



Future Ready. Community Strong.

Regular Meeting Agenda

Diamondhead Education Center
200 W. Burnsville Pkwy
Burnsville, MN 55337
September 23, 2021
6:30 PM

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

5:45 PM Board Listening Session with Chair Eric Miller and Director Sue Said

I. Call to Order

- A. Welcome
- B. Pledge of Allegiance

II. Approval of Agenda

III. Information

- A. Receive a report about ESSER III (Elementary and Secondary School Emergency Relief) Fund 3

Speaker(s): Lisa Rider, executive director of business services & Dr. Theresa Battle, superintendent

- B. Receive a report about Multilingual Learners 17

Speaker(s): Maria Kreie Arago, coordinator of multilingual education & Imina Oftedahl, director of curriculum, instruction, and assessment

- C. Receive 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 Minnesota Department of Health (MDH), respectively 26

Speaker(s): Dr. Theresa Battle, Superintendent

- D. Committee, Board Appointment and School Assignment Reports 31

IV. Business Meeting

- A. Consent Agenda

Description: 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. 2

1. Approve Minutes 34
 2. Approve Personnel Recommendations 37
 3. Adopt a Resolution to Accept Donations 38
 4. Approve Payroll, Receipts, Expenses and Investments 40
 5. Accept the Budget Analysis 95
 6. Receive a Report about the Listening Session 100
 7. Approve, on a Second Reading Basis, Changes to Policy 410: *Family and Medical Leave Policy*; New Policy 634: *Electronic Technologies Acceptable Use Policy*; and Rescind Policy 524: *Internet Acceptable Use and Safety Policy* 101
 8. Approve Scheduling a Joint Meeting with the City of Burnsville and ISD 191 on September 27, 2021, at 5:30 p.m. at the Ames Center 137
 9. Approve Scheduling a Board Retreat on September 30, 2021, at 6:30 p.m. at Diamondhead Education Center 138
 10. Approve PI (Physical Impairment) Adapted Athletics Co-op 139
- B. New Business
1. Adopt a Resolution Appointing Election Judges for November 2, 2021, School District Special Election 140
Speaker(s): Lisa Rider, Executive Director of Business Services
 2. Recommendation to approve the proposed revisions and re-adopt the unchanged language in the 2021-2023 Collective Bargaining Agreement with the Burnsville Food Services Association. 145
Speaker(s): Stacey Sovine, Executive Director of Human Resources

V. Adjourn



**Agenda III.A.
September 23, 2021**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Lisa Rider, executive director of business services
Dr. Theresa Battle, superintendent

Date: September 16, 2021

Re: Report about the ESSER III (Elementary and Secondary School Emergency Relief)
Fund

Receive a report about the ESSER III Fund from Lisa Rider, executive director of business services & Dr. Theresa Battle, superintendent



American Rescue Plan ESSER III Funding Priorities

September 23, 2021

**Lisa Rider, executive director of business services
Dr. Theresa Battle, superintendent**

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Overview

- ESSER III Possible Uses and Availability
- One91 Allocation and Priority Areas
- Draft Spending Plan
- Constituent Engagement
- Next Steps

Meet Foundational Needs First



Elementary and Secondary School Emergency Relief (ESSER III) Funds

District 191 Allocation: \$16,141,531

Timeline: July 2020 to September 2024

Funding Priorities

Broadly, the funding will be used to address needs in three areas:

- Direct student support, including academic and social-emotional recovery and acceleration
- Strengthening connections between families and schools
- Mitigating the effects of COVID-19 (health and safety)

Direct Student Support: Academic, Social, Emotional

Classroom teachers, including: youngest grade levels; Virtual Academy; Specialist positions	\$ 2,250,000
Instructional support teachers: high school credit recovery; middle school math interventionists	\$ 510,000
Professional development for K-3 teachers	\$ 50,000
Direct student support outside the typical school day/school year: summer camp for english learner students; student mentoring support; affordable subsidized child care; tutoring; and after-school enrichment programs	\$ 1,100,000
Support services: clerical, technology, chemical counseling	\$ 330,000
Total	\$ 4,240,000

Building Connections Between Schools and Families

Cultural Liaisons to support translations & enrollment (two positions, districtwide)	\$ 200,000
FIRE Academy Parent Engagement (Family Involvement for a Rich Education)	\$ 20,000
Total	\$ 220,000

Mitigating the Effects of COVID-19

Air cleaning/filtering systems	\$ 800,000
Custodial cleaning supplies	\$ 450,000
Update student vaccine records and supporting students/families in “catching up” on missed vaccines	\$ 10,000
Total	\$ 1,260,000

**Ensuring the continuation of programs and services
and reserving for future additional needs**

Maintenance of programs and services	\$ 8,250,000
Reserve	\$ 2,171,531
Total of all ESSER III funds	\$16,141,531

Possible continued staffing

FTEs currently in place for FY22 that may continue with

ESSER III:

Teachers= 14 FTE

Tech/Clerical = 2 FTE

Interventionist/Specialist/Credit Recovery = 5 FTE

Cultural Liaison/Translation = 2 FTE

Constituent Engagement About the Plan

- Engagement with families, students, staff and community members throughout the 2020-21 school year
 - COVID-19 Advisory Team, District One91 Learning Model Team, Community Member Surveys, Superintendent Race Advisory Council, staff and community partners
- Draft spending plan reviewed by Operational Leadership Team and Building Leadership Teams (BLT)

Next Steps

- Continue gathering feedback from BLTs, staff and parent advisory groups
- Share Draft Spending Plan with parents, students and community to gather feedback via survey
- Update plan if necessary
- Submit District 191 application with narrative by October 1

THANK YOU





**Agenda III.B.
September 23, 2021**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Maria Kreie Arago, coordinator of multilingual education &
Imina Oftedahl, director of curriculum, instruction, and assessment

Date: September 16, 2021

Re: Report about Multilingual Learners

Receive a report about Multilingual Learners from Maria Kreie Arago, coordinator of multilingual, & Imina Oftedahl, director of curriculum, instruction, and assessment education.



Multilingual Learners

September 23, 2021

Maria Kreie Arago
SISA Coordinator for Multilingual Education

Imina Oftedahl, Director of Curriculum,
Instruction, and Assessment

Multilingual Learners in One91

- 3,895 students
- 96 different languages
- 1,400-1,500 English learners
- 400 recently exited students
- 41 full time staff

Demographic Breakdown		
Afrikaans/Anuak	1	0.0%
Arabic	68	0.8%
Cambodian/Khmer	122	1.4%
Cantonese/Chinese	21	0.2%
Dakotah/Lacotah/Santee	4	0.0%
Bengali/Cutchi/Gujarati	3	0.0%
English	4,691	54.6%
Finnish	2	0.0%
French	20	0.2%
Nuer	5	0.1%
German	5	0.1%
Hindi/Hindustani/Urdu	3	0.0%
Hmong	31	0.4%
Hungarian/Magyar	1	0.0%
Italian	1	0.0%
Japanese/Okinawan	8	0.1%
Korean	4	0.0%
Kurdish	6	0.1%
Lao/Laotian	64	0.7%
Chippewa/Ojibwe	2	0.0%
Cebuano/Ilocano/Ilonko	1	0.0%
Portuguese	8	0.1%
Russian	44	0.5%
Serbo-Croatian	6	0.1%
Sign Language	5	0.1%
Spanish	1,577	18.4%
Thai	4	0.0%
Ukrainian	24	0.3%
Vietnamese	131	1.5%
Other- Not Specific	1	0.0%
Burmese	7	0.1%
Hawawi/Marshall/Micrones	2	0.0%
English, Creolized	14	0.2%
Afghan	5	0.1%
Amharic	108	1.3%
Bulgarian	2	0.0%
Ibo	2	0.0%
Hausa	3	0.0%
Lingola	3	0.0%
Nepali	2	0.0%
Somali	1,284	15.0%
Swahili	50	0.6%
Tigrinya	27	0.3%
Tibetan	3	0.0%
Oromo	46	0.5%
Yoruba	4	0.0%
Krio	1	0.0%
Polish	3	0.0%
Haitian Creole	1	0.0%
Rwanda/Sotho/Zulu	1	0.0%
Tajik/Wolof	2	0.0%
Uzbek	8	0.1%
Belorussian	2	0.0%
Anuak	8	0.1%
Tajik	2	0.0%
Cantonese	12	0.1%
Lakota	3	0.0%
Kannada	2	0.0%
Malayalam	2	0.0%
Marathi	2	0.0%
Punjabi	4	0.0%
Tamil	8	0.1%
Telugu	1	0.0%
Urdu	5	0.1%
Ilocano	1	0.0%
Filipino	15	0.2%
Karen	8	0.1%
Shan	1	0.0%
Edo	2	0.0%
Tigre	1	0.0%
Mende	1	0.0%
Nahuatl	1	0.0%
Akan	3	0.0%
Ewe	2	0.0%
Twi	20	0.2%
Tonga	6	0.1%
Abkhazian	3	0.0%
Afar	1	0.0%
Ainu	3	0.0%
Asturian	4	0.0%
Braj Basha	1	0.0%
Cree	1	0.0%
Kosraean	1	0.0%
Maasai	2	0.0%
Minangkabau	1	0.0%
Moldovan	1	0.0%
Navajo	1	0.0%
Nobin	1	0.0%
Pohnpeian	2	0.0%
Wakashan	1	0.0%
Xhosa	1	0.0%
Assyrian Neo-Aramaic	2	0.0%
Chin	1	0.0%
Bisaya/Basaya/Dusun	2	0.0%
Tem/Cocotoli/Temba/Tim	2	0.0%
Abond	2	0.0%
Total	8,586	100.0%

Examples of assets that multilingual students and families bring to our district:

- Life experiences
- Cultural funds of knowledge
- Language brokering roles
- Unique educational experiences
- Roles & responsibilities at home
- Oral Language in first language
- Literacy skills in first language
- Strengths in other academic areas

English Learners: Participation Rates

School Year	Number Students	Number Tested	Percent Tested
2017-2018	1705	1500	88%
2018-2019	1751	1507	86%
2019-2020	1817	1550	85%
2020-2021	1680	462	28%

Students Meeting State Target Scores

School Year	Students with Target	Met Target	Did Not Meet Target	Meeting Target
2017-2018	1195	579	616	48.5%
2018-2019	1222	481	741	39.4%
2019-2020 (unofficial)	1130	560	570	49.6%
2020-2021	No Targets Were Determined			

Supporting Multilingual Learners in the Classroom

23

Sheltered Instruction Observation Protocol (SIOP)

- summer training teacher cohort
- classroom observation & coaching
- elementary site-based sessions

CPSS

- lesson study components

Math Talk

- student dialogue for math problem solving

AVID - EL Teachers Partnership

- academic language training
- co-teaching & co-planning support

Social-Emotional Learning

- know our students & their assets

Family Engagement

- parent connection meetings
- parent academy

Seal of Multiliteracy

- Grades 10-12
- Proficiency exam in a language other than English.
- Earn up to 4 college credits
- Since 2018:
 - 10 Platinum (4 credits)
 - 15 Gold (3 credits)
 - 27 World Language Proficiency (2 credits)
 - 1 Gold in Spanish & World Language Proficiency in Somali



Languages

- Spanish
- Somali
- Chinese
- Vietnamese
- Italian

Thank you!

My contact info:

Maria Arago

Coordinator of Multilingual Education

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**Agenda III.C.
September 23, 2021**

To: Board of Education

From: Dr. Theresa Battle, superintendent

Date: September 16, 2021

Re: 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 Minnesota Department of Health (MDH)

Receive an update about District 191's Efforts to Implement COVID-19 Related Educational and Public Health Guidance issued by the MDE and MDH from Dr. Theresa Battle, superintendent.

Board Meeting Date: September 23, 2021

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.

Overview:

Tonight I'll share an overview of COVID related topics that may impact our district. Then Stephanie White will share County and One91 data and more information regarding calibration walkthroughs at sites.

With any new school year it takes practice and reminders to establish routines in schools. The Fall Safety mitigation strategies will be monitored and adjusted by site leaders and Stephanie White and nurses will conduct calibration walkthroughs as we have done in the past.

Lastly Brian will share updates from the planning team and about Activities and Athletics.

Employee Vaccinations: Per MDE -"President Biden announced a series of measures to increase COVID-19 vaccination rates across the country. The Minnesota Department of Labor and Industry (DLI) has received many questions about the information President Biden shared regarding required COVID-19 vaccines or testing policies for employers with 100 or more employees. DLI is awaiting official guidance from the federal government about the action plan. As soon as additional information is available, we will provide an update".

MDH - Need consent from adults to look up their vaccination records.

Just launched a process that allows us to collect from individuals-fill out a form that states that they are allowing the data to be shared with their employer. MIC gathers consent and it is automated. We can request verification for our staff.

Requiring vaccines for 12+ years of age - State statute stipulates required vaccines:

121A.15 HEALTH STANDARDS; IMMUNIZATIONS; SCHOOL CHILDREN

<https://www.revisor.mn.gov/statutes/cite/121A.15>

Here is the MDH chart of required and recommended vaccines:

<https://www.health.state.mn.us/people/immunize/basics/readykidswhento.pdf>

In consultation with our legal counsel state statute stipulates required vaccinations. If a school district independently requires additional vaccines, we should vet possible issues.

Also, the State of Minnesota is developing a strategy for administering COVID-19 vaccines for children ages 5-11, once approved by federal officials. As a part of this work, the State is asking districts to complete a survey regarding our capacity to host vaccination sites.

Updates:

Local Data (MN, Dakota/Scott County and 191)

Data:

During last school year the community transmission in MN were measured by the positivity rate and the 14 day rate of positive cases per a population of 10,000. MN continues to use the Positivity rate and MDH uses a similar metric utilized by CDC for measuring cases which reflects the number of cases per a population of 100,000 in the past 7 days.

Both of these metrics provide information on the level of community transmission and are ranked between low, moderate, substantial and high. A high level of transmission means that the 7 day case rate per 100,000 is greater than 100.

Weekly Case Rate per 10,000 by County of the week of Sept 11

Dakota 19.6 down from 20.3

Scott County 30 up from 21.3

For the Week of Sept 18

Dakota county is 6.1% (last week 6.5%)

Scott county is 8.6% (last week 6.9%)

Scott County School Ages

0-4 age 47 cases 18%

5-11 age 85 cases 32%

12-19 age 134 cases 50%

For a Total of 266 new cases

191 case investigations

During the past two weeks health services completed 12 case investigations for positive individuals infectious during the school day. This is a reminder that we need to remain vigilant in our mitigation strategies for health and safety.

Overall for the 2021-2022 School Year

35 Positive Cases-Student

8 Positive Cases-Staff

Previous two weeks 23 case investigations

Health and Safety Update (MDH):

Vaccinations

Minnesota ; 73.1% 16+; 76.2% 18 +

Scott County on the MDH website One dose 62% overall
12 and older with one dose is 59%
16 and older with one dose is 58%

Dakota County reports for individuals -One dose 66% overall
12 and older with one dose is 79%
16 and older with one dose is 80%

We are looking at reviewing the overall COVID impact by looking at quarantine rates, isolation and attendance.

Instructional Planning (Fall and beyond): Early Learning, Elementary and Secondary

The team to plan for updates to possible changes in learning models convened on Monday, September 20. As a reminder, this team engages in collaborative planning across our departments and grade levels. It is not a decision making team, but rather an implementation team and we work to ensure that we are partnering across our system to prepare our classrooms and educational spaces for school based on the parameters provided by our health and safety team.

Districts in Minnesota have already required shifts in learning models due to community spread in COVID-19. As the previous options including hybrid learning were part of the governor's executive orders, they are no longer valid. That said, Minnesota statute for blended learning does allow for some instruction to be virtual which could give us an option to allow for some shifting in instruction based on COVID-19 transmission rates.

This is not to say we think this will happen. Again, this team does not make decisions. Instead we want to be prepared for if our district is asked to make the shift, so we can transition models as efficiently as possible to minimize lost instruction and prevent possible confusion. We are preparing for any time of shift which could include an entire classroom, grade level, school site or the entire district.

Athletics and Activities:

The team continues to meet on Thursdays to monitor the impact of COVID-19 on athletics and activities. There were some changes made to permit minor use of locker rooms from additional sports groups but no other major changes have been made since the start of seasons.



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**Agenda III.D.
September 23, 2021**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Eric Miller, board chair

Date: September 16, 2021

Re: Committee, Board Appointment and School Assignment Reports

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

Committees:

- Policy Review Committee – Abigail Alt
- Negotiations Committee – Abigail Alt
- Legislative Committee - Lesley Chester
- Student Performance and Achievement Committee – Eric Miller

Board Appointments:

- AMSD (Association of Metropolitan School Districts) – Toni Conner
- District 917 – Lesley Chester and
- Burnsville High School Hall of Fame – Scott Hume
- Burnsville Chamber of Commerce Policy Committee – Abigail Alt
- Foundation 191 – Sue Said
- MSBA (Minnesota School Boards Association) – Scott Hume
- MSHSL (Minnesota State High School League) – Eric Miller

School Assignments:

Abigail Alt	Gideon Pond Elementary
Lesley Chester	William Byrne Elementary
Toni Conner	Nicollet Middle School
Scott Hume	Eagle Ridge Middle School
Eric Miller	Hidden Valley Elementary
Sue Said	Edward Neill Elementary
Anna Werb	Burnsville High School

September 23, 2021 Board Meeting

Board Members' Questions and Staff Responses regarding BoardBook materials

(Personnel Report)

Board Member Question	Staff Response
<p>Looking at this report, it includes a label for teachers which either I haven't noticed or seen before: LTS Teacher. Would you be able to provide additional details on this label, and any distinctions that are being made between Teacher vs LTS Teacher?</p> <p>Also, why the label "End of Assignment" for LTS Teacher versus Appointment/Resignation/Retirement for Teacher?</p>	<p>LTS is a long term sub. They are here for at least 30 work days up to the date the employee returns. Lts do not have any rights to positions beyond the date identified on their contract but we do include them on board reports so that in case they move into a permanent position at some point we have clear documentation of their work history.</p>

(ESSER III)

Board Member Question	Staff Response
<p>Approximately how many FTE do we plan to add using ESSER funds?</p> <p>It would be helpful to have this data detailed by FTE type in the presentation for public reference after the fact. (e.g. # classroom teachers, # instructional support teachers, etc. etc.).</p> <p>I'm assuming that the dollar amounts include salary and benefits, as best we can estimate, yes?</p>	<p>At this point for FY23 it would be speculative to give an approximation. We may continue to employ positions added with ESSER I and ESSER II funds.</p> <p>Below is breakdown for positions added with ESSER funds</p> <p>The dollar amounts are estimates until actual salary is calculated.</p> <p>FTEs currently in place for FY22 that is planned to continue with ESSER III:</p> <p>Teachers= 14 FTE</p> <p>Tech/Clerical = 2 FTE</p> <p>Interventionist/Specialist/Credit Recovery = 5 FTE</p> <p>Cultural Liaison/Translation = 2 FTE</p>

How did we land at the totals on slide #9. What investments/BUs roll up into the totals? Is it possible to include these "buckets" as well? Having these estimates/details for public reference would be helpful.

As you are aware, for FY22 we planned for \$3.9M for the amount to maintain services and programs. Rolling this amount forward with anticipated increases necessary for inflation and accounting for two years is \$8.25M. \$2,171,531 is the difference between allocation and the dollars we have identified thus for specific purposes. We understand more input may generate more needs.

School Board Minutes
 INDEPENDENT SCHOOL DISTRICT 191
 September 9, 2021

The regular meeting of the Board of Education was called to order by Chair Miller at 6:30 p.m. The meeting was held at Diamondhead Education Center, 200 West Burnsville Parkway, Burnsville, MN, 55337. Call to Order

Directors Alt, Chester, Conner, Hume, Said, Werb and Miller were present. Superintendent Battle, Student Representative Zoe Olson, administrators, staff and members of the public were also present. Attendance

Miller welcomed the public and asked Werb to lead the Pledge of Allegiance. Pledge

Moved by Chester, seconded by Werb, to approve the agenda. The motion carried unanimously (6, 0). Agenda

Received a report about Summer Projects from Dave Lake, director of operations & transportation. Reports

Received a report about the First Day of School from Dr. Theresa Battle, superintendent.

Received an update about District 191's Efforts to Implement COVID-19 Related Educational and Public Health Guidance Issued by the MDE and the MDH from Dr. Theresa Battle, superintendent.

Received a report from Zoe Olson, student representative.

Received a report from Dr. Theresa Battle, superintendent.

Received reports from board members Alt, Hume, and Conner.

Moved by Conner, seconded by Werb, to approve the consent agenda. Consent Agenda
 -Approve minutes of the August 26, 2021, regular meeting. Minutes
 -Approve personnel recommendations for Alexander VanHorn, Elizabeth Personnel

Bennett, Jennifer Tandberg, Jonathan Haupt, Khadija Moukrim, Laura Franklin, Quincy Voris, Renee Mauroy, Samuel Gaylord, Emma Martin, Jordan Taylor, Vicki Spieler, Andrea Traetow, Bonnie Tranby, Kristen Van Hoorn, Mary Trisko, Bridget Serig, Bridget Serig, Jessica Dippel, Stephanie White, Amber Christman, Angela Scott, Brandon Lowe, Carolyn Cherry, Chelsea Kukacka, Donna Impola, Lisbet Ochoa Herrera, Lynelle Hovde, Marcy Kimball, Melissa Watson, Michaeline Torres-Busch, Misbah Hirani, Molly Polding, Quentina Dunbar, Rahmo Omar, Shelly Kowalski, Thanaa Nassar, Rosa Davila, Ryan Kolumbus, Emily Boche, Hafsa Hassan, Kimberly Depies, Margaret Simmons, and Zeynah Abdulrazak.

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

-Approve June payroll checks in the net amount of \$4,686,917.15. June claims to date, wire transfers and adjustments totaling \$7,840,680.07. Also, that the Board accepts June receipts of \$15,802,210.77 and investments for the General Fund, 2015A School Building Bonds, and OPEB of \$75,531,263.40 as of June 30, 2021.

Checks, claims,
receipts and
investments

-Accept the Budget Analysis for the month ending June 30, 2021.

Budget Analysis
Listening Session

-Receive a Report about the Listening Session on August 26, 2021.

-Adopt a resolution establishing an Absentee Ballot Board for the special election on Nov. 2, 2021.

-Approve, on a first reading basis, changes to Policy 410: *Family and Medical Leave Policy*.

Policies

-Approve no changes to Policies 414: *Mandated Reporting of Child Neglect or Physical or Sexual Abuse*, and 415: *Mandated Reporting of Maltreatment of Vulnerable Adults*.

The motion carried unanimously (7, 0).

Moved by Hume, seconded by Chester, to adopt the resolution providing for the sale of General Obligation Alternative Facilities Refunding Bonds, Series 2021A; 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.

Bonds

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

1. Bond Authorization. The School Board has determined that it is necessary and expedient to issue \$10,725,000 General Obligation Alternative Facilities Refunding Bonds, Series 2021A.
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 carried unanimously after discussion (7, 0).

Moved by Alt, seconded by Werb, to approve the proposed revisions and re-adopt the unchanged language in the 2021-2023 master agreement with the operations and maintenance supervisors. The motion carried unanimously (7, 0).

Operational Supervisors

Moved by Conner, seconded by Said, to approve the Asset Purchase Agreement with the Black and Gold Alumni Foundation for the scoreboard in the amount of \$165,000 and authorize a board representative to execute any necessary documents at the scheduled closing where a completed Bill of Sale will be finalized. The motion carried unanimously after discussion (7, 0).

Scoreboard

Moved by Werb, seconded by Conner, to approve, on a first reading basis, New Policy 634: *Electronic Technologies Acceptable Use and Rescind Policy 524: Internet Acceptable Use and Safety Policy*. The motion carried unanimously after discussion (7, 0).

Policy 634

The meeting adjourned at 7:50 p.m.

Adjourn

September 23, 2021

Scott Hume, clerk

Date approved

**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: September 23rd, 2021 FINAL

RE: Recommended Personnel Changes

CLASSIFICATION	ACTION	POSITION CONTROL	NAME	FINAL	LOCATION	POSITION	EFFECTIVE DATE
Certified	Appointment		John Peters		Vista View Elementary School	LTS Teacher	8/30/2021
Certified	Appointment		Laura Connell		Burnsville High School	Teacher	9/13/2021
Certified	Appointment		Megan Philipsek		Nicollet Middle School	LTS Teacher	9/8/2021
Certified	Appointment		Sophie Rabino		Rahn Elementary School	Teacher	9/8/2021
Certified	Change of Assignment		Jill Miller		Virtual Academy	Special Education Teacher	9/13/2021
Certified	Leave of Absence		Emily Goldsmith		Vista View Elementary School	Teacher	10/18/2021-12/3/2021
Certified	Recall		Janelle Anderson		Eagle Ridge Middle School	Teacher	8/30/2021
Certified	Recall		Kimberly Fritz		Vista View Elementary School	Teacher	8/30/2021
Certified	Retirement		Holly Foldenauf		Burnsville High School	Teacher	9/20/2021
Classified	Appointment		Anders Grahn		Burnsville High School	Special Education Educational Assistant	9/13/2021
Classified	Appointment		Angela Lobben		Harriet Bishop Elementary	LTS Teacher	3/22/2021
Classified	Appointment		Diana Graves		Nicollet Middle School	Special Education Educational Assistant	9/20/2021
Classified	Appointment		Emma Ganion		Burnsville High School	Special Education Educational Assistant	9/13/2021
Classified	Appointment		Jamie Schonewill		Vista View Elementary School	Educational Assistant	9/13/2021
Classified	Appointment		Janell Pederson		Vista View Elementary School	Food Service Associate	9/16/2021
Classified	Appointment		Jarett Mosoti		Burnsville High School	Band Drumline Assistant	8/31/2021
Classified	Appointment		Jonathan Dent		Sky Oaks Elementary School	Special Education Educational Assistant	9/13/2021
Classified	Appointment		KayAnna Lawler		Harriet Bishop Elementary	Food Service Associate	9/9/2021
Classified	Appointment		Muna Yasin		District-wide	Cultural Liaison	9/20/2021
Classified	Appointment		Shelley Wessman		Harriet Bishop Elementary	Food Service Associate	9/17/2021
Classified	Change of Assignment		Bryan Jensen		Eagle Ridge Middle School	Lead Custodian	9/20/2021
Classified	Change of Assignment		Derek Sather		District-wide	Lead Custodian	9/20/2021
Classified	Change of Assignment		Kimberly Ulrich		Virtual Academy	Special Education Educational Assistant	9/14/2021
Classified	Change of Assignment		Megann Johnson		WM. Byrne Elementary School	Educational Assistant Level III	9/23/2021
Classified	Change of Assignment		Molly Polding		Edward Neill Elementary	Educational Assistant	9/8/2021
Classified	Change of Assignment		Whitney Meyman		Burnsville High School	Special Education Educational Assistant	8/30/2021
Classified	End of Assignment		Angela Lobben		Harriet Bishop Elementary	LTS Teacher	6/11/2021
Classified	Leave of Absence		Susan Edmonson		Diamondhead Education Center	ABE Coordinator	10/25/2021
Classified	Resignation		Jennifer Lichliter		Community Education	Community Ed Program Associate	8/23/2021
Classified	Resignation		Nasir Awil		Hidden Valley Elementary	Educational Assistant	8/17/2021
Classified	Resignation		Sandra Toeller		Hidden Valley Elementary	Food Service Associate	9/22/2021
Classified	Retirement		Patricia Maternowski		Diamondhead Education Center	Admin Assistant	11/3/2021



**Agenda IV.A.3.
September 23, 2021**

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

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

Date: September 20, 2021

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 September 23, 2021.

Clerk – Board of Education

Date	Donor	Recipient	Terms	Donation
8/27/2021	Burnsville High School Marching Band Boosters	Burnsville High School	Marching Band Booster Paid Stipends For Flagline	\$4,623.00
8/30/2021	Shelly Warnke	District 191	To support the district's orchestra/strings program. Anton Breton student violin and carrying case	In-Kind (goods or services)

Total monetary donation received: \$4,623.00



**Agenda IV.A.4
September 23, 2021**

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

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

Date: September 7, 2021

Re: July Payroll, Claims and Receipts

Recommendation: That the Board approves July payroll checks in the net amount of \$4,308,820.49. July claims to date, wire transfers and adjustments totaling \$14,484,250.05. Also, that the Board accepts July receipts of \$3,718,743.52 and investments for the General Fund, 2015A School Building Bonds, and OPEB of \$66,018,751.89 as of July 31, 2021.

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

LKR/mw

INDEPENDENT SCHOOL DISTRICT 191
FINANCIAL REPORT
July 2021

Cash Receipts

Receipts	\$3,718,743.52
Miscellaneous Adjustments	

TOTAL JULY CASH RECEIVED\$3,718,743.52**CASH DISBURSEMENTS**

July	
Payroll	\$4,308,820.49

A/P		
July Claims	Checks 481225-481693	\$3,822,671.84
	Capital One 6000000436-6000000443	\$73,698.18
	ACH-Vendor&Emp 9000002269-9000002302	\$130,764.12

July A/P Wires+P-card+Fleet card	\$10,450,292.38
July Bank Fees	\$6,823.53

TOTAL JULY CASH DISBURSED\$18,793,070.54**TOTAL TO BE APPROVED**\$18,793,070.54

	<u>Money Market</u>	<u>(Original Cost)</u> <u>Investments</u>	<u>7/31/2021</u>
GENERAL FUND	\$25,371,634.70	\$26,111,075.22	\$51,482,709.92
OPEB	\$375,098.38	\$6,829,150.00	\$7,204,248.38
OPEB EQUITY INV THROUGH JULY 31, 2021	\$22,691.84	\$5,879,656.15	\$5,902,347.99
2015A SCHOOL BUILDING BONDS	\$1,429,445.60	\$0.00	\$1,429,445.60
	\$27,198,870.52	\$38,819,881.37	\$66,018,751.89

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: 07/31/21

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

42

BURNSVILLE ISD 191 / GENERAL FUND

2960

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
LTD	0	1	07/31/21	07/31/21	PMA SECURITIES SYNDICATE (PMAS)	\$10,150,306.47	\$10,150,306.47	
MM					Investment Shares Portfolio	\$25,371,634.70	\$25,371,634.70	
SDA					Savings Deposit Account - BELL BANK	\$12,502,568.75	\$12,502,568.75	
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
SEC	44591	1	08/28/19	08/30/21	CAPITAL ONE BANK USA NA	\$247,000.00	\$247,000.00	1.653
SEC	44601	1	08/28/19	08/30/21	CAPITAL ONE NA	\$247,000.00	\$247,000.00	1.653
SEC	44604	1	08/28/19	08/30/21	GOLDMAN SACHS BANK USA	\$247,000.00	\$247,000.00	1.702
CD	285471	1	09/21/20	09/21/21	TEXAS CAPITAL BANK	\$249,999.00	\$249,500.00	0.200
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
CD	285470	1	09/21/20	01/26/22	SERVISFIRST BANK	\$249,904.27	\$249,400.00	0.150
CD	289647	1	05/10/21	05/10/22	WESTERN ALLIANCE BANK / TORREY PINES BANK	\$249,974.40	\$249,600.00	0.150
CD	289646	1	05/10/21	11/07/22	BANK 7	\$249,899.92	\$249,400.00	0.134
CD	289645	1	05/10/21	05/11/23	GREENSTATE CREDIT UNION	\$249,948.63	\$249,200.00	0.150
SEC	48342	1	05/14/21	05/15/23	BMW BANK NORTH AMERICA	\$249,000.00	\$249,000.00	0.130

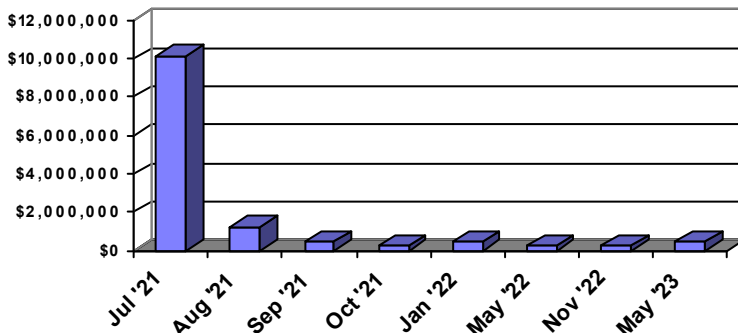
Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.

Total Amount --> \$51,511,074.49 \$51,482,709.92

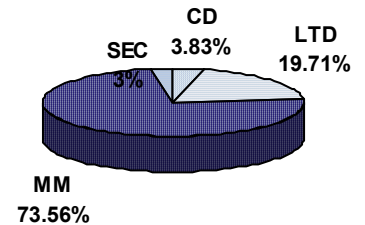
Time and Dollar Weighted Portfolio Yield: 0.323 %

Weighted Average Portfolio Maturity: 13.56 Days

MM: 73.57%
CD's: 3.83%
CP: 0.00%
SEC: 2.89%



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type



Total Portfolio Report CAR

As of: 07/31/21

PMA Financial Network

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

43

BURNSVILLE ISD 191 / 2009 OPEB TRUST

3596

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$375,098.38	\$375,098.38	
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
SEC	47620	1	02/08/21	12/15/22	KANE COOK & DU PAGE C	\$1,000,000.00	\$1,000,000.00	0.100
SEC	48055	1	02/26/21	02/15/23	MANSFIELD ISD-B-REF	\$310,000.00	\$310,000.00	0.120
SEC	48065	1	03/02/21	03/01/23	SAINT LOUIS CNTY	\$335,000.00	\$335,000.00	0.140
SEC	47613	1	01/08/21	08/01/23	SAN MARCOS ISD-REF	\$1,500,000.00	\$1,500,000.00	0.120
SEC	48075	1	03/09/21	08/15/23	SAN MARCOS CTFS OBLIG	\$295,000.00	\$295,000.00	0.110
SEC	48062	1	03/23/21	09/01/23	ROCK CO-TXBL-REF	\$1,000,000.00	\$998,050.00	0.130
SEC	48054	1	02/26/21	10/01/23	HAWAII-EY-REF	\$220,000.00	\$220,000.00	0.100
SEC	48044	1	02/24/21	12/01/23	DEWITT ETC CO CCD #54	\$590,000.00	\$590,000.00	0.190
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 --> **\$7,272,683.91** **\$7,204,248.38**

Time and Dollar Weighted Portfolio Yield: **0.258 %**

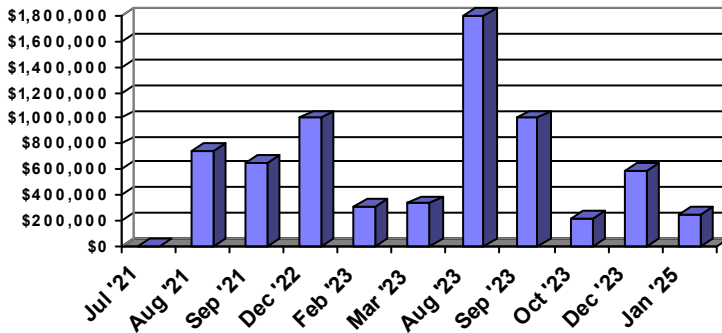
Weighted Average Portfolio Maturity: **547.13 Days**

MM: **5.21%**

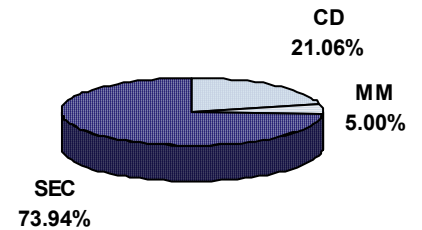
CD's: **21.95%**

CP: **0.00%**

SEC: **72.85%**



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type



**Burnsville ISD 191 OPEB
Investment Review**

July 1 - July 31, 2021

CLIENT

Burnsville ISD 191 OPEB

INCEPTION DATE

11/01/2014

RELATIONSHIP TEAM

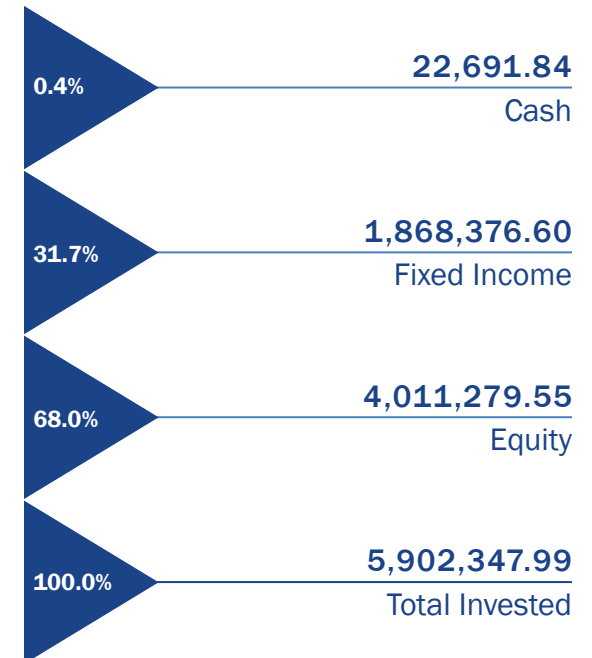
Mercy Ndungu
Institutional Portfolio
Manager
(612) 509-2583
mndungu@pmanetwork.
com

Steve Pumper
VP, Investment Services
(612) 509-2565
SPumper@pmanetwork.com

PORTFOLIO OVERVIEW

	Value
Beginning Market Value	5,812,287.63
Contributions	0.00
Withdrawals	0.00
Net Investment Income	2,845.26
Unrealized Gain/Loss	87,215.10
Realized Gain/Loss	0.00
Ending Market Value	5,902,347.99

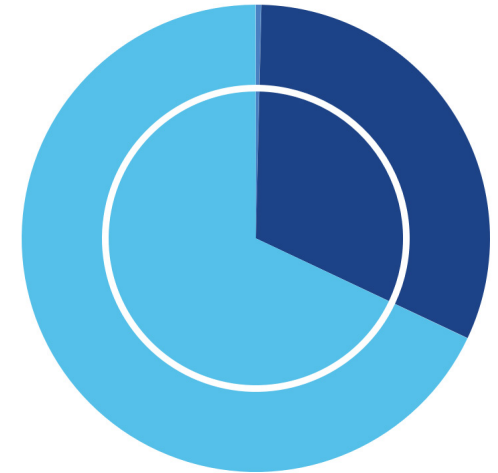
Compliance	Status
As of 07/31/2021	Compliant



INVESTMENT ALLOCATION

Sector	Amount	Allocation	Change	%
Cash				
TOTAL Cash	22,691.84	0.38%	2,845.26	14.34%
Fixed Income				
TOTAL Credit	1,868,376.60	31.65%	18,735.45	1.01%
Funds - Corporate	1,868,376.60	31.65%	18,735.45	1.01%
TOTAL Fixed Income	1,868,376.60	31.65%	18,735.45	1.01%
Equity				
TOTAL Domestic Equity	4,011,279.55	67.96%	68,479.65	1.74%
Funds - Large Cap	4,011,279.55	67.96%	68,479.65	1.74%
TOTAL Equity	4,011,279.55	67.96%	68,479.65	1.74%
TOTAL Invested	5,902,347.99	100.00%	90,060.36	1.55%

CURRENT PERIOD ALLOCATION



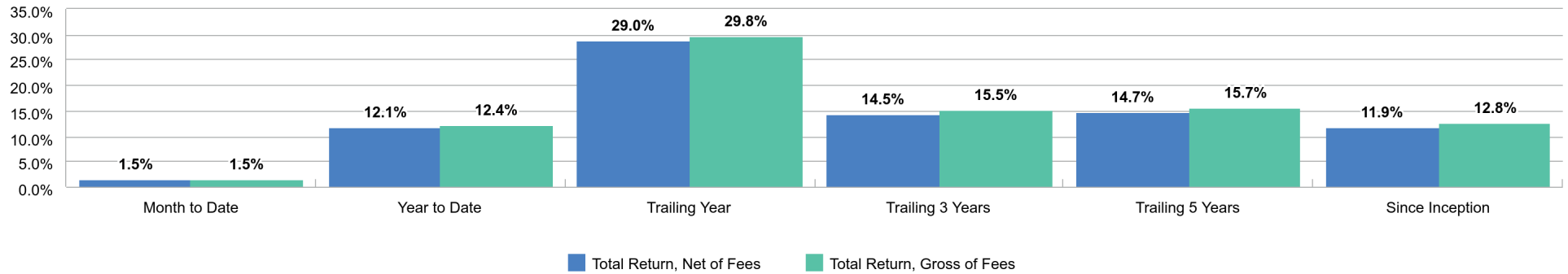
Asset Class

- Cash - 0.4%
- Fixed Income - 31.7%
- Equity - 68.0%

Sector

- Cash - 0.4%
- Credit - 31.7%
- Domestic Equity - 68.0%

HISTORICAL PERFORMANCE



HISTORICAL PERFORMANCE

	Month to Date	Year to Date	Trailing Year	Trailing 3 Years	Trailing 5 Years	Since Inception
Total Return, Net of Fees	1.51%	12.06%	28.96%	14.55%	14.74%	11.86%
Total Return, Gross of Fees	1.55%	12.39%	29.82%	15.49%	15.72%	12.83%

Since Inception Date: November 01, 2014
Periods greater than 1 year are annualized.

PERFORMANCE BY ASSET CLASS

Asset Class	Ending Market Value	Weight	Gross Total Return	Contribution
Cash	22,691.84	0.39%	0.00%	0.00%
Fixed Income	1,868,376.60	31.70%	1.17%	0.37%
Equity	4,011,279.55	67.91%	1.74%	1.18%
Portfolio Total	5,902,347.99	100.00%	1.55%	1.55%



Transaction and Interest Summary

July 1 - July 31, 2021

Trade Date	Settle Date	Quantity	Security	Ticker	Identifier	Unit Price	Amount	Gain / Loss
Cash								
<i>Money Market Fund Interest</i>								
07/31/2021	07/31/2021	0.00	GOLDMAN:FS GOVT INST	FGTXX	38141W273	—	0.49	—
—	—	0.00	Total Money Market Fund Interest	—	—	—	0.49	—
Funds - Corporate								
<i>Equity Dividend</i>								
07/01/2021	07/07/2021	0.00	VANGUARD TOT BD ETF	BND	921937835	—	2,844.77	—
—	—	0.00	Total Equity Dividend	—	—	—	2,844.77	—

Ticker	Identifier	Current Units	Description	Rating	Coupon Rate	Effective Maturity	Final Maturity	Original Cost	Market Price	Market Value + Accrued	Interest / Dividend Income	Dividend Yield	Yield	Book Yield
Cash														
<i>Cash</i>														
FGTX	38141W273	22,691.35	GOLDMAN:FS GOVT INST	AAA	0.03%	07/31/2021	07/31/2021	22,691.35	1.0000	22,691.35	0.49	—	0.03%	0.03%
USD	CCYUSD	0.49	Receivable	AAA	0.00%	07/31/2021	07/31/2021	0.49	1.0000	0.49	0.00	—	0.00%	0.00%
—	—	22,691.84	—	AAA	0.03%	—	—	22,691.84	—	22,691.84	0.49	—	0.03%	0.03%
Fixed Income														
<i>Credit</i>														
<i>Funds - Corporate</i>														
BND	921937835	21,535.00	VANGUARD TOT BD ETF	—	—	—	—	1,830,880.51	86.7600	1,868,376.60	2,844.77	1.97%	—	—
—	—	21,535.00	—	NA	—	—	—	1,830,880.51	—	1,868,376.60	2,844.77	1.97%	—	—
Equity														
<i>Domestic Equity</i>														
<i>Funds - Large Cap</i>														
VTI	922908769	17,695.00	VANGUARD TSM IDX ETF	—	—	—	—	2,058,289.04	226.6900	4,011,279.55	0.00	1.24%	—	—
—	—	17,695.00	—	—	—	—	—	2,058,289.04	—	4,011,279.55	0.00	1.24%	—	—
Total Invested		61,921.84	—	AAA	0.03%	—	—	3,911,861.39	—	5,902,347.99	2,845.26	1.47%	0.03%	0.03%

Prudent Man Advisors, LLC doing business as PMA Asset Management, LLC ("PMA") is an investment adviser registered with the U.S. Securities and Exchange Commission.

This report is intended to detail investment advisory activity through your PMA advisory separately managed account (hereinafter "Account"). The information in this report is confidential and is intended for existing client use only. All transactions are reflected as of trade date. Information derived from sources other than PMA (including market value and market analytics), is believed to be accurate, but is not independently verified nor guaranteed to be accurate or complete. Accounting settings on PMA's accounting and reporting platform, provided by Clearwater Analytics, may not reflect your internal accounting methodology.

All expressions of opinion and predictions in this report are subject to change without notice. This report is not intended to be nor should it be relied upon in any way as a forecast or guarantee of future events regarding a particular investment or the markets in general. Certain security characteristics may include assumptions including, but not limited to, expected levels of volatility, prepayment rates, default rates and recovery rates. Future market experience may differ from these assumptions.

Past performance is not a guarantee of future results. As with all strategies, there is a risk of loss of all or portion of the amount invested.

Custodian Bank

Please note this report is not intended for clients to use as a replacement for custodial statements, which should be considered the official record for the Account. 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 PMA's 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. The custodian may also provide accounting information for all account assets, which may differ from your records or accounting information provided by PMA. The custodian may use different pricing sources or a different pricing hierarchy than PMA, which also may contribute to differences in the market value of your Account.

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Account Assets, Cost, Valuation and Performance

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. The market values of many fixed income securities are provided by pricing services companies which utilize pricing evaluations based on various market and industry inputs. A hierarchy of pricing sources, which may include prices provided by PMA, is used to provide a price for each security on this report. Although PMA 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. Performance is calculated for positions managed by PMA only. Market values for Unmanaged Assets are shown based on information provided by you or your custodian.

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.

Risk

The securities in this Account are not guaranteed or otherwise protected by PMA, 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

PMA does not have the authority to withdraw funds from the Client's account with the custodian bank, except in limited circumstances as authorized by the client for the payment of the investment advisory fee. 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.

ADV Firm Brochure

PMA 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 PMA at the contact information below.

Affiliated Entities

PMA provides investment advisory services to a broad range of clients through PMA Asset Management, 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. Public finance services and institutional brokerage services are offered through PMA Securities, LLC. All other products and services are provided by PMA Financial Network, LLC. PMA, PMA Securities, LLC and PMA Financial Network, LLC are under common ownership.

Review of Report

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



PMA Asset Management, LLC

2135 CityGate Lane, 7th Floor

Naperville, IL 60563

630-657-6400

For more information visit www.pmanetwork.com

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Total Portfolio Report CAR

As of: 07/31/21

PMA Financial Network

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Naperville, Illinois 60563
Telephone . 630-657-6400
Facsimile . 630-718-8701

52

BURNSVILLE ISD 191 / 2015A BONDS

5762

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$1,429,445.60	\$1,429,445.60	
Total Amount -->						\$1,429,445.60	\$1,429,445.60	

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

Time and Dollar Weighted Portfolio Yield: 0.000 %

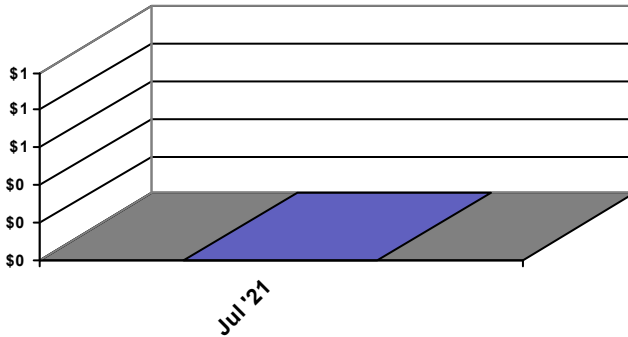
Weighted Average Portfolio Maturity: 0.00 Days

MM: 100.00%

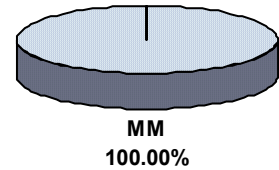
CD's: 0.00%

CP: 0.00%

SEC: 0.00%



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type

July 2021

Wire Transfers

Date	From	To	Amount	For
07/01/2021	MSDLAF	Internal Revenue Service	982,633.04	6/30/21 Payroll - Federal Taxes
07/01/2021	MSDLAF	State of Minnesota	171,450.60	6/30/21 Payroll - State Taxes
07/01/2021	MSDLAF	PERA	110,206.62	6/30/21 Payroll - PERA
07/01/2021	MSDLAF	TRA	500,642.58	6/30/21 Payroll - TRA
07/01/2021	MSDLAF	State of Minnesota	1,611.50	6/30/21 Payroll - Child Support
07/02/2021	MSDLAF	State of Minnesota	104,281.24	6/30/21 HCSP - Retirees and Retiree Rollover
07/02/2021	MSDLAF	First Bank & Trust	253,722.01	6/30/21 Payroll - TSA Wire
07/02/2021	MSDLAF	Postalia	5,000.00	Postage
07/06/2021	MSDLAF	Delta Dental	21,112.69	Dental Insurance
07/06/2021	MSDLAF	Preferred One	437,763.54	Health Insurance
07/08/2021	MSDLAF	Further	19,270.19	Medical Claims
07/08/2021	MSDLAF	Further	18,083.87	Flex Claims
07/08/2021	MSDLAF	Healthy Savings	2,693.42	Healthy Savings Program - July
07/12/2021	MSDLAF	Delta Dental	12,106.98	Dental Insurance
07/12/2021	MSDLAF	Preferred One	392,232.97	Health Insurance
07/14/2021	MSDLAF	Further	15,003.96	Flex Claims
07/14/2021	MSDLAF	Further	15,756.27	Medical Claims
07/15/2021	MSDLAF	Internal Revenue Service	6,677.66	6/30/21 720 Quarterly Federal Excise Tax Return Pcorf
07/16/2021	MSDLAF	Internal Revenue Service	777,723.49	7/15/21 Payroll - Federal Taxes
07/16/2021	MSDLAF	State of Minnesota	128,499.00	7/15/21 Payroll - State Taxes
07/16/2021	MSDLAF	TRA	379,123.22	7/15/21 Payroll - TRA
07/16/2021	MSDLAF	PERA	119,371.27	7/15/21 Payroll - PERA
07/19/2021	MSDLAF	Preferred One	372,200.59	Health Insurance
07/19/2021	MSDLAF	State of Minnesota	1,647.50	7/15/21 Payroll - Child Support
07/19/2021	MSDLAF	First Bank & Trust	182,328.58	7/15/21 Payroll - TSA Wire
07/19/2021	MSDLAF	State of Minnesota	32,042.98	7/15/21 HCSP - Retirees and Retiree Rollover

July 2021

Wire Transfers

Date	From	To	Amount	For
07/19/2021	MSDLAF	Delta Dental	14,584.63	Dental Insurance
07/19/2021	MSDLAF	MN Department of Revenue	87.00	June Sales Tax
07/21/2021	MSDLAF	Further	25,311.19	Medical Claims
07/21/2021	MSDLAF	Further	33,295.32	Flex Claims
07/21/2021	MSDLAF	Delta Dental	4,685.56	Dental Insurance
07/22/2021	MSDLAF	Preferred One	789,699.02	Health Insurance
07/22/2021	MSDLAF	Further	5,895.00	Further Administrative Fees
07/26/2021	MSDLAF	Preferred One	91,476.65	Health Insurance
07/26/2021	MSDLAF	Delta Dental	22,338.02	Dental Insurance
07/27/2021	MN Trust	Ehlers Bond Trust Services	2,185,531.25	Debt Service Payments
07/28/2021	MSDLAF	Further	15,257.69	Flex Claims
07/28/2021	MSDLAF	Further	18,626.46	Medical Claims
07/28/2020	MSDLAF	Capital One Card	73,698.18	Capital One Virtual Card
07/29/2021	MSDLAF	PERA	853.75	7/15/21 Payroll - PERA
07/30/2021	MSDLAF	Fairview	4,206.24	Clearscript/Fairview June Admin. Invoice

AP Check Register

AP Run: 20210702 AP 20-21 — Post Date: 2021-07-02 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/02/2021	481225	Check	A.J. Moore Electric Inc	928491	2 AP8845	498.75
07/02/2021	481226	Check	Advanced Commercial Kitchens	930100	2 AP8845	1,453.71
07/02/2021	481227	Check	American Band Accessories LLC	904564	2 AP8845	831.96
07/02/2021	481228	Check	Arafat, Hanaa	930355	2 AP8845	715.00
07/02/2021	481229	Check	Aramark Refreshment Services	900428	2 AP8845	260.16
07/02/2021	481230	Check	Association Of Clerical Employees	904895	2 AP8845	360.00
07/02/2021	481231	Check	Bester Bros Transfer & Storage Co	904400	2 AP8845	7,155.00
07/02/2021	481232	Check	Bro-Tex Inc	900397	2 AP8845	4,825.44
07/02/2021	481233	Check	Burnsville Association of Educational Assistants	909991	2 AP8845	1,350.00
07/02/2021	481234	Check	Carlson, Gerri	929243	2 AP8845	481.20
07/02/2021	481235	Check	Casperson, Julie	928973	2 AP8845	243.00
07/02/2021	481236	Check	Centerpoint Energy	902519	2 AP8845	625.81
07/02/2021	481237	Check	City of Burnsville	900673	2 AP8845	1,066.50
07/02/2021	481238	Check	Comcast	923547	2 AP8845	59.70
07/02/2021	481239	Check	Conquer Ninja Athletics	929462-2	2 AP8845	1,080.00
07/02/2021	481240	Check	Crown Rental Inc	900647	2 AP8845	47.99
07/02/2021	481241	Check	Cub Foods	900645	2 AP8845	72.40
07/02/2021	481242	Check	Cummins Sales & Service	929228-1	2 AP8845	1,763.02
07/02/2021	481243	Check	Dalco	904186-1	2 AP8845	4,868.80

AP Check Register

AP Run: 20210702 AP 20-21 — Post Date: 2021-07-02 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/02/2021	481244	Check	Digital Insurance, LLC	929385	2 AP8845	6,206.00
07/02/2021	481245	Check	Distributed Website Corporation	922061-1	2 AP8845	240.00
07/02/2021	481246	Check	Electro Watchman Inc	901078	2 AP8845	751.97
07/02/2021	481247	Check	Field Environmental Consulting Inc	926109	2 AP8845	718.25
07/02/2021	481248	Check	Flach, Lauren	500672	2 AP8845	172.00
07/02/2021	481249	Check	Freiheit, Dustin	929260	2 AP8845	1,400.00
07/02/2021	481250	Check	Frontier Ag & Turf	900691-1	2 AP8845	1,159.80
07/02/2021	481251	Check	Global Communications Wiring & Services LLC	927736	2 AP8845	6,000.00
07/02/2021	481252	Check	GreatAmerica Financial Services	929729	2 AP8845	395.00
07/02/2021	481253	Check	H&B Specialized Products Inc	901641	2 AP8845	13,919.00
07/02/2021	481254	Check	Heartland Tire, Inc.	930160	2 AP8845	168.99
07/02/2021	481255	Check	Horizon Commercial Pool Supply	904818	2 AP8845	608.40
07/02/2021	481256	Check	Hyster, Kurt	926381	2 AP8845	73.98
07/02/2021	481257	Check	International Gymnastics of MN LLC	926911	2 AP8845	2,432.00
07/02/2021	481258	Check	Inver Hills Community College	901029	2 AP8845	11,800.00
07/02/2021	481259	Check	Jenkins, Jessica	500673	2 AP8845	71.00
07/02/2021	481260	Check	John A Dalsin & Son Inc	905816	2 AP8845	10,193.93
07/02/2021	481261	Check	Johnson Controls Fire Protection LP	903587	2 AP8845	662.56
07/02/2021	481262	Check	L H Enterprises LLC	925069	2 AP8845	334.50

AP Check Register

AP Run: 20210702 AP 20-21 — Post Date: 2021-07-02 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/02/2021	481263	Check	Lamprecht, John	928748	2 AP8845	57.54
07/02/2021	481264	Check	Mackin Educational Resources	902196	2 AP8845	2,225.30
07/02/2021	481265	Check	Mayer Arts Inc	925512	2 AP8845	2,726.00
07/02/2021	481266	Check	McDowall Comfort Management	930006	2 AP8845	4,225.30
07/02/2021	481267	Check	Merry, Vanessa	929912	2 AP8845	220.00
07/02/2021	481268	Check	Mid City Services	930092	2 AP8845	100.00
07/02/2021	481269	Check	Minmor Industries LLC	929079-1	2 AP8845	470.66
07/02/2021	481270	Check	Minnesota Energy Resources	903029	2 AP8845	45.00
07/02/2021	481271	Check	Minnesota Sword Play	924659	2 AP8845	1,050.00
07/02/2021	481272	Check	Minuteman Press - Burnsville	929825	2 AP8845	750.00
07/02/2021	481273	Check	Naleye, Mulki	930453	2 AP8845	75.00
07/02/2021	481274	Check	NCPERS Group Life Ins	908769	2 AP8845	32.00
07/02/2021	481275	Check	Partners in Advanced Education, Inc.	930452	2 AP8845	1,000.00
07/02/2021	481276	Check	Perez, Melissa M	924879	2 AP8845	480.00
07/02/2021	481277	Check	Quality 1 Hr Foto, Inc	930456	2 AP8845	5,000.00
07/02/2021	481278	Check	Quality Resource Group	930448	2 AP8845	1,110.96
07/02/2021	481279	Check	RAK Construction Inc	929749	2 AP8845	8,292.00
07/02/2021	481280	Check	Rock Hard Landscape Supply	928528	2 AP8845	1,033.00
07/02/2021	481281	Check	Ryan Mechanical Inc	923241	2 AP8845	69,439.00

AP Check Register

58

AP Run: 20210702 AP 20-21 — Post Date: 2021-07-02 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/02/2021	481282	Check	Schmitt Music	903532	2 AP8845	6,355.00
07/02/2021	481283	Check	School Services Employees Local 284	907382	2 AP8845	5,736.13
07/02/2021	481284	Check	Second Harvest Heartland	928183	2 AP8845	622.63
07/02/2021	481285	Check	Skow, Karen	929575	2 AP8845	665.00
07/02/2021	481286	Check	Soccerchili	927209	2 AP8845	557.55
07/02/2021	481287	Check	Soeldner-Danger, Tane	930457	2 AP8845	350.00
07/02/2021	481288	Check	St Paul Beverage Solutions, LLC	930156	2 AP8845	3,512.66
07/02/2021	481289	Check	Stamm, Amanda	930020	2 AP8845	136.50
07/02/2021	481290	Check	State Supply Co Inc	903689	2 AP8845	719.48
07/02/2021	481291	Check	Sunbelt Staffing LLC	930344	2 AP8845	2,266.19
07/02/2021	481292	Check	Teachers On Call	929847	2 AP8845	18,340.12
07/02/2021	481293	Check	Tech Academy/Computer Explorers	927274	2 AP8845	1,800.00
07/02/2021	481294	Check	The Reading Warehouse Inc.	930400	2 AP8845	3,450.00
07/02/2021	481295	Check	Third Party Integrity Inc	930282	2 AP8845	8,406.80
07/02/2021	481296	Check	Tony's Appliance Inc	921785	2 AP8845	152.00
07/02/2021	481297	Check	Tri-State Bobcat	924444	2 AP8845	313.29
07/02/2021	481298	Check	Upper Lakes Foods Inc	929826	2 AP8845	7,667.66
07/02/2021	481299	Check	Varsity Group	930232	2 AP8845	5,437.00
07/02/2021	481300	Check	Wong, Anastasia	923552	2 AP8845	171.18
07/02/2021	481301	Check	Xcel Energy	902776	2 AP8845	6,652.67

AP Check Register

AP Run: 20210702 AP 20-21 — Post Date: 2021-07-02 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/02/2021	481302	Check	Yanta, Rebecca	923405	2 AP8845	256.77
Total:						\$256,966.21

20210702 AP 20-21 Summary

Type	Count	Amount
Regular	78	256,966.21
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	78	\$256,966.21

AP Check Register

AP Run: 20210701 AP 21-22 — Post Date: 2021-07-01 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/01/2021	481303	Check	Auto-Owners Insurance Company	928847	2 AP8845	1,651.00
07/01/2021	481304	Check	AVID Center	927223	2 AP8845	18,731.00
07/01/2021	481305	Check	Commission On Dietetic Registration	926227	2 AP8845	70.00
07/01/2021	481306	Check	Coughlan Companies LLC	929269-2	2 AP8845	9,112.40
07/01/2021	481307	Check	Edmentum	929341-1	2 AP8845	34,980.00
07/01/2021	481308	Check	Edpuzzle Inc	930279	2 AP8845	16,100.00
07/01/2021	481309	Check	Electro Watchman Inc	901078	2 AP8845	5,700.00
07/01/2021	481310	Check	Identity Automation, LP	924406-1	2 AP8845	19,030.00
07/01/2021	481311	Check	Integrated Systems Corporation	929858	2 AP8845	20,066.00
07/01/2021	481312	Check	Intermediate School Dist 917	909327	2 AP8845	124,966.53
07/01/2021	481313	Check	Johnson Controls Fire Protection LP	903587	2 AP8845	45,510.00
07/01/2021	481314	Check	MASMS - MN Educational Facility Mgmt Professionals	929772	2 AP8845	375.00
07/01/2021	481315	Check	MN Assoc of School Administrators (MASA)	909181	2 AP8845	860.00
07/01/2021	481316	Check	MN Assoc of Secretaries to the Principal - MASP	908014	2 AP8845	220.00
07/01/2021	481317	Check	MN Dept of Health	908543-6	2 AP8845	180.00
07/01/2021	481318	Check	MN Elementary School Principals Assoc (MESPA)	902538	2 AP8845	689.00
07/01/2021	481319	Check	NASSP	904884	2 AP8845	385.00
07/01/2021	481320	Check	Newsela, Inc.	930302	2 AP8845	27,625.00
07/01/2021	481321	Check	PCS Revenue Control Systems Inc	902475	2 AP8845	8,764.40

AP Check Register

AP Run: 20210701 AP 21-22 — Post Date: 2021-07-01 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/01/2021	481322	Check	Respondus	929635	2 AP8845	4,595.00
07/01/2021	481323	Check	School Nutrition Association (SNA)	926552	2 AP8845	1,119.00
07/01/2021	481324	Check	SFM	923848	2 AP8845	46,675.00
07/01/2021	481325	Check	SpEd Forms LLC	928095	2 AP8845	24,867.16
07/01/2021	481326	Check	Tierney Brothers Inc	900826	2 AP8845	2,117.70
07/01/2021	481327	Check	USI Insurance Services LLC	929828	2 AP8845	20,000.00
07/01/2021	481328	Check	WeVideo Inc	924460	2 AP8845	16,191.97
Total:						\$450,581.16

20210701 AP 21-22 Summary

Type	Count	Amount
Regular	26	450,581.16
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	26	\$450,581.16

AP Check Register

AP Run: 20210715 AP FY21 — Post Date: 2021-07-15 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/15/2021	481329	Check	A.J. Moore Electric Inc	928491	2 AP8845	95.00
07/15/2021	481330	Check	ACT INC	900111-1	2 AP8845	10,240.00
07/15/2021	481331	Check	Advanced Imaging Solutions	928551-1	2 AP8845	7,397.05
07/15/2021	481332	Check	Aramark	901365	2 AP8845	896.92
07/15/2021	481333	Check	Ashpole, Dawn	500093	2 AP8845	427.95
07/15/2021	481334	Check	Astleford International	903205	2 AP8845	2,355.11
07/15/2021	481335	Check	Bimbo Bakeries USA	902333-1	2 AP8845	1,030.50
07/15/2021	481336	Check	Brown's Ice Cream Co	904655	2 AP8845	358.68
07/15/2021	481337	Check	Carrier Corporation	900707-1	2 AP8845	2,400.00
07/15/2021	481338	Check	City of Burnsville - Utilities	904226	2 AP8845	16,753.77
07/15/2021	481339	Check	City of Eagan - Utilities	901002	2 AP8845	1,192.23
07/15/2021	481340	Check	City of Savage - Utilities	909588	2 AP8845	9,846.00
07/15/2021	481341	Check	Cottens NAPA Main Office	929846	2 AP8845	5.59
07/15/2021	481342	Check	Crown Rental Inc	900647	2 AP8845	30.00
07/15/2021	481343	Check	Dakota County Financial Services	907393-3	2 AP8845	11,673.00
07/15/2021	481344	Check	Dakota Electric Association	900809	2 AP8845	89,655.21
07/15/2021	481345	Check	Dalco	904186-1	2 AP8845	1,248.60
07/15/2021	481346	Check	Dick's/Lakeville Sanitation Inc	900641	2 AP8845	7,031.55
07/15/2021	481347	Check	Discovery Explorers LLC	929087	2 AP8845	2,139.00
07/15/2021	481348	Check	DramaLab LLC	930014	2 AP8845	1,050.00

AP Check Register

AP Run: 20210715 AP FY21 — Post Date: 2021-07-15 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/15/2021	481349	Check	Driver And Vehicle Services Division	900930-5	2 AP8845	2,675.73
07/15/2021	481350	Check	ECM Publishers Inc	909272	2 AP8845	64.35
07/15/2021	481351	Check	EcoElsa LLC	930458	2 AP8845	2,600.00
07/15/2021	481352	Check	Fagerness, Joyce	924275	2 AP8845	363.86
07/15/2021	481353	Check	Fecke, Kay L	005682	2 AP8845	4,404.00
07/15/2021	481354	Check	Gray Hobby Farm	930463	2 AP8845	260.00
07/15/2021	481355	Check	Hiller Commercial Floors	905805	2 AP8845	5,505.50
07/15/2021	481356	Check	Horizon Commercial Pool Supply	904818	2 AP8845	952.23
07/15/2021	481357	Check	Intermediate School Dist 917	909327	2 AP8845	1,708.00
07/15/2021	481358	Check	Johnson Controls Fire Protection LP	903587	2 AP8845	1,199.03
07/15/2021	481359	Check	JR Apparel	922612-1	2 AP8845	887.36
07/15/2021	481360	Check	Kennedy and Graven Chartered	908356	2 AP8845	1,305.00
07/15/2021	481361	Check	Krusemark, LeeAnne	930317	2 AP8845	360.00
07/15/2021	481362	Check	Lightspeed Technologies Inc	926151	2 AP8845	255,840.00
07/15/2021	481363	Check	McGrogan, Kate	931016	2 AP8845	500.00
07/15/2021	481364	Check	Minnesota Energy Resources	903029	2 AP8845	81.30
07/15/2021	481365	Check	Minnesota Valley Electric Cooperative	907448	2 AP8845	18,992.37
07/15/2021	481366	Check	MN Highway Safety & Research Center	926466	2 AP8845	275.00
07/15/2021	481367	Check	Mobile Health Services LLC	908702	2 AP8845	696.00

AP Check Register

AP Run: 20210715 AP FY21 — Post Date: 2021-07-15 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/15/2021	481368	Check	MTI Distributing Inc	902544	2 AP8845	88.33
07/15/2021	481369	Check	Northstar AV, LLC	931060	2 AP8845	7,700.00
07/15/2021	481370	Check	Perez, Melissa M	924879	2 AP8845	720.00
07/15/2021	481371	Check	PPG Architectural Finishes	901709	2 AP8845	41.99
07/15/2021	481372	Check	RAK Construction Inc	929749	2 AP8845	177,849.77
07/15/2021	481373	Check	Red Wing Business Advantage Account	905511-1	2 AP8845	596.83
07/15/2021	481374	Check	Red Wing Business Advantage Account	921851-1	2 AP8845	964.27
07/15/2021	481375	Check	Reliastar Life Insurance Company	920099-2	2 AP8845	3,005.17
07/15/2021	481376	Check	Reliastar Life Insurance Company	920099-3	2 AP8845	3,870.00
07/15/2021	481377	Check	Reliastar Life Insurance Company	920099-4	2 AP8845	2,357.02
07/15/2021	481378	Check	Saunders, Sharon D	006100	2 AP8845	36.00
07/15/2021	481379	Check	Schmitt Music	903532	2 AP8845	17,333.30
07/15/2021	481380	Check	Schmitt & Sons - Contract	909331-2	2 AP8845	386,392.92
07/15/2021	481381	Check	Schmitt & Sons Inc	909331	2 AP8845	21,785.14
07/15/2021	481382	Check	SFM	923848	2 AP8845	7,987.85
07/15/2021	481383	Check	Sherwin-Williams	903745-2	2 AP8845	125.89
07/15/2021	481384	Check	Shred-it c/o Stericycle Inc	924465	2 AP8845	487.39
07/15/2021	481385	Check	Special School District No 1	908893	2 AP8845	403.32
07/15/2021	481386	Check	St Paul Beverage Solutions, LLC	930156	2 AP8845	1,723.23

AP Check Register

AP Run: 20210715 AP FY21 — Post Date: 2021-07-15 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/15/2021	481387	Check	Stamm, Amanda	930020	2 AP8845	175.50
07/15/2021	481388	Check	Sunbelt Staffing LLC	930344	2 AP8845	5,699.13
07/15/2021	481389	Check	Teamworks International Inc	924234	2 AP8845	3,077.12
07/15/2021	481390	Check	The Hartford	924486	2 AP8845	39,552.51
07/15/2021	481391	Check	T-Mobile	929345	2 AP8845	2,188.67
07/15/2021	481392	Check	Trusted Employees	929957	2 AP8845	664.00
07/15/2021	481393	Check	Upper Lakes Foods Inc	929826	2 AP8845	8,180.71
07/15/2021	481394	Check	Xcel Energy	902776	2 AP8845	10,562.99
Total:						\$1,168,064.94

20210715 AP FY21 Summary

Type	Count	Amount
Regular	66	1,168,064.94
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	66	\$1,168,064.94

AP Check Register

AP Run: 20210716 AP FY22 — Post Date: 2021-07-16 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/16/2021	481395	Check	AMI Imaging Systems Inc	922517	2 AP8845	1,990.00
07/16/2021	481396	Check	Anoka Hennepin School District #11	900075-4	2 AP8845	800.00
07/16/2021	481397	Check	Arvig	928649	2 AP8845	6,242.58
07/16/2021	481398	Check	Association Of Clerical Employees	904895	2 AP8845	372.00
07/16/2021	481399	Check	AVM Construction LLC	930459	2 AP8845	66,721.35
07/16/2021	481400	Check	Bester Bros Transfer & Storage Co	904400	2 AP8845	6,950.00
07/16/2021	481401	Check	Burnsville Association of Educational Assistants	909991	2 AP8845	1,179.00
07/16/2021	481402	Check	Centurylink	902781	2 AP8845	266.02
07/16/2021	481403	Check	Crayola Experience	929431-1	2 AP8845	1,439.69
07/16/2021	481404	Check	Dakota County Property Taxation & Records	901016-2	2 AP8845	3,162.90
07/16/2021	481405	Check	Heartland School Solutions	929746	2 AP8845	5,572.00
07/16/2021	481406	Check	Merry, Vanessa	929912	2 AP8845	250.00
07/16/2021	481407	Check	Midwest Band Instrument Service	902491	2 AP8845	9,300.00
07/16/2021	481408	Check	Minnesota Safety Council	909177	2 AP8845	580.00
07/16/2021	481409	Check	MN Assoc of School Administrators (MASA)	909181	2 AP8845	1,330.00
07/16/2021	481410	Check	Mn Landscape Arboretum	903870	2 AP8845	6,100.00
07/16/2021	481411	Check	Nuvera	902483	2 AP8845	185.43
07/16/2021	481412	Check	Riverside Insights	931018	2 AP8845	16,276.00
07/16/2021	481413	Check	School Services Employees Local 284	907382	2 AP8845	2,304.26

AP Check Register

AP Run: 20210716 AP FY22 --- Post Date: 2021-07-16 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/16/2021	481414	Check	Skyward Inc	929759	2 AP8845	78,618.00
07/16/2021	481415	Check	Soccerchili	927209	2 AP8845	755.46
07/16/2021	481416	Check	Three Rivers Park District	901637	2 AP8845	318.75
Total:						\$210,713.44

20210716 AP FY22 Summary

Type	Count	Amount
Regular	22	210,713.44
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	22	\$210,713.44

AP Check Register

68

AP Run: 20210722 AP FY21 — Post Date: 2021-07-22 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/22/2021	481417	Check	Amiot Scholastic Recognition Inc	930284	2 AP8845	14,925.00
07/22/2021	481418	Check	ASCO Power Services Inc	930462	2 AP8845	647.50
07/22/2021	481419	Check	Barnes & Noble Inc	900386	2 AP8845	415.55
07/22/2021	481420	Check	Centerpoint Energy	902519	2 AP8845	2,241.79
07/22/2021	481421	Check	CESO Communications LLC	930130	2 AP8845	5,636.36
07/22/2021	481422	Check	CESO Transportation LLC	930220	2 AP8845	3,180.00
07/22/2021	481423	Check	CliftonLarsonAllen LLP	927322	2 AP8845	1,338.75
07/22/2021	481424	Check	CST MN - BIN# 170065	929862	2 AP8845	213,896.16
07/22/2021	481425	Check	Daikin Applied Americas Inc.	925021	2 AP8845	315.50
07/22/2021	481426	Check	Dialog One LLC	927732	2 AP8845	683.00
07/22/2021	481427	Check	Ehlers	920802-1	2 AP8845	270.00
07/22/2021	481428	Check	Horwart, Leslie	014318	2 AP8845	8.30
07/22/2021	481429	Check	Houghton Mifflin Harcourt Publishing Co	928887	2 AP8845	272,686.30
07/22/2021	481430	Check	Ideal Services Inc	927693	2 AP8845	955.00
07/22/2021	481431	Check	Innovational Water Solutions, Inc.	930169	2 AP8845	4,873.00
07/22/2021	481432	Check	Intermediate School Dist 917	909327	2 AP8845	4,147.24
07/22/2021	481433	Check	Kennedy and Graven Chartered	908356	2 AP8845	3,037.50
07/22/2021	481434	Check	Lightspeed Technologies Inc	926151	2 AP8845	141,904.00
07/22/2021	481435	Check	Mackin Educational Resources	902196	2 AP8845	2,775.75

AP Check Register

AP Run: 20210722 AP FY21 — Post Date: 2021-07-22 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/22/2021	481436	Check	McDowall Comfort Management	930006	2 AP8845	1,774.37
07/22/2021	481437	Check	Meca Sportswear	924921	2 AP8845	406.00
07/22/2021	481438	Check	Mid City Services	930092	2 AP8845	37.00
07/22/2021	481439	Check	Midwest Blinds	927063	2 AP8845	1,507.00
07/22/2021	481440	Check	Minnesota Energy Resources	903029	2 AP8845	177.77
07/22/2021	481441	Check	Multilingual Word Inc	922324	2 AP8845	140.00
07/22/2021	481442	Check	Northern Tool & Equipment	902861-2	2 AP8845	224.95
07/22/2021	481443	Check	Office of MNIT Services	906477	2 AP8845	1,042.50
07/22/2021	481444	Check	Pump And Meter Service Inc	903101	2 AP8845	336.00
07/22/2021	481445	Check	Rent N Save Portable Services	925729	2 AP8845	2,230.00
07/22/2021	481446	Check	Ryan Mechanical Inc	923241	2 AP8845	3,632.00
07/22/2021	481447	Check	School Specialty LLC	925097	2 AP8845	3,148.39
07/22/2021	481448	Check	Second Harvest Heartland	928183	2 AP8845	299.70
07/22/2021	481449	Check	Soccerchili	927209	2 AP8845	393.12
07/22/2021	481450	Check	Southwest Metro Intermediate 288	928611	2 AP8845	13,093.77
07/22/2021	481451	Check	St Paul Beverage Solutions, LLC	930156	2 AP8845	3,877.62
07/22/2021	481452	Check	Teachers On Call	929847	2 AP8845	6,693.14
07/22/2021	481453	Check	Transportation Plus, Inc.	906215	2 AP8845	89.50
07/22/2021	481454	Check	Twin City Outdoor Services Inc	929177	2 AP8845	4,700.00

AP Check Register

70

AP Run: 20210722 AP FY21 --- Post Date: 2021-07-22 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/22/2021	481455	Check	Upper Lakes Foods Inc	929826	2 AP8845	12,449.97
07/22/2021	481456	Check	US Games	927728	2 AP8845	1,106.92
Total:						\$731,296.42

20210722 AP FY21 Summary

Type	Count	Amount
Regular	40	731,296.42
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	40	\$731,296.42

AP Check Register

AP Run: 20210723 AP FY22 — Post Date: 2021-07-23 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/23/2021	481457	Check	A.J. Moore Electric Inc	928491	2 AP8845	8,725.42
07/23/2021	481458	Check	American Time & Signal Co	903503	2 AP8845	2,087.71
07/23/2021	481459	Check	Association of Metropolitan School Districts - AMSD	900281	2 AP8845	11,595.00
07/23/2021	481460	Check	Beattie, Lee	500677	2 AP8845	67.15
07/23/2021	481461	Check	Brown's Ice Cream Co	904655	2 AP8845	178.20
07/23/2021	481462	Check	Captivate Media + Consulting	929000	2 AP8845	2,682.00
07/23/2021	481463	Check	CESO Transportation LLC	930220	2 AP8845	15,763.61
07/23/2021	481464	Check	cmERDC Educational Research and Development Council	927043	2 AP8845	27,531.00
07/23/2021	481465	Check	Dalco	904186-1	2 AP8845	2,914.10
07/23/2021	481466	Check	Distributed Website Corporation	922061-1	2 AP8845	3,561.96
07/23/2021	481467	Check	ECM Publishers Inc	909272	2 AP8845	202.95
07/23/2021	481468	Check	Educators Benefit Consultants LLC	926262-1	2 AP8845	702.12
07/23/2021	481469	Check	Fisler Data LLC	929235	2 AP8845	349.00
07/23/2021	481470	Check	Freshworks Inc	930261	2 AP8845	6,720.04
07/23/2021	481471	Check	Guetter, Lindsey	927616	2 AP8845	6.40
07/23/2021	481472	Check	Hanushchak, Oksana	930258	2 AP8845	60.00
07/23/2021	481473	Check	Heartland Tire, Inc.	930160	2 AP8845	169.99
07/23/2021	481474	Check	High Point Networks LLC	929536	2 AP8845	4,508.00
07/23/2021	481475	Check	Intereum Inc	929296	2 AP8845	2,775.36

AP Check Register

AP Run: 20210723 AP FY22 — Post Date: 2021-07-23 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/23/2021	481476	Check	Intermediate School Dist 917	909327	2 AP8845	74,632.38
07/23/2021	481477	Check	Krumwiede, Jeremy	500676	2 AP8845	173.20
07/23/2021	481478	Check	Limburg, Mark	930082	2 AP8845	145.00
07/23/2021	481479	Check	Marti & Gary's Auto Repair	930382	2 AP8845	558.53
07/23/2021	481480	Check	Moeller, Kristin	500674	2 AP8845	34.20
07/23/2021	481481	Check	Natus Medical Inc	929836	2 AP8845	1,835.00
07/23/2021	481482	Check	Nelson, Kristi Kay	930378	2 AP8845	420.00
07/23/2021	481483	Check	Quadiant Inc	930262	2 AP8845	503.35
07/23/2021	481484	Check	RAK Construction Inc	929749	2 AP8845	70,555.50
07/23/2021	481485	Check	Region 1	929855	2 AP8845	119,031.08
07/23/2021	481486	Check	Region V Computer Services	929754	2 AP8845	1,185.00
07/23/2021	481487	Check	Scenario Learning LLC	928849	2 AP8845	11,388.00
07/23/2021	481488	Check	School Nutrition Association (SNA)	926552	2 AP8845	51.00
07/23/2021	481489	Check	Seesaw Learning Inc	929508	2 AP8845	14,355.00
07/23/2021	481490	Check	Sherwin-Williams	903745-2	2 AP8845	85.74
07/23/2021	481491	Check	SiteOne Landscape Supply LLC	930424	2 AP8845	435.10
07/23/2021	481492	Check	Sosinske, Natalie	500678	2 AP8845	24.20
07/23/2021	481493	Check	South Suburban Conference	926921	2 AP8845	6,000.00
07/23/2021	481494	Check	Spotify USA Inc	930083	2 AP8845	3,302.50
07/23/2021	481495	Check	Suleiman, Nasra	500675	2 AP8845	75.00

AP Check Register

AP Run: 20210723 AP FY22 --- Post Date: 2021-07-23 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/23/2021	481496	Check	Sullivan, Thomas	929418	2 AP8845	80.00
07/23/2021	481497	Check	Sunbelt Staffing LLC	930344	2 AP8845	1,615.50
07/23/2021	481498	Check	Texthelp Inc	928997	2 AP8845	22,230.00
07/23/2021	481499	Check	The Works	902039	2 AP8845	2,940.00
07/23/2021	481500	Check	Thorner, Christina	500679	2 AP8845	25.00
07/23/2021	481501	Check	Tri-State Bobcat	924444	2 AP8845	329.85
07/23/2021	481502	Check	Zoom Video Communications Inc	930278	2 AP8845	7,300.00
Total:						\$429,910.14

20210723 AP FY22 Summary

Type	Count	Amount
Regular	46	429,910.14
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	46	\$429,910.14

AP Check Register

AP Run: 20210727 Transp FY21 — Post Date: 2021-07-27 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/27/2021	481503	Check	Abate or Daniel Desta, Elizabeth	500166	2 AP8845	204.24
07/27/2021	481504	Check	Amiot, Michael	500139	2 AP8845	202.76
07/27/2021	481505	Check	Anderson, Bruce	500141	2 AP8845	230.88
07/27/2021	481506	Check	Anderson, Laurie	500464	2 AP8845	139.12
07/27/2021	481507	Check	Arias, Johnny	500680	2 AP8845	232.36
07/27/2021	481508	Check	Bergerson, Colleen	500148	2 AP8845	159.84
07/27/2021	481509	Check	Biltz, Gregory	500149	2 AP8845	136.16
07/27/2021	481510	Check	Blobaum, Julie	500152	2 AP8845	285.12
07/27/2021	481511	Check	Braun, Kathryn	500154	2 AP8845	139.12
07/27/2021	481512	Check	Brummer, Jeff	500156	2 AP8845	245.68
07/27/2021	481513	Check	Bui, Dai	500681	2 AP8845	165.44
07/27/2021	481514	Check	Cao, Phong	500159	2 AP8845	137.64
07/27/2021	481515	Check	Carey, Tracy	500682	2 AP8845	139.12
07/27/2021	481516	Check	Cimino, Dana	500162	2 AP8845	279.84
07/27/2021	481517	Check	Clausen, Jana	500683	2 AP8845	136.16
07/27/2021	481518	Check	Davis-Carter, Marcelle	500161	2 AP8845	292.16
07/27/2021	481519	Check	Depies, Kimberly	500165	2 AP8845	236.80
07/27/2021	481520	Check	Dolan, Lisa	500167	2 AP8845	251.68
07/27/2021	481521	Check	Durig, Richard	500684	2 AP8845	233.84
07/27/2021	481522	Check	Eyberg, Jaclyn	500168	2 AP8845	248.16

AP Check Register

AP Run: 20210727 Transp FY21 — Post Date: 2021-07-27 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/27/2021	481523	Check	Fields, Kari	500169	2 AP8845	103.84
07/27/2021	481524	Check	Gide, Roza	500685	2 AP8845	250.00
07/27/2021	481525	Check	Gordon, Peter	500467	2 AP8845	264.00
07/27/2021	481526	Check	Gronewaller, Marlies	500686	2 AP8845	202.76
07/27/2021	481527	Check	Haas, Angela or Chris	500687	2 AP8845	239.76
07/27/2021	481528	Check	Hansen, Rachel	500177	2 AP8845	300.00
07/27/2021	481529	Check	Hardinger, Michelle	500468	2 AP8845	229.40
07/27/2021	481530	Check	Harris, Susan	500469	2 AP8845	288.64
07/27/2021	481531	Check	Harris, Trista	500688	2 AP8845	165.76
07/27/2021	481532	Check	Henry, Sarah	500470	2 AP8845	250.00
07/27/2021	481533	Check	Hentges, Michelle	500471	2 AP8845	248.64
07/27/2021	481534	Check	Hjelmberg, Jolene	500179	2 AP8845	213.12
07/27/2021	481535	Check	Hoel, Richard	500472	2 AP8845	264.00
07/27/2021	481536	Check	Hohnstadt, Jennifer	500181	2 AP8845	272.80
07/27/2021	481537	Check	Isenberger, Amy	500182	2 AP8845	290.40
07/27/2021	481538	Check	Jackson, Holly	500689	2 AP8845	137.64
07/27/2021	481539	Check	Janisch, Ann	500337	2 AP8845	140.60
07/27/2021	481540	Check	Jones, Carrie	500690	2 AP8845	290.40
07/27/2021	481541	Check	Kassa, Wodere	500691	2 AP8845	250.00
07/27/2021	481542	Check	Kautz, Thomas	500473	2 AP8845	292.16

AP Check Register

AP Run: 20210727 Transp FY21 — Post Date: 2021-07-27 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/27/2021	481543	Check	Keller, Tina	500186	2 AP8845	137.64
07/27/2021	481544	Check	King, Amy	500692	2 AP8845	131.72
07/27/2021	481545	Check	King, Danette	500187	2 AP8845	300.00
07/27/2021	481546	Check	Kirkov, Anna	500188	2 AP8845	226.44
07/27/2021	481547	Check	Kloch, Lyudmila	500189	2 AP8845	196.84
07/27/2021	481548	Check	Kocon, Melanie	500190	2 AP8845	300.00
07/27/2021	481549	Check	Kokesh, Anna	500693	2 AP8845	205.72
07/27/2021	481550	Check	Krueger, Theresa	500474	2 AP8845	276.32
07/27/2021	481551	Check	Kvam, Jennifer	500475	2 AP8845	235.52
07/27/2021	481552	Check	Laxen, Ruthanne	500476	2 AP8845	244.20
07/27/2021	481553	Check	Long, Roslynn	500192	2 AP8845	216.08
07/27/2021	481554	Check	Lundgren, Paul	500694	2 AP8845	235.32
07/27/2021	481555	Check	Lynick, Sally	500193	2 AP8845	292.16
07/27/2021	481556	Check	Mackedanz, Tim or Pia	500695	2 AP8845	290.40
07/27/2021	481557	Check	Martinez, Feliza	500696	2 AP8845	216.48
07/27/2021	481558	Check	Maslow, Kathleen	500098	2 AP8845	213.12
07/27/2021	481559	Check	Mayer, Pamela	500697	2 AP8845	250.00
07/27/2021	481560	Check	McNally, Julie	500698	2 AP8845	213.86
07/27/2021	481561	Check	Mokos, Cynthia M	500102	2 AP8845	137.64
07/27/2021	481562	Check	Muckerheide, Erin	500103	2 AP8845	278.08

AP Check Register

AP Run: 20210727 Transp FY21 — Post Date: 2021-07-27 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/27/2021	481563	Check	Murphy, Michelle	500104	2 AP8845	195.36
07/27/2021	481564	Check	Newman, Sue	500105	2 AP8845	238.28
07/27/2021	481565	Check	Nicklaus, Ann	500106	2 AP8845	250.00
07/27/2021	481566	Check	Nicklaus, Anne	500095	2 AP8845	300.00
07/27/2021	481567	Check	Nieman, Brittany	500699	2 AP8845	232.36
07/27/2021	481568	Check	Noonan, Sara	500107	2 AP8845	222.00
07/27/2021	481569	Check	Olander, Bethany	500109	2 AP8845	278.08
07/27/2021	481570	Check	Ordahl, Amy	500110	2 AP8845	149.60
07/27/2021	481571	Check	Peine, Nathan	500482	2 AP8845	267.52
07/27/2021	481572	Check	Pluntz, Richard	500112	2 AP8845	248.16
07/27/2021	481573	Check	Pornschloegl, Daniel	500113	2 AP8845	143.56
07/27/2021	481574	Check	Rade, Muluaalem	500114	2 AP8845	250.00
07/27/2021	481575	Check	Rau, David	500485	2 AP8845	202.76
07/27/2021	481576	Check	Reinhardt, Jim	500486	2 AP8845	300.00
07/27/2021	481577	Check	Retzlaff, Bobbi	500116	2 AP8845	241.24
07/27/2021	481578	Check	Ringling, Nancy	500700	2 AP8845	208.68
07/27/2021	481579	Check	Roscoe, Nancy	500119	2 AP8845	137.64
07/27/2021	481580	Check	Samuelson, Leah	500120	2 AP8845	247.16
07/27/2021	481581	Check	Schaefer, Simon L	500487	2 AP8845	300.00
07/27/2021	481582	Check	Schmidt, Penny	500488	2 AP8845	239.76

AP Check Register

AP Run: 20210727 Transp FY21 — Post Date: 2021-07-27 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/27/2021	481583	Check	Schroeder, Mike or Kelly	500701	2 AP8845	242.72
07/27/2021	481584	Check	Shirley, Leah	500121	2 AP8845	281.60
07/27/2021	481585	Check	Storm, Danielle	500489	2 AP8845	281.60
07/27/2021	481586	Check	Swartout, Jennifer	500702	2 AP8845	239.76
07/27/2021	481587	Check	Thompson, Luanne	500123	2 AP8845	286.88
07/27/2021	481588	Check	Thurrow, Heather	500124	2 AP8845	199.80
07/27/2021	481589	Check	Tri, Ben	500703	2 AP8845	281.60
07/27/2021	481590	Check	Tschida, Angela	500125	2 AP8845	290.40
07/27/2021	481591	Check	Vallin, Kurt	500126	2 AP8845	248.64
07/27/2021	481592	Check	Van Luven, Aaron	500704	2 AP8845	192.40
07/27/2021	481593	Check	Vazquez, Ashley	500127	2 AP8845	214.60
07/27/2021	481594	Check	Von Gohren, Ludwig	500128	2 AP8845	295.68
07/27/2021	481595	Check	Wagner, Julie or Robert	500493	2 AP8845	300.00
07/27/2021	481596	Check	Weaver, Michael & Kallie	500130	2 AP8845	236.80
07/27/2021	481597	Check	Welsch, Toni	500131	2 AP8845	137.64
07/27/2021	481598	Check	White, Alison	500494	2 AP8845	271.04
07/27/2021	481599	Check	Wilgenbusch, Iika	500132	2 AP8845	82.88
07/27/2021	481600	Check	Williams, Rebecca	925837	2 AP8845	286.88
07/27/2021	481601	Check	Yoder, Leslee	500705	2 AP8845	244.20
07/27/2021	481602	Check	Zamastil, Sarah	500134	2 AP8845	288.64

AP Check Register

AP Run: 20210727 Transp FY21 — Post Date: 2021-07-27 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
Total:						\$22,943.50

20210727 Transp FY21 Summary

Type	Count	Amount
Regular	100	22,943.50
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	100	\$22,943.50

AP Check Register

AP Run: 20210729 AP FY21 --- Post Date: 2021-07-29 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/29/2021	481603	Check	Amiot Scholastic Recognition Inc	930284	2 AP8845	6,588.00
07/29/2021	481604	Check	Blaskowski, Peter	922244	2 AP8845	141.00
07/29/2021	481605	Check	Centerpoint Energy	902519	2 AP8845	1,092.80
07/29/2021	481606	Check	Comcast	926565-1	2 AP8845	5,500.69
07/29/2021	481607	Check	Conquer Ninja Athletics	929462-2	2 AP8845	104.00
07/29/2021	481608	Check	Consolidated Communications	906231	2 AP8845	3,932.42
07/29/2021	481609	Check	Fastenal	923054-1	2 AP8845	7.50
07/29/2021	481610	Check	Foundation 191	928202	2 AP8845	3,230.00
07/29/2021	481611	Check	Headway Emotional Health Services	927811	2 AP8845	25,750.00
07/29/2021	481612	Check	Hussein, Hamdi	930467	2 AP8845	60.00
07/29/2021	481613	Check	Lindmeier, Thomas	930013	2 AP8845	180.00
07/29/2021	481614	Check	Mackin Educational Resources	902196	2 AP8845	3,346.37
07/29/2021	481615	Check	Orkin Commercial Services	926086	2 AP8845	1,301.00
07/29/2021	481616	Check	Safeway Driving School	926796	2 AP8845	18,030.00
07/29/2021	481617	Check	St Paul Beverage Solutions, LLC	930156	2 AP8845	41.49
07/29/2021	481618	Check	Upper Lakes Foods Inc	929826	2 AP8845	530.51
Total:						\$69,835.78

AP Check Register

AP Run: 20210729 AP FY21 --- Post Date: 2021-07-29 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
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20210729 AP FY21 Summary

Type	Count	Amount
Regular	16	69,835.78
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	16	\$69,835.78

AP Check Register

AP Run: 20210730 AP FY22 — Post Date: 2021-07-30 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/30/2021	481619	Check	A.J. Moore Electric Inc	928491	2 AP8845	3,903.36
07/30/2021	481620	Check	Abboud, Crystal	500706	2 AP8845	17.80
07/30/2021	481621	Check	AdaptHealth Minnesota LLC	930425	2 AP8845	5,238.00
07/30/2021	481622	Check	American Mailing Machines	929771	2 AP8845	324.06
07/30/2021	481623	Check	American Time & Signal Co	903503	2 AP8845	881.45
07/30/2021	481624	Check	Amplified IT LLC	929297	2 AP8845	26,832.00
07/30/2021	481625	Check	Anchor Solar Investments LLC	929704	2 AP8845	2,075.27
07/30/2021	481626	Check	Apple Valley High School	900009-3	2 AP8845	245.00
07/30/2021	481627	Check	Armstrong High School	900163	2 AP8845	100.00
07/30/2021	481628	Check	Asfaha, Selam	930437	2 AP8845	625.00
07/30/2021	481629	Check	Association Of Clerical Employees	904895	2 AP8845	372.00
07/30/2021	481630	Check	AST Sports, Inc.	930321	2 AP8845	363.66
07/30/2021	481631	Check	Bast, Erika	500719	2 AP8845	26.00
07/30/2021	481632	Check	Bloomington Jefferson High School	900722-3	2 AP8845	195.00
07/30/2021	481633	Check	Brown's Ice Cream Co	904655	2 AP8845	120.18
07/30/2021	481634	Check	Bundy, Jennifer	500707	2 AP8845	23.40
07/30/2021	481635	Check	Burnsville Association of Educational Assistants	909991	2 AP8845	1,179.00
07/30/2021	481636	Check	Burnsville Fire Muster	926711-1	2 AP8845	60.00
07/30/2021	481637	Check	Carlson, Gerri	929243	2 AP8845	666.00

AP Check Register

AP Run: 20210730 AP FY22 --- Post Date: 2021-07-30 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/30/2021	481638	Check	Casperson, Julie	928973	2 AP8845	180.00
07/30/2021	481639	Check	Chaska High School	907014	2 AP8845	350.00
07/30/2021	481640	Check	Comcast	923547	2 AP8845	57.13
07/30/2021	481641	Check	Conquer Ninja Athletics	929462-2	2 AP8845	1,680.00
07/30/2021	481642	Check	COR Robotics LLC	931017	2 AP8845	1,260.00
07/30/2021	481643	Check	Craig, Gary	500718	2 AP8845	28.00
07/30/2021	481644	Check	Culligan	906013-2	2 AP8845	236.40
07/30/2021	481645	Check	Dalco	904186-1	2 AP8845	13,300.29
07/30/2021	481646	Check	Daoheuang, Manee	500720	2 AP8845	81.00
07/30/2021	481647	Check	Dinh, Martino	500708	2 AP8845	20.60
07/30/2021	481648	Check	Edina High School	901006	2 AP8845	240.00
07/30/2021	481649	Check	Emery, Tim	500709	2 AP8845	14.10
07/30/2021	481650	Check	Faribault High School	908007-1	2 AP8845	100.00
07/30/2021	481651	Check	Flach, Lauren	500672	2 AP8845	86.00
07/30/2021	481652	Check	Forest Lake High School	907087	2 AP8845	150.00
07/30/2021	481653	Check	Freiheit, Dustin	929260	2 AP8845	700.00
07/30/2021	481654	Check	Gallagher, Michaela	500710	2 AP8845	102.05
07/30/2021	481655	Check	Giem, Beverly	500717	2 AP8845	23.00
07/30/2021	481656	Check	Gray Hobby Farm	930463	2 AP8845	360.00
07/30/2021	481657	Check	GreatAmerica Financial Services	929729	2 AP8845	395.00

AP Check Register

AP Run: 20210730 AP FY22 — Post Date: 2021-07-30 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/30/2021	481658	Check	Hastings High School	902281-1	2 AP8845	100.00
07/30/2021	481659	Check	Herzog, Darlene	500716	2 AP8845	95.00
07/30/2021	481660	Check	I Got Skills	924432	2 AP8845	855.00
07/30/2021	481661	Check	Identisys Inc	923654	2 AP8845	179.38
07/30/2021	481662	Check	Illuminate Education Inc	930283	2 AP8845	43,012.50
07/30/2021	481663	Check	International Gymnastics of MN LLC	926911	2 AP8845	1,520.00
07/30/2021	481664	Check	Johnson High School	930468	2 AP8845	350.00
07/30/2021	481665	Check	Johnson, Carol	500024	2 AP8845	48.00
07/30/2021	481666	Check	Knipp, Alyssa	500714	2 AP8845	90.00
07/30/2021	481667	Check	Kraus-Anderson Ins Agency Inc	902102	2 AP8845	332,216.22
07/30/2021	481668	Check	Lakeville South High School	902673-10	2 AP8845	175.00
07/30/2021	481669	Check	Luther College	928387	2 AP8845	150.00
07/30/2021	481670	Check	Mackin Educational Resources	902196	2 AP8845	1,390.55
07/30/2021	481671	Check	Mayer Arts Inc	925512	2 AP8845	2,820.00
07/30/2021	481672	Check	Merry, Vanessa	929912	2 AP8845	250.00
07/30/2021	481673	Check	Minnesota Sword Play	924659	2 AP8845	675.00
07/30/2021	481674	Check	NCPERS Group Life Ins	908769	2 AP8845	32.00
07/30/2021	481675	Check	Nelson, Kristi	500713	2 AP8845	190.00
07/30/2021	481676	Check	New Richmond High School	930466	2 AP8845	250.00
07/30/2021	481677	Check	Nop, Vicheara	500711	2 AP8845	6.80

AP Check Register

AP Run: 20210730 AP FY22 --- Post Date: 2021-07-30 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/30/2021	481678	Check	Olympic Communications Inc	927700	2 AP8845	165.00
07/30/2021	481679	Check	Pine Island High School	926714	2 AP8845	200.00
07/30/2021	481680	Check	QiVitality LLC	929413	2 AP8845	382.20
07/30/2021	481681	Check	Queen, Jacquelyn	500715	2 AP8845	335.00
07/30/2021	481682	Check	RAK Construction Inc	929749	2 AP8845	4,175.00
07/30/2021	481683	Check	River Falls High School	931030	2 AP8845	130.00
07/30/2021	481684	Check	Rochester Mayo High School	908220	2 AP8845	125.00
07/30/2021	481685	Check	Rosemount High School	909266	2 AP8845	175.00
07/30/2021	481686	Check	Safeway Driving School	926796	2 AP8845	16,605.00
07/30/2021	481687	Check	School Services Employees Local 284	907382	2 AP8845	2,229.26
07/30/2021	481688	Check	Sunbelt Staffing LLC	930344	2 AP8845	1,817.44
07/30/2021	481689	Check	US Postmaster USPS	904153-1	2 AP8845	4,128.00
07/30/2021	481690	Check	Watne, Christina	500712	2 AP8845	60.15
07/30/2021	481691	Check	Welch Mill Canoeing Inc	926230	2 AP8845	816.00
07/30/2021	481692	Check	White Bear Lake High School	920875	2 AP8845	225.00

AP Check Register

AP Run: 20210730 AP FY22 --- Post Date: 2021-07-30 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/30/2021	481693	Check	Youth Enrichment League	924245	2 AP8845	3,776.00
Total:						\$482,360.25

20210730 AP FY22 Summary

Type	Count	Amount
Regular	75	482,360.25
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	75	\$482,360.25

AP Check Register

87

Burnsville-Eagan-Savage SD 191, MN

<u>Fund</u>	<u>Total</u>
01 - GENERAL	2,886,210.61
02 - FOOD SERVICE	55,692.12
03 - TRANSPORTATION	639,558.40
04 - COMMUNITY SERVICE	114,492.25
16 - FACILITIES RENTAL	2,786.21
21 - ISF - POST RETIREMENT BENEFITS	4,404.00
22 - ISF - HEALTH SELECT 105	6,206.00
26 - BOND REFERENDUM	105,502.93
50 - STUDENT ACTIVITY FUND	7,819.32
	\$3,822,671.84

AP Check Register

AP Run: 20210714 C1 — Post Date: 2021-07-14 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/14/2021	6000000436		Advanced Imaging Solutions	928551	2 Virtua	2,260.33
07/14/2021	6000000437		Cole Papers Inc	927279-1	2 Virtua	2,546.67
07/14/2021	6000000438		Grainger	904387-1	2 Virtua	1,590.87
07/14/2021	6000000439		Northern Air Corporation (NAC)	920320	2 Virtua	18,154.14
07/14/2021	6000000440		Renaissance	903744	2 Virtua	46,044.32
07/14/2021	6000000441		Siemens Industry Inc	902217	2 Virtua	2,470.00
07/14/2021	6000000442		Trane US Inc	904045	2 Virtua	440.00
07/14/2021	6000000443		Tri-Dim Filter Corp	929519	2 Virtua	191.85
Total:						\$73,698.18

20210714 C1 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	8	73,698.18
Total:	8	\$73,698.18

AP Check Register

<u>Fund</u>	<u>Total</u>
01 - GENERAL	73,588.73
02 - FOOD SERVICE	11.86
04 - COMMUNITY SERVICE	97.59
	\$73,698.18

AP Check Register

AP Run: 20210714 ACH FY21 — Post Date: 2021-07-14 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/14/2021	9000002269	ACH	Kibler, Jeanne	014479	1 AP5800	13.16
07/14/2021	9000002270	ACH	Kronabetter, Julie R	016789	1 AP5800	32.98
07/14/2021	9000002271	ACH	Lake, David	017436	1 AP5800	132.10
07/14/2021	9000002272	ACH	Meyer, Jessica M	018679	1 AP5800	292.94
07/14/2021	9000002273	ACH	Mosoti, Jarett	019488	1 AP5800	16.29
07/14/2021	9000002274	ACH	Pearson, Genevieve L	019994	1 AP5800	70.95
07/14/2021	9000002275	ACH	Smith, Tracy J	014671	1 AP5800	49.34
07/14/2021	9000002276	ACH	Taylor, Jordan	008359	1 AP5800	77.07
07/14/2021	9000002277	ACH	Thomas, John S	020221	1 AP5800	72.02
Total:						\$756.85

20210714 ACH FY21 Summary		
Type	Count	Amount
Regular	0	0.00
ACH Checks:	9	756.85
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	9	\$756.85

AP Check Register

AP Run: 20210720 ACHV FY21 — Post Date: 2021-07-20 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/20/2021	9000002278	ACH	Benefitfocuscom Inc	927679	1 AP5800	37,426.08
07/20/2021	9000002279	ACH	CDW Government Inc	920289-1	1 AP5800	87,959.43
07/20/2021	9000002280	ACH	Kelleher Helmrich and Associates Inc	908955	1 AP5800	523.75
Total:						\$125,909.26

20210720 ACHV FY21 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	3	125,909.26
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	3	\$125,909.26

AP Check Register

AP Run: 20210728 EMP ACH — Post Date: 2021-07-28 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/28/2021	9000002281	ACH	Battle, Theresa F	019927	1 AP5800	500.00
07/28/2021	9000002282	ACH	Dehne, Tyler	020322	1 AP5800	200.00
07/28/2021	9000002283	ACH	DeMarre, Anna S	019933	1 AP5800	28.01
07/28/2021	9000002284	ACH	Flowers, Jermaine J	020277	1 AP5800	1,032.20
07/28/2021	9000002285	ACH	Gooding, Diane	011971	1 AP5800	20.90
07/28/2021	9000002286	ACH	Gorton, Rachel	016735	1 AP5800	200.00
07/28/2021	9000002287	ACH	Haddorff, Ryan	019106	1 AP5800	395.50
07/28/2021	9000002288	ACH	Johnson, Brian J	018190	1 AP5800	49.00
07/28/2021	9000002289	ACH	Katzmarek, Abigail S	018414	1 AP5800	44.85
07/28/2021	9000002290	ACH	Merid, Nahomi T	019894	1 AP5800	8.93
07/28/2021	9000002291	ACH	Milinovich, Tracy	018144	1 AP5800	107.34
07/28/2021	9000002292	ACH	Mosoti, Jarett	019488	1 AP5800	37.02
07/28/2021	9000002293	ACH	Parker-Sims, Dominic T	020288	1 AP5800	15.68
07/28/2021	9000002294	ACH	Reichert, Kristen K	018306	1 AP5800	735.04
07/28/2021	9000002295	ACH	Rider, Lisa K	016166	1 AP5800	200.00
07/28/2021	9000002296	ACH	Robasse, Charles W	017916	1 AP5800	20.00
07/28/2021	9000002297	ACH	Ruzichka, Laurie	015691	1 AP5800	43.52
07/28/2021	9000002298	ACH	Schwab, Hannah J	019639	1 AP5800	5.98
07/28/2021	9000002299	ACH	Schwab, Timothy R	018336	1 AP5800	28.34
07/28/2021	9000002300	ACH	Schwalbe, Heather	019325	1 AP5800	25.70

AP Check Register

93

AP Run: 20210728 EMP ACH — Post Date: 2021-07-28 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
07/28/2021	9000002301	ACH	Sovine, Stacey	017487	1 AP5800	200.00
07/28/2021	9000002302	ACH	Tinklenberg, Aaron D	017462	1 AP5800	200.00
Total:						\$4,098.01

20210728 EMP ACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	22	4,098.01
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	22	\$4,098.01

AP Check Register

94

Burnsville-Eagan-Savage SD 191, MN

<u>Fund</u>	<u>Total</u>
01 - GENERAL	51,959.72
02 - FOOD SERVICE	174.17
04 - COMMUNITY SERVICE	41,204.15
22 - ISF - HEALTH SELECT 105	37,426.08
	\$130,764.12



**Agenda IV.A.5
 September 23, 2021**

To: Dr. Theresa Battle, superintendent and Board of Education
From: Lisa K. Rider, executive director of business services
Date: September 7, 2021
Re: Budget Analysis for the Month Ending July 31, 2021

Recommendation: That the Board accepts the Budget Analysis for the month ending July 31, 2021.

The July 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	\$ 5,295,147	2.99%	\$ 7,596,559	4.17%
General Fund	\$ 2,885,900	2.21%	\$ 3,278,436	2.41%

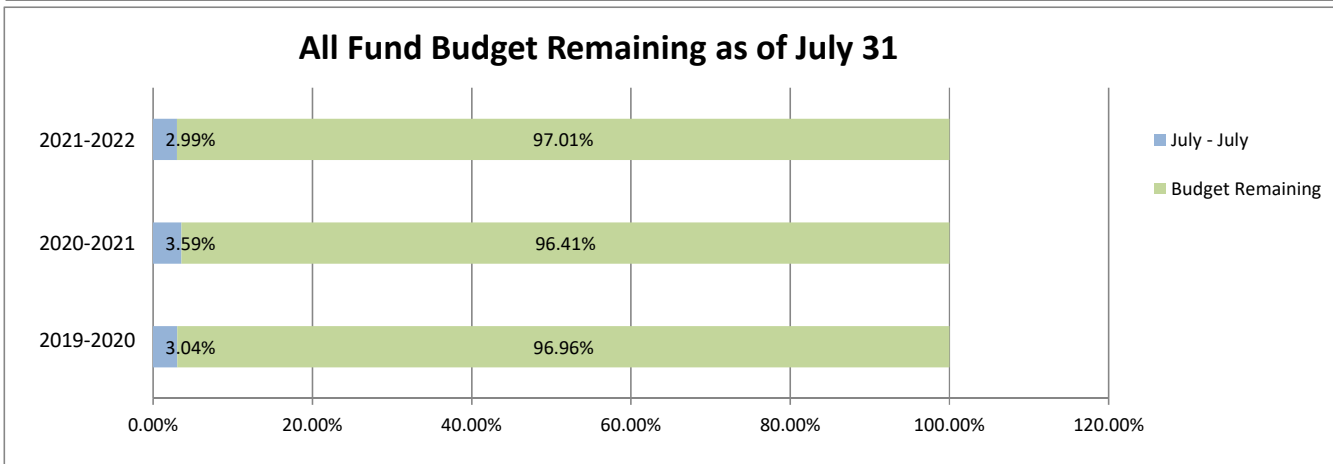
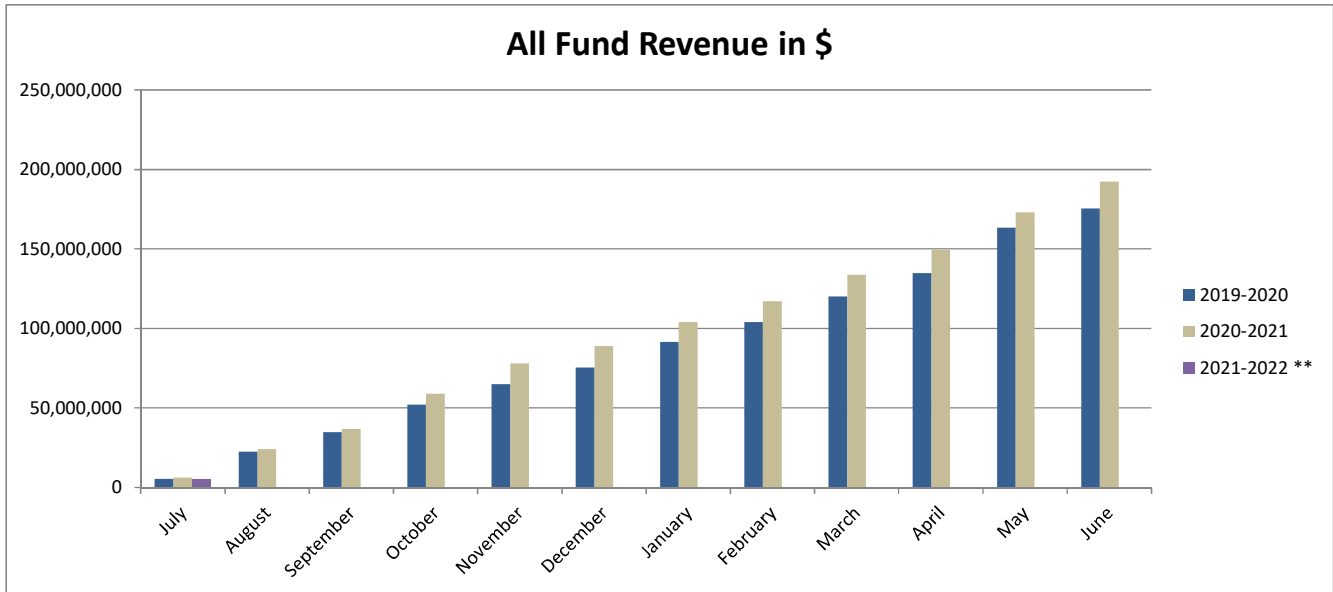
To assist the Board in monitoring monthly financial activity and to help identify budget-to-actual deviations, the following graphs have been developed for all funds and the general fund:

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**

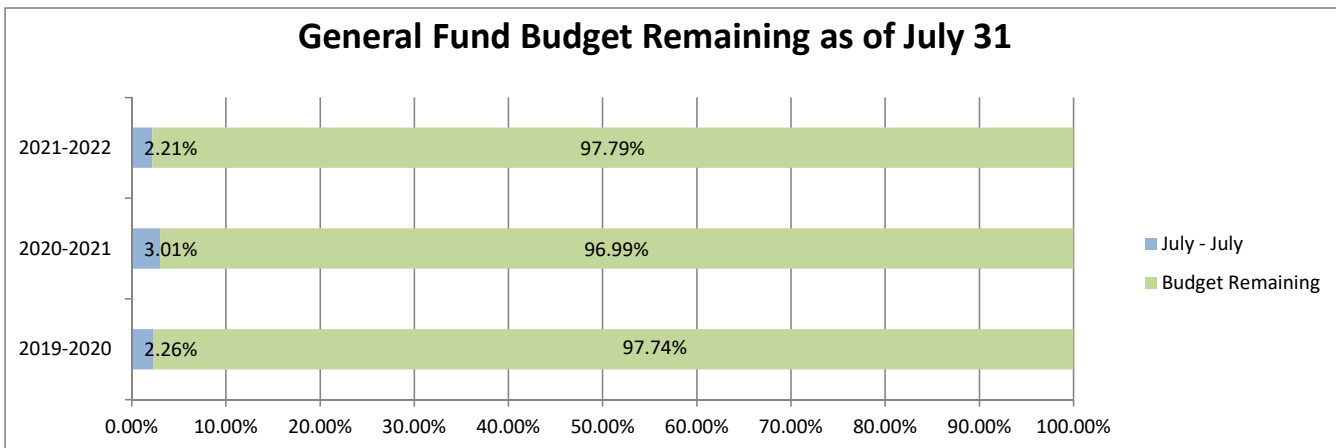
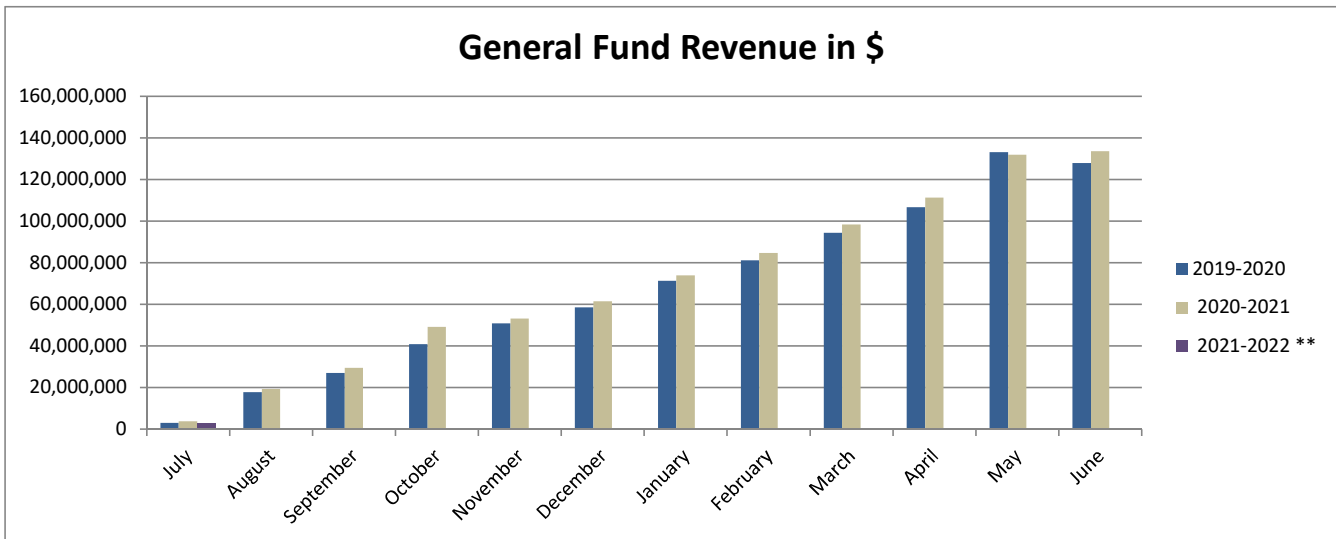
	2019-2020		2020-2021		2021-2022 **	
	\$	%	\$	%	\$	%
July	5,485,241	3.04%	6,287,193	3.59%	5,295,147	2.99%
August	22,594,027	12.53%	24,061,844	13.74%		0.00%
September	34,813,133	19.31%	36,829,976	21.04%		0.00%
October	52,091,920	28.89%	59,014,681	33.71%		0.00%
November	64,950,000	36.02%	77,976,654	44.54%		0.00%
December	75,350,271	41.79%	88,949,514	50.81%		0.00%
January	91,452,688	50.72%	103,921,863	59.36%		0.00%
February	104,037,421	57.70%	117,144,444	66.91%		0.00%
March	120,089,341	66.60%	133,864,754	76.46%		0.00%
April	134,860,140	74.79%	149,466,884	85.38%		0.00%
May	163,402,130	90.62%	173,006,598	98.82%		0.00%
June	175,487,024	97.33%	192,391,251	109.89%		0.00%
BUDGET	180,308,051	100.00%	175,070,662	100.00%	176,825,094	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**

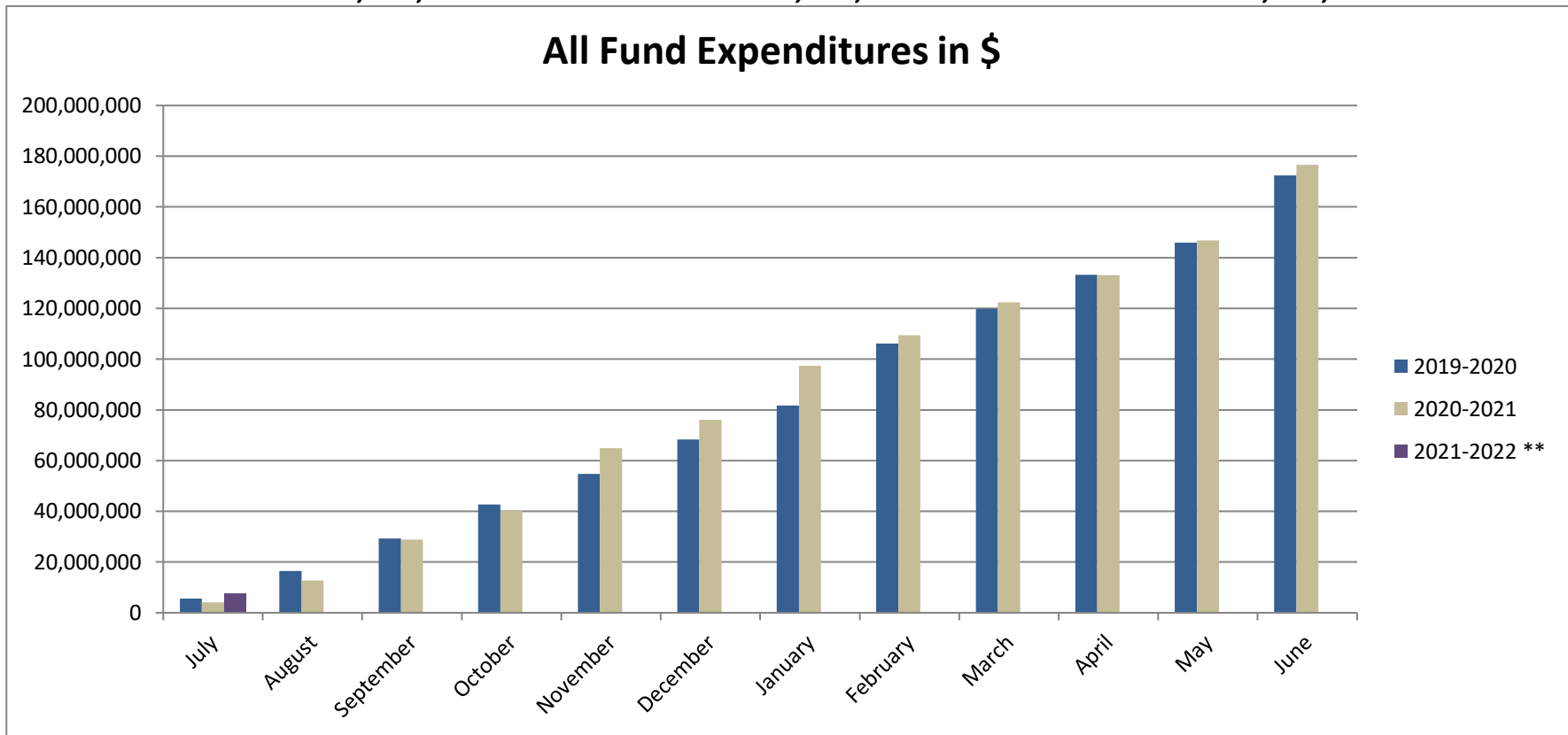
	2019-2020		2020-2021		2021-2022 **	
	\$	%	\$	%	\$	%
July	2,952,734	2.26%	3,817,036	3.01%	2,885,900	2.21%
August	17,728,648	13.58%	19,274,187	15.20%		0.00%
September	26,994,038	20.67%	29,519,205	23.27%		0.00%
October	40,875,100	31.30%	49,179,583	38.77%		0.00%
November	50,901,641	38.98%	53,171,053	41.92%		0.00%
December	58,488,110	44.79%	61,389,953	48.40%		0.00%
January	71,248,272	54.57%	73,970,734	58.32%		0.00%
February	81,110,930	62.12%	84,622,165	66.72%		0.00%
March	94,414,841	72.31%	98,343,919	77.54%		0.00%
April	106,747,578	81.75%	111,273,854	87.73%		0.00%
May	133,202,884	102.02%	131,860,398	103.96%		0.00%
June	127,889,261	97.95%	133,587,632	105.32%		0.00%
BUDGET	130,570,739	100.00%	126,834,491	100.00%	130,685,614	100.00%



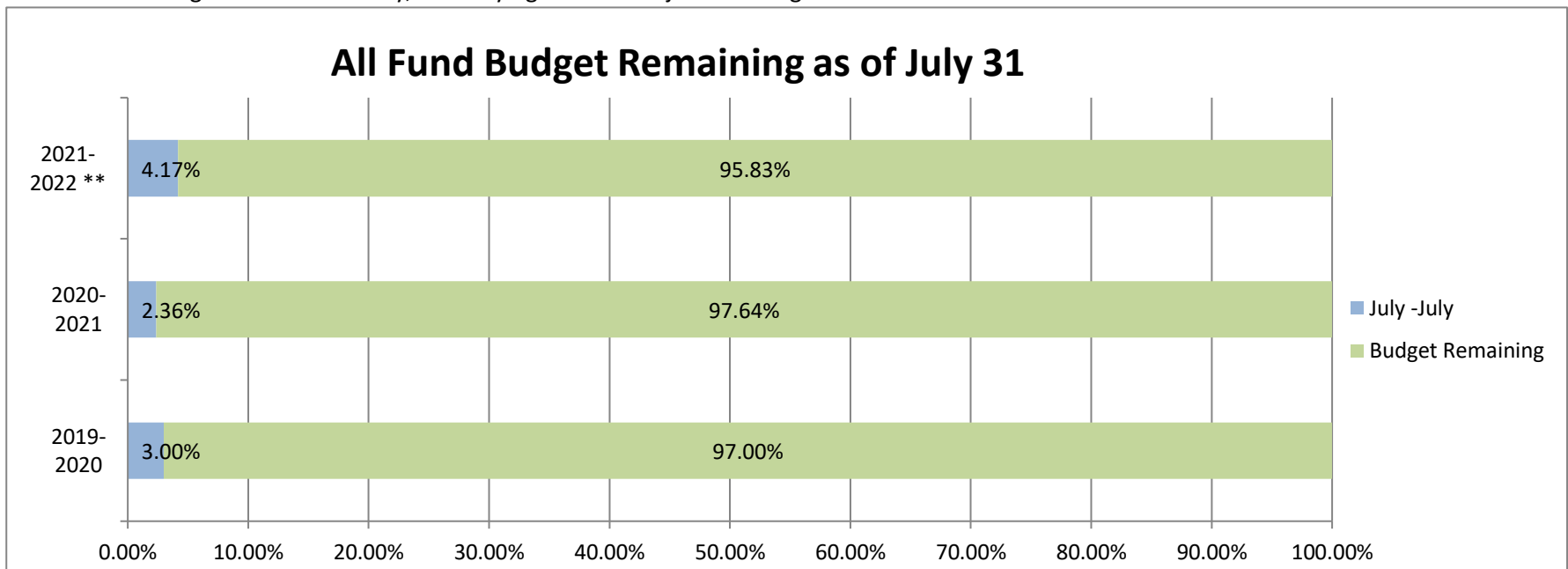
** The year to year comparison will vary due to the timing of the reversal of prior year accruals and based on timing of financial activity, monthly figures are subject to change

**EXPENDITURE COMPARISON
ALL FUNDS**

	2019-2020		2020-2021		2021-2022 **	
	\$	%	\$	%	\$	%
July	5,527,131	3.00%	4,136,021	2.36%	7,596,559	4.17%
August	16,468,457	8.95%	12,806,761	7.30%		0.00%
September	29,323,003	15.94%	28,871,496	16.45%		0.00%
October	42,659,629	23.19%	40,214,431	22.92%		0.00%
November	54,807,687	29.79%	64,868,844	36.96%		0.00%
December	68,333,711	37.14%	76,102,321	43.37%		0.00%
January	81,733,856	44.42%	97,403,339	55.50%		0.00%
February	106,174,331	57.71%	109,396,118	62.34%		0.00%
March	119,896,778	65.16%	122,331,287	69.71%		0.00%
April	133,324,048	72.46%	133,047,037	75.82%		0.00%
May	145,975,143	79.34%	146,818,004	83.66%		0.00%
June	172,410,094	93.71%	176,641,177	100.66%		0.00%
BUDGET	183,989,992	100.00%	175,489,038	100.00%	182,025,112	100.00%

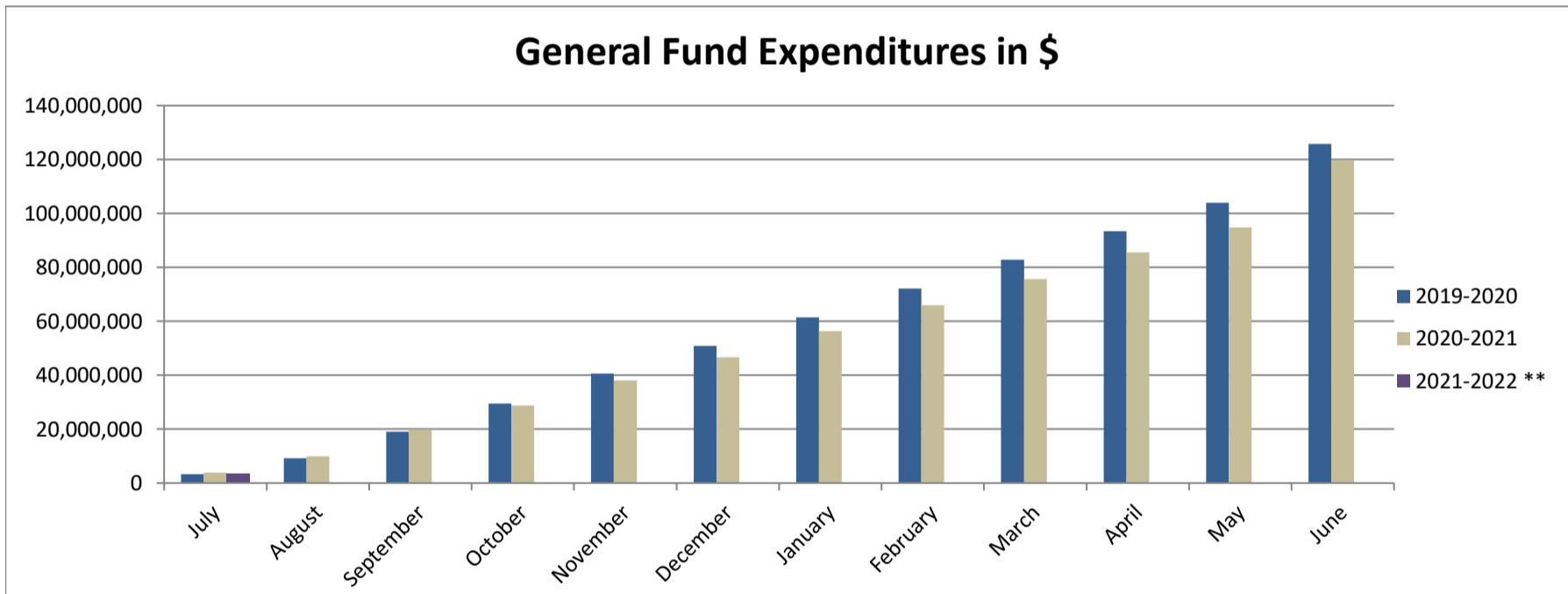


**based on timing of financial activity, monthly figures are subject to change

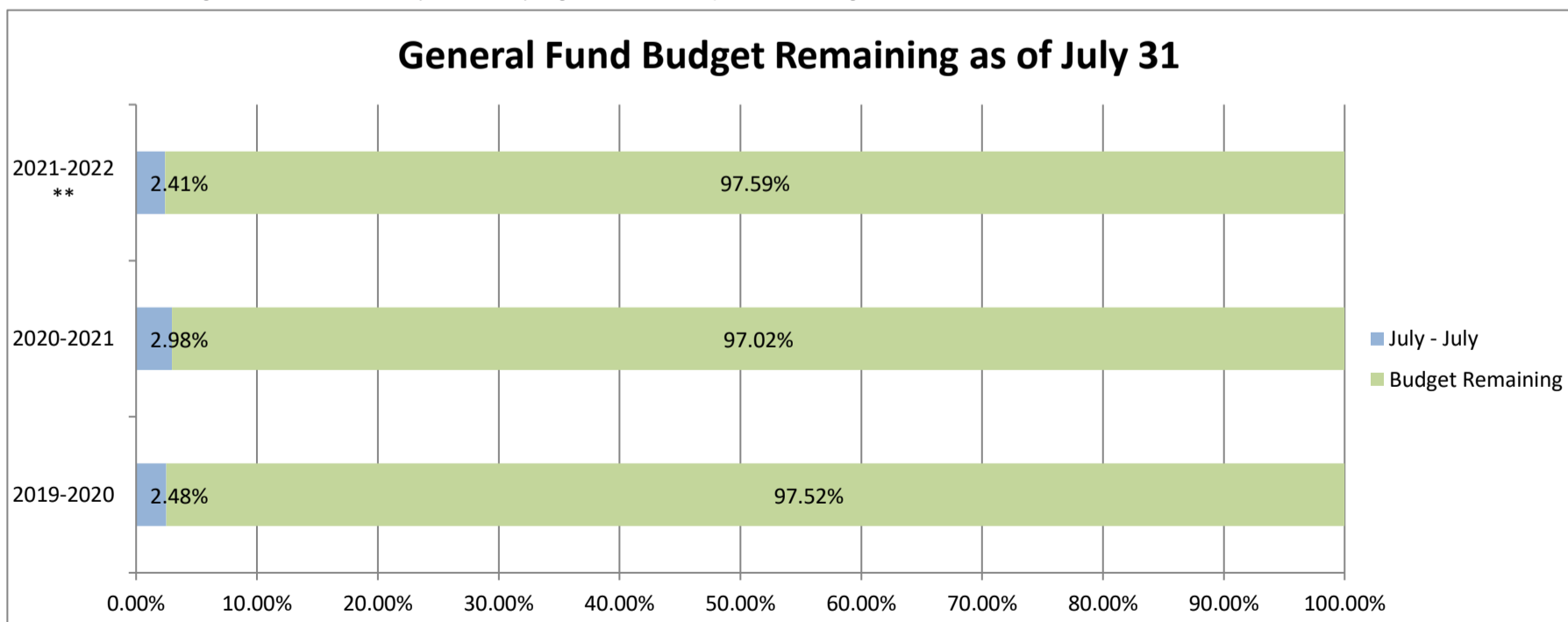


**EXPENDITURE COMPARISON
GENERAL FUND**

	2019-2020		2020-2021		2021-2022 **	
	\$	%	\$	%	\$	%
July	3,278,040	2.48%	3,805,343	2.98%	3,278,436	2.41%
August	9,235,858	6.99%	9,950,010	7.78%		0.00%
September	19,056,078	14.41%	19,860,387	15.54%		0.00%
October	29,431,382	22.26%	28,831,518	22.56%		0.00%
November	40,610,524	30.72%	38,110,749	29.81%		0.00%
December	50,859,427	38.47%	46,736,045	36.56%		0.00%
January	61,440,209	46.47%	56,357,446	44.09%		0.00%
February	72,157,858	54.58%	65,964,586	51.61%		0.00%
March	82,820,131	62.64%	75,602,778	59.15%		0.00%
April	93,356,204	70.61%	85,552,003	66.93%		0.00%
May	103,944,142	78.62%	94,865,356	74.21%		0.00%
June	125,799,767	95.15%	119,796,978	93.72%		0.00%
BUDGET	132,208,436	100.00%	127,825,136	100.00%	135,767,437	100.00%



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





**Agenda IV.A.6.
September 23, 2021**

To: Board of Education

From: Dr. Theresa Battle, superintendent

Date: September 10, 2021

Re: Receive a Report about the Listening Session

Recommendation: Receive a report about the Listening Session on September 9, 2021.

No one spoke at the listening session on September 9, 2021.

**Agenda IV.A.7.
September 23, 2021**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Stacey Sovine, executive director of human resources, and Rachel Gorton, director of technology

Date: September 16, 2021

Re: Changes to Policy 410: *Family and Medical Leave Policy*; New Policy 634: *Electronic Technologies Acceptable Use Policy*; and rescind Policy 524: *Internet Acceptable Use and Safety Policy*.

Recommendation: Approve, on a second Reading basis, changes to Policy 410: *Family and Medical Leave Policy*; New Policy 634: *Electronic Technologies Acceptable Use Policy*; and rescind Policy 524: *Internet Acceptable Use and Safety Policy*.

The first reading of these policies were approved by the Board of Education on September 9, 2021.

Adopted: 4/2001
Reviewed: 9/9/2021
Revised: 9/23/2021
Rescinds: GBEAC

Burnsville-Eagan-Savage School District Policy 410

410 FAMILY AND MEDICAL LEAVE POLICY

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to Independent School District 191 employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under Minnesota law.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

III. DEFINITIONS

A. “Covered active duty” means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

B. “Covered servicemember” means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.

- C. “Eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee’s pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee’s fulfillment of his or her USERRA-covered service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district’s intention to rehire the employee after the break in service.
- D. “Military caregiver leave” means leave taken to care for a covered servicemember with a serious injury or illness.
- E. “Next of kin of a covered servicemember” means the nearest blood relative other than the covered servicemember’s spouse, parent, child, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember’s next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember’s only next of kin.
- F. “Outpatient status” means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
1. a military medical treatment facility as an outpatient; or
 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- G. “Qualifying exigency” means a situation where the eligible employee seeks leave for one or more of the following reasons:

1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
 2. to attend military events and related activities of a covered military member;
 3. to address issues related to childcare and school activities of a covered military member's child;
 4. to address financial and legal arrangements for a covered military member;
 5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
 6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
 7. to attend post-deployment activities related to a covered military member;
 8. to address parental care needs; and
 9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
 2. continuing treatment by a health care provider.
- I. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.
- J. "Veteran" has the meaning given in 38 U.S.C. § 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave under Federal Law

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. birth of the employee's child and to care for such child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee's spouse, child, or parent with a serious health condition;
 - d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
 - e. any qualifying exigency arising from the employee's spouse, child, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.
3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
 - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
 - b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at

any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:

- (i) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
 - (ii) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
 - (iii) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
 - (iv) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment,

the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.

8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, child, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations,

to reimburse the school district for the cost of the health plan premiums paid by it.

13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed by the employer. The employee may qualify if they have worked for the school district for at least 12 months and have worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employer so that the total leave does not exceed 12 weeks, unless agreed by the employer, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the employer reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, child, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.

- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
1. take leave for the entire period or periods of the planned medical treatment; or
 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
 2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
 3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.
- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.

- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

- A. FMLA information shall be conspicuously posted in each school district building in areas accessible to employees. This policy will be available on the district's website.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. §§ 181.940-181.944 (Parenting Leave)
 10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)
 29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
 38 U.S.C. § 101 (Definitions)
 29 C.F.R. Part 825 (Family and Medical Leave Act)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin "M" (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees – Family and Medical Leave Act Summary)

Adopted: 9/23/2021

Burnsville-Eagan-Savage School District Policy 634

Reviewed:

Revised: 9/9/2021

Rescinds: IIBG and IIBG-E, 524

634 ELECTRONIC TECHNOLOGIES ACCEPTABLE USE POLICY

I. PURPOSE

This policy sets forth parameters and guidelines for access to the school district's electronic technologies, use of personal electronic devices within the district, electronic communications, use of the district's network, internet, and social networking tools.

II. GENERAL STATEMENT OF POLICY

Technology is one of many learning tools. The use of technology needs to be safe, appropriate, and aligned with the mission of the district. Access to the district's computer network and internet enables students and employees to explore libraries, databases, web pages, other online resources, and connect with people around the world. The district expects its instructional staff to blend safe and thoughtful use of the district's computer network, educational technologies and the internet throughout the curriculum, providing guidance to students.

III. DEFINITIONS

- A. Electronic Technologies include but are not limited to computer hardware and software, operating systems, web-based information and applications, telephones and other telecommunications equipment, video and multimedia equipment, information kiosks, and office products such as copiers and printers.
- B. Social Networking Tools are computer software and web-based services that enable people to interact with each other and include but are not limited to blogs, wikis, video conferencing, online chat, and instant messaging.
- C. The District Network is any equipment or interconnected system or subsystem that is used in the acquisition, storage, manipulation, management, movement, control, display, switching, transmission, or reception of data or information. The District Network is inclusive of all infrastructure necessary to provide and manage systems including but not limited to internet access, data, telecommunications, and wifi.
- D. The term "harmful to minors" means any that: materials that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion; or

2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

IV. EDUCATIONAL USES

Use of the district's electronic technologies is for educational purposes and district operations only. Use of district electronic resources is limited to district employees, ~~and~~ students, or other guests with expressed permission. Students and employees are expected to use electronic technologies to further the district's educational mission, goals and strategic direction. Students and employees are expected to use the district's electronic technologies to support classroom activities, educational research or professional enrichment.

Use of the district's electronic technologies is a privilege, not a right. The district's network, an educational technology, is a limited forum; the district may restrict speech for educational reasons.

V. GUIDELINES IN USE OF ELECTRONIC TECHNOLOGIES

- A. Electronic technologies are assets of the school district and are protected from unauthorized access, modification, destruction or disclosure. Use of personal devices, while on district property, is subject to all policies and guidelines, as applicable, plus any state and federal laws related to internet use, including copyright laws.
- B. The district reserves the right to monitor, read or copy any item on or using the district's electronic technologies, including its network.
- C. Students and employees will not vandalize, damage or disable any electronic technology or system used by the district.
- D. By authorizing use of the district system, the district does not relinquish control over materials on the system or contained in files on the system. Users should not expect privacy in the contents of personal files on the district system.
- E. Routine maintenance and monitoring of electronic technologies, including the district network, may lead to a discovery that a user has violated this policy, another school district policy or the law.

VI. UNACCEPTABLE USES OF ELECTRONIC TECHNOLOGIES AND DISTRICT NETWORK

Misuse of the district's electronic technologies may lead to discipline of the offending employee or student. The following uses of school district electronic technologies while either on/off district property and/or personal electronic technologies

while on district property and district network (“electronic technologies”) are considered unacceptable:

- A. Users will not use electronic technologies to create, access, review, upload, download, complete, store, print, post, receive, link, transmit or distribute:
 - 1. Pornographic, obscene or sexually explicit material or other visual depictions;
 - 2. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or sexually explicit language;
 - 3. Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - 4. Materials that use language or images that advocate violence or discrimination toward other people or that may constitute harassment, discrimination or threatens the safety of others;
 - 5. Orders for shopping online during time designated as work time by the district; and
 - 6. Storage of personal photos, videos, music or files not related to educational purposes for any length of time.
- B. Users will not use electronic technologies to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
- C. Users will not use electronic technologies to engage in any illegal act or violate any local, state or federal laws.
- D. Users will not use electronic technologies for political campaigning.
- E. Users will not use electronic technologies to vandalize, damage or disable the property of another person or organization. Users will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses, engaging in “spamming” or by any other means. Users will not tamper with, modify or change the district system software, hardware or wiring or take any action to violate the district’s security system. Users will not use the district’s electronic technologies in such a way as to disrupt the use of the system by other users.
- F. Users will not use electronic technologies to gain unauthorized access to information resources or to access another person’s materials, information or files without the implied or direct permission of that person.
- G. Users must not deliberately or knowingly delete a student or employee record file.

- H. Users will not use electronic technologies to post information in public access areas regarding private or confidential information about another person. Private or confidential information is defined by board policy, state law, and federal law.
1. This paragraph does not prohibit the posting of employee contact information on district web pages. Refer to Policy 515 (Protection and Privacy of Student Records) for direction on directory information for students and how this can be used.
 2. This paragraph does not prohibit communications between employees and other individuals when such communications are made for legitimate education reasons or personnel-related purposes (i.e. communications with parents or other staff members related to students).
 3. This paragraph specifically prohibits the use of electronic technologies to post private or confidential information about another individual, employee or student, on social networks.
- I. Users will not repost or resend a message that was sent to the user privately without the permission of the person who sent the message.
- J. Users will not attempt to gain unauthorized access to the district's electronic technologies or any other system through electronic technologies, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Users must keep all account information and passwords private.
- K. Users will not use external proxy servers or other means of bypassing the district's internet content filter.
- L. Messages and records on the district's electronic technologies may not be encrypted without the permission of director of ~~media and~~ technology services.
- M. Users will not use electronic technologies to violate copyright laws or usage licensing agreements:
1. Users will not use another person's property without the person's prior approval or proper citation;
 2. Users will not download, copy or exchange pirated software including freeware and shareware; and
 3. Users will not plagiarize works found on the internet or other information resources.
- N. Users will not use electronic technologies for unauthorized commercial purposes or financial gain unrelated to the district's mission. Users will not use electronic technologies to offer or provide goods or services or for product

placement.

- O. Use of Unmanned Airborne Vehicles (UAVs) or drones is prohibited on school property without prior approval of the director of ~~media and technology services~~, director of operations, properties and transportation or building principal.

VII. USER NOTIFICATION

Users will be notified of school district policies relating to internet use. This notification must include the following:

- A. Notification that internet use is subject to compliance with district policies.
- B. Disclaimers limiting the district's liability relative to:
 1. Information stored on district disks, drives or servers.
 2. Information retrieved through district computers, networks or online resources.
 3. Personal property used to access district computers, networks or online resources.
 4. Unauthorized financial obligations resulting from use of district resources or accounts to access the internet.
- C. A description of the privacy rights and limitations of district sponsored or managed internet accounts.
- D. Notification that the collection, creation, reception, maintenance and dissemination of data via the internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Student Records.
- E. Notification that should the user violate this policy, the user's access privileges may be revoked, academic sanctions may result, school disciplinary action may be taken, and/or appropriate legal action may be taken.
- F. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.
- G. Family Notification
 1. Notification that the district uses technical means to limit student internet access however, the limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 2. Notification that goods and services can be purchased over the internet that could potentially result in unwanted financial obligations and that any financial obligation

incurred by a student through the internet is the sole responsibility of the student or the student's parents.

VIII. STUDENTS

A. Internet Use Agreement

1. The proper use of the internet and educational technologies and the educational value to be gained from proper usage is the joint responsibility of students, parents and employees of the school district.
2. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a district account or educational technologies to access the internet.
3. Students have access to internet resources.
4. Students using social networking tools and curriculum content management software for a teacher's assignment are required to keep personal information as stated above out of their postings (see Section V.H).
5. Students using educational technologies for social networking are limited to educational purposes and must follow the Online Code of Ethics (Appendix and Policy 514, Bullying Prohibition).

B. Parents' Responsibility; Notification of Student Internet Use

Outside of school, parents bear responsibility for the same guidance of internet use as they exercise with other technology information sources. Parents are responsible for monitoring their student's use of the district system and district educational technologies, even if the student is accessing the district system from home or a remote location.

IX. GUEST ACCESS AND INTERNET USE

- A. Guest access to the school district's open wireless network is provided as a service to the community, and is subject to all district policies and guidelines, plus any state and federal laws related to internet use, including copyright laws. See Appendix III, Personal Device Access.
- B. Guest access provides limited bandwidth, filtered for the following services:
 1. Web access
 2. Email services
 3. Virtual private network services (VPN)

Limited technical support is provided for guest access

X. EMPLOYEES

A. Use of Email

The school district provides access to electronic mail for district communication between district employees and students, families, and community.

1. All emails received by, sent through, or generated by computers using the district network are subject to review by the district.
2. All emails are assumed to be documents that can be disclosed to the public unless the content of the email is protected as private or confidential information under data privacy laws. All information contained in an email must be treated in accordance with Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Student Records, regarding student and employee data privacy.
3. Employees will not provide access to their email accounts to non-employees.
4. It is recommended that electronic mail contain a confidentiality notice, similar to the following:

If the information in this email relates to an individual or student, it may be private data under state or federal privacy laws. This individual private data should not be reviewed, distributed or copied by any person other than the intended recipient(s), unless otherwise permitted under law. If you are not the intended recipient, any further review, dissemination, distribution, or copying of this electronic communication or any attachment is strictly prohibited. If you have received an electronic communication in error, you should immediately return it to the sender and delete it from your system.
5. Employees will report inappropriate emails to the employee's supervisor or the director of technology.
6. Emails having content governed by the district's record retention schedule must be kept in accordance with the retention schedule.

B. Use of Electronic Technologies

1. Electronic technologies are provided primarily for work-related, educational purposes.
2. Inappropriate use of electronic technologies includes, but is not limited to:
 - a. Posting, viewing, downloading or otherwise receiving or transmitting offensive, defamatory, pornographic or sexually explicit materials;
 - b. Posting, viewing, downloading or otherwise receiving or transmitting materials that use language or images that advocate violence or discrimination toward other persons;

- c. Posting, viewing, downloading or otherwise receiving or transmitting material that may constitute harassment or discrimination contrary to district policy and state and federal law;
 - d. Engaging in computer hacking or other related activities;
 - e. Attempting to, actually disabling or compromising the security of information contained on the district network or any computer; and
 - f. Engaging in any illegal act in violation of any local, state or federal laws.
3. Employees may participate in public internet discussion groups using the electronic technologies, but only to the extent that the participation:
 - a. Is work-related;
 - b. Does not reflect adversely on the district;
 - c. Is consistent with district policy; and
 - d. Does not express any position that is, or may be interpreted as, inconsistent with the district's mission, goal or strategic plan.
 4. Employees may not use the district network or electronic technologies to post unauthorized or inappropriate personal information about another individual on social networks.
 5. Employees will observe all copyright laws. Information posted, viewed or downloaded from the internet may be protected by copyright. Employees may reproduce copyrighted materials only in accordance with Policy 622, Copyright Policy.
 6. All files downloaded from the internet must be checked for possible computer viruses. The district authorized virus checking software installed on each district computer will ordinarily perform this check automatically; however, employees should contact the district's director of technology before downloading any materials for which the employee has questions.

C. Employee Responsibilities

1. Employees who are transferring positions or leaving positions must leave all work-related files and electronic technologies, including form letters, handbooks, databases, procedures, and manuals, regardless of authorship, for their replacements.
2. Individual passwords for computers are confidential and must not be shared.
 - a. If an employee's password is learned by another employee, the password should be changed immediately.

- b. An employee is responsible for all activity performed using the employee's password.
 - c. No employee should attempt to gain access to another employee's documents without prior express authorization.
 - d. An active terminal with access to private data must not be left unattended and must be protected by password protected screen savers.
3. Employees are expected to use technology necessary to perform the duties of their position.
 4. Employees who fail to adhere to district policy are subject to disciplinary action in accordance with their collective bargaining agreement or contract. Disciplinary action may include suspension or withdrawal of internet or email access, payment for damages or repair, termination and/or referral to civil or criminal authorities for prosecution.

XI. DISTRICT WEB PRESENCE

The school district website provides information and a venue for communications with students, employees, parents and the community.

A. District Website

1. The district will establish and maintain a website. The website will include information regarding the district, its schools, district curriculum, extracurricular activities and community education.
2. The district webmaster will be responsible for maintaining the district website and monitoring district web activity.
3. All website content will support and promote the district's mission, goals and strategic direction.
4. The district's website will provide parents with a web portal to resources.

B. School Website

1. Each school will establish and maintain a website. The website will include information regarding the school, its employees, and activities.
2. The principal will appoint staff, who will be responsible for maintaining the school's website.
3. All website content will support and promote the district's mission, goals and strategic direction.

C. Classroom and Teacher Online Content

1. Teachers have the option of establishing a website that supports classroom instruction. The district may provide a standard option within the district's website for basic information about the teacher, such as contact information, personal narrative and links to class resources.
2. If a teacher establishes a web page, they are responsible for maintaining the web page.
3. Teacher web pages must be linked to the teacher's staff directory page.

D. Student Online Content

1. Students may create online content as part of classroom activities with teacher supervision.
2. Student online content must follow the Online Code of Ethics, Appendix I.
3. The classroom teacher will monitor all student-produced online content produced as part of classroom assignments and remove inappropriate material.
4. A classroom teacher or advisor will review student-produced online content to determine if the contents should be removed at the conclusion of the course grading period or activity.

E. Department and Noninstructional Online Content

1. Departments and noninstructional programs may also create online content, including web pages to support their departments or programs.
2. The establishment of web pages must be approved by the program administrator.
3. Once established, the individual departments or programs must appoint an employee(s) who will maintain the web page.

F. District Activity Online Content

1. With the approval of the building principal, a school board-approved district activity may establish a web page.
2. All online content will support the activity and the district's mission, goals and strategic direction.
3. The building principal and his/her designee will oversee the content of these web pages.

XII. RECORDS MANAGEMENT AND ARCHIVING

All technological data is data under the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act, Records Retention Schedule, and school board policy.

XIII. FILTER

- A. With respect to any of its electronic technologies with internet access, and personal devices accessing the school district network, the district will follow the guidelines provided by the Children’s Internet Protection Act, and will monitor the online activities of users and employ technology protection measures during any use of such electronic technologies by users. The technology protection measures utilized will, to the extent possible, block or filter internet access to any material that is:
1. Obscene;
 2. Child pornography; or
 3. Harmful to minors.

XIV. LIABILITY

Use of the school district’s educational technologies is at the user’s own risk. The system is provided on an “as is, as available” basis. The district will not be responsible for any damage users may suffer. The district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system, nor is it responsible for damages or injuries from improper communications or damage to property used to access school computers and online resources. The district will not be responsible for financial obligations arising through unauthorized use of the district’s educational technologies or the internet.

XV. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the school board for information. These guidelines, forms and procedures will be an addendum to this policy.
- B. The administration will revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The district electronic technologies policy is available for review by parents, employees and members of the community.
- D. Due to the rapid evolution in educational technologies, the school board will conduct an annual review of this policy.

Legal References:

15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act) 17

U.S.C. § 101 *et seq.* (Copyrights)

20 U.S.C. § 6751 *et seq.* (Enhancing Education Through Technology Act of 2001) 47

U.S.C. § 254 (Children’s Internet Protection Act)

47 C.F.R. § 54.520 (FCC rules implementing CIPA) Minn. Stat. § 121A.031 (School Student Bullying Policy) Minn. Stat. § 125B.15 (Internet Access for Students) Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act) *Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503 (1969) *United States v. American Library Association*, 539 U.S. 194 (2003) *Tatro v. Univ. of Minnesota*, 800 N.W.2d 811 (Minn. App. 2011) *Layshock v. Hermitage Sch. Dist.*, 650 F.3d 205 (3rd Cir. 2011) *JS v. Bethlehem Area Sch. Dist.*, 807 A.2d 847 (Pa. 2002)

Cross References:

Burnsville-Eagan-Savage School District Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
 Burnsville-Eagan-Savage School District Policy 406 (Public and Private Personnel Data)
 Burnsville-Eagan-Savage School District Policy 422 (Policies Incorporated by Reference)
 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 506 (Student Discipline)
 Burnsville-Eagan-Savage School District Policy 514 (Bullying Prohibition)
 Burnsville-Eagan-Savage School District Policy 515 (Protection and Privacy of Student Records)
 Burnsville-Eagan-Savage School District Policy 521 (Student Disability Nondiscrimination)
 Burnsville-Eagan-Savage School District Policy 603 (Curriculum Development)
 Burnsville-Eagan-Savage School District Policy 606 (Instructional Resources)
 Burnsville-Eagan-Savage School District Policy 622 (Copyright Policy)
 Burnsville-Eagan-Savage School District Policy 806 (Emergency Operations Policy)
 Burnsville-Eagan-Savage School District Policy 904 (Distribution of Materials on School District Property by Non-school Persons)

Appendix I to Policy 634

ONLINE CODE OF ETHICS

In Burnsville-Eagan-Savage School District 191, it is important to use information and technology in safe, legal, and responsible ways. At the same time, the district has a desire for our students to leave our system with a “positive digital footprint,” so that employers and postsecondary institutions can see the great work that they have done. We embrace these conditions as facets of being a digital citizen and strive to help students develop a positive digital footprint.

1. Students accessing or using electronic products including but not limited to blogs, wikis, podcasts, Google applications and district learning management systems for student assignments are required to keep personal information out of their postings.

At the high school level parents may opt to allow their students to utilize their full name in order to increase their positive digital footprint when publishing to an authentic audience.

2. Students will select online names that are appropriate and will consider the information and images that are posted online at an age appropriate level.
3. Students will not log in to the network as another classmate.
4. Students using electronic tools will treat these tools as a classroom space. Speech that is inappropriate for class is not appropriate on electronic tools. Students are expected to treat others and their ideas online with respect.
5. Assignments on electronic tools are like any other assignment in school. Students, in the course of completing the assignment, are expected to abide by policies and procedures in the student handbook, including those policies regarding plagiarism and acceptable use of technology.
6. Electronic forums for student expression; are first and foremost a tool for learning. The district may restrict speech for valid educational reasons as outlined in board policy.
7. Students will not use the internet, in connection with the teacher assignments, to harass, discriminate, bully or threaten the safety of others. If students receive a comment on an electronic forum used in school that makes them feel uncomfortable or is not respectful, they must report this to a teacher, and must not respond to the comment. Student conduct that occurs off-campus, but has a connection to the school environment, may form the basis for school discipline. This specifically includes activities that occur off- campus over the internet, on social media, or through other communications.
8. Students accessing electronic tools from home or school, using school equipment, will not download or install any software without permission.
9. Students should be honest, fair and courageous in gathering, interpreting and expressing information for the benefit of others. Always identify sources and test the accuracy of information from all sources.
10. Students will treat information, sources, subjects, colleagues and information consumers as people deserving of respect. Gathering and expressing information should never cause harm or threaten to be harmful to any person or group of people.
11. Students are accountable to their readers, listeners and viewers and to each other. Admit mistakes and correct them promptly. Expose unethical information and practices of others.

12. Users will not repost or resend content that was sent to the user privately without the permission of the person who created the content.
13. School board policies concerning acceptable use of electronic technology include the use of these electronic tools for school activities (Policy 634 – Electronic Technologies Acceptable Use).
14. Failure to follow this code of ethics will result in academic sanctions and/or disciplinary action.

Revised: Modified:

Appendix II to Policy 634

Personal Device Access

Users of personal devices connecting to the Burnsville-Eagan-Savage School District 191 public network must abide by district's Electronic Technologies Acceptable Use Policy (Board Policy 634).

Though guests may use their personal device and expect some aspects of privacy, use of our network and systems have the following expectations:

1. Use at your own risk. Use of the District 191 network is at the device owner's discretion and therefore Burnsville Public Schools is not responsible for any loss, damage or adverse effects that may occur to a device while on our network.
2. The District 191 network is filtered. Known inappropriate and/or malicious sites, and many non-instructional sites, are blocked. Use of the district network and systems requires that owners of personal devices adhere to legal and ethical conduct, and refrain from attempting to access blocked content.
3. Expectation of privacy. Access to the contents of a personal devices is governed by local and federal laws. However, while accessing The District 191 network, systems and buildings, there is not a right to privacy of any content, and as such, may be monitored for inappropriate or illegal activities.
4. District 191 reserves the right to maintain records of usage. District 191 immediately terminates the privilege to use its network should it become aware that the network is being used for inappropriate or illegal activities. The district reserves the right to take appropriate action in the event inappropriate or illegal activities are discovered on our systems or network.

Adopted: 3/97

Burnsville-Eagan-Savage School District Policy 524

Reviewed: 11/15/2018

Revised: 12/13/2018

Rescinds: IIBG and IIBG-E

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet and other digital resources. This policy also applies to the use of personally owned computing devices when used in school and on school networks and on non-school networks during school.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district digital resources the school district considers its own stated educational mission, goals, and objectives. Digital literacy skills are now fundamental to preparation of citizens and future employees. Access to the school district digital resources enables students and employees to explore thousands of libraries, databases, expert opinions, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of digital resources, student-owned communication devices, and the Internet throughout the curriculum and will provide guidance and instruction to students in their use as part of the mandated curriculum. Students will recognize that responsibility for positive uses of digital resources belongs to them.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school's digital resources which includes Internet access. The purpose of the resources is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the resources for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access and other digital resources through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF DIGITAL RESOURCES

Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or restriction of use or access

privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

- A. The following uses of the school district digital resources are considered unacceptable:
1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
 - f. Users will not use external proxy servers or other means of bypassing the district's Internet content filter to gain access to these materials.
 2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
 4. Users will not use digital resources to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.

5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
6. Users will not use digital resources to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or guardians or other staff members related to students).
 - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent or guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. The district may set up user accounts for students in commercial products in which the user agreement follows COPPA compliance.

Vetting of such products is to be done at the district level.

7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use digital resources to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of non-licensed software or media or copying software or media to or from any school computer. Users will give proper attribution to works in all media they find on the Internet.
 9. Users will not use the school digital resources for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement.
 10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy 514. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or restriction of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that

the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

- D. Students and employees using privately-owned electronic devices must follow the policy stated in this document while on school property, attending any school-sponsored activity, or using the [school] network.

VI. FILTER

- A. With respect to any of its devices with Internet access, the school district may monitor the online activities of both minors and adults and employ technology protection measures during any use of such devices by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:

1. Obscene;
2. Child pornography; or
3. Harmful to minors.

The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

- a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
 - d. Can be considered hate speech (as defined by law).
 - e. Can be considered a recruiting tool for radical organizations (as defined by law).
- B. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- C. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable

access for bona fide research or other lawful purposes.

- D. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.
- E. The school district may create filtering policies specific to groups using defined processes.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted only if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).

IX. DIGITAL RESOURCES USE AGREEMENT

- A. The proper use of digital resources including the Internet, and the educational value to be gained from proper digital resource use, is the joint responsibility of students, parents or guardians, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. Annually, a building administrator, principal or designated staff member is responsible to inform students of policies and guidelines for access to the school

district computer system and acceptable and safe use of the internet, including all electronic communications.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district digital resources is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on any media or contracted service, including but not limited to, hard drives, servers, or cloud-based applications or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 1. Notification that Internet use is subject to compliance with school district policies.
 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives, servers, or officially contracted vendor applications.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any

financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents or guardians.

6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS OR GUARDIANS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents or guardians bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents or guardians are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents or guardians will be notified that their students will be using school district resources/accounts to access the Internet. This notification should include:
 1. A copy of the user notification form provided to the student user.
 2. A description of parent/guardian responsibilities.
 3. A statement that the school district's acceptable use policy is available for parental review.

XIII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all

parents, guardians, staff, and members of the community.

- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References: 15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act)
 17 U.S.C. § 101 *et seq.* (Copyrights)
 47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))
 47 C.F.R. § 54.520 (FCC rules implementing CIPA)
 Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
 Minn. Stat. § 125B.15 (Internet Access for Students)
 Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff’d* on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee’s Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Kowalski v. Berkeley County Sch., 652 F.3d 656 (4th Cir. 2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)
J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

Cross References: Burnsville-Eagan-Savage School District Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 Burnsville-Eagan-Savage School District Policy 406 (Public and Private Personnel Data)
 Burnsville-Eagan-Savage School District Policy 422 (Policies Incorporated by Reference)
 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 506 (Student Discipline)
 Burnsville-Eagan-Savage School District Policy 514 (Bullying Prohibition Policy)
 Burnsville-Eagan-Savage School District Policy 515 (Protection and Privacy of Pupil Records)
 Burnsville-Eagan-Savage School District Policy 519 (Interviews of Students by Outside Agencies)
 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 603 (Curriculum
Development)
Burnsville-Eagan-Savage School District Policy 604 (Instructional
Curriculum)
Burnsville-Eagan-Savage School District Policy 606 (Textbooks and
Instructional Materials)
Burnsville-Eagan-Savage School District Policy 806 (Emergency
Operations Policy)
Burnsville-Eagan-Savage School District Policy 904 (Distribution of
Materials on School District Property by Nonschool Persons)



**Agenda IV.A.8.
September 23, 2021**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Eric Miller, Chair

Date: September 16, 2021

Re: Joint meeting with the City of Burnsville and ISD 191

Recommendation: Approve scheduling a Joint meeting with the City of Burnsville and ISD 191 on September 27, 2021, at 5:30 p.m. at the Ames Center, 12600 Nicollet Ave, Burnsville, MN, 55337.

The purpose of the meeting is collaboration and partnership.



**Agenda IV.A.9.
September 23, 2021**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Eric Miller, Chair

Date: September 16, 2021

Re: Board Retreat

Recommendation: Approve scheduling a board retreat on September 30, 2021, at 6:30 p.m. at Diamondhead Education Center, 200 West Burnsville Parkway, Burnsville, MN, 55337.

The purpose of the retreat is board development.

Application for Cooperative Sponsorship

Deadline: Not later than 30 days prior to the first day of practice for that sport season.
 PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION AND APPLICATION PROCEDURE

The governing boards of each participating school must jointly make application for cooperative sponsorship.

On behalf of the following schools, we hereby apply for cooperative sponsorship of PI Adapted Soccer/Hockey beginning with the 20 21 - 20 22 school year.
 (activity) (boys' or girls') (Adapted-CI or PI)

List **ALL** schools included in the cooperative sponsorship. *Attach another form if necessary.*

	School	Enrollment (9-12)*	City	Administrative Region**	Competitive Section**
High School #1:	All Schools Currently in Dakota Hawks Co-op for PI				
High School #2:	Burnsville High School		Burnsville	3AA	N/A
High School #3:					
High School #4:					

*Enrollment reported to the State of Minnesota on October 1 of the previous school year.

**Current (Number and Class)

- Do any of the above schools belong to a conference in this activity?
 Yes This application must include a review and comments from the conference(s) of which the schools are members.
 No
- Do any of the above schools currently have a cooperative agreement in this activity?
 Yes An application for dissolution must be submitted for the existing agreement. - All current schools remain
 No
- Describe the conditions which have prompted your request to co-sponsor this activity. (See model resolution at [www.mshsl.org/About MSHSL/Membership Information: A History & Model Resolution for School Boards](http://www.mshsl.org/About%20MSHSL/Membership%20Information%20-%20A%20History%20&%20Model%20Resolution%20for%20School%20Boards))
No place for Burnsville PI students to participate

4. List the number of students, by grade level, who participated in this activity during the previous year. *If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.*

	7th	8th	9th	10th	11th	12th
High School #1						
High School #2						
High School #3						
High School #4						

5. Team Identification: (Indicate how cooped schools should be identified in tournament programs): _____

Dakota United Hawks

6. Team Colors: Blue, Black, White Team Mascot: Hawks

7. Host School (school that will receive revenue share check): Eastview High School

Board of Education (or designee)	School	Date
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____

Official Action of the MSHSL Board of Directors

- Approved Not Approved

Signature: _____ Date: _____
 MSHSL Executive Director

**Agenda IV.B.1.
September 23, 2021**

To: Board of Education
Dr. Theresa Battle, superintendent

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

Date: September 16, 2021

Re: Resolution Appointing Election Judges for the November 2, 2021 School District Special Election

RECOMMENDATION: that the Board of Education adopts a resolution appointing election judges for the November 2, 2021 school district special election.

The appointment of election officials and designation of head election judges must be approved by the School Board at least 25 days before the date of the election. The officials shown on the roster shall be qualified to serve in this capacity. I recommend approval. A roll call vote will be taken for this resolution.

EXTRACT OF MINUTES OF A MEETING
OF THE SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 191
(BURNSVILLE-EAGAN-SAVAGE)
DAKOTA AND SCOTT COUNTIES, MINNESOTA

Pursuant to due call and notice thereof, a Regular meeting of the School Board of Independent School District No. 191, Dakota and Scott Counties, Minnesota, was duly held in said school district on September 23, 2021, at 6:30 o'clock p.m. for the purpose, in part, of adopting a resolution appointing election judges.

Member _____ moved the adoption of the following Resolution:

**RESOLUTION APPOINTING ELECTION JUDGES
FOR THE NOVEMBER 2, 2021
SCHOOL DISTRICT SPECIAL ELECTION**

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

1. The individuals specified on EXHIBIT A attached hereto, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election for the School District's special election on November 2, 2021 to act as such at the polling places listed on said exhibit.
2. The election judges shall act as clerks of election, count the ballots cast, and submit the results to the school board for canvass in the manner provided for other School District elections.

The motion for the adoption of the foregoing resolution was duly seconded by

_____. On a roll call vote, the following voted in favor:

and the following voted against:

EXHIBIT A

<u>POLLING PLACE</u>		<u>ELECTION JUDGES</u>
Edward Neill	Head Election Judge	Bob Procaccini Bryan Morrison
	Regular Election Judge	Tim Crist Heidi Gillies Nancy Nystuen
	Student Judge(s)	Helen Hoang (1 st shift) Braylon M. Lane (2 nd shift)
	Alternate Judge	Joann Johnson
Gideon Pond	Head Election Judge	Dan McElroy Nelson Fitchett
	Regular Election Judge	William Roberts James Stachowski Ann Whittemore
	Student Judge(s)	Sylvia Croatt (1 st shift) Anna Nelson (2 nd shift)
	Alternate Judge	Amy Petersen
Rahn Elementary	Head Election Judge	Louise Grass Alfred Anderson
	Regular Election Judge	Buzz Thompson Emily Theising David Lucke
	Student Judge(s)	Greta Kneisl (1 st shift) Calvin Hume (2 nd shift)
	Alternate Judge	Andrea George
Sioux Trail	Head Election Judge	Bob Hubel Judi Hawkins
	Regular Election Judge	Diane Lyngstad Yolanda Gant Carolyn Thornton
	Student Judge(s)	Aaden Spencer (1 st shift) Iris Gorton (2 nd shift)
	Alternate Judge	Chad Manbeck
Vista View	Head Election Judge	Godan Nambudiripad

	Regular Election Judge	Kriystauhl Fitchett Sheila Procaccini Ann Crist Carolyn Thornton
	Student Judge(s)	Owen Cadwell (1 st shift) Kira McAlliste (2 nd shift)
	Alternate Judge	Anita Opheim
Glendale Methodist	Head Election Judge	John Chaney Rebecca Betting
	Regular Election Judge	Sandy Driscoll Daneen Braaten Courtney White
	Student Judge(s)	Paige Leagjeld (1 st shift) Korren Schrade (2 nd shift)
	Alternate Judge	Brooke Toews Stacy Severson
Harriet Bishop	Head Election Judge	Julia Jenkins Marcus Kennedy
	Regular Election Judge	Pam Walcher Michael Moberg Julie Holmquist
	Student Judge(s)	Sirianna Stortroen (1 st shift) Tai-Bruce Tran (2 nd shift)
	Alternate Judge	Nancy Ross Jackie Le
Public Accuracy Judge	Head Judge	Polly Bergerson Vicki Roy
Healthcare Judge	Facility Absentee Voting Judge	Polly Bergerson Vicki Roy

Alternate Student Judges:

Teresa Le-Vu
Anna Tran
Bella Gust
Fatimo mursal

STATE OF MINNESOTA)
COUNTIES OF DAKOTA)SS
AND SCOTT)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 191, Dakota and Scott Counties, Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to appointing election judges for the special election of said school district, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this 23 day of September, 2021.

Clerk

AGENDA ITEM:

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

From: Stacey Sovine
Executive Director of Human Resources

Date: September 23, 2021

RE: **PROPOSED REVISIONS IN THE 2021 - 2023 COLLECTIVE BARGAINING AGREEMENT WITH THE BURNSVILLE FOOD SERVICES ASSOCIATION AND INDEPENDENT SCHOOL DISTRICT 191**

RECOMMENDATION: THAT THE BOARD OF EDUCATION APPROVE THE PROPOSED REVISIONS AND RE-ADOPT THE UNCHANGED LANGUAGE IN THE 2021-2023 COLLECTIVE BARGAINING AGREEMENT WITH THE BURNSVILLE FOOD SERVICES ASSOCIATION AND INDEPENDENT SCHOOL DISTRICT 191

Negotiators for the Burnsville Food Services Association including Chief Negotiator, Shelly Johnson SEIU met with representatives from the District to negotiate a two-year agreement. The parties began negotiating on July 22, 2021 and reached a tentative agreement after three meetings on August 11, 2021. Food Service members voted September 16, 2021.

Highlights of the Agreement include:

- Removed dated language
- Added tables to help clarify language
- Addressed break and lunch language
- School closing language
- 2 year increased cost \$85,700
- MSBA 2 year package increase 3.81%

Attachments:

Draft with mark-up of Language Changes

MASTER AGREEMENT

2019 – 2021 - 2023

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

and

**SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 284
FOOD SERVICE EMPLOYEES BURNSVILLE-EAGAN-SAVAGE-PUBLIC SCHOOLS**

2019-- 2021 -- 2023
TABLE OF CONTENTS
Service Employees International Union Local 284

<u>ITEM</u>	<u>PAGE</u>
Annual Employment Basis	9
Association/Employee Rights	1
Basic Work Week	7
Bereavement Absence	6
Call Back	9
Court Appearance	9
Dental Insurance	4
Discipline	10
District Match (403b)	12
Duration of Insurance Participation	4
Duration of Agreement	13
Dues Check Off	2
Emergency Closing	8-9
Employee Rights	2
Family Illness Absence	6
Food Service Classes	3
Grievance Procedure	12
Hardship Cases	6
Health and Hospitalization Insurance	4
Holidays	8
Holiday Pay	8
Hours of Service	7
Job Posting	9
Jury Duty	9
Layoff Policy	10
Leave of Absence	5-6
Life Insurance	5
Longevity Pay	3
Long Term Disability	6
Long Term Disability Insurance	5
Mandatory Retirement	10
New Classification	4
Outside Experience Allowance	3
Overtime Hours	8
Overtime Pay	4
Part-Time Employee	7
Personal Absence	7
Physical Examination	9
Reduction of Hours	11
Recognition of Exclusive Representative	1
Retirement	11
Salary Schedule 2019-2021	2-3
Salary Step Increments	3
School Board Rights	1
Seniority	12
Shifts & Starting Time	7
Sick Leave	5
Summer Program	12

Temporary Salary Increments	3
Termination of Employment	10
Terms and Conditions of Employment	1
Uniforms	9-10
Worker's Compensation	5
Work Year	7-8

ARTICLE I

149

Section 1. Parties: THIS AGREEMENT is entered into between the School Board of Independent School District 191, Burnsville, Minnesota, and the Service Employees International Union Local 284. (Food Service Employees) in compliance with the Public Employment Labor Relations Act, to provide the terms and conditions of employment for Food Service Employees during the duration of this Agreement.

ARTICLE II RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1. Recognition: In accordance with the P.E.L.R.A. and the Bureau of Mediation Services order of November 12, 1982, Case No. 83-PR-329-A recognizes School Service Employees Local 284 as the exclusive representatives for Food Service Employees, as listed in the appropriate unit listed in Article III, Section 2, employed by the School Board of Independent School District 191.

Section 2. Appropriate Unit: The exclusive representative shall represent all such employees of the district contained in the appropriate unit as defined in Article III, Section 2, of this Agreement and the P.E.L.R.A.

ARTICLE III DEFINITIONS

Section 1. Terms and Conditions of Employment shall mean the hours of employment, the compensation, including fringe benefits, and the employer's personnel policies affecting the working conditions of the employees.

Section 2. Description of Appropriate Unit: For purposes of this Agreement, the term Food Service Employees shall mean all persons in the appropriate unit employed by the School District in such classifications excluding the following: supervisory employees, part-time employees whose services do not exceed thirty – five percent (35%) of the normal work week, temporary, including substitute or seasonal employees whose services do not exceed sixty-seven (67) days per calendar year, and emergency employees. Included in the Unit are all Food Service Manager, Food Service Assistant Manager, and Food Service Associates. A normal work week shall be considered 35 hours per week.

Section 3. Other Terms not defined in the Agreement shall have those meanings as defined by P.E.L.R.A.

ARTICLE IV SCHOOL BOARD RIGHTS

Section 1. Inherent Managerial Rights: The exclusive representative recognizes that the School Board is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

Section 2. Management Responsibilities: The exclusive representative recognizes the right and obligation of the School Board to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the District.

Section 3. Effect of Laws, Rules and Regulations: The exclusive representative recognizes that all employees covered by this Agreement shall perform the services and duties prescribed by the School Board and shall be governed by the laws of the State of Minnesota and by School Board rules regulations, directives and orders issued by properly designated officials of the School District. The exclusive representative also recognizes the right, obligation and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School Board insofar as such rules, regulations directives and orders are not inconsistent with the terms of this Agreement and recognizes that the School Board, all employees covered by the Agreement, and all provisions of this Agreement are subject to the laws of the State. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives of orders shall be null and void and without force and effect.

Section 4. Reservation of Managerial Rights: The foregoing enumeration of Board rights and duties shall not be deemed to exclude other inherent management rights and managerial functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this Agreement are reserved to the School Board.

ARTICLE V EMPLOYEE RIGHTS

Section 1. Right to Views: Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any employee or the representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative.

Section 2. Right to Join: Employees shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Employees in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment with the School Board.

Section 3. Dues Check Off: With the authorization of the employee, each employee shall have the right to request and be allowed dues check off for the Union. The employee request shall be in the form of a written authorization, online sign-up, or audio-recorded phone authorization submitted to the Union. The Union shall provide the District with the appropriate form of authorization (examples of appropriate form are: paper, electronic file, audio file) for dues/premier member dues deduction.

The School District agrees to honor and implement all the terms of dues check-off authorizations submitted by the Union and agreed to by the employee. The School District shall adhere to the specific provisions in each dues check-off authorization regarding the duration, renewal, procedure for revocation, amount of dues deducted (including premier member), and all other provisions agreed to by the employee as stated in the authorization, irrespective of the employee's membership in the Union. Such dues shall be remitted to the Union monthly.

Section 4. -The exclusive representative hereby warrants and covenants that it will defend, indemnify and save the school District harmless from any and all actions, suits, claims damages, judgments, and executions or other forms of liability, liquidated or un-liquidated, which any person may have, now or in the future, arising out of or by exclusive representative as provided herein.

Section 5. Upon request, the District shall make available to the Union a bargaining unit list of employees including name, address, work hours, work location, position, classification, wage schedule placement, and date of employment.

Upon request, the District shall make available to the Union a bargaining unit list of employees including name, address, phone numbers, work hours, work location, position, classification, wage schedule placement, and date of employment.

ARTICLE VI COMPENSATION

Section 1. Rates of Pay:

2019-2020 2021-2022

Table with 5 columns: CLASSIFICATION, JOB DESCRIPTION, Step 1, Step 2, Step 3. Rows include LVL I, LVL II, and LVL III for FOOD SERVICE ASSOCIATE, ASSISTANT MANAGER, and MANAGER.

2020-2024 2022-2023

Table with 5 columns: CLASSIFICATION, JOB DESCRIPTION, Step 1, Step 2, Step 3. Rows include LVL I, LVL II, and LVL III for FOOD SERVICE ASSOCIATE, ASSISTANT MANAGER, and MANAGER.

The Food Service Manager at the high school will earn \$1.25 per hour in addition to the hourly rate listed for the Food Service Manager. Effective July 1, 2018, The Food Service Manager at the high school will earn \$1.50 per hour in addition to the hourly rate listed for the Food Service Manager. Effective July 1, 2018, The Food Service Manager at each middle school will earn \$.50 per hour in addition to the hourly rate listed for the Food Service Manager.

Section 3. Effective July 1, 2019, Employees who attain and maintain School Nutrition Association Certification Level I or II, shall receive \$.45 per hour above schedule. Employees who attain and maintain Level III School Nutrition Association Certification shall receive \$.70 per hour above schedule. Employees who attain and maintain School Nutrition Association Certification Level IV shall receive \$.85 per hour above schedule. Effective July 1, 2021, Employees who attain and maintain School Nutrition Association Certification Level I shall receive \$.50 per hour above schedule. Employees who attain and maintain School Nutrition Association Certification Level II shall receive \$.55 \$.65 per hour above schedule. Employees who attain and maintain School Nutrition Association Certification Level III shall receive \$.75 \$.85 per hour above schedule. Employees who attain and maintain School Nutrition Association Certification Level IV shall receive \$.90 \$1.00 per hour above schedule. When a certificate of completion from the School Nutrition Association is submitted to the Food Service Director within 90 days, pay adjustment will be made beginning on the following pay period per date of certification. The Food Service Director or his/her designee will inform new employees of training opportunities.

School Nutrition Association Certification Level	Amount per hour above schedule
Level 1	\$.50
Level 2	\$.65
Level 3	\$.85
Level 4	\$1.00

Section 4. Other Food Service Classes: All employees shall be required to complete a SNA-Approved Nutrition Education Core Class and SNA-Approved Food Safety and Sanitation Core Course or equivalent as specified by the Food Service Director and become certified and maintain certification at Level I. New employees must complete the course within the first ninety (90) working days of their employment. Effective July 1, 2016, e-Employees shall have SNA/MSNA Membership rights and SNA certification renewal fees covered through the district at no cost to the employee. Managers shall have the MN Food Service Manager Certificate renewal fee covered through the district at no cost to the employee. All costs for classes, initial certifications, and initial licenses are the responsibility of the employee. Compensation for additional course work shall be at the Food Service Director discretion.

Section 5. Longevity Pay: Effective July 1, 2014, employees with five (5) years of District service in the unit shall receive an additional \$.50 per hour above base rate for the classification currently held. Employees with ten (10) years of District service in the unit shall receive an additional \$.75 per hour above base rate for the classification currently held. Employees with fifteen (15) years of District service in the unit shall receive an additional \$1.00 per hour above base rate for the classification currently held. Years of service for purposes of this Section shall mean full years of service except that the first year of service shall be counted if employment began prior to January 1 of that first year of service. Effective July 1, 2020, employees with five (5) years of District service in the unit shall receive an additional \$.55 per hour above base rate for the classification currently held. Employees with ten (10) years of District service in the unit shall receive an additional \$.80 per hour above base rate for the classification currently held. Employees with fifteen (15) years of District service in the unit shall receive an additional \$1.05 per hour above base rate for the classification currently held. Years of service for purposes of this Section shall mean full years of service except that the first year of service shall be counted if employment began prior to January 1 of that first year of service.

Longevity upon completion of service years in unit	Amount per hour above schedule
Completion of five (5) years	\$.55
Completion of ten (10) years	\$.80
Completion of fifteen (15) years	\$1.05

Section 6. Salary Step Increments: Employees shall advance to the next step on July 1, provided they have started by January 1st of the current calendar year.

Section 7. Temporary Salary Increments: Temporary Salary Increments: Regular, contracted employees who are assigned to fill the position of Food Service Manager or Food Service Assistant Manager on a temporary basis shall receive the higher rate of pay for all work performed in the higher paying classification provided they work the entire shift at a higher level.

Employees who work in a temporary assignment for at least 30 consecutive days will earn pay and leave accrual of that position for the period of time that they are in the position. They will revert back to their regular hours and leave accrual once the position has been filled. Leave shall be paid out at the rate of pay and number of hours of the temporary position (if accrued leave is available), while the employee is in the temporary assignment.

If an employee who works in a temporary assignment for at least 30 consecutive days and takes a personal day while in that assignment and the employee does not have sufficient personal leave accrued to cover the absence, the remainder shall be taken from sick leave absence, if available. Sick leave will be decremented only if the employee has not yet used any personal days during that school year. If sick leave absence is not available, the remainder of the time shall be unpaid.

Section 8. Outside Experience Allowance: Administration may place newly appointed but experienced personnel on a step above the starting salary if deemed necessary and in the best interests of the School District.

Section 9. Overtime Pay: All services rendered on an overtime basis shall be paid at one and one-half (1 ½) times the employee's regular hourly rate except on Sundays and holidays. Overtime on Sundays and holidays shall be compensated at double time the employee's regular hourly rate. A minimum of two (2) hours pay shall be paid when an employee is assigned to work on Sundays or holidays.

Section 10. Move to a New Classification: Employees moving into a different classification shall enter the new classification at the same step as they presently hold.

ARTICLE VII GROUP INSURANCE

Section 1. Selection of Carrier: The selection of the insurance carrier and policy shall be made by the School Board.

Section 2. Health and Hospitalization Insurance:

Food Service employees who are employed four or more hours per day as of July 1, 2010 are eligible for insurance as described below. Current food service employees who work less than four hours per day as of July 1, 2010 and all employees hired on or after July 1, 2010 must work at least 6 hours per day in order to be eligible for insurance.

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

Section 3. Dental Insurance:

- Subd. 1. Single coverage: The school district shall provide individual dental coverage for each full-time employee who enrolls in the plan. Benefits shall be in accordance with the insurance policy purchased by the School District.
- Subd. 2. Dependent coverage: Dependent coverage shall be available to each employee eligible for single coverage. The costs of dependent coverage shall be paid by the employee via payroll deduction. Employees eligible for dependent coverage must enroll before the inception day or within thirty (30) days of becoming eligible for dependent coverage. Failure to apply for coverage on the inception date or upon becoming eligible shall result in the forfeiting of future rights to dependent coverage. However, the following are exceptions to the previous sentence: A period of open enrollment scheduled by the employer or a change in status triggered by a qualifying event.

Section 4. Duration of Insurance Participation:

An employee is eligible for participation as provided in this Article as long as the employee is employed by the School District. In the event an employee is disabled and unable to work, the district will continue to make contributions as per the contract, for one year from the time an employee goes on LTD. In the event an employee is permanently disabled and unable to return to work, they may continue to

participate in the District's plan at their own expense as per Minnesota Statute. Employees who are receiving a P.E.R.A. disability benefit or are receiving an annuity from PERA or have satisfied the age and service requirements and are eligible to receive an annuity from PERA may remain on the District's health insurance plan until eligible for Medicare.

Upon termination of employment, participation shall cease, subject to statutory and insurance company regulations.

Section 5. Life Insurance:

Effective July 1, 2010 employees who work four (4) or more hours per day shall be provided with life and dismemberment insurance coverage in the amount of \$50,000 at District expense. Insurance is to be subject to the insurance company's terms and conditions.

Section 6. Long Term Disability Insurance:

The District will furnish income protection insurance which takes effect after a qualified absence. Conditions are subject to the insurance company's terms and conditions.

ARTICLE VIII LEAVES AND ABSENCES

Section 1. All Leaves and Absences:

- Subd. 1. It is the responsibility of administration to prevent or remedy any abuse of policies on leaves and absences.
- Subd. 2. When administration has reason to believe that policies on leaves and absences are being abused, special action, investigation, and/or questioning, is obligatory for the benefit of all concerned. When such action is taken, the Union shall be so informed.
- Subd. 3. Leave time will be prorated for the first year if the hire date is after the beginning of the work year. Proration shall be applied by the number of work days remaining divided by the total number of work days.

Section 2. Sick Leave Absence:

- Subd. 1. All Food Service Employees shall earn sick leave absence at the rate of one (1) day for each month of service in the employ of the School District for a total of ten (10) days per year.
- Subd. 2. Unused sick leave absence days may accumulate to a maximum credit of ninety (90) days of sick leave absence per employee.
- Subd. 3. Sick leave absence with pay shall be allowed by the School District whenever an employee's absence is found to have been due to illness which prevented attendance and performance of duties on that day or days.
- Subd. 4. Sick leave absence allowed shall be deducted from the accrued sick leave absence upon submission of proper form.
- Subd. 5. Sick leave absence pay shall equal the current rate being paid or at the scheduled rate if absence is needed at the beginning of the work year.
- Subd. 6. At the beginning of each school year each employee shall be furnished an updated accounting of sick leave absence accumulation.

Section 3. Worker's Compensation:

- Subd. 1. The district will supplement the difference between the compensation received pursuant to the Worker's Compensation Act and the employee's regular rate of pay with accumulated sick and/or vacation time for employees who remain on payroll.
- Subd. 2. A deduction shall be made from the employee's accumulated personal illness leave accrual time according to the prorata portions of days of personal illness absence time which is used to supplement Worker's Compensation.
- Subd. 3. Such payment shall be paid by the School District to the employee only during the period for which the employee is

receiving worker's compensation payments.

- Subd. 4. In no event shall the additional compensation paid to the employee by virtue of personal illness absence result in the payment of a total daily, weekly, or monthly compensation that exceeds the normal compensation of the employee.
- Subd. 5. An employee who is absent from work as a result of an injury compensable under the Worker's Compensation Act shall receive the worker's compensation check and have the same amount withheld from District compensation.

Section 4 Long-Term Disability:

- Subd. 1. Income Protection coverage will be provided to each eligible employee at District expense. Disability pay and the qualifying period will be governed by the policy in effect. The district will supplement long term disability payments with accrued sick leave for the period of time that runs concurrently with FMLA or 60 working days.
- Subd. 2. Such payment shall be paid by the School District to the employee only during the period of disability.
- Subd. 3. In no event shall the additional compensation paid to the employee by virtue of personal illness absence result in the payment of a total daily, weekly, or monthly compensation that exceeds the normal compensation of the employee.

Section 5. Hardship Cases: Administration reserves the right to extend sick absence benefits or waive requirements in special hardship cases. Such consideration shall be governed by length of service.

Section 6. Family Illness: Three (3) days per year, non-cumulative, for serious illness and/or hospitalization of spouse, children, parents or former guardian of the employee that requires the personal attention of the employee. There shall be no age limit on children. Administration reserves the right to advance family illness leave in special hardship cases. Such consideration shall be governed by length of service.

Section 7. Bereavement Absence:

- Subd. 1. Up to five (5) days per event shall be granted for a death in the immediate family. Immediate family shall include spouse, children, step children, parents, step parents or former guardians, significant other, grandparents, grandchildren, brother, sister and in-laws of a similar degree of relationship.
- Subd. 2. When travel is involved, another two (2) days may be granted by administration for bereavement.
- Subd. 3. Up to three (3) days shall be granted by administration for bereavement for aunt, uncle, nephew, or niece.

Section 8. Leave of Absence:

- Subd. 1. After one (1) year of employment personal leaves of absence for acceptable causes without pay or any supplemental benefits, may be requested for periods up to twelve months subject to recommendation by administration and Board of Education approval.
- Subd. 2. Answers to requests for leave for extended period will be made in writing, subject to Board approval at the next regular Board meeting.
- Subd. 3. Requests shall be submitted as early as possible and in writing, dated and signed, shall include reasons for request and approximate duration of the requested leave.
- Subd. 4. Answers to written requests for emergency leave shall be given in writing as quickly as possible.
- Subd. 5. Holidays that fall during leaves do not qualify for compensation.

- Subd. 6. No benefits shall accrue while on personal leave; however, seniority shall continue to accrue for a maximum of one (1) year while an employee is on LTD leave.
- Subd. 7. Employees will be granted up to a (1) one year leave of absence if eligible for long-term disability. If an employee is permanently disabled and unable to return to work, they can submit a resignation and retain eligibility for severance. They may request a leave extension.
- Subd. 8. Employees hired to replace an employee on leave shall be on probation for a period of time equal to the duration of the leave.

Section 9. Personal Absence: After completion of the probationary period, employees earn one (1) personal leave day per year. Personal days may accrue to a maximum of three (3) days. With prior approval of the Director of Food Service, personal absence leave may be used on an hourly basis. The time allotted for personal leave will be based on the number of hours the employee is regularly scheduled to work at the time of the request.

Section 10. An employee who as of July 1 (a) has accumulated leave time in excess of seventy-five (75) hours determined as of June 15th of the same tax year, and (b) has taken one (1) or less leave days in the current school year shall have sufficient leave days converted at the rate equal to three five hundred dollars (~~\$300~~) (\$500) which shall be contributed to an active ISD 191 approved 403(b) plan as of July-September 15th payroll.

An employee who as of July 1 (a) has accumulated leave time in excess of seventy-five (75) hours determined as of June 15th of the same tax year, and (b) has taken more than one 1 leave day up to three (3) leave days in the current school year shall have sufficient leave days converted at the rate of pay equal to one hundred and eighty dollars (~~\$180~~) three hundred dollars (\$300) which shall be contributed to an active ISD 191 approved 403(b) plan as of July-September 15th payroll.

Effective July 1, 2020, additionally an employee who as of July 1 (a) has accumulated leave time in excess of seventy-five (75) hours determined as of June 15th of the same tax year, and (b) has taken three (3) or less leave days in the current school year will be granted one (1) Emergency Closure Day equivalent to their regularly scheduled hours to use only when an emergency closure has been issued by the Superintendent. Emergency Closure Days can accumulate up to twenty-four (24) hours and are non-transferrable.

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

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

Effective July 1, 2014 2021 the conversion rate for leave days shall be sixty one hundred dollars (~~\$60~~) (\$100) per day.

ARTICLE IX HOURS OF SERVICE

Section 1. Basic Work Week: A regular work week shall consist of forty (40) hours, inclusive of lunch.

Section 2: Part-Time Employees: The School District reserves the right to employ such personnel as it deems desirable or necessary on a part-time or casual basis. When possible, casual employees shall be allowed to fill in for absent employees.

Section 3: Shifts and Starting Time:

- Subd. 1. Food Service Employees are employed on an hourly basis. Regular hours of work are determined by the Director of Food Services.
- Subd. 2. Break Time: Employees who work four (4) or more hours per day shall receive a 15 minute paid break. Break Procedures: Employees working four (4) hours, but less than six (6) hours per day shall receive fifteen (15) minutes of paid break. Employees working six (6) hours but less than eight (8) hours per day shall receive thirty (30) minutes of paid break. The thirty (30) minutes may be taken as two fifteen (15) minute breaks or as one thirty (30) minute break. Employees working eight (8) hours per day shall receive an additional fifteen (15) minute paid break. Hours scheduled (start and end time of shift) will be inclusive of paid break periods.

Subd. 3. Regular hours of work shall include actual hours worked and one-half (1/2) hour paid lunch period for all employees who work at least (6) hours per day. Those who work less than six (6) hours per day must eat lunch on their own time.

Subd. 4.3. When an employee works additional hours for a period of at least 67 days, the employee's pay contract will be increased for purposes of sick leave, holidays, and insurance.

Subd. 5.4. On a day when an individual school does not serve lunch due to an early release, food service staff desiring their regular hours will be assigned to another building for that day.

Section 4: Work Year:

Subd 1. The Food Service Employees' work year shall correspond with the official school calendar, plus two (2) days prior to the opening of school, the day after the end of the school year and every school day between these dates if cafeteria services are requested. Needs for cafeteria services are to be determined on a per-building basis. Additional workshop days may be held when deemed necessary by administration. At least one (1) week notice shall be given if additional workshop days are scheduled.

Subd 2. This Agreement pertains to school year "work year" only. Any changes in patterns of school attendance affecting the summer months shall be made independent of this Agreement.

Subd. 3. Up to two (2) appointed or elected representative to a position of leadership in SEIU Local 284 shall be granted time away from their workplace without pay, in order to represent the membership of their bargaining unit.

Section 5. Overtime Hours:

Subd. 1. Work performed in excess of forty (40) hours per week shall be compensated for at the overtime rate of one and a half the hourly rate.

Subd. 2. Time worked after the employees' normal shifts terminates for events not related to the normal school meal; i.e., athletic banquets, civic dinners, etc, is considered overtime of one and a half the hourly rate for all employees who work such events.

- a. Administration shall assign personnel to work these functions from a list of employees at the building where the event is to take place. Acceptance of the assignment shall be at the discretion of the employee.
- b. In the event that all food service employees at the building decline the assignment, administration will offer the assignment to other employees as needed based on district wide seniority. Acceptance of the assignment shall be at the discretion of the employee.
- c. In the event that an insufficient number of volunteers are available to staff an event, the Food Service Director shall assign the additional staff needed. The Food Service Director will make a reasonable effort to avoid involuntary assignments of staff with family or personal schedule conflicts. Three (3) days' notice prior to the event will be given.

Subd. 3. The Food Service Director's approval must be given prior to working overtime.

Subd. 4. Employees must be certified to SNA Level I in order to be assigned to work special functions or overtime hours.

ARTICLE X HOLIDAYS

Section 1. Recognized Holidays: Employees under this Agreement shall receive holiday pay on the following eight (8) holidays: Labor Day, Thanksgiving and the day following, Christmas Eve Day, Christmas Day, New Year's Day, Memorial Day, and one floating holiday. The floating holiday will be scheduled with the approval of the employee's immediate supervisor. Employee's working the summer program shall receive July 4th as an additional Holiday.

Section 2. Eligibility: To be eligible for holiday pay, an employee must have worked the regular work day before and after the holiday unless the employee is on a paid excused leave of absence pursuant to this Agreement. In the case of July 4th, to be eligible for holiday

pay an employee must work the first Tuesday and Wednesday following July 4th unless the employee is on a paid excused leave of absence pursuant to this Agreement.

Section 3. Holiday Pay: Holiday pay shall equal the current regular hourly wage earned by each employee.

Section 4. July 4th: Employee's working the summer program shall receive pay for the July 4th Holiday equal to their summer daily rate of pay.

ARTICLE XI EMERGENCY CLOSING

Section 1. Emergency Closing:

- Subd. 1. If, after arriving on the job, the employee is dismissed by the Executive Director of Human Resources, each employee's average day's wages shall be paid, per the regular assignment.
- Subd. 2. When the decision is made that school facilities will not be open for any emergency, including inclement weather, it will be announced as per the District 191 emergency school closing regulations published and distributed in November of each year. When such announcement is made, cooks food service employees are not to report. The first emergency closing day will be paid. If additional closing days occurs due to an emergency, which includes inclement weather, food service employees may first use a personal business days for such absences beyond their control. Personal sick leave days may be used after personal days. The first announcement shall be requested to be made by 6:30 a.m.
- Subd. 3. If one or more buildings, but not all buildings in the District, are closed for any emergency, administration shall notify the Food Service Manager, who is then responsible for notifying the crew of that building or buildings. When so notified, cooks food service employees are not to report and will not be paid unless the call-back provision is implemented. The first emergency closing day will be paid. If additional closing days occurs due to an emergency, which includes inclement weather, food service employees may first use personal business days for such absences beyond their control. Personal sick leave days may be used after personal days.

ARTICLE XII EMPLOYMENT

Section 1. Annual Employment Basis: Employees covered by this Agreement who work only the normal school year and only as needed during the summer months shall be considered as employees for the full fiscal year.

Section 2. Call Back: The Food Service Manager is responsible for eliminating losses because of perishables. If school is closed and some work must be done, the Food Service Manager will check with the Food Services Director for determination if work is necessary. Pay will be the actual time worked at regular rate with a minimum of two (2) hours.

Section 3. Job Posting:

- Subd. 1. During the school year, job vacancies will simultaneously be e-mailed to kitchen managers and posted on the District website for a period of five working days. Kitchen managers will forward information to all employees at each site. Internal applicants for assistant Food Service Manager and Food Service Manager shall receive interviews.
- Subd. 2. New positions or vacancies shall be posted on each kitchen bulletin board for a period of five (5) workdays. The posting shall include the position, job description, hours, and location of the job.
- Subd. 3. Seniority, ability, and job performance will be considered in filling posted positions. Administration reserves the right to final decision.
- Subd. 4. New employees and employees selected to fill posted positions at a higher level shall be on a probationary status for a period of ninety (90) days. Employees who have been promoted to a higher level position and are not successful in this position will be returned to a vacant position in their previous classification. Employees may self-select to return to their previous held classification with notice prior to the end of ninety (90) days. Employees returning to a previously held classification and hours need not serve a new probationary period.

- Subd. 5. Posted vacancies will be filled as soon as possible but not later than within six (6) weeks.
- Subd. 6. Consistent qualifications shall be established for all positions and shall be consistently included on the job posting.
- Subd. 7. The union steward(s) shall also be notified of all staffing changes and changes to hours. The Steward shall keep the information confidential.

Section 4. Physical Examinations: Physical exams, chest x-rays or Mantoux tests which are given by the District shall be paid for by the District.

Section 5. Jury Duty: Employees shall be paid the difference between their regular daily wage (per Personal illness absence pay calculation) and their jury duty pay if required to serve on jury duty.

Section 6. Court Appearances: Employees shall receive regular pay when subpoenaed to appear in court unless the employee has initiated the action.

Section 7. Uniforms:

- Subd. 1. New employees will be reimbursed for uniform expenses upon successful completion of the probationary period. The District will provide \$85 dollars after successful completion of the first half of the probationary period and another \$85 after successful completion of the second half of the probationary period. The district will not provide more than the amount identified in Subd. 2 in any given school year.
- Subd. 2. Effective July 1, 2015, the District will provide an annual uniform allowance of \$170.00 for all active returning Food Service Employees who are members of this Unit on September 15.

Section 8. Termination of Employment:

- Subd 1. Voluntary Termination: Employees are required to submit written resignations at least two (2) calendar weeks prior to the effective date in order to terminate their employment in good standing.
- Subd 2. Termination of Employment (Involuntary)
 - a) Probationary Employees: All employees who have worked for less than ninety (90) days are considered probationary employees and can be dismissed by administration.
 - b) Regular, contracted Employees: All employees who have worked ninety (90) days are considered regular, contracted employees and can be dismissed by administration. Dismissals based on performance evaluation shall be subject to the grievance procedures up to and including arbitration.
- Subd. 3. Discipline: The administration will discipline employees for just cause only. Discipline will normally be in the following form:
 - a) Letter of Reprimand
 - b) Letter of Deficiency
 - c) Suspension
 - d) Discharge

Section 9. Mandatory Retirement: The District will comply with applicable federal and state laws.

Section 10. Layoff: If conditions warrant reduction of staff, as determined by administration, the last persons employed shall be the first to be released. Provided, however:

- a) When two (2) or more employees are hired at the same time, certified employees shall be deemed to be senior to non-certified employees.
- b) In the event the affected employees who are hired at the same time are all certified, seniority ranking shall be determined by

- c) In the event the affected employees who are hired at the same time are not certified, seniority ranking shall be determined by a drawing of numbers by each affected employee. The employee drawing the lowest number shall have the highest seniority.

Each affected employee shall receive two (2) weeks' notice, or pay in lieu thereof.

Subd 1. Bumping in Lay-Off: In the event conditions necessitate a reduction of bargaining unit employees within any position title classification, the following procedure will be used:

1. The least senior person in any level based on benefit eligibility and the employee's seniority pursuant to Section 10 of this Article to be reduced will be the first one laid off, and the next in line would follow, and so on, until the reduction has been met, providing the remaining employees have the qualifications, certifications and license to perform the work required.
2. The Bumping process is designed to allow a displaced senior employee the ability to maintain their level, benefits, and hours if there is a less senior employee with the same level, benefits, and hours. This is referred to as hold-harmless.
3. A vacancy is considered the least senior employee at that level until all vacancies are filled.
4. A displaced senior employee may bump the least senior employee that will keep the displaced senior employee hold-harmless.
5. A displaced senior employee may not increase their level in the bumping process.
6. If a displaced senior employee is not able to bump a less senior employee and remain hold-harmless, then the displaced senior employee may bump the least senior employee within the level with more hours to protect their level as long it does not change their benefit status in the bumping process. A less senior employee with benefits may not be bumped by a more senior employee without benefits.
7. If a displaced senior employee does not accept a hold-harmless position, they may bump the next less senior employee at their site and accept a lay-off for a reduction in level, hours, and/or benefits.
8. If an employee is displaced as the result of school closure, starting with the highest level, the employees will follow the bumping process. If more than one school closes, the most senior employee, starting at the highest level, will have first choice of the least senior position that will keep the senior employee hold-harmless or bump the next less senior employee and accept a lay-off for a reduction in level, hours, and/or benefits.
9. Benefit eligibility and position by level shall be the determining factors. A less senior employee may not displace a senior employee.

Subd 2. Notice of Recall: If within one (1) year from date of lay-off, the working force is subsequently enlarged, the reverse procedure will be used to rehire. The last one laid off will be the first offered the position and so on until the number to be reemployed is reached. If an employee turns down the offer to be reemployed, the employee forfeits any further rights to rehire. Employees on lay-off for one (1) year or less shall continue to accrue seniority and when returned to work shall be placed in the appropriate wage step. The right of recall shall exist through September 30 of the year following lay-off.

Section 11. Reduction of Hours: In reducing employees' hours due to lack of work, the hours will be reduced based on seniority and the needs of the school. No bumping into other classifications or at other schools shall be permitted. In the event the affected employees are hired at the same time, Article XII, Section 10, a, b, and c, shall apply. If an employee who is covered under the District's insurance plan has their hours reduced below the required number for insurance coverage, they shall be allowed to continue to receive the same coverage and contribution as before the reduction for the remainder of the school year. Within any single building, no position of three (3) hours or more will be reduced or eliminated until all positions of less than three (3) hours within that building are eliminated.

ARTICLE XIII FOOD SERVICE RETIREMENT TRUST (403B PLAN)

The purpose of the 403(b) plan is to encourage employees to develop a financial plan for their future by providing funding, which would have otherwise been available at retirement, for investment during the course of employment with the District. This plan will require participation by the employee, coupled with a matching contribution from the District.

Plan A:

Page 11

- Subd 1. **ELIGIBILITY:** Employees who were members of the unit prior to April 18, 1996 will have a two-month window to elect to move from Plan A to Plan B. The election window extends from May 1, 2002 to July 1, 2002. Once selected an employee is committed to that plan.
- Subd 2. Employees who have served ten (10) or more years in this unit shall receive a one-time lump-sum payment upon termination, provided employment began before July 1, 1998. An employee qualifies for a payment of \$600 if they have worked five (5) or more hours per day during the last year of employment. An employee qualifies for a payment of \$400 if they have worked less than five (5) hours per day during their last year of employment.
- Subd 3. Employees who have served fifteen (15) or more years in this unit shall receive a one-time lump sum payment of \$800.
- Plan B:
- Subd 1. **ELIGIBILITY:** A District match to a 403(b) program is available to employees who opted for Plan B of Article XII during the open window timeframe as described in Section 12, Plan A, Subd 1 and are beginning their fourth (4th) year of work in the District at .5 FTE or more. Employees hired on or after April 19th, 1996, shall be eligible to participate in the 403(b) plan, and shall not be eligible for the Early Retirement benefits under Plan A.
- Subd 2. Any employee on unpaid leave of absence shall not be eligible to participate in the plan.
- Subd 3. Once an eligible employee elects to participate in the 403(b) annuity matching program, said election is for that school year and will continue each subsequent year unless modified by the employee.
- Subd 4. **AMOUNT OF MATCHING CONTRIBUTION:** Commencing July 1, 2015, the District shall match up to \$700 (seven hundred dollars) per school year of the employee's contribution to the 403(b) plan. Effective July 1, 2018, the District shall match up to \$750 (seven hundred fifty dollars) per school year of the employee's contribution to the 403(b) plan.
- Subd 5. **MAXIMUM DISTRICT CONTRIBUTION:** The amount the District shall contribute to any employee's 403(b) plan shall not exceed Twenty thousand dollars (\$20,000.00) during the time of the employee's employment with the District.

ARTICLE XIV SUMMER PROGRAM

Section 1 If the district runs a summer program that requires district food service to prepare and provide meals, the position will be posted. The successful candidate must have their food manager certification issued by the MN Department of Health. Preference will be given to food service staff at who's building the program is housed. The successful candidate will receive base Food Service Manager pay + any differential or their current rate, whichever is higher. Leave benefits do not accrue during summer hours.

Section 2 If additional staff is needed, they shall be paid at the Food Service Associate lane and their current step of pay + any differential.

Section 3 Subs shall be paid at the rate established by the District. Effective July 1, 2015, if a Food Service Associate subs, they shall be paid on the Food Service Associate lane according to the step they were on during the school year that just completed. If a Food Service Manager subs for another Food Service Manager, they shall be paid on the Food Service Manager lane according to the step they were on during the school year that just completed.

Section 4 The District may hire student workers to do meal counts and clean tables at a seasonal rate of pay as established by the District.

ARTICLE XV GRIEVANCE PROCEDURE

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

Section 2. Level I: In the event that an employee or the Union believes there is a basis for a grievance, the employee shall complete the

District grievance form and submit a copy to the grievor and another copy to the Human Resources Office within twenty (20) working days of the alleged grievance. 161

The grievor shall meet with the grievant within ten (10) working days of the receipt of the completed proper form and render a written decision within five (5) working days of the meeting. A copy of the decision will be sent to the Human Resources Office for inclusion in the grievant's file.

Section 3. Level II: In the event the grievant is not satisfied with the decision rendered at Level I, the grievant may appeal, in writing, to the Executive Director for Human Resources within five (5) working days after the decision in Level I has been rendered and disseminated. Within ten (10) working days upon receipt of the appeal, the Executive Director for Human Resources shall meet with the grievant. The Executive Director for Human Resources shall respond, in writing, within fifteen (15) working days after the meeting. Before rendering a negative decision, the Executive Director of Human Resources shall consult with the Superintendent.

Section 4. Level III: If the employee is not satisfied with the disposition of the grievance by the Executive Director for Human Resources, the alleged grievance may be submitted to arbitration. Notification of dissatisfaction shall be made, in writing, to the Superintendent of Schools within ten (10) working days after decision has been rendered.

The dispute will be submitted to an arbitrator selected and agreed upon by both parties. If the parties cannot agree upon an arbitrator within five (5) working days from the notification date that arbitration will be pursued, the Bureau of Mediation, in accord with its rules, shall govern the arbitration proceeding. The arbitrator shall have no power to alter, add to or subtract from the express terms of this contract. Both parties agree to be bound by the award of the arbitrator. The fees and expenses of the arbitrator shall be shared equally by the parties.

Section 5. The employee may have a Union representative either join or represent her at any level at the employee's discretion.

Section 6. If a grievance is not presented or transmitted within the time limits set forth above, it shall be considered "waived." The time limit in each step may be extended by mutual written agreement of the parties.

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

Section 8. No reprisals of any kind will be taken by the Board or the school administration against any employee because of her participation in this grievance procedure.

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

Section 10. The Executive Director of Human Resources may appoint a designee to act at Level II.

ARTICLE XVI SENIORITY

Section 1. Definition Seniority shall mean continuous length of service from the first day of work in a permanent position in this unit based upon the date of board approval. Upon request, the union steward will be provided with a seniority list.

ARTICLE XVII DURATION

Section 1. Term and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing on July 1, 2019, through June 30, 2021, and thereafter until modifications are made pursuant to P.E.L.R.A. If either party desires to modify or amend this Agreement commencing at its expiration, it shall give written notice of such intent no later than ninety (90) days prior to said expiration. Unless otherwise mutually agreed, the parties shall not commence negotiations more than ninety (90) days prior to the expiration of the Agreement.

Section 2. Effect: This Agreement constitutes the full and complete agreement between the School Board and Exclusive Representative representing the employees. The provisions herein relating to terms and conditions of employment supersede any and all agreements, resolutions, practices, School District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

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

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

Master Agreement

2019 - 2021 2021-2023

**Board of Education
Independent School District 191**

And

**Service Employees International Union Local 284
Food Service Employees**

FOR: School Service Employees

FOR: Independent School District 191

Contract Organizer

Board Chair

Union Steward

Board Clerk

Date

Chief Negotiator

This Memorandum of Understanding is entered into between Independent School District 191 (hereinafter referred to as the School District) and SEIU LOCAL 284 (hereinafter referred to as the Union), representing the Food Service Employees of the School District as follows:

1. The parties have entered into a collective bargaining agreement covering the period July 1, 2019 2021 through June 30, 2024 2023.

2. Management and staff agree that adequate staffing in district kitchens is an important factor in service quality and employee satisfaction. In order to work cooperatively toward improvements in this area, management and the Union shall each appoint up to four (4) representatives to a Joint Labor/Management Kitchen Staffing Committee. Management's appointees shall include the Director of Food Service and the Director of Human Resources. The Union's appointees shall include the union Steward(s). The committee shall meet at least three (3) times per school year during the duration of this agreement. The goal of the committee shall be to produce annual written recommendations to the Cabinet on improvements to areas including, but not limited to, staffing levels in kitchens, recruitment of new staff, recruitment and training of substitutes and methods for assigning substitutes.

This MEMORANDUM OF UNDERSTANDING shall be in full force and effect from the period of execution of this document through June 30, 2024 2023.

SEIU LOCAL 284
450 Southview Blvd.
South St. Paul, MN 55075-2395

Independent School Dist. 191
200 W. Burnsville Parkway
Burnsville, MN 55337

Union Representative

Employer Representative

Dated: _____

Dated: _____

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into between Independent School District 191 (hereinafter referred to as the School District) and SEIU LOCAL 284 (hereinafter referred to as the Union), representing the Food Service Employees of the School District as follows:

1. The parties have entered into a collective bargaining agreement covering the period July 1, 2019 through June 30, 2021.

2. This MOU applies to the following employees as indicated:

Catherine Quinn

3. The Union and the District agree on the formation of a temporary Production Manager position at Burnsville High School, in lieu of an Assistant Cook Manager, with the identified employee as the sole holder of this position.

4. Notwithstanding the collective bargaining agreement Article VI, Section 1, the identified employee shall be eligible for Step 3 Cook Manager (Secondary-BHS) while she retains the Production Manager position.

5. Quinn will remain the Production Manager unless she resigns, applies for and is accepted to a different position, or is removed for cause. The temporary Production Manager position will remain in effect only as long as Quinn occupies the position. Once the Production Manager position is vacated, an Assistant Cook Manager position will be posted and reinstated at BHS.

6. The identified employee shall retain the amount of hours, days, seniority placement, level and benefits that are in effect one day prior to the effective date of the MOU while she holds the Production Manager position.

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

SEIU LOCAL 284	Independent School Dist. 191
450 Southview Blvd.	200 W. Burnsville Parkway
South St. Paul, MN 55075-2395	Burnsville, MN 55337

_____	_____
Union Representative	Employer Representative

Dated: _____	Dated: _____
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MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into between Independent School District 191 (hereinafter referred to as the School District) and SEIU LOCAL 284 (hereinafter referred to as the Union), representing the Food Service Employees of the School District as follows:

- 1. The parties have entered into a collective bargaining agreement covering the period July 1, 2019-2021 through June 30, 2021-2023.
- 2. The District will offer annually a SNA-Approved Nutrition Education Core Class and SNA-Approved Food Safety and Sanitation Core Course if a minimum of 20 people register at the time the classes are offered.
- 3. The Union and the District agree that the time employees attend the training is voluntary and unpaid.
- 4. The Union and the District agree that the employee needs to attend the full training to become certified and that make-up sessions will not be offered.

This MEMORANDUM OF UNDERSTANDING shall be in full force and effect from the period of execution of this document through June 30, 2021-2023.

SEIU LOCAL 284	Independent School Dist. 191
450 Southview Blvd.	200 W. Burnsville Parkway
South St. Paul, MN 55075-2395	Burnsville, MN 55337

_____	_____
Union Representative	Employer Representative

Dated: _____	Dated: _____
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MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into between Independent School District 191 (hereinafter referred to as the School District) and SEIU LOCAL 284 (hereinafter referred to as the Union), representing the Food Service Employees of the School District as follows:

- 1. The parties have entered into a collective bargaining agreement covering the period July 1, 2019-2021 through June 30, 2021-2023.
- 2. The parties agree to the following option within the grievance process as defined in Article XV-Grievance Procedure:

Prior to requesting arbitration as defined in Subdivision 4, the following steps may be taken if the parties mutually agree:

- a. The grievance timeline will be held in abeyance, issued in writing by the party requesting this stage.
- b. The parties will participate in a formal mediation process through the MN Bureau of Mediation Services in an attempt to resolve the issue.
- c. If the issue is resolved in mediation, the grievance will be considered resolved. If the issue is not resolved, the timeline will resume starting the first work day after the final mediation session.

This MEMORANDUM OF UNDERSTANDING shall be in full force and effect from the period of execution of this document through June 30, 2021-2023.

SEIU LOCAL 284	Independent School Dist. 191
450 Southview Blvd.	200 W. Burnsville Parkway
South St. Paul, MN 55075-2395	Burnsville, MN 55337

_____	_____
Union Representative	Employer Representative

Dated: _____	Dated: _____
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MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into between Independent School District 191 (hereinafter referred to as the School District) and SEIU LOCAL 284 (hereinafter referred to as the Union), representing the Food Service Employees of the School District as follows:

- 1. The parties have entered into a collective bargaining agreement covering the period July 1, 2019-2021 through June 30, 2021-2023.
- 2. For the 2019-2020 school year:
 - a. Eight (8) elementary long hour positions shall be identified and shall be appropriately certified to fill in for the Elementary Building Food Service Manager when the manager is absent.
 - b. The identified employees shall complete an Additional Compensation Work Agreement and receive \$.50 per hour effective July 1, 2019 through June 30, 2020.
 - c. Employees hired to replace the identified employees, shall be appropriately certified to fill in for the Elementary Building Food Service Manager when the manager is absent, shall complete an Additional Compensation Work Agreement and receive \$.50 per hour for the balance of the year between July 1, 2019 through June 30, 2020.
- 3. For the 2020-2021 school year:
 - a. Six (6) elementary long hour positions shall be identified and shall be appropriately certified to fill in for the Elementary Building Food Service Manager when the Manager is absent.
 - b. The identified employees shall complete an Additional Compensation Work Agreement and receive \$.50 per hour effective July 1, 2020 through the first semester of the 2020-2021 school year. If another model using Elementary Assistant Managers is designed to cover for the Elementary Building Food Service Manager when the manager is absent, the district is not obligated to continue to use or compensate the identified six (6) long hour employees for second semester.
 - c. If another model is not in place, the identified employees shall complete an Additional Compensation Work Agreement and receive \$.50 per hour effective 2nd semester 2021 through the end of the 2020-2021 school year.
 - d. Employees hired to replace the identified employees, shall be appropriately certified to fill in for the Building Food Service Manager when the Manager is absent, shall complete an Additional Compensation Work Agreement and receive \$.50 per hour for the balance of the time remaining for the person they are replacing.

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

SEIU LOCAL 284	Independent School Dist. 191
450 Southview Blvd.	200 W. Burnsville Parkway
South St. Paul, MN 55075-2395	Burnsville, MN 55337

Union Representative	Employer Representative
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Dated: _____ Dated: _____

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into between Independent School District 191 (hereinafter referred to as the School District) and SEIU LOCAL 284 (hereinafter referred to as the Union), representing the Food Service Employees of the School District as follows:

1. The parties have entered into a collective bargaining agreement covering the period July 1, 2019 2021 through June 30, 2021 2023.
2. All Foodservice employees are eligible to receive a \$200 \$400 referral bonus for any new candidate they refer for a regular school year Food & Nutrition Services position, under the following conditions:
 - i. The candidate is selected for employment and successfully passes the probationary period and is retained for employment.
 - ii. The candidate was not a current substitute or employee of the district when they applied for the position.
 - iii. The candidate identified the foodservice employee who referred them in the hiring process.
3. If these conditions are met, a bonus of \$200 dollars shall be paid to the referring employee within thirty (30) days of the new employees' completion of probation.

This MEMORANDUM OF UNDERSTANDING shall be in full force and effect from the period of execution of this document through June 30, 2021 2023.

SEIU LOCAL 284
450 Southview Blvd.
South St. Paul, MN 55075-2395

Independent School Dist. 191
200 W. Burnsville Parkway
Burnsville, MN 55337

Union Representative

Employer Representative

Dated: _____

Dated: _____

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into between Independent School District 191 (hereinafter referred to as the School District) and The Food Service Employees (hereinafter referred to as the Union), representing the Food Service Employees of the School District as follows:

1. The parties have entered into a collective bargaining agreement covering the period July 1, ~~2019 2021~~ through June 30, ~~2021 2023~~.
2. The Union and the School District agree the service provided by "Amplify" is an independent option for certain healthcare services separate from the District's medical insurance plan. This service provides no aggregate value to the medical insurance coverage provided to district employees. The "Amplify" service was added to provide employee choice for care as an independent option to the medical insurance coverage and is completely dependent on "Amplify" being able to provide their services to district employees. This service is unrelated to the District's medical insurance plan.
3. The School District may end its relationship with "Amplify" at any time and it is understood that the termination of that relationship does not impact the aggregate value of the District's medical plan or negotiated employee benefits.

This MEMORANDUM OF UNDERSTANDING shall be in full force and effect from the period of execution of this document through June 30, ~~2021 2023~~.

Food Service Employees
Burnsville, MN 55337

Independent School Dist. 191
200 W. Burnsville Parkway
Burnsville, MN 55337

Union Representative

Employer Representative

Dated: _____

Dated: _____

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into between Independent School District 191 (hereinafter referred to as the School District) and The Food Service Employees of BES (hereinafter referred to as the Union), representing the Food Services employees of the School District as follows:

1. The parties have entered into a collective bargaining agreement covering the period July 1, 2019 2021 through June 30, 2024 2023.
2. In the event that the District changes its Long Term Disability Insurance plan to a plan that has a longer qualifying period than 30 working days, the District agrees to provide a Short Term Disability Plan with a qualifying period no more than 14 calendar days.
3. The District agrees that up to one-third (1/3) of a day of accrued sick leave may be used to supplement the Short Term Disability income per work day on leave.

This MEMORANDUM OF UNDERSTANDING shall be in full force and effect from the period of execution of this document through June 30, 2024 2023.

Food Service Employees
Burnsville, MN 55337

Independent School Dist. 191
200 W. Burnsville Parkway
Burnsville, MN 55337

Union Representative Chair

Employer Representative

Dated: _____

Dated: _____