	
46	Total LTFM State Aid (Greater of (44) or (45))	432		-	-	-	-	-	-	-	-	-	-	-	-	
47	Total LTFM Levy (34) - (46) (including coop/intermediate)	435		19,726,066	19,726,064	20,807,792	16,884,587	16,848,923	16,906,475	16,653,373	17,642,058	13,517,318	14,708,542	14,532,169		
48	Debt Service Portion of Revenue (non-grandfather districts)															
49	Subtotal Debt Service Revenue from above = (12) - (13) + (17) + (20a) + (24)	763+764+				4,705,070	4,795,757	203,897	203,897	203,897	203,897	1,379,897	1,386,617	1,402,577	1,408,536	
50	Existing LTFM bonds excluding bonds on line 17 (principal + interest)*1.05 from "FM Other Bonds" tab	767				3,046,567	5,757,176	7,471,118	7,783,073	8,423,835	8,377,110	7,071,120	3,623,078	4,916,258	4,814,985	
50b	New LTFM bonds excluding bonds on line 17 (principal + interest)*1.05					-	339,344	280,193	768,443	1,649,471	1,376,865	1,213,459	1,154,764	1,080,791	-	
51	Total Debt Service Revenue = (49) + (50) + (50b)	768				7,751,636	10,892,277	7,955,207	8,755,412	10,277,203	9,957,872	9,664,476	6,164,458	7,399,626	6,223,521	
52	Equalized debt Service Revenue (lesser of (43) or (51))	436				3,590,772	3,634,746	3,634,746	3,634,746	3,634,746	3,634,746	3,634,746	3,634,746	3,634,746	3,634,746	
53	Debt Service Aid = (52) * (42)	438				-	-	-	-	-	-	-	-	-	-	
54	Equalized Debt Service Levy = (52) - (53)	439				3,590,772	3,634,746	3,634,746	3,634,746	3,634,746	3,634,746	3,634,746	3,634,746	3,634,746	3,634,746	
55	Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))	440				4,160,864	7,257,531	4,320,461	5,120,666	6,642,457	6,323,126	6,029,729	2,529,712	3,764,879	2,588,774	
56	General Fund Portion of Revenue (non-grandfather districts)															
57	Total General Fund Revenue = (34) - (51)	441				11,974,428	9,915,515	8,929,380	8,093,512	6,629,272	6,695,501	7,977,583	7,352,860	7,308,917	8,308,648	
58	General Fund Equalized Revenue = (43) - (52)	442				-	-	-	-	-	-	-	-	-	-	
59	Total General Fund Aid = (46) - (53)	443				-	-	-	-	-	-	-	-	-	-	
60	General Fund Equalized Levy = (58) * (41)	444				-	-	-	-	-	-	-	-	-	-	
61	General Fund Unequalized Levy = (57) - (58)	445				11,974,428	9,915,515	8,929,380	8,093,512	6,629,272	6,695,501	7,977,583	7,352,860	7,308,917	8,308,648	
62	Total General Fund Levy = (60) + (61)	446				11,974,428	9,915,515	8,929,380	8,093,512	6,629,272	6,695,501	7,977,583	7,352,860	7,308,917	8,308,648	

FY 26 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 6/30/2024										
273	<= Type in School District Number													
	EDINA PUBLIC SCHOOL DISTRICT		Change only											
			if requiring levy	Payable 2024										
Calculations for Ten Year Projection		Pay 24	adjustments	LLC Certification	Current Estimate									
		LLC #	FY 2024	FY 2025	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034
Notes: 1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid. 2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan. 3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.														
End of Worksheet														

Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes 2023, section 123B.595, subd. 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.

District Info.	(REQUIRED) Enter Information	District Info.	(REQUIRED) Enter Information								
District Name:	Edina Public Schools	Date:	6/30/2024								
District Number:	0273-01	Email:	mert.woodard@edinaschools.org								
District Contact Name:	Mert Woodard										
Contact Phone #	952-848-4916										

Expenditure Categories		Fiscal Year (FY) Ending June 30										
		2024 (base year)	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.												
Finance Code	Category (1)											
347	Physical Hazards	\$41,792	\$43,046	\$44,337	\$45,667	\$47,037	\$48,448	\$49,902	\$51,399	\$52,941	\$0	\$6,677
349	Other Hazardous Materials	\$38,209	\$39,356	\$40,536	\$41,752	\$43,005	\$44,295	\$45,624	\$46,993	\$48,402	\$49,855	\$50,024
352	Environmental Health and Safety Management	\$198,550	\$204,506	\$210,641	\$216,960	\$223,469	\$230,173	\$237,079	\$244,191	\$251,517	\$259,062	\$258,624
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$31,603	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$11,475	\$0	\$0	\$15,903	\$49,380	\$16,355	\$52,897	\$0	\$0	\$0	\$2,630
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Health and Safety Capital Projects		\$290,026	\$286,907	\$295,515	\$320,283	\$394,495	\$339,272	\$385,501	\$342,583	\$352,860	\$308,917	\$317,955
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year - Additional Revenue												
Finance Code	Category (2)											
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Health and Safety Capital Projects \$100,000 or More		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151												
Finance Code	Category 3 (a)											
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Remodeling for Approved Voluntary Pre-K Projects		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remodeling for Gender-Neutral Single-User Restrooms												
Finance/Course Codes	Category 3 (b) LTFM REVENUE EFFECTIVE FY 2025											
Finance Code 384 and Course Code 684. MUST USE BOTH	Remodeling for gender-neutral single user restroom per site.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Remodeling for Gender-Neutral Single User Projects		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Accessibility												
Finance Code	Category (4)											
367	Accessibility	\$3,896,988	\$0	\$0	\$773,864	\$423,025	\$824,553	\$112,848	\$0	\$754,174	\$376,913	\$373,271
Total Accessibility Projects		\$3,896,988	\$0	\$0	\$773,864	\$423,025	\$824,553	\$112,848	\$0	\$754,174	\$376,913	\$373,271
Deferred Capital Expenditures and Maintenance Projects												
Finance Code	Category (5)											
368	Building Envelope	\$450,725	\$560,904	\$614,628	\$15,426	\$160,986	\$2,757,760	\$35,265	\$61,319	\$132,219	\$1,221,841	\$1,269,056
369	Building Hardware and Equipment	\$46,475	\$68,292	\$2,241,855	\$2,043,678	\$1,206,199	\$641,584	\$40,625	\$146,033	\$956,166	\$118,548	\$111,285
370	Electrical	\$2,034,587	\$1,011,909	\$2,426,550	\$659,041	\$1,343,145	\$436,127	\$4,937	\$242,355	\$0	\$801,527	\$97,122
379	Interior Surfaces	\$2,437,334	\$2,762,261	\$2,811,614	\$1,676,070	\$1,216,655	\$885,665	\$114,400	\$85,773	\$2,280,552	\$2,471,337	\$3,672,972
380	Mechanical Systems	\$885,772	\$2,424,296	\$1,919,706	\$5,623,249	\$499,707	\$468,978	\$2,673,777	\$400,406	\$2,789,887	\$2,045,155	\$656,477
381	Plumbing	\$648,924	\$1,777,135	\$721,573	\$199,621	\$97,181	\$104,262	\$158,410	\$0	\$333,342	\$505,001	\$187,769
382	Professional Services and Salary	\$583,891	\$653,228	\$603,709	\$190,842	\$197,521	\$204,435	\$211,590	\$218,995	\$226,660	\$234,593	\$242,804
383	Roof Systems	\$1,563,200	\$2,686,969	\$1,141,926	\$127,228	\$2,176,071	\$354,353	\$1,438,315	\$2,096,742	\$151,107	\$156,396	\$161,869
384	Site Projects	\$452,103	\$1,055,006	\$18,439	\$175,078	\$1,598,527	\$1,322,283	\$3,209,833	\$4,748,377	\$375,893	\$68,689	\$1,218,068
Total Deferred Capital Expense and Maintenance		\$9,103,011	\$13,000,000	\$12,500,000	\$10,710,233	\$8,495,992	\$7,175,447	\$7,887,152	\$8,000,000	\$7,245,826	\$7,623,087	\$7,617,422
Total Annual 10-Year Plan Expenditures		\$13,290,025	\$13,286,907	\$12,795,515	\$11,804,380	\$9,313,512	\$8,339,272	\$8,385,501	\$8,342,583	\$8,352,860	\$8,308,917	\$8,308,648
Fund Balance Section												
Fund 01												
	Beginning Fund Balance 01-467-XX	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Fiscal Year Revenue - Levy	10,888,525	\$11,906,908	\$9,915,515	\$8,929,380	\$8,093,512	\$6,629,272	\$6,695,501	\$7,977,583	\$7,352,860	\$7,308,917	\$8,308,648
	LTFM Fiscal Year Revenue - AID if Applicable	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Fiscal Year Revenue Other	268,113	-\$642,904	\$168,129	\$290,026	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer OUT if applicable - Special Legislation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Estimated Fiscal Year Expenditures	11,156,638	\$11,264,004	\$10,083,644	\$9,219,406	\$8,093,512	\$6,629,272	\$6,695,501	\$7,977,583	\$7,352,860	\$7,308,917	\$8,308,648
Ending Fiscal Year Fund Balance 01-467-XX		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund 06												
	Beginning Fund Balance 06-467-XX	\$8,545,571	\$6,412,184	\$10,144,281	\$7,432,410	\$7,777,436	\$6,557,436	\$6,902,436	\$5,212,436	\$6,847,436	\$5,847,436	\$4,847,436
	LTFM Fiscal Year Bonded Revenue	\$0	\$5,755,000	\$0	\$2,930,000	\$0	\$2,055,000	\$0	\$2,000,000	\$0	\$0	\$0
	LTFM Fiscal Year Revenue Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Other Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Estimated Fiscal Year Expenditures	\$2,133,387	\$2,022,903	\$2,711,871	\$2,584,974	\$1,220,000	\$1,710,000	\$1,690,000	\$365,000	\$1,000,000	\$1,000,000	\$0
Ending Fiscal Year Fund Balance 06-467-XX		\$6,412,184	\$10,144,281	\$7,432,410	\$7,777,436	\$6,557,436	\$6,902,436	\$5,212,436	\$6,847,436	\$5,847,436	\$4,847,436	\$4,847,436

**INDEPENDENT SCHOOL DISTRICT NO. 273
Edina Public Schools
Edina, Minnesota**

**BOARD OF EDUCATION
Regular Meeting – July 8, 2024**

**RESOLUTION ADOPTING THE FISCAL YEAR 2026 TEN-YEAR PLAN
FOR THE LONG-TERM FACILITIES MAINTENANCE REVENUE PROGRAM**

BE IT RESOLVED by the School Board of Independent School District No. 273, Edina, State of Minnesota, as follows:

WHEREAS, to qualify for long-term facilities maintenance revenue, Minnesota statutes 2024, section 123B.595, subdivision 4 states that a school district or intermediate district must annually adopt and approve a ten-year long-term facilities maintenance plan by July 31 for commissioner approval, and

WHEREAS, the District has developed a ten-year long-term facilities maintenance plan consistent with this law.

THEREFORE, BE IT RESOLVED, that the School Board of Independent School District No. 273 approves and adopts the ten-year long-term facilities maintenance plan for fiscal year 2026 as recommended by the District administration.

STATE OF MINNESOTA
COUNTY OF HENNEPIN

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 273, Edina, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of Independent School District No. 273, held on the date therein indicated, with the original of said minutes on file in my office, and the same is a full, true and complete transcript insofar as the same relates to the approval of the ten-year long-term facilities maintenance plan for fiscal year 2026.

WITNESS MY HAND officially as such Clerk this 10th day of June 2024

Dan Arom
School Board Clerk

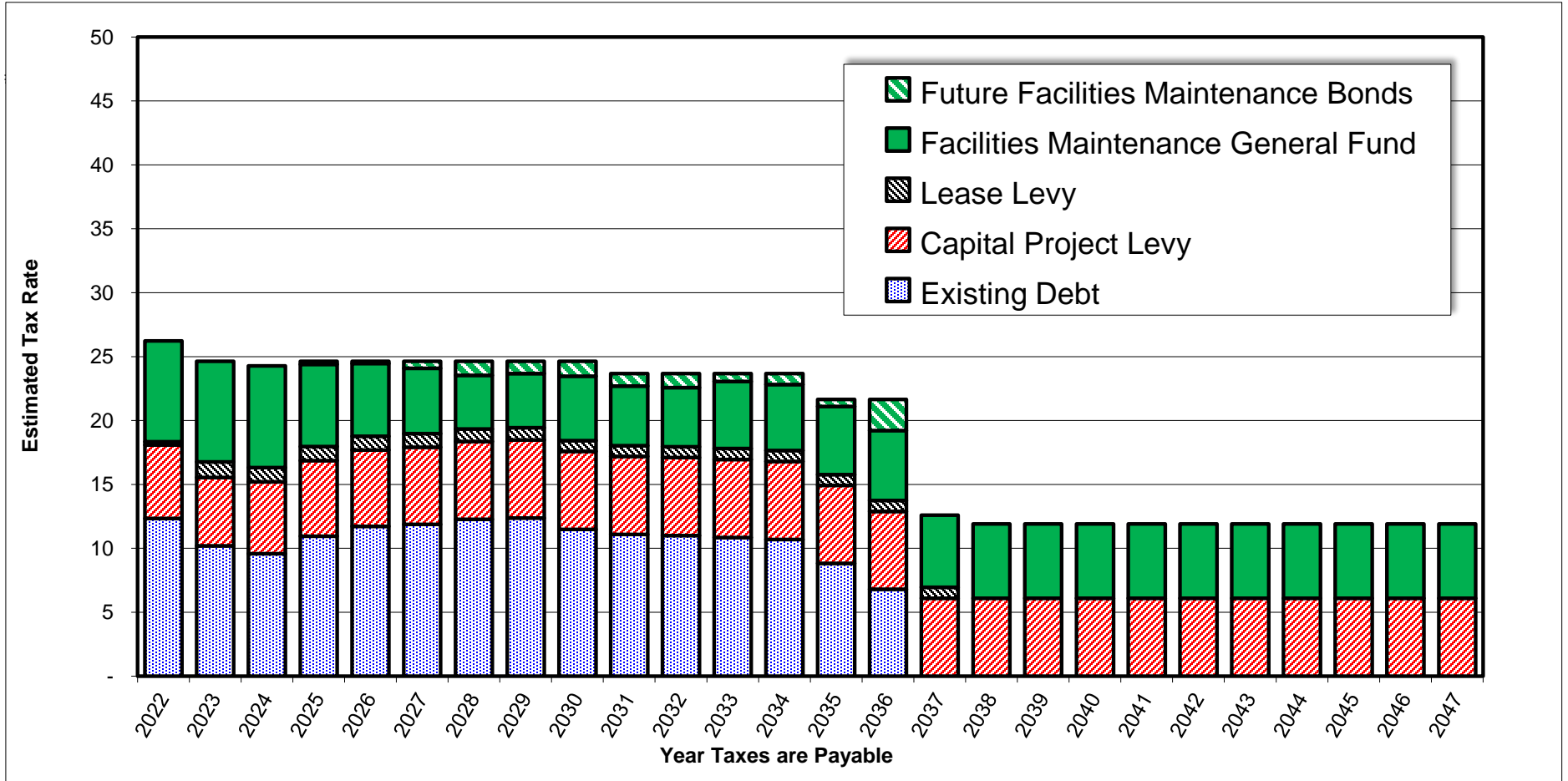
PRELIMINARY INFORMATION - FOR DISCUSSION ONLY

Edina Public Schools, ISD 273

Estimated Tax Rates for Capital and Debt Service Levies

4 Facilities Maintenance Bond Issues (\$2M to \$6M)
 Wrapped Around Existing Debt
 LTFM Project Costs:
 \$8 million to \$13 million Annual Projects thru FY 2034

Date Prepared: June 28, 2024



VI.D. Policy Review (506, 717, 805, 811)



Board Meeting Date: 7/8/2024

Title: Policy Review

Type: Action

Presenter(s): Board Policy Committee

Description: The following policies have been reviewed with an eye toward clarity, District practice, and alignment with State and Federal statutes.

- Policy 506 Student Conduct and Discipline
- Policy 717 Video/Electronic Surveillance
- Policy 805 Waste Reduction and Recycling
- Policy 811 Environmental Resources Management

Recommendation: Approve the suggested modifications for Policies 506, 717, 805, 811.

Desired Outcome(s) from the Board: Approve suggested modifications.

Attachments:

1. Policy 506 Student Conduct and Discipline
2. Policy 717 Video/Electronic Surveillance
3. Policy 805 Waste Reduction and Recycling
4. Policy 811 Environmental Resources Management

Students

Student Conduct and Discipline

I. Purpose

~~This policy provides expectations for student conduct. Abiding by these expectations will enhance the school district's ability to maintain discipline and ensure a positive learning environment will lead to academic success and whole child growth. The district will take appropriate disciplinary action when students fail to adhere to acceptable behavior standards established by this policy and its guidelines and/or appendices.~~

~~This policy provides expectations for student conduct, which are designed to nurture a safe, respectful, and supportive school learning community. Through a restorative and equitable approach to discipline, we strive to cultivate a culture of accountability, growth, and understanding. Our ultimate goal is to provide each student with the necessary tools and support to navigate challenges, develop resilience, and discover their possibilities and thrive.~~

~~This policy provides expectations for student conduct which are designed to nurture a safe, respectful, and supportive school learning community. We strive to cultivate an equitable culture of accountability that supports the whole child and academic success for each and every learner. The district will take appropriate disciplinary actions when students fail to adhere to acceptable behavior standards established by this policy and its guidelines and/or appendices.~~

II. General Statement of Policy

- A. The school district believes that a fair and equitable district-wide school discipline policy will contribute to the quality of a student's educational learning experience. Therefore, this district-wide discipline policy has been adopted.
- B. It is the responsibility of the school board, administrators, teachers, and employees to safeguard the health and safety of each student. The board and district administrators will support district employees who, in dealing with students on disciplinary matters, act in accordance with state law and this policy.
- C. Parents and guardians have the legal responsibility for the behavior of their children as determined by law and community practice. Parents/guardians are expected to exercise the required controls so that the student's behavior will be conducive to the development of self-discipline and will not be disruptive to the school's educational program.

- D. No policy will cover all situations. Therefore, the building administrator(s) or designee will make a determination of consequence/disciplinary action when student actions are not specifically addressed. All actions by an administrator/designee will be made on a case-by-case basis.
- E. Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act., ~~Minn. Stat. §§121A.40-121A.56.~~

III. Definitions

For purposes of this policy, the definitions included in this section apply.

- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion, and suspension. Dismissal does not include removal from class.
- B. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that will not extend beyond the school year. The authority to exclude rests with the board.
- C. "Expulsion" means a ~~school~~ board action to prohibit an enrolled student from further attendance for up to 12 months from the date the student is expelled. The authority to expel rests with the board.
- D. "Non-exclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a student from school.
- E. "Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.
- F. "Removal from class" or "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.
- F G. "Restorative practices" means school discipline practices focused on fostering a sense of community within school environments to prevent conflict, encourage students to accept responsibility for their actions, and rebuild relationships.
- G H. "Student withdrawal agreement" means a verbal or written agreement between a school administrator or district administrator and a student's parent/guardian to withdraw a student from the district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

HI. "Suspension" means an action by the school administration, under policies promulgated by the ~~school~~ board, prohibiting a student from attending school for a period of no more than 10 school days; provided, however, if a suspension is longer than five school days, the suspending administrator will provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal from school for less than one day, except as may be provided in federal law for a student with a disability.

IV. Areas of Responsibility

- A. School Board. The ~~school~~ board holds all school district employees responsible for the maintenance of order within the district and supports all employees acting within the framework of this discipline policy.
- B. Superintendent. The superintendent will establish guidelines and directives to carry out this policy, hold all district employees, students, and parents/guardians responsible for conforming to this policy, and support all district employees performing their duties within the framework of this policy. The superintendent will also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents/guardians. Any guidelines or directives established to implement this policy will be submitted to the board for information and attached as an appendix to this policy.
- C. Principal. The school principal is given the responsibility, authority, and sole discretion to formulate building rules necessary to enforce this policy, subject to superintendent review. The principal will give direction and support to all school employees performing their duties within the framework of this policy, **including other building administrators**. The principal or designee will consult with parents/guardians of students conducting themselves in a manner contrary to the policy. The principal will also involve other professional employees in the disposition of behavior referrals and make use of those agencies appropriate for assisting students and parents/guardians. ~~A principal may use reasonable force when it is necessary under the circumstances to restrain a student to prevent imminent bodily harm or death to the student or another.~~
- D. Teachers. All teachers have responsibility for providing a well-planned teaching/learning environment and have a primary responsibility for student conduct, with appropriate assistance from the administration. All teachers will ensure acceptable student behavior. ~~A teacher may use reasonable force when it is necessary under the circumstances to restrain a student to prevent imminent bodily harm or death to the student or another.~~
- E. Other District Employees. All district employees are responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior are as authorized and directed by the superintendent. ~~A district employee or other agent of the district may use reasonable force when it is necessary under the circumstances to restrain a student to prevent imminent bodily harm or death to the student or another.~~

- F. A district employee or other agent of the district may use reasonable force when it is necessary under the circumstances to correct or restrain a student to prevent bodily harm or death to the student or another person.

A school employee or agent of the district, which does not include a school resource officer, will not use prone restraint and will not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.

- G. F. Parents or Legal Guardians. Parents and guardians are responsible for the behavior of their children as determined by law and community practice. They are expected to partner with district authorities and to participate regarding the behavior of their children.
- H. G. Students. All students [enrolled in the district](#) are held individually responsible for their behavior and for knowing and adhering to the Student Rights and Responsibilities Handbook.

IV. Student Responsibilities

All students have the responsibility:

- For their behavior and for knowing and obeying all district rules, regulations, policies, and procedures;
- To attend school daily, except when excused, and to be on time to all classes and other school functions;
- To pursue and attempt to complete the courses of study prescribed by the state and district;
- To make necessary arrangements for making up work when absent from school;
- To assist district employees in maintaining safe schools for all students;
- To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- To be aware of and comply with federal, state, and local laws;
- To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with district employees, as appropriate;
- To respect and maintain the district's property and the property of others;
- To dress and groom in a manner that meets standards of safety and health, and is consistent with applicable district policy;
- To avoid inaccuracies in district-sponsored publications, whether print or electronic, and refrain from indecent or obscene language;
- To conduct themselves in an appropriate physical and verbal manner; and
- To recognize and respect the authority of district employees and the rights of

others.

VI. Unacceptable Behavior, Investigations of Student Misconduct

The ~~a~~Appendix I of this policy provides examples of unacceptable behavior. Unacceptable behavior may also include violation of any local, state, or federal law. The examples in the appendix are not intended to be an exclusive list. A student who engages in any unacceptable behaviors will be disciplined in accordance with this policy and its appendix.

This policy applies to all school district buildings, grounds, and property; district-sponsored activities or trips; school bus stops; school buses, district vehicles, district-contracted vehicles, or any other vehicles approved for district purposes; the area of entrance or departure from district premises or events; and all district-related functions. This policy also applies to student behavior that has a nexus to district property or the student's status as a district student, including students' use of social media and other electronic communication. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the district or the safety or welfare of the student, other students, or employees.

Students are required to cooperate in all disciplinary investigations.

VII. Recess and Other Breaks

A. The school district will provide student access to structured breaks from the demands of school.

1. Recess detention will only be used when:
 - a. A student causes or is likely to cause serious physical harm to other students or staff;
 - b. The student's parent or guardian specifically consents to the use of recess detention; or
 - c. For students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.
2. The district will not withhold recess from a student based on incomplete schoolwork.
3. District staff will make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.
4. The district will not withhold or excessively delay a student's participation in scheduled mealtimes.

VIII. Disciplinary Action Options

The school district's general policy is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the district. At a minimum, violation of district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. [Restorative practices are used to help educate students on the impact of their actions.](#) The district will, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the district. Disciplinary action may include, but is not limited to, one or more of the following:

- restorative practices [will incorporate lessons intended to help students reflect on, learn from, and address the impact of their actions on others.](#)
- student conference with teacher, principal, counselor, or other district personnel, and verbal warning;
- parent/guardian contact and/or conference;
- confiscation by the district of any item prohibited by, or used in violation of, any district policy and/or state or federal law;
- limited time away from the classroom;
- removal from class (pursuant to the Minnesota Pupil Fair Dismissal Act);
- in-school suspension;
- suspension from extra-curricular activities;
- detention or restriction of privileges;
- loss of school privileges;
- in-school monitoring or revised class schedule;
- referral to in-school support services, law enforcement, community resources, or an outside agency;
- financial restitution;
- request for a petition to be filed in district court for juvenile delinquency adjudication;
- out-of-school suspension under the Minnesota Pupil Fair Dismissal Act;
- preparation of an admission or readmission plan;
- expulsion or exclusion under the Minnesota Pupil Fair Dismissal Act; and/or
- other disciplinary action as deemed appropriate by the district.

IX. Removal of Students from Class

A. The teacher of record will have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, limited time away from the classroom, assigning detention or other consequences, or contacting the student's parents/guardians. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher has the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other district employee to prohibit a student from attending a class or

activity period for a period of time not to exceed five days, pursuant to this discipline policy.

Grounds for removal from class include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn.
2. Willful conduct that endangers surrounding persons, including district employees, the student or other students, or the property of the district.
3. Willful violation of any district rules in this policy and Appendix I.
4. ~~Other personal conduct that, in the discretion of the teacher or administration, requires removal of the student from class. A student removal will be for at least one activity period or class period of instruction for a given course of study and not exceed five periods.~~
~~—A student will be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class will be for a period of time deemed appropriate by the principal, **not to exceed five class periods**, in consultation with the teacher.~~

B. Procedure for the Classroom Teacher to Remove a Student from a Class Pursuant to the Minnesota Pupil Fair Dismissal Act

1. A written disciplinary report is submitted by the teacher or district employee within 24 hours of the removal of any student from their class.
2. If a student is removed from class more than five (5) times in a school year, the ~~school~~-district will notify the parent or guardian of the student's sixth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

C. Responsibility for and Custody of a Student Removed from Class

1. A student removed from class is the responsibility of the principal or lawful designee.
2. A student removed from class must report directly to the principal's office and inform the office employees of their arrival. Prior to the student's removal, the teacher or district employee will inform the office of the student's removal, the reason for the removal, and the time of the removal.

3. The teacher will determine if the student requires a district employee to accompany them to the office, and, if so, make the necessary arrangements.

D. Return of a Student Procedure

1. The principal or designee will complete the appropriate follow-up disciplinary consequences and district documentation with the student.
2. The principal or designee readmits the student pursuant to the readmission plan.

E. Notification Procedure

1. The principal or designee determines the necessity of parent/guardian notification resulting from the student being removed from class.
2. The principal or designee will work with the teacher to notify the student of the violation of the discipline rules and resulting disciplinary action.

X. Prior to Dismissal Notification

- A. The principal or designee will provide the Tennesen Warning to the student prior to investigating the disciplinary incident when a dismissal from school may be the result of disciplinary action. The student's parent/guardian will be notified, when possible, prior to the reading of the warning.
- B. The principal or designee will record the notification of the student receiving the Tennesen Warning, including the disciplinary action documentation.
- C. The purpose of the Tennesen Warning, per Minnesota Statute 13.04: "An individual asked to supply private or confidential data concerning the individual will be informed of: (a) the purpose and intended use of the requested data within the collecting government entity; (b) whether the individual may refuse or is legally required to supply the requested data; (c) any known consequence arising from supplying or refusing to supply private or confidential data; and (d) the identity of other persons or entities authorized by state or federal law to receive the data. This requirement will not apply when an individual is asked to supply investigative data, pursuant to section 13.82, subdivision 7, to a law enforcement officer."

XI. Dismissal

- A. The school district will not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion, or expulsion, as those terms are defined in Section III.

The district will not dismiss any student without attempting to use non-exclusionary disciplinary policies and procedures before dismissal proceedings or student withdrawal agreements, as those terms are defined in

Section III, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

B. Violations leading to suspension, based upon severity, may also be grounds for expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any school board policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of district employees to perform their duties, or district-sponsored activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including district employees, or property of the district.

C. Disciplinary Dismissals Prohibited for PreK-Grade 3

1. A student enrolled in PreK-grade 3 is not subject to dismissals under the Minnesota Pupil Fair Dismissal Act.
2. This section does not apply to a dismissal from school for less than one school day, except for a student receiving special education services.
3. Expulsions and exclusions may be used only after resources outlined under non-exclusionary disciplinary policies and practices have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

D. Suspension Procedures

1. The school principal or designee will work with the student's teachers to allow the suspended student to (1) receive timely course materials and other information, and (2) complete daily and weekly assignments and receive teachers' feedback. A suspended student will receive full credit for all satisfactorily completed schoolwork assigned during the period of the student's suspension.
2. If a student's total days of removal from school exceed 10 cumulative days in a school year, the district will make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school. The purpose of this meeting is to problem-solve and attempt to determine the student's need for assessment or other services or whether the parent or guardian should have the student assessed.
3. Each suspension action will include a readmission plan. The plan may include, where appropriate, a provision for implementing alternative educational services upon readmission which will not be used to extend the

- current suspension. A readmission plan will not obligate a parent or guardian to provide sympathomimetic drugs to their student as a condition of readmission. School administration will not use the refusal of a parent or guardian to consent to the administration of sympathomimetic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a district-sponsored activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect.
4. The district administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the district is in the process of initiating an expulsion, in which case the district administration may extend the suspension to a total of 15 days.
 5. In the case of a student with a disability, the student's individual education plan team will meet in accordance with state and federal law.
 6. Alternative education services will be provided to a student who is suspended for more than five (5) consecutive school days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center selected to allow the student to progress toward meeting graduation standards.
 7. The district administration will not suspend a student from school without an informal administrative conference with the student. The informal administrative conference occurs before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference occurs as soon as practicable following the suspension. At the informal administrative conference, a district administrator notifies the student of the grounds for the suspension, provides an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
 8. After district administration notifies a student of the grounds for suspension, district administration may, instead of imposing the suspension, pursue other consequences, including encouraging a parent or guardian of the student to attend school with the student for one day.
 9. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, ~~Minn. Stat. §§ 121A.40-121A.56~~, will be personally served upon the student at or before the time the suspension is to

- take effect, and upon the student's parent or guardian by mail within 48 hours of the conference.
10. Effort will be made by the principal or designee at the time of suspension to notify the student's parent or guardian by telephone of a suspension. In the event that the student's parent or guardian is not available for notification of the suspension at the time of the suspension, the student will remain in the school building for the remainder of the school day at a location or at locations designated by the principal or designee.
 11. A conference will be scheduled between the student's parent or guardian and the principal or designee to discuss the suspension, the reasons therefore, and the readmission plan.
 12. If the parent or guardian is dissatisfied with the disposition of the case after a conference with the principal or designee, the parent or guardian may request and will be granted an interview with the superintendent or designee. Neither this interview, nor the conference in item 5 will delay the suspension.
 13. During the period of suspension, the student will be furnished with assignments or alternative opportunities for continued learning. The student is expected to make up all work missed during the time of suspension. The teacher determines appropriate credit for such work based on the district's assessment policy and procedures. The student is readmitted to school following the expiration of the suspension.
 14. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice will be served upon the student and the student's parent or guardian within 48 hours of the suspension. Service by mail is complete upon mailing.
 15. Notwithstanding the foregoing provisions, the student may be suspended pending the board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) consecutive school days.

E. Expulsion and Exclusion Procedures

1. A written recommendation for exclusion or expulsion from the principal with supporting data is submitted to the superintendent.
2. The superintendent will review the case and determine whether or not to recommend exclusion or expulsion to the board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act. ~~7 Minn. Stat. §§121A.40-121A.56.~~

4. No expulsion or exclusion is imposed without a hearing unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian are provided written notice of the ~~school~~ district's intent to initiate expulsion or exclusion proceedings. This notice is served upon the student and ~~his or her~~ **their** parent or guardian personally or by certified mail, and contains a complete statement of the facts; a list of the witnesses and a description of their testimony; the date, time, and place of hearing; accompanied by a copy of the Minnesota Pupil Fair Dismissal Act; ~~Minn. Stat. §§ 121A.40-121A.56~~; a description of the non-exclusionary disciplinary policies and practices accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The district will advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE) and is posted on its website.
6. The hearing will be scheduled within 10 days of the service of the written notice unless an extension, not to exceed 5 days, is requested for good cause by the district, student, parent or guardian.
7. All hearings are held at a time and place reasonably convenient to the student, parent or guardian, and will be closed to the public unless the student, parent or guardian requests an open hearing.
8. The district will record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student has a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The board, or superintendent, may appoint an attorney to represent the district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings take place before, and are conducted by, an independent hearing officer designated by the district, a board member, a committee of the board, or the full board. The hearing will be conducted in a fair and impartial manner. Testimony is given under oath. The hearing officer or board member has the power to administer oaths and issue subpoenas.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative is given access to all district records pertaining to

- the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, has the right to compel the presence of any district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the district.
 14. The student, parent or guardian, or authorized representative, has the right to present evidence and testimony, including expert psychological or educational testimony.
 15. The student cannot be compelled to testify in the dismissal proceedings.
 16. The hearing officer, board member, or board committee will prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which will be made to the board and served upon the parties within two days after the close of the hearing.
 17. The board will base its decision upon the findings and recommendation of the hearing officer or board member and render its decision at a meeting held within five days after receiving the findings and recommendation. The board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the board will be based on the record, will be in writing, and will state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Minnesota Commissioner of Education of the basis and reason for the decision.
 18. A party to an expulsion or exclusion decision made by the board may appeal the decision to the Minnesota Commissioner of Education within 21 calendar days of board action. The decision of the board is implemented during any appeal to the commissioner.
 19. The district will report any suspension, expulsion, or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
 20. The district will report, through the MDE electronic reporting system, each expulsion or exclusion within 30 days of the effective date of the action to the commissioner. This report will include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report will also include the student's age, grade, gender, race, and special education status. The dismissal report will include state student identification numbers of affected students.

21. Whenever a student fails to return to school within 10 school days of the termination of dismissal, a district administrator will inform the student and their parent or guardian by certified mail of the student's right to attend and to be reinstated in the district.
22. For a student who is awaiting enrollment in a new district:
 - a. The district will continue to review the student's schoolwork and grades on a quarterly basis to ensure the student is on track for readmission with the student's peers and is continuing to make progress toward the Minnesota graduation standards. The district will communicate on a regular basis with the student's parent or guardian to ensure that the student is completing the work assigned through the alternative educational services. These services will be provided until the student enrolls in another school or returns to the same school;
 - b. A student receiving school-based or school-linked mental health services in the district will be eligible for those services until the student is enrolled in a new district; and
 - c. The district will provide to the student's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The district will maintain this information on the district website.

XII. Admission or Readmission Plan

A school district administrator will prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan will include measures to improve the student's behavior, which may include completing a character education program [or restorative practices lessons](#) consistent with state law, social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan will include reasonable attempts to obtain parental/guardian involvement in the admission or readmission process and may indicate the consequences to the student of not improving the student's behavior. The readmission plan will not obligate parents/guardians to provide a sympathomimetic medication for their child as a condition of readmission.

XIII. Notification of Policy Violations

Notification of any violation of this policy and resulting disciplinary action is as provided for in state and federal law and district policy. The teacher, principal, or other school district employee may provide additional notification as deemed appropriate.

In addition, the district will report, through the MDE electronic reporting system, each exclusion or expulsion, each physical assault of a district employee by a student, and each student withdrawal agreement within thirty (30) days of the effective date

of the dismissal action, student withdrawal, or assault, to the MDE Commissioner. This report will include a statement of the non-exclusionary disciplinary policies and practices, or other sanction, intervention, or resolution given to the student in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report will also include the student's age, grade, gender, race, and special education status.

XIV. Student Discipline Records and Reports

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records are to be consistent with state and federal law, and district policy, including the Minnesota Government Data Practices Act.

The district will annually report data on its use of reasonable force used on any student to correct or restrain the student to prevent imminent bodily harm or death to the student or another.

Any reasonable force used which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint, or confines a child alone in a room from which egress is barred, will be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

XV. Students with a Disability

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy unless the student's IEP or 504 Plan specifies a necessary modification.

Prior to the initiation of an expulsion or exclusion of a student with a disability, the school district will follow state and federal laws regarding such a proposal.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the district will continue to provide special education and related services during the period of expulsion or exclusion.

XVI. Detecting and Addressing Chemical Abuse Problems of Students While on School Premises Procedure

- A. The school district has established a chemical abuse pre-assessment team pursuant to ~~Minn. Stat. § 121A.26~~ [state law](#); and
- B. The district has established teacher reporting procedures to district administration or designee including the chair of the chemical abuse pre-assessment team.

XVII. Open Enrolled Students

~~In accordance with state law~~, the school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (~~Minnesota Statutes section 124D.03~~) or Enrollment in Nonresident District (~~Minnesota Statutes section 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 (~~Minnesota Statutes chapter 260A~~) [as required by state law](#), and the student's case has been referred to juvenile court. The district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XVIII. Discipline Complaint Procedure

- A. Students, parents/guardians, and school district staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied. See Appendix II for complaint procedure.

XIX. Distribution of Policy

The school district will notify students and parents/guardians of the existence and contents of this policy in such manner as it deems appropriate. Copies of discipline policies in the *Students' Rights and Responsibilities Handbook* are made available to all students and parents/guardians at the commencement of each school year and to all new students and parents/guardians upon enrollment. This policy is also available on the district website, and upon request in each principal's office.

XX. Review of Policy

The principal and representatives of parents/guardians, students, and employees in each school building will confer at least annually to review this discipline policy, determine if the policy is working as intended, and assess whether the discipline policy has been enforced. Any recommended changes will be submitted to the superintendent for consideration by the school board.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)

Minn. Stat. § 120B.232 (Character Development Education)

Minn. Stat. § 121A.26 (School Preassessment Teams)

Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)

Minn. Stat. §§ 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)

Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)

[Minn. Stat. § 121A.58 \(Corporal Punishment; Prone Restraint; And Certain Physical Holds\)](#)

Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)

Minn. Stat. §§ 121A.60-121A.61 ([Definitions](#); Discipline and Removal of Students from Class)
[Minn. Stat. § 121A.611 \(Recess and Other Breaks](#)
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (State-Approved Alternative Program Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Boards' Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. Ch.125A (Special Education and Special Programs)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Safety and Placement)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education [Act](#))
29 U.S.C. § ~~794~~[701](#) *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References:

Policy 413 (Harassment and Violence Prohibition, Student and Employees)
[Policy 419 \(Tobacco-Free Environment\)](#)
Policy 501 (School Weapons Policy)
Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
Policy 503 (Student Attendance)
Policy 504 (Student Dress and Appearance)
Policy 514 (Bullying Prohibition)
Policy 524 (Electronic Technologies Acceptable Use)
Policy 526 (Student Hazing Prohibition)
Policy 527 (Student Use and Parking of Motor Vehicles, Patrols, Inspections, and Searches)
Policy 532 Use of Crisis Teams and Peace Officers to Remove Students with [Individualized Education Programs \(IEPs\)](#) from School Grounds
Policy 538 (Student Travel)
Policy 713 (Student Transportation)
Policy 904 (Distribution or Display of Materials on School District Property)

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INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, Minnesota

APPENDIX I TO POLICY 506

DISCIPLINE GUIDELINES

Every student and employee of Edina Public Schools is entitled to learn and work in a safe school environment. To ensure this safe environment, the school district has established clear student discipline policies, consequences appropriate to behaviors, and a practice to implement these guidelines fairly. These guidelines were developed to help ensure that each and every student is able to learn, discover their possibilities, and thrive.

All PreK-12th grade students are expected to behave in accordance with federal, state, and local laws; district policies and guidelines; and in a way that respects the rights and safety of others. Known violations of federal, state, and local laws will be reported to local law authorities.

The following are district-wide discipline guidelines. These guidelines and the potential consequences apply any time a student is present on district property, participating in a district-sponsored activity, or traveling in a district vehicle. These guidelines and the potential consequences also apply to student behavior that has a nexus to district property or the student's status as a district student. Student conduct that occurs off-campus, but has a nexus to the school environment, may form the basis for school discipline. This specifically includes activities that occur off-campus over the internet, on social media, or through other communications. Listed are the violations and the recommended consequences, although all determinations will be made on a case-by-case basis. Minnesota State High School League consequences may also apply in accordance with its rules and district policy.

A student who accumulates excess violations of these disciplinary guidelines or several infractions for serious behavior may be disciplined in light of the student's overall record. The student and parent/guardian will have a conference with the principal and/or other appropriate employee(s) to make them aware that the student is accumulating excessive infractions. Any student who has been suspended for violations of the guidelines may be recommended for expulsion upon the student's return if the student commits additional offenses of the same nature.

Restitution or restorative justice principles may be utilized when appropriate for the disciplinary infraction. Restorative school discipline practices focus on fostering a sense of community within school environments to prevent conflict, encourage students to accept responsibility for their actions, and rebuild relationships.

The infractions and consequences may be modified or disregarded if circumstances require mitigation or exception (e.g., student whose misbehavior is related to their disability). These discipline guidelines are based on district policies, located on the district's website.

ATTENDANCE

1. ATTENDANCE, TARDINESS, TRUANCY

In addition to the compulsory attendance mandate of state law, the school board recognizes and emphasizes the intrinsic value of attendance each school day by each student. It enables every student to profit to the maximum degree from the enhanced learning environment that full attendance promotes.

Compulsory attendance policies for students under the age of 17 years will be applied in cases of chronic absence or tardiness. Parental/guardian notification will occur when a student is determined to be truant by the school. A student under the age of 17 years with seven or more unexcused absences may be referred to appropriate services.

Attendance disciplinary action is outlined in the district's attendance policy (Policy 503).

CHEMICAL INFRACTIONS

2. ALCOHOL OR CHEMICALS, POSSESSION OR USE

The possession or use of any alcohol, narcotic, illegal substance, controlled substance, or drug paraphernalia is prohibited while on district property, participating in a district-sponsored activity, or traveling in a district vehicle.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★
Grades 4-5	★	Social worker intervention Police referral	3-day suspension Police referral
Grades 6-12	1-3 day suspension Police referral Chemical health referral	5-day suspension Police referral Chemical health referral	10-day suspension Expulsion recommendation Police referral Chemical health referral

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Student Services referral should involve counselor, social worker, psychologist, case manager, *chemical health counselor*, or other support services.

3. ALCOHOL OR CHEMICALS, POSSESSION WITH INTENT TO DISTRIBUTE OR SELL

Selling, distributing, delivery, exchanging, or intending to sell, deliver, exchange, or distribute any alcoholic, narcotic, illegal substance, or controlled substance on district property, while participating in a district-sponsored event or traveling in a district vehicle is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★
Grades 4-5	★	Student Services referral Police referral	3-day suspension Police referral
Grades 6-12	10-day suspension Expulsion recommendation Police referral		

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services.

4. MEDICATION MISUSE (OVER THE COUNTER)

Any student in possession of or using an "over the counter" medication must do so in a manner consistent with district policy (see Policy 516 – Student Medication). Selling, distributing, delivering, exchanging, or intending to sell, deliver, exchange, or distribute any "over the counter" medication

is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★
Grades 4-5	★ Student Services referral	1-day suspension Student Services referral	1-3 day suspension Student Services referral
Grades 6-12	1-3 day suspension Student Services referral	5-day suspension Student Services referral Police referral	10-day suspension Expulsion recommendation Police referral

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services.

5. MEDICATION MISUSE(PRESCRIPTION)

Any student in possession of or using prescription medication must do so in a manner consistent with district policy (Policy 516 – Student Medication). Selling, distributing, delivering, exchanging, or intending to sell, deliver, exchange, or distribute any prescription medication is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★ Student Services referral	★ Student Services referral
Grades 4-5	★ Student Services referral	1-2 day suspension Student Services referral	3-5 day suspension Police referral
Grades 6-12	10-day suspension Expulsion recommendation Police referral		

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services.

6. TOBACCO/NICOTINE USE OR POSSESSION

Possession or use of tobacco/nicotine is prohibited, including e-cigarettes and other items used for the use of tobacco or other illegal substances. Students who congregate in an area where tobacco use has recently occurred (e.g., bathroom stall) will each be considered to have been using tobacco.

Grades	First Offense	Second Offense	Third Offense
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Grades PreK-3	★	★	★ Same day dismissal Student Services referral
Grades 4-5	★	★ Same day dismissal	1-day suspension Police referral
Grades 6-12	1-day suspension Police referral	2-3 day suspension Police referral	3-5 day suspension Police referral

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

DANGEROUS AND/OR NUISANCE ITEMS

7. FIREARMS

Minnesota state law requires that school boards *must expel for a period of at least one year* a student who is determined to have brought a firearm to school. The definition of a firearm is found at 18 U.S.C. § 921. The board may modify this expulsion requirement on a case-by-case basis.

Grades	First Offense
Grades PreK-12	10-day suspension; Expulsion recommendation; Police referral

8. FIREWORKS

Possession, distribution, or use of any type of fireworks (sparklers, firecrackers, smoke bombs) or ammunition is prohibited. ~~If it is determined that a student brought such an item to school without intent to harm, the student may not be considered in possession of fireworks.~~ Use of any fireworks that creates a serious disturbance or safety hazard may be considered a violation of “Weapons, Explosives, Incendiary Devices, Ammunition, and Other Dangerous Items.”

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★
Grades 4-5	★	★	★
Grades 6-12	3-5 day suspension	5-10 day suspension	10-day suspension Expulsion recommendation

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Building administration will consider intent when assigning disciplinary consequences.

9. NUISANCE OBJECTS

Misuse or distribution of any object that causes distractions or a nuisance is prohibited. These objects may include, but are not limited to, laser pointers, lighters, radios, squirt guns, video

games, snaps, and stink bombs.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★
Grades 4-5	★	★	★
Grades 6-12	★	1-day suspension	3-day suspension

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

10. POTENTIALLY DANGEROUS ITEMS

Possessing potentially dangerous items that if misused may be considered dangerous, illegal or could possibly cause harm are prohibited. If it is determined that a student brought such an item to school without intent to harm, the student may not be considered in possession of a weapon. If a student directly or indirectly threatens another person or persons with such an object, the student will be determined to be in possession of a weapon and appropriate action will be taken in accordance with district policy.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	1-day suspension
Grades 4-5	★	1-day suspension	3-day suspension
Grades 6-12	1-day suspension	3-day suspension	5-day suspension

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

11. WEAPONS, EXPLOSIVES, INCENDIARY DEVICES, AMMUNITION, AND OTHER DANGEROUS ITEMS

The possession, real or implied, of weapons, explosives, incendiary devices, ammunition, or other items considered dangerous, illegal or which could cause harm, destruction, or disruption is prohibited. The possession of imitation, non-working, or self-created weapons (i.e., 3D printing) is prohibited. The use or detonation of explosives, weapons, incendiary devices, ammunition, or other items considered dangerous, illegal, or which could cause harm, destruction, or disruption is prohibited. If it is determined that a student brought such an item to school without intent to harm, the student ~~may~~ might not be considered in possession.

Grades	First Offense	Second Offense
Grades PreK-3	★	★

Grades 4-5	3-5 day suspension Police referral	10-day suspension; Expulsion recommendation; Police referral
Grades 6-12	10-day suspension; Expulsion recommendation; Police referral	

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

DRIVING INFRACTIONS AND TRANSPORTATION

12. DRIVING, CARELESS, OR RECKLESS

Driving any motorized or non-motorized vehicle on district property in such a manner as to endanger people or property is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	Warning or 1-week to 1-month suspension of Parking Permit depending upon circumstances Police referral	Suspension of Parking Permit for 1-week, 1-month, or for remainder of the year depending upon circumstances Police referral	Suspension of Parking Permit for the remainder of the year Police referral

13. TRANSPORTATION

All rules that apply to building and classroom behavior apply while riding a school bus. Therefore, students may be administered consequences consistent with other school discipline procedures and in accordance with district policy. Students endangering persons or property may lose bus riding privileges immediately and for an indefinite period. Students, grades 6-12, who commit a fourth offense, will be suspended from riding the bus for the remainder of the school year.

Grades	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense
Grades PreK-5	Verbal Warning	★ 1-day bus suspension	★ 3-day bus suspension	★ 5-day bus suspension	Loss of bus riding privilege for school year
Grades 6-12	Verbal Warning	★ 1-3 day bus suspension	5-10 day bus suspension	Loss of bus riding privilege for school year	

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

14. VEHICLE, UNAUTHORIZED PARKING, DISPLAY OF PARKING PERMIT

Not having or not displaying a valid parking permit is prohibited. Parking a vehicle in an unauthorized area is prohibited. Failure to adhere to parking regulations may result in towing

without warning. In addition, students and their entire carpool are subject to temporary or permanent loss of parking permits.

Grades	First Offense	Second Offense	Third Offense
Grades 9 -12	Immobilization of vehicle and \$30 fine	Immobilization of vehicle and \$60 fine	Immobilization of vehicle and \$90 fine

15. VEHICLE, STEALING PERMIT, FORGING PERMIT, FALSE PERMIT

Stealing, forging, or using a false permit will result in a school suspension and the loss of parking privileges.

PHYSICAL INFRACTIONS

16. ASSAULT

Committing an act with intent to cause fear in another person of immediate bodily harm or death or intentionally inflicting or attempting to inflict bodily harm upon another person is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★ Same/next day dismissal 1-2 day suspension Student Services referral	★ Same/next day dismissal 3-day suspension Student Services referral
Grades 4-5	1-2 day suspension Student Services referral	3-day suspension Student Service /Police referral	10-day suspension Expulsion recommendation Police referral
Grades 6-12	3-5 day suspension Student Services referral	10-day suspension Expulsion recommendation Police referral	

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. *School administration retains discretion to advance to higher levels of discipline based upon the severity of an infraction.* Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services. ~~Administrative discretion to jump a level based on severity of situation.~~

17. ASSAULT, AGGRAVATED

Committing an assault upon another person with a weapon or an assault that inflicts great bodily harm upon another person is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	2-5 day suspension Student Services referral	5-10-day suspension Police referral
Grades 4-5	5-day suspension	10-day suspension	

	Student Services referral	Expulsion recommendation Police referral	
Grades 6-12	10-day suspension Expulsion recommendation Police referral		

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. *School administration retains discretion to advance to higher levels of discipline based upon the severity of an infraction.* Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services.

~~18. FIGHTING~~

18. FIGHTING

Engaging in any form of fighting where blows are exchanged is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★ Student Services referral
Grades 4-5	★	★ Student Services referral	★ Same/next day dismissal Student Services referral
Grades 6-12	1-3 day suspension Student Services referral	3-5 day suspension Student Services referral	10-day suspension Expulsion recommendation

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. *School administration retains discretion to advance to higher levels of discipline based upon the severity of an infraction.* Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services.

~~19. PUSHING, SHOIVING, SCUFFLING~~

19. PUSHING, SHOIVING, SCUFFLING

Physical contact that could harm others, but is not defined as an assault or fighting, is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-2	★	★	★
Grades 3-5	★	★	★
Grades 6-12	★	1-3 day suspension	3-5 day suspension

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

20. SEXUAL MISCONDUCT

Engaging in nonconsensual sexual intercourse or sexual contact with another person including intentional touching of clothing covering a person's intimate parts, intentional removal or attempted removal of clothing covering a person's intimate parts, or clothing covering a person's undergarments, if the action is performed with sexual or aggressive intent, is prohibited. Indecent exposure is also prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★ Student Services referral	★ Student Services referral
Grades 4-5	★	★ Same/next day dismissal Student Services referral	2-5 day suspension Student Services referral
Grades 6-12	10-day suspension Expulsion recommendation Student Services referral Police referral		

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services.

PROPERTY INFRACTIONS

21. ARSON

The intentional setting of a fire that results in, or could have potentially resulted in, the destruction or damage to district property or other property or that endangers or potentially endangers others by means of fire is prohibited.

Grades	First Offense
Grades PreK-12	10-day suspension; Expulsion recommendation; Police referral

22. BREAKING AND ENTERING

Entering a secured district location, after school hours, using an unauthorized mechanism of entering is prohibited.

Grades	First Offense	Second Offense
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PreK-3	★	★
Grades 4-12	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

23, FIRE EXTINGUISHER, UNAUTHORIZED USE

Fire extinguishers are important tools that are needed in potentially life-threatening fires. All other uses are prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★
Grades 4-5	★	★ Same/next day dismissal	2-day suspension
Grades 6-12	★	3-5 day suspension Police referral	10-day suspension Expulsion recommendation Police referral

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

24. ROBBERY OR EXTORTION

Taking property from another person by use of force, threat of force compelling acquiescence, or under false pretenses is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★ Same/next day dismissal
Grades 4-5	★	★ Same/next day dismissal	2-day suspension
Grades 6-12	3-5 day suspension Police referral	10-day suspension pending further investigation** Expulsion recommendation Police referral	

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

(**) Indicates further investigation may result in a reduction of suspension or a recommendation for expulsion.

25. SECURITY SYSTEM TAMPERING

Any action that is intended to deactivate, damage, or destroy any security system of the district is prohibited. This action includes, but is not limited to, the disabling of or tampering with a district security camera or an automatic locking door apparatus.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★
Grades 4-5	★ Same/next day dismissal Police referral	1-day suspension Police referral	1-3 day suspension Police referral
Grades 6-12	1-3 day suspension Police referral	3-5 day suspension Police referral	10-day suspension Expulsion recommendation Police referral

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

26. THEFT, RECEIVING OR POSSESSION STOLEN PROPERTY

The unauthorized taking, using, transferring, hiding, or possessing of the property of another person without the consent of the owner or the receiving of such property is prohibited. Restitution, when appropriate, will be required.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★
Grades 4-5	★	★ Same/next day dismissal	2-day suspension
Grades 6-12	1-3 day suspension	3-5 day suspension Police referral	10-day suspension Expulsion recommendation Police referral

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

27. TRESPASSING

Remaining on school property without authorization is prohibited. Students are not to go into other district buildings unless they have permission from the building administrator or are attending a district-sponsored event. Any student on suspension who goes to a district location without permission is subject to being charged with trespassing and an increase in suspension time.

Admitting others through a locked or secured entrance without the permission of district employees is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★
Grades 4-5	★	★	★ Same/next day dismissal
Grades 6-12	1-day suspension	1-3 day suspension	5-10 day suspension

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

28. VANDALISM, MINOR ACTS (LESS THAN \$500)

Littering, defacing (including placement of graffiti), cutting, damaging, or destroying property that belongs to the district or other individuals/entities is prohibited. Vandalism is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★
Grades 4-5	★	★ Same/next day dismissal	2-day suspension
Grades 6-12	1-3 day suspension Police referral	5-day suspension Police referral	10-day suspension; Expulsion recommendation; Police referral

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

29. VANDALISM, MAJOR ACTS (MORE THAN \$500)

Littering, defacing (including placement of graffiti), cutting, damaging, or destroying property that belongs to the district or other individuals/entities is prohibited. Vandalism is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★
Grades 4-5	★	★ Same/next day dismissal	4-5 day suspension
Grades 6-12	3-5 day suspension 10-day suspension; Expulsion	10-day suspension; Expulsion recommendation	

	recommendation Police referral	Police referral	
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(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

SCHOLASTIC DISHONESTY

30. DISHONESTY, SCHOLASTIC

Scholastic dishonesty that includes, but is not limited to, cheating on school assignments or tests, plagiarism, or collusion is prohibited. Academic consequences may also be assigned.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★
Grades 4-5	★	★	1-3 day suspension
Grades 6-8	★	1-day suspension	1-3 day suspension
Grades 9-12	★ Student Services referral	1-day suspension	3-10 day suspension

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services.

TECHNOLOGY INFRACTIONS

31. ELECTRONIC DEVICES, MISUSE OF

Rules relating to the possession and/or use of cell phones and/or personal electronic mobile devices in school are dependent upon the grade level of the individual student. Students are not allowed to use cell phones or personal electronic mobile devices at the elementary level during the hours of the school day, unless specifically directed otherwise by a district employee. High school & middle school students may use cell phones or personal electronic mobile devices at the discretion of a teacher and in accordance with school policy, and only in a way that is not disruptive to the educational process including use in class or in any way that sacrifices, or potentially sacrifices, academic integrity (see also Dishonesty, Scholastic, and Photographic Device Misuse).

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★
Grades 4-5	★	★	★

Grades 6-8	★	★	1-day suspension
Grades 9-12	★	1-day suspension	3-day suspension

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

32. PHOTOGRAPHIC OR RECORDING DEVICE MISUSE

Use of any photographic or recording device, film camera, digital camera, cell phone camera, or video camera to capture, record, transmit, and/or post the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member, or other person without their permission, and/or which impinges upon the rights of others, is prohibited. This prohibition includes the distribution or receipt of a picture(s)/recording that impinges upon the personal privacy of another. Misuse of any device in a school locker room, school bathroom, or elsewhere in a way that violates the personal privacy of an individual may result in the immediate initiation of the expulsion process.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-5	★	★	★
Grades 6-12	1-2 day suspension	3-5 day suspension	5-day suspension

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

33. TECHNOLOGY AND TELECOMMUNICATIONS, MISUSE

Misuse of technologies, equipment, or network; deletion or violation of password-protected information, computer programs, data, passwords, or system files; inappropriate accessing of files, directories, and Internet sites; deliberate contamination of the system; unethical use of information; or violation of copyright laws are prohibited. In addition, network access may be monitored and/or limited as a result of technology and/or telecommunication misuse.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-5	★	★	★ Network access limited or monitored for the rest of the year.
Grades 6-12	★	★	10-day suspension <i>and</i> access limited or monitored indefinitely. Expulsion recommendation.

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

34. TECHNOLOGY & TELECOMMUNICATIONS, BREACH OF

The deliberate breach of the district network and technology resources is prohibited, and may

result in disciplinary actions, including but not limited to suspension, police referral, and recommendation for expulsion.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-35	★	★	★
Grades 46-12	1-3 day suspension. Student Services referral.	3-5 day suspension. Police referral.	10-day suspension. Police referral. Recommendation for expulsion.

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services.

THREATENING AND/OR DISRUPTIVE BEHAVIOR

35. RACISM, RELIGIOUS-BASED DISCRIMINATION, XENOPHOBIA, SEXUAL ORIENTATION AND GENDER IDENTITY DISCRIMINATION

Student misconduct based on race, religion, country of origin, sexual orientation, or gender identity that includes, but is not limited to, inappropriate and harmful comments, slurs, jokes, pictures, objects, threats, and/or intimidation.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★ Student Services referral	★ Student Services referral
Grades 4-5	★	★ Same/next day dismissal Student Services referral	1-2 day suspension Student Services referral
Grades 6-8	1-3 day suspension Student Services referral	3-5 day suspension Student Services referral	10-day suspension pending further investigation** Student Services referral
Grades 9-12	3-5 day suspension Student Services referral**	10-day suspension pending further investigation** Student Services referral	10-day suspension pending further investigation** Student Services referral

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Restorative actions in these cases need to include an educational component. Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services.

(**) Indicates further investigation may result in a reduction of suspension or a recommendation for expulsion.

36. ABUSE, VERBAL

The use of language that is obscene, threatening, intimidating, or inflammatory, or that degrades other people is prohibited. Verbal abuse may also be addressed under the guidelines for harassment and/or bullying, when appropriate.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★ Student Services referral	★ Student Services referral
Grades 4-5	★	★ Same/next day dismissal Student Services referral	1-2 day suspension Student Services referral
Grades 6-8	1-2 day suspension	2-3 day suspension	3-5 day suspension
Grades 9-12	1-3 day suspension	3-5 day suspension	10-day suspension Expulsion recommendation

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services.

37. BOMB THREAT OR TERRORISTIC THREAT

Making, publishing, or conveying in any manner a bomb threat or any other type of terroristic threat pertaining to a school location or event is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★ Student Services referral	★ Student Services referral	★ Student Services referral
Grades 4-5	5-day suspension Police referral	10-day suspension Police referral	10-day suspension Expulsion recommendation Police referral
Grades 6-12	10-day suspension Expulsion recommendation Police referral		

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

38. BULLYING OR INTIMIDATING BEHAVIOR

Bullying or intimidating behavior of any type, including through the use of technology and the

Internet, is prohibited. Bullying or intimidating behavior may also be addressed under the guidelines for harassment and/or verbal abuse, when appropriate.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★ Student Services referral	★ Student Services referral
Grades 4-5	★	★ Same/Next day dismissal Student Services referral	1- 2 day suspension Student Services referral
Grades 6-12	★	1-3 day suspension Student Services referral	2-10 day suspension Student Services referral

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services.

39. DISORDERLY CONDUCT

Disorderly conduct is prohibited. Disorderly conduct is an act that the student knows or has reasonable grounds to know will alarm, anger, disturb others, or provoke an assault or breach of the peace. Disorderly conduct may also be engaging in offensive, obscene, abusive, boisterous, or noisy conduct or gestures, or offensive, obscene, or abusive language tending reasonably to arouse alarm, anger, or resentment in others.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★ Student Services referral
Grades 4-5	★ Student Services referral	★ Same/next day dismissal	1-day suspension
Grades 6-12	1-day suspension Student Services referral	2-5 day suspension	10-day suspension Expulsion recommendation

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services.

40. DISRUPTIVE OR DISRESPECTFUL BEHAVIOR

Disruptive or disrespectful behavior is prohibited. Disruptive or disrespectful behavior is language or behavior that disrupts or threatens to disrupt the school environment.

Grades	First Offense	Second Offense	Third Offense
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Grades PreK-3	★	★	★
Grades 4-5	★	★	★ Same/next day suspension
Grades 6-8	★	★	1-3 day suspension
Grades 9-12	★	1-day suspension	3-day suspension

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

41. FIRE ALARM, FALSE

Intentionally giving a false alarm of a fire or tampering or interfering with any fire alarm, fire alarm system, or sprinkler system is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★ Student Services referral	★ Student Services referral
Grades 4-5	★ Same/next day dismissal Police referral	2-day suspension Police referral	3-day suspension Police referral
Grades 6-12	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral	

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

42. GAMBLING

Gambling, including but not limited to, playing a game of chance for stakes or possession of gambling devices (including machines, video games, and other items used to promote a game of chance) is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★
Grades 4-5	★	★ Same/next day dismissal	2-day suspension

Grades 6-12	★	1-3 day suspension	3-5 day suspension
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(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

43. HARASSMENT OR RETALIATION

Harassment and violence because of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age, as defined in the district policy, are prohibited. Reprisal or retaliation for a complaint of harassment is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★ Student Services referral	★ Student Services referral
Grades 4-5	★	★ Same/next day dismissal Student Services referral	1-2 day suspension Student Services referral
Grades 6-8	★	1-3 day suspension	3-5 day suspension
Grades 9-12	3-5 day suspension Student Services referral	10-day suspension pending further investigation** Student Services referral	10-day suspension pending further investigation** Student Services referral

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services.

(**) Indicates further investigation may result in a reduction of suspension or a recommendation for expulsion.

44. HAZING

Hazing activities of any type are prohibited at all times. Hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. Specific examples of hazing are found in Policy 526 - Student Hazing Prohibition. Hazing, by its very nature, often occurs off school grounds, after school hours, on non-school days, and during summer months. Students are advised that hazing is prohibited whenever and wherever it occurs.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-5	★	★	★
Grades 6-12	1-3 day suspension	3-5 day suspension	10-day suspension Expulsion recommendation

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(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

45. INSUBORDINATION

A deliberate refusal to follow an appropriate direction or to identify oneself when requested is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★
Grades 4-5	★	★	★ Same/next day dismissal
Grades 6-12	★	1-3 day suspension	3-5 day suspension

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

46. THREATENING GROUP ACTIVITY

Threatening group-related activity, including but not limited to the use of graffiti emblems, symbolism, hand signs, slang, tattoos, jewelry, discussion, clothing, etc. are prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★ Student Services referral
Grades 4-5	★	★ Student Services referral	★ Same/next day dismissal Student Services referral
Grades 6-12	3-day suspension Student Services referral	5-day suspension	10-day suspension Expulsion recommendation

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services.

47. THREATS OF PHYSICAL HARM TOWARD STUDENTS, EMPLOYEES, OR OTHER PERSONS

The use of language that is blatantly threatening or intimidating that could be interpreted as a death threat or insinuating the infliction of serious bodily harm upon students, employees, or other persons is prohibited. Making comments that could be interpreted as death threats or insinuating

the infliction of serious bodily harm upon students, employees, or other persons is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★
Grades 4-5	5-day suspension	10-day suspension Expulsion recommendation Police referral	
Grades 6-12	10-day suspension Expulsion recommendation Police referral		

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

OTHER BEHAVIOR INFRACTIONS

48. DRESS AND APPEARANCE

This district encourages students to be dressed and groomed appropriately for school activities. This is a joint responsibility of the student and the student's parent(s) or guardian(s). Further detail on Student Dress and Appearance is described in Policy 504.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-12	★ Student Services referral	★ Student Services referral	★ Student Services referral

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services.

49. FALSE REPORTING

Intentionally reporting false information about the behavior of a student or employee is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★
Grades 4-5	★	★	1-3 day suspension
Grades 6-12	1-3 day suspension	3-day suspension	3-5 day suspension

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

50. RECORDS OR IDENTIFICATION FALSIFICATION

Falsifying signatures or data, misrepresenting identity, or forging notes is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★
Grades 4-5	★	★	★ Same/next day dismissal
Grades 6-8	★	1-3 day suspension	3-5 day suspension
Grades 9-12	1-day suspension	3-day suspension	3-5 day suspension

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

51. SECRET SOCIETIES (FRATERNITIES/SORORITIES)

Membership in secret fraternities, sororities, and clubs is prohibited throughout the district.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★
Grades 4-5	★	★	★
Grades 6-12	★	1-3 day suspension	3-5 day suspension

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

52. UNIQUE SITUATIONS

Discipline situations not covered by these guidelines will be handled on a case-by-case basis. Behaviors that are willful and disruptive or potentially harmful are included. Unique or special situations at a particular school may call for an adjustment in the discipline policies to meet the school or district's needs.

Appendix

established: 07/18/11
 revised: 10/22/12
 revised: 08/19/13
 revised: 07/30/14
 revised: 07/20/15

revised: 07/17/18
revised: 08/08/22
revised: 10/16/23
revised: 02/12/24
revised: __/__/24

APPENDIX II TO POLICY 506

DISCIPLINE COMPLAINT PROCEDURE

Students, parents/guardians or staff may file a complaint and seek corrective action when they believe the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied. Edina Public Schools prohibits reprisal or retaliation against any person who asserts, alleges, or reports a complaint.

The administrator receiving the complaint will, within three days of receiving the complaint, determine the nature and scope of the investigation and follow-up procedures. The administrator or a designated investigator will ascertain details concerning the complaint, provide an opportunity for involved parties to submit additional information, and respond promptly concerning the status of the matter including any appropriate action or corrective measure that was taken, to the extent permitted by law. A written determination to the complainant that addresses each allegation and contains findings and conclusions will be provided upon completion of the investigation. If the investigation finds the requirements of district policy were not implemented appropriately, a corrective action plan to correct the student's record and provide training for staff involved will be provided.

Families who are a party to an exclusion or expulsion decision may appeal the decision to the commissioner of education within 21 calendar days of school board action. An expulsion appeal form can be found on the MDE website at education.mn.gov/MDE/fam/disc/exp/.

Date of Complaint: _____

Student Name: _____

Student Signature: _____

Parent/Guardian or Staff Name: _____

Parent/Guardian or Staff Signature: _____

Description of Complaint:

Non-Instructional Operations and Business Services

Video/Electronic Surveillance

I. Purpose

This policy defines the placement and use of video/electronic surveillance by the school district.

II. General Statement of Policy

Maintaining the health, welfare, and safety of students, employees, and visitors while on school district property and protecting district property are important functions of the district. The district recognizes the value of video/electronic surveillance systems in monitoring activity on school district property in providing these functions.

III. Placement of Video/Electronic Surveillance

- A. School district property may be equipped with video cameras and/or electronic surveillance devices. School District property includes any buildings or vehicles leased for district use.
- B. Video/electronic surveillance may occur in any district building or on any district property.
- C. Video surveillance will normally not be used in bathrooms or locker rooms, although these areas may be placed under surveillance by individuals of the same gender as the occupants of the bathrooms or locker rooms. Video surveillance in bathrooms or locker rooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

IV. Review and Use of Video/Electronic Surveillance

- 1. Video/electronic surveillance will be reviewed by school district personnel on a random basis and/or when problems have been brought to the attention of the district.
- 2. A video/electronic surveillance recording of the actions of students and/or employees may be used by the district as evidence in any disciplinary action brought against any student or employee arising out of the student's or

employee's conduct in district buildings or on district grounds.

3. Video/electronic surveillance will be released only in conformance with the Minnesota Government Data Practices Act, ~~Minn. Stat. Ch. 13~~, the Family Educational Rights and Privacy Act, ~~20 U.S.C. § 1232g~~ and the rules and/or regulations promulgated thereunder.

V. Security

Appropriate security safeguards will be established to ensure the video/electronic surveillance recordings are maintained and stored in conformance with the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act, ~~20 U.S.C. § 1232g~~ and the rules and/or regulations promulgated thereunder. [The school district will ensure that video recordings are retained in accordance with the district's records retention schedule.](#)

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.585 (Notice of Recording Device [on a School Bus](#))
Minn. Stat. § 138.17 (Government Records; Administration)
Minn. Stat. § 609.746 (Interference with Privacy)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. Secs. 99.1-99.67 ([Family Educational Rights and Privacy](#))

Cross References:

Policy 506 (Student [Conduct and Discipline](#))
Policy 515 (Protection and Privacy of Student Records)
Policy 713 (Student Transportation)
[Policy 719 \(Records Retention\)](#)

Policy
adopted: 11/8/10
Revised: 09/22/14
Revised: 08/17/15
revised: __/__/24

INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, Minnesota

[The terms of this policy were reviewed for the purpose of revising Policy 811. The committee's recommendation is to adopt Policy 811 as revised, and to sunset this Policy 805.]



Policy 805

Buildings and Sites

Waste Reduction and Recycling

I. Purpose

This policy establishes a resource recovery program, as set forth in ~~the~~ [Appendices I-V](#), to promote the reduction of waste and the separation and recovery of recyclable and reusable commodities, the procurement of recyclable commodities and commodities containing recycled materials, the disposition of waste materials and surplus property, and the establishment of a program of education to develop an awareness of environmentally sound waste management.

II. General Statement of Policy

The school district will adhere to state and federal laws relating to waste management and make resource conservation an integral part of the physical operations and curriculum of the ~~school~~ district. This compliance includes procedures [for](#) managing pharmaceutical waste.

III. Definitions

[For purposes of this policy, the definitions included in this section apply.](#)

- A. “Lamp recycling facility” means a facility operated to remove, recover, and recycle for reuse mercury or other hazardous materials from fluorescent or high intensity discharge lamps.
- B. “Mixed municipal solid waste” means garbage, refuse, and other solid waste that is aggregated for collection but does not include auto hulks, street sweepings, ash, construction debris, mining waste, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters, and other materials collected, processed, and disposed of as separate waste streams.
- C. “Packaging” means a container and any appurtenant material that provides a means of transporting, marketing, protecting, or handling a product, and includes pallets and packing such as blocking, bracing, cushioning, weather-proofing, strapping, coatings, closures, inks, dyes, pigments, and labels.

- D. "Postconsumer materials" means a finished material that would normally be discarded as solid waste having completed its life cycle as a consumer item.
- E. "Rechargeable battery" means a sealed nickel-cadmium battery, a sealed lead acid battery, or any other rechargeable battery, except certain dry cell batteries or a battery exempted by the Commissioner of the Pollution Control Agency (PCA) (Commissioner).
- F. "Recyclable commodities" means materials, pieces of equipment, and parts which are not reusable but which contain recoverable resources.
- G. "Recyclable materials" means materials that are separated from mixed municipal solid waste for the purpose of recycling or composting, including paper, glass, plastics, metals, automobile oil, batteries, source-separated compostable materials, and sole source food waste streams that are managed through bio degradative processes. Refuse-derived fuel or other material that is destroyed by incineration is not a recyclable material.
- H. "Recycling" means the process of collecting and preparing recyclable materials and reusing the materials in their original form that do not cause the destruction of recyclable materials in a manner that precludes further use.
- I. "Resource conservation" means the reduction in the use of water, energy, and raw materials.
- J. "Reusable commodities" means materials, pieces of equipment, parts, and used supplies which can be reused for their original purpose in their existing condition.
- K. "Source-separated compostable materials" means materials that:
1. are separated at the source by waste generators for the purpose of preparing them for use as compost;
 2. are collected separately from mixed municipal solid waste and are governed by state licensing provisions;
 3. are comprised of food wastes, fish and animal waste, plant materials, ~~diapers, sanitary products,~~ and paper that is not recyclable because the Commissioner has determined that no other person is willing to accept the paper for recycling;
 4. are delivered to a facility to undergo controlled microbial degradation to yield a humus-like product meeting the PCA's class I or class II, or equivalent, compost standards and where process rejects do not exceed 15 percent by weight of the total material delivered to the facility; and

5. may be delivered to a transfer station, mixed municipal solid waste processing facility, or recycling facility only for the purposes of composting or transfer to a composting facility, unless the Commissioner determines that no other person is willing to accept the materials.
- L. “Waste reduction” or “source reduction” means an activity that prevents generation of waste or the inclusion of toxic materials in waste, including:
1. reusing the product in its original form;
 2. increasing the life span of a product;
 3. reducing material or the toxicity of material used in production or packaging; or
 4. changing procurement, consumption, or waste generation habits to result in smaller quantities or lower toxicity of waste generated.

Legal References:

Minn. Stat. § 16C.073 (Purchase and Use of Paper Stock; Printing)
Minn. Stat. § 115A.03 (Definitions)
Minn. Stat. § 115A.15 (State Government Resource Recovery)
Minn. Stat. § 115A.151 (~~State and Local Facilities~~ [Recycling Requirements; Public Entities; Commercial Buildings; Sports Facilities](#))
Minn. Stat. § 115A.46 ([Regional and Local Solid Waste Management Plan](#); Requirements)
Minn. Stat. § 115A.471 (Public Entities; ~~Management of~~ Solid Waste)
Minn. Stat. § 115A.915 (Lead Acid Batteries; Land Disposal Prohibited)
Minn. Stat. § 115A.9155 (Disposing of Certain Dry Cell Batteries)
Minn. Stat. § 115A.9157 (Rechargeable Batteries and Products)
Minn. Stat. § 115A.916 (Motor Vehicle Fluids and Filters; Prohibitions)
Minn. Stat. § 115A.931 (Yard Waste; Prohibition)
Minn. Stat. § 115A.932 (Mercury Prohibition)
Minn. Stat. § 115A.951 (Telephone Directories)
Minn. Stat. § 115A.9561 (Major Appliances)
Minn. Stat. § 115A.9565 (Cathode-Ray Tube Prohibition)
Minn. Stat. § 115A.961, Subd. 3 (Household Batteries; Collection, Processing, and Disposal)
Minn. Stat. § 115A.9651 (Listed Metals in Specified Products, Enforcement)
Minn. Stat. § 116.93, ~~Subd. 1~~ (Lamp Recycling Facilities)
Minn. Stat. § 216B.241, ~~Subds. 2 and 4~~ ([Public Utility; Energy Conservation and Optimization Plans](#) ~~Energy Conservation Improvement~~)
Minn. Stat. § 458D.07 (Sewage Collection & Disposal)
National Solid Waste Management Ass'n v. Williams, et al., 966 F.Supp. 844, (D. Minn. 1997)

Cross Reference:

Policy 533 (Student Wellness - Food, Nutrition and Physical Activity)

Policy
adopted: 07/19/10
Revised: 11/18/13
Revised: 04/17/17
revised: __/__/24

INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, Minnesota

Appendix I to Policy 805

GENERAL WASTE DISPOSAL AND RECYCLING PROGRAM

I. Waste Disposal

A. The school district will attempt to decrease the amount of consumable waste materials by:

1. Reduction of the use of consumable materials whenever practicable;
2. Full utilization of materials prior to disposal; and
3. Minimization of the use of non-biodegradable products whenever practicable.

B. Each district facility will also collect at least three recyclable materials, such as, but not limited to, the following: paper, glass, plastic, and metal.

C. The district will transfer all recyclable materials collected to a recycler and, to the extent practicable, cooperate with, and participate in, recycling efforts being made by the city and/or county where the district is located.

D. Prior to entering into a contract for the management of mixed municipal solid waste, the district will determine whether the disposal method provided for in the contract is equal to or better than the waste management practices currently employed in the county or district plan in the county where the ~~school~~-district is located and whether the contract is consistent with the solid waste plan. If the waste management method provided for in the contract is ranked lower than the waste management practices employed by the county or district, the ~~school~~-district will:

1. Determine the potential liability to the ~~school~~ district and its taxpayers for managing waste in this manner;
2. Develop and implement a plan for managing the potential liability; and
3. Submit the information in (1) and (2) above to the Pollution Control Agency ("PCA").

If the contract is inconsistent with the county plan or if the ~~school~~-district's waste management activities are inconsistent with the county plan, the ~~school~~ district should obtain the consent of the county prior to entering into a binding contract or developing or implementing inconsistent solid waste management activities. (~~Minn. Stat. § 115A.46, Subd. 5; Minn. Stat. § 115A.471; Minn. Stat. § 458D.07, Subd. 4~~)

E. The district ~~may~~ **will** not knowingly place motor oil, brake fluid, power steering fluid, transmission fluid, motor oil filters or motor vehicle antifreeze (other than small amounts of antifreeze contained in water used to flush the cooling system of a vehicle after the antifreeze has been drained and does not include de-icer that has been used on the exterior of a vehicle) in or on:

1. Solid waste or solid waste management facilities other than a recycling facility or household hazardous waste collection facility;
 2. The land unless approved by the (“PCA”); or
 3. The waters of the state, an individual sewage treatment system, or in a storm water or wastewater collection or treatment system unless:
 - a. Permitted to do so by the operator of the system and the PCA;
 - b. The ~~school~~-district generates an annual average of less than 50 gallons of waste motor vehicle antifreeze per month; and
 - c. The ~~school~~ district keeps records of the amount of waste antifreeze generated, maintains these records on site, and makes the records available for inspection for a minimum of three years following generation of the waste antifreeze.
- F. The district ~~may~~ will not place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling in solid waste or in a wastewater disposal system.
- G. The district ~~may~~ will not knowingly place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling in a solid waste processing facility or in a solid waste disposal facility.
- H. The district will recycle a fluorescent or high-intensity discharge lamp by delivery of the lamp to a lamp recycling facility or to a facility that collects and stores lamps for the purpose of delivering them to a lamp recycling facility, including, but not limited to, a household hazardous waste collection or recycling facility, retailer take-back and utility provider program sites, or other sites designated by an electric utility under Minnesota law.
- I. The district ~~may~~ will not place a lead acid battery in mixed municipal solid waste or dispose of a lead acid battery. The district also ~~may~~ will not place in mixed municipal solid waste a dry cell battery containing mercuric oxide electrode, silver oxide electrode, nickel-cadmium, or sealed lead-acid that was purchased for use or used by the district. The district also ~~may~~ will not place in mixed municipal solid waste a rechargeable battery, a rechargeable battery pack, a product with a non-removable rechargeable battery, or a product powered by rechargeable batteries or rechargeable battery pack, from which all batteries or battery packs have not been removed.
- J. The district ~~may~~ will not place yard waste in mixed municipal solid waste, in a

disposal facility, or in a resource recovery facility, except for the purposes of reuse, composting, or co-composting, or in a plastic bag unless specified by Minnesota Law.

- K. The district ~~may~~ will not place a telephone directory in solid waste removal, in a disposal facility, or in a resource recovery facility, except a recycling facility.
- L. The district ~~may~~ will not place major appliances in mixed municipal solid waste, or dispose of major appliances in or on the land or in a solid waste processing or disposal facility.
- M. The district ~~may~~ will not place in mixed municipal solid waste an electronic product containing a cathode-ray tube.
- N. The district, on its own or in cooperation with others, may implement a program to collect, process, or dispose of household batteries. The district may provide financial incentives to any person, including public or private civic groups, to collect the batteries.

II. Procurement of Recycled Commodities and Materials

- A. When practicable and when the price of recycled materials does not exceed the price of non-recycled materials by more than ten percent, the school district may purchase recycled materials. To maximize the quantity and quality of recycled materials purchased, the district may also use other appropriate procedures to acquire recycled materials at the most economical cost to the district.
- B. When purchasing commodities and services, the district will apply and promote waste management practices with special emphasis on the reduction of the quantity and toxicity of materials in waste.
- C. Whenever practicable, the district will:
 - 1. Purchase uncoated office paper and printing paper;
 - 2. Purchase recycled content paper with at least thirty (30) percent post-consumer material by weight and purchase office printing paper with at least ten (10) percent post-consumer material by weight;
 - 3. Purchase paper which has not been dyed with colors, excluding pastel colors;
 - 4. Purchase recycled content copy, office and printing paper that is manufactured using little or no chlorine bleach or chlorine derivatives;
 - 5. Use reusable binding materials or staples and bind documents by methods that do not use glue;
 - 6. Use soy-based inks;
 - 7. Produce reports, publications, and periodicals that are readily recyclable;
 - 8. Purchase paper which has been made on a paper machine located in Minnesota; and
 - 9. Print documents on both sides of the paper where commonly accepted publishing practices allow.

- D. The district ~~may~~ **will** not use a specified product included on the prohibited products list published in the State Register.
- E. In developing bid specifications, the district will consider the extent to which a commodity or product is durable, reusable, or recyclable, and marketable through applicable local or regional recycling programs, and the extent to which the commodity or product contains post-consumer material.
- F. When a project involves the replacement of carpeting, the district may require all entities who wish to bid on the project to designate a carpet recycling company in their bids.

Appendix

Revised: 04/17/17

revised: ___/___/24

Appendix II to Policy 805

PROCEDURES FOR PHARMACEUTICAL/MEDICATION WASTE

Pharmaceutical waste includes expired drugs, personal student medications, waste materials containing excess drugs, and drugs that are intended to be discarded. The school district will abide by Minnesota Pollution Control Agency guidelines on managing such regulated waste. To comply with federal, state, and county rules, the district will adhere to the following procedures:

A. Medication

1. Student

- a. Where possible, all unused, discontinued, or outdated medication will be returned to the parent or guardian with the return appropriately documented on the student's medication record.
- b. All medications will be returned to the parent or guardian by the end of the current school year. When returning the medication does not or cannot occur, the medication will be disposed of as pharmaceutical waste with the exception of Drug Enforcement Agency ("DEA") controlled-substances waste. Controlled substance waste will be disposed of in accordance with DEA regulations.

2. Employees

An employee must retain possession of personal medication. If employee medication is found, it must be returned immediately to the employee.

B. Disposal of Pharmaceutical Waste

1. Medications must remain (as appropriate) in the original container with personal information removed but keeping the content information legible on the label.
2. The school nurse or the health service associate will place the pharmaceutical waste in a designated, leak-proof container (e.g., "sharps" disposal container, large zip-lock bag). Each designated container must be labeled "hazardous waste" with a clear description of the waste (e.g., expired pharmaceutical containing the medication name).
3. When a waste container becomes more than **three-fourths** ($\frac{3}{4}$) full, a school nurse or the health service associate must contact the health services coordinator for proper disposal. Proper disposal will include coordinating a pickup with an approved hazardous waste hauler.

Appendix

Revised 04/17/17

revised: ___/___/24

Appendix III to Policy 805

ORGANICS AND RECYCLING DISTRICT-WIDE STANDARDS AND PROCEDURES

Organics and Recycling Collection Management

I. Organics, Recycling, and Trash Policy Administration

- A. The school district will work towards having nearly identical collection bins and signage labels district wide for organics, trash, and recycling. Signage above lunchroom collection bins will look similar; moving towards identical as funds allow. This will ensure all ~~our~~ district buildings have a similar “look and feel” as to where organics, recycling, and trash are disposed.
- B. Each school site’s PTO will have a designated permanent position for a Go Green Environmental Coordinator (see description, attached). This person will act as a liaison between staff and the district and/or outside parties, and ensure that the District Go Green policy is being followed in their school.
- C. All students, teachers, and staff are expected to dispose of their waste in the appropriate waste container. Teachers will ensure that their room trash, organics, and recycling bins are placed by the classroom door at the end of the school day, ensuring timely and efficient cleaning of all classrooms. Bins not placed by the door will not be emptied. If additional waste bins are needed, ~~please~~ staff should contact the site’s head custodian.
- D. Each school will designate a district Go Green Committee representative, who will attend all District Go Green Committee meetings. The representative can be a staff member, parent/guardian, or the PTO Go Green Environmental Coordinator. If they are unable to attend a particular meeting, they are encouraged to have another school representative attend on their behalf.
- E. In support of ~~District Student Wellness~~ Policy 533 (Student Wellness - Food, Nutrition and Physical Activity), to ensure nutrition education and a healthy lifestyle that includes being good stewards of the environment, for catered and non-catered events at school sites, classroom snack times, and ~~S~~chool Lunches, the ~~D~~istrict ~~F~~ood ~~S~~ervice staff, PTO, outside vendors, and students are strongly encouraged to purchase only food items with compostable (organic) or recyclable packaging. A three-bin sorting system will be provided by custodial staff at these events to ensure waste is properly sorted and disposed of.

II. Training

- A. Yearly review training on ~~school~~ ~~D~~istrict organics and recycling procedures will occur at the ~~D~~istrict Welcome Back Kick-Off at the beginning of each school year. Additional resources and videos will be available year-round on the ~~D~~istrict ~~B~~uildings and ~~G~~rounds website under the Go Green Resources link.

- B. Custodians: Will understand that organics and recycling collection is part of their job description and District expectations.
- C. Staff and Teachers: Will understand that organics and recycling collection is a District expectation. Organics and recycling should be integrated into the curriculum where appropriate.
- D. Lunchroom Supervisors/Paras: Will understand that recycling and organics collection is part of their job description and District expectations. They will assist students in the lunchroom by directing them where to properly dispose of their lunch waste.

III. Organics Collection and Set Up

- A. Organics collection set-up will be determined at the District level and be consistent in all buildings.
- B. Organics collection locations at each site will include:
 - 1. School cafeteria
 - 2. Teacher/staff lounges
 - 3. Classrooms
 - 4. Other areas for special events as determined by the head custodian
- C. Organics collection in the classroom should be limited to paper towels so as not to attract vermin, ants, or other pests. If there is classroom food waste, it should be securely wrapped in paper towels before utilizing the classroom organics bin, or disposed of in the trash.
- D. Organics containers ~~should~~ will be clearly labeled with Hennepin County organics labels. Labels can be ordered by teachers, staff, and custodians from the Hennepin County website at <http://www.hennepin.us/business/recycling-hazardous-waste/school-recycling>
- E. Organics collection events outside of school hours will include:
 - 1. After school programs
 - 2. Early Childhood Education programs
 - 3. Classroom parties
 - 4. All-School parties and carnivals
 - 5. Events catered by District food service
 - 6. PTO-sponsored events and special staff lunches
 - 7. Fine Arts Performances
 - 8. Senior all-night party at the High School
 - 9. Other events as determined by each site

IV. Recycling & Trash Collection and Set Up

- A. Recycling and trash bins set-up will be determined at the District level.

- B. At least one recycling and one trash bin will be placed in each classroom. There should be no more than 2 trash bins in a classroom. If more recycling containers are needed, [the teacher should](#) contact the site's head custodian.
- C. Recycling bins should be blue in color and clearly labeled with a Hennepin County Recycling label. Labels can be ordered by teachers, staff and custodians from the Hennepin County website at <http://www.hennepin.us/business/recycling-hazardous-waste/school-recycling> .
- D. Classroom recycling bins should be larger than trash bins.
- E. Recycling and trash bins will be located in:
 - 1. Building entrances
 - 2. Hallways and classrooms
 - 3. Lunchrooms
 - 4. Other areas as determined by head custodian for special events

Appendix

~~Established~~ adopted: 05/18/15

Revised: 4/17/17

revised: __/__/24

Appendix IV to Policy 805

Go Green Environmental Coordinator

- I. Goals of the PTO Go Green Environmental Coordinator & School Go Green Committee are to:
 - A. Ensure District environmental policies and practices are recognized and adopted throughout the site by all organizations and committees, despite changes in staff and volunteer turnover.
 - B. Help create a site culture where environmental impacts are considered in making decisions regarding office and staff purchases, and event decorations (i.e., school carnivals, outside clubs, etc.).
 - C. Work with other Committee Chairs to ensure the Go Green Committee is represented at PTO-related meetings.
- II. Duties of the PTO Go Green Environmental Coordinator:
 - A. ~~This position will~~ Works under the direction of the site's PTO Executive Board. The PTO Go Green Environmental Coordinator coordinates the site's environmental and energy-reducing efforts. This is accomplished through forming a school Go Green Committee to introduce, improve, and increase environmentally-sound practices in all aspects of school life, including all physical spaces of the site (indoors and out), classroom activities and parties, staff functions, school events, and educational opportunities.
 - B. Helps educate staff, students, and families on the school district's environmental and Go Green policies. The site's head custodian is the first resource for any questions.
 - C. Acts as the site's representative on the District Go Green Committee, and attends District Go Green Committee meetings or sends another site representative if they cannot attend.
 - D. Strongly encourages staff, parents/guardians, and outside clubs to utilize the District Food Service if catering is needed. If food is brought in for classroom parties or after-school events, providers are encouraged to use compostable packaged products or, at the very least, products with little to no waste. Flyers on low-waste food alternatives and the District Food Service contact person should be made available to school staff, parents/guardians, and outside organizations.
 - E. Acts as a liaison between their site and parents/guardians, student groups, and outside organizations that utilize their site and the school district on Go Green Committee policies and procedures. Additional assistance can be obtained by contacting the District Buildings & Grounds Department at 952-848-3999.
 - F. Enlists volunteers to be on their site's Go Green Committee.

G. Ensures that they train their replacement when leaving the position.

Appendix

~~Established: May 18, 2015~~

adopted: 05/18/15

revised: __/__/24

Appendix V to Policy 805

Go-Green Committee

Purpose: The Go Green Committee promotes sustainable environmental and energy conservation initiatives by providing advice and direction for schools and programs within the [school](#) district.

1. The Go Green Committee will consist of one representative from each school selected by the principal or designee. These individuals ~~could~~ [can](#) be a PTO member, staff, or student. Additional members of the committee will consist of [B](#)uilding and [G](#)rounds leadership, resident dietitian, parent/[guardian](#) representative, Hennepin County School Recycling representative, and City of Edina representative.
2. The Go Green Committee will meet three times a year in September, January, and April. The dates and time will be set and published before the start of school each year. Additional meetings may be scheduled as needed. Each meeting is anticipated to last an hour.
3. The Go Green Committee is an advisory group to help support the schools and PTO's. The [B](#)uilding & [G](#)rounds department will be part of that support for schools and the PTO's. Requested items and changes will be discussed and, if sustainable, implemented.
4. Agenda items can be emailed to the department specialist for [the B](#)uilding and [G](#)rounds [department](#). Items should be school-based and focused, however, sharing items not for district support may be discussed at the tail end of each meeting.

[Appendix](#)

~~Established: July 18, 2016~~

[adopted:](#) [07/18/16](#)

[revised:](#) [__/__/24](#)

Buildings and Sites

Environmental Resources Management and Waste Reduction

I. Purpose

This policy defines the school district's vision and focus ~~is~~ on environmental resources management.

II. General Statement of Policy

The school district values creating globally-minded citizens who are aware of their collective and individual environmental footprint and who are equipped to manage their consumption of environmental resources. The district will implement its policies and practices to ensure that environmental sustainability is an integral part of district planning, decision making, and daily operations.

III. Program

A. The school district will continue to partner with families, community members, government entities, ~~and~~ businesses, ~~and other relevant organizations~~ to limit the environmental impact of its activities, working toward a more sustainable future.

B. The district will focus on ~~the following~~ ~~five~~ areas of environmental resources management:

1. Reduce the amount of energy consumed;
2. Reduce the amount of resources consumed;
3. Reduce the amount of waste;
4. Separation and recovery of recyclable waste;
5. Procurement of recyclable and sustainable commodities;
6. Preserve the natural resources found on district grounds; and
7. Educate through words and actions about sustainability and "green" initiatives.

IV. Administrative Responsibilities

~~School D~~istrict administration will implement initiatives, action plans, and accountability measures to advance the focus areas of environmental management on an ongoing basis.

Cross References:

Policy 804 (Energy Utilization Management)

~~Policy 805 (Waste Reduction and Recycling)~~

Policy

adopted: 03/14/11

Revised: 12/16/13

Revised: 04/17/17

revised: __/__/24

INDEPENDENT SCHOOL DISTRICT NO. 273

Edina, Minnesota

VII. **Leadership Updates**

VIII. **Adjournment**

IX. **Information**

IX.A. **Investment Summary - June 2024**



Board Meeting Date: 7/8/2024

Title: Investment Summary – June 2024

Type: Information

Presenter(s): Mert Woodard - Director, Finance & Operations

Description: The attached report provides detailed information regarding cash and investments belonging to the District as of June 30, 2024.

Recommendation: N/A

Desired Outcomes from the Board: This information is provided for the benefit of the Board of Education and its stakeholders.

Attachments:

1. Investment Summary – June 2024

Investment Summary

FOR THE MONTH ENDED JUNE 30, 2024

General Operating Funds:

Type of Investment	Investment Description	Purchase Date	Maturity Date	Investment Market Value	Investment Yield
MSDLAF+ Liquid	Money Market	N/A	NOW	8,511,090	5.30%
MSDLAF+ Max	Money Market	N/A	NOW	12,827,454	5.40%
MSDLAF Term	TERM - MSDLAF+ TERM Jun 25	1/16/2024	10/11/2024	1,036,978	5.05%
MSDLAF CD Program	Fieldpoint Private Bank & Trust, CT	1/23/2024	1/22/2026	249,052	5.10%
PMA/MN Trust	Money Market	6/30/2024	NOW	27,907,392	5.20%
Term Series Flex	MNTrust Term Series-Flex (VNB), IL	6/30/2024	NOW	4,293,786	5.25%
SDA Account	NexBank, TX	6/30/2024	NOW	2,082,177	5.26%
Certificate of Deposit	VIBRANT CREDIT UNION, IL	8/22/2023	8/21/2024	236,550	5.58%
Certificate of Deposit	Western Alliance Bank, CA	8/22/2023	8/21/2024	237,150	5.37%
Certificate of Deposit	Milledgeville State Bank, IL	3/17/2023	9/12/2024	233,350	4.69%
Certificate of Deposit	Fieldpoint Private Bank & Trust, CT	3/17/2023	9/12/2024	232,650	4.88%
Certificate of Deposit	BOM Bank, LA	11/1/2023	10/31/2024	236,500	5.65%
Certificate of Deposit	State Bank of Texas, TX	11/1/2023	10/31/2024	237,100	5.39%
Certificate of Deposit	EagleBank, VA	11/1/2023	10/31/2024	236,900	5.48%
Certificate of Deposit	R Bank, TX	11/1/2023	10/31/2024	237,000	5.44%
Certificate of Deposit	ALLIANT CREDIT UNION/IL, 01882MAF9	11/8/2023	11/7/2024	248,198	5.65%
Certificate of Deposit	KS STATEBANK / KANSAS STATE BANK OF MANHATTAN, KS	11/18/2022	11/18/2024	226,600	4.58%
Certificate of Deposit	FIRST NATIONAL BANK, ME	11/18/2022	11/18/2024	226,800	4.56%
Certificate of Deposit	PENTAGON FEDERAL CREDITUNION (183 day and out), VA	11/18/2022	11/19/2024	1,750,000	4.40%
Certificate of Deposit	CITY NATL BK - BEV HILLS, 178180GR0	11/23/2022	11/25/2024	242,474	4.71%
Certificate of Deposit	UBS BANK USA, 90348J7G9	11/23/2022	11/25/2024	247,466	4.66%
Certificate of Deposit	BMW BANK NORTH AMERICA, 05580AT20	11/25/2022	11/25/2024	242,300	4.66%
Certificate of Deposit	DISCOVER BANK, 2546732A3	11/30/2022	12/2/2024	242,405	4.66%
Certificate of Deposit	FIRST PRYORITY BANK, OK	11/18/2022	1/27/2025	224,400	4.56%
Certificate of Deposit	GREENSTATE CREDIT UNION, IA	11/18/2022	1/27/2025	225,100	4.53%
Certificate of Deposit	ELGA CREDIT UNION, MI	8/22/2023	1/27/2025	232,350	5.21%
Certificate of Deposit	MN TRUST TERM SERIES, MN	5/17/2024	5/19/2025	1,000,000	5.05%
Certificate of Deposit	CONNEXUS CREDIT UNION, 20825WCN8	8/25/2023	8/25/2025	248,561	5.26%
Certificate of Deposit	CALIFORNIA CREDIT UNION, 130162AY6	8/28/2023	8/28/2025	243,652	5.31%
Certificate of Deposit	Bank of Crockett, TN	11/1/2023	11/3/2025	226,100	5.24%
Certificate of Deposit	Schertz Bank & Trust, TX	11/7/2023	11/10/2025	226,450	5.14%
Certificate of Deposit	BANK OF AMERICA NA, 06051V4R4	11/8/2023	11/10/2025	243,995	5.26%
Certificate of Deposit	FIRST PREMIER BANK, 33610RUW1	11/10/2023	11/10/2025	243,544	5.16%
Certificate of Deposit	MN TRUST TERM SERIES, MN	5/17/2024	11/18/2025	5,000,000	4.92%
Certificate of Deposit	US TREASURY N/B, 91282CGR6	3/19/2024	3/15/2026	1,242,665	4.57%
Certificate of Deposit	First National Bank, AR	11/1/2023	11/2/2026	217,600	4.94%
Certificate of Deposit	NUMERICA CREDIT UNION, 67054NBN2	11/10/2023	11/10/2026	251,724	5.41%
US Treasury Bonds & Notes	OPTUM BANK INC, 68405VBK4	11/15/2023	11/16/2026	244,182	4.96%
Total General Operating Funds:				\$	72,291,694

2021B General Obligation School Building Bonds:

Type of Investment	Investment Description	Purchase Date	Maturity Date	Investment Market Value	Investment Yield
PMA/MN Trust	Money Market	N/A	NOW	1,098,078	5.20%
Total 2021B General Obligation School Building Bonds:				\$	1,098,078

2023A General Obligation Capital Notes & Facilities Maintenance Bonds:

Type of Investment	Investment Description	Purchase Date	Maturity Date	Investment Market Value	Investment Yield
PMA/MN Trust	Money Market	1/31/2024	NOW	3,387,165	5.20%
Total 2023A GO Capital Notes & FM Bonds:				\$	3,387,165
Total Portfolio Value:				\$	76,776,938

IX.B. Summary of Edina Public School District
Year End Superintendent Evaluation

Summary of Edina Public School District Year End Superintendent Evaluation

Dr. Stacie Stanley

6/25/2024

SCHOOL BOARD'S SUMMARY OF CONCLUSIONS*

Goal 1: Provide leadership to improve and enhance the student learning in Edina Public Schools.

Dr. Stanley excels in this area. She is incredibly student-focused with a knowledge about educational guidance that is deep. This is evidenced through the leadership she has shown in implementing many different district-wide initiatives, such as literacy, new curriculum rollouts, the district data metrics plan, strategic partnerships and more. Dr. Stanley has provided leadership to school sites in guiding their continuous improvement work and has been skilled at bringing cohesiveness and consistency across school sites.

Goal 2: Provides oversight of leadership for student and staff support to improve and enhance district culture and climate.

Dr. Stanley has brought an increased focus on improving and enhancing the district's culture and climate. The efforts that have been made in the area of culture and climate over the past year have been appreciated, as are indicated in the Panorama survey data. Continuing to foster a strong culture of collaboration will always be an important focus.

The focus on safety and security was readily apparent throughout the year with the implementation of new systems, updated protocols, clarification of common language, and training for all employees and leaders. The execution of all these efforts was well communicated and engagement with stakeholders met all stated goals.

Goal 3: Provide oversight of long-term district fiscal health position through monitoring of resident enrollment management, advocacy with local and state officials on behalf of students and collective bargaining.

Financial management continues to be a bright spot in Stacie's leadership team and the confidence and trust amongst stakeholders and the community at large are stable. The work around resident enrollment has been robust and due to Dr. Stanley's leadership we are leaning in to telling our story and being proud of what sets EPS apart.

Stacie is a standout leader in the local and state communities when it comes to advocacy of public education. She is recognized as a conscientious leader who can articulate the what and why and provide ideas on how to proceed with funding and programmatic improvements.

A. General Comments:

Dr. Stanley displays many strengths and the board feels that she has met or exceeded each of her goals for the 2023-2024 year. Dr. Stanley carries a deep knowledge of the public education space, a strong vision for the future of the district, and one that serves both her and the district well. Stacie demonstrates a real passion for making sure each and every student has the best possible Edina experience. Dr. Stanley does a great job driving consensus between district leadership and teachers, staff, and students by engaging all levels and ensuring alignment to the strategic plan. She connects well with all levels and believes in the vision, mission, and values of the district.

Dr. Stanley and the board continue to grow in their work together. This will be an ongoing effort and includes, but is not limited to, finding ways to incorporate educator voice in our processes and further refining the time and process of board/superintendent work.