

INDEPENDENT SCHOOL DISTRICT 273
Regular Meeting, March 16, 2009
Room 349, Edina Community Center

AGENDA

Determination of Quorum and Call to Order
Approval of Minutes of Meeting of February 23, 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)**

RECOGNITION

- State Champions – Edina High School Girls' Alpine Ski Team

PRESENTATION

- Awesome Fitness Club – Normandale Elementary School Teacher John Hannemann and 4th and 5th Grade Students Maelee Lorge, Gerrit Gutowski, Fritz Huttner, Elli Halloran and Sydney Sabow

REPORT

- 2009-10 Planning Update – Dr. Ric Dressen, Superintendent

CONSENT

326	Personnel Recommendations	603-604
327	Expenditures Payable on March 9, 2009, appended	605
328	Bond Fund Expenditures Payable on March 2, 2009	606-607
329	Alternative Facilities Bond Expenditures Payable on March 2, 2009	608-609
330	Alternative Facilities Bond Expenditures Payable on March 5, 2009	610-611
331	Commendation of Edina High School 2008-2009 Girls' Alpine Ski Team	612
332	Gifts from Cornelia Elementary School PTO	613
333	Gift from Target	614
334	Gift from Normandale Elementary School PTO	615
335	Gift from the Creek Valley Elementary School PTA	616

336	Gift from Barnes and Noble	617
337	Gift from B. Dalton	618
338	Gifts Countryside Elementary School PTO	619

ACTION

339	2009–2010 Capital Fund Budget, appended	620
340	Revised Policy 3323 – Business, Soliciting Prices (Bids and Quotations)	621-623
341	New 400 Series Policies – Personnel, Phase IV, appended	624

DISCUSSION

342	2008–2009 Community Education Services Fund (04) Budget Adjustments	625-626
-----	---	---------

INFORMATION

343	Enrollment as of February 27, 2009	627
344	Revised Enrollment as of January 30, 2009	628
345	Revised Procedure 3323 – Business, Soliciting Prices (Bids and Quotations)	629-631
346	Edina High School Japanese Students to National Japan Bowl in Washington, D.C.	632
347	Science Club Trip to Bloomington, Minnesota	633
348	Debate Team Trip to Lexington, Kentucky	634
349	Recognition of Staff	635

LEADERSHIP UPDATE

Family Preference of Teachers
Board Committee Minutes

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 March 16, 2009
 Volume 80, Report 326

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>
BOLES, MELISSA	Grade 3 Creek Valley	Child care	3/16-5/4/09
DEGENER, HEIDI	Language Arts Valley View	Child care	3/18-6/8/09
HANSON, ERIK	Leave	Long term	2009-10 school yr
TRAEGER, MICHELLE	Social Studies South View	Medical	2/3-3/27/09

CLASSIFIED STAFF

A. RECOMMENDATION FOR EMPLOYMENT

<u>Name</u>	<u>Assignment</u>	<u>Salary</u>	<u>Effective Date</u>
WHEAR, THOMAS	Inst Asst/K+ Cornelia	\$13.54/hr Step 3	2/23/09

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

B. RESIGNATIONS

<u>Name</u>	<u>Assignment</u>		<u>Effective Date</u>
HOGLUND, MARK	Bus Driver Transportation Center	Other employment	2/13/09
MOBLEY, RONALD	Bus Driver Transportation Center		1/12/07

C. TERMINATION

<u>Name</u>	<u>Assignment</u>		<u>Effective Date</u>
HORSCH, GILBERT	Bus Driver Transportation Center		9/1/07

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
 Regular Meeting, March 16, 2009
 Volume 80, Report 327

SUBJECT: EXPENDITURES PAYABLE ON MARCH 9, 2009

Be it Resolved, That

The Board of Education

Approve the payment of expenditures as appended.

Expenditures Payable Summary, by Fund

01	General Fund	\$ 218,384.67
02	Food Service Fund	5,536.16
03	Transportation Fund	40,100.88
04	Community Service Fund	44,669.00
05	Capital Fund	40,475.97
06	Technology Bond Fund	21,098.05
07	Debt Redemption Fund	0.00
14	West Metro Education Program	<u>477.76</u>
	Total Expenditures	<u><u>\$ 370,742.49</u></u>

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
Regular Meeting, March 16, 2009
Volume 80, Report 328

SUBJECT: BOND FUND EXPENDITURES PAYABLE ON MARCH 2, 2009

Be it Resolved, That

The Board of Education

Approve the payment of expenditures as appended.

Expenditures Payable of	\$	1,475.70
-------------------------	----	----------

ISD #273 Edina Public Schools
 CHECK REGISTER FOR BANK 12 - ISD 273 BLDG BONDS SERIES 2004
 DATE RANGE: 03/02/09 - 03/02/09

CHECK # TYPE CHECK AMT CHECK DATE VENDOR # ADDR # VENDOR NAME CHECK STATUS

	AMOUNT	G/L ACCT #		DESCRIPTION	PO #	INVOICE #	
121915	S	\$1475.70	03/02/09	24104	0	PERKINS + WILL INC	OUTSTANDING
	1,475.70	12-005-105-000-306-000		SERVICES THRU 1/31/09		70923	

TOTAL # OF ISSUED CHECKS: 1 TOTAL AMOUNT 1475.70
 TOTAL # OF VOIDED CHECKS: 0 TOTAL AMOUNT 0.00
 TOTAL # OF UNISSUED CHECKS: 0

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
Regular Meeting, March 16, 2009
Volume 80, Report 329

SUBJECT: ALTERNATIVE FACILITIES BOND EXPENDITURES PAYABLE
ON MARCH 2, 2009

Be it Resolved, That

The Board of Education

Approve the payment of expenditures as appended.

Expenditures Payable of \$ 4,448.54

ISD #273 Edina Public Schools
 CHECK REGISTER FOR BANK 38 - ISD 273 ALT FACILITIES BOND
 DATE RANGE: 03/02/09 - 03/02/09

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
		AMOUNT	G/L ACCT #			DESCRIPTION	PO # INVOICE #
200156	S	\$3027.04	03/02/09	10501		0 BOILER SERVICES INC	
		3,027.04	12-822-870-386-520-108			REPLACE BAD MAIN GAS VALVE AND	S032059 26206
200157	S	\$1421.50	03/02/09	15367		0 H&B SPECIALIZED PRODUCTS INC	
		1,421.50	12-822-870-386-520-108			LR001 QR4 3/4 HP WINCH FOR MID	S032053 21577
TOTAL # OF ISSUED CHECKS:			2	TOTAL AMOUNT		4448.54	
TOTAL # OF VOIDED CHECKS:			0	TOTAL AMOUNT		0.00	
TOTAL # OF UNISSUED CHECKS:			0				

ISD #273 Edina Public Schools
 CHECK REGISTER FOR BANK 38 - ISD 273 ALT FACILITIES BOND
 DATE RANGE: 03/05/09 - 03/05/09

CHECK # TYPE CHECK AMT CHECK DATE VENDOR # ADDR # VENDOR NAME CHECK STATUS

CHECK #	TYPE	AMOUNT	G/L ACCT #	CHECK DATE	VENDOR #	ADDR #	VENDOR NAME	PO #	INVOICE #	CHECK STATUS
200158	S	\$18246.00	12-821-870-386-520-104	03/05/09	24429		0 UNICORP INC HS LOCKER PKG APPL 3 FINAL PMT		APPL 3 FINAL PMT	OUTSTANDING

TOTAL # OF ISSUED CHECKS: 1 TOTAL AMOUNT 18246.00
 TOTAL # OF VOIDED CHECKS: 0 TOTAL AMOUNT 0.00
 TOTAL # OF UNISSUED CHECKS: 0

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
Regular Meeting, March 16, 2009
Volume 80, Report 331

SUBJECT: COMMENDATION OF EDINA HIGH SCHOOL 2008-2009 GIRLS'
ALPINE SKI TEAM

Be it Resolved, That

The Board of Education

Commend the Edina High School Girls' Alpine Ski teams and their coaches for exemplary performances and accomplishment:

State Meet 1st Place

State Team Members

Meredith Finsand
Alex Sims
Mary Van Metre
Kiltie Finsand
Taylor Johnson
Thea Zerby

Head Coach: Dave Nelson

Assistant Coach: Kevin Shields

Activities Director: Jenny Johnson

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
 Regular Meeting, March 16, 2009
 Volume 80, Report 332

SUBJECT: GIFTS FROM CORNELIA ELEMENTARY SCHOOL PTO

Be it Resolved, That

The Board of Education

Accept with sincere appreciation gifts totaling \$9052.40 from the
 Cornelia Elementary School PTO to Edina Public Schools.

BACKGROUND INFORMATION

Gifts totaling \$9052.40 were given by the Cornelia Elementary School PTO
 (Parent Teacher Organization) as follows:

\$ 1,172.27	5 th grade atlas, Houghton Mifflin practice books for 2 nd grade, step stool for art classroom
3,336.03	StoryPath for 5 th grade, jump ropes for recess, 5 th grade atlas, kindergarten classroom stipend, mirror for occupational therapy, folding geometric shapes for art, cork board
4,544.10	Scholastic Magazine for grades K-2, Time for Kids for grade 4, swing chair and duck pond for occupational therapy, StoryPath cards for grade 5, Everyday Counts curriculum for grade 2, hanging folders/stack totes for leveled reading for grade 2, Words Their Way spelling curriculum for grade 2

References:

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

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
Regular Meeting, March 16, 2009
Volume 80, Report 333

SUBJECT: GIFT FROM TARGET

Be it Resolved, That

The Board of Education

Accept with sincere appreciation the gift of \$2334.81 from Target to Edina Public Schools.

BACKGROUND INFORMATION

The gift of \$2334.81, given by Target to Cornelia Elementary School, will be used for instructional supplies.

References:

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

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
Regular Meeting, March 16, 2009
Volume 80, Report 334

SUBJECT: GIFT FROM NORMANDALE ELEMENTARY SCHOOL PTO

Be It Resolved, That

The Board of Education

Accept with sincere appreciation the gift of \$1793 from the Normandale Elementary School PTO to Edina Public Schools.

BACKGROUND INFORMATION

The Normandale Elementary School PTO (Parent Teacher Organization) donated funds to the vocal music department. These funds were to match a grant from the Minnesota Arts Board for Evelyn Emerson entitled "Bang the Gong; Indonesian Dance and Song," which resulted in a three-week residency program being offered to students during their vocal music class.

References:

M.S. 123.40
Edina School District Policy 3280

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
Regular Meeting, March 16, 2009
Volume 80, Report 335

SUBJECT: GIFT FROM CREEK VALLEY ELEMENTARY SCHOOL PTA

Be it Resolved, That

The Board of Education

Accept with sincere appreciation the gift of \$2027 from the Creek Valley Elementary School PTA to Edina Public Schools.

BACKGROUND INFORMATION

The gift of \$2027, given by the Creek Valley Elementary School PTA (Parent Teacher Association), will be used to purchase instructional supplies used by all students at Creek Valley.

References:

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

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
Regular Meeting, March 16, 2009
Volume 80, Report 336

SUBJECT: GIFT FROM BARNES AND NOBLE

Be it Resolved, That

The Board of Education

Accept with sincere appreciation the gift of 980 books from Barnes and Noble Booksellers to Edina Public Schools.

BACKGROUND INFORMATION

The Edina Resource Center (ERC) was chosen as the recipient group for the Edina Barnes and Noble 2008 Holiday Book Drive. Members of the community purchased books at Barnes and Noble Booksellers for the Edina Resource Center Literacy Initiative. The ERC partnered with Edina Public Schools district media staff for book distribution to create at-home libraries of “just right” reading for struggling or economically-challenged student-readers.

References:

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

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
Regular Meeting, March 16, 2009
Volume 80, Report 337

SUBJECT: GIFT FROM B. DALTON

Be it Resolved, That

The Board of Education

Accept with sincere appreciation the gift of 220 books from
B. Dalton Bookseller to Edina Public Schools.

BACKGROUND INFORMATION

The Edina Resource Center (ERC) was chosen as the recipient group for the Edina B. Dalton 2008 Holiday Book Drive. Members of the community purchased books at B. Dalton Bookseller for the Edina Resource Center Literacy Initiative. The ERC has partnered with Edina Public Schools district media staff for book distribution. The intention is to create at-home libraries of “just right” reading for struggling or economically-challenged student-readers.

References:

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

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
Regular Meeting, March 16, 2009
Volume 80, Report 338

SUBJECT: GIFTS FROM COUNTRYSIDE ELEMENTARY SCHOOL PTO

Be it Resolved, That

The Board of Education

Accept with sincere appreciation gifts totaling \$4798 from the
Countryside Elementary School PTO to Edina Public Schools.

BACKGROUND INFORMATION

Gifts totaling \$4798 were given by the Countryside PTO (Parent Teacher Organization) to Countryside Elementary School as follows:

\$2,850	Everyday Home Link workbooks
\$1,948	Substitute teachers for classroom teachers conducting DRA/QRI testing

References:

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

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
Regular Meeting, March 16, 2009
Volume 80, Report 339

SUBJECT: 2009–2010 CAPITAL FUND BUDGET

Be It Resolved, That

The Board of Education

Approve the 2009–2010 Capital Fund Revenue Budget in the amount of \$3,080,000 and the 2009–2010 Capital Fund Expenditure Budget in the amount of \$2,950,000.

BACKGROUND INFORMATION

Note on the following pages that the Operating Fund Balance at the end of 2009–2010 will approximate \$200,000 or 8.5% of the Expenditure Budget. Also note that the Health & Safety deficit is being slowly eroded. The Board Finance and Facility Committee has reviewed and recommends for approval the attached budget.

INDEPENDENT SCHOOL DISTRICT #273

**COMBINED STATEMENT OF BUDGETED REVENUES, EXPENDITURES,
AND PROJECTED CHANGES IN CAPITAL FUND BALANCES**

Fiscal Year Ending June 30, 2010

	<u>Projected Balance June 30, 2009</u>	<u>Budget Revenues</u>	<u>Budget Expenditures</u>	<u>Projected Balance June 30, 2010</u>
Capital Fund				
Reserve Health & Safety	\$ (1,700,000)	\$ 680,000	250,000	\$ (1,270,000)
Designated Lease Levy	50,000	350,000	350,000	50,000
Reserve Operating Capital	<u>500,000</u>	<u>2,050,000</u>	<u>2,350,000</u>	<u>200,000</u>
Total Capital Fund	<u><u>\$ (1,150,000)</u></u>	<u><u>\$ 3,080,000</u></u>	<u><u>\$ 2,950,000</u></u>	<u><u>\$ (1,020,000)</u></u>

Edina Public Schools

Capital Budget Summary 2009 - 2010

DEPARTMENT	TITLE OF REQUEST	Est. Cost	Admin. Recommendation	Board Approval
Contingency				
	1/2 Superintendent	30,000	30,000	
	2/2 Buildings & Grounds	30,000	30,000	
TOTAL		\$ 60,000	\$ 60,000	
Superintendent				
	1/5 DW Music Equipment	75,000	75,000	
	2/5 DW Instructional Furniture	50,000	50,000	
	3/5 DW Instructional Capital	120,000	120,000	
	4/5 Decent. Capital, non-instructional	75,000	75,000	
	5/5 Decent. copying charges	210,000	175,000	
TOTAL		\$ 530,000	\$ 495,000	
Athletics				
	1/2 Ice time	40,000	Health & Safety	
	2/2 Football helmets	4,000	4,000	
TOTAL		\$ 44,000	\$ 4,000	
Bldgs & Grounds				
ECC	1/22 Blacktop/stripping/parking lots	30,000	Alt. Fac.	
	2/22 Bathroom renovation	28,000	-	
	3/22 Carpet replacement/phase 1	12,000	Alt. Fac.	
	4/22 Cleaning equipment	12,100	12,000	
	5/22 Locker room repairs	30,000	13,000	
	6/22 South end plumbing drains	25,000	Alt. Fac.	
	7/22 Kabota tractor	10,000	-	
	8/22 Replace window A/C	3,600	-	
	9/22 Replace windows/east side	60,000	Alt. Fac.	
	10/22 New weight room	40,000	-	
	11/22 Door #4/step repair	7,000	-	
	12/22 Door #4/door, threshold repair	3,300	-	
	13/22 Loading dock doors/replace	4,100	-	
	14/22 Loading dock/trash extention	1,580	-	
	15/22 Kuhlman Field/railings	1,625	-	
	16/22 Kuhlman Field/bleacher repair	4,300	-	
	17/22 Locker room renovations	115,000	-	
	18/22 Kuhlman Field/pipe/fence repair	2,200	-	
	19/22 Door #5 missing steps	760	-	
	20/22 City Gym/door repairs	835	-	
	21/22 Lg.gym door repair/T&M \$80/hr.		-	
	22/22 City Gym/corridor door repair	835	-	
TOTAL		\$ 392,235	\$ 25,000	

DEPARTMENT	TITLE OF REQUEST	Est. Cost	Admin. Recommendation	Board Approval
Concord				
	1/5 Office area HVAC	17,510	-	
	2/5 Front concrete/bus/sidewalk	10,000	10,000	
	3/5 Re-key exterior doors	3,000	-	
	4/5 Classroom cabinets	5,000	-	
	5/5 Portable gates for hallways	2,000	-	
TOTAL		\$ 37,510	\$ 10,000	
Cornelia				
	1/5 Replace bathroom partitions	18,200	-	
	2/5 Lunchroom tables	20,715	-	
	3/5 Bus ramp canopy	9,000	10,000	
	4/5 Condensate return tank/boiler	9,500	-	
	5/5 Electrical service upgrade	33,000	-	
TOTAL		\$ 90,415	\$ 10,000	
Countryside				
	1/4 Tables/K+ program	1,145	2,000	
	2/4 Volleyball poles/PE	618	1,000	
	3/4 Hand washing stations	4,500	5,000	
	4/4 Permanent soccer goals	2,425	2,000	
TOTAL		\$ 8,688	\$ 10,000	
Creek Valley				
	1/4 Playground repair	2,755	Health & Safety	
	2/4 Sidewalk extension	7,860	8,000	
	3/4 Security camera/nw parking lot	2,000	2,000	
	4/4 Floor scrubber	8,113	-	
TOTAL		\$ 20,728	\$ 10,000	
District Office				
	1/2 Field signs for ECC campus	500	-	
	2/2 Color printer for Bus.Serv. Dept.	1,000	DMTS	
TOTAL		\$ 1,500	-	

DEPARTMENT	TITLE OF REQUEST	Est. Cost	Admin. Recommendation	Board Approval
DMTS				
	1/8 Computer/Network hardware	275,500	250,000	
	2/8 Library/Reference books	100,000	75,000	
	3/8 TIES	351,787	350,000	
	4/8 Project Lead the Way	90,200	30,000	
	5/8 Video Tape Curriculum Library	10,000	10,000	
	6/8 Student Response Systems	15,000	-	
	7/8 1 to 1 Computer Pilot	245,600	-	
	8/8 Telecommunications Access	35,000	35,000	
TOTAL		\$ 1,123,087	\$ 750,000	
Food Service				
	1/6 Buffet Serving Counter	9,700	Food Service Fund	
	2/6 Milk Cooler/Normandale	1,612	"	
	3/6 Yogurt machine/EHS	12,091	"	
	4/6 Printers (6)	2,094	"	
	5/6 Utility carts (2)	864	"	
	6/6 Computers (2)	1,600	"	
TOTAL		\$ 27,961	-	
Health Services				
	1/11 Nebulizers / Concord & ECSE	135	150	
	2/11 2009 Drug Handbook	300	300	
	3/11 Four drawer lateral file/VVMS	615	650	
	4/11 2 door storage cabinet/CV	800	800	
	5/11 Large dial scale/EHS	95	100	
	6/11 AED trainer/districtwide	260	250	
	7/11 CPR/Choking Guidelines	288	300	
	8/11 Letter Charts for screening	105	100	
	9/11 Desk magifier lamp	82	100	
	10/11 Step-stool/side support/VVMS	25	50	
	11/11 Student bench/Normandale	155	200	
TOTAL		\$ 2,860	\$ 3,000	

DEPARTMENT	TITLE OF REQUEST	Est. Cost	Admin. Recommendation	Board Approval
High School				
	1/17 Podium	260	-	
	2/17 R279/improvements	260	-	
	3/17 Lab equipment/science	8,200	9,000	
	4/17 Darkroom enlargers	586	-	
	5/17 Laptops/Art	3,000	DMTS	
	6/17 Potters wheel/electric/2	2,490	-	
	7/17 Upper North Field	200,000	Alt. Fac.	
	8/17 Carpeting/classrooms	42,000	Alt. Fac.	
	9/17 Electrical/Rm 222		-	
	10/17 Fans/Math Department	400	-	
	11/17 Computer chairs/Rm 323	5,337	5,000	
	12/17 Remodel Room 141		-	
	13/17 Modify turn-around	11,000	11,000	
	14/17 Sidewalks,steps,ramp repair	29,178	-	
	15/17 Finish opening of old window	7,500	-	
	16/17 Storage area shelving	3,000	-	
	17/17 Remove old absorbtion chiller	13,000	-	
TOTAL		\$ 326,211	\$ 25,000	
Highlands				
	1/4 Intercom system	20,000	-	
	2/4 Jacobsen Turfcat	17,568	-	
	3/4 Tile/partitions bathrooms	24,061	-	
	4/4 Sidewalk/playground area	5,875	10,000	
TOTAL		\$ 67,504	\$ 10,000	
Maintenance				
	1/2 Assessments	25,000	25,000	
	2/2 Bldg. Maintenance	125,000	125,000	
TOTAL		\$ 150,000	\$ 150,000	

DEPARTMENT	TITLE OF REQUEST	Est. Cost	Admin. Recommendation	Board Approval
Normandale				
	1/5 Filtered/chilled drink fountain	5,400	5,000	
	2/5 Sun control window film	1,800	2,000	
	3/5 Remove greenhouse/Door 1A	7,800	3,000	
	4/5 Replace/remove ramps	24,040	-	
	5/5 Doors west side	23,000	-	
TOTAL		\$ 62,040	\$ 10,000	
South View				
	1/12 Tables & chairs	2,000	2,000	
	2/12 Paper shredder	1,500	1,500	
	3/12 Portable sink	1,500	1,500	
	4/12 Chairs for music room	1,700	Music Capital	
	5/12 Tables for music room	1,272	"	
	6/12 Choral Library Unit	1,830	"	
	7/12 Music stands	3,350	"	
	8/12 Cello storage racks	1,320	"	
	9/12 String Bass storage rack	1,270	"	
	10/12 Classroom tables	1,900	"	
	11/12 Instrument storage units	11,366	"	
	12/12 Pool/gas chlorine conversion	9,378	10,000	
TOTAL		\$ 38,386	\$ 15,000	
Special Services				
Early Childhood	1/2 Nat'l Geo Curriculum materials	8,295	8,000	
	2/2 Wooden storage units (9)	4,247	5,000	
TOTAL		\$ 12,542	\$ 13,000	
Teaching & Learning				
	1/8 Online course resource	159,736	150,000	
	2/8 Naviance subscription	15,300	-	
	3/8 Webassign	4,400	-	
	4/8 Secondary Math Curric.Review	405,423	250,000	
	5/8 K-5/Art requests	13,935	-	
	6/8 K-5/Language Arts	50,823	-	
	7/8 K-5/Music	39,343	-	
	8/8 Secondary Music Programs	34,971	-	
TOTAL		\$ 723,931	\$ 400,000	

DEPARTMENT	TITLE OF REQUEST	Est. Cost	Admin. Recommendation	Board Approval
Transportation				
	1/3 Roof	40,000	-	
	2/3 4 school buses	348,000	(3 buses) 260,000	
	3/3 Snow plow truck	50,000	-	
TOTAL		\$ 438,000	\$ 260,000	
Valley View Middle School				
	1/11 Pool/filter replacement	150,000	Alt. Fac.	
	2/11 Emergency generator hook-up	28,000	Alt. Fac.	
	3/11 Replace damaged sidewalks	14,000	15,000	
	4/11 Urinal flush valves (25)	20,000	-	
	5/11 Student toilet partitions (3)	16,595	-	
	6/11 Student bathroom sink replace.	34,560	-	
	7/11 Boiler replacement	289,000	-	
	8/11 Window replacement	39,000	-	
	9/11 Lockerroom door replacement	5,560	-	
	10/11 Exterior painting	19,595	-	
	11/11 Cafeteria tables (6)	7,644	-	
TOTAL		\$ 623,954	\$ 15,000	
Subtotal			\$ 2,275,000	
Donations/Gifts			75,000	
Subtotal-Operating			\$ 2,350,000	
Levy for Lease			350,000	
Health & Safety			250,000	
Grand Totals			\$ 2,950,000	

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
Regular Meeting, March 16, 2009
Volume 80, Report 340

SUBJECT: REVISED POLICY 3323 – BUSINESS, SOLICITING PRICES (BIDS AND QUOTATIONS)

Be It Resolved, That

The Board of Education

Approve revised Policy 3323 – Business, Soliciting Prices (Bids and Quotations).

BACKGROUND INFORMATION

This policy has been revised to reflect the change in Minnesota Statute 471.345. The revised policy was approved by the Board Finance Committee and has been reviewed by the Board Policy Committee. It is being presented to you for action.

Business

Soliciting Prices (Bids and Quotations)

Expenditures for the purchases of goods and/or services, not exempt from Minnesota Statute 471.345, shall be subject to written quotations or formal bids within these restrictions:

1. **Contracts Over ~~\$50,000~~ 100,000**
If the amount of the contract is estimated to exceed ~~\$50,000~~ 100,000, sealed bids shall be solicited by public notice in the manner and subject to the requirements of M.S. 471.345, Subd. 3.
2. **Contracts From ~~\$10,000~~ 15,000 to ~~\$50,000~~ 100,000**
If the amount of the contract is estimated to exceed ~~\$10,000~~ 15,000 but not to exceed ~~\$50,000~~ 100,000 the contract may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one year after receipt thereof.
3. **Contracts Less Than ~~\$10,000~~ 15,000**
If the amount of the contract is estimated to be less than ~~\$10,000~~ 15,000, the contract may be made either upon quotation or in the open market, at the discretion of the governing body; but, so far as is practicable, the contract shall be based on at least two quotations which shall be kept on file for a period of at least one year after receipt thereof.
4. **Formal Bidding Procedures**
Sealed bids are to be opened in the office of the Board, at the specific time stated in the bid form. Bids on construction contracts and items of unusual nature are to be opened at the Board office at a regular time as stated in the bid form. All bidders shall be notified of the opening and invited to be present. Bids or quotations received after the date and time specified shall be returned to the bidder unopened.

The Board shall have discretion in determining the responsibility of the bidders based on conformity with specifications, terms of delivery, and other conditions imposed in the call for bids or the specification and shall award the contract to the lowest responsible bidder, providing the bidder fully meets the specifications.

Business**Soliciting Prices (Bids and Quotations)** (continued)

Changes in the amount or the condition of the bid will not be allowed once the bid has been received by the Board or its agents. Awards shall be made only on the specifications advertised or amended prior to the official opening of the bids.

Legal references: M.S. 471.345, Subd. 1, Subd. 2, Subd. 3, Subd. 4, Subd. 5
123.37 Independent School Districts, Contracts

Policy
adopted: 06/29/71
amended: 01/10/77
amended: 05/13/96
amended: 11/25/96
amended: 06/14/04

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota

FOR ACTION

INDEPENDENT SCHOOL DISTRICT 273
Regular Meeting, March 16, 2009
Volume 80, Report 341

SUBJECT: NEW 400 SERIES POLICIES – PERSONNEL, PHASE IV

Be It Resolved, That

The Board of Education

Approve new 400 Series Policies – Personnel, Phase IV.

BACKGROUND INFORMATION

New 400 Series Policies, Phase IV, 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 427 – Personnel: Immigration/Work Visa Sponsorship

Policy 429 – Personnel: Shared Contract

Policy 430 – Personnel: Student Teacher and Intern Supervision

Policy 434 – Personnel: Substitute Teachers

Policy 439 – Personnel: Nonschool Employment and Conflict of Interest

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

Immigration/Work Visa Sponsorship

I. Purpose

To provide guidelines to Edina Public Schools regarding the requirements for sponsorship of visas, both nonimmigrant and immigrant, for foreign nationals seeking to be, or already employed by, the school district. The school district will comply with all applicable immigration laws and regulations.

II. General Statement of Policy

A. General

No person may be employed by the school district without the requisite citizenship or immigration status authorizing the employment. If an individual is not a U.S. citizen, the individual must have an immigration status which authorizes employment with the school district. Throughout all periods of district employment, the individual is responsible to maintain a lawful status that authorizes the employment.

In order to obtain or maintain such status, the school district may be requested or may desire to sponsor an individual (i.e., act as the petitioner) for a work visa or employment-based immigration status. District administration will review requests for temporary or permanent work visa sponsorship on a case-by-case basis and ensure immigration status is possible. The school district is not obligated by any law to act as petitioner on any nonimmigrant or immigrant visa petitions for any individual who is not currently under contract. The decision to act as petitioner on a nonimmigrant or immigrant visa petition is at the sole discretion of the school district. The school district may sponsor some visa petitions and not others, or may choose not to sponsor any visa petitions at all, at its own sole discretion.

B. Sponsorship

Under certain conditions, the school district sponsorship of temporary ("nonimmigrant") or permanent ("immigrant") status seeking U.S. government approval of a foreign national for temporary or permanent employment may be appropriate. Any school, department, or program of Edina Public Schools that is interested in sponsoring a foreign national for a nonimmigrant or permanent resident status or visa must contact the director of human resources and seek advance review and approval of such sponsorship by school administration *before* any such sponsorship is begun or offered to any district employee or candidate.

No employee, department, school, or program shall authorize sponsorship by Edina Public Schools of any work visa or immigration application or petition, nor

execute any documents relating thereto, without the approval in advance by the superintendent, after consulting with immigration counsel selected by the school district.

All nonimmigrant and immigrant visa petitions and supporting documents in which the school district or its entities are listed as a sponsor or petitioner must be signed by the superintendent. In emergency circumstances, an alternative petition signer may be authorized by the superintendent. In addition, immigration counsel shall be selected exclusively by the school district, not by the prospective or current employee or any district department, school or program. Failure to obtain authorization for sponsorship as set forth herein may result in the revocation of sponsorship by Edina Public Schools.

An agreement by the school district to sponsor a foreign national for a nonimmigrant or permanent residency visa does not create, nor should it be construed as creating, a binding contract of employment between the foreign national and the school district. Also, actual immigration sponsorship by the school district does not guarantee employment or continued employment of the foreign national.

Furthermore, the approval by the United States Citizenship and Immigration Services (USCIS) of a certain length of stay for a foreign national in a nonimmigrant status does not create a binding contract of employment between the school district and the foreign national for that length of stay. Foreign employees with nonimmigrant status and permanent residency status shall have the same benefits and responsibilities as any other district employee in a similar position.

The school district will not handle inquiries about nonimmigrant or permanent resident sponsorship directly from current or prospective employees, but will only accept inquiries from school principals or department/program administrators. A district school, department or program shall not retain, or otherwise directly consult with, outside immigration counsel except as approved by the superintendent.

III. Procedure for Sponsorship

- A. The human resources department, in collaboration with legal counsel, shall develop procedures for district sponsorship. The procedures shall include:
 - Authority to sign immigration forms/petitions on behalf of Edina Public Schools
 - Types of work visas/immigration sponsorship
 - Q-1 visas (cultural exchange visits)
 - Immigrant (permanent residence) visas
- B. Change in Conditions of Employment or Position

Any proposed change in the employment of an employee in H-1B, Q-1 or other nonimmigrant status (including change in schools, departments, job title, job

description, promotion, or termination) shall be reported immediately to the director of human resources *before* such change takes place.

Immigration law requires that an H-1B employer must file an amended H-1B visa petition with USCIS if there is a substantial change in duties, salary, or benefits as a result of a change in position. The superintendent, in conjunction with legal counsel, will determine whether an amended H-1B visa petition is necessary.

C. Maintenance of Records

The director of human resources shall maintain any separate files required by law in connection with any nonimmigrant or permanent residency visa. These files shall contain matters pertaining to the foreign national's immigration status only and shall contain no other personnel data or information. The records shall be kept for the period required by law. Other visa records shall be maintained as directed by legal counsel.

D. Requests to Review Immigration Files and Requests for Copies of Immigration Files and/or Documents

1. Employee Request

Upon request of a foreign national to review his/her immigration file, the director of human resources should initially inspect the file to verify the contents contained therein and complete necessary follow-up. (Photocopying costs and other expenses incurred in producing copies of the records for the employee shall be paid exclusively by the employee.)

2. Other Requests

Any other request received to review a school district employee's immigration file(s) should be referred immediately to the director of human resources, who will confer with immigration counsel as needed. This includes any requests by governmental entities including, but not limited, to the United States Department of State, Department of Labor, Department of Homeland Security, or USCIS.

IV. Consular Processing of Visas and Assistance for Family Members

When USCIS approves a nonimmigrant (temporary) visa petition and request for change of status, such approval confers upon the foreign national the status of the particular nonimmigration classification sought. Such approval is not a "visa." A visa is generally required if the foreign national will travel outside of the U.S. and request reentry to the U.S. under the nonimmigrant visa category approved in the petition. If the beneficiary of the visa petition is physically present in the U.S. in lawful nonimmigrant status and a request for change of status is approved by USCIS along with the underlying visa petition, and if the beneficiary does not travel outside of the U.S. during the period of validity of the petition, then no visa (consular processing) is necessary.

The foreign national must obtain the visa at the U.S. Consulate or Embassy in his or her home country, or, where permitted, in a third country such as Canada. The requirements for application for a visa at the U.S. Consulate or Embassy should be researched well in advance by the foreign national, as all consulates/embassies have particular requirements for application for a visa.

A. Legal Counsel

All nonimmigrant and permanent residency petitions where Edina Public Schools is named as petitioner shall be handled by legal counsel specializing in immigration selected exclusively by the school district. No petitions or other documents related to an employment-based sponsorship application prepared by the employee himself/herself that have not been reviewed by the school district and legal counsel will be considered or approved. Any violation of this policy may subject the employee to disciplinary action, including, but not limited to, withdrawal of sponsorship of a petition by the school district.

B. Payment of Fees and Expenses

The expenses involved in the preparation and submission of any immigration petition, including filing fees, fees for immigration legal services and expenses, may be negotiable features of an offer of employment, at the discretion of the district. There shall not be an automatic right to cost-free procurement of status.

C. Consular Processing Assistance

The foreign national is solely responsible for applying for and obtaining the visa at a U.S. consulate and the school district has no role or responsibility for the same. If the foreign national wishes, he/she may seek legal advice or representation from the district's immigration counsel but such legal assistance must be arranged directly between the foreign national and the immigration lawyer. Any such legal services for consular processing shall be 100% at the expense of the foreign national and at *no* expense to the school district.

D. Family Members

The foreign national's family members are solely responsible for applying for and obtaining appropriate immigration status and visas. The school district has no role or responsibility for the same. If the foreign national's family members wish, they may seek legal advice or representation from the district's immigration counsel but such legal assistance must be arranged directly between the foreign national/family members and the immigration lawyer. Any such legal services for consular processing shall be 100% at the expense of the foreign national/family members and at *no* expense to the school district.

Appendix I

PROCEDURE FOR SPONSORSHIP

A. Authority to Sign Immigration Forms/Petitions on Behalf of Edina Public Schools

The superintendent or designee has authority to sign any and all immigration-related forms on behalf of the Edina Public Schools, including, but not limited to, the following government forms:

1. I-9
2. G-28 Notice of Entry of Appearance as Attorney or Representative (a blue form)
3. I-129 Petition for a Nonimmigrant Worker
4. I-140 Immigrant Petition for Alien Worker
5. ETA 9089 PERM Application for Permanent Employment Certification
6. ETA 9035 Labor Condition Application
7. Other immigration-related documents, petitions or forms that promise school district employment or require signature by Edina Public Schools

B. Types of Work Visas/Immigration Sponsorship

1. Nonimmigrant (Temporary) Visas/Status

There are different types of nonimmigrant visas/status which can authorize employment by the school district. Which visa or status is appropriate for a foreign national depends on that person's circumstances and shall be determined by the immigration attorney selected by the school district. These immigration statuses generally authorize employment only for the specific position and specific location for which the district sponsors the foreign national and only for a temporary period of time.

The primary nonimmigrant, employment-related statuses requiring school district sponsorship of foreign nationals are:

2. H-1B Work Sponsorship (Specialty Worker)

The H-1B status, the most common category used to employ foreign nationals at the school district, can authorize employment of foreign nationals in "specialty occupations," i.e., positions requiring the equivalent of a U.S. baccalaureate degree in the relevant field.

To qualify for H-1B sponsorship consideration at the school district, the position offered to the foreign national must require at least a bachelor's degree or higher in a specific field, and the candidate must have such degree in the specific field, and any other qualifications required for the position, including any applicable licenses.

Due to federal regulations, the position being offered in connection with an H-1B sponsorship must be posted in accordance with the school district's policies and

procedures and/or sent to the union representative; no waivers of required posting and/or union notification will be accepted.

Under federal law, the foreign candidate must be offered at least the prevailing wage for the position among similar institutions in the area.

The H-1B sponsorship is employer-specific and position-specific. An H-1B sponsorship obtained through another institution cannot be used to be employed at Edina Public Schools. An H-1B obtained through another institution may allow, however, a foreign candidate to begin working temporarily at Edina Public Schools as soon as notice of receipt of the filing of the H-1B petition is received from USCIS (called "H-1B portability"), rather than waiting for final notice of approval.

The H-1B petition may authorize initial employment of up to three years, with the possibility of an extension for an additional period of three years, for a total of six (6) years. If an H-1B employee has reached the end of his or her six (6) year period, he or she must usually remain outside of the U.S. for one (1) year before becoming eligible for another H-1B sponsorship. An extension of the H-1B sponsorship in one (1) year increments may be possible after the initial six (6) year period if an employment-based permanent residence sponsorship application has been pending for one (1) year or more before the end of the sixth year.

The school district, in consultation with immigration counsel, shall inform USCIS and/or the U.S. Department of Labor if an H-1B employee resigns or is terminated from employment.

Dependents of H-1B employees may be eligible for H-4 sponsorship, which do not allow them to work.

By federal law, the school district is liable for the reasonable costs of the return transportation of the foreign national abroad (the last place of residence) if the foreign national is dismissed from employment prior to the expiration of his or her authorized H-1B stay.

Employment under an H-1B status (or any other non-immigrant sponsorship through EPS) is not a guarantee of obtaining permanent residency status, nor is the school district obligated in any way to assist in obtaining permanent residency status.

3. Q-1 Visa (Cultural Exchange Visitor)

The Q-1 sponsorship may authorize participation in an international cultural exchange program for the purpose of providing practical training, employment, and the sharing of history, culture, and traditions of the participant's home country.

Conditions of the Q-1 visa/status:

- Authorized period of Q-1 status may not exceed 15 months. If the beneficiary has spent 15 months in the U.S. in Q-1 status, he or she cannot be readmitted to the U.S. in Q-1 status until a one-year period of physical presence outside of the U.S. has lapsed.
- The beneficiary must have a foreign residence.
- The beneficiary must be employed under the same wages and working conditions as U.S. workers.

General requirements for Q-1 program approval:

- Interaction with the American public. The program must take place in a school or other establishment where a segment of the American public is exposed to aspects of a foreign culture as part of a structured program. Private homes or isolated business settings do not qualify.
- Cultural component. The cultural component must be designed on the whole to exhibit or explain the attitudes, customs, history, heritage, philosophy or traditions of the person's home country.
- Optional Practical Training (OPT). The program provides educational training and experiences involving the American public.

4. Immigrant (Permanent Residence) Visas

Generally, the school district may consider sponsoring a foreign national for permanent residence (i.e., a green card) when it intends to hire or continue the employment of a foreign national in a full-time position of indefinite duration. Obtaining permanent residence on behalf of an employee requires a substantial commitment of the school district's resources.

Accordingly, the school district will sponsor a foreign national for permanent residency only when there is a reasonable expectation that the individual will be employed by the school district for a substantial additional period of time.

The sponsorship by the school district of permanent residence for a foreign national is not an employee's right. There is no guarantee of sponsorship or that a permanent residency sponsorship attempt will be successful. School district sponsorship of a permanent residency application shall in no way obligate the school district to take favorable action on future retention, promotion, or tenure applications.

In general, Edina Public Schools will not sponsor an employee for permanent residency unless that employee has been working at the school district on an appropriate nonimmigrant working status (e.g., H-1B, or Q-1 visa) for at least one year.

C. Payment of Fees and Expenses

1. H-1B

H-1B sponsorship is an exception to the general government policy on payment of fees and expenses. Accordingly, if the school district chooses to sponsor a foreign national for H-1B status, the district will pay 100% of the filing fees and legal services fees for preparation and filing of Form I-129 and ETA 9035. Because there is no current government policy on payment of Premium Processing fees, this “employer pays” policy does not apply to Premium Processing fees (see below).

2. PERM – Labor Certification (Permanent Residence)

All costs and expenses related to district-sponsored permanent residence petitions shall be paid by the beneficiary, unless a determination is made otherwise by the superintendent.

3. Q-1

All costs and expenses related to district-sponsored Q-1 petitions shall be paid by the beneficiary, unless a determination is made otherwise by the superintendent.

4. Premium Processing

The USCIS has instituted a procedure whereby, for the payment of an additional one thousand dollars (\$1000.00), the USCIS will agree to render an initial decision on an H-1B or Q-1 visa petition within 15 days of receipt of the petition. (Due to the extensive processing backlogs at the USCIS for nonimmigrant visa petitions, premium processing be elected at the sole discretion of the superintendent.) Under current law, the \$1000 may be paid by the employer, the employee or a third party. The school district will decide when, if ever, it will contribute to the cost of premium processing.

Personnel

Shared Contract

I. Purpose

Job sharing is perceived by the school board as a means of providing the school district more flexibility in managing changed curriculum and organizational and personal needs. The purpose of this policy is to provide guidelines and procedures for implementing and managing shared contracts.

II. General Statement of Policy

- A. Sharing contracts is the practice of assigning two licensed and qualified staff members to fill one existing full-time position.
- B. Applications for a shared contract may or may not be recommended to the school board for approval or renewal on a yearly basis at the discretion of the superintendent.
- C. The superintendent shall establish an application process and other procedures for shared contracts.

III. Procedures

- A. Two licensed, qualified staff members who wish to share one full-time position for the coming school year must submit a written application by February 1 to the appropriate principal or supervisor who shall in turn consider the application and forward it with recommendation for approval or disapproval to the director of human resources. The director of human resources will review the application and provide input to the superintendent for a final decision. In order to be eligible for a shared contract, a staff member must have completed his/her probationary period prior to application.
- B. The written application must include the following information:
 - 1. The purpose of the shared position
 - 2. The division of duty time, including arrangements for joint planning
 - 3. The division of responsibilities and the ones which will be assumed by both staff members
 - 4. The assurance that no additional supervision, materials, organization, and outside resources will be required other than those that would be regularly necessary for the one full-time position

5. Planned communications with partner teacher, colleagues and principal
6. In cooperation with the principal, a plan for completion of annual feedback surveys on the job share position with colleagues and parents of students in the class
7. An alternative plan will be in place which enables one partner to take over the classroom full-time should the other partner require a leave or terminate the job share prior to its completion

C. Staff members sharing a contract shall attend:

1. Parent-teacher conferences and special education staffing meetings
2. Workshops, staff development, staff meetings attended as a full-time staff member
3. Prearranged team/department/grade level meetings

Further, the staff members shall pre-establish the division of responsibilities for the position, including:

1. supervisory tasks
2. evaluations
3. daily duties, including communications with shared staff
4. grading
5. student records and data entry
6. end-of-year summaries
7. team/department/grade level and classroom goals
8. school committees and task forces

D. Approved applicants will review all plans and responsibilities for the coming year with the appropriate principal or supervisor by June 1 of the preceding year. A signed shared-contract plan will detail these arrangements.

E. Shared contracts are reviewed annually for renewal at the request of the staff members sharing the position. The renewal requests must be submitted to the director of human resources by February 1 for the following school year, and must have a continuation recommendation from the principal or supervisor.

F. A staff member that begins a new job share arrangement after June 30, 2009, shall be limited to a maximum number of three years in a shared contract, as determined by the director of human resources. The district may deny a job share arrangement established prior to June 30, 2009, if the job sharing prevents a new job share request from being fulfilled, as outlined in Section III.G.

- G. The following limitations apply to shared contract requests:
1. Only one shared contract allowed per grade level or department at a school site.
 2. Shared contracts will not be allowed in all-day kindergarten, grade one, continuous progress grades or highly specialized positions requiring teacher consistency for the good of the student(s).
 3. Shared contract schedules will be arranged by the principals with weekly instructional days required of each staff member.
 4. A maximum of three shared contracts per school, however, schools with less than three sections per grade may have additional limitations.
- H. Shared contracting shall be voluntary. Staff members accepting a shared contract assignment may not discontinue the assignment during its contract life unless the school board approves such discontinuance. If a shared contract position cannot be fulfilled by a teacher, the partner teacher will be required to meet with the director of human resources and building principal to determine next steps in the assignment of the remainder of the contract.

Individuals requesting a job share partnership will have an alternative plan in place at the time of application which enables them to take over the classroom full-time should one partner require a leave or terminate the job share prior to its completion. If, in the event of an unexpected discontinuance of the partnership the alternative plan cannot be enacted, the remaining job share partner could receive a discretionary leave for the remainder of the year should it be needed in order to appropriately fill the position opening. In accepting a shared contract, the staff member shall retain all seniority rights (seniority date remains unchanged) and shall not relinquish his/her right to reinstatement to a full-time position.

- I. At the time an application is approved, participating staff members who are sharing a position shall agree in writing to the following conditions:
1. The staff members shall agree to the dates of duty, shall refrain from applying for unemployment compensation during that year, shall repay any salary advanced that is subsequently unearned, and shall agree to any other necessary conditions which are consistent with the provisions of the section.
 2. The school board's contribution for work agreement benefits (for the two people sharing the contract) shall not exceed that of one full-time position.

3. The staff member shall retain all accrued sick leave. Additional sick leave shall be accrued on a prorated basis according to the number of full days of duty.
4. The district contribution to the tax sheltered annuity program shall continue on a matching basis according to the provisions of the school district's master agreement; the district shall match the appropriate percent for each shared contract.
5. The staff member shall be eligible for the provisions of the school district's master agreement, Incentive for Early Retirement, as if the staff member were not in a shared position.
6. The staff member, who has twenty (20) years or more of allowable service in Minnesota schools, shall pay into the Teachers Retirement Association of the State of Minnesota upon the same basis and in the same amounts as would be payable or accrued were the staff member not sharing a position. Staff members seeking this option must contact the state retirement office and qualify for this option.
7. The salaries and pay period options for staff members sharing a position shall be according to the school district's master agreements. These and other costs shall not exceed the cost of one full-time position.
8. Placement on the salary schedule for the staff member sharing a position shall be according to the school district's master agreement with the exception that for each school year or part thereof that a staff member shares a position, a full step will be granted for salary schedule placement.

Legal Reference: M.S. 354.66 Qualified Part-Time Teachers; Membership in Association

Policy
adopted:

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota

Personnel

Student Teacher and Teacher Intern Supervision

I. Purpose

To define and support the student teacher and teacher intern programs in Edina Public Schools.

II. General Statement of Policy

Edina Public Schools is committed to advancing the future of educators by participating in student teaching and teacher internship programs with cooperating colleges, universities and technical schools. The school district's ~~licensed staff is~~ teachers are encouraged to serve in a supervisory role for future educators ~~on a regular basis during the school year.~~ School district staff District teachers will remain accountable for the learning, assessment and grading that occurs in the classroom when a student teacher or teacher intern is present.

A student teacher is defined as a teacher trainee, an observer or an intern. The director of teaching and learning ~~superintendent~~, principal, and teachers involved ~~shall~~ will determine the number of trainees ~~that shall~~ to be placed in the schools at any one time.

III. Cooperative Agreements

Colleges, universities and technical schools are required to ~~annually~~ regularly renew their cooperative agreements for student teaching and teacher internship supervision with Edina Public Schools. The director of teaching and learning will bring such agreements to the school board for action. ~~prior to the start of a school year.~~ In order for the school district to participate in a cooperative agreement, the ~~college, university or technical school's~~ postsecondary institution's teacher preparation program must meet ~~or exceed~~ the standards established by the State of Minnesota. Exceptions to this requirement can be considered based on the recommendation of the Minnesota Department of Education.

Requests from postsecondary institutions are processed through the teaching and learning department. ~~Requests from institutions after the start of a school year must be preapproved by a building administrator and the school board prior to accepting a student teacher or intern.~~ The school district will follow all terms of the cooperative's agreement which do not conflict with this policy.

IV. Roles and Responsibilities

A. Teacher Supervision

Building administrator approval is required for all placements. Teachers in Edina Public Schools may supervise student teachers or teacher interns only once each year every second year. ~~Additional supervision assignments may be permitted with building administrator approval.~~ Teachers are responsible at all times for supervision of the classroom, and have responsibility to advise and guide student teachers and teacher interns in their work. The teachers are also responsible for learning, assessment and grading that occurs in the classroom.

B. Teacher Stipend

Teachers may accept a stipend directly from a ~~college/university/technical school~~ postsecondary institution for the extra effort in supervising student teachers, as set forth in the cooperative agreement. ~~and must notify the building administrator of the stipend payment.~~ This stipend and any requirements to receive the stipend is ~~are set by each institution cannot exceed \$200,~~ and teachers must be able to document the additional time beyond the regular workday for receiving this stipend. ~~The hourly rate will be in accordance with the work agreement between Edina Public Schools and Education Minnesota/Edina.~~

C. Placement

Student teacher and teacher intern placement will be done ~~between among the college/university/technical school~~ postsecondary institution, the teaching and learning department and the building administrator/designee, following agreement by the supervising teacher. Placement requests are not to be completed by the supervising teacher.

D. Length of Placement

Student teachers or teacher interns ~~must will~~ be placed with a supervising teacher for a period of time to be determined by the cooperating agreement. ~~minimum of five weeks with at least two (2) of these weeks recommended to be complete teaching experience days for the student teacher or intern.~~

E. Student Teacher/Teacher Intern Preparation

Criminal background checks must be completed on all student teachers at the expense of the student teacher/intern or college/university/technical school the postsecondary institution. All student teaching and intern candidates must submit their background information at least two weeks prior to their teaching experience in the school setting. Also, a pre-experience visit with the supervising teacher is strongly encouraged. ~~Criminal background checks must be completed on all student teachers at the expense of the student teacher or~~

~~college/university/technical school.~~ The background check must be completed a maximum of six months prior to the student teaching or internship assignment. These expectations must appear in each cooperative agreement the Edina Public Schools enters into.

F. College/University/Technical School Postsecondary Institution Supervision

The sponsoring ~~college/university/technical school~~ postsecondary institution must have a supervisor who will remain in regular contact with the student teacher or teacher intern and supervising teacher throughout the student teaching or teacher intern experience.

V. Placement Procedure

Except in a team teaching situation, the following conditions control the placement of student teachers during the course of the year:

1. No class should ~~be exposed to~~ have more than one student teacher during the course of a semester.
2. No teacher should be asked to accommodate more than one student teacher during the year. ~~This might be affected by the length of time each student teacher spends with the supervising teacher.~~
- ~~• An effort will be made to distribute the number of student teachers through the school year.~~
3. Probationary teachers ~~shall~~ will not be assigned student teachers ~~unless they have had at least two years of successful teaching experience, one of which was spent with Edina Public Schools.~~

VI. Other Teacher Preparation Experiences in the Schools

A. Approval of Other Experiences

The building administrator may approve other classroom experiences ~~cooperative agreements with college/university/technical school postsecondary institutions'~~ teacher education programs for other teacher preparation experiences opportunities in the classroom. These experiences may include, but are not limited to:

- Classroom observation
- Instructional support
- Field experiences
- Supervision support

B. Teacher Supervision

The district supervising teacher in Edina Public Schools who is participating in the other classroom experiences is responsible at all times for the supervision of the classroom, and has the responsibility to advise and guide the college/university/technical school teacher, student from the postsecondary institution. The student from the postsecondary institution who should not be left alone to supervise students, as a background check is not required. The ~~school~~ district teacher is responsible for all learning, assessment and grading that occurs in the classroom.

Legal Reference: Minn. Stat. § 122A.69 (Practice or Student Teachers)

Policy
adopted:

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota

Personnel

Substitute Teachers

I. Purpose

The purpose of this policy is to ensure that appropriate instruction occurs with students when an assigned teacher is absent from completing his/her duties.

II. General Statement of Policy

Edina Public Schools uses the services of substitute teachers in its schools. While performing their duties as a substitute teacher, substitute teachers are considered employees of the district, and assist in ensuring that the instructional program continues for all students.

III. Definitions

- A. Itinerant Substitute Teacher: An itinerant substitute teacher is a substitute teacher employed by the school district for less than 30 consecutive days for any individual teacher.
- B. Long-Term Substitute Teacher: A long-term substitute teacher is a substitute teacher employed by the school district for 30 or more consecutive days for any individual teacher.

IV. Procedures

- Substitute teachers must register with the human resources department, and complete all appropriate application materials, including a criminal background check, prior to being eligible as a substitute teacher with Edina Public Schools.
- The school district will contact substitute teachers when services are required. This contact will give the specifics of the assignment.
- The assigned teacher who is requesting the substitute teacher will have the necessary lessons prepared in the event of his/her absence. Also, the building administrator will coordinate the use of substitute teachers and the meeting of the necessary substitute responsibilities in the building.
- Substitute teachers will be paid on a regular basis as per business office procedures.

- Substitute teachers employed for short periods of time in the absence of the regular teachers because of illness or professional duties shall be fully qualified to instruct in Edina Public Schools.
- Edina Public Schools will provide orientation for substitute teachers. Substitute teachers may be evaluated by supervising personnel.
- Rates of compensation for substitute teachers will be set by the school board. Substitute teachers are not eligible to participate in the insurance plans or other benefits offered by the school district.
- Retired teachers may be employed as substitutes without jeopardizing their retirement salary, to the extent permitted by law.

V. Payment

- A. Itinerant substitutes will be paid at a daily rate set by the school board. Itinerant substitutes are not eligible for insurance plans, fringe benefits or other provisions in the Master Agreement between Edina Public Schools and Education Minnesota/Edina.
- B. Long-term substitutes shall be placed on the first step of the BA training level, and compensated on a pro-rata basis of the first step of the BA training level divided by 184 days times the number of days worked as a long-term substitute. Eligibility for long-term substitute status will begin after a substitute teacher has subbed for 30 consecutive student-contact days in the same position. Prior to meeting the 30-day requirement, a long-term substitute teacher will be paid the established daily substitute rate. When the 30-day requirement has been met, the difference in payment will be made to the long-term substitute teacher retroactive to the first day of the long-term assignment and the long-term substitute teacher will continue at the BA rate through the duration of the assignment.

Long-term substitutes are not eligible for insurance plans, benefits or leave of absence provisions with the exception of leave specified for substitute teachers in the teachers' master agreement.

Legal Reference: Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)

Policy
adopted:

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota

Personnel

Outside Employment and Conflict of Interest

I. Purpose

The purpose of this policy is to provide district employees with guidance concerning their engaging in employment outside Edina Public Schools and activities that create or give the appearance of creating a conflict of interest with their employment with the district.

II. General Statement of Policy

Edina Public Schools expects its employees to appropriately complete their professional responsibilities and duties with the district. The district expects that its employees will not engage in any activity or employment that conflicts with or creates the appearance of conflict with the district.

III. Outside Employment and Conflict of Interest Standards and Procedures

- A. Employees' outside employment must not interfere with the proper performance of professional responsibilities, negatively impact their attendance, or reflect adversely on the district.
- B. Employees must not engage in employment that would result in the release, either intentionally or unintentionally, of confidential information.
- C. Conflict of Interest Definitions
 - 1. "Family member" means any blood relative through the second degree and any person living in the same household.
 - 2. "Own or "substantial personal interest" means holding an equity interest equal to more than five percent of an individual's net worth or more than five percent of the ownership of the business or outside organization.
- D. Employees and their family members must not engage in or have financial interest in any activity that creates a conflict of interest with their job duties and responsibilities. This includes:
 - 1. Participating for financial compensation in outside activities where their employment with the district is used to sell goods or services to students or their parents;

2. Engaging in any type of work where the source of information concerning the customer, client or employer originates from information obtained through the district;
 3. Using personal employment with the district, district materials or district facilities to promote outside activities which result, or may result, in personal financial gain or advantage;
 4. Using duty hours, district equipment or district facilities to promote any out-of-school activity resulting in personal financial gain without the authorization of the school district;
 5. Owning a business or nondistrict organization that does business with the school district;
 6. Rendering services as a director, officer, employee of, contractor or consultant to a nondistrict organization that does business with the school district or is in the business of providing for-profit educational services, without the written authorization of the district; and
 7. Representing the school district in a transaction that the employee or the employee's family member has a substantial personal interest.
- E. For the protection of both the school district and its employees, employees must make timely disclosure of any potential conflict of interest. Employees must exercise good judgment when engaging in employment outside the school district. All disclosures made in compliance with this policy will be treated as personnel data.
- F. The responsibility for disclosure of conflicts of interests rests with employees.
- G. Employees who work outside the district and whose employment is deemed to be in violation of this policy are subject to discipline. Employees are encouraged to consult with their supervisor prior to being involved in outside employment.

Cross Reference: Policy 6156 (Out-of-School Tutoring for Pay)

Policy
adopted:

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota

FOR DISCUSSION

INDEPENDENT SCHOOL DISTRICT 273
Regular Meeting, March 16, 2009
Volume 80, Report 342

SUBJECT: 2008–2009 COMMUNITY EDUCATION SERVICES FUND (04)
BUDGET ADJUSTMENTS

Be It Resolved, That

The Board of Education

Approve the 2008–2009 Community Education Services (CES) 04 Fund Revenue Budget in the amount of \$6,566,459 and the CES 04 Fund Expenditure Budget in the amount of \$7,025,148.

BACKGROUND INFORMATION

Community Education Services is a market-driven program. CES has been affected, like the country, very hard. The fall period was challenging. The winter/spring sessions are down significantly.

The original bottom line was projected to be (\$177,435). This was a planned spend down of the CES fund balance. The revised forecast is projected to be an additional (\$281,254). This results in a fund balance of 12.75%.

INDEPENDENT SCHOOL DISTRICT #273

COMMUNITY EDUCATION

Combined Statement of Budgeted Revenues, Expenditures and
Changes in Fund Balance

Fiscal Year 2008-09

	Original Budget	Change to Budget	Revised Budget
Revenues			
Reserve Community Ed	\$ 4,312,301	\$ (45,810)	\$ 4,266,491
Reserve Comm Ed All Day K	875,000	-	875,000
Reserve ECFE	1,357,601	(161,433)	1,196,168
Reserve School Readiness	39,900	900	40,800
Unreserved - Undesignated	188,000	-	188,000
Total Revenues	<u>6,772,802</u>	<u>(206,343)</u>	<u>6,566,459</u>
Expenditures			
Reserve Community Ed	4,527,776	96,806	4,624,582
Reserve Comm Ed All Day K	882,500	-	882,500
Reserve ECFE	1,293,573	(15,092)	1,278,481
Reserve School Readiness	50,185	1,400	51,585
Unreserved - Undesignated	188,000	-	188,000
Total Expenditures	<u>\$ 6,942,034</u>	<u>\$ 83,114</u>	<u>\$ 7,025,148</u>

FOR INFORMATION

INDEPENDENT SCHOOL DISTRICT 273
 Regular Meeting, March 16, 2009
 Volume 80, Report 343

SUBJECT: ENROLLMENT AS OF FEBRUARY 27, 2009

Elementary Schools	P	K	1	2	3	4	5	TOTAL
Concord		108	112	131	127	123	118	719
Cornelia		76	90	84	111	93	94	548
Countryside		83	82	96	98	93	94	546
Highlands		81	91	91	92	95	90	540
Creek Valley		92	94	99	97	102	98	582
Normandale		110	106	105	103	106	101	631
Preschool	153							153
Totals	153	550	575	606	628	612	595	3719
Secondary Schools	6	7	8	9	10	11	12	Total
South View Middle	336	303	276	290				1205
Valley View Middle	314	301	341	325				1281
High School					619	598	585	1802
Totals	650	604	617	615	619	598	585	4288

Enrollment Comparisons

	Feb 29, 2008			Jan 30, 2009			Feb 27, 2009		
PK - 5	3689				3706				3719
GRADE 6 -9	2382				2492				2486
GRADE 10 - 12	1744				*1805				1802
Totals PK - 12	7815				8003				8007

February Mobility

	P	K	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
Withdraw	3	2				1		1			2	1		3	13
Enroll	8		2	1		2	2				1		1		17
Net Total	5	-2	2	1	0	1	2	-1	0	0	-1	-1	1	-3	4

*Revised January number for high school (data entry error)

FOR INFORMATION

INDEPENDENT SCHOOL DISTRICT 273
Regular Meeting, March 16, 2009
Volume 80, Report 344

SUBJECT: REVISED ENROLLMENT AS OF JANUARY 30, 2009

Elementary Schools	P	K	1	2	3	4	5	TOTAL
Concord		109	112	130	127	122	118	718
Cornelia		76	89	84	111	93	93	546
Countryside		83	82	96	98	93	94	546
Highlands		82	90	91	92	93	89	537
Creek Valley		92	95	99	97	102	99	584
Normandale		110	105	105	103	106	101	630
Preschool	145							145
Totals	145	552	573	605	628	609	594	3706
Secondary Schools	6	7	8	9	10	11	12	Total
South View Middle	338	305	276	290				1209
Valley View Middle	314	301	343	325				1283
High School					620	597	588	1805
Totals	652	606	619	615	621	598	593	4304

Enrollment Comparisons

	Jan 25, 2008	Dec 19, 2008	Jan 30, 2009
PK - 5	3690	3700	3706
GRADE 6 -9	2386	2488	2492
GRADE 10 - 12	1743	1809	*1805
Totals PK - 12	7819	7997	8003

January Mobility

	P	K	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
Withdraw	1	2	2	2	2	2	1		3	1	2	1	2	3	24
Enroll	8	4	2	2	4	2	2	2		5		3	1	2	30
Net Total	7	2	0	0	2	0	1	2	-3	4	-2	2	-1	-1	6

*Revised due to data entry error

FOR INFORMATION

INDEPENDENT SCHOOL DISTRICT 273
Regular Meeting, March 16, 2009
Volume 80, Report 345

SUBJECT: REVISED PROCEDURE 3323 – BUSINESS, SOLICITING PRICES
(BIDS AND QUOTATIONS)

Be It Resolved, That

The Board of Education

Approve revised Procedure 3323 – Business, Soliciting Prices (Bids and Quotations).

BACKGROUND INFORMATION

This procedure has been revised to reflect the change in Minnesota Statute 471.345. The revised procedure was approved by the Board Finance Committee and has been reviewed by the Board Policy Committee. It is being presented to you for information.

Business

Soliciting Prices (Bids and Quotations)

1. Purchase Requisitions: It shall be the responsibility of the person submitting a purchase requisition to include an estimate of costs of the goods and/or services they are ordering, including any delivery or service charges.
2. Requisitions for Goods and/or Services Costing from ~~\$10,000~~ 15,000 to ~~\$50,000~~ 100,000: If goods and/or services are estimated to cost between ~~\$10,000~~ 15,000 to ~~\$50,000~~ 100,000, it shall be the responsibility of the requisitioner to:
 - a. Accurately describe the goods and/or services to vendors so that price quotations are made on a comparable basis.
 - b. Obtain two or more price quotations, dated and signed by the vendors.
 - c. Submit all price quotations with the requisition to the director of business services.
3. Requisitions for Goods and/or Services Costing over ~~\$50,000~~ 100,000: If goods and/or services are estimated to cost over ~~\$50,000~~ 100,000, it shall be the obligation of the requisitioner to furnish the director of business services with specifications for the goods and/or services to be furnished. Such specifications shall be broad enough so that bidding competition is possible. Specifications shall include model number, catalog numbers, colors, sizes, materials, etc.

The director of business services shall:

1. Prepare specifications for prospective bidders.
2. Advertise for bids setting forth the goods and/or services to be included, the date and place of the bid opening.
3. Deliver sets of the specifications and form of proposal to all vendors requesting them and, in addition, others who might normally be interested in bidding.
4. Receive and open bids on the date specified.
5. Tabulate all bids. Tabulation shall be mailed to all bidders and presented to the Board of Education.

Procedure 3323 (b)

Business**Soliciting Prices (Bids and Quotations)** (continued)

6. Make a recommendation to the Board of Education on which bid appears to be in the best interest of the school district.
7. Following approving action by the Board of Education, prepare a contract with the successful bidder.
8. Monitor the fulfillment of the contract to ensure compliance with the specifications.

Procedure
established: 1/10/77
revised: 5/13/96
revised: 6/14/04

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota

FOR INFORMATION

INDEPENDENT SCHOOL DISTRICT 273
 Regular Meeting, March 16, 2009
 Volume 80, Report 346

SUBJECT: EDINA HIGH SCHOOL JAPANESE STUDENTS TO NATIONAL JAPAN BOWL IN WASHINGTON, D.C.

In conformity with Policy 538, the following overnight Japanese student trip was approved by the Edina High School administration. The students will compete at the National Japan Bowl, and attend the Sakura (cherry blossom) Festival in Washington, D.C., April 2-5, 2009. Students will not miss any days of school.

BACKGROUND INFORMATION

Travel plans are as follows:

Thursday, April 2, 2009	10:15 am	Depart from MSP Airport
	1:33 pm	Arrive at Reagan Airport
	3:00 pm	Registration and competition
Friday, April 3, 2009		Japan Bowl competition
Saturday, April 4, 2009		Sakura Festival
Sunday, April 5, 2009		Sightseeing
	7:50 pm	Depart from Reagan Airport
	9:37 pm	Arrive at MSP Airport

Naomi Satoh, Edina High School Japanese teacher; along with Kazuko Shiba, Patrick Henry High School teacher; Kyoko French, Southwest High School teacher; and Ben VanLeirp, JASM (Japan America Society of Minnesota) executive director; will chaperone the trip. The students will stay at the 4-H Youth Conference Center (7100 Connecticut Avenue, Chevy Chase, Maryland) for three nights. The students have been given this opportunity after winning the annual Japanese competition, J-Quiz, held in February. Students will each pay \$225 to cover part of the cost. The rest of the expense is paid for by the Japan America Society of Minnesota. The parents have given written permission for the overnight trip.

FOR INFORMATION

INDEPENDENT SCHOOL DISTRICT 273
 Regular Meeting, March 16, 2009
 Volume 80, Report 347

SUBJECT: SCIENCE CLUB TRIP TO BLOOMINGTON, MINNESOTA

In conformity with Policy 538, the following Edina High School Science Club trip, April 30 – May 1, 2009, to Bloomington to participate in the “Sleep with the Sharks” overnight (“lock-in”) at the Underwater Adventures Aquarium has been approved by Edina High School administration. The students would miss a half-day of school.

BACKGROUND INFORMATION

Travel plans are as follows:

Thursday, April 30, 2009

The club will travel from Edina High School to Bloomington in the evening via bus. Students will participate in guided aquarium and behind-the-scenes tours along with a class on marine biology. Students will sleep in an aquarium tunnel.

Friday, May 1, 2009

Students will attend an animal food preparation and feeding demonstration, and return to Edina High School by bus before the end of second period.

Supervision: Provided by the Science Club Advisor Page Kinner, along with one other staff member.

Participants: Fifteen students will be attending this overnight.

Cost: The total cost of this trip is estimated to be \$800 for the entry fees to the aquarium and transportation (bus) fees. Students will be responsible for the cost of both the entry and transportation fees.

Accommodations: Students and staff will stay in a “lock-in” at the Underwater Adventures Aquarium.

FOR INFORMATION

INDEPENDENT SCHOOL DISTRICT 273
 Regular Meeting, March 16, 2009
 Volume 80, Report 348

SUBJECT: DEBATE TEAM TRIP TO LEXINGTON, KENTUCKY

In conformity with Policy 538, the following Edina Debate Team trip to Lexington, Kentucky, to participate in the 2009 Tournament of Champions from May 1-5, 2009, has been approved by the Edina High School administration. Students will miss two days of school.

BACKGROUND INFORMATION

Friday, May 1, 2009	Travel to Lexington, Kentucky, via air. Students will need to be excused from school on Friday.
---------------------	---

Saturday, May 2 – Monday, May 4	Tournament competition
---------------------------------	------------------------

Tuesday, May 5, 2009	Return to Minnesota via air
----------------------	-----------------------------

Supervision: The staff members in charge are Jake Gelfand and Julian Switala.

Students: Three students will be attending this tournament.

Cost: The cost of this trip is estimated to be \$450 for entry fees. The Edina Friends of Forensics (parent booster organization of the speech and debate teams) will pay for transportation and lodging costs. Students will be responsible for the cost of meals.

Accommodations: Students and staff will stay at The Ramada, 2143 North Broadway, Lexington, Kentucky; phone: 859-299-1261.

FOR INFORMATION

INDEPENDENT SCHOOL DISTRICT 273
Regular Meeting, March 16, 2008
Volume 80, Report 349

SUBJECT: RECOGNITION OF STAFF

Commendation of Geneva Fitzsimonds and Cammy Horne, instrumental music teachers, South View Middle School; and David Henderson, vocal music teacher, Edina High School; in an email from a colleague to Superintendent Ric Dressen: "I would like [to recognize] Geneva Fitzsimonds and the South View 9th grade band for their spectacular concert at the Minnesota Music Educators Association Convention. The band performed...to a full house of very appreciative people...Cammy Horne for help and assistance with the South View 9th grade band...[and] David Henderson and the Edina High School Concert Choir for their performance at the Minnesota Music Educators Association Convention. The choir...did Edina proud."

Commendation of Anna Jankowski, language arts teacher, South View Middle School, in an email from a parent/colleague to Jenni Norlin-Weaver, director of teaching & learning: "I wanted to...tell you what a fabulous course the new 21st Century Literature class is...I had the opportunity to be in the...class of Ms. Jankowski. During a short in-class assignment, I had a minute to visit with her and was extremely impressed with her delivery of the material...This course is so applicable to today's mode of doing business and functioning in the 'real world'. Ms. Jankowski is a wonderfully...engaging teacher while delivering her 'product' – hats off to her!"

Commendation Leah Naig, grade 3 teacher, Creek Valley Elementary School, in a phone call to Principal Kari Dahlquist: "...Ms. Naig is such an outstanding teacher. We have found her to be so positive. She sees the strengths in a child and knows how to use those strengths to build ways for students to keep learning...Creek Valley in general has a nurturing philosophy and Ms. Naig really delivers that."

Commendation of Donna Erstad, grade 1 teacher, Concord Elementary School, in an email from a parent to Principal Rick Sansted: "We wanted to thank you for being such a wonderful teacher and providing such a wonderful experience for our family this year. You have amazing talent with these children and your heart shows through your work in a most impressive way. I have noticed your keen awareness of the needs and style of [child's] learning, and your ability to tailor your education for [child]. I can tell that you have years of experience educating early childhood classrooms, and that you are a parent experiencing the same wonders and challenges of this age group."