



Regular Meeting Agenda

Diamondhead Education Center
200 W. Burnsville Parkway
Burnsville, MN 55337
August 24, 2023
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 Chair Scot Hume and Director Toni Conner

I. Call to Order

- A. Welcome
- B. Pledge of Allegiance

II. Approval of Agenda

III. Information

- A. Report about Summer Projects 3
 - Speaker(s):** Dave Lake, Director of Operations and Transportation
- B. Committee, Board Appointment and School Assignment Reports 15

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 17
- 2. Approve Personnel Recommendations 21
- 3. Adopt a Resolution to Accept Donations 22
- 4. Approve Payroll, Receipts, Expenses and Investments
- 5. Accept the Budget Analysis

6. Receive a Report about the Listening Session	98
7. Approve, on a second Reading Basis, Non-Substantive Changes to Policies 509.5: <i>Intra-District Transfer (Variance Enrollment)</i> , 705.1: <i>Post Issuance Debt Compliance Policy</i> , 807: <i>Health and Safety Policy</i> , 903: <i>Visitors to School District Buildings and Sites</i> , 904: <i>Distribution of Materials on School District Property by Nonschool Persons</i> , and 510: <i>School Activities</i>	99
8. Approve, on a Second Reading Basis, Changes to Policies 902: <i>Use of School District Facilities and Equipment</i> , 214: <i>Out-of-State Travel by School Board Members</i> , 421: <i>Gifts to Employees and School Board Members</i> , 511: <i>Student Fundraising</i> , 722: <i>Public Data Requests</i> , and 905: <i>Advertising</i>	121
B. New Business	143
1. Approve the 2023-24 Athletics and Activities Handbook Speaker(s): Kevin Kleiner, Director of Athletics, and Bill Heim, Director of Activities	147
2. Approve the 2023-24 Student Handbook Speaker(s): Dr. Chris Bellmont, Assistant Superintendent	165
3. Approve Revisions to the 2023-24 Academic Calendar Speaker(s): Dr. Chris Bellmont, Assistant Superintendent, and Wendy Drugge, BEA President	195
4. Approve the District Assessment Program Speaker(s): Imina Oftedahl, Director of Curriculum, Instruction and Assessment	197
5. Approve Board Priorities Speaker(s): Stacey Sovine, Executive Director of Human Resources	224
6. Approve the Casual Wage Scale Speaker(s): Stacey Sovine, Executive Director of Administrative Services	226
V. Adjourn to a Workshop	
A. Review Superintendent Evaluation Tool Speaker(s): Anna Werb, Vice Chair	228
B. Review the Board Planning Document Speaker(s): Scott Hume, Chair	229

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.



**Agenda III.A.
August 24, 2023**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Dave Lake, director of operations and transportation

Date: August 24, 2023

Re: Report about Summer Projects

Receive a Report about Summer Projects from Dave Lake, director of operations and transportation.



District 191⁴ Summer Projects

**Dave Lake, Director of
Operations & Transportation**

August 24, 2023



Agenda

- Middle School Summer Projects
- High School Summer Projects
- Diamondhead Summer Projects
- Elementary School Summer Projects

Nicollet Middle School

- Main office carpet replacement
- Lecture hall room update



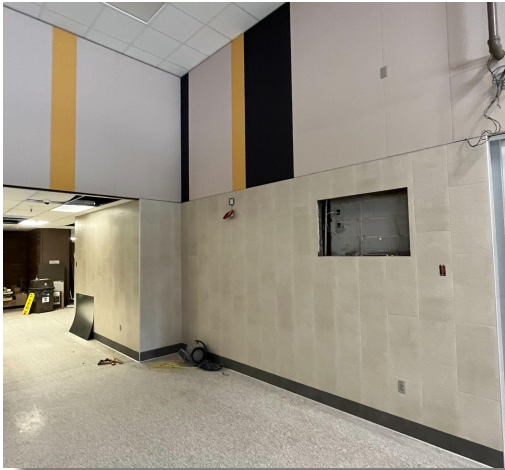
Nicollet Middle School

- Main gym floor resurfacing, auxiliary gyms updates
- Room updates and server room security



Nicollet Middle School

- Kitchen design, equipment and mechanical upgrades
- Cafeteria tiling and upgrades



Eagle Ridge Middle School

- Rain garden project and landscaping updates
- Track and field area upgrades



Burnsville High School and Burnsville Alternative High School

- BHS - Terrazzo flooring, former BCTV studio and exterior updates
- BAHS - complete bituminous reclaim project



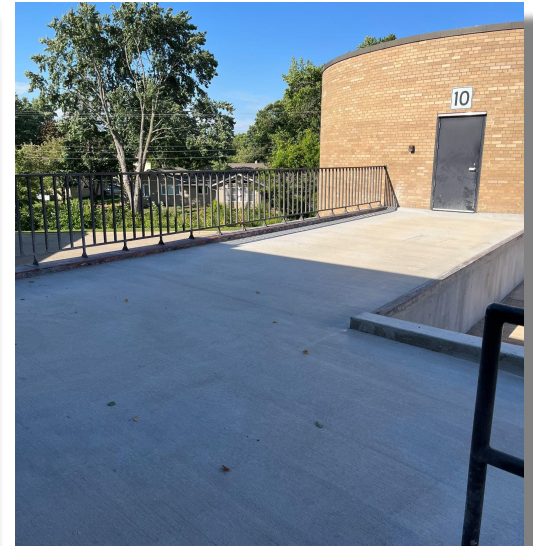
Diamondhead Education Center

- Outdoor classroom and ESCE playground projects
- Classroom and mechanical updates



William Byrne Elementary

- High-efficiency boiler installations
- Mechanical upgrades
- Loading dock resurfacing



Vista View Elementary

- Front driveway bituminous repavement project
- Playground resealing and repainting



Thank You



**Agenda III.B.
August 24, 2023**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Scott Hume, board chair

Date: August 24, 2023

Re: Committee, Board Appointment and School Assignment Reports

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

Board Committee	Board Member(s) Assigned
Legislative	Lesley Chester (Chair), Toni Conner, Anna Werb
Policy Review	Abigail Alt (Chair), Eric Miller, Safio Mursal
Negotiations	Eric Miller (Chair), Abigail Alt, Toni Conner

Other Board Assignments

Board Committee	Board Member(s) Assigned
Association of Metropolitan School Districts (AMSD)	Toni Conner (primary)
Burnsville Chamber of Commerce Policy Committee	Scott Hume
ISD 917	Lesley Chester (primary)
Foundation 191	Safio Mursal (primary)
MN School Board Association (MSBA)	Scott Hume (primary)
Burnsville Festival & Fire Muster	Abigail Alt
MN State HS League (MSHSL)	Eric Miller
Burnsville HS Hall of Fame Committee	Eric Miller

School Assignments

School Name	Board Member Assigned
Burnsville Alternative HS (BAHS)	Eric Miller
Burnsville-Eagan-Savage Transition Program (BEST)	Toni Conner
Burnsville HS	Safio Mursal
Nicollet Middle School	Scott Hume
Harriet Bishop Elementary	Lesley Chester
Rahn Elementary	Abigail Alt
Vista View Elementary	Anna Werb

School Board Minutes
INDEPENDENT SCHOOL DISTRICT 191
June 15, 2023

The retreat of the Board of Education was called to order by Chair Hume at 5:00 p.m. The meeting was held at Diamondhead Education Center, 200 West Burnsville Parkway, Burnsville, MN, 55337.

Call to Order

Directors Alt, Chester, Conner, Miller, Mursal, Werb, and Chair Hume were present. Others in attendance were Dr. Battle, superintendent, and Christine Wroblewsk, Teamworks.

Attendance

The purpose of the retreat was board development.

Purpose

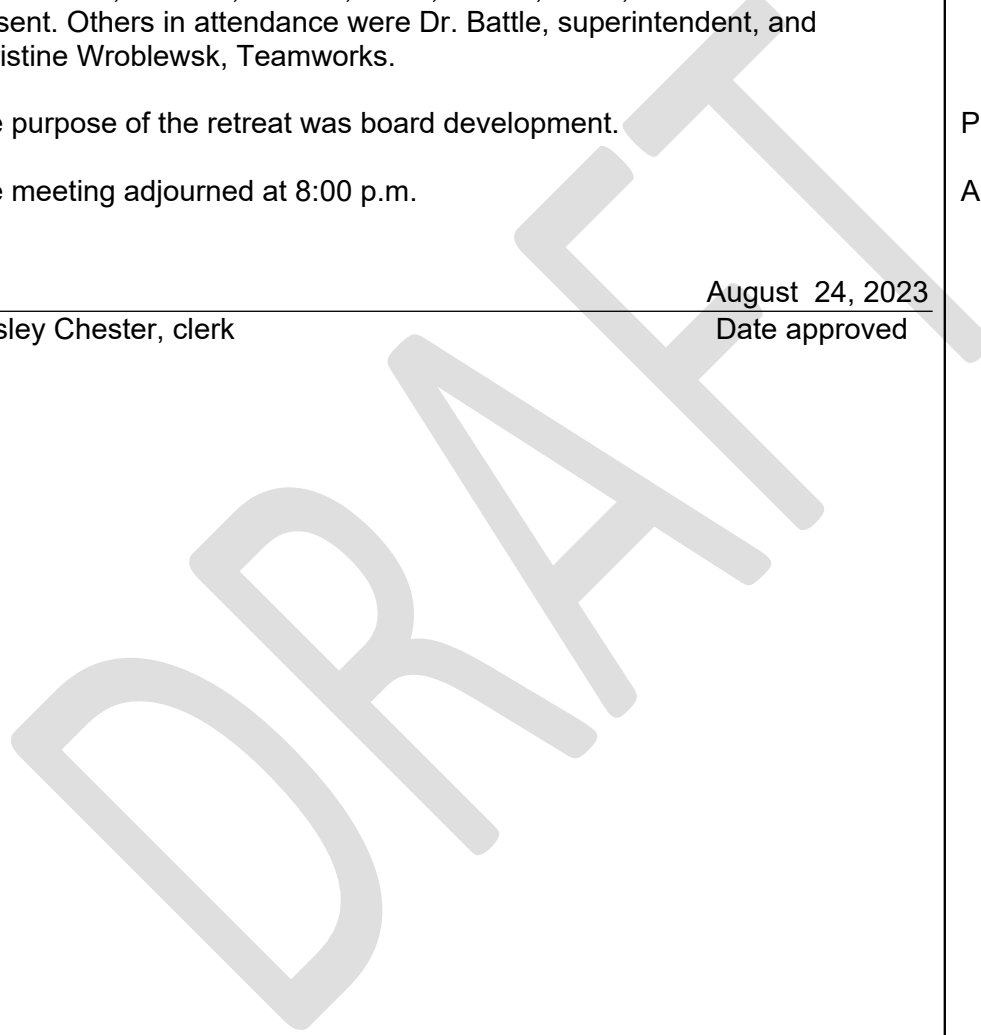
The meeting adjourned at 8:00 p.m.

Adjourn

August 24, 2023

Lesley Chester, clerk

Date approved



School Board Minutes
 INDEPENDENT SCHOOL DISTRICT 191
 August 10, 2023

The regular meeting of the ISD 191 Board of Education was called to order by Director 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 Chester, Conner, Miller, and Mursal were present. Chair Hume, Director Alt, and Director Werb were absent. Dr. Theresa Battle, superintendent, administrators, staff and members of the public were also present. Director Chester chaired the meeting and appointed Director Miller as clerk during the meeting.

Attendance

Director Chester welcomed the audience and asked Director Mursal to lead the Pledge of Allegiance.

Pledge of Allegiance

Moved by Miller, seconded by Conner, to approve the agenda. The motion carried unanimously (4, 0).

Agenda

Received a report about the District Assessment Program from Imina Oftedahl, director of curriculum, instruction, and assessment, and Dr. Brandon Lowe, coordinator of SISA-assessment, data, and research

Reports

Received a report from Dr. Theresa Battle, superintendent.

Moved by Mursal, seconded by Conner, to approve the consent agenda:

-Approve the minutes of the June 22, 2023, regular board meeting.
 -Approve personnel recommendations for Alice Cranston, Alyssa Eggersgluss, Arianna Edington, Benjamin St. Martin, Brandon Bunney, Courtney McDermott, Danielle Golden, Emily Schmitz, Emma Haroldson, Gabrielle Ayers, Helen Dolan, Ilham Hussein, Jennie Schut, Jessica Domiano, Kimberly Hayman, Marielle Jenquin, Megan Hutera, Molly Heller, Monica Jones, Rachele Munson, Rebecca Beseman, Ryan Ermisch, Ryan King, Shonita Harper, Stacy Monjeau, Amy Kirchner, Amber Garrison, Autumn Seekel, Noelle Jones, Coudjo Amegbleame, Maria Starkey, Rachel Heil, Ana Leyva, Emily Cherne, Gabrielle Viktora, Kristen King, Kristina Pope, Malorie Binn, Mara Schriver, Paula Arthur, Rachel Cesaro-Moxley, Robyn Kegley, Vicki Spieler, Susan Fechner, Amal Osman, Angel Inamagua, Billie Retzlaff, Brittany Hoge, Brittany Hoge, Chad Pearson, Daniel Berthiaume, Larry Norton, Marla Reuvers, Matthew Deutsch, Michelle Henderson, Michelle Henderson, Simin Fani, Simin Fan, Angelica Carrillo Martinez, Angie Berra, Ann Funk, Ashley Gilpin, t Barbara Cenci, t Carlene Moberg, Carolyn Stickle, Cindy Crosbie, Deb Scherer, Diane Olson, Jenifer Thornton, Jessie Lau, Kathryn Linder, Kyle Hreha, LuAnn Neisen, Luis Alvarado, Lynelle Hovde, t Marci Plomski, Mark Gorzycki, Martha Najera Vazquez, Maryann Evans-Vorhies, Melanie Liyanage, Melissa McClellan, Myra Salinas, Nancy Halvorson Peralta, Rahima Abdi, Rosenda Elbeiali, Sarah Olsen-Dickhausen, Shelly Felton, Staci Ho-

Consent Agenda
 Minutes
 Personnel
 Recommendation

Buttleman, Tanya Kaiser, Tara Paul, Tausha Chamberland, Teri Tanberg, Kathryn Linder, Victor Huitron, Airiana Johanns, Brenda Dotzler, Cassi O'Meara, Chris Brady, Dahir Jumale, Dustin Van Thuyne, Hamza Hassan, Jessica Domiano, Mick Scholl, Nancy Herbold, Paige Kreuser, Patrick O'Neal, Stephanie Hechsel, Vicki Chroust, Barbara Stene, and Debra Kaiser.

- Adopt a resolution to approve and accept donations as presented.
- Receive a report about the Listening Session on June 22, 2023.
- Approve, on a first reading basis, non-substantive changes to Policies 509.5: Intra-District Transfer (Variance Enrollment), 705.1: Post Issuance Debt Compliance Policy, 807: Health and Safety Policy, 903: Visitors to School District Buildings and Sites, 904: Distribution of Materials on School District Property by Nonschool Persons, and 510: School Activities.
- Approve no changes to Policy 412: Expense Reimbursement for Travel.
- Approve scheduling a Board Retreat on August 17, 2023, from 5:00 p.m. to 7:00 p.m. at Diamondhead Education Center, 200 West Burnsville Parkway, Burnsville. The purpose of the retreat is the Ten-Year Enrollment Report.

Donations
Listening Session
Policies

The motion carried unanimously (4, 0).

Retreat

Moved by Conner, seconded by Mursal, to approve, on a first reading basis, changes to Policies 902: Use of School District Facilities and Equipment, 214: Out-of-State Travel by School Board Members, 421: Gifts to Employees and School Board Members, 511: Student Fundraising, 722: Public Data Requests, and 905: Advertising. The motion carried unanimously (4, 0).

Policies

Moved by Miller, seconded by Mursal, to adjourn to a workshop for an Outdoor Playground Update at 6:45 p.m.
The motion carried unanimously (4, 0).

Adjourn

The workshop began at 6:49 p.m. and ended at 6:57 p.m.

August 24, 2023

Lesley Chester, Clerk

Date Approved

School Board Minutes
INDEPENDENT SCHOOL DISTRICT 191
August 17, 2023

The retreat of the Board of Education was called to order by Chair Hume at 5:00 p.m. The meeting was held at Diamondhead Education Center, 200 West Burnsville Parkway, Burnsville, MN, 55337.

Call to Order

Directors Alt, Chester, Mursal, Werb, and Chair Hume were present. Directors Conner and Miller were absent. Others in attendance were Dr. Battle, superintendent, Stacey Sovine, executive director of administrative services, and Hazel H. Reinhardt.

Attendance

Director Chester arrived at 5:10 p.m.

Purpose

The purpose of the retreat was the Ten-Year Enrollment Report.

Adjourn

The meeting adjourned at 6:45 p.m.

August 24, 2023

Lesley Chester, clerk

Date approved

DRAFT

**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 Administrative Services

DATE: August 24, 2023

CLASSIFICATION	ACTION	NAME	FINAL	LOCATION	POSITION	EFFECTIVE DATE	HOURS / FTE
Certified	Appointment	Amanda Boogerd		Burnsville High School	Teacher	08/22/2023	1.0 FTE
Certified	Appointment	Amanda Ewers	*	Eagle Ridge Middle School	Long Term Substitute- Teacher	08/28/2023-11/12/2023	1.0 FTE
Certified	Appointment	Amy Solinger		ECSE Center	Social Worker	08/22/2023	1.0 FTE
Certified	Appointment	Bernadette Bien	*	District-wide	Licensed School Nurse	08/28/2023	.50 FTE
Certified	Appointment	Connie Bjojn		Sky Oaks Elementary School	Long Term Substitute- Teacher	08/28/2023-11/27/2023	1.0 FTE
Certified	Appointment	Emily Najjar-Field		Burnsville High School	Teacher	08/22/2023	1.0 FTE
Certified	Appointment	Hailey Kauls		Edward Neill Elementary	Teacher	08/22/2023	1.0 FTE
Certified	Appointment	Harrison Easton		Burnsville High School	Teacher	08/22/2023	1.0 FTE
Certified	Appointment	Lisa Reuter	*	Rahn Elementary School	Long Term Substitute- Teacher	10/03/2023-06/07/2024	1.0 FTE
Certified	Appointment	Olive Winter		Eagle Ridge Middle School	Teacher	08/22/2023	42 FTE
Certified	Change of Assignment	Casey Hildreth	*	Gideon Pond Elementary	Teacher	08/28/2023	1.0 FTE
Certified	Change of Assignment	Jocelyn Lian	*	District-wide	Teacher	08/28/2023	1.0 FTE
Certified	Change of Assignment	Katie Ness	*	Diamondhead Education Center	Literacy Implementation Teacher (TOSA)	08/28/2023	1.0 FTE
Certified	Change of Assignment	Niaka Dunbar	*	Harriet Bishop Elementary	Student Systems Leadership Specialist	08/28/2023	1.0 FTE
Certified	Retirement	Cynthia Crawford		Vista View Elementary School	Teacher	08/15/2023	1.0 FTE
Classified	Appointment	Alison Druotowski	*	Eagle Ridge Middle School	Girls Volleyball- Assistant Coach	Fall Stipend	Stipend
Classified	Appointment	AnaLisa Olson	*	Nicollet Middle School	Boys Soccer- Assistant Coach	Fall Stipend	Stipend
Classified	Appointment	Beth Proctor	*	Nicollet Middle School	Girls Cross Country- Head Coach	Fall Stipend	Stipend
Classified	Appointment	Briseida Gonzalez		Hidden Valley Elementary	Educational Assistant	08/28/2023	7.25 hours/day
Classified	Appointment	Brooke Reinhardt	*	Burnsville High School	Girls Volleyball- Assistant Coach	Fall Stipend	Stipend
Classified	Appointment	Burke Henderson		Sky Oaks Elementary School	Coordinator I	08/21/2023	8 hours/day
Classified	Appointment	Duane Barton		Eagle Ridge Middle School	Boys Cross Country- Head Coach	Fall Stipend	Stipend
Classified	Appointment	Ersila Carreon Flores		Harriet Bishop Elementary	Educational Assistant	08/28/2023	7 hours/day
Classified	Appointment	Ibrahim Abdullahi	*	Nicollet Middle School	Boys Soccer- Head Coach	Fall Stipend	Stipend
Classified	Appointment	Lindsay Secor		Community Education	Coordinator II	08/28/2023	8 hours/day
Classified	Appointment	Manal Ismail		Rahn Elementary School	Educational Assistant	08/28/2023	7.25 hours/day
Classified	Appointment	Marianna Blair		Burnsville High School	Girls Soccer- Assistant Coach	Fall Stipend	Stipend
Classified	Appointment	Priscila Wild		Hidden Valley Elementary	Cultural Liaison	08/28/2023	8 hours/day
Classified	Appointment	Robert Thompson	*	Nicollet Middle School	Girls Soccer- Head Coach	Fall Stipend	Stipend
Classified	Appointment	Ronna Johnson	*	Burnsville High School	Athletic Coordinator	Winter Stipend	Stipend
Classified	Appointment	Ryan King	*	Burnsville High School	Strength and Conditioning	Fall Stipend	Stipend
Classified	Appointment	Shau Sheng		Diamondhead Education Center	Long Term Substitute- Clerical	08/14/2023	8 hours/day
Classified	Appointment	Shelley Hermes	*	Eagle Ridge Middle School	Girls Volleyball- Head Coach	Fall Stipend	Stipend
Classified	Appointment	Yanira Delgado	*	District-wide	Custodial	09/05/2023	8 hours/day
Classified	Change of Assignment	Brian Phillips		Gideon Pond Elementary	Custodial	08/09/2023	8 hours/day
Classified	Change of Assignment	Gina Schroeder	*	Rahn Elementary School	Educational Assistant	08/28/2023	7.25 hours/day
Classified	Change of Assignment	Jennifer Williamson		Burnsville High School	Food Service Associate	08/22/2023	7 hours/day
Classified	Change of Assignment	Lisa Wegner	*	Rahn Elementary School	Educational Assistant	08/28/2023	7.25 hours/day
Classified	Change of Assignment	Nancy Kantor	*	BEST	Educational Assistant	08/28/2023	7 hours/day
Classified	Change of Assignment	Zarghona Wahidi	*	District-wide	Food Service Associate	08/22/2023	7.5 hours/day
Classified	Resignation	Awo Janik	*	Diamondhead Education Center	Community Education Program Supervisor	07/28/2023	7 hours/day
Classified	Resignation	Ayan Abdul	*	Edward Neill Elementary	Community Education Supervisor	08/16/2023	7 hours/day
Classified	Resignation	Briseida Gonzalez		District-wide	Food Services Associate	08/10/2023	5.75 hours/day
Classified	Resignation	Claudia Gamble		Rahn Elementary School	Food Service Associate	08/17/2023	3.75 hours/day
Classified	Resignation	Dasia Kendall	*	ECSE Center	Educational Assistant	08/17/2023	6.5 hours/day
Classified	Resignation	Dominic Parker-Sims	*	Diamondhead Education Center	Community Education Program Supervisor	08/21/2023	8 hours/day
Classified	Resignation	Elsa Robles		Burnsville High School	Food Service Associate	08/11/2023	7.5 hours/day
Classified	Resignation	Emma Kaplan	*	WM. Byrne Elementary School	Community Education Program Supervisor	08/17/2023	7 hours/day
Classified	Resignation	Erika Sasseville	*	Burnsville High School	Musical Director	08/21/2023	Fall Stipend
Classified	Resignation	Khadra Noor	*	Rahn Elementary School	Educational Assistant	08/01/2023	7.25 hours/day
Classified	Resignation	Patricia Brown		Nicollet Middle School	Educational Assistant	08/09/2023	7.25 hours/day
Classified	Resignation	Priscila Wild		District-wide	CE Social Services Specialist	08/25/2023	8 hours/day



**Agenda IV.A.3.
August 24, 2023**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Tyler Dehne, director of finance

Date: August 24, 2023

RECOMMENDATION: To adopt a resolution to approve and accept donations as presented.

RESOLUTION TO ACCEPT DONATIONS

WHEREAS,

1. School Board Policy 706 establishes guidelines for the acceptance of gifts to the District; and
2. Minnesota Statute 123B.02, Subd. 6 states the School Board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated; and
3. Minnesota Statute 465.03 states the School Board may accept a grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members; and
4. Businesses and individuals have submitted donations to the district;

THEREFORE, BE IT RESOLVED by the School Board of ISD 191 to approve and accept with appreciation the donations as presented below and to permit their use as designated by the donors.

Moved by: _____

Seconded by: _____

Members in favor of the motion:

Members opposed:

Whereupon said Resolution was declared duly passed and adopted on August 24, 2023.

Clerk – Board of Education

Date	Donor	Recipient	Terms	Donation
8/1/0023	unknown	District 191	financial	\$32.50 recurring payroll from Blue Cross Blue Shield of MN
8/2/2023	Savage Police Department	Hidden Valley Elementary	School Supplies for Students	Backpacks, Spiral notebooks, Colored pencils, pencils, crayons, index cards,

Total monetary donation received: \$32.50



**Agenda IV.A.4
August 24, 2023**

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

From: Tyler Dehne, Director of Finance

Date: August 14, 2023

Re: May Payroll, Claims and Receipts

Recommendation: That the Board approves May payroll checks in the net amount of \$4,053,583.36. May claims to date, wire transfers and adjustments totaling \$10,421,439.15. Also, that the Board accepts May receipts of \$23,524,300.89 and investments for the General Fund, 2015A School Building Bonds, and OPEB of \$77,566,995.73 as of May 31, 2023.

May 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/jb

**INDEPENDENT SCHOOL DISTRICT 191
FINANCIAL REPORT
May 2023**

Cash Receipts

Receipts	\$23,524,300.89	
Miscellaneous Adjustments		

TOTAL MAY CASH RECEIVED		\$23,524,300.89
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CASH DISBURSEMENTS

May Payroll		\$4,053,583.36
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A/P May Claims	Checks 488179-488587		\$2,518,969.07
	Virtual Card 6000001118-6000001153		\$116,417.47
	ACH-Emp/Vend 9000004249-9000004373		\$428,858.77

May A/P Wires+P-card+Fleet card		\$7,346,130.09
May Bank Fees		\$11,063.75

TOTAL MAY CASH DISBURSED		\$14,475,022.51
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TOTAL TO BE APPROVED		\$14,475,022.51
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	<u>Money Market</u>	<u>(Original Cost) Investments</u>	<u>5/31/2023</u>
GENERAL FUND	\$21,619,242.43	\$44,551,221.73	\$66,170,464.16
OPEB	\$718,762.35	\$5,229,796.72	\$5,948,559.07
OPEB EQUITY INV	\$51,087.70	\$5,396,884.80	\$5,447,972.50
	\$22,389,092.48	\$55,177,903.25	\$77,566,995.73

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

Burnsville ISD 191 (31134-101 - General Fund)

Type	Holding ID	Settle Date	Maturity	FDIC #	Instrument	Cost	Par-Val/Mat. Val	Lower of Cost/Par	Rate
IS		05/31/2023			IS Balance	\$21,619,242.43	\$21,619,242.43	\$21,619,242.43	26
LTD		05/31/2023			LTD Balance		\$10,276,828.56	\$10,276,828.56	
SDA	SDA-1285862-1	05/31/2023			Savings Deposit Account - MNTrust Term Series-Flex (PenFed LOC)	\$4,162,488.27	\$4,162,488.27	\$4,162,488.27	
SDA	SDA-1287414-1	05/31/2023		19581	Savings Deposit Account - BELL BANK	\$15,797,817.26	\$15,797,817.26	\$15,797,817.26	
SDA	SDA-1348596-1	05/31/2023			Savings Deposit Account - MNTrust Term Series-Flex (VNB)	\$1,505,965.46	\$1,505,965.46	\$1,505,965.46	
CD	CD-291023-1	08/16/2021	08/18/2023	58629	ALLEGIANCE BANK TEXAS	\$249,000.00	\$249,501.86	\$249,000.00	0.101
SEC	SEC-48820-1	08/25/2021	08/25/2023	57565	UBS BANK USA	\$249,743.75	\$249,000.00	\$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	\$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	\$249,000.00	0.201
TS	TS-295784-1	04/19/2023	10/18/2023		MN TRUST TERM SERIES	\$1,000,000.00	\$1,025,130.97	\$1,000,000.00	5.040
SEC	SEC-53305-1	06/08/2022	12/08/2023	33124	GOLDMAN SACHS BANK USA	\$246,649.66	\$246,000.00	\$246,000.00	2.320
CD	CD-1346204-1	01/25/2023	01/25/2024	31840	Financial Federal Bank	\$238,450.00	\$249,895.60	\$238,450.00	4.800
CD	CD-1346208-1	01/25/2023	01/25/2024	57512	Western Alliance Bank	\$238,650.00	\$249,849.84	\$238,650.00	4.693
CD	CD-1346209-1	01/25/2023	01/25/2024	4147	Bank 7	\$238,800.00	\$249,882.71	\$238,800.00	4.641
CD	CD-1346210-1	01/25/2023	01/25/2024	57993	ServisFirst Bank	\$238,500.00	\$249,848.25	\$238,500.00	4.758
SEC	SEC-58549-1	01/30/2023	01/30/2024	68574	GE CREDIT UNION	\$247,354.20	\$247,000.00	\$247,000.00	4.803
CD	CD-1346972-1	03/16/2023	03/14/2024	3212	ANECA FCU	\$237,600.00	\$249,738.82	\$237,600.00	5.137
CD	CD-1346974-1	03/16/2023	03/14/2024	58816	Royal Business Bank	\$237,600.00	\$249,772.42	\$237,600.00	5.137
CD	CD-1346977-1	03/16/2023	03/14/2024	33539	Preferred Bank	\$237,500.00	\$249,870.79	\$237,500.00	5.223
TS	TS-295772-1	04/19/2023	04/18/2024		MN TRUST TERM SERIES	\$1,500,000.00	\$1,572,900.00	\$1,500,000.00	4.860
CD	CD-295121-1	10/28/2022	04/25/2024	227	PENTAGON FEDERAL CREDIT UNION (183 day and out)	\$1,750,000.00	\$1,865,935.60	\$1,750,000.00	4.449
SEC	SEC-57091-1	11/04/2022	05/06/2024	34444	CUSTOMERS BANK	\$244,632.85	\$244,000.00	\$244,000.00	4.520
CD	CD-293933-1	06/01/2022	06/03/2024	33686	BANK HAPOALIM	\$236,700.00	\$249,288.42	\$236,700.00	2.648
SEC	SEC-53308-1	06/09/2022	06/10/2024	57803	ALLY BANK	\$246,429.86	\$246,000.00	\$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	\$246,000.00	2.603
CD	CD-1346205-1	01/25/2023	07/23/2024	24045	Pacific Western Bank	\$233,700.00	\$249,885.56	\$233,700.00	4.610
CD	CD-1346207-1	01/25/2023	07/23/2024	61797	ELGA CREDIT UNION	\$234,000.00	\$249,886.54	\$234,000.00	4.520
TS	TS-294471-1	08/18/2022	08/19/2024		MN TRUST TERM SERIES	\$2,000,000.00	\$2,124,339.73	\$2,000,000.00	3.100
CD	CD-1346971-1	03/16/2023	09/10/2024	5214	The First National Bank of Moose Lake	\$233,100.00	\$249,668.17	\$233,100.00	4.741
SEC	SEC-58541-1	02/02/2023	02/03/2025	3511	WELLS FARGO BANK NA	\$248,691.31	\$248,000.00	\$248,000.00	4.355
CD	CD-1346973-1	03/16/2023	03/14/2025	4256	First National Bank	\$227,550.00	\$249,866.48	\$227,550.00	4.819
CD	CD-1346975-1	03/16/2023	03/14/2025	14028	First Guaranty Bank	\$227,800.00	\$249,638.84	\$227,800.00	4.800
CD	CD-1346976-1	03/16/2023	03/14/2025	58741	Fieldpoint Private Bank & Trust	\$227,550.00	\$249,610.79	\$227,550.00	4.770
CD	CD-1346978-1	03/16/2023	03/14/2025	4185	First Priority Bank	\$227,550.00	\$249,610.79	\$227,550.00	4.770
Sub Totals →						\$55,329,251.93	\$66,170,464.16	\$65,600,391.98	
Totals →						\$55,329,251.93	\$66,170,464.16	\$65,600,391.98	

Time and Dollar Weighted Average Portfolio Yield: 4.24%

Weighted Average Portfolio Maturity: 145.66 Days

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

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Portfolio Summary

Type	Allocation (%)	Allocation (\$)	Description
SDA	32.46	\$21,466,270.99	SDA Account
CD	8.86	\$5,861,751.48	Certificate of Deposit
SEC	3.32	\$2,193,401.61	Securities
TS	7.14	\$4,722,370.70	Term Series
IS	32.69	\$21,619,242.43	IS Account
LTD	15.54	\$10,276,828.56	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 5/31/2023

PMA Financial Network
 2135 CityGate Lane
 7th Floor
 Naperville, IL 60563 28
 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		05/31/2023			IS Balance	\$718,762.35	\$718,762.35	\$718,762.35	
SEC	SEC-47613-1	01/08/2021	08/01/2023		SAN MARCOS ISD-REF	\$1,642,845.00	\$1,500,000.00	\$1,500,000.00	0.120
SEC	SEC-48075-1	03/09/2021	08/15/2023		SAN MARCOS CTFS OBLIG	\$321,741.75	\$295,000.00	\$295,000.00	0.110
SEC	SEC-48062-1	03/23/2021	09/01/2023		ROCK CO-TXBL-REF	\$998,050.00	\$1,000,000.00	\$998,050.00	0.130
SEC	SEC-48054-1	02/26/2021	10/01/2023		HAWAII-EY-REF	\$247,033.60	\$220,000.00	\$220,000.00	0.100
SEC	SEC-48044-1	02/24/2021	12/01/2023		DEWITT ETC CO CCD #54	\$616,968.90	\$590,000.00	\$590,000.00	0.190
SEC	SEC-49708-1	11/22/2021	11/15/2024		US TREASURY N/B	\$923,084.96	\$925,000.00	\$923,084.96	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
CD	CD-1345485-1	12/27/2022	11/17/2025	29657	Great Midwest Bank, S.S.B.	\$222,800.00	\$249,847.31	\$222,800.00	4.196
CD	CD-1345555-1	12/28/2022	11/28/2025	33306	CIBC Bank USA	\$180,000.00	\$201,871.17	\$180,000.00	4.160
Sub Totals →						\$6,099,486.56	\$5,948,559.07	\$5,875,897.31	
Totals →						\$6,099,486.56	\$5,948,559.07	\$5,875,897.31	

Time and Dollar Weighted Average Portfolio Yield: 1.71%

Weighted Average Portfolio Maturity: 264.96 Days

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

Portfolio Summary

Type	Allocation (%)	Allocation (\$)	Description
SEC	75.84	\$4,453,531.55	Securities
CD	11.92	\$699,796.72	Certificate of Deposit
IS	12.24	\$718,762.35	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**

May 1 - May 31, 2023

CLIENT
Burnsville ISD 191 OPEB

INCEPTION DATE
11/01/2014

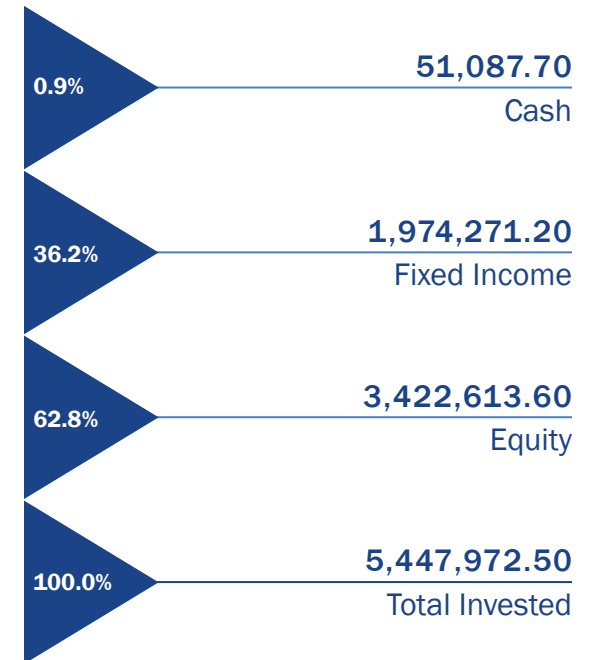
RELATIONSHIP TEAM
Kendra Shelland
Institutional Portfolio
Manager
(612) 509-2579
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Steve Pumper
VP, Investment Services
(612) 509-2565
SPumper@pmanetwork.com

PORTFOLIO OVERVIEW

	Value
Beginning Market Value	5,458,688.33
Contributions	0.00
Withdrawals	0.00
Net Investment Income	575.17
Unrealized Gain/Loss	(11,291.00)
Realized Gain/Loss	0.00
Ending Market Value	5,447,972.50

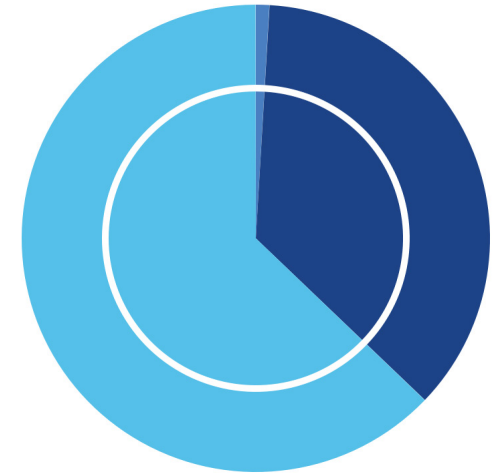
Compliance	Status
As of 05/31/2023	Compliant



INVESTMENT ALLOCATION

Sector	Amount	Allocation	Change	%
Cash				
TOTAL Cash	51,087.70	0.94%	575.17	1.14%
Fixed Income				
TOTAL Credit	1,974,271.20	36.24%	(26,489.40)	(1.32%)
Funds - Corporate	1,974,271.20	36.24%	(26,489.40)	(1.32%)
TOTAL Fixed Income	1,974,271.20	36.24%	(26,489.40)	(1.32%)
Equity				
TOTAL Domestic Equity	3,422,613.60	62.82%	15,198.40	0.45%
Funds - Large Cap	3,422,613.60	62.82%	15,198.40	0.45%
TOTAL Equity	3,422,613.60	62.82%	15,198.40	0.45%
TOTAL Invested	5,447,972.50	100.00%	(10,715.83)	(0.20%)

CURRENT PERIOD ALLOCATION



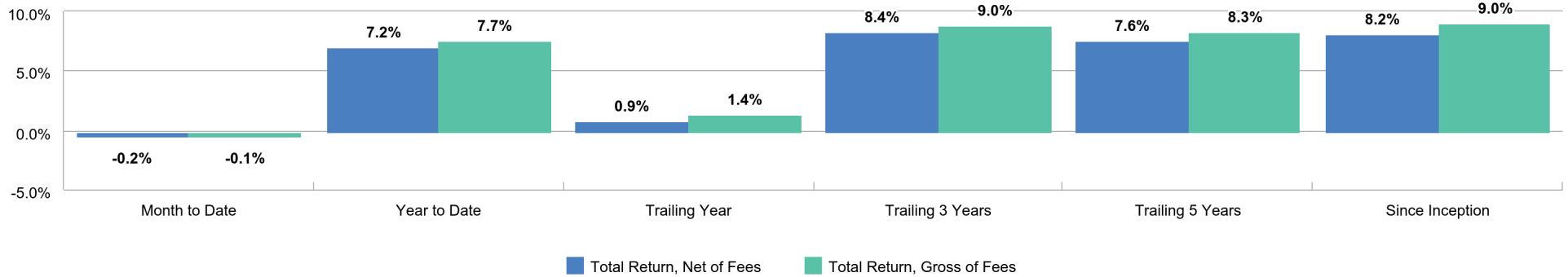
Asset Class

- Cash - 0.9%
- Fixed Income - 36.2%
- Equity - 62.8%

Sector

- Cash - 0.9%
- Credit - 36.2%
- Domestic Equity - 62.8%

HISTORICAL PERFORMANCE



HISTORICAL PERFORMANCE

	Month to Date	Year to Date	Trailing Year	Trailing 3 Years	Trailing 5 Years	Since Inception
Total Return, Net of Fees	(0.16%)	7.16%	0.92%	8.36%	7.57%	8.19%
Total Return, Gross of Fees	(0.11%)	7.65%	1.42%	8.99%	8.34%	9.04%

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	51,087.70	0.98%	0.42%	0.00%
Fixed Income	1,974,271.20	36.44%	(1.08%)	(0.40%)
Equity	3,422,613.60	62.58%	0.45%	0.28%
Portfolio Total	5,447,972.50	100.00%	(0.11%)	(0.11%)



Transaction and Interest Summary

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May 1 - May 31, 2023

Trade Date	Settle Date	Quantity	Security	Ticker	Identifier	Unit Price	Amount	Gain / Loss
Cash								
<i>Management Fee</i>								
05/12/2023	05/12/2023	(2,274.45)	US DOLLAR	USD	CCYUSD	—	(2,274.45)	0.00
05/15/2023	05/15/2023	(2,228.71)	US DOLLAR	USD	CCYUSD	—	(2,228.71)	0.00
—	—	(4,503.16)	Total Management Fee	—	—	—	(4,503.16)	0.00
<i>Money Market Fund Interest</i>								
05/31/2023	05/31/2023	0.00	GOLDMAN:FS GOVT INST	FGTXX	38141W273	—	219.82	—
—	—	0.00	Total Money Market Fund Interest	—	—	—	219.82	—
Funds - Corporate								
<i>Equity Dividend</i>								
05/01/2023	05/04/2023	0.00	VANGUARD TOT BD ETF	BND	921937835	—	4,858.51	—
—	—	0.00	Total Equity Dividend	—	—	—	4,858.51	—

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	50,867.88	GOLDMAN:FS GOVT INST	AAA	4.99%	05/31/2023	05/31/2023	50,867.88	1.0000	50,867.88	1,025.43	—	5.00%	5.00%
USD	CCYUSD	219.82	Receivable	AAA	0.00%	05/31/2023	05/31/2023	219.82	1.0000	219.82	0.00	—	0.00%	0.00%
—	—	51,087.70	—	AAA	4.97%	—	—	51,087.70	—	51,087.70	1,025.43	—	4.98%	4.98%
Fixed Income														
<i>Credit</i>														
<i>Funds - Corporate</i>														
BND	921937835	27,030.00	VANGUARD TOT BD ETF	—	—	—	—	2,266,729.04	73.0400	1,974,271.20	46,127.92	2.69%	—	—
—	—	27,030.00	—	NA	—	—	—	2,266,729.04	—	1,974,271.20	46,127.92	2.69%	—	—
Equity														
<i>Domestic Equity</i>														
<i>Funds - Large Cap</i>														
VTI	922908769	16,520.00	VANGUARD TSM IDX ETF	—	—	—	—	2,177,004.79	207.1800	3,422,613.60	41,839.63	1.57%	—	—
—	—	16,520.00	—	—	—	—	—	2,177,004.79	—	3,422,613.60	41,839.63	1.57%	—	—
Total Invested		94,637.70	—	AAA	4.97%	—	—	4,494,821.54	—	5,447,972.50	88,992.98	1.98%	4.98%	4.98%

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.

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Custodian Bank

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

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Account Assets, Cost, Valuation and Performance

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

Ratings

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

Risk

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

Account Control

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

Notification of Changes

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

ADV Firm Brochure

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

Affiliated Entities

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

Review of Report

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



PMA Asset Management, LLC

2135 CityGate Lane, 7th Floor

Naperville, IL 60563

630-657-6400

For more information visit www.pmanetwork.com

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AP Check Register

AP Run: 20230510 EACH — Post Date: 2023-05-10 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/10/2023	9000004249	ACH	Albersheim-Carter, Marcina	018646	1 AP5800	97.60
05/10/2023	9000004250	ACH	Amos, Susan K	020121	1 AP5800	11.79
05/10/2023	9000004251	ACH	Blood, Kelsey Jo	017981	1 AP5800	123.14
05/10/2023	9000004252	ACH	Broge, Dawndra S	020951	1 AP5800	36.42
05/10/2023	9000004253	ACH	Brown, Christopher M	013495	1 AP5800	22.27
05/10/2023	9000004254	ACH	Conner, Antoinette	020089	1 AP5800	105.81
05/10/2023	9000004255	ACH	Cook, Laurie N	018430	1 AP5800	5.11
05/10/2023	9000004256	ACH	Daoud, Hamde	019100	1 AP5800	572.18
05/10/2023	9000004257	ACH	Erbes, Sarah L	017283	1 AP5800	125.11
05/10/2023	9000004258	ACH	Ewert, Casey B	019158	1 AP5800	250.61
05/10/2023	9000004259	ACH	Funston, Kathy L	017175	1 AP5800	23.47
05/10/2023	9000004260	ACH	Gehrke, Andrew R	016612	1 AP5800	17.49
05/10/2023	9000004261	ACH	Grundstrom, Katie M	020222	1 AP5800	26.20
05/10/2023	9000004262	ACH	Henderson, Sean M	017644	1 AP5800	209.67
05/10/2023	9000004263	ACH	Hennen, Jennifer S	016618	1 AP5800	12.45
05/10/2023	9000004264	ACH	Himrich, Joanne	012139	1 AP5800	3.47
05/10/2023	9000004265	ACH	Holewa, Mary A	011153	1 AP5800	54.50
05/10/2023	9000004266	ACH	Holman, Sandra L	020020	1 AP5800	87.00
05/10/2023	9000004267	ACH	Howe, Jaimie K	020412	1 AP5800	19.26
05/10/2023	9000004268	ACH	Johnson, Brian J	018190	1 AP5800	105.46

AP Check Register

AP Run: 20230510 EACH — Post Date: 2023-05-10 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/10/2023	9000004269	ACH	Jordan, Allison A	016428	1 AP5800	23.78
05/10/2023	9000004270	ACH	Kacmarynski, Krissi	017804	1 AP5800	18.34
05/10/2023	9000004271	ACH	Kolstad, Michele M	007847	1 AP5800	17.10
05/10/2023	9000004272	ACH	Krick, Kylie M	020916	1 AP5800	181.90
05/10/2023	9000004273	ACH	Kronabetter, Julie R	016789	1 AP5800	111.87
05/10/2023	9000004274	ACH	Lake, David	017436	1 AP5800	155.23
05/10/2023	9000004275	ACH	Loesch, Jake	012303	1 AP5800	83.98
05/10/2023	9000004276	ACH	Lund, Elliott J	017435	1 AP5800	60.97
05/10/2023	9000004277	ACH	Mackey, Gale M	010140	1 AP5800	2.00
05/10/2023	9000004278	ACH	McDowell, Morgan	018635	1 AP5800	5.63
05/10/2023	9000004279	ACH	Mitsch, Kelli L	018974	1 AP5800	13.23
05/10/2023	9000004280	ACH	Mousseau, Rebecca J	020278	1 AP5800	69.16
05/10/2023	9000004281	ACH	Mussetter, Ruthanne R	019925	1 AP5800	28.72
05/10/2023	9000004282	ACH	Neal, Bryeny B	013693	1 AP5800	42.44
05/10/2023	9000004283	ACH	Neily, Catherine L	020632	1 AP5800	5.11
05/10/2023	9000004284	ACH	Nelson, Katie L	015010	1 AP5800	55.09
05/10/2023	9000004285	ACH	Niesen, Elizabeth A	015962	1 AP5800	80.17
05/10/2023	9000004286	ACH	O'Laughlin, John M	020956	1 AP5800	57.18
05/10/2023	9000004287	ACH	Pieper, Jill	017753	1 AP5800	24.17
05/10/2023	9000004288	ACH	Quinonez, Jessica L	020592	1 AP5800	94.98

AP Check Register

AP Run: 20230510 EACH — Post Date: 2023-05-10 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/10/2023	9000004289	ACH	Salmela, Kathryn	018090	1 AP5800	74.54
05/10/2023	9000004290	ACH	Seamen, Michelle A	018634	1 AP5800	30.65
05/10/2023	9000004291	ACH	Sellars, Jason A	019217	1 AP5800	53.35
05/10/2023	9000004292	ACH	Sexton, Marcia	013651	1 AP5800	132.53
05/10/2023	9000004293	ACH	Simmons, Sean D	017795	1 AP5800	36.55
05/10/2023	9000004294	ACH	Tarnofsky, John J	020438	1 AP5800	44.93
05/10/2023	9000004295	ACH	Vodnick, Sarah A	016023	1 AP5800	72.40
05/10/2023	9000004296	ACH	Voigt, Pamela M	017183	1 AP5800	128.91
05/10/2023	9000004297	ACH	Webster, James A	020409	1 AP5800	10.74
05/10/2023	9000004298	ACH	West, Julie	016951	1 AP5800	57.64
05/10/2023	9000004299	ACH	Yost, Molly M	019831	1 AP5800	14.93
05/10/2023	9000004300	ACH	Zondag-Hamer, Kimberly	014127	1 AP5800	89.73
Total:						\$3,786.96

20230510 EACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	52	3,786.96
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	52	\$3,786.96

AP Check Register

AP Run: 20230517 VACH — Post Date: 2023-05-17 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/17/2023	9000004301	ACH	Burnsville Association of Educational Assistants	909991	1 AP5800	1,107.00
05/17/2023	9000004302	ACH	CDW Government Inc	920289-1	1 AP5800	177,737.10
05/17/2023	9000004303	ACH	Teachers On Call	929847	1 AP5800	126,500.99
Total:						\$305,345.09

20230517 VACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	3	305,345.09
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	3	\$305,345.09

AP Check Register

AP Run: 20230524 EACH — Post Date: 2023-05-24 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/24/2023	9000004304	ACH	Adkins, Abigail E	020448	1 AP5800	313.00
05/24/2023	9000004305	ACH	Battle, Theresa F	019927	1 AP5800	500.00
05/24/2023	9000004306	ACH	Bellmont, Chris	014183	1 AP5800	200.00
05/24/2023	9000004307	ACH	Berg, Matthew T	016691	1 AP5800	33.22
05/24/2023	9000004308	ACH	Bien, Bernadette L	009363	1 AP5800	75.00
05/24/2023	9000004309	ACH	Boldt, Julie A	009596	1 AP5800	50.00
05/24/2023	9000004310	ACH	Borden, Paige M	019204	1 AP5800	78.88
05/24/2023	9000004311	ACH	Christen, Lisa K.	009755	1 AP5800	14.15
05/24/2023	9000004312	ACH	Clancy, Carissa	016999	1 AP5800	89.67
05/24/2023	9000004313	ACH	Colareta, Karina G	020798	1 AP5800	75.00
05/24/2023	9000004314	ACH	Cull, Margaret R	020547	1 AP5800	50.00
05/24/2023	9000004315	ACH	Czapar, Kelly N	017322	1 AP5800	38.51
05/24/2023	9000004316	ACH	De Leon, Angel M	020085	1 AP5800	256.18
05/24/2023	9000004317	ACH	Deen, Parker P	020907	1 AP5800	230.69
05/24/2023	9000004318	ACH	Dehne, Tyler	020322	1 AP5800	200.00
05/24/2023	9000004319	ACH	Droege, Sheryl L	015240	1 AP5800	100.00
05/24/2023	9000004320	ACH	Erickson, Kayla M	020006	1 AP5800	201.28
05/24/2023	9000004321	ACH	Foley, Alena M	020885	1 AP5800	50.00
05/24/2023	9000004322	ACH	Gorton, Rachel	016735	1 AP5800	200.00
05/24/2023	9000004323	ACH	Gorzycki, Mark	012446	1 AP5800	75.00

AP Check Register

AP Run: 20230524 EACH — Post Date: 2023-05-24 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/24/2023	9000004324	ACH	Happe, Nicole	013378	1 AP5800	100.00
05/24/2023	9000004325	ACH	Hartog, Karra L	014710	1 AP5800	2.94
05/24/2023	9000004326	ACH	Hoge, Brittney	020748	1 AP5800	55.00
05/24/2023	9000004327	ACH	Holden, Matt J	009267	1 AP5800	223.36
05/24/2023	9000004328	ACH	Huynh, Crystal T	020488	1 AP5800	7,560.23
05/24/2023	9000004329	ACH	Jermeland, Meghan M	012698	1 AP5800	27.84
05/24/2023	9000004330	ACH	Johnson, Ronna E	014613	1 AP5800	413.58
05/24/2023	9000004331	ACH	Jordan, Joanna	014624	1 AP5800	12.12
05/24/2023	9000004332	ACH	Kauffman, Christina	019468	1 AP5800	10.94
05/24/2023	9000004333	ACH	Kronabetter, Julie R	016789	1 AP5800	1,022.46
05/24/2023	9000004334	ACH	Kuhlman, Susan M	016375	1 AP5800	50.00
05/24/2023	9000004335	ACH	Lampone, Molly B	020936	1 AP5800	44.80
05/24/2023	9000004336	ACH	Latourelle, Sandra E	010686	1 AP5800	150.00
05/24/2023	9000004337	ACH	Lattery, Sharleen M	010482	1 AP5800	75.00
05/24/2023	9000004338	ACH	Lian, Jocelyn M	020194	1 AP5800	91.24
05/24/2023	9000004339	ACH	Lobben, Angela	019410	1 AP5800	250.00
05/24/2023	9000004340	ACH	Loesch, Jake	012303	1 AP5800	39.92
05/24/2023	9000004341	ACH	McDevitt, Paul David	011887	1 AP5800	50.00
05/24/2023	9000004342	ACH	Meyer, Nancy L	009216	1 AP5800	100.00
05/24/2023	9000004343	ACH	Mikunda, Rynne R	020583	1 AP5800	37.60

AP Check Register

AP Run: 20230524 EACH — Post Date: 2023-05-24 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/24/2023	9000004344	ACH	Millea, Allison B	018041	1 AP5800	166.58
05/24/2023	9000004345	ACH	Niemiec, Alicia	013692	1 AP5800	235.15
05/24/2023	9000004346	ACH	Oftedahl, Imina P	020003	1 AP5800	73.36
05/24/2023	9000004347	ACH	Oliver, Kerry M	020861	1 AP5800	96.74
05/24/2023	9000004348	ACH	Olsen-Dickhausen, Sarah J	020299	1 AP5800	44.93
05/24/2023	9000004349	ACH	Ontiveros, Eddieca	019147	1 AP5800	35.11
05/24/2023	9000004350	ACH	Orth, Steven D.	008627	1 AP5800	50.00
05/24/2023	9000004351	ACH	Parkinson, Jacquelyn R	018037	1 AP5800	125.00
05/24/2023	9000004352	ACH	Pavek, Brooke C	016645	1 AP5800	50.00
05/24/2023	9000004353	ACH	Pearson, Genevieve L	019994	1 AP5800	114.10
05/24/2023	9000004354	ACH	Plaschko, Mary Beth	008281	1 AP5800	250.00
05/24/2023	9000004355	ACH	Reimers, James F	017433	1 AP5800	100.00
05/24/2023	9000004356	ACH	Roark, Kim J	009228	1 AP5800	44.40
05/24/2023	9000004357	ACH	Robole, Vicki M	009670	1 AP5800	340.00
05/24/2023	9000004358	ACH	Robran, Kimberly J	020836	1 AP5800	40.87
05/24/2023	9000004359	ACH	Ruhland, Maria	011543	1 AP5800	100.00
05/24/2023	9000004360	ACH	Ruiz, Jessica	018675	1 AP5800	75.00
05/24/2023	9000004361	ACH	Sather, Derek D	018608	1 AP5800	60.00
05/24/2023	9000004362	ACH	Sellars, Jason A	019217	1 AP5800	51.30
05/24/2023	9000004363	ACH	Sommers, William A	020776	1 AP5800	247.00

AP Check Register

AP Run: 20230524 EACH — Post Date: 2023-05-24 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/24/2023	9000004364	ACH	Sovine, Stacey	017487	1 AP5800	200.00
05/24/2023	9000004365	ACH	Strahota, Sara J	016046	1 AP5800	43.60
05/24/2023	9000004366	ACH	Tinklenberg, Aaron D	017462	1 AP5800	200.00
05/24/2023	9000004367	ACH	Tushie, Patricia	011822	1 AP5800	50.00
05/24/2023	9000004368	ACH	Warren, Haley M	019623	1 AP5800	50.00
05/24/2023	9000004369	ACH	Woodcock, Sue M	007835	1 AP5800	25.15
05/24/2023	9000004370	ACH	Wuensch, Wendy Drugge	014589	1 AP5800	50.00
05/24/2023	9000004371	ACH	Zimmerman, Kara J	018371	1 AP5800	75.00
Total:						\$16,140.90

20230524 EACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	68	16,140.90
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	68	\$16,140.90

AP Check Register

AP Run: 20230531 VACH — Post Date: 2023-05-31 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/31/2023	9000004372	ACH	Burnsville Association of Educational Assistants	909991	1 AP5800	1,116.00
05/31/2023	9000004373	ACH	Teachers On Call	929847	1 AP5800	102,469.82
Total:						\$103,585.82

20230531 VACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	2	103,585.82
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	2	\$103,585.82

AP Check Register

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Burnsville-Eagan-Savage SD 191, MN

<u>Fund</u>	<u>Total</u>
01 - GENERAL	424,068.61
02 - FOOD SERVICE	1,329.03
04 - COMMUNITY SERVICE	474.07
22 - ISF - HEALTH SELECT 105	2,225.00
50 - STUDENT ACTIVITY FUND	762.06
	\$428,858.77

AP Check Register

AP Run: 20230501 FS — Post Date: 2023-05-01 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/01/2023	488179	Check	Adam Marshall	930904	2 AP8845	350.00
Total:						\$350.00

20230501 FS Summary

Type	Count	Amount
Regular	1	350.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	\$350.00

AP Check Register

AP Run: 20230502 AP — Post Date: 2023-05-02 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/02/2023	488180	Check	ACT INC	900111-1	2 AP8845	12,304.00
05/02/2023	488181	Check	American Mailing Machines	929771	2 AP8845	135.64
05/02/2023	488182	Check	Armstrong Torseth Skold & Rydeen Inc	926500	2 AP8845	2,057.80
05/02/2023	488183	Check	Association Of Clerical Employees	904895	2 AP8845	372.00
05/02/2023	488184	Check	Bix Produce Company	900477	2 AP8845	12,945.39
05/02/2023	488185	Check	Blackhawk, Donald	930898	2 AP8845	1,500.00
05/02/2023	488186	Check	Blue, Benjamin	930869	2 AP8845	250.00
05/02/2023	488187	Check	Cable, Kelly	930675	2 AP8845	1,500.00
05/02/2023	488188	Check	Campbell, Calvin	930436	2 AP8845	500.00
05/02/2023	488189	Check	Carlson, Gerri	929243	2 AP8845	911.40
05/02/2023	488190	Check	Centerpoint Energy	902519	2 AP8845	4,157.41
05/02/2023	488191	Check	Cherry Enterprises Inc	928061	2 AP8845	8,935.00
05/02/2023	488192	Check	Cochnauer, Jackie	930692	2 AP8845	67.00
05/02/2023	488193	Check	Cottens NAPA Main Office	929846	2 AP8845	100.82
05/02/2023	488194	Check	Crown Rental Inc	900647	2 AP8845	287.14
05/02/2023	488195	Check	Dakota County Property Taxation & Records	901016-2	2 AP8845	4,856.11
05/02/2023	488196	Check	Dalco	904186-1	2 AP8845	12,641.71
05/02/2023	488197	Check	De Leon, Frederick	930873	2 AP8845	250.00
05/02/2023	488198	Check	Dearly, Jerry M	929482	2 AP8845	500.00
05/02/2023	488199	Check	Degler, Ellen	930057	2 AP8845	75.00

AP Check Register

AP Run: 20230502 AP — Post Date: 2023-05-02 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/02/2023	488200	Check	Delmonico, Dave	903139	2 AP8845	83.00
05/02/2023	488201	Check	Education Minnesota	928531	2 AP8845	92.00
05/02/2023	488202	Check	Electro Watchman Inc	901078	2 AP8845	17,996.10
05/02/2023	488203	Check	Elyea-Wheeler, Kurt	929471	2 AP8845	75.00
05/02/2023	488204	Check	Fastsigns	924696	2 AP8845	1,816.99
05/02/2023	488205	Check	Fedex	901463	2 AP8845	10.21
05/02/2023	488206	Check	Foundation 191	928202	2 AP8845	170.32
05/02/2023	488207	Check	Frank, Anthony Lee	930433	2 AP8845	1,500.00
05/02/2023	488208	Check	Fun & Friendship Club	905604	2 AP8845	390.87
05/02/2023	488209	Check	Garlington, Stephanie	501068	2 AP8845	40.00
05/02/2023	488210	Check	GreatAmerica Financial Services	929729	2 AP8845	710.50
05/02/2023	488211	Check	Hangge, Noah	930903	2 AP8845	75.00
05/02/2023	488212	Check	Health Counseling Services LLC	924154-1	2 AP8845	150.00
05/02/2023	488213	Check	Hoyo	930875	2 AP8845	1,487.50
05/02/2023	488214	Check	Hyvee	929410	2 AP8845	596.27
05/02/2023	488215	Check	IKI Inc	900052	2 AP8845	44.00
05/02/2023	488216	Check	International Filtration Services	930799	2 AP8845	3,277.06
05/02/2023	488217	Check	International Gymnastics of MN LLC	926911	2 AP8845	5,984.00
05/02/2023	488218	Check	Interstate All Battery Center	928877	2 AP8845	21.20
05/02/2023	488219	Check	Jack, Frederick, Jr	930870	2 AP8845	250.00

AP Check Register

AP Run: 20230502 AP — Post Date: 2023-05-02 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/02/2023	488220	Check	Jensen, Randy	907850	2 AP8845	75.00
05/02/2023	488221	Check	Jordan II, H. Watson	930862	2 AP8845	565.00
05/02/2023	488222	Check	Kamiri, Anne	930578	2 AP8845	210.00
05/02/2023	488223	Check	Kennedy and Graven Chartered	908356	2 AP8845	836.00
05/02/2023	488224	Check	Kidsdance	930658	2 AP8845	100.00
05/02/2023	488225	Check	Knepper, Moira	930853	2 AP8845	140.00
05/02/2023	488226	Check	LaBlanc, Chaske	929481	2 AP8845	500.00
05/02/2023	488227	Check	Lamprecht, John	928748	2 AP8845	75.47
05/02/2023	488228	Check	Link Interpret	929933	2 AP8845	360.00
05/02/2023	488229	Check	Lobitz, Adrianna	930430	2 AP8845	75.00
05/02/2023	488230	Check	Master Automotive Tire & Quick Lube	928612	2 AP8845	1,322.00
05/02/2023	488231	Check	Meacham, John	926610	2 AP8845	75.00
05/02/2023	488232	Check	Minnesota Educational Scholarship Fund, Inc	930867	2 AP8845	500.00
05/02/2023	488233	Check	Mohammoud, Zahra Ali	928322	2 AP8845	240.00
05/02/2023	488234	Check	Mountain, Marilyn	930639	2 AP8845	1,200.00
05/02/2023	488235	Check	Mousseau, Joseph	930435	2 AP8845	1,500.00
05/02/2023	488236	Check	NCPERS Group Life Ins	908769	2 AP8845	32.00
05/02/2023	488237	Check	NCS Pearson Inc	903116	2 AP8845	196.20
05/02/2023	488238	Check	NCS Pearson Inc	925372	2 AP8845	18.00
05/02/2023	488239	Check	Needham, Michael	930893	2 AP8845	1,302.30

AP Check Register

AP Run: 20230502 AP — Post Date: 2023-05-02 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/02/2023	488240	Check	Office Systems And Design Inc	926881	2 AP8845	5,698.00
05/02/2023	488241	Check	Orkin Commercial Services	926086	2 AP8845	1,243.00
05/02/2023	488242	Check	Pekarna, Martin	930488	2 AP8845	75.00
05/02/2023	488243	Check	QBS LLC	930033	2 AP8845	100.00
05/02/2023	488244	Check	Red Bear, Zacheriah	930894	2 AP8845	400.00
05/02/2023	488245	Check	Red Wing Business Advantage Account	921851-1	2 AP8845	125.00
05/02/2023	488246	Check	Rock Hard Landscape Supply	928528	2 AP8845	48.00
05/02/2023	488247	Check	Rosales, Romeo	930900	2 AP8845	200.00
05/02/2023	488248	Check	Runing, Kelly	930039	2 AP8845	75.00
05/02/2023	488249	Check	Ryder Truck Rental, Inc	930646	2 AP8845	662.40
05/02/2023	488250	Check	Sandino, Jeff	926126	2 AP8845	726.00
05/02/2023	488251	Check	School Services Employees Local 284	907382	2 AP8845	3,009.34
05/02/2023	488252	Check	Shibley, Jeremy	928797	2 AP8845	75.00
05/02/2023	488253	Check	Smith, Ava	930901	2 AP8845	200.00
05/02/2023	488254	Check	SNA Depository	926552	2 AP8845	17.00
05/02/2023	488255	Check	St Paul Beverage Solutions, LLC	930156	2 AP8845	6,899.58
05/02/2023	488256	Check	Summit 360	930892	2 AP8845	19,460.00
05/02/2023	488257	Check	Sunbelt Staffing LLC	930586	2 AP8845	3,728.88
05/02/2023	488258	Check	The Hartford	924486	2 AP8845	50,196.35
05/02/2023	488259	Check	Thunderhawk, Feron	930872	2 AP8845	250.00

AP Check Register

AP Run: 20230502 AP — Post Date: 2023-05-02 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/02/2023	488260	Check	Thunderhawk, Martin	930895	2 AP8845	250.00
05/02/2023	488261	Check	Tri-State Bobcat	924444	2 AP8845	595.00
05/02/2023	488262	Check	Upper Lakes Foods Inc	929826	2 AP8845	64,391.78
05/02/2023	488263	Check	Uribe, Graciela	930868	2 AP8845	250.00
05/02/2023	488264	Check	Viveros, Ann	930768	2 AP8845	100.00
05/02/2023	488265	Check	Wagner, Adrian	930902	2 AP8845	75.00
05/02/2023	488266	Check	Warrington, Dacia	930905	2 AP8845	400.00
05/02/2023	488267	Check	Waskahat, Dallas	930897	2 AP8845	9,667.92
05/02/2023	488268	Check	Wright, Nation, SR	930887	2 AP8845	1,500.00
05/02/2023	488269	Check	YMCA Camp Streefland	902422	2 AP8845	180.00
05/02/2023	488270	Check	Youable Emotional Health	927811	2 AP8845	15,225.00
Total:						\$294,261.66

20230502 AP Summary		
Type	Count	Amount
Regular	91	294,261.66
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	91	\$294,261.66

AP Check Register

AP Run: 20230504 AP — Post Date: 2023-05-04 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/04/2023	488271	Check	Campbell, Calvin	930436	2 AP8845	500.00
05/04/2023	488272	Check	Dearly, Jerry M	929482	2 AP8845	500.00
05/04/2023	488273	Check	Gadea Pliego, Epigmenio	930907	2 AP8845	1,550.00
05/04/2023	488274	Check	LaRose, Mervel	930175	2 AP8845	1,500.00
05/04/2023	488275	Check	Mousseau, Joseph	930435	2 AP8845	2,400.00
05/04/2023	488276	Check	Shakopee Mdewakanton Sioux Community	930906	2 AP8845	3,935.00
05/04/2023	488277	Check	Shakopee Trading Post	931008	2 AP8845	3,006.00
Total:						\$13,391.00

20230504 AP Summary

Type	Count	Amount
Regular	7	13,391.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	7	\$13,391.00

AP Check Register

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AP Run: 20230505 FS — Post Date: 2023-05-05 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/05/2023	488278	Check	Planer, Sharon	929748	2 AP8845	375.00
Total:						\$375.00

20230505 FS Summary

Type	Count	Amount
Regular	1	375.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	\$375.00

AP Check Register

AP Run: 20230509 AP — Post Date: 2023-05-09 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/09/2023	488279	Check	Bimbo Bakeries USA	902333-1	2 AP8845	3,129.77
05/09/2023	488280	Check	Brown's Ice Cream Co	904655	2 AP8845	1,769.16
05/09/2023	488281	Check	Building Wings LLC	930886	2 AP8845	10,912.32
05/09/2023	488282	Check	Burnsville Blazette Booster Club	901737	2 AP8845	1,000.00
05/09/2023	488283	Check	Cengage Learning	903622-1	2 AP8845	53.03
05/09/2023	488284	Check	CESO Communications LLC	930130	2 AP8845	7,762.50
05/09/2023	488285	Check	CESO HR, LLC	930763	2 AP8845	2,500.00
05/09/2023	488286	Check	CESO Transportation LLC	930220	2 AP8845	15,921.24
05/09/2023	488287	Check	City of Burnsville	900673	2 AP8845	1,176.00
05/09/2023	488288	Check	Comcast	923547	2 AP8845	9.95
05/09/2023	488289	Check	Community Education Prior Lake-Savage Area Schools	921458-2	2 AP8845	185.00
05/09/2023	488290	Check	Cub Foods	900645	2 AP8845	198.50
05/09/2023	488291	Check	Dakota Outdoors LLC	922059	2 AP8845	20,105.00
05/09/2023	488292	Check	Dalco	904186-1	2 AP8845	6,362.45
05/09/2023	488293	Check	Delegard Tool Company	922970	2 AP8845	8,870.40
05/09/2023	488294	Check	Dewald, Rina C	920524	2 AP8845	60.00
05/09/2023	488295	Check	Dose, Benjamin	930042	2 AP8845	83.00
05/09/2023	488296	Check	Field Environmental Consulting Inc	926109	2 AP8845	4,791.65
05/09/2023	488297	Check	Freeway Ford Inc	901262	2 AP8845	837.13

AP Check Register

AP Run: 20230509 AP — Post Date: 2023-05-09 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/09/2023	488298	Check	Fulton, Steve	924296	2 AP8845	83.00
05/09/2023	488299	Check	Garrett, Scott	929054	2 AP8845	67.00
05/09/2023	488300	Check	Gedi, Muno	930842	2 AP8845	120.00
05/09/2023	488301	Check	Gits, Bob	907283	2 AP8845	75.00
05/09/2023	488302	Check	Go Solar Education LLC	929391	2 AP8845	528.00
05/09/2023	488303	Check	Goswami, Alpa	929031	2 AP8845	563.50
05/09/2023	488304	Check	H&B Specialized Products Inc	901641	2 AP8845	2,177.00
05/09/2023	488305	Check	Hagberg, Edward, Jr	926167	2 AP8845	83.00
05/09/2023	488306	Check	Hanuschak, Oksana	930258	2 AP8845	80.00
05/09/2023	488307	Check	Heartland Tire, Inc.	930160	2 AP8845	159.96
05/09/2023	488308	Check	High Touch High Tech Of The Twin Cities	929711	2 AP8845	495.00
05/09/2023	488309	Check	Ind School Dist 196	901394-3	2 AP8845	11,437.50
05/09/2023	488310	Check	Intermediate District 287	901390	2 AP8845	43,486.75
05/09/2023	488311	Check	Intermediate School Dist 917	909327	2 AP8845	30.99
05/09/2023	488312	Check	Interstate All Battery Center	928877	2 AP8845	77.90
05/09/2023	488313	Check	John A Dalsin & Son Inc	905816	2 AP8845	7,770.40
05/09/2023	488314	Check	Kidcreate Studio	926743	2 AP8845	1,368.00
05/09/2023	488315	Check	Koy, Zenith	930721	2 AP8845	280.00
05/09/2023	488316	Check	Link Interpret	929933	2 AP8845	322.86
05/09/2023	488317	Check	Macario Corporation	930770	2 AP8845	1,175.00

AP Check Register

AP Run: 20230509 AP — Post Date: 2023-05-09 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/09/2023	488318	Check	Master Automotive Tire & Quick Lube	928612	2 AP8845	687.89
05/09/2023	488319	Check	Meacham, John	926610	2 AP8845	75.00
05/09/2023	488320	Check	Merry, Vanessa	929912	2 AP8845	330.00
05/09/2023	488321	Check	Metro Transit	922385	2 AP8845	194.00
05/09/2023	488322	Check	Minnesota Valley Electric Cooperative	907448	2 AP8845	18,381.05
05/09/2023	488323	Check	MN Assoc of Secretaries to the Principal - MASP	908014	2 AP8845	205.00
05/09/2023	488324	Check	MN Highway Safety & Research Center	926466	2 AP8845	1,198.00
05/09/2023	488325	Check	MN Zoo	902613	2 AP8845	1,290.00
05/09/2023	488326	Check	Morrow, Donald	924946	2 AP8845	83.00
05/09/2023	488327	Check	MTI Distributing Inc	902544	2 AP8845	401.60
05/09/2023	488328	Check	Munoz, Maribel	924243	2 AP8845	60.00
05/09/2023	488329	Check	National Association of School Nurses (NASN)	906265	2 AP8845	150.00
05/09/2023	488330	Check	Normandale Community College	902136	2 AP8845	224,082.30
05/09/2023	488331	Check	Okemwa, Jessica	500293	2 AP8845	243.39
05/09/2023	488332	Check	Parker, Jon Scott	905032	2 AP8845	173.00
05/09/2023	488333	Check	Perez, Melissa M	924879	2 AP8845	1,920.00
05/09/2023	488334	Check	Phillips, David Todd	928822	2 AP8845	75.00
05/09/2023	488335	Check	Phoenix School Counseling, LLC	930806	2 AP8845	10,150.00
05/09/2023	488336	Check	Pioneer SecureShred	930098	2 AP8845	400.00

AP Check Register

AP Run: 20230509 AP — Post Date: 2023-05-09 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/09/2023	488337	Check	Pothini, Seema	925931	2 AP8845	1,500.00
05/09/2023	488338	Check	Richert, Andrea	930496	2 AP8845	1,897.50
05/09/2023	488339	Check	Ryan Mechanical Inc	923241	2 AP8845	19,004.84
05/09/2023	488340	Check	Sachs, Alice	925562	2 AP8845	217.50
05/09/2023	488341	Check	Second Harvest Heartland	928183	2 AP8845	287.96
05/09/2023	488342	Check	Sperr, Michael	929510	2 AP8845	75.00
05/09/2023	488343	Check	Stamm, Amanda	930020	2 AP8845	154.50
05/09/2023	488344	Check	Sunbelt Staffing LLC	930586	2 AP8845	41,391.75
05/09/2023	488345	Check	The Sanneh Foundation	930655	2 AP8845	10,000.00
05/09/2023	488346	Check	Thermo-Dyne Inc	924955	2 AP8845	8,734.28
05/09/2023	488347	Check	Van Guilder, Bruce	926134	2 AP8845	201.00
05/09/2023	488348	Check	VenuWorks of Burnsville LLC	926645	2 AP8845	655.68
05/09/2023	488349	Check	Ward, Dennis	908731	2 AP8845	83.00
05/09/2023	488350	Check	Xcel Energy	902776	2 AP8845	13,325.38
Total:						\$513,735.58

20230509 AP Summary

Type	Count	Amount
Regular	72	513,735.58
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	72	\$513,735.58

AP Check Register

AP Run: 20230516 AP — Post Date: 2023-05-16 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/16/2023	488351	Check	A.J. Moore Electric Inc	928491	2 AP8845	5,056.73
05/16/2023	488352	Check	Advanced Imaging Solutions	928551-1	2 AP8845	5,549.00
05/16/2023	488353	Check	Aramark	901365	2 AP8845	614.56
05/16/2023	488354	Check	Arvig	928649	2 AP8845	2,957.17
05/16/2023	488355	Check	Association Of Clerical Employees	904895	2 AP8845	372.00
05/16/2023	488356	Check	BHS Quiz Bowl Boosters	930823	2 AP8845	190.00
05/16/2023	488357	Check	Bix Produce Company	900477	2 AP8845	3,932.43
05/16/2023	488358	Check	Bro-Tex Inc	900397	2 AP8845	3,216.96
05/16/2023	488359	Check	Bryan Rock Products Inc	900454	2 AP8845	180.57
05/16/2023	488360	Check	Building Wings LLC	930886	2 AP8845	4,255.20
05/16/2023	488361	Check	Centurylink	902781	2 AP8845	266.02
05/16/2023	488362	Check	Chris Cakes	930909	2 AP8845	1,494.00
05/16/2023	488363	Check	City of Burnsville - Utilities	904226	2 AP8845	12,480.49
05/16/2023	488364	Check	City of Savage - Utilities	909588	2 AP8845	4,535.80
05/16/2023	488365	Check	Conney Safety Products	900552-1	2 AP8845	4,520.10
05/16/2023	488366	Check	Consolidated Communications	906231	2 AP8845	7,844.62
05/16/2023	488367	Check	Cottens NAPA Main Office	929846	2 AP8845	189.72
05/16/2023	488368	Check	Crook, Wynelle	501070	2 AP8845	40.00
05/16/2023	488369	Check	Crown Rental Inc	900647	2 AP8845	381.92
05/16/2023	488370	Check	Dalco	904186-1	2 AP8845	7,452.94

AP Check Register

AP Run: 20230516 AP — Post Date: 2023-05-16 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/16/2023	488371	Check	Durand Manufacturing Inc	924933	2 AP8845	108.75
05/16/2023	488372	Check	Education Minnesota	928531	2 AP8845	92.00
05/16/2023	488373	Check	Electro Watchman Inc	901078	2 AP8845	5,367.42
05/16/2023	488374	Check	Elpis Enterprises	929377	2 AP8845	544.95
05/16/2023	488375	Check	Fagerness, Joyce	924275	2 AP8845	535.66
05/16/2023	488376	Check	Ferguson Enterprises # 1657	908698-1	2 AP8845	167.00
05/16/2023	488377	Check	Foundation 191	928202	2 AP8845	170.32
05/16/2023	488378	Check	Global Communications Wiring & Services LLC	927736	2 AP8845	100.00
05/16/2023	488379	Check	Groth Music Company	900575	2 AP8845	81.95
05/16/2023	488380	Check	Hastings Bus Company	907139	2 AP8845	4,934.99
05/16/2023	488381	Check	Heartland Tire, Inc.	930160	2 AP8845	1,663.26
05/16/2023	488382	Check	Ind School Dist 196	901394-3	2 AP8845	150.00
05/16/2023	488383	Check	Intermediate School Dist 917	909327	2 AP8845	8,961.60
05/16/2023	488384	Check	Interstate All Battery Center	928877	2 AP8845	21.20
05/16/2023	488385	Check	John A Dalsin & Son Inc	905816	2 AP8845	2,220.57
05/16/2023	488386	Check	Johnson, Diane	501062	2 AP8845	23.62
05/16/2023	488387	Check	JTM Provisions Co Inc	928622	2 AP8845	970.32
05/16/2023	488388	Check	Kellen, Jason	930822	2 AP8845	1,511.00
05/16/2023	488389	Check	Kennedy and Graven Chartered	908356	2 AP8845	2,514.50
05/16/2023	488390	Check	Klein, Ian	930376	2 AP8845	140.00

AP Check Register

AP Run: 20230516 AP — Post Date: 2023-05-16 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/16/2023	488391	Check	LaRose, Mervel	930175	2 AP8845	1,000.00
05/16/2023	488392	Check	Leonard, Patricia	930641	2 AP8845	1,300.00
05/16/2023	488393	Check	Link Interpret	929933	2 AP8845	387.51
05/16/2023	488394	Check	Mark's Towing Inc	930420	2 AP8845	115.00
05/16/2023	488395	Check	Midwest Blinds	927063	2 AP8845	2,840.00
05/16/2023	488396	Check	Midwest Educational Consultants Inc	927440	2 AP8845	5,000.00
05/16/2023	488397	Check	Midwest Playscapes Inc	922012	2 AP8845	4,320.00
05/16/2023	488398	Check	Minnesota Energy Resources	903029	2 AP8845	7,132.91
05/16/2023	488399	Check	Minnesota Pollution Control Agency - MPCA	903770	2 AP8845	365.10
05/16/2023	488400	Check	Mros, Richard	903216	2 AP8845	2,585.00
05/16/2023	488401	Check	Multilingual Word Inc	922324	2 AP8845	440.00
05/16/2023	488402	Check	Nuvera	902483	2 AP8845	186.25
05/16/2023	488403	Check	Olympic Communications Inc	927700	2 AP8845	1,835.00
05/16/2023	488404	Check	Per Mar Security Services	930354	2 AP8845	567.33
05/16/2023	488405	Check	RBS Activewear Inc.	930864	2 AP8845	1,513.28
05/16/2023	488406	Check	REM5 LLC	930844	2 AP8845	4,680.00
05/16/2023	488407	Check	Russell, Bridget	930703	2 AP8845	1,000.00
05/16/2023	488408	Check	Ryan Mechanical Inc	923241	2 AP8845	3,203.49
05/16/2023	488409	Check	Sachs, Alice	925562	2 AP8845	145.00
05/16/2023	488410	Check	Schmitt & Sons - Contract	909331-2	2 AP8845	808,498.03

AP Check Register

AP Run: 20230516 AP — Post Date: 2023-05-16 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/16/2023	488411	Check	Schmitty & Sons Inc	909331	2 AP8845	34,636.57
05/16/2023	488412	Check	School Services Employees Local 284	907382	2 AP8845	2,978.37
05/16/2023	488413	Check	Second Harvest Heartland	928183	2 AP8845	696.99
05/16/2023	488414	Check	Sevilla Ramirez, Lucia	501071	2 AP8845	50.00
05/16/2023	488415	Check	SFM	923848	2 AP8845	3,188.24
05/16/2023	488416	Check	Sodexo Inc & Affiliates	928053-1	2 AP8845	457.25
05/16/2023	488417	Check	Sosniecki, Joni	501069	2 AP8845	12.00
05/16/2023	488418	Check	South Suburban Conference	926921	2 AP8845	468.78
05/16/2023	488419	Check	Southwest Metro Intermediate 288	928611	2 AP8845	4,284.00
05/16/2023	488420	Check	St Paul Beverage Solutions, LLC	930156	2 AP8845	5,260.53
05/16/2023	488421	Check	Stephenson, Sarah	501072	2 AP8845	31.60
05/16/2023	488422	Check	Sunbelt Staffing LLC	930586	2 AP8845	15,810.00
05/16/2023	488423	Check	Talent Assessment Inc	928352	2 AP8845	11,898.92
05/16/2023	488424	Check	The Vernon Company	920019	2 AP8845	2,086.15
05/16/2023	488425	Check	Third Party Integrity Inc	930282	2 AP8845	2,500.00
05/16/2023	488426	Check	T-Mobile	929345	2 AP8845	2,236.20
05/16/2023	488427	Check	Top 20 Training	930401	2 AP8845	3,600.00
05/16/2023	488428	Check	Tutsch, Kyle	930908	2 AP8845	75.00
05/16/2023	488429	Check	UGAAP LLC	930651	2 AP8845	2,400.00
05/16/2023	488430	Check	Upper Lakes Foods Inc	929826	2 AP8845	37,135.75

AP Check Register

AP Run: 20230516 AP — Post Date: 2023-05-16 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/16/2023	488431	Check	Washington Technology Magnet	920992	2 AP8845	175.00
05/16/2023	488432	Check	Wayzata Results LLC	929822	2 AP8845	900.00
05/16/2023	488433	Check	Youable Emotional Health	927811	2 AP8845	13,125.00
Total:						\$1,086,929.59

20230516 AP Summary

Type	Count	Amount
Regular	83	1,086,929.59
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	83	\$1,086,929.59

AP Check Register

AP Run: 20230517 Voids — Post Date: 2023-05-17 — AP Run Type: V

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/17/2023	488218	Check	Interstate All Battery Center	928877	2 AP8845	-21.20
05/17/2023	488261	Check	Tri-State Bobcat	924444	2 AP8845	-595.00
05/17/2023	488267	Check	Waskahat, Dallas	930897	2 AP8845	-9,667.92
Total:						-\$10,284.12

20230517 Voids Summary

Type	Count	Amount
Regular	3	-10,284.12
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	3	-\$10,284.12

AP Check Register

AP Run: 20230522 AP — Post Date: 2023-05-22 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/22/2023	488434	Check	Acer Service Corporation - Attn: Finance Dept.	929434	2 AP8845	6,501.70
05/22/2023	488435	Check	Amplified IT LLC	929297	2 AP8845	407.87
05/22/2023	488436	Check	Apple Valley High School	900009-3	2 AP8845	200.00
05/22/2023	488437	Check	Backpack Yogurt LLC	930580	2 AP8845	2,138.50
05/22/2023	488438	Check	Backupify Inc	928803	2 AP8845	1,500.00
05/22/2023	488439	Check	Belanger, Kenneth	930910	2 AP8845	350.00
05/22/2023	488440	Check	Bix Produce Company	900477	2 AP8845	9,130.24
05/22/2023	488441	Check	Captivate Media + Consulting	929000	2 AP8845	2,754.00
05/22/2023	488442	Check	Centerpoint Energy	902519	2 AP8845	40,804.57
05/22/2023	488443	Check	CESO Communications LLC	930130	2 AP8845	2,642.52
05/22/2023	488444	Check	CESO HR, LLC	930763	2 AP8845	4,840.00
05/22/2023	488445	Check	Chaska-Chan Coop	907014	2 AP8845	350.00
05/22/2023	488446	Check	City of Burnsville - Special Assessments/Engineering	900673-2	2 AP8845	17,407.58
05/22/2023	488447	Check	Constantine Dance Classes, Inc.	930792	2 AP8845	773.50
05/22/2023	488448	Check	Cottens NAPA Main Office	929846	2 AP8845	222.25
05/22/2023	488449	Check	Cub Foods	900645	2 AP8845	240.46
05/22/2023	488450	Check	Dakota Electric Association	900809	2 AP8845	70,042.35
05/22/2023	488451	Check	Dalco	904186-1	2 AP8845	8,130.38
05/22/2023	488452	Check	Dialog One LLC	927732	2 AP8845	819.50
05/22/2023	488453	Check	Dore, Abdiwali Hashi	929581	2 AP8845	60.00

AP Check Register

AP Run: 20230522 AP — Post Date: 2023-05-22 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/22/2023	488454	Check	Eagan High School	904069	2 AP8845	350.00
05/22/2023	488455	Check	Educators Benefit Consultants LLC	926262-1	2 AP8845	800.72
05/22/2023	488456	Check	Ehlers	920802-1	2 AP8845	3,570.00
05/22/2023	488457	Check	Farmington High School	902495-1	2 AP8845	200.00
05/22/2023	488458	Check	Fastenal	923054-1	2 AP8845	112.15
05/22/2023	488459	Check	Frese, Tami	500087	2 AP8845	243.39
05/22/2023	488460	Check	Ganz, Bryan	501073	2 AP8845	28.00
05/22/2023	488461	Check	Gedi, Muno	930842	2 AP8845	120.00
05/22/2023	488462	Check	Groves Academy	922990	2 AP8845	1,012.50
05/22/2023	488463	Check	Hanuschak, Oksana	930258	2 AP8845	80.00
05/22/2023	488464	Check	Hoang, Cong	927363	2 AP8845	60.00
05/22/2023	488465	Check	Innovational Water Solutions, Inc.	930169	2 AP8845	7,835.63
05/22/2023	488466	Check	Integrated Systems Corporation	929858	2 AP8845	1,805.94
05/22/2023	488467	Check	Koy, Zenith	930721	2 AP8845	140.00
05/22/2023	488468	Check	Krech, Brice	501074	2 AP8845	570.00
05/22/2023	488469	Check	Kully Supply Inc	901434	2 AP8845	144.38
05/22/2023	488470	Check	Lakeville North High School	902673-2	2 AP8845	185.00
05/22/2023	488471	Check	Midwest Playscapes Inc	922012	2 AP8845	3,225.00
05/22/2023	488472	Check	Minnesota Historical Society	900624	2 AP8845	272.00

AP Check Register

AP Run: 20230522 AP — Post Date: 2023-05-22 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/22/2023	488473	Check	Minnesota State University Mankato	902579	2 AP8845	2,730.00
05/22/2023	488474	Check	Mohammoud, Zahra Ali	928322	2 AP8845	420.00
05/22/2023	488475	Check	Monkey Wrench Productions LLC	930727	2 AP8845	14,970.71
05/22/2023	488476	Check	MRI Software LLC	929957	2 AP8845	158.45
05/22/2023	488477	Check	MTI Distributing Inc	902544	2 AP8845	141.75
05/22/2023	488478	Check	NCS Pearson Inc	925372	2 AP8845	205.20
05/22/2023	488479	Check	Nelson, Kristi Kay	930378	2 AP8845	270.00
05/22/2023	488480	Check	Norcostco Inc	902765	2 AP8845	113.88
05/22/2023	488481	Check	Northfield Public Schools	908609	2 AP8845	175.00
05/22/2023	488482	Check	Office Systems And Design Inc	926881	2 AP8845	1,268.00
05/22/2023	488483	Check	Painters Gear Inc	920591	2 AP8845	541.51
05/22/2023	488484	Check	Per Mar Security Services	930354	2 AP8845	332.50
05/22/2023	488485	Check	Prior Lake High School	921458	2 AP8845	245.00
05/22/2023	488486	Check	Pump And Meter Service Inc	903101	2 AP8845	3,782.24
05/22/2023	488487	Check	Quality 1 Hr Foto, Inc	930456	2 AP8845	634.50
05/22/2023	488488	Check	Quality Resource Group	930448	2 AP8845	797.48
05/22/2023	488489	Check	Red Wing Business Advantage Account	921851-1	2 AP8845	125.00
05/22/2023	488490	Check	Richert, Andrea	930496	2 AP8845	2,722.50
05/22/2023	488491	Check	Rock Hard Landscape Supply	928528	2 AP8845	513.50

AP Check Register

AP Run: 20230522 AP — Post Date: 2023-05-22 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/22/2023	488492	Check	Rosemount High School	909266	2 AP8845	404.00
05/22/2023	488493	Check	Ryan Mechanical Inc	923241	2 AP8845	29,151.73
05/22/2023	488494	Check	Safeway Driving School	926796	2 AP8845	8,270.00
05/22/2023	488495	Check	School Matters LLC	930913	2 AP8845	423.00
05/22/2023	488496	Check	Second Harvest Heartland	928183	2 AP8845	1,007.19
05/22/2023	488497	Check	Shakopee High School	906455	2 AP8845	300.00
05/22/2023	488498	Check	Southwest Metro Intermediate 288	928611	2 AP8845	2,101.53
05/22/2023	488499	Check	St Paul Beverage Solutions, LLC	930156	2 AP8845	3,503.77
05/22/2023	488500	Check	Sunbelt Staffing LLC	930586	2 AP8845	14,756.40
05/22/2023	488501	Check	The Food Group	928651	2 AP8845	2,540.53
05/22/2023	488502	Check	Thermo-Dyne Inc	924955	2 AP8845	7,497.63
05/22/2023	488503	Check	Thorpe, Stephanie	930915	2 AP8845	100.00
05/22/2023	488504	Check	Upper Lakes Foods Inc	929826	2 AP8845	37,218.97
05/22/2023	488505	Check	Vivacity Tech PBC	930460	2 AP8845	5,038.00
05/22/2023	488506	Check	Wareham, Peter	930912	2 AP8845	675.00
Total:						\$333,205.10

AP Check Register

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AP Run: 20230522 AP — Post Date: 2023-05-22 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
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20230522 AP Summary

Type	Count	Amount
Regular	73	333,205.10
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	73	\$333,205.10

AP Check Register

AP Run: 20230531 AP — Post Date: 2023-05-31 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/31/2023	488507	Check	Amplified IT LLC	929297	2 AP8845	270.00
05/31/2023	488508	Check	Anchor Solar Investments LLC	929704	2 AP8845	2,056.48
05/31/2023	488509	Check	Armstrong Torseth Skold & Rydeen Inc	926500	2 AP8845	6,062.85
05/31/2023	488510	Check	Armstrong, Maureen	900778	2 AP8845	180.00
05/31/2023	488511	Check	Artis, Roger, III	927779	2 AP8845	150.00
05/31/2023	488512	Check	Association Of Clerical Employees	904895	2 AP8845	372.00
05/31/2023	488513	Check	Awards Direct-Direct Impressions	905188	2 AP8845	1,228.78
05/31/2023	488514	Check	BHS Quiz Bowl Boosters	930823	2 AP8845	200.00
05/31/2023	488515	Check	Bix Produce Company	900477	2 AP8845	9,518.00
05/31/2023	488516	Check	Boisen, Nick	930920	2 AP8845	156.00
05/31/2023	488517	Check	Callister, Curt	903956	2 AP8845	83.00
05/31/2023	488518	Check	Caponi Art Park	902211	2 AP8845	421.00
05/31/2023	488519	Check	Carlson, Gerri	929243	2 AP8845	488.40
05/31/2023	488520	Check	Carlson, Jack	929796	2 AP8845	75.00
05/31/2023	488521	Check	Centerpoint Energy	902519	2 AP8845	3,413.72
05/31/2023	488522	Check	Cherry Enterprises Inc	928061	2 AP8845	360.00
05/31/2023	488523	Check	Cochnauer, Jackie	930692	2 AP8845	201.00
05/31/2023	488524	Check	Comcast	926565-1	2 AP8845	5,468.58
05/31/2023	488525	Check	Conney Safety Products	900552-1	2 AP8845	340.99
05/31/2023	488526	Check	Crown Rental Inc	900647	2 AP8845	66.48

AP Check Register

AP Run: 20230531 AP — Post Date: 2023-05-31 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/31/2023	488527	Check	CST MN - BIN# 170065	929862	2 AP8845	111,965.40
05/31/2023	488528	Check	Dalco	904186-1	2 AP8845	3,895.85
05/31/2023	488529	Check	Durand Manufacturing Inc	924933	2 AP8845	157.00
05/31/2023	488530	Check	Education Minnesota	928531	2 AP8845	92.00
05/31/2023	488531	Check	Electro Watchman Inc	901078	2 AP8845	4,475.00
05/31/2023	488532	Check	Face, Timothy	929784	2 AP8845	83.00
05/31/2023	488533	Check	Fedex	901463	2 AP8845	68.47
05/31/2023	488534	Check	Foundation 191	928202	2 AP8845	170.32
05/31/2023	488535	Check	Fulton, Steve	924296	2 AP8845	83.00
05/31/2023	488536	Check	GreatAmerica Financial Services	929729	2 AP8845	621.00
05/31/2023	488537	Check	Groth Music Company	900575	2 AP8845	111.40
05/31/2023	488538	Check	HAA HIJABS LLC	930916	2 AP8845	264.00
05/31/2023	488539	Check	Heggies Pizza LLC	929794	2 AP8845	342.00
05/31/2023	488540	Check	Heifort, Michael	922035	2 AP8845	75.00
05/31/2023	488541	Check	Hyvee	929410	2 AP8845	903.73
05/31/2023	488542	Check	Identisys Inc	923654	2 AP8845	1,350.00
05/31/2023	488543	Check	Ind School Dist 196	901394-3	2 AP8845	3,062.00
05/31/2023	488544	Check	Inver Hills Community College	901029	2 AP8845	1,845.00
05/31/2023	488545	Check	J & D Trophy	904113	2 AP8845	52.80
05/31/2023	488546	Check	Jacobson, Bryce	922525	2 AP8845	83.00

AP Check Register

AP Run: 20230531 AP — Post Date: 2023-05-31 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/31/2023	488547	Check	John A Dalsin & Son Inc	905816	2 AP8845	1,232.77
05/31/2023	488548	Check	Jordan II, H. Watson	930862	2 AP8845	6,105.00
05/31/2023	488549	Check	Kahler, Mike	926694	2 AP8845	75.00
05/31/2023	488550	Check	Kennedy and Graven Chartered	908356	2 AP8845	1,653.00
05/31/2023	488551	Check	Klinger, Zachary	930923	2 AP8845	83.00
05/31/2023	488552	Check	LaBreche, Christopher	930919	2 AP8845	83.00
05/31/2023	488553	Check	Leidall, Chad	930684	2 AP8845	75.00
05/31/2023	488554	Check	Link Interpret	929933	2 AP8845	360.00
05/31/2023	488555	Check	Mayer Arts Inc	925512	2 AP8845	3,168.00
05/31/2023	488556	Check	Meacham, John	926610	2 AP8845	225.00
05/31/2023	488557	Check	Merkle, Kevin	921639	2 AP8845	75.00
05/31/2023	488558	Check	Mielke, Tyler	924453	2 AP8845	83.00
05/31/2023	488559	Check	Minnesota Energy Resources	903029	2 AP8845	433.61
05/31/2023	488560	Check	MN State High School League (MSHSL)	902445	2 AP8845	790.00
05/31/2023	488561	Check	Mohoney, Samuel	930922	2 AP8845	75.00
05/31/2023	488562	Check	Moshier, Lenny	928798	2 AP8845	75.00
05/31/2023	488563	Check	Naseema Omer LLC	930381	2 AP8845	177.00
05/31/2023	488564	Check	National Association of School Nurses (NASN)	906265	2 AP8845	150.00
05/31/2023	488565	Check	Nicholson, Todd	930921	2 AP8845	200.00
05/31/2023	488566	Check	Novak, Janice S	902467	2 AP8845	18.00

AP Check Register

AP Run: 20230531 AP — Post Date: 2023-05-31 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/31/2023	488567	Check	Orkin Commercial Services	926086	2 AP8845	1,243.00
05/31/2023	488568	Check	Perez, Melissa M	924879	2 AP8845	3,187.50
05/31/2023	488569	Check	Perkinson, Patrick	928795	2 AP8845	75.00
05/31/2023	488570	Check	Rent N Save Portable Services	925729	2 AP8845	795.00
05/31/2023	488571	Check	Ryan, William	930691	2 AP8845	83.00
05/31/2023	488572	Check	Sandino, Jeff	926126	2 AP8845	660.00
05/31/2023	488573	Check	School Services Employees Local 284	907382	2 AP8845	2,941.11
05/31/2023	488574	Check	Sherwood, Syrah	930914	2 AP8845	70.00
05/31/2023	488575	Check	Shibley, Jeremy	928797	2 AP8845	75.00
05/31/2023	488576	Check	Shoemaker, David	930683	2 AP8845	83.00
05/31/2023	488577	Check	Simon Jr, Melvin	930918	2 AP8845	75.00
05/31/2023	488578	Check	Sink, Robert, Jr	929204	2 AP8845	83.00
05/31/2023	488579	Check	SNA Depository	926552	2 AP8845	718.00
05/31/2023	488580	Check	SNA Depository	926552	2 AP8845	78.00
05/31/2023	488582	Check	The Hartford	924486	2 AP8845	50,352.65
05/31/2023	488583	Check	Tri-State Bobcat	924444	2 AP8845	167.19
05/31/2023	488584	Check	TropicalSnoMN	930672	2 AP8845	1,350.00
05/31/2023	488585	Check	Upper Lakes Foods Inc	929826	2 AP8845	33,517.35
05/31/2023	488586	Check	US Postmaster USPS	904153-1	2 AP8845	1,338.11
05/31/2023	488587	Check	Van Guilder, Bruce	926134	2 AP8845	217.00

AP Check Register

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AP Run: 20230531 AP — Post Date: 2023-05-31 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
Total:						\$273,057.54

20230531 AP Summary

Type	Count	Amount
Regular	80	273,057.54
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	80	\$273,057.54

AP Check Register

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AP Run: 20230531 Void AP — Post Date: 2023-05-31 — AP Run Type: V

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/31/2023	488583	Check	Tri-State Bobcat	924444	2 AP8845	-167.19
Total:						-\$167.19

20230531 Void AP Summary

Type	Count	Amount
Regular	1	-167.19
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	-\$167.19

AP Check Register

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Burnsville-Eagan-Savage SD 191, MN

<u>Fund</u>	<u>Total</u>
01 - GENERAL	1,260,183.64
02 - FOOD SERVICE	237,688.49
03 - TRANSPORTATION	941,917.65
04 - COMMUNITY SERVICE	48,568.94
16 - FACILITIES RENTAL	124.00
22 - ISF - HEALTH SELECT 105	1,175.00
50 - STUDENT ACTIVITY FUND	15,196.44
	\$2,504,854.16

AP Check Register

AP Run: 20230511 CB — Post Date: 2023-05-11 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/11/2023	6000001118		Advanced Imaging Solutions	928551	2 Virtua	4,836.32
05/11/2023	6000001119		Dicks Sanitation Service Inc	900641	2 Virtua	9,843.03
05/11/2023	6000001120		ECM Publishers Inc	909272	2 Virtua	1,698.12
05/11/2023	6000001121		General Parts LLC	901541-1	2 Virtua	10,007.93
05/11/2023	6000001122		Grainger	904387-1	2 Virtua	2,021.48
05/11/2023	6000001123		Horizon Commercial Pool Supply	904818	2 Virtua	1,958.70
05/11/2023	6000001124		Innovative Office Solutions LLC	924274	2 Virtua	32.51
05/11/2023	6000001125		Johnson Controls Fire Protection LP	903587	2 Virtua	4,809.32
05/11/2023	6000001126		Northern Air Corporation (NAC)	920320	2 Virtua	2,963.27
05/11/2023	6000001127		PPG Architectural Finishes	901709	2 Virtua	120.00
05/11/2023	6000001128		Schmitt Music	903532	2 Virtua	6,959.16
05/11/2023	6000001129		Tee Jay North Inc	922618	2 Virtua	253.50
05/11/2023	6000001130		The Language Banc	924523	2 Virtua	465.00
05/11/2023	6000001131		Trio Supply	903802	2 Virtua	7,934.12
05/11/2023	6000001132		Universal Athletic LLC	928417	2 Virtua	12,595.41
05/11/2023	6000001133		Voyager Sopris Learning	931002	2 Virtua	2,125.00
Total:						\$68,622.87

AP Check Register

AP Run: 20230511 CB — Post Date: 2023-05-11 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

<u>Check Date</u>	<u>Check Number</u>	<u>Payment Type</u>	<u>Name</u>	<u>Vendor Number</u>	<u>Bank Account Code</u>	<u>Check Amount</u>
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20230511 CB Summary

<u>Type</u>	<u>Count</u>	<u>Amount</u>
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	16	68,622.87
Total:	16	\$68,622.87

AP Check Register

AP Run: 20230525 CB — Post Date: 2023-05-25 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/25/2023	6000001134		Advanced Imaging Solutions	928551	2 Virtua	170.00
05/25/2023	6000001135		Aramark Refreshment Services	900428	2 Virtua	356.35
05/25/2023	6000001136		Barnes & Noble Inc	900386	2 Virtua	2,099.40
05/25/2023	6000001137		Cintas Corp	903681	2 Virtua	755.26
05/25/2023	6000001138		Cole Papers Inc	927279-1	2 Virtua	1,053.81
05/25/2023	6000001139		Continental Clay Company	903866	2 Virtua	72.58
05/25/2023	6000001140		Cornerstone Copy Center	900502	2 Virtua	346.47
05/25/2023	6000001141		ECM Publishers Inc	909272	2 Virtua	605.41
05/25/2023	6000001142		Ecolab	908846-2	2 Virtua	2,006.58
05/25/2023	6000001143		Grainger	904387-1	2 Virtua	2,638.60
05/25/2023	6000001144		IXL Learning Inc	923420	2 Virtua	2,400.00
05/25/2023	6000001145		Johnson Controls Fire Protection LP	903587	2 Virtua	1,152.65
05/25/2023	6000001146		Kelleher Helmrich and Associates Inc	908955	2 Virtua	523.50
05/25/2023	6000001147		Learning A-Z	927439	2 Virtua	2,951.00
05/25/2023	6000001148		Occupational Health of MN, PC	929919	2 Virtua	370.00
05/25/2023	6000001149		Resilite Sports Products Inc	905634	2 Virtua	14,284.50
05/25/2023	6000001150		Schmitt Music	903532	2 Virtua	224.00
05/25/2023	6000001151		The Language Banc	924523	2 Virtua	465.00
05/25/2023	6000001152		Trane US Inc	904045	2 Virtua	11,749.12

AP Check Register

AP Run: 20230525 CB — Post Date: 2023-05-25 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/25/2023	6000001153		Universal Athletic LLC	928417	2 Virtua	3,570.37
Total:						\$47,794.60

20230525 CB Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	20	47,794.60
Total:	20	\$47,794.60

AP Check Register

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AP Run: 20230531 Void CB — Post Date: 2023-05-31 — AP Run Type: V

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/31/2023	6000001138		Cole Papers Inc	927279-1	2 Virtua	-1,053.81
Total:						-\$1,053.81

20230531 Void CB Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	1	-1,053.81
Total:	1	-\$1,053.81

AP Check Register

<u>Fund</u>	<u>Total</u>
01 - GENERAL	92,435.17
02 - FOOD SERVICE	20,703.89
04 - COMMUNITY SERVICE	1,667.05
16 - FACILITIES RENTAL	557.55
	\$115,363.66

Monthly Void/Wire Report

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AP Run: 20230515 PR Wires — Post Date: 2023-05-15 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Check Amount
05/15/2023	8000000656	Wire Transfer	Commissioner Of Revenue	121,397.79
05/15/2023	8000000657	Wire Transfer	Educators Benefit Consultants	194,576.14
05/15/2023	8000000658	Wire Transfer	Internal Revenue Service	713,673.34
05/15/2023	8000000659	Wire Transfer	ISD 191 Flex Account	41,136.03
05/15/2023	8000000660	Wire Transfer	ISD 191 Self Insurance Account	837,121.04
05/15/2023	8000000661	Wire Transfer	MN Child Support	3,595.02
05/15/2023	8000000662	Wire Transfer	Mn Teachers Retirement Assoc	379,536.77
05/15/2023	8000000663	Wire Transfer	PERA	115,318.98
05/15/2023	8000000664	Wire Transfer	Teachers Federal Credit Union	32,881.71
Total:				\$2,439,236.82

20230515 PR Wires Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	9	2,439,236.82
Epayables:	0	0.00
Total:	9	\$2,439,236.82

Monthly Void/Wire Report

85

AP Run: 202230524 Fleet — Post Date: 2023-05-24 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Check Amount
05/24/2023	8000000673	Wire Transfer	US Bank Voyager Fleet Systems	199.24
Total:				\$199.24

202230524 Fleet Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	1	199.24
Epayables:	0	0.00
Total:	1	\$199.24

Monthly Void/Wire Report

86

AP Run: 20230531 Wires PR — Post Date: 2023-05-31 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Check Amount
05/31/2023	8000000674	Wire Transfer	Commissioner Of Revenue	122,382.72
05/31/2023	8000000675	Wire Transfer	Educators Benefit Consultants	195,409.05
05/31/2023	8000000676	Wire Transfer	Internal Revenue Service	719,903.32
05/31/2023	8000000677	Wire Transfer	ISD 191 Flex Account	41,136.03
05/31/2023	8000000678	Wire Transfer	ISD 191 Self Insurance Account	838,760.54
05/31/2023	8000000679	Wire Transfer	MN Child Support	3,598.73
05/31/2023	8000000680	Wire Transfer	MN Dept of Revenue	647.51
05/31/2023	8000000681	Wire Transfer	Mn Teachers Retirement Assoc	380,043.04
05/31/2023	8000000682	Wire Transfer	PERA	115,126.62
05/31/2023	8000000683	Wire Transfer	Teachers Federal Credit Union	32,881.71
Total:				\$2,449,889.27

20230531 Wires PR Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	10	2,449,889.27
Epayables:	0	0.00
Total:	10	\$2,449,889.27

Monthly Void/Wire Report

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AP Run: 20230531 Wires 1MSDLAF — Post Date: 2023-05-31 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Check Amount
05/31/2023	8000000684	Wire Transfer	Delta Dental Plan Of Minnesota	62,248.24
05/31/2023	8000000685	Wire Transfer	MN Dept of Revenue-Sales Tax	342.00
05/31/2023	8000000686	Wire Transfer	Mn UI Fund	7,441.21
05/31/2023	8000000687	Wire Transfer	Solutran, Inc	2,507.10
05/31/2023	8000000688	Wire Transfer	Wells Fargo - Wires	42,843.45
Total:				\$115,382.00

20230531 Wires 1MSDLAF Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	5	115,382.00
Epayables:	0	0.00
Total:	5	\$115,382.00

Monthly Void/Wire Report

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AP Run: 20230531 Wires 20 S.Ins — Post Date: 2023-05-31 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Check Amount
05/31/2023	136	Wire Transfer	Fairview Pharmacy Services, LLC	8,679.53
05/31/2023	137	Wire Transfer	Further	117,383.10
05/31/2023	138	Wire Transfer	Preferredone Admin Services	2,006,825.12
Total:				\$2,132,887.75

20230531 Wires 20 S.Ins Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	3	2,132,887.75
Epayables:	0	0.00
Total:	3	\$2,132,887.75

Monthly Void/Wire Report

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AP Run: 20230531 Wires 8 Flex — Post Date: 2023-05-31 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Check Amount
05/31/2023	57	Wire Transfer	Further	48,214.26
Total:				\$48,214.26

20230531 Wires 8 Flex Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	1	48,214.26
Epayables:	0	0.00
Total:	1	\$48,214.26

Monthly Void/Wire Report

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AP Run: 20230531 Wires PR CM — Post Date: 2023-05-31 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Check Amount
05/31/2023	8000000689	Wire Transfer	Mn Teachers Retirement Assoc	-119.33
05/31/2023	8000000690	Wire Transfer	PERA	-1,362.82
Total:				-\$1,482.15

20230531 Wires PR CM Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	2	-1,482.15
Epayables:	0	0.00
Total:	2	-\$1,482.15

Monthly Void/Wire Report

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AP Run: 20230525 Pcard — Post Date: 2023-05-25 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Check Amount
05/25/2023	8000000702	Wire Transfer	US Bank	161,802.90
Total:				\$161,802.90

20230525 Pcard Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	1	161,802.90
Epayables:	0	0.00
Total:	1	\$161,802.90

Monthly Void/Wire Report

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Burnsville-Eagan-Savage SD 191, MN

<u>Fund</u>	<u>Total</u>
01 - GENERAL	4,819,829.95
02 - FOOD SERVICE	83,331.90
04 - COMMUNITY SERVICE	186,791.17
08 - FLEX BENEFIT FUND	48,214.26
15 - CAFE	97.47
16 - FACILITIES RENTAL	6,232.19
20 - ISF - DENTAL	62,248.24
22 - ISF - HEALTH SELECT 105	2,135,394.85
50 - STUDENT ACTIVITY FUND	3,990.06
	\$7,346,130.09



**Agenda IV.A.5
August 24,2023**

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

From: Tyler Dehne, Director of Finance

Date: August 14, 2023

Re: Budget Analysis for the Month Ending May 31, 2023

Recommendation: That the Board accepts the Budget Analysis for the month ending May 31, 2023.

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

	Year-to-Date Revenue	Adopted Budget	Year-to-Date Expenditures	Adopted Budget
All Funds	\$152,059,166	82.68%	\$152,188,528	81.99%
General Fund	\$122,924,136	89.23%	\$110,663,496	80.31%

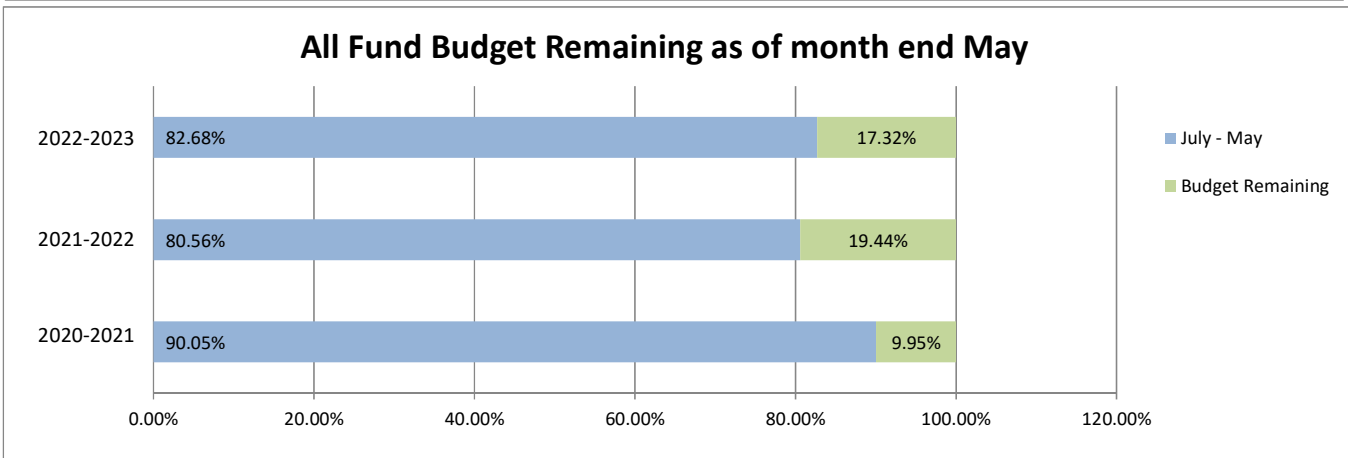
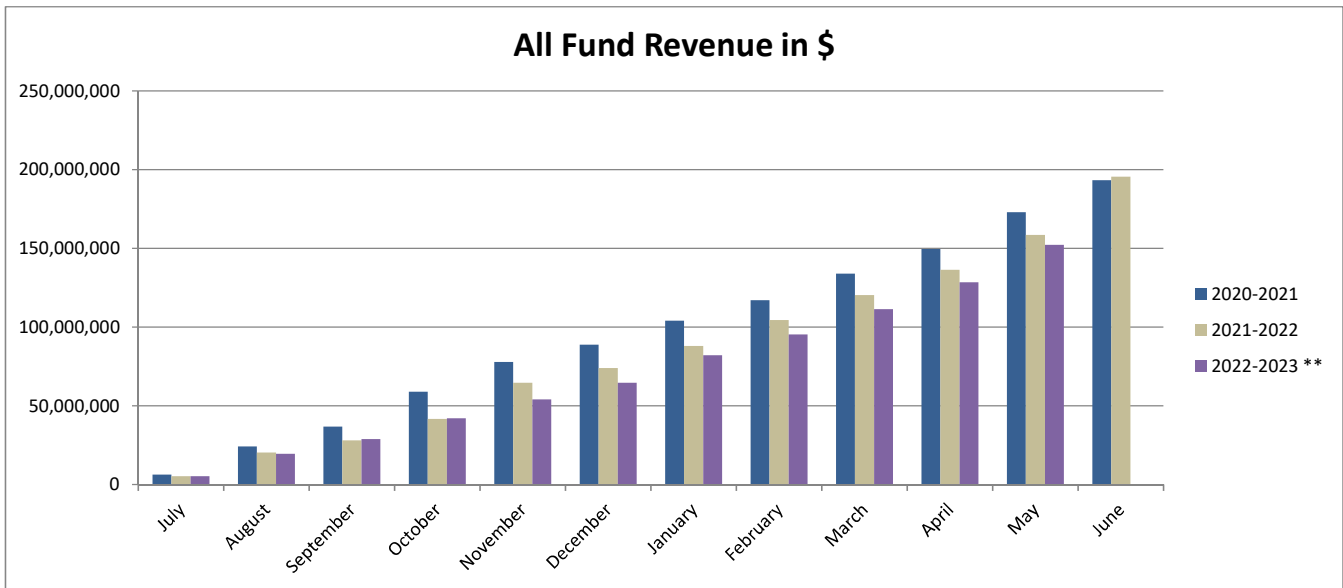
To assist the Board in monitoring monthly financial activity and to help identify budget-to-actual deviations, the following graphs have been developed for all funds and the general fund:

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 date. Additional detail is available upon request.

**REVENUE COMPARISON
ALL FUNDS**

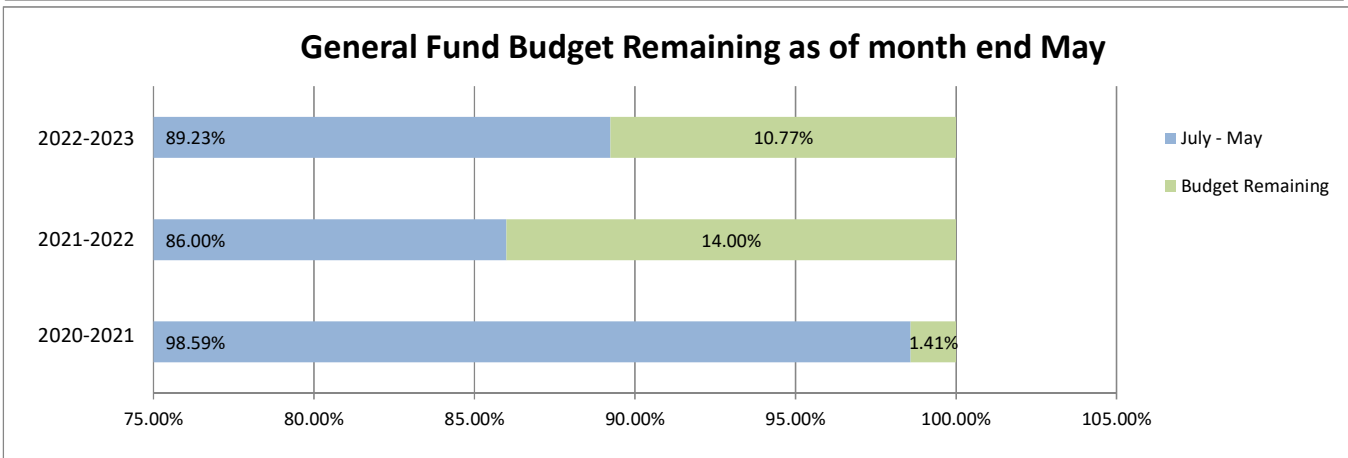
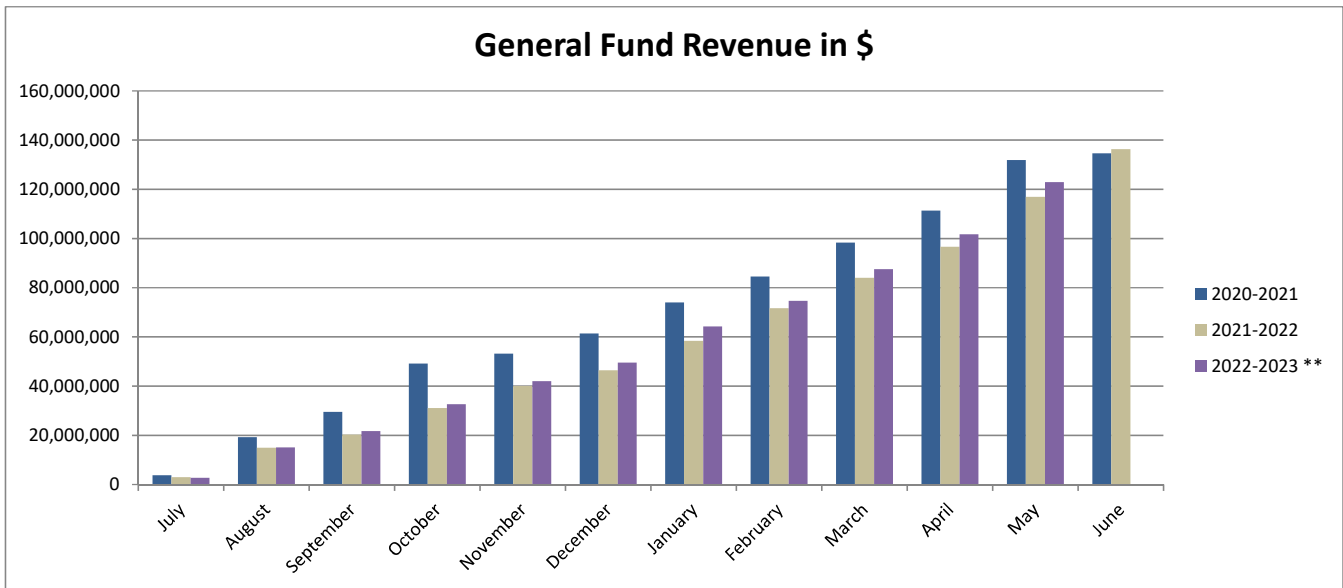
	2020-2021		2021-2022		2022-2023 **	
	\$	%	\$	%	\$	%
July	6,287,193	3.27%	5,298,428	2.69%	5,211,222	2.83%
August	24,061,844	12.52%	20,358,554	10.34%	19,546,851	10.63%
September	36,829,976	19.17%	28,136,656	14.30%	28,812,784	15.67%
October	59,014,681	30.72%	41,631,893	21.15%	42,091,259	22.89%
November	77,976,654	40.59%	64,659,908	32.86%	54,008,523	29.37%
December	88,949,514	46.30%	73,979,823	37.59%	64,648,180	35.15%
January	103,921,863	54.09%	88,036,615	44.73%	82,067,715	44.62%
February	117,144,444	60.98%	104,470,173	53.08%	95,325,754	51.83%
March	133,864,754	69.68%	120,312,724	61.13%	111,508,111	60.63%
April	149,466,884	77.80%	136,207,121	69.21%	128,551,918	69.90%
May	173,006,598	90.05%	158,547,029	80.56%	152,059,166	82.68%
June	193,223,197	100.58%	195,607,991	99.39%	0	0.00%
BUDGET	192,115,074	100.00%	196,799,175	100.00%	183,913,084	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**

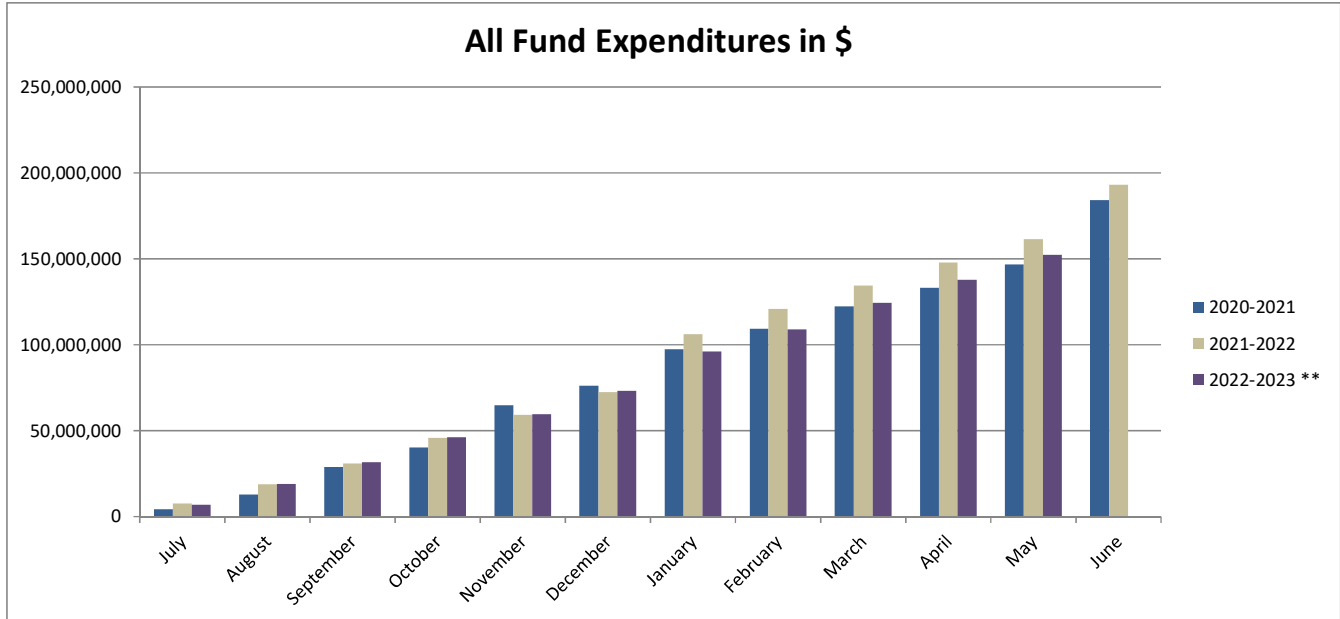
	2020-2021		2021-2022		2022-2023 **	
	\$	%	\$	%	\$	%
July	3,817,036	2.85%	2,907,172	2.14%	2,782,571	2.02%
August	19,274,187	14.41%	14,923,642	10.98%	15,069,992	10.94%
September	29,519,205	22.07%	20,264,600	14.91%	21,696,447	15.75%
October	49,179,583	36.77%	31,072,851	22.87%	32,616,003	23.68%
November	53,171,053	39.76%	40,153,389	29.55%	42,025,977	30.51%
December	61,389,953	45.90%	46,491,149	34.21%	49,535,706	35.96%
January	73,970,734	55.31%	58,485,580	43.04%	64,158,526	46.57%
February	84,622,165	63.27%	71,619,316	52.71%	74,679,348	54.21%
March	98,343,919	73.53%	84,028,770	61.84%	87,518,465	63.53%
April	111,273,854	83.20%	96,590,415	71.08%	101,791,548	73.89%
May	131,860,398	98.59%	116,854,949	86.00%	122,924,136	89.23%
June	134,646,387	100.67%	136,320,648	100.32%	0	0.00%
BUDGET	133,743,862	100.00%	135,885,717	100.00%	137,755,710	100.00%



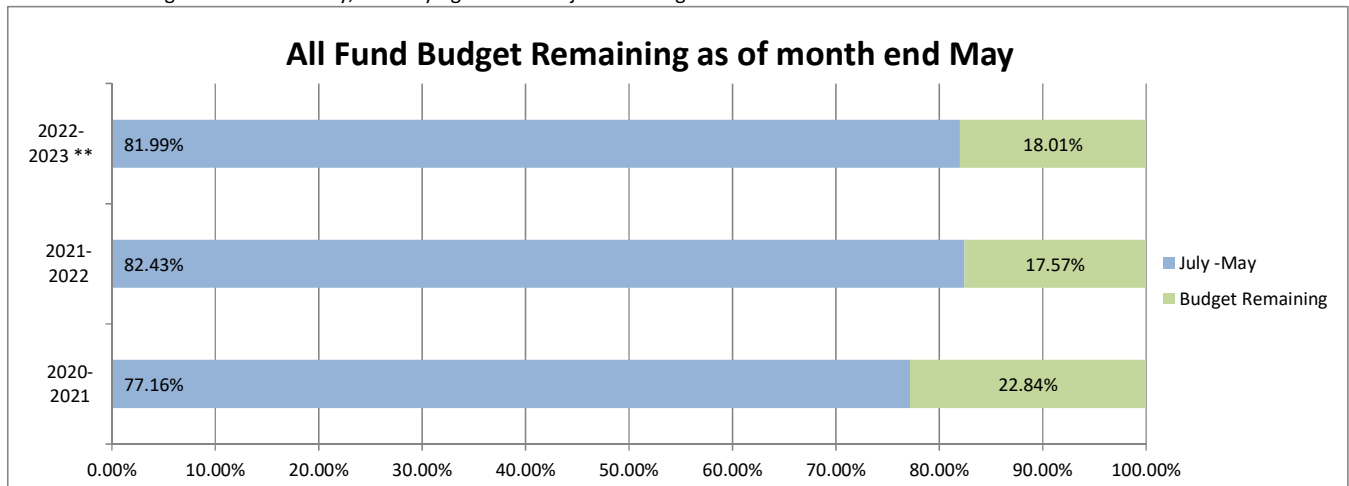
** The year to year comparison will vary due to the timing of the reversal of prior year accruals and based on timing of financial activity, monthly figures are subject to change

**EXPENDITURE COMPARISON
ALL FUNDS**

	2020-2021		2021-2022		2022-2023 **	
	\$	%	\$	%	\$	%
July	4,136,021	2.17%	7,576,301	3.87%	6,846,145	3.69%
August	12,806,761	6.73%	18,666,589	9.53%	18,979,577	10.22%
September	28,871,496	15.17%	30,852,672	15.75%	31,646,042	17.05%
October	40,214,431	21.14%	45,790,996	23.38%	46,123,533	24.85%
November	64,868,844	34.09%	59,277,157	30.27%	59,574,576	32.09%
December	76,102,321	40.00%	72,545,028	37.04%	73,187,172	39.43%
January	97,403,339	51.19%	106,184,839	54.22%	96,054,702	51.75%
February	109,396,118	57.50%	120,813,912	61.69%	108,872,180	58.65%
March	122,331,287	64.29%	134,387,435	68.62%	124,261,557	66.94%
April	133,047,037	69.93%	147,917,512	75.53%	137,800,461	74.24%
May	146,818,004	77.16%	161,442,665	82.43%	152,188,528	81.99%
June	184,048,150	96.73%	192,966,400	98.53%	0	0.00%
BUDGET	190,265,767	100.00%	195,843,777	100.00%	185,621,470	100.00%

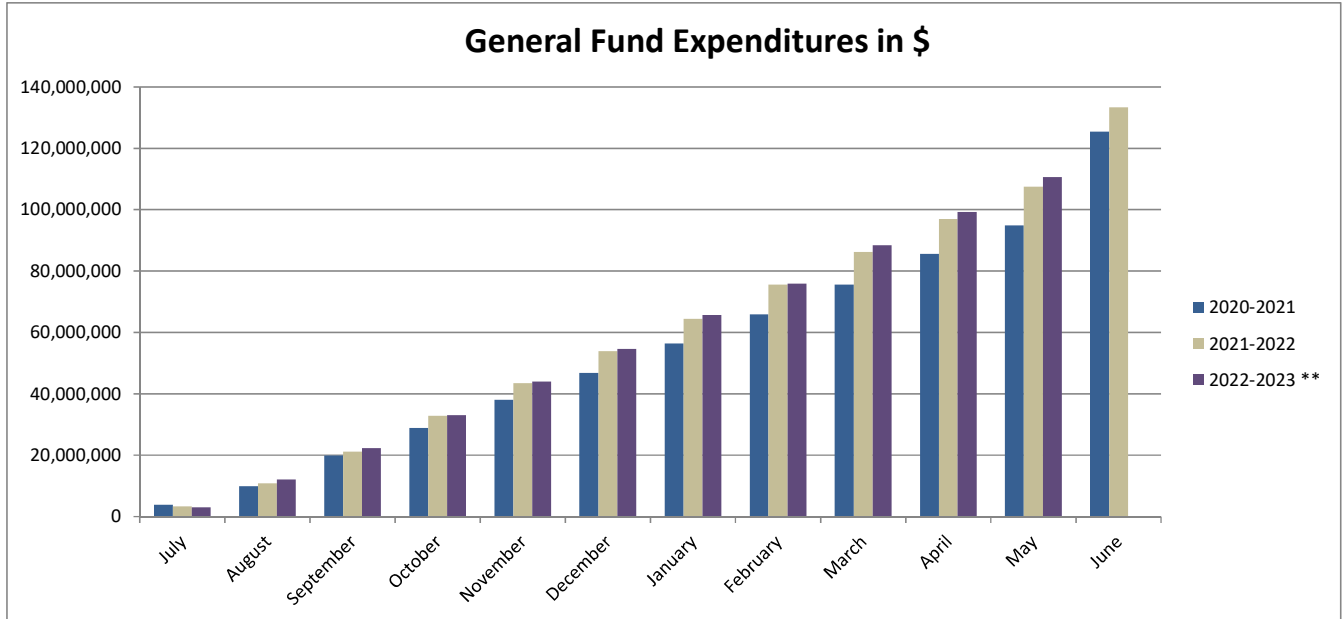


**based on timing of financial activity, monthly figures are subject to change

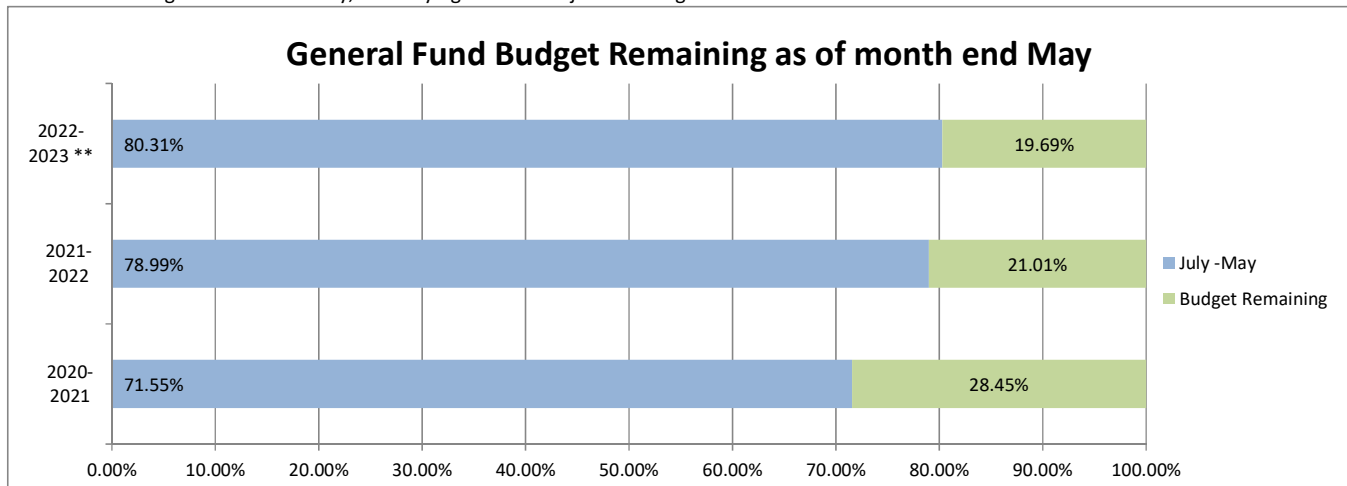


**EXPENDITURE COMPARISON
GENERAL FUND**

	2020-2021		2021-2022		2022-2023 **	
	\$	%	\$	%	\$	%
July	3,805,343	2.87%	3,258,178	2.40%	2,991,235	2.17%
August	9,950,010	7.50%	10,886,189	8.00%	12,150,968	8.82%
September	19,860,387	14.98%	21,189,447	15.58%	22,316,375	16.19%
October	28,831,518	21.75%	32,864,644	24.16%	33,077,014	24.00%
November	38,110,749	28.74%	43,449,234	31.94%	44,001,209	31.93%
December	46,736,045	35.25%	53,909,332	39.63%	54,594,640	39.62%
January	56,357,446	42.51%	64,483,325	47.40%	65,687,324	47.67%
February	65,964,586	49.75%	75,609,009	55.58%	75,861,166	55.05%
March	75,602,778	57.02%	86,292,890	63.43%	88,349,602	64.11%
April	85,552,003	64.53%	97,013,445	71.31%	99,274,558	72.04%
May	94,865,356	71.55%	107,457,075	78.99%	110,663,496	80.31%
June	125,450,536	94.62%	133,320,629	98.00%	0	0.00%
BUDGET	132,586,567	100.00%	136,035,698	100.00%	137,803,486	100.00%



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





**Agenda IV.A.6.
August 24, 2023**

To: Board of Education
From: Dr. Theresa Battle, superintendent
Date: August 24, 2023
Re: Report about the Listening Session

Recommendation: Receive a report about the Listening Session on August 10, 2023.

No one spoke at the listening session.



**Agenda IV.A.7.
August 24, 2023**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Stacey Sovine, executive director of administrative services, and Dr. Chris Belmont, assistant superintendent

Date: August 24, 2023

Re: Policies 509.5: *Intra-District Transfer (Variance Enrollment)*, 705.1: *Post Issuance Debt Compliance Policy*, 807: *Health and Safety Policy*, 903: *Visitors to School District Buildings and Sites*, 904: *Distribution of Materials on School District Property by Nonschool Persons*, and 510: *School Activities*

Recommendation: Approve, on a second reading basis, non-substantive changes to Policies 509.5: *Intra-District Transfer (Variance Enrollment)*, 705.1: *Post Issuance Debt Compliance Policy*, 807: *Health and Safety Policy*, 903: *Visitors to School District Buildings and Sites*, 904: *Distribution of Materials on School District Property by Nonschool Persons*, and 510: *School Activities*.

The policies were reviewed by administration and the Policy Review Committee on June 20, 2023. The first reading was approved by the Board on August 10, 2024.

Summary of changes:

- 509.5 – review rotation, “he/she” changed to “they”
- 705.1 – review rotation, changed “Business” to “Administrative”
- 807 – MSBA legal updates
- 903 - MSBA legal updates, change “parents” to “caregivers”
- 904 – Changed “him/her” to “them”
- 510 – Review rotation, change “parents” to “caregivers”

Adopted: 1/23/2020
Reviewed: 8/10/2023
Revised: 8/24/2023
Rescinds:

509.5 INTRA-DISTRICT TRANSFER (VARIANCE ENROLLMENT)

I. PURPOSE

The school district provides enrollment options to resident students whenever practicable. It is the purpose of this policy to set forth procedures and standards in making such determinations.

II. GENERAL STATEMENT OF POLICY

A. Eligibility

Students who are current residents of the district are eligible to apply for Variance Enrollment. Applications for Variance Enrollment shall be available on the district website and in the District Enrollment Center.

B. Standards for Acceptance

1. Residents living in the district who would like to enroll their student in a school outside of their attendance area must complete the Variance Enrollment application (one form per child). Applicants will be notified in writing of approval/non-approval. For the purpose of this policy, Virtual Academy exists outside of all attendance areas.
2. Approval for Variance Enrollment transfer is under the condition that program, class, grade level, or school building capacity is not exceeded as determined by the district.
3. Approval is valid for the duration of enrollment at the school designated on the application. Once approved for a particular school, there is no need to reapply each year that a student is enrolled at that school.
4. When the student promotes to a new school, they must apply for school placement by completing and submitting a new Variance Enrollment application. Approval is based on current enrollment levels and promotion to the school that the majority of their sibling or peers will attend is not guaranteed.
5. The Superintendent shall establish an Approval Process for Variance Enrollments in accordance with Policy 509.5. The process shall be posted on-line under Student Enrollment.
6. Transportation of students under this policy shall be the responsibility of the parent/guardian, unless transportation is documented in a student's special education plan. The district may provide bus transportation in accordance with policy 707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS, if:
 - a. The ride is on an existing bus route to school/program and space is available on bus;

- b. No re-routing of buses and no additional bus stops are created;
- c. Any fees, if applicable, required by the district for providing transportation have been paid in full;
- d. A signed waiver is on file indemnifying the district of any liability for the safekeeping of the student at the bus stop, or to and from home to bus stop.

C. Exceptions to the Policy

- 1. The parent/guardian may sever the Variance Enrollment agreement at any time. When such agreement is cancelled by the parent, the student will be assigned to the school in his/her resident attendance area. A Severance Form to sever a Variance Enrollment shall be available on the district website and in the District Enrollment Center.
- 2. The district reserves the right to sever a Variance Enrollment agreement if it deems this action is in the best interest of the district. A Variance Enrollment agreement will not be severed during a school year, unless by mutual agreement with parent and the district.
- 3. The provisions of federal mandates supersede the terms and conditions of this policy. Any provision of this policy found to be in violation of any such law, regulation, directive or order shall be null and void and without force and effect.
- 4. The district reserves the right to alter the application process if it determines that it is appropriate to do so.

D. Temporary Suspension of the Policy

The School Board reserves the right to temporarily suspend the implementation of this policy when it deems such action is in the interest of ISD 191.

- 1. The Board may address physical and virtual schools differently.
- 2. Any Board of Education action to suspend the implementation of this policy will be for the subsequent school year(s).
- 3. Board of Education action to suspend implementation of the policy will be subject to annual review and reaffirmation by the school board no later than March 31.
- 4. Students currently attending school under a previously approved Variance Enrollment agreement may be required to reapply for a Variance Enrollment if the Board of Education decides to suspend the implementation of this policy for a subsequent school year(s).

Legal References: Minn. Stat. § 120A.22, Subd. 3(e) (Residency Determined)
Minn. Stat. § 120A.22, Subd. 8 (Withdrawal from School)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District)
Minn. Stat. § 124D.68 (High School Graduation Incentives Program)
Minn. Ch. 260A (Truancy)
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
Minn. Op. Atty. Gen. 169-f (Aug. 13, 1986)

Cross References: Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)
Burnsville-Eagan-Savage School District Policy 517 (Student Recruiting)
Burnsville-Eagan-Savage School District Regulation 509
MSBA Service Manual, Chapter 5, Various Educational Programs

Adopted: 3/14/2013
Reviewed 8/10/2023
Revised: 8/24/2023
Rescinds:

Burnsville-Eagan-Savage School District Policy 705.1

705.1 POST-ISSUANCE DEBT COMPLIANCE

I. PURPOSE

The Internal Revenue Service (IRS) is responsible for enforcing compliance with the Internal Revenue Code (Code) and certain regulations promulgated thereunder (Treasury Regulations), such as regulations of tax-exempt obligations, Build America Bonds, Recovery Zone Development Bonds, and various “Tax Credit” Bonds. The IRS encourages issuers and beneficiaries of these obligations to adopt and implement a post-issuance debt compliance policy and procedures to safeguard against post-issuance violations.

II. POLICY OBJECTIVE

The school district desires to monitor its post-issuance debt compliance obligations to ensure compliance with the Code and Treasury Regulations. To help ensure compliance, the school district has developed this policy, which shall apply to the obligations mentioned above, including bonds, notes, loans, lease purchase contracts, lines of credit, commercial paper, or any other form of debt that is subject to compliance.

III. RESPONSIBILITIES

- A. The Executive Director of Administrative Services is designated as the school district’s agent responsible for post-issuance compliance with these obligations.
- B. The Executive Director of Administrative Services shall assemble all relevant documentation, records, and activities required to ensure post-issuance debt compliance as further detailed in corresponding procedures (the Post-Issuance Debt Compliance Procedures). At a minimum, the Post-Issuance Debt Compliance Procedures for each qualifying obligation will address the following:
 - 1. General post-issuance compliance;
 - 2. Proper and timely use of obligation proceeds and obligation-financed property;
 - 3. Arbitrage yield restriction and rebate;
 - 4. Timely filings and other general requirements;

5. Additional undertakings or activities that support points 1 through 4 above;
 6. Maintenance of proper records related to the obligations and the investment of proceeds of obligations;
 7. Any other requirements that become necessary in the future.
- C. The Executive Director of Administrative Services shall apply the Post-Issuance Debt Compliance Procedures to each qualifying obligation and maintain a record of the results. Further, the Executive Director of Administrative Services will ensure that the Post-Issuance Debt Compliance Policy and Procedures are updated on a regular and as needed basis.
- D. The Executive Director of Administrative Services, or any other individuals responsible for assisting the Executive Director of Administrative Services in maintaining records needed to ensure post-issuance debt compliance, are authorized to expend funds as needed to attend training or secure use of other educational resources for ensuring compliance such as consulting, publications, and compliance assistance.
- E. Most of the provisions of this Post-Issuance Debt Compliance Policy are not applicable to taxable governmental obligations unless a reasonable possibility exists that the school district may refund their taxable governmental obligation, in whole or in part, with the proceeds of a tax-exempt governmental obligation. If this refunding possibility exists, then the Executive Director of Administrative Services shall treat the taxable governmental obligation as if such issue were an issue of tax-exempt governmental obligations and comply with the requirements of this Post-Issuance Debt Compliance Policy.

IV. PRIVATE ACTIVITY BONDS

- A. The school district may issue tax-exempt obligations that are “private activity” bonds because either (1) the bonds finance a facility that is owned by the school district but used by one or more qualified 501(c)(3) organizations, or (2) the bonds are so-called “conduit bonds,” where the proceeds are loaned to a qualified 501(c)(3) organization or another private entity that finances activities eligible for tax-exempt financing under federal law (such as certain manufacturing projects and certain affordable housing projects). Prior to the issuance of either of these types of bonds, the Executive Director of Administrative Services shall take steps necessary to ensure that such obligations will remain in compliance with the requirements of this Post-Issuance Debt Compliance Policy.
- B. In a case where compliance activities are reasonably within the control of a private party (i.e., a 501(c)(3) organization or conduit borrower), the Executive Director of Administrative Services may determine that all or some portion of

compliance responsibilities described in this Post-Issuance Debt Compliance Policy shall be assigned to the relevant party. In the case of conduit bonds, the conduit borrower will be assigned all compliance responsibilities other than those required to be undertaken by the District under federal law. In a case where the Executive Director of Administrative Services is concerned about the compliance ability of a private party, the Executive Director of Administrative Services may require that a trustee be retained to assist with record keeping for the obligation and/or that the trustee or such third party be responsible for all or some portion of the compliance responsibilities.

- C. The Executive Director of Administrative Services is additionally authorized to seek the advice, as necessary, of bond counsel and/or its financial advisor to ensure the District is in compliance with this Post-Issuance Debt Compliance Policy.

Legal References: Internal Revenue Code – Post-Issuance Debt Compliance
Internal Revenue Service Form 8038-G

Adopted: 7/1994
Reviewed: 8/10/2023
Revised: MSBA 2022
Rescinds: 8/24/2023

Burnsville Eagan Savage School District Policy 807

807 HEALTH AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.
- B. All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district may form a health and safety advisory committee to be appointed by the superintendent. The health and safety advisory committee will be composed of employees and other individuals with specific knowledge of related issues. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation. The superintendent may request that the safety committee established under Minnesota Statutes section 182.676 carry out all or part of the duties of the advisory committee or the advisory committee may consider recommendations from a separate safety committee established under Minnesota Statutes section 182.676.

III. PROCEDURES

- A. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the school board on an annual basis and shall be an addendum to this policy. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.
- B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.
- C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

IV. PROGRAM AND PLANS

- A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:
 - 1. Asbestos
 - 2. Fire and Life Safety
 - 3. Employee Right to Know
 - 4. Emergency Action Planning
 - 5. Combustible and Hazardous Materials Storage
 - 6. Indoor Air Quality
 - 7. Mechanical Ventilation
 - 8. Mold Cleanup and Abatement
 - 9. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools
 - 10. Infectious Waste/Bloodborne Pathogens
 - 11. Community Right to Know
 - 12. Compressed Gas Safety
 - 13. Confined Space Standard
 - 14. Electrical Safety
 - 15. First Aid/CPR/AED
 - 16. Food Safety Inspection
 - 17. Forklift Safety

18. Hazardous Waste
19. Hearing Conservation
20. Hoist/Lift/Elevator Safety
21. Integrated Pest Management
22. Laboratory Safety Standard/Chemical Hygiene Plan
23. Lead
24. Control of Hazardous Energy Sources (Lockout/Tagout)
25. Machine Guarding
26. Safety Committee
27. Personal Protection Equipment (PPE)
28. Playground Safety
29. Radon
30. Respiratory Protection
31. Underground and Above Ground Storage Tanks
32. Welding/Cutting/Brazing
33. Fall Protection
34. National Emission Standards for Hazardous Air Pollutants for School Generators established by the United States E.P.A.
35. Other areas determined to be appropriate by the health and safety advisory committee.

If a risk is not present in the school district, the preparation of a plan or procedure for that risk will not be necessary.

- B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.
- C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action will be taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.
- D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.
- E. The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns.
- F. In the event of an accident or a near miss, the school district shall promptly cause an accident investigation to be conducted in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

V. BUDGET

The superintendent or designee shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The superintendent, or such other school official as designated by the superintendent, each year shall prepare preliminary revenue and expenditure budgets for the school district's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

VI. ENFORCEMENT

Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

Legal References: Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)
 Minn. Stat. § 123B.57 (Health and Safety Projects)
 Minn. Stat. § 182.676 (Safety Committees)
 Minn. Rules Part 5208.0010 (Accident and Injury Reduction Program Applicability)
 Minn. Rules Part 5208.0070 (Accident and Injury Reduction Program; Alternative Forms of Committee)

Cross References: Burnsville-Eagan-Savage School District Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)
 Burnsville-Eagan-Savage School District Policy 701 (Establishment and Adoption of School District Budget)
 Burnsville-Eagan-Savage School District Policy 806 (Emergency Operations Policy)
 Burnsville-Eagan-Savage School District Policy 516.5 (Overdose Medication)

Adopted: 6/1986
Reviewed: 8/10/2023
Revised: 8/24/2023
Rescinds: KK

Burnsville-Eagan-Savage School District Policy 903

903 VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES

I. PURPOSE

The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.

II. GENERAL STATEMENT OF POLICY

- A. The school board encourages interest on the part of caregivers and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by caregivers and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.
- B. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

III. POST-SECONDARY ENROLLMENT OPTIONS STUDENTS

- A. A student enrolled in a post-secondary enrollment options course may remain at the school site during regular school hours in accordance with established procedures.
- B. A student enrolled in a post-secondary enrollment options course must be provided with reasonable access, during regular school hours, to a computer and other technology resources that the student needs to complete coursework for a post-secondary enrollment course in accordance with established procedures.

IV. RESPONSIBILITY

- A. The school district administration will develop visitor and post-secondary enrollment options student procedures and requirements.
- B. The superintendent or designee shall be responsible for providing coordination that may be needed throughout the process and providing for periodic school board review and approval of the procedures.

V. VISITOR LIMITATIONS

- A. An individual, post-secondary enrollment options student, or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district.
- B. Visitors, including post-secondary enrollment options students, are authorized to park vehicles on school property at times and in locations specified in the approved visitor procedures and requirements or as otherwise specifically authorized by school officials. When unauthorized vehicles of visitors are parked on school property, school officials may:
 - 1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 - 2. provide for the removal of the vehicle, if unattended, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school property.
- C. An individual, post-secondary enrollment options student, or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
 Minn. Stat. § 124D.09 (Postsecondary Enrollment Options Act)
 Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)
 Minn. Stat. § 609.605, Subd. 4 (Trespass)

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

Adopted: 6/1986, 11/1991

Burnsville-Eagan-Savage School District Policy 904

Reviewed: 8/10/2023

Revised: 8/24/2023

Rescinds: KI, KJA

904 DISTRIBUTION OF MATERIALS ON SCHOOL DISTRICT PROPERTY BY NONSCHOOL PERSONS

I. PURPOSE

The purpose of this policy is to provide for distribution of materials appropriate to the school setting by nonstaff and nonstudents on school district property in a reasonable time, place, and manner which does not disrupt the educational program nor interfere with the educational objectives of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district intends to provide a method for nonschool persons and organizations to distribute materials appropriate to the school setting within the limitations and provisions of this policy.
- B. To provide for orderly and non-disruptive distribution of materials, the school board adopts the following regulations and procedures.

III. DEFINITIONS

- A. “Distribution” means circulation or dissemination of materials by electronic mean and/or means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying materials, or placing materials in internal staff or student mailboxes.
- B. “Materials” includes all materials and objects intended by nonschool persons or nonschool organizations for distribution. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, underground newspapers whether written by students, employees or others, and tangible objects.
- C. “Nonschool person” means any person who is not currently enrolled as a student in or employed by the school district.
- D. “Obscene to minors” means:
 - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;

2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- E. “Minor” means any person under the age of eighteen (18).
- F. “Material and substantial disruption” of a normal school activity means:
1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, “material and substantial disruption” is defined as any disruption which interferes with or impedes the implementation of that program.
 2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) “material and substantial disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, specific facts must exist upon which the likelihood of disruption can be forecast including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

- G. “School activities” means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, other theatrical productions, and in-school lunch periods.
- H. “Libelous” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower them in the esteem of the community.

IV. GUIDELINES

- A. Nonschool persons and organizations may, within the provisions of this policy, be granted permission to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, materials and objects which are appropriate to the school setting.
- B. Requests for distribution of materials will be reviewed by the administration on a

case-by-case basis. However, distribution of the following materials is always prohibited. Material is prohibited that:

1. violates any other ISD 191 policy;
2. is obscene to minors;
3. is libelous;
4. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
5. advertises any product or service not permitted to minors by law;
6. advocates violence or other illegal conduct;
7. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, or ethnic origin);
8. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
9. solicits donations, unless by an approved charitable organization.

C. Permission for nonschool persons to distribute materials on school district property is a privilege and not a right. In making decisions regarding permission for such distribution, the administration will consider factors including, but not limited to, the following:

1. whether the material is educationally related;
2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
4. the quantity or size of materials to be distributed;
5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;

6. whether distribution would require that nonschool persons be present on the school grounds;
7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

If permission is granted pursuant to this policy for the distribution of any materials, the time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

- A. Any nonschool person wishing to distribute materials must first submit for approval a copy of the materials to the administration at least five days in advance of desired distribution time, together with the following information:
 1. Name and phone number of the person submitting the request.
 2. Date(s) and time(s) of day of requested distribution.
 3. If material is intended for students, the grade(s) of students to whom the distribution is intended.
 4. The proposed method of distribution.
- B. The administration will review the request and render a decision. The administration will assign a location and method of distribution and will inform the persons submitting the request whether nonschool persons may be present to distribute the materials. In the event that permission to distribute the materials is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
- C. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.
- D. In the event that permission to distribute materials is denied, the nonschool person or organization may request reconsideration of the decision by the superintendent. The request for reconsideration must be in writing and must set forth the reasons why distribution is desirable and in the interest of the school community.

VII. VIOLATION OF POLICY

Any party violating this policy or distributing materials without permission will be directed to leave the school property immediately and, if necessary, the police will be

called.

- Legal References:** U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)
Doe v. South Iron R-1 School District, 498 F.3d 878 (8th Cir. 2007)
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)
Cornelius v. NAACP Legal Defense and Educational Fund, Inc., 473 U.S. 788, 105 S.Ct. 3439, 87 L.Ed.2d 567 (1985)
Perry Education Ass'n v. Perry Local Educators' Ass'n, 460 U.S. 37, 103 S.Ct. 948, 74 L.Ed.2d 794 (1983)
Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)
Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist., 640 F.3d 329 (8th Cir. 2011), cert. denied ___ U.S. ___, 1036, 132 S.Ct. 592 (2011)
- Cross References:** Burnsville-Eagan-Savage School District Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
 Burnsville-Eagan-Savage School District Policy 512 (School-Sponsored Student Publications)

Adopted: 09/1999
Reviewed: 8/10/2023
Revised: 8/24/2023
Rescinds: IGD, IGDD, IGDH and IGDJ & IGDJ-R

Burnsville-Eagan-Savage School District Policy 510

510 SCHOOL ACTIVITIES

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. GOALS

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

- A. To provide students with opportunities to participate in varied activities as resources and facilities permit;
- B. To provide both competitive and noncompetitive programs;
- C. To develop competitive programs that maintain a balance between participation and making a winning effort;
- D. To assist in developing good character and self-discipline in participants;
- E. To teach a knowledge of one's own strengths and weaknesses and how to deal with them;
- F. To teach respect for all people;
- G. To develop an understanding and appreciation of the interpersonal skills required for team or community life;
- H. To teach individual and team skills;
- I. To teach safety and good physical and mental practices;

- J. To take advantage of the opportunities available for students with special interests, talents and abilities;
- K. To instill in students a desire for self-improvement and excellence;
- L. To encourage the highest standards of conduct and scholastic achievement among all participants;
- M. To develop integrity and leadership;
- N. To encourage modesty in victory and graciousness in defeat;
- O. To cooperate with related community programs;
- P. To cooperate with ISD 191 programs at either higher or lower grade levels.

IV. RESPONSIBILITY

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

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

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

Burnsville-Eagan-Savage School District Policy 503 (Student Attendance)
Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)
Burnsville-Eagan-Savage School District Policy 713 (Student Activity
Accounting)
Burnsville-Eagan-Savage School District Policy 609: (Religion)MSBA
Burnsville-Eagan-Savage School District Policy 511 (Student Fundraising)



**Agenda IV.A.8.
August 24, 2023**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Stacey Sovine, executive director of administrative services

Date: August 24, 2023

Re: Policies 902: *Use of School District Facilities and Equipment*, 214: *Out-of-State Travel by School Board Members*, 421: *Gifts to Employees and School Board Members*, 511: *Student Fundraising*, 722: *Public Data Requests*, and 905: *Advertising*

Recommendation: Approve, on a second reading basis, changes to Policies 902: *Use of School District Facilities and Equipment*, 214: *Out-of-State Travel by School Board Members*, 421: *Gifts to Employees and School Board Members*, 511: *Student Fundraising*, 722: *Public Data Requests*, and 905: *Advertising*.

The policies were reviewed by administration and the Policy Review Committee on June 20, 2023. The first reading was approved by the Board on August 10, 2024.

Summary of changes:

- 902 - Changes suggested by the administration and the PRC. Reviewed at PRC on April 25 and June 20.
- 214 – Mileage rate revision and added a cross-reference
- 421 - Changed by the administration, aligns with MSBA
- 511 - Changed by the administration, aligns with MSBA
- 722 - MSBA added an annual review and posting
- 905 - Changes suggested by the administration, aligns with MSBA

Adopted: 4/2002
Reviewed: MSBA 2022
Revised: 8/24/2023
Rescinds: KG, KG-R

Burnsville-Eagan-Savage School District Policy 902

902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

I. PURPOSE

The purpose of this policy is to provide guidelines for community use of school facilities and equipment.

II. GENERAL STATEMENT OF POLICY

The school board encourages maximum use of school facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for school purposes.

III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES

- A. The Director of Community Education shall be charged with the process of scheduling rooms and special areas for community education classes and activities planned to be offered during each session.
- B. Procedures for providing publicity, registration, and collection of fees shall be the responsibility of the Director of Community Education.
- C. Registration fees may be structured to include a pro-rata portion of costs for custodial services that may be needed.

IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES

- A. The school board may authorize the use of school facilities by community groups or individuals. It may impose reasonable regulations and conditions upon the use of school facilities as it deems appropriate.
- B. Requests for use of school facilities by community groups or individuals shall be made through the Director of Community Education office. The Director of Community Education will present recommended procedures for the processing and review of requests to the school board annually. Upon approval by the school board, such procedures shall be an addendum to this policy.
- C. The school board may require a rental fee for the use of school facilities. Such fee may include the cost of custodial and supervisory service if deemed necessary. It may also require a deposit or surety bond for the proper use and repair of damage to school facilities. A rental fee schedule, deposit or surety bond schedule, and

payment procedure shall be presented to the school board annually. Upon approval by the school board, the fee schedule shall be an addendum to this policy.

- D. When emergencies or unusual circumstances arise that necessitate rescheduling the use of school facilities, every effort will be made to find acceptable alternative meeting space.

V. USE OF SCHOOL EQUIPMENT

The Director of Community Education will maintain the Addendum to this policy. The Director of Community Education will present to the school board annually the type of equipment that is available for community use, the extent to which it may be utilized, and the manner by which it may be scheduled for use and any charges to be made relating thereto. Upon approval of the school board, such procedure shall be an addendum to this policy.

VI. RULES FOR USE OF FACILITIES AND EQUIPMENT

The school board expects members of the community who use facilities and equipment to do so with respect for school district property and an understanding of proper use. Individuals and groups shall be responsible for damage to facilities and equipment. A certificate of insurance may be required by the school district to ensure payment for these damages and any liability for injuries.

Legal References: Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses For School and Nonschool Purposes; Closings)

Cross References: Burnsville-Eagan-Savage School District Policy 801 (Equal Access to School Facilities)
 Burnsville-Eagan-Savage School District Policy 901 (Community Education)
 902 Addendum

Adopted: 10/1999
Reviewed: 8/10/2023
Revised: 8/24/2023
Rescinds: DLCA

Burnsville-Eagan-Savage School District Policy 214

214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to control out-of-state travel by school board members as required by law.

II. GENERAL STATEMENT OF POLICY

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state, and local laws, rules, regulations, and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to out-of-state meetings, such as regional or national meetings of the National School Boards Association, for which the member intends to seek reimbursement from the school district must be preapproved by the school board at a regularly scheduled meeting of the board.

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

V. REIMBURSEMENT

A. Requests for reimbursement must adhere to the district's expense reimbursement regulations, be itemized on the appropriate school district form, and are to be submitted to the superintendent. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.

- B. Automobile travel shall be reimbursed at the mileage rate set by the Internal Revenue Service. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed for school board member out-of-state travel, including registration fees, shall be within the school board's approved budget allocations.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

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

VII. RESPONSIBILITIES

Board Chair – Ensure out-of-state travel for board members is preapproved at a regularly scheduled meeting of the board.

Superintendent or designee– Assist board members in securing registrations, housing, and travel accommodations for board approved out-of-state travel. Receive and review requests for reimbursement in accordance with district regulations.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)
 Minn. Stat. § 471.661 (Out-of-State Travel)
 Minn. Stat. § 471.665 (Mileage Allowances)
 Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)
 Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)

Cross References: Burnsville-Eagan-Savage School District Policy 212 (School Board Member Development)
 Burnsville-Eagan-Savage School District Policy 412 (Expense Reimbursement)
 Burnsville-Eagan-Savage School District 412R (Regulation 412 Expense Reimbursement for Travel)

Adopted: 07/01
Reviewed: 8/10/2023
Revised: 8/24/2023
Rescinds: GBI-R

Burnsville-Eagan-Savage School District Policy 421

421 GIFTS TO EMPLOYEES AND SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to school district employees and school board members.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that students, parents, and others may wish to show appreciation to school district employees. The policy of the school district, however, is to discourage gift-giving to employees and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia.
- B. A violation of this policy occurs when any employee solicits, accepts, or receives, either by direct or indirect means, a gift from a student, parent, or other individual or organization of greater than nominal value.
- C. A violation of this policy occurs when any employee solicits, accepts, or receives a gift from a person or entity doing business with or seeking to do business with the school district. Employees may accept items of insignificant value of a promotional or public relations nature or a plaque with a resale value of \$5 or less with an inscription recognizing an individual for an accomplishment. The superintendent or designee has discretion to determine what value is “insignificant.”
- D. Teachers may accept free samples of textbooks and related teaching materials from vendors.
- E. This policy applies only to gifts given to employees where the donor’s relationship with the employee arises out of the employee’s employment with the school district. It does not apply to gifts given to employees by personal friends, family members, other employees, or others unconnected to the employee’s employment with the school district.
- F. An elected or appointed member of a school board, a school superintendent, a school principal, or a district school officer, including the school business official, may not accept a gift from an interested person.

III. DEFINITIONS

- A. “Gift” means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment that is given without something of equal or greater value being received in return.
- B. “Interested person” means a person or a representative of a person or association that has a direct financial interest in a decision that a school board member, a superintendent, a school principal, or a district school officer is authorized to make.
- C. “Financial interest” means any ownership or control in an asset which has the potential to produce a monetary return.

IV. PROCEDURES

Any employee considering the acceptance of a gift shall confer with the administration for guidance related to the interpretation and application of this policy.

V. VIOLATIONS

Employees who violate the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination or discharge.

Legal References: Minn. Stat. § 10A.07 (Conflicts of Interest)
 Minn. Stat. § 10A.071 (Prohibition of Gifts)
 Minn. Stat. § 15.43 (Acceptance of Advantage by State Employee; Penalty)
 Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

Cross References: Burnsville-Eagan-Savage School District Policy 209 (Code of Ethics)
 Burnsville-Eagan-Savage School District Policy 210 (Conflict of Interest – School Board Members)
 Burnsville-Eagan-Savage School District Policy 306 (Administrator Code of Ethics)

Adopted: 10/8/2020
 Reviewed: 8/10/2023
 Revised: 8/24/2023
 Rescinds:

Burnsville-Eagan-Savage School District Policy 511

511 STUDENT FUNDRAISING

I. PURPOSE

The purpose of this policy is to address student fundraising efforts.

II. GENERAL STATEMENT OF POLICY

The school board recognizes a desire and a need by some student organizations for fundraising. This policy lays out guidelines on how fundraisers are to be conducted.

III. RESPONSIBILITY

- A. The building administrators shall be responsible for developing recommendations to the superintendent or designee that will result in a level of activity deemed acceptable by employees, parents, and students. The fundraiser must be conducted in a manner that will protect the privacy and dignity of individual students, employees, and the school.
- B. All fundraising activities must be approved in advance by the administration. Participation in nonapproved activities shall be considered a violation of school district policy.
- C. The superintendent or designee shall be responsible for providing coordination of student fundraising throughout the school district as deemed appropriate.
- D. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization, and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.
- E. The school district expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student organization, and the community in a responsible manner.

IV. ANNUAL REPORT

The superintendent or designee shall report to the school board, at least annually, on the nature and scope of student fundraising activities approved pursuant to this policy.

Legal References: Minn. Stat. § 120A.20 (Age Limitations; Pupils)
Minn. Stat. § 123B.09, Subd. 8 (Duties)
Minn. Stat. § 123B.36 (Authorized Fees)

Cross References: Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)
Burnsville-Eagan-Savage School District Policy 713 (Student Activity Accounting)

Adopted: 1/10/2019
Reviewed: 8/10/2023
Revised: 8/24/2023
Rescinds

Burnsville-Eagan-Savage School District Policy 722

722 PUBLIC DATA REQUESTS

I. PURPOSE

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

II. GENERAL STATEMENT OF POLICY

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 (MGDPA), and Minnesota Rules Parts 1205.0100-1205.2000 in responding to requests for public data.

III. DEFINITIONS

A. Confidential Data on Individuals

Data made not public by statute or federal law applicable to the data and are inaccessible to the individual subject of those data.

B. Data on Individuals

All government data in which an individual is or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data and the data are not accessed by the name or other identifying data of any individual.

C. Data Practices Compliance Officer

The data practices compliance official is the designated employee of the school district to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems. The responsible authority may be the data practices compliance officer.

D. Government Data

All data collected, created, received, maintained or disseminated by any government entity regardless of its physical form, storage media or conditions of use.

E. Individual

“Individual” means a natural person. In the case of a minor or an incapacitated person as defined in the Minnesota Statutes section 524.5-102, subdivision 6, “individual” includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible authority shall withhold data from parents or guardians, or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor.

F. Inspection

“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.

G. Not Public Data

Any government data classified by statute, federal law, or temporary classification as confidential, private, nonpublic, or protected nonpublic.

H. Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data: (a.) not accessible to the public; and (b) accessible to the subject, if any, of the data.

I. Private Data on Individuals

Data made by statute or federal law applicable to the data: (a) not public; and (b) accessible to the individual subject of the data.

J. Protected Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data (a) not public and (b) not accessible to the subject of the data.

K. Public Data

“Public data” means all government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute,

temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

L. Public Data Not on Individuals

Data accessible to the public pursuant to Minnesota Statutes sections 13.03.

M. Public Data on Individuals

Data accessible to the public in accordance with the provisions of section 13.03.

N. Responsible Authority

“Responsible authority” means the individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

O. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable. Unless classified pursuant to Minnesota Statutes section 13.06, another statute, or federal law, summary data is public.

IV. REQUESTS FOR PUBLIC DATA

A. All requests for public data must be made in writing directed to the responsible authority.

1. A request for public data must include the following information:

- a. Date the request is made;
- b. A clear description of the data requested;
- c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
- d. Method to contact the requestor (such as phone number, address, or email address).

2. Unless specifically authorized by statute, the school district may not require persons to identify themselves, state a reason for, or justify a request to gain access to public government data. A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data.
 3. The identity of the requestor is public, if provided, but cannot be required by the government entity.
 4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- B. The responsible authority will respond to a data request at reasonable times and places as follows:
1. The responsible authority will notify the requestor in writing as follows:
 - a. The requested data does not exist; or
 - b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
 - (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
 - (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
 - c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.

2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

V. REQUEST FOR SUMMARY DATA

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority at Diamondhead Education Center, 200 West Burnsville Parkway, Burnsville, MN, 55337.
 1. A request for the preparation of summary data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
 1. The estimated costs of preparing the summary data, if any; and
 2. The summary data requested; or

3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
 4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

VI. DATA BY AN INDIVIDUAL DATA SUBJECT

- A. Collection and storage of all data on individuals and the use and dissemination of private and confidential data on individuals shall be limited to that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.
- B. Private or confidential data on an individual shall not be collected, stored, used, or disseminated by the school district for any purposes other than those stated to the individual at the time of collection in accordance with Minnesota Statutes section 13.04, except as provided in Minnesota Statutes section 13.05, subdivision 4.
- C. Upon request to the responsible authority or designee, an individual shall be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data.
- D. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.
- E. The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.

- F. The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible.
- G. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within 30 days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
- H. The determination of the responsible authority may be appealed pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the commissioner shall, before issuing the order and notice of a contested case hearing required by Minnesota Statutes chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the commissioner may refer the matter to mediation. Following these efforts, the commissioner shall dismiss the appeal or issue the order and notice of hearing.
- I. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a government entity without regard to the requirements of Minnesota Statutes section 138.17.
- J. After completing, correcting, or destroying successfully challenged data, the school district may retain a copy of the commissioner of administration's order issued under Minnesota Statutes chapter 14 or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

VII. REQUESTS FOR DATA BY AN INDIVIDUAL SUBJECT OF THE DATA

- A. All requests for individual subject data must be made in writing directed to the responsible authority.
- B. A request for individual subject data must include the following information:

1. Statement that one is making a request as a data subject for data about the individual or about a student for whom the individual is the parent or guardian;
 2. Date the request is made;
 3. A clear description of the data requested;
 4. Proof that the individual is the data subject or the data subject's parent or guardian;
 5. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 6. Method to contact the requestor (such as phone number, address, or email address).
- C. The identity of the requestor of private data is private.
- D. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- E. Policy 515 (Protection and Privacy of Pupil Records) addresses requests of students or their parents for educational records and data.

VIII. COSTS

A. Public Data

1. The school district will charge for copies or an electronic data file provided as follows:
 - a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.
 - b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.
 - (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).

- (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.
- c. 1,000 or fewer lines of electronic data will be charged at \$30.00. Each additional 500 lines of data will be charged at \$5.00.
- 2. All charges must be paid for in cash in advance of receiving the copies.

B. Summary Data

- 1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.
- 2. The school district may assess costs associated with the preparation of summary data as follows:
 - a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;
 - b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

C. Data Belonging to an Individual Subject

- 1. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.

The responsible authority shall not charge the data subject any fee in those instances where the data subject only desires to view private data.

The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies. Based on the factors set forth in Minnesota Rule 1205.0300, subpart 4, the school district determines that a reasonable fee would be the charges set forth in section VIII.A of this policy that apply to requests for data by the public.

2. The school district may not charge a fee to search for or to retrieve educational records of a child with a disability by the child's parent or guardian or by the child upon the child reaching the age of majority.

IX. Annual Review and Posting

- A. The responsible authority shall prepare a written data access policy and a written policy for the rights of data subjects (including specific procedures the school district uses for access by the data subject to public or private data on individuals). The responsible authority shall update the policies each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.
- B. Copies of the policies shall be easily available to the public by distributing free copies to the public or by posting the policies in a conspicuous place within the school district that is easily accessible to the public or by posting them on the school district's website.

Data Practices Contacts

Responsible Authority:

Executive Director of Administrative Services
200 W Burnsville Parkway, Burnsville, MN 55337
952-707-2000

Data Practices Compliance Official:

Executive Director of Administrative Services
200 W Burnsville Parkway, Burnsville, MN 55337
952-707-2000

Data Practices Designee(s):

Executive Director of Administrative Services
200 W Burnsville Parkway, Burnsville, MN 55337
952-707-2000

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.01 (Government Data)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.025 (Government Entity Obligation)
Minn. Stat. § 13.03 (Access to Government Data)
Minn. Stat. § 13.04 (Rights of Subjects to Data)
Minn. Stat. § 13.05 (Duties of Responsible Authority)
Minn. Stat. § 13.32 (Educational Data)

Minn. Rules Part 1205.0300 (Access to Public Data)
Minn. Rules Part 1205.0400 (Access to Private Data)

Cross References: Burnsville-Eagan-Savage School District Policy 406 (Public and Private Personnel Data)
Burnsville-Eagan-Savage School District Policy 515 (Protection and Privacy of Pupil Records)

Adopted: 10/8/2020
Reviewed: 8/10/2023
Revised: 8/24/2023
Rescinds

Burnsville-Eagan-Savage School District Policy 905

905 ADVERTISING

I. PURPOSE

The purpose of this policy is to provide guidelines for the advertising or promoting of products or services.

II. GENERAL STATEMENT OF POLICY

The school district's policy is that the name, facilities, staff, students, or any part of the school district shall not be used for advertising or promoting the interests of a commercial or nonprofit agency or organization except as set forth below.

III. DEFINITION

- A. "Advertising" means the action of calling something to the attention of the public by paid announcements.

IV. ADVERTISING GUIDELINES

- A. School publications, including publications such as programs and calendars, may accept and publish paid advertising provided they receive advance approval from the appropriate administrator. In no instance shall publications accept advertising or advertising images for alcohol, tobacco, drugs, drug paraphernalia, weapons, or obscene, pornographic, or illegal materials. Advertisements may be rejected by the school district if determined to be inconsistent with the educational objectives of the school district or inappropriate for inclusion in the publication. For example, advertisements may be rejected if determined to be false, misleading, or deceptive, or if they relate to an illegal activity or are in direct violation of other school district policies. The site administrator shall screen all such advertising for appropriateness, including compliance with the school district policy prohibiting sexual, racial, and religious harassment.
- B. The school board may approve advertising in school district facilities or on school district property. Any approval will state precisely where such advertising may be placed. The restrictions listed in Section A above will apply. Advertising will not be allowed outside the specific area approved by the school board. Specific advertising must be approved by the superintendent or designee.
- C. No advertising which promotes external competing entities especially as it relates to enrollment, athletics and activities for the district will be allowed.

- D. Donations which include or carry advertisements must follow school district Policy 706 (Acceptance of Gifts).
- E. The school district or a school may acknowledge a donation it has received from an organization by displaying a “donated by,” “sponsored in part by,” or a similar by-line with the organization’s name and/or symbol on the item. Examples include activity programs or yearbooks.
- F. Nonprofit entities and organizations may be allowed to use the school district name, students, or facilities for purposes of advertising or promotion if the purpose is determined to be educational and prior approval is obtained from the superintendent or designee. Advertising will be limited to the specific event or purpose approved by the superintendent or designee.
- G. Contracts for computers or related equipment or services that require advertising to be disseminated to students will not be entered into or permitted unless done pursuant to and in accordance with state law.
- H. The inclusion of advertisements in school district publications, in school district facilities, or on school district property does not constitute approval and/or endorsement of any product, service, organization, or activity. Approved advertisements will not imply or declare such approval or endorsement.

V. ACCOUNTING

Advertising revenues must be accounted for and reported in compliance with UFARS. A periodic report shall be made to the school board by the superintendent regarding the scope and amount of such revenues should they exceed \$10,000 annually.

Legal References: Minn. Stat. § 123B.93 (Advertising on School Buses)
 Minn. Stat. § 125B.022 (Contracts for Computers or Related Equipment or Service)
 Minn. Stat. § 173.08 (Excluded Road Advertising Devices)

Cross References: Burnsville-Eagan-Savage School District Policy 413 (Harassment and Violence)
 Burnsville-Eagan-Savage School District Policy 421 (Gifts to Employees and School Board Members)
 Burnsville-Eagan-Savage School District Policy 702 (Accounting)
 Burnsville-Eagan-Savage School District Policy 706 (Acceptance of Gifts)

August 24, 2023 Board Meeting

Board Members' Questions and Staff Responses regarding BoardBook materials

(Athletics and Activities Handbook)

Board Member Question	Staff Response
<p>1. When will we know what the fee is for: Gaming Club/E Sports Team; Youth in Government; Baseball; Tennis, Boys; and Lacrosse, Girls?</p>	<p>The pricing for these sports and activities can be found on the bottom of page 13 and the top of page 14.</p> <p>Baseball \$205 Tennis \$175 Lacrosse \$215 E-Sports/Gaming \$40 Youth In Government \$100</p>
<p>2. Pep Band - Since participation in Pep Band is: a) part of students' grade for 9-12 Band grade; and b) only members of 9-12 Band are eligible to participate, is this truly an activity? Should Pep Band be included in this handbook?</p>	<p>Pep Band is included as information for all students and there is an after school component too. This school year, Dr. Bellmont is facilitating a design team to look closely at our Stipend Schedule. Pep band is for students in our band program. It is an activity for students where they select from various winter activities to perform.</p>
<p>3. Singers and Swingers - So many questions around participation by only 'male and female students.' So, I'll start with this: Maybe this is dated language that needs a second look?</p>	<p>Language has been adjusted to "students". The name of the group also changed to Burnsville Swing. Bekah Gudim, the advisor, has also updated the summary.</p>

(Student Handbook)

Board Member Question	Staff Response
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1.1 Please outline the details of legislation that impacted recommended changes to the student handbook with regard to Policy 506, as they may impact questions/responses below.

1.2 Looking at what appear to be differences between current policy and recommended handbook updates in the two examples below, I would like to understand why policy change did not come first (in August) to give this board the opportunity to understand legislation in our typical process: PRC initiates policy change based on staff recommendations, then the full BOE receives a First Reading. This would then have been followed by recommendations for handbook updates, again per standard practice. Please help me understand what appears to be differences between current policy and recommended handbook updates in the two examples below, I would like to understand why policy change did not come first (in August) to give this board the opportunity to understand legislation in our typical process: PRC initiates policy change based on staff recommendations, then the full BOE receives a First Reading. This would then have been followed by recommendations for handbook updates, again per standard practice. Please help

We followed the MSBA guidance to move forward with Student Handbook development and to follow our policy review and adoption process to move through the policies that are part of the handbook. Also, our district counsel advised that we attend the August 11 law seminar to help with understanding the necessary changes for policy 506. There are many points of consideration around 506 that we are continuing to work through in preparation for September PRC.

The revisions to law are mostly effective immediately. MSBA shared that whether policy language has been formally adopted, school districts must follow the laws related to the policies.

It is a timing issue that the handbook is coming to the board for approval before the full policy review and approval process is completed. We want students and families to have the handbook for the start of school. PRC meets August 22 and the September 14 board meeting is after the first day of school for students.

Because many of these laws were enacted in the same time frame, we tried to balance the need to get information to those most impacted by the changes and also follow the PRC process.

Rather than not providing a handbook to students and families, we will add the following language to our handbook: "Please note the handbook may reference policies that are currently under review" as suggested by MSBA.

We are continuing to prioritize thoughtful, collaborative review and policy design based on the changes from the legislation.

<p>me understand what appears to be a disconnect in governance.</p>	
<p>2. Example 1: In the policy section, Policy 506 Disruption: Level 4 has been removed from the student handbook as an option. If I am reading this correctly, this means that under no circumstances will "Support, Removal Responses" be enacted for a student who creates physical disorder.</p> <p>2.1 Is that the intent? 2.2 If no, please elaborate. 2.3. If yes, please refer to Policy 506 Student Discipline, Sections VII Disciplinary Action Options & VIII Removal of Students from Class. The proposed changes to the student handbook do not appear to be reflected in and seem to conflict with current policy.</p>	<p>Sorry for the confusion on this. It may be something we can look at with our formatting. Clarification: based on our Principals feedback and our work with our Behavior Analysts, we are adding a Level 4 option to Disruption. It did not previously include Level 4.</p> <p>The intent is to make sure we align Policy 506, including MSBA recommendations based on the new legislation, with the handbook. We have policy 506 on the agenda for September Policy Review Committee.</p> <p>Update on 8-23-23: We have corrected the formatting to better show this change and it will be uploaded into the Board book.</p>
<p>3. Example 2: Insubordination Policy 506 - In reviewing current policy language, I found only one reference to 'insubordination' - item #20 under Section VI Code of Student Conduct. As far as I can tell, the recommended handbook change falls outside of current policy.</p>	<p>The revisions to law are mostly effective immediately. MSBA shared that whether policy language has been formally adopted, school districts must follow the laws related to the policies.</p> <p>Adding Insubordination to the student handbook came out of work with our principals and behavior analysts. It was added as a 1-3 and is reported through Synergy (Level 2-3), especially in situations of school safety. The responses for Insubordination would be non-exclusionary.</p>

(Board Priorities)

Board Member Question	Staff Response
<p>Please double check the dates in the recommendation. I believe they should be 2024-25: "That the Board of Education approves for the 2023-24 school year..."</p>	<p>The recommendation has been updated.</p>



**Agenda IV.B.1.
August 24, 2023**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Kevin Kleiner, athletic director
Bill Heim, activities director

Date: August 24, 2023

Re: 2023-2024 BHS Student Athletics & Activities Handbook

Recommendation: Approve the 2023-2024 BHS Student Athletics & Activities Handbook. In this years version we have added all affinity groups, included new activities and sports, and updated coaches and organizational contact information.

2023-2024 STUDENT ATHLETICS & ACTIVITIES
BURNSVILLE HIGH SCHOOL

Discover Opportunities

Dear Parents/Guardians and Students,

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

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

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

Have a great school year,

Kevin Kleiner
Director of Athletics

Bill Heim
Associate Principal (Activities)

Purpose Statement

The purpose of the Burnsville High School Athletics & Activities Department is to develop a program that strives for students to:

- have a balance between competitiveness, enjoyment, and fulfillment;
- display excellence on the field, in the classroom, and in all personal relationships, and
- have the courage to step out of their comfort zones in a safe environment to better themselves in all aspects of their lives and to make good decisions.

Department Mission Statement

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

In addition, it is the mission of this department to create a Championship Culture of Success and Achievement for Burnsville. To do this we need to challenge all of our coaches on a daily basis to conduct themselves as

champions. This conduct will be demonstrated and adhered to through our work habits and preparation, our words and manner of thinking, our communication and treatment of one another, and in our expectations. We expect to be the very best at what we do. We will be the best we can every single day. All coaches and programs will PROMOTE other sports for our kids to do or compete in after they are finished with our season. We will encourage kids to be multiple sport athletes and actually teach the kids and parents why that is important. We will uplift other sports programs and coaches, not just tolerate them. We will continually promote the education of our coaches with new and verifiable recent research. We will expect and demand that all of our programs use a common language with regard to training for movement and strength and power development. All programs will have our school's strength training and movement training as part of practice every week, both in-season and off-season. We will teach our student-athletes how to think and behave like champions. We will all be on the same page. We will strive to be champions in everything we do to make our program a Championship Burnsville Athletic Program, not an individual sport championship program, but rather, one in which we all work together to make the whole program of a championship caliber.

Burnsville-Eagan-Savage School District 191

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Athletics–Contact Information.
Student Co-Curricular Eligibility.

www.isd191.org/bhs
(952) 707-2100

All athletics and many activities have fees associated with them. If any family needs financial assistance to reduce participation fees, please contact Jeanine Riggs, Administrative Assistant for Athletics/Activities. No student will ever be denied participation in athletics or activities due to financial hardship.

School-Sponsored Clubs and Activities

Academic Quiz Bowl Fee: \$40

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

Contact: Les Moffitt. lmoffitt@isd191.org

Bowls for BrainPower

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

Contact: BHS Art Department. inquiries can be made to cflback@isd191.org

BrainPower in a BackPack

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

Contact: Pam Voigt. pvoigt@isd191.org

Burnsville Swing

Burnsville Swing, run through the ISD 191 Community Education Department, is a performance group of high school students, leads and follows, that perform East Coast swing dance, Lindy Hop, and aerial tricks. The group practices at Burnsville High School and performs at various functions and events throughout the year, as well as around the Twin Cities.

Contact: Community Education/Advisor Bekah Gudim. rgudim@isd191.org

Chess Team

The Burnsville High School Chess Team is run through the ISD 191 Community Education Department. Practices are held after school at Burnsville High School and team members compete at several tournaments as well as the South Suburban Conference Tournament.

Contact: Community Education & Coach Dane Zagar. dzagar@isd191.org

Competitive Speech

Team Fee: \$45

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

Contact: Brendan Klein. bklein@isd191.org

Debate

Team Fee: \$35

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

Contact: Brendan Klein. bklein@isd191.org

DECA

Fee: \$150

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

Contact: Maggie Mayernik. mmayernik@isd191.org

Drumline (Winter)

Fee: \$55

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

Contact: Paul Connell. pconnell@isd191.org

FIRST Robotics Competition (FRC)

Fee: \$50

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

Contact: Blaze Robotics - Crystal Huynh team3184@isd191.org

FIRST Tech Challenge (FTC)

Fee: \$50

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

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

Contact: David Peters. ftcburnsville@isd191.org

Future Teachers of America (FTA)

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

Contact: Matt Deutsch. mdeutsch@isd191.org
Andrea Parent aparent@isd191.org

Gaming Club/E Sports Team Fee: \$40

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

Contact: Erik Shimshock.....eshimshock@isd191.org

Marching Band Fee: \$55

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

Contact: Keith French. kfrench@isd191.org

Math League Fee: \$45

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

First semester:

- Compete in at least five of the six Math League competitions
- Accumulate 18 points in the six competitions
- Participate in all practices and meetings
- Sign up and pay for the AMC test

Second semester:

- Compete in at least four of the five Math League competitions
- Accumulate 15 points in the five competitions
- Participate in all practices and meeting
- Take the AMC test

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

Contact: Chuck Croatt. ccroatt@isd191.org

National Honor Society (NHS)

The National Honor Society is an organization for top-ranking juniors and seniors. BHS students are considered for entry into NHS if they have earned enough credits to be a junior or senior and have at least a

3.6 cumulative Grade Point Average (GPA) for those students who qualify for dual ranking. For those students who do not qualify for dual ranking, the minimum GPA is 3.8. Students who are eligible academically are 153 contacted prior to the start of the fall semester. NHS membership is also based on character, leadership, and service. Students must complete and return an informational sheet demonstrating those qualities for review. The faculty council then determines membership. Once students are part of NHS, they must continue to meet the academic, leadership, character, and service standards. Students who take courses under the Pass/Fail option are not eligible for National Honor Society membership. Transfer students must meet all requirements and have attended BHS for at least one full semester to qualify for NHS.

Contacts: Kristina Aars (H). kaars@isd191.org

Jenn Graff (A). jgraff@isd191.org

Pep Band

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

Contact: Keith French. kfrench@isd191.org

Physics Club

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

Contact: Jon Huber. jahuber@isd191.org

GSA

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

Contact: Allison Millea. amillea@isd191.org

Science Club

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

Contact: Mike Huemoeller. mhuemoeller@isd191.org

Science Fair

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

Contact: Mike Huemoeller. mhuemoeller@isd191.org

Science Quiz Bowl

Fee: \$45

Teams of five students comprise the Burnsville Science Quiz Bowl. Teams compete at Macalester College and may qualify to compete at the National Science Quiz Bowl. Students are selected on their ability to answer 154 questions in the areas of chemistry, biology, physics, earth science, current events, and computer science.

Contact: Harrison Owings. [.howings@isd191.org](mailto:howings@isd191.org)

Student Council

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

Contact: Eric Reuss. eruess@isd191.org

Ronna Johnson rejohnson@isd191.org

Theatre Guild

Fee: Varies

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

Productions for the 2023-24 school year will be:

- Fall musical (directed by Molly Holmes, Anne Bakken)
- One-act competition (directed by Mark Hubbard)
- Winter play (directed by Erika Sasseville)

Contact: Molly Holmes. mholmes@isd191.org

Erika Sasseville. easasseville@isd191.org

Writing Center

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

Contact: Marie Hansen. [.mchansen@isd191.org](mailto:mchansen@isd191.org)

Yearbook

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

Contact: TBA.

Youth in Government

\$100

Minnesota YMCA Youth in Government is an experiential learning activity for students interested in public issues. This program gives students the opportunity to research, study and debate public issues. Participants will gain an understanding of the political system by taking part in model government experiences. No prior experience is necessary. There is a fee through the YMCA and ISD 191 Community Ed. for this activity. Contact: TBD.

Youth Services

The Youth Services program provides students with the opportunity to improve our local, national, and global communities through service and volunteerism. Students can additionally take advantage of the multiple resources available through the Youth Services Office at Burnsville High School (E118).

*A Youth Service elective credit is also available.

A list of opportunities is posted at www.isd191.org/bhs/youthservice

Contact: Courtnee Floback-Jackson. [.cfloback@isd191.org](mailto:cfloback@isd191.org)

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

Enrichment Opportunities:

Student-Interest Clubs and Activities

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

The guidelines are as follows:

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

Announcements and Postings:

- *The student club will be allowed to announce their meeting dates, time and location using the student announcements, with prior approval of the school administration.
- *The student clubs will be able to put a maximum of 10 posters/flyers no larger than 8 ½ X 14 in the hallways, foyers, and cafeteria areas of the school, with prior approval of the school principal. The School District will reserve the right to change the designated location for posters/flyers.

Current Student-Interest Clubs and Activities

- Asian Student Association

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

Contact: Landon Parkin. lparkin@isd191.org

- Black Student Union (BSU)

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

Contact: Tommie Gaston. tgaston@isd191.org

- Book Club

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

Contact: Gloria Webber. gwebber@isd191.org

- Boxing Club

Come learn how to box! We meet on Tuesdays and Thursdays after school and learn boxing techniques, do conditioning, and have a lot of fun. We train at CMB Boxing Gym on Cliff Road and at BHS. Students can take the activity bus home. All-year activity. Informational meeting in September.

Contact: Emma Ganion eganion@isd191.org

- #BurnsvilleStrong

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

Contact: Jen Waller. jwaller@isd191.org

Marie Hansen. mchansen@isd191.org

- Culinary Club

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

Contact: Matt Deutsch. mdeutsch@isd191.org

- Dungeons and Dragons

All students are welcome to play Dungeons and Dragons with other BHS students after school on Thursdays in B240. Meets all year around.

Contact: Ryan Walker rwalker@isd191.org

- Environmental Club

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

Contact: Lori Douglas. ldouglas@isd191.org

- Fellowship of Christian Athletes and Friends (FCAF)

FCA and friends is a BHS Affinity group that encourages students in their Christian faith journey. The goal is to create a culture of community that builds our core values while pursuing a personal relationship with God.. This student led group welcomes everyone to come every other Tuesday during the school day, rotating class hours. Girls meet for Devo's and Donuts every Wednesday at 7:00 am in A25. Boys meet for Breakfast and Devo's every Friday at 7:00 am in A25.

Contact: Sue Stachowski/Tommie Gaston. [sstachowski@isd191.org](mailto:ssachowski@isd191.org)

- Film Club

The Film Club is a community of students who share a love for filmmaking. The group will make several short films over the year and we are looking for anyone interested in any aspect of filmmaking, from acting to writing to cinematography, you will find a spot on our crew.

Year-long club. Informational meeting in October.

Contact: Landen Parkin lparkin@isd191.org

- * Futsal

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

Contact: Bill Englehardt. wenglehardt@isd191.org

- Giving Garden Club

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

Contact: Matt Deutsch mdeutsch@isd191.org

Lori Douglas. ldouglas@isd191.org

- HOSA - Future Health Professionals Club

This club is designed for students that are interested in learning about and participating in activities concerning the various health care professions.

Contact: Anne Werner-Dempsey/ awernerdepsey@isd191.org

- Indigenous Student Council

Affinity club open to all eligible Indigenous Students, grades 7-12. The club strives to promote cultural unity and a safe place for Indigenous students.

Contact: Rebecca Mousseau rmousseau@isd191.org

- Job Shadowing Club

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

Contact: Marcia Sexton. msexton@isd191.org

- Knitting Club

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

Contact: Kendra Vogt. kvogt@isd191.org

Kim Harrod. kharrod@isd191.org

- Latinos Unidos - Latino Student Association

LSA students meet regularly to create community among our students. The group is divided into Latino and Latina student groups.

Contact: Andrea Bauer anbauer@isd191.org

- Link Crew

This is a peer mentoring club that is open to all students in 11th and 12th grade. The Link Crew organizes and facilitates much of the first day of school (9th-grade only day) as well as providing reach out, mentoring, and connecting with the incoming freshmen students at various times throughout the school year.

Contact: Kim Harrod. kharrod@isd191.org

- Muslim Student Association

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

Contact: TBD

- Philosophy Club

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

Contact: Bill Engelhardt wengelhardt@isd191.org

- Women in Engineering

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

Contact: Liz Davidson. edavidson@isd191.org

- Young Life

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

Contact: Sue Stachowski/Kelsey Christensen. sstachowski@isd191.org

Affinity Groups

Definition of Affinity Space: an adult-supported, safe space around shared, lived experiences that empower voice and choice, counter to the previous practices formed and maintained by the dominant culture.

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Contact: Landon Parkin. lparkin@isd191.org

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Contact: Allison Millea. amillea@isd191.org

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Contact: TBD.

Enrichment Opportunities:

Outside Clubs and Organizations that are partners with BHS

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

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

Enrichment Opportunities: Athletics

Season	Boys	Fee	Girls	Fee
Fall	Cross Country Running (9th–12th)	\$175	Cross Country Running (9th–12th)	\$175
	Football (9th–12th)	\$215	Adapted Soccer (7th–12th)	\$175
	Adapted Soccer (7th–12th)	\$175	Soccer (9th– 12th)	\$205
	Soccer (9th–12th)	\$205	Swimming (7th–12th)	\$215
			Volleyball (9th–12th)	\$205
			Performance Dance (8th–12th)	\$175
			Cheerleaders (7th–12th)	\$140
			Tennis (9th–12th)	\$175
Winter	Basketball (9th–12th)	\$205	Basketball (9th–12th)	\$205
	Adapted Hockey (7th–12th)	\$175	Adapted Hockey (7th–12th)	\$175
	Hockey (9th–12th)	\$215	Hockey (7th–12th)	\$215
	Alpine Skiing (7th–12th)	\$0*	Alpine Skiing (7th–12th)	\$0*
	Nordic Skiing (7th–12th)	\$205	Nordic Skiing (7th–12th)	\$205
	Swimming (7th–12th)	\$215	Dance Team (7th–12th)	\$175
	Wrestling (9th–12th)	\$205	Olympic Weightlifting (7th–12th)	\$150
	Olympic Weightlifting (7th–12th)	\$150		
Spring	Baseball (9th–12th)	\$205	Softball (7th–12th)	\$205
	Golf (7th–12th)	\$0**	Golf (7th–12th)	\$0**
	Tennis (9th–12th)	\$175	Badminton (7th–12th)	\$150
	Track and Field (9th- 12th)	\$205	Track and Field (9th–12th)	\$205
	Adapted Softball (7th–12th)	\$175	Adapted Softball (9th–12th)	\$175
	Lacrosse (7th–12th)	\$215	Lacrosse (7th–12th)	\$215

***Alpine Ski does not have a participation fee, however, athletes will cover cost of hill passes for the 16¹ season and all other expenses.**

****Golf does not have a participation fee, however, athletes will cover costs for greens fees and driving range and all other expenses.**

Athletics Contact Information

SPORT	COACH NAME	PHONE COACH	E-MAIL
Adapted Floor Hockey, CI	w/Lakeville & Farmington	952-707-3523	rejohnson@isd191.org
Adapted Floor Hockey, PI	w/Dakota United	952-707-3523	rejohnson@isd191.org
Adapted Soccer, CI	w/Lakeville & Farmington	952-707-3523	rejohnson@isd191.org
Adapted Soccer, PI	w/Dakota United	952-707-3523	rejohnson@isd191.org
Adapted Softball, CI	w/Lakeville & Farmington	952-707-3523	rejohnson@isd191.org
Adapted Softball, PI	w/Dakota United	952-707-3523	rejohnson@isd191.org
Alpine Skiing Boys & Girls	Tim Bocklund	952-303-3558	tbocklund@isd191.org
Badminton, Girls	Anthony Nguyen	952-666-0812	anguyen@isd191.org
Baseball	TBD	TBD	TBD
Basketball, Boys	Erik Leafblad	952-707-2151	eleafblad@isd191.org
Basketball, Girls	David Shaw	952-707-2151	dshaw@isd191.org
Cheerleading (competitive)	Alison Morris	952-707-2151	aamorris@isd191.org
Cross Country Run, Boys	Jeff Webber	952-707-2911	jwebber@isd191.org
Cross Country Run, Girls	Charlie Burnham	952-707-2151	cburnham@isd191.org
Dance Team, Girls J/F	Megan Thomas	952-707-2151	mthomas@isd191.org
Dance Team, Girls H/P	Megan Thomas	952-707-2151	mthomas@isd191.org
Dance Team, Girls Fall	Jessi Mosley	952-707-2439	jemosley@isd191.org
Football	Vince Varpness	952-707-2124	vvarpness@isd191.org
Golf, Boys	Dan Hartman	952-707-2151	dhartman@isd191.org
Golf, Girls	Roger Oie	952-707-2151	roie@isd191.org
Hockey, Boys(Co-Op w/AV)	Chris Sikich	952-431-8291	chris.sikich@district196.org
Hockey, Girls	Dan Berthiaume	651-925-8743	dberthiaume@isd191.org
Lacrosse, Boys (Co-Op w/Kennedy)	Ben Kruger	952-681-5047	jranders@isd271.org
Lacrosse, Girls (Co-Op w/TBD)	TBD	TBD	TBD
Nordic Ski Racing, Boys	Gabbi Ayers	952-707-2151	gayers@isd191.org
Nordic Ski Racing, Girls	Gabbi Ayers	952-707-2151	gayers@isd191.org
Soccer, Boys	Brian Nacey	952-261-5927	bnacey@isd191.org
Soccer, Girls	Callie Athey	952-707-2151	cathey@isd191.org
Softball, Girls	Eric Reuss	952-707-2151	ereuss@isd191.org
Swimming & Diving, Boys	Ben Mauser	952-707-2151	bmauser@isd191.org
Swimming & Diving, Girls	Kim Harrod	952-707-2258	kharrod@isd191.org
Tennis, Boys	TBD	TBD	TBD
Tennis, Girls	Ryan Haddorff	952-707-2151	rhaddorff@isd191.org
Track & Field, Boys	Bounthavy Khamratthanome	952-707-2151	bkhamratthanome@isd191.org
Track & Field, Girls	Abigail Adkins	952-707-2151	aadkins@isd191.org
Volleyball, Girls	Josh Wastvedt	952-707-2151	jwastvedt@isd191.org
Olympic Weightlifting	Justin Lerfald	952-707-2151	jlerfald@isd191.org
Wrestling	Bill Soderholm	952-707-2686	bsoderholm@isd191.org

Student Co-Curricular Eligibility

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

ELIGIBILITY REQUIREMENTS

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

Academic Eligibility:

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

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

	<u>9th Grade</u>	<u>10th Grade</u>	<u>11th Grade</u>	<u>12th Grade</u>
Semester 1	Freshman Status	9 credits	19 credits	31 credits
Semester 2	4 credits	14 credits	25 credits	38 credits

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

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

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

Student Code of Responsibilities:

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

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

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

Leadership Positions/Captains:

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

Accommodations:

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

Appeals Process:

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

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

"There are so many opportunities at Burnsville High School. There's something for everyone. No matter what your interests are, you can find a team, activity or club to join."

– Student

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

-- Advisor

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

-- Coach



**Agenda IV.B.2
August 24, 2023**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Chris Bellmont, assistant superintendent

Date: August 24, 2023

Re: 2023-2024 Student Handbook

Recommendation: Approve the 2023-2024 Student Handbook. The student handbook is intended to provide guidance to students, families, and staff regarding procedures for conducting safe and effective school experiences for all. The handbook is intended to support existing policy and law.

With the latest legislation, the 23-24 handbook sees many language additions and clarifications. Some of those changes include, but are not limited to:

- New language around non-exclusionary discipline practices.
- Adjusted language around student data and privacy.
- Adjusted language around permitted actions by staff and subsequent reporting expectations.

The general formatting of the handbook remains the same and includes a new welcome message from Superintendent Battle about our core values and mission.



Student Handbook

20232-20243

Board approved: ~~August 11, 2022~~



Letter from the Superintendent

Dear Students,

Welcome to the 2023-2024 school year in Burnsville-Eagan-Savage School District 191!

I am so excited for this school year, as I hope you are, too. Starting my fifth year as the proud superintendent of District 191, I've seen our schools and our community grow so much together, and I look forward to seeing how we'll grow over the next nine months.

One of our core values in District 191 is "Caring Community." We actively encourage and embrace each member of One91, creating a sense of support that fosters each person's individual growth and pursuit of learning. As you get ready for and make your way through this next school year, I sincerely hope you feel that support from the teachers and staff in your schools, from your fellow students, and from our community as a whole.

And just as importantly, I hope you will find ways to contribute to the caring community that is One91. Whether it's through formal service learning projects or simply lending a helping hand to students in your class, you have the power to make this community a better place for everyone.

I'm always amazed at the capacity for compassion and partnership that I see from students young and old in District 191, and I have no doubt that will continue again this year.

Thank you for all you do and for being part of the One91 community. I wish you all the best this school year.

~~Welcome to the 2022-2023 school year in Burnsville-Eagan-Savage School District 191!~~

~~I am so excited for this school year, as I hope you are, too. As a community, we have been able to grow through challenges over the past years, and I look forward to how we'll grow together over the next months.~~

~~As you get ready for and make your way through this next school year, I encourage you to think about the opportunities that are ahead of you. What are your goals and what are the steps you can take now and in the coming months to help you achieve those goals? Maybe you want to learn more about a specific subject, become a better writer, or spend more time on service projects. Whatever your goals, your school experience can help you achieve it by providing learning materials, tutoring, new in-class and field trips experiences, or just guidance from your teacher or counselor.~~

~~One of our core values in District 191 is STUDENT AGENCY. We believe that our students will make choices that personalize their learning journey, proactively building a day-to-day experience that leads them toward their passion and purpose.~~

~~It doesn't mean that students have to do everything on their own, but it means that our job is to make sure you can learn about yourself, find the things you love, and have the tools you need to make your own path and your own future.~~

~~Together, we build the community and partnerships that make it possible.~~

~~I wish you all the best this school year and look forward to seeing you blaze your pathway.~~

Sincerely,



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Important District Policies to Know

****Please note the handbook may reference policies that are under review****

This page includes summaries of several Burnsville-Eagan-Savage School District 191 policies regarding student behavior and ensuring a safe and positive learning environment at our schools. The complete text of these and other District 191 policies can be found online at www.isd191.org/policies or upon request from a school or

district office. Questions regarding district policies or this handbook can be directed to the building principal, program director or superintendent's office at 952-707-2005.

POLICY 404: EMPLOYEE BACKGROUND CHECKS

District 191 places a high priority on ensuring a safe and healthy learning environment for students. As part of this, all applicants who have been offered employment with the district must complete a criminal background check before they start. This process meets legal requirements.

POLICY 413: HARASSMENT AND VIOLENCE

District 191 is committed to creating safe and supportive spaces where students can learn, and employees can work, without fear of harassment or violence. Any harassing or violent behavior is strictly prohibited in District 191 schools and other buildings, on district property and during district events. We take all complaints of harassment or violence very seriously. We will investigate all complaints and take disciplinary action against any student, teacher, administrator or other school employee who violates this policy.

POLICY 419: TOBACCO- AND SMOKE-FREE ENVIRONMENT

As part of our work to keep a healthful learning environment for students and working environment for our employees, tobacco use of any kind – including electronic cigarettes and tobacco-related devices – is prohibited in all of our schools. This applies to all students, teachers, administrators and other District 191 employees.

POLICY 501: SCHOOL WEAPONS POLICY

No person is allowed to possess, use or distribute a weapon on school property, with specific exceptions. We will enforce this policy and discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

POLICY 502: SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS AND STUDENT'S PERSON

School lockers are the property of the district and we maintain exclusive control of lockers provided for the convenience of students. Because of this, we may inspect

the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant. However, a student's personal possessions within a school locker or being carried by that student may be searched only when school employees have a reasonable suspicion that the search will reveal evidence of a violation of law or school rules.

POLICY 503: STUDENT ATTENDANCE

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student.

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

POLICY 505: DISTRIBUTION OF NON-SCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES

District 191 is committed to protecting students' and employees' rights to free speech while also maintaining effective learning environments. To maintain this balance, we allow students and employees to distribute non-school-sponsored materials on school property as long as it is done at a reasonable time and place and in a reasonable manner. Complete guidelines are available in the online policy manual. If you are interested in distributing materials on school grounds, you must place a request with and get permission from your school principal or administrator.

POLICY 506: STUDENT DISCIPLINE

Students are expected to behave appropriately so that our schools are positive learning environments for all. ~~Schools are expected to implement Non-exclusionary discipline practices, whenever possible, in partnership with caregivers. When students do not follow expected behavior guidelines, school administrators will take appropriate disciplinary action.~~

POLICY 514: BULLYING PROHIBITION POLICY

District 191 knows that a safe and civil learning environment is essential for all students to achieve to their highest capabilities. Therefore, bullying, whether by an individual or a group, is expressly prohibited in District 191 schools, on school property, at school events and activities, and on school transportation. Condoning or supporting another student's act of bullying is also prohibited. Although we cannot monitor all students' actions at all times, we will investigate and respond to any bullying behavior that negatively affects the school

environment and educational rights of other students. This includes cyberbullying. 169

POLICY 520: STUDENT SURVEYS

Occasionally, we will use surveys to gather student opinions and information about students. These surveys will be to help the district better achieve its mission.

POLICY 522: TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

The school district prohibits sexual harassment that occurs within its education programs and activities.

POLICY 526: HAZING PROHIBITION

Hazing activities of any type are prohibited at all times whether they happen on or off school property, during or after school hours. Hazing activities can mean doing something to a student or coercing a student to do something that could cause harm in order for that student join or be part of a group or organization. More details about what constitutes hazing can be found in the online policy manual.

POLICY 527: STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS, AND SEARCHES

Students are allowed the limited use and parking of motor vehicles in district locations in accordance with district policy. Students permitted to park at a district location do so as a privilege, not a right.

POLICY 529: STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS

We are committed to maintaining safe learning and working environments for our students and staff. As part of this commitment, we provide classroom teachers and other school staff members notice about students' history of violent behavior. Before we do so, we will inform the student's parent or guardian.

POLICY 634: ELECTRONIC TECHNOLOGIES ACCEPTABLE USE POLICY

We understand the importance of students being able to access resources on the internet, both for current educational work and to help ensure students have the skills they need for future study and work. We provide students access to our computer system, including the internet, expressly for educational purposes, including classroom activities, research and college/career readiness activities. Students are expected to use our system in a safe manner and for these appropriate purposes. If the system is used in an unacceptable manner, students may face consequences as outlined in this policy. The system is subject to periodic maintenance and possible unforeseen downtime.

POLICY 806: EMERGENCY OPERATIONS POLICY

Each district site has its own emergency operations plan. In the event of an emergency, relevant information of reunification instructions will be sent through the district messaging system and available on the ISD 191 website.

General District Information

APPLY FOR EDUCATIONAL BENEFITS (FREE/REDUCED PRICE MEALS)

Parents/Guardians are encouraged to apply to receive educational benefits. If your family qualifies, your students can receive free or reduced-price meals and possibly other benefits, including discounts for participation in athletics, band and other activities. In addition, some school funding is based on number of students who qualify for benefits. So by filling out an application, you are helping to ensure every school in District 191 gets all the funding it deserves.

Applications may be completed online at www.isd191.org/edbenefits. Paper applications are available online, at school buildings and at the District Office. A new application must be completed each school year. Call 952-707-2051 if you need assistance with the application process.

BLENDED LEARNING DAYS

Blended Learning can occur when students spend part of their time learning through digital delivery of instruction. This is different than our Virtual Academy online learning school. Blended Learning expectations and plans will be communicated from the site level before, during, and following the blended learning day.

CHROMEBOOKS

All Chromebooks, other student devices, and issued accessories are the property of ISD191. Students will take care of the equipment, use the equipment in accordance with our Acceptable Use Policy, and return the equipment when requested or when the student leaves ISD191.

More Information and the One91 Chromebook Loan Expectations can be found at ww.isd191.org/chromebook.

COMPLAINTS

Students, caregivers, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the site level where appropriate. The appropriate administrator will respond in writing to the complaining party.

Students, parents, and caregivers may file a complaint and seek corrective action when the requirements of the Pupil Fair Dismissal Act and local discipline policy are not being met. Please refer to Policy 506 for more information.

COVID-19

In consideration of the current COVID-19 pandemic, students should not attend school if they exhibit respiratory 'shortness-of-breath', a new onset of a 'cough' or difficulty breathing. Further, please have students consult with a medical provider before sending to school if the student experiences a cluster of two of the following symptoms: chills, repeated shaking with chills, muscle

pain, headache, sore throat, new loss of taste or smell, and gastrointestinal symptoms of diarrhea, vomiting, or nausea. 171

EMERGENCY DRILLS

Regular school safety drills will occur as aligned to state statute. This includes evacuation, lockdown, and severe weather drills. The intent is to practice and assess needs for improvement. District 191 does not conduct active shooter drills with students.

FIELD TRIPS

Students take both transported and walking field trips to broaden their educational experiences. Parents are often asked to help with supervision. An informational letter and permission form will be sent home and this must be completed and returned to the school before a student may go on a field trip.

E-LEARNING DAYS

District 191 schools may implement up to five E-Learning Days in order to minimize potential disruptions to learning caused by snow or extreme cold weather. Under our current plan, the first cancellation due to weather during a school year will remain a traditional cancellation. More information about our E-Learning plan will be available on our website at www.isd191.org/families/winter-weather.

FLEXIBLE LEARNING DAYS

District 191 schools will use "Flexible Learning Days," new for the 2020-21 school year, in order to minimize the disruptions caused by snow or extreme cold weather. Under the plan, the first cancellation due to weather during a school year will remain a traditional cancellation. After that, Flexible Learning Days would kick in.

On a Flexible Learning Day, teachers, administrators and other licensed professionals will be available by phone, email and/or Schoology from 9 to 11 a.m. and from 1 to 3 p.m. to answer questions, provide guidance or otherwise engage students.

- For grades 6-12, teachers will publish lessons by 9 a.m. using Schoology, the district's online learning system, so students can access courses and complete assigned work.
- For grades PreK-5, students will complete portions of selected learning activities created and distributed in advance by their teachers.

More information and details will be shared with students and families throughout the school year.

FOOD POLICY

The State Department of Health requires that food served in schools be obtained from appropriate sources. Food prepared in a home will not be distributed in school. Families must adhere to the district's Wellness [Policy 533](#) and must also check with school staff before sending in treats for a party or other event.

HUMAN GROWTH AND DEVELOPMENT

Each school year, 4th ~~(girls only)~~, 5th and 6th grade students receive Human Growth and Development classes. ~~A licensed school nurse teaches t~~These classes ~~which~~ are designed to promote a healthy attitude toward maturing bodies and an awareness of the physical and emotional changes that occur during the adolescent years. ~~Boys and girls are instructed separately at each grade level.~~The ~~classes school nurse~~ will also ~~include be teaching~~ the state-mandated Human Immunodeficiency Virus (HIV) education along with communicable disease education to 6th grade students. Dates for these classes are communicated through newsletters and websites and will include the opportunity to preview the topics and content. Parents or guardians must provide permission for contact the school if they do not want their child to participate. Children not participating in this class will take part in other health content classes led by a classroom teacher. ~~Questions related to human growth and development and Human Immunodeficiency Virus (HIV)/communicable disease education may be directed to the school nurse.~~

ILLNESS AND INJURY

In case of illness or significant injury at school, a parent or guardian will be notified by the Health Office staff. Transportation home and all medical care is the responsibility of the parent or guardian. If a parent or guardian cannot be reached, the emergency contact will be called. The person designated as an emergency contact must be able and willing to provide transportation and supervision for the student. It is important that the emergency contact information is current for all students. If emergency contact cannot be reached, 911 will be called as necessary.

In most cases, children should remain at home for 24 hours after antibiotics have been started. Students should be fever free for 24 hours before returning to school. Please see the district health services website for more information regarding "Is My Child Too Sick for School Today?" which will provide general guidelines regarding if your child should attend school when ill. If a student becomes ill with a communicable disease, please notify the school.

IMMUNIZATION RECORDS

In order for students to enroll or remain enrolled in elementary or secondary schools, Minnesota state law requires documentation of required immunizations or written proof of exemption. Students will not be allowed to start school until this information or an appropriately signed legal exemption is provided to the district. A list of the required immunizations, the entire District 191 Immunization Policy 530 and immunization forms are available on the district website, www.isd191.org, or in the school health office.

LATEX-SAFE SCHOOLS

To safeguard the health of students and staff who have 172 latex allergies, all schools take steps to minimize exposure to natural rubber latex. No latex balloons are allowed. Students with latex allergies should notify the building nurse at their school so that accommodations can be made.

LOCKERS (SECONDARY SCHOOLS)

All lockers are school property and may be opened at any time by school officials. The school is not responsible for replacing lost or stolen student property. Replacement costs will be assessed for school property reported missing from a student's locker unless forced entry can be demonstrated. Lockers should always be locked properly and kept in good condition. Theft from lockers should be reported immediately to the police liaison officer or the main office. Students should not tell anyone their locker combination. If a locker is not operating properly, report it to the attendance desk.

Students enrolled in physical education are assigned a locker. Students are encouraged to mark all of their personal clothing and equipment with appropriate identification. These lockers must be cleared of all clothing and equipment as directed by school staff at the end of scheduled terms. The school will not assume responsibility for the return or condition of student equipment or clothing left in lockers.

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

Students may also be assigned athletic lockers for use during a specific athletic season. On the date that equipment is due at season's end, all locks and belongings must be removed.

MEDICATIONS

If a student needs to take medicine at school, a parent must contact the school nurse. Teachers cannot be responsible for a child's medication. Rather, medications must be sent to the school nurse in the original prescription bottle or original packaging along with a note from the parent/guardian providing permission for the medication to be administered during the school day. All medications dispensed at school require a doctor's order. This includes over-the-counter medications. Please refer to the district website for the medication Policy 516. For more information, contact the school nurse.

PERMITTED ACTIONS

As allowed by Minnesota state law, there are some rare instances when reasonable force may be used toward a student without the student's permission. This would only occur when the danger to the student or others is imminent. This includes when a parent/guardian, teacher or other caretaker needs to restrain or correct the student, to keep the student from injuring himself/herself or others, or to prevent the student from damaging property.

District 191 must report any reasonable force to the Minnesota Department of Education as a restrictive procedure.

For more information, please review MN Statute §609.379.

RECESS AND OTHER BREAKS:

District 191 encourages student access to regular physical structured breaks. District 191 will not withhold recess in nearly all cases unless a student poses a significant threat of physical harm to others, a parent or caregivers has specifically consented to an alternative recess plan, or an Individualized Education Plan team has determined it is appropriate. In the case of a student being denied recess, 191 will make a reasonable attempt to notify parents within 24 hours.

REPORTING CHILD ABUSE/NEGLECT

District 191 will seek to protect children whose health and welfare may be jeopardized through physical abuse, neglect, truancy or sexual abuse. All district employees are required by state law to report suspected misconduct toward children and to maintain the confidentiality of such data. Policy 414

SCHOOL MEALS AND EDUCATIONAL BENEFITS

Starting September 5, 2023, every K-12 student may receive one breakfast and one lunch at no cost during the school year.

District 191 asks all families to complete an online application called the "Alternate Application for Educational Benefits," on an annual basis so they may receive discounted/waived fees (i.e. athletic fees, academic scholarships, reduced technology costs, etc.) and so the district can receive additional funding. District staff will continue to process the online applications and inform families of their eligibility. The form will be available on the Educational Benefits page at www.isd191.org/edbenefits.

SCREENING

Every school year, students participate in grade level vision screening. Students also receive hearing and/or vision screening upon request from their parents or guardians or if the teacher suspects that there may be a hearing or vision concern that is affecting the student's ability to learn. Please visit the

Health Services webpage on the district website for a list of the grade level screenings. *If you do not wish for your child to receive health screening, please inform your school health office.*

SECTION 504

Section 504, a provision of the Federal Rehabilitation Act, ensures access to a free and appropriate public education for individuals with a qualifying disability by prohibiting discrimination based on a disability. A student may qualify for a 504 plan if he or she has a mental or physical condition for which reasonable accommodations are necessary in order to make progress in school. Questions about Section 504 services may be directed to the building 504 contact or Individualized Student Services Department (952) 707-2082.

SPECIAL EDUCATION

Students with disabilities who have been evaluated and found to be eligible for special education receive specialized instruction and supports based on their identified needs. Licensed special education teachers provide services that are identified on a student's Individual Education Program (IEP) plan including, when necessary, services from speech, occupational and physical therapists, nurses, school psychologists, and school social workers. Prior to a referral for a special education evaluation by a general education teacher at least two evidence based interventions are implemented to see if the student makes academic and/or behavioral progress. If a parent/ guardian believes their child has a disability that is interfering with progress in the general education classroom, they may request a special education evaluation by contacting the building principal.

STUDENT DATA PRIVACY NOTIFICATION

ISD191 uses a variety of digital tools to support student learning. Technology vendors and software is utilized to support work as we help all students develop the skills necessary to succeed in an ever-changing world.

We have an inventory of our curriculum, testing, and assessment tools posted on our website www.isd191.org and include an outline of the student data elements within each tool. This list is maintained and communicated annually to all families at the start of the school year. Individual teachers may also communicate additional digital tools that are used in their classroom.

STUDENT DATA PRIVACY POLICY

The District 191 Board of Education Policy 515 requires the district to comply with the Federal Family Rights and Privacy Act and the Minnesota Government Data Practices

Act. Educational data directed as directory information is public data on individuals to the extent required under federal law. Directory information must be designated to the provisions of MN statutes 13.32, subdivision 5; and United States Code, title 20, 1232g.

In District 191, educational data are recorded on individual students in areas related to health, academic progress, attendance, testing and special education. Most information in education records is considered private and available only to the student, the student's parents/guardians if the student is not yet 18 years old, and to the school staff who need the data to provide services to the student, unless permission is granted by the student or parent/guardian.

However, according to state and federal guidelines, information that is considered to be directory information may be released to the public without permission of the student or parent/guardian. This includes:

- Student's name;
- Gender;
- ~~Address;~~
- ~~Telephone number;~~
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Degrees and awards received;
- Photographs for school-approved publications, newspapers and videotapes.

If a student or parent/guardian does not wish any or all of this information to be made public, he or she can "opt out" by notifying his or her school principal in writing.

If the decision is made to opt out, then the student will be excluded from all published information including:

- Honor rolls;
- Programs for concerts and theater performances;
- Athletic programs;
- Yearbooks;
- Press releases, etc.

District 191 Beliefs about Behavior in School

District 191 discipline policies and this student handbook are based on research regarding what is working well across the country. Our most important responsibility is to support the success of all our students while they are in

- Have consistent school-wide expectations and make sure students and adults know them.
- Teach and encourage desired behaviors so students know what is expected of them.
- Focus on rewarding positive behavior rather than just punishing negative actions.
- Create expectations and rules that address the diverse cultural needs of our students and staff members.

school. We also want to prepare them for successful lives after graduation. 175

We must teach, grow and enhance our students' experiences in four main areas: academic achievement; connection to school and community; social-emotional learning, and college and career readiness.

With this in mind, we will:

- Promote equitable actions and always look for ways to be more responsive to the cultures of our students.
- Understand all viewpoints when responding.
- Build stronger relationships between students and their classmates, and between students and school staff members.
- Include students instead of excluding.
- Restore and repair relationships when needed.

Explanation of PBIS

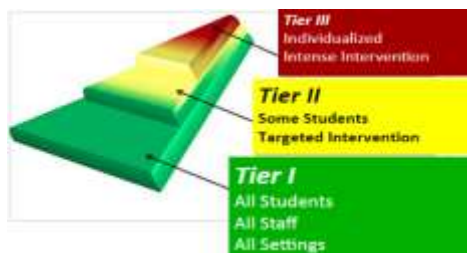
All District 191 schools use Positive Behavioral Interventions and Supports (PBIS) as a way to teach school-wide expectations and to let students know when they have met those expectations.

PBIS shows that:

- Students learn better when they are taught the school expectations and given the chance to practice them.
- Students are more likely to follow the school expectations when they are recognized for doing what they are supposed to be doing.
- Some students need extra support when it comes to behavior. PBIS has three steps to help support them.

Students who need additional support may benefit from:

- Additional lessons or instruction on the expected behavior, or skills that will help them meet the expected behavior (refocusing, self-control, self-advocacy, etc.).
- More opportunities to practice the behavior.
- Increased supervision by adults.
- Looking at what has worked for the student in the past, and doing it again.



Explanation of Roles

It is the responsibility of all stakeholders to promote a safe and inclusive learning environment.

All students:

shall be held individually responsible for their behavior and for knowing and following the Code of Student Conduct and related district policies.

Students should...

- Build and maintain positive, respectful relationships with school staff and caregivers. Have a go-to adult in the building.
- Observe and follow the routines and expectations taught by school staff and administrators.
- Understand the behavior response matrix of expectations and display behaviors in accordance with its content.
- Accept redirection and have open communication with adults.
- Be responsible and accountable for individual academic and social success.
- Do the right thing, even when no one is looking.
- Adhere to all Board policies.

All parents and legal guardians:

shall be held responsible for the behavior of their children as determined by law and community practice. All parents and legal guardians are expected to cooperate with school authorities and to participate regarding the behavior of their children.

Parents and guardians should...

- Establish a positive relationship with someone at the school where communication can readily occur.
- Partner with the school in regard to rules and policies.
- Show and model respect for other students and families.
- Work with staff in a mutually respectful manner focusing on the success of your student.
- Emphasize the importance of being prepared for school, both physically and emotionally. Teach and model skills for following routines and expectations in order to achieve academic and social success.
- Ask for help or information from the school when necessary.

All teachers:

shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall promote use of the Code of Student Conduct.

Teachers should...

- Develop a classroom community and learning environment that provides for academic and social success for ALL.
- Build and maintain positive, respectful relationships with all students and their families.
- Hold high expectations for behavior and academics for all students.
- Teach and model expectations in accordance with the school's Positive Behavioral Interventions and Supports (PBIS) matrix.
- Treat all students equitably. Seek to understand the context of situations and respond accordingly.
- Communicate and partner with caregiver(s) in a positive, consistent, proactive, and culturally respectful manner.
- Acknowledge, honor and respond to both positive and negative behaviors.
- Maintain a positive attitude and professional learning environment for ALL.

Building principals:

are given the responsibility and authority to formulate building rules and regulations necessary to enforce this Handbook. The principal shall give direction and support to all school personnel performing their duties within the framework of this Handbook.

Building principals should...

- Create a warm, welcoming and positive learning environment for ALL.
- Hold high expectations for students and staff.
- Teach and model expectations in accordance with the school's PBIS matrix.
- Lead/support building development that improves classroom management skills of teachers and promotes a positive learning environment.
- Treat all students equitably. Seek to understand the context of situations and respond accordingly.
- Communicate regularly with caregiver(s) in a positive, consistent, proactive and culturally respectful manner.
- Acknowledge, honor and respond to both positive and negative behaviors.

Other school district personnel:

shall be held responsible to work with building administration under the guidance of the superintendent to foster a positive, safe environment.

Other school district personnel should...

- Contribute to a positive, safe, atmosphere that provides learning opportunities for ALL.
- Accept responsibilities as related to school behavior under the direction of the superintendent.
- Work to support building principals in setting and supporting the school Code of Conduct.
- Model and adhere to the school Code of Conduct and lead an equitable model of behavioral management which contributes to increased learning.
- Hold high expectations for all staff and students.

Superintendent:

shall be responsible for designing, enhancing, and overseeing all behavior policies and enforcement subject to School Board approval. The superintendent will give direction and support to building principals and other district personnel to perform their duties within the framework of this handbook.

The superintendent should...

- Ensure policy is aligned with best practices and the Strategic Roadmap as outlined by the Board of Education
- Lead/support building principals and other district personnel to improve classroom management processes and promote a positive learning environment.
- Ensure building principals and other district personnel are seeking to treat all students equitably and design policy accordingly.
- Hold high expectations for all staff and students.

School Board:

is given the responsibility and authority to govern and oversee all policies relating to behavior management. The School Board will ensure behavior policy can allow for positive, safe, and productive learning environments in all district schools.

School Board members should...

- Approve all district policies related to behavior management systems.
- Seek to provide equitable outcomes for all students in the district.
- Support and provide guidance to the superintendent in designing policies related to behavior management systems.
- Support all personnel with implementing best practices.
- Hold high expectations for all students and staff.

■ Application of the Code of Conduct

The disciplinary responses set forth in the District 191 code of conduct apply to students at all times while they are on District 191 property or while attending a District 191 event. District 191 property means any school or other facility, including grounds owned or operated by District 191, buses and other District 191 vehicles, bus stops, and the facility and grounds of any District 191 activity involving students. Student conduct occurring outside school hours and away from school property may be subject to disciplinary action if the administration believes reasonably that the conduct threatens the health or safety of students or staff in the school setting or if conduct causes or is reasonably expected to cause substantial disruption or material interference with school activities.

A student can never be punished physically.

■ Factors Impacting Discipline Decisions

District 191 staff shall make disciplinary decisions using clear, developmentally appropriate criteria, ensuring that consequences applied are proportional and consistent with:

1. The student's age;
2. Previous severe disciplinary infractions, including the nature of prior misconduct, the number of prior instances of misconduct and the progressive disciplinary measures implemented for such misconduct;

3. Cultural or linguistic factors that may provide context to understand student behavior;
4. The circumstances, including the nature and seriousness of the offense, surrounding the incident ;
5. Other mitigating or aggravating circumstances;

Factors and circumstances will be considered, at the district's discretion, on a case-by-case basis.

■ Disciplinary Responses

District 191 uses a continuum of instructional strategies and disciplinary responses to support student development and positive school environments.

The pages that follow establish levels of responses to defined disciplinary infractions, as follows:

- [Disciplinary Action Items Responses to Behavior](#);
- Levels of Intervention for Behavior;
- Disciplinary Response Matrix;

■ Rights to Continued Access to Instruction

Absences from class due to disciplinary action are excused absences.

Each student suspended in excess of five days, or who has been expelled out of school and has not enrolled in another district, shall receive daily classwork and assignments from each teacher that shall be requested from teachers by administration or designee.

Disciplinary Action Items Responses to Behavior

Whenever possible, and aligned to Minnesota statute and Board policy, District 191 will implement Non-Exclusionary Discipline practices before any type of exclusion is considered. District 191 administration will partner with families to ensure documented, understood, and collaboratively implemented Non-Exclusionary Discipline practices are in place.

Behavioral Contract	Correcting inappropriate or disruptive student behavior through a formal plan designed by school staff to offer positive behavioral interventions, strategies, and supports.
Check-in with School Counselor/Resource Specialists	Prompting a student to have an informal check-in with a school counselor, resource teacher, school psychologist, school social worker or coach who has a relationship with the student.
Classroom-based Responses	Prompting a student to reflect on his/her behavior using classroom strategies such as time-out, teacher–student conference, reflection, redirection (e .g., role play), seat change, call home, loss of classroom privilege or apology letter, and re-teaching expectations.
Classroom Removal (limited to one class period)	Removing a student from the classroom setting in order to reintroduce the student in a successful way. This intervention shall not exceed one class period or otherwise determined by an administrator/designee.
Classroom Removal (more than one class period)	Removing a student from the classroom setting to work with assigned support staff in order to reintroduce the student in a successful way. This intervention shall not exceed three class periods or otherwise determined by an administrator/designee. In no case may a student be prohibited from attending a class or activity period of time exceeding five days under this response.
Community Service	Recommending student to participate in an activity that serves and benefits others in the school or broader community (e .g. working at a soup kitchen, cleaning up public spaces, or helping at a facility for the elderly).
Conflict Resolution	Using strategies to assist students in taking responsibility for resolving conflicts peacefully. Students, parents, guardians, teachers, school staff, and/or principals engage in activities that promote problem- solving skills and techniques, such as conflict and anger management, active listening, and effective communication.
Detention	Requiring a student to report to a designated classroom before school, during a free period, after school or on the weekend for a set period of time.
Dismissal	Denying of the current educational program to any pupil, including exclusion, expulsion, and suspension. It does not include removal from class.
Exclusion	Action taken by the School Board preventing enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the School Board.

Expulsion	School Board action prohibiting an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the School Board.
Loss of Privileges	Temporarily denying of a student privilege.
Mentoring Program	Pairing students with mentors (e.g. counselor, teacher, fellow student, or community member) who help with their personal, academic, and social development.
Parent Outreach	Informing parents/guardians of their children's behavior and seeking their assistance in correcting inappropriate or disruptive behavior.
Plan for Success/Contract	Developing an agreement between the student, school and family to create opportunities for change.
Referral to an Alternative Education Setting	Recommending a student to a building administrator(s) for placement in an alternative education school, alternative education program, or alternative education placement.
Referral to Community-based Organizations	In consultation with principal or designee, referring students for a variety of services, including after-school programming, individual or group counseling, leadership development, conflict resolution, tutoring, and/or truancy.
Removal from School	Removing a student from classes for more than one class period, but less than one day.
Restitution	A consequence that results in restoring and improving an environment, formally apologizing, or compensating for loss, damage, or injury; community services.
Restorative Practices	Proactively establishing and maintaining a positive school climate and establish a structured approach to teaching appropriate social skills. Employing interventions, responses, and practices designed to identify and address the harm caused by an incident, including harm to a victim, and developing a plan for the student who caused the harm to heal and correct the situation.
Suspension	Action taken by school administration, under rules promulgated by the School Board, prohibiting a pupil from attending school for a period of no more than ten school days. Suspension does not include dismissal from school for one school day or less, except as provided in federal law for a student with a disability. The school administration may not impose consecutive suspensions against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to self or to surrounding persons or property, or where the district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of 15 school days. <u>In all cases of suspension, school administration must prepare and enforce an admission or readmission plan. The plan must include reasonable attempts to gain parent or caregiver involvement in the planning process.</u>

Levels of Intervention for Behavior

LEVEL 1 – Teacher Initiated Response

An Office Discipline Referral would not be typically completed at this stage. These responses aim to change the conditions contributing to the negative behavior and typically will be instituted in a graduated fashion; however, a teacher may exercise discretion to tailor a response to a particular situation:

- Classroom based responses (verbal correction, written reflection, reminder, redirection, break/processing, daily progress);
- Classroom detention (Additional dedicated skill building time);
- Restorative practices;
- Loss of privileges connected to the infraction;
- Parent/Guardian outreach (contact caregiver via telephone, email, text);
- Collaboration with support staff (EA, Case Manager, School Counselor, Mentor, Coach, Family Support Worker, etc.);
- Collaboration with Community Based Organizations.

LEVEL 2 – Teacher Initiated Response with Office Support

Documentation would be created in this situation but would include ongoing Level 1 interventions. Partnership with teacher and administration. These responses are designed to teach behavior and reinforce appropriate behavior. Many of these responses engage the student's support system in order to alter conditions that contribute to the student's inappropriate or disruptive behavior. These responses aim to correct behavior:

- Classroom based responses (verbal correction, written reflection, reminder, redirection, break/processing, daily progress);
- Plan for Success/Contract;
- Parent/Guardian outreach (contact caregiver via telephone, email, text);
- School-based or outside facilitated conflict resolution;
- Detention (Additional dedicated skill building time);
- Temporary classroom removal;
- Parent/Guardian conference;
- Home visits;
- Informal and/or preventative school-based mentoring;
- Call for an IEP meeting and/or request a Functional Behavioral Assessment/Behavioral Intervention Plan;¹
- Referral to mental/chemical/emotional services;
- Loss of privileges connected to the infraction;
- Collaboration with Community Based Organizations;
- Notification to extra-curricular supervisor;
- Restorative practices;
- Restitution.

LEVEL 3 – Support and Administrative Responses

An Office Discipline Referral would be completed and the administrator would coordinate interventions. These responses engage the student's support system to ensure successful learning and to alter conditions that contribute to the student's inappropriate or disruptive behavior. These responses are intended ~~is~~ to intervene in an intense, collaborative, and significant way in order to alter the behavior without removing the student from school. These responses may include short-term removal of a student but should be inclusive and practical in nature in order to change the long-term outcomes:

¹ *These are steps that might be taken for a student who is already identified as eligible for special education and related services. Students not identified as special education students may be referred for evaluation based upon chronic behavior issues if the district knows or has reason to believe that the student has a disability.*

- Classroom based responses (verbal correction, written reflection, reminder, redirection, daily progress);
- Plan for Success;
- Parent/Guardian outreach (contact caregiver via telephone, email, text);
- School-based or outside facilitated conflict resolution;
- Detention (Additional dedicated skill building time);
- Temporary classroom removal;
- Parent/Guardian conference;
- Home visits;
- Informal and/or preventative school-based mentoring;
- Call for an IEP meeting and/or request a Functional Behavioral Assessment/Behavioral Intervention Plan;²
- Referral to mental/chemical/emotional services;
- Loss of privileges;
- Notification to extra-curricular supervisor;
- Restorative practices;
- Restitution;
- Classroom removal;
- In-school suspension;
- In-school intervention;
- Collaboration with Community Based Organizations.

LEVEL 4 – Support, Administrative and Removal Responses

Immediate notification would be made to the office in this situation. Administration would be working collaboratively with each other to collect information and make a determination for placement. These responses address serious, safety-related instances. When necessary, due to the nature of the behavior or potential implications for future harm, a student may be removed from the school environment for a period of time.

- Parent/Guardian and Student conference [with administrator(s)];
- Involvement of School Resource Officer;
- Loss of privileges/removal from extracurricular activities (referral to Athletic Director);
- Restitution;
- Manifestation Determination³
- Formal mentoring program;
- Classroom removal;
- In-school suspension;
- Suspension;
- Referral to an alternative education setting;
- Recommendation for expulsion;
- Collaboration with Community Based Organizations.

²⁻³ *These are steps that might be taken for a student who is already identified as eligible for special education and related services. Students not identified as special education students may be referred for evaluation based upon chronic behavior issues if the district knows or has reason to believe that the student has a disability.*

Behavior Response Matrix

The following are examples of unacceptable behavior subject to disciplinary action by the school district. Although non-exclusionary progressive discipline is preferred, the district, nonetheless, has the authority to bypass levels on a case-by-case basis when a student poses an ongoing threat to others. These examples are to clarify some behaviors but do not represent all behavior that may lead to disciplinary action. School Board Policy 506 gives the broad language regarding unacceptable behaviors and disciplinary action. Additional, related policies are referenced below, and in Policy 506. Please see page 11, "Factors Impacting Discipline Decisions," to help understand context around responses.

Behavior	Lowest level should be considered first, followed by progressively more intensive consequences.			
	LEVEL 1 Classroom and Support Responses (teacher coordinates intervention, no office discipline referral)	LEVEL 2 Classroom and Support Responses (teacher coordinates intervention, partners with office, documentation required)	LEVEL 3 Support, Administrative Responses (teacher initiates intervention, office coordinates intervention, office discipline referral required)	LEVEL 4 Support, Removal Responses (office coordinates intervention, may include removal, office discipline referral required)
Academic Dishonesty/Forgery <i>Policy 506</i>	Plagiarizing (taking someone else’s work or ideas for students in grades 6-12), forgery (faking a signature; electronic or actual) of a teacher or parent/guardian) for the purposes of deceiving a staff member; or cheating.			
		Tampering with, or assisting another to tamper with student information or assessment systems.		
Alcohol <i>Policies 417, 418</i>			Any activity involving the consumption of any alcoholic beverage; Being under the influence of alcohol.	
			Using or possessing alcohol.	
				Distributing/selling alcohol.
Arson <i>Policy 506</i>	Setting or attempting to set a fire or helping others to set a fire.			
Assault <i>Policies 413, 506</i>		Engaging in a physical behavior that intentionally causes physical harm.		

Lowest level should be considered first, followed by progressively more intensive consequences.				
Behavior	LEVEL 1 Classroom and Support Responses (teacher coordinates intervention, no office discipline referral)	LEVEL 2 Classroom and Support Responses (teacher coordinates intervention, partners with office, documentation required)	LEVEL 3 Support, Administrative Responses (teacher initiates intervention, office coordinates intervention, office discipline referral required)	LEVEL 4 Support, Removal Responses (office coordinates intervention, may include removal, office discipline referral required)
Bullying <i>Policy 514</i> Cyberbullying <i>Policy 514</i>		Inappropriately targeting another student over a pattern of events where a perceived imbalance of power exists.		
		Using electronic communication (social media, emails, etc) to inappropriately target another student over a pattern of events where a perceived imbalance of power exists.		
Computer-Related Offense	Inappropriate use of school provided electronic device or school owned or managed software, hardware, or network			
	Tampering with, or assisting another to tamper with student information or assessment systems			
	Filming, recording or distributing in any manner the conduct or activities of other students or staff on district property without permission. In addition, any distribution, transmission, sharing or broadcasting of such activities/conduct on social media or elsewhere is prohibited. This prohibition does not apply to public.			
Bus Misconduct <i>Policies 506, 709</i>	Breaking any bus and/or school rules while waiting for, riding, and leaving the bus. In addition to possible loss of transportation (privilege), misbehavior on district buses will be addressed in accordance with the consequences outlined for the specific behaviors.			
Vandalism/ Destruction of Property <i>Policy 506</i>	Causing accidental damage of property.			
		Causing intentional damage to property.		

Lowest level should be considered first, followed by progressively more intensive consequences.

Behavior	LEVEL 1 Classroom and Support Responses (teacher coordinates intervention, no office discipline referral)	LEVEL 2 Classroom and Support Responses (teacher coordinates intervention, partners with office, documentation required)	LEVEL 3 Support, Administrative Responses (teacher initiates intervention, office coordinates intervention, office discipline referral required)	LEVEL 4 Support, Removal Responses (office coordinates intervention, may include removal, office discipline referral required)
Disorderly	Pushing, shoving, horseplay, body checking, necking, etc. but without severe or intentional physical harm.			
Disruption <i>Policy 506</i>	Engaging in minor behavior that distracts from the learning environment.			
<p style="background-color: yellow;">Persistent or continual interference with the educational setting with the physical educational setting that creates physical disorder</p> <p>creates physical disorder</p>				
Dress Code <i>Policies 504, 506</i>	Displaying dress or personal grooming that presents a danger to student's health or safety, provides inadequate coverage or is suggestive, causes an interference with work, or creates classroom or school distraction is not allowed during school or at school-sponsored events. Such attire includes, but is not limited to, chains, clothing with drugs, weapons and/or alcohol, sexually explicit or suggestive messages, or representations that are inappropriate or demeaning to any groups, or that shows gang affiliation.			
Driving <i>Policy 506</i>	Carelessly or recklessly operating a vehicle; operating any motorized or non-motorized vehicle on school locations in such a manner as to endanger people or property is prohibited.			

Lowest level should be considered first, followed by progressively more intensive consequences.

Behavior	LEVEL 1 Classroom and Support Responses (teacher coordinates intervention, no office discipline referral)	LEVEL 2 Classroom and Support Responses (teacher coordinates intervention, partners with office, documentation required)	LEVEL 3 Support, Administrative Responses (teacher initiates intervention, office coordinates intervention, office discipline referral required)	LEVEL 4 Support, Removal Responses (office coordinates intervention, may include removal, office discipline referral required)
Bomb <i>Policies 501, 506</i>	Possessing an incendiary or explosive device, material, or any combination of combustible or explosive substance, other than a firearm, that can cause harm to people or property (e.g., firecrackers, smoke bombs, flares; but NOT "snap pops," which should be treated as a disruption).			Detonating or possessing and/or threatening to detonate an incendiary device or material, as described above.
Bomb Threat <i>Policies 506</i>	Verbal or written threat in any medium of possessing an incendiary or explosive device, material, or any combination of combustible or explosive substance, other than a firearm, that can cause harm to people or property (e.g. firecrackers, smoke bombs, flares, but NOT "snap pops")			
Fighting <i>Policies 501, 506</i>	Two or more people engaged in intentional bodily harm toward each other			
Harassment <i>Policies 413, 506</i>	<p>Nonsexual: Engaging in intentional negative actions on the part of one or more students that cause discomfort with identity issues in regard to race, color, national origin, gender and gender identity, disability, sexual orientation, religion or other characteristics that interfere with a student's ability to participate in or benefit from the school's educational programs</p> <p>Sexual; Unwelcome sexual advances, requests for sexual favors; and/or other inappropriate verbal, written or physical conduct of a sexual nature directed toward others</p> <p>(Consideration would need to be particularly given to the age, grade, developmental level, prior offenses, intentionality and circumstances in determining an appropriate course of action and responses.)</p>			

Lowest level should be considered first, followed by progressively more intensive consequences.

Behavior	LEVEL 1 Classroom and Support Responses (teacher coordinates intervention, no office discipline referral)	LEVEL 2 Classroom and Support Responses (teacher coordinates intervention, partners with office, documentation required)	LEVEL 3 Support, Administrative Responses (teacher initiates intervention, office coordinates intervention, office discipline referral required)	LEVEL 4 Support, Removal Responses (office coordinates intervention, may include removal, office discipline referral required)
Hazing <i>Policy 526</i>	Committing an act against another student, or coercing a student into committing an act, that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization.			
Insubordination <i>Policy 506</i>	<u>Repeatedly or persistently defying or refusing to follow the directors of teachers, staff or administrators.</u> <u>Behavior of individual student has to differ significantly from their peer group.</u>			
Illegal Drugs Controlled Substances (Prescription) <i>Policies 417, 418</i>	Unauthorized use of, possession of, or being under the influence of a controlled substance or look-alike substance not prescribed by a physician.			
			Using, possessing (including paraphernalia) or being under the influence of illegal drugs.	
			Distributing or selling non-illegal drugs or look-alike substances.	
				Any activity involving the consumption of any drug, illegal substance that subjects the student to a risk of harm.

Lowest level should be considered first, followed by progressively more intensive consequences.

Behavior	LEVEL 1 Classroom and Support Responses (teacher coordinates intervention, no office discipline referral)	LEVEL 2 Classroom and Support Responses (teacher coordinates intervention, partners with office, documentation required)	LEVEL 3 Support, Administrative Responses (teacher initiates intervention, office coordinates intervention, office discipline referral required)	LEVEL 4 Support, Removal Responses (office coordinates intervention, may include removal, office discipline referral required)
Over the Counter Medications		Unauthorized use of, possession of, or being under the influence of a controlled substance or look-alike substance not prescribed by a physician		
Weapons <i>Policy 501</i>		Possessing, using, or threatening to use a non-firearm gun. Possessing a fire-arm		
		Possessing ammunition, a knife or other implement that could cause serious bodily harm, without intent to use as a weapon.		
		Possessing a knife or anything that could cause serious bodily harm with intent to use as a weapon.		
		Using or threatening to use, a knife or other implement as a weapon with intent to cause serious bodily harm.		
		Distributing or selling weapons.		
Robbery (using force)		Taking or attempting to take anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force and/or by putting the victim in fear		

Lowest level should be considered first, followed by progressively more intensive consequences.

Behavior	LEVEL 1 Classroom and Support Responses (teacher coordinates intervention, no office discipline referral)	LEVEL 2 Classroom and Support Responses (teacher coordinates intervention, partners with office, documentation required)	LEVEL 3 Support, Administrative Responses (teacher initiates intervention, office coordinates intervention, office discipline referral required)	LEVEL 4 Support, Removal Responses (office coordinates intervention, may include removal, office discipline referral required)
Tardiness <i>Policies 503, 506</i>	Arriving late to the assigned school locations (class).			
	Persistently (more than three times) arriving late to class or school without an excuse.			
Terroristic Threats				A threat of violence with the intent to terrorize; Whoever threatens, directly or indirectly, to commit any crime of violence with purpose to terrorize another or to cause evacuation of a building, place of assembly, vehicle or facility of public transportation or otherwise to cause serious public inconvenience, or in a reckless disregard of the risk of causing such terror or inconvenience (MN Statute Sec. 609.713
Theft <i>Policy 506</i>	Taking or obtaining property of another without permission and/or knowledge of the owner.			
		Persistently or habitually taking or obtaining property of another without permission and/or knowledge of the owner.		
		Taking or obtaining property of another without permission and/or knowledge of the owner, where the theft is over \$200 or defined as burglary by law enforcement		

Lowest level should be considered first, followed by progressively more intensive consequences.

Behavior	LEVEL 1 Classroom and Support Responses (teacher coordinates intervention, no office discipline referral)	LEVEL 2 Classroom and Support Responses (teacher coordinates intervention, partners with office, documentation required)	LEVEL 3 Support, Administrative Responses (teacher initiates intervention, office coordinates intervention, office discipline referral required)	LEVEL 4 Support, Removal Responses (office coordinates intervention, may include removal, office discipline referral required)
Tobacco <i>Policies 419, 506</i>			Any activity involving the consumption of tobacco products	
Threat/Intimidation			Engaging in verbal behavior or posturing that involves an expressed or implied threat to interfere with an individual's personal safety, academic efforts, employment or participating in school sponsored activities which would cause a reasonable person to have a reasonable apprehension that such harm. Possessing, using or threatening to use a look alike or facsimile (e.g. water gun) weapon that is not dangerous	
Truancy <i>Policies 503, 506</i>	Being willfully absent from class without lawful excuse for one or more class periods on seven different school days.			
Verbal Abuse <i>Policy 506</i>	Use of profane or obscene language towards a particular person			

For information about this handbook, contact District 191
at (952) 707-2000 or info@isd191.org.



Burnsville-Eagan-Savage School District 191
200 W. Burnsville Pkwy.
Burnsville, MN 55337
www.isd191.org



**Agenda IV.B.3.
August 24, 2023**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Dr. Chris Bellmont, assistant superintendent

Date: August 24, 2023

Re: Changes to the 2023-24 School Calendar

Recommendation: Approve the change to the academic calendar for 2023-24 based on the following new information that has been received.

- Most or all of our elementary schools will be utilized as polling sites for the primary election on March 5, 2023.
 - March 5, 2024 moving from a school in-person day to a school Blended Learning day.

Burnsville-Eagan-Savage School District 191

2023-2024 School Year Calendar

July 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST
22-24 New Teacher Workshop (No Students)
28-31 Professional Day (No Students)

2023-2024 Calendar:
Quarter 1
 September 5 - November 10
 43 days

SEPTEMBER
4 Labor Day (No Staff/No Students)
5 First Day of School for Grades 1-12
7 First Day of School for Kindergarten

Quarter 2
 November 13 - January 19
 39 days

September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

OCTOBER
19-20 Minnesota Educator Academy
 (No Staff/No Students)

Semester 1
 September 5 - January 19
 82 days

NOVEMBER
2-3, 6 Parent-Teacher Conferences & Teacher Prep
 (No Students)
7 Professional Day (No Students)
10 Last Day of 1st Quarter
23-24 Thanksgiving Break (No Staff/No Students)

Quarter 3
 January 23 - March 22
 40 days

November 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DECEMBER
21-31 Winter Break (No Staff/No Students)

Quarter 4
 April 1 - June 5
 48 days

January 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY
1 New Year's Day (No Staff/No Students)
15 MLK, Jr. Day (No Staff/No Students)
19 Last Day of 1st Semester
22 Professional Day (No Students)

Semester 2
 January 23 - June 6
 88 days

March 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

FEBRUARY
19 Professional Day (No Students)

MARCH
5 Blended Learning Day
6-8 Parent-Teacher Conferences & Teacher Prep
 (No Students)
22 Last Day of 3rd Quarter

APRIL
8-12 Spring Break (No Staff/No Students)

MAY
27 Memorial Day (No Staff/No Students)

May 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JUNE
6 Last Day of School
7 Graduation & Professional Day (No Students)

Total School Days.....170
Total Teacher Work Days.....184

Color Key:

No School for All Students
New Teacher Workshop (No Students)
Professional Day (No Students)
Parent-Teacher Conferences & Teacher Prep (No Students)
Holiday (No Staff/No Students)
First & Last Day of School
Virtual Learning Day
Graduation





**Agenda IV.B.4.
August 24, 2023**

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

From: Imina Oftedahl, Director of Curriculum, Instruction, and Assessment

Date: August 24, 2023

Re: Approve District Assessment Program

Recommendation: That the Board of Education approves the District Assessment Program.

In alignment with District Policy 614: School District Assessment Program and District Policy 613: Graduation Requirements the District Assessment, Data, and Research Coordinator with bring recommendations for a comprehensive standardized assessment program to the school board for approval. The One91 Assessment Overview 2023-2024 provides information about the district comprehensive plan.



Assessment Overview

2023-2024

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RESOURCES

- District Assessment Coordinator (DAC) contact information:
 - Brandon Lowe, District Assessment Coordinator
 - Email: blowe@isd191.org
 - Phone: 952-707-4114
 - Tausha Chamberland, Administrative Assistant
 - Email: tchamberland@isd191.org
 - Phone: 952-707-6279
- Links and resources:
 - [MDE Statewide Testing](#)
 - [MDE Family Statewide Testing](#)
 - [One91 Assessment Overview Site](#)

ASSESSMENT COMMITTEE

Purpose

The purpose of the assessment committee is to evaluate the comprehensive assessment program of the school district and provide recommendations for approval or revisions to the superintendent.

Authority

Board Policy 613 - Graduation Requirements: The policy identifies the district assessment coordinator and the requirement for a comprehensive assessment plan for the school board. [Link](#)

Board Policy 614 - School District Assessment Program: It shall be the policy of the School Board that a comprehensive standardized assessment program be established and maintained: for internal and external accountability; that meets federal and state requirements; to evaluate the total program of the school district; to measure progress of students; and for student program placement in core instruction, enrichment and intervention. [Link](#)

Board Policy 615 - Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and EL Students: The purpose of the policy is to provide adequate opportunity for students identified as having individualized education program (IEP), Rehabilitation Act of 1973, § 504 accommodation plan (504 plan), or English Language (EL) needs to participate in statewide assessment systems designed to hold schools accountable for the academic performance of all students. [Link](#)

Board Policy 616 - School District System Accountability: The purpose of this policy is to focus public education strategies on a process that promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota K-12 Academic Standards and federal law. [Link](#)

Assumptions

The committee operated under the shared vision of District One91 as well as the Guiding Principles of Cultural Proficiency.

- Culture is a predominant force in shaping values, behaviors and institutions' policies and practices.
- People are served in varying degrees by the dominant culture.
- There is diversity within and among cultures and both are important.
- Every group has unique culturally-defined needs that must be respected.
- People have personal identities and group identities. The dignity of individuals is not guaranteed unless the dignity of their people is also preserved.
- Each cultural group has unique cultural needs.
- The best of both worlds enhances the capacity of all.

- The family, as defined by each culture, is the primary system of support in the education of children.

The committee also operated under the Ten Minnesota Commitments to Equity, specifically commitments 1, 3, 7, and 9. [Link](#)

- Commitment 1: Prioritize equity: Set and communicate a vision and targets for high outcomes for all students.
- Commitment 3: Measure what matters: Use relevant and meaningful data. Hold each other accountable for equity.
- Commitment 7: Monitor equitable implementation of standards: Improve the quality of curriculum and instruction for all students.
- Commitment 9: Improve conditions for learning: Focus on school culture, climate and social-emotional development. Connect teaching to the experiences, assets and needs of students.

Organization

The Assessment, Data, and Research Coordinator organized the committee and invited members. Representation was sought from all school levels. Representation was sought from multilingual services, special education services, and cultural liaisons.

Membership Responsibilities

Members were expected to gather input from teachers, cultural liaisons, and students regarding the assessment plan from their individual sites between meetings. Members were expected to present input to the committee and make collective decisions regarding the assessment recommendations.

Members

- Kristine Black, Principal, Hidden Valley Elementary School
- Dawndra Broge, Multilingual Coordinator
- Christine Fischer McDonald, Elementary Curriculum Coordinator
- Bill Heim, Assistant Principal, Burnsville High School
- Dave Helke, Principal, Eagle Ridge Middle School
- Salma Hussein, Principal, Gideon Pond Elementary School
- Jay Lepper, Assistant Principal, Nicollet Middle School
- Brandon Lowe, Assessment, Data, and Research Coordinator
- Sarah Noble, Assistant Principal, Burnsville High School
- Brad Robb, Principal, Rahn Elementary School
- Kristi Wanzek, Elementary Student Support Supervisor

Process and Timeline

Virtual meetings were held from March through May, with input gathered between meetings via forms and email. The District Assessment Coordinator met with School Assessment Coordinators and Cultural Liaisons to gather input, and Principals gathered input from school staff before a final recommendation was drafted.

ASSESSMENTS

ACCESS for ELLs/Alternate ACCESS for ELLs

Purpose

The ACCESS for ELLs and Alternate ACCESS for ELLs are administered to English learners in order to measure progress toward meeting the WIDA English Language Development Standards adopted by Minnesota. Results help inform the support provided to students including eligibility for multilingual programming and services.

Description

There are four language domains assessed by the ACCESS: listening, reading, speaking, and writing. The test is available in six grade-level clusters: K, 1, 2-3, 4-5, 6-8, and 9-12. While the Kindergarten ACCESS is paper-based, the ACCESS is primarily administered online, with paper test materials available for eligible students.

With ACCESS for grades 1-12 administered online, the Listening and Reading domains are adaptive; students must answer each item to continue and may not go back to review previous responses. For the Speaking domain, once students record a response, they cannot go back. For the Writing domain, students must enter a keystroke to continue but can go back to previous questions during the administration.

The Alternate ACCESS is an individually administered English language proficiency accountability assessment developed specifically for English learners who have significant cognitive disabilities.

Key Information

Purpose	Summative, Screener
Required by	State
Students Assessed	All students grades kindergarten through grade 12 eligible to receive EL services
Expected Duration	4-5 hours over multiple days
Format	Kindergarten: one-on-one Grades 1-12: online
Test Window	Jan 29 - Mar 22

ACT

Purpose

The ACT is a standardized test designed to measure a high school student’s general educational development and ability to complete college-level work. The purpose of the ACT test is to measure a high school student's readiness for post secondary education, and provide post secondary institutions with one common data point that can be used to compare all applicants. College admissions officers will review standardized test scores alongside high school GPA, the classes taken in high school, and other application requirements. How important ACT scores are in the college application process varies from school to school.

ACT is also used to gather information about the alignment of curriculum and instruction with college readiness standards. High schools use the information to improve curriculum materials and student support. Educators look for areas where students do well so they can reinforce the ways they teach these skills. Educators also look for areas where they can improve standards-based curriculum and instruction.

Description

The ACT tests the core subjects that students typically study through their third year of high school (English, Math, Reading, and Science). ACT with writing is not offered during the school day. Each section of the ACT is scored on a 1 to 36 point scale. A composite ACT score is the average of the four section scores, also on a scale from 1 to 36. Most colleges and universities in the U.S. accept the test as part of the application process, and in some cases for placement in courses.

Key Information

Purpose	Summative
Required by	District to meet state requirement
Students Assessed	All students in grade 11
Expected Duration	3 hours
Format	Online
Test Window	Apr 23 - Apr 26

CogAT

Purpose

The CogAT is used as a screener to provide schools data when determining a student’s eligibility for advanced learning and accelerated programming and services. The CogAT will be provided to all One91 students in grades 2 and 4. Students in grades 3 and 5 may take the CogAT if no score from the previous school year is available.

Description

Form 7 of the Cognitive Abilities Test (CogAT) evaluates the level and pattern of verbal, quantitative, and spatial (nonverbal) reasoning abilities for students. These abilities reflect the overall efficiency of cognitive processes and strategies that enable individuals to learn new tasks and solve problems. CogAT 7 has three batteries: Verbal, Quantitative, and Nonverbal. Each battery contains three subtests. The abilities evaluated are those that enable students to acquire, organize, store in memory, and recall information; to make inferences; to detect relationships; to comprehend and analyze problem situations; to form concepts; to discover and remember sequences; to recognize patterns; to classify or categorize objects, events, and concepts; to infer rules and principles; and to relate and use previous experience to accomplish new learning tasks or solve novel problems.

Key Information

Purpose	Screenener
Required by	District
Students Assessed	All students grades 2 and 4
Expected Duration	2-3 hours over 3 days
Format	Online
Test Window	Grade 2: Jan 29 - Feb 9 Grade 4: Sep 18 - Sep 29

FastBridge aMath

Purpose

FastBridge aMath is administered three times each year to evaluate student growth and proficiency in math. FastBridge aMath is designed to identify student needs associated with accelerated learning and predict performance on state accountability measures.

Description

FastBridge aMath is a computer-adaptive measure of both broad and component math skills from first through eighth grade. FastBridge aMath includes fully automated administration and scoring of individualized assessments for purposes of universal screening and instructional leveling.

Key Information

Purpose	Screener
Required by	District
Students Assessed	All students grades 1-8
Expected Duration	5-30 minutes, 3 times per year
Format	Online
Test Window	Fall: Sep 18 - Sep 29 Winter: Jan 8 - Jan 19 Spring: May 28 - Jun 6

FastBridge aReading

Purpose

FastBridge aReading is administered three times each year to evaluate student growth and proficiency in reading. FastBridge aReading is designed to identify student needs associated with accelerated learning and predict performance on state accountability measures.

Description

FastBridge aReading is a computer-adaptive measure of broad reading ability that is individualized for each student. It provides a useful estimate of broad reading achievement from first through eighth grade. The question-and-response format used in FastBridge aReading is multiple-choice, like many statewide, standardized assessments.

Key Information

Purpose	Screener
Required by	District to meet State requirement
Students Assessed	All students grades 1-8
Expected Duration	5-30 minutes, 3 times per year
Format	Online
Test Window	Fall: Sep 18 - Sep 29 Winter: Jan 8 - Jan 19 Spring: May 28 - Jun 6

FastBridge CBM Reading

Purpose

FastBridge CBM (Curriculum Based Measurement) Reading is administered multiple times each year to collect accurate and actionable progress monitoring data to provide the targeted support students may need. FastBridge CBM Reading data help teachers evaluate instructional effects and determine if differentiated instruction or interventions are effective.

Description

FastBridge CBM Reading assessments are individually administered. The test administrator marks student responses electronically as the student completes the brief assessment.

Key Information

Purpose	Screener Diagnostic Progress Monitor
Required by	District
Students Assessed	Students in grades 2-3 not yet demonstrating grade level proficiency
Expected Duration	5 minutes, 3 times per year
Format	One-on-one
Test Window	Fall: Sep 18 - Sep 29 Winter: Jan 8 - Jan 19 Spring: May 28 - Jun 6

FastBridge earlyMath

Purpose

FastBridge earlyMath is administered three times per year to extend and improve on the development of curriculum-based measures for early numeracy. FastBridge earlyMath subtests are used to screen and monitor a student's progress in foundational math skills and provide guidance for instructional and intervention development.

Description

FastBridge earlyMath assessments are individually administered. The test administrator marks student responses electronically as the student completes the brief assessment. Paper-and-pencil versions are also available. Student scores are reported instantly and stored in the database for longitudinal analysis.

Key Information

Purpose	Screener Diagnostic Progress Monitor
Required by	District
Students Assessed	All students kindergarten and grade 1
Expected Duration	5-30 minutes, 3 times per year
Format	One-on-one
Test Window	Fall: Sep 5 - Sep 29 Winter: Jan 8 - Jan 19 Spring: May 28 - Jun 6

FastBridge earlyReading

Purpose

FastBridge earlyReading is administered three times each year to evaluate essential foundational reading skills such as concepts of print, phonemic awareness, phonics, and fluency. FastBridge earlyReading data help teachers evaluate instructional effects and determine if differentiated instruction or interventions are effective.

Description

FastBridge earlyReading assessments are individually administered. The test administrator marks student responses electronically as the student completes the brief assessment. Performance data are reported instantly and stored in the database for longitudinal analysis.

Key Information

Purpose	Screener Diagnostic Progress Monitor
Required by	District to meet State requirement
Students Assessed	All students kindergarten and grade 1
Expected Duration	5-10 minutes, 3 times per year
Format	One-on-one
Test Window	Fall: Sep 5 - Sep 29 Winter: Jan 8 - Jan 19 Spring: May 28 - Jun 6

MCA/MTAS Math

Purpose

The Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS) are used to gather information about the alignment of district and school curriculum and instruction with state academic standards. Schools use the information to improve curriculum materials and student support. Educators look for areas where students do well so they can reinforce the ways they teach these skills. Educators also look for areas where they can improve standards-based curriculum and instruction.

Description

The MCA Math is administered every year. The MCAs are based on the Minnesota Academic Standards, which specify what students in a particular grade should know and be able to do. All students in Minnesota public schools take the MCAs. MCA Math is administered in grades 3 – 8 and high school in grade 11. Students take the MCA Math online. Some students may be eligible for paper test materials based on their Individualized Educational Plan (IEP) or 504 plan.

The MTAS Math is an alternate assessment based on alternate achievement standards for students with significant cognitive disabilities. It is part of the Minnesota assessment program. The MTAS measures mathematics skills that are linked to the general education curriculum. These skills represent high expectations for students with significant cognitive disabilities, but tasks to measure these skills are modified from the standard items on the MCA.

Key Information

Purpose	Summative
Required by	State
Students Assessed	All students in grades 3-8 and grade 11
Expected Duration	2 hours
Format	Online
Test Window	Apr 17 - May 1

MCA/MTAS Reading

Purpose

The Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS) are used to gather information about the alignment of district and school curriculum and instruction with state academic standards. Schools use the information to improve curriculum materials and student support. Educators look for areas where students do well so they can reinforce the ways they teach these skills. Educators also look for areas where they can improve standards-based curriculum and instruction.

Description

The MCA Reading is administered every year. The MCAs are based on the Minnesota Academic Standards, which specify what students in a particular grade should know and be able to do. All students in Minnesota public schools take the MCAs. MCA Reading is administered in grades 3 – 8 and high school in grade 10. Students take the MCA Reading online. Some students may be eligible for paper test materials based on their Individualized Educational Plan (IEP) or 504 plan.

The MTAS Reading is an alternate assessment based on alternate achievement standards for students with significant cognitive disabilities. It is part of the Minnesota assessment program. The MTAS measures reading skills that are linked to the general education curriculum. These skills represent high expectations for students with significant cognitive disabilities, but tasks to measure these skills are modified from the items on the MCA.

Key Information

Purpose	Summative
Required by	State
Students Assessed	All students in grades 3-8 and grade 10
Expected Duration	2 hours
Format	Online
Test Window	Apr 17 - May 1

MCA/MTAS Science

Purpose

The Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS) are used to gather information about the alignment of district and school curriculum and instruction with state academic standards. Schools use the information to improve curriculum materials and student support. Educators look for areas where students do well so they can reinforce the ways they teach these skills. Educators also look for areas where they can improve standards-based curriculum and instruction.

Description

The MCA Science is administered every year. The MCAs are based on the Minnesota Academic Standards, which specify what students in a particular grade should know and be able to do. All students in Minnesota public schools take the MCAs. MCA Science is administered in grades 5, 8, and 10. Students take the MCA Science online. Some students may be eligible for paper test materials based on their Individualized Educational Plan (IEP) or 504 plan.

The MTAS Science is an alternate assessment based on alternate achievement standards for students with significant cognitive disabilities. It is part of the Minnesota assessment program. The MTAS measures science skills that are linked to the general education curriculum. These skills represent high expectations for students with significant cognitive disabilities, but tasks to measure these skills are modified from the items on the MCA.

Key Information

Purpose	Summative
Required by	State
Students Assessed	All students in grades 5, 8, and 10
Expected Duration	1.5 hours
Format	Online
Test Window	Apr 24 - May 8

PreACT

Purpose

The PreACT is a standardized test designed to measure a high school student’s general educational development and predict performance on the ACT. The purpose of the PreACT test is to measure a high school student's readiness for the ACT.

PreACT is also used to gather information about the alignment of curriculum and instruction with college readiness standards. High schools use the information to improve curriculum materials and student support. Educators look for areas where students do well so they can reinforce the ways they teach these skills. Educators also look for areas where they can improve standards-based curriculum and instruction.

Description

The PreACT tests the core subjects that students typically study through their first and second year of high school (English, Math, Reading, and Science). The PreACT is a low-stakes pre-exam for the ACT. The PreACT is a slightly shorter exam designed to help students prepare for the official ACT exam by simulating the test and testing experience.

Key Information

Purpose	Summative
Required by	District
Students Assessed	All students in grades 9 and 10
Expected Duration	2.5 hours
Format	Online
Test Window	Jan 31

DISTRICT ASSESSMENT WINDOWS

Schools schedule their own testing days based on the unique needs of their students and families. Principals may select dates that fall within the assessment windows set by the district, which are established based on requirements of the state or assessment provider and the needs of the community.

FALL

Sep 5 - Sep 29	FastBridge earlyReading and earlyMath Kindergarten
Sep 18 - Sep 29	FastBridge aReading and aMath Grades 1-8
Sep 18 - Sep 29	CogAT Grade 4

WINTER

Jan 8 - Jan 19	FastBridge Reading and Math Grades K-8
Jan 29 - Feb 9	CogAT Grade 2
Jan 31	PreACT Grades 9-10

SPRING

Jan 29 - Mar 22	ACCESS/Alternate ACCESS for ELLs
Apr 17 - May 1	MCA/MTAS Reading & Math Grades 3-8, 10, 11
Apr 24 - May 8	MCA/MTAS Science Grades 5, 8, 10
Apr 23 - Apr 26	ACT Grade 11
May 28 - Jun 6	FastBridge Reading and Math Grades K-8
May 6 - 17	AP Exams

SCHEDULE BY GRADE

Grade	Assessment	Notes	Window Length	Window Open	Window Closes	Typical Test Length
K	FastBridge Reading	earlyReading	4 weeks	Sep 5	Sep 29	5-10 minutes
K	FastBridge Math	earlyMath	4 weeks	Sep 5	Sep 29	5-7 minutes
K	FastBridge Reading	earlyReading	2 weeks	Jan 8	Jan 19	5-10 minutes
K	FastBridge Math	earlyMath	2 weeks	Jan 8	Jan 19	5-7 minutes
K	ACCESS for ELLs		9 weeks	Jan 29	Mar 22	45 minutes
K	FastBridge Reading	earlyReading	2 weeks	May 28	Jun 6	5-10 minutes
K	FastBridge Math	earlyMath	2 weeks	May 28	Jun 6	5-7 minutes
1	FastBridge Math	earlyMath	2 weeks	Sep 18	Sep 29	15-30 minutes
1	FastBridge Reading	earlyReading	2 weeks	Sep 18	Sep 29	5-10 minutes
1	FastBridge Math	earlyMath	2 weeks	Jan 8	Jan 19	15-30 minutes
1	FastBridge Reading	earlyReading	2 weeks	Jan 8	Jan 19	5-10 minutes
1	ACCESS for ELLs		9 weeks	Jan 29	Mar 22	4-4.5 hours over 4 days
1	Alternate ACCESS for ELLs		9 weeks	Jan 29	Mar 22	80 minutes
1	FastBridge Math	aMath	2 weeks	May 28	Jun 6	15-30 minutes
1	FastBridge Reading	aReading	2 weeks	May 28	Jun 6	15 minutes
2	CogAT	Screener	2 weeks	Jan 29	Feb 9	2-3 hours over 3 days
2	FastBridge Math	aMath	2 weeks	Sep 18	Sep 29	15-30 minutes
2	FastBridge Reading	aReading	2 weeks	Sep 18	Sep 29	15 minutes
2	FastBridge Reading	CBM Reading	2 weeks	Sep 18	Sep 29	5 minutes
2	FastBridge Reading	CBM Reading	2 weeks	Jan 8	Jan 19	5 minutes
2	FastBridge Math	aMath	2 weeks	Jan 8	Jan 19	15-30 minutes
2	FastBridge Reading	aReading	2 weeks	Jan 8	Jan 19	15 minutes
2	ACCESS for ELLs		9 weeks	Jan 29	Mar 22	4-4.5 hours over 4 days
2	Alternate ACCESS for ELLs		9 weeks	Jan 29	Mar 22	80 minutes
2	FastBridge Reading	CBM Reading	2 weeks	May 28	Jun 6	5 minutes
2	FastBridge Math	aMath	2 weeks	May 28	Jun 6	15-30 minutes

Grade	Assessment	Notes	Window Length	Window Open	Window Closes	Typical Test Length
2	FastBridge Reading	aReading	2 weeks	May 28	Jun 6	15 minutes
3	FastBridge Math	aMath	2 weeks	Sep 18	Sep 29	15-30 minutes
3	FastBridge Reading	aReading	2 weeks	Sep 18	Sep 29	15 minutes
3	FastBridge Reading	CBM Reading	2 weeks	Sep 18	Sep 29	5 minutes
3	FastBridge Reading	CBM Reading	2 weeks	Jan 8	Jan 19	5 minutes
3	FastBridge Math	aMath	2 weeks	Jan 8	Jan 19	15-30 minutes
3	FastBridge Reading	aReading	2 weeks	Jan 8	Jan 19	15 minutes
3	ACCESS for ELLs		9 weeks	Jan 29	Mar 22	4-4.5 hours over 4 days
3	Alternate ACCESS for ELLs		9 weeks	Jan 29	Mar 22	80 minutes
3	MCA Math		2 weeks	Apr 17	May 1	1.5-2 hours
3	MCA Reading		2 weeks	Apr 17	May 1	1.5-2 hours
3	MTAS Math		2 weeks	Apr 17	May 1	20-40 minutes
3	MTAS Reading		2 weeks	Apr 17	May 1	60-90 minutes
3	FastBridge Reading	CBM Reading	2 weeks	May 28	Jun 6	5 minutes
3	FastBridge Math	aMath	2 weeks	May 28	Jun 6	15-30 minutes
3	FastBridge Reading	aReading	2 weeks	May 28	Jun 6	15 minutes
4	FastBridge Math	aMath	2 weeks	Sep 18	Sep 29	15-30 minutes
4	FastBridge Reading	aReading	2 weeks	Sep 18	Sep 29	15 minutes
4	CogAT	Screener	2 weeks	Sep 18	Sep 29	2-3 hours over 3 days
4	FastBridge Math	aMath	2 weeks	Jan 8	Jan 19	15-30 minutes
4	FastBridge Reading	aReading	2 weeks	Jan 8	Jan 19	15 minutes
4	ACCESS for ELLs		9 weeks	Jan 29	Mar 22	4-4.5 hours over 4 days
4	Alternate ACCESS for ELLs		9 weeks	Jan 29	Mar 22	80 minutes
4	MCA Math		2 weeks	Apr 17	May 1	1.5-2 hours
4	MCA Reading		2 weeks	Apr 17	May 1	1.5-2 hours
4	MTAS Math		2 weeks	Apr 17	May 1	20-40 minutes
4	MTAS Reading		2 weeks	Apr 17	May 1	60-90 minutes
4	FastBridge Math	aMath	2 weeks	May 28	Jun 6	15-30 minutes
4	FastBridge Reading	aReading	2 weeks	May 28	Jun 6	15 minutes
5	FastBridge Math	aMath	2 weeks	Sep 18	Sep 29	15-30 minutes

Grade	Assessment	Notes	Window Length	Window Open	Window Closes	Typical Test Length
5	FastBridge Reading	aReading	2 weeks	Sep 18	Sep 29	15 minutes
5	FastBridge Math	aMath	2 weeks	Jan 8	Jan 19	15-30 minutes
5	FastBridge Reading	aReading	2 weeks	Jan 8	Jan 19	15 minutes
5	ACCESS for ELLs		9 weeks	Jan 29	Mar 22	4-4.5 hours over 4 days
5	Alternate ACCESS for ELLs		9 weeks	Jan 29	Mar 22	80 minutes
5	MCA Math		2 weeks	Apr 17	May 1	1.5-2 hours
5	MCA Reading		2 weeks	Apr 17	May 1	1.5-2 hours
5	MTAS Math		2 weeks	Apr 17	May 1	20-40 minutes
5	MTAS Reading		2 weeks	Apr 17	May 1	60-90 minutes
5	MCA Science		2 weeks	Apr 24	May 8	1-1.5 hours
5	MTAS Science		2 weeks	Apr 24	May 8	60-90 minutes
5	FastBridge Math	aMath	2 weeks	May 28	Jun 6	15-30 minutes
5	FastBridge Reading	aReading	2 weeks	May 28	Jun 6	15 minutes
6	FastBridge Math	aMath	2 weeks	Sep 18	Sep 29	15-30 minutes
6	FastBridge Reading	aReading	2 weeks	Sep 18	Sep 29	30 minutes
6	FastBridge Math	aMath	2 weeks	Jan 8	Jan 19	15-30 minutes
6	FastBridge Reading	aReading	2 weeks	Jan 8	Jan 19	30 minutes
6	ACCESS for ELLs		9 weeks	Jan 29	Mar 22	4-4.5 hours over 4 days
6	Alternate ACCESS for ELLs		9 weeks	Jan 29	Mar 22	80 minutes
6	MCA Math		2 weeks	Apr 17	May 1	1.5-2 hours
6	MCA Reading		2 weeks	Apr 17	May 1	1.5-2 hours
6	MTAS Math		2 weeks	Apr 17	May 1	20-40 minutes
6	MTAS Reading		2 weeks	Apr 17	May 1	60-90 minutes
6	FastBridge Math	aMath	2 weeks	May 28	Jun 6	15-30 minutes
6	FastBridge Reading	aReading	2 weeks	May 28	Jun 6	30 minutes
7	FastBridge Math	aMath	2 weeks	Sep 18	Sep 29	15-30 minutes
7	FastBridge Reading	aReading	2 weeks	Sep 18	Sep 29	30 minutes
7	FastBridge Math	aMath	2 weeks	Jan 8	Jan 19	15-30 minutes
7	FastBridge Reading	aReading	2 weeks	Jan 8	Jan 19	30 minutes
7	ACCESS for ELLs		9 weeks	Jan 29	Mar 22	4-4.5 hours over 4 days

Grade	Assessment	Notes	Window Length	Window Open	Window Closes	Typical Test Length
7	Alternate ACCESS for ELLs		9 weeks	Jan 29	Mar 22	80 minutes
7	MCA Math		2 weeks	Apr 17	May 1	1.5-2 hours
7	MCA Reading		2 weeks	Apr 17	May 1	1.5-2 hours
7	MTAS Math		2 weeks	Apr 17	May 1	20-40 minutes
7	MTAS Reading		2 weeks	Apr 17	May 1	60-90 minutes
7	FastBridge Math	aMath	2 weeks	May 28	Jun 6	15-30 minutes
7	FastBridge Reading	aReading	2 weeks	May 28	Jun 6	30 minutes
8	FastBridge Math	aMath	2 weeks	Sep 18	Sep 29	15-30 minutes
8	FastBridge Reading	aReading	2 weeks	Sep 18	Sep 29	30 minutes
8	FastBridge Math	aMath	2 weeks	Jan 8	Jan 19	15-30 minutes
8	FastBridge Reading	aReading	2 weeks	Jan 8	Jan 19	30 minutes
8	ACCESS for ELLs		9 weeks	Jan 29	Mar 22	4-4.5 hours over 4 days
8	Alternate ACCESS for ELLs		9 weeks	Jan 29	Mar 22	80 minutes
8	MCA Math		2 weeks	Apr 17	May 1	1.5-2 hours
8	MCA Reading		2 weeks	Apr 17	May 1	1.5-2 hours
8	MTAS Math		2 weeks	Apr 17	May 1	20-40 minutes
8	MTAS Reading		2 weeks	Apr 17	May 1	60-90 minutes
8	MCA Science		2 weeks	Apr 24	May 8	1-1.5 hours
8	MTAS Science		2 weeks	Apr 24	May 8	60-90 minutes
8	FastBridge Math	aMath	2 weeks	May 28	Jun 6	15-30 minutes
8	FastBridge Reading	aReading	2 weeks	May 28	Jun 6	30 minutes
9	ACCESS for ELLs		9 weeks	Jan 29	Mar 22	4-4.5 hours over 4 days
9	Alternate ACCESS for ELLs		9 weeks	Jan 29	Mar 22	80 minutes
9	PreACT		1 day	Jan 31	Jan 31	2.5 hours
10	ACCESS for ELLs		9 weeks	Jan 29	Mar 22	4-4.5 hours over 4 days
10	Alternate ACCESS for ELLs		9 weeks	Jan 29	Mar 22	80 minutes
10	PreACT		1 day	Jan 31	Jan 31	2.5 hours
10	MCA Reading		2 weeks	Apr 17	May 1	1.5-2 hours
10	MTAS Reading		2 weeks	Apr 17	May 1	60-90 minutes
10	MCA Science		2 weeks	Apr 24	May 8	1-1.5 hours

Grade	Assessment	Notes	Window Length	Window Open	Window Closes	Typical Test Length
10	MTAS Science		2 weeks	Apr 24	May 8	60-90 minutes
11	ACCESS for ELLs		9 weeks	Jan 29	Mar 22	4-4.5 hours over 4 days
11	Alternate ACCESS for ELLs		9 weeks	Jan 29	Mar 22	80 minutes
11	ACT		1 day	Apr 23	Apr 26	3 hours
11	MCA Math		2 weeks	Apr 17	May 1	1.5 hours
11	MTAS Math		2 weeks	Apr 17	May 1	20-40 minutes
12	ACCESS for ELLs		9 weeks	Jan 29	Mar 22	4-4.5 hours over 4 days
12	Alternate ACCESS for ELLs		9 weeks	Jan 29	Mar 22	80 minutes

HOURS TESTING BY GRADE

The following table represents the hours students at each grade level will spend testing. Most tests are not timed. This number represents a sum of the largest amount of time students usually spend on each test. Hours will vary for students with individual education plans, 504 plans, and multilingual students. The hours testing at each grade level align with the limits on local testing defined in [MN Statute 120B.301 Limits on Local Testing](#).

Grade	Hours Testing
K	0.85
1	2.08
2	5.50
3	6.50
4	9.25
5	7.75
6	7.00
7	7.00
8	8.50
9	2.50
10	6.00
11	4.50
12	0.00

CHANGES AND IMPLICATIONS

Changes in One91 assessment practices for the 2023-2024 school year are outlined along with implications brought about by the change.

- MCA/MTAS administered later. MCA and MTAS are administered later than in previous years. The Minnesota Department of Education window opens on March 4, 2024. However, the One91 window opens on April 17, 2024. This is approximately two weeks later than previous One91 practice. MCA and MTAS Reading and Math must be completed on or before May 1, 2024. MCA and MTAS Science must be completed on or before May 8, 2024.
 - By waiting to administer MCA and MTAS until April 17, 2024, One91 is preventing the test administration from occurring during the significant cultural holidays of our students and families (e.g., Ramadan and Easter).
 - The later administration of MCA and MTAS condenses the amount of time for schools to complete testing. Students must complete multiple tests in a smaller window of time.
 - The late administration of MCA and MTAS also reduces the amount of time for students to make up these assessments in the case of absence.
- FastBridge CBM clarification. FastBridge CBM Reading is required only for students in grades 2 and 3 that do not demonstrate grade level proficiency standards on FastBridge aReading. However, schools are permitted to administer FastBridge to all students if it is unfeasible to separate students into different spaces with additional staff. In previous years, guidance was not provided to teachers, and practice has been inconsistent between schools and classrooms.
 - Students that are required to take FastBridge CBM Reading will have approximately 0.25 hours of additional testing than their peers who do not take FastBridge CBM Reading.
 - More complete and comprehensive data will be collected.
 - Accelerated instruction will be more accurately planned.
- CogAT grades at different times. CogAT for grade 2 students occurs later in the school year. CogAT was administered to all students at the beginning of the school year in previous years. However, CogAT data for grade 2 students is not essential at the start of the school year.
 - Administering CogAT later in the year for grade 2 will allow more time for students to integrate into their classroom communities.
- Testing removed from the first two weeks. The first FastBridge window begins for grades 1-8 students on September 18, 2023. Previous practice was to begin testing during the first week of school.
 - Administering FastBridge later will allow more time for students to integrate into their classroom communities.
 - All students will receive high-quality Tier 1 support during the first two weeks of school.

BURNSVILLE EAGAN SAVAGE

Independent School District 191

Human Resources

AGENDA ITEM: IV.B.5.

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

From: Stacey Sovine
Executive Director of Administrative Services

Date: August 24, 2023

RE: **Approving Board programming and staffing retention priorities for the 2024-2025 school year.**

RECOMMENDATION: THAT THE BOARD OF EDUCATION APPROVES FOR THE 2024 - 2025 SCHOOL YEAR, THE PROPOSED PROGRAMMING PRIORITIES AND STAFFING RETENTION PROTECTIONS AND THEIR QUALIFYING CRITERIA IN THE FOLLOWING AREAS:

PROGRAMMING PRIORITIES AND STAFFING RETENTION PROTECTIONS	QUALIFYING CRITERIA
Retain the staff, at their 2023-2024 total FTE, who teach Chef 2, Chef 3, and Hospitality Internship (Culinary Pathway) courses that are approved by the site administrator for the 2024-2025 school year schedule.	Current MN teaching license, vocational license, SafeSchools certified, ProStart trained, credentialed by partnering post-secondary institution for the 2024-2025 school year schedule.
Retain the staff, at their 2023-2024 total FTE, who teach Project Lead the Way (PLTW + Engineering Pathway) courses that are approved by the site administrator for the 2024-2025 school year schedule.	Current MN teaching license in the areas under STEM and specialized PLTW certification for the 2024-2025 school year schedule.
Retain the staff, at their 2023-2024 total FTE, who teach Concurrent Enrollment courses that are approved by the site administrator for the 2024-2025 school year schedule.	Current MN teaching license, additional post-graduate education, and credentialed by partnering post-secondary institution for the 2024-2025 school year schedule.
Retain the staff, at their 2023-2024 total FTE, who teach Healthcare Core, Nursing Assistant, and EMT (Healthcare Pathway) courses that are approved by the site administrator for the 2024-2025 school year schedule.	Current MN teaching license, meet all requirements of MDE and MDH, and credentialed by partnering post-secondary institution for the 2024-2025 school year schedule.
Retain the staff, at their 2023-2024 total FTE, who teach CTE Eligible courses that are approved by the site administrator for the 2024-2025 school year schedule.	Current MN teaching license and CTE license for the 2024-2025 school year schedule.
Retain the staff, at their 2023-2024 total FTE, who teach Education Pathway courses that are approved by the site administrator for the 2024-2025 school year schedule.	Current MN teaching license, post-graduate coursework, training in the Pathways2Teaching program with Dr. Bianco through University of Colorado - Denver, credentialed by partnering post-secondary institution for the 2024-2025 school year schedule.
Retain the staff, at their 2023-2024 total FTE, who teach AP Computer Science, Mobile CS Principles, AP Mobile CS Principles, Computer Applications (IT Pathway) courses that are approved by the site administrator for the 2024-2025 school year schedule.	Current MN teaching license and documented training in the specific area of computer science and programming, credentialed by partnering post-secondary institution for the 2024-2025 school year schedule.

<p>Retain the staff, at their 2023-2024 total FTE, who teach Welding/Autobody, Intro to Consumer Auto, Advanced Auto/Vehicle Services (Automotive Pathway) courses that are approved by the site administrator for the 2024-2025 school year schedule.</p>	<p>Current MN teaching license and specific training, Automotive Service Excellence (ASE) certified, credentialed by partnering post-secondary institution for the 2024-2025 school year schedule.</p>
<p>Retain the staff, at their 2023-2024 total FTE, who teach Construction Trades I and II (Construction Pathway) courses that are approved by the site administrator for the 2024-2025 school year schedule.</p>	<p>Current MN teaching license and credentialed by partnering post-secondary institution for the 2024-2025 school year schedule.</p>
<p>Retain the staff, at their 2023-2024 total FTE, who are TOSA's identified as Deans that are approved by the site administrator for the 2024-2025 school year staffing.</p>	<p>Current MN K-12 Principal or Secondary Principal license and 3 years of building level Dean experience during the 2024-2025 school year schedule.</p>

BE IT FURTHER RESOLVED THAT: STAFFING RETENTION PROTECTION ALIGNS WITH THE DISTRICT 191 STRATEGIC PLAN AND ARE FOR TRAITS SUCH AS UNIQUE SPECIALIZED TRAINING, EXTERNAL CERTIFICATIONS OR LICENSES, LANGUAGE PROFICIENCY, AND RECRUITMENT AND RETENTION OF TEACHERS AND ADMINISTRATORS WITH DIVERSE RACIAL AND ETHNIC BACKGROUNDS. THE STAFFING RETENTION PROTECTIONS DO NOT LIMIT THE BOARD'S ABILITY TO DETERMINE THE PROGRAMS, FUNCTIONS, OVERALL BUDGET, UTILIZATION OF TECHNOLOGY, ORGANIZATIONAL STRUCTURE, SELECTION OF PERSONNEL, ABILITY TO DISCIPLINE, AND THE DIRECTION AND NUMBER OF PERSONNEL.



HUMAN RESOURCES

AGENDA ITEM: IV.B.6.

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

From: Stacey Sovine
Executive Director of Administrative Services

Date: August 24, 2023

RE: Seasonal, casual and temporary employee Pay Rates for the 2023-2024 School Year

Recommendation: That the Board of Education approves the following rates of pay for the 2023-2024 school year.

Discussion:

The following rates of pay and stipend amounts are both fiscally responsive and competitive with surrounding districts. Most rates have remained flat. We are condensing the different activity and athletic wages across positions to make the process easier and allow for expansion of sports as needed. Also, hourly amounts for different substitute positions are becoming increasingly more difficult to fill with the current job market requiring an adjustment.

GENERAL**2023 / 2024**

Effective:

8/25/2023

Adapted Athletic Facil.	\$	1,937.00		227
Awards Coordinator	\$	474.00		
BHS Graduation Coordinator	\$	1,326.00		
Burnsville Strong Advisor (Lead)	\$	2,800.00		
Career Fair Coordinator	\$	1,683.00		
Curriculum Lead	\$	1,000.00		
Lead LSN Stipend	\$	7,500.00		
Elem. Arts Festival Coordinator	\$	700.00		
PALS / BYC / Extended Year Site Lead		\$35 per hour		
First Tech	\$	2,623.00		
Honor Society Middle School	\$	684.00		
Mentor	\$	250.00		
Mentor Leadership Meetings	\$	50.00	per mtg	
Power of One	\$	668.00		
Robotics	\$	2,623.00		
Theater Stipend	\$	6,800.00		
Webmaster Secondary	\$	3,124.00		
Writing Center	\$	1,500.00		
Community Facilitator	\$	13.00	per hour	

SUBSTITUTES / CASUAL

Avid Tutor	\$	15.00	per hour	
Clerical (Casual Employees)	\$	17.50	per hour	
Clerical (Former Permanent Employees)	\$	22.70	per hour	
BHS Store Manager	\$	16.50	per hour	
Non-licensed Supervision / Support (School Year instructional day)	\$	15.00	per hour	
Food and Nutritional Services	\$	15.00	per hour	
Food and Nutritional Services Former Employees (1 year+ employment)	\$	16.00	per hour	
Health Assistant Substitute Rate	\$	15.00	per hour	
Health Assistant Substitute Rate (No Formal Medical License)	\$	15.00	per hour	
Instructors (Non-licensed)	\$	17.50	per hour	
LPNS Subbing for Health Assistants	\$	22.50	per hour	
LPN/RN's w/ 2-3 yrs Training - No Degree	\$	25.00	per hour	
RN's with B.S. Degree	\$	27.50	per hour	
Student Avid Tutor	\$	10.75	per hour	
Summer Custodial	\$	15.00	per hour	Up to 16.00

ATHLETICS

Athletic Event Worker - General* (Tickets, Scorer, Announcer, Supervision, etc)	\$35.00	per game / match	
Athletic Event Worker - Site Supervisor*	\$50.00	per game / match	
<i>*Track & Field - AD has discretion to determine the number of "games" based on the size and length of the Meet.</i>			
Varsity Football Event Worker - General (Tickets, Scorer, Announcer, Supervision, etc)	\$50.00	per game	
Varsity Football Event Worker - Site Supervisor	\$100.00	per game	

STUDENTS

Student workers under 18	\$	10.75	per hour
Student workers over 18	\$	10.75	per hour

COMMUNITY EDUCATION

K+ Classroom Assistant	\$	13.00	per hour
Other Unspecified Activities Based Upon Registration	\$	13.00	per hour
MRAZ Tech / AV Support	\$	16.00	per hour
Senior Citizens Program Licensed Commercial Driver	\$	19.50	per hour
Facility Rental Tech Support	\$	25.00	per hour
Second Language Support	\$	0.75	per hour

PELSB Mentorship Grant

BLT Member (above Pro-Pay stipend)	\$	500.00	Annual Base
Mentor (non-BLT member)	\$	1,000.00	Annual Base
Mentor (non-BLT member)	\$	500.00	Half-year Base
Mentor (Cross Building)	\$	250.00	Annual Above Base
Mentor that is BIPOC	\$	500.00	Annual Above Base
Mentor Lead	\$	5,000.00	Annual Base



**Agenda V.A.
August 24, 2023**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Anna Werb, Vice Chair

Date: August 24, 2023

Re: Review Superintendent Evaluation Tool



**Agenda V.B.
August 24, 2023**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Scott Hume, Chair

Date: August 24, 2023

Re: Review the Board Planning Document

	July	August	September	October	November	December	January	February	March	April	May	June
Board Development: Goal setting and self-eval		1) MSBA Summer Seminar (Twin Cities). 2) Retreat: board development. (e.g. CPSS, Strategic Plan review, ice breaking exercises, etc.) MSBA Phase I & II Training	In odd years: Contract with and schedule a date in Nov/December with MSBA in odd years to complete full BOE self eval. In even years: contact MSBA to schedule completion of MSBA's simple online survey.		1) Review Board Goals 2) In odd years, complete full BOE self eval with MSBA. In even years, complete MSBA simple online survey and receive report back for review.	Odd years: retreat with MSBA to review BOE self eval. Even years: BOE retreat to review BOE self eval report generated by MSBA's simple online survey. MSBA Phase I & II Training (virtual)	MSBA Leadership Conference and Phase Trainings. Minneapolis.	1) MSBA Officer Training (Chair, Vice Char, Clerk).		Retreat: review board self eval results (As a board in odd years; with MSBA as retreat in even years). Compile initial list of goals for the coming year.	Workshop: set 3-4 goals for the coming year (prior to sup eval closed session). Goals aligned to Strategic Plan.	Board meeting: review and establish board goals.
Sup evaluation		Retreat: Vice chair leads review sup eval tool and final sup goals in preparation for the upcoming eval cycle		Workshop: Finalize changes to sup eval tool.		1:1 meetings: mid-year check in with sup.	1:1 meetings: mid-year check in with sup.		BOE compiles individual assessments. Facilitated by vice chair.	BOE submits sup eval to vice chair for compilation. Individual board members compile short list of proposed goals for the coming year. Goals aligned to Strategic Plan.	Closed session: review eval together w sup and set sup goals for the coming year (might be two separate meetings). Sup goals set after board sets its own goals.	Board meeting: BOE presents public statement, and posts public statement in BoardBook. Proof of sup eval and topline results (signed by sup and Chair) are placed in sup's HR file. Then, board and sup create and share sup goals for next year.
Budget	Annual audit work begins.	Weekly enrollment mgmt	*Special FY23 for Budget: placeholder for staff presentation on New Legislation and Outstanding Federal Grants ESSER III		Fall Enrollment Report to board. Receive and approve audit FY22	1) Truth in Taxation hearing. 2) Report on FY24 Preliminary Current Reality	1) Board Approval of Revised FY23 Budget (second mtg) 2) Budget planning Board workshop a) Initial FY24 budget workshop: present current reality and parameters. b) Present timeline, process, and overview publicly (including dates for site, staff, student, and community input.) c) Open online input form with clear end-date for submission and d) clear end-date identified for final BOE budget discussion.	a)1st meeting of Month: First public presentation of initial budget process, and timeline. 2nd meeting of Month report on public input adjustments at regular BOE meeting, delineating adjustments by department. (Mgmt:) Followed by presentations to staff and site presentations of budget (to staff and families) for input. Online input form is closed.	(Mgmt): final planning sessions among leadership, dept heads, and principals based on staff, community, BOE feedback; b) 1st March regular Board meeting: Present final budget adjustments to the board. c) Board workshop to review input/feedback. 2nd Meeting of Board: Board meeting to present final adjustments by department based on input.	Internal: HR notifications of staffing adjustments		1st Mtg) Board meeting to review final Adopted Budget. 2nd Mtg) Board meeting to take action on Adopted Budget
Board Priorities		Board meeting: Approve Board Priorities for the coming year									Workshop: Review HR research into board priorities. Discuss initial list of proposed board priorities	Workshop: review final list of priorities.
Onboarding		MSBA Summer Seminar.	Superintendent meets with school board candidates, with option to add a panel of three board members who are not up for reelection		Assign mentor to new board members.	Mentor and sup begin onboarding process, once oath of office is signed. Monthly 1:1 meetings through the following December. Mentor and sup review Board Planning Document with new board members.	MSBA Leadership Conference. Phase I & II Trainings					
Policy		Monthly committee meetings to edit and review existing policy, as well as to add new policy.										
Legislative				Legislative Committee develops BOE legislative platform and calendar of events based on State Bonding vs State Funding cycles. Identifies Federal advocacy goals.	Legislative Committee presents BOE legislative platform in retreat setting to full BOE for input. At regular meeting, the final legislative platform is presented as a report. Once final report is presented, staff schedules a forum with State Representatives and Senators.	Legislative Forum	Advocacy calendar of events begins.				Advocacy efforts end.	

