



Regular Meeting Agenda

Diamondhead Education Center
200 W. Burnsville Parkway
Burnsville, MN 55337
October 27, 2022
6:30 PM

Strategic Directions:

- Creating space and opportunity for each and every voice to be heard
- Actively leading by developing and sustaining a diverse and equitable education system
- Supporting and leveraging innovation to improve student outcomes and district culture
- Engaging our community to ensure common understanding of our Strategic Roadmap and the district work to support it

5:45 PM Listening Session with Director Toni Conner and Director Eric Miller

I. Call to Order

- A. Welcome
- B. Pledge of Allegiance

II. Approval of Agenda

III. Information

A. Report about Burnsville High School, Burnsville Alternative High School, and One91 Virtual Academy 3

Speaker(s): Dr. Bill Sommers BHS Principal, Ms. Kelly Ronn, BAHS Principal, Dr. Chris Belmont, Assistant Superintendent, and Students

B. Update about Fiber Infrastructure and Dissolution of Dakota County Broadband Committee 13

Speaker(s): Rachel Gorton, Director of Technology

C. Committee, Board Appointment and School Assignment Reports 14

IV. Business Meeting

A. Consent Agenda

Description: Although Board action is required, it is generally unnecessary to hold discussion on these items. In the event a Board member wishes to discuss an item, that item will be moved for separate consideration.

- 1. Approve Minutes

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. 15

2. Approve Personnel Recommendations	17
3. Adopt a Resolution to Accept Donations	18
4. Approve Payroll, Receipts, Expenses and Investments	20
5. Accept the Budget Analysis	74
6. Receive a Report about the Listening Session	79
7. Approve the Minnesota State High School League (MSHSL) Foundation Grant A	80
8. Approve Changes to Guidelines for Sharing School Board Meetings	82
9. Approve, on a Second Reading Basis, Changes to Policies 103: <i>Complaints - Students, Employees, Parents, Other Persons; 401: Equal Employment Opportunity; 402: Disability Nondiscrimination Policy; 408: Subpoena of a School District Employee; and 520: Student Surveys</i>	85
10. Approve, on a Second Reading Basis, Changes to Policy 514: <i>Bullying Prohibition Policy, and Policy 516: Student Medication</i>	100
B. New Business	117
1. Approve, on a First Reading Basis, Changes to Policy 403: <i>Discipline, Suspension, and Dismissal of School District Employees</i> Speaker(s): Stacey Sovine, Executive Director of Administrative Services	119
V. Adjourn to a Workshop	
A. Update about Open Facilities	124
Speaker(s): Dr. Theresa Battle, Superintendent, Stacey Sovine, Executive Director of Administrative Services, Jason Sellars, Director of Community Education, and Stacie Kvilvang, Ehlers	
B. Finalize Changes to the Superintendent Evaluation Tool	146
Speaker(s): Scott Hume, Vice Chair	



**Agenda III.A.
October 27, 2022**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Dr. Bill Sommers, BHS principal, Ms. Kelly Ronn, BAHS principal, Dr. Chris Belmont, assistant superintendent, Myles Ridore, LaRyssa Shead, Esarra Robertson, Dacia Warrington, Vladimir Villalta, Marwah Ismail, and Dominic Parker-Sims

Date: October 18, 2022

Re: Report about Burnsville High School, Burnsville Alternative High School and One91 Virtual Academy

Receive a report about Burnsville High School, Burnsville Alternative High School, and One91 Virtual Academy from Dr. Bill Sommers, BHS principal, Ms. Kelly Ronn, BAHS principal, Dr. Chris Belmont, assistant superintendent, Myles Ridore, LaRyssa Shead, Esarra Robertson, Dacia Warrington, Vladimir Villalta, Marwah Ismail, and Dominic Parker-Sims.

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Board of Education
School Updates

**Burnsville High School
Burnsville Alternative High School
One91 Virtual Academy**



Our Story



Our Current Work at BAHS

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- Multi-Tiered Systems of Support
- Increased support services for students
- Partnership between BHS and BAHS
- Pathways access and planning
- Social Emotional Learning in advisory
- College and career planning (Xello)



Our Current Work at BHS

College, Career, & Community Ready



- Continual / Strategic learning
 - Not Learning is Bad,
Not Wanting to Learn is Worse - African Proverb
 - Pathways
- Flexible for multiple careers
 - The one with the most flexibility has the most influence
- Positive community member
 - Contribute to a greater cause
 - Children Need Models for the Critics - French Proverb
 - Knowledge is Important and Insufficient
- Our only competitive advantage is to learn faster than others. Relationships, Relevance, Rigor — Multilingual Learners

Our Next Chapter One91 High School Virtual Academy

- Current reality / needs assessment
- Staffing and professional development
- Supplemental classes
- Accessing support services
- Program progress monitoring



Blaze Your Path - How it Begins



LaRyssa Shead - Grade 8
Nicollet Middle School



Myles Ridore - Grade 8
Eagle Ridge Middle School

Blaze Your Path - How It's Going



Vladimir Villalta - Grade 11
Burnsville High School



Esarra Robertson - Grade 12
Burnsville Alternative High School

Dacia Warrington - Grade 10
Burnsville High School



Brandon Gill - Grade 12
One91 Virtual Academy



Blaze Your Path - How It's Going

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Dominic Parker-Sims

Marwah Ismail



Thank You

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Ms. Kelly Ronn, Principal

[Principal Burnsville Alternative High School](#)
[One91 Virtual Academy](#)

Dr. Bill Sommers, Interim Principal

[Burnsville High School](#)

Agenda III.B.
October 27, 2022

To: Board of Education
Dr. Theresa Battle, superintendent

From: Rachel Gorton, director of technology

Date: October 18, 2022

Re: Update about Fiber Infrastructure and Dissolution of Dakota County Broadband Committee

Receive a verbal update about Fiber Infrastructure and Dissolution of Dakota County Broadband Committee from Rachel Gorton, director of technology.

Executive Summary

Topic: Our current dark fiber lease with Comcast will expire in June 2024. This expiring lease is for the physical fiber that connects our schools in Burnsville and Eagan. We are evaluating our options that will meet the future needs of our district including building our own fiber network or establishing a fiber lease with a vendor.

Where we are in the process:

In spring, we evaluated a possible joint project with Dakota County and the City of Burnsville. Those entities are addressing the future of the Dakota County Broadband Board and the partnership possibilities for this project are no longer possible for our timeline.

In August, we submitted an ERATE Form 470 which requested bids for a self-provisioned fiber build and for the ERATE required alternative Technology Neutral Service over ThirdParty Network option. Self-provisioned fiber would be district-owned and maintained. The Third Party Network option would include vendor-owned fiber that ISD191 would lease.

Three vendors responded to our Form 470 RFB. 2 vendors bid leased dark fiber, 1 vendor bid a self-provisioned fiber build as well as a Lit vendor-owned option.

Factors for consideration:

Factors that are currently being reviewed include:

- Total cost over 10 and 20 years
- Quality and quantity of bid equipment and service
- Compliance with ERATE requirements

Timeline and Next Steps:

November 1-4: Final review of factors for consideration with our ERATE consultant

November 11: Recommendation presented to Superintendent Battle



**Agenda III.C.
October 27, 2022**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Lesley Chester, board chair

Date: October 18, 2022

Re: Committee, Board Appointment and School Assignment Reports

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

Committees:

- Policy Review Committee – Toni Conner
- Negotiations Committee – Abigail Alt
- Legislative Committee – Scott Hume
- Student Performance and Achievement Committee – Lesley Chester

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 – Toni Conner
- Foundation 191 – Sue Said
- MSBA (Minnesota School Boards Association) – Scott Hume
- MSHSL (Minnesota State High School League) – Eric Miller
- Burnsville Fire Muster and Community Celebration – Abigail Alt

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

School Board Minutes
 INDEPENDENT SCHOOL DISTRICT 191
 October 13, 2022

The regular meeting of the Board of Education was called to order by Chair Chester 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, Conner, Hume, Miller, Werb, and Chair Chester were present. Director Said was absent. Superintendent Dr. Battle, Student Representative Siham Ibrahim, administrators, staff and members of the public were also present.

Attendance

Chair Chester welcomed the audience and asked Miller to lead the Pledge of Allegiance.

Welcome and Pledge

Moved by Conner, seconded by Miller, to approve the agenda. The motion carried unanimously (6, 0).

Agenda

Received a report about District 288 Association Membership Opportunity from Amy Piotrowski, director of student support services.

Reports

Received a report from Siham Ibrahim, student board representative substitute.

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

Received verbal reports from board members Miller, Conner, and Hume.

Moved by Werb, seconded by Alt, to approve the consent agenda.
 -Approve minutes of the September 29, 2022, regular board meeting and October 3, 2022, joint work session.

Consent Agenda

-Approve personnel recommendations for Casey Hildreth, Alyssa Beck, Bjorn Anderson, Cinthya Zambrano, Daniel Boos, Elizabeth Weilandgrube, Faduma Ali, Hamza Hassan, Javier Blazquez, Julio Neptuno Temozan, Kari Hill, Laura Hermanse, Lori Keuler, Megan Lewandowski, Pierre Conwell, Regina Utur, Ronna Johnson, Rosario Encalada, Sarah Parker, Sarah Parker, Staci Miller, Malaz Mohamed Ahmed, Chad Meyer, Denise Engberg, Elissa Kapusinsk, Hamdi Dahir, Mariana Quintana Nunez, Paola Solorio, Sahra Ahmed, Selena Martinez, Shelly Kowalski, and Staci Strowbridge.

Minutes
 Personnel

-Adopt a resolution to approve and accept donations as presented.
 -Receive a report about the Listening Session on September 29, 2022.
 -Approve, on a first reading basis, changes to Policies 103: Complaints - Students, Employees, Parents, Other Persons; 401: Equal Employment Opportunity; 402: Disability Nondiscrimination Policy; 408: Subpoena of a School District Employee; and 520: Student Surveys.
 The motion carried unanimously (6, 0).

Donations
 Listening
 Session
 Policies

Moved by Hume, seconded by Miller, to approve the Burnsville Ice Center Rental Agreement for the 2022-2023 school year in the estimated amount of \$41,780.00 for a total of 178.25 hours of ice time. Moved by Miller, seconded by Alt, to amend Exhibit B, point 3 to read “forty-five percent” instead of “fifty percent”. The amendment to Exhibit B carried unanimously, (6, 0). The main motion, with an edit to Exhibit B, carried unanimously after discussion (6, 0).

Burnsville Ice
 Center
 Agreement

Moved by Conner, seconded by Werb, to approve, on a first reading basis, changes to Policy 514: *Bullying Prohibition Policy*. The motion carried unanimously (6 0).

Policy 514

Moved by Hume, seconded by Miller, to approve, on a first reading basis, changes to Policy 516: *Student Medication*. The motion carried unanimously after discussion (6, 0).

Policy 516

The meeting adjourned at 7:08 p.m. to a workshop about the Memorandum of Understanding for Recruiting and Retaining Staff of Color. The workshop adjourned at 8:10 p.m.

Workshop

Abigail Alt, clerk

October 27, 2022
 Date approved

**Burnsville-Eagan-Savage Public Schools
Independent School District 191
Human Resources**

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

FROM: Stacey Sovine, Executive Director of Human Resources

DATE: October 27, 2022

RE: Recommended Personnel Changes

CLASSIFICATION	ACTION	POSITION CONTROL	NAME	FINAL	LOCATION	POSITION	EFFECTIVE DATE	HOURS / FTE
Certified	Appointment		Brett Alt		Burnsville High School	Teacher	10/14/2022	1.0 FTE
Certified	Appointment		Dorothy Clark-Miles	*	Burnsville High School	Counselor	11/01/2022	2 FTE
Certified	Appointment		Estela Tapia-Alfaro		Diamondhead Education Center	Adult Basic Education Teacher	10/25/2022	22 FTE
Certified	Appointment		Michelle Baumann		Hidden Valley Elementary	Teacher	10/17/2022	1.0 FTE
Certified	Leave of Absence		Alexis Rollie		Gideon Pond Elementary	Teacher	12/17/2022-06/09/2023	1.0 FTE
Certified	Leave of Absence		Kaitlin Bragg		WM. Byrne Elementary School	Teacher	11/28/22-01/22/2023	1.0 FTE
Classified	Appointment		Angela Farkash		District-wide	Registered Nurse	10/24/2022	7.25 hours/day
Classified	Appointment		Ayaan Geedi	*	Vista View Elementary School	Educational Assistant	10/26/2022	5.5 hours/day
Classified	Appointment		Bounthavy Khamratthanome		Burnsville High School	Boys Track Coach	Spring Stipend	Stipend
Classified	Appointment		Cole Rogers		Vista View Elementary School	Student Council	Year Round Stipend	Stipend
Classified	Appointment		Duane Barton		Eagle Ridge Middle School	Cross Country Coach	Fall Stipend	Stipend
Classified	Appointment		Fatun Ali	*	Hidden Valley Elementary	Educational Assistant	10/24/2022	3.25 hours/day
Classified	Appointment		Hussein Farah	*	Harriet Bishop Elementary	Educational Assistant	10/25/2022	7.25 hours/day
Classified	Appointment		Jeffrey Barthel		Gideon Pond Elementary	Educational Assistant	10/13/2022	7.25 hours/day
Classified	Appointment		Jessica Domiano		Diamondhead Education Center	CE Coordinator	10/24/2022	8 hours/day
Classified	Appointment		Kerry Oliver		Diamondhead Education Center	Occupational Therapist	10/24/2022	1.0 FTE
Classified	Appointment		Laura Hermansen	*	Eagle Ridge Middle School	Peer Support/Helper	Year Round Stipend	Stipend
Classified	Appointment		Lisa Paloma		Rahn Elementary School	Teacher	10/04/2022	1.0 FTE
Classified	Appointment		Sean Henderson	*	District-wide	Operations Supervisor	10/24/2022	8 hours/day
Classified	Resignation		Erika Bocklund		Burnsville High School	Alpine Ski Coach	Winter Stipend	Stipend
Classified	Resignation		Lauren Albrecht		Harriet Bishop Elementary	Educational Assistant	10/26/2022	7.25 hours/day
Classified	Resignation		Matthew Yost		Diamondhead Education Center	Educational Assistant	10/28/2022	6.5 hours/day
Classified	Resignation		Nathaniel Blichfeldt		Burnsville High School	Nordic Ski Coach	Winter Stipend	Stipend
Classified	Resignation		Regina Utur	*	Hidden Valley Elementary	Food Service Associate	11/04/2022	3.75 hours/day
Classified	Resignation		Richenda Swalley		Burnsville High School	Food Service Associate	09/21/2022	3.75 hours/day
Classified	Resignation		Sean Henderson	*	District-wide	Custodian	10/23/2022	8 hours/day



**Agenda IV.A.3.
October 27, 2022**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Tyler Dehne, director of finance

Date: October 18, 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 October 27, 2022.

Clerk – Board of Education

Date	Donor	Recipient	Terms	Donation
10/10/2022	Savage American Legion Auxiliary	Food & Nutrition Services	For Hidden Valley Negative Balances	\$300
10/12/2022	Midwest Dairy (C/O Lisa McCann)	Burnsville High School	Cheese! For cheese tasting with students in the culinary pathway.	An assortment of cheeses
10/10/2022	Campos EPC, LLC	Eagle Ridge Middle School	STEM / PLTW program at Eagle Ridge Middle School	\$2500.00
10/13/2022	Burnsville Lion's Club sponsorship	Burnsville High School	Blaze Robotics	\$5000
9/16/2022	Lion's Club of Burnsville	Nicollet Knights Chess Team	to help finance the chess team's needs	\$2,000
10/18/2022	Ruthann Mussetter	internal giving	Brainpower in a Backpack	\$50
10/18/2022	Annette Herman	community education	Brainpower in a Backpack	\$300

Total monetary donation received: \$10,150.00



**Agenda IV.A.4
October 27, 2022**

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

From: Tyler Dehne, director of finance

Date: October 18, 2022

Re: August Payroll, Claims and Receipts

Recommendation: That the Board approves August payroll checks in the net amount of \$4,198,984.98. August claims to date, wire transfers and adjustments totaling \$10,197,630.44. Also, that the Board accepts August receipts of \$12,821,042.45 and investments for the General Fund, 2015A School Building Bonds, and OPEB of \$70,233,159.02 as of August 31, 2022.

August 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.

TD/mw/nd

**INDEPENDENT SCHOOL DISTRICT 191
FINANCIAL REPORT
August 2022**

Cash Receipts

Receipts	\$12,821,042.45	
Miscellaneous Adjustments		

TOTAL AUGUST CASH RECEIVED

\$12,821,042.45

CASH DISBURSEMENTS

August Payroll	\$4,198,984.98	
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A/P August Claims	Checks 485654-485918	\$3,144,985.30	
	Virtual Card 6000000724-6000000762	\$309,405.46	
	ACH-Emp 9000003365-9000003424	\$820,764.99	

August A/P Wires+P-card+Fleet card	\$5,915,636.34	
August Bank Fees	\$6,838.35	

TOTAL AUGUST CASH DISBURSED

\$14,396,615.42

TOTAL TO BE APPROVED

\$14,396,615.42

	<u>Money Market</u>	<u>(Original Cost) Investments</u>	<u>8/31/2022</u>
GENERAL FUND	\$15,635,223.44	\$42,761,868.84	\$58,397,092.28
OPEB	\$153,772.97	\$6,403,200.00	\$6,556,972.97
OPEB EQUITY INV THROUGH April 30,2022	\$16,030.86	\$5,263,033.85	\$5,279,064.71
2015A SCHOOL BUILDING BONDS	\$29.06	\$0.00	\$29.06
	<u><u>\$15,805,056.33</u></u>	<u><u>\$48,428,102.69</u></u>	<u><u>\$70,233,159.02</u></u>

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



Total Portfolio Report

Report as of 8/31/2022

PMA Financial Network
 2135 CityGate Lane
 7th Floor
 Naperville, IL 60563 22
 Phone: 630-657-6400
 Fax: 630-718-8701

Burnsville ISD 191 (31134-101 - General Fund)

Type	Holding ID	Settle Date	Maturity	FDIC #	Instrument	Cost	Par-Val/Mat. Val	Rate
IS		08/31/2022			IS Balance	\$15,635,223.44	\$15,635,223.44	
LTD		08/31/2022			LTD Balance		\$10,039,005.08	
SDA	SDA-1285862-1	08/31/2022			Savings Deposit Account - MNTRUST – Full Flex (PenFed XLS)	\$7,030,521.24	\$7,030,521.24	
SDA	SDA-1287414-1	08/31/2022		19581	Savings Deposit Account - BELL BANK	\$15,329,463.62	\$15,329,463.62	
CD	CD-289646-1	05/10/2021	11/07/2022	4147	BANK 7	\$249,400.00	\$249,899.92	0.134
TS	TS-292393-1	11/19/2021	11/15/2022	4	MN TRUST TERM SERIES	\$3,000,000.00	\$3,003,560.55	0.120
CD	CD-292746-1	12/13/2021	12/13/2022	68430	LATINO COMMUNITY CREDIT UNION	\$249,500.00	\$249,949.10	0.180
TS	TS-292821-1	12/17/2021	12/16/2022	4	MN TRUST TERM SERIES	\$2,000,000.00	\$2,003,390.69	0.170
SEC	SEC-49920-1	12/29/2021	12/29/2022	33682	STATE BANK INDIA	\$249,422.54	\$249,000.00	0.180
CD	CD-289645-1	05/10/2021	05/11/2023	60269	GREENSTATE CREDIT UNION	\$249,200.00	\$249,948.63	0.150
SEC	SEC-48342-1	05/14/2021	05/15/2023	35141	BMW BANK NORTH AMERICA	\$249,099.57	\$249,000.00	0.130
CD	CD-291023-1	08/16/2021	08/18/2023	58629	ALLEGIANCE BANK TEXAS	\$249,000.00	\$249,501.86	0.101
SEC	SEC-48820-1	08/25/2021	08/25/2023	57565	UBS BANK USA	\$249,743.75	\$249,000.00	0.150
SEC	SEC-48853-1	08/25/2021	08/25/2023	58177	SALLIE MAE BANK/SALT LKE	\$249,742.33	\$249,000.00	0.201
SEC	SEC-48854-1	08/30/2021	08/30/2023	33682	STATE BANK OF INDIA	\$249,742.33	\$249,000.00	0.201
SEC	SEC-53305-1	06/08/2022	12/08/2023	33124	GOLDMAN SACHS BANK USA	\$246,649.66	\$246,000.00	2.320
CD	CD-293933-1	06/01/2022	06/03/2024	33686	BANK HAPOALIM	\$236,700.00	\$249,288.42	2.648
SEC	SEC-53308-1	06/09/2022	06/10/2024	57803	ALLY BANK	\$246,429.86	\$246,000.00	2.610
SEC	SEC-53310-1	06/08/2022	06/10/2024	27471	AMERICAN EXPR NATL BK	\$246,702.22	\$246,000.00	2.603
TS	TS-294471-1	08/18/2022	08/19/2024	4	MN TRUST TERM SERIES	\$2,000,000.00	\$2,124,339.73	3.100
Sub Totals →						\$48,216,540.56	\$58,397,092.28	
Totals →						\$48,216,540.56	\$58,397,092.28	

Time and Dollar Weighted Average Portfolio Yield: 2.06%

Weighted Average Portfolio Maturity: 300.89 Days

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated using "Market Value" and are only based on the fixed rate investments (excluding SDA investments). 23

Portfolio Summary

Type	Allocation (%)	Allocation (\$)	Description
SDA	38.31	\$22,359,984.86	SDA Account
CD	2.14	\$1,248,587.93	Certificate of Deposit
TS	12.22	\$7,131,290.97	Term Series
SEC	3.34	\$1,948,395.93	Securities
IS	26.79	\$15,635,223.44	IS Account
LTD	17.20	\$10,039,005.08	LTD Account

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Cost is comprised of the total amount you paid for the investment including any fees and commissions.

Rate is the average monthly rate for liquid investments or the rate on the last business day of the month for SDA investments or the yield to maturity or yield to worst for fixed term investments.

Face/Par is the amount received at maturity for fixed rate investments.

Market Value reflects the market value as reported by an independent third-party pricing service. Certificates of Deposit and other assets for which market pricing is not readily available from a third-party pricing service are listed at "Cost".

CD - Certificates of Deposit, **CP** - Commercial Paper, **ISC** - Investment Shares Class, **MMA** - Money Market Account, **SEC** - Government Securities, **TS** - Term Series



Total Portfolio Report CAR

Report as of 8/31/2022

PMA Financial Network
 2135 CityGate Lane
 7th Floor
 Naperville, IL 60563 24
 Phone: 630-657-6400
 Fax: 630-718-8701

Burnsville ISD 191 (31134-301 - 2009 Opeb Trust)

Type	Holding ID	Settle Date	Maturity	FDIC #	Instrument	Cost	Par-Val/Mat. Val	Lower of Cost/Par	Rate
IS		08/31/2022			IS Balance	\$153,772.97	\$153,772.97	\$153,772.97	
SEC	SEC-47620-1	02/08/2021	12/15/2022		KANE COOK & DU PAGE C	\$1,002,770.00	\$1,000,000.00	\$1,000,000.00	0.100
SEC	SEC-48055-1	02/26/2021	02/15/2023		MANSFIELD ISD-B-REF	\$339,747.60	\$310,000.00	\$310,000.00	0.120
SEC	SEC-48065-1	03/02/2021	03/01/2023		SAINT LOUIS CNTY	\$367,458.15	\$335,000.00	\$335,000.00	0.140
SEC	SEC-47613-1	01/08/2021	08/01/2023		SAN MARCOS ISD-REF	\$1,648,935.00	\$1,500,000.00	\$1,500,000.00	0.120
SEC	SEC-48075-1	03/09/2021	08/15/2023		SAN MARCOS CTFS OBLIG	\$322,877.50	\$295,000.00	\$295,000.00	0.110
SEC	SEC-48062-1	03/23/2021	09/01/2023		ROCK CO-TXBL-REF	\$1,001,700.00	\$1,000,000.00	\$1,000,000.00	0.130
SEC	SEC-48054-1	02/26/2021	10/01/2023		HAWAII-EY-REF	\$247,953.20	\$220,000.00	\$220,000.00	0.100
SEC	SEC-48044-1	02/24/2021	12/01/2023		DEWITT ETC CO CCD #54	\$619,482.30	\$590,000.00	\$590,000.00	0.190
SEC	SEC-49708-1	11/22/2021	11/15/2024		US TREASURY N/B	\$927,109.96	\$925,000.00	\$925,000.00	0.673
CD	CD-279751-1	01/21/2020	01/21/2025	14445	FARMERS AND MERCHANTS UNION BANK	\$228,200.00	\$248,078.24	\$228,200.00	1.740
Sub Totals →						\$6,860,006.68	\$6,576,851.21	\$6,556,972.97	
Totals →						\$6,860,006.68	\$6,576,851.21	\$6,556,972.97	

Time and Dollar Weighted Average Portfolio Yield: 0.43%

Weighted Average Portfolio Maturity: 387.47 Days

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated using "Market Value" and are only based on the fixed rate investments (excluding SDA investments). 25

Portfolio Summary

Type	Allocation (%)	Allocation (\$)	Description
SEC	93.81	\$6,091,149.03	Securities
CD	3.82	\$248,078.24	Certificate of Deposit
IS	2.37	\$153,772.97	IS Account

Index

Cost is comprised of the total amount you paid for the investment including any fees and commissions.

Rate is the average monthly rate for liquid investments or the rate on the last business day of the month for SDA investments or the yield to maturity or yield to worst for fixed term investments.

Face/Par is the amount received at maturity for fixed rate investments.

Market Value reflects the market value as reported by an independent third-party pricing service. Certificates of Deposit and other assets for which market pricing is not readily available from a third-party pricing service are listed at "Cost".

CD - Certificates of Deposit, **CP** - Commercial Paper, **ISC** - Investment Shares Class, **MMA** - Money Market Account, **SEC** - Government Securities, **TS** - Term Series



**Burnsville ISD 191 OPEB
Investment Review**
August 1 - August 31, 2022

CLIENT
Burnsville ISD 191 OPEB

INCEPTION DATE
11/01/2014

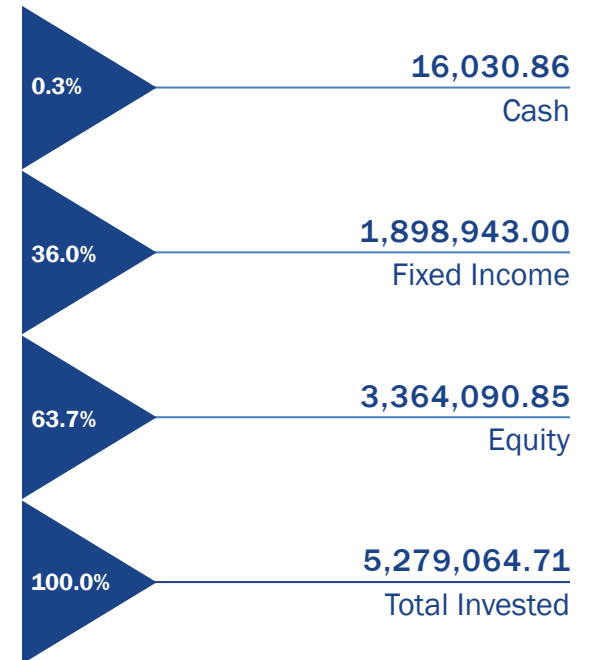
RELATIONSHIP TEAM
Kendra Shelland
Institutional Portfolio
Manager
(612) 509-2579
kshelland@pmanetwork.com

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

PORTFOLIO OVERVIEW

	Value
Beginning Market Value	5,446,396.92
Contributions	0.00
Withdrawals	0.00
Net Investment Income	3,247.03
Unrealized Gain/Loss	(341,293.07)
Realized Gain/Loss	170,713.84
Ending Market Value	5,279,064.71

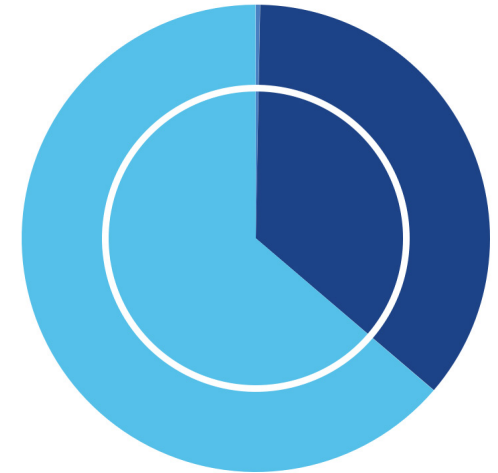
Compliance	Status
As of 08/31/2022	Compliant



INVESTMENT ALLOCATION

Sector	Amount	Allocation	Change	%
Cash				
TOTAL Cash	16,030.86	0.30%	(8,299.61)	(34.11%)
Fixed Income				
<i>TOTAL Credit</i>	<i>1,898,943.00</i>	<i>35.97%</i>	<i>291,100.40</i>	<i>18.11%</i>
Funds - Corporate	1,898,943.00	35.97%	291,100.40	18.11%
TOTAL Fixed Income	1,898,943.00	35.97%	291,100.40	18.11%
Equity				
<i>TOTAL Domestic Equity</i>	<i>3,364,090.85</i>	<i>63.73%</i>	<i>(450,133.00)</i>	<i>(11.80%)</i>
Funds - Large Cap	3,364,090.85	63.73%	(450,133.00)	(11.80%)
TOTAL Equity	3,364,090.85	63.73%	(450,133.00)	(11.80%)
TOTAL Invested	5,279,064.71	100.00%	(167,332.21)	(3.07%)

CURRENT PERIOD ALLOCATION



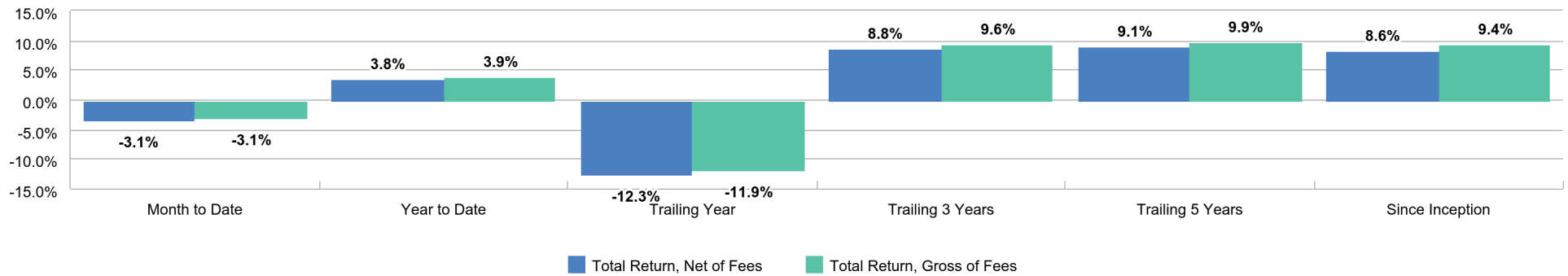
Asset Class

- Cash - 0.3%
- Fixed Income - 36.0%
- Equity - 63.7%

Sector

- Cash - 0.3%
- Credit - 36.0%
- Domestic Equity - 63.7%

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	(3.11%)	3.79%	(12.31%)	8.82%	9.07%	8.56%
Total Return, Gross of Fees	(3.07%)	3.88%	(11.87%)	9.56%	9.91%	9.45%

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	16,030.86	0.42%	0.18%	0.00%
Fixed Income	1,898,943.00	32.34%	(2.77%)	(0.95%)
Equity	3,364,090.85	67.23%	(3.71%)	(2.13%)
Portfolio Total	5,279,064.71	100.00%	(3.07%)	(3.07%)



Transaction and Interest Summary

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August 1 - August 31, 2022

Trade Date	Settle Date	Quantity	Security	Ticker	Identifier	Unit Price	Amount	Gain / Loss
Cash								
<i>Money Market Fund Interest</i>								
08/31/2022	08/31/2022	0.00	GOLDMAN:FS GOVT INST	FGTXX	38141W273	—	38.46	—
—	—	0.00	Total Money Market Fund Interest	—	—	—	38.46	—
Funds - Corporate								
<i>Buy</i>								
08/15/2022	08/17/2022	4,525.00	VANGUARD TOT BD ETF	BND	921937835	76.4150	(345,800.51)	—
—	—	4,525.00	Total Purchases	—	—	—	(345,800.51)	—
<i>Equity Dividend</i>								
08/01/2022	08/04/2022	0.00	VANGUARD TOT BD ETF	BND	921937835	—	3,208.57	—
—	—	0.00	Total Equity Dividend	—	—	—	3,208.57	—
Funds - Large Cap								
<i>Sell</i>								
08/15/2022	08/17/2022	(1,550.00)	VANGUARD TSM IDX ETF	VTI	922908769	215.6576	334,253.87	170,713.84
—	—	(1,550.00)	Total Sales	—	—	—	334,253.87	170,713.84

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	15,992.40	GOLDMAN:FS GOVT INST	AAA	2.20%	08/31/2022	08/31/2022	15,992.40	1.0000	15,992.40	71.14	—	2.15%	2.15%
USD	CCYUSD	38.46	Receivable	AAA	0.00%	08/31/2022	08/31/2022	38.46	1.0000	38.46	0.00	—	0.00%	0.00%
—	—	16,030.86	—	AAA	2.19%	—	—	16,030.86	—	16,030.86	71.14	—	2.14%	2.14%
Fixed Income														
<i>Credit</i>														
<i>Funds - Corporate</i>														
BND	921937835	25,455.00	VANGUARD TOT BD ETF	—	—	—	—	2,151,482.95	74.6000	1,898,943.00	6,321.54	2.49%	—	—
—	—	25,455.00	—	NA	—	—	—	2,151,482.95	—	1,898,943.00	6,321.54	2.49%	—	—
Equity														
<i>Domestic Equity</i>														
<i>Funds - Large Cap</i>														
VTI	922908769	16,945.00	VANGUARD TSM IDX ETF	—	—	—	—	2,199,256.72	198.5300	3,364,090.85	0.00	1.53%	—	—
—	—	16,945.00	—	—	—	—	—	2,199,256.72	—	3,364,090.85	0.00	1.53%	—	—
Total Invested		58,430.86	—	AAA	2.19%	—	—	4,366,770.52	—	5,279,064.71	6,392.68	1.88%	2.14%	2.14%

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

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

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

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

Custodian Bank

Please note this report is not intended for clients to use as a replacement for custodial statements, which should be considered the official record for the Account. The custodian bank maintains control of all account assets, executes/settles all investment transactions and is the official record of securities, investments, cash holdings and transactions in the account. The custodian bank will provide you customer statements of your account and you are encouraged to compare PMA's statement to the custodian's statement and reconcile any differences. Many custodian banks use a settlement date basis which may result in the need to reconcile due to a timing difference. The custodian may also provide accounting information for all account assets, which may differ from your records or accounting information provided by PMA. The custodian may use different pricing sources or a different pricing hierarchy than PMA, which also may contribute to differences in the market value of your Account.

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Account Assets, Cost, Valuation and Performance

In computing the market value of any asset of the Account, each security listed on any national securities exchange shall be valued at the last quoted sale price on the valuation date on the principal exchange on which such security is traded. The market values of many fixed income securities are provided by pricing services companies which utilize pricing evaluations based on various market and industry inputs. A hierarchy of pricing sources, which may include prices provided by PMA, is used to provide a price for each security on this report. Although PMA believes the price to be reliable, the values of the investments do not always represent the prices at which the investments could have been bought or sold. Performance is calculated for positions managed by PMA only. Market values for Unmanaged Assets are shown based on information provided by you or your custodian.

Ratings

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

Risk

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

Account Control

PMA does not have the authority to withdraw funds from the Client's account with the custodian bank, except in limited circumstances as authorized by the client for the payment of the investment advisory fee. Our clients retain responsibility for their internal account policies, implementing and enforcing internal controls and generating ledger entries or otherwise recording transactions.

Notification of Changes

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

ADV Firm Brochure

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

Affiliated Entities

PMA provides investment advisory services to a broad range of clients through PMA Asset Management, LLC. PMA Securities, LLC is a broker-dealer and municipal advisor registered with the SEC and MSRB, and is a member of FINRA and SIPC. Public finance services and institutional brokerage services are offered through PMA Securities, LLC. All other products and services are provided by PMA Financial Network, LLC. PMA, PMA Securities, LLC and PMA Financial Network, LLC are under common ownership.

Review of Report

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



PMA Asset Management, LLC

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630-657-6400

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Total Portfolio Report CAR

Report as of 8/31/2022

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Phone: 630-657-6400
Fax: 630-718-8701

Burnsville ISD 191 (31134-207 - 2015a Bonds)

Type	Holding ID	Settle Date	Maturity	FDIC #	Instrument	Cost	Par-Val/Mat. Val	Lower of Cost/Par	Rate
IS		08/31/2022			IS Balance	\$29.06	\$29.06	\$29.06	
Sub Totals →						\$29.06	\$29.06	\$29.06	
Totals →						\$29.06	\$29.06	\$29.06	

Time and Dollar Weighted Average Portfolio Yield: 0.00%

Weighted Average Portfolio Maturity: 0.00 Days

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated using "Market Value" and are only based on the fixed rate investments (excluding SDA investments). 35

Portfolio Summary

Type	Allocation (%)	Allocation (\$)	Description
IS	100.00	\$29.06	IS Account

Index

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August 2022

Wire Transfers

Date	From	To	Amount	For
08/01/22	MSDLAF	Internal Revenue Service	735,693.61	7/31/22 Payroll - Federal Taxes
08/01/22	MSDLAF	State of Minnesota	120,390.31	7/31/22 Payroll - State Taxes
08/01/22	MSDLAF	PERA	123,208.76	7/31/22 Payroll - PERA
08/01/22	MSDLAF	TRA	369,301.42	7/31/22 Payroll - TRA
08/01/22	MSDLAF	Delta Dental	28,192.36	Dental Insurance
08/01/22	MSDLAF	State of Minnesota	2,312.30	7/31/22 Payroll - Child Support
08/01/22	MSDLAF	State of Minnesota	654.63	7/31/22 Payroll - Garnishments
08/01/22	MSDLAF	Preferred One	555,987.73	Health Insurance
08/01/22	MSDLAF	Minnesota State Retirement System	54,035.20	HCSP - Retirees and Retirees Rollover
08/02/22	MSDLAF	First Bank & Trust	205,366.68	7/31/22 Payroll - TSA Wire
08/02/22	MSDLAF	Further	28,537.84	Medical Claims
08/02/22	MSDLAF	Further	23,165.97	Flex Claims
08/02/22	MSDLAF	Fairview	4,345.60	Clearscript/Fairview June Admin. Invoice
08/08/22	MSDLAF	Preferred One	321,873.77	Health Insurance
08/09/22	MSDLAF	Delta Dental	24,781.87	Dental Insurance
08/09/22	MSDLAF	Healthy Savings	2,488.06	Healthy Savings Program
08/09/22	MSDLAF	Further	23,489.45	Flex Claims
08/09/22	MSDLAF	Further	26,098.07	Medical Claims
08/11/22	MSDLAF	Preferred One	191,548.39	Health Insurance
08/15/22	MSDLAF	Preferred One	328,635.88	Health Insurance
08/15/22	MSDLAF	Delta Dental	24,377.25	Dental Insurance
08/16/22	MSDLAF	State of Minnesota	654.65	8/15/22 Payroll - Garnishments
08/16/22	MSDLAF	BMO Harris Bank	1,080.00	8/15/2022 Payroll - EA Dues
08/16/22	MSDLAF	Internal Revenue Service	768,029.13	8/15/22 Payroll - Federal Taxes
08/16/22	MSDLAF	State of Minnesota	127,419.25	8/15/21 Payroll - State Taxes
08/16/22	MSDLAF	State of Minnesota	2,312.30	8/15/22 Payroll - Child Support
08/16/22	MSDLAF	TRA	364,333.90	8/15/22 Payroll - TRA

August 2022

Wire Transfers

Date	From	To	Amount	For
08/16/22	MSDLAF	PERA	138,242.35	8/15/22 Payroll - PERA
08/16/22	MSDLAF	Further	31,432.86	Medical Claims
08/16/22	MSDLAF	Further	32,131.59	Flex Claims
08/17/22	MSDLAF	First Bank & Trust	190,045.24	8/15/22 Payroll - TSA Wire
08/22/22	MSDLAF	Preferred One	366,175.31	Health Insurance
08/22/22	MSDLAF	Delta Dental	18,288.91	Dental Insurance
08/23/2022	MSDLAF	MN Department of Revenue	931.00	Sales Tax - July
08/23/22	MSDLAF	Further	44,699.56	Medical Claims
08/23/22	MSDLAF	Further	38,988.59	Medical Claims
08/23/22	MSDLAF	Further	43,467.81	Flex Claims
08/23/22	MSDLAF	Fairview	4,075.98	Clearscript/Fairview July Admin. Invoice
08/23/22	MSDLAF	Further	5,953.50	Further Administrative Fees
08/29/22	MSDLAF	Preferred One	341,138.67	Health Insurance
08/29/22	MSDLAF	Delta Dental	23,137.69	Dental Insurance
08/30/22	MSDLAF	Further	31,374.91	Flex Claims

AP Check Register

AP Run: 20220801 AP FY23 — Post Date: 2022-08-01 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/01/2022	485654	Check	Apple Valley High School	900009-3	2 AP8845	245.00
08/01/2022	485655	Check	Armstrong Torseth Skold & Rydeen Inc	926500	2 AP8845	4,363.67
08/01/2022	485656	Check	Association Of Clerical Employees	904895	2 AP8845	324.00
08/01/2022	485657	Check	Bix Produce Company	900477	2 AP8845	1,591.70
08/01/2022	485658	Check	Burnsville Fire Muster	926711-1	2 AP8845	30.00
08/01/2022	485659	Check	California Department of Child Support Services	930653	2 AP8845	132.50
08/01/2022	485660	Check	Cengage Learning Inc/Gale	903622-2	2 AP8845	50.00
08/01/2022	485661	Check	Chaska High School	907014	2 AP8845	400.00
08/01/2022	485662	Check	Culligan	906013-2	2 AP8845	251.40
08/01/2022	485663	Check	Dakota Sweeping & Maintenance Co	920039	2 AP8845	1,680.00
08/01/2022	485664	Check	Dalco	904186-1	2 AP8845	3,434.72
08/01/2022	485665	Check	Edina High School	901006	2 AP8845	240.00
08/01/2022	485666	Check	Farmington High School	902495-1	2 AP8845	100.00
08/01/2022	485667	Check	Fedex	901463	2 AP8845	414.32
08/01/2022	485668	Check	Forest Lake High School	907087	2 AP8845	175.00
08/01/2022	485669	Check	Freiheit, Dustin	929260	2 AP8845	700.00
08/01/2022	485670	Check	Global Communications Wiring & Services LLC	927736	2 AP8845	275.85
08/01/2022	485671	Check	Gray Hobby Farm	930463	2 AP8845	322.00
08/01/2022	485672	Check	GreatAmerica Financial Services	929729	2 AP8845	395.00

AP Check Register

AP Run: 20220801 AP FY23 — Post Date: 2022-08-01 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/01/2022	485673	Check	Green, Mobolanie	500953	2 AP8845	33.25
08/01/2022	485674	Check	Hastings High School	902281-1	2 AP8845	205.00
08/01/2022	485675	Check	Ind School Dist 199	901907	2 AP8845	50.00
08/01/2022	485676	Check	Ind School Dist 279	901918	2 AP8845	250.00
08/01/2022	485677	Check	Ingina LLC	929246	2 AP8845	4,080.00
08/01/2022	485678	Check	Intermediate School Dist 917	909327	2 AP8845	8,904.77
08/01/2022	485679	Check	John A Dalsin & Son Inc	905816	2 AP8845	1,157.52
08/01/2022	485680	Check	Johnson Controls Fire Protection LP	903587	2 AP8845	465.00
08/01/2022	485681	Check	Kasson Mantorville Public Schools	920699	2 AP8845	200.00
08/01/2022	485682	Check	Kraus-Anderson Ins Agency Inc	902102	2 AP8845	375,305.56
08/01/2022	485683	Check	Lakeville North High School	902673-2	2 AP8845	150.00
08/01/2022	485684	Check	Lakeville South High School	902673-13	2 AP8845	640.00
08/01/2022	485685	Check	Marshall Public Schools	907356	2 AP8845	300.00
08/01/2022	485686	Check	Master Automotive Tire & Quick Lube	928612	2 AP8845	58.49
08/01/2022	485687	Check	Mayer Arts Inc	925512	2 AP8845	3,168.00
08/01/2022	485688	Check	Mobile Health Services LLC	908702	2 AP8845	730.13
08/01/2022	485689	Check	Monroe Garland LLC	901161	2 AP8845	174.98
08/01/2022	485690	Check	Naseema Omer LLC	930381	2 AP8845	117.00
08/01/2022	485691	Check	NCPERS Group Life Ins	908769	2 AP8845	32.00

AP Check Register

AP Run: 20220801 AP FY23 --- Post Date: 2022-08-01 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/01/2022	485692	Check	New Richmond High School	930466	2 AP8845	250.00
08/01/2022	485693	Check	Northfield Lines Inc	900766	2 AP8845	1,422.67
08/01/2022	485694	Check	Northfield Public Schools	908609	2 AP8845	275.00
08/01/2022	485695	Check	Park Nicollet Foundation	931037	2 AP8845	2,000.00
08/01/2022	485696	Check	Regents of The University of Minnesota	908798-12	2 AP8845	10,000.00
08/01/2022	485697	Check	Region 1	929855	2 AP8845	122,601.88
08/01/2022	485698	Check	River Falls High School	931030	2 AP8845	130.00
08/01/2022	485699	Check	Rochester Century High School	901567-4	2 AP8845	200.00
08/01/2022	485700	Check	School Services Employees Local 284	907382	2 AP8845	2,341.60
08/01/2022	485701	Check	Shovein, Corey	500954	2 AP8845	46.45
08/01/2022	485702	Check	Smart Care Equipment Solutions	929900	2 AP8845	747.19
08/01/2022	485703	Check	St Paul Beverage Solutions, LLC	930156	2 AP8845	1,028.95
08/01/2022	485704	Check	Tree Protection Services	929807	2 AP8845	2,400.00
08/01/2022	485705	Check	Tri-State Bobcat	924444	2 AP8845	809.03
08/01/2022	485706	Check	Upper Lakes Foods Inc	929826	2 AP8845	2,557.64
08/01/2022	485707	Check	USPS	931024-1	2 AP8845	1,528.00
08/01/2022	485708	Check	Watkins, Jeanine	500952	2 AP8845	104.80
Total:						\$559,590.07

AP Check Register

AP Run: 20220801 AP FY23 --- Post Date: 2022-08-01 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
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20220801 AP FY23 Summary

Type	Count	Amount
Regular	55	559,590.07
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	55	\$559,590.07

AP Check Register

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AP Run: 20220805 AP FS — Post Date: 2022-08-05 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/05/2022	485709	Check	Leonard, Patricia	930641	2 AP8845	1,300.00
Total:						\$1,300.00

20220805 AP FS Summary

Type	Count	Amount
Regular	1	1,300.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	\$1,300.00

AP Check Register

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AP Run: 20220805 AP FS2 — Post Date: 2022-08-05 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/05/2022	485710	Check	Carlson, Gerri	929243	2 AP8845	585.60
08/05/2022	485711	Check	US Postmaster USPS	904153-1	2 AP8845	4,589.79
Total:						\$5,175.39

20220805 AP FS2 Summary

Type	Count	Amount
Regular	2	5,175.39
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	2	\$5,175.39

AP Check Register

AP Run: 20220805 AP FY22 --- Post Date: 2022-08-05 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/05/2022	485712	Check	Brown, Rita	930620	2 AP8845	117.93
08/05/2022	485713	Check	City of Burnsville - Utilities	904226	2 AP8845	22,154.50
08/05/2022	485714	Check	H&B Specialized Products Inc	901641	2 AP8845	3,974.20
08/05/2022	485715	Check	Ind School Dist 622	909224	2 AP8845	6,253.62
08/05/2022	485716	Check	Kennedy and Graven Chartered	908356	2 AP8845	1,372.50
08/05/2022	485717	Check	McDowall Comfort Management	930006	2 AP8845	726.75
08/05/2022	485718	Check	Southwest Metro Intermediate 288	928611	2 AP8845	3,382.44
08/05/2022	485719	Check	St Paul Beverage Solutions, LLC	930156	2 AP8845	213.47
08/05/2022	485720	Check	Teachers On Call	929847	2 AP8845	46.33
08/05/2022	485721	Check	Upper Lakes Foods Inc	929826	2 AP8845	4,054.77
08/05/2022	485722	Check	Varsity Group	930232	2 AP8845	120,723.00
Total:						\$163,019.51

20220805 AP FY22 Summary

Type	Count	Amount
Regular	11	163,019.51
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	11	\$163,019.51

AP Check Register

AP Run: 20220808 AP FY23 — Post Date: 2022-08-08 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/08/2022	485723	Check	A.J. Moore Electric Inc	928491	2 AP8845	2,360.20
08/08/2022	485724	Check	Acer Service Corporation - Attn: Finance Dept.	929434	2 AP8845	6,508.07
08/08/2022	485725	Check	Amplified IT LLC	929297	2 AP8845	29,262.00
08/08/2022	485726	Check	Centurylink	902781	2 AP8845	266.02
08/08/2022	485727	Check	Comcast	923547	2 AP8845	9.95
08/08/2022	485728	Check	COR Robotics LLC	931017	2 AP8845	980.00
08/08/2022	485729	Check	Cottens NAPA Main Office	929846	2 AP8845	138.75
08/08/2022	485730	Check	Custom Ink	927836	2 AP8845	2,755.32
08/08/2022	485731	Check	Dalco	904186-1	2 AP8845	1,230.73
08/08/2022	485732	Check	Electro Watchman Inc	901078	2 AP8845	8,457.62
08/08/2022	485733	Check	Fedex	901463	2 AP8845	421.51
08/08/2022	485734	Check	Incident IQ, LLC	930719	2 AP8845	2,495.00
08/08/2022	485735	Check	Koy, Zenith	930721	2 AP8845	180.00
08/08/2022	485736	Check	MN Elementary School Principals Assoc (MESPA)	902538	2 AP8845	955.00
08/08/2022	485737	Check	Mohamed, Mariam	930722	2 AP8845	700.00
08/08/2022	485738	Check	Ryan Mechanical Inc	923241	2 AP8845	21,450.00
08/08/2022	485739	Check	Safeway Driving School	926796	2 AP8845	17,550.00
08/08/2022	485740	Check	Superior Striping Inc	928140	2 AP8845	8,179.00
08/08/2022	485741	Check	Teachers On Call	929847	2 AP8845	1,151.32
08/08/2022	485742	Check	Texthelp Inc	928997	2 AP8845	21,045.60

AP Check Register

AP Run: 20220808 AP FY23 — Post Date: 2022-08-08 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/08/2022	485743	Check	T-Mobile	929345	2 AP8845	9,672.18
08/08/2022	485744	Check	Tri-State Bobcat	924444	2 AP8845	148.27
08/08/2022	485745	Check	Trophy Lawncare	926186	2 AP8845	16,200.00
08/08/2022	485746	Check	Upper Lakes Foods Inc	929826	2 AP8845	6,309.33
08/08/2022	485747	Check	Vivacity Tech PBC	930460	2 AP8845	1,798.00
08/08/2022	485748	Check	Welch Mill Canoeing Inc	926230	2 AP8845	1,680.00
08/08/2022	485749	Check	WeVideo Inc	924460	2 AP8845	16,191.97
08/08/2022	485750	Check	Wonder Workshop Inc	930714	2 AP8845	15,920.64
08/08/2022	485751	Check	Xello Inc.	930455	2 AP8845	21,275.45
Total:						\$215,291.93

20220808 AP FY23 Summary

Type	Count	Amount
Regular	29	215,291.93
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	29	\$215,291.93

AP Check Register

AP Run: 20220815 AP — Post Date: 2022-08-15 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/15/2022	485752	Check	Acer Service Corporation - Attn: Finance Dept.	929434	2 AP8845	8,427.44
08/15/2022	485753	Check	ACT INC	900111-1	2 AP8845	20,328.00
08/15/2022	485754	Check	Advanced Imaging Solutions	928551-1	2 AP8845	5,549.00
08/15/2022	485755	Check	Aramark	901365	2 AP8845	300.36
08/15/2022	485756	Check	Arvig	928649	2 AP8845	7,800.00
08/15/2022	485757	Check	Association Of Clerical Employees	904895	2 AP8845	348.00
08/15/2022	485758	Check	Bimbo Bakeries USA	902333-1	2 AP8845	943.60
08/15/2022	485759	Check	Bix Produce Company	900477	2 AP8845	2,134.06
08/15/2022	485760	Check	Bluum of Minnesota, LLC	900826	2 AP8845	3,118.50
08/15/2022	485761	Check	Bosholm, Kelli	500055	2 AP8845	237.39
08/15/2022	485762	Check	California Department of Child Support Services	930653	2 AP8845	132.50
08/15/2022	485763	Check	City of Savage - Utilities	909588	2 AP8845	8,609.14
08/15/2022	485764	Check	COR Robotics LLC	931017	2 AP8845	1,540.00
08/15/2022	485765	Check	CST MN - BIN# 170065	929862	2 AP8845	39,120.45
08/15/2022	485766	Check	Dakota County Property Taxation & Records	901016-2	2 AP8845	3,385.50
08/15/2022	485767	Check	Dalco	904186-1	2 AP8845	857.58
08/15/2022	485768	Check	Data Center Systems Inc.	930590	2 AP8845	923.00
08/15/2022	485769	Check	Dialog One LLC	927732	2 AP8845	452.50
08/15/2022	485770	Check	Escamilla, Brenda	500956	2 AP8845	62.30
08/15/2022	485771	Check	Fastenal	923054-1	2 AP8845	72.77

AP Check Register

AP Run: 20220815 AP — Post Date: 2022-08-15 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/15/2022	485772	Check	Frese, Tami	500087	2 AP8845	237.39
08/15/2022	485773	Check	Grissom, Cora	500961	2 AP8845	100.00
08/15/2022	485774	Check	Headway Emotional Health Services	927811	2 AP8845	25,000.00
08/15/2022	485775	Check	High Touch High Tech Of The Twin Cities	929711	2 AP8845	1,060.00
08/15/2022	485776	Check	Ingina LLC	929246	2 AP8845	2,600.00
08/15/2022	485777	Check	InterContinental Saint Paul Riverfront	930724	2 AP8845	1,200.00
08/15/2022	485778	Check	Intrado Interactive Services Corp	928287	2 AP8845	18,869.61
08/15/2022	485779	Check	Johnson Controls Fire Protection LP	903587	2 AP8845	2,569.76
08/15/2022	485780	Check	Kennedy and Graven Chartered	908356	2 AP8845	94.00
08/15/2022	485781	Check	Lamprecht, John	928748	2 AP8845	63.94
08/15/2022	485782	Check	Lengsavath, Skip	500959	2 AP8845	18.00
08/15/2022	485783	Check	MASMS - MN Educational Facility Mgmt Professionals	929772	2 AP8845	375.00
08/15/2022	485784	Check	Mason, John	500960	2 AP8845	43.80
08/15/2022	485785	Check	Master Automotive Tire & Quick Lube	928612	2 AP8845	84.50
08/15/2022	485786	Check	Minnesota Energy Resources	903029	2 AP8845	138.00
08/15/2022	485787	Check	Minnesota Valley Electric Cooperative	907448	2 AP8845	18,546.22
08/15/2022	485788	Check	MN Dept of Labor and Industry	907914-2	2 AP8845	200.00
08/15/2022	485789	Check	MRI Software LLC	929957	2 AP8845	90.00
08/15/2022	485790	Check	Office of MNIT Services	906477	2 AP8845	22,759.44

AP Check Register

AP Run: 20220815 AP — Post Date: 2022-08-15 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/15/2022	485791	Check	Office Systems And Design Inc	926881	2 AP8845	9,261.66
08/15/2022	485792	Check	OPG-3 Inc	924471	2 AP8845	18,694.61
08/15/2022	485793	Check	Out Source Projects, Inc.	930723	2 AP8845	2,500.00
08/15/2022	485794	Check	Pioneer SecureShred	930098	2 AP8845	640.00
08/15/2022	485795	Check	Pump And Meter Service Inc	903101	2 AP8845	5,110.58
08/15/2022	485796	Check	RAK Construction Inc	929749	2 AP8845	305,872.50
08/15/2022	485798	Check	Roloff, Roslyn	500965	2 AP8845	182.00
08/15/2022	485799	Check	School Services Employees Local 284	907382	2 AP8845	2,346.75
08/15/2022	485800	Check	Schwarze, Aleesha	500912	2 AP8845	90.00
08/15/2022	485801	Check	Second Harvest Heartland	928183	2 AP8845	889.34
08/15/2022	485802	Check	SFM	923848	2 AP8845	2,023.95
08/15/2022	485803	Check	Smith, Sheila	500958	2 AP8845	84.70
08/15/2022	485804	Check	Spero, Tracy	500957	2 AP8845	25.00
08/15/2022	485805	Check	St Paul Beverage Solutions, LLC	930156	2 AP8845	936.26
08/15/2022	485806	Check	Tang, Celine	500964	2 AP8845	21.60
08/15/2022	485807	Check	T-Mobile	929345	2 AP8845	1,998.51
08/15/2022	485808	Check	Tran, Kit	500962	2 AP8845	181.90
08/15/2022	485809	Check	Upper Lakes Foods Inc	929826	2 AP8845	4,219.60
08/15/2022	485810	Check	Warsame, Kadra	925560	2 AP8845	90.00
08/15/2022	485811	Check	White, Lori	500955	2 AP8845	62.25

AP Check Register

AP Run: 20220815 AP --- Post Date: 2022-08-15 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/15/2022	485812	Check	Wong, Anastasia	923552	2 AP8845	158.26
08/15/2022	485813	Check	Xcel Energy	902776	2 AP8845	11,417.06
08/15/2022	485814	Check	Youth Enrichment League	924245	2 AP8845	3,310.00
Total:						\$568,508.28

20220815 AP Summary

Type	Count	Amount
Regular	62	568,508.28
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	62	\$568,508.28

AP Check Register

AP Run: 20220819 AP — Post Date: 2022-08-19 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/19/2022	485815	Check	Amiot Scholastic Recognition Inc	930284	2 AP8845	14,469.00
08/19/2022	485816	Check	Anchor Solar Investments LLC	929704	2 AP8845	1,984.57
08/19/2022	485817	Check	Anoka Hennepin School District #11	900075-4	2 AP8845	800.00
08/19/2022	485818	Check	Arvig	928649	2 AP8845	2,956.95
08/19/2022	485819	Check	Backupify Inc	928803	2 AP8845	1,500.00
08/19/2022	485820	Check	Bituminous Roadways Inc	900459	2 AP8845	460,417.65
08/19/2022	485821	Check	Bix Produce Company	900477	2 AP8845	2,057.68
08/19/2022	485822	Check	Brown's Ice Cream Co	904655	2 AP8845	1,438.68
08/19/2022	485823	Check	Centerpoint Energy	902519	2 AP8845	13,564.17
08/19/2022	485824	Check	Central Fire Protection Inc	926628	2 AP8845	3,478.20
08/19/2022	485825	Check	Centurylink	902781	2 AP8845	266.02
08/19/2022	485826	Check	CESO Transportation LLC	930220	2 AP8845	15,921.24
08/19/2022	485827	Check	Clinicare Corporation	900132	2 AP8845	4,461.25
08/19/2022	485828	Check	Comcast	926565-1	2 AP8845	5,462.08
08/19/2022	485829	Check	Consolidated Communications	906231	2 AP8845	3,871.74
08/19/2022	485830	Check	CST MN - BIN# 170065	929862	2 AP8845	12,716.43
08/19/2022	485831	Check	Dakota Electric Association	900809	2 AP8845	109,349.81
08/19/2022	485832	Check	Dakota Printing Inc	926840	2 AP8845	205.00
08/19/2022	485833	Check	Dalco	904186-1	2 AP8845	5,642.96
08/19/2022	485834	Check	Dewald, Rina C	920524	2 AP8845	240.00

AP Check Register

AP Run: 20220819 AP — Post Date: 2022-08-19 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/19/2022	485835	Check	Dirsec Inc	928604	2 AP8845	42,710.00
08/19/2022	485836	Check	Educators Benefit Consultants LLC	926262-1	2 AP8845	740.03
08/19/2022	485837	Check	Ehlers	920802-1	2 AP8845	550.00
08/19/2022	485838	Check	Fairfield Glass & Window Inc	926949	2 AP8845	744.00
08/19/2022	485839	Check	Fedex	901463	2 AP8845	534.95
08/19/2022	485840	Check	Fisler Data LLC	929235	2 AP8845	359.00
08/19/2022	485841	Check	GreatAmerica Financial Services	929729	2 AP8845	395.00
08/19/2022	485842	Check	Intelligent Marking USA Inc. dba: Turf Tank	930031	2 AP8845	1,199.80
08/19/2022	485843	Check	Johnson Controls Fire Protection LP	903587	2 AP8845	1,898.00
08/19/2022	485844	Check	Kirkov, Anna	500188	2 AP8845	300.00
08/19/2022	485845	Check	Kona Ice Twin Cities	930671	2 AP8845	632.00
08/19/2022	485846	Check	Lakeville Area Schools	901880-1	2 AP8845	6,416.71
08/19/2022	485847	Check	MASPA/State Negotiators	928931	2 AP8845	1,100.00
08/19/2022	485848	Check	Minnesota Energy Resources	903029	2 AP8845	387.54
08/19/2022	485849	Check	MN Assoc of Secondary School Principal (MASSP)	908338	2 AP8845	1,730.00
08/19/2022	485850	Check	MRI Software LLC	929957	2 AP8845	62.00
08/19/2022	485851	Check	MSOPA- Int School Dist 917	902956	2 AP8845	50.00
08/19/2022	485852	Check	MTI Distributing Inc	902544	2 AP8845	9,513.17
08/19/2022	485853	Check	Multilingual Word Inc	922324	2 AP8845	1,155.00

AP Check Register

AP Run: 20220819 AP — Post Date: 2022-08-19 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/19/2022	485854	Check	NCS Pearson Inc	925372	2 AP8845	45.50
08/19/2022	485855	Check	Nuvera	902483	2 AP8845	185.37
08/19/2022	485856	Check	PBBS Equipment Corporation	930000	2 AP8845	2,894.04
08/19/2022	485857	Check	Per Mar Security Services	930354	2 AP8845	368.25
08/19/2022	485858	Check	Potashnick, Andrea	930726	2 AP8845	500.00
08/19/2022	485859	Check	Professional Wireless Communications	924681	2 AP8845	329.64
08/19/2022	485860	Check	RAK Construction Inc	929749	2 AP8845	33,906.75
08/19/2022	485861	Check	Red Wing Business Advantage Account	921851-1	2 AP8845	1,606.67
08/19/2022	485862	Check	Regents of The University of Minnesota	908798-12	2 AP8845	2,000.00
08/19/2022	485863	Check	Rock Hard Landscape Supply	928528	2 AP8845	427.25
08/19/2022	485864	Check	Rupp Anderson Squires Waldspurger & Mace PA	928434	2 AP8845	408.00
08/19/2022	485865	Check	Schmitt & Sons - Contract	909331-2	2 AP8845	397,562.24
08/19/2022	485866	Check	Schmitt & Sons Inc	909331	2 AP8845	82,196.08
08/19/2022	485867	Check	Second Harvest Heartland	928183	2 AP8845	794.96
08/19/2022	485868	Check	Sherwin-Williams	903745-2	2 AP8845	56.22
08/19/2022	485869	Check	SNA Depository	926552	2 AP8845	57.00
08/19/2022	485870	Check	Soccerchili	927209	2 AP8845	7,569.58
08/19/2022	485871	Check	Southwest Metro Intermediate 288	928611	2 AP8845	13.63
08/19/2022	485872	Check	Teachers On Call	929847	2 AP8845	430.10

AP Check Register

AP Run: 20220819 AP --- Post Date: 2022-08-19 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/19/2022	485873	Check	Tri-State Bobcat	924444	2 AP8845	139.33
08/19/2022	485874	Check	Upper Lakes Foods Inc	929826	2 AP8845	3,366.94
08/19/2022	485875	Check	Viking Electric Supply Inc	904243	2 AP8845	418.02
08/19/2022	485876	Check	Xcel Energy	902776	2 AP8845	10,345.74
Total:						\$1,276,901.94

20220819 AP Summary

Type	Count	Amount
Regular	62	1,276,901.94
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	62	\$1,276,901.94

AP Check Register

AP Run: 20220826 AP — Post Date: 2022-08-26 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/26/2022	485877	Check	A.J. Moore Electric Inc	928491	2 AP8845	2,606.31
08/26/2022	485878	Check	Advanced Commercial Kitchens	930100	2 AP8845	694.64
08/26/2022	485879	Check	American Mailing Machines	929771	2 AP8845	304.37
08/26/2022	485880	Check	AMI Imaging Systems Inc	922517	2 AP8845	995.00
08/26/2022	485881	Check	Apple Computer Inc	900249	2 AP8845	756.00
08/26/2022	485882	Check	Benson Public Schools	930728	2 AP8845	12,588.68
08/26/2022	485883	Check	Bix Produce Company	900477	2 AP8845	1,187.41
08/26/2022	485884	Check	Cement Raising, Inc.	920965	2 AP8845	3,495.00
08/26/2022	485885	Check	CESO Communications LLC	930130	2 AP8845	7,219.72
08/26/2022	485886	Check	CliftonLarsonAllen LLP	927322	2 AP8845	10,500.00
08/26/2022	485887	Check	Dalco	904186-1	2 AP8845	11,988.44
08/26/2022	485888	Check	Earl F Andersen	901064-2	2 AP8845	191.15
08/26/2022	485889	Check	Electro Watchman Inc	901078	2 AP8845	10,022.10
08/26/2022	485890	Check	Flagship Recreation	928598	2 AP8845	786.39
08/26/2022	485891	Check	FP Mailing Solutions	929857	2 AP8845	225.00
08/26/2022	485892	Check	Hastings Bus Company	907139	2 AP8845	4,255.22
08/26/2022	485893	Check	Heartland Tire, Inc.	930160	2 AP8845	40.00
08/26/2022	485894	Check	Hutsal, Oleksandra	929182	2 AP8845	80.00
08/26/2022	485895	Check	Innovational Water Solutions, Inc.	930169	2 AP8845	5,315.00
08/26/2022	485896	Check	Intermediate School Dist 917	909327	2 AP8845	73,162.05

AP Check Register

AP Run: 20220826 AP — Post Date: 2022-08-26 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/26/2022	485897	Check	John A Dalsin & Son Inc	905816	2 AP8845	1,886.17
08/26/2022	485898	Check	Leonard, Patricia	930641	2 AP8845	1,300.00
08/26/2022	485899	Check	McDowall Comfort Management	930006	2 AP8845	890.52
08/26/2022	485900	Check	Metro ECSU	908865	2 AP8845	3,200.00
08/26/2022	485901	Check	Midwest Playscapes Inc	922012	2 AP8845	19,143.00
08/26/2022	485902	Check	Minnesota State University Mankato	902579	2 AP8845	19,200.00
08/26/2022	485903	Check	MN Highway Safety & Research Center	926466	2 AP8845	325.00
08/26/2022	485904	Check	Monroe Garland LLC	901161	2 AP8845	95.94
08/26/2022	485905	Check	Multilingual Word Inc	922324	2 AP8845	525.00
08/26/2022	485906	Check	NE Metro ISD 916	902440	2 AP8845	407.16
08/26/2022	485907	Check	Northern Tool & Equipment	902861-2	2 AP8845	12.98
08/26/2022	485908	Check	Now Micro Inc	930106	2 AP8845	58,695.00
08/26/2022	485909	Check	OPG-3 Inc	924471	2 AP8845	2,035.00
08/26/2022	485910	Check	Precision Signs & Imaging LLC	930404	2 AP8845	9,004.27
08/26/2022	485911	Check	Proforma	927076	2 AP8845	5,686.46
08/26/2022	485912	Check	RAK Construction Inc	929749	2 AP8845	2,452.68
08/26/2022	485913	Check	Ryan Mechanical Inc	923241	2 AP8845	27,516.20
08/26/2022	485914	Check	Smith, Heather	500096	2 AP8845	237.39
08/26/2022	485915	Check	St Paul Beverage Solutions, LLC	930156	2 AP8845	1,307.39
08/26/2022	485916	Check	The Hartford	924486	2 AP8845	47,333.54

AP Check Register

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AP Run: 20220826 AP --- Post Date: 2022-08-26 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/26/2022	485917	Check	utilityenergy systems	928965	2 AP8845	1,692.00
08/26/2022	485918	Check	Wiese USA, Inc.	930549	2 AP8845	5,600.00
Total:						\$354,958.18

20220826 AP Summary

Type	Count	Amount
Regular	42	354,958.18
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	42	\$354,958.18

AP Check Register

58

AP Run: 20220831 Voids --- Post Date: 2022-08-31 — AP Run Type: V

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/31/2022	485735	Check	Koy, Zenith	930721	2 AP8845	-180.00
Total:						-\$180.00

20220831 Voids Summary

Type	Count	Amount
Regular	1	-180.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	-\$180.00

AP Check Register

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Burnsville-Eagan-Savage SD 191, MN

<u>Fund</u>	<u>Total</u>
01 - GENERAL	2,415,484.38
02 - FOOD SERVICE	34,858.61
03 - TRANSPORTATION	476,184.33
04 - COMMUNITY SERVICE	96,487.74
16 - FACILITIES RENTAL	827.24
26 - BOND REFERENDUM	120,723.00
	\$3,144,565.30

AP Check Register

AP Run: 20220810 CB — Post Date: 2022-08-10 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/10/2022	6000000724		Advanced Imaging Solutions	928551	2 Virtua	2,125.62
08/10/2022	6000000725		Cole Papers Inc	927279-1	2 Virtua	2,525.39
08/10/2022	6000000726		Dicks Sanitation Service Inc	900641	2 Virtua	11,180.94
08/10/2022	6000000727		Discovery Education Inc	905154-1	2 Virtua	33,220.00
08/10/2022	6000000728		Distributed Website Corporation	922061-1	2 Virtua	6,285.96
08/10/2022	6000000729		General Parts LLC	901541-1	2 Virtua	2,567.73
08/10/2022	6000000730		Innovative Office Solutions LLC	924274	2 Virtua	20,239.60
08/10/2022	6000000731		Matrix Communications Inc	906559-1	2 Virtua	18,652.00
08/10/2022	6000000732		MobyMax LLC	930226	2 Virtua	3,495.00
08/10/2022	6000000733		Northern Air Corporation (NAC)	920320	2 Virtua	5,785.00
08/10/2022	6000000734		ODP Business Solutions LLC	902489	2 Virtua	66.84
08/10/2022	6000000735		SiteOne Landscape Supply LLC	930424	2 Virtua	817.38
08/10/2022	6000000736		Trane US Inc	904045	2 Virtua	11,375.24
Total:						\$118,336.70

20220810 CB Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	13	118,336.70
Total:	13	\$118,336.70

AP Check Register

AP Run: 20220818 CB — Post Date: 2022-08-18 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/18/2022	6000000737		Aramark Refreshment Services	900428	2 Virtua	98.97
08/18/2022	6000000738		ECM Publishers Inc	909272	2 Virtua	69.30
08/18/2022	6000000739		Grainger	904387-1	2 Virtua	1,535.06
08/18/2022	6000000740		MEI Total Elevator Solutions	908999-1	2 Virtua	2,826.52
08/18/2022	6000000741		Performance Apparel LLC	926290	2 Virtua	11,914.96
08/18/2022	6000000742		Trane US Inc	904045	2 Virtua	29,473.00
08/18/2022	6000000743		Tri-Dim Filter Corp	929519	2 Virtua	363.48
08/18/2022	6000000744		Universal Athletic LLC	928417	2 Virtua	2,159.64
08/18/2022	6000000745		West Music Company	904435	2 Virtua	35.00
Total:						\$48,475.93

20220818 CB Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	9	48,475.93
Total:	9	\$48,475.93

AP Check Register

AP Run: 20220831 CB — Post Date: 2022-08-31 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/31/2022	6000000746		AVID Center	927223	2 Virtua	15,360.00
08/31/2022	6000000747		Center For The Collaborative Classroom	924466-1	2 Virtua	1,350.00
08/31/2022	6000000748		Continental Clay Company	903866	2 Virtua	122.00
08/31/2022	6000000749		Cornerstone Copy Center	900502	2 Virtua	6,994.04
08/31/2022	6000000750		Distributed Website Corporation	922061-1	2 Virtua	7,195.00
08/31/2022	6000000751		General Parts LLC	901541-1	2 Virtua	476.10
08/31/2022	6000000752		Grainger	904387-1	2 Virtua	3,697.30
08/31/2022	6000000753		Houghton Mifflin Harcourt Publishing Co	928887	2 Virtua	5,855.36
08/31/2022	6000000754		Illuminate Education Inc	930283	2 Virtua	43,012.50
08/31/2022	6000000755		PowerSchool Group LLC	930296	2 Virtua	36,660.00
08/31/2022	6000000756		Riverside Insights	931018	2 Virtua	7,777.50
08/31/2022	6000000757		Schmitt Music	903532	2 Virtua	603.44
08/31/2022	6000000758		Scholastic Inc	903196-15	2 Virtua	3,841.75
08/31/2022	6000000759		Scholastic Inc	903196-6	2 Virtua	164.84
08/31/2022	6000000760		School Datebooks - SDI Innovations	904442	2 Virtua	1,952.00
08/31/2022	6000000761		Shiffler Equipment Sales Inc	903472	2 Virtua	742.76
08/31/2022	6000000762		TriMark Marlinn LLC	925854	2 Virtua	6,788.24
Total:						\$142,592.83

AP Check Register

AP Run: 20220831 CB — Post Date: 2022-08-31 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
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20220831 CB Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	17	142,592.83
Total:	17	\$142,592.83

AP Check Register

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AP Run: 20220831 Voids CB — Post Date: 2022-08-31 — AP Run Type: V

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/31/2022	6000000760		School Datebooks - SDI Innovations	904442	2 Virtua	-1,952.00
Total:						-\$1,952.00

20220831 Voids CB Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	1	-1,952.00
Total:	1	-\$1,952.00

AP Check Register

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Burnsville-Eagan-Savage SD 191, MN

<u>Fund</u>	<u>Total</u>
01 - GENERAL	267,119.24
02 - FOOD SERVICE	9,832.07
04 - COMMUNITY SERVICE	24,504.19
16 - FACILITIES RENTAL	5,997.96
	\$307,453.46

AP Check Register

AP Run: 20220804 VACH FY22 — Post Date: 2022-08-04 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/04/2022	9000003365	ACH	CDW Government Inc	920289-1	1 AP5800	55,343.44
Total:						\$55,343.44

20220804 VACH FY22 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	1	55,343.44
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	\$55,343.44

AP Check Register

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AP Run: 20220804 VACH FY23 — Post Date: 2022-08-04 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/04/2022	9000003366	ACH	CDW Government Inc	920289-1	1 AP5800	74,620.30
08/04/2022	9000003367	ACH	Kelleher Helmrich and Associates Inc	908955	1 AP5800	523.50
Total:						\$75,143.80

20220804 VACH FY23 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	2	75,143.80
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	2	\$75,143.80

AP Check Register

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AP Run: 20220817 EACH — Post Date: 2022-08-17 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/17/2022	9000003368	ACH	Bellmont, Chris	014183	1 AP5800	55.50
08/17/2022	9000003369	ACH	Bien, Bernadette L	009363	1 AP5800	380.86
08/17/2022	9000003370	ACH	Erickson, Kayla M	020006	1 AP5800	142.50
08/17/2022	9000003371	ACH	Funston, Kathy L	017175	1 AP5800	70.13
08/17/2022	9000003372	ACH	Johnson, Brian J	018190	1 AP5800	98.75
08/17/2022	9000003373	ACH	Jordan, Allison A	016428	1 AP5800	30.86
08/17/2022	9000003374	ACH	Kopp, Elizabeth A	017002	1 AP5800	37.50
08/17/2022	9000003375	ACH	Lake, David	017436	1 AP5800	166.25
08/17/2022	9000003376	ACH	Lane, Braylon M	020142	1 AP5800	69.90
08/17/2022	9000003377	ACH	Lian, Jocelyn M	020194	1 AP5800	19.38
08/17/2022	9000003378	ACH	McCarthy, Jennifer	009785	1 AP5800	106.36
08/17/2022	9000003379	ACH	McSweeney, Pamela P	015617	1 AP5800	283.08
08/17/2022	9000003380	ACH	Meyer, Jessica M	018679	1 AP5800	75.77
08/17/2022	9000003381	ACH	Neal, Bryeny B	013693	1 AP5800	40.19
08/17/2022	9000003382	ACH	Ness, Katie L	018356	1 AP5800	1,302.93
08/17/2022	9000003383	ACH	Oftedahl, Imina P	020003	1 AP5800	105.23
08/17/2022	9000003384	ACH	Quinonez, Jessica L	020592	1 AP5800	12.81
08/17/2022	9000003385	ACH	Robb, Brad E	013654	1 AP5800	4,802.00
08/17/2022	9000003386	ACH	Robole, Vicki M	009670	1 AP5800	162.50
08/17/2022	9000003387	ACH	Sellers, Jason A	019217	1 AP5800	158.12

AP Check Register

AP Run: 20220817 EACH — Post Date: 2022-08-17 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/17/2022	9000003388	ACH	Spaulding, Sheila J	018536	1 AP5800	51.69
08/17/2022	9000003389	ACH	Tarnofsky, John J	020438	1 AP5800	45.94
08/17/2022	9000003390	ACH	Thomas, John S	020221	1 AP5800	78.06
08/17/2022	9000003391	ACH	Toeller, John F.	011220	1 AP5800	19.00
08/17/2022	9000003392	ACH	Tranby, Bonnie K.	011452	1 AP5800	67.50
08/17/2022	9000003393	ACH	Voigt, Pamela M	017183	1 AP5800	634.62
08/17/2022	9000003394	ACH	Wurdeman, Scott	010543	1 AP5800	128.75
Total:						\$9,146.18

20220817 EACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	27	9,146.18
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	27	\$9,146.18

AP Check Register

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AP Run: 20220823 VACH — Post Date: 2022-08-23 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/23/2022	9000003395	ACH	CDW Government Inc	920289-1	1 AP5800	652,108.07
08/23/2022	9000003396	ACH	Finalsite	930297	1 AP5800	25,450.00
08/23/2022	9000003397	ACH	Kelleher Helmrich and Associates Inc	908955	1 AP5800	523.50
Total:						\$678,081.57

20220823 VACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	3	678,081.57
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	3	\$678,081.57

AP Check Register

AP Run: 20220824 EACH — Post Date: 2022-08-24 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/24/2022	9000003398	ACH	Barton, Duane	010150	1 AP5800	50.00
08/24/2022	9000003399	ACH	Berge, Sara K	015616	1 AP5800	75.00
08/24/2022	9000003400	ACH	Berra, Angie Marie	013957	1 AP5800	50.00
08/24/2022	9000003401	ACH	Cull, Margaret R	020547	1 AP5800	125.00
08/24/2022	9000003402	ACH	Dykstra, Bryan G.	012673	1 AP5800	250.00
08/24/2022	9000003403	ACH	Felton, Michelle M.	014511	1 AP5800	50.00
08/24/2022	9000003404	ACH	Funches, Monique Roy	012099	1 AP5800	50.00
08/24/2022	9000003405	ACH	Hanson, Virginia A	020046	1 AP5800	50.00
08/24/2022	9000003406	ACH	Hill, Kari L	008255	1 AP5800	75.00
08/24/2022	9000003407	ACH	Jensen, Leta	010888	1 AP5800	50.00
08/24/2022	9000003408	ACH	Kaiser, Tanya J	007572	1 AP5800	50.00
08/24/2022	9000003409	ACH	Kuhlman, Susan M	016375	1 AP5800	150.00
08/24/2022	9000003410	ACH	Lenton, Tiffany	012899	1 AP5800	50.00
08/24/2022	9000003411	ACH	Lian, Jocelyn M	020194	1 AP5800	50.00
08/24/2022	9000003412	ACH	Meuser, Teresa	010805	1 AP5800	50.00
08/24/2022	9000003413	ACH	Niemiec, Alicia	013692	1 AP5800	45.00
08/24/2022	9000003414	ACH	Olson, Amy	010313	1 AP5800	50.00
08/24/2022	9000003415	ACH	Pieper, Jill	017753	1 AP5800	50.00
08/24/2022	9000003416	ACH	Piotrowski, Amy	018639	1 AP5800	20.00
08/24/2022	9000003417	ACH	Pohl, Angie J	019145	1 AP5800	985.00

AP Check Register

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AP Run: 20220824 EACH — Post Date: 2022-08-24 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
08/24/2022	9000003418	ACH	Shelden, Jon	010820	1 AP5800	50.00
08/24/2022	9000003419	ACH	Theis, Nicole I	017745	1 AP5800	50.00
08/24/2022	9000003420	ACH	Tollerud, Teresa Jo	008543	1 AP5800	100.00
08/24/2022	9000003421	ACH	Torres-Busch, Michaeline E	020156	1 AP5800	250.00
08/24/2022	9000003422	ACH	Westerlund, Danette R	018186	1 AP5800	50.00
08/24/2022	9000003423	ACH	Yasin, Muna I	020207	1 AP5800	50.00
08/24/2022	9000003424	ACH	Zupke, Samuel	009298	1 AP5800	175.00
Total:						\$3,050.00

20220824 EACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	27	3,050.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	27	\$3,050.00

AP Check Register

<u>Fund</u>	<u>Total</u>
01 - GENERAL	817,352.05
04 - COMMUNITY SERVICE	1,412.94
22 - ISF - HEALTH SELECT 105	2,000.00
	\$820,764.99



Agenda IV.A.5
October 27, 2022

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

From: Tyler Dehne, director of finance

Date: October 18, 2022

Re: Budget Analysis for the Month Ending August 31, 2022

Recommendation: That the Board accepts the Budget Analysis for the month ending August 31, 2022.

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

	<u>Year-to-Date Revenue</u>	<u>% of Adopted Budget</u>	<u>Year-to-Date Expenditures</u>	<u>% of Adopted Budget</u>
All Funds	\$ 19,546,851	10.72%	\$ 18,979,577	10.35%
General Fund	\$ 15,069,992	11.14%	\$ 12,150,968	8.86%

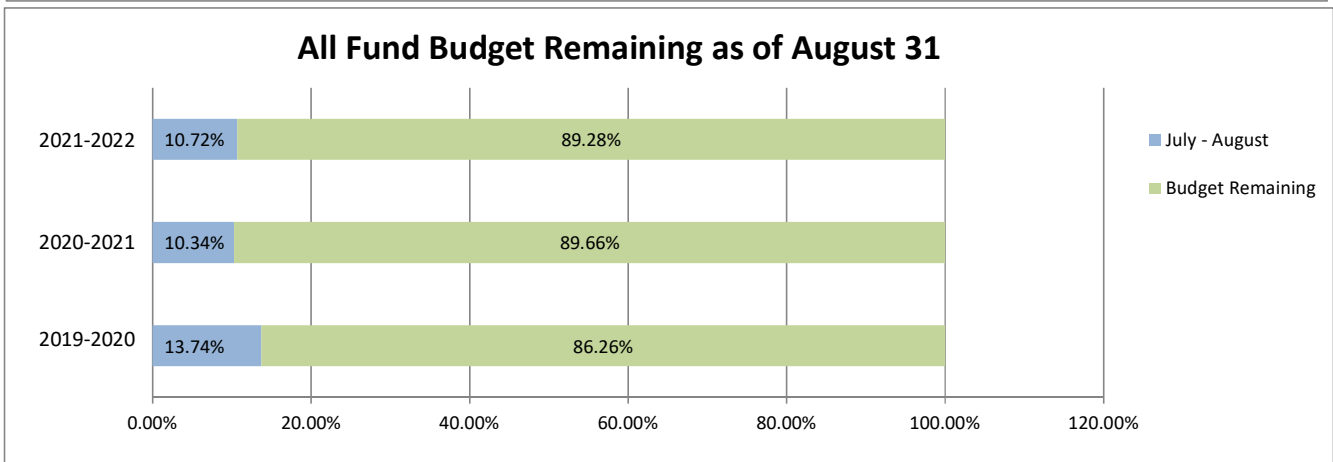
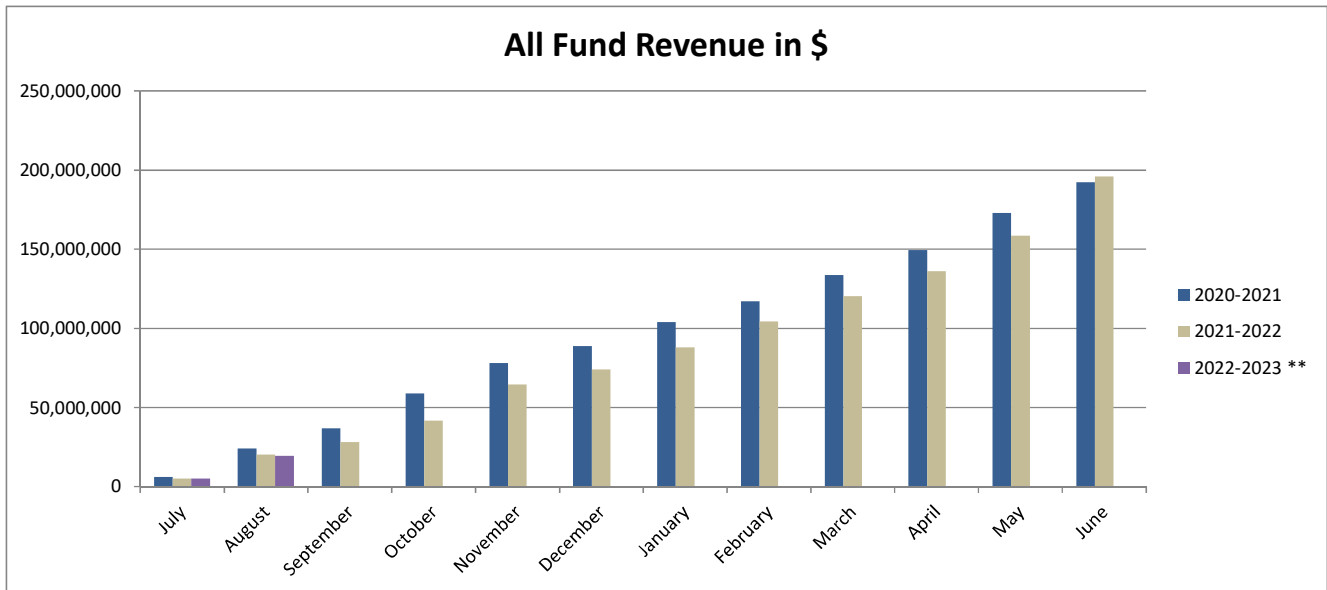
To assist the Board in monitoring monthly financial activity and to help identify budget-to-actual deviations, the following graphs have been developed for all funds and the general fund:

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**

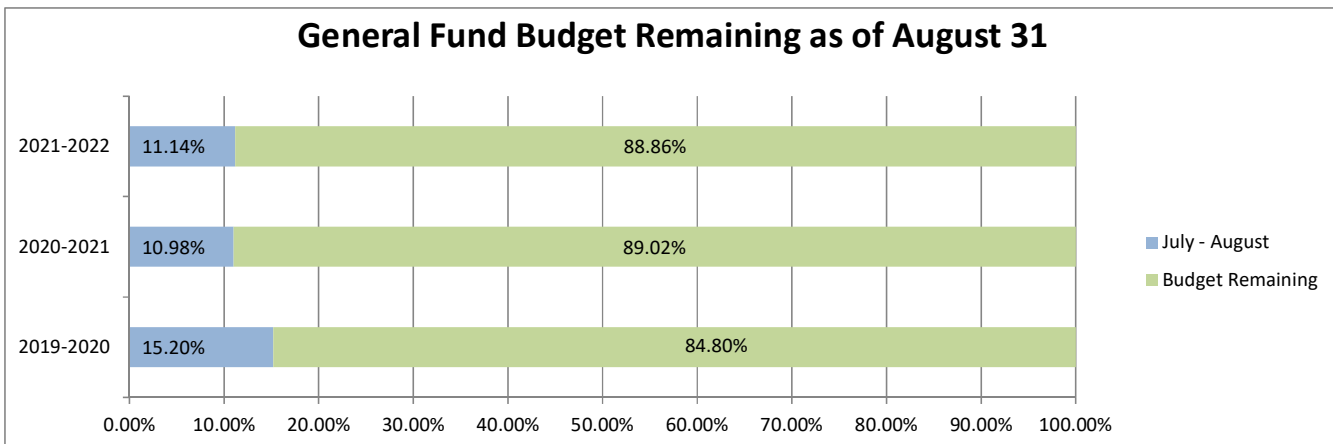
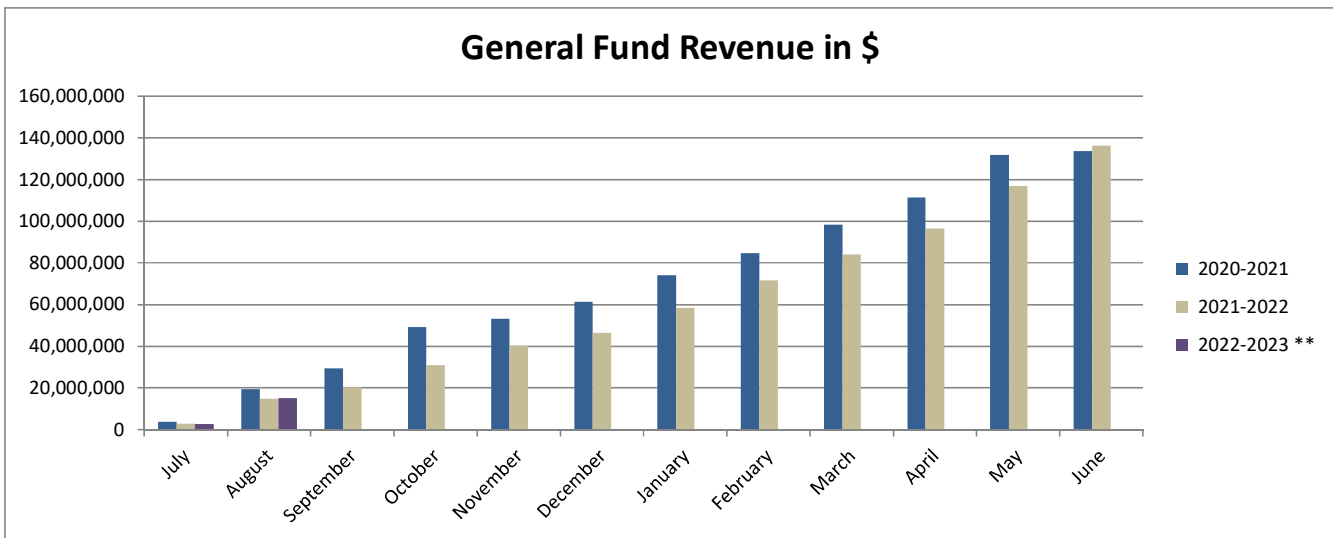
	2020-2021		2021-2022		2022-2023 **	
	\$	%	\$	%	\$	%
July	6,287,193	3.59%	5,298,428	2.69%	5,211,222	2.86%
August	24,061,844	13.74%	20,358,554	10.34%	19,546,851	10.72%
September	36,829,976	21.04%	28,136,656	14.30%		0.00%
October	59,014,681	33.71%	41,631,893	21.15%		0.00%
November	77,976,654	44.54%	64,659,908	32.86%		0.00%
December	88,949,514	50.81%	73,979,823	37.59%		0.00%
January	103,921,863	59.36%	88,036,615	44.73%		0.00%
February	117,144,444	66.91%	104,470,173	53.08%		0.00%
March	133,864,754	76.46%	120,312,724	61.13%		0.00%
April	149,466,884	85.38%	136,207,121	69.21%		0.00%
May	173,006,598	98.82%	158,547,029	80.56%		0.00%
June	192,391,251	109.89%	196,035,179	99.61%		0.00%
BUDGET	175,070,662	100.00%	196,799,175	100.00%	182,328,209	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**

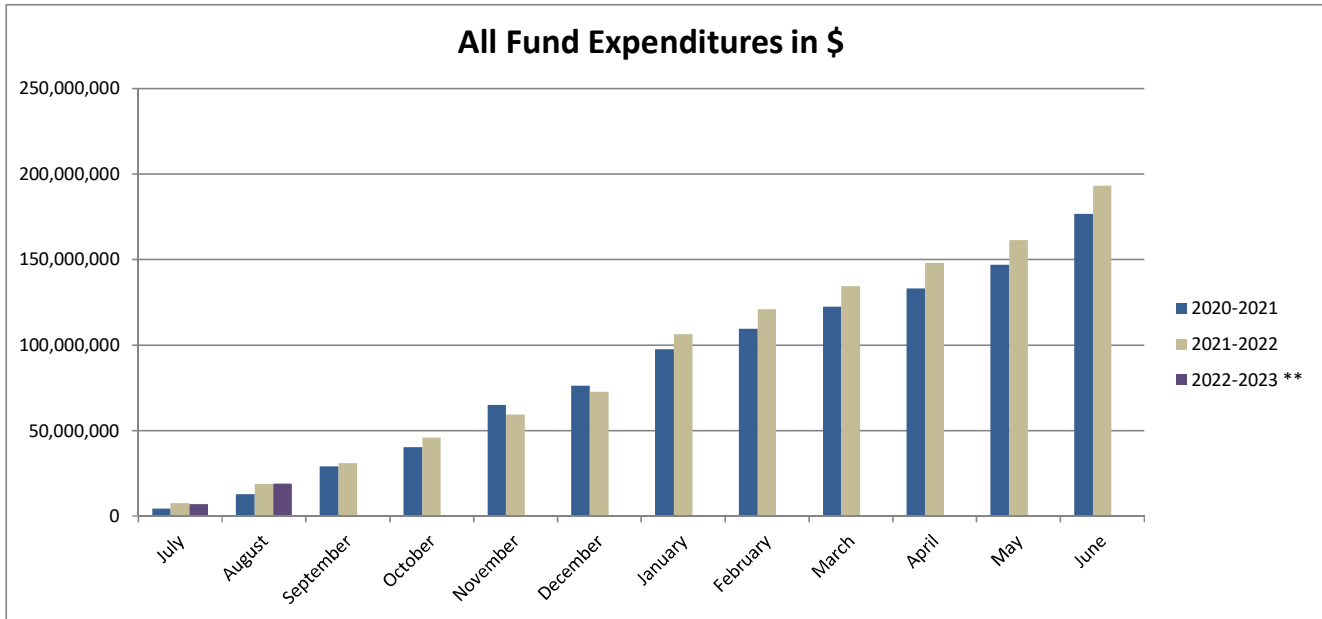
	2020-2021		2021-2022		2022-2023 **	
	\$	%	\$	%	\$	%
July	3,817,036	3.01%	2,907,172	2.14%	2,782,571	2.06%
August	19,274,187	15.20%	14,923,642	10.98%	15,069,992	11.14%
September	29,519,205	23.27%	20,264,600	14.91%		0.00%
October	49,179,583	38.77%	31,072,851	22.87%		0.00%
November	53,171,053	41.92%	40,153,389	29.55%		0.00%
December	61,389,953	48.40%	46,491,149	34.21%		0.00%
January	73,970,734	58.32%	58,485,580	43.04%		0.00%
February	84,622,165	66.72%	71,619,316	52.71%		0.00%
March	98,343,919	77.54%	84,028,770	61.84%		0.00%
April	111,273,854	87.73%	96,590,415	71.08%		0.00%
May	131,860,398	103.96%	116,854,949	86.00%		0.00%
June	133,587,632	105.32%	136,252,153	100.27%		0.00%
BUDGET	126,834,491	100.00%	135,885,717	100.00%	135,328,560	100.00%



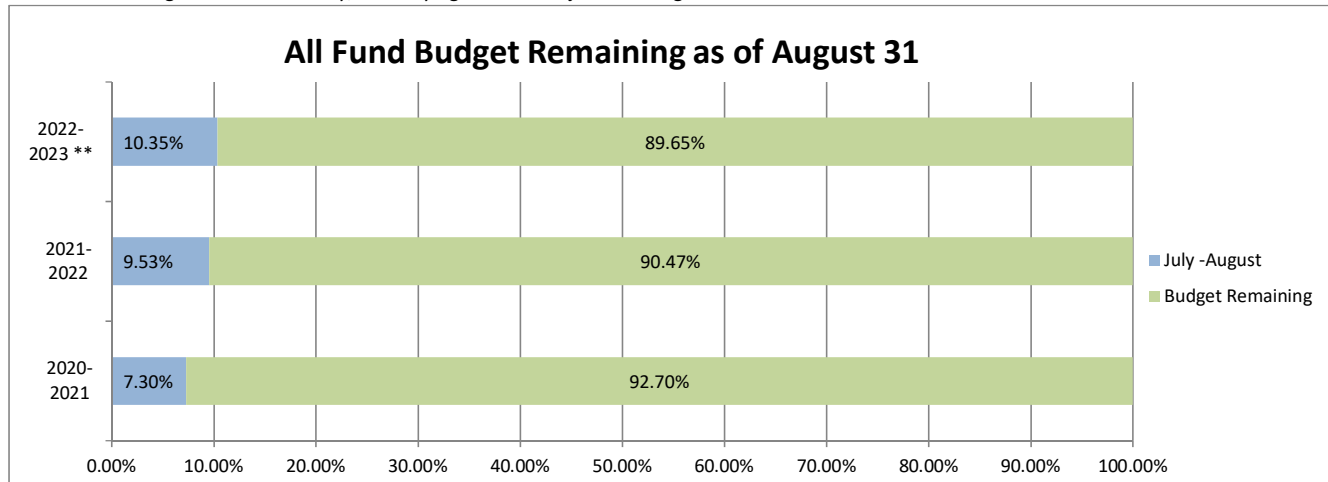
** The year to year comparison will vary due to the timing of the reversal of prior year accruals and based on timing of financial activity, monthly figures are subject to change

**EXPENDITURE COMPARISON
ALL FUNDS**

	2020-2021		2021-2022		2022-2023 **	
	\$	%	\$	%	\$	%
July	4,136,021	2.36%	7,576,301	3.87%	6,846,145	3.73%
August	12,806,761	7.30%	18,666,589	9.53%	18,979,577	10.35%
September	28,871,496	16.45%	30,852,672	15.75%		0.00%
October	40,214,431	22.92%	45,790,996	23.38%		0.00%
November	64,868,844	36.96%	59,277,157	30.27%		0.00%
December	76,102,321	43.37%	72,545,028	37.04%		0.00%
January	97,403,339	55.50%	106,184,839	54.22%		0.00%
February	109,396,118	62.34%	120,813,912	61.69%		0.00%
March	122,331,287	69.71%	134,387,435	68.62%		0.00%
April	133,047,037	75.82%	147,917,512	75.53%		0.00%
May	146,818,004	83.66%	161,442,665	82.43%		0.00%
June	176,641,177	100.66%	192,936,850	98.52%		0.00%
BUDGET	175,489,038	100.00%	195,843,777	100.00%	183,385,992	100.00%

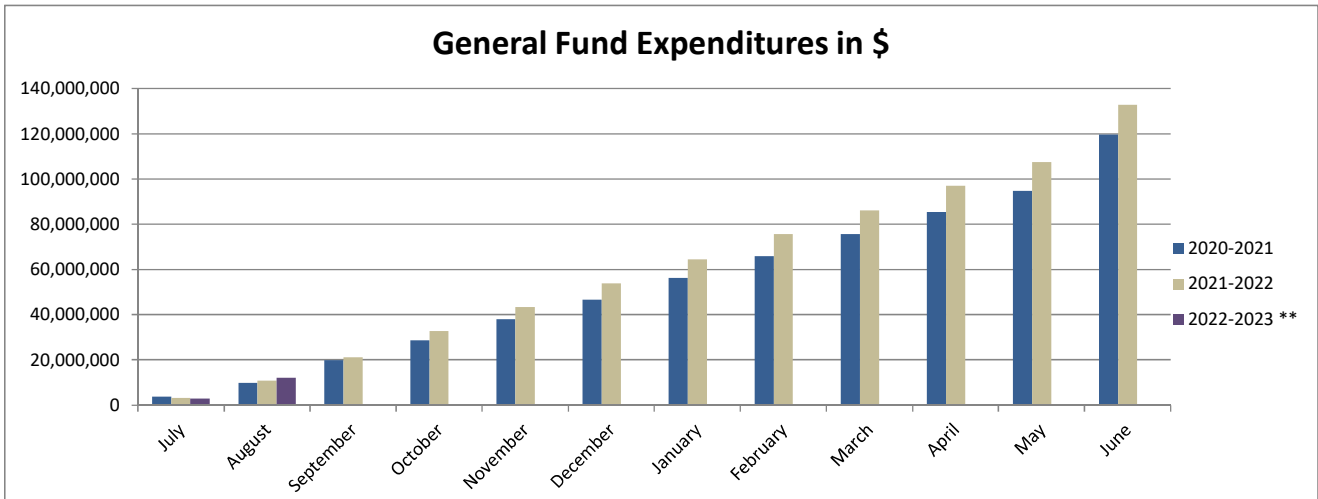


**based on timing of financial activity, monthly figures are subject to change

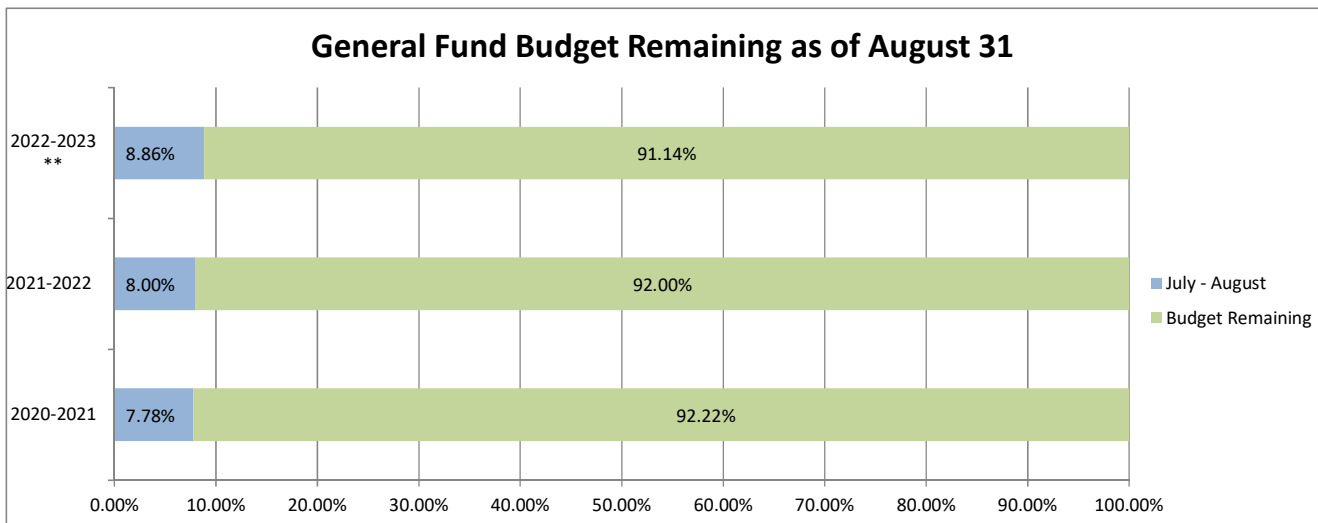


**EXPENDITURE COMPARISON
GENERAL FUND**

	2020-2021		2021-2022		2022-2023 **	
	\$	%	\$	%	\$	%
July	3,805,343	2.98%	3,258,178	2.40%	2,991,235	2.18%
August	9,950,010	7.78%	10,886,189	8.00%	12,150,968	8.86%
September	19,860,387	15.54%	21,189,447	15.58%		0.00%
October	28,831,518	22.56%	32,864,644	24.16%		0.00%
November	38,110,749	29.81%	43,449,234	31.94%		0.00%
December	46,736,045	36.56%	53,909,332	39.63%		0.00%
January	56,357,446	44.09%	64,483,325	47.40%		0.00%
February	65,964,586	51.61%	75,609,009	55.58%		0.00%
March	75,602,778	59.15%	86,292,890	63.43%		0.00%
April	85,552,003	66.93%	97,013,445	71.31%		0.00%
May	94,865,356	74.21%	107,457,075	78.99%		0.00%
June	119,796,978	93.72%	132,883,268	97.68%		0.00%
BUDGET	127,825,136	100.00%	136,035,698	100.00%	137,139,540	100.00%



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





**Agenda IV.A.6.
October 27, 2022**

To: Board of Education

From: Dr. Theresa Battle, superintendent

Date: October 14, 2022

Re: Report about the Listening Session

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

No one spoke at the Listening Session on October 13, 2022.



**Agenda IV.A.7.
October 27, 2022**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Guillaume Paek, director of athletics

Date: October 6, 2022

Re: Minnesota State High School League (MSHSL) Foundation Grant A

Recommendation: Approve the Minnesota State High School League (MSHSL) Foundation Grant A.

FORM A

**RESOLUTION OF GOVERNING BOARD SUPPORTING
FORM A APPLICATION TO MINNESOTA
STATE HIGH SCHOOL LEAGUE FOUNDATION**

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota’s high school youth to participate in athletics and fine arts;

WHEREAS, the Governing Board of ISD 191 Burnsville-Eagan-Savage recognizes the value of student participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist schools in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Governing Board of ISD 191 Burnsville-Eagan-Savage supports the school’s application to the Minnesota State High School League Foundation for a **FORM A** grant to offset student activity fees.

Date

Board Chair/Head of School

Date

Board Clerk – Treasurer/ Finance Director



**Agenda IV.A.8.
October 27, 2022**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Lesley Chester, chair

Date: October 18, 2022

Re: Guidelines for Sharing Board Meetings

Recommendation: Approve changes to “Guidelines for Sharing Board Meetings.”

“Guidelines for Sharing Board Meetings” was first approved by the Board of Education during its meeting on March 12, 2020. A report was given about changes to the guidelines on January 27, 2022. The guidelines were reviewed by the Board during a workshop on September 29, 2022. The guidelines with revisions are attached for your review. (The yellow highlight reflects the most recent change that was discussed at the workshop on September 29.)

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 (YouTube) and on BCTV, as possible.
3. Recordings will be posted online www.isd191.org (YouTube), 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 ~~stationary camera and microphone, when possible.~~ Committee members sitting at the dais, when possible. Presentations are not shared as part of live-streaming.
- Live access online www.isd191.org (YouTube) 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 **in person and** 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

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.

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- All Legislative Committee Meetings, Policy Review Committee meetings, Workshops, and Work Sessions will be in person and 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.A.9.
October 27, 2022**

To: Board of Education

From: Dr. Theresa Battle, superintendent, Stacey Sovine, executive director of administrative services, and Imina Oftedahl, director of curriculum, instruction and assessment

Date: October 14, 2022

Re: Policies 103: *Complaints - Students, Employees, Parents, Other Persons*; 401: *Equal Employment Opportunity*; 402: *Disability Nondiscrimination Policy*; 408: *Subpoena of a School District Employee*; and 520: *Student Surveys*.

Recommendation: Approve, on a second reading basis, changes to Policies 103: *Complaints - Students, Employees, Parents, Other Persons*; 401: *Equal Employment Opportunity*; 402: *Disability Nondiscrimination Policy*; 408: *Subpoena of a School District Employee*; and 520: *Student Surveys*.

The policies were reviewed by the Policy Review Committee on September 27, 2022. The first reading was approved by the Board on October 13, 2022.

- Policy 103 – This policy was reviewed by the committee on August 23 and September 27. MSBA delete Service Manual reference
- Policy 401 – MSBA updated statutory reference and remove "executive"
- Policy 402 – MSBA update references
- Policy 408 – MSBA deleted Service Manual reference
- Policy 520 – MSBA update Policy 522 cross reference

Adopted: 6/1986
Reviewed: 10/13/2022
Revised: 10/27/2022
Rescinds: KL

Burnsville-Eagan-Savage School District Policy 103

103 COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS

I. PURPOSE

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, negotiated agreement, or Terms and Conditions of Employment, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.

II. GENERAL STATEMENT OF POLICY

- A. Students, parents, employees, or other persons may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent, or school board. However, persons are encouraged to file a complaint at the building level with the staff member most immediately involved with the issue when appropriate.
- B. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent, who shall determine whether an internal or external investigation should be conducted. In either case, the superintendent shall determine the nature and scope of the investigation and designate the person responsible for investigation or follow-up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.
- C. The appropriate administrator shall respond in a reasonable time-period in writing to the complaining party concerning the completion of the investigation. The superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minnesota Statutes chapter 13 (the Minnesota Government Data Practices Act) or other law.

- D. Before a complaint against an employee is acted upon, the employee will have the opportunity to respond to the complaint with the appropriate administrator to present information relevant to the complaint.
- E. No reprisals against a complainant or witness will be tolerated.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Cross References: Burnsville-Eagan-Savage School District Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
 Burnsville-Eagan-Savage School District Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 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 514 (Bullying Prohibition)
 MSBA School Law Bulletin "I" (School Records – Privacy – Access to Data)

Adopted: 11/1983
Reviewed: 10/13/2022
Revised: 10/27/2022
Rescinds:

Burnsville-Eagan-Savage School District Policy 401

401 EQUAL EMPLOYMENT OPPORTUNITY

I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for Independent School District 191 employment and school district employees.

II. GENERAL STATEMENT OF POLICY

- A. The school district's policy is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, gender identity or expression, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities, or privileges of employment.
- D. Every teacher, administrator, volunteer, contractor, or other employee of the school district shall be responsible for following this policy.
- E. Any person having a question regarding this policy should discuss it with the superintendent or designee.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
 29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
 29 U.S.C. § 2615 (Family and Medical Leave Act)
 38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)
 38 U.S.C. § 4301 *et seq.* (Employment and Reemployment Rights of Members of the Uniformed Services)
 42 U.S.C. § 2000e *et seq.* (Equal Employment Opportunities; Title VII of the Civil Rights Act)
 42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with

Disabilities)

Cross References: Burnsville-Eagan-Savage School District Policy 402 (Disability Nondiscrimination)
 Burnsville-Eagan-Savage School District Policy 405 (Veteran's Preference)
 Burnsville-Eagan-Savage School District Policy 413 (Harassment and Violence)
 Burnsville-Eagan-Savage School District Policy 422 (Policies Incorporated by Reference)

Adopted: 05/2001
Reviewed: 10/13/2022
Revised: 10/27/2022
Rescinds:

Burnsville-Eagan-Savage School District Policy 402

402 DISABILITY NONDISCRIMINATION POLICY

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons in Independent School District 191 and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

- A. Independent School District 191 shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. Independent School District 191 shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. Independent School District 191 shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. Independent School District 191 shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact Hailey Busker, of Human Resources Coordinator, 200 West Burnsville Parkway, Burnsville, MN, 55337, 952-707-2010, hbusker@isd191.org. This individual is the school district's appointed ADA coordinator.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
 29 U.S.C. 794 *et seq.* (Section 504 of the Rehabilitation Act of 1973)
 42 U.S.C., § 12101 (Americans with Disabilities Act)
 29 C.F.R. Part 32 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)

34 C.F.R. Part 104 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)

Cross References: Burnsville-Eagan-Savage School District Policy 413 (Harassment and Violence)
Burnsville-Eagan-Savage School District Policy 521 (Student Disability Nondiscrimination)

Adopted: 8/2006
 Reviewed: 10/13/2022
 Revised: 10/27/2022
 Rescinds: GBLAC

Burnsville-Eagan-Savage School District Policy 408

408 SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE

I. PURPOSE

The purpose of this policy is to protect the privacy rights of school district employees and students under both state and federal law when requested to testify or provide educational records for a judicial or administrative proceeding.

II. GENERAL STATEMENT OF POLICY

This policy is to provide guidance and direction for school district employees who may be subpoenaed to testify and/or provide educational records for a judicial or administrative proceeding.

III. DATA CLASSIFICATION

A. Educational Data

1. State Law

The Minnesota Government Data Practices Act (MGDPA), Minnesota Statutes Chapter 13, classifies all educational data, except for directory information as designated by the school district, as private data on individuals. The state statute provides that private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data or a parent if the subject of the data is a minor. A subpoena issued by an attorney is not a court order.

2. Federal Law

The Family Educational Rights and Privacy Act (FERPA), 20 United States Code section. section 1232g, provides that educational data may not be released, except pursuant to informed consent by the individual subject of the data or any lawfully issued subpoena. Regulations promulgated under the federal law require that the school district must first make a reasonable effort to notify the parent of the student, or the student if the student is 18 years of age or older, of the subpoena in advance of releasing the information pursuant to the subpoena.

B. Personnel Data

The MGDPA, also classifies all personnel data, except for certain data specifically classified as public, as private data on individuals. The state statute provides that private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data.

IV. APPLICATION AND PROCEDURES

- A. Any employee who receives a subpoena for any purpose related to employment is to inform the building administrator or designated supervisor when the employee receives the subpoena. The building administrator or designated supervisor shall immediately inform the superintendent or designee that the employee has received a subpoena.
- B. No employee may release educational data, personnel data, or any other data of any kind without consultation in advance with the school district official who is designated as the authority responsible for the collection, use and dissemination of data.
- C. Payment for attendance at judicial or administrative proceedings and the retention of witness and mileage fees is to be determined in accordance with the applicable school board policies and collective bargaining agreements.
- D. The administration shall not release any information except in strict compliance with state and federal law and this policy. Recognizing that an unauthorized release may expose the school district or its employees to civil or criminal penalties or loss of employment, the administration shall confer with school district legal counsel prior to release of such data.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 Minn. Rules 1205.0100, Subp. 5 (How These Rules Apply)
 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: Burnsville-Eagan-Savage School District Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
 Burnsville-Eagan-Savage School District Policy 515 (Protection and Privacy of Pupil Records)
 MSBA Law Bulletin “I” (School Records – Privacy – Access to Data)

Adopted: 10/22/2015
 Reviewed: 10/13/2022
 Revised: 10/27/2022
 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 United States Code section 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 Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act), 20 United States Code s 1232g (Family Educational Rights and Privacy Act) and 34 Code of Federal Regulations 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 United States Code section 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
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 (Title IX Sex
 Nondiscrimination, Grievance Procedure and Process)

**Agenda IV.A.10.
October 27, 2022**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Dr. Chris Bellmont, assistant superintendent, and Amy Piotrowski, director of student support services

Date: October 14, 2022

Re: Policy 514: *Bullying Prohibition Policy*, and Policy 516: *Student Medication*.

Recommendation: Approve, on a second reading basis, changes to Policy 514: *Bullying Prohibition Policy*, and Policy 516: *Student Medication*.

These policies were reviewed by the Policy Review Committee on September 27, 2022.

- Policy 514
 - MSBA updated Policy 522 Cross Reference Title, minor edits to text, and Section IX “Policy Review” was added.
 - Policy 514 must be reviewed annually.
- Policy 516
 - Fixed numerical order of legal references and changes by administration.
 - The Policy Review Committee requested that parent and guardian be used consistently throughout the policy.

Adopted: 1/99
Reviewed: 10/13/2022
Revised: 10/27/2022
Rescinds: JLCD

Burnsville-Eagan-Savage School District Policy 516

516 STUDENT MEDICATION

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, or designee such as a health clerk, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

III. REQUIREMENTS

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent or guardian. (The administration of prescription and non-prescription medication at school requires authorization from a person licensed to prescribe medications and a completed signed request from the student's parent or guardian.)
- B. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minnesota Statutes section 152.22, subdivision 6.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be with the school district personnel. Exceptions to this requirement are as noted below in Part I.: and medications administered as noted in a written agreement between the school district and the parent or guardian or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).

- F. The school must be notified immediately by the parent or guardian or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or designated person, shall be responsible for the filing of the Medication Authorization form in the health records section of the student file. The school nurse, or designee, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minnesota Statutes section 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- J. If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.
- K. Specific Exceptions:
 - 1. Parents/guardians must make arrangements with the licensed school nurse for special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings. Such special health treatments do not constitute administration of medicine;
 - 2. Emergency health procedures, including emergency administration of medicine, are not subject to this policy;
 - 3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;

4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - a. the school district has received a written authorization from the student's medical provider and parent or guardian permitting the student to self-administer the medication;
 - b. the inhaler is properly labeled for that student; and
 - c. the parent or guardian has not requested school personnel to administer the medication to the student.

The parent or guardian must submit written authorization for the student to self-administer the medication each school year.

The school nurse must assess the student's knowledge and skills to safely possess and use an asthma inhaler and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;

6. Medications:
 - a. that are used off school grounds;
 - b. that are used in connection with athletics or extracurricular activities; or
 - c. that are used in connection with activities that occur before or after the regular school day

are not governed by this policy.

7. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian and medical doctor permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy

The school district will not administer medications, including herbal medicines that are not approved by the Food and Drug Administration agency.

8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent or guardian, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:
 - a. possess epinephrine auto-injectors; or
 - b. if the parent or guardian and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's 504 plan.

9. A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

L. "Parent" for students 18 years old or older is the student.

M. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine. A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

N. Procedure regarding unclaimed drugs or medications.

1. The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications

remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion the school district.

2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes section 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.
3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes section 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.21 (Hiring of Health Personnel)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)

Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)

Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.22 (Definitions)
Minn. Stat. § 152.23 (Limitations)
20 U.S.C. § 1400 et seq. (Individuals with Disabilities Education)
29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504)

Cross References: Burnsville-Eagan-Savage School District Policy 418 (Drug-Free Workplace/Drug-Free School)

Adopted: 03/06
Reviewed: 10/13/2022
Revised: 10/27/2022
Rescinds: ACD-JBD, JBD-ACD

Burnsville-Eagan-Savage School District Policy 514

514 BULLYING PROHIBITION POLICY

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying of students and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior involving students.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual or a group, of a student, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to individuals who directly engage in an act of bullying, but also to those who, by their indirect behavior, condone or support an act of bullying. This policy also applies to anyone whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying of a student.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying of a student shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy. The school district may take into account the following factors:
 1. The developmental ages and maturity levels of the parties involved;
 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 3. Past incidences or past or continuing patterns of behavior;
 4. The relationship between the parties involved; and
 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who commit, permit, condone, or tolerate bullying of a student or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- G. The school district will act to investigate all complaints of bullying of a student reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct, aimed

at a student, that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the person engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying as defined in this policy.

- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles

approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

- F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any student who believes they have been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three working days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary

consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy and other applicable school district policies; and applicable regulations.

- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school

personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

- B. The school district shall require ongoing professional development, consistent with Minnesota Statute section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 4. The incidence and nature of cyberbullying; and
 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce

discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the

school district.

- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes section 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
 Minn. Stat. § 120B.232 (Character Development Education)
 Minn. Stat. § 121A.03 (Model Policy)
 Minn. Stat. § 121A.031 (School Student Bullying Policy)
 Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
 Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
 Minn. Stat. § 121A.69 (Hazing Policy)
 Minn. Stat. § Ch. 124E (Charter School)
 Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
 20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
 34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: Burnsville-Eagan-Savage Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 Burnsville-Eagan-Savage Policy 413 (Harassment and Violence)
 Burnsville-Eagan-Savage Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
 Burnsville-Eagan-Savage Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
 Burnsville-Eagan-Savage Policy 422 (Policies Incorporated by Reference)
 Burnsville-Eagan-Savage Policy 423 (Employee-Student Relationships)
 Burnsville-Eagan-Savage Policy 501 (School Weapons Policy)
 Burnsville-Eagan-Savage Policy 506 (Student Discipline)

Burnsville-Eagan-Savage Policy 507 (Corporal Punishment)
Burnsville-Eagan-Savage Policy 515 (Protection and Privacy of Pupil Records)
Burnsville-Eagan-Savage Policy 521 (Student Disability Nondiscrimination)
Burnsville-Eagan-Savage Policy 522 (Title IX Sex Nondiscrimination Policy)
Burnsville-Eagan-Savage Policy 524 (Internet Acceptable Use and Safety Policy)
Burnsville-Eagan-Savage Policy 525 (Violence Prevention)
Burnsville-Eagan-Savage Policy 526 (Hazing Prohibition)
Burnsville-Eagan-Savage Policy 529 (Staff Notification of Violent Behavior by Students)
Burnsville-Eagan-Savage Policy 709 (Student Transportation Safety Policy)
Burnsville-Eagan-Savage Policy 711 (Video Recording on School Buses)
Burnsville-Eagan-Savage Policy 712 (Video Surveillance Other Than on Buses)

October 27, 2022 Board Meeting

Board Members' Questions and Staff Responses regarding BoardBook materials

Open Facilities

Board Member Question	Staff Response
<p>I wanted to clarify the information on Slide 18 which indicates that the property 'is' to come before the Planning Commission and City Council on 6/27 and 7/5, respectively.</p> <p>Did these discussions happen? It's not clear as currently written, and I am sure updates regarding this property will also be part of our discussion.</p>	<p>Deleted slide 18 (below). The project is not moving forward due to funding issues.</p> <div data-bbox="841 583 1466 638" style="background-color: yellow; text-align: center; padding: 2px;">City of Burnsville</div> <div data-bbox="906 680 1058 848"> </div> <div data-bbox="1094 674 1422 772"> <p>PROPOSED MWF Properties, LLC has a project proposed to be known as Parkway Housing located one block west of DEC on the south side of Burnsville Parkway. This is planned to be before the Planning Commission 6/27/2022 and before the City Council 7/5/2022 (9)</p> </div> <div data-bbox="1224 789 1393 848"> </div> <div data-bbox="857 890 1188 932"> </div>

Donations Report

Board Member Question	Staff Response
<p>How do we as a district handle donations to a specific (middle or elementary) school's academic program(s) in a way that prevents these donations from creating inequities in our system? Or are these truly infusions into the individual school's learning budget?</p>	<p>Yes. There is a process to evaluate donation requests. We will make sure to leverage our tools of Cultural Proficiency and collaboration in order to successfully implement Policy 706.</p>

I am looking specifically at the \$2,500 donation from Campos EPC to ERMS STEM/PLTW.	
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**Agenda IV.B.1.
October 27, 2022**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Stacey Sovine, executive director of administrative services

Date: October 18, 2022

Re: Policy 403: *Discipline, Suspension, and Dismissal of School District Employees*

Recommendation: Approve, on a first reading basis, changes to Policy 403: *Discipline, Suspension, and Dismissal of School District Employees*.

Policy 403 were reviewed by the Policy Review Committee on September 27, 2022.

- MSBA updated the text and references and administration changed “executive director of human resources” to “superintendent or designee” in section V.

Adopted: 4/1987

Burnsville-Eagan-Savage School District Policy 403

Reviewed: ~~6/14/2018~~10/25/2022

Revised: ~~6/21/2018~~MSBA 2022

Rescinds: GCPAB

403 DISCIPLINE, SUSPENSION, AND DISMISSAL OF SCHOOL DISTRICT EMPLOYEES

I. PURPOSE

The purpose of this policy is to achieve ~~the~~ effective operation of Independent School District 191's programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly.

II. GENERAL STATEMENT OF POLICY

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive corrective action. While the school district intends that in most cases progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a manner otherwise, is solely within the discretion of the school district.

III. DISCIPLINE

A. Violation of School Laws and Rules

The form of discipline imposed for violations of school laws and rules may vary from a written reprimand to termination of employment or discharge depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful and whether the employee has been the subject of prior disciplinary or corrective action of the same or a different nature. School laws and rules to which this provision applies include:

1. policies of Independent School District 191;
2. directives and/or job requirements imposed by administration and/or the employee's supervisor; and
3. federal, state, and local laws, rules and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies.

B. Substandard Performance

An employee's substandard performance may result in the imposition of discipline ranging from a written reprimand to termination of employment or discharge. In most instances, discipline imposed for the reason of substandard performance

will follow a progressive format and may be preceded by non-disciplinary corrective actions such as: Verbal Warnings, Written Warnings, and Improvement Plans to provide expectations, help, and encouragement to improve from the employee's supervisor. Reasonable time for correction of the employee's deficiency will be provided.

C. Misconduct

Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

1. unprofessional conduct;
2. failure to observe rules, regulations, policies and standards of Independent School District 191 and/or directives and orders of supervisors and any other act of an insubordinate nature;
3. continuing neglect of duties in spite of verbal warnings, written warnings and/or other forms of discipline;
4. personal and/or immoral misconduct;
5. use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job which impacts on the employee's performance;
6. deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the school community;
7. activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position;
8. failure to follow the canons of professional and personal ethics;
9. falsification of credentials and experience;
10. unauthorized destruction of school district property;
11. other good and sufficient grounds relating to any other act constituting inappropriate conduct;
12. neglect of duty;
13. violation of the rights of others as provided by federal and state laws related to human rights.

IV. FORMS OF DISCIPLINE

- A. The forms of discipline that may be imposed by Independent School District 191 include, written reprimand; letter of deficiency; disciplinary suspension, demotion or leave of absence without pay; and dismissal/termination or discharge from employment.
- B. Other forms of discipline, including any combination of the forms described in Paragraph A., above, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish Independent School District 191's objective of stopping or correcting the offending conduct and improving the employee's performance.

V. PROCEDURES FOR ADMINISTERING POLICY

- A. ~~In an instance where~~When any form of discipline is imposed, the employee's supervisor will:
 1. Consult with the ~~Executive Director of Human Resources superintendent or designee~~ to determine the appropriate corrective action or discipline level required depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful and whether the employee has been the subject of prior disciplinary or corrective action of the same or a different nature. ~~If the employee's supervisor is the Executive Director of Human Resources, the supervisor will consult with the superintendent.~~
 2. Advise the employee if the corrective action is disciplinary and identify the form of discipline imposed.
 3. Advise the employee of any inadequacy, deficiency or conduct which is the cause of the discipline.
 4. Provide directives to the employee to correct the conduct or performance.
 5. Forward copies of all writings to the ~~Executive Director of Human Resources superintendent or designee~~ for filing in the employee's personnel file.
 6. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.
 7. Specify the expected level of performance or modification of conduct to be required from the employee.
- B. Independent School District 191 retains the right to immediately discipline, terminate, or discharge an employee as appropriate, subject to relevant governing law and collective bargaining agreements ~~where~~when applicable.

Minn. Stat. § 122A.41 (Teacher Tenure Act; Cities of the First Class)
Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)
Minn. Stat. § 122A.58 (Coaches; Termination of Duties)
Minn. Stat. § 123B.02, Subd. 14 (General Powers of Independent School Districts Employees; Contracts for Services)
Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 123B.147 (Principals)
Minn. Stat. § 197.46 *et seq.* (Veterans Preference Act)

Cross References: NoneMSBA Service Manual, Chapter 3, Employees



**Agenda V.A.
October 27, 2022**

To: Board of Education

From: Dr. Theresa Battle, superintendent, Stacey Sovine, executive director of administrative services, Jason Sellars, director of community education, and Stacie Kvilvang, Ehlers

Date: October 18, 2022

Re: Update about Open Facilities

Update for Open Facilities

**Dr. Theresa Battle,
Superintendent, Stacey
Sovine, Executive Director of
Administrative Services,
Jason Sellars, Director of
Community Education, and
Stacie Kvilvang, Ehlers**

one91
Burnsville · Eagan · Savage

October 27, 2022

Agenda

126

- **Purpose and Commitment**
- **Review of Board Open Facilities Resolution**
- **Proposal for Early Childhood Outdoor Classroom renovation**
- **Development Update**
 - **Sale of Metcalf Update**
 - **City of Burnsville**
- **City of Savage Update**
- **Census Information**
- **Next Steps**

Purpose and Commitment

Purpose

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

ISD 191 is Committed to:

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

Open Facilities Resolution

128

Board of Education(BOE) [Open Facilities resolution](#) - approving the next steps of District No. 191's Open Facilities action plan and authorizing the administration to proceed with next steps for possible sale/lease of facilities.

Remaining properties and under consideration

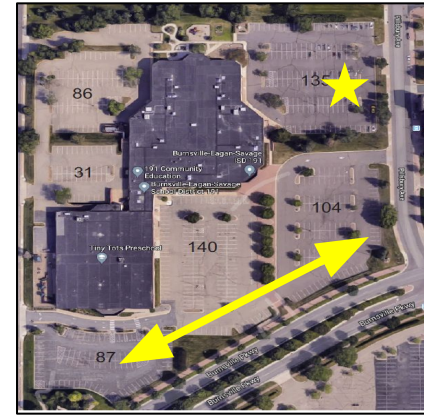
- Metcalf Middle School ([April 28, 2022, Board resolution for sale](#))
- Sioux Trail
- M.W. Savage
- Cedar School rental (Burnsville Alternative High School (BAHS) and District #917)
- Diamondhead Education Center (DEC) outlots - From April 2021 Ehlers estimate sale proceeds of \$1,200,000 and would be available for General fund use

Diamondhead 2 Acre Lot



Considerations

- **Revenue from sale:**
 - Apartments, retail, office and hotels allowable uses
 - Most interest from multi-family developers, but no formal offers at this time
 - No debt retirement required
- **Expenses from sale:**
 - Reconstruction on building and secure program entrances
 - Safe traffic flow within remaining parking area



Considerations

- Local apartment impact
 - Increase use of Senior Citizen Center
 - Increase to Early Learning programs
- Rahn Elementary gained nearly 60 students year over year with the opening of nearby apartment building
- Need to continue programming for students enrolled at this time.



DEC

- Haven't pursued developers yet
 - Concentrated efforts on sale of River Ridge and Metcalf
- Outlots are still marketable
 - Not concerned about lack of market for apartments within the City
 - May be site(s) to enlist Transwestern (broker firm) again
- If sold, would find developer(s) that would work with District through issues/challenges/concerns over access and parking
- Value gained depends on what the end land use is

Early Learning Outdoor Classrooms - What exists now?

133

Early Childhood Outdoor Classrooms:

West - Early Childhood Special Education
(251 students)

North- Early Childhood Family Education
Ready To Grow
Ready To Learn
Voluntary PreKindergarten
(78)



Rationale for Remodeling

134



- Outdoor classroom spaces are not fully ADA compliant
- Outdoor classroom spaces are not accessible to all student populations at DEC
- Limited opportunities for students to utilize outdoor spaces based upon current design
- Significant erosion and deterioration of student playspaces and equipment

Design Team - Feedback and Input

135



- A representative team from all infant-prekindergarten programs at DEC
- Series of meetings designed to develop recommendations
- Collaboration with Director David Lake

Primary Goal: Resolve student access barriers

Design Team - Recommendations

136

- Resolve accessibility barriers in both outdoor student spaces
- Increase the types of student learning opportunities
- Increase capacity for multiple classrooms to engage in instruction simultaneously
- Reaffirm the Outdoor Classroom philosophy aligned to statute



Cedar School - 917 Interest

137

Cedar School is currently leased by 917 for 21,629 square feet

- Lease expires June 30, 2024
- Additional 31,658 square feet
- 917 interested and exploring
- Staffing shortage may play into the equation

Rental Income

- Debt portion paid after February 2025 or 2026

Relocation of BAHS

- Evaluate needs and resources at the time to determine options



Metcalf Update

- Signed purchase agreement in April 2022
 - \$12.3M
 - Anticipate closing after special legislation is approved....again

- Sale benefits to District
 - Ability to pay off existing debt
 - No longer carrying operational costs of facility
 - New dollars that are available for programs/staff (if legislation is received)
 - New tax capacity to spread market value referendum over and other District levies

Tax Calculations							
New Use	City Portion	County Portion	School District	Misc	Total Local Taxes	Mk Value Taxes	TOTAL
Apts	\$323,039	\$193,453	\$181,317	\$30,239	\$728,048	\$136,324	\$864,372
SR Coop	\$102,506	\$61,386	\$57,535	\$9,595	\$231,022	\$54,072	\$285,094
TH	\$238,270	\$142,689	\$133,737	\$22,304	\$536,999	\$125,689	\$662,688
TOTAL	\$663,815	\$397,528	\$372,588	\$62,138	\$1,496,069	\$316,085	\$1,812,155

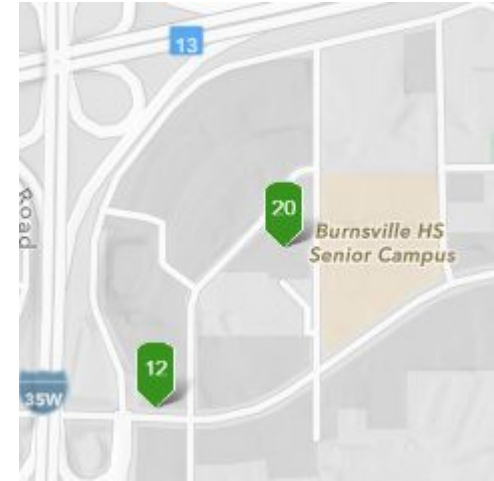
Metcalf Update

- Development requires a Comprehensive Plan Amendment from City of Eagan
- Development team had meeting with Eagan Council on September 13th
 - Received good feedback on suggested changes, but still some challenges
- Development team had follow up meeting with staff/mayor
 - Mayor requested District to host a couple of neighborhood meetings to inform/educate surrounding neighbors regarding school closure and sale of property
- Schedule 1 to 2 meetings with adjacent neighbors
 - Date/time TBD with staff



APPROVED

- MWF Properties, LLC has an approved project to be known as Gateway Housing across Pleasant Avenue near Diamondhead for a 135 unit senior affordable apartment building and a 162 unit market rate apartment building (20)
- Cedarwood Burnsville, LLC has an approved application for a Planned Unit Development Amendment to allow a religious institution (12)



[Savage 2022-2025 Strategic Plan](#), April 2022:



Planned Development and Downtown Renewal:

STRATEGIC INITIATIVES

- a. Update City Code Chapter 15 (land use)
- b. Create a Downtown Plan
- c. Update economic development policies
- d. Create housing improvement loan program
- e. Complete street policies

Census Information

Census 2020 Report from Susan Brower, MN state demographer presented 2020 Census information to the AMSD Board of Directors at the February 2022 meeting.

- Largest percent in change in population included Scott County- 16.2% increase in the amount of 21,000 people
- Largest population increase included Dakota County 41,330 a 10.4% change
- One of MN's fastest growing cities is Savage with an increase of 5,554
- MN largest BIPOC Cultural groups are Mexican, African American, Hmong, Somali and Russian
- Burnsville total population in 2020 was 71,881 and in 2021 71,945



Next Steps

- **Board discussion and direction to Superintendent**
- **Legislative Exemption:** The School Board of Independent School District 191, intends to seek special legislation by the Minnesota Legislature to provide that notwithstanding the provisions of Minnesota Statutes, Section 123B.51, subdivisions 4 and 6, proceeds of the sale or lease of current school facilities or land may be transferred into the general undesignated fund to the full extent permitted under federal tax law and associated U.S. Treasury regulations.
- **Enrollment and impact to school sites**
- **Community input about the sale of Metcalf**
- **District 917 plans for use of Cedar**



Thank You!



**Agenda V.B.
October 27, 2022**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Scott Hume, vice chair

Date: October 18, 2022

Re: Finalize Changes to the Superintendent Evaluation Tool

Superintendent Battle Annual Evaluation 2023

Thank you for taking the time to complete Dr Battle's annual performance review.

The first section of the review covers Dr Battle's Essential Duties and Responsibilities as Superintendent. Please rate her performance on a scale of 1 to 4, with 1 being low and 4 being high. Please include additional comments / details / examples as appropriate.

The Essential Duties and Responsibilities are as follows:

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

-

* Required

1. Email *

2. Board Member Name *

3. Essential Duty #1 - Serve as the Chief Executive Officer for the School District.

Mark only one oval.

1 2 3 4

Greatly Below Expectations Greatly Above Expectations

4. Evidence of performance & comments regarding Essential Duty #1 (CEO of School District) 148

5. Essential Duty #2 - Serve as the Educational Leader of the School District.

Mark only one oval.

1 2 3 4

Greatly Below Expectations Greatly Above Expectations

6. Evidence of performance & comments regarding Essential Duty #2 (Educational Leader)

- 7. Essential Duty #3 - Serves as the primary spokesperson for the District and oversees all public relation activities of the District to best represent the District before the public, governmental agencies, community organizations, or other groups.

Mark only one oval.

1 2 3 4

Greatly Below Expectations Greatly Above Expectations

- 8. Evidence of performance & comments regarding Essential Duty #3 (District Spokesperson/ Representative)

- 9. Essential Duty #4 - Directs and oversees the operational and administrative services, programs, and operations of the District to ensure the efficiency and effectiveness of these functions.

Mark only one oval.

1 2 3 4

Greatly Below Expectations Greatly Above Expectations

10. Evidence of performance & comments regarding Essential Duty #4 (Oversee operations & admin)

11. Essential Duty #5 - Ethical & Inclusive Leadership

Mark only one oval.

1 2 3 4

Greatly Below Expectations Greatly Above Expectations

12. Evidence of performance & comments regarding Essential Duty #5 (Ethical & Inclusive Leadership)

The next section of the review form includes Dr Battle's specific Superintendent Goals for the 2022-23 school year.

Please rate Dr Battle's performance regarding each of these Annual Goals on a scale of 1 to 4 (1 is low, 4 is high), including additional comments related to the specific goal. The relevant MSBA standards have been listed with each goal. For this year, these are the specific MSBA standards on which Dr Battle will be evaluated.

Evaluation
of Dr
Battle's
2021-22
Annual
Goals

1. Improve competency in moving toward adaptation in Cultural Competency as described by the Intercultural Development Continuum. The strategy is to link knowledge of my culture and other cultures to increase the skill of "shifting perspectives" and to link my cognitive ability to generate cultural appropriateness in my affect and behavior. *MSBA Standard 8: Ethical and Inclusive Leadership. Element 8e - Cultural Competency & 8F- Equity Plan Administration.*

2. By January 2023, complete action plans for the One91 Roadmap strategic directions, a dashboard for the goal attainment metrics and Profile of a Learner. *MSBA Standard 1: Governance Team (serves as Chief Executive Officer of the School District). Standard 1b - Goals and/or Strategic Plan & MSBA Standard 7: Student Support, Element 7c - Support for Students.*

3. By September 2022, present a plan with goals and strategies for reducing enrollment loss and retention of students and implement the plan throughout the 2022-23 school year. *MSBA Standard 3: Communications and Community Relationships. Standard 3b - Engagement & Standard 3c - Informs the Community as a Whole.*

13. Annual Goal #1: Improve competency in moving toward adaptation in Cultural Competency as described by the Intercultural Development Continuum. The strategy is to link knowledge of my culture and other cultures to increase the skill of “shifting perspectives” and to link my cognitive ability to generate cultural appropriateness in my affect and behavior. *MSBA Standard 8: Ethical and Inclusive Leadership. Element 8e - Cultural Competency & 8F - Equity Plan Administration.*

Mark only one oval.

- 1 - Greatly Below Expectations
- 2 - Below Expectations
- 3 - Meeting, or Slightly Above, Expectations
- 4 - Greatly Above Expectations
- Other: _____

14. Evidence of performance & comments regarding Goal #1?

15. Goal #2: By January 2023, complete action plans for the One91 Roadmap strategic directions, a dashboard for the goal attainment metrics and Profile of a Learner. *MSBA Standard 1: Governance Team (serves as Chief Executive Officer of the School District). Standard 1b - Goals and/or Strategic Plan & MSBA Standard 7: Student Support, Element 7c - Support for Students.*

Mark only one oval.

- 1 - Greatly Below Expectations
- 2 - Below Expectations
- 3 - Meeting, or Slightly Above, Expectations
- 4 - Greatly Above Expectations
- Other: _____

16. Evidence of performance & comments regarding Goal #2?

17. Goal #3: By September 2022, present a plan with goals and strategies for reducing enrollment loss and retention of students and implement the plan throughout the 2022-23 school year. MSBA *Standard 3: Communications and Community Relationships. Standard 3b - Engagement & Standard 3c - Informs the Community as a Whole.*

Mark only one oval.

4 - Highly Effective. Facilitates development of the school district's short- and long-term measurable goals and aligns available resources with school district's budget to accomplish goals

3 - Effective. Facilitates development of the school district's short- and long-term goals and recommends necessary financial strategies to meet goals

2 - Developing. Goals have been developed but no overall plan or alignment of resources exists

1 - Ineffective - Goals are not developed.

Other: _____

18. Evidence of performance & comments regarding Goal #3?

Essential Duties and Responsibilities

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

Goals

The following personal goals are provided to the school board as a component of the superintendent evaluation process.

FY22 Superintendent Evaluation will be based on the same evaluation tool as was used in FY21 Superintendent Evaluation to ensure consistency and highlight progress over time, with the goals in this document identified as personal goals.**

Professional Development Goals

1. Improve competency in moving toward adaptation in Cultural Competency as described by the Intercultural Development Continuum. Linking knowledge of my culture and other cultures to increase skill of “shifting perspectives” and to link my cognitive ability to generate cultural appropriateness in my affect and behavior.
2. Increase knowledge and to strengthen connections with ISD #191 board members to have a highly collaborative and respectful relationship with them.

District Focused Goals

3. By January 2022, provide leadership for the One91 Roadmap, strategic directions and dashboard to receive feedback. Complete draft for directors, staff, students, families and community to review and provide input.
4. By April 2022, present a goal-setting system for the executive leadership team for the purpose of professional development about progress towards meeting individual goals aligned to District goals.

****Personal Development Goal**

1. Improve competency in moving toward adaptation in Cultural Competency as described by the Intercultural Development Continuum. Linking knowledge of my culture and other cultures to increase skill of “shifting perspectives” and to link my cognitive ability to generate cultural appropriateness in my affect and behavior.

Evidence of Performance

- a. Learning about constituents’ cultures through dialogue and planned intercultural experiences.
- b. Provide examples of including multiple perspectives in my planning, decision-making and implementation of plans and review of policies and practices.

Check one box below

Greatly Exceeds Expectations	Exceeds Expectations	Meets Expectations	Below Expectations	Greatly Below Expectations 156
Comments				

****Personal Development Goal**

2. Increase knowledge and to strengthen connections with ISD #191 board members to have a highly collaborative and respectful relationship with them.

Evidence of Performance

- a. Hold monthly 1:1 meetings with each Board member.
- b. Attend MASA and AASA conference sessions that focus on Board Relations.
- c. Participate in Board retreats

Check one box below

Greatly Exceeds Expectations	Exceeds Expectations	Meets Expectations	Below Expectations	Greatly Below Expectations
Comments				

Goal

3. By January 2022, provide leadership for the One91 Roadmap, strategic directions and dashboard to receive feedback. Complete draft for directors, staff, students, families and community to review and provide input.

Evidence of Performance

- a. Present draft of One91 strategic directions and dashboard by November 2021.
- b. Finalize strategic directions and dashboard by June 2022.

Check one box below

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

Goal

4. By April 2022, present a goal-setting system for the executive leadership team for the purpose of professional development about progress towards meeting individual goals aligned to District goals.

Evidence of Performance

Check one box below

Standard 5. Human Resources				
Element 5.e. Hiring and Staff Development				
Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)	NA
<i>Follows established plan for recruiting, hiring, supporting, inducting, developing, and retaining staff while keeping students' interests in mind</i>	<i>Follows established plan for recruiting, hiring, supporting, inducting, developing, and retaining staff</i>	<i>Plan exists for recruiting, hiring, supporting, inducting, developing, and retaining staff, but is not used consistently</i>	<i>No plan exists for recruiting, hiring, supporting, inducting, developing, and retaining staff</i>	
Comments				

MSBA Standards and Selected Elements

Standard 1. Governance Team (Serves as the Chief Executive Officer for the School District)

Element 1.e. School Board Inquiries and Development

Check one box below

Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)	NA
<p><i>Answers school board questions thoroughly to ensure understanding; actively and continuously encourages school board development by seeking and communicating school board development opportunities; creates, follows and annual reviews communication protocols.</i></p>	<p><i>School board questions are addressed with follow-up to members most of the time. Provides members with information regarding school board development opportunities when they arise. Communication protocols exist and are followed most of the time.</i></p>	<p><i>School board questions are answered, but not all members are apprised of relevant questions and answers. When asked, provides members with information about school board development. Communication protocols exist but are rarely followed.</i></p>	<p><i>School board questions are rarely answered. Does not promote school board development. No communication protocols exist.</i></p>	

Comments

MSBA Standards and Selected Elements

Standard 2. School District Finances

Element 2.d. Bond and Levy Campaigns

Check one box below

Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)	NA
<i>Helps school board assure that levy and bond campaigns meet immediate fiscal needs and advance long-term school district goals and/or priorities.</i>	<i>Helps school board develop community engagement strategies that build support for levies and bonds.</i>	<i>Helps school board assure that levy and bond campaigns are conducted in legally correct and fiscally responsible manner.</i>	<i>Does not provide school board with timely and helpful guidance on conducting levy and bond campaigns.</i>	
Comments				

MSBA Standards and Selected Elements

Standard 2. School District Finances

Element 2.e. Asset Protection

Check one box below

Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)	NA
<p><i>Protects school district's fiscal health by continually seeking efficiencies and identifying new sources of funding, such as grants and investment opportunities; follows school district policies and procedures to ensure funds and property are secure; bases recommendations and decisions on school district approved priorities and needs.</i></p>	<p><i>Provides some oversight of school district resource allocations and decisions, including fiscal investments, grant funding opportunities, fixed assets, and external resources; usually follows policies; ensures alignment between school district assets and priorities to support improved instructions and other key goals.</i></p>	<p><i>Provides limited oversight of school district resources, including fiscal investments, grant funding opportunities, and fixed assets; does not consistently follow policies; some alignment exists between school district assets and priorities.</i></p>	<p><i>Does not provide oversight of school district resources, including fiscal investments, grant funding opportunities, and fixed assets; has not developed policies to guide asset-related decisions; makes fiscal decisions that do not align with school district priorities and/or are wasteful.</i></p>	

Comments

MSBA Standards and Selected Elements

Standard 3. Communication and Community Relationships

Element 3.a. Relationships with the Community

Check one box below

Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)	NA
<i>Builds and sustains productive relationships with public and private sectors, such as local law enforcement, MSBA, MASA, etc.</i>	<i>Creates relationships with public and private sectors.</i>	<i>Reluctantly seeks some relationships with public or private sectors.</i>	<i>Has no relationships with public and private sectors and shows no interest in pursuing partnerships.</i>	
Comments				

MSBA Standards and Selected Elements

Standard 3. Communication and Community Relationships

Element 3.b. Engagement

Check one box below

Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)	NA
<i>Seeks out and provides opportunities for input from external groups and individuals; uses the input in decision-making process.</i>	<i>Solicits input from select external groups and individuals.</i>	<i>Very rarely seeks input from external groups and individuals.</i>	<i>Demonstrates lack of regard for input and influence of external groups and individuals.</i>	
Comments				

MSBA Standards and Selected Elements

Standard 3. Communication and Community Relationships

Element 3.c. Informs the Community as a Whole

Check one box below

Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)	NA
<i>Actively keeps community informed with appropriate, regular communication on variety of school district topics, issues, and/or concerns, allowing school board to meet its responsibilities.</i>	<i>Keeps community members informed of school district issues and/or concerns as needed so school board may meet its Responsibilities.</i>	<i>Keeps only some community members informed of school district issues and/or concerns, limiting school board's ability to meet its responsibilities.</i>	<i>Does not provide information community needs to understand school district issues and/or concerns, hindering school board's ability to meet its responsibilities.</i>	
Comments				

MSBA Standards and Selected Elements

Standard 3. Communication and Community Relationships

Element 3.d. Advocacy

Check one box below

Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)	NA
<i>Works with school board and staff to build relationships with government officials to promote students' interests and influence appropriate responses to government actions.</i>	<i>Assumes leadership role through numerous contacts with government officials to protect and promote students' interests.</i>	<i>Engages with government officials to protect students' interests.</i>	<i>Does not engage with city, township, county, state, and federal officials (government officials) to protect students' interests.</i>	
Comments				

MSBA Standards and Selected Elements

Standard 3. Communication and Community Relationships

Element 3.e. Media

Check one box below

Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)	NA
<i>Actively engages media; maintains professionalism with media; seeks to promote school district in media and Community.</i>	<i>Is cooperative with media; seeks to promote school district in media.</i>	<i>Passively and reluctantly communicates with media.</i>	<i>Does not communicate with community.</i>	

Comments

MSBA Standards and Selected Elements

Standard 3. Communication and Community Relationships

Element 3.f. Visibility and Approachability

Check one box below

Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)	NA
<i>Is visible and approachable by members of the community; attends many and varied events.</i>	<i>Is visible and approachable by community; attends some events.</i>	<i>Attends few events and is seldom approachable by community.</i>	<i>Is neither visible nor approachable by community.</i>	
Comments				

MSBA Standards and Selected Elements

Standard 4. School District Operations

Element 4.a. Facilities

Check one box below

Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)	NA
<i>Ensures facilities management plan is in place and includes current status of buildings and need to improve facilities in the future, with projected plan to secure funding.</i>	<i>Ensures facilities management plan is in place and includes current status of buildings and need to improve facilities in the future.</i>	<i>Discusses facilities needs internally, but no plan is created; addresses issues on an as-needed basis.</i>	<i>Facilities management plan is not created; maintenance is performed only when absolutely needed.</i>	
Comments				

MSBA Standards and Selected Elements

Standard 4. School District Operations

Element 4.b. Transportation

Check one box below

Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)	NA
<i>Ensures transportation department operates efficiently and effectively; has long-range plan for replacing school district vehicles as needed.</i>	<i>Ensures transportation department operates efficiently and effectively most of the time; has long range plan for replacing school district vehicles as needed.</i>	<i>Transportation department operates on day-to-day basis without long-range plan for replacing school district vehicles as needed.</i>	<i>Transportation department operates haphazardly without long-range plan for replacing school district vehicles as needed.</i>	

Comments

MSBA Standards and Selected Elements

Standard 4. School District Operations

Element 4.c. Food Service

Check one box below

Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)	NA
<i>Ensures food service operates efficiently and effectively and offers nutritious and appealing meals that meet or exceed government standards.</i>	<i>Ensures food service operates efficiently and effectively most of the time and that meals meet government standards.</i>	<i>Food service operates with a deficit; meals meet government standards.</i>	<i>Food service operates with a deficit; meals do not meet government standards and are neither nutritious nor appealing.</i>	
Comments				

MSBA Standards and Selected Elements

Standard 4. School District Operations

Element 4.d. Technology

Check one box below

Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)	NA
<i>Is open to future needs and trends in technology; ensures technology plan is in place and includes long-range plan to replace and upgrade hardware, software, and infrastructure.</i>	<i>Ensures technology plan in place with long-range plan to replace and upgrade hardware, software, and infrastructure.</i>	<i>Technology plan in place, but no replacement plan for hardware, software, and infrastructure.</i>	<i>No technology plan in place; no replacement plan for hardware, software, and infrastructure.</i>	
Comments				

MSBA Standards and Selected Elements

Standard 4. School District Operations

Element 4.e. Maintenance

Check one box below

Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)	NA
<i>Ensures maintenance department operates efficiently and effectively and has a system for reporting and/or handling work orders in timely manner; schedule for maintenance is in place and is followed.</i>	<i>Ensures maintenance department operates efficiently and effectively most of the time; most work orders are completed in timely manner.</i>	<i>Maintenance department operates on day-to-day basis, with no system for reporting and/or handling work orders.</i>	<i>Maintenance department operates haphazardly with no system for reporting and/or handling work orders.</i>	
Comments				

MSBA Standards and Selected Elements

Standard 4. School District Operations

Element 4.f. Personnel

Check one box below

Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)	NA
<i>Ensures sites are staffed appropriately; staff receive ongoing professional development.</i>	<i>Most sites are staffed appropriately; staff receive on-going professional development.</i>	<i>Multiple sites lack appropriate number of staff; professional development is offered, but not consistently used.</i>	<i>Staff level is inadequate across school district with no professional development offered, or, if offered, not utilized.</i>	
Comments				

MSBA Standards and Selected Elements

Standard 6. Teaching and Learning

Element 6.a. Staff Development

Check one box below

Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)	NA
<p><i>Ensures comprehensive staff development plan exists and aligns with school district and school specific goals and complies with law; assures staff development programs fit school district-specific plan, goals, and priorities and focus on increasing student achievement.</i></p>	<p><i>Ensures staff development plan exists and is followed most of the time; assures staff development programs are based upon available opportunities targeted toward staff growth and increasing student achievement.</i></p>	<p><i>A staff development plan in place, but not consistently followed; staff development programs are based upon available Opportunities.</i></p>	<p><i>No comprehensive school district staff development plan; staff development not consistently provided; staff are left responsible for their improvement.</i></p>	

Comments

MSBA Standards and Selected Elements

Standard 6. Teaching and Learning

Element 6.b. School Improvement

Check one box below

Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)	NA
<i>Ensures school improvement plans are in place at all buildings and align with school district-wide goals; assures plans and strategies are in place and used for implementing improvement efforts and monitoring progress.</i>	<i>Ensures school improvement plans are in place at all buildings and align with school districtwide goals.</i>	<i>School improvement plans are in place at building level, but lack school district-wide coordination.</i>	<i>School improvement efforts are limited; no comprehensive plan in place.</i>	

Comments

MSBA Standards and Selected Elements

Standard 6. Teaching and Learning

Element 6.c. Curriculum and Instruction

Check one box below

Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)	NA
<i>Ensures curriculum is in place, aligned across grade levels, and complies with state standards; assures instructional practices are differentiated and personalized to student needs and that technology enhances teaching and learning.</i>	<i>Ensures curriculum meets the state standards; strives to accommodate diverse learning styles, needs, and levels of readiness; makes some effort to incorporate technology into learning.</i>	<i>Allows teachers to define their own curriculum; little coordination exists; encourages teachers to enhance instructional skills and embrace technology, but no comprehensive program is in place.</i>	<i>Curriculum is not a priority and/or is inconsistent across grade levels; little to no focus on instruction exists; Technology not utilized in classroom instruction.</i>	
Comments				

MSBA Standards and Selected Elements

Standard 6. Teaching and Learning

Element 6.d. Professional Knowledge of Teaching and Learning

Check one box below

Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)	NA
<i>Demonstrates knowledge and comfort with current instructional programs; seeks to communicate how the school district is implementing best practices; participates actively in professional groups for the school district's benefit.</i>	<i>Demonstrates knowledge of current instructional programs and is able to discuss them; seeks to learn and improve upon personal and professional abilities.</i>	<i>Is somewhat knowledgeable of current instructional programs; relies on others for information/data.</i>	<i>Is uninvolved in current instructional programs; is unaware of current instructional issues.</i>	
Comments				

MSBA Standards and Selected Elements

Standard 6. Teaching and Learning

Element 6.e. Culture of Cooperation

Check one box below

Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)	NA
<i>Develops and supports open, productive, caring and trusting relationships among staff.</i>	<i>Encourages open, productive, caring and trusting environment among staff.</i>	<i>Haphazardly supports open, productive, caring and trusting environment among staff.</i>	<i>Culture of trust does not exist.</i>	

Comments

MSBA Standards and Selected Elements

Standard 8. Ethical and Inclusive Leadership

Element 8.a. Ethics and Professional Behavior

Check one box below

Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)	NA
<p><i>Demonstrates commitment to highest standards of ethical and professional behavior, including courage and integrity; creates climate in which employees are highly conscious of ethical and professional expectations and holds each other accountable; provides exemplary model that influences stakeholders to act with high degree of professionalism, respect, and trustworthiness.</i></p>	<p><i>Consistently models highest standards of ethical and professional behavior, including courage and integrity; guides staff to articulate and reinforce high ethical and professional expectations for school district staff; solicits, engages, and interacts with stakeholders in professional, respectful, and trustworthy manner.</i></p>	<p><i>Follows acceptable standards of ethical and professional behavior; articulates expectations for ethical and professional behavior by staff and with stakeholders in professional, respectful, and trustworthy manner.</i></p>	<p><i>Does not comply with standards of ethical and professional behavior; does not articulate expectations or monitor compliance for ethical and professional behavior in the school district; does not interact with others in professional, respectful, and trustworthy manner.</i></p>	
Comments				

MSBA Standards and Selected Elements

Standard 8. Ethical and Inclusive Leadership

Element 8.b. Interactions with Staff, Students, and Community

Check one box below

Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)	NA
<i>Assures that school district procedures and practices are systematically reviewed and revised to reflect fairness and respect for human dignity for members of school community; builds relationships with union and non-affiliated employee groups through trust and sharing appropriate information.</i>	<i>Guides staff to examine school district procedures and practices for adherence to principles of fairness and human dignity; manages dynamics of union relationships.</i>	<i>Frequently examines school district procedures and practices for adherence to principles of fairness and human dignity; works to make the best of union relationships.</i>	<i>Does not examine school district procedures and practices for adherence to principles of fairness and human dignity; is unable to work with union leadership; does not work to improve relationships.</i>	

Comments

Standard 8. Ethical and Inclusive Leadership

Element 8.c. Professional Practice

Check one box below

Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)	NA
<i>Demonstrates high level of self-awareness of and commitment to improve upon professional practice.</i>	<i>Demonstrates self-awareness and need for improved professional practice.</i>	<i>Has awareness of need to improve on professional practice.</i>	<i>Does not demonstrate awareness of need to improve professional practice.</i>	
Comments				

MSBA Standards and Selected Elements

Standard 8. Ethical and Inclusive Leadership

Element 8.d. Diverse Communities

Check one box below

Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)	NA
<i>Fosters formal and information partnerships with diverse groups to support mutual goals.</i>	<i>Develops strategies to help staff and the school board become familiar with views and characteristics of diverse groups in the community.</i>	<i>Becomes familiar with views and characteristics of diverse groups within the community.</i>	<i>Does not recognize or respond to the existence of diverse groups in the community.</i>	

Comments

MSBA Standards and Selected Elements

Standard 8. Ethical and Inclusive Leadership

Element 8.e. Cultural Competency

Check one box below

Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)	NA
<i>Engages stakeholders to develop a school district-wide welcoming culture that honors the values, beliefs, norms, and traditions of diverse groups and integrates diverse representation into school and school district decision making.</i>	<i>Develops strategies to help staff capitalize on assets that students from diverse cultural, ethnic, racial, and economic backgrounds bring to the classroom.</i>	<i>Assures that staff has necessary cultural competence to respond to students' needs.</i>	<i>Does not use strategies that recognize and capitalize on community's diversity.</i>	

Comments