



Future Ready. Community Strong.

Regular Meeting Agenda

Diamondhead Education Center
200 W. Burnsville Pkway
Burnsville, MN 55337
January 27, 2022
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 Directors Sue Said and Anna Werb

I. Call to Order

- A. Welcome
- B. Pledge of Allegiance

II. Approval of Agenda

III. Student Performance and Achievement Committee: World's Best

4

Workforce Kindergarten Readiness

Speaker(s): Carolyn Cherry, Ed.D., early learning supervisor, and Imina Oftedahl, director of curriculum, instruction and assessment

IV. Information

A. Report about Guidelines for Sharing Board Meetings

17

Speaker(s): Lesley Chester, Chair

B. Receive an Update about District 191's Efforts to Implement COVID-19

19

Related Educational and Public Health Guidance Issued by the MDE and the MDH, Respectively

Speaker(s): Brian Gersich, Assistant Superintendent, Bernie Bien, MS, BSN, RN, Lead Licensed School Nurse, and Dana Thompson, Ed.S, NCSP, Supervisor

C. Committee, Board Appointment and School Assignment Reports

37

V. Business Meeting

A. Consent Agenda

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

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	38
2. Approve Personnel Recommendations	43
3. Adopt a Resolution to Accept Donations	44
4. Approve Payroll, Receipts, Expenses and Investments	46
5. Accept the Budget Analysis	99
6. Receive a Report about the Listening Session	104
7. Approve, on a Second Reading Basis, Non-Substantive Changes to Policies 105: <i>Equity, Access and Excellence in Education</i> , 520: <i>Student Surveys</i> , 521: <i>Student Disability Nondiscrimination</i> , 602.5: <i>School Cancellation</i> , 605: <i>Alternative Programs</i> , 609: <i>Religion</i> , and 624: <i>Online Learning</i>	105
8. Approve, on a Second Reading Basis, Changes to 906: <i>Community Notification of Predatory Offenders</i>	127
9. Approve, on a First Reading Basis, Non-Substantive Changes to Policy 512: <i>School-Sponsored Student Publications and Activities</i>	132
10. Approve Committee Assignments for 2022	137
B. New Business	138
1. Approves a Cooperative Sponsorship in Badminton with Prior Lake Beginning in the Spring of 2022 Speaker(s): Guillaume Paek, Director of Athletics	144
2. Approve Revised FY22 Budget Speaker(s): Lisa Rider, Executive Director of Business Services	146
3. Approve the 21-22 Transportation Addenda Speaker(s): Lisa Rider, Executive Director of Business Services	165
4. Approve, on a Second Reading Basis, New Policy 534: <i>School Meal Policy</i> Speaker(s): Lisa Rider, Executive Director of Business Services	168
5. Approve, on a First Reading Basis, Changes to Policies 102: <i>Equal Educational Opportunity</i> , 406: <i>Public and Private Personnel Data</i> , and 515: <i>Protection and Privacy of Pupil Records</i> Speaker(s): Stacey Sovine, Executive Director of Human Resources	172
6. Approve, on a First Reading Basis, Changes to Policies 501: <i>School Weapons Policy</i> , and 503: <i>Student Attendance</i> Speaker(s): Brian Gersich, Assistant Superintendent	218
7. Approve Appointing a Board Member as a Representative to the Burnsville Fire Muster and Community Celebration Speaker(s): Lesley Chester, Chair	233

VI. Adjourn to a Workshop about the FY23 Budget followed by a Closed Session

District 191 welcomes members of the public to attend Board of Education meetings, work sessions and other public gatherings. However, public participation is allowed only during listening sessions, which are held before regular board meetings. Community members who wish to share their thoughts and opinions on meeting topics should contact the Superintendent's office at 952-707-2005 to schedule a meeting with the Superintendent or member of her leadership team. 256

Speaker(s): Lisa Rider, Executive Director of Business Services

3

VII. Adjourn to a Closed Session, as Permitted by Minn. Stat. 13D.03, for Labor
Negotiation Strategy

269

Speaker(s): Abigail Alt, Clerk



**Agenda III.
January 27, 2022**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Carolyn Cherry, Ed.D., early learning supervisor, and Imina Oftedahl, director of curriculum, instruction and assessment

Date: January 20, 2022

Re: Student Performance and Achievement Committee: World's Best Workforce Kindergarten Readiness

Early Learning⁵ Programs and

Kindergarten Readiness

Carolyn Cherry, Ed.D. and
Imina Oftedahl

January 27, 2022

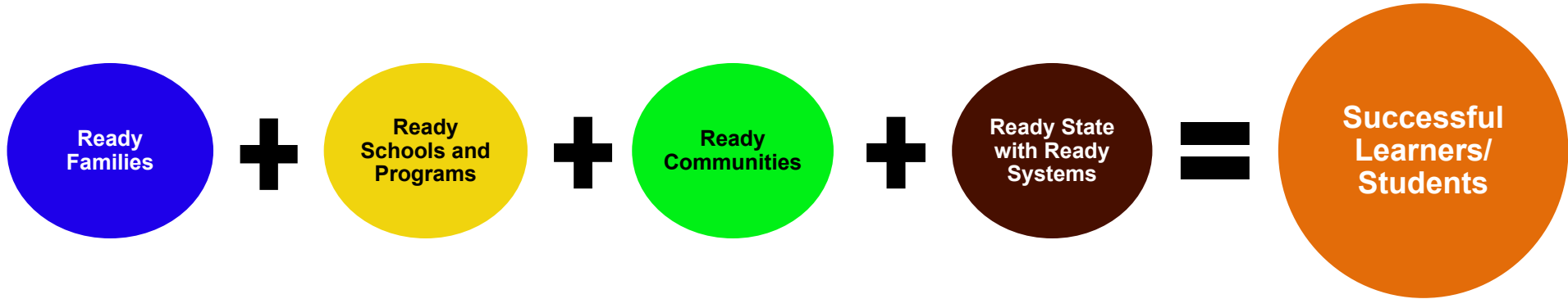
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Overview

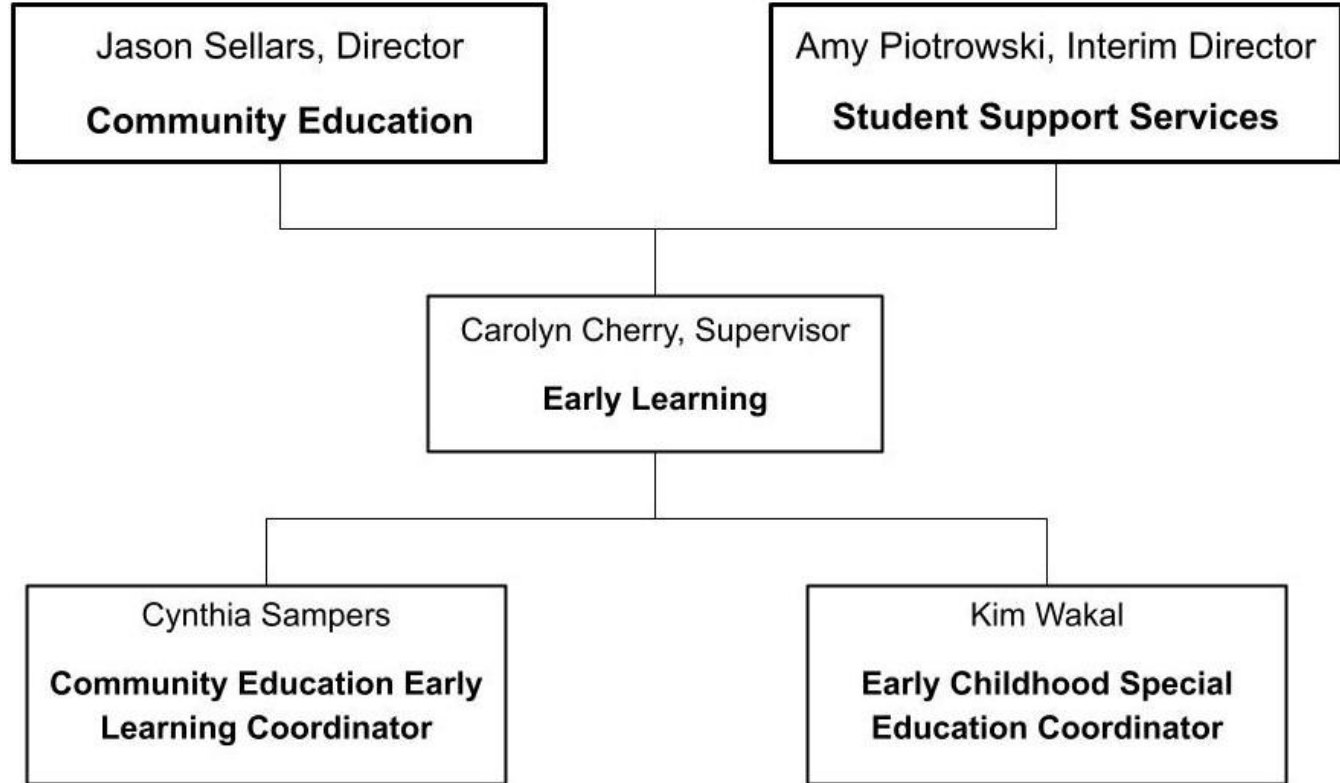
- » Early Learning Programs Overview
- » Voluntary PreK to Kindergarten Data
- » World's Best Workforce Kindergarten Data
- » Teaching Strategies GOLD Overview
- » COVID Impact on Early Learning Programs



Successful Student Equation



ISD 191 Early Learning Leadership



ISD 191 Early Learning Services Overview

**Early Childhood
Special Education
(ECSE)
at Diamondhead**
84 Children
Ages 3-5

**ECSE
Birth to 3**
73 Children
Ages 0-3

**Early Childhood
Family Education**
145 Families
Winter 2022 Ages
Birth-5

**Early Childhood
Screening**
436 Children Screened
2020-21

**ECSE VPK
8 Elementary
School Sites**
45 Children
Age 4

**ECSE Evaluation
Teams (Birth-Age 5)**
576 Children
Referrals for
Special Education
Evaluation
2020-21

**Voluntary PreK (VPK)
8 Elementary School Sites**
275 Children
Age 4

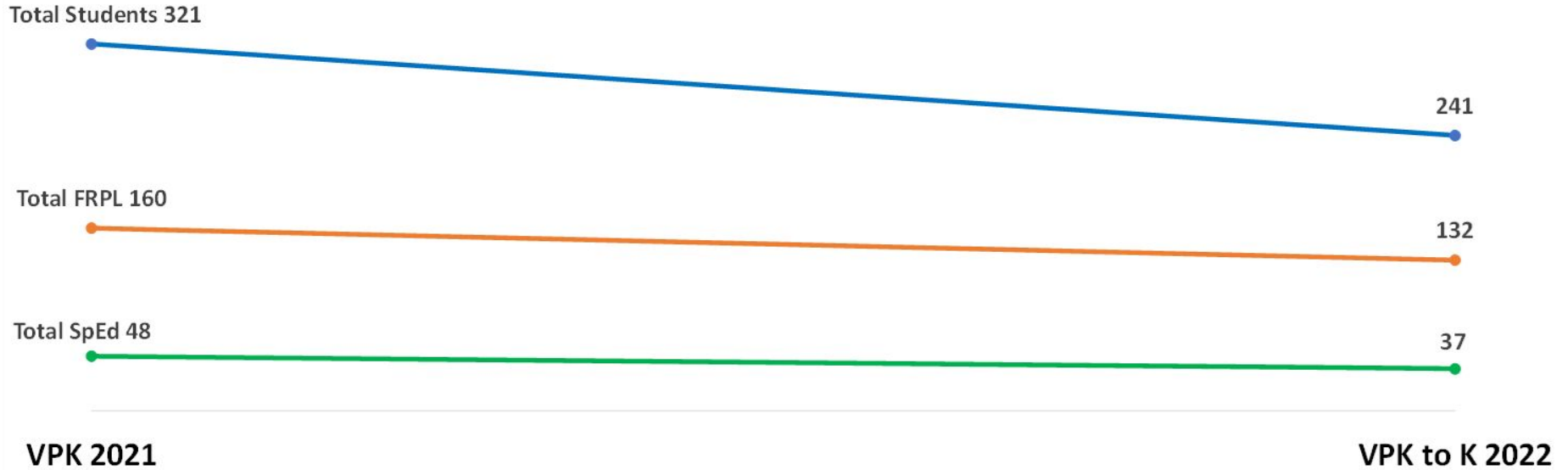
**Pre-
Kindergarten at
Diamondhead**
80 Children
Ages 3-5

**Ready to
Learn**
60 Children
Ages 2-5

**Ready to
Grow**
15 Children
Ages 0-2

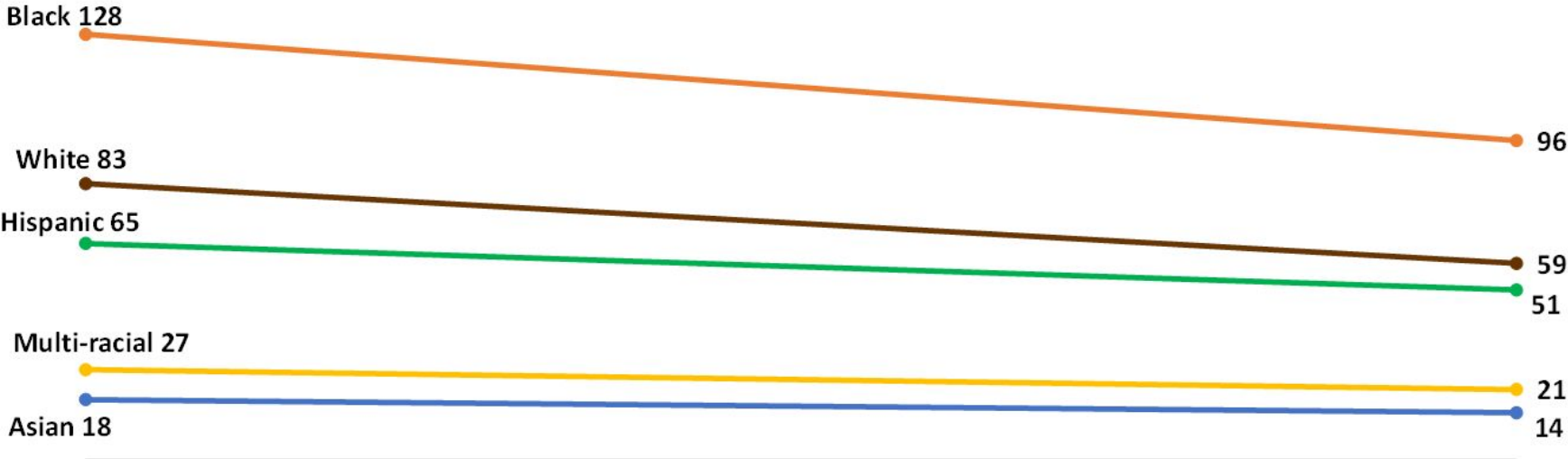
VPK Students who Enroll in Kindergarten by FRPL, SpEd

Students in VPK who qualify for Free/Reduced Price Lunch (FRPL) or Special Education (SpEd) enroll in Kindergarten at slightly higher rates than all Students in VPK



VPK Students who Enroll in Kindergarten, by Race/Ethnicity

On average, about 75% of students in VPK in 2020-21 enrolled in Kindergarten in 2021-2022, regardless of race/ethnicity



VPK 2021

VPK to K 2022

World's Best Workforce-Kindergarten Data

12

Goal: Increase percentage of incoming Kindergartners meeting benchmark on Letter Name Fluency (LNF) fall assessment from 40.8% to 51.0%

Results: 35.9% of incoming Kindergartners met fall 2021 benchmark



Teaching Strategies GOLD (TSG)-Overview

13

- Formative assessment for children ages Birth to Third Grade.
- Teachers collect evidence during regular activities in natural classroom contexts with a primary intent to help teachers observe and understand child progress, plan instruction, and support child growth and development.
- Covers 10 domains
 - four developmental: social-emotional, physical, language, cognitive
 - five content: literacy, mathematics, science and technology, social studies, and the arts
 - one for English language acquisition, for use with multi-lingual learners

Teaching Strategies GOLD (TSG)-Program Use

14

- Early Learning Classrooms
 - Teacher lesson planning in VPK and ECSE Classrooms
 - Student Individual Education Plan Goals and Objectives, Progress Monitoring
 - May be included as one measure as part of an evaluation for continuing special education eligibility
- School/Program Improvement Plans (ProPay)
 - Early Childhood Special Education
 - Teacher Professional Learning Plans, Student Learning Goals
- Minnesota Department of Education State Reporting
 - Kindergarten Entry Profile (VPK and School Readiness)



Impact of COVID on Early Learning Programs

15

- Increases in the number of families requesting screening and special education evaluations
- Delays for some children in early learning experiences and growth across developmental domains
- Increased family opportunities to observe their children in virtual learning environments
- Staff across programs have been incredibly resilient in providing consistent support to students to cover staff absences



Thank You!



**Agenda IV.A.
January 27, 2022**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Lesley Chester, board chair

Date: January 20, 2022

Re: Report about Guidelines for Sharing Board Meetings

Receive a report from Lesley Chester, chair about Guidelines for Sharing Board Meetings.

Guidelines for Sharing School Board Meetings

Statement of Purpose:

It is our responsibility as a school district to be transparent with our community.

Expectations:

The school board expects that, wherever possible, meetings will be live-streamed and recorded as noted below. In the event that live-streaming and/or recording of audio-visual transmissions is not possible, the school board meeting will proceed as scheduled.

Regular and Special Board Meetings:

1. Full audio-visual transmissions using multiple cameras. Presentations shared as part of live-streaming.
2. Live access online www.isd191.org and on BCTV, as possible.
3. Recordings will be posted online www.isd191.org, as well as via BCTV and Savage TV, where possible.
4. All Regular Board Meetings will be live-streamed and recorded, as possible.
5. All Special Board Meetings except those involving expulsions will be live-streamed and recorded, as possible.
6. Special Board Meetings addressing student expulsions will not be recorded or live-streamed.

Legislative Committee, Policy Review Committee, Workshops, and Work Sessions:

- **Full audio-visual transmissions using a single camera. Committee members sitting at the dais, when possible.** Presentations are not shared as part of live-streaming.
- Live access online www.isd191.org and on BCTV, as possible.
- Recordings will be posted online www.isd191.org, as well as via BCTV and Savage TV, where possible.
- All **Legislative Committee Meetings, Policy Review Committee meetings, Workshops, and Work Sessions** will be live-streamed and recorded, as possible.

Policy references:

205 Open Meetings and Closed Meetings

206 Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations



**Agenda IV.B.
January 27, 2022**

To: Board of Education

From: Brian Gersich, Assistant Superintendent

Date: January 20, 2022

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 Bernie Bien, MS, BSN, RN, Lead Licensed School Nurse, and Dana Thompson, Ed.S, NCSP, Supervisor.



COVID-19 UPDATE

Bernie Bien, MS, BSN, RN, Lead Licensed School Nurse, and Dana Thompson, Ed.S, NCSP, supervisor

January 27, 2022

Level of Transmission

- Case Rate per 100K
- Positivity Rate

District 191 Data

- Total cases for Staff and Students
- Case Investigations

COVID-19 Screening, Testing and Vaccination Updates

22

- Students
- Staff
- Partnerships

Social-Emotional Learning (SEL) and Mental Health

Dana Thompson, Ed.S, NCSP

January 27, 2022

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Overview

- Need Identification
- Key Findings from Current Research
- Research Informed Organizational Supports
- Staff Supports in Place
 - District Wide
 - School Specific
- Social Emotional Learning
- Summary



- Getty

Need Identification

25

1. Staff well being directly affects student achievement (Sorenson and LADD, 2019).
2. The accumulation of stress and exhaustion leads to the deterioration of classroom climate: “Burnout Cascade” (Cobb, 2021).
3. Throughout the pandemic, educators are exposed to both their own trauma, and the traumas of their students: “Secondary Traumatic Stress” (Cobb, 2020; Walker, 2019).
4. Student increased anxiety during the pandemic correlates with increased concerns about academic delays and impact on daily life (Cao et al., 2020)

Key Findings From Current Research

Key Findings *(national data, not specific to 191)*

1. Increased reports of job related stress, depressive symptoms and burnout
2. Increased signs of clinical depression and anxiety
3. Teachers considering leaving the profession
4. Increased alcohol and substance abuse
5. Higher perceived risk of COVID exposure

(RAND Corporation 2021, CDC Foundation 2021, Mission Square Research Institute 2021)



39%

working more hours (either officially or unofficially) than they were prior to the COVID-19 pandemic.

The top reasons for this are:

73%

The extra work that online/remote work entails

45%

Social distancing protocols/limitations on class size

42%

Increased parent/student meetings/communications

Top 3 emotions felt at work

Stressed



Burnt-out/fatigued



Anxious



Suggested Organizational Supports (research informed)

27

1. Time

(Dept of Education, 2021, Cobb 2021)

2. Open Communication

(Gewertz, 2021 ;Cobb, 2021)

3. School Culture

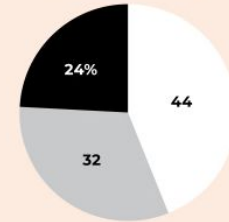
(Gewertz, 2021; Dept. of Education 2021; Cobb, 2021)

4. Technical Supports

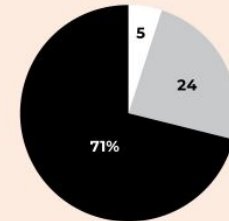
(Gewertz, 2021; Dept. of Education 2021; Cobb, 2021)

In your school, how big of a priority is the emotional and physical well-being of teachers?

Teacher responses



School leader responses



● Not a priority/low priority
● Medium priority
● High priority/highest priority

Self-care should become part of the school culture rather than be the entire responsibility of each individual staff member (American Psychological Association [APA], National Association of School Psychologists [NASP])

Current District Supports- Staff

29

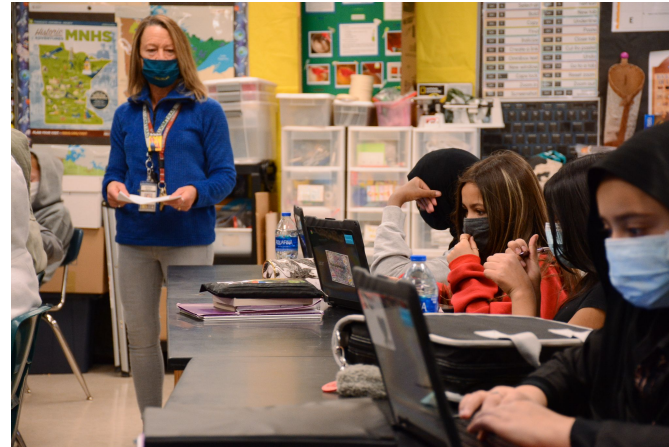
- Reduced time commitments (Move Forward, Adjust, Pause)
- Restorative Circles during and after meetings
- PreferredOne Covid 19 Mental Health supports
- Amplify Mental Health Options
- Ability Assist Counseling Services
- Staff Mental Health Website
- District Staff Subbing in Schools

Current School Specific Supports (staff)

30

School supports vary, but there are some wonderful initiatives in place:

- Time
- Communication
- School Culture
- Technical Supports



Supporting Student Mental Health

31

“Increased incidence of mental health problems, including stress-related disorders, depression, anxiety, and substance abuse, have been described in adolescents during a pandemic. Quarantine, trauma, and grief during the COVID-19 pandemic further increase the risk of mental health problems” (Thakur, 2020).

Supporting Student Mental Health Through SEL

32

- Second Step Program
- MoveMindfully
- Headway - mental health services
- After school groups such as PROUD
- Counseling: Individual/Groups
- Check in/Check out
- PBIS (i.e. daily shout outs, bus tickets, classroom celebrations etc.)
- Park Nicollet Partnerships- Change to Chill, NOW!, Growing through Grief
- Screeners/proactive meetings to identify students in need of support



Summary

1. Staff mental health has a direct effect on student mental health and academic achievement
2. Staff are dealing with unprecedented demands
3. Research supported mitigation strategies:
 - a. Time- take stuff off teachers plates
 - b. Communication- empathy, openness, and a trauma informed environment
 - c. Technical supports- mental health and assistance program
 - d. School Culture- support systems, intentional space and time for educators to recharge
4. ISD 191 is providing both district and school level support for staff and students, however levels of support vary and more information about available supports needs to be shared

Thank You

Board Meeting Date: January 27, 2022

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.

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

Our state and community continues to be in a high level of community transmission for COVID-19.

MN:

Positivity rate Week 2 which is (1/9-1/15) is comparable to Week 1

Current: Positivity for MN is 22.2% last week it was 22.7%

Positivity for Dakota County is down from 26.1% to 24.9%

Positivity for Scott County is slightly up at 27.1% from 26.5%

The breakthrough infection rate continues to inch upward and currently is 6.9%. Last week it was 5.8 %

7 day Case Rate for positive cases per 100K have increased for both Dakota and Scott Counties

- Last week's Dakota County case rate was 1332 and this week it is 1680.80 This represents a 26% increase.
- For Scott County the case rate last week was 1226 and this week it is 1521.34.

With time, case rate counts are becoming less reliable. Due to backlogs of positive reports at the state along with unreported test results from at home tests. Moving forward, MDH will be placing more of a focus on hospitalizations and death for surveillance purposes.

- In the past week Dakota County had 14 newly-reported deaths which makes it the 4th highest 7 day death rate in the state.
- Scott County has had 4 deaths in the past week.
- Hospitalizations in the Twin Cities have decreased; however, the capacity continues to be tight.

191 positive cases and investigations

For ISD 191, cumulatively for the school year for staff - We have been informed of 276 positive cases with 191 requiring investigations and MDH reporting.

For students cumulatively, we have been informed of 1278 positive cases with 672 requiring an investigation and MDH reporting.

191 case investigations

As we have learned through this pandemic, Covid is unpredictable and makes us wonder what is on the horizon?

CDC, with forecasting programs, predicts that the Omicron surge may be peaking right now and will drop rapidly in the next couple of weeks. Waste water treatment plant surveillance is indicating that this peak may have happened last week.

Our data for this week looks very different than after winter break. This week thus far for students and staff we have been informed of 68 cases with 42 requiring an investigation and MDH reporting. During the last board meeting, 285 cases were reported.

Screening, Testing and Vaccinations

Staff

This week we offered our new optional staff COVID screening program. We transitioned from Vault saliva screening to the Midwest Coordination Center nasal swab screening. Screening is offered at each site every other Wednesday.

At home testing kits for students and staff

We have placed an additional order for kits; however, we were informed that they currently are on backorder. Each school does have a supply of testing kits that are distributed to families as needed.

We continue to partner with DCFC to provide testing for our students and staff as needed.

Vaccinations

We continue to see a steady increase in vaccination rates among our students. We will continue to provide resources for opportunities for vaccinations.

The state of MN is currently offering a \$200 Visa Gift Card incentive for 5-11 year olds to complete the vaccination two dose series by February 28th to receive.

That is the end of my report

Thank you

**Agenda IV.C.
January 27, 2022**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Lesley Chester, board chair

Date: January 20, 2022

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
- 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

School Board Minutes
 INDEPENDENT SCHOOL DISTRICT 191
 January 13, 2022

The regular meeting of the Board of Education was called to order by Vice 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, and Werb were present. Chair Miller and Director Said were absent. Superintendent Battle, administrators, and staff were also present.

Attendance

Vice Chair Chester welcomed the public and asked Conner to lead the Pledge of Allegiance.

Pledge

Moved by Alt, seconded by Werb, to approve the agenda. The motion carried unanimously (5, 0).

Agenda

Moved by Alt that Chester be nominated and elected chair of the board for 2022. Chester declared Chester elected chair by acclamation.

Chair

Moved by Conner that Hume be nominated and elected vice chair of the board for 2022. Chester declared Hume elected vice chair by acclamation.

Vice Chair

Moved by Hume that Alt be nominated and elected clerk of the board for 2022. Chester declared Alt elected clerk by acclamation.

Clerk

Moved by Alt that Werb be nominated and elected treasurer of the board for 2022. Chester declared Werb elected treasurer by acclamation.

Treasurer

Moved by Alt, seconded by Hume, that salaries of board members be set at \$450 per month and that the chairperson receives an additional \$50 per month in recognition of additional duties and expenses associated with the position. Moved by Conner, seconded by Werb, to amend the motion to read \$550 instead of \$450. The amended motion failed (1, 4 with Conner voting in favor and Hume, Chester, Werb and Alt voting against). The main motion carried after discussion (4, 1 with Hume, Chester, Werb and Alt voting in favor and Conner voting against.)

Salaries

Moved by Werb, seconded by Conner, that all regular meetings of the Independent School District 191 Board of Education commence at 6:30 p.m. on the dates noted below with meetings conducted at the Diamondhead Education Center and cablecast. Board Listening Sessions will be scheduled from 5:45-6:15 p.m. before regular board meetings.

Regular Board Meetings

Jan. 13, 2022	October 27, 2022
Jan. 27, 2022	November 10, 2022

Feb. 10, 2022	November 17, 2022
Feb. 24, 2022	December 8, 2022
March 10, 2022	December 22, 2022
March 24, 2022	January 12, 2023
April 14, 2022	January 26, 2023
April 28, 2022	February 9, 2023
May 12, 2022	February 23, 2023
May 26, 2022	March 9, 2023
June 9, 2022	March 23, 2023
June 16, 2022*	April 13, 2023
August 11, 2022	April 27, 2023
August 25, 2022	May 11, 2023
September 8, 2022	May 25, 2023
September 29, 2022*	June 8, 2023
October 13, 2022	June 22, 2023

The motion carried unanimously (5, 0).

Moved by Hume, seconded by Alt, to approve the consent agenda items G-M:

-Adopt the attached resolution which authorizes the executive director of business services to enter into electronic (telephone) fund transfer agreements with the district's official depositories per Chapter 334 of the laws of Minnesota.

-Adopt the attached resolution authorizing the use of facsimile signatures on payroll and claim checks as prescribed in M.S. 47.41 and furthermore that the use of facsimile signatures be authorized for individual personnel contracts covered by board adopted master agreements.

-The institutions shown below be designated as official depositories of the district for the 2022 calendar year per M.S. 124.05.

- U.S. Bank of Minneapolis
- Minnesota School Districts Liquid Asset Fund Plus
- MN Trust
- Associated Bank, WI
- PMA Financial Network

-Committee assignments will be assigned by the chair and approved at a future board meeting.

-As of January 1, 2022, Theresa Battle, superintendent, or her designee be designated as the agent in filing applications for and representing the district in state- and federally funded programs.

-The following law firms be appointed as legal counsel for Independent School District 191 for 2022 and that they be paid on an hourly basis for services rendered.

Kennedy & Graven Chartered

Consent G-M

Electronic Telephone Transfers

Facsimile Signatures

Official Depositories

Committee

State and Federally Funded Programs

Legal Counsel

Goetz & Eckland P.A.
 Booth Law Group LLC
 Rupp, Anderson, Squires & Waldspurger, P.A.
 Hitesman & Wold, P.A.
 Arthur Chapman Kettering Smetak & Pikala, P.A
 -Sun Thisweek be designated as the official newspaper for 2022 per
 M.S. 123.33; Subdivision 11, and M.S. Chapter 331.
 The motion carried unanimously (5, 0).

Received 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.

Received a report from Zoe Olson, student representative.

Received a report from Dr. Theresa Battle, superintendent.

Received reports from Hume about MSBA.

Moved by Hume, seconded by Werb, to approve the consent agenda.
 -Approve minutes of the December 9, 2021, regular board meeting.
 -Personnel recommendations for Angela Lobben, Erin Collins, Jessica
 Quinonez, Emma Martin, Sarah Nimchuk, Anne Poliquin, Corbin
 Orlenko, Samuel Gaylord, Vincent Varpness, Allison Jordan, Cynthia
 Lamb, Luke Bearth, Norine Moulsoff, Allison Jordan, Dominic
 Parker-Sims, Frances Becquer, Gabrielle Sasseville, Harris Wahidi,
 Jeffrey Olson, Jesse Richards, Matthew Fox-Johnson, Matthew Fox-
 Johnson, Olivia Sowieja, Pam Schilling, Penelope Parsons-Lord,
 Penelope Parsons-Lord, Rebecca O'Daniel, Ryanne Mikunda,
 Soponnie Phan, Faiza Ahmed, Rahima Abdi, Rahima Abdi, William
 Ullrich, Saredo Salah, Dawn Simpson, and Heidi Knutsen.
 -Adopt a resolution to approve and accept donations as presented.
 -Receive a report about the Listening Session on December 9, 2021.
 -Approve, on a second reading basis, changes to Policies 407:
 Employee Right to Know-Exposure to Hazardous Substances, 416:
 Drug and Alcohol Testing, 507: Corporal Punishment, 528: Student
 Parental, Family, Marital Status Nondiscrimination, 527 Student Use
 and Parking of Motor Vehicles; Patrols, Inspections, and Searches,
 and 206: Public Participation in School Board Meetings/Complaints
 about Persons at School Board Meetings and Data Privacy
 Considerations.
 -Approve, on a first reading basis, non-substantive changes to Policies
 105: Equity, Access and Excellence in Education, 520: Student Surveys,
 521: Student Disability Nondiscrimination, 602.5: School Cancellation, 605:
 Alternative Programs, 609: Religion, and 624: Online Learning.
 The motion carried unanimously (5, 0).

Reports

Consent Agenda
Minutes
Personnel

Donations
Listening Session

Policies

Moved by Alt, seconded by Conner, to approve the two-year extension of the revised lease for a portion of our Cedar School with Intermediate 917. The motion carried unanimously after discussion (5, 0).	917 Lease
Moved by Conner, seconded by Werb, to authorizes Superintendent Battle to sign the Joint Powers Agreement between Dakota County and ISD 191 for Interagency Early Intervention Services. The motion carried unanimously after discussion (5, 0).	Joint Powers Agreement with Dakota County
Moved by Alt, seconded by Werb, to adopt the Resolution in Support of the Congressional Individuals with Disabilities Education Act (IDEA) Full Funding Act. The motion carried unanimously (5, 0).	IDEA
Moved by Hume, seconded by Conner, to approve, on a first reading basis, New Policy 534: <i>School Meal Policy</i> . The motion carried unanimously after discussion (5, 0).	New Policy 534
Moved by Hume, seconded by Werb, to approve said casual rates of pay for the 2021-2022 school year. The motion carried unanimously (5, 0).	Casual Wage Scale
Moved by Hume, seconded by Werb, to approve the revisions and re-adopt the unchanged language in the 2021-2023 collective bargaining agreement with the Burnsville Association of Educational Assistants. The motion carried unanimously (5, 0).	Burnsville Association of Educational Assistants
Moved by Hume, seconded by Alt, to approve the proposed revisions and re-adopt the unchanged language in the 2021-2023 master agreement with the Burnsville District-Wide Administrators. The motion carried unanimously after discussion (5, 0).	Burnsville District-Wide Administrators
Moved by Werb, seconded by Hume, to approve the revisions and re-adopt the unchanged language in the 2021-2023 master agreement with the Information Technology Specialists. The motion carried unanimously after discussion (5, 0).	Information Technology Specialists
Moved by Hume seconded by Werb, to approve the proposed revisions and re-adopt the unchanged language in the 2021-2023 terms and conditions of employment for the Community Education Employees of Independent School District #191. The motion carried unanimously after discussion (5, 0).	Community Education Employees
Moved by Conner, seconded by Alt, to approve the proposed revisions and re-adopt the unchanged language in the 2021-2023 terms and	Confidential Employees

conditions of employment for the Confidential Employees of independent school district #191. The motion carried unanimously (5, 0).

Moved by Conner, seconded by Hume, to approve, on a first reading basis, changes to Policy 906: Community Notification of Predatory Offenders. The motion carried unanimously after discussion (5, 0).

Policy 906

Moved by Alt, seconded by Hume, to adjourn at 8:08 p.m. to a workshop for board planning. The motion carried unanimously (5, 0).

Adjourn to workshop

The workshop began at 8:18 and ended at 9:30 p.m.

January 27, 2022

Abigail Alt, clerk

Date approved

DRAFT

January 27th, 2022- Final

**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: January 27th, 2022 Final

RE: Recommended Personnel Changes

CLASSIFICATION	ACTION	POSITION CONTROL	NAME	FINAL	LOCATION	POSITION	EFFECTIVE DATE
Certified	Appointment		Kristina Pope		Eagle Ridge Middle School	Teacher	1/18/2022
Certified	Appointment		Olivia Sowieja		Sky Oaks Elementary School	Special Education Teacher	1/6/2022
Certified	Appointment		Steven Pitts		Virtual Academy	LTS Teacher	1/21/2022-6/10/2022
Certified	Appointment		Zoe Pelletier		Burnsville High School	LTS Teacher	2/21/2022-5/16/2022
Certified	Change of Assignment		Jordan Taylor		Diamondhead Education Center	Teacher	11/1/2022
Certified	Change of Assignment		Vicki Spieler		Diamondhead Education Center	Teacher	11/1/2022
Certified	Leave of Absence		Alexandra Bain		Hidden Valley Elementary	Teacher	1/3/2022-3/25/2022
Certified	Leave of Absence		Jennifer Smith		WM. Byrne Elementary School	Teacher	2/26/2022-4/20/2022
Certified	Resignation		Erin Hauer		Nicollet Middle School	Teacher	1/24/2022
Certified	Retirement		Jane Amundson		Nicollet Middle School	Teacher	6/10/2022
Certified	Retirement		Pam Schilling		Sky Oaks Elementary School	Teacher	6/10/2022
Certified	Retirement		Susan Hovland		Edward Neill Elementary	Teacher	6/10/2022
Classified	Appointment		Bonnie Hansen		Burnsville High School	AVID Tutor	
Classified	Appointment		Cassidy Solomon		Sky Oaks Elementary School	Educational Assistant Level II	1/12/2022
Classified	Appointment		Rebecca Koch		Harriet Bishop Elementary	Admin Assistant	2021-2022 School Year
Classified	Appointment		Safiyo Jama		Sky Oaks Elementary School	Educational Assistant Level II	1/10/2022
Classified	Appointment		Solomon Nielsen		Burnsville High School	AVID Tutor	1/3/2022
Classified	Appointment		Susan Stachowski		Burnsville High School	Webmaster	1/24/2022
Classified	Appointment		Zoe Lewis		Burnsville High School	Speech Team Assistant Coach	Winter Season
Classified	Change of Assignment		Laura Kruger		Vista View Elementary School	Coordinator I	1/24/2022
Classified	Change of Assignment		Yurub Monamed		Sky Oaks Elementary School	Special Education Educational Assistant I	1/3/2022
Classified	Resignation		Anna Resele		Diamondhead Education Center	Student Info/testing Coordinator	2/7/2022
Classified	Resignation		Olivia Sowieja		Sky Oaks Elementary School	Educational Assistant Level IV	1/5/2022
Classified	Retirement		Brigid McCarthy		Diamondhead Education Center	Student Systems Coordinator	6/30/2022



**Agenda V.A.3.
January 27, 2022**

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

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

Date: January 20, 2022

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 January 27, 2022.

Clerk – Board of Education

Date	Donor	Recipient	Terms	Donation
12/1/2021	Burnsville Band Boosters Association	Burnsville High School	Cash (monetary)	\$3450.00
12/21/2021	Annette Herman	BrainPower in a BackPack	Cash (monetary)	\$250.00
12/21/2021	City of Burnsville	BrainPower in a BackPack	In-Kind (goods or services)	Food donation
1/4/2022	Ronald Roelke	BrainPower in a BackPack	Cash (monetary)	\$25.00
1/4/2022	Sheryl and Michael Burkhardt	BrainPower in a BackPack	Cash (monetary)	\$300.00
1/4/2022	Schuler Shoes -- Burnsville	BrainPower in a BackPack	Cash (monetary)	\$2141.96
1/17/2022	Anonymous	Food & Nutrition Services	Cash (monetary)	\$62.00

Total monetary donation received: \$6,228.96.



**Agenda V.A.4.
January 27, 2022**

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

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

Date: January 18, 2022

Re: November Payroll, Claims and Receipts

Recommendation: That the Board approves November payroll checks in the net amount of \$3,907,770.15. November claims to date, wire transfers and adjustments totaling \$7,681,366.21. Also, that the Board accepts November receipts of \$9,400,689.70 and investments for the General Fund, 2015A School Building Bonds, and OPEB of \$68,745,312.87 as of November 31, 2021.

November 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
November 2021**

Cash Receipts

Receipts	\$9,400,689.70
Miscellaneous Adjustments	

TOTAL NOVEMBER CASH RECEIVED\$9,400,689.70**CASH DISBURSEMENTS**

November Payroll	\$3,907,770.15
---------------------	----------------

A/P November Claims	Checks 482634-482973	\$2,158,742.96
	Capital One 6000000514-6000000538	\$50,489.40
	ACH-Vendor&Emp 9000002529-9000002605	\$28,878.47

November A/P Wires+P-card+Fleet card	\$5,436,562.49
November Bank Fees	\$6,692.89

TOTAL NOVEMBER CASH DISBURSED\$11,589,136.36**TOTAL TO BE APPROVED**\$11,589,136.36

	<u>Money Market</u>	<u>(Original Cost) Investments</u>	<u>11/31/2021</u>
GENERAL FUND	\$23,600,835.41	\$31,127,417.47	\$54,728,252.88
OPEB	\$1,162,090.47	\$6,136,199.17	\$7,298,289.64
OPEB EQUITY INV THROUGH JULY 31, 2021	\$25,623.31	\$5,987,859.25	\$6,013,482.56
2015A SCHOOL BUILDING BONDS	\$705,287.79	\$0.00	\$705,287.79
	\$25,493,836.98	\$43,251,475.89	\$68,745,312.87

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: 11/30/21

PMA Financial Network

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

48

BURNSVILLE ISD 191 / GENERAL FUND

2960

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
LTD	0	1	11/30/21	11/30/21	PMA SECURITIES SYNDICATE (PMAS)	\$10,135,085.76	\$10,135,085.76	
MM					Investment Shares Portfolio	\$23,600,835.41	\$23,600,835.41	
SDA					Savings Deposit Account - BELL BANK	\$15,257,531.71	\$15,257,531.71	
CD	279794	1	01/24/20	01/25/22	SIMMONS BANK/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	291024	1	08/16/21	08/16/22	PREFERRED BANK	\$249,950.26	\$249,700.00	0.100
CD	289646	1	05/10/21	11/07/22	BANK 7	\$249,899.92	\$249,400.00	0.134
TS	292393	1	11/19/21	11/15/22	MN TRUST TERM SERIES	\$3,003,560.55	\$3,000,000.00	0.120
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
CD	291023	1	08/16/21	08/18/23	ALLEGIANCE BANK TEXAS	\$249,501.86	\$249,000.00	0.101
SEC	48820	1	08/25/21	08/25/23	UBS BANK USA	\$249,000.00	\$249,000.00	0.150
SEC	48853	1	08/25/21	08/25/23	SALLIE MAE BANK/SALT LKE	\$249,000.00	\$249,000.00	0.201
SEC	48854	1	08/30/21	08/30/23	STATE BANK OF INDIA	\$249,000.00	\$249,000.00	0.201

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

Total Amount --> **\$54,742,182.93** **\$54,728,252.88**

Time and Dollar Weighted Portfolio Yield: **0.144 %**

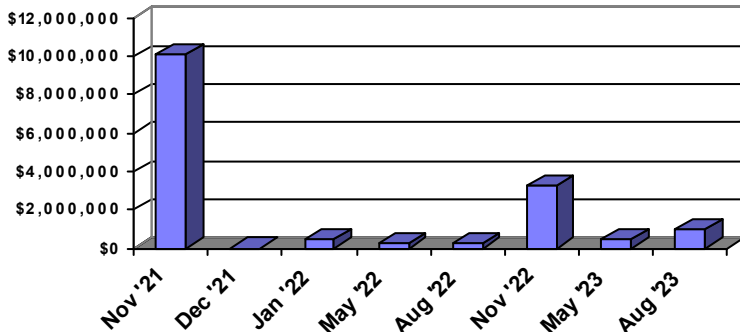
Weighted Average Portfolio Maturity: **39.77 Days**

MM: 71.00%

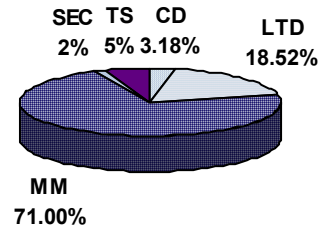
CD's: 3.18%

CP: 0.00%

SEC: 1.82%



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type



Total Portfolio Report CAR

As of: 11/30/21

PMA Financial Network

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

49

BURNSVILLE ISD 191 / 2009 OPEB TRUST

3596

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$898,954.68	\$898,954.68	
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
SEC	49708	1	11/22/21	11/15/24	US TREASURY N/B	\$925,000.00	\$923,084.96	0.673
CD	279751	1	01/21/20	01/21/25	FARMERS AND MERCHANTS UNION BANK	\$248,078.24	\$228,200.00	1.740

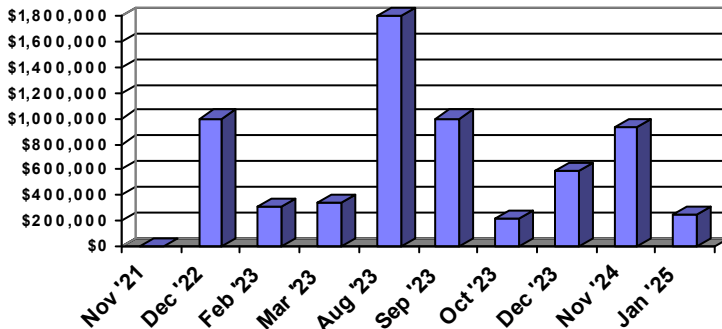
Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.

Total Amount --> **\$7,322,032.92** **\$7,298,289.64**

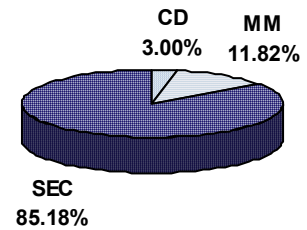
Time and Dollar Weighted Portfolio Yield: **0.356 %**

Weighted Average Portfolio Maturity: **581.55 Days**

MM: 12.32%
CD's: 3.13%
CP: 0.00%
SEC: 84.56%



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type



**Burnsville ISD 191 OPEB
Investment Review**

November 1 - November 30, 2021

CLIENT

Burnsville ISD 191 OPEB

INCEPTION DATE

11/01/2014

RELATIONSHIP TEAM

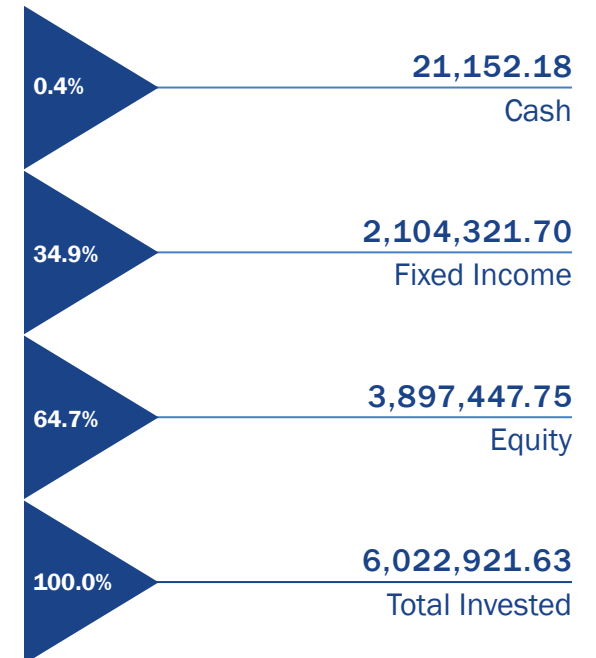
Mercy Ndungu
Institutional Portfolio
Manager
(612) 509-2583
mndungu@pmanetwork.
com

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

PORTFOLIO OVERVIEW

	Value
Beginning Market Value	6,074,932.08
Contributions	0.00
Withdrawals	0.00
Net Investment Income	(24.91)
Unrealized Gain/Loss	(189,109.60)
Realized Gain/Loss	137,124.06
Ending Market Value	6,022,921.63

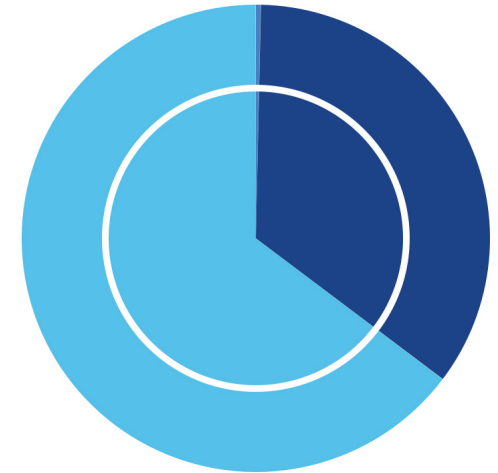
Compliance	Status
As of 11/30/2021	Compliant



INVESTMENT ALLOCATION

Sector	Amount	Allocation	Change	%
Cash				
TOTAL Cash	21,152.18	0.35%	(22,999.15)	(52.09%)
Fixed Income				
<i>TOTAL Credit</i>	<i>2,104,321.70</i>	<i>34.94%</i>	<i>265,663.40</i>	<i>14.45%</i>
Funds - Corporate	2,104,321.70	34.94%	265,663.40	14.45%
TOTAL Fixed Income	2,104,321.70	34.94%	265,663.40	14.45%
Equity				
<i>TOTAL Domestic Equity</i>	<i>3,897,447.75</i>	<i>64.71%</i>	<i>(294,674.70)</i>	<i>(7.03%)</i>
Funds - Large Cap	3,897,447.75	64.71%	(294,674.70)	(7.03%)
TOTAL Equity	3,897,447.75	64.71%	(294,674.70)	(7.03%)
TOTAL Invested	6,022,921.63	100.00%	(52,010.45)	(0.86%)

CURRENT PERIOD ALLOCATION



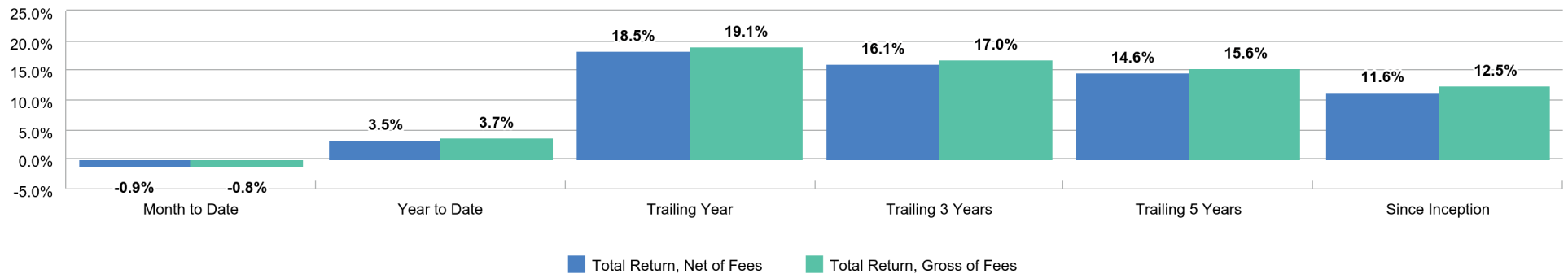
Asset Class

- Cash - 0.4%
- Fixed Income - 34.9%
- Equity - 64.7%

Sector

- Cash - 0.4%
- Credit - 34.9%
- Domestic Equity - 64.7%

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	(0.85%)	3.46%	18.48%	16.11%	14.62%	11.57%
Total Return, Gross of Fees	(0.81%)	3.67%	19.11%	17.01%	15.59%	12.52%

Since Inception Date: November 01, 2014

Periods greater than 1 year are annualized. Year to Date returns are presented fiscal year to date.

PERFORMANCE BY ASSET CLASS

Asset Class	Ending Market Value	Weight	Gross Total Return	Contribution
Cash	21,152.18	0.52%	0.00%	0.00%
Fixed Income	2,104,321.70	33.18%	0.23%	0.05%
Equity	3,897,447.75	66.30%	(1.45%)	(0.86%)
Portfolio Total	6,022,921.63	100.00%	(0.81%)	(0.81%)

Trade Date	Settle Date	Quantity	Security	Ticker	Identifier	Unit Price	Amount	Gain / Loss
Cash								
<i>Management Fee</i>								
11/17/2021	11/17/2021	(2,531.22)	US DOLLAR	USD	CCYUSD	—	(2,531.22)	0.00
11/17/2021	11/17/2021	(380.55)	US DOLLAR	USD	CCYUSD	—	(380.55)	0.00
—	—	(2,911.77)	Total Management Fee	—	—	—	(2,911.77)	0.00
<i>Money Market Fund Interest</i>								
11/30/2021	11/30/2021	0.00	GOLDMAN:FS GOVT INST	FGTXX	38141W273	—	0.63	—
—	—	0.00	Total Money Market Fund Interest	—	—	—	0.63	—
Funds - Corporate								
<i>Buy</i>								
11/08/2021	11/10/2021	3,100.00	VANGUARD TOT BD ETF	BND	921937835	85.6750	(265,608.00)	—
—	—	3,100.00	Total Purchases	—	—	—	(265,608.00)	—
<i>Equity Dividend</i>								
11/01/2021	11/04/2021	0.00	VANGUARD TOT BD ETF	BND	921937835	—	2,886.23	—
—	—	0.00	Total Equity Dividend	—	—	—	2,886.23	—
Funds - Large Cap								
<i>Sell</i>								
11/08/2021	11/10/2021	(1,000.00)	VANGUARD TSM IDX ETF	VTI	922908769	242.6400	242,633.76	137,124.06
—	—	(1,000.00)	Total Sales	—	—	—	242,633.76	137,124.06

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>														
FGTXX	38141W273	21,151.55	GOLDMAN:FS GOVT INST	AAA	0.03%	11/30/2021	11/30/2021	21,151.55	1.0000	21,151.55	3.27	—	0.03%	0.03%
USD	CCYUSD	0.63	Receivable	AAA	0.00%	11/30/2021	11/30/2021	0.63	1.0000	0.63	0.00	—	0.00%	0.00%
—	—	21,152.18	—	AAA	0.03%	—	—	21,152.18	—	21,152.18	3.27	—	0.03%	0.03%
Fixed Income														
<i>Credit</i>														
<i>Funds - Corporate</i>														
BND	921937835	24,635.00	VANGUARD TOT BD ETF	—	—	—	—	2,096,488.51	85.4200	2,104,321.70	14,373.62	1.91%	—	—
—	—	24,635.00	—	NA	—	—	—	2,096,488.51	—	2,104,321.70	14,373.62	1.91%	—	—
Equity														
<i>Domestic Equity</i>														
<i>Funds - Large Cap</i>														
VTI	922908769	16,695.00	VANGUARD TSM IDX ETF	—	—	—	—	1,952,779.34	233.4500	3,897,447.75	12,814.72	1.22%	—	—
—	—	16,695.00	—	—	—	—	—	1,952,779.34	—	3,897,447.75	12,814.72	1.22%	—	—
Total Invested		62,482.18	—	AAA	0.03%	—	—	4,070,420.03	—	6,022,921.63	27,191.61	1.46%	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.

Legal or Tax Information

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

Account Assets, Cost, 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: 11/30/21

PMA Financial Network

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

58

BURNSVILLE ISD 191 / 2015A BONDS

5762

Type	Trans	SEQ	Purchase	Maturity	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
MM					Investment Shares Portfolio	\$705,287.79	\$705,287.79	
Total Amount -->						\$705,287.79	\$705,287.79	

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

Time and Dollar Weighted Portfolio Yield: 0.000 %

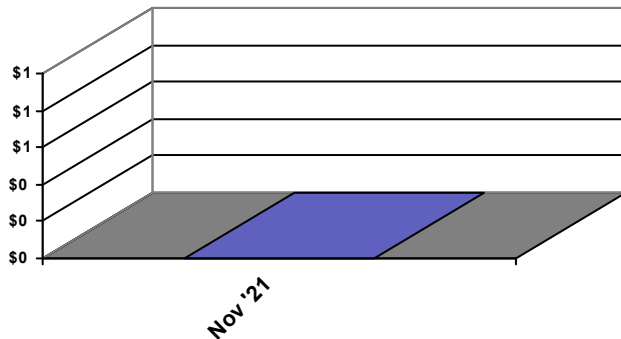
Weighted Average Portfolio Maturity: 0.00 Days

MM: 100.00%

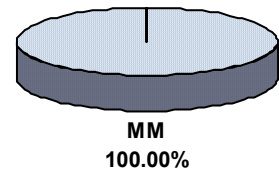
CD's: 0.00%

CP: 0.00%

SEC: 0.00%



Portfolio Maturity Summary - Maturing \$/Month



Portfolio Allocation by Transaction Type

November 2021

Wire Transfers

Date	From	To	Amount	For
11/01/2021	MSDLAF	Internal Revenue Service	695,913.93	10/31/21 Payroll - Federal Taxes
11/01/2021	MSDLAF	State of Minnesota	114,897.98	10/31/21 Payroll - State Taxes
11/01/2021	MSDLAF	PERA	109,250.98	10/31/21 Payroll - PERA
11/01/2021	MSDLAF	TRA	362,424.04	10/31/21 Payroll - TRA
11/01/2021	MSDLAF	Fairview	3,978.40	Clearscript
11/01/2021	MSDLAF	State of Minnesota	2,353.13	10/31/21 Payroll - Child Support
11/01/2021	MSDLAF	Delta Dental	14,815.39	Dental Insurance
11/01/2021	MSDLAF	Preferred One	535,395.67	Health Insurance
11/02/2021	MSDLAF	People's Bank	197,240.13	10/31/21 Payroll - TSA Wire
11/03/2021	MSDLAF	Further	35,911.31	Medical Claims
11/03/2021	MSDLAF	Further	12,684.68	Flex Claims
11/05/2021	MSDLAF	Healthy Savings	2,707.33	Healthy Savings Program
11/08/2021	MSDLAF	Delta Dental	17,524.27	Dental Insurance
11/08/2021	MSDLAF	Preferred One	432,863.59	Health Insurance
11/10/2021	MSDLAF	Further	15,683.46	Flex Claims
11/10/2021	MSDLAF	Further	34,121.87	Medical Claims
11/15/2021	MSDLAF	Teacher's Federal Credit Union	32,717.91	11/15/21 Payroll - Teacher's Dues
11/15/2021	MSDLAF	Delta Dental	15,362.80	Dental Insurance
11/15/2021	MSDLAF	Preferred One	295,210.14	Health Insurance
11/16/2021	MSDLAF	Internal Revenue Service	704,247.17	11/15/21 Payroll - Federal Taxes
11/16/2021	MSDLAF	State of Minnesota	115,934.66	11/15/21 Payroll - State Taxes
11/16/2021	MSDLAF	PERA	108,740.23	11/15/21 Payroll - PERA
11/16/2021	MSDLAF	TRA	368,073.39	11/15/21 Payroll - TRA
11/16/2021	MSDLAF	State of Minnesota	2,665.20	11/15/21 Payroll - Child Support
11/17/2021	MSDLAF	First Bank & Trust	200,879.66	11/15/21 Payroll - TSA Wire
11/17/2021	MSDLAF	Further	16,258.71	Flex Claims
11/17/2021	MSDLAF	Further	39,156.15	Medical Claims
11/19/2021	MSDLAF	Wells Fargo	42,843.45	Wells Fargo Improvements to the Athletic Field at BHS

November 2021

Wire Transfers

Date	From	To	Amount	For
11/22/2021	MSDLAF	Preferred One	267,461.78	Health Insurance
11/22/2021	MSDLAF	Preferred One	151,022.46	Health Insurance
11/22/2021	MSDLAF	Delta Dental	19,117.43	Dental Insurance
11/23/2021	MSDLAF	Delta Dental	4,630.00	Dental Insurance
11/24/2021	MSDLAF	Further	30,268.80	Medical Claims
11/24/2021	MSDLAF	Further	15,110.37	Flex Claims
11/29/2021	MSDLAF	Preferred One	298,803.87	Health Insurance
11/30/2021	MSDLAF	Fairview	4,919.50	Clearscript
11/30/2021	MSDLAF	Teacher's Federal Credit Union	32,780.70	11/30/21 Payroll - Teacher's Dues
11/30/2021	MSDLAF	Delta Dental	10,888.84	Dental Insurance
11/20/202111/19/2021	MSDLAF	MN Department of Revenue	77.00	November Sales Tax

AP Check Register

AP Run: 20211105 AP — Post Date: 2021-11-05 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
11/05/2021	482634	Check	Acer Service Corporation	929434	2 AP8845	54,314.10
11/05/2021	482635	Check	Ahmed, Hesham	930002	2 AP8845	60.00
11/05/2021	482636	Check	Ali, Kinsi	500786	2 AP8845	79.30
11/05/2021	482637	Check	All Strings Attached, Inc	930543	2 AP8845	3,625.00
11/05/2021	482638	Check	Anderson, Bruce	9002125	2 AP8845	33.41
11/05/2021	482639	Check	Apadana LLC	930273	2 AP8845	295.00
11/05/2021	482640	Check	Aryal, Simran	500789	2 AP8845	96.45
11/05/2021	482641	Check	Asfaha, Selam	930437	2 AP8845	60.00
11/05/2021	482642	Check	Bimbo Bakeries USA	902333-1	2 AP8845	647.22
11/05/2021	482643	Check	Bitsbox	930476	2 AP8845	454.80
11/05/2021	482644	Check	Bix Produce Company	900477	2 AP8845	4,722.97
11/05/2021	482645	Check	Comcast	923547	2 AP8845	49.75
11/05/2021	482646	Check	Daikin Applied	925021	2 AP8845	1,475.20
11/05/2021	482647	Check	Dalco	904186-1	2 AP8845	1,275.81
11/05/2021	482648	Check	Doyle Security Products	900605	2 AP8845	69.48
11/05/2021	482649	Check	ECM Publishers Inc	909272	2 AP8845	128.70
11/05/2021	482650	Check	Fagerness, Joyce	924275	2 AP8845	278.00
11/05/2021	482651	Check	Ferguson Enterprises # 1657	908698-1	2 AP8845	75.92
11/05/2021	482652	Check	Gastonguay, Bryan	500790	2 AP8845	400.00
11/05/2021	482653	Check	General Parts LLC	901541-1	2 AP8845	462.59

AP Check Register

AP Run: 20211105 AP — Post Date: 2021-11-05 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
11/05/2021	482654	Check	Gill, Kim	500788	2 AP8845	148.85
11/05/2021	482655	Check	Green, Jim	500217	2 AP8845	44.06
11/05/2021	482656	Check	H&B Specialized Products Inc	901641	2 AP8845	706.00
11/05/2021	482657	Check	Headway Emotional Health Services	927811	2 AP8845	25,000.00
11/05/2021	482658	Check	Herrmann, Aaron	930537	2 AP8845	122.50
11/05/2021	482659	Check	High Point Networks LLC	929536	2 AP8845	4,464.00
11/05/2021	482660	Check	Holtzleiter, Steven	500785	2 AP8845	83.60
11/05/2021	482661	Check	Identisys Inc	923654	2 AP8845	1,130.00
11/05/2021	482662	Check	IKI Inc	900052	2 AP8845	44.00
11/05/2021	482663	Check	Innovational Water Solutions, Inc.	930169	2 AP8845	268.00
11/05/2021	482664	Check	Johnson Controls Fire Protection LP	903587	2 AP8845	545.03
11/05/2021	482665	Check	Johnson, Jenny	500787	2 AP8845	32.10
11/05/2021	482666	Check	Junior Library Guild	927818	2 AP8845	934.50
11/05/2021	482667	Check	Kennedy and Graven Chartered	908356	2 AP8845	3,322.04
11/05/2021	482668	Check	Master Automotive Tire & Quick Lube	928612	2 AP8845	81.29
11/05/2021	482669	Check	McDowall Comfort Management	930006	2 AP8845	7,062.39
11/05/2021	482670	Check	Minnesota School Boards Association - MSBA	902540	2 AP8845	210.00
11/05/2021	482671	Check	MN Assoc of Secondary School Principal (MASSP)	908338	2 AP8845	865.00
11/05/2021	482672	Check	Mobile Health Services LLC	908702	2 AP8845	90.00

AP Check Register

AP Run: 20211105 AP — Post Date: 2021-11-05 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
11/05/2021	482673	Check	Multilingual Word Inc	922324	2 AP8845	560.00
11/05/2021	482674	Check	Normandale Community College	902136	2 AP8845	234,450.00
11/05/2021	482675	Check	Northstar AV, LLC	931060	2 AP8845	134.00
11/05/2021	482676	Check	Occupational Health of MN, PC	929919	2 AP8845	391.00
11/05/2021	482677	Check	Olson Madaus, Kirsten	930631	2 AP8845	16.00
11/05/2021	482678	Check	Perez, Melissa M	924879	2 AP8845	900.00
11/05/2021	482679	Check	Piper, Crystal	500792	2 AP8845	39.20
11/05/2021	482680	Check	Pyle, Paulette	500784	2 AP8845	10.58
11/05/2021	482681	Check	RAK Construction Inc	929749	2 AP8845	3,714.75
11/05/2021	482682	Check	Ratwik Roszak & Maloney Pa	908521	2 AP8845	734.00
11/05/2021	482683	Check	Rent N Save Portable Services	925729	2 AP8845	1,610.00
11/05/2021	482684	Check	Second Harvest Heartland	928183	2 AP8845	481.40
11/05/2021	482685	Check	Siyad, Lee	500744	2 AP8845	54.30
11/05/2021	482686	Check	Solarte Health Inc.	930099	2 AP8845	6,568.20
11/05/2021	482687	Check	Soliant Health, LLC	930344	2 AP8845	6,857.91
11/05/2021	482688	Check	St Paul Beverage Solutions, LLC	930156	2 AP8845	4,411.26
11/05/2021	482689	Check	Teachers On Call	929847	2 AP8845	53,510.02
11/05/2021	482690	Check	Top 20 Training	930401	2 AP8845	396.00
11/05/2021	482691	Check	Tran, Leah	500577	2 AP8845	280.00
11/05/2021	482692	Check	Trusted Employees	929957	2 AP8845	95.45

AP Check Register

64

AP Run: 20211105 AP — Post Date: 2021-11-05 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
11/05/2021	482693	Check	University of Minnesota-Tuition Third Party Billing	908595	2 AP8845	19,720.00
11/05/2021	482694	Check	Upper Lakes Foods Inc	929826	2 AP8845	29,396.41
11/05/2021	482695	Check	Urzua, Obatala	500791	2 AP8845	10.50
11/05/2021	482696	Check	US Games	927728	2 AP8845	1,552.16
11/05/2021	482697	Check	YMCA	931001	2 AP8845	1,250.00
Total:						\$480,900.20

20211105 AP Summary

Type	Count	Amount
Regular	64	480,900.20
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	64	\$480,900.20

AP Check Register

AP Run: 20211112 AP — Post Date: 2021-11-12 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
11/12/2021	482698	Check	A.J. Moore Electric Inc	928491	2 AP8845	4,053.84
11/12/2021	482699	Check	Adaptive Skippy LLC	930393	2 AP8845	2,325.00
11/12/2021	482700	Check	Advanced Imaging Solutions	928551-1	2 AP8845	7,397.05
11/12/2021	482701	Check	Afrah, Amina	929909	2 AP8845	487.50
11/12/2021	482702	Check	Ahmed, Hesham	930002	2 AP8845	60.00
11/12/2021	482703	Check	Alemeny-Jones, Aurea	923909	2 AP8845	465.00
11/12/2021	482704	Check	Anderson, Alfred	930151	2 AP8845	221.00
11/12/2021	482705	Check	Apadana LLC	930273	2 AP8845	1,725.00
11/12/2021	482706	Check	Aramark Refreshment Services	900428	2 AP8845	217.73
11/12/2021	482707	Check	Armstrong, Maureen	900778	2 AP8845	175.00
11/12/2021	482708	Check	Arvig	928649	2 AP8845	9,004.43
11/12/2021	482709	Check	AST Sports, Inc.	930321	2 AP8845	229.07
11/12/2021	482710	Check	Barnes & Noble Inc	900386	2 AP8845	439.50
11/12/2021	482711	Check	Betting, Rebecca	930113	2 AP8845	242.51
11/12/2021	482712	Check	Bimbo Bakeries USA	902333-1	2 AP8845	3,055.10
11/12/2021	482713	Check	Bird, Jacqueline	930533	2 AP8845	6,266.00
11/12/2021	482714	Check	Bix Produce Company	900477	2 AP8845	3,975.29
11/12/2021	482715	Check	Borah Teamwear	930544	2 AP8845	3,104.00
11/12/2021	482716	Check	Braaten, Daneen	929099	2 AP8845	159.50
11/12/2021	482717	Check	BrainPOP LLC	927006-1	2 AP8845	5,038.75

AP Check Register

AP Run: 20211112 AP — Post Date: 2021-11-12 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
11/12/2021	482718	Check	Burkstrand, Michael	930380	2 AP8845	77.00
11/12/2021	482719	Check	CESO Communications LLC	930130	2 AP8845	6,470.00
11/12/2021	482720	Check	Chaney, John	930114	2 AP8845	210.35
11/12/2021	482721	Check	Choy, Keren	928401	2 AP8845	255.00
11/12/2021	482722	Check	Choy, Melissa	930259	2 AP8845	487.50
11/12/2021	482723	Check	City of Burnsville - Utilities	904226	2 AP8845	23,901.40
11/12/2021	482724	Check	City of Savage - Utilities	909588	2 AP8845	6,198.38
11/12/2021	482725	Check	CliftonLarsonAllen LLP	927322	2 AP8845	11,523.75
11/12/2021	482726	Check	Crist, Ann J	929103	2 AP8845	148.50
11/12/2021	482727	Check	Crist, Timothy William	929104	2 AP8845	165.00
11/12/2021	482728	Check	Croatt, Sylvia Marcella	930502	2 AP8845	110.00
11/12/2021	482729	Check	Dakota Printing Inc	926840	2 AP8845	350.00
11/12/2021	482730	Check	Dalco	904186-1	2 AP8845	3,806.61
11/12/2021	482731	Check	Dewald, Rina C	920524	2 AP8845	120.00
11/12/2021	482732	Check	Dick's/Lakeville Sanitation Inc	900641	2 AP8845	8,880.19
11/12/2021	482733	Check	Dirie, Bahjo	929432	2 AP8845	420.00
11/12/2021	482734	Check	Doyle Security Products	900605	2 AP8845	492.66
11/12/2021	482735	Check	Driscoll, Sandra	930530	2 AP8845	159.50
11/12/2021	482736	Check	Earl F Andersen	901064-2	2 AP8845	35.26
11/12/2021	482737	Check	ECM Publishers Inc	909272	2 AP8845	712.80

AP Check Register

AP Run: 20211112 AP — Post Date: 2021-11-12 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
11/12/2021	482738	Check	ES Foods Inc	930497	2 AP8845	7,845.60
11/12/2021	482739	Check	Fitchett, Kriystauhl	930526	2 AP8845	185.25
11/12/2021	482740	Check	Fitchett, Nelson	930527	2 AP8845	227.50
11/12/2021	482741	Check	Flaminio, Kathryn	924387	2 AP8845	1,735.00
11/12/2021	482742	Check	Frank, Anthony Lee	930433	2 AP8845	200.00
11/12/2021	482743	Check	Frontline Technologies Group LLC	928988-1	2 AP8845	9,255.32
11/12/2021	482744	Check	Fun & Friendship Club	905604	2 AP8845	1,050.00
11/12/2021	482745	Check	Gant, Yolanda	930147	2 AP8845	159.50
11/12/2021	482746	Check	Gilson, Ryan	927965	2 AP8845	80.00
11/12/2021	482747	Check	Grass, Louise	929631	2 AP8845	234.00
11/12/2021	482748	Check	GreatAmerica Financial Services	929729	2 AP8845	395.00
11/12/2021	482749	Check	Groth Music Company	900575	2 AP8845	5,317.60
11/12/2021	482750	Check	Gust, Isabella	930539	2 AP8845	110.00
11/12/2021	482751	Check	Hanushchak, Oksana	930258	2 AP8845	220.00
11/12/2021	482752	Check	Hawkins, Judith	930534	2 AP8845	221.00
11/12/2021	482753	Check	Hoang, Helen	930550	2 AP8845	110.00
11/12/2021	482754	Check	Horizon Commercial Pool Supply	904818	2 AP8845	882.24
11/12/2021	482755	Check	Hubel, Robert	930118	2 AP8845	227.72
11/12/2021	482756	Check	Hutsal, Oleksandra	929182	2 AP8845	140.00
11/12/2021	482757	Check	Identisys Inc	923654	2 AP8845	125.00

AP Check Register

68

AP Run: 20211112 AP — Post Date: 2021-11-12 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
11/12/2021	482758	Check	Interstate All Battery Center	928877	2 AP8845	149.95
11/12/2021	482759	Check	Interstate Distribution & Manufacturing Inc	903754	2 AP8845	68.32
11/12/2021	482760	Check	Jama, Osman A	930185	2 AP8845	315.00
11/12/2021	482761	Check	Johnson Controls Fire Protection LP	903587	2 AP8845	200.00
11/12/2021	482762	Check	Kelley, Brian	930471	2 AP8845	607.00
11/12/2021	482763	Check	Kendall, Bruce	928421	2 AP8845	150.00
11/12/2021	482764	Check	Kennedy, Marcus	930532	2 AP8845	221.00
11/12/2021	482765	Check	Kneisl, Greta	930521	2 AP8845	77.00
11/12/2021	482766	Check	Kraus-Anderson Ins Agency Inc	902102	2 AP8845	11,550.00
11/12/2021	482767	Check	Lakeshore Learning Materials	902203	2 AP8845	137.97
11/12/2021	482768	Check	Le Vu, Teresa	930538	2 AP8845	71.50
11/12/2021	482769	Check	Le, Jackie	930536	2 AP8845	165.00
11/12/2021	482770	Check	Leagjeld, Paige	930504	2 AP8845	88.00
11/12/2021	482771	Check	Learning A-Z	927439	2 AP8845	708.00
11/12/2021	482772	Check	Lehner, Kenneth	927193	2 AP8845	80.00
11/12/2021	482773	Check	Lightspeed Technologies Inc	926151	2 AP8845	366.00
11/12/2021	482774	Check	Lucke, David	930540	2 AP8845	159.50
11/12/2021	482775	Check	Luong, Joe	925433	2 AP8845	80.00
11/12/2021	482776	Check	Lyngstad, Diane	930505	2 AP8845	159.50

AP Check Register

AP Run: 20211112 AP — Post Date: 2021-11-12 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
11/12/2021	482777	Check	Mackin Educational Resources	902196	2 AP8845	7,812.83
11/12/2021	482778	Check	Manbeck, Chad	930506	2 AP8845	159.50
11/12/2021	482779	Check	McCann, William F	927521	2 AP8845	135.00
11/12/2021	482780	Check	McElroy, Daniel	930507	2 AP8845	227.50
11/12/2021	482781	Check	Mcgraw Hill LLC	906563-1	2 AP8845	2,620.87
11/12/2021	482782	Check	Minnesota Energy Resources	903029	2 AP8845	1,441.37
11/12/2021	482783	Check	Minnesota Valley Electric Cooperative	907448	2 AP8845	17,233.58
11/12/2021	482784	Check	MN Highway Safety & Research Center	926466	2 AP8845	905.00
11/12/2021	482785	Check	Mn Junior High Math League	927735	2 AP8845	200.00
11/12/2021	482786	Check	Mn Percussion Association	909621	2 AP8845	1,815.00
11/12/2021	482787	Check	Moberg, Michael	930522	2 AP8845	88.00
11/12/2021	482788	Check	MobyMax LLC	930226	2 AP8845	3,630.02
11/12/2021	482789	Check	Mohammoud, Zahra Ali	928322	2 AP8845	420.00
11/12/2021	482790	Check	Morrison, Leroy Bryan	929616	2 AP8845	234.00
11/12/2021	482791	Check	Nambudiripad, Godan	930551	2 AP8845	201.50
11/12/2021	482792	Check	Normandale Community College	902136	2 AP8845	3,000.00
11/12/2021	482793	Check	Nystuen, Nancy	930508	2 AP8845	165.00
11/12/2021	482794	Check	Occupational Health of MN, PC	929919	2 AP8845	172.00
11/12/2021	482795	Check	Office Depot Inc	902489	2 AP8845	142.26

AP Check Register

AP Run: 20211112 AP — Post Date: 2021-11-12 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
11/12/2021	482796	Check	Opheim, Anita	930542	2 AP8845	148.50
11/12/2021	482797	Check	Partners in Advanced Education, Inc.	930452	2 AP8845	1,500.00
11/12/2021	482798	Check	Pear Deck, Inc.	930318	2 AP8845	24,396.00
11/12/2021	482799	Check	Peralta Barrientos, German	926842	2 AP8845	195.00
11/12/2021	482800	Check	Perez, Melissa M	924879	2 AP8845	945.00
11/12/2021	482801	Check	Procaccini, Robert J	929127	2 AP8845	234.00
11/12/2021	482802	Check	Procaccini, Sheila	930135	2 AP8845	148.50
11/12/2021	482803	Check	Professional Wireless Communications	924681	2 AP8845	609.74
11/12/2021	482804	Check	Ramacher, Thuy	921343	2 AP8845	80.00
11/12/2021	482805	Check	Richert, Andrea	930496	2 AP8845	1,190.00
11/12/2021	482806	Check	Roberts, William	930509	2 AP8845	159.50
11/12/2021	482807	Check	Schmitt & Sons - Contract	909331-2	2 AP8845	690,611.93
11/12/2021	482808	Check	Schmitt & Sons Inc	909331	2 AP8845	18,943.26
11/12/2021	482809	Check	SNA Depository	926552	2 AP8845	233.50
11/12/2021	482810	Check	Schrade, Korren	930510	2 AP8845	77.00
11/12/2021	482811	Check	Soliant Health, LLC	930344	2 AP8845	7,801.24
11/12/2021	482812	Check	Sorenson, Rebecca	500793	2 AP8845	438.48
11/12/2021	482813	Check	St Louis Park Schools	908481	2 AP8845	48.65
11/12/2021	482814	Check	St Paul Beverage Solutions, LLC	930156	2 AP8845	3,963.48
11/12/2021	482815	Check	State Supply Co Inc	903689	2 AP8845	1,101.45

AP Check Register

AP Run: 20211112 AP — Post Date: 2021-11-12 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
11/12/2021	482816	Check	Stericycle Inc	924465	2 AP8845	298.04
11/12/2021	482817	Check	Stortroen, Sirianna Le	930535	2 AP8845	88.00
11/12/2021	482818	Check	Teachers On Call	929847	2 AP8845	35,166.73
11/12/2021	482819	Check	The Food Group	928651	2 AP8845	1,580.24
11/12/2021	482820	Check	The Hartford	924486	2 AP8845	46,253.46
11/12/2021	482821	Check	Thesing, Emily	930511	2 AP8845	159.50
11/12/2021	482822	Check	Thompson, Elizabeth	930541	2 AP8845	159.50
11/12/2021	482823	Check	Thornton, Carolyn	930512	2 AP8845	148.50
11/12/2021	482824	Check	T-Mobile	929345	2 AP8845	2,799.30
11/12/2021	482825	Check	Transportation Plus, Inc.	906215	2 AP8845	871.50
11/12/2021	482826	Check	Tree Protection Services	929807	2 AP8845	18,750.00
11/12/2021	482827	Check	Trusted Employees	929957	2 AP8845	200.00
11/12/2021	482828	Check	Ugas, Abdisamad	925958	2 AP8845	90.00
11/12/2021	482829	Check	Upper Lakes Foods Inc	929826	2 AP8845	39,522.77
11/12/2021	482830	Check	Warsame, Kadra	925560	2 AP8845	90.00
11/12/2021	482831	Check	Watwood, Ian	928957	2 AP8845	92.00
11/12/2021	482832	Check	WGI Sport of the Arts	927844	2 AP8845	395.00
11/12/2021	482833	Check	White, Courtney	930514	2 AP8845	159.50
11/12/2021	482834	Check	Wiese USA, Inc.	930549	2 AP8845	2,970.59
11/12/2021	482835	Check	Williams, Aaron	929197	2 AP8845	80.00

AP Check Register

72

AP Run: 20211112 AP — Post Date: 2021-11-12 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
11/12/2021	482836	Check	Xcel Energy	902776	2 AP8845	9,926.23
11/12/2021	482837	Check	Yusuf, Kali	929925	2 AP8845	450.00
Total:						\$1,110,919.16

20211112 AP Summary

Type	Count	Amount
Regular	140	1,110,919.16
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	140	\$1,110,919.16

AP Check Register

AP Run: 20211119 AP — Post Date: 2021-11-19 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
11/19/2021	482838	Check	A.J. Moore Electric Inc	928491	2 AP8845	2,465.68
11/19/2021	482839	Check	Aramark	901365	2 AP8845	675.53
11/19/2021	482840	Check	Association Of Clerical Employees	904895	2 AP8845	384.00
11/19/2021	482841	Check	AVM Construction LLC	930459	2 AP8845	14,510.21
11/19/2021	482842	Check	Batteries + Bulbs	901253	2 AP8845	144.00
11/19/2021	482843	Check	Bix Produce Company	900477	2 AP8845	7,452.10
11/19/2021	482844	Check	Bryan Rock Products Inc	900454	2 AP8845	101.63
11/19/2021	482845	Check	Burnsville Association of Educational Assistants	909991	2 AP8845	1,116.00
11/19/2021	482846	Check	Burnsville Blazette Booster Club	901737	2 AP8845	1,000.00
11/19/2021	482847	Check	Captivate Media + Consulting	929000	2 AP8845	5,364.00
11/19/2021	482848	Check	Carlson, Gerri	929243	2 AP8845	351.00
11/19/2021	482849	Check	Centerpoint Energy	902519	2 AP8845	28,909.55
11/19/2021	482850	Check	CESO Transportation LLC	930220	2 AP8845	15,763.61
11/19/2021	482851	Check	City of Burnsville	900673	2 AP8845	2,660.00
11/19/2021	482852	Check	Conquer Ninja Athletics	929462-2	2 AP8845	1,540.00
11/19/2021	482853	Check	Continental Clay Company	903866	2 AP8845	1,458.10
11/19/2021	482854	Check	Crown Rental Inc	900647	2 AP8845	570.59
11/19/2021	482855	Check	Cub Foods	900645	2 AP8845	31.62
11/19/2021	482856	Check	Cummins Sales & Service	929228-1	2 AP8845	1,525.29
11/19/2021	482857	Check	Dakota Electric Association	900809	2 AP8845	71,352.50

AP Check Register

AP Run: 20211119 AP — Post Date: 2021-11-19 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
11/19/2021	482858	Check	Dalco	904186-1	2 AP8845	5,224.76
11/19/2021	482859	Check	De Leon, Rajjael	930548	2 AP8845	200.00
11/19/2021	482860	Check	Dirie, Bahjo	929432	2 AP8845	60.00
11/19/2021	482861	Check	Dore, Abdiwali Hashi	929581	2 AP8845	442.50
11/19/2021	482862	Check	Doyle Security Products	900605	2 AP8845	1,165.82
11/19/2021	482863	Check	Eagan Rotary Club	925222	2 AP8845	144.00
11/19/2021	482864	Check	ECM Publishers Inc	909272	2 AP8845	242.55
11/19/2021	482865	Check	ECO Works Supply	930030	2 AP8845	2,217.83
11/19/2021	482866	Check	Education Minnesota	928531	2 AP8845	101.00
11/19/2021	482867	Check	Educators Benefit Consultants LLC	926262-1	2 AP8845	702.12
11/19/2021	482868	Check	Ekon-O-Pac LLC	928982	2 AP8845	10,120.00
11/19/2021	482869	Check	Electro Watchman Inc	901078	2 AP8845	10,421.01
11/19/2021	482870	Check	Fastenal	923054-1	2 AP8845	26.92
11/19/2021	482871	Check	Field Environmental Consulting Inc	926109	2 AP8845	437.50
11/19/2021	482872	Check	Flagship Recreation	928598	2 AP8845	96.00
11/19/2021	482873	Check	Flinn Scientific Inc	901231-1	2 AP8845	323.03
11/19/2021	482874	Check	Forest Lake Dance Team	907087	2 AP8845	370.00
11/19/2021	482875	Check	Foundation 191	928202	2 AP8845	141.49
11/19/2021	482876	Check	FP Mailing Solutions	929857	2 AP8845	225.00
11/19/2021	482877	Check	Froebe, Eric	930555	2 AP8845	56.00

AP Check Register

AP Run: 20211119 AP — Post Date: 2021-11-19 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
11/19/2021	482878	Check	Goswami, Alpa	929031	2 AP8845	165.75
11/19/2021	482879	Check	Grandberry, Linisha	500643	2 AP8845	81.20
11/19/2021	482880	Check	Groth Music Company	900575	2 AP8845	211.90
11/19/2021	482881	Check	Houghton Mifflin Harcourt Publishing Co	903362	2 AP8845	4,213.35
11/19/2021	482882	Check	Hyvee	929410	2 AP8845	526.88
11/19/2021	482883	Check	I Got Skills	924432	2 AP8845	108.00
11/19/2021	482884	Check	Ideal Services Inc	927693	2 AP8845	1,354.00
11/19/2021	482885	Check	IKI Inc	900052	2 AP8845	44.00
11/19/2021	482886	Check	Innovational Water Solutions, Inc.	930169	2 AP8845	3,914.14
11/19/2021	482887	Check	Intermediate School Dist 917	909327	2 AP8845	6,211.11
11/19/2021	482888	Check	International Gymnastics of MN LLC	926911	2 AP8845	1,624.00
11/19/2021	482889	Check	IXL Learning Inc	923420	2 AP8845	1,852.00
11/19/2021	482890	Check	J & D Trophy	904113	2 AP8845	153.00
11/19/2021	482891	Check	J Grammond Photography	930360	2 AP8845	15.00
11/19/2021	482892	Check	John A Dalsin & Son Inc	905816	2 AP8845	3,520.16
11/19/2021	482893	Check	Keller, John D	929035	2 AP8845	77.00
11/19/2021	482894	Check	Kim, Scott	500794	2 AP8845	20.00
11/19/2021	482895	Check	Klaers, Mark	924352	2 AP8845	171.00
11/19/2021	482896	Check	Krusemark, LeeAnne	930317	2 AP8845	290.00
11/19/2021	482897	Check	Lamberty, Rachel	930500	2 AP8845	238.00

AP Check Register

AP Run: 20211119 AP — Post Date: 2021-11-19 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
11/19/2021	482898	Check	Lind, Nacole	500797	2 AP8845	59.00
11/19/2021	482899	Check	Mackin Educational Resources	902196	2 AP8845	3,637.48
11/19/2021	482900	Check	Master Automotive Tire & Quick Lube	928612	2 AP8845	997.41
11/19/2021	482901	Check	McDowall Comfort Management	930006	2 AP8845	2,968.41
11/19/2021	482902	Check	Meca Sportswear	924921	2 AP8845	245.50
11/19/2021	482903	Check	Merry, Vanessa	929912	2 AP8845	150.00
11/19/2021	482904	Check	Mid City Services	930092	2 AP8845	377.00
11/19/2021	482905	Check	The Language Banc	924523	2 AP8845	2,234.25
11/19/2021	482906	Check	Minnesota Energy Resources	903029	2 AP8845	973.51
11/19/2021	482907	Check	MN Dept of Health - Environmental Health Services Section	908543-9	2 AP8845	315.00
11/19/2021	482908	Check	MN Dept of Health - Environmental Health Services Section	908543-9	2 AP8845	9,465.00
11/19/2021	482909	Check	MN Dept of Labor and Industry	907914-2	2 AP8845	100.00
11/19/2021	482910	Check	Multilingual Word Inc	922324	2 AP8845	857.50
11/19/2021	482911	Check	Nelson, Kristi Kay	930378	2 AP8845	180.00
11/19/2021	482912	Check	Northfield Public Schools	908609	2 AP8845	275.00
11/19/2021	482913	Check	Novak, Janice S	902467	2 AP8845	254.00
11/19/2021	482914	Check	Occupational Health of MN, PC	929919	2 AP8845	172.00
11/19/2021	482915	Check	Office of The Secretary of State	926894	2 AP8845	120.00

AP Check Register

AP Run: 20211119 AP — Post Date: 2021-11-19 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
11/19/2021	482916	Check	Office Systems And Design Inc	926881	2 AP8845	16,984.16
11/19/2021	482917	Check	Olson Madaus, Kirsten	930631	2 AP8845	48.00
11/19/2021	482918	Check	Olympic Communications Inc	927700	2 AP8845	220.00
11/19/2021	482919	Check	Painters Gear Inc	920591	2 AP8845	148.03
11/19/2021	482920	Check	Peka, Tina	500795	2 AP8845	54.95
11/19/2021	482921	Check	Per Mar Security Services	930354	2 AP8845	187.50
11/19/2021	482922	Check	Perez, Melissa M	924879	2 AP8845	540.00
11/19/2021	482923	Check	Pump And Meter Service Inc	903101	2 AP8845	210.00
11/19/2021	482924	Check	RAK Construction Inc	929749	2 AP8845	10,566.58
11/19/2021	482925	Check	Reach Media Network	924469	2 AP8845	1,080.00
11/19/2021	482926	Check	Recreation Supply Co., Inc.	930545	2 AP8845	56.93
11/19/2021	482927	Check	Red Wing Business Advantage Account	921851-1	2 AP8845	117.44
11/19/2021	482928	Check	Rent N Save Portable Services	925729	2 AP8845	725.00
11/19/2021	482929	Check	RobotLAB Inc.	930531	2 AP8845	8,388.00
11/19/2021	482930	Check	Ruler, Taj	930362	2 AP8845	1,150.00
11/19/2021	482931	Check	Ryan Mechanical Inc	923241	2 AP8845	7,526.00
11/19/2021	482932	Check	Sachs, Alice	925562	2 AP8845	253.75
11/19/2021	482933	Check	Safeway Driving School	926796	2 AP8845	5,730.00
11/19/2021	482934	Check	Schaefer, John	931022	2 AP8845	92.00

AP Check Register

AP Run: 20211119 AP — Post Date: 2021-11-19 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
11/19/2021	482935	Check	Schmitt Music	903532	2 AP8845	373.46
11/19/2021	482936	Check	Scholastic Inc	903196-6	2 AP8845	175.82
11/19/2021	482937	Check	School Services Employees Local 284	907382	2 AP8845	2,764.84
11/19/2021	482938	Check	Second Harvest Heartland	928183	2 AP8845	2,194.86
11/19/2021	482939	Check	SFM	923848	2 AP8845	9,413.58
11/19/2021	482940	Check	SNA Depository	926552	2 AP8845	160.50
11/19/2021	482941	Check	Soliant Health, LLC	930344	2 AP8845	11,691.71
11/19/2021	482942	Check	Soto, Nestor David	926857	2 AP8845	435.00
11/19/2021	482943	Check	St Paul Beverage Solutions, LLC	930156	2 AP8845	4,653.00
11/19/2021	482944	Check	Steffen, James	930556	2 AP8845	50.00
11/19/2021	482945	Check	Teachers On Call	929847	2 AP8845	57,682.66
11/19/2021	482946	Check	The Food Group	928651	2 AP8845	776.90
11/19/2021	482947	Check	Third Party Integrity Inc	930282	2 AP8845	2,500.00
11/19/2021	482948	Check	Thunder, Michael	930051	2 AP8845	200.00
11/19/2021	482949	Check	Tobii Dynavox LLC	903317	2 AP8845	3,397.05
11/19/2021	482950	Check	Tri-State Bobcat	924444	2 AP8845	537.25
11/19/2021	482951	Check	Twin City Scale Co.	930219	2 AP8845	150.00
11/19/2021	482952	Check	Upper Lakes Foods Inc	929826	2 AP8845	71,483.17
11/19/2021	482953	Check	Win, Aung	500796	2 AP8845	203.30
11/19/2021	482954	Check	Xcel Energy	902776	2 AP8845	3,246.80

AP Check Register

AP Run: 20211119 AP --- Post Date: 2021-11-19 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
Total:						\$464,432.73

20211119 AP Summary

Type	Count	Amount
Regular	117	464,432.73
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	117	\$464,432.73

AP Check Register

AP Run: 20211129 AP — Post Date: 2021-11-29 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
11/29/2021	482955	Check	Bearstail, Joelle	930554	2 AP8845	1,093.92
11/29/2021	482956	Check	Centurylink	902781	2 AP8845	266.02
11/29/2021	482957	Check	Comcast	926565-1	2 AP8845	5,471.18
11/29/2021	482958	Check	Consolidated Communications	906231	2 AP8845	3,954.04
11/29/2021	482959	Check	DreamBox Learning, Inc.	930333	2 AP8845	4,200.00
11/29/2021	482960	Check	ES Foods Inc	930497	2 AP8845	16,867.20
11/29/2021	482961	Check	Fedex	901463	2 AP8845	39.10
11/29/2021	482962	Check	General Parts LLC	901541-1	2 AP8845	2,613.83
11/29/2021	482963	Check	Heinemann Educational Books	901436-2	2 AP8845	1,179.26
11/29/2021	482964	Check	IXL Learning Inc	923420	2 AP8845	16,526.00
11/29/2021	482965	Check	John A Dalsin & Son Inc	905816	2 AP8845	12,923.59
11/29/2021	482966	Check	Minitex	909509	2 AP8845	1,766.00
11/29/2021	482967	Check	Nuvera	902483	2 AP8845	184.98
11/29/2021	482968	Check	Office Depot Inc	902489	2 AP8845	14.99
11/29/2021	482969	Check	Richert, Andrea	930496	2 AP8845	2,120.00
11/29/2021	482970	Check	Schmitt Music	903532	2 AP8845	6,972.00
11/29/2021	482971	Check	Soliant Health, LLC	930344	2 AP8845	1,880.00
11/29/2021	482972	Check	Teachers On Call	929847	2 AP8845	20,009.62
11/29/2021	482973	Check	US Postmaster USPS	904153-1	2 AP8845	4,409.14
Total:						\$102,490.87

AP Check Register

AP Run: 20211129 AP --- Post Date: 2021-11-29 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

<u>Check Date</u>	<u>Check Number</u>	<u>Payment Type</u>	<u>Name</u>	<u>Vendor Number</u>	<u>Bank Account Code</u>	<u>Check Amount</u>
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20211129 AP Summary

<u>Type</u>	<u>Count</u>	<u>Amount</u>
Regular	19	102,490.87
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	19	\$102,490.87

AP Check Register

82

AP Run: 20211130 Voids 2AP8845 — Post Date: 2021-11-30 — AP Run Type: V

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
11/30/2021	482885	Check	IKI Inc	900052	2 AP8845	-44.00
Total:						-\$44.00

20211130 Voids 2AP8845 Summary

Type	Count	Amount
Regular	1	-44.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	-\$44.00

AP Check Register

83

Burnsville-Eagan-Savage SD 191, MN

<u>Fund</u>	<u>Total</u>
01 - GENERAL	1,163,948.82
02 - FOOD SERVICE	214,617.71
03 - TRANSPORTATION	706,828.74
04 - COMMUNITY SERVICE	39,034.47
16 - FACILITIES RENTAL	35.79
22 - ISF - HEALTH SELECT 105	6,568.20
26 - BOND REFERENDUM	27,665.23
	\$2,158,698.96

AP Check Register

AP Run: 20211103 C1 — Post Date: 2021-11-03 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
11/03/2021	6000000514		Center For The Collaborative Classroom	924466-1	2 Virtua	1,939.80
11/03/2021	6000000515		Cole Papers Inc	927279-1	2 Virtua	2,137.53
11/03/2021	6000000516		Conney Safety Products	900552-1	2 Virtua	137.40
11/03/2021	6000000517		Cornerstone Copy Center	900502	2 Virtua	187.52
11/03/2021	6000000518		Grainger	904387-1	2 Virtua	1,746.44
11/03/2021	6000000519		Trio Supply	903802	2 Virtua	6,073.28
Total:						\$12,221.97

20211103 C1 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	6	12,221.97
Total:	6	\$12,221.97

AP Check Register

AP Run: 20211116 C1 — Post Date: 2021-11-16 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
11/16/2021	6000000520		Advanced Imaging Solutions	928551	2 Virtua	6,942.75
11/16/2021	6000000521		Cole Papers Inc	927279-1	2 Virtua	1,227.70
11/16/2021	6000000522		Conney Safety Products	900552-1	2 Virtua	582.72
11/16/2021	6000000523		Grainger	904387-1	2 Virtua	1,806.64
11/16/2021	6000000524		Northern Air Corporation (NAC)	920320	2 Virtua	1,545.82
11/16/2021	6000000525		Renaissance	903744	2 Virtua	538.20
11/16/2021	6000000526		Tri-Dim Filter Corp	929519	2 Virtua	898.60
11/16/2021	6000000527		Trio Supply	903802	2 Virtua	2,527.75
Total:						\$16,070.18

20211116 C1 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	8	16,070.18
Total:	8	\$16,070.18

AP Check Register

AP Run: 20211124 C1 — Post Date: 2021-11-24 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
11/24/2021	6000000528		Grainger	904387-1	2 Virtua	1,227.88
11/24/2021	6000000529		Trio Supply	903802	2 Virtua	1,912.87
11/24/2021	6000000530		Universal Athletic LLC	928417	2 Virtua	1,107.96
Total:						\$4,248.71

20211124 C1 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	3	4,248.71
Total:	3	\$4,248.71

AP Check Register

87

AP Run: 20211130 C1 — Post Date: 2021-11-30 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
11/30/2021	6000000531		Advanced Imaging Solutions	928551	2 Virtua	680.00
11/30/2021	6000000532		Center For The Collaborative Classroom	924466-1	2 Virtua	4,851.60
11/30/2021	6000000533		Cole Papers Inc	927279-1	2 Virtua	1,168.85
11/30/2021	6000000534		Cornerstone Copy Center	900502	2 Virtua	62.99
11/30/2021	6000000535		Grainger	904387-1	2 Virtua	2,507.21
11/30/2021	6000000536		MEI Total Elevator Solutions	908999-1	2 Virtua	291.99
11/30/2021	6000000537		Northern Air Corporation (NAC)	920320	2 Virtua	827.00
11/30/2021	6000000538		Trio Supply	903802	2 Virtua	7,558.90
Total:						\$17,948.54

20211130 C1 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	8	17,948.54
Total:	8	\$17,948.54

AP Check Register

88

AP Run: 20211130 Voids 2Virtua — Post Date: 2021-11-30 — AP Run Type: V

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
11/30/2021	6000000534		Cornerstone Copy Center	900502	2 Virtua	-62.99
Total:						-\$62.99

20211130 Voids 2Virtua Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	1	-62.99
Total:	1	-\$62.99

AP Check Register

<u>Fund</u>	<u>Total</u>
01 - GENERAL	31,903.88
02 - FOOD SERVICE	18,111.92
04 - COMMUNITY SERVICE	410.61
	\$50,426.41

AP Check Register

90

AP Run: 20211110 EACH — Post Date: 2021-11-10 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
11/10/2021	9000002529	ACH	Anderson, Janelle D	018630	1 AP5800	52.08
11/10/2021	9000002530	ACH	Buchanan, Isis L	019608	1 AP5800	11.76
11/10/2021	9000002531	ACH	Christen, Lisa K.	009755	1 AP5800	5.82
11/10/2021	9000002532	ACH	Ewert, Casey B	019158	1 AP5800	77.95
11/10/2021	9000002533	ACH	Galland, John	008297	1 AP5800	102.89
11/10/2021	9000002534	ACH	Gehrke, Andrew R	016612	1 AP5800	19.38
11/10/2021	9000002535	ACH	Gersich, Brian M	019849	1 AP5800	1,000.00
11/10/2021	9000002536	ACH	Happe, Nicole	013378	1 AP5800	89.16
11/10/2021	9000002537	ACH	Hermes, Shelley	011475	1 AP5800	125.00
11/10/2021	9000002538	ACH	Holewa, Mary A	011153	1 AP5800	49.50
11/10/2021	9000002539	ACH	Johnson, Ronna E	014613	1 AP5800	38.08
11/10/2021	9000002540	ACH	Jones, Jean	012912	1 AP5800	72.21
11/10/2021	9000002541	ACH	Jordan, Allison A	016428	1 AP5800	23.94
11/10/2021	9000002542	ACH	Kauffman, Christina	019468	1 AP5800	175.00
11/10/2021	9000002543	ACH	Koch, Rebecca M	018297	1 AP5800	285.42
11/10/2021	9000002544	ACH	Kronabetter, Julie R	016789	1 AP5800	61.77
11/10/2021	9000002545	ACH	Lake, David	017436	1 AP5800	118.72
11/10/2021	9000002546	ACH	Lauer, Lisa N	016186	1 AP5800	28.74
11/10/2021	9000002547	ACH	Leake, Donald	007490	1 AP5800	40.88
11/10/2021	9000002548	ACH	Loesch, Jake	012303	1 AP5800	73.94

AP Check Register

91

AP Run: 20211110 EACH — Post Date: 2021-11-10 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
11/10/2021	9000002549	ACH	Lunde, Christopher R	020430	1 AP5800	70.98
11/10/2021	9000002550	ACH	Nelson, Katie L	015010	1 AP5800	55.61
11/10/2021	9000002551	ACH	Pieper, Jill	017753	1 AP5800	18.37
11/10/2021	9000002552	ACH	Simmons, Sean D	017795	1 AP5800	111.10
11/10/2021	9000002553	ACH	Tarnofsky, John J	020438	1 AP5800	55.38
11/10/2021	9000002554	ACH	Terwilliger, Amy M	018335	1 AP5800	153.14
11/10/2021	9000002555	ACH	Voigt, Pamela M	017183	1 AP5800	47.88
11/10/2021	9000002556	ACH	Wakal, Kimberly B	020416	1 AP5800	184.80
Total:						\$3,149.50

20211110 EACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	28	3,149.50
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	28	\$3,149.50

AP Check Register

92

AP Run: 20211116 VACH — Post Date: 2021-11-16 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
11/16/2021	9000002557	ACH	CDW Government Inc	920289-1	1 AP5800	3,527.80
11/16/2021	9000002558	ACH	Kelleher Helmrich and Associates Inc	908955	1 AP5800	523.75
Total:						\$4,051.55

20211116 VACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	2	4,051.55
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	2	\$4,051.55

AP Check Register

93

AP Run: 20211117 EACH — Post Date: 2021-11-17 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
11/17/2021	9000002559	ACH	Albersheim-Carter, Marcina	018646	1 AP5800	56.56
11/17/2021	9000002560	ACH	Andrews, Jeffrey G	017983	1 AP5800	24.00
11/17/2021	9000002561	ACH	Blood, Kelsey Jo	017981	1 AP5800	34.10
11/17/2021	9000002562	ACH	Bueno, Holly A	020090	1 AP5800	75.00
11/17/2021	9000002563	ACH	Clancy, Carissa	016999	1 AP5800	84.11
11/17/2021	9000002564	ACH	Dennis, Teresa L	012554	1 AP5800	50.00
11/17/2021	9000002565	ACH	Elfering, Jean	011911	1 AP5800	75.00
11/17/2021	9000002566	ACH	Essay, Kenneth P	019131	1 AP5800	11.96
11/17/2021	9000002567	ACH	Funches, Monique Roy	012099	1 AP5800	50.00
11/17/2021	9000002568	ACH	Galland, John	008297	1 AP5800	610.44
11/17/2021	9000002569	ACH	Goff, Tara P	020460	1 AP5800	50.00
11/17/2021	9000002570	ACH	Hoeschen, Kerry	014601	1 AP5800	272.82
11/17/2021	9000002571	ACH	Hollingsworth, Kristin M	020095	1 AP5800	11.48
11/17/2021	9000002572	ACH	Jensen, Jennifer	014596	1 AP5800	100.00
11/17/2021	9000002573	ACH	Jordan, Joanna	014624	1 AP5800	63.34
11/17/2021	9000002574	ACH	Kacmarynski, Kristine	017804	1 AP5800	41.45
11/17/2021	9000002575	ACH	Lian, Jocelyn M	020194	1 AP5800	51.18
11/17/2021	9000002576	ACH	Marshall, Veronica Jean	011858	1 AP5800	75.00
11/17/2021	9000002577	ACH	Moukrim, Khadija	020492	1 AP5800	50.00
11/17/2021	9000002578	ACH	Ness, Katie L	018356	1 AP5800	15.46

AP Check Register

94

AP Run: 20211117 EACH — Post Date: 2021-11-17 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
11/17/2021	9000002579	ACH	Niemiec, Alicia	013692	1 AP5800	20.16
11/17/2021	9000002580	ACH	Odegard, Elisa	010401	1 AP5800	75.00
11/17/2021	9000002581	ACH	Peterson, Keri	011306	1 AP5800	75.00
11/17/2021	9000002582	ACH	Reuss, Eric	014892	1 AP5800	35.84
11/17/2021	9000002583	ACH	Spaulding, Sheila J	018536	1 AP5800	30.80
11/17/2021	9000002584	ACH	Yost, Molly M	019831	1 AP5800	21.34
Total:						\$2,060.04

20211117 EACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	26	2,060.04
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	26	\$2,060.04

AP Check Register

95

AP Run: 20211123 VACH — Post Date: 2021-11-23 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
11/23/2021	9000002585	ACH	CDW Government Inc	920289-1	1 AP5800	17,105.00
Total:						\$17,105.00

20211123 VACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	1	17,105.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	\$17,105.00

AP Check Register

96

AP Run: 20211124 EACH — Post Date: 2021-11-24 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
11/24/2021	9000002586	ACH	Bates, Daniel W	017214	1 AP5800	58.00
11/24/2021	9000002587	ACH	Battle, Theresa F	019927	1 AP5800	500.00
11/24/2021	9000002588	ACH	Blandin, Melissa	011821	1 AP5800	2.19
11/24/2021	9000002589	ACH	Czapar, Kelly N	017322	1 AP5800	52.81
11/24/2021	9000002590	ACH	Dehne, Tyler	020322	1 AP5800	200.00
11/24/2021	9000002591	ACH	Deutsch, Matt R	014970	1 AP5800	93.45
11/24/2021	9000002592	ACH	Gersich, Brian M	019849	1 AP5800	200.00
11/24/2021	9000002593	ACH	Gorton, Rachel	016735	1 AP5800	200.00
11/24/2021	9000002594	ACH	Hermansen, Laura J	019510	1 AP5800	52.18
11/24/2021	9000002595	ACH	Holden, Matt J	009267	1 AP5800	243.04
11/24/2021	9000002596	ACH	Keirstead, Amy	017654	1 AP5800	32.76
11/24/2021	9000002597	ACH	Kolstad, Michele M	007847	1 AP5800	7.39
11/24/2021	9000002598	ACH	Navarro, Rachel	019577	1 AP5800	19.26
11/24/2021	9000002599	ACH	Niesen, Elizabeth A	015962	1 AP5800	41.66
11/24/2021	9000002600	ACH	Opatz, Larry	009239	1 AP5800	60.76
11/24/2021	9000002601	ACH	Rider, Lisa K	016166	1 AP5800	200.00
11/24/2021	9000002602	ACH	Sovine, Stacey	017487	1 AP5800	200.00
11/24/2021	9000002603	ACH	Tinklenberg, Aaron D	017462	1 AP5800	200.00
11/24/2021	9000002604	ACH	Vodnick, Sarah A	016023	1 AP5800	129.08

AP Check Register

97

AP Run: 20211124 EACH — Post Date: 2021-11-24 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
11/24/2021	9000002605	ACH	Wild, Priscila C	020218	1 AP5800	19.80
Total:						\$2,512.38

20211124 EACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	20	2,512.38
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	20	\$2,512.38

AP Check Register

98

Burnsville-Eagan-Savage SD 191, MN

<u>Fund</u>	<u>Total</u>
01 - GENERAL	22,954.16
02 - FOOD SERVICE	439.41
04 - COMMUNITY SERVICE	4,809.90
22 - ISF - HEALTH SELECT 105	675.00
	<u>\$28,878.47</u>



**Agenda V.A.5.
 January 27, 2022**

To: Dr. Theresa Battle, superintendent and Board of Education
From: Lisa K. Rider, executive director of business services
Date: January 17, 2022
Re: Budget Analysis for the Month Ending November 31, 2022

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

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

	Year-to-Date Revenue	% of Adopted Budget	Year-to-Date Expenditures	% of Adopted Budget
All Funds	\$ 64,659,908	36.57%	\$ 56,770,670	31.19%
General Fund	\$ 31,891,696	24.40%	\$ 43,449,234	32.00%

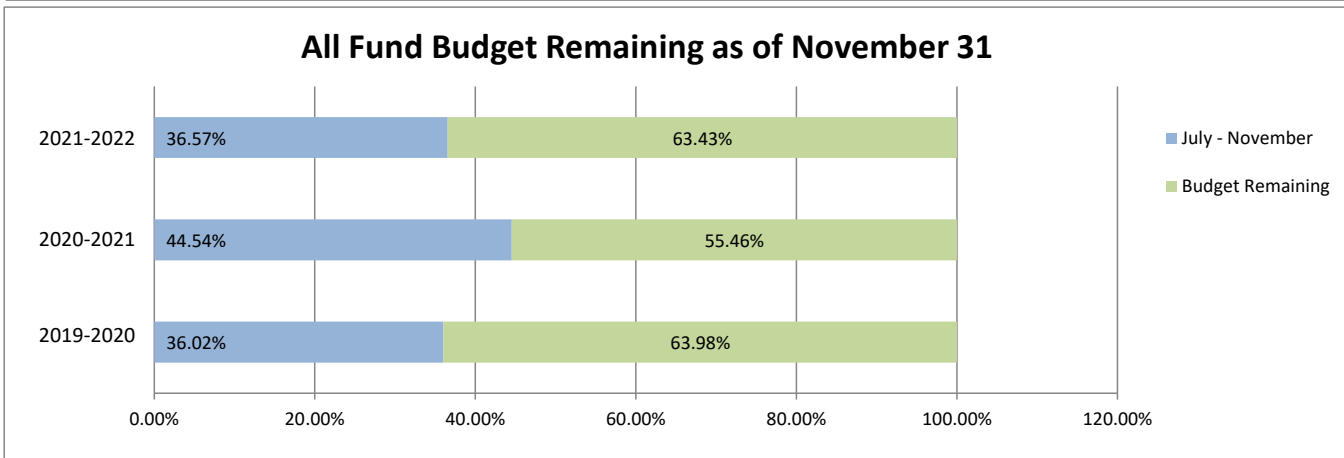
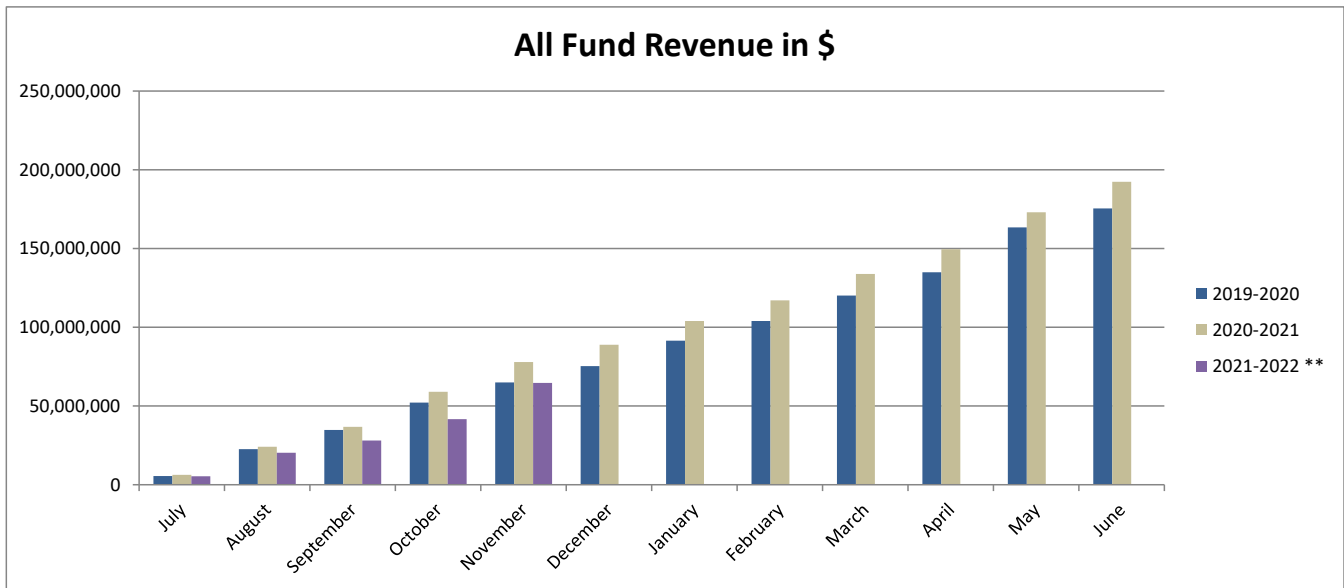
To assist the Board in monitoring monthly financial activity and to help identify budget-to-actual deviations, the following graphs have been developed for all funds and the general fund:

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**

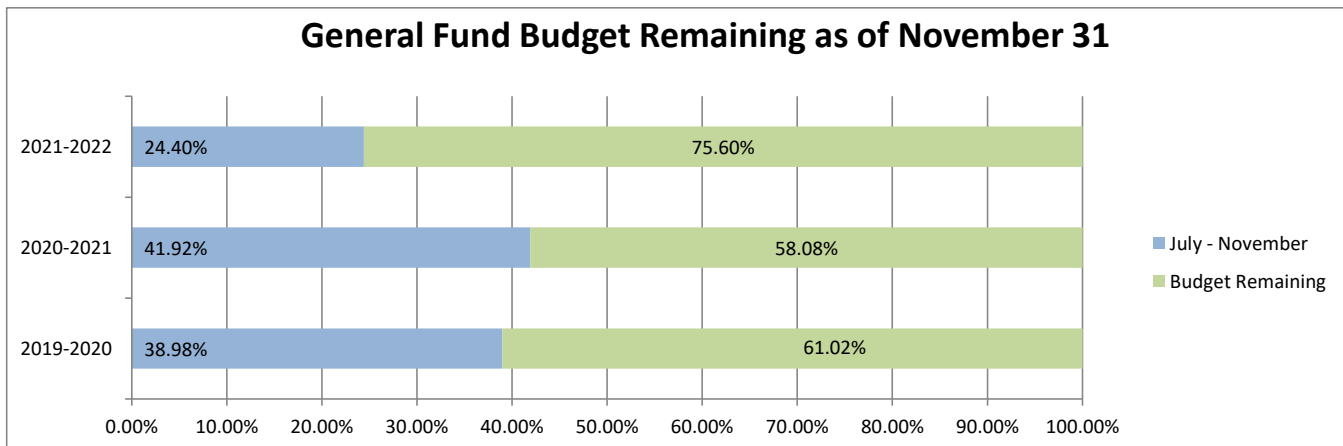
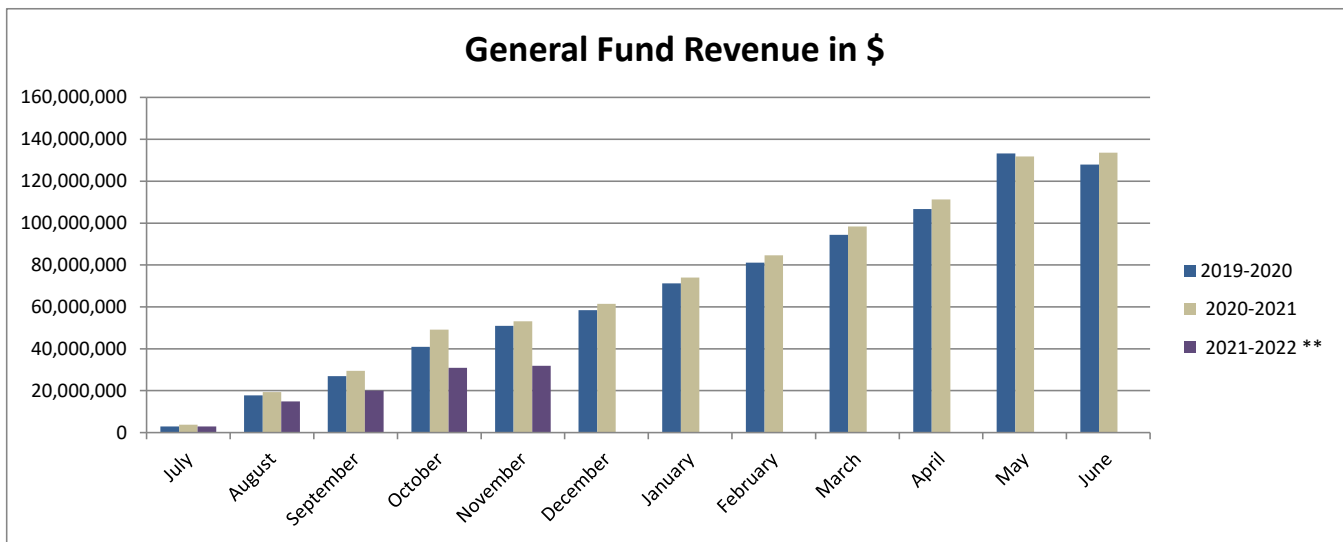
	2019-2020		2020-2021		2021-2022 **	
	\$	%	\$	%	\$	%
July	5,485,241	3.04%	6,287,193	3.59%	5,298,428	3.00%
August	22,594,027	12.53%	24,061,844	13.74%	20,358,554	11.51%
September	34,813,133	19.31%	36,829,976	21.04%	28,136,656	15.91%
October	52,091,920	28.89%	59,014,681	33.71%	41,631,893	23.54%
November	64,950,000	36.02%	77,976,654	44.54%	64,659,908	36.57%
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**

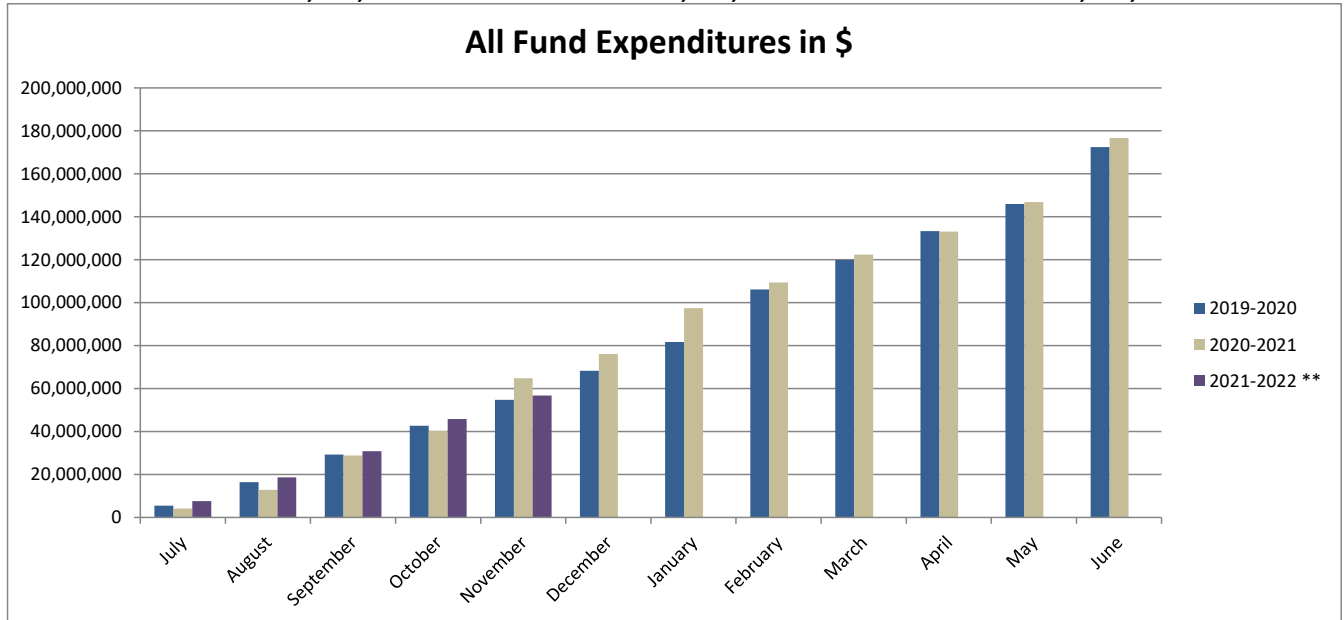
	2019-2020		2020-2021		2021-2022 **	
	\$	%	\$	%	\$	%
July	2,952,734	2.26%	3,817,036	3.01%	2,886,590	2.21%
August	17,728,648	13.58%	19,274,187	15.20%	14,880,829	11.39%
September	26,994,038	20.67%	29,519,205	23.27%	20,103,961	15.38%
October	40,875,100	31.30%	49,179,583	38.77%	30,912,213	23.65%
November	50,901,641	38.98%	53,171,053	41.92%	31,891,696	24.40%
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%



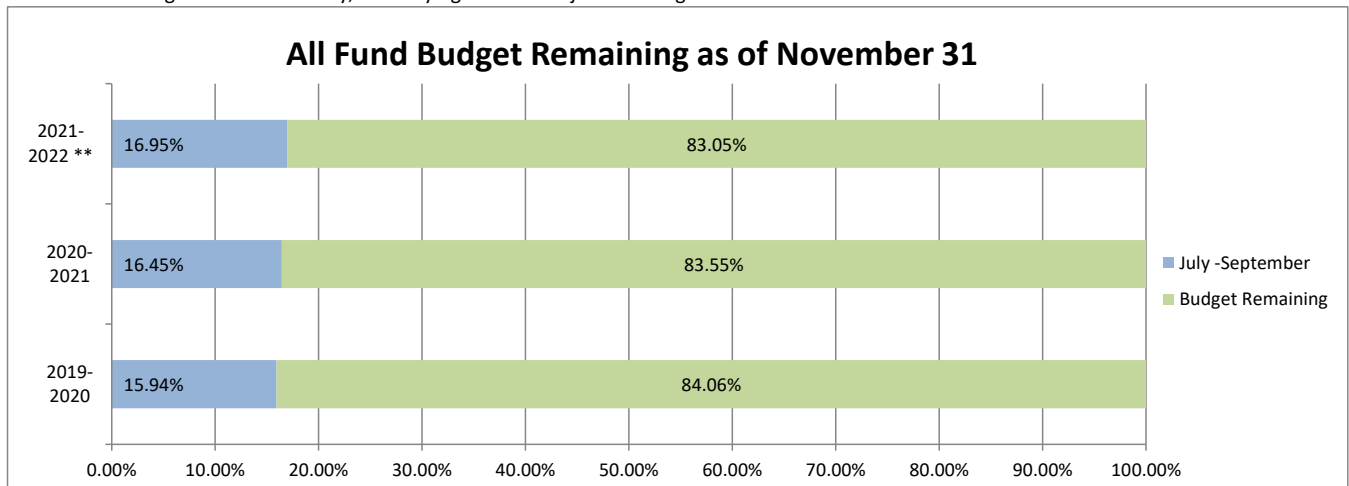
** The year to year comparison will vary due to the timing of the reversal of prior year accruals and based on timing of financial activity, monthly figures are subject to change

**EXPENDITURE COMPARISON
ALL FUNDS**

	2019-2020		2020-2021		2021-2022 **	
	\$	%	\$	%	\$	%
July	5,527,131	3.00%	4,136,021	2.36%	7,576,301	4.16%
August	16,468,457	8.95%	12,806,761	7.30%	18,666,589	10.25%
September	29,323,003	15.94%	28,871,496	16.45%	30,852,672	16.95%
October	42,659,629	23.19%	40,214,431	22.92%	45,790,504	25.16%
November	54,807,687	29.79%	64,868,844	36.96%	56,770,670	31.19%
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%

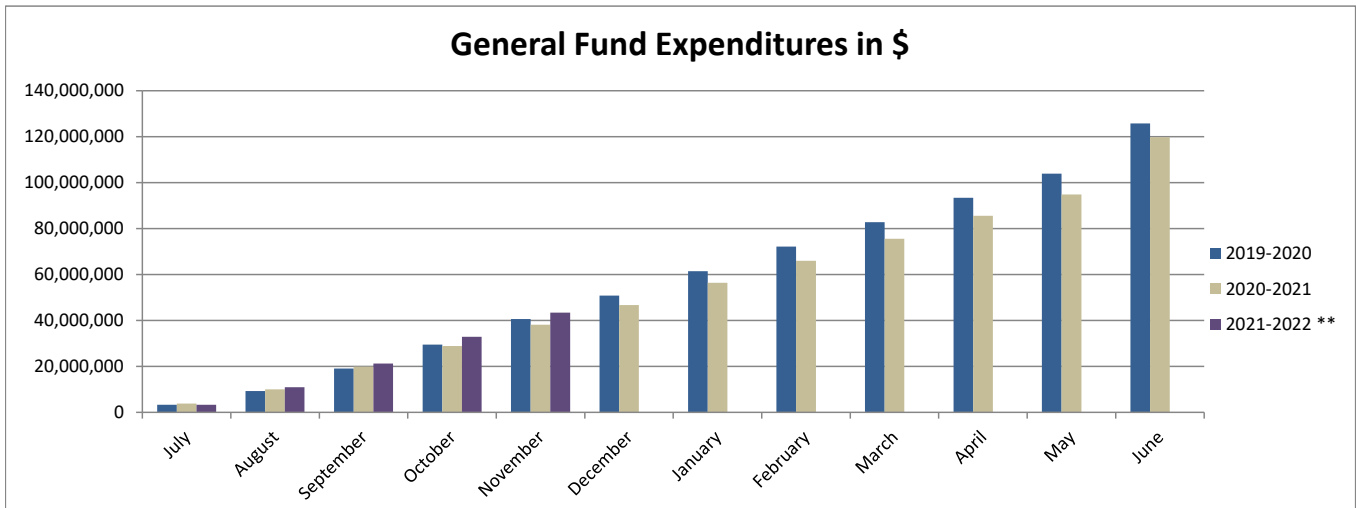


**based on timing of financial activity, monthly figures are subject to change

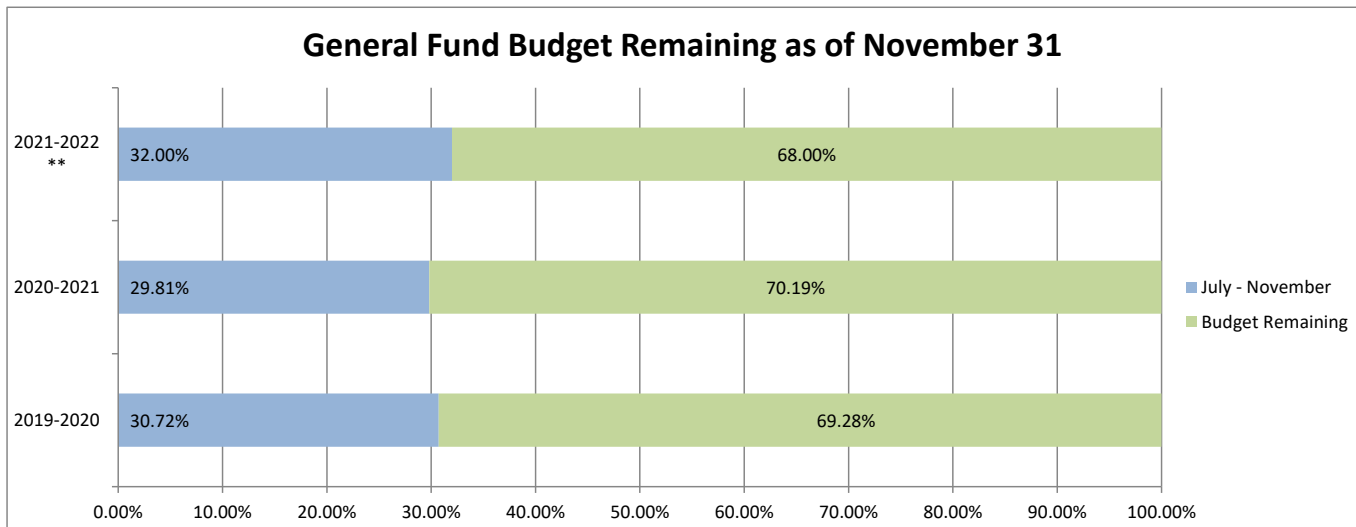


**EXPENDITURE COMPARISON
GENERAL FUND**

	2019-2020		2020-2021		2021-2022 **	
	\$	%	\$	%	\$	%
July	3,278,040	2.48%	3,805,343	2.98%	3,258,178	2.40%
August	9,235,858	6.99%	9,950,010	7.78%	10,886,189	8.02%
September	19,056,078	14.41%	19,860,387	15.54%	21,189,447	15.61%
October	29,431,382	22.26%	28,831,518	22.56%	32,864,644	24.21%
November	40,610,524	30.72%	38,110,749	29.81%	43,449,234	32.00%
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 V.A.6.
January 27, 2022**

To: Board of Education

From: Dr. Theresa Battle, superintendent

Date: January 20, 2021

Re: Receive a Report about the Listening Session

Recommendation: Receive a report about the Listening Session on January 13, 2022.

January 13, 2022 Listening Session

- No one spoke at the listening session.



Future Ready. Community Strong.

**Agenda V.A.7.
January 27, 2022**

To: Board of Education

From: Dr. Theresa Battle, superintendent, and Imina Oftedahl, director of curriculum, instruction and assessment

Date: January 20, 2022

Re: Policies 105: *Equity, Access and Excellence in Education*,
520: *Student Surveys*,
521: *Student Disability Nondiscrimination*,
602.5: *School Cancellation*,
605: *Alternative Programs*,
609: *Religion*, and
624: *Online Learning*

Recommendation: Approve, on a second reading basis, non-substantive changes to Policies 105: *Equity, Access and Excellence in Education*, 520: *Student Surveys*, 521: *Student Disability Nondiscrimination*, 602.5: *School Cancellation*, 605: *Alternative Programs*, 609: *Religion*, and 624: *Online Learning*.

The policies were reviewed by the Policy Review Committee on December 20, 2021. Changes were suggested by administration, MSBA, and/or the Policy Review Committee. The first reading was approved by the Board on January 13, 2022.

Adopted: 8/22/2019
Reviewed: 1/13/2022
Revised: 1/27/2022

Burnsville-Eagan-Savage School District Policy 105

105 EQUITY, ACCESS AND EXCELLENCE IN EDUCATION

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

IV. ADMINISTRATIVE RESPONSIBILITIES

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

V. CULTURAL ADORNMENTS

Students may wear cultural adornments at graduation ceremonies that represent their culture, race, ethnicity, gender and/or sexual orientation. Adornments must be displayed respectfully, truly represent the identity of the wearer, and be consistent with other district policies and student handbook.

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

Adopted: 10/22/2015
 Reviewed: 1/13/2022
 Revised: 1/27/2022
 Rescinds:

Burnsville-Eagan-Savage School District Policy 520

520 STUDENT SURVEYS

I. PURPOSE

Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

II. GENERAL STATEMENT OF POLICY

Student surveys may be conducted as determined necessary by the school district. Surveys, analyses and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 U.S.C. § 1232h.

III. DEFINITIONS

- A. “Parent” means a legal guardian or other person acting *in loco parentis* (in place of a parent), such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child.
- B. “Instructional material” means instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (i.e., materials accessible through the Internet). The term does not include academic tests or academic assessments.
- C. “Personal information” means individually identifiable information including a student or parent’s first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security identification number.
- D. “Invasive physical examination” means any medical examination that involves the exposure of private body parts, or act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or dental screening.

IV. STUDENT SURVEYS IN GENERAL

- A. Student surveys will be conducted anonymously and in an indiscernible fashion.

No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. There will be no requirement that the student return the survey, and no record of the student returning a survey will be maintained.

- B. The superintendent or designee may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, gender identity and expression, or age.
- C. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student has the opportunity to opt out of the survey. Any and all documents containing the written permission of a parent for a student to opt out of a survey will be maintained by the school district in a file separate from the survey responses.
- D. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses to a survey, the school district will take appropriate steps to ensure the data is protected in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act), 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act) and 34 C.F.R. Part 99.
- E. The school district must not impose an academic or other penalty on a student who opts out of participating in a student survey.

V. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM

- A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students.
- B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:

1. political affiliations or beliefs of the student or the student's parent;
 2. mental and psychological problems of the student or the student's family;
 3. sex behavior or attitudes;
 4. illegal, antisocial, self-incriminating, or demeaning behavior;
 5. critical appraisals of other individuals with whom respondents have close family relationships;
 6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 7. religious practices, affiliations, or beliefs of the student or the student's parent; or
 8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
 9. Gender identity and expression
- C. A school district that receives funds under any program funded by the U.S. Department of Education shall develop local policies consistent with Sections IV.A. and IV.B., above, concerning student privacy, parental access to information, and administration of certain physical examinations to minors.
1. The following policies are to be adopted in consultation with parents:
 - a. The right of a parent to inspect, on request, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student, including procedures for granting a parent's request for reasonable access to such survey within a reasonable period of time after the request is received.
 - b. Arrangements to protect student privacy in the event of the administration or distribution of a survey, including an evaluation, to a student which contains one or more of the items listed in Section IV.B., above, including the right of a parent of a student to inspect, on request, any such survey.
 - c. The right of a parent of a student to inspect, on request, any instructional material used as part of the educational curriculum for

the student and procedures for granting a request by a parent for such access within a reasonable period of time after the request is received.

- d. The administration of physical examinations or screenings that the school district may administer to a student. This provision does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400, *et seq.*).
- e. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing the information to others for that purpose), including arrangements to protect student privacy that are provided by the school district in the event of such collection, disclosure, or use.
 - (1) This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:
 - (a) college or other post-secondary education recruitment or military;
 - (b) book clubs, magazines, and programs providing access to low cost literary products;
 - (c) curriculum and instructional materials used by elementary and secondary schools;
 - (d) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments;
 - (e) the sale by students of products or services to raise funds for school-related or education-related activities; and
 - (f) student recognition programs.

- (2) The right of a parent to inspect, on request, any instrument used in the collection of information, as described in Section IV.C.1., Subparagraph e., above, before the instrument is administered or distributed to a student and procedures for granting a request by a parent for reasonable access to such an instrument within a reasonable period of time after the request is received.
2. The policies adopted under Section IV.C., Subparagraph 1., above, shall provide for reasonable notice of the adoption or continued use of such policies directly to parents of students enrolled in or served by the school district.
 - a. The notice will be provided at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy.
 - b. The notice will provide parents with an opportunity to opt out of participation in the following activities:
 - (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
 - (2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Section IV.B., above.
 - (3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.
 - c. The notice will advise students of the specific or approximate dates during the school year when the activities in Section IV.C.2., Subparagraph b., above, are scheduled, or expected to be scheduled.
 - d. The notice provisions shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply to any physical examination or screening that is permitted or required by applicable state law, including physical examinations

or screenings that are permitted without parental notification.

VI. NOTICE

- A. The school district must give parents and students notice of this policy at the beginning of each school year and after making substantive changes to this policy.
- B. The school district must inform parents at the beginning of the school year if the district or school has identified specific or approximate dates for administering surveys and give parents reasonable notice of planned surveys scheduled after the start of the school year. The school district must give parents direct, timely notice when their students are scheduled to participate in a student survey by United States mail, e-mail, or another direct form of communication.
- C. The school district must give parents the opportunity to review the survey and to opt their students out of participating in the survey.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 Minn. Stat. § 121A.065 (District Surveys to Collect Student Information;
 Parent Notice and Opportunity for Opting Out)
 20 U.S.C. 1232g (Family Educational Rights and Privacy Act)
 20 U.S.C. 1232h (Protection of Pupil Rights)
 34 C.F.R. Part 99 (Family Educational Rights and Privacy Act
 Regulations)
Gonzaga University v. Doe, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d
 309 (2002)
C.N. v. Ridgewood Bd. of Educ., 430 F.3d. 159 (3rd Cir. 2005)
Fields v. Palmdale School Dist., 427 F.3d. 1197 (9th Cir. 2005)

Cross References: Burnsville-Eagan-Savage School District Policy 102 (Equal Educational
 Opportunity)
 Burnsville-Eagan-Savage School District Policy 515 (Protection and
 Privacy of Pupil Records)
 Burnsville-Eagan-Savage School District Policy 521 (Student Disability
 Nondiscrimination)
 Burnsville-Eagan-Savage School District Policy 522 (Student Sex
 Nondiscrimination)

Adopted: 1996
Reviewed: 1/13/2022
Revised: 11/27/2022
Rescinds: ACC and JBC

Burnsville-Eagan-Savage School District Policy 521

521 STUDENT DISABILITY NONDISCRIMINATION

I. PURPOSE

The purpose of this policy is to protect students with a disability from discrimination on the basis of disability and to identify and evaluate individuals who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such individuals may receive a free appropriate public education.

II. GENERAL STATEMENT OF POLICY

- A. Burnsville-Eagan-Savage School District provides equal educational opportunity to all qualified individuals. Students with a disability who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.
- B. The Board of Education is committed to identifying and evaluating qualified individuals who, within the intent of Section 504, may need services, accommodations, or programs in order that such individuals may receive a free appropriate public education.
- C. For this policy, a student who is protected under Section 504 is one who:
 - 1. has a physical or mental impairment that substantially limits one or more major life activity, including learning; or
 - 2. has a record of such an impairment; or
 - 3. is regarded as having such an impairment, and
 - 4. who is of the age for which non-disabled persons are provided educational services; or
 - 5. who is of an age of which it is mandatory under state law to provide such services to disabled individuals; or
 - 6. who is required to receive a free appropriate public education under the Individuals with Disabilities Education Improvement Act.
- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even

though they are not eligible for special education pursuant to the Individuals with Disabilities Education Improvement Act.

III. COORDINATOR

Persons who have questions or comments should contact Amy Piotrowski, Interim Director of Student Support Services, 200 West Burnsville Parkway, Burnsville, MN 55337, 952-707-6261, apiotrowski@isd191.org. This person is the school district's Section 504 coordinator. Persons who wish to make a complaint regarding a disability discrimination matter may contact the Interim Director of Student Support Services.

Legal References: Pub. L. 110-325, 122 Stat. 3553 (ADA Amendments Act of 2008, § 7)
 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
 34 C.F.R. Part 104 (Section 504 Implementing Regulations)
 20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)

Cross References: Burnsville-Eagan-Savage School District Policy 402 (Disability Nondiscrimination)

Adopted: 11/1996
Reviewed: 1/13/2022
Revised: 1/27/2022
Rescinds: EBCD

Burnsville-Eagan-Savage School District Policy 602.5

602.5 SCHOOL CANCELLATION

I. PURPOSE

The purpose of this policy is to provide for closing, delay, and early dismissal of school.

II. GENERAL STATEMENT OF POLICY

The superintendent or designee is responsible for determining when the safety of students, staff or patrons warrants closing school for the day or days, delaying the start of the school day, or dismissing school early. The closing, delay, or early dismissal may apply to all buildings and activities or may be specific to a particular building(s) or activity. The superintendent or designee shall establish rules and practices for school closing, delay, and early dismissal.

A. Delayed Starts

When the start of a school day is delayed due to an emergency, and unless directed otherwise, staff members are expected to report to work at their usual time or as soon as practical thereafter. Employees are not excused from any portion of their normal workday as the result of a late start unless expressly dismissed by the superintendent or designee. Leave provisions contained in respective employment agreements may be used as applicable and with appropriate notification on approval. All other school activities, including childcare, will be delayed or altered due to the delayed start of the school day.

B. Early Dismissals

Upon receiving notice that school will be dismissed early, the building principal or program director shall notify staff members of the impending dismissal. The type of emergency and student departure schedule will determine how long personnel shall remain in the building and the duties they will perform. In general, employees are expected to work if they are to be compensated for that day. If authorized by the applicable employment agreement, employees may utilize various leave provisions, if they wish to leave before the end of their normal workday. Most school activities, including childcare, are to be discontinued as soon as practical.

C. School Closing

Unless expressly dismissed with pay by the superintendent or designee, compensation for the day is governed by the respective employment agreement. Makeup days, if any, shall be scheduled by the school district and compensation paid according to applicable employment agreements.

In general, employees providing direct service to students will work on alternate days to be determined by the school district. Other employees are expected to work if they are to be compensated for the day. Leave provisions contained in respective employment agreements may be used as applicable and with appropriate notification and approval.

III. GENERAL INFORMATION ON DISMISSALS AND CLOSINGS

In general, when schools are dismissed early or closed for the day, all other activities and programs in district buildings or involving Independent School District 191 students are canceled, including community education programs. Exceptions are permitted when conditions change or if the event is scheduled to occur at another location not affected by the emergency. Exceptions may be granted by the superintendent or designee. Delayed starts, early dismissals, and school closings will be communicated through all district communication channels both to the broad community and directly to the parents and guardians.

If the emergency is of sufficient duration, the school calendar may be extended to maintain the number of instructional days. No additional compensation shall be provided for this extended time unless the respective employment contracts dictate otherwise.

Legal References:

Cross References: Burnsville-Eagan-Savage School District Policy 602 (Organization of School Calendar and School Day)

Adopted: 12/17/2015
Reviewed: 1/13/2022
Revised: 1/27/2022
Rescinds:

Burnsville-Eagan-Savage School District Policy 605

605 ALTERNATIVE PROGRAMS

I. PURPOSE

The purpose of this policy is to recognize the need for alternative education programs for some school district students.

II. GENERAL STATEMENT OF POLICY

The school board recognizes the importance of alternative program options for some students. Circumstances may be such that some students are put at risk of being able to continue or to complete their education programs. It is the policy of the school board that options shall be made available for some students to select educational alternatives that will enhance their opportunity to complete their education programs, recognizing that some students may become successful learners if given an opportunity to learn in a different environment and through a different learning style.

III. RESPONSIBILITY

- A. It shall be the responsibility of the superintendent or designee to identify alternative program opportunities to be made available to students who may be at risk, to recommend such alternative programs to the school board for approval, and to familiarize students and parents with the availability of such alternative programs. The superintendent shall, through cooperative efforts with other schools, agencies, and organizations, periodically recommend additional or modified alternative educational programs to the school board.
- B. The superintendent or designee shall have discretionary authority to develop guidelines and directives to implement school board policy relating to alternative programs.

Legal References: Minn. Stat. § 120A.22, Subd. 8 (Compulsory Instruction)
Minn. Stat. § 121A.41, Subd. 11 (Definitions – Alternative Educational Services)
Minn. Stat. § 121A.45, Subd. 1 (Grounds for Dismissal)
Minn. Stat. § 123A.06 (State-Approved Alternative Programs and Services)
Minn. Stat. § 124D.66 (Assurance of Mastery Programs)
Minn. Stat. § 124D.68 (Graduation Incentives Programs)
Minn. Stat. § 124D.74 (American Indian Language and Cultural

Educational Programs)

Minn. Stat. § 125A.50 (Alternative Delivery of Specialized Instructional Services)

Cross References: Burnsville-Eagan-Savage School District Policy 102 (Equal Educational Opportunity)
Burnsville-Eagan-Savage School District Policy 603 (Curriculum Development)
Burnsville-Eagan-Savage School District Policy 604 (Instructional Curriculum)

Adopted: 3/10/2016
Reviewed: 1/13/2022
Revised: 1/27/2022
Rescinds

Burnsville-Eagan-Savage School District Policy 609

609 RELIGION

I. PURPOSE

The purpose of this policy is to identify the status of religion as it pertains to the programs of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall neither promote nor disparage any religious belief or nonbelief. Instead, the school district encourages all students and employees to have appreciation for and tolerance of each other's views.
- B. The school district also recognizes that religion has had and is having a significant role in the social, cultural, political, and historical development of civilization.
- C. The school district recognizes that one of its educational objectives is to increase its students' knowledge and appreciation of music, art, drama, and literature which may have had a religious basis or origin as well as a secular importance.
- D. Religious music, art, drama, and literature may be included in the curriculum and in school activities provided it is intrinsic to the learning experience and is presented without a religious purpose.
- E. The historical and contemporary values and the origin of various religions, holidays, customs, and beliefs may be presented in a nonreligious manner as part of the school district's curriculum.

III. RESPONSIBILITY

- A. The superintendent or designee shall be responsible for ensuring that the study of religious materials, customs, beliefs, and holidays in the school district is in keeping with the following guidelines:
 - 1. The proposed activity must have a secular purpose.
 - 2. The primary objective of the activity must be one that neither advances nor inhibits religion.
 - 3. The activity must not foster excessive governmental relationships with religion.

4. The school district will make efforts to reasonably accommodate any student who wishes to be excused from curricular activity for the purpose of a religious practice or observance of religious holidays. As with other absences, students are expected to make-up any classwork or curricular requirements missed due to the student's absence.

Legal References: U. S. Const., amend. I
 Minn. Stat. § 120A.22, Subd. 12(3) (Compulsory Instruction)
 Minn. Stat. § 120A.35 (Absence From School for Religious Observance)
 Minn. Stat. § 121A.10 (Moment of Silence)
Good News Club v. Milford Central School, 533 U.S. 98, 121 S.Ct. 2093, 150 L.Ed.2d 151 (2001)
Santa Fe Indep. Sch. Dist. v. Doe, 530 U.S. 290, 120 S.Ct. 2266 (2000)
Tangipahoa Parish Bd. of Educ. v. Freiler, 530 U.S. 1251, 120 S.Ct. 2706 (2000)
Lemon v. Kurtzman, 403 U.S.602, 91 S.Ct. 2105, 29 L.Ed.2d 745 (1971)
Child Evangelism Fellowship v. Minneapolis Special Sch. Dist. No. 1, 690 F.3d 996 (8th Cir. 2012)
Wigg v. Sioux Falls Sch. Dist., 382 F.3d 807 (8th Cir. 2004)
Doe v. School Dist. of City of Norfolk, 340 F.3d 605 (8th Cir. 2003)
Stark v. Independent Sch. Dist. No. 640, 123 F.3d 1068 (8th Cir. 1997)
Florey v. Sioux Falls Sch. Dist. 49-5, 619 F.2d 1311 (8th Cir. 1980)
Roark v. South Iron R-1 Sch. Dist., 573 F.3d 556 (8th Cir. 2009)
Child Evangelism Fellowship v. Elk River Area Sch. Dist. No. 728, 599 F.Supp.2d 1136 (D. Minn. 2009)
LeVake v. Independent Sch. Dist. No. 656, 625 N.W.2d 502 (Minn. App. 2001)
 Minn. Op. Atty. Gen. 169-J (Feb. 14, 1968)
 Minn. Op. Atty. Gen. 169-K (Oct. 21, 1949)
 Minn. Op. Atty. Gen. 63 (1940)
 Minn. Op. Atty. Gen. 120 (1924)
 Minn. Op. Atty. Gen. 121 (1924)

Cross References: Burnsville-Eagan-Savage School District Policy 102 (Equal Educational Opportunity)
 Burnsville-Eagan-Savage School District Policy 801 (Equal Access to School Facilities)

Adopted: 1/28/2016
Reviewed: 1/13/2022
Revised: 1/27/2022
Rescinds:

Burnsville-Eagan-Savage School District Policy 624

624 ONLINE LEARNING OPTIONS

I. PURPOSE

The purpose of this policy is to recognize and govern online learning options of students enrolled in Independent School District 191 for purposes of compulsory attendance and address enrollment of students with an online learning provider for supplemental or full-time online learning.

II. GENERAL STATEMENT OF POLICY

- A. On-line learning should be held to the same standards as traditional learning.
- B. Supervision of students' on-line coursework is the responsibility of the on-line provider.
- C. The school district shall not prohibit an enrolled student from applying to enroll in online learning.
- D. The school district shall grant academic credit for completing the requirements of an online learning course or program.
- E. The school district shall allow an online learning student to have the same access to the computer hardware and education software available in the school district as all other students in the school district.
- F. The school district shall continue to provide non-academic services to online learning students.
- G. Online learning students may participate in the extracurricular activities of the school district in accordance with other district policies.

III. DEFINITIONS

- A. "Blended learning" is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction.
- B. "Digital learning" is learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and

includes blended and online learning.

- C. “Enrolling district” means the school district or charter school in which a student is enrolled under Minn. Stat. § 120A.22, Subd. 4, for purposes of compulsory education.
- D. “Full-time online learning provider” means an enrolling school authorized by the Minnesota Department of Education (MDE) to deliver comprehensive public education at any or all of the elementary, middle, or high school levels.
- E. “Online learning course syllabus” is a written document that an online learning provider transmits to the enrolling school district using a format prescribed by the Commissioner of MDE (Commissioner) to identify the state academic standards embedded in an online learning course, the course content outline, required course assessments, expectations for actual teacher contact time, and other student-to-teacher communications, and the academic support available to the online learning student.
- F. “Online learning” is a form of digital learning delivered by an approved online learning provider under Paragraph III.H.
- G. “Online learning student” is a student enrolled in an online learning course or program delivered by an authorized online learning provider.
- H. “Online learning provider” is a school district, an intermediate school district, or an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students and is approved by MDE to provide online learning courses.
- I. “Student” is a Minnesota resident enrolled in a public school, a nonpublic school, church or religious organization, or home school in which a child is provided instruction in compliance with Minn. Stat. §§ 120A.22 and 120A.24.
- J. “Supplemental online learning” means an online learning course taken in place of a course period at a local district school.

IV. PROCEDURES

- A. Dissemination and Receipt of Information
 1. The school district shall make available information about online learning to all interested people. The school district may utilize the list of approved online learning providers and online learning courses and programs developed, published, and maintained by MDE.
 2. The school district will receive and maintain information provided to it by online learning providers.

3. The online learning provider must report or make available information on an individual student's progress and accumulated credit to the student, the student's parent, and the enrolling district in a manner specified by the Commissioner unless the enrolling district and the online learning provider agree to a different form of notice and notify the Commissioner.
4. The enrolling district must designate a contact person to help facilitate and monitor the student's academic progress and accumulated credits toward graduation.

B. Student Enrollment

1. A student may apply for full-time enrollment in an approved online learning program. The student must have the written consent of a parent or guardian to do so if the student is under eighteen (18) years of age.
2. The student and the student's parents must submit an application to the online learning provider and identify the student's reason for enrolling. An online learning provider that accepts a student under this section must notify the student and the enrolling district in writing within ten days if the enrolling district is not the online learning provider. The student and the student's parent must notify the online learning provider of the student's intent to enroll in online learning within ten days of being accepted, at which time the student and the student's parent must sign a statement indicating that they have reviewed the online course or program and understand the expectations of enrolling in online learning. The online learning provider must use a form provided by MDE to notify the enrolling district of the student's application to enroll in online learning.
3. The supplemental online learning notice to the enrolling district when a student applies to the online learning provider will include the courses or program, credits to be awarded, and the start date of the online learning course or program. An online learning provider must make available the supplemental online learning course syllabus to the enrolling district. Within 15 days after the online learning provider makes information in this paragraph available to the enrolling district, the enrolling district must notify the online learning provider whether the student, the student's parent, and the enrolling district agree or disagree that the course meets the enrolling district's graduation requirements. A student may enroll in a supplemental online learning course up to the midpoint of the school district's term. The school district may waive this requirement for special circumstances with the agreement of the online learning provider.
4. An online learning course or program that meets or exceeds a graduation standard or the grade progression requirement of the enrolling district as described in the provider's online learning course syllabus meets the corresponding graduation requirements applicable to the student in the enrolling district. If the enrolling district does not agree that the course or

program meets its graduation requirements, then the enrolling district must make available an explanation of its decision to the student, the student's parent, and the online learning provider; and the online learning provider may make available a response to the enrolling district, showing how the course or program meets the graduation requirements of the enrolling district.

5. An online learning student may enroll in supplemental online learning courses equal to a maximum of 50 percent of the student's full schedule of courses per term during a single school year, and the student may exceed the supplemental online learning registration limit if the enrolling district permits for supplemental online learning enrollment above the limit or if the enrolling district and the online learning provider agree to the instructional services. To enroll in more than 50 percent of the student's full schedule or courses per term in online learning, the student must qualify to exceed the supplemental online learning registration limit or apply to enroll in an approved full-time online learning program consistent with Paragraph IV.B.2. above. Full-time online learning students may enroll in classes at a local school under a contract for instructional services between the online learning provider and the school district.
6. An online learning student may complete course work at a grade level that is different from the student's current grade level.
7. An online learning student may enroll in additional courses with the online learning provider under a separate agreement that includes terms for paying any tuition or course fees.

C. Classroom Membership and Teacher Contact Time

1. The enrolling district may reduce an online learning student's regular classroom instructional membership in proportion to the student's membership in online learning courses.
2. The school district may reduce the course schedule of an online learning student in proportion to the number of online learning courses the student takes from an online learning provider other than the school district.
3. A teacher with a Minnesota license must assemble and deliver instruction to enrolled students receiving online learning from an enrolling district. The delivery of instruction occurs when the student interacts with the computer or the teacher and receives ongoing assistance and assessment of learning. The instruction may include curriculum developed by persons other than a teacher holding a Minnesota license.
4. The online learning provider, other than a digital learning provider offering digital learning to its enrolled students only under Minn. Stat. § 124D.095, Subd. 4(d), must give the Commissioner written assurance that

all courses meet state academic standards and the online learning curriculum, instruction, and assessment expectations for actual teacher contact time or other student-teacher communications and academic support meet nationally recognized standards and are described as such in an online learning course syllabus that meets the Commissioner's requirements.

D. Academic Credit; Graduation Standards or Requirements

1. The school district shall apply the same graduation requirements to all students, including online learning students.
2. The school district shall use the same criteria for accepting online learning credits or courses as it does for accepting credits or courses for nonresident transfer students under Minnesota law.
3. The school district may challenge the validity of a course offered by an online learning provider. Such a challenge will be filed with MDE.
4. The school district shall count secondary credits granted to an online learning student toward its graduation and credit requirements.
5. If a student completes an online learning course or program that meets or exceeds a graduation standard or grade progression requirement at the school district, that standard or requirement will be met.

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
 Minn. Stat. § 120A.24 (Reporting)
 Minn. Stat. § 123B.42, Subd. 1a (Curriculum; Electronic Components)
 Minn. Stat. § 124D.03 (Enrollment Options Program)
 Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)
 Minn. Stat. § 124D.095 (Online Learning Option Act)

Cross References: Burnsville-Eagan-Savage School District Policy 509 (Enrollment of Nonresident Students)
 Burnsville-Eagan-Savage School District Policy 605 (Alternative Programs)
 Burnsville-Eagan-Savage School District Policy 608 (Instructional Services – Special Education)
 Burnsville-Eagan-Savage School District Policy 613 (Graduation Requirements)
 Burnsville-Eagan-Savage School District Policy 620 (Credit for Learning)



**Agenda V.A.8.
January 27, 2022**

To: Board of Education

From: Dr. Theresa Battle, superintendent

Date: January 20, 2022

Re: Policy 906: *Community Notification of Predatory Offenders.*

Recommendation: Approve, on a second reading basis, changes to Policy 906: *Community Notification of Predatory Offenders.*

The policy was reviewed by the Policy Review Committee on November 15, 2021. Policy revisions were requested by administration. The Board approved the first reading on January 13, 2022.

Adopted: 6/1998
Reviewed: 1/13/2022
Revised: 1/27/2022
Rescinds: KO

Burnsville-Eagan-Savage School District Policy 906

906 COMMUNITY NOTIFICATION OF PREDATORY OFFENDERS

I. PURPOSE

The purpose of this policy is to assist school administrators and staff members in responding to a notification by a law enforcement agency that a convicted predatory offender is moving into the school district so that they may better protect individuals in the school's care while they are on or near the school district premises or under the control of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide information to staff regarding known predatory offenders that are moving into the school district so that they may monitor school premises for the safety of the school, its students, and employees. Staff will be notified as appropriate and have access to Offender Fact Sheets.
- B. The superintendent, in cooperation with appropriate school transportation officials, will evaluate bus routes and bus stops. Bus drivers will have access to Offender Fact Sheets. If necessary, bus stops may be moved if they place children in close proximity to a predatory offender who has been convicted of crimes against children of similar ages.
- C. The superintendent, in conjunction with the building principal or designee, shall prepare or provide safety information for distribution to students regarding protecting themselves from abuse, abduction, or exploitation. The school district will prepare a list of available resources. Staff will provide safety information to students on how to protect themselves against abuse, abduction, or exploitation. School officials may ask their police liaison officer or local law enforcement officials for assistance in providing instruction to staff and students.

III. DEFINITIONS

- A. The "Sex Offender Community Notification Act," Minn. Stat. § 244.052, as amended, allows law enforcement agencies to disclose information about certain predatory offenders when they are released into the community. The information disclosed and to whom it is disclosed will depend upon their assessment of the level of risk posed by the predatory offender.
- B. "Risk Level Assessment" is the level of danger to the community as established

by the Minnesota Department of Corrections following a review by a committee of experts. The level of risk assigned to a soon-to-be-released offender determines the scope of notification. (Minn. Stat. § 244.052, Subds. 2, 3)

C. “Risk Levels”

1. “Level I” – Risk Level I is assigned to a predatory offender whose risk assessment score indicates a low risk of re-offense.
2. “Level II” – Risk Level II is assigned to a predatory offender whose risk assessment score indicates a moderate risk of re-offense.
3. “Level III” – Risk Level III is assigned to a predatory offender whose risk assessment score indicates a high risk of re-offense.

(Minn. Stat. § 244.052, Subd. 3(e))

D. “Notification or Disclosure by Law Enforcement Agency”

1. Risk Level I – The local law enforcement agency may disclose certain information to other law enforcement agencies and to any victims of or witnesses to the offense committed by the offender. There will be no disclosure to school districts.
2. Risk Level II – In addition to those notified in Level I, a law enforcement agency may notify agencies and groups the offender is likely to encounter that the offender is about to move into the community and provide to those agencies and groups an Offender Fact Sheet on the offender. School districts, private schools, day care centers, and other institutions serving those likely to be victimized by the predatory offender are included in a Level II notification.
3. Risk Level III – In most cases, the local law enforcement agencies will hold a community meeting and distribute an Offender Fact Sheet with information concerning and a photograph of the soon-to-be-released Level III offender.

(Minn. Stat. § 244.052, Subd. 4)

E. “Offender Fact Sheet” is a data sheet compiled by the Department of Corrections or local law enforcement agency. The Offender Fact Sheet contains both public and private data including a photograph and physical description of the predatory offender, as well as the general location of the offender’s residence.

1. A local law enforcement agency will generally provide Offender Fact Sheets for Level II and Level III predatory offenders directly to the school district.

2. Level III Offender Fact Sheets will be distributed at a community meeting conducted by the local law enforcement agency.
- F. “Law enforcement agency” means the law enforcement agency having primary jurisdiction over the location where the offender expects to reside upon release. (Minn. Stat. § 244.052, Subd. 1(3))
- G. “Criminal history conviction data” is public data on a convicted criminal which is compiled by the State Bureau of Criminal Apprehension (BCA). (Minn. Stat. § 13.87)

IV. PROCEDURES

A. Level II Notification

In keeping with the statutorily designated purpose that Offender Fact Sheets are to be used by staff members to secure the school and protect individuals in the school district’s care while they are on or near the school district’s premises or under the control of the school district, the school district will take the following steps:

1. The superintendent shall notify the law enforcement agencies within the school district that all appropriate Level II and Level III notifications are to be provided at least to the superintendent of schools.
2. Upon notification of the release of a Level II predatory offender, the superintendent or designee shall forward the Offender Fact Sheet to all building principals and appropriate administrators. This would include transportation, food service, early childhood, special education, and buildings and grounds supervisors.
3. Principals of schools in close proximity to the Level II predatory offender’s residence shall meet with staff and show the Offender Fact Sheet to persons within the buildings who supervise students or who would be in a position to observe if the Level II offender was in or around the school. This includes, but is not limited to, administrators, teachers, coaches, paraprofessionals, custodians, clerical and office workers, food service workers, volunteers, and transportation providers.
4. The school or program administrator will share the Offender Fact Sheet with staff members at their site who are most likely to encounter visitors or others on or near the school grounds, including playground supervisors, custodians, secretaries and physical education teachers.

B. Level III Notification

1. The superintendent shall notify the law enforcement agencies within the school district that all Level III notifications of community meetings are to

be provided to the superintendent of schools.

2. When a Level III predatory offender is released into a community, generally the local law enforcement agency will notify the school district of the time and location of the community meeting at which the Level III Offender Fact Sheet will be distributed to the community.
3. When the school district receives this information, the superintendent shall determine on a case-by-case basis whether the school district will notify parents and students of the time, date, and location of the community meeting.
4. When notified of a Level III predatory offender community meeting the superintendent or another school district administrator designated by the superintendent shall attend the community notification meeting.
5. When the school district receives information that a Level III predatory offender is moving into the school district, in addition to following the procedures specified above, the school district shall follow the procedures outlined for a Level II notification.
6. If the predatory offender is participating in programs offered by the school district that require or allow the person to interact with children other than the person's children, the superintendent shall notify parents of children in the school district of the contents of the Offender Fact Sheet.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 Minn. Stat. § 244.052 (Community Notification)
 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
 42 U.S.C. § 16901 *et seq.* (Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Program)
 Dept. of Admin. Advisory Op. No. 98-004

Cross References: Burnsville-Eagan-Savage School District Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
 Burnsville-Eagan-Savage School District Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
 Burnsville-Eagan-Savage School District Policy 515 (Protection and Privacy of Pupil Records)
 Burnsville-Eagan-Savage School District Policy 903 (Visitors to School District Buildings and Sites)



**Agenda V.A.9.
January 27, 2022**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Brian Gersich, assistant superintendent

Date: January 20, 2022

Re: Policy 512: *School-Sponsored Student Publications and Activities.*

Recommendation: Approve, on a first reading basis, non-substantive changes to Policy 512: *School-Sponsored Student Publications and Activities.*

Policy 512 was reviewed by the Policy Review Committee on November 15, 2021, and January 18, 2022. The changes were recommended by the Policy Review Committee.

Adopted: 9/24/2015
 Reviewed: ~~4/12/2018~~1/27/2022
 Revised PRC 2021-11-15
 Rescinds:

Burnsville-Eagan-Savage School District Policy 512

512 SCHOOL-SPONSORED STUDENT PUBLICATIONS AND ACTIVITIES

I. PURPOSE

The purpose of this policy is to protect students' rights to free speech in production of official school publications and activities while at the same time balancing the school district's role in supervising student publications and the operation of public schools.

II. GENERAL STATEMENT OF POLICY

- A. The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities.
- B. Expressions and representations made by students in school-sponsored publications and activities are not expressions of official school district policy. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies.
- C. Students who believe their right to free expression has been unreasonably restricted in an official student publication or activity may seek review of the decision by the building principal. The principal shall issue a decision no later than three (3) school days after review is requested.
 - 1. Students producing official school publications and activities shall be under the supervision of a faculty advisor and the school principal. Official publications and activities shall be subject to the guidelines set forth below.
 - 2. Official school publications may be distributed at reasonable times and locations.

III. DEFINITIONS

- A. "Distribution" means circulation or dissemination of material by electronic means and/or means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing materials in internal staff or student mailboxes.
- B. "Official school publications" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as a part of the curriculum.

- C. “Obscene to minors” means:
1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- D. “Minor” means any person under the age of eighteen (18).
- E. “Material and substantial disruption” of a normal school activity means:
1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, “material and substantial disruption” is defined as any disruption which interferes with or impedes the implementation of that program.
 2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) “material and substantial disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.
- In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
- F. “School activities” means any activity of students sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- G. “Libelous” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower that individual in the esteem of the community.

IV. GUIDELINES

- A. Expression in an official school publication or school-sponsored activity is prohibited when the material:
1. is obscene to minors;
 2. is libelous or slanderous;
 3. advertises or promotes any product or service not permitted for minors by law;
 4. encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
 5. ~~expresses or advocates sexual, racial, or religious harassment or violence or prejudice;~~expresses or advocates sexual, gender identity or expression, racial, or religious harassment or violence or prejudice;
 6. is distributed or displayed in violation of time, place, and manner regulations.
- B. Expression in an official school publication or school-sponsored activity is subject to editorial control by the school district over the style and content so long as the school district's actions are reasonably related to legitimate pedagogical concerns. These may include, but are not limited to, the following:
1. assuring that participants learn whatever lessons the activity is designed to teach;
 2. assuring that readers or listeners are not exposed to material that may be inappropriate for their level of maturity;
 3. assuring that the views of the individual speaker are not erroneously attributed to the school;
 4. assuring that the school is not associated with any position other than neutrality on matters of political controversy;
 5. assuring that the sponsored student speech cannot reasonably be perceived to advocate conduct otherwise inconsistent with the shared values of a civilized social order;
 6. assuring that the school is not associated with expression that is, for example, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

C. Time, Place, and Manner of Distribution

Students shall be permitted to distribute written materials at school as follows:

1. Time

Distribution shall be limited to the hours before the school day begins, during lunch hour and after school is dismissed and/or by electronic means approved by district administration.

2. Place

Written materials may be distributed in locations so as not to interfere with the normal flow of traffic within the school hallways, walkways, entry ways, and parking lots. Distribution shall not impede entrance to or exit from school premises in any way.

3. Manner

No one shall induce or coerce a student or staff member to accept a student publication.

Legal References:

U. S. Const., amend. I

Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)

Bystrom v. Fridley High School, I.S.D. No. 14, 822 F. 2d 747 (8th Cir. 1987)

Morse v. Frederick, 551 U.S. 393, 127 S.Ct. 2618, 168 L.Ed.2d 290 (2007)

Cross References:

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

Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)

Burnsville-Eagan-Savage School District Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)



Future Ready. Community Strong.

**Agenda V.A.10.
January 27, 2022**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Lesley Chester, board chair

Date: January 21, 2022

Re: Committee Assignments for 2022

Recommendation: that the Board of Education approves the committee assignments, board appointments, and school assignments for 2022.

Standing Committees:

Policy Review Committee	Toni Connor (Chair), Abigail Alt, Sue Said
Negotiations Committee	Abigail Alt (Chair), Eric Miller, Anna Werb
Legislative Committee	Scott Hume (Chair), Anna Werb, Eric Miller

Board Appointments:

AMSD (Association of Metropolitan School Districts)	Toni Connor
Burnsville Chamber	Toni Connor (primary) Abigail Alt (alternate)
917	Lesley Chester
Foundation 191	Sue Said (primary) Anna Werb (alternate)
MSBA (Minnesota School Boards Association)	Scott Hume (primary) Sue Said (alternate)
MSHSL (Minnesota State High School League)	Eric Miller
Burnsville High School Hall of Fame	Scott Hume

School Assignments:

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

January 27, 2022 Board Meeting

Board Members' Questions and Staff Responses regarding BoardBook materials

(FY22 Revised)

Board Member Question	Staff Response
<p>1. BU 01010 Gen. Elem. Instruction - I would like to understand more about the \$696,209 decrease for this item.</p> <p>BU02010 Gen. MS Instruction - Same question for the \$266,099 decrease.</p> <p>BU03010 Gen. HS Instruction - Same question for the \$191,299 decrease.</p> <p>BU10010 Alternative Learning Center - Same question for the \$1.383 decrease.</p>	<p>General Elementary, Middle School and High School instruction - Reflects adjustments for the coverage of positions by compensatory and federal funds.</p> <p>Reflects adjustments for the coverage of positions by compensatory and federal funds.</p> <p>Alternative Learning Center (ALC) - This reflects adjustments for the coverage of positions by compensatory funds due to recoding - using restricted funds first.</p>
<p>2. BU11011 Student Activities - If I remember correctly, this BU was operating in the red in recent years. If this is the case, how are we faring now - seeing the \$500,000 decrease? I am curious to understand our process (and progress with) balancing the Activities budget.</p>	<p>This is not the Activities budget under Jay Lepper or Guillaume Paek; but the Student Activities Budget which was added to the General fund a year ago. The activity by our student groups is slow in picking up to the level it was previously. The funds are now under board control and expenditures are limited as to what they can be used for. We anticipate it will slowly increase. Accounts are not allowed to be negative.</p>
<p>3. BU 13030 Compensatory - The increase for this BU is related to legislative funding shifts, no? Perhaps a brief update on</p>	<p>This reflects adjustments for the coverage of positions by compensatory funds due to recoding - using restricted funds first.</p>

<p>where we are currently with Compensatory funding might be helpful.</p>	<p>Positions/ expenditures were otherwise coded to ALC and some general codings. We lost about \$2Million in Compensatory funding. We needed to adjust the allocation to sites per the latest compensatory report.</p>
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(Transportation Addenda)

Board Member Question	Staff Response
<p>To date since November 2021, on what days (and for each day, how many routes) have we have requested Schmitty deliver:</p> <p>a. Educational materials.</p> <p>b. Food.</p>	<p>We are paying them 90 percent of their normal costs for the days we choose to go Distance Learning (DL). Current contract only calls for us paying them on days they actually transport students. For the first few months of the pandemic we used Schmitty and Sons (SAS) on the DL days for delivery of materials or meals. We did not require those services, so we did not use them for those types of routes. The addendum allows us to maximize their use and pay them the extra 10 percent should we need them. The addendum would allow us to pay SAS for the 3 days in November and 3 days in December when we transitioned to DL.</p>

(Minnesota State High School League (MSHSL) Cooperative Agreement)

Board Member Question	Staff Response
<p>Understanding that each school district has its own culture, explicit (and sometimes implicit) expectations for students, and disciplinary practices, it goes without saying that I trust that the coaches will lead this proposed team based on One91 culture, expectations, and disciplinary practices as it will technically be our district's team and our district's responsibility, albeit a mix of PLS and One91 players.</p> <p>Do we have an estimate for PLS participants in this team?</p>	<p>All students participating here at BHS, supervised by our coach, will adhere to expectations we have in ISD 191. While we do not have the exact predicted numbers of participants, Prior Lake is confident they should have enough interest to field a stand alone program in two years. The two year mark is the minimum number of years allowed by the MSHSL for Cooperative Sponsorships.</p>

(World's Best Workforce Kindergarten Readiness)

Board Member Question	Staff Response
<p>1. Slide 7 - Says on average 75% in 2020-21 enrolled in Kindergarten for 2021-22. What happened to the other 25%? Did they enroll somewhere else, is there data that shows where they went?</p>	<p>We do not have the information as to where the students enroll when they leave the district to attend kindergarten.</p>
<p>2. Slide 8 - Of the 35.9% do we know how many were in VPK or in some form of PK?</p>	<p>We know which students attended Voluntary Prekindergarten (VPK) in the district, but not from other districts or other preschool experiences.</p>

(COVID Update - Social- Emotional Learning (SEL) Services)

Board Member Question	Staff Response
<p>1. Slide 10 - What services specifically are available through P1 relating to Mental Health? I didn't see any listed in a recent email from Hailey, only the reference to virtual visits through MD Live but that is physician services. What other services specific to mental health does P1 provide?</p>	<p>The preferred one options are as follows:</p> <ul style="list-style-type: none"> ● Access virtual resources like MD Live for medical/counseling support anytime, day or night ● Employee assistance program (EAP) counselors for legal, financial and relationship advice or counseling for depression, substance abuse or other concerns ● Free crisis resources are also available at namimn.org/support/resources/crisis-resources
<p>2. Slide 13 - I reviewed Second Steps program information online. I wasn't able to tell specifically of it's proven efficacy for BIPOC students. Is there any data that would reflect this program aligns with our culturally proficient school system philosophy?</p>	<p>Second Step is not proven to be effective for Black, Indigenous and People of Color (BIPOC) students. In interviews with members of the selection committee it was shared that the options that existed did not have a significant base of research support for BIPOC students. However, Second Step does use research informed strategies to meet the needs of our multicultural population.</p> <ul style="list-style-type: none"> ● Second Step was the only SEL curriculum considered that had parent forms available in Spanish and ways to modify the lessons for second language learners. ● Culturally Proficient Teaching strategies such as turn and talk, small group are used in lessons ● Second Step emphasizes role playing, non-judgemental responses, and modeling. ● Second Step also provides limited research on positive results schoolwide.

I would like more detailed information about Move Mindfully. What is it? How is it being used, what grades, how often?

MoveMindfully is in the following schools: William Byrne (WB), Edward Neill (EN), Vista View (VV), Eagle Ridge Middle School (ERMS), Nicollet Middle School (NMS). It was purchased for those schools using SHIP grant dollars (the buildings themselves elected to apply for the grant money). There are different breathing techniques and many different stretches. Some teachers like to use it to help refocus the class when students are getting wiggly. Some use it to incorporate movement into transitions throughout the day.

Specifics to how it is used vary. For example, NMS uses it in its focus program once a week. Both middle schools used MoveMindfully last year virtually every Wednesday with students and staff for 30 min. They have posters up in "house" areas that illustrate different MoveMindfully breathing and movement exercises students can do when taking a break from class. At this time MoveMindfully exercises are not utilized in classrooms across the board, but teachers individually utilize them as they see fit.

Move Mindfully is used in VV and EN as a regulation strategy in the classroom/school. Similar to ERMS, the amount teachers use it varies across the building. There are posters in all of the classrooms and hallways, and all teachers have MoveMindfully flash cards they can use.

<p>3. Slide 14 - How are we identifying our SEL services for both staff and students are equitable?</p> <p>Not all cultures view mental health the same and there can be barriers and challenges to following through on treatment.</p> <p>How are we measuring the success of our programs specifically for our most at risk students?</p>	<p>Selection of programs goes through an identification process that includes consideration of cultural proficiency. All students have access to available SEL services. District wide supports are available for all staff, but specific building staff support can vary depending on resources.</p> <p>Cultural liaisons are used extensively to work with families when sharing resources and are themselves resources to identify culturally appropriate tools and ideas.</p> <p>Our number one measure of success is student achievement. Sub categories include looking at suspension and Office Discipline Referral (ODR) rates for students of color. Positive Behavioral Interventions and Support (PBIS) fidelity is measured through annual walkthroughs.</p> <p>In addition, middle schools are piloting screening tools and all buildings identify multidisciplinary support teams to address student needs.</p> <p>A formal measure is the Minnesota student survey which is done every 3 years.</p>
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Future Ready. Community Strong.

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

Agenda V.B.1.
January 27, 2022

From: Guillaume Paek, Athletic Director

Date: January 11, 2022

Re: Burnsville High School Cooperative Sponsorship with Prior Lake—Badminton

RECOMMENDATION: That the Board of Education approves a cooperative sponsorship in Badminton with Prior Lake beginning in the spring of 2022

Discussion

Prior Lake is seeking to add Badminton as an offering for their student body. There was a request to co-op from Prior Lake until they could become a stand-alone program. The minimum number of years for a cooperative sponsorship is two years. The expectation is that this collaborative would be dissolved after two years, as there is anticipation that there will be enough interest to be a separate program in two years.

Badminton is a no-cut sport, and our current numbers would allow us to absorb participants wanting to play coming from Prior Lake. Practices and competitions will be held at Burnsville High School and students from Prior Lake will come and participate at our school.

There are several positive consequences in entering in this co-op. The first is that Prior Lake will be the second SSC school to offer badminton. The second is growing the number of badminton teams playing MSHSL badminton. Growing the sport gets the sport closer to the threshold for the MSHSL to run an official State Tournament. Currently the schools who offer badminton have a recognized state tournament, but it is paid for completely by the participating schools and is put together by volunteers who are passionate about the sport.

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 Girls Badminton
 beginning with the 20²¹ - 20²² 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:	Burnsville High School	1971	Burnsville, MN	3AA	
High School #2:	Prior Lake High School	2722	Prior Lake, MN	3AA	
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)

1. 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

2. 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.
 No

3. 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%20A%20History%20&%20Model%20Resolution%20for%20School%20Boards))
Prior Lake is hoping to start a stand alone Badminton program and needs a partner to start.

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	0	4	3	10	4	4
High School #2	0	0	0	0	0	0
High School #3						
High School #4						

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

6. Team Colors: Black and Gold Team Mascot: Blaze

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



Future Ready. Community Strong.

**Agenda IV. B.2.
January 27, 2022**

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

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

DATE: January 20, 2022

RE: Approve 2021-22 Revised Budget

RECOMMENDATION: That the Board of Education approves the 2021-22 Revised Budget providing all funds’ revenues of \$195,655,474 and all funds’ expenditures of \$195,682,512.

**ISD 191 BURNSVILLE - EAGAN - SAVAGE
2021-2022 REVISED BUDGET
CHANGES IN FUND BALANCE**

FUND	REVENUE BUDGET	EXPENDITURE BUDGET	INCR (DECR) TO FUND BALANCE
GENERAL	\$ 135,885,717	\$ 136,035,698	\$ (149,981)
FOOD SERVICE	5,096,656	4,813,814	282,842
COMMUNITY SERVICE	6,327,851	5,710,055	617,796
CAPITAL PROJECTS	250	1,657,945	(1,657,695)
DEBT SERVICE	24,900,000	23,185,000	1,715,000
CUSTODIAL FUNDS	-	-	-
INTERNAL SERVICE FUND	23,445,000	24,280,000	(835,000)
TOTAL ALL FUNDS	\$ 195,655,474	\$ 195,682,512	\$ (27,038)

Each fiscal year the budget is revised to reflect the most current information available with respect to revenues and expenditures. This recommendation formally recognizes these amendments to the revisions by incorporating them into the budget document. Revisions have been made in all governmental funds. There is a strong possibility of an Amendment to this Revised Budget that will be considered in April, 2022.

Following is a brief explanation of the more substantive amendments to the revisions: 147

General Fund

- General Education Formula used is the \$6728 per adjusted pupil unit which is a 2.45% increase from the prior year formula used.
- Enrollment assumptions increased by 76 average daily membership (ADMs) with a total of 7,680 ADMs from 7,604 ADMs used in the Adopted FY22 budget.
- Revenue budget changes related to increase in state aid funding after the legislative session ended in the summer and inclusion of various Federal Relief Funds.
- Expenditure budget reductions for areas anticipated to be underspent due to the use of federal relief funds utilized and changes to assumptions.
- Revised FY22 Budget includes an increase over the Adopted FY22 Budget of 22.14 FTEs within the General Fund.

With time, more planning has been implemented and positions have been identified for funding by the various federal relief funds and our typical funding sources. The General Fund in the Adopted FY22 Budget anticipated the use of fund balance of \$5,081,823. The Revised FY22 Budget projects the use of fund balance of \$149,981. This significant change anticipates some of the similar savings we have seen to our general fund throughout the pandemic. The projected unassigned fund balance as a percent of general fund total expenditures for June 30, 2022 is projected to be approximately 14.11%.

Food Service Fund

The food service revenues and expenditures have been revised for more accurate assumptions based on updated personnel costs and the use of the Summer Food Service Program. As a result of using the Summer Food Service Program, we are projecting an increase to the fund balance.

Community Service Fund

The community service revenues and expenditures have been reviewed and revised for more accurate assumptions based on prior year trends, experiences, and changes in programming.

Debt Service Fund

The debt service revenues and expenditures have been reviewed and accurately reflect principal and interest payments, including the necessary refunding payments as a result of the 2021A Refunding Bonds which will pay off the 2012A Bonds when callable in February and the receipt of the proceeds from the sale of River Ridge Education Center.

I recommend approval of the 2021-22 Revised Budget.

BLAZE YOUR PATH BLAZE
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Fiscal Year 2022¹⁴⁸ Revised Budget

**Lisa Rider - Executive Director of
Business Services**

January 27, 2022



- » Provide the Board and Community with school finance information and resources for COVID-19 relief
- » Recommendation to the Board for approval of Fiscal Year (FY) 2022 Revised Budget

Agenda

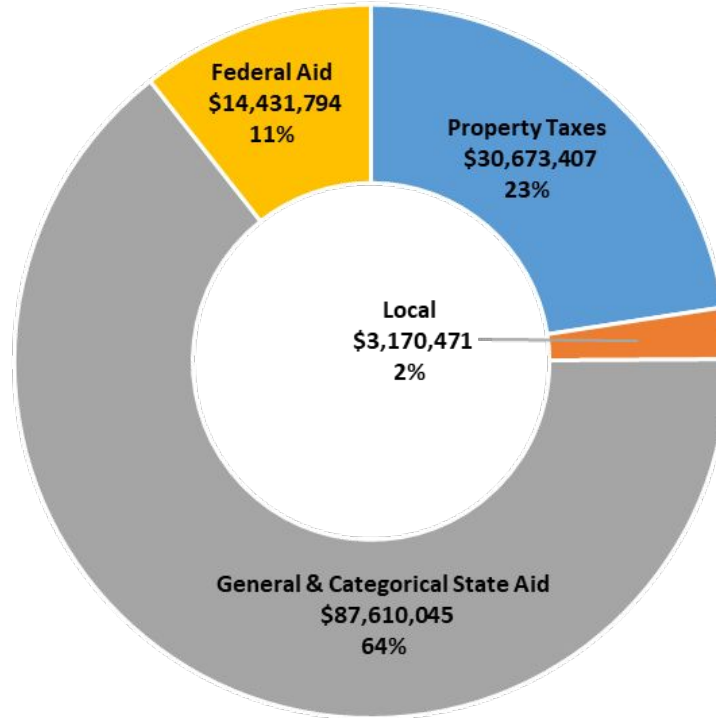
- Where does district funding come from?
- What restrictions are there on district spending?
- How does the district spend its money?
- Why is there a shortfall now?
 - State aid is still behind
 - Impact of Enrollment, “the numbers”
- What’s the current situation

2021-2022 Revised Budget - All Funds

ISD 191 BURNSVILLE - EAGAN - SAVAGE 2021-2022 REVISED BUDGET CHANGES IN FUND BALANCE				
FUND	AUDITED FUND BALANCE 6/30/21	REVENUE BUDGET	EXPENDITURE BUDGET	PROJECTED FUND BALANCE 6/30/22
GENERAL	\$ 29,521,879	\$ 135,885,717	\$ 136,035,698	\$ 29,371,898
FOOD SERVICE	1,119,125	5,096,656	4,813,814	1,401,967
COMMUNITY SERVICE	2,072,635	6,327,851	5,710,055	2,690,431
CAPITAL PROJECTS	1,657,695	250	1,657,945	0
DEBT SERVICE	4,123,714	24,900,000	23,185,000	5,838,714
CUSTODIAL FUNDS	-	-	-	-
INTERNAL SERVICE FUND	23,785,113	23,445,000	24,280,000	22,950,113
TOTAL ALL FUNDS	\$ 62,280,161	\$ 195,655,474	\$ 195,682,512	\$ 62,253,123

General Fund Revenue - \$135,885,717

Revenue:
Where does
it come
from?



What restrictions are there?

153

General Fund Capital: Annual allocation that can only be used for approved personnel and equipment per state statute

Title Funds: Federal money designated for specific purposes such as needs associated with high poverty rates

Technology Levy: Specifically for technology, personnel and equipment

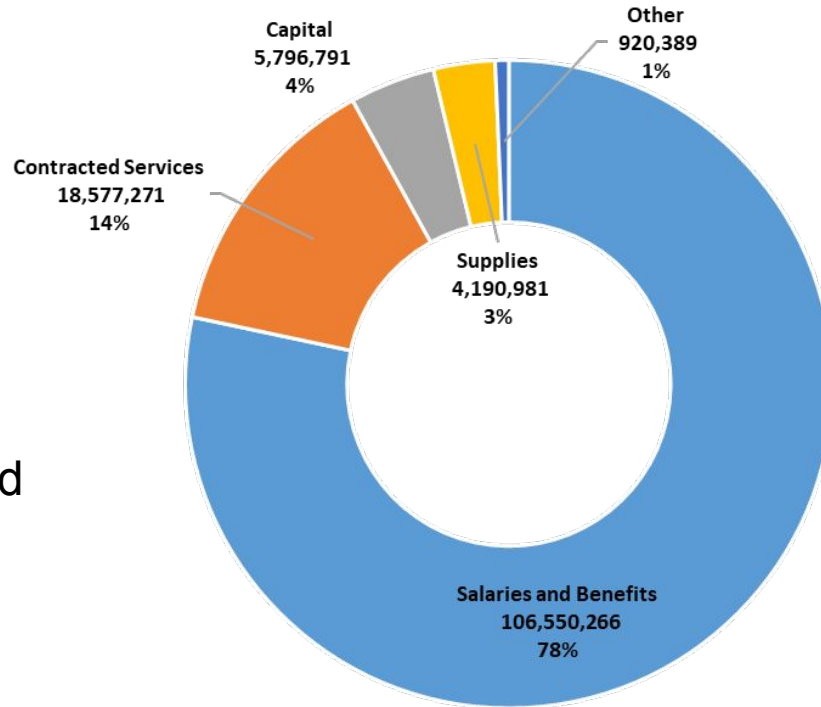
Community Education - Food & Nutrition Services

Capital Building Funds: Can only be used for facilities projects
(example: Vision One91 funds expected to be fully spent by 6/30/2022)

General Fund Expenditures by Object - \$136,035,698

Spending: By Type of Expense

- 78% on people
- 22% on supplies, facilities, contracted services, etc.



People: By Bargaining Group General Fund

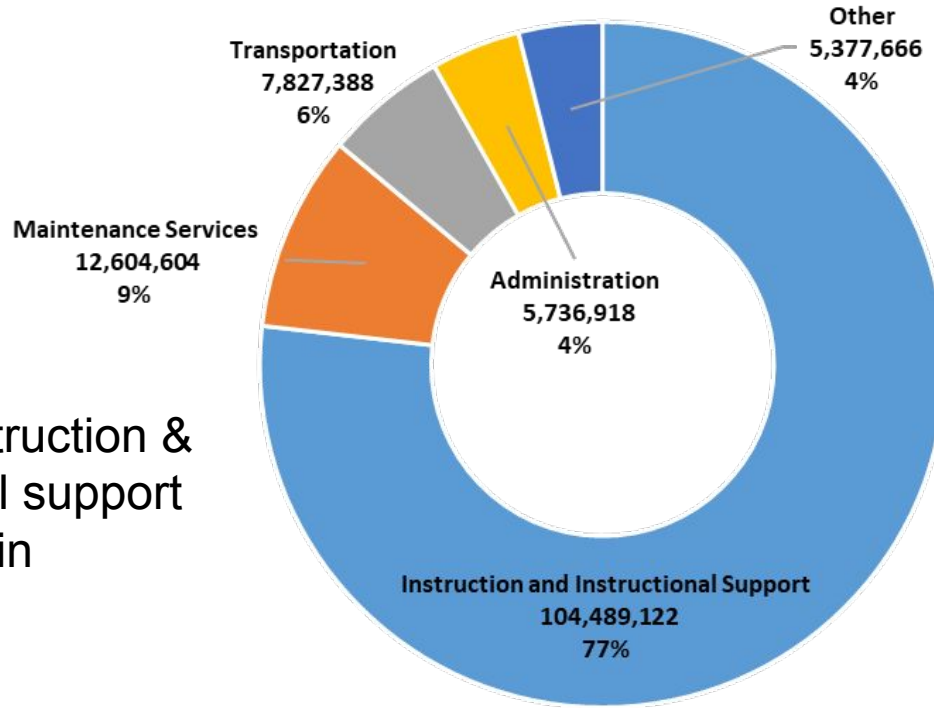
General Fund Bargaining Group	Sum of FTE (Full-Time Equivalent)	Sum of Salary	Sum of Benefits	Total Salary + Benefits	% of Total
Clerical	44.00	\$ 2,168,787	\$ 980,660	\$ 3,149,447	3.18%
Confidential	6.00	\$ 407,929	\$ 161,316	\$ 569,244	0.57%
Custodial	72.00	\$ 3,697,665	\$ 1,168,952	\$ 4,866,617	4.91%
District Wide	8.65	\$ 1,060,678	\$ 369,098	\$ 1,429,776	1.44%
Educational Asst	169.71	\$ 4,785,832	\$ 3,025,345	\$ 7,811,176	7.88%
Info Tech Specialists	13.00	\$ 748,594	\$ 265,399	\$ 1,013,993	1.02%
Operations	3.00	\$ 220,604	\$ 65,053	\$ 285,657	0.29%
Principals	20.00	\$ 2,856,568	\$ 968,251	\$ 3,824,819	3.86%
Superintendent	1.00	\$ 195,760	\$ 57,745	\$ 253,505	0.26%
Teachers	624.98	\$ 49,087,542	\$ 20,586,603	\$ 69,674,144	70.32%
Unaffiliated	45.18	\$ 3,041,499	\$ 1,319,865	\$ 4,361,364	4.40%
VPK / CE	30.84	\$ 1,346,922	\$ 489,924	\$ 1,836,846	1.85%
Grand Total	1,038.36	\$ 69,618,379	\$ 29,458,211	\$ 99,076,590	100%

[Burnsville-Eagan-Savage District #191 Bargaining Unit Descriptions](#)

General Fund Expenditures by Program - \$136,035,698

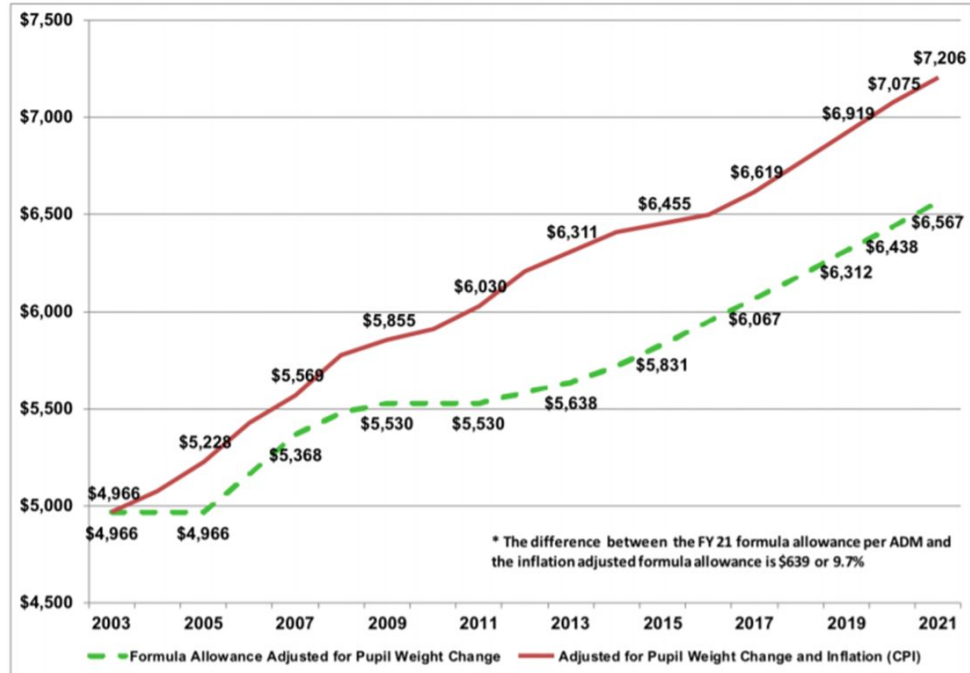
Spending: By Purpose

- 77% on instruction & instructional support
- 4% on admin



General Education Formula - State Aid is still behind

General Education Formula Allowance, 2003-2021 Adjusted for Pupil Weight Change and Inflation (CPI)



* The difference between the FY 21 formula allowance per ADM and the inflation adjusted formula allowance is \$639 or 9.7%

Source: MDE August 2019 Inflation Estimates



Association of Metropolitan School Districts



EHLERS

FY 2022 Revised Budget

General Education Formula - State Aid Numbers

158

- The General Education Formula generates for us 41.6% of our total General Fund Revenue in our Revised FY22 Budget
- General Education Formula increase of 2.45% increased the formula from \$6,567 to \$6,728 per pupil
- Applying this increase with no change in enrollment from the prior year = \$1,378,154
- \$1,378,154 is equal to 1.1% increase in all expenditures from the prior year
- Each year we must apply the increase with adjustments for our projected end of year enrollment
- For ISD 191, due to our change in enrollment, our increase in revenue is \$312,910 of additional income which is equal to 0.2% increase in all expenditures from the prior year

Federal Relief Funds Included

General Fund 01

- Finance 140 \$ 435,427
- Finance 141 \$ 36,589
- Finance 150 \$ 379,460
- Finance 153 \$ 524
- Finance 155 \$ 7,112,727
- Finance 158 \$ 75,347
- Finance 159 \$ 56,236
- Finance 163 \$ 407,000
- Finance 170 \$ 467,480
- Finance 171 \$ 497,477

- Total \$ 9,468,267

[Federal Relief Funds Summary from December 2021 report](#)

Community Education Fund 04

- Finance 165 \$ 76,800
- Finance 166 \$ 121,145

- Total 197,945

Current Reality

General Fund Budget Comparative Summary

	Actual Results 2018-19	Actual Results 2019-20	Actual Results 2020-21	Adopted Budget 2021-22	Revised Budget 2021-22
Total Beginning Fund Balance	\$ 15,815,204	\$ 15,379,015	\$ 20,326,027	\$ 21,483,321	\$ 29,521,880
Revenues	131,545,485	132,246,197	129,973,192	123,498,369	126,417,450
Federal Relief Revenues			4,673,195	7,187,245	9,468,267
Expenditures	132,076,288	127,299,185	120,777,339	132,480,192	130,875,664
Federal Relief Expenditures			4,673,195	3,287,245	5,160,034
Variance (Revenues - Expenditures)	(530,803)	4,947,012	9,195,853	(5,081,823)	(149,981)
Total Ending Fund Balance	\$ 15,284,401	\$ 20,326,027	\$ 29,521,880	\$ 16,401,498	\$ 29,371,899
Breakdown of Fund Balance Categories					
Nonspendable	\$ 469,392	\$ 435,457	\$ 382,338	\$ 367,587	\$ 382,338
Restricted	5,526,162	7,878,828	9,020,782	5,476,553	8,261,908
Committed	1,550,194	1,735,209	1,849,491	1,784,069	1,538,385
Assigned			5,081,823	-	-
Unassigned	7,738,653	10,276,533	13,187,446	8,773,289	19,189,268
Total Ending Fund Balance	\$ 15,284,401	\$ 20,326,027	\$ 29,521,880	\$ 16,401,498	\$ 29,371,899
Unassigned Fund Balance %	5.86%	8.07%	10.51%	6.46%	14.11%

Capital Projects Fund

Projects Since 7/1/2021	Invoices Paid	Yet to be billed	
NMS upgrades	195,611.00		
HB restroom	261,768.17	25,000	
BHS Heating Updates	60,154.00		
HB Media Ctr	10,752.00		
Security Door Adjustments	71,185.23		
Security District Wide	33,191.24	188,974	
BHS Pool MechRm	12,600.00		
BHS Video Scoreboard	165,000.00	5,000	
BHS Aquatic Scoreboard	16,937.00	29,000	
BHS Wrestling Mats	-	50,000	
BHS Generator Repair & Water Softener	32,100.00	100,000	
BHS Main Gym Curtains	-	15,471	
WB Trees Storm Property Restoration	41,025.00	75,000	
BHS Sleigh Chairs and replacement Tables	94,896.90	-	
Pates Turf Field Equipment	-	12,000	
HB Bus Entrance	9,996.00		
BHS Cafeteria Audio	-	17,000	
DEC upgrade for Ipad controls	-	72,000	
MRAZ	5,283.63	10,000	
BHS PA system repair	-	40,000	
BHS Shot Clocks	-	8,000	
Subtotal	\$ 1,010,500	\$ 647,445	\$ 1,657,945

- [FY22 Revised Budget - Budget Unit Summary Report with comparison column to Adopted Budget](#)
- [FY22 Revised Budget - Staffing by Bargaining Group](#)

Next Steps

January 27, 2022

Recommendation to approve the FY 2022 Budget, as presented.

April, 2022

Amend the FY 2022 Revised Budget, as necessary.

*Thank
you*



**Agenda V.B.3.
January 28, 2022**

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

From: Lisa Rider, executive director of business services

Date: January 21, 2022

Re: Addendum to Pupil Transportation Services Agreement with Schmitt and Sons and Collaborative Student Transportation of Minnesota (CSTMN) for the months of November 2021 through June 9, 2022.

Proposed Recommendation: that the Board of Education approves the addenda to the Pupil Transportation Services Agreement with Schmitt and Sons and CSTMN for the months of November 2021 through June 9, 2022.

As the pandemic has resulted in the education of students through distance learning; the current contract does not allow for us to make payment to allow the transportation company to continue to employ the drivers and aides whom we know we will need in place to continue once school is allowed again in person. Therefore, the addendum allows for payment to Schmitt and Sons and CSTMN during these months of November 2021 through June 9, 2022. Beyond this, we will need to reassess the transportation needs of the district.

Attached

Addenda to the Pupil Transportation Services Agreement with Schmitt and Sons and CSTMN.

ISD-191 – Burnsville-Eagan-Savage

Burnsville, Minnesota

ADDENDUM TO PUPIL TRANSPORTATION SERVICES AGREEMENT

This addendum to the Pupil Transportation Services Agreement, Rates for Student Transportation Services, which was signed by Schmitt and Sons in 2018, is made and entered into as of the 27 day of January, 2022, by and between Independent School District 191, Burnsville, Minnesota, and Schmitt and Sons, Burnsville, Minnesota.

Beginning with the month of November, 2021, and through June 9, 2022, the below changes will occur to Rates for Student Transportation Services as part of the Pupil Transportation Services Agreement. A new agreement would be required for additional COVID funding beyond June 9, 2022.

- 1) Given the ISD191 calendar approved as of July 1, 2021 was modified allowing for district wide distance learning days, the otherwise scheduled to and from school bus routes served by Schmitt and Sons transporting students for general education and special education were not run on these days. The scheduled to and from school routes for these days may be invoiced at a rate of 90% of the contracted rates for the distant learning days, provided the district is funded by general education and special education for these expenditures. ISD191 affirms the normal FY22 school year would have required 51 general education buses and 36 special education buses. These routes are included in the calculation.
- 2) Any routes actively engaged in transporting students to and from school on distance learning days will be invoiced instead at a rate of 100% of the contracted rates.
- 3) The contractor guarantees that they are continuing to pay their drivers and staff for the distance learning days.
- 4) Only scheduled charter/field trips conducted will be invoiced at the contracted rates.
- 5) Schmitt and Sons may provide student learning materials, food and emergency trips relating to the COVID-19 during the duration of this addendum upon the request of the district or designee. These trips will be included in the 90% of the invoice, therefore the additional charge is 10% of the daily rate. This would also include reimbursement for bus aides as needed.

Schmitt and Sons, Inc

Independent School District No. 191

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

ISD-191 – Burnsville-Eagan-Savage

Burnsville, Minnesota

ADDENDUM TO PUPIL TRANSPORTATION SERVICES AGREEMENT

This addendum to the Pupil Transportation Services Agreement, Rates for Student Transportation Services, which was signed by Collaborative Student Transportation of Minnesota (CSTMN) on June 22, 2018, is made and entered into as of the 27 day of January, 2022, by and between Independent School District 191, Burnsville, Minnesota, and CSTMN, Minneapolis, Minnesota.

Beginning with the month of November, 2021, and through June 9, 2022, the below changes will occur to Rates for Student Transportation Services as part of the Pupil Transportation Services Agreement. A new agreement would be required for additional COVID funding beyond June 9, 2022.

- 1) Given the ISD191 calendar approved as of July 1, 2021 was modified allowing for district wide distance learning days, the otherwise scheduled to and from school bus routes served by CSTMN transporting students for general education and special education were not run on these days. The scheduled to and from school routes for these days may be invoiced at a rate of 90% of the contracted rates for the distant learning days, provided the district is funded by general education and special education for these expenditures. The total to be invoiced is based upon the detailed list of students served by CSTMN reviewed by ISD191 and billed for dates students were enrolled in ISD191,
- 2) Any routes actively engaged in transporting students to and from school on distance learning days will be invoiced instead at a rate of 100% of the contracted rates.
- 3) The contractor guarantees that they are continuing to pay their drivers and staff for the distance learning days.
- 4) Only scheduled charter/field trips conducted will be invoiced at the contracted rates.

CSTMN

Independent School District No. 191

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



**Agenda V.B.4.
January 27, 2022**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Lisa Rider, executive director of business services

Date: January 20, 2022

Re: New Policy 534: *School Meal Policy*

Recommendation: that the Board of Education approves, on a second reading basis, New Policy 534: *School Meal Policy*.

The policy was reviewed by the Policy Review Committee on December 20, 2021. Changes were suggested by administration, MSBA and the Policy Review Committee. The first reading was approved by the Board on January 13. The cross-references to policies were missed on the first reading and are shown in red on the attached policy.

Adopted: 1/27/2022

Burnsville-Eagan-Savage School District Policy 534

Reviewed: 1/13/2022

Revised:

Rescinds:

534 SCHOOL MEALS POLICY

In 2021, the Minnesota legislature amended Minnesota Statutes, section 124D.111, that now states that Minnesota school districts that participate in the national school lunch program must adopt a school meals policy.

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

- A. All meal and a la carte purchases are to be prepaid before meal service begins. Electronic payments with credit or debit cards can be deposited online using the district contracted vendor or with cash or check in person at a school or the district office.
- B. If the school district receives school lunch aid under Minnesota Statutes section 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.
- C. No student in the serving line will be denied a meal. If a student's account does not have enough money to pay for a breakfast and/or lunch meal, a student will still be allowed to purchase a meal, which will cause the account balance to become negative. All students will be provided a meal regardless of their account balance. While the district is under no legal obligation to do so, we believe this is in the best interest of the student.
- D. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.

- E. When a student has a negative account balance, the student will not be allowed to charge a la carte item. Sufficient funds for a la carte items must be provided at the point of sale. It is not intended for a student to be allowed to charge a la carte items.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to notify parent/guardian when meal account balances are low or fall below zero.
- B. Parent/guardian will be notified of an outstanding negative balance via phone calls, text messages and/or emails according to the unpaid meal account process managed by Food & Nutrition Services.
- C. Reminders for payment of outstanding student meal balances must not demean or stigmatize any student participating in the school lunch program, including, but not limited to, discarding meals, withdrawing a meal that has been served, announcing or listing students' names publicly, or affixing stickers, stamps, or pins.

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. In some instances, the school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The school district must not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district must not impose any other restriction prohibited under Minnesota Statutes section 123B.37 due to unpaid student meal balances. The school district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance.

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
1. all households at or before the start of each school year;
 2. students and families who transfer into the school district, at the time of enrollment; and
 3. all school district personnel who are responsible for enforcing this policy.
- B. The school district must post this policy on the school district's website, or the website of the organization where the meal is served, in addition to providing the required written notification described above.
- C. If the school district contracts with a third party for its meal services, it will provide the vendor with its school meals policy. The school district must ensure that any third-party provider with whom the school district enters into either an original or modified contract after July 1, 2021, adheres to the school district's school meals policy.

Legal References: Minn. Stat. § 123B.37 (Prohibited Fees)
 Minn. Stat. § 124D.111 (Lunch Aid; Food Service Accounting)
 42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
 7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
 7 C.F.R. § 220.8 (School Breakfast Program Regulations)
 USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
 USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
 USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

Cross References: [Burnsville-Eagan-Savage School District Policy 102 \(Equal Educational Opportunity\)](#)
[Burnsville-Eagan-Savage School District Policy 103 \(Complaints-Students, Employees, Parents, Other Persons\)](#)
[Burnsville-Eagan-Savage School District Policy 413 \(Harassment and Violence\)](#)



Future Ready. Community Strong.

**Agenda V.B.5.
January 27, 2022**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Stacey Sovine, executive director of human resources

Date: January 20, 2022

Re: Policies 102: *Equal Educational Opportunity*,
406: *Public and Private Personnel Data*, and
515: *Protection and Privacy of Pupil Records*

Recommendation: that the Board of Education approves, on a first reading basis, changes to Policies 102: *Equal Educational Opportunity*, 406: *Public and Private Personnel Data*, and 515: *Protection and Privacy of Pupil Records*

These policies were reviewed by the Policy Review Committee on January 18, 2022. The changes were recommended by MSBA.

Summary of changes:

- 102 – Adds contact information as directed by MDE
- 406 – Updates definitions; clarifies information about applicants; re-aligns some provisions
- 515 - Revises provisions to align better with FERPA; adds language to police liaison provisions; addresses obligations related to records of students with a disability; modifies other language

Adopted: 10/1999
 Reviewed: 9/26/20191/27/2022
 Revised: 12/13/2018MSBA 2021
 Rescinds: AC

Burnsville-Eagan-Savage School District Policy 102

102 EQUAL EDUCATIONAL OPPORTUNITY

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district's policy is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, gender identity and expression, or age. The school district also makes reasonable accommodations for students with disabilities.
- B. The school district prohibits the harassment and discrimination of any individual ~~for any of the categories based on any of the protected classifications~~ listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence (Policy 413).
- C. The school district prohibits discrimination of students with a disability, within the intent of Section 504 of the Rehabilitation Act of 1973 ("Section 504"), who need services, accommodations, or programs in order to receive a free appropriate public education. For information as to protections that may apply pursuant to Section 504 and the school district's corresponding procedures for addressing disability discrimination complaints, refer to the school district's policy on student disability nondiscrimination (Policy 521).
- D. The school district prohibits sexual harassment discrimination of any individual on the basis of sex in its education programs or activities. For information as to the protections that apply pursuant to Title IX and school district's corresponding procedures and processes for addressing sexual harassment and discrimination, refer to the school district's policy on Title IX sex nondiscrimination (Policy 522).
- CE. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.

- FD. Every teacher, administrator, volunteer, contractor, or other employee of the school district is responsible to comply with ~~and ensure compliance with~~ this policy.
- GE. Any student, parent or guardian having a question regarding this policy should discuss it with the Assistant Superintendent.

Legal References: Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
 Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
 20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)
~~42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)~~
 42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: Burnsville-Eagan-Savage School District Policy 105 (Equity, Access and Excellence in Education)

~~Burnsville-Eagan-Savage School District Policy 402 (Disability Nondiscrimination)~~

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

Burnsville-Eagan-Savage School District Policy 422 (Policies Incorporated by Reference)

Burnsville-Eagan-Savage School District Policy 521 (Student Disability Nondiscrimination)

Burnsville-Eagan-Savage School District Policy 522 (~~Student-Sex Nondiscrimination~~Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process)

)

Adopted: 12/03
 Reviewed: ~~11/15/2018~~1/27/2022
 Revised: ~~12/13/2018~~MSBA 2021
 Rescinds: GBLA

Burnsville-Eagan-Savage School District Policy 406

406 PUBLIC AND PRIVATE PERSONNEL DATA

I. PURPOSE

The purpose of this policy is to provide guidance to Independent School District 191 employees as to the data the school district collects and maintains regarding its ~~personnel employees, volunteers, independent contractors, and applicants~~ (“~~personnel~~”).

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained or disseminated by Independent School District 191, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

III. DEFINITIONS

- A. "Public" means that the data is available to anyone who requests it.
- ~~B.~~ "Private" means the data is ~~not public and is available~~ accessible only to the following: subjectthe subject of the data, and to school district staff who need it to conduct the business of the school district, as limited by any applicable state or federal law; individuals within the school district whose work assignments reasonably require access; entities and agencies as determined by the responsible authority who are authorized by law to gain access to that specific data; and entities or individuals given access by the express written direction of the data subject.
- ~~C.~~ "Confidential" means the data ~~is are not public and are not available~~ accessible to the subject.
- ~~D.~~ “Parking space leasing data” means the following government data on an applicant for, or lessee of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.

~~E.E.~~

~~D.~~—"Personnel data" means government data on individuals collected because they are or were employees ~~of the school district~~, applicants for employment, volunteers or independent contractors for the school district, ~~or members of or applicants for an advisory board or commission.~~ Personnel data includes data submitted by an employee to the school district ~~by an employee~~ as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. ~~An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.~~

~~E.F.~~ "Finalist" means an individual who is selected to be interviewed by the school board for a position.

~~F.G.~~ "Protected health information" means individually identifiable health information as defined in 45 C.F.R. § 160.103, that is transmitted in electronic form by a school district acting as a by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium by a health care provider, in connection with a transaction covered by 45 C.F.R. Parts 160, 162 and 164. "Protected health information" excludes individually identifiable health information in education records covered by the Federal Family Educational Rights and Privacy Act, and employment records held by a school district in its role as employer, and records regarding a person who has been deceased for more than fifty (50) years.

~~G.H.~~ "Public officials" means business managers; human resource directors; athletic directors whose duties include at least fifty (50) percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals and in a charter school, individuals employed in comparable positions.

IV. PUBLIC PERSONNEL DATA

- A. The following information on current and former employees, ~~including~~ volunteer and independent contractors of the school district, is public:
1. name;
 2. employee identification number, which may not be the employee's ~~social~~ Social Ssecurity number;
 3. actual gross salary;
 4. salary range;
 5. terms and conditions of employment relationship;
 6. contract fees;

7. actual gross pension;
8. the value and nature of employer-paid fringe benefits;
9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
10. job title;
11. bargaining unit;
12. job description;
13. education and training background;
14. previous work experience;
15. date of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in Minnesota Statutes, §section 13.43, Subdivision 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;
20. work telephone number;
21. badge number;
22. work-related continuing education;
23. honors and awards received;

24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

B. The following information on current and former applicants for employment ~~of advisory board/ commission by the school district~~ is public:

1. veteran status;
2. relevant test scores;
3. rank on eligible list;
4. job history;
5. education and training; and
6. work availability;

C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when ~~they~~ applicants are considered by the school board to be become finalists for ~~an public~~ employment ~~position~~.

D. Applicants for appointment to a public body.

1. Data about applicants for appointment to a public body collected by the school district as a result of the applicant's application for employment are private data on individuals except that the following are public:

- a. name;
- b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
- c. education and training;
- d. employment history;
- e. volunteer work;
- f. awards and honors;
- g. prior government service;
- h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minnesota Statutes, section 15.0597; and

i. veteran status.

2. Once an individual is appointed to a public body, the following additional items of data are public:

a. residential address;

b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;

c. first and last dates of service on the public body;

d. the existence and status of any complaints or charges against an appointee; and

e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.

3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

E. Regardless of whether there has been a final disposition as defined in Minnesota-Statutes. §section13.43, Subdsubdivision -2 (b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.

Data relating to a complaint or charge against a public official is public only if:

1. the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or

2. potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement

4. Data that is classified as private under another law is not made public by this provision.

~~D. According to Minn. Stat. Section 13.43, subd. 2 (f)(1)(2), data relating to a complaint or charge against a public official is public only if: (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from~~

~~employment while the complaint or charge is pending; or (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision.~~

V. PRIVATE PERSONNEL DATA

- A. All other personnel data not listed in Section IV ~~is are~~ private ~~and will only be shared with school district staff whose work requires such access. Private data~~ will not be otherwise released unless authorized by law ~~or by the employee's informed written consent.~~
- B. Data pertaining to an employee's dependents is private data on individuals.
- C. Data created, collected, or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data with regard to data on individuals are private.
- E. An individual's checking account number is private when submitted to a government entity.
- ~~FE~~ Personal data may be disseminated to labor organizations to the extent the reasonable authority school district ~~determines~~ the dissemination ~~it~~ is necessary for the labor organization to conduct its business elections, notify employees of fee assessments and implement the provisions of Minnesota Statutes chapters 179 and 179A. Personnel data shall be disseminated to labor organizations and the Bureau of Mediation Services ("BMS") to the extent the dissemination or when ordered or authorized by the Commissioner of the Bureau of ~~Mediation Services.~~BMS
- ~~GF~~ Independent School District 191 may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- ~~HG~~ Independent School District 191 may, if ~~the~~its responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
1. The person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 2. A pre-petition screening team conducting an investigation of the employee under ~~Minnesota Statutes section~~§253.07, ~~Subdivision~~1; or
 3. A court, law enforcement agency or prosecuting authority.

- IH. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of ~~such~~ a crime or alleged crime committed by an employee.
- IJ. A complainant has access to a statement provided by the complainant to be school district in connection with a complaint or charge against an employee.
- KJ. When allegations of sexual or other types of harassment are made against an employee, the employee ~~shall~~ does not have access to data that would identify the complainant or other witnesses if the ~~school district responsible authority~~ determines that the employee's access to that data would:
1. threaten the personal safety of the complainant or a witness; or
 2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

- LK. Independent School District 191 ~~shall must make any~~ report to the Minnesota Professional Educator Licensing and Standards Board ("PELSB") or ~~the state board of education~~ the Board of School Administrators ("BOSA"), whichever has jurisdiction over the teacher's or administrator's license, as required by Minnesota Statutes, §section 122A.20, Subdivision. 2, and shall, upon written request from the licensing board having jurisdiction over a ~~teacher's~~ license, provide the licensing board with information about the teacher or administrator from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minnesota Statutes, Section §122A.20, Subd. 2.
- LM. Private personnel data shall be disclosed to the ~~De~~partment of Employment and Economic security—Development for the purpose of administration of the unemployment insurance program under Minnesota ~~Statutes~~ Ch. 268.
- NM. When a report of alleged maltreatment of a student in an elementary, middle school, high school is made to the Commissioner of the Minnesota Department of Education ("MDE") under Minnesota Statutes Chapter 260, data that are relevant and collected by the school facility about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing-providing information to a parent, legal guardian, or custodian of a child in accordance with MDE Screening Guidelines ~~that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.~~

ON. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if

1. an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or
2. the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in ~~Minnesota Statutes Chapter~~ 13.

Data that are released under this paragraph must not include data on the student.

~~PQ. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private. Data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or improve the school district operations is private data. An employee who is identified in a suggestion, however, shall have access to all data in the suggestion except the identity of the employee making the suggestion.~~

~~QP. Protected health information, as defined in 45 C.F.R. Parts 160 and 164, on employees is private and will not be disclosed except as permitted or unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.~~

~~RQ. Personal home contact information for employees may be used by the school district to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of school district operations and may be shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.~~

~~SR. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized~~

by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.

TS. When a continuing contract teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual offenses involving a child as set forth in Minnesota Statutes, section 122A.40, subdivision 13(b) or sexual abuse or when the Commissioner of the Minnesota Department of Education (MDE) makes a final determination of child maltreatment involving a teacher, under Minnesota Statutes, section 260E.21, subdivision 4 or 260E.35, the executive director of human resources or designee must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minnesota Statutes, Section § 13.41, Subdivision. 5, and must provide the Minnesota Professional Educator Licensing and Standards Board PELSB and the licensing division at MDE with the necessary and relevant information to enable the Minnesota Professional Educator Licensing and Standards Board PELSB and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minnesota Statutes, Section § 123B.03, a school board or other school hiring authority must contact the Minnesota Professional Educator Licensing and Standards Board PELSB and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals is classified as both private and confidential by Minnesota Statutes, Ch. 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

Independent School District 191 shall change the classification of data in its possession if it is required to do so to comply with either either judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The school district has designated Stacey Sovine, executive director of human resources as the authority responsible for personnel data.

If you have any questions, contact him at 952-707-2010. The responsible authority, or a school district employee if so designated, shall serve as the school district's data practices compliance official and, as such, shall be the employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

Legal References:	<p>Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)</p> <p>Minn. Stat. §13.02 (Definitions)</p> <p><u>Minn. Stat. § 13.03 (Access to Government Data)</u></p> <p><u>Minn. Stat. § 13.05 (Duties of Responsible Authority)</u></p> <p>Minn. Stat. §13.37 (General Nonpublic Data)</p> <p>Minn. Stat. §13.39 (Civil Investigation Data)</p> <p><u>Minn. Stat. § 13.41 (Licensing Data – Public Data)</u></p> <p>Minn. Stat. §13.43 (Personnel Data)</p> <p>Minn. Stat. § 13.601, sSubd. 3 (Elected and Appointed Officials<u>Applicants for Employment</u>)</p> <p><u>Minn. Stat. § 15.0597 (Appointment to Multimember Agencies)</u></p> <p>Minn. Stat. §122A.20, Subd. 2 (Mandatory Reporting)P.L.</p> <p>Minn. Stat. § 122A.40, Subds. 13 and 16 (Employment; Contracts; Termination)</p> <p><u>Minn. Stat. § 123B.03 (Background Check)</u></p> <p><u>Minn. Stat. § 123B.143, subd. 2 (Disclose Past Buyouts)</u><u>Minn. Stat. Ch. 179 (Minnesota Labor Relations Act)</u></p> <p><u>Minn. Stat. Ch. 179A (Minnesota Public Labor Relations Act)</u></p> <p><u>Minn. Stat. § 253B.07(Judicial Commitment: Preliminary Procedures)</u></p> <p>Minn. Stat. § 260F626.556, Subd. 7 (Reporting of Maltreatment of Minors)</p> <p><u>Minn. Stat. Ch. 268 (Unemployment Insurance)</u></p> <p><u>Minn. R. Pt. 1205 (Data Practices)</u></p> <p>P.L. 104-191 9HIPAA)</p> <p>45 C.F.R. Parts 160, <u>162</u> and 164 (HIPAA Regulations)</p>
Cross References:	<p>Policy 206 (Public Participation in School Board Deliberations)</p> <p>Policy 515 (Protection and Privacy of Pupil Records)</p> <p><u>Burnsville-Eagan-Savage school District Policy 722 (Public Data Requests)</u></p> <p>MSBA Service Manual, Chapter 13, School Law Bulletin “T” (School Records – Privacy – Access to Data)</p>

Adopted: 1/86
 Reviewed: ~~3/12/2020~~1/27/2021
 Revised: 8/24/2017
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Burnsville-Eagan-Savage School District Policy 515

515 PROTECTION AND PRIVACY OF PUPIL RECORDS

I. PURPOSE

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 U.S.C. § 1232g, *et seq.*, (Family Educational Rights and Privacy Act (FERPA)) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, ~~Minnesota- Statutes-~~ Ch. 13, and ~~Minnesota-~~ Rules Parts 1205.0100-1205.2000.

III. DEFINITIONS

A. Authorized Representative

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

B. Biometric Record

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used for ~~automated authorized~~ recognition of an individual (e.g., fingerprints, retina and iris patterns, voice prints, DNA sequence, facial characteristics, and handwriting).

C. Dates of Attendance

“Dates of attendance,” as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence,

videoconference, satellite, internet or other electronic information and telecommunications communication technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student's attendance at a school or schools in the school district.

D. Directory Information

“Directory information” includes: the student's name; address; telephone listing; photograph; date of birth; major field of study; dates of attendance; grade level; enrollment status (i.e. full-time or part-time); participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received and the most recent educational agency or institution attended and photographs of students taking part in officially recognized activities, sports, and academic or non-academic classes or programs. One of the purposes of directory information is to allow the School District to include this type of information about the student in official school publications, including but not limited to, the yearbook, the student newspaper, graduation programs, honor roll or other recognition lists, sports programs and drama playbills. Directory information does not include:

1. a student's social security number;
2. a student's identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
3. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student's identity, such as a PIN, password, or other factor known or possessed only by the student;
4. personally identifiable data which references religion, race, color, social position, or nationality; or
5. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student's parent or guardian.

E. Education Records

1. What constitutes “education records.” Education records means those records ~~which~~that are: (1) ~~are~~ directly related to a student; and (2) are maintained by the school district or by a party acting for the school

district.

2. What does not constitute ~~an~~ education records. The term, “education records,” does not include:

a. Records of instructional personnel ~~which~~that are:

(1) ~~are kept~~ in the sole possession of the maker of the record; and

(2) ~~are~~ used only as a personal memory aid;

(3) ~~are~~ not accessible or revealed to any other individual except a temporary substitute teacher; and

(4) ~~are~~ destroyed at the end of the school year.

b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:

(1) maintained separately from education records;

(2) maintained solely for law enforcement purposes; and

(3) disclosed only to law enforcement officials of the same jurisdiction.

c. Records relating to an individual, including a student, who is employed by the school district which:

(1) are made and maintained in the normal course of business;

(2) relate exclusively to the individual in that individual’s capacity as an employee; and

(3) are not available for use for any other purpose.

However, ~~these provisions shall not apply to~~ records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student are education records.

d. Records relating to an eligible student, or a student attending an institution of post-secondary education, ~~which~~that are:

(1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;

- (2) made, maintained, or used only in connection with the provision of treatment to the student; and
- (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.

e. Records ~~created or received by the school district that only contain information about an individual~~ after an individual he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student.

f. Grades on peer-related papers before the papers are collected and recorded by a teacher.

F. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

G. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

H. Legitimate Educational Interest

"Legitimate educational interest" includes an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to:

1. Perform an administrative task required in the school or employee's contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; ~~or~~
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid, or;
4. Perform a task directly related to responding to a request for data.

I. Parent

“Parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

J. Personally Identifiable

“Personally identifiable” means that the data or information includes, but is not limited to: (a) a student’s name; (b) the name of the student’s parent or other family member; (c) the address of the student or student’s family; (d) a personal identifier such as the student’s social security number or student number or biometric record; (e) other indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

K. Record

“Record” means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

L. Responsible Authority

“Responsible authority” means the superintendent of schools or designee.

M. Student

“Student” includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration at the school district and individuals who receive shared time educational services from the school district.

N. School Official

“School official” includes: (a) a person duly elected or appointed to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the

period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

O. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

P. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student’s education records;
2. The right to request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

B. Eligible Students

All rights and protections given to parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an “eligible student.” However, the parents of an eligible student who is also a “dependent student” are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 C.F.R. § 99.31(a).

C. Students with Disabilities

The school district shall follow 34 C.F.R. §§ 300.610-300.617 with regard to the privacy, notice, access, record keeping and accuracy confidentiality—of information related to students with a disability.

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made;
 - d. the consequences of giving informed consent; and

- e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
- a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:
- a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person's approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
- a. in plain language;
 - b. dated;
 - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d. specific as to the nature of the information the subject is authorizing to be disclosed;
 - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
 - f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
 - g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health

insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under ~~Minnesota Statutes Chapter~~ 256B or Minnesota Care under ~~Minnesota Statutes Chapter~~ 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
 - a. performs an institutional service or function for which the school district would otherwise use employees;
 - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
 - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made;
3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual

notice (see Section XIX.), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act, 20 U.S.C. § 7917, and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under ~~Minnesota Statutes, section~~ § 260B.171, unless the data are required to be destroyed under ~~Minnesota Statutes, section~~ § 120A.22, ~~s~~Subdivision 7(c) or § 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records ~~which~~ that have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;

4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, ~~-~~ or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a. determine eligibility for the aid;
 - b. determine the amount of the aid;
 - c. determine conditions for the aid; or
 - d. enforce the terms and conditions of the aid.

“Financial aid” for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual's attendance at an educational agency or institution;

6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
 - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released; or
 - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the

parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers.

7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;
8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in

response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;

11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;
12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as "directory information" pursuant to Section VII. of this policy;
14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;
15. To the parent of a student who is not an eligible student or to the student

himself or herself;

16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
 - a. the following information about a student must be disclosed: a student's full name; home address; telephone number; date of birth; a student's school schedule, daily attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;
 - b. the existence of the following information about a student, not the actual data or other information contained in the student's education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under ~~Minnesota Statutes section~~ § 260B.171, ~~sSubdivision~~ 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individual need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;

20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under ~~Minnesota Statutes~~ § 260B.171, ~~sSubdivision~~ 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action; ~~or~~

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements. or
22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in 25 U.S.C. § 5304), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;

2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. RELEASE OF DIRECTORY INFORMATION

A. Classification

Directory information is public except as provided herein.

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an “education record,” the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual’s attendance as a student (e.g., a student’s activities as an alumnus of the school district).

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein. Prior to such disclosure the school district shall:

1. Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
 - b. the parent’s or eligible student’s right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
 - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the

parent designated as directory information.

2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI. of this policy.
3. A parent or eligible student may not opt out of the directory information disclosures to:
 - a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or
 - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.
4. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent

or eligible student provides the written notifications provided herein.

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

In certain cases, state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
 - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
 - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
 - c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
 - d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and

- e. whether the data concerns medical, dental or other health services provided pursuant to ~~Minnesota Statutes, §§ sections~~ 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

D. Military-Connected Youth Identifier

When a school district updates its enrollment forms in the ordinary course of business, the school district must include a box on the enrollment form to allow students to self-identify as a military-connected youth. For purposes of this section, a "military-connected youth" means having an immediate family member, including a parent or sibling, who is currently in the armed forces either as a reservist or on active duty or has recently retired from the armed forces. Data collected under this provision is private data on individuals, but summary data may be published by the Department of Education.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to ~~Minnesota Statutes, section~~ § 626.556, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of ~~Minnesota Statutes, § 626.556, Subd. 11. Chapter 260E.~~

Regardless of whether a written report is made under ~~Minnesota Statutes, Chapter 260E, § 626.556, Subd. 7,~~ as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute

maltreatment.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or ~~which that~~ are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minnesota Statutes, § section 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
 - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
 - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
 - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student's parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, ~~Minnesota Statutes section~~ § 121A.40, *et seq.*

XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS

A. The school district will release the names, addresses, electronic mail address shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiting officers only, (which and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.

B. Data released to military recruiting officers under this provision:

1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; ~~and~~
2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces. And
3. copying fees shall not be imposed.

C. A parent or eligible student has the right to refuse the release of the name, address, electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available, that may be released to military recruiting officers only) or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority, the superintendent of schools or designee in writing by September 15 each year. The written request

must include the following information:

1. Name of student and parent, as appropriate;
 2. Home address;
 3. Student's grade level;
 4. School presently attended by student;
 5. Parent's legal relationship to student, if applicable;
 6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
 7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, home phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

A. Redisclosure

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the

disclosure was made.

B. Redisclosure Not Prohibited

1. Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
 - a. The disclosures meet the requirements of Section VI. of this policy; and
 - b. The school district has complied with the record-keeping requirements of Section XIII. of this policy.
2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 U.S.C. § 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 C.F.R. § 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in § 99.31(a)(3), or a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record Security

The principal of each school, subject to the supervision and control of the responsible authority, shall be the records manager of the school and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing student records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy, and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student ~~which~~that indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student;
 - b. the legitimate interests these parties had in requesting or obtaining the information; and

- c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
- 2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
 - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
 - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 C.F.R. § 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
- 3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18. U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism.
- 4. The record of requests of disclosures may be inspected by:
 - a. the parent of the student or the eligible student;
 - b. the school official or his or her assistants who are responsible for the custody of the records; and

- c. the parties authorized by law to audit the record-keeping procedures of the school district.
5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
 - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
 - b. the parties to whom the school district disclosed the information.
6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.

B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this section includes:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.

3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
 - a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies;
 - c. any schedule of standard copying charges established by the school

- district in its normal course of operations;
- d. any special costs necessary to produce such copies from machine based record-keeping systems, including but not limited to computers and microfilm systems; and
 - e. mailing costs.
2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.
 3. The cost of providing copies shall be borne by the parent or eligible student.
 4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy rights of the student may request that the school district amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
 - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
 - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.
3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense,

including an attorney.

4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of ~~Minnesota Statutes Chapter~~ 14 relating to contested cases.

XVI. PROBLEMS ACCESSING DATA

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means superintendent of schools or designee.
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the ~~Family Policy Compliance Office~~, U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue S.W., Washington, D.C. 20202.

B. Content of Complaint

A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

XVIII. WAIVER

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who are Disabled

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

XX. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by the school district shall be controlled by state and federal law.

XXI. COPIES OF POLICY

Copies of this policy may be obtained by parents and eligible students online at the district's website or at the superintendent's office ~~of the superintendent~~.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.393 (Attorneys)
 Minn. Stat. Ch. 14 (Administrative Procedures Act)
 Minn. Stat. § 120A.22 (Compulsory Instruction)
 Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
 Minn. Stat. § 121A.75 ~~(Sharing Disposition Order and Peace Officer Records)~~ (Receipt of Records; Sharing)
 Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
 Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
Minn. Stat. Ch. 256B (Medical Assistance for Needy Persons)
Minn. Stat. Ch. 256L (MinnesotaCare)
 Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
 Minn. Stat. § 363A.42 (Public Records; Accessibility)
~~Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)~~
 Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
 10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
 18 U.S.C. § 2331 (Definitions)
 18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
 20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
 20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)
 20 U.S.C. § 7908 (Armed Forces Recruiting Information)
20 U.S.C. § 7917 (Transfer of School Disciplinary Records)
25 U.S.C. § 5304 (Definitions – Tribal Organization)
 25 U.S.C. § 5304
 26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
42 U.S.C. § 1711 *et seq.* (Child Nutrition Act)
42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)
 34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
 34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
 42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273, ~~122 S.Ct. 2268~~, ~~153 L.Ed. 2d 309~~ (2002)

- Cross References:***
- Burnsville-Eagan-Savage School District Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
 - Burnsville-Eagan-Savage School District Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
 - Burnsville-Eagan-Savage School District Policy 417 (Chemical Use and Abuse)
 - Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)
 - Burnsville-Eagan-Savage School District Policy 519 (Interviews of Students by Outside Agencies)
 - Burnsville-Eagan-Savage School District Policy 520 (Student Surveys)
 - Burnsville-Eagan-Savage School District Policy 711 (Video Recording on School Buses)
 - [Burnsville-Eagan-Savage School District Policy 722 \(Public Data Requests\)](#)
 - Burnsville-Eagan-Savage School District Policy 906 (Community Notification of Predatory Offenders)
 - MSBA ~~Service Manual, Chapter 13,~~ School Law Bulletin “I” (School Records – Privacy – Access to Data)



**Agenda V.B.6.
January 27, 2022**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Brian Gersich, assistant superintendent

Date: January 20, 2022

Re: Policies 501: *School Weapons Policy*, and
503: *Student Attendance*

Recommendation: Approve, on a first reading basis, changes to Policies 501: *School Weapons Policy*, and 503: *Student Attendance*.

These policies were reviewed by the Policy Review Committee on January 18, 2022. The changes were recommended by MSBA.

Summary of changes:

- 501 - Adds language to definition of 'weapon' to align with MN statute; adds referral to law enforcement; clarifies provisions on p.3; revises citations
- 503 - Adds newly enacted law on religious observances and annual notification to parents

Adopted: 9/24/2015
 Reviewed: ~~5/27/2021~~ 1/27/2022
 Revised: 6/10/2021
 Rescinds:

Burnsville-Eagan-Savage School District Policy 501

501 SCHOOL WEAPONS POLICY

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

III. DEFINITIONS

A. "Weapon"

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; num-chuks; throwing stars; explosives; fireworks; mace and other propellants; electroshock devices including stun guns or tasers; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

- #### **B. "School Location"**
- "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of

entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

- C. “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location.
- D. “Dangerous Weapon” means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, "flammable liquid" means any liquid having a flash point below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, "combustible liquid" is a liquid having a flash point at or above 100 degrees Fahrenheit.

IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal’s office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal’s office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon’s location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
1. active licensed peace officers;
 2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
 3. persons authorized to carry a pistol under ~~Minnesota Statutes, section~~ § 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
 4. persons who keep or store in a motor vehicle pistols in accordance with ~~Minnesota Statutes, §§ sections~~ 624.714 or 624.715 or other firearms in accordance with Minnesota Statutes, section § 97B.045;

- a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for “antique firearms which are carried or possessed as curiosities or for their historical significance or value.”
 - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with §§ [sections](#) 624.714 and 624.715.
- 5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
 - 6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
 - 7. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; in such cases when permission is granted, the principal or other person having general control with supervision of the school or the director of child care center will notify the superintendent in advance and follow applicable procedures; or
 - 8. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

C. Policy Application to Instructional Equipment/Tools

While the school district does not allow the possession, use or distribution of weapons by students, or nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under ~~Minnesota Statutes-~~ [section](#)§ 624.714 to carry a pistol in the interior of a vehicle or outside

the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder's vehicle shall constitute a violation of this policy.

V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION / USE / DISTRIBUTION

A. The school district does not allow the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students willfully possessing, using or distributing weapons shall include:

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification; and
5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.

B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

C. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully.

DC. Administrative Discretion

While the school district does not allow the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

VI. CONSEQUENCES FOR WEAPON POSSESSION / USE / DISTRIBUTION BY NONSTUDENTS

A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.

2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

B. Other Nonstudents

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

VII. REPORTS OF DANGEROUS WEAPON INCIDENTS IN SCHOOL ZONES

- A. The school district must electronically report to the Commissioner of Education incidents involving the use or possession of a dangerous weapon in school zones, as required under Minnesota Statutes, section 121A.06.

Legal References: Minn. Stat. § 97B.045 (Transportation of Firearms)
Minn. Stat. § 121A.05 (Referral to Police)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 152.01, subd. 14(a) (Definition of a School Zone)
Minn. Stat. § 609.02, Subd. 6 (Definition of Dangerous Weapon)
Minn. Stat. § 609.605 (Trespass)
Minn. Stat. § 609.66 (Dangerous Weapons)
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)
18 U.S.C. § 921 (Definition of Firearm)
In re C.R.M. 611 N.W.2d 802 (Minn. 2000)
In re A.D., 883 N.W.2d 251 (Minn. 2016)

Cross References: Burnsville-Eagan-Savage School District Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)
Burnsville-Eagan-Savage School District Policy 525 (Violence Prevention)
Burnsville-Eagan-Savage School District Policy 903 (Visitors to School

| District Buildings and Sites)

Adopted: 12/1997
 Reviewed: ~~8/12/2021~~1/27/2022
 Revised: 8/26/2021 MSBA 2021
 Rescinds: JE

Burnsville-Eagan-Savage School District Policy 503

503 STUDENT ATTENDANCE

I. PURPOSE

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance and is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

A student has the right to be in school. A student also has the responsibility to attend all assigned classes and study halls every day that school is in session, participate in the instructional activities for the full class period, and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, a student has the responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

A student's parent or guardian has the responsibility to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

The teacher has the responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. The teacher also has the responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. The

teacher also has the responsibility to provide any student who has been absent with any missed assignments upon request. Finally, the teacher has the responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

- a. The administrator has the responsibility to require students to attend all assigned classes and study halls. The administrator also has the responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, the administrator has the responsibility to inform the student's parents or guardians of the student's attendance and to work cooperatively with them and the student to solve attendance problems.
- b. In accordance with the Minnesota Compulsory Instruction Law, ~~Minnesota Statutes~~ §-section 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Types of Absences

1. Excused Absences

- a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
- b. The following reasons shall be sufficient to constitute excused absences:
 - (1) Illness.
 - (2) Serious illness in the student's immediate family.
 - (3) A death or funeral in the student's immediate family or of a close friend or relative.
 - (4) Medical, dental, or orthodontic treatment, or a counseling

appointment.

- (5) Court appearances occasioned by family or personal action.
- (6) Religious instruction not to exceed three hours in any week.
- (7) Physical emergencies such as fire, flood, storm, etc.
- (8) Official school field trip or other school-sponsored activity.
- (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- (10) Active duty in any military branch of the United States.
- (11) A student's condition that requires ongoing treatment for a mental health diagnosis.
- (12) Family emergencies.

c. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Work missed because of absence must be made up within two school days from the date of the student's return to school. However, the classroom teacher or the building principal may extend the time allowed for completion of make-up work in the case of an extended absence or other extenuating circumstances.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- (3) Work at home.

- (4) Work at a business, except under a school-sponsored work release program.
- (5) Absences resulting from cumulated unexcused tardies (7 tardies equal one unexcused absence)
- (6) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes- §§-sections 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
- (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

C. Tardiness

- 1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness. Assigned area applies to physical and virtual areas.
- 2. Procedures for Reporting Tardiness
 - a. Students tardy at the start of school must report to the school office for an admission slip. Exception made for virtual learning students.
 - b. Tardiness between periods will be handled by the teacher.
- 3. Excused Tardiness

Valid excuses for tardiness are:

 - a. Illness.
 - b. Serious illness in the student's immediate family.
 - c. A death or funeral in the student's immediate family or of a close friend or relative.

- d. Medical treatment or appointment.
- d. Court appearances occasioned by family or personal action.
- e. Physical emergency conditions such as fire, flood, storm, etc.
- f. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

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

III. RELIGIOUS OBSERVANCE ACCOMMODATION

Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance. Requests for accommodations should be directed to the building principal.

IV. DISSEMINATION OF POLICY

1. Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

2. The school district will provide annual notice to parents of the school district's policy relating to a student's absence from school for religious observance.

1.

~~IV.~~ V. **REQUIRED REPORTING**

~~A.~~ A. **Continuing Truant**

Minnesota Statutes, ~~§ section~~ 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minnesota Statutes, ~~§ section~~ 120A.05, without valid excuse within a single school year for:

1. 1. Three days if the child is in elementary school; or

2. 2. Three or more class periods on three days if the child is in a secondary school.

~~B.~~ B. **Reporting Responsibility**

When a student is initially classified as a continuing truant, Minnesota Statutes, ~~§ section~~ 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. 1. That the child is truant;

2. 2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;

3. 3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statutes, ~~section~~ § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statutes, ~~section~~ § 120A.34;

4. 4. That this notification serves as the notification required by Minnesota Statutes, ~~section~~ § 120A.34;

5. 5. That alternative educational programs and services may be available in the child's enrolling or resident district;

6. 6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;

~~7.~~ 7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under ~~Minnesota Statutes Chapter~~ 260;

~~8.~~ 8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to ~~Minnesota Statutes section~~ § 260C.201; and

9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

~~C.~~ C. Habitual Truant

~~1.~~ 1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.

~~2.~~ 2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under ~~Minnesota Statutes Chapter~~ 260A.

- Legal References:**
- Minn. Stat. § 120A.05 (Definitions)
 - Minn. Stat. § 120A.22 (Compulsory Instruction)
 - Minn. Stat. § 120A.24 (Reporting)
 - Minn. Stat. § 120A.26 (Enforcement and Prosecution)
 - Minn. Stat. § 120A.34 (Violations; Penalties)
 - Minn. Stat. § 120A.35 (Absence from School for Religious Observance)
 - Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
 - Minn. Stat. § 260A.02 (Definitions)
 - Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)
 - Minn. Stat. § 260C.007, ~~s~~Subd. 19 (Habitual Truant Defined)
 - Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
 - Goss v. Lopez*, 419 U.S. 565, ~~95 S.Ct. 729~~ (1975)
 - Slocum v. Holton Board of Education*, 429 N.W.2d 607 (Mich. App. Ct. 1988)
 - Campbell v. Board of Education-Educ. of New Milford*, 475 A.2d 289 (Conn.1984)
 - Hamer v. Board of Education-Educ. of Township-High School-Sch. District-Dist. No. 113*, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)
 - Gutierrez v. School-Sch. District-Dist. R-1*, 585 P.2d 935 (Co. Ct. App. 1978)
 - Knight v. Board of Education Educ.*, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)

Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References: [Burnsville-Eagan-Savage School District Policy 105 \(Equity, Access and Excellence in Education\)](#)
[Burnsville-Eagan-Savage School District Policy 506 \(Student Discipline\)](#)
[Burnsville-Eagan-Savage School District Policy 609 \(Religion\)](#)



**Agenda V.B.7.
January 27, 2022**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Lesley Chester, board chair

Date: January 20, 2022

Re: Appoint a Board Member as a representative to the Burnsville Fire Muster and Community Celebration

Recommendation: that the Board of Education approves appointing a Board Member as a representative to the Burnsville Fire Muster and Community Celebration.



FREE ENTRY

December 20, 2021 Board Of Directors Meeting

CONSENT AGENDA:

1. Approve Minutes of Nov mtg

REGULAR AGENDA:

NEW BUSINESS:

2. Approve & adopt new Bylaws (*Complete before new board members added.*)- Dan K
3. Election of 4 new Board Members – Abigail Alt (ISD), Danny Rubio (YMCA & Hispanic Community Liaison), Sanaa Hersi (Muslim Community Liaison), and Amie Burrell (*late to mtg*) (CVB)- Dan K
4. Approve and adopt Conflict of Interest Policy- All board members must sign.- Dan K
5. Approve Treasurers Report. YTD P & L and Balance Sheet- Jim B (*Adam D takes over in Jan*)
6. Review 5-Year Financial plan (Information only. No board action required) - Dan K
7. Discuss and Approve 2022 Budget - Dan K
8. Approve Board Chair to pursue discussions, bring back formal agreement with MVTA for transit shuttle service for RT service BTS to Festival. Meets an 'Accessibility' goal and parking issues. Request City Liaison JJ Ryan to set up a meeting with PD, PW, FD, Parks, Festival Chair and MVTA appointed Liaison (TBD) to discuss shuttle transit services pickup and drop off in Ice Ctr horseshoe. - Dan K
9. Approve sub-cmte to develop new Mission/Values Statements. Vince will lead this sub-committee to meet before January Board Meeting and bring back their recommendation. -Vince W
10. Approve sub-cmte to develop new festival layout plan. Vince will lead. Suggest BJ, Jim, Vince, Margret, Sanaa, and Danny R to participate. Ideas including adding new 30-90 Merch tent, using CCP Amphitheater for Int'l music stage, non-alcoholic beverage tent, praying area/tents, etc.
11. Board feedback for draft new Sponsorship Packet- Dan K & Vince W

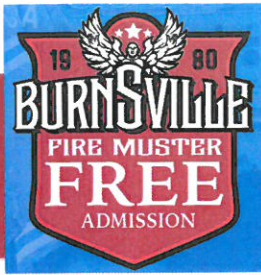
OLD BUSINESS:

12. Discuss and adopt a new BVF&FM logo.- Dan K
13. Discuss new forms= Vendor (Food & Merch) & Parade (Truck and Comm)- Lindsey & Margret
14. Discuss Marketing Resource proposals from various vendors (Artwork Creative, Web site Dev/Maint, SM management and Media Buys)- Dan K

MISC ITEMS:

15. DOR Status renewed
16. C3 Application will start now that ByLaws and COI policy done.- Dan K
17. January Board meeting followed directly by Volunteer Event Committee members joint meeting and meet and greet. -DOODLE with several date options will be sent. – Dan K
18. Contact list for the Board coming soon. Fill in missing data and return. - Dan K
19. History- Sharing the original AOI for the FM. 2022 Honor founders who are still here? -Dan K
20. Open Discussion.

Adjourn



Attendees:

Dan Kealey
Vince Workman
BJ Jungmann
Jim Bradrick
Robert Timmerman
Adam Decknatel
Margaret Garvey
JJ Ryan
Garret Beck
Lindsey Krause
Gary Glitter

Meeting Minutes

Agenda items

- 1) Introductions
- 2) Consent Items (M Dan, 2nd BJ)
 - a) Approve minutes from 10/14/2021
 - b) Approve minutes from Special Workgroup 11/21/2021
- 3) Elections
 - a) Nomination for Robert and Adam to join the board. (M Dan, 2nd Lindsey)
 - b) Interim Chair/Interim Vice Chair until January's annual board meeting and 2022 board officers' nomination and vote (per bylaws). Dan for Chair, Vince for Vice Chair. (M Lindsey, 2nd Margaret)
 - c) Dan announcements/conversation
 - i) Our organization's handling of money, filing taxes, SOS filings are all critical to our organization given our non-profit status. Over the last several years, Jim and Tami, have worked to clean-up the business side of things--thanks to them.
 - ii) We are working to develop additional structure and integrity. An important step is putting a treasurer in place. Want someone local to do taxes, books, and various filings. Adam will be a good fit in this role.
 - iii) Robert brings an audit background and will be a good fit for the secretary role. Dan is confident we will manage our organization well and be transparent.
 - iv) Excited to have Vince as 1st Vice Chair.
 - (1) Vince thanked Jim for his years of service. Excited to have strong heads at the table to help make the celebration bigger and better. Get more vendors, better fundraising opportunities. On course to build infrastructure back to what this looked like 15 years ago with community members being engaged.
 - v) Dan thanked JJ and Garret for helping represent city as liaisons to the FM. He noted that nobody in city hall has the institutional knowledge that Marty or Skip had. JJ will be in our meetings and has a year under his belt. The city provides works, streets, police, etc., but we haven't really had them at the table for planning purposes.
 - vi) It's also great to have BJ, who is a voting member of the board.
 - vii) This board is the non-profit board. The official directors of the non-profit.
 - viii) We want to hire an attorney to look at policies, etc.
 - ix) Board structure moving forward: our hope is to have a 13-member board (need 5 more members on top of our current 8). Dan is continuing to reach out to leaders in the

community to engage them (e.g., YMCA, Chamber, Somali and Hispanic community group representatives).

- x) We are looking at providing diversity, inclusivity, and bringing more people to enjoy our festival. Consider merchandise, foods, non-alcoholic options, to provide what BIPOC members of our community might be looking for that is different than what we are currently providing. Census told us that Burnsville is 39% POC. Largest festival in Burnsville and we have an opportunity to step up in our community to improve our festival and the diversity of those who participate. ISD 191 is 60% POC. Our mission is an honorable one, change FM to get the entire community to STAY at FM and have music, food, activities for them to enjoy. That means change. It may not be easy, but we'll always maintain mutual respect. We all have equal value in our roles and opinions.
- d) Election of interim secretary and interim treasurer. Robert for secretary, Adam for treasurer. Both in place until January's annual board meeting and 2022 board officers' nomination and vote (per bylaws). (M Vince, 2nd Lindsey)

4) Old Business

- a) Finalize 2021 contributions. See Jim's handout "2021 Burnsville Fire Muster Proposed Community Volunteer Payouts."
 - i) Dan: We currently have a \$41k balance, which is lower than we would like. After our payouts, we'll be at all time low in our checking account. Working on a draft budget based on previous years.
 - ii) Jim: FM board typically finalizes books the month after the event, reviews profit/loss, and considers funds to "give back" to the community. We can improve on this process going forward.
 - iii) Conversation:
 - (1) MN Fire Engine Club already paid—we "sold" that event to Waste Management as a sponsorship.
 - (2) Boy scouts and Venture Crew (sign install) already paid.
 - (3) We typically, give back about \$15k to the community.
 - (4) BJ: what are total expenses? Dan: about \$100k.
 - (5) Dan: We will have some discussion at the City Council all-day work session in January to discuss our legacy festival funding. The current policy allows for a fixed dollar amount that does not consider inflationary expenses. We don't want to have to come back every few years making additional requests to the City Council. This is the city's festival in citizen's minds, so we desire to have the city heavily involved and also assisting with funding. We are certainly not asking for a blank check, just full support of what we are doing today--not looking for more other than to keep up with inflation. This year, the city did add an additional \$10k since we added a 2nd night of fireworks. We actually ended up with about \$1,800 in extra expenses (above that \$10k) that weren't originally considered (e.g., fire dept. staffing).

- (6) Garret: in 2018 FM only reimbursed \$13k. 2019 increased to \$26k. Dan: during great recession, the City Council cut legacy event funding in half. Council held at 50% until 2019.
- (7) Adjusted Jim's proposed numbers that will provide a total payout of \$7,900 on top of what has already been paid to FEC, Boy Scouts, and Venture Crew (\$6,009). (M Robert, 2nd BJ)

5) New Business

- a) Marketing vendor presentation and discussion.
 - i) Ryan Kulka—Boom!. See his PP presentation.
 - (1) Started in 2013, FT in 2014. Met Dan in 2014 who's worked with him through Pawn America. We only work in digital, social, OTV (streaming).
 - (2) Ryan can sit on event committee and will provide 50% discount as in-kind contribution.
 - (3) Total proposed cost for 2022 after discount is \$15,200. Cafeteria plan breakdown:

(a) Display Ads	\$5,000
(b) Graphic Design	\$1,200
(c) Website Maintenance	\$3,000
(d) Social Media Management	\$6,000
 - ii) Dan: Sean Hayford bid on website work. \$4,200 to build/maintain website. Can develop a form and payment portal. 2 hour minimum @ \$120 (\$240 per month).
 - iii) Dan: tried to get third bid, no response. The sooner we make a decision, the sooner we can get started on building forms/payments, which we have never had in the past.
 - iv) Lindsey requested to provide a bid for our website and social media management. The board will review that at our December meeting and make a final decision.
 - v) Dan: Our website is currently on Wix. Need to be able to sell sponsorships, fillable form, parade, vendor, shopping cart, etc.
- b) Vendor discussion (Margaret)
 - i) Want to build online form so you click on what type of organization/participant you are and can be directed to your form.
 - ii) Discussion about business vs. non-profit fees. Political is not non-profit... may need to identify non-profit as 501c3/4 only.
 - iii) What is our non-profit policy? Some are handled differently.
 - iv) Lindsey wants a separate parade form for fire trucks. She'll mock one up. Eileen can update the other half of parade form.
 - v) Margaret will draft updates to the forms for our review.
 - vi) BJ needs information about what time trucks can enter the grounds. Need to be clear when there is no vehicle access. "Road is closed from x hours to x hours.
 - vii) Our attorney should review our vendor forms once they are updated.
 - viii) APPROVED BY ACCLAMATION:
 - (a) Remove table rental option for vendors

- (b) \$60 for 501c3. \$125 for merchandise and service vendors. \$375 food vendor.
- c) Directors and Officers insurance coverage (Vince)
- i) \$575. Three additional coverage options at no cost. Workplace violence, cyber liability, and social engineering coverage.
 - ii) Not buying employers liability insurance or fiduciary coverage for oversight of employee benefits. We don't employ anyone.
 - iii) Jim currently listed as primary contact on policy. Vince will have that updated to be Dan. (M Jim, 2nd BJ, Abstaining-Vince)
- d) Proposal for retaining tax services
- i) Adam will do monthly books as an in-kind contribution as a board member. His experience is in non profit accounting/taxes.
 - ii) Adam's firm, Enestvedt & Christianson, will do tax and Secretary of State filings. We will need to sign a form engaging them to do our tax filings.
 - iii) \$500 fee.
 - iv) Jim will work on turning over QuickBooks information to Adam.
 - v) (M Robert, 2nd Lindsey)
- e) Proposal for retaining legal services (Dan)
- i) Dougherty Molenda, a law firm heavily involved in the Burnsville/Apple Valley area.
 - ii) Want to retain them to convert from 501c4 to 501c3. Once we apply, we may be able to seek contributions from organizations who only donate to 501c3 organizations.
 - iii) \$400 deposit.
 - iv) Need conflict of interest policy to put in place.
 - v) Need to develop several other policies as well.
 - vi) (M Jim, 2nd Vince)
- f) Planning process (BJ)
- i) Want to develop a master plan and operational manual (civilianize FEMA's IAP). These are living documents that are updated and adjusted throughout the year up until the event.
 - ii) Goals, objectives, staffing, etc.
 - iii) Plan for contingencies/emergencies (man-made or natural).
 - iv) Document institutional knowledge. Jim is working on pulling info together.
 - v) Develop our principles. What are the four-five things we want to live by? #1 goal is safety. Come up with 3-4 more.
 - vi) Jim: that needs to be part of next meeting because all decisions need to tie back to those principles.
 - vii) Vince: "Traction" book can help guide our vision statement. Vince can send out link.

- g) Dan: Red Lion will be our alcohol/beverage chair on the event committee. They can provide us better pricing and selection. Try to keep at \$5 drinks. Room for future discussion.
- h) Logo review. Dan provided six options and received feedback from the board. He will send out revisions and try to reach an agreement by email.
- i) Next meeting—Date to be finalized via email
- j) Adjourned 9:55 p.m.

**CONTENTS OF AMENDED AND RESTATED BY-LAWS
OF
BURNSVILLE FIRE MUSTER AND COMMUNITY CELEBRATION**

ARTICLE I		
Offices		
1.1	<u>Registered Office</u>	1
1.2	<u>Offices</u>	1
ARTICLE II		
Board of Directors		
2.1	<u>General Powers</u>	1
2.2	<u>Number</u>	1
2.3	<u>Qualifications and Term of Office</u>	1
2.4	<u>Quorum</u>	1
2.5	<u>Annual Meeting</u>	1
2.6	<u>Special Meetings</u>	2
2.7	<u>Electronic Communications</u>	2
2.8	<u>Compensation</u>	2
2.9	<u>Committees</u>	2
2.10	<u>Vacancies</u>	2
2.11	<u>Order of Business</u>	2
2.12	<u>Informal Action by Directors</u>	3
ARTICLE III		
Officers		
3.1	<u>Number and Election</u>	3
3.2	<u>Duties of Required Officers</u>	3
3.2.1	<u>President</u>	3
3.2.2	<u>Treasurer</u>	4
3.3	<u>Duties of Other Officers</u>	4
ARTICLE IV		
Committees		
4.1	<u>Designation by Directors</u>	5
ARTICLE V		
Indemnification		
5.1	<u>Authority of Board of Directors</u>	6
5.2	<u>Standard for Indemnification</u>	6
5.3	<u>No Presumptions Resulting From Termination of Actions</u>	6
5.4	<u>Mandatory Indemnification</u>	6
5.5	<u>Determination</u>	6
5.6	<u>Advance Payment</u>	7
5.7	<u>Continuance of Indemnification</u>	7

5.8 <u>Not Exclusive Remedy</u>	7
5.9 <u>Insurance</u>	7
5.10 <u>Notice of Indemnification</u>	7
ARTICLE VI	
Financial and Property Management	
6.1 <u>Fiscal Year</u>	8
6.2 <u>Audit of Books and Accounts</u>	8
6.3 <u>Contracts</u>	8
6.4 <u>Checks</u>	8
6.5 <u>Deposits</u>	8
ARTICLE VII	
Waiver of Notice	
7.1 <u>Requirement of Waiver in Writing</u>	8
ARTICLE VIII	
Amendments	
8.1 <u>Action by Board of Directors</u>	8

**AMENDED AND RESTATED
BY-LAWS
OF
BURNSVILLE FIRE MUSTER AND COMMUNITY CELEBRATION, INC.**

**ARTICLE I
Offices**

1.1 Registered Office - The registered office of the Corporation shall be 100 Civic Center Parkway, P.O. Box 973, Burnsville, Minnesota 55337. The Board of Directors shall have authority to change the registered office of the Corporation from time to time, and any such change shall be registered by the Secretary with the Secretary of the State of Minnesota.

1.2 Offices - The Corporation may have such other offices as the Board of Directors may designate.

**ARTICLE II
Board of Directors**

2.1 General Powers - The business of the Corporation shall be managed by or under the direction of a Board of Directors, subject to Minn. Stat. § 317A.201.

2.2 Number - The Board of Directors shall consist of nine (9) or more individuals. In the event the Corporation has less than nine (9) individuals, the remaining director(s) may appoint or elect the number of directors necessary to increase the board to nine (9) or more individuals. It is desired that the board have 50% of the directors from various community and non-profit organizations, one member from the City Fire Department, 2 or more members from diverse cultures and the balance of members from the Burnsville community at large.

2.3 Qualifications and Term of Office - Members of the Board of Directors must be natural citizens and be at least eighteen (18) years of age. A Director shall hold office for a term of three (3) years or until a successor has been elected and has qualified or until the earlier death, resignation, removal or disqualification of the Director. Removal of Directors shall be carried out pursuant to Minn. Stat. § 317A.223.

2.4 Quorum - A majority (51% or more) of the Board of Directors shall constitute a quorum for the transaction of business, provided, however, that if any vacancies exist by reason of death, resignation or otherwise, a majority of the remaining Directors, shall constitute a quorum for the conduct of business. If less than a quorum is present at any meeting, a majority of the Directors present may adjourn the meeting from time-to-time without further notice.

2.5 Annual Meetings - Annual meetings of the Board of Directors shall be held before March 1st of each year on a date and at a time designated by the Board of Directors at the registered office of the Corporation, unless another location is designated by resolution of the Board of Directors, for the purpose of electing officers of the Corporation and for the transaction

of such other business as may come before the meeting. Unless notice shall be waived by all Directors entitled to notice, a five-day notice shall be given to the Directors of the date, time and place of meeting. The notice need not state the purpose of the meeting.

2.6 Special Meetings - Special meetings of the Board of Directors may be held at such time and place as may from time to time be designated in the notice or waiver of notice of the meeting. Special meetings of the Board of Directors may be called by the President, or by any one Director. Unless notice shall be waived by all Directors entitled to notice, notice of the special meeting, stating the purpose of the meeting, shall be given by delivery or mailing of said notice not less than 7 or more than 30 days before the meeting. Each Director, by the Director's attendance and the Director's participation in the action taken at any Director's meeting, shall be deemed to have waived notice of such meeting.

2.7 Electronic Communications - A conference among Directors by any means of communication through which the Directors may simultaneously hear each other during the conference constitutes a Board meeting, if the number of Directors participating would be sufficient to constitute a quorum at said meeting.

2.8 Compensation - Directors and any members of any committee of the Corporation contemplated by these By-Laws or otherwise provided for by resolution of the Board of Directors, may receive such compensation therefore as may be determined from time to time by resolution of the Board of Directors. Nothing herein contained shall be construed to preclude any Director from serving the Corporation in any other capacity and receiving proper compensation therefor.

2.9 Committees - The Board of Directors may, by affirmative action of the majority of the Board, designate one or more of their number, or a person who is not a director, to constitute a committee, which to the extent determined by unanimous affirmative resolution of the entire Board, shall have and exercise the authority of the Board in the management of the business of the Corporation to the extent provided in the resolution. Any such committee shall be subject at all times to the control and direction of the Board.

2.10 Vacancies - Any vacancy in the Board of Directors shall be filled and approved by the remaining Board of Directors, though less than a quorum, and each person so elected shall be a Director until the successor is elected at any meeting duly called for that purpose.

2.11 Order of Business - The meetings shall be conducted in accordance with Roberts Rules of Order, Revised, and the suggested order of business at any meeting of the Directors shall be:

1. Roll call.
2. Proof of due notice of meeting, or unanimous consent, or unanimous presence and declaration by President.
3. Reading and disposal of any unapproved minutes.
4. Reports of officers and committees.

5. Election of officers.
6. Unfinished business.
7. New business.
8. Adjournment.

2.12 Informal Action by Directors - Any action required or permitted to be taken at a meeting of Directors may be taken by written action signed by all of the Directors.

ARTICLE III Officers

3.1 Number and Election - The Corporation shall have one or more natural persons exercising the functions of the offices of President and Treasurer. Officers of the Corporation shall be elected at the Annual Meeting of the Directors wherein the Nominating Committee shall present a proposed slate of officers. Additional nominations may be made by the Directors prior to the voting. Vacancies shall be filled by election or appointment by the other officers or agents the Board considers necessary for the operation and management of the Corporation. Such officers may include one or more Vice-Presidents, one or more Assistant Secretaries and one or more Assistant Treasurers. Any two offices, except those of President and Vice President, may be held by one person. Such officers shall hold office for one year or until the successors are elected and qualified; provided, however, that any officer may be removed with or without cause by the affirmative vote of the majority of the whole Board of Directors. In the absence of an election or appointment of officers by the Board of Directors, the person exercising the principal functions of the President or the Treasurer is considered to have been elected to the office.

3.2 Duties of Required Officers

3.2.1 President - The President shall:

- a. Have general active management of the business of the Corporation;
- b. When present, preside as Chairperson of the Board at all meetings of the Board of Directors;
- c. See that all orders and resolutions of the Board are carried into effect;
- d. Appoint Committee Chairpersons of Standing Committees and Special Committees (i.e., music, parade); Sign and deliver in the name of the Corporation any deeds, mortgages, bonds, contracts or other instruments pertaining to the business of the Corporation, except in cases in which the authority to sign and deliver is required by law to be exercised by another person or is expressly delegated by the Articles or By-Laws or by the Board to another officer or agent of the Corporation;
- e. Maintain records of and, whenever necessary, certify all proceedings of

the Board ; and

- f. Perform other duties prescribed by the Board.

3.2.2 Treasurer - The Treasurer shall:

- a. Keep accurate financial records for the Corporation;
- b. Deposit money, drafts and checks, in the name of and to the credit of the Corporation, in the banks and depositories designated by the Board;
- c. Endorse for deposit all notes, checks and drafts received by the Corporation as ordered by the Board, making proper vouches therefor;
- d. Disburse corporate funds and issue checks and drafts in the Corporation, as ordered by the Board and/or the President of the Corporation;
- e. For any checks or disbursements in excess of \$1,000, a second signature or written authorization from the President or Board Chair is required.
- f. Provide the President and the Board at every Board of Directors Meeting and, upon request, an account of transactions by the Treasurer and of the financial condition of the Corporation;
- g. Prepare the books for audit at the end of the fiscal year;
- h. Prepare a budget for presentation and approval of the Board of Directors at the Annual Meeting;
- i. Be responsible for the filing of necessary forms as required by government agencies; and
- j. Perform other duties prescribed by the Board or by the President;

3.3 Duties of Other Officers -

3.3.1 Vice President - The Vice President shall assist the President and shall have such powers and shall perform such duties as may be specified or prescribed by the Board of Directors. The Vice President shall coordinate the activities of the Nominating Committee but shall not be a member of the Nomination Committee. In the event of absence or disability of the President, the Vice President shall succeed to the President and Chairperson of the Board of Directors.

3.3.2 Secretary - The Secretary shall be Secretary of the Corporation and shall attend all meetings of the Board of Directors. The Secretary shall act as clerk thereof, shall

present the Minutes for approval and shall record all the proceedings of such meetings in the Minute Book of the Corporation. The Secretary shall give proper notice of meetings of Directors. He/she shall perform such other duties as may be prescribed from time to time by the Board of Directors.

3.3.3 Assistant Officers - In the event of absence or disability of any Vice President, Secretary or Treasurer, such assistant to such officers shall succeed to the powers and duties of the absent officer in the order in which they are elected or as otherwise prescribed by the Board of Directors until such principal officer shall resume his duties or a replacement is elected by the Board of Directors. Such assistant officers shall exercise such other powers and duties as may be delegated to them from time to time by the Board of Directors, but they shall be subordinated to the principal officer they are designated to assist.

ARTICLE IV Committees

4.1 Designation by Directors - The Board of Directors, by resolution adopted by a majority of the Directors, may designate one or more committees as needed.

ARTICLE V Indemnification

5.1 Authority of Board of Directors - The Corporation, acting through its Board of Directors or as otherwise provided in these By-Laws, shall exercise as fully as may be permitted from time to time by the statutes and decisional law of the State of Minnesota or by any other applicable rules or principals of law its power to indemnify any person who was or is a party or is threatened to be made a party to any suit or proceeding, wherever brought, whether civil, criminal, administrative or investigative, by reason of the former or present official capacity of the person as a Director, officer, employee or agent of the Corporation.

5.2 Standard for Indemnification - Any person described in Section 5.1 may be indemnified by the Corporation if such person acted in good faith and in a manner they reasonably believed to be in, or not opposed to, the best interest of the Corporation and with respect to any criminal action or proceeding, had no reasonable cause to believe his conduct was unlawful.

5.3 No Presumptions Resulting From Termination of Actions - The termination of any action, suit or proceeding by judgment, order, settlement, conviction or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which the person reasonably believed to be in, or not opposed to, the best interest of the Corporation.

5.4 Mandatory Indemnification - To the extent that any such person has been successful on the merits, or otherwise, in defense of any action, suit or proceeding referred to in this

By-Law, or in defense of any claim, issue or matter within this By-Law, such person shall be indemnified against expenses, including attorneys' fees, actually and reasonably incurred by him in connection therewith.

5.5 Determination - Any indemnification under Section 5.1, unless ordered by a Court, shall be made by the Corporation, only as authorized in the specific case, upon a determination that indemnification of the Director, officer, employee or agent is proper in the circumstances because such person has met the applicable standard of conduct set forth in Section 5.2. Such determination shall be made (1) by the Board of Directors by a majority vote a quorum consisting of Directors who are not parties to such action, suit or proceeding or (2) if such a quorum is not obtainable, or, even if obtainable, a majority of a committee of the Board of Directors who are not parties to such action, or, if determination is not made by Clause (1) and (2), by (3) a special legal counsel selected by either a majority of the Board of Directors or a committee, or if such majorities cannot be obtained, by a majority of the full Board, including Directors who are parties to the action.

5.6 Advance Payment - The expenses incurred in defending a civil or criminal action, suit or proceeding may be paid by the Corporation in advance of the final disposition of such action, suit or proceeding as authorized by the Board of Directors in the manner provided in Section 5.4 upon receipt of a written affirmation by the person of a good faith belief that the criteria form indemnification, as specified in Section 5.2, has been satisfied and upon receipt of a written undertaking by or on behalf of the Director, officer, employee or agent to repay such amounts paid or reimbursed by the Corporation if it shall ultimately be determined that they are not entitled to be indemnified by the Corporation as authorized in this By-Law.

5.7 Continuance of Indemnification - The indemnification provided by this By-Law shall continue as to a person who has ceased to be a Director, officer, employee or agent and shall inure to the benefit of the heirs, executors and administrators of such a person.

5.8 Not Exclusive Remedy - The indemnification provided by this By-Law shall not exclude any other right to which an officer or Director may be entitled under any agreement, vote of Directors, or otherwise, both as to action in their official capacity and as to action in another capacity while holding such office, and shall not imply that the Corporation may not provide lawful indemnification not expressly provided for in this By-Law. Nothing contained in this By-Law shall affect any rights to indemnification to which corporate personnel, other than Directors and officers, may be entitled by contract and otherwise under law.

5.9 Insurance - The Corporation may purchase and maintain insurance on behalf of any person who is or was a Director, officer, employee or agent of the Corporation, or is or was serving at the request of the Corporation as a Director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise against any liability asserted against such person and incurred by, or arising from, that person in such capacity, whether or not the Corporation would have been required to indemnify the person against the liability.

5.10 Notice of Indemnification - If, under this By-Law, any expenses or other amounts are paid by way of indemnification to a person, the Corporation shall, not later than the next Annual Meeting of Directors, unless such meeting is held within three (3) months from the date of such payment, and, in any event, within fifteen (15) months from the date of such payment, mail to its Directors of record at the time entitled to vote for the election of Directors a statement specifying the persons paid, the amounts paid and the nature and status of the litigation or threatened litigation at the time of such payment.

ARTICLE VI Financial and Property Management

6.1 Fiscal Year - The fiscal year of the Corporation shall end on March 31 of each year.

6.2 Audit or Review of Books and Accounts - The books and accounts of the Corporation shall be audited or reviewed at such times as may be ordered by the Board of Directors.

6.3 Contracts - The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation

6.4 Checks - All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation shall be signed by such officer or officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors.

6.5 Deposits - All funds of the Corporation, not otherwise employed, shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Board of Directors may select.

ARTICLE VII Waiver of Notice

7.1 Requirement of Waiver in Writing - Whenever any notice is required to be given by these By-Laws or the Articles of Incorporation of the Corporation or any of the corporate laws of the State of Minnesota, a waiver thereof in writing, signed by the person or persons entitled to said notice, either before, at or after the time stated therein and whether given in writing, orally or by attendance, (at a meeting), shall be deemed equivalent thereto.

ARTICLE VIII Amendments

8.1 Action by Board of Directors - The Board of Directors of the Corporation is expressly authorized to make By-Laws of the Corporation and from time to time to alter or repeal Articles or By-Laws so made to the extent and in the manner prescribed by the Minnesota Statutes 317A in effect and as amended. In so acting, the Board of Directors may do so for amendments to the

Articles of Incorporation only upon two-thirds majority vote of the entire Board of Directors then in office at any meeting, provided that notice of such proposal of amendment of the Articles of Incorporation shall have been given to the Directors in the notice of such meeting. Further, the Board of Directors may amend these By-Laws only upon a majority of the entire Board of Directors then in office at any meeting, provided that notice of such proposal of amendment of the By-Laws shall have been given to the Directors in the notice of such meeting.

The undersigned hereby certify that the foregoing Amended and Restated By-Laws were adopted as the complete By-Laws of the Corporation at a duly called meeting of the Board of Directors of said Corporation on the 20th day of December, 2021.

Dan Kealey,
President and Chair of the Board of Directors

Date



December 20th, 2021

Board Action:

Vote on slate of new directors as proposed by Chair:

Abigail Alt - ISD191

Danny Rubio - YMCA & Hispanic Community Liaison

Sanaa Hersi - Muslim Community Liaison

Amie Burrell – Experience Burnsville/CVB

NOTE: Amie has a conflict at the beginning of our meeting. We will vote on her board position when she arrives late to our meeting.

**CONFLICT OF INTEREST POLICY
OF
BURNSVILLE FIRE MUSTER AND COMMUNITY CELEBRATION**

**Article I
Purpose**

The purpose of the conflict of interest policy ("Policy") is to protect Burnsville Fire Muster and Community Celebration's ("Organization") tax-exempt interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

**Article II
Definitions**

1. **Interested Person.** Any director, principal officer or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. **Financial Interest.** A person has a financial interest if the person has, directly or indirectly, through business, investment or family:
 - a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement;
 - b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement; or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2 of this Policy, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III Procedures

1. **Duty to Disclose.** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
2. **Determining Whether a Conflict of Interest Exists.** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
3. **Procedures for Addressing the Conflict of Interest**
 - a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
4. **Violations of the Conflicts of Interest Policy**
 - a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V Compensation

1. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
3. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy;
- b. Has read and understands the policy;
- c. Has agreed to comply with the policy; and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

**Article VII
Periodic Reviews**

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm’s length bargaining.
- b. Whether partnerships, joint ventures and arrangements with management organizations conform to the Organization’s written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

**Article VIII
Use of Outside Experts**

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring period reviews are conducted.

_____, Director

_____, Director

_____, Director

_____, Director

_____, Director

_____, Director

_____, Director

_____, Director

_____, Director

_____, Director

_____, Director

_____, Director

_____, Director



Agenda VI
January 27, 2022

To: Board of Education

From: Lisa Rider, executive director of business services

Date: January 20, 2022

Re: Adjourn to a Workshop about the FY23 Budget followed by a Closed Session

**Fiscal Year 2023
Budget
Development
Board Workshop**

**Lisa Rider - Executive Director of
Business Services**

January 27, 2022



- » Review Guiding Change for FY22
- » Review FY23 Adopted Budget Process and Timeline
- » Understand Current Reality after Audit FY21 and Revised FY22 Budget

Agenda

- Guiding Change
- FY 23 Adopted Budget Process and Timeline
- Current Reality: General Fund Budget Comparative Summary

Guiding Change FY23 Budget Development

Guiding Questions: Given ISD 191's strategic roadmap requires that the district optimizes resources for student learning. How will the budget for FY23 continue to support our mission and priorities, balance the budget and leverage every funding source available? How does the budget align with the goals of advancing equitable student outcomes and the district's strategic directions?

Budget Process and Timeline

261

FY23 Budget Goals, Process, and Timeline

Adopted FY 23 Assumptions as of January 2022

262

- Enrollment assumed for FY23 will be K-12 7,219 Fall and End of Year (EOY)
- Further assumptions will be included in the projection models in February 2022

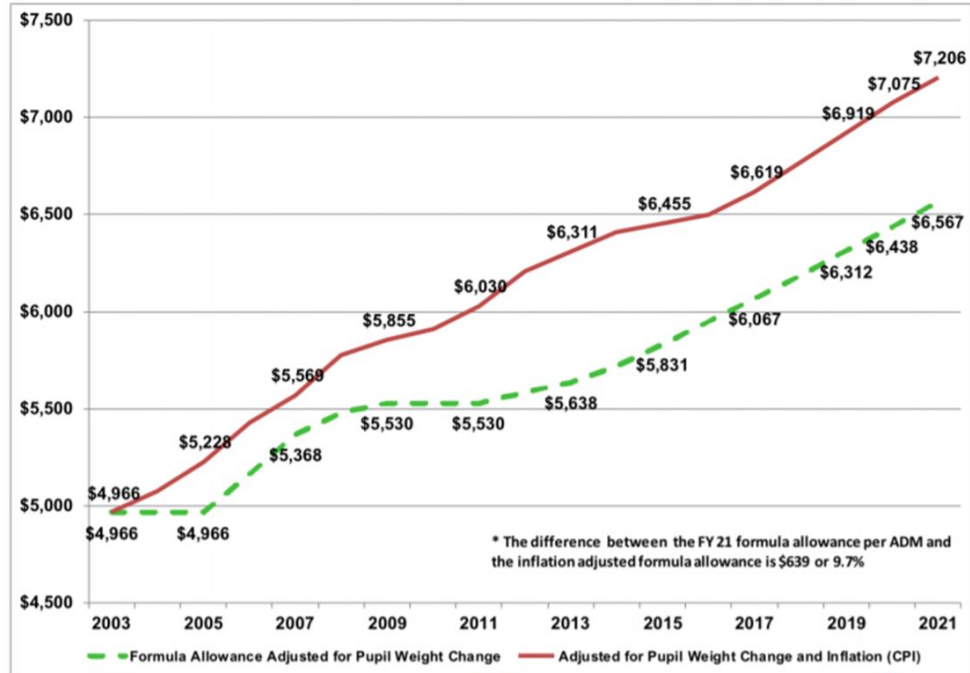
Current Reality

General Fund Budget Comparative Summary

	Actual Results 2018-19	Actual Results 2019-20	Actual Results 2020-21	Adopted Budget 2021-22	Revised Budget 2021-22
Total Beginning Fund Balance	\$ 15,815,204	\$ 15,379,015	\$ 20,326,027	\$ 21,483,321	\$ 29,521,880
Revenues	131,545,485	132,246,197	129,973,192	123,498,369	126,417,450
Federal Relief Revenues			4,673,195	7,187,245	9,468,267
Expenditures	132,076,288	127,299,185	120,777,339	132,480,192	130,875,664
Federal Relief Expenditures			4,673,195	3,287,245	5,160,034
Variance (Revenues - Expenditures)	(530,803)	4,947,012	9,195,853	(5,081,823)	(149,981)
Total Ending Fund Balance	\$ 15,284,401	\$ 20,326,027	\$ 29,521,880	\$ 16,401,498	\$ 29,371,899
Breakdown of Fund Balance Categories					
Nonspendable	\$ 469,392	\$ 435,457	\$ 382,338	\$ 367,587	\$ 382,338
Restricted	5,526,162	7,878,828	9,020,782	5,476,553	8,261,908
Committed	1,550,194	1,735,209	1,849,491	1,784,069	1,538,385
Assigned			5,081,823	-	-
Unassigned	7,738,653	10,276,533	13,187,446	8,773,289	19,189,268
Total Ending Fund Balance	\$ 15,284,401	\$ 20,326,027	\$ 29,521,880	\$ 16,401,498	\$ 29,371,899
Unassigned Fund Balance %	5.86%	8.07%	10.51%	6.46%	14.11%

General Education Formula - State Aid is still behind

General Education Formula Allowance, 2003-2021 Adjusted for Pupil Weight Change and Inflation (CPI)



Source: MDE August 2019 Inflation Estimates



Association of Metropolitan School Districts



EHLERS

Fiscal Year 2023 Budget Development

General Education Formula - State Aid Numbers

265

- The General Education Formula generates for us 41.6% of our total General Fund Revenue in our Revised FY22 Budget
- General Education Formula increase of 2.45% increased the formula from \$6,567 to \$6,728 per pupil
- Applying this increase with no change in enrollment from the prior year = \$1,378,154
- \$1,378,154 is equal to 1.1% increase in all expenditures from the prior year
- Each year we must apply the increase with adjustments for our projected end of year enrollment
- For ISD 191, due to our change in enrollment, our increase in revenue is \$312,910 of additional income which is equal to 0.2% increase in all expenditures from the prior year

Adopted FY23 Budget Timeline

266

- January 27 - Board adopts revised FY22 budget
- February 24 - Board receives preliminary list of budget adjustments in workshop
- February - Virtual meetings and presentations seeking input/feedback
- March 10 - Superintendent presents recommended budget adjustments at workshop
- Gather feedback from parents and community after March 10 board meeting
- June - Adopt FY23 Budget

Next Steps

- FY22 Revised Budget on agenda January 27, 2022 for approval
- Next step is to update our new budget model with revised FY22 data and create preliminary projections for FY23 Budget, to be used as a basis of assumptions in creating the FY23 Adopted Budget
- Board will determine the level of budget adjustments required as part of the FY23 Adopted Budget assumptions

*Thank
you*



**Agenda VII.
January 27, 2022**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Abigail Alt, clerk

Date: January 21, 2022

Re: Adjourn to a closed session, as permitted by Minn. Stat. 13D.03, for Labor
Negotiation Strategy