



Future Ready. Community Strong.

Regular Meeting Agenda

Diamondhead Education Center

June 18, 2020

6:30 PM

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

Strategic Directions

- Close gaps and raise achievement for all students
- Create a culturally proficient school system
- Maximize resources for optimal student learning
- Increase the capacity for partnership with community

I. Call to Order

- A. Welcome
- B. Pledge of Allegiance

II. Approval of Agenda

III. Information

- A. Report about FY21 Board Goals (Increase the capacity for partnership with community)
- B. Committee Reports

IV. Business Meeting

A. Consent Agenda (Maximize resources for optimal student learning)

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 Minutes
2. Approve Personnel Recommendation
3. Approve and Accept Donations
4. Approve Payroll, Receipts, Expenses and Investments
5. Accept the Budget Analysis
6. Approve Nonsubstantive Changes to Policy 615: *Testing Accommodations, Modifications and Exemptions for IEPs, Section 504 Plans and LEP Students*
7. Approve the School Board-Superintendent Communication Practices

B. New Business

1. Approve Contract for Property, Casualty and Liability Insurance for 2020-21 (Maximize resources for optimal student learning)
Lisa Rider, Executive Director of Business Services
2. Approve Committed Fund Balance for FY20 (Maximize resources for optimal student learning)
Lisa Rider, Executive Director of Business Services

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.

3. Approve the FY21 Adopted Budget (Maximize resources for optimal student learning)
Lisa Rider, Executive Director of Business Services
4. Approve Proposed Revisions and Readopt the Unchanged Language in the Information Technology Specialists Master Agreement (Close gaps and raise achievement for all students)
Stacey Sovine, Executive Director of Human Resources
5. Approve the Revisions and Readopt the Unchanged Language in the Burnsville Association of Educational Assistants Master Agreement (Close gaps and raise achievement for all students)
Stacey Sovine, Executive Director of Human Resources
6. Approve, on a First Reading Basis, New Policy 599: *Memorials for Deceased Students or Staff*
Brian Gersich, Assistant Superintendent, and Dana Thompson, Special Education Supervisor
7. Approve Contract for William Byrne Special Education Bathroom Project
Lisa Rider, Executive Director of Business Services
8. Approve Contract for Nicollet Middle School Special Education Bathroom Project
Lisa Rider, Executive Director of Business Services
9. Approve Contract with Normandale Community College for Post-Secondary Enrollment Options (PSEO) Services for 2020-2021 School Year
Lisa Rider, Executive Director of Business Services

V. Adjourn to a Workshop

- A. Open Facilities Planning 2020 Next Steps (Maximize resources for optimal student learning)
Dr. Theresa Battle, Superintendent, Stephanie White, Director of Student Support Services, and Lisa Rider, Executive Director of Business Services
- B. Report about FY21 Superintendent Goals (Close gaps and raise achievement for all students)
Dr. Theresa Battle, Superintendent
- C. Review Board Project Calendar for Board Member Input (Maximize resources for optimal student learning)
Abigail Alt, Chair



**Agenda III.A.
June 18, 2020**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Abigail Alt, chair

Date: June 11, 2020

Re: Report about FY21 Board Goals

Receive a report about FY21 Board Goals from Abigail Alt, chair.

SMART Goals for the ISD 191 School Board

Goal 1: Onboarding

1. Pre-candidacy - "Info for Prospective Board Members"
 - a. Posted under "School Board" in district website outside of Election season
 - b. Posted under "Quick Links" from July 1 thru Election Day when board seats come open for reelection

SMART Goal: Before July 1st 2020, create a document that outlines the school board role for prospective candidates that will be available on the district website, as a handout from the district office, and included in the candidate filing packet.

Action : Board approves document

Action : Communications Dept reviews document and applies branding

Action : Branded document is printed for handouts and for candidate filing packets

Action : Branded document is posted on the website under "School Board" at all times and under "Quick Links" from July 1 through end of filing deadline

2. For candidates leading up to Election Day
 - a. All candidates invited to attend (and rsvp for) group info sessions with Superintendent
 - b. Superintendent sends personal invitation to each candidate to answer questions
 - c. Other options:
 - i. to have a panel of three board members (not up for re-election) extending an invitation to candidates to attend a Q&A session.
 - ii. Create an FAQ for candidates

SMART Goal: Before August 13th, 2020 create and document an internal process for providing school board candidates with an informal Q&A session between the filing deadline and October 15th with Superintendent and up to three board members who are not currently up for re-election.

Action : Superintendent and Board to determine topics to cover, amount of time, etc.

Action : Document the process

3. Post-Election Day
 - a. Chair assigns mentors to new board members
 - b. By early-December, mentors reach out to mentees and schedule first mentoring conversation.
 - c. Mentoring continues through Year 1, with support from MSBA trainings (see Google sheet, "Board Planning Document" and MSBA documents online.)

SMART Goal: Before August 13th, 2020 create and document a process for onboarding incoming board members including those who may have served in the past.

Action : Determine what activities will be included in this process and the timing

Action : Document the process

Action : Assemble supplementary documentation

Action : Determine if this will be an internal document or a packet assembled for new board members.

Action : Review and approve document or packet

Goal 2 - PR, board members as ambassadors

1. Scott and Lesley work with Theresa and Aaron on, "clarifying the message and our role in supporting efforts to increase enrollment."
 - a. Determine 3 measurable indicators of progress (measurements, specific activities, behavioral change, shift or reallocation of district resources)
 - b. Advise chair when topic should be added to retreat agenda.

SMART Goal: Before October 1st, 2020 work with Communications Director to clarify and specify the board's role in supporting efforts to increase district enrollment.

Action : Determine what specific activities will be included in this process and the timing

Action : Document the expectations and roles for the school board

Action : Discuss in board retreat

Goal 3 - Strategic Plan - connect all boardwork to One91 Strategic Plan

1. Officers Meetings beginning May 2020 for each board meeting (regular, workshop, retreat, special): for each agenda item, identify specific goal and how it aligns to the Strategic Plan.

SMART Goal: Beginning May 2020, board officers will implement adding Strategic Plan alignment language to all board agendas.



**Agenda III.B.
June 18, 2020**

To: Board of Education
Superintendent Dr. Theresa Battle

From: Chair Abigail Alt

Date: June 11, 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
 June 11, 2020

The 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. Others in attendance were Superintendent Battle, administrators, staff and members of the public. Attendance

Alt asked Chester to lead the Pledge of Allegiance. Pledge

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

Received a report about the Foundation 191 Grant Recipients from Robbie Bunnell, Foundation 191 President. Recognition

Received a report about the Superintendent's Evaluation from Eric Miller, vice-chair. Reports

Received a report about the One91 COVID-19 Journey from Dr. Theresa Battle, superintendent; Stephanie White, director of student support services; Bernadette Bien, nurse; Dave Lake, director of operations and transportation; Imina Oftedahl, director of curriculum, instruction and assessment; Rachel Gorton, instructional technology coordinator; Julie Kronabetter, director of food and nutrition services; Tom Umhoefer, director of community education; Stacey Konopa, coordinator; Lisa Rider, executive director of business services and Aaron Tinklenberg, director of communications.

Received a report about the Proposed Adopted FY21 Budget from Lisa Rider, executive director of business services.

Received a report from Dr. Theresa Battle, superintendent about student board representative responsibilities.

Received a verbal report from Dr. Theresa Battle, superintendent.

Moved by Chester, seconded by Hume, to approve the consent agenda:
 -Approve minutes of the regular board meeting on May 28, 2020.
 -Approve personnel recommendations for Donna Pfeiffer, Christine Peterson, Gina O'Reilly, Hye Jeong Thompson, Jill Miller, John O'Reilly, Rachel Wenz, Sarah Zeigler, Trudy Allen, Alesha Wening, Melissa Consent Agenda
Minutes
Personnel

Isaacson, Amanda Harrie, Ashley Mulliken, Elizabeth Sletten, Emilie Canton, Jeffrey Nelson, Lauren Steel, Madison Witts, Mary Casserly-Smith, Quincy Voris, Jenise Redding, Yvonne Baker, Deborah Hughes, and Wendy Decker.

-Approve the property, casualty, liability agent of record agreement with the Kraus-Anderson Insurance Agency for the 2020-21 fiscal year.

-Appoint OneDigital as agent of record for group medical, life, long term disability and dental insurance for the 2020- 21 fiscal year.

-Approve the workers' compensation agent of record agreement with Associated Benefits and Risk Consulting, for the 2020-21 fiscal year.

-Renew the district's membership in the Minnesota School Boards Association (MSBA).

-Approves a Resolution for Membership in the Minnesota State High School League for the 2020-2021 school year.

-Renew the district's membership in the Association of Metropolitan School Districts (AMSD).

-Adopt a resolution to authorize Theresa Battle to act as the Identified Official with Authority (IOwA) and Jami Kenney to act as the IOwA to add and remove names only for Burnsville-Eagan Savage School District 0191-01 beginning July 1, 2020.

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

Fiscal Designations

Moved by Schatz, seconded by Miller, to approve the agreement for mental health services with Headway Emotional Health Services, Inc. for 2020-21 for a total of \$257,500 and authorize the Executive Director of Business Services to execute the agreement. A roll call vote was taken and the motion carried unanimously after discussion (7,0 with Holweger, Chester, Schatz, Currier, Hume, Miller and Alt voting in favor and none voting against).

Headway Agreement

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

917 Resolution

RESOLUTION APPROVING INTERMEDIATE SCHOOL DISTRICT NO. 917'S LONG-TERM FACILITY MAINTENANCE PROGRAM BUDGET AND AUTHORIZING THE INCLUSION OF A PROPORTIONATE SHARE OF THOSE PROJECTS IN THE DISTRICT'S APPLICATION FOR LONG-TERM FACILITY MAINTENANCE REVENUE

BE IT RESOLVED by the School Board of Independent School District #191, State of Minnesota, as follows:

1. The School Board of Intermediate School District 917 has approved a long-term facility maintenance program budget for its facilities for the 2021/2022 school year in the amount of \$27,053.00 of which our District #191's proportionate

share is \$4,212.15. The various components of this program budget are attached as Exhibit A hereto and are incorporated herein by reference. Said budget is hereby approved. (Exhibit A.)

2. Minnesota Statutes, Section 123B.57, Subdivision 1, as amended, provides that if an intermediate school district's long-term facility maintenance budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district program in its long-term facility maintenance revenue application.
3. The proportionate share of the costs of the intermediate school district's long-term facility maintenance program for each member school district to be included in its application shall be determined by multiplying the total cost of the intermediate school district long-term facility maintenance program times a formula that weights two components equally between the member districts; total net tax capacity and Adjusted pupil units. The long-term facility maintenance costs shall be funded through annual levy instead of issuing bonds. The inclusion of this proportionate share in the district's long-term facility maintenance revenue application for fiscal year 2022 is hereby approved, subject to approval by the Commissioner of Education.
4. Upon receipt of the proportionate share of long-term facility maintenance revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.

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

Moved by Miller, seconded by Schatz, to approve the Long-Term Facilities Maintenance Program Budget for FY2022.

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

The meeting adjourned at 8:14 p.m. to a board workshop. The purpose of the workshop was to review proposed Board SMART Goals, discuss FY21 Superintendent Goals and review the Superintendent/Board Communication Document.

LTFM

Adjourned to a Workshop.

The workshop adjourned at 8:48 p.m.

DeeDee Currier, clerk

Date Approved

DRAFT

June 18th, 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: June 18th, 2020 FINAL

RE: Recommended Personnel Changes

CLASSIFICATION	ACTION	POSITION CONTROL	NAME	FINAL	LOCATION	POSITION	EFFECTIVE DATE
	#N/A					0	



**Agenda IV.A.3.
June 18, 2020**

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

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

Date: June 18, 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 June 18, 2020.

12 DeeDee Currier, Clerk – Board of Education

Date	Donor	Recipient	Terms	Donation
6/3/2020	MWS PTO	Food & Nutrition Services	To cover MWS Student negative meal balances	\$8,000.00

Total monetary donation received: \$8,000



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

TO: Dr Theresa Battle, Superintendent and Board of Education
FROM: Lisa K. Rider, Executive Director of Business Services
DATE: June 18, 2020
RE: April Payroll, Claims and Receipts

RECOMMENDATION: That the Board approves April payroll checks in the net amount of \$4,702,132.69. April claims to date and wire transfers and adjustments totaling \$6,471,735.45. Also, that the Board accepts April receipts of \$12,485,165.81 and investments for the General Fund & 2015A School Building Bonds and OPEB of \$49,137,633.01 as of April 30, 2020.

April 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
April 2020**

Cash Receipts

Receipts	\$12,485,165.81
Miscellaneous Adjustments	

TOTAL APR CASH RECEIVED	<u>12,485,165.81</u>
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CASH DISBURSEMENTS

Apr Payroll	\$4,702,132.69
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A/P			
Apr Claims:	Checks	476921-477158	\$1,266,625.92
	Capital One	6000000191-6000000206	41,878.93
	ACH	9000001671-9000001729	\$8,300.07
	Fund 26	104044-104045	\$29,891.00

Apr A/P Wires- Wires+P-card (no fleet card)	5,118,221.32
Apr Adj	<u>\$6,818.21</u>

TOTAL APR CASH DISBURSED	<u>11,173,868.14</u>
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TOTAL TO BE APPROVED	<u>11,173,868.14</u>
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	<u>Money Market</u>	<u>(Original Cost) Investments</u>	<u>Total 4/30/2020</u>
GENERAL FUND	\$12,822,526.60	\$21,946,030.00	\$34,768,556.60
OPEB	\$313,745.85	\$7,928,622.50	\$8,242,368.35
OPEB EQUITY INV THROUGH FEBRUARY 29, 2020	\$6,066.34	\$4,182,314.40	\$4,188,380.74
2015A SCHOOL BUILDING BONDS	\$6,225.27	\$1,932,102.05	\$1,938,327.32
	<u>\$13,148,564.06</u>	<u>\$35,989,068.95</u>	<u>\$49,137,633.01</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: 04/30/20

PMA Financial Network

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

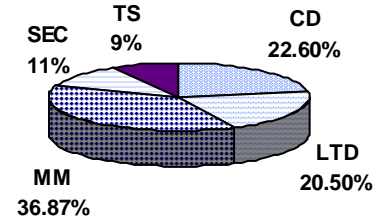
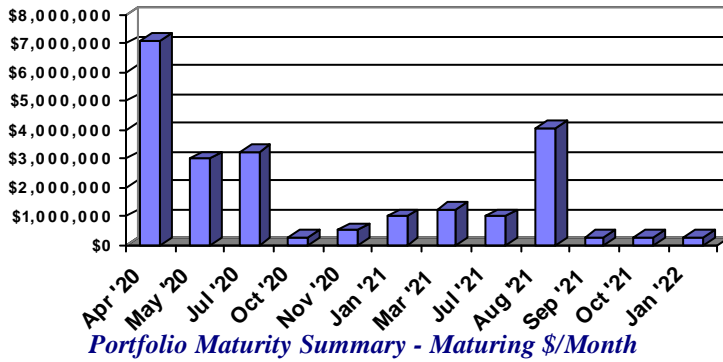
BURNSVILLE ISD 191 / GENERAL FUND

2960

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
LTD	0	1	04/30/20	04/30/20	PMA SECURITIES SYNDICATE (PMAS)	\$7,128,130.00	\$7,128,130.00	
MM					Investment Shares Portfolio	\$12,822,526.60	\$12,822,526.60	
TS	282569	1	04/24/20	05/26/20	MN TRUST TERM SERIES	\$3,002,156.72	\$3,000,000.00	0.820
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	46630	1	03/25/20	03/25/21	BMW BANK NORTH AMERICA	\$247,000.00	\$247,000.00	0.700
SEC	46636	1	03/25/20	03/25/21	TRISTATE CAPITAL BANK	\$248,000.00	\$248,000.00	0.600
SEC	46628	1	03/27/20	03/26/21	PENN COMMUNITY BANK	\$247,000.00	\$247,000.00	0.651
SEC	46629	1	03/27/20	03/26/21	CATHAY BANK	\$247,000.00	\$247,000.00	0.651
SEC	46631	1	03/31/20	03/31/21	CRESCOM BANK	\$247,000.00	\$247,000.00	0.650
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
SEC	46627	1	03/27/20	09/27/21	PINNACLE BANK TN	\$248,000.00	\$248,000.00	0.801
SEC	46626	1	04/02/20	10/01/21	BANK OF NEW ENGLAND NH	\$249,000.00	\$249,000.00	0.550
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 & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.</i>						Total Amount -->	\$34,996,407.53	\$34,768,556.60

Time and Dollar Weighted Portfolio Yield: 1.532 %
Weighted Average Portfolio Maturity: 113.86 Days
MM: 36.88%
CD's: 22.61%
CP: 0.00%
SEC: 11.38%



Portfolio Allocation by Transaction Type



Total Portfolio Report CAR

As of: 04/30/20

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

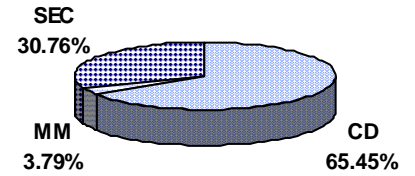
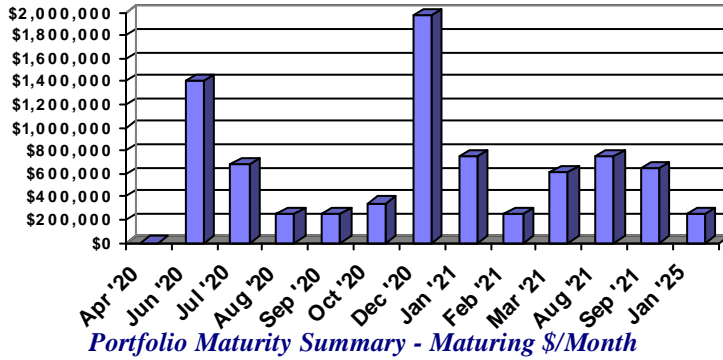
Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$313,745.85	\$313,745.85	
CD	262422	1	10/15/18	06/30/20	BANK OF THE VALLEY	\$151,795.23	\$145,000.00	2.732
CD	262461	1	10/16/18	06/30/20	FIRST MID-ILLINOIS BANK & TRUST	\$249,339.06	\$237,300.00	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 & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.</i>						Total Amount -->	\$8,458,081.95	\$8,242,368.35

Time and Dollar Weighted Portfolio Yield: 1.775 %

Weighted Average Portfolio Maturity: 262.01 Days

MM: 3.81%
CD's: 65.77%
CP: 0.00%
SEC: 30.43%



Portfolio Allocation by Transaction Type



Total Portfolio Report CAR

As of: 04/30/20

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	\$6,225.27	\$6,225.27	
SDA					Savings Deposit Account - PREFERRED BANK - HCC	\$1,932,102.05	\$1,932,102.05	

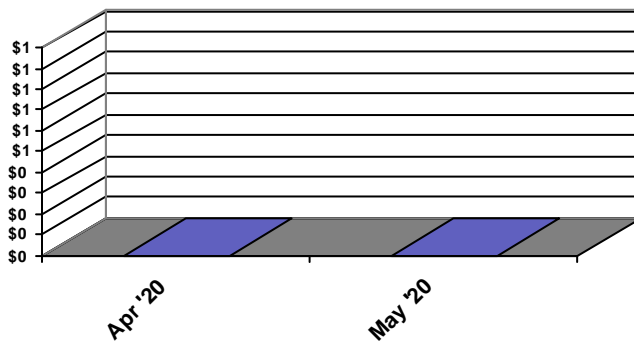
Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.

Total Amount --> \$1,938,327.32 \$1,938,327.32

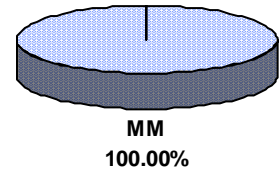
Time and Dollar Weighted Portfolio Yield: 0.300 %

Weighted Average Portfolio Maturity: 1.00 Days

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



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type

April 2020

Wire Transfers

Date	From	To	Amount	For
04/01/20	MSDLAF	Internal Revenue Service	734,856.43	3/31/20 Payroll - Federal Taxes
04/01/20	MSDLAF	State of Minnesota	121,111.64	3/31/20 Payroll - State Taxes
04/01/20	MSDLAF	TRA	114,858.16	3/31/20 Payroll - PERA
04/01/20	MSDLAF	TRA	356,231.21	3/31/20 Payroll - TRA
04/01/20	MSDLAF	State of Minnesota	1,752.77	3/31/20 Payroll - Child Support
04/01/20	MSDLAF	State of Minnesota	349.64	3/31/20 Garnishments
04/01/20	MSDLAF	Teacher's Federal Credit Union	37,753.67	3/31/20 Payroll - Teacher's Dues
04/01/20	MSDLAF	PlanSource	14,491.90	Flex Claims
04/01/20	MSDLAF	PlanSource	27,501.28	Medical Claims
04/02/20	MSDLAF	First Bank & Trust	186,058.98	3/31/20 Payroll - TSA Wire
04/06/20	MSDLAF	Preferred One	325,782.42	Health Insurance
04/06/20	MSDLAF	Delta Dental	2,347.97	Dental Insurance
04/08/20	MSDLAF	PlanSource	18,235.96	Flex Claims
04/08/20	MSDLAF	PlanSource	34,015.66	Medical Claims
04/09/20	MSDLAF	Capital One Card	12,268.59	Capital One Virtual Card
04/09/20	MSDLAF	Preferred One	147,679.24	Health Insurance
04/13/20	MSDLAF	Delta Dental	1,557.10	Dental Insurance
04/13/20	MSDLAF	Preferred One	286,554.10	Health Insurance

April 2020

Wire Transfers

Date	From	To	Amount	For
04/14/20	MSDLAF	Healthy Savings	2,874.26	Healthy Savings Program
04/15/20	MSDLAF	PlanSource	6,136.74	Flex Claims
04/15/20	MSDLAF	PlanSource	22,644.92	Medical Claims
04/16/20	MSDLAF	Internal Revenue Service	668,755.20	4/15/20 Payroll - Federal Taxes
04/16/20	MSDLAF	State of Minnesota	107,394.58	4/15/20 Payroll - State Taxes
04/16/20	MSDLAF	State of Minnesota	1,752.77	4/15/20 Payroll - Child Support
04/16/20	MSDLAF	PERA	110,934.84	4/15/20 Payroll - PERA
04/16/20	MSDLAF	TRA	355,763.47	4/15/20 Payroll - TRA
04/17/20	MSDLAF	First Bank & Trust	184,870.56	4/15/20 Payroll - TSA Wire
04/17/20	MSDLAF	Teacher's Federal Credit Union	37,839.94	4/15/20 Payroll - Teacher's Dues
04/17/20	MSDLAF	MN Department of Revenue	22.00	March Sales Tax
04/20/20	MSDLAF	Preferred One	251,116.56	Health Insurance
04/20/20	MSDLAF	Delta Dental	406.35	Dental Insurance
04/21/20	MSDLAF	Delta Dental	5,042.07	Dental Insurance
04/22/20	MSDLAF	PlanSource	17,304.80	Medical Claims
04/22/20	MSDLAF	PlanSource	6,178.50	Medical Claims
04/22/20	MSDLAF	PlanSource	9,041.51	Flex Claims
04/27/20	MSDLAF	Preferred One	237,322.36	Health Insurance

April 2020

Wire Transfers

Date	From	To	Amount	For
04/27/20	MSDLAF	Delta Dental	470.55	Dental Insurance
04/29/20	MSDLAF	PlanSource	15,991.41	Medical Claims
04/29/20	MSDLAF	PlanSource	6,420.66	Flex Claims

AP Check Register

AP Run: 20200403 AP — Post Date: 2020-04-03 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/03/2020	476921	Check	A.J. Moore Electric Inc	928491	2 AP8845	1,994.52
04/03/2020	476922	Check	Acer Service Corporation	929434	2 AP8845	2,553.30
04/03/2020	476923	Check	Allen, Dariel J	927125	2 AP8845	56.50
04/03/2020	476924	Check	Alpha Video & Audio Inc	900216-2	2 AP8845	11,816.47
04/03/2020	476925	Check	Amazon Capital Services Inc	922956	2 AP8845	99.67
04/03/2020	476926	Check	Anderson, Julie	929921	2 AP8845	100.00
04/03/2020	476927	Check	Association Of Clerical Employees	904895	2 AP8845	432.00
04/03/2020	476928	Check	Burnsville Association of Educational Assistants	909991	2 AP8845	1,420.00
04/03/2020	476929	Check	Burnsville YMCA	902422-5	2 AP8845	8,123.25
04/03/2020	476930	Check	Cade, Stephanie	924487	2 AP8845	200.00
04/03/2020	476931	Check	Carlson, Gerri	929243	2 AP8845	395.80
04/03/2020	476932	Check	Casperson, Julie	928973	2 AP8845	180.00
04/03/2020	476933	Check	Cengage Learning	903622-1	2 AP8845	220.50
04/03/2020	476934	Check	City of Burnsville	900673	2 AP8845	750.00
04/03/2020	476935	Check	City of Eagan - Utilities	901002	2 AP8845	2,022.93
04/03/2020	476936	Check	City of Savage - Utilities	909588	2 AP8845	5,296.98
04/03/2020	476937	Check	Cottens Inc	929846	2 AP8845	14.38
04/03/2020	476938	Check	Crown Rental Inc	900647	2 AP8845	1.37
04/03/2020	476939	Check	Dalco	904186-1	2 AP8845	911.80
04/03/2020	476940	Check	Dialog One LLC	927732	2 AP8845	5,382.50

AP Check Register

AP Run: 20200403 AP — Post Date: 2020-04-03 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/03/2020	476941	Check	Dore, Abdiwali Hashi	929581	2 AP8845	390.00
04/03/2020	476942	Check	ECM Publishers Inc	909272	2 AP8845	128.70
04/03/2020	476943	Check	Education Minnesota	928531	2 AP8845	108.00
04/03/2020	476944	Check	Fastenal	923054-1	2 AP8845	7.02
04/03/2020	476945	Check	Floyd Total Security	906007	2 AP8845	965.38
04/03/2020	476946	Check	Forbes Solutions PLLC	929938	2 AP8845	3,720.00
04/03/2020	476947	Check	Foundation 191	928202	2 AP8845	206.90
04/03/2020	476948	Check	Freshworks Inc	930261	2 AP8845	1,260.00
04/03/2020	476949	Check	Graybar Electric Company Inc	901478-1	2 AP8845	1,181.21
04/03/2020	476950	Check	Harmon, Susan	930260	2 AP8845	650.00
04/03/2020	476951	Check	Hildi Inc	927985	2 AP8845	8,220.00
04/03/2020	476952	Check	House of Print	920347	2 AP8845	3,188.51
04/03/2020	476953	Check	Hutsal, Oleksandra	929182	2 AP8845	240.00
04/03/2020	476954	Check	Innovational Water Solutions, Inc.	930169	2 AP8845	13,173.90
04/03/2020	476955	Check	International Gymnastics of MN LLC	926911	2 AP8845	304.80
04/03/2020	476956	Check	Jama, Osman A	930185	2 AP8845	120.00
04/03/2020	476957	Check	Johnson Controls Fire Protection LP	903587	2 AP8845	5,728.66
04/03/2020	476958	Check	Kelly Services Inc	927633	2 AP8845	1,531.02
04/03/2020	476959	Check	Kennedy and Graven Chartered	908356	2 AP8845	4,488.10

AP Check Register

AP Run: 20200403 AP — Post Date: 2020-04-03 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/03/2020	476960	Check	Lakeville North High School	902673-2	2 AP8845	1,718.65
04/03/2020	476961	Check	Lindmeier, Thomas	930013	2 AP8845	18.00
04/03/2020	476962	Check	Mackin Educational Resources	902196	2 AP8845	789.20
04/03/2020	476963	Check	Mansfield Oil Company	928793	2 AP8845	4,212.70
04/03/2020	476964	Check	Master Automotive Tire & Quick Lube	928612	2 AP8845	848.12
04/03/2020	476965	Check	Mayer Arts Inc	925512	2 AP8845	2,550.00
04/03/2020	476966	Check	MN Academy of Science	909029	2 AP8845	810.00
04/03/2020	476967	Check	National Treasure Kung Fu Inc	904476	2 AP8845	1,985.60
04/03/2020	476968	Check	NCBERS Group Life Ins	908769	2 AP8845	80.00
04/03/2020	476969	Check	Normandale Community College	902136	2 AP8845	5,000.00
04/03/2020	476970	Check	Occupational Health of MN, PC	929919	2 AP8845	344.00
04/03/2020	476971	Check	Orkin Commercial Services	926086	2 AP8845	1,301.00
04/03/2020	476972	Check	Pro-Ed Inc	903073	2 AP8845	52.00
04/03/2020	476973	Check	QiVitality LLC	929413	2 AP8845	60.00
04/03/2020	476974	Check	Roark, Richard Jeffrey	928168	2 AP8845	134.40
04/03/2020	476975	Check	Sachs, Alice	925562	2 AP8845	145.00
04/03/2020	476976	Check	Safeway Driving School	926796	2 AP8845	6,825.00
04/03/2020	476977	Check	Schmitt Music	903532-2	2 AP8845	25.00
04/03/2020	476978	Check	Schmitt & Sons - Charter	909331-1	2 AP8845	103,037.20

AP Check Register

AP Run: 20200403 AP — Post Date: 2020-04-03 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/03/2020	476979	Check	Schmitt & Sons - Contract	909331-2	2 AP8845	272,715.30
04/03/2020	476980	Check	School Services Employees Local 284	907382	2 AP8845	6,792.93
04/03/2020	476981	Check	Sherwin-Williams	903745-2	2 AP8845	121.14
04/03/2020	476982	Check	Shirwa, Hamdi	930173	2 AP8845	180.00
04/03/2020	476983	Check	Siemens Industry Inc	902217-1	2 AP8845	2,697.29
04/03/2020	476984	Check	Sign Source Inc	925652	2 AP8845	280.50
04/03/2020	476985	Check	Stamm, Amanda	930020	2 AP8845	117.00
04/03/2020	476986	Check	Teachers On Call	929847	2 AP8845	33,648.74
04/03/2020	476987	Check	The Hartford	924486	2 AP8845	40,084.60
04/03/2020	476988	Check	Trusted Employees	929957	2 AP8845	866.82
04/03/2020	476989	Check	University of Minnesota- Tuition Third Party Billing	908595	2 AP8845	16,965.00
04/03/2020	476990	Check	US Department of Education AWG	902813-6	2 AP8845	313.24
04/03/2020	476991	Check	US Department of Education AWG	902813-10	2 AP8845	318.82
04/03/2020	476992	Check	Xcel Energy	902776	2 AP8845	16.51
Total:						\$592,637.93

AP Check Register

AP Run: 20200403 AP --- Post Date: 2020-04-03 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
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20200403 AP Summary

Type	Count	Amount
Regular	72	592,637.93
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	72	\$592,637.93

AP Check Register

AP Run: 20200403 fastchecks — Post Date: 2020-04-03 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/03/2020	476995	Check	Pro-Ed Inc	903073	2 AP8845	5.20
04/03/2020	476996	Check	Schmitt & Sons - Charter	909331-1	2 AP8845	14,719.60
Total:						\$14,724.80

20200403 fastchecks Summary

Type	Count	Amount
Regular	2	14,724.80
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	2	\$14,724.80

AP Check Register

AP Run: 20200410 AP — Post Date: 2020-04-10 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/10/2020	476997	Check	Advanced Commercial Kitchens	930100	2 AP8845	530.88
04/10/2020	476998	Check	AmeriPride Services, Inc	901365-1	2 AP8845	747.03
04/10/2020	476999	Check	CDW Government Inc	920289-1	2 AP8845	155,400.00
04/10/2020	477000	Check	Central National - Gottesman Inc.	930240	2 AP8845	2,040.00
04/10/2020	477001	Check	Centurylink	902781	2 AP8845	266.02
04/10/2020	477002	Check	CESO Transportation LLC	930220	2 AP8845	15,453.00
04/10/2020	477003	Check	City of Burnsville - Utilities	904226	2 AP8845	13,729.34
04/10/2020	477004	Check	Conney Safety Products	900552-1	2 AP8845	118.00
04/10/2020	477005	Check	Cub Foods	900645-2	2 AP8845	22.50
04/10/2020	477006	Check	Dalco	904186-1	2 AP8845	6,597.89
04/10/2020	477007	Check	Dialog One LLC	927732	2 AP8845	7,297.50
04/10/2020	477008	Check	Dick's/Lakeville Sanitation Inc	900641	2 AP8845	10,624.86
04/10/2020	477009	Check	Distributed Website Corporation	922061-1	2 AP8845	4,000.00
04/10/2020	477010	Check	Diversified Snack Distribution	900279	2 AP8845	414.97
04/10/2020	477011	Check	ECM Publishers Inc	909272	2 AP8845	222.75
04/10/2020	477012	Check	Everswick, Mark	500312	2 AP8845	432.00
04/10/2020	477013	Check	Field Environmental Consulting Inc	926109	2 AP8845	2,458.01
04/10/2020	477014	Check	Goodin Company	901457-1	2 AP8845	23,715.54
04/10/2020	477015	Check	Groth Music Company	900575	2 AP8845	168.00

AP Check Register

AP Run: 20200410 AP — Post Date: 2020-04-10 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/10/2020	477016	Check	Hastings Bus Company	907139	2 AP8845	1,055.47
04/10/2020	477017	Check	Horizon Commercial Pool Supply	904818	2 AP8845	393.49
04/10/2020	477018	Check	Innovational Water Solutions, Inc.	930169	2 AP8845	274.75
04/10/2020	477019	Check	Interstate All Battery Center	928877	2 AP8845	228.38
04/10/2020	477020	Check	JW Pepper & Son Inc	903003	2 AP8845	10.99
04/10/2020	477021	Check	Kelleher Helmrich and Associates	908955	2 AP8845	523.75
04/10/2020	477022	Check	Kelly Services Inc	927633	2 AP8845	1,516.80
04/10/2020	477023	Check	Master Automotive Tire & Quick Lube	928612	2 AP8845	93.28
04/10/2020	477024	Check	Mckesson Medical Surgical	924467	2 AP8845	79.60
04/10/2020	477025	Check	MEI Total Elevator Solutions	908999-1	2 AP8845	8,891.50
04/10/2020	477026	Check	Mid City Services	930092	2 AP8845	265.00
04/10/2020	477027	Check	Midwest Blinds	927063	2 AP8845	561.00
04/10/2020	477028	Check	Minnesota Energy Resources	903029	2 AP8845	9,233.21
04/10/2020	477029	Check	Minnesota Valley Electric Cooperative	907448	2 AP8845	12,085.02
04/10/2020	477030	Check	Multilingual Word Inc	922324	2 AP8845	230.00
04/10/2020	477031	Check	NCS Pearson Inc	925372	2 AP8845	34.50
04/10/2020	477032	Check	Nuvera	902483	2 AP8845	181.56
04/10/2020	477033	Check	Perez, Melissa M	924879	2 AP8845	120.00
04/10/2020	477034	Check	RAK Construction Inc	929749	2 AP8845	15,946.06

AP Check Register

AP Run: 20200410 AP --- Post Date: 2020-04-10 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/10/2020	477035	Check	Reeves, Leah	500311	2 AP8845	49.25
04/10/2020	477036	Check	Schmitt Music	903532-2	2 AP8845	356.12
04/10/2020	477037	Check	Second Harvest Heartland	928183	2 AP8845	2,200.46
04/10/2020	477038	Check	Shiffler Equipment Sales Inc	903472-2	2 AP8845	200.50
04/10/2020	477039	Check	Shred-it c/o Stericycle Inc	924465-2	2 AP8845	1,120.63
04/10/2020	477040	Check	State Supply Co Inc	903689	2 AP8845	150.83
04/10/2020	477041	Check	Teachers On Call	929847	2 AP8845	693.81
04/10/2020	477042	Check	The Food Group	928651	2 AP8845	762.31
04/10/2020	477043	Check	T-Mobile	929345-1	2 AP8845	2,114.67
04/10/2020	477044	Check	Tri-State Bobcat	924444	2 AP8845	91.76
04/10/2020	477045	Check	Xcel Energy	902776	2 AP8845	13,225.87
Total:						\$316,928.86

20200410 AP Summary		
Type	Count	Amount
Regular	49	316,928.86
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	49	\$316,928.86

AP Check Register

AP Run: 20200417 AP — Post Date: 2020-04-17 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/17/2020	477046	Check	A.J. Moore Electric Inc	928491	2 AP8845	425.00
04/17/2020	477047	Check	Advanced Imaging Solutions	928551-1	2 AP8845	8,763.00
04/17/2020	477048	Check	Advantagehealth Corporation	924380	2 AP8845	460.00
04/17/2020	477049	Check	Association Of Clerical Employees	904895	2 AP8845	432.00
04/17/2020	477050	Check	Berger, Mary	500314	2 AP8845	39.00
04/17/2020	477051	Check	Conney Safety Products	900552-1	2 AP8845	354.00
04/17/2020	477052	Check	Crown Rental Inc	900647	2 AP8845	30.00
04/17/2020	477053	Check	Dalco	904186-1	2 AP8845	8,334.75
04/17/2020	477054	Check	Education Minnesota	928531	2 AP8845	108.00
04/17/2020	477055	Check	Ehlers	920802-1	2 AP8845	4,306.25
04/17/2020	477056	Check	Ehmer, Lynn	500316	2 AP8845	44.00
04/17/2020	477057	Check	Elder Resource Association SOTR	924675-2	2 AP8845	5,800.00
04/17/2020	477058	Check	Floyd Total Security	906007	2 AP8845	280.11
04/17/2020	477059	Check	Foundation 191	928202	2 AP8845	206.90
04/17/2020	477060	Check	Green Lights Recycling, Inc.	930041	2 AP8845	164.44
04/17/2020	477061	Check	Guenther, Shellie	500323	2 AP8845	389.00
04/17/2020	477062	Check	H & B Specialized Products Inc	901641	2 AP8845	918.60
04/17/2020	477063	Check	Hildebrandt, Jeanne	500322	2 AP8845	100.00
04/17/2020	477064	Check	House of Print	920347	2 AP8845	15,117.08

AP Check Register

AP Run: 20200417 AP — Post Date: 2020-04-17 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/17/2020	477065	Check	Huerd, Karen Rae	500324	2 AP8845	389.00
04/17/2020	477066	Check	Hyvee	929410	2 AP8845	186.99
04/17/2020	477067	Check	Innovational Water Solutions, Inc.	930169	2 AP8845	5,991.00
04/17/2020	477068	Check	Interstate All Battery Center	928877	2 AP8845	411.90
04/17/2020	477069	Check	Karl, Diane	500300	2 AP8845	29.00
04/17/2020	477070	Check	Kelly Services Inc	927633	2 AP8845	1,516.80
04/17/2020	477071	Check	Koehler, Cindy	500313	2 AP8845	98.00
04/17/2020	477072	Check	Kossack, Beverly	500320	2 AP8845	125.00
04/17/2020	477073	Check	Lakeville North Dance Team	930263	2 AP8845	220.00
04/17/2020	477074	Check	Master Automotive Tire & Quick Lube	928612	2 AP8845	93.28
04/17/2020	477075	Check	Meives, Genevia	500325	2 AP8845	200.00
04/17/2020	477076	Check	Minnesota Energy Resources	903029	2 AP8845	824.74
04/17/2020	477077	Check	Natus Medical Inc	929836	2 AP8845	51.57
04/17/2020	477078	Check	Parker, Alexander	500318	2 AP8845	300.00
04/17/2020	477079	Check	Paul, Katy	500317	2 AP8845	26.00
04/17/2020	477080	Check	PBBS Equipment Corporation	930000	2 AP8845	475.00
04/17/2020	477081	Check	Perez, Melissa M	924879	2 AP8845	1,140.00
04/17/2020	477082	Check	Prior Lake Soccer Club	500326	2 AP8845	67.50
04/17/2020	477083	Check	PSAT/NMSQT	903184	2 AP8845	1,502.00

AP Check Register

AP Run: 20200417 AP — Post Date: 2020-04-17 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/17/2020	477084	Check	Quadient Inc	930262	2 AP8845	371.08
04/17/2020	477085	Check	Red Wing Business Advantage Account	905511-1	2 AP8845	125.00
04/17/2020	477086	Check	Red Wing Business Advantage Account	921851-1	2 AP8845	125.00
04/17/2020	477087	Check	Reliastar Life Insurance Company	920099-2	2 AP8845	3,209.79
04/17/2020	477088	Check	Reliastar Life Insurance Company	920099-3	2 AP8845	3,540.50
04/17/2020	477089	Check	Reliastar Life Insurance Company	920099-4	2 AP8845	1,977.43
04/17/2020	477090	Check	Sivongsay, Khambay	929231	2 AP8845	80.00
04/17/2020	477091	Check	Skow, Karen	929575	2 AP8845	757.50
04/17/2020	477092	Check	Steffen, Cynthia	930139	2 AP8845	5.00
04/17/2020	477093	Check	The Food Group	928651	2 AP8845	2,844.18
04/17/2020	477094	Check	Trainor, Jane	500315	2 AP8845	19.00
04/17/2020	477095	Check	Transportation Plus, Inc.	906215	2 AP8845	280.00
04/17/2020	477096	Check	Tyler Technologies Inc	926380	2 AP8845	3,819.41
04/17/2020	477097	Check	US Department of Education AWG	902813-6	2 AP8845	438.06
04/17/2020	477098	Check	US Department of Education AWG	902813-10	2 AP8845	339.98
04/17/2020	477099	Check	Vue, Linda	500321	2 AP8845	550.00
04/17/2020	477100	Check	Williamson, Amy	500319	2 AP8845	125.00
Total:						\$78,526.84

AP Check Register

AP Run: 20200417 AP --- Post Date: 2020-04-17 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
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20200417 AP Summary

Type	Count	Amount
Regular	55	78,526.84
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	55	\$78,526.84

AP Check Register

AP Run: 20200424 AP — Post Date: 2020-04-24 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/24/2020	477101	Check	Amazon Capital Services Inc	922956	2 AP8845	192.57
04/24/2020	477102	Check	American Mailing Machines	929771	2 AP8845	1,200.00
04/24/2020	477103	Check	Anchor Solar Investments LLC	929704	2 AP8845	1,984.27
04/24/2020	477104	Check	Bester Bros Transfer & Storage Co	904400	2 AP8845	1,675.00
04/24/2020	477105	Check	Bix Produce Company	900477	2 AP8845	14,932.96
04/24/2020	477106	Check	Bunnell, Michele	500338	2 AP8845	115.00
04/24/2020	477107	Check	Centerpoint Energy	902519	2 AP8845	7,646.48
04/24/2020	477108	Check	Chapman, Talonna	500333	2 AP8845	115.00
04/24/2020	477109	Check	Cheav, Linna	500336	2 AP8845	115.00
04/24/2020	477110	Check	Clem, Michelle	500335	2 AP8845	115.00
04/24/2020	477111	Check	Comcast	926565-1	2 AP8845	5,379.66
04/24/2020	477112	Check	Currie, Matthew	500345	2 AP8845	115.00
04/24/2020	477113	Check	Dakota Electric Association	900809	2 AP8845	56,487.73
04/24/2020	477114	Check	Dalco	904186-1	2 AP8845	3,904.08
04/24/2020	477115	Check	Dialog One LLC	927732	2 AP8845	400.00
04/24/2020	477116	Check	Diversified Snack Distribution	900279	2 AP8845	7,104.27
04/24/2020	477117	Check	Do, Bang	500342	2 AP8845	25.00
04/24/2020	477118	Check	Earthgrains Baking Co Inc	902333-1	2 AP8845	1,207.34
04/24/2020	477119	Check	ECM Publishers Inc	909272	2 AP8845	118.80
04/24/2020	477120	Check	Froebe, Vivian	500343	2 AP8845	115.00

AP Check Register

AP Run: 20200424 AP — Post Date: 2020-04-24 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/24/2020	477121	Check	General Parts LLC	901541-1	2 AP8845	19.25
04/24/2020	477122	Check	Giving Bean LLC	929743	2 AP8845	439.30
04/24/2020	477123	Check	GreatAmerica Financial Services	929729	2 AP8845	395.00
04/24/2020	477124	Check	Guhad, Fatuma	500348	2 AP8845	230.00
04/24/2020	477125	Check	Innovational Water Solutions, Inc.	930169	2 AP8845	1,643.00
04/24/2020	477126	Check	Islam, Jennifer	500347	2 AP8845	115.00
04/24/2020	477127	Check	Janisch, Ann	500337	2 AP8845	115.00
04/24/2020	477128	Check	Johnson Controls Fire Protection LP	903587	2 AP8845	22,840.38
04/24/2020	477129	Check	Johnson-Meyers, Jodi	500341	2 AP8845	45.00
04/24/2020	477130	Check	Kelly Services Inc	927633	2 AP8845	3,014.64
04/24/2020	477131	Check	Kubisiak, Traci	500334	2 AP8845	115.00
04/24/2020	477132	Check	Mackin Educational Resources	902196	2 AP8845	761.46
04/24/2020	477133	Check	Master Automotive Tire & Quick Lube	928612	2 AP8845	453.61
04/24/2020	477134	Check	McGrath, Heather	500329	2 AP8845	60.00
04/24/2020	477135	Check	Metro Community Ed Directors Association	926315	2 AP8845	100.00
04/24/2020	477136	Check	Mid City Services	930092	2 AP8845	72.00
04/24/2020	477137	Check	Midwest Fence & Mfg	902822	2 AP8845	998.00
04/24/2020	477138	Check	Midwest Language Banc Inc	924523	2 AP8845	2,092.50
04/24/2020	477139	Check	Minnesota Energy Resources	903029	2 AP8845	190.25

AP Check Register

AP Run: 20200424 AP — Post Date: 2020-04-24 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/24/2020	477140	Check	Mohamed, Hassan	500344	2 AP8845	115.00
04/24/2020	477141	Check	Nagel, Glenn	500327	2 AP8845	144.00
04/24/2020	477142	Check	Office of MNIT Services	906477	2 AP8845	2,987.11
04/24/2020	477143	Check	Peters, Suzanne	500328	2 AP8845	115.00
04/24/2020	477144	Check	Peterson, Ryan	500332	2 AP8845	115.00
04/24/2020	477145	Check	RAK Construction Inc	929749	2 AP8845	9,820.00
04/24/2020	477146	Check	Randolph, Jennifer	500330	2 AP8845	115.00
04/24/2020	477147	Check	Rippentrop, Peter J	500339	2 AP8845	115.00
04/24/2020	477148	Check	Rock Hard Landscape Supply	928528	2 AP8845	50.00
04/24/2020	477149	Check	Russell, Nicole	500340	2 AP8845	230.00
04/24/2020	477150	Check	Sandbo, Scott	500346	2 AP8845	115.00
04/24/2020	477151	Check	School Nutrition Association (SNA)	926552-3	2 AP8845	1,187.00
04/24/2020	477152	Check	SFM	923848	2 AP8845	22,327.93
04/24/2020	477153	Check	Sirju, Vinesh	500331	2 AP8845	40.00
04/24/2020	477154	Check	South Suburban Conference	926921	2 AP8845	559.36
04/24/2020	477155	Check	St Paul Beverage Solutions, LLC	930156	2 AP8845	15,289.01
04/24/2020	477156	Check	Teachers On Call	929847	2 AP8845	261.00
04/24/2020	477157	Check	T-Mobile	929345-1	2 AP8845	730.00
04/24/2020	477158	Check	Upper Lakes Food Inc	929826	2 AP8845	72,844.53

Total: \$263,807.49

AP Check Register

AP Run: 20200424 AP --- Post Date: 2020-04-24 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
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20200424 AP Summary

Type	Count	Amount
Regular	58	263,807.49
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	58	\$263,807.49

AP Check Register

AP Run: 20200430 Voids --- Post Date: 2020-04-30 — AP Run Type: V

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/30/2020	477082	Check	Prior Lake Soccer Club	500326	2 AP8845	-67.50
Total:						-\$67.50

20200430 Voids Summary

Type	Count	Amount
Regular	1	-67.50
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	-\$67.50

AP Check Register

Burnsville-Eagan-Savage SD 191, MN

<u>Fund</u>	<u>Total</u>
01 - GENERAL	681,841.17
02 - FOOD SERVICE	115,839.37
03 - TRANSPORTATION	404,029.44
04 - COMMUNITY SERVICE	64,206.11
16 - FACILITIES RENTAL	642.33
	\$1,266,558.42

AP Check Register

AP Run: 20200408 Virtual — Post Date: 2020-04-08 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/08/2020	6000000191		Advanced Imaging Solutions	928551	2 Virtua	495.58
04/08/2020	6000000192		Center For The Collaborative Classroom	924466-1	2 Virtua	200.00
04/08/2020	6000000193		Cole Papers Inc	927279-1	2 Virtua	186.91
04/08/2020	6000000194		Continental Clay Company	903866	2 Virtua	301.86
04/08/2020	6000000195		Grainger	904387-1	2 Virtua	3,471.58
04/08/2020	6000000196		Hi Tech Refrigeration Inc	909046	2 Virtua	274.00
04/08/2020	6000000197		MEI Total Elevator Solutions	908999-1	2 Virtua	2,539.09
04/08/2020	6000000198		Northern Air Corporation (NAC)	920320	2 Virtua	2,734.06
04/08/2020	6000000199		Ryan Mechanical Inc	923241	2 Virtua	2,024.00
04/08/2020	6000000200		Trio Supply	903802	2 Virtua	41.51
Total:						\$12,268.59

20200408 Virtual Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	10	12,268.59
Total:	10	\$12,268.59

AP Check Register

AP Run: 20200430 Virtual — Post Date: 2020-04-30 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/30/2020	6000000201		Advanced Imaging Solutions	928551	2 Virtua	2.07
04/30/2020	6000000202		Cornerstone Copy Center	900502	2 Virtua	2,366.42
04/30/2020	6000000203		Grainger	904387-1	2 Virtua	2,071.39
04/30/2020	6000000204		Ryan Mechanical Inc	923241	2 Virtua	12,124.50
04/30/2020	6000000205		Tri-Dim Filter Corp	929519	2 Virtua	1,947.97
04/30/2020	6000000206		Trio Supply	903802	2 Virtua	11,097.99
Total:						\$29,610.34

20200430 Virtual Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	6	29,610.34
Total:	6	\$29,610.34

AP Check Register

Burnsville-Eagan-Savage SD 191, MN

<u>Fund</u>	<u>Total</u>
01 - GENERAL	28,096.94
02 - FOOD SERVICE	11,415.57
04 - COMMUNITY SERVICE	2,366.42
	\$41,878.93

AP Check Register

AP Run: 20200408 ACH — Post Date: 2020-04-08 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/08/2020	9000001671	ACH	Brady, Steve	010290	1 AP5800	16.89
04/08/2020	9000001672	ACH	Cin, Stephanie P	012319	1 AP5800	22.54
04/08/2020	9000001673	ACH	Douglas, Lori	011833	1 AP5800	52.18
04/08/2020	9000001674	ACH	Griffin, Lyndsay K	014006	1 AP5800	21.16
04/08/2020	9000001675	ACH	Hagen, Aimee E	016614	1 AP5800	7.88
04/08/2020	9000001676	ACH	Helke, David M	014077	1 AP5800	65.98
04/08/2020	9000001677	ACH	Huemoeller, Michael T	009394	1 AP5800	668.27
04/08/2020	9000001678	ACH	Hutchinson, Jennifer L	013396	1 AP5800	48.30
04/08/2020	9000001679	ACH	Kosloski, Scott	019322	1 AP5800	149.73
04/08/2020	9000001680	ACH	Meyer, Jessica M	018679	1 AP5800	9.37
04/08/2020	9000001681	ACH	Ness, Katie L	018356	1 AP5800	5.75
04/08/2020	9000001682	ACH	Plaschko, Mary Beth	008281	1 AP5800	10.12
04/08/2020	9000001683	ACH	Reid, Lisa M	015700	1 AP5800	7.76
04/08/2020	9000001684	ACH	Shawback, Arthur, Jr	012926	1 AP5800	2,740.10
04/08/2020	9000001685	ACH	Skoglund, Allison L	015398	1 AP5800	16.04
04/08/2020	9000001686	ACH	Smith, Kelly L	007347	1 AP5800	12.48
04/08/2020	9000001687	ACH	Umhoefer, Tom C	007415	1 AP5800	175.75
04/08/2020	9000001688	ACH	Voigt, Pamela M	017183	1 AP5800	32.55
04/08/2020	9000001689	ACH	Walgenbach, Rachel C	016401	1 AP5800	23.98
Total:						\$4,086.83

AP Check Register

AP Run: 20200408 ACH — Post Date: 2020-04-08 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
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20200408 ACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	19	4,086.83
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	19	\$4,086.83

AP Check Register

AP Run: 20200415 ACH — Post Date: 2020-04-15 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/15/2020	9000001690	ACH	Arreola, Bertha A	019983	1 AP5800	60.38
04/15/2020	9000001691	ACH	Barth, Tami Rae	007269	1 AP5800	66.82
04/15/2020	9000001692	ACH	Blomquist, Stephanie	017796	1 AP5800	234.39
04/15/2020	9000001693	ACH	Blood, Kelsey Jo	017981	1 AP5800	104.71
04/15/2020	9000001694	ACH	Bohr, Jennifer L	009302	1 AP5800	20.36
04/15/2020	9000001695	ACH	Brandner, Renee	011279	1 AP5800	30.25
04/15/2020	9000001696	ACH	Daly, Julie	015021	1 AP5800	56.66
04/15/2020	9000001697	ACH	De Leon, Angel M	020085	1 AP5800	44.85
04/15/2020	9000001698	ACH	Henrich, Sarah L	016448	1 AP5800	6.38
04/15/2020	9000001699	ACH	Nelson, Tara A	015112	1 AP5800	46.12
04/15/2020	9000001700	ACH	Nurminen, Kari J	018651	1 AP5800	49.98
04/15/2020	9000001701	ACH	Olson, Kimberly Lenora	015697	1 AP5800	80.97
04/15/2020	9000001702	ACH	Varpness, Vincent C	017329	1 AP5800	127.17

Total: \$929.04

20200415 ACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	13	929.04
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	13	\$929.04

AP Check Register

AP Run: 20200422 ACH — Post Date: 2020-04-22 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/22/2020	9000001703	ACH	Anderson, Janelle D	018630	1 AP5800	24.38
04/22/2020	9000001704	ACH	Attanasio, Megan	019261	1 AP5800	7.25
04/22/2020	9000001705	ACH	Happe, Nicole	013378	1 AP5800	153.75
04/22/2020	9000001706	ACH	Hildman, Jessica	018704	1 AP5800	205.00
04/22/2020	9000001707	ACH	Jones, Rebecca E	019573	1 AP5800	115.00
04/22/2020	9000001708	ACH	Limberg, Mindi L	015527	1 AP5800	115.00
04/22/2020	9000001709	ACH	Mcguire, Rebecca L	019242	1 AP5800	115.00
04/22/2020	9000001710	ACH	Opatz, Larry	009239	1 AP5800	60.49
04/22/2020	9000001711	ACH	Peka, Emily	018676	1 AP5800	50.60
04/22/2020	9000001712	ACH	Piotrowski, Amy	018639	1 AP5800	19.95
04/22/2020	9000001713	ACH	Simon, Glenn D.	004356	1 AP5800	285.20
04/22/2020	9000001714	ACH	Struck, Julie	019169	1 AP5800	9.57
04/22/2020	9000001715	ACH	Umhoefer, Tom C	007415	1 AP5800	41.91
04/22/2020	9000001716	ACH	Vo, Kelly Rae	018045	1 AP5800	8.97
04/22/2020	9000001717	ACH	Wills, Alexandria	019336	1 AP5800	64.40
Total:						\$1,276.47

AP Check Register

AP Run: 20200422 ACH — Post Date: 2020-04-22 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
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20200422 ACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	15	1,276.47
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	15	\$1,276.47

AP Check Register

AP Run: 20200430 ACH — Post Date: 2020-04-30 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/30/2020	9000001718	ACH	Battle, Theresa F	019927	1 AP5800	500.00
04/30/2020	9000001719	ACH	Calnon, Jennifer	017292	1 AP5800	49.43
04/30/2020	9000001720	ACH	Gersich, Brian M	019849	1 AP5800	200.00
04/30/2020	9000001721	ACH	Harrie, Amanda L	019926	1 AP5800	200.00
04/30/2020	9000001722	ACH	Kibler, Christian D	017731	1 AP5800	39.53
04/30/2020	9000001723	ACH	Loesch, Jake	012303	1 AP5800	104.00
04/30/2020	9000001724	ACH	Martinez, Robert V	013074	1 AP5800	24.00
04/30/2020	9000001725	ACH	Peka, Emily	018676	1 AP5800	70.98
04/30/2020	9000001726	ACH	Pikal, Robin	019154	1 AP5800	200.00
04/30/2020	9000001727	ACH	Rider, Lisa K	016166	1 AP5800	200.00
04/30/2020	9000001728	ACH	Sovine, Stacey	017487	1 AP5800	200.00
04/30/2020	9000001729	ACH	Thomas, Jessica	018031	1 AP5800	219.79
Total:						\$2,007.73

20200430 ACH Summary		
Type	Count	Amount
Regular	0	0.00
ACH Checks:	12	2,007.73
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	12	\$2,007.73

AP Check Register

Burnsville-Eagan-Savage SD 191, MN

<u>Fund</u>	<u>Total</u>
01 - GENERAL	7,897.75
04 - COMMUNITY SERVICE	402.32
	\$8,300.07

AP Check Register

AP Run: 20200410 Fund 26 — Post Date: 2020-04-10 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
04/10/2020	104044	Check	Kendell Doors & Hardware LLC	929371	6 BOND P	18,431.00
04/10/2020	104045	Check	RAK Construction Inc	929749	6 BOND P	11,460.00
Total:						\$29,891.00

20200410 Fund 26 Summary

Type	Count	Amount
Regular	2	29,891.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	2	\$29,891.00

AP Check Register

Burnsville-Eagan-Savage SD 191, MN

<u>Fund</u>	<u>Total</u>
26 - BOND REFERENDUM	29,891.00
	\$29,891.00



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

TO: Dr Theresa Battle, Superintendent and Board of Education

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

DATE: June 18, 2020

RE: Budget Analysis for the Month Ending April 30, 2020

RECOMMENDATION: That the Board accepts the Budget Analysis for the month ending April 30, 2020

The April 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	\$ 134,461,556	74.57%	\$ 133,657,790	72.64%
General Fund	\$ 106,845,882	81.83%	\$ 93,699,126	70.87%

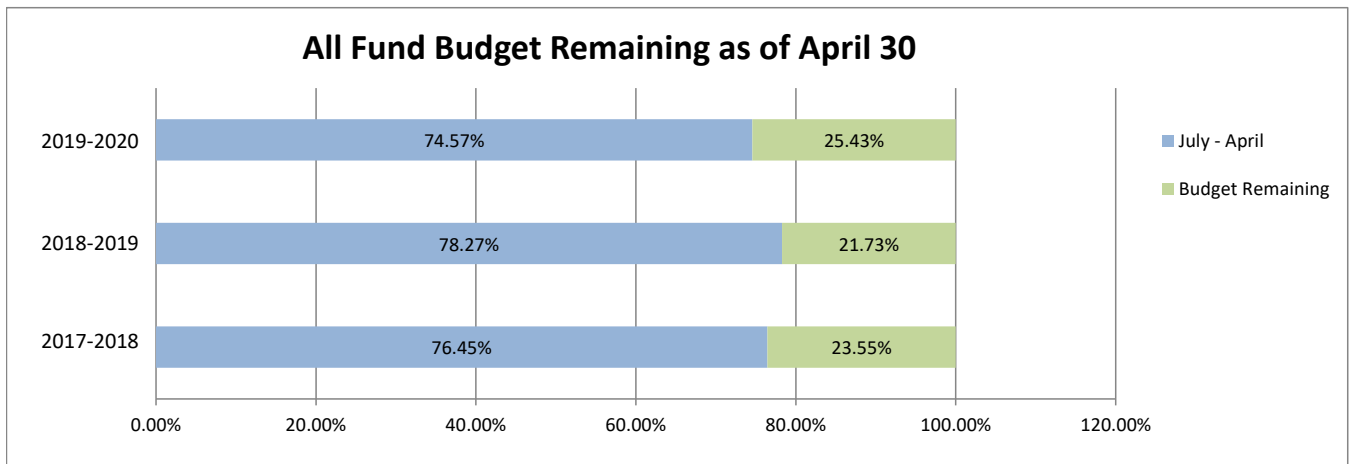
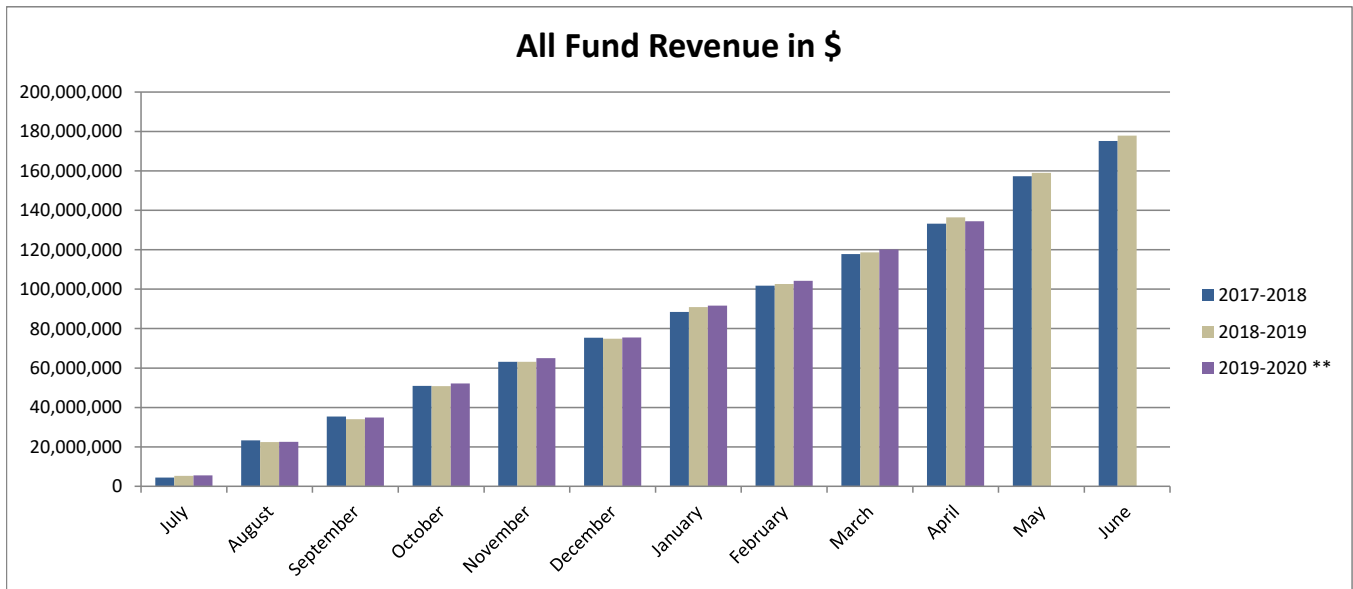
To assist the Board in monitoring monthly financial activity and to help identify budget-to-actual deviations, the following graphs have been developed for all funds and the general fund:

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**

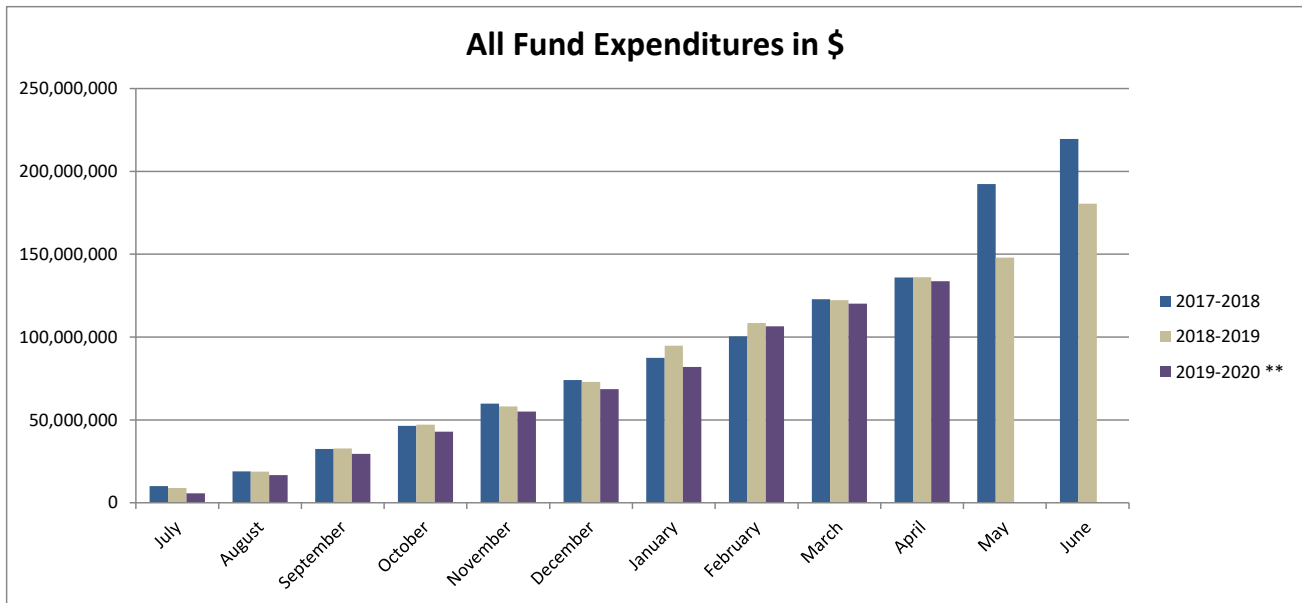
	2017-2018		2018-2019		2019-2020 **	
	\$	%	\$	%	\$	%
July	4,408,507	2.53%	5,335,129	3.06%	5,485,241	3.04%
August	23,331,132	13.38%	22,416,157	12.86%	22,596,500	12.53%
September	35,437,865	20.33%	34,008,972	19.51%	34,853,245	19.33%
October	50,946,461	29.22%	50,811,471	29.14%	52,163,142	28.93%
November	63,197,024	36.25%	63,156,262	36.22%	65,021,222	36.06%
December	75,336,594	43.21%	74,878,779	42.95%	75,503,598	41.87%
January	88,429,452	50.72%	90,963,532	52.17%	91,608,515	50.81%
February	101,775,734	58.38%	102,665,589	58.89%	104,225,896	57.80%
March	117,859,358	67.60%	118,617,121	68.04%	120,193,944	66.66%
April	133,279,961	76.45%	136,463,266	78.27%	134,461,556	74.57%
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%
BUDGET	173,504,173	100.00%	174,346,301	100.00%	180,308,051	100.00%



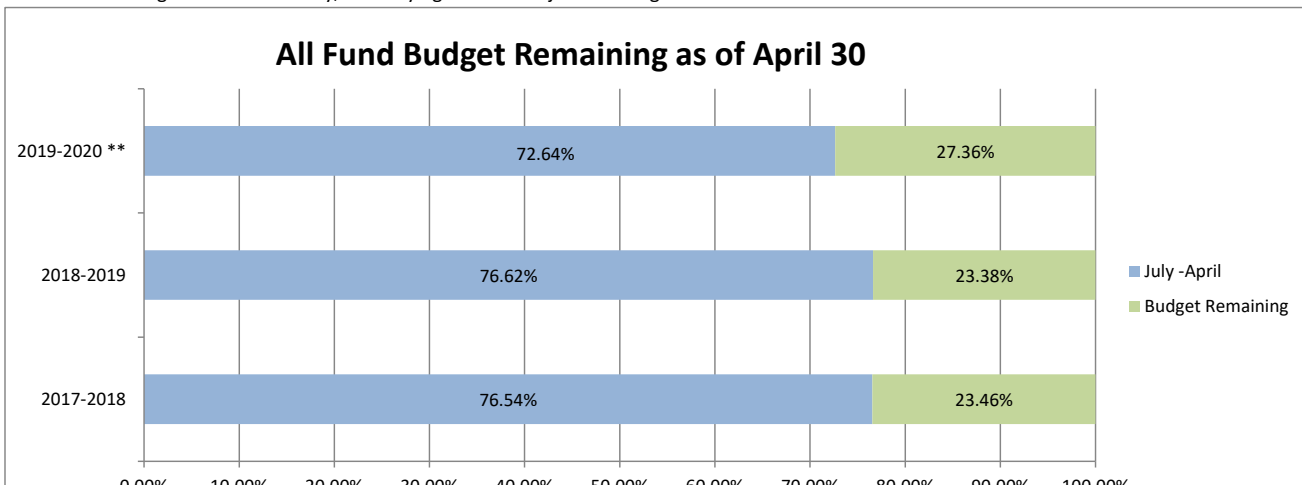
** The year to year comparison will vary due to the timing of the reversal of prior year accruals and based on timing of financial activity, monthly figures are subject to change

**EXPENDITURE COMPARISON
ALL FUNDS**

	2017-2018		2018-2019		2019-2020 **	
	\$	%	\$	%	\$	%
July	10,085,346	5.68%	8,969,704	5.05%	5,708,841	3.10%
August	18,992,738	10.70%	18,843,572	10.61%	16,672,830	9.06%
September	32,446,236	18.27%	32,740,412	18.44%	29,531,415	16.05%
October	46,483,002	26.18%	47,082,647	26.51%	42,876,828	23.30%
November	59,866,783	33.71%	58,133,122	32.74%	55,036,855	29.91%
December	74,007,378	41.68%	72,901,898	41.05%	68,585,537	37.28%
January	87,488,695	49.27%	94,821,290	53.40%	82,006,949	44.57%
February	100,396,791	56.54%	108,536,123	61.12%	106,508,529	57.89%
March	122,867,135	69.19%	122,350,806	68.90%	120,227,588	65.34%
April	135,923,819	76.54%	136,060,010	76.62%	133,657,790	72.64%
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%
BUDGET	216,433,319	100.00%	177,577,573	100.00%	183,989,992	100.00%

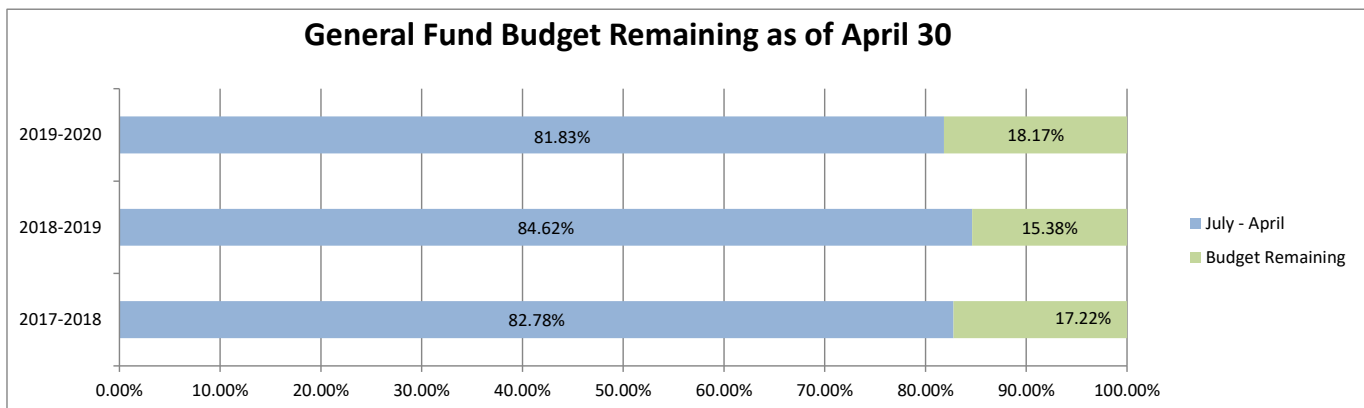
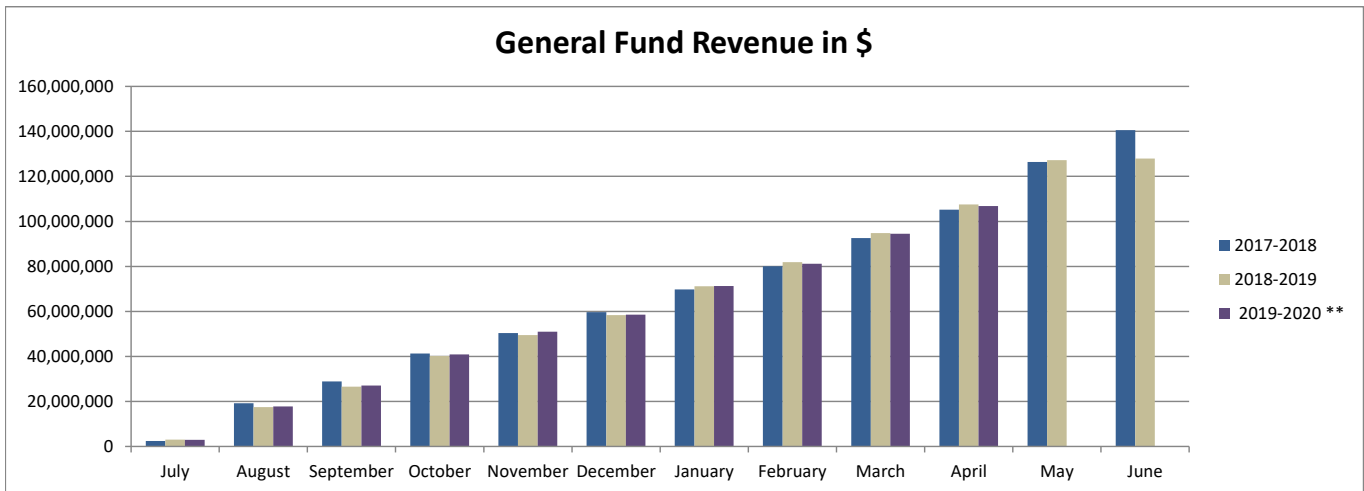


**based on timing of financial activity, monthly figures are subject to change



**REVENUE COMPARISON
GENERAL FUND**

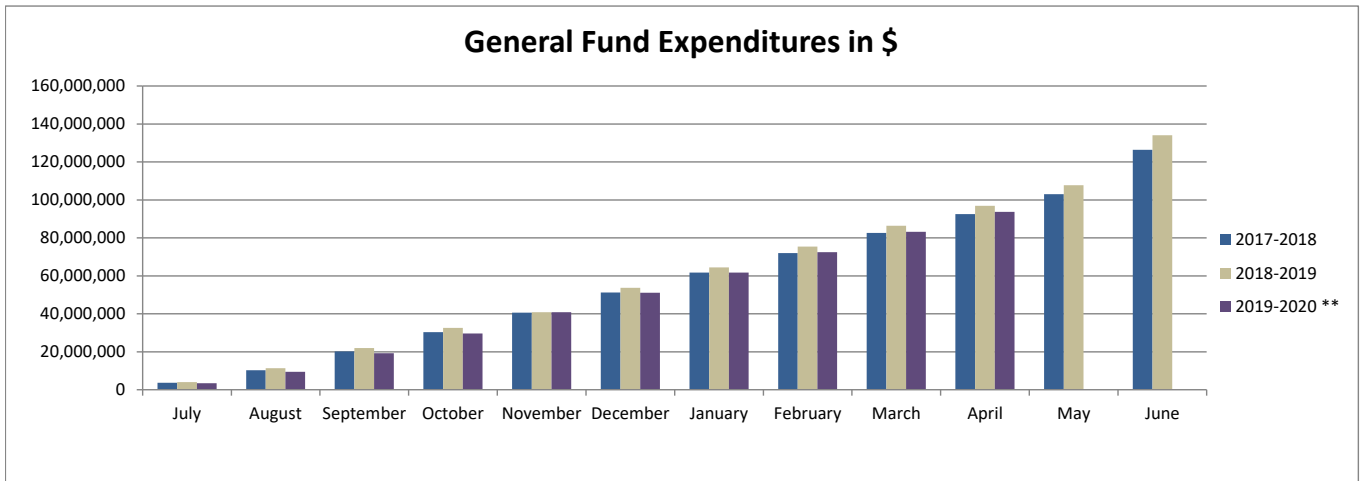
	2017-2018		2018-2019		2019-2020 **	
	\$	%	\$	%	\$	%
July	2,439,823	1.92%	3,049,011	2.40%	2,952,734	2.26%
August	19,160,640	15.07%	17,467,026	13.74%	17,728,648	13.58%
September	28,923,752	22.75%	26,603,063	20.93%	27,029,203	20.70%
October	41,294,231	32.48%	40,148,304	31.58%	40,938,397	31.35%
November	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%	71,314,068	54.62%
February	80,085,405	63.00%	81,874,274	64.41%	81,209,376	62.20%
March	92,606,670	72.85%	94,812,594	74.58%	94,513,287	72.38%
April	105,226,923	82.78%	107,566,443	84.62%	106,845,882	81.83%
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%
BUDGET	126,406,866	100.00%	127,122,457	100.00%	130,570,739	100.00%



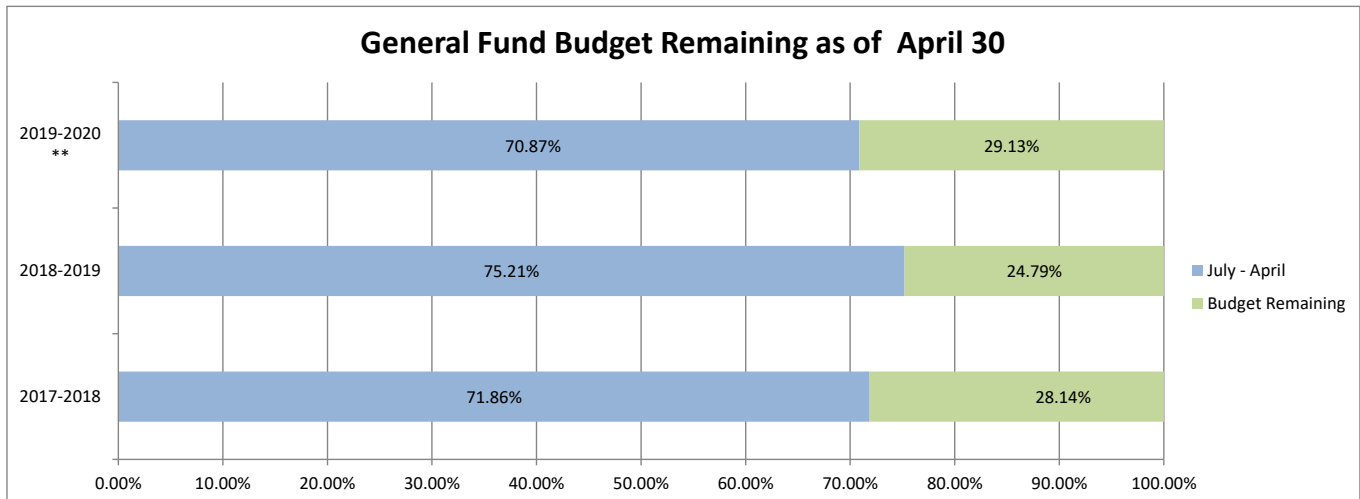
** The year to year comparison will vary due to the timing of the reversal of prior year accruals and based on timing of financial activity, monthly figures are subject to change

**EXPENDITURE COMPARISON
GENERAL FUND**

	2017-2018		2018-2019		2019-2020 **	
	\$	%	\$	%	\$	%
July	3,704,721	2.88%	4,062,789	3.16%	3,459,750	2.62%
August	10,272,961	7.98%	11,344,843	8.81%	9,441,001	7.14%
September	20,165,861	15.66%	22,000,174	17.09%	19,265,260	14.57%
October	30,322,535	23.55%	32,530,513	25.26%	29,649,350	22.43%
November	40,577,389	31.51%	40,831,427	31.71%	40,840,463	30.89%
December	51,240,711	39.80%	53,644,305	41.66%	51,112,023	38.66%
January	61,706,044	47.92%	64,422,832	50.03%	61,713,302	46.68%
February	72,026,300	55.94%	75,366,706	58.53%	72,492,056	54.83%
March	82,606,811	64.16%	86,317,866	67.04%	83,160,132	62.90%
April	92,530,566	71.86%	96,837,872	75.21%	93,699,126	70.87%
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%
BUDGET	130,846,390	100.00%	128,759,941	100.00%	132,208,436	100.00%



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





**Agenda IV.A.6.
June 18, 2020**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Stephanie White, director of student support services

Date: June 11, 2020

Re: Policy 615

Recommendation: that the Board of Education approves nonsubstantive changes to Policy 615: *Testing Accommodations, Modifications and Exemptions for IEPs, Section 504 Plans and LEP Students.*

Updated URL for the "Procedures Manual for the Minnesota Assessments." Change suggested by Minnesota School Boards Association and reviewed by the Policy Review Committee on June 9, 2020.

Adopted: 9/14/2017
Reviewed: ~~8/24/2017~~/18/2020
Revised:
Rescinds:

615 TESTING ACCOMMODATIONS, MODIFICATIONS, AND EXEMPTIONS FOR IEPs, SECTION 504 PLANS, AND EL STUDENTS

[Note: In 2013, the Minnesota legislature modified state graduation requirements by making the Graduation-Required Assessments for Diploma (GRAD) tests optional for school districts. A district may decide whether individual students will meet graduation assessment requirements by meeting the GRAD requirements in reading, mathematics, and written composition; by taking the WorkKeys job skills assessment, the Compass college placement test, the ACT assessment for college admission, or a nationally recognized Armed Services Vocational Aptitude Battery test (ASVAB); or by receiving a score on an equivalent assessment. Refer to the Minnesota Assessment System and Requirements Changes 2014-2017 document, which is posted to the Test Administration page of the Minnesota Department of Education (MDE) website. While a district may choose not to include GRAD retests on the testing calendar, an individual student who requests a GRAD retest must be provided the opportunity to retest.]

I. PURPOSE

The purpose of the policy is to provide adequate opportunity for students identified as having individualized education program (IEP), Rehabilitation Act of 1973, § 504 (504) accommodation, English Language (EL) needs to meet the graduation requirements of basic skills testing and graduation-required assessments for diploma (GRAD) tests.

II. GENERAL STATEMENT OF POLICY

A. The school district will utilize the existing annual review of IEPs or 504 accommodation plans to review, on a case-by-case basis, the extent of student participation in basic skills testing and GRAD testing. For students subject to GRAD testing, the student's IEP or 504 accommodation plan must identify one of the following decisions for each subject area of GRAD:

1. the student is expected to achieve the statewide standard with or without testing accommodations resulting in a "pass" or "p" notation on the record when achieving a passing score; or
2. the student is expected to achieve the statewide standard at an individually modified level of difficulty, resulting in a "pass" or "p" notation on the record when achieving the modified level. A Minnesota alternative assessment must be used when an IEP team chooses to replace the GRAD. Adoption of modifications for a student must occur concurrently with the adoption of transition goals and objectives as required by Minn. Stat. § 125A.08(a)(1). The IEP or 504 accommodation plan must define an

appropriate assessment of the statewide standard at a modified level of difficulty. Achievement of the individually modified standard shall be certified only through documented student performance of the defined assessment.

Students subject to GRAD testing also must be tested under standard conditions as specified by the developer of the test except those students whose IEP or 504 accommodation plan specifies other decisions consistent with the above stated requirements.

- B. Students with EL needs must be identified and accommodations made for students subject to basic skills testing. Students subject to GRAD testing are required to pass the GRAD if they have been enrolled in any Minnesota school for at least four consecutive years. An English language (EL) student who first enrolls in a Minnesota school in grade 9 or above who completes the coursework and any other state and district requirements to graduate within a four-year period is not required to pass the GRAD.

III. DEFINITION OF TERMS

See the current information about statewide testing by the Minnesota Department of Education and available through minnesotapearsonaccessnext.com.education.state.mn.us/MDE/dse/test/.

IV. GRANTING AND DOCUMENTING ACCOMMODATIONS, MODIFICATIONS, OR EXEMPTIONS FOR BASIC SKILLS AND GRAD TESTING

See Chapter 5 of the current “Procedures Manual for the Minnesota Assessments.”

V. RECORDS

All test accommodations, modifications, or exemptions shall be reported to the School District Test Administrator. The School District Test Administrator shall be responsible for keeping a list of all such test accommodations, modifications, and exemptions for school district audit purposes. Testing results will be documented and reported.

Legal References: Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 125A.08(a)(1) (Individualized Education Programs)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)

Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

- Cross References:*** Burnsville-Eagan-Savage School District Policy 104 (School District Mission Statement)
Burnsville-Eagan-Savage School District Policy 601 (School District Curriculum and Instruction Goals)
Burnsville-Eagan-Savage School District Policy 613 (Graduation Requirements)
Burnsville-Eagan-Savage School District Policy 614 (School District Testing Plan and Procedure)
Burnsville-Eagan-Savage School District Policy 616 (School District System Accountability)



**Agenda IV.A.7.
June 18, 2020**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Abigail Alt, Board Chair

Date: June 15, 2020

Re: School Board-Superintendent Communication Practices

Recommendation: that the Board of Education approves the School Board-Superintendent Communication Practices document.

School Board-Superintendent Communications Practices

Philosophy/Purpose Clear and timely communication between members of the Board of Education and the Superintendent is essential to a productive working relationship by establishing trust and ensuring all parties are listened to, informed and prepared to be effective.

Clearly defining communications procedures, as well as roles and responsibilities, will help reduce confusion and the potential for misinformation or conflicting information to be shared to other parties, including district leadership, staff and community members. Additionally, it will help support Board Members in their role of Governance and support the Superintendent to provide leadership and supervision for the school district.

Goals of these Communications Protocols

- Clearly define roles and expectations for two-way communication between Board Members and the Superintendent
- Set expectations for communication involving Board Members and district staff
- Ensure clear and consistent two-way communication

Values In working together for District 191, Board Members and the Superintendent will model the District 191 Values as outlined in the Strategic Plan.

- Expectations: I will set a high bar for myself and others in learning, behavior, commitment to do one's best and service to others and community.
- Respect: I will honor the uniqueness of myself and others.
- Integrity: I will do the right thing...even when no one is looking.
- Partnership: I will engage in relationships and action which empowers learning for ALL.

Guiding Principles of Board/Superintendent Communication

- We will speak with one voice.
- We will value and respect the unique and distinct roles of the Board and the Superintendent.
- We will communicate positively about each other, staff and District 191 as a whole.
- We will advocate for District 191 and public education.
- We will strive to have no surprises by communicating regularly and clearly.

Legal Requirements The Board and Superintendent will follow all applicable state laws concerning open meetings.

Roles and Responsibilities As a body of elected officials, the Board as a whole represents the community at large and has the responsibility to oversee the operation of the school district,

through the Superintendent.

Board Members:

- Speak with one voice, communicating the decisions of the Board with support from the Superintendent and advocating for District 191 schools.
- Work together, taking recommendations from the Superintendent, to establish district policy, adopt the district budget, and conduct district business as outlined in policy and state statute.
- Work together to provide direction to and review the work of the Superintendent.
- Represent the voice of the community through constituent relations, including by bringing concerns of community members and staff, as detailed below.
- Supports publicly the work of the district and communicates the value of District 191 schools and programs.

Board Chair:

- Serves as a liaison between the Board and the Superintendent.
- Works with the Superintendent to establish their individual responsibilities in keeping the full board informed.
- Works with the Superintendent to set meeting agendas, as outlined by Policy.
- Works with the Superintendent and Director of Communications to act as primary spokesperson for the Board with the media.

Superintendent:

- In consultation with the Board Chair, establishes and reviews these communications protocols.
- Schedules meetings with individual board members.
- Provides information requested by board members, as outlined in these protocols.
- Works with the Board Chair to set meeting agendas, as outlined by Policy.
- Superintendent's Designee: The Superintendent emails Chair and Vice Chair when designating a member of her Leadership Team to act as her designee or back-up. The Superintendent copies the designee in the email, ensuring that Chair and Vice Chair receive the designee's contact information. A designee is needed when the Superintendent is not available to fulfill her responsibilities as Superintendent as outlined by her employment contract and by this document.
- Where work and/or conversations are not time sensitive or do not stem from an emergency, the Superintendent or her designee and Board Chair (or Vice Chair, when Board Chair is unavailable) will respond to communications as soon as is reasonably possible, either by sharing information by email, or by establishing a mutually agreeable time via text to meet or talk by phone.

Regular Communication

Weekly email: The Superintendent will provide a weekly update to Board Members via email. The weekly update will include issues selected by the Superintendent as important, updates requested by the Board, and information from members of the Superintendent's leadership team. Board Members are expected to check emails in a timely manner. The executive assistant to the superintendent will provide a weekly update for calendar invites and events to board members.

One-on-one meetings: The Superintendent will meet regularly with individual Board Members to provide information, hear and answer questions or concerns, and conduct business (e.g. setting agendas or scheduling meetings), as needed. At the Superintendent's discretion, she will send a follow-up email to all Board Members as a response to specific requests/questions.

Board work sessions: The Board Chair and Superintendent may schedule work sessions for the Board where topics of particular importance can be presented and discussed in depth. In general, staff participation at these meetings will be limited to presenting information and answering questions.

Regular Board Meetings: As scheduled by the Board each year, the Board will hold regular meetings for conducting district business and receiving informational reports. Agendas will be set by the Superintendent and Board Chair. Documents for Board meetings will be available to Board Members per policy.

Board Members are asked to submit questions about materials in advance, so they can be answered before the meeting. Questions related to board materials are ideally submitted by Monday noon prior to the regular board meeting, and staff will respond by 4:30 pm Wednesday. Questions received after Monday noon will be answered as soon as is reasonably possible. Board Members may still choose to ask their question(s) at the meeting, if they feel there is a benefit to the answer being shared in a public forum.

Communication with Staff In general, Board Members should make requests for information to the Superintendent, who will determine the appropriate method for responding to those requests.

The Board and its members will not issue directives to staff except through the Superintendent or the Superintendent's designated representative(s). Regarding staff presentations in Boardbook, suggestions for revisions and questions should be sent to the staff member, direct supervisor and Superintendent if the staff is not a member of senior leadership team.

Individual Board Members will not request reports or compilation of materials from staff that involves significant work time unless the majority of a Board Committee or the Board as a whole

reached consensus on the preparation of the report. For individual requests, the superintendent will work with the individual board member to better understand scope and expectations of the inquiry, and will coordinate with the Board Chair on a response.

Emergency/Crisis Communication In the event of an emergency/event, the Superintendent will ensure that all Board Members are aware of the situation as soon as possible, providing details that are available. In general, this information will be provided by email, with a text notification being sent by the Superintendent to bring Board Members' attention to the email.

- When work is either time sensitive (as it relates to health and safety), or represents an emergency situation, the Superintendent (or Superintendent's designee) and Chair (or Vice Chair, when the Chair is not available) will acknowledge communications by text within two hours and at the very least, will establish a mutually agreeable time to meet or talk. When the event occurs overnight, these same communications happen as soon as possible in the morning.

After the initial alert is shared with the full BOE, formal Communications process for notification is Chair, BOE, staff, then students/families. This helps ensure that Chair and BOE is informed and can provide last minute feedback on planned communications outside of BOE. More importantly, it ensures full board support of the superintendent in formal, external communications to our school community.

As needed subsequent updates on the emergency situation may be provided by the Communications Director or other staff members, as requested by the Superintendent.

Community Relations Members of the Board will refer all personal appeals, applications, complaints, and other communications concerning the administration of the school district to the Superintendent or his or her designated representative(s) for investigation and report to the Board Member.

Board Members will encourage staff and community members to follow the chain of command, bringing their complaint or concern to their teacher, principal, Supervisor and/or Superintendent, as appropriate.

Responses to community members will be provided by the Board Chair, in consultation with the Superintendent and appropriate staff. With regard to parent communications, when receiving emails that are unique and personal to the academic experiences of a particular student or family, the Superintendent will work with appropriate staff to provide an initial (and likely more technical) response. The Board Chair will follow up with a general response to the parent on behalf of the school board.



**Agenda IV.B.1.
June 18, 2020**

To: Members, Board of Education

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

Date: June 18, 2020

Re: Award the Contracts for Property, Casualty and Liability Insurance for 2020-2021

RECOMMENDATION: That the Board of Education approves the contracts for property, casualty and liability insurance for the 2020-2021 year with Affiliated FM Insurance Company; American Alternative Insurance Company; National Union Fire Insurance Company Pittsburgh PA; Auto-Owners Insurance Company; Admiral Insurance Company; and Beazley Insurance Company.

	<u>Amount</u>	<u>Insurer</u>
Package Policy	\$234,012	Affiliated FM Ins. Co.
Real, Personal Property & Extra Expense, Inland Marine Property Deductible \$25,000		
General Liability - \$1,000,000	58,246	American Altern. Ins. Co.
Automobile - \$1,000,000	14,820	American Altern. Ins. Co.
Umbrella - \$4,000,000	20,249	American Altern. Ins. Co.
Crime	6,705	National Union Fire Ins. Co.
School Leaders Legal Liability	34,474	American Altern. Ins. Co.
Environmental Impairment	6,085	Admiral Ins.
Flood	1,505	Auto Owners
Cyber Risk	11,310	Beazley Ins. Co.
<hr/>		
Total	\$387,406	

The agent of record remains Kraus-Anderson Insurance. The premiums listed above are approximately \$32,652 higher than the 2019-2020 school year. This increase equates to 9.2% increase in premiums as compared to 2019-2020.

I recommend approval of the contracts for property, casualty and liability insurance for the 2020-2021 year.



**Agenda IV.B.2.
June 18, 2020**

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

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

Date: June 11, 2020

Re: Establish Fiscal Year 2020 Committed Fund Balance

RECOMMENDATION: that the Board of Education approves the commitment of fund balance for Fiscal Year 2020 to include fund balance resulting from carryover funds, Student Activity Funds and ProPay funds.

The Fund Balance Policy 714 revised March 10, 2016 follows GASB Statement No. 54 which allows for the highest decision-making authority of a government, our Board of Education, to commit fund balance for a specific purpose by taking action prior to year end while amounts can be determined in a subsequent period. Commitments would be calculated as follows:

Carryover Funds: Calculated with revenues generated by department, area or site plus any unspent expenditure budget, including any multi-year grants/donations, as audited.

Student Activity Funds: Calculated with revenues generated by Activity Fund less expenditures, and adjustments between accounts as necessary added to the beginning fund balance as audited.

ProPay Funds: Calculated with dedicated revenues unspent, as audited.



Future Ready. Community Strong.

**Agenda IV.B.3.
June 18, 2020**

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

FROM: Lisa Rider, Executive Director of Business Services

DATE: June 5, 2020

RE: Approve FY2020-2021 Adopted Budget

RECOMMENDATION: That the Board of Education approves the 2020-21 Adopted Budget providing all funds’ revenues of \$175,070,662 and all funds’ expenditures of \$175,489,038.

Below is a summary of the proposed 2020-2021 Adopted Budget for your review. A full summary of the General Fund budget units and the assigned staffing are attached for review prior to action for adoption at the board meeting on June 18, 2020.

<u>Fund</u>	<u>Adopted FY21 Revenue</u>	<u>Adopted FY21 Expenditure</u>	<u>Inc (Decr) to Fund Balance</u>
General	\$ 126,834,491	\$ 127,825,136	\$ (990,645)
Food Service	5,549,155	5,691,248	(142,093)
Community Service	6,397,417	6,396,560	857
Capital Projects	30,000	170,000	(140,000)
Debt Service	11,802,599	11,603,819	198,780
Total Governmental	150,613,662	151,686,763	(1,073,101)
Trust & Custodial	920,000	934,616	(14,616)
Internal Service	23,537,000	22,867,659	669,341
All Funds	\$ 175,070,662	\$ 175,489,038	\$ (418,376)

The 2020-2021 Budget was prepared in accordance with the following Board of Education decisions. The parameters used to develop the budget are detailed in the presentation materials and are essentially as follows:

1. General education funding, on a per pupil basis, was increased to \$6,567 per adjusted pupil unit, per legislation.
2. Elementary class sizes district-wide averaging 25.5:1 (resulting from a range of class sizes of 20-32 depending upon grade level) and secondary class sizes averaging

around 36-39:1 before considering additional supports within the building. For example, at BHS, student to classroom plus support staff calculates out to 17:1.

3. Enrollment decreased with estimates based on projected end of year Early Childhood through grade 12 average daily membership of 8,327 for 2019-2020 and 7,887 for 2020-2021, a decrease of 440 average daily memberships.
4. An estimated \$437,191 reduction in Health Insurance costs across the operating funds is included as a result of the OPEB Trust implicit rate contributions.
5. There is a 2.75% increase in 2020-2021 health insurance premium costs for self-insured employee health benefits, and a 1% increase in 2020-2021 dental insurance premium costs.
6. The projected Unassigned Fund Balance for the General Fund is 6.86% and includes restricted and committed fund balances in the areas of: Area Learning Center, Capital, program carryover, Student Activities, and ProPay. This projected Unassigned Fund Balance is below the defined minimum unassigned general fund balance of 8% of general fund expenditures as outlined in board policy 714. Approval of this Proposed FY21 Adopted Budget will waive the defined minimum fund balance stated in board policy. The FY21 projected Unassigned Fund Balance reflects a reduction in fund balance due to expenditures exceeding revenues by \$990,645.

This adopted budget will be revised later in the 2020-2021 year to adjust for actual data relating to COVID-19 FY20 and FY21 impacts as known, federal updates, enrollment, staffing, audited fund balances, etc.

Prior to June 30, 2020 the board will need to define what fund balances they would be committing for 2019-2020 year. Additionally, prior to November 30, 2020 the board will need to approve through board resolution any fund balance transfers to be used to cover COVID-19 costs for FY20. Both fund balance calculations will impact the FY21 Beginning Fund Balances.

GENERAL FUND

Overview

This budget utilizes the option of spending down the existing fund balance over the option of reducing expenditures potentially impacting programming that is critical to the execution of Vision One91.

Following is a list of the most significant assumptions used in developing the revenue budget:

Basic Allowance

The basic funding allowance is \$6,567 per pupil unit.

Special Education

Special education categorical aid has been adjusted considering the special education funding and will continue to be monitored for needed adjustments at budget revision. This is an area of particular concern as the ceiling included in the revenue calculation limits the

amount of additional expenditures which are reimbursed. The formula has been adjusted legislatively to address this concern of many districts.

Referendum

The district's referendum authority of 2020-2021 is a combined \$1,779.50 per adjusted pupil unit prior to local optional allowance of \$424 reflecting the equivalent amounts approved by the voters in November 2011 and November 2017. Total referendum revenue adjusts each year in direct proportion to adjusted pupil units served. Estimated referendum revenue, including the local optional allowance, for the 2020-2021 year is approximately \$21.5 million, or roughly 17% of the total General Fund revenues.

Alternative Teacher Compensation

Alternative Teacher Compensation revenue of approximately \$2.37 million is included in the 2020-2021 budget per the ProPay plan agreed to between the Board of Education and Burnsville Education Association.

Compensatory and English Learners

Compensatory and English Learner revenue of approximately \$9.8 million is included and a priority is placed on covering costs of English Learner staff at all buildings. The degree of services needed by English Learners vary and our assessment of students and the responding services will fluctuate. The remainder of this funding continues to be dedicated to providing educational programs for at risk students through various district initiatives.

Enrollment

Enrollment is a crucial factor in determining a school district's revenue because most funding formulas are student based. Both the closure of schools and the COVID-19 impact has been considered in determining the enrollment estimate use for the 2020-2021 Adopted Budget. The 2020-2021 adopted budget assumes a decline in estimated EC-12 enrollment from an estimated 8,327 students (Average Daily Membership) in 2018-2019 to 7,887 in 2020-2021. Enrollment uncertainty creates the potential for significant increases or decreases in student-based revenue. This assumption will need to be re-evaluated when the October 1, 2020, enrollment is known and the retention factor for 2020-2021 is determined. With each student generating approximately \$11,805 in revenue, a small deviation in enrollment can produce a significant change in revenue.

Revenue Restrictions

Restrictions on the use of general education revenue are offset with dedicated revenue. The following are restrictions imposed on general education revenue in 2020-2021:

Basic Skills(Compensatory, English Learners)	Operating Capital
Learning & Development	Area Learning Center
Gifted & Talented	Alternative Teacher Compensation
Achievement and Integration	Staff Development
	Long-Term Facility Maintenance

Operating Capital Expenditures

Operating Capital expenditures are budgeted in the General Fund but are supported by revenue that is dedicated to this purpose. Operating Capital expenditures included in this budget amount

to approximately \$3 million. Every effort will be made to maximize the use of the capital funds over general funds where possible.

Long-Term Facilities Maintenance Revenue

Since 2016-2017, the Long-Term Facilities Maintenance Revenue that rolls together the health and safety and the alternative facility projects is utilized within the general fund for health and safety and deferred maintenance projects. Both revenue and expenditures for projects must be recorded in the general fund for any projects funded by the Long-Term Facilities Maintenance Revenue.

Technology Capital Projects

Since the 2016-2017 school year the Capital Tech Levy has generated approximately \$2.5 million annually for the purpose of technology within our district. These funds have allowed our technology budget to increase to just over \$5 million. At our High School level this includes a 1:1 Chromebook deployment implemented in the fall of 2016. Middle School level 1:1 Chromebook deployment was implemented in the fall of 2017. At the elementary levels, digital learning specialists are at every school for student instruction in technology. During the fall of 2018, a tiered rollout of Chromebook deployment in our elementary schools was implemented. Given the completion of our initial rollout, the technology plan for the 2020-2021 budget calls for replacement devices across grade levels; continued infrastructure upgrades; and continued maintenance of licensed software used in the instruction of our students. 2020-2021 budget includes a concerted effort to ensure our K-3 grades have 1:1 allowing for equitable availability of devices for all students for use in distance learning as needed, particularly given COVID-19.

Student Transportation

The student transportation budget is based on current service levels and reflects the most recent contract entered into with Schmitt and Sons, including a 1.50% rate increase in 2020-2021 per the contract.

Site Based Budgeting

The closure of two elementary buildings and one middle school has been incorporated in the site based budgeting. A large portion of the operating budget is expended at the site level based on ranges of class sizes determined by Principals and other Administrators in the staffing process. Instructional budgets, while determined on a uniform basis across the district, are distributed among various accounts and programs at the school building level. Limited unspent budget balances at the end of a year in school accounts are carried forward to the succeeding year provided the Board continues to commit the related fund balance.

FOOD SERVICE

The Food Service Fund budget shows a slight decrease to fund balance estimated at (\$142,093) for the 2020-2021 year. The lunch prices incorporated into this budget for 2020-2021 will be the same as they have been for the 2019-2020 year: \$2.80 for elementary, \$2.90 for middle school and high school students, and \$4.10 for adults. Breakfast is \$1.60 for all students and \$2.20 for adults. Milk prices will remain at \$0.50.

COMMUNITY EDUCATION

The Community Service Fund shows a very slight increase to the fund balance of \$857. Community Education has been designing programs and offerings around a population that has fewer discretionary dollars to spend and yet require greater services. The impact to the Community Education Service fund is not included in assumptions of projected fund balances at the time of the Adoption of the FY21 Budget.

The addition of the Partners Achieving Learning Success (PALS) program and Burnsville Youth Collaborative (BYC) are deliberate programmatic options to provide access to high quality academic and enrichment experiences at no cost to participants. Voluntary Pre-Kindergarten (VPK) is yet another example of the response to an opportunity that puts students in classrooms for a quality learning experience at no cost to families.

These and many other measures are aimed at providing access while acknowledging the need to ensure that the revenue stream can support the department as a whole and still provide high quality opportunities for our entire community.

CAPITAL BUILDING PROJECTS

The Capital Building Projects Fund now only includes Vision One91 referendum building project funds unspent. These projects utilize the bond proceeds received in May, 2015 as a result of the Vision One91 referendum approval in February, 2015. Of the \$65 million bond issuance, approximately \$1.9 million is projected to be remaining. These dollars continue to be used for safety and security measures related to all schools and within the scope of the original Vision One91 approved building project.

DEBT REDEMPTION

The Debt Redemption Fund is used to record revenues and expenses relating to principal and interest on bonded debt. These funds are dedicated to debt redemption and cannot be used for any other purpose.

FORMAT

Attached is the General Fund budget broken into budget units and a list of employees for each budget unit. This format will allow for a greater understanding of what is included in our entire General Fund budget.

SUMMARY

This budget was developed in accordance with direction provided by the Board of Education. This budget does not assume a distance learning approach for the 2020-2021 school year. Should that be a necessity, adjustments to the FY21 Adopted Budget will be necessary once we know what Fall 2020 will require. There is potential for significant change as actual enrollment and staffing patterns are recognized. Our reality is that there are constant changes to staffing assignments as we adjust our staffing to best serve our student's needs. Therefore, much of the staffing details will change but overall the number of positions approved by the board to fulfill its' mission will remain within the guidelines of the proposed budget. The proposed adopted budget aligns with earlier projections.



**BURNSVILLE-EAGAN-SAVAGE
SCHOOL DISTRICT 191
ADOPTED BUDGET 2020-2021**

Future Ready. Community Strong.

Adopted Budget – Overview 2020-2021

- Proposed Budget for All Funds
- Based on Board of Education Parameters
- Incorporates Budget Unit Breakdown

Adopted Budget – Overview 2020-2021 (cont'd)

- Represents best estimate of revenues & expenditures
- Subject to revisions
- Board to take action June 18, 2020
- MN Statute requires annual adoption by July 1

Budget Process

- Integrated Action Plan
 - Passage of Levy Referendum
 - Closure of three schools for FY21
 - Pathways Schools for our elementary school in Fall 2020
 - Budget Adjustments for Adopted FY21

Budget Process

➤ Board Meetings

- December 19, 2019
- January 9, 2020
- March 12, 2020
- April 9, 2020

➤ Board Workshops/Retreat

- Workshop January 23, 2020
- Workshop March 13, 2020
- Workshop March 19, 2020
- Workshop March 31, 2020
- Workshop April 7, 2020
- Retreat May 7, 2020

Budget Process

- Input Teams/Processes
 - November Executive Leadership Deep Dives for budgets and processes
 - January 22, 2020 Principals and Directors reviewed Budget 101 communication
 - February 5, 2020 Principals and Directors Budget FY21 discussion
 - February-March Principals conducted Staff and Public Budget 101 meetings
 - Beginning, February 10, 2020 through March 3, 2020 Executive Leadership met five times to review and revise drafts of potential adjustments to develop budget assumptions for FY21

Budget Process (cont'd)

- Input Teams/Processes (cont'd)
 - March 4 Principals and Directors review of Proposed Budget FY21
 - Beginning March 13, 2020 online input form opened until April 5, 2020
 - Various staff meetings; Principals, Department Heads met with HR and Finance on staffing and non-staff budgets
 - Administration completed line item budget including known staffing assumptions as well as adjusting for other known items.

2020-2021 Adopted Budget Change In Fund Balance

Fund	PROJECTED FUND BALANCE 6/30/2020	REVENUE	EXPENDITURE	PROJECTED FUND BALANCE 6/30/21
General	\$ 14,498,324	\$ 126,834,491	\$ 127,825,136	\$ 13,507,679
Food Service	871,421	5,549,155	5,691,248	729,328
Community Service	429,789	6,397,417	6,396,560	430,646
Capital Projects	1,036,415	30,000	170,000	896,415
Debt Service	891,085	11,802,599	11,603,819	1,089,865
Trust & Custodial	230,447	920,000	934,616	215,831
Internal Service	23,439,152	23,537,000	22,867,659	24,108,493
All Funds	\$ 41,396,633	\$ 175,070,662	\$ 175,489,038	\$ 40,978,257

Enrollment History & Projections EC-12 2017 – 2021

Note enrollment totals are based on Average daily Membership (ADM) Served

Year	Total	Change
2016-17 Actual	9,114	-7
2017-18 Actual	8,833	-281
2018-19 Actual	8,672	-161
2019-20 Estimate	8,327	-345
2020-21 Estimate	7,887	-440

General Fund Assumptions Staffing Ratios

	2016-17	2017-18	2018-19	2019-20	2020-21
Elementary	24.50	24.50	24.50	24.50	25.50
Middle School	33.00	33.00	33.00	35.00	36.00
Senior High	36.00	36.00	36.00	38.00	39.00

General Fund Assumptions 2020 - 2021

- General Education Formula - \$6,567
- Elementary class size targeted at 25.5:1
with a range of 20–32
- Secondary Class size targeted at 36-39:1
with a range based on subject

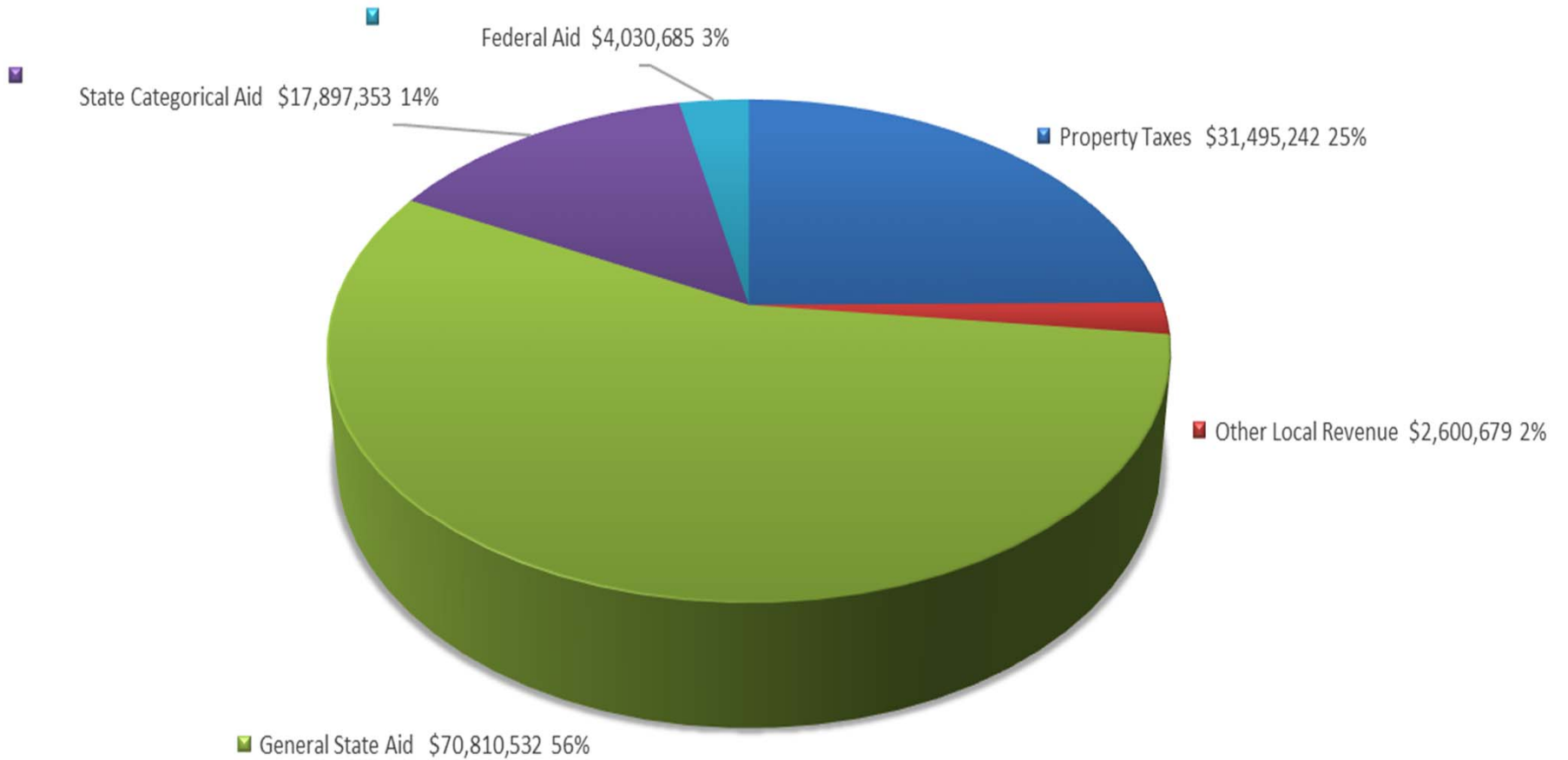
General Fund Assumptions (cont'd) 2020 - 2021

- Enrollment decrease of 440 students
- OPEB transfer to the operating funds of approximately \$437,191
- 2.75% increase in health insurance premiums and 1% increase in dental insurance premiums

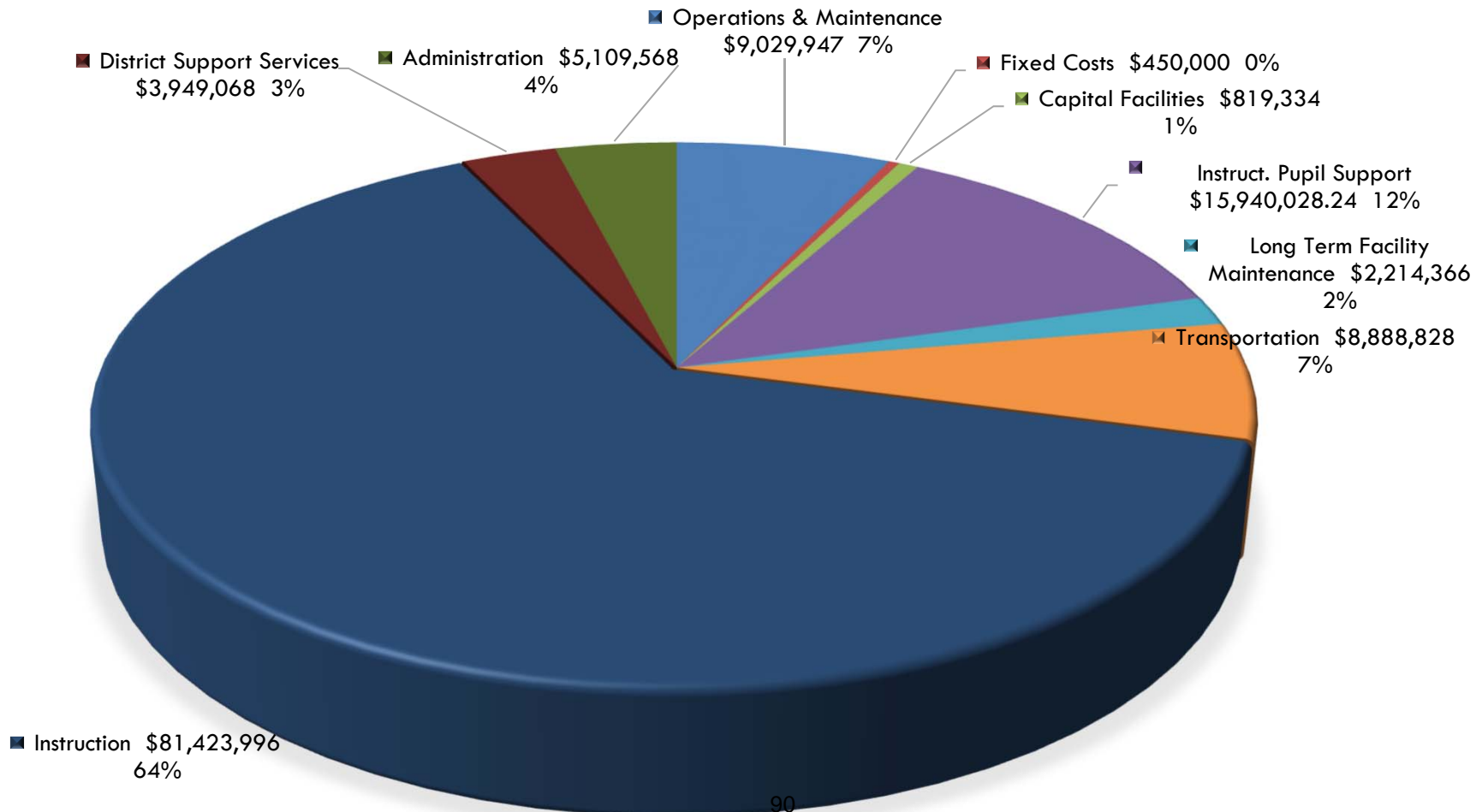
General Fund Budget Comparative Summary

	Adopted Budget 2019-20	Revised Budget 2019-20	Adopted Budget 2020-21
Total Beginning Fund Balance	\$ 13,440,818	\$ 15,284,401	\$ 14,498,325
Revenues	129,196,398	130,755,739	126,834,491
Expenditures	130,103,486	131,835,729	127,825,136
Variance (Revenues - Expenditures)	(907,088)	(1,079,990)	(990,645)
Total Ending Fund Balance	\$ 12,533,730	\$ 14,204,411	\$ 13,507,680
Breakdown of Fund Balance Categories			
Nonspendable	\$ 374,535	\$ 469,392	\$ 469,392
Restricted	2,831,580	5,255,973	3,170,301
Committed	1,248,175	949,880	1,096,765
Unassigned	8,079,440	7,529,166	8,771,222
Total Ending Fund Balance	\$ 12,533,730	\$ 14,204,411	\$ 13,507,680
 Unassigned Fund Balance %	 6.21%	 5.71%	 6.86%

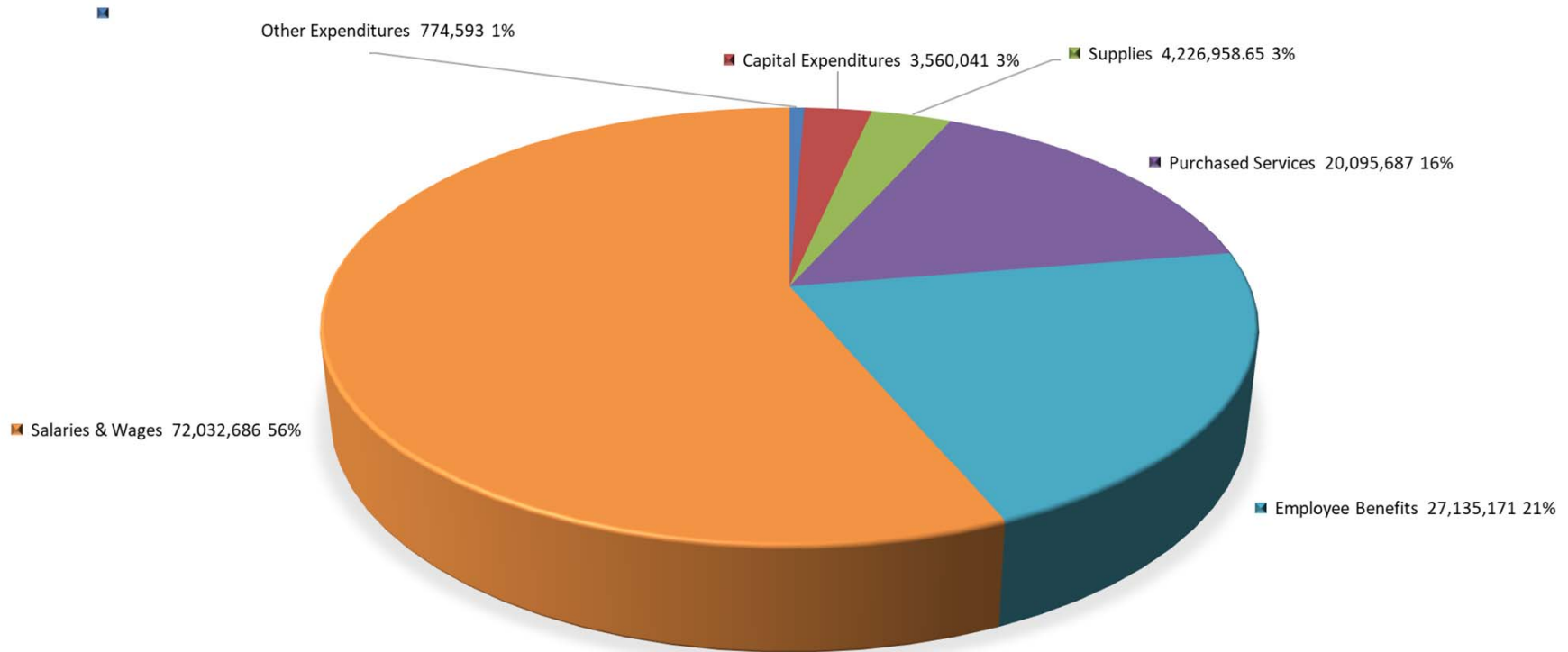
General Fund Revenue 2020-2021 Adopted Budget \$126,834,491



General Fund Expenditures by Program 2020-2021 Adopted Budget \$127,825,136



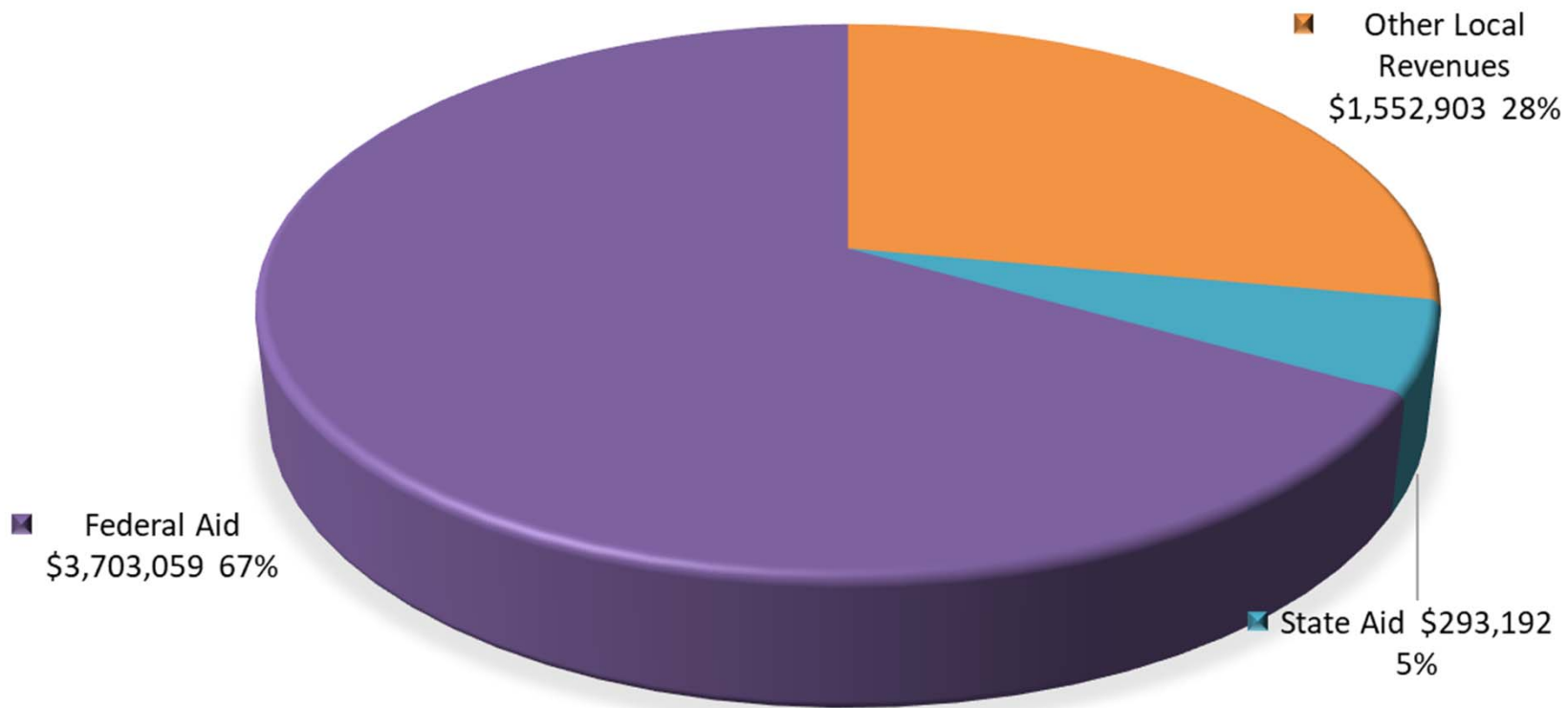
General Fund Expenditures by Object 2020-2021 Adopted Budget \$127,825,136



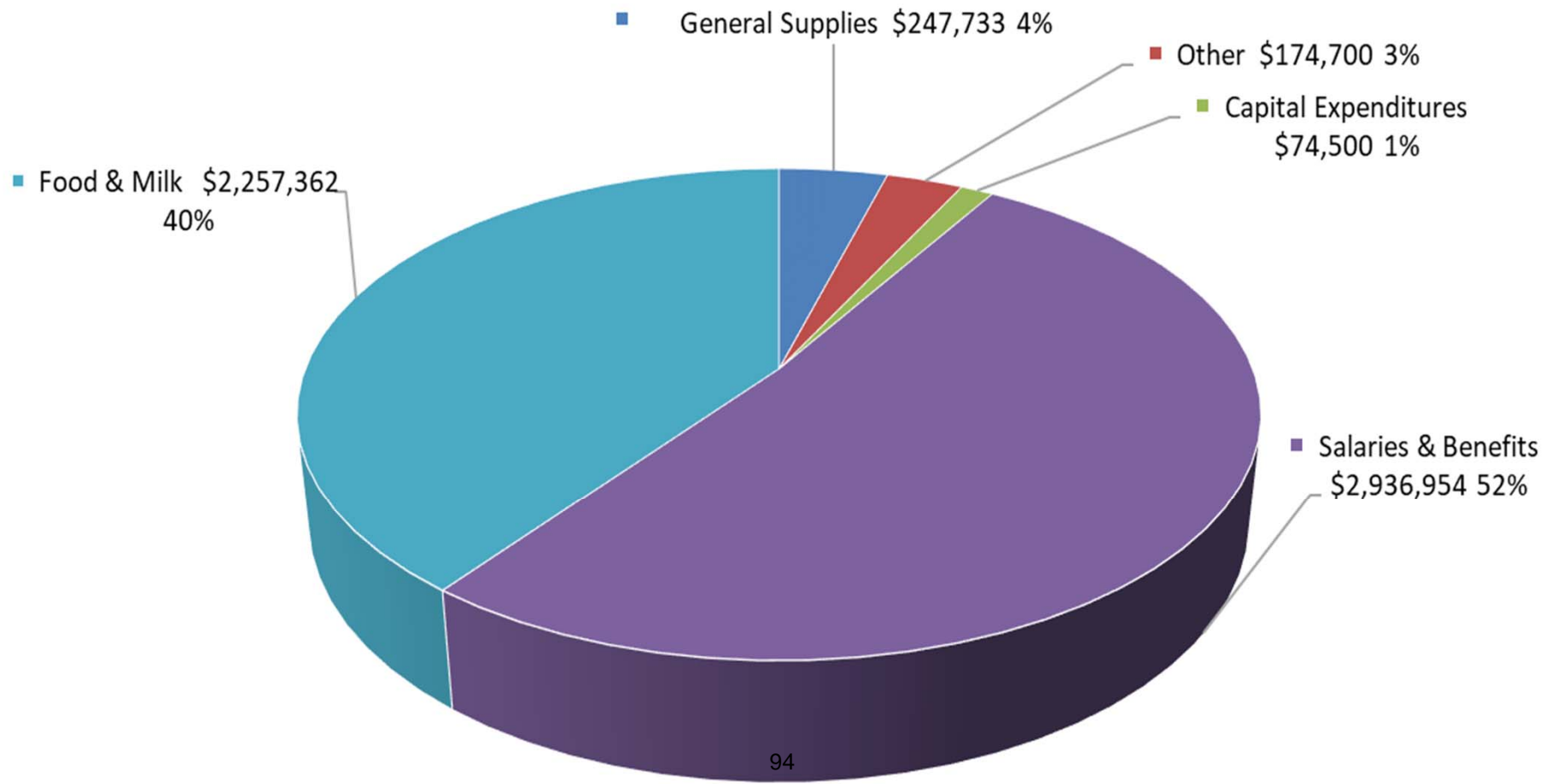
2020-2021 Adopted Budget Food Service Fund

Projected Beginning Fund Balance 6/30/20	\$	871,421
Revenues	\$	5,549,155
Expenses	\$	5,691,248
Net Change in Fund Balance	\$	(142,093)
Projected Ending Fund Balance 6/30/21	\$	729,328

**FOOD SERVICE REVENUE
2020-2021 ADOPTED BUDGET
\$5,549,155**



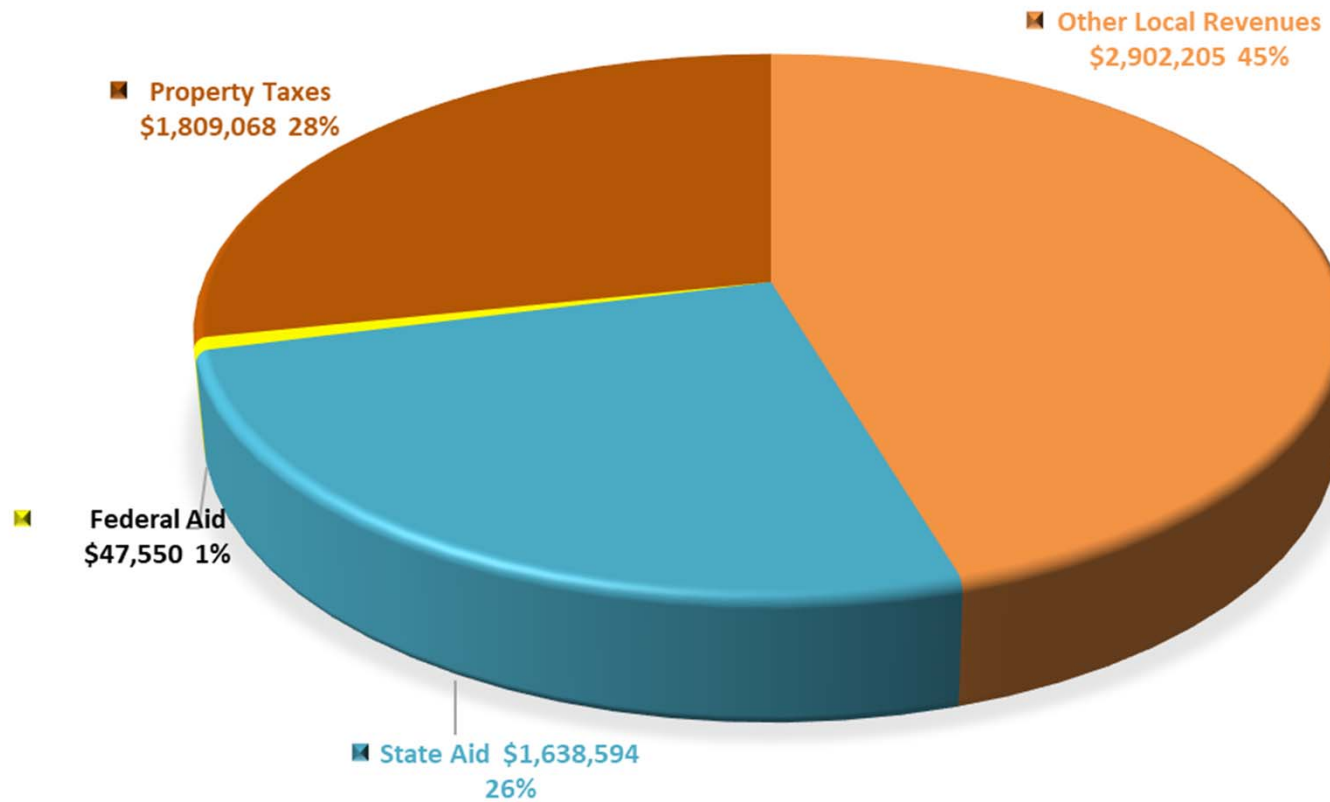
FOOD SERVICE EXPENDITURES BY OBJECT 2020-2021 ADOPTED BUDGET \$5,691,248



2020-2021 Adopted Budget Community Service Fund

Projected Beginning Fund Balance 6/30/20	\$	429,789
Revenues	\$	6,397,417
Expenses	\$	6,396,560
Net Change in Fund Balance	\$	857
Projected Ending Fund Balance 6/30/21	\$	430,646

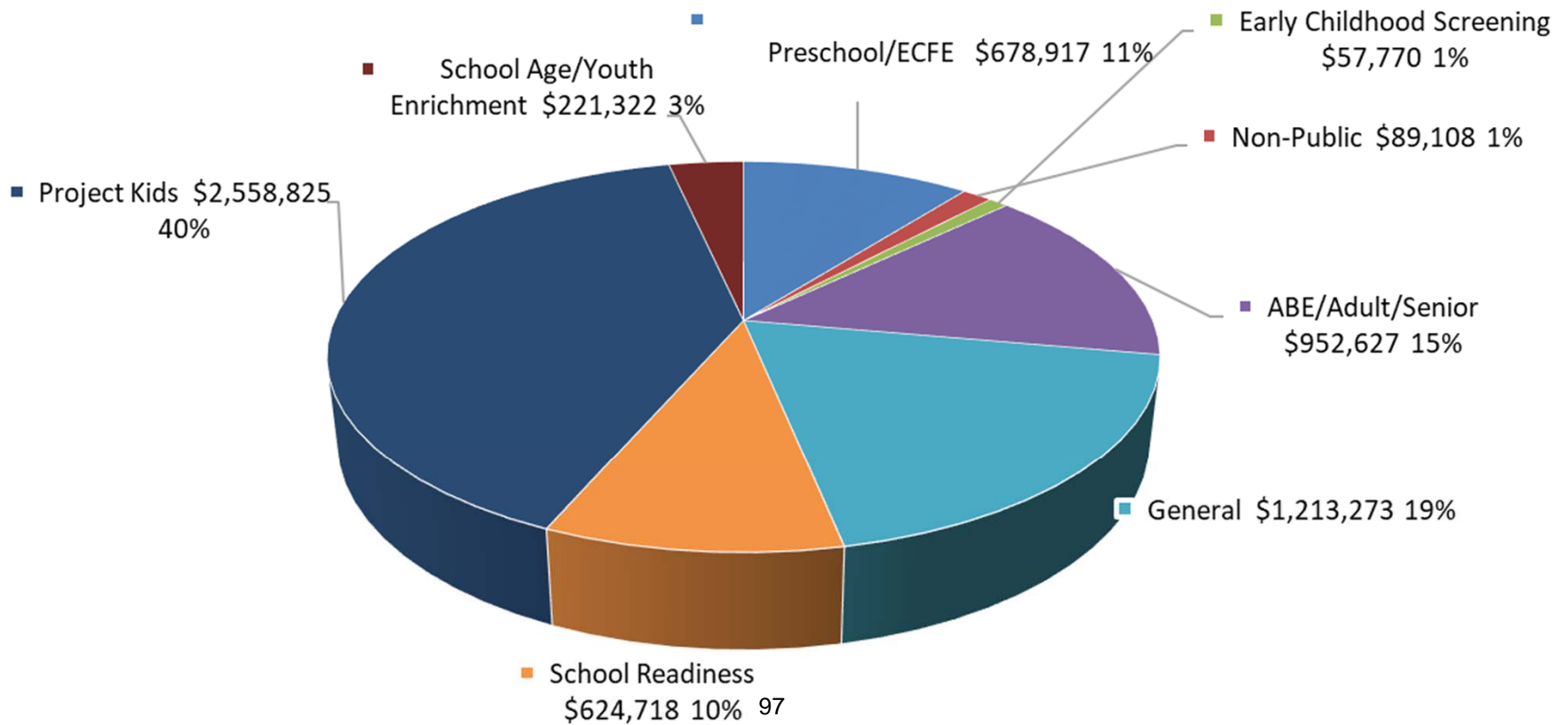
COMMUNITY SERVICE REVENUE 2020-2021 ADOPTED BUDGET \$6,397,417



COMMUNITY SERVICE EXPENDITURES BY PROGRAM

2020-2021 ADOPTED BUDGET

\$6,396,560



2020-2021 Adopted Budget Capital Project Fund

Projected Beginning Fund Balance*	\$	1,036,415
Revenues	\$	30,000
Expenses	\$	170,000
<hr/>		
Net Change in Fund Balance	\$	(140,000)
<i>* updated projected based on balances through June 2020</i>		
Projected Ending Fund Balance 6/30/21	\$	896,415

2020-2021 Adopted Budget Debt Service Funds

Projected Beginning Fund Balance 6/30/20	\$	891,085
Revenues	\$	11,802,599
Expenses	\$	11,603,819
<hr/>		
Net Change in Fund Balance	\$	198,780
Projected Ending Fund Balance 6/30/21	\$	1,089,865

Adopted Budget Next Steps

Board Adoption of FY21 Proposed Budget
June 18, 2020 Board Meeting

thank
you

2021 Adopted Budget by Budget Unit

(Staffing and budgeted Full-time Equivalent (FTE) as of June 4, 2020)

Budget Unit with description	2020-2021	
	FTE Sum	Adopted Budget
01010 - General Elementary Instruction - Personnel		
Provides the funding necessary to provide instruction in the core academic subjects of language arts, math, and social studies at the elementary schools.	136.00	16,834,842
01030 - General Elementary Subs		
Provides the funding necessary for elementary school substitutes.	0.00	458,000
02010 - General Middle School Instruction - Personnel		
Provides the funding necessary to offer courses in the core academic subjects of language arts, math, science, social studies, and world language at the middle schools.	45.92	5,114,311
02020 - General Middle School Instruction - Subs		
Provides the funding necessary for middle school substitutes.	0.00	370,000
03010 - General High School Instruction - Personnel		
Provides the funding necessary to offer courses in the core academic subjects of language arts, math, science, social studies, and world language at the district's senior high.	56.47	5,923,427
03020 - General High School Instruction - Subs		
Provides the funding necessary for high school substitutes.	0.00	350,000
04010 - PhyEd, Health, Art, Music - Personnel		
Provides the funding to provide K-12 physical education, 6-12 health, K-12 visual arts, K-12 general/vocal music, and 6-12 Instructional music instruction.	44.95	4,704,308
05010 - Long Term Subs		
Provides the funding necessary for payment of Long Term Subs K-12.	0.00	250,000
06000 - Health Care Teacher		
Provides the funding to operate the instructional program of health care.	1.00	82,899
06010 - Family and Consumer Science Instruction		
Provides the funding to operate the instructional program of family and consumer science.	6.42	652,232
06020 - Trade and Industrial Education		
Provides the funding to operate the instructional program of trade and industrial education.	5.00	580,747
06030 - General Career and Tech		
Provides the funding to operate the instructional program of general career and tech education.	0.90	110,050
06040 - Business and Office Education		
Provides the funding to operate the instructional program of business and office education.	3.00	405,802
06050 - Partnerships		
Provides the funding for Strategic Partnerships and Pathways and related efforts in connecting our students with community opportunities.	1.00	193,842

2021 Adopted Budget by Budget Unit

(Staffing and budgeted Full-time Equivalent (FTE) as of June 4, 2020)

Budget Unit with description	2020-2021	
	FTE Sum	Adopted Budget
06060 - Post-Secondary Tuition		
Provides the budget for secondary students to attend classes through the District's various University and College programs including college in the schools (CIS) and post-secondary enrollment options (PSEO).	0.00	470,000
06070 - Post-Secondary - Career Tech Tuition		
Provides the budget for secondary students to attend Career tech classes.	0.00	724,000
07010 - K-12 Media Services		
Provides the funding to provide K-12 media services- media specialists and media educational assistants.	7.75	703,554
07020 - K-12 Gifted and Talented		
Provides the funding to provide for a half-time gifted and talented instructor at each elementary school and an additional 1.0 at the gifted and talented magnet school.	3.00	550,000
07030 - 6-12 Guidance Services		
Provides the funding to provide 6-12 guidance services.	11.00	1,151,076
07040 - 9-12 Deans		
Provides the funding to provide 9-12 Dean support.	5.00	269,794
07060 - English Second Language Learner		
Provides funding for the district's K-12 English Second Language Learner program and includes salaries, benefits, and other instructional expenses.	41.00	4,191,594
08010 - Site Allocation of Instructional/Operational Resources		
Provides the per pupil funding allocation for instructional and operational related expenses. This funding is intended to cover the costs of building level equipment repairs, purchase of general supplies, classroom supplies, telephone, etc.	0.00	468,790
08020 - Building Level Copier Leases		
Provides the funding for the monthly lease costs of the main multi-functional device within each school.	0.00	76,536
09010 - Special Ed Salaries/Benefits		
Provides funding for staff costs necessary to operate the Office of Individualized Student Services. Most, but not all of these expenditures, are either reimbursed with state or federal special education funds or are related to general education functions. Includes general fund cross-subsidy to supplement categorical state and federal funding.	309.85	25,390,513
09030 - Special Ed Purchased Services		
Provides funding for Individualized Student Services purchased services, supplies and equipment.	0.00	1,343,151
09040 - Special Ed Transportation		
Required transportation, purchased services, supplies and equipment for students served by Individualized Student Services.	0.00	4,093,000

2021 Adopted Budget by Budget Unit

(Staffing and budgeted Full-time Equivalent (FTE) as of June 4, 2020)

Budget Unit with description	2020-2021	
	FTE Sum	Adopted Budget
10010 - Alternative Learning Center Provides categorical funds to operate the alternative high school, school within a school, extended day and extended year programs for elementary and middle school students.	32.12	4,538,313
10020 - Licensed Mental Health Services Provides categorical funding to support a financial partnership with Headway, who are able to respond to pressing mental health needs, proactively support student success, and be readily available in case of a crisis.	0.00	200,000
10030 - K-12 Nursing/Health Services Provides funding to operate the district health services department including salaries, benefits and other operating expenses for the district school health offices. Certain FTEs may also be included in Special Ed Salaries, 09010.	7.17	658,287
11010 - Co-Curricular Activities (Non-Athletic) Provides the funding to support co-curricular activities. These funds are supplemented through ticket sales, fund raising, donations, etc.	0.00	295,094
11020 - High School Interscholastic Athletics Provides the funding to provide high school athletics. These funds are supplemented through ticket sales, fund raising, donations, etc.	2.00	1,208,174
12010 - Title I, Part A Regular - Improving Basic Programs Provides funding to help ensure all children meet challenging state academic standards. Includes staffing, instructional, Supplemental Education Services and staff development expenses.	14.13	1,522,000
12020 - Title II, Part A Regular - Teacher/Principal Training & Recruiting Funding pays a portion of teacher and administrative salaries of highly qualified professionals working to improve student achievement.	1.74	270,000
12030 - Title III Regular - Limited English Proficient Students Funding supports ESL personnel, their professional development, and for interpretation needs of our LEP families.	1.25	175,000
12040 - Title IV Regular - Support Student and Academic Enrichment Funding provides students with a well rounded education, supports safe and healthy students and supports effective use of technology for personalized learning opportunities.	0.40	112,066
12050 - Carl Perkins Grant Funding pays for professional development and supplies to teachers of Family and Consumer Science, Business, and Technology Education at Burnsville Senior High School.	0.00	49,800
13010 - Q-Comp/Pro-Pay Provides for expenditures associated with the district's Q-Comp / Pro-Pay programs including salaries and benefits, stipends, performance incentives and other operating expenses.	6.00	2,204,690

2021 Adopted Budget by Budget Unit

(Staffing and budgeted Full-time Equivalent (FTE) as of June 4, 2020)

Budget Unit with description	2020-2021	
	FTE Sum	Adopted Budget
13020 - Integration and Achievement		
Provides for expenditures related to the integration and achievement program including salaries and benefits, professional development and other operating expenses.	23.81	2,098,411
13030 - Compensatory Education		
Provides funding for compensatory programs and initiatives to meet the educational needs of students who are under prepared or are not meeting age appropriate performance standards.	26.38	2,558,635
14010 - Technology		
Provides funding to manage and support the district's technologies including digital learning specialist, instructional, operational resources, equipment and supplies including the District's intranet and telephone systems.	8.00	2,069,083
14020 - Technology: Capital Levy		
Provides funding of technical staff, 1:1 initiative, and technical training of instructional staff.	14.00	3,046,281
15010 - Instructional Development		
Provides the funding for district professional development (PD) to support the acquisition of district learning goals. Includes operational resources, purchased services, equipment, supplies, and building level PD allocations.	0.50	253,224
15020 - Curriculum Development		
Provides the funding for the ongoing development of a comprehensive written curriculum. Also includes operational resources, purchased services, equipment and supplies.	1.49	680,505
15030 - Curriculum Adoptions		
Provides the funding for the purchase of curriculum resources to support delivery of the written curriculum including textbooks, manipulatives, software and software subscriptions.	0.00	600,000
15040 - Assessment Program		
Provides the funding necessary to implement required accountability assessments to monitor student progress toward achievement of academic standards through software fees, purchased services, equipment and supplies.	1.00	280,450
16010 - Board of Education		
Provides the funding for the School Board. Includes School Board stipends, District elections, legal fees and other expenses related to Board initiatives.	7.00	120,251
16020 - Superintendent		
Provides the funding to operate the office of Superintendent of Schools to support the District's mission, vision, and instructional goals.	2.00	561,664

2021 Adopted Budget by Budget Unit

(Staffing and budgeted Full-time Equivalent (FTE) as of June 4, 2020)

Budget Unit with description	2020-2021	
	FTE Sum	Adopted Budget
16030 - Assistant Superintendent		
Provides the funding to operate the office of the Assistant Superintendent of Schools to support the development, operation and evaluation of the district's elementary and secondary instructional programs.	1.50	292,237
16040 - Human Resources		
Provides the funding to support operation of the Human Resources office including advertising, recruiting, hiring, staff development, legal fees, software applications, and compliance requirements.	5.00	716,112
16041 - Workers Comp, Unemployment, & Premiums for Property Casualty Liability Insurance		
Provides the funding to support the District's workers comp, unemployment, and property, casualty liability insurance and contingencies for deductibles.	0.00	1,113,000
16050 - Business		
Provides the funding to operate the school district's business services- including accounting, payroll, and mandatory state and federal reporting.	9.50	1,774,698
16054 - Business - OPEB Implicit Chargeback		
Represents allowable medical, dental, and life insurance costs reimbursable by the district's other postemployment benefits trust.	0.00	(24,828)
16060 - Communications and Marketing		
Provides the funding to the District's communications and marketing initiatives, maintenance of District websites, social networks, publications, etc.	3.00	521,785
16070 - Student Registration and Census		
Provides the funding to operate the school district's student registration, enrollment, and reporting services.	4.00	356,711
17010 - Voluntary Pre-Kindergarten		
Provides the funding to operate the Voluntary Pre-Kindergarten Program.	25.49	1,437,271
17011 - Elementary Administrators		
Provides the funding to operate the elementary principals' offices at each school.	7.00	1,473,179
17012 - Elementary Building Clerical		
Provides the funding to operate the elementary principals' offices at each school.	9.00	653,364
17013 - Elementary EA's		
Provides the funding for various administrative and educational roles at each elementary school.	12.16	242,680
17021 - Secondary Administrators		
Provides the funding to operate the secondary principals' offices at each school.	11.00	2,014,637
17022 - Secondary Building Clerical		
Provides the funding to operate the secondary principals' offices at each school.	15.00	987,687

2021 Adopted Budget by Budget Unit

(Staffing and budgeted Full-time Equivalent (FTE) as of June 4, 2020)

Budget Unit with description	2020-2021	
	FTE Sum	Adopted Budget
17025 - Miscellaneous Stipends		
Provides the funding for miscellaneous stipends and extra hours that are currently not attached to another budget unit.	0.00	54,988
18010 - Student Transportation		
Provides the funding to transport eligible students to and from school including during regular and extended year/day terms.	2.00	4,795,828
19010 - Custodial		
Provides the funding to operate the District's custodial services. Includes supplies, equipment and contracted services.	70.40	5,116,236
19020 - Building, Grounds and Maintenance		
Provides the funding to operate the District's building, grounds and maintenance departments. Includes supplies, equipment and contracted services.	4.50	2,073,212
19030 - Environmental Health and Safety/ADA Compliance		
Provides the funding to operate the District's environmental health and safety department. Includes supplies, equipment and contracted services.	2.60	2,214,366
19040 - Facility Leases		
Provides the funding for the District's facility leases for Diamondhead, 917 leases and Pate	0.00	504,334
19041 - Facility Rental		
Provides the funding for the expenditures related to rental of the District's facilities.	0.00	98,572
19050 - Warehouse and Purchasing		
Provides the funding to operate the school district's warehouse and purchasing departments.	1.50	106,404
19060 - Utilities		
Provides the funding for the District's utilities.	0.00	1,853,819
20010 - School Resource Officers		
Provides the primary funding for school police resource officers for the district's secondary schools.	0.00	228,537
20030 - Safe Schools		
Provides the primary funding for additional supervision at Burnsville High School and Seco	0.00	251,321
21000 - Miscellaneous State and Local Grants		
Provides the primary funding for various grants received outside of Federal and Special Education funding.	0.00	4,590
Grand Total	1010.89	127,825,137

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
01010 - Elem Core Instr Person			
1st Grade Tcr	Edward Neill Elementary	Hayden, Suzanne	0.50
		Olsen, Laura	1.00
		Rossini, Catherine L	1.00
	Gideon Pond Elementary	Odegard, Elisa	1.00
		Selby, Hannah	1.00
		Zucollo, Susan R	1.00
	Harriet Bishop Elementary	Anderson, Megan	1.00
		Dahl, Sabrina Lynn	1.00
		Marshall, Debra L	1.00
	Hidden Valley Elementary	Strowbridge, Staci	1.00
		Hiebert, Tracy	1.00
		Kachman, Angela	1.00
	Rahn Elementary	Langreck, Lori	1.00
		Gambucci, Ann Marie	1.00
		Hoins, Dawn	1.00
	Sky Oaks Elementary	Keuler, Lori J	0.50
		Ostdiek, Teresa L	1.00
		Risteau, Jill A	1.00
	Vista View Elementary	Sands, Anne	1.00
		Dennis, Teresa L	1.00
		Ditmarsen, Sandra L	1.00
	Wm Byrne Elementary	Orlando, Kari R	1.00
		Simpson, Lisa	0.50
		Smith, Melissa	1.00
2nd Grade Tcr	Edward Neill Elementary	Lamb, Cynthia L	1.00
		Lenton, Tiffany	1.00
	Gideon Pond Elementary	Ambuehl, Jennifer A	1.00
		Kleven, Mark A	1.00
		Stoneking, Stacy	1.00
	Harriet Bishop Elementary	Engen, Amy	1.00
		Jarzyna-ingles, Anne W	1.00
		Omodt, Jane	1.00
	Hidden Valley Elementary	Schafer, Kristy J	0.50
		Briggs, Lori A	1.00
		Horwart, Leslie	0.50
		Knudsen, Evyenia	1.00
	Rahn Elementary	Tollerud, Teresa Jo	0.50
		Mathys, Sandra	1.00
	Sky Oaks Elementary	Plucinak, Jody L	1.00
Mulder, Lindsey		1.00	

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
2nd Grade Tcr	Sky Oaks Elementary	Schneider, Marisa Lynn	1.00
		Stoltz, Lisa A	1.00
	Vista View Elementary	Gandrud, Jennifer L	1.00
		Steeg, Kimberly Kaye	1.00
	Wm Byrne Elementary	Boche, Sonia R	1.00
		Chamerlik, Karen	1.00
		Kohn, Grace	1.00
		Krzewki, Catherine D	1.00
		Tomala, Crystal M	1.00
3rd GradeTcr	Edward Neill Elementary	Bearth, Luke A	1.00
		Engdahl, Ann Mary	1.00
	Gideon Pond Elementary	Bartling, Meghan	0.50
		Rau, Jessica	1.00
		Traetow, Andrea	1.00
	Harriet Bishop Elementary	Anderson, Melissa	1.00
		Haberlack, Cheryl A	1.00
		Holden, Nichole L	1.00
		Jensen, Leta	1.00
	Hidden Valley Elementary	Andrews, Donna	1.00
		Dwire, Melinda	1.00
		Horwart, Leslie	0.50
		Schlink, Jo	1.00
	Rahn Elementary	Hartl, Aran J	1.00
		Hill, Gary S	1.00
	Sky Oaks Elementary	Jermeland, Meghan M	1.00
		Teien, Joan K	1.00
	Vista View Elementary	Houtman, Jennifer L	1.00
		Ivory, Courteney	1.00
Kramer, Krista		0.50	
Wm Byrne Elementary	Davidson, Jessica J	0.50	
	Hanson, Debra A	1.00	
	Knutson, Christine	0.50	
	Wurdeman, Deb Sue	1.00	
4th Grade Tcr	Edward Neill Elementary	Condon, James F	1.00
		Hovland, Susan C	1.00
	Gideon Pond Elementary	Gallus, Jeffrey	1.00
		King, Dan Austin	1.00
	Harriet Bishop Elementary	Coronis, Stacy S	1.00
		Jordan, Allison A	1.00
		Soruco, Maria R	1.00
		Warmka, Cheri R	0.50

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
4th Grade Tcr	Hidden Valley Elementary	Batterman, Jessica M	1.00
		Lecompte, Emilie	1.00
	Rahn Elementary	Hill, Kari L	1.00
		Tofte, Alissa G	1.00
	Sky Oaks Elementary	Nepsund, Cynthia J	1.00
		Richards, Jesse	1.00
		Schilling, Pam A	1.00
	Vista View Elementary	Dempsey, Jodi Jean	1.00
		Niffenegger, Kamala N	1.00
	Wm Byrne Elementary	Bragg, Kaitlin J	1.00
		Happe, Nicole	1.00
		Walgenbach, Rachel C	1.00
5th Grade Tcr	Edward Neill Elementary	Gilray, Rebecca J	1.00
		Zak, Gloria	1.00
	Gideon Pond Elementary	Farrell, Tracy E	0.50
		Mirs, Laurel	0.50
		Robison, Thomas C	1.00
	Harriet Bishop Elementary	Danner, Andrea L	1.00
		Schmidt-boyles, Dawn	1.00
		Wallenta, Paul S	1.00
	Hidden Valley Elementary	Warmka, Cheri R	0.50
		Birch, Nancy A	1.00
		Peltier, Brad W	1.00
	Rahn Elementary	Schwenn, Jeffrey A	1.00
		Naef, Nathan A	1.00
		Slattery, Cara	1.00
	Sky Oaks Elementary	Berg, Matthew T	1.00
		Bryant, Melanie A	1.00
	Vista View Elementary	Orlenko, Corbin D	1.00
		West, Julie	1.00
	Wm Byrne Elementary	Gant, Sarah M	1.00
		Gierada, Barbara L	1.00
		Zupke, Samuel	0.50
Kindergarten Tcr	Edward Neill Elementary	Allman, Kellie R	1.00
		Lippka, Jonalyn	1.00
		Wagner-smith, Sherry	1.00
	Gideon Pond Elementary	Anderson, Brittney	1.00
		Rollie, Alexis K	1.00
		Trekell, Terese	1.00
	Harriet Bishop Elementary	Berryman, Ashley A	1.00
		Harrold, Stacey L	1.00

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
Kindergarten Tcr	Harriet Bishop Elementary	Meyer, Tanya L	1.00
		Pavek, Brooke C	1.00
	Hidden Valley Elementary	Finch, Christine M	1.00
		McCroskey, Shari	1.00
		Strahota, Sara J	1.00
		Walby, Molly E	1.00
	Rahn Elementary	Elliott, Rachel R	1.00
		Keuler, Lori J	0.50
		McCarthy, Jennifer	1.00
	Sky Oaks Elementary	Richardson, Sarah	0.50
		Nicholson, Marcia L	1.00
		Preston, Angela	1.00
		Putman, Tanja	1.00
	Vista View Elementary	Ritchie, Jacki Rae	1.00
		Rhinevault, Lynn	1.00
		Tucci, Amy J	1.00
	Wm Byrne Elementary	(blank)	1.00
		Calnon, Jennifer	1.00
		Hansmann, Patricia I	1.00
Lamont, Heidi O		1.00	
Learning Specialist	District-wide	Meisner, Brionna	1.00
		Hendrickson, Caroline	1.00
		Tompach, Tracy J	1.00

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE		
02010 - MS Core Instr Personnel					
6th Grade Tcr	Eagle Ridge MS	Barton, Duane	0.83		
		Bohr, Jennifer L	0.50		
		Kraft, Stephen	1.00		
		Mikelson, Teresa	0.50		
		Mosey, Pat	1.00		
		Schroeder, Patricia	0.83		
	Nicollet MS	Cin, Stephanie P	1.00		
		Coronis, Anthony L	0.50		
		Glas, John M	0.50		
		Khamratthanome, Bounthavy	1.00		
		Mulliken, Ashley E	1.00		
		Nemetz, Scott	1.00		
		Peterson, Christine K	1.00		
		Ring, Katlin	1.00		
		Sawdey, Mary E	1.00		
		Webster, Susan M	0.50		
		(blank)	1.00		
		Lang Arts Tcr	Eagle Ridge MS	Anderson, Kristen L	0.50
				Blair, Michael E.	0.83
				Elward, Lucius P	0.69
Flynn, Catherine T	0.83				
Moran, Molly K	0.83				
Parkinson, Jacquelyn R	0.83				
(blank)	0.17				
(blank)	0.33				
Nicollet MS	Grandgenett, Katie L		1.00		
	Hansen, William C		1.00		
	Islam, Tasia		0.83		
	Nemeth, Heather		1.00		
	Orth, Steven D.		1.00		
	Salad, Hawa D		1.00		
Math Tcr	Eagle Ridge MS	Sorensen, Brad	1.00		
		Czapar, Ryan J	0.50		
		Drutowski, Alison	0.83		
		Grueneich, Janelle	0.50		
		Isaacson, Melissa J	0.50		
		Nelson, Michelle L	0.83		
		Wysocki, Steven J	0.50		
	Nicollet MS	Amundson, Jane E	0.60		
		Geddes, Richard W	0.50		

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
Math Tcr	Nicollet MS	Van Hoorn, Kirsten	0.50
		(blank)	0.73
PLTW	Nicollet MS	Beckmann, Emily C	0.27
Science Tcr	Eagle Ridge MS	Beckmann, Emily C	0.33
		Hammer, Jeffrey	1.00
		Johnson, Cory Charles	0.33
		Lundahl, Timothy	1.00
		Meyer, Chad	1.00
	Nicollet MS	Beckmann, Emily C	0.40
		Pettinelli, Stephen M	1.00
		Pieper, Jill	1.00
		Wickenhauser, Kiersten L	1.00
Soc Stu Tcr	Eagle Ridge MS	Klubberud, Michael	1.00
		Simmons, Sean D	0.67
		Yager, Amy	1.00
	Nicollet MS	Elfering, Jean	1.00
		Iverson, Adam	1.00
		Schweim, Robert W	1.00
		Simmons, Sean D	0.33
World Lang Tcr	Eagle Ridge MS	Anderson, Janelle D	0.30
	Nicollet MS	Blazquez, Javier	0.30

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
03010 - HS Core Instr Personnel			
Avid Tcr	Burnsville HS	Ohama, Hayley C	0.20
		Waller, Jennifer	0.30
BEA President	District-wide	Wuensch, Wendy Drugge	1.00
Dance Tcr	Burnsville HS	Waller, Jennifer	0.20
Lang Arts Tcr	Burnsville HS	Burke, Katie J	1.00
		Burnham, Charles F	1.00
		Christy, Danielle H	0.60
		Connell, Paul J	1.00
		Dyrhaug, Michelle	1.00
		Eggers, Sheana	1.00
		Foldenaur, Holly A	1.00
		Hansen, Marie C	1.00
		Millea, Allison B	1.00
		Ohama, Hayley C	0.80
		Rudolph, Roxanne J	1.00
		Staum, Anne C	1.00
		Stead, Amy Jo	0.20
		Waller, Jennifer	0.40
		Webber, Gloria M	1.00
		(blank)	0.60
		Math Tcr	Burnsville HS
Christian, David	0.80		
Croatt, Charles C	1.00		
Delmont, Brooke	1.00		
Gehrke, Andrew R	0.80		
Gomer-Weyh, Jenna M	0.80		
Harrod, Kim N	0.80		
Kuziej, Janet L	1.00		
Meuser, Teresa	1.00		
Nelson, Amy	1.00		
Noss, Jean	0.60		
Quamme, David R	1.00		
Vogt, Kendra M	0.80		
Science Tcr	Burnsville HS	Aamodt, William P	0.80
		Bane, Deanna S	1.00
		Blandin, Melissa	1.00
		Davidson, Elizabeth A	0.60
		Douglas, Lori	1.00
		Gehrke, Andrew R	0.20
Hoeschen, Kerry	1.00		

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
Science Tcr	Burnsville HS	Holt, Clayton B	0.80
		Huber, Jon Alan	1.00
		Huemoeller, Michael T	0.80
		Johnson, Cory Charles	0.67
		Morgan, William E	1.00
		Weightman, Elizabeth C	1.00
		(blank)	0.20
Soc Stu Tcr	Burnsville HS	Aars, Kristina	1.00
		Bousu, Mollie J	0.90
		Coleman, Colleen M	1.00
		Engelhardt, William T	1.00
		Eppen, Matthew W	1.00
		Graff, Jenn	1.00
		Jensen, Jennifer	1.00
		McDevitt, Paul David	1.00
		Milinovich, Chris M	1.00
		Moffitt, Leslie Allan	0.80
		Silberman, Kevin	1.00
		Strand, Nate R	1.00
		Van Schoonhoven, Katherine	1.00
		Wending, Kathryn	1.00
		World Lang Tcr	Burnsville HS
Barry, Amber Leigh	1.00		
Blazquez, Javier	0.70		
Dundon, Mary Lou	1.00		
Holcombe, Sara J	0.60		
		Lehner, Timothy	1.00

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE	
04010 - K12 PhyEd/Art/Math/Music				
Art Tcr	Burnsville HS	Braun, Catherine A	0.20	
		Buckrey, Susan E	1.00	
		Kegley, Robyn E	1.00	
		Soley, Nicole D	1.00	
	Eagle Ridge MS	Weilandgruber, Elizabeth	0.92	
		Edward Neill Elementary	Knott, Kelly S	0.50
		Schrivier, Mara C	0.25	
	Gideon Pond Elementary	Schrivier, Mara C	0.75	
	Harriet Bishop Elementary	(blank)	1.00	
	Hidden Valley Elementary	Merkel, Sara A	1.00	
	Nicollet MS	Braun, Catherine A	0.17	
		Wilson, Kacie L	1.00	
	Rahn Elementary	(blank)	0.75	
	Sky Oaks Elementary	Irmiter, Micayla M	0.75	
	Vista View Elementary	Irmiter, Micayla M	0.25	
		Knott, Kelly S	0.50	
	Wm Byrne Elementary	Vo, Kelly Rae	1.00	
	Band Tcr	Burnsville HS	French, Keith J	1.00
			Holmes, Molly	1.00
		Eagle Ridge MS	Armstrong, Nicholas G	0.51
Nicollet MS	Bakken, Ann	0.50		
Music Tcr	Edward Neill Elementary	Buck, Rebecca L	0.25	
		Tranby, Bonnie K.	0.50	
	Gideon Pond Elementary	Buck, Rebecca L	0.75	
	Harriet Bishop Elementary	Geesman, Garrett D	1.00	
	Hidden Valley Elementary	Wood, Kimberly R	1.00	
	Rahn Elementary	Lucius, Rachel H	0.75	
	Sky Oaks Elementary	(blank)	0.75	
	Vista View Elementary	Lucius, Rachel H	0.25	
		Tranby, Bonnie K.	0.50	
	Wm Byrne Elementary	Langsjoen, Sonja	1.00	
	Phy Ed Tcr	Burnsville HS	Johnson, Ronna E	0.50
			Reuss, Eric	1.00
Riggs, Mark D			1.00	
Stachowski, Susan C			1.00	
Van Der Woude, Loralie			1.00	
Van Der Woude, Mark			1.00	
Varpness, Vincent C			0.60	
Eagle Ridge MS			Brown, Christopher M	0.34
		Hermes, Shelley	1.00	

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
Phy Ed Tcr	Eagle Ridge MS	Pearson, Chad W	1.00
	Edward Neill Elementary	Dungey, Nate	0.25
		Fritz, Kimberly A	0.50
		Sweeney, Michael J	0.25
	Gideon Pond Elementary	Dungey, Nate	0.75
	Harriet Bishop Elementary	Loesch, Jake	1.00
	Hidden Valley Elementary	Shelden, Jon	1.00
	Nicollet MS	Brown, Christopher M	0.66
		Johnson, Ronna E	0.50
		Scholl, Mick G	1.00
		Varpness, Vincent C	0.40
		(blank)	0.66
	Rahn Elementary	Sweeney, Michael J	0.75
	Sky Oaks Elementary	Ceola, Mike	0.75
	Vista View Elementary	Ceola, Mike	0.25
		Fritz, Kimberly A	0.50
	Wm Byrne Elementary	Mckane, Michelle M	1.00
Strings Tcr	Burnsville HS	Kosloski, Scott	0.20
	Eagle Ridge MS	Armstrong, Nicholas G	0.49
		Nimchuk, Sarah T	0.17
	Nicollet MS	Kosloski, Scott	0.80
		Nimchuk, Sarah T	0.47
Vocal Tcr	Burnsville HS	Nimchuk, Sarah T	0.20
		Schmeichel, Jaclyn C	1.00
	Eagle Ridge MS	(blank)	0.66
	Nicollet MS	Bakken, Ann	0.50

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
06000 - Medical Careers Personnel			
Health Care Tcr	Burnsville HS	Werner-Dempsey, Anne	1.00

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
06010 - FACS Instr Personnel			
Facs Tcr	Burnsville HS	Asfeld, Beth M	1.00
		Deutsch, Matt R	1.00
		Eichten, Heidi J	1.00
		Spies, Gabrielle	1.00
	Eagle Ridge MS	Borden, Paige M	1.00
	Nicollet MS	Holman, Sandra L	0.42
		Ruzichka, Laurie	1.00

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
06020 - Trade Instr Ed Personnel			
Ind Tech Tcr	Burnsville HS	Patrie, Orion D	0.80
		Tesmer, Russell	1.00
		Wolf, Nicholas	1.00
PLTW	Eagle Ridge MS	Brady, Steve	1.00
	Nicollet MS	Paetzold, Robert James	1.00
		Patrie, Orion D	0.20

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
06030 - Career & Technical Personnel			
Work Exp Tcr	Burnsville Alternative HS	Bates, Daniel W	0.90

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
06040 - Business Ed Personnel			
Business Tcr	Burnsville HS	Carroll, Michele	1.00
		Drahos, Cynthia	1.00
		(blank)	0.70
	Nicollet MS	(blank)	0.30

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
06050 - Partnership Burnsville Pro			
Dir Strategic Partnerships	Diamondhead	Funston, Kathy L	0.27
			0.73

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
07010 - K12 Media Serv Support			
EA Media Support	Edward Neill Elementary	Scheuneman, Kristen Joy	0.59
	Gideon Pond Elementary	Butorac, Melanie A	0.59
	Harriet Bishop Elementary	Becker, Sarah J	0.59
	Hidden Valley Elementary	Schatzlein, Rachel	0.59
	Rahn Elementary	Burrill, Sarah	0.59
	Sky Oaks Elementary	Berge, Kristy K	0.59
	Vista View Elementary	Cermak, Barbara L	0.59
	Wm Byrne Elementary	Engberg, Denise G	0.59
Media Specialist	Burnsville HS	Oie, Roger	1.00
	Eagle Ridge MS	Galland, John	1.00
	Nicollet MS	Meyer, Nancy L	1.00

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
07020 - K12 Gifted Talented Support			
Advanced Learning	Edward Neill Elementary	Petrella, Sara M	0.50
	Harriet Bishop Elementary	Huber, Erin	0.50
	Hidden Valley Elementary	Huber, Erin	0.50
	Rahn Elementary	Petrella, Sara M	0.50
	Vista View Elementary	Podratz, Ann Marie	0.50
	Wm Byrne Elementary	Podratz, Ann Marie	0.50

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
07030 - K12 Guidance Serv Support			
College & Career Specialist	Burnsville HS	Sexton, Marcia	1.00
Counselor	Burnsville HS	Akerson, Rebecca D	1.00
		Harrison, Phillip Scott	1.00
		Henderson, Michelle A	1.00
		Markham, Angela L	1.00
		Marshall, Veronica Jean	1.00
		Soderholm, John	1.00
	Eagle Ridge MS	Haugo, Marin E	1.00
		Russell, Desha S	1.00
	Nicollet MS	Hemmah, Katy M	1.00
		Quinn, Katie M	1.00

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
07040 - DEANS			
Dean	Burnsville HS	Dunbar, Niaka T	1.00
		Meyer, Joseph	1.00
	Eagle Ridge MS	Drugg, Matthew S	1.00
		(blank)	1.00
	Nicollet MS	Meyer, Ryan C	1.00

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE	
07060 - ESL				
ESL Tcr	Burnsville Alternative HS	Durand, Kim	1.00	
		Burnsville HS	1.00	
		Friendt, Andrea Lynn	1.00	
		Guither, Catherine	1.00	
		Lorincz, Kristen L	1.00	
		Moren, Kimberly J	1.00	
		Moukrim, Mina	1.00	
		Parent, Andrea J	1.00	
		Persons, Melissa B	1.00	
		Winterlin, Jeffrey	1.00	
		Eagle Ridge MS	1.00	
			Blair, Frances M.	1.00
			Gregory, Amanda	1.00
			O'brien, Brianna	1.00
		Edward Neill Elementary	1.00	
			Daly, Julie	1.00
			Moran, Ryan W	1.00
			Musa-agboneni, Kari	1.00
		Gideon Pond Elementary	1.00	
			Beeninga, Jane	1.00
			King, Kristen	1.00
		Harriet Bishop Elementary	1.00	
			Blom, Anne E	1.00
			Kessler, Cecilia	1.00
			McKinney, Margo	1.00
			Phillips, Maria	1.00
		Hidden Valley Elementary	1.00	
			Cadwell, Ann M	1.00
			Cullison, Caroline E	1.00
			Michels, Christine	1.00
			Proctor, Beth	1.00
		Nicollet MS	1.00	
			Abdullahi, Sacdiyo J	1.00
		Barnes, Monet M	1.00	
		Gonzalez, Megan	1.00	
		Kermes, Katherine M	1.00	
		Olson, Amy	1.00	
	Rahn Elementary	1.00		
		Arias, Angela Joy	1.00	
		Olson, Kimberly Lenora	1.00	
	Sky Oaks Elementary	1.00		
		Jones, Noelle	1.00	
		King, Hannah	1.00	
		Rippenburg, Wendy A	1.00	
	Vista View Elementary	1.00		
		Carlson, Lisa M	1.00	
		Thompson, Saloua	1.00	
		Zimmerman, Kara J	1.00	
	Wm Byrne Elementary	1.00		
		Benson, Briana M	1.00	
		Johnson, Ashley	1.00	

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
ESL Tcr	Wm Byrne Elementary	Limberg, Mindi L	1.00

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
09010 - Spec Ed Salaries/Bene			
Ace L3 Secretary	BES Transition Services	Tanberg, Teri L	1.00
	ECSE	Gries, Brenda J	1.00
		Willenburg, Joanna	0.50
Ace L4 Admin Asst/Specialist	Diamondhead	Reisinger, Tonette A	1.00
		Struck, Julie	1.00
Assistive Tech Tcr	District-wide	Nelson, Katie L	1.00
Behavior Analyst	District-wide	Czapar, Kelly N	0.90
		Ewert, Casey B	0.90
Cultural Liaison	ECSE	Hassan, Rahma	0.88
		Riveros, Anna-maria	0.50
Dape	District-wide	Opatz, Larry	1.00
Dir Special Ed	Diamondhead	White, Stephanie C	0.50
ECSE Tcr	ECSE	Albersheim-carter, Marcina	1.00
		Blomquist, Stephanie	1.00
		Blood, Kelsey Jo	1.00
		Campbell, Loretta	1.00
		Clancy, Carissa	1.00
		Cloutier, Dana	0.60
		Ebenhoh, Teegan M	1.00
		Erbes, Sarah L	1.00
		Himrich, Joanne	1.00
		Kim, Hyun Ae	1.00
		Melquist, Michelle	1.00
		Nelson, Katherine	1.00
		Nelson, Tara A	0.80
		Ness, Karen M	1.00
		Niemiec, Alicia	1.00
		Orlich-Sullivan, Megan	1.00
		Spaulding, Sheila J	0.80
		Thompson, Hye Jeong	0.80
		Yost, Molly M	1.00
		(blank)	
Learning Specialist	Edward Neill Elementary	Kugler, Julie	1.00
	Gideon Pond Elementary	Farrell, Tracy E	0.50
		Macnaughton, Laura	0.50
	Harriet Bishop Elementary	Morlock, Katie R	1.00
	Hidden Valley Elementary	Collins, Leanne	1.00
		Nurmela, Crystal	0.75
	Sky Oaks Elementary	Cunnien, Laurie A	0.75
		Ruhland, Maria	1.00

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE	
Learning Specialist	Vista View Elementary	Crawford, Cynthia Y	0.75	
		Harves, Nicole R	0.25	
Nurse - LPN	Wm Byrne Elementary	Hanson, Lisa	1.00	
	District-wide	Exley, Amanda	0.35	
Nurse - LSN	Edward Neill Elementary	Wittenkeller, Jane E	1.00	
	Burnsville HS	Beaulieu, Kourtney A	0.40	
	District-wide	Bien, Bernadette L	1.00	
	Eagle Ridge MS	Eilertson, Jane Ann	0.67	
	Edward Neill Elementary	Nagy, Jo Ann	0.40	
	Gideon Pond Elementary	Cozad, Patricia M	0.16	
	Harriet Bishop Elementary	Baggot, Lynn	0.20	
	Hidden Valley Elementary	Baggot, Lynn	0.05	
	Nicollet MS	Waldron, Sheli	0.59	
	Rahn Elementary	Stinson, Katrina L	0.04	
	Sky Oaks Elementary	Cozad, Patricia M	0.36	
	Vista View Elementary	Nagy, Jo Ann	0.60	
	Wm Byrne Elementary	Stinson, Katrina L	0.64	
	Nurse - RN	Burnsville HS	Robison, Kim A	1.00
		Harriet Bishop Elementary	Scoville, Jennifer	0.80
Wm Byrne Elementary		Scoville, Jennifer	0.20	
Occ Therapist	District-wide	Cesaro-Moxley, Rachel L	0.50	
		Kolstad, Michele M	1.00	
		Navarro, Rachel	1.00	
		Roeske, Melissa L	1.00	
		ECSE	Erickson, Kayla M	1.00
	Phy Ed Tcr	District-wide	Robole, Vicki M	1.00
			Holden, Matt J	1.00
	Physical Therapist	District-wide	Lian, Jocelyn M	1.00
	Psychologist	BES Transition Services	Nierengarten, Brianna L	0.20
			Burnsville HS	Nierengarten, Brianna L
Eagle Ridge MS		(blank)	1.00	
		Alvey, Heather	1.00	
		Kral, Melissa M	0.20	
ECSE		Kennedy, Jennifer K	0.60	
		Petersen, Holly M	0.80	
Edward Neill Elementary		Otto, Caron	0.50	
Gideon Pond Elementary		Otto, Caron	0.50	
Harriet Bishop Elementary		Lautigar-beutz, Julie	0.50	
Hidden Valley Elementary		Komar, Karen K	0.50	
Nicollet MS		Kral, Melissa M	0.80	
		Krylova, Anna V	1.00	

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE	
Psychologist	Rahn Elementary	Lautigar-beutz, Julie	0.50	
	Sky Oaks Elementary	Schultz, Holly	0.50	
	Vista View Elementary	Roehl, Peter A	0.50	
	Wm Byrne Elementary	Roehl, Peter A	0.50	
Social Worker	Burnsville HS	Hewett, Thomas	0.35	
		Morrissey, Michelle M	0.35	
	Eagle Ridge MS	McDowell, Morgan	0.35	
	ECSE	Reichert, Kristen K	0.35	
	Edward Neill Elementary	Chesla, Patrick J	0.35	
	Gideon Pond Elementary	Khalif, Abdullahi M	0.35	
	Harriet Bishop Elementary	Koch, Rebecca M	0.35	
	Hidden Valley Elementary	Gauer-Kloos, Megan	0.35	
	Nicollet MS	Knaeble, Kelly L	0.35	
		Mains, Kristin E	0.35	
	Rahn Elementary	Keller, Katie	0.35	
	Sky Oaks Elementary	Bruns, Brittany G	0.35	
	Vista View Elementary	(blank)	0.35	
	Wm Byrne Elementary	(blank)	0.35	
	Sped Ea	BES Transition Services	Anderson, Cheryl L	0.88
			Engstrom, Heather L	0.88
Finch, Jeanne			0.88	
Frank, Sharon M			0.88	
Goodling, Beverly			0.88	
Payne, Barbara			0.88	
Tousignant, Kare-kathleen K			0.88	
Burnsville HS			Aamodt, April D	0.88
			Abdilahi, Hayat A	0.88
			Adrian, Jann L	0.88
		Ahmed, Amina	0.88	
		Andreasen, Arnold	0.88	
		Bocklund, Timothy	0.88	
		Bowen, Cassandra J	0.88	
		Chroust, Vicki	0.88	
		Dixon, Dave T	0.88	
		Garvis, Angela N	0.88	
Greiner, Jodell		0.88		
Holtan, Helen		0.88		
Kaytor, Linda K		0.88		
Kinsella, Joe	0.88			
Kolumbus, Ryan C	0.88			
Larson, Janet Anne	0.88			

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
Sped Ea	Burnsville HS	Lorig, Diane	0.88
		Martinson, Joni	0.88
		Nelson, Mark W	0.88
		Nowlan, Travis M	0.88
		Porter, Matthew J	0.88
		Ray, Stephen	0.88
		Robles, Michelle R	0.88
		Smidt, Holly B	0.88
		Wolff, Denise	0.88
		Eagle Ridge MS	Bringgold, Debbie
	Fairchild, Lindsey		0.94
	Gillis, Cindy M		0.94
	Hey, Linda L		0.94
	Hoffman, Eric E		0.94
	Mccray, Sharon		0.94
	Murray, Cathleen H		0.94
	Ruiz, Winston V		0.94
	Schwarz, Darcie N		0.94
	Zeimet, Karlie		0.94
	ECSE	Artiga-rosa, Patricia	0.81
		Bachmeier, Michelle M	0.81
		Eisenberg, Rachelle L	0.81
		Hilchey, Linda M	0.81
		Hussein, Hamdi	0.81
		Johnson, Karen A	0.81
		Jungers, Gail	0.81
		Kantor, Nancy M	0.81
		Painter, Terri Lynn	0.81
		Schroeder, Gina M	0.81
	Edward Neill Elementary	Smith, Brittny	0.81
		Walterson, Kristen A	0.81
		Abdallah, Hibo Saad	0.91
		Casler, Marcy	0.91
		Herman, Linda R	0.91
		Kuhlman, Susan M	0.91
		Paul, Marina	0.91
Pofahl, Janell C		0.91	
Rockett, Joan		0.91	
Wilson, Danelle P		0.91	
Gideon Pond Elementary	(blank)	0.91	
	Amegbleame, Coudjo	0.91	

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE	
Sped Ea	Gideon Pond Elementary	Dahir, Hamdi A	0.91	
		Hendrickson, Lisa	0.91	
		Terfehr, Diane C	0.91	
		Theis, Rachael L	0.91	
		Weatherford, Andrea M	0.91	
	Harriet Bishop Elementary	Adamson, Kimberly S	0.91	
		Carney, Catherine	0.91	
		Chhen, Kuoy L	0.91	
		Hickerson, Karen A	0.91	
		Jones, Rebecca E	0.91	
		Keirstead, Amy	0.91	
		Mathews, Heather L	0.91	
		Mcguire, Rebecca L	0.91	
		Meyman, Whitney	0.91	
		Spott, Anne B	0.91	
		Weber, Robert D	0.91	
		Hidden Valley Elementary	Datres, Susan	0.91
			Davila, Ruth E	0.91
	Ibrahim, Hodan		0.91	
	Jones, Jean		0.91	
	Kienitz, Darlys		0.91	
	Peterson, Kim L		0.91	
	Sanz, Margaret M		0.91	
	Spohn, Patcharee		0.91	
	Twardoski, Ruthann		0.91	
	Ulrich, Kimberly A		0.91	
	Nicollet MS	Adam, Sile Y	0.94	
		Ashley, James M	0.94	
		Barr, Sarah B	0.94	
		Felton, Michelle M.	0.94	
		Gysland, Neal	0.94	
		Hoffman, Jada L	0.94	
Kaufman, Margaret M		0.94		
Miskiewicz, Kelly A		0.91		
Needham, Diane M		0.94		
Neptuno-temozan, Julio		0.94		
Olson, Pamela S		0.94		
Payne, Debra K		0.94		
Reeves, Jonathan K	0.94			
Soucek, Mary L	0.94			
Thompson, Robert L	0.94			

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE	
Sped Ea	Nicollet MS	White, Ruthann	0.91	
		Rahn Elementary	Droege, Sheryl L	0.91
	Rahn Elementary	Ho, Linda S	0.91	
		Raichert, Sarah	0.91	
		Reuter, Lisa L	0.91	
		Sarhan, Sabah	0.91	
		Stusse, Sarah	0.91	
		Wegner, Lisa L	0.91	
		(blank)	0.94	
		Sky Oaks Elementary	Boldt, Julie A	0.91
			Ford, Yannick J	0.91
			Kegley, Renee C	0.91
			King, Samantha F	0.91
			Mohamud, Fauzia T	0.91
			Okerstrom, Michelle K	0.91
			Ruiz, Jessica	0.91
			Santos, Laura	0.91
	Schiller, Lori L		0.91	
	Spaulding, Kristie		0.91	
	Vista View Elementary	Sponsel, Kay	0.91	
		Auge, Elizabeth	0.91	
		Boekhoff, Melissa M.	1.00	
		Brown, Ruth	0.91	
		Hall, Jennifer J	0.91	
		Kuskayeva, Irina V	0.91	
		Latourelle, Sandra E	0.91	
		Meitrodt, Kathleen M	0.91	
		Ringger, Tracy A	0.91	
		Roark, Kari L	0.91	
	Wm Byrne Elementary	Warren, Haley M	0.91	
		Anderson, Barbara J	0.91	
		Freeman, Tammy S	0.91	
		Godfrey, Cintra L	0.91	
Klofstad, Bryana M		0.91		
Koechlein, Laurie Leeanne		0.91		
Mohamed, Malika J		0.91		
Nolte, Diane M		0.91		
O'donnell, Joseph J		0.91		
Simpson, Dawn		0.91		
Theyson, Brenda	0.91			
(blank)	0.91			

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE	
Sped Supervisor	Diamondhead	Middendorf, Jennifer L	1.00	
		Piotrowski, Amy	1.00	
		Smith, Jackie J	1.00	
		Thompson, Dana K	1.00	
Sped Tcr	BES Transition Services	Anderson, Kasey D	1.00	
		Bunkers, Kathleen K	0.20	
		Chrissis, Erik R	1.00	
		Schmidtke, Angila R	0.50	
		Seamen, Michelle A	1.00	
		Burnsville Alternative HS	Morris, Angela J	1.00
	Burnsville HS		Anderson, Carly	1.00
			Brennan, Carol Ann	1.00
			Bunkers, Kathleen K	0.80
			Canton, Emilie J	1.00
			Cox, Kelly J	1.00
			Eiler, Elizabeth P	1.00
			Gonnella, Mark P	1.00
			Grant, Cara	1.00
			Jenquin, Marielle R	1.00
			Kappel, Genevieve N	1.00
	Kibler, Christian D	1.00		
	Eagle Ridge MS	Knox, Jacob M	1.00	
		McCool, Molly	1.00	
		McMahon, Vincent De	1.00	
		Nelson, Emily A	1.00	
		Neuer, Michelle E	1.00	
		Roark, Kim J	1.00	
		Serig, Bridget P	1.00	
		Smith, Ashley	1.00	
		Tousignant, Annette S	1.00	
		Walker, Ryan M	1.00	
	Webber, Jeffrey	1.00		
	Workman, Carolyn J	1.00		
	(blank)	1.00		
	Byrne, Edward	1.00		
	Chouanard, Mary E	1.00		
	Hall, Kristina	1.00		
	Hermansen, Laura J	1.00		
	Miller, Jill Elizabeth	0.50		
	Nash, Derek B	1.00		
	Pope, Robert J	1.00		

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
Sped Tcr	Eagle Ridge MS	Tower, Chadwick R	1.00
		Williams, Elizabeth	1.00
	Edward Neill Elementary	Bing, Dena M	1.00
		Discher, Tracy L	1.00
		Sieben, Jenna K	1.00
		Sullivan, Jodi L	0.50
		(blank)	1.00
	Gideon Pond Elementary	Fechner, Susan	0.50
		Lynch, Molly	1.00
		Tucker, Emily A	1.00
		Tushie, Patricia	1.00
	Harriet Bishop Elementary	Hassler, Hannah E	1.00
		Logan, Kari M	0.50
		Pred, Renee R	0.50
		(blank)	1.00
	Hidden Valley Elementary	Biagi, Louis	1.00
		Miller, Erin M	1.00
		Pettes, Julie A	1.00
		Richter, Lindsay M	0.50
		Sullivan, Jodi L	0.50
		Umhoefer, Taylor M	1.00
		(blank)	1.00
	Nicollet MS	Bell, Angela	1.00
		Blons, Liane M	1.00
		Ferguson, Antanaya S	1.00
		Fredricks, Joel J	1.00
		Geditz, Randall J	0.50
		McCue, Michelle	1.00
		Rappe, Brian	1.00
		Scheit, Andrea	1.00
		Schroeder, Jean M	1.00
Tetzloff, Mitzi R		1.00	
Tillman, Megan		1.00	
Rahn Elementary	Branch, Nancy C	1.00	
	Fechner, Susan	0.50	
	Lauer, Lisa N	1.00	
	Zwicke, Kayla M	1.00	
Sky Oaks Elementary	Crespin, Jason C	1.00	
	Hansen, Amy	1.00	
	Hanson, Amy E	1.00	
	Logan, Kari M	0.50	
	Mohamoud, Farhan A	1.00	

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE	
Sped Tcr	Sky Oaks Elementary	Tangney, Amy K	0.50	
	St. John's	Brandon, Debra	0.40	
	Vista View Elementary	Peterson, Julie A	1.00	
		Santele, Layne A	1.00	
		Trisko, Mary	1.00	
		Woods, Megan M	1.00	
		Zondag-Hamer, Kimberly	0.50	
	Wm Byrne Elementary	Henrich, Sarah L	1.00	
		Saba, Jessica	1.00	
		Schemenauer, Jennifer S	1.00	
		Tesch, Kayla M	1.00	
		Zondag-Hamer, Kimberly	0.50	
	Speech Tcr	Burnsville HS	Barnes, Cherise C	0.75
Eagle Ridge MS		Oscarson, Kristi R	1.00	
		ECSE	Barth, Tami Rae	1.00
ECSE		Jordan, Joanna	1.00	
		Neal, Bryeny B	1.00	
		Niesen, Elizabeth A	1.00	
		Vodnick, Sarah A	1.00	
		Woodcock, Sue M	0.80	
		Edward Neill Elementary	Jamison, Darcie L	1.00
		Gideon Pond Elementary	Hjermstad, Heather	1.00
		Harriet Bishop Elementary	Meulebroeck, Susanne	0.50
		Hidden Valley Elementary	Spoden, Annemarie	0.50
		Nicollet MS	Brinkman, Carole I	0.50
			Schlichting, Catherine	0.50
		Rahn Elementary	Klinnert, Elizabeth	1.00
		Sky Oaks Elementary	Faust, Danielle M	1.00
		Vista View Elementary	Goldsmith, Emily R	1.00
	Wm Byrne Elementary	Kibler, Jeanne	1.00	
Work Exp Tcr	BES Transition Services	Erickson, Shelly L	1.00	
	Burnsville HS	Levinski, Sarah A	1.00	

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE	
10010 - ALC/At Risk Programming				
6th Grade Tcr	Eagle Ridge MS	Barton, Duane	0.17	
		Bohr, Jennifer L	0.50	
		Mikelson, Teresa	0.50	
		Schroeder, Patricia	0.17	
	Nicollet MS	Coronis, Anthony L	0.50	
		Glas, John M	0.50	
		Webster, Susan M	0.50	
		(blank)	1.00	
		(blank)	1.00	
		(blank)	1.00	
Academic Enrichment Coord	Diamondhead	(blank)	1.00	
Ace L3 Secretary	Burnsville Alternative HS	Ho-Buttleman, Staci	1.00	
Ace L4 Admin Asst/Specialist	Diamondhead	Odowa, Huda Y	1.00	
Art Tcr	Burnsville Alternative HS	Braun, Catherine A	0.50	
CE Coordinator 3	Hidden Valley Elementary	Dudley, Martha Viczian	0.20	
	Sky Oaks Elementary	Konopa, Stacey	0.20	
	Wm Byrne Elementary	Kristjanson, Jeanine	0.20	
	(blank)			
CE Coordinator I	Community Ed	Harris, Jordan	0.65	
		Ullrich, William D	0.20	
	Edward Neill Elementary	Hinrichsen, Kyle	0.18	
		Rahn Elementary	Berge, Sara K	0.18
	Sky Oaks Elementary	Waggoner, Hayley M	0.09	
	Vista View Elementary	(blank)	0.20	
	Sky Oaks Elementary	Tucker, Tristyn R	0.15	
	Burnsville Alternative HS	Hendricks, Scheress	0.50	
	Burnsville Alternative HS	Benzahra, Naoual	0.88	
	Lang Arts Tcr	Burnsville Alternative HS	Bergman, Anna T	0.50
Meilleur, Stephanie J			1.00	
Sloneker, Angela			1.00	
Anderson, Kristen L			0.50	
Blair, Michael E.			0.17	
Eagle Ridge MS		Elward, Lucius P	0.15	
		Parkinson, Jacquelyn R	0.17	
		(blank)	0.33	
		Nicollet MS	Schmidt, Jennifer R	1.00
		Smolke, Angela S	0.50	
Math Tcr	Burnsville Alternative HS	Lotze, Timothy	1.00	
		Mueller, Sarah K	1.00	
	Eagle Ridge MS	Czapar, Ryan J	0.50	
		Drutowski, Alison	0.17	
		Grueneich, Janelle	0.50	
		Isaacson, Melissa J	0.50	

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
Math Tcr	Eagle Ridge MS	Nelson, Michelle L	0.17
		Wysocki, Steven J	0.50
	Nicollet MS	Benson, Ross S	1.00
		Dippel, Jessica C	1.00
		Funches, Monique Roy	1.00
		Geddes, Richard W	0.50
		Van Hoorn, Kirsten	0.50
		(blank)	1.00
Phy Ed Tcr	Burnsville Alternative HS	Morrissey, Kevin P	1.00
Principal	Burnsville Alternative HS	Ronn, Kelly J	0.02
			0.12
			0.84
Science Tcr	Burnsville Alternative HS	Engelhardt, Angela C	1.00
		Soderholm, William Eric	1.00
Soc Stu Tcr	Burnsville Alternative HS	Bates, Daniel W	0.10
		Bergman, Anna T	0.50
		Hill, Amy	0.90
		Kirchner, Amy	1.00

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
10030 - K-12 Nursing Hlth Serv			
EA Health	Burnsville HS	Hansen, Sarah J	0.91
	Gideon Pond Elementary	Stene, Barbara	0.91
	Rahn Elementary	Gaddy, Keshia	0.91
	Sky Oaks Elementary	Luth, Donita	0.37
	Vista View Elementary	Luth, Donita	0.54
Nurse - LPN	District-wide	Exley, Amanda	0.65
Nurse - LSN	Burnsville HS	Beaulieu, Kourtney A	0.60
	Eagle Ridge MS	Eilertson, Jane Ann	0.33
	Gideon Pond Elementary	Cozad, Patricia M	0.24
	Harriet Bishop Elementary	Baggot, Lynn	0.60
	Hidden Valley Elementary	Baggot, Lynn	0.15
	Nicollet MS	Waldron, Sheli	0.41
	Rahn Elementary	Stinson, Katrina L	0.16
	Sky Oaks Elementary	Cozad, Patricia M	0.24
	Wm Byrne Elementary	Stinson, Katrina L	0.16

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
11020 - 9-12 Athletics			
Ace L4 Admin Asst/Specialist	Burnsville HS	Riggs, Jeanine L	1.00
Dir Activities	Burnsville HS	Paek, Guillaume J	1.00

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
12010 - F401 Fed Title I			
1st Grade Tcr	Vista View Elementary	Loran, Kerianne N	1.00
3rd GradeTcr	Gideon Pond Elementary	Bartling, Meghan	0.50
	Wm Byrne Elementary	Davidson, Jessica J	0.50
4th Grade Tcr	Hidden Valley Elementary	Ertl, Abby	0.50
5th Grade Tcr	Hidden Valley Elementary	Ertl, Abby	0.50
Ace L3 Secretary	Diamondhead	Linder, Kathryn	1.00
EA Level 3	Edward Neill Elementary	Hernandez, Olga C	0.94
	Gideon Pond Elementary	Abdi, Rahima A	0.50
		Nur, Ifrah H	0.50
	Hidden Valley Elementary	Skahen, Lori L	0.75
	Kindergarten Tcr	Rahn Elementary	Richardson, Sarah
Learning Specialist	Edward Neill Elementary	Herkenhoff, Patty Ann	0.50
	Harriet Bishop Elementary	Schafer, Kristy J	0.50
	Hidden Valley Elementary	Chisaka, Bridget N	1.00
		Nurmela, Crystal	0.25
	Sky Oaks Elementary	Cunniën, Laurie A	0.25
		Lindell, Michelle M	0.25
Prugh Ploehn, Kathryn A		1.00	
Sisa Coordinator	Wm Byrne Elementary	Knutson, Christine	0.50
	Diamondhead	Gulden, Janet	0.80
		Van Osdel, Bethany A	0.49
Title 1 Tcr	St. John's	Holcombe, Sara J	0.40
		Pfeiffer, Donna M	1.00

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
12020 - F414 Fed Title II Part A			
ESL Coordinator	District-wide	Kreie Arago, Maria	0.25
Sisa Coordinator	Diamondhead	Becquer, Frances	1.00
		Van Osdel, Bethany A	0.49

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
12030 - F417 Fed Title III			
Ace L4 Admin Asst/Specialist	Diamondhead	Naas, Anne B	0.50
ESL Coordinator	District-wide	Kreie Arago, Maria	0.75

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
12040 - F433 Fed Title IV-A			
Behavior Analyst	District-wide	Czapar, Kelly N	0.10
		Ewert, Casey B	0.10
Sisa Coordinator	Diamondhead	Gulden, Janet	0.20

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
13010 - F335 Pro Pay (QComp)			
Continuous Improvement Coach	District-wide	Challgren, Peg Ten	1.00
		Hagen, Aimee E	1.00
		Ness, Katie L	1.00
		Plaschko, Mary Beth	1.00
		Pranschke, Stephanie T	1.00
		Smith, Kelly L	1.00

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
13020 - Integration Program			
Advanced Learning	Gideon Pond Elementary	Stalock, Sharron C	0.50
	Sky Oaks Elementary	Stalock, Sharron C	0.50
Avid Coordinator	Burnsville Alternative HS	Hill, Amy	0.10
	Burnsville HS	Christy, Danielle H	0.10
	Eagle Ridge MS	Thomas, Jessica	0.20
	Nicollet MS	Smalley, Amy C	0.20
Avid Tcr	Eagle Ridge MS	Thomas, Jessica	0.80
	Nicollet MS	Smalley, Amy C	0.80
Cultural Liaison	District-wide	Abdullahi, Sahro	1.00
		Bauer, Andrea C	1.00
		Grant, Heidi A	1.00
		Jama, Safiyo N	1.00
		Kaahiye, Axmad	1.00
		Lopez, Mary T	1.00
		Omar, Abdulahi	1.00
		Quintana Nunez, Mariana	1.00
		Ramos, Veronica	1.00
		(blank)	0.40
			0.60
			1.00
		Dir Curriculum & Instruction	Diamondhead
Social Worker	Burnsville HS	Hewett, Thomas	0.65
		Morrissey, Michelle M	0.65
	Eagle Ridge MS	McDowell, Morgan	0.65
		ECSE	Reichert, Kristen K
	Edward Neill Elementary	Chesla, Patrick J	0.65
	Gideon Pond Elementary	Khalif, Abdullahi M	0.65
	Harriet Bishop Elementary	Koch, Rebecca M	0.65
	Hidden Valley Elementary	Gauer-Kloos, Megan	0.65
	Nicollet MS	Knaeble, Kelly L	0.65
		Mains, Kristin E	0.65
	Rahn Elementary	Keller, Katie	0.65
	Sky Oaks Elementary	Bruns, Brittany G	0.65
	Vista View Elementary	(blank)	0.65
	Wm Byrne Elementary	(blank)	0.65

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
13030 - Compensatory Ed			
1st Grade Tcr	Wm Byrne Elementary	Simpson, Lisa	0.50
3rd GradeTcr	Vista View Elementary	Kramer, Krista	0.50
5th Grade Tcr	Gideon Pond Elementary	Mirs, Laurel	0.50
	Wm Byrne Elementary	Zupke, Samuel	0.50
Avid Tcr	Burnsville HS	Christy, Danielle H	0.30
		Davidson, Elizabeth A	0.20
		Gomer-Weyh, Jenna M	0.20
		Moffitt, Leslie Allan	0.20
		Moulsoff, Norine L	0.40
		Waller, Jennifer	0.10
Continuous Improvement Coach	District-wide	Reid, Lisa M	1.00
		Skoglund, Allison L	1.00
Counselor	Burnsville Alternative HS	Maidment, Lori	0.20
EA Level 3	Edward Neill Elementary	Kruger, Tara N	0.94
	Gideon Pond Elementary	Barsug, Hodayfi M	0.94
	Harriet Bishop Elementary	Oshiro, Karen M	0.94
	Hidden Valley Elementary	Gonzales, Evelyn A	0.94
	Nicollet MS	Walls, Eli	0.88
	Rahn Elementary	Gutierrez Beltran, Maria L	0.94
	Sky Oaks Elementary	Abtow, Anab A	0.94
	Vista View Elementary	Tillman, Jack R	0.94
	Wm Byrne Elementary	Hassan, Hamza A	0.94
Interventionist	Burnsville Alternative HS	Maidment, Lori	0.80
	Burnsville HS	Harrod, Kim N	0.20
		Moulsoff, Norine L	0.60
	Eagle Ridge MS	Day, Marlys L	1.00
	Nicollet MS	Robb, Emily C	1.00
Lang Arts Tcr	Eagle Ridge MS	Elward, Lucius P	0.16
		Flynn, Catherine T	0.17
		Moran, Molly K	0.17
	Nicollet MS	Smolke, Angela S	0.50
Learning Specialist	Edward Neill Elementary	Hayden, Suzanne	0.50
		Herkenhoff, Patty Ann	0.50
	Gideon Pond Elementary	Macnaughton, Laura	0.50
	Harriet Bishop Elementary	Campen, Kim A.	1.00
	Hidden Valley Elementary	Tollerud, Teresa Jo	0.50
	Rahn Elementary	Peterson, Keri	1.00
	Sky Oaks Elementary	Lindell, Michelle M	0.50
	Vista View Elementary	Crawford, Cynthia Y	0.25
		Harves, Nicole R	0.25

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
Math Tcr	Burnsville HS	Banitt, Justin	0.20
		Christian, David	0.20
		Noss, Jean	0.40
		Vogt, Kendra M	0.20
Psychologist	Hidden Valley Elementary	Komar, Karen K	0.50
	Sky Oaks Elementary	Schultz, Holly	0.50
Science Tcr	Burnsville HS	Aamodt, William P	0.20
		Davidson, Elizabeth A	0.20
		Holt, Clayton B	0.20
		Huemoeller, Michael T	0.20

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
14010 - Tech General			
Digital Learning Specialist	District-wide	Salmela, Kathryn	1.00
	Edward Neill Elementary	Anderson, Bjorn Rs	0.50
		Knudsen, Julie A	0.25
	Gideon Pond Elementary	Knudsen, Julie A	0.75
	Harriet Bishop Elementary	Risteau, Joseph S	1.00
	Hidden Valley Elementary	Cooper, Kirenza I	1.00
	Rahn Elementary	Casserslysmith, Mary	1.00
	Sky Oaks Elementary	Christen, Lisa K.	0.75
	Vista View Elementary	Anderson, Bjorn Rs	0.50
		Christen, Lisa K.	0.25
	Wm Byrne Elementary	Abrahamson, Jonathan	1.00

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
14020 - Tech Capital Projects			
Instruction/technology Coord	Diamondhead	Gorton, Rachel	1.00
POSA	Diamondhead	Leake, Donald	1.00
Tech Spec 1	Diamondhead	Abdiwahab, Mohamed S	1.00
		Stalock, Andrew R	1.00
		Walczak, Cheryl M	1.00
		District-wide (blank)	1.00
Tech Spec 2	Diamondhead	Bluhm, William Ae	1.00
		Hreha, Justin T	1.00
		Lund, Elliott J	1.00
		Rethlake-homolka, Pam	1.00
Tech Spec 3	Diamondhead	Kopp, Elizabeth A	1.00
		Lund, Tim J	1.00
Tech Spec 4	Diamondhead	Weiler, Bob M	1.00
	District-wide	(blank)	1.00

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
15010 - Prog Development			
Ace L4 Admin Asst/Specialist	Diamondhead	Naas, Anne B	0.50

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
15020 - Curriculum			
Dir Curriculum & Instruction	Diamondhead	Oftedahl, Imina P	0.49
POSA	District-wide	Bonneville, Jon G	1.00

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
15040 - Assessment Program			
Student Info/testing Coord	Diamondhead	Resele, Anna M	1.00

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
16010 - Board of Education			
School Board	District-wide	Chester, Lesley A	1.00
		Holmes Holweger, Jennifer A	1.00
		Schatz, Darcy D	1.00
School Board - Chair	District-wide	Alt, Abigail	1.00
School Board - Clerk	District-wide	Currier, Dee Dee	1.00
School Board - Treasurer	District-wide	Hume, Michael S	1.00
School Board - Vice Chair	District-wide	Miller, Eric Charles	1.00

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
16020 - Superintendent			
Exec Admin Assistant	Diamondhead	Kenney, Jami M	1.00
Superintendent	Diamondhead	Battle, Theresa F	1.00

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
16030 - Assist Superintendent			
Ace L4 Admin Asst/Specialist	Diamondhead	Maternowski, Patricia	0.50
Asst Superintendent	Diamondhead	Gersich, Brian M	1.00

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
16040 - Human Resources			
Dir Human Resources	Diamondhead	Sovine, Stacey	1.00
Hr Benefits Specialist	Diamondhead	(blank)	1.00
Hr Coord	Diamondhead	Weiler, Tiffany M	1.00
Hr Employment Specialist	Diamondhead	Olson, Jessica L	1.00
Hr Labor Relations Mgr	Diamondhead	Demuth, Joy S	1.00

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
16050 - Business Services			
Ace L4 Admin Asst/Specialist	Diamondhead	Kaisershot, Stacy L	1.00
		Maternowski, Patricia	0.50
		Voth, Bethany A	1.00
		Wilson, Michele L	1.00
		Zellmer, Julie A	1.00
Compliance Coordinator	District-wide	Leake, Jarrod S	1.00
Dir Accounting	Diamondhead	Pikal, Robin	1.00
Dir Business	Diamondhead	Rider, Lisa K	1.00
Fiscal Services Coordinator	Diamondhead	Ditter, Natalie L	1.00
Pyrl Supervisor	Diamondhead	Robasse, Christine M	1.00

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
16060 - Marketing Communications			
Communications Coordinator	Diamondhead	Drey, Wesley J	1.00
Communications Specialist	Diamondhead	Lake, Lisa L	1.00
Dir Communications	Diamondhead	Tinklenberg, Aaron D	1.00

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
16070 - Student Registration			
Ace L3 Secretary	Diamondhead	Hardt, Annette	1.00
		Kaiser, Tanya J	1.00
Ace L4 Admin Asst/Specialist	Diamondhead	Curtis, Michele A	1.00
Student Systems Coordinator	Diamondhead	Mccarthy, Brigid M	1.00

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE	
17010 - VOLUNTARY PRE-SCHOOL				
CE Coord ECFE	Community Ed	Check, Cindy	0.30	
CE Coordinator 2	Diamondhead	Cherne, Lori M	1.00	
		Derusha, Jessalynn	0.50	
	Miliovich, Tracy	1.00		
	Pettengill, Taylor M	0.50		
	Edward Neill Elementary	Cantolla, Kaitlin M	1.00	
	Gideon Pond Elementary	Smith-Lossiah, Sharon Kay	1.00	
	Harriet Bishop Elementary	Fandrigh, Kari M	1.00	
		Santos, Miya D	1.00	
	Hidden Valley Elementary	Rivers, Jessica L	1.00	
		Tusa, Angela M	1.00	
	Rahn Elementary	Haggerty, Lori	1.00	
	Sky Oaks Elementary	Dedomines, Jennifer L	1.00	
		Hanson, Virginia A	1.00	
	Vista View Elementary	Rottjakob, Ronda K	1.00	
	Wm Byrne Elementary	Schwingle, Cassie L	1.00	
	CE Program Associate	Community Ed	Amos, Susan K	1.00
			Davis, Isaiah	0.81
		Gideon Pond Elementary	Yusuf, Ubah	0.88
		Harriet Bishop Elementary	(blank)	1.00
		Hidden Valley Elementary	Monnens, Selena	0.88
Rush, Diane			1.00	
Rahn Elementary		Burkart, Paula J	0.88	
Sky Oaks Elementary		Hassan, Hafsa H	0.88	
		(blank)	1.00	
Vista View Elementary		Vraa, Monica S	0.88	
		(blank)	1.00	

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
17011 - Elem Bldg Administrators			
Principal	Edward Neill Elementary	Bomsta, Lyle J	1.00
	Harriet Bishop Elementary	Essay, Kenneth P	1.00
	Hidden Valley Elementary	Black, Kristine C	1.00
	Rahn Elementary	Robb, Brad E	1.00
	Sky Oaks Elementary	Brandner, Renee	1.00
	Vista View Elementary	Nepsund, Jeff L	1.00
	Wm Byrne Elementary	Selim, Mohamed A	1.00

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
17012 - Elem Bldg Clerical			
Ace L3 Secretary	Hidden Valley Elementary	Ontiveros, Eddieca	1.00
Ace L4 Admin Asst/Specialist	Edward Neill Elementary	Stickle, Carolyn E	1.00
	Gideon Pond Elementary	Zimmerman, Sybil	1.00
	Harriet Bishop Elementary	Hinman, Jennifer J	1.00
	Hidden Valley Elementary	Hreha, Kyle J	1.00
	Rahn Elementary	Crosbie, Cindy	1.00
	Sky Oaks Elementary	Peralta, Nancy E	1.00
	Vista View Elementary	Berra, Angie Marie	1.00
	Wm Byrne Elementary	Mcbride, Kristen	1.00

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
17013 - Elem Bldg Ed Assistants			
EA L2 Support	Edward Neill Elementary	Hammoud, Hanaa	0.41
		Johnson, Elaine M	0.41
		Rosenberger, Rose M	0.63
		(blank)	0.06
	Gideon Pond Elementary	Abdi, Rahima A	0.38
		Butorac, Melanie A	0.25
		Kump, Jolene	0.63
		Nur, Ifrah H	0.38
	Harriet Bishop Elementary	Becker, Sarah J	0.19
		Fontana, Peggy	0.63
		Liyanage, Melanie	0.63
		Mcconnell, Diane	0.25
		(blank)	0.19
	Rahn Elementary	Bergstrom, Megan G	0.38
		Copus, Susan J	0.38
		Mosley, Julie G	0.75
	Sky Oaks Elementary	Berge, Kristy K	0.31
		Haroon, Hajir S	0.63
		Lloyd, Yevgeniya	0.50
		Paul, Tara	0.31
	Vista View Elementary	Cermak, Barbara L	0.19
		Gilbertson, Sherry A	0.63
		Olson, Diane B	0.38
(blank)		0.25	
Wm Byrne Elementary	Duran, Lindsey M	0.38	
	Henle, Angela G	0.63	
	Vervais, Elizabeth	0.38	
	(blank)	0.50	
	(blank)	0.50	
EA Level 3	Hidden Valley Elementary	Waters, Stacie	0.59

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
17021 - Sec Bldg Administrators			
Principal	Burnsville HS	Helke, David M	1.00
	Eagle Ridge MS	Nesvig, Erika	1.00
	Burnsville HS	Bellmont, Chris	1.00
	Nicollet MS	Pohl, Angie J	1.00
Principal Asst	Burnsville HS	Braspenick, Cherie	1.00
		Derden, William M	1.00
		Lepper, Jay C	1.00
		Noble, Sarah J	1.00
	Eagle Ridge MS	Buchanan, Isis L	1.00
	Nicollet MS	Blaylark, Eddie D	1.00
		Heim, Bill V	1.00

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
17022 - Sec Bldg Clerical			
Ace L3 Secretary	Burnsville HS	Cecka, Nanette	1.00
		Funk, Ann E	1.00
		Mcclellan, Melissa E	1.00
		Moberg, Carlene	1.00
		Scherer, Deb M	1.00
		Thornton, Jenifer A	1.00
	Eagle Ridge MS	Peterson, Laura J	1.00
		Scalzo, Kristin	1.00
	Nicollet MS	O'hara Stuart, Erin	1.00
		Westerlund, Danette R	1.00
Ace L4 Admin Asst/Specialist	Burnsville HS	Decker, Wendy	1.00
		Katzmarek, Abigail S	1.00
	Eagle Ridge MS	Petroskey, Kellie A	1.00
	Nicollet MS	Lallier, Britney	1.00
Registrar	Burnsville HS	Reiher, Pam	1.00

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
18010 - Transportation Required			
EA L2 Support	Edward Neill Elementary	Rosenberger, Rose M	0.25
	Gideon Pond Elementary	Kump, Jolene	0.25
	Harriet Bishop Elementary	Mcconnell, Diane	0.25
	Rahn Elementary	Mosley, Julie G	0.25
	Sky Oaks Elementary	Paul, Tara	0.25
	Vista View Elementary	Olson, Diane B	0.25
	Wm Byrne Elementary	Henle, Angela G	0.25
	Hidden Valley Elementary	Waters, Stacie	0.25
EA Level 3			

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE	
19010 - OP Custodial				
Custodian - Level 1	BES Transition Services	Arreola, Bertha A	0.50	
		Burnsville HS		
		Anderson, Sean M	1.00	
		Graupmann, David A	1.00	
		Jacobson, Michael J	1.00	
		Jimenez, David M	1.00	
		Johnson, Nicholas A	1.00	
		Linder, Anthony E	1.00	
		Mcdonald, David	1.00	
		Mills, Derek R	1.00	
		Morgan, Julie C	1.00	
		Ohlhauser, Connor C	1.00	
		Orellana, Laura I	1.00	
		Schwanke, Craig A	1.00	
		Swanson, Todd	1.00	
		Wick, Darryl	1.00	
		Diamondhead		
			Abbott, Mark M	1.00
			Alvarado Robles, Luis	1.00
		District-wide		
			Dotzler, Brenda L	1.00
			Spencer, Tandelyn T	1.00
		Eagle Ridge MS		
			Davila, Guillermo D	1.00
			Leon, Steven F	1.00
			Ly, Ty V	1.00
			Mathys, Frederic G	1.00
			Sahli, Teresea	1.00
		ECSE		
			Lopez, Joseph D	1.00
			Molina, Luis A	0.50
		Edward Neill Elementary		
			Alvarado, Mary	1.00
		Strauss, Levi	0.50	
	Gideon Pond Elementary			
		Strauss, Levi	0.50	
		Toeller, John F.	1.00	
	Harriet Bishop Elementary			
		Carlson, Sandra K	1.00	
		Robasse, Charles W	1.00	
	Hidden Valley Elementary			
		Alvarado, Ernesto	1.00	
		Sullivan, Geraldine E	1.00	
	Nicollet MS			
		Gibbons, Patrick M	1.00	
		Kiehn, Jean M	1.00	
		Martinez, Annette	1.00	
		O'leary, Daniel L	1.00	
	Rahn Elementary			
		Fitzgerald, Elizabeth	0.50	
		Molina, Luis A	0.50	

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE		
Custodian - Level 1	Rahn Elementary	Needham, Timothy	1.00		
	Sky Oaks Elementary	Kinyon, Terry R	1.00		
		Vertein, James	1.00		
	Vista View Elementary	Arreola, Bertha A	0.50		
		Morales, Manuela	1.00		
	Wm Byrne Elementary	Fitzgerald, Elizabeth	0.50		
Custodian - Level 2	Burnsville HS	Alvarado, Angel	1.00		
		Lundberg-Schmidt, Pamela M	1.00		
		Mausser, Benjamin	1.00		
		Schmidt, Brent G	1.00		
		Wendorf, Eric S	1.00		
	District-wide	Johnson, Michael A	1.00		
		Wollersheim, Christian P	1.00		
	Eagle Ridge MS	Jensen, Bryan J	1.00		
	Nicollet MS	Teske, Jeffrey J	1.00		
	Custodian - Level 3	Burnsville HS	Johnson, Mark E	1.00	
Sahli, Jonathan C			1.00		
Diamondhead			Thurber, Laurie	1.00	
			District-wide	Glende, Mark	1.00
				Johnson, Brian J	1.00
		Older, Glen R	1.00		
		Sather, Derek D	1.00		
Eagle Ridge MS		Johnson, Glenn A.	1.00		
ECSE		Dimberio, Robbie	1.00		
Edward Neill Elementary		Reimers, James F	1.00		
Gideon Pond Elementary		Gorzycki, Mark	1.00		
Harriet Bishop Elementary		Martinez, Robert V	1.00		
Hidden Valley Elementary		Nelson, Kirk A	1.00		
Nicollet MS		Wolfram, Michael	1.00		
Rahn Elementary		Gilbertson, Dale	1.00		
Sky Oaks Elementary		Kaisershot, Troy M	1.00		
Vista View Elementary		Gomez, Oscar A	1.00		
Wm Byrne Elementary		Henderson, Sean M	1.00		
Dir Operations		Diamondhead	Lake, David	0.40	
Ops Supervisor		District-wide	Shawback, Arthur, Jr	1.00	

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
19020 - OP Bldg Main & Grounds			
Custodian - Level 2	District-wide	Anderson, John Charles	1.00
		Chantara, Thomas Khamsing	0.50
		Dykstra, Bryan G.	1.00
		Vendel, Matthew M	1.00
Custodian - Level 4	District-wide	Powers, Scott D	1.00

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
19030 - H & S/ADA Compliance			
Ace L4 Admin Asst/Specialist	Diamondhead	Maro, Julie A	1.00
Dir Operations	Diamondhead	Lake, David	0.60
Ops Supervisor	District-wide	Wurdeman, Scott	1.00

Staffing Detail by Budget Unit as of June 4, 2020

Row Labels	Location Description	Full Name	FTE
19050 - Purchasing/Warehouse			
Custodian - Level 2	District-wide	Chantara, Thomas Khamsing	0.50
Custodian - Level 4	District-wide	Hadac, William	1.00
Grand Total			

Additional Data used in Development of FY21 Adopted Budget as of June 4, 2020

Table 1 Employee Unit Comparison
Fiscal Year 2020

Employee Unit	Sum of FTE (Full-time Equivalent)	Administration per State Report Card	Sum of Salary	Sum of Benefit	Total Salary & Benefits	Percent of Employees
Teachers	603.72	0	\$ 46,793,266.79	\$ 17,721,170.48	\$ 64,514,437.27	60.69%
Educational Asst	166.45	0	\$ 4,623,818.07	\$ 2,722,228.76	\$ 7,346,046.83	16.73%
Custodial	75.00	0	\$ 3,820,309.20	\$ 950,465.04	\$ 4,770,774.24	7.54%
Clerical	48.00	0	\$ 2,266,570.40	\$ 994,347.44	\$ 3,260,917.84	4.83%
Unaffiliated	45.54	1	\$ 2,957,821.99	\$ 1,112,956.51	\$ 4,070,778.50	4.58%
Principals	21.00	21	\$ 3,074,700.00	\$ 946,353.06	\$ 4,021,053.06	2.11%
District Wide	14.00	6	\$ 1,527,500.00	\$ 505,801.40	\$ 2,033,301.40	1.41%
Info Tech Specialists	12.00	0	\$ 719,500.00	\$ 217,138.72	\$ 936,638.72	1.21%
Confidential	6.00	0	\$ 416,980.00	\$ 161,402.75	\$ 578,382.75	0.60%
Operations	2.00	0	\$ 152,440.00	\$ 48,617.36	\$ 201,057.36	0.20%
Superintendent	1.00	1	\$ 192,000.00	\$ 56,948.42	\$ 248,948.42	0.10%
Grand Total	994.72	29	\$ 66,544,906.45	\$ 25,437,429.93	\$ 91,982,336.39	100.00%

Table 1 shows the Collective Bargaining Groups or Groups with Terms and Conditions who primarily are funded by the General Fund.

Below are definitions of the above categories from which all of our Human Resource Assignments within the General Fund are derived. Close to 80% of the total general fund budget is made up of Salary and Benefits, including hourly assignments, from these groups within the General Fund.

Clerical refer to positions that fall under the **Association of Clerical Employees** collective bargaining agreement which are expected to complete clerical tasks as assigned.

"Confidential employee" means an employee who as part of the employee's job duties:

(1) is required to access and use labor relations information as that term is defined in section [13.37, subdivision 1](#), paragraph (c) "*Labor relations information*" means management positions on economic and noneconomic items that have not been presented during the collective bargaining process or interest arbitration, including information specifically collected or created to prepare the management position."; or

(2) actively participates in the meeting and negotiating on behalf of the public employer.

Custodial refer to positions that fall under the **Service Employees International Union Local 284 - Custodial Employees** which are expected to complete custodial tasks as assigned.

District Wide - Districtwide Administrators Association includes the following positions whose roles vary depending upon their job description (note some of these positions are funded outside of the General Fund yet are included within this category) :

Director of Curriculum, Instruction, and Student Support Services

Director of Individualized Student Services

Director of Operations, Properties, and Transportation

Director of Community Education (funded by Fund 04)

Director of Strategic Partnerships and Pathways

Director of Activities and Athletics

Director of Food Services (funded by Fund 02)

Director of Communications

Special Education Supervisor(s)

175

Community Education Coordinator(s) (funded by Fund 01 and Fund 04)
 Adult Basic Education Coordinator (funded by Fund 04)

Educational Asst - refer to positions that fall under the **Burnsville Association of Educational Assistants** collective bargaining agreement which are expected to complete tasks as assigned in the areas of support, health, media and special education.

Info Tech Specialists - refer to positions that fall under the **Information Technology Specialists** collective bargaining agreement which are expected to complete tasks as assigned to either level of Tech Spec 1, 2, 3, or 4.

Operations - refer to positions that fall under the **Operations and Maintenance Supervisors** collective bargaining agreement which are expected to complete tasks as assigned for Operations Supervisors.

Principals - refer to positions that fall under the **Burnsville Principals Association** collective bargaining agreement which are expected to complete tasks as assigned for their assigned level of either Associate or Principal at Elementary, Middle or Senior High levels.

School Board - elected officials comprising the **ISD 191 School Board of Directors**.

Superintendent - Individual who leads ISD 191 as per job description and contract with School Board.

Teachers - refer to positions that fall under the **Burnsville Education Association** collective bargaining agreement which are expected to complete tasks as assigned for their position as a licensed teaching personnel as defined in the Public Employment Labor Relations Act (PELRA).

Unaffiliated Employees are positions that do not have a "Community of Interest" with established bargaining units within the district. These positions are At-Will and fall under Terms and Conditions of Employment verses a negotiated agreement.

Tables 2 through 6 below are all as of June 4, 2020 and represent the salary only grid related to licensed teaching personnel whose position falls under the Burnsville Education Association.

Table 2 2021 Teacher Salary Schedule

STEP	BA	BA20	BA40	MA	MA20	MA40	MA60
1	\$ 40,950	\$ 42,640	\$ 44,130	\$ 46,260	\$ 48,390	\$ 50,390	\$ 52,870
2	\$ 40,970	\$ 42,670	\$ 44,160	\$ 46,290	\$ 48,440	\$ 50,420	\$ 52,900
3	\$ 41,010	\$ 42,700	\$ 44,190	\$ 46,340	\$ 48,480	\$ 50,470	\$ 52,940
4	\$ 41,570	\$ 43,020	\$ 44,910	\$ 48,480	\$ 52,220	\$ 53,070	\$ 55,680
5	\$ 42,600	\$ 44,410	\$ 46,500	\$ 50,270	\$ 54,640	\$ 55,660	\$ 58,070
6	\$ 45,140	\$ 46,990	\$ 49,290	\$ 53,130	\$ 55,710	\$ 58,320	\$ 61,390
7	\$ 48,950	\$ 49,090	\$ 51,150	\$ 55,300	\$ 57,900	\$ 60,260	\$ 63,800
8	\$ 48,950	\$ 53,010	\$ 53,520	\$ 57,730	\$ 60,080	\$ 63,150	\$ 66,230
9	\$ 48,950	\$ 53,010	\$ 58,310	\$ 60,560	\$ 63,620	\$ 66,930	\$ 70,240
10	\$ 48,950	\$ 53,010	\$ 58,310	\$ 64,060	\$ 67,140	\$ 70,430	\$ 73,980
11	\$ 48,950	\$ 53,010	\$ 58,310	\$ 68,550	\$ 72,000	\$ 75,460	\$ 79,360
12	\$ 48,950	\$ 53,010	\$ 58,310	\$ 74,460	\$ 78,040	\$ 81,780	\$ 85,760
15	\$ 51,740	\$ 56,740	\$ 62,620	\$ 78,730	\$ 82,810	\$ 87,090	\$ 92,200
20	\$ 55,640	\$ 60,020	\$ 66,590	\$ 82,090	\$ 86,670	\$ 91,520	\$ 98,140

Table 2 is the salary amount earned by an individual within each cell.

Table 3

**2021 Teacher Salary Schedule
Annual Step Increase over the 2020 Schedule**

STEP	BA	BA20	BA40	MA	MA20	MA40	MA60
1							
2	\$ 550	\$ 580	\$ 600	\$ 630	\$ 680	\$ 680	\$ 710
3	\$ 570	\$ 580	\$ 600	\$ 650	\$ 670	\$ 700	\$ 720
4	\$ 1,090	\$ 870	\$ 1,290	\$ 2,740	\$ 4,370	\$ 3,250	\$ 3,420
5	\$ 1,570	\$ 1,950	\$ 2,170	\$ 2,420	\$ 3,100	\$ 3,280	\$ 3,110
6	\$ 3,090	\$ 3,150	\$ 3,390	\$ 3,510	\$ 1,780	\$ 3,380	\$ 4,070
7	\$ 4,390	\$ 2,710	\$ 2,500	\$ 2,860	\$ 2,910	\$ 2,690	\$ 3,200
8	\$ 630	\$ 4,550	\$ 3,030	\$ 3,140	\$ 2,930	\$ 3,670	\$ 3,250
9	\$ 630	\$ 690	\$ 5,480	\$ 3,580	\$ 4,320	\$ 4,600	\$ 4,860
10	\$ 630	\$ 690	\$ 750	\$ 4,280	\$ 4,340	\$ 4,360	\$ 4,650
11	\$ 630	\$ 690	\$ 750	\$ 5,320	\$ 5,730	\$ 5,940	\$ 6,330
12	\$ 630	\$ 690	\$ 750	\$ 6,790	\$ 6,970	\$ 7,290	\$ 7,420
15	\$ 3,420	\$ 4,420	\$ 5,060	\$ 5,230	\$ 5,780	\$ 6,360	\$ 7,550
20	\$ 4,640	\$ 4,100	\$ 4,870	\$ 4,490	\$ 5,050	\$ 5,680	\$ 7,260

Table 3 is the salary dollar amount increase within each cell from FY20 to FY21 as negotiated.

Table 4

**2021 Teacher Salary Schedule
Annual Step Increase Percentage over the 2020 Schedule**

STEP	BA	BA20	BA40	MA	MA20	MA40	MA60
1							
2	1.36%	1.38%	1.38%	1.38%	1.42%	1.37%	1.36%
3	1.41%	1.38%	1.38%	1.42%	1.40%	1.41%	1.38%
4	2.69%	2.06%	2.96%	5.99%	9.13%	6.52%	6.54%
5	3.83%	4.59%	4.90%	5.06%	6.01%	6.26%	5.66%
6	7.35%	7.19%	7.39%	7.07%	3.30%	6.15%	7.10%
7	9.85%	5.84%	5.14%	5.45%	5.29%	4.67%	5.28%
8	1.30%	9.39%	6.00%	5.75%	5.13%	6.17%	5.16%
9	1.30%	1.32%	10.37%	6.28%	7.28%	7.38%	7.43%
10	1.30%	1.32%	1.30%	7.16%	6.91%	6.60%	6.71%
11	1.30%	1.32%	1.30%	8.41%	8.65%	8.54%	8.67%
12	1.30%	1.32%	1.30%	10.03%	9.81%	9.79%	9.47%
15	7.08%	8.45%	8.79%	7.12%	7.50%	7.88%	8.92%
20	9.10%	7.33%	7.89%	5.79%	6.19%	6.62%	7.99%

Table 4 is the percent increase an individual would experience from FY20 to FY21 if they only moved one step (no lane change) as negotiated.

Table 5

**2021 Teacher Salary Schedule
Number of Employees per Step / Lane Cell**

Steps	Bachelors	Bachelors +20	Bachelors +40	Bachelors +60	Masters	Masters +20	Masters +40	Masters +60	ED SPEC	Doctorate	Grand Total
	1	0	0	0	0	16	0	0	0	0	
2	5	0	0	0	3	0	0	0	0	0	8
3	8	1	1	2	3	0	0	0	0	0	15
4	6	0	1	4	0	0	1	0	0	0	12
5	7	2	0	1	3	0	0	0	0	0	13
6	1	2	0	0	3	2	1	2	0	1	12
7	5	1	0	1	7	2	2	0	1	0	19
8	1	0	1	0	10	4	0	8	0	0	24
9	1	1	2	0	7	1	5	0	2	0	19
10	0	0	1	0	7	3	5	6	2	0	24
11	0	0	1	1	1	3	1	7	2	0	16
12	1	2	0	2	5	2	3	13	0	0	28
13	0	0	0	0	6	3	6	9	3	0	27
14	1	1	0	3	16	11	11	28	2	0	73
15	0	0	1	2	3	4	1	13	0	0	24
16	0	0	0	0	1	2	1	10	1	0	15
17	0	0	0	3	4	2	4	18	0	0	31
18	2	0	0	1	1	0	3	12	0	0	19
19	0	1	0	0	3	2	1	17	0	0	24
20	3	1	0	4	4	10	4	163	0	0	189
Grand Total	41	12	8	24	103	51	49	306	13	1	608

Table 5 shows the placement on the grid of each individual position under the Burnsville Education Association agreement as of June 4, 2020.

Table 6

**2021 Teacher Salary Schedule
Annual Cost by FTE's per Step / Lane Cell**

Steps	BA	BA20	BA40	BA60	MA	MA20	MA40	MA60	ED SPEC	PHD	Grand Total
1					\$ 1,278,086.00						\$ 1,278,086.00
2	\$ 204,850.00				\$ 65,731.80						\$ 270,581.80
3	\$ 328,080.00	\$ 42,700.00	\$ 44,190.00	\$ 92,680.00	\$ 115,850.00						\$ 623,500.00
4	\$ 249,420.00		\$ 44,910.00	\$ 193,920.00			\$ 53,070.00				\$ 541,320.00
5	\$ 279,541.20	\$ 88,820.00		\$ 50,270.00	\$ 100,540.00						\$ 519,171.20
6	\$ 45,140.00	\$ 46,990.00			\$ 205,613.10	\$ 111,420.00	\$ 58,320.00	\$ 122,780.00		\$ 61,390.00	\$ 651,653.10
7	\$ 146,850.00	\$ 49,090.00		\$ 55,300.00	\$ 331,800.00	\$ 105,957.00	\$ 120,520.00		\$ 63,800.00		\$ 873,317.00
8			\$ 53,520.00		\$ 565,754.00	\$ 216,288.00	\$ 63,150.00	\$ 463,610.00			\$ 1,362,322.00
9	\$ 48,950.00	\$ 53,010.00	\$ 116,620.00		\$ 363,360.00	\$ 63,620.00	\$ 334,650.00		\$ 140,480.00		\$ 1,120,690.00
10			\$ 58,310.00		\$ 318,378.20	\$ 201,420.00	\$ 316,935.00	\$ 420,962.29	\$ 118,368.00		\$ 1,434,373.49
11			\$ 58,310.00	\$ 68,550.00	\$ 68,550.00	\$ 216,000.00	\$ 75,460.00	\$ 476,160.00	\$ 158,720.00		\$ 1,121,750.00
12	\$ 48,950.00	\$ 106,020.00		\$ 74,460.00	\$ 372,300.00	\$ 156,080.00	\$ 228,984.00	\$ 921,920.00			\$ 1,908,714.00
13					\$ 446,760.00	\$ 234,120.00	\$ 490,680.00	\$ 771,840.00	\$ 240,128.00		\$ 2,183,528.00
14	\$ 48,950.00	\$ 53,010.00		\$ 186,150.00	\$ 1,079,670.00	\$ 858,440.00	\$ 891,402.00	\$ 2,315,520.00	\$ 171,520.00		\$ 5,604,662.00
15			\$ 62,620.00	\$ 157,460.00	\$ 236,190.00	\$ 331,240.00	\$ 87,090.00	\$ 1,198,600.00			\$ 2,073,200.00
16					\$ 78,730.00	\$ 165,620.00	\$ 87,090.00	\$ 922,000.00	\$ 92,200.00		\$ 1,345,640.00
17				\$ 236,190.00	\$ 314,920.00	\$ 82,810.00	\$ 348,360.00	\$ 1,613,500.00			\$ 2,595,780.00
18	\$ 103,480.00			\$ 78,730.00	\$ 78,730.00	\$ 76,185.20	\$ 174,180.00	\$ 1,014,200.00			\$ 1,525,505.20
19		\$ 56,740.00			\$ 236,190.00	\$ 248,430.00	\$ 87,090.00	\$ 1,475,200.00			\$ 2,103,650.00
20	\$ 166,920.00	\$ 48,016.00		\$ 246,270.00	\$ 262,688.00	\$ 780,030.00	\$ 366,080.00	\$ 15,785,819.00			\$ 17,655,823.00
Grand Total	\$ 1,671,131.20	\$ 544,396.00	\$ 438,480.00	\$ 1,439,980.00	\$ 6,519,841.10	\$ 3,847,660.20	\$ 3,783,061.00	\$ 27,502,111.29	\$ 985,216.00	\$ 61,390.00	\$ 46,793,266.79

Table 6 shows the salary only cost assuming the placement on the grid of each individual position under the Burnsville Education Association agreement as of June 4, 2020.

BURNSVILLE EAGAN SAVAGE
Independent School District 191
Human Resources

AGENDA ITEM: IV.B.4.

To: Members of the Board of Education
Superintendent Dr. Theresa Battle

From: Stacey Sovine
Executive Director of Human Resources

Date: June 18, 2020

RE: **Collective Bargaining Agreement with the Information Technology Specialists**

RECOMMENDATION: THAT THE BOARD OF EDUCATION APPROVE THE REVISIONS AND READOPT THE UNCHANGED LANGUAGE IN THE 2019-2021 MASTER AGREEMENT WITH THE INFORMATION TECHNOLOGY SPECIALISTS

The District reached a tentative agreement on a new two-year contract with the Information Technology Specialists on May 19, 2020. There are 10 members currently within the unit. During the collective bargaining process, 5 language items were on the table for discussion. IT ratified the agreement late May.

The major language items agreed upon in the tentative agreement include:

- Language on vacation time
- Language on Fair Share
- Steps both years. Plus adjustments to 403(b)

Economic terms agreed to include:

- 1% increase each year on career increment steps
- 2 year increased cost \$27,230.
- MSBA 2 year package increase is 2.45%

MASTER AGREEMENT

**BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT 191
BURNSVILLE, MINNESOTA**

and

INFORMATION TECHNOLOGY SPECIALISTS

July 1, ~~2017~~ 2019 – June 30, ~~2019~~ 2021

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2017-2019-2021

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ARTICLE I
PURPOSE

Section 1. Parties: THIS AGREEMENT, entered into between the School Board of Independent School District 191, Burnsville, Minnesota, hereinafter called the Employer, and the Information Technology Specialists, hereinafter called the Union, pursuant to and in compliance with the Public Employment Relations Act of 1971, provides the terms and conditions of employment for Information Technology Specialists during the duration of this Agreement.

ARTICLE II
RECOGNITION OF EXCLUSIVE REPRESENTATIVE

- Section 1. Recognition: The Employer recognizes the Union as the exclusive representative, under the PELRA for all classifications listed as Information Technology Specialists.
- Section 2. Appropriate Unit: All employees in the above categories are members of the appropriate unit except those excluded under P.E.L.R.A.
- Section 3. In the event the Employer and the Union are unable to agree as to the inclusion or exclusion of a new or modified job position, the issue shall be submitted to the Bureau of Mediation Services for determination.

ARTICLE III
DEFINITIONS

- Section 1. Full-time Employees: Shall mean an employee who is assigned to work at least 1400 hours per year.
- Section 2. Union: Information Technology Specialists.
- Section 3. Union Member: A member of the Information Technology Specialists.
- Section 4. Employee: A member of the exclusively recognized bargaining unit.
- Section 5. Probationary Period: Effective July 1, 2010 all newly hired or rehired employees will have a nine (9) month (calendar) probationary period from their date of hire. After 90 working days of service, the District shall conduct a performance review. At that meeting it shall be determined if further performance reviews shall be required prior to the completion of the probationary period.
- Section 6. Employer: The Independent School District 191, Burnsville, Eagan, Savage.
- Section 7. Superintendent: Superintendent of Independent School District 191.
- Section 8. Union Officer: Officer elected or appointed by the Information Technology Specialists.

- Section 9. Duty Day: The basic duty day for most full-time employees will be eight hours in length, but employees in an exempt position are expected to work the number of hours necessary to perform their job duties and to meet the professional expectations of their job.
- Section 10. Basic Work Year: The employee work year shall correspond to the School District's fiscal year which is July 1st through the following June 30th.
- Section 11. Direction of Duties: All technology work assignments requiring the use of district property, whether regularly assigned or temporary because of outside agency rentals, are under the direction of the Information Technology Specialists.
- Section 12. Overtime: Hours worked beyond a forty-hour work week will not constitute overtime and will not result in any overtime pay or any other form of additional compensation for employees who hold an exempt position under the FLSA. Employees who hold a non-exempt position will receive one and one-half (1.5) times their regular rate of pay for all time worked in excess of forty (40) hours per week. Non-Duty days and paid holiday hours will not be counted as hours worked when determining overtime obligations in a given week. Beyond the basic duty day, all employees may be required to attend and participate in meetings and school-sponsored events and activities. Employees eligible for overtime shall be paid in the next pay period following when submission of overtime is made within the District payroll schedule.

ARTICLE IV EMPLOYER AUTHORITY

- Section 1. The employer retains the sole right to operate and manage all personnel, facilities, and equipment in accordance with applicable laws and regulations of appropriate authorities.
- Section 2. Any term and condition of employment not specifically established or modified by this Agreement shall remain solely with in the discretion of the Employer to modify, establish or eliminate.

ARTICLE V UNION SECURITY

- Section 1. Dues Check-off: The employer shall deduct from the wages of employees who authorize such a deduction, in writing, an amount necessary to cover monthly Union dues. The Employer shall remit the collected dues to the Union monthly.
- Section 2. Fair Share Fee: In accordance with the PELRA, any employee included in the appropriate unit who is not a member of the exclusive representative may be required by the exclusive representative to contribute a fair share fee for services rendered as exclusive representative. The fair share fee for any employee shall be in an amount equal to the regular membership dues of the exclusive representative, less the cost of benefits financed through the dues and available

only to members of the exclusive representative, but in no event shall the fee exceed 85% of the regular membership dues.

The exclusive representative shall provide written notice of the amount of the fair share fee assessment to the Commissioner, the School District, and to each employee to be assessed the fair share fee.

A challenge by an employee or by a person aggrieved by the assessment shall be filed in writing with the Commissioner, the School District, and the exclusive representative within thirty (30) days after the receipt of the written notice. All challenges shall specify those portions of the assessment challenged and the reasons therefore but the burden of proof relating to the amount of the fair share fee shall be on the exclusive representative. The School District shall deduct the fee from the earnings of the employee and transmit the fee to the exclusive representative thirty (30) days after the written notice was provided, or, in the event a challenge is filed the deductions for a fair share fee shall be held in escrow by the School District pending a decision by the Commissioner or the Court. Any fair share challenge shall not be subject to the grievance procedure.

The exclusive representative hereby warrants and covenants that it will defend, indemnify, and save the School District harmless from any and all actions, suits, or damages, judgments, and executions or other forms of liability, liquidated or unliquidated, which any person may have or claim to have, now or in the future, arising out of or by reason of the deduction of the fair share fee specified by the exclusive representative as provided herein.

- Section 3. Steward Designation: The Union may designate employees from the bargaining unit to act as a steward and an alternate steward and shall inform the Employer, in writing, of such choice and changes in the position of steward and/or alternate steward.
- Section 4. Union Business: The Employer agrees to allow two (2) membership meetings per year on District property for the purpose of formulating wage requests and presenting final proposal. One hour of release time with no salary deduction shall be granted for each meeting. The district will provide reasonable time off to elected officers or appointed representatives of the Exclusive Representative for the purpose of conducting the duties of Exclusive Representative including, but not limited to, grievance investigation and processing and conferring with District representatives and immediate supervisors with respect to the establishment, interpretation, and application of the provisions of this Agreement. The Exclusive Representative shall notify his/her immediate supervisor at least two (2) days prior to the use of such time except in emergency situations.
- Section 5. Union Notices: The Employer shall make space available on the employee bulletin board for posting of Union notice(s) and announcement(s).
- Section 6. Hold Harmless: The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders or judgments brought or issued against

the Employer as a result of any action taken or not taken by the Employer under the provisions of the Article.

ARTICLE VI PERFORMANCE OF DUTIES

Section 1. Employees must faithfully perform, at a professional level of competence, the services and duties prescribed by the District, regardless of whether such duties are specifically described in this policy, in a job description, in a notice of assignment, or in another document. Prompt and regular attendance is an essential function of each employee's job. Employees must also comply with all lawful directives issued by the Superintendent or by any other individual with supervisory authority. In addition, employees must comply with all applicable federal and state laws and with all rules, regulations, and policies established by the District. Employees may not, directly or indirectly, engage or participate in any action or conduct which conflicts in any respect with the interests of the District. Toward that end, employees may not engage or participate in any action or conduct that is inconsistent with their job duties, the basic educational mission of the District, or the desired image of the District.

Section 2. The number of paid duty days shall not exceed two-hundred and thirty-one (231) days. After an employee has completed ten (10) years of district service as an Informational Technology Specialist, the number of duty days shall not exceed two-hundred and twenty-one (221) days.

Each employee must develop a calendar identifying the employee's duty days and non-duty days between August and July 31 the following fiscal year. The employee must then submit the calendar to the employee's supervising administrator for approval. Employee modifications to the calendar may occur with reasonable notification and supervisor approval. Additional duty days may be approved by the Superintendent. Unauthorized additional duty days will not be compensated.

Effective June 30, 2021, each employee must develop a calendar identifying the employee's duty days and non-duty days between July 1 and June 30. The employee must then submit the calendar to the employee's supervising administrator for approval. Employee modifications to the calendar may occur with reasonable notification and supervisor approval. Additional duty days may be approved by the Superintendent. Unauthorized additional duty days will not be compensated.

Section 3. Daily and Hourly Rate of Pay: In the event the District needs to determine a daily rate of pay for an exempt employee, the employee's annual salary will be divided by the number of duty days assigned to the employee. In the event the District needs to determine an hourly rate of pay for a non-exempt employee, the employee's daily rate of pay will be divided by eight hours.

Section 4. When a supervisor replaces an employee in a higher classification on a temporary appointment or for any other reason with another lower paid employee who qualifies for and performs all job functions of the higher classification for a minimum of 10 work days, the temporary replacement shall receive the higher rate of pay. A temporary appointment to replace an employee in a lower classification continues at the regular rate. Pay is retroactive to day 1 of the temporary appointment.

ARTICLE VII
HOLIDAYS

Section 1. In the absence of an emergency or a change in the school calendar, employees are not expected to work on the following holidays: Independence Day, Labor Day, Thanksgiving and the day following, Christmas Eve Day, Christmas Day, New Year’s Eve Day, New Year’s Day, Memorial Day and one floating holiday to be scheduled with the approval of the Informational Technology specialist’s immediate supervisor.

Section 2. In the case of an emergency or a change in the school calendar requiring an employee to work a holiday identified in Section 1, the employee shall be awarded a floating holiday and a personal day to use within the current fiscal year.

ARTICLE VIII
CLOSING AND EMERGENCY DISMISSALS

Section 1. In the event the superintendent cancels classes because of inclement weather or an emergency, the first emergency closing will be paid at the employee’s daily rate of pay. In the event the schools of the District are closed a second time or more because of inclement weather, employees shall have a choice of working, taking a personal day or taking a non-duty day.

Section 2. If, after arriving on the job, the employee is dismissed by the Superintendent of Schools or designee, the employee shall be compensated for the day.

ARTICLE IX
COMPENSATION

Section 1.

~~2017-2018~~ 2019-2020

	Step 1	Step 2	Step 3
TECH SPEC 1	\$ 38,200	\$ 39,850	\$ 41,550
TECH SPEC 2	\$ 52,950	\$ 55,200	\$ 57,450
TECH SPEC 3	\$ 69,450	\$ 71,550	\$ 73,750
TECH SPEC 4	\$ 78,800	\$ 81,400	\$ 84,100

2018-2019 2020-2021

	Step 1	Step 2	Step 3
TECH SPEC 1	\$ 38,600	\$ 40,250	\$ 41,950
TECH SPEC 2	\$ 53,500	\$ 55,750	\$ 58,000
TECH SPEC 3	\$ 70,150	\$ 72,250	\$ 74,500
TECH SPEC 4	\$ 79,600	\$ 82,200	\$ 84,950

- Section 2. Step Movement: Informational Technology Specialists hired after January 1st shall not advance a step until July 1st the following calendar year. Thereafter, Informational Technology Specialists will advance one step on July 1st, provided they have successfully completed a year of service.
- Section 3. At the time of employment, relevant outside experience may be considered for appropriate step placement.
- Section 4. Stipend: Effective July 1, 2011, a Video Production Technology Stipend in the amount of \$3,500 will be paid to the Information Technology Specialist who prepares and edits the Board of Education's monthly meeting and district's monthly cable show. Special board meetings in excess of 23 per year, shall be compensated at \$100 per meeting, provided the meeting requires significant preparation and time.
- Section 5. Longevity: Effective July 1, 2011, after ten (10) years of service within the unit, an Informational Technology Specialist will receive \$1,000 above their base salary. After fifteen (15) years of service, an Informational Technology Specialist will receive \$1,500 above their base salary. After twenty (20) years of service, an Informational Technology Specialist will receive \$2,500 above their base salary.

ARTICLE X
LEAVES

- Section 1. Sick Leave: Each full-time employee will earn sick leave at the rate of seventeen (17) days per school year and may accumulate a maximum of 150 days of sick leave. Part-time employees will earn sick leave on a prorated basis. An employee's use of sick leave is subject to the following conditions:
- a. The Superintendent may allow an employee to use up to five days of annual sick leave in advance of the monthly accrual, but the advance of sick leave will be deducted from subsequent accrual in that year. Any absences due to illness that are in excess of the employee's accumulated sick leave and annual accrual will be without pay.
 - b. An employee may use accumulated sick leave whenever he/she is absent due to illness or a serious health condition that prevents his/her attendance or the performance of his/her job duties; to care for a sick or injured child; and for any other reason expressly permitted by state or federal law. An employee may use up to five (5) days of accumulated sick leave to care for a spouse who

is suffering from an illness or serious health condition. In addition, an employee may use up to one (1) day of accumulated sick leave per school year to attend the funeral of an individual who is not in the employee's immediate family. Sick leave may not be used to conduct personal business.

- c. If the employee reports being absent due to illness or serious health condition, the District may require the employee to provide a certification from a qualified physician stating that the absence was due to an illness or a serious health condition. The District will make the final determination as to whether the employee is entitled to receive sick leave for a given absence.
- d. Upon separating from employment with the District for any reason, an employee will have no right to receive any compensation for any unused days of accumulated sick leave.

Section 2. Bereavement Leave: An employee may take up to five (5) days of paid bereavement leave per year for any death(s) that occurs in the employee's immediate family. For purposes of this Agreement, "immediate family" includes a spouse, children, parents, siblings, grandparents, grandchildren, and in-laws (mother-in-law, father-in-law, son-in-law, brother-in-law, and sister-in-law). The Superintendent may, in his/her sole discretion, grant up to ten (10) additional days of bereavement leave per school year for reasons such as multiple deaths in the immediate family and out-of-state funerals.

Section 3. Personal Leave: An employee may take up to two (2) days of paid personal leave each school year. The employee must obtain permission from his/her supervising administrator to take personal leave on a given day. The Superintendent or the supervising administrator may deny any request for personal leave at a given time based upon the Superintendent's or administrator's assessment of the needs of the District. Days of personal leave do not accumulate and will be forfeited if they are not used. Upon separating from employment with the District for any reason, an employee will have no right to receive any compensation for any unused days of personal leave.

Section 4. Jury Duty: An employee who is called for jury duty will be reimbursed for the difference between the amount paid for serving on the jury and the employee's regular salary during the period of service. To the extent possible, employees will be expected to report or otherwise perform their regular duties when temporarily excused from attending court.

Section 5. Other Types of Leave: To the extent required by law, the District will grant other types of leave. In addition, the School Board may, in its discretion, grant additional types of leave that are not required by law.

Section 6. An employee who as of July 1 (a) has accumulated leave time in excess of three hundred and sixty (360) hours determined as of June 15th of the same tax year, and (b) has taken one (1) or less leave days in the current school year shall have sufficient leave days converted at the rate equal to seven hundred fifty dollars

(\$750) which shall be contributed to an active ISD 191 approved 403(b) plan as of July 15th payroll.

An employee who as of July 1 (a) has accumulated leave time in excess of three hundred and sixty (360) hours determined as of June 15th of the same tax year, and (b) has taken more than one (1) leave day up to three (3) leave days in the current school year shall have sufficient leave days converted at the rate equal to four hundred fifty dollars (\$450) which shall be contributed to an active ISD 191 approved 403(b) plan as of July 15th payroll.

An employee that takes more than three (3) leave days during the measurement period is not eligible for the conversion of leave days to a 403(b) contribution.

The conversion rate for leave days shall be one hundred fifty dollars (\$150) per day.

"Leave days" include all absences except Bereavement and paid days substituted for unpaid leave under the Family and Medical Leave Act of 1993 (FMLA), as amended.

ARTICLE XI GROUP INSURANCE

Section 1. Insurance Benefits: As described below, the District will contribute toward the cost of the premium for certain types of insurance for full-time employees who otherwise qualify for and enroll in the insurance policy, plan, or program. The District will select the insurance policies, plans, and programs. To the extent permitted by law, upon separating from employment with the District a former employee may continue to participate in a group health insurance plan, but such participation will be at the former employee's sole expense.

- a. Single Health and Hospitalization Insurance. The District will contribute an amount equal to 100% of the composite premium for an employee who works 30 hours or more and who enrolls the single plan. The composite premium will be based on a health care insurance plan with an HRA (Health Reimbursement Account) whereby \$1,000 annually shall be redirected by the district to the HRA. The remainder of the cost of the plan will be borne by the employee via payroll deduction.
- b. Dependent Health and Hospitalization Insurance. The District will contribute an amount equal to 80% of the composite premium for an employee who works 30 hours or more and who enrolls in the dependent health insurance plan. The composite premium will be based on a health care insurance plan with an HRA (Health Reimbursement Account) whereby \$2,000 annually shall be redirected by the district to the HRA. The remainder of the cost of the plan will be borne by the employee via payroll deduction.

- c. Both Spouses Employed: If an employee and his/her spouse are both employed by the district full-time and are enrolled in dependent coverage, either the husband or the wife will contribute an amount equal to 5% of the single composite premium towards family coverage.
- d. Dental Insurance: The District will pay 100% of the premium for single or dependent coverage for a full-time employee who elects to participate in the District's group dental plan.
- e. Group Term Life Insurance: All employees shall be provided life and dismemberment insurance coverage in the amount of \$50,000 at District expense, subject to the insurance company's terms and conditions. Effective July 1, 2005, Informational Technology Specialists will each purchase an additional \$100,000 of life insurance. All District participation and contribution shall cease effective on the last working day. However, upon separation from employment, employees may continue coverage in the group plan, at the employee's expense, pursuant to COBRA extensions provided in state and federal statutes.
- f. Long-Term Disability (LTD) Insurance: Income Protection coverage will be provided each employee at District expense. Upon request, Informational Technology Specialists may supplement LTD payments with 20 days of accrued personal sick leave on a fractional basis (1/3) of a day to yield up to 60 days of full pay.
- g. Disclaimer: No claim or cause of action may be brought against the District for any claim that is not covered or paid by insurance. The District is not insuring or guaranteeing that any particular claim will be paid or covered by any insurance policy, plan, or program, or that any specific amount will be paid out under any policy, plan, or program. Any description of insurance benefits in this policy is intended to be general and informational only and is subject to change in the discretion of the School Board. The eligibility of any particular employee and the employee's dependent(s) is governed by the terms of the actual insurance policy, plan, or program. The District's only obligation is to make the premium contributions that are identified in this policy, as it currently is written or as amended at any time in the future, for full-time employees who otherwise qualify for and enroll in the particular insurance plan or program.

ARTICLE XII BENEFIT PLANS

- Section 1. Flexible Benefit Plan: The School District will establish a Flexible Benefit Plan under IRS Code 125. Regulations and procedures will be available in the Human Resources Office. A board policy and accompanying regulations will be developed and updated annually to comply with IRS Regulations.

- Section 2. Tax Sheltered Annuity and Deferred Compensation Plans: Tax sheltered annuities and deferred compensation plans, either variable or fixed, are available. Regulations and procedures are available in the Human Resources Office. Board Policy and regulations will be updated annually for compliance with State and Federal Laws. Effective July 1, 2007, the District will match up to \$750 per year to an approved Minnesota deferred compensation program. In the tenth year of service, the district will contribute \$1,000. Effective July 1, 2020, the District will match up to \$750 per year to an approved Minnesota deferred compensation program. Beginning the second year of service, the district will contribute \$1,500.
- Section 3. Post-Retirement Healthcare Savings Plan: Effective July 1, 2006, the District will contribute \$750.00 for each I.T. Specialist to the Minnesota State Retirement System's Post-Retirement Healthcare Savings. In the tenth year of service the district will contribute \$1,150.

ARTICLE XIII SENIORITY

- Section 1. Employee seniority shall be determined by the employee's length of continuous employment in the bargaining unit.
- Section 2. Seniority lists will be published by the Employer on January 1st of each year.
- Section 3. Probationary periods can be extended up to an additional 90 calendar days by mutual agreement between the Employer and the Union.
- Section 4. During the probationary period a newly hired or rehired employee may be discharged at the sole discretion of the Employer.
- Section 5. In the event conditions necessitate a reduction of bargaining unit employees within any position title classification, the following procedure will be used:

Seniority will decide any reduction. The least senior person in any group based on the employee's seniority pursuant to Section 1 of this Article to be reduced will be the first one laid off, and the next in line would follow, and so on, until the reduction has been met, providing the remaining employees have the ability to perform the work required. Position by group shall be the determining factor and any employee eliminated shall then have the right to displace the next least senior employee in the same group or successively lower groups. A junior employee may not displace a senior employee.

Upon rehiring, the laid off employee with the most seniority shall be the first recalled. Employees laid off shall hold recall rights for a period of one year. Employees rejecting re-employment shall forfeit recall rights. In no case shall an employee displace an employee with more seniority or an employee in a higher classification.

ARTICLE XIV
DISCIPLINE

- Section 1. The employer will discipline employees for just cause only. Upon investigation and finding of facts, the employer shall give the affected employee and the steward a written letter explaining such findings. Discipline will be in one or more of the following forms: a) Letter of Reprimand, b) Letter of Deficiency, c) suspension, d) demotion, or e) discharge.
- Section 2. Suspension, demotions, and discharges will be in written form.
- Section 3. Written reprimands, notices of suspension, and notices of discharge which are to become part of an employee's personnel file shall be presented, read, and the employee given an opportunity to sign. Employees and the Union will receive a copy of such reprimands and/or notices.
- Section 4. Employees may examine their own individual personnel files at reasonable times under the direct supervision of the Employer.
- Section 5. Any material in the employee's permanent personnel file may be reproduced at the request of the employee and cost of reproduction paid by the employee.
- Section 6. Employees will not be questioned concerning an investigation of disciplinary action unless the employee has been given an opportunity to have a Union Representative present at such questioning.
- Section 7. Written directives or conference summaries which are not disciplinary but which were created by a supervisor and given to the employee to more clearly define performance expectations may be used in disciplinary actions when the purpose is to establish that the employee should have been aware of those expectations

ARTICLE XV
EMPLOYEE RIGHTS - GRIEVANCE

- Section 1. Definitions.
- Subd. 1. Grievance: A grievance is defined as a dispute or disagreement as the interpretation or application of the specific terms and conditions of this Agreement.
- Subd. 2. Days: Days shall mean workdays.
- Section 2. Union Representatives: The Employer will recognize representatives designated by the Union as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. The Union shall notify the Employer in writing of the names of such Union Representatives and of their successors.
- Section 3. Processing of a Grievance: It is recognized and accepted by the Union and the Employer that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be

accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and a Union representative shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the Employer during normal working hours. However, the employee and the Union representative must have notified and received the approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to the work program of the Employer.

Section 4. Procedure:

Subd. 1. Step 1: An employee claiming a violation concerning the interpretation or application of this Agreement shall, within twenty-one (21) days after such alleged violation has occurred, present such grievance to the employee's supervisor as designated by the Employer on the proper form. The Supervisor will meet and discuss the allegation within five (5) days of notification and give an answer to such Step 1 grievance within ten (10) days after the meeting.

Subd. 2. Step 2: In the event the grievance is not resolved in Step 1, the decision rendered may be appealed to the Superintendent of Schools, provided such appeal is made in writing within ten (10) days after receipt of the decision in Step 1. If a grievance is properly appealed to the Superintendent of Schools, the Superintendent shall set a time to hear the grievance within twenty (20) days after receipt of the appeal. Within ten (10) days after the meeting, the Superintendent shall issue a decision in writing to the parties involved.

Subd. 3. Step 3: A grievance unresolved in Step 2 and appealed to Step 3 by the Union shall be submitted to arbitration subject to the provisions of the Public Employment Labor Relations Act of 1971 as amended.

Section 5. Arbitrator's Authority

Subd. 1. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Union, and shall have no authority to make a decision on any other issue not so submitted.

Subd. 2. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules, or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the Employer and the Union subject, however, to the limitations of arbitration decisions as provided in P.E.L.R.A. of 1971 as amended, and shall be based solely on this Agreement and to the facts of the grievance presented.

Subd. 3. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and the Union provided that each party shall be

responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally.

- Section 6. Waiver: If a grievance is not presented within the time limits set forth above, it shall be considered "waived". If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the Union may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the Employer and the Union in each step.

ARTICLE XVI MISCELLANEOUS

- Section 1. Employees who must use their car for School District purposes during the regular working day are entitled to reimbursement for such mileage according to current District policy. In order to be reimbursed, employees must use the proper form and should submit forms on a monthly basis.

- Section 2. Tuition Reimbursement: The District will reimburse tuition costs to each member of this unit hired prior to July 1, 2000, for approved coursework that is of benefit to the District. Advance approval and verification of successful completion are required. Tuition will not be paid to members of this unit while on leave. For every 32 college semester credits completed an informational technology specialist will pledge two years of service to the District. In the event an informational technology specialist leaves prior to fulfilling this commitment; he/she must refund the District tuition expenses.

Effective July 1, 2014, for employees hired into the unit after July 1, 2006, shall be eligible for up to \$1,000 in tuition reimbursement on an annual basis for college coursework germane to their assignment and of benefit to the district. All coursework must be preapproved by the Executive Director of Human Resources. The employee must earn at least a C or a Passing grade in a Pass/Fall system in order to be eligible for tuition reimbursement.

Effective July 1, 2014, employees hired into the unit after July 1, 2006, shall be eligible for up to \$1000 in reimbursement on an annual basis for certification coursework germane to their assignment and of benefit to the district. All coursework must be preapproved by the Executive Director of Human Resources.

- Section 3. Work Stoppages: In the event of a strike or work stoppage by other employees, it is mutually agreed that Information Technology Specialists covered by this Agreement shall be on duty and carry out policy, rules, and assignments as may directed by the Employer. The Employer reserves the right to make whatever

directives that are in the Employer's judgment necessary for the operation or protection of District programs and facilities. The members agree that it will not directly or indirectly engage in, support, or assist in any strike against the employer.

- Section 4. Professional Development: The District will pay expenses associated with authorized attendance at conferences and seminars germane to an informational technology specialist's assignment. Attendance and expenses require advance authorization of the informational technology specialists' supervisor.
- Section 5. Retirement Age: Retirement age shall be that determined by applicable statutes.
- Section 6. Position Elimination: For an Informational Technology Specialist hired prior to July 1, 2000, who leaves the District because of a discontinued position, and choose not to exercise their seniority rights under Article XIII, shall receive two (2) days pay for each year of service in the District. An Informational Technology Specialist will not receive severance if he/she voluntarily resigns from a position or if he/she is terminated for cause.

ARTICLE XVII DURATION

- Section 1. Term and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing as of the effective date of this Agreement through June 30, 2017 2019. If either party desires to modify or amend this Agreement commencing at its expiration, it shall give written notice of such intent no later than ninety (90) days prior to the expiration of this Agreement.

In the event a new Agreement is not in effect on July 1, 2017 2019, all terms of this contract will remain in effect as set forth in this Agreement until a successive Agreement is in effect.

- Section 2. This Agreement constitutes the full and complete Agreement between the School Board and the Union. The provisions herein relating to terms and conditions of employment supersede and take precedence over any and all prior agreements inconsistent with these provisions.
- Section 3. The provisions of this Agreement shall be severable, and if any provisions thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provision thereof under different circumstances.
- Section 4. This Agreement shall constitute the full complete commitment between both parties and may be altered, changed, added to, deleted from, or modified only through the voluntary mutual consent of the parties in written, signed agreement to this contract.

Section 5. Any provision contained in any previous Master Agreement and not contained in this Agreement is no longer valid or applicable after July 1, ~~2017~~ 2021.

IN WITNESS WHEREOF, The parties have signed this Agreement:

For: IN WITNESS WHEREOF, The parties have signed this Agreement:

For: Information Technology Specialists

For: Independent School District 191

Union Lead Negotiator

District Chief Negotiator

Union Steward

Board Chair

Date

Board Clerk

Date

BURNSVILLE EAGAN SAVAGE
Independent School District 191
Human Resources

AGENDA ITEM: IV.B.5.

To: Members of the Board of Education
Superintendent Dr. Theresa Battle

From: Stacey Sovine
Executive Director of Human Resources

Date: June 18, 2020

RE: **Proposed Revisions in the Collective Bargaining Agreement with the Burnsville Association of Educational Assistants and Independent School District 191**

RECOMMENDATION: THAT THE BOARD OF EDUCATION APPROVE THE REVISIONS AND READOPT THE UNCHANGED LANGUAGE IN THE 2019 - 2021 COLLECTIVE BARGAINING AGREEMENT WITH THE BURNSVILLE ASSOCIATION OF EDUCATIONAL ASSISTANTS

The District reached a tentative agreement on a new two-year contract with the Education Assistants on May 20th. There are 214 assistants within the unit. During the collective bargaining process, 10 language items were on the table for discussion. BAEA ratified the agreement early this month.

The major language items agreed upon in the tentative agreement include:

- Deleting dated language.
- Revision to Fair Share language.
- Modified language on Long Term Disability
- Condensed salary schedule to improve Pay Equity submission
- Steps both years.

Economic terms agreed to include:

- 1.0% increase year one and two including longevity contribution.
- 2 year increased cost \$668,000.
- MSBA 2 year package increase is 6.20%

MASTER AGREEMENT

JULY 1, 2017 2019 – JUNE 30, 2019 2021

**Board of Education
Independent School District 191
Burnsville, MN**

And

**Burnsville Association of Educational Assistants
Independent School District 191
Burnsville-Eagan-Savage Public Schools**

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HR Contact Information

Stacey Sovine - Executive Director of Human Resources
ssovine@isd191.org
 Staffing Process
 Discipline/Investigations
 Conflict Mediation
 Negotiations
 Contract Interpretation
 Calendar Committee
 Employee Relations
 Performance Evaluation System
 Pay Equity
 Extra Compensation Management

Tiffany Weiler - Human Resources Coordinator
tweiler@isd191.org
 (952) 707-2011
 Wellness/Insurance Committee Lead
 Lane Change Pre-Approvals
 Mandatory Trainings
 Recruitment & Job Advertisements
 Interview & Hiring Process
 Employee Recognition
 Posting Process
 Job Descriptions
 Kelly Services Liaison
 Student Teacher Placements & University Relations
 Community Relations
 New Teacher Orientation
 Sub Order Questions

Joy Demuth-HR Labor Relations Manager
jdemuth@isd191.org
 (952) 707-2012
 MyLeave Questions
 New Employee Orientation
 Contract Management
 Compliance Reporting
 Licensure Verification Variances

Seniority Lists
 Tenure Tracking
 Teacher Evaluation Tracking
 Payroll Interface
 Paid Time Off (PTO) Lead- Sick, Personal, Vacation, Family
 Illness
 Salary Questions
 Retirement Questions
 Time Off Questions

- Employment Specialist

tharris@isd191.org
 (952) 707-2009
 Office Management
 Personnel File Maintenance & Viewing Appointments
 Employment Verification
 Calendar Management
 Training Facilitator
 Negotiations Process Facilitator
 Applitrack Software Lead
 Name/Address Changes

- Benefits Specialist

tgray@isd191.org
 (952) 707-2014
 Workers' Compensation
 Medical/Dental Insurance
 Life Insurance
 Long-term Disability
 Leave of Absences
 FMLA (Family Medical Leave Act)
 ADA (Americans with Disabilities Act)
 Tax Sheltered Annuities (403b & 457)
 Benefit Training
 Retirement Information Sessions
 Unemployment
 Wellness
 Flex Benefits

Employee Information

**MASTER AGREEMENT
PURPOSE**

The purpose of the Agreement is to encourage and increase orderly, constructive and harmonious relationships between Independent School District 191, hereinafter referred to as the employer, and the Burnsville Association of Educational Assistants, hereinafter referred to as the Association; to establish procedures for the resolution of differences over terms and conditions of employment; to preserve the paramount right of the citizens of the community to operate their school without disruption; and to establish an environment in which the children of this community may receive education of the highest quality. Accordingly, the parties have set forth herein all terms and conditions of employment which have been agreed upon by the employer and the Association pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as the P.E.L.R.A.

**ARTICLE I
PARTIES**

This Agreement, entered into between the School Board of Independent School District 191, Burnsville, Minnesota, hereafter referred to as the School Board, and the Burnsville Association of Educational Assistants, hereafter referred to as the Association, pursuant to and in compliance with the Public Labor Relations Act of 1971; to provide the terms and conditions of employment for educational assistants during the duration of this Agreement.

**ARTICLE II
RECOGNITION OF EXCLUSIVE REPRESENTATIVE**

Section 1. The Board hereby recognizes the Burnsville Association of Educational Assistants as the exclusive representative for all educational assistants employed by Independent School District 191, Burnsville-Eagan-Savage who work more than fourteen (14) hours per week and more than sixty-seven (67) work days per year or thirty-five percent (35%) of the normal work week, excluding supervisory, confidential, and all other employees. The term "Educational Assistant," when used hereafter in this Agreement, shall refer to all classes of educational assistants represented by the Association in the Unit as defined above.

Section 2. Exclusivity: The employer will not during the life of this Agreement meet and negotiate relative to terms and conditions of employment with any employee or groups of employees who are covered by this Agreement except through the exclusive bargaining representatives. No employee covered by this Agreement shall negotiate any terms and conditions of employment except with the School Board's designated negotiator.

**ARTICLE III
SCHOOL BOARD RIGHTS**

Section 1. Management Responsibilities: The Association recognizes the right and obligations of the School Board to efficiently manage and conduct the operation of the School District.

Section 2. It is further understood that the foregoing enumeration of the school responsibilities and obligations is not exclusive and the School Board expressly reserves all its statutory authority not expressly delegated in this Agreement.

**ARTICLE IV
ASSOCIATION/EMPLOYEE RIGHTS**

Section 1. Association Rights:

Subd. 1. Negotiations: The Association may designate up to four (4) members to act as representatives for the purpose of negotiations and shall inform the employer in writing of such choices and changes in positions.

- Subd. 2. Dues/~~Fair share~~ Check-off: Any Educational assistant who is a member of the Association shall pay dues, established by the Association. ~~All educational assistants shall pay a fairshare fee, established by the Association.~~ The School District will remit to the Association the amounts of dues taken out for each individual and a list of such names. in a paycheck when requested.
- Subd. 3. Transaction of Business: Duly authorized representatives of the Association shall be permitted to transact official Association business on school premises provided that this shall not unduly interfere with nor disrupt of the operations of the School. The Association may use the District mail service (not U.S. Mail) and employee mailboxes for communications to employees.
- Subd. 4. Time Off for Exclusive Representation: The District will provide reasonable time off to elected officers or appointed representatives of the Exclusive Representative for the purpose of conducting the duties of Exclusive Representative including, but not limited to, grievance investigation and processing and conferring with District representatives and immediate supervisors with respect to the establishment, interpretation, and application of the provisions of this Agreement. The Exclusive Representative shall notify his/her immediate supervisor at least two (2) days prior to the use of such time off except in emergency situations.

Section 2. Employee Rights:

- Subd. 1. Master Agreement: Upon ratification, the BAEA Master Agreement will be posted on the intranet for the benefit of all educational assistants. Each BAEA member will receive a copy and the association shall receive (5) five copies.
- Subd. 2. Probationary Period: The probationary period for new employees shall be sixty-seven (67) working days. During this period of time, the employee may terminate employment. Likewise the employer may terminate the employee without cause. A member of the bargaining unit who is assigned to a different level in the unit will receive a new probationary period of 67 days. If during the probationary period there are performance concerns, the employee will be allowed to return to their previous assignment if there is a vacancy. If there is no vacancy, the employee may be laid off and thus qualify for the preferential hiring list as identified in Article XIII. Any discipline received during this period must be for just cause and can be challenged under the grievance procedure in Article 15.
- Subd. 3. Right to Join: Educational assistants will have the right to join or not to join the Burnsville Association of Educational Assistants.

ARTICLE V
COMPENSATION

Section 1. Hourly rates of pay in effect on June 30, ~~2019 2021~~, will remain the same until a new Master Agreement is negotiated. Such subsequent negotiated agreement will determine hourly pay after July 1, ~~2019 2021~~.

Section 2. Hourly rates of pay are as follows and will be paid in twenty-four (24) equal installments, the first payment being on September 15th of each year.

~~2017-2018 2019-2020~~

Classification	Job Description	Step A	Step 2	Step 3	Step 4	Step 5
Level 2	Level 2 - Support	\$ 13.05	\$ -	\$ 14.45	\$ 15.85	\$ 17.35
Level 3	Level 3 - Support	\$ 14.40	\$ -	\$ 15.85	\$ 17.35	\$ 18.90
Level 4	Level 4 - Health	\$ 15.60	\$ -	\$ 17.15	\$ 18.85	\$ 20.70
	Level 4 - Media	\$ 15.60	\$ -	\$ 17.15	\$ 18.85	\$ 20.70
	Level 4 - Sped	\$ 15.60	\$ -	\$ 17.15	\$ 18.85	\$ 20.70

For 2019-2020 only, employees hired after July 1, 2019 placed on the first step shall be paid according to Step A.
 Employees hired after July 1, 2019 placed on the second step shall be paid according to Step 3.

2018-2019 2020-2021

Classification	Job Description	Step 1	Step 2	Step 3	Step 4	Step 5
Level 2	Level 2 - Support	\$ -	\$ -	\$ 13.75	\$ 15.85	\$ 17.45
Level 3	Level 3 - Support	\$ -	\$ -	\$ 15.15	\$ 17.35	\$ 19.00
Level 4	Level 4 - Health	\$ -	\$ -	\$ 16.40	\$ 18.85	\$ 20.85
	Level 4 - Media	\$ -	\$ -	\$ 16.40	\$ 18.85	\$ 20.85
	Level 4 - Sped	\$ -	\$ -	\$ 16.40	\$ 18.85	\$ 20.85

Section 3. Extra Compensation.

- Subd. 1. Education Assistants proficient in a second language, American Sign Language, or Braille will earn \$.75 above the stated hourly wage when it is a regular requirement for the position.
- Subd. 2. Health educational assistants who are licensed LPNs will be paid \$.75 per hour above their hourly rate of pay, provided they provide Human Resources with a copy of their current LPN license by August 1st.
- Subd. 3. Summer school educational assistants shall have \$.25 per hour added to the regular rate.
- Subd. 4. Educational Assistants may attend a workshop on a voluntary basis. For training which is required for their assignment, an employee would earn their regular hourly rate.
- Subd. 5. The District will pay the fees associated with taking a single qualifying test for current employees if the test is required for continued employment in the position the first time it is taken. (For example the Parapro Assessment offered by the Educational Testing Service is one way educational assistants can meet the requirement to become qualified).
- Subd. 6. If a licensed staff member who is assigned to supervise an area or student(s) is absent for thirty (30) minutes or more, the educational assistant assigned to the same area shall be paid at one and one-half times their rate of pay for that time.
- Subd. 7. ~~Effective July 1, 2014, if an Education Assistant completes District approved de-escalation training, the employee will receive \$.35 per hour beginning the semester after the employee provides the Human Resource Department proof of certification. It is the responsibility of the employee to maintain certification and provide proof to the Human Resources Department on an annual basis. Effective July 1, 2014, if an Education Assistant completes District approved PCA training, the employee will receive \$.35 per hour beginning the semester after the employee provides the Human Resource Department proof of certification. It is the responsibility of the employee to maintain certification and provide proof to the Human Resources Department on an annual basis. Employees will receive notification of upcoming trainings with warning of pending expiration. If certification renewal is not provided, the additional hourly rate will end at the conclusion of the semester in which the certification expires.~~

Effective February 1, 2019, if an Education Assistant completes District approved de-escalation training, the employee will receive \$.35 per hour beginning the school year after the employee provides the Human Resource Department proof of certification. It is the responsibility of the employee to maintain certification

and provide proof to the Human Resources Department on an annual basis. Effective February 1, 2019, if an Education Assistant completes District approved PCA training, the employee will receive \$.35 per hour beginning the school year after the employee provides the Human Resource Department proof of certification. It is the responsibility of the employee to maintain certification and provide proof to the Human Resources Department on an annual basis. Employees will receive notification of upcoming trainings with warning of pending expiration. If certification expires and is not renewed and provided to HR before the new school year begins, the additional hourly rate will end on the final paycheck of the current school year.

Section 4. Salary Step Increments:

- Subd. 1. Educational assistants must be employed prior to January 1 to move to the next step beginning the first pay period for the unit in the following school year.
- Subd. 2. Experience Allowance: Administration may place newly employed but experienced personnel on the step above the starting salary.
- Subd. 3. The Employer shall credit prior experience as an EA in District #191 for purposes of wage step placement.
- Subd. 4. In the event an educational assistant has been incorrectly paid, corrections either to the employee's favor or detriment will be made back to the start of the fiscal year in which the error is discovered and reported to the Executive Director of Human Resources.

Section 5. Longevity Pay: ~~Effective July 1, 2016, The following longevity rates apply: Educational assistants shall receive an additional \$1.50 per hour above their base hourly rate of pay after completing 9 years of continuous service in the unit. Educational assistants shall receive an additional \$1.75 per hour above their base hourly rate of pay after completing 14 years of continuous service in the unit. Educational assistants shall receive an additional \$2.25 per hour above their base hourly rate of pay after completing 19 years of continuous service in the unit.~~

~~Effective July 1, 2018, The following longevity rates apply: Educational assistants shall receive an additional \$.25 per hour above their base hourly rate of pay after completing 6 years of continuous service in the unit. Educational assistants shall receive an additional \$1.75 per hour above their base hourly rate of pay after completing 9 years of continuous service in the unit. Educational assistants shall receive an additional \$2.00 per hour above their base hourly rate of pay after completing 14 years of continuous service in the unit. Educational assistants shall receive an additional \$2.50 per hour above their base hourly rate of pay after completing 19 years of continuous service in the unit.~~

~~Effective July 1, 2019, The following longevity rates apply: Educational assistants shall receive an additional \$.40 per hour above their base hourly rate of pay after completing 6 years of continuous service in the unit. Educational assistants shall receive an additional \$1.90 per hour above their base hourly rate of pay after completing 9 years of continuous service in the unit. Educational assistants shall receive an additional \$2.15 per hour above their base hourly rate of pay after completing 14 years of continuous service in the unit. Educational assistants shall receive an additional \$2.65 per hour above their base hourly rate of pay after completing 19 years of continuous service in the unit.~~

~~Effective July 1, 2020, The following longevity rates apply: Educational assistants shall receive an additional \$.50 per hour above their base hourly rate of pay after completing 6 years of continuous service in the unit. Educational assistants shall receive an additional \$2.00 per hour above their base hourly rate of pay after completing 9 years of continuous service in the unit. Educational assistants shall receive an additional \$2.25 per hour above their base hourly rate of pay after completing 14 years of continuous service in the unit. Educational assistants shall receive an additional \$2.75 per hour above their base hourly rate of pay after completing 19 years of continuous service in the unit.~~

- Section 6. Holiday pay: After four (4) years of continuous service, employees under this Agreement shall earn their daily rate of pay on the following holidays: Labor Day, Thanksgiving, the Friday after Thanksgiving, Christmas Eve, Christmas, New Years Day, and Memorial Day. Eligible employees need to record their holiday hours in the time reporting system.
- Section 7. Mileage: Educational assistants who use their personal cars for school business shall be reimbursed at the rate in effect according to District policy. Requests for reimbursement should be made monthly, but must be made quarterly or claims are forfeited.
- Section 8. Flexible Benefit Plan: The School District will establish a Flexible Benefit Plan under IRS Code 125. Regulations and procedures will be available in the Human Resources office. A Board policy and accompanying regulation will be developed and updated annually to comply with IRS Regulations.
- Section 9. Tax Sheltered Annuity and Deferred Compensation Plans: Tax sheltered annuities and deferred compensation plans, either variable or fixed, shall be made available to educational assistants. Regulations and procedures are available in the Human Resources office. The Board policy and regulations will be updated annually for compliance with State and Federal laws.

ARTICLE VI
GROUP INSURANCE

Section 1. Health and Hospitalization Insurance.

- Subd 1. Single Health and Hospitalization Insurance: The District will contribute an amount equal to 95% of the composite premium for an eligible employee who enrolls in the single plan. The composite premium will be based on a health care insurance plan with an HRA (Health Reimbursement Account) whereby \$1,000 annually shall be redirected by the district to the HRA. The remainder of the cost of the plan will be borne by the employee via payroll deduction.
- Subd 2. Dependent Health and Hospitalization Insurance: The District will contribute an amount equal to 70% of the composite premium for an eligible employee who enrolls in the dependent health insurance plan. The composite premium will be based on a health care insurance plan with an HRA (Health Reimbursement Account) whereby \$2,000 annually shall be redirected by the district to the HRA. The remainder of the cost of the plan will be borne by the employee via payroll deduction.
- Subd 3. Both Spouses Employed: If an eligible employee and his/her spouse are both employed by the district full-time and are enrolled in dependent coverage, either the husband or the wife will contribute an amount equal to 5% of the single composite premium towards family coverage.
- Subd 4. Eligibility: An Education Assistant who works twenty (20) hours or more per week and is employed by the School District may enroll in the School District group health and hospitalization insurance.

Section 2: Dental Insurance

- Subd. 1. Single coverage: The School District shall provide individual dental coverage for each full-time employee who enrolls in the plan. Benefits shall be in accordance with the insurance policy purchased by the School District.
- Subd. 2. Dependent coverage: Dependent coverage shall be available to each employee eligible for single coverage. The cost of dependent coverage shall be paid by the employee via payroll deduction. Employees eligible for dependent coverage must enroll before the inception day or within thirty (30) days of becoming eligible for dependent coverage. Failure to apply for coverage on the inception date or upon becoming eligible shall result in the forfeiting of future rights to dependent coverage.

Section 3. Duration of Insurance Contribution: An employee is eligible for District contributions as provided in this Article as long as the employee is employed by the School District. Insurance contributions will cease when an employee is on an extended leave of absence, professional leave of absence, or a general leave of absence that is due to a medical emergency in the immediate family that is longer than a month. Upon termination of employment, all District participation and contribution shall cease effective on the last working day.

Section 4. Life Insurance: Employees who work twenty (20) hours or more hours per week shall be provided life and dismemberment insurance coverage in the amount of \$40,000 at District expense. Insurance is to be subject to the insurance company's terms and conditions.

Section 5. PERA Option: The PERA group term life insurance program shall be made available to educational assistants. Regulations and procedures are available in the Human Resources office.

Section 6. Income Protection:

- Subd. 1. Long Term Disability: The District will furnish income protection insurance, which takes effect after a qualified absence of thirty (30) working days. Disability pay will be governed by the policy in effect. Coverage will be 66 2/3% of the base pay when coordinated with other sources of income as described in the insurance policy. In the event secondary social security benefits are a factor in coordination, the limit shall be seventy-five percent (75%) of base pay. Coordination with social security benefits, both primary and secondary, shall be based on benefits in effect on the date of disability. Subsequent changes in primary and secondary social security benefits shall not affect the original amount paid by the insurance carrier.
- Subd. 2. Income Protection: ~~After~~ An educational assistant has been ill for more than thirty (30) consecutive days the educational assistant may use fractional sick absence, if accumulated, for one third (1/3) or one-fourth (1/4) day subject to Subd 1. above together with the income protection plan to equal full salary for additional forty-five (45) fractional days. A maximum of fifteen (15) full sick days per illness may be used by the educational assistant in this manner. When sick absence is used to supplement long-term disability, the number of days used (not to exceed 15) shall be counted towards step advancement.
- Subd. 3. Leave of Absence: If an educational assistant anticipates an extended absence due to disability, he or she should apply for and will be granted a medical leave of absence. In the event an educational assistant is absent because of illness or injury for more than thirty (30) consecutive working days and does not have thirty (30) personal illness absence days, the Board shall grant the number of days needed (without pay) to reach the thirty (30) day qualifying requirement and receive LTD benefits.
- Subd. 4. Insurance Contributions: As per Article VI, the district will continue to make contributions to insurance for 12 months from the time an employee begins receiving long-term disability benefits. After 12 months of leave due to long-term disability, contributions to insurance will cease. The employee may continue to participate in insurance at his/her expense.

Section 7. Coverage Continuation:

- Subd. 1. Employees with at least ten (10) years experience in the District and who are at least forty-five (45) years of age may continue in the group plan after leaving District employment until age sixty-five (65). The employee shall pay the total cost of such coverage. This section is subject to the rules of the carrier. Educational assistants who are participating in insurance under the above conditions as of June 30, 2008 may continue as provided in this subdivision.
- Subd. 2. An educational assistant who is eligible to draw a PERA pension may continue in the group plan until age eligibility for Medicare. The employee shall pay the total cost of such coverage. This section is subject to the rules of the carrier.

Section 8. Liability Insurance: As per MN Statute 466.07, the District shall defend and indemnify any of its employees for damages, including punitive damages, claimed or levied against the employee provided the employee was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.

ARTICLE VII
LEAVES OF ABSENCE

Section 1. All Leaves and Absences:

- Subd. 1. It is the responsibility of the administration and members of the Unit to prevent or remedy any abuse of policies on leaves and absences.

- Subd. 2. When administration has reason to believe that policies on leaves and absences are being abused, special action, investigation, questioning, is necessary for the benefit of all concerned. When such action is taken, the Association shall so be informed.

Section 2. Sick Leave:

- Subd. 1. All full-time employees shall be credited with twelve (12) days of sick leave on the first workday of each school year. Employees that work less than a full school year shall have sick leave pro-rated.
- Subd. 2. Unused sick leave days may accumulate to a maximum credit of one hundred five (105) days of sick leave per employee.
- Subd. 3. Doctor or dental appointment may be considered sick leave absence.
- Subd. 4. Educational Assistants under contract and employed during summer school or extended school year programs, may use one (1) day of sick leave if necessary. Time used will be deducted on an hourly, pro-rata basis.
- Subd. 5. Employees may use sick leave for illness of employee's spouse, children, significant other, siblings, grandparents, step-parents or parents.

Section 3. Maternity Leave:

- Subd. 1. The start of a physical disability absence for pregnancy, delivery, and recovery from childbirth shall be determined by the employee's physician. The end of a physical disability absence for childbirth shall be determined by the employee's physician at the time of the child's birth.
- Subd. 2. To access paid personal illness days and, if necessary, long-term disability insurance, the educational assistant must provide the estimated start of a physical disability to Human Resources no later than two (2) months prior to the estimated date of delivery. Estimated start and end times can be modified by the physician.
- Subd. 3. An employee who becomes disabled as a result of pregnancy, childbirth, and delivery shall have the right to utilize accrued sick leave and long-term disability benefits for the period of time they are disabled due to pregnancy, childbirth, and delivery.

Section 4. Worker's Compensation:

- Subd. 1. Upon the request of an employee who is absent from work as a result of a compensable injury under the provisions of the Worker's Compensation Act, the School District will pay the difference between the compensation received pursuant to the Worker's Compensation Act by the employee and the employees regular rate of pay to thirty (30) days. After thirty (30) days, LTD insurance may coordinate.
- Subd. 2. A deduction shall be made from the employee's accumulated personal illness leave accrual time according to the pro-rata portions of days of personal illness absence time, which is used to supplement Workers Compensation.
- Subd. 3. Such payment shall be paid by the School District to the employee only during the period of disability.
- Subd. 4. In no event shall the additional compensation paid to the employee by virtue of personal illness absence result in the payment of a total daily, weekly, or monthly compensation that exceeds the normal compensation of the employee.

- Subd. 5. An employee who is absent from work as a result of an injury compensable under the Workers Compensation Act shall receive the workers compensation check and have the same amount withheld from earned District compensation.

Section 5. Bereavement Absence: Bereavement leave shall be pro-rated for Title I educational assistants.

- Subd. 1. Up to five (5) days bereavement absence with pay will be granted upon the death of an employee's:
- A. Spouse
 - B. Child
 - C. Parent
 - D. In-law of a similar degree of relationship
- Subd. 2. Up to three (3) days bereavement absence with pay will be granted upon the death of one of the following members of an employee's family:
- A. Grandparent
 - B. Grandchild
 - C. Brother
 - D. Sister
 - E. Or in-law of similar degree of relationship
- Subd. 3. One (1) day bereavement absence with pay will be granted upon the death of one of the following members of an employee's family:
- A. Aunt
 - B. Uncle
 - C. Niece
 - D. Nephew
 - E. Or in-law of similar degree of relationship
- Subd. 4. If an educational assistant has exhausted all accrued personal days in a given school year, he or she may use (1) personal sick day per year to attend the funeral of a person with whom they have a significant relationship.
- Subd. 5. When travel is involved, an additional two (2) days may be granted by administration. (Generally, travel refers to the need for an overnight stay to reach the site of a service.)

Section 6. Personal Absence: Each member of this Unit who works four (4) or more hours per day shall be granted one (1) hour day of personal absence for each one (1) hour of their daily assignment at the beginning of the fiscal year. If an employee is hired or the assignment changes after the beginning of the fiscal year, the rate shall be prorated. Personal Leave may accrue to a maximum amount of ~~(16) sixteen hours~~ three (3) days. Such absence must be that it requires the personal attention of the employee and scheduling of such is out of control of the employee. The request shall be made at least eighteen (18) hours in advance to the Human Resources office to be approved automatically. In case of emergency, the building principal shall determine whether the day shall be granted or not, retroactively.

Section 7. Extended Leave of Absence.

- Subd. 1. Requests for extended leaves of absence for acceptable causes without pay or any supplemental benefits, for a period of up to twelve (12) months, shall be submitted to and subject to recommendation by the Executive Director of Human Resources and Board of Education approval.
- Subd. 2. Answers to requests for leave for extended periods will be made, in writing, subject to Board approval at the next regular Board meeting.

- Subd. 3. Requests must be submitted in writing and be dated, signed, and shall include reasons for request and approximate duration of the requested leave.
- Subd. 4. Answers to written requests for emergency leave shall be given in writing.
- Subd. 5. No benefits accrue while on leave.
- Subd. 6. An educational assistant who returns from a leave prior to sixty-seven (67) working days will return to the previously held position. An educational assistant who returns from leave after sixty-seven (67) working days shall be assigned to the position occupied by the least senior educational assistants in the individuals subgroup as defined in Article XII, Section 2. Upon return, the educational assistant will be placed on the salary step she/he was on at the time the leave began and all benefits will be reinstated.
- Subd. 7. An educational assistant hired to replace an educational assistant on leave shall be on probation for sixty-seven (67) days as defined in Article II, Section 1, of this Agreement. An educational assistant occupying a position in excess of sixty-seven (67) days shall become a member of the Unit and shall achieve seniority in the group for which the educational assistant is employed as defined in Article XIII, Section 2.
- Subd. 8. An educational assistant is limited to general leaves in no more than three (3) school years regardless of the FTE of the leave.
- Subd. 9. An educational assistant on an extended leave of absence must notify Human Resources of their intent to return by March 1st for the upcoming school year. If an educational assistant fails to notify Human Resources by March 1st of their intent to return, they will be terminated by the Board of Education.

Section 8. Professional Leave: Professional leave is an unpaid leave, which is not limited by Article VII, Section 9. Persons wishing professional leave of absence should make application to the Assistant Superintendent for Human Resources three (3) months in advance of the starting date. The Board of Education will consider each application on the basis of the recommendation of the Assistant Superintendent for Human Resources and contingent upon ability to secure a replacement for the period of time.

Section 9. General Absence Without Pay: Members of this Unit may be permitted to take one (1) absence without pay of no more than (10) consecutive educational assistant work days only once during the school year. Notice of such absence shall be given to the Human Resources Office two (2) weeks ahead of that absence, except in an emergency. Failure to obtain permission to take time off without pay will result in discipline. A second absence without pay, due to emergency circumstances, can be granted at the discretion of the District.

Section 10. Medical Leave of Absence:

- Subd. 1. FMLA: Educational Assistants are eligible for FMLA leave only if they satisfy the federal work eligibility requirements. Under federal law employees must have worked 1250 hours the previous school year.
- Subd. 2. Unpaid Leave of Absence for the serious illness or injury of an immediate family member: Educational Assistants may request up to a 12 week unpaid, leave of absence in the event of a serious illness or injury in the immediate family. No benefits will accrue during the leave. In order to maintain insurance, employees must pay the full premium during such a leave. For serious personal illness or injury, see Article VI, Section 6, Subd. 3.

Section 11. Lost Time Because of Assault: Reasonable time lost in connection with any incident of attack upon a staff member, not compensable under Worker's Compensation shall not be charged against the staff member's personal illness leave unless he/she is judged guilty by a court of competent jurisdiction.

Section 12. All assaults, blood borne pathogen exposure incidents and any injuries incurred on the job must be reported to the educational assistant's supervisor/principal within 24 hours of the incident. The educational assistant must participate in the completion of "First Report of Injury" form within 24 hours of the incident.

Section 13. Attendance incentive

An employee who as of July 1 (a) has accumulated leave time in excess of three hundred and sixty (360) hours determined as of June 15th of the same tax year, and (b) has taken one (1) or less leave days in the current school year shall have sufficient leave days converted at the rate equal to three hundred seventy five dollars (\$375) which shall be contributed to an active ISD 191 approved 403(b) plan as of July 15th payroll.

An employee who as of July 1 (a) has accumulated leave time in excess of three hundred and sixty hours (360) hours determined as of June 15th of the same tax year, and (b) has taken more than 1 leave day up to three (3) leave days in the, current school year shall have sufficient leave days converted at the rate of pay equal to two hundred and twenty five dollars (\$225) which shall be contributed to an active ISD 191 approved 403(b) plan as of July 15th payroll.

Effective July 1, 2018, additionally an employee who as of July 1 (a) has accumulated leave time in excess of three hundred and sixty (360) hours determined as of June 15th of the same tax year, and (b) has taken three (3) or less leave days in the current school year will be granted one (1) Emergency Closure Day equivalent to their regularly scheduled hours to use only when an emergency closure has been issued by the Superintendent. Emergency Closure Days can accumulate up to **24 hours four (4) days** and are non-transferrable.

An employee that takes more than three (3) leave days during the measurement period is not eligible for the conversion of leave days to a 403(b) contribution.

"Leave days" include all absences except Bereavement, vacation, and paid days substituted for unpaid leave under the Family and Medical Leave Act of 1993 (FMLA), as amended.

Effective July 1, 2015 the conversion rate for leave days shall be seventy-five dollars (\$75) per day.

ARTICLE VIII
HOURS OF SERVICE

Section 1. Basic Work Year: A basic work year shall consist of student contact days plus two days of preparation. The days of preparation will be scheduled prior to the start of the school year.

Section 2. Extra Hours: Employees required to work more hours or days than anticipated in their annual Master Agreement shall be compensated at their hourly rate. During the course of the school year, any regularly scheduled hours added will be considered contract time. Hours exceeding the number of hours worked on the first workday of the school year will end at the conclusion of the school year. Any hours worked over forty (40) hours per week shall be compensated at one and one-half (1 and 1/2) times their hourly rate. Such compensation shall be authorized in advance by the building principal.

Section 3. Breaks and Lunch: All employees who work at least four (4) hours but less than five (5) hours are entitled to one (1) fifteen-minute break per day. All employees who work at least five (5) hours per day but less than six and a half (6.5) hours are entitled to one (1) twenty-minute break per day. Employees who work six and half (6.5) hours or more hours or more per day are entitled to two (2) fifteen-minute breaks or one (1) thirty-minute break per day. Lunch and breaks are scheduled by the employer. All employees may use their break time for lunch but the break shall not exceed the number of minutes allotted for the employee. Employees, at their discretion, may work one-half hour extra per day for an unpaid lunch break. The portion of lunch that is unpaid is the employee's own time. Employees may leave the building when on unpaid time, provided site sign-out procedures are followed.

Section 4. Emergency Closing:

- Subd. 1. If after arriving on the job, the employee is dismissed by the Executive Director of Human Resources, the educational assistant shall be paid for the remainder of the assigned day if that day is not rescheduled as a student contact day.
- Subd. 2. When the decision is made that school will not be open for any emergency, including inclement weather, it will be announced as per the District 191 emergency school closing regulations. When such an announcement is made, employees in the unit are not to report. The first emergency closing day will be forgiven, thereby allowing the total number of duty days to decrease by one day in the school year in which a lost time emergency occurs. If additional closing days occur due to an emergency, which includes inclement weather, employees may use available personal business time to avoid a dock in pay. In the event make up days are required, the educational assistant shall perform duties at their daily rate of pay on the day or days as the School Board or its designated representative shall determine.

ARTICLE IX
JOB POSTING

Section 1. Job vacancies of three (3) hours or more shall be posted in each building, providing all details of job. This posting will state if this position is replacing an educational assistant on leave.

Section 2. Any additional hours available in a building must be posted by building principal so that all educational assistants in that building have an opportunity to apply. Hours added after the first work day as described in Article VIII Section 1 of the Agreement shall be subject to withdrawal by the Administration.

Section 3. Jobs that are so posted will not be filled for at least one (1) week from the date of posting, to allow all interested employees to apply.

Section 4. Seniority, ability, and job performance will be considered in filling posted positions. The educational assistants recognize that the administration shall make the final decision based on these criteria. A senior applicant, within the District, not granted a position, shall be provided in writing the reasoning behind the administrations rejection of said application within a reasonable period of time, with the intent being to increase or correct any qualifications that are lacking in order to be considered in future job posting. Administration reserves the right of final decision.

ARTICLE X
MISCELLANEOUS

Section 1. Pre-employment Physical: An applicant applying for a Level 4, SPED assistant position must successfully complete a pre-employment physical. The physical will be conducted following an offer of employment but prior to the actual start of work. The offer of employment may be withdrawn if the applicant is unable to perform the physical requirements of the position.

Section 2. Physical Examinations: A physician's statement that the employee is able to perform duties is required of all personnel returning from an extended health leave or from an incident covered by Worker's Compensation.

Section 3. Jury Duty: Employees shall be paid the difference between their regular daily salary and their jury duty if required to serve on jury duty.

Section 4. Transporting Students: At no time will any educational assistant transport any student in a private vehicle during normal working hours.

ARTICLE XI
PERFORMANCE REVIEW

Section 1. Evaluation/Goal Setting: Employees shall conference annually with a supervisor according to District procedures. Performance reviews shall be placed in the employees' personnel files in the Human Resource Office.

Subd. 1. Contents of personnel files are available to employees during business hours.

Subd. 2. Employees may attach a signed explanation, rebuttal, or amplification to any materials in the permanent personnel file.

Subd. 3. Any material in the file may be reproduced at the request of the employee. Cost of reproduction shall be paid by the employee.

ARTICLE XII
DISCIPLINE

Section 1. An educational assistant shall be deemed to have had a year of satisfactory service unless that educational assistant has been given notification of substandard performance in writing.

Section 2. An employee shall not be disciplined without just cause.

Section 3. The District shall draw an educational assistant's attention to misconduct in the following ways:

- a. Written reprimand
- b. Letter of Deficiency
- c. Letter of Deficiency and Suspension without pay
- d. Discharge

Use of items a. to d. above need not be in progressive order; dependent on the frequency and severity of the lack of the professional conduct any or all of the above may be used.

Section 4. The following information will be provided with notice of disciplinary action:

- a. a review of the rule, regulation, code, policy etc. that defines the expected behavior;
- b. a description of the inaction or failure of the employee to comply with the expectations, including an outline of previous oral or written reprimands; and
- c. a reference to the grievance process as defined in the Master Agreement.

Section 5. All instances of disciplinary action shall be documented, shown to the employee for signature and comment.

Section 6. The District will notify employees that they may, if they desire, have a representative present at any disciplinary conference.

Section 7. When any material that does not contain the signature or initials of the educational assistant is placed into the personnel file a copy shall be sent to the educational assistant.

ARTICLE XIII
SENIORITY/REDUCTION IN STAFF

Section 1. Seniority Date:

- Subd 1. Each employee will accumulate seniority from the first date of continuous hire as an educational assistant. In case of identical seniority dates, the lower employee number shall prevail. The Executive Director of Human Resources will provide the Association negotiators with a copy of the seniority list by February 15th of each year for review. The list will include number of hours worked per day and hourly rate of pay. This list will become official on March 15. The seniority list with names, categories, employment date and seniority dates shall be posted online after March 15th.
- Subd 2. In the event of dual assignment, seniority shall be determined on the basis of the assignment in which the employee spends the most time. In the event time is equally split in two levels, seniority will be based upon the assignment the employee selects at the beginning of the assignment placement. For equally split assignments, the employee shall provide written notification of their selection to the Executive Director of Human Resources within thirty (30) days of the placement. In the absence of any notification, seniority will be based upon the highest pay grade of the equally split assignment.
- Subd 3. Employees may apply for positions in other BAEA groups and, if selected, will carry their seniority from their original BAEA group. Employees who leave the bargaining unit for twelve (12) months or less to take another District position outside BAEA may return to BAEA with no interruption of their seniority. If a classified district employee becomes part of the BAEA, their accrued sick leave and holiday pay from the previous unit will be carried over into the BAEA up to the maximum accrual amount for the position assumed, provided the bargaining unit they leave has reciprocal language with the BAEA.
- Subd 4. Seniority shall accumulate if an employee is reinstated off of the preferential hiring list, following a reduction in the work force.

Section 2. For the purpose of seniority for reduction in force, employees will be divided into the following descriptions:

Level 4 Descriptions

- Level 4, Media
- Level 4, Health
- Level 4, Sped (secondary)
- Level 4, Sped (elementary)

Level 3 Descriptions

- Level 3, Support (Secondary)
- Level 3, Support (Elementary)

Level 2 Descriptions

- Level 2, Support (Secondary)
- Level 2, Support (Elementary)

Section 3. In the event of a reduction in the work force in one of the above levels, the displaced person will be placed in an equivalent (same level, same description, same number of hours) open position, if any. If there is not an equivalent open position, the employee will bump the least senior person (same level, same description, same number of hours) in that description or accept the layoff. If the person displaced by the first person is not the least senior in the appropriate job description, he/she will bump the least senior person, in that description regardless of the number of hours with the following exceptions:

Level 4, Media Education Assistant who is laid off can bump the least senior Level 4, Media Education Assistant, and if none, then bump the least senior Level 2, Support educational assistant.

Section 4. If, because of a reduction in work force, reassignments are necessary, the employer shall develop with the employee reassigned retraining appropriate for the new position.

Section 5. In the event replacement and/or displacement of educational assistants is necessary due to a reduction in the work force, the Association shall be represented at a meeting with the Human Resources Office prior to the affected educational assistants being notified to determine the final outcome of the procedures.

Section 6. All educational assistants who are to be terminated or reduced in hours will be notified in writing by the last student contact day-of each and every year. Those who retain their status will be entitled to the number of hours they were assigned the first work day of the current school year, even though maintaining those hours may require service in more than one (1) department or school. Level 4, SPED EA's assigned to a 1 on 1, whose student leaves the District, may be laid off after 15 working days notice, according to seniority, during the school year. But any EA who is laid off as a result of this paragraph will be recalled first to any open position in their level.

Section 7. The District shall establish a preferential hiring list including all educational assistants who have been terminated due to a reduction in work force or reduced in hours. Employees will be placed and rehired from the specific preferential hiring list grouping based on the following descriptions:

Level 4 Descriptions

- Level 4, Media
- Level 4, Health
- Level 4, Sped (secondary)
- Level 4, Sped (elementary)

Level 3 Descriptions

- Level 3, Support (Secondary)
- Level 3, Support (Elementary)

Level 2 Descriptions

- Level 2, Support (Secondary)
- Level 2, Support (Elementary)

Section 8 Educational assistants terminated due to a reduction in work force or are reduced in hours, shall remain on a preferential hiring list until June 30th of the following fiscal year. An open position will be awarded to an applicant on the preferential hiring list who applies for the position with the highest seniority within the job description.

ARTICLE XIV
RETIREMENT

Members of the unit who selected Plan A prior to July 1, 1998 are committed to that plan. All employees hired after July 1, 1998 are only eligible for Plan B.

Section 1. Plan A: Employees with at least ten (10) years of service shall receive a one (1) time lump sum payment of \$900.00. Employees terminated for cause shall not be eligible for severance pay. Severance pay shall not apply to any educational assistant hired after July 1, 1988.

Section 2. Plan B:

- Subd. 1. A District match to a 403b plan is available to members of the unit hired on or after July 1, 1988 who are beginning their third (3rd) year of work in the District at .5 F.T.E. or more.
- Subd. 2. Effective July 1, 2016, the District shall match up \$750 (seven hundred fifty dollars) per school year of the employee's contribution to the 403(b) plan. Effective July 1, 2018, the District shall match up \$900 (nine hundred ~~fifty~~ dollars) per school year of the employee's contribution to the 403(b) plan.
- Subd 3. Any employee on unpaid leave of absence shall not be eligible to participate in the plan.
- Subd 4. Once an eligible employee elects to participate in the 403(b) annuity matching program, said election is for that school year and will continue each subsequent year unless modified by the employee.
- Subd 5. Maximum District Contribution: The amount the District shall contribute to any employee's 403(b) plan shall not exceed Twenty-five thousand dollars (\$25,000) during the time of the employee's employment with the District.

ARTICLE XV
GRIEVANCE PROCEDURE

Section 1. A claim by an employee of the exclusive representative that there has been a violation, misinterpretation, or misapplication of any provision of the Agreement may be processed as a grievance as hereinafter provided.

Section 2. Level I. In the event that an employee or the Association believes there is a basis for a grievance, a written grievance shall be filed with the HR Director within one month of the time the grievant knew of the alleged grievance.

Section 3. Level II: The HR Director may take up the grievance or choose to refer the grievance back to the supervisor or principal in the department or school from which the grievance arose.

Section 4. If not resolved in discussions with the Association, the HR Director will provide the Association with a written response to the grievance.

Section 5. If the Association does not agree with the written response, it may request arbitration of the grievance. To be timely, this written request to arbitrate must be given to the HR Director within one month of the HR Director's written response, or if no written response is provided, within four months of the date of the filing of the original grievance.

Section 6. The dispute will be submitted to an arbitrator, selected and agreed upon by both parties. If the parties cannot agree upon an arbitrator within five (5) calendar days from the notification date that arbitration will be pursued, the B.M.S., in accord with its rules, shall govern the arbitration proceeding. The arbitrator shall have no power to alter, add to, or subtract from the express terms of this Agreement. Both parties agree to be bound by the award of the arbitrator.

Section 7. Notwithstanding the expiration of this Agreement, any claim or grievance arising thereunder may be processed through the grievance procedure until resolution.

Section 8. No reprisals of any kind will be taken by the Board of the School Administration against any employee because of their participation in this grievance procedure.

Section 9. When mutually agreed, grievance may be heard during the school day. The Board agrees to pay the regular salary for up to three (3) employees per grievance who participate in a grievance during the school day. Additional employees up to seven (7) per grievance may be available for grievances held during the school day at no pay from the District.

DURATION

Section 1. Term and Reopening Negotiations: This Agreement will remain in effect for a period commencing July 1, 2017 2019, through June 30, 2019 2021, and thereafter until modifications are made pursuant to the P.E.L.R.A. of 1971. If either party desires to modify or amend this Agreement commencing at its expiration, it will give written notice of such intent no later than ninety (90) days prior to the expiration of this Agreement.

Section 2. Effect: This Agreement constitutes the full and complete Agreement between the School Board and the exclusive representative representing the employees.

Section 3. Finality: Any matters relating to the terms and conditions of employment whether or not referred to in this Agreement, shall not be open for negotiations during the term of this Agreement.

Section 4. Severability: The provisions of this Agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provision thereof.

**Master Agreement
2017-2019-2021
Board of Education
Independent School District 191**

And

Burnsville Association of Educational Assistants

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

FOR BURNSVILLE ASSOCIATION OF EDUCATIONAL ASSISTANTS

Union Representative Date

Lead Negotiator Date

FOR INDEPENDENT SCHOOL DISTRICT 191

Board Chair Date

Lead Negotiator Date

Board Clerk Date

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into between Independent School District 191 (hereinafter referred to as the School District) and Burnsville Association of Educational Assistants (hereinafter referred to as the Union), representing the Educational Assistants of the School District as follows:

1. The parties have entered into a collective bargaining agreement covering the period July 1, 2017 through June 30, 2019.

2. Notwithstanding the collective bargaining agreement Article V, Section 2, the following educational assistants shall receive pay at the rate of \$18.80 per hour starting July 1, 2015. This shall continue until their pay is within the wage range of the BAEA job description they are working in. This does not include any differentials in the contract that they might be eligible for.

ROBLES, MICHELLE R

This MEMORANDUM OF UNDERSTANDING shall be in full force and effect from the period of execution of this document through June 30, 2017.

Union Representative _____ Employee Representative _____

Dated: _____ 2018 _____ Dated: _____ 2018

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into between Independent School District 191 (hereinafter referred to as the School District) and Burnsville Association of Education Assistants (hereinafter referred to as the Union), representing the Education Assistants of the School District as follows:

1. The parties have entered into a collective bargaining agreement covering the period July 1, 2019 through June 30, 2021.
2. Understanding the process for determining ESY eligibility and the commitment for student participation in ESY, it is difficult for the district to accurately project the exact number of students who will be enrolled in the ESY program. In order to ensure adequate staffing of paraprofessionals for the special education extended school year program (ESY) and a fair and equitable staffing process will be followed.

In planning and preparing for the ESY program the following processes and procedures will be implemented related to the use of paraprofessional support:

1. Two types of positions will be posted: one with guaranteed hours during the entire ESY program and one with flexible/floating hours to be based on student daily attendance.
2. If the paraprofessional with guaranteed hours has no students to work with he/she will work on other projects that support special education programs/services.
3. If a floater comes in to the ESY location to work and is notified their services are not needed he/she will be paid one hour of wages.
4. This plan will be in place unless changes are communicated to the BAEA ahead of time.

This MEMORANDUM OF UNDERSTANDING shall be in full force and effect from the period of execution of this document through June 30, 2021.

Union Representative

Employer Representative

Dated: _____

Dated: _____

Appendix A Description of Special Education Settings

Management Educational Assistants work with students with disabilities that receive special education services. Students have disabilities that range from mild to severe. Students with more significant disabilities and those with low incident disabilities are educated in specialized, site-based programs. Educational Assistants that work in these programs are often asked to assist students with personal hygiene and activities of daily living. They may be required to diaper, feed, lift, and position students. They may be asked to work with students with volatile behaviors and may have an increased risk of personal injury. They may be required to have specialized skills in Braille or sign language.

Federal Setting definitions are as follows:

- | | |
|-------------|---|
| Setting I | Regular Class
The student receives the majority of special education and related services in a general education classroom and is outside the general education classroom (or in the resource room) for no more than 21% of the school day. Home school is considered a general education setting. |
| Setting II | Resource Room
The student receives special education and related services in a resource room outside the general education classroom for at least 21% but not more than 60% of the school day. |
| Setting III | Separate Class
The student receives special education and related services in a separate class outside of the general education classroom for more than 60% of the school day. |
| Setting IV | Public Separate Day School
The student receives special education and related services in a separate day school facility for greater than 50% of the school day. |

The District has the following site-based programs. The District may add or eliminate site-based programs as needed. The location of these programs may change over time.

Early Childhood Special Education

Setting IV EBD

Setting III EBD

Setting III Autism

Setting III Developmental Cognitive Delay Program (formerly known as MSMI and MSMI Plus)

Setting III Neurobiological Disorders Program

Appendix B Definition of Elementary and Secondary

The terms elementary and secondary as used within the contract shall be defined as programs/grades housed within the following buildings.

Elementary: ECSE; Rahn, **Sioux Trail**, William Byrne, Sky Oaks, Gideon Pond, Vista View, Ed. Neill, **MW Savage**, Hidden Valley, and Harriet Bishop.

Secondary: BAHS, BHS, BEST, **Metcalf**, Nicollet, and Eagle Ridge.



**Agenda IV.B.6.
June 18, 2020**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Brian Gersich, Assistant Superintendent, and Dana Thompson, Special Education Supervisor

Date: June 11, 2020

Re: Policy 599

Recommendation: that the Board of Education approves on a first reading basis, new Policy 599: *Memorials for Deceased Students or Staff*.

Policy 599 is a new policy and rationale and purpose will be provided at the Board meeting. Policy 599 was reviewed by the Policy Review Committee on May 12 and June 9, 2020.

Adopted:
Reviewed:
Revised:
Rescinds:

599 MEMORIALS FOR DECEASED STUDENTS OR STAFF

I. PURPOSE

It is recognized that the loss of a member of the school community is deeply felt by students, staff, and families. The purpose of this policy is to ensure that the Burnsville-Eagan-Savage Schools will support staff, students and families impacted by death by assisting them with connections to appropriate school and community resources. Because it is recognized that memorial decisions made immediately in the aftermath of a crisis or death may be made without full consideration of the potential implications for students, staff, families and the community, the Burnsville-Eagan-Savage Area Schools will provide a process for memorial decision-making.

II. DEFINITIONS

- A. Memorials: Objects, activities, or donations to remember an event or deceased person(s).
- B. Building Crisis Response Team: A designated group of staff members within each school building who plan and implement supports specific to the crisis event.
- C. Crisis: Any natural disaster or unexpected event that is perceived as extremely negative, generates feelings of helplessness, powerlessness, and/or entrapment and may occur suddenly, unexpectedly, and without warning
- D. Impact: The magnitude of the potential loss or seriousness of the crisis.
- E. District Crisis Response Team: A designated group of staff members who develop and execute district-wide procedures specific to the crisis event.

III. GENERAL STATEMENT OF POLICY

- A. Memorial activities expressed at school need to be coordinated and approved through the Building Crisis Response Team. The Building Crisis Response Team will assist families and students in selecting memorial activities that are appropriate and assist students in healthy bereavement.
- B. In recognition that schools are designed primarily to support learning, school sites should not serve as the main venue for the memorializing of students or staff.

Schools should focus on maintaining the regular schedule, structure, and routine.

- C. Temporary school memorials, as approved by school administration and the Director of Operations/Transportation, may be displayed for one week or until the day of the funeral, whichever is sooner and will then be offered to the family. Selling of memorabilia items on school grounds is prohibited. Allowable temporary memorials are banners and pictures displayed in a common area that students can avoid such as the media center. Memorials that may spontaneously arise on lockers and desks should be transferred to the designated area. Memorial symbols displayed by individual students or staff on school grounds will be limited to one week after death, or to the day after the funeral, whichever is sooner and will then be offered to the family.
- D. Permanent memorials for deceased students and staff will be limited to endowments, scholarships, and books or items with educational significance. Scholarship and endowment memorials may be established one time, or in the form of a perpetual award, with a description of the purpose of the endowment or scholarship. Existing memorials established prior to the implementation of this policy will not be affected.
- E. Schools should strive to treat all deaths in the same way. Having a different approach for death by suicide reinforces prejudice associated with suicide and may be deeply painful to the deceased's family and friends. However, memorials following suicide are particularly important to monitor. Schools can play an important role in channeling the energy and passion of the students (and greater community) in a positive direction, balancing the community's need to grieve with the impact that the proposed activity will likely have on students, particularly on those who might be vulnerable to suicide contagion.
- F. Whenever possible, schools should communicate with the student's friends and coordinate memorialization with the family in the interest of identifying a meaningful, safe approach to acknowledging the loss. Make sure to be sensitive to the cultural needs of the deceased and family.
- G. School district facilities will not be used for memorial services or funerals. However, the superintendent, in consultation with the District Crisis Response Team, has the discretion to consider school-wide memorial activities when a crisis event has a significant impact on a majority of students, staff, and community.
- H. Other possible memorial activities include:
 - 1. Yearbooks: A student or staff member who has died may be acknowledged the year the death occurred. Information shall be limited to the student's name, photo, dates of birth and death, and school activities in which the student participated.

2. Commemorative Events: A commemorative event may be established and held in the name of the deceased student or staff member. Activities cannot be held during the school day and should be sponsored by a class, club, or activity in which the deceased student or staff member participated. Advertisement of events must occur outside the school day. It is recommended that commemorative events utilize community partners (e.g., employers of the deceased, faith communities, etc.)
3. Graduation Recognition: One symbol representing all deceased members of a graduating class, such as a plant or bouquet of flowers, may be present on stage. A member of the school administration can also direct the audience in a moment of silence to collectively recognize deceased members of the graduating class.
4. Moment of Silence Recognition: a ‘moment of silence’ may be used following the death of a student or staff member to honor their memory. School-wide moments of silence should occur within 2 school days following notification of the death. Moments of silence are also approved for use at ISD191 Board of Education meetings, co-curricular events in which the deceased participated, and community-based events.

Legal References:

Cross References: Burnsville-Eagan-Savage School District Policy 706 (Acceptance of Gifts)
Burnsville-Eagan-Savage School District Policy 801 (Equal Access to School Facilities)
Burnsville-Eagan-Savage School District Policy 806 (Emergency Operations)
Burnsville-Eagan-Savage School District Policy 899 (Naming School Buildings or Facilities)



**Agenda IV.B.7.
June 18, 2020**

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

From: Lisa Rider, Executive Director of Business Services

Date: June 10, 2020

Re: Approve contract for William Byrne Special Education Restroom Project

RECOMMENDATION: That the Board of Education Approve the William Byrne special education 2021 restroom addition project in the amount of \$187,818.75 to RAK Construction, Inc.

On Friday, April 17, 2020, a restroom addition proposal was received from RAK Construction, Inc. in the amount of \$187,818.75 for the 2021 restroom addition project at William Byrne. The closure of three schools and resulting relocation of students has created a need for this project. A restroom addition will accommodate the needs of special education students at William Byrne.

The restroom addition proposal was submitted using Sourcewell Cooperative Purchasing contracts, which we are members of Sourcewell, ID# 9885.

Sourcewell Cooperative contract purchasing allows us the ability to purchase materials and installation services at discounted pricing.

This is a special education project in which we have applied for federal funding. If federal funding is not approved then third-party billing funds will be used.

Sourcewell Cooperative supporting documents are available upon request.



**Agenda IV.B.8.
June 18, 2020**

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

From: Lisa Rider, Executive Director of Business Services

Date: June 10, 2020

Re: Approve contract for Nicollet Middle School Special Education Restroom Project

RECOMMENDATION: That the Board of Education Approve the Nicollet Middle School special education 2021 restroom addition project in the amount of \$184,546.82 to RAK Construction, Inc.

On Friday, April 17, 2020, a restroom addition proposal was received from RAK Construction, Inc. in the amount of \$184,546.82 for the 2021 restroom addition project at Nicollet Middle School. The closure of three schools and resulting relocation of students has created a need for this project. A restroom addition will accommodate the needs of special education students at Nicollet Middle School.

The restroom addition proposal was submitted using Sourcewell Cooperative Purchasing contracts, which we are members of Sourcewell, ID# 9885.

Sourcewell Cooperative contract purchasing allows us the ability to purchase materials and installation services at discounted pricing.

This is a special education project in which we have applied for federal funding. If federal funding is not approved then third-party billing funds will be used.

Sourcewell Cooperative supporting documents are available upon request.



Agenda Item IV.B.9.
June 18, 2020

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

FROM: Lisa Rider, Executive Director of Business Services

DATE: June 11, 2020

RE: Approve Contract with Normandale Community College for Post-Secondary Enrollment Options (PSEO) services for 2020-2021 school year.

Recommendation: That the Board of Education approve the income contract with the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Normandale Community College for PSEO for the 2020-2021 School Year.

The one-year agreement will continue to require us to pay invoices directly billed by Normandale Community College at the rate of \$225 per credit hour. This process will result in a greater amount of revenue being retained by the college as well as ISD 191 through the funds allocation with the Contract with College process versus the traditional PSEO process available.

Attachment: State of Minnesota Normandale Community College
Minnesota State Colleges and Universities Income Contract proposed

F.Y.	Cost Center	Obj. Code	Amount	Vendor #	P.O. #

STATE OF MINNESOTA

Normandale Community College

MINNESOTA STATE COLLEGES AND UNIVERSITIES

INCOME CONTRACT

This contract is by and between Independent School District 0191 (Burnsville High School) (hereinafter "SCHOOL DISTRICT") and the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Normandale Community College (hereinafter "COLLEGE").

WHEREAS, the SCHOOL DISTRICT has a need for a specific service; and

WHEREAS, COLLEGE, is empowered to enter into income contracts pursuant to Minnesota Statutes, Chapter 136F;

NOW, THEREFORE, it is agreed to provide Post-Secondary Education Option (PCON):

1. DUTIES OF COLLEGE. The COLLEGE agrees to provide the following:

Enter into this agreement for services to be provided under contract with the SCHOOL DISTRICT.

- a. Communicate eligibility requirements.
- b. Provide courses and other services at the same level as provided to general COLLEGE students.
- c. Provide required textbooks and other required course materials.
- d. Award COLLEGE credit to students upon successful completion of courses.
- e. Provide course grades/transcripts to the SCHOOL DISTRICT at the conclusion of each semester.
- f. Dis-enrolled students who have not submitted a completed MDE Postsecondary Enrollment Options Program Notice of Student Registration Form for the current semester prior to the 15th school day (including Saturdays) of the semester.
- g. Create invoices for the SCHOOL DISTRICT for COLLEGE credits enrolled by SCHOOL DISTRICT students enrolled on the 15th school day (including Saturdays) of the semester.

2. DUTIES OF SCHOOL DISTRICT. The SCHOOL DISTRICT agrees to provide the following:

Enter into this agreement for Post-Secondary Enrollment Option (PCON) services to be directly contracted with the COLLEGE.

- a. Assume travel reimbursement costs for eligible low-income students.
- b. Complete and forward to the COLLEGE the current MDE Postsecondary Enrollment Options Program Notice of Student Registration Form for each student participating in this program each semester
- c. Authorize enrollment/course selection for eligible high school students at the COLLEGE. Eligible students are the same students defined as eligible for the Post-Secondary Enrollment Options program in the following three authorities: (a) Minnesota Statutes 124D.09, (b) Normandale policy, and (c) Minnesota State College and University policy.

In addition:

- a. Communicate to students that textbooks are the property of the COLLEGE and must be returned at the end of each semester. Textbooks not returned will result in a hold preventing the student from registering in future terms and the COLLEGE will bill the student for the replacement cost of the textbooks.
- b. Communicate with students that if textbooks are obtained and the student drops or withdraws from a class, the textbooks must be returned to the COLLEGE immediately.
- c. Communicate that optional books and non-consumable materials are not covered by the Postsecondary Enrollment Options Program. If the student receives optional materials, they must return them to the COLLEGE bookstore immediately or the COLLEGE will bill them for the materials.
- d. Communicate application deadlines with students. Students need to apply by July 1 for fall semester and December 1 for spring semester.
- e. Communicate with students that they will be dis-enrolled by the COLLEGE if they have not submitted a completed MDE Postsecondary Enrollment Options Program Notice of Student Registration Form for the current semester prior to the 15th school day (including Saturdays) of the semester.
- f. Students are not eligible to take courses with course fees greater than or equal to \$85.
- g. Students are not eligible to take developmental courses.
- h. Students are not eligible to repeat courses unless the original course grade was an F (Fail) or W (Withdraw).
- i. Communicate with students that if they change schools or school districts, the student will need to notify the COLLEGE and submit a MDE Postsecondary Enrollment Options Program Notice of Student Registration Form from the new school or school district.
- j. Communicate how to arrange educational accommodations. The COLLEGE retains authority to determine whether a request for an educational accommodation is appropriate for classes taken for COLLEGE credit.
- k. Pay the COLLEGE for all registered credits as of midnight the 15th school day (including Saturdays) of each semester. The COLLEGE cannot control/limit the number of credits a student registers for and thus the total amount is the districts responsibility.
- l. The terms of this agreement encompass all schools, buildings and alternate locations within the SCHOOL DISTRICT as documented by MDE (including ALCs, inter-school agreements,

cooperatives, etc.). The SCHOOL DISTRICT must request an alteration to this agreement to exclude any school, building, or alternate location.

- m. Pay the COLLEGE for students that were enrolled in the SCHOOL DISTRICT as of the 15th school day (including Saturdays) of the semester. Student transfers between school districts should be resolved by the school districts.

3. CONSIDERATION AND TERMS OF PAYMENT.

- a. Consideration for all services performed and goods or materials supplied by the COLLEGE pursuant to this contract shall be paid by the SCHOOL DISTRICT as follows:

The school district will be billed by COLLEGE at the rate of \$225 per credit hour per student. As of the drafting of this agreement, \$225 represents the same rate as standard the COLLEGE tuition and fees and a per credit charge for textbook rental. These rates may change in future contracts.

- b. Terms of Payment. Payment shall be made by the SCHOOL DISTRICT as follows

Invoices will be sent to the SCHOOL DISTRICT on October 15th for fall enrollment and March 15th for spring enrollment.

Payments to the COLLEGE for tuition/fees/textbook charges will be made by the SCHOOL DISTRICT by November 15th for fall semester and April 15th for spring semester.

- 4. TERM OF CONTRACT. This contract shall be effective on July 1, 2020 **or upon the date that the final required signature is obtained by COLLEGE**, whichever occurs later, and shall remain in effect until June 30, 2021 or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first.

- 5. CANCELLATION. This contract may be canceled by the SCHOOL DISTRICT or COLLEGE at any time, with or without cause, upon thirty (30) days written notice to the other party. In the event of such a cancellation, the COLLEGE shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.

6. AUTHORIZED REPRESENTATIVES.

- a. The SCHOOL DISTRICT'S Authorized Representative for the purposes of administration of this contract is:

Name: Lisa Rider

Title: Executive Director of Business Services

Address: 200 W. Burnsville Parkway, Burnsville, MN 55337

Telephone: (952) 707-2050

E-Mail: lrider@isd191.org

Fax:

- b. COLLEGE 'S Authorized Representative for the purposes of administration of this contract is:

Name: Erin Daly
Title: Dean of Academic Services
Address: 9700 France Avenue South, Bloomington, MN 55431
Telephone: (952) 358-8505
E-Mail: erin.daly@normandale.edu
Fax: (952) 358-8834

Each authorized representative shall have final authority for acceptance of services of the other party and shall have responsibility to ensure that all payments due to the other party are paid pursuant to the terms of this contract.

7. ASSIGNMENT. Neither the SCHOOL DISTRICT nor COLLEGE shall assign or transfer any rights or obligations under this contract without the prior written approval of the other party.
8. LIABILITY. The SCHOOL DISTRICT shall indemnify, save, and hold COLLEGE, its agents and employees harmless from any and all claims or causes of action arising from the performance of this contract by the SCHOOL DISTRICT or SCHOOL DISTRICT'S agents or employees. This clause shall not be construed to bar any legal remedies the SCHOOL DISTRICT may have for COLLEGE 'S failure to fulfill its obligations pursuant to this contract.
9. AMERICANS WITH DISABILITIES ACT COMPLIANCE (hereinafter "ADA"). The SCHOOL DISTRICT is responsible for complying with the Americans with Disabilities Act, 42 U. S. C. 12101, et. seq. and regulations promulgated pursuant to it. COLLEGE IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.
10. AMENDMENTS. Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract or their successors in office.
11. GOVERNMENT DATA PRACTICES ACT. The requirements of Minnesota Statutes § 13.05, subd. 11 apply to this contract. The SCHOOL DISTRICT and COLLEGE must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by COLLEGE in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the SCHOOL DISTRICT in accordance with this contract. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the SCHOOL DISTRICT or COLLEGE.

In the event the SCHOOL DISTRICT receives a request to release the data referred to in this clause, the SCHOOL DISTRICT must immediately notify COLLEGE. COLLEGE will give the SCHOOL DISTRICT instructions concerning the release of the data to the requesting party before the data is released.

12. JURISDICTION AND VENUE. This contract shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or the breach thereof, shall be located only in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.
13. STATE AUDITS. The books, records, documents, and accounting procedures and practices of the SCHOOL DISTRICT relevant to this contract shall be subject to examination by the contracting department and the Legislative Auditor.
14. OTHER PROVISIONS. (Attach additional page(s) if necessary): None

The rest of this page intentionally left blank. Signature page to follow.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

APPROVED:

1. MINNESOTA STATE COLLEGES AND UNIVERSITIES

Normandale Community College

By (authorized signature)
Title
Date

2. SCHOOL DISTRICT: BURNSVILLE HIGH SCHOOL, DISTRICT 0191

SCHOOL DISTRICT certifies that the appropriate person(s) have executed the contract on behalf of SCHOOL DISTRICT as required by applicable articles, by-laws, resolutions, or ordinances.

By (authorized signature)
Title
Date

By (authorized signature)
Title
Date

3. AS TO FORM AND EXECUTION:

By (authorized college/university/system office initiating agreement)
Title
Date



**Agenda V.A.
June 18, 2020**

To: Board of Education

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

Date: June 11, 2020

Re: Open Facilities Planning 2020 Next Steps

Receive a report about Open Facilities Planning 2020 Next Steps from Dr. Theresa Battle, Superintendent, Stephanie White, Director of Student Support Services, and Lisa Rider, Executive Director of Business Services.



ONE91
Burnsville · Eagan · Savage



Open Facilities Planning

2020-2021

June 18, 2020

**Presenters: Theresa Battle, Stephanie White
and Lisa Rider**

036

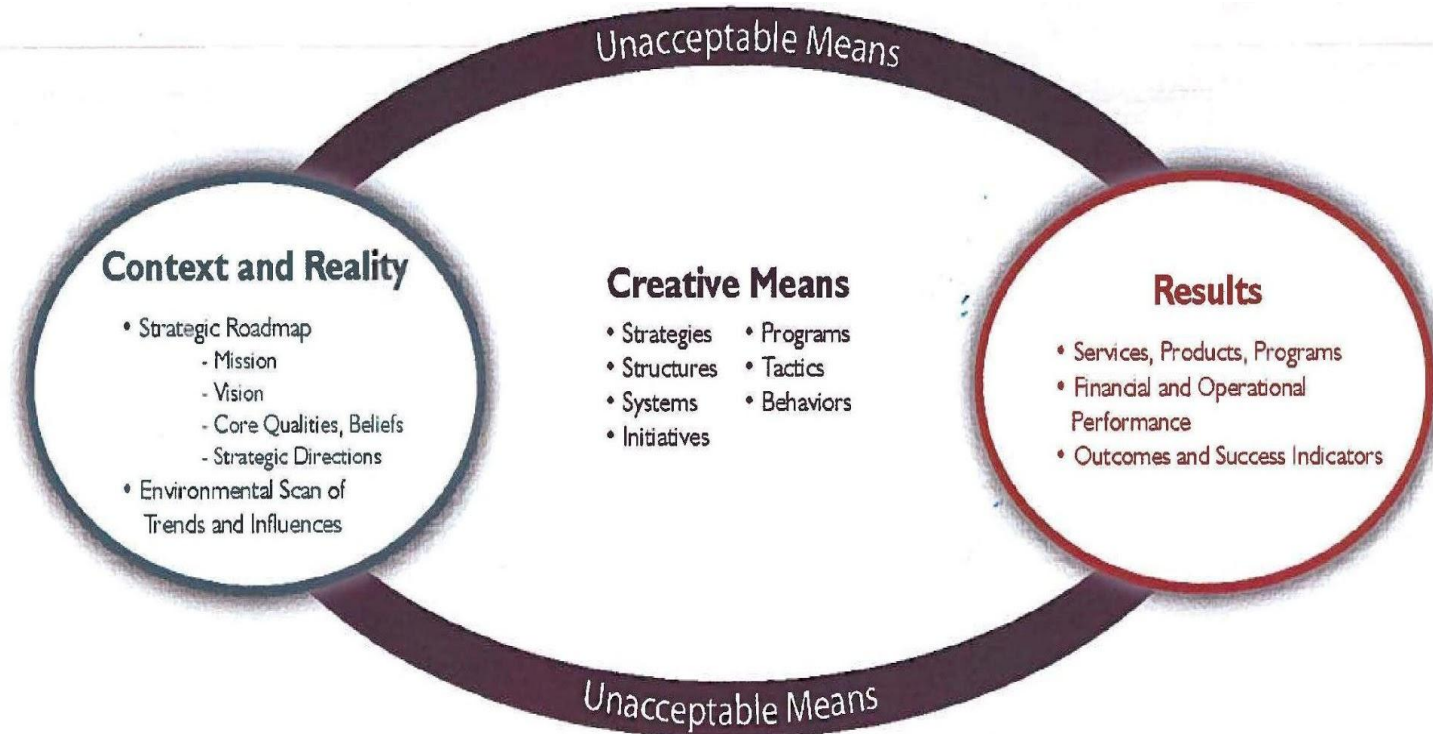
Future Ready. Community Strong.

Agenda

- Purpose
- Guiding Change
- Commitments
- April 23 Board Direction about Options
- Criteria for Consideration and Criteria for Sale of Outlots
- Cedar School Lease, Use for Sioux Trail, Sale of River Ridge, RFP Process for Sale of Outlots and Board Discussion about Metcalf
- Timeline
- Next Steps

Purpose

- Maximize use of Property Assets while leveraging our resources as efficiently and effectively as possible
 - What are our district needs?
- Consider needs of our students, families and staff



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.

ISD 191 Board of Education

Has given direction for district properties:

- Keep Diamondhead
- Lease Cedar School
- Leverage Sioux Trail and M.W. Savage either for internal or external partner use
- Sell River Ridge and
- Sell outlots at Diamondhead and Metcalf for Redevelopment

(April 23 BOE meeting)

Further discussion about Metcalf

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

Criteria for Sale of Outlots

(Not a comprehensive list)

- Beneficial Financial Outcome
- Possible Academic program or community program implications
- Proposed use that encourages potential growth in ISD 191 enrollment of students
- PreK-12 Competing organizations would not be part of final utilization of land
- Post-Secondary organizations may be part of final utilization of land

Criteria for Sale of Outlots, continued

(Not a comprehensive list)

- Align with City Planning and Approval
- Consideration of impact to existing DEC programs and adherence to the Americans with Disabilities Act
- No additional expenditure for ISD 191 resulting from final utilization of land
- Partnership with new owners to minimize negative impact on DEC operations due to construction

Lease Cedar School Update

Intermediate 917 has notified ISD 191 of its intent to delay any discussion of additional leasing of space at the Cedar location.

There will likely be no interest to lease the full Cedar building until 2022-2023 at the earliest.

Open Facility- Sioux Trail

Update and Wondering:

1. How can we maximize this resource and make sure we remain flexible and responsive?
2. Will the 2020-21 school year recommendations from MDE change our considerations and priorities?
3. Will our community needs change based on those recommendations?

Next Steps for Sale of River Ridge

1. Select a broker
 - a. Real estate transaction
 - b. Administration recommends that the selection process for a broker could be similar to the process used when selecting a construction management firm in 2015

Note: Ehlers does not engage in process to select a broker

Possible Broker Selection Process

(Not a comprehensive list)

- Assemble a Broker Committee who will conduct interviews to vet brokers to either make a recommendation to the School Board or to move forward to the full Board to interview

Members of the committee

- Superintendent
- Two Members of School Board
- Executive Director of Business
- Director of Operations, Properties, and Transportation
- City of Burnsville Representation

Broker Selection Process cont'd

(Not a comprehensive list)

- Determine who will handle the communications with respondents
- Set timeline
- Identify a list of possible Brokers to send an invitation of Request for Proposal (RFP) for Broker Services
- Finalize the RFP Broker Services, including all requirements of proposers
- Communicate information to all indicating interest in proposing, setting timeline and requirements of proposals

Broker Selection Process cont'd

(Not a comprehensive list)

- Hold optional tour of the property
- Receive proposals
- Hold interviews
- Check references
- Final recommendation to full School Board for decision

Request For Proposal (RFP)

Options: A request for proposal allows for proposals of various ideas that align with both the school district and city expectations for the property determined.

1. Administration recommends that we engage in use an external experienced consultant to facilitate the process.
2. Board asks staff to convene a Facilities Task Force Committee with board representative and staff to complete interviews based on open call for proposals or criteria. After the interviews, the Facilities Committee would make a recommendation to the full board.

Board Discussion: Options for Review of Developer Proposals

Options continued:

3. Board has a subcommittee (comprised of board members, administrators, etc.), interview developers and *narrow down the proposals to the top 2 or 3* firms and then the full board listens to the presentations and makes a decision
4. Full board reviews each developer proposal, does the screening/interviewing based on the request for proposal criteria and then brings forward a final recommendation;

MSBA Possible Developer Proposal Review

MSBA process steps include:

- Determine how many are interested in submitting (we give them the background information regarding the site, etc)
- Provide a date certain to submit site plans, purchase price and preliminary proformas for us to review with board and the City
- Identify qualified developers that the Board are interested in working with, bring their proposals forward for the Board to review and selection of a preferred developer

Administration is recommending an external consultant complete

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)
NET FINANCIAL IMPACT	(\$1,245,237)

* *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

Further Discussion about Metcalf

Review Option 5A: Sell Metcalf 4/23/20 Board meeting

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)
NET FINANCIAL IMPACT	(\$7,828,751)

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)

4/23/20 Board meeting - Metcalf Options cont.

Option 5A: Sell Metcalf Financial Impact

Option		Sale Proceeds	* New Costs	Offsetting Debt	Net Proceeds (With Debt)	Net Proceeds (Without Debt)
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

Pros

- Great location for redevelopment
- Zoned single family development to support enrollment
- Possible sale proceeds (minus debt from Metcalf)
- Savings for building needed upgrades to support middle school model, facility that isn't efficient and doesn't fully meet the needs of District
- More cost effective to use existing assets. No immediate reuse for Metcalf – eliminates ongoing operational costs

Cons

- Selling an asset (Metcalf) that district may determine is needed later
- Sale proceeds may not address any long-term budgetary challenges.
- Potential loss of assets that the district has invested in but still has to pay for
- Sale proceeds much less than the cost to add space at other middle schools, significant impact to taxpayers
- It will take time to prepare for partial or full sale

TENTATIVE TIMELINE

August 2020: Begin Broker selection process and/or Board to finalize expectations and criteria with external consultant
Timeline and scope of work to be considered for both DEC acreage and MMS acreage

September - November 2020: Select broker for sale and/or Request and Vetting of Proposals

January 2021: Board report and take action on the developer proposals

February - May: Implementation of Board Action

Next Steps: Board Direction

Broker Process?

RFP Process components?

Metcalfe Sale?

Future Ready. Community Strong.

one91

Burnsville · Eagan · Savage



**Agenda V.B.
June 18, 2020**

To: Board of Education
From: Dr. Theresa Battle, superintendent
Date: June 11, 2020
Re: Report about FY21 Superintendent Goals

Receive a report about FY21 Superintendent Goals from Dr. Theresa Battle, superintendent.

Superintendent Battle Evaluation: Goals and Standards 2020-2021

Essential Duties and Responsibilities

- Serves as the Chief Executive Officer for the School District.
- Serves as the educational leader of the District.
- Serves as the primary spokesperson for the District and oversees all public relation activities of the District to best represent the District before the public, governmental agencies, community organizations, or other groups.
- Directs and oversees the operational and administrative services, programs, and operations of the District to ensure the efficiency and effectiveness of these functions.

The following draft goals are provided to the school board as a component of the superintendent evaluation process. **As part of the superintendent's weekly update to the board, the superintendent reports to the school board how her personal activities fulfilled goals that week, both to keep the board informed, and to build evaluation documentation over time.**

District Focused Goals

Goal 1 (5%):** Collaborate with school board to support Board SMART goals in the following areas:

Goal A. Before July 1st 2020, create a document that outlines the school board role for prospective candidates that will be available on the district website, as a handout from the district office, and included in the candidate filing packet.

Evidence of Performance

- District branded Document is printed for handouts and for candidate filing packets
- Document is posted on the website under “School Board” at all times and under “Quick Links” from July 1 through end of filing deadline
- Superintendent sends a personal invitation to candidates to attend group information sessions and offers to answer questions from each candidate

Goal B. Before August 15th, 2020 create and document an internal process for providing school board candidates with an informal Q&A session between the filing deadline and October 15th with the superintendent and up to three board members who are not currently up for re-election.

Evidence of Performance

- Superintendent and Board to determine topics to cover, amount of time, etc.
- Determine which activities will be included in this process

- Document the process

Goal C. Before October 1st, 2020 the superintendent will work with Directors Scott Hume and Lesley Chester to clarify and specify the board’s role in supporting efforts to increase district enrollment.

Evidence of Performance

- Determine what specific activities will be included in this process and the timing
- Document the expectations and roles for the school board
- Determine three measurable indicators of progress (measurements, specific activities, behavioral change, shift or reallocation of district resources)
- Advise chair when topic should be added to retreat agenda.
- Discuss in board retreat

Goal 2 (20%): By February 2021 ~~provide leadership to review, refine and identify steps to~~ implement new district Strategic Roadmap and Vision 191 (MSBA Standard 1 Governance Team Element1b Goals and/or Strategic Plan).

Evidence of Performance

- Conduct a minimum of two school district surveys and/or community meetings in order to revise the district strategic plan by gathering student, families, staff and community feedback regarding current Vision 191
- Align new Vision 191 to branding vision
- **Superintendent** presents draft plan to constituents for review, comment and feedback
- **Superintendent** presents draft plan to board members for review, comment and feedback
- Update Vision 191 to include goals and strategies for Pathways PreK-12. Strategic plan programs and strategies identified in Vision 191 are evidence based and proven to impact identified student needs.
- Develop a Dashboard that is a place that provides measures of success to see and show how we’re doing on the things that matter most. It will help us celebrate our successes.

Goal 3 (20%): By December 2020 develop budget timeline, process and overview for FY 22 budget (MSBA Standard 2 School District Finances Element 2a budget Development and Maintenance)

Evidence of Performance

- Prepare a Vision 191 strategic plan financial plan

- FY21 budget process includes inclusive processes for development of the budget, Board budget workshops, staff and public preliminary and final presentations
- **Prepare and submit an annual report to the school board concerning expected and unexpected revenue/expenditure changes for all funds for the current fiscal year and for the following three years**

Goal 4 (55%): Provide leadership to strengthen school/community relationships, diverse communities and cultural competence(MSBA Standard Ethical and Inclusive Leadership. Element 8d Diverse Communities and Element 8e Cultural Competency.

Evidence of Performance

- **External Meetings (15%):**
 - **Regional sups**
 - **MDE/State Covid**
 - **AMSD**
 - **MASA**
 - **Reimagine MN**
 - **Monthly sup/Chair meetings with City of Savage and City of Burnsville**
 - **Periodic meetings with Savage and Burnsville Chiefs of Police**
 - **Quarterly meetings with Burnsville Chamber/City/ISD191 and Burnsville Leaders Group**
 - **Rotary (?)**
- **Internal (40%)**
 - **Board/Sup conversations and projects**
 - **Monthly 1:1 meetings with board members**
 - **Committees (PRC, Legislative)**
 - **Officers Meetings**
 - **Prepare and submit an annual report to the school board concerning expected and unexpected revenue/expenditure changes for all funds for the current fiscal year and for the following three years**
 - **Weekly school visits:**
 - **Impromptu and scheduled school visits: 10 hours/month or a weekly average of 2.5 hours per week.**

- **1:1 visit with individual building principals at their school. Meet with all 12 principals between September 15th and June 30th.***
- **Ambassador Role: Social media post for each on site sup visit (could be a photo of a school space, entry, etc. Doesn't necessarily need to have people featured front and center)**
- **Monthly review of progress in PreK-12 Pathway School roll-out with leadership, POSA, and through school visits. Evidence is collected and shared with the BOE in retreat or workshop. ***
- Hold monthly meetings with different school staff with both formal and informal leadership representation
- Meet monthly with Racial Equity Advisory group
- Meet quarterly with leaders of the 12 bargaining units
- Align district Equity Plan with feedback from constituency groups
- Survey students, parents and staff and about issues of racial bias, gender bias marginalization of American Indian or people of color, how the district addresses these issues and if the appropriate measures for resolution are implemented
- Survey student, parents and staff about their level of feeling welcomed, valued and included in decision-making
- **Create One91** Equity Plan **which** includes community partnership and Intercultural Developmental Inventory and process.
- Create bias incident crisis team.

***When Distance Learning is in place, attend via virtual meetings.**

****Estimated allotment of superintendent's time noted next to each goal.**

MSBA Goals and Standards Based Superintendent Evaluation

Standard 1. Governance Team				
Element 1.b. Goals and/or Strategic Plan				
Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)	NA
<i>Facilitates development of the school district's short- and long-term measurable goals and aligns available resources with school district's budget to accomplish goals</i>	<i>Facilitates development of the school district's short- and long-term goals and recommends necessary financial strategies to meet goals</i>	<i>Goals have been developed but no overall plan or alignment of resources exists</i>	<i>Goals are not developed.</i>	
Standard 2. School District Finances				

Element 2.a. Budget Development and Maintenance				
Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)	NA
<i>Engages in timely budget planning and actions that consider current and longrange information and data; seeks balance to meet students' current and future needs and be fiscally responsible to community; distributes resources to meet immediate and long-range objectives</i>	<i>Engages in proactive budget actions that consider current information and data; seeks balance to meet the students' needs and be fiscally responsible to community; distributes resources in light of school district goals and immediate objectives</i>	<i>Budget development, resource allocations, and management is focused on meeting immediate needs and fiscal issues. Decisions are primarily reactive to current needs of the school district</i>	<i>Budget knowledge is limited. Budget is developed and managed without taking into consideration current needs of the school district. Resources are allocated without consideration of school district needs</i>	

Standard 8. Ethical and Inclusive Leadership				
Element 8.d. Diverse Communities				
Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)	NA
<i>Fosters formal and informal partnerships with diverse groups to support mutual goals.</i>	<i>Develops strategies to help staff and the school board become familiar with views and characteristics of diverse groups in the community</i>	<i>Becomes familiar with views and characteristics of diverse groups within the community</i>	<i>Does not recognize or respond to the existence of diverse groups in the community</i>	
Element 8.e. Cultural Competency				
Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)	NA
<i>Engages stakeholders to develop a school district-wide welcoming culture that honors the values, beliefs, norms, and traditions of diverse groups and integrates diverse representation into school and school district decision making</i>	<i>Develops strategies to help staff capitalize on assets that students from diverse cultural, ethnic, racial, and economic backgrounds bring to the classroom</i>	<i>Assures that staff has necessary cultural competence to respond to students' needs</i>	<i>Does not use strategies that recognize and capitalize on community's diversity</i>	

Superintendent Battle Evaluation: Goals and Standards 2020-2021

Essential Duties and Responsibilities

- Serves as the Chief Executive Officer for the School District.
- Serves as the educational leader of the District.
- Serves as the primary spokesperson for the District and oversees all public relation activities of the District to best represent the District before the public, governmental agencies, community organizations, or other groups.
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Goal 1: Collaborate with school board to support Board SMART goals in the following areas:

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B. Before August 15th, 2020 create and document an internal process for providing school board candidates with an informal Q&A session between the filing deadline and October 15th with superintendent and up to three board members who are not currently up for re-election.

Evidence of Performance

- Superintendent and Board to determine topics to cover, amount of time, etc.
- Determine which activities will be included in this process
- Document the process

C. Before October 1st, 2020 the superintendent will work with Directors Scott Hume and Lesley Chester to clarify and specify the board's role in supporting efforts to increase district enrollment.

Evidence of Performance

- Determine what specific activities will be included in this process and the timing
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- Determine three measurable indicators of progress (measurements, specific activities, behavioral change, shift or reallocation of district resources)
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Goal 3: By December 2020 develop budget timeline, process and overview for FY 22 budget (MSBA Standard 2 School District Finances Element 2a budget Development and Maintenance)

Evidence of Performance

- Prepare a Vision 191 strategic plan financial plan
- FY21 budget process includes inclusive processes for development of the budget, Board budget workshops, staff and public preliminary and final presentations

Goal 4: Provide leadership to strengthen school/community relationships, diverse communities and cultural competence (MSBA Standard Ethical and Inclusive Leadership. Element 8d Diverse Communities and Element 8e Cultural Competency.

Evidence of Performance

- Hold monthly meetings with different school staff with both formal and informal leadership representation
- Meet monthly with Racial Equity Advisory group
- Meet quarterly with leaders of the 12 bargaining units
- Align district Equity Plan with feedback from constituency groups
- Survey students, parents and staff and about issues of racial bias, gender bias marginalization of American Indian or people of color, how the district addresses these issues and if the appropriate measures for resolution are implemented
- Survey student, parents and staff about their level of feeling welcomed, valued and included in decision-making
- Equity Plan includes community partnership and Intercultural Developmental Inventory and process.
- Create bias incident crisis team.

MSBA Goals and Standards Based Superintendent Evaluation

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**Agenda V.C.
June 18, 2020**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Abigail Alt, chair

Date: June 11, 2020

Re: Review Project Calendar for Board Member Input

2020-Board Planning Document

	July	August	September	October	November	December	January	February	March	April	May	June
Board Development: Goal setting and self-eval		1) MSBA Summer Seminar (Twin Cities). 2) Retreat: board development. (e.g. CPSS, Strategic Plan review, ice breaking exercises, etc.)				Contract with and schedule board self eval with MSBA in even years. Schedule retreat with MSBA in even years to conduct self eval review	MSBA Leadership Conference and Phase Trainings. Minneapolis.	1) Complete online board self-eval each year, and MSBA-guided self-eval during even years. 2) MSBA Officer Training (Chair, Vice Char, Clerk).		1) NSBA National Conference (varied locations). 2) Retreat: review board self eval results (As a board in odd years; with MSBA as retreat in even years). Compile initial list of goals for the coming year.	Workshop: set 3-4 goals for the coming year (prior to sup eval closed session). Goals aligned to Strategic Plan.	Board meeting: review and establish board goals.
Sup evaluation		Retreat: Vice chair leads review sup eval tool and final sup goals in preparation for the upcoming eval cycle		Workshop: Finalize changes to sup eval tool.		1:1 meetings: mid-year check in with sup.	1:1 meetings: mid-year check in with sup.		BOE submits sup eval to vice chair for compilation. Individual board members compile short list of proposed goals for the coming year. Goals aligned to Strategic Plan.	BOE compiles individual assessments. Shares with vice chair.	Closed session: review eval together w sup and set sup goals for the coming year (might be two separate meetings). Sup goals set after board sets its own goals.	Board meeting: BOE presents public statement, and posts public statement in BoardBook. Proof of sup eval and topline results (signed by sup and Chair) are placed in sup's HR file. Then, board and sup create and share sup goals for next year.
Budget			*Special for FY21 Budget: placeholder for staff presentation on Plan A (business as usual) and Plan B (Covid resurgence and/or Distance Learning enacted.) Both plans backmapped to end-February/early March goal for final BOE budget discussion.	*Special for FY21 Budget: placeholder for staff presentation on Plan A (business as usual) and Plan B (Covid resurgence and/or Distance Learning enacted.) Both plans backmapped to end-February/early March goal for final BOE budget discussion.	Prep for December: In case of changes which might impact budget, sup plans alternate budget timeline to present in December	a) Initial budget workshop: present current reality and parameters. b) Board meeting to present timeline, process, and overview publicly (including dates for site, staff, student, and community input.) c) Open online input form with clear end-date for submission and d) clear end-date identified for final BOE budget discussion.	Building the budget: a) first, "ground-up" development led by sup and leadership with direct input from dept heads and principals. b) BOE workshop to present and discuss initial budget adjustments based on input from groups listed above.	a) First public presentation of initial budget adjustments at regular BOE meeting. b) Followed by sup/asset: sup presentations to staff and site presentations of budget (to staff and families) for input. c) Board workshop to review input/feedback. d) Online input form is closed. e) Board meeting to present final adjustments based on input.	a) final planning sessions among leadership, dept heads, and principals based on staff, community, BOE feedback; b) 1st March regular Board meeting: Present final budget adjustments to the board.	Internal: HR notifications of staffing adjustments	a) Board meeting to review final Adopted Budget. b) Board meeting to take action on Adopted Budget	
Board Priorities		Board meeting: Approve Board Priorities for the coming year									Workshop: Review HR research into board priorities. Discuss initial list of proposed board priorities	Workshop: review final list of priorities.
Onboarding		MSBA Summer Seminar.			Assign mentor to new board members.	Mentor and sup begin onboarding process, once oath of office is signed. Monthly 1:1 meetings through the following December.	MSBA Leadership Conference. Phase I & II Trainings					
Policy		Monthly committee meetings to edit and review existing policy, as well as to add new policy.										
Legislative				Legislative Committee develops BOE legislative platform and calendar of events based on State Bonding vs State Funding cycles. Identifies Federal advocacy goals.	Legislative Committee presents BOE legislative platform in retreat setting to full BOE for input. At regular meeting, the final legislative platform is presented as a report. Once final report is presented, staff schedules a forum with State Representatives and Senators.	Legislative Forum	Advocacy calendar of events begins.				Advocacy efforts end.	