

INDEPENDENT SCHOOL DISTRICT 273
Regular Meeting, January 26, 2009
Room 349, Edina Community Center

AGENDA

Determination of Quorum and Call to Order
Approval of Minutes of Special Meeting of January 12, 2009
Approval of Minutes of Meeting of January 12, 2009

HEARINGS OF INDIVIDUALS, DELEGATIONS, AND PRESENTATION OF PETITIONS FROM THE PUBLIC REGARDING ITEMS BEFORE THE BOARD FOR ACTION OR ON ANY OTHER ISSUE (*SEE ATTACHED DETAIL)

RECOGNITIONS

- State Champions – Edina High School Girls' Tennis Team
- National Board Certification® – Bianca Suglia, Grade 5 Teacher, Normandale Elementary School
- TIES 2008 Exceptional Teacher Award – Dean Dahl, Grade 6 Teacher, South View Middle School; and Jon Zetah, Grade 3 Teacher, Cornelia Elementary School

REPORTS

- Fall MAP Test Results – Dr. Thel Kocher, Director of Research & Evaluation
- 2009-10 Planning – Dr. Ric Dressen, Superintendent

CONSENT

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LEADERSHIP UPDATE

Superintendent's Report
Board Committee Minutes
State of Community Event (February 18, 2009, 11:30 AM – 1:00 PM,
Edinborough Park, Edina)

Adjournment

*Persons who wish to address the Board are requested to complete and submit an appropriate form to the Board Secretary prior to the designated hearing time. When recognized, each individual shall identify himself/herself and the group represented, if any. He/She shall then state the reason for addressing the Board and shall be limited in time at the discretion of the Board Chair. Individual employees of the School District or representatives of employee organizations shall have utilized administrative procedures before making a request to address the Board.

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
 Regular Meeting January 26, 2009
 Volume 80, Report 259

SUBJECT: PERSONNEL RECOMMENDATIONS

Be It Resolved, That

The Board of Education

Approve the following personnel recommendations:

PROFESSIONAL STAFF

A. REQUESTS FOR LEAVE OF ABSENCE WITHOUT PAY

<u>Name</u>	<u>Current Status</u>	<u>Type</u>	<u>Effective Date</u>
JACOBSON, ANGELA	Grade 2 Countryside	Child care	2/18-6/8/09
JIBREEL, DAHIR	Social Studies .2 High School	Supt disc	1/9-6/9/09

B. RESIGNATIONS

<u>Name</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective Date</u>
FRENCH, TIMOTHY	Physical Education Highlands	Early retirement	6/9/09
MAGOFFIN, CONNIE	Art Concord	Early retirement	6/9/09

CLASSIFIED STAFF

A. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Assignment</u>	<u>Salary</u>	<u>Effective Date</u>
BRAASCH, HANNAH	Educ Assoc/Piano South View	\$16.52/hr Step 4	1/7/09

A. RECOMMENDATIONS FOR EMPLOYMENT CONT'D

<u>Name</u>	<u>Assignment</u>	<u>Salary</u>	<u>Effective Date</u>
KLUS, LESLIE	Educ Assoc/Spec Ed Countryside	\$16.52/hr Step 4	1/20/09
PIEKARSKI, KARI	Educ Assoc/Spec Ed Cornelia	\$12.29/hr Step 1	1/12/09

These conditional offers of employment are subject to successful completion of a criminal background check.

B. CHANGES IN ASSIGNMENT

<u>Name</u>	<u>Assignment</u>	<u>Salary</u>	<u>Effective Date</u>
ABRAMS, SANDRA	FROM: Inst Asst/Spec Ed		
	TO: Educ Assoc/Spec Ed Cornelia	\$12.72/hr Step 2	9/2/08
ANDERSON, MELISSA	FROM: Inst Asst/Spec Ed		
	TO: Educ Assoc/Spec Ed Cornelia	\$12.29/hr Step 1	9/2/08
ANDRON, NATALIE	FROM: Inst Asst/Spec Ed		
	TO: Educ Assoc/Spec Ed High School	\$12.29/hr Step 1	9/2/08
BERLUTE, TARA	FROM: Inst Asst/Spec Ed		
	TO: Educ Assoc/Spec Ed Valley View	\$14.62/hr Step 3	9/2/08
BOCK, KENDRA	FROM: Inst Asst/Spec Ed		
	TO: Educ Assoc/Spec Ed Cornelia	\$16.52/hr Step 4	9/2/08
CONDON, KATHLEEN	FROM: Inst Asst/Spec Ed		
	TO: Educ Assoc/Spec Ed Creek Valley	\$12.29/hr Step 1	9/2/08

B. CHANGES IN ASSIGNMENT CONT'D

<u>Name</u>	<u>Assignment</u>	<u>Salary</u>	<u>Effective Date</u>
HACHIYA, ELIZABETH	FROM: Inst Asst/Spec Ed		
	TO: Educ Assoc/Spec Ed Cornelia	\$17.47/hr Step 4	9/2/08
HECKMANN, EMILY	FROM: Inst Asst/Spec Ed		
	TO: Educ Assoc/Spec Ed South View	\$14.62/hr Step 3	9/2/08
KRONN, ANDREA	FROM: Inst Asst/Spec Ed		
	TO: Educ Assoc/Spec Ed Cornelia	\$12.72/hr Step 2	9/2/08
READER, CATHERINE	FROM: Inst Asst/Spec Ed		
	TO: Educ Assoc/Spec Ed Cornelia	\$16.52/hr Step 4	9/2/08
SCHUENKE, THOMAS	FROM: Inst Asst/Spec Ed		
	TO: Educ Assoc/Spec Ed Cornelia	\$16.52/hr Step 4	1/5/09
STANGL, BRIDGET	FROM: Inst Asst/Spec Ed		
	TO: Educ Assoc/Spec Ed Cornelia	\$17.82/hr Step 4	9/2/08

C. REQUESTS FOR LEAVE OF ABSENCE WITHOUT PAY

<u>Name</u>	<u>Current Status</u>	<u>Type</u>	<u>Effective Date</u>
ANDURU, CARIE	Bus Driver Transportation Center	Medical	11/12/08-1/19/09
BEVANDA, ALICIA	Educ Assoc/Spec Ed Cornelia	Medical	12/31/08-2/1/09
JIBREEL, DAHIR	Educ Assoc/ESL Valley View	Supt disc	1/9-6/9/09

C. REQUESTS FOR LEAVE OF ABSENCE WITHOUT PAY CONT'D

<u>Name</u>	<u>Current Status</u>	<u>Type</u>	<u>Effective Date</u>
SIMPSON, ALICE	Custodian High School	Medical	1/2-2/20/09

D. RESIGNATION

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>
ALBERS, ERIC	Educ Assoc/Spec Ed Countryside	1/7/09

E. TERMINATION

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>
OLNESS, WENDY	Health Service Associate Countryside	1/23/09

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
 Regular Meeting, January 26, 2009
 Volume 80, Report 260

SUBJECT: COMMUNITY EDUCATION SERVICES PERSONNEL
 RECOMMENDATIONS

Be it Resolved, That

The Board of Education

Approve the following Community Education Services personnel
 recommendations:

RECOMMENDATION FOR EMPLOYMENT

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Date</u>
Liala Helal	(CES) Intern (6 months)	\$10.70	1/27/09

These conditional offers of employment are subject to successful completion of a criminal background check.

RESIGNATION

<u>Name</u>	<u>Position</u>	<u>Date</u>	<u>Reason</u>
Julia Dale	(KC) Supervisor	2/6/09	Another job

CES = Community Education Services

KC = Edina KIDS Club

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
 Regular Meeting, January 26, 2009
 Volume 80, Report 261

SUBJECT: EXPENDITURES PAYABLE ON JANUARY 26, 2009

Be it Resolved, That

The Board of Education

Approve the payment of expenditures as appended.

Expenditures Payable Summary, by Fund

01	General Fund	\$ 1,166,369.14
02	Food Service Fund	252,844.83
03	Transportation Fund	10,112.35
04	Community Service Fund	50,796.68
05	Capital Fund	48,852.15
06	Technology Bond Fund	2,775.90
07	Debt Redemption Fund	450.00
14	West Metro Education Program	<u>84,239.01</u>
	Total Expenditures	<u><u>\$ 1,616,440.06</u></u>

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
Regular Meeting, January 26, 2009
Volume 80, Report 262

SUBJECT: ALTERNATIVE FACILITIES BOND EXPENDITURES PAYABLE ON
JANUARY 14, 2009

Be it Resolved, That

The Board of Education

Approve the payment of expenditures as appended.

Expenditures Payable of \$ 34,097.78

ISD #273 Edina Public Schools
 CHECK REGISTER FOR BANK 38 - ISD 273 ALT FACILITIES BOND
 DATE RANGE: 01/14/09 - 01/14/09

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
		AMOUNT	G/L ACCT #			DESCRIPTION	PO # INVOICE #
200143	S	\$19405.35	01/14/09	23731		2 ADUDELL ROOFING & SHEETMETAL INC	OUTSTANDING
		19,405.35	12-821-870-386-520-101			APPL 6 FINAL PMT ROOFING	MN28260.06RET
200144	S	\$5188.43	01/14/09	23376		0 MULTIPLE CONCEPTS INTERIORS	OUTSTANDING
		5,188.43	12-826-870-386-520-103			PAYMENT 4 FLOOR PACKAGE	APPL 4 FLOOR PKG
200145	S	\$9504.00	01/14/09	24352		0 PMI CONSTRUCTION CO	OUTSTANDING
		9,504.00	12-821-870-386-520-102			APPL 5 FINAL PMT WINDOW PKG	APPL 5 FINAL
TOTAL # OF ISSUED CHECKS:			3	TOTAL AMOUNT			34097.78
TOTAL # OF VOIDED CHECKS:			0	TOTAL AMOUNT			0.00
TOTAL # OF UNISSUED CHECKS:			0				

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
Regular Meeting, January 26, 2009
Volume 80, Report 263

SUBJECT: EDINA FAMILY CENTER ALTERNATIVE COMPENSATION
GOAL REVISION

Be it Resolved, That

The Board of Education

Accept the revised Edina Family Center Alternative Compensation Site Improvement Goal:

From: During the 2008-2009 school year, Early Childhood Family Education parents will take a pretest in October in which they will rate themselves in the skills needed to support their child's personal and social/emotional development. A copy of the survey is attached. A posttest in April will measure the same participants and it is expected that there will be 10% growth from the October baseline.

To: During the 2008-2009 school year seventy (70) percent of three- and four-year-old children in the Early Childhood Family Education Program will be rated as "proficient" in the area of Personal and Social Development on the spring work sampling checklist which will establish a baseline.

BACKGROUND INFORMATION

The Minnesota Department of Education (MDE) initially approved Edina's application, including the first goal, also approved by the Edina Public Schools' Board of Education in September. Additional review by MDE requested use of a Minnesota State Assessment as the measure for the work.

The Department of Education requires the Board of Education to formally accept the improvement goal each school site is working on as a part of the Alternative Compensation Plan. It is the achievement of this goal by each site that determines whether all site employees are eligible for the full alternative compensation payment associated with the site goal. Partial payment is made based on the accomplishment of the action plan the site creates to align with and support accomplishment of the goal as part of their site staff development work.

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
Regular Meeting, January 26, 2009
Volume 80, Report 264

SUBJECT: COMMENDATION OF BIANCA SUGLIA

Be it Resolved, That

The Board of Education

Congratulate Bianca Suglia, grade 5 teacher, Normandale
Elementary School, for achieving National Board Certification®.

BACKGROUND INFORMATION

National Board Certification is the highest credential in the teaching profession. A voluntary process established by the National Board for Professional Teaching Standards (NBPTS), certification is achieved through a rigorous, performance-based assessment that typically takes more than a year to complete, and measures what accomplished teachers should know and be able to do. This process requires teachers to demonstrate how their activities, both inside and outside of the classroom, improve student achievement.

Nine Minnesota teachers were certified this year; the state has a total of 319 certified teachers to-date. Nationwide, 9,600 teachers earned their profession's top recognition this year. The total number of teachers certified by NBPTS now stands at nearly 74,000.

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
Regular Meeting, January 26, 2009
Volume 80, Report 265

SUBJECT: COMMENDATION OF DEAN DAHL AND JON ZETAH

Be it Resolved, That

The Board of Education

Commend Dean Dahl and Jon Zetah for receiving the TIES 2008
Exceptional Teacher Award.

BACKGROUND INFORMATION

The TIES Exceptional Teacher Award, established in 2004, recognizes teachers in TIES' member districts who go above and beyond in integrating technology into their classrooms and engaging students in learning. Sixty teachers from 32 districts were nominated by their superintendents to receive this honor.

Mr. Dahl teaches grade 6 at South View Middle School, and Mr. Zetah teaches grade 3 at Cornelia Elementary School. They were honored and given certificates on December 7, 2008, at the TIES 2008 Education Technology Conference. They will be featured in the *TIES Exceptional Teachers* publication.

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
 Regular Meeting, January 26, 2009
 Volume 80, Report 266

SUBJECT: COMMENDATION OF EDINA HIGH SCHOOL 2008–2009 GIRLS'
 TENNIS TEAM

Be it Resolved, That

The Board of Education

Commend the Edina High School Girls' Tennis Team and their coaches
 for exemplary performances and accomplishments as follows:

Classic Lake Conference Champions
 Section 6AA Champions
 State Champions
 (12th year in a row)

Team Members:

Katherine Arneson	Caroline Hintz
Maria Bryan	Minisha Lohani
Jane Christensen	Jane Okerman
Caitlin Cunagin	Maria Finsness
Maren Kalland	Katherine Medlan
Karin Marshall	Mollie Meldahl
Adele Henke	Meghana Vasireddy
Sheri Hickey	Chloe Cunagin

Individual Honors:

State Tournament Second in Doubles

Maria Bryan and Caroline Ward

Head Coach: Steve Paulsen
 Assistant Coach: Perry Forster
 Activities Director: Jenny Johnson

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
Regular Meeting, January 26, 2009
Volume 80, Report 267

SUBJECT: COMMENDATION OF EDINA HIGH SCHOOL 2008–2009 GIRLS'
SOCCER TEAM

Be it Resolved, That

The Board of Education

Commend the Edina High School Girls' Soccer Team and their coaches
for exemplary performances and accomplishments as follows:

Classic Lake Conference Champions
Participation in Section 6AA Finals

Team Members:

Jess Kuna	Olivia LaVercombe
Julie Sierks	Brittany Bingham
Ali Barger	Callan Faulkner
Holly Wollesen	Christine Pastor
Julia Loyd	Caitlin Schnorbach
Meredith Finsand	Karly Whitsitt
Erin Connors	Cara Gulbronson
Sam Reber	Nora Forbes
Alex Eastman	Sarah Barger
Laura Hinueber	Jackie Asgrimson
Corrin Buie	Jess Reiersgord

Head Coach: Simon Whitehead
Assistant Coaches: Katie Aafedt
Jeff Dennehy
Activities Director: Jenny Johnson

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
Regular Meeting, January 26, 2009
Volume 80, Report 268

SUBJECT: COMMENDATION OF EDINA HIGH SCHOOL 2008–2009 GIRLS'
SWIMMING AND DIVING TEAM

Be it Resolved, That

The Board of Education

Commend the Edina High School Girls' Swimming and Diving Team
and their coaches for exemplary performances and accomplishments
as follows:

Class AA State Meet – Second Place

State Champions in 200 Yard Medley
New Class AA Record Set

Annalise Colton
Madeleine Eden

Heather Laedtke
Mary Van Metre

Swimming & Diving Team Members Competing in the State Meet:

Annalise Colton
Taylor Ilten
Kelsey Moarn
Nicole Solberg
Sarah Kemp
Mary Van Metre
Monica Gates

Adrienne Hebb
Andrea Laedtke
Emily Flack
Paige Haller
Nikki Larson
Madeline Edne
Heather Laedtke

Head Swimming Coach: Jeff Mace
Head Diving Coach: Jaime Sanger
Assistant Coach: Sarah Mitchell
Activities Director: Jenny Johnson

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
Regular Meeting, January 26, 2009
Volume 80, Report 269

SUBJECT: COMMENDATION OF SOUTH SUBURBAN 2008-2009 ADAPTED
SOCCER TEAM – CI – THE JETS

Be it Resolved, That

The Board of Education

Commend the South Suburban Adapted Soccer Team – CI – the Jets
and their coaches for exemplary performances and accomplishments
as follows:

State Tournament Consolation

Edina Team Members:

Regina Stelberg
Sam Cashin
Mark Shull
Zach Minn
Dustin Pederson
CJ Duffey

Head Coach: Barb Becker
Assistant Coach: Mary Jo St. Hubert
Coordinator: Jackie Awsumb
Administrator: Penny Kodrich
Activities Director: Jenny Johnson

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
Regular Meeting, January 26, 2009
Volume 80, Report 270

SUBJECT: COMMENDATION OF SOUTH SUBURBAN 2008-2009 ADAPTED
SOCCER TEAM – PI – THE FLYERS

Be it Resolved, That

The Board of Education

Commend the South Suburban Adapted Soccer Team –PI – the Flyers
and their coach for exemplary performances and accomplishments as
follows:

State Tournament Third Place

Edina Team Member: Christer Woodley

Head Coach: Dale Pollesch
Coordinator: Jackie Awsumb
Administrator: Penny Kodrich
Activities Director: Jenny Johnson

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
 Regular Meeting, January 26, 2009
 Volume 80, Report 271

Subject: GIFTS FROM COUNTRYSIDE ELEMENTARY SCHOOL PTO

Be it Resolved, That

The Board of Education

Accept with sincere appreciation gifts totaling \$18,950.39 from the
 Countryside Elementary School PTO to the Edina Public Schools.

BACKGROUND INFORMATION

The Countryside Elementary School PTO (Parent Teacher Organization) donated gifts totaling \$18,950.39 during the 2007–2008 school year to be used as follows:

\$1,700.40	Recycling bins for the recycling program
2,562.99	Banquet tables, folding chairs, chair dolly and cart
6,943.00	SMART Boards for classrooms and an LCD projector
5,900.00	Instructional supplies
1,844.00	Salaries of substitute teachers for testing days

References:

Minn. Stat. 123B.02
 Edina Public Schools Policy 3280

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
Regular Meeting, January 26, 2009
Volume 80, Report 272

SUBJECT: GIFT FROM THE SKIN CARE DOCTORS, P.A.

Be it Resolved, That

The Board of Education

Accept with sincere appreciation the gift of \$1000 from the Skin Care Doctors, P.A. to Edina Public Schools.

BACKGROUND INFORMATION

The gift of \$1000 was given by the Skin Care Doctors, P.A. to help defray expenses of the Edina High School Robotics Club.

References:

Minn. Stat. § 123B.02
Edina Public Schools Policy 3280

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
Regular Meeting, January 26, 2009
Volume 80, Report 273

SUBJECT: GIFT FROM NOODLES & COMPANY

Be it Resolved, That

The Board of Education

Accept with sincere appreciation the gift of \$1500 from Noodles & Company to Edina Public Schools.

BACKGROUND INFORMATION

The gift of \$1500 was given by Noodles & Company to help defray expenses related to Edina Unplugged.

References:

Minn. Stat. § 123B.02
Edina Public Schools Policy 3280

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
Regular Meeting, January 26, 2009
Volume 80, Report 274

SUBJECT: GIFT FROM THE EDINA HIGH SCHOOL VOLLEYBALL CLUB

Be it Resolved, That

The Board of Education

Accept with sincere appreciation the gift of \$3439.41 from the Edina High School Volleyball Club to Edina Public Schools

BACKGROUND INFORMATION

The gift of \$3439.41 was given by the Edina High School Volleyball Club to be used to pay for the salary of an assistant volleyball coach.

References:

Minn. Stat. § 123B.02
Edina Public Schools Policy 3280

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
Regular Meeting, January 26, 2009
Volume 80, Report 275

SUBJECT: GIFT FROM CYNTHIA ANN COUGHLIN

Be It Resolved, That

The Board of Education

Accept with sincere appreciation the gift of \$1000 from Cynthia Ann Coughlin to Edina Public Schools.

BACKGROUND INFORMATION

The gift of \$1000 from Cynthia Ann Coughlin was used to help pay for the Edina High School Girls' Hockey 2008 Holiday Tournament.

References:

Minn. Stat. § 123B.02
Edina Public Schools Policy 3280

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
Regular Meeting, January 26, 2009
Volume 80, Report 276

SUBJECT: GIFT FROM CONCORD ELEMENTARY SCHOOL PTO

Be it Resolved, That

The Board of Education

Accept with sincere appreciation the gift of \$5989 from the Concord Elementary School PTO to Edina Public Schools.

BACKGROUND INFORMATION

The gift of \$5989 was given by the Concord Elementary School PTO (Parent Teacher Organization) to purchase 11 classroom computers.

References:

Minn. Stat. § 123B.02
Edina Public Schools Policy 3280

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
Regular Meeting, January 26, 2009
Volume 80, Report 277

SUBJECT: GIFTS FROM THE EDINA ATHLETIC BOOSTER CLUB

Be it Resolved, That

The Board of Education

Accept with sincere appreciation gifts totaling \$22,078.40 from the Edina Athletic Booster Club to Edina Public Schools.

BACKGROUND INFORMATION

Gifts totaling \$22,078.40 were given by the Edina Athletic Booster Club to be used as follows:

\$12,078.40	John Deere Gator cart for the Activities Department Timer for boys' and girls' swimming teams Basketballs for the girls' basketball program
\$10,000.00	Equipment for the Edina High School weight room

References:

Minn. Stat. § 123B.02
Edina Public Schools Policy 3280

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
Regular Meeting, January 26, 2009
Volume 80, Report 278

SUBJECT: GIFT FROM EDINA GIRLS' BASKETBALL, INC.

Be it Resolved, That

The Board of Education

Accept with sincere appreciation the gift of \$1000 from Edina Girls' Basketball, Inc. to Edina Public Schools.

BACKGROUND INFORMATION

The gift of \$1000 was given by Edina Girls' Basketball, Inc. to be used to help pay for the salary of one girls' basketball coach.

References:

Minn. Stat. § 123B.02
Edina Public Schools Policy 3280

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
Regular Meeting, January 26, 2009
Volume 80, Report 279

SUBJECT: 2008–2009 BOARD COMMITTEE APPOINTMENTS, LIAISONS
AND REPRESENTATIVES

Be It Resolved, That

The Board of Education

Confirm the following committee appointments by the Board Chairperson in
accordance with Policies 213 and 216.

BOARD COMMITTEE APPOINTMENTS

COMMITTEE	BOARD MEMBER(S)	STAFF PERSON(S)
Board Finance and Facility Committee	Jeff Johnson (Chair) Bert Ledder Peyton Robb	Ric Dressen Jay Willemssen
Board Human Resources Committee	Idith Almog Brian Hedberg Randy Meyer	Gwen Jackson Ric Dressen
Board Policy Committee	Bert Ledder (Chair) Cathy Cella Jeff Johnson	Ric Dressen
Board Teaching and Learning Committee	Idith Almog Cathy Cella Brian Hedberg	Jenni Norlin-Weaver Ric Dressen

BOARD LIAISONS

COMMITTEE/ORGANIZATION	BOARD MEMBER(S)	STAFF PERSON(S)
Minnesota School Boards Association ✧	Randy Meyer	Ric Dressen
Educational Cooperative Service Unit ✧	Cathy Cella	Jenni Norlin-Weaver
Association of Metropolitan School Districts (AMSD) ✧	Peyton Robb Alt. Cathy Cella	Ric Dressen
AMSD Technical Committee		Jay Willemssen
West Metro Education Program (WMEP) Joint Powers Board	Cathy Cella	Gwen Jackson

West Metro Education Program Steering Committee		Gwen Jackson
State High School League ✧	Jeff Johnson	Jenny Johnson
Intermediate District 287	Peyton Robb	
District 287 Tech Prep Committee		Mary Manderfeld
Parent Leadership Council ✧	Bert Ledder	Ric Dressen Doug Johnson
Edina Education Fund	Idith Almog Alt. Jeff Johnson	Ric Dressen
City Council	Randy Meyer	
Edina Park Board	Randy Meyer	Doug Johnson
Special Services Parent/Staff Advisory Committee	Jeff Johnson	Penny Kodrich
Student Activities Advisory Committee (SAAC)	Bert Ledder	Mary Manderfeld
SCHOOLS		
Concord Elementary School	Brian Hedberg	
Cornelia Elementary School	Randy Meyer	
Countryside Elementary School	Idith Almog	
Creek Valley Elementary School	Jeff Johnson	
Highlands Elementary School	Cathy Cella	
Normandale Elementary School	Bert Ledder	
South View Middle School	Peyton Robb	
Valley View Middle School	Bert Ledder	
Edina High School	Idith Almog	
Early Childhood Special Education	Brian Hedberg	

BOARD REPRESENTATIVES

COMMITTEE/ORGANIZATION	BOARD COMMITTEE ALIGNMENT	BOARD MEMBER(S)	STAFF PERSON(S)
Joint Policy Committee ✧	Board HR Committee	Cathy Cella Bert Ledder	Ric Dressen Gwen Jackson
Community Education Services Board	Board T&L Committee	Idith Almog	Doug Johnson
Edina Chemical Health Partners	Board T&L Committee	Bert Ledder Cathy Cella	Penny Kodrich
Insurance Committee	Board HR Committee	Randy Meyer	Jay Willemssen Gwen Jackson

Technology Advisory Team (TAT)	Board T&L Committee	Idith Almog	Mike Burke Jenni Norlin-Weaver
District Innovations Team	Board T&L Committee	<u>Idith Almog</u>	Ric Dressen Jenni Norlin-Weaver
Edina Alternative Compensation Steering Committee	Board HR Committee	Bert Ledder	Jenni Norlin-Weaver

COMMUNITY APPOINTMENTS BY BOARD

COMMITTEE/BOARD/COMMISSION	APPOINTMENT	TERM EXPIRES
Community Education Services Board	Cheryl Gunness	6/30/09
Human Rights and Relations Commission	Emery Erickson	1/31/10
	<i>Open</i>	1/31/10
	Colleen Feige	1/31/11
	<i>Open</i>	1/31/11
	Luis Bartolomei <u><i>Open</i></u>	1/31/12
Edina Community Council Committee	<i>Open</i>	1/31/12
	Cheryl Gunness	6/30/09
	Penny Kodrich	6/30/09
	Peg Gaard	6/30/10
	Gwen Jackson	6/30/10
	Janet Schanks	6/30/10
	Meg Barrett	6/30/11
	David Ingham	6/30/11
Doug Johnson	6/30/11	
Board Finance and Facility Committee	Leny Wallen-Friedman	6/30/09
	Tom Spaeth	6/30/09 <u>10</u>
	Susie Baker	6/30/09 <u>11</u>

The Board will make committee appointments in July and January. Those committees designated with ✧ are school-year appointments with terms ending June 30.

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
Regular Meeting, January 26, 2009
Volume 80, Report 280

SUBJECT: 2009–2010 BUDGET REDUCTIONS

Be It Resolved, That

The Board of Education

Direct the superintendent of schools and administration to consider and potentially recommend to the School Board the discontinuance of programs or positions to effectuate economies in the school district and reduce expenditures, as a result of projected budget shortfalls for the 2009–2010 school year.

BACKGROUND INFORMATION

This represents suggested language from the Minnesota School Boards Association if a school district is anticipating any budget reductions. The School Board previously approved the Budget Reduction, Reallocation and Revenue Generation (BRRRG) process for the 2009–2010 school year. Additional information will be shared.

**2009–2010
EDINA PUBLIC SCHOOLS
STRATEGIC PLANS, PROGRAM, STAFFING AND BUDGET**

Timeline	Strategic Roadmap	Educational Program*	Staffing	Budget
January/ February	<ul style="list-style-type: none"> • Continue to implement 2008-2009 leadership action goals • Begin personalized learning study 	<ul style="list-style-type: none"> • Continue ongoing curriculum work • Approve 2009-2010 calendar • Continue leadership training • Begin policy audit of education programs 	<ul style="list-style-type: none"> • Finalize class size guidelines • Complete secondary student registrations • Review district leadership model and positions 	<ul style="list-style-type: none"> • Place 2008-2009 staff hiring on hold • Seek 2008-2009 budget savings • Develop assumptions • Finalize enrollment projections • Identify budget reduction process (BRRRG)**
March	<ul style="list-style-type: none"> • Begin shaping strategic initiatives for 2009-2010 	<ul style="list-style-type: none"> • Finalize summer leadership training 	<ul style="list-style-type: none"> • Begin staffing recruitment efforts • Finalize district leadership model • Identify possible program and staffing shifts • Complete 2007-2008 performance appraisals (nontenured) • Identify unrequested leave staff 	<ul style="list-style-type: none"> • Identify possible one-time funding projects • Identify capital project plan • Summarize BRRRG items and seek feedback
April	<ul style="list-style-type: none"> • Assess 2007-2008 leadership action goals • Complete personalized learning schematic 		<ul style="list-style-type: none"> • Identify nonrenewed staff • Begin staff replacement interviewing • Advertise new staffing positions 	<ul style="list-style-type: none"> • Identify prioritized BRRRG for budget • Finalize and receive approval of capital budget • Bid/order capital projects • Approve BRRRG for budget
May	<ul style="list-style-type: none"> • Develop 2009-2010 leadership action goals 		<ul style="list-style-type: none"> • Continue staffing interviews • Finalize staffing plans at schools 	<ul style="list-style-type: none"> • Complete first draft of budget • Present proposed budget to committee • Complete budget adjustment process
June/July	<ul style="list-style-type: none"> • Assess and report on 2007-2008 action plan • Finalize 2009-2010 strategic initiatives and leadership action plan 	<ul style="list-style-type: none"> • Complete summer curriculum projects • Complete summer leadership training 	<ul style="list-style-type: none"> • Complete staffing plan – teachers and paras • Complete staffing interviews 	<ul style="list-style-type: none"> • Approve 2008-2009 revised budget (as necessary) • Approve 2009-2010 budget

*Majority of curriculum and program planning tests completed July through December

**Budget Reduction, Reallocation, and Revenue Generation

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
Regular Meeting, January 26, 2009
Volume 80, Report 281

SUBJECT: 2009–2010 EARLY CHILDHOOD THROUGH GRADE 12
SCHOOL CALENDAR

BACKGROUND INFORMATION

A calendar draft for the 2009–2010 school year was developed by the District Calendar Committee and presented to the certified staff. The committee consisted of Kate Strand (Early Childhood Special Education teacher), Katie Oberle (Highlands teacher), Sue Engen (South View Middle School teacher), Jackie Roehl (Edina High School teacher), Jenni Norlin-Weaver (Director of Teaching and Learning), Julie Hatzung (Countryside principal), and Gwen Jackson (Director of Human Resources and Administrative Services). The committee's time and effort is greatly appreciated.

The calendar options had some changes from previous years, given the charges as outlined below, generated by the recommendations of the Time Study Report:

- The days students are not in session should be consistent, K-12, throughout the year.
- The conference schedules should be more consistent across the district, yet some flexibility could be maintained to allow for buildings and/or teachers to schedule conferences at times that best meet the needs of families.

With these parameters before the committee, every effort was made to develop options that could possibly work. After much consideration of other possibilities, the calendar committee determined two options were the best to bring forward to the certified staff for consideration.

The faculty voted on the two options via electronic email response. The second option passed by a majority of votes cast. The calendar was presented to the Joint Policy Committee on December 2, 2008. They recommend approval of the following calendar.

Edina Public Schools
Early Childhood Through Grade 12 School Calendar
2009-2010

2009

August 24, 25, 26	Mon., Tues., Wed.	New Teacher Workshop
August 28	Fri.	K-12 Staff Clerical Day (Floating...see 6/15/10)
August 31	Monday	All Day Teacher In-Service
September 1	Tuesday	All Day District In-Service
September 2	Wednesday	Staff Classroom Prep and Building Meetings
September 3	Thursday	Staff Classroom Prep and Building Meetings
September 4	Friday	Building In-Service
September 7	Monday	Labor Day (No School)
September 8	Tuesday	½ Day KINDERGARTEN and K Plus Parent/Teacher Conferences Opening Day of School Grades 1-12
September 9	Wednesday	½ Day KINDERGARTEN and Parent/Teacher Conferences K Plus First Day of School
September 10	Thursday	Opening Day of School for ½ Day KINDERGARTEN & Early Childhood Special Education (ECSE)
October 15, 16	Thursday, Friday	State Professional Conferences (No School)
November 6	Friday	End of First Quarter for SECONDARY SCHOOLS
November 19	Thursday	ECSE, K-12 Parent/Teacher Conferences, 4:00-7:30 PM
November 20	Friday	KINDERGARTEN Classes NOT In Session – Parent/Teacher Conferences K Plus Is IN Session End of First Trimester for ELEMENTARY SCHOOLS (K-5)
November 23	Monday	ECSE, K-12 Classes NOT In Session – Parent/Teacher Conferences AM District In-Service – Parent/Teacher Conferences, 12:00-8:00 PM
November 24	Tuesday	ECSE, K-12 Classes NOT In Session – AM Parent/Teacher Conferences – PM Site In-service
November 25	Wednesday	K Plus, K-12, & ECSE Classes NOT In Session
November 26, 27	Thursday, Friday	Thanksgiving Holiday (No School)
December 18	Friday	Winter Vacation Begins at Close of Day

2010

January 4	Monday	School Resumes After Winter Vacation
January 18	Monday	Dr. Martin Luther King, Jr. Day – K-12 & ECSE Classes NOT In Session
January 29	Friday	End of First Semester for MIDDLE SCHOOLS and HIGH SCHOOL
February 1	Monday	K Plus, K-12, & ECSE Classes NOT In Session – Student Record-Keeping Day/In-service
February 15	Monday	Presidents' Day (No School)
March 4	Thursday	ECSE, K-5 classes NOT In Session – Parent/Teacher Conferences
March 5	Friday	ECSE, K-9 Classes NOT In Session – In-service End of Second Trimester for ELEMENTARY SCHOOLS (K-5) 10-12 Classes NOT In Session (PM Only) – In-service
March 26	Friday	Spring Vacation Begins at Close of Day for Students End of Third Quarter for SECONDARY SCHOOLS
April 5	Monday	School Resumes After Spring Vacation
May 31	Monday	Memorial Day (No School)
June 11	Friday	Last Day of School ECSE, K Plus, K-12 End of Second Semester for SECONDARY SCHOOLS End of Third Trimester for ELEMENTARY SCHOOLS (K-5)
June 14	Monday	Classes NOT In Session – Staff Clerical Day – Commencement
June 15	Tuesday	K-12 Staff Clerical Day (Floating...See 8/28/09)

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
 Regular Meeting, January 26, 2009
 Volume 80, Report 282

SUBJECT: 2009–2010 EDINA HIGH SCHOOL LATE START/EARLY
 DISMISSAL SCHEDULE

Be It Resolved, That

The Board of Education

Approve the 2009–2010 Edina High School late start/early
 dismissal schedule.

2009–2010 LATE START/EARLY DISMISSAL SCHEDULE FOR EDINA HIGH SCHOOL		
DATE	REASON	SCHOOL DAY START/END
Tuesday, September 8	Sophomore Orientation (All sophomores attend all day)	12:00
Tuesday, October 6	PLAN Test (1/2 staff)	12:00
Wednesday, October 14	PSAT Test (1/2 staff)	12:00
Tuesday, November 3	Student late start	10:15
Tuesday, December 15	Student late start	10:15
Friday, January 22	Student early dismissal (finals)	12:20
Tuesday, February 23	Staff Development	10:15
Tuesday, March 23	Student late start	10:15
TBA	MCA Tests (all staff)	11:00
TBA	MCA Tests (all staff)	11:00
Tuesday, May 18	Student late start	10:15

BACKGROUND INFORMATION

Each year, Edina High School has historically been approved to begin their day later or dismiss early for events related to orientation, student testing, student support, staff development and final exams. This results in 13 modifications to the calendar year. Two of the days have yet to be identified by the Minnesota Department of Education related to MCA tests. The process has been reviewed by the Edina High School leadership team and the administration.

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
 Regular Meeting, January 26, 2009
 Volume 80, Report 283

SUBJECT: SCHOOL START/END TIMES FOR 2009–2010

Be it Resolved, That

The Board of Education

Approve the following start times for 2009–2010:

	START TIME	END TIME
Edina High	8:30	3:10
South View & Valley View	7:45	2:40
Concord	8:35	3:05 (Early)
Cornelia	9:20	3:50 (Late)
Countryside	9:20	3:50 (Late)
Creek Valley	9:20	3:50 (Late)
Highlands	9:20	3:50 (Late)
Normandale	8:35	3:05 (Early)

BACKGROUND INFORMATION

At the February 25, 2008, Board meeting, the Board approved school start times for the 2008–2009 school year, a carryover from 2007–2008. As charged, a committee including representatives of the district administration, elementary principals and transportation department met to review possible options for bus routes for the 2009–2010 school year.

The district has enough vehicles to run a three-tier system – 42 full-size and nine special needs (Tiers II and III data are illustrated below; currently Tier I includes Middle Schools, Extended French, Private Schools). The combination of sites on a tier requires that the equipment needed not exceed this number.

Following review, the current schedule is recommended for continued implementation, with annual fall review to determine the continued need/feasibility of the schedule.

This allows the school district to achieve the maximum number of operational guidelines outlined below without a budget enhancement, as it maximizes the use of equipment and driver time available as the most cost-effective combination of bus runs.

Operational Guidelines

In order to provide consistency over time, several operational guidelines have historically been employed when considering the transportation schedule:

- Ensure the safety of students
- Continue to offer districtwide choice options: Continuous Progress, French Immersion, Extended French
- Maintain the length of the instructional day
- Sun-up hours to be used for the elementary bus runs
- Continue with no or little change to the high school schedule (start at 8:30 a.m.)
- CP elementary choice programs must be on same tier since they transport from the broadest range of locations and provide bus transfer at Countryside, and they cannot be on the same tier as Normandale
- Cornelia must be in the third-tier bus run and opposite the high school due to the number of special needs' buses required to serve its population.
- Maintain cost efficiency

After examining multiple options for the bus schedule, it becomes clear that if changes were to be made in the current schedule at least one of the operational guidelines would need to be changed. The current recommendation changes an historical expectation, to rotate start times on some schedule. The district has added over 300 students and numerous special needs students to the bus run schedule since the last time the start times were reviewed. Our school choice programs are filled, which places a constraint on start time options.

The current schedule saves Edina Public Schools approximately \$36,120 in 2008–2009 driver costs that would otherwise be incurred by a move that flips the start times at only two schools. A previously recommended shift to four elementary schools on an early start would require the purchase of four new, full-size and five special needs' buses at an approximate cost of \$765,000. Another option, a complete 'trade' of three schools on an alternating schedule requires additional costs incurred through the purchase of one additional full-size and four mid-size buses at an equipment cost of \$595,000. Additional drivers would be required with the purchase of new equipment.

Potential benefits of a consistent start time, aside from fiscal, include the ability to plan long-term for child care needs from both a staff and family perspective and for families selecting a school at kindergarten to be assured that the schedule will be a constant, and thereby an element in their choice process. Additional benefit is in assuring parents that the students with the longest bus route are on the earliest schedule and arrive home before dusk.

Full consideration of all possible options on an annual basis is recommended, noting that fiscal or other guidelines may change. In similar fashion, a more complete review would also need to include consideration of changing start times at secondary sites.

From mid-December through mid-January, a Community Information document was created and distributed, seeking new information the district should consider in making a decision. By January 15, 20 email messages and a site council expressed concerns about the proposed time. Thirteen messages offered support for the start times.

Tier II and III Data

Tier II (7:45-8:30)		School	Tier III (8:50-9:15)	
Full-Size Buses	Special Needs' Buses		Full-Size Buses	Special Needs' Buses
42	9	Total Buses Available	42	9
12	6	Edina High required Cornelia required	6	1 5
19 10	0 3	Normandale/OLG required Concord required		
		Highlands/Countryside required Creek Valley required	18 9	1 2
1		Other (FAIR, KIDS Club) required	9	N/A

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
Regular Meeting, January 26, 2009
Volume 80, Report 284

Subject: PAY EQUITY IMPLEMENTATION REPORT

Be It Resolved, That

The Board of Education

Approve the attached Pay Equity Implementation Report.

BACKGROUND INFORMATION

The Local Government Pay Equity Act ("Act"), Minnesota Statutes 471.991 to 471.999, and its implementing regulations, Minnesota Rules, Chapter 3920, require school districts to submit a Pay Equity Implementation Report to show their compliance with the Act. The district's last report was submitted on January 17, 2006. The district is required to submit a report every three years.

The attached report was created using pay equity software provided by the Minnesota Management & Budget ("MMB"), formerly the Department of Employee Relations. The report shows the required information for each job class within the district. The report indicates that the district meets pay equity compliance standards. The report will be submitted by email, as required by the MMB.

Once MMB reviews the district's report, it will issue a statement of compliance or noncompliance to the district. If the district is not in compliance, there is a process for correcting inequities. Penalties for noncompliance may be assessed in an amount of \$100 per day or five percent reduction in state aid payments, whichever is greater.

Pay Equity Implementation Report

519.1

Send completed report to:

Pay Equity Coordinator
Department of Employee Relations
200 Centennial Building
658 Cedar Street
St. Paul, MN 55155-1603

(651) 259-3761 (Voice)
(651) 282-2699 (TDD)

For Department Use Only

Postmark Date of Report

Jurisdiction ID Number

Part A: Jurisdiction Identification

Jurisdiction: Edina Public Schools, 273
Edina, MN 55424

5701 Normandale Road

Jurisdiction Type: ISD

Contact: Manager of Human Resources
Fax: 9528483907
Email: nictuescher@edina.k12.mn.us

Nicole Tuescher

Phone: (952) 848-4911

Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was:

Describe:

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and:

and the maximum salaries reported include the monthly amount paid by the employer for health insurance

3. Information in this report is complete and accurate.

4. The report includes all classes of employees over which the jurisdiction has final budgetary approval authority.

5. No salary ranges/performance differences.

Leave blank unless BOTH of the following apply:

- a. Jurisdiction does not have a salary range for any job class.
b. Upon request, jurisdiction will supply documentation showing that inequities between male and female classes are due to performance differences.

Note: Do not include any documentation regarding performance with this form.

6. An official notice has been posted at:

District Office, 2nd Floor Bulletin Board

(prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

(governing body)

(chief elected official)

(title)

- Checking this box indicates legal signature by above official.

Date Submitted

Part C: Total Payroll

is the annual payroll for the calendar year just ended December 31.

Compliance Report

01/21/2009

519.2

Jurisdiction: Edina Public Schools, 273
 5701 Normandale Road
 Contact: Nicole Tuescher
 Manager of Human Resources

Phone: (952) 848-4911

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity Report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the guidebook.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	35	79	11	125
# Employees	92	932	145	1169
Avg. Max Monthly Pay per Employee	\$4,679.12	\$7,219.22		\$6,735.33

II. STATISTICAL ANALYSIS TEST

A. UNDERPAYMENT RATIO = 101.6 *

	Male Classes	Female Classes
a. # at or above Predicted Pay	17	39
b. # Below Predicted Pay	18	40
c. TOTAL	35	79
d. % Below Predicted Pay (b divided by c = d)	51.43	50.63

* (Result is % of male classes below predicted pay divided by % of female classes below predicted pay)

B. T-TEST RESULTS

Degrees of Freedom (DF) =	1022	Value of T =	-9.337
a. Avg. diff. in pay from predicted pay for male jobs =			-\$8
b. Avg. diff. in pay from predicted pay for female jobs =			\$636

III. SALARY RANGE TEST = 101.04 % (Result is A divided by B)

A. Avg. # of years to max salary for male jobs =	4.58
B. Avg. # of years to max salary for female jobs =	4.53

IV. EXCEPTIONAL SERVICE PAY TEST 103.38

A. % of male classes receiving ESP	60.00
B. % of female classes receiving ESP	62.03

* (if 20% or less, test result will be 0.00)

Job Class Data Entry Verification List

Edina Public Schools, 273
5701 Normandale Road
LGID: 1093

Case: Dec312008 Data

Status:

Job Nbr	Class Title	Nbr Males	Nbr Females	Class Type	Jobs Points	Min Mo. Salary	Max Mo. Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
1	Laundry Worker	0	1	F	290	\$2,253.00	\$3,580.00	4.00	0	LONGEVITY
3	Clerk - Activities Department	0	1	F	320	\$2,756.00	\$3,853.00	3.00	0	LONGEVITY
4	Clerk - Switchboard/Human Resc	0	1	F	320	\$2,913.00	\$4,029.00	3.00	0	LONGEVITY
2	Teacher Clerk	0	9	F	320	\$2,679.00	\$3,881.00	3.00	0	LONGEVITY
127	Comm Ed Bldg Clerical Aide	1	0	M	321	\$4,218.00	\$5,577.00	6.00	0	
7	Receptionist/Community Service	0	1	F	331	\$3,040.00	\$4,168.00	3.00	0	LONGEVITY
6	Receptionist/Scheduler - EFC	0	1	F	331	\$3,040.00	\$4,168.00	3.00	0	LONGEVITY
5	Switchboard/Receptionist - HS	0	1	F	331	\$2,913.00	\$4,029.00	3.00	0	LONGEVITY
8	Copy Center Assistant	1	0	M	340	\$2,913.00	\$4,029.00	3.00	0	LONGEVITY
9	Interschool Mail Driver	1	0	M	340	\$2,279.00	\$3,916.00	4.00	0	LONGEVITY
10	Instructional Assistant	11	55	F	346	\$1,970.00	\$3,899.00	3.00	0	LONGEVITY
11	Custodian	6	0	M	355	\$2,279.00	\$3,916.00	4.00	0	LONGEVITY
12	Hourly Custodian	31	7	M	355	\$2,253.00	\$3,404.00	4.00	0	LONGEVITY
94	Office Asst - ECFE	0	1	F	355	\$2,913.00	\$4,029.00	3.00	0	LONGEVITY
19	Clerk - Accounts Payable	0	2	F	364	\$3,040.00	\$4,168.00	3.00	0	LONGEVITY
17	Clerk - Business Services	0	1	F	364	\$3,040.00	\$4,168.00	3.00	0	LONGEVITY
15	Facilities Scheduler	0	1	F	364	\$3,167.00	\$4,307.00	3.00	0	LONGEVITY
23	Family Center Classroom Asst	0	5	F	364	\$1,854.00	\$3,417.00	6.00	0	
22	Kids Club Recreation Leader	13	22	B	364	\$1,950.00	\$3,781.00	8.00	0	
14	Secretary - General Office	0	5	F	364	\$2,756.00	\$4,168.00	3.00	0	LONGEVITY
18	Secretary - Guidance/Asst Prin	0	1	F	364	\$2,756.00	\$3,853.00	3.00	0	LONGEVITY
13	Secretary - Technology Support	0	1	F	364	\$3,040.00	\$4,168.00	3.00	0	LONGEVITY
16	Welcome Center Assistant	0	1	F	364	\$3,040.00	\$4,168.00	3.00	0	LONGEVITY
20	Custodian/Repair	1	0	M	371	\$2,323.00	\$3,926.00	4.00	0	LONGEVITY
24	Media Assistant	0	9	F	376	\$2,679.00	\$3,881.00	3.00	0	LONGEVITY
21	Video Distribution Technician	0	1	F	376	\$3,040.00	\$4,168.00	3.00	0	LONGEVITY
28	Bus Driver/Custodian	1	0	M	377	\$2,323.00	\$3,926.00	4.00	0	LONGEVITY
27	Hourly Bus Driver	47	12	B	377	\$2,426.00	\$3,759.00	4.00	0	LONGEVITY
26	Hourly Bus Driver Spec Needs	6	3	B	377	\$2,478.00	\$3,811.00	4.00	0	LONGEVITY
25	Transp Maint/Bus Driver	1	0	M	377	\$2,426.00	\$3,473.00	4.00	0	LONGEVITY

Job Class Data Entry Verification List

Edina Public Schools, 273
5701 Normandale Road
LGID: 1093

Case: Dec312008 Data

Status:

Job Nbr	Class Title	Nbr Males	Nbr Females	Class Type	Jobs Points	Min Mo. Salary	Max Mo. Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
126	Comm Ed Aquatic Instructors	1	3	F	388	\$4,218.00	\$5,577.00	6.00	0	
34	Asst Secretary to Superintende	0	1	F	390	\$3,729.00	\$5,093.00	3.00	0	
29	ES Night Head Custodian	5	0	M	394	\$2,323.00	\$3,926.00	4.00	0	LONGEVITY
35	Educational Associate	31	116	F	417	\$2,130.00	\$4,163.00	3.00	0	LONGEVITY
30	MS Night Head Custodian	2	0	M	419	\$2,366.00	\$3,992.00	4.00	0	LONGEVITY
31	SHS Night Head Custodian	1	0	M	419	\$2,409.00	\$4,043.00	4.00	0	LONGEVITY
33	Full Time Groundskeeper	1	0	M	421	\$2,366.00	\$3,992.00	4.00	0	LONGEVITY
32	Groundskeeper/Custodian	2	0	M	421	\$2,323.00	\$3,926.00	4.00	0	LONGEVITY
36	Route Programmer/Bus Driver	0	1	F	423	\$2,279.00	\$3,916.00	4.00	0	LONGEVITY
41	Health Service Associate	0	10	F	427	\$2,476.00	\$4,336.00	3.00	0	LONGEVITY
42	Lead Groundskeeper	1	0	M	439	\$3,715.00	\$5,594.00	5.00	0	
47	Fam Cntr Child Care Assistant	0	3	F	445	\$1,854.00	\$3,417.00	6.00	0	
43	Human Resource Secretary	0	1	F	447	\$4,037.00	\$5,436.00	3.00	0	
44	Human Resources Secr/Sub Sch	0	1	F	447	\$4,037.00	\$5,436.00	3.00	0	
122	Media Technician	1	0	M	461	\$2,453.00	\$4,085.00	4.00	0	LONGEVITY
37	Building Repair	5	0	M	473	\$2,409.00	\$4,043.00	4.00	0	LONGEVITY
49	Payroll Clerk	0	1	F	476	\$3,167.00	\$4,307.00	3.00	0	LONGEVITY
40	Bus Mechanic	1	0	M	487	\$2,453.00	\$4,085.00	4.00	0	LONGEVITY
39	ECC Night Head Custodian	1	0	M	487	\$2,409.00	\$4,043.00	4.00	0	LONGEVITY
38	Mechanic/BusDriver	1	0	M	487	\$2,323.00	\$3,926.00	4.00	0	LONGEVITY
57	Secretary - Activites Director	0	1	F	492	\$3,167.00	\$4,307.00	3.00	0	LONGEVITY
54	Secretary - CES	0	2	F	492	\$3,040.00	\$4,168.00	3.00	0	LONGEVITY
52	Secretary - Dir of Adm Serv	0	1	F	492	\$3,167.00	\$4,307.00	3.00	0	LONGEVITY
53	Secretary - Dir of Lrng & Tch	0	1	F	492	\$3,040.00	\$4,168.00	3.00	0	LONGEVITY
55	Secretary - Dir of Media/Tech	0	1	F	492	\$3,167.00	\$4,307.00	3.00	0	LONGEVITY
51	Secretary - Dir of Rsrch & Ev	0	1	F	492	\$3,167.00	\$4,307.00	3.00	0	LONGEVITY
50	Secretary - Dir of Spcl Serv	0	1	F	492	\$3,167.00	\$4,307.00	3.00	0	LONGEVITY
60	Secretary - Elementary Princip	0	6	F	492	\$2,900.00	\$3,972.00	3.00	0	LONGEVITY
58	Secretary - Gifted Education	0	1	F	492	\$3,167.00	\$4,307.00	3.00	0	LONGEVITY
59	Secretary - Guidance	0	2	F	492	\$2,756.00	\$4,168.00	3.00	0	LONGEVITY

Job Class Data Entry Verification List

Edina Public Schools, 273
5701 Normandale Road
LGID: 1093

Case: Dec312008 Data

Status:

Job Nbr	Class Title	Nbr Males	Nbr Females	Class Type	Jobs Points	Min Mo. Salary	Max Mo. Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
118	Secretary - K12 Admin & Health	0	1	F	492	\$3,167.00	\$4,307.00	3.00	0	LONGEVITY
61	Secretary - Middle School Prin	0	2	F	492	\$3,167.00	\$4,307.00	3.00	0	LONGEVITY
62	Secretary - Senior High Princi	0	1	F	492	\$3,167.00	\$4,307.00	3.00	0	LONGEVITY
56	Secretary - Spec Ed Stdt Acct	0	2	F	492	\$3,040.00	\$4,168.00	3.00	0	LONGEVITY
48	Student System Specialist	0	2	F	492	\$3,167.00	\$4,307.00	3.00	0	LONGEVITY
46	Fam Cntr Child Care Teacher	0	4	F	499	\$1,950.00	\$3,781.00	8.00	0	
45	Dir of Business Svcs Secretary	0	1	F	507	\$4,037.00	\$5,436.00	3.00	0	
63	Superintendent's Secretary	0	1	F	508	\$5,306.00	\$6,846.00	3.00	0	
64	Elem Sch Custodial Supervisor	5	0	M	509	\$3,530.00	\$5,363.00	5.00	0	
67	Payroll Supervisor	0	1	F	514	\$4,389.00	\$5,827.00	3.00	0	
76	Bookkeeper	0	1	F	516	\$3,167.00	\$4,307.00	3.00	0	LONGEVITY
77	Lead Bus Mechanic	1	0	M	520	\$2,582.00	\$4,215.00	4.00	0	LONGEVITY
125	HR Staffing Specialist	0	1	F	524	\$4,037.00	\$5,436.00	3.00	0	
116	Comm Ed Prgrm Supervisor	1	4	F	537	\$2,666.00	\$4,368.00	7.00	0	
68	Copy Center Supervisor	1	0	M	546	\$3,338.00	\$5,122.00	5.00	0	
69	Asst Supervisor of Transportat	0	1	F	557	\$3,844.00	\$5,221.00	3.00	0	
65	Mid Sch Custodial Supervisor	2	0	M	559	\$3,715.00	\$5,594.00	5.00	0	
115	Comm Ed Resource Specialist	0	3	F	567	\$2,470.00	\$4,449.00	6.00	0	
82	Family Center Children's Teach	0	3	F	567	\$4,218.00	\$5,577.00	6.00	0	
113	Family Center Parent Educator	0	3	F	567	\$4,218.00	\$5,577.00	4.00	0	
112	Family Cntr Sch Readiness Supv	0	1	F	567	\$3,306.00	\$5,490.00	4.00	0	
66	Sr High Custodial Supervisor	1	0	M	570	\$4,102.00	\$6,078.00	5.00	0	
102	Teacher - Foundations of Learn	1	15	F	592	\$4,216.39	\$4,965.00	5.00	0	
117	Program Sprvsr Academic Supp	1	2	B	610	\$3,121.00	\$5,235.00	6.00	0	
121	Communications Manager	0	1	F	613	\$4,683.00	\$5,483.00	0	1.00	
120	Comm Ed Operations Mngr	0	1	F	629	\$4,189.00	\$5,525.00	4.00	0	
70	Assistant Controller	1	0	M	637	\$4,407.00	\$6,459.00	5.00	0	
71	Technology Support Specialist	5	4	B	642	\$4,705.00	\$6,297.00	4.00	0	
72	Student Information System Sup	0	1	F	647	\$4,739.00	\$6,215.00	3.00	0	
83	CES Operations Specialist - HR	0	1	F	696	\$4,189.00	\$5,525.00	4.00	0	

Job Class Data Entry Verification List

Edina Public Schools, 273
5701 Normandale Road
LGID: 1093

Case: Dec312008 Data

Status:

Job Nbr	Class Title	Nbr Males	Nbr Females	Class Type	Jobs Points	Min Mo. Salary	Max Mo. Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
80	Kids Club Program Manager	0	9	F	696	\$3,121.00	\$5,235.00	6.00	0	
79	Kids Club Supervisor	3	5	B	696	\$2,666.00	\$4,368.00	7.00	0	
75	Supervisor of Human Resources	0	1	F	726	\$5,306.00	\$6,846.00	3.00	0	
74	Network Manager	1	0	M	735	\$6,640.00	\$8,496.00	4.00	0	
73	Supervisor of Transportation	1	0	M	741	\$5,120.00	\$7,350.00	5.00	0	
111	Comm Ed Coordinator	0	5	F	772	\$6,635.00	\$8,049.00	4.00	0	
105	Teacher - Classroom	129	318	F	779	\$3,812.00	\$9,060.00	11.00	0	LONGEVITY
106	Teacher - Special Education	3	56	F	779	\$3,812.00	\$9,060.00	11.00	0	LONGEVITY
93	Sup of Building and Grounds	1	0	M	781	\$5,923.00	\$8,354.00	5.00	0	
99	Teacher - Occupational Therapi	0	5	F	787	\$3,812.00	\$9,060.00	11.00	0	LONGEVITY
98	Teacher - Counselor	4	6	B	820	\$3,812.00	\$9,060.00	11.00	0	LONGEVITY
101	Teacher - Media	0	9	F	820	\$3,812.00	\$9,060.00	11.00	0	LONGEVITY
96	Teacher - School Psychologist	2	7	F	820	\$3,812.00	\$9,060.00	11.00	0	LONGEVITY
100	Teacher - Speech Therapist	0	16	F	820	\$3,812.00	\$9,060.00	11.00	0	LONGEVITY
95	Teacher- School Nurse	0	7	F	828	\$3,812.00	\$9,060.00	11.00	0	LONGEVITY
97	Teacher - Social Worker	1	8	F	833	\$3,812.00	\$9,060.00	11.00	0	LONGEVITY
104	Chem/Mental Health Coordinator	0	1	F	835	\$7,758.00	\$8,834.00	4.00	0	
103	Controller	1	0	M	835	\$7,467.00	\$8,730.00	0	9.00	
124	Manager of Human Resources	0	1	F	969	\$6,333.00	\$9,180.00	5.00	0	
84	Athletic Director	0	1	F	1003	\$7,775.00	\$9,936.00	7.00	0	LONGEVITY
86	MS Assistant Principal	1	1	B	1003	\$7,950.00	\$10,136.00	7.00	0	LONGEVITY
87	SH Asst Principal	1	1	B	1003	\$8,167.00	\$10,352.00	7.00	0	LONGEVITY
92	Director of Research and Evalu	1	0	M	1045	\$7,992.00	\$10,152.00	7.00	0	LONGEVITY
119	Asst Dir Admin Services	0	1	F	1062	\$7,992.00	\$10,152.00	7.00	0	LONGEVITY
85	Asst Dir of Special Services	0	1	F	1062	\$7,992.00	\$10,152.00	7.00	0	LONGEVITY
91	Director of Media & Tech	1	0	M	1082	\$8,642.00	\$10,869.00	7.00	0	LONGEVITY
107	Director of Teaching and Learn	0	1	F	1082	\$10,812.00	\$12,075.00	0	12.00	
88	Elementary School Principal	4	2	B	1082	\$8,642.00	\$10,869.00	7.00	0	LONGEVITY
90	Middle School Principal	1	1	B	1097	\$8,098.00	\$11,136.00	7.00	0	LONGEVITY
89	Senior High Principal	1	0	M	1149	\$9,850.00	\$12,527.00	7.00	0	LONGEVITY

Job Class Data Entry Verification List

Edina Public Schools, 273
5701 Normandale Road
LGID: 1093

Case: Dec312008 Data

Status:

Job Nbr	Class Title	Nbr Males	Nbr Females	Class Type	Jobs Points	Min Mo. Salary	Max Mo. Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
108	Director of Business Services	1	0	M	1289	\$11,361.00	\$12,624.00	0	14.00	
110	Director of Community Ed. Serv	1	0	M	1289	\$10,176.00	\$11,439.00	0	27.00	
123	Director of HR and Admin Serv	0	1	F	1331	\$10,812.00	\$12,075.00	0	2.00	
109	Director of Special Services	0	1	F	1331	\$10,359.00	\$11,622.00	0	26.00	
114	Superintendent	1	0	M	1734	\$15,483.00	\$16,917.00	0	3.00	

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
Regular Meeting, January 26, 2009
Volume 80, Report 285

SUBJECT: PROPERTY/LIABILITY INSURANCE

Be It Resolved, That

The Board of Education

Award the annual property/liability insurance contract to Indiana Insurance effective February 1, 2009, in the amount of \$121,600.

BACKGROUND INFORMATION

The following quotations were received for property/liability insurance:

Berkley Risk	\$156,564
Indiana Insurance	\$ 121,600

Although Berkley Risk has provided our property liability insurance for many years, the proposal from Indiana Insurance is approximately \$35,000 lower. It also includes a \$2,000,000 umbrella liability which we have not had in the past. Indiana Insurance is now in 58 Minnesota school districts, and it results in an approximate \$9,000 savings from the prior year's policy. The administration recommends this action.

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
Regular Meeting, January 26, 2009
Volume 80, Report 286

SUBJECT: VEHICLE INSURANCE

Be It Resolved, That

The Board of Education

Award the annual vehicle insurance contract to Indiana Insurance effective February 1, 2009, in the amount of \$31,630.

BACKGROUND INFORMATION

The following quotations were received:

Berkley Risk	\$ 52,029
Indiana Insurance	\$ 31,630

Although the vehicle insurance was just renewed in October, Indiana Insurance proposed a considerably lower premium than our current carrier, Berkley. In order to make this change after four (4) months, we must pay a \$4,590 penalty to Berkley, but we will still save approximately \$32,000 as the original premium was \$68,000. The administration recommends this change.

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
Regular Meeting, January 26, 2009
Volume 80, Report 287

SUBJECT: EDINA COMMUNITY CENTER GYM ENTRANCE CEILING

Be It Resolved, That

The Board of Education

Award a contract with Ebert Construction in the amount of \$21,660 to remodel the Edina Community Center gym entrance ceiling.

BACKGROUND INFORMATION

The following quotations were received:

Ebert Construction	\$ 21,660.00
JLC Construction	\$ 22,680.00

This contract is to repair and improve the ceiling in the main entrance to the Edina Community Center gym. The job will consist of a new, high-abuse tiled ceiling, new lighting and recessed sprinkler heads. The administration recommends this contract be approved.

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
Regular Meeting, January 26, 2009
Volume 80, Report 288

SUBJECT: NEW POLICY 6156 – INSTRUCTION, OUT-OF-SCHOOL
TUTORING

Be It Resolved, That

The Board of Education

Approve new Policy 6156 – Instruction, Out-of-School Tutoring.

BACKGROUND INFORMATION

This policy is being proposed to clarify out-of-school tutoring in the district. The policy aligns with current district policy and practices and recent changes in state law. The policy has received input from the Board Policy Committee. Additional input from the School Board, administration and staff has been received. It is being presented for action.

Instruction

Out-of-School Tutoring

I. Purpose

The purpose of this policy is to provide district employees with guidance concerning out-of-school tutoring of Edina Public Schools' students.

II. General Statement of Policy

Edina Public Schools expects that every effort will be made by the building principal and involved teachers to help a student with his/her difficulties in school ~~before recommending the family employ a tutor~~. The school district will use established guidelines to prevent a conflict of interest between the family, school district and teachers of Edina Public Schools.

III. Guidelines for ~~Tutoring Recommended by the District~~

- A. Teachers may not arrange for a tutor or provide educational support services for-pay to ~~children~~ students enrolled in the district without knowledge and approval of the building principal or director of special services.

- B. A student's current teacher(s) may not provide any out-of-school tutoring for the student or the family.

- ~~The district will recommend tutoring only after other district educational interventions have been attempted or rejected by the family.~~

C. Teachers who provide out-of-school tutoring to students must comply with the provisions in Policy 439 (Outside Employment and Conflict of Interest).

Cross Reference: Policy 439 (Outside Employment and Conflict of Interest)

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
Regular Meeting, January 26, 2009
Volume 80, Report 289

SUBJECT: NEW 400 SERIES POLICIES – PERSONNEL, PHASE III

Be It Resolved, That

The Board of Education

Approve new 400 Series Policies – Personnel, Phase III.

BACKGROUND INFORMATION

New 400 Series Policies, Phase III, are being proposed. The 400 Series Policies will ultimately replace the current 4000 Series Policies. Additional 400 Series Policies will be forthcoming.

The 400 Series Policies before you include:

Policy 409 – Personnel: Employee Publications, Instructional Materials, Inventions and Creations

Policy ~~411~~ 412 – Personnel: Resignation, Termination or Nonrenewal of Employee

Policy 424 – Personnel: License Status

Policy 425 – Personnel: Staff Development

These policies are based on MSBA (Minnesota School Boards Association) model policies, and will better align the policies of Edina Public Schools with Minnesota statutes. The proposed policies were reviewed by the administration and the Board Policy Committee. These policies are being presented to you for action.

Personnel

Employee Publications, Instructional Materials, Inventions and Creations

I. Purpose

The purpose of this policy is to identify and reserve the proprietary rights of the school district to certain publications, instructional materials, inventions and creations that employees may develop or create, or assist in developing or creating, while employed by the school district. Nothing in this policy is intended to limit in any manner or degree any right granted to the school district by law that is not specifically described herein.

II. General Statement of Policy

- A. Unless the employee develops, creates or assists in developing or creating a publication, instructional material, computer program, invention or creation entirely on the employee's own time and without the use of any school district facilities or equipment; the employee shall immediately disclose and, on demand of the school district, assign to the school district any rights to publications, instructional materials, computer programs, materials posted on websites, inventions or creations which the employee develops or creates or assists in developing or creating during the term of the employee's employment and for 12 months after employment with Edina Public Schools. In addition, employees must sign necessary documents and perform necessary acts to secure the school district's rights relating to such publications, instructional materials, computer programs, materials posted on websites, inventions or creations, including domestic and foreign patents and copyrights.
- B. Edina Public Schools reserves the right to participate in any financial gains by an employee as a result of the above-mentioned employee activities. Further, the school district reserves the right to participate in any financial gains by an employee who shares expertise gained through school district training by means of instruction or presentation at a college/university course, conference or workshop. The school district will determine its financial rights based on discussion with the employee.

Legal Reference: 17 U.S.C. § 101 *et seq.* (Copyrights)

Policy
adopted:

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota

Personnel

Resignation, Termination or Nonrenewal of Employee

I. Purpose

The purpose of this policy is to define the process for addressing resignation, termination or nonrenewal of an employee from Edina Public Schools.

II. General Statement of Policy

Edina Public Schools will follow the procedures outlined in district policy and in the terms of work agreements in employee resignations, terminations or nonrenewals.

III. Resignation Procedures

- A. All employees who desire to resign from a position must send written notification of their decision to the human resources office, directed to the attention of the human resources director.
- B. Licensed staff is required to complete their yearly obligation prior to resigning from a position unless a suitable replacement can be found or other arrangements have been approved by the school board.

Licensed staff who resign after August 1, but prior to the start of the school year, may have their resignation delayed by the school district until a suitable replacement can be found.

- C. Nonlicensed staff is required to give a ten (10) working-day notice of resignation.
- D. Edina Public Schools reserves the right to negotiate a mutual stop date for any employee who is seeking a resignation during the school year.

IV. Termination or Nonrenewal of Employee

- A. The school district shall comply with Minnesota State Statutes and local employee work agreements when a decision is made to terminate or nonrenew an employee.
- B. The superintendent/designee shall make the termination or nonrenewal recommendation to the school board for board action.
- C. The school district retains the right to immediately discipline, terminate or discharge an employee as appropriate, subject to relevant governing law and collective bargaining agreements where applicable.

Personnel

License Status

I. Purpose

The purpose of this policy is to ensure that the school district employs qualified teachers and that it fulfills its duty to ascertain the licensure status of its teachers. A school district that employs a teacher who does not hold a valid teaching license, or permission from the Minnesota Department of Education, places itself at risk for a reduction in state aid. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license.

II. General Statement of Policy

- A. Teachers must hold a valid teaching license or permission from the Minnesota Department of Education to perform the particular service for which the teacher is employed by the school district.
- ~~B. The school district will verify, through the Minnesota education licensing system available on the Minnesota Department of Education website, that the teacher is licensed consistent with state law.~~
- ~~CB.~~ The school district has the dutiesy to ascertain the licensure status of its teachers and ensure that the school district's teacher license files are current. The school district will establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the school district.

III. Procedure

- A. The school district will establish a schedule for the annual review of teacher licenses.
- B. When the district conducts its annual review, the district will provide written notification of the upcoming expiration to teachers whose license expires within one year from the date of review. However, the district's failure to provide this notice to teachers does not relieve teachers' responsibility to ensure that their teaching license is valid and appropriate to their teaching assignment.
- C. If the district discovers that a teacher's license has expired or that the teacher is not appropriately licensed, the district will immediately investigate the circumstances surrounding the lack of license and will take appropriate action, as determined by the superintendent/designee based on

recommendations from the Minnesota Department of Education. A teacher's failure to have the license reinstated constitutes gross insubordination, inefficiency and willful neglect of duty which are grounds for immediate discharge from employment.

- D. The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by this policy shall remain with the teacher. A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.

Legal References:

Minn. Stat. § 122A.16 (Highly Qualified Teacher Defined)

Minn. Stat. § 122A.22 (District Verification of Teacher Licenses)

Minn. Stat. § 122A.40, Subd. 13 (Employment; Contracts; Termination – Immediate Discharge)

Minn. Stat. § 127A.42 (Reduction of Aid for Violation of Law)

Vettleson v. Special Sch. Dist. No. 1, 361 N.W.2d 425 (Minn. App. 1985)

Lucio v. School Bd. of Independent Sch. Dist. No. 625, 574 N.W.2d 737 (Minn. App. 1998)

In the Matter of the Proposed Discharge of John R. Statz (Christine D. VerPloeg), June 8, 1992, *affirmed*, 1993 WL 129639 (Minn. App. 1993)

Policy
adopted:

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota

Personnel

Staff Development

I. Purpose

The purpose of this policy is to define and recognize the role of staff development and training for enhancing the effectiveness of all staff in Edina Public Schools.

II. General Statement of Policy

Edina Public Schools is committed to facilitating, nurturing and promoting opportunities to increase personal professional development of all staff. The school district shall provide the best possible learning for its students by providing ongoing staff development activities for all staff. The school district shall create an Educational Services Council which will act as the staff development committee and will develop and implement the staff development plans of the school district. The staff development plans shall align with the mission and goals of the school district.

III. Staff Development Plan

- A. The school district shall develop a staff development plan on an annual basis. This plan shall align with the mission and goals of the school district. The school board shall approve the plan by October of each year.
- B. The plan will identify staff development goals at a district level, and create a process for developing goals at a building site and/or program level. These goals shall be based on:
 - Student achievement data
 - Goals identified by the district or at sites and/or sites/programs
 - State-mandated goals
- C. The plan will, as appropriate, incorporate staff development training for the successful implementation of the Minnesota Graduation Standards.
- D. Based on the identified goals, the Educational Services Council shall develop delivery methods to meet the needs of the goals and staff. These methods may include:
 - Mentoring practices
 - Modeling practices
 - Professional Learning Communities
 - Individual development plans
 - Online development activities

- In-services and conferences
- Reflective logs
- Action research
- Best practices grants
- Study teams/Communities of Practice
- Summer institutes

E. Professional Growth

1. All employees are encouraged to participate in various opportunities for professional growth. The superintendent/designee may provide the staff with opportunities in areas such as:
 - a. Released time and leaves of absence for travel and study
 - b. Visits to other classrooms and other schools
 - c. Membership in committees
 - d. Training, classes and workshops offered within the district
 - e. Further training in institutions of higher learning

IV. Educational Services Council Membership

- A. The Educational Services Council will be appointed by the superintendent or designee with representation from the following:
 1. School improvement/staff development chairpersons from the nine ~~buildings~~ schools, early childhood special education and early childhood family education
 2. Liaisons from the following groups:
 - Principals (elementary, middle school and high school)
 - Parent representative(s)
 - Paraprofessionals
 - Education Minnesota/Edina representative
 3. Representatives of specific programs/departments, as needed
- B. The director of teaching and learning, or designee, acts as the district coordinator for the design, delivery and oversight of the program and work of the council.
- C. Membership will be a two-year commitment. New membership applicants will be sought via school communications. The selection will be determined by the director of teaching and learning and the current member. After that, the representatives are responsible for opening up the position to another staff member. ~~After that, the representatives are responsible for opening up the position to another staff member.~~ If no one is interested, the representative may continue for additional

term(s). Terms for all new members begin on May 1 of each year.

D. The council will meet on a regular basis, as determined by the council.

V. Financial Support

A. Revenues

1. The school board will determine the revenues for staff development, in accordance with Minnesota State Statute. These funds will be placed in reserve for staff development.
2. All funds that are not used during a current fiscal year will be carried forward to the next year as part of the staff development budget. All funds reserved at the district level and the building site level will be carried forward to the next year. All unused grant funding will remain in the district reserve grant fund. All unused funds from an approved grant will remain part of the district reserve grant fund, and will not be carried over with the specific grant that has been approved by the council.

B. Expenditures

1. The council will determine the process for expending available funds. These funds will be divided into three funding categories:
 - District programming
 - Building site programming
 - Staff development grants
2. The council will determine the percentage of funding available for each area and, as appropriate, follow the funding criteria established by Minnesota State Statutes.

Any changes in the funding allocations (i.e. teacher salaries) must be completed within the guidelines established by the Minnesota Department of Education. Requests for a change in funding shall be done in partnership between the district administration and Education Minnesota/Edina.
3. The council will define the meaning of each of the areas and the criteria for awarding grant funds.
4. The council will establish an expenditure budget for the upcoming year by July 1, and will determine the process for individuals or groups seeking district staff development funding support.
5. All district staff development funds, including at a building level, should

include all related expenses:

- Salary, wages and benefits
 - Travel expenses
 - Professional dues
 - Conference and workshop fees
 - Meals and lodging
6. District staff will use the district's established guidelines and procedures when attending conferences, workshops, training and other related activities.
 7. The rates of pay for district staff development pay will be established, when appropriate, through the negotiation process and are available in the human resources department.

C. Travel

In order for our staff to keep abreast of current developments in education, the school board recognizes that instructional travel by teachers and administrators is helpful to the employee and the school district. Such occasions may include conferences and conventions of subject matter fields, as well as those devoted to general education topics, or visits to schools and locations which are conducting an instructional program somewhat different from our program. All such travel must be approved in advance by the superintendent or designee.

Policy
adopted:

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
Regular Meeting, January 26, 2009
Volume 80, Report 290

SUBJECT: REVISED APPENDIX II FOR POLICY 6149 – INSTRUCTION,
STUDENT ACTIVITY PROGRAMS

Be It Resolved, That

The Board of Education

Approve revised Appendix II for Policy 6149 – Instruction, Student Activity Programs.

BACKGROUND INFORMATION

Policy 6149 – Instruction: Student Activity Programs – was approved by the School Board at its regular meeting on August 18, 2008. The appendices for the policy were provided to the School Board for information at that meeting. Since that time, Appendix II – Participation Fees – has been revised to reflect current practice. The attached appendix has been reviewed by the administration and the Board Policy Committee, and is being provided to you for action.

An increase in activity fees (\$5 per activity) was needed to offset a new online registration system in effect for the 2008–09 school year. The credit card processing will cost approximately 3% for each registration, which rounds out to \$5 per activity. This increase was approved by the Board at its May 19, 2008, regular meeting.

Appendix II

PARTICIPATION FEES

The appropriate fee will be collected at the beginning of each sport or activity season. Such collection will be the responsibility of the activities director and middle school activity coordinators. A permit slip to practice will be given to a student upon receipt of fee, confirmation of current physical exam, and eligibility forms. No student will be permitted to practice or issued equipment until the fee has been paid and confirmation of eligibility has been completed.

Refund of Fees

Fee reimbursement request forms will be available in the office of the activities director. The student will complete this form, and get the signature of the coach/advisor. Upon approval by the activities director, the student will receive a refund.

The refund criteria will be:

1. If a student drops out of an activity of his/her own accord within two weeks of participation, he/she may request fee reimbursement.
2. If a student is cut from the team or squad, he/she may request fee reimbursement.
3. If a student discontinues participation due to illness, injury, or for disciplinary reasons within the first four weeks of that sport or activity season, he/she may request fee reimbursement.

Request for Fee Waiver

Request for fee waiver forms must be completed and signed by parents, and will be reviewed by athletic coordinators. Hardship cases, where families qualify for the free lunch program, will have the participation fee fully or partially waived. Any other possible exceptions will be reviewed and resolved at the discretion of the activities director and/or middle school athletic coordinators.

FOR INFORMATION

INDEPENDENT SCHOOL DISTRICT 273
 Regular Meeting, January 26, 2009
 Volume 80, Report 291

SUBJECT: ENROLLMENT AS OF DECEMBER 19, 2008

Elementary Schools	P	K	1	2	3	4	5	TOTAL
Concord		108	114	131	127	122	119	721
Cornelia		79	88	83	110	94	91	545
Countryside		81	82	95	99	93	94	544
Highlands		83	88	95	93	94	89	542
Creek Valley		92	95	100	96	101	98	582
Normandale		110	105	105	103	106	101	630
Preschool	136							136
Totals	136	553	572	609	628	610	592	3700
Secondary Schools	6	7	8	9	10	11	12	Total
South View Middle	338	305	275	291				1209
Valley View Middle	313	302	337	327				1279
High School					617	599	593	1809
Totals	651	607	612	618	617	599	593	4297

Enrollment Comparisons

	Dec 21, 2007				Nov 21, 2008			Dec 19, 2008
PK - 5	3680				3704			3700
GRADE 6 -9	2388				2490			2488
GRADE 10 - 12	1755				1815			1809
Totals PK - 12	7823				8009			7997

December Mobility

	P	K	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
Withdraw	3	1	4	3	2	4	1	1			4			2	25
Enroll	1	3	4		1			1	1	1	1				13
Net Total	-2	2	0	-3	-1	-4	-1	0	1	1	-3	0	0	-2	-12

FOR INFORMATION

INDEPENDENT SCHOOL DISTRICT 273
Regular Meeting, January 26, 2009
Volume 80, Report 292

SUBJECT: APPENDIX II FOR POLICY 509 – STUDENTS, RESIDENT
ENROLLMENT

Be It Resolved, That

The Board of Education

In conformity with Policy 509, Students: Resident Enrollment, the administration has developed the attached priorities for the elementary choice programs – Continuous Progress and Normandale Elementary School's French Immersion.

BACKGROUND INFORMATION

The policy requires each school to define a process for accepting applicants and determining student placement in the schools. The principals involved in the choice programs met and aligned their placement processes. The resulting process was reviewed and accepted by the superintendent, as per the policy.

Appendix II

Elementary Choice Program Enrollment Admission Priorities
for Continuous Progress Program and Normandale French Immersion

- A. The district will determine class size ranges and program capacity for the choice programs.
- B. The enrollment admission priorities will be as follows for kindergarten entrance in the choice programs.
1. Resident students of the school district:
 - a. Siblings who follow district registration process*
 - b. Random draw from all applicants for gender balance in continuous progress programs or random draw of all applicants for French immersion**
 2. The Choice Is Yours (TCIY) students
 3. Staff sibling requests – Nonresident students
 4. Sibling – Nonresident students
 5. Staff requests – Nonresident students***
 6. Open enrollment – Nonresident students
 7. Enrollment options – Nonresident students
- C. The enrollment admission priorities will be as follows for entrance during or after the start of kindergarten for choice programs.
1. Waitlists will be established and maintained at the specific program level following the priority order listed in section b above.
 - a. Random drawing to determine placement at the time of kindergarten entrance
 - b. Names added in order of application received date
 2. As K-5 openings occur, gender and identified grade level will be factored in acceptance from the waitlist in the continuous progress programs.
 3. As openings occur in K to midyear grade 1, all students will be accepted from the waitlist; and, from that point in time forward, an assessment will be given to determine whether placement is appropriate in the French immersion program.

**French immersion program siblings are those who are currently enrolled in grades K-9 at the time of application.

**Children who are seeking acceptance as an early entrance student (i.e., anyone whose fifth birthday falls between September 2 and October 31) will not be eligible for initial admittance at the time of registration in January or placement on the waitlist.

***Nonresident/resident children of Normandale staff members in positions for which it is difficult to find qualified/licensable individuals (e.g., French Immersion classroom will be given priority preference only above the district kindergarten class size range high number at the discretion of the superintendent or designee).

FOR INFORMATION

INDEPENDENT SCHOOL DISTRICT 273
 Regular Meeting, January 26, 2009
 Volume 80, Report 293

SUBJECT: EDINA CONCERT CHOIR PERFORMING TOUR TO CHICAGO

In conformity with Policies 6153 and 6145.9, the Edina High School administration has approved a performing tour to Chicago, Illinois, for the Edina Concert Choir. Tour dates are March 19 – 22, 2009. Students will miss two (2) days of school.

Thursday, March 19	7:30 a.m. 10:30 a.m. 12:00 p.m.	Workshop w/TBA at Colonial Church Exchange with local high school Head for Chicago
Friday, March 20	Morning Morning Afternoon Evening	Breakfast at hotel Exchange with Barrington H.S. Choir DePaul University, Dr. Clayton Par Attend Medieval Times
Saturday, March 21	Morning Afternoon Evening	Breakfast at hotel Workshop at University of Chicago, Dr. James Kallembach Workshop at Northwestern University, Dr. Robert Harris Attend Performance of "BlueMan Group"
Sunday, March 22	Morning 8:30 p.m.	Breakfast at hotel Sing at Rockefeller Chapel, University of Chicago Arrive home

BACKGROUND INFORMATION

The staff member in charge is Dr. David O. Henderson. There will be thirteen (13) parent chaperones and 85 students. Transportation will be provided by motor coach, and lodging will be at the Holiday Inn City Center. The cost of the tour is \$525 per student. Students have had the opportunity to earn a portion of the trip expense through various fundraising activities. Scholarships are available.