

INDEPENDENT SCHOOL DISTRICT NO. 283

6311 Wayzata Blvd
St. Louis Park, Minnesota
Tuesday, March 22, 2022 6:30 PM
St. Louis Park High School Room 350C
6425 W 33rd St
St Louis Park, Minnesota 55426

AGENDA

1. CALL TO ORDER	
2. LAND ACKNOWLEDGEMENT	
3. APPROVAL OF AGENDA	
4. OPEN FORUM	
5. SUPERINTENDENT'S REPORT	
6. DISCUSSION ITEMS	
A. Progress Reporting Design Team	2
B. Area of Focus Priority Work: Systems and Structures	6
C. Park Virtual	16
7. CONSENT AGENDA	
A. Business	
1) Payroll	30
2) Recap of Expenditures	31
3) Electronic Fund Transfers	48
4) Accounts Payable Disbursements	49
5) Investment Holdings	55
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8. ACTION AGENDA	
A. Approval of Mid-Year Budget & FY23 Budget Parameters	65
B. Approval of Middle School & Central Community Center Bid	81
C. Approval of Achievement & Integration Budget	93
D. Approval of CE Educators Group Labor Agreement	113
E. Approval of SEIU LOCAL 284 Nutrition Services Labor Agreement	155
F. Approval of SEIU LOCAL 284 Custodial Labor Agreement	192
G. Combined Polling Places Resolution	236
9. COMMUNICATIONS AND TRANSMITTALS	
10. ADJOURNMENT	

March 22, 2022

Progress Reporting Program Review Update

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Curriculum & Instructional Program Development Timeline

2019-2022

Mathematics
Gifted/Talented
World Languages

2022-2025

Music
Career/Tech. Ed.
Student Services

2025-2028

BARR
Advanced Placement
Immersion

2020-2023

Science
Language Arts & Literacy
Multilingual Learning

2023-2026

Art/Design
Summer School
Special Education

2026-2029

Mathematics
Talent Development
World Languages & Cultures

3

2021-2024

Social Studies
Phy Ed /Health
Progress Reporting

2024-2027

Media
Digital Learning
International Baccalaureate



Personal, Local, Immediate -
Keep a Spotlight on Race -

Gather Multiple Perspectives -
Establish Parameters -

Establish A Racial Equity
Transformation Plan -

PHASE I: LOOKING INWARD *KNOW THYSELF*

- Teacher Self-Reflection
- Examine Disaggregated Data
- Hear and Reflect upon Students Voice and Community Input
- Unpack Standards
- Driven by R.E.P. Statements
- Intersection of IB, AP, & Immersion & CRP
- Engage in Courageous Conversation

PHASE II: LOOKING AROUND *DISTINGUISH KNOWLEDGE FROM FOOLISHNESS*

- Research and Visit Regional, National, and International Exemplars
- Engage Scholars of Culturally Relevant Pedagogy, Content Specific Pedagogy and Tech Enrichment
- Establish Criteria for Adopting New Materials (Pilot Curriculum)
- Engage in Courageous Conversation

PHASE III: LOOKING OUTWARD *BUILD FOR ETERNITY*

- Develop Content Area Belief Statements
- Adopt New Curriculum with Fidelity or Engage in Curriculum Writing
- Establish Collaborative Team and PD Plans
- Develop 3, 5, and 8 year benchmarks
- Engage in Courageous Conversation

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Progress Reporting Program

Design Team 2021-2024

Abby Lugo

Andy Wilkes

Ila Saxena

Maurna Rome

Omar Adams

Mia Waldera

- Why are we doing this work?
- Why will this process be important to SLP?



2020-25 Strategic Plan for Racial Equity Transformation

2021-22 Area of Focus Priority Work Structures & Systems

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Presented By:

Brooks Grossinger, Controller
Richard Kreyer, Director of Human Resources
Jason Loewe, Human Resources Supervisor
Patricia Magnuson, Director of Business Services
Shanique Williams, Business Office Supervisor

The Team:

Manny Banda HR Specialist
Becky Flikeid, Accountant
Lynn Gilmer, Payroll Coordinator
Melissa Swisher, Benefits Accounting/Accounts Payable
Kally Venticher, HR Specialist

2022-23 Systems & Structures Priority Work

St. Louis Park Public Schools
2020-25 Strategic Plan
for Racial Equity Transformation

Mission Statement
St. Louis Park Public Schools sees, inspires, and empowers each learner to live their brilliance in an environment that centers student voice and experience to create racially equitable learning that energizes and enhances the spirit of our community.

Vision Statement
St. Louis Park Public Schools – Where students are seen and valued and become their best selves as racially conscious, globally minded contributors to society.

Core Values
We believe in:

- **The brilliance of ourselves and others.**
Everyone has the capacity and responsibility to foster the growth and brilliance of others.
- **Authentic community engagement.**
Engaging and supporting our employees, families, and communities will enhance the healthy development of each learner.
- **High expectations.**
Instilling and upholding high expectations empowers students and staff to higher levels of achievement.
- **Collective responsibility.**
Embodying the collective and urgent responsibility of anti-racist practices enriches a work and learning environment and community.
- **Persistent effort.**
Through persistent effort we will create anti-racist schools and academically successful learners.
- **Racial consciousness and cultural competence.**
Racial consciousness and cultural competence are essential to each person's ability to be a catalyst for change.
- **Advocacy for equity.**
Everyone has equal intrinsic worth and we will advocate for the historically marginalized.

Areas of Focus & Priority Work for the 2021-22 School Year

Culturally Relevant Teaching and Learning
Priority work:
• Sustain and deepen culturally relevant teaching through the collaborative team process.

Equity Development
Priority work:
• Provide expanded professional development opportunities for all staff.

Family and Community Engagement
Priority work:
• Develop and implement a documented protocol for communication translations.
• Expand out-of-school time options for students.

Students at the Center
Priority work:
• Respond to data and recommendations from Student Data Interns (Summer 2020 and 2021 recommendations).

Structures and Systems
Priority work:
• Implement the PowerSchool E-Finance Plus Human Resources/Payroll/Finance System in place of Skyward.

Action Steps & Timelines
The Core Planning Team suggested Action Steps and Timelines in each Area of Focus. District Administration will determine actions steps to achieve in each area annually. The Action Steps will be shared with the School Board at the start of each school year and an Annual Report of Progress will be completed at the end of each school year.

Implement the PowerSchool E-Finance Plus Human Resources/Payroll/Finance System in place of Skyward.

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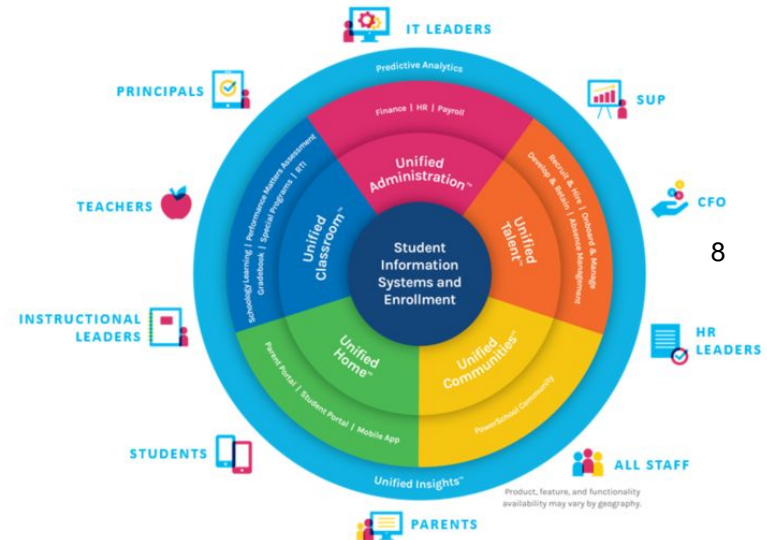
March 22, 2022 School Board Meeting



**St. Louis Park
Public Schools**

Background: Why make a change?

1. Current system (Skyward) required upgrade to a new platform
2. Reviewed market choices
 - a. eFinancePLUS through Sourcewell Technology
 - b. Frontline - ERP
 - c. Skyward Qmulativ
3. Why eFinancePLUS?
 - a. Sourcewell support/business continuity
 - b. Future connections to other PowerSchool systems (SIS, Hoonuit, Enroll, Applicant Tracking, Records, Perform, Professional Learning, Credentialing)



Background: Process Goals & Priorities

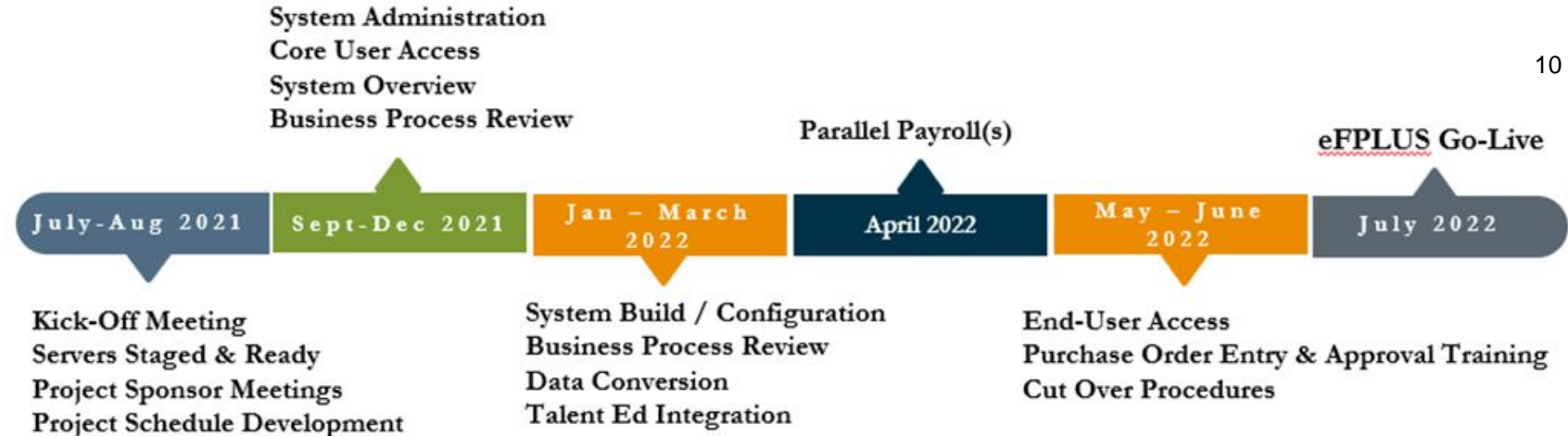
- **Clarify** roles
- **Optimize** workflow with current staff and knowledge
- **Clean** up data for accuracy and consistency
 - Synchronize data between human resources and finance data
 - Minimize UFARS crosswalks and unused account codes
 - Eliminate duplicate and unused vendors
 - Activate live link to teacher licensure database at MDE
- **Reduce** paper
 - Eliminate paper HR files for new employees (using records)
 - Electronic flow of data through Records to HR payroll system
 - Improved audit trail using electronic data
- **Implement best practices**
 - Collaboration with other districts
 - Sourcewell support
- **Improve end user (staff) experience**

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Implementation Timeline: Milestone & Tasks Completed

St. Louis Park eFinancePLUS Implementation



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Resources Needed

- Leadership support & staff buy-in
 - Utilize the new system
 - Implement process changes
- Training time with staff end users
- Ongoing support
 - Implement future software features
 - Continuous process improvement
 - Don't know that we don't know

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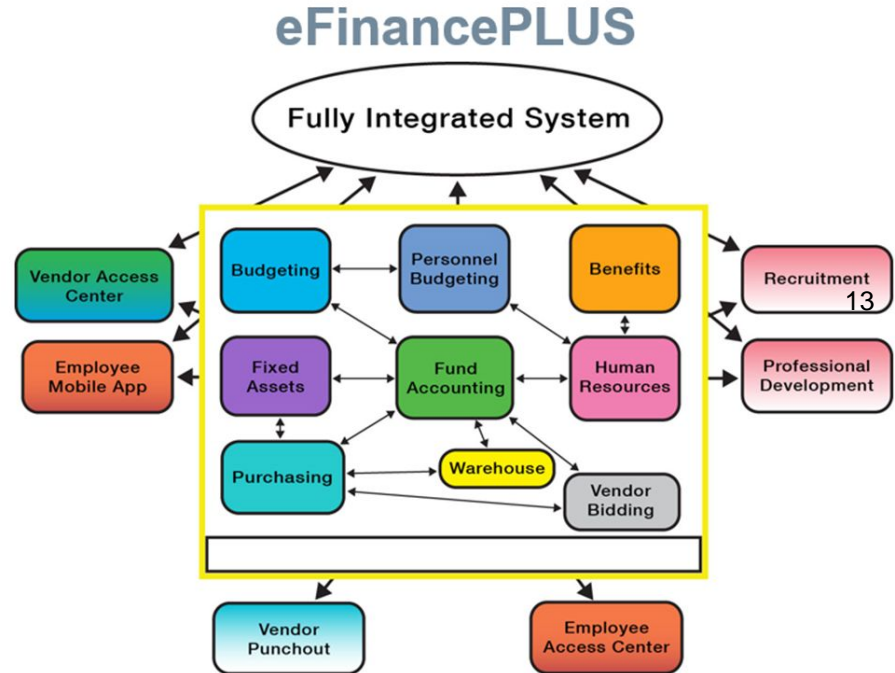
Next Steps

1. Implementation
 - a. Training
 - b. Process documentation
 - c. Historical data retention
2. Parallel payrolls in April
3. Go live in eFinancePLUS on July 1, 2022
4. Close FY 2022 and complete audit in Skyward

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Future Opportunities

1. Implement staff portal
 - a. Online HR file/updates
 - b. Insurance open enrollment
2. Implement electronic timecards
3. Implement document management system
4. Continue to build out connections and capability



By the Numbers

5,767
Active
Account Codes

over
750
Semi-monthly
paychecks

33
total training
dates

40+
vouchers
processed
per pay
period

370+
Vendors
Records
eliminated

14

Average
40
payroll
changes per
pay period

128
hours of
training to-date

756+
HR/Payroll
Codes Created

250
Accounts payable
checks
Semi-monthly



Questions?

15



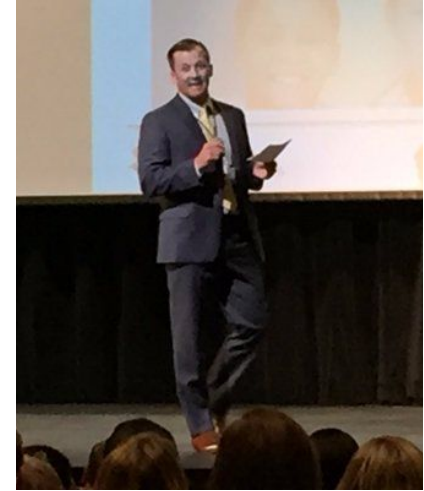
Park Virtual: Leadership



Olivia Tolzin
Principal



Angela Fransen
Secondary Digital
Learning Coordinator



Nathan Tangen
Elementary Digital
Learning Coordinator

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Park Virtual: Mission and Core Values

Multiple Pathway to Academic Success

The St. Louis Park Public School District is committed to the academic success of all students. We know you have entrusted your student's education to us, and we promise to work diligently to see, inspire, and empower each learner to live their brilliance in an environment that centers student voice and experience to create racially equitable learning that energizes and enhances the spirit of our community.

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Core Values:

- The brilliance of ourselves and others
- Authentic community engagement
- High expectations
- Collective responsibility
- Persistent effort
- Racial consciousness and cultural competence
- Advocacy for equity



Park Virtual: What Students and Families Can Expect

- Engaging and rigorous virtual learning opportunities for students
- Focus on relationship with students and families
- Timely and effective communication regarding student progress
- Live and asynchronous learning opportunities
- Culturally relevant learning experience
- Use of Schoology and Seesaw learning management systems to support in the facilitation of learning

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Park Virtual Programming

St. Louis Park Public Schools is in the final stages of the Minnesota Department of Education (MDE) Online Provider Status approval process.

Multiple Pathway to Academic Success

The St. Louis Park Public School District is committed to the academic success of all students. We know you have entrusted your student's education to us, and we promise to work diligently to see, inspire, and empower each learner to live their brilliance in an environment that centers student voice and experience to create racially equitable learning that energizes and enhances the spirit of our community.

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Park Virtual: Staff

Attributes of Park Virtual staff:

- The ability to build effective and supportive relationships with students and families
- Authentic comfort with teaching in a virtual space
- Knowledgeable about the learning continuum
- Demonstrates effective facilitation of digital learning practices
- Committed to racial equity and believes in the brilliance of all learners
- Open minded, dreamer, who wants to be a part of building a virtual learning environment
- Collaborative and has the capacity to lean into multiple perspectives
- Intentional and multimodal communicator (student, colleagues, and families)

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Park Virtual: K-5 Programming

Daily Reading and Daily Work

Daily Reading guidelines will vary from grade to grade, and from subject to subject.

- Daily Reading: Literacy is the foundation of all student achievement; it is our expectation that all students spend at least 30-45 minutes each day reading.
- Class Assignments: In our virtual school setting there are 'live' sessions where students are expected to be online with cameras on to participate in daily learning. Classroom assignments are mostly completed outside of those 'live sessions.' Students will need to utilize their time wisely each day to complete assignments and continue to make progress.

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Park Virtual: K-5 Schedule

Sample Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Meeting	7:45 - 7:55	7:45 - 7:55	7:45 - 7:55	7:45 - 7:55	7:45 - 7:55
Reading	7:55 - 8:40	7:55 - 8:40	7:55 - 8:40	7:55 - 8:40	7:55 - 8:40
Small Group Literacy development	8:40 - 9:25 Small Group Literacy development or Independent Reading	8:40 - 9:25 Small Group Literacy development or Independent Reading	8:40 - 9:25 Small Group Literacy development or Independent Reading	8:40 - 9:25 Small Group Literacy development or Independent Reading	8:40 - 9:25 Small Group Literacy development or Independent Reading
Independent Learning Reinforcement / Enrichment (Screen Break)	9:25 - 10:00	9:25 - 10:00	9:25 - 10:00	9:25 - 10:00	9:25 - 10:00
Math	10:00-11:00	10:00-11:00	10:00-11:00	10:00-11:00	10:00-11:00
Lunch	11:00-11:30	11:00-11:30	11:00-11:30	11:00-11:30	11:00-11:30
Science/Social Studies	11:30 - 12:15	Asynchronous	11:30 - 12:15	Asynchronous	11:30 - 12:15
Talent Development	12:15 - 1:00	12:15 - 1:00	12:15 - 1:00	12:15 - 1:00	12:15 - 1:00
Independent Learning Reinforcement / Enrichment (Screen Break)	1:00 - 1:45	1:00 - 1:45	1:00 - 1:45	1:00 - 1:45	1:00 - 1:45
Specialist (Physical Education, Art, Language development)	1:45 - 2:15	1:45 - 2:15	1:45 - 2:15	1:45 - 2:15	1:45 - 2:15

Highlights

- Live instruction and self-paced individual learning opportunities
- Scheduled academic check-ins
- Interactive online curriculum
- Physical Education, Music and Talent Development
- Screen breaks and guided independent learning time
- In-person access to elementary band and orchestra options

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Park Virtual: 6-8 Programming

Middle School (6-8)

- At the middle level, students will also have daily asynchronous experiences connected to interactive online curriculum. Each content area will include both live and asynchronous learning opportunities for students.
- Asynchronous periods of time are also designed to be screen breaks and will be designed to engage students in learning with a different medium (book, writing, art, physical activity, etc) not requiring technology.
- There will be daily live learning opportunities for students.

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Park Virtual: 6-8 Schedule

Sample Schedule

Courses	6th Grade	7th Grade	8th Grade
Lang and Lit	Lang and Lit 6	Lang and Lit 7	Lang and Lit 8
Math	Pre-Algebra I	Pre-Algebra II	Algebra
Science	Science 6	Science 7	Science 8
Individuals & Societies	Minnesota Studies	US Studies	Global Studies
Lunch			
Language Acquisition	Spanish 6	Spanish 7	Spanish 8
PE/Health	Physical Education 6	Physical Education 7	Physical Education 8
Elective	Music	Art	Design 8/Keystone

Highlights

- Live instruction and self-paced individual learning opportunities
- Scheduled academic check-ins 25
- Spanish offered as a world language
- Screen breaks and guided independent learning time
- Students can participate in St. Louis Park athletics, activities, and co-curricular offerings



Park Virtual: 9-12 Programming

High School (9-12)

- Students will have both live and asynchronous learning opportunities
- Of the three grade spans, High School students will have the most opportunities for self-paced learning
- Students will have access to concurrent enrollment opportunities that will include self-paced learning as well

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Park Virtual: 9-12 Schedule

Sample Schedule

7 Period	9th Grade	10th Grade	11th Grade	12th Grade
1	English 9	English 10	English 11	Concurrent College English Elective
2	Geometry	Advanced Algebra	Pre-Calc	StatWay - College Math Elective
3	Science 9	Chemistry	Biology or Physics	Concurrent College Science Elective
4	Physical Education: Level I	Recreational Activities for Life or Health	Recreational Activities for Life or Health	Recreational Activities for Life or Health
5	Civics/Economics	World History	U.S. History	Concurrent College Social Studies Elective
6	Fine Art Elective	Fine Art Elective	Choice Elective (Through 287)	Choice Elective (Through 287)
7	Choice Elective (Through 287)	Choice Elective (Through 287)	Choice Elective (Through 287)	Choice Elective (Through 287)

Highlights

- Live instruction and self-paced individual learning opportunities
- Scheduled academic check-ins 27
- Access to concurrent enrollment opportunities
- More self-paced learning opportunities
- Students can participate in St. Louis Park athletics, activities, and co-curricular offerings



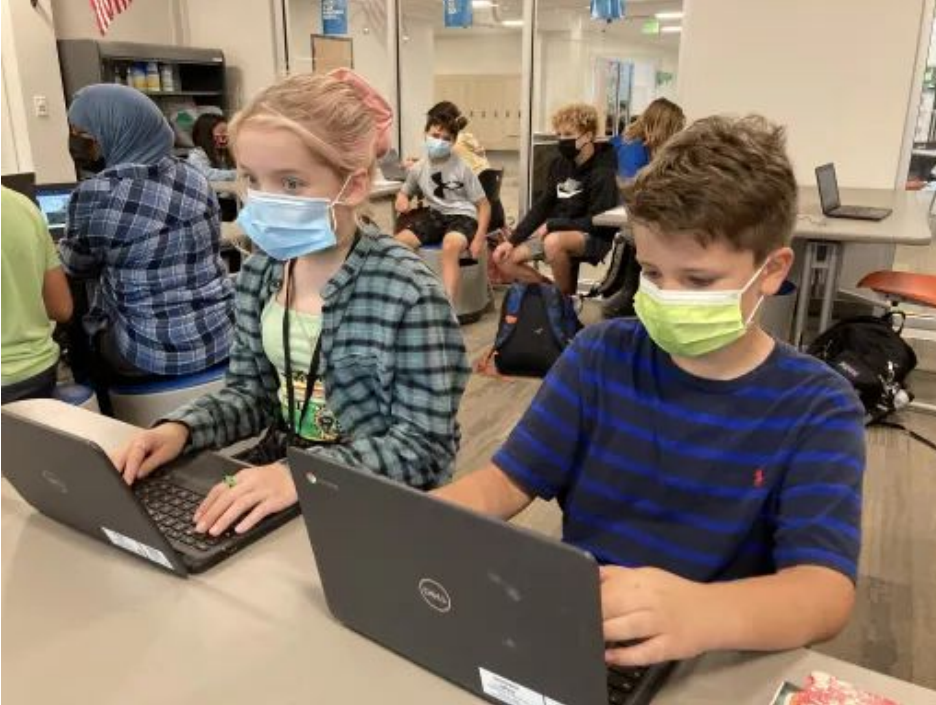
Park Virtual: Enrollment Interest

Park Virtual is in the final stages of development. We would love to stay connected as we complete to design process and open up registration.

If you are interested in Park Virtual, please go to our website at <https://www.slpschools.org/academics/park-virtual> and complete the interest form.

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Park Virtual: K-12 Program



Questions

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**6311 WAYZATA BLVD
ST. LOUIS PARK, MN 55416**

March 22, 2022

MOTION: Moved by: _____ 2nd _____

Vote: _____

Payroll from	February 15, 2022	in the amount of:	\$	1,660,611.05
Payroll from	February 28, 2022	in the amount of:	\$	1,685,074.79
Total Payroll:			\$	3,345,685.84

Transaction Search - Company

All amounts are tax inclusive and displayed in their billing currency

As an administrator you may make adjustments to these transactions

BMO, 02/01/2022 to 02/28/2022

Mapped Cards

Martinez-Grande A

Posting Date	Tran Date	Account	Supplier	Amount	
02/24/2022	02/23/2022	XXXX-XXXX-XXXX-8314	Www.Volgistics.Com	38.00	
Debit Total USD				38.00	
Credit Total USD				0.00	
Total USD				38.00	

Schrader Abby

Posting Date	Tran Date	Account	Supplier	Amount	
02/01/2022	02/01/2022	XXXX-XXXX-XXXX-6547	Amazon.Com V10790h73	65.95	
02/02/2022	02/01/2022	XXXX-XXXX-XXXX-6547	Amazon.Com Up2554ak3 A	243.60	
02/03/2022	02/02/2022	XXXX-XXXX-XXXX-6547	Amazon.Com Amzn.Com/Bi	-101.72	
02/04/2022	02/04/2022	XXXX-XXXX-XXXX-6547	Amazonmagzne Es0ig5ya3	20.00	
02/08/2022	02/07/2022	XXXX-XXXX-XXXX-6547	Amazon.Com Wh6wr53u3	8.57	
02/08/2022	02/07/2022	XXXX-XXXX-XXXX-6547	Office Depot #1090	22.98	
02/09/2022	02/08/2022	XXXX-XXXX-XXXX-6547	Officemax/Officedept#2	249.50	
02/14/2022	02/11/2022	XXXX-XXXX-XXXX-6547	Amzn Mktp US Lf4712ig3	128.99	
02/14/2022	02/12/2022	XXXX-XXXX-XXXX-6547	Amzn Mktp US lu3lu0mc3	15.89	
02/14/2022	02/12/2022	XXXX-XXXX-XXXX-6547	Amazon.Com Zo7pe7h53 A	22.58	
02/16/2022	02/15/2022	XXXX-XXXX-XXXX-6547	Amazon.Com O060186r3	15.39	
02/16/2022	02/16/2022	XXXX-XXXX-XXXX-6547	Murphy Cap And Gown	2,914.24	
02/18/2022	02/18/2022	XXXX-XXXX-XXXX-6547	Flinn Scientific Inc	88.32	
02/23/2022	02/23/2022	XXXX-XXXX-XXXX-6547	Amzn Mktp US 1i31k9bc1	19.80	
02/25/2022	02/24/2022	XXXX-XXXX-XXXX-6547	Amzn Mktp US 1i4x62ec0	36.66	
02/28/2022	02/28/2022	XXXX-XXXX-XXXX-6547	Amazon.Com 1i9h33tb2 A	139.85	
Debit Total USD				3,992.32	
Credit Total USD				-101.72	
Total USD				3,890.60	

LUGO ABIGAIL

Posting Date	Tran Date	Account	Supplier	31	Amount
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02/08/2022	02/07/2022	XXXX-XXXX-XXXX-1171	Calendly	144.00	
02/10/2022	02/10/2022	XXXX-XXXX-XXXX-1171	Amzn Mktp US V19cv53x3	26.40	
02/10/2022	02/10/2022	XXXX-XXXX-XXXX-1171	Amzn Mktp US 4b0ld0ln3	27.90	
02/10/2022	02/10/2022	XXXX-XXXX-XXXX-1171	Amazon.Com 475cj8n23	72.74	
02/11/2022	02/10/2022	XXXX-XXXX-XXXX-1171	Amzn Mktp US T13ta25q3	49.11	
02/11/2022	02/10/2022	XXXX-XXXX-XXXX-1171	Amazon.Com Ov3e32t23	51.66	
02/14/2022	02/10/2022	XXXX-XXXX-XXXX-1171	Samsclub.Com	430.77	
02/14/2022	02/12/2022	XXXX-XXXX-XXXX-1171	Amazon.Com U36z50yx3	30.12	
02/23/2022	02/23/2022	XXXX-XXXX-XXXX-1171	Amzn Mktp US 1i45c6z60	84.00	
02/28/2022	02/27/2022	XXXX-XXXX-XXXX-1171	Amazon.Com 1i9se8le2	138.56	
Debit Total USD				1,055.26	
Credit Total USD				0.00	
Total USD				1,055.26	

Case Alissa

Posting Date	Tran Date	Account	Supplier	Amount	
02/23/2022	02/22/2022	XXXX-XXXX-XXXX-6729	Sq Northern Clay Cent	200.00	
Debit Total USD				200.00	
Credit Total USD				0.00	
Total USD				200.00	

Nelson Angela

Posting Date	Tran Date	Account	Supplier	Amount	
02/01/2022	01/31/2022	XXXX-XXXX-XXXX-0235	Pro-Ed, Inc.	71.50	
02/03/2022	02/02/2022	XXXX-XXXX-XXXX-0235	Amzn Mktp US Mf2rj1ev3	640.80	
02/04/2022	02/03/2022	XXXX-XXXX-XXXX-0235	Everydayspeechslp	34.99	
02/09/2022	02/08/2022	XXXX-XXXX-XXXX-0235	Otkimwiggins	32.00	
02/09/2022	02/08/2022	XXXX-XXXX-XXXX-0235	Teacherspayteachers.Co	72.00	
02/09/2022	02/08/2022	XXXX-XXXX-XXXX-0235	Teacherspayteachers.Co	212.62	
02/09/2022	02/09/2022	XXXX-XXXX-XXXX-0235	Amzn Mktp US Xc8zz3oi3	119.99	
02/10/2022	02/09/2022	XXXX-XXXX-XXXX-0235	Amazon.Com 0e2567v83 A	10.72	
02/10/2022	02/09/2022	XXXX-XXXX-XXXX-0235	Amzn Mktp US 1t8ty0d13	37.98	
02/10/2022	02/09/2022	XXXX-XXXX-XXXX-0235	Amzn Mktp US 2a4ql36l3	39.99	
02/10/2022	02/09/2022	XXXX-XXXX-XXXX-0235	Amazon.Com 2t0x83j23	104.66	
02/11/2022	02/10/2022	XXXX-XXXX-XXXX-0235	Super Duper Publicatio	95.83	
02/14/2022	02/11/2022	XXXX-XXXX-XXXX-0235	Blt Fun And Function L	192.02	
02/14/2022	02/13/2022	XXXX-XXXX-XXXX-0235	Amzn Mktp US 2s5707ob3	14.95	
02/14/2022	02/13/2022	XXXX-XXXX-XXXX-0235	Amzn Mktp US Dr8754ma3	81.81	
02/17/2022	02/17/2022	XXXX-XXXX-XXXX-0235	Awl Pearson Education	201.40	
02/17/2022	02/17/2022	XXXX-XXXX-XXXX-0235	Awl Pearson Education	201.40	
02/18/2022	02/18/2022	XXXX-XXXX-XXXX-0235	Rifton Equipment	446.25	

02/21/2022	02/20/2022	XXXX-XXXX-XXXX-0235	Amazon.Com li1ge41d3	78.43	
02/24/2022	02/23/2022	XXXX-XXXX-XXXX-0235	S&s Worldwide, Inc.	63.27	
02/24/2022	02/23/2022	XXXX-XXXX-XXXX-0235	Ark Therapeutic	76.33	
02/25/2022	02/24/2022	XXXX-XXXX-XXXX-0235	Ark Therapeutic	-5.35	
Debit Total USD				2,828.94	
Credit Total USD				-5.35	
Total USD				2,823.59	

Valentine Brian

Posting Date	Tran Date	Account	Supplier	Amount	
02/03/2022	02/02/2022	XXXX-XXXX-XXXX-5304	Napa Store 3279001	39.76	
02/16/2022	02/15/2022	XXXX-XXXX-XXXX-5304	Prime Video Cx0pg6u13	9.99	
02/17/2022	02/15/2022	XXXX-XXXX-XXXX-5304	The Home Depot #2806	134.51	
02/17/2022	02/16/2022	XXXX-XXXX-XXXX-5304	Dalco Enterprises	679.69	
02/18/2022	02/17/2022	XXXX-XXXX-XXXX-5304	Jerry S Hardware 5301	98.98	
02/21/2022	02/18/2022	XXXX-XXXX-XXXX-5304	Hillyard Inc Minneapol	60.27	
02/25/2022	02/24/2022	XXXX-XXXX-XXXX-5304	Officemax/Depot 6419	35.98	
02/25/2022	02/25/2022	XXXX-XXXX-XXXX-5304	Amazon.Com 1i16x0kx1	336.00	
02/28/2022	02/25/2022	XXXX-XXXX-XXXX-5304	Amazon Prime 1b8d71wc2	12.99	
Debit Total USD				1,408.17	
Credit Total USD				0.00	
Total USD				1,408.17	

Phimister Bridgett

Posting Date	Tran Date	Account	Supplier	Amount	
02/08/2022	02/07/2022	XXXX-XXXX-XXXX-5376	Officemax/Depot 6419	57.24	
02/14/2022	02/11/2022	XXXX-XXXX-XXXX-5376	Aspen Waste Systems	580.87	
02/15/2022	02/14/2022	XXXX-XXXX-XXXX-5376	Republic Services Tras	153.75	
02/15/2022	02/14/2022	XXXX-XXXX-XXXX-5376	Republic Services Tras	696.09	
02/21/2022	02/18/2022	XXXX-XXXX-XXXX-5376	Cintas Corp	2,440.33	
02/22/2022	02/21/2022	XXXX-XXXX-XXXX-5376	Aspen Waste Systems	7,955.08	
Debit Total USD				11,883.36	
Credit Total USD				0.00	
Total USD				11,883.36	

SCHROEDER BRITTANI

Posting Date	Tran Date	Account	Supplier	Amount	
02/14/2022	02/11/2022	XXXX-XXXX-XXXX-2937	Lodge At Giants Ridge	298.07	
02/14/2022	02/11/2022	XXXX-XXXX-XXXX-2937	Lodge At Giants Ridge	337.11	
02/15/2022	02/14/2022	XXXX-XXXX-XXXX-2937	Minneapolis Athena	104.50	
Debit Total USD				739.68	
Credit Total USD				0.00	

Total USD 739.68

Arellano Marin Brizeida

Posting Date	Tran Date	Account	Supplier	Amount	
02/21/2022	02/19/2022	XXXX-XXXX-XXXX-7553	Amzn Mktp US Wn6d08wa3	251.69	?
02/21/2022	02/20/2022	XXXX-XXXX-XXXX-7553	Amazon.Com Jw7740pd3	246.37	?
02/23/2022	02/22/2022	XXXX-XXXX-XXXX-7553	Office Depot #1090	106.74	?
02/28/2022	02/25/2022	XXXX-XXXX-XXXX-7553	Legi Liner	130.95	?
02/28/2022	02/25/2022	XXXX-XXXX-XXXX-7553	Deltaeducation.Com	289.05	?
Debit Total USD				1,024.80	
Credit Total USD				0.00	
Total USD				1,024.80	

Grossinger Brooks

Posting Date	Tran Date	Account	Supplier	Amount	
02/07/2022	02/04/2022	XXXX-XXXX-XXXX-9485	Financial Services	8,559.37	?
02/18/2022	02/17/2022	XXXX-XXXX-XXXX-9485	Financial Services	8,728.07	?
02/22/2022	02/21/2022	XXXX-XXXX-XXXX-9485	Popp Communications	1,775.50	?
Debit Total USD				19,062.94	
Credit Total USD				0.00	
Total USD				19,062.94	

Young Darrell

Posting Date	Tran Date	Account	Supplier	Amount	
02/10/2022	02/09/2022	XXXX-XXXX-XXXX-3989	Officemax/Depot 6419	11.38	?
02/10/2022	02/09/2022	XXXX-XXXX-XXXX-3989	Target 00021899	55.03	?
02/15/2022	02/14/2022	XXXX-XXXX-XXXX-3989	Cub Foods Knollwood	19.74	?
02/17/2022	02/16/2022	XXXX-XXXX-XXXX-3989	Target 00021899	86.24	?
02/28/2022	02/27/2022	XXXX-XXXX-XXXX-3989	Joann Stores #2026	167.38	?
Debit Total USD				339.77	
Credit Total USD				0.00	
Total USD				339.77	

Carson Deborah

Posting Date	Tran Date	Account	Supplier	Amount	
02/01/2022	01/31/2022	XXXX-XXXX-XXXX-9869	Office Depot #1090	10.78	?
02/01/2022	01/31/2022	XXXX-XXXX-XXXX-9869	Office Depot #1090	51.48	?
02/04/2022	02/03/2022	XXXX-XXXX-XXXX-9869	Officemax/Officedept#6	2.55	?
02/04/2022	02/03/2022	XXXX-XXXX-XXXX-9869	Office Depot #1090	123.43	?
02/07/2022	02/03/2022	XXXX-XXXX-XXXX-9869	Premium Waters Inc	345.68	?
02/07/2022	02/04/2022	XXXX-XXXX-XXXX-9869	Office Depot #1090	130.11	?

02/14/2022	02/11/2022	XXXX-XXXX-XXXX-9869	Amzn Mktp US J00781kr3	45.18	?
02/14/2022	02/11/2022	XXXX-XXXX-XXXX-9869	Amzn Mktp US Ed5ly8v53	63.94	?
02/14/2022	02/11/2022	XXXX-XXXX-XXXX-9869	Office Depot #1090	131.72	?
02/14/2022	02/13/2022	XXXX-XXXX-XXXX-9869	Amazon.Com Es2o00br3 A	80.70	?
02/16/2022	02/16/2022	XXXX-XXXX-XXXX-9869	Amazon.Com J45j353n3	206.28	?
02/17/2022	02/16/2022	XXXX-XXXX-XXXX-9869	Office Depot #1090	13.96	?
02/18/2022	02/17/2022	XXXX-XXXX-XXXX-9869	Papa Johns #1216	269.99	?
02/21/2022	02/17/2022	XXXX-XXXX-XXXX-9869	The Home Depot #2808	152.34	?
02/21/2022	02/18/2022	XXXX-XXXX-XXXX-9869	Office Depot #1079	11.98	?
02/21/2022	02/18/2022	XXXX-XXXX-XXXX-9869	Office Depot #1090	48.63	?
02/21/2022	02/18/2022	XXXX-XXXX-XXXX-9869	Deltaeducation.Com	396.80	?
02/21/2022	02/20/2022	XXXX-XXXX-XXXX-9869	Amzn Mktp US 1b0dh99d0	44.89	?
02/23/2022	02/22/2022	XXXX-XXXX-XXXX-9869	Amzn Mktp US 1i4pn6mw1	528.40	?
02/24/2022	02/23/2022	XXXX-XXXX-XXXX-9869	Cub Foods Knollwood	66.50	?
02/24/2022	02/23/2022	XXXX-XXXX-XXXX-9869	Lakeshore Learning Mat	171.92	?
02/25/2022	02/24/2022	XXXX-XXXX-XXXX-9869	Office Depot #1090	63.99	?
02/25/2022	02/24/2022	XXXX-XXXX-XXXX-9869	Office Depot #1090	156.55	?
02/25/2022	02/25/2022	XXXX-XXXX-XXXX-9869	Panera Bread #601307 O	23.55	?
02/25/2022	02/25/2022	XXXX-XXXX-XXXX-9869	Amzn Mktp US 1i3be7731	224.97	?
Debit Total USD				3,366.32	
Credit Total USD				0.00	
Total USD				3,366.32	

Krutina Flower

Posting Date	Tran Date	Account	Supplier	Amount	
02/02/2022	02/01/2022	XXXX-XXXX-XXXX-9783	Www Costco Com	180.00	?
02/03/2022	02/02/2022	XXXX-XXXX-XXXX-9783	Www Costco Com	15.04	?
02/03/2022	02/02/2022	XXXX-XXXX-XXXX-9783	Www Costco Com	21.49	?
02/03/2022	02/02/2022	XXXX-XXXX-XXXX-9783	Www Costco Com	30.09	?
02/03/2022	02/02/2022	XXXX-XXXX-XXXX-9783	Www Costco Com	96.72	?
02/04/2022	02/03/2022	XXXX-XXXX-XXXX-9783	Www Costco Com	36.96	?
02/04/2022	02/03/2022	XXXX-XXXX-XXXX-9783	Www Costco Com	82.44	?
02/15/2022	02/14/2022	XXXX-XXXX-XXXX-9783	Zoom.Us 888-799-9666	74.95	?
02/16/2022	02/16/2022	XXXX-XXXX-XXXX-9783	Amzn Mktp US V10ec71p3	120.87	?
Debit Total USD				658.56	
Credit Total USD				0.00	
Total USD				658.56	

Bailey Freida

Posting Date	Tran Date	Account	Supplier	Amount	
02/02/2022	02/01/2022	XXXX-XXXX-XXXX-6177	Adobe 800-833-3687	10.79	?

02/25/2022	02/24/2022	XXXX-XXXX-XXXX-6177	Courtyard By Marriott	270.51	
				Debit Total USD	281.30
				Credit Total USD	0.00
				Total USD	281.30

Holmbeck Greg

Posting Date	Tran Date	Account	Supplier	Amount	
02/01/2022	02/01/2022	XXXX-XXXX-XXXX-2999	Amzn Mktp US Jm6l53ts3	37.99	
02/03/2022	02/03/2022	XXXX-XXXX-XXXX-2999	Amzn Mktp US Ib2gi5kf3	11.99	
02/07/2022	02/04/2022	XXXX-XXXX-XXXX-2999	Amzn Mktp Us	-37.99	
02/10/2022	02/09/2022	XXXX-XXXX-XXXX-2999	Amazon.Com Uu8ch1eg3	9.99	
02/16/2022	02/15/2022	XXXX-XXXX-XXXX-2999	Amazon.Com Id41c2hz3	7.78	
02/17/2022	02/17/2022	XXXX-XXXX-XXXX-2999	Tprs Books	12.50	
02/17/2022	02/17/2022	XXXX-XXXX-XXXX-2999	Amazon.Com 1b33n7kd1	13.59	
02/23/2022	02/22/2022	XXXX-XXXX-XXXX-2999	Junior Library Guild	20.00	
02/23/2022	02/22/2022	XXXX-XXXX-XXXX-2999	Follett School Solutio	1,321.86	
02/28/2022	02/28/2022	XXXX-XXXX-XXXX-2999	Amazon.Com 1i4sp1t92	9.74	
				Debit Total USD	1,445.44
				Credit Total USD	-37.99
				Total USD	1,407.45

Middleton Heidi

Posting Date	Tran Date	Account	Supplier	Amount	
02/01/2022	01/31/2022	XXXX-XXXX-XXXX-0213	Office Depot #1090	51.03	
02/03/2022	02/02/2022	XXXX-XXXX-XXXX-0213	Amzn Mktp US W853y95a3	9.35	
02/04/2022	02/03/2022	XXXX-XXXX-XXXX-0213	Amzn Mktp US Dx8ni44d3	78.99	
02/07/2022	02/07/2022	XXXX-XXXX-XXXX-0213	Amzn Mktp US I002m7jx3	211.45	
02/10/2022	02/09/2022	XXXX-XXXX-XXXX-0213	Amzn Mktp US 4167c8oh3	64.49	
02/11/2022	02/09/2022	XXXX-XXXX-XXXX-0213	City Of St Louis Park	110.00	
02/11/2022	02/10/2022	XXXX-XXXX-XXXX-0213	Amazon.Com M72dc6pv3 A	19.99	
02/17/2022	02/16/2022	XXXX-XXXX-XXXX-0213	Amazon.Com 2i69a0923	41.12	
02/18/2022	02/17/2022	XXXX-XXXX-XXXX-0213	Amazon.Com 1b3rl19m1 A	134.98	
02/22/2022	02/21/2022	XXXX-XXXX-XXXX-0213	Amzn Mktp US 1b7au0w50	18.95	
02/24/2022	02/23/2022	XXXX-XXXX-XXXX-0213	Amzn Mktp US 1i4ih33v0	21.35	
02/24/2022	02/24/2022	XXXX-XXXX-XXXX-0213	Amzn Mktp US 1i8xw56x1	57.87	
02/25/2022	02/24/2022	XXXX-XXXX-XXXX-0213	Amzn Mktp US 1b2hq6972	8.99	
02/28/2022	02/25/2022	XXXX-XXXX-XXXX-0213	Amzn Mktp US 1i3860701	57.98	
02/28/2022	02/26/2022	XXXX-XXXX-XXXX-0213	Minnesota Community Ed	90.00	
				Debit Total USD	976.54
				Credit Total USD	0.00
				Total USD	976.54

Deonarine Jagatnarine

Posting Date	Tran Date	Account	Supplier	Amount	
02/01/2022	01/31/2022	XXXX-XXXX-XXXX-3973	Hillyard Inc Minneapol	73.68	?
02/01/2022	01/31/2022	XXXX-XXXX-XXXX-3973	Hillyard Inc Minneapol	124.60	?
02/02/2022	01/31/2022	XXXX-XXXX-XXXX-3973	The Home Depot #2806	27.97	?
02/07/2022	02/04/2022	XXXX-XXXX-XXXX-3973	Dalco Enterprises	459.10	?
02/09/2022	02/08/2022	XXXX-XXXX-XXXX-3973	Dalco Enterprises	459.10	?
02/14/2022	02/12/2022	XXXX-XXXX-XXXX-3973	Paypal Metro Ecsu	60.00	?
02/16/2022	02/15/2022	XXXX-XXXX-XXXX-3973	Hillyard Inc Minneapol	281.62	?
02/21/2022	02/17/2022	XXXX-XXXX-XXXX-3973	The Home Depot #2806	64.86	?
02/21/2022	02/18/2022	XXXX-XXXX-XXXX-3973	Jerry S Hardware 5301	89.08	?
02/21/2022	02/18/2022	XXXX-XXXX-XXXX-3973	Hillyard Inc Minneapol	293.32	?
02/22/2022	02/21/2022	XXXX-XXXX-XXXX-3973	Hillyard Inc Minneapol	130.89	?
02/22/2022	02/21/2022	XXXX-XXXX-XXXX-3973	Tri-Dim Filter Corp	321.69	?
02/23/2022	02/22/2022	XXXX-XXXX-XXXX-3973	Hillyard Inc Minneapol	504.39	?
Debit Total USD				2,890.30	
Credit Total USD				0.00	
Total USD				2,890.30	

Dorn Jane

Posting Date	Tran Date	Account	Supplier	Amount	
02/09/2022	02/08/2022	XXXX-XXXX-XXXX-6707	Cengage Gale	133.62	?
02/14/2022	02/11/2022	XXXX-XXXX-XXXX-6707	Officemax/Officedept#6	8.39	?
02/14/2022	02/11/2022	XXXX-XXXX-XXXX-6707	Office Depot #1079	15.16	?
02/14/2022	02/11/2022	XXXX-XXXX-XXXX-6707	Office Depot #1090	43.40	?
Debit Total USD				200.57	
Credit Total USD				0.00	
Total USD				200.57	

Watts Jane

Posting Date	Tran Date	Account	Supplier	Amount	
02/01/2022	01/31/2022	XXXX-XXXX-XXXX-6043	Office Depot #1090	228.20	?
02/02/2022	02/01/2022	XXXX-XXXX-XXXX-6043	Amzn Mktp US S94xi4si3	27.99	?
02/04/2022	02/03/2022	XXXX-XXXX-XXXX-6043	Carly And Adam	144.00	?
02/07/2022	02/04/2022	XXXX-XXXX-XXXX-6043	Office Depot #1090	50.26	?
02/07/2022	02/05/2022	XXXX-XXXX-XXXX-6043	Amzn Mktp US O230b0fw3	13.99	?
02/07/2022	02/05/2022	XXXX-XXXX-XXXX-6043	Amzn Mktp US T48hw3bw3	51.98	?
02/10/2022	02/09/2022	XXXX-XXXX-XXXX-6043	Office Depot #1090	31.16	?
02/11/2022	02/10/2022	XXXX-XXXX-XXXX-6043	Office Depot #1090	7.08	?
02/14/2022	02/11/2022	XXXX-XXXX-XXXX-6043	Wob.Com	76.74	?
02/14/2022	02/12/2022	XXXX-XXXX-XXXX-6043	First Book	169.54	?

02/16/2022	02/15/2022	XXXX-XXXX-XXXX-6043	Office Depot #1090	50.44	
02/18/2022	02/17/2022	XXXX-XXXX-XXXX-6043	Amazon.Com 1b5eo4i41 A	23.52	
02/18/2022	02/18/2022	XXXX-XXXX-XXXX-6043	First Book	399.08	
02/21/2022	02/19/2022	XXXX-XXXX-XXXX-6043	Audible Qm50g6q93	16.07	
02/23/2022	02/22/2022	XXXX-XXXX-XXXX-6043	Amazon Prime 1i8id9os0	12.99	
02/24/2022	02/23/2022	XXXX-XXXX-XXXX-6043	Amazon.Com le0ab0dv3	220.57	
02/25/2022	02/24/2022	XXXX-XXXX-XXXX-6043	Office Depot #1090	54.64	
02/28/2022	02/25/2022	XXXX-XXXX-XXXX-6043	Office Depot #1090	60.32	
02/28/2022	02/27/2022	XXXX-XXXX-XXXX-6043	Amazon.Com 1i2q01zz2 A	7.99	
Debit Total USD				1,646.56	
Credit Total USD				0.00	
Total USD				1,646.56	

Pickford Janet

Posting Date	Tran Date	Account	Supplier	Amount	
02/02/2022	02/02/2022	XXXX-XXXX-XXXX-5484	Amzn Mktp US 440eb74b3	91.88	
02/07/2022	02/04/2022	XXXX-XXXX-XXXX-5484	Amzn Mktp US Ae1o94b13	6.16	
02/07/2022	02/05/2022	XXXX-XXXX-XXXX-5484	Amzn Mktp US Z27qj50q3	6.15	
02/07/2022	02/05/2022	XXXX-XXXX-XXXX-5484	Amzn Mktp US Cy93p4f73	6.25	
02/07/2022	02/05/2022	XXXX-XXXX-XXXX-5484	Amzn Mktp US 6w3a185j3	6.98	
02/07/2022	02/06/2022	XXXX-XXXX-XXXX-5484	Amazon.Com Cf4g355k3 A	72.45	
02/09/2022	02/08/2022	XXXX-XXXX-XXXX-5484	Office Depot #1090	65.21	
02/16/2022	02/15/2022	XXXX-XXXX-XXXX-5484	Amzn Mktp US Ug8wm3ez3	40.00	
02/16/2022	02/15/2022	XXXX-XXXX-XXXX-5484	Office Depot #1090	51.71	
02/17/2022	02/16/2022	XXXX-XXXX-XXXX-5484	Amzn Mktp US Bu91k3wx3	29.98	
02/17/2022	02/17/2022	XXXX-XXXX-XXXX-5484	Amzn Mktp US Jb4ut8h13	26.84	
02/18/2022	02/17/2022	XXXX-XXXX-XXXX-5484	Amzn Mktp US Jn6f746r3	15.40	
02/18/2022	02/17/2022	XXXX-XXXX-XXXX-5484	Amzn Mktp US W16tq6793	48.64	
02/21/2022	02/19/2022	XXXX-XXXX-XXXX-5484	Savvas Learning	26.00	
02/23/2022	02/22/2022	XXXX-XXXX-XXXX-5484	Amzn Mktp US N46892o93	9.99	
02/23/2022	02/22/2022	XXXX-XXXX-XXXX-5484	Deltaeducation.Com	133.06	
02/28/2022	02/26/2022	XXXX-XXXX-XXXX-5484	Amzn Mktp US 1i5wh8iv1	14.59	
02/28/2022	02/27/2022	XXXX-XXXX-XXXX-5484	Amzn Mktp US 1w9fn34j1	33.00	
02/28/2022	02/27/2022	XXXX-XXXX-XXXX-5484	Amazon.Com 1w7b244z1	62.07	
Debit Total USD				746.36	
Credit Total USD				0.00	
Total USD				746.36	

Halseth Jeff

Posting Date	Tran Date	Account	Supplier	Amount	
02/04/2022	02/03/2022	XXXX-XXXX-XXXX-5172	Napa Store 3279001	9.40	

02/24/2022	02/23/2022	XXXX-XXXX-XXXX-5172	Metro Garage Door Co	762.62	
02/25/2022	02/23/2022	XXXX-XXXX-XXXX-5172	Gametime	100.00	
Debit Total USD				872.02	
Credit Total USD				0.00	
Total USD				872.02	

Bongaarts Joanne

Posting Date	Tran Date	Account	Supplier	Amount	
02/02/2022	02/01/2022	XXXX-XXXX-XXXX-2259	Scholastic, Inc.	118.28	
02/02/2022	02/01/2022	XXXX-XXXX-XXXX-2259	Follett School Solutio	299.89	
02/04/2022	02/03/2022	XXXX-XXXX-XXXX-2259	Follett School Solutio	68.95	
02/14/2022	02/14/2022	XXXX-XXXX-XXXX-2259	Amzn Mktp US N66b93t73	114.38	
02/16/2022	02/15/2022	XXXX-XXXX-XXXX-2259	Follett School Solutio	466.36	
Debit Total USD				1,067.86	
Credit Total USD				0.00	
Total USD				1,067.86	

Hatzenbeller Jodi

Posting Date	Tran Date	Account	Supplier	Amount	
02/25/2022	02/25/2022	XXXX-XXXX-XXXX-9282	Broadway Licensing	860.49	
Debit Total USD				860.49	
Credit Total USD				0.00	
Total USD				860.49	

MCBRIDE-BIBBY JULIA

Posting Date	Tran Date	Account	Supplier	Amount	
02/03/2022	02/02/2022	XXXX-XXXX-XXXX-6532	Amzn Mktp US 9l1658ta3	104.87	
02/03/2022	02/03/2022	XXXX-XXXX-XXXX-6532	Amazon.Com Lk7qg9j53	35.96	
02/04/2022	02/03/2022	XXXX-XXXX-XXXX-6532	Amzn Mktp US U94aw3w23	41.78	
02/07/2022	02/06/2022	XXXX-XXXX-XXXX-6532	Samsclub #4738	20.10	
02/08/2022	02/08/2022	XXXX-XXXX-XXXX-6532	Amzn Mktp US 5y1pz2513	27.08	
02/09/2022	02/08/2022	XXXX-XXXX-XXXX-6532	Bestprep	-130.00	
02/14/2022	02/13/2022	XXXX-XXXX-XXXX-6532	Amzn Mktp US 8d5tk61h3	19.90	
02/14/2022	02/13/2022	XXXX-XXXX-XXXX-6532	Amzn Mktp US 5j8qn5i63	19.90	
02/14/2022	02/13/2022	XXXX-XXXX-XXXX-6532	Amzn Mktp US 1s1um4da3	93.38	
02/15/2022	02/14/2022	XXXX-XXXX-XXXX-6532	Office Depot #1090	58.84	
02/16/2022	02/15/2022	XXXX-XXXX-XXXX-6532	Office Depot #1090	27.99	
02/16/2022	02/15/2022	XXXX-XXXX-XXXX-6532	American Assoc Of Scho	905.00	
02/16/2022	02/15/2022	XXXX-XXXX-XXXX-6532	Omni Nashville Hotel	2,566.85	
02/18/2022	02/17/2022	XXXX-XXXX-XXXX-6532	Amzn Mktp US 1b0jv5ie1	89.85	
02/21/2022	02/18/2022	XXXX-XXXX-XXXX-6532	Children S Theatre Com	200.00	
02/21/2022	02/19/2022	XXXX-XXXX-XXXX-6532	Amazon.Com 1i7dc0lj1	254.94	

02/24/2022	02/23/2022	XXXX-XXXX-XXXX-6532	Lakeshore Learning Mat	486.87	
Debit Total USD				4,953.31	
Credit Total USD				-130.00	
Total USD				4,823.31	

Mueller Kara

Posting Date	Tran Date	Account	Supplier	Amount	
02/01/2022	01/31/2022	XXXX-XXXX-XXXX-6488	Amzn Mktp US Sr1ko57y3	49.96	
02/02/2022	02/01/2022	XXXX-XXXX-XXXX-6488	In Slushie Spot	16.20	
02/02/2022	02/01/2022	XXXX-XXXX-XXXX-6488	Amzn Mktp US Bd8vn7tz3	169.38	
02/04/2022	02/03/2022	XXXX-XXXX-XXXX-6488	Minneapolis Regional C	100.00	
02/07/2022	02/06/2022	XXXX-XXXX-XXXX-6488	Amzn Mktp US Fx5f58r53	237.14	
02/08/2022	02/07/2022	XXXX-XXXX-XXXX-6488	Amzn Mktp US 8p9v05kv3	118.41	
02/09/2022	02/08/2022	XXXX-XXXX-XXXX-6488	Macta	50.00	
02/09/2022	02/08/2022	XXXX-XXXX-XXXX-6488	College Essay Guy	197.00	
02/09/2022	02/08/2022	XXXX-XXXX-XXXX-6488	Cengage Learning, Inc	720.00	
02/10/2022	02/09/2022	XXXX-XXXX-XXXX-6488	B E Publishing	374.75	
02/10/2022	02/09/2022	XXXX-XXXX-XXXX-6488	B E Publishing	1,424.05	
02/23/2022	02/23/2022	XXXX-XXXX-XXXX-6488	Amzn Mktp US 1i4gu4br1	118.32	
02/28/2022	02/25/2022	XXXX-XXXX-XXXX-6488	Dominos 1924	133.99	
02/28/2022	02/27/2022	XXXX-XXXX-XXXX-6488	Amzn Mktp US 1i3p57362	97.93	
02/28/2022	02/28/2022	XXXX-XXXX-XXXX-6488	Amzn Mktp US 1i8my3a42	37.58	
02/28/2022	02/28/2022	XXXX-XXXX-XXXX-6488	Amzn Mktp US 1w6p57za1	151.04	
Debit Total USD				3,995.75	
Credit Total USD				0.00	
Total USD				3,995.75	

Benshoof Larry

Posting Date	Tran Date	Account	Supplier	Amount	
02/02/2022	02/02/2022	XXXX-XXXX-XXXX-4722	Amazon.Com Ou74x6h33	22.77	
02/07/2022	02/04/2022	XXXX-XXXX-XXXX-4722	Paypal Pcpartsplus	849.75	
02/09/2022	02/08/2022	XXXX-XXXX-XXXX-4722	Amzn Mktp US Uk8jc9i53	98.79	
02/09/2022	02/09/2022	XXXX-XXXX-XXXX-4722	Amzn Mktp US Iz3hp5yv3	23.20	
02/09/2022	02/09/2022	XXXX-XXXX-XXXX-4722	Amzn Mktp US Ep9t45bw3	29.96	
02/17/2022	02/17/2022	XXXX-XXXX-XXXX-4722	Amazon.Com 1b82f7ke1	27.93	
02/21/2022	02/21/2022	XXXX-XXXX-XXXX-4722	Amzn Mktp US Lv5cc8eh3	6,910.50	
02/23/2022	02/22/2022	XXXX-XXXX-XXXX-4722	Amzn Mktp US Sk7ku0q23	121.50	
Debit Total USD				8,084.40	
Credit Total USD				0.00	
Total USD				8,084.40	

Posting Date	Tran Date	Account	Supplier	Amount	
02/04/2022	02/03/2022	XXXX-XXXX-XXXX-8240	Amazon.Com TI5oh5j53 A	14.82	?
02/04/2022	02/03/2022	XXXX-XXXX-XXXX-8240	Amazon.Com Pn5xz7zf3 A	14.82	?
02/07/2022	02/05/2022	XXXX-XXXX-XXXX-8240	Amazon.Com Ys54o1qj3 A	14.82	?
02/11/2022	02/11/2022	XXXX-XXXX-XXXX-8240	Amazon.Com H95st6tv3 A	9.88	?
02/14/2022	02/13/2022	XXXX-XXXX-XXXX-8240	Amazon.Com 1334l3163 A	9.88	?
02/14/2022	02/13/2022	XXXX-XXXX-XXXX-8240	Amazon.Com 589qi5y63 A	9.88	?
02/21/2022	02/18/2022	XXXX-XXXX-XXXX-8240	Zoom.U.s 888-799-9666	16.11	?
Debit Total USD				90.21	
Credit Total USD				0.00	
Total USD				90.21	

Thomas Matthew

Posting Date	Tran Date	Account	Supplier	Amount	
02/01/2022	01/31/2022	XXXX-XXXX-XXXX-5522	Facebk Twljn9tf82	34.80	?
02/28/2022	02/27/2022	XXXX-XXXX-XXXX-5522	Eig Constantcontact.Co	135.00	?
Debit Total USD				169.80	
Credit Total USD				0.00	
Total USD				169.80	

Tolzin Olivia

Posting Date	Tran Date	Account	Supplier	Amount	
02/16/2022	02/15/2022	XXXX-XXXX-XXXX-4282	Sq Square Weebly	18.00	?
Debit Total USD				18.00	
Credit Total USD				0.00	
Total USD				18.00	

Howard Patrice

Posting Date	Tran Date	Account	Supplier	Amount	
02/07/2022	02/04/2022	XXXX-XXXX-XXXX-3027	Target 00002600	27.76	?
02/07/2022	02/06/2022	XXXX-XXXX-XXXX-3027	Amzn Mktp US 690w55px3	33.93	?
02/07/2022	02/06/2022	XXXX-XXXX-XXXX-3027	Amzn Mktp US 3d4hw69c3	209.32	?
02/07/2022	02/07/2022	XXXX-XXXX-XXXX-3027	Amzn Mktp US Qp3cx89k3	24.44	?
02/21/2022	02/20/2022	XXXX-XXXX-XXXX-3027	Squarespace Inc.	16.00	?
02/21/2022	02/20/2022	XXXX-XXXX-XXXX-3027	Canva l03337-16981038	119.99	?
Debit Total USD				431.44	
Credit Total USD				0.00	
Total USD				431.44	

Kreyer Richard

Posting Date	Tran Date	Account	Supplier	41	Amount
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02/17/2022	02/16/2022	XXXX-XXXX-XXXX-3699	Grammarly Cottvpf2i	600.00	
02/28/2022	02/25/2022	XXXX-XXXX-XXXX-3699	Grammarly Cogh3qap0	146.24	
Debit Total USD				746.24	
Credit Total USD				0.00	
Total USD				746.24	

Nelson Robin

Posting Date	Tran Date	Account	Supplier	Amount	
02/07/2022	02/05/2022	XXXX-XXXX-XXXX-4435	Amazon.Com 214ie6bj3	14.39	
02/09/2022	02/09/2022	XXXX-XXXX-XXXX-4435	Amazon.Com Bh2r901j3	13.54	
02/09/2022	02/09/2022	XXXX-XXXX-XXXX-4435	Amzn Mktp US Xn2416ap3	185.23	
02/11/2022	02/10/2022	XXXX-XXXX-XXXX-4435	Amazon Prime Ui0st7oi3	12.99	
02/14/2022	02/12/2022	XXXX-XXXX-XXXX-4435	Amazon.Com Za30w3p43	8.04	
02/16/2022	02/15/2022	XXXX-XXXX-XXXX-4435	Follett School Solutio	551.61	
02/18/2022	02/17/2022	XXXX-XXXX-XXXX-4435	Amazon.Com 1b8gj59i1	131.38	
02/23/2022	02/22/2022	XXXX-XXXX-XXXX-4435	Follett School Solutio	305.96	
Debit Total USD				1,223.14	
Credit Total USD				0.00	
Total USD				1,223.14	

Vandewalker Sara

Posting Date	Tran Date	Account	Supplier	Amount	
02/09/2022	02/08/2022	XXXX-XXXX-XXXX-0729	Overdrive Dist	10.50	
02/09/2022	02/08/2022	XXXX-XXXX-XXXX-0729	Book Creator	-120.00	
02/09/2022	02/09/2022	XXXX-XXXX-XXXX-0729	Amazon.Com 8z0i844b3	21.95	
02/10/2022	02/09/2022	XXXX-XXXX-XXXX-0729	Amazon.Com Ax96d2r13 A	19.99	
02/16/2022	02/16/2022	XXXX-XXXX-XXXX-0729	Ixl School Subscript	3,294.00	
Debit Total USD				3,346.44	
Credit Total USD				-120.00	
Total USD				3,226.44	

LAFAYETTE SILVY

Posting Date	Tran Date	Account	Supplier	Amount	
02/11/2022	02/10/2022	XXXX-XXXX-XXXX-9172	Amazon Prime Fs39p84w3	12.99	
02/14/2022	02/12/2022	XXXX-XXXX-XXXX-9172	Airbnb Hmxencw3dw	1,074.83	
02/18/2022	02/17/2022	XXXX-XXXX-XXXX-9172	Amazon.Com Lp25p3f93	112.50	
02/21/2022	02/19/2022	XXXX-XXXX-XXXX-9172	Amazon.Com	-112.50	
Debit Total USD				1,200.32	
Credit Total USD				-112.50	
Total USD				1,087.82	

City Water Slp

Posting Date	Tran Date	Account	Supplier	Amount	
02/21/2022	02/19/2022	XXXX-XXXX-XXXX-6313	Slputilities	7.71	?
02/21/2022	02/19/2022	XXXX-XXXX-XXXX-6313	Slputilities	14.74	?
02/21/2022	02/19/2022	XXXX-XXXX-XXXX-6313	Slputilities	17.06	?
02/21/2022	02/19/2022	XXXX-XXXX-XXXX-6313	Slputilities	66.97	?
02/21/2022	02/19/2022	XXXX-XXXX-XXXX-6313	Slputilities	164.29	?
02/21/2022	02/19/2022	XXXX-XXXX-XXXX-6313	Slputilities	213.29	?
02/21/2022	02/19/2022	XXXX-XXXX-XXXX-6313	Slputilities	263.46	?
02/21/2022	02/19/2022	XXXX-XXXX-XXXX-6313	Slputilities	296.24	?
02/21/2022	02/19/2022	XXXX-XXXX-XXXX-6313	Slputilities	360.39	?
02/21/2022	02/19/2022	XXXX-XXXX-XXXX-6313	Slputilities	361.06	?
02/21/2022	02/19/2022	XXXX-XXXX-XXXX-6313	Slputilities	593.98	?
02/21/2022	02/19/2022	XXXX-XXXX-XXXX-6313	Slputilities	663.59	?
02/21/2022	02/19/2022	XXXX-XXXX-XXXX-6313	Slputilities	716.16	?
02/21/2022	02/19/2022	XXXX-XXXX-XXXX-6313	Slputilities	829.35	?
02/21/2022	02/19/2022	XXXX-XXXX-XXXX-6313	Slputilities	1,185.91	?
02/21/2022	02/19/2022	XXXX-XXXX-XXXX-6313	Slputilities	1,361.67	?
02/21/2022	02/19/2022	XXXX-XXXX-XXXX-6313	Slputilities	1,624.50	?
02/21/2022	02/19/2022	XXXX-XXXX-XXXX-6313	Slputilities	2,621.45	?
Debit Total USD				11,361.82	
Credit Total USD				0.00	
Total USD				11,361.82	

Office Depot Slp

Posting Date	Tran Date	Account	Supplier	Amount	
02/01/2022	01/31/2022	XXXX-XXXX-XXXX-8115	Office Depot #1099	308.41	?
02/08/2022	02/07/2022	XXXX-XXXX-XXXX-8115	Office Depot #1099	592.45	?
02/15/2022	02/14/2022	XXXX-XXXX-XXXX-8115	Office Depot #1099	454.61	?
02/23/2022	02/22/2022	XXXX-XXXX-XXXX-8115	Office Depot #1099	528.84	?
Debit Total USD				1,884.31	
Credit Total USD				0.00	
Total USD				1,884.31	

Verizon Slp

Posting Date	Tran Date	Account	Supplier	Amount	
02/07/2022	02/05/2022	XXXX-XXXX-XXXX-4216	Vzwrllss Apocc Visb	70.02	?
02/23/2022	02/23/2022	XXXX-XXXX-XXXX-4216	Vzwrllss Apocc Visb	3,930.57	?
Debit Total USD				4,000.59	
Credit Total USD				0.00	
Total USD				4,000.59	

Posting Date	Tran Date	Account	Supplier	Amount	
02/01/2022	01/31/2022	XXXX-XXXX-XXXX-1383	Amzn Mktp US 6g5sh4qs3	298.28	?
02/01/2022	02/01/2022	XXXX-XXXX-XXXX-1383	Dbc Blick Art Material	354.96	?
02/02/2022	02/01/2022	XXXX-XXXX-XXXX-1383	Office Depot #1090	130.18	?
02/03/2022	02/02/2022	XXXX-XXXX-XXXX-1383	Office Depot #1090	12.89	?
02/03/2022	02/02/2022	XXXX-XXXX-XXXX-1383	Office Depot #1090	56.80	?
02/07/2022	02/03/2022	XXXX-XXXX-XXXX-1383	Pacific Educational Gr	425.00	?
02/09/2022	02/08/2022	XXXX-XXXX-XXXX-1383	Mslax	1,050.00	?
02/11/2022	02/10/2022	XXXX-XXXX-XXXX-1383	Amazon.Com G11zq1n93 A	47.97	?
02/11/2022	02/10/2022	XXXX-XXXX-XXXX-1383	Office Depot #1090	56.76	?
02/11/2022	02/10/2022	XXXX-XXXX-XXXX-1383	Office Depot #1090	256.78	?
02/14/2022	02/11/2022	XXXX-XXXX-XXXX-1383	Officemax/Officedept#2	15.33	?
02/14/2022	02/11/2022	XXXX-XXXX-XXXX-1383	Airport Taxi, Inc.	19.00	?
02/15/2022	02/15/2022	XXXX-XXXX-XXXX-1383	Amzn Mktp US 0x2rc6as3	13.09	?
02/15/2022	02/15/2022	XXXX-XXXX-XXXX-1383	Amzn Mktp US 1b8we1zh0	285.92	?
02/23/2022	02/22/2022	XXXX-XXXX-XXXX-1383	Wwwmathcountsm-F6e65t1	26.32	?
02/23/2022	02/22/2022	XXXX-XXXX-XXXX-1383	Wwwmathcountsm-F6e68t1	26.32	?
02/23/2022	02/22/2022	XXXX-XXXX-XXXX-1383	Wwwmathcountsm-F6e67t1	26.32	?
02/23/2022	02/22/2022	XXXX-XXXX-XXXX-1383	Wwwmathcountsm-F6e66t1	26.32	?
02/23/2022	02/22/2022	XXXX-XXXX-XXXX-1383	Wwwmathcountsm-F7e21t1	67.95	?
Debit Total USD				3,196.19	
Credit Total USD				0.00	
Total USD				3,196.19	

Borgen Tanya

Posting Date	Tran Date	Account	Supplier	Amount	
02/02/2022	02/01/2022	XXXX-XXXX-XXXX-4395	Amzn Mktp US E11rz8zx3	39.98	?
Debit Total USD				39.98	
Credit Total USD				0.00	
Total USD				39.98	

Odermatt Thomas

Posting Date	Tran Date	Account	Supplier	Amount	
02/02/2022	02/01/2022	XXXX-XXXX-XXXX-4730	Amazon.Com Up2k55k23	54.82	?
02/04/2022	02/03/2022	XXXX-XXXX-XXXX-4730	Amazon.Com 0c74g6i63	12.54	?
02/04/2022	02/04/2022	XXXX-XXXX-XXXX-4730	Amzn Mktp US Oj4di6yj3	10.62	?
02/07/2022	02/04/2022	XXXX-XXXX-XXXX-4730	Amzn Mktp US Dp6vb9sx3	34.59	?
02/07/2022	02/05/2022	XXXX-XXXX-XXXX-4730	Amazon.Com Yr0ei7rd3	18.78	?
02/07/2022	02/06/2022	XXXX-XXXX-XXXX-4730	Amazon.Com V38tx6nw3	13.31	?
02/07/2022	02/06/2022	XXXX-XXXX-XXXX-4730	Amazon.Com Ea5mp68w3	25.35	?
02/07/2022	02/06/2022	XXXX-XXXX-XXXX-4730	Amzn Mktp US Kh7rp1393	111.25	?

02/07/2022	02/06/2022	XXXX-XXXX-XXXX-4730	Amazon.Com 088eu9cu3	193.17	
02/07/2022	02/07/2022	XXXX-XXXX-XXXX-4730	Amzn Digital A190h33h3	11.82	
02/08/2022	02/07/2022	XXXX-XXXX-XXXX-4730	Easyplanettravel	5.64	
02/08/2022	02/07/2022	XXXX-XXXX-XXXX-4730	Amzn Mktp US Z64ov8ig3	15.35	
02/10/2022	02/09/2022	XXXX-XXXX-XXXX-4730	Easyplanettravel	5.88	
02/15/2022	02/14/2022	XXXX-XXXX-XXXX-4730	Amzn Digital Oa8j20cf3	8.59	
02/15/2022	02/14/2022	XXXX-XXXX-XXXX-4730	Amzn Digital Cd9w39123	8.59	
02/15/2022	02/15/2022	XXXX-XXXX-XXXX-4730	Amazon.Com	-14.99	
02/21/2022	02/17/2022	XXXX-XXXX-XXXX-4730	Micro Center #045 Reta	26.94	
02/25/2022	02/24/2022	XXXX-XXXX-XXXX-4730	Www.lorad.Com	10.00	
02/25/2022	02/24/2022	XXXX-XXXX-XXXX-4730	Scribd Inc	10.74	
02/28/2022	02/27/2022	XXXX-XXXX-XXXX-4730	Amazon.Com 1i9np7z32	11.98	
02/28/2022	02/27/2022	XXXX-XXXX-XXXX-4730	Amzn Mktp US 1i5q75th2	124.38	
02/28/2022	02/28/2022	XXXX-XXXX-XXXX-4730	Amazon.Com 1i1ko2tf2 A	101.41	
Debit Total USD				815.75	
Credit Total USD				-14.99	
Total USD				800.76	

Donahue Timothy

Posting Date	Tran Date	Account	Supplier	Amount	
02/01/2022	01/31/2022	XXXX-XXXX-XXXX-9266	The Minnesota Chemical	246.87	
02/01/2022	01/31/2022	XXXX-XXXX-XXXX-9266	Dalco Enterprises	1,019.92	
02/10/2022	02/08/2022	XXXX-XXXX-XXXX-9266	The Home Depot #2806	70.25	
02/14/2022	02/11/2022	XXXX-XXXX-XXXX-9266	The Home Depot #2806	106.00	
02/14/2022	02/11/2022	XXXX-XXXX-XXXX-9266	The Home Depot #2806	-119.00	
02/14/2022	02/11/2022	XXXX-XXXX-XXXX-9266	The Home Depot #2806	119.00	
02/18/2022	02/17/2022	XXXX-XXXX-XXXX-9266	Napa Store 3279001	51.02	
02/22/2022	02/21/2022	XXXX-XXXX-XXXX-9266	Horizon Commercial Poo	875.46	
Debit Total USD				2,488.52	
Credit Total USD				-119.00	
Total USD				2,369.52	

Pickford Timothy

Posting Date	Tran Date	Account	Supplier	Amount	
02/01/2022	01/31/2022	XXXX-XXXX-XXXX-3441	Hillyard Inc Minneapol	615.04	
02/10/2022	02/09/2022	XXXX-XXXX-XXXX-3441	Dalco Enterprises	688.65	
02/10/2022	02/10/2022	XXXX-XXXX-XXXX-3441	Amzn Mktp US Mn2oi9oo3	119.95	
02/15/2022	02/14/2022	XXXX-XXXX-XXXX-3441	Glass Doctor Minneapol	794.24	
02/17/2022	02/16/2022	XXXX-XXXX-XXXX-3441	Hillyard Inc Minneapol	283.50	
02/21/2022	02/18/2022	XXXX-XXXX-XXXX-3441	Hillyard Inc Minneapol	433.10	
02/24/2022	02/23/2022	XXXX-XXXX-XXXX-3441	Budget Rent A Car	453.22	



02/28/2022	02/26/2022	XXXX-XXXX-XXXX-3441	Amzn Mktp US 1i19I0I02	35.18	
Debit Total USD				3,422.88	
Credit Total USD				0.00	
Total USD				3,422.88	

Marble Tom






Posting Date	Tran Date	Account	Supplier	Amount	
02/04/2022	02/03/2022	XXXX-XXXX-XXXX-0299	Amzn Mktp US 8571t0mz3	239.99	
02/07/2022	02/05/2022	XXXX-XXXX-XXXX-0299	Amzn Mktp US 3h21c1ci3	59.96	
02/07/2022	02/05/2022	XXXX-XXXX-XXXX-0299	Amzn Mktp US N47bi3uc3	169.99	
02/08/2022	02/07/2022	XXXX-XXXX-XXXX-0299	Amzn Mktp US 1h0w49gy3	397.88	
02/08/2022	02/07/2022	XXXX-XXXX-XXXX-0299	Appliansys Ltd-Usd	1,182.00	
02/10/2022	02/10/2022	XXXX-XXXX-XXXX-0299	Apple.Com/Us	209.00	
02/10/2022	02/10/2022	XXXX-XXXX-XXXX-0299	Apple.Com/Us	2,299.00	
02/14/2022	02/13/2022	XXXX-XXXX-XXXX-0299	Amzn Mktp US 4w4vd31b3	29.98	
02/16/2022	02/16/2022	XXXX-XXXX-XXXX-0299	Amzn Mktp US P25oa06x3	18.98	
02/21/2022	02/21/2022	XXXX-XXXX-XXXX-0299	Amzn Mktp US 1b7xd5u60	27.06	
02/21/2022	02/21/2022	XXXX-XXXX-XXXX-0299	Amzn Mktp US 1i9p85e41	30.99	
02/24/2022	02/24/2022	XXXX-XXXX-XXXX-0299	Apple.Com/Us	894.00	
02/25/2022	02/24/2022	XXXX-XXXX-XXXX-0299	Courtyard By Marriott	270.51	
02/25/2022	02/24/2022	XXXX-XXXX-XXXX-0299	Courtyard By Marriott	270.51	
02/25/2022	02/24/2022	XXXX-XXXX-XXXX-0299	Courtyard By Marriott	270.51	
02/28/2022	02/25/2022	XXXX-XXXX-XXXX-0299	Amzn Mktp US 1i1o47ue1	12,685.50	
02/28/2022	02/28/2022	XXXX-XXXX-XXXX-0299	Amzn Mktp US 1w84b7lu1	28.60	
Debit Total USD				19,084.46	
Credit Total USD				0.00	
Total USD				19,084.46	

Halseth Travis





Posting Date	Tran Date	Account	Supplier	Amount	
02/03/2022	02/02/2022	XXXX-XXXX-XXXX-7630	Amzn Mktp US Kv2b50x63	97.45	
02/07/2022	02/04/2022	XXXX-XXXX-XXXX-7630	Menards Golden Valley	431.94	
02/09/2022	02/08/2022	XXXX-XXXX-XXXX-7630	Napa Store 3279001	199.30	
02/10/2022	02/09/2022	XXXX-XXXX-XXXX-7630	Napa Store 3279001	69.64	
02/11/2022	02/10/2022	XXXX-XXXX-XXXX-7630	Napa Store 3279001	-39.51	
02/14/2022	02/11/2022	XXXX-XXXX-XXXX-7630	Napa Store 3279001	46.90	
02/15/2022	02/14/2022	XXXX-XXXX-XXXX-7630	Minvalco Inc - Mnpls	468.00	
02/15/2022	02/15/2022	XXXX-XXXX-XXXX-7630	Amzn Mktp US Sj2do16k3	15.98	
02/16/2022	02/16/2022	XXXX-XXXX-XXXX-7630	Uline Ship Supplies	2,650.00	
02/16/2022	02/16/2022	XXXX-XXXX-XXXX-7630	Uline Ship Supplies	2,798.13	
02/23/2022	02/22/2022	XXXX-XXXX-XXXX-7630	Amzn Mktp US 1f9x92jg3	95.80	

02/28/2022	02/25/2022	XXXX-XXXX-XXXX-7630	Amazon.Com 1b6768wh2	113.52	
02/28/2022	02/25/2022	XXXX-XXXX-XXXX-7630	Amzn Mktp US 1i3sv7961	290.15	
Debit Total USD				7,276.81	
Credit Total USD				-39.51	
Total USD				7,237.30	

Paulson Trevor

Posting Date	Tran Date	Account	Supplier	Amount	
02/07/2022	02/04/2022	XXXX-XXXX-XXXX-1659	Andy Mark Inc	21.72	
02/07/2022	02/04/2022	XXXX-XXXX-XXXX-1659	Cbi Gravit / Corel	31.18	
02/07/2022	02/04/2022	XXXX-XXXX-XXXX-1659	Online Metal	123.67	
02/22/2022	02/19/2022	XXXX-XXXX-XXXX-1659	Continental Clay Compa	2,145.53	
02/28/2022	02/25/2022	XXXX-XXXX-XXXX-1659	Andy Mark Inc	144.83	
Debit Total USD				2,466.93	
Credit Total USD				0.00	
Total USD				2,466.93	

Nelson Virginia

Posting Date	Tran Date	Account	Supplier	Amount	
02/03/2022	02/02/2022	XXXX-XXXX-XXXX-0875	Office Depot #1090	201.33	
02/17/2022	02/15/2022	XXXX-XXXX-XXXX-0875	Red Lobster 0157	221.85	
02/17/2022	02/16/2022	XXXX-XXXX-XXXX-0875	Lunds&byerlys Ridged	44.98	
02/24/2022	02/23/2022	XXXX-XXXX-XXXX-0875	Acme Tools Plymouth	226.18	
Debit Total USD				694.34	
Credit Total USD				0.00	
Total USD				694.34	

ELECTRONIC FUND TRANSFERS FEB. 2022

Deposits into Associated Bank

DATE	FROM	AMOUNT	DESCRIPTION
2/1/2022	IRS TREAS. TAX REF.	\$6,313.38	TREASURY TAX REFUND
2/3/2022	MN STATE FINANCE	\$9,174.00	EDI PAYMENTS MISC GRANTS/IDEAS PAYMENT
2/10/2022	MN STATE FINANCE	\$236,627.01	EDI PAYMENTS MISC GRANTS/IDEAS PAYMENT
2/15/2022	MN STATE FINANCE	\$2,320,307.37	EDI PAYMENTS MISC GRANTS/IDEAS PAYMENT
2/16/2022	CLEAR SCRIPTS	\$23,861.00	FURTHER CREDIT
2/28/2022	MN STATE FINANCE	\$2,910,028.13	EDI PAYMENTS MISC GRANTS/IDEAS PAYMENT
02/01/2022-02/28/2022	TSYS/TRANSFIRST	\$ 45,654.49	CREDIT CARD PAYMENTS FOR STUDENT ACCOUNTS WITH FOOD SERVICE, MS ATHLETICS & HS ACTIVITIES
02/01/2022-02/28/2022	SQUARE INC.	\$ 1,492.81	

STORIOLE CREDIT CARD PURCHASES

Withdrawals From Associated Bank

DATE	TO	AMOUNT	DESCRIPTION	AUTHORIZATION
2/3/2022	FURTHER	\$ 8,231.34	COBRA/RETIREE	BROOKS GROSSINGER
2/7/2022	DELTA DENTAL	\$ 16,663.12		
2/7/2022	PREFERRED ONE	\$ 44,387.53	DENTAL - CLAIMS PAYMENT	BROOKS GROSSINGER
2/7/2022	BMO PMT	\$ 109,958.76	PREFERRED ONE PAYMENT	BROOKS GROSSINGER
2/7/2022	PREFERRED ONE	\$ 159,328.78	P CARD PMT	BROOKS GROSSINGER
2/10/2022	FURTHER	\$ 7,977.50	PREFERRED ONE PAYMENT	BROOKS GROSSINGER
2/10/2022	PREFERRED ONE	\$ 75,146.39	COBRA/RETIREE	BROOKS GROSSINGER
2/14/2022	DELTA DENTAL	\$ 477.39	PREFERRED ONE PAYMENT	BROOKS GROSSINGER
2/14/2022	DELTA DENTAL	\$ 10,960.39	DENTAL - CLAIMS PAYMENT	BROOKS GROSSINGER
2/14/2022	PREFERRED ONE	\$ 87,979.16	DENTAL - CLAIMS PAYMENT	BROOKS GROSSINGER
2/17/2022	FURTHER	\$ 7,527.81	PREFERRED ONE PAYMENT	BROOKS GROSSINGER
2/22/2022	DELTA DENTAL	\$ 10,733.55	COBRA/RETIREE	BROOKS GROSSINGER
2/22/2022	PREFERRED ONE	\$ 15,710.32	DENTAL - CLAIMS PAYMENT	BROOKS GROSSINGER
2/22/2022	PREFERRED ONE	\$ 137,412.78	PREFERRED ONE PAYMENT	BROOKS GROSSINGER
2/23/2022	DELTA DENTAL	\$ 2,895.20	PREFERRED ONE PAYMENT	BROOKS GROSSINGER
2/24/2022	FURTHER	\$ 2,460.75	DENTAL - CLAIMS PAYMENT	BROOKS GROSSINGER
2/24/2022	FURTHER	\$ 7,379.12	COBRA/RETIREE	BROOKS GROSSINGER
2/28/2022	PREFERRED ONE	\$ 6.87	COBRA/RETIREE	BROOKS GROSSINGER
2/28/2022	DELTA DENTAL	\$ 7,729.49	PREFERRED ONE PAYMENT	BROOKS GROSSINGER
2/28/2022	PREFERRED ONE	\$ 36,026.24	DENTAL - CLAIMS PAYMENT	BROOKS GROSSINGER
2/28/2022	PREFERRED ONE	\$ 128,953.51	PREFERRED ONE PAYMENT	BROOKS GROSSINGER

VENDOR	CHECK CHECK		AMOUNT
	NUMBER	DATE	
ACCESS LIFTS, INC	335856	02/08/2022	300.00
AID ELECTRIC CORPORATION	335857	02/08/2022	1,543.53
ALLEN, KEEYA	335858	02/08/2022	150.00
ANCHOR PAPER COMPANY	335859	02/08/2022	743.70
BAYADA HOME HEALTH CARE, INC	335860	02/08/2022	3,225.00
BIX PRODUCE COMPANY	335861	02/08/2022	1,267.73
BRIH DESIGN LLC	335862	02/08/2022	645.00
CATALYST CONSULTING SLC	335863	02/08/2022	141.10
CESO COMMUNICATIONS, LLC	335864	02/08/2022	3,600.00
CITY OF ST LOUIS PARK	335865	02/08/2022	9,994.99
CITY OF ST LOUIS PARK	335866	02/08/2022	281.25
COLLABORATIVE STUDENT TRANSPORTATION OF MN	335867	02/08/2022	370,063.79
COMMERCIAL KITCHEN SERVICES CORP	335868	02/08/2022	357.50
CUB FOODS KNOLLWOOD	335869	02/08/2022	632.50
DISTRICT 7 DECA	335870	02/08/2022	525.00
ECKROTH MUSIC	335871	02/08/2022	26.02
EDUCATORS BENEFIT CONSULTANTS	335872	02/08/2022	364.44
EVERYTHING'S POSSIBLE LLC	335873	02/08/2022	540.00
EXPRESS SERVICES INC	335874	02/08/2022	3,648.93
GLEASON PRINTING INC	335875	02/08/2022	433.05
HAMMER SPORTS LLC	335876	02/08/2022	233.00
HAND2MIND	335877	02/08/2022	25.47
HOUSE OF NOTE CORP	335878	02/08/2022	875.00
INSTRUMENTALIST AWARDS LLC (REMIT)	335879	02/08/2022	312.00
INSTITUTE FOR ENVIRONMENTAL ASSESSMENT	335880	02/08/2022	5,965.47
INTEREUM, INC	335881	02/08/2022	175,396.56
INTERMEDIATE DISTRICT #287	335882	02/08/2022	52,364.16
KENNEDY & GRAVEN	335883	02/08/2022	728.50
KINECT ENERGY, INC	335884	02/08/2022	980.00
KNISELY, EILSEEN	335885	02/08/2022	10.00
KNUTSON FLYNN & DEANS	335886	02/08/2022	110.00
KOVACOVIC, VERA	335887	02/08/2022	224.00
LANGUAGE LINE SERVICES CORP	335888	02/08/2022	1,334.55
MALLOY MONTAGUE KARNOWSKI RADOSEVICH & CO, PA	335889	02/08/2022	10,468.00
MALMBERG, DENNIS	335890	02/08/2022	280.00
MANLEY, OLIVER	335891	02/08/2022	280.00
MINNESOTA JUNIOR HIGH MATH LEA	335892	02/08/2022	150.00
MN STATE MANKATO MUSIC DEPT	335893	02/08/2022	50.00
N A C	335894	02/08/2022	11,220.26
NORTHSTAR BUS LINES, LLC	335895	02/08/2022	1,581.00
NORTHSTAR MEDIA, INC	335896	02/08/2022	804.84
OLSON MADAUS, KIRSTEN	335897	02/08/2022	16.00
PACIFIC EDUCATIONAL GROUP INC	335898	02/08/2022	2,325.00
JW PEPPER & SONS, INC	335900	02/08/2022	350.76
PHOENIX SCHOOL COUNSELING LLC	335901	02/08/2022	26,337.17
PREMIUM WATERS INC	335902	02/08/2022	143.70
PROFESSIONAL WIRELESS COMMUNICATIONS	335903	02/08/2022	1,115.00
PSAT/NMSQT	335904	02/08/2022	318.00
RICOH USA, INC	335905	02/08/2022	1,195.47
SAVVAS LEARNING COMPANY, LLC	335906	02/08/2022	684.80
SHRED-IT USA, LLC	335907	02/08/2022	94.36
SKYWARD ACCOUNTING DEPT	335908	02/08/2022	2,464.50
ST LOUIS PARK TRANSPORTATION	335909	02/08/2022	274,850.55
SOCIAL CLUB SIMPLE, LLC	335910	02/08/2022	40.00
SOURCEWELL TECHNOLOGY	335911	02/08/2022	3,000.00
SPECIAL EDUCATION - TUITION BILLING	335912	02/08/2022	1,489.50

VENDOR	CHECK CHECK		AMOUNT
	NUMBER	DATE	
ST DAVID'S CENTER FOR CHILD & FAMILY DEVEL	335913	02/08/2022	2,500.00
ST PAUL BEVERAGE SOLUTIONS, LLC	335914	02/08/2022	197.95
STANDARD INSURANCE COMPANY	335915	02/08/2022	21,511.73
STAPLES ADVANTAGE	335916	02/08/2022	6,428.45
STRATEGIC BEHAVIORAL SOLUTIONS	335917	02/08/2022	12,781.25
TEACHERS ON CALL A KELLY SERVICES CO	335918	02/08/2022	44,725.44
TIERNEY BROS INC	335919	02/08/2022	250.00
TRANSPORTATION PLUS, INC	335920	02/08/2022	2,085.00
U H L COMPANY	335921	02/08/2022	252.61
UNIVERSAL ATHLETIC, LLC (REMIT)	335922	02/08/2022	880.11
VIKING TROPHIES	335923	02/08/2022	405.60
WESTRUP, KEVIN	335924	02/08/2022	60.75
WORLD PROJECTS CORPORATION	335925	02/08/2022	54,029.00
XCEL ENERGY	335926	02/08/2022	73,643.45
ADELMANN, JACQUELINE	335927	02/11/2022	4,172.50
AFFINETY SOLUTIONS INC	335928	02/11/2022	1,800.00
MRI SOFTWARE LLC	335929	02/11/2022	39.45
ANCHOR PAPER COMPANY	335930	02/11/2022	1,600.93
ARVIG	335931	02/11/2022	2,707.95
AUTUMN, STEPHANIE	335932	02/11/2022	1,290.00
BRIH DESIGN LLC	335933	02/11/2022	645.00
CAPTIVATE MEDIA + CONSULTING	335934	02/11/2022	4,992.00
CENTERPOINT ENERGY	335935	02/11/2022	2,694.49
CINTAS CORPORATION NO. 2	335936	02/11/2022	494.20
COLLABORATIVE STUDENT TRANSPORTATION OF MN	335937	02/11/2022	287,414.29
CRAWFORD MERZ, LLC	335938	02/11/2022	32,000.00
DALCO CUSTODIAL SUPPLIES	335939	02/11/2022	446.81
DUFFY, PATRICK	335940	02/11/2022	499.00
EXPRESS SERVICES INC	335941	02/11/2022	1,483.52
H2I GROUP, INC	335942	02/11/2022	82,784.90
INDIANHEAD FOODSERVICE DISTRIBUTOR	335943	02/11/2022	42,784.97
INSIDE TRACK	335944	02/11/2022	500.00
KJELLBERG, ERIK	335945	02/11/2022	120.00
MALMBERG, DENNIS	335946	02/11/2022	140.00
MANLEY, OLIVER	335947	02/11/2022	140.00
MAVO SYSTEMS INC	335948	02/11/2022	2,405.50
MINNESOTA STATE UNIVERSITY MANKATO	335949	02/11/2022	450.00
NCPERS MINNESOTA	335950	02/11/2022	16.00
NORTHEAST METRO 916	335951	02/11/2022	4,538.40
OHMAN, DOUG	335952	02/11/2022	100.00
JW PEPPER & SONS, INC	335953	02/11/2022	100.96
PERFORMANCE TOURS	335954	02/11/2022	12,541.45
PERNSTEINER CREATIVE GROUP INC	335956	02/11/2022	2,062.00
PRINCE, SYDNEY	335957	02/11/2022	155.00
PROFESSIONAL WIRELESS COMMUNICATIONS	335958	02/11/2022	77.16
PSAT/NMSQT	335959	02/11/2022	2,118.00
ROTARY CLUB OF ST LOUIS PARK	335960	02/11/2022	230.00
SAFEWAY DRIVING SCHOOL INC	335961	02/11/2022	9,675.00
ST LOUIS PARK TRANSPORTATION	335962	02/11/2022	16,227.99
SOLUTRAN, INC	335963	02/11/2022	1,617.34
TEACHERS ON CALL A KELLY SERVICES CO	335964	02/11/2022	40,505.28
ORIGINS PROGRAM	335965	02/11/2022	799.00
TRIO SUPPLY COMPANY	335966	02/11/2022	4,437.85
U H L COMPANY	335967	02/11/2022	5,195.00
VSI CONSTRUCTION, INC	335968	02/11/2022	3,200.00
CHILD SUPPORT PAYMENT CENTER	335969	02/15/2022	135.00

VENDOR	CHECK CHECK		AMOUNT
	NUMBER	DATE	
CLERICAL\SECRETARIAL ASSOCIATION PARK SCHOOLS	335970	02/15/2022	223.14
EDUCATION MINNESOTA-SPARK	335971	02/15/2022	1,741.01
FAMILY SUPPORT PAYMENT CENTER	335972	02/15/2022	150.00
MINNESOTA CHILD SUPPORT PAYMEN	335973	02/15/2022	365.40
PARK ASSOCIATION OF TEACHERS	335974	02/15/2022	18,029.44
SCHOOL SERVICE EMPLOYEES LOCAL 284	335975	02/15/2022	1,548.97
STATE DISBURSEMENT UNIT	335976	02/15/2022	6.00
AID ELECTRIC CORPORATION	335977	02/24/2022	4,454.00
AJ MOORE ELECTRIC, INC	335978	02/24/2022	29,746.20
ALL IN ONE - TRANSLATION AGENCY LLC	335979	02/24/2022	1,818.30
ANCHOR PAPER COMPANY	335980	02/24/2022	4,591.40
APPLE COMPUTER INC C/O AFS EDUC. FINANCE PROG	335981	02/24/2022	349,375.00
ARMSTRONG HIGH SCHOOL	335982	02/24/2022	300.00
ARMSTRONG TORSETH SKOLD & RYDEEN, INC	335983	02/24/2022	92,963.86
BAYADA HOME HEALTH CARE, INC	335984	02/24/2022	2,400.00
BENEFIT EXTRAS, INC	335985	02/24/2022	566.50
BIX PRODUCE COMPANY	335986	02/24/2022	809.83
CITY OF ST LOUIS PARK	335987	02/24/2022	100.00
CITY OF ST LOUIS PARK	335988	02/24/2022	9,332.50
CLOSED SYSTEM LABS INC	335989	02/24/2022	6,210.00
CRAWFORD MERZ, LLC	335990	02/24/2022	3,500.00
CUB FOODS KNOLLWOOD	335991	02/24/2022	284.17
DAKOTA TRUCK UNDERWRITERS	335992	02/24/2022	22,835.00
DAVIS, JOSEPH	335993	02/24/2022	1,000.00
DVS RENEWAL	335994	02/24/2022	192.50
ECKROTH MUSIC	335995	02/24/2022	29.35
EXPRESS SERVICES INC	335996	02/24/2022	2,126.77
FELDENKRAIS NATURAL MOVEMENT LLC	335997	02/24/2022	240.00
FORD METRO INC	335998	02/24/2022	10,094.97
H2I GROUP, INC	335999	02/24/2022	5,792.05
HOUSE OF NOTE CORP	336000	02/24/2022	196.75
INSPEC INC	336001	02/24/2022	2,000.00
INSTITUTE FOR ENVIRONMENTAL ASSESSMENT	336002	02/24/2022	1,425.00
INTEREUM, INC	336003	02/24/2022	1,003.79
INTERMEDIATE DISTRICT #287	336004	02/24/2022	11,896.00
KINECT ENERGY, INC	336005	02/24/2022	100,700.52
MALMBERG, DENNIS	336006	02/24/2022	140.00
MANLEY, OLIVER	336007	02/24/2022	140.00
MASA	336008	02/24/2022	329.00
MCARDLE, SUZI	336009	02/24/2022	300.00
MINNEAPOLIS PUBLIC SCHOOLS	336010	02/24/2022	66.00
MINNESOTA HIGH SCHOOL QUIZ BOWL, INC	336011	02/24/2022	320.00
MINNESOTA DECA	336012	02/24/2022	405.00
MINNESOTA JUNIOR HIGH MATH LEA	336013	02/24/2022	150.00
MINNESOTA QUIZ BOWL ALLIANCE	336014	02/24/2022	70.00
MODERN PIPING, INC	336015	02/24/2022	166,066.47
MOHAMED, MOHAMED	336016	02/24/2022	3,052.77
N A C	336017	02/24/2022	8,912.73
NEEL, LARA	336018	02/24/2022	123.00
NORTHSTAR BUS LINES, LLC	336019	02/24/2022	1,363.50
NORTHWEST PASSAGE, LTD	336020	02/24/2022	3,255.00
PACIFIC EDUCATIONAL GROUP INC	336021	02/24/2022	3,500.00
PAN O GOLD BAKING CO	336022	02/24/2022	2,289.46
JW PEPPER & SONS, INC	336023	02/24/2022	35.97
RESERVE ACCOUNT	336024	02/24/2022	2,500.00
RICOH USA, INC	336025	02/24/2022	5,163.22

VENDOR	CHECK CHECK		AMOUNT
	NUMBER	DATE	
SAFEWAY DRIVING SCHOOL INC	336026	02/24/2022	6,900.00
ST PAUL BEVERAGE SOLUTIONS, LLC	336027	02/24/2022	7,356.65
TEACHERS ON CALL A KELLY SERVICES CO	336029	02/24/2022	84,229.44
THOMAS, JENNIFER	336030	02/24/2022	50.00
TRANE U S INC	336031	02/24/2022	608.00
TRANSPORTATION PLUS, INC	336032	02/24/2022	123.00
TRI-DIM FILTER CORP	336033	02/24/2022	243.38
U H L COMPANY	336035	02/24/2022	18,715.02
VISTAR	336036	02/24/2022	3,645.13
VSI CONSTRUCTION, INC	336037	02/24/2022	3,200.00
WELSH, NICKIE	336038	02/24/2022	45.00
WRIGHT, JOSIAH	336039	02/24/2022	1,098.48
WTG TERRAZZO & TILE, INC	336040	02/24/2022	26,079.75
ZEE SERVICE COMPANY	336041	02/24/2022	693.70
CHILD SUPPORT PAYMENT CENTER	336042	02/28/2022	135.00
CLERICAL\SECRETARIAL ASSOCIATION PARK SCHOOLS	336043	02/28/2022	223.14
EDUCATION MINNESOTA-SPARK	336044	02/28/2022	1,716.91
FAMILY SUPPORT PAYMENT CENTER	336045	02/28/2022	518.52
MINNESOTA CHILD SUPPORT PAYMEN	336046	02/28/2022	365.40
PARK ASSOCIATION OF TEACHERS	336047	02/28/2022	17,975.77
SCHOOL SERVICE EMPLOYEES LOCAL 284	336048	02/28/2022	1,576.86
STATE DISBURSEMENT UNIT	336049	02/28/2022	6.00
MINNESOTA DEPARTMENT OF REVENUE	202100184	02/02/2022	21.44
TEACHERS RETIREMENT ASSOCIATIO	202100185	02/02/2022	112.28
INTERNAL REVENUE SERVICE	202100186	02/02/2022	108.46
SAM'S CLUB MASTERCARD	202100187	02/08/2022	8,068.52
MINNESOTA DEPARTMENT OF REVENUE	202100188	02/15/2022	73,597.27
TEACHERS RETIREMENT ASSOCIATIO	202100189	02/15/2022	213,805.20
INTERNAL REVENUE SERVICE	202100190	02/15/2022	447,641.23
PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	202100191	02/15/2022	82,750.39
MINNESOTA STATE RETIREMENT SYSTEM	202100192	02/15/2022	0.00
TASC	202100193	02/15/2022	23,107.46
EDUCATORS BENEFIT CONSULTANTS	202100194	02/15/2022	114,661.39
MINNESOTA DEPARTMENT OF REVENUE	202100195	02/28/2022	73,319.26
TEACHERS RETIREMENT ASSOCIATIO	202100196	02/28/2022	210,365.71
INTERNAL REVENUE SERVICE	202100197	02/28/2022	449,345.29
PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	202100198	02/28/2022	88,712.43
MINNESOTA STATE RETIREMENT SYSTEM	202100199	02/28/2022	0.00
TASC	202100200	02/28/2022	23,238.02
EDUCATORS BENEFIT CONSULTANTS	202100201	02/28/2022	112,802.05
BANK OF MONTREAL (CA) HARRIS	202100202	02/28/2022	109,958.76
AHLQUIST, ERIK	212200241	02/15/2022	69.99
BAUMEISTER, DANA	212200242	02/15/2022	66.49
BOLLMANN, DANIEL	212200243	02/15/2022	4.76
BUSSE, JESSICA	212200244	02/15/2022	53.79
CISCO, KARA	212200245	02/15/2022	442.88
DOYLE, KRISTINA	212200246	02/15/2022	6.00
GILMER, LYNN	212200247	02/15/2022	292.10
HANSON, KJIRSTEN	212200248	02/15/2022	102.42
HOLMBECK, GREGORY	212200249	02/15/2022	119.00
HOUTS, BRIAN	212200250	02/15/2022	212.80
HOWARD, PATRICE	212200251	02/15/2022	919.61
JACOB, ANGELA	212200252	02/15/2022	119.26
KNAUF, SUZANNE	212200253	02/15/2022	166.45
KRUTINA, FLOWER	212200254	02/15/2022	322.70
LAFAYETTE, SILVY	212200255	02/15/2022	782.39

VENDOR	CHECK CHECK		AMOUNT
	NUMBER	DATE	
LAIL, KATHRYN	212200256	02/15/2022	129.55
LASHLEY, EVELYN	212200257	02/15/2022	117.98
LEBOW, RACHEL	212200258	02/15/2022	183.54
LUGO, ABIGAIL	212200259	02/15/2022	59.70
MCGINLEY, JESSICA	212200260	02/15/2022	49.77
NELSON, RACHEL	212200261	02/15/2022	453.16
NGUYEN, MY CHI	212200262	02/15/2022	11.98
NIRENSTEIN, MARLEE	212200263	02/15/2022	319.80
OSEI, ASTEIN	212200264	02/15/2022	256.04
PICKFORD, JANET	212200265	02/15/2022	380.10
POWERS-GLIDDEN, AUDRA	212200266	02/15/2022	50.00
ROSEN, MOLLY	212200267	02/15/2022	30.76
SCHILZ, JULIE	212200268	02/15/2022	39.32
SETTEN, MEHGAN	212200269	02/15/2022	244.50
TOLZIN, OLIVIA	212200270	02/15/2022	574.30
TORRANCE, TY'AISHA	212200271	02/15/2022	111.95
AHLQUIST, ERIK	212200272	02/28/2022	47.28
BISHOP, JENNELLE	212200273	02/28/2022	139.78
BOLLMANN, DANIEL	212200274	02/28/2022	14.22
BROOKS, OLIVIA	212200275	02/28/2022	17.55
HOLMBECK, GREGORY	212200276	02/28/2022	31.96
LAIL, KATHRYN	212200277	02/28/2022	112.36
MILLER, JESSICA	212200278	02/28/2022	78.89
NIKOLIC, ALLISON	212200279	02/28/2022	371.80
NIRENSTEIN, MARLEE	212200280	02/28/2022	219.99
OSEI, ASTEIN	212200281	02/28/2022	59.98
PHILLIPS, ASYA	212200282	02/28/2022	240.00
SODHI PROPERTIES LLC	212200283	02/28/2022	16,334.25
WATTS, JANE	212200284	02/28/2022	250.00
	Totals for checks		4,889,351.43

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL	1,740,376.57	-21.49	857,404.10	2,597,759.18
02	FOOD SERVICES	24,076.69	60.75	62,661.80	86,799.24
03	TRANSPORTATION	0.00	0.00	930,687.03	930,687.03
04	COMMUNITY SERVICES	147,621.15	10.00	66,734.74	214,365.89
06	BUILDING CONSTRUCTION	7,496.93	0.00	579,697.41	587,194.34
16	TECHNOLOGY LEVY	40,549.10	0.00	360,757.90	401,307.00
18	CUSTODIAL	0.00	0.00	319.80	319.80
21	SELF FUNDED MEDICAL INSURANCE	0.00	0.00	1,617.34	1,617.34
50	STUDENT ACTIVITIES	0.00	0.00	69,301.61	69,301.61
***	Fund Summary Totals ***	1,960,120.44	49.26	2,929,181.73	4,889,351.43

***** End of report *****

Account	Settle	Mature	Description	Cost	Days	Rate
101	11/19/2021	11/15/2022	MN TRUST TERM SERIES	\$2,500,000.00	361	0.12
101	11/24/2021	11/24/2023	CAPITAL ONE NA	\$248,542.95	730	0.39
101	11/30/2021	11/30/2023	SYNCHRONY BANK	\$248,736.27	730	0.4
101	12/10/2021	12/12/2022	FINANCIAL FEDERAL BANK	\$249,500.00	367	0.18
101	12/15/2021	12/15/2023	SALLIE MAE BANK/SALT LKE	\$249,642.81	730	0.57
101	12/17/2021	12/16/2022	MN TRUST TERM SERIES	\$3,000,000.00	364	0.17
101	2/25/2022	3/25/2022	MN TRUST TERM SERIES	\$3,000,000.00	28	0.03
101	4/7/2020	4/7/2022	AMERICAN EXPR NATL BK	\$247,472.61	730	1.25
101	4/8/2020	4/21/2022	BERKSHIRE BK/PITTSFIELD	\$247,743.76	743	1.1
101	4/9/2020	4/8/2022	MERRICK BANK	\$247,724.64	729	1.05
208	2/25/2022	3/25/2022	MN TRUST TERM SERIES	\$2,000,000.00	28	0.03
301	1/21/2020	6/28/2024	FIRST PRYORITY BANK	\$231,100.00	1620	1.67
			WESTERN ALLIANCE BANK / TORREY PINES			
301	10/28/2021	10/28/2022	BANK	\$249,700.00	365	0.11
301	10/28/2021	10/28/2022	GREENSTATE CREDIT UNION	\$249,800.00	365	0.07
301	11/10/2021	11/15/2023	US TREASURY N/B	\$598,478.55	735	0.29
301	11/15/2021	11/15/2024	US TREASURY N/B	\$599,073.13	1096	0.58
301	3/26/2021	2/15/2029	MINERAL WELLS ISD	\$198,371.80	2883	0.16
301	3/30/2021	8/1/2023	WINCHESTER-A-TXBL-REF	\$251,165.00	854	0.15

RESOLUTION ACCEPTING DONATIONS

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

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

THEREFORE, BE IT RESOLVED, that the School Board of St. Louis Park Public Schools, ISD 283, gratefully accepts the following donations as identified below:

Donor	Item	Designated Purpose (If Any)
Charities Aid Foundation	\$75.00	Aquila
Peter Hobart PTO	\$19,823.64	Peter Hobart
CAF America	\$25.00	Susan Lindgren
Charities Aid Foundation	\$30.00	Susan Lindgren

The vote on adoption of the Resolution was as follows

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted.

Approved by: _____
Board Chair

Approved by: _____
Board Clerk

Date: _____

Date: _____

St. Louis Park Public Schools
Minutes of the Special School Board Meeting
Thursday, December 9, 2021 – 5:00 p.m.
High School Main Office Conference Room

The special meeting of the School Board of Independent School District No. 283 of St. Louis Park, Hennepin County, Minnesota, convened at 5:00 p.m. on Thursday, December 9, 2021 in the St. Louis Park High School Main Office Conference Room. Present were Board Members Mary Tomback, Anne Casey (5:59 p.m. exit), Karen Waters, Ken Morrison (5:02 p.m. arrival), Heather Wilsey (6:34 p.m. exit), Laura McClendon, C. Colin Cox and Superintendent Astein Osei. Also present were Tami Reynolds, Director of Student Services, and Peter Martin, Legal Council.

CALL TO ORDER

Board Chair Mary Tomback called the meeting to order at 5:00 p.m.

APPROVAL OF THE AGENDA

A motion was made by Waters, seconded by Cox to approve the agenda as presented. The Motion passed 6-0. Director Morrison was not present at the time of vote.

ADJOURNMENT TO CLOSED SESSION

A motion was made by Tomback, seconded by Casey to close the meeting pursuant Minnesota Statute § 13D.05, subdivision 2(a)(3) to discuss private educational data regarding a special education matter, and Minnesota Statute § 13D.05, subdivision 3(b)(the attorney-client privilege) to discuss pending special education litigation. The Motion passed 7-0.

ADJOURNMENT TO OPEN SESSION

A motion was made by Waters, seconded by Casey to re-open the meeting pursuant to Minnesota Statute Section 13D.05, Subdivision 3(b). The Motion passed 5-0. Directors Casey and Wilsey were not present at the time of vote.

ADJOURNMENT

A motion was made by Tomback, seconded by Morrison to adjourn. The Motion passed 5-0. Directors Casey and Wilsey were not present at the time of vote. The meeting adjourned at 6:48 p.m.

Respectfully submitted:

Approved:

C. Colin Cox, Clerk

Anne Casey, Chair

(McClendon served as Clerk and Tomback as Chair at time of meeting)
Minutes prepared by Flower M. Krutina

St. Louis Park Public Schools
Minutes of the Special School Board Meeting
Tuesday, December 14, 2021 – :00 p.m.
Truth in Taxation
High School Room C350

The special meeting of the School Board of Independent School District No. 283 of St. Louis Park, Hennepin County, Minnesota, convened at 6:15 p.m. on Tuesday, December 14, 2021 in High School Room C350. Present were Board Members Mary Tomback, Anne Casey, Karen Waters, Heather Wilsey, Laura McClendon, C. Colin Cox, and Superintendent Astein Osei. Director Ken Morrison was absent. Also present was Patricia Magnuson, Director of Business Services.

APPROVAL OF AGENDA

A motion was made by Wilsey, seconded by Cox to approve the agenda for Special Meeting, Truth in Taxation. The motion passed 6-0.

Truth in Taxation Hearing

Patricia Magnuson, Director of Business Services provided a Truth in Taxation presentation and members of the community had an opportunity to comment and ask questions.

ADJOURNMENT

A motion was made by Wilsey seconded by Waters to adjourn. The motion passed 6-0. The meeting adjourned at 6:39 p.m.

Respectfully Submitted:

Approved:

C. Colin Cox, Clerk

Anne Casey, Chair

(McClendon served as Clerk and Tomback as Chair at time of meeting)

Minutes prepared by Flower M. Krutina

St. Louis Park Public Schools
Minutes of the Special School Board Meeting
Tuesday, January 11, 2022 – 5:30 p.m.
High School Room C365

The special meeting of the School Board of Independent School District No. 283 of St. Louis Park, Hennepin County, Minnesota, scheduled to convene at 5:30 p.m. on Tuesday, January 11, 2022 in High School Room C365 for a special School Board meeting. Present were Board Members Mary Tomback, Anne Casey, Abdihakim Ibrahim, Heather Wilsey, C. Colin Cox, Ken Morrison and Superintendent Astein Osei.

CALL TO ORDER

Board Chair Mary Tomback called the meeting to order at 5:48 p.m.

APPROVAL OF THE AGENDA

A motion was made by Tomback, seconded by Casey to approve the agenda. The motion passed 4-0.

DISCUSSION ITEMS

School Board Appointment Process

The School Board discussed the process to fill the open School Board vacancy. The Board developed the communication and timeline to communicate to stakeholders and interested parties.

ADJOURNMENT

A motion was made by Morrison, seconded by Wilsey to adjourn. The motion passed 6-0.

The meeting adjourned at 5:29 p.m.

Respectfully submitted:

Approved:

C. Colin Cox, Clerk

Anne Casey, Chair

(McClendon served as Clerk and Tomback as Chair at time of meeting)
Minutes prepared by Flower M. Krutina

St. Louis Park Public Schools
Minutes of the Special School Board Meeting
Tuesday, January 25, 2022 – 5:30 p.m.
High School Room C365

The special meeting of the School Board of Independent School District No. 283 of St. Louis Park, Hennepin County, Minnesota, scheduled to convene at 5:30 p.m. on Tuesday, January 25, 2022 in High School Room C365 for a special School Board meeting. Present were Board Members Mary Tomback, Anne Casey, Abdihakim Ibrahim, Heather Wilsey, C. Colin Cox, Ken Morrison and Superintendent Astein Osei. Also present was Patricia Magnuson, Director of Business Services.

CALL TO ORDER

Board Chair Anne Casey called the meeting to order at 5:30 p.m.

APPROVAL OF THE AGENDA

A motion was made by Wilsey, seconded by Cox to approve the agenda. The motion passed 4-0.

DISCUSSION ITEMS

Potential Special Election

Patricia Magnuson, Director of Business Services, discussed the potential 2022 bond referendum and special election.

ADJOURNMENT

A motion was made by Tomback, seconded by Morrison to adjourn. The motion passed 6-0.

The meeting adjourned at 6:27 p.m.

Respectfully submitted:

Approved:

C. Colin Cox, Clerk

Anne Casey, Chair

Minutes prepared by Flower M. Krutina

St. Louis Park Public Schools
Minutes of the Special School Board Meeting
Tuesday, February 8, 2022 – 5:30 p.m.
High School Room C365

The special meeting of the School Board of Independent School District No. 283 of St. Louis Park, Hennepin County, Minnesota, scheduled to convene at 5:30 p.m. on Tuesday, February 8, 2022 in High School Room C365 for a special School Board meeting. Present were Board Members Mary Tomback, Anne Casey, Abdihakim Ibrahim, Heather Wilsey, C. Colin Cox, Ken Morrison and Superintendent Astein Osei.

CALL TO ORDER

Board Chair Anne Casey called the meeting to order at 5:33 p.m.

APPROVAL OF THE AGENDA

A motion was made by Tomback, seconded by Wilsey to approve the agenda. The motion passed 6-0.

DISCUSSION ITEMS

School Board Appointment Process

The Board reviewed applications to fill the current vacancy on the Board and select finalists for interviews. All candidates will be notified of their status no later than February 9, 2022.

Finalist Selection

A motion was made by Ibrahim, seconded by Morrison to select the following candidates as finalists to interview:

- Sarah Davis
- Melissa Vogt
- Virginia Mancini
- Jim Leuthner
- Bruce McClean

The motion passed 6-0.

ADJOURNMENT

A motion was made by Cox, seconded by Wilsey to adjourn. The motion passed 6-0.

The meeting adjourned at 6:31 p.m.

Respectfully submitted:

Approved:

C. Colin Cox, Clerk

Anne Casey, Chair

Minutes prepared by Flower M. Krutina

St. Louis Park Public Schools
Minutes of the Special School Board Meeting
Tuesday, February 15, 2022 – 5:15 p.m.
District Office - Conference Room 1A

The special meeting of the School Board of Independent School District No. 283 of St. Louis Park, Hennepin County, Minnesota, scheduled to convene at 5:15 p.m. on Tuesday, February 15, 2022 in District Office Conference Room 1A for a special School Board meeting. Present were Board Members Anne Casey, Abdihakim Ibrahim, Heather Wilsey, C. Colin Cox, Ken Morrison and Superintendent Astein Osei. Director Mary Tomback was absent.

CALL TO ORDER

Board Chair Anne Casey called the meeting to order at 5:24 p.m.

APPROVAL OF THE AGENDA

A motion was made by Morrison, seconded by Ibrahim to approve the agenda. The motion passed 5-0.

DISCUSSION ITEMS

School Board Appointment Process

The Board reviewed the appointment process to fill the two Board vacancies after the resignation of Laura McClendon and Mary Tomback. The Board also finalized the order of finalist interviews. Interviews will be held on Wednesday, March 2 from 6:00 p.m. - 9:00 p.m. at the Lenox Community Center and the candidates will interview in the following order:

- Bruce McLean
- Sarah Davis
- Jim Leuthner
- Virginia Mancini
- Melissa Vogt

ADJOURNMENT

A motion was made by Cox, seconded by Wilsey to adjourn. The motion passed 5-0.

The meeting adjourned at 6:31 p.m.

Respectfully submitted:

Approved:

C. Colin Cox, Clerk

Anne Casey, Chair

Minutes prepared by Flower M. Krutina



LICENSED

SEPARATIONS

LAST NAME	FIRST NAME	POSITION	LOCATION	REASON	LENGTH OF SERVICE	END
Cherico	Rachel	Teacher - Elementary	Aquila	Resignation	11 Years	11-Jun-21
Jacques	Breana	Teacher - Social Studies	High School	Resignation	3.5 Years	3-Mar-22
Moravetz	Kristen	Teacher - Science	High School	Resignation	10.5 Years	28-Jan-22
Zipf	Jennifer	Teacher - Elementary	Peter Hobart	Resignation	15 Years	11-Jun-21

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CLASSIFIED

APPOINTMENTS

LAST NAME	FIRST NAME	POSITION	LOCATION	FTE	REPLACING	START
Murdoch Meyer	Olive	PARA 5 - Special Education Assistant	Peter Hobart	0.81	Returning Employee	7-Mar-22
Frelix	Daejanae	Pre-School Educator 1	Central	0.80	Alexis Hogan (LOA)	7-Mar-22
Williams	Lakesha	School Age Care Educator 2	Peter Hobart	0.50	Alexis Baker	7-Mar-22

ASSIGNMENT CHANGES

LAST NAME	FIRST NAME	POSITION	LOCATION	FTE	REPLACING	START
Davis	Janiah	School Age Care Educator 3	Susan Lindgren	0.40	Decrease in Hours	28-Feb-22
Defoe	Douglas	Custodian 5 - Custodial Foreman	Middle School	1.00	William Aanonson	14-Mar-22

SEPARATIONS

LAST NAME	FIRST NAME	POSITION	LOCATION	REASON	LENGTH OF SERVICE	END
Brasel	Karen	Pre-School Educator 2	Central	Retirement	31 Years	1-Apr-22
Dabruzzo	Gina	PARA 5 - Special Education Assistant	Middle School	Resignation	6 Months	4-Mar-22
Lee	Ru My	PARA 5 - Special Education Assistant	Central	Resignation	6 Months	15-Apr-22
Millien	Clifford	PARA 5 - Security Monitor	High School	Resignation	2 Weeks	7-Mar-22
Tolbert Jr	Michael	Custodian 2	Aquila	Probationary Release	3 Months	1-Mar-22
Vieau	Nicholas	Custodian 4 - Groundsperson	Grounds Shop	Resignation	5 Months	4-Mar-22
Viedma	Jennifer	High School Testing Coordinator	District Office	Resignation	2 Weeks	10-Mar-22

School Board Action Item: Mid Year 2021-22 Budget Update

March 22, 2022

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St. Louis Park
Public Schools

FY2023 Budget Planning Timeline for Operating Fund Budgets

Includes General Operating, Food Nutrition Service, Community Service, and Capital

Phase	Date	Who	Outcome	Document
			Orange shading denotes School Board (BoS) - school board budget-related action	
Data Gathering	August/September 2021	Budget Managers	1. Understand the budget timeline and process 2. Discuss budget needs in relationship to strategic plan	(A) Budget Timeline
	August 2021	Budget Managers	Understand the budget timeline and process	(A) Budget Timeline
	September 28, 2021	School Board Regular Meeting	Approve preliminary FY2022 levy	(B) Levy summary
	October 20, 2021	FAC #1	1. Orientation 2. Understand Budget Timeline	(A) Budget Timeline (C) FY2022 Budget Book (H) Spring 2021 FAC Report
	November 2021	Business Office	Begin FY2022 Mid-Year budget review	
	November 9, 2021	School Board Study Session	1. Review FY2021 audit results 2. Review FY2022 Mid Year Budget Update	
	November 17, 2021	FAC #2	1. Understand FY2021 Year End (audit) results 2. FY2022 Enrollment Projections assumptions	(D) Enrollment projections (E) Fund Balance Summary
	November 23, 2021	School Board Regular Meeting	Accept FY2021 Audit Results	(F) Fund Balance Summary
	December 14, 2021	School Board Regular Meeting	Approve final FY2022 levy	(B) Levy Summary
	December 15, 2021	FAC #3	1. Review FY2022 enrollment projections 2. Review Other Preliminary Budget Assumptions	(D) Enrollment Projections
Preparation	Jan - June 2022	Budget Managers	Review budget based on legislative changes and strategic plan review, adjustment as necessary.	
	January 19, 2022	FAC #4	1. Review final budget assumptions 2. Begin draft of Spring 2022 FAC Report	
	January 25, 2022	School Board Regular Meeting	Update regarding budget process	(A) Budget Timeline (D) Enrollment Projections
	February 8, 2022	School Board Regular Meeting	Update regarding budget process (timeline, budget adjustments, restricted use of public funds)	(A) Budget Timeline
	February 16, 2022	FAC #5	Prepare School Board presentation	(H) Spring 2022 FAC Report
	February 22, 2022	School Board Regular Meeting	FAC Presentation and update regarding FY2023 budget process	(A) Budget Timeline (H) Spring 2022 FAC Report
	February 2022	Budget Managers	All FY2023 Operating and Capital fund budget requests due to Business Office	
Approval	March 8, 2022	School Board Regular Meeting	Budget presentation in preparation for action at regular meeting	(A) Budget Timeline
	March 22, 2022	School Board Regular Meeting	1. Approve FY2023 General Fund budget parameters 2. Approve FY2022 Mid Year Budget Update	(F) Fund Balance Summary
	March 23, 2022	FAC #6	Wrap up meeting	
	April 26, 2022	School Board Regular Meeting	Approve FY2023 Operating Capital Budget	(E) Capital Related Funds Budget
	June 14, 2022	School Board Study Session	Review final FY2023 Budgets for all funds; prepare to take action at June 28 regular meeting	(E) Fund Balance Summary
	June 28, 2022	School Board Regular Meeting	Approve final FY2023 budget for all funds	(C) FY2023 Budget Book
Completion	June 2022	Budget Managers	Debrief on FY2023 budget planning process	
	July 2022	Business Services	Prepare for FY2022 Audit	

March 22, 2022 School Board Meeting



A P P R O V A L	March 8, 2022	School Board Regular Meeting	Budget presentation in preparation for action at regular meeting	(A) Budget Timeline
	March 22, 2022 	School Board Regular Meeting	1. Approve FY2023 General Fund budget parameters 2. Approve FY2022 Mid Year Budget Update	(E) Fund Balance Summary
	March 23, 2022	FAC #6	Wrap up meeting	
	April 26, 2022	School Board Regular Meeting	Approve FY2023 Operating Capital Budget	(E) Capital Related Funds Budget 67
	June 14, 2022	School Board Study Session	Review final FY2023 Budgets for all funds; prepare to take action at June 28 regular meeting	(E) Fund Balance Summary
	June 28, 2022	School Board Regular Meeting	Approve final FY2023 budget for all funds	(C) FY2023 Budget Book
C I P	June 2022	Budget Managers	Debrief on FY2023 budget planning process	
	July 2022	Business Services	Prepare for FY2022 Audit	

FY 2022 Mid-Year Budget Update

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FY2022 General Fund Mid-year Budget adjustments

Revenue		Expenditures	
General Education Aid	\$798,000	Salaries/Benefits	(\$543,945)
Special Education State Aid	\$700,000	Substitute staff	\$315,000
Federal Aid	\$58,067	Other services (incl prop ins dividend)	(\$65,657)
Misc Revenue (rental, interest)	(\$70,000)	Tuition to EP Online	\$450,000
		Release contingency	(\$200,000)
Total	\$1,486,067	Total	(\$44,602)

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FY2022 General Fund Mid-year Budget adjustments

F2022 Year End Fund Balance (Original vs Mid Year Update)	\$1,530,669
Original: FY2022 Budget Unassigned Fund Balance as a % of expenditures	9.22%
Revised: FY2022 Budget Unassigned Fund Balance as a % of expenditures	11.57%

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General Unreserved Fund Balance Calculation

FUND DESCRIPTION	6/30/2021 Actual Balance	2021-22 Budget Revenue	2021-22 Budget Expenditures	6/30/2022 Budget Balance
GENERAL FUND				
Unassigned	6,934,378	64,362,387	65,199,399	6,097,366
Assigned				
Subsequent Year's Budget	1,448,358	-	-	1,448,358
Severance Payments	1,656,920	-	250,000	1,406,920
ATPPS	(341,329)	1,228,000	1,228,000	(341,329)
Non-Spendable-Prepaid	169,820			169,820
Restricted				
Capital Projects (Technology) Levy	1,279,596	2,893,000	2,781,277	1,391,319
Tech Non-Spendable	26,725			26,725
Long Term Facilities Maintenance	1,341,431	1,029,000	1,029,000	1,341,431
Operating Capital	3,454,974	2,273,000	3,537,490	2,190,484
Medical Assistance	115,185	55,000	7,500	162,685
Staff Development	0	598,798	598,798	0
Student Activities	193,043	125,800	125,800	193,043
TOTAL GENERAL FUND	16,279,100	72,564,985	74,757,264	14,086,821
<i>Unassigned FB as a % of expenditures (includes assigned for subsequent years)</i>	12.97%			11.57%



Community Service Fund

FUND DESCRIPTION	6/30/2021 Actual Balance	2021-22 Budget Revenue	2021-22 Budget Expenditures	6/30/2022 Budget Balance
COMMUNITY SERVICE				
Restricted				
Community Education	(365,213)	4,988,005	4,909,684	(211,892)
Annual Fund Transfer from LCTS		75,000		
ECFE (FIN 325)	-	557,059	555,234	1,825
School Readiness (FIN 344)	-	252,595	231,491	21,104
Non-Public	(32,172)	740,864	740,864	(32,172)
LCTS (FIN 799)	370,594	-	75,000	295,594
Disabilities Levy (FIN 798)	15,517	452,600	421,920	46,197
Children First	13,385	135,055	135,055	13,385
TOTAL COMMUNITY SERVICE FUND	2,110	7,201,178	7,069,248	134,040



Building Construction Fund

FUND DESCRIPTION	6/30/2021 Actual Balance	2021-22 Budget Revenue	2021-22 Budget Expenditures	6/30/2022 Budget Balance
BUILDING CONTRUCTION				
November 2017 Bond Projects	5,427,454	200,000	4,100,000	1,527,454
LTFM Construction	7,863,812	130,000	3,000,000	4,993,812
TOTAL BUILDING CONSTRUCTION	13,291,266	330,000	7,100,000	6,521,266

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St. Louis Park
Public Schools

School Board Action Tonight

FY 2022 Mid-Year Budget		
Fund	Revenue	Expenditures
General	\$72,564,985	\$74,757,264
School Nutrition (no change)	\$1,796,153	\$1,796,153
Community Service	\$7,201,178	\$7,069,248
Building Construction	\$330,000	\$7,100,000
Debt Service (no change)	\$12,783,000	\$12,156,771
Internal Service (no change)	\$50,000	\$0
Trust and Agency (no change)	\$0	\$0

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FY 2023 General Fund Budget Assumptions

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School Board Action Tonight

FY 2023 Revenue Budget Assumptions

- 2% Increase in Per Pupil Formula
- 4,477 K-12 ADM
- Increase to local fees
 - \$20 fee increase for MS and HS sports
 - \$1 increase in attendance

FY 2023 Expenditure Budget Assumptions

- Salaries/Benefits as per contract/historical settlements
- Inflationary increases to utilities, contracted transportation rates
- Within revenue calculations above, maintain 8% unreserved fund balance for FY 2023
- General Fund revenue increases resulting from 2022 Legislative Session will be used to balance future budgets

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Proposed fee changes

	FY 2022 fee/student	Increase	FY 2023 fee/student
MS Sports	\$105	\$20	\$125
MS Gate Fees	\$0	\$0	\$0
HS Hockey	\$255	\$20	\$275
HS Other Sports	\$205	\$20	\$225
HS Gate Fees	\$5 students/senior \$7 adults \$0 staff	\$1 \$1 \$0	\$6 students/senior \$8 adults \$0 staff

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Next board action steps

April 2022

Approve FY2023 Capital Budget

June 2022

Approve FY2023 final budget for all funds

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ST. LOUIS PARK PUBLIC SCHOOLS
PROJECTED FUND BALANCES THROUGH JUNE 30, 2022

FUND DESCRIPTION	6/30/2021 Actual Balance	2021-22 Budget Revenue	2021-22 Budget Expenditures	6/30/2022 Budget Balance
GENERAL FUND				
Unassigned	6,934,378	64,362,387	65,199,399	6,097,366
Assigned				
Subsequent Year's Budget	1,448,358	-	-	1,448,358
Severance Payments	1,656,920	-	250,000	1,406,920
ATPPS	(341,329)	1,228,000	1,228,000	(341,329)
Non-Spendable-Prepaid	169,820			169,820
Restricted				
Capital Projects (Technology) Levy	1,279,596	2,893,000	2,781,277	1,391,319
Tech Non-Spendable	26,725			26,725
Long Term Facilities Maintenance	1,341,431	1,029,000	1,029,000	1,341,431
Operating Capital	3,454,974	2,273,000	3,537,490	2,190,484
Medical Assistance	115,185	55,000	7,500	162,685
Staff Development	0	598,798	598,798	0
Student Activities	193,043	125,800	125,800	193,043
TOTAL GENERAL FUND	16,279,100	72,564,985	74,757,264	14,086,821
<i>Unassigned FB as a % of expenditures (includes assigned for subsequent years)</i>	12.97%			11.57%
SCHOOL NUTRITION				
Unreserved/undesignated	1,712	1,796,153	1,796,153	1,712
Non-spendable-Inventory	22,059	-	-	22,059
TOTAL SCHOOL NUTRITION FUND	23,770	1,796,153	1,796,153	23,770
COMMUNITY SERVICE				
Restricted				
Community Education	(365,213)	4,988,005	4,909,684	(211,892)
Annual Fund Transfer from LCTS		75,000		
ECFE (FIN 325)	-	557,059	555,234	1,825
School Readiness (FIN 344)	-	252,595	231,491	21,104
Non-Public	(32,172)	740,864	740,864	(32,172)
LCTS (FIN 799)	370,594	-	75,000	295,594
Disabilities Levy (FIN 798)	15,517	452,600	421,920	46,197
Children First	13,385	135,055	135,055	13,385
TOTAL COMMUNITY SERVICE FUND	2,110	7,201,178	7,069,248	134,040
BUILDING CONTRUCTION				
November 2017 Bond Projects	5,427,454	200,000	4,100,000	1,527,454
LTFM Construction	7,863,812	130,000	3,000,000	4,993,812
TOTAL BUILDING CONSTRUCTION	13,291,266	330,000	7,100,000	6,521,266
DEBT SERVICE				
Regular	1,602,066	12,783,000	12,156,771	2,377,908
Long Term Facilities Maintenance	-			
Other Post-Employment Benefits	149,613	-	-	(0)
TOTAL DEBT SERVICE FUND	1,751,679	12,783,000	12,156,771	2,377,908
INTERNAL SERVICE				
OPEB Trust	(2,957,683)	50,000	-	(2,907,683)
Self Funded Medical/Dental	1,732,182	-	-	1,732,182
TOTAL INTERNAL SERVICE	(1,225,501)	50,000	-	(1,175,501)
TRUST AND AGENCY				
Unreserved/undesignated	-			-
Scholarship	139,320	-	-	139,320
TOTAL TRUST AND AGENCY FUND	139,320	-	-	139,320
GRAND TOTAL ALL FUNDS	30,261,743	94,725,316	102,879,436	22,107,623
<i>Original FY 2021 Fund Balance as a % of Unassigned</i>	16.89%			9.10%

FY2023 Budget Planning Timeline for Operating Fund Budgets

Includes General Operating, Food Nutrition Service, Community Service, and Capital

Phase	Date	Who	Outcome	Document
	Grey shading denotes FAC		Orange shading denotes School Board (Bold = school board budget-related action)	
Data Gathering	August/September 2021	Budget Managers	1. Understand the budget timeline and process 2. Discuss budget needs in relationship to strategic plan	(A) Budget Timeline
	August 2021	Budget Managers	Understand the budget timeline and process	(A) Budget Timeline
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	March 22, 2022 	School Board Regular Meeting	1. Approve FY2023 General Fund budget parameters 2. Approve FY2022 Mid Year Budget Update	(E) Fund Balance Summary
	March 23, 2022	FAC #6	Wrap up meeting	
	April 26, 2022	School Board Regular Meeting	Approve FY2023 Operating Capital Budget	(E) Capital Related Funds Budget
	June 14, 2022	School Board Study Session	Review final FY2023 Budgets for all funds; prepare to take action at June 28 regular meeting	(E) Fund Balance Summary
	June 28, 2022	School Board Regular Meeting	Approve final FY2023 budget for all funds	(C) FY2023 Budget Book
CIP	June 2022	Budget Managers	Debrief on FY2023 budget planning process	
	July 2022	Business Services	Prepare for FY2022 Audit	

Bid Recommendation

Middle School

Central Community Center

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March 22, 2022



St. Louis Park
Public Schools

Presentation Purpose

The purpose of this presentation is outline the recommendation to the school board to:

1. accept the apparent low bid for the middle school project, including all alternates
2. reject all bids for the Central Community Center project

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Background: Project Summary

Middle School base bid	34 classrooms renovation
Middle School alternates 1-3	art, music, misc classrooms renovation
Middle School alternate 4	remaining science space renovation
Middle School alternates 5-7	hallways, stairways renovation
Central Community Center base bid	1st/2nd floor offices, conference rooms renovation

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Background: Project Summary

	# bidders	Remaining Cost
Middle School Construction Bid Result (including alternates)		\$3,143,200
Middle School (furniture, permits, fees asbestos abatement, IT, flooring, BAS)	n/a	\$1,868,281
Central Community Center Construction Bid Results (no alternates)		\$3,082,440
Central Community Center (demo, furniture, permits, fees asbestos abatement, IT, flooring, BAS)	n/a	\$1,210,749
Total remaining cost for both projects		\$9,304,670
Total remaining budget for both projects		\$7,700,000

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Middle School Project Details

Base Bid (34 classrooms)	\$1,166,800
Alternate 1-3 (Art, Music, and Misc Classrooms)	\$448,900
Alternate 4 (Remaining Science Spaces)	\$362,500
Alternate 5-7 (Hallways and Stairways - Note Stairs are touched by code)	\$1,165,000
Bid Total	\$3,143,200
Fees and Permits	\$294,500
Classroom Furniture/Flooring/IT	\$1,105,581
Building Automation Controls (Sole Source)	\$107,300
Moving and Packing Expenses (VSI Sole Source)	\$75,400
Asbestos Abatement (MAVO and IEA)	\$35,500
Contingency	\$250,000
Project Total	\$5,011,481

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Central Community Center Project Details

Bid Total (1-2 floor renovation and Offices/Conferences)	\$3,082,440
Demolition (McGough Construction to eliminate unforeseen structural concerns)	\$725,000
Fees/Permits	\$186,600
Furniture/IT/Flooring	\$593,483
Building Automation Controls (Sole Source)/HVAC (Trane)	\$182,959
Moving and Packing Expenses (VSI Sole Source)	\$35,600
Asbestos Abatement (MAVO and IEA)	\$102,560
Contingency	\$250,000
Project Total	\$5,158,642

86

Background: Bid Results

	Low bid \$	Recommendation
Middle School Construction Bid Result (including alternates)	\$3,143,200	Accept
Middle School (furniture, permits, fees asbestos abatement, IT, flooring, BAS)	\$1,868,281	Move Forward
Central Community Center Construction Bid Results (no alternates)	\$3,082,440	Reject 87
Remaining costs Central Community Center (furniture, permits, fees, IT Installation, Regulatory Fees, BAS)	\$1,210,749	Hold
Total remaining cost for both projects	\$9,304,670	\$5,011,481
Total remaining budget for both projects		\$7,700,000
Budget remaining to complete Central following bond issue		\$1,604,670

Other Ideas Considered

1. **Approve Central Project and hold Middle School Project** until bond issue \$ available
 - a. Delays improvement to the daily lived experience of students
 - b. DO staff can work in temporary space until Central is complete
2. **Reject both projects** and hold remaining funds for future unexpected/building repairs
 - a. Delays improvement to the daily lived experience of students
 - b. Project costs will continue to rise
3. **Approve both projects (excluding MS Hallways/Stairs)** use LTFM to cover \$1.3 million
 - a. Delays improvement to the daily lived experience of students
 - b. DO staff can work in temporary space until Central is complete
 - c. Delays necessary deferred maintenance projects
 - d. Eliminates available deferred maintenance funds for emergencies
4. **Stop all projects** until the future bond issue \$ available
 - a. Delays improvement to the daily lived experience of students
 - b. Project costs will continue to rise

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Next Steps

March 22, 2022

- ☐ School Board accept bid for Middle School Project

June 10-August 31, 2022

- ☐ Construction begins and is substantially completed

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Before June 30, 2022

- ☐ DO staff relocate to district-owned buildings for 2022-23 school year

ST. LOUIS PARK MIDDLE SCHOOL - CLASSROOM RENOVATIONS
ST. LOUIS PARK PUBLIC SCHOOLS
PROJECT NUMBER: 21063
BID DATE: MARCH 10, 2022 @ 2:00 PM

CONTRACTOR	PARKOS CONSTRUCTION	ROCHON CONSTRUCTION	CM CONSTRUCTION	DERING PIERSON GROUP, LLC	EBERT CONSTRUCTION	CONSTRUCTION RESULTS	MORCON CONSTRUCTION
BASE BID	\$1,166,800.00	\$1,237,000.00	\$1,270,800.00	\$1,439,000.00	\$1,447,000.00	\$1,469,440.00	\$1,540,000.00
BID BOND	YES	YES	YES	YES	YES	YES	YES
Certification of Compliance with Responsible Contractor ACT	YES	YES	YES	YES	YES	YES	YES
Alternate 1: Room 111 Renovations	\$48,400.00	\$53,000.00	\$38,000.00	\$46,000.00	\$63,700.00	\$32,600.00	\$38,500.00
Alternate 2: Storage Rooms Renovations	\$22,000.00	\$46,000.00	\$12,800.00	\$21,500.00	\$19,200.00	\$29,300.00	\$20,000.00
Alternate 3: Music Rooms Renovations	\$16,000.00	\$31,000.00	\$18,000.00	\$15,000.00	\$10,600.00	\$15,600.00	\$25,200.00
Alternate 4: Science Rooms Renovations	\$362,500.00	\$356,000.00	\$331,800.00	\$375,000.00	\$346,600.00	\$326,000.00	\$335,000.00
Alternate 5: Corridors Level 1 and Stairs Renovations	\$542,500.00	\$737,000.00	\$375,800.00	\$345,000.00	\$375,000.00	\$489,000.00	\$815,000.00
Alternate 6: Corridors Level 2 Renovations	\$584,500.00	\$813,000.00	\$352,800.00	\$404,000.00	\$432,000.00	\$538,000.00	\$875,000.00
Alternate 7: Stair Rail Replacement	\$38,000.00	\$55,000.00	\$28,000.00	\$45,000.00	\$37,600.00	\$34,000.00	\$55,000.00
Addendum Number(s): 1 - 4	YES	YES	YES	YES	YES	YES	YES

cc: Accounting, David Maroney, Mike Beseka, File, FO

00000-END BID TABULATIONS

SLP District Office Bid Tab 3/10/2022

[illegible]

ST. LOUIS PARK 2022 BIA Projects and Outcome

SLP Construction Division
13-Mar-22

Middle School Classroom and Alternates Bid Numbers

	(Board Approved Budget Allocation 3.9 million)		Total Project Costs Without MS Hallways and Stairs
	<u>Complete</u>	<u>Suggested Approval</u>	
Base Bid (34 classrooms)	\$ 1,166,800.00	\$ 1,166,800.00	
Alternate 1-3 (Art, Music, and Misc Classrooms)	\$ 448,900.00	\$ 448,900.00	
Alternate 4 (Remaining Science Spaces)	\$ 362,500.00	\$ 362,500.00	
Alternate 5-7 (Hallways and Stairways - Note Stairs are touched by code)	\$ 1,165,000.00	\$ 1,165,000.00	
AME Fees	\$ 287,000.00	\$ 287,000.00	
Classroom Furniture	\$ 867,881.00	\$ 867,881.00	
Flooring (Part of the state contract)	\$ 172,000.00	\$ 172,000.00	
Building Automation Controls (Sole Source)	\$ 107,300.00	\$ 107,300.00	
Moving and Packing Expenses (VSI Sole Source)	\$ 75,400.00	\$ 75,400.00	
Asbestos Abatement (MAVO and IEA)	\$ 35,500.00	\$ 35,500.00	
Permit/Fees	\$ 7,500.00	\$ 7,500.00	
IT Low Voltage Connections (Necessary for IT Equipment)	\$ 65,700.00	\$ 65,700.00	
Contingency	\$ 250,000.00	\$ 250,000.00	
Total	\$ 5,011,481.00	\$ 5,011,481.00	\$ 5,011,481.00

Central Office Renovation Project

	(Board Approved Budget Allocation 3.8 million)		
	<u>Complete</u>	<u>Suggested Approval</u>	
Base Bid (1-2 floor renovation and Offices/Conferences)	\$ 3,082,440.00	\$ -	
Demolition (McGough Construction to Eliminate Unforseen Building Structure)	\$ 725,000.00	\$ 725,000.00	
AME Fees	\$ 145,000.00	\$ 145,000.00	
Additional Office Furniture/Classrooms (Used as much existing furniture as possible)	\$ 369,668.00	\$ -	
Flooring (Part of the state contract)	\$ 188,315.00	\$ -	
Building Automation Controls (Sole Source)	\$ 107,270.00	\$ -	
Trane HVAC Equipment	\$ 75,689.00	\$ 75,689.00	
Moving and Packing Expenses (VSI Sole Source)	\$ 35,600.00	\$ 35,600.00	
Asbestos Abatement (MAVO and IEA)	\$ 102,560.00	\$ 102,560.00	
Permit/Fees/Filming (Structural)	\$ 41,600.00	\$ -	
IT Low Voltage Connections (Necessary for IT Equipment)	\$ 35,500.00	\$ -	
Contingency	\$ 250,000.00	\$ -	
Total	\$ 5,158,642.00	\$ 1,083,849.00	\$ 1,083,849.00
Total Approved Budget v Actual		\$ 7,700,000.00	\$ 6,095,330.00
Remaining Capital			\$ (1,604,670.00)

Achievement and Integration FY 2021 Budget Workbook

Use these instructions to create your district's annual Achievement and Integration (A&I) A&I budget. Please refer to the *Achievement Integration Budget Guide* on the A&I webpage for more information on A&I revenue and for the list of budget review criteria.

Do not delete pages from this workbook. That will disable the formulas on the *Expenditure Summary* page which calculates the percentage of expenditure types and also sums total expenditures by FIN code--a helpful way to keep track of expenditures as you create your budget.

- Program and fiscal staff should work together to create this budget, drawing on your respective knowledge of what's in your district's A&I plan, costs that aren't detailed in the plan but are necessary to run approved plan activities, and school finance practices.
- **Proposed expenditures can be approved only for strategies included in a district's current MDE-approved A&I plan.**
- Expenditures to fund strategies included in a racially identifiable school (RIS) plan must be listed in the RIS tabs of this excel workbook.
- **Use the separate tabs for direct student services, PD, and Admin costs as explained in the A&I Budget Guide. The requirement for districts to use a certain percentage of revenue for each expenditure type is in A&I legislation and explained in the tabs of this budget workbook.**
- Add lines to a worksheet by inserting rows *before* a revenue total line. The revenue total lines are linked to a formula in the Expenditure Summary page. If you insert rows after them, your Expenditure Summary totals will be inaccurate.
- Add a **budget narrative** for each line item to document how proposed expenditures will fund activities in your district's MDE-approved A&I plan. **Do not copy your plan description into the budget.** Instead, describe what each expenditure will purchase. Then identify by name and number the activity in your plan that an expenditure will help fund. This info will provide expenditure detail not included in your A&I plan.
- List proposed FIN 313 (initial revenue) and FIN 318 (incentive revenue) expenditures on the separate tabs marked in the budget workbook. These are two different types of A&I aid and must be tracked separately.
- Find your district's aid entitlement estimate for A&I revenue in the Minnesota Funding Reports (MFR) section of MDE's Data Analytics webpage. Steps for finding that report are listed on the MDE A&I webpage.
- **Admin costs include salary and benefits for support staff and administrators that do not provide direct instruction to students in A&I activities. Admin costs also include things such as postage, rent, dues, memberships, printing charges.**
- Payments to other districts or to vendors should be listed as line items in the corresponding Direct Student Services, PD, or Admin tabs. Use OBJ code 390 for payments to other districts.
- **The budget narratives for proposed salary expenditures should include the following: percentage FTE and the name and number of the intervention in the district's A&I plan that the position is being reimburse to work on.**
- Fringe benefits for positions that are part of the same plan strategy may be bundled by OBJ code. For example, if three staff are providing instruction for an A&I summer program, benefits for their hours working on that program may be listed in the same line item.
- Resubmit this workbook listing proposed and *actual* FY 2021 expenditures by December 1, 2021.
- Expenditure changes that increase total FIN code amounts and changes to the types of expenditures approved in the initial budget must be sent to MDE for review and approval by April 1, 2021.

▪ Budgets are due to MDE by March 15, 2020. Board approval is optional. This means your board does not need to approve this budget before you submit it on March 15.

How to Submit Your Budget

- 1) Submit your district's proposed FY21 budget by March 15, 2020 to mde.integration@state.mn.us.
- 2) Submit your district's budget as an excel file. No PDF's please.
- 3) Please save your budget using the file name *FY21 [District Name] A&I budget*.

Questions about submitting your budget? Email mde.integration@state.mn.us. Or call support staff member Jeanne at 651-582-8462.



Achievement and Integration Revenue

FY2022

Budget Worksheet

Use this workbook to list your district's proposed expenditures of FY 2022 Achievement Integration (A&I) revenue. All expenditures must support activities in your district's MDE-approved A&I plan. Each worksheet has a column for you to explain which activity each line item will fund.

District Name: St. Louis Park Public Schools

District ISD Number: 283

Superintendent: Astein Osei

Partnering Districts:

Richfield Public Schools and Minneapolis Public Schools

Fiscal and program staff should work together to complete this budget. Please list those staff members below. Both will be contacted if changes or more detail is needed for the budget to be approved.

Program Staff: Patrick Duffy

Phone: 651-398-5402

E-mail: duffy.patrick@slpschools.org

Fiscal Staff: Brooks Grossinger

Phone: 952-928-6006

Email: grossinger.brooks@slpschools.org

If you have been notified by MDE that your district has one or more *Racially Identifiable Schools*, please list those schools here:

Total Initial Revenue (FIN 313)	\$ 786,104.93
Total Incentive Revenue (FIN 318)	\$ 48,626.00
TOTAL A&I REVENUE	\$ 834,730.93

CERTIFICATION STATEMENT

We certify that the budget information submitted for our school district to the Minnesota Department of Education (MDE) is an accurate and complete representation of the fiscal year 2022 Achievement & Integration budget as approved by the school board.

Board Approval Date 3/22/2021

School Board Chair Mary Tomback

Date 3/14/2021

Superintendent Astein Osei

Date 3/14/2021

This certification statement is not required in legislation or by the Minnesota Department of Education.

Approved Initial Revenue: _____ **Approved Incentive Revenue:** _____

MDE Approval: _____

Date: _____



FY 2021 Achievement and Integration Budget

District Number:

283

District Name:

St. Louis Park Public Schools

Proposed Budget				Actual Expenditures	
		Proposed Budget Ratios			Actual Budget Ratios
Direct Services to Students must equal at least 80% of total revenue	\$698,978.62	83.74%	DSS At least 80% of total expenditures	\$0.00	#DIV/0!
Professional Development may equal no more than 20% of total revenue	\$59,348.60	7.11%	Professional Development No more than 20% of total expenditures	\$0.00	#DIV/0!
Administrative/Indirect may equal no more than 10% of total revenue	\$76,403.71	9.15%	Admin/Indirect No more than 10% of total expenditures	\$0.00	#DIV/0!
Total Proposed Revenue:	\$834,730.93		Total Revenue Expended:	\$0.00	

Total Amount Proposed FIN 313	\$786,104.93
Total Amount Proposed FIN 318	\$48,626.00

Improvement
Planning
Expenditures

35%

#VALUE!

Districts must use up to 20% of integration revenue to implement an improvement plan (Minn. Stat. 124D.862 subd. 8 (c) 2).

Notes or Comments:

Improvement Funding Directions

Only districts that did not meet the goals in their last plan after three years should complete this tab. If you didn't meet your goals, you must use up to 20% of your annual integration revenue to fund improvement strategies.

Step 1) Complete the DSS, PD and Admin tabs for FIN 313 and 318. Step 2) Copy and paste line items that will fund improvement strategies into one of the sections below.

- Copy line items totaling up to 20% of your total proposed revenue. That percentage will be calculated for you on the Expenditures Summary tab.
- The line items you copy may be either FIN 313 or FIN 318 depending upon how you're funding your improvement strategies.

What is an improvement strategy? Strategies that were 1) not in your prior plan or 2) that you've adjusted and kept in your current A&I plan, and 3) were developed using a process like the ones described in the A&I Plan Guide or the Coordinated Improvement Planning Guides. They are different from the ones in your prior plan because they are either new to your district's A&I work or have been changed in order to increase the likelihood that you will meet the goals in your district's plan.

Line Item Description	UFARS Code Required				Budgeted Amt	Actual Amount	Plan Crosswalk - Which A&I plan activity does each line item support?		
Provide a short description of the expenditure.	ORG	PROG	FIN	OBJ	List the total amount budgeted for this line item.	Resubmit this workbook with actual FY22 expenditures by 12/1/22.	Budget Narrative Provide a brief description of the expense each expenditure will fund. <i>Do not copy and paste your plan here.</i>	Goal #	Strategy # and Name

Direct Student Services

.08 FTE Literacy/IBt Susan Lindgren Teacher - Salary	107	203	313	140	\$68,000.00
.08 FTE Literacy/IB Susan Lindgren Teacher - Benefits	107	203	313	200's	\$30,512.00
.08 FTE Literacy/IB Peter Hobart Teacher - Salary	106	203	313	140	\$68,000.00
.08 FTE Literacy/IB Peter Hobart Teacher - Benefits	106	203	313	200's	\$30,512.00
.08 FTE Literacy/IB Aquila Teacher - Salary	101	203	313	140	\$68,000.00
.08 FTE Literacy/IB Aquila	101	203	313	200's	\$30,512.00

Professional Development

Administrative Costs

	Total Improvement Funding:	\$295,536.00
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Notes or Comments:



m DEPARTMENT OF EDUCATION									
FY 2022 Achievement and Integration Budget									
How to Use: (See Page 10) Budget Notes: To: Local Public Schools									
All Direct Services to Students									
All approved FTEs are available for direct student services below. At least 80% of a district's proposed expenditures must be used for strategies in a district's									
MSE approved All plan that provide direct services to students. Read the All Budget Guide for the MSE website for details.									
Use Item Description	UNITS/Line Requested	Budgeted Amt	Actual Amt	Actual Amt	Actual Amt	Actual Amt	Actual Amt	Actual Amt	Actual Amt
Provide a short description of the expenditure	ORG	FUND	FUN	ORG	Actual FY22	Actual FY21	Actual FY20	Actual FY19	Actual FY18
1.0 FTE 6-12 Instructional Specialist (DS)	802	230	313	140	\$66,197.38				
1.0 FTE 6-12 Instructional Specialist (DS)	802	230	313	140	\$66,197.38				
1.0 FTE 6-12 Instructional Specialist (DS) - benefits	802	230	313	200%	\$16,449.51				
1.0 FTE K-12 Student Program Coordinator (Jean Ann Stephens) - Salary	801	400	351	140	\$96,633.77				
1.0 FTE K-12 Student Program Coordinator (Jean Ann Stephens) - benefits	801	400	351	200%	\$45,120.00				
1.0 FTE K-12 Instructional Specialist - Salary	802	230	313	140	\$26,498.51				
1.0 FTE K-12 Instructional Specialist - benefits	802	230	313	200%	\$16,240.91				
0.25 FTE Middle School Keynote (Erilyn Lucifora) - Salary	802	210	313	140	\$16,246.86				
0.25 FTE Middle School Keynote (Erilyn Lucifora) - benefits	802	210	313	200%	\$8,124.43				
0.25 Secondary Keynote (Bibi Joseph) - Salary	801	210	313	140	\$16,246.86				
0.25 Secondary Keynote (Bibi Joseph) - benefits	801	210	313	200%	\$8,124.43				
0.8 FTE BA/teracy Susan Ludwig Teacher - Salary	807	300	313	140	\$68,000.00				
0.8 FTE BA/teracy Susan Ludwig Teacher - benefits	807	300	313	200%	\$30,112.00				
0.8 FTE BA/teracy Peter August Teacher - Salary	806	300	313	140	\$68,000.00				
0.8 FTE BA/teracy Peter August Teacher - benefits	806	300	313	200%	\$30,112.00				
0.8 FTE BA/teracy April Teacher - Salary	805	300	313	140	\$68,000.00				
0.8 FTE BA/teracy April Teacher - benefits	805	300	313	200%	\$30,112.00				
FTE TOTAL					\$660,802.62				
MSE Copy line items for implementation strategies and paste them into the related section of the implementation Planning table - VOLS, PLS, or Admin Cost.									
Comments:									



FY 2022 Achievement and Integration Budget

District Number: 283

District Name: St. Louis Park Public Schools

80% Direct Services to Students

List proposed **FIN 318** expenditures for Direct Student Services below. At least 80% of a district's proposed expenditures must be used for strategies included in the district's MDE-approved A&I plan which provide direct services to students. Incentive revenue may be used to fund strategies that will decrease racial and economic enrollment disparities. Read the A&I Budget Guide on the MDE website for details.

Line Item Description	UFARS Code Required				Budgeted Amt	Actual Amt	Plan Crosswalk - Which A&I plan activity does each line item support?		
Provide a short description of the expenditure.	ORG	PROG	FIN	OBJ	List the total amount budgeted for this line item.	Resubmit form with actual FY22 expenditures by 12/1/22.	Budget Narrative Provide a brief description of the expense each expenditure will fund. <i>Do not copy the strategy description from your plan.</i>	Goal #	Strategy # and Name
0.4 Literacy Specilaist PSI (TBD)	302	256	318	200	\$33,470.59		Teacher will work to support the integration	4	Culturaly competence
.04 FTE Literacy Speciliast PSI - Benefits	302	256	318	200's	\$15,155.41				
			318						
			318						
			318						
			318						
			318						
FIN 318 TOTAL					\$48,626.00	\$0.00			

Note Copy line items for improvement strategies and paste them into the related section of the Improvement Planning tab--DSS, PD, or Admin Cost.



FY 2022 Achievement and Integration Budget

District Number: 283

District Name: St. Louis Park Public Schools

20% Professional Development

List proposed **FIN 313** expenditures for professional development below. No more than 20% of a district's proposed expenditures may be used for PD costs that are part of a district's MDE-approved A&I plan. Read the A&I Budget Guide on the MDE website for details.

Line Item Description	UFARS Code Required				Budgeted Amt	Actual Amt	Plan Crosswalk - Which A&I plan activity does each line item support?		
Provide a short description of the expenditure.	ORG	PROG	FIN	OBJ	List the total amount budgeted for this line item.	Resubmit form with actual FY22 expenditures by 12/1/22.	Budget Narrative Provide a brief description of the expense each expenditure will fund. <i>Do not copy the strategy description from your plan.</i>	Goal #	Strategy # and Name
Professional Development	005	610	313	366	\$44,348.60		professional development for teachers of heterogeneous classrooms who will be engaging students in leadership development (Duffy, 2011, Jackson, 2011, Noguera, 2014). The purpose of this is to ensure that staff members, in St Louis Park, and their collaborative teams, are continuing to develop equitable teaching practices in their work and showing racial consciousness in their actions	2	3. Racial Equity Leadership PD
Professional Development	005	610	313	366	\$15,000.00		supports the development of a "Grow your Own" program for aspiring teachers and principals of color among our students. By providing mentorship for our staff of color to promote retainment. Teachers, both white and of color, will provide opportunities for students to learn the roles of teacher and principal through training in instructional observations, curriculum planning, and the facilitation of workshops, training, and leadership development training for their peers and	3	1. Grow Your Own Program
			313						
			313						
			313						
			313						
			313						
TOTAL					\$59,348.60	\$0.00			

Note Copy line items for improvement strategies and paste them into the related section of the Improvement Planning tab--DSS, PD, or Admin Cost.

Comments:

Line Item Description	UFARS Code Required				Budgeted Amt	Actual Amt	Plan Crosswalk - Which A&I plan activity does each line item support?	
Provide a short description of the expenditure.	ORG	PROG	FIN	OBJ	List the total amount budgeted for this line item.	Resubmit form with actual FY22 expenditures by 12/1/22.	Budget Narrative Provide a brief description of the expense each expenditure will fund. <i>Do not copy the strategy description from your plan.</i>	Goal # Strategy # and Name



FY 2022 Achievement and Integration Budget

District Number: 283

District Name: St. Louis Park Public Schools

20% Professional Development

List proposed **FIN 318** expenditures for professional development below. No more than 20% of a district's proposed expenditures may be used for PD costs that are part of a district's MDE-approved A&I plan. Incentive revenue may be used to fund strategies that will decrease racial and economic enrollment disparities. Read the A&I Budget Guide on the MDE website for details.

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Line Item Description	UFARS Code Required				Budgeted Amt	Actual Amt	Plan Crosswalk - Which A&I plan activity does each line item support?		
Provide a short description of the expenditure.	ORG	PROG	FIN	OBJ	List the total amount budgeted for this line item.	Resubmit form with actual FY22 expenditures by 12/1/22.	Budget Narrative Provide a brief description of the expense each expenditure will fund. <i>Do not copy the strategy description from your plan.</i>	Goal #	Strategy # and Name
			318						
			318						
			318						
			318						
			318						
TOTAL					\$0.00	\$0.00			

Note Copy line items for improvement strategies and paste them into the related section of the Improvement Planning tab--DSS, PD, or Admin Cost.

Comments:



FY 2022 Achievement and Integration Budget

District Number: 283

District Name: St. Louis Park Public Schools

10% Admin/Indirect Costs

List proposed Administrative/Indirect **FIN 313** expenditures below. No more than 10% of this budget may be spent on Admin costs for strategies included in an MDE-approved A&I plan. Read the A&I Budget Guide on the MDE website for details.

Line Item Description	UFARS Code Required				Budgeted Amount	Actual Amt	Plan Crosswalk - Which A&I plan activity does each line item support?		
Provide a short description of the expenditure.	ORG	PROG	FIN	OBJ	List the total amount budgeted for this line item.	Resubmit form with actual FY22 expenditures by 12/1/22.	Budget Narrative Provide a brief description of the expense each expenditure will fund. Do not copy the strategy description from your plan.	Goal #	Strategy # and Name
0.2 Susan Lindgren Teacher - Salary	107	203	313	140	\$18,454.92		is for a math coach and co-teacher dedicated to co-teaching and coaching math classes with other middle school staff. The students participating in these classes will have a record of qualitative and quantitative data indicating they need extra support from teachers. Through research based practices, supported by NCTM and scholars of culturally relevant pedagogy, students will		International Baccalaureate Programming - Elementary
0.2 Susan Lindgren Teacher - Benefits	107	203	313	200's	\$7,904.44		to help support .2 IB coursework coordinator working directly with students and staff in three elementary schools: Aquila, Peter Hobart and		
0.2 Peter Hobart Teacher - Salary	106	203	313	140	\$17,662.48		to help support .2 IB coursework coordinator working directly with students and staff in three elementary schools: Aquila, Peter Hobart and Susan Lindgren Elementary Schools. This coordinator will help facilitate the IB program and create interdisciplinary units for students in their school leading to greater proficiency on the MCA Math tests.		
0.2 Peter Hobart Teacher - Benefits	106	203	313	200's	\$7,753.87		to help support .2 IB coursework coordinator working directly with students and staff in three elementary schools: Aquila, Peter Hobart and Susan Lindgren Elementary Schools. This coordinator will help facilitate the IB program and create interdisciplinary units for students in their school leading to greater proficiency on the MCA Math tests.		

Line Item Description	UFARS Code Required				Budgeted Amount	Actual Amt	Plan Crosswalk - Which A&I plan activity does each line item support?		
Provide a short description of the expenditure.	ORG	PROG	FIN	OBJ	List the total amount budgeted for this line item.	Resubmit form with actual FY22 expenditures by 12/1/22.	Budget Narrative Provide a brief description of the expense each expenditure will fund. <i>Do not copy the strategy description from your plan.</i>	Goal #	Strategy # and Name
0.2 Aquila Teacher - Salary	101	203	313	140	\$17,000.00		to help support .2 IB coursework coordinator working directly with students and staff in three elementary schools: Aquila, Peter Hobart and Susan Lindgren Elementary Schools. This coordinator will help facilitate the IB program and create interdisciplinary units for students in their school leading to greater proficiency on the MCA Math tests.		105
0.2 Aquila Teacher - Benefits	101	203	313	200's	\$7,628.00		to help support .2 IB coursework coordinator working directly with students and staff in three elementary schools: Aquila, Peter Hobart and Susan Lindgren Elementary Schools. This coordinator will help facilitate the IB program and create interdisciplinary units for students in their school leading to greater proficiency on the MCA Math tests.		
Total					\$76,403.71	\$0.00			

n/a

n/a

Note Copy line items for improvement strategies and paste them into the related section of the Improvement Planning tab--DSS, PD, or Admin Cost.

Comments:



FY 2022 Achievement and Integration Budget

District Number: 283

District Name: St. Louis Park Public Schools

10% Admin/Indirect Costs

List proposed **FIN 318** Administrative/Indirect expenditures below. No more than 10% of the budget may be spent on Admin costs for activities included in an MDE-approved A&I plan. Incentive revenue may be used to fund strategies that will decrease racial and economic enrollment disparities. Read the A&I Budget Guide on the MDE website for details.

Line Item Description	UFARS Code Required				Budgeted Amount	Actual Amt	Plan Crosswalk - Which A&I plan activity does each line item support?		
Provide a short description of the expenditure.	ORG	PROG	FIN	OBJ	List the total amount budgeted for this line item.	Resubmit form with actual FY21 expenditures by 12/1/22.	Budget Narrative Provide a brief description of the expense each expenditure will fund. Do not copy the strategy description from your plan.	Goal#	Strategy # and Name
			318						
			318						
			318						
			318						
			318						
			318						
Total					\$0.00	\$0.00			

Note Copy line items for improvement strategies and paste them into the related section of the Improvement Planning tab--DSS, PD, or Admin Cost.

Comments:



FY 2022 Achievement and Integration Budget

District Number: 283

District Name: St. Louis Park Public Schools

80% Direct Services to Students

On this worksheet list proposed **FIN 313** expenditures for Direct Student Services for your district's Racially Identifiable School(s). At least 80% of a district's proposed expenditures must be used for activities included in the district's MDE-approved A&I plan which provide direct services to students. Read the A&I Budget Guide on the MDE website for details.

Line Item Description	UFARS Code Required				Budgeted Amt	Actual Amt	Plan Crosswalk - Which A&I plan activity does each line item support?		
	ORG	PROG	FIN	OBJ			Budget Narrative	Goal #	Strategy # and Name
Provide a short description of the expenditure.					List the total amount budgeted for this line item.	Resubmit form with actual FY22 expenditures by 12/1/22.	Provide a brief description of the expense each expenditure will fund. <i>Do not copy the strategy description from your plan.</i>		
			313			\$0.00			
			313						
			313						
			313						
			313						
			313						
			313						
			313						
FIN 313 TOTAL					\$0.00	\$0.00			

Note Copy line items for improvement strategies and paste them into the related section of the Improvement Planning tab--DSS, PD, or Admin Cost.

Comments:



FY 2022 Achievement and Integration Budget

District Number: 283

District Name: St. Louis Park Public Schools

80% Direct Services to Students

On this worksheet list proposed **FIN 318** expenditures for Direct Student Services for your district's Racially Identifiable School(s). At least 80% of a district's proposed expenditures must be used for programs in the district's MDE-approved A&I plan which provide direct services to students. Incentive revenue may be used to fund strategies that will decrease racial and economic enrollment disparities. Read the A&I Budget Guide on the MDE website for details.

Line Item Description	UFARS Code Required				Budgeted Amt	Actual Amt	Plan Crosswalk - Which A&I plan activity does each line item support?		
Provide a short description of the expenditure.	ORG	PROG	FIN	OBJ	List the total amount budgeted for this line item.	Resubmit form with actual FY22 expenditures by 12/1/22	Budget Narrative Provide a brief description of the expense each expenditure will fund. Do not copy the strategy description from your plan.	Goal #	Strategy # and Name
			318			\$0.00			
			318						
			318						
			318						
			318						
FIN 318 TOTAL					\$0.00	\$0.00			

Note Copy line items for improvement strategies and paste them into the related section of the Improvement Planning tab--DSS, PD, or Admin Cost.

Comments:



FY 2022 Achievement and Integration Budget

District Number: 283

District Name: St. Louis Park Public Schools

20% Professional Development

On this worksheet list proposed **FIN 313** expenditures for professional development for your district's Racially Identifiable School(s). No more than 20% of a district's proposed expenditures may be used for PD costs that are part of a district's MDE-approved A&I plan. Read the A&I Budget Guide on the MDE website for details.

Line Item Description	UFARS Code Required				Budgeted Amt	Actual Amt	Plan Crosswalk - Which A&I plan activity does each line item support?		
	ORG	PROG	FIN	OBJ			Budget Narrative	Goal #	Strategy # and Name
Provide a short description of the expenditure.					List the total amount budgeted for this line item.	Resubmit form with actual FY22 expenditures by 12/1/22.	Provide a brief description of the expense each expenditure will fund. Do not copy the strategy description from your plan.		
			313			\$0.00			
			313						
			313						
			313						
			313						
			313						
			313						
			313						
TOTAL					\$0.00	\$0.00			

Note Copy line items for improvement strategies and paste them into the related section of the Improvement Planning tab--DSS, PD, or Admin Cost.



FY 202c2Achievement and Integration Budget

District Number: 283

District Name: St. Louis Park Public Schools

20% Professional Development

List proposed **FIN 318** expenditures for professional development for your district's Racially Identifiable School(s) below. No more than 20% of a district's total proposed expenditures may be used for PD costs that are part of a district's MDE-approved A&I plan. Incentive revenue may be used to fund strategies that will decrease racial and economic enrollment disparities. Read the A&I Budget Guide on the MDE website for details.

Line Item Description	UFARS Code Required				Budgeted Amt	Actual Amt	Plan Crosswalk - Which A&I plan activity does each line item support?		
Provide a short description of the expenditure.	ORG	PROG	FIN	OBJ	List the total amount budgeted for this line item.	Resubmit form with actual FY22 expenditures by 12/1/22.	Budget Narrative Provide a brief description of the expense each expenditure will fund. Do not copy the strategy description from your plan.	Goal #	Strategy # and Name
			318			\$0.00			
			318						
			318						
			318						
			318						
TOTAL					\$0.00	\$0.00			

Note Copy line items for improvement strategies and paste them into the related section of the Improvement Planning tab--DSS, PD, or Admin Cost.

Comments:



FY 2022 Achievement and Integration Budget

District Number: 283

District Name: St. Louis Park Public Schools

10% Admin/Indirect Costs

List proposed Administrative/Indirect **FIN 313** expenditures for your district's Racially Identifiable School(s) below. No more than 10% of the budget may be spent on Admin costs for activities included in an MDE-approved A&I plan. Read the A&I Budget Guide on the MDE website for details.

111

Line Item Description	UFARS Code Required				Budgeted Amount	Actual Amt	Plan Crosswalk - Which A&I plan activity does each line item support?		
Provide a short description of the expenditure.	ORG	PROG	FIN	OBJ	List the total amount budgeted for this line item.	Resubmit form with actual FY22 expenditures by 12/1/22.	Budget Narrative Provide a brief description of the expense each expenditure will fund. Do not copy the strategy description from your plan.	Goal #	Strategy # and Name
			313						
			313						
			313						
			313						
			313						
Total					\$0.00	\$0.00			

Note Copy line items for improvement strategies and paste them into the related section of the Improvement Planning tab--DSS, PD, or Admin Cost.

Comments:



FY 2021 Achievement and Integration Budget

District Number: 283

District Name: St. Louis Park Public Schools

10% Admin/Indirect Costs

List proposed **FIN 318** Administrative/Indirect expenditures for your district's Racially Identifiable School(s) below. No more than 10% of the budget may be spent on Admin/Indirect costs for activities included in a district's MDE-approved A&I plan. Incentive revenue may be used to fund strategies that will decrease racial and economic enrollment disparities. Read the A&I Budget Guide on the MDE website for details.

112

Line Item Description	UFARS Code Required				Budgeted Amount	Actual Amt	Plan Crosswalk - Which A&I plan activity does each line item support?		
Provide a short description of the expenditure.	ORG	PROG	FIN	OBJ	List the total amount budgeted for this line item.	Resubmit form with actual FY21 expenditures by 12/1/21.	Budget Narrative Provide a brief description of the expense each expenditure will fund. <i>Do not copy the strategy description from your plan.</i>	Goal #	Strategy # and Name
			318						
			318						
			318						
			318						
			318						
			318						
			318						
Total					\$0.00	\$0.00			

Note Copy line items for improvement strategies and paste them into the related section of the Improvement Planning tab--DSS, PD, or Admin Cost.

Comments:

TENTATIVE AGREEMENT SUMMARY

SAINT LOUIS PARK PUBLIC SCHOOLS and CE EDUCATORS 2021-2023 Terms and Conditions of Employment

March 2, 2022 overview

Term: Two (2) years, July 1, 2021, through June 30, 2023

Tentative Agreement subject to Board approval: 3-2-2022

Employees Covered: 45

Economic Items:

Wages: (see proposed revised schedules)

2021-22: Variable increases to provide more dollars to people getting less step increases at top steps. It will be retroactive to July 1, 2021 (beginning of the contract for retirees after July 1, 2021 and people active on the payroll as of the date of ratification). Increase each career increment by \$.25/hr. See schedules attached.

2022-23: Again, variable increases to provide more dollars to people getting less step increases at top steps. Increase 20 and 25-year career increment by \$.25/hr. See Schedules attached.

Employer Contribution Art 11.3 (simplify eligibility)

The District will contribute up to the following amounts to the coverage selected by eligible employees regularly scheduled to work six (6) or more hours per day 30 hours per week: *The insurance enrollment numbers are shown for reference. Employees working .5 FTE (4 hours/day will receive 50% of the district contributions).*

		2020-21	2021-22	2022-23	
	Enrollment	District Contributions/mo			
	20	Yr0-Base	Yr1	Yr2	7/1/2023
Single-VEBA Plan B	8	\$ 600	\$ 625	\$ 635	\$ 650
Single-Standard Plan A	2	\$ 505	\$ 505	\$ 515	\$ 520
			\$ 510.00		
E+1 VEBA Plan B	7	\$ 1,240	\$ 1,280	\$ 1,315	\$1,340
E+1 Standard Plan A	0	\$ 860	\$ 935	\$ 963	\$ 985
Family - VEBA Plan B	3	\$ 1,650	\$ 1,700	\$ 1,745	\$1,780
Family - Standard Plan A	0	\$ 1,203	\$ 1,340	\$ 1,380	\$1,410

Change VEBA funding from July 1 to September starting in 2022.

*A third year of contributions are provided to ease open enrollment for employees in 2023. The contribution amounts for 7-1-2023 will be subject to bargaining in the 2023-2025 bargaining cycle.

Deferred Compensation Art 13: Delete lifetime max in Art 13.D.

TENTATIVE AGREEMENT SUMMARY

Premium: Educators who are required to work with other district employees are told to stay home, i.e., snow days, etc., will receive either a \$3/hr premium for that day or will be given an alternative day off with pay. Payment or time off will be at the discretion of the manager.

The Class Leader-Preschool Premium will be increased by \$.50/hr each year of the contract.

One-time payments MOA:

Upon ratification of the contract on the first possible paycheck, the District will provide a one-time payment of an additional \$500 to all active employees covered by this agreement who were actively employed during the 2020-21 school year by Jan 1, 2021 and are actively employed for this 2021-22 school year as of the ratification of this agreement. For people who work this 2021-22 school year and return for 2022-23, on the September 30th paycheck they will receive an additional \$500 payment.

Non-Economic Items:

1. General clean-up of dates and references.
2. Propose a two-year contract July 1, 2021 to June 30, 2023.
3. **Holidays Art 6.4:** Update the list of paid holidays to delete Good Friday and replace it a Spring Break Holiday, typically celebrated the Friday of Spring Break.
4. **Jury Duty Art 9.1:** Employees may keep the compensation paid for jury duty.
5. **Insurance Art 11.3:** Change timing of VEBA deposit from July 1 to Sept 1 each year to avoid payments being made and then people quitting before school starts.
6. **Health Care Savings Plan Art 11.7:** Eligible, employees will automatically be enrolled and receive payments starting with the completion of their 5th year of service.
7. **Duration of Insurance Contribution Art 11.9:** Change reference to actively employed in a position covered by this agreement.
8. **Leaves of Absence Art 12.2.K and L - Workers Comp/LTD and sick leave:** Propose to standardize language across District employee groups so it is clear that when getting paid by WC or LTD, the CAPS employee can use available Sick Leave to cover the cost of any insurance payments, instead of writing a check to the Business Office.
9. **Probationary Period Art 16.2:** Change promotional period from 60 to 90 days.

For specific items, see the draft copy of new contract language provided in strikethrough version.

Salary Rates and Career Increments

2021-2023 CE Educators Employee Group

CAREER INCREMENTS			
Service	2020-21	2021-22	2022-23
15	\$ 1.00	\$ 1.25	\$ 1.25
20	\$ 1.25	\$ 1.25	\$ 1.75
25	\$ 1.50	\$ 1.75	\$ 2.00

TENTATIVE AGREEMENT SUMMARY

Rates associated with Mar 02, 2022 Educator proposal.

2020-21	EDUCATOR Schedule				
	SAC1	SAC2	SAC3	PS1	PS2
1	\$ 15.15	\$ 16.16	\$ 17.42	\$ 17.42	\$ 18.11
2	\$ 15.40	\$ 16.41	\$ 17.95	\$ 17.95	\$ 18.72
3	\$ 15.66	\$ 16.67	\$ 18.53	\$ 18.53	\$ 19.29
4	\$ 15.91	\$ 16.92	\$ 19.08	\$ 19.08	\$ 19.84
5	\$ 16.16	\$ 17.17	\$ 19.58	\$ 19.58	\$ 20.34
6	-	\$ 17.42	\$ 20.23	\$ 20.23	\$ 20.99
7	-	\$ 17.68	\$ 20.80	\$ 20.80	\$ 21.56
8	-	-	\$ 21.59	\$ 21.59	\$ 22.35
9	-	-	\$ 22.48	\$ 22.48	\$ 23.25
10	-	-	\$ 23.41	\$ 23.41	\$ 24.18
11	-	-	\$ 24.65	\$ 24.65	\$ 25.41
12	-	-	\$ 25.91	\$ 25.91	\$ 26.68
*SAC 1-3 Starts for EE hired after June 1, 2018.					
July 1, 2021 - June 30, 2023 Salary Schedules					
2021-22	CE Educators Employee Group				
STEP	SAC1	SAC2	SAC3	PS1	PS2
1	\$ 15.30	\$ 16.32	\$ 17.59	\$ 17.59	\$ 18.29
2	\$ 15.55	\$ 16.57	\$ 18.13	\$ 18.13	\$ 18.91
3	\$ 15.82	\$ 16.84	\$ 18.72	\$ 18.72	\$ 19.48
4	\$ 16.07	\$ 17.09	\$ 19.27	\$ 19.27	\$ 20.04
5	\$ 16.32	\$ 17.34	\$ 19.78	\$ 19.78	\$ 20.54
6	-	\$ 17.59	\$ 20.43	\$ 20.43	\$ 21.20
7	-	\$ 17.86	\$ 21.01	\$ 21.01	\$ 21.78
8	-	-	\$ 21.86	\$ 21.86	\$ 22.63
9	-	-	\$ 22.82	\$ 22.82	\$ 23.60
10	-	-	\$ 23.82	\$ 23.82	\$ 24.60
11	-	-	\$ 25.14	\$ 25.14	\$ 25.92
12	-	-	\$ 26.75	\$ 26.75	\$ 27.55
2022-23	CE Educators Employee Group				
STEP	SAC1	SAC2	SAC3	PS1	PS2
1	\$ 15.50	\$ 16.50	\$ 17.75	\$ 17.75	\$ 18.75
2	\$ 15.75	\$ 16.75	\$ 18.50	\$ 18.50	\$ 19.50
3	\$ 16.00	\$ 17.00	\$ 19.00	\$ 19.00	\$ 20.00
4	\$ 16.25	\$ 17.25	\$ 19.50	\$ 19.50	\$ 20.50
5	\$ 16.50	\$ 17.50	\$ 20.00	\$ 20.00	\$ 21.00
6	\$ -	\$ 17.75	\$ 20.64	\$ 20.64	\$ 21.64
7	\$ -	\$ 18.00	\$ 21.22	\$ 21.22	\$ 22.22
8	\$ -	\$ -	\$ 22.13	\$ 22.13	\$ 23.13
9	\$ -	\$ -	\$ 23.16	\$ 23.16	\$ 24.16
10	\$ -	\$ -	\$ 24.24	\$ 24.24	\$ 25.24
11	\$ -	\$ -	\$ 25.65	\$ 25.65	\$ 26.65
12	\$ -	\$ -	\$ 27.76	\$ 27.76	\$ 28.76



**St. Louis Park
Public Schools**

Achieving success, one student at a time!

~~2019-2021~~2021-2023

TERMS AND CONDITIONS OF EMPLOYMENT

between

INDEPENDENT SCHOOL DISTRICT NO. 283

St. Louis Park, Minnesota

and

CE EDUCATOR GROUP

Effective through June 30, 202~~3~~4

Board Approved _____

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ARTICLE 1 - PURPOSE

1.1 Parties

The Terms and Conditions of Employment contained herein are entered into between the St. Louis Park Public Schools, Independent School District No. 283, St. Louis Park, Minnesota hereinafter referred to as the School Board, or District, and the CE Educator employees of St. Louis Park School and in compliance with the Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as P.E.L.R.A. of 1971 to provide the terms and conditions of employment for the CE Educator group of employees during the duration of this Agreement.

ARTICLE 2 - DEFINITIONS

2.1 School Board or District

For purposes of this agreement, the terms District or School Board shall mean the School Board or its designated representative.

2.2 Other Terms

Terms not defined in this Agreement shall have those meanings as defined by the P.E.L.R.A.

ARTICLE 3 - RECOGNITION OF EXCLUSIVE REPRESENTATIVE

3.1 Recognition

In accordance with P.E.L.R.A., the District recognizes the CE Educator Group as the exclusive representative of Educators, as defined in Section 3.2, employed by the District. The CE Educator Group shall have those rights and duties to meet and confer on issues as prescribed by P.E.L.R.A. and as described in the provisions of this Agreement.

3.2 Appropriate Unit

The CE Educator Group shall represent all preschool and child care educator positions that do not require a MN P-12 teaching license by the MN Professional Educator Licensing and Standards Board (PELSB) who are employed for more than fourteen (14) hours per week or thirty-five percent (35%) of the normal work week in the employee bargaining unit, and for more than sixty-seven (67) workdays per year, including those on leave of absence who are guaranteed a position upon their return. The current job titles, as of the date of this Agreement, are listed in Appendix A.

ARTICLE 4 - DISTRICT RIGHTS

4.1 Inherent Managerial Rights

In compliance with P.E.L.R.A. 179A. 07, Subd. 1, the parties recognize that the School Board is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel, and that all management rights and management functions not expressly delegated in this Agreement are reserved to the District.

4.2 Management Responsibilities

The parties recognize the right and obligation of the School Board to efficiently manage and conduct the operation of the District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the District.

4.3 Effect of Laws, Rules and Regulations

The parties recognize that all employees covered by this Agreement shall perform the services prescribed by the District in their job descriptions. The parties also recognize the right, obligation and duty of the School Board and its duly designated officials to promulgate reasonable rules, regulations, directives and orders from time to time as deemed necessary insofar as such reasonable rules, regulations, directives and orders are not inconsistent with the terms of this Agreement. The parties further recognize that the District, all employees covered by this Agreement, and all provisions of this Agreement are subject to the laws of the State of Minnesota, federal laws, rules and regulations of the Minnesota Department of Education and valid rules, regulations and orders of state and federal governmental agencies. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives and orders shall be null and void and without force and effect.

ARTICLE 5 - EMPLOYEE RIGHTS**5.1 Right to Views**

In compliance with P.E.L.R.A. 179A.06, Subd. 1, nothing contained in this Agreement shall be construed to limit, impair or affect the right of any employee or that employee's representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of employees in this group.

5.2 Personnel Files

All evaluations and files relating to each individual employee shall be available during regular school business hours to said employee upon reasonable written notice. The employee shall have the right to reproduce any of the contents of the files at the employee's expense and to submit for inclusion in the file written information in response to any material contained therein. The District may destroy such files as provided by law and must expunge from employee's file any material found to be false or inaccurate through the grievance procedure. The false or inaccurate materials will be removed within 15 days of the final disposition of the grievance process.

ARTICLE 6 - THE WORK YEAR**6.1 Employee Duty Days**

Employees shall perform services on those days as determined by the District, including those legal holidays on which the District is authorized to conduct school, and pursuant to such authority has determined to conduct school.

6.2 Employee Duty Year

The duty year for all full-time educators shall be twelve (12) months (typically 260 duty days or more). Part-time Educators, employed less than twelve (12) months per year, shall receive a pro-rated salary and benefits.

6.3 School Closings

- A. In the event of school closing, employees will report for duty only unless contacted by the supervisor that all programs are cancelled. Employees requested to report for duty will be paid and receive a \$3.00/hr premium payment or be given an alternative day off. Payment or time off will be at the discretion of the manager. Employees not requested to report would be paid for up to five (5) days of school closing or such days will be made up if other employees are required to make up such days.
- B. Personnel unable to report for duty or working less than a full shift will be paid but must elect to have their non-work time charged against their vacation accrual, emergency leave or in the event that they were ill that day, then sick leave accrual. Employees having no leave or vacation days would not be paid for that time.

6.4 Holidays

- A. Eligibility: In order to be eligible for holiday pay, an employee must be employed at least 20 hours per week and have worked the employee's regular work dayworkday before and after the holiday, unless the employee is on paid leave or vacation under the provisions of this Agreement. Employees who work less than full-time or less than 12-month schedules will have their holidays prorated accordingly.
- B. Holidays shall include: Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Dr. Martin Luther King Jr. Day, Presidents' Day, Good FridaySpring Break Friday and Memorial Day.
- C. Employees hired whose contract ends prior to summer, winter and/or spring break or are not scheduled to work over the breaks are not eligible for holiday pay during that break time.
- D. School in Session: The District reserves the right, if school is in session to cancel any of the above holidays and establish another holiday or floating holiday in lieu thereof. Any scheduled holiday which falls within an employee's vacation period shall not be counted as a vacation day.

ARTICLE 7 - THE WORK DAY

7.1 Work Day

Full-time employees are regularly assigned to work eight (8.0) hours per day, forty (40) hours per week and fifty-two (52) weeks per year with the understanding that more time may be needed to complete some tasks. The normal work day for full-time employees will be scheduled over 8.5 hours with a 30-minute duty free lunch period. Employees may be assigned a straight eight-hour shift based on the needs of the department. The specific work hours for each employee may vary according to the needs of the District. The hours will be designated by the appropriate supervisor. Employees shall be notified approximately two weeks before the start of the school year as to the assigned building, starting date, daily hours, wage rate and number of days employed, or as much of such information as has been determined at that time.

7.2 Work Week

The normal scheduled work week for full time employees shall be forty (40) hours per week and five (5) days per week.

ARTICLE 8 - BASIC COMPENSATION

8.1 Rates of Pay

- A. The wages and salaries reflected in Schedules A & B attached hereto, shall be part of the agreement for the ~~2019-20~~2021-22 and ~~2022-23~~2020-21 school years.
- B. An increment shall not be withheld unless the employee is notified of the deficiency in writing and given a reasonable opportunity to correct the deficiency. An action withholding an increment shall be subject to the grievance procedure.
- C. A new employee must have been hired prior to February 1 to be eligible for the following July 1 increment adjustment.
- D. Returning employees shall advance on the salary schedule one (1) step each year of the agreement subject to the right of the Board as defined in this Section to withhold increments for just cause. An employee will not advance one step if they did not complete the required annual training for their position or their most recent performance evaluation was overall "unsatisfactory or below proficient." For the purpose of this section the employee also must have been actively paid on the payroll at least (a) 1,000 hours if the employee is a 12-month, 40-hour per week employee, or (b) 50% of the hours for that person's FTE, if the employee is a less than 12-month or less than 40 hour per week employee.

8.2 Method of Payment

- A. Employees shall be paid in twenty-four (24) payments, such pay days to be on the fifteenth (15th) and last day of each month.
- B. In the event that pay dates fall on a weekend or holiday, the payday shall be the preceding workday.
- C. The District may choose to move payroll to paying every other Friday, instead of the 15th and last day of each month. In the event the District plans to move pay dates, it will give CAPS not less than one year of notice and meet and confer on the plan for implementing the change.

8.3 Deduction

In the event that an employee is absent without leave and a pay deduction is to be made for such absence, the amount of the deduction shall be one (1) hour of pay for each such hour of absence. Absences of less than one day that are covered by other paid leaves such as sick time or vacation may be made on an hour for hour basis as long as the person has available leave time.

8.4 Initial Placement

New employees may be hired within the salary schedule based on experience and qualifications to be determined by Human Resources. Employees will then move one step on the schedule for each full year of service, subject to 8.1.B. This provision shall not be retroactive.

ARTICLE 9 - EXTRA COMPENSATION AND ASSIGNMENT

9.1 Jury Duty

An employee who serves on jury duty will be granted the day or days necessary, as stipulated by the court to discharge this responsibility, without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be ~~kept by the employee~~ ~~remitted to the District, less the mileage and other expenses, as regulated by state guidelines.~~ If an employee is released from jury duty for a full or ~~half day~~ half-day, the employee shall report back to work for the remainder of the day while on paid status.

9.2 Overtime

Scheduled overtime work after forty (40) hours per week shall be paid at time and one half (1½). Scheduled work on Saturdays, Sundays or designated holidays shall be compensated by having another day off designated or paid at the rate of time and one-half (1½), based on mutual agreement with their supervisor.

9.3 Required Training

Any employee required by the District to take a specific course that is not fully paid by the District shall be reimbursed for any fees paid for by the employee for that course.

9.4 Education Benefits

Effective 7/1/2018, employees working in a Childcare assignment are eligible for educational reimbursement of up to \$50 year for courses taken that the employee wants to take and are directly related to the childcare assignment. The Childcare Program will either pay for the course or will reimburse the childcare employee for any fees charged for that course.

School Age Site Leads are eligible to receive \$60.00 per year toward MnSACA annual membership and all preschool child care staff working four (4) hours per day or more can receive \$30.00 per year toward MnNAEYC/NAEYC annual membership.

NOTE: More information about educational benefits and the Teach and Retain Program provided by Kid's Place is available in Appendix C at the end of this agreement.

ARTICLE 10 - VACATIONS

10.1 Eligibility

Full-time eligible employees shall accrue vacation each year based on years of service in the District according to the following schedule: Each Educator working 12 months and regularly scheduled at least four (4) hours per day or at least 1040 hours per year, pro-rated per months of service, shall be entitled to the following vacation after the designated number of completed years of service:

The vacation accrual rates shall be:

- 0-2 years of service = 12 days of vacation
- 3-4 years of service = 13 days of vacation
- 5-9 years of service = 15 days of vacation
- 10 or more years of service = 20 days of vacation

For employees hired prior to 7/1/2017

- 16 years of service = 25 days of vacation
- 17 years of service = 26 days of vacation
- 18 years of service = 27 days of vacation
- 19 years of service = 28 days of vacation
- 20 years of service = 29 days of vacation

- 21 years of service = 30 days of vacation

Educators working less than 12 months but regularly scheduled at least four hours per day and 1040 annual hours shall be entitled to the following vacation:

- 0-4 years of service = 2 days of vacation
- 5-9 years of service = 5 days of vacation
- 10-15 years of service = 10 days of vacation
- 16+ years of service = 15 days of vacation

10.2 Vacation Application

- A. Vacation amounts will accrue starting July 1, of each year.
- B. If an eligible employee starts in a position after July 1, the employee will be given the prorated amount of vacation for the remainder of that year.
- C. For those employees working four (4) or more but less than eight (8) hours per day, vacation shall accrue on a pro-rata basis.
- D. If an employee resigns before completing a full year of service, or the annual work cycle if employed for only a part year, the employee shall not be entitled to any vacation pay, and shall have the salary paid for any vacation days taken deducted from the Educator's final check. An employee, who has completed at least one (1) year of service, or the annual work cycle if employed for only a part year, shall be entitled to receive the pro-rata pay for unused vacation time up to 20 days of pay, provided they gave at least a two weeks written notice to their supervisor.
- E. Employees must submit a written request for vacation to their supervisor at least four (4) days in advance. Request for vacation is subject to the approval of the supervisor.
- F. Employees accrue vacation during a particular fiscal year (July 1 to June 30). An employee may carry over up to 10 days of unused vacation as of June 30 of each year which then must be used by the following January 31 or will be forfeited unless otherwise approved in writing by the District.

ARTICLE 11 - GROUP INSURANCE

11.1 Selection of Carrier

The selection of the insurance carrier and policy shall be made by the District.

11.2 Insurance Eligibility

Full-time: For purposes of Article 11, it is understood and agreed by the parties that full-time benefit eligible participation in the group insurance plan as stated shall be allowed only to those employees who are employed at least thirty (30) or more hours per week. The District will contribute up to the amounts lists in Art. 11.3 to 11.10 to the coverage selected by eligible full-time benefit eligible employees:

Part-Time: For purposes of Article 11, ~~it is understood and agreed by the parties that participation in the group insurance plan as stated shall be allowed only to those employees who are employed at least thirty (30) or more hours per week.~~ For those employees working twenty (20) hours per week or more but less than thirty (30) hours per week the following shall apply:

- A. District contribution to the health insurance program shall be one-half (1/2) the applicable amounts stated in Sections 11.3A and 11.3B.
- B. District contribution to dental insurance shall be one-half (1/2) the amount stated in Section 11.4.
- C. Group income protection (LTD) as in force in Section 11.5.
- D. Life insurance in one-half (1/2) the amount stated in Section 11.6.
- E. For purposes of Section 11.9, it is understood and agreed that a "week" is defined as any five days in which an employee is assigned to work.
- F. Those Educators regularly scheduled less four (4) hours per day ~~than 1,040 hours per year will not be eligible for benefits.~~

11.3 Employer Contributions

A. District Health Insurance Program Non-Deductible/Standard:

District Contributions Standard-Plan A	Employee	Employee + 1	Family
July 1, 2019 2021	\$505/mo	\$935 860/mo	\$1,340 203/mo
July 1, 2022 0	\$51 505/mo	\$963 860/mo	\$1,380 203/mo
July 1, 2023	<u>\$520/mo</u>	<u>\$985/mo</u>	<u>\$1,410/mo</u>

B. District Health Insurance Program Deductible/VEBA:

District Contributions VEBA-Plan B	Employee	Employee + 1	Family
July 1, 20 21 19	\$570 625/mo	\$1,170 280/mo	\$1,550 700/mo
July 1, 2022 0	\$600 635/mo	\$1,240 315/mo	\$1,650 1745/mo
July 1, 2023	<u>\$650/mo</u>	<u>\$1,340</u>	<u>\$1,780/mo</u>

~~C. Effective for July 1, 2021 the District will make the following contributions to either the Standard Plan A or Deductible/VEBA Plan B until such time as the 2021-23 contract is negotiated:~~

District Contributions	Employee	Employee + 1	Family
July 1, 2021 - Plan A Standard	\$505/mo	\$860/mo	\$1,203/mo
July 1, 2021 - Plan B VEBA	\$625mo-	\$1,280/mo-	\$1,700/mo-

For eligible employees who select the \$1,000 Deductible Health Insurance Plan, the District will deposit \$1,000 annually into an employee owned Health Reimbursement Account (HRA) during active employment. The District will deposit that amount by September 1 ~~at the beginning~~ of the plan year.

11.4 Dental Insurance

The District shall contribute toward a portion of the premium for dental insurance for the ~~2019-2021~~2021-2023 Dental Plans under the terms of the policies of insurance carried by the District for employees. The employee must enroll to receive health plan coverage. Employees may enroll in either Employee or Family coverage options. The employee shall pay the difference between the District contribution and the total cost of the dental plan coverage selected.

District Dental Contributions	Employee	Family
July 1, 2021 <u>19</u>	\$52/mo	\$95/mo
July 1, 2022 <u>20</u>	\$52/mo	\$95/mo

In the event that a successor agreement has not been entered into by July 1, 202~~3~~4, the District's contribution shall not exceed the dollar amount of the premium in effect as of July 1, 202~~2~~0.

11.5 Group Income Protection – Long Term Disability (LTD)

- A. The District shall pay the premium for the LTD insurance in force on the effective date of this Agreement for all employees who are eligible for and are enrolled in the LTD plan.
- B. Subject to the provisions of the policy, the plan provides for a benefit of 2/3 of income.
- C. When an Educator is placed on long-term disability under the provisions of this section, the District shall continue the District's contribution in the dollar amount in effect at such time for the disabled employee toward the group medical plan as provided in Sections 2A or 2B of this Article for a period of five (5) years from the date of placement on long-term disability, or the occurrence of the employee's 65th birthday, whichever occurs first.

11.6 Life Insurance

The District shall provide a group term life insurance plan providing \$50,000 annual salary of life insurance for each employee employed by the District who is eligible for and is enrolled in the life insurance plan. Upon retirement and until the age of 65, employees shall be eligible to continue participation in the group term life insurance plans, if permitted by the terms of the policy with the insurance carrier, by paying the entire premium for such coverage.

11.7 Health Care Savings Plan (Hired on or after 7-1-1999)

- A. Employees hired on or after July 1, 1999 and eligible for health insurance coverage will participate in a Health Care Savings Plan (HCSP). Employees hired prior to July 1, 1999 and eligible for health insurance coverage and who elected this plan in lieu of retiree health insurance may continue to participate in this HCSP with the understanding that it will not be retroactive and that there is no re-election of the retiree health insurance program (Appendix C) in the future.
- B. Employees who have completed full years of employment by June 30th of any year after 2005 and who are eligible for health insurance coverage will be automatically enrolled and receive the following District contributions to be placed in the employee's HCSP account:
 - \$1,000 annually for five (5) to nine (9) completed years of service
 - \$2,500 annually for 10-14 completed years of service
 - \$5,000 annually for 15 full years of service
- C. The maximum total District contributions to any employee's HCSP account will be \$50,000.

11.8 Claims Against the District

It is understood that the District's only obligation under Article 11 is to purchase insurance policies and pay such premium amounts as agreed to herein, and no claim shall be made against the District as a result of a denial of insurance benefits.

11.9 Duration of Insurance Contribution

An employee is eligible for monthly District contributions as provided in Article 11 as long as the employee is employed by the District. Upon termination of employment, all District participation and contribution shall cease on the last day of the month in which the employee terminated.

11.10 Continued Coverage

Employees shall be eligible to continue participation in the District health insurance plan through COBRA coverage, if permitted by the terms of the policy with the insurance carrier, by paying the entire premium for such insurance, under the following circumstances:

- A. The employee retires prior to the age of Medicare Eligibility;
- B. Is at least 55 years of age; and
- C. Has completed at least ten (10) years continuous service in the District.

The employee's right to continue participation in such group insurance; however, shall discontinue upon reaching the age of Medicare Eligibility. The right to participation pursuant to this Section 11.10 shall not be retroactive in application.

ARTICLE 12 - LEAVES OF ABSENCE**12.1 Basic Leave Allowance**

Employees working 12 month assignments will receive a leave allowance of fifteen (15) days and employees scheduled less than 12 months will receive ten (10) days. The leave allowance of paid days shall be granted for each full school year provided an employee is scheduled at least four (4) hours per day and has served for a minimum of twenty (20) duty days each year. Leave not used during any school year shall accumulate without limit. An employee employed at least four (4) hours per day but less than eight (8) hours per day shall accrue and use basic accumulated leave on a pro-rata basis.

12.2 Sick Leave

- A. An employee may use one (1) day of accumulated leave for each day of personal illness. An employee may use one (1) day of accumulated sick leave for each day of illness or disability of the employee's child who is less than eighteen (18) years old, for such reasonable period as the employee's attendance with the child may be necessary, on the same terms the employee is able to use sick leave benefits for the employee's own illness. (Minn. Stat. §181.9413).
- B. Basic accumulated leave pay shall be allowed by the District whenever an employee's absence is found to have been due to illness which prevented the employee's attendance at school and performance of duties on that day or days or as otherwise allowed in Section 12.2.
- C. The District may require an employee to furnish a medical certificate as evidence of illness, indicating such absence was due to illness, in order to qualify for basic accumulated leave pay.
- D. In the event that a medical certificate will be required, the employee will be so advised in writing.
- E. For necessary absence because of illness in the immediate family, the employee, upon approval of the responsible administrator, may use up to five (5) of the days from accumulated leave allowance in any one school year at no salary deduction. The immediate family shall be

interpreted to mean husband, wife, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, grandparents, grandchildren and step parents. In the case of a son or daughter less than eighteen (18) years old, refer to Section 12.2.A.

- F. For necessary absence because of illness in the close family, the employee, upon approval of the responsible administrator, may use up to three (3) of the days from accumulated leave allowance in any one school year at no salary deduction. The close family shall be interpreted to mean: son-in-law, daughter-in-law, brother-in-law and sister-in-law. Close family shall also include any other person residing in or who has resided in the same household as the employee and who clearly stands in the same relationship with the employee.
- G. In the event an employee, in a particular year, has fully utilized the number of days provided in Sections 12.2.E and 12.2.F for absence due to the illness of an immediate family member and/or close family member, the employee has accumulated leave allowance remaining, and an immediate or close family member requires additional care, an additional number of days, not exceeding five (5) days, may be granted by the Director of Human Resources, if in the discretion of the Director, additional days are warranted.
- H. The employee may utilize up to twelve (12) work weeks per year of job-protected leave for:
 - 1. Family Leave
 - a. The birth of a child of the employee and in order to care for such child.
 - b. The placement of a child with the employee for adoption or foster care.
 - 2. Medical Leave
 - a. To care for a family member who has a serious health condition.
 - b. Treatment of a serious health condition that makes the employee unable to perform the functions of the position of such employee. The employee may elect to use accrued paid leave or may request a leave without pay or a combination of the two for the leave period. Such leave is subject to the provisions of Public Law 103-3, the Family and Medical Leave Act of 1993.
- I. Eligible employees may access up to a maximum of 160 hours of accumulated and unused sick leave in a school year for the care of relatives in accordance with Minn. Stat. § 181.9413 and sections A- H of this Article.
- J. After basic accumulated leave has been used, and under conditions of a chronic or continuous illness or disability as certified by a medical doctor, an additional number of days of basic accumulated leave may be granted by the Director of Human Resources.
- K. When an employee is injured on the job in the service of the District and is collecting worker's compensation insurance payments, the employee will not also receive a regular check from the District for those same days, but may draw upon available Sick Leave to cover the employee cost of any insurance benefits. At the time an employee becomes eligible to receive long-term disability compensation as provided in this Agreement, so long as the LTD policy allows, such employee will be allowed to coordinate the use of LTD and basic leave pay so as not to receive more than the employee's full regularly scheduled salary payment. Only the fraction of the regular pay not covered by LTD will be deducted from the employee's accrued basic accumulated leave.
- L. At the time an employee becomes eligible to receive long-term disability compensation as provided in this Agreement, the employee will not also receive a regular check from the District for

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~~those same days, but may draw upon available Sick Leave to cover the employee cost of any insurance benefits as long as the employee continues on long-term disability compensation. If an employee is injured on the job in the service of the District and is collecting Worker's Compensation Insurance as well as drawing on basic accumulated leave and receiving full salary from the District, the employee's salary shall be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by insurance will be deducted from the employee's accrued basic accumulated leave.~~

12.3 Personal Leave

- A. An employee scheduled at least four (4) or more hours per day may be granted personal leave at the discretion of their supervisor of no more than three (3) days per year, such leave to be deducted from the accumulated leave. Events which qualify for use of this leave allowance are those extraordinary situations that arise requiring the employee's immediate attention which cannot be attended to when school is not in session and which are not covered under other policies.
- B. Requests for such leave must be made to the immediate supervisor using the District's online time-off system at least two (2) days in advance, except in cases of emergency. If an emergency makes it impossible to submit a written request for personal leave in advance, an oral request shall be submitted to their supervisor and then confirmed submitting the request online immediately upon the return of the employee. The request shall state the reason for the proposed leave. The Director of Human Resources reserves the right to refuse to grant such leave.
- C. A personal day normally shall not be granted for the days preceding or the day following holidays or vacations, and the first five (5) days and the last five (5) days of the school year.
- D. In case of religious holidays or extreme emergency, additional leave with pay may be granted by the Director of Human Resources and such leave shall be deducted from the employee's basic accumulated leave.

12.4 Bereavement Leave

Employees eligible for sick leave also may be granted up to five (5) days bereavement leave within a contract year for death in the immediate family or close family (as defined in Section 12.2). The amount of leave allowed under this provision is subject to the discretion of the Director of Human Resources and may depend on circumstances such as distance, the individual's responsibility for the funeral arrangements, and the employee's responsibility for taking care of the estate of the deceased, and shall not be deducted from sick leave. Additional requests for Bereavement consistent with this section may be granted and days in excess of five Bereavement Leave (5) days would be deducted from available sick leave. Requests to be absent from work for other than immediate or close family (as defined in Section 12.2), may be granted based overall qualifying attendance and ability to cover the assignment. Any of these days granted would be deducted from available sick leave. Documentation, such as an obituary or funeral program, may be requested by the District for any bereavement leave request.

12.5 General Leaves of Absence

- A. Employees scheduled at least four (4) or more hours per day may apply for an unpaid leave of absence subject to the provisions of Section 12.5. The granting of such leave shall be at the discretion of the District.

- B. Such leave may be granted by the District for Peace Corps, Vista, extended illness of the employee, extended illness of the employee's family, adoption, civic activities or other reasons deemed appropriate by the District.
- C. An employee on leave is eligible to participate in group insurance programs for which the employee is eligible if permitted under the insurance policy provisions, but shall pay the entire premium for such programs as the employee wishes to retain, commencing with the beginning of the leave. If the employee's unpaid leave is under the Family and Medical Leave Act of 1993, the District will continue their medical coverage contribution for up to twelve (12) weeks. It is the responsibility of the employee to make arrangements with the Benefits Office to pay to the District the monthly premium amounts in advance and on such date as determined by the District.
- D. An employee on leave of absence under Section 12.5 shall retain such amount of accumulated leave days, experience credit, seniority and other accrued benefits which the employee had accrued, if any, at the time the employee went on leave for use upon the employee's return. No additional basic accumulated leave, experience credit, seniority or other benefits shall accrue for the period of time that an employee is on leave except as otherwise provided herein.
- E. Leaves of absence of thirty (30) days or less granted under Section 12.5 shall accrue basic accumulated leave, experience credit, seniority and other benefits as if continuously employed.
- F. An employee on leave of absence under Section 12.5 shall notify the District, in writing, of their intent to return to the District, at least two weeks prior to the expiration of the leave. Failure to so notify the District shall constitute a resignation. An employee granted a leave of absence under Section 12.5 of thirty (30) days or less shall return to their former position. An employee returning from a leave of absence under Section 12.5 of more than thirty (30) days, but less than one year, shall be re-employed in the position the employee had prior to taking the leave of absence or a comparable position for which the employee is qualified. Qualifications and assignment of employees returning from a leave of absence under Section 12.5 of more than thirty (30) days shall be determined by the District.

12.6 Child Care Leave

- A. The District shall grant, upon request of the employee, a child care leave, without pay, to one parent of a child, natural or adopted, subject to the provisions of Section 12.6. For purposes of Section 12.6, the term child care shall include but not be limited to the period of time when an employee is pregnant.
- B. In the event of pregnancy, an employee may continue her duties until the onset of the disability and thereafter utilize ~~personal sick leave~~ disability. Thereafter, an employee may request a child care leave. However, if the employee requests a child care leave prior to the onset of disability, such child care leave shall be in effect for the date of commencement through the period of child birth and recovery.
- C. A pregnant employee shall notify the Director of Human Resources in writing not later than the end of the sixth month of her pregnancy and the expected dates of leave.
- D. An employee may take a child care leave of up to twelve (12) months. The commencement and return date of child care leave shall be determined by mutual agreement between the employee and the Superintendent or designee, taking into account the continuity of the administrative needs of the program and the desires of the employee.

- E. In approving a child care leave of absence, the District shall not be required to grant any leave more than twelve (12) months in duration or permit the employee to return to employment prior to the date designated in the approved child care leave.
- F. An employee returning from child care leave (either for birth or adoption) shall be re-employed in the same position and/or classification. In the event of staff reduction, an employee returning from child care leave is subject to ARTICLE 15 of this Agreement.
- G. An employee on child care leave is eligible to participate in those group insurance programs for which the employee was eligible when employed, if permitted under the insurance policy provisions, and shall pay the entire premium for such programs as the employee wishes to retain after the twelve (12) weeks leave permitted by the Family and Medical Leave Act of 1993. It is the responsibility of the employee to make arrangements with the Benefits Office to pay the District the monthly premium amounts in advance and on such dates as determined by the District. The right to continue participation in such group insurance programs, however, will terminate if the employee does not return to the District pursuant to Section 12.6.
- H. An employee on leave of absence under Section 12.6 shall retain such amounts of basic accumulated leave days, experience credit, and other accrued benefits which the employee accrued, if any, at the time the employee went on leave for use upon the employee's return. No additional basic accumulated leave, experience credit or other benefits shall accrue for the period of time that an employee is on leave except as otherwise provided herein.

12.7 Military Leave

Military leave shall be granted pursuant to applicable laws.

ARTICLE 13 – DEFERRED COMPENSATION

13. Deferred Compensation Matching Program

Eligible employees include (a) employees hired on or after July 1, 1990 and (b) employees hired prior to July 1, 1990 who elected this Deferred Compensation Matching Program and do not participate in the District Severance Pay Program (see Appendix C – Severance). All eligible employees will be eligible to participate in the deferred compensation matching program. The District will match the amount an employee contributes up to the amounts defined in Section 13.C. District contributions for full-time employees. Employees working less than full-time will receive contributions on a pro-rata basis.

- A. Eligible employees must elect to participate in the deferred compensation program during the open enrollment period each year. Participation will continue at the same level until the Payroll Department is notified in writing of any changes.
- B. The District will pay its matching share of FICA taxes as provided in Minnesota Deferred Compensation legislation until legislation changes.
- C. The District will match eligible employee's contributions up to the following amounts annually:
 - \$500 maximum: Employees who have completed 0-4 years of service in the District.
 - \$750 maximum: Employees who have completed 5 years of service in the District.
 - \$1,000 maximum: Employees who have completed 10 years of service in the District.
 - \$1,250 maximum: Employees who have completed 15 years of service in the District.
 - \$1,500 maximum: Employees who have completed 20 years of service in the District.

~~D. District participation in the program will not exceed \$30,000.~~

ARTICLE 14 - VACANCIES AND TRANSFERS

14.1 Posting of Vacancies

All permanent vacancies will be posted on the District website for a minimum of five (5) working days. A permanent vacancy is defined as one anticipated to last more than six (6) months. A position may be filled temporarily pending completion of posting and application procedures.

14.2 Application for Vacancies

All employees under this Agreement may submit an application in writing on the District's online employment application for any vacancy that is posted pursuant to this Article 14.

14.3 Application of Seniority

Seniority shall be considered in the filling of vacancies provided an employee has the qualifications to perform the duties and responsibilities of the position, except in those positions involving a promotion which shall be filled as provided in Section 14.4 herein. For purposes of this section, a promotion is defined as moving to a classification involving an increase in pay.

14.4 Promotional Positions

- A. In filling any vacancy, the position shall be filled by the District with the best qualified candidate. In making its determination, the District shall consider the employee's qualifications and seniority with the District, along with other relevant factors.
- B. Employees promoted to a higher classification shall be placed on the step in the higher classification pay range that is not less than their current rate of pay and provides an increase of at least 5% on the salary schedule. This provision shall not be retroactive.

14.5 Filling of Vacancies

Notice of candidate selection shall be given within fifteen (15) working days after the selection has been made. All internal applicants will be given written notification by the District indicating whether or not they are successful candidates.

14.6 Outside Applicants

The District reserves the right to fill any position with an outside applicant if no internal candidates apply or if internal candidates do not have the needed qualifications for the position.

14.7 Voluntary Transfers

- A. Employees desiring a transfer shall submit a written request to the appropriate supervisor stating the specific assignment or nature of the assignment and the school or schools preferred. Such request shall be acknowledged in writing.
- B. Each transfer applicant shall be notified of the status of that application on or before June 1st of the school year in which the request is made.

14.8 Administrative Transfers

The District reserves the right to transfer personnel as conditions may require. Transfers of this nature will be discussed with the employee prior to final disposition. In the case of such administrative transfers, the District shall make an effort to provide transferred employees with positions of comparable pay and hours.

ARTICLE 15 - STAFF REDUCTION AND LAY OFF

15.1 Procedures

In the event of staff reduction, personnel shall be laid off or have hours reduced pursuant to the provisions of this Article.

15.2 Seniority

For the purpose of this Article, all personnel who are regularly scheduled to work six (6) hours or more per day shall have seniority commensurate with their total continuous years of service in a position within this Group. Seniority shall be by job title. In the event that there is a tie in seniority that tie will be broken by the total seniority in the District. In the event that there still is a tie based on total District seniority, then the tie shall be broken by lot. This tie breaker shall apply only to lay off situations and shall not be applicable for any other purposes in this contract.

15.3 Lay offs and Recall

Except in cases of the inability of the employee to perform the duties of the assignment or in cases of termination for cause, the selection of personnel for being laid off shall be made in reverse seniority order. Exceptions to seniority order will be made for staff who would move from School Age to Early Childhood or from Early Childhood to School Age. These placement changes will be made based on the minimum qualifications and equivalencies defined by NAEYC and MnSACA.

- A. **NAEYC Minimum Qualifications:** As of 2008 through 2015, the minimum teacher qualifications for NAEYC is a CDA or a minimum of 12 college credits (semester hours) in early childhood education, child development, elementary education or early childhood special education that encompasses child development and learning of children birth through kindergarten; family and community relationships; observing, documenting, and assessing young children; teaching and learning; and professional practices and development.
- B. **MNSACA Minimum Qualifications:** As of 2008, the minimum Child Care Educator requirements are a Bachelor's Degree in related field; or, three months experience and a Bachelor's Degree in an unrelated field with three credit hours in child and youth development and three credit hours in other School Age Child Care programming; or, six months experience and an AA Degree or two years of college in a related field or equivalent with three credit hours in child and youth development and three credit hours in other School Age Child Care programming; or, one year experience with an AA Degree or two years of college in unrelated field with three credit hours in child and youth development and three credit hours in other School Age Child Care programming.

15.4 Recall Rights

Laid off employees shall retain their seniority and right to recall for a period of eighteen (18) months after date of lay off.

- A. Recall rights shall terminate upon resignation or termination of an employee pursuant to this Agreement or after eighteen (18) consecutive months, if terminated by reason of staff reduction. A benefit eligible employee who accepts a non-benefit eligible position retains recall rights for the remaining 18 months from the initial lay-off.
- B. Displaced employees as a result of staff reduction who have accepted a position within a lower classification shall receive priority consideration in filling vacancies in their previous classification.
- C. Employees who have been laid off pursuant to Section 15.3 and have recall rights pursuant to Section 15.4 will be recalled in seniority order to any available position within the bargaining unit provided they are qualified for the positions that become available.

ARTICLE 16 - PROBATIONARY PERIOD

16.1 Probationary Period

An employee under the provisions of this Agreement shall serve a probationary period of twelve (12) months of continuous service in the District during which time the District shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee; and during this probationary period, the employee shall have no recourse to the grievance procedure, insofar as suspension, discharge or other discipline is concerned. However, a probationary employee shall have the right to bring a grievance on any other provisions of the contract alleged to have been violated.

The District believes that employees are our greatest asset in impacting the lives of students and the community we serve. We also want to ensure that new employees have the opportunity to develop to their full potential. Supervisors will provide feedback to probationary employees to set expectations and let employees know how they are doing. Supervisors will meet with probationary employees using the forms provided by Human Resources to review expectations, standards of performance and training options. Prior to any decision to release an employee during probation, the supervisor will discuss areas of concern with Human Resources for guidance. The supervisor will then meet with the employee to reinforce expectations and provide written feedback on any areas where the employee is not meeting performance standards and provide a reasonable time to correct the performance issues.

16.2 Probationary Period – Change of Classification

In addition to the initial probationary period, an employee transferred or promoted to a different position shall serve a new probationary period of sixty (60) calendar days in any such new position. During this sixty (60) day probationary period, if it is determined by the District that the employee's performance in the new position is unsatisfactory, the District shall reassign the employee to his/her former position.

16.3 Completion of Probationary Period

An employee who has completed the probationary period may be suspended without pay, discharged or disciplined only for just cause. An employee who has completed the probationary period and is suspended without pay, discharged or otherwise disciplined shall have access to the grievance procedure.

ARTICLE 17 - EVALUATION

17.1 Formal Evaluation

All formal evaluations of personnel shall be conducted openly and with full knowledge of the employee concerned by an administrator or supervisor of the District.

17.2 Procedure

All formal evaluations of personnel shall be online or in writing. The evaluation will be viewed online or two (2) copies of the written evaluation shall be submitted to the employee at the time of the personal conference or within five (5) working days thereafter, one (1) to be signed and returned to the administration, the other to be retained by the employee. When using an online evaluation process, the employee will be given access to the online evaluation and be able to review and sign online. In the event that the employee feels that the evaluation was incomplete or unjust, the employee may put those objections in writing and have them attached to the evaluation report to be placed in the employee's personnel file. In lieu thereof, the employee may file a grievance under the grievance procedure stating the evaluation was factually inaccurate. All evaluations shall be based upon the criteria established in the job description or by the District.

ARTICLE 18 - CORRECTIVE ACTION

18.1 Corrective Action

The District recognizes the concept of progressive discipline. The purpose of the taking corrective action through progressive steps of discipline is to inform the employee of the correct way to perform the job and of any consequences for not making needed changes. The corrective action process consists of informal and formal steps consisting informal coaching conversations and of formal actions of: 1) oral reprimand, 2) written reprimand, 3) suspension without pay, and 4) termination. The employee shall be allowed representation at any stage of formal discipline. A conference between the employee and his/her supervisor shall be held prior to the imposition of any formal discipline. Normally, the District will utilize the levels of progressive discipline in order. However, in the case of more serious infractions, the District reserves the right to impose discipline, at any level, consistent with the seriousness of the infraction. Normally, a written warning and time to correct, when appropriate, will precede a suspension without pay or discharge.

18.2 Grounds for Disciplinary Action

The imposition of an oral reprimand shall not be subject to the grievance procedure. An employee may challenge the contents of any written materials pursuant to the provisions of Section 5.6. An employee shall receive a written reprimand, be suspended without pay or terminated only for just cause and such action shall be subject to the grievance procedure. This provision does not preclude or supersede the provision contained at Section 16.1.

18.3 Opportunity to Meet

Suspension without pay shall be imposed only by the Superintendent. If a suspension without pay is to be considered pursuant to Section 18.2, the employee shall be afforded an opportunity to meet with the Superintendent. The employee may elect to have representation in attendance at any such meeting. In the absence of the Superintendent, another District office administrator may act as the Superintendent's designee for purposes of this section.

18.4 Subject to Arbitration

Suspension without pay shall take effect only after written notification from the Superintendent to the employee and group representative stating the grounds for suspension without pay. The exclusive representative for employees in the group shall have the right to invoke the grievance procedures set forth in this Agreement at the arbitration level, provided written notification requesting arbitration is sent to the Superintendent within five (5) working days after receipt of the written notice of suspension without pay. The arbitrator's authority shall include a review of whether the suspension without pay, and length thereof, was appropriate considering all circumstances surrounding the action.

18.5 Time of Suspension

Suspension without pay shall take effect upon receipt by the employee of the written notice of suspension or shall take effect as otherwise indicated in the written notice. The suspension shall continue in effect for the time period provided in the written notice of suspension without pay. The maximum suspension without pay shall not exceed the length of one school year.

18.6 Suspension with Pay

The parties acknowledge that the District has the right to impose a suspension with pay as a disciplinary action under special circumstances. Such an action on the part of the District would be subject to the just cause standard as provided for suspensions without pay. If used, the suspension with pay shall have the same weight in the progressive process as the same length suspension without pay.

18.7 Application of Suspension Without Pay

Suspension without pay shall not apply to an employee who is removed from duty pending investigation of allegations, which period shall be covered by a paid Administrative Leave and which shall not be subject to the grievance procedure.

ARTICLE 19 - GRIEVANCE PROCEDURE**19.1 Purpose and Procedure**

- A. Good morale is maintained, whenever problems arise, by the sincere efforts of all persons concerned working toward constructive solutions in an atmosphere of courtesy, cooperation and good faith. The parties acknowledge that it is desirable for an employee and the employee's immediate supervisor to informally resolve grievances. However, since all matters cannot be resolved satisfactorily in this manner, a formal process must be provided as an alternative. Thus, this formal grievance procedure has been developed as a means of securing, at the lowest possible administrative level, prompt and equitable solutions to those disputes not settled on an informal basis.
- B. The parties agree that grievance proceedings shall be kept as informal and confidential as may be appropriate to any level of the procedure. Further, it is agreed that the investigation and processing of any grievance shall be conducted in a professional manner at such times as not to cause undue interruptions of established work schedules.

19.2 Representative

The grievant shall be represented during all of this procedure by the CE Educator Group representative. The District shall be represented during all steps of this procedure by its designated representative.

19.3 Grievance Definition

A "grievance" shall mean an allegation by a member covered by this agreement resulting from a dispute or disagreement as to the interpretation or application of any term or terms of this Agreement.

19.4 Definitions and Interpretations

- A. The term "employee", except where otherwise indicated, is considered to apply to all members of the appropriate unit.
- B. Grievant: An "aggrieved employee" or "grievant" is the employee or employees making the claim.
- C. Time Limits: The time limits provided in the grievance procedure shall be strictly observed, but may be extended by written mutual agreement of the parties concerned. In the event a grievance is filed after May 1, of any year, and strict adherence to the time limits may result in hardship to any party, the parties shall make reasonable efforts to process such grievance prior to the end of the school year.
- D. Working Days: Reference to "days" regarding time periods in this procedure shall refer to working days. A working day is defined as all days excluding Saturdays, Sundays and holidays as defined by this Agreement.

- E. **Computing Time:** In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, Sunday, or legal holiday.
- F. **Filing/Service of Process:** The filing or service of any notice or document herein shall be timely if it is personally served or served by electronic means within the time period designated.
- G. **Grievance Form:** The grievance form that must be used for filing of grievances shall be provided by the District. Such form shall be readily accessible in all school buildings. (See Appendix B.)

19.5 Adjustment of Grievance, Time Limitation and Waiver

The parties shall attempt to adjust all grievances that may arise during the course of employment of any employee within the District in the following manner:

Informal

If an employee or the exclusive representative believes there has been a grievance, the employee and representative shall discuss the matter with the responsible supervisor and/or the human resources director within fifteen (15) days of the occurrence of the act which gives rise to the grievance or within fifteen (15) days after the employee and unit representative acquired or should have acquired knowledge of the facts which give rise to the grievance. If the grievance is not resolved as a result of this meeting, the employee and representative, written consent signed by employee and representative, may file a formal written grievance. Failure to grieve at the informal step within the time period set forth above shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the periods hereafter provided shall also constitute a waiver of the grievance.

Formal

- A. **Level 1:** The formal written grievance, signed by the employee involved and approved by the representative must be presented to the responsible supervisor within fifteen (15) days after the responsible supervisor and/or Human Resources Director respond to the grievance at the informal step. An employee and representative may file a formal written grievance within fifteen (15) days after the informal grievance submission, if no response has been received by that time. The responsible supervisor shall meet with the employee and representative within ten (10) days after receipt of the written grievance and give a written answer to the grievance to the representative within ten (10) days of the meeting. The unit representative has ten (10) days in which to either accept the answer or appeal it in writing to the next level.
- B. **Level 2:** If the grievance has not been resolved in Level 1, it may then be processed to Level 2 by the employee and representative presenting the written grievance to the Superintendent. The Superintendent or his/her designee shall meet within fifteen (15) days after receipt of the written appeal to discuss the problem with the employee and his/her representative. Within ten (10) days of the meeting the Superintendent or his/her designee shall submit his/her written answer to the grievance. The unit representative has ten (10) days in which to either accept the answer or appeal it in writing to the next level. Such appeal shall be served in the office of the Superintendent.

- C. Denial of Grievance: Failure by the District to issue a decision within the time periods provided herein shall constitute a denial of the grievance, and the unit representative may appeal it to the next level. This shall not negate the obligation of the District to respond in writing at each level of this procedure.
- D. Mediation: Provided both parties (CE Educator Group and the District) agree in writing, the grievance taken directly to Bureau of Mediation Services (BMS) Grievance Mediation or arbitration. Grievance mediation is optional and voluntary. If mediation is pursued, the contractual timelines for processing a grievance shall be delayed during the period of mediation. Should the matter be unable to be resolved in mediation, the parties retain the right to move to the Arbitration procedure outlined in Article 19.6.

19.6 Arbitration

- A. Procedure: In the event that the parties (CE Educator Group and the District) are unable to resolve a grievance it may be submitted to arbitration as defined herein.
- B. Selection of Arbitrator: Upon submission of a grievance to arbitration under the terms of this procedure, the Union may request a list of seven (7) qualified arbitrators from the Bureau of Mediation Services (BMS). The District and the unit representative shall determine who is to strike the first name from the list by the toss of a coin. Each party will then alternately strike names until only one remains, who shall be the arbitrator who shall hear and decide the grievance. The unit representative and the District shall, within fifteen (15) days after getting the list from the BMS, meet to strike names or attempt to agree upon the selection of an arbitrator. Failure to request an arbitrator from the BMS within the time periods provided herein shall constitute a waiver of the grievance. Failure to request an arbitrator from the BMS within the time periods provided herein shall constitute a waiver of the grievance.
- C. Hearing: The grievance shall be heard by a single arbitrator. The grievant shall be represented by unit's representative. The parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, present witnesses, and make oral or written arguments relating to the issues before the arbitrator.
- D. Decision: The decision by the arbitrator shall be rendered within thirty (30) days after the close of the hearing. Decisions by the arbitrator in cases properly before him/her shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided in the P.E.L.R.A. The arbitrator shall issue a written decision and order including findings of fact that shall be based upon substantial and competent evidence presented at the hearing. The arbitrator shall swear all witnesses upon oath.
- E. Expenses: Each party shall bear its own expenses in connection with arbitration, including expenses relating to the party's representatives, witnesses, and any other expenses that the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration. However, the party ordering a copy of the transcript shall pay for such copy.
- F. Restriction on Arbitrator: The arbitrator shall not have the power to add to, subtract from, or to modify the terms of the Agreement.

19.7 Election of Remedies and Waiver

A party instituting any action, proceeding or complaint in a federal or state court of law or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under ARTICLE 19. Upon instituting a proceeding in another forum as outlined herein, the employee shall waive his/her right to initiate a grievance pursuant to Section 19, or, if the grievance is pending in the grievance procedure, the right to pursue it further shall be immediately waived. Section 19.7 shall not apply to actions to compel arbitration as provided in this Agreement or to enforce the award of an arbitrator.

ARTICLE 20 - MISCELLANEOUS**20.1 Mileage Allowance**

Mileage allowance shall be paid for-authorized use of personal cars in connection with District business in an amount determined by District policy. The mileage allowance shall be in accordance with IRS guidelines.

20.2 Excess Liability Coverage

The District shall provide automobile liability insurance coverage for employees as excess to the automobile liability coverage carried by the individual employee when their personal automobiles are used for District business.

20.3 Hold Harmless Clause

The District agrees, subject to the provisions of this section, as a condition of this employment contract, that it shall defend, hold harmless, and indemnify employees from any and all demands, claims, suits, actions and legal proceedings brought against them in his/her individual capacity, or in his/her official capacity as agent and employee of the District, provided the incident arose while the employee was acting within the scope of his/her employment and acting in good faith.

20.4 Publication of the Agreement

Copies of this Agreement shall be made available to all members of the appropriate unit by posting the Agreement on the District's website within thirty (30) working days after the Agreement is executed.

ARTICLE 21 - DURATION

21.1 Term and Reopening Negotiations

This Agreement shall remain in full force and effect for a period commencing on July 1, ~~2021~~2019 through June 30, 2023~~4~~, and thereafter as provided by P.E.L.R.A. Unless otherwise mutually agreed, the parties shall not commence negotiations more than 120 days prior to the expiration of this Agreement.

21.2 Effect

This Agreement constitutes the full and complete Agreement between the District and CE Educator Group. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

21.3 Finality

Any matters relating to the current contract term, whether or not referred to in this Agreement, shall not be open for negotiations during the term of this Agreement unless mutually agreed to by both parties.

21.4 Severability

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

SIGNATURES

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

For:
CE Educator Employees

For:
St. Louis Park Public Schools

Authorized Representative

Chairperson

Authorized Representative

Clerk

Superintendent

Human Resource Director

Dated _____

Dated _____

SCHEDULE A -
~~2019-2020~~2021-22 Salary Schedule – CE Educator Employees
 Effective July 1, 202~~1~~⁹

STEP	SAC1	SAC2	SAC3	Preschool Educ 1	Preschool Educ 2
1	\$15.30 \$15.00	\$16.32 \$16.00	\$17.59 \$17.25	\$17.59 \$17.25	\$18.29 \$17.93
2	\$15.55 \$15.25	\$16.57 \$16.25	\$18.13 \$17.78	\$18.13 \$17.78	\$18.91 \$18.53
3	\$15.82 \$15.50	\$16.84 \$16.50	\$18.72 \$18.34	\$18.72 \$18.34	\$19.48 \$19.10
4	\$16.07 \$15.75	\$17.09 \$16.75	\$19.27 \$18.89	\$19.27 \$18.89	\$20.04 \$19.64
5	\$16.32 \$16.00	\$17.34 \$17.00	\$19.78 \$19.38	\$19.78 \$19.38	\$20.54 \$20.14
6	▲	\$17.59 \$17.25	\$20.43 \$20.03	\$20.43 \$20.03	\$21.20 \$20.79
7	▲	\$17.86 \$17.50	\$21.01 \$20.59	\$21.01 \$20.59	\$21.78 \$21.35
8	▲		\$21.86 \$21.37	\$21.86 \$21.37	\$22.63 \$22.13
9	▲		\$22.82 \$22.26	\$22.82 \$22.26	\$23.60 \$23.02
10	▲		\$23.82 \$23.18	\$23.82 \$23.18	\$24.60 \$23.94
11	▲		\$25.14 \$24.40	\$25.14 \$24.40	\$25.92 \$25.16
12	▲		\$26.75 \$25.65	\$26.75 \$25.65	\$27.55 \$26.41

Career Increments –The basic salary schedule is made up of Steps 1-12. The career increments shall be paid to eligible employees based on the following schedule. The amounts shown below are noncumulative and additional pay per hour above the schedule amount shown in the table above:

15 years completed experience	\$1. 2500
20 years completed experience	\$1. 5025
25 years completed experience	\$1. 7550

Premium Pay Assignments - Additional per hour above the schedule amount:

1. Class Leader- Preschool: \$1.~~5000~~/hr
2. Site Leader- School-Age (SAC): \$2.~~5025~~/hr

Preschool Educator 2-(NAEYC) *requires the Educator meeting NAEYC
Teacher standards and be working in a NAEYC accredited preschool
classroom assignment.

SCHEDULE B -
2018-19 2022-23 Salary Schedule – CE Educator Employees

Effective July 1, 20220

STEP	SAC1	SAC2	SAC3	Preschool Educ 1	Preschool Educ 2
1	\$15.50 \$15.15	\$16.50 \$16.16	\$17.75 \$17.42	\$17.75 \$17.42	\$18.75 \$18.11
2	\$15.75 \$15.40	\$16.75 \$16.41	\$18.50 \$17.95	\$18.50 \$17.95	\$19.50 \$18.72
3	\$16.00 \$15.66	\$17.00 \$16.67	\$19.00 \$18.53	\$19.00 \$18.53	\$20.00 \$19.29
4	\$16.25 \$15.91	\$17.25 \$16.92	\$19.50 \$19.08	\$19.50 \$19.08	\$20.50 \$19.84
5	\$16.50 \$16.16	\$17.50 \$17.17	\$20.00 \$19.58	\$20.00 \$19.58	\$21.00 \$20.34
6	▲	\$17.75 \$17.42	\$20.64 \$20.23	\$20.64 \$20.23	\$21.64 \$20.99
7	▲	\$18.00 \$17.68	\$21.22 \$20.80	\$21.22 \$20.80	\$22.22 \$21.56
8	▲		\$22.13 \$21.59	\$22.13 \$21.59	\$23.13 \$22.35
9	▲		\$23.16 \$22.48	\$23.16 \$22.48	\$24.16 \$23.25
10	▲		\$24.24 \$23.41	\$24.24 \$23.41	\$25.24 \$24.18
11	▲		\$25.65 \$24.65	\$25.65 \$24.65	\$26.65 \$25.41
12	▲		\$27.76 \$25.91	\$27.76 \$25.91	\$28.76 \$26.68

Career Increments – The basic salary schedule is made up of Steps 1-12. The career increments shall be paid to eligible employees based on the following schedule. The amounts shown below are noncumulative and additional pay per hour above the schedule amount shown in the table above:

15 years completed experience	\$1.0025
20 years completed experience	\$1.2575
25 years completed experience	\$2.00150

Premium Pay Assignments - Additional per hour above the schedule amount:

1. Class Leader- Preschool: \$12.00/hr
2. Site Leader- School-Age Care (SAC): \$2.50/hr

Preschool Educator 2-(NAEYC) *requires the Educator meeting NAEYC Teacher standards and be working in a NAEYC accredited preschool classroom assignment.

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APPENDIX A: Educator Employee Job Titles**2019-2021 2021-2023**

SCHOOL AGE CARE EDUCATOR (SAC Levels 1-3)

PRE-SCHOOL EDUCATOR 1

PRE-SCHOOL EDUCATOR 2*

* To receive the Pre-School Educator NAEYC premium, the educator must be currently assigned to work in a NAEYC accredited preschool classroom and hold a current Child Development Associate's degree (CDA) or baccalaureate degree in early childhood education, child development, elementary education, or early childhood special education, and this training encompasses child development and learning of children birth through kindergarten; family and community relationships; observing, documenting, and assessing young children; teaching and learning; and professional practices and development. The eligible positions and programs will be identified by the District.

APPENDIX B: Provisions that apply to employees hired prior to specified dates

Retiree Insurance (formerly Article 10 Section 7 for employees hired prior to 7/1/1999)

Article IX –GROUP INSURANCE

Section 7 — District Medical Insurance Contribution for Eligible Retirees: An employee retiring with severance pay shall be eligible for insurance benefits as follows:

Subd. 1. The employee shall be eligible to continue participation in the district group medical insurance plan, if permitted by the terms of the policy with the insurance carrier, until the date of the employee's 65th birthday. The employee shall pay the entire premium for such coverage.

Subd. 2. An employee who has reached the age of Medicare Eligibility and has maintained continuous coverage, and has a spouse less than age sixty-five (65) shall be eligible to purchase group medical insurance at group rates covering such spouse by paying the entire premium for that coverage, until the time the spouse reaches the age of Medicare Eligibility or upon the expiration of five (5) years from the date the employee reached the age of Medicare Eligibility whichever occurs first.

SEVERANCE PAY (formerly Article 13 for employees hired prior to 7/1/1999)

ARTICLE XI - SEVERANCE PAY

Section 1. Eligibility: Full-time Educators covered by these terms and conditions of employment who have completed at least eighteen (18) years of continuous service with the District who are at least fifty-five (55) years of age shall be eligible for severance pay, pursuant to these provisions upon submission of a written resignation accepted by the board. Such resignation must be received not later than sixty (60) days prior to the date of retirement. Severance pay shall not be granted to any employee who is discharged for cause by the District.

Section 2. Number of Days: An eligible employee shall receive, as severance pay upon retirement, the amount obtained by multiplying the employee's daily rate of pay by one-fourth (1/4) times the employee's number of unused leave days, but in any event not to exceed twenty (20) days of pay.

Section 3. Daily Rate of Pay: In applying these provisions an employee's daily rate of pay shall be the average daily pay rate over the last twelve (12) month period and shall not include any additional compensation for overtime or other extra compensation.

Section 4. Payment: Employees will not receive any direct payment from the District for severance pay. Payment will be made directly into the employee's 403b custodial account or other tax-sheltered provision of the Internal Revenue Code. The District's annual contribution into the employee's 403b custodial account or other tax-sheltered provision pursuant to Minn. Stat. § 356.24 and provisions of the Internal Revenue Code shall not exceed the annual IRS contribution limit for such contributions. If any part of the severance pay due to the employee exceeds the IRS contribution limits for a given year, any such amount shall be paid to an account on behalf of the employee for a health care savings plan as agreed upon by the District and the exclusive representative for such plans pursuant to the provisions of Minn. Stat. § 356.24, consistent with IRS limitations and consistent with the payment schedule as provided in the collective bargaining agreement.

APPENDIX C: TEACH AND RETAIN EDUCATIONAL BENEFITS

This section is for information purposes only and may be changed at any time by the District based on funding or other business related reasons.

TEACH and RETAIN Educational Benefits Program

CE Educators who have worked for Kids Place for six (6) months or longer are encouraged and supported to increase their levels of education, compensation, and commitment to the field by earning college credits and degrees.

TEACH scholarships are offered through Child Care Aware Minnesota for funding to take credits toward an associate's degree or bachelor's degree in Child Development or Early Childhood Education. Kids Place will sponsor your participation in the program if you are accepted. Application details here:

<https://www.childcareawaremn.org/providers/grants-and-scholarships/teach-scholarships/>

CE Educators working full time at Kids Place may qualify for RETAIN bonuses through Child Care Aware Minnesota reward child care professionals who have a demonstrated a commitment to the field by continuing their education and professional development. Bonus applications are accepted April 1- May 31 each year. Bonuses are awarded annually and range from \$500 to \$,3500.

<https://www.childcareawaremn.org/providers/grants-and-scholarships/reetain-bonuses/>

APPENDIX D: GRIEVANCE REPORT FORM

St. Louis Park Public Schools

Name: _____ Building _____

Date Grievance Occurred: _____

Statement of Facts:

Specific Provisions of Agreement Allegedly Violated:

Particular Relief Sought:

Particular Relief Sought:

Date: _____

Signature of Grievant

Signature of Unit Representative

TENTATIVE AGREEMENT SUMMARY

SCHOOL NUTRITION and SAINT LOUIS PARK PUBLIC SCHOOLS 2021-2023 Terms and Conditions of Employment

Proposal Items – Meeting #6 (2-9-2022)

Term: Two (2) years, July 1, 2021, through June 30, 2023

Tentative Agreement subject to Board approval: 2-9-2022

Employees Covered: 20 (8 open positions at this time)

ECONOMIC PROPOSALS

Wages: (see proposed revised schedules)

2021-22: Variable increases to provide more dollars to people getting less step increases at top step. It will be retroactive to July 1, 2021 (beginning of the contract for retirees after July 1, 2021 and people active on the payroll as of the date of ratification). See schedules attached.

2022-23: Again, variable increases to provide more dollars to people getting less step increases at top step. See Schedules attached.

Insurance:

11.2 Employer Contribution

The District will contribute up to the following amounts to the coverage selected by eligible employees regularly scheduled to work six (6) or more hours per day 30 hours per week: The enrollment numbers are shown for reference.

		2020-21	2021-22	2022-23	
	Enrollment	District Contributions/mo			
	11	Yr0-Base	Yr1	Yr2	7/1/2023
Single-VEBA Plan B	3	\$600	\$620	\$635	\$650
Single-Standard Plan A	2	\$590	\$590	\$590	\$590
E+1 VEBA Plan B	3	\$1,240	\$1,280	\$1,315	\$1,340
E+1 Standard Plan A	0	\$1,240	\$1,240	\$1,240	\$1,240
Family - VEBA Plan B	2	\$1,650	\$1,695	\$1,745	\$1,780
Family - Standard Plan A	1	\$1,635	\$1,635	\$1,635	\$1,635

**A third year of contributions are provided to ease open enrollment for employees in 2023. The contribution amounts for 7-1-2023 will be subject to bargaining in the 2023-2025 bargaining cycle. Change VEBA funding from July 1 to September starting in 2022.*

Deferred Compensation Art 13: Delete lifetime max.

In reply to the proposal for a one-time payment:

One-time payment MOA: Upon ratification of the contract on the first possible paycheck, the District will provide a one-time, lump sum payment to an employee in the following amounts: (1) if an employee was actively employed during the 2020 – 2021 school year, and was not furloughed at any point during that school year, the employee will receive \$250; (2) if an employee was actively employed during the 2020-2021 school year, but was furloughed at some point during the 2020 – 2021 school year, the employee will receive \$100.

TENTATIVE AGREEMENT SUMMARY

Non-Economic Items:

1. General clean-up of dates and references. [TA-12-2]
2. Propose a two-year contract July 1, 2021 to June 30, 2023. [TA-12-2]
3. **Request for Dues Check Off Art 5.3:** Update title to refer to Dues Deduction instead of checkoff. [TA-12-2]
4. **Credit Union Art 5.4:** Update title and language to refer to Direct Deposit. [TA-12-2]
5. **Holidays Art 6.3:** Update the list of paid holidays to delete Good Friday and replace it with Juneteenth (June 19th). 10 mo employees who do not typically work until June 19th would have their work year calendar extended by one day and this holiday would be paid as the last day. [12-2 District drops this proposal....]
6. **Jury Duty Art 9.10:** Employees may keep the compensation paid for jury duty. [TA-12-2]
7. **Insurance VEBA 11.2:** Move timing for funding VEBA contribution from July 1 to Sept 1 [TA-12-2]
8. **Health Care Savings Plan Art 11.6:** Eligible employees will automatically be enrolled and receive payments starting with the completion of their 5th year of service. [TA-12-2]
9. **Leaves of Absence Art 12.2.K and L - Workers Comp/LTD and sick leave:** Propose to standardize language across District employee groups so it is clear that when getting paid by WC or LTD, the CAPS employee can use available Sick Leave to cover the cost of any insurance payments, instead of writing a check to the Business Office. [12/13 TA on LTD but not WC. District will withdraw WC proposal and retain current language.]
10. **Personal/Emergency Art 12.3.B:** Update language that requests are made in online attendance system instead of in writing. [TA-12-2]
11. **Deferred Compensation Art 13.1:** Remove lifetime max – part of economic proposals. [TA-12-2]
12. **Seniority/Layoff Art 15.2:** Clarified language that seniority and layoff will be done by job classification. Employees in higher classifications can bump down to lower classifications where they are more senior than the person in the lower title.
13. **Personal Leave – Union Proposal 1 Art 12.3.** Effective 7/1/2022., the district will agree to provide three days of personal leave to all regularly scheduled employees covered by this agreement.

12-2 Provide notice of changes to deductions for 10-mo employees on Health Insurance.

12-2 Also payment of summer checks for 10mo employees for 2022 – 5 checks on June 30.

TENTATIVE AGREEMENT SUMMARY

Salary Schedules: Salary Schedules as apart of 2-9-2022 tentative agreement.

2020-21 Base Year Previous Contract Schedule

Nutrition Group

Step	CLS2	CLS4	CLS5
1	\$ 15.00	\$ 18.36	\$ 19.38
2	\$ 15.75	\$ 19.13	\$ 20.15
3	\$ 16.17	\$ 19.89	\$ 20.91
4	\$ 16.58	\$ 20.66	\$ 21.68
5	\$ 17.19	\$ 21.42	\$ 22.44
6	\$ 18.36	\$ 22.19	\$ 23.21
7	\$ 19.60	\$ 22.84	\$ 23.85

Salary Schedules

July 1, 2021 - June 30, 2023

2021-22 Nutrition Group

	Cook	Elem Ld	MS/HS Ld
Step	CLS2	CLS4	CLS5
1	\$15.50	\$18.50	\$19.50
2	\$16.00	\$19.50	\$20.50
3	\$16.50	\$20.50	\$21.50
4	\$17.00	\$21.00	\$22.00
5	\$17.50	\$21.75	\$22.75
6	\$18.75	\$22.50	\$23.50
7	\$20.19	\$23.52	\$24.57

2022-23 Nutrition Group

	Cook	Elem Ld	MS/HS Ld
Step	CLS2	CLS4	CLS5
1	\$16.00	\$19.10	\$20.10
2	\$16.25	\$19.80	\$20.80
3	\$16.75	\$20.81	\$21.81
4	\$17.25	\$21.31	\$22.31
5	\$17.75	\$22.06	\$23.06
6	\$19.00	\$22.80	\$23.80
7	\$20.74	\$24.17	\$25.31



**2021-2023
AGREEMENT
between
INDEPENDENT SCHOOL DISTRICT NO. 283
St. Louis Park, Minnesota
and
SCHOOL SERVICE EMPLOYEES
SEIU LOCAL 284, CTW
School Nutrition Personnel**

Effective July 1, 2021 through June 30, 2023

Board Approved _____

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ARTICLE 1- PURPOSE**1.1. Parties:**

This AGREEMENT is entered into between the St. Louis Park Public Schools, Independent School District No. 283, St. Louis Park, Minnesota hereinafter referred to as the School Board or the School District, and School Service Employees, SEIU Local 284, hereinafter referred to as exclusive representative, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as P.E.L.R.A. of 1971 to provide the terms and conditions of employment for School Nutrition personnel during the duration of this Agreement.

ARTICLE 2 - DEFINITIONS**2.1. School Board or District:**

For purposes of this Agreement, the term District or School Board shall mean the School Board or its designated representative.

2.2. Other Terms:

Terms not defined in this Agreement shall have those meanings as defined by P.E.L.R.A. of 1971.

ARTICLE 3 - RECOGNITION OF EXCLUSIVE REPRESENTATIVE**3.1. Recognition:**

In accordance with P.E.L.R.A. of 1971, the School Board recognizes School Service Employees, SEIU Local 284, as the exclusive representative of School Nutrition personnel employed by the School Board of Independent School District No. 283, which exclusive representative shall have those rights and duties as prescribed by P.E.L.R.A. of 1971 and as described in the provisions of this Agreement.

3.2. Appropriate Unit:

The exclusive representative shall represent all School Nutrition personnel of Independent School District No. 283, St. Louis Park, Minnesota, who are employed for ten (10) or more hours per week and for more than 67 work days per year, including those on leave of absence who are guaranteed a position upon their return, excluding supervisory employees and confidential employees who devote more than 50% of their time to administrative or supervisory duties, and all other employees excluded by P.E.L.R.A. of 1971.

ARTICLE 4 - DISTRICT RIGHTS**4.1. Inherent Managerial Rights:**

The parties recognize that the School Board is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, selection, direction and number of personnel, and that all management rights and management functions not expressly delegated in this Agreement are reserved to the School Board.

4.2. Management Responsibilities:

The parties recognize the right and obligation of the School Board to efficiently manage and conduct the operation of the District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the District.

4.3. Effect of Laws, Rules and Regulations:

The parties recognize that all employees covered by this Agreement shall perform the services prescribed by the District. The parties also recognize the right, obligation and duty of the School Board and its duly designated officials to promulgate reasonable rules, regulations, directives and orders from time to time as deemed necessary insofar as such reasonable rules, regulations, directives and orders are not inconsistent with the terms of this Agreement. The parties further recognize that the School Board, all employees covered by this Agreement, and all provisions of this Agreement are subject to the laws of the State of Minnesota, Federal laws, rules and regulations of the Minnesota Department of Education, and valid rules regulations and orders of State and Federal governmental agencies. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives and orders shall be null and void and without force and effect.

ARTICLE 5 - EMPLOYEE RIGHTS**5.1. Right to Views:**

Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any School Nutrition employee or the employee's representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative.

5.2. Right to Join:

School Nutrition personnel shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations.

5.3. Request for Dues Deduction:

School Nutrition personnel shall have the right to request and be allowed dues check off for the exclusive representative provided that dues check off and the proceeds thereof shall not be allowed any organization that has lost its right to dues check off pursuant to P.E.L.R.A. of 1971. Upon receipt of a properly executed authorization of the employee involved (examples of which include paper authorization, electronic authorization or audio-recorded phone authorization), the District will deduct from the employee's paycheck the dues or premier dues that the employee has agreed to pay to the exclusive representative during the period provided in said authorization. The Union will notify the District of the dues to be deducted from each employee's pay. Deductions shall be made over 18 pay periods and transmitted to the designated exclusive representative. The District shall furnish to the exclusive representative monthly an alphabetized list of employees from whom such deductions have been made. The District agrees to honor and implement all the terms of the dues-checkoff authorizations submitted by the Union and agreed to the employees. The District shall adhere to the specific provisions in each dues check-off authorization regarding the duration, renewal, procedure for revocation, amount of dues deducted (including premier member), and all other provisions agreed to by the employee as stated in the authorization, irrespective of the employee's membership in the Union. The Union agrees that the District's only obligation is to deduct and remit the dues indicated by the Union to be deducted from each employee's pay. The Union agrees to save the District harmless from any actions growing out of these deductions and assumes full responsibility for the disposition of funds so deducted once they have been remitted by the District.

5.4. Direct Deposit:

The District shall allow direct deposits to a credit union or other eligible banking institutions that accept standard ACH deductions.

5.5. Personnel Files:

Pursuant to M.S. §122A.40, Subd. 19, all evaluations and files relating to each individual employee shall be available during regular school business hours to said employee upon reasonable notice. The employee shall have the right to reproduce any of the contents of the files and to submit for inclusion in the file written information in response to any material contained therein. The District may destroy such files as provided by law.

5.6. Employee Information:

Not later than September 15 of each school year, the District shall provide the Union with a bargaining unit list of employees including name, home address, work location, classification, number of hours normally scheduled to work in a week, wage schedule placement, date of employment and electronic mail addresses. The District shall inform the Union and the Union Steward(s) of all new hires within seven (7) calendar days of hire and shall provide the Union with the employee information specified in this section.

5.7. Union Orientation:

The District shall permit a Union-designated representative to meet with each newly hired employee within the first fourteen (14) calendar days of the new employee's first day of employment. This meeting shall occur during the newly hired employee's regularly scheduled hours of work and the employee shall be in pay status. This meeting is not to interfere with the new employee's normal work and will normally occur during a break or briefly at the beginning or end of a shift. The District shall provide new employees with the name and contact information for the Union steward. The District shall also give each new employee a Union orientation packet prepared by the Union.

5.8. Private and Personal Life:

The private and personal life of a school nutrition employee is not within the appropriate concern of the District providing such private and personal life does not adversely affect the employee's performance or ability to perform.

5.9. Information:

The Exclusive Representative shall have access, upon reasonable notice, to appropriate and available financial information, not deemed confidential, necessary to perform its duties as prescribed by the P.E.L.R.A.

ARTICLE 6 - THE WORK YEAR**6.1. Employee Duty Days:**

The employee shall perform services on those days as determined by the School Board, including those legal holidays on which the School Board is authorized to conduct school, and pursuant to such authority has determined to conduct school.

6.2. School Closings:

When all District buildings are closed in an extreme weather situation, school nutrition employees will not report for duty. When District buildings are closed for other than extreme weather situations, employees shall contact the supervisor of school nutrition to verify if they are or are not to report for duty. In either case, employees will be paid for such days. If the School Board or its designated representative determines that days lost for school closings shall be made up, school nutrition employees shall be required to work those days without additional compensation, because they have already received payment.

6.3. Holidays:

- A. Holidays for employees regularly scheduled at least three (3) or more hours per day shall include: Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Dr. Martin Luther King, Jr. Day, President's Day, and Memorial Day.
- B. School in Session: The District reserves the right, if school is in session, to cancel the above holidays and establish another holiday in lieu thereof.
- C. Eligibility: In order to be eligible for holiday pay, an employee must have worked the employee's regular workday before and after the holiday unless the employee is on paid leave or vacation under the provisions of this Agreement.

ARTICLE 7 - THE WORK DAY**7.1. Work Hours:**

The specific work hours for each employee may vary according to the needs of the School Nutrition program of the District. The hours will be designated by the School Nutrition Manager. Employees shall be notified by August 1 as to the assigned building, starting date, daily hours, wage rate, and number of days employed, or as much of such information as has been determined at that time.

7.2. Additional Activities:

Each kitchen will be responsible for filling its own extra assignments. Opportunity to work extra assignments will be given in order of seniority at that location. If the employees in a building are unable or unwilling to work the additional assignment, the opportunity to work the extra assignment will be given to employees in other buildings in order of seniority.

7.3. Year-end Kitchen Closing:

On the last employment day each year, school nutrition personnel shall have the opportunity for early release that day provided all the year-end, kitchen-closing activities have been completed satisfactorily. Determination of completeness shall be the responsibility of the Lead Cook. Determination of completeness of activities for the Lead Cook duties shall be the responsibility of the Nutrition Manager.

7.4. Substituting:

Whenever K-12 classes are being held in some buildings and the kitchens in those buildings are active but K-12 classes are not being held in other buildings resulting in the inactivity of those kitchens, bargaining unit employees from the closed kitchen(s) shall receive first opportunity to substitute for any employee(s) absent from the active kitchen(s). The option to substitute will be offered in order of seniority.

ARTICLE 8 - BASIC COMPENSATION**8.1. Rates of Pay 2021-22 and 2022-23:**

- A. The wages and salaries reflected in Schedule A, attached hereto, shall be part of the Agreement for the 2021-22 school year, and the wages and salaries reflected in Schedule B, attached hereto, shall be part of the Agreement for the 2022-23 school year, subject to the right of the School Board to withhold increases in the form of increments for just cause. An increment shall not be withheld unless the employee is notified of the deficiency in writing and given reasonable opportunity to correct the deficiency. An action withholding an increment shall be subject to the grievance procedure.
- B. School Nutrition personnel shall advance on the salary schedule one (1) step on July 1 each year of the agreement subject to the right of the Board as defined in this Section to withhold increments for just cause. For the purpose of this section the employee also must have been actively paid on the payroll at least (a) 1,000 hours if the employee is a 12-month, 40-hour per week employee, or (b) 50% of the hours for that person's FTE, if the employee is a less than 12-month or less than 40-hour per week employee.

8.2. New Employees:

A new employee shall be eligible for step advancement on the following July 1, if employed prior to January 15. An employee hired after January 15 shall be eligible for any increase in the current step rate on July 1, but shall not be eligible for step advancement until the following July 1. Thereafter, such a new employee shall be subject to all provisions of this Article.

8.3. Method of Payment:

- A. School Nutrition personnel regularly employed for 12 month assignments shall receive their salary in 24 equal installments. School Nutrition personnel regularly employed for less than 12 month assignments shall receive their salary in 19 or 24 equal installments. Paydays will be on the 15th and the last day of each month.

Effective Feb 1, 2015, employees scheduled less than 12-month assignment who have previously elected the 24-pay option will be allowed to remain with that option and all other employees and new employees will be paid on the 19-pay payroll cycle. An employee with the 24-pay option may switch over the 19-pay option before any school year, but would not have the option to return to the 24-pay cycle. This election must be done with the HR Department before June 15 of any year.

The District may choose to move payroll to paying every other Friday, instead of the 15th and last day of each month. In the event the District plans to move pay dates, it will give the Union not less than six (6) months notice and meet and confer on the plan for implementing the change.

- B. In the event that pay dates fall on a weekend or holiday, the payday shall be the preceding workday.

8.4. Pay Deduction:

In the event that a School Nutrition employee is absent without leave and a pay deduction is to be made for such absence, the amount of the deduction shall be one (1) hour's pay for each hour's absence. Deductions for absences of less than a full day shall be prorated accordingly.

ARTICLE 9 - EXTRA COMPENSATION AND ASSIGNMENT**9.1. Overtime:**

All hours worked in excess of 40 hours in a week shall be considered overtime hours and paid at one and one half times the employees regular hourly rate of pay. after regular kitchen closing hour, evenings, Saturdays, designated holidays, or licensed staff workshops shall be paid at the rate of time and one-half. Overtime work on Sundays shall be paid at the rate of time and one half for school related functions and at the rate of double time for non-school related functions. Such overtime which runs contiguous to regular employment times shall be paid only for the hours actually worked.

9.2. Other Employment:

A. School Nutrition personnel supporting community education or other student programs also may be employed during those periods when K-12 programs are not in session. Such employment shall be paid at straight time at the salary schedule rates including any career increments then in effect, with a guaranteed minimum of two hours.

B. Employees who work the Federal Summer Food Service Program shall receive an additional \$1.00/hr over the employee's regular hourly rate.

C. All hours worked after regular kitchen closing hour, evenings, Saturdays, designated holidays, or licensed staff workshops shall be paid at the rate of time and one-half. Hours worked on Sundays shall be paid at the rate of time and one half for school related functions and at the rate of double time for non-school related functions. Additional hours worked which run contiguous to regular employment times shall be paid at straight time only for the hours actually worked.

9.3. Call-back:

Other employment, as defined above in 9.2, on a callback basis (not contiguous to regular employment), shall be paid at the rates indicated above in Section 9.2 with a guaranteed minimum of two hours.

9.4. Workshops:

All school nutrition employees shall be required to attend a one-day workshop, other than a regular work day, at a time set by the School Nutrition Manager. Effective July 1, 2018, employees may be required to attend up to five workshops or training days outside of their regular workdays. These days will be scheduled in advance by the School Nutrition Manager and communicated to employees before the start of their new work-year. Employees shall be paid their regular hourly rate.

9.5. Meetings and Workshops:

Except as noted in Section 9.4, all school nutrition personnel required to attend meetings or workshops during other than regular employment hours shall be paid at straight time at the salary schedule rates then in effect.

9.6. Absence of Lead Cook/Nutrition Supervisor:

In the temporary absence of the Lead Cook/Nutrition Supervisor, the School Nutrition Manager shall designate another member of the school nutrition service staff as a replacement. After five (5) consecutive days, the replacement's salary shall be determined based on a 5% premium for replacing the Lead Cook or a 10% premium for replacing a nutrition supervisor outside of this bargaining unit, such salary to be retroactive to the first day of such designation. If the School Nutrition Manager knows that the assignment will be longer than five (5) days, then the payment will start from the first day of the assignment.

9.7. Absence of Other Cooks:

In the temporary absence of a regular employee, that employee's time shall be offered to the employee best qualified and with the most seniority who normally works fewer hours than the absent employee. This selection to be at the discretion of the Lead Cook or Nutrition Supervisor in the affected building. After five (5) consecutive days the replacement's salary classification shall be that of the replaced employee with the salary based on the replacement's years of experience, such salary to be retroactive to the first day of such designation.

9.8. Clothing Allowance:

The District will reimburse school nutrition personnel for the purchase of job-related clothing within the limitations of the following maximum reimbursement schedule. Such payments will be made in response to properly filed claim vouchers with receipts attached and according to School Nutrition procedures. Employees new to the District will be eligible for this allowance after completing three continuous months of employment. Continuing employees will be eligible after October 1st of each year. All claims for reimbursement must be processed before April 1st of each fiscal year. Employees will be eligible for reimbursement up to \$175/year for approved clothing purchases according to School Nutrition procedures. The cost of the required shirts provided by the Nutrition Department are part of the \$175/year clothing allowance and employees will be notified of that cost and the remaining balance for the year.

9.9. Certification Pay:

- A. The District will pay the following differentials above the wage rates in the wage schedule to employees who currently hold the appropriate level of School Nutrition Association (SNA) food service certification:

Level 1	\$0.35/hr
Level 2	\$0.60/hr
Level 3	\$0.75/hr
Level 4	\$0.90/hr

- B. Lead Cooks are not eligible for the Level 1 certification in this section. Lead Cooks are eligible for Level 2-4 differentials.
- C. Employees must turn in certificates to the School Nutrition Manager to receive the pay. New valid certificates must be received before the current certificate expires for the certification pay to continue.

9.10. Jury Duty:

An employee who serves on jury duty will be granted the day or days necessary, as stipulated by the court to discharge this responsibility, without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be kept by the employee. If an employee is released from jury duty for a full or half day, the employee shall report back to work for the remainder of the day while on paid status.

9.11. Step Placement Upon Promotion:

An employee who is promoted to a higher paid classification shall be placed on the step in the new class that provides at least a 5% increase in pay per class movement (example: a 5% increase for movement from Class 2 to Class 3 or a 10% increase for movement from Class 2 to Class 4).

ARTICLE 10 – VACATIONS**10.1. Eligibility:**

To be eligible for vacation, employees have been employed prior to June 1, 1992 and must work a full-year full-time schedule of at least 2080 hours per year. For the purposes of this Article, vacation entitlement, accrual and pay shall not be allowed to those employees employed less than full-time (a minimum of 2080 hours) who are hired after June 1, 1992. Regularly employed persons hired prior to June 1, 1992, working at least 1,000 hours per year, exclusive of holiday and vacation hours, shall continue to be eligible to accrue vacation.

10.2. Earned Vacation:

Eligible employees shall accrue vacation as follows:

- One (1) day per year after five (5) years of service in the District.
- Two (2) days per year after ten (10) years of service in the District.

10.3. Other Vacation Rules:

- A. Earned vacation shall be determined at the beginning of the accrual year. An employee may take one or more earned vacation days with the prior approval of the employee's supervisor. Employees must use vacation days in the school year in which accrued. Accrued but unused vacation days will not be carried over to subsequent years.
- B. If an eligible employee resigns in any year before completing six months of service, the employee shall not be entitled to any vacation pay and shall have any salary paid for vacation days deducted from the employees' final check. An eligible employee who has completed at least six months of service shall be entitled to retain salary paid for vacation days provided such employee provides the District with at least two-weeks advance notice of the employee's resignation date, unless such termination is by reason of death or disability. The maximum payout under this section is two (2) days of pay for unused vacation time.

ARTICLE 11 - GROUP INSURANCE**11.1. Selection of Carrier:**

The selection of the insurance carrier and policy shall be made by the District. Opportunity shall be afforded to the Union to meet and confer on such matters. The District shall contribute toward a portion of the premium for health insurance for the 2021-23 Health Plans under the terms of the policies of insurance carried by the District for employees. The employee must enroll to receive health plan coverage. Employees may enroll in any of the Employee, Employee+1, or Family coverage options. The employee shall pay the difference through payroll deduction between the District contribution listed below and the total cost of the health plan coverage selected.

11.2. Eligibility and Employer Contribution:

The District will contribute up to the following amounts to the coverage selected by eligible employees regularly scheduled to work six (6) hours or more per day and 30 hours per week (for eligibility for part-time employees working less than six (6) hours per days or 30 hours per week, see Section 11.10):

A. District Health Insurance Program Non-Deductible/Standard Co-Pay:

District Contributions Standard-Plan A	Employee	Employee + 1	Family
July 1, 2021	\$590/mo	\$1,240/mo	\$1,635/mo
July 1, 2022	\$590/mo	\$1,240/mo	\$1,635/mo
July 1, 2023	\$590/mo	\$1,240/mo	\$1,635/mo

B. District Health Insurance Program Deductible/VEBA:

District Contributions VEBA-Plan B	Employee	Employee + 1	Family
July 1, 2021	\$620/mo	\$1,280/mo	\$1,695/mo
July 1, 2022	\$635/mo	\$1,315/mo	\$1,745/mo
July 1, 2023	\$650/mo	\$1,340/mo	\$1,780/mo

***contribution amounts for 7-1-2023 will be subject to bargaining in the 2023-2025 bargaining cycle.**

For eligible employees who select the \$1,000 Deductible Health Insurance Plan, the District will deposit \$1,000 annually into an employee owned Health Reimbursement Account (HRA) during active employment. The District will deposit that amount by September 1 of each plan year.

11.3. Dental Insurance:

The District shall contribute toward a portion of the premium for dental insurance for the 2019-2021 Dental Plans under the terms of the policies of insurance carried by the District for employees. The employee must enroll to receive health plan coverage. Employees may enroll in either Employee or Family coverage options. The employee shall pay the difference between the District contribution and the total cost of the dental plan coverage selected.

District Dental Contributions	Employee	Family
July 1, 2021	\$52/mo	\$95/mo
July 1, 2022	\$52/mo	\$95/mo

In the event that a successor agreement has not been entered into by July 1, 2023, District's contribution shall not exceed the dollar amount of the premium in effect as of July 1, 2022.

11.4. Group Income Protection – Long-Term Disability (LTD):

- A. The District will pay the premium for the LTD insurance in force on the effective day of this Agreement for all eligible School Nutrition employees who qualify for and are enrolled in the LTD plan.
- B. Subject to the provisions of the policy, the plan provides for a benefit payment of 2/3 (two-thirds) of basic income as provided in Schedule A and B hereof. The plan shall have a monthly maximum of \$7,500 per month.

11.5. Life Insurance:

The District will provide a group term life insurance plan providing \$50,000 of life insurance for each eligible School Nutrition employee employed by the District who qualifies for and is enrolled in the life insurance plan.

11.6. Health Care Savings Plan in Lieu of Retiree Health Insurance:

- A. Employees hired after July 1, 2005, and eligible for health insurance coverage will participate in a Health Care Savings Plan (HCSP). Upon completing five years of service, employees will be automatically enrolled in the plan before the first contribution is made by the District on their behalf.
- B. Employees who have completed the required full years of service by June 30th of any year after 2005 and are eligible for health insurance coverage will receive the following annual contributions to the employee's HCSP account:
 - \$1,000 annually after five (5) full years of employment
 - \$2,500 annually after ten (10) full years of employment
 - \$5,000 annually after fifteen (15) full years of employment
- C. The maximum total District contributions to any employee's HCSP account will be \$50,000.

11.7. Claims Against the District:

It is understood that the District's only obligation under this Article is to purchase insurance policies and pay such premium amounts as agreed to herein, and no claim shall be made against the District as a result of a denial of insurance benefits.

11.8. Duration of Insurance Contributions:

An employee will receive the monthly District contributions as provided in this Article as long as the employee is actively employed in an eligible position (Art 11.2 or Art 11.9 eligibility) on paid status or approved FMLA leave by the District. Upon termination of employment, leaving an eligible position covered by the School Nutrition unit, or if the hours of work drop below the .5 FTE level, all Board participation and contribution shall cease effective at the end of the month following the last working day in an eligible position.

11.9. Part-Time Eligibility:

For purposes of this Article it is understood and agreed by the parties that contributions listed in Sections 11.2-11.7 shall be allowed only to those School Nutrition employees who are employed at least six (6) or more hours per day. The eligibility and employer contributions for employees working less than six (6) hours shall be as follows:

- A. For those employees working four (4) or more but less than six (6) hours per day the following shall apply:
 - The District contribution to the health insurance program shall be 1/2 the amounts in Section 11.2
 - Dental insurance as stated in Section 11.3.
 - Long Term Disability as stated in Section 11.4
 - Life insurance in 1/2 the coverage amount stated in 11.5.
- B. For those employees working less than four (4) hours per day but at least 500 hours per year, the following shall apply (effective December 1, 1983):
 - Long Term Disability as stated in Section 11.4
 - Life insurance in 1/4 the coverage amount stated in 11.5.

ARTICLE 12 - LEAVES OF ABSENCE**12.1. Basic Sick Leave Allowance:**

A leave allowance advance of ten (10) days with pay shall be granted for each full school year provided an employee has served a minimum of twenty (20) working days each year. Leave not used during any school year may accumulate without limit. Individuals who are employed after the commencement of the school year shall receive basic leave on a pro-rata basis. Individuals leaving employment prior to end of the school year shall have their basic allowance pro-rated accordingly, and used but not earned sick leave shall be deducted from the employee's final check.

12.2. Sick Leave:

- A. A School Nutrition employee may use one (1) day of accumulated leave for each day of personal illness.
- B. Sick leave pay shall be allowed by the District whenever an employee's absence is found to have been due to illness which prevented the employee's attendance at school and performance of duties on that day or days or as otherwise allowed in this Section.
- C. The District may require a School Nutrition employee to furnish a medical certificate as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave.
- D. In the event that a medical certificate will be required, the employee will be so advised.
- E. Sick leave pay shall be approved only upon submission of a signed request upon the authorized form available at the principal's or appropriate supervisor's office.
- F. An employee may use one (1) day of accumulated sick leave for each day of illness or disability of the employee's child, for such reasonable periods as the employee's attendance with the child may be necessary, on the same terms the employee is able to use sick leave benefits for the employee's own illness (Minn. Stat. § 181.9413).
- G. For necessary absence because of illness in the immediate family, or to receive or to provide assistance to the immediate family member in the event of domestic abuse, stalking or sexual assault, the School Nutrition employee, upon approval of the Director of Human Resources, may use up to twenty (20) of the days from accumulated leave allowance in any one school year at no salary deduction. The immediate family shall be interpreted to mean husband, wife, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, grandparent, grandchild and step parent, or as further defined by Minn. Stat. § 181.9413.
- H. For necessary absence because of illness in the close family, the School Nutrition employee, upon approval of the Director of Human Resources, may use up to three (3) of the days from accumulated leave allowance in any one school year at no salary deduction. The close family shall be interpreted to mean: son-in-law, daughter-in-law, brother-in-law, and sister-in-law. Close family shall also include any other person residing in or who has resided in the same household as the employee and who clearly stands in the same relationship with the employee.
- I. After accumulated sick leave has been used, and under conditions of a chronic or continuous illness or disability as certified by a medical doctor, an additional number of days of sick leave may be granted by the School Board.
- J. Eligible employees may access up to a maximum of 160 hours of accumulated and unused sick leave in school year for the care of relatives in accordance with (Minn. Stat. § 181.9413) and sections G, H and I of this Article.
- K. When a School Nutrition employee is injured on the job in the service of the District and collecting Workers compensation insurance as well as drawing on sick leave and receiving full salary from the District, the employee's salary shall be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by insurance will be deducted from the employee's accrued sick leave.

- L. At the time an employee becomes eligible to receive long-term disability compensation as provided in this Agreement, the employee will not also receive a regular check from the District for those same days, but may draw upon available Sick Leave to cover the employee cost of any insurance benefits as long as the employee continues on long-term disability compensation.

12.3. Personal Leave:

- A. A School Nutrition employee who is employed at least six (6) or more hours per day may be granted personal leave at the discretion of the School Nutrition Manager of no more than three (3) days per year, such leave to be deducted from the accumulated leave. Effective July 1, 2022, all employees in a position covered by this agreement will be eligible for three (3) personal leave days each year.
- B. Requests for such personal leave must be made in the District's online time-off employee portal at least two (2) days in advance, except in cases of extreme emergency. If an emergency makes it impossible to submit an online request for personal leave in advance, an oral request shall be submitted to the School Nutrition Manager and then confirmed in writing immediately upon the return of the employee. The employee may be asked the reason for the leave if not requested at least two days in advance. The School Nutrition Manager reserves the right to refuse to grant such personal leave request, but will not unreasonably deny a request.
- C. An personal day normally shall not be granted for the day preceding or the day following holidays or vacations and the first five (5) days and the last five (5) days of the school year.
- D. In case of religious holidays or extreme emergency additional personal leave with pay may be granted by the Director of Human Resources.

12.4. Bereavement Leave:

Employees eligible for sick leave also may be granted up to five (5) days bereavement leave within a contract year for death in the immediate family or close family (as defined in Section 12.2.G). The amount of leave allowed under this provision is subject to the discretion of the Director of Human Resources and shall not be deducted from sick leave. Additional requests for Bereavement consistent with this section may be granted and days in excess of five Bereavement Leave (5) days would be deducted from available accumulated leave. Requests to be absent from work for other than immediate or close family (as defined in Section 12.2, may be granted based on overall attendance and the ability to cover the assignment. Any of these days granted would be deducted from available accumulated leave.

12.5. General Leaves of Absence:

- A. School Nutrition employees working at least six (6) hours per day or more with a minimum of three (3) years of experience in the District may apply for an unpaid leave of absence subject to the provisions of this Section. The granting of such leave shall be at the discretion of the District.
- B. Such leave may be granted by the District for Peace Corps, Vista, extended illness of the employee, extended illness of the employee's family, adoption, civic activities or other reasons deemed appropriate by the District.
- C. A School Nutrition employee on leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium, except as provided in Section 12.5.D, for such programs as the employee wishes to retain, commencing with the beginning of the leave. It is the responsibility of the employee to make arrangements with the Business Office to pay to the District the monthly premium amounts in advance on such date as determined by the District.
- D. A School Nutrition employee on leave of absence under this Section shall retain such amount of sick leave days, experience credit and other accrued benefits which the employee had accrued, if any, at the time the employee went on leave for use upon the employee's return. No additional sick leave, experience credit or other benefits shall accrue for the period of time that an employee is on leave except as otherwise provided herein.
- E. Leaves of absence of 30 days or less granted under this Section shall accrue sick leave, experience credit and other benefits as if continuously employed.

12.6. Child Care Leave:

- A. School nutrition employees are eligible for child care leave subject to the provisions of this Section. Nothing in this Section shall limit a school nutrition employee from being eligible for and taking child care related leaves which are provided under applicable state or federal laws. The District shall grant upon request of the employee a child care leave, without pay, to one parent of a pre-school child, natural or adopted, subject to the provisions of this section. For purposes of this section, the term child care shall include but not be limited to the period of time when an employee is pregnant.
- B. In event of pregnancy, an employee may continue her duties until the onset of the disability and thereafter utilize sick leave with pay during the period of disability. Thereafter, an employee may request a child care leave. However, if the employee requests a child care leave prior to the onset of disability, such child care leave shall be in effect from the date of commencement through the period of child birth and recovery.
- C. In the interest of planning for staffing, an employee seeking a child care leave shall notify the Human Resources office in writing, as soon as practicable, concerning the employee's plans relating to the period of absence for the child care leave, and also at such time, provide a physician's statement indicating the estimated date of delivery of the child.
- D. An employee may take a child care leave of up to twelve (12) months. The commencement and return date of child care leave shall be determined by mutual agreement between the employee and the Superintendent or her/his designee, taking into account the continuity of the School Nutrition program and the desires of the employee.
- E. In approving a child care leave of absence, the District shall not be required to grant any leave more than twelve (12) months in duration or permit the employee to return to employment prior to the date designated in the approved child care leave.
- F. An employee returning from child care leave (for maternity or adoption) shall be reemployed in the same School Nutrition position and/or classification.
- G. A School Nutrition employee on child care leave is eligible to participate in those group insurance programs for which the employee was eligible prior to their child care leave. During the first twelve (12) weeks of child care leave the District shall continue to make its contribution toward the group insurance programs. After the twelve (12) week leave permitted by the Family and Medical Leave Act of 1993 it is the responsibility of the employee to make arrangements with the business office to pay the District the monthly premium amounts in advance and on such date as determined by the District. The right to continue participation in such group insurance programs; however, will terminate if the employee does not return to the District pursuant to this Section.
- H. Accrued Benefits: A School Nutrition employee on leave of absence under this Section shall retain such number of sick leave days, experience credit, and other accrued benefits, if any, at the time the employee went on leave for use upon the employee's return. No additional sick leave, experience credit or other benefits shall accrue for the period of time that a School Nutrition employee is on leave except as otherwise provided herein.

ARTICLE 13 - SEVERANCE PAY – DEFERRED COMPENSATION**13.1. Deferred Compensation Matching Program:**

Eligible employees include (a) employees hired on or after July 1, 1999 and (b) employees hired prior to July 1, 1999 who previously elected this Deferred Compensation Matching Program and do not participate in the District Severance Pay Program (see Appendix B A13.1-A13.5). All full-time employees will be eligible to participate in the deferred compensation matching program. The District will match the amount an employee contributes up to the amounts defined in Section 13.1.C. District contribution will be on a prorated basis.

- A. Eligible employees must elect to participate in the deferred compensation program. Participation will continue at the same level until the Payroll Department is notified in writing of any changes.
- B. The District will pay its matching share of FICA taxes as provided in Minnesota Deferred Compensation legislation.
- C. The District will match eligible employee contributions annually in the following amounts:
 - \$500 maximum: New employees to 4 years of completed service in the District.
 - \$750 maximum: Employees who have completed 5-9 years of service in the District.
 - \$1,000 maximum: Employees who have completed 10-14 years of service in the District.
 - \$1,250 maximum: Employees who have completed 15-19 years of service in the District.
 - \$1,500 maximum: Employees who have completed 20 or more years of service in the District.

ARTICLE 14 - VACANCIES AND TRANSFERS**14.1. Posting of Vacancies:**

All permanent vacancies in full-time positions will be posted for a ten (10)-day period.

- A. A permanent vacancy is defined as one anticipated to last more than six months. A temporary vacancy is defined as one anticipated to last less than six months. A position may be filled temporarily pending completion of posting and application procedures.
- B. Posting of vacancies shall contain the normal work hours, building location, and job title.

14.2. Increased Hours:

Employees' assigned hours may be adjusted during the school year to respond to the needs of the school lunch program. Adjustments totaling thirty (30) minutes or less per day per employee shall be at the discretion of the Supervisor of School Nutrition. Any subsequent adjustments in excess of the 30-minute allowance shall be treated as a vacancy at that location and Section 14.1 shall apply.

14.3. Application for Vacancies:

All employees under this Agreement may submit application in writing on the Human Resource Department online application for any vacancy which is posted pursuant to this Article.

14.4. Filling of Vacancies:

Notice of the candidate selected to fill the vacancy shall be given within fifteen (15) working days after the closing of the posting.

14.5. Frequency of Movement:

Any employee successfully bidding on and subsequently serving in an opening of lateral movement or one with a lower classification, may not make another voluntary lateral or demotional move for a minimum of one (1) calendar year in which the movement took place. Nothing in this section will prevent employees from applying for promotions at any time. This limitation may be waived by mutual agreement of the parties in the interest of efficient operation of the District.

14.6. Application of Seniority:

In filling a vacancy in which one or more of the internal/employee applicants is in a lower classification than that being filled, all qualified applicants shall be considered and the selection shall be determined in accordance with Section 14.7 herein.

14.7. Promotion Positions:

For purposes of this Section, a promotion is defined as moving to a classification involving an increase in pay. In filling positions involving a promotion as defined in this Section 14.7, the position shall be filled by the District with the best-qualified candidate as determined by the District. In making its determination the District shall consider the employee's qualifications and aptitude for the position as well as the length of service with the District along with other relevant factors. The Union may ask for a review of the District's determination up to Level 2 of the Grievance Procedures.

14.8. Outside Applicants:

The District reserves the right to fill any position with an outside applicant if no internal candidates apply or if internal candidates do not have the needed qualifications for the position.

14.9. Voluntary Transfers:

- A. School Nutrition employees desiring a transfer shall submit a written request to the School Nutrition Manager stating the specific assignment or nature of the assignment and the school or schools preferred. Such request shall be acknowledged in writing.
- B. Each transfer applicant shall be notified of the status of that application on or before June 1st of the school year in which the request is made.

14.10. Administrative Transfers:

The District reserves the right to transfer personnel as conditions may require. Seniority and posting shall not apply in an administrative transfer involving two permanent employees. Transfers of this nature will be discussed with the exclusive representative's agent prior to final disposition. Except in the case of an emergency, (as defined by the District), the exclusive representative and the affected employee(s) will be given at least two (2) weeks advance written notice.

ARTICLE 15 - LAY OFF

15.1. Procedures:

In the event of layoffs, School Nutrition personnel shall be terminated pursuant to the provisions of this Article.

15.2. Seniority:

For the purpose of this Article, all School Nutrition personnel shall have seniority commensurate with their total continuous years of service in a position covered by this Agreement. It is further understood that seniority when applied to layoff will be confined to the current class assignment held by an employee, such as, Class 2 Cook, Class 4 Lead Cook-Elem or Class 5 Lead Cook - Secondary.

15.3. Lay Off and Recall:

The selection of employees for layoff shall be made in reverse seniority order within the classification, except in cases of inability of the employee to perform the duties of the assignment or in cases of termination for cause. Employees will be recalled in seniority order.

In the event of staff reduction, the employee whose job has been eliminated shall have the right, if qualified, to replace a less senior employee in the same or a lower classification with a number of hours no greater than those for which the employee was originally scheduled. Any employee so replaced shall then have the right, if qualified, to replace another employee as outlined above and the process shall continue until all available positions are filled. No employee may take the place of another more senior employee or obtain a greater number of hours as a result of bumping.

15.4. Lay Off Application:

An employee on lay off shall retain seniority and right to recall within classification in seniority order for a period of eighteen (18) months after date of lay off.

15.5. Termination of Seniority:

Seniority rights shall terminate upon resignation or termination of an employee pursuant to this Agreement or after eighteen (18) consecutive months of lay off.

15.6. Ties in Seniority:

In case of layoffs, in the event of a tie in seniority, the tie shall be broken by lot. This tie breaker shall apply only to lay off situations and shall not be applicable for any other purposes in this contract.

ARTICLE 16 - PROBATIONARY PERIOD**16.1. Probationary Period:**

An employee under the provisions of this Agreement shall serve a probationary period of twelve (12) months of continuous service in the District (including summer break) during which time the District shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee; and during this probationary period, the employee shall have no recourse to the grievance procedure, insofar as suspension, discharge or other discipline is concerned. Prior to a decision to release an employee during probation, the supervisor will meet with the employee to discuss expectations, any areas where the employee is not meeting standards and provide a reasonable time to correct the issues. A probationary employee shall have the right to bring a grievance on any other provisions of the contract alleged to have been violated.

16.2. Probationary Period - Change of Classification:

In addition to the initial probationary period, an employee transferred or promoted to a different classification shall serve a new probationary period of ninety (90) calendar days in any such new classification. During this ninety (90) calendar day probationary period, if it is determined by the District that the employee's performance in the new classification is unsatisfactory, the District shall have the right to reassign the employee to the employee's former classification with similar hours within thirty (30) minutes per day. The probationary period for employees who are transferred or promoted during the summer shall start on the following September 1.

16.3. Completion of Probationary Period:

An employee who has completed the initial probationary period may be suspended without pay, discharged or disciplined only for just cause. An employee who has completed the probationary period and is suspended without pay, discharged or otherwise disciplined shall have access to the grievance procedure.

ARTICLE 17 - EMPLOYEE EVALUATION**17.1. Evaluation:**

All formal evaluations of employees shall be conducted openly and with full knowledge of the employee concerned by an administrator or supervisor of the District.

17.2. Procedure:

All formal evaluations of employees shall be in writing or online system. Two (2) copies of the written evaluation shall be submitted to the employee at the time of personal conference or within five (5) working days thereafter, one (1) to be signed and returned to the administration, the other to be retained by the employee. When using an online evaluation process, the employee will be given access to the online evaluation and be able to review and sign online. In the event that the employee feels that the evaluation was incomplete or unjust, the employee may put those objections in writing and have them attached to the evaluation report to be placed in the employee's personnel file. In lieu thereof, the employee may file a grievance under the grievance procedure stating the evaluation was factually inaccurate. All evaluations shall be based-upon valid criteria.

ARTICLE 18 – CORRECTIVE ACTION**18.1. Corrective Action:**

The District recognizes the concept of progressive discipline. The purpose of taking corrective action through progressive steps of discipline is to inform the employee of the correct way to perform the job and of any consequences for not making needed changes. The corrective action process consists of informal and formal steps including informal coaching conversations and formal actions: 1) oral reprimand, 2) written reprimand, 3) suspension without pay, and 4) termination. The employee shall be allowed representation at any stage of formal discipline. A conference between the employee and his/her supervisor shall be held prior to the imposition of written reprimand, suspension without pay or termination.

Normally, District will utilize the levels of progressive discipline in order. However, in the case of more serious infractions, the District reserves the right to impose discipline, at any level, consistent with the seriousness of the infraction. Normally, a written warning and time to correct, when appropriate, will precede a suspension without pay or termination.

18.2. Grounds for Disciplinary Action:

The imposition of an oral reprimand shall not be subject to the grievance procedure. An employee may challenge the contents of any written materials pursuant to the provisions of Article 5.5 herein. An employee shall receive a written reprimand, be suspended without pay or terminated only for just cause and such action shall be subject to the grievance procedure. This provision does not preclude or supersede the provision contained at Article 16.1 herein.

18.3. Opportunity to Meet:

Suspension without pay or termination of employment shall be imposed only by the Superintendent. If a suspension without pay is to be considered pursuant to Section 2 hereof, the employee shall be afforded an opportunity to meet with the Superintendent. The employee may elect to have representation in attendance at any such meeting. In the absence of the Superintendent, another District Office administrator may act as the Superintendent's designee for purposes of this section.

18.4. Subject to Arbitration:

Suspension without pay or termination of employment shall take effect only after written notification from the Superintendent to the employee and Union stating the grounds for suspension without pay. The Union shall have the right to invoke the grievance procedures set forth in this Agreement at the arbitration level, provided written notification requesting arbitration is sent to the Superintendent within five (5) working days after receipt of the

written notice of suspension without pay. The arbitrator's authority shall include a review of whether the suspension without pay, and length thereof, was appropriate considering all circumstances surrounding the action.

18.5. Time of Suspension:

Suspension without pay shall take effect upon receipt by the employee of the written notice of suspension or shall take effect as otherwise indicated in the written notice. The suspension shall continue in effect for the time period provided in the written notice of suspension without pay. The maximum suspension without pay shall not exceed the length of one school year.

18.6. Suspension with Pay:

The parties acknowledge that the District has the right to impose a suspension with pay as a disciplinary action under special circumstances. Such an action on the part of the District would be subject to the just cause standard as provided for suspensions without pay. If used, the suspension with pay shall have the same weight in the progressive process as the same length suspension without pay.

18.7. Application of Suspension Without Pay:

Suspension without pay shall not apply to an employee who is removed from duty pending investigation of allegations, which period shall be covered by a paid Administrative Leave and which shall not be subject to the grievance procedure.

ARTICLE 19 - GRIEVANCE PROCEDURE

19.1. Purpose and Procedure:

- A. Good morale is maintained, whenever problems arise, by the sincere efforts of all persons concerned working toward constructive solutions in an atmosphere of courtesy, cooperation and good faith. The parties acknowledge that it is desirable for an employee and the employee's immediate supervisor to informally resolve grievances. However, since all matters cannot be resolved satisfactorily in this manner, a formal process must be provided as an alternative. Thus, this formal grievance procedure has been developed as a means of securing, at the lowest possible administrative level, prompt and equitable solutions to those disputes not settled on an informal basis.
- B. The parties agree that grievance proceedings shall be kept as informal and confidential as may be appropriate to any level of the procedure. Further, it is agreed that the investigation and processing of any grievance shall be conducted in a professional manner at such times as not to cause undue interruptions of established work schedules.

19.2. Representative:

The employee may be represented during any step of this procedure by any person or agent designated by such employee to act on the employee's behalf. The District may be represented during any step of this procedure by its designated representative.

19.3. Grievance Definition:

A "grievance" shall mean an allegation by an employee or a group of employees resulting from a dispute or disagreement as to the interpretation or application of any term or terms of this Agreement.

19.4. Definitions and Interpretations:

- A. The term "employee", except where otherwise indicated, is considered to apply to all members of the appropriate unit.
- B. Grievant: An "aggrieved employee" or "grievant" is the employee or employees making the claim.
- C. Time Limits: The time limits provided in the grievance procedure shall be strictly observed but may be extended by written mutual agreement of the parties concerned. In the event a grievance is filed after May 1, of any year, and strict adherence to the time limits may result in hardship to any party, the parties shall make reasonable efforts to process such grievance prior to the end of the school year.

- D. Working Days: Reference to "days" regarding time periods in this procedure shall refer to working days. A working day is defined as all days excluding Saturdays, Sundays and holidays as defined by this Agreement.
- E. Computing Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, Sunday, or legal holiday.
- F. Filing/Service of Process: The filing or service of any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service or time stamp on the District's email service to the Superintendent or appropriate District Administrator within the time period.
- G. Grievance Form: The grievance form which must be used for filing of grievances shall be provided by the District. Such form shall be readily accessible in all school buildings or electronically available on the District's website. (See Attachment B – Grievance Form)

19.5. Adjustment of Grievance, Time Limitation and Waiver:

The parties shall attempt to adjust all grievances which may arise during the course of employment of any employee within the-District in the following manner:

Informal

If an employee believes there has been a grievance, the employee shall discuss the matter with the responsible supervisor and/or the human resources director within fifteen (15) days of the occurrence of the act which gives rise to the grievance or within fifteen (15) days after the employee acquired or should have acquired knowledge of the facts which give rise to the grievance. If the grievance is not resolved as a result of this meeting, the employee, with the Union's consent, may file a formal written grievance. Failure to grieve at the informal step within the time period set forth above shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the periods hereafter provided shall also constitute a waiver of the grievance.

Formal

- A. Level 1: The formal written grievance, signed by the employee involved and approved by the Union must be presented to the responsible supervisor within fifteen (15) days after the responsible supervisor and/or Human Resources Director respond to the grievance at the informal step. An employee, with the Union's consent, may file a formal written grievance within fifteen (15) days after the informal grievance submission if no response has been received by that time. The responsible supervisor shall meet with the employee and the employee's Union representative within ten (10) days after receipt of the written grievance and give a written answer to the grievance within ten (10) days of the meeting. The Union has ten (10) days in which to either accept the answer or appeal it in writing to the next level.
- B. Level 2: If the grievance has not been resolved in Level 1, it may then be processed to Level 2 by the Union presenting the written grievance to the Superintendent. The Superintendent or his/her designee shall meet within fifteen (15) days after receipt of the written appeal to discuss the problem with the employee and the employee's Union representative. Within ten (10) days of the meeting the Superintendent or his/her designee shall submit his/her written answer to the grievance. The Union has ten (10) days in which to either accept the answer or appeal it in writing to the next level. Such appeal shall be served in the Office of the Superintendent.
- C. Denial of Grievance: Failure by the District to issue a decision within the time periods provided herein shall constitute a denial of the grievance, and the Union may appeal it to the next level. This shall not negate the obligation of the District to respond in writing at each level of this procedure.

- D. Step Waiver: Provided both parties (the Union and the District) agree in writing, a step of this grievance procedure may be bypassed and the grievance taken directly to the Bureau of Mediation Services (BMS) Grievance Mediation or Arbitration. Grievance mediation is optional and voluntary. If mediation is pursued, the contractual timelines for processing a grievance shall be delayed during the period of mediation. Should the matter be unable to be resolved in mediation, the parties retain the right to move to the Arbitration procedure outlined in Section 19.6.

19.6. Arbitration:

- A. Procedure: In the event that the parties (the Union and the District) are unable to resolve a grievance it may be submitted by the Union to arbitration as defined herein.
- B. Selection of Arbitrator: Upon submission of a grievance to arbitration under the terms of this procedure, the Union may request a list of seven (7) qualified arbitrators from the Bureau of Mediation Services (BMS). The District and the Union shall determine who is to strike the first name from the list by the toss of a coin. Each party will then alternately strike names until only one remains, who shall be the arbitrator who shall hear and decide the grievance. The Union and the District shall, within fifteen (15) days after getting the list from the BMS, meet to strike names or attempt to agree upon the selection of an arbitrator. Failure to request an arbitrator from the BMS within the time periods provided herein shall constitute a waiver of the grievance.
- C. Hearing: The grievance shall be heard by a single arbitrator. The grievant may be represented by the Union. The parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, present witnesses, and make oral or written arguments relating to the issues before the arbitrator.
- D. Decision: The decision by the arbitrator shall be rendered within thirty (30) days after the close of the hearing. Decisions by the arbitrator in cases properly before him/her shall be final and binding upon the parties, subject; however, to the limitations of arbitration decisions as provided in the P.E.L.R.A. The arbitrator shall issue a written decision and order including findings of fact which shall be based upon substantial and competent evidence presented at the hearing. All witnesses shall be sworn upon oath by the arbitrator.
- E. Expenses: Each party shall bear its own expenses in connection with arbitration, including expenses relating to the party's representatives, witnesses, and any other expenses that the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration. However, the party ordering a copy of the transcript shall pay for such copy.
- F. The arbitrator shall not have the power to add to, subtract from, or to modify the terms of the Agreement.

19.7. Election of Remedies and Waiver:

A party instituting any action, proceeding or complaint in a federal or state court of law or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this Article. Upon initiating a proceeding in another forum as outlined herein, the employee shall waive his/her right to initiate a grievance pursuant to this Article, or, if the grievance is pending in the grievance procedure, the right to pursue it further shall be immediately waived. This Section shall not apply to actions to compel arbitration as provided in this Agreement or to enforce the award of an arbitrator.

ARTICLE 20 - MISCELLANEOUS**20.1. Mileage Allowance:**

Mileage allowance shall be paid for authorized use of personal cars in connection with District business in an amount as determined by District policy. The mileage amount shall be in accordance with IRS guidelines.

20.2. Records:

Menus, recipes, and all other records furnished to, compiled, or used by food-service personnel while employed by the District are the property of the District and shall be returned to the supervisor of food services at the termination of the employee's employment.

20.3. Training Requirements:

An employee shall attend three hours of work-related in-person, online or video training that addresses, at a minimum, meal patterns and basics of sanitation. If a training module has a post test, the employee must pass the test to maintain employment. The employee may review the videos as often as they wish. The department shall pay for up to three hours of wages for the video training and test taking. This training must be completed within the first three months following the start date for a position in school nutrition.

20.4. Lead Cook Qualifications:

Within 90 days of the start date as a Lead Cook, the employee must obtain a Minnesota Certified Food Production Manager (CFPM) Certificate and turn in a copy to the Nutrition Manager. The employee will be required to take and pass the Servesafe class and apply for the CFPM Certificate from the MN Department of Health. The District will reimburse the Lead Cook for the cost of the Safeserve class and the certificate from the MN Department of Health. The employee must pay for the cost of future recertifications and maintain the CFPM Certificate as long as the employee is in a Lead Cook position.

Within one year of the start date as a Lead Cook, the employee must also join and become Level 1 certified through the School Nutrition Association (SNA). The employee will pay the cost of the certification and/or recertifications for any training hours required by SNA. The Lead Cook must maintain SNA Level 1 certification as long as the employee is in a Lead Cook position. Lead Cooks are not eligible for the Level 1 certification pay in Art 9.9 Certification Pay. Lead Cooks are eligible for Level 2-4 differentials in Art 9.9.

Lead Cooks who let their certification lapse would be placed in a cook position, if no longer meeting the Level 1 or CFPM certification.

20.5. Publication of the Agreement:

Copies of this Agreement shall be provided, at District expense, to all members of the appropriate unit by posting a copy on the District's Human Resource website within thirty (30) working days after the Agreement is executed.

ARTICLE 21 - DURATION**21.1. Term and Reopening Negotiations:**

This Agreement shall remain in full force and effect for a period commencing on July 1, 2021, through June 30, 2023, and thereafter pursuant to P.E.L.R.A. If either party desires to modify or amend this Agreement commencing on July 1, 2023, it shall give written notice of such intent no later than May 1, 2023. Unless otherwise mutually agreed, the parties shall not commence negotiations more than one hundred twenty 120 days prior to the expiration of this Agreement.

21.2. Effect:

This Agreement constitutes the full and complete Agreement between the School Board and the exclusive representative representing the School Nutrition personnel of the District. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

21.3. Finality:

Any matters relating to the current contract term, whether or not referred to in this Agreement, shall not be open for negotiations during the term of this Agreement unless mutually agreed to by both parties.

21.4. Severability:

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

SIGNATURES:

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

For

School Nutrition Employees
SEIU Local 284, CTW
450 Southview Blvd.
So. St. Paul, MN 55075

For

Independent School District No. 283
6311 Wayzata Blvd.
St. Louis Park, MN 55416

Union Representative

Chair

Union Steward

Clerk

Asst. Union Steward

Superintendent

Bargaining Team Member

Human Resource Director

Bargaining Team Member

Bargaining Team Member

Dated: _____

Dated: _____

Address to which notices are to be sent:

Address to which notices are to be sent:

School Nutrition Employees
SEIU Local 284, CTW
450 Southview Blvd.
So St. Paul, MN 55075

St. Louis Park Public Schools
Independent School District No. 283
6311 Wayzata Blvd.
St. Louis Park, MN 55416

SALARY SCHEDULE A: 2021-22

INDEPENDENT DISTRICT NO. 283
SCHOOL NUTRITION
(Effective July 1, 2021)

Step	CLS2		CLS4	CLS5
1	\$15.50		\$18.50	\$19.50
2	\$16.00		\$19.50	\$20.50
3	\$16.50		\$20.50	\$21.50
4	\$17.00		\$21.00	\$22.00
5	\$17.50		\$21.75	\$22.75
6	\$18.75		\$22.50	\$23.50
7	\$20.19		\$23.52	\$24.57

Career Increments – noncumulative

After 15 years of service: \$.50 additional per hour
 After 20 years of service: \$1.00 additional per hour
 After 25 years of service: \$1.25 additional per hour

SALARY SCHEDULE B: 2022-23

**INDEPENDENT DISTRICT NO. 283
SCHOOL NUTRITION
(Effective July 1, 2022)**

Step	CLS2		CLS4	CLS5
1	\$16.00		\$19.10	\$20.10
2	\$16.25		\$19.80	\$20.80
3	\$16.75		\$20.81	\$21.81
4	\$17.25		\$21.31	\$22.31
5	\$17.75		\$22.06	\$23.06
6	\$19.00		\$22.80	\$23.80
7	\$20.79		\$24.23	\$25.31

Career Increments – noncumulative

After 15 years of service: \$.50 additional per hour

After 20 years of service: \$1.00 additional per hour

After 25 years of service: \$1.25 additional per hour

APPENDIX A: SCHOOL NUTRITION POSITIONS

CLASS 1

CLASS 2

COOK

CLASS 3

CLASS 4

LEAD COOK - ELEMENTARY

CLASS 5

LEAD COOK - SECONDARY

APPENDIX B: Provisions that apply to employees hired prior to specified dates:**Retiree Health Insurance (formerly Article 11.6 for employees hired prior to 7-1-2005)****A11.6. District Medical Insurance Contribution for Eligible Retirees (hired prior to July 1, 2005):**

- A. Eligibility: Full-time School Nutrition personnel who were hired prior to July 1, 2005, have not elected the Health Care Savings Plan option in Section 11.7, and have completed at least twenty (20) years of continuous service with the District who are at least (55) years of age shall be eligible for insurance contribution pursuant to the provisions of this section upon submission of a written resignation accepted by the School Board. Such benefits shall not be granted to any employee who is discharged for cause by the District.
- B. An eligible employee retiring pursuant to this section shall be eligible for insurance benefits as provided in this section.
- C. The employee shall be eligible to continue participation in the District group medical insurance program if permitted by the terms of the policy with the insurance carrier, until the date of the age of Medicare eligibility. Except as otherwise provided in Section 11.6.D, the employee shall pay the entire premium for such coverage.
- D. The District shall contribute the dollar amount provided in Section 11.2 of this Article, in effect at the time of the employee's retirement until the employee reaches the age of Medicare eligibility or the expiration of five (5) years from the date of the employee's retirement, whichever occurs first. The portion of the premium not contributed by the District shall be borne by the employee.
- E. An employee who has reached the age of Medicare eligibility and has maintained continuous coverage under this section, and has a spouse who is not Medicare eligible shall be eligible to purchase the District health insurance program at group rates covering such spouse by paying the entire premium for such coverage, until such time that the spouse reaches the age of Medicare eligibility or upon the expiration of five (5) years from the date the employee became eligible for Medicare, whichever occurs first.
- F. It is the responsibility of the employee to make arrangements with the School Business Office to pay to the District such monthly premium amounts, payable by the employee, in advance and on such date as determined by the District.

Severance (formerly Article 13 Section 13.1-13.5 for employees hired prior to 7-1-1999)**13.1. Severance Eligibility:**

Only employees who (a) where hired prior to July 1, 1999, and (b) who did not elect to participate in the Deferred Compensation Matching Program (see Section 13.6) will be eligible to participate in the District's Severance Pay Program Subject to M.S. 465.72. Full-time School Nutrition personnel who have completed at least twenty (20) years of continuous service with the District who are at least fifty-five (55) years of age shall be eligible for severance pay, pursuant to the provisions of this Article upon submission of a written resignation accepted by the School Board. Severance pay shall not be granted to any employee who is discharged for cause by the District.

13.2. Number of Days:

- A. An eligible employee, upon early retirement, shall receive as severance pay an amount representing one hundred fifteen (115) days of pay.
- B. In addition to the severance pay provided in 13.2.A, an eligible employee shall receive, as severance pay upon retirement, the amount obtained by multiplying the employee's daily rate of pay by one-half (1/2) times the employee's number of unused leave days, but in any event not to exceed one-hundred (100) days of pay.

13.3. Daily Rate of Pay:

In applying these provisions an employee's daily rate of pay shall be the daily rate including career increments at the time of retirement, as provided in the basic salary schedule for the fiscal year, and shall not include any additional compensation for overtime, or other extra compensation.

13.4. Payment:

- A. The District shall provide payment equal to the value of the employee's severance pay directly into the employee's 403b custodial account or other tax-sheltered provision of the Internal Revenue Code, and employees will no longer receive any direct payment from the District for severance pay as provided in Article 13 of the collective bargaining agreement for any employee eligible for tax-sheltering of such funds pursuant to Minn. Stat. § 356.24 and the Internal Revenue Code.
- B. The District's annual contribution into the employee's 403b account or other tax-sheltered provision pursuant to Minn. Stat. § 356.24 and provisions of the Internal Revenue Code shall not exceed the annual IRS contribution limit for such contributions. If any part of the severance pay due to the employee exceeds the IRS contribution limits for a given year, any such amount shall be paid to an account on behalf of the employee for a health care savings plan maintained by the State of Minnesota or a mutually agreed upon account for such plans pursuant to the provisions of Minn. Stat. § 356.24, consistent with IRS limitations and consistent with the payment schedule as provided in Article 13 of the collective bargaining agreement.

13.5. Notice of Intent:

School nutrition personnel desiring to elect the severance pay option shall, in any year, make that election no later than two weeks following the notice of a subsequent year's assignment as provided by Article 8 Section 8.1.

ATTACHMENT C: GRIEVANCE FORM

**SCHOOL NUTRITION EMPLOYEES
GRIEVANCE REPORT FORM
St. Louis Park Public Schools**

Name: _____

Building: _____

Date Grievance Occurred: _____

Statement of Facts:

Specific Provisions of Agreement Allegedly Violated:

Particular Relief Sought:

Dated: _____

Signature of Grievant

TENTATIVE AGREEMENT SUMMARY

Custodial and Grounds Employees and SAINT LOUIS PARK PUBLIC SCHOOLS 2021-2023 Terms and Conditions of Employment

Proposal Items – Meeting #6 2-9-2022-2021 updated and revised after the negotiations session

Term: Two (2) years, July 1, 2021, through June 30, 2023

Tentative Agreement subject to Board approval: 2-9-2022

Employees Covered: 33

ECONOMIC PROPOSALS

Wages: See new schedules from 2-9-2022

- 2021-22: Revised schedules to create a bigger differential between CLS 1, 2 and the CLS 3, 4 and 5 schedules. People who are properly licensed for the position held will be able to move two steps each year up to new step 12. People who received one step July 1 and are fully licensed would receive another step effective after the ratification of this contract. People who are not fully license would receive one step increase if no negative performance concerns. The change in rates would be retroactive to the beginning of the contract for people actively employed at the time of the ratification and retirees after 7/1/2021. See attached Salary Schedules.
- 2022-23: Rates remain constant. People who are properly licensed for the position held will be able to move two steps each year up to new step 12. People who are not fully license would receive one step increase if no negative performance concerns. See attached Salary Schedules. New License Premium Payments included on top of salary listed in schedules. See License premium breakdown.

Career Increments: Move career increments onto schedule so that people continue to move up the schedule from the step they started and does not take 15 years working for the district to get to the 15 year increment for example. An employee who started on Step 4 for example and is fully licensed would move to the 15 year Career Increment in 7 years (Step 4, 6, 8, 10, 12, 13, 14 to Step 15 by year 7). See Schedules.

Insurance: The District proposes the following monthly contribution amounts for Plan A or B medical premiums. The Base year enrollment numbers are also provided for reference.

11.2. Employer Contribution:

A. District Health Insurance Program Non-Deductible/Standard Co-pay:

District Contributions Standard-Plan A	Employee	Employee + 1	Family
July 1, 2021	\$590	\$1,240	\$1,635
July 1, 2022	\$590	\$1,240	\$1,635
July 1, 2023	\$590	\$1,240	\$1,635

B. District Health Insurance Program Deductible/VEBA:

District Contributions VEBA-Plan B	Employee	Employee + 1	Family
July 1, 2021	\$620	\$1,280	\$1,695
July 1, 2022	\$635	\$1,315	\$1,745
July 1, 2023	\$650	\$1,340	\$1,780

For eligible employees who select the \$1,000 Deductible Health Insurance Plan, the District will deposit \$1,000 annually into an employee owned Health Reimbursement Account (HRA) during active employment. The District will deposit that amount by September 1 of each the plan year.

*A third year of contributions are provided to ease open enrollment for employees in 2023. The contribution amounts for 7-1-2023 will be subject to bargaining in the 2023-2025 bargaining cycle.

TENTATIVE AGREEMENT SUMMARY

Foreman Differential Pay: The monthly stipends were converted from monthly stipends to hourly amounts and increased. Effective 7-1-2022, a new premium of \$.50/hr was created for the Grounds Foreman and the Night Custodial Foreman in Class 5 at the three large buildings to recognize the coordinating the work of larger crews.

Elementary Night Foreman: New title Elementary Night Foreman will be created at Class 4 pay effective 7/1/2022. This will replace the Small building no night foreman stipend.

Deferred Compensation: delete lifetime max of \$30,000 so people could get more as they stay longer.

Non Economic Items from first meeting

Other Non-Economic Items:

General clean-up of dates and references.

1. Propose a two-year contract July 1, 2021 to June 30, 2023. [TA-11/23]
2. **Request for Dues Check Off Art 5.3:** Update title to refer to Dues Deduction instead of checkoff. [TA-11/23]
3. **Credit Union Art 5.7 NEW:** Add language to refer to Direct Deposit. [TA-11/23]
4. **School Closing 6.2:** Update reference that the additional day off may be used on the non-student contact days, not just during the summer. [TA-11/23]
5. **Holidays Art 6.3:** Update the list of paid holidays to delete Good Friday and replace it with Juneteenth (June 19th). [11/23 See Language – need more discussion. U wants to preserve Spring Break Holiday [TA-2-9]
6. **Step Movement Art 8.1 and 8.2:** Clarify language that you don't get a step if you don't have the proper license for the position. Also, move Jan 1 new employee date to hired before Feb 1. 8.1.c, An action to withhold a step for performance concerns would be subject to the grievance procedures, but not for improper license level. [TA-11/23 with change from "may" to "will" and the addition of subject to the provisions in Art 8.1.A]
7. **Working in Higher Classification 9.2:** Employees must work three or more days in the higher level to receive pay. If at the onset we know that the higher assignment will be more than three days, then the payment will start from the first day. The pay for working in the higher classification will be an additional \$1/hr. [11/23 See Language – agreed to \$1/hr and still discussing when the premium starts...day 1 or after 3 days, etc. 12-8 Union proposed Night Shift HS-MS-Central 1st day/ others day 3]
8. **Jury Duty Art 9.3:** Employees may keep the compensation paid for jury duty. [TA-11/23 See Language]
9. **Uniforms Art 9.6:** The language was updated to have the options of provided uniforms or revert back to reimbursement. Details to be worked out in meet and confer. [Discussed 2-2 See Language TA-2-9]
10. **Vacation 10.3 and 10.4:** Need to request vacation at least 10 days in advance. Clarify that vacation will not typically be granted the last two weeks of schools or the two weeks before school starts. Need to work with Facilities manager for exceptional cases. [11/23 See Language – more discussion 12-8 Union proposal with 15 days to start moving up to 25 days at 18 years. District said what if your vacation schedule and reduce sick days from 12 to 10 and remove personal days except for religious holidays and emergencies where people out of sick leave and vacation [TA-2-9]
11. **Insurance Art 11.3B:** Change timing of VEBA deposit from July 1 to Sept 1 each year to avoid payments being made and then people quitting before school starts. [11/23 See Language- more discussion. Union strongly against reduction in plan A contributions. [TA-2-9 to insurance rates]
12. **Health Care Savings Plan Art 11.7:** Eligible, employees will automatically be enrolled and receive payments starting with the completion of their 5th year of service. [TA-11/23 See Language]

TENTATIVE AGREEMENT SUMMARY

13. **Leaves of Absence Art 12.2.K and L - Workers Comp/LTD and sick leave:** Propose to standardize language across District employee groups so it is clear that when getting paid by WC or LTD, the CAPS employee can use available Sick Leave to cover the cost of any insurance payments, instead of writing a check to the Business Office. **[11/23 See Language- more discussion 12-8 TA on LTD, but not on Workers Comp. District drops WC language.]**
14. **Probationary Period:** With change of classification must have at least 45 of the 90 calendar days when school is in session and not just summer cleaning time. Remove grandfathered language in 20.3.e and insert whatever is agreed upon for the overall requirements and process. **[11/23 See Language proposal updated that probation extends if not properly licensed...see training requirements also in Art 20.3. More discussion needed U wants right to grievance for non-licensed related issues. [TA-2-9]**
15. **Training Requirements Art 20.3:** Update language to provide a more coherent process. Don't want to freeze on step, but would stay on probation if not properly licensed and may be demoted to position for which they hold the proper license and then may get step advancement in that classification. **[11/23 See Language- more discussion and linked to probationary language. [TA-2-9]**
16. **Personal/Emergency Art 12.3.B:** Update language that requests are made in online attendance system instead of in writing. Effective 7-1-22, Personal emergency days deleted (except for religious holidays) and replaced with the additional vacation day language. **[TA-11/23 See Language.]**
17. **Fix to Uniform Language** – See 9.6 language in mark copy. This is how it is being practiced since our negotiations two years ago and would revert to old language if district uniforms cannot be provided by the vendor.

Next Meeting: Not Scheduled

*District reserves the right to correct typos or other clerical errors in preparing this proposal.

TENTATIVE AGREEMENT SUMMARY

Continued Salary Schedules: 2021-2022 (revised 2-9-2022)

Previous Contract 2020-21

Custodial Group

Previous Contract Schedule

	CLS1	CLS2	CLS3	CLS4	CLS5	CLS6	CLS7
1	\$ 14.75	\$ 15.15	\$ 16.40	\$ 17.56	\$ 18.59	\$ 19.38	\$ 20.40
2	\$ 15.00	\$ 15.56	\$ 16.90	\$ 18.16	\$ 19.19	\$ 19.95	\$ 21.20
3	\$ 15.25	\$ 15.91	\$ 17.42	\$ 18.75	\$ 19.80	\$ 20.51	\$ 21.99
4	\$ 15.50	\$ 16.24	\$ 17.92	\$ 19.34	\$ 20.40	\$ 21.09	\$ 22.78
5	\$ 15.75	\$ 16.58	\$ 18.43	\$ 19.94	\$ 21.00	\$ 21.65	\$ 23.57
6	\$ 16.00	\$ 16.92	\$ 18.93	\$ 20.54	\$ 21.61	\$ 22.22	\$ 24.37
7	\$ 16.25	\$ 17.26	\$ 19.45	\$ 21.14	\$ 22.20	\$ 22.78	\$ 25.17
8	\$ 16.25	\$ 17.59	\$ 19.95	\$ 21.73	\$ 22.80	\$ 23.35	\$ 25.95
9	\$ 16.25	\$ 18.50	\$ 20.46	\$ 22.33	\$ 23.41	\$ 23.91	\$ 26.75
10	\$ 16.25	\$ 18.50	\$ 20.96	\$ 22.93	\$ 24.01	\$ 24.48	\$ 27.54
11	\$ 16.25	\$ 18.50	\$ 22.00	\$ 23.65	\$ 24.70	\$ 25.14	\$ 28.20

July 1, 2021 - June 30, 2023 Salary Schedules

2021-22 Custodial Group

STEP

	CLS1	CLS2	CLS3	CLS4	CLS5	CLS6	CLS7
1	\$15.00	\$15.50	\$16.50	\$17.75	\$18.75	\$19.75	\$20.75
2	\$15.25	\$15.75	\$17.00	\$18.25	\$19.25	\$20.25	\$21.25
3	\$15.41	\$15.91	\$17.50	\$18.75	\$20.00	\$21.00	\$22.00
4	\$15.74	\$16.24	\$18.00	\$19.50	\$20.50	\$21.50	\$22.50
5	\$16.08	\$16.58	\$18.50	\$20.00	\$21.00	\$22.00	\$23.00
6	\$16.42	\$16.92	\$19.00	\$20.54	\$21.61	\$22.61	\$23.61
7	\$16.76	\$17.26	\$19.50	\$21.14	\$22.20	\$23.20	\$24.20
8	\$17.09	\$17.59	\$20.00	\$21.73	\$22.80	\$23.80	\$24.80
9	\$18.00	\$18.50	\$20.50	\$22.50	\$23.50	\$24.50	\$25.50
10	\$18.25	\$18.75	\$21.00	\$23.00	\$25.00	\$26.00	\$27.00
11	\$18.50	\$19.00	\$22.50	\$24.00	\$26.50	\$27.50	\$28.50
12	\$18.75	\$19.25	\$23.00	\$25.00	\$27.00	\$28.00	\$29.00
13	\$18.75	\$19.25	\$23.00	\$25.00	\$27.00	\$28.00	\$29.00
14	\$18.75	\$19.25	\$23.00	\$25.00	\$27.00	\$28.00	\$29.00
15	\$19.25	\$19.75	\$23.50	\$25.50	\$27.50	\$28.50	\$29.50
16	\$19.25	\$19.75	\$23.50	\$25.50	\$27.50	\$28.50	\$29.50
17	\$19.25	\$19.75	\$23.50	\$25.50	\$27.50	\$28.50	\$29.50
18	\$19.25	\$19.75	\$23.50	\$25.50	\$27.50	\$28.50	\$29.50
19	\$19.25	\$19.75	\$23.50	\$25.50	\$27.50	\$28.50	\$29.50
20	\$19.75	\$20.25	\$24.00	\$26.00	\$28.00	\$29.00	\$30.00
21	\$19.75	\$20.25	\$24.00	\$26.00	\$28.00	\$29.00	\$30.00
22	\$19.75	\$20.25	\$24.00	\$26.00	\$28.00	\$29.00	\$30.00
23	\$19.75	\$20.25	\$24.00	\$26.00	\$28.00	\$29.00	\$30.00
24	\$19.75	\$20.25	\$24.00	\$26.00	\$28.00	\$29.00	\$30.00
25	\$20.25	\$20.75	\$24.50	\$26.50	\$28.50	\$29.50	\$30.50

15 yr

\$0.50

20 yr

\$0.50

Cumulative

\$1.00

25 yr

\$0.50

Cumulative

\$1.50

TENTATIVE AGREEMENT SUMMARY

2022-23 Salary Rates (revised 11-30-2021)

2022-23 Custodial Group									
STEP	CLS1	CLS2	CLS3	CLS4	CLS5	CLS6	CLS7		
1	\$15.00	\$15.50	\$16.50	\$17.75	\$18.75	\$19.75	\$20.75		
2	\$15.50	\$16.00	\$17.00	\$18.25	\$19.25	\$20.25	\$21.25		
3	\$15.75	\$16.25	\$17.50	\$18.75	\$20.00	\$21.00	\$22.00		
4	\$16.00	\$16.50	\$18.00	\$19.50	\$20.50	\$21.50	\$22.50		
5	\$16.25	\$16.75	\$18.50	\$20.00	\$21.00	\$22.00	\$23.00		
6	\$16.50	\$17.00	\$19.00	\$20.54	\$21.61	\$22.61	\$23.61		
7	\$17.00	\$17.50	\$19.50	\$21.14	\$22.20	\$23.20	\$24.20		
8	\$17.50	\$18.00	\$20.00	\$21.73	\$22.80	\$23.80	\$24.80		
9	\$18.00	\$18.50	\$20.50	\$22.50	\$23.50	\$24.50	\$25.50		
10	\$18.50	\$19.00	\$21.00	\$23.00	\$25.00	\$26.00	\$27.00		
11	\$18.75	\$19.25	\$22.50	\$24.00	\$26.50	\$27.50	\$28.50		
12	\$19.00	\$19.50	\$23.00	\$25.00	\$27.00	\$28.00	\$29.00		
13	\$19.00	\$19.50	\$23.00	\$25.00	\$27.00	\$28.00	\$29.00		
14	\$19.00	\$19.50	\$23.00	\$25.00	\$27.00	\$28.00	\$29.00	15 yr	
15	\$19.50	\$20.00	\$23.50	\$25.50	\$27.50	\$28.50	\$29.50	\$0.50	
16	\$19.50	\$20.00	\$23.50	\$25.50	\$27.50	\$28.50	\$29.50		
17	\$19.50	\$20.00	\$23.50	\$25.50	\$27.50	\$28.50	\$29.50		
18	\$19.50	\$20.00	\$23.50	\$25.50	\$27.50	\$28.50	\$29.50		
19	\$19.50	\$20.00	\$23.50	\$25.50	\$27.50	\$28.50	\$29.50	20 yr	Cumulative
20	\$20.00	\$20.50	\$24.00	\$26.00	\$28.00	\$29.00	\$30.00	\$0.50	\$1.00
21	\$20.00	\$20.50	\$24.00	\$26.00	\$28.00	\$29.00	\$30.00		
22	\$20.00	\$20.50	\$24.00	\$26.00	\$28.00	\$29.00	\$30.00		
23	\$20.00	\$20.50	\$24.00	\$26.00	\$28.00	\$29.00	\$30.00		
24	\$20.00	\$20.50	\$24.00	\$26.00	\$28.00	\$29.00	\$30.00	25 yr	Cumulative
25	\$20.50	\$21.00	\$24.50	\$26.50	\$28.50	\$29.50	\$30.50	\$0.50	\$1.50

License Premiums July 1, 2022 in addition to Salary Schedule Rates above

Specialist - \$.25/hr

2nd Class - \$.50/hr

1st Class - \$.75/hr

Chief - \$1.00/hr

The boiler license premiums will not be stacked or cumulative. Employees will receive the premium pay for the highest level of valid boiler license held.

2nd Class to Chief with pool license non-school site – additional \$.25/hour on top of other license

2nd Class to Chief with pool license at location with pool – additional \$.50/hour on top of other license



**2021-2023
AGREEMENT
Between
INDEPENDENT SCHOOL DISTRICT NO. 283
St. Louis Park, Minnesota
and
SCHOOL SERVICE EMPLOYEES
SEIU LOCAL 284, CTW
Custodial/Maintenance Personnel**

Effective July 1, 2021 – June 30, 2023

Board Approved_____

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ARTICLE 1- PURPOSE

1.1. Parties:

This AGREEMENT is entered into between the St. Louis Park Public Schools, Independent School District No. 283, St. Louis Park, Minnesota hereinafter referred to as the School Board or the District, and School Service Employees, SEIU Local 284, hereinafter referred to as exclusive representative, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as P.E.L.R.A. of 1971 to provide the terms and conditions of employment for custodial/maintenance personnel during the duration of this Agreement.

ARTICLE 2 - DEFINITIONS

2.1. School Board or District:

For purposes of this Agreement, the term District or School Board shall mean the School Board or its designated representative.

2.2. Other Terms:

Terms not defined in this Agreement shall have those meanings as defined by P.E.L.R.A. of 1971.

ARTICLE 3 - RECOGNITION OF EXCLUSIVE REPRESENTATIVE

3.1. Recognition:

In accordance with P.E.L.R.A. of 1971, the School Board recognizes School Service Employees, SEIU Local 284, as the exclusive representative of custodial/maintenance personnel employed by the School Board of Independent School District No. 283, which exclusive representative shall have those rights and duties as prescribed by P.E.L.R.A. of 1971 and as described in the provisions of this Agreement.

3.2. Appropriate Unit:

The exclusive representative shall represent all custodial/maintenance personnel of Independent School District No. 283, St. Louis Park, Minnesota, who are employed for more than 14 hours per week and for more than 67 work days per year, including those on leave of absence who are guaranteed a position upon their return, excluding supervisory employees and confidential employees who devote more than 50% of their time to administrative or supervisory duties, and all other employees excluded by P.E.L.R.A. of 1971.

ARTICLE 4 - SCHOOL DISTRICT RIGHTS

4.1. Inherent Managerial Rights:

The parties recognize that the School Board is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, selection, direction and number of personnel, and that all management rights and management functions not expressly delegated in this Agreement are reserved to the School Board.

4.2. Management Responsibilities:

The parties recognize the right and obligation of the School Board to efficiently manage and conduct the operation of the District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the District.

4.3. Effect of Laws, Rules and Regulations:

The parties recognize that all employees covered by this Agreement shall perform the services prescribed by the District. The parties also recognize the right, obligation and duty of the School Board and its duly designated officials to promulgate reasonable rules, regulations, directives and orders from time to time as deemed necessary insofar as such reasonable rules, regulations, directives and orders are not inconsistent with the terms of this Agreement. The parties further recognize that the School Board, all employees covered by this Agreement, and all provisions of this Agreement are subject to the laws of the State of Minnesota, Federal laws, rules and regulations of the Minnesota Department of Education, and valid rules regulations and orders of State and Federal governmental agencies. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives and orders shall be null and void and without force and effect.

ARTICLE 5 - EMPLOYEE RIGHTS

5.1. Right to Views:

Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any custodial/maintenance employee or the employee's representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative.

5.2. Right to Join:

Custodial/maintenance personnel shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations.

5.3. Request for Dues Deduction:

Custodial/maintenance personnel shall have the right to request and be allowed dues check off for the exclusive representative provided that dues check off and the proceeds thereof shall not be allowed any organization that has lost its right to dues check off pursuant to P.E.L.R.A. of 1971. Upon receipt of a properly executed authorization of the employee involved (examples of which include paper authorization, electronic authorization or audio-recorded phone authorization), the District will deduct from the employee's paycheck the dues or premier dues that the employee has agreed to pay to the exclusive representative during the period provided in said authorization. The Union will notify the District of the dues to be deducted from each employee's pay. Deductions shall be made over 24 pay periods and transmitted to the designated exclusive representative. The District shall furnish to the exclusive representative monthly an alphabetized list of employees from whom such deductions have been made. The District agrees to honor and implement all the terms of the dues-checkoff authorizations submitted by the Union and agreed to the employees. The District shall adhere to the specific provisions in each dues check-off authorization regarding the duration, renewal, procedure for revocation, amount of dues deducted (including premier member), and all other provisions agreed to by the employee as stated in the authorization, irrespective of the employee's membership in the Union.

The Union agrees that the District's only obligation is to deduct and remit the dues indicated by the Union to be deducted from each employee's pay. The Union agrees to save the District harmless from any actions growing out of these deductions and assumes full responsibility for the disposition of funds so deducted once they have been remitted by the District.

5.4. Direct Deposit: The District shall allow direct deposit to a credit union or other eligible banking institutions that accept standard ACH deductions.

5.5. Personnel Files:

Pursuant to M.S. §122A.40, Subd. 19, all evaluations and files relating to each individual employee shall be available during regular school business hours to said employee upon reasonable notice. The employee shall have the right to reproduce any of the contents of the files and to submit for inclusion in the file written information in response to any material contained therein. The District may destroy such files as provided by law.

5.6. Employee Information:

Not later than September 15 of each school year, the District shall provide the Union with a bargaining unit list of employees including name, home address, work location, classification, number of hours normally scheduled to work in a week, wage schedule placement, date of employment and electronic mail addresses. The District shall inform the Union and the Union Steward(s) of all new hires within seven (7) calendar days of hire and shall provide the Union with the employee information specified in this section.

5.7. Union Orientation:

The District shall permit a Union-designated representative to meet with each newly hired employee for not less than fifteen (15) minutes within the first fourteen (14) calendar days of the new employee's first day of employment. This meeting shall occur during the newly hired employee's regularly scheduled hours of work and the employee shall be in pay status. This meeting is not to interfere with the new employee's normal work. The District shall provide new employees with the name and contact information for the Union steward. The District shall also give each new employee a Union orientation packet prepared by the Union.

ARTICLE 6 - THE WORK YEAR

6.1. Employee Duty Days:

The employee shall perform services on those days as determined by the School Board, including those legal holidays on which the School Board is authorized to conduct school, and pursuant to such authority has determined to conduct school.

6.2. School Closings:

When an emergency closing has been declared by the District, all custodial/maintenance employees who reported for, and completed their assigned shifts, shall receive an additional day off as compensation. It is understood that this additional day of compensation shall not be deducted from the employee's vacation or sick days. This additional day off may be taken with permission of the Facilities Manager and preferably during the student summer months or non-instructional days for students.

- A. If all other 12-month employee groups are required to work, custodial/maintenance employees shall not receive an additional day off, unless similar compensation is provided to the other groups.
- B. Personnel unable to report for duty or working less than a full shift will be paid but must elect to have their non-work time charged against their sick leave accrual, vacation accrual, or emergency leave. Employees having no leave or vacation days will not be paid.
- C. Notwithstanding the preceding conditions, the Facilities Manager may schedule a nonpaid Saturday work opportunity for affected personnel, following which the participants' leave or vacation deduction would be restored. Employees normally scheduled for Saturday work could make alternate arrangements.

6.3. Holidays:

- A. Holidays shall include:

Independence Day	New Year's Eve
Labor Day	New Year's Day
Thanksgiving Day	Dr. Martin Luther King, Jr. Day
The day after Thanksgiving	President's Day
Christmas Eve	Spring Holiday (Friday of Spring Break)
Christmas Day	Memorial Day

- B. School in Session: The District reserves the right, if school is in session, to cancel the above holidays and establish another holiday in lieu thereof. If school is in session on any of the designated holidays as provided in this Section and another day off is provided in lieu thereof, overtime shall not apply on the designated canceled holiday, and the employee shall be compensated at regular rates of pay. Any scheduled holiday, which falls within an employee's vacation period, shall not be counted as a vacation day.
- C. Eligibility: In order to be eligible for holiday pay, an employee must have worked the employee's regular workday before and after the holiday unless the employee is on paid leave or vacation under the provisions of this Agreement.
- D. Application: For purposes of this Article, it is understood and agreed by the parties that holiday pay shall be allowed only to those custodial/maintenance personnel who are employed at least six (6) or more hours per day.

ARTICLE 7 - THE WORK DAY

7.1. Work Hours:

The specific work hours for each employee may vary according to the needs of the custodial/maintenance program of the District. The hours will be designated by the Facilities Manager. Split shifts may be assigned with the consent of the employee.

7.2. Additional Activities:

Custodial/Maintenance personnel are obligated to accept assignments beyond the regular work hours as required by the District. An effort will be made to obtain volunteers and such assignments will be equitably rotated insofar as it is practicable.

7.3. Work Week:

The normal work week for full-time custodial/maintenance employees shall be 40 hours per week, eight (8) hours per day. Second-shift employees other than the night lead in secondary buildings housing community service centers shall work Saturday and/or Sunday as required.

ARTICLE 8 - BASIC COMPENSATION

8.1. Rates of Pay 2021-22 and 2022-23:

- A. The wages and salaries reflected in Schedule A, attached hereto, shall be part of the Agreement for the 2021-22 school year, and the wages and salaries reflected in Schedule B, attached hereto, shall be part of the Agreement for the 2022-23 school year, subject to the right of the School Board to withhold increases in the form of increments for just cause.
- B. Custodial/Maintenance personnel shall advance on the salary schedule one (1) step each year of the agreement subject to the right of the Board as defined in this Section to withhold step increases for just cause. For the purpose of this section the employee also must have been actively paid on the payroll at least (a) 1000 hours if the employee is a 12-month, 40-hour per week employee, or (b) 50% of the hours for that person's FTE, if the employee is a less than 12-month or less than 40 hour per week employee. This annual step increase will not be withheld unless the employee is notified of the deficiency in writing and given reasonable opportunity to correct the deficiency. An action withholding this annual step increase shall be subject to the grievance procedure.
- C. Effective July 1, 2021, if the employee holds the proper license for the position held as specified in the wage appendix of this contract, the employee will advance an addition step, up to two steps per year up to step 12, subject to the provisions in 8.1.A above. The withholding of the additional step increase in 8.1.C, shall not be grievable beyond Step 2 of the grievance procedure, if the District can show that the employee does not hold the proper license.

8.2. New Employees:

A new employee shall be eligible for step advancement on the following July 1, if employed prior to January 15. An employee hired after January 15 shall be eligible for any salary schedule increase in the current step rate on July 1, but shall not be eligible for step advancement until the following July 1. Thereafter, such a new employee shall be subject to all provisions of this Article.

8.3. Method of Payment:

- A. Custodial/maintenance personnel regularly employed shall receive their salary in 24 equal payments; with paydays to be on the 15th and the last day of each month. The District may choose to move payroll to 26 payments and pay every other Friday. In the event the District

plans to move pay dates, it will give the Union not less than six (6) months of notice and meet and confer on the plan for implementing the change.

- B. In the event that pay dates fall on a weekend or holiday, the payday shall be the preceding workday.

8.4. Deduction:

In the event that a custodial/maintenance employee is absent without leave and a pay deduction is to be made for such absence, the amount of the deduction shall be one (1) hour's pay for each hour's absence. Deductions for absences of less than a full day shall be prorated accordingly. If an employee leaves employment and has used more days than credited for sick or vacation, then the pay deduction will be made from the final check.

8.5. Step Placement with a Promotion:

Custodians who subsequently move to a promotional assignment within the unit will be placed at the step that produces at least a 5% promotional increase per pay classed moved to the new classification (movement from CLS 2 to CLS 3 = at least 5%, movement from CLS 3 to CLS 5 = at least 10%, etc.) but not to exceed the employee's current step number.

ARTICLE 9 - EXTRA COMPENSATION AND ASSIGNMENT

9.1. Overtime:

Scheduled overtime work in excess of 40 hours worked on evenings, Saturdays, Sundays, or designated holidays, shall be paid at the rate of time and one-half, except as otherwise designated in Article 6.3.B. and Article 7.3.C.

- A. **Guaranteed Minimum:** Overtime, as defined above, which runs contiguous to regular employment times, shall be paid only for the hours actually worked. Overtime on a call-back basis for unscheduled work on an emergency basis (not contiguous to regular employment), shall be paid as noted above with a guaranteed minimum of two hours, except that Sundays and holidays shall be at double time. For purposes of this Subdivision it is understood and agreed by the parties that this statement shall not apply to regularly scheduled building checks and those services covered by Article 9.1 and Article 7.3.
- B. **Outside Crew:** Personnel assigned to the outside crew shall also serve as replacements for absent building custodians only in the event of an emergency situation. In the event they are not notified of second and third shift assignments before reporting to work at 6:00 A.M. for their regular duties, they shall be paid at the rate of time and one-half for the time period from 6:00 A.M. to 8:00 A.M., with the subsequent eight hours at straight time.

9.2. Working in a Higher Classification:

In the temporary absence of a higher classified employee in this bargaining unit or a Building Operations Coordinator (BOC), the employee who holds the proper license and is assigned by the Facilities Manager or designee as the replacement for this absence shall be paid a \$1.00/hr premium per level of classification (e.g., *movement from CLS 2 to CLS 3 = \$1.00/hr movement from CLS 3 to CLS 5 = \$2.00/hr*) If the assignment to be covered is the Grounds Crew Lead or Night Lead at the High School, Middle School or Central the payment will begin as of the first day. Other positions covered will begin as of the third day of absence covered. If the assignment is known to be three or more days from the start, then the premium pay will start day one of the assignment.

9.3. Jury Duty:

An employee who serves on jury duty will be granted the day or days necessary, as stipulated by the court to discharge this responsibility, without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be kept by the employee. If an employee is released from jury duty for a full or half day, the employee shall report back to work for the remainder of the day while on paid status.

9.4. Night Pay:

- A. Custodial employees in Class 1 or Class 2 assignments who are regularly employed between the hours of 6:00 P.M. and 12:00 midnight shall receive thirty-five (\$.35) per hour above the salary schedule rates for the months so employed.
- B. Custodial employees in Class 1 or Class 2 assignments who are not regularly employed between the hours of 6:00 P.M. and 12:00 midnight shall receive at Night Differential of thirty-five cents (\$.35) per hour for shifts starting on or after 2:30 PM.
- C. Custodial employees in Class 1 or Class 2 assignments who are regularly employed between the hours of 12:00 midnight and 6:00 A.M. shall receive fifty cents (\$.50) per hour above the salary schedule rates for the months so employed.
- D. Effective starting July 1, 2022, the Grounds Foreman and the Night Custodial Foreman positions in Class 5 who are regularly assigned to a large building (Central, MS, HS) will receive an additional \$.50/hr premium.

9.5. Building Check Pay:

The District shall pay time and one-half for up to one and one half hours (1.5 hrs) for each elementary or secondary building check insofar as such building checks are authorized and required by the District.

9.6. Clothing Allowance:

The District will reimburse custodial/maintenance personnel for the purchase of job-related clothing to a maximum of \$240.00 per year. Payments shall be processed on or about September 1st of each fiscal year. Employees may purchase their own work pants and be reimbursed as part of the annual max. The District will select a vendor for shirts, jackets or other SLP logo items. Items purchased through approved vendors or approved work pants will go against the \$240 annual limit. Uniforms shall be similar in color and style throughout the District. If a new employee leaves the district within the first 12 months, they must return their uniforms provided for that year or will be assessed the cost of the uniforms on their final check.

The details of provided uniforms or reimbursement will be addressed through Labor-Management meet and confer discussions.

9.7. Small Building Without Night Lead Person Differential:

In buildings where there is no Night Lead, one person will be designated by the Facilities Manager to receive a Small Building without Night Lead Differential of thirty-five cents (\$.35) per hour.

9.8. License Premiums: Effective July 1, 2022, in addition to the hourly pay rates in Schedule D, employees will receive the following additional payments for obtaining specified licenses:

- Specialist Boiler License \$.25/hr
- Second Class Boiler License \$.50/hr
- First Class Boiler License \$.75/hr
- Chief's Boiler License \$1.00/hr

The boiler license premiums will not be stacked or cumulative. Employees will receive the premium pay for the highest level of valid boiler license held.

An employee who holds a valid Pool Operator License and is regularly assigned to a location that has a pool that is being operated and maintained will receive a Pool Operator License premium of fifty cents per hour (\$.50/hr). An employee who holds a valid Pool Operator License and is regularly assigned to a location that does not have a pool will receive a Pool Operator License premium of twenty-five cents per hour (\$.25/hr) and may occasionally be assigned to cover at a site with a pool as needed. The Pool Operator License premium will be paid to employees with a Second Class Boiler License or higher and will be in addition to the Boiler License Premium.

ARTICLE 10 – VACATIONS

10.1. Eligibility:

This Article shall apply to employees who are regularly employed on a 12-month basis and 40-hour week on a regular assignment and shall not apply to 9 1/2 month or part-time employees.

10.2. Earned Vacation:

Full-time employees under these provisions shall accrue vacation as follows:

- 5/6 (.83333) of a day for each month of service for each year during the first four years of service (0-3 years completed) in the District, to a maximum of 10 days in any one year.
- 1 1/4 (1.25) days for each month of service for each year after completing four (4) years of service in the District, to a maximum of 15 days in any one year.
- 1 2/3 (1.66667) days for each month of service for each year after completing ten (10) years of service in the District, to a maximum of 20 days in any one year.

In addition to the above accrued days, employees shall be granted additional vacation days according to the following schedule:

- Upon completion of 16 years - 1 additional day to total 21 days
- Upon completion of 17 years - 2 additional days to total 22 days
- Upon completion of 18 years - 3 additional days to total 23 days
- Upon completion of 19 years - 4 additional days to total 24 days
- Upon completion of 20 years - 5 additional days to total 25 days

Note: employees hired prior to Oct 1, 2019, will be eligible for a maximum of 30 day of vacation upon completion of 30 years of employment in the School District.

Effective July 1, 2022, the vacation accrual process will be as follows:

- 0 – 3 year completed = 15 days (or .057692 days of vacation per days paid)
- 4 – 9 years completed = 17 days (or .065385 days of vacation per days paid)
- 10 – 15 years completed = 23 days (or .088462 days of vacation per days paid)
- 16 – 19 years completed = 25 days (or .096154 days of vacation per days paid)
- 20 plus years completed = 27 days (or .130846 days of vacation per days paid)

All daily vacation accrual calculations are based on 5 days per week for 52 weeks or 260 days per full year.

Note: employees hired prior to Oct 1, 2019, will continue to be eligible for a maximum of 30 day of vacation upon completion of 30 years of employment in the School District.

10.3. Application:

- A. Vacation is accrued in the contract/fiscal year from July 1 through June 30. Vacation days cannot be taken until the days have been approved in advance by the District Facilities Manager or designee. Employees will request vacation time off by putting this request into the District's online time off system.
- B. An employee shall be entitled to receive the pro rata pay for unused vacation time provided such employee provides the District with at least two weeks advance written notice of the employee's resignation time, to the employee's supervisor or Human Resources, unless such termination is by reason of death or disability. There will be no vacation payout if the employee resigns within the first year of employment. If an employee resigns having used more vacation than they have accrued, the employee shall have the salary paid for any vacation days taken deducted from the employee's final check. The maximum payout under this section will be up to a maximum of 15 days of pay.

10.4. Other Vacation Rules:

- A. Employees may be allowed to split their vacation into less than full days at the discretion of the District Facilities Manager.
- B. Employees will be allowed to take their vacation while school is in session, upon the approval of the District Facilities Manager or designee. Vacations requested with less than five (5) days notice in advance will typically not be approved, unless an Emergency precluded the ability to request the time off in advance. Vacation requests for the last week of school or the five (5) days before the start of a new school year will typically not be approved. All vacation requests are subject to ability to cover shifts and meet department needs. It is recommended that vacation request be put in as early as possible to provide time to cover and the best chance of being approved.
- C. An employee shall not forfeit vacation under the rules of this section if a vacation request consistent with this section is denied by the District.
- D. Vacation accrued as of June 30 of each year must be taken no later than January 31 of the following contract year, unless otherwise approved in writing by the District. Vacation will not be carried over from year to year except as noted above. There will be no payment in lieu of vacation, except as otherwise provided in Section 10.3.B hereof.

ARTICLE 11 - GROUP INSURANCE

11.1. Selection of Carrier:

The selection of the insurance carrier and policy shall be made by the District. Opportunity shall be afforded to the Union to meet and confer on such matters. The District shall contribute toward a portion of the premium for health insurance for the 2021-2023 Health Plans under the terms of the policies of insurance carried by the District for employees. The employee must enroll to receive health plan coverage. Employees who are eligible under Section 11.9 of this article may enroll in any of the Employee, Employee+1, or Family coverage options. The employee shall pay the difference through payroll deduction between the District contribution listed below and the total cost of the health plan coverage selected.

11.2. Employer Contribution:

The District will contribute up to the following amounts to the coverage selected by eligible employees who are employed at least 6 (six) or more hours per day:

A. **District Health Insurance Program Non-Deductible/Standard Co-pay:**

District Contributions Standard-Plan A	Employee	Employee + 1	Family
July 1, 2021	\$590	\$1,240	\$1,635
July 1, 2022	\$590	\$1,240	\$1,635
July 1, 2023	\$590	\$1,240	\$1,635

B. **District Health Insurance Program Deductible/VEBA:**

District Contributions VEBA-Plan B	Employee	Employee + 1	Family
July 1, 2021	\$620	\$1,280	\$1,695
July 1, 2022	\$635	\$1,315	\$1,745
July 1, 2023	\$650	\$1,340	\$1,780

***contribution amounts for 7-1-2023 will be subject to bargaining in the 2023-2025 bargaining cycle.**

For eligible employees who select the \$1,000 Deductible Health Insurance Plan, the District will deposit \$1,000 annually into an employee owned Health Reimbursement Account (HRA) during active employment. The District will deposit that amount by September 1 of each the plan year.

11.3. Dental Insurance:

The District shall contribute toward a portion of the premium for dental insurance for the 2021-2023 Dental Plans under the terms of the policies of insurance carried by the District for employees. The employee must enroll to receive health plan coverage. Employees may enroll in either Employee or Family coverage options. The employee shall pay the difference between the District contribution and the total cost of the dental plan coverage selected.

District Dental Contributions	Employee	Family
July 1, 2021	\$56.35/mo	\$90/mo
July 1, 2022	\$56.35/mo	\$90/mo

In the event that a successor agreement has not been entered into by July 1, 2023, District's contribution shall not exceed the dollar amount of the premium in effect as of July 1, 2022.

11.4. Group Income Protection – Long-Term Disability (LTD):

- A. The District will pay the premium for the LTD insurance in force on the effective day of this Agreement for all eligible custodial/maintenance employees who qualify for and are enrolled in the LTD plan.
- B. Subject to the provisions of the policy, the plan provides for a benefit payment of 2/3 (two-thirds) of basic income as provided in Schedule A and B hereof. The plan shall include a cost of living adjustment factor.

11.5. Life Insurance:

The District will provide a group term life insurance plan providing \$50,000 of life insurance for each eligible custodial/maintenance employee employed by the District who qualifies for and is enrolled in the life insurance plan.

11.6. Health Care Savings Plan in Lieu of Retiree Health Insurance:

- A. Employees hired after July 1, 2005, and eligible for health insurance coverage will participate in a Health Care Savings Plan (HCSP). Upon completing five years of service, employees will be automatically enrolled in the plan before the first contribution is made by the District on their behalf. Employees hired prior to July 1, 2005 and eligible for health insurance coverage who previously elected to participate in this HCSP will continue with this program with the understanding that payments will not be retroactive prior to 2005 and that there is no re-election of the retiree health insurance program in Appendix B A11.6 in the future.
- B. Employees who have completed the required full years of service by June 30th of any year after 2005 and are eligible for health insurance coverage will receive the following annual contributions to the employee's HCSP account:
 - \$1,000 annually after five (5) full years of employment
 - \$2,500 annually after ten (10) full years of employment
 - \$5,000 annually after fifteen (15) full years of employment
- C. The maximum total District contributions to any employee's HCSP account will be \$50,000.

11.7. Claims Against the District:

It is understood that the District's only obligation under this Article is to purchase insurance policies and pay such premium amounts as agreed to herein, and no claim shall be made against the District as a result of a denial of insurance benefits.

11.8. Duration of Insurance Contributions:

An employee is eligible for monthly District contributions as provided in this Article as long as the employee is employed by the District in a position covered by this agreement and is working enough hours to meet the eligibility requirements of Article 11.9. Upon termination of employment, leaving a position covered by the Custodial unit or if the hours of work drop below .5 FTE, all Board participation and contribution shall cease effective at the end of the month following the last working day in an eligible position.

11.9. Eligibility:

- A. For purposes of this Article it is understood and agreed by the parties that group insurance District contributions shall apply only to those custodial/maintenance employees who are employed at least 6 (six) or more hours per day.
- B. The eligibility and employer contributions for employees working at least four (4) hours but less than six (6) hours shall be as follows:
- The District contribution to the health insurance program shall be 1/2 the amounts in Section 11.2
 - Dental insurance as stated in Section 11.3.
 - Long Term Disability as stated in Section 11.4
 - Life insurance in 1/2 the coverage amount stated in 11.5.

ARTICLE 12 - LEAVES OF ABSENCE**12.1. Basic Sick Leave Allowance:**

A leave allowance advance of twelve (12) days with pay shall be granted for each full school year provided an employee has served a minimum of twenty (20) working days each year and is employed at least six (6) or more hours per day. Effective 7/1/2022 with the change in vacation plan accrual rates, the leave allowance shall be ten (10) days with pay for each full school year. Leave not used during any school year may accumulate without limit. Individuals who are employed after the commencement of the school year shall receive basic leave on a pro-rata basis. Individuals leaving employment prior to end of the school year shall have their basic allowance pro-rated accordingly, and used but not earned sick leave shall be deducted from the employee's final check.

12.2. Sick Leave:

- A. A custodial/maintenance employee may use one (1) day of accumulated leave for each day of personal illness. The employee may also use sick leave in hourly increments for time missed due to less than full day absences for scheduled doctor appointments with three (3) days advanced notice and approval of the supervisor.
- B. Sick leave pay shall be allowed by the District whenever an employee's absence is found to have been due to illness which prevented the employee's attendance at school and performance of duties on that day or days or as otherwise allowed in this Section.
- C. The District may require a custodial/maintenance employee to furnish a medical certificate as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave.
- D. In the event that a medical certificate will be required, the employee will be so advised.
- E. Sick leave pay shall be approved only upon submission of a signed request upon the authorized form available at the principal's or appropriate supervisor's office.
- F. An employee may use one (1) day of accumulated sick leave for each day of illness or disability of the employee's child, for such reasonable periods as the employee's attendance with the child may be necessary, on the same terms the employee is able to use sick leave benefits for the employee's own illness (Minn. Stat. § 181.9413).
- G. For necessary absence because of illness in the immediate family, or to receive or to provide assistance to the immediate family member in the event of domestic abuse, stalking or sexual assault, the custodial/maintenance employee, upon approval of the Director of Human Resources, may use up to twenty (20) of the days from accumulated leave allowance in any

one school year at no salary deduction. The immediate family shall be interpreted to mean husband, wife, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, grandparent, grandchild and step parent, or as further defined by Minn. Stat. § 181.9413 .

- H. For necessary absence because of illness in the close family, the custodial/maintenance employee, upon approval of the Director of Human Resources, may use up to three (3) of the days from accumulated leave allowance in any one school year at no salary deduction. The close family shall be interpreted to mean: son-in-law, daughter-in-law, brother-in-law, and sister-in-law. Close family shall also include any other person residing in or who has resided in the same household as the employee and who clearly stands in the same relationship with the employee.
- I. After accumulated sick leave has been used, and under conditions of a chronic or continuous illness or disability as certified by a medical doctor, an additional number of days of sick leave may be granted by the School Board.
- J. Eligible employees may access up to a maximum of 160 hours of accumulated and unused sick leave in a school year for the care of relatives in accordance with Minn. Stat. § 181.9413 and sections G, H and I of this Article.
- K. When a custodial/maintenance employee is injured on the job in the service of the District and collecting Workers Compensation insurance as well as drawing on sick leave and receiving full salary from the District, the employee's salary shall be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by insurance will be deducted from the employee's accrued sick leave.
- L. At the time an employee becomes eligible to receive long-term disability compensation as provided in this Agreement, the employee will not also receive a regular check from the District for those same days, but may draw upon available Sick Leave to cover the employee cost of any insurance benefits as long as the employee continues on long-term disability compensation.
- M. For purposes of this section it is understood and agreed by the parties that sick leave shall be allowed only to those custodial/maintenance personnel who are employed at least six (6) or more hours per day.

12.3. Emergency Leave:

- A. A custodial/maintenance employee may be granted emergency leave at the discretion of the Facilities Manager of no more than two (2) days per year, such leave to be deducted from the accumulated leave. Emergencies which qualify for use of this leave allowance are those extraordinary situations that arise requiring the employee's emergency attention which cannot be attended to when school is not in session and which are not covered under other policies. Effective 7/1/2022 with the change in vacation plan accrual rates, this leave allowance of two days per year will be removed.
- B. During the 2021-22 school year, requests for such leave must be made in the District's online time-off portal at least two (2) days in advance, except in cases of extreme emergency. If an emergency makes it impossible to submit a written request in advance, an oral request shall be submitted to the Facilities Manager and then confirmed in writing immediately upon the return of the employee. The request shall state the reason for the proposed leave. The Human Resource Director reserves the right to refuse to grant such leave.

- C. Effective July 1, 2022, in the case of religious holidays or extreme emergency, leave with pay under this section may be granted by the Director of Human Resources. An emergency day normally shall not be granted for the day preceding or the day following holidays or vacations and the first five (5) days and the last five (5) days of the school year.
- D. For purposes of this Section it is understood and agreed by the parties that emergency leave shall be allowed to those custodial/maintenance personnel who are employed at least six (6) or more hours per day.

12.4. Bereavement Leave:

Employees eligible for sick leave also may be granted up to five (5) days bereavement leave within a contract year for death in the immediate family or close family (as defined in Section 12.2). The amount of leave allowed under this provision is subject to the discretion of the Director of Human Resources and shall not be deducted from sick leave. Additional requests for Bereavement consistent with this section may be granted and days in excess of five Bereavement Leave (5) days would be deducted from available accumulated leave. Requests to be absent from work for other than immediate or close family (as defined in Section 12.2, may be granted based overall attendance and ability to cover the assignment. Any of these days granted would be deducted from available accumulated leave.

12.5. General Leaves of Absence:

- A. Custodial/maintenance employees with a minimum of three (3) years of experience in the District and employed at least six (6) or more hours per day may apply for an unpaid leave of absence subject to the provisions of this Section. The granting of such leave shall be at the discretion of the District.
- B. Such leave may be granted by the District for Peace Corps, Vista, extended illness of the employee, extended illness of the employee's family, adoption, civic activities or other reasons deemed appropriate by the District.
- C. A custodial/maintenance employee on leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium, except as provided in Section 12.5.D, for such programs as the employee wishes to retain, commencing with the beginning of the leave. It is the responsibility of the employee to make arrangements with the Business Office to pay to the District the monthly premium amounts in advance on such date as determined by the District.
- D. A custodial/maintenance employee on leave of absence due to extended illness or injury and who qualifies for LTD income protection payments shall be eligible for a continuing District premium contribution for the District Health Insurance Program for up to twenty-four (24) months from the commencement of the illness or injury.
- E. A custodial/maintenance employee on leave of absence under this Section shall retain such amount of sick leave days, experience credit and other accrued benefits which the employee had accrued, if any, at the time the employee went on leave for use upon the employee's return. No additional sick leave, experience credit or other benefits shall accrue for the period of time that an employee is on leave except as otherwise provided herein.
- F. For purposes of this Section it is understood and agreed by the parties that general leaves of absence shall be allowed only to those custodial/maintenance personnel who are employed at least six (6) or more hours per day.

12.6. Child Care Leave:

- A. The District shall grant upon request of the employee a child care leave, without pay, to one parent of a pre-school child, natural or adopted, subject to the provisions of this section. For purposes of this section, the term child care shall include but not be limited to the period of time when an employee is pregnant.
- B. In event of pregnancy, an employee may continue her duties until the onset of the disability and thereafter utilize disability leave with pay during the period of disability. Thereafter, an employee may request a child care leave. However, if the employee requests a child care leave prior to the onset of disability, such child care leave shall be in effect from the date of commencement through the period of child birth and recovery.
- C. In the interest of planning for staffing, an employee seeking a child care leave shall notify the Human Resources office in writing, as soon as practicable, concerning the employee's plans relating to the period of absence for the child care leave, and also at such time, provide a physician's statement indicating the estimated date of delivery of the child.
- D. An employee may take a child care leave of up to twelve (12) months. The commencement and return date of child care leave shall be determined by mutual agreement between the employee and the Superintendent or her/his designee, taking into account the continuity of the custodial/maintenance program and the desires of the employee.
- E. In approving a child care leave of absence, the District shall not be required to grant any leave more than twelve (12) months in duration or permit the employee to return to employment prior to the date designated in the approved child care leave.
- F. An employee returning from child care leave shall be reemployed in the same custodial/maintenance position and/or classification.
- G. A custodial/maintenance employee on child care leave is eligible to participate in those group insurance programs for which the employee was eligible prior to their child care leave. During the first twelve (12) weeks of child care leave the District shall continue to make its contribution toward the group insurance programs. After the twelve (12) week leave permitted by the Family and Medical Leave Act of 1993 it is the responsibility of the employee to make arrangements with the Business Office to pay the District the monthly premium amounts in advance and on such date as determined by the District. The right to continue participation in such group insurance programs: however, will terminate if the employee does not return to the District pursuant to this Section.
- H. Accrued Benefits: A custodial/maintenance employee on leave of absence under this Section shall retain such number of sick leave days, experience credit, and other accrued benefits, if any, at the time the employee went on leave for use upon the employee's return. No additional sick leave, experience credit or other benefits shall accrue for the period of time that a custodial/maintenance employee is on leave except as otherwise provided herein.
- I. A father or same sex partner following the birth of his/her child, may use up to five (5) days of accumulated sick leave. The leave must commence within the first twelve (12) months after the birth.

ARTICLE 13 - DEFERRED COMPENSATION

13.1. Deferred Compensation Matching Program:

Eligible employees include (a) employees hired on or after July 1, 1999 and (b) employees hired prior to July 1, 1999 who elected this Deferred Compensation Matching Program and do not participate in the District Severance Pay Program (see Appendix B A13.1-A13.5). All regularly scheduled employees working 20 hours or more per week in the St. Louis Park District will be eligible to participate in the deferred compensation matching program. The District will match the amount an employee contributes up to the amounts defined in Section 13.1.C. District contribution will be on a prorate basis.

- A. Eligible employees must elect to participate in the deferred compensation program. Participation will continue at the same level until the Payroll Department is notified in writing of any changes.
- B. The District will pay its matching share of FICA taxes as provided in Minnesota Deferred Compensation legislation.
- C. Effective July 1, 2019, the District will match eligible employee contributions annually in the following amounts:
 - \$500 maximum: New employees to 4 years of completed service in the District.
 - \$750 maximum: Employees who have completed 5-9 years of service in the District.
 - \$1,000 maximum: Employees who have completed 10-14 years of service in the District.
 - \$1,250 maximum: Employees who have completed 15-19 years of service in the District.
 - \$1,500 maximum: Employees who have completed 20 or more years of service in the District.

ARTICLE 14 - VACANCIES AND TRANSFERS

14.1. Posting of Vacancies:

All permanent vacancies in full-time positions will be posted for a 10-day period.

- A. A permanent vacancy is defined as one anticipated to last more than six months. A temporary vacancy is defined as one anticipated to last less than six months. A position may be filled temporarily pending completion of posting and application procedures.
- B. Posting of vacancies shall contain the normal work hours, building location, and job title.

14.2. Application for Vacancies:

All employees under this Agreement may submit application in writing on the Human Resource Department online application for any vacancy which is posted pursuant to this Article.

14.3. Filling of Vacancies:

Notice of the candidate selected to fill the vacancy shall be given within 15 working days after the closing of the posting and the successful candidate shall begin the new position within 60 calendar days. In order to make a lateral move to a small building without a night lead, an employee must hold a valid second class boiler's license prior to the first day of work in the small building.

14.4. Frequency of Movement:

Any employee successfully bidding on and subsequently serving in an opening of lateral movement or one with a lower classification, may not make another voluntary lateral or demotional move for the remainder of the school year in which the movement took place. Nothing in this section will prevent employees from applying for promotions at any time.

14.5. Application of Seniority:

In filling a vacancy in which one or more of the internal/employee applicants is in a lower classification than that being filled, all qualified applicants shall be considered and the selection shall be determined in accordance with Section 14.6 herein.

14.6. Promotion Positions:

For purposes of this Section, a promotion is defined as moving to a classification involving an increase in pay. In filling positions involving a promotion as defined in this Section 14.6, the position shall be filled by the District with the best-qualified candidate as determined by the District. In making its determination the District shall consider the employee's qualifications and aptitude for the position as well as the length of service with the District along with other relevant factors. The Union may ask for a review of the District's determination up to Level 2 of the Grievance Procedures.

In a promotional move, the employee shall obtain the boiler's license required for the position, when they are eligible to take the exam, for the specific boiler's license required for the new position.

14.7. Outside Applicants:

The District reserves the right to fill any position with an outside applicant if no internal candidates apply or if internal candidates do not have the needed qualifications for the position.

14.8. Voluntary Transfers:

- A. Custodial/maintenance employees desiring a transfer shall submit a written request to the District Facility Manager stating the specific assignment or nature of the assignment and the school or schools preferred. Such request shall be acknowledged in writing.
- B. Each transfer applicant shall be notified of the status of that application on or before June 1st of the school year in which the request is made.

14.9. Administrative Transfers:

The District reserves the right to transfer personnel as conditions may require. Seniority and posting shall not apply in an administrative transfer involving two permanent employees. Transfers of this nature will be discussed with the exclusive representative's agent prior to final disposition.

ARTICLE 15 - LAY OFF

15.1. Procedures:

In the event of layoffs, custodial/maintenance personnel shall be terminated pursuant to the provisions of this Article.

15.2. Seniority:

For the purpose of this Article, all custodial/maintenance personnel shall have seniority commensurate with their total continuous years of service in this bargaining unit.

15.3. Lay Off and Recall:

The selection of employees for termination shall be made in reverse seniority order within the total bargaining unit, except in cases of inability of the employee to perform the duties of the assignment or in cases of termination for cause. Employees will be recalled in seniority order.

In the event of staff reduction, the employee whose job has been eliminated shall have the right, if qualified, to replace another employee within the total bargaining unit with lesser seniority. The employee so replaced shall then have the right to exercise his/her seniority and the process shall continue until all available positions are filled. Article 15.2 shall apply to all such position changes, except that if the performance of an employee who exercised seniority rights is unsatisfactory, the position shall be declared open. The displaced employee shall then compete with all other personnel in subsequent postings.

15.4. Lay Off Application:

An employee on lay off shall retain seniority and right to recall within classification in seniority order for a period of eighteen months after date of lay off.

15.5. Termination of Seniority:

Seniority rights shall terminate upon resignation or termination of an employee pursuant to this Agreement or after eighteen consecutive months of lay off.

15.6. Ties in Seniority:

In case of layoffs, in the event of a tie in seniority, the tie shall be broken by lot. This tie breaker shall apply only to lay off situations and shall not be applicable for any other purposes in this contract.

ARTICLE 16 - PROBATIONARY PERIOD

16.1. Initial Probationary Period:

The first twelve (12) months of continuous service an employee is in a position covered by this agreement will be the initial probationary period. During this initial probationary period, the District shall have the unqualified right to discharge such employee; and during this probationary period, the employee shall have no recourse to the grievance procedure in the event the District ends the employment during probation. A probationary employee shall have the right to bring a grievance on any other provisions of the contract alleged to have been violated. The District may extend this initial probationary period beyond the first 12 months for the following reasons:

- A. **Class 2 positions:** The District may extend the initial probationary period for up to an additional twelve months, if a Class 2 employee does not possess a Special Class Boiler License. This extended probationary period will end upon the employee earning the Special Class License and the employee will become a regular employee. If the employee does not have a Special Boiler License at the conclusion of the extended probationary period, the District will either
 1. Terminate employment,
 2. Demote the employee to a Class 1 position.
- B. **Class 3 or above:** The District may extend the probationary period for up to eighteen months for a Class 3 or above employee, if the employee does not possess a Second Class Boiler License at the conclusion of the initial 12-month probationary period. This extended probationary period will end upon the employee earning the Second Class License and the

employee will become a regular employee. If the employee does not have a Second Class License at the conclusion of the extended probationary period, the District will either:

1. Terminate employment,
2. Demote the employee to a Class II position (if the employee has a Special License) or to a Class I position (if the employee does not have a Special License).

16.2. Probationary Period - Change of Classification:

An employee who has completed the initial probationary period in 16.1 and who transferred or promoted to a different classification shall serve a new probationary period of ninety (90) calendar days in any such new classification, of which at least 45 days of the probationary period must be when school is in session. During this ninety (90) calendar day probationary period, if it is determined by the District that the employee's performance in the new classification is unsatisfactory, the District shall have the right to reassign the employee to the employee's former classification.

16.3. Completion of Probationary Period:

An employee who has completed the initial probationary period may be suspended without pay, discharged or disciplined only for just cause. An employee who has completed the initial probationary period and is suspended without pay, discharged or otherwise disciplined shall have access to the grievance procedure. An employee whose initial probationary period has been extended pursuant to Section 16.1.A or 16.1.B and is suspended without pay, discharged or otherwise disciplined without just cause shall have access to the grievance procedure. Failure to obtain the Special License pursuant to Section 16.1.A or Second Class License pursuant to 16.1.B constitutes just cause.

16.4 License Requirements

A. The following boiler license is required of each employee:

1. Class 1 – no license required;
2. Class 2 – Special License;
3. Class 3 and higher – Second Class.

B. A newly hired employee who does not possess the required license may have their initial probationary period extended pursuant to Section 16.1.

C. A current employee who transfers into or is promoted into a different classification must either possess the license required for the position or obtain the license in accordance with the following requirements:

Class 2 Positions: If promoted into a Class 2 position, the employee must obtain a Special Class License within twelve months of being promoted into the position. If the employee does not obtain a Special Class License within this twelve month period, the District will demote the employee to a Class I position.

Class 3 or above Positions: If promoted into a Class 3 or above position and the employee does not have a Special License, they must obtain a Special License within twelve months of being transferred or promoted into the position. If the employee does not obtain the Special License within this period, the District will demote the employee to a Class 1 position.

If the employee does obtain the Special License, then the employee must then obtain a Second Class License within eighteen months of obtaining the Special License. If the employee does

not obtain the Second Class License within eighteen months, the District will demote the employee to a Class 2 position.

If an employee promoted into a Class 3 or above position possesses a Special License at the time of promotion, that employee must obtain a Second Class License within eighteen (18) months of being transferred or promoted into the position. If the employee does not obtain the Second Class License within this eighteen (18) month period, the District will demote the employee to a Class 2 position.

D. Demotions due to failure to obtain and / or maintain proper license constitutes just cause, except to the extent that an individual might be able to show disparate treatment or disparate application of the provisions of this section by the School District. Before an employee would be demoted, they will be given the opportunity to show that they do in fact possess the proper license.

ARTICLE 17 - EMPLOYEE EVALUATION

17.1. Evaluation:

All formal evaluations of employees shall be conducted openly and with full knowledge of the employee concerned by an administrator or supervisor of the District. It is understood that formal evaluation of employees shall not be performed by a member of the appropriate unit.

17.2. Procedure:

Formal evaluations of personnel shall be in writing or online system. Two (2) copies of the written evaluation shall be submitted to the employee at the time of personal conference or within five (5) working days thereafter, one (1) to be signed and returned to the administration, the other to be retained by the employee. When using an online evaluation process, the employee will be given access to the online evaluation and be able to review and sign online. In the event that the employee feels that the evaluation was incomplete or unjust, the employee may put those objections in writing and have them attached to the evaluation report to be placed in the employee's personnel file. In lieu thereof, the employee may file a grievance under the grievance procedure stating the evaluation was factually inaccurate. All evaluations shall be based-upon valid criteria.

ARTICLE 18 – CORRECTIVE ACTION

18.1. Corrective Action:

The District recognizes the concept of progressive discipline. The purpose of the taking corrective action through progressive steps of discipline is to inform the employee of the correct way to perform the job and of any consequences for not making needed changes. The corrective action process consists of informal and formal steps consisting informal coaching conversations and of formal actions of: 1) oral reprimand, 2) written reprimand, 3) suspension without pay, and 4) termination. The employee shall be allowed representation at any stage of formal discipline. A conference between the employee and his/her supervisor shall be held prior to the imposition of written reprimand, suspension without pay or termination.

Normally, District will utilize the levels of progressive discipline in order. However, in the case of more serious infractions, the District reserves the right to impose discipline, at any level, consistent with the seriousness of the infraction. Normally, a written warning and time to correct, when appropriate, will precede a suspension without pay or termination.

18.2. Grounds for Disciplinary Action:

The imposition of an oral reprimand shall not be subject to the grievance procedure. An employee may challenge the contents of any written materials pursuant to the provisions of Article 5.5 herein. An employee shall receive a written reprimand, be suspended without pay or terminated only for just cause and such action shall be subject to the grievance procedure. This provision does not preclude or supersede the provision contained at Article 16.1 herein.

18.3. Opportunity to Meet:

Suspension without pay or termination of employment shall be imposed only by the Superintendent. If a suspension without pay is to be considered pursuant to Section 2 hereof, the employee shall be afforded an opportunity to meet with the Superintendent. The employee may elect to have representation in attendance at any such meeting. In the absence of the Superintendent, another District Office administrator may act as the Superintendent's designee for purposes of this section.

18.4. Subject to Arbitration:

Suspension without pay or termination of employment shall take effect only after written notification from the Superintendent to the employee and Union stating the grounds for suspension without pay. The Union shall have the right to invoke the grievance procedures set forth in this Agreement at the arbitration level, provided written notification requesting arbitration is sent to the Superintendent within five (5) working days after receipt of the written notice of suspension without pay. The arbitrator's authority shall include a review of whether the suspension without pay, and length thereof, was appropriate considering all circumstances surrounding the action.

18.5. Time of Suspension:

Suspension without pay shall take effect upon receipt by the employee of the written notice of suspension or shall take effect as otherwise indicated in the written notice. The suspension shall continue in effect for the time period provided in the written notice of suspension without pay. The maximum suspension without pay shall not exceed the length of one school year.

18.6. Suspension with Pay:

The parties acknowledge that the District has the right to impose a suspension with pay as a disciplinary action under special circumstances. Such an action on the part of the District would be subject to the just cause standard as provided for suspensions without pay. If used, the suspension with pay shall have the same weight in the progressive process as the same length suspension without pay.

18.7. Application of Suspension Without Pay:

Suspension without pay shall not apply to an employee who is removed from duty pending investigation of allegations, which period shall be covered by a paid Administrative Leave and which shall not be subject to the grievance procedure.

ARTICLE 19 - GRIEVANCE PROCEDURE

19.1. Purpose and Procedure:

- A. Good morale is maintained, whenever problems arise, by the sincere efforts of all persons concerned working toward constructive solutions in an atmosphere of courtesy, cooperation and good faith. The parties acknowledge that it is desirable for an employee and the employee's immediate supervisor to informally resolve grievances. However, since all matters cannot be resolved satisfactorily in this manner, a formal process must be provided as an alternative. Thus, this formal grievance procedure has been developed as a means of securing, at the lowest possible administrative level, prompt and equitable solutions to those disputes not settled on an informal basis.
- B. The parties agree that grievance proceedings shall be kept as informal and confidential as may be appropriate to any level of the procedure. Further, it is agreed that the investigation and processing of any grievance shall be conducted in a professional manner at such times as not to cause undue interruptions of established work schedules.

19.2. Representative:

The employee may be represented during any step of this procedure by any person or agent designated by such employee to act on the employee's behalf. The District may be represented during any step of this procedure by its designated representative.

19.3. Grievance Definition:

A "grievance" shall mean an allegation by an employee or a group of employees resulting from a dispute or disagreement as to the interpretation or application of any term or terms of this Agreement.

19.4. Definitions and Interpretations:

- A. The term "employee", except where otherwise indicated, is considered to apply to all members of the appropriate unit.
- B. Grievant: An "aggrieved employee" or "grievant" is the employee or employees making the claim.
- C. Time Limits: The time limits provided in the grievance procedure shall be strictly observed but may be extended by written mutual agreement of the parties concerned. In the event a grievance is filed after May 1, of any year, and strict adherence to the time limits may result in hardship to any party, the parties shall make reasonable efforts to process such grievance prior to the end of the school year.
- D. Working Days: Reference to "days" regarding time periods in this procedure shall refer to working days. A working day is defined as all days excluding Saturdays, Sundays and holidays as defined by this Agreement.
- E. Computing Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, Sunday, or legal holiday.
- F. Filing/Service of Process: The filing or service of any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service or time stamp on the District's email service to the Superintendent or appropriate District Administrator within the time period.

- G. Grievance Form: The grievance form which must be used for filing of grievances shall be provided by the District. Such form shall be readily accessible in all school buildings or electronically available on the District's website. (See Attachment B – Grievance Form)

19.5. Adjustment of Grievance, Time Limitation and Waiver:

The parties shall attempt to adjust all grievances which may arise during the course of employment of any employee within the District in the following manner:

Informal

If an employee believes there has been a grievance, the employee shall discuss the matter with the responsible supervisor and/or the human resources director within fifteen (15) days of the occurrence of the act which gives rise to the grievance or within fifteen (15) days after the employee acquired or should have acquired knowledge of the facts which give rise to the grievance. If the grievance is not resolved as a result of this meeting, the employee, with the Union's consent, may file a formal written grievance. Failure to grieve at the informal step within the time period set forth above shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the periods hereafter provided shall also constitute a waiver of the grievance.

Formal

- A. Level 1: The formal written grievance, signed by the employee involved and approved by the Union must be presented to the responsible supervisor within fifteen (15) days after the responsible supervisor and/or Human Resources Director respond to the grievance at the informal step. An employee, with the Union's consent, may file a formal written grievance within fifteen (15) days after the informal grievance submission if no response has been received by that time. The responsible supervisor shall meet with the employee and the employee's Union representative within ten (10) days after receipt of the written grievance and give a written answer to the grievance within seven (7) days of the meeting. The Union has seven (7) days in which to either accept the answer or appeal it in writing to the next level.
- B. Level 2: If the grievance has not been resolved in Level 1, it may then be processed to Level 2 by the Union presenting the written grievance to the Superintendent. The Superintendent or his/her designee shall meet within fifteen (15) days after receipt of the written appeal to discuss the problem with the employee and the employee's Union representative. Within ten (10) days of the meeting the Superintendent or his/her designee shall submit his/her written answer to the grievance. The Union has seven (7) days in which to either accept the answer or appeal it in writing to the next level. Such appeal shall be served in the Office of the Superintendent.
- C. Denial of Grievance: Failure by the District to issue a decision within the time periods provided herein shall constitute a denial of the grievance, and the Union may appeal it to the next level. This shall not negate the obligation of the District to respond in writing at each level of this procedure.
- D. Step Waiver: Provided both parties (the Union and the District) agree in writing, a step of this grievance procedure may be bypassed and the grievance taken directly to the Bureau of Mediation Services (BMS) Grievance Mediation or Arbitration. Grievance mediation is optional and voluntary. If mediation is pursued, the contractual timelines for processing a grievance shall be delayed during the period of mediation. Should the matter be unable to be resolved in mediation, the parties retain the right to move to the Arbitration procedure outlined in Section 19.6.

19.6. Arbitration:

- A. Procedure: In the event that the parties (the Union and the District) are unable to resolve a grievance it may be submitted by the Union to arbitration as defined herein.
- B. Selection of Arbitrator: Upon submission of a grievance to arbitration under the terms of this procedure, the Union may request a list of seven (7) qualified arbitrators from the Bureau of Mediation Services (BMS). The District and the Union shall determine who is to strike the first name from the list by the toss of a coin. Each party will then alternately strike names until only one remains, who shall be the arbitrator who shall hear and decide the grievance. The Union and the District shall, within fifteen (15) days after getting the list from the BMS, meet to strike names or attempt to agree upon the selection of an arbitrator. Failure to request an arbitrator from the BMS within the time periods provided herein shall constitute a waiver of the grievance.
- C. Hearing: The grievance shall be heard by a single arbitrator. The grievant may be represented by the Union. The parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, present witnesses, and make oral or written arguments relating to the issues before the arbitrator.
- D. Decision: The decision by the arbitrator shall be rendered within thirty (30) days after the close of the hearing. Decisions by the arbitrator in cases properly before him/her shall be final and binding upon the parties, subject; however, to the limitations of arbitration decisions as provided in the P.E.L.R.A. The arbitrator shall issue a written decision and order including findings of fact which shall be based upon substantial and competent evidence presented at the hearing. All witnesses shall be sworn upon oath by the arbitrator.
- E. Expenses: Each party shall bear its own expenses in connection with arbitration, including expenses relating to the party's representatives, witnesses, and any other expenses that the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration. However, the party ordering a copy of the transcript shall pay for such copy.
- F. The arbitrator shall not have the power to add to, subtract from, or to modify the terms of the Agreement.

19.7. Election of Remedies and Waiver:

A party instituting any action, proceeding or complaint in a federal or state court of law or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this Article. Upon initiating a proceeding in another forum as outlined herein, the employee shall waive his/her right to initiate a grievance pursuant to this Article, or, if the grievance is pending in the grievance procedure, the right to pursue it further shall be immediately waived. This Section shall not apply to actions to compel arbitration as provided in this Agreement or to enforce the award of an arbitrator.

ARTICLE 20 - MISCELLANEOUS

20.1. Mileage Allowance:

Mileage allowance shall be paid for authorized use of personal cars in connection with District business in an amount as determined by District policy. The mileage amount shall be in accordance with IRS guidelines.

20.2. Excess Liability Coverage:

The District shall provide liability insurance coverage for employees in excess of the liability coverage carried by the individual employee when their personal automobiles are used for District business.

20.3. Publication of the Agreement:

Copies of this Agreement shall be posted on the District website and made available to all members of the appropriate unit within thirty (30) working days after the Agreement is executed.

20.4. Hold Harmless Clause

The District agrees, subject to the provisions of this section, as a condition of this employment contract, that it shall defend, hold harmless, and indemnify employees from any and all demands, claims, suits, actions and legal proceedings brought against them in his/her individual capacity, or in his/her official capacity as agent and employee of the District, provided the incident arose while the employee was acting within the scope of his/her employment and acting in good faith.

ARTICLE 21 - DURATION

21.1. Term and Reopening Negotiations:

This Agreement shall remain in full force and effect for a period commencing on July 1, 2021, through June 30, 2023, and thereafter pursuant to P.E.L.R.A. If either party desires to modify or amend this Agreement commencing on July 1, 2023, it shall give written notice of such intent no later than May 1, 2023. Unless otherwise mutually agreed, the parties shall not commence negotiations more than 120 days prior to the expiration of this Agreement.

21.2. Effect:

This Agreement constitutes the full and complete Agreement between the School Board and the exclusive representative representing the custodial/maintenance personnel of the District. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

21.3. Finality:

Any matters relating to the current contract term, whether or not referred to in this Agreement, shall not be open for negotiations during the term of this Agreement unless mutually agreed to by both parties.

21.4. Severability:

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

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SIGNATURES:

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

For

School Service Employees
SEIU Local 284, CTW
450 Southview Blvd.
So. St. Paul, MN 55075

For

St. Louis Park Public Schools
Independent School District No. 283
6311 Wayzata Blvd
St. Louis Park, MN 55416

Union Representative

Chair

Union Steward

Clerk

Asst. Union Steward

Superintendent

Bargaining Team Member

Human Resource Director

Bargaining Team Member

Bargaining Team Member

Dated: _____

Dated: _____

Address to which notices are to be sent:

School Service Employees
SEIU Local 284, CTW
450 Southview Blvd.
So St. Paul, MN 55075

Address to which notices are to be sent:

St. Louis Park Public Schools
Independent School District No. 283
6425 W. 33rd Street
St. Louis Park, MN 55426

SALARY SCHEDULE A: 2021-22

**INDEPENDENT SCHOOL DISTRICT NO. 283
CUSTODIAL and GROUNDS
(Effective July 1, 2021)**

Step	CLS1	CLS2	CLS3	CLS4	CLS5	CLS6	CLS7
1	\$15.00	\$15.50	\$16.50	\$17.75	\$18.75	\$19.75	\$20.75
2	\$15.25	\$15.75	\$17.00	\$18.25	\$19.25	\$20.25	\$21.25
3	\$15.41	\$15.91	\$17.50	\$18.75	\$20.00	\$21.00	\$22.00
4	\$15.74	\$16.24	\$18.00	\$19.50	\$20.50	\$21.50	\$22.50
5	\$16.08	\$16.58	\$18.50	\$20.00	\$21.00	\$22.00	\$23.00
6	\$16.42	\$16.92	\$19.00	\$20.54	\$21.61	\$22.61	\$23.61
7	\$16.76	\$17.26	\$19.50	\$21.14	\$22.20	\$23.20	\$24.20
8	\$17.09	\$17.59	\$20.00	\$21.73	\$22.80	\$23.80	\$24.80
9	\$18.00	\$18.50	\$20.50	\$22.50	\$23.50	\$24.50	\$25.50
10	\$18.25	\$18.75	\$21.00	\$23.00	\$25.00	\$26.00	\$27.00
11	\$18.50	\$19.00	\$22.50	\$24.00	\$26.50	\$27.50	\$28.50
12	\$18.75	\$19.25	\$23.00	\$25.00	\$27.00	\$28.00	\$29.00
13	\$18.75	\$19.25	\$23.00	\$25.00	\$27.00	\$28.00	\$29.00
14	\$18.75	\$19.25	\$23.00	\$25.00	\$27.00	\$28.00	\$29.00
15	\$19.25	\$19.75	\$23.50	\$25.50	\$27.50	\$28.50	\$29.50
16	\$19.25	\$19.75	\$23.50	\$25.50	\$27.50	\$28.50	\$29.50
17	\$19.25	\$19.75	\$23.50	\$25.50	\$27.50	\$28.50	\$29.50
18	\$19.25	\$19.75	\$23.50	\$25.50	\$27.50	\$28.50	\$29.50
19	\$19.25	\$19.75	\$23.50	\$25.50	\$27.50	\$28.50	\$29.50
20	\$19.75	\$20.25	\$24.00	\$26.00	\$28.00	\$29.00	\$30.00
21	\$19.75	\$20.25	\$24.00	\$26.00	\$28.00	\$29.00	\$30.00
22	\$19.75	\$20.25	\$24.00	\$26.00	\$28.00	\$29.00	\$30.00
23	\$19.75	\$20.25	\$24.00	\$26.00	\$28.00	\$29.00	\$30.00
24	\$19.75	\$20.25	\$24.00	\$26.00	\$28.00	\$29.00	\$30.00
25	\$20.25	\$20.75	\$24.50	\$26.50	\$28.50	\$29.50	\$30.50

Employees fully licensed for the position assigned, may move two steps per year up to Step 12

Career Increments – built into the schedule above starting at Step 15

After 15 years of credited service: \$.50 additional per hour

After 20 year of credited service: \$1.00 additional per hour

After 25 year of credited service: \$1.50 additional per hour

SALARY SCHEDULE B: 2022-23

**INDEPENDENT SCHOOL DISTRICT NO. 283
CUSTODIAL and GROUNDS
(Effective July 1, 2022)**

Step	CLS1	CLS2	CLS3	CLS4	CLS5	CLS6	CLS7
1	\$15.00	\$15.50	\$16.50	\$17.75	\$18.75	\$19.75	\$20.75
2	\$15.50	\$16.00	\$17.00	\$18.25	\$19.25	\$20.25	\$21.25
3	\$15.75	\$16.25	\$17.50	\$18.75	\$20.00	\$21.00	\$22.00
4	\$16.00	\$16.50	\$18.00	\$19.50	\$20.50	\$21.50	\$22.50
5	\$16.25	\$16.75	\$18.50	\$20.00	\$21.00	\$22.00	\$23.00
6	\$16.50	\$17.00	\$19.00	\$20.54	\$21.61	\$22.61	\$23.61
7	\$17.00	\$17.50	\$19.50	\$21.14	\$22.20	\$23.20	\$24.20
8	\$17.50	\$18.00	\$20.00	\$21.73	\$22.80	\$23.80	\$24.80
9	\$18.00	\$18.50	\$20.50	\$22.50	\$23.50	\$24.50	\$25.50
10	\$18.50	\$19.00	\$21.00	\$23.00	\$25.00	\$26.00	\$27.00
11	\$18.75	\$19.25	\$22.50	\$24.00	\$26.50	\$27.50	\$28.50
12	\$19.00	\$19.50	\$23.00	\$25.00	\$27.00	\$28.00	\$29.00
13	\$19.00	\$19.50	\$23.00	\$25.00	\$27.00	\$28.00	\$29.00
14	\$19.00	\$19.50	\$23.00	\$25.00	\$27.00	\$28.00	\$29.00
15	\$19.50	\$20.00	\$23.50	\$25.50	\$27.50	\$28.50	\$29.50
16	\$19.50	\$20.00	\$23.50	\$25.50	\$27.50	\$28.50	\$29.50
17	\$19.50	\$20.00	\$23.50	\$25.50	\$27.50	\$28.50	\$29.50
18	\$19.50	\$20.00	\$23.50	\$25.50	\$27.50	\$28.50	\$29.50
19	\$19.50	\$20.00	\$23.50	\$25.50	\$27.50	\$28.50	\$29.50
20	\$20.00	\$20.50	\$24.00	\$26.00	\$28.00	\$29.00	\$30.00
21	\$20.00	\$20.50	\$24.00	\$26.00	\$28.00	\$29.00	\$30.00
22	\$20.00	\$20.50	\$24.00	\$26.00	\$28.00	\$29.00	\$30.00
23	\$20.00	\$20.50	\$24.00	\$26.00	\$28.00	\$29.00	\$30.00
24	\$20.00	\$20.50	\$24.00	\$26.00	\$28.00	\$29.00	\$30.00
25	\$20.50	\$21.00	\$24.50	\$26.50	\$28.50	\$29.50	\$30.50

Employees fully licensed for the position assigned, may move two steps per year up to Step 12

Career Increments – built into the schedule above starting at Step 15

After 15 years of credited service: \$.50 additional per hour

After 20 year of credited service: \$1.00 additional per hour

After 25 year of credited service: \$1.50 additional per hour

APPENDIX A: CUSTODIAL/MAINTENANCE POSITIONS**CLASS 1 (A11)***

Custodian 1

CLASS 2 (A12)*

Custodian 2

Food Delivery Driver

Mail Delivery Driver

CLASS 3 (B21)*

Custodian-Engineer

CLASS 4 (B22)*

Elementary Night Foreman

Groundsperson

CLASS 5 (B23)*

Custodial Foreman

Grounds Foreman

CLASS 6 (B24)**

Carpenter

Grounds Shop Mechanic

Painter, Painter/Locksmith

CLASS 7 (B31)*

Head Groundsperson

Head Custodian – Elementary (w/o BOC assigned)

Building Engineer – Head Custodian with Night Foreman (MS or HS) (w/o BOC assigned)

Mechanic/Welding Specialist

Electrical Repair Specialist

Mechanical Systems Specialist**

Plumbing Repair Specialist **

* Band, Grade and Sub-Grade as Determined via District Pay Equity Study

+ Any person promoted to B24 will receive \$20 per month differential

** B-3-1 Stipends \$200 per month on Mechanical Systems Specialist and Plumbing Repair Specialist

The “Head” positions in Class 7 will be used when there is no Building Operations Supervisor or other supervisory position and the “Head” reports directly to the Facilities Manager.

APPENDIX B: Provisions that apply to employees hired prior to specified dates:**Retiree Health Insurance (formerly Article 11.6 for employees hired prior to 7-1-2005)**

A11.6. District Medical Insurance Contribution for Eligible Retirees (hired prior to July 1, 2005):

- A. Eligibility: Full-time custodial/maintenance personnel who were hired prior to July 1, 2005, have not elected the Health Care Savings Plan option in Section 11.7, and have completed at least twenty (20) years of continuous service with the District who are at least (55) years of age shall be eligible for insurance contribution pursuant to the provisions of this section upon submission of a written resignation accepted by the School Board. Such benefits shall not be granted to any employee who is discharged for cause by the District.
- B. An eligible employee retiring pursuant to this section shall be eligible for insurance benefits as provided in this section.
- C. The employee shall be eligible to continue participation in the District group medical insurance program if permitted by the terms of the policy with the insurance carrier, until the date of the age of Medicare eligibility. Except as otherwise provided in Section 11.6.E, the employee shall pay the entire premium for such coverage.
- D. Except as noted in Section 11.6.E., the District shall contribute the dollar amount provided in Section 11.2 of this Article, in effect at the time of the employee's retirement until the employee reaches the age of Medicare eligibility or the expiration of six (6) years from the date of the employee's retirement, whichever occurs first. The portion of the premium not contributed by the District shall be borne by the employee.
- E. For full-time custodial/maintenance personnel who have completed at least thirty (30) years of continuous service with the District and who are at least fifty-five (55) years of age, the District shall contribute the dollar amount provided in Section 11.2 of this Article, in effect at the time of the employee's retirement until the employee reaches the age of Medicare eligibility or the expiration of eight (8) years from the date of the employee's retirement, whichever occurs first. The portion of the premium not contributed by the District shall be borne by the employee.
- F. An employee who has reached the age of Medicare eligibility and has maintained continuous coverage under this section, and has a spouse who is not Medicare eligible shall be eligible to purchase the District health insurance program at group rates covering such spouse by paying the entire premium for such coverage, until such time that the spouse reaches the age of Medicare eligibility or upon the expiration of six years from the date the employee became eligible for Medicare, whichever occurs first.
- G. It is the responsibility of the employee to make arrangements with the school Business Office to pay to the District such monthly premium amounts, payable by the employee, in advance and on such date as determined by the District.

Severance (formerly Article 13 Section 13.1-13.5 for employees hired prior to 7-1-1999)**A13.1. Severance Eligibility:**

Only employees who (a) where hired prior to July 1, 1999, and (b) who did not elect to participate in the Deferred Compensation Matching Program (see Section 13.6) will be eligible to participate in the District's Severance Pay Program Subject to M.S. 465.72. Full-time custodial/maintenance personnel who have completed at least twenty (20) years of continuous service with the District who are at least fifty-five (55) years of age shall be eligible for severance pay, pursuant to the provisions of this Article upon submission of a written resignation accepted by the School Board. Severance pay shall not be granted to any employee who is discharged for cause by the District.

A13.2. Number of Days:

- A. An eligible employee, upon early retirement, shall receive as severance pay an amount representing one hundred fifteen (115) days' pay.
- B. In addition to the severance pay provided in 13.2.A, an eligible employee shall receive, as severance pay upon retirement, the amount obtained by multiplying the employee's daily rate of pay by one-half (1/2) times the employee's number of unused leave days, but in any event not to exceed one-hundred (100) days' pay.
- C Employee's eligible for Severance will continue to receive 12 days of sick leave accrual per year until retirement.

A13.3. Daily Rate of Pay:

In applying these provisions an employee's daily rate of pay shall be the daily rate at the time of retirement, as provided in the basic salary schedule for the fiscal year, and shall not include any additional compensation for overtime, or other extra compensation.

A13.4. Payment:

- A. The District shall provide payment equal to the value of the employee's severance pay directly into the employee's 403b custodial account or other tax-sheltered provision of the Internal Revenue Code, and employees will no longer receive any direct payment from the District for severance pay as provided in Article 13 of the collective bargaining agreement for any employee eligible for tax-sheltering of such funds pursuant to Minn. Stat. § 356.24 and the Internal Revenue Code.
- B. The District's annual contribution into the employee's 403b account or other tax-sheltered provision pursuant to Minn. Stat. § 356.24 and provisions of the Internal Revenue Code shall not exceed the annual IRS contribution limit for such contributions. If any part of the severance pay due to the employee exceeds the IRS contribution limits for a given year, any such amount shall be paid to an account on behalf of the employee for a health care savings plan maintained by the State of Minnesota or a mutually agreed upon account for such plans pursuant to the provisions of Minn. Stat. § 356.24, consistent with IRS limitations and consistent with the payment schedule as provided in Article 13 of the collective bargaining agreement.

A13.5. Limitations:

- A. Notwithstanding any other provision of this Article, the District's maximum obligation under this Article for members of this bargaining unit shall not exceed the sum of \$75,000.00 for all retirees in any one fiscal year.
- B. Severance pay applications will be processed in the order received. In the event an application would constitute a liability to the District in excess of the limitation stated in 13.5.A., the amount exceeding the limitation would not be paid during that fiscal year. However, those employees, if any, not receiving a full severance payment in one fiscal year will have priority to receive the balance in the following fiscal year prior to any custodial/maintenance employee resigning and eligible in the subsequent year.

- C. Application of this Article shall not have a payment in excess of that allowable under M.S. 465.72, as amended.

ATTACHMENT C: GRIEVANCE FORM

**CUSTODIAL AND GROUNDS EMPLOYEES
GRIEVANCE REPORT FORM**

St. Louis Park Public Schools

Name: _____

Building: _____

Date Grievance Occurred: _____

Statement of Facts:

Specific Provisions of Agreement Allegedly Violated:

Particular Relief Sought:

Dated: _____

Signature of Grievant

INDEPENDENT SCHOOL DISTRICT NO. 283

RESOLUTION ESTABLISHING COMBINED POLLING PLACES FOR MULTIPLE PRECINCTS AND DESIGNATING HOURS DURING WHICH THE POLLING PLACES WILL REMAIN OPEN FOR VOTING FOR SCHOOL DISTRICT ELECTIONS NOT HELD ON THE DAY OF A STATEWIDE ELECTION

March 2022

BE IT RESOLVED by the School Board of Independent School District No. 283, State of Minnesota, as follows:

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.

2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school district elections not held on the day of a statewide election. **Each combined polling place must be a polling place that has been designated by a county or municipality.** The following combined polling places are established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election:

Precinct 1 – Beth El Synagogue, 5225 Barry St. W.
Precinct 2 – Wat Thai of Minnesota, 2544 Hwy. 100 S.
Precinct 3 – St. Louis Park City Hall, 5005 Minnetonka Blvd.
Precinct 4 – St. Louis Park Rec Center, 3700 Monterey Dr.
Precinct 5 – Vista Lutheran Church, 4003 Wooddale Ave. S.
Precinct 6 – St. Louis Park Municipal Service Center, 7305 Oxford St.
Precinct 7 – St. Louis Park Senior High School (Field House), 6425 33rd St. W.
Precinct 8 – Aquila Elementary School, 8500 31st St. W.
Precinct 9 – Lenox Community Center, 6715 Minnetonka Blvd.
Precinct 10 – St. Louis Park Middle School, 2025 Texas Ave. S.
Precinct 11 – Park Harbor Church, 1615 Texas Ave. S.
Precinct 12 – Westwood Lutheran Church, 9001 Cedar Lake Rd.
Edina P-6 – Edina Morningside Church, 4201 Morningside Rd.
Hopkins P-2 – Zion Lutheran Church, 241 5th Ave. N.
Minnetonka W-2 P-E – Royals Athletic Center, 2400 Lindbergh Dr.

3. Pursuant to Minnesota Statutes, Section 205A.09, the polling places will remain open for voting for school district elections not held on the same day as a statewide election between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.

4. The clerk is directed to file a certified copy of this resolution with the county auditors of each of the counties in which the school district is located, in whole or in part, within thirty (30) days after its adoption.

5. As required by Minnesota Statutes, Section 204B.16, Subdivision 1a, the clerk is hereby authorized and directed to give written notice of new polling place locations to each affected household with at least one registered voter in the school district whose school district polling place location has been changed. The notice must be a nonforwardable notice mailed at least twenty-five (25) days before the date of the first election to which it will apply. A notice that is returned as undeliverable must be forwarded immediately to the appropriate county auditor, who shall change the registrant's status to "challenged" in the statewide registration system.

(If a combined polling place is changed, the change must be adopted at least ninety (90) days prior to the first election where it will be used unless that polling place has become unavailable for use.)

The vote on adoption of the Resolution was as follows

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted.

Approved by: _____ Date: _____
Board Chair

Approved by: _____ Date: _____
Board Clerk