



Future Ready. Community Strong.

Regular Meeting Agenda

Diamondhead Education Center

April 9, 2020

6:30 PM

The meeting will take place via teleconference or other electronic means pursuant to Minnesota Statute 13.D.021. Please visit our website at www.isd191.org for viewing details.

- I. Call to Order
 - A. Welcome Public
 - B. Pledge of Allegiance
- II. Approval of Agenda
- III. Information
 - A. Report about FY21 Final Budget Adjustments
 - Dr. Theresa Battle, Superintendent, and Lisa Rider, Executive Director of Business Services
 - B. Student Representative
 - C. Superintendent
 - D. Board Member Reports
- IV. Business Meeting
 - A. Consent Agenda
 - Although Board action is required, it is generally unnecessary to hold discussion on these items. In the event a Board member wishes to discuss an item, that item will be moved for separate consideration.
 - 1. Approve Meeting Minutes
 - 2. Approve Personnel Recommendations
 - 3. Adopt a Resolution to Accept Donations
 - 4. Award the Bid for the 2020 Boiler Replacement Project at Nicollet Middle School
 - 5. Approve Non Substantive Changes to Policies 523: *Policies Incorporated by Reference*; 703: *Annual Audit*; and 904: *Distribution of Materials on School District Property by Nonschool Persons*
 - 6. Schedule a Special Board Meeting on April 16, 2020
 - B. New Business
 - 1. Approve 2020-21 ECSE Birth to Three Program and Eval. Team Calendar
 - Stephanie White, Director of Student Support Services
 - 2. Approve, on a First Reading Basis, Changes to Policy 516: *Student Medication*
 - Stephanie White, Director of Student Support Services
 - 3. Approve, on a First Reading Basis, Changes to Policy 802: *Disposition of Obsolete Equipment and Material*
 - Lisa Rider, Executive Director of Business Services
- V. Adjourn to a Board Workshop
 - A. Health and Dental Insurance Renewal
 - Stacey Sovine, Executive Director of Human Resources

District 191 welcomes members of the public to attend Board of Education meetings, work sessions and other public gatherings. However, public participation is allowed only during listening sessions, which are held before regular board meetings. Community members who wish to share their thoughts and opinions on meeting topics should contact the Superintendent's office at 952-707-2005 to schedule a meeting with the Superintendent or member of her leadership team.

ONESTEP

Relax. Study. Graduate. Step.





**Agenda III.A.
April 9, 2020**

To: Board of Education

From: Dr. Theresa Battle, Superintendent, and Lisa Rider, Executive Director of Business Services

Date: April 8, 2020

Re: Report about FY21 Final Budget Adjustments

Receive a report from Dr. Theresa Battle, superintendent, and Lisa Rider, executive director of business services.



ONE91
Burnsville · Eagan · Savage



FY21 Final Budget Adjustments Report

April 9, 2020

Dr. Theresa Battle, Lisa Rider

Future Ready. Community Strong.

Agenda

- Where things stand now
- Interactive Model
- Next Steps

Goals FY21

- Be good stewards of taxpayer dollars
- Comply with all statutory uses of funds
- Align budget to strategic plan initiatives
- Include constituents' perspectives and input throughout the budget process
- Be transparent about the district's current and projected finances, budget processes and budget decision-making
- Submit a balanced budget

Enrollment assumes using 7,606 K-12

| | |
|--|-------------|
| Initial Projected Deficit | \$8,500,000 |
| Identified Savings/Revenue | |
| ● Voter-approved levy | \$1,600,000 |
| ● Closing facilities | \$2,600,000 |
| ● Right-sizing based on enrollment | \$1,300,000 |
| ● Additional adjustments/efficiencies..... | \$1,740,000 |
| Remaining Deficit | \$1,260,000 |

Interactive Model

[General Fund Summary FY21 using 7,606 for enrollment assumption](#) (PDF format)

[Final List of FY21 Adjustments](#) (PDF format)

Budget Input

Board Guidance and Direction

[Online input results summarized](#)

- What programming would you prioritize as the district works toward its mission?
- What efficiencies should the district explore?

Next Steps: Continual Budget review

- Commitments
 - Ensure quality instructional programs and students supports
 - Ensure we align our expenditures to the revenue received
- We acknowledge there are many unknowns:
 - COVID has reduced revenue streams
 - Enrollment for the fall
 - Summer School
- Leadership Actions:
 - Practice of carryover for Site and Department budget will be limited
 - Each Site/Department will be asked to function within 98% of allocation of budget and strict adherence to budget limits
 - Cost saving efficiencies are requested of all employees, sites and departments
 - A district-wide determination of how our public may assist our schools and programs will be developed and communicated

Next Steps: Timeline

June

- June 11, 2020 Board receives report on Adopted Budget FY21
- June 18, 2020 Board approves Adopted Budget FY21



General Fund Budget Comparative Summary

| | Actual Results 2018-19 | Adopted Budget 2019-20 | Revised Budget 2019-20 | Projected 2020-21 | Projected 2021-22 |
|---|---------------------------|------------------------------|------------------------------|----------------------|----------------------|
| Total Beginning Fund Balance | \$ 15,815,204 | \$ 13,440,818 | \$ 15,284,401 | \$ 14,204,411 | \$ 12,944,245 |
| Revenues | 131,545,485 | 129,196,398 | 130,755,739 | 127,507,317 | 127,507,317 |
| Expenditures | 132,076,288 | 130,103,486 | 131,835,729 | 128,767,483 | 133,274,345 |
| Variance (Revenues - Expenditures) | (530,803) | (907,088) | (1,079,990) | (1,260,166) | (5,767,028) |
| Total Ending Fund Balance | \$ 15,284,401 | \$ 12,533,730 | \$ 14,204,411 | \$ 12,944,245 | \$ 7,177,216 |
| Breakdown of Fund Balance Categories | | | | | |
| Nonspendable | \$ 469,392 | \$ 374,535 | \$ 469,392 | \$ 450,000 | \$ 450,000 |
| Restricted | 5,526,162 | 2,831,580 | 4,155,973 | 3,200,000 | 2,700,000 |
| Committed | 1,550,194 | 1,248,175 | 949,880 | 450,000 | 300,000 |
| Unassigned | 7,738,653 | 8,079,440 | 8,629,166 | 8,844,245 | 3,727,216 |
| Total Ending Fund Balance | \$ 15,284,401 | \$ 12,533,730 | \$ 14,204,411 | \$ 12,944,245 | \$ 7,177,216 |
| Unassigned Fund Balance % | 5.86% | 6.21% | 6.55% | 6.87% | 2.80% |

| REF# | Department | Item Description | FTEs | | Total Savings (Sal + Ben) | Impact Statement |
|------|--------------------|--|---------|---|---------------------------|---|
| 1 | NonClassroom Tchrs | Closing LSN 2.6 FTE | (2.60) | Y | (170,267.45) | Remaining staff will adjust for student movement as needed |
| 2 | NonClassroom Tchrs | Closing Counselors | (2.00) | Y | (132,709.44) | Remaining counselors will adjust for student movement as needed |
| 3 | NonClassroom Tchrs | Closing Social Workers | (2.00) | Y | (152,897.96) | Remaining schools have assigned social workers |
| 4 | NonClassroom Tchrs | Closing Psychologists | (1.00) | Y | (83,118.85) | Remaining staff will adjust for student movement as needed |
| 5 | Classroom Teachers | Closing Elementary Teachers | (6.00) | Y | (406,990.32) | Remaining staff will adjust for student movement as needed |
| 6 | Classroom Teachers | Closing Middle School Media Specialist | (1.00) | Y | (87,420.50) | Remaining schools have assigned media specialists |
| 7 | Clerical | Closing Clerical | (5.00) | Y | (254,791.00) | Remaining schools have assigned clerical |
| 8 | Custodial | Closing Custodian | (5.00) | Y | (316,493.90) | Remaining staff will adjust as needed |
| 9 | Principals | Closing Principals | (1.00) | Y | (197,668.73) | Per Principal adjustments |
| 10 | NonClassroom Tchrs | Closing TOSA's | (2.00) | Y | (135,238.10) | Per Principal adjustments |
| 11 | NonClassroom Tchrs | Closing Deans | (2.00) | Y | (193,439.76) | Per Principal adjustments |
| 12 | Classroom Teachers | Closing Secondary Teachers Building Closure | (6.00) | Y | (405,714.30) | Remaining staff will adjust for student movement as needed |
| 13 | Educ Assistants | Closing Elementary 18 hours Lvl 2 EA's | (2.00) | Y | (77,131.54) | Remaining staff will adjust for student movement as needed |
| 14 | Classroom Teachers | Rightsizing Elementary Teachers | (6.50) | Y | (406,990.32) | Adjustment for enrollment |
| 15 | Classroom Teachers | Rightsizing Secondary Teachers | (13.40) | Y | (906,095.27) | Adjustment for enrollment |
| 16 | Athletic | Reduce After-School Activity Bus to 2 days per week | 0.00 | Y | (48,600.00) | The original purpose of the 4:30 PM activity bus was to provide transportation home for student athletes and activity participants with after school events and practices. Very few students ride the activity bus home. The reduction to two days per week would be communicated to both MS and HS students and activities that utilize the bus would be scheduled more purposefully on these days. This has no impact on the BYC buses that transport students home at 6:00 PM. |
| 17 | Athletic | Eliminate Assistant 1 Assistant Coach Position in: Softball, Girls Basketball, Boys Basketball, Girls Soccer | (4.00) | Y | (20,796.31) | This will assign one coach per level in each program (i.e. 5 levels of basketball equals 5 coaches). Currently these programs have an additional assistant coach assigned to varsity. There will be fewer adults working with students increasing the student to coach ratio. No impact on student ability to participate. |
| 18 | Athletic | Eliminate Spirit Cheer Program | (2.00) | Y | (9,806.11) | It will eliminate opportunities for students. Fall Spirit Cheer Team currently cheer at 8 football games. There has not been enough students to sustain a Winter Spirit Cheer Team. Competitive Cheer is a separate program that would continue as an opportunity for interested participants. (Includes \$1,600 for transportation to away games) |
| 19 | Athletic | Eliminate Assistant Football Coaching Stipends (Approx 2.5 FTE) | (2.50) | Y | (12,075.00) | The football program has been reduced from 5 levels of football to 4, however the coaching positions have never been adjusted. No impact on student ability to participate. |

| REF# | Department | Item Description | FTEs | | Total Savings (Sal + Ben) | Impact Statement |
|------|--------------------|--|--------|---|---------------------------|--|
| 20 | Athletic | Eliminate JV Boys Golf Stipend | (1.00) | Y | (4,715.00) | Numbers are low and do not necessitate an additional coach. No impact on student ability to participate. |
| 21 | Athletic | Eliminate 1 Stipend from Boys and Girls Cross Country | (1.00) | Y | (6,440.00) | There will be fewer adults working with students increasing the student to coach ratio. No impact on student ability to participate. |
| 22 | Activities | Reduce the High School Newspaper/Editorial Head Stipend | (1.00) | Y | (4,579.00) | Currently no publications/updates that are known generated by this position. |
| 23 | Activities | Reduce the High School Newspaper/Editorial Assistant Stipend | (1.00) | Y | (2,645.00) | Currently no publications/updates that are known generated by this position. |
| 24 | Activities | Metcalfe Yearbook Stipend | (1.00) | Y | (2,070.00) | No impact on student ability to participate. Offered at other middle schools. |
| 25 | Activities | Metcalfe Drama Stipend | (1.00) | Y | (3,167.00) | No impact on student ability to participate. Offered at other middle schools. |
| 26 | Activities | Metcalfe Science Fair Stipend | (1.00) | Y | (2,415.00) | No impact on student ability to participate. Offered at other middle schools. |
| 27 | Activities | Metcalfe Co-Curricular Lic. Inst. /Other Stipend | (1.00) | Y | (545.00) | No impact on student ability to participate. Offered at other middle schools. |
| 28 | Activities | Metcalfe Student Council Stipend | (1.00) | Y | (3,565.00) | No impact on student ability to participate. Offered at other middle schools. |
| 29 | Activities | Metcalfe Marching Band Stipend | (1.00) | Y | (3,220.00) | No impact on student ability to participate. Offered at other middle schools. |
| 30 | Activities | Metcalfe Proud Stipend | (1.00) | Y | (2,070.00) | No impact on student ability to participate. Offered at other middle schools. |
| 31 | Activities | Metcalfe Vocal Music Stipend | (1.00) | Y | (3,220.00) | No impact on student ability to participate. Offered at other middle schools. |
| 32 | Activities | Metcalfe Drumline Stipend | (1.00) | Y | (518.00) | No impact on student ability to participate. Offered at other middle schools. |
| 33 | Classroom Teachers | Reduce EL staffing by .5FTE | (0.50) | Y | (35,000.00) | Remaining staff will adjust for students as needed |
| 34 | Classroom Teachers | Special Education Positions | (8.50) | Y | (637,500.00) | Remaining staff will adjust for students as needed |
| 35 | Classroom Teachers | Title/Compensatory/Interventi on adjustments | (4.00) | Y | (400,000.00) | a shift will be made in the manner we spend Title funds to allow for greater spending on staffing |
| 36 | Insurance | Reduction in premium adjustments | 0.00 | Y | (75,000.00) | N negative impact to staff or students |
| 37 | Insurance | LTD/Life insurance adjustments | 0.00 | Y | (30,000.00) | No negative impact to staff or students |
| 38 | Revenue | Increase Revenue from 3rd Party Billing | 0.00 | Y | (200,000.00) | consultant expected to generate greater revenue to offset costs |
| 39 | Clerical | ECSE Clerical | (1.00) | Y | (60,000.00) | Reduce by a clerical position |
| 40 | Clerical | Finance Staffing Plan | (0.75) | Y | (45,000.00) | Reduce by a clerical position |
| 41 | Communications | Add budget for branding marketing | 0.00 | Y | 100,000.00 | Increase marketing plan to retain students |
| 42 | Classroom Teachers | Advanced Learning Specialists . 5 per bldg | 4.00 | Y | 400,000.00 | Pathways at elementary schools |
| 43 | Business Lease | Return copiers for closed buildings | 0.00 | Y | (16,000.00) | This is being finalized |
| 44 | Utilities | Dormant buildings reduce in utilities | 0.00 | Y | (30,000.00) | This should be a positive impact from closing buildings |

| REF# | Department | Item Description | FTEs | | Total Savings (Sal + Ben) | Impact Statement |
|------------|--------------------|---|--------|---|---------------------------|--|
| 45 | Contractor | Fund Mental Health contract FY21 w/ FY20 Safe Schools Money | 0.00 | Y | 200,000.00 | Anticipated need that will require funding |
| 46 | Contractor | Funds needed for Capital modifications for Special Education Programming FY21 | 0.00 | Y | 50,000.00 | Anticipated need for Special Education Programming FY21 as of 4/7 chged to reflect belief we can cover from line item budget \$150,000 leaving only \$50,000 necessary for addition. |
| 50 | Classroom Teachers | **Restore CIS at BHS | 0.00 | Y | 66,000.00 | From prior year - was a reduction, question if needs to be restored. If so, the plan would be to use Title IVa dollars to cover this cost. |
| 56 | Classroom Teachers | **Increase elementary/secondary class sizes by 1 | (9.00) | Y | (900,000.00) | one of the three may be chosen - not any combination |
| | | | | | (5,669,913.86) | YES, included in FY21 Budget |
| | | | | | (3,611,445.90) | NO, Not included in FY21 Budget |
| KEY | | only one of the three | | | | |
| | | indicates items decided by board or considered part of base | | | | |
| | | indicates a recommendation by leadership | | | | |



**Agenda III.B.
April 9, 2020**

To: Board of Education
Dr. Theresa Battle, Superintendent

From: Student Representative

Date: April 2, 2020

Re: Report from Student Representative

Receive a report from Student Representative Yodahit Philipos.

School Board Minutes
 INDEPENDENT SCHOOL DISTRICT 191
 March 19, 2020

The meeting of the Board of Education was called to order by Chair Alt at 6:30 p.m. at the Diamondhead Education Center, 200 West Burnsville Parkway, Burnsville, MN. Call to Order

Members present: Chester, Hume, Miller, Holweger, Schatz, and Chair Alt. Currier and Student Representative Philipos were absent. Others in attendance were Superintendent Battle, administrators, staff and members of the public. Attendance

Alt appointed Holweger as clerk. Clerk

Alt asked Hume to lead the Pledge of Allegiance. Pledge

Moved by Schatz, seconded by Chester, to approve the agenda. Motion carried unanimously (6, 0). Agenda

Received verbal reports from Chester on behalf of the Policy Review Committee; Schatz on behalf of the Negotiations Committee; Holweger on behalf of the Legislative Committee; and Alt on behalf of the Student Performance and Achievement Committee, 917 and AMSD. Reports

Moved by Hume, seconded by Miller, to approve, the consent agenda: Consent Agenda Minutes

-Approve minutes of the retreat on February 27, 2020, the retreat on March 4, 2020, the regular meeting on March 12, 2020, the closed session on March 12, 2020, and the special workshop on March 13, 2020.

-Approve personnel recommendations for Kathryn Petri. Personnel

-Adopt a resolution to approve and accept donations as presented. Donations

-Approve January payroll checks in the net amount of \$3,985,726.79. January claims to date and wire transfers and adjustments totaling \$16,467,021.08. Also, that the Board accepts January receipts of \$14,470,874.04 and investments for the General Fund & 2015A School Building Bonds and OPEB of \$44,624,962.63 as of January 31, 2020. Checks, claims, receipts and investments

-Accept the Budget Analysis for the month ending January 31, 2020. Budget Analysis

-Receive a report about the Listening Session on February 20, 2020. Listening Session

-Approve, on a second reading basis, changes to Policies 208: *Development, Adoption, and Implementation of Policies*; 305: *Policy Implementation*; 414: *Mandated Report on Child Neglect or Physical or Sexual Abuse*; 415: *Mandated Reporting of Maltreatment of Vulnerable Adults*; 421: *Gifts to Employees and School Board Members*; and 514: *Bullying Prohibition Policy*. Policies

-Approve, on a second reading basis, changes to Policies 205: *Open Meetings and Closed Meetings* and 607: *Organization of Grade Levels*.

-Schedule a retreat on March 31, 2020 at 5:30 p.m. for setting Board goals and the 2020-21 Board calendar. Retreat

Motion carried unanimously (6 0).

Moved by Schatz, seconded by Hume, to approve the agreement(s) with Centerpoint Energy for transition to replacement of pipeline located across BHS property during the summer of 2020.

. Motion carried unanimously with discussion (6, 0).

Centerpoint Pipeline

Moved by Chester, seconded by Miller, that the Board of Education approves converting all Board meetings to teleconference or other electronic means until further notice pursuant to Minnesota Statute 13.D.021. Motion carried unanimously (6, 0).

Convert meetings to electronic

Moved by Schatz, seconded by Hume, to adjourn at 6:45 p.m. to a Board workshop.

Adjourn to workshop

The workshop began at 6:49 p.m. The purpose of the workshop was Ehlers and City Updates about the Facilities Process, Milestones, and Deliverables; High School Pathways Program; FY21 Budget and Adjustment Discussion; and Board check-in on Covid-19.

Workshop

The workshop adjourned at 10:05 p.m.

April 9, 2020

DeeDee Currier, clerk

Date Approved

School Board Minutes
INDEPENDENT SCHOOL DISTRICT 191
March 31, 2020

The special workshop of the Board of Education was called to order by Chair Alt at 5:30 p.m. The meeting took place via teleconference and other electronic means pursuant to Minnesota Statute 13.D.021.

Call to Order

Directors Chester, Miller, Hume, Holweger, Schatz, Currier and Chair Alt were present. Superintendent Battle, Brian Gersich, Lisa Rider, Stacey Sovine, Aaron Tinklenberg, and Jami Kenney were also present.

Attendance

The purpose of the workshop was FY21 Budget Adjustments.

Purpose

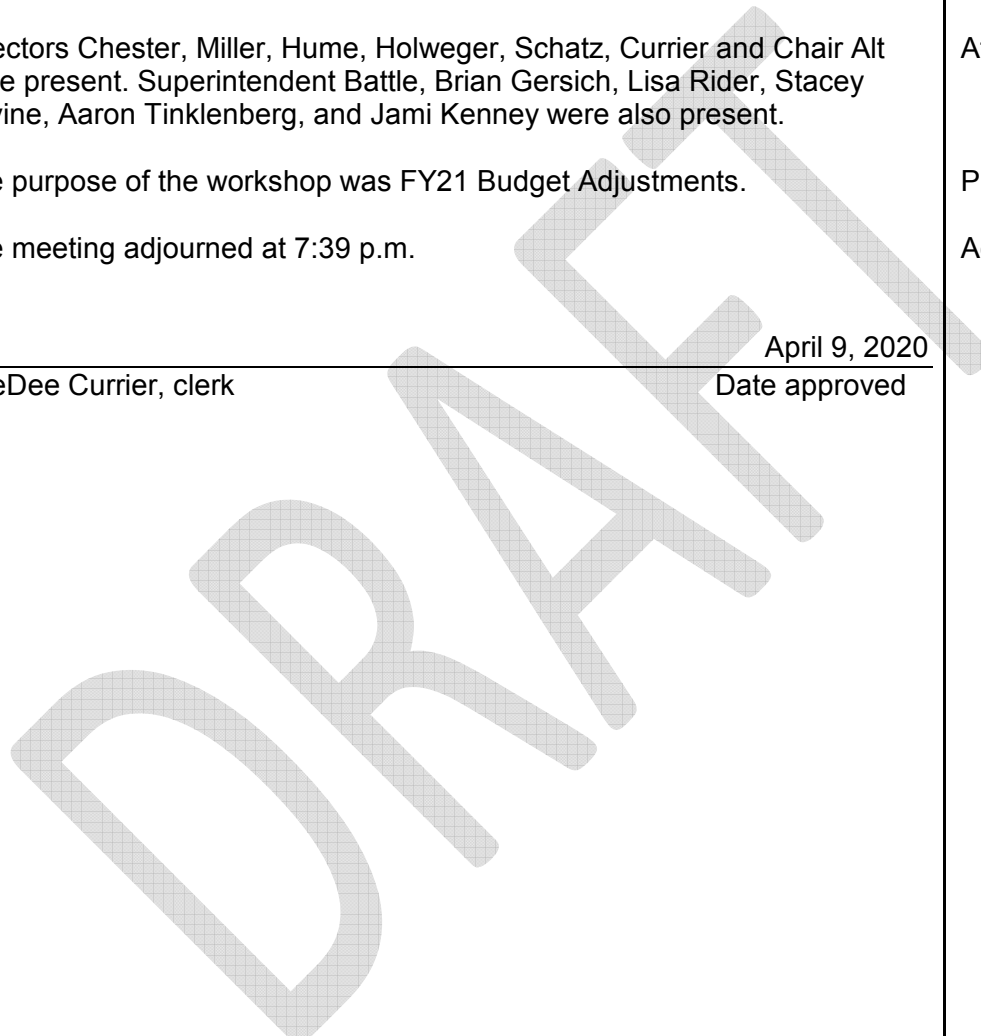
The meeting adjourned at 7:39 p.m.

Adjourn

April 9, 2020

DeeDee Currier, clerk

Date approved



April 9th, 2020

**Burnsville-Eagan-Savage Public Schools
Independent School District 191
Human Resources**

TO: Members, Board of Education
Dr. Theresa Battle, Superintendent

FROM: Stacey Sovine, Executive Director of Human Resources

DATE: April 9th, 2020

RE: Recommended Personnel Changes

| CLASSIFICATION | ACTION | POSITION CONTROL | NAME | FINAL | LOCATION | POSITION | EFFECTIVE DATE |
|----------------|----------------------|------------------|--------------------|-------|------------------------------|------------------------|-----------------------|
| Certified | Change of Assignment | | Lynn Baggot | | Hidden Valley Elementary | Teacher- Nurse | 3/30/2020 |
| Certified | Leave of Absence | | Cynthia Mullins | | Burnsville High School | Dean of Students | 2020-2021 School Year |
| Certified | Leave of Absence | | Geoffrey Cleveland | | Burnsville High School | Teacher | 2020-2021 School Year |
| Certified | Resignation | | Kari Spry | | Rahn Elementary School | Teacher | 6/30/2020 |
| Classified | Retirement | | Glenn Simon | | Diamondhead Education Center | Director of Operations | 5/29/2020 |
| Classified | Retirement | | Lydia Simon | | Eagle Ridge Middle School | Clerical Level III | 5/29/2020 |



**Agenda IV.A.3.
April 9, 2020**

To: Members, Board of Education
Dr. Theresa Battle, superintendent

From: Lisa K. Rider, executive director of business services

Date: April 9, 2020

RECOMMENDATION: To adopt a resolution to approve and accept donations as presented.

RESOLUTION TO ACCEPT DONATIONS

WHEREAS,

1. School Board Policy 706 establishes guidelines for the acceptance of gifts to the District; and
2. Minnesota Statute 123B.02, Subd. 6 states the School Board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated; and
3. Minnesota Statute 465.03 states the School Board may accept a grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members; and
4. Businesses and individuals have submitted donations to the district;

THEREFORE, BE IT RESOLVED by the School Board of ISD 191 to approve and accept with appreciation the donations as presented below and to permit their use as designated by the donors.

Moved by: _____

Seconded by: _____

Members in favor of the motion:

Members opposed:

Whereupon said Resolution was declared duly passed and adopted on April 9, 2020.

DeeDee Currier, Clerk – Board of Education

| Date | Donor | Recipient | Terms | Donation |
|-------------|------------------------------|---------------------------|--|---|
| 3/11/2020 | Steve Kristjanson | William Byrne Elementary | Toys, books, clothes and supplies for Project KIDS | Mobile hockey table, stomp rock, cars, books, children's clothes & art supplies |
| 3/17/2020 | Anonymous | Food & Nutrition Services | For Harriet Bishop Student negative balances | \$100.00 |
| 3/17/2020 | Anonymous | Food & Nutrition Services | For Harriet Bishop negative balances | \$300.00 |
| 3/18/2020 | Wings Financial Credit Union | Harriet Bishop Elementary | To use for Service Day Saturday | \$100.00 |
| 3/18/2020 | Inferno Savage LLC | Harriet Bishop Elementary | To use at Service Day Saturday | \$300.00 |
| 3/18/2020 | Burnsville Lion's Club | Harriet Bishop Elementary | For Service Day Saturday | \$750.00 |
| 3/18/2020 | Beckhoff Automation LLC | Harriet Bishop Elementary | To use for Service Day Saturday | \$150.00 |

Total monetary donation received: \$1,700.00



**Agenda IV.A.4.
April 9, 2020**

**To: Members, Board of Education
Superintendent Battle**

From: Lisa K. Rider, Executive Director of Business Services

Date: April 9, 2020

Re: Award the bid for the 2020 Boiler Replacement project at Nicollet Middle School

RECOMMENDATION: That the Board of Education award the base bid in the amount of \$185,895.00 for the 2020 Boiler Replacement project at Nicollet Middle School to Pioneer Power Inc.

On Tuesday, March 3, 2020, sealed bids were received and publicly read aloud for the boiler replacement project at Nicollet Middle School. Eight bids were submitted; the low bid of \$185,895.00 was submitted by Pioneer Power Inc.

This project is to remove a de-commissioned hydronic boiler and replace it with condensing high-efficiency hot water boilers. This project is expected to be completed beginning in July, 2020 and ending September, 2020. This project is within budget as funded through LTFM (Long Term Facilities Maintenance) and was approved by the School Board for the FY21 fiscal year.

Attached are the bid tabulation results as well as ATS&R's recommendation letter.

March 4, 2020

Mr. Glenn Simon, Director of Operations and Transportation
Burnsville-Egan-Savage School District - ISD 191
200 West Burnsville Parkway
Burnsville, MN 55337

Re: Bid Results and Recommendations for Award of Contract for
Burnsville-Egan-Savage PS – Nicollet Boiler Replacement Project
ATS&R Project Number 19050

Dear Mr. Simon:

On Tuesday, March 3, 2020, bids were received for the above mentioned project. Eight (8) Bidders submitted bids for the work. All bids were responsible and bids were complete. These bids were evaluated and the apparent low, responsible, complete bidder for this work was Pioneer Power, Inc. with a Base Bid of \$185,895. There were no Alternates.

Based on the results of the Bid, it is the recommendation of ATS&R for the Burnsville-Egan-Savage School District to award the Contract for construction of the Base Bid to:

Pioneer Power, Inc.
2500 Ventura Drive
Woodbury, MN 55125
Tel: (651)-488-5561
FAX: (651)-488-2652

| | | |
|-------------------|------------------------|-----------|
| In the amount of: | Base Bid | \$185,895 |
| | Total Contract Amount: | \$185,895 |

Thank you for your consideration in this matter. We are pleased with the outcome of this bid and look forward to a very successful project.

Sincerely,



Blayne J. Parkos, P.E.
Associate Partner, ATS&R

Cc: Angel Hegman, ATS&R, Eric Anderson, William Martin

Enclosure: Bid Tabulation

BID TABULATIONS
Burnsville - Eagan-Savage PS
Nicollet Boiler Replacement
Project Number: 19050
BID DATE: March 3, 2020 @ 3:00 PM

| CONTRACTOR | PIONEER POWER, INC. | SCHWICKERT'S TECTA AMERICA, LLC | BOILER SERVICES, INC. | CORVAL CONSTRUCTION, INC. | NAC MECHANICAL AND ELECTRICAL SERVICES | MASTERS PLUMBING HEATING AND COOLING, LLC | RYAN MECHANICAL, INC. | KLAR DIG CONSTRUCTION, INC. |
|---|---------------------|---------------------------------|-----------------------|---------------------------|--|---|-----------------------|-----------------------------|
| BASE BID | \$185,895.00 | \$214,000.00 | \$217,000.00 | \$220,500.00 | \$232,147.00 | \$239,500.00 | \$241,400.00 | \$258,000.00 |
| BID SECURITY | YES | YES | YES | YES | YES | YES | YES | YES |
| ADDENDUMS 1 AND 2 | 1 and 2 | ONLY 1 | 1 AND 2 | 1 AND 2 | ONLY 2 | 1 AND 2 | 1 AND 2 | 1 AND 2 |
| CERTIFICATION OF COMPLIANCE WITH RESPONSIBLE CONTRACTOR ACT | YES | YES | YES | YES | YES | YES | YES | YES |

cc: Accounting, Eric Anderson, Blayne Parkos, File, FO

00000-END BID TABULATIONS



Future Ready. Community Strong.

**Agenda IV.A.5.
April 9, 2020**

To: Board of Education
Dr. Theresa Battle, Superintendent

From: Stephanie White, Director of Student Support Services
Lisa Rider, Executive Director of Business Services

Date: April 2, 2020

Re: Non Substantive Changes to Policies

Recommendation: Approve non substantive changes to Policies 523: *Policies Incorporated by Reference*; 703: *Annual Audit*; and 904: *Distribution of Materials on School District Property by Nonschool Persons*.

The changes to the policies were recommended by the Minnesota School Boards Association. The policies were reviewed at the Policy Review Committee on March 10, 2020.

Adopted: 10/22/2015

Burnsville-Eagan-Savage School District Policy 5230

Reviewed: 4/26/2018

Revised: ~~5/10/2018~~ 4.9/2020

Rescinds:

523 POLICIES INCORPORATED BY REFERENCE

PURPOSE

Certain policies as contained in this policy reference manual are applicable to students as well as to employees. In order to avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies which also apply to students:

| | |
|------------|---|
| Policy 102 | Equal Educational Opportunity |
| Policy 103 | Complaints – Students, Employees, Parents, Other Persons |
| Policy 206 | Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations |
| Policy 211 | Criminal or Civil Action Against School District, School Board Member, Employee, or Student |
| Policy 305 | Policy Implementation |
| Policy 413 | Harassment and Violence |
| Policy 417 | Chemical Use and Abuse |
| Policy 418 | Drug-Free Workplace/Drug-Free School |
| Policy 419 | Tobacco- and Smoke -Free Environment; <u>Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices</u>) |
| Policy 498 | Political Campaigns and Activities |
| Policy 524 | Internet Acceptable Use and Safety Policy |
| Policy 525 | Violence Prevention |
| Policy 610 | Field Trips |
| Policy 613 | Graduation Requirements |
| Policy 614 | School District Testing Plan and Procedure |
| Policy 615 | Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and ELStudents |
| Policy 616 | School District System Accountability |
| Policy 707 | Transportation of Public School Students |
| Policy 708 | Transportation of Nonpublic School Students |
| Policy 709 | Student Transportation Safety Policy |
| Policy 710 | Extracurricular Transportation |
| Policy 711 | Video Recording on School Buses |
| Policy 712 | Video Surveillance Other Than on Buses |
| Policy 801 | Equal Access to School Facilities |

Students are charged with notice that the above cited policies are also applicable to students; however, students are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

Legal References:

Cross References:

Adopted: 1/2005
Reviewed: 5/9/2019
Revised: ~~1/2007, 3/10/2016~~ 4/9/2020
Rescinds: DB, DIC

Burnsville-Eagan-Savage School District Policy 703

703 ANNUAL AUDIT

I. PURPOSE

The purpose of this policy is to provide for an annual audit of the books and records of the school district in order to comply with law, to provide a permanent record of the financial position of the school district, and to provide guidance to the school district to correct any errors and discrepancies in its practices.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all laws relating to the annual audit of the books and records of the school district.

III. REQUIREMENT

- A. The school board shall appoint independent certified public accountants to audit, examine, and report upon the books and records of the school district. The school board may enter into a contract with a person or firm to provide the agreed upon services.
- B. After the close of each fiscal year, the books, records, and accounts of the school district shall be audited by said independent certified public accountants in accordance with applicable standards and legal requirements. The superintendent and members of the administration shall cooperate with the auditors.
- C. The school district shall, prior to September 15 of each year, submit unaudited financial data for the preceding year to the Commissioner of Education (Commissioner) on forms prescribed by the Commissioner. The report shall also include those items required by Minn. Stat. § 123B.14, Subd. 7.
- D. The school district shall, prior to November 30 of each year, provide to the Commissioner audited financial data for the preceding fiscal year. The school district shall, prior to December 31 of each year, provide to the Commissioner and the State Auditor an audited financial statement in a form that will allow comparison with and correction of material differences in the unaudited data. The audited financial statement must also provide a statement of assurance pertaining to compliance with uniform financial accounting and reporting standards and a copy of the management letter submitted to the school district by its auditor.
- E. The audit must be conducted in compliance with generally accepted governmental

auditing standards, the Federal Single Audit Act and the Minnesota Legal Compliance Audit Guide issued by the Office of the State Auditor.

- F. The school board must approve the audit report or require a further or amended report.
- G. The administration shall report to the school board regarding any actions necessary to correct any deficiencies or exceptions noted in the audit.
- H. The accounts and records of the school district shall also be subject to audit and inspection by the State Auditor to the extent provided in Minn. Stat. Ch. 6.

Legal References: Minn. Stat. Ch. 6 (State Auditor)
Minn. Stat. § 123B.02 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk)
Minn.Stat. § 123B.77, Subds. 2 and 3 (Audited Financial Statements;
Statement for Comparison and Correction)

Cross References: Burnsville-Eagan-Savage School District Policy 702 (Accounting)
MSBA Service Manual, Chapter 7, Education Funding

Adopted: 6/1986, 11/1991
Reviewed: 4/27/2017
Revised: ~~12/3/2015~~4/9/2020
Rescinds: KI, KJA

Burnsville-Eagan-Savage School District Policy 904

904 DISTRIBUTION OF MATERIALS ON SCHOOL DISTRICT PROPERTY BY NONSCHOOL PERSONS

I. PURPOSE

The purpose of this policy is to provide for distribution of materials appropriate to the school setting by nonstaff and nonstudents on school district property in a reasonable time, place, and manner which does not disrupt the educational program nor interfere with the educational objectives of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district intends to provide a method for nonschool persons and organizations to distribute materials appropriate to the school setting within the limitations and provisions of this policy.
- B. To provide for orderly and non-disruptive distribution of materials, the school board adopts the following regulations and procedures.

III. DEFINITIONS

- A. “Distribution” means circulation or dissemination of materials by electronic mean and/or means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying materials, or placing materials in internal staff or student mailboxes.
- B. “Materials” includes all materials and objects intended by nonschool persons or nonschool organizations for distribution. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, underground newspapers whether written by students, employees or others, and tangible objects.
- C. “Nonschool person” means any person who is not currently enrolled as a student in or employed by the school district.
- D. “Obscene to minors” means:
 - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;

2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- E. “Minor” means any person under the age of eighteen (18).
- F. “Material and substantial disruption” of a normal school activity means:
1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, “material and substantial disruption” is defined as any disruption which interferes with or impedes the implementation of that program.
 2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) “material and substantial disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, specific facts must exist upon which the likelihood of disruption can be forecast including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

- G. “School activities” means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, other theatrical productions, and in-school lunch periods.
- H. “Libelous” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower him or her in the esteem of the community.

IV. GUIDELINES

- A. Nonschool persons and organizations may, within the provisions of this policy, be granted permission to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, materials and objects which are appropriate to the school setting.
- B. Requests for distribution of materials will be reviewed by the administration on a

case-by-case basis. However, distribution of the following materials is always prohibited. Material is prohibited that:

1. violates any other ISD 191 policy;
2. is obscene to minors;
3. is libelous;
4. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
5. advertises any product or service not permitted to minors by law;
6. advocates violence or other illegal conduct;
7. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, ~~religious~~religion, or ethnic origin);
8. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
9. solicits donations, unless by an approved charitable organization.

C. Permission for nonschool persons to distribute materials on school district property is a privilege and not a right. In making decisions regarding permission for such distribution, the administration will consider factors including, but not limited to, the following:

1. whether the material is educationally related;
2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
4. the quantity or size of materials to be distributed;
5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;

6. whether distribution would require that nonschool persons be present on the school grounds;
7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

If permission is granted pursuant to this policy for the distribution of any materials, the time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

- A. Any nonschool person wishing to distribute materials must first submit for approval a copy of the materials to the administration at least five days in advance of desired distribution time, together with the following information:
 1. Name and phone number of the person submitting the request.
 2. Date(s) and time(s) of day of requested distribution.
 3. If material is intended for students, the grade(s) of students to whom the distribution is intended.
 4. The proposed method of distribution.
- B. The administration will review the request and render a decision. The administration will assign a location and method of distribution and will inform the persons submitting the request whether nonschool persons may be present to distribute the materials. In the event that permission to distribute the materials is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
- C. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.
- D. In the event that permission to distribute materials is denied, the nonschool person or organization may request reconsideration of the decision by the superintendent. The request for reconsideration must be in writing and must set forth the reasons why distribution is desirable and in the interest of the school community.

VII. VIOLATION OF POLICY

Any party violating this policy or distributing materials without permission will be directed to leave the school property immediately and, if necessary, the police will be

called.

Legal References: U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)
Doe v. South Iron R-1 School District, 498 F.3d 878 (8th Cir. 2007)
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)
Cornelius v. NAACP Legal Defense and Educational Fund, Inc., 473 U.S. 788, 105 S.Ct. 3439, 87 L.Ed.2d 567 (1985)
Perry Education Ass'n v. Perry Local Educators' Ass'n, 460 U.S. 37, 103 S.Ct. 948, 74 L.Ed.2d 794 (1983)
Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)
Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist., 640 F.3d 329 (8th Cir. 2011), cert. denied ___U.S. ___, [1036](#), 132 S.Ct. 592 (2011)

Cross References: Burnsville-Eagan-Savage School District Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
Burnsville-Eagan-Savage School District Policy 512 (School-Sponsored Student Publications)



**Agenda IV.A.6.
April 9, 2020**

To: Board of Education
Superintendent Dr. Theresa Battle

From: Chair Abigail Alt

Date: April 2, 2020

Re: Board Meeting

Recommendation: that the Board of Education schedules a special meeting on April 16, 2020 at 6:30 p.m. for staffing changes.



**Agenda IV.B.1.
April 9, 2020**

To: Board of Education
Dr. Theresa Battle, Superintendent

From: Stephanie White, Director of Student Support Services

Date: April 2, 2020

Re: 2020-2021 Early Childhood Special Education Birth-to-Three Program and Evaluation Team Calendar

Recommendation: Approve the 2020-2021 Birth-to-Three Early Childhood Special Education Program and Evaluation Team Calendar.

Services for infants and toddlers are provided through an Individual Family Services Plan (IFSP) and referrals are taken by the Birth-to-Three Early Childhood Special Education Program year round.

Legal mandates require that an evaluation for program eligibility occur within 45 calendar days of the referral and that services start without delay. This calendar has been developed in order for the program staff to meet these timelines.

This calendar reflects the same number of contracted staff work days “stretched” across the entire year to limit the length of breaks. The professional development and conference days have been aligned with the district school calendar to facilitate collaboration with other district programs.

Independent School District 191

Burnsville-Eagan-Savage

Birth-3 ECSE Program

2020-2021 Calendar

- School in Session
- No staff/students
- Teacher Workdays (No Students)

| July 2020 | | | | | | |
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| 26 | 27 | 28 | 29 | 30 | 31 | |

| August 2020 | | | | | | |
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| 30 | (31) | | | | | |

| September 2020 | | | | | | |
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| October 2020 | | | | | | |
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| November 2020 | | | | | | |
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| 29 | 30 | | | | | |

| December 2020 | | | | | | |
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| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
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| January 2021 | | | | | | |
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| 10 | (11) | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | (25) | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| February 2021 | | | | | | |
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| March 2021 | | | | | | |
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| April 2021 | | | | | | |
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| May 2021 | | | | | | |
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| 23 | (24) | 25 | 26 | 27 | 28 | 29 |
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| June 2021 | | | | | | |
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**Agenda IV.B.2.
April 9, 2020**

To: Board of Education
Dr. Theresa Battle, Superintendent

From: Stephanie White, Director of Student Support Services

Date: April 2, 2020

Re: Changes to Policy

Recommendation: Approve, on a first reading basis, the change to Policy 516: *Student Medication*.

The change to the policy was recommended by the Minnesota School Boards Association. The statutory change adds student possession and use of sunscreen. The policy was reviewed at the Policy Review Committee on March 10, 2020.

Adopted: 1/99
Reviewed: 4/26/2018
Revised: 5/26/2016/9/2020
Rescinds: JLCD

Burnsville-Eagan-Savage School District Policy 516

516 STUDENT MEDICATION

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription and nonprescription or "over the counter" medication to students during the school day.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescription and/or over the counter medications during the school day and on school-sponsored field trips. Whenever possible, medication should be given to students by a parent or guardian before and/or after school hours. The school district's licensed school nurse or designee will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

III. REQUIREMENTS

- A. The administration of prescription and non-prescription medication at school requires authorization from a person licensed to prescribe medications and a completed signed request from the student's parent. An oral request from a parent or guardian must be reduced to writing within two school days
- B. A Medication Authorization form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minn. Stat. § 152.22, Subd. 6.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be kept in the school health office. Exceptions to this requirement are as noted below in Part I.: and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).

- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
- G. The school nurse, or other designated person, shall be responsible for the filing of the Medication Authorization form in the health records section of the student file.
- H. Medication may be administered only by the licensed school nurse or designee. Procedures for administration of medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy. The licensed school nurse is responsible for educating unlicensed personnel in accordance with school district procedures.
- I. Specific Exceptions:
 - 1. Parents/guardians must make arrangements with the licensed school nurse for special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings. Such special health treatments do not constitute administration of medicine;
 - 2. Emergency health procedures, including emergency administration of medicine, are not subject to this policy;
 - 3. Medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
 - 4. Medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
 - 5. Medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - a. the school district has received a written authorization from the student's medical provider and parent or guardian permitting the student to self-administer the medication;
 - b. the inhaler is properly labeled for that student; and
 - c. the parent has not requested school personnel to administer the

medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year.

The school nurse must assess the student's knowledge and skills to safely possess and use an asthma inhaler and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;

6. Medications:
 - a. that are used off school grounds;
 - b. that are used in connection with athletics or extracurricular activities; or
 - c. that are used in connection with activities that occur before or after the regular school day

are not governed by this policy.

7. The school district will not administer medications, including herbal medicines that are not approved by the Food and Drug Administration agency.
8. A 7-12 grade student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's medical provider and the parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any medication or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients.
9. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:
 - a. possess epinephrine auto-injectors; or
 - b. if the parent and prescribing medical professional determine the

student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's § 504 plan.

10. A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

J. "Parent" for students 18 years old or older is the student.

Legal References: Minn. Stat. § 13.32 (Student Health Data)
Minn. Stat. § 121A.21 (Hiring of Health Personnel)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)
Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

Cross References: Burnsville-Eagan-Savage School District Policy 418 (Drug-Free Workplace/Drug-Free School)



**Agenda IV.A.5.
April 9, 2020**

To: Board of Education
Dr. Theresa Battle, Superintendent

From: Lisa Rider, Executive Director of Business Services

Date: April 2, 2020

Re: Changes to Policy

Recommendation: Approve, on a first reading basis, changes to Policy 802: *Disposition of Obsolete Equipment and Material*.

The change to the policy was recommended by the Minnesota School Boards Association. Statutory change expands potential recipients of surplus school computers and adds the option to sell/give surplus school computers to qualifying students. The policy was reviewed at the Policy Review Committee on March 10, 2020.

Adopted: 4/1991
Reviewed: 5/23/2019
Revised: ~~1/2005, 3/10/2016~~ 4/9/2020
Rescinds: DN

Burnsville-Eagan-Savage School District Policy 802

802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

I. PURPOSE

The purpose of this policy is to provide guidelines for the superintendent or designee to assist in timely disposition of obsolete equipment and material.

II. GENERAL STATEMENT OF POLICY

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

III. DEFINITIONS

- A. "Contract" means an agreement entered into by the school district for the sale of supplies, materials, or equipment.
- B. "Official newspaper" is a regular issue of a qualified legal newspaper.

IV. MANNER OF DISPOSITION

A. Authorization

The superintendent shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent or designee shall be authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.

B. Contracts Over \$100,000

1. If the value of the equipment or materials is estimated to exceed \$100,000, sealed bids shall be solicited by two weeks' published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.
2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.

3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.
4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may readvertise.
5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until resolicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From \$25,000 to \$100,000

If the amount of the sale is estimated to exceed \$25,000 but not to exceed \$100,000, the contract may be made either upon sealed bids in the manner directed above 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 notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts \$25,000 or Less

If the amount of the sale is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the school board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

G. Sales to Employees

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district at any one auction. This section shall not apply to the sale of property or materials acquired or produced by the school district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

H. Exceptions for Surplus School Computers

1. A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment, including tablet devices, by conveying the property and title to:

a1. another school district;

b2. the state department of corrections;

- c3. the board of trustees of Minnesota State Colleges and Universities; or
- d4. the family of a student residing in the district whose total family income meets the federal definition of poverty.
- e. a charitable organization under section 501(c)(3) of the Internal Revenue Code that is registered with the attorney general's office for educational use.

2. If surplus school computers are not disposed of as described in Paragraph 1., upon adoption of a written resolution of the school board, when updating or replacing school computers, including tablet devices, used primarily by students, the school district may sell or give used computers or tablets to qualifying students at the price specified in the written resolution. A student is eligible to apply to the school board for a computer or tablet under this subdivision if the student is currently enrolled in the school and intends to enroll in the school in the year following the receipt of the computer or tablet. If more students apply for computers or tablets than are available, the school must first qualify students whose families are eligible for free or reduced-price meals and then dispose of the remaining computers or tablets by lottery.

Legal References: Minn. Stat. § 13.591 (Business Data)
Minn. Stat. § 15.054 (Public Employees Not to Purchase Merchandise From Governmental Agencies; Exceptions; Penalty)
Minn. Stat. § 123B.29 (Sale of School Building at Auction)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. § 645.11 (Published Notice)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin "F" (School District Contract and Bidding Procedures)
Burnsville-Eagan-Savage School District Policy 422 (Policies Incorporated by Reference)



ISD #191 Renewal Overview

April 9, 2020 Board Workshop

Medical claims update

- Current year claims to funding is running at 104%, a deficit of (642k) YTD
 - Very high utilization for February and March claims months
 - Claims to aggregate (Agg) is running at 80% of contract, a 9% increase since January
- Rx rebates through March have accumulated 316k in positive surplus
- A total of 9 high cases over 100k YTD with 1 surpassing 225,000 stop loss

Third-Part Administration / Stop Loss Renewal (Every 3 years)

- Admin fee at \$43 will be held for the 2020, 2021 and 2022 renewals
- 25k wellness credit will be provided for the 2020, 2021, 2022 renewals
- Received a 25% rate cap on the stop loss coverage for the 2021 renewal
- The **Renewal Stop Loss Contract** including Stop loss premium and Agg factors is going up 1.48% compared to the current contract.
 - Per Employee per Enrolled increase of \$22.24 per month.
 - Stop loss premium remains flat while Agg factors including liability increased 2% in best and final offer, down from 4% initial bid.

Medical Renewal

- The renewal contract is a 4.23% increase compared to the current plan funding
 - Current funding is \$19,175,069, the renewal contract at expected cost is **\$19,985,525**
- Using 5 year claims model at 6.8% trend the recommended increase is a 7.66%
 - Current funding is \$19,175,069, the 5 year claims model at expected cost is **\$20,643,566**
- **The District's recommendation is to take a 2.75% increase to current plan funding**
 - Current funding is \$19,175,069, the 2.75% increase would fund the plan at **\$19,654,446 (Increase of \$22.35 to Single and \$57.33 to Family per month)**

Dental claims update

Dental plan is running at 100%

Renewal projection recommending a 4.23%

A minimum 1% increase should be taken to maintain funding