



**Future Ready. Community Strong.**

## **Regular Meeting Agenda**

Diamondhead Education Center

April 23, 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](http://www.isd191.org) for viewing details.

- I. Call to Order
  - A. Welcome Public
  - B. Pledge of Allegiance
- II. Approval of Agenda
- III. Information
  - A. Committee 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. Payroll, Expenditures, Receipts and investments
    - 5. Accept Budget Analysis
    - 6. Approve, on a Second Reading Basis, Changes to Policy 516: *Student Medication, and 802: Disposition of Obsolete Equipment and Material*
    - 7. Approve Scheduling a Board Retreat on May 7, 2020, at 5:30 p.m.
  - B. New Business
    - 1. Approve Dental and Health Premiums  
Stacey Sovine, Executive Director of Human Resources
- V. Adjourn to a Board Workshop
  - A. Ehlers Presentation and Open Facilities Planning 2020  
Lisa Rider, Executive Director of Business Services, and Stephanie White, Director of Student Support Services
- VI. Adjourn to a Board Retreat about Board Goals  
Abigail Alt, Board Chair

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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.



**Agenda III.A.  
April 23, 2020**

**To:** Board of Education  
Superintendent Dr. Theresa Battle

**From:** Chair Abigail Alt

**Date:** April 16, 2020

**Re:** Committee, Board Appointment and School Assignment Reports

Receive reports on Board committees, appointments, and school assignments.

**Committees:**

- Policy Review Committee – Lesley Chester
- Negotiations Committee – Darcy Schatz
- Legislative Committee – Jen Holweger
- Student Performance and Achievement Committee – Abigail Alt

**Board Appointments:**

- AMSD (Association of Metropolitan School Districts) – DeeDee Currier
- District 917 – DeeDee Currier
- Burnsville High School Hall of Fame – DeeDee Currier
- Burnsville Chamber of Commerce Policy Committee – Darcy Schatz
- Foundation 191 – Scott Hume
- MSBA (Minnesota School Boards Association) – Jen Holweger
- MSHSL (Minnesota State High School League) – Eric Miller

**School Assignments:**

Abigail Alt	Eagle Ridge Middle School
Eric Miller	Nicollet Middle School
Darcy Schatz	Vista View Elementary
DeeDee Currier	Harriet Bishop Elementary
Jen Holweger	Edward Neill Elementary
Lesley Chester	Gideon Pond Elementary
Scott Hume	Rahn Elementary

School Board Minutes  
 INDEPENDENT SCHOOL DISTRICT 191  
 April 16, 2020

The special meeting of the Board of Education was called to order by Chair Alt at 6:30 p.m. The meeting took place via electronic means pursuant to Minnesota Statute 13.D.021.

Call to Order

Members present: Chester, Hume, Miller, Holweger, Schatz, Currier and Chair Alt. Student Representative Philipos was absent. Others in attendance were Superintendent Battle, Stacey Sovine, Aaron Tinklenberg and Jami Kenney.

Attendance

Alt asked Schatz to lead the Pledge of Allegiance.

Pledge

Moved by Schatz, seconded by Miller, to approve the agenda. A roll call vote was taken and the motion carried (7, 0 with Alt, Holweger, Chester, Schatz, Currier, Hume and Miller voting in favor and none voting against).

Agenda

Moved by Chester, seconded by Hume, to approve the minutes from the April 7, 2020 special workshop, and April 9, 2020, regular meeting. A roll call vote was taken and the motion carried (7, 0 with Alt, Holweger, Chester, Schatz, Currier, Hume and Miller voting in favor and none voting against).

Minutes

Moved by Schatz, seconded by Currier, to adopt the following resolution:

Licensed  
 Probationary  
 Teachers

BE IT RESOLVED, by the Board of Education of Independent School District 191, pursuant to Minnesota Statute § 122A.40 that the teaching contracts of the following licensed probationary teachers in Independent School District 191 be terminated at the end of the 2019-2020 school year.

Name	School	FTE
Amarreh, Hamida	BHS	1.00
Anderson, Daniel	MMS	1.00
Anderson, Laurie	ECFE	0.20
Beckmann, Emily	MMS	1.00
Berling, Holly	HB	0.50
Boudreau, Melanie	ECFE/ST	1.00
Brace, Roxanna	GP	1.00
Brucker, Shantell	VV	1.00
Bueno, Holly	MWS	0.50
Burke, Christie	MMS	1.00
Caldwell, Daria	BHS	1.00
Clark, Joseph	MMS	1.00
Decker, Justin	BHS	1.00
Essig, Robert	BHS	1.00
Ford, Elizabeth	SO	1.00

Fournier, Kristen	MMS	1.00
Fracisco, Andre	MMS	1.00
Galioto, Melynda	RA	1.00
Giles, Sharon	ECFE	0.40
Haakonson, Max	EN	1.00
Hanson, Beverly	EN	0.50
Harmon, Li	MMS	1.00
Harrison, Christina	MMS	1.00
Hassan, Qorsho	GP	1.00
Holman, Sandra	NMS	0.58
Isaacson, Melissa	HB	1.00
Jonart, Mollie	ERMS	1.00
Kielas, Ann	BHS	0.60
Kohner, Joseph	NMS	1.00
Kranz, Nicolette	HV	1.00
Kulas, Krista	R/ST	1.00
Last, Steven	MMS	1.00
Lekach Rosenberg, Noam	MMS	1.00
MacGibbon, Taryn	SO	1.00
Millin, Emily	BHS	1.00
Novine, Cheryl	MMS	1.00
Olatoye, Omotoke	BHS	0.60
Quinn, Katie	NMS	1.00
Sampers, Cynthia	ECFE	0.10
Shannon Warner, Lindi	ERMS	1.00
Stangl, Melissa	EN	1.00
Swartout, Megan	GP	1.00
Taack, Gina	HV	1.00
Tano, Derek	BHS	1.00
Taylor, Jordan A-M	ECFE	0.10
Thomas, Emily	BHS	1.00
Ulrich, Julia	SO	1.00
Villa, Kyliah	MMS	0.50
Weisbond, Jonah	NMS	1.00
Wening, Alesha	GP	1.00
Williams, Caley	MMS	1.00
Wills, Alexandria	HV	1.00

BE IT FURTHER RESOLVED, that written notice is sent to said teachers regarding termination and nonrenewal of his/her contract as provided by law.

A roll call vote was taken and the motion carried (7, 0 with Alt, Holweger, Chester, Schatz, Currier, Hume and Miller voting in favor and none voting against).

Moved by Hume, seconded by Holweger, to adopt the following resolution:

BE IT RESOLVED, by the Board of Education of School District 191, that the teaching contracts of the following long-term substitute teachers be terminated at the close of the 2019 - 2020 school year.

Long-Term  
Substitutes

Last Name	First Name	School
Barkus	Brittany	NMS
Brandon	Debra	ECSE
Chantra	Christina	GP
Chermack	Shelly	ER
Daniell	Donna	ER
Garcelon	Taylor	ER
Glattly	Camilla	BHS
Grgurovic	Anna Patricia	ER
Heim	Mary	ESCE
Hollingsworth	Kristin	DW
Kelly	Katie	MMS
Mickelson	Ashly	VV
Mosher	Nancy	ST
Osman	Fahmo	NMS
Pettes	Julie	VV
Schmidt	Dwight	BHS
Schmidt	Dwight	BAHS
Stellick	Edith	ER
Tofte	Andrew	WB
Topic	Mary	VV/R

BE IT FURTHER RESOLVED, that written notice is sent to said teachers regarding termination and nonrenewal of his/her contract as provided by law.

A roll call vote was taken and the motion carried (7, 0 with Alt, Holweger, Chester, Schatz, Currier, Hume and Miller voting in favor and none voting against).

Moved by Schatz, seconded by Miller, to adopt the following resolution:

BE IT RESOLVED, by the Board of Education of Independent School District 191 that the portion of teaching contracts of staff in excess of 1.0 and/or contractual rights be terminated at the close of the 2019 – 2020 school year.

Excess of 1.0 FTE

Teacher Name	TOTAL FTE
Christopher Brown	.0972 FTE
Anthony Coronis	.0318 FTE
Catherine Flynn	.0650 FTE
Andre Fracisco	.0650 FTE
Jeffrey Hammer	.0650 FTE

Ronna Johnson	.0333 FTE
Bounthavy Khamratthanome	.0332 FTE
Pat Mosey	.0650 FTE
Berenice Nava	.0650 FTE
Sarah Nimchuk	.0012 FTE
Emily Robb	.0650 FTE
Mark Van Der Woude	.0268 FTE
Vincent Varpness	.0492 FTE
Caley Williams	.0650 FTE

BE IT FURTHER RESOLVED, that written notice is sent to said teachers regarding termination and nonrenewal of his/her contract as provided by law.

A roll call vote was taken and the motion carried (7, 0 with Alt, Holweger, Chester, Schatz, Currier, Hume and Miller voting in favor and none voting against).

Moved by Currier, seconded by Miller, to adopt the resolution proposing to place teachers on unrequested leave of absence and placing teachers who not requested a hearing on unrequested leave of absence.

Unrequested  
Leave of Absence

BE IT RESOLVED by the School Board of Independent School District No. 191, as follows:

1. That it is proposed that the following teachers be placed on unrequested leave of absence without pay or fringe benefits, effective at the end of the 2019-2020, school year, pursuant to Minnesota Statutes, §122A.40, subdivision 10 and Article XIII of the Collective Bargaining Agreement between the School District and the Burnsville Education Association:

<b>Name</b>	<b>FTE to be reduced by ULA</b>
Casserly-Smith, Mary	1.00
Gravink, Ashley	1.00
Kohn, Grace	0.25
Kramer, Krista	0.33
Loran, Kerianne	1.00
McInnis, Marnie	1.00
Nava, Berenice	1.00
Pfeiffer, Donna	0.40
Regnier, Stacy	1.00
Richards, Jesse	1.00

2. That written notice be sent to said teachers regarding the proposed placement on unrequested leave of absence without pay or fringe benefits as provided by law in substantially the following form:

Dear Mr./Ms. \_\_\_\_\_ :

You are hereby notified that at the April 16, 2020 meeting of the School Board of Independent School District No. 191, consideration was given to your placement on unrequested leave of absence, without pay or fringe benefits, as a teacher of Independent School District No. 191, and a resolution was adopted by a majority vote of the School Board proposing your placement on unrequested leave of absence effective at the end of the 2019-2020 school year, pursuant to Minnesota Statutes §122A.40, subdivision 10 and Article XIII of the Teachers' Collective Bargaining Agreement between the School District and the Burnsville Education Association, on the following grounds:

Discontinuance of Position, Lack of Pupils and Financial Limitations

You are entitled to a hearing provided that you make a request in writing within fourteen (14) days after receipt of this notice. If you request a hearing, it will be held before a hearing officer on May 6, 2020, at 10:00 a.m. at the School District offices located at 200 West Burnsville Parkway, Burnsville, Minnesota. If no hearing is requested within such period, it shall be deemed acquiescence by you to the School Board's proposed action, and your placement on unrequested leave of absence shall be effective at the end of the 2019-2020 school year.

Sincerely,

SCHOOL BOARD OF  
INDEPENDENT SCHOOL DISTRICT NO. 191

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Clerk of the School Board

4. That each and all of the foregoing grounds of said notice are within the grounds for unrequested leave of absence as set forth in Minnesota Statutes, §122A.40, subdivision 10, and are hereby adopted as fully as though separately set forth and resolved herein.

5. In the event any or all of the teachers identified herein do not make a request in writing for a hearing within fourteen (14) days of receipt of Notice of Proposed Unrequested Leave of Absence, it is hereby resolved that those teacher(s) be and hereby are placed on unrequested leave of absence effective at the end of the 2019-2020 school year.

BE IT FURTHER RESOLVED, that the teacher(s) identified herein be personally served a Notice of Placement on Unrequested Leave of Absence no later than June 30, 2020.

A roll call vote was taken and the motion carried (7, 0 with Alt, Holweger,

Chester, Schatz, Currier, Hume and Miller voting in favor and none voting against).

Moved by Hume, seconded by Schatz, to approve the proposed revisions and re-adopt the unchanged language in the 2019-2021 collective bargaining agreement with the Burnsville Education Association and Independent School District 191.

A roll call vote was taken and the motion carried (7, 0 with Alt, Holweger, Chester, Schatz, Currier, Hume and Miller voting in favor and none voting against).

Moved by Currier, seconded by Holweger, to approve the proposed revisions and re-adopt the unchanged language in the 2020-2021 ProPay Memorandum of Understanding with the Burnsville Education Association.

A roll call vote was taken and the motion carried (7, 0 with Alt, Holweger, Chester, Schatz, Currier, Hume and Miller voting in favor and none voting against).

The meeting adjourned at 7:06 p.m.

BEA Collective Bargaining Agreement

ProPay

Adjourn

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DeeDee Currier, clerk

Date Approved

April 23rd, 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 23rd, 2020

RE: Recommended Personnel Changes

CLASSIFICATION	ACTION	POSITION CONTROL	NAME	FINAL	LOCATION	POSITION	EFFECTIVE DATE
Certified	Leave of Absence		Ann Strader		Nicollet Middle School	Teacher	2020-2021 School Year
Certified	Leave of Absence		Elizabeth Weilandgruber		Eagle Ridge Middle School	Teacher	2020-2021 School Year
Certified	Leave of Absence		Michelle Lindell		MW Savage Elementary School	Teacher	2020-2021 School Year
Certified	Resignation		Briana Markoff		Nicollet Middle School	Teacher	6/5/2020
Certified	Resignation		Karie Spry		Rahn Elementary School	Teacher	6/5/2020- revised
Certified	Resignation by Agreement		Greta Krupke		Metcalfe Middle School	Teacher	4/15/2020
Certified	Retirement		Eugenia Hendrix		ECSE Center	Teacher	6/5/2020
Certified	Retirement		Paula Nania		ECSE Center	Psychologist	6/30/2020
Classified	Retirement		Nancy Ramlow		Eagle Ridge Middle School	Food Service Assistant Manager	8/31/2020
Classified	Retirement		Sonya Vaurio		Diamondhead Education Center	Technology Level I	6/5/2020



**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 16, 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 23, 2020.

\_\_\_\_\_  
DeeDee Carrier, Clerk – Board of Education

<b>Date</b>	<b>Donor</b>	<b>Recipient</b>	<b>Terms</b>	<b>Donation</b>
3/18/2020	D. Fong's Chinese Cuisine	Harriet Bishop Elementary	To use for Service Day Saturday	\$150.00
3/18/2020	Minnesota Valley Electric Trust	Harriet Bishop Elementary	Use for Service Club	\$800.00
4/6/2020	Presbyterian Church of the Apostles	Gideon Pond Elementary	Funds for families in need during Covid 19	\$500.00
3/16/2020	Carl - Cub Foods	District 191	Food for families	A gift card to purchase shelf-stable food items for families.
4/9/2020	Presbyterian Church of the Apostles	Gideon Pond Elementary	Emergency Family Fund	\$1,000.00
4/2/2020	Restored Thrift Store	Lunch program and Schools	COVID - Donation to help with the Lunch program and Schools	Check
3/15/2020	Eagan Foundation	Bowls for BrainPower	Donation	\$500
4/15/2020	YSA / SODEX Corporation	BrainPower in a Backpack	Donation for Supplies	\$800
4/15/2020	Harriet Bishop Parent Teacher Organization	BrainPower in a Backpack	Donation	\$500
4/7/2020	Sheryl and Michael Burkhardt	BrainPower in a Backpack	Donation	\$200
4/15/2020	Garrett and Judy Sampson	BrainPower in a Backpack	Donation	\$200

**Total monetary donation received: \$4,650.00**



**Agenda IV.A.4.  
April 23, 2020**

**TO: Dr Theresa Battle, Superintendent and Board of Education**  
**FROM: Lisa K. Rider, Executive Director of Business Services**  
**DATE: Apr 15, 2020**  
**RE: February Payroll, Claims and Receipts**

**RECOMMENDATION:** That the Board approves February payroll checks in the net amount of \$4,105,727.43. February claims to date and wire transfers and adjustments totaling \$6,255,168.01. Also, that the Board accepts February receipts of \$10,423,216.30 and investments for the General Fund & 2015A School Building Bonds and OPEB of \$45,354,140.09 as of February 29, 2020.

February payroll, wire transfers, claims and receipts have been prepared under the direction of Robin Pikal, Director of Finance, and are presented for approval by the School Board.

LKR/mw

**INDEPENDENT SCHOOL DISTRICT 191  
FINANCIAL REPORT  
February 2020**

**Cash Receipts**

Receipts		\$10,423,216.30
Miscellaneous Adjustments		

**TOTAL FEB CASH RECEIVED**

10,423,216.30

**CASH DISBURSEMENTS**

Feb

Payroll

\$4,105,727.43

A/P

Feb Claims:

Checks

476187-476546

\$2,297,054.74

Capital One

6000000151-6000000163

32,842.87

ACH

9000001459-9000001551

\$14,283.65

Feb A/P Wires- Wires+P-card (no fleet card)

3,901,306.90

Feb Adj

\$9,679.85

**TOTAL FEB CASH DISBURSED**

10,360,895.44

**TOTAL TO BE APPROVED**

10,360,895.44

	<u>Money Market</u>	<u>(Original Cost) Investments</u>	<u>Total 2/29/2020</u>
GENERAL FUND	\$13,532,292.62	\$17,418,240.00	\$30,950,532.62
OPEB	\$305,811.41	\$7,928,622.50	\$8,234,433.91
OPEB EQUITY INV THROUGH October 31, 2019	\$6,066.34	\$4,182,314.40	\$4,188,380.74
2015A SCHOOL BUILDING BONDS	<u>\$6,213.72</u>	<u>\$1,974,579.10</u>	<u>\$1,980,792.82</u>
	<u><u>\$13,850,384.09</u></u>	<u><u>\$31,503,756.00</u></u>	<u><u>\$45,354,140.09</u></u>

Note: The attached investment reports are provided by our investment advisor, PMA Financial Network, Inc. These reports include our investment and money market balances.



# Total Portfolio Report CAR

As of: 02/29/20

**PMA Financial Network**

2135 CityGate Lane  
7th Floor  
Naperville, Illinois 60563  
Telephone . 630-657-6400  
Facsimile . 630-718-8701

## BURNSVILLE ISD 191 / GENERAL FUND

2960

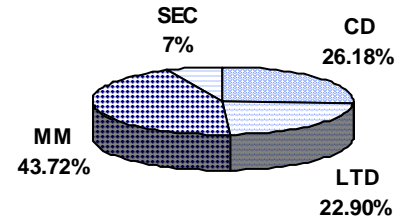
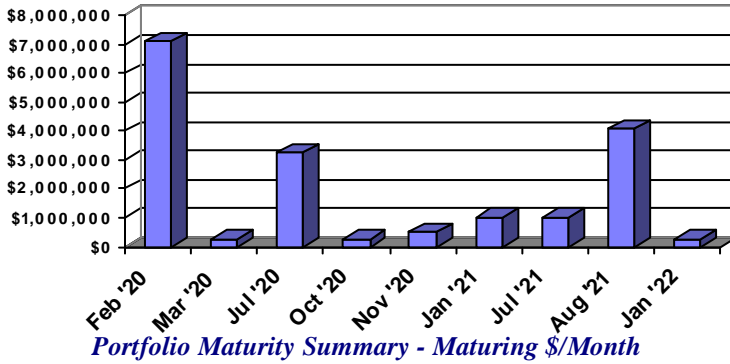
Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
LTD	0	1	02/29/20	02/29/20	PMA SECURITIES SYNDICATE (PMAS)	\$7,089,940.00	\$7,089,940.00	
MM					Investment Shares Portfolio	\$13,532,292.62	\$13,532,292.62	
CD	267685	1	03/20/19	03/19/20	BANK OF CHINA	\$249,823.83	\$243,400.00	2.639
CD	264989	1	01/16/19	07/24/20	PACIFIC WESTERN BANK	\$249,502.67	\$239,000.00	2.886
CD	264990	1	01/16/19	07/24/20	OCEANFIRST BANK, NA / COUNTRY BANK	\$249,543.03	\$239,700.00	2.708
CD	267684	1	03/20/19	07/24/20	PREFERRED BANK	\$249,756.66	\$241,500.00	2.539
CD	272589	1	06/18/19	07/24/20	CFG BANK	\$249,821.43	\$243,800.00	2.243
CD	272590	1	06/18/19	07/24/20	NEWBANK, NA	\$249,811.67	\$243,800.00	2.239
CD	272591	1	06/18/19	07/24/20	VILLAGE BANK & TRUST - WINTRUST	\$249,832.17	\$243,800.00	2.247
CD	272592	1	06/18/19	07/24/20	CRYSTAL LAKE B&TC, NA - WINTRUST	\$249,832.17	\$243,800.00	2.247
CD	272593	1	06/18/19	07/24/20	NORTHBROOK B&TC - WINTRUST	\$249,832.17	\$243,800.00	2.247
CD	272594	1	06/18/19	07/24/20	SCHAUMBURG B&TC / ADVANTAGE NATIONAL BANK - WINTRUST	\$249,832.17	\$243,800.00	2.247
CD	272595	1	06/18/19	07/24/20	BEVERLY BANK & TRUST CO, NA-WINTRUST	\$249,832.17	\$243,800.00	2.247
CD	272596	1	06/18/19	07/24/20	ST. CHARLES B&TC - WINTRUST	\$249,832.17	\$243,800.00	2.247
CD	272597	1	06/18/19	07/24/20	LAKE FOREST B&T CO. N.A. - WINTRUST	\$249,832.17	\$243,800.00	2.247
CD	272598	1	06/18/19	07/24/20	CORPORATE ONE FEDERAL CREDIT UNION	\$249,832.17	\$243,800.00	2.247
CD	278097	1	10/23/19	10/22/20	GATEWAY FIRST BANK / FARMERS EXCHANGE BANK	\$249,906.93	\$246,000.00	1.588
SEC	43345	1	11/23/18	11/23/20	ALLY BANK	\$246,000.00	\$246,000.00	2.956
SEC	43346	1	11/26/18	11/27/20	SYNCHRONY BANK	\$246,000.00	\$246,000.00	3.006
CD	278094	1	10/23/19	01/25/21	PREMIER BANK	\$249,904.39	\$245,000.00	1.588
CD	278095	1	10/23/19	01/25/21	NORTHPOINTE BANK	\$249,935.06	\$245,200.00	1.540
CD	278096	1	10/23/19	01/25/21	COMMUNITY WEST BANK	\$249,916.39	\$245,200.00	1.526
CD	279795	1	01/24/20	01/25/21	WESTERN ALLIANCE BANK / TORREY PINES BANK	\$249,952.84	\$246,200.00	1.516
SEC	45876	1	01/29/20	07/29/21	WELLS FARGO BANK NA	\$249,000.00	\$249,000.00	1.602
SEC	45877	1	01/29/20	07/29/21	WELLS FARGO NATL BK WEST	\$249,000.00	\$249,000.00	1.602
SEC	45878	1	01/30/20	07/30/21	MORGAN STANLEY BANK NA	\$247,000.00	\$247,000.00	1.569
SEC	45879	1	01/30/20	07/30/21	MORGAN STANLEY PVT BANK	\$247,000.00	\$247,000.00	1.569
CD	276086	1	08/21/19	08/20/21	LATINO COMMUNITY CREDIT UNION	\$249,886.41	\$239,600.00	2.147
CD	276087	1	08/21/19	08/20/21	MIDLAND STATES BANK	\$249,961.78	\$242,000.00	1.643
CD	276406	1	08/27/19	08/30/21	NAVY FEDERAL CREDIT UNION	\$2,839,047.43	\$2,750,000.00	1.610
SEC	44591	1	08/28/19	08/30/21	CAPITAL ONE BANK USA NA	\$247,000.00	\$247,000.00	1.653
SEC	44601	1	08/28/19	08/30/21	CAPITAL ONE NA	\$247,000.00	\$247,000.00	1.653
SEC	44604	1	08/28/19	08/30/21	GOLDMAN SACHS BANK USA	\$247,000.00	\$247,000.00	1.702
CD	279794	1	01/24/20	01/25/22	LANDMARK COMMUNITY BANK	\$249,990.16	\$242,500.00	1.540

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
<i>Note: Weighted Yield &amp; Weighted Average Portfolio Maturity are calculated only on the CD, CP, &amp; SEC desk.</i>						<b>Total Amount --&gt;</b>	<b>\$31,182,650.66</b>	<b>\$30,950,532.62</b>

**Time and Dollar Weighted Portfolio Yield:** 1.761 %

**Weighted Average Portfolio Maturity:** 123.90 Days

**MM:** 43.72%  
**CD's:** 26.18%  
**CP:** 0.00%  
**SEC:** 7.19%





# Total Portfolio Report CAR

As of: 02/29/20

**PMA Financial Network**

2135 CityGate Lane  
7th Floor  
Naperville, Illinois 60563  
Telephone . 630-657-6400  
Facsimile . 630-718-8701

## BURNSVILLE ISD 191 / 2009 OPEB TRUST

**3596**

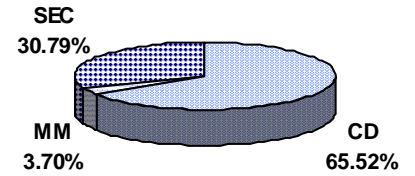
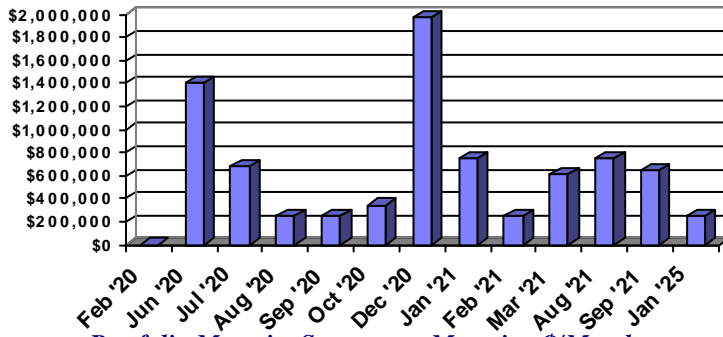
Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$305,811.41	\$305,811.41	
CD	262422	1	10/15/18	06/30/20	BANK OF THE VALLEY	\$151,795.23	\$145,000.00	2.732
CD	262461	1	10/16/18	06/30/20	FIRST MID-ILLINOIS BANK & TRUST	\$249,339.06	\$237,300.00	2.972
CD	277883	1	10/15/19	06/30/20	FIRST NATIONAL BANK / THE FIRST, NA	\$249,937.90	\$247,200.00	1.561
CD	277884	1	10/15/19	06/30/20	FARMERS BANK & TRUST	\$249,967.32	\$247,300.00	1.520
CD	277885	1	10/15/19	06/30/20	BROOKLINE BANK	\$249,979.44	\$247,300.00	1.527
SEC	45260	1	10/16/19	06/30/20	US TREASURY N/B	\$248,000.00	\$247,922.50	1.519
CD	257798	1	07/19/18	07/20/20	FIRST INTERNET BANK OF INDIANA	\$249,273.69	\$236,400.00	2.696
CD	257799	1	07/19/18	07/20/20	REGENT BANK	\$249,280.58	\$236,700.00	2.650
CD	257800	1	07/19/18	07/20/20	ELGA CREDIT UNION	\$175,787.50	\$166,900.00	2.637
CD	275289	1	08/05/19	08/04/20	CITADEL FCU	\$247,878.62	\$243,400.00	1.840
CD	276786	1	09/04/19	09/03/20	CIBC BANK USA / PRIVATE BANK - MI	\$249,922.17	\$245,900.00	1.636
SEC	38171	1	09/02/16	10/01/20	City of New York NY	\$345,000.00	\$345,000.00	1.300
CD	248949	1	12/01/17	12/01/20	FIRST CAPITAL BANK	\$249,924.47	\$236,100.00	1.950
CD	248950	1	12/01/17	12/01/20	CITIZENS B&TC OF JACKSON	\$173,250.83	\$163,900.00	1.900
SEC	44749	1	09/06/19	12/01/20	HILLIARD SD-B-REF	\$100,000.00	\$100,000.00	1.751
SEC	40118	1	07/31/17	12/15/20	Kane County Forest Preserve District	\$1,450,000.00	\$1,450,000.00	1.820
CD	249934	1	01/09/18	01/11/21	THIRD COAST BANK, SSB	\$248,912.73	\$233,800.00	2.119
CD	249935	1	01/09/18	01/11/21	BANK OF WISCONSIN DELLS	\$249,105.23	\$234,700.00	2.040
CD	249936	1	01/09/18	01/11/21	PRIME ALLIANCE BANK	\$249,105.23	\$234,700.00	2.040
CD	275288	1	08/05/19	02/01/21	BARRINGTON B&TC - WINTRUST	\$245,448.71	\$239,200.00	1.746
SEC	38170	1	09/02/16	03/01/21	City of Rochester NH	\$365,000.00	\$365,000.00	1.340
CD	277189	1	09/23/19	03/24/21	AMERICAN PLUS BANK, N.A.	\$249,841.86	\$243,800.00	1.651
CD	275285	1	08/05/19	08/04/21	VERITEX COMMUNITY BANK	\$249,649.57	\$240,900.00	1.814
CD	275286	1	08/05/19	08/04/21	UINTA BANK	\$249,958.46	\$241,400.00	1.770
CD	275287	1	08/05/19	08/04/21	FIRST NATIONAL BANK	\$249,645.61	\$241,200.00	1.751
CD	276784	1	09/04/19	09/03/21	THREE RIVERS FEDERAL CREDIT UNION	\$249,689.23	\$241,600.00	1.674
CD	276785	1	09/04/19	09/03/21	T BANK, NA	\$249,684.64	\$241,600.00	1.672
CD	277188	1	09/23/19	09/22/21	BANK LEUMI USA	\$150,879.78	\$146,200.00	1.600
CD	279751	1	01/21/20	01/21/25	FARMERS AND MERCHANTS UNION BANK	\$248,078.24	\$228,200.00	1.740

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
<i>Note: Weighted Yield &amp; Weighted Average Portfolio Maturity are calculated only on the CD, CP, &amp; SEC desk.</i>						<b>Total Amount --&gt;</b>	<b>\$8,450,147.51</b>	<b>\$8,234,433.91</b>

**Time and Dollar Weighted Portfolio Yield:** 1.789 %

**Weighted Average Portfolio Maturity:** 321.00 Days

**MM:** 3.71%  
**CD's:** 65.83%  
**CP:** 0.00%  
**SEC:** 30.46%



Portfolio Allocation by Transaction Type



## **Account Statement: Balanced Account**

**Burnsville ISD 191 OPEB (46752)**

Month End (M8 Y2020)

02/01/2020 - 02/29/2020

Dated: 03/06/2020

Locked Down

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Dated: 03/06/2020

<a href="#"><u>Portfolio Summary: Balanced Account (Burnsville ISD 191 OPEB (46752))</u></a>	<i>1</i>
<a href="#"><u>Returns (Burnsville ISD 191 OPEB (46752))</u></a>	<i>3</i>
<a href="#"><u>PMA - Contribution by Industry Group (Burnsville ISD 191 OPEB (46752))</u></a>	<i>5</i>
<a href="#"><u>Holdings: Balanced Account (Burnsville ISD 191 OPEB (46752))</u></a>	<i>6</i>
<a href="#"><u>Transaction and Interest Summary (Burnsville ISD 191 OPEB (46752))</u></a>	<i>8</i>

# Portfolio Summary: Balanced Account

02/01/2020 - 02/29/2020

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Burnsville ISD 191 OPEB (46752)

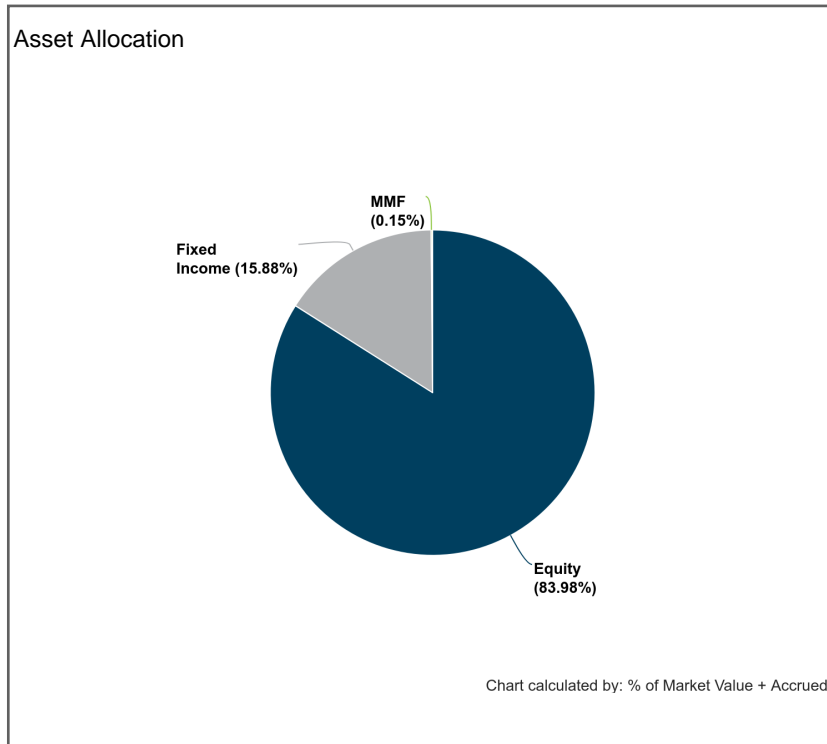
Dated: 03/06/2020

Asset Allocation	
Asset Class	Market Value + Accrued
Common Stock	3,517,287.20
Fixed Income	665,015.40
Money Market Funds	6,066.34
Cash	11.80
---	<b>4,188,380.74</b>

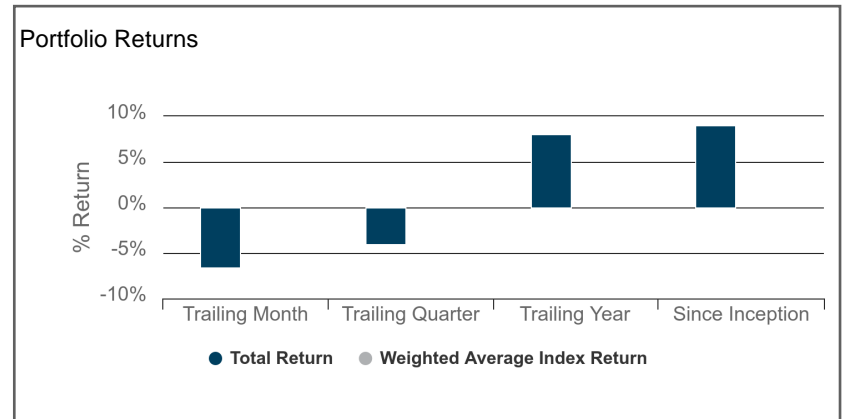
Footnotes: 1,2

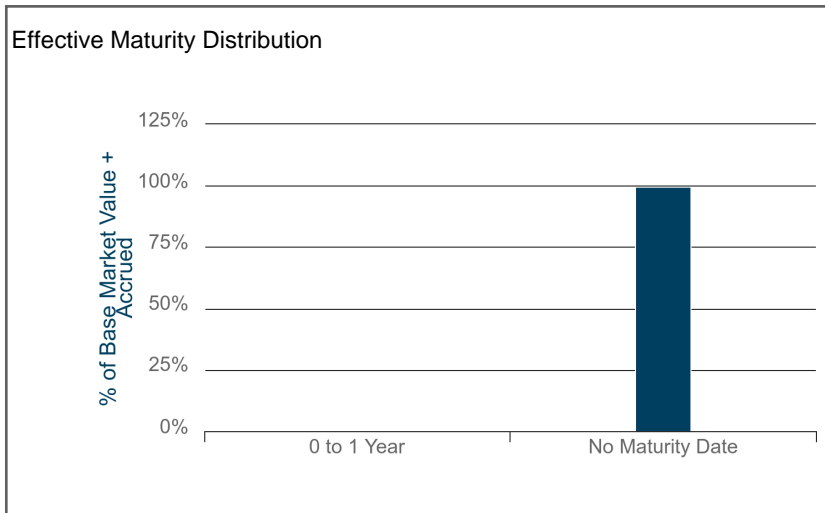
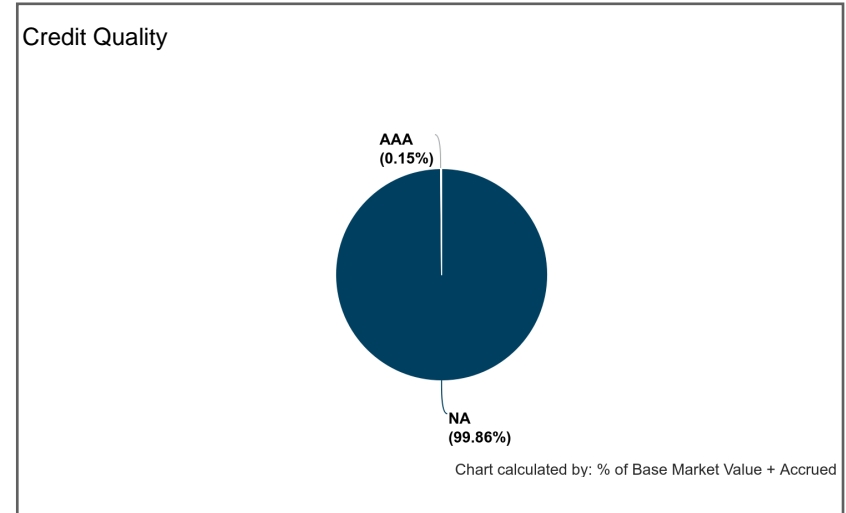
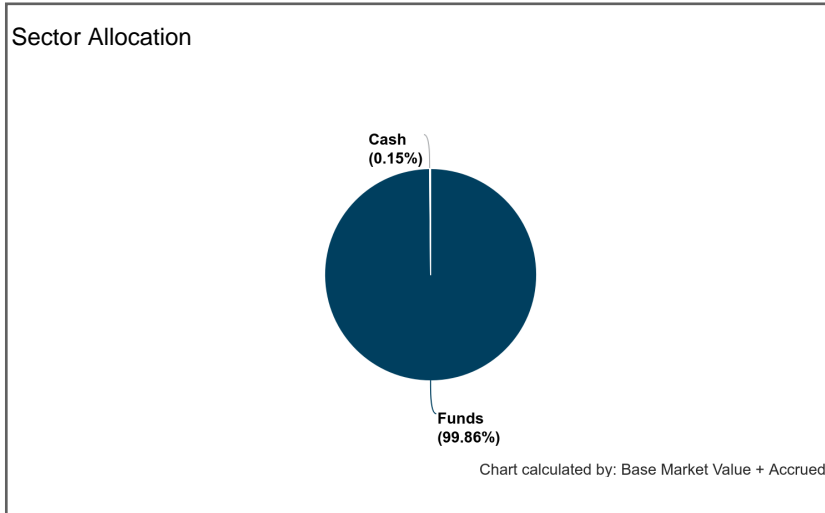
Top Issuers	
Issuer	% of Base Market Value + Accrued
Vanguard Index Funds - Vanguard Total Stock Market ETF	83.977%
Vanguard Bond Index Funds - Vanguard Total Bond Market ETF	15.878%
Goldman Sachs Trust - Goldman Sachs Financial Square Government Fund	0.145%
UNITED STATES OF AMERICA	0.000%

Footnotes: 3,4,5



Equity Summary	
Equity Metric	Value
Equity	3,517,287.20
Beta	0.998
R Squared	0.997
Trailing P/E	---
Dividend Yield	1.931





### Benchmark Comparison

Risk Metric	Portfolio	Index	Difference
Duration	0.000	---	---
Yield	1.487	---	---
Years to Effective Maturity	0.000	---	---
Years to Final Maturity	0.000	---	---

Footnote: 6

### Compliance Status

Status	Compliant
As of	02/29/2020

Index: NO BENCHMARK REQUIRED.

Index data not available for 98 days, ranging between 06/30/2015 and 10/05/2015.

1: \* Grouped by: Asset Class. 2: \* Groups Sorted by: Market Value + Accrued. 3: \* Grouped by: Issuer. 4: \* Groups Sorted by: % of Base Market Value + Accrued. 5: \* Weighted by: Base Market Value + Accrued. 6: \* Grouped by: Risk Metric.

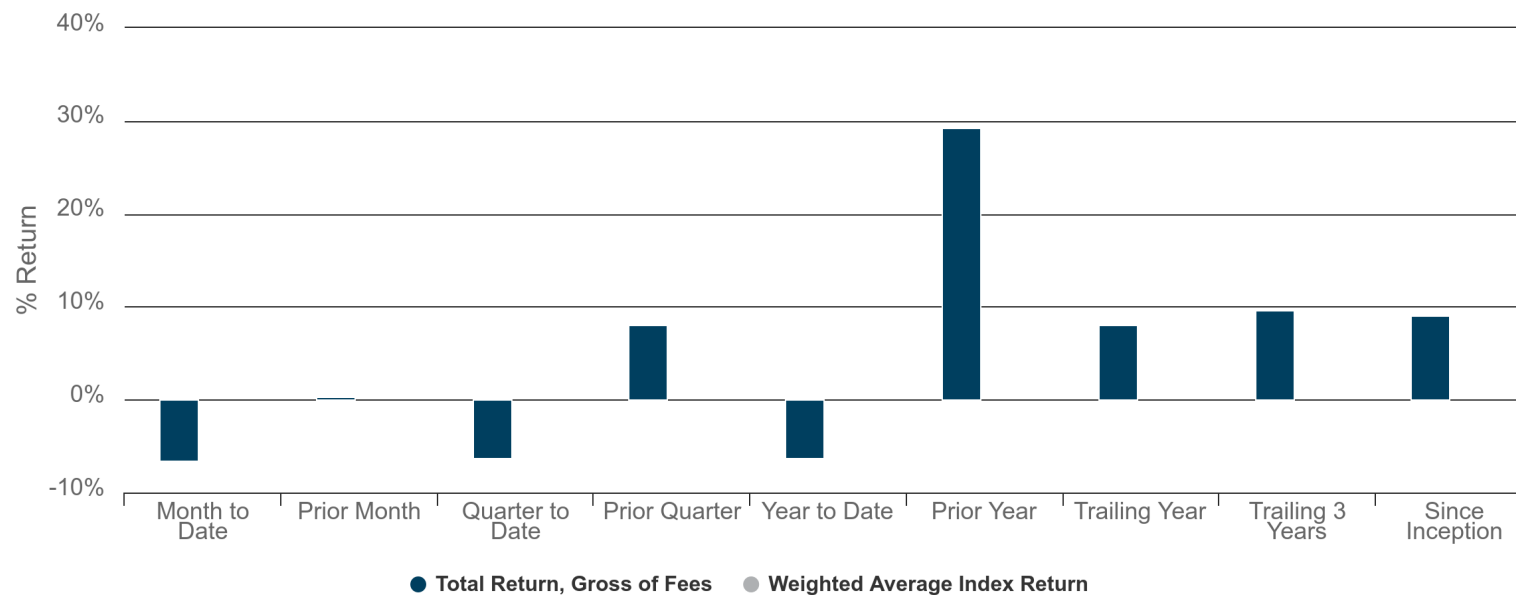
# Returns

Burnsville ISD 191 OPEB (46752)

Base Currency: USD As of 02/29/2020

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Dated: 03/06/2020



Period	Period Begin	Period End	Total Return, Gross of Fees	Weighted Average Index Return
Month to Date	02/01/2020	02/29/2020	-6.58%	---
Prior Month	01/01/2020	01/31/2020	0.26%	---
Quarter to Date	01/01/2020	02/29/2020	-6.34%	---
Prior Quarter	10/01/2019	12/31/2019	7.99%	---
Year to Date	01/01/2020	02/29/2020	-6.34%	---
Prior Year	01/01/2019	12/31/2019	29.26%	---
Trailing Year	03/01/2019	02/29/2020	8.00%	---
Trailing 3 Years	03/01/2017	02/29/2020	9.64%	---
Since Inception	11/01/2014	02/29/2020	9.01%	---

Account	Index	Index Start Date	Index End Date
Burnsville ISD 191 OPEB	CRSP US Total Market	10/06/2015	11/30/2019
Burnsville ISD 191 OPEB	NO BENCHMARK REQUIRED	12/01/2019	---

Index data not available for 98 days, ranging between 06/30/2015 and 10/05/2015.

Gross of Fees (includes trading).

Returns for periods greater than a year have been annualized.

No Tax Adjustment.

Note that data will not exist prior to the performance inception date of: 11/01/2014.

Historical data exists for the options shown below, only available on historical data boundaries:

# Returns

Burnsville ISD 191 OPEB (46752)

Base Currency: USD As of 02/29/2020

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Dated: 03/06/2020

<i>Begin Date</i>	<i>End Date</i>	<i>Return Type</i>	<i>Fee Options</i>	<i>Tax Options</i>
11/01/2014	12/31/2014	Total Return	Gross of Fees, Net of Fees	No Tax Adjustment

Reported Index Return is always Total Return.

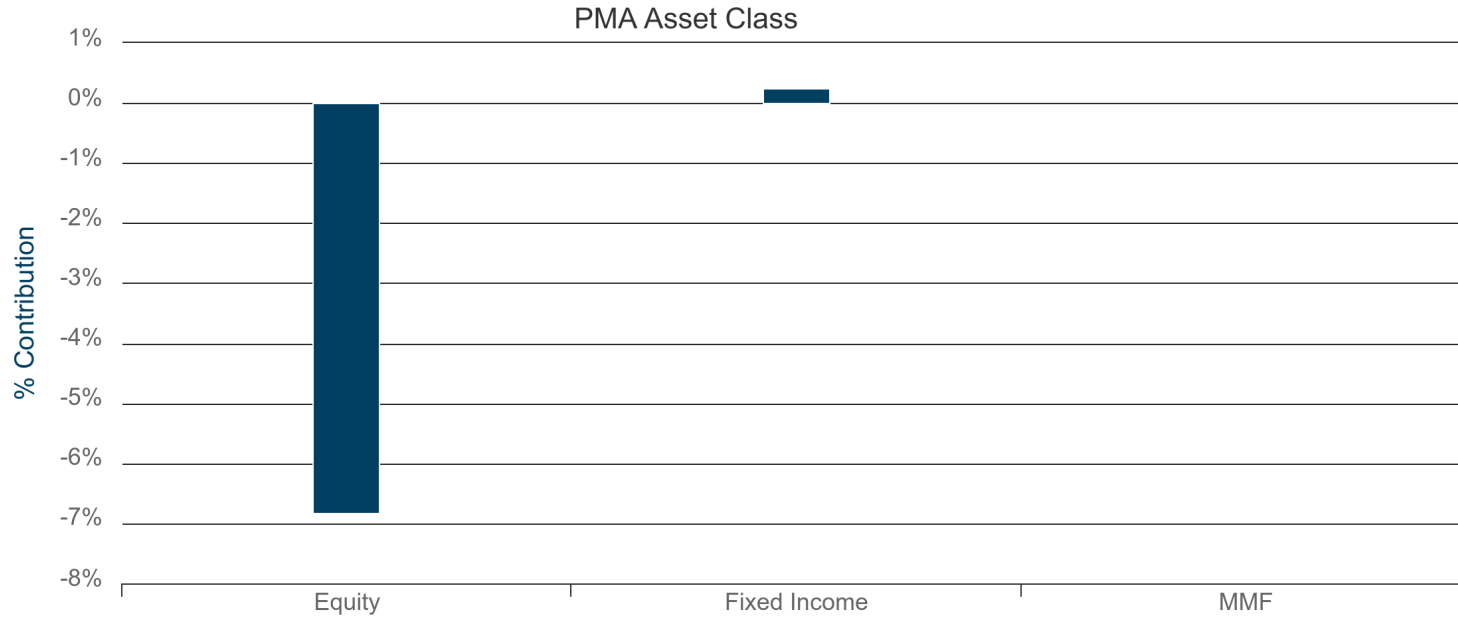
# PMA - Contribution by Industry Group

Burnsville ISD 191 OPEB (46752)

Base Currency: USD 02/01/2020 - 02/29/2020

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Dated: 03/06/2020



PMA Asset Class	Description	Ending Base Market Value + Accrued	Total Return	Weight	Contribution
Equity	VANGUARD TSM IDX ETF	3,517,287.20	-8.00%	85.44%	-6.83%
Fixed Income	VANGUARD TOT BD ETF	665,015.40	1.67%	14.34%	0.24%
MMF	---	6,078.14	0.12%	0.22%	0.00%
---	---	<b>4,188,380.74</b>	<b>-6.58%</b>	<b>100.00%</b>	<b>-6.58%</b>

\* Grouped by: PMA Asset Class. \* Groups Sorted by: PMA Asset Class. \* Weighted by: Ending Base Market Value + Accrued.

Account	Index	Index Start Date	Index End Date
Burnsville ISD 191 OPEB	CRSP US Total Market	10/06/2015	11/30/2019
Burnsville ISD 191 OPEB	NO BENCHMARK REQUIRED	12/01/2019	---

Gross of Fees (includes trading).

Returns are actual and have not been annualized.

No Tax Adjustment.

Note that data will not exist prior to the existence of security level returns as of: 01/02/2015.

Historical data exists for the options shown below, only available on historical data boundaries:

Begin Date	End Date	Return Type	Fee Options	Tax Options
11/01/2014	12/31/2014	Total Return	Gross of Fees, Net of Fees	No Tax Adjustment

# Holdings: Balanced Account

As of 02/29/2020

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# Burnsville ISD 191 OPEB (46752)

Dated: 03/06/2020

## Equity

Other

Other

Description	Effective Maturity, Final Maturity	Identifier	Current Units, Original Units	Market Price	Market Value, Market Value + Accrued	Original Cost, Book Value	Accrued Balance, Interest/Dividend Due	Net Unrealized Gain/Loss	Moody's Rating, S&P Rating	Yield, Book Yield	Duration
VANGUARD TSM IDX ETF	---	922908769	23,380.00 23,380.00	150.44	3,517,287.20 3,517,287.20	2,597,297.24 2,597,297.24	0.00 0.00	919,989.96	NA NA	---	---
<b>VANGUARD TSM IDX ETF</b>	---	<b>922908769</b>	<b>23,380.00</b> <b>23,380.00</b>	<b>150.44</b>	<b>3,517,287.20</b> <b>3,517,287.20</b>	<b>2,597,297.24</b> <b>2,597,297.24</b>	<b>0.00</b> <b>0.00</b>	<b>919,989.96</b>	<b>NA</b> <b>NA</b>	<b>---</b>	<b>---</b>

## Fixed Income

Other

Other

Description	Effective Maturity, Final Maturity	Identifier	Current Units, Original Units	Market Price	Market Value, Market Value + Accrued	Original Cost, Book Value	Accrued Balance, Interest/Dividend Due	Net Unrealized Gain/Loss	Moody's Rating, S&P Rating	Yield, Book Yield	Duration
VANGUARD TOT BD ETF	---	921937835	7,665.00 7,665.00	86.76	665,015.40 665,015.40	627,807.54 627,807.54	0.00 0.00	37,207.86	NA NA	---	---
<b>VANGUARD TOT BD ETF</b>	---	<b>921937835</b>	<b>7,665.00</b> <b>7,665.00</b>	<b>86.76</b>	<b>665,015.40</b> <b>665,015.40</b>	<b>627,807.54</b> <b>627,807.54</b>	<b>0.00</b> <b>0.00</b>	<b>37,207.86</b>	<b>NA</b> <b>NA</b>	<b>---</b>	<b>---</b>

## MMF

Cash

Financial

Description	Effective Maturity, Final Maturity	Identifier	Current Units, Original Units	Market Price	Market Value, Market Value + Accrued	Original Cost, Book Value	Accrued Balance, Interest/Dividend Due	Net Unrealized Gain/Loss	Moody's Rating, S&P Rating	Yield, Book Yield	Duration
Receivable	02/29/2020 02/29/2020	CCYUSD	11.80 11.80	1.00	11.80 11.80	11.80 11.80	0.00 0.00	0.00	Aaa AAA	0.00 0.00	0.0
<b>Receivable</b>	<b>02/29/2020</b> <b>02/29/2020</b>	<b>CCYUSD</b>	<b>11.80</b> <b>11.80</b>	<b>1.00</b>	<b>11.80</b> <b>11.80</b>	<b>11.80</b> <b>11.80</b>	<b>0.00</b> <b>0.00</b>	<b>0.00</b>	<b>Aaa</b> <b>AAA</b>	<b>0.00</b> <b>0.00</b>	<b>0.0</b>

## MMF

Other

Financial

Description	Effective Maturity, Final Maturity	Identifier	Current Units, Original Units	Market Price	Market Value, Market Value + Accrued	Original Cost, Book Value	Accrued Balance, Interest/Dividend Due	Net Unrealized Gain/Loss	Moody's Rating, S&P Rating	Yield, Book Yield	Duration
GOLDMAN:FS GOVT INST	02/29/2020 02/29/2020	38141W273	6,066.34 6,066.34	1.00	6,066.34 6,066.34	6,066.34 6,066.34	0.00 11.80	0.00	Aaa AAAm	1.49 1.49	0.0
<b>GOLDMAN:FS GOVT INST</b>	<b>02/29/2020</b> <b>02/29/2020</b>	<b>38141W273</b>	<b>6,066.34</b> <b>6,066.34</b>	<b>1.00</b>	<b>6,066.34</b> <b>6,066.34</b>	<b>6,066.34</b> <b>6,066.34</b>	<b>0.00</b> <b>11.80</b>	<b>0.00</b>	<b>Aaa</b> <b>AAAm</b>	<b>1.49</b> <b>1.49</b>	<b>0.0</b>

## Summary

# Holdings: Balanced Account

As of 02/29/2020

# Burnsville ISD 191 OPEB (46752)

Dated: 03/06/2020

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Description	Effective Maturity, Final Maturity	Identifier	Current Units, Original Units	Market Price	Market Value, Market Value + Accrued	Original Cost, Book Value	Accrued Balance, Interest/Dividend Due	Net Unrealized Gain/Loss	Moody's Rating, S&P Rating	Yield, Book Yield	Duration
---	02/29/2020 02/29/2020	---	37,123.14 37,123.14	140.11	4,188,380.74 4,188,380.74	3,231,182.92 3,231,182.92	0.00 11.80	957,197.82	Aaa AAA	1.49 1.49	0.0

\* Grouped by: PMA Asset Class -> Fixed Income Sector 1 -> Fixed Income Sector. \* Groups Sorted by: PMA Asset Class. \* Weighted by: Market Value + Accrued, except Book Yield by Base Book Value + Accrued. \* Holdings Displayed by: Position.

# Transaction and Interest Summary

Burnsville ISD 191 OPEB (46752)

Base Currency: USD 02/01/2020 - 02/29/2020

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Dated: 03/06/2020

\* Does not Lock Down.

## Buy

Trade Date	Settle Date	Security Type, Coupon Rate, Final Maturity	Identifier, Issuer, Description	Base Current Units, Base Original Units	Broker/Dealer	Price	Base Principal	Base Accrued Interest	Base Amount	Realized Gain/Loss
---	---	MMFUND 1.510 02/29/2020	38141W273 Goldman Sachs Trust - Goldman Sachs Financial Square Government Fund GOLDMAN:FS GOVT INST	1,429.81 1,429.81	Direct	1.000	1,429.81	0.00	-1,429.81	0.00
---	---	<b>MMFUND 1.510 02/29/2020</b>	<b>38141W273 Goldman Sachs Trust - Goldman Sachs Financial Square Government Fund GOLDMAN:FS GOVT INST</b>	<b>1,429.81 1,429.81</b>	<b>Direct</b>	<b>1.000</b>	<b>1,429.81</b>	<b>0.00</b>	<b>-1,429.81</b>	<b>0.00</b>

## Equity Dividend

Trade Date	Settle Date	Security Type, Coupon Rate, Final Maturity	Identifier, Issuer, Description	Base Current Units, Base Original Units	Broker/Dealer	Price	Base Principal	Base Accrued Interest	Base Amount	Realized Gain/Loss
02/03/2020	02/06/2020	ETF --- ---	921937835 Vanguard Bond Index Funds - Vanguard Total Bond Market ETF VANGUARD TOT BD ETF	0.00 0.00	Direct	---	0.00	0.00	1,398.86	0.00
<b>02/03/2020</b>	<b>02/06/2020</b>	<b>ETF --- ---</b>	<b>921937835 Vanguard Bond Index Funds - Vanguard Total Bond Market ETF VANGUARD TOT BD ETF</b>	<b>0.00 0.00</b>	<b>Direct</b>	<b>---</b>	<b>0.00</b>	<b>0.00</b>	<b>1,398.86</b>	<b>0.00</b>

## Management Fee

Trade Date	Settle Date	Security Type, Coupon Rate, Final Maturity	Identifier, Issuer, Description	Base Current Units, Base Original Units	Broker/Dealer	Price	Base Principal	Base Accrued Interest	Base Amount	Realized Gain/Loss
02/18/2020	02/18/2020	CASH 0.000 02/29/2020	CCYUSD UNITED STATES OF AMERICA US DOLLAR	0.00 0.00	Unknown	---	0.00	0.00	-3,367.50	0.00
02/18/2020	02/18/2020	CASH 0.000 02/29/2020	CCYUSD UNITED STATES OF AMERICA US DOLLAR	0.00 0.00	Unknown	---	0.00	0.00	-3,358.80	0.00
<b>02/18/2020</b>	<b>02/18/2020</b>	<b>CASH 0.000 02/29/2020</b>	<b>CCYUSD UNITED STATES OF AMERICA US DOLLAR</b>	<b>0.00 0.00</b>	<b>Unknown</b>	<b>---</b>	<b>0.00</b>	<b>0.00</b>	<b>-6,726.30</b>	<b>0.00</b>

## Money Market Funds

Trade Date	Settle Date	Security Type, Coupon Rate, Final Maturity	Identifier, Issuer, Description	Base Current Units, Base Original Units	Broker/Dealer	Price	Base Principal	Base Accrued Interest	Base Amount	Realized Gain/Loss
02/29/2020	02/29/2020	MMFUND 1.510 02/29/2020	38141W273 Goldman Sachs Trust - Goldman Sachs Financial Square Government Fund GOLDMAN:FS GOVT INST	0.00 0.00	Direct	---	0.00	0.00	12.08	0.00
<b>02/29/2020</b>	<b>02/29/2020</b>	<b>MMFUND 1.510 02/29/2020</b>	<b>38141W273 Goldman Sachs Trust - Goldman Sachs Financial Square Government Fund GOLDMAN:FS GOVT INST</b>	<b>0.00 0.00</b>	<b>Direct</b>	<b>---</b>	<b>0.00</b>	<b>0.00</b>	<b>12.08</b>	<b>0.00</b>

## Sell

# Transaction and Interest Summary

Burnsville ISD 191 OPEB (46752)

Base Currency: USD 02/01/2020 - 02/29/2020

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Dated: 03/06/2020

Trade Date	Settle Date	Security Type, Coupon Rate, Final Maturity	Identifier, Issuer, Description	Base Current Units, Base Original Units	Broker/Dealer	Price	Base Principal	Base Accrued Interest	Base Amount	Realized Gain/Loss
02/18/2020	02/18/2020	MMFUND 1.510 02/29/2020	38141W273 Goldman Sachs Trust - Goldman Sachs Financial Square Government Fund GOLDMAN:FS GOVT INST	-6,726.30 -6,726.30	Direct	1.000	-6,726.30	0.00	6,726.30	0.00
<b>02/18/2020</b>	<b>02/18/2020</b>	<b>MMFUND 1.510 02/29/2020</b>	<b>38141W273 Goldman Sachs Trust - Goldman Sachs Financial Square Government Fund GOLDMAN:FS GOVT INST</b>	<b>-6,726.30 -6,726.30</b>	<b>Direct</b>	<b>1.000</b>	<b>-6,726.30</b>	<b>0.00</b>	<b>6,726.30</b>	<b>0.00</b>

## Summary

Trade Date	Settle Date	Security Type, Coupon Rate, Final Maturity	Identifier, Issuer, Description	Base Current Units, Base Original Units	Broker/Dealer	Price	Base Principal	Base Accrued Interest	Base Amount	Realized Gain/Loss
---	---	--- 1.510 02/29/2020	---	-5,296.49 -5,296.49	---	---	-5,296.49	0.00	-18.87	0.00

\* Grouped by: Transaction Type. \* Groups Sorted by: Transaction Type. \* Showing transactions with Entry Date within selected date range. \* Weighted by: Absolute Value of Base Principal. \* MMF transactions are collapsed.

\* The Transaction Detail/Trading Activity reports provide our most up-to-date transactional details. As such, these reports are subject to change even after the other reports on the website have been locked down. While these reports can be useful tools in understanding recent activity, due to their dynamic nature we do not recommend using them for booking journal entries or reconciliation.

Prudent Man Advisors, LLC ("Prudent Man") is an investment adviser registered with the U.S. Securities and Exchange Commission.

#### **Statements**

Prudent Man's customer statement is intended to detail the investment advisory activity through separately managed accounts. This statement is for general information purposes only and is not intended to provide specific advice or recommendations. All transactions are reflected as of trade date. Although market value, market analytics and other information contained in this Statement have been obtained from third-party sources believed to be reliable, Prudent Man cannot guarantee the accuracy or completeness of such information.

#### **Custodian Bank**

Please note that the custodian bank maintains control of all account assets, executes/settles all investment transactions and is the official record of securities, investments, cash holdings and transactions in the account. The custodian bank will provide you customer statements of your account and you are encouraged to compare this statement to the custodian's statement and reconcile any differences. Many custodian banks use a settlement date basis which may result in the need to reconcile due to a timing difference.

#### **Legal or Tax Information**

Prudent Man and its employees do not offer tax or legal advice. You should consult with your tax and/or legal advisors before making any tax or legal related investment decisions. Cost data and realized gains/losses are provided for your informational purposes only. Please review for accuracy and consult your tax advisor to determine the tax consequences of your transactions. Prudent Man does not report such information to the IRS or other taxing authorities and is not responsible for the accuracy of such information that may be required to be reported.

#### **Account Assets, Cost and Valuation**

In computing the market value of any asset of the Account, each security listed on any national securities exchange shall be valued at the last quoted sale price on the valuation date on the principal exchange on which such security is traded. Any other security or asset shall be valued in a manner determined in good faith by Prudent Man to reflect its fair market value. Certain accounting values are calculated by our accounting system, including amortized cost (which is calculated on a straight line basis), may differ from your method. Non-negotiable FDIC-insured deposit products are priced at par. Although Prudent Man believes the price to be reliable, the values of the investments do not always represent the prices at which the investments could have been bought or sold.

#### **Ratings**

Information provided for ratings is based upon a good faith inquiry of selected sources, but their accuracy and completeness cannot be guaranteed. Standard & Poor's and Moody's ratings may represent the long-term rating of the issue or issuer as available. For guaranteed or collateralized investments, the secured rating is represented.

#### **Risk**

The securities in this Account are not guaranteed or otherwise protected by Prudent Man, the FDIC (except for certain bank products) or by any government agency. Investment in securities involves risks, including the possible loss of the amount invested. In addition, past performance is no indication of future performance and the price or value of investments may fluctuate. Asset allocation does not assure or guarantee better performance and cannot eliminate the risk of investment losses.

#### **Account Control**

Prudent Man does not have the authority to withdraw funds from the Client's account with the custodian bank. Our clients retain responsibility for their internal account policies, implementing and enforcing internal controls and generating ledger entries or otherwise recording transactions.

#### **Notification of Changes**

In order to better serve you, we request that you promptly notify us of any material change in your investment policy, investment objective or financial situation.

#### **Firm Brochure**

Prudent Man provides its Clients with a written disclosure statement of its background and business experience. If you would like to receive another copy of the Firm Brochure, please contact Prudent Man at the contact information below.

#### **Affiliated Entities**

Securities, public finance services and institutional brokerage services are offered through PMA Securities, LLC. PMA Securities, LLC is a broker-dealer and municipal advisor registered with the SEC and MSRB, and is a member of FINRA and SIPC. Prudent Man Advisors provides investment advisory services to local government investment pools, local governments and other institutional clients. All other products and services are provided by PMA Financial Network, LLC. PMA Securities, LLC, Prudent Man Advisors, LLC and PMA Financial Network, LLC are under common ownership.

Please review the pages of this statement carefully. If you think there are any errors, missing account information or if you need more information about transactions, please contact Prudent Man within 60 days of receipt. If you have other questions or concerns, you should contact your Relationship Manager.

Prudent Man Advisors, LLC  
2135 CityGate Lane, 7th Floor  
Naperville, IL 60563  
630-657-6400

For more information visit [www.pmanetwork.com](http://www.pmanetwork.com)  
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# Total Portfolio Report CAR

As of: 02/29/20

**PMA Financial Network**

2135 CityGate Lane  
7th Floor  
Naperville, Illinois 60563  
Telephone . 630-657-6400  
Facsimile . 630-718-8701

## BURNSVILLE ISD 191 / 2015A BONDS

5762

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$6,213.72	\$6,213.72	
SDA					Savings Deposit Account - PREFERRED BANK	\$1,974,579.10	\$1,974,579.10	

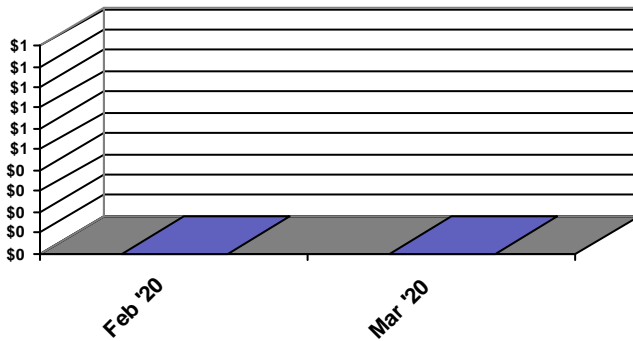
Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.

**Total Amount --> \$1,980,792.82 \$1,980,792.82**

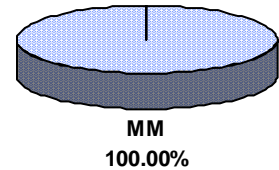
**Time and Dollar Weighted Portfolio Yield: 1.400 %**

**Weighted Average Portfolio Maturity: 1.99 Days**

**MM: 100.00%**  
**CD's: 0.00%**  
**CP: 0.00%**  
**SEC: 0.00%**



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type

## February 2020

### Wire Transfers

<b>Date</b>	<b>From</b>	<b>To</b>	<b>Amount</b>	<b>For</b>
02/03/2020	MSDLAF	Delta Dental	16,834.22	Dental Insurance
02/03/2020	MSDLAF	Preferred One	368,769.62	Health Insurance
02/05/2020	MSDLAF	Further	24,725.44	Medical Claims
02/05/2020	MSDLAF	Further	11,400.63	Flex Claims
02/05/2020	MSDLAF	US Bank	40,000.00	US Bank P-Card prefund wire
02/10/2020	MSDLAF	Delta Dental	17,414.09	Dental Insurance
02/10/2020	MSDLAF	Preferred One	352,482.39	Health Insurance
02/12/2020	MSDLAF	Further	5,261.08	Flex Claims
02/12/2020	MSDLAF	Further	15,464.02	Medical Claims
02/14/2020	MSDLAF	Internal Revenue Service	703,153.14	2/15/20 Payroll - Federal Taxes
02/14/2020	MSDLAF	PERA	120,301.62	2/15/20 Payroll - PERA
02/14/2020	MSDLAF	TRA	367,254.45	2/15/20 Payroll - TRA
02/18/2020	MSDLAF	People's Bank	186,294.85	2/15/20 Payroll - EBC TSA Wire
02/18/2020	MSDLAF	State of Minnesota	111,995.99	2/15/20 Payroll - State Taxes
02/18/2020	MSDLAF	State of Minnesota	204.98	2/15/20 Garnishments
02/18/2020	MSDLAF	State of Minnesota	2,046.97	2/14/20 Payroll - Child Support
02/18/2020	MSDLAF	Healthy Savings	2,876.76	Healthy Savings Program
02/18/2020	MSDLAF	Preferred One	463,181.45	Health Insurance
02/18/2020	MSDLAF	Delta Dental	13,379.22	Dental Insurance
02/19/2020	MSDLAF	Further	4,384.17	Flex Claims
02/19/2020	MSDLAF	Further	19,946.46	Medical Claims
02/19/2020	MSDLAF	MN Department of Revenue	179.00	January Sales Tax paid 2/19/20
02/21/2020	MSDLAF	Preferred One	166,152.88	Health Insurance
02/21/2020	MSDLAF	Delta Dental	5,069.85	Dental Insurance

## February 2020

### Wire Transfers

<b>Date</b>	<b>From</b>	<b>To</b>	<b>Amount</b>	<b>For</b>
02/24/2020	MSDLAF	Further	12,285.00	Medical Claims
02/24/2020	MSDLAF	Preferred One	396,935.86	Health Insurance
02/24/2020	MSDLAF	Delta Dental	12,242.25	Dental Insurance
02/25/2020	MSDLAF	State of Minnesota	19,678.42	1/28/20 Payroll - Unemployment
02/26/2020	MSDLAF	US Bank	70,000.00	US Bank P-Card prefund wire
02/26/2020	MSDLAF	Further	12,344.65	Flex Claims
02/26/2020	MSDLAF	Further	20,804.39	Medical Claims
02/28/2020	MSDLAF	Teacher's Federal Credit Union	37,674.79	2/15/20 Payroll - Teacher's Dues

## AP Check Register

AP Run: 20200207 AP — Post Date: 2020-02-07 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/07/2020	476187	Check	360 Communities	905296	2 AP8845	11,635.25
02/07/2020	476188	Check	Acer America Corporation	929434	2 AP8845	4,949.09
02/07/2020	476189	Check	Ali, Maryan	930011	2 AP8845	180.00
02/07/2020	476190	Check	Ali, Salma	930217	2 AP8845	240.00
02/07/2020	476191	Check	AmeriPride Services, Inc	901365-1	2 AP8845	589.62
02/07/2020	476192	Check	Aramark Refreshment Services	900428-1	2 AP8845	123.11
02/07/2020	476193	Check	Ayaquica, Sheri	922108	2 AP8845	60.00
02/07/2020	476194	Check	Ayeni, Philip	927373	2 AP8845	79.00
02/07/2020	476195	Check	Blue Bell Enterprises Inc	926720	2 AP8845	3,333.98
02/07/2020	476196	Check	BrainPOP LLC	927006-1	2 AP8845	514.49
02/07/2020	476197	Check	Burnsville YMCA	902422-5	2 AP8845	3,948.75
02/07/2020	476198	Check	CDW Government Inc	920289-1	2 AP8845	361.77
02/07/2020	476199	Check	Centurylink	902781-5	2 AP8845	266.02
02/07/2020	476200	Check	Chaska High School	907014	2 AP8845	140.00
02/07/2020	476201	Check	City of Burnsville - Utilities	904226	2 AP8845	12,789.14
02/07/2020	476202	Check	City of Savage - Utilities	909588	2 AP8845	4,913.31
02/07/2020	476203	Check	Dakota County Financial Services	907393-3	2 AP8845	240.00
02/07/2020	476204	Check	Dakota Outdoors LLC	922059	2 AP8845	28,699.50
02/07/2020	476205	Check	Dannos Wines, LLC	930005	2 AP8845	215.40
02/07/2020	476206	Check	DeBaker, Matt	930222	2 AP8845	79.00

## AP Check Register

AP Run: 20200207 AP — Post Date: 2020-02-07 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/07/2020	476207	Check	Demorett, Andrew	928639	2 AP8845	79.00
02/07/2020	476208	Check	Derksen, Carolyn	929689	2 AP8845	79.00
02/07/2020	476209	Check	Dewald, Rina C	920524	2 AP8845	240.00
02/07/2020	476210	Check	Dialog One LLC	927732	2 AP8845	1,070.00
02/07/2020	476211	Check	DramaLab, LLC	930014	2 AP8845	1,183.35
02/07/2020	476212	Check	Eagan Rotary Club	925222	2 AP8845	144.00
02/07/2020	476213	Check	ECM Publishers Inc	909272-2	2 AP8845	465.30
02/07/2020	476214	Check	Educators Benefit Consultants LLC	926262-1	2 AP8845	692.43
02/07/2020	476215	Check	Ellingson, Gregg	930221	2 AP8845	79.00
02/07/2020	476216	Check	Ertz, Jim	500287	2 AP8845	36.71
02/07/2020	476217	Check	Fairfield Glass & Window Inc	926949	2 AP8845	639.00
02/07/2020	476218	Check	Field Environmental Consulting Inc	926109	2 AP8845	300.00
02/07/2020	476219	Check	Frey, Tatum	500002	2 AP8845	1,660.00
02/07/2020	476220	Check	Gillund, Tom	906276	2 AP8845	79.00
02/07/2020	476221	Check	GLS Companies	929863	2 AP8845	3,827.86
02/07/2020	476222	Check	GuideK12 LLC	928489	2 AP8845	15,973.20
02/07/2020	476223	Check	Harrison, Tyler	908895	2 AP8845	163.00
02/07/2020	476224	Check	Haugen, Christopher	929038	2 AP8845	79.00
02/07/2020	476225	Check	Hawkins, Claude	929058	2 AP8845	98.00
02/07/2020	476226	Check	Healy, Michael	924088	2 AP8845	79.00

## AP Check Register

AP Run: 20200207 AP — Post Date: 2020-02-07 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/07/2020	476227	Check	Herrmann, Eric	929995	2 AP8845	125.00
02/07/2020	476228	Check	Herzog, Jason	929985	2 AP8845	163.00
02/07/2020	476229	Check	Horizon CPO Seminars	900354	2 AP8845	225.00
02/07/2020	476230	Check	Hyatt Regency Minneapolis	928693	2 AP8845	342.08
02/07/2020	476231	Check	Johnson Controls Fire Protection LP	903587	2 AP8845	3,952.77
02/07/2020	476232	Check	Johnson, Dennis	924067	2 AP8845	196.00
02/07/2020	476233	Check	Kiecker, Dana	927044	2 AP8845	98.00
02/07/2020	476234	Check	Kraus-Anderson Ins Agency Inc	902102	2 AP8845	10,746.67
02/07/2020	476235	Check	Lamprecht, John	928748	2 AP8845	14.97
02/07/2020	476236	Check	Madison, Paul	929671	2 AP8845	79.00
02/07/2020	476237	Check	MASS/MRPA	905320-10	2 AP8845	149.00
02/07/2020	476238	Check	Master Automotive Tire & Quick Lube	928612	2 AP8845	81.82
02/07/2020	476239	Check	Merry, Vanessa	929912	2 AP8845	380.00
02/07/2020	476240	Check	Midwest Language Banc Inc	924523	2 AP8845	402.90
02/07/2020	476241	Check	Minnesota Energy Resources	903029-1	2 AP8845	13,318.89
02/07/2020	476242	Check	Minnesota Valley Electric Cooperative	907448	2 AP8845	11,594.31
02/07/2020	476243	Check	MN DECA- Jackie Schiller	927788-1	2 AP8845	135.00
02/07/2020	476244	Check	Mn Orchestra	908858-1	2 AP8845	543.75
02/07/2020	476245	Check	MN Valley Transit Authority	901244	2 AP8845	134.00

## AP Check Register

AP Run: 20200207 AP — Post Date: 2020-02-07 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/07/2020	476246	Check	Moses, Andrew	929884	2 AP8845	98.00
02/07/2020	476247	Check	Murphy Management Consultants	928020	2 AP8845	375.00
02/07/2020	476248	Check	National Association of School Nurses (NASN)	906265-6	2 AP8845	150.00
02/07/2020	476249	Check	Natus Medical Inc	929836	2 AP8845	133.11
02/07/2020	476250	Check	NCS Pearson Inc	903116-6	2 AP8845	745.50
02/07/2020	476251	Check	Olympic Communications Inc	927700	2 AP8845	165.00
02/07/2020	476252	Check	Once Upon A Star LLC	930225	2 AP8845	1,188.00
02/07/2020	476253	Check	Orkin Commercial Services	926086	2 AP8845	1,301.00
02/07/2020	476254	Check	Pate, Marvin	925027	2 AP8845	196.00
02/07/2020	476255	Check	PBBS Equipment Corporation	930000	2 AP8845	1,043.00
02/07/2020	476256	Check	Perez, Melissa M	924879	2 AP8845	540.00
02/07/2020	476257	Check	Potter, Michelle	500288	2 AP8845	23.75
02/07/2020	476258	Check	RAK Construction Inc	929749	2 AP8845	10,860.00
02/07/2020	476259	Check	Ray, Chelsea	929044	2 AP8845	73.00
02/07/2020	476260	Check	Ready For Kindergarten	927969	2 AP8845	544.50
02/07/2020	476261	Check	Roark, Richard Jeffrey	928168	2 AP8845	268.80
02/07/2020	476262	Check	Rock Hard Landscape Supply	928528	2 AP8845	6,186.00
02/07/2020	476263	Check	Safeway Driving School	926796	2 AP8845	6,945.00
02/07/2020	476264	Check	Sasseville, Erika	930224	2 AP8845	86.25
02/07/2020	476265	Check	Schiller, Thomas	922306	2 AP8845	79.00

## AP Check Register

AP Run: 20200207 AP — Post Date: 2020-02-07 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/07/2020	476266	Check	Schmitt Music	903532-2	2 AP8845	75.11
02/07/2020	476267	Check	Schmitt & Sons - Charter	909331-1	2 AP8845	40,790.65
02/07/2020	476268	Check	Shiffler Equipment Sales Inc	903472-2	2 AP8845	59.20
02/07/2020	476269	Check	Siemens Industry Inc	902217-1	2 AP8845	532.80
02/07/2020	476270	Check	Skow, Karen	929575	2 AP8845	2,362.50
02/07/2020	476271	Check	Skyward Inc	929759	2 AP8845	200.00
02/07/2020	476272	Check	Southwest Metro Intermediate 288	928611	2 AP8845	3,106.88
02/07/2020	476273	Check	St Paul Beverage Solutions, LLC	930156	2 AP8845	4,969.00
02/07/2020	476274	Check	Teachers On Call	929847	2 AP8845	33,849.98
02/07/2020	476275	Check	Teske, David Luke	929084	2 AP8845	196.00
02/07/2020	476276	Check	The Boomerang Project	929999	2 AP8845	16,170.00
02/07/2020	476277	Check	The Hartford	924486	2 AP8845	40,303.56
02/07/2020	476278	Check	Tierney Brothers Inc	900826-1	2 AP8845	1,315.50
02/07/2020	476279	Check	Titan Environmental Inc	928141	2 AP8845	1,881.00
02/07/2020	476280	Check	Upper Lakes Food Inc	929826	2 AP8845	34,371.99
02/07/2020	476281	Check	Volz, John "Jack"	930223	2 AP8845	79.00
02/07/2020	476282	Check	Vriese, Pete	926421	2 AP8845	79.00
02/07/2020	476283	Check	Warsame, Kadra	925560	2 AP8845	90.00
02/07/2020	476284	Check	Wysong, Jodi	500289	2 AP8845	23.40
02/07/2020	476285	Check	Xcel Energy	902776	2 AP8845	16.81

## AP Check Register

AP Run: 20200207 AP --- Post Date: 2020-02-07 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
<b>Total:</b>						<b>\$354,479.73</b>

### 20200207 AP Summary

Type	Count	Amount
Regular	99	354,479.73
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>99</b>	<b>\$354,479.73</b>

## AP Check Register

AP Run: 20200214 AP — Post Date: 2020-02-14 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/14/2020	476286	Check	A.J. Moore Electric Inc	928491	2 AP8845	285.00
02/14/2020	476287	Check	Amazon Capital Services Inc	922956	2 AP8845	33.98
02/14/2020	476288	Check	American Time & Signal Co	903503-1	2 AP8845	104.15
02/14/2020	476289	Check	Association Of Clerical Employees	904895	2 AP8845	444.00
02/14/2020	476290	Check	Automated Logic Contracting Services	925449-2	2 AP8845	918.17
02/14/2020	476291	Check	AVHS Speech & Debate Alumni Association	900009-1	2 AP8845	578.00
02/14/2020	476292	Check	Bix Produce Company	900477	2 AP8845	12,979.24
02/14/2020	476293	Check	Casanova, Marjorie	500292	2 AP8845	69.00
02/14/2020	476294	Check	CESO Transportation LLC	930220	2 AP8845	15,453.00
02/14/2020	476295	Check	Choy, Sergio R	928260	2 AP8845	60.00
02/14/2020	476296	Check	Christiansen, John M	930227	2 AP8845	4,000.00
02/14/2020	476297	Check	Churchill, Lee	909840	2 AP8845	98.00
02/14/2020	476298	Check	Comcast	926565-1	2 AP8845	16,138.98
02/14/2020	476299	Check	Conney Safety Products	900552-1	2 AP8845	1,036.76
02/14/2020	476300	Check	Cottens Inc	929846	2 AP8845	121.73
02/14/2020	476301	Check	Counters, Bennett	929666	2 AP8845	146.00
02/14/2020	476302	Check	Crown Rental Inc	900647	2 AP8845	60.00
02/14/2020	476303	Check	Crunstedt, Robert	923540	2 AP8845	131.00
02/14/2020	476304	Check	Cummins Npower LLC	929228-1	2 AP8845	5,503.70
02/14/2020	476305	Check	Dalco	904186-1	2 AP8845	7,703.92

## AP Check Register

AP Run: 20200214 AP — Post Date: 2020-02-14 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/14/2020	476306	Check	Delmonico, Dave	903139	2 AP8845	180.00
02/14/2020	476307	Check	Dick's/Lakeville Sanitation Inc	900641	2 AP8845	11,493.07
02/14/2020	476308	Check	Diversified Snack Distribution	900279	2 AP8845	3,242.32
02/14/2020	476309	Check	Draper, Mark	928707	2 AP8845	98.00
02/14/2020	476310	Check	Earthgrains Baking Co Inc	902333-1	2 AP8845	4,699.09
02/14/2020	476311	Check	ECM Publishers Inc	909272-2	2 AP8845	163.35
02/14/2020	476312	Check	Education Minnesota	928531	2 AP8845	108.00
02/14/2020	476313	Check	Electro Watchman Inc	901078	2 AP8845	590.00
02/14/2020	476314	Check	Ferguson Enterprises # 1657	908698-1	2 AP8845	46.60
02/14/2020	476315	Check	Floyd Total Security	906007	2 AP8845	24.50
02/14/2020	476316	Check	Foundation 191	928202	2 AP8845	206.90
02/14/2020	476317	Check	Friedges Landscaping Inc	901475	2 AP8845	18,683.00
02/14/2020	476318	Check	Fuller, Mary Sue	500035	2 AP8845	39.00
02/14/2020	476319	Check	Glassman Law Firm	930089	2 AP8845	156.97
02/14/2020	476320	Check	GLS Companies	929863	2 AP8845	6,498.00
02/14/2020	476321	Check	Green Lights Recycling, Inc.	930041	2 AP8845	482.95
02/14/2020	476322	Check	Hahn, Ryan	930181	2 AP8845	163.00
02/14/2020	476323	Check	Hamann, Ronald	908860	2 AP8845	79.00
02/14/2020	476324	Check	Helmer, Terry	923592	2 AP8845	79.00
02/14/2020	476325	Check	High Touch High Tech Of The Twin Cities	929711	2 AP8845	405.00

## AP Check Register

AP Run: 20200214 AP — Post Date: 2020-02-14 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/14/2020	476326	Check	Horizon Commercial Pool Supply	904818	2 AP8845	644.61
02/14/2020	476327	Check	Ideal Services Inc	927693	2 AP8845	230.00
02/14/2020	476328	Check	Innovational Water Solutions, Inc.	930169	2 AP8845	1,498.00
02/14/2020	476329	Check	Integrated Fire & Security Inc	920578	2 AP8845	3,887.50
02/14/2020	476330	Check	John A Dalsin & Son Inc	905816	2 AP8845	675.86
02/14/2020	476331	Check	Johnson Controls Fire Protection LP	903587	2 AP8845	1,473.25
02/14/2020	476332	Check	Johnson, Dawn	500285	2 AP8845	19.00
02/14/2020	476333	Check	Johnson, Hayden	500291	2 AP8845	1,000.00
02/14/2020	476334	Check	Keller, John D	929035	2 AP8845	73.00
02/14/2020	476335	Check	Kelm, Anthony	930229	2 AP8845	196.00
02/14/2020	476336	Check	Kemnetz, Bryan	903705	2 AP8845	79.00
02/14/2020	476337	Check	Kennedy and Graven Chartered	908356	2 AP8845	9,613.50
02/14/2020	476338	Check	Kremer, Todd	930228	2 AP8845	98.00
02/14/2020	476339	Check	Leighton, Tim	907719	2 AP8845	79.00
02/14/2020	476340	Check	Likes, Timothy	926493	2 AP8845	90.00
02/14/2020	476341	Check	Lovas, Michael	926491	2 AP8845	98.00
02/14/2020	476342	Check	Mann, Kevin	922980	2 AP8845	79.00
02/14/2020	476343	Check	Master Automotive Tire & Quick Lube	928612	2 AP8845	451.03
02/14/2020	476344	Check	McDowall Comfort Management	930006	2 AP8845	2,537.68

## AP Check Register

AP Run: 20200214 AP — Post Date: 2020-02-14 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/14/2020	476345	Check	Mid City Services	930092	2 AP8845	325.25
02/14/2020	476346	Check	Minnesota Energy Resources	903029-1	2 AP8845	13,698.68
02/14/2020	476347	Check	Minnesota Historical Society	900624	2 AP8845	608.00
02/14/2020	476348	Check	Minnesota Quiz Bowl Alliance (MQBA)	929160	2 AP8845	330.00
02/14/2020	476349	Check	Minvalco Inc	904961	2 AP8845	51.60
02/14/2020	476350	Check	Mn Landscape Arboretum	903870-1	2 AP8845	303.50
02/14/2020	476351	Check	Mros, Richard	903216	2 AP8845	1,365.00
02/14/2020	476352	Check	Multilingual Word Inc	922324	2 AP8845	90.00
02/14/2020	476353	Check	NCS Pearson Inc	903116-6	2 AP8845	799.58
02/14/2020	476354	Check	Neville, Aaron	929025	2 AP8845	236.00
02/14/2020	476355	Check	Norcostco Inc	902765	2 AP8845	42.95
02/14/2020	476356	Check	O'Connor, Joseph	929965	2 AP8845	12.00
02/14/2020	476357	Check	Okemwa, Jessica	500293	2 AP8845	255.27
02/14/2020	476358	Check	Parker, Scott	905032	2 AP8845	180.00
02/14/2020	476359	Check	PBBS Equipment Corporation	930000	2 AP8845	10,173.00
02/14/2020	476360	Check	Perez, Melissa M	924879	2 AP8845	60.00
02/14/2020	476361	Check	Pintozzi, Claire	500290	2 AP8845	34.00
02/14/2020	476362	Check	Pitka, Sam	926397	2 AP8845	73.00
02/14/2020	476363	Check	Powers, Keralyn	500294	2 AP8845	409.90
02/14/2020	476364	Check	PPG Architectural Finishes	901709-1	2 AP8845	103.76

## AP Check Register

AP Run: 20200214 AP — Post Date: 2020-02-14 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/14/2020	476365	Check	Red Wing Shoe Company Inc	921851-1	2 AP8845	243.99
02/14/2020	476366	Check	Rifton Equipment	909053	2 AP8845	30.00
02/14/2020	476367	Check	Safeway Driving School	926796	2 AP8845	165.00
02/14/2020	476368	Check	Saul, Michael (Mick)	909154	2 AP8845	163.00
02/14/2020	476369	Check	Scheffler, Benjamin	930230	2 AP8845	79.00
02/14/2020	476370	Check	Schwartz, Sam	930231	2 AP8845	79.00
02/14/2020	476371	Check	SFM	923848	2 AP8845	13,789.12
02/14/2020	476372	Check	Shaffer, Don	901232	2 AP8845	75.00
02/14/2020	476373	Check	Shiffler Equipment Sales Inc	903472-2	2 AP8845	51.70
02/14/2020	476374	Check	Shred-it USA	924465-2	2 AP8845	616.74
02/14/2020	476375	Check	Sonnenburg, Gary	927027	2 AP8845	79.00
02/14/2020	476376	Check	Soukup, Stefanie	927946	2 AP8845	219.00
02/14/2020	476377	Check	St Paul Beverage Solutions, LLC	930156	2 AP8845	6,295.72
02/14/2020	476378	Check	State Supply Co Inc	903689	2 AP8845	431.74
02/14/2020	476379	Check	Teachers On Call	929847	2 AP8845	36,176.49
02/14/2020	476380	Check	T-Mobile	929345-1	2 AP8845	2,128.91
02/14/2020	476381	Check	Trustees of the Hamline University of Minnesota	926048	2 AP8845	100.00
02/14/2020	476382	Check	Turnbull, Blaine	929698	2 AP8845	79.00
02/14/2020	476383	Check	University of St Thomas	904279-1	2 AP8845	350.00
02/14/2020	476384	Check	Upper Lakes Food Inc	929826	2 AP8845	38,525.03

## AP Check Register

AP Run: 20200214 AP --- Post Date: 2020-02-14 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/14/2020	476385	Check	US Department of Education AWG	902813-6	2 AP8845	302.70
02/14/2020	476386	Check	Vizenor, Jeff	930198	2 AP8845	73.00
02/14/2020	476387	Check	Waschek, Mary	929878	2 AP8845	112.00
02/14/2020	476388	Check	Western Psychological Services	904419	2 AP8845	1,109.10
02/14/2020	476389	Check	Wigley, Josh	921755	2 AP8845	98.00
02/14/2020	476390	Check	Xcel Energy	902776	2 AP8845	15,654.50
<b>Total:</b>						<b>\$282,303.04</b>

### 20200214 AP Summary

Type	Count	Amount
Regular	105	282,303.04
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>105</b>	<b>\$282,303.04</b>

## AP Check Register

AP Run: 20200221 AP — Post Date: 2020-02-21 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/21/2020	476391	Check	Acer America Corporation	929434	2 AP8845	94.70
02/21/2020	476392	Check	Alpha Video & Audio Inc	900216-2	2 AP8845	250.00
02/21/2020	476393	Check	Amazon Capital Services Inc	922956	2 AP8845	242.44
02/21/2020	476394	Check	Armstrong Torseth Skold & Rydeen Inc	926500	2 AP8845	3,429.58
02/21/2020	476395	Check	Barnes & Noble Inc	900386-1	2 AP8845	55.92
02/21/2020	476396	Check	Burnsville Chamber of Commerce	900706-1	2 AP8845	30.00
02/21/2020	476397	Check	Cengage Learning	903622-1	2 AP8845	3,137.50
02/21/2020	476398	Check	Centerpoint Energy	902519	2 AP8845	52,430.22
02/21/2020	476399	Check	City of Burnsville	900673	2 AP8845	90,139.50
02/21/2020	476400	Check	Consolidated Communications	906231	2 AP8845	4,115.65
02/21/2020	476401	Check	Cottens Inc	929846	2 AP8845	109.38
02/21/2020	476402	Check	Cub Foods	900645-2	2 AP8845	52.49
02/21/2020	476403	Check	Cub Foods	900645	2 AP8845	17.92
02/21/2020	476404	Check	Dakota Electric Association	900809	2 AP8845	63,269.53
02/21/2020	476405	Check	Dock & Door Tec, Inc	930202	2 AP8845	701.29
02/21/2020	476406	Check	Draper, Kris	500295	2 AP8845	19.90
02/21/2020	476407	Check	Driver And Vehicle Services Division	900930-3	2 AP8845	14.25
02/21/2020	476408	Check	Ehlers	920802-1	2 AP8845	8,740.00
02/21/2020	476409	Check	Fagerness, Joyce	924275	2 AP8845	305.88
02/21/2020	476410	Check	FP Mailing Solutions	929857	2 AP8845	225.00

## AP Check Register

AP Run: 20200221 AP — Post Date: 2020-02-21 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/21/2020	476411	Check	Hastings Bus Company	907139	2 AP8845	1,758.44
02/21/2020	476412	Check	Hildi Inc	927985	2 AP8845	4,730.00
02/21/2020	476413	Check	Hyvee	929410	2 AP8845	494.54
02/21/2020	476414	Check	Intermediate School Dist 917	909327	2 AP8845	11,727.92
02/21/2020	476415	Check	Johnson Controls Fire Protection LP	903587	2 AP8845	200.00
02/21/2020	476416	Check	Kelleher Helmrich and Associates	908955-1	2 AP8845	523.75
02/21/2020	476417	Check	LaRose, Merval	930175	2 AP8845	100.00
02/21/2020	476418	Check	Lifetouch	908682-2	2 AP8845	897.55
02/21/2020	476419	Check	Mackin Educational Resources	902196	2 AP8845	7,526.46
02/21/2020	476420	Check	Mathews Law PLLC	931039	2 AP8845	9,300.00
02/21/2020	476421	Check	Meca Sportswear	924921	2 AP8845	248.50
02/21/2020	476422	Check	Midwest Blinds	927063	2 AP8845	778.50
02/21/2020	476423	Check	MN Highway Safety & Research Center	926466	2 AP8845	475.00
02/21/2020	476424	Check	NCS Pearson Inc	925372-4	2 AP8845	125.00
02/21/2020	476425	Check	Nelco	929915	2 AP8845	850.50
02/21/2020	476426	Check	O'Connor, Joseph	929965	2 AP8845	113.00
02/21/2020	476427	Check	Office of MNIT Services	906477	2 AP8845	2,162.84
02/21/2020	476428	Check	OPG-3 Inc	924471	2 AP8845	1,850.00
02/21/2020	476429	Check	PBBS Equipment Corporation	930000	2 AP8845	785.74

## AP Check Register

AP Run: 20200221 AP — Post Date: 2020-02-21 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/21/2020	476430	Check	Perez, Melissa M	924879	2 AP8845	180.00
02/21/2020	476431	Check	Planer, Sharon	929748	2 AP8845	330.00
02/21/2020	476432	Check	Prior Lake High School	921458	2 AP8845	105.00
02/21/2020	476433	Check	Reach Media Network	924469	2 AP8845	1,416.00
02/21/2020	476434	Check	Reading & Math Inc	928293	2 AP8845	1,800.00
02/21/2020	476435	Check	Region 3AA	900488	2 AP8845	365.00
02/21/2020	476436	Check	Reliastar Life Insurance Company	920099-2	2 AP8845	3,230.01
02/21/2020	476437	Check	Reliastar Life Insurance Company	920099-3	2 AP8845	3,576.90
02/21/2020	476438	Check	Reliastar Life Insurance Company	920099-4	2 AP8845	2,020.71
02/21/2020	476439	Check	Schmitt Music	903532-2	2 AP8845	139.47
02/21/2020	476440	Check	Schmitt & Sons - Contract	909331-2	2 AP8845	834,091.24
02/21/2020	476441	Check	Scholastic Inc	903196-6	2 AP8845	214.28
02/21/2020	476442	Check	Second Harvest Heartland	928183	2 AP8845	1,033.30
02/21/2020	476443	Check	Shiffler Equipment Sales Inc	903472-2	2 AP8845	58.50
02/21/2020	476444	Check	Smith, Ruby	929804	2 AP8845	100.00
02/21/2020	476445	Check	Smith, Zyra	929805	2 AP8845	100.00
02/21/2020	476446	Check	St Paul Beverage Solutions, LLC	930156	2 AP8845	5,965.41
02/21/2020	476447	Check	Teachers On Call	929847	2 AP8845	44,691.71
02/21/2020	476448	Check	The Food Group	928651	2 AP8845	1,564.55
02/21/2020	476449	Check	Thunder, Michael	930051	2 AP8845	100.00

## AP Check Register

AP Run: 20200221 AP --- Post Date: 2020-02-21 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/21/2020	476450	Check	Upper Lakes Food Inc	929826	2 AP8845	40,202.44
02/21/2020	476451	Check	Varsity Group	930232	2 AP8845	7,937.00
<b>Total:</b>						<b>\$1,221,250.41</b>

### 20200221 AP Summary

Type	Count	Amount
Regular	61	1,221,250.41
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>61</b>	<b>\$1,221,250.41</b>

## AP Check Register

AP Run: 20200228 AP — Post Date: 2020-02-28 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/28/2020	476452	Check	A.J. Moore Electric Inc	928491	2 AP8845	2,778.71
02/28/2020	476453	Check	Acco Brands USA LLC	902623-1	2 AP8845	462.09
02/28/2020	476454	Check	Advanced Imaging Solutions	928551-1	2 AP8845	8,763.00
02/28/2020	476455	Check	Albrecht, Victor	923108	2 AP8845	383.25
02/28/2020	476456	Check	Alemenyo-Jones, Aurea	923909	2 AP8845	60.00
02/28/2020	476457	Check	Amazon Capital Services Inc	922956	2 AP8845	106.64
02/28/2020	476458	Check	Anchor Solar Investments LLC	929704	2 AP8845	1,960.72
02/28/2020	476459	Check	Association Of Clerical Employees	904895	2 AP8845	444.00
02/28/2020	476460	Check	Bix Produce Company	900477	2 AP8845	6,174.45
02/28/2020	476461	Check	BJ's Consulting Solutions, LLC	930234	2 AP8845	22,500.00
02/28/2020	476462	Check	Boulder Nordic Sport Midwest	927359-1	2 AP8845	721.06
02/28/2020	476463	Check	Burnsville Association of Educational Assistants	909991	2 AP8845	1,420.00
02/28/2020	476464	Check	Burnsville YMCA	902422-5	2 AP8845	4,932.00
02/28/2020	476465	Check	Cade, Stephanie	924487	2 AP8845	196.00
02/28/2020	476466	Check	Carrier Corporation	900707-1	2 AP8845	2,368.74
02/28/2020	476467	Check	Centerpoint Energy	902519	2 AP8845	4,216.56
02/28/2020	476468	Check	CESO Communications LLC	930130	2 AP8845	17,000.00
02/28/2020	476469	Check	Choy, Sergio R	928260	2 AP8845	60.00
02/28/2020	476470	Check	Conney Safety Products	900552-1	2 AP8845	416.38

## AP Check Register

AP Run: 20200228 AP — Post Date: 2020-02-28 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/28/2020	476471	Check	CST MN - BIN# 170065	929862	2 AP8845	146,337.87
02/28/2020	476472	Check	Cub Foods	900645	2 AP8845	120.45
02/28/2020	476473	Check	Custom Ink	927836	2 AP8845	1,180.90
02/28/2020	476474	Check	Dalco	904186-1	2 AP8845	3,871.05
02/28/2020	476475	Check	Dannos Wines, LLC	930005	2 AP8845	354.00
02/28/2020	476476	Check	Dewald, Rina C	920524	2 AP8845	840.00
02/28/2020	476477	Check	Dialog One LLC	927732	2 AP8845	345.00
02/28/2020	476478	Check	Diversified Snack Distribution	900279	2 AP8845	3,392.81
02/28/2020	476479	Check	Eagan High School	904069	2 AP8845	200.00
02/28/2020	476480	Check	ECM Publishers Inc	909272-2	2 AP8845	69.30
02/28/2020	476481	Check	Ecolab	908846-2	2 AP8845	2,001.97
02/28/2020	476482	Check	Economically Correct, Inc.	930235	2 AP8845	432.00
02/28/2020	476483	Check	Education Minnesota	928531	2 AP8845	108.00
02/28/2020	476484	Check	Electro Watchman Inc	901078	2 AP8845	1,367.29
02/28/2020	476485	Check	Fairfield Glass & Window Inc	926949	2 AP8845	1,077.00
02/28/2020	476486	Check	Field Environmental Consulting Inc	926109	2 AP8845	430.00
02/28/2020	476487	Check	Floyd Total Security	906007	2 AP8845	388.86
02/28/2020	476488	Check	Glassman Law Firm	930089	2 AP8845	156.97
02/28/2020	476489	Check	Graphic Specialties Inc	927750	2 AP8845	67.50
02/28/2020	476490	Check	GreatAmerica Financial Services	929729	2 AP8845	395.00

## AP Check Register

AP Run: 20200228 AP — Post Date: 2020-02-28 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/28/2020	476491	Check	Horizon Commercial Pool Supply	904818	2 AP8845	1,592.97
02/28/2020	476492	Check	Innovational Water Solutions, Inc.	930169	2 AP8845	4,438.61
02/28/2020	476493	Check	Intermediate School Dist 917	909327	2 AP8845	19,315.29
02/28/2020	476494	Check	J&R Equipment Repair Inc	930238	2 AP8845	365.00
02/28/2020	476495	Check	Jama, Osman A	930185	2 AP8845	60.00
02/28/2020	476496	Check	John's Sewer And Drain Cleaning Inc	928929	2 AP8845	255.00
02/28/2020	476497	Check	Johnson Controls Fire Protection LP	903587	2 AP8845	339.21
02/28/2020	476498	Check	Kennedy and Graven Chartered	908356	2 AP8845	567.00
02/28/2020	476499	Check	Lifetouch	908682-2	2 AP8845	1,903.66
02/28/2020	476500	Check	Lighting Plastics Of Mn Inc	907319	2 AP8845	267.50
02/28/2020	476501	Check	Link Interpret	929933	2 AP8845	152.62
02/28/2020	476502	Check	Mason, Valerie	500296	2 AP8845	81.25
02/28/2020	476503	Check	Master Automotive Tire & Quick Lube	928612	2 AP8845	592.46
02/28/2020	476504	Check	McDowall Comfort Management	930006	2 AP8845	444.00
02/28/2020	476505	Check	Merry, Vanessa	929912	2 AP8845	300.00
02/28/2020	476506	Check	Metro Transit	922385	2 AP8845	87.00
02/28/2020	476507	Check	Mid City Services	930092	2 AP8845	280.75
02/28/2020	476508	Check	Minmor Industries LLC	929079-1	2 AP8845	3,542.40
02/28/2020	476509	Check	Minnesota Energy Resources	903029-1	2 AP8845	1,912.44

## AP Check Register

AP Run: 20200228 AP — Post Date: 2020-02-28 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/28/2020	476510	Check	Minnesota Superintendents' Office Personnel Assoc - MSOPA	902956	2 AP8845	530.00
02/28/2020	476511	Check	MN Dept of Labor and Industry	907914-2	2 AP8845	100.00
02/28/2020	476512	Check	MN Highway Safety & Research Center	926466	2 AP8845	189.00
02/28/2020	476513	Check	MN Music Educators Association (MMEA)	903164	2 AP8845	215.00
02/28/2020	476514	Check	Mohammoud, Zahra Ali	928322	2 AP8845	120.00
02/28/2020	476515	Check	NCPERS Group Life Ins	908769	2 AP8845	80.00
02/28/2020	476516	Check	NCS Pearson Inc	925372-4	2 AP8845	75.00
02/28/2020	476517	Check	Northstar AV, LLC	931060	2 AP8845	334.00
02/28/2020	476518	Check	Now Micro	930106	2 AP8845	563.24
02/28/2020	476519	Check	Occupational Health of MN, PC	929919-1	2 AP8845	1,190.00
02/28/2020	476520	Check	PBBS Equipment Corporation	930000	2 AP8845	228.00
02/28/2020	476521	Check	Perez, Melissa M	924879	2 AP8845	900.00
02/28/2020	476522	Check	Psychological Assess Resources Inc	903058	2 AP8845	310.00
02/28/2020	476523	Check	Roark, Richard Jeffrey	928168	2 AP8845	268.80
02/28/2020	476524	Check	Sachs, Alice	925562	2 AP8845	217.50
02/28/2020	476525	Check	Sandino, Jeff	926126	2 AP8845	390.00
02/28/2020	476526	Check	Schad Tracy Signs	922579	2 AP8845	437.75
02/28/2020	476527	Check	Schmitt Music	903532-2	2 AP8845	70.40
02/28/2020	476528	Check	School Services Employees Local 284	907382	2 AP8845	6,924.72

## AP Check Register

AP Run: 20200228 AP — Post Date: 2020-02-28 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/28/2020	476529	Check	Second Harvest Heartland	928183	2 AP8845	556.94
02/28/2020	476530	Check	SFM	923848	2 AP8845	49,089.00
02/28/2020	476531	Check	Skow, Karen	929575	2 AP8845	1,125.00
02/28/2020	476532	Check	South Suburban Conference	926921	2 AP8845	499.27
02/28/2020	476533	Check	Southwest Metro Intermediate 288	928611	2 AP8845	6,683.46
02/28/2020	476534	Check	St Paul Beverage Solutions, LLC	930156	2 AP8845	4,853.29
02/28/2020	476535	Check	Stamm, Amanda	930020	2 AP8845	177.00
02/28/2020	476536	Check	Teachers On Call	929847	2 AP8845	45,298.39
02/28/2020	476537	Check	The Food Group	928651	2 AP8845	1,316.34
02/28/2020	476538	Check	Twin Cities Regional Science Fair (TCRSF)	903469	2 AP8845	125.00
02/28/2020	476539	Check	Tyler, Bruce	928852	2 AP8845	200.00
02/28/2020	476540	Check	Upper Lakes Food Inc	929826	2 AP8845	35,841.06
02/28/2020	476541	Check	US Department of Education AWG	902813-6	2 AP8845	337.02
02/28/2020	476542	Check	Wangen, Roger M	930233	2 AP8845	120.00
02/28/2020	476543	Check	Warsame, Kadra	925560	2 AP8845	60.00
02/28/2020	476544	Check	Webb, Barbara Ann	930237	2 AP8845	156.00
02/28/2020	476545	Check	Wilcox Paper LLC	903296	2 AP8845	4,759.60

## AP Check Register

AP Run: 20200228 AP --- Post Date: 2020-02-28 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/28/2020	476546	Check	Williams, Shenelle	500297	2 AP8845	84.05
<b>Total:</b>						<b>\$439,021.56</b>

### 20200228 AP Summary

Type	Count	Amount
Regular	95	439,021.56
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>95</b>	<b>\$439,021.56</b>

## AP Check Register

Burnsville-Eagan-Savage SD 191, MN

<u>Fund</u>	<u>Total</u>
01 - GENERAL	1,062,457.05
02 - FOOD SERVICE	208,601.17
03 - TRANSPORTATION	979,485.72
04 - COMMUNITY SERVICE	43,784.47
09 - SCHOLARSHIP FUND	2,660.00
16 - FACILITIES RENTAL	66.33
	<b>\$2,297,054.74</b>

## AP Check Register

AP Run: 20200214 Virtual — Post Date: 2020-02-14 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/14/2020	6000000151		Advanced Imaging Solutions	928551	2 Virtua	1,098.01
02/14/2020	6000000152		Cole Papers Inc	927279-1	2 Virtua	3,946.19
02/14/2020	6000000153		Cornerstone Copy Center	900502	2 Virtua	426.25
02/14/2020	6000000154		Grainger	904387-1	2 Virtua	2,177.47
02/14/2020	6000000155		Groth Music Company	900575	2 Virtua	235.00
02/14/2020	6000000156		Hi Tech Refrigeration Inc	909046	2 Virtua	1,149.94
02/14/2020	6000000157		MEI Total Elevator Solutions	908999-1	2 Virtua	2,539.09
02/14/2020	6000000158		Northern Air Corporation (NAC)	920320	2 Virtua	3,448.00
02/14/2020	6000000159		QBS, Inc.	930033	2 Virtua	3,325.00
02/14/2020	6000000160		Ryan Mechanical Inc	923241	2 Virtua	1,179.00
02/14/2020	6000000161		Tri-Dim Filter Corp	929519	2 Virtua	2,325.43
02/14/2020	6000000162		Trio Supply	903802	2 Virtua	9,614.50
02/14/2020	6000000163		Universal Athletic Service Inc	928417	2 Virtua	1,378.99

**Total: \$32,842.87**

### 20200214 Virtual Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	13	32,842.87
<b>Total:</b>	<b>13</b>	<b>\$32,842.87</b>

## AP Check Register

Burnsville-Eagan-Savage SD 191, MN

<u>Fund</u>	<u>Total</u>
01 - GENERAL	21,370.15
02 - FOOD SERVICE	10,625.36
04 - COMMUNITY SERVICE	148.36
16 - FACILITIES RENTAL	699.00
	<b>\$32,842.87</b>

## AP Check Register

AP Run: 20200206 ACH — Post Date: 2020-02-06 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/06/2020	9000001459	ACH	Abraha, Wubet A	016480	1 AP5800	39.68
02/06/2020	9000001460	ACH	Blood, Kelsey Jo	017981	1 AP5800	119.92
02/06/2020	9000001461	ACH	Bohr, Jennifer L	009302	1 AP5800	84.24
02/06/2020	9000001462	ACH	Bonneville, Jon G	009829	1 AP5800	2,774.59
02/06/2020	9000001463	ACH	Brown, Christopher M	013495	1 AP5800	44.79
02/06/2020	9000001464	ACH	Bunkers, Kathleen K	016823	1 AP5800	19.03
02/06/2020	9000001465	ACH	Cin, Stephanie P	012319	1 AP5800	110.81
02/06/2020	9000001466	ACH	Clancy, Carissa	016999	1 AP5800	87.40
02/06/2020	9000001467	ACH	Cloutier, Dana	016633	1 AP5800	36.80
02/06/2020	9000001468	ACH	Czapar, Kelly N	017322	1 AP5800	58.82
02/06/2020	9000001469	ACH	Erbes, Sarah L	017283	1 AP5800	70.15
02/06/2020	9000001470	ACH	Gehrke, Andrew R	016612	1 AP5800	33.70
02/06/2020	9000001471	ACH	Gray, Karen M	017142	1 AP5800	120.24
02/06/2020	9000001472	ACH	Hagen, Aimee E	016614	1 AP5800	38.93
02/06/2020	9000001473	ACH	Henrich, Sarah L	016448	1 AP5800	14.89
02/06/2020	9000001474	ACH	Herkenhoff, Patty Ann	014652	1 AP5800	29.77
02/06/2020	9000001475	ACH	Hill, Gary S	009764	1 AP5800	35.71
02/06/2020	9000001476	ACH	Kolstad, Michele M	007847	1 AP5800	53.94
02/06/2020	9000001477	ACH	Meyer, Joseph	009554	1 AP5800	1,282.35
02/06/2020	9000001478	ACH	Milnovich, Tracy	018144	1 AP5800	125.53

## AP Check Register

AP Run: 20200206 ACH — Post Date: 2020-02-06 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/06/2020	9000001479	ACH	Nelson, Katie L	015010	1 AP5800	99.82
02/06/2020	9000001480	ACH	Nelson, Tara A	015112	1 AP5800	171.33
02/06/2020	9000001481	ACH	Ness, Katie L	018356	1 AP5800	28.62
02/06/2020	9000001482	ACH	Niemiec, Alicia	013692	1 AP5800	116.73
02/06/2020	9000001483	ACH	Opatz, Larry	009239	1 AP5800	137.54
02/06/2020	9000001484	ACH	Piotrowski, Amy	018639	1 AP5800	492.36
02/06/2020	9000001485	ACH	Plaschko, Mary Beth	008281	1 AP5800	66.97
02/06/2020	9000001486	ACH	Reid, Lisa M	015700	1 AP5800	70.97
02/06/2020	9000001487	ACH	Robole, Vicki M	009670	1 AP5800	136.85
02/06/2020	9000001488	ACH	Seamen, Michelle A	018634	1 AP5800	186.30
02/06/2020	9000001489	ACH	Skoglund, Allison L	015398	1 AP5800	38.64
02/06/2020	9000001490	ACH	Sloneker, Angela	014533	1 AP5800	69.85
02/06/2020	9000001491	ACH	Smith, Kelly L	007347	1 AP5800	83.55
02/06/2020	9000001492	ACH	Spaulding, Sheila J	018536	1 AP5800	44.56
02/06/2020	9000001493	ACH	Stead, Amy Jo	006874	1 AP5800	251.98
02/06/2020	9000001494	ACH	Voigt, Pamela M	017183	1 AP5800	28.46
<b>Total:</b>						<b>\$7,205.82</b>

## AP Check Register

AP Run: 20200206 ACH — Post Date: 2020-02-06 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

<u>Check Date</u>	<u>Check Number</u>	<u>Payment Type</u>	<u>Name</u>	<u>Vendor Number</u>	<u>Bank Account Code</u>	<u>Check Amount</u>
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### 20200206 ACH Summary

<u>Type</u>	<u>Count</u>	<u>Amount</u>
Regular	0	0.00
ACH Checks:	36	7,205.82
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>36</b>	<b>\$7,205.82</b>

## AP Check Register

AP Run: 20200212 ACH — Post Date: 2020-02-12 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/12/2020	9000001495	ACH	Anderson, Janelle D	018630	1 AP5800	54.86
02/12/2020	9000001496	ACH	Barth, Tami Rae	007269	1 AP5800	76.59
02/12/2020	9000001497	ACH	Huberty, Lori A	011106	1 AP5800	87.36
02/12/2020	9000001498	ACH	Irmiter, Micayla M	019855	1 AP5800	20.41
02/12/2020	9000001499	ACH	McCraney, Laura J	020123	1 AP5800	85.00
02/12/2020	9000001500	ACH	Meyer, Chad	011073	1 AP5800	104.25
02/12/2020	9000001501	ACH	Nurminen, Kari J	018651	1 AP5800	59.77
02/12/2020	9000001502	ACH	Robb, Brad E	013654	1 AP5800	75.26
02/12/2020	9000001503	ACH	Sexton, Marcia	013651	1 AP5800	130.00
02/12/2020	9000001504	ACH	Stead, Amy Jo	006874	1 AP5800	116.16
02/12/2020	9000001505	ACH	Umhoefer, Tom C	007415	1 AP5800	247.76
02/12/2020	9000001506	ACH	Weiler, Bob M	005573	1 AP5800	187.63
02/12/2020	9000001507	ACH	Wurdeman, Scott	010543	1 AP5800	60.09
02/12/2020	9000001508	ACH	Young, Laurie K	020077	1 AP5800	85.00
<b>Total:</b>						<b>\$1,390.14</b>

### 20200212 ACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	14	1,390.14
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>14</b>	<b>\$1,390.14</b>

## AP Check Register

AP Run: 20200226 ACH — Post Date: 2020-02-26 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/26/2020	9000001509	ACH	Arias, Angela Joy	017003	1 AP5800	24.20
02/26/2020	9000001510	ACH	Attanasio, Megan	019261	1 AP5800	60.15
02/26/2020	9000001511	ACH	Battle, Theresa F	019927	1 AP5800	500.00
02/26/2020	9000001512	ACH	Beckmann, Emily C	020001	1 AP5800	244.87
02/26/2020	9000001513	ACH	Coleman, Colleen M	013413	1 AP5800	65.47
02/26/2020	9000001514	ACH	Ewert, Casey B	019158	1 AP5800	52.44
02/26/2020	9000001515	ACH	Fournier, Kristen E	019622	1 AP5800	215.00
02/26/2020	9000001516	ACH	Galland, John	008297	1 AP5800	498.85
02/26/2020	9000001517	ACH	Gersich, Brian M	019849	1 AP5800	200.00
02/26/2020	9000001518	ACH	Hansmann, Patricia I	008557	1 AP5800	87.37
02/26/2020	9000001519	ACH	Hilchey, Linda M	016918	1 AP5800	23.81
02/26/2020	9000001520	ACH	Holden, Matt J	009267	1 AP5800	17.40
02/26/2020	9000001521	ACH	Johnson, Ronna E	014613	1 AP5800	56.09
02/26/2020	9000001522	ACH	Jordan, Joanna	014624	1 AP5800	15.87
02/26/2020	9000001523	ACH	Kaahiye, Axmad	018140	1 AP5800	44.28
02/26/2020	9000001524	ACH	Kibler, Jeanne	014479	1 AP5800	72.11
02/26/2020	9000001525	ACH	Kim, Hyun Ae	019690	1 AP5800	13.23
02/26/2020	9000001526	ACH	Klinnert, Elizabeth	014147	1 AP5800	11.78
02/26/2020	9000001527	ACH	Krzewki, Catherine D	013422	1 AP5800	31.92
02/26/2020	9000001528	ACH	Leake, Donald	007490	1 AP5800	192.80

## AP Check Register

AP Run: 20200226 ACH — Post Date: 2020-02-26 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/26/2020	9000001529	ACH	McCroskey, Shari	014130	1 AP5800	54.75
02/26/2020	9000001530	ACH	Meyer, Jessica M	018679	1 AP5800	20.13
02/26/2020	9000001531	ACH	Neal, Bryeny B	013693	1 AP5800	27.60
02/26/2020	9000001532	ACH	Nesvig, Erika	013381	1 AP5800	1,282.35
02/26/2020	9000001533	ACH	Nierengarten, Brianna L	017719	1 AP5800	64.57
02/26/2020	9000001534	ACH	Niesen, Elizabeth A	015962	1 AP5800	45.37
02/26/2020	9000001535	ACH	Pikal, Robin	019154	1 AP5800	200.00
02/26/2020	9000001536	ACH	Reichert, Kristen K	018306	1 AP5800	35.70
02/26/2020	9000001537	ACH	Rider, Lisa K	016166	1 AP5800	200.00
02/26/2020	9000001538	ACH	Roehl, Peter A	018624	1 AP5800	38.30
02/26/2020	9000001539	ACH	Ruzichka, Laurie	015691	1 AP5800	257.45
02/26/2020	9000001540	ACH	Sahli, Jonathan C	016816	1 AP5800	19.00
02/26/2020	9000001541	ACH	Shogren, Catherine J	006655	1 AP5800	15.99
02/26/2020	9000001542	ACH	Simon, Glenn D.	004356	1 AP5800	130.18
02/26/2020	9000001543	ACH	Smidt, Holly B	018918	1 AP5800	7.82
02/26/2020	9000001544	ACH	Soley, Nicole D	019919	1 AP5800	14.06
02/26/2020	9000001545	ACH	Sovine, Stacey	017487	1 AP5800	200.00
02/26/2020	9000001546	ACH	Spry, Karie	014961	1 AP5800	190.00
02/26/2020	9000001547	ACH	Stead, Amy Jo	006874	1 AP5800	70.54
02/26/2020	9000001548	ACH	Tomas, Kelly	019218	1 AP5800	329.80

## AP Check Register

AP Run: 20200226 ACH — Post Date: 2020-02-26 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
02/26/2020	9000001549	ACH	Vodnick, Sarah A	016023	1 AP5800	19.67
02/26/2020	9000001550	ACH	Voigt, Pamela M	017183	1 AP5800	27.77
02/26/2020	9000001551	ACH	Wolf, Nicholas	009586	1 AP5800	9.00
<b>Total:</b>						<b>\$5,687.69</b>

### 20200226 ACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	43	5,687.69
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>43</b>	<b>\$5,687.69</b>

## AP Check Register

Burnsville-Eagan-Savage SD 191, MN

<u>Fund</u>	<u>Total</u>
01 - GENERAL	13,646.50
02 - FOOD SERVICE	257.36
04 - COMMUNITY SERVICE	379.79
	<b>\$14,283.65</b>



**Future Ready. Community Strong.**

**Agenda IV.A.5.  
April 23, 2020**

**TO: Dr Theresa Battle, Superintendent and Board of Education**

**FROM: Lisa K. Rider, Executive Director of Business Services**

**DATE: April 15, 2020**

**RE: Budget Analysis for the Month Ending February 29, 2020**

**RECOMMENDATION:** That the Board accepts the Budget Analysis for the month ending February 29, 2020

The February Budget Reports are presented for Board information and review. The reports indicate the following:

	<u>Year-to-Date Revenue</u>	<u>% of Adopted Budget</u>	<u>Year-to-Date Expenditures</u>	<u>% of Adopted Budget</u>
All Funds	\$ 103,701,952	57.98%	\$ 106,386,695	58.66%
General Fund	\$ 81,210,026	62.86%	\$ 74,341,683	57.14%

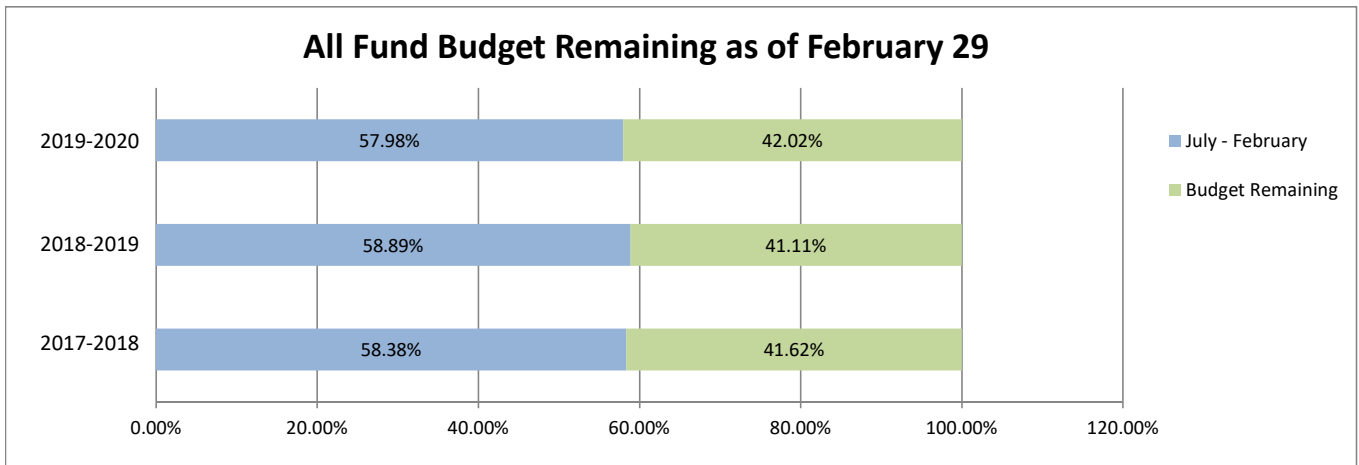
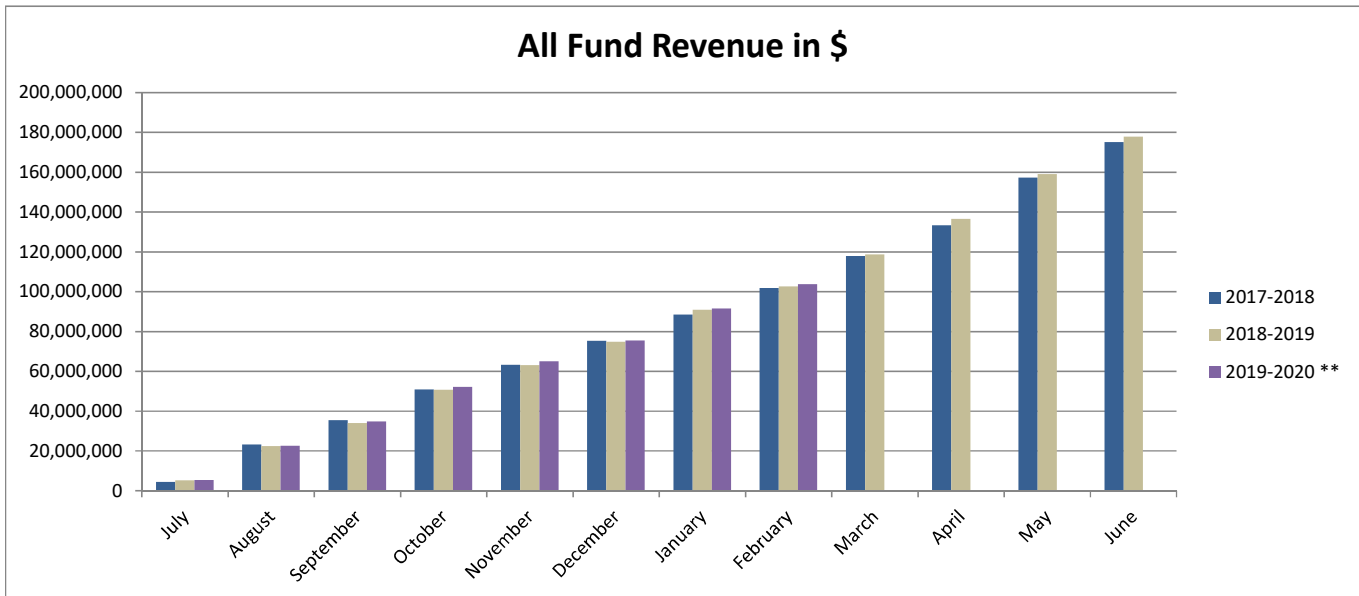
To assist the Board in monitoring monthly financial activity and to help identify budget-to-actual deviations, the following graphs have been developed for all funds and the general fund:

Revenues Year-to-Date for Last two years and Current year  
Expenditures Year-to-Date for Last two years and Current year

All of the reports and graphs show last year's actual figures, this year's budget and this year's activity to day. Additional detail is available upon request.

**REVENUE COMPARISON  
ALL FUNDS**

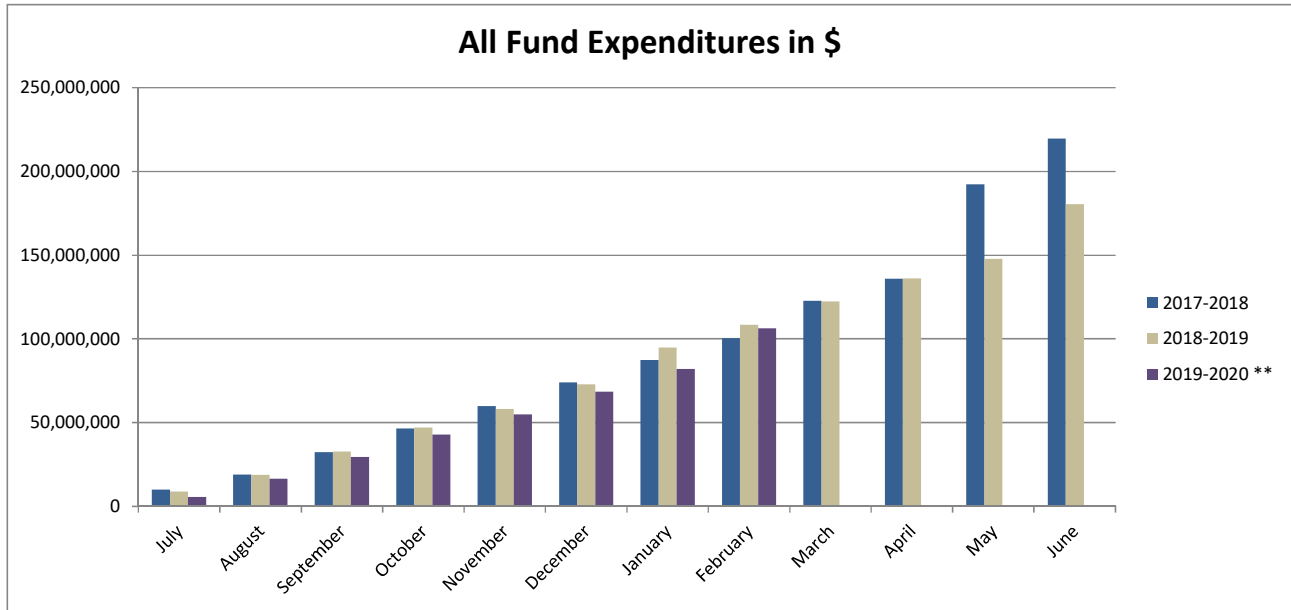
	2017-2018		2018-2019		2019-2020 **	
	\$	%	\$	%	\$	%
July	4,408,507	2.53%	5,335,129	3.06%	5,485,241	3.07%
August	23,331,132	13.38%	22,416,157	12.86%	22,596,500	12.63%
September	35,437,865	20.33%	34,008,972	19.51%	34,853,245	19.49%
October	50,946,461	29.22%	50,811,471	29.14%	52,163,142	29.16%
November	63,197,024	36.25%	63,156,262	36.22%	65,021,222	36.35%
December	75,336,594	43.21%	74,878,779	42.95%	75,503,598	42.21%
January	88,429,452	50.72%	90,963,532	52.17%	91,609,165	51.22%
February	101,775,734	58.38%	102,665,589	58.89%	103,701,952	57.98%
March	117,859,358	67.60%	118,617,121	68.04%		0.00%
April	133,279,961	76.45%	136,463,266	78.27%		0.00%
May	157,317,217	90.23%	159,031,720	91.22%		0.00%
June	175,149,857	100.46%	177,830,694	102.00%		0.00%
<b>BUDGET</b>	<b>173,504,173</b>	<b>100.00%</b>	<b>174,346,301</b>	<b>100.00%</b>	<b>178,862,643</b>	<b>100.00%</b>



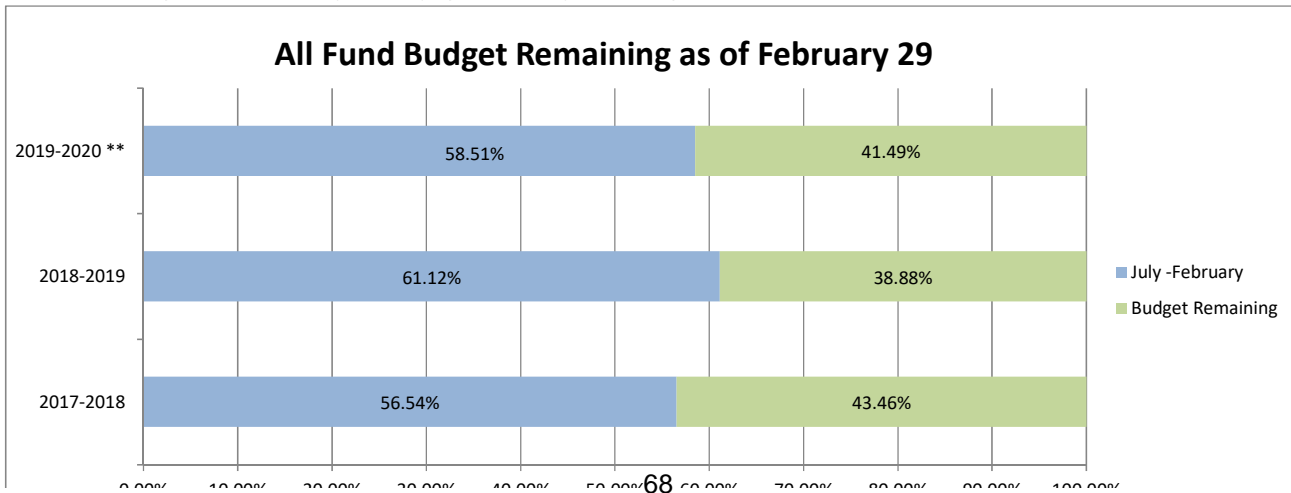
\*\* The year to year comparison will vary due to the timing of the reversal of prior year accruals and based on timing of financial activity, monthly figures are subject to change

**EXPENDITURE COMPARISON  
ALL FUNDS**

	2017-2018		2018-2019		2019-2020 **	
	\$	%	\$	%	\$	%
July	10,085,346	5.68%	8,969,704	5.05%	5,708,841	3.14%
August	18,992,738	10.70%	18,843,572	10.61%	16,672,830	9.17%
September	32,446,236	18.27%	32,740,412	18.44%	29,529,188	16.24%
October	46,483,002	26.18%	47,082,647	26.51%	42,870,238	23.58%
November	59,866,783	33.71%	58,133,122	32.74%	55,038,260	30.27%
December	74,007,378	41.68%	72,901,898	41.05%	68,586,395	37.72%
January	87,488,695	49.27%	94,821,290	53.40%	82,002,582	45.10%
February	100,396,791	56.54%	108,536,123	61.12%	106,386,695	58.51%
March	122,867,135	69.19%	122,350,806	68.90%		0.00%
April	135,923,819	76.54%	136,060,010	76.62%		0.00%
May	192,379,812	108.34%	147,894,022	83.28%		0.00%
June	219,609,660	123.67%	180,511,422	101.65%		0.00%
<b>BUDGET</b>	<b>216,433,319</b>	<b>100.00%</b>	<b>177,577,573</b>	<b>100.00%</b>	<b>181,821,903</b>	<b>100.00%</b>

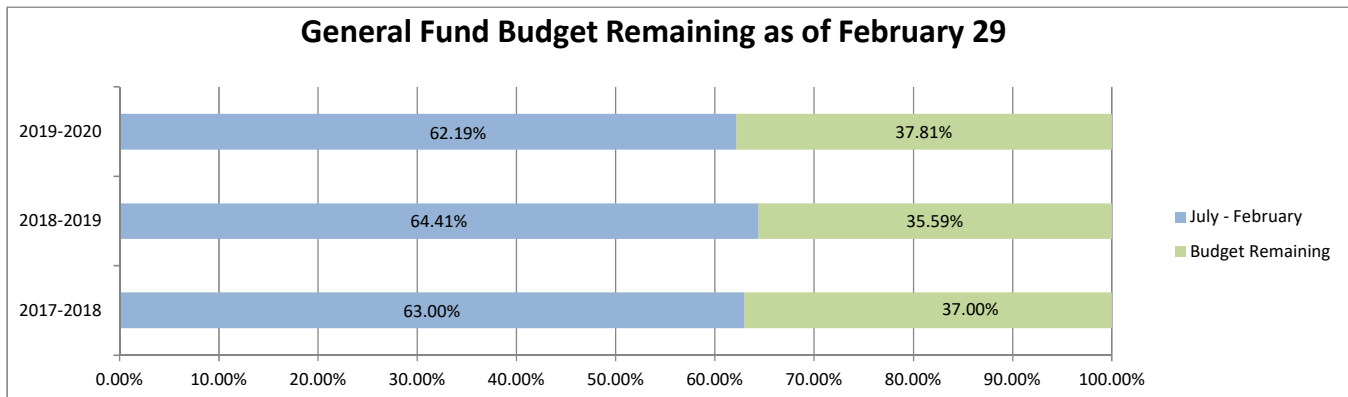
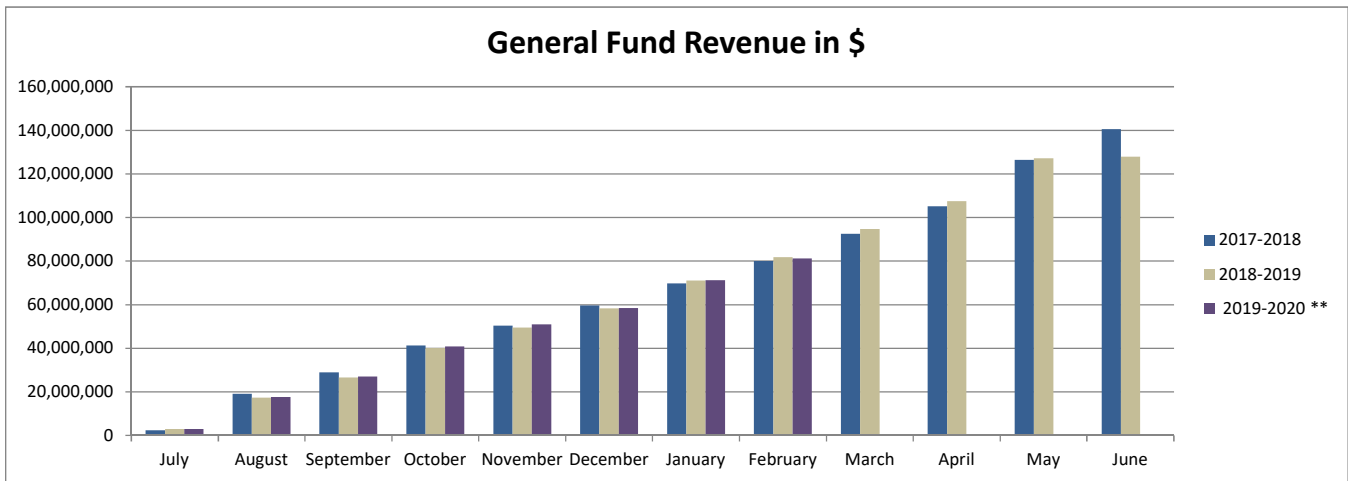


\*\*based on timing of financial activity, monthly figures are subject to change



**REVENUE COMPARISON  
GENERAL FUND**

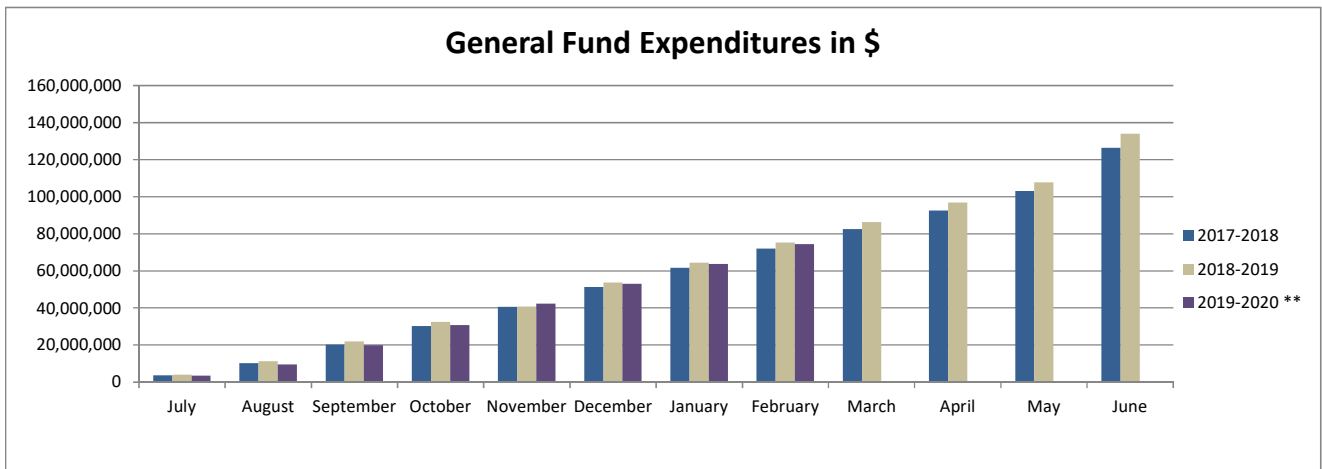
	2017-2018		2018-2019		2019-2020 **	
	\$	%	\$	%	\$	%
July	2,439,823	1.92%	3,049,011	2.40%	2,952,734	2.26%
August	19,160,640	15.07%	17,467,026	13.74%	17,728,648	13.58%
September	28,923,752	22.75%	26,603,063	20.93%	27,029,203	20.70%
October	41,294,231	32.48%	40,148,304	31.58%	40,938,397	31.35%
November	50,405,720	39.65%	49,468,991	38.91%	50,964,938	39.03%
December	59,702,729	46.96%	58,346,985	45.90%	58,551,407	44.84%
January	69,744,468	54.86%	71,139,741	55.96%	71,314,718	54.61%
February	80,085,405	63.00%	81,874,274	64.41%	81,210,026	62.19%
March	92,606,670	72.85%	94,812,594	74.58%		0.00%
April	105,226,923	82.78%	107,566,443	84.62%		0.00%
May	126,445,527	99.47%	127,198,187	100.06%		0.00%
June	140,504,959	110.53%	127,946,448	100.65%		0.00%
<b>BUDGET</b>	<b>126,406,866</b>	<b>100.00%</b>	<b>127,122,457</b>	<b>100.00%</b>	<b>130,590,440</b>	<b>100.00%</b>



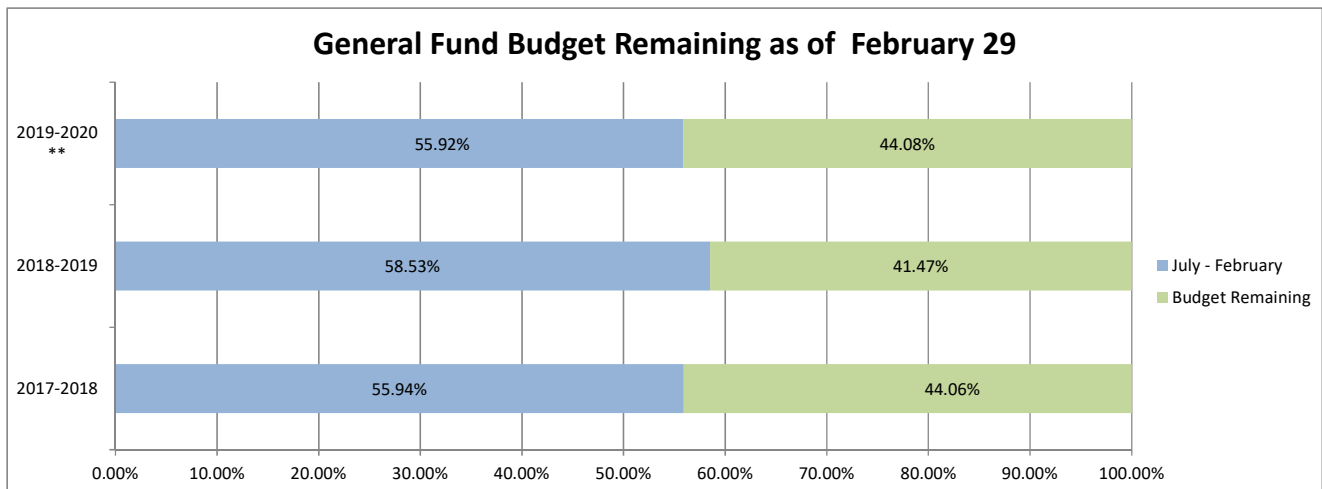
\*\* The year to year comparison will vary due to the timing of the reversal of prior year accruals and based on timing of financial activity, monthly figures are subject to change

**EXPENDITURE COMPARISON  
GENERAL FUND**

	2017-2018		2018-2019		2019-2020 **	
	\$	%	\$	%	\$	%
July	3,704,721	2.88%	4,062,789	3.16%	3,535,925	2.66%
August	10,272,961	7.98%	11,344,843	8.81%	9,586,885	7.21%
September	20,165,861	15.66%	22,000,174	17.09%	19,927,049	14.99%
October	30,322,535	23.55%	32,530,513	25.26%	30,730,579	23.11%
November	40,577,389	31.51%	40,831,427	31.71%	42,361,860	31.86%
December	51,240,711	39.80%	53,644,305	41.66%	53,067,363	39.91%
January	61,706,044	47.92%	64,422,832	50.03%	63,668,694	47.88%
February	72,026,300	55.94%	75,366,706	58.53%	74,352,827	55.92%
March	82,606,811	64.16%	86,317,866	67.04%		0.00%
April	92,530,566	71.86%	96,837,872	75.21%		0.00%
May	103,036,079	80.02%	107,680,428	83.63%		0.00%
June	126,324,445	98.11%	134,041,181	104.10%		0.00%
<b>BUDGET</b>	<b>130,846,390</b>	<b>100.00%</b>	<b>128,759,941</b>	<b>100.00%</b>	<b>132,964,826</b>	<b>100.00%</b>



\*\*based on timing of financial activity, monthly figures are subject to change





**Future Ready. Community Strong.**

**Agenda IV.A.6.  
April 23, 2020**

**To:** Board of Education  
Dr. Theresa Battle, Superintendent

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

**Date:** April 16, 2020

**Re:** Changes to Policy

**Recommendation:** Approve, on a second reading basis, the change to Policies 516: *Student Medication*, and 802: *Disposition of Obsolete Equipment and Material*.

The changes to the policies were recommended by the Minnesota School Boards Association.

516: The statutory change adds student possession and use of sunscreen.

802: The statutory change expands potential recipients of surplus school computers and adds the option to sell/give surplus school computers to qualifying students

The policies were reviewed at the Policy Review Committee on March 10, 2020. The first reading was approved by the Board on April 9, 2020.

*Adopted: 1/99*  
*Reviewed: 4/9/2020*  
*Revised: 4/23/2020*  
*Rescinds: JLCD*

## **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 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)

Adopted: 4/1991  
Reviewed: 4/9/2020  
Revised: 4/23/2020  
Rescinds: DN

## **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:
  - a. another school district;
  - b. the state department of corrections;

- c. the board of trustees of Minnesota State Colleges and Universities;  
or
  - d. 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)



**Agenda IV.A.7.  
April 23, 2020**

**To:** Board of Education  
Superintendent Dr. Theresa Battle

**From:** Chair Abigail Alt

**Date:** April 16, 2020

**Re:** Board Retreat

**Recommendation:** that the Board of Education schedules a retreat on May 7, 2020, at 5:30 p.m. for board planning and development.



**To:** Members, Board of Education  
**From:** Stacey Sovine, Executive Director of Human Resources  
**Date:** April 23, 2020  
**Re:** Approve Premiums and Rates for Employee Benefits

**RECOMMENDATION:** That the Board of Education approves the FY21 premiums and rates for employee benefits.

Below are the premiums/rates for the respective employee benefits for our July 1, 2020 through June 30, 2021 plan years.

**Health Self Insured Employee Benefit:**

Family coverage, Annual premium of \$25,704.36 and a \$2,000 HRA contribution for a monthly combined premium of \$2,308.69

Single coverage, Annual premium of \$10,021.80 and a \$1,000 HRA contribution for a monthly combined premium of \$918.48

**Dental Self Insured Employee Benefit with Delta Dental:**

Family coverage full monthly premium of \$99.19 and an annual cost of \$1,190.28  
Single coverage full monthly premium of \$37.98 and an annual cost of \$455.76

**Group Life Insurance:**

Rates reduced to \$0.066 per \$1,000 effective July 1, 2020

**Long Term Disability Insurance:**

Rates hold at .00418 per \$1,000 effective July 1, 2020

Employer and Employee portion of above premiums and rates are dependent upon contract language covering employee's employment with the district.



**Agenda V.A.  
April 23, 2020**

**To:** Board of Education  
Superintendent Dr. Theresa Battle

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

**Date:** April 16, 2020

**Re:** Board Workshop for Ehlers Presentation and Open Facilities Planning 2020



**ONE91**  
Burnsville · Eagan · Savage



# Open Facilities Usage Workshop

*2020-2021*

**April 23, 2020**

**Lisa Rider, Stephanie White and Ehlers staff**

**Stacie Kvilvang, Jason Aarsvold**

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***Future Ready. Community Strong.***

## Agenda

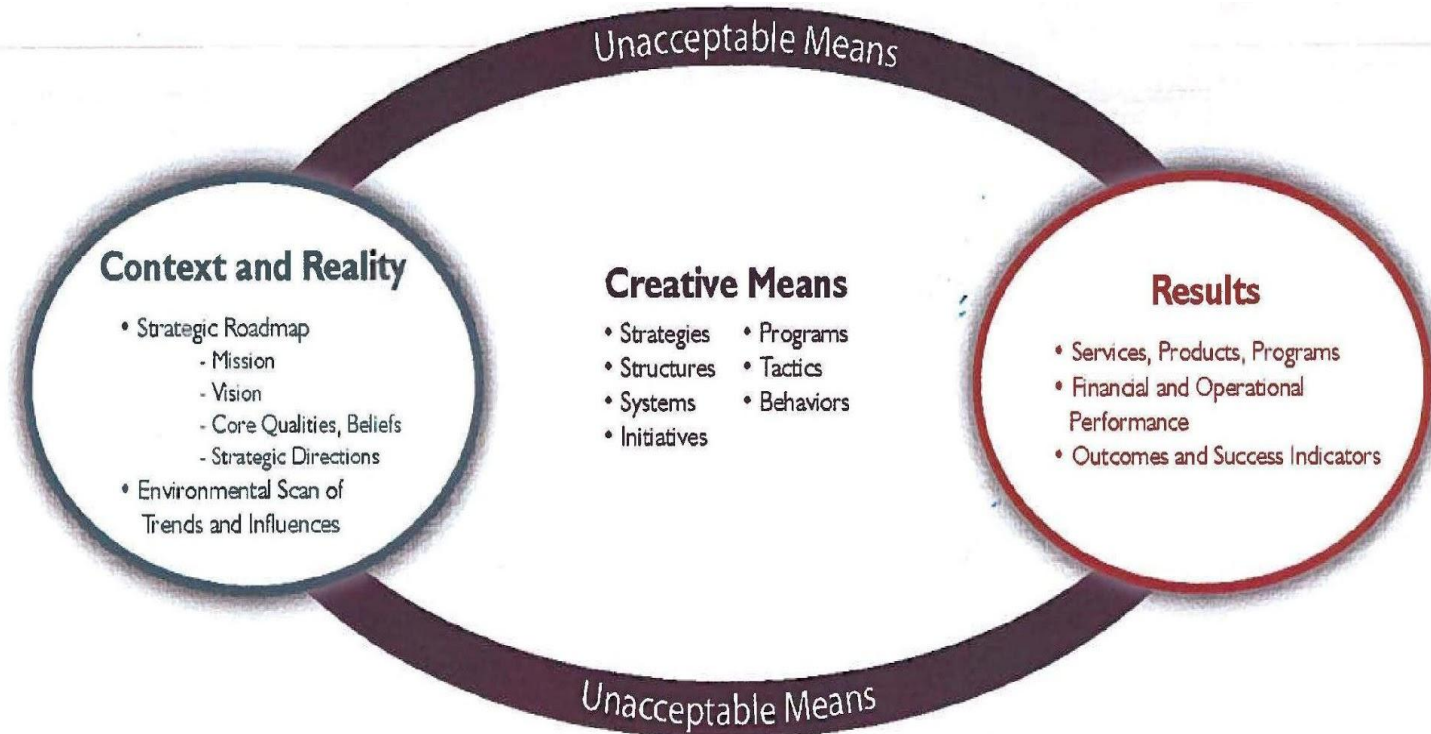
- Purpose
- Guiding Change Document
- Recommendations
- Ehler's Presentation
- Summary
- Discussion

## Purpose

- Maximize use of Open Facilities
  - What are our district needs?
  - What are our opportunities for community partnerships?
- Leverage our resources as efficiently and effectively as possible

## ISD 191 is Committed to:

- Students, student learning, and offering the best possible learning environments and opportunities;
- Engaging our community in this process and hearing from many voices;
- An open and transparent communication and decision making process;
- A cost effective use of our facilities and resources;
- Avoiding the creation of inequities or racially and socioeconomically identifiable schools.



## Potential location for if current location is repurposed

- 12 classrooms, cafeteria, 9 office spaces, 1 flex learning space, 1 gym, 4 bathrooms, public transportation bus line

	Location	Retro-fitting	Implications	Recommendations
Option 1	Metcalf-1st floor	Secure Doors Office Space	Potential for sharing space Additional Supervision	Yes, 2nd
Option 2	Sioux Trail-1st floor	Secure Doors Bathrooms Science Labs	Not on bus line Potential for sharing space	No, layout not appropriate and does not fit vision of BAHS
Option 3	Diamondhead Education Center- Early Childhood Special Education Wing	Bathrooms Counters low in classroom Professional colors for paint Science Labs	New location for Early Childhood Special Education Open Campus for lunch	No, lack of necessary space without impacting current use and creating domino impact
Option 4	Diamondhead Education Center-Adult Basic Education and C-Wing	12 classrooms Science Labs Gym/Weight Room	New location for Adult Basic Education Open campus structure for lunch Additional Supervision Flexible learning spaces Gym/Weight Room	No, lack of necessary space without impacting current and creating domino impact
Option 5	M W Savage	Secure Doors 87 Bathrooms Science Labs	Greater distance from Burnsville High School	Yes, 1st

## If the River Ridge Building is leased or sold

- 7 classrooms, cafeteria, 7 office spaces, staff cafeteria, 4 bathrooms-accessible, storage for specialized equipment, public transportation bus line

	Location	Retro-Fitting	Implications	Recommendations
Option 1	Diamondhead Education Center- Early Childhood Special Education Wing	Accessible bathrooms Secured doors	Relocate Technology Department Campus Cup Used	Yes, 1st
Option 2	Diamondhead Education Center - C Wing and Campus Cup	7 office spaces Accessible bathrooms Storage location	Flexible learning spaces Open campus structure	No. Need for internal use.
Option 3	Metcalf-classrooms #400	7 office spaces	Extra large space for approximately 40 students	No.
Option 4	Sioux Trail-1st or 2nd Floor	Accessible bathrooms	Potential for sharing space	No.
Option 5	M W Savage	Accessible bathrooms	Potential for sharing space Limited accessibility to established worksites	Yes, 2nd in space that is on west side of building

## Community Partnerships

1. YMCA-Burnsville - *Stephanie Chauss, Senior Vice President Operations; Jesse Zachay*
2. 191 Community Education - *Cindy Check and Tom Umhoefer*
3. Savage - *Brad Larson, Savage City Administrator*
4. Burnsville - *Jennifer Harmening, President Burnsville Chamber of Commerce*
5. HeadStart - *Laura Gilkey, Director of Head Start & Education Services*
6. Other

## Other Options for Consideration

Intermediate District 917 has expressed interest in leasing all of Cedar School beginning in the fall of 2021.

- a. July 2020 -917 to work with member districts on next steps

Facilities utilization is complex and interdependent on other programs within our district.

## **Process has resulted in the following recommendations:**

1. Lease Cedar Building to District 917-Fall of 2021.
2. As a result, based on program needs administrative staff propose to relocate Burnsville Alternative High School (BAHS) to Marion W Savage or Metcalf.

## Based on Board discussion tonight and **Decision about Diamondhead**

3. Metcalf-paused until decision is made about Diamondhead.
4. Sioux Trail/Marion W. Savage-paused until decision is made about Diamondhead and Metcalf.
5. May need to relocate Burnsville Eagan Savage Transition (BEST).



# Facility Reuse

April 23, 2020



# Overview

- DEC Overview
- Outstanding debt and operating costs
- Inputs for analysis
- List of options reviewed and considerations
- Findings/financial summary – brief overview
- Overview of options
- Summary and considerations
- Direction/consensus
- Next steps





# DEC Uses, Square Feet and Parking

Program	Building Sq. Ft.
917	1,522
ABE	8,011
Admin	14,763
Clinic	1,299
Community Ed	11,811
Early Childhood	18,779
Enrollment	1,759
ECSE	18,929
PD	7,179
Senior Center	4,450
Storage, Mechanical & Common space	51,498
<b>Total</b>	<b>140,000</b>

Highlighted areas are non educational space

Parking

**583 Stalls**



# Outstanding Debt (16 years), Annual Operational Costs and 10 Year Capital Improvement Plan (CIP)

Facility	Debt as of 6/30/20		Annual Cost	
DEC	\$	5,358,482	\$	334,905
Metcalf	\$	8,208,514	\$	513,032
River Ridge	\$	2,785,237	\$	174,077
<b>TOTAL</b>	<b>\$</b>	<b>16,352,233</b>	<b>\$</b>	<b>1,022,015</b>

Facility	Operational Costs		Annual Cost	
DEC	\$	185,962	\$	185,962
Metcalf	\$	207,056	\$	207,056
River Ridge	\$	30,463	\$	30,463
<b>TOTAL</b>	<b>\$</b>	<b>423,481</b>	<b>\$</b>	<b>423,481</b>

Facility	10 Year CIP		Annual Cost	
DEC	\$	1,524,712		N/A
Metcalf	\$	1,514,100		N/A
River Ridge	\$	-		N/A
<b>TOTAL</b>	<b>\$</b>	<b>3,038,812</b>	<b>\$</b>	<b>-</b>

When closed, this cost would decrease by 10% to 20%



*Note: Last payment on outstanding debt is 2035 and we have assumed any funds received for sale of property will be utilized to repay debt*



# Sale Proceeds

- If physical building and property is sold, sale proceeds have to be deposited into debt service fund to pay existing bonds
  - ✓ Doesn't have to go to specific building debt
  - ✓ Tax levy reduction
  - ✓ If special legislation is received, use of proceeds would be per legislation which could be a general fund use instead of tax levy reduction
- If outlot or excess land is sold, sale proceeds can be deposited into General Fund



# Inputs – Zoning

- DEC Zoned Mixed Use
  - ✓ Apartments, retail, office and hotels allowable uses
  - ✓ Apartment development under current zoning is 60 Units/acre
  - ✓ Partial sale of DEC assumes parking needs can be met with remaining existing parking or parking in public ramp on Pillsbury Avenue
    - Currently 583 stalls – only need 250 to 300 stalls
    - Capacity of approximately 100+ stalls in public ramp on Pillsbury Avenue
- Metcalf Zoned Quasi Public
  - ✓ Zoning and Comprehensive Plan change required for new uses
  - ✓ Residential, apartments, retail, office and hotel could be developed



## Inputs – Sale Proceeds

- DEC sale proceeds of **\$5.358 million** (existing debt)
  - ✓ Range is likely **\$4 million** to **\$5.358 million** (**\$8** to approx. **\$11** sq/ft)
  - ✓ Sale of portion of property (**2-acre** outlot)
    - Assume **\$10,000/unit** for apartments = **\$1,200,000**
      - Recent land sales for apartment in City range between **\$4,000** to **\$15,000/unit**
    - Assumes Burnsville will assist in redevelopment with [demolition grant](#)
- River Ridge Proceeds of **\$1 million**
  - ✓ Range is likely **\$823,000** to **\$1,176,000**
  - ✓ Proceeds don't account for broker fees (typically **5%** to **7%**) – used **6%**
- Metcalf sale proceeds of **\$1,000,000** (10 acres) and **\$2,625,000** (all 35 acres)
  - ✓ Assumes single-family homes/townhomes
  - ✓ [Doesn't account for demolition grant](#) since Eagan does not have same program as Burnsville



## Inputs – Construction Costs

- BEST program relocated (approximately 6,000 sq/ft)
  - \$50 sq/ft in retrofit costs = \$300,000
- Construction for new DEC is assumed at \$300 sq/ft



# Options Considered

No.	Option
1	Stay in Place at DEC (Status Quo)
1A	Stay in place at DEC, retrofit for BEST, and sell River Ridge
2	Same as Option 1A, but sell 2-acre outlot
3	Sell DEC for redevelopment and move to Metcalf and/or TBD
4	Sell DEC for redevelopment, sell River Ridge, construct new 90,000 sq/ft facility on-site
5	Stay in place at DEC, retrofit for BEST, sell River Ridge and sell 10 acres of Metcalf
5A	Same as Option 5 but sell Metcalf for redevelopment
6	Retain DEC and re-lease it to other end user(s) and move to Metcalf
7	Retain DEC land under land lease (building demolished for redevelopment) and move to Metcalf



## Option 6 – Move DEC operations to Metcalf and lease the DEC building to others

- Developer and broker feedback indicates the property would be very difficult lease up with new tenants
- The facility is B- office space with rent potential of between \$8 to \$10 per sq. ft.
- Tenants would expect landlord-paid improvements of between \$50 and \$70 per sq. ft.
- Owners are also budgeting \$5 to \$6/sq. ft. annually for additional TI and \$1.50 /sq. ft. annually for broker fees
- **These financials make this an unlikely scenario**



## Option 7 – Retain DEC property under land lease and move to Metcalf

- Likely highest and best use for site is predominately apartments and land leases not common in MN for these uses
- Commercial property land leases work in limited situations and not very common due to a variety of factors
- Developer and broker feedback indicates this scenario difficult to implement if at all and is unlikely



# Considerations

- Policy
  - ✓ Location
  - ✓ Use of existing facilities
  - ✓ Disruption
  - ✓ Future needs
- Financial
  - ✓ Sale proceeds
  - ✓ New costs
  - ✓ General Fund deficit reduction
  - ✓ Tax levy impact
- Depends on what the Board wants to accomplish



# Findings

- Technically 9 options to choose from
- The following options are less feasible depending on the criteria valued by the Board
  - ✓ [Option 4:](#) Sell DEC for redevelopment, sell River Ridge and construct new 90,000 sq/ft facility on site
  - ✓ [Option 5A:](#) Stay in place at DEC, retrofit for BEST, sell River Ridge and sell Metcalf for redevelopment
  - ✓ [Option 6:](#) Retain DEC and re-lease it to other end user(s) and move to Metcalf
  - ✓ [Option 7:](#) Retain DEC land under land lease (building demolished for redevelopment) and move to Metcalf



# Findings

- More cost effective to use existing assets
- Sale proceeds will not solve any long-term budgetary challenges for the District
- Potential loss of assets that the District has invested in but still has to pay for
- DEC is ready for redevelopment if you choose to sell, but Metcalf will take time to prepare for partial or full sale



# Financial Summary

## Summary

Option		Sale Proceeds	* New Costs	Offsetting Debt	Net Proceeds (With Debt)	Net Proceeds (Without Debt)
1	Stay in Place at DEC (Status Quo)	\$0	\$0	\$0	\$0	\$0
1A	Stay in place at DEC, retrofit for BEST, and sell River Ridge	\$1,000,000	\$460,000	\$2,785,237	(\$2,245,237)	\$540,000
2	Same as Option 1A, but sell 2-acre outlot	\$2,200,000	\$460,000	\$2,785,237	(\$1,045,237)	\$1,740,000
3	Sell DEC for redevelopment, sell River Ridge and move to Metcalf and/or TBD	\$6,358,482	\$2,755,000	\$8,143,719	(\$4,540,237)	\$3,603,482
4	Sell DEC for redevelopment, sell River Ridge, construct new 90,000 sq/ft facility on-site	\$6,358,482	\$27,660,000	\$8,143,719	(\$29,445,237)	(\$21,301,518)
5	Stay in place at DEC, retrofit for BEST, sell River Ridge and sell 10 acres of Metcalf	\$2,000,000	\$460,000	\$2,785,237	(\$1,245,237)	\$1,540,000
5A	Same as Option 5 but sell Metcalf for redevelopment	\$3,625,000	\$460,000	\$10,993,751	(\$7,828,751)	\$3,165,000



## Option 1 – Stay in Place at DEC (Status Quo)



7 Eagleview



# Option 1 – Financial Impact

<b>Option 1</b>	
<b>Stay in Place at DEC (Status Quo)</b>	
<b>Use</b>	<b>Amount</b>
Sale Proceeds (DEC)	<b>\$0</b>
Facility Retrofit	\$0
Moving Costs	\$0
<b>NET FINANCIAL IMPACT</b>	<b>\$0</b>



# Option 1 – Pros/Cons

## Pros

- ✓ Centralized administration and programming
- ✓ Great location for users
- ✓ No disruption to operations & no moving costs for DEC
- ✓ No future investment in new space
- ✓ Retain Metcalf for future use

## Cons

- ✓ No sale proceeds from DEC for other uses
- ✓ Facility that isn't efficient and doesn't fully meet needs of District
- ✓ No immediate reuse for Metcalf – ongoing operations costs



# Option 1A – Stay in Place, retrofit for BEST, and sell River Ridge





# Option 1A – Financial Impact

Option 1A Stay in place at DEC, retrofit for BEST, and sell River Ridge	
Use	Amount
Sale Proceeds (DEC)	\$0
Sale Proceeds (River Ridge)	\$1,000,000
Broker Fees (River Ridge)	(\$60,000)
Offsetting Debt (River Ridge)	(\$2,785,237)
Moving Costs (BEST)	(\$100,000)
Retrofit for BEST	(\$300,000)
<b>NET FINANCIAL IMPACT</b>	<b>(\$2,245,237)</b>

*Note: \$1 million in proceeds = 1 year of debt payments*

**Note: NET FINANCIAL IMPACT without Debt is \$540,000.**

**Impact on Debt Service Fund    \$940,000**  
**Impact on General Fund            (\$400,000)**



# Option 1A – Pros/Cons

## Pros

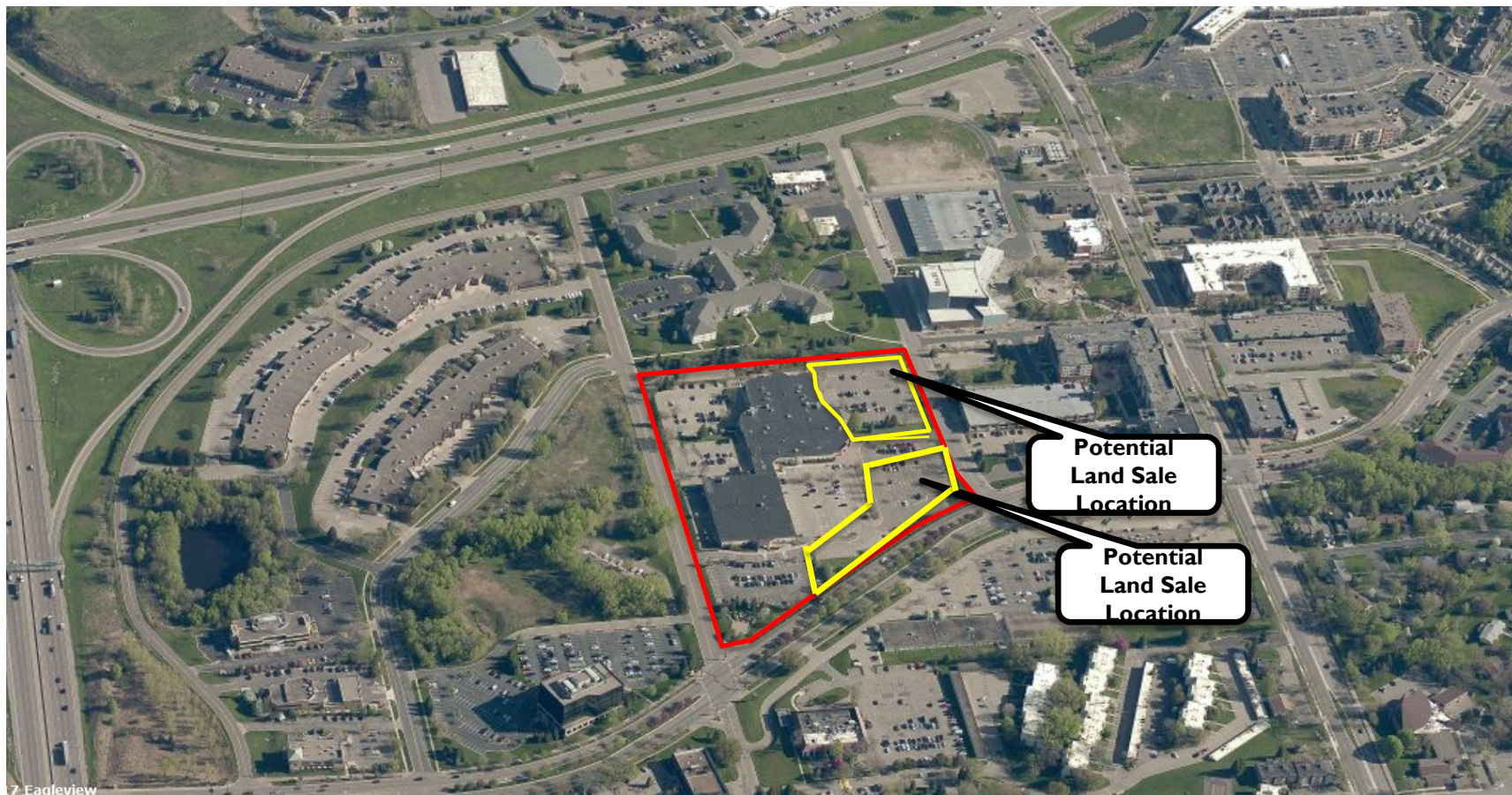
- ✓ Centralized administration and programming
- ✓ Great location for users
- ✓ No disruption to DEC operations & no moving costs for DEC
- ✓ Retain Metcalf for future use
- ✓ Sale proceeds from River Ridge to offset debt
- ✓ BEST is centralized with other programming
- ✓ Savings for operational costs at River Ridge

## Cons

- ✓ No sale proceeds from DEC for other uses
- ✓ Facility that isn't efficient and doesn't fully meet needs of District
- ✓ No immediate reuse for Metcalf – ongoing operational costs
- ✓ Investment required to retrofit and move BEST



# Option 2 – Same as Option 1A, but sell 2-acre outlot





## Option 2 – Financial Impact

Option 2 Same as Option 1A, but sell 2-acre outlot	
Use	Amount
* Sale Proceeds (DEC) 2-Acre Site	\$1,200,000
Sale Proceeds (River Ridge)	\$1,000,000
Broker Fees (River Ridge)	(\$60,000)
Offsetting Debt (River Ridge)	(\$2,785,237)
Moving Costs (BEST)	(\$100,000)
Retrofit (BEST )	(\$300,000)
<b>NET FINANCIAL IMPACT</b>	<b>(\$1,045,237)</b>

\* *Sale proceeds of excess land at DEC are likely available for General Fund use*

*Note: \$2.2 million in proceeds = 2 years of debt payments*

**Note: NET FINANCIAL IMPACT without Debt is \$1,740,000.**

**Impact on Debt Service Fund     \$2,140,000**

**Impact on General Fund             (\$400,000)**



# Option 2 – Pros/Cons

## Pros

- ✓ Centralized administration and programming
- ✓ Great location for users
- ✓ No disruption to DEC operations & no moving costs for DEC
- ✓ Retain Metcalf for future use
- ✓ Sale proceeds from River Ridge to offset debt
- ✓ BEST is centralized with other programming
- ✓ Savings for operational costs at River Ridge
- ✓ Additional sale proceeds from DEC and maximizing site

## Cons

- ~~✓ No sale proceeds from DEC for other uses~~
- ✓ Facility that isn't efficient and doesn't fully meet needs of District
- ✓ No immediate reuse for Metcalf – ongoing operational costs
- ✓ Investment required to retrofit and move BEST



# Option 3 – Sell DEC for redevelopment, sell River Ridge and move to Metcaff and/or TBD





## Option 3 – Financial Impact

### Option 3

Sell DEC for redevelopment, sell River Ridge and move to Metcalf and/or TBD

Use	Amount
Sale Proceeds (DEC)	\$5,358,482
Offsetting Debt (DEC)	(\$5,358,482)
Sale Proceeds (River Ridge)	\$1,000,000
Broker Fees (River Ridge)	(\$60,000)
Offsetting Debt (River Ridge)	(\$2,785,237)
Moving Costs to Metcalf (DEC)	(\$500,000)
Moving Costs (BEST)	(\$100,000)
Retrofit (BEST )	(\$300,000)
Retrofit Metcalf (DEC)	(\$1,795,000)
<b>NET FINANCIAL IMPACT</b>	<b>(\$4,540,237)</b>

*Note: \$6.3million in proceeds = 6 years of debt payments*

**Note: NET FINANCIAL IMPACT without Debt is \$3,603,482.**

**Impact on Debt Service Fund    \$6,298,482**  
**Impact on General Fund            (\$2,695,000)**



# Option 3 – Pros/Cons

## Pros

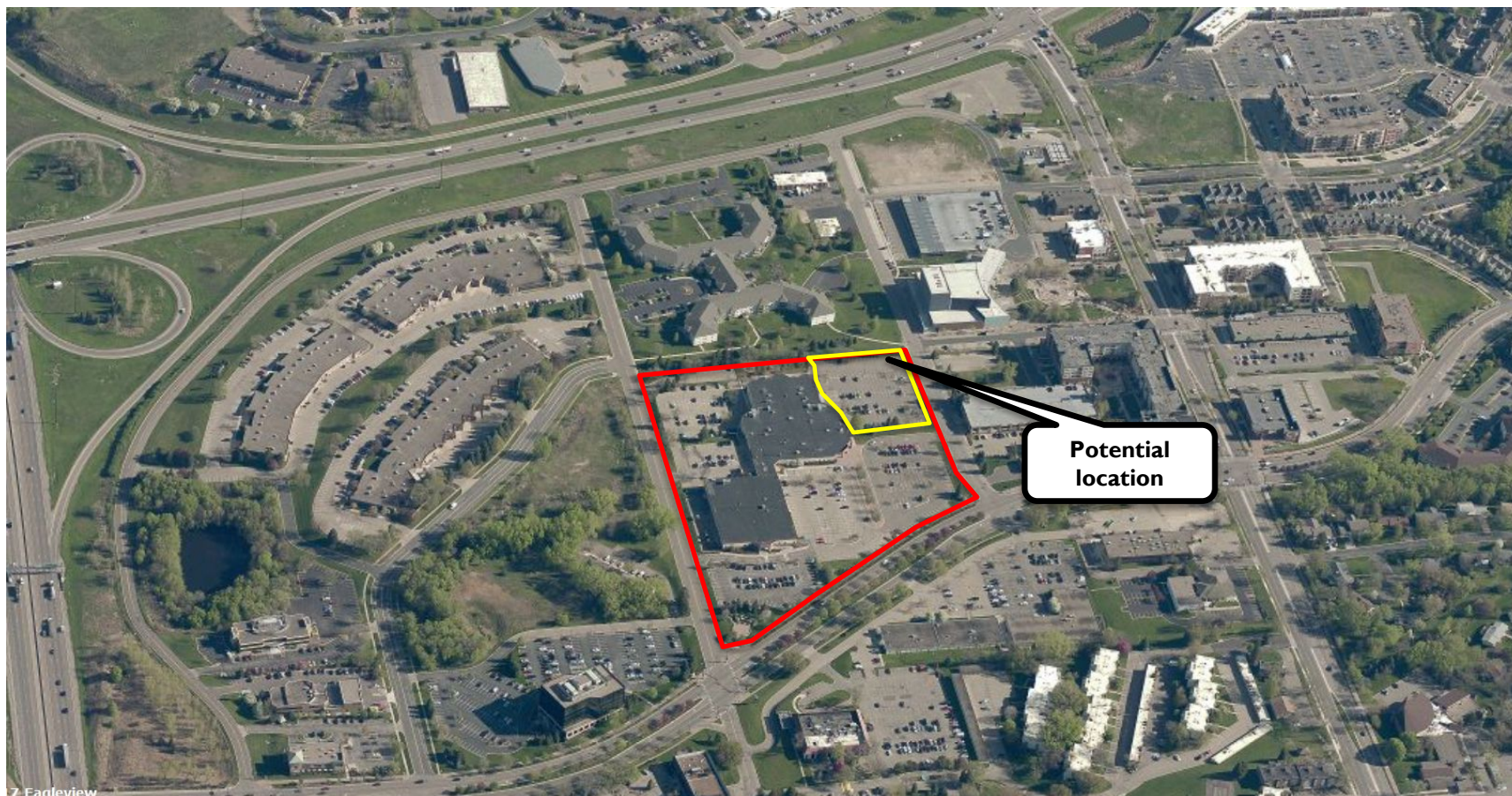
- ✓ Centralized administration and programming
- ~~✓ Great location for users~~
- ~~✓ No disruption to operations & no moving costs for DEC~~
- ✓ Retain Metcalf for future use (but need to find “home” for DEC in future)
- ✓ Maximizes land sale proceeds
- ✓ Debt potentially paid off on DEC
- ✓ Reuse of existing facility (Metcalf)
- ✓ Removes operational costs of DEC

## Cons

- ~~✓ No sale proceeds from DEC for other uses~~
- ✓ Facility that isn't efficient and doesn't fully meet needs of District
- ~~✓ No immediate reuse of Metcalf—ongoing operational costs~~
- ✓ Metcalf is aging and requires updates for maximum functionality
- ✓ Loss of geographical location
- ✓ Requires additional out of pocket investment for moving and facility retrofit
- ✓ Metcalf is unavailable if enrollment increases in the future



# Option 4 – Sell DEC for redevelopment, sell River Ridge, construct new 90,000 sq/ft facility on-site



7 Eagleview



# Option 4 – Financial Impact

## Option 4

Sell DEC for redevelopment, sell River Ridge,  
construct new 90,000 sq/ft facility on-site

Use	Amount
Sale Proceeds (DEC)	<b>\$5,358,482</b>
Offsetting Debt (DEC)	(\$5,358,482)
Sale Proceeds (River Ridge)	<b>\$1,000,000</b>
Broker Fees (River Ridge)	(\$60,000)
Offsetting Debt (River Ridge)	(\$2,785,237)
Moving Costs to New Facility (DEC)	(\$500,000)
Moving Costs to New Facility (BEST)	(\$100,000)
Construction of New Facility	(\$27,000,000)
<b>NET FINANCIAL IMPACT</b>	<b>(\$29,445,237)</b>

*Note: \$6.3million in proceeds = 6 years of debt payments*

**Note: NET FINANCIAL IMPACT without Debt is (\$21,301,518).**

**Impact on Debt Service Fund (\$20,701,518)**

**Impact on General Fund (\$600,000)**



# Option 4 – Pros/Cons

## Pros

- ✓ Centralized administration and programming (including BEST)
- ✓ Great location for users
- ~~✓ No disruption to operations & no moving costs for DEC~~
- ✓ Retain Metcalf for future use
- ✓ New facility constructed to meet needs of the District
- ✓ May maximize sale proceeds at DEC
- ✓ Sale proceeds from River Ridge to offset debt
- ✓ Debt potentially paid off on DEC
- ✓ Savings for operational costs at River Ridge

## Cons

- ~~✓ No sale proceeds from DEC for other uses~~
- ~~✓ Facility that isn't efficient and doesn't fully meet needs of District~~
- ✓ No immediate reuse for Metcalf – ongoing operational costs
- ✓ Investment required to retrofit and move BEST
- ✓ Requires significant new debt for new facility and moving
- ✓ Possible disruption to operations & moving costs for DEC



## Option 5 – Stay in place at DEC, retrofit for BEST, sell River Ridge and sell 10 acres of Metcalf





## Option 5 – Financial Impact

### Option 5 Stay in place at DEC, retrofit for BEST, sell River Ridge and sell 10 acres of Metcalf

Use	Amount
Sale Proceeds (DEC)	\$0
Sale Proceeds (River Ridge)	\$1,000,000
* Sale Proceeds (Metcalf)	\$1,000,000
Broker Fees (River Ridge)	(\$60,000)
Offsetting Debt (River Ridge)	(\$2,785,237)
Moving Costs (BEST)	(\$100,000)
Retrofit (BEST )	(\$300,000)
<b>NET FINANCIAL IMPACT</b>	<b>(\$1,245,237)</b>

*\* Sale proceeds of excess land at Metcalf are likely available for General Fund use*

*Note: \$2 million in proceeds = 2 years of debt payments*

**Note: NET FINANCIAL IMPACT without Debt is \$1,540,000.**

**Impact on Debt Service Fund    \$1,940,000**

**Impact on General Fund            (\$400,000)**



# Option 5 – Pros/Cons

## Pros

- ✓ Centralized administration and programming
- ✓ Great location for users
- ✓ No disruption to DEC operations & no moving costs for DEC
- ✓ Retain Metcalf for future use
- ✓ Sale proceeds from River Ridge to offset debt
- ✓ Sale proceeds from Metcalf 10-acre site
- ✓ BEST is centralized with other programming
- ✓ Savings for operational costs at River Ridge
- ✓ Single family development to support enrollment
- ✓ Allows District to retain Metcalf if needed in the future if enrollment increases

## Cons

- ✓ No sale proceeds from DEC for other uses
- ✓ Facility that isn't efficient and doesn't fully meet the needs of District
- ✓ No immediate reuse for Metcalf – ongoing operational costs
- ✓ Investment required to retrofit and move BEST
- ✓ Sold land at Metcalf that you may determine you need later



# Option 5A – Same as Option 5 but sell Metcalf for redevelopment





# Option 5A – Financial Impact

## Option 5A

Same as Option 5 but sell Metcalf for redevelopment

Use	Amount
Sale Proceeds (DEC)	\$0
Sale Proceeds (Metcalf)	\$2,625,000
Offsetting Debt (Metcalf)	(\$8,208,514)
Sale Proceeds (River Ridge)	\$1,000,000
Broker Fees (River Ridge)	(\$60,000)
Offsetting Debt (River Ridge)	(\$2,785,237)
Moving Costs (BEST)	(\$100,000)
Retrofit (BEST )	(\$300,000)
<b>NET FINANCIAL IMPACT</b>	<b>(\$7,828,751)</b>

*Note: \$3.6million in proceeds = 3.5 years of debt payments*

**Note: NET FINANCIAL IMPACT without Debt is \$3,165,000.**

**Impact on Debt Service Fund    \$3,565,000**  
**Impact on General Fund            (\$400,000)**



# Option 5 – Pros/Cons

## Pros

- ✓ Centralized administration and programming
- ✓ Great location for users
- ✓ No disruption to DEC operations & no moving costs for DEC
- ✓ Retain Metcalf for future use
- ✓ Sale proceeds from River Ridge to offset debt
- ✓ BEST is centralized with other programming
- ✓ Savings for operational costs at River Ridge
- ✓ Single family development to support enrollment
- ✓ Sale proceeds from Metcalf
- ~~✓ Allows District to retain Metcalf if needed in the future if enrollment increases~~

## Cons

- ✓ No sale proceeds from DEC for other uses
- ✓ Facility that isn't efficient and doesn't fully meet the needs of District
- ✓ No immediate reuse for Metcalf – ongoing operational costs
- ✓ Investment required to retrofit and move BEST
- ✓ Sold an asset (Metcalf) that you may determine you need later



# Considerations

- Policy
  - ✓ Location
  - ✓ Use of existing facilities
  - ✓ Disruption
  - ✓ Future needs
- Financial
  - ✓ Sale proceeds
  - ✓ New costs
  - ✓ General Fund deficit reduction
  - ✓ Tax levy impact
- Depends on what the Board wants to accomplish



# Findings

- Following options may not be viable
  - ✓ [Option 4](#) likely not viable due to need to construct a brand new 90,000 sq/ft facility to replace the DEC
  - ✓ [Option 5A](#) likely not viable since selling entire Metcalf site takes away options for that facility to be reused if needed in the future
- More cost effective to use existing assets
- Sale proceeds will not solve any long-term budgetary challenges for the District
- Potential loss of assets that the District has invested in but still has to pay for
- DEC is ready for redevelopment if you choose to sell, but Metcalf will take time to prepare for partial or full sale



# Financial Summary

## Summary

Option		Sale Proceeds	* New Costs	Offsetting Debt	Net Proceeds (With Debt)	Net Proceeds (Without Debt)
1	Stay in Place at DEC (Status Quo)	\$0	\$0	\$0	\$0	\$0
1A	Stay in place at DEC, retrofit for BEST, and sell River Ridge	\$1,000,000	\$460,000	\$2,785,237	(\$2,245,237)	\$540,000
2	Same as Option 1A, but sell 2-acre outlot	\$2,200,000	\$460,000	\$2,785,237	(\$1,045,237)	\$1,740,000
3	Sell DEC for redevelopment, sell River Ridge and move to Metcalf and/or TBD	\$6,358,482	\$2,755,000	\$8,143,719	(\$4,540,237)	\$3,603,482
4	Sell DEC for redevelopment, sell River Ridge, construct new 90,000 sq/ft facility on-site	\$6,358,482	\$27,660,000	\$8,143,719	(\$29,445,237)	(\$21,301,518)
5	Stay in place at DEC, retrofit for BEST, sell River Ridge and sell 10 acres of Metcalf	\$2,000,000	\$460,000	\$2,785,237	(\$1,245,237)	\$1,540,000
5A	Same as Option 5 but sell Metcalf for redevelopment	\$3,625,000	\$460,000	\$10,993,751	(\$7,828,751)	\$3,165,000

## Process has resulted in the following recommendations:

1. Lease Cedar Building to District 917-Fall of 2021.
2. As a result, based on program needs administrative staff propose to relocate Burnsville Alternative High School (BAHS) to Marion W Savage or Metcalf.

## Based on Board discussion tonight and **Decision about Diamondhead**

3. Metcalf-paused until decision is made about Diamondhead.
4. Sioux Trail/Marion W. Savage-paused until decision is made about Diamondhead and Metcalf.
5. May need to relocate Burnsville Eagan Savage Transition (BEST).



## Direction/Consensus

- Are there any options that make sense to eliminate for further discussion
- Are there 1 or 2 options you view will best meet the needs of the District that you would like to pursue further



## Next Steps

- Refine preferred option(s)
- Identify steps for implementation
- Prepare timeline

***Future Ready. Community Strong.***

**one91**

**Burnsville · Eagan · Savage**



**Agenda VI.  
April 23, 2020**

**To:** Board of Education  
Superintendent Dr. Theresa Battle

**From:** Abigail Alt, Board Chair

**Date:** April 16, 2020

**Re:** Board Retreat for Board Goals

**Burnsville-Eagan-Savage Schools**  
**School Board Self-Evaluation In-Service**  
**February 27, 2020**  
**5:30 p.m. – 8:30 p.m.**

**PRESENT:** Board Members: Abigail Alt (Board Chair), Lesley Chester, DeeDee Currier, Jen Holweger, Scott Hume, Eric Miller, and Darcy Schatz. Administration: Dr. Theresa Battle, Superintendent. MSBA Staff: Katie Klanderud, Director of Board Development and Paula O’Loughlin, Associate Director of Board Development.

Chair Alt welcomed everyone, and the group did brief introductions.

Next, Katie reviewed how everyone can get the most from the evening.

1. The competence is in the group. You’ll likely get out of it what you put into it.
2. Trust your fellow board members that there will be an honest, open discussion.
3. Do not suffer needlessly.
4. It’s ok to say, “I don’t know.”
5. Recognize commitment: Thank you for your commitment to be here today.

Katie also reviewed the 5 stages of board development.

***Stages of Board Development:***

- **Forming-** When a board first comes together. You may slow down decision-making to allow the new board members to catch up.
- **Storming-** Differences of opinions and values are discovered. The board might have small battles. A “positioning” phase.
- **Norming-** Shared set of expectations for the behaviors of the members of the group. Meetings may speed up as trust and communication expectations are developed.
- **Performing-** Time spent on tasks/meetings decreases – board members become more efficient because of an understanding of district systems, individual values, and expectations.
- **Deforming-** Important stage that allows for closure and the opportunity to move on and start forming again.

Katie then led the board through the School Board Self-Evaluation that the Burnsville-Eagan-Savage board completed in 2019. The School Board Self-Evaluation results reflect the collective responses of the board team (board members and superintendent). These results build a profile of the board’s work in five standards (Conduct and Ethics, Vision, Structure, Accountability, Advocacy, and Communication) of board practice proven to support student achievement.

The following protocol was used to analyze the results:

***Step 1: What do you see in the data?***

***Step 2: What does the data suggest?***

***Step 3: Identify goal areas from the lists generated.***

**Step 4: Build two to three goals using the S.M.A.R.T. goal framework.**

- S = Simple: Is it clear and easy to understand?
- M = Measurable: Is it clear what the school board will use to indicate successful performance?
- A = Achievable: Is it within the scope of the board's sphere of control/responsibility?
- R = Realistic: Will successful performance on this goal benefit the school district?
- T = Time-bound: Is it clear what the school board will see and when?

**Measurable Progress for Goals Identified Above:**

- Indicates or signals change
- Indicators can be assessed or observed
- Examples include:
  - Measurements
  - Specific activities
  - Behavioral change
  - Shift or reallocation of school district resources

After analysis and discussion of the data for each of the five standards, the board identified the following as possible board goals:

1. Ensuring transparency
2. On-boarding process (develop and evaluate)
3. Connecting all board work to the district's Strategic Plan (Ex: Identifying district goals to board meeting agenda items and how they align)
4. District PR – ambassadors as board members
  - i. Clarify message and role in supporting efforts to increase enrollment

**Goal Setting**

It is recommended that the school board and superintendent identify up to 3 goals on which to focus. We also recommend that the board and superintendent review and refine each goal to fit the S.M.A.R.T. goal framework. Aligning the goals to the S.M.A.R.T. goal framework provides clarity, structure, and accountability. In addition, establishing clear indicators of progress will help all constituencies to better understand and support the priorities and desired outcomes for the board.

It was noted that the Burnsville-Eagan-Savage school district will begin to develop a new strategic plan in early March. As we shared during the in-service, the *"Aligning Goals and Priorities"* handout (enclosed) can be used to ensure that the goals and priorities for the school district, school board, and superintendent are in alignment with each other to support the overall strategic direction of the district.

The Burnsville-Eagan-Savage School Board was a great group to work with. Please do not hesitate to contact either one of us with any questions as you move forward with your goal setting; we are here to assist in any way we can. Thank you for the opportunity to visit your school district and community and thank you for the work you do for all students.

Best regards,

Katie & Paula

Enclosures

# Aligning Goals and Priorities

## Planning for the Future

