



Future Ready. Community Strong.

Regular Meeting Agenda

Diamondhead Education Center
August 27, 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. Committee Reports
- B. Report about the Birth-8 Joint Powers Agreement Opportunity (Close gaps and raise achievement for all students)
Dr. Theresa Battle, Superintendent
- C. Receive an Update about District 191's Efforts to Implement COVID-19 Related Educational and Public Health Guidance Issued by the MDE and the MDH, Respectively (Maximize resources for optimal student learning)
Dr. Theresa Battle, Superintendent
- D. Board Meeting Model During COVID-19 (Increase the capacity for partnership with community)
Abigail Alt, Chair

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 Recommendations
3. Adopt a Resolution to Accept Donations
4. Approve Payroll, Receipts, Expenses and Investments (May & June)
5. Accept Budget Analysis (May & June)
6. Approve Non-substantive Changes to Policy 105: *Equity, Access, and Excellence in Education*
7. Approve No Changes to Policy 721: *Uniform Grant Guidance Policy Regarding Federal Revenue Sources*

B. New Business

1. Authorize Sale of Refunding Bonds (Maximize resources for optimal student learning)
Lisa Rider, Executive Director of Business Services
2. Approve the Activities Handbook (Close gaps and raise achievement for all students)
Dave Helke, Principal
3. Approve, on a First Reading Basis, Changes to Policies 412: *Expense Reimbursement for Travel*; 713: *Student Activity Accounting*; and 720: *Vending Machines* (Maximize resources for optimal student learning)
Lisa Rider, Executive Director of Business Services
4. Approve, on a First Reading Basis, Changes to Policies 510: *School Activities*; and 506: *Student Discipline* (Close gaps and raise achievement for all students)
Brian Gersich, Assistant Superintendent

V. Adjourn



**Agenda III.A.
August 27, 2020**

To: Board of Education
Superintendent Dr. Theresa Battle

From: Chair Abigail Alt

Date: August 21, 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

Birth to Age Eight Initiative (B28) August 27, 2020 Board Report

Tonight I am providing a brief report about the Birth to Age Eight Initiative (B28) that is bringing together key stakeholders from public health, human services, community non-profits, and education in Dakota County.

B28 aims to assure children reach key developmental milestones from birth through age eight and to identify at-risk children and families early, with the vision that 100 percent of children identified to meet the state proficiency reading target by the spring of third grade.

Key developmental milestones have been identified which will be identified by “stoplights” (red, yellow, or green) indicating the current level of need.

Between October 2016 and June 2020, Dakota County made more than 1,260 referrals to school districts. The process is entirely voluntary – parents/guardians must sign consent before enrolling.

- Dakota County will provide health and development benchmarks.
- Both parties will be able to monitor the development of students over time, by inputting information into the portal.

At the next Board Meeting on Sept 10, I will bring forward a recommendation to approve the Joint Powers Agreement for Birth to Eight initiative. This agreement allows for our information to go into the portal, allows districts and Dakota county to access the portal for use in the services provided to families. A copy of the Joint Powers agreement is included in tonight’s board packet for your reference. Joining me to answer any questions you might have are Cindy Check, Early Learning Program Coordinator and Tom Umhoefer, Director of Community Education. Both have served on the B28 Steering Committee.



**Agenda III.B.
August 27, 2020**

To: Board of Education
From: Superintendent Dr. Theresa Battle
Date: August 21, 2020
Re: Report about the Birth-8 Joint Powers Agreement Opportunity (Close gaps and raise achievement for all students)

Receive a report from Dr. Theresa Battle, superintendent about the Birth-8 Joint Powers Agreement.



**Agenda III.C.
August 27, 2020**

To: Board of Education

From: Superintendent Dr. Theresa Battle

Date: August 21, 2020

Re: Update about District 191's Efforts to Implement COVID-19 Related Educational and Public Health Guidance Issued by the MDE and the MDH, Respectively (Maximize resources for optimal student learning)

Dr. Theresa Battle, superintendent will provide an update about District 191's efforts to implement COVID-19 related educational and public health guidance issued by the Minnesota Department of Education (MDE) and the Minnesota Department of Health (MDH), respectively.

Board Meeting Date: August 27, 2020

COVID-19 Board Report

PURPOSE: Provide an Update about District 191's efforts to implement COVID-19 related educational and public health guidance issued by the Minnesota Department of Education (MDE) and the Minnesota Department of Health (MDH), respectively (Maximize resources for optimal student learning).

Tonight I will share information related to the four primary areas of our planning: Health & Safety, Academics, Student and Family Support, Operations and Staff Professional Development. Also, we want to walk you through important sections of our [isd191 website](#) that provide the most up to date information regarding Fall 2020.

Health and Safety (MDH):

Since the last board meeting staff have been working on plans to educate students, parents/guardians and staff about the health protocols and mitigation strategies.

Our nurses have prepared presentations for staff that will be given next week. We are using Health and Safety Signs from MDH and CDC for educating students and staff. Examples include *Wash Hands*, *Be a Germ Buster*, *Prevent the spread of COVID*, *How to Wear a Mask*, *Stay home if Sick*, and Social distancing guidelines and *Prepare for COVID* are available in English, Spanish, Somali.

County Updates: 8/2:8/15 per MDE: Dakota - 19.63 and Scott - 21.55. Represents a decrease from 7/26:8/8 for Dakota County (20.56) and Scott County (24.83). Still puts us in the hybrid learning model. Last Friday, Bernie Bien, Stephanie White and I (Dr. Theresa Battle) held our weekly call with our County public health nurse and epidemiologist. The previous numbers from last Thursday represented a plateau, but these numbers are higher than the last plateau in June. Summer numbers are impacted by graduation parties and weddings. We have calls with Dakota County and Scott Public Health tomorrow to better understand the numbers released today.

We have received Personal Protective Equipment (PPE) for staff providing special education services (Early Child Special Education through Prek-12 and Burnsville-Eagan-Savage Transition Program): The PPE includes: cloth masks, cloth masks with clear mouth, cloth gowns/ body covering, paper gowns, gloves, shields, plastic barriers, hand sanitizers, disinfectant bottle spray.

The PPE from the state of Minnesota will be picked up tomorrow and delivered to sites next week.

Academic Guidance School Planning (MDE):

Early Childhood Screening components can be completed online, by phone or mail. Staff are conducting virtual screening reviews with parents/guardians to discuss completed components.

Hybrid

- Students' schedules must be strategically developed.
- Kindergarten and Grade 1 students will meet with teachers on Sept 10-11 for individual reading and math benchmarking assessments
- Chromebook pickups are scheduled and schools will communicate schedules and procedures to families
- We are in the process to ensure families have access to reliable internet

Virtual Academy- As of 8/24: 2635 students enrolled. Teachers, students and parents will have one administrator to provide support and supervision. The assigned administrator will work with other principals to provide alignment between students and teachers home school and Virtual Academy.

Technology - Each child will be provided a device

- Provide reliable internet service
- Consider how to build community: video conferencing, printed materials, parent education,

Student and Family Support:

It may take longer for children to develop trust and adjust to expectations in a learning program when their schedule alternates between days away and days at school. If the learning program differs significantly from the environment the student has been in, the student might experience additional stress. We are going to learn about what the student is used to and find ways to bring this into the learning program.

Establish "Positive Behavioral Interventions and Supports (PBIS) at home" team

- Establish routines that help build a sense of security
- Build a sense of community
- We will Strive to understand the child in the context of family, culture and community

- Sensory activities can be calming as well as slow repetitive action.

Activities: Key point: All activities require a return to practice/meeting plan that is approved by the building admin in partnership with the school nurse.

*Stipend activities that have a competition or performance component that have developed, and have approval, a return to practice/meeting guide will be allowed to begin meeting. Examples include · Academic Quiz Bowl, Fall Play, Speech, Debate, DECA, Drumline, Robotics (FRC and FTC), Math League, Mock Trial, Science Fair, Science Quiz Bowl, HOSA.

*There are groups that are stipend positions that do not carry a performance or competition component. Examples include · Student Council, National Honor Society, Burnsville Strong, Future Teachers of America, PROUD, and Yearbook

They will be encouraged to meet virtually to begin the year.

*Non-stipend positions after school clubs will have the option of meeting virtually only. There are roughly 30 of these clubs.

Operations

ISD 191 systems are in a safe operational status. Maintenance staff is conducting evaluations of the operational capacity to increase, improve, and maintain ventilation provided throughout the building.

Transportation: 37 passengers on full-size bus and 11 on type-A bus at 50% capacity. Needed for meal distribution and instructional materials on a Wednesday bus route.

PPE: Every site will receive PPE for distribution to all staff each 2 cloth masks, 1 disposable mask, 1 face shield

Enrollment: As of August 19 The total enrollment of VPK-12 7,989 is currently higher than the 7,887 we used in the projection for 2020-2021.

Food Service Plans: Breakfast and Lunch National School Breakfast by grade level every school day. On Aug 21, the USDA issued an extension through September 30 for schools to use the Summer FS Program BEFORE school starts. They did this on a national scope because some districts were delaying their start date, like we are by 2 days. Some districts that normally begin school in early August have now been delayed until September.

Once school begins we must follow the National School Breakfast and Lunch Programs.

Due to the late announcement of this waiver, we do not have sufficient time to keep offering meals through the start of school since we exhausted many supplies, had staff who needed time off or had plans, and needed time to get ready for fall. This waiver barely helps any MN districts since most are still starting school in early Sep.

Staff and Educator Support and Professional Learning:

New staff orientations have been occurring. New teacher orientation was held this past Monday. Will apply current Human Resource orientation process to provide information on benefits, policies, and technology access. The numbers scheduled will align with social distancing and MDH guidance. Training is done at building / department level.

Reopening of School All Staff Professional Development (PD) begins on Monday, August 31 and continues through Tuesday, September 8-9 with (9/7 Labor Day holiday).

Now, we will walk you through the Fall 2020 section of the [isd191.org](https://www.isd191.org/fall-2020) website.



**Agenda III.D.
August 27, 2020**

To: Board of Education
Superintendent Dr. Theresa Battle

From: Abigail Alt, Chair

Date: August 26, 2020

Re: Board Meeting Model During COVID-19

School Board Minutes
 INDEPENDENT SCHOOL DISTRICT 191
 August 13, 2020

<p>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.</p>	<p>Call to Order</p>
<p>Members present: Chester, Hume, Miller, Holweger, Schatz, Currier and Chair Alt. Others in attendance were Superintendent Battle, administrators, staff and members of the public.</p>	<p>Attendance</p>
<p>Alt asked Miller to lead the Pledge of Allegiance.</p>	<p>Pledge</p>
<p>Moved by Schatz, seconded by Hume, to approve the agenda. A roll call vote was taken and the motion carried unanimously (7,0 with Alt, Holweger, Chester, Schatz, Currier, Miller and Hume voting in favor and none voting against).</p>	<p>Agenda</p>
<p>Received a report about Reopening Schools from Dr. Theresa Battle, superintendent, Bernadette Bien, licensed practical nurse, Stephanie White, director of student support services, Imina Oftedahl, director of curriculum, instruction and assessment, Rachel Gorton, director of technology, Lisa Rider, executive director of business services, Aaron Tinklenberg, director of communications, and Brian Gersich, assistant superintendent.</p>	<p>Reopening Schools Report</p>
<p>Received a report about FY21 Superintendent Goals from Dr. Theresa Battle, superintendent.</p>	<p>Sup Goals Report</p>
<p>Received a report about the Board Planning Document from Chair Alt.</p>	<p>Planning Document</p>
<p>Received a report from Dr. Battle, superintendent.</p>	
<p>No reports from board members.</p>	
<p>Moved by Schatz, seconded by Currier, to approve the consent agenda: -Approve minutes of the special board meeting on August 6, 2020. -Approve personnel recommendations for Ana Leyva, Anne Poliquin, Emily Lemke, Fahmo Osman, Jena Spletstoeser,, Jocelyn Lian, Jonathan Armajani, Julie Pettes, Katie Kelly, Kristen Wagner, Lindsay Steding, Madeline Hill, Madeline McNeil, Maria Starkey, Mary Jane Gunderson, Michelle Okerstrom, Sacdiyo Abdullahi, Samantha Notch, Sterling Brown, Abby Ertl, Joseph Kohner, Alexandra McLaughlin, Chadwick Tower, Jessica Saba, Kayla Tesch, Maria Phillips, Coudjo Amegbleame, Danette Westerlund, Jessica Meyer, John Thomas, Nyounee Neor, Marci Plomski, Cassandra Bowen, Denise Page, Jessica Meyer, Justin Hreha, Rachelle Eisenberg, Veronica Ramos, Jane Adrian, Laura Peterson, and Brian</p>	<p>Consent Agenda Minutes Personnel</p>

Nacey.

- Adopt a resolution to approve and accept donations as presented.
- Approve, on a second reading basis, new Policy 599: *Memorials for Deceased Students or Staff*.

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).

Donations

Moved by Chester, seconded by Hume, to adopt the formal resolution calling a School District General Election on Tuesday, November 3, 2020 to elect three (3) members to the School Board for terms of four (4) years each.

Election

RESOLUTION RELATING TO ELECTION OF SCHOOL BOARD MEMBERS AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION

BE IT RESOLVED by the School Board of Independent School District No. 191, Dakota and Scott Counties, Minnesota, as follows:

1. (a) It is necessary for the school district to hold its general election for the purpose of electing three (3) school board members for terms of four (4) years each.
 - (b) The clerk shall include on the ballot the names of the individuals who file affidavits of candidacy on said general election during the period for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.
2. The general election is hereby called and directed to be held on Tuesday, the 3rd day of November, 2020, between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.
3. Pursuant to Minnesota Statutes, Section 205A.11, the school district polling places and the precincts served by those polling places, as previously established and designated for school district elections held in conjunction with a statewide election, are hereby designated for this general election.
4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of Dakota and Scott Counties, at least seventy-four (74) days before the date of said general election. The notice shall specify the date of said election and the office or offices to be voted on at said general election.

The clerk is hereby authorized and directed to cause notice of said general

election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause a sample ballot to be posted in each polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said elections to be published in the official newspaper of the school district, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of the general election.

The notice of election so posted and published shall state the offices to be filled as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is hereby authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on election day.

The clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this general election and generally to cooperate with any election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate officials regarding preparation and distribution of ballots, election administration and cost sharing.

5. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form attached hereto as Exhibit A, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system:

6. The name of each candidate for office at each election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

7. If the School District will be contracting to print the ballots for this election, it is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall furnish, in accordance with

Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

8. If not performed by election officials conducting other elections on that date, the clerk is hereby authorized and directed to provide for testing of the optical scan voting system within fourteen (14) days prior to the general election date. The clerk shall cause notice of the time and place of the test to be given at least two (2) days in advance of publication once in the official newspaper, by posting a notice, and by notifying the county or legislative district chair of each major political party.

9. If not performed by the election officials conducting other elections on that date, the clerk is hereby authorized and directed to cause notice of the location of the counting center or the place where the ballots will be counted to be published in the official newspaper at least once during the week preceding the week of the general election and in the newspaper of widest circulation once on the day preceding the general election, or once the week preceding the general election if the newspaper is a weekly.

10. The clerk is hereby authorized and directed to begin assembling names of trained election judges to serve at the various polling places and combined polling places during the November 3, 2020 general election. The election judges shall act as clerks of election and submit the results to the school board for canvass in the manner provided for other school district elections.

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

Moved by Schatz, seconded by Hume, to approve the Burnsville Ice Center Rental Agreement for the 2020-2021 school year in the estimated amount of \$91,195.10 for a total of 407.37 hours of ice time. Moved by Miller, seconded by Hume, to postpone the motion until the August 27 board meeting. The secondary motion carried unanimously after discussion (7,0 with Chester, Schatz, Currier, Hume, Miller, Alt and Holweger voting in favor and none voting against).

Ice Rink

Moved by Miller, seconded by Schatz, to approve the 2020-2021 Student Handbook. A roll call vote was taken and the motion carried unanimously after discussion (7,0 with Schatz, Currier, Hume, Miller, Alt, Holweger and Chester voting in favor and none voting against).

Student Handbook

Moved by Schatz, seconded by Miller, to approve the income contract with the State of Minnesota acting through its Board of Trustees of the

Inver Hills

Minnesota State Colleges and Universities, on behalf of Inver Hills Community College for PSEO for the 2020-2021 School Year. A roll call vote was taken and the motion carried unanimously (7,0 with Schatz, Currier, Hume, Miller, Alt, Holweger and Chester voting in favor and none voting against).

Moved by Hume, seconded by Schatz, to approves the proposed revisions to the 2020-2021 Academic Calendar as presented. A roll call vote was taken and the motion carried unanimously after discussion (7,0 with Schatz, Holweger, Currier, Hume, Miller, Alt, and Chester voting in favor and none voting against).

2020-21 Academic Calendar

Moved by Miller, seconded by Schatz, to approve the Adoption of the Base Learning Model for the 2020-2021 School Year and other COVID related matters:

Base Learning Model for the 2020-2021 School Year

Resolution Adoption of Base Learning Model for the 2020-2021 School Year and Other COVID-19 Related Matters

WHEREAS, Minnesota Statutes Section 123B.09 vests the care, management, and control of independent districts in the school board; and

WHEREAS, the Superintendent of Independent School District 191 [hereinafter the “Superintendent”] is responsible for the management of the schools, the administration of all School District policies, and is directly accountable to the School Board; and

WHEREAS, when responsibilities are not specifically prescribed nor School District policy applicable, the Superintendent shall use personal and professional judgment, subject to review by the School Board, pursuant to School District Policy 302, Superintendent;

WHEREAS, on March 13, 2020, Minnesota Governor Tim Walz issued Emergency Executive Order 20-01, which declared a peacetime emergency in Minnesota in response to the COVID-19 pandemic; and

WHEREAS, on July 30, 2020, Minnesota Governor Tim Walz issued Emergency Executive Order 20-82 and the Safe Learning Plan for 2020-2021 (the “Safe Learning Plan”), which set forth five Learning Models (in-person learning for all, in-person learning for elementary students and hybrid learning for secondary students, hybrid learning for all students, hybrid learning for elementary students and distance learning for secondary students, and distance learning) and authorized all school districts in the State of Minnesota to select and implement an appropriate base Learning Model in accordance with, and subject to, the Safe Learning Plan; and

WHEREAS, the Minnesota Department of Education (“MDE”) has issued and may continue to issue written guidance for Minnesota schools on

educational issues related to COVID-19; and

WHEREAS, the Minnesota Department of Health (“MDH”) has issued and may continue to issue written guidance for Minnesota schools on public health issues related to COVID-19; and

WHEREAS, the Superintendent and the administration of the School District have conferred with the School Board regarding the available Learning Models, the current MDE and MDH requirements for each, and other relevant information; and

WHEREAS, based upon the collective consideration of these factors, the Superintendent has recommended to the School Board that Hybrid will be the base Learning Model to be implemented at the commencement of the 2020-2021 school year, and

WHEREAS, the Superintendent believes a deliberate and strategic approach to starting the year is necessary to ensure safe and successful implementation of the Hybrid model, including practicing new routines with staff and students.

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

Section 1: The Superintendent is hereby directed to implement the following plan to open the 2020-21 school year:

- Sept. 8-9: No instruction, professional development for staff
- Sept. 10-11: Grades K-1 participate in conferences & assessments, Grades 2-12 participate in Distance Learning
- Sept. 14-18: Grades PreK-1, 6 and 9 participate in Hybrid learning; all other grades continue distance learning
- Sept. 21-25: Grades Prek-3, 6-7, and 9,12 participate in Hybrid learning; all other grades continue distance learning
- Sept. 28 and until further notice: All students participate in the Hybrid model

Section 2: The Superintendent is hereby authorized, after consultation with the School Board Chair and notification to the School Board, to select and implement a different Learning Model for the School District or any specific school buildings without School Board action, even before the start of the school year, if the Superintendent reasonably believes that prompt implementation of a different Learning Model is necessary, and that constraints of time and public health considerations render it impractical to hold a School Board meeting to approve the implementation. The Learning Model selected and implemented by the Superintendent shall continue in effect unless and until the School Board, in consultation with the Superintendent and appropriate school district staff and public health

officials, deems it in the best interest of the School District and its students to implement a different Learning Model.

Section 3: The Superintendent will provide regular updates to the School Board regarding the School District's efforts to implement COVID-19 related educational and public health guidance issued by the MDE and the MDH, respectively.

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

Moved by Miller, seconded by Schatz, to approve for the 2021-2022 school year, the proposed programming priorities and staffing retention protections and their qualifying criteria in the following areas:

Programming
Priorities

PROGRAMMING PRIORITIES AND STAFFING RETENTION PROTECTIONS	QUALIFYING CRITERIA
Retain the staff, at their 2020-2021 total FTE, who teach Chef 2, Chef 3, and Hospitality Internship (Culinary Pathway) courses that are approved by the site administrator for the 2021-2022 school year schedule.	Current MN teaching license, vocational license, SafeSchools certified, ProStart trained, credentialed by partnering post-secondary institution for the 2021-2022 school year schedule.
Retain the staff, at their 2020-2021 total FTE, who teach Project Lead the Way (PLTW + Engineering Pathway) courses that are approved by the site administrator for the 2021-2022 school year schedule.	Current MN teaching license in the areas under STEM and specialized PLTW certification for the 2021-2022 school year schedule.
Retain the staff, at their 2020-2021 total FTE, who teach Concurrent Enrollment courses that are approved by the site administrator for the 2021-2022 school year schedule.	Current MN teaching license, additional post-graduate education, and credentialed by partnering post-secondary institution for the 2021-2022 school year schedule.
Retain the staff, at their 2020-2021 total FTE, who teach Healthcare Core, Nursing Assistant, and EMT (Healthcare Pathway) courses that are approved by the site administrator for the 2021-2022 school year schedule.	Current MN teaching license, meet all requirements of MDE and MDH, and credentialed by partnering post-secondary institution for the 2021-2022 school year schedule.
Retain the staff, at their 2020-2021 total FTE, who teach CTE Eligible courses that are approved by the	Current MN teaching license and CTE license for the 2021-2022 school year schedule.

site administrator for the 2021-2022 school year schedule.	
Retain the staff, at their 2020-2021 total FTE, who teach Education Pathway courses that are approved by the site administrator for the 2021-2022 school year schedule.	Current MN teaching license, post-graduate coursework, training in the Pathways2Teaching program with Dr. Bianco through University of Colorado - Denver, credentialed by partnering post-secondary institution for the 2021-2022 school year schedule.
Retain the staff, at their 2020-2021 total FTE, who teach AP Computer Science, Mobile CS Principles, AP Mobile CS Principles, Computer Applications (IT Pathway) courses that are approved by the site administrator for the 2021-2022 school year schedule.	Current MN teaching license and documented training in the specific area of computer science and programming, credentialed by partnering post-secondary institution for the 2021-2022 school year schedule.
Retain the staff, at their 2020-2021 total FTE, who teach Welding/Autobody, Intro to Consumer Auto, Advanced Auto/Vehicle Services (Automotive Pathway) courses that are approved by the site administrator for the 2021-2022 school year schedule.	Current MN teaching license and specific training, Automotive Service Excellence (ASE) certified, credentialed by partnering post-secondary institution for the 2021-2022 school year schedule.
Retain the staff, at their 2020-2021 total FTE, who teach Construction Trades I and II (Construction Pathway) courses that are approved by the site administrator for the 2021-2022 school year schedule.	Current MN teaching license and credentialed by partnering post-secondary institution for the 2021-2022 school year schedule.
Retain the staff, at their 2020-2021 total FTE, who are TOSA's identified as Deans that are approved by the site administrator for the 2021-2022 school year staffing.	Current MN K-12 Principal or Secondary Principal license and 3 years of building level Dean experience during the 2021-2022 school year schedule.

Be it further resolved that: staffing retention protection aligns with the district 191 strategic plan and are for traits such as unique specialized training, external certifications or license, language proficiency, and recruitment and retention of teachers and administrators with diverse racial and ethnic backgrounds, the staffing retention protections do not limit the board's budget, utilization of technology, organizational structure, selection of personnel, ability to discipline, and direction and number of personnel.

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

The meeting adjourned to a board workshop at 10:09 p.m. The board took a five-minute recess before the workshop began.

The purpose of the workshop was to discuss Authorize Sale of Refunding Bonds and Onboarding and Orientation of School Board Candidates and Newly Elected Members.

The workshop adjourned at 10:45 p.m.

Adjourn to a Board Workshop

Adjourn

August 27, 2020

DeeDee Currier, clerk

Date Approved

DRAFT

August 27th, 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: August 27th, 2020 FINAL

RE: Recommended Personnel Changes

CLASSIFICATION	ACTION	POSITION CONTROL	NAME	FINAL	LOCATION	POSITION	EFFECTIVE DATE
Certified	Appointment		Amber Bunnell		Harriet Bishop Elementary	Teacher	8/24/2020
Certified	Appointment		Christopher Palmer		Burnsville High School	Teacher	8/24/2020
Certified	Appointment		Julia Ulrich		WM. Byrne Elementary School	Teacher	8/31/2020
Certified	Appointment		Kristen Wagner		Sky Oaks Elementary School	Teacher	8/24/2020
Certified	Appointment		Samantha Downey		Rahn Elementary School	Teacher	8/24/2020
Certified	Change of Assignment		Cherise Barnes		Burnsville High School	Teacher	8/31/2020
Certified	Change of Assignment		Sandra Holman		Nicollet Middle School	Teacher	8/31/2020
Certified	Leave of Absence		Anne Sands		MW Savage Elementary School	Teacher	08/31/2020-11/30/2020
Certified	Resignation		Caroline Hendrickson		Sioux Trail Elementary School	Teacher	8/21/2020
Certified	Resignation		Cheri Ethen		Community Education	Teacher	8/15/2020
Certified	Resignation		Jenna Gomer-Weyh		Burnsville High School	Teacher	8/17/2020
Certified	Resignation		Jenna Sieben		Edward Neill Elementary	Teacher	8/7/2020
Certified	Resignation		Karen Chamerlik		WM. Byrne Elementary School	Teacher	8/21/2020
Certified	Resignation		Lynn Baggot		Hidden Valley Elementary	Nurse	8/31/2020
Certified	Resignation		Suzanne Hayden		Edward Neill Elementary	Teacher	6/5/2020
Certified	Resignation		Tracy Farrell		Gideon Pond Elementary	Teacher	8/18/2020
Certified	Retirement		Leslie Horwart		Sioux Trail Elementary School	Teacher	8/24/2020
Classified	Appointment		Angel De Leon		Diamondhead Education Center	Clerical Level III	8/17/2020
Classified	Appointment		Barbara Cenci		Burnsville High School	Clerical Level IV	8/3/2020
Classified	Appointment		Derek Tano		Burnsville High School	Teacher	8/31/2020
Classified	Appointment		Kathryn Linder		Diamondhead Education Center	Clerical Level IV	8/3/2020
Classified	Appointment		Priscila Wild		Harriet Bishop Elementary	Family Liason	8/31/2020
Classified	Leave of Absence		Lindsey Fairchild		Eagle Ridge Middle School	Educational Assistant Level IV	08/31/2020-12/31/2020
Classified	Resignation		Jacquelyn Felt		Burnsville High School	Food Service Associate	7/30/2020
Classified	Resignation		Linda Hilchey		ECSE Center	Educational Assistant Level IV	8/11/2020
Classified	Resignation		Saadia Omar		Sky Oaks Elementary School	Food Service Associate	8/18/2020
Classified	Retirement		Eli Walls		Metcalf Middle School	Educational Assistant Level III	8/31/2020
Classified	Retirement		Kay Sponsel		ECSE Center	Educational Assistant Level IV	8/31/2020
Co-Curricular/Coach	Resignation		Courtney Kruse		Burnsville High School	Assistant Coach- Fall Danceline	11/15/2019
Co-Curricular/Coach	Resignation		Dylan Willett		Burnsville High School	Assistant Coach- Comp Cheer	5/15/2020



**Agenda IV.A.3.
August 27, 2020**

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

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

Date: August 20, 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 August 27 2020

Date	Donor	Recipient	Terms	Donation
8/4/2020	Burnsville Lions Club	William Byrne Elementary	Help out students in need.	In-Kind (goods or services)
8/20/2020	Marion W. Savage Parent Teacher Organization	BrainPower in a Backpack	Donation	\$2000.00
8/10/2020	Melissa Klug	BrainPower in a Backpack	Donation	\$25.00
8/10/2020	Debra Meagher	BrainPower in a Backpack	Donation	\$60.00
7/1/2020	Minnesota Department of Labor and Industry	Burnsville High School	To provide 16 and 17-year old students experiences and skill development in all aspects of advanced manufacturing, and to participate in a paid internship with partner organizations.	\$90,000.00
7/10/2020	Pantheon	District 191	Company was closing their Minneapolis office and had office furniture, monitors, whiteboards and other useful office items they were interested in donating to a school district.	In-Kind (goods or services)

Total monetary donation received: \$92,085.00



**Agenda IV.A.4.
August 4, 2020**

TO: Dr Theresa Battle, Superintendent and Board of Education
FROM: Lisa K. Rider, Executive Director of Business Services
DATE: August 27, 2020
RE: May Payroll, Claims and Receipts

RECOMMENDATION: That the Board approves May payroll checks in the net amount of \$3,997,624.54. May claims to date, wire transfers and adjustments totaling \$7,338,114.12. Also, that the Board accepts May receipts of \$27,393,902.59 and investments for the General Fund & 2015A School Building Bonds and OPEB of \$64,437,114.79 as of May 31, 2020.

May 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
May 2020**

Cash Receipts

Receipts	\$27,393,902.59	
Miscellaneous Adjustments		

TOTAL MAY CASH RECEIVED

27,393,902.59

CASH DISBURSEMENTS

May Payroll		\$3,997,624.54
----------------	--	----------------

A/P			
May Claims:	Checks	477159-477433	\$2,360,065.33
	Capital One	6000000207-6000000223	41,332.29
	ACH	9000001730-9000001766	\$8,425.74
	Fund 26	104046	\$38,314.85

May A/P Wires- Wires+P-card (no fleet card)		4,888,387.04
May Adj		<u>\$1,588.87</u>

TOTAL MAY CASH DISBURSED

11,335,738.66

TOTAL TO BE APPROVED

11,335,738.66

	<u>Money Market</u>	<u>(Original Cost) Investments</u>	<u>Total 5/31/2020</u>
GENERAL FUND	\$26,058,855.42	\$23,951,937.90	\$50,010,793.32
OPEB	\$313,833.10	\$7,928,622.50	\$8,242,455.60
OPEB EQUITY INV THROUGH MAY 31, 2020	\$15,570.35	\$4,267,649.31	\$4,283,219.66
2015A SCHOOL BUILDING BONDS	\$6,227.43	\$1,894,418.78	\$1,900,646.21
	<u>\$26,394,486.30</u>	<u>\$38,042,628.49</u>	<u>\$64,437,114.79</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: 05/31/20

PMA Financial Network

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

26

BURNSVILLE ISD 191 / GENERAL FUND

2960

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
LTD	0	1	05/31/20	05/31/20	PMA SECURITIES SYNDICATE (PMAS)	\$7,133,490.00	\$7,133,490.00	
MM					Investment Shares Portfolio	\$26,058,855.42	\$26,058,855.42	
SDA					Savings Deposit Account - PREFERRED BANK - HCC	\$5,000,547.90	\$5,000,547.90	
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

BURNSVILLE ISD 191 / GENERAL FUND

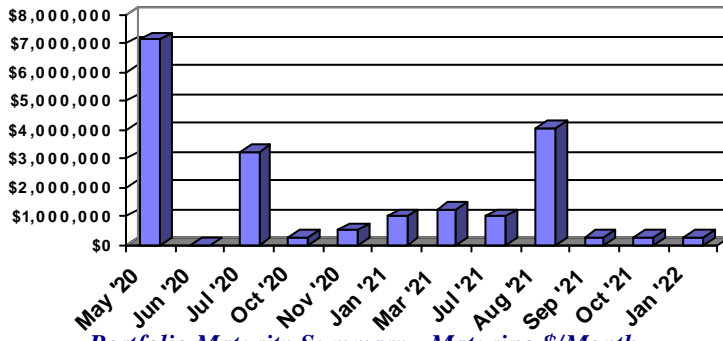
2960
27

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 -->	\$50,236,487.53	\$50,010,793.32

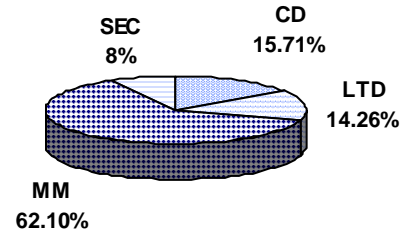
Time and Dollar Weighted Portfolio Yield: 1.526 %

Weighted Average Portfolio Maturity: 70.37 Days

MM: 62.11%
CD's: 15.72%
CP: 0.00%
SEC: 7.91%



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type



Total Portfolio Report CAR

As of: 05/31/20

PMA Financial Network

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

28

BURNSVILLE ISD 191 / 2009 OPEB TRUST

3596

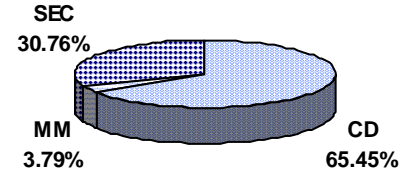
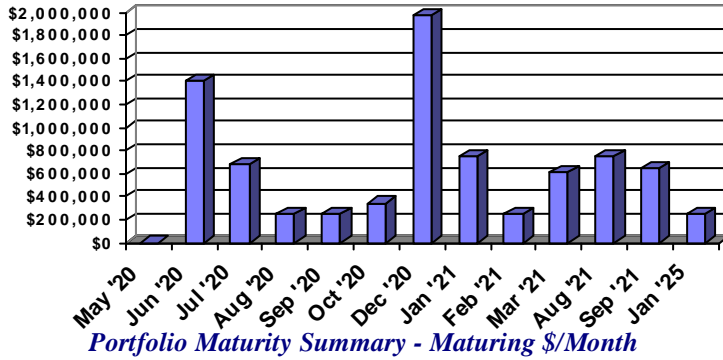
Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$313,833.10	\$313,833.10	
CD	262422	1	10/15/18	06/30/20	BANK OF THE VALLEY	\$151,795.23	\$145,000.00	2.732
CD	262461	1	10/16/18	06/30/20	FIRST MID-ILLINOIS BANK & TRUST	\$249,339.06	\$237,300.00	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 -->	\$8,458,169.20	\$8,242,455.60

Time and Dollar Weighted Portfolio Yield: 1.764 %

Weighted Average Portfolio Maturity: 232.19 Days

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



Portfolio Allocation by Transaction Type



Account Statement: Balanced Account

Burnsville ISD 191 OPEB (46752)

Month End (M11 Y2020)

05/01/2020 - 05/31/2020

Dated: 06/04/2020

Locked Down

Table of Contents

Dated: 06/04/2020

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

Portfolio Summary: Balanced Account

Burnsville ISD 191 OPEB (46752)

05/01/2020 - 05/31/2020

[Return to Table of Contents](#)

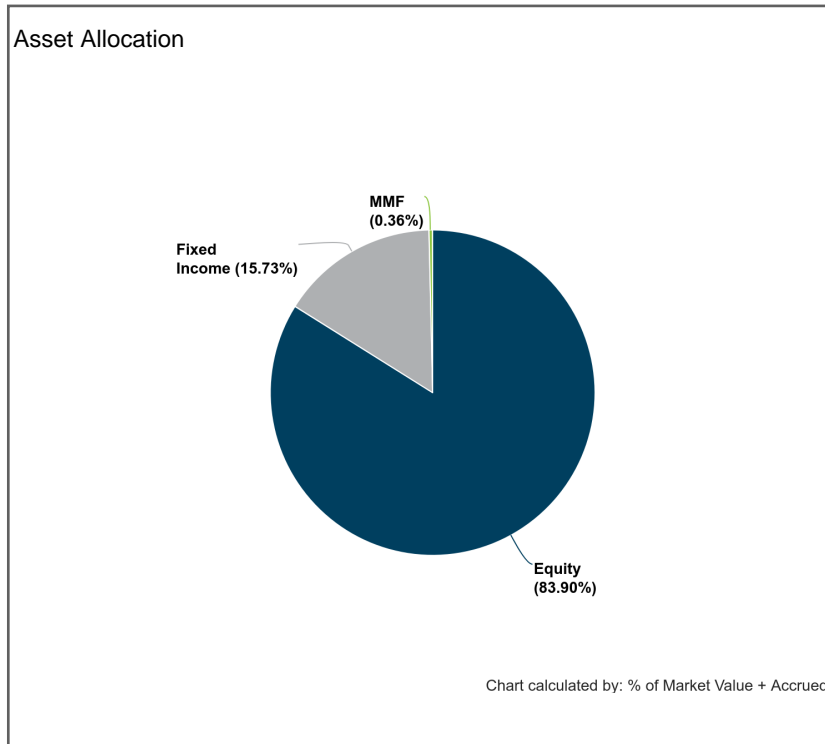
Dated: 06/04/2020

Asset Allocation	
Asset Class	Market Value + Accrued
Common Stock	3,593,739.80
Fixed Income	673,906.80
Money Market Funds	15,570.35
Cash	2.71
---	4,283,219.66

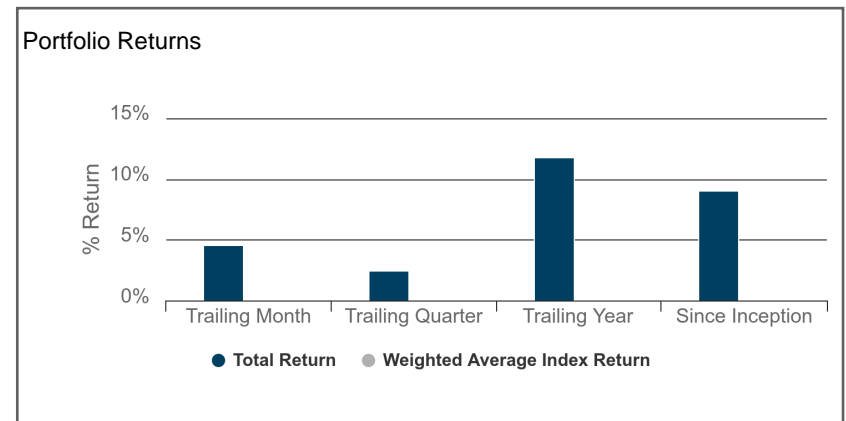
Footnotes: 1,2

Top Issuers	
Issuer	% of Base Market Value + Accrued
Vanguard Index Funds - Vanguard Total Stock Market ETF	83.903%
Vanguard Bond Index Funds - Vanguard Total Bond Market ETF	15.734%
Goldman Sachs Trust - Goldman Sachs Financial Square Government Fund	0.364%
UNITED STATES OF AMERICA	0.000%

Footnotes: 3,4,5



Equity Summary	
Equity Metric	Value
Equity	3,593,739.80
Beta	1.026
R Squared	0.996
Trailing P/E	---
Dividend Yield	1.787



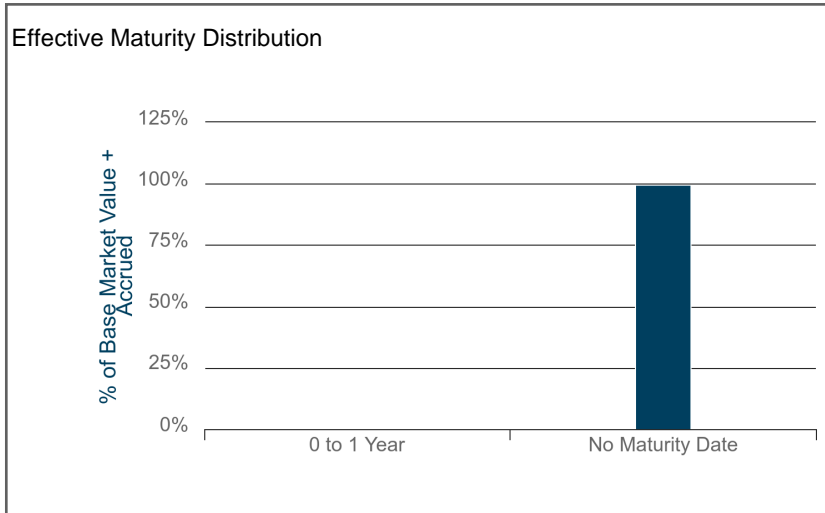
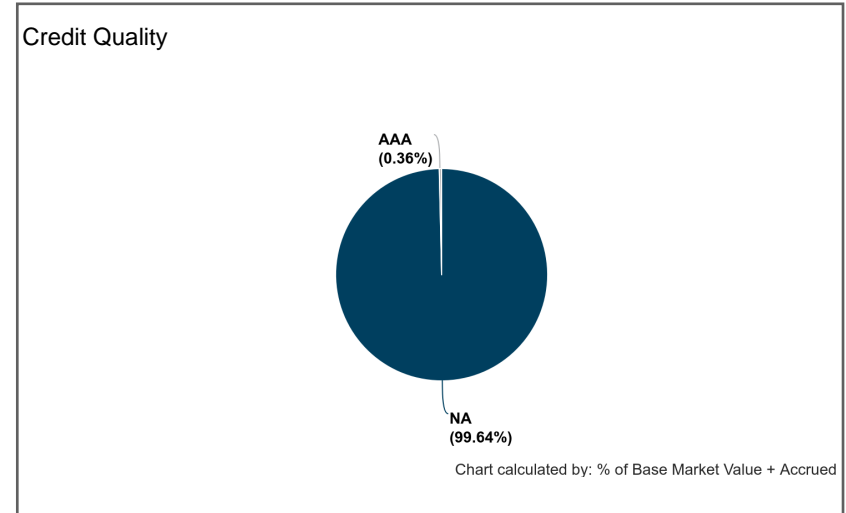
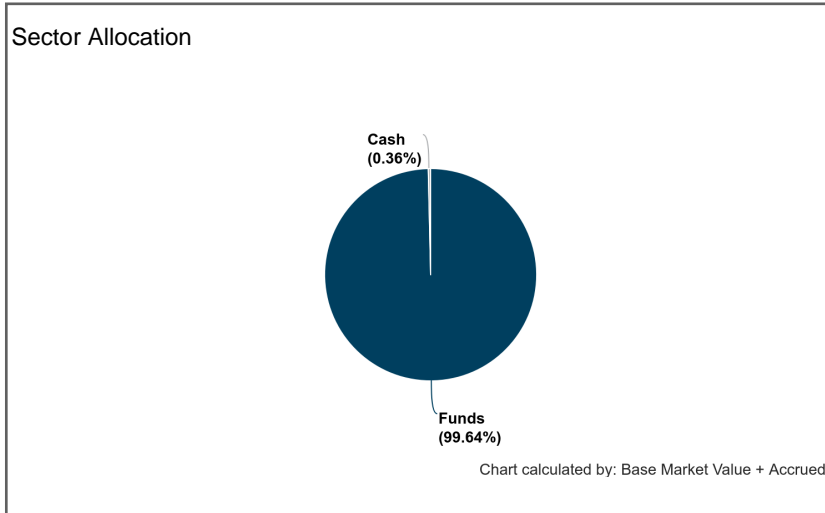
Portfolio Summary: Balanced Account

Burnsville ISD 191 OPEB (46752)

05/01/2020 - 05/31/2020

[Return to Table of Contents](#)

Dated: 06/04/2020



Benchmark Comparison

Risk Metric	Portfolio	Index	Difference
Duration	0.000	---	---
Yield	0.160	---	---
Years to Effective Maturity	0.000	---	---
Years to Final Maturity	0.000	---	---

Footnote: 6

Compliance Status

Status	Compliant
As of	05/31/2020

Index: NO BENCHMARK REQUIRED.

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

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

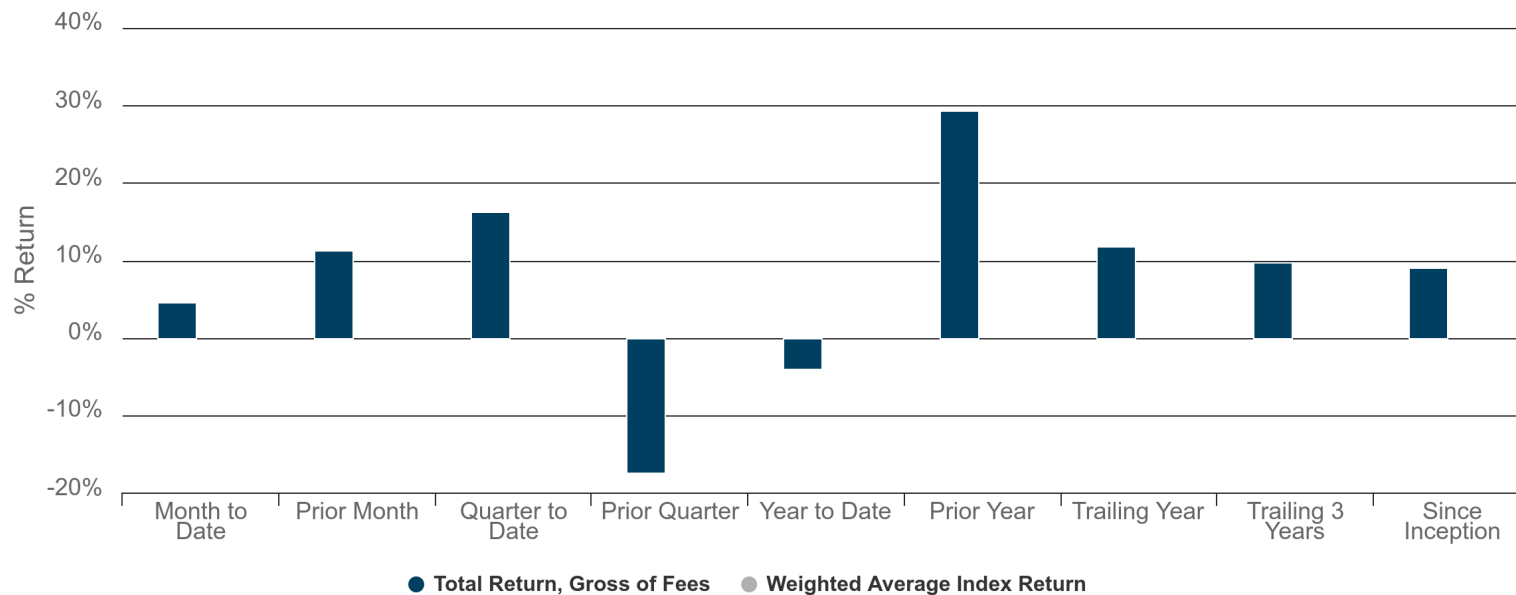
Returns

Burnsville ISD 191 OPEB (46752)

Base Currency: USD As of 05/31/2020

[Return to Table of Contents](#)

Dated: 06/04/2020



Period	Period Begin	Period End	Total Return, Gross of Fees	Weighted Average Index Return
Month to Date	05/01/2020	05/31/2020	4.60%	---
Prior Month	04/01/2020	04/30/2020	11.23%	---
Quarter to Date	04/01/2020	05/31/2020	16.35%	---
Prior Quarter	01/01/2020	03/31/2020	-17.48%	---
Year to Date	01/01/2020	05/31/2020	-3.99%	---
Prior Year	01/01/2019	12/31/2019	29.26%	---
Trailing Year	06/01/2019	05/31/2020	11.82%	---
Trailing 3 Years	06/01/2017	05/31/2020	9.79%	---
Since Inception	11/01/2014	05/31/2020	9.07%	---

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

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

Gross of Fees (includes trading).

Returns for periods greater than a year have been annualized.

No Tax Adjustment.

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

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

Returns

Burnsville ISD 191 OPEB (46752)

Base Currency: USD As of 05/31/2020

[Return to Table of Contents](#)

Dated: 06/04/2020

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

Reported Index Return is always Total Return.

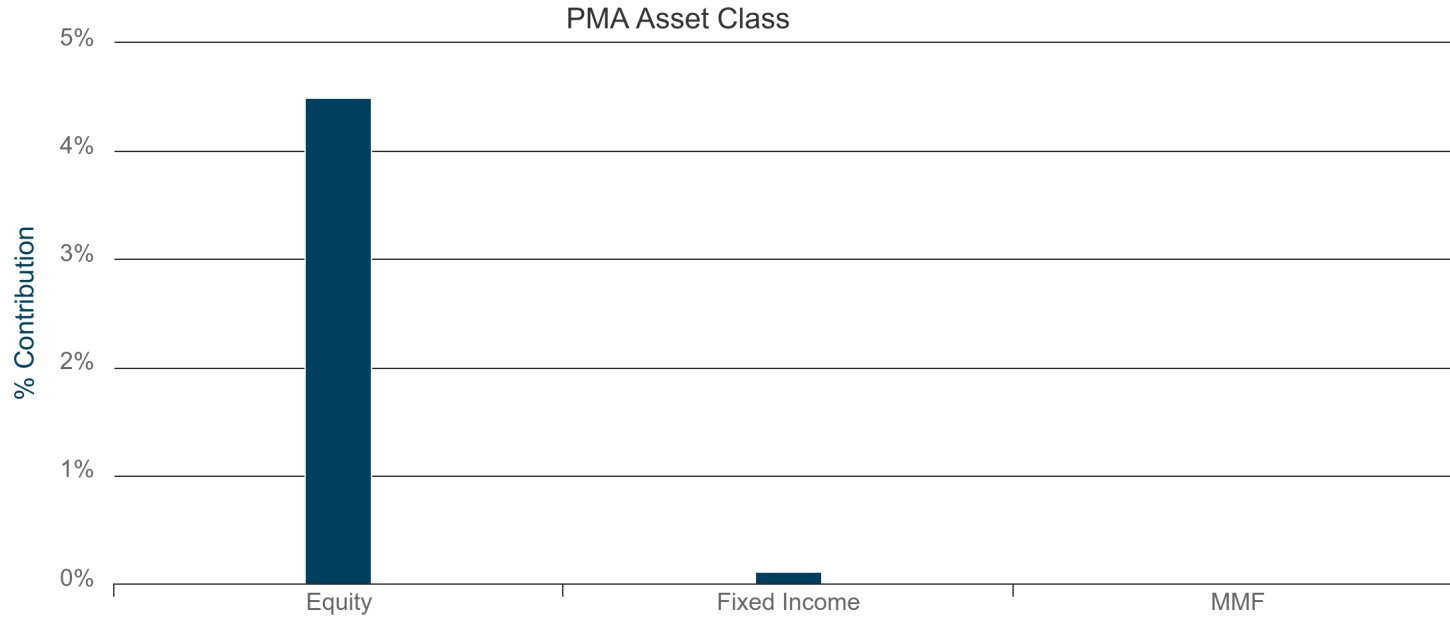
PMA - Contribution by Industry Group

Burnsville ISD 191 OPEB (46752)

Base Currency: USD 05/01/2020 - 05/31/2020

[Return to Table of Contents](#)

Dated: 06/04/2020



PMA Asset Class	Description	Ending Base Market Value + Accrued	Total Return	Weight	Contribution
Equity	VANGUARD TSM IDX ETF	3,593,739.80	5.40%	83.32%	4.49%
Fixed Income	VANGUARD TOT BD ETF	673,906.80	0.67%	16.26%	0.11%
MMF	---	15,573.06	0.02%	0.42%	0.00%
---	---	4,283,219.66	4.60%	100.00%	4.60%

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

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

Gross of Fees (includes trading).

Returns are actual and have not been annualized.

No Tax Adjustment.

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

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

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

Holdings: Balanced Account

Burnsville ISD 191 OPEB (46752)

As of 05/31/2020

[Return to Table of Contents](#)

Dated: 06/04/2020

Equity

Other

Other

Description	Effective Maturity, Final Maturity	Identifier	Current Units, Original Units	Market Price	Market Value, Market Value + Accrued	Original Cost, Book Value	Accrued Balance, Interest/Dividend Due	Net Unrealized Gain/Loss	Moody's Rating, S&P Rating	Yield, Book Yield	Duration
VANGUARD TSM IDX ETF	---	922908769	23,380.00	153.71	3,593,739.80	2,597,297.24	0.00	996,442.56	NA	---	---
	---		23,380.00		3,593,739.80	2,597,297.24	0.00		NA	---	---
VANGUARD TSM IDX ETF	---	922908769	23,380.00	153.71	3,593,739.80	2,597,297.24	0.00	996,442.56	NA	---	---
	---		23,380.00		3,593,739.80	2,597,297.24	0.00		NA	---	---

Fixed Income

Other

Other

Description	Effective Maturity, Final Maturity	Identifier	Current Units, Original Units	Market Price	Market Value, Market Value + Accrued	Original Cost, Book Value	Accrued Balance, Interest/Dividend Due	Net Unrealized Gain/Loss	Moody's Rating, S&P Rating	Yield, Book Yield	Duration
VANGUARD TOT BD ETF	---	921937835	7,665.00	87.92	673,906.80	627,807.54	0.00	46,099.26	NA	---	---
	---		7,665.00		673,906.80	627,807.54	0.00		NA	---	---
VANGUARD TOT BD ETF	---	921937835	7,665.00	87.92	673,906.80	627,807.54	0.00	46,099.26	NA	---	---
	---		7,665.00		673,906.80	627,807.54	0.00		NA	---	---

MMF

Cash

Financial

Description	Effective Maturity, Final Maturity	Identifier	Current Units, Original Units	Market Price	Market Value, Market Value + Accrued	Original Cost, Book Value	Accrued Balance, Interest/Dividend Due	Net Unrealized Gain/Loss	Moody's Rating, S&P Rating	Yield, Book Yield	Duration
Receivable	05/31/2020	CCYUSD	2.71	1.00	2.71	2.71	0.00	0.00	Aaa	0.00	0.0
	05/31/2020		2.71		2.71	2.71	0.00		AAA	0.00	
Receivable	05/31/2020	CCYUSD	2.71	1.00	2.71	2.71	0.00	0.00	Aaa	0.00	0.0
	05/31/2020		2.71		2.71	2.71	0.00		AAA	0.00	

MMF

Other

Financial

Description	Effective Maturity, Final Maturity	Identifier	Current Units, Original Units	Market Price	Market Value, Market Value + Accrued	Original Cost, Book Value	Accrued Balance, Interest/Dividend Due	Net Unrealized Gain/Loss	Moody's Rating, S&P Rating	Yield, Book Yield	Duration
GOLDMAN:FS GOVT INST	05/31/2020	38141W273	15,570.35	1.00	15,570.35	15,570.35	0.00	0.00	Aaa	0.16	0.0
	05/31/2020		15,570.35		15,570.35	15,570.35	2.71		AAAm	0.16	
GOLDMAN:FS GOVT INST	05/31/2020	38141W273	15,570.35	1.00	15,570.35	15,570.35	0.00	0.00	Aaa	0.16	0.0
	05/31/2020		15,570.35		15,570.35	15,570.35	2.71		AAAm	0.16	

Summary

Holdings: Balanced Account

Burnsville ISD 191 OPEB (46752)

As of 05/31/2020

[Return to Table of Contents](#)

Dated: 06/04/2020

Description	Effective Maturity, Final Maturity	Identifier	Current Units, Original Units	Market Price	Market Value, Market Value + Accrued	Original Cost, Book Value	Accrued Balance, Interest/Dividend Due	Net Unrealized Gain/Loss	Moody's Rating, S&P Rating	Yield, Book Yield	Duration
---	05/31/2020 05/31/2020	---	46,618.06 46,618.06	142.80	4,283,219.66 4,283,219.66	3,240,677.84 3,240,677.84	0.00 2.71	1,042,541.82	Aaa AAA	0.16 0.16	0.0

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

Transaction and Interest Summary

Burnsville ISD 191 OPEB (46752)

Base Currency: USD 05/01/2020 - 05/31/2020

[Return to Table of Contents](#)

Dated: 06/04/2020

* Does not Lock Down.

Buy

Trade Date	Settle Date	Security Type, Coupon Rate, Final Maturity	Identifier, Issuer, Description	Base Current Units, Base Original Units	Broker/Dealer	Price	Base Principal	Base Accrued Interest	Base Amount	Realized Gain/Loss
---	---	MMFUND 0.150 05/31/2020	38141W273 Goldman Sachs Trust - Goldman Sachs Financial Square Government Fund GOLDMAN:FS GOVT INST	1,337.06 1,337.06	Direct	1.000	1,337.06	0.00	-1,337.06	0.00
---	---	MMFUND 0.150 05/31/2020	38141W273 Goldman Sachs Trust - Goldman Sachs Financial Square Government Fund GOLDMAN:FS GOVT INST	1,337.06 1,337.06	Direct	1.000	1,337.06	0.00	-1,337.06	0.00

Equity Dividend

Trade Date	Settle Date	Security Type, Coupon Rate, Final Maturity	Identifier, Issuer, Description	Base Current Units, Base Original Units	Broker/Dealer	Price	Base Principal	Base Accrued Interest	Base Amount	Realized Gain/Loss
05/01/2020	05/06/2020	ETF ---	921937835 Vanguard Bond Index Funds - Vanguard Total Bond Market ETF VANGUARD TOT BD ETF	0.00 0.00	Direct	---	0.00	0.00	1,332.55	0.00
05/01/2020	05/06/2020	ETF ---	921937835 Vanguard Bond Index Funds - Vanguard Total Bond Market ETF VANGUARD TOT BD ETF	0.00 0.00	Direct	---	0.00	0.00	1,332.55	0.00

Management Fee

Trade Date	Settle Date	Security Type, Coupon Rate, Final Maturity	Identifier, Issuer, Description	Base Current Units, Base Original Units	Broker/Dealer	Price	Base Principal	Base Accrued Interest	Base Amount	Realized Gain/Loss
05/15/2020	05/15/2020	CASH 0.000 05/31/2020	CCYUSD UNITED STATES OF AMERICA US DOLLAR	0.00 0.00	Unknown	---	0.00	0.00	-3,073.36	0.00
05/15/2020	05/15/2020	CASH 0.000 05/31/2020	CCYUSD UNITED STATES OF AMERICA US DOLLAR	0.00 0.00	Unknown	---	0.00	0.00	-3,073.36	0.00

Money Market Funds

Trade Date	Settle Date	Security Type, Coupon Rate, Final Maturity	Identifier, Issuer, Description	Base Current Units, Base Original Units	Broker/Dealer	Price	Base Principal	Base Accrued Interest	Base Amount	Realized Gain/Loss
05/31/2020	05/31/2020	MMFUND 0.150 05/31/2020	38141W273 Goldman Sachs Trust - Goldman Sachs Financial Square Government Fund GOLDMAN:FS GOVT INST	0.00 0.00	Direct	---	0.00	0.00	2.75	0.00
05/31/2020	05/31/2020	MMFUND 0.150 05/31/2020	38141W273 Goldman Sachs Trust - Goldman Sachs Financial Square Government Fund GOLDMAN:FS GOVT INST	0.00 0.00	Direct	---	0.00	0.00	2.75	0.00

Sell

Trade Date	Settle Date	Security Type, Coupon Rate, Final Maturity	Identifier, Issuer, Description	Base Current Units, Base Original Units	Broker/Dealer	Price	Base Principal	Base Accrued Interest	Base Amount	Realized Gain/Loss
05/15/2020	05/15/2020	MMFUND 0.150 05/31/2020	38141W273 Goldman Sachs Trust - Goldman Sachs Financial Square Government Fund GOLDMAN:FS GOVT INST	-3,073.36 -3,073.36	Direct	1.000	-3,073.36	0.00	3,073.36	0.00

Transaction and Interest Summary

Burnsville ISD 191 OPEB (46752)

Base Currency: USD 05/01/2020 - 05/31/2020

[Return to Table of Contents](#)

Dated: 06/04/2020

Trade Date	Settle Date	Security Type, Coupon Rate, Final Maturity	Identifier, Issuer, Description	Base Current Units, Base Original Units	Broker/Dealer	Price	Base Principal	Base Accrued Interest	Base Amount	Realized Gain/ Loss
05/15/2020	05/15/2020	MMFUND 0.150 05/31/2020	38141W273 Goldman Sachs Trust - Goldman Sachs Financial Square Government Fund GOLDMAN:FS GOVT INST	-3,073.36 -3,073.36	Direct	1.000	-3,073.36	0.00	3,073.36	0.00

Summary

Trade Date	Settle Date	Security Type, Coupon Rate, Final Maturity	Identifier, Issuer, Description	Base Current Units, Base Original Units	Broker/Dealer	Price	Base Principal	Base Accrued Interest	Base Amount	Realized Gain/ Loss
---	---	--- 0.150 05/31/2020	---	-1,736.30 -1,736.30	---	---	-1,736.30	0.00	-1.76	0.00

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

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

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

Statements

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

Custodian Bank

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

Legal or Tax Information

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

Account Assets, Cost and Valuation

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

Ratings

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

Risk

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

Account Control

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

Notification of Changes

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

Firm Brochure

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

Affiliated Entities

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

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

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

For more information visit www.pmanetwork.com
©2015 Prudent Man Advisors, LLC



Total Portfolio Report CAR

As of: 05/31/20

PMA Financial Network

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

42

BURNSVILLE ISD 191 / 2015A BONDS

5762

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$6,227.43	\$6,227.43	
SDA					Savings Deposit Account - PREFERRED BANK - HCC	\$1,894,418.78	\$1,894,418.78	

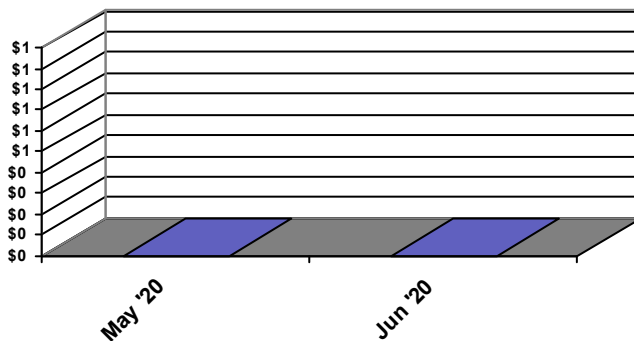
Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.

Total Amount --> **\$1,900,646.21** **\$1,900,646.21**

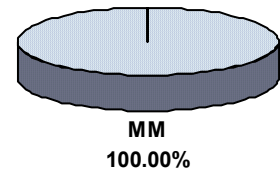
Time and Dollar Weighted Portfolio Yield: 0.400 %

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

May 2020

Wire Transfers

Date	From	To	Amount	For
05/01/20	MSDLAF	Internal Revenue Service	989,337.87	4/30/20 Payroll - Federal Taxes
05/01/20	MSDLAF	State of Minnesota	162,062.41	4/30/20 Payroll - State Taxes
05/01/20	MSDLAF	State of Minnesota	1,772.27	4/30/20 Payroll - Child Support
05/01/20	MSDLAF	TRA	518,570.49	4/30/20 Payroll - TRA
05/01/20	MSDLAF	PERA	115,370.83	4/30/20 Payroll - PERA
05/01/20	MSDLAF	Teacher's Federal Credit Union	37,870.06	4/30/20 Payroll - Teacher's Dues
05/01/20	MSDLAF	Capital One Card	29,610.34	Capital One Virtual Card
05/04/20	MSDLAF	First Bank & Trust	185,336.69	4/30/20 Payroll - TSA Wire
05/04/20	MSDLAF	Delta Dental	2,612.35	Dental Insurance
05/04/20	MSDLAF	Preferred One	173,778.08	Health Insurance
05/06/20	MSDLAF	Further	22,532.97	Medical Claims
05/06/20	MSDLAF	Further	4,166.52	Flex Claims
05/07/20	MSDLAF	US Bank	90,000.00	US Bank P-Card prefunding wire
05/11/20	MSDLAF	Delta Dental	2,110.70	Dental Insurance
05/11/20	MSDLAF	Preferred One	228,505.22	Health Insurance
05/12/20	MSDLAF	Capital One Card	14,626.42	Capital One Virtual Card
05/13/20	MSDLAF	Further	8,789.11	Flex Claims
05/13/20	MSDLAF	Further	26,386.78	Medical Claims

May 2020

Wire Transfers

Date	From	To	Amount	For
05/14/20	MSDLAF	Preferred One	142,256.38	Health Insurance
05/14/20	MSDLAF	Healthy Savings	2,876.76	Healthy Savings Program
05/15/20	MSDLAF	Teacher's Federal Credit Union	37,687.94	5/15/20 Payroll - Teacher's Dues
05/18/20	MSDLAF	Preferred One	251,888.57	Health Insurance
05/18/20	MSDLAF	Delta Dental	181.00	Dental Insurance
05/18/20	MSDLAF	PERA	111,339.94	5/15/20 Payroll - PERA
05/18/20	MSDLAF	TRA	367,233.07	5/15/20 Payroll - TRA
05/18/20	MSDLAF	State of Minnesota	1,772.27	5/15/20 Payroll - Child Support
05/19/20	MSDLAF	First Bank & Trust	185,033.03	5/15/20 Payroll - TSA Wire
05/20/20	MSDLAF	Further	22,457.67	Medical Claims
05/20/20	MSDLAF	Further	19,247.58	Flex Claims
05/20/20	MSDLAF	MN Department of Revenue	16.00	April Sales Tax
05/20/20	MSDLAF	Postalia	5,000.00	Postage
05/21/20	MSDLAF	Delta Dental	5,037.44	Dental Insurance
05/21/20	MSDLAF	Capital One Card	26,705.87	Capital One Virtual Card
05/22/20	MSDLAF	Further	6,129.00	Medical Claims
05/22/20	MSDLAF	Wells Fargo	42,843.45	Wells Fargo Improvements to the Athletic Field at BHS

May 2020

Wire Transfers

Date	From	To	Amount	For
05/26/20	MSDLAF	Preferred One	297,706.83	Health Insurance
05/26/20	MSDLAF	Delta Dental	1,724.30	Dental Insurance
05/28/20	MSDLAF	Further	13,807.51	Flex Claims
05/28/20	MSDLAF	Further	12,807.15	Medical Claims
05/29/20	MSDLAF	State of Minnesota	11,537.45	5/28/20 Payroll - Unemployment

AP Check Register

AP Run: 20200501 AP — Post Date: 2020-05-01 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/01/2020	477159	Check	A&B Auto Electric	900107	2 AP8845	80.00
05/01/2020	477160	Check	Amazon Capital Services Inc	922956	2 AP8845	92.30
05/01/2020	477161	Check	Association Of Clerical Employees	904895	2 AP8845	432.00
05/01/2020	477162	Check	Bix Produce Company	900477	2 AP8845	4,413.05
05/01/2020	477163	Check	Burnsville Association of Educational Assistants	909991	2 AP8845	1,410.00
05/01/2020	477164	Check	Centerpoint Energy	902519	2 AP8845	22,451.47
05/01/2020	477165	Check	Choy, Sergio R	928260	2 AP8845	60.00
05/01/2020	477166	Check	Conney Safety Products	900552-1	2 AP8845	244.50
05/01/2020	477167	Check	Crown Rental Inc	900647	2 AP8845	199.70
05/01/2020	477168	Check	CST MN - BIN# 170065	929862	2 AP8845	77,536.72
05/01/2020	477169	Check	Dalco	904186-1	2 AP8845	2,456.88
05/01/2020	477170	Check	Dialog One LLC	927732	2 AP8845	480.00
05/01/2020	477171	Check	Doolittle, Julie	500359	2 AP8845	30.00
05/01/2020	477172	Check	Dougherty, Logan	500357	2 AP8845	30.00
05/01/2020	477173	Check	Education Minnesota	928531	2 AP8845	108.00
05/01/2020	477174	Check	Elpis Enterprises	929377	2 AP8845	2,506.90
05/01/2020	477175	Check	Evers, Darcie	500354	2 AP8845	60.00
05/01/2020	477176	Check	Forbes Solutions PLLC	929938	2 AP8845	6,200.00
05/01/2020	477177	Check	Foundation 191	928202	2 AP8845	181.90
05/01/2020	477178	Check	Fuglister, Vicki	500353	2 AP8845	60.00

AP Check Register

AP Run: 20200501 AP — Post Date: 2020-05-01 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/01/2020	477179	Check	Groen, Anita	922808	2 AP8845	30.00
05/01/2020	477180	Check	Haas, Kristine	500355	2 AP8845	30.00
05/01/2020	477181	Check	Harves, David	500350	2 AP8845	60.00
05/01/2020	477182	Check	Heartland Signs & Vehicle Graphics	928107	2 AP8845	880.00
05/01/2020	477183	Check	Horizon Commercial Pool Supply	904818	2 AP8845	733.52
05/01/2020	477184	Check	Horizon Equipment LLC	901324	2 AP8845	2,070.56
05/01/2020	477185	Check	Huddock, Julie	500349	2 AP8845	30.00
05/01/2020	477186	Check	Johnson Controls Fire Protection LP	903587	2 AP8845	3,200.91
05/01/2020	477187	Check	Kelly Services Inc	927633	2 AP8845	1,317.72
05/01/2020	477188	Check	Kes, Brian	500362	2 AP8845	26.00
05/01/2020	477189	Check	Kingsbury, Keith	500351	2 AP8845	60.00
05/01/2020	477190	Check	Link Interpret	929933	2 AP8845	151.85
05/01/2020	477191	Check	Master Automotive Tire & Quick Lube	928612	2 AP8845	74.73
05/01/2020	477192	Check	Mathews Law PLLC	931039	2 AP8845	18,445.00
05/01/2020	477193	Check	McDowall Comfort Management	930006	2 AP8845	1,150.50
05/01/2020	477194	Check	Metro Transit	922385	2 AP8845	174.00
05/01/2020	477195	Check	Mid City Services	930092	2 AP8845	29.25
05/01/2020	477196	Check	MN Elementary School Principals Assoc (MESPA)	902538	2 AP8845	90.00
05/01/2020	477197	Check	MRCI Work Source	906751	2 AP8845	30.00

AP Check Register

AP Run: 20200501 AP — Post Date: 2020-05-01 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/01/2020	477198	Check	Murray, Carol	500358	2 AP8845	60.00
05/01/2020	477199	Check	National Association of School Nurses (NASN)	906265	2 AP8845	150.00
05/01/2020	477200	Check	NCPERS Group Life Ins	908769	2 AP8845	80.00
05/01/2020	477201	Check	NCS Pearson Inc	903116	2 AP8845	2,152.50
05/01/2020	477202	Check	Orkin Commercial Services	926086	2 AP8845	1,301.00
05/01/2020	477203	Check	PBBS Equipment Corporation	930000	2 AP8845	515.00
05/01/2020	477204	Check	Perez, Melissa M	924879	2 AP8845	690.00
05/01/2020	477205	Check	Portwood, Marianne	500360	2 AP8845	30.00
05/01/2020	477206	Check	Schmitt Music	903532	2 AP8845	36.40
05/01/2020	477207	Check	Scholastic Inc	903196-6	2 AP8845	74.14
05/01/2020	477208	Check	School Services Employees Local 284	907382	2 AP8845	6,896.31
05/01/2020	477209	Check	Second Harvest Heartland	928183	2 AP8845	245.39
05/01/2020	477210	Check	Shursen, Diane	500352	2 AP8845	30.00
05/01/2020	477211	Check	Skow, Karen	929575	2 AP8845	625.00
05/01/2020	477212	Check	St Croix Recreation Fun Playgrounds, Inc.	930095	2 AP8845	1,647.42
05/01/2020	477213	Check	St Paul Beverage Solutions, LLC	930156	2 AP8845	12,329.79
05/01/2020	477214	Check	Teachers On Call	929847	2 AP8845	950.32
05/01/2020	477215	Check	Tee Jay North Inc	922618	2 AP8845	1,426.00
05/01/2020	477216	Check	The Food Group	928651	2 AP8845	1,403.06
05/01/2020	477217	Check	T-Mobile	929345	2 AP8845	1,254.47

AP Check Register

AP Run: 20200501 AP --- Post Date: 2020-05-01 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/01/2020	477218	Check	Tree Protection Services	929807	2 AP8845	7,728.00
05/01/2020	477219	Check	Upper Lakes Food Inc	929826	2 AP8845	9,238.81
05/01/2020	477220	Check	W.V. Nelson Construction Corporation	921164	2 AP8845	8,990.00
05/01/2020	477221	Check	Weed, Sandra	500356	2 AP8845	30.00
05/01/2020	477222	Check	Xcel Energy	902776	2 AP8845	16.56
Total:						\$205,517.63

20200501 AP Summary

Type	Count	Amount
Regular	64	205,517.63
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	64	\$205,517.63

AP Check Register

AP Run: 20200508 AP — Post Date: 2020-05-08 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/08/2020	477223	Check	Acco Brands USA LLC	902623-1	2 AP8845	87.36
05/08/2020	477224	Check	Acer Service Corporation	929434	2 AP8845	8,643.80
05/08/2020	477225	Check	Ali, Maryan	930011	2 AP8845	120.00
05/08/2020	477226	Check	Allina Health Apple Valley Clinic	929210	2 AP8845	54.00
05/08/2020	477227	Check	Alpha Video & Audio Inc	900216	2 AP8845	685.00
05/08/2020	477228	Check	Amazon Capital Services Inc	922956	2 AP8845	51.79
05/08/2020	477229	Check	AmeriPride Services, Inc	901365	2 AP8845	782.78
05/08/2020	477230	Check	B&L Supply Inc	930264	2 AP8845	3,462.00
05/08/2020	477231	Check	Barbara Brodsho LLC	929913	2 AP8845	17.50
05/08/2020	477232	Check	Bix Produce Company	900477	2 AP8845	4,222.55
05/08/2020	477233	Check	Bloomington Friends of Forensics	900722-4	2 AP8845	308.00
05/08/2020	477234	Check	Carlson, Gerri	929243	2 AP8845	216.60
05/08/2020	477235	Check	CDW Government Inc	920289-1	2 AP8845	184.00
05/08/2020	477236	Check	Choy, Sergio R	928260	2 AP8845	60.00
05/08/2020	477237	Check	City of Burnsville - Utilities	904226	2 AP8845	11,409.44
05/08/2020	477238	Check	City of Savage - Utilities	909588	2 AP8845	4,372.09
05/08/2020	477239	Check	Class Creator LLC	924427	2 AP8845	350.00
05/08/2020	477240	Check	Conney Safety Products	900552-1	2 AP8845	60.72
05/08/2020	477241	Check	Cottens Inc	929846	2 AP8845	8.29
05/08/2020	477242	Check	Dalco	904186-1	2 AP8845	3,641.05

AP Check Register

AP Run: 20200508 AP — Post Date: 2020-05-08 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/08/2020	477243	Check	Dewald, Rina C	920524	2 AP8845	600.00
05/08/2020	477244	Check	ECM Publishers Inc	909272	2 AP8845	108.90
05/08/2020	477245	Check	Educators Benefit Consultants LLC	926262-1	2 AP8845	692.43
05/08/2020	477246	Check	Ekon-O-Pac LLC	928982	2 AP8845	3,612.00
05/08/2020	477247	Check	Johnson Controls Fire Protection LP	903587	2 AP8845	259.00
05/08/2020	477248	Check	Junior Achievement Of The Upper Midwest Inc	923140	2 AP8845	750.00
05/08/2020	477249	Check	Kelleher Helmrich and Associates	908955	2 AP8845	523.75
05/08/2020	477250	Check	Kelly Services Inc	927633	2 AP8845	1,516.80
05/08/2020	477251	Check	Lano Equipment	925133	2 AP8845	83.96
05/08/2020	477252	Check	Mackin Educational Resources	902196	2 AP8845	1,760.00
05/08/2020	477253	Check	Mayer Arts Inc	925512	2 AP8845	460.00
05/08/2020	477254	Check	Midwest Educational Consultants Inc	927440	2 AP8845	8,375.00
05/08/2020	477255	Check	Minnesota Valley Electric Cooperative	907448	2 AP8845	10,375.66
05/08/2020	477256	Check	Minuteman Press - Burnsville	929825	2 AP8845	340.00
05/08/2020	477257	Check	Multilingual Word Inc	922324	2 AP8845	210.00
05/08/2020	477258	Check	North American Banking Company	927563-1	2 AP8845	31.50
05/08/2020	477259	Check	Perez, Melissa M	924879	2 AP8845	240.00
05/08/2020	477260	Check	Prior Lake Soccer Club	500326	2 AP8845	67.50
05/08/2020	477261	Check	RAK Construction Inc	929749	2 AP8845	35,427.62

AP Check Register

AP Run: 20200508 AP — Post Date: 2020-05-08 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/08/2020	477262	Check	Schmitty & Sons - Charter	909331-1	2 AP8845	46,252.80
05/08/2020	477263	Check	Schmitty & Sons - Contract	909331-2	2 AP8845	858,210.22
05/08/2020	477264	Check	Second Harvest Heartland	928183	2 AP8845	915.58
05/08/2020	477265	Check	Sherwin-Williams	903745-2	2 AP8845	494.16
05/08/2020	477266	Check	Shred-it c/o Stericycle Inc	924465	2 AP8845	615.12
05/08/2020	477267	Check	St Paul Beverage Solutions, LLC	930156	2 AP8845	6,772.65
05/08/2020	477268	Check	Teachers On Call	929847	2 AP8845	856.99
05/08/2020	477269	Check	The Hartford	924486	2 AP8845	40,340.54
05/08/2020	477270	Check	Theatrical Costume Co.	905746	2 AP8845	75.00
05/08/2020	477271	Check	Upper Lakes Food Inc	929826	2 AP8845	9,467.66
05/08/2020	477272	Check	Whitney Daniels Designs	930266	2 AP8845	680.00
05/08/2020	477273	Check	Xcel Energy Center	925571	2 AP8845	4,217.00
Total:						\$1,073,068.81

20200508 AP Summary		
Type	Count	Amount
Regular	51	1,073,068.81
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	51	\$1,073,068.81

AP Check Register

AP Run: 20200515 AP — Post Date: 2020-05-15 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/15/2020	477274	Check	A.J. Moore Electric Inc	928491	2 AP8845	747.08
05/15/2020	477275	Check	Addleman, Jennifer	903122	2 AP8845	46.75
05/15/2020	477276	Check	Advanced Imaging Solutions	928551-1	2 AP8845	8,763.00
05/15/2020	477277	Check	Association Of Clerical Employees	904895	2 AP8845	432.00
05/15/2020	477278	Check	Bix Produce Company	900477	2 AP8845	4,770.05
05/15/2020	477279	Check	Bollinger, Tracie	500370	2 AP8845	69.80
05/15/2020	477280	Check	Burton, Susan	500375	2 AP8845	147.25
05/15/2020	477281	Check	Carlson, Monica	500365	2 AP8845	184.00
05/15/2020	477282	Check	Centurylink	902781	2 AP8845	266.02
05/15/2020	477283	Check	CESO Transportation LLC	930220	2 AP8845	15,453.00
05/15/2020	477284	Check	Conney Safety Products	900552-1	2 AP8845	561.51
05/15/2020	477285	Check	Curry, Lisa	500373	2 AP8845	29.25
05/15/2020	477286	Check	D G Welding & Manufacturing Inc	907073	2 AP8845	1,662.00
05/15/2020	477287	Check	Dakota Electric Association	900809	2 AP8845	43,760.96
05/15/2020	477288	Check	Dalco	904186-1	2 AP8845	3,487.62
05/15/2020	477289	Check	Dick's/Lakeville Sanitation Inc	900641	2 AP8845	6,343.86
05/15/2020	477290	Check	Diversified Snack Distribution	900279	2 AP8845	603.98
05/15/2020	477291	Check	Education Minnesota	928531	2 AP8845	108.00
05/15/2020	477292	Check	Ekon-O-Pac LLC	928982	2 AP8845	604.00
05/15/2020	477293	Check	Fedex	901463	2 AP8845	172.31

AP Check Register

AP Run: 20200515 AP — Post Date: 2020-05-15 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/15/2020	477294	Check	Floyd Total Security	906007	2 AP8845	1,276.00
05/15/2020	477295	Check	Forbes, Elizabeth	500374	2 AP8845	92.85
05/15/2020	477296	Check	Foundation 191	928202	2 AP8845	181.90
05/15/2020	477297	Check	Gudmonson, Linda	500377	2 AP8845	123.35
05/15/2020	477298	Check	Harder, Sandra	500369	2 AP8845	90.45
05/15/2020	477299	Check	Heartland Signs & Vehicle Graphics	928107	2 AP8845	120.00
05/15/2020	477300	Check	Heino, Howard	500367	2 AP8845	16.95
05/15/2020	477301	Check	Ideal Services Inc	927693	2 AP8845	461.02
05/15/2020	477302	Check	Ind School Dist 196	901394-3	2 AP8845	3,062.00
05/15/2020	477303	Check	Intermediate School Dist 917	909327	2 AP8845	208,491.66
05/15/2020	477304	Check	Kelly Services Inc	927633	2 AP8845	1,469.40
05/15/2020	477305	Check	Kortenhof, Jill	500379	2 AP8845	17.95
05/15/2020	477306	Check	Leger, J Pierre	500364	2 AP8845	38.55
05/15/2020	477307	Check	Loges, Cassia	500376	2 AP8845	21.95
05/15/2020	477308	Check	McDowall Comfort Management	930006	2 AP8845	1,094.85
05/15/2020	477309	Check	Metro Transit	922385	2 AP8845	174.00
05/15/2020	477310	Check	Mid City Services	930092	2 AP8845	83.75
05/15/2020	477311	Check	Minnesota Energy Resources	903029	2 AP8845	5,021.79
05/15/2020	477312	Check	Minnesota Pollution Control Agency - MPCA	903770	2 AP8845	276.49
05/15/2020	477313	Check	Neuenschwander, Sam	500382	2 AP8845	98.40

AP Check Register

AP Run: 20200515 AP — Post Date: 2020-05-15 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/15/2020	477314	Check	Nuvera	902483	2 AP8845	181.56
05/15/2020	477315	Check	Olympic Communications Inc	927700	2 AP8845	165.00
05/15/2020	477316	Check	PBBS Equipment Corporation	930000	2 AP8845	393.00
05/15/2020	477317	Check	Persons, Erin	500361	2 AP8845	19.90
05/15/2020	477318	Check	Pivec, Alicia	500381	2 AP8845	53.80
05/15/2020	477319	Check	RAK Construction Inc	929749	2 AP8845	1,740.00
05/15/2020	477320	Check	Red Wing Business Advantage Account	905511-1	2 AP8845	125.00
05/15/2020	477321	Check	Red Wing Business Advantage Account	921851-2	2 AP8845	118.99
05/15/2020	477322	Check	Reed, Tracy	500380	2 AP8845	53.80
05/15/2020	477323	Check	Remarcik, Colleen	500371	2 AP8845	28.30
05/15/2020	477324	Check	Robert B Hill Co	930267	2 AP8845	922.28
05/15/2020	477325	Check	Rock Hard Landscape Supply	928528	2 AP8845	75.00
05/15/2020	477326	Check	School Health Supply Co Inc	903537	2 AP8845	3,458.25
05/15/2020	477327	Check	Second Harvest Heartland	928183	2 AP8845	331.66
05/15/2020	477328	Check	Settergren, Kari	500372	2 AP8845	66.95
05/15/2020	477329	Check	St Paul Beverage Solutions, LLC	930156	2 AP8845	12,386.77
05/15/2020	477330	Check	Swank Movie Licensing USA	926978	2 AP8845	569.00
05/15/2020	477331	Check	Teachers On Call	929847	2 AP8845	678.80
05/15/2020	477332	Check	The Food Group	928651	2 AP8845	2,908.56

AP Check Register

AP Run: 20200515 AP --- Post Date: 2020-05-15 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/15/2020	477333	Check	Thoma, Sherrie	500366	2 AP8845	29.25
05/15/2020	477334	Check	Upper Lakes Food Inc	929826	2 AP8845	62,418.24
05/15/2020	477335	Check	Utter, Beth	500363	2 AP8845	35.00
05/15/2020	477336	Check	Volk, Laura	500378	2 AP8845	122.60
05/15/2020	477337	Check	Wahl, Kristin	500384	2 AP8845	119.50
05/15/2020	477338	Check	Weber, Sherri	500368	2 AP8845	44.70
05/15/2020	477339	Check	Wolf, Jennifer	500383	2 AP8845	62.05
05/15/2020	477340	Check	Xcel Energy	902776	2 AP8845	6,265.10
Total:						\$403,798.81

20200515 AP Summary

Type	Count	Amount
Regular	67	403,798.81
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	67	\$403,798.81

AP Check Register

AP Run: 20200522 AP — Post Date: 2020-05-22 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/22/2020	477341	Check	A.J. Moore Electric Inc	928491	2 AP8845	432.50
05/22/2020	477342	Check	Anchor Solar Investments LLC	929704	2 AP8845	1,986.50
05/22/2020	477343	Check	ARTEDUTC LLC	930270	2 AP8845	160.00
05/22/2020	477344	Check	Bix Produce Company	900477	2 AP8845	10,062.85
05/22/2020	477345	Check	CDW Government Inc	920289-1	2 AP8845	113.41
05/22/2020	477346	Check	Cengage Learning Inc/Gale	903622-2	2 AP8845	50.00
05/22/2020	477347	Check	Centerpoint Energy	902519	2 AP8845	16,696.48
05/22/2020	477348	Check	Comcast	926565-1	2 AP8845	5,379.66
05/22/2020	477349	Check	Conney Safety Products	900552-1	2 AP8845	987.35
05/22/2020	477350	Check	Consolidated Communications	906231	2 AP8845	2,665.37
05/22/2020	477351	Check	Dalco	904186-1	2 AP8845	3,693.24
05/22/2020	477352	Check	Dennis Environmental Operations	926142	2 AP8845	400.00
05/22/2020	477353	Check	Earthgrains Baking Co Inc	902333-1	2 AP8845	584.00
05/22/2020	477354	Check	ECM Publishers Inc	909272	2 AP8845	69.30
05/22/2020	477355	Check	Ekon-O-Pac LLC	928982	2 AP8845	3,822.00
05/22/2020	477356	Check	Electro Watchman Inc	901078	2 AP8845	3,610.80
05/22/2020	477357	Check	Fairfield Glass & Window Inc	926949	2 AP8845	149.00
05/22/2020	477358	Check	FP Mailing Solutions	929857	2 AP8845	225.00
05/22/2020	477359	Check	Gopher	901458-1	2 AP8845	81.78

AP Check Register

AP Run: 20200522 AP — Post Date: 2020-05-22 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/22/2020	477360	Check	Heartland Signs & Vehicle Graphics	928107	2 AP8845	308.00
05/22/2020	477361	Check	Hillyard Inc - Minneapolis	909318-1	2 AP8845	3,790.00
05/22/2020	477362	Check	Intermediate School Dist 917	909327	2 AP8845	11,727.92
05/22/2020	477363	Check	J & D Trophy	904113	2 AP8845	48.20
05/22/2020	477364	Check	Kelly Services Inc	927633	2 AP8845	1,516.80
05/22/2020	477365	Check	Kennedy and Graven Chartered	908356	2 AP8845	2,373.00
05/22/2020	477366	Check	Lakeville Trophy	908857	2 AP8845	81.39
05/22/2020	477367	Check	Lighting Plastics Of Mn Inc	907319	2 AP8845	1,249.99
05/22/2020	477368	Check	Mackin Educational Resources	902196	2 AP8845	960.00
05/22/2020	477369	Check	MASA Jobsite	909181-2	2 AP8845	1,173.00
05/22/2020	477370	Check	Master Automotive Tire & Quick Lube	928612	2 AP8845	123.57
05/22/2020	477371	Check	Meca Sportswear	924921	2 AP8845	842.50
05/22/2020	477372	Check	Minnesota Energy Resources	903029	2 AP8845	1,042.49
05/22/2020	477373	Check	Occupational Health of MN, PC	929919	2 AP8845	172.00
05/22/2020	477374	Check	Office of MNIT Services	906477	2 AP8845	5,646.18
05/22/2020	477375	Check	Perez, Melissa M	924879	2 AP8845	240.00
05/22/2020	477376	Check	Professional Wireless Communications	924681	2 AP8845	82.30
05/22/2020	477377	Check	QiVitality LLC	929413	2 AP8845	282.50
05/22/2020	477378	Check	Reading & Math Inc	928293	2 AP8845	1,000.00

AP Check Register

AP Run: 20200522 AP — Post Date: 2020-05-22 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/22/2020	477379	Check	Sachs, Frank	930154	2 AP8845	200.00
05/22/2020	477380	Check	Safeway Driving School	926796	2 AP8845	3,675.00
05/22/2020	477381	Check	Second Harvest Heartland	928183	2 AP8845	892.70
05/22/2020	477382	Check	Sherwin-Williams	903745-2	2 AP8845	72.44
05/22/2020	477383	Check	South of the River Tents	930269	2 AP8845	299.00
05/22/2020	477384	Check	Southwest Metro Intermediate 288	928611	2 AP8845	8,389.89
05/22/2020	477385	Check	St Paul Beverage Solutions, LLC	930156	2 AP8845	14,524.74
05/22/2020	477386	Check	T-Mobile	929345	2 AP8845	2,380.31
05/22/2020	477387	Check	Transportation Plus, Inc.	906215	2 AP8845	10.00
05/22/2020	477388	Check	Universal Athletic LLC	928417	2 AP8845	5,174.11
05/22/2020	477389	Check	Upper Lakes Food Inc	929826	2 AP8845	25,188.06
05/22/2020	477390	Check	Viking Electric Supply Inc	904243	2 AP8845	289.74
05/22/2020	477391	Check	Viking Trophies Inc	902284	2 AP8845	90.01
05/22/2020	477392	Check	Xcel Energy	902776	2 AP8845	3,951.93

Total: \$148,967.01

AP Check Register

60

AP Run: 20200522 AP --- Post Date: 2020-05-22 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

<u>Check Date</u>	<u>Check Number</u>	<u>Payment Type</u>	<u>Name</u>	<u>Vendor Number</u>	<u>Bank Account Code</u>	<u>Check Amount</u>
-------------------	---------------------	---------------------	-------------	----------------------	--------------------------	---------------------

20200522 AP Summary

<u>Type</u>	<u>Count</u>	<u>Amount</u>
Regular	52	148,967.01
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	52	\$148,967.01

AP Check Register

AP Run: 20200529 AP — Post Date: 2020-05-29 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/29/2020	477393	Check	Amazon Capital Services Inc	922956	2 AP8845	4,572.79
05/29/2020	477394	Check	Anderson, Denise	500386	2 AP8845	60.65
05/29/2020	477395	Check	Association Of Clerical Employees	904895	2 AP8845	432.00
05/29/2020	477396	Check	Bix Produce Company	900477	2 AP8845	4,738.85
05/29/2020	477397	Check	Brookins, Carrie	500385	2 AP8845	60.50
05/29/2020	477398	Check	Burnsville Association of Educational Assistants	909991	2 AP8845	1,410.00
05/29/2020	477399	Check	Carrier Corporation	900707-1	2 AP8845	5,288.00
05/29/2020	477400	Check	Centerpoint Energy	902519	2 AP8845	1,508.32
05/29/2020	477401	Check	Conney Safety Products	900552-1	2 AP8845	1,120.49
05/29/2020	477402	Check	CST MN - BIN# 170065	929862	2 AP8845	139,186.78
05/29/2020	477403	Check	Dalco	904186-1	2 AP8845	8,184.29
05/29/2020	477404	Check	Education Minnesota	928531	2 AP8845	108.00
05/29/2020	477405	Check	Foundation 191	928202	2 AP8845	181.90
05/29/2020	477406	Check	Global Communications Wiring & Services LLC	927736	2 AP8845	369.00
05/29/2020	477407	Check	GreatAmerica Financial Services	929729	2 AP8845	395.00
05/29/2020	477408	Check	Intermediate School Dist 917	909327	2 AP8845	15,174.74
05/29/2020	477409	Check	Kelly Services Inc	927633	2 AP8845	1,516.80
05/29/2020	477410	Check	Lakeshore Learning Materials	902203	2 AP8845	427.79
05/29/2020	477411	Check	Lighting Plastics Of Mn Inc	907319	2 AP8845	528.00

AP Check Register

AP Run: 20200529 AP — Post Date: 2020-05-29 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/29/2020	477412	Check	Lynch, Cindy	500390	2 AP8845	44.85
05/29/2020	477413	Check	Master Automotive Tire & Quick Lube	928612	2 AP8845	574.80
05/29/2020	477414	Check	McMahon, Joseph	500387	2 AP8845	176.15
05/29/2020	477415	Check	Meca Sportswear	924921	2 AP8845	369.40
05/29/2020	477416	Check	NCPERS Group Life Ins	908769	2 AP8845	48.00
05/29/2020	477417	Check	Normandale Community College	902136	2 AP8845	275,625.00
05/29/2020	477418	Check	Pelach, Lisa	500389	2 AP8845	14.50
05/29/2020	477419	Check	Peters, Tonya	500388	2 AP8845	17.09
05/29/2020	477420	Check	Reliastar Life Insurance Company	920099-2	2 AP8845	3,225.23
05/29/2020	477421	Check	Reliastar Life Insurance Company	920099-3	2 AP8845	3,540.50
05/29/2020	477422	Check	Reliastar Life Insurance Company	920099-4	2 AP8845	2,044.09
05/29/2020	477423	Check	Rock Hard Landscape Supply	928528	2 AP8845	75.00
05/29/2020	477424	Check	School Services Employees Local 284	907382	2 AP8845	6,896.31
05/29/2020	477425	Check	SFM	923848	2 AP8845	12,346.62
05/29/2020	477426	Check	Sherwin-Williams	903745-2	2 AP8845	50.95
05/29/2020	477427	Check	St Paul Beverage Solutions, LLC	930156	2 AP8845	11,961.45
05/29/2020	477428	Check	State Supply Co Inc	903689	2 AP8845	274.21
05/29/2020	477429	Check	Tessman Company	902899	2 AP8845	613.51
05/29/2020	477430	Check	Titan Environmental Inc	928141	2 AP8845	3,905.00

AP Check Register

AP Run: 20200529 AP --- Post Date: 2020-05-29 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/29/2020	477431	Check	T-Mobile	929345	2 AP8845	1,809.45
05/29/2020	477432	Check	Upper Lakes Food Inc	929826	2 AP8845	19,801.06
05/29/2020	477433	Check	Whitewood Graphics	930088	2 AP8845	36.00
Total:						\$528,713.07

20200529 AP Summary

Type	Count	Amount
Regular	41	528,713.07
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	41	\$528,713.07

AP Check Register

64

Burnsville-Eagan-Savage SD 191, MN

<u>Fund</u>	<u>Total</u>
01 - GENERAL	994,121.39
02 - FOOD SERVICE	231,513.70
03 - TRANSPORTATION	1,115,220.95
04 - COMMUNITY SERVICE	19,075.46
16 - FACILITIES RENTAL	133.83
	\$2,360,065.33

AP Check Register

AP Run: 20200511 Virtual — Post Date: 2020-05-11 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/11/2020	6000000207		Advanced Imaging Solutions	928551	2 Virtua	82.28
05/11/2020	6000000208		Center For The Collaborative Classroom	924466-1	2 Virtua	233.28
05/11/2020	6000000209		Grainger	904387-1	2 Virtua	2,156.58
05/11/2020	6000000210		Hi Tech Refrigeration Inc	909046	2 Virtua	1,344.44
05/11/2020	6000000211		MEI Total Elevator Solutions	908999-1	2 Virtua	58.80
05/11/2020	6000000212		Red Balloon Bookshop	903254	2 Virtua	600.00
05/11/2020	6000000213		Ryan Mechanical Inc	923241	2 Virtua	1,827.00
05/11/2020	6000000214		Tri-Dim Filter Corp	929519	2 Virtua	1,594.93
05/11/2020	6000000215		Trio Supply	903802	2 Virtua	6,729.11
Total:						\$14,626.42

20200511 Virtual Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	9	14,626.42
Total:	9	\$14,626.42

AP Check Register

AP Run: 20200520 Virtual — Post Date: 2020-05-20 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/20/2020	6000000216		Advanced Imaging Solutions	928551	2 Virtua	2,671.64
05/20/2020	6000000217		Cole Papers Inc	927279-1	2 Virtua	258.00
05/20/2020	6000000218		Grainger	904387-1	2 Virtua	1,707.47
05/20/2020	6000000219		Hi Tech Refrigeration Inc	909046	2 Virtua	1,409.24
05/20/2020	6000000220		Ryan Mechanical Inc	923241	2 Virtua	4,671.00
05/20/2020	6000000221		Trane US Inc	904045	2 Virtua	956.16
05/20/2020	6000000222		Tri-Dim Filter Corp	929519	2 Virtua	10,601.89
05/20/2020	6000000223		Trio Supply	903802	2 Virtua	4,430.47
Total:						\$26,705.87

20200520 Virtual Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	8	26,705.87
Total:	8	\$26,705.87

AP Check Register

67

Burnsville-Eagan-Savage SD 191, MN

<u>Fund</u>	<u>Total</u>
01 - GENERAL	27,249.02
02 - FOOD SERVICE	13,914.10
04 - COMMUNITY SERVICE	169.17
	\$41,332.29

AP Check Register

AP Run: 20200513 ACH — Post Date: 2020-05-13 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/13/2020	9000001730	ACH	Bomsta, Lyle J	017156	1 AP5800	38.38
05/13/2020	9000001731	ACH	Branch, Nancy C	018662	1 AP5800	75.00
05/13/2020	9000001732	ACH	Burns, Pollyanna M	010851	1 AP5800	15.45
05/13/2020	9000001733	ACH	Chesla, Patrick J	018320	1 AP5800	233.45
05/13/2020	9000001734	ACH	Erickson, Kayla M	020006	1 AP5800	36.80
05/13/2020	9000001735	ACH	Funston, Kathy L	017175	1 AP5800	462.10
05/13/2020	9000001736	ACH	Hansmann, Patricia I	008557	1 AP5800	20.00
05/13/2020	9000001737	ACH	Holden, Matt J	009267	1 AP5800	58.08
05/13/2020	9000001738	ACH	Kronabetter, Julie R	016789	1 AP5800	14.49
05/13/2020	9000001739	ACH	Lamont, Heidi O	018007	1 AP5800	34.94
05/13/2020	9000001740	ACH	Meyer, Chad	011073	1 AP5800	40.28
05/13/2020	9000001741	ACH	Mikelson, Teresa	013382	1 AP5800	43.00
05/13/2020	9000001742	ACH	Pearson, Genevieve L	019994	1 AP5800	211.77
05/13/2020	9000001743	ACH	Ribnick, Brian	004490	1 AP5800	49.93
Total:						\$1,333.67

20200513 ACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	14	1,333.67
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	14	\$1,333.67

AP Check Register

AP Run: 20200520 ACH — Post Date: 2020-05-20 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/20/2020	9000001744	ACH	Abdiwahab, Mohamed S	018627	1 AP5800	119.49
05/20/2020	9000001745	ACH	Heim, Bill V	015977	1 AP5800	51.74
05/20/2020	9000001746	ACH	Hutchinson, Jennifer L	013396	1 AP5800	53.16
05/20/2020	9000001747	ACH	Simon, Glenn D.	004356	1 AP5800	51.52
05/20/2020	9000001748	ACH	Slattery, Cara	014619	1 AP5800	424.00
05/20/2020	9000001749	ACH	Stickle, Carolyn E	014558	1 AP5800	40.00
05/20/2020	9000001750	ACH	Strowbridge, Staci	015065	1 AP5800	53.80
05/20/2020	9000001751	ACH	Thomas, Jessica	018031	1 AP5800	216.24
Total:						\$1,009.95

20200520 ACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	8	1,009.95
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	8	\$1,009.95

AP Check Register

70

AP Run: 20200527 ACH — Post Date: 2020-05-27 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/27/2020	9000001752	ACH	Battle, Theresa F	019927	1 AP5800	500.00
05/27/2020	9000001753	ACH	Becker, Sarah J	013666	1 AP5800	22.48
05/27/2020	9000001754	ACH	Bonneville, Jon G	009829	1 AP5800	2,685.00
05/27/2020	9000001755	ACH	Gersich, Brian M	019849	1 AP5800	200.00
05/27/2020	9000001756	ACH	Hansmann, Patricia I	008557	1 AP5800	290.50
05/27/2020	9000001757	ACH	Johnson, Ronna E	014613	1 AP5800	15.53
05/27/2020	9000001758	ACH	Koch, Rebecca M	018297	1 AP5800	92.00
05/27/2020	9000001759	ACH	Meyer, Joseph	009554	1 AP5800	1,282.35
05/27/2020	9000001760	ACH	Neal, Bryeny B	013693	1 AP5800	12.08
05/27/2020	9000001761	ACH	Orth, Steven D.	008627	1 AP5800	305.78
05/27/2020	9000001762	ACH	Pikal, Robin	019154	1 AP5800	200.00
05/27/2020	9000001763	ACH	Pohl, Angie J	019145	1 AP5800	39.80
05/27/2020	9000001764	ACH	Rider, Lisa K	016166	1 AP5800	200.00
05/27/2020	9000001765	ACH	Rottjakob, Ronda K	018987	1 AP5800	36.60

AP Check Register

71

AP Run: 20200527 ACH — Post Date: 2020-05-27 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/27/2020	9000001766	ACH	Sovine, Stacey	017487	1 AP5800	200.00
Total:						\$6,082.12

20200527 ACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	15	6,082.12
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	15	\$6,082.12

AP Check Register

72

Burnsville-Eagan-Savage SD 191, MN

<u>Fund</u>	<u>Total</u>
01 - GENERAL	8,040.30
02 - FOOD SERVICE	335.51
04 - COMMUNITY SERVICE	49.93
	\$8,425.74

AP Check Register

73

AP Run: 20200508 Fund 26 — Post Date: 2020-05-08 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/08/2020	104046	Check	Electro Watchman Inc	901078	6 BOND P	38,314.85
Total:						\$38,314.85

20200508 Fund 26 Summary

Type	Count	Amount
Regular	1	38,314.85
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	\$38,314.85

AP Check Register

<u>Fund</u>	<u>Total</u>
26 - BOND REFERENDUM	38,314.85
	\$38,314.85



**Agenda IV.A.4.
August 18, 2020**

TO: Dr Theresa Battle, Superintendent and Board of Education
FROM: Lisa K. Rider, Executive Director of Business Services
DATE: August 27, 2020
RE: June Payroll, Claims and Receipts

RECOMMENDATION: That the Board approves June payroll checks in the net amount of \$5,471,893.63. June claims to date, wire transfers and adjustments totaling \$6,992,711.94. Also, that the Board accepts June receipts of \$8,884,530.14 and investments for the General Fund & 2015A School Building Bonds and OPEB of \$131,165,790.21 as of June 30, 2020.

June 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
June 2020**

Cash Receipts

Receipts	\$8,884,530.14
Miscellaneous Adjustments	

TOTAL JUNE CASH RECEIVED

8,884,530.14

CASH DISBURSEMENTS

June	
Payroll	\$5,471,893.63

A/P		
June Claims:	Checks	477434-477685
	Capital One	6000000224-6000000239
	ACH	9000001767--9000001803
	Fund 26	

	\$1,669,768.63
	32,348.32
	\$4,026.76
	\$0.00

June A/P Wires- Wires+P-card+Fleet card	5,285,211.60
June Adj	<u>\$1,356.63</u>

TOTAL JUNE CASH DISBURSED

12,464,605.57

TOTAL TO BE APPROVED

12,464,605.57

	<u>Money Market</u>	<u>(Original Cost) Investments</u>	<u>Total 6/30/2020</u>
GENERAL FUND	\$25,735,362.52	\$18,959,083.25	\$44,694,445.77
OPEB	\$1,730,493.78	\$78,556,600.00	\$80,287,093.78
OPEB EQUITY INV THROUGH MAY 31, 2020	\$15,570.35	\$4,267,649.31	\$4,283,219.66
2015A SCHOOL BUILDING BONDS	\$5,654.20	\$1,895,376.80	\$1,901,031.00
	<u>\$27,487,080.85</u>	<u>\$103,678,709.36</u>	<u>\$131,165,790.21</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: 06/30/20

PMA Financial Network

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

77

BURNSVILLE ISD 191 / GENERAL FUND

2960

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
LTD	0	1	06/30/20	06/30/20	PMA SECURITIES SYNDICATE (PMAS)	\$7,140,190.00	\$7,140,190.00	
MM					Investment Shares Portfolio	\$25,735,362.52	\$25,735,362.52	
SDA					Savings Deposit Account - PREFERRED BANK - HCC	\$993.25	\$993.25	
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

BURNSVILLE ISD 191 / GENERAL FUND

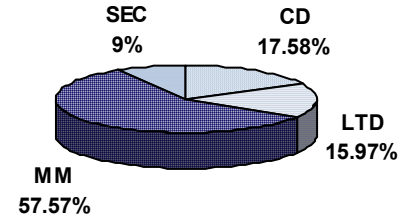
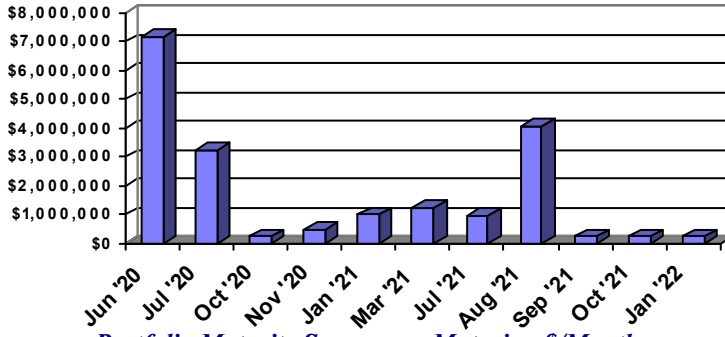
2960
78

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 -->	\$44,920,139.98	\$44,694,445.77

Time and Dollar Weighted Portfolio Yield: 1.504 %

Weighted Average Portfolio Maturity: 70.70 Days

MM: 57.58%
CD's: 17.59%
CP: 0.00%
SEC: 8.86%



Portfolio Allocation by Transaction Type



Total Portfolio Report CAR

As of: 06/30/20

PMA Financial Network

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

79

BURNSVILLE ISD 191 / 2009 OPEB TRUST

3596

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$1,730,493.78	\$1,730,493.78	
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

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

Total Amount --> **\$8,475,810.93** **\$8,287,093.78**

Time and Dollar Weighted Portfolio Yield: **1.752 %**

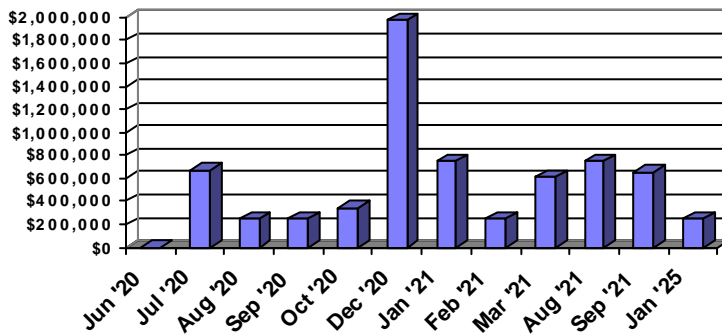
Weighted Average Portfolio Maturity: **202.23 Days**

MM: **20.88%**

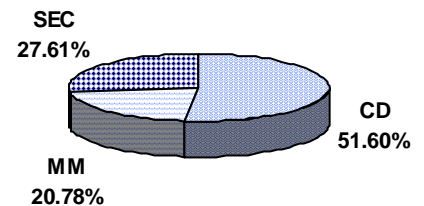
CD's: **51.85%**

CP: **0.00%**

SEC: **27.27%**



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type



Total Portfolio Report CAR

As of: 06/30/20

PMA Financial Network

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

80

BURNSVILLE ISD 191 / 2015A BONDS

5762

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$5,654.20	\$5,654.20	
SDA					Savings Deposit Account - ASSOCIATED BANK, NA	\$1,895,000.52	\$1,895,000.52	
SDA					Savings Deposit Account - PREFERRED BANK - HCC	\$376.28	\$376.28	
Total Amount -->						\$1,901,031.00	\$1,901,031.00	

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

Time and Dollar Weighted Portfolio Yield: 0.010 %

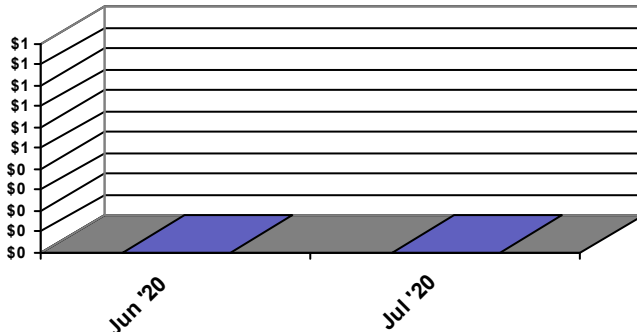
Weighted Average Portfolio Maturity: 1.99 Days

MM: 100.00%

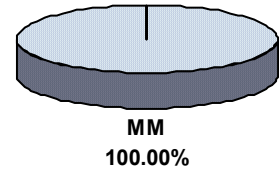
CD's: 0.00%

CP: 0.00%

SEC: 0.00%



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type

June 2020

Wire Transfers

Date	From	To	Amount	For
06/01/20	MSDLAF	Internal Revenue Service	736,928.54	5/31/20 Payroll - Federal Taxes
06/01/20	MSDLAF	State of Minnesota	122,048.15	5/31/20 Payroll - State Taxes
06/01/20	MSDLAF	State of Minnesota	1,772.27	5/31/20 Payroll - Child Support
06/01/20	MSDLAF	TRA	360,753.84	5/31/20 Payroll - TRA
06/01/20	MSDLAF	PERA	112,660.31	5/31/20 Payroll - PERA
06/01/20	MSDLAF	Teacher's Federal Credit Union	37,885.07	5/31/20 Payroll - Teacher's Dues
06/01/20	MSDLAF	Delta Dental	3,682.22	Dental Insurance
06/01/20	MSDLAF	Preferred One	225,503.79	Health Insurance
06/02/20	MSDLAF	First Bank & Trust	184,735.26	5/31/20 Payroll - TSA Wire
06/03/20	MSDLAF	Further	8,143.44	Medical Claims
06/03/20	MSDLAF	Further	1,943.03	Flex Claims
06/08/20	MSDLAF	Delta Dental	3,990.88	Dental Insurance
06/08/20	MSDLAF	Preferred One	239,145.19	Health Insurance
06/09/20	MSDLAF	Wells Fargo	179,410.12	Wells Fargo Renovation of Diamondhead Facility
06/10/20	MSDLAF	Capital One Card	16,325.09	Capital One Virtual Card
06/10/20	MSDLAF	Further	14,127.31	Flex Claims
06/10/20	MSDLAF	Further	16,032.72	Medical Claims
06/11/20	MSDLAF	Preferred One	140,340.95	Health Insurance

06/15/20	MSDLAF	Preferred One	308,571.71	Health Insurance
06/15/20	MSDLAF	Delta Dental	9,413.12	Dental Insurance
06/16/20	MSDLAF	Internal Revenue Service	725,579.62	6/15/20 Payroll - Federal Taxes
06/16/20	MSDLAF	State of Minnesota	117,473.70	6/15/20 Payroll - State Taxes
06/16/20	MSDLAF	US Bank	35,000.00	US Bank P-Card prefunding wire
06/16/20	MSDLAF	PERA	111,394.70	6/15/20 Payroll - PERA
06/16/20	MSDLAF	TRA	389,520.32	6/15/20 Payroll - TRA
06/16/20	MSDLAF	State of Minnesota	1,618.70	6/15/20 Payroll - Child Support
06/17/20	MSDLAF	State of Minnesota	32,178.24	6/15/20 HCSP - Retirees and Retiree Rollover
06/17/20	MSDLAF	First Bank & Trust	198,451.62	6/15/20 Payroll - TSA Wire
06/17/20	MSDLAF	Further	25,955.53	Medical Claims
06/17/20	MSDLAF	Further	7,562.06	Flex Claims
06/22/20	MSDLAF	Preferred One	324,453.78	Health Insurance
06/23/20	MSDLAF	Delta Dental	16,862.07	Dental Insurance
06/24/20	MSDLAF	MN Department of Revenue	4.00	May Sales Tax
06/24/20	MSDLAF	Further	25,726.68	Flex Claims
06/24/20	MSDLAF	Further	6,147.00	Medical Claims
06/24/20	MSDLAF	Further	22,296.55	Medical Claims
06/26/20	MSDLAF	Capital One Card	16,023.23	Capital One Virtual Card
06/29/20	MSDLAF	Delta Dental	15,265.87	Dental Insurance
06/29/20	MSDLAF	Preferred One	476,678.66	Health Insurance

AP Check Register

AP Run: 20200605 AP — Post Date: 2020-06-05 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/05/2020	477434	Check	Advanced Imaging Solutions	928551-1	2 AP8845	8,763.00
06/05/2020	477435	Check	Ali, Maryan	930011	2 AP8845	120.00
06/05/2020	477436	Check	Amazon Capital Services Inc	922956	2 AP8845	4,364.17
06/05/2020	477437	Check	American Mailing Machines	929771	2 AP8845	518.00
06/05/2020	477438	Check	American Time & Signal Co	903503	2 AP8845	118.95
06/05/2020	477439	Check	AmeriPride Services, Inc	901365	2 AP8845	747.03
06/05/2020	477440	Check	Aqua Engineering Inc	900106	2 AP8845	4,942.90
06/05/2020	477441	Check	AVID Center	927223	2 AP8845	2,550.00
06/05/2020	477442	Check	Benefitfocuscom Inc	927679	2 AP8845	36,336.00
06/05/2020	477443	Check	Bix Produce Company	900477	2 AP8845	3,687.85
06/05/2020	477444	Check	Blick Art Materials	900172-1	2 AP8845	106.01
06/05/2020	477445	Check	Bosholm, Kelli	500055	2 AP8845	163.88
06/05/2020	477446	Check	Carlson, Gerri	929243	2 AP8845	491.40
06/05/2020	477447	Check	CDW Government Inc	920289-1	2 AP8845	3,525.00
06/05/2020	477448	Check	CESO Transportation LLC	930220	2 AP8845	15,453.00
06/05/2020	477449	Check	Choy, Sergio R	928260	2 AP8845	60.00
06/05/2020	477450	Check	City of Burnsville - Utilities	904226	2 AP8845	6,207.24
06/05/2020	477451	Check	City of Eagan - Utilities	901002	2 AP8845	3,490.06
06/05/2020	477452	Check	City of Savage - Utilities	909588	2 AP8845	3,723.30
06/05/2020	477453	Check	CLIA Laboratory Program	906080-1	2 AP8845	180.00

AP Check Register

AP Run: 20200605 AP — Post Date: 2020-06-05 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/05/2020	477454	Check	Crown Rental Inc	900647	2 AP8845	23.28
06/05/2020	477455	Check	CST MN - BIN# 170065	929862	2 AP8845	28,009.28
06/05/2020	477456	Check	Cub Foods	900645	2 AP8845	48.90
06/05/2020	477457	Check	Dakota County Financial Services	907393-3	2 AP8845	14,466.59
06/05/2020	477458	Check	Dalco	904186-1	2 AP8845	4,240.06
06/05/2020	477459	Check	Dewald, Rina C	920524	2 AP8845	660.00
06/05/2020	477460	Check	ECM Publishers Inc	909272	2 AP8845	110.00
06/05/2020	477461	Check	Educators Benefit Consultants LLC	926262-1	2 AP8845	692.43
06/05/2020	477462	Check	Frese, Tami	500087	2 AP8845	340.36
06/05/2020	477463	Check	Hutsal, Oleksandra	929182	2 AP8845	80.00
06/05/2020	477464	Check	Innovational Water Solutions, Inc.	930169	2 AP8845	2,341.00
06/05/2020	477465	Check	Instrumentalist Awards LLC	901896	2 AP8845	235.00
06/05/2020	477466	Check	Interstate All Battery Center	928877	2 AP8845	45.30
06/05/2020	477467	Check	Johnson Controls Fire Protection LP	903587	2 AP8845	768.00
06/05/2020	477468	Check	JR Apparel	922612-1	2 AP8845	565.50
06/05/2020	477469	Check	Kelleher Helmrich and Associates	908955	2 AP8845	524.00
06/05/2020	477470	Check	Kelly Services Inc	927633	2 AP8845	1,516.80
06/05/2020	477471	Check	Larson, Mikala	500391	2 AP8845	255.27
06/05/2020	477472	Check	Mayer Arts Inc	925512	2 AP8845	240.00

AP Check Register

AP Run: 20200605 AP — Post Date: 2020-06-05 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/05/2020	477473	Check	Mid City Services	930092	2 AP8845	22.50
06/05/2020	477474	Check	Minnesota Valley Electric Cooperative	907448	2 AP8845	10,458.50
06/05/2020	477475	Check	Olson, Ellen	019373	2 AP8845	1,000.00
06/05/2020	477476	Check	Orkin Commercial Services	926086	2 AP8845	1,301.00
06/05/2020	477477	Check	Project Lead The Way	925725	2 AP8845	4,800.00
06/05/2020	477478	Check	Rock Hard Landscape Supply	928528	2 AP8845	175.00
06/05/2020	477479	Check	Schmitt & Sons - Charter	909331-1	2 AP8845	42,048.00
06/05/2020	477480	Check	Schmitt & Sons - Contract	909331-2	2 AP8845	781,189.37
06/05/2020	477481	Check	Second Harvest Heartland	928183	2 AP8845	2,161.41
06/05/2020	477482	Check	Sherwin-Williams	903745-2	2 AP8845	45.58
06/05/2020	477483	Check	Shred-it c/o Stericycle Inc	924465	2 AP8845	538.21
06/05/2020	477484	Check	Soulo Communications	928477	2 AP8845	1,058.31
06/05/2020	477485	Check	St Paul Beverage Solutions, LLC	930156	2 AP8845	7,988.49
06/05/2020	477486	Check	Teachers On Call	929847	2 AP8845	814.56
06/05/2020	477487	Check	The Food Group	928651	2 AP8845	1,539.15
06/05/2020	477488	Check	The Hartford	924486	2 AP8845	1,536.00
06/05/2020	477489	Check	The Hartford	924486	2 AP8845	40,847.10
06/05/2020	477490	Check	Tri-State Bobcat	924444	2 AP8845	415.78
06/05/2020	477491	Check	Upper Lakes Food Inc	929826	2 AP8845	10,874.85
06/05/2020	477492	Check	Xcel Energy	902776	2 AP8845	8,751.46

AP Check Register

AP Run: 20200605 AP --- Post Date: 2020-06-05 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
Total:						\$1,068,274.83

20200605 AP Summary

Type	Count	Amount
Regular	59	1,068,274.83
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	59	\$1,068,274.83

AP Check Register

AP Run: 20200611 AP — Post Date: 2020-06-11 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/11/2020	477493	Check	A.J. Moore Electric Inc	928491	2 AP8845	2,245.80
06/11/2020	477494	Check	Aune, Austin	500443	2 AP8845	31.25
06/11/2020	477495	Check	Barnes & Noble Inc	900386	2 AP8845	334.87
06/11/2020	477496	Check	Berger, Joseph	500392	2 AP8845	31.25
06/11/2020	477497	Check	Bix Produce Company	900477	2 AP8845	8,815.35
06/11/2020	477498	Check	Bruha, Bradley	500413	2 AP8845	31.25
06/11/2020	477499	Check	Centurylink	902781	2 AP8845	266.02
06/11/2020	477500	Check	Comcast	926565-1	2 AP8845	5,379.66
06/11/2020	477501	Check	Consolidated Communications	906231	2 AP8845	3,667.30
06/11/2020	477502	Check	CST MN - BIN# 170065	929862	2 AP8845	129,259.98
06/11/2020	477503	Check	Dahir, Aisha	930148	2 AP8845	31.25
06/11/2020	477504	Check	Dalco	904186-1	2 AP8845	14,076.60
06/11/2020	477505	Check	Deutsch, Jordan	500414	2 AP8845	31.25
06/11/2020	477506	Check	Dick's/Lakeville Sanitation Inc	900641	2 AP8845	7,148.97
06/11/2020	477507	Check	Diggan, Megan	500393	2 AP8845	31.25
06/11/2020	477508	Check	Diversified Snack Distribution	900279	2 AP8845	879.00
06/11/2020	477509	Check	Drum, Savannah	500415	2 AP8845	31.25
06/11/2020	477510	Check	Ehlers	920802-1	2 AP8845	18,621.25
06/11/2020	477511	Check	Erickson, Matthew	500394	2 AP8845	31.25
06/11/2020	477512	Check	Evjen, Josie	500395	2 AP8845	31.25

AP Check Register

AP Run: 20200611 AP — Post Date: 2020-06-11 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/11/2020	477513	Check	Farhat, Sara	500444	2 AP8845	25.20
06/11/2020	477514	Check	Heritage Embroidery And Design	926328	2 AP8845	330.00
06/11/2020	477515	Check	Horizon Commercial Pool Supply	904818	2 AP8845	1,386.73
06/11/2020	477516	Check	Innovational Water Solutions, Inc.	930169	2 AP8845	2,091.00
06/11/2020	477517	Check	Intermediate District 287	901390	2 AP8845	5,470.56
06/11/2020	477518	Check	Interstate All Battery Center	928877	2 AP8845	338.85
06/11/2020	477519	Check	Johnson Controls Fire Protection LP	903587	2 AP8845	759.86
06/11/2020	477520	Check	Lakeville North Speech Boosters	929973-1	2 AP8845	532.00
06/11/2020	477521	Check	Mackin Educational Resources	902196	2 AP8845	7,452.68
06/11/2020	477522	Check	Minnesota Energy Resources	903029	2 AP8845	608.67
06/11/2020	477523	Check	Northland Visions, LLC	930045	2 AP8845	280.00
06/11/2020	477524	Check	Nuvera	902483	2 AP8845	180.96
06/11/2020	477525	Check	Perez, Melissa M	924879	2 AP8845	180.00
06/11/2020	477526	Check	Pro-Ed Inc	903073	2 AP8845	1,133.00
06/11/2020	477527	Check	Scholastic Inc	903196-15	2 AP8845	1,090.00
06/11/2020	477528	Check	Southwest Metro Intermediate 288	928611	2 AP8845	114.44
06/11/2020	477529	Check	St Croix Recreation Fun Playgrounds, Inc.	930095	2 AP8845	1,019.49
06/11/2020	477530	Check	St Paul Beverage Solutions, LLC	930156	2 AP8845	11,092.25
06/11/2020	477531	Check	Star Tribune	909180	2 AP8845	55.77

AP Check Register

AP Run: 20200611 AP — Post Date: 2020-06-11 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/11/2020	477532	Check	Teachers On Call	929847	2 AP8845	950.32
06/11/2020	477533	Check	The Trophy House Inc	903986	2 AP8845	108.00
06/11/2020	477534	Check	T-Mobile	929345	2 AP8845	2,388.12
06/11/2020	477535	Check	Trophy Lawncare	926186	2 AP8845	18,360.00
06/11/2020	477536	Check	Upper Lakes Food Inc	929826	2 AP8845	14,037.81
Total:						\$260,961.76

20200611 AP Summary

Type	Count	Amount
Regular	44	260,961.76
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	44	\$260,961.76

AP Check Register

90

AP Run: 20200619 AP — Post Date: 2020-06-19 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/19/2020	477537	Check	Ali, Maryan	930011	2 AP8845	60.00
06/19/2020	477538	Check	Amazon Capital Services Inc	922956	2 AP8845	875.69
06/19/2020	477539	Check	Association Of Clerical Employees	904895	2 AP8845	420.00
06/19/2020	477540	Check	Azad, Sharif	500447	2 AP8845	90.35
06/19/2020	477541	Check	Bader, Jenny	500437	2 AP8845	100.00
06/19/2020	477542	Check	Bix Produce Company	900477	2 AP8845	6,411.75
06/19/2020	477543	Check	Black, Sarah	500432	2 AP8845	100.00
06/19/2020	477544	Check	Brinkmann, Shelly	500451	2 AP8845	20.00
06/19/2020	477545	Check	Brookins, Carrie	500385	2 AP8845	54.60
06/19/2020	477546	Check	Burnsville Lions Club	924379	2 AP8845	1,860.00
06/19/2020	477547	Check	Carpenter, Jackie	500436	2 AP8845	100.00
06/19/2020	477548	Check	Centerpoint Energy	902519	2 AP8845	6,837.03
06/19/2020	477549	Check	Chapman, Karla	500441	2 AP8845	200.00
06/19/2020	477550	Check	Chu, Alfredo	500446	2 AP8845	24.05
06/19/2020	477551	Check	Conney Safety Products	900552-1	2 AP8845	305.76
06/19/2020	477552	Check	Cottens Inc	929846	2 AP8845	40.85
06/19/2020	477553	Check	Crown Rental Inc	900647	2 AP8845	34.95
06/19/2020	477554	Check	Cub Foods	900645	2 AP8845	13.76
06/19/2020	477555	Check	Dakota Electric Association	900809	2 AP8845	48,526.93
06/19/2020	477556	Check	Dalco	904186-1	2 AP8845	16,883.93

AP Check Register

AP Run: 20200619 AP — Post Date: 2020-06-19 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/19/2020	477557	Check	Dantoft, Betsy	500433	2 AP8845	100.00
06/19/2020	477558	Check	Dewald, Rina C	920524	2 AP8845	600.00
06/19/2020	477559	Check	Dively, Cindy	500445	2 AP8845	21.10
06/19/2020	477560	Check	Diversified Snack Distribution	900279	2 AP8845	879.00
06/19/2020	477561	Check	Eckstam, Brittany	500438	2 AP8845	100.00
06/19/2020	477562	Check	Electro Watchman Inc	901078	2 AP8845	352.50
06/19/2020	477563	Check	Flores-Romero, Jaime	500396	2 AP8845	31.25
06/19/2020	477564	Check	Geegan, Owen	500416	2 AP8845	31.25
06/19/2020	477565	Check	Go Box LLC	930271	2 AP8845	1,288.32
06/19/2020	477566	Check	Gudmonson, Troy	500397	2 AP8845	31.25
06/19/2020	477567	Check	Hanson, Josh	500398	2 AP8845	31.25
06/19/2020	477568	Check	Hanson, Shelly	500052	2 AP8845	67.35
06/19/2020	477569	Check	Heartland Tire, Inc.	930160	2 AP8845	248.34
06/19/2020	477570	Check	Holz, Abigail	500417	2 AP8845	31.25
06/19/2020	477571	Check	Hopkins, Megan	500399	2 AP8845	31.25
06/19/2020	477572	Check	Howard, Emily	500418	2 AP8845	31.25
06/19/2020	477573	Check	Hubbard, Mai	500419	2 AP8845	31.25
06/19/2020	477574	Check	Image Market	925612	2 AP8845	1,501.18
06/19/2020	477575	Check	Intermediate School Dist 917	909327	2 AP8845	7,587.37
06/19/2020	477576	Check	Inver Hills Community College	901029	2 AP8845	24,473.00

AP Check Register

AP Run: 20200619 AP — Post Date: 2020-06-19 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/19/2020	477577	Check	Islam, Savannah	500430	2 AP8845	31.25
06/19/2020	477578	Check	John, Nate	500420	2 AP8845	31.25
06/19/2020	477579	Check	Johnson Controls Fire Protection LP	903587	2 AP8845	1,637.08
06/19/2020	477580	Check	Kennedy and Graven Chartered	908356	2 AP8845	2,182.50
06/19/2020	477581	Check	Keopaseuth, Jazmine	500400	2 AP8845	31.25
06/19/2020	477582	Check	Kirchhoffner, Konnor	500401	2 AP8845	31.25
06/19/2020	477583	Check	Larson, Tristen	500421	2 AP8845	31.25
06/19/2020	477584	Check	Lee, Brianne	500439	2 AP8845	100.00
06/19/2020	477585	Check	Limberg, Camron	500402	2 AP8845	31.25
06/19/2020	477586	Check	Loges, Isabelle	500403	2 AP8845	31.25
06/19/2020	477587	Check	Mackin Educational Resources	902196	2 AP8845	83.78
06/19/2020	477588	Check	Mai, Jim	500404	2 AP8845	31.25
06/19/2020	477589	Check	Maxfield, Lisa	500440	2 AP8845	100.00
06/19/2020	477590	Check	Mendez, Maryann	500453	2 AP8845	20.00
06/19/2020	477591	Check	Mendoza-Sanchez, Erika	500405	2 AP8845	31.25
06/19/2020	477592	Check	Merry, Vanessa	929912	2 AP8845	110.00
06/19/2020	477593	Check	Minnesota Energy Resources	903029	2 AP8845	368.90
06/19/2020	477594	Check	Minuteman Press - Burnsville	929825	2 AP8845	145.00
06/19/2020	477595	Check	Mohamed, Amina	500406	2 AP8845	31.25
06/19/2020	477596	Check	NCS Pearson Inc	925372	2 AP8845	380.61

AP Check Register

AP Run: 20200619 AP — Post Date: 2020-06-19 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/19/2020	477597	Check	Nelson, Greta	500407	2 AP8845	31.25
06/19/2020	477598	Check	Nelson, Jasper	500422	2 AP8845	31.25
06/19/2020	477599	Check	Nguyen, Derek	500423	2 AP8845	31.25
06/19/2020	477600	Check	O'Brien, Henry	500431	2 AP8845	31.25
06/19/2020	477601	Check	Office of MNIT Services	906477	2 AP8845	2,723.01
06/19/2020	477602	Check	Olafson, Jacci	500452	2 AP8845	20.00
06/19/2020	477603	Check	Olson, Samuel	500424	2 AP8845	31.25
06/19/2020	477604	Check	Pam McDonald Consulting LLC	929717	2 AP8845	500.00
06/19/2020	477605	Check	Pena Sanchez, Karen	500408	2 AP8845	31.25
06/19/2020	477606	Check	Pfiffner, Alexis	930133	2 AP8845	31.25
06/19/2020	477607	Check	Red Wing Business Advantage Account	921851-1	2 AP8845	250.00
06/19/2020	477608	Check	Reinsberg, Bryanna	500449	2 AP8845	75.00
06/19/2020	477609	Check	Reuter, Joslyn	500425	2 AP8845	31.25
06/19/2020	477610	Check	Rock Hard Landscape Supply	928528	2 AP8845	576.00
06/19/2020	477611	Check	Schafer, Dianne	500450	2 AP8845	31.50
06/19/2020	477612	Check	Schmitt Music	903532	2 AP8845	50.00
06/19/2020	477613	Check	Scholastic Inc	903196-3	2 AP8845	1,000.00
06/19/2020	477614	Check	Second Harvest Heartland	928183	2 AP8845	332.25
06/19/2020	477615	Check	SFM	923848	2 AP8845	9,445.25
06/19/2020	477616	Check	Smetanka, Joel	500448	2 AP8845	98.15

AP Check Register

AP Run: 20200619 AP — Post Date: 2020-06-19 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/19/2020	477617	Check	Solinger, Nancy	500454	2 AP8845	125.00
06/19/2020	477618	Check	Spencer, Devon	500426	2 AP8845	31.25
06/19/2020	477619	Check	St Paul Beverage Solutions, LLC	930156	2 AP8845	7,578.65
06/19/2020	477620	Check	Stanley, Janet	500442	2 AP8845	100.00
06/19/2020	477621	Check	Surrency, Toye	500427	2 AP8845	31.25
06/19/2020	477622	Check	Swanson, Joshua	500409	2 AP8845	31.25
06/19/2020	477623	Check	Taypanyavong, Namthip	500410	2 AP8845	31.25
06/19/2020	477624	Check	Teachers On Call	929847	2 AP8845	1,357.60
06/19/2020	477625	Check	Totten, Michelle	500434	2 AP8845	100.00
06/19/2020	477626	Check	Tri-State Bobcat	924444	2 AP8845	601.38
06/19/2020	477627	Check	Ultimate Events	929516-1	2 AP8845	852.63
06/19/2020	477628	Check	Upper Lakes Food Inc	929826	2 AP8845	35,620.20
06/19/2020	477629	Check	Utter, Amy	500411	2 AP8845	31.25
06/19/2020	477630	Check	Van Ravenhorst, Heather	500435	2 AP8845	100.00
06/19/2020	477631	Check	Vernon Company	920019	2 AP8845	1,557.19
06/19/2020	477632	Check	Vongkham, Chase	500428	2 AP8845	31.25
06/19/2020	477633	Check	Wever, Jacob	500412	2 AP8845	31.25
06/19/2020	477634	Check	Wintheiser, Austin	500429	2 AP8845	31.25
06/19/2020	477635	Check	Zitnick, Maxfield	930157	2 AP8845	31.25
Total:						\$189,493.24

AP Check Register

95

AP Run: 20200619 AP --- Post Date: 2020-06-19 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

<u>Check Date</u>	<u>Check Number</u>	<u>Payment Type</u>	<u>Name</u>	<u>Vendor Number</u>	<u>Bank Account Code</u>	<u>Check Amount</u>
-------------------	---------------------	---------------------	-------------	----------------------	--------------------------	---------------------

20200619 AP Summary

<u>Type</u>	<u>Count</u>	<u>Amount</u>
Regular	99	189,493.24
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	99	\$189,493.24

AP Check Register

AP Run: 20200626 AP — Post Date: 2020-06-26 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/26/2020	477636	Check	360 Communities	905296	2 AP8845	11,635.25
06/26/2020	477637	Check	Anchor Solar Investments LLC	929704	2 AP8845	1,988.73
06/26/2020	477638	Check	Aqua Engineering Inc	900106	2 AP8845	5,028.15
06/26/2020	477639	Check	Bearcom	909987	2 AP8845	587.14
06/26/2020	477640	Check	Bix Produce Company	900477	2 AP8845	7,650.85
06/26/2020	477641	Check	Bro-Tex Inc	900397	2 AP8845	4,633.20
06/26/2020	477642	Check	Brown's Ice Cream Co	904655	2 AP8845	313.43
06/26/2020	477643	Check	Bukkila, Cory	923758	2 AP8845	100.00
06/26/2020	477644	Check	Burnsville Lions Club	924379	2 AP8845	60.00
06/26/2020	477645	Check	Burnsville Lions Club	924379	2 AP8845	1,800.00
06/26/2020	477646	Check	Centerpoint Energy	902519	2 AP8845	452.63
06/26/2020	477647	Check	College Board	900233-3	2 AP8845	38,801.00
06/26/2020	477648	Check	Conney Safety Products	900552-1	2 AP8845	127.40
06/26/2020	477649	Check	Dalco	904186-1	2 AP8845	2,856.66
06/26/2020	477650	Check	Dialog One LLC	927732	2 AP8845	370.00
06/26/2020	477651	Check	Diversified Snack Distribution	900279	2 AP8845	5,234.88
06/26/2020	477652	Check	ECM Publishers Inc	909272	2 AP8845	148.50
06/26/2020	477653	Check	Ecolab	908846-2	2 AP8845	331.96
06/26/2020	477654	Check	Electro Watchman Inc	901078	2 AP8845	2,655.85
06/26/2020	477655	Check	Floyd Total Security	906007	2 AP8845	2,199.75

AP Check Register

AP Run: 20200626 AP — Post Date: 2020-06-26 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/26/2020	477656	Check	GreatAmerica Financial Services	929729	2 AP8845	395.00
06/26/2020	477657	Check	Groth Music Company	900575	2 AP8845	61.60
06/26/2020	477658	Check	Interstate All Battery Center	928877	2 AP8845	955.80
06/26/2020	477659	Check	John A Dalsin & Son Inc	905816	2 AP8845	6,478.09
06/26/2020	477660	Check	Johnson Controls Fire Protection LP	903587	2 AP8845	512.00
06/26/2020	477661	Check	Laptop Screen	929752	2 AP8845	227.90
06/26/2020	477662	Check	Master Automotive Tire & Quick Lube	928612	2 AP8845	112.86
06/26/2020	477663	Check	McDowall Comfort Management	930006	2 AP8845	1,695.99
06/26/2020	477664	Check	Medical Disposal Systems Inc	928496-1	2 AP8845	272.06
06/26/2020	477665	Check	Minnesota Energy Resources	903029	2 AP8845	173.55
06/26/2020	477666	Check	Multilingual Word Inc	922324	2 AP8845	210.00
06/26/2020	477667	Check	NCS Pearson Inc	903116	2 AP8845	170.00
06/26/2020	477668	Check	Omar, Rabiic	930275	2 AP8845	75.00
06/26/2020	477669	Check	Perez, Melissa M	924879	2 AP8845	180.00
06/26/2020	477670	Check	Pham, Nguyen	930276	2 AP8845	25.00
06/26/2020	477671	Check	Rainbow Treecare	929715	2 AP8845	582.00
06/26/2020	477672	Check	Reliastar Life Insurance Company	920099-2	2 AP8845	3,237.21
06/26/2020	477673	Check	Reliastar Life Insurance Company	920099-3	2 AP8845	3,540.50
06/26/2020	477674	Check	Reliastar Life Insurance Company	920099-4	2 AP8845	2,036.01

AP Check Register

AP Run: 20200626 AP — Post Date: 2020-06-26 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/26/2020	477675	Check	Rock Hard Landscape Supply	928528	2 AP8845	951.00
06/26/2020	477676	Check	Safeway Driving School	926796	2 AP8845	9,045.00
06/26/2020	477677	Check	Savage, Dawn	920491	2 AP8845	100.00
06/26/2020	477678	Check	Siemens Industry Inc	902217	2 AP8845	2,431.50
06/26/2020	477679	Check	Skow, Karen	929575	2 AP8845	85.00
06/26/2020	477680	Check	St Paul Beverage Solutions, LLC	930156	2 AP8845	10,771.45
06/26/2020	477681	Check	State Supply Co Inc	903689	2 AP8845	144.88
06/26/2020	477682	Check	Teachers On Call	929847	2 AP8845	1,221.84
06/26/2020	477683	Check	Upper Lakes Food Inc	929826	2 AP8845	17,155.89
06/26/2020	477684	Check	Vernon Company	920019	2 AP8845	1,046.11
06/26/2020	477685	Check	Wong, Anastasia	923552	2 AP8845	170.18

Total: \$151,038.80

20200626 AP Summary

Type	Count	Amount
Regular	50	151,038.80
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	50	\$151,038.80

AP Check Register

AP Run: 20200630 Voids June20 — Post Date: 2020-06-30 — AP Run Type: V

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/30/2020	477546	Check	Burnsville Lions Club	924379	2 AP8845	-1,860.00
06/30/2020	477617	Check	Solinger, Nancy	500454	2 AP8845	-125.00
Total:						-\$1,985.00

20200630 Voids June20 Summary

Type	Count	Amount
Regular	2	-1,985.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	2	-\$1,985.00

AP Check Register

100

AP Run: 20200630 Voids June20 2 — Post Date: 2020-06-30 — AP Run Type: V

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/30/2020	477513	Check	Farhat, Sara	500444	2 AP8845	-25.20
Total:						-\$25.20

20200630 Voids June20 2 Summary

Type	Count	Amount
Regular	1	-25.20
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	-\$25.20

AP Check Register

101

Burnsville-Eagan-Savage SD 191, MN

<u>Fund</u>	<u>Total</u>
01 - GENERAL	482,485.96
02 - FOOD SERVICE	148,282.49
03 - TRANSPORTATION	976,427.67
04 - COMMUNITY SERVICE	23,159.98
09 - SCHOLARSHIP FUND	1,000.00
16 - FACILITIES RENTAL	66.33
22 - ISF - HEALTH SELECT 105	36,336.00
	\$1,667,758.43

AP Check Register

AP Run: 20200608 Virtua — Post Date: 2020-06-08 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/08/2020	6000000224		Advanced Imaging Solutions	928551	2 Virtua	1,487.34
06/08/2020	6000000225		Center For The Collaborative Classroom	924466-1	2 Virtua	162.00
06/08/2020	6000000226		Cole Papers Inc	927279-1	2 Virtua	238.10
06/08/2020	6000000227		Cornerstone Copy Center	900502	2 Virtua	290.00
06/08/2020	6000000228		Grainger	904387-1	2 Virtua	2,686.97
06/08/2020	6000000229		Hi Tech Refrigeration Inc	909046	2 Virtua	3,986.57
06/08/2020	6000000230		Ryan Mechanical Inc	923241	2 Virtua	2,559.00
06/08/2020	6000000231		Trio Supply	903802	2 Virtua	4,915.11
Total:						\$16,325.09

20200608 Virtua Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	8	16,325.09
Total:	8	\$16,325.09

AP Check Register

103

AP Run: 20200625 Virtual — Post Date: 2020-06-25 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/25/2020	6000000232		Advanced Imaging Solutions	928551	2 Virtua	2,019.54
06/25/2020	6000000233		Cole Papers Inc	927279-1	2 Virtua	719.23
06/25/2020	6000000234		Cornerstone Copy Center	900502	2 Virtua	386.00
06/25/2020	6000000235		Grainger	904387-1	2 Virtua	730.49
06/25/2020	6000000236		MEI Total Elevator Solutions	908999-1	2 Virtua	582.00
06/25/2020	6000000237		Northern Air Corporation (NAC)	920320	2 Virtua	3,935.00
06/25/2020	6000000238		Trane US Inc	904045	2 Virtua	538.75
06/25/2020	6000000239		Trio Supply	903802	2 Virtua	7,112.22
Total:						\$16,023.23

20200625 Virtual Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	8	16,023.23
Total:	8	\$16,023.23

AP Check Register

104

Burnsville-Eagan-Savage SD 191, MN

<u>Fund</u>	<u>Total</u>
01 - GENERAL	16,180.56
02 - FOOD SERVICE	16,014.39
04 - COMMUNITY SERVICE	153.37
	\$32,348.32

AP Check Register

105

AP Run: 20200610 ACH — Post Date: 2020-06-10 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/10/2020	9000001767	ACH	Arreola, Bertha A	019983	1 AP5800	60.38
06/10/2020	9000001768	ACH	Becker, Brenda S	015549	1 AP5800	3.74
06/10/2020	9000001769	ACH	Bergstrom, Dylan J	020088	1 AP5800	43.94
06/10/2020	9000001770	ACH	Chesla, Patrick J	018320	1 AP5800	127.42
06/10/2020	9000001771	ACH	Gambucci, Ann Marie	007314	1 AP5800	74.44
06/10/2020	9000001772	ACH	Haddorff, Brooke S	019997	1 AP5800	31.25
06/10/2020	9000001773	ACH	Haddorff, Makayla L	019548	1 AP5800	31.25
06/10/2020	9000001774	ACH	Hansmann, Patricia I	008557	1 AP5800	21.00
06/10/2020	9000001775	ACH	Herman, Hannah R	020093	1 AP5800	31.25
06/10/2020	9000001776	ACH	Hoins, Dawn	017311	1 AP5800	49.34
06/10/2020	9000001777	ACH	Katzmarek, Abigail S	018414	1 AP5800	63.89
06/10/2020	9000001778	ACH	Kolstad, Michele M	007847	1 AP5800	19.72
06/10/2020	9000001779	ACH	Levinski, Sarah A	018857	1 AP5800	79.58
06/10/2020	9000001780	ACH	McMahon, Mara K	019992	1 AP5800	31.25
06/10/2020	9000001781	ACH	Mosser, Dawn M	015815	1 AP5800	5.18
06/10/2020	9000001782	ACH	Roeske, Melissa L	014609	1 AP5800	187.56
06/10/2020	9000001783	ACH	Schiller, Lori L	016378	1 AP5800	49.70
06/10/2020	9000001784	ACH	Schlager, Derek A	018075	1 AP5800	144.50
06/10/2020	9000001785	ACH	Smith, Jackie J	017542	1 AP5800	60.95
06/10/2020	9000001786	ACH	Smith, Tracy J	014671	1 AP5800	59.51

AP Check Register

106

AP Run: 20200610 ACH — Post Date: 2020-06-10 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/10/2020	9000001787	ACH	Thomas, Jessica	018031	1 AP5800	41.41
06/10/2020	9000001788	ACH	Thompson, Dana K	018310	1 AP5800	674.72
06/10/2020	9000001789	ACH	Vaurio, Sonya	011462	1 AP5800	305.22
Total:						\$2,197.20

20200610 ACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	23	2,197.20
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	23	\$2,197.20

AP Check Register

AP Run: 20200624 ACH — Post Date: 2020-06-24 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
06/24/2020	9000001790	ACH	Battle, Theresa F	019927	1 AP5800	500.00
06/24/2020	9000001791	ACH	De Leon, Angel M	020085	1 AP5800	20.70
06/24/2020	9000001792	ACH	Engdahl, Ann Mary	015745	1 AP5800	119.00
06/24/2020	9000001793	ACH	Gersich, Brian M	019849	1 AP5800	200.00
06/24/2020	9000001794	ACH	Handrahan, Joann Mary	017612	1 AP5800	20.00
06/24/2020	9000001795	ACH	Kronabetter, Julie R	016789	1 AP5800	14.15
06/24/2020	9000001796	ACH	Moberg, Carlene	015133	1 AP5800	5.85
06/24/2020	9000001797	ACH	Pfeiffer, Donna M	019377	1 AP5800	195.39
06/24/2020	9000001798	ACH	Pikal, Robin	019154	1 AP5800	200.00
06/24/2020	9000001799	ACH	Rider, Lisa K	016166	1 AP5800	200.00
06/24/2020	9000001800	ACH	Schatz, Darcy D	019732	1 AP5800	52.41
06/24/2020	9000001801	ACH	Sovine, Stacey	017487	1 AP5800	200.00
06/24/2020	9000001802	ACH	Weiler, Tiffany M	016573	1 AP5800	59.11
06/24/2020	9000001803	ACH	Wendling, Paula L	013905	1 AP5800	42.95
Total:						\$1,829.56

20200624 ACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	14	1,829.56
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	14	\$1,829.56

AP Check Register

108

Burnsville-Eagan-Savage SD 191, MN

<u>Fund</u>	<u>Total</u>
01 - GENERAL	3,680.03
02 - FOOD SERVICE	131.38
04 - COMMUNITY SERVICE	215.35
	\$4,026.76



**Agenda IV.A.5.
 August 4, 2020**

TO: Dr Theresa Battle, Superintendent and Board of Education
FROM: Lisa K. Rider, Executive Director of Business Services
DATE: Services August 27, 2020
RE: Budget Analysis for the Month Ending May 31, 2020

RECOMMENDATION: That the Board accepts the Budget Analysis for the month ending May 31, 2020

The May 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	\$ 163,402,130	90.62%	\$ 145,937,214	79.32%
General Fund	\$ 133,202,884	102.02%	\$ 103,906,213	78.59%

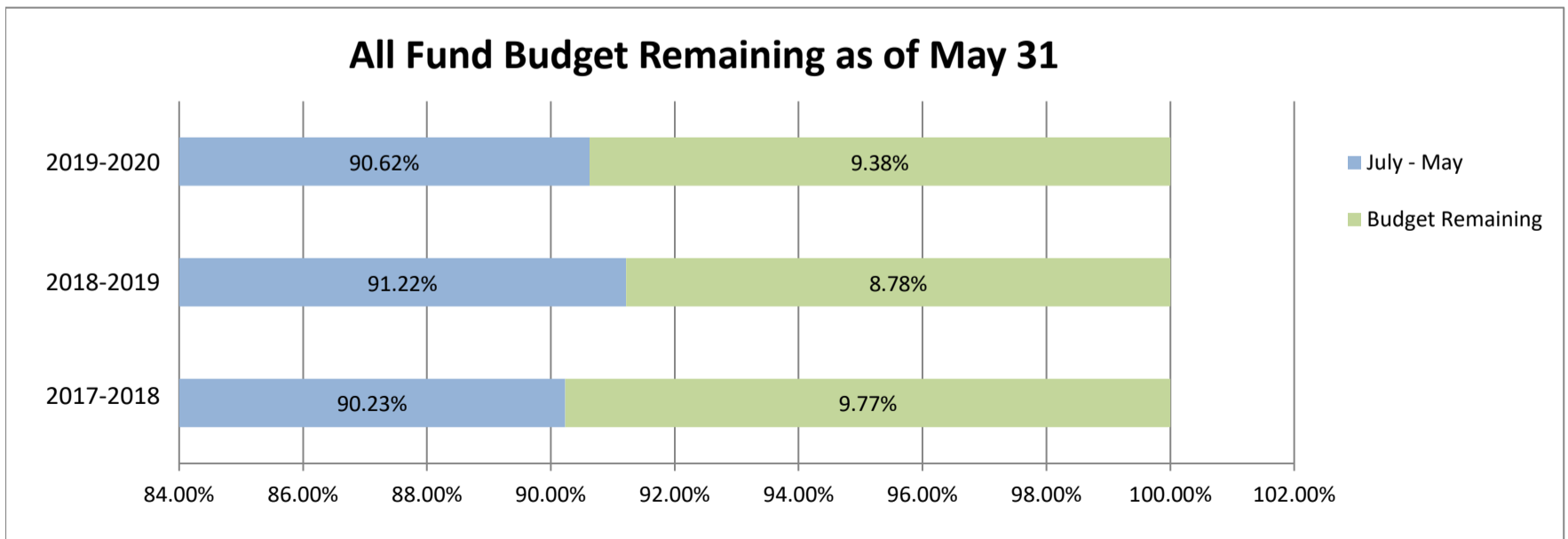
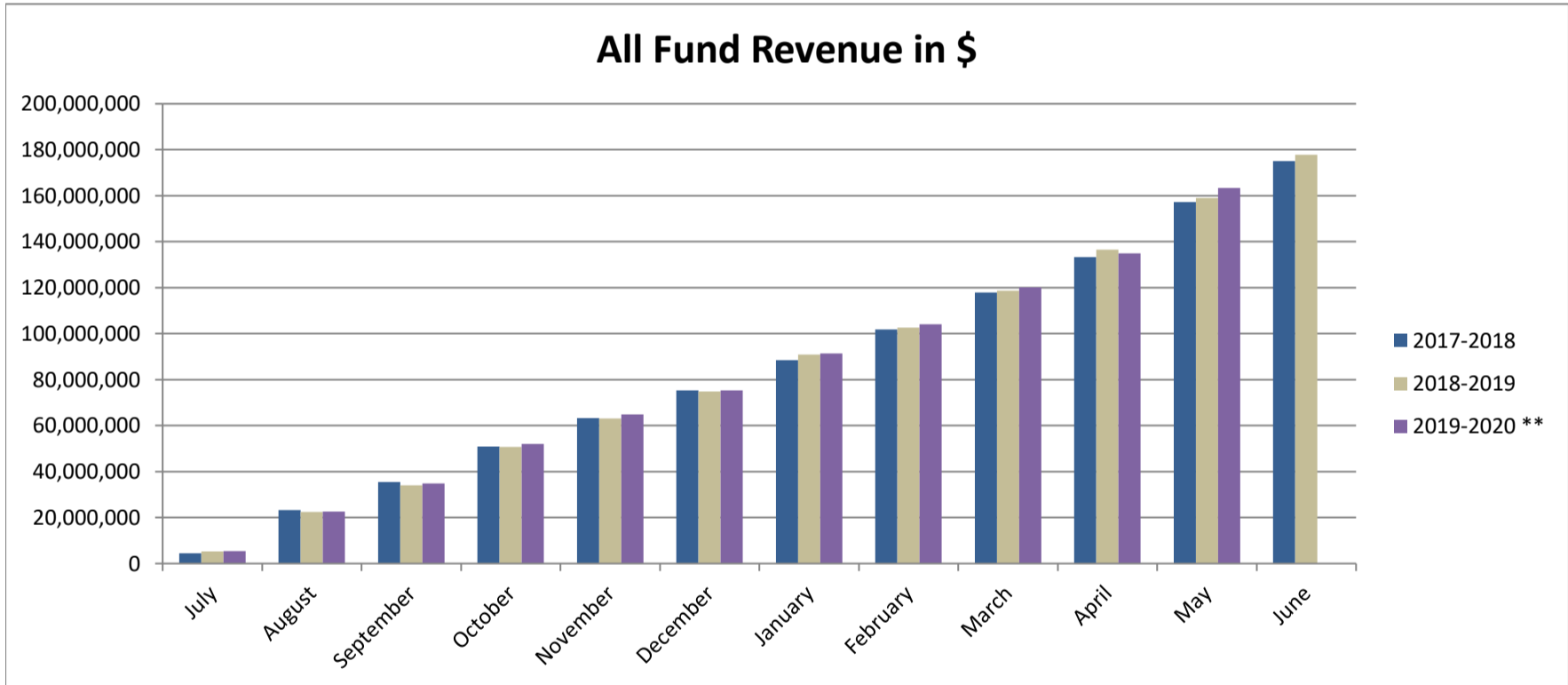
To assist the Board in monitoring monthly financial activity and to help identify budget-to-actual deviations, the following graphs have been developed for all funds and the general fund:

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**

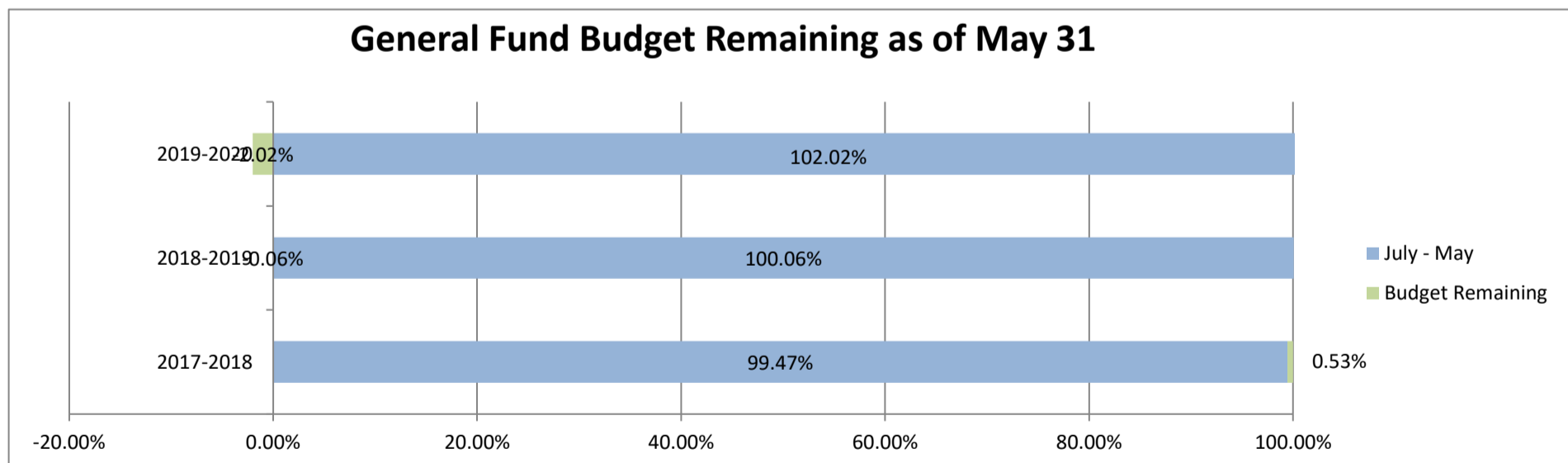
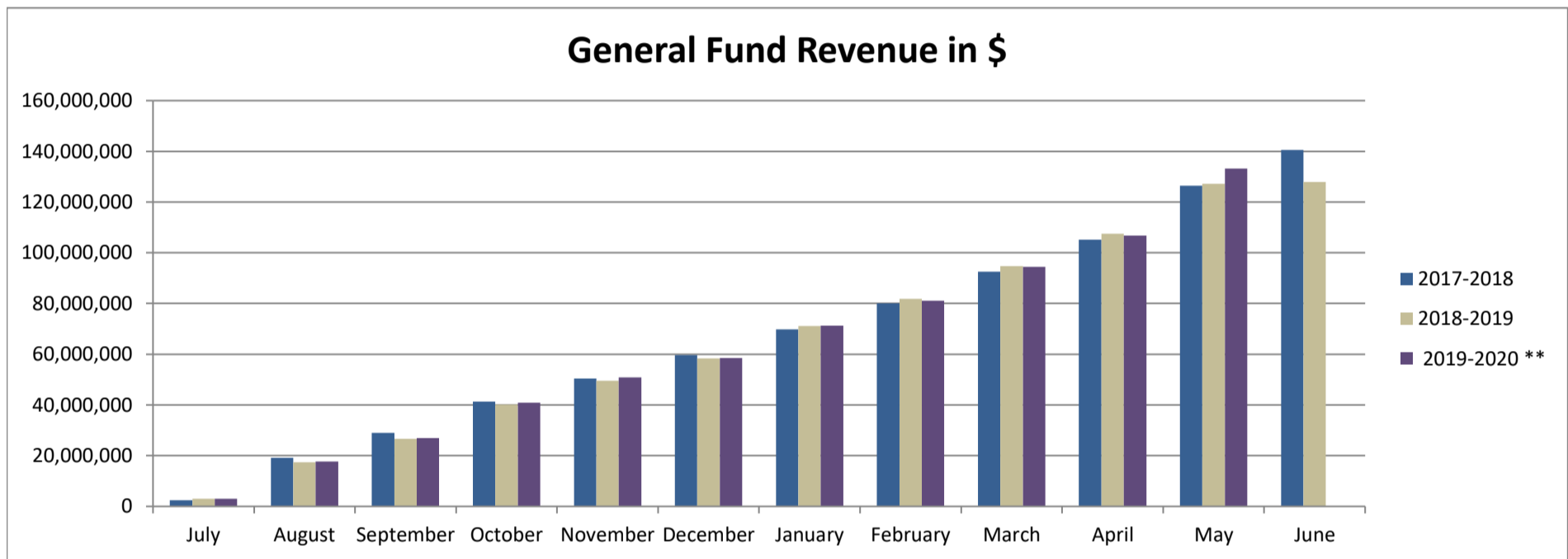
	2017-2018		2018-2019		2019-2020 **	
	\$	%	\$	%	\$	%
July	4,408,507	2.53%	5,335,129	3.06%	5,485,241	3.04%
August	23,331,132	13.38%	22,416,157	12.86%	22,594,027	12.53%
September	35,437,865	20.33%	34,008,972	19.51%	34,813,133	19.31%
October	50,946,461	29.22%	50,811,471	29.14%	52,091,920	28.89%
November	63,197,024	36.25%	63,156,262	36.22%	64,950,000	36.02%
December	75,336,594	43.21%	74,878,779	42.95%	75,350,271	41.79%
January	88,429,452	50.72%	90,963,532	52.17%	91,452,688	50.72%
February	101,775,734	58.38%	102,665,589	58.89%	104,037,421	57.70%
March	117,859,358	67.60%	118,617,121	68.04%	120,089,341	66.60%
April	133,279,961	76.45%	136,463,266	78.27%	134,860,140	74.79%
May	157,317,217	90.23%	159,031,720	91.22%	163,402,130	90.62%
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

**REVENUE COMPARISON
GENERAL FUND**

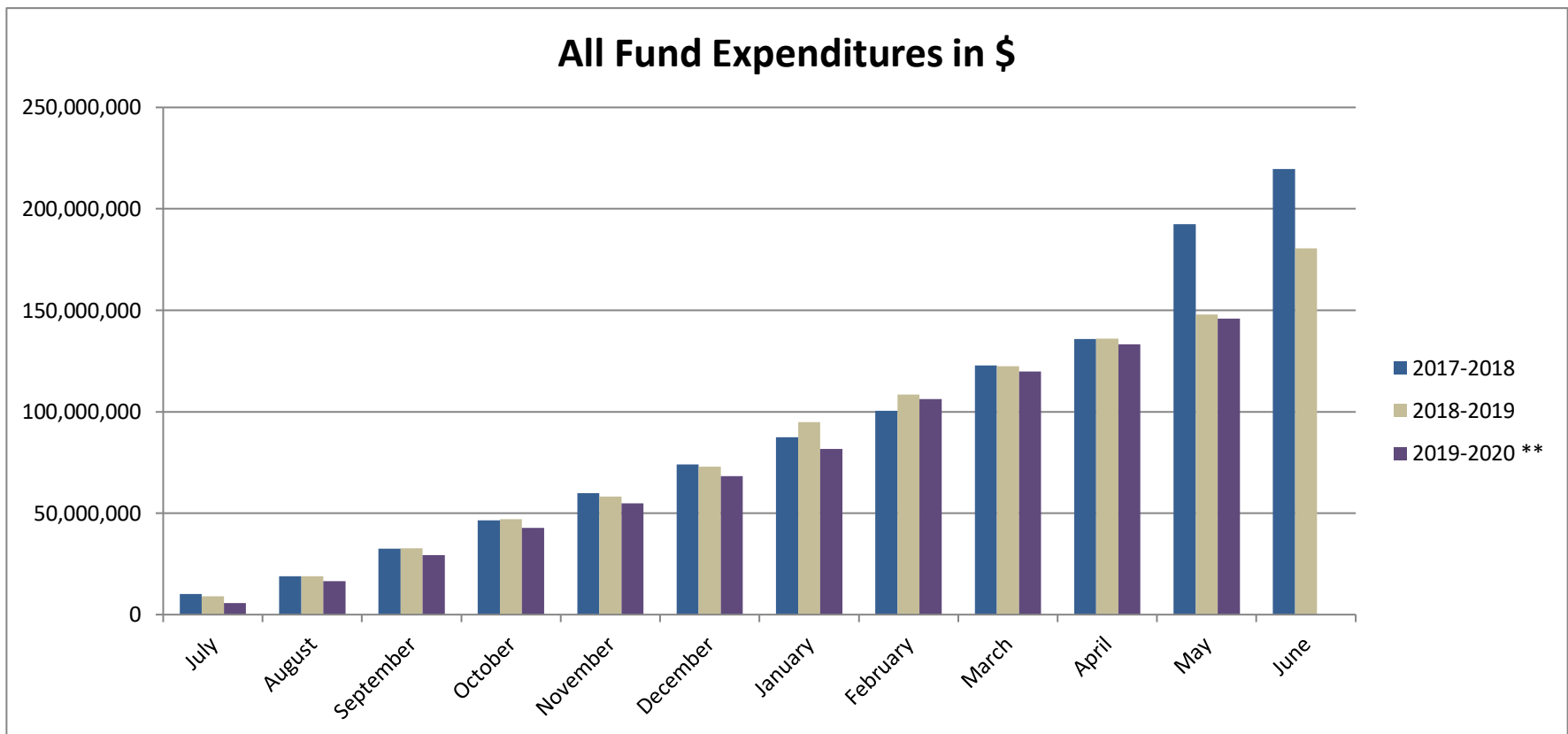
	2017-2018		2018-2019		2019-2020 **	
	\$	%	\$	%	\$	%
July	2,439,823	1.92%	3,049,011	2.40%	2,952,734	2.26%
August	19,160,640	15.07%	17,467,026	13.74%	17,728,648	13.58%
September	28,923,752	22.75%	26,603,063	20.93%	26,994,038	20.67%
October	41,294,231	32.48%	40,148,304	31.58%	40,875,100	31.30%
November	50,405,720	39.65%	49,468,991	38.91%	50,901,641	38.98%
December	59,702,729	46.96%	58,346,985	45.90%	58,488,110	44.79%
January	69,744,468	54.86%	71,139,741	55.96%	71,248,272	54.57%
February	80,085,405	63.00%	81,874,274	64.41%	81,110,930	62.12%
March	92,606,670	72.85%	94,812,594	74.58%	94,414,841	72.31%
April	105,226,923	82.78%	107,566,443	84.62%	106,747,578	81.75%
May	126,445,527	99.47%	127,198,187	100.06%	133,202,884	102.02%
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%



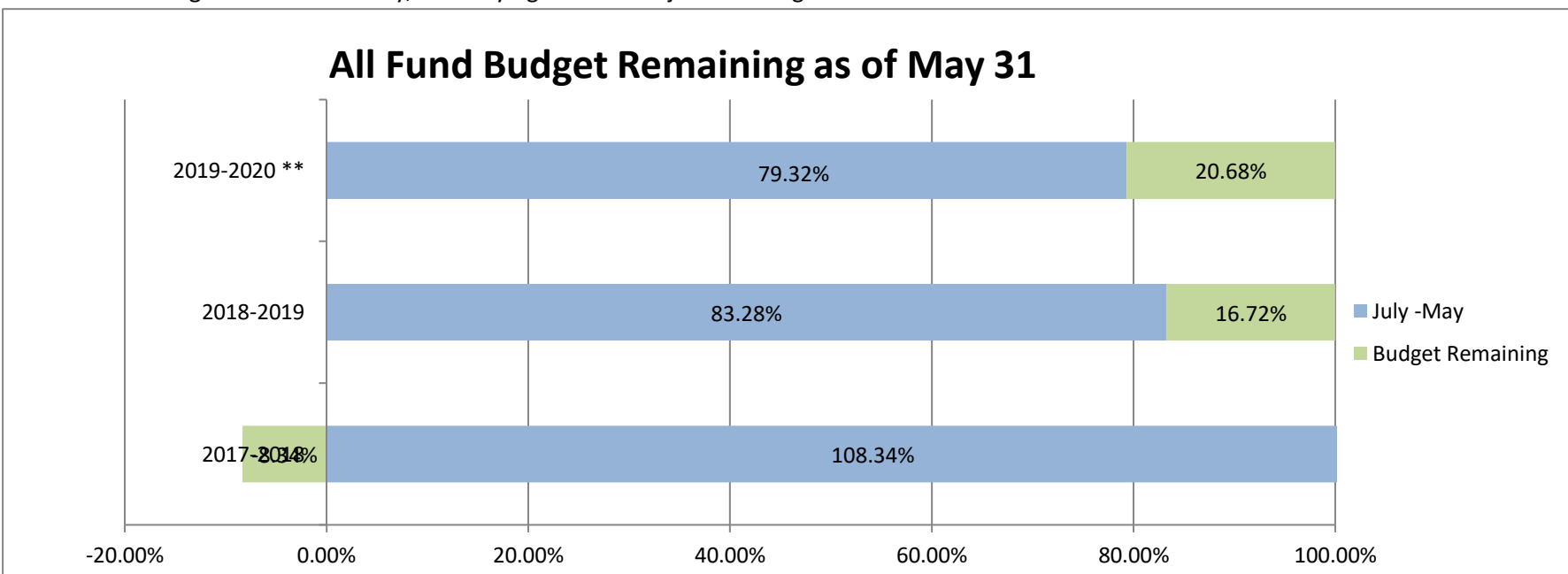
** The year to year comparison will vary due to the timing of the reversal of prior year accruals and based on timing of financial activity, monthly figures are subject to change

**EXPENDITURE COMPARISON
ALL FUNDS**

	2017-2018		2018-2019		2019-2020 **	
	\$	%	\$	%	\$	%
July	10,085,346	5.68%	8,969,704	5.05%	5,598,141	3.04%
August	18,992,738	10.70%	18,843,572	10.61%	16,478,588	8.96%
September	32,446,236	18.27%	32,740,412	18.44%	29,321,233	15.94%
October	46,483,002	26.18%	47,082,647	26.51%	42,652,937	23.18%
November	59,866,783	33.71%	58,133,122	32.74%	54,795,664	29.78%
December	74,007,378	41.68%	72,901,898	41.05%	68,318,027	37.13%
January	87,488,695	49.27%	94,821,290	53.40%	81,714,275	44.41%
February	100,396,791	56.54%	108,536,123	61.12%	106,150,352	57.69%
March	122,867,135	69.19%	122,350,806	68.90%	119,858,849	65.14%
April	135,923,819	76.54%	136,060,010	76.62%	133,286,119	72.44%
May	192,379,812	108.34%	147,894,022	83.28%	145,937,214	79.32%
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%

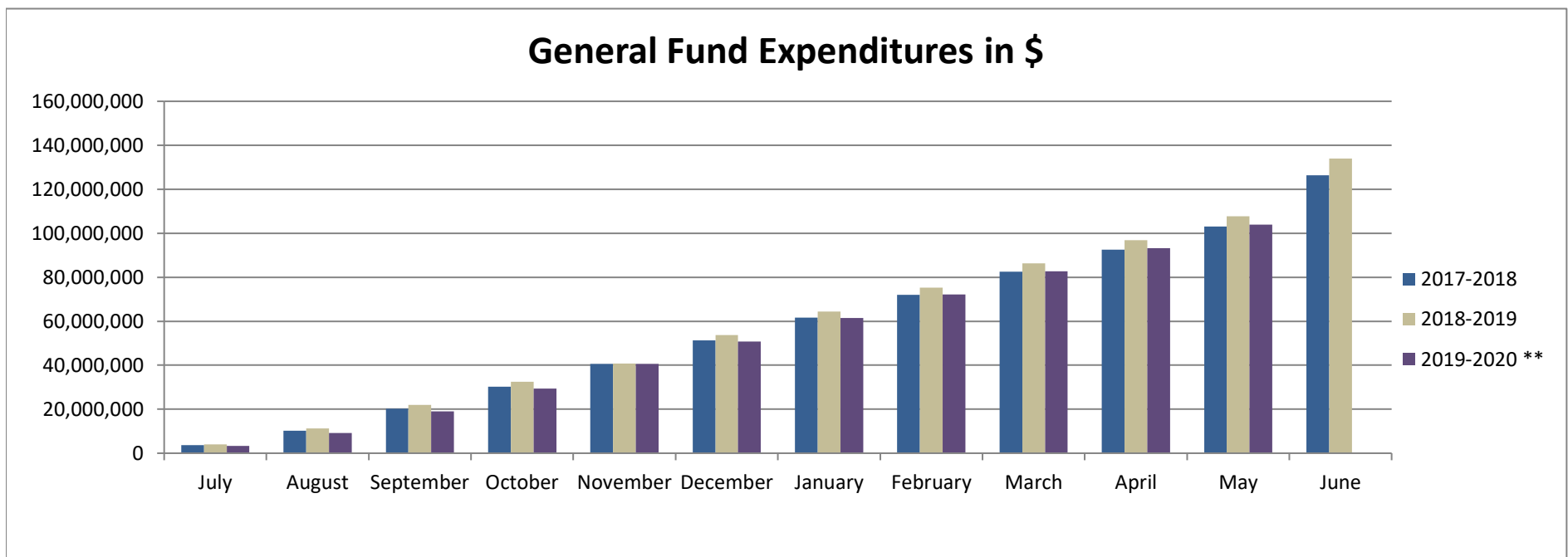


**based on timing of financial activity, monthly figures are subject to change

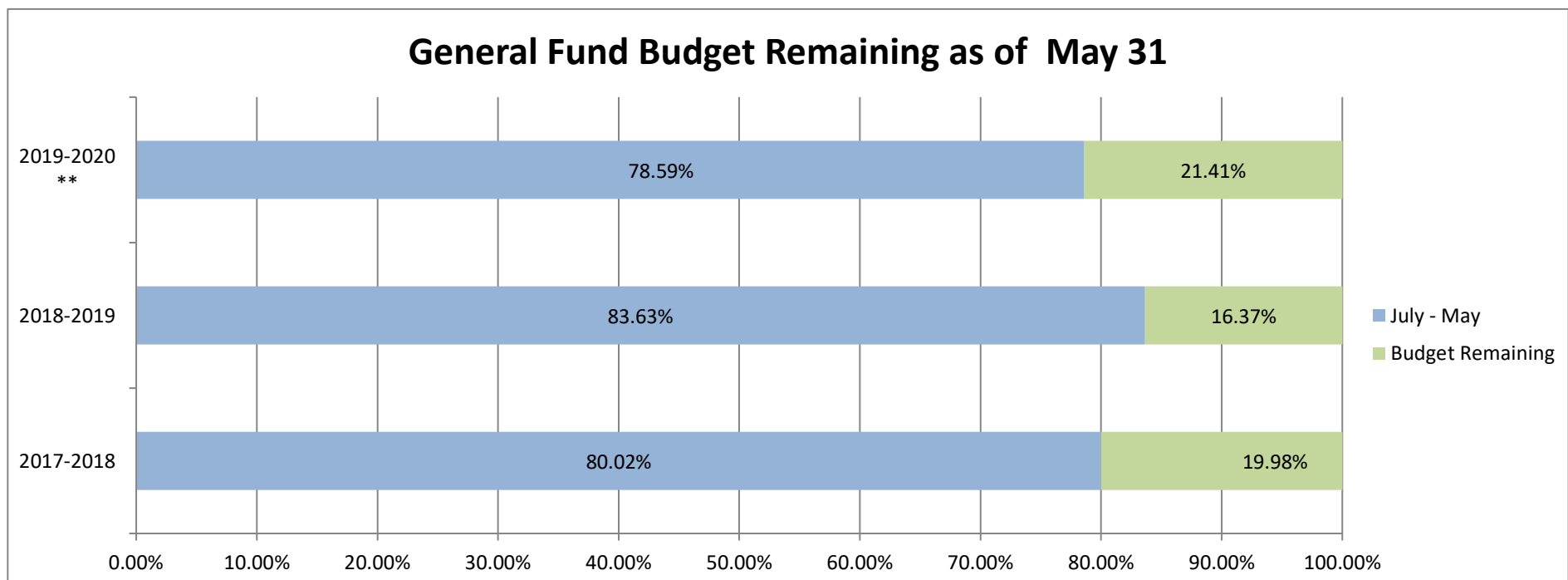


**EXPENDITURE COMPARISON
GENERAL FUND**

	2017-2018		2018-2019		2019-2020 **	
	\$	%	\$	%	\$	%
July	3,704,721	2.88%	4,062,789	3.16%	3,349,050	2.53%
August	10,272,961	7.98%	11,344,843	8.81%	9,245,989	6.99%
September	20,165,861	15.66%	22,000,174	17.09%	19,054,308	14.41%
October	30,322,535	23.55%	32,530,513	25.26%	29,424,689	22.26%
November	40,577,389	31.51%	40,831,427	31.71%	40,598,502	30.71%
December	51,240,711	39.80%	53,644,305	41.66%	50,843,744	38.46%
January	61,706,044	47.92%	64,422,832	50.03%	61,420,628	46.46%
February	72,026,300	55.94%	75,366,706	58.53%	72,133,879	54.56%
March	82,606,811	64.16%	86,317,866	67.04%	82,782,202	62.61%
April	92,530,566	71.86%	96,837,872	75.21%	93,318,275	70.58%
May	103,036,079	80.02%	107,680,428	83.63%	103,906,213	78.59%
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.5.
August 18, 2020**

TO: Dr Theresa Battle, Superintendent and Board of Education

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

DATE: August 27, 2020

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

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

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

	Year-to-Date Revenue	% of Revised Budget	Year-to-Date Expenditures	% of Revised Budget
All Funds	\$ 175,487,024	97.33%	\$ 172,410,094	93.71%
General Fund	\$ 127,889,261	97.95%	\$ 125,799,767	95.15%

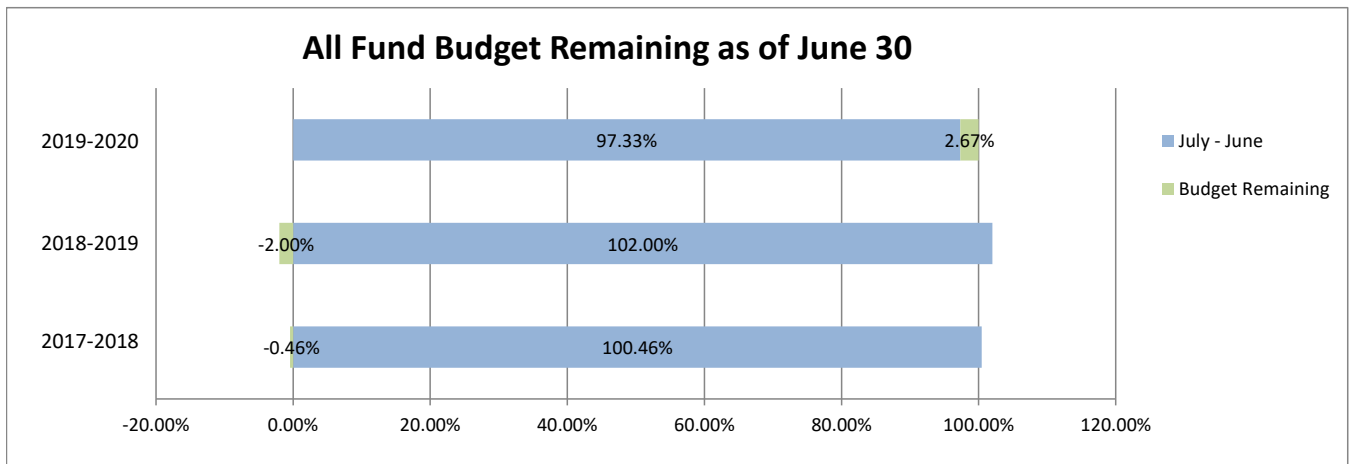
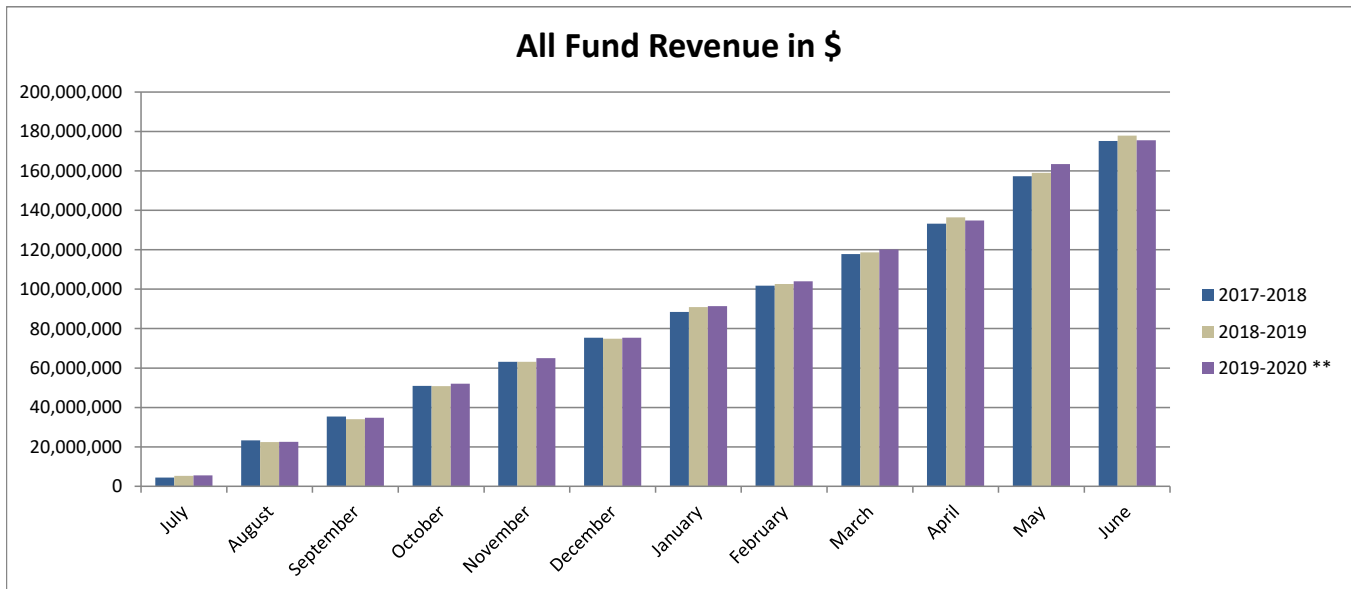
To assist the Board in monitoring monthly financial activity and to help identify budget-to-actual deviations, the following graphs have been developed for all funds and the general fund:

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**

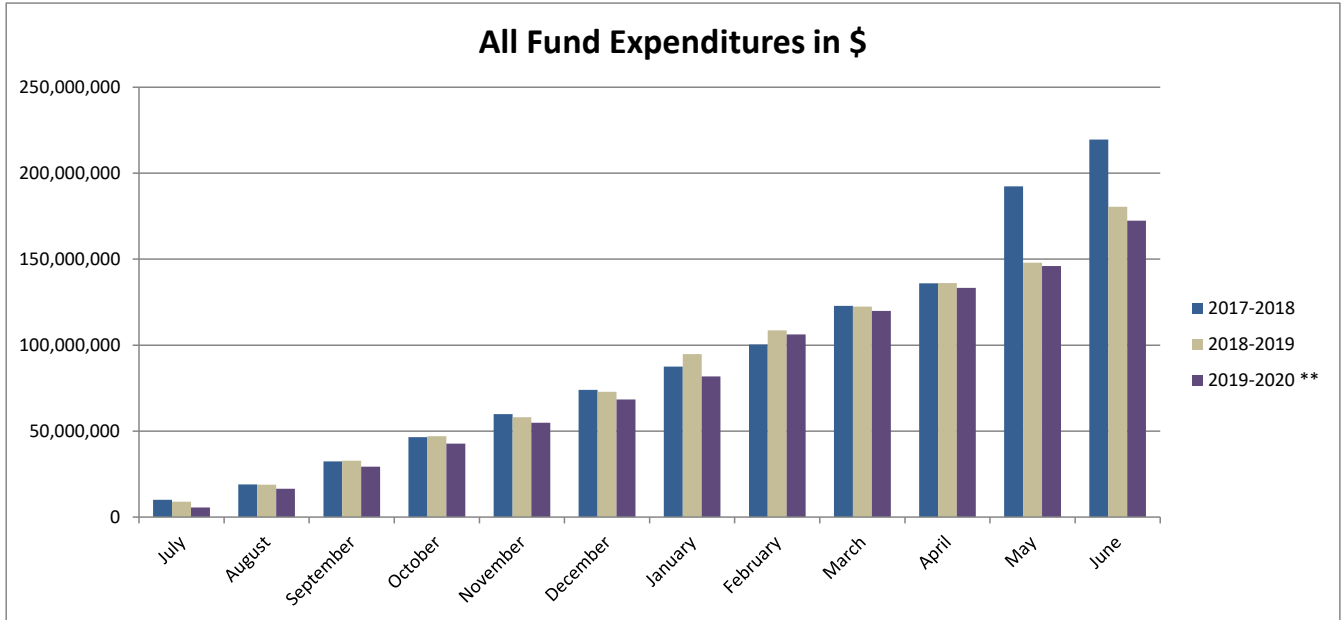
	2017-2018		2018-2019		2019-2020 **	
	\$	%	\$	%	\$	%
July	4,408,507	2.53%	5,335,129	3.06%	5,485,241	3.04%
August	23,331,132	13.38%	22,416,157	12.86%	22,594,027	12.53%
September	35,437,865	20.33%	34,008,972	19.51%	34,813,133	19.31%
October	50,946,461	29.22%	50,811,471	29.14%	52,091,920	28.89%
November	63,197,024	36.25%	63,156,262	36.22%	64,950,000	36.02%
December	75,336,594	43.21%	74,878,779	42.95%	75,350,271	41.79%
January	88,429,452	50.72%	90,963,532	52.17%	91,452,688	50.72%
February	101,775,734	58.38%	102,665,589	58.89%	104,037,421	57.70%
March	117,859,358	67.60%	118,617,121	68.04%	120,089,341	66.60%
April	133,279,961	76.45%	136,463,266	78.27%	134,860,140	74.79%
May	157,317,217	90.23%	159,031,720	91.22%	163,402,130	90.62%
June	175,149,857	100.46%	177,830,694	102.00%	175,487,024	97.33%
BUDGET	173,504,173	100.00%	174,346,301	100.00%	180,308,051	100.00%



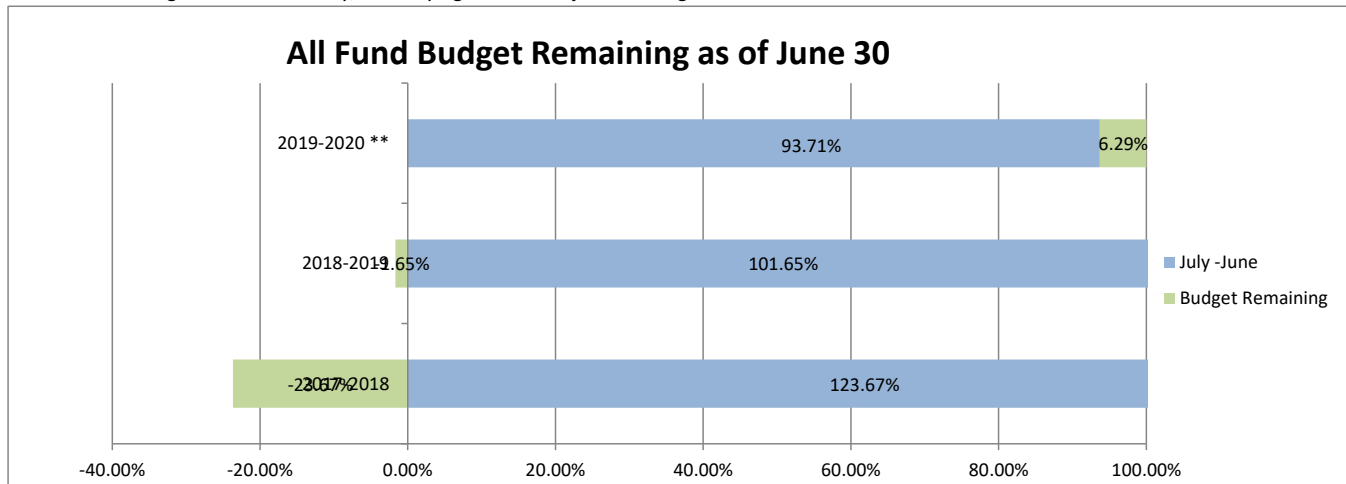
** The year to year comparison will vary due to the timing of the reversal of prior year accruals and based on timing of financial activity, monthly figures are subject to change

**EXPENDITURE COMPARISON
ALL FUNDS**

	2017-2018		2018-2019		2019-2020 **	
	\$	%	\$	%	\$	%
July	10,085,346	5.68%	8,969,704	5.05%	5,527,131	3.00%
August	18,992,738	10.70%	18,843,572	10.61%	16,468,457	8.95%
September	32,446,236	18.27%	32,740,412	18.44%	29,323,003	15.94%
October	46,483,002	26.18%	47,082,647	26.51%	42,659,629	23.19%
November	59,866,783	33.71%	58,133,122	32.74%	54,807,687	29.79%
December	74,007,378	41.68%	72,901,898	41.05%	68,333,711	37.14%
January	87,488,695	49.27%	94,821,290	53.40%	81,733,856	44.42%
February	100,396,791	56.54%	108,536,123	61.12%	106,174,331	57.71%
March	122,867,135	69.19%	122,350,806	68.90%	119,896,778	65.16%
April	135,923,819	76.54%	136,060,010	76.62%	133,324,048	72.46%
May	192,379,812	108.34%	147,894,022	83.28%	145,975,143	79.34%
June	219,609,660	123.67%	180,511,422	101.65%	172,410,094	93.71%
BUDGET	216,433,319	100.00%	177,577,573	100.00%	183,989,992	100.00%

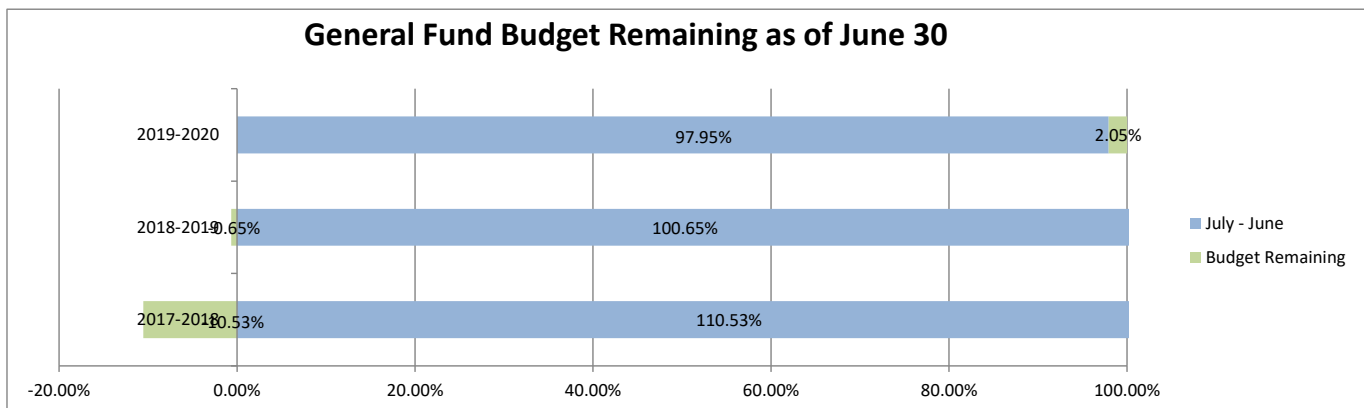
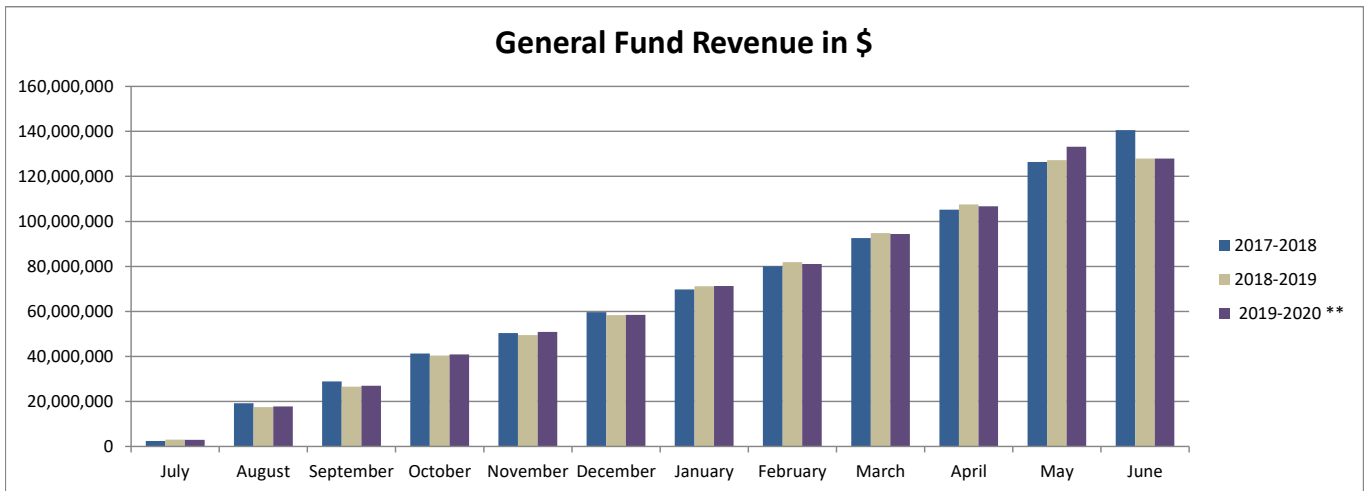


**based on timing of financial activity, monthly figures are subject to change



**REVENUE COMPARISON
GENERAL FUND**

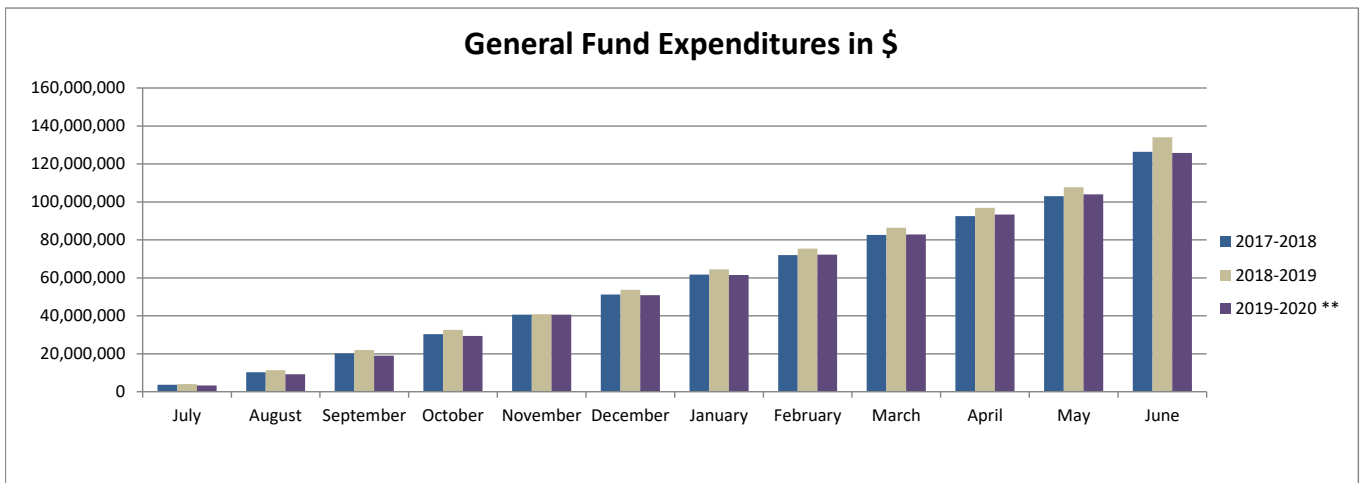
	2017-2018		2018-2019		2019-2020 **	
	\$	%	\$	%	\$	%
July	2,439,823	1.92%	3,049,011	2.40%	2,952,734	2.26%
August	19,160,640	15.07%	17,467,026	13.74%	17,728,648	13.58%
September	28,923,752	22.75%	26,603,063	20.93%	26,994,038	20.67%
October	41,294,231	32.48%	40,148,304	31.58%	40,875,100	31.30%
November	50,405,720	39.65%	49,468,991	38.91%	50,901,641	38.98%
December	59,702,729	46.96%	58,346,985	45.90%	58,488,110	44.79%
January	69,744,468	54.86%	71,139,741	55.96%	71,248,272	54.57%
February	80,085,405	63.00%	81,874,274	64.41%	81,110,930	62.12%
March	92,606,670	72.85%	94,812,594	74.58%	94,414,841	72.31%
April	105,226,923	82.78%	107,566,443	84.62%	106,747,578	81.75%
May	126,445,527	99.47%	127,198,187	100.06%	133,202,884	102.02%
June	140,504,959	110.53%	127,946,448	100.65%	127,889,261	97.95%
BUDGET	126,406,866	100.00%	127,122,457	100.00%	130,570,739	100.00%



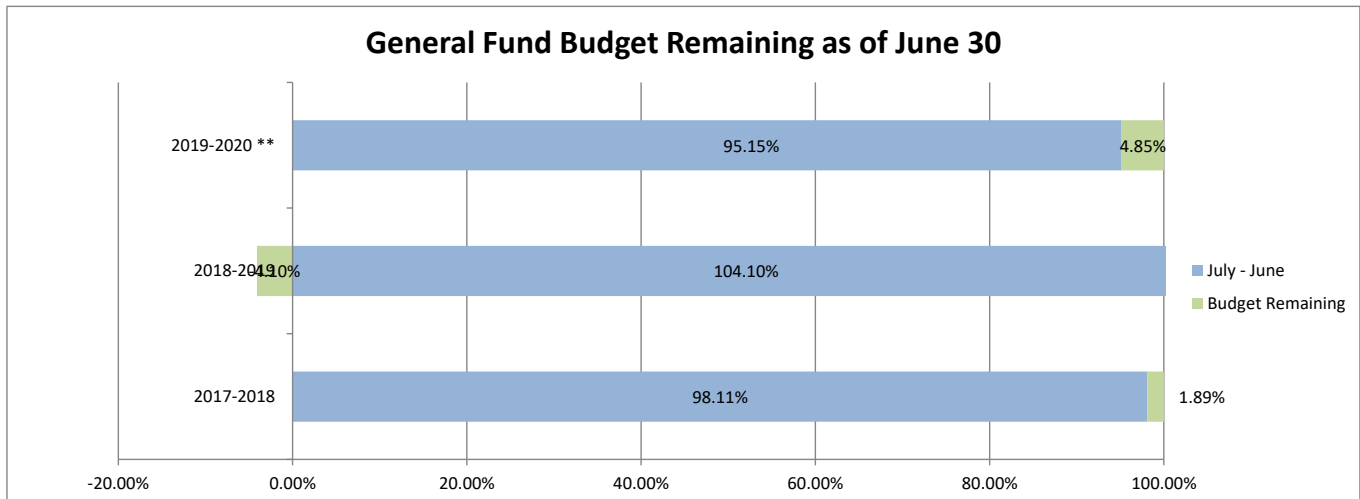
** The year to year comparison will vary due to the timing of the reversal of prior year accruals and based on timing of financial activity, monthly figures are subject to change

**EXPENDITURE COMPARISON
GENERAL FUND**

	2017-2018		2018-2019		2019-2020 **	
	\$	%	\$	%	\$	%
July	3,704,721	2.88%	4,062,789	3.16%	3,278,040	2.48%
August	10,272,961	7.98%	11,344,843	8.81%	9,235,858	6.99%
September	20,165,861	15.66%	22,000,174	17.09%	19,056,078	14.41%
October	30,322,535	23.55%	32,530,513	25.26%	29,431,382	22.26%
November	40,577,389	31.51%	40,831,427	31.71%	40,610,524	30.72%
December	51,240,711	39.80%	53,644,305	41.66%	50,859,427	38.47%
January	61,706,044	47.92%	64,422,832	50.03%	61,440,209	46.47%
February	72,026,300	55.94%	75,366,706	58.53%	72,157,858	54.58%
March	82,606,811	64.16%	86,317,866	67.04%	82,820,131	62.64%
April	92,530,566	71.86%	96,837,872	75.21%	93,356,204	70.61%
May	103,036,079	80.02%	107,680,428	83.63%	103,944,142	78.62%
June	126,324,445	98.11%	134,041,181	104.10%	125,799,767	95.15%
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.
August 27, 2020**

To: Board of Education
From: Superintendent Dr. Theresa Battle
Date: August 21, 2020
Re: Approve Non-substantive Changes to Policy 105: *Equity, Access, and Excellence in Education*

Recommendation: that the Board of Education approves non-substantive changes to Policy 105: *Equity, Access, and Excellence in Education*.

The Policy Review Committee reviewed Policy 105 on August 11, 2020. The committee is proposing to cross reference Policy 102 and to add all of the cross references from Policy 102 to Policy 105.

Adopted: 8/22/2019
 Reviewed: ~~8/8/2019~~8/27/2020
 Revised:

Burnsville-Eagan-Savage School District Policy 105

105 EQUITY, ACCESS AND EXCELLENCE IN EDUCATION

I. PURPOSE

The purpose of this policy is to ensure that educational equity, access and excellence is provided for each learner. Each of the school district's students deserves respectful learning environments in which the student's identity and background is valued and contributes to successful academic outcomes for all students.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to raise achievement levels by creating a school district system which ensures equity, access and excellence for each student.

III. DEFINITIONS

- A. "Equal" in education means of the same measure, quantity, amount or access.
- B. "Equity" in education means each student has access to what they need to be successful.

IV. ADMINISTRATIVE RESPONSIBILITIES

- A. School district administration will develop, support, model, and sustain a system that provides equal opportunity to all students and equitable access to supports each student needs to overcome barriers to success.
- B. School district administration will create multiple pathways to success in order to meet the needs of each learner and will actively encourage, support and expect high academic achievement for all.
- C. School district administration will monitor policies, programs and practices to ensure educational equity and access and work to eliminate racial, ethnic, socioeconomic and different-ability disparities in all district and school-level programs.
- D. School district administration will develop processes that uphold the district's commitment to equal opportunities and equitable access to supports.

V. CULTURAL ADORNMENTS

Students are allowed to wear cultural adornments at graduation ceremonies that represent their culture, race, ethnicity, gender and/or sexual orientation. Adornments must be displayed respectfully, truly represent the identity of the wearer, and be consistent

with other district policies and student handbook.

Cross References: [Burnsville-Eagan-Savage School District Policy 102 \(Equal Educational Opportunity\)](#)
Burnsville-Eagan-Savage School District Policy 104 (School District Mission Statement)
[Burnsville-Eagan-Savage School District Policy 402 \(Disability Nondiscrimination\)](#)
[Burnsville-Eagan-Savage School District Policy 413 \(Harassment and Violence\)](#)
[Burnsville-Eagan-Savage School District Policy 422 \(Policies Incorporated by Reference\)](#)
Burnsville-Eagan-Savage School District Policy 504 (Student Dress and Appearance)
[Burnsville-Eagan-Savage School District Policy 521 \(Student Disability Nondiscrimination\)](#)
[Burnsville-Eagan-Savage School District Policy 522 \(Student Sex Nondiscrimination\)](#)
Burnsville-Eagan-Savage School District Policy 601 (School District Curriculum and Instruction Goals)



**Agenda IV.A.7.
August 27, 2020**

To: Board of Education
Superintendent Dr. Theresa Battle

From: Lisa Rider, Executive Director of Business Services

Date: August 21, 2020

Re: Policy 721: *Uniform Grant Guidance Policy Regarding Federal Revenue Sources*

Recommendation: that the Board of Education approves no changes to Policy 721: *Uniform Grant Guidance Policy Regarding Federal Revenue Sources*.

The Policy Review Committee reviewed Policy 721 on August 11, 2020, and recommends no changes to the policy.

Adopted: 10/13/2016
 Reviewed: ~~5/9/2019~~ 5/27/2020
 Revised: 5/23/2019
 Rescinds:

Burnsville-Eagan-Savage School District Policy 721

721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES

[Note: School districts are required by the federal Uniform Grant Guidance regulations, 2 C.F.R. Part 200, to have the policies which establish uniform administrative requirements, cost principles, and audit requirements for federal awards to non-federal entities including school districts. The United States Office of Management and Budget published the final regulations December 26, 2013. The Uniform Grant Guidance is effective for new and continuation federal grant awards issued on or after December 26, 2014. The regulations do not affect grant funds awarded prior to December 26, 2014, unless funds made available under those grants are carried forward into a new federal fiscal year or a continuation grant. 2 C.F.R. § 200.110.]

I. PURPOSE

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

II. DEFINITIONS

A. Grants

1. “State-administered grants” are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
2. “Direct grants” are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.

[Note: All of the requirements outlined in this policy apply to both direct grants and state-administered grants.]

- B. “Non-federal entity” means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.

- C. “Federal award” has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:
1. a. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability); or
 - b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability).
 2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 C.F.R. § 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
 3. “Federal award” does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.
- D. “Contract” means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 C.F.R. Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.
- E. Procurement Methods
1. “Procurement by micro-purchase” is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold defined within Fiscal Compliance and Procedures Manual (FCPM).
 2. “Procurement by small purchase procedures” are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the threshold defined within FCPM.
 3. “Procurement by sealed bids (formal advertising)” is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
 4. “Procurement by competitive proposals” is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-

reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.

5. “Procurement by noncompetitive proposals” is procurement through solicitation of a proposal from only one source.
- F. “Equipment” means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.
- G. “Compensation for personal services” includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 C.F.R. § 200.431 (Compensation - Fringe Benefits).
- H. “Post-retirement health plans” refer to costs of health insurance or health services not included in a pension plan covered by 2 C.F.R. § 200.431(g) for retirees and their spouses, dependents, and survivors.
- I. “Severance pay” is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- J. “Direct costs” are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- K. “Relocation costs” are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- L. “Travel costs” are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

III. CONFLICT OF INTEREST

- A. Employee Conflict of Interest. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the school district may neither solicit nor

accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.

- B. Organizational Conflicts of Interest. The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.
- C. Disclosing Conflicts of Interest. The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policy.

IV. ACCEPTABLE METHODS OF PROCUREMENT

- A. General Procurement Standards. The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.
- B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.
- F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims.

These standards do not relieve the school district of any contractual responsibilities under its contracts.

- G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- H. Methods of Procurement. The school district must use one of the following methods of procurement:
1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.
 2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
 3. Procurement by sealed bids (formal advertising).
 4. Procurement by competitive proposals. If this method is used, the following requirements apply:
 - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - b. Proposals must be solicited from an adequate number of qualified sources;
 - c. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
 - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
 - e. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to

purchase other types of services, though A/E firms are a potential source to perform the proposed effort.

5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:
 - a. The item is available only from a single source;
 - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
 - d. After solicitation of a number of sources, competition is determined inadequate.

- I. Competition. The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
 1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
 2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

- J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.

- K. Non-federal entities are prohibited from contracting with or making subawards under “covered transactions” to parties that are suspended or debarred or whose principals are suspended or debarred. “Covered transactions” include procurement contracts for goods and services awarded under a grant or cooperative agreement

that are expected to equal or exceed the threshold defined within (FCPM).

- L. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 C.F.R. § 180.215.

V. MANAGING EQUIPMENT AND SAFEGUARDING ASSETS

- A. Property Standards. The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award.

The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 C.F.R. §§ 200.311, 200.314, and 200.315.

- B. Equipment

Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:

1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
4. Adequate maintenance procedures must be developed to keep property in good condition.
5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

VI. FINANCIAL MANAGEMENT REQUIREMENTS

- A. Financial Management. The school district’s financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.
- B. Payment. The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control.

Advance payments to a school district must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the school district in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.

- C. Internal Controls. The school district must establish and maintain effective internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government,” issued by the Comptroller General of the United States, or the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The school district must comply with federal statutes, regulations, and the terms and conditions of the federal award.

The school district must also evaluate and monitor the school district’s compliance with statutes, regulations, and the terms and conditions of the federal award.

The school district must also take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

The school district must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

- A. Allowable Use of Funds. The school district administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.
- B. Definitions
1. “Allowable cost” means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
 2. “Education Department General Administrative Regulations (EDGAR)” means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.
 3. “Omni Circular” or “2 C.F.R. Part 200s” or “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
 4. “Advance payment” means a payment that a federal awarding agency or passthrough entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.
- C. Allowable Costs. The following items are costs that may be allowable under the 2 C.F.R. Part 200s under specific conditions:
1. Advisory councils;
 2. Audit costs and related services;
 3. Bonding costs;
 4. Communication costs;
 5. Compensation for personal services;
 6. Depreciation and use allowances;

7. Employee morale, health, and welfare costs;
8. Equipment and other capital expenditures;
9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
10. Insurance and indemnification;
11. Maintenance, operations, and repairs;
12. Materials and supplies costs;
13. Meetings and conferences;
14. Memberships, subscriptions, and professional activity costs;
15. Security costs;
16. Professional service costs;
17. Proposal costs;
18. Publication and printing costs;
19. Rearrangement and alteration costs;
20. Rental costs of building and equipment;
21. Training costs; and
22. Travel costs.

D. Costs Forbidden by Federal Law. 2 CFR Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 CFR Part 200s; thus, the following list is not exhaustive:

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;
4. Contingency provisions (with limited exceptions);

5. Fundraising and investment management costs (with limited exceptions);
6. Donations;
7. Contributions;
8. Entertainment (amusement, diversion, and social activities and any associated costs);
9. Fines and penalties;
10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
11. Goods or services for personal use;
12. Interest, except interest specifically stated in 2 C.F.R. § 200.441 as allowable;
13. Religious use;
14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in

order to be allowable.

F. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:
 - a. Necessary for the proper and efficient performance or administration of the program.
 - b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
 - c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
 - d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
 - e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

G. Program Specific Fiscal Rules. The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds.

1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the

“supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).

3. Auditors generally presume supplanting has occurred in three situations:
 - a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.
 - b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.
 - c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.
4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

H. Approved Plans, Budgets, and Special Conditions

1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district’s grants.

I. Training

1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.
2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

- J. Employee Sanctions. Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING

A. Compensation – Personal Services

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

1. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal and non-federal activities; and
2. Follows an appointment made in accordance with a school district's written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, a school district must follow its written non-federal, entitywide policies and practices concerning the permissible extent of professional services that can be provided outside the school district for non-organizational compensation.

B. Compensation – Fringe Benefits

1. During leave.

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- a. They are provided under established written leave policies;
 - b. The costs are equitably allocated to all related activities, including federal awards; and
 - c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.
2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 C.F.R. § 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting

practices.

3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.
 4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the school district.
 5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.
 6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.
- C. Insurance and Indemnification. Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.
- D. Recruiting Costs. Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:
1. Critical and necessary for the conduct of the project;
 2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
 3. Consistent with the school district's cost accounting practices and school district policy; and
 4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.
- E. Relocation Costs of Employees. Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.
- F. Travel Costs. Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district's non-federally funded activities and in

accordance with the school district's reimbursement policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations according to the school district's written reimbursement and/or travel policies.

In addition, when costs are charged directly to the federal award, documentation must justify the following:

1. Participation of the individual is necessary to the federal award; and
2. The costs are reasonable and consistent with the school district's established travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:

1. A direct result of the individual's travel for the federal award;
2. Consistent with the school district's documented travel policy for all school district travel; and
3. Only temporary during the travel period.

[Note: Noncompliance. If a school district fails to comply with federal statutes, regulations, or the terms and conditions of a federal award, the DOE or MDE may impose additional conditions, as described in 2 C.F.R. § 200.207 (Specific Conditions). If the DOE or MDE determines that noncompliance cannot be remedied by imposing additional conditions, the DOE or MDE may take one or more of the following actions, as appropriate under the circumstances: 1) Temporarily withhold cash payments pending correction of the deficiency by the school district or more severe enforcement action by the DOE or MDE; 2) Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance; 3) Wholly or partly suspend or terminate the federal award; 4) Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and DOE regulations (or, in the case of MDE, recommend such a proceeding be initiated by the DOE); 5) Withhold further federal awards for the project or program; and/or 6) Take other remedies that may be legally available.]

Legal References: 2 C.F.R. § 200.12 (Capital Assets)
 2 C.F.R. § 200.112 (Conflict of Interest)
 2 C.F.R. § 200.113 (Mandatory Disclosures)
 2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Risk Posed by Applicants)
 2 C.F.R. § 200.212 (Suspension and Debarment)

2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)
 2 C.F.R. § 200.302 (Financial Management)
 2 C.F.R. § 200.303 (Internal Controls)
 2 C.F.R. § 200.305(b)(1) (Payment)
 2 C.F.R. § 200.310 (Insurance Coverage)
 2 C.F.R. § 200.311 (Real Property)
 2 C.F.R. § 200.313(d) (Equipment)
 2 C.F.R. § 200.314 (Supplies)
 2 C.F.R. § 200.315 (Intangible Property)
 2 C.F.R. § 200.318 (General Procurement Standards)
 2 C.F.R. § 200.319(c) (Competition)
 2 C.F.R. § 200.320 (Methods of Procurement to be Followed)
 2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses,
 Women’s Business Enterprises, and Labor Surplus Area Firms)
 2 C.F.R. § 200.328 (Monitoring and Reporting Program Performance)
 2 C.F.R. § 200.338 (Remedies for Noncompliance)
 2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)
 2 C.F.R. § 200.430 (Compensation – Personal Services)
 2 C.F.R. § 200.431 (Compensation – Fringe Benefits)
 2 C.F.R. § 200.447 (Insurance and Indemnification)
 2 C.F.R. § 200.463 (Recruiting Costs)
 2 C.F.R. § 200.464 (Relocation Costs of Employees)
 2 C.F.R. § 200.473 (Transportation Costs)
 2 C.F.R. § 200.474 (Travel Costs)

Cross References: Burnsville-Eagan-Savage School District Policy 208 (Development,
 Adoption, and Implementation of Policies)
 Burnsville-Eagan-Savage School District Policy 210 (Conflict of Interest –
 School Board Members)
 Burnsville-Eagan-Savage School District Policy 412 (Expense
 Reimbursement)
 Burnsville-Eagan-Savage School District Policy 701 (Establishment and
 Adoption of School District Budget)
 Burnsville-Eagan-Savage School District Policy 701.1 (Modification of
 School District Budget)
 Burnsville-Eagan-Savage School District Policy 702 (Accounting)
 Burnsville-Eagan-Savage School District Policy 703 (Annual Audit)
 Burnsville-Eagan-Savage School District Policy 715 (Purchasing and Bid
 Requiements)
 Fiscal Compliance and Procedures Manual (FCPM)



**Agenda IV.B.1.
August 27, 2020**

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

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

Date: August 20, 2020

Re: Adopt a resolution providing for the sale of General Obligation Alternative Facilities Refunding Bonds, Series 2020A

RECOMMENDATION: that the Board of Education adopt the resolution providing for the sale of General Obligation Alternative Facilities Refunding Bonds, Series 2020A; and covenanting and obligating the district to be bound by and to use the provisions of Minnesota Statutes, section 126C.55 to guarantee the payment of the principal and interest on these bonds.

During the August 13, 2020 Board workshop, Jeff Seeley of Ehlers presented the Pre-Sale report for refunding our existing 2011A, series bonds. The Pre-Sale report is attached for review. It is unchanged from the workshop. The existing bond maturities under the Series 2011A have interest rates of 3.00% to 4.75% (see page 7). Based on current market conditions, we estimate that the new refunding bond maturities will have interest rates of 2.00 to 4.00% (see page 8). Lower interest rates, along with an anticipated premium paid by the underwriter, would reduce future debt service payments by an estimated \$2,165,000 over fiscal years 2022 through 2030, resulting in the reductions in debt service levies for taxes payable in 2021 through 2029.

All future savings of these refunding bonds does remain within the Fund 07, debt services fund, and ultimately benefits our taxpayers through reducing debt payments.

Attached is the resolution, school district credit enhancement application for program participation, and a Pre-Sale report. I recommend the board adopt the resolution providing for the sale of General Obligation Alternative Facilities Bonds Refunding Bonds, Series 2020A.

August 27, 2020
Pre-Sale Report for

Independent School District No. 191 (Burnsville-Eagan- Savage), Minnesota

\$11,665,000 General Obligation Alternative
Facilities Refunding Bonds, Series 2020A



Prepared by:

Ehlers
3060 Centre Pointe Drive
Roseville, MN 55113

Advisors:

Jeff Seeley, Senior Municipal Advisor
Matthew Hammer, Municipal Advisor

BUILDING COMMUNITIES. IT'S WHAT WE DO.

EXECUTIVE SUMMARY OF PROPOSED DEBT

Proposed Issue:

\$11,665,000 General Obligation Alternative Facilities Refunding Bonds, Series 2020A

Purposes:

This issue will finance the current refunding of the 2022 through 2030 maturities of the District's \$16,575,000 General Obligation Alternative Facilities Bonds, Series 2011A.

The existing bond maturities have an interest rates of 3.00% to 4.75% (see page 7). Based on current market conditions, we estimate that the new refunding bond maturities will have interest rates of 2.00 to 4.00% (see page 8). In addition, we expect that the underwriter of the bonds will pay a premium (a price in excess of the par amount of the bonds) as shown on page 6. Any premium will be used to reduce the par amount of the new issue. Lower interest rates, along with any premium paid by the underwriter, would reduce future debt service payments by an estimated \$2,165,000 over fiscal years 2022 through 2030, resulting in the reductions in debt service levies for taxes payable in 2021 through 2029. The Net Present Value Benefit of the refunding is estimated to be approximately \$2,061,000, equal to 13.62% of the refunded debt service. Actual results will be determined based on market conditions on the day of sale.

This refunding is considered a Current Refunding as the new Bonds will be issued within 90 days of the call date of the 2011A bonds. Debt service on the Bonds will be paid from the District's annual debt service property tax levy.

Authority:

The Bonds are being issued pursuant to Minnesota Statutes, Section 475.67 and 123B.59. The Bonds will be general obligations of the District for which its full faith, credit and taxing powers are pledged.

Term/Call Feature:

The Bonds are being issued for a term of 9 years, 3 months. Principal on the Bonds will be due on February 1 in the years 2022 through 2030. Interest is payable every six months beginning August 1, 2021.

The Bonds will be subject to prepayment at the discretion of the District on February 1, 2027 or any date thereafter.

Bank Qualification:

Because the District is issuing more than \$10,000,000 in tax-exempt obligations during the calendar year, the District will be not able to designate the Bonds as "bank qualified" obligations.

State Credit Enhancement:

143

By resolution the District will covenant and obligate itself to be bound by the provisions of Minnesota Statutes, Section 126C.55, which provides for payment by the State of Minnesota in the event of a potential default of a school district obligation.

To qualify for the credit enhancement, the District must submit an application to the State. Ehlers will coordinate the application process to the State on your behalf.

Rating:

Under current bond ratings, the state credit enhancement would bring a Moody's "Aa2" rating.

The District's most recent bond issues were rated by Moody's Investors Service. The current ratings on those bonds are "Aa3" (underlying rating) and "Aa2" (credit-enhanced rating). The District will request a new rating for the Bonds.

If the winning bidder on the Bonds elects to purchase bond insurance, the rating for the issue may be higher than the District's bond rating in the event that the bond rating of the insurer is higher than that of the District.

Basis for Recommendation:

Based on our knowledge of your situation and characteristics of various municipal financing options, you have chosen the issuance of General Obligation Alternative Facilities Refunding Bonds as a suitable option to meet the District's objective of reducing future debt service payments. General Obligation Bonds will result in lower interest rates than some other financing options.

Method of Sale/Placement:

We will solicit competitive bids for the purchase of the Bonds from underwriters and banks.

We will include an allowance for discount bidding in the terms of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction.

If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to reduce your borrowing amount.

Premium Pricing:

In some cases, investors in municipal bonds prefer "premium" pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid in excess of face value is considered "reoffering premium." The underwriter of the bonds will retain a portion of this reoffering premium as their compensation (or "discount") but will pay the remainder of the premium to the District. Any net premium received may be used to reduce the principal amount of the Bonds.

Review of Existing Debt:

144

We have reviewed all outstanding indebtedness for the District and find that, other than the obligations proposed to be refunded by the Bonds, there are no other refunding opportunities at this time. We will continue to monitor the market and the call dates for the District's outstanding debt and will alert you to any future refunding opportunities.

Continuing Disclosure:

The District will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually, as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the "MSRB"), as required by rules of the Securities and Exchange Commission (SEC). The District is already obligated to provide such reports for its existing bonds, and has contracted with Ehlers to prepare and file the reports.

Arbitrage Monitoring:

Because the Bonds are tax-exempt obligations, the District must ensure compliance with certain Internal Revenue Service (IRS) rules throughout the life of the issue. These rules apply to all gross proceeds of the issue, including initial bond proceeds and investment earnings in construction, escrow, debt service, and any reserve funds. How issuers spend bond proceeds and how they track interest earnings on funds (arbitrage/yield restriction compliance) are common subjects of IRS inquiries. Your specific responsibilities will be defined in the Tax Certificate prepared by your Bond Attorney and provided at closing. We recommend that you regularly monitor compliance with these rules and/or contract with Ehlers to assist you.

Investment of Bond Proceeds:

Proceeds from the new Bonds will be available for investment by the District from the closing date (November 4, 2020) until shortly before the February 1, 2021 call date. Ehlers is a registered investment advisor, and can assist the District in developing an appropriate investment strategy if needed.

Other Service Providers:

145

This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, but the final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services please contact us.

Bond Counsel: Kennedy & Graven, Chartered

Paying Agent: Bond Trust Services Corporation

Rating Agency: Moody's Investors Service, Inc.

PROPOSED DEBT ISSUANCE SCHEDULE

Ehlers Reviews Presale Report with the School Board:	August 13, 2020
School Board Approves Resolution Authorizing Sale of the Bonds:	August 27, 2020
Due Diligence Call to review Official Statement:	Week of September 21, 2020
Distribute Official Statement:	Week of September 21, 2020
Conference with Rating Agency:	Week of September 21, 2020
Ehlers Receives and Evaluates Proposals for Purchase of Bonds:	October 8, 2020
School Board Meeting to Award Sale of Bonds:	October 8, 2020
Estimated Closing Date:	November 4, 2020
Redemption Date for Bonds Being Refunded:	February 1, 2021

Attachments

Estimated Sources and Uses of Funds

Existing Debt Service Schedule - Callable Portion of 2012A Bonds

Estimated Debt Service Schedule for Refunding Bonds

Estimated Refunding Savings Comparison

Resolution Authorizing Ehlers to Proceed with Bonds Sale/Credit Enhancement
Resolution (provided separately)

EHLERS' CONTACTS

Jeff Seeley, Senior Municipal Advisor	(651) 697-8585
Matthew Hammer, Municipal Advisor	(651) 697-8592
Barbie Roessler, Financial Specialist	(651) 697-8586
Emily Wilkie, Senior Public Finance Analyst	(651) 697-8588
Brian Shannon, Manager, Senior Financial Analyst	(651) 697-8515

The Preliminary Official Statement for this financing will be sent to the School Board at their home or email address for review prior to the sale date.

I.S.D. No. 191 (Burnsville-Eagan-Savage), MN

\$11,665,000 General Obligation Refunding Bonds,
Dated November 4, 2020 - Proposed Current Refunding of Series 2011A
Assuming Current GO Non-BQ "Aa3" Credit Enhanced Rates

Sources & Uses

Dated 11/04/2020 | Delivered 11/04/2020

Sources Of Funds

Par Amount of Bonds	\$11,665,000.00
Reoffering Premium	1,286,814.30
Total Sources	\$12,951,814.30

Uses Of Funds

Total Underwriter's Discount (0.800%)	93,320.00
Costs of Issuance	75,000.00
Deposit to Current Refunding Fund	12,781,883.33
Rounding Amount	1,610.97
Total Uses	\$12,951,814.30

I.S.D. No. 191 (Burnsville-Eagan-Savage), MN

\$16,575,000 G.O. Alternative Facilities Bonds, Series 2011A

148

Prior Original Debt Service

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
02/01/2021	-	-	-	-	-
08/01/2021	-	-	272,462.50	272,462.50	-
02/01/2022	1,105,000.00	3.000%	272,462.50	1,377,462.50	1,649,925.00
08/01/2022	-	-	255,887.50	255,887.50	-
02/01/2023	1,135,000.00	3.500%	255,887.50	1,390,887.50	1,646,775.00
08/01/2023	-	-	236,025.00	236,025.00	-
02/01/2024	1,185,000.00	4.000%	236,025.00	1,421,025.00	1,657,050.00
08/01/2024	-	-	212,325.00	212,325.00	-
02/01/2025	1,325,000.00	4.000%	212,325.00	1,537,325.00	1,749,650.00
08/01/2025	-	-	185,825.00	185,825.00	-
02/01/2026	1,330,000.00	4.250%	185,825.00	1,515,825.00	1,701,650.00
08/01/2026	-	-	157,562.50	157,562.50	-
02/01/2027	1,345,000.00	4.500%	157,562.50	1,502,562.50	1,660,125.00
08/01/2027	-	-	127,300.00	127,300.00	-
02/01/2028	1,765,000.00	4.750%	127,300.00	1,892,300.00	2,019,600.00
08/01/2028	-	-	85,381.25	85,381.25	-
02/01/2029	1,830,000.00	4.750%	85,381.25	1,915,381.25	2,000,762.50
08/01/2029	-	-	41,918.75	41,918.75	-
02/01/2030	1,765,000.00	4.750%	41,918.75	1,806,918.75	1,848,837.50
Total	\$12,785,000.00	-	\$3,149,375.00	\$15,934,375.00	-

Yield Statistics

Base date for Avg. Life & Avg. Coupon Calculation	11/04/2020
Average Life	5.704 Years
Average Coupon	4.4995589%
Weighted Average Maturity (Par Basis)	5.704 Years
Weighted Average Maturity (Original Price Basis)	5.704 Years

Refunding Bond Information

Refunding Dated Date	11/04/2020
Refunding Delivery Date	11/04/2020

I.S.D. No. 191 (Burnsville-Eagan-Savage), MN

\$11,665,000 General Obligation Refunding Bonds,
Dated November 4, 2020 - Proposed Current Refunding of Series 2011A
Assuming Current GO Non-BQ "Aa3" Credit Enhanced Rates

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
11/04/2020	-	-	-	-	-
08/01/2021	-	-	297,556.67	297,556.67	-
02/01/2022	910,000.00	4.000%	200,600.00	1,110,600.00	1,408,156.67
08/01/2022	-	-	182,400.00	182,400.00	-
02/01/2023	1,040,000.00	4.000%	182,400.00	1,222,400.00	1,404,800.00
08/01/2023	-	-	161,600.00	161,600.00	-
02/01/2024	1,095,000.00	4.000%	161,600.00	1,256,600.00	1,418,200.00
08/01/2024	-	-	139,700.00	139,700.00	-
02/01/2025	1,230,000.00	4.000%	139,700.00	1,369,700.00	1,509,400.00
08/01/2025	-	-	115,100.00	115,100.00	-
02/01/2026	1,230,000.00	4.000%	115,100.00	1,345,100.00	1,460,200.00
08/01/2026	-	-	90,500.00	90,500.00	-
02/01/2027	1,240,000.00	4.000%	90,500.00	1,330,500.00	1,421,000.00
08/01/2027	-	-	65,700.00	65,700.00	-
02/01/2028	1,650,000.00	4.000%	65,700.00	1,715,700.00	1,781,400.00
08/01/2028	-	-	32,700.00	32,700.00	-
02/01/2029	1,695,000.00	2.000%	32,700.00	1,727,700.00	1,760,400.00
08/01/2029	-	-	15,750.00	15,750.00	-
02/01/2030	1,575,000.00	2.000%	15,750.00	1,590,750.00	1,606,500.00
Total	\$11,665,000.00	-	\$2,105,056.67	\$13,770,056.67	-

Yield Statistics

Bond Year Dollars	\$66,889.04
Average Life	5.734 Years
Average Coupon	3.1470875%
Net Interest Cost (NIC)	1.3627978%
True Interest Cost (TIC)	1.2869457%
Bond Yield for Arbitrage Purposes	0.9687641%
All Inclusive Cost (AIC)	1.3982419%

IRS Form 8038

Net Interest Cost	1.1037434%
Weighted Average Maturity	5.724 Years

I.S.D. No. 191 (Burnsville-Eagan-Savage), MN

\$11,665,000 General Obligation Refunding Bonds,
Dated November 4, 2020 - Proposed Current Refunding of Series 2011A
Assuming Current GO Non-BQ "Aa3" Credit Enhanced Rates

Debt Service Comparison

Date	Total P+I	Net New D/S	Old Net D/S	Savings
02/01/2021	-	(1,610.97)	-	1,610.97
02/01/2022	1,408,156.67	1,408,156.67	1,649,925.00	241,768.33
02/01/2023	1,404,800.00	1,404,800.00	1,646,775.00	241,975.00
02/01/2024	1,418,200.00	1,418,200.00	1,657,050.00	238,850.00
02/01/2025	1,509,400.00	1,509,400.00	1,749,650.00	240,250.00
02/01/2026	1,460,200.00	1,460,200.00	1,701,650.00	241,450.00
02/01/2027	1,421,000.00	1,421,000.00	1,660,125.00	239,125.00
02/01/2028	1,781,400.00	1,781,400.00	2,019,600.00	238,200.00
02/01/2029	1,760,400.00	1,760,400.00	2,000,762.50	240,362.50
02/01/2030	1,606,500.00	1,606,500.00	1,848,837.50	242,337.50
Total	\$13,770,056.67	\$13,768,445.70	\$15,934,375.00	\$2,165,929.30

PV Analysis Summary (Net to Net)

Gross PV Debt Service Savings.....	2,060,276.47
Net PV Cashflow Savings @ 0.969%(Bond Yield)....	2,060,276.47
Contingency or Rounding Amount.....	1,610.97
Net Present Value Benefit	\$2,061,887.44
Net PV Benefit / \$15,136,462.01 PV Refunded Debt Service	13.622%
Net PV Benefit / \$12,785,000 Refunded Principal...	16.127%
Net PV Benefit / \$11,665,000 Refunding Principal..	17.676%

Refunding Bond Information

Refunding Dated Date	11/04/2020
Refunding Delivery Date	11/04/2020

**SCHOOL DISTRICT CREDIT ENHANCEMENT
APPLICATION FOR PROGRAM
PARTICIPATION**

GENERAL INFORMATION AND INSTRUCTIONS: To ensure participation in the Credit Enhancement Program (CEP), a school district or intermediate school district must covenant and obligate itself to be bound by Minnesota Statutes, section 126C.55 prior to the issuance of debt obligations. The statute defines debt obligation as tax or aid anticipation certificates, certificates of participation, or general obligation bonds and provides a procedure for the State to preclude payment default on these debt obligations issued by school districts. The purpose of this application is to (1) inform the Minnesota Department of Education (MDE) that participation in the program is desired; (2) identify and provide information related to the Paying Agent and (3) request a certification providing evidence of State participation in the program. Please return the completed application and the signed copies to the above address. Maintain in the school district files copies of the board resolution, corresponding meeting minutes and all CEP documentation for any future state verification requests (*Unless requested, please DO NOT send CEP documentation to MDE*).

TO BE COMPLETED BY THE SCHOOL DISTRICT OR PAYING AGENT

Name of School District: Independent School District No. 191 (Burnsville-Eagan-Savage)	District Number: 191	District Type: ISD
Name of District Contact Person/Title: Lisa Rider, Executive Direct of Business Services	Telephone Number: (952) 707-2050	E-Mail Address: I rider@isd191.org

BOND/CERTIFICATION INFORMATION

Total Estimated Amount to be Issued: \$ 11,565,000	Bond or Certificate Type, Description and Series: G.O. Alternative Facilities Ref Bonds, Series 2020A	FOR BONDS , send <i>final</i> maturity schedules (Excel format) as soon as available.
Anticipated Bond Sale Date: October 8, 2020	Dated Date: November 4, 2020	Maturity Date for Certificates:

BONDS REQUIRE VOTER OR MDE APPROVAL	Is the debt LONG-TERM FACILITIES MAINTENANCE (LTFM) bonds?	<input type="radio"/> YES	<input checked="" type="radio"/> NO
	Is voter approval required?	<input type="radio"/> YES	<input checked="" type="radio"/> NO
	If YES, did the question pass?	<input type="radio"/> YES	<input checked="" type="radio"/> NO
	Is MDE approval required?	<input type="radio"/> YES	<input checked="" type="radio"/> NO
	If YES, record date of Commissioner approval.		
REFUNDING	If this is a REFUNDING issue, were the original bonds in the Credit Enhancement Program? If YES, provide Complete Description, Dated Date, Series and Maturities of original bonds to be refunded: \$16,575,000 G.O. Alternative Facilities Bonds, Series 2011A, dated April 12, 2011, maturities 2022-2030	<input checked="" type="radio"/> YES	<input type="radio"/> NO
	Provide a schedule of debt service the issuer remains responsible to pay after the refunding.		
AID ANTICIPATION CERTIFICATES	Request for Commissioner approval submitted to MDE?	<input type="radio"/> YES	<input checked="" type="radio"/> NO
	Record date of Commissioner approval.		
TAX ANTICIPATION CERTIFICATES	Record 75 percent Commissioner approved amount.	\$	
	Amount of Tax Anticipation Certificates complies with the authority in Minnesota Statutes, section 126C.52, Subdivision 1.	<input type="radio"/> YES	<input checked="" type="radio"/> NO

MUNICIPAL ADVISOR INFORMATION

Municipal Advisor Corporation Name: Ehlers & Associates, Inc.	Address: 3060 Centre Pointe Dr.	
City: Roseville	State: MN	Zip Code: 55113
Municipal Advisor Contact Person: Jeff Seeley	Telephone Number: 651-697-8585	E-Mail Address: JSeeley@ehlers-inc.com

VERIFICATION OF DISTRICT SCHOOL BOARD RESOLUTION

152

For the above-cited issuance of debt obligations, the school board has approved a resolution to bind the school district to the conditions and responsibilities of Minnesota Statutes, section 126C.55. Pursuant to this law, it covenants and obligates itself to notify the Commissioner of the Minnesota Department of Education as soon as possible, but not less than 15 working days prior to the potential default and to use the provisions of this law to guarantee payment of the principal and interest on those debt obligations when due. It also covenants in the resolution to deposit with the Paying Agent three business days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner that it will be unable to make all or a portion of that payment. It also agrees to repay the State in the manner provided therein for any amounts paid on its behalf by the State under this statute.

August 27, 2020

Date of School Board Resolution	Signature – School District Responsible Authority	Date
---------------------------------	---	------

TO BE COMPLETED BY THE PAYING AGENT

The above Minnesota school district has covenanted and obligated itself to be bound by the provisions of Minnesota Statutes, section 126C.55 for an issuance of debt obligations for which the institution specified below has been designated as the Paying Agent.

Name of Paying Agent:
Bond Trust Services Corporation

Address: 3060 Centre Pointe Dr., Suite 110	City: Roseville	State: MN	Zip Code: 55113
---	--------------------	--------------	--------------------

Paying Agent Contact Person:	Title: Paying Agent Administrator	Telephone Number: (651) 209-1010	E-Mail Address: payingagent@bondtrustservices.com
------------------------------	--------------------------------------	-------------------------------------	--

Paying Agent's Name of Bank and Bank Association Number: Wells Fargo Bank, ABA#121000248	Paying Agent's Bank Account Number: 4126695238
---	---

PAYING AGENT CERTIFICATION

The Paying Agent acknowledges, understands, and agrees to be bound by the procedures contained in Minnesota Statutes, section 126C.55, Subdivision 7. The Paying Agent is required to inform the Commissioner of the Minnesota Department of Education if it becomes aware of a potential default in the payment of principal or interest on that issue or if, on the day two business days prior to the date a payment is due on that issue, there are insufficient funds to make the payment on deposit with the Paying Agent.

I _____ do hereby certify that I am a Paying Agent Administrator duly appointed and acting as such, of the "Paying Agent."

Signature – Paying Agent Authorized Representative	Date
--	------

FOR STATE USE ONLY

MINNESOTA DEPARTMENT OF EDUCATION CERTIFICATION STATEMENT

This certification verifies that the school district named above is issuing debt obligation and participating in the State Credit Enhancement Program established by Minnesota Statutes, section 126C.55 to preclude default of school district debt. The school district has committed itself to the provisions of that law. If the school district is unable to make principal and interest payment on any outstanding debt obligation on the date that payment is due and proper notification has been made according to statute, the Commissioner of Management and Budget shall issue a warrant and authorize the Commissioner of Education to pay the Paying Agent for the debt obligation the specified amount on or before the date due. Issuance of the warrant is dependent upon provisions in Minnesota Statutes, section 126C.55, Subdivision 9.

I hereby commit the State of Minnesota to the provisions of the law cited above for this issuance of debt obligation.

Signature - Commissioner of the Minnesota Department of Education or Designee	Date
---	------

**EXTRACT OF MINUTES OF A MEETING
OF THE SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 191 (BURNSVILLE-EAGAN-SAVAGE)
STATE OF MINNESOTA**

Pursuant to due call and notice thereof, a regular meeting held on August 27, 2020 at 6:30 PM o'clock, by telephone or other electronic means, as permitted by Minn. Stat., Section 13D.021 or any other law.

MEMBERS PRESENT:

MEMBERS ABSENT:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION PROVIDING FOR THE SALE OF GENERAL OBLIGATION
ALTERNATIVE FACILITIES REFUNDING BONDS, SERIES 2020A; AND
COVENANTING AND OBLIGATING THE DISTRICT TO BE BOUND BY AND TO USE
THE PROVISIONS OF MINNESOTA STATUTES, SECTION 126C.55 TO GUARANTEE
THE PAYMENT OF THE PRINCIPAL AND INTEREST ON THESE BONDS**

BE IT RESOLVED by the School Board of Independent School District No. 191 (Burnsville-Eagan-Savage), Minnesota, as follows:

1. Bond Authorization. The School Board has determined that it is necessary and expedient to issue \$11,565,000 General Obligation Alternative Facilities Refunding Bonds, Series 2020A.

2. Sale. The District has retained Ehlers & Associates, Inc. (Ehlers) in Roseville, Minnesota, as its independent municipal advisor for the Bonds. Ehlers is authorized to solicit proposals in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9). If the issuance of the Bonds is approved, the School Board shall meet at the time and place specified in the Official Statement to receive and consider proposals for the purchase of the Bonds.

3. Official Statement; Negotiation of Sale. Ehlers is authorized to prepare and distribute an Official Statement and to open, read and tabulate the proposals for presentation to the Board.

4. Minnesota School District Credit Enhancement Program. (a) The District hereby covenants and obligates itself to notify the Commissioner of Education of a potential default in the payment of principal and interest on the Bonds and to use the provisions of Minnesota Statutes, Section 126C.55 to guarantee payment of the principal and interest on the Bonds when due. The District further covenants to deposit with the Registrar or any successor paying agent three (3) days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner of Education that it will be unable to make all or a portion of that payment. The Registrar for the Bonds is authorized and directed to notify the Commissioner of Education if it becomes aware of a potential default in the payment of principal or interest on the Bonds or if, on the day two (2) business days prior to the date a payment is due on the Bonds, there are insufficient funds to make that payment on deposit with the Registrar. The District understands that as a result of its covenant to be bound by the provision of Minnesota Statutes, Section 126C.55, the provisions of that section shall be binding as long as any Bonds of this issue remain outstanding.

(b) The District further covenants to comply with all procedures now and hereafter established by the Departments of Management and Budget and Education of the State of Minnesota pursuant to Minnesota Statutes, Section 126C.55, subdivision 2(c) and otherwise to take such actions as necessary to comply with that section. The chair, clerk, superintendent or business manager is authorized to execute any applicable Minnesota Department of Education forms.

The motion for adoption of the foregoing resolution was duly seconded by Member _____, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss.
DAKOTA COUNTY)

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the obligations referred to in the title of this resolution, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said obligations; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS MY HAND officially as such recording officer this ____ day of _____, 2020.

School District Clerk



Future Ready. Community Strong.

**Agenda IV.B.2.
August 27, 2020**

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

From: Jay Lepper, Director of Activities, and Guillaume Paek, Athletics Director

Date: August 20, 2020

Re: Burnsville High School Athletic and Activity Handbook

RECOMMENDATION: That the Board of Education approves the 2020-21 Burnsville High School Athletic and Activity Handbook.

Discussion

The Burnsville High School Athletic and Activity Handbook was created to increase awareness of the many different extracurricular and co-curricular opportunities available to students. Students who are involved in an activity are more connected to their school community and more likely to be successful academically. The Burnsville High School Athletic and Activity Handbook is distributed to all new students at the beginning of the school year and available online.

The handbook is updated annually to accurately reflect the opportunities available to students, information about the opportunities, and, in many cases, contact information. Attached is the text for the handbook. I am asking for your approval tonight so that the handbook can be formatted by Communications, printed and then distributed to students on the first day of school.

Summary of Changes: Updated contact information for coaching and advisor changes that have occurred, as well as an update of clubs for 2020-21.



2020-21
ATHLETICS & ACTIVITIES
HANDBOOK

Dear Parents/Guardians and Students,

All of us at Burnsville High School want students to feel connected to our school community and find ways to be involved. This booklet lists and describes the amazing variety of athletic teams, activities and clubs offered to students. There are so many opportunities! Take advantage of them. Try something new this year.

We know that students benefit in many ways from participation in athletics and activities. They learn teamwork, commitment and discipline. They gain confidence, make friends, acquire skills and contribute to their community. Students discover future careers and lifelong interests through their involvement. Most importantly, they learn so much about themselves.

As with all opportunities also come responsibilities. Please review information on eligibility, requirements and other regulations.

Have a great school year,

Guillaume Paek
Director of Athletics

Jay Lepper
Associate Principal (Activities)

Purpose Statement

The purpose of the Burnsville High School Athletics & Activities Department is to develop a program that strives for students to: have balance between competitiveness, enjoyment, and fulfillment; display excellence on the field, in the classroom, and in all personal relationships; and have courage to step out of their comfort zones in a safe environment to better themselves in all aspects of their lives and to make good decisions.

All athletics and many activities have fees associated with them. However, students who qualify for free or reduced lunch are automatically eligible for a reduction in participation fees. If any family, regardless of free or reduced lunch status, needs additional assistance, please contact Athletics Director Guillaume Paek at gpaek@isd191.org or (952) 707-2111 or Associate Principal overseeing Activities Jay Lepper at jlepper@isd191.org or (952) 707-2340. No student will ever be denied participation in athletics or activities due to financial hardship.

Table of Contents

159

Enrichment Opportunities:
School Sponsored Clubs and Activities.1-8
Student Interest Clubs and Activities.9-12
Outside Clubs and Organizations that are partners with BHS13
Enrichment Opportunities: Athletics.14
Athletics Contact Information.15
Student Co-Curricular Eligibility.16-17

ENRICHMENT OPPORTUNITIES: SCHOOL SPONSORED CLUBS AND ACTIVITIES

Academic Quiz Bowl

Fee: \$40

Open to all students, this activity competes against other metro area teams. Students quickly answer general knowledge questions at South Suburban and Quiz Bowl League tournaments from November to March.

Contact: Les Moffitt.lmoiffitt@isd191.org

Bowls for BrainPower

This is a joint project of ISD 191 Community Education, the BHS Art Department, and the BHS Youth Service Program to raise funds for BrainPower in a Backpack. Activities include making ceramic soup bowls, teaching others, and hosting a meal for this hunger cause.

Contact: BHS Art Departmentrkegley@isd191.org

BrainPower in a Backpack

BrainPower in a Backpack is a community service project of the BHS Youth Service Program that provides weekend food for elementary school children in need. Volunteer activities include collecting food items, raising funds, shopping, and packing backpacks every Thursday.

Contact: Pam Voigt.pvoigt@isd191.org

Chess Team

Fee: \$45

The chess team competes in Minnesota State Chess Association tournaments, South Suburban Conference tournaments, and several special tournaments. A letter may be earned by attendance and performance at practices and league play. Team and individual awards may be earned from league competition and special tournaments.

Contact: Community Education and Eric Bellericbell79@yahoo.com

Class Officers - Seniors

Junior and senior class officers are elected positions. Each class selects approximately six class officers each year. Students who apply must have at least 2.0 grade point average and be on track for graduation. Junior class officers are primarily responsible for the junior-senior prom. Senior class officers are responsible for senior class meetings, foreign exchange events, and other senior class activities including the senior carnival and graduation. Senior class officers will also be in charge of future reunions for their class. All money raised by the students stays with their class for planning their five year reunion.

Contact: Dave Helkedhelke@isd191.org

Competitive Speech

Fee: \$45

In this exciting activity, students will first explore and then select one of 13 possible competition categories that offer a wide range of interests as well as varying levels of time commitments. The categories include Creative Expression, Discussion, Dramatic Duo (done with a partner), Extemporaneous Reading, Extemporaneous Speaking, Great Speeches, Humorous Interpretation, Informative Speaking, Original Oratory, Serious Drama Interpretation, Serious Prose, Serious Poetry Interpretation, and Storytelling. Individual practice times are set up by coach and student allowing for flexibility and greater student success. You may earn a letter by competing in at least 5 meets and accumulating 25 hours of practice time. Speech practices begin in December and meets begin the last week of January and continue each Saturday through the second or third week of April. Competitive Speech is a great way to improve speaking skills that will endure for a lifetime.

Contact: Katherine Riderkatherinerider@gmail.com

Debate

Team Fee: \$35

Members of the Debate Team compete on intramural and interscholastic levels to learn advanced methods of organized argumentation on highly controversial issues. (An activity particularly worthwhile for students planning on becoming lawyers)

Contact: Derek Tano.dtano@isd191.org

DECA

Fee: \$110

DECA is the leadership network that prepares students for careers in marketing, entrepreneurship, hospitality, business management, and finance. Through real-world experiences and classroom curriculum, DECA gives students a competitive edge for college and career success.

Contact: Jena Splettstoesserjsplettstoesser@isd191.org

Drumline (Winter)

Fee: \$55

The drumline is for all band students to enrich their band experience. Large and small group instruction on percussion instruments will be the focus as participants develop a performance for competition in Minnesota Percussion Association (MPA) events. Students are expected to participate in weekly practice sessions and any scheduled events. Students (7-12) currently enrolled in the District 191 Instrumental Music Program are eligible to participate. Eight band letter points are awarded for each season of participation.

Contact: Paul Connell.pconnell@isd191.org

FIRST Robotics Competition (FRC)

Fee: \$50

Blaze Robotics, Team 3184, is comprised of high school students in good academic standing from grades 9 through 12. The team is supported by high school staff members and adult mentors from corporate sponsors and the community. This is a year-round program which includes a six-week "build season" to design, build and program a competition robot. Each spring, the team competes with the robot at regional competitions around the country, as well as at a championship event. There are many aspects to the program including Java Programming and CAD Design, photography and videography, marketing, communications, electronics, engineering design and build, social media, and much more! Snacks are provided.

Contact: Blaze Robotics/Sean Lenhardt team3184@gmail.com

FIRST Tech Challenge (FTC)

Fee: \$50

The Burnsville FIRST Tech Challenge (FTC) is a robotics competition open to students interested in STEM in grades 7-12. Teams of 8 students design, build, and control competition robots for each season. No previous experience in robotics is necessary. Robots are created using Android phones and Tetrix parts (www.tetrixrobotics.com).

The season runs from early September through February, with regional competitions in the Midwest, and the FTC World Championship in late April in Detroit, Michigan. See www.firstinspires.org/robotics/ftc for program and game description.

Contact: David Peters. ftcburnsville@gmail.com

Future Teachers of America (FTA)

FTA is a student organization encouraging students to pursue post-secondary education in the field of education with a focus on urban learners in an urban, suburban and/or rural setting/environment through events, field trips, guest speakers and other hands-on experiences.

Contact: David McDevitt pmcdevitt@isd191.org

Marching Band

Fee: \$55

The Marching Band is responsible for supplying music and generating enthusiasm at fall sporting events and school assemblies. The band consists of a wind section (woodwind and brass) and percussion (drumline). Admission to scheduled events is free for Marching Band members. The group rehearses two or three times per week, beginning with a mini-camp experience at BHS in August. Students (9-12) currently enrolled in the District 191 Instrumental Music Program are eligible to participate. Eight band letter points are awarded for each season of participation.

Contact: Keith French. kfrench@isd191.org

Math League

Fee: \$45¹⁶²

The Math League Team stimulates interest and learning of mathematics and trains members for competitive participation in the Minnesota High School Mathematics League (MHSML). The MHSML gives awards to the top teams, the top individuals, and to the top student on each team. Attendance and performances at practices and meets may earn a letter. Extra credit may be earned for participation in math league which consists of an increase in one grade increment in your math course. (For example, an increase from a B+ to an A- or an increase from A- to an A, etc.) If students already have an A in their math courses at the time of the final exam, they shall be exempt from taking a final. This grade increment can be earned first semester or second semester or both semesters. The following requirements must be met in order to qualify for this extra credit:

First semester:

- Compete in at least five of the six Math League competitions
- Accumulate 18 points in the six competitions
- Participate in all practices and meetings
- Sign up and pay for the AMC test
- Second semester:
- Compete in at least four of the five Math League competitions
- Accumulate 15 points in the five competitions
- Participate in all practices and meeting
- Take the AMC test

*A student will not receive more than one increment bump per course per semester. In other words, if you qualify for an increment bump in two ways, such as in math league and in perfect attendance, you would only get an increase of one increment.

Contact: Chuck Croatt. ccroatt@isd191.org

Mock Trial

Fee: \$45

The Minnesota High School Mock Trial Program is an exciting law-related education program that introduces students to the American legal system and provides a challenging opportunity for personal growth and achievement. Students will exercise their critical thinking and teamwork skills, as well as the basic skills learned in the classroom.

Contact: Advisor TBD

National Honor Society (NHS)

The National Honor Society is an organization for top-ranking juniors and seniors. BHS students are considered for entry into NHS if they have earned enough credits to be a junior or senior and have at least a 3.6 cumulative Grade Point Average (GPA) for those students who qualify for dual ranking. For those students who do not qualify for dual ranking, the minimum GPA is 3.8. Students who are eligible academically are contacted prior to the start of fall semester. NHS membership is also based on character, leadership, and service. Students must complete and return an informational sheet demonstrating those qualities for review. The faculty council then determines membership. Once students are part of NHS, they must continue to meet the academic, leadership, character, and service standards. Students who take courses under the Pass/Fail option are not eligible for National Honor Society membership. Transfer students must meet all requirements and have attended BHS at least one full semester to qualify for NHS.

Contacts: **Lori Vanderwoude**. lvanderwoude@isd191.org
Marylou Dundon. mdundon@isd191.org

Pep Band

The Pep Band is responsible for supplying music and generating enthusiasm at winter season athletic events and school assemblies. Admission to scheduled events is free for members. The season begins in late November and runs through March. Members should expect to perform at no more than two events per week. Students in grades 9-12 currently enrolled in the District 191 Instrumental Music Program are eligible to participate. Eight band letter points are awarded for each season of participation.

Contact: **Keith French**. kfrench@isd191.org

Physics Club

This is an after-school activity for people interested in hand-on science and engineering. Learn about radioactivity, weather balloons, Rube Goldberg machines, magnets, electronics, and exotic materials such as liquid Nitrogen and superconductors. Physics Club also participates in regional science activities and competitions.

Contact: **Jon Huber**. jahuber@isd191.org

PROUD

PROUD (People Respecting Others and Understanding Differences) is the gay/straight alliance at BHS. PROUD's mission is to create a safe and welcoming environment for all staff and students at BHS through education and raising awareness of LGBT issues (Lesbian, Gay, Bisexual and Transgender) that affect students and their families. All students are welcomed at PROUD.

Contact: **Rebecca Akerson**. rakerson@isd191.org

Science Club

164

Science Club gives students an opportunity to hear scientific-career speakers and scientific-research presentations. Field trips and social events are also a part of club activities.

Contact: Mike Huemoeller.mhuemoeller@isd191.org

Science Fair

Students have opportunities to conduct independent research and compete at the Regional Science and Engineering Fair. Students may move on to the Minnesota Academy of Science State Fair and the International Science and Engineering Fair. Students may enter their projects in the prestigious Intel Science Talent Search. Research papers may also progress onto the Tri-State and National Junior Science and Humanities Symposium.

Contact: Mike Huemoeller.mhuemoeller@isd191.org

Science Quiz Bowl

Fee: \$45

Teams of five students comprise the Burnsville Science Quiz Bowl. Teams compete at Macalester College and may qualify to compete at the National Science Quiz Bowl. Students are selected for their ability to answer questions in the areas of chemistry, biology, physics, earth science, current events and computer science.

Contact: Mike Huemoeller.mhuemoeller@isd191.org

Singers and Swingers

Singers and Swingers, run through the ISD 191 Community Education Department, are a group of male and female students interested in swing dancing. The group practices at Nicollet Middle School and performs at various functions and events throughout the year.

Contact: Community Education and Bekah Gudim bagudim@gmail.com

Student Council

The Student Council is the governing organization of the student body. Students interested in membership on the Student Council must complete an application each spring with the student council advisor. Selections are made by the senior council members and student council advisor each spring. All elected members form next school year's Student Council. Student Council is involved with organizing Homecoming, Relay for Life, leadership conferences, International Dance, Minneapolis Miracle project, Snow Week and the All District 9th Grade Dance. Numerous activities occur during the school year that require student action, participation and/or representation.

Contact: Mark Riggs.mriggs@isd191.org

Theatre Guild

Fee: Varies ¹⁶⁵

This organization is open to all students at the high school level who have an interest in the entire theatrical experience from ushering to acting, designing to directing and lights to sound. Student managers are selected each year to oversee areas of production and performance. The guild is involved in musicals, full-length plays, one-act competition, student-directed plays, Class Acts and many other activities. Points are earned and applied toward lettering in drama. Each production has an activity fee associated with it. Musical, full-length plays and SHOWcase are \$75 while all one-acts are \$55 each. There is no maximum fee associated with the Theatre Guild productions.

Productions for the 2020-21 school year will be:

- Fall musical (directed by Amy Stead)
- One-act competition (directed by TBD)
- Spring musical (directed by Amy Stead)
- Winter full-length play (directed by Erika Sasseville)

Contact: Amy Stead. astead@isd191.org

Volleyball (Male Club)

Fee: TBD

Burnsville Blaze Boys Volleyball is open to boys in grades 7-12 interested in competing in the sport of volleyball. The Blaze compete in the Minnesota Boys High School Volleyball Association. The Blaze will compete in their first season in the Spring of 2021. Teams available will be Varsity, JV, and JV2.

Contact: Josh Wastvedt. bhsblazevball@gmail.com

Writing Center

The Writing Center provides peer tutors who can help students with any writing assignments. Tutors can help with generating ideas, organizing layout, finding and citing evidence and using grammar correctly. The Writing Center meets in half hour sessions before or after school.

Contact: Marie Hansen. mchansen@isd191.org

Yearbook

The student based staff prepares the yearbook for publication each year by working during study hall, after school, and sometimes weekends and breaks. There are many opportunities available for dedicated students in areas such as art, photography, sports, copywriting, sales and a deeper involvement in student life.

Contact: Anne Staum. astaum@isd191.org
Allison Millea. amillea@isd191.org

Youth in Government

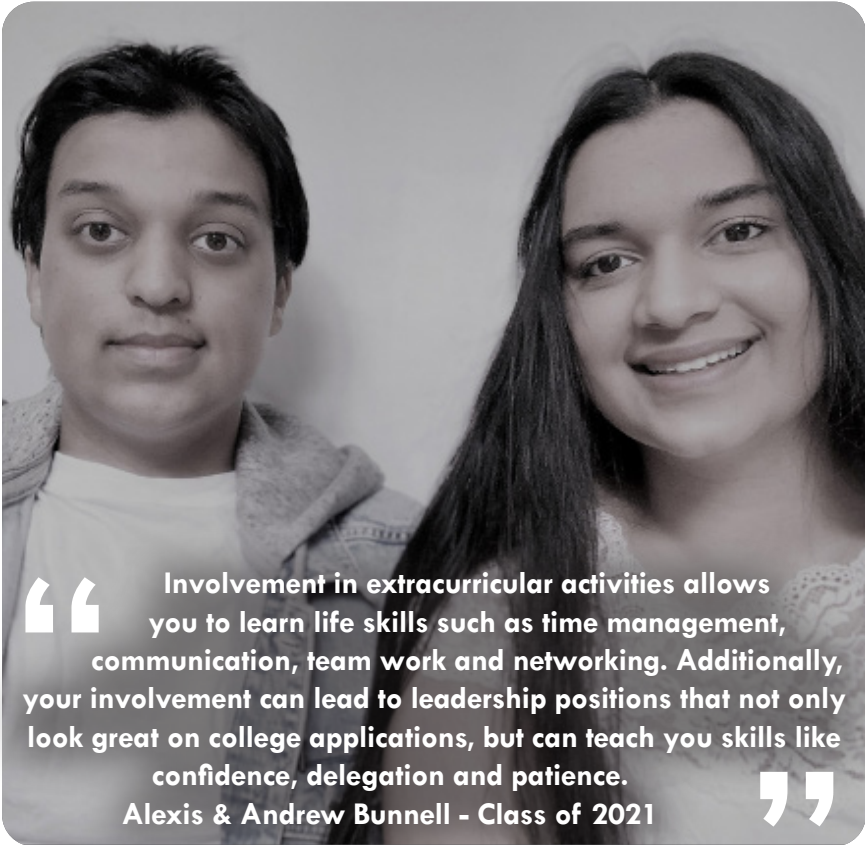
Minnesota YMCA Youth in Government is an experiential learning activity for students interested in public issues. This program gives students the opportunity to research, study and debate public issues. Participants will gain an understanding of the political system by taking part in model government experiences. No prior experience is necessary. There is a fee through the YMCA for this activity.

Youth Services

The Youth Service Program connects students with volunteer opportunities in schools and community. Students can give their time on a regular basis (weekly or other) or volunteer for one-time events on their own schedule. A list of opportunities is posted at www.isd191.org/bhs/youthservice.

Contact: Courtnee Floback-Jackson.cfloback@isd191.org

PLEASE NOTE: Fees have been applied to some activities and are subject to change based on ISD 191 School Board approval.



ENRICHMENT OPPORTUNITIES: STUDENT⁴⁶⁷ INTEREST CLUBS AND ACTIVITIES

At our schools, we want all students to feel connected to our school community and find ways to be involved. We provide co-curricular and extra-curricular activities in academics, arts and athletics, and we also allow the use of School District facilities and resources for student-interest clubs and activities which are not School District sponsored, pursuant to Policy 801 - Equal Access to School Facilities. These clubs and activities provide students with additional opportunities to extend their learning, develop and demonstrate leadership, impact their school and community, expand their social network, and grow to be supported cognitively, emotionally and socially. The District proposes using its high school guidelines in the middle school environment for student clubs and activities under Policy 801 – Equal Access to School Facilities.

Starting and Chartering

1. A student-interest club or activity may have access to school facilities for meetings during non-instructional time, subject to available space and the availability of staff supervision.
2. A student-interest club or activity must complete an application for use of school district facilities and comply with other requirements under the Equal Access to School Facilities Policy.
3. The student-interest club or activity will be listed in the handbook and on the website as a student-initiated club, which is not sponsored by the School District.

Announcements and Postings

1. The club will be able to announce their meeting date, time and location using the student announcements, with prior approval of the sponsor and school administration.
2. The club will be able to put a maximum of 10 posters/flyers no larger than 8½ X 14 in the hallways, foyers and cafeteria areas of the school with prior approval of the sponsor and stamped by the school administration. The School District will reserve the right to change the designated location for posters/flyers.

Current Student-Interest Clubs and Activities

Anime Club

This club is for students who are interested in all aspects of Anime including creating, drawing, watching, collecting and more.

Contact: Jef Winterlin.jwinterlin@isd191.org

Black Student Union (BSU)

The Black Student Union is a student-driven club that strives to promote cultural unity and creates a safe place for African-American students, as well as spreading unity among students of other cultures at Burnsville High School.

Contact: Niaka Dunbar.ndunbar@isd191.org

Book Club

168

The BHS Book Club is a student-driven organization that discusses all types of literature. Students choose the books to read and meet 3-4 times during the school year to have a meaningful discussion about the book. Like all book clubs, there are usually refreshments and snacks.

Contact: Gloria Webber. gwebber@isd191.org

#BurnsvilleStrong

The purpose of the #BurnsvilleStrong organization is to unify, strengthen and inspire our community as well as others. The group works on planning retreats and other positive/inspirational initiatives for the student body and community as a whole.

Contact: Jen Waller. jwaller@isd191.org

Marie Hansen. mchansen@isd191.org

Craft Club

Craft Club is a student-led activity for students to gather to do crafts. Leaders pick out the designs or projects and club members work on these projects.

Contact: TBD

Culinary Club

This is an activity for students that are interested in cooking and the culinary arts. The culinary club engages in activities exploring cooking, cultures around food, and the hospitality industry. Students may participate in industry visits, cooking competition, and networking activities.

Contact: Matt Deutsch. mdeutsch@isd191.org

Disc Golf

The Environmental Club is involved in getting students more involved in and educated about environmental issues. This is a student-led activity so the issues acted upon and addressed are decided by the students.

Contact: Andrew Gehrke. agehrke@isd191.org

Environmental Club

This is an activity for students who enjoy playing Disc Golf and want to improve their skills.

Contact: Lori Douglas. ldouglas@isd191.org

Fellowship of Christian Athletes (FCA)

FCA is a student-run club that encourages students in their Christian faith and involves them in fellowship with other athletes and BHS students. Every student is invited whether or not they are involved in athletics.

Contact: Sue Stachowski. sstachowski@isd191.org

Fishing Club

This club is designed for students interested in fishing. Potential fishing excursions to area lakes and rivers may occur.

Contact: **Advisor TBD**

Futsal

This club meets throughout the year to play futsal in the auxiliary gym.

Contact: **Bill Englehardt.** **wenglehardt@isd191.org**

Gaming Club

This club allows students to compete in video gaming competition with peers and online in competitions with students from other schools. Students do not need prior programming knowledge to be a part of the club. This club is for students who love to create and play games. We will use different software as well as share some of your favorite games to play. This club meets throughout the school year.

Contact: **Cynthia Drahos.** **cdrahos@isd191.org**

Giving Garden Club

This club works in conjunction with 360 Communities. Students will work in the winter to develop garden plans and grow starter plants. In the growing season, members will plant and maintain a garden on the BHS campus, with all of the vegetables going to support the 360 Communities food shelf or the BHS cafeteria.

Contact: **Matt Deutsch** **mdeutsch@isd191.org**
Lori Douglas. **ldouglas@isd191.org**

Improv Club

This club practices the art of improvisation while on stage. Situations are given to students who then act out a sequence of events.

Contact: **Amy Stead.** **astead@isd191.org**

Job Shadowing Club

High school students often struggle with choosing a field to commit to as a lifelong career. This club will allow them to get an idea of how certain professions feel and operate at the local level.

Contact: **Marcia Sexton.** **msexton@isd191.org**

Knitting Club

This club is a student-led activity that promotes knitting. The club meets weekly with students working individually on knitting projects. No previous knitting experience necessary as others will help those students new to the art of knitting.

Contact: **Kendra Vogt.** **kvogt@isd191.org**
Kim Harrod. **kharrod@isd191.org**

Muslim Student Association

170

This is a student organization devoted to strengthening the Muslim community through service and activism. The goal of this group is to educate both Muslims and people of other faiths about the religion of Islam and facilitate a better environment for students on campus.

Contact: Abdullahi Omar. anomar@isd191.org

Philosophy Club

This group meets most weeks to tackle burning philosophical issues. All curious minds are welcome to join the discussions.

Contact: Bill Engelhardt wengelhardt@isd191.org

Spike Ball Club

If you are interested in playing a fun game and getting some exercise while meeting new friends, then spike ball is for you. Spike ball is a combination of four square and volleyball with a round net the size of a hoola hoop placed on the ground.

Contact: Brad Fendler. bradleyfendler@gmail.com

Stock Market/Investment Club

Are you ready to learn about stocks and compete against hundreds of other students from across Minnesota? Join the club and start purchasing \$100,000 in stocks from companies you will learn about or you may already know. It's fun and hands-on. Students can create their own teams. Offered two times during the school year in September and January.

Contact: Cynthia Drahos. cdrahos@isd191.org

Technology Club

If you have a passion/interest for new technologies, readiness for knowledge sharing, and desire to expand your social sphere, then this club is for you. Explore technology and gain hands-on experience while having fun.

Contact: Cynthia Drahos. cdrahos@isd191.org

WE Day

This organization is dedicated to creating and nurturing awareness and involvement in the community and the world.

Contact: David McDevitt. pmcdevitt@isd191.org

Women in Engineering

This organization's purpose is to inform high school females about engineering opportunities and to spark an interest in female engineers.

Contact: Liz Davidson. edavidson@isd191.org

Young Life

Young Life provides a fun and safe place for students to be together and talk about their lives and faith. Everyone is invited to Young Life.

Contact: Brad Fendler. bradleyfendler@gmail.com

“ “ Students extend their learning, and often apply what they’ve learned in the classroom, by participating in activities and/or athletics. ” ”
- Advisor

ENRICHMENT OPPORTUNITIES: OUTSIDE CLUBS AND ORGANIZATIONS

The following clubs and organizations are not sponsored by District 191 but have worked closely to form partnerships with the Burnsville High School Activities Department. A Burnsville High School varsity letter can be earned through some of these clubs and activities. Please see Mr. Paek, athletics director, or Mrs. Riggs, athletics and activity secretary, if interested in joining any of these clubs or organizations.

- **Blackdog Swim Club**
- **Bowling Team**
- **Burnsville Athletic Club**
- **Burnsville Bruisers Rugby Team**
- **BV United Soccer Club**
- **Burnsville Hockey Club**
- **Burnsville Trapshooting Team**
- **Minnesota Valley Figure Skating Club**
- **Mountain Biking Club**
- **Sparks Wrestling Club**
- **Various gymnastics gyms throughout the district**

ENRICHMENT OPPORTUNITIES: ATHLETICS⁷²

SEASON	BOYS	FEE	GIRLS	FEE
FALL	Cross Country Running (9th-12th)	\$175	Cross Country Running (9th-12th)	\$175
	Football (9th-12th)	\$215	Adapted Soccer (7th-12th)	\$175
	Adapted Soccer (7th-12th)	\$175	Soccer (9th- 12th)	\$205
	Soccer (9th-12th)	\$205	Swimming (7th-12th)	\$215
			Volleyball (7th-12th)	\$205
			Performance Dance (8th-12th)	\$175
			Cheerleaders (7th-12th)	\$140
			Tennis (9th-12th)	\$175
WINTER	Basketball (9th-12th)	\$205	Basketball (9th-12th)	\$205
	Adapted Hockey (7th-12th)	\$175	Adapted Hockey (7th-12th)	\$175
	Hockey (9th-12th)	\$215	Hockey (7th-12th)	\$215
	Alpine Skiing (7th-12th)	\$0*	Alpine Skiing (7th-12th)	\$0*
	Nordic Skiing (7th-12th)	\$205	Nordic Skiing (7th-12th)	\$205
	Swimming (7th-12th)	\$215	Dance Team (7th-12th)	\$175
	Wrestling (7th-12th)	\$205	Olympic Weightlifting (7th-12th)	\$150
	Olympic Weightlifting (7th-12th)	\$150		
SPRING	Baseball (9th-12th)	\$205	Softball (7th-12th)	\$205
	Golf (7th-12th)	\$0**	Golf (7th-12th)	\$0**
	Tennis (9th-12th)	\$175	Badminton (7th-12th)	\$150
	Track and Field (9th- 12th)	\$205	Track and Field (9th-12th)	\$205
	Adapted Softball (7th-12th)	\$175	Adapted Softball (7th-12th)	\$175
	Lacrosse (9th-12th)	\$215	Lacrosse (7th-12th)	\$215

**Alpine Ski does not have a participation fee; however, athletes will cover cost of hill passes for the season and all other expenses. **Golf does not have a participation fee; however, athletes will cover costs for greens fees and driving range and all other expenses.*

“ “ Activities and athletics round out and expand the high school experience for students. I highly recommend that every student get involved in at least one club, activity or team. ” ”
- Coach

Athletics Contact Information

173

Sport	Coach	Phone	Email
Adapted Floor Hockey, CI	w/Lakeville & Farmington	952-707-3523	rejohnson@isd191.org
Adapted Floor Hockey, PI	w/Lakeville & Farmington	952-707-3523	rejohnson@isd191.org
Adapted Soccer, CI	w/Lakeville & Farmington	952-707-3523	rejohnson@isd191.org
Adapted Soccer, PI	w/Lakeville & Farmington	952-707-3523	rejohnson@isd191.org
Adapted Softball, CI	w/Lakeville & Farmington	952-707-3523	rejohnson@isd191.org
Adapted Softball, PI	w/Lakeville & Farmington	952-707-3523	rejohnson@isd191.org
Alpine Skiing, Boys	Tim Bocklund	952-303-3558	tab@pennycycle.com
Alpine Skiing, Girls	Tim Bocklund	952-303-3558	tab@pennycycle.com
Badminton, Girls	Anthony Nguyen	952-666-0812	nguyena51990@gmail.com
Baseball	Mick Scholl	952-707-2526	mscholl@isd191.org
Basketball, Boys	Rob Mestas	651-341-0883	robmestas1@outlook.com
Basketball, Girls	Maurice Hodges	952-486-1683	maurice_hodges_sr@yahoo.com
Cheerleading (Competitive)	Alison Morris	952-913-3192	morrisa7081@my.uwstout.edu
Cross Country Run, Boys	Jeff Webber	952-707-2911	jwebber@isd191.org
Cross Country Run, Girls	Charlie Burnham	651-955-7559	cburnham@isd191.org
Dance Team, Girls J/F	Megan Thomas Jen Waller	952-707-2244	winterblazettecoaches@gmail.com
Dance Team, Girls H/P	Megan Thomas Jen Waller	952-707-2244	winterblazettecoaches@gmail.com
Dance Team, Girls Fall	Jessie Mosley	952-707-2439	jemosley@isd191.org
Football	Vince Varpness	952-707-2124	vvarpness@isd191.org
Golf, Boys	Larry Opatz	952-707-3627	lopatz@isd191.org
Golf, Girls	Lori VanderWoude	952-707-2264	lvanderwoude@isd191.org
Hockey, Boys	Steve Beaulieu	952-992-0900	sitdeer@hotmail.com
Hockey, Girls	Chris Lepper	651-485-5795	chris@edvisisonsoffcampus.org
Lacrosse, Boys	Nick Roffers	952-220-8205	roffe015@comcast.net
Lacrosse, Girls	Karissa Thomson	763-381-9218	kthomson01@hamline.edu
Nordic Ski Racing, Boys	TBD	TBD	TBD
Nordic Ski Racing, Girls	TBD	TBD	TBD
Soccer, Boys	Brian Nacey	952-261-5927	brian.nacey@gmail.com
Soccer, Girls	John Soderholm	952-707-2417	jsoderholm@isd191.org
Softball, Girls	Eric Reuss	651-332-4884	ereuss@isd191.org
Swimming & Diving, Boys	Paul Tierney	612-202-8141	ptierney260@gmail.com
Swimming & Diving, Girls	Kim Harrod	952-707-2258	kharrod@isd191.org
Tennis, Boys	Ryan Haddorff	612-743-3213	rhaddorff@yahoo.com
Tennis, Girls	Ryan Haddorff	612-743-3213	rhaddorff@yahoo.com
Track & Field, Boys	Pete Feig	952-707-2246	pfeig@isd191.org
Track & Field, Girls	Jef Winterlin	712-251-9710	jwinterlin@isd191.org
Volleyball, Girls	Josh Wastvedt	701-430-3619	jwastvedt15@gmail.com
Olympic Weightlifting	Justin Lerfald	507-744-4656	jlerfald@isd191.org
Wrestling	Bill Soderholm	952-707-2686	bsoderholm@isd191.org

STUDENT CO-CURRICULAR ELIGIBILITY 174

Burnsville-Eagan-Savage School District 191 encourages students to participate in co-curricular activities because of the tremendous benefits. However, it is the philosophy of the district that student participation is a privilege rather than a right. Therefore, students who participate in athletics and activities must demonstrate high standards of behavior and academic achievement. The decisions students make, both in and outside of school, should reflect the ideals, beliefs, and standards of their organization, school, and community. The eligibility requirements apply when students are participating as members or in groups during practices, games, activities, competitions, on trips, and at any other time that the students are representing District 191 whether at school or outside of school. Students must follow eligibility rules as well as any guidelines established by the activity and athletic director and/or coaches in all cases. Failure to do so may result in the consequences described here.

Eligibility Requirements

To participate in co-curricular programs, students must follow all policies of the district and their schools, rules of the Minnesota State High School League (MSHSL) and applicable law. In addition, the following specific requirements apply:

Academic Eligibility:

A 7-12 student-athlete or activity participant who receives mid-quarter or quarter grades of "F" in a class will be placed on academic probation. The student will remain on academic probation until the student attains a grade of at least a D- in all classes. A student on academic probation may be ineligible to participate in competitions/performances, but may continue to participate in practices, scrimmages and team/club meetings.

In addition, to maintain academic eligibility a student must be making adequate progress toward graduation as defined by Burnsville-Eagan-Savage School District 191. A student is progressing adequately toward graduation if the student has accumulated the following credits prior to the beginning of the subsequent semester:

	9th Grade	10th Grade	11th Grade	12th Grade
Semester 1	Freshman	9 Credits	19 Credits	31 Credits
Semester 2	4 Credits	14 Credits	25 Credits	38 Credits

Please note, that the current eligibility structure is being examined this school year, 2020-2021. There may be changes to the eligibility requirements effective for the 2021-2022 school year. These changes will be communicated prior to the 2nd semester of the 2020-2021 school year.

School Attendance (Board Policy 503.II.D.1-6)

Participation in Extracurricular Activities & School-Sponsored On-the-Job Training Programs

(1) This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs. (2) School-initiated absences will be accepted and participation permitted. (3) A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day. (4) If a student is suspended from any class, he or she may not participate in any activity or program that day. (5) If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program. (6) Absences of one-half day or more, even if excused, prohibits students from participating that day in a Minnesota State High School League (MSHSL) competition. Certain exceptions, as outlined by MSHSL policy, are allowed at the school's discretion.

Student Code of Responsibilities:

175

As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:

- I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- I will be fully responsible for my own actions and the consequences of my actions.
- I will respect the property of others.
- I will respect and obey the rules of my school and the laws of my community, state, and country.
- I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state, and country.

Violation of the Student Code of Responsibilities may result in a period of ineligibility as determined by the Principal. Students who are suspended or proposed for expulsion or exclusion will be deemed to violate the Student Code of Responsibilities and a consequence may be imposed by the Principal or a period of ineligibility. Where the student conduct is not covered by the MSHSL rules but violates District 191 and/or Burnsville High School rules governing student conduct, the Principal may determine that the student is ineligible to participate in co-curricular activities for a reasonable period of time. If the student conduct violates both MSHSL rules and District 191/Burnsville High School rules, the more severe penalty will be implemented.

Leadership Positions/Captains:

If a student serving as a captain of a team or leader of a co-curricular club/organization commits a MSHSL rule violation, the student forfeits his/her captaincy or leadership position for a period of one calendar year from the violation. Upon a second MSHSL rule violation during a student's high school career, the student will lose the opportunity for captaincy/leadership of any team or club for the remainder of the student's high school career.

Accommodations:

Students with documented disabilities who require accommodations should discuss the need for reasonable accommodations with the coach or person in charge of the activity as soon as possible. A request for an accommodation will not be retroactive except in the most unusual circumstances.

Appeals Process:

When a student is declared ineligible, the parent(s) or guardian(s) will be notified by telephone and/or mail. The student and his/her parent(s) or guardian(s) may request a conference with the athletic/activities director. At that time the period of ineligibility will be stated and the appeal process will be reviewed. A written request to the building Principal must be made within five (5) school days of the notification of ineligibility. During the appeal process, the student is ineligible to compete in extra-curricular activities. The student may continue to practice with the team during the appeal process.

The Appeals Committee, comprised of two to three teachers and the building Principal or designee, will hear the appeal and make a decision on the case. A written decision will be given to the parent/guardian within 10 school days.

BURNSVILLE HIGH SCHOOL ATHLETICS & ACTIVITIES

Department Mission Statement

Burnsville High School is committed to excellence in athletics and activities as part of a larger commitment to excellence in education. The guiding principle behind our vision with co-curricular participation is our belief in its educational value for our students. High school athletics promotes character traits of high value to personal development and success in later life. These include the drive to take one's talents to the highest level of performance; embracing the discipline needed to reach high standards; learning to work with others as a team in pursuit of a common goal; and adherence to codes of fairness and respect.

In addition, it is the mission of this department to create a Championship Culture of Success and Achievement for Burnsville. To do this we need to challenge all of our coaches on a daily basis to conduct themselves as champions. This conduct will be demonstrated and adhered to through our work habits and preparation, our words and manner of thinking, our communication and treatment of one another and in our expectations. We expect to be the very best at what we do. We will be the best we can every single day. All coaches and programs will PROMOTE other sports for our kids to do or compete in after they are finished with our season. We will encourage kids to be multiple sport athletes and actually teach the kids and parents why that is important. We will uplift other sports programs and coaches, not just tolerate them. We will continually promote the education of our coaches with new and verifiable recent research. We will expect and demand that all of our programs use a common language with regard to training for movement and strength and power development.

All programs will have our school's strength training and movement training as part of practice every week, both in season and off season. We will teach our student-athletes how to think and behave like champions. We will all be on the same page. We will strive to be champions in everything we do to make our program a Championship Burnsville Athletic Program, not an individual sport championship program, but rather, one in which we all work together to make the whole program of a championship caliber.



Future Ready. Community Strong.

200 W. Burnsville Pkwy.
Burnsville, MN 55337
www.isd191.org

**Agenda IV.B.3.
August 27, 2020**

To: Board of Education
Superintendent Dr. Theresa Battle

From: Lisa Rider, Executive Director of Business Services

Date: August 21, 2020

Re: Changes to Policies 412: *Expense Reimbursement for Travel*; 713: *Student Activity Accounting*; and 720: *Vending Machines* (Maximize resources for optimal student learning)

Recommendation: that the Board of Education approves, on a first reading basis, changes to Policies 412: *Expense Reimbursement for Travel*; 713: *Student Activity Accounting*; and 720: *Vending Machines*.

The Policy Review Committee reviewed the policies on August 11, 2020.

Summary of changes:

- 412 – The Finance Department is proposing changes to how expenses are reimbursed.
- 713 – Student activity accounts must be under board control (MSBA). The committee added a cross reference to the “Burnsville-Eagan-Savage Student Handbook” was added.
- 720 – Updated sealed bid statutory requirement (MSBA).

Adopted: 3/91

Burnsville-Eagan-Savage School District Policy 412

Reviewed: ~~5/24/2018~~ 27/2020

Revised: 4/1, 6/14

Rescinds: DLCA

412 EXPENSE REIMBURSEMENT

I. PURPOSE

The purpose of this policy is to control school district business expenses by identifying those expenses that involve initial payment by an employee and qualify for reimbursement from the school district, and to specify the manner by which the school board member, employee, or board appointed agent seeks reimbursement.

II. SCOPE

This policy applies to all school board members, employees, and board appointed agents.

III. DEFINITIONS

“Authorizing Administrator,” means the individual with the authority and accountability for the budget which is funding and approving the expense.

IV. AUTHORIZATION

All school district business expenses to be reimbursed must be approved by the-authorizing administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district business-related expenses.

V. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Detailed itemized Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Personal Automobile travel shall be reimbursed at the standard mileage rates set by the Internal Revenue Service. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

VI. AIRLINE TRAVEL CREDIT

- A. Employees utilizing school district funds to pay for airline travel are required to must be charged on the district provided purchase cards ~~that~~. Any credits or

other benefits issued by any airline must be accrued ~~accrued~~ to the benefit of the school district rather than the employee.

1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.
 2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.
- B. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.
- C. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

VII. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Legal References: Minn. Stat. § 15.435 (Airline Travel Credit)
 Minn. Stat. § 471.665 (Mileage Allowances)
 Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)
 Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)
 Minn. Op. Atty. Gen. 161B-12 (Jan. 24, 1989) (Operating Expenses of Car)

Cross References: Burnsville-Eagan-Savage Policy 214 (Out-of-State Travel by School Board Members).

Adopted: 4/14/2016
 Reviewed: 11/15/2018
 Revised: ~~12/13/2018~~ 2/27/2020
 Rescinds:

Burnsville-Eagan-Savage School District Policy 713

713 STUDENT ACTIVITY ACCOUNTING

I. PURPOSE

The school board recognizes the need to provide alternative paths to learning, skill development for its students, and activities for student enjoyment. It also understands its commitment to and obligation for assuring maximum accountability for public funds and student activity funds. For these reasons, the school board will assume control over and/or oversee funds for student activities as set forth in this policy.

II. GENERAL STATEMENT OF POLICY

A. Curricular and Cocurricular Activities

The school board shall take charge of, control over, and account for all student activity funds that relate to curricular and cocurricular activities.

B. Extracurricular Activities

The school board shall take charge of, control over, and account for all student activity accounting that relates to extracurricular activities.

C. Non-Student Activities

In overseeing student activity accounts under this policy, the school board shall not maintain or account for funds generated by non-students including, but not limited to, convenience funds of staff members, booster club funds, parent-teacher organization or association funds, or funds donated to the school district for specified purposes other than student activities.

III. DEFINITIONS

A. Cocurricular Activity

A “cocurricular activity” means those portions of the school-sponsored and directed activities designed to provide opportunities for students to participate in such experiences on an individual basis or in groups, at school and at public events, for improvement of skills (i.e., interscholastic sports, band, etc.). Cocurricular activities are not offered for school credit, cannot be counted toward graduation, and have *one or more* of the following characteristics:

1. They are conducted at regular and uniform times during school hours, or at times established by school authorities;
2. They are directed or supervised by instructional staff in a learning environment similar to that found in courses offered for credit; and
3. They are partially, primarily, or totally funded by public moneys for general instructional purposes under direction and control of the school board.

B. Curricular Activity

A “curricular activity” means those portions of the school program for which credit is granted, whether the activity is part of a required or elective program.

C. Extracurricular (Noncurricular/Supplementary) Activity

An “extracurricular (noncurricular/supplementary) activity” means all direct and personal services for students for their enjoyment that are managed and operated under the guidance of an adult or staff member. Extracurricular activities have *all* of the following characteristics:

1. They are not offered for school credit nor required for graduation;
2. They generally are conducted outside school hours or, if partly during school hours, at times agreed by the participants and approved by school authorities;
3. The content of the activities is determined primarily by the student participants under the guidance of a staff member or other adult.

D. Public Purpose Expenditure

A “public purpose expenditure” is one which benefits the community as a whole, is directly related to the functions of the school district, and does not have as its primary objective the benefit of private interest.

IV. **MANAGEMENT AND CONTROL OF ACTIVITY FUNDS**

A. Curricular and Cocurricular Activities

1. All money received on account of cocurricular activities shall be turned over to the appropriate school personnel, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.

2. The appropriate school personnel shall account for all revenues and expenditures related to curricular and cocurricular activities in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS); ~~the Manual for Activity Fund Accounting (MAFA) to the extent applicable~~; and school district policies and procedures.

B. Extracurricular Activities

~~1. Extracurricular Activities Under Board Control~~

- 1a. Any and all costs of extracurricular activities under board control may be provided from school revenues.
- 2b. All money received or expended for extracurricular activities ~~under board control~~ shall be recorded in the same manner as other revenues and expenditures of the school district and shall be turned over to the appropriate school personnel, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
- 3e. The appropriate school personnel shall account for all revenues and expenditures related to extracurricular activities ~~under board control~~ in accordance with UFARS ~~and MAFA~~ and school district policies and procedures.

~~2. Extracurricular Activities Not Under Board Control~~

- ~~a. All extracurricular activities not under board control shall be self-sustaining with all expenses, except direct salary costs and indirect costs of the use of school facilities, met by dues, admissions, or other student fundraising events. The general fund shall reflect only those salaries directly related to and readily identified with the activity and paid by public funds.~~
- ~~b. Revenues and expenditures for extracurricular activities not under board control shall be recorded and be managed according to MAFA and shall be reviewed for compliance with and accepted by the school board in accordance with school district policies and procedures.~~
- 4e. All student activity funds will be collected and expended:
- ~~(1)~~a. in compliance with school district policies and procedures;
- ~~(2)~~b. under the general direction of the principal and with the participation of students and faculty members who are responsible for generating the revenue;

~~(3)c.~~ in a manner which does not produce a deficit or an unreasonably large accumulation of money to a particular student activity fund;

~~(4)d.~~ for activities which directly benefit the majority of those students making the contributions in the year the contributions were made whenever possible; and

~~(5)d.~~ in a manner which meets a public purpose.

5d. Activity accounts of a graduated class will be terminated prior to the start of the school year following graduation. Any residual money from a graduating class activity fund will ~~be removed from the terminated student activity account and deposited into~~ remain in the student activity account defined general fund and may be used for any school district purpose. Prior to depositing such accounts, all donations or gifts accepted for the specific purpose of the student activity account shall be administered in accordance with the terms of the gift or donation and school district policy.

V. DEMONSTRATION OF ACCOUNTABILITY

A. Annual External Audit

The school board shall direct its independent certified public accountants to audit, examine, and report upon student activity accounts as part of its annual school district audit in accordance with state law.

B. Fundraiser Report

The administration will prepare a fundraising report semi-annually which will be reviewed by the school board in May and November. The report will list the activity, type of fundraisers, timing, purpose, and results.

[Note: The school board should conduct periodic reviews of student fundraising. The manner in which such reviews are conducted is in the discretion of the school board.]

Legal References: Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Districts)
 Minn. Stat. § 123B.09 (Boards of Independent School Districts)
 Minn. Stat. § 123B.15, Subd. 7 (Officers of Independent School Districts)
 Minn. Stat. § 123B.35 (General Policy)
 Minn. Stat. § 123B.36 (Authorized Fees)
 Minn. Stat. § 123B.37 (Prohibited Fees)
 Minn. Stat. § 123B.38 (Hearing)

Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
 Minn. Stat. § 123B.52 (Contracts)
 Minn. Stat. § 123B.76 (Expenditures; Reporting)
 Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)
 Minn. Rules Part 3500.1050 (Definitions for Pupil Fees)
Visina v. Freeman, 252 Minn. 177, 89 N.W.2d 635 (1958)
 Minn. Op. Atty. Gen. 159a-16 (May 10, 1966)

Cross References: Uniform Financial Accounting and Reporting Standards (UFARS)
~~Manual for Activity Fund Accounting (MAFA)~~
 Burnsville-Eagan-Savage School District Policy 510 (Student Activities)
 Burnsville-Eagan-Savage School District Policy 511 (Student Fundraising)
 Burnsville-Eagan-Savage School District Policy 701 (Establishment and Adoption of School District Budget)
 Burnsville-Eagan-Savage School District Policy 701.1 (Modification of School District Budget)
 Burnsville-Eagan-Savage School District Policy 702 (Accounting)
 Burnsville-Eagan-Savage School District Policy 703 (Annual Audit)
 Burnsville-Eagan-Savage School District Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
 Burnsville-Eagan-Savage School District Policy 706 (Acceptance of Gifts)
[Burnsville-Eagan-Savage Student Activity Handbook](#)

Adopted: 1/2005
 Reviewed: 5/9/2019
 Revised: 5/23/20198/27/2020
 Rescinds: DFF, DFFR

Burnsville-Eagan-Savage School District Policy 720

720 VENDING MACHINES

I. PURPOSE

The purpose of this policy is to establish procedures to govern vending machines, to which students have access, that are installed in school district facilities.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to contract for, supervise, maintain, and account for the proceeds from vending machines located in school facilities in a manner that is fair, that maximizes the revenues from those machines, that allows those revenues to be included in the budget of the facility in which they are generated, and that establishes controls to avoid fraud, theft, or the appearance of impropriety.

III. AUTHORIZATION

Vending machines for the dispensing of food, beverages, or other approved items are authorized in any school facility in the school district provided that all contracts for such vending machines must be approved by superintendent or designee as provided in this policy.

IV. SUPERVISION; APPROVAL; LOCATION

- A. All vending machines shall be under the supervision of the school principal or designee in charge of the facility in which the machine is located. That administrator shall be responsible to supervise the machine in compliance with this policy and any applicable laws.
- B. The items to be dispensed from a vending machine located in a school facility shall be approved by the principal or designee in charge of that facility and will follow guidelines in Policy 533. All food, beverages, or other items approved shall be appropriate to the school setting. Machines dispensing cigarettes or tobacco products are not authorized under any circumstances. In the event a written complaint is filed with the superintendent regarding the approval or disapproval of any item, the school board, after proper review, shall make the final determination.
- C. Vending machines may be approved that will dispense items only during certain hours, through the use of timers or otherwise. Vending machines should not be operated in competition with the school cafeteria or food service. The principal or

designee in charge of the school facility may regulate the hours of operation of any machine.

- D. Vending machines shall be located to meet any applicable building, fire, or life/safety codes and to provide convenience of operation, accessibility, and ease of maintenance. The principal or designee in charge of the facility shall review the location of each machine with appropriate maintenance and food service staff.

V. CONTRACT APPROVAL

- A. All contracts for the purchase or rental of vending machines shall be considered by the superintendent or designee on a facility-by-facility basis.

- B. If ~~it is~~the estimated ~~that the~~ aggregate receipts from all vending machines located in a school facility will be ~~-\$50,000~~ \$10,000 or more in a fiscal year, the contract for any vending machine in that facility must be awarded after the receipt of sealed bids and compliance with Minn. Stat. § 123B.52.

C. If the estimated aggregate receipts from all vending machines located in a school facility will be less than \$10,000 in a fiscal year, the contract for any vending machine in that facility may be awarded after the receipt of two or more quotations after taking into consideration conformity with the specifications, terms of delivery, other conditions imposed in the call for quotations, and compliance with Minn. Stat. § 123B.52.

D. The contracting process shall be conducted in compliance with Minn. Stat. § 123B.52. A copy of this policy shall be included in any specifications or request for proposals or quotations. A record shall be kept of all bids or quotations received with the names, amounts, and successful bidder indicated. All bids and quotations shall be kept on file as a public record for a period of at least one year after their receipt.

- EE. Any bid or quotation must specify all commissions to be paid from the machine and any other noncommission amounts to be paid as a result of the award of the contract. The noncommission amounts include, but are not limited to, cash payments, in-kind payments, equipment donations, scholarship contributions, bonus payments, or other payments or contributions of any kind or nature. The noncommission amounts shall be reduced to a cash equivalency and shall be specified on the bid or quotation as an additional amount to be paid for the award of the contract.

- FD. If a contract contains a provision allowing exclusivity, such as all machines in the building carrying only a certain manufacturer's brand of pop, that provision must be reviewed by the administration prior to requesting bids or quotations to ensure that it does not conflict with other contracts of the school district.

- GE. All contracts for vending machines must be approved by the superintendent or designee. Any contract not made in compliance with this policy shall be void.

Any district employee signing an unauthorized contract may be subject to personal liability thereon and may be disciplined for said action.

- HF.** All vending machines are to be installed at the expense of the facility in which located. All financial responsibility for the maintenance and repair of machines shall remain with the individual facility in which located to the extent not addressed in the contract.
- IG.** No teacher, administrator, school district employee, or school board member shall be interested, directly or indirectly, in a vending machine contract with the school district or personally benefit financially therefrom.

VI. ACCOUNTING

- A. Proceeds from vending machine sales and contracts shall be under the control of the school board, shall be accounted for in one of the regular school district funds, and must be accounted for and reported in compliance with UFARS.
- B. An amount equal to the amount of the proceeds from the machines in each facility shall be included in the budget of the facility in which the proceeds are generated. That amount may be expended in accordance with established expenditure procedures.
- C. Pursuant to the vending machine contract or otherwise, proper auditing and inventory control procedures shall be established to ensure that commissions are being correctly calculated and paid. These controls must include daily, weekly, or other periodic inventories and written reconciliations of variances between inventory and cash. Each time cash is removed from, or inventory is added to a machine, a written reconciliation between cash and inventory must be performed by the person taking the cash from the machine and must be signed by the principal or other person in charge of the facility. The original written reconciliation reports shall be filed with the business office monthly and a copy shall be retained by the principal's office.

Legal References: Minn. Stat. § 123B.20 (Dealing in Supplies)
 Minn. Stat. § 123B.52 (Contracts)
 Minn. Stat. § 471.345 (Contracts)
 Minn. Stat. § 471.87 (Conflict of Interest)

Cross References: Burnsville-Eagan-Savage School District Policy 210 (Conflict of Interest – School Board Members)
 Burnsville-Eagan-Savage School District Policy 533 (Wellness)
 Burnsville-Eagan-Savage School District Policy 702 (Accounting)

**Agenda IV.B.4.
August 27, 2020**

To: Board of Education
Superintendent Dr. Theresa Battle

From: Brian Gersich

Date: August 21, 2020

Re: Changes to Policies 510: *School Activities*; and 506: *Student Discipline* (Close gaps and raise achievement for all students)

Recommendation: that the Board of Education approves, on a first reading basis, changes to Policies 510: *School Activities*; and 506: *Student Discipline*.

The Policy Review Committee reviewed the policies on August 11, 2020.

Summary of changes:

- 510 – Adds language reflecting 2019 legislative action regarding student activity accounts and deletes outdated references (MSBA). The committee added a cross reference to Policy 511.
- 506 – “Criminal activity” was removed from the policy due to redundancy, language about personal electric devices was added to the policy to align with the student handbook, and the building principal must approve a student’s removal from class which exceeds one day.

Adopted: 09/1999 *Burnsville-Eagan-Savage School District Policy 510*
 Reviewed: ~~11/15/2018~~27/2020
 Revised: 12/13/2018 MSBA 2019
 Rescinds: IGD, IGDD, IGDH and IGDJ & IGDJ-R

510 SCHOOL ACTIVITIES

I. PURPOSE

The purpose of this policy is to impart to students, employees, and the community the school district's policy related to the student activity program.

II. GENERAL STATEMENT OF POLICY

School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental, social and emotional well-being. They are of secondary importance in relationship to the formal instructional program; however, they complement the instructional program in providing students with additional opportunities for growth and development.

III. GOALS

Co-curricular activities have multiple purposes. The goals listed here serve as ideals in the development of specific procedures in each activity.

- A. To provide students with opportunities to participate in varied activities as resources and facilities permit;
- B. To provide both competitive and noncompetitive programs;
- C. To develop competitive programs that maintain a balance between participation and making a winning effort;
- D. To assist in developing good character and self-discipline in participants;
- E. To teach a knowledge of one's own strengths and weaknesses and how to deal with them;
- F. To teach respect for all people;
- G. To develop an understanding and appreciation of the interpersonal skills required for team or community life;
- H. To teach individual and team skills;
- I. To teach safety and good physical and mental practices;
- J. To take advantage of the opportunities available for students with special interests, talents and abilities;
- K. To instill in students a desire for self-improvement and excellence;
- L. To encourage the highest standards of conduct and scholastic achievement among all participants;
- M. To develop integrity and leadership;
- N. To encourage modesty in victory and graciousness in defeat;
- O. To cooperate with related community programs;
- P. To cooperate with ISD 191 programs at either higher or lower grade levels.

IV. RESPONSIBILITY

- A. The school board expects all students who participate in school sponsored activities to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.
- B. The school board expects all spectators at school sponsored activities, including parents, employees, and other members of the public, to behave in an appropriate manner at those activities. Students and employees may be subject to discipline and parents and other spectators may be subject to sanctions for engaging in misbehavior or inappropriate, illegal or unsportsmanlike behavior at these activities or events.
- C. The superintendent or designee shall be responsible for disseminating information needed to inform students, parents, staff, and the community of the opportunities available within the school activity program and the rules of participation.
- D. Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules. Those employees who conduct MSHSL activities shall be responsible for familiarizing students and parents with all applicable rules, penalties, and opportunities.
- E. The school board will ensure that any funds raised for extracurricular activities will be spent only on extracurricular activities.

Legal References: Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)

Cross References: Burnsville-Eagan-Savage School District Policy 422 (Policies Incorporated by Reference)
 Burnsville-Eagan-Savage School District Policy 503 (Student Attendance)
 Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)
 Burnsville-Eagan-Savage School District Policy 713 (Student Activity Accounting)
 Burnsville-Eagan-Savage School District Policy 609: (Religion)MSBA ~~Service Manual, Chapter 5, Various Educational Programs~~
Burnsville-Eagan-Savage School District Policy 511 (Fundraising)

Adopted: 5/04
 Reviewed: ~~12/13/2018~~/27/2020
 Revised: 1/10/2019 *MSBA*
 Rescinds: JFC

Burnsville-Eagan-Savage School District Policy 506

506 STUDENT DISCIPLINE

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that the school district's work toward its mission of providing an exemplary educational program to its students is not interrupted. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked to the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as

appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice.

They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

All students have the right to an education and the right to learn.

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;

- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
 - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
 - 2. The use of profanity or obscene language, or the possession of obscene materials;
 - 3. Gambling, including, but not limited to, playing a game of chance for stakes;
 - 4. Violation of the school district's Hazing Prohibition Policy;
 - 5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
 - 6. Violation of the school district's Student Attendance Policy;
 - 7. Opposition to authority using physical force or violence;

8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco- and Smoke-Free Environment Policy.
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority,

cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;

21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Use of devices or objects to cause distractions or facilitate cheating;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district's Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. ~~Criminal activity;~~
- 31~~2~~. Falsification of any records, documents, notes, or signatures;
- 32~~3~~. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;

334. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of electronic devices or other technology to accomplish this end;
345. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
356. Violation of the school district's Harassment and Violence Policy;
376. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
378. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
389. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
3940. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to damage school property;
401. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
412. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
423. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
443. Violation of the school district's one-to-one device rules and regulations;
44. [Inappropriate use of personal electronic devices \(cell phone, game console\) Filming or recording in any manner the conduct or activities of other students or staff on district property without permission. In addition, any distribution, transmission, sharing or broadcasting of such activities/conduct on social media or elsewhere is prohibited. This prohibition does not apply to public events held on district property;](#)

- 455. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
- 466. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;

- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Expulsion under the Pupil Fair Dismissal Act;
- S. Exclusion under the Pupil Fair Dismissal Act; and/or
- T. Other disciplinary action as deemed appropriate by the school district.

VIII. REMOVAL OF STUDENTS FROM CLASS

- A. The teacher of record shall have the general control and governance of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as outlined in the Student/Parent Handbook. "Removal from class" and "removal" mean any actions taken by an authorized school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy. [The building principal must approve a student's removal from class which exceeds one day.](#)

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or

4. Other conduct, which in the discretion of the teacher or administration requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

- B. Prior to removing the student from the classroom, a teacher must employ response strategies, including a restatement of expectations (warning) so that the student understands that continual disruption might lead to removal from class. When the student's behavior is extreme or unsafe, an immediate removal may be warranted.
- C. Within 24 hours of the removal, the teacher who removed the student must make a good faith effort to inform the student's parent or guardian by phone or in person that the student was removed from class. A good faith effort should include, as appropriate and/or necessary, multiple attempts to contact the parent and/or guardian using a variety of communication tools including, but not limited to phone calls, email, text messages, home visits, or other contacts. Efforts should be made to use the parent's or guardian's preferred method of communication, if known. The teacher must also submit a concise, objective written explanation of the basis for the removal, using the appropriate district approved behavior documentation system.
- D. After the teacher has removed the student from class the teacher must notify the principal or designee in the appropriate district approved behavior documentation system of:
 1. A record of teacher interventions and parent or guardian contacts,
 2. The basis for the removal,
 3. The interventions approved and other steps considered or taken to avoid the need for removal.
- E. When a teacher removes a student from class, the principal or designee shall follow up with teacher, student, and parent or guardian regarding next steps as it relates to the student code of conduct and the building student support plan.

IX. DISMISSAL

- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion, and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Suspension Procedures

1. “Suspension” means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. If a student’s total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student’s parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian’s expense. The purpose of this meeting is to attempt to determine the pupil’s need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of

readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. Effort will be made to include parent or guardian in the administrative conference. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the

student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference.
9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.

4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner.

Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.

12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.

20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

X. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

XII. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

XIII. STUDENTS WITH DISABILITIES

- A. Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.
- B. Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was

1. caused by or had a direct and substantial relationship to the child's disability and
 2. whether the child's conduct was a direct result of a failure to implement the child's IEP.
- C. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise.
- D. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.
- E. School personnel may order a change in the placement of a student with a disability for the same amount of time that a student without a disability would be subject to discipline, but not to exceed 45 school days, if a student with a disability:
1. carries or possesses a weapon; or
 2. knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance; or
 3. inflicts serious bodily harm upon another person;

while on school transportation, at school, on school premises, or at a school function.

The IEP team must include services and modifications designed to address the misbehavior which led to the placement in an interim alternative educational setting, expulsion, or exclusion, and modifications designed to address the behavior that gave rise to the 45-day placement.

- F. When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XIV. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XV. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy through the Independent School District 191 Student/Parent Handbook or in such a manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

XVI. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

- Legal References:***
- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 - Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
 - Minn. Stat. § 120B.232 (Character Development Education)
 - Minn. Stat. § 121A.26 (School Preassessment Teams)
 - Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
 - Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
 - Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
 - Minn. Stat. § 121A.582 (Reasonable Force)
 - Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)
 - Minn. Stat. § 122A.42 (General Control of Schools)
 - Minn. Stat. § 123A.05 (Area Learning Center Organization)
 - Minn. Stat. § 124D.03 (Enrollment Options Program)
 - Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
 - Minn. Stat. Ch.125A (Students With Disabilities)
 - Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
 - Minn. Stat. § 152.23 (Medical Cannabis; Limitations)

 - Minn. Stat. Ch. 260A (Truancy)
 - Minn. Stat. Ch. 260C (Juvenile Court Act)

20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)

29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References: Burnsville-Eagan-Savage School District Policy 413 (Harassment and Violence)

Burnsville-Eagan-Savage School District Policy 417 (Chemical Use and Abuse)

Burnsville-Eagan-Savage School District Policy 419 (Tobacco Free Environment)

Burnsville-Eagan-Savage School District Policy 501 (School Weapons)

Burnsville-Eagan-Savage School District Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)

Burnsville-Eagan-Savage School District Policy 503 (Student Attendance)

Burnsville-Eagan-Savage School District Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)

Burnsville-Eagan-Savage School District Policy 514 (Bullying Prohibition Policy)

Burnsville-Eagan-Savage School District Policy 524 (Internet Acceptable Use and Safety Policy)

Burnsville-Eagan-Savage School District Policy 525 (Violence Prevention)

Burnsville-Eagan-Savage School District Policy 526 (Hazing Prohibition)

Burnsville-Eagan-Savage School District Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

Burnsville-Eagan-Savage School District Policy 610 (Field Trips)

Burnsville-Eagan-Savage School District Policy 709 (Student Transportation Safety Policy)

Burnsville-Eagan-Savage School District Policy 711 (Video Recording on School Buses)

Burnsville-Eagan-Savage School District Policy 712 (Video Surveillance Other Than on Buses)