



## Regular Meeting Agenda

Diamondhead Education Center  
200 W. Burnsville Parkway  
Burnsville, MN 55337  
March 28, 2024  
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 Abigail Alt and Lesley Chester

#### I. Call to Order

- A. Welcome
- B. Pledge of Allegiance

#### II. Approval of Agenda

#### III. Information

- A. Nicollet Middle School Chess Club Field Trip May 9 - May 14, 2024 3  
**Speaker(s):** Dr. Chris Bellmont, Assistant Superintendent, Brian Ribnick, Chess Club Advisor and Andy Gehrke, Parent
- B. Student Performance and Achievement Committee - Addressing 4  
Disparities: Academic, Multilingual, Discipline/Exclusion  
**Speaker(s):** Isis Buchanan, Director of Educational Equity and Amy Piotrowski, Director of Support Support Services
- C. Report about the Calendar Design & Recommendations for the 2025-2026 20  
School Year  
**Speaker(s):** Dr. Chris Bellmont, Assistant Superintendent and Wendy Drugge, BEA President
- D. Report about Written Response to the Vote of Nonconcurrency

	<b>Speaker(s):</b> Dr. Theresa Battle, Superintendent and Isis Buchanan, Director of Educational Equity	2
E. FY25 Preliminary Budget		33
	<b>Speaker(s):</b> Dr. Theresa Battle, Superintendent	
F. Committee, Board Appointment and School Assignment Reports		57
	<b>Speaker(s):</b> Chair Miller	
IV. Business Meeting		59
A. Consent Agenda		
	<b>Description:</b> 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		61
2. Approve Personnel Recommendations		64
3. Adopt a Resolution to Accept Donations		65
4. Approve Payroll, Receipts, Expenses and Investments		67
5. Accept the Budget Analysis		129
6. Receive a Report about the Listening Session		134
7. Approve, on a Second Reading Basis, Changes to Policies 606: <i>Instructional Materials</i> and 416: <i>Drug, Alcohol and Cannabis Testing</i>		135
B. New Business		
1. Approve the Academic Calendar for 2025-2026 School Year		173
	<b>Speaker(s):</b> Dr. Chris Bellmont, Assistant Superintendent and Wendy Drugge, BEA president	
2. Approve the Written Response to the Vote of Nonconcurrency		175
	<b>Speaker(s):</b> Dr. Theresa Battle, Superintendent and Isis Buchanan, Director of Educational Equity	
3. Approve Nicollet Middle School Chess Club Field Trip on May 9-14, 2024		180
	<b>Speaker(s):</b> Dr. Chris Bellmont, Assistant Superintendent, Brian Ribnick, Chess Club Advisor, and Andy Gehrke, Parent	
V. Work Session		
A. Insurance Premium Increase		185
	<b>Speaker(s):</b> Stacey Sovine, Executive Director of Administrative Services and George Vander Weit, One Digital Insurance Representative	
B. Creating a School System that Attracts and Serves all Students		197
	<b>Speaker(s):</b> Dr. Theresa Battle, Superintendent and Aaron Tinklenberg, Director of Communications	
VI. Closed Meeting, as permitted by Minnesota Statutes Section 13D.03, to Discuss Labor Negotiations.		208
	<b>Speaker(s):</b> Stacey Sovine, Executive Director of Administrative Services	
VII. Adjourn		

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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.  
March 28, 2024**

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

**From:** Dr. Chris Bellmont, assistant superintendent, Brian Ribnick, chess club advisor and Andy Gehrke, parent

**Date:** March 28, 2024

**Re:** Report about the Nicollet Middle School Chess Club Field Trip May 9-14, 2024

Receive a report about the Nicollet Middle School Chess Club field trip. Items to be Shared include club history and accolades, fundraising efforts, scholarship opportunities, the rationale for the field trip and addressing missed school days.



**Agenda III.B.  
March 28, 2024**

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

**From:** Isis Buchanan, director of educational equity and Amy Piotrowski, director of student support services

**Date:** March 28, 2024

**Re:** Student Performance and Achievement Committee - Addressing Disparities:  
Academic, Multilingual, Discipline/Exclusion

Receive a report about Student Performance and Achievement Committee – Addressing Disparities: Academic, Multilingual, Discipline/Exclusion from Isis Buchanan, director of educational equity and Amy Piotrowski, director of student support services.

# Addressing Disparities

**March 28, 2024**

Amy Piotrowski, director of student services

Isis Buchanan, director of educational equity

# Addressing Disparities

- Academic
- Discipline
- Multilingual

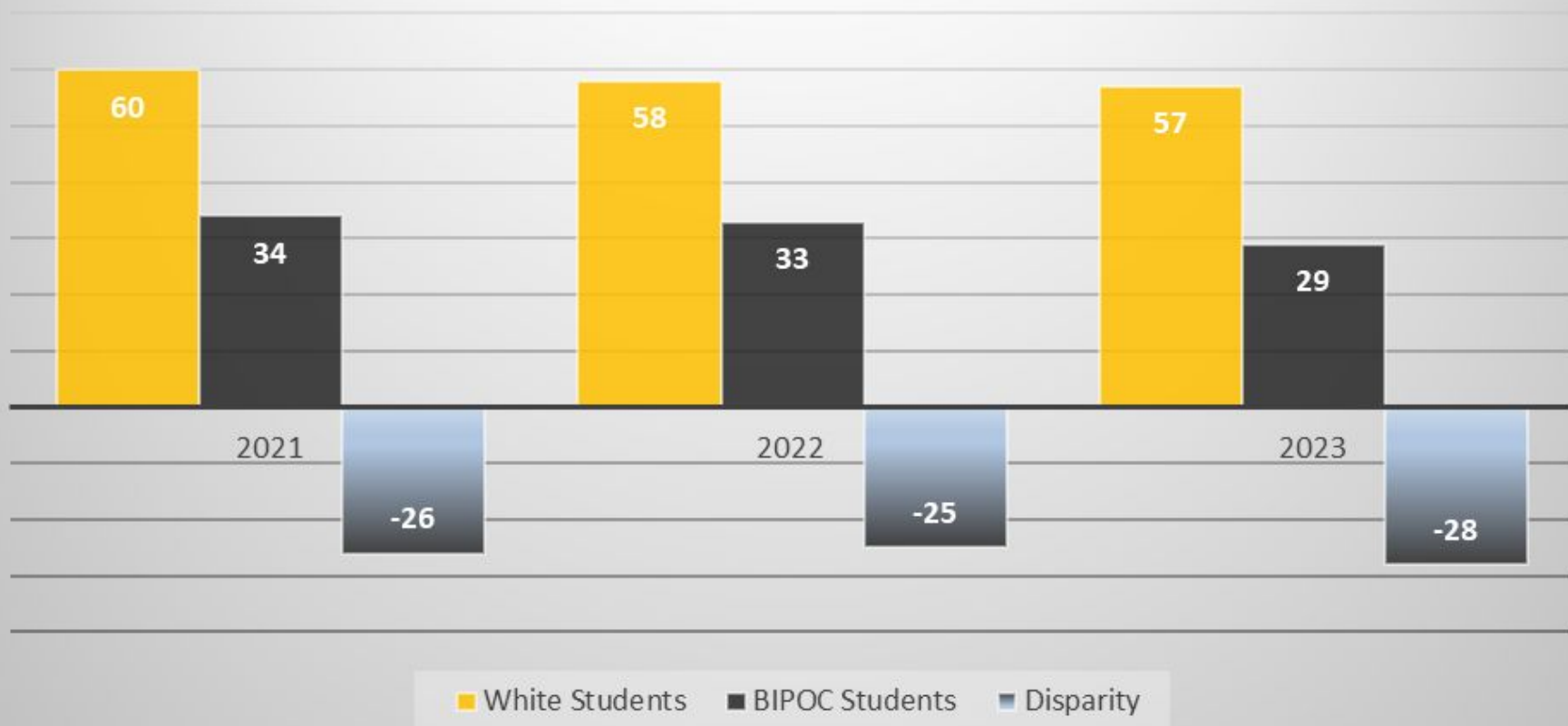
# Strategic Dashboard

**Strategic Direction:  
Actively leading by  
developing and sustaining  
a diverse and equitable  
education system**



# MN Comprehensive Assessment

**MCA Reading Gr 3-10 Trend  
Percentage Meeting Benchmark**



## World's Best Work Force

Reduce proficiency disparities in Spring 2024 Reading MCA

**Goal: 18.5%**

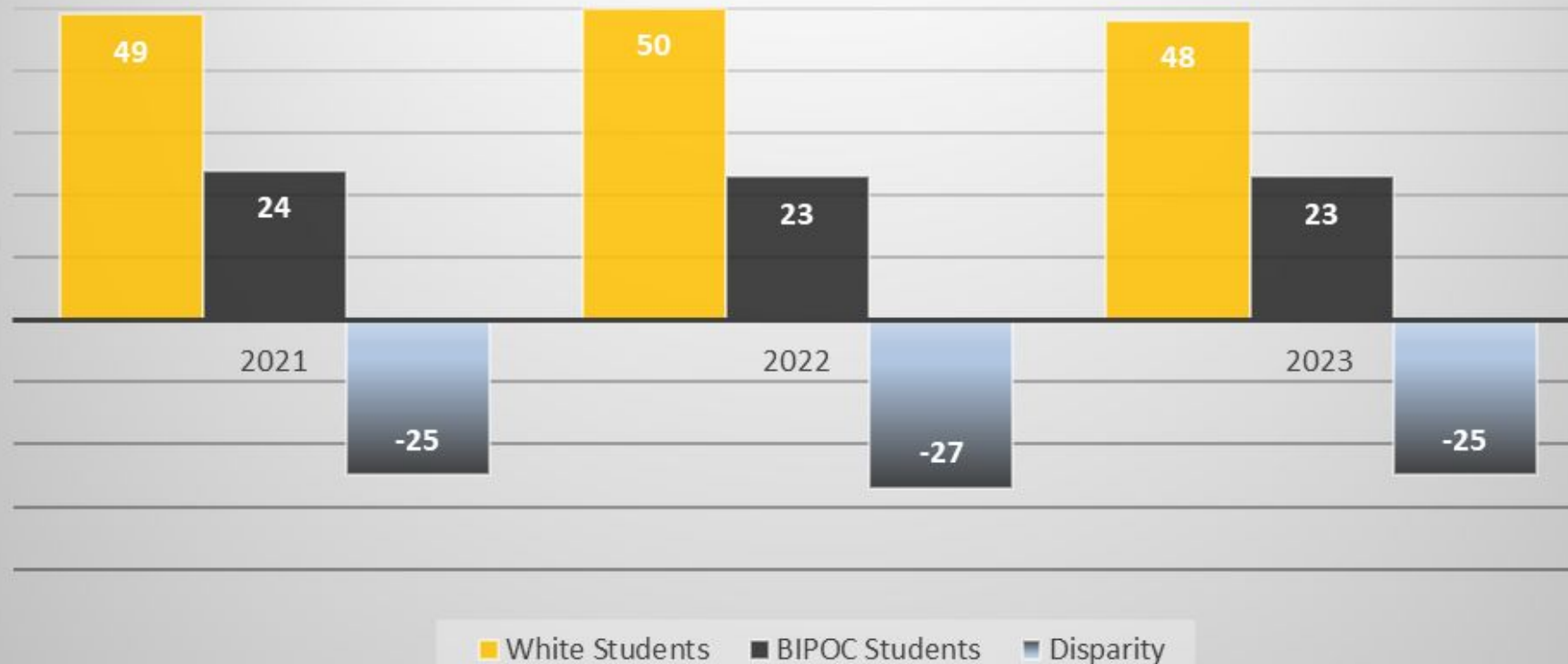
# Academic Reading

- Foundational literacy curriculum - Heggerty Bridge to Reading (K-2)
- Implementation of intervention curriculums: UFLi
- ADSIS (alternative delivery of specialized instructional services) intervention
- MN MTSS (multi-tiered systems of support) - linked teams and tier 1 instructions
- Cultural responsive review of materials
- CPSS for Classroom Instruction



# MN Comprehensive Assessment

## MCA Math Gr 3-11 Trend Percentage Meeting Benchmark



# Academic - Math

- Comprehensive math curriculum implementation
- Math Talks strategies
- MN MTSS (multi-tiered systems of support) - linked teams and tier 1 instructions
- Advance math grades 4 and 5
- CPSS for Classroom Instruction

# Discipline

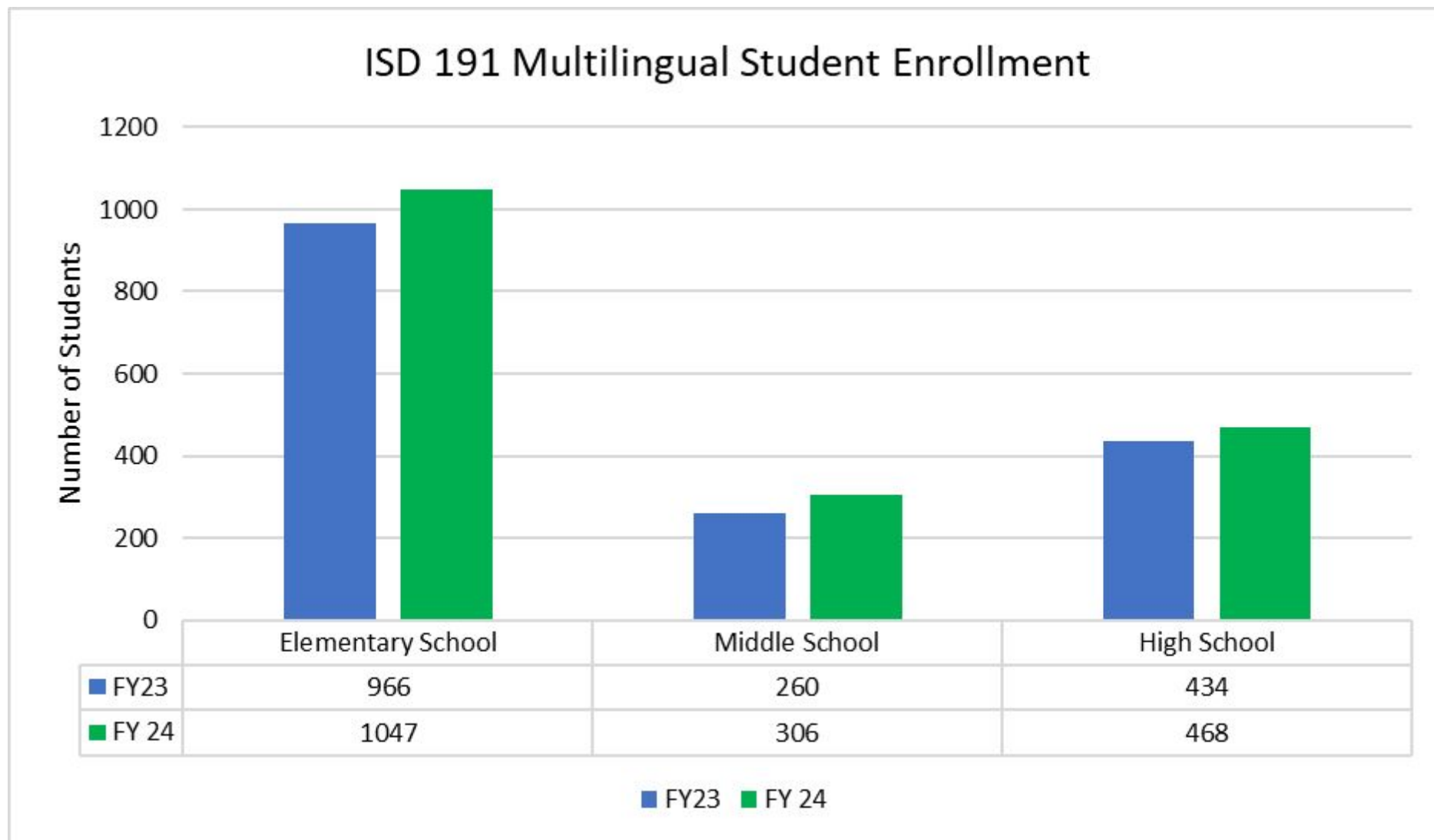
SY 2023-2024			Semester 1
Federal Race	All Students in Racial Group (N)	Students Suspended at Least Once (N)	Students Suspended at Least Once (%)
BIPOC	5426	214	3.944%
WHITE	2376	43	1.810%
Disproportionality of suspensions between student racial groups			<b>118%</b>

# Discipline

- Minnesota Department of Education
- MN MTSS (multi-tiered systems of support)
- Positive Behavior Interventions and Supports (PBIS)
- Student Support Teams meet regularly
- Board Certified Behavior Analysts
- Regular Non-Exclusionary Discipline (NED) administrative meetings

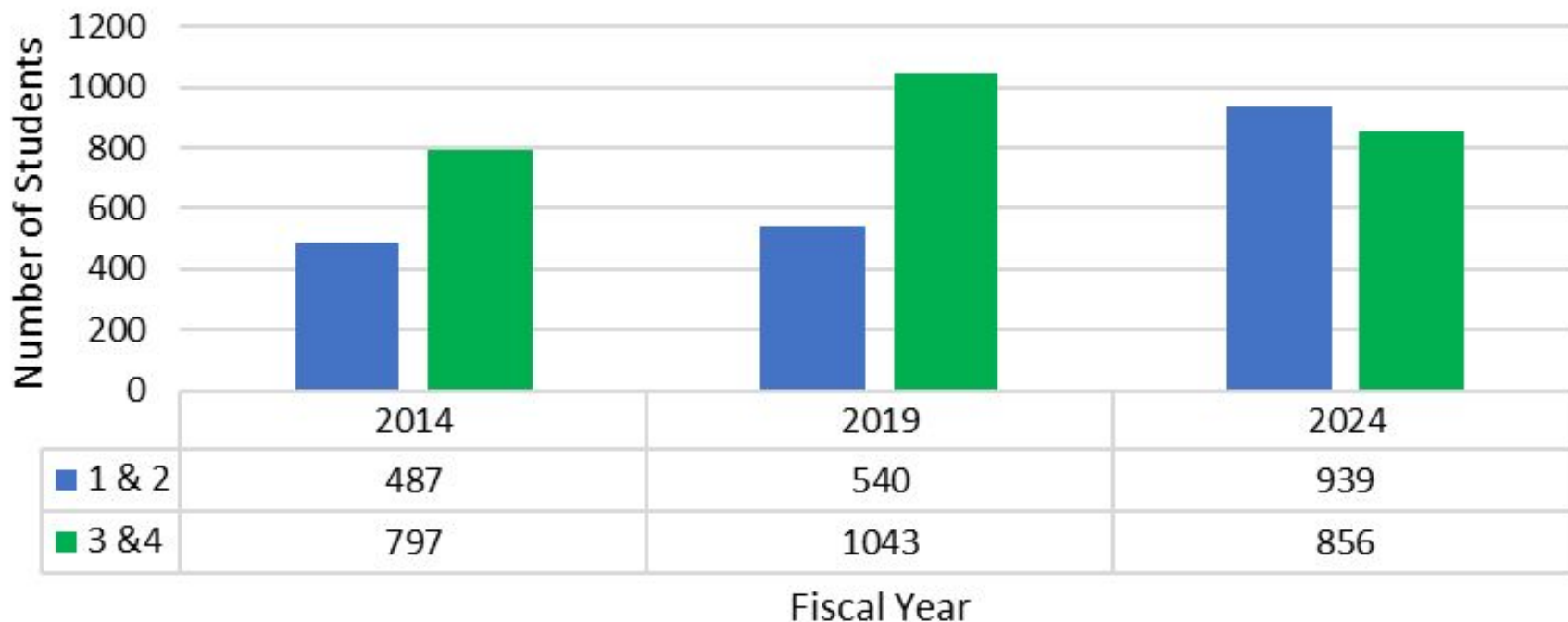


# Multilingual Student Enrollment



# Multilingual Students in One91

ISD 191 Multilingual Student Language Proficiency Trend



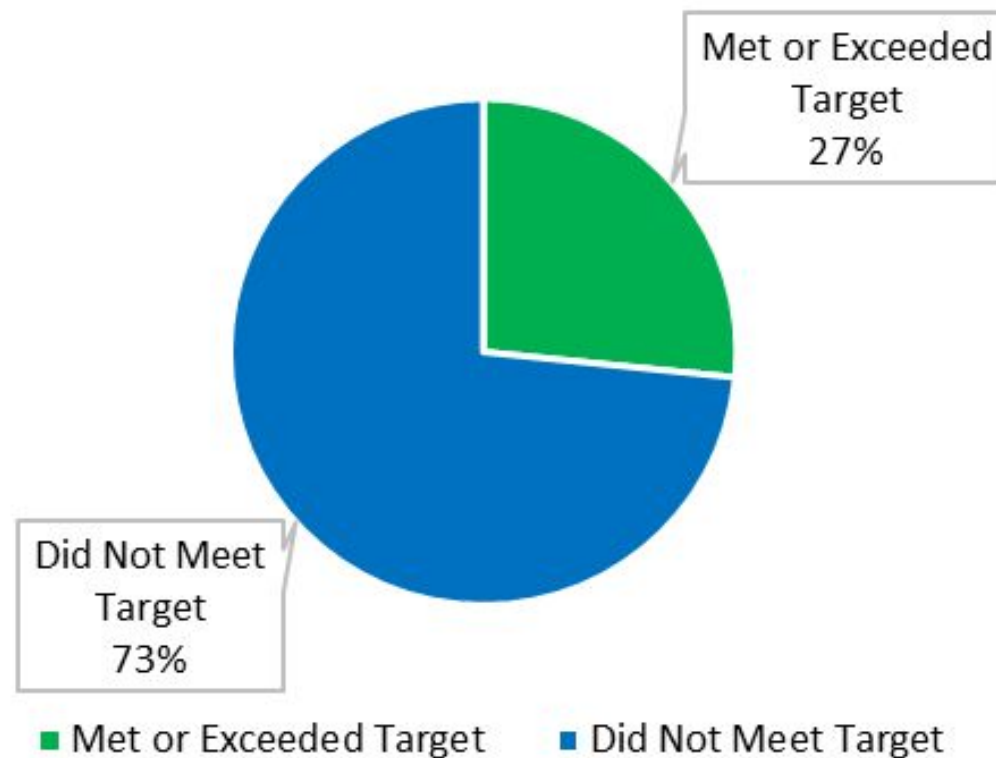
WIDA English Language Proficiency Levels

■ 1 & 2 ■ 3 & 4

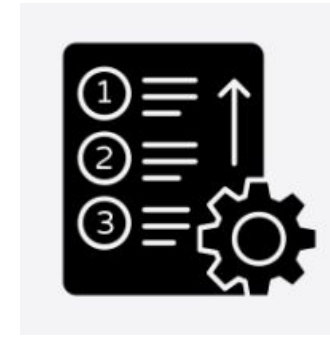


# English Language Acquisition

ISD 191 Percentage of Multilingual Learners Meeting Language Growth Target



## FY 24 Multilingual Program Areas of Focus



- Multilingual Site Teams (Increase Collective Efficacy)
  - Build capacity to support multilingual learners district wide
- Professional Learning for ML Teachers
  - Work with English Language Development (ELD) Standards Alignment
  - Student Goal Setting and Progress Monitoring
- Professional Learning for Principals
  - ACCESS Data
  - ELlevation-Online system to monitor student progress
- Professional Learning for General Education Teachers
  - CPSS & SIOP Strategy Implementation

# Culturally Proficient Instruction

Essential Element	Instructional Look Fors
Assessing Cultural Knowledge	Lesson includes 4 or more opportunities for students to dialogue with classmates
Valuing Diversity	Lesson includes materials that represent the students Create a learning environment that welcomes and values all students
Managing Dynamics of Differences	Lesson includes adaptations to ensure English Learners and students served by Individual Education Plans are successful (visual cues, sentence frames, graphic organizers)
Adapting to Diversity	Student opportunity for choice and personal voice is included in the lesson
Institutionalizing Cultural Knowledge	On-going timely & personalized support is provided to students who have not met mastery

***Thank you***



**Agenda III.C.  
March 28, 2024**

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

**From:** Dr. Chris Bellmont, assistant superintendent and Wendy Drugge, BEA president

**Date:** March 28, 2024

**Re:** Report about the Calendar Design & Recommendations for the 2025-2026 School Year

Features include:

- Continued increase of four and five day school weeks
- Removal of planned remote learning days
- Parent-teacher conferences at earlier, consistent intervals
- Professional learning day in April to assist with READ Act sequencing

# **2025-26 School Year Calendar Design and Recommendations**

**March 28, 2024**

Dr. Chris Bellmont, assistant superintendent  
Wendy Drugge, BEA president

# Statute/Policy/Practice Supported Parameters (602)

- ❑ At least 165 Student Days
- ❑ 184 Teacher work days
- ❑ 187 Days for new teachers
  - ❑ 3 Additional days prior to workshop
- ❑ Five non-student days for PD and prep
  - ❑ One must be after 1<sup>st</sup> semester
  - ❑ One must be placed in preparation for fall conferences
  - ❑ One must be placed in preparation for spring conferences



## **Policy/Practice Supported Parameters (602)**

- ❑ Four workshop days prior to first day
- ❑ One end-of-year professional day after the last student day
- ❑ Must start after Labor Day unless special circumstance
- ❑ Minimum four K-12 Family Conference days; Two fall, Two spring

# Policy Supported Parameters (602)

- ❑ Labor Day
- ❑ Two Days in October for the annual MEA convention
- ❑ Thanksgiving and the Friday after Thanksgiving
- ❑ A Winter Break of at least seven days (*excluding weekends*)
- ❑ MLK Jr Day
- ❑ Memorial Day
- ❑ Juneteenth



# Design Teamwork

- ❑ Students
- ❑ Parents
- ❑ Administrators
- ❑ Teachers
- ❑ Liaisons
- ❑ Wendy Drugge and  
Chris Belmont = Co-Facilitators



**Grounded in policy, our Core Values and CPSS**

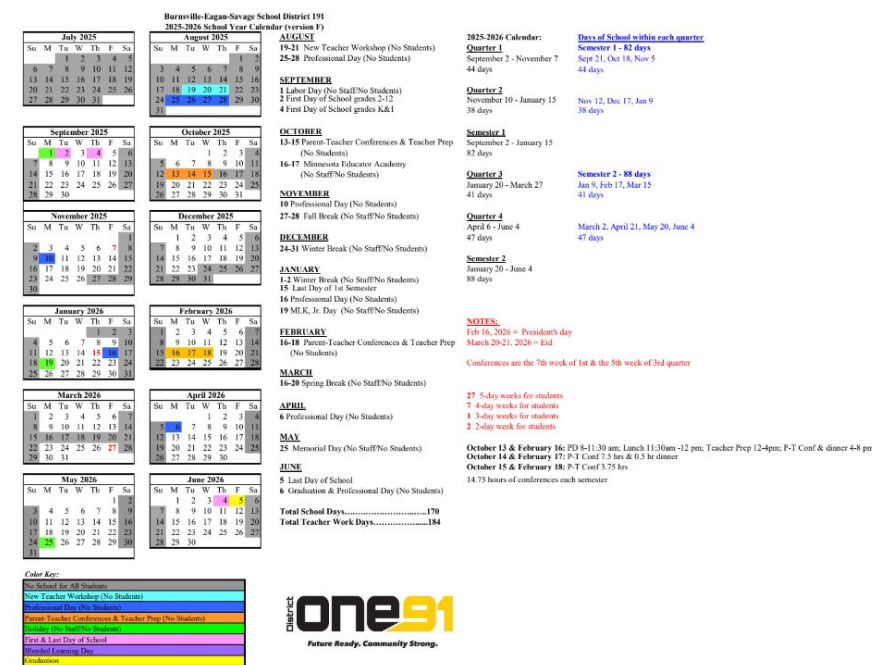
# Design Teamwork for 2025-26 SY

- Increase uninterrupted weeks to prioritize learning momentum
- Prioritize the READ Act legislation
- Prioritize early intervention for parent partnership (*conferences*) whenever possible and continue to offer conferences both in-person and virtual
- Try for a full two weeks for Winter Break
- Spring break and spring sports in harmony together
- Establish balance between quarters/semesters with Semester 2 being longer because of testing
- Include summer (*Juneteenth, July 4*)



# 2025-26 Features

- 170 student contact days
- A 1.5% increase in 4 and 5 day weeks  
*(bringing a total increase of 14.0% since 2023-24)*
- Conferences occurring within the first 6 weeks of the semester - features full 5-day MEA week *(two year loop with significant data collection in the Fall of 2024)*
- Challenge of Winter break *(12/22 and 12/23)*
- Spring Break placement
- April 6th for READ Act
- Addition of Juneteenth





**Thank You**

**Agenda III.D.  
March 28, 2024**

**To:** Board of Education  
**From:** Dr. Theresa Battle, superintendent and Isis Buchanan, director of educational equity  
**Date:** March 28, 2024  
**Re:** Report about Written Response to the Vote of Nonconcurrency

On January 17, 2024, the American Indian Parent Advisory Committee (AIPAC) voted the resolution of nonconcurrency to express their views concerning all aspects of American Indian education and the educational needs of American Indian students enrolled in District 191 schools and programs. Burnsville-Eagan-Savage School District 191 was presented with a letter of non-concurrency at the February 8, 2024, school board meeting. The American Indian Parent Advisory Committee outlined six areas of concern that led to the vote of nonconcurrency. AIPAC provided six recommendations to address the concerns. The District takes this matter very seriously and plans to take steps to better meet the needs of American Indian students and families. Our strategic directions include creating a space and opportunity for each and every voice to be heard. We appreciate the American Indian Parent Advisory Committee for sharing ways that we can better meet the needs of American Indian students and ensure students, families and staff are informed and grow in their knowledge of American Indian history and culture.

The six recommendations from AIPAC are listed below along with the school district's response to each recommendation.

**AIPAC Recommendation 1**

*Cultural Proficiency Training for all staff in the district*

- *Specifically on cultural heritage, generational trauma and tribal nations*

**District Response:**

This recommendation connects to work we are currently doing in the district. To address this concern, District 191 will establish clear action steps as part of its Equity plan and our professional development sessions during the current and upcoming school years. District 191 will provide culturally proficient training for all staff in the district focused on increasing staff and board members knowledge of Indigenous cultural heritage, generational trauma, and the eleven Federally recognized [Minnesota Tribal Nations](#):

- Bois Forte Band of Chippewa
- Fond du Lac Band of Lake Superior Chippewa
- Grand Portage Band of Lake Superior Chippewa
- Leech Lake Band of Ojibwe
- Lower Sioux Indian Community
- Mille Lacs Band of Ojibwe
- Prairie Island Indian Community
- Red Lake Nation

- Shakopee Mdewakanton Sioux Community
- Upper Sioux Community
- White Earth Nation

The American Indian Cultural Specialist, Indigenous Cultural Liaison, and the Director of Educational Equity will work with AIPAC members to gather feedback and suggestions as the equity action plan and professional development content is created. We will ensure that curriculum resources are accessible by all staff and collect data about lesson implementation. We look forward to continuing our partnership with AIPAC and the American Indian Cultural Specialist, Indigenous Cultural Liaison, and the Director of Educational Equity will continue to attend AIPAC meetings to share updates and gather feedback.

### **AIPAC Recommendation 2**

*More American Indian representation in the schools and district*

- [Tribal maps](#) of Minnesota and the district Land Acknowledgment in every classroom and in entryways in all district facilities

### **District Response:**

District 191 has reviewed the placement of land acknowledgements at each school site. We took steps to ensure that the current land acknowledgment posters are in the entry ways of each site. The district will utilize the Minnesota of Department Resources to use the Tribal Map provided by the state of Minnesota. We will explore the idea of combining the Tribal map with the Land Acknowledgment redesigned poster. To learn about the 11 sovereign Nations and to view a Tribal Nations map visit

<https://education.mn.gov/MDE/dse/indian/TribalNationsofMinnesota/index.htm>.

The American Indian Cultural Specialist, Indigenous Cultural Liaison, and the Director of Educational Equity will continue to work with AIPAC to create a revised copy of the land acknowledgment that will include a map representing the 11 Minnesota Tribal Nations.

The Director of Educational Equity will continue to partner with our Human Resources team to improve our efforts of recruiting and retaining Indigenous staff members.

### **AIPAC Recommendation 3**

*Review of the names of schools in the district:*

- *In the near future, changes to building names*
- *Specifically Gideon Exposure*
- *Dakota/Lakota/Ojibwe/Oceti Sakowin (Sioux). Tribes Native to Minnesota*

### **District Response:**

To address this recommendation we will review *Policy 899-Naming School Buildings or Facilities* and follow the procedures included in the policy. As a district we will form a committee that is representative of the entire school district. The American Indian Cultural Specialist, Indigenous Cultural Liaison, and the Director of Educational Equity will continue to work with AIPAC to keep them informed on the progress of this recommendation.

### **AIPAC Recommendation 4**

*More American Indian representation in school newsletters regarding*

- *South Of The River Pow Wow, Indigenous Peoples Day, Orange Shirt Day, other special observances of American Indian Cultural Heritage and Peoples*

### **District Response:**

In alignment with our core values of being a Caring Community and Inclusive Partnership, the District 191 Communications Team will meet with AIPAC to ensure that American Indian representation is included in the information that is shared with the community. District 191 will communicate information about events such as the

South or the River Pow Wow, Indigenous Peoples Day, Orange Shirt Day, and other special observances of American Indian Cultural Heritage and Peoples. The American Indian Cultural Specialist, Indigenous Cultural Liaison, and the<sup>31</sup> Director of Educational Equity will continue to work with AIPAC to keep them informed on the progress of this recommendation to ensure that our community is aware of the supports, events, and learning opportunities that are available to students, families, and staff members.

#### **AIPAC Recommendation 5**

##### *District Wide Smudging Policy*

- *Use of sacred sage, sweetgrass, cedar, and tobacco in building with American Indian Students*

#### **District Response:**

District 191 will review and modify policy 419-Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery devices to ensure the most current MN Statute language is included in district policy. District 191 has formed a committee to learn more about the cultural practice of smudging and to review other school district smudging policies, to start the process of drafting an District 191 smudging policy; share the draft of the smudging policy with the District 191 Policy Review Committee, and create formal support for tribal policies and cultural practices for American Indian Students in District 191. The American Indian Cultural Specialist, Indigenous Cultural Liaison, and the Director of Educational Equity will continue to work with AIPAC to keep them informed on the progress of this recommendation.

#### **AIPAC Recommendation 6**

##### *More support for American Indian Education Programming overall and the Liaisons:*

- *Student count and subsequent data*
- *Special Education Services*

#### **District Response:**

District 191 will review enrollment procedures to ensure that our district American Indian student count is accurate. The Director of Educational Equity will meet with the district Minnesota Automated Reporting Student System (MARSS) Coordinator to review the Minnesota Department of Education's (MDE) Ethnic and Racial Designation forms and guidance. The Director of Educational Equity, Director of Administrative Services, Director of Technology, and MARSS coordinator will meet to review our student information system and the MDE Ethnic and Racial Designation form to review procedures, update processes, and ensure accurate student count reporting.

The Director of Educational Equity and the Director of Student Services will meet to discuss and complete the application for the Dream Catcher Project. The American Indian Cultural Specialist, Indigenous Cultural Liaison, and the Director of Educational Equity will meet with the Director of Student Services to review data and the progress of American Indian students with individual education plans (IEP). As a district we will continue to reduce the disproportionality and unnecessary assessment of American Indian Students and placement in special education programs.

District 191 has hired an Indigenous Cultural Liaison who will work with our American Indian Cultural Specialist to expand our American Indian education program. The American Indian Cultural Specialist, Indigenous Cultural Liaison, and the Director of Educational Equity will work with our Systems Improvement and Student Achievement (SISA) team to ensure that District 191 has current, grade-appropriate and historically accurate American Indian materials or content, representative of local tribal communities in our media centers, libraries, and classrooms, and available to all students. The American Indian Cultural Specialist, Indigenous Cultural Liaison, and the Director of Educational Equity will continue to partner with our curriculum coordinators to ensure we are providing a K-12 curriculum that aligns with the new Ethnic Studies and Social Studies Standards implementation. We have taken steps to begin the process of developing an American Indian History, Culture, and Language course proposal. The timeline for implementation of K-12 ethnic studies has started and is expected to be completed during the 2027-2028 school year.

The American Indian Cultural Specialist, Indigenous Cultural Liaison, and the Director of Educational Equity will have<sup>32</sup> regular meetings with Dr. Battle to discuss our progress towards improvement.

**Conclusion:**

The District 191 School board has an unwavering commitment to foster a welcoming and supportive environment for each student. We deeply appreciate the collaboration and partnership shared with our American Indian Parent Advisory Committee. The collaboration and engagement between our dedicated parents and staff members are paramount as we work to ensure we are meeting the needs of American Indian students.



**Agenda III.E.  
March 28, 2024**

**To:** Board of Education  
**From:** Dr. Theresa Battle, superintendent  
**Date:** March 28, 2024  
**Re:** FY25 Preliminary Budget

# 2024-25 Budget Initial Recommendations

March 28, 2024

Dr. Theresa Battle, superintendent

# Agenda

- Timeline
- What's affecting our budget for 2024-2025
- Current reality
- Our approach (values/strategies)
- Proposed Adjustments

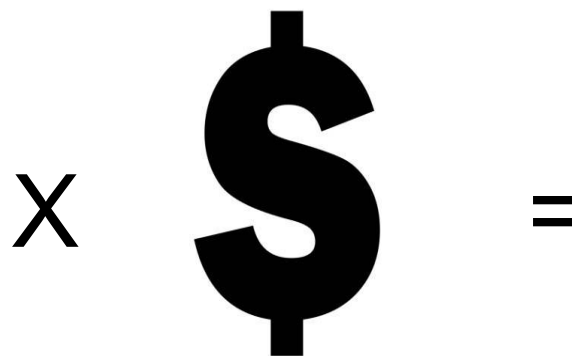
# Timeline

- **January - February**
  - Board approves FY24 revised budget
  - Board receives report on FY25 budget assumptions and Parameter Options
- **March**
  - Superintendent presents initial budget recommendations to the Board
- **April - May**
  - Staff and community presentations and feedback opportunities
  - Board report on feedback and board work session
- **June 13** - FY25 Adopted Budget presented
- **June 20** - FY25 Adopted Budget approved

# Revenue



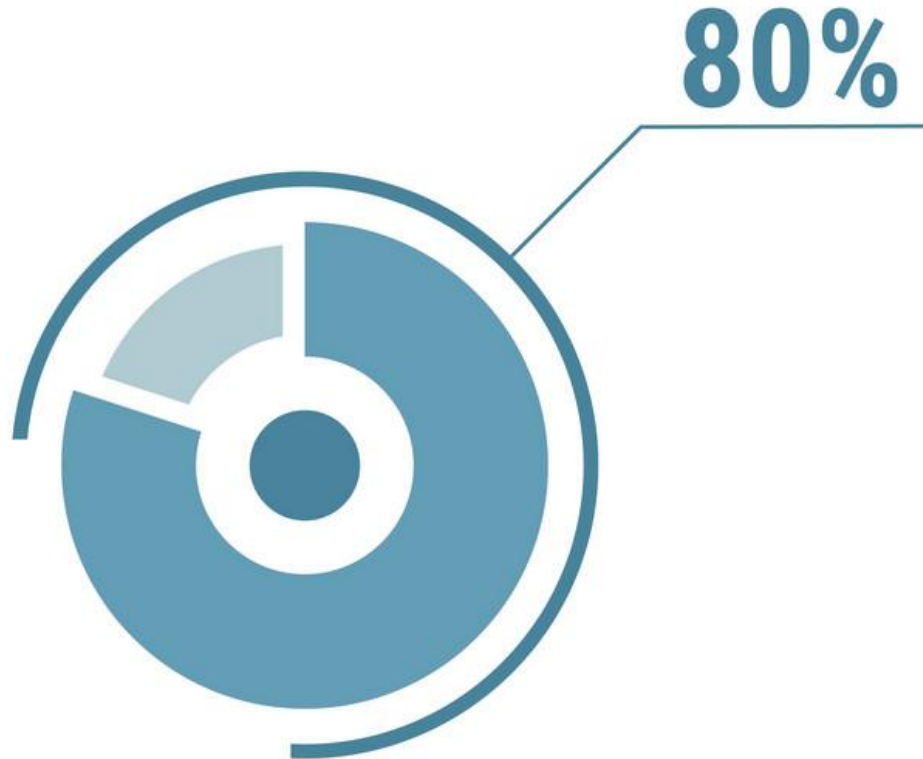
Students we serve



State and local  
tax dollars per  
student served

Total revenue  
used to pay  
for programs  
and services

# Expenses



80% of our expenditures are People

- Teachers
- Clerical Staff
- Educational Assistants
- Nurses
- Social Workers
- Cultural Liaisons
- Cooks and Servers
- Principals
- Administration
- Custodians
- Support Professionals

Other expenses: Utilities, transportation, technology, materials & supplies, contracted services.

# Restricted Revenue



Technology Levy



Title Funds



Long Term Facility  
Maintenance Funds

# COVID Relief Funds

## **\$8.5 million going away**

The federal government provided school districts with temporary funding to help respond to and recover from the effects of the COVID pandemic.

District 191 used some of those funds to ensure stability in current programs and some for new, temporary positions specifically in response to student needs through and after the pandemic.



## **Supplement - \$4.5 million**

Lower class sizes K-2

Math interventionists

Credit recovery teachers

Free summer programming



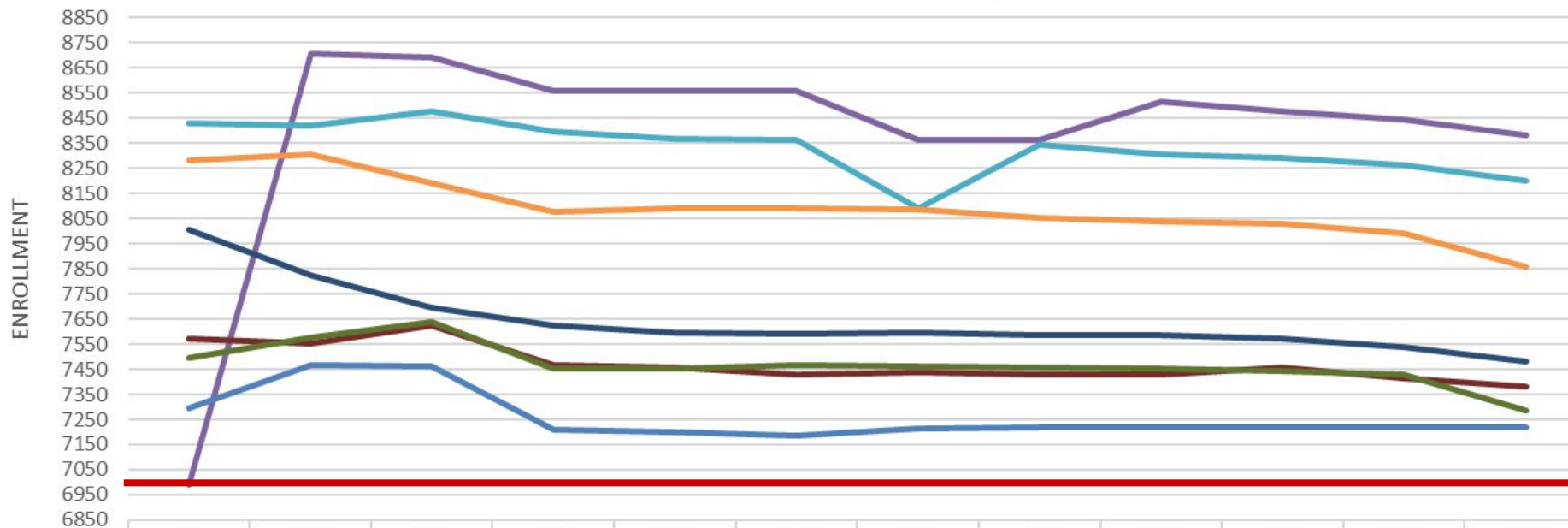
## **Supplant - \$4.0 million**

Cover existing expenses

Help build reserve to provide long-term stability

# Enrollment Projections

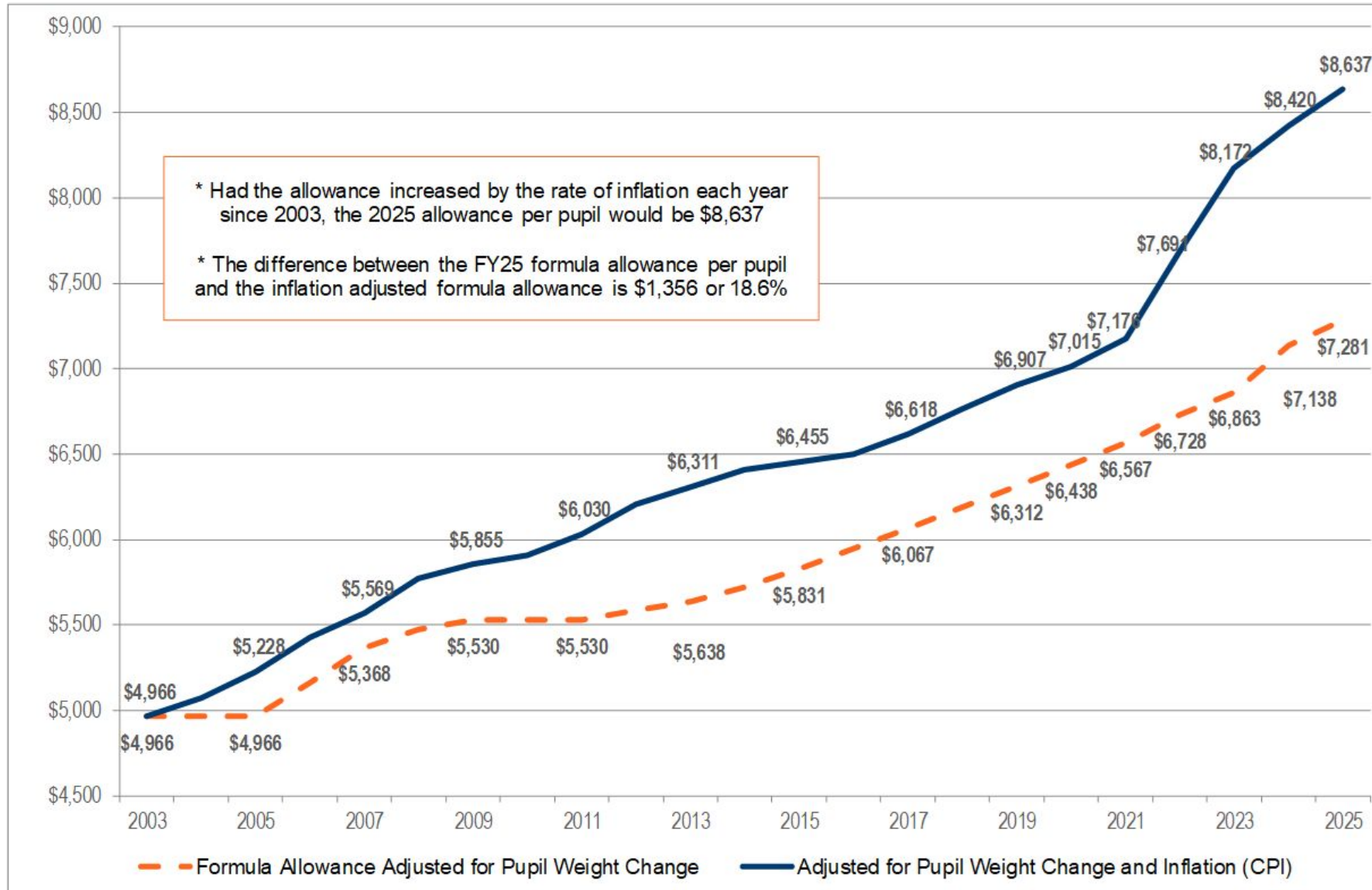
Year Over Year K-12 Enrollment: **FY25 Project 7,000 K-12 Students**



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2018	6991	8708	8693	8561	8557	8557	8364	8364	8516	8478	8446	8381
2019	8432	8419	8477	8395	8369	8364	8093	8343	8308	8291	8261	8201
2020	8283	8305	8191	8075	8093	8093	8086	8055	8041	8031	7994	7858
2021	8006	7825	7695	7626	7597	7593	7595	7587	7585	7571	7539	7480
2022	7572	7551	7624	7467	7458	7429	7440	7431	7431	7459	7415	7383
2023	7496	7579	7636	7452	7452	7469	7463	7458	7452	7443	7428	7286
2024	7293	7466	7464	7207	7202	7185	7212	7220	7220	7220	7220	7220

# General Education Formula Allowance, 2003-2025

## Adjusted for Pupil Weight Change and Inflation (CPI)



# Revenue and Expense Changes

## Increased Revenue

- 2% or \$143 per student on general aid (approximately \$1 million)
- English Learner (EL):
  - Supplemental aid \$50,000 (flat over FY24).
  - No formula increase per eligible student (over FY24)
- Special Education (SPED):
  - Cross Subsidy \$1.5 million over FY24
- Capital Projects levy:
  - Increase \$500k
- Other miscellaneous new funding (\$500k)

## Increased Expenses

- 2.5% increase to salary schedules (\$1.7 million, not including built in increases due to step advancement)
- 18.5% insurance increase (~\$3.0 million)
- 3% transportation increase per 5 year contract (\$300k; does not include increase in costs for activities, athletics, primary age transportation, and mandated needs. Contract has an adjustment clause up to 5% based on Consumer Price Index (CPI)
- Other areas including utilities, supplies, capital, etc with modest inflationary increase (2.5%, \$480,000)

# Strategies for Structurally Sustainable Budget

- Prioritize investment for instructional priorities, including PK-12 Pathways
- Maintain current class size parameters (Enrollment Rightsizing)
- Maintain balance in expenditures and revenue for restricted funds
- Use of restricted funds before general undesignated funds
- Understand ebb and flow of revenue streams and expenses

# Initial Input Survey Summary

- **Community Input (23 responses as of Feb. 1)**
  - More specialist opportunities (Pathways programming, music, arts)
  - Increased staff compensation
  - Smaller class sizes
  - Targeted student supports (EL, social workers, early grades)
  - Mental health and behavior support
  - Reduce administration
- **Principal Feedback**
  - Non-licensed support for instruction / behaviors
  - Instructional support for Multilingual students
  - Full-time specialists
  - Additional clerical support
  - Smaller class sizes
  - Continued Behavior Analyst support
  - Middle School House model
  - Reading Specialist

# Board Parameters

- Maintain Class Size
- Reduce Spending by \$1.7 million
- Reduce Fund Balance by 2%, 2.7 million

## General Fund Budget Comparative Summary

	Actual Results 2021-22	Actual Results 2022-23	Adopted Budget 2023-24	Revised Budget 2023-24	Projected 2024-25	Projected 2025-26
<b>Total Beginning Fund Balance</b>	\$ 29,521,880	\$ 32,521,898	\$ 32,474,122	\$ 37,483,214	\$ 44,088,212	\$ 40,900,710
<b>Revenues</b>	126,974,993	132,752,660	148,085,390	151,684,494	152,694,092	154,221,033
Federal Relief Revenues for current costs	3,902,488	4,349,350	3,400,000	4,029,706	-	-
Federal Relief Revenues for new costs	5,443,165	5,172,694	4,829,226	4,472,051	-	-
<b>Expenditures</b>	127,877,463	132,090,694	148,663,759	149,109,202	155,881,594	157,558,042
Federal Relief Expenditures for new costs	5,443,165	5,222,694	4,829,226	4,472,051	-	-
<b>Variance (Revenues - Expenditures)</b>	3,000,018	4,961,316	2,821,631	6,604,998	(3,187,502)	(3,337,009)
<b>Total Ending Fund Balance</b>	\$ 32,521,898	\$ 37,483,214	\$ 35,295,753	\$ 44,088,212	\$ 40,900,710	\$ 37,563,702
<b>Breakdown of Fund Balance Categories</b>						
Nonspendable	\$ 254,436	\$ 603,936	\$ 254,436	\$ 603,936	\$ 503,936	\$ 403,936
Restricted	9,841,890	12,855,738	12,350,354	13,589,347	13,089,347	12,589,347
Committed	1,837,017	1,505,311	1,016,319	1,385,058	1,485,058	1,585,058
Assigned	1,810,980	-	-	-	-	-
Unassigned	18,777,575	22,518,230	21,674,644	28,509,871	25,822,369	22,985,361
<b>Total Ending Fund Balance</b>	\$ 32,521,898	\$ 37,483,214	\$ 35,295,753	\$ 44,088,212	\$ 40,900,710	\$ 37,563,702
<b>Unassigned Fund Balance %</b>	14.08%	16.40%	14.12%	18.56%	16.57%	14.59%

## Option 4

- Maintain class sizes (rightsizing)
- Reductions:
  - \$1.7 million in FY25
  - \$3.0 million in FY26
- Unassigned fund balance spend down:
  - \$2.7 million in FY25
  - \$2.8 million in FY26
- Unassigned fund balance percentage decreases:
  - 2% to 16.57% in FY25
  - 2% to 14.59% in FY26
- Board's minimum in policy 8%

# FY25 Adopted Budget: Process

- **Each budget manager is responsible for the following:**
  - Review the budget to ensure that all expenditures for 2023-24 school year have been coded correctly or for maximum efficiency
  - Identify priority expenditures
  - Identify any cost savings
  - Make decisions about discretionary funds
- Submit budget adjustments and/or request for additional funding
- Cross-functional team reviews before submission to Superintendent

# FY24 Strategies: How we maintain class sizes

- Staffing allocations provided to building principals based on current Board approved class size averages.
  - K-5 average : **24.5** students per class with fewer students in Kindergarten and more in 5th grade classes.
  - 6-8 average : **12** students per FTE\*, **19.5** students per average class
  - 9-12 average : **16** students per FTE\*, **25.7** students per average class

\*secondary program class sizes vary based on course type, external class size restrictions, instructional models, student interest, and graduation requirements.

Elementary Master										
Staffing projection for FY25: 3249, 138 FTE's										
Grade	FTE's	Enrollment	Average		Min	Max	Targ	+/-	Avg	
				orig						
K	27.5	575	20.91	575	K	20	25	22.5	-1.6	20.9
1	24.5	541	22.08	541	1	24	28	26	-3.9	22.1
2	21.5	523	24.33	523	2	25	29	27	-2.7	24.3
3	20.5	530	25.85	530	3	26	30	28	-2.2	25.9
4	22.5	553	24.58	553	4	27	31	29	-4.4	24.6
5	21.5	527	24.51	527	5	28	32	30	-5.5	24.5
				3,249		25	29	24.5	-1	23.5
23	138	3249	23.54							

# Rightsizing

Line Item	Adjustment Category and Item Description/ Department	F.T.E.	Budget Unit	Budget Adjustment	Account Code	Rationale and Implications
1.1	Maintaining Class Sizes (K-12)	-22.9	Various	-\$2,689,165.23	Various	Maintaining class sizes based on enrollment
1.2	EL Teacher	4.6	07060	\$529,000.00	01 E 005 219 339 143 000	Additional multi language students with lower levels of English Proficiency
1.3	Special Education Supervisor	-0.5	09010	-\$76,399.70	Various	Realignment within Department
1.4	Elementary Advanced Learning Specialist	4	13030	\$508,094.28	Various	Increase Advanced Learning Specialist positions to 1 per elementary building to provide support for elementary Pathways programming.

# Strategic Roadmap

2 Strategic Roadmap						
2.1	Infinity Systems Orgametrics and Equimetrics surveys	0		\$34,000.00		Identify gaps in the organization's alignment toward mission and vision and show us the areas where we can improve.

# Initial Budget Adjustments

3 Preliminary Adjustments						
3.1	Elem LVL 3 EA's	7.68	13030	\$412,310.76	Various Compensatory Codes	Instruction / Behavior Support
3.2	Math Interventionist (MS)	2	13030	\$269,485.18	Various Compensatory Codes	Instruction Intervention
3.3	Elementary Classroom Teachers	9	13030	\$1,143,212.13	Various Compensatory Codes	Class size reductions
3.4	Finance Project Manager	0.5	16051	\$52,398.42	01 E 005 110 000 114 111	Coding Changes
3.5	Cultural Liaison	2	Various	\$120,448.18	Various Community Education Codes	Coding changes to Community Education
3.6	Middle School (School within a School)	2.8	10010	\$355,666.00	Various	Maximizing Schedule to fund additional SWAS positions.
3.7	BHS Credit Recovery	2	10010	\$151,894.54	Various	Coding changes to Alternative Learning Center restricted funds
3.8	BHS Boys Volleyball		11020	\$35,000.00	Various	Adding Athletic Programming
3.9	Student Svcs Acct Specialist	1	09010	\$119,618.82	Various	Coding changes to Third Party Billing
3.10	Cultural Liaison	0.5	13020	\$26,067.00	Various	.5 FTE Additional Spanish Cultural Liaison

# Maximizing Federal Funding

4	Maximizing Federal Funding					
4.1	Elem LVL 3 EA's	-7.68	21100	-\$412,310.76	Various	Elimination of ESSR Funds June 30, 2024
4.2	BHS Class Size Reduction	-4.5	21100	-\$551,153.57	Various	Elimination of ESSR Funds June 30, 2024
4.3	VA Secondary	-2	21100	-\$208,419.88	Various	Elimination of ESSR Funds June 30, 2024
4.4	Math Interventionist (MS)	-2	21100	-\$269,485.18	Various	Elimination of ESSR Funds June 30, 2024
4.5	Elementary Classroom Teachers	-4	21100	-\$508,094.28	Various	Elimination of ESSR Funds June 30, 2024
4.6	Finance Project Manager	-1	21100	-\$104,796.83	Various	Elimination of ESSR Funds June 30, 2024
4.7	Behavior Analyst	-1	21100	-\$111,986.28	Various	Elimination of ESSR Funds June 30, 2024
4.8	Cultural Liaison	-3	21100	-\$180,672.27	Various	Elimination of ESSR Funds June 30, 2024
4.9	CE Social Services Specialist	-1	21100	-\$12,129.33	Various	Elimination of ESSR Funds June 30, 2024
4.10	BHS Credit Recovery	-2	21100	-\$151,894.54	Various	Elimination of ESSR Funds June 30, 2024
4.11	Student Svcs Acct Specialist	-1	21100	-\$119,618.82	Various	Elimination of ESSR Funds June 30, 2024

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<b>2 Strategic Roadmap</b>						
2.1	Infinity Systems Organometrics and Equimetrics surveys	0		\$34,000.00		Identify gaps in the organization's alignment toward mission and vision and show us the areas where we can improve.
<b>3 Preliminary Adjustments</b>						
3.1	Elem LVL 3 EA's	7.68	13030	\$412,310.76	Various Compensatory Codes	Instruction / Behavior Support
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4.11	Student Svcs Acct Specialist	-1	21100	-\$119,618.82	Various	Elimination of ESSR Funds June 30, 2024

**\$2,386,560 Million in Reductions in Unassigned**

**~\$500,000 recoded during budget process in FY24 to maximize remaining ESSR funds and other restricted areas**

[Complete List in PDF Format](#)

# Recommended Budget FY 25

## General Fund Budget Comparative Summary

	Actual Results 2021-22	Actual Results 2022-23	Adopted Budget 2023-24	Revised Budget 2023-24	Projected 2024-25
<b>Total Beginning Fund Balance</b>	\$ 29,521,880	\$ 32,521,898	\$ 32,474,122	\$ 37,483,214	\$ 44,088,212
<b>Revenues</b>	126,974,993	132,752,660	148,085,390	151,684,494	152,694,092
Federal Relief Revenues for current costs	3,902,488	4,349,350	3,400,000	4,029,706	-
Federal Relief Revenues for new costs	5,443,165	5,172,694	4,829,226	4,472,051	-
<b>Expenditures</b>	127,877,463	132,090,694	148,663,759	149,109,202	156,995,034
Federal Relief Expenditures for new costs	5,443,165	5,222,694	4,829,226	4,472,051	-
<b>Variance (Revenues - Expenditures)</b>	<b>3,000,018</b>	<b>4,961,316</b>	<b>2,821,631</b>	<b>6,604,998</b>	<b>(4,300,942)</b>
<b>Total Ending Fund Balance</b>	<b>\$ 32,521,898</b>	<b>\$ 37,483,214</b>	<b>\$ 35,295,753</b>	<b>\$ 44,088,212</b>	<b>\$ 39,787,270</b>
<b>Breakdown of Fund Balance Categories</b>					
Nonspendable	\$ 254,436	\$ 603,936	\$ 254,436	\$ 603,936	\$ 503,936
Restricted	9,841,890	12,855,738	12,350,354	13,589,347	12,462,168
Committed	1,837,017	1,505,311	1,016,319	1,385,058	1,485,058
Assigned	1,810,980	-	-	-	-
Unassigned	18,777,575	22,518,230	21,674,644	28,509,871	25,336,108
<b>Total Ending Fund Balance</b>	<b>\$ 32,521,898</b>	<b>\$ 37,483,214</b>	<b>\$ 35,295,753</b>	<b>\$ 44,088,212</b>	<b>\$ 39,787,270</b>
<b>Unassigned Fund Balance %</b>	<b>14.08%</b>	<b>16.40%</b>	<b>14.12%</b>	<b>18.56%</b>	<b>16.14%</b>

Reductions \$2,386,560

# Next Steps for Budget Feedback

- March 15: Online feedback survey open, closes April 21st
- March through April:
  - School- & program-level parent meetings
  - Presentation shared with families & staff, multiple opportunities to provide feedback
  - Community presentations offered to all families and public
    - Spanish speaking families March 27, 6:00 p.m. presentation
      - Somali speaking family meeting cancelled due to Ramadan and will be inviting families to attend April 17
    - April 17th, 6 p.m. Diamondhead Education Center

**Thank You.**



**Agenda III.F.  
March 28, 2024**

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

**From:** Eric Miller, board chair

**Date:** March 28, 2024

**Re:** Committee, Board Appointment and School Assignment Reports

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

<b>Board Committee</b>	<b>Board Member(s) Assigned</b>
Legislative	Lesley Chester (Chair), Toni Conner, Anna Werb
Policy Review	Safio Mursal (Chair), Toni Conner, Abigail Alt
Negotiations	Abigail Alt (Chair), Scott Hume, Lesley Chester

<b>Board Assignments</b>	<b>Board Member(s) Assigned</b>
Association of Metropolitan School Districts (AMSD)	Toni Conner (primary) Anna Werb (alternate)
Burnsville Chamber of Commerce Policy Committee	Scott Hume (primary) Safio Mursal (alternate)
ISD 917	Lesley Chester (primary)
Foundation 191	Anna Werb(primary) Abigail Alt (alternate)
MN School Board Association (MSBA)	Scott Hume (primary) Eric Miller (alternate)

Burnsville Festival & Fire Muster	Abigail Alt
MN State HS League (MSHSL)	Eric Miller
Burnsville HS Hall of Fame Committee	Toni Conner

### School Assignments

School Name	Board Member Assigned
Burnsville Alternative HS (BAHS)	Scott Hume
Burnsville HS	Lesley Chester
Nicollet Middle School	Abigail Alt
Gideon Pond Elementary	Safio Mursal
Edward Neill Elementary	Eric Miller
Hidden Valley Elementary	Anna Werb
Eagle Ridge Middle School	Toni Conner

## March 28, 2024 Board Meeting

### Board Members' Questions and Staff Responses regarding BoardBook materials

(Calendar 25-26)

Board Member Question	Staff Response
<p>Calendar 25-26</p> <p>When is mandated testing occurring?</p>	<p>The calendar for our mandated testing from MDE typically includes all of March and April. For One91, we tend to need a much smaller sandbox than that and our sites, typically, prefer to test as late in the allowed calendar as possible. Brandon Lowe will work with site leaders to establish our testing calendar for 25-26. We do not see any concerns with our proposed 25-26 calendar on the ability for us to effectively meet the state requirements.</p> <p><a href="#">Here is the draft calendar from MDE for 25-26.</a></p>

(Addressing Disparities)

Board Member Question	Staff Response
<p>1. Slide 8 - The label 'Suspended or Expelled' seems inaccurate. This board has not had an expulsion hearing for years.</p> <p>2. Slide 11 - Might it be possible to provide verbiage/labeling that would give a layperson understanding of the contents of the slide? (e.g. What are 1, 2, 3 &amp; 4, briefly explained?)</p>	<p>1. We will remove "Expelled" from the slides</p> <p>2. We have updated the slides.</p>

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(Field Trip)

Board Member Question	Staff Response
<p>Where do you plan to take the team for local educational activities? Please share details on location, estimated cost, mode of transportation, and timing.</p>	<p>We are looking to go to the MLK Center, World of Coca Cola, Georgia Aquarium, Georgia State Capitol, Centennial Park....possibly Jimmy Carter Presidential Library.</p> <p>We will be walking to a few of these, and busing to others.</p>

School Board Minutes  
 INDEPENDENT SCHOOL DISTRICT 191  
 March 14, 2024

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

Directors Alt, Chester, Conner, Hume, Mursal, Werb, and Chair Miller were present. Superintendent Dr. Battle, administrators, staff and members of the public were also present. Attendance

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

Moved by Werb, seconded by Chester, to approve the agenda. The motion carried unanimously (7,0). Agenda

Received a report about Eagle Ridge and Nicollet Middle Schools from Dr. Chris Bellmont, assistant superintendent, Dave Helke and Carolyn Allston Trenteetun, principals, Mr. Jay Lepper, associate principal, and Shelli McCue and Jessica Thomas, teachers. Reports

Received a report about Early Childhood Screening from Jason Sellars, director of community education, Cynthia Sampers, early learning coordinator, and Daniel O'Brien, teacher.

Director Mursal left the meeting at 7:23 p.m.  
 Director Mursal returned to the meeting at 7:31 p.m.

Received a report from Cody Hoang, student representative.

Received a report from Dr. Theresa Battle, superintendent.

Received verbal reports from board members. Director Hume reported on Class Acts, his visit to BAHS, and the Minnesota School Board Association Day at the capitol. Director Alt reported on Class Acts.

Moved by Hume, seconded by Conner, to approve the consent agenda:  
 -Approve the minutes for February 22, 2024.

-Approve personnel recommendations for Alyson Worthington, Brandon Kubitz, Jonathan Mattern, Sophie Koloski, Suzanna Sieren, Emily Lemke, Molly Moran, Debra Marshall, Jane Omodt, Michael Blair, Anthony Hall, Cameron Kirksey, Emma Ganion, Hannah Coleman, Ines Arizaga Guaman, Jeny Perez Sanchez, Joanna Nochez, Jordyn Queen, Karen Jimenez, Keith Bunnell, Reese Moore, Ryan King, Sean Floersch, Thomas Petersen, Wayne Scholl, Courtney Mauser, Kimberly Wakal, Marci Plomski, Jonathan Mattern, Angela Scott, Arnold Andreasen, Brian Duce, Cynthia Mullenbach, Intisar Warsame, Nate Dungey, Samsam Fidow, Tyler Consent Agenda Minutes  
 Personnel Recommendation Donations Listening Session Policies

Anderson, Martha Dudley.

- Adopt a resolution to approve and accept donations as presented.
  - Receive report about listening session from February 22, 2024.
  - Approve no changes to Policies 497: *Employee Work Day*, 409: *Employee Publications, Instructional Materials, Inventions and Creations* and 612.1 *Development of Parental Involvement Policies for Title 1 Programs*.
  - Approve Partnership Agreement Duration and Authorization with Collaborative Student Transportation.
  - Authorization for use of Facsimile Signatures.
  - Resolution Authorizing Transfer of Funds.
- The motion carried unanimously (7, 0).

Partnership  
Agreement  
Banking  
Authorizations

Policy 606

Moved by Alt, seconded by Werb to approve, on a first reading basis, changes to Policy 606: *Instructional Materials*. The motion carried unanimously (7 0).

Policy 416

Moved by Mursal seconded by Hume, to approve, on a first reading basis, changes to Policy 416: *Drug, Alcohol and Cannabis Testing*. The motion carried unanimously (7, 0).

Recess

Moved by Miller, seconded by Mursal, to move to a recess to at 7:58 p.m. before starting the work session. The motion carried unanimously (7, 0).

Work Session  
Health Schools

A work session to discuss Safe and Healthy Schools began at 8:10 p.m. and concluded at 9:28 p.m.

A work session to discuss the FY25 Preliminary Budget began at 9:29 p.m. and concluded at 9:55 p.m.

Work Session  
Preliminary Budget

Moved by Hume, seconded by Mursal, to move to a closed session at 9:55 p.m., as permitted by MN State Statutes Section 13D.03 to discuss Labor Negotiations Strategy. The motion carried unanimously (7,0).

Closed Session  
Labor Negotiations  
Strategy

The Closed session to discuss labor negotiations strategy started at 9:57 p.m., in attendance were Directors Alt, Chester, Conner, Hume, Mursal, Werb, and Chair Miller, Stacey Sovine, executive director of administrative services, Dr. Theresa Battle, superintendent, Dr. Chris Bellmont, assistant superintendent and Aaron Tinkleberg, director of communications. The closed session ended at 10:11 p.m.

The open meeting resumed at 10:11 p.m.

Adjourn

Moved by Miller, seconded by Conner, to adjourn the meeting. The motion carried unanimously (7, 0).

The meeting adjourned at 10:11 p.m.

March 28, 2024

Abigail Alt, 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: March 28, 2024

CLASSIFICATION	ACTION	NAME	FINAL	LOCATION	POSITION	EFFECTIVE DATE	HOURS / FTE
Certified	Appointment	Amanda Ewers		Eagle Ridge Middle School	Long Term Substitute Teacher	02/29/2024*Correction	1.0 FTE
Certified	Appointment	Cassey Lake	*	Vista View Elementary School	Long Term Substitute Teacher	03/21/2024	1.0 FTE
Certified	Appointment	Stephanie Kerber	*	WM. Byrne Elementary School	Educational Assistant	04/01/2024	7.25 hours/day
Certified	Appointment	Steven McGee		Eagle Ridge Middle School	Teacher	03/27/2024	1.0 FTE
Certified	Resignation	Antanaya Ferguson	*	Nicollet Middle School	Teacher	06/07/2024	1.0 FTE
Certified	Resignation	Brieann Handahl		WM. Byrne Elementary School	Teacher	06/07/2024	1.0 FTE
Certified	Resignation	Mary Kay Ashley	*	Diamondhead Education Center	ECFE Parent Educator	06/07/2024	Varies
Classified	Appointment	Dominic Parker-Sims	*	Edward Neill Elementary	Educational Assistant	03/25/2024	7.25 hours/day
Classified	Appointment	Emily Najjar-Field	*	Burnsville High School	Musical Director	Spring Season	1.0 FTE
Classified	Appointment	Hawar Ahmed	*	Rahn Elementary School	Educational Assistant	04/01/2024	6.5 hours/day
Classified	Appointment	Hayat Outmane		Hidden Valley Elementary	Food Service Associate	03/18/2024	3.75 hours/day
Classified	Appointment	John Spangler	*	Vista View Elementary School	Teacher	03/27/2024	1.0 FTE
Classified	Appointment	Lisbeth Molina Alejandro	*	Burnsville High School	Food Service Associate	04/01/2024	7.0 hours/day
Classified	Appointment	Mahwa Adoch		Harriet Bishop Elementary	Educational Assistant	03/25/2024	3.5 hours/day
Classified	Change of Assignment	Grace Lee	*	Vista View Elementary School	Educational Assistant	03/18/2024	7.5 hours/day
Classified	Leave of Absence	Ruth Davila	*	Hidden Valley Elementary	Educational Assistant	04/30/2024-06/06/2024	7.25 hours/day
Classified	Resignation	Adrienne Turzynski		ECSE Center	Behavior Analyst	06/07/2024	8 hours/day
Classified	Resignation	Ashley Fogarty	*	Burnsville High School	Danceline Performance - Assistant Coach	03/20/2024	.48 FTE
Classified	Resignation	Daniel Boos	*	Nicollet Middle School	Wrestling- Head Coach	03/22/2024	1.0 FTE Stipend
Classified	Resignation	Ines Arizaga Guaman		Burnsville High School	Food Service Associate	03/18/2024	3.75 hours/day
Classified	Resignation	Julie Vue	*	Burnsville High School	Danceline Performance - Assistant Coach	03/25/2024	.55 FTE Stipend
Classified	Resignation	Michele Carroll		Burnsville High School	DECA - Assistant Coach	03/15/2024	1.0 FTE
Classified	Resignation	Molly Holmes		Burnsville High School	Musical Instrumental	03/19/2024	1.0 FTE Stipend
Classified	Retirement	Jean Jones	*	Hidden Valley Elementary	Educational Assistant	06/06/2024	7.25 hours/day



**Agenda IV.A.3  
March 28, 2024**

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

**From:** Tyler Dehne, director of finance

**Date:** March 28, 2024

**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 March 28, 2024.

\_\_\_\_\_  
Clerk – Board of Education

3/14/2024	Nylene Newkirk	Community Education	Brainpower in a Backpack	\$500.00
3/14/2024	Elizabeth Kauffman	Community Education	Brainpower in a Backpack	\$100.00
3/22/2024	Minnesota Department of Education	District 191	Grant received to support ISD 191 employees of color to earn their initial teaching license in a PELSB-approved teacher preparation program.	\$385,872

**Total monetary donations received: \$386,472.00**



**Agenda IV.A.4  
March 28, 2024**

**To:** Board of Educators  
Dr. Theresa Battle, Superintendent

**From:** Tyler Dehne, Director of Finance

**Date:** March 19, 2024

**Re:** January Payroll, Claims and Receipts

**Recommendation:** That the Board approves January payroll checks in the net amount of \$4,142,010.02. January claims to date, wire transfers and adjustments totaling \$19,639,679.32. Also, that the Board accepts January receipts of \$16,407,853.57 and investments for the General Fund and OPEB of \$73,590,801.98 as of January 31, 2024.

January 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  
January 2024**

**Cash Receipts**

Receipts	\$16,407,853.57	
Miscellaneous Adjustments		

<b>TOTAL JANUARY CASH RECEIVED</b>		<b>\$16,407,853.57</b>
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**CASH DISBURSEMENTS**

January Payroll		\$4,142,010.02
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A/P			
January Claims	Checks 490839-491165		\$2,086,283.66
	Virtual Card 6000001502-6000001531		\$98,219.29
	ACH-Emp/Vend 9000005176-9000005326		\$479,934.55

January A/P Wires+P-card		\$16,966,501.65
January Bank Fees		\$8,740.17

<b>TOTAL JANUARY CASH DISBURSED</b>		<b>\$23,781,689.34</b>
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<b>TOTAL TO BE APPROVED</b>		<b>\$23,781,689.34</b>
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	<u>Money Market</u>	<u>(Original Cost)</u> <u>Investments</u>	<u>1/31/2024</u>
GENERAL FUND	\$13,671,476.60	\$48,612,886.54	\$62,284,363.14
OPEB	\$3,631,594.53	\$1,624,796.72	\$5,256,391.25
OPEB EQUITY INV	\$27,974.29	\$6,022,073.30	\$6,050,047.59
	\$17,331,045.42	\$54,659,756.56	\$73,590,801.98

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	Rate
IS		01/31/2024			IS Balance	\$13,671,476.60	\$13,671,476.60	69
LTD		01/31/2024			LTD Balance		\$10,644,028.03	
SDA	SDA-1285862-1	01/31/2024			Savings Deposit Account - MNTrust Term Series-Flex (PenFed LOC)	\$2,305,599.09	\$2,305,599.09	
SDA	SDA-1287414-1	01/31/2024		19581	Savings Deposit Account - BELL BANK	\$17,472,620.13	\$17,472,620.13	
SDA	SDA-1348596-1	01/31/2024			Savings Deposit Account - MNTrust Term Series-Flex (VNB)	\$1,560,068.86	\$1,560,068.86	
CD	CD-1346972-1	03/16/2023	03/14/2024	3212	ANECA FCU	\$237,600.00	\$249,738.82	5.137
CD	CD-1346974-1	03/16/2023	03/14/2024	58816	Royal Business Bank	\$237,600.00	\$249,772.42	5.137
CD	CD-1346977-1	03/16/2023	03/14/2024	33539	Preferred Bank	\$237,500.00	\$249,870.79	5.223
TS	TS-295772-1	04/19/2023	04/18/2024		MN TRUST TERM SERIES	\$1,500,000.00	\$1,572,900.00	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	4.449
SEC	SEC-57091-1	11/04/2022	05/06/2024	34444	CUSTOMERS BANK	\$244,632.85	\$244,000.00	4.520
CD	CD-293933-1	06/01/2022	06/03/2024	33686	BANK HAPOALIM	\$236,700.00	\$249,288.42	2.648
SEC	SEC-53308-1	06/09/2022	06/10/2024	57803	ALLY BANK	\$246,429.86	\$246,000.00	2.610
SEC	SEC-53310-1	06/08/2022	06/10/2024	27471	AMERICAN EXPR NATL BK	\$246,702.22	\$246,000.00	2.603
CD	CD-1346205-1	01/25/2023	07/23/2024	24045	Pacific Western Bank	\$233,700.00	\$249,885.56	4.610
CD	CD-1346207-1	01/25/2023	07/23/2024	61797	ELGA CREDIT UNION	\$234,000.00	\$249,886.54	4.520
CD	CD-1352467-1	08/17/2023	08/16/2024	63373	NORTH BAY	\$237,000.00	\$249,755.22	5.382
TS	TS-294471-1	08/18/2022	08/19/2024		MN TRUST TERM SERIES	\$2,000,000.00	\$2,124,339.73	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	4.741
CD	CD-1355832-1	11/17/2023	11/18/2024	29209	NexBank	\$237,050.00	\$249,872.06	5.380
CD	CD-1355833-1	11/17/2023	11/18/2024	34742	EagleBank	\$236,850.00	\$249,890.97	5.476
CD	CD-1355834-1	11/17/2023	11/18/2024	1373	BOM Bank	\$236,700.00	\$249,857.49	5.550
CD	CD-1357801-1	01/10/2024	01/09/2025	58626	GBank	\$237,500.00	\$249,870.00	5.208
CD	CD-1357804-1	01/10/2024	01/09/2025	58263	Global Bank	\$237,800.00	\$249,895.48	5.086
CD	CD-1357807-1	01/10/2024	01/09/2025	58716	Third Coast Bank, SSB	\$237,400.00	\$249,896.74	5.264
CD	CD-1352463-1	08/17/2023	01/27/2025	10344	Schertz Bank & Trust	\$232,550.00	\$249,874.66	5.140
CD	CD-1352464-1	08/17/2023	01/27/2025	60269	GREENSTATE CREDIT UNION	\$231,600.00	\$249,892.47	5.450
CD	CD-1352465-1	08/17/2023	01/27/2025	5496	Cornerstone Bank	\$231,850.00	\$249,667.88	5.268
CD	CD-1352470-1	08/17/2023	01/27/2025	68187	Baxter Credit Union	\$232,300.00	\$249,861.90	5.187
TS	TS-296280-1	08/23/2023	01/27/2025		MN TRUST TERM SERIES	\$1,500,000.00	\$1,610,259.87	5.130
SEC	SEC-58541-1	02/02/2023	02/03/2025	3511	WELLS FARGO BANK NA	\$248,691.31	\$248,000.00	4.355
SEC	SEC-61293-1	08/30/2023	02/28/2025	65722	FREEDOM NORTHWEST CU	\$248,519.78	\$248,000.00	5.354
CD	CD-1346973-1	03/16/2023	03/14/2025	4256	First National Bank	\$227,550.00	\$249,866.48	4.819
CD	CD-1346975-1	03/16/2023	03/14/2025	14028	First Guaranty Bank	\$227,800.00	\$249,638.84	4.800
CD	CD-1346976-1	03/16/2023	03/14/2025	58741	Fieldpoint Private Bank & Trust	\$227,550.00	\$249,610.79	4.770
CD	CD-1346978-1	03/16/2023	03/14/2025	4185	First Priority Bank	\$227,550.00	\$249,610.79	4.770
SEC	SEC-62444-1	11/30/2023	05/30/2025	66847	EAGLE CMTY CREDIT UNION	\$248,516.34	\$248,000.00	5.455
CD	CD-1357805-1	01/10/2024	07/08/2025	57416	Patriot Bank	\$233,050.00	\$249,870.80	4.834
CD	CD-1357806-1	01/10/2024	07/08/2025	68430	LATINO COMMUNITY CREDIT UNION	\$232,700.00	\$249,868.39	4.941
SEC	SEC-62977-1	01/17/2024	07/17/2025	639	BANK OF NEW YORK MELLON	\$244,507.46	\$244,000.00	4.455
SEC	SEC-62982-1	01/17/2024	07/17/2025	65378	MID AMERICAN CREDIT UNIO	\$248,522.79	\$248,000.00	4.704

CD	CD-1352469-1	08/17/2023	08/18/2025	61093	VIBRANT CREDIT UNION	\$225,550.00	\$249,642.18	5.216
SEC	SEC-61291-1	08/25/2023	08/25/2025	66538	CONNEXUS CREDIT UNION	\$248,679.47	\$248,000.00	5.206
SEC	SEC-61294-1	08/28/2023	08/28/2025	60784	CALIFORNIA CREDIT UNION	\$243,653.17	\$243,000.00	5.257
CD	CD-1355830-1	11/17/2023	11/18/2025	35518	The Federal Savings Bank	\$226,100.00	\$249,852.60	5.1370
CD	CD-1355831-1	11/17/2023	11/18/2025	3887	First National Bank	\$226,950.00	\$249,869.26	5.036
CD	CD-1357803-1	01/10/2024	01/12/2026	34607	First Internet Bank of Indiana	\$228,800.00	\$249,859.51	4.509
<b>Sub Totals →</b>						<b>\$50,751,019.93</b>	<b>\$62,284,363.14</b>	

<b>Totals →</b>						<b>\$50,751,019.93</b>	<b>\$62,284,363.14</b>	
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# Total Portfolio Report

Report as of 1/31/2024

PMA Financial Network  
 2135 CityGate Lane  
 7th Floor  
 Naperville, IL 60563 71  
 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	Rate
IS		01/31/2024			IS Balance	\$3,631,594.53	\$3,631,594.53	
SEC	SEC-49708-1	11/22/2021	11/15/2024		US TREASURY N/B	\$927,109.96	\$925,000.00	0.673
CD	CD-279751-1	01/21/2020	01/21/2025	14445	FARMERS AND MERCHANTS UNION BANK	\$228,200.00	\$248,078.24	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	4.196
CD	CD-1345555-1	12/28/2022	11/28/2025	33306	CIBC Bank USA	\$180,000.00	\$201,871.17	4.160
<b>Sub Totals →</b>						<b>\$5,189,704.49</b>	<b>\$5,256,391.25</b>	
<b>Totals →</b>						<b>\$5,189,704.49</b>	<b>\$5,256,391.25</b>	



**Burnsville ISD 191 OPEB  
Investment Review**  
January 1 - January 31, 2024

**CLIENT**  
Burnsville ISD 191 OPEB

**INCEPTION DATE**  
11/01/2014

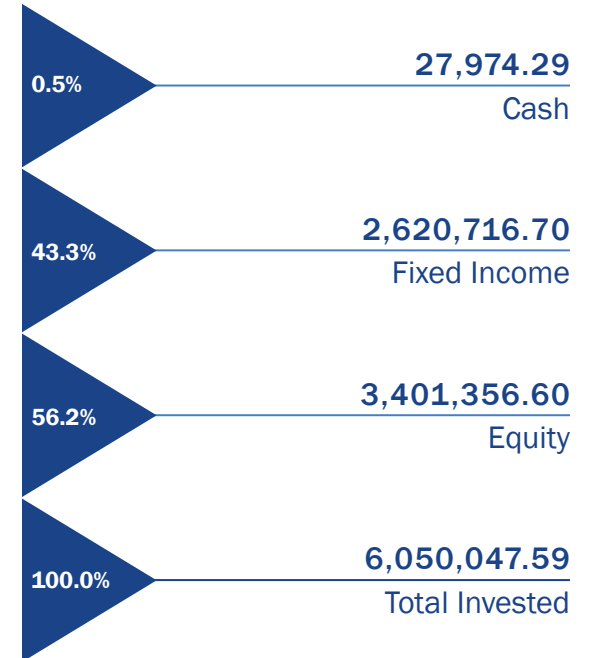
**RELATIONSHIP TEAM**  
Kendra Shelland  
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Manager  
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kshelland@pmanetwork.com

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

## PORTFOLIO OVERVIEW

	Value
<b>Beginning Market Value</b>	<b>6,019,132.70</b>
Contributions	0.00
Withdrawals	0.00
Net Investment Income	(2,379.31)
Unrealized Gain/Loss	33,294.20
Realized Gain/Loss	0.00
<b>Ending Market Value</b>	<b>6,050,047.59</b>

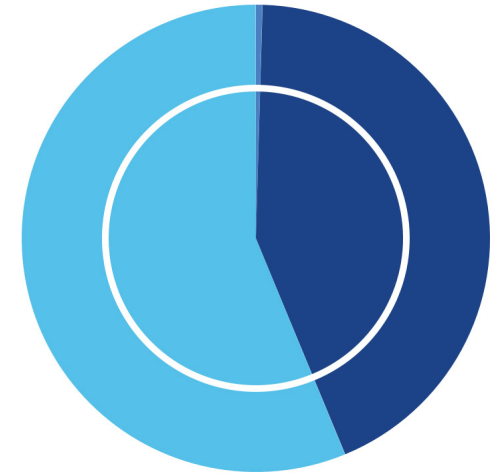
Compliance	Status
As of 01/31/2024	Compliant



## INVESTMENT ALLOCATION

Sector	Amount	Allocation	Change	%
<b>Cash</b>				
<b>TOTAL Cash</b>	<b>27,974.29</b>	<b>0.46%</b>	<b>(2,379.31)</b>	<b>(7.84%)</b>
<b>Fixed Income</b>				
<b>TOTAL Credit</b>	<b>2,620,716.70</b>	<b>43.32%</b>	<b>(4,282.80)</b>	<b>(0.16%)</b>
Funds - Corporate	2,620,716.70	43.32%	(4,282.80)	(0.16%)
<b>TOTAL Fixed Income</b>	<b>2,620,716.70</b>	<b>43.32%</b>	<b>(4,282.80)</b>	<b>(0.16%)</b>
<b>Equity</b>				
<b>TOTAL Domestic Equity</b>	<b>3,401,356.60</b>	<b>56.22%</b>	<b>37,577.00</b>	<b>1.12%</b>
Funds - Large Cap	3,401,356.60	56.22%	37,577.00	1.12%
<b>TOTAL Equity</b>	<b>3,401,356.60</b>	<b>56.22%</b>	<b>37,577.00</b>	<b>1.12%</b>
<b>TOTAL Invested</b>	<b>6,050,047.59</b>	<b>100.00%</b>	<b>30,914.89</b>	<b>0.51%</b>

## CURRENT PERIOD ALLOCATION



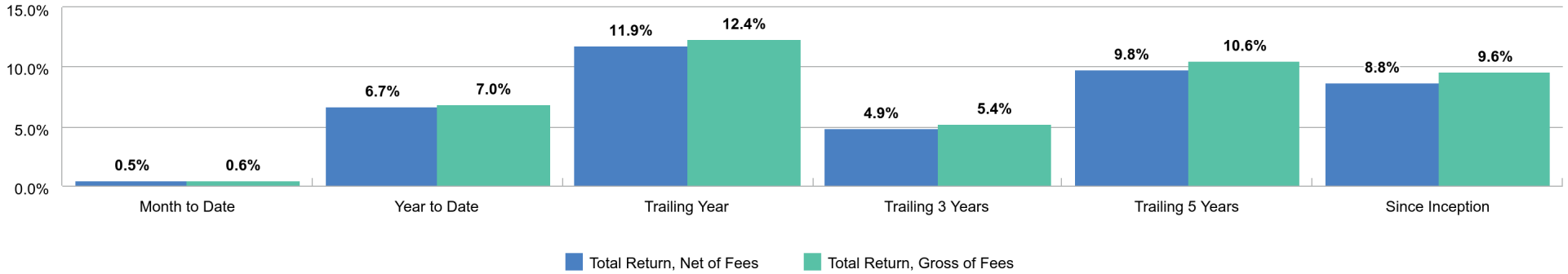
### Asset Class

- Cash - 0.5%
- Fixed Income - 43.3%
- Equity - 56.2%

### Sector

- Cash - 0.5%
- Credit - 43.3%
- Domestic Equity - 56.2%

## 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	0.51%	6.72%	11.86%	4.86%	9.85%	8.80%
Total Return, Gross of Fees	0.56%	7.03%	12.42%	5.39%	10.57%	9.63%

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	27,974.29	0.49%	0.44%	0.00%
Fixed Income	2,620,716.70	43.36%	(0.16%)	(0.07%)
Equity	3,401,356.60	56.16%	1.12%	0.62%
<b>Portfolio Total</b>	<b>6,050,047.59</b>	<b>100.00%</b>	<b>0.56%</b>	<b>0.56%</b>



# Transaction and Interest Summary

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January 1 - January 31, 2024

Trade Date	Settle Date	Quantity	Security	Ticker	Identifier	Unit Price	Amount	Gain / Loss
<b>Cash</b>								
<i>Management Fee</i>								
01/16/2024	01/16/2024	(2,507.97)	US DOLLAR	USD	CCYUSD	—	(2,507.97)	0.00
—	—	<b>(2,507.97)</b>	<b>Total Management Fee</b>	—	—	—	<b>(2,507.97)</b>	<b>0.00</b>
<i>Money Market Fund Interest</i>								
01/31/2024	01/31/2024	0.00	GOLDMAN:FS GOVT INST	FGTXX	38141W273	—	128.66	—
—	—	<b>0.00</b>	<b>Total Money Market Fund Interest</b>	—	—	—	<b>128.66</b>	<b>—</b>

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
<b>Cash</b>														
<i>Cash</i>														
FGTXX	38141W273	27,845.63	GOLDMAN:FS GOVT INST	AAA	5.21%	01/31/2024	01/31/2024	27,845.63	1.0000	27,845.63	1,310.57	—	5.22%	5.22%
USD	CCYUSD	128.66	Receivable	AAA	0.00%	01/31/2024	01/31/2024	128.66	1.0000	128.66	0.00	—	0.00%	0.00%
—	—	<b>27,974.29</b>	—	<b>AAA</b>	<b>5.19%</b>	—	—	<b>27,974.29</b>	—	<b>27,974.29</b>	<b>1,310.57</b>	—	<b>5.20%</b>	<b>5.20%</b>
<b>Fixed Income</b>														
<i>Credit</i>														
<i>Funds - Corporate</i>														
BND	921937835	35,690.00	VANGUARD TOT BD ETF	—	—	—	—	2,892,328.64	73.4300	2,620,716.70	43,692.75	3.09%	—	—
—	—	<b>35,690.00</b>	—	<b>NA</b>	—	—	—	<b>2,892,328.64</b>	—	<b>2,620,716.70</b>	<b>43,692.75</b>	<b>3.09%</b>	—	—
<b>Equity</b>														
<i>Domestic Equity</i>														
<i>Funds - Large Cap</i>														
VTI	922908769	14,180.00	VANGUARD TSM IDX ETF	—	—	—	—	1,981,284.12	239.8700	3,401,356.60	25,717.05	1.42%	—	—
—	—	<b>14,180.00</b>	—	—	—	—	—	<b>1,981,284.12</b>	—	<b>3,401,356.60</b>	<b>25,717.05</b>	<b>1.42%</b>	—	—
<b>Total Invested</b>		<b>77,844.29</b>	—	<b>AAA</b>	<b>5.19%</b>	—	—	<b>4,901,587.05</b>	—	<b>6,050,047.59</b>	<b>70,720.37</b>	<b>2.15%</b>	<b>5.20%</b>	<b>5.20%</b>

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

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

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

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

#### **Custodian Bank**

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

#### **Legal or Tax Information**

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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](http://www.pmanetwork.com)**

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## AP Check Register

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AP Run: 20240104 VACH — Post Date: 2024-01-04 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
01/04/2024	9000005176	ACH	Burnsville Association of Educational Assistants	909991	1 AP5800	1,044.00
01/04/2024	9000005177	ACH	CDW Government Inc	920289-1	1 AP5800	16,670.75
01/04/2024	9000005178	ACH	Teachers On Call	929847	1 AP5800	171,435.81
<b>Total:</b>						<b>\$189,150.56</b>

### 20240104 VACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	3	189,150.56
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>3</b>	<b>\$189,150.56</b>

## AP Check Register

AP Run: 20240110 EACH — Post Date: 2024-01-10 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
01/10/2024	9000005179	ACH	Albersheim-Carter, Marcina	018646	1 AP5800	75.13
01/10/2024	9000005180	ACH	Alt, Brett	020689	1 AP5800	561.95
01/10/2024	9000005181	ACH	Bane, Deanna S	015372	1 AP5800	16.77
01/10/2024	9000005182	ACH	Barnes, Monet M	019922	1 AP5800	23.32
01/10/2024	9000005183	ACH	Blood, Kelsey Jo	017981	1 AP5800	84.76
01/10/2024	9000005184	ACH	Bonnema, Lindsay J	021152	1 AP5800	75.00
01/10/2024	9000005185	ACH	Brevik, Lori A	020187	1 AP5800	200.00
01/10/2024	9000005186	ACH	Broge, Dawndra S	020951	1 AP5800	24.82
01/10/2024	9000005187	ACH	Buchanan, Isis L	019608	1 AP5800	30.52
01/10/2024	9000005188	ACH	Cantolla, Kaitlin M	019617	1 AP5800	48.37
01/10/2024	9000005189	ACH	Carlisano, Marta L	020630	1 AP5800	50.00
01/10/2024	9000005190	ACH	Christianson, Abra J	021205	1 AP5800	81.09
01/10/2024	9000005191	ACH	Clancy, Carissa	016999	1 AP5800	50.00
01/10/2024	9000005192	ACH	Cloutier, Dana	016633	1 AP5800	43.69
01/10/2024	9000005193	ACH	Czapar, Kelly N	017322	1 AP5800	19.13
01/10/2024	9000005194	ACH	Daoud, Hamde	019100	1 AP5800	272.81
01/10/2024	9000005195	ACH	Dudley, Martha Viczian	007878	1 AP5800	75.00
01/10/2024	9000005196	ACH	Elfering, Jean	011911	1 AP5800	75.00
01/10/2024	9000005197	ACH	Ewert, Casey B	019158	1 AP5800	42.58
01/10/2024	9000005198	ACH	Funston, Kathy L	017175	1 AP5800	77.72

## AP Check Register

AP Run: 20240110 EACH — Post Date: 2024-01-10 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
01/10/2024	9000005199	ACH	Gaston, Tommie	019438	1 AP5800	184.78
01/10/2024	9000005200	ACH	Gomez, Oscar A	011401	1 AP5800	75.00
01/10/2024	9000005201	ACH	Green, Jennifer	012474	1 AP5800	50.00
01/10/2024	9000005202	ACH	Hagen, Aimee E	016614	1 AP5800	31.57
01/10/2024	9000005203	ACH	Harris, Whitney M	021124	1 AP5800	187.33
01/10/2024	9000005204	ACH	Henle, Angela G	015131	1 AP5800	26.00
01/10/2024	9000005205	ACH	Hennen, Jennifer S	016618	1 AP5800	32.68
01/10/2024	9000005206	ACH	Hoeschen, Kerry	014601	1 AP5800	386.58
01/10/2024	9000005207	ACH	Holewa, Mary A	011153	1 AP5800	44.28
01/10/2024	9000005208	ACH	Johnson, Brian J	018190	1 AP5800	75.33
01/10/2024	9000005209	ACH	Johnson, Cory Charles	017755	1 AP5800	21.46
01/10/2024	9000005210	ACH	Jordan, Allison A	016428	1 AP5800	35.96
01/10/2024	9000005211	ACH	Jordan, Joanna	014624	1 AP5800	19.52
01/10/2024	9000005212	ACH	Kirchner, Amy	014600	1 AP5800	39.23
01/10/2024	9000005213	ACH	Kolstad, Michele M	007847	1 AP5800	21.35
01/10/2024	9000005214	ACH	Kronabetter, Julie R	016789	1 AP5800	232.31
01/10/2024	9000005215	ACH	Kugler, Julie	010637	1 AP5800	50.00
01/10/2024	9000005216	ACH	Lake, David	017436	1 AP5800	169.65
01/10/2024	9000005217	ACH	Lake, Lisa L	017600	1 AP5800	46.70
01/10/2024	9000005218	ACH	Lehner, Timothy	009773	1 AP5800	75.00

## AP Check Register

AP Run: 20240110 EACH — Post Date: 2024-01-10 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
01/10/2024	9000005219	ACH	Lian, Jocelyn M	020194	1 AP5800	172.98
01/10/2024	9000005220	ACH	Lorincz, Kristen L	018602	1 AP5800	14.74
01/10/2024	9000005221	ACH	Maro, Julie A	011378	1 AP5800	19.39
01/10/2024	9000005222	ACH	Martinez, Jose A	020999	1 AP5800	40.02
01/10/2024	9000005223	ACH	McCarthy, Jennifer	009785	1 AP5800	39.96
01/10/2024	9000005224	ACH	McDowell, Morgan	018635	1 AP5800	10.28
01/10/2024	9000005225	ACH	Mehring, Siri	021011	1 AP5800	50.44
01/10/2024	9000005226	ACH	Neal, Bryeny B	013693	1 AP5800	17.69
01/10/2024	9000005227	ACH	Nemeth, Heather	014991	1 AP5800	6.81
01/10/2024	9000005228	ACH	Ness, Karen M	016501	1 AP5800	196.50
01/10/2024	9000005229	ACH	Ness, Katie L	018356	1 AP5800	27.18
01/10/2024	9000005230	ACH	Niemiec, Alicia	013692	1 AP5800	118.56
01/10/2024	9000005231	ACH	Niffenegger, Kamala N	018055	1 AP5800	18.27
01/10/2024	9000005232	ACH	Nordeen, Denise M	020415	1 AP5800	81.88
01/10/2024	9000005233	ACH	O'brien, Brianna	018085	1 AP5800	48.47
01/10/2024	9000005234	ACH	O'Laughlin, John M	020956	1 AP5800	52.66
01/10/2024	9000005235	ACH	Peterson, Keri	011306	1 AP5800	100.00
01/10/2024	9000005236	ACH	Plomski, Marci	020101	1 AP5800	50.00
01/10/2024	9000005237	ACH	Retzlaff, Billie Jean	020995	1 AP5800	42.12
01/10/2024	9000005238	ACH	Reuter, Lisa L	019641	1 AP5800	16.20

## AP Check Register

AP Run: 20240110 EACH — Post Date: 2024-01-10 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
01/10/2024	9000005239	ACH	Schiffman, Suzanne	007869	1 AP5800	7.86
01/10/2024	9000005240	ACH	Schlichting, Catherine	012335	1 AP5800	225.00
01/10/2024	9000005241	ACH	Seamen, Michelle A	018634	1 AP5800	11.46
01/10/2024	9000005242	ACH	Sellers, Jason A	019217	1 AP5800	12.35
01/10/2024	9000005243	ACH	Smith-Lossiah, Sharon Kay	008182	1 AP5800	9.43
01/10/2024	9000005244	ACH	Sweeney, Michael J	016376	1 AP5800	81.74
01/10/2024	9000005245	ACH	Tarnofsky, John J	020438	1 AP5800	33.14
01/10/2024	9000005246	ACH	Teske, Jeffrey J	015910	1 AP5800	20.00
01/10/2024	9000005247	ACH	Tesmer, Russell	013441	1 AP5800	26.84
01/10/2024	9000005248	ACH	Turzynski, Adrienne K	021000	1 AP5800	152.66
01/10/2024	9000005249	ACH	Vodnick, Sarah A	016023	1 AP5800	27.51
01/10/2024	9000005250	ACH	Voigt, Pamela M	017183	1 AP5800	14.08
01/10/2024	9000005251	ACH	Warmka, Cheri R	007858	1 AP5800	48.54
01/10/2024	9000005252	ACH	Weatherford, Andrea M	017161	1 AP5800	5.31
01/10/2024	9000005253	ACH	Weiler, Bob M	005573	1 AP5800	174.89
01/10/2024	9000005254	ACH	Werner-Dempsey, Anne	018605	1 AP5800	384.30
01/10/2024	9000005255	ACH	Westerlund, Danette R	018186	1 AP5800	75.00
01/10/2024	9000005256	ACH	Yusuf, Ubah	019133	1 AP5800	8.45
01/10/2024	9000005257	ACH	Zondag-Hamer, Kimberly	014127	1 AP5800	60.85
01/10/2024	9000005258	ACH	Zyskowski, Karly M	021041	1 AP5800	89.87

## AP Check Register

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AP Run: 20240110 EACH — Post Date: 2024-01-10 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
<b>Total:</b>						<b>\$6,325.82</b>

### 20240110 EACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	80	6,325.82
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>80</b>	<b>\$6,325.82</b>

## AP Check Register

AP Run: 20240117 VACH — Post Date: 2024-01-17 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
01/17/2024	9000005259	ACH	Burnsville Association of Educational Assistants	909991	1 AP5800	1,044.00
01/17/2024	9000005260	ACH	Casperson, Julie	928973	1 AP5800	928.50
01/17/2024	9000005261	ACH	CDW Government Inc	920289-1	1 AP5800	121,963.00
01/17/2024	9000005262	ACH	Teachers On Call	929847	1 AP5800	66,683.60
<b>Total:</b>						<b>\$190,619.10</b>

### 20240117 VACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	4	190,619.10
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>4</b>	<b>\$190,619.10</b>

## AP Check Register

AP Run: 20240118 EACH — Post Date: 2024-01-18 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
01/18/2024	9000005263	ACH	Adkins, Abigail E	020448	1 AP5800	75.00
01/18/2024	9000005264	ACH	Barcus, Christine J	020538	1 AP5800	50.00
01/18/2024	9000005265	ACH	Beerling, Lorie A	011213	1 AP5800	75.00
01/18/2024	9000005266	ACH	Brevik, Lori A	020187	1 AP5800	50.00
01/18/2024	9000005267	ACH	Bunkers, Kathleen K	016823	1 AP5800	50.00
01/18/2024	9000005268	ACH	De Leon, Angel M	020085	1 AP5800	250.00
01/18/2024	9000005269	ACH	Deutsch, Matt R	014970	1 AP5800	100.00
01/18/2024	9000005270	ACH	Elfering, Jean	011911	1 AP5800	50.00
01/18/2024	9000005271	ACH	Engberg, Denise G	012072	1 AP5800	125.00
01/18/2024	9000005272	ACH	Erickson, Kayla M	020006	1 AP5800	110.19
01/18/2024	9000005273	ACH	Fani, Simin	021082	1 AP5800	50.00
01/18/2024	9000005274	ACH	Gilbertson, Sherry A	016244	1 AP5800	50.00
01/18/2024	9000005275	ACH	Gillis, Cindy M	016470	1 AP5800	325.00
01/18/2024	9000005276	ACH	Gorton, Rachel	016735	1 AP5800	75.00
01/18/2024	9000005277	ACH	Jarzyna-ingles, Anne W	013691	1 AP5800	100.00
01/18/2024	9000005278	ACH	Jordan, Allison A	016428	1 AP5800	1,000.00
01/18/2024	9000005279	ACH	Kacmarynski, Krissi	017804	1 AP5800	135.85
01/18/2024	9000005280	ACH	Keuler, Lori J	016667	1 AP5800	75.00
01/18/2024	9000005281	ACH	Kiehn, Jean M	018736	1 AP5800	150.00
01/18/2024	9000005282	ACH	Kramer, Krista	018749	1 AP5800	100.00

## AP Check Register

AP Run: 20240118 EACH — Post Date: 2024-01-18 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
01/18/2024	9000005283	ACH	Kristjanson, Jeanine	007498	1 AP5800	75.00
01/18/2024	9000005284	ACH	Lobben, Angela	019410	1 AP5800	75.00
01/18/2024	9000005285	ACH	Mosley, Julie G	010976	1 AP5800	75.00
01/18/2024	9000005286	ACH	Oftedahl, Imina P	020003	1 AP5800	100.00
01/18/2024	9000005287	ACH	O'Hara, Erin E	017850	1 AP5800	100.00
01/18/2024	9000005288	ACH	Pearson, Genevieve L	019994	1 AP5800	52.14
01/18/2024	9000005289	ACH	Podratz, Anne Marie	007339	1 AP5800	75.00
01/18/2024	9000005290	ACH	Robb, Brad E	013654	1 AP5800	2,221.65
01/18/2024	9000005291	ACH	Rosenberger, Rose M	017006	1 AP5800	75.00
01/18/2024	9000005292	ACH	Salmela, Kathryn	018090	1 AP5800	75.00
01/18/2024	9000005293	ACH	Schut, Jennie A	021071	1 AP5800	60.52
01/18/2024	9000005294	ACH	Turzynski, Adrienne K	021000	1 AP5800	50.00
01/18/2024	9000005295	ACH	Vodnick, Sarah A	016023	1 AP5800	50.00
01/18/2024	9000005296	ACH	Waters, Stacie	018472	1 AP5800	75.00
01/18/2024	9000005297	ACH	Wening, Alesha	019166	1 AP5800	50.00
01/18/2024	9000005298	ACH	Yost, Molly M	019831	1 AP5800	31.64
<b>Total:</b>						<b>\$6,236.99</b>

# AP Check Register

AP Run: 20240118 EACH — Post Date: 2024-01-18 — 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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### 20240118 EACH Summary

<u>Type</u>	<u>Count</u>	<u>Amount</u>
Regular	0	0.00
ACH Checks:	36	6,236.99
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>36</b>	<b>\$6,236.99</b>

## AP Check Register

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AP Run: 20240119 VACH — Post Date: 2024-01-19 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
01/19/2024	9000005299	ACH	CDW Government Inc	920289-1	1 AP5800	5,625.00
01/19/2024	9000005300	ACH	Teachers On Call	929847	1 AP5800	67,965.49
<b>Total:</b>						<b>\$73,590.49</b>

### 20240119 VACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	2	73,590.49
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>2</b>	<b>\$73,590.49</b>

## AP Check Register

AP Run: 20240125 EACH — Post Date: 2024-01-25 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
01/25/2024	9000005301	ACH	Berryman, Ashley A	016759	1 AP5800	5,002.95
01/25/2024	9000005302	ACH	Bohr, Jennifer L	009302	1 AP5800	68.70
01/25/2024	9000005303	ACH	Carroll, Michele	008784	1 AP5800	2,250.00
01/25/2024	9000005304	ACH	Davidson, Elizabeth A	016888	1 AP5800	1,267.71
01/25/2024	9000005305	ACH	Holman, Sandra L	020020	1 AP5800	2,000.00
01/25/2024	9000005306	ACH	Huemoeller, Michael T	009394	1 AP5800	629.23
01/25/2024	9000005307	ACH	Jordan, Allison A	016428	1 AP5800	84.30
01/25/2024	9000005308	ACH	Kleiner, Kevin T	020910	1 AP5800	339.75
01/25/2024	9000005309	ACH	Mussetter, Ruthanne R	019925	1 AP5800	30.62
01/25/2024	9000005310	ACH	Sellars, Jason A	019217	1 AP5800	86.12
<b>Total:</b>						<b>\$11,759.38</b>

### 20240125 EACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	10	11,759.38
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>10</b>	<b>\$11,759.38</b>

## AP Check Register

AP Run: 20240131 EACH — Post Date: 2024-01-31 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
01/31/2024	9000005311	ACH	Battle, Theresa F	019927	1 AP5800	500.00
01/31/2024	9000005312	ACH	Bellmont, Chris	014183	1 AP5800	213.00
01/31/2024	9000005313	ACH	Broge, Dawndra S	020951	1 AP5800	25.73
01/31/2024	9000005314	ACH	Dehne, Tyler	020322	1 AP5800	200.00
01/31/2024	9000005315	ACH	Gorton, Rachel	016735	1 AP5800	200.00
01/31/2024	9000005316	ACH	Hennen, Jennifer S	016618	1 AP5800	50.38
01/31/2024	9000005317	ACH	Hill, Kari L	008255	1 AP5800	39.00
01/31/2024	9000005318	ACH	Holden, Matt J	009267	1 AP5800	411.86
01/31/2024	9000005319	ACH	Holewa, Mary A	011153	1 AP5800	24.39
01/31/2024	9000005320	ACH	Hovde, Elizabeth A	20395	1 AP5800	8.14
01/31/2024	9000005321	ACH	Kachman, Angela	010826	1 AP5800	22.98
01/31/2024	9000005322	ACH	Schmitz, Emily A	021086	1 AP5800	80.46
01/31/2024	9000005323	ACH	Sovine, Stacey	017487	1 AP5800	200.00
01/31/2024	9000005324	ACH	Tinklenberg, Aaron D	017462	1 AP5800	200.00
01/31/2024	9000005325	ACH	Yost, Molly M	019831	1 AP5800	37.72

## AP Check Register

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AP Run: 20240131 EACH — Post Date: 2024-01-31 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
01/31/2024	9000005326	ACH	Zondag-Hamer, Kimberly	014127	1 AP5800	38.55
<b>Total:</b>						<b>\$2,252.21</b>

### 20240131 EACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	16	2,252.21
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>16</b>	<b>\$2,252.21</b>

## AP Check Register

<u>Fund</u>	<u>Total</u>
01 - General	469,620.00
02 - Food Service	353.12
04 - Community Service	6,186.43
22 - Internal Service - Health Insurance	3,775.00
	<b>\$479,934.55</b>

## AP Check Register

AP Run: 20240108 AP — Post Date: 2024-01-08 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
01/08/2024	490839	Check	A.J. Moore Electric Inc	928491	2 AP8845	1,044.07
01/08/2024	490840	Check	American Registry for Internet Numbers, Ltd.	931115	2 AP8845	250.00
01/08/2024	490841	Check	ArtEduTC LLC	930270	2 AP8845	1,127.00
01/08/2024	490842	Check	Arvig	928649	2 AP8845	2,957.20
01/08/2024	490843	Check	Association Of Clerical Employees	904895	2 AP8845	372.00
01/08/2024	490844	Check	Bahl, Michaela	930183	2 AP8845	97.00
01/08/2024	490845	Check	Barr, Barbara	501216	2 AP8845	49.00
01/08/2024	490846	Check	Biermann, Rebecca	931109	2 AP8845	66.00
01/08/2024	490847	Check	Bix Produce Company	900477	2 AP8845	7,413.94
01/08/2024	490848	Check	Brekke, Eric	903528	2 AP8845	84.00
01/08/2024	490849	Check	BrightWorks	908865-22	2 AP8845	5,000.00
01/08/2024	490850	Check	Bullock, John	925992	2 AP8845	84.00
01/08/2024	490851	Check	Burnsville Chamber of Commerce	900706-1	2 AP8845	7,500.00
01/08/2024	490852	Check	Capernaum Pediatric Therapy	930712	2 AP8845	5,810.32
01/08/2024	490853	Check	Carlson, Gerri	929243	2 AP8845	922.80
01/08/2024	490854	Check	Centerpoint Energy	902519	2 AP8845	3,145.05
01/08/2024	490855	Check	Central McGowan, Inc.	931080	2 AP8845	27.55
01/08/2024	490856	Check	CESO HR, LLC	930763	2 AP8845	26,546.25
01/08/2024	490857	Check	CESO Transportation LLC	930220	2 AP8845	16,080.45
01/08/2024	490858	Check	City of Eagan - Utilities	901002	2 AP8845	1,563.62

## AP Check Register

AP Run: 20240108 AP — Post Date: 2024-01-08 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
01/08/2024	490859	Check	City of Savage - Utilities	909588	2 AP8845	4,595.73
01/08/2024	490860	Check	Comcast	926565-1	2 AP8845	5,590.91
01/08/2024	490861	Check	Comcast	923547	2 AP8845	9.95
01/08/2024	490862	Check	Consolidated Communications	906231	2 AP8845	3,846.91
01/08/2024	490863	Check	Cottens NAPA Main Office	929846	2 AP8845	90.96
01/08/2024	490864	Check	Crimson Cheer Booster Club	923443	2 AP8845	560.00
01/08/2024	490865	Check	Cub Foods	900645	2 AP8845	14.18
01/08/2024	490866	Check	Dakota Printing Inc	926840	2 AP8845	1,128.00
01/08/2024	490867	Check	Dalco	904186-1	2 AP8845	5,780.95
01/08/2024	490868	Check	Digital Insurance, LLC	929385	2 AP8845	37,500.00
01/08/2024	490869	Check	Dore, Abdiwali Hashi	929581	2 AP8845	90.00
01/08/2024	490870	Check	DS Erickson & Associates PLLC	927334	2 AP8845	431.76
01/08/2024	490871	Check	DVS Renewal	900930-1	2 AP8845	467.50
01/08/2024	490872	Check	Edina High School	920467	2 AP8845	616.00
01/08/2024	490873	Check	Education Minnesota	928531	2 AP8845	79.00
01/08/2024	490874	Check	Ehlers	920802-1	2 AP8845	525.00
01/08/2024	490875	Check	Electro Watchman Inc	901078	2 AP8845	19,609.95
01/08/2024	490876	Check	Ellingson, Todd	930584	2 AP8845	103.00
01/08/2024	490877	Check	FaxSlpit Services, Inc.	930948	2 AP8845	231.00
01/08/2024	490878	Check	FIRST	927889	2 AP8845	6,000.00

## AP Check Register

AP Run: 20240108 AP — Post Date: 2024-01-08 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
01/08/2024	490879	Check	Foundation 191	928202	2 AP8845	153.85
01/08/2024	490880	Check	Global Communications Wiring & Services LLC	927736	2 AP8845	800.00
01/08/2024	490881	Check	Goswami, Alpa	929031	2 AP8845	201.50
01/08/2024	490882	Check	Gotter, Michael	930569	2 AP8845	66.00
01/08/2024	490883	Check	Graphic Source	902858-2	2 AP8845	9,675.00
01/08/2024	490884	Check	Griffiths, Dan	924168	2 AP8845	84.00
01/08/2024	490885	Check	Gurstel Law Firm PC	920324	2 AP8845	28.97
01/08/2024	490886	Check	Hallgren, Val	501213	2 AP8845	89.00
01/08/2024	490887	Check	Healy, Charles	921505	2 AP8845	84.00
01/08/2024	490888	Check	Heartland Tire, Inc.	930160	2 AP8845	1,393.04
01/08/2024	490889	Check	Hetzel, Travis	930794	2 AP8845	80.00
01/08/2024	490890	Check	Horwath, Karl	930387	2 AP8845	66.00
01/08/2024	490891	Check	International Gymnastics of MN LLC	926911	2 AP8845	4,692.80
01/08/2024	490892	Check	Jackson, Mariah	501218	2 AP8845	25.00
01/08/2024	490893	Check	Jensen, Randy	907850	2 AP8845	95.00
01/08/2024	490894	Check	Johnson Controls Fire Protection LP	903587	2 AP8845	1,042.64
01/08/2024	490895	Check	Kafka, Kim	931092	2 AP8845	420.00
01/08/2024	490896	Check	Kaldahl, Kristin	931108	2 AP8845	79.00
01/08/2024	490897	Check	Kamiri, Anne	930578	2 AP8845	210.00
01/08/2024	490898	Check	Kellen, Gavin	931110	2 AP8845	135.00

## AP Check Register

AP Run: 20240108 AP — Post Date: 2024-01-08 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
01/08/2024	490899	Check	Kellen, Jason	930822	2 AP8845	822.23
01/08/2024	490900	Check	Kelly, Kristine	930647	2 AP8845	225.00
01/08/2024	490901	Check	Kiecker, Dana	927044	2 AP8845	95.00
01/08/2024	490902	Check	Knoke, Barb	500060	2 AP8845	66.93
01/08/2024	490903	Check	Koukal, Rindy	501211	2 AP8845	40.00
01/08/2024	490904	Check	Kully Supply Inc	901434	2 AP8845	336.10
01/08/2024	490905	Check	Lano Equipment	925133	2 AP8845	4,738.00
01/08/2024	490906	Check	MacLean, Molly	500728	2 AP8845	40.00
01/08/2024	490907	Check	Meyer, Ryan	924355	2 AP8845	84.00
01/08/2024	490908	Check	Minnesota Community Education Assoc (MCEA)	903814	2 AP8845	2,543.00
01/08/2024	490909	Check	Minnesota Community Education Assoc (MCEA)	903814	2 AP8845	1,116.00
01/08/2024	490910	Check	Minnesota Valley Electric Cooperative	907448	2 AP8845	13,799.42
01/08/2024	490911	Check	Minnetonka Cheerleading Booster Club	903936-1	2 AP8845	616.00
01/08/2024	490912	Check	Minnetonka High School	903936-4	2 AP8845	105.00
01/08/2024	490913	Check	Mississippi Institute of Higher Learning	930959	2 AP8845	756.25
01/08/2024	490914	Check	MN Assoc of Alternative Programs (MAAP)	903333	2 AP8845	2,975.00
01/08/2024	490915	Check	MN Assoc of Secondary School Principal (MASSP)	908338	2 AP8845	423.00
01/08/2024	490916	Check	MN Highway Safety & Research Center	926466	2 AP8845	172.00
01/08/2024	490917	Check	Mohammoud, Zahra Ali	928322	2 AP8845	240.00

## AP Check Register

AP Run: 20240108 AP — Post Date: 2024-01-08 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
01/08/2024	490918	Check	Moulton-Wobeck, Donna	501214	2 AP8845	188.00
01/08/2024	490919	Check	NCPERS Group Life Ins	908769	2 AP8845	48.00
01/08/2024	490920	Check	Office of The Secretary of State	926894	2 AP8845	120.00
01/08/2024	490921	Check	Office Systems And Design Inc	926881	2 AP8845	1,187.00
01/08/2024	490922	Check	Olinger, Catherine	501212	2 AP8845	99.00
01/08/2024	490923	Check	Paquette, Zachary	931107	2 AP8845	80.00
01/08/2024	490924	Check	Per Mar Security Services	930354	2 AP8845	648.00
01/08/2024	490925	Check	Peterson Farms Fresh Inc	930338	2 AP8845	8,939.52
01/08/2024	490926	Check	Piket, Joseph	908082	2 AP8845	84.00
01/08/2024	490927	Check	Reynolds, Sally	931119	2 AP8845	250.00
01/08/2024	490928	Check	Sachs, Alice	925562	2 AP8845	217.50
01/08/2024	490929	Check	Schmitt & Sons Inc	909331	2 AP8845	28,981.38
01/08/2024	490930	Check	School Services Employees Local 284	907382	2 AP8845	2,946.80
01/08/2024	490931	Check	Second Harvest Heartland	928183	2 AP8845	1,353.51
01/08/2024	490932	Check	Siemens Industry Inc	902217	2 AP8845	6,448.00
01/08/2024	490933	Check	SNA Depository	926552	2 AP8845	361.00
01/08/2024	490934	Check	South Suburban Conference	926921	2 AP8845	7,340.00
01/08/2024	490935	Check	St Paul Beverage Solutions, LLC	930156	2 AP8845	3,962.02
01/08/2024	490936	Check	Sullwold, Mark	931106	2 AP8845	66.00
01/08/2024	490937	Check	Sunbelt Rentals, Inc	930994	2 AP8845	895.87

## AP Check Register

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AP Run: 20240108 AP — Post Date: 2024-01-08 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
01/08/2024	490938	Check	Sunbelt Staffing LLC	930586	2 AP8845	10,077.20
01/08/2024	490939	Check	Sutherland, Shandon	931105	2 AP8845	103.00
01/08/2024	490940	Check	The Food Group	928651	2 AP8845	1,533.81
01/08/2024	490941	Check	The Hartford	924486	2 AP8845	52,545.63
01/08/2024	490942	Check	T-Mobile	929345	2 AP8845	3,150.70
01/08/2024	490943	Check	Tovsen, Leann	501215	2 AP8845	49.00
01/08/2024	490944	Check	Trafera, LLC	931071	2 AP8845	20,000.00
01/08/2024	490945	Check	Upper Lakes Foods Inc	929826	2 AP8845	37,940.54
01/08/2024	490946	Check	Vanderveren, Bradley	926210	2 AP8845	170.00
01/08/2024	490947	Check	Webb, Deborah	501217	2 AP8845	12.00
01/08/2024	490948	Check	Whetter, Elizabeth	500306	2 AP8845	99.00
01/08/2024	490949	Check	Wicker, David	930984	2 AP8845	5,000.00
01/08/2024	490950	Check	Xcel Energy	902776	2 AP8845	14,556.15
<b>Total:</b>						<b>\$425,477.41</b>

### 20240108 AP Summary

Type	Count	Amount
Regular	112	425,477.41
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>112</b>	<b>\$425,477.41</b>

## AP Check Register

AP Run: 20240115 AP — Post Date: 2024-01-15 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
01/15/2024	490951	Check	Advanced Commercial Kitchens	930100	2 AP8845	1,715.94
01/15/2024	490952	Check	Advanced Imaging Solutions	928551-1	2 AP8845	5,924.63
01/15/2024	490953	Check	Anderson, Jesse	922218	2 AP8845	194.00
01/15/2024	490954	Check	Aramark	901365	2 AP8845	687.27
01/15/2024	490955	Check	Association Of Clerical Employees	904895	2 AP8845	372.00
01/15/2024	490956	Check	Ayaquica, Sheri	922108	2 AP8845	60.00
01/15/2024	490957	Check	Bergamasco, Robert	929941	2 AP8845	80.00
01/15/2024	490958	Check	BHS Quiz Bowl Boosters	930823	2 AP8845	190.00
01/15/2024	490959	Check	Bimbo Bakeries USA	902333-1	2 AP8845	2,733.37
01/15/2024	490960	Check	Bix Produce Company	900477	2 AP8845	8,218.52
01/15/2024	490961	Check	Brown's Ice Cream Co	904655	2 AP8845	1,266.84
01/15/2024	490962	Check	Burnsville Girls Basketball Boosters	903719	2 AP8845	300.00
01/15/2024	490963	Check	Calabrese, Shawn	925458	2 AP8845	170.00
01/15/2024	490964	Check	Central McGowan, Inc.	931080	2 AP8845	28.31
01/15/2024	490965	Check	Centurylink	902781	2 AP8845	268.44
01/15/2024	490966	Check	CESO Communications LLC	930130	2 AP8845	6,380.08
01/15/2024	490967	Check	CESO HR, LLC	930763	2 AP8845	12,500.00
01/15/2024	490968	Check	City of Burnsville	900673	2 AP8845	320.00
01/15/2024	490969	Check	City of Burnsville - Utilities	904226	2 AP8845	11,615.94
01/15/2024	490970	Check	Cottens NAPA Main Office	929846	2 AP8845	119.54

## AP Check Register

AP Run: 20240115 AP — Post Date: 2024-01-15 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
01/15/2024	490971	Check	Crown Rental Inc	900647	2 AP8845	30.00
01/15/2024	490972	Check	CST MN	929862	2 AP8845	75,253.61
01/15/2024	490973	Check	Dakota County Property Taxation & Records	901016-2	2 AP8845	3,423.98
01/15/2024	490974	Check	Dalco	904186-1	2 AP8845	4,146.68
01/15/2024	490975	Check	Johnson, Derek	931112	2 AP8845	100.00
01/15/2024	490976	Check	Dialog One LLC	927732	2 AP8845	861.00
01/15/2024	490977	Check	Dodge Nature Center	900905	2 AP8845	100.00
01/15/2024	490978	Check	Doyle, Lauren	930182	2 AP8845	194.00
01/15/2024	490979	Check	DS Erickson & Associates PLLC	927334	2 AP8845	433.95
01/15/2024	490980	Check	Duong, Tran	501222	2 AP8845	282.30
01/15/2024	490981	Check	Education Minnesota	928531	2 AP8845	79.00
01/15/2024	490982	Check	Educators Benefit Consultants LLC	926262-1	2 AP8845	830.34
01/15/2024	490983	Check	Enpointe	929863	2 AP8845	8,298.00
01/15/2024	490984	Check	Fedex	901463	2 AP8845	17.17
01/15/2024	490985	Check	Field Environmental Consulting Inc	926109	2 AP8845	2,745.35
01/15/2024	490986	Check	Foundation 191	928202	2 AP8845	153.85
01/15/2024	490987	Check	Frizzell, Andrew	930650	2 AP8845	130.00
01/15/2024	490988	Check	Gedi, Muno	930842	2 AP8845	60.00
01/15/2024	490989	Check	Goring, Zach	930838	2 AP8845	66.00
01/15/2024	490990	Check	Goswami, Alpa	929031	2 AP8845	203.50

## AP Check Register

AP Run: 20240115 AP — Post Date: 2024-01-15 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
01/15/2024	490991	Check	Groth Music Company	900575	2 AP8845	45.18
01/15/2024	490992	Check	Gurstel Law Firm PC	920324	2 AP8845	28.97
01/15/2024	490993	Check	Habermann, Henry	930363	2 AP8845	103.00
01/15/2024	490994	Check	Hanuschak, Oksana	930258	2 AP8845	80.00
01/15/2024	490995	Check	Harris, Dennis	922710	2 AP8845	84.00
01/15/2024	490996	Check	Hastings Bus Company	907139	2 AP8845	1,734.44
01/15/2024	490997	Check	Hinz, Glen	925029	2 AP8845	129.00
01/15/2024	490998	Check	Hooks, Desmond	930379	2 AP8845	84.00
01/15/2024	490999	Check	House of Print	920347	2 AP8845	17,546.20
01/15/2024	491000	Check	Hovick, Nicholas	930560	2 AP8845	84.00
01/15/2024	491001	Check	Intermediate School Dist 917	909327	2 AP8845	28,544.22
01/15/2024	491002	Check	International Filtration Services	930799	2 AP8845	53.44
01/15/2024	491003	Check	Jansen, Brian	930582	2 AP8845	160.00
01/15/2024	491004	Check	Johnson Controls Fire Protection LP	903587	2 AP8845	3,526.05
01/15/2024	491005	Check	Korba, Jerry	906519	2 AP8845	95.00
01/15/2024	491006	Check	Korte, Steve	903225	2 AP8845	95.00
01/15/2024	491007	Check	Leipnitz, Darcie	501219	2 AP8845	308.60
01/15/2024	491008	Check	Lexia Learning Systems LLC	931111	2 AP8845	16,250.01
01/15/2024	491009	Check	Link Interpret	929933	2 AP8845	180.00
01/15/2024	491010	Check	Minnesota Energy Resources	903029	2 AP8845	11,176.98

## AP Check Register

AP Run: 20240115 AP — Post Date: 2024-01-15 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
01/15/2024	491011	Check	Minnesota Petroleum Service Inc	926261	2 AP8845	34,134.28
01/15/2024	491012	Check	Mississippi Institute of Higher Learning	930959	2 AP8845	750.87
01/15/2024	491013	Check	MN Assoc of Alternative Programs (MAAP)	903333	2 AP8845	900.00
01/15/2024	491014	Check	MN Assoc of Secondary School Principal (MASSP)	908338	2 AP8845	1,215.00
01/15/2024	491015	Check	MN Dept of Labor and Industry	907914-2	2 AP8845	100.00
01/15/2024	491016	Check	Mn Landscape Arboretum	903870	2 AP8845	210.00
01/15/2024	491017	Check	Multilingual Word Inc	922324	2 AP8845	200.00
01/15/2024	491018	Check	Nelco	929915	2 AP8845	996.04
01/15/2024	491019	Check	New Dominion School	924335	2 AP8845	1,475.36
01/15/2024	491020	Check	Olive, Matt	931114	2 AP8845	103.00
01/15/2024	491021	Check	Olympic Communications Inc	927700	2 AP8845	165.00
01/15/2024	491022	Check	Orkin Commercial Services	926086	2 AP8845	1,243.00
01/15/2024	491023	Check	Panning, Crystal	501223	2 AP8845	134.80
01/15/2024	491024	Check	Per Mar Security Services	930354	2 AP8845	1,108.93
01/15/2024	491025	Check	Perez, Melissa M	924879	2 AP8845	1,680.00
01/15/2024	491026	Check	Pin, Chantheavy	500997	2 AP8845	170.60
01/15/2024	491027	Check	Pioneer SecureShred	930098	2 AP8845	453.00
01/15/2024	491028	Check	RAK Construction Inc	929749	2 AP8845	16,542.13
01/15/2024	491029	Check	Renaud, Brandy	501221	2 AP8845	140.80

## AP Check Register

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AP Run: 20240115 AP — Post Date: 2024-01-15 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
01/15/2024	491030	Check	Richert, Andrea	930496	2 AP8845	3,450.00
01/15/2024	491031	Check	Rotary Club of Burnsville	903691	2 AP8845	200.00
01/15/2024	491032	Check	Rutt, James	930608	2 AP8845	66.00
01/15/2024	491033	Check	Ryan Mechanical Inc	923241	2 AP8845	14,202.80
01/15/2024	491034	Check	Schaefer, Edward	931087	2 AP8845	80.00
01/15/2024	491035	Check	School Services Employees Local 284	907382	2 AP8845	2,892.41
01/15/2024	491036	Check	Second Harvest Heartland	928183	2 AP8845	1,185.67
01/15/2024	491037	Check	SFM	923848	2 AP8845	20,798.66
01/15/2024	491038	Check	SICO America Inc.	931118	2 AP8845	554.64
01/15/2024	491039	Check	SNA Depository	926552	2 AP8845	117.50
01/15/2024	491040	Check	St Paul Beverage Solutions, LLC	930156	2 AP8845	3,147.67
01/15/2024	491041	Check	Summit 360	930892	2 AP8845	2,138.27
01/15/2024	491042	Check	Sunbelt Rentals, Inc	930994	2 AP8845	530.88
01/15/2024	491043	Check	Sunbelt Staffing LLC	930586	2 AP8845	13,787.68
01/15/2024	491044	Check	Thao, Pakou	501220	2 AP8845	15.15
01/15/2024	491045	Check	The Formidable Genealogist, LLC	930975	2 AP8845	100.00
01/15/2024	491046	Check	The Sanneh Foundation	930655	2 AP8845	8,333.33
01/15/2024	491047	Check	The Vernon Company	920019	2 AP8845	841.08
01/15/2024	491048	Check	Thurrow, Bennett	931113	2 AP8845	103.00
01/15/2024	491049	Check	Titan Machinery Inc	928268	2 AP8845	8,274.88

## AP Check Register

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AP Run: 20240115 AP — Post Date: 2024-01-15 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
01/15/2024	491050	Check	Tryggestad, Matthew	930834	2 AP8845	194.00
01/15/2024	491051	Check	UHL Company, Inc.	931094	2 AP8845	5,830.46
01/15/2024	491052	Check	University of Minnesota- Tuition Third Party Billing	908595	2 AP8845	145.00
01/15/2024	491053	Check	Upper Lakes Foods Inc	929826	2 AP8845	37,088.86
01/15/2024	491054	Check	USPS	931024-1	2 AP8845	2,221.12
01/15/2024	491055	Check	Van Guilder, Joe	906687	2 AP8845	274.00
01/15/2024	491056	Check	Zillyon Solutions, LLC	931104	2 AP8845	2,475.00
<b>Total:</b>						<b>\$421,632.57</b>

### 20240115 AP Summary

Type	Count	Amount
Regular	106	421,632.57
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>106</b>	<b>\$421,632.57</b>

## AP Check Register

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AP Run: 20240119 AP — Post Date: 2024-01-19 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
01/19/2024	491057	Check	Arvig	928649	2 AP8845	2,957.20
01/19/2024	491058	Check	CESO HR, LLC	930763	2 AP8845	26,546.25
01/19/2024	491059	Check	CESO Transportation LLC	930220	2 AP8845	16,080.45
01/19/2024	491060	Check	Minnesota Valley Electric Cooperative	907448	2 AP8845	13,799.42
01/19/2024	491061	Check	Office Systems And Design Inc	926881	2 AP8845	1,187.00
<b>Total:</b>						<b>\$60,570.32</b>

### 20240119 AP Summary

Type	Count	Amount
Regular	5	60,570.32
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>5</b>	<b>\$60,570.32</b>

## AP Check Register

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AP Run: 20240126 AP — Post Date: 2024-01-26 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
01/26/2024	491062	Check	A.J. Moore Electric Inc	928491	2 AP8845	4,135.68
01/26/2024	491063	Check	Acer Service Corporation - Attn: Finance Dept.	929434	2 AP8845	15,543.00
01/26/2024	491064	Check	Armstrong Torseth Skold & Rydeen Inc	926500	2 AP8845	7,185.09
01/26/2024	491065	Check	Backupify Inc	928803	2 AP8845	1,500.00
01/26/2024	491066	Check	Ballroom and Latin Dance Club, LLC	930877	2 AP8845	632.50
01/26/2024	491067	Check	Beissel, Craig	931121	2 AP8845	66.00
01/26/2024	491068	Check	Bix Produce Company	900477	2 AP8845	2,319.90
01/26/2024	491069	Check	Blick Art Materials	900172-1	2 AP8845	127.36
01/26/2024	491070	Check	Blue Star Medical Sales, LLC	931117	2 AP8845	2,733.21
01/26/2024	491071	Check	Boisen, Nick	930920	2 AP8845	274.00
01/26/2024	491072	Check	Branson, Brooke	928690	2 AP8845	194.00
01/26/2024	491073	Check	Brin Glass Service	928124	2 AP8845	514.31
01/26/2024	491074	Check	Buccellato Hockey Ltd.	931123	2 AP8845	80.00
01/26/2024	491075	Check	Burnsville Ice Center	900435	2 AP8845	11,875.00
01/26/2024	491076	Check	Burnsville Ice Center	900435	2 AP8845	5,578.00
01/26/2024	491077	Check	Burnsville Savage Lions Club	924379	2 AP8845	60.00
01/26/2024	491078	Check	Centennial ISD12	901904	2 AP8845	9,927.72
01/26/2024	491079	Check	Centerpoint Energy	902519	2 AP8845	25,071.30
01/26/2024	491080	Check	City of Burnsville	900673	2 AP8845	330.00
01/26/2024	491081	Check	Clancy, William	908232	2 AP8845	84.00

## AP Check Register

AP Run: 20240126 AP — Post Date: 2024-01-26 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
01/26/2024	491082	Check	Cole Papers Inc	927279-1	2 AP8845	1,112.98
01/26/2024	491083	Check	Community Education Prior Lake-Savage Area Schools	921458-2	2 AP8845	615.10
01/26/2024	491084	Check	Criswell, Evan	931126	2 AP8845	160.00
01/26/2024	491085	Check	Crunstedt, Robert	923540	2 AP8845	139.00
01/26/2024	491086	Check	Dakota Electric Association	900809	2 AP8845	66,422.63
01/26/2024	491087	Check	Dalco	904186-1	2 AP8845	12,034.75
01/26/2024	491088	Check	DeMorett, Andrew	928639	2 AP8845	84.00
01/26/2024	491089	Check	Determan, Robert	923981	2 AP8845	66.00
01/26/2024	491090	Check	Eagle Printing & Graphics	931024	2 AP8845	2,221.12
01/26/2024	491091	Check	Ehlers	920802-1	2 AP8845	2,500.00
01/26/2024	491092	Check	Fagerness, Joyce	924275	2 AP8845	582.14
01/26/2024	491093	Check	Farmington High School	902495-1	2 AP8845	120.00
01/26/2024	491094	Check	Faust, Tyler	931125	2 AP8845	100.00
01/26/2024	491095	Check	FaxSpit Services, Inc.	930948	2 AP8845	231.00
01/26/2024	491096	Check	Floersch, Sarah	930624	2 AP8845	500.00
01/26/2024	491097	Check	Forbrook, Bill	922964	2 AP8845	84.00
01/26/2024	491098	Check	Frey, Dave	920644	2 AP8845	97.00
01/26/2024	491099	Check	GreatAmerica Financial Services	929729	2 AP8845	621.00
01/26/2024	491100	Check	H&B Specialized Products Inc	901641	2 AP8845	7,407.25

## AP Check Register

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AP Run: 20240126 AP — Post Date: 2024-01-26 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
01/26/2024	491101	Check	Helget, Madalyn	930352	2 AP8845	84.00
01/26/2024	491102	Check	Henning, Ryan	931124	2 AP8845	103.00
01/26/2024	491103	Check	Hetzel, Travis	930794	2 AP8845	80.00
01/26/2024	491104	Check	HOSA-Future Health Professionals	929975	2 AP8845	275.00
01/26/2024	491105	Check	Houghton Mifflin Harcourt Publishing Co	928887	2 AP8845	234.60
01/26/2024	491106	Check	Hyvee	929410	2 AP8845	795.55
01/26/2024	491107	Check	Industrial Arts Supply Company	901182	2 AP8845	899.64
01/26/2024	491108	Check	Innovational Water Solutions, Inc.	930169	2 AP8845	5,627.80
01/26/2024	491109	Check	Jama, Safiyo	501226	2 AP8845	452.35
01/26/2024	491110	Check	Jensen, Randy	907850	2 AP8845	95.00
01/26/2024	491111	Check	John A Dalsin & Son Inc	905816	2 AP8845	14,519.24
01/26/2024	491112	Check	John's Sewer And Drain Cleaning Inc	928929	2 AP8845	1,900.00
01/26/2024	491113	Check	Johnson Controls Fire Protection LP	903587	2 AP8845	1,059.42
01/26/2024	491114	Check	Kasner, Daniel	929032	2 AP8845	97.00
01/26/2024	491115	Check	Klaers, Mark	924352	2 AP8845	97.00
01/26/2024	491116	Check	Korte, Steve	903225	2 AP8845	66.00
01/26/2024	491117	Check	Kraus-Anderson Ins Agency Inc	902102	2 AP8845	15,150.00
01/26/2024	491118	Check	Lamprecht, John	928748	2 AP8845	54.33
01/26/2024	491119	Check	Macario Corporation	930770	2 AP8845	1,175.00

## AP Check Register

AP Run: 20240126 AP — Post Date: 2024-01-26 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
01/26/2024	491120	Check	Mansfield Oil Company	928793	2 AP8845	10,840.46
01/26/2024	491121	Check	Marshall, Frances	931079	2 AP8845	80.00
01/26/2024	491122	Check	Midwest Band Instrument Service	902491	2 AP8845	11,004.00
01/26/2024	491123	Check	Minnesota School Boards Association - MSBA	902540	2 AP8845	1,095.00
01/26/2024	491124	Check	Minnesota True Team Track	930640	2 AP8845	200.00
01/26/2024	491125	Check	MN Assoc of Secondary School Principal (MASSP)	908338	2 AP8845	1,620.00
01/26/2024	491126	Check	Moe, Tara	501225	2 AP8845	330.60
01/26/2024	491127	Check	Moore, Parker	930368	2 AP8845	80.00
01/26/2024	491128	Check	MRI Software LLC	929957	2 AP8845	27.00
01/26/2024	491129	Check	Multilingual Word Inc	922324	2 AP8845	1,315.00
01/26/2024	491130	Check	NCS Pearson Inc	925372	2 AP8845	61.05
01/26/2024	491131	Check	Nuvera	902483	2 AP8845	197.35
01/26/2024	491132	Check	Office of MNIT Services	906477	2 AP8845	1,010.10
01/26/2024	491133	Check	Olympic Communications Inc	927700	2 AP8845	385.00
01/26/2024	491134	Check	O'Neill, Sean	931120	2 AP8845	66.00
01/26/2024	491135	Check	Patel, Jiten	931134	2 AP8845	250.00
01/26/2024	491136	Check	Peper, Austin	931122	2 AP8845	66.00
01/26/2024	491137	Check	Perez, Melissa M	924879	2 AP8845	960.00
01/26/2024	491138	Check	Pioneer Midwest LLC	930403	2 AP8845	1,013.23
01/26/2024	491139	Check	Pitka, Sam	926397	2 AP8845	80.00

## AP Check Register

AP Run: 20240126 AP — Post Date: 2024-01-26 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
01/26/2024	491140	Check	Proshek, Nathan	930385	2 AP8845	84.00
01/26/2024	491141	Check	Radtke, Jill	501224	2 AP8845	193.00
01/26/2024	491142	Check	Red Wing Business Advantage Account	921851-1	2 AP8845	125.00
01/26/2024	491143	Check	Regents of The University of Minnesota	908798-12	2 AP8845	1,500.00
01/26/2024	491144	Check	Rekstaf, Brad	924947	2 AP8845	84.00
01/26/2024	491145	Check	Russell, Bridget	930703	2 AP8845	700.00
01/26/2024	491146	Check	Ryan Mechanical Inc	923241	2 AP8845	56,171.23
01/26/2024	491147	Check	Schaefer, John	931022	2 AP8845	168.00
01/26/2024	491148	Check	Schmitt & Sons - Contract	909331-2	2 AP8845	792,607.16
01/26/2024	491149	Check	Schmitt & Sons Inc	909331	2 AP8845	24,095.11
01/26/2024	491150	Check	Second Harvest Heartland	928183	2 AP8845	2,738.87
01/26/2024	491151	Check	Shibley, Jeremy	928797	2 AP8845	84.00
01/26/2024	491152	Check	SNA Depository	926552	2 AP8845	14.00
01/26/2024	491153	Check	Sperr, Michael	929510	2 AP8845	84.00
01/26/2024	491154	Check	St Paul Beverage Solutions, LLC	930156	2 AP8845	2,928.63
01/26/2024	491155	Check	The Trophy House Inc	903986	2 AP8845	402.50
01/26/2024	491156	Check	Thurrow, Bennett	931113	2 AP8845	198.00
01/26/2024	491157	Check	Thurrow, Josh	903545	2 AP8845	84.00
01/26/2024	491158	Check	Total Filtration Services Inc	922123-1	2 AP8845	532.44
01/26/2024	491159	Check	Transportation Plus, Inc.	906215	2 AP8845	2,307.00

## AP Check Register

113

AP Run: 20240126 AP — Post Date: 2024-01-26 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
01/26/2024	491160	Check	Upper Lakes Foods Inc	929826	2 AP8845	36,007.66
01/26/2024	491161	Check	USPS	904153	2 AP8845	30.00
01/26/2024	491162	Check	Vinkemeier, Jeffrey	926679	2 AP8845	84.00
01/26/2024	491163	Check	Wand Enterprises	931129	2 AP8845	425.00
01/26/2024	491164	Check	Wetzel, Jason	930857	2 AP8845	84.00
01/26/2024	491165	Check	Worden, Jason	920623	2 AP8845	97.00
<b>Total:</b>						<b>\$1,178,603.36</b>

### 20240126 AP Summary

Type	Count	Amount
Regular	104	1,178,603.36
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>104</b>	<b>\$1,178,603.36</b>

## AP Check Register

114

AP Run: 20240131 Voids — Post Date: 2024-01-31 — AP Run Type: V

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
01/31/2024	490842	Check	Arvig	928649	2 AP8845	-2,957.20
01/31/2024	490856	Check	CESO HR, LLC	930763	2 AP8845	-26,546.25
01/31/2024	490857	Check	CESO Transportation LLC	930220	2 AP8845	-16,080.45
01/31/2024	490910	Check	Minnesota Valley Electric Cooperative	907448	2 AP8845	-13,799.42
01/31/2024	490921	Check	Office Systems And Design Inc	926881	2 AP8845	-1,187.00
01/31/2024	491054	Check	USPS	931024-1	2 AP8845	-2,221.12
<b>Total:</b>						<b>-\$62,791.44</b>

### 20240131 Voids Summary

Type	Count	Amount
Regular	6	-62,791.44
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
<b>Total:</b>	<b>6</b>	<b>-\$62,791.44</b>

## AP Check Register

115

Burnsville-Eagan-Savage SD 191, MN

<u>Fund</u>	<u>Total</u>
01 - General	924,782.43
02 - Food Service	158,473.10
03 - Transportation	885,961.65
04 - Community Service	50,577.40
16 - Facility Rental	105.64
22 - Internal Service - Health Insurance	1,175.00
50 - Student Activity Fund	2,417.00
	<b>\$2,023,492.22</b>

## AP Check Register

116

AP Run: 20240111 CB — Post Date: 2024-01-11 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
01/11/2024	6000001502		Advanced Imaging Solutions	928551	2 Virtua	6,363.03
01/11/2024	6000001503		Aramark Refreshment Services	900428	2 Virtua	191.29
01/11/2024	6000001504		Continued.com	930015	2 Virtua	534.00
01/11/2024	6000001505		Cornerstone Copy Center	900502	2 Virtua	2,113.71
01/11/2024	6000001506		Dicks Sanitation Service Inc	900641	2 Virtua	7,334.09
01/11/2024	6000001507		ECM Publishers Inc	909272	2 Virtua	148.50
01/11/2024	6000001508		Grainger	904387-1	2 Virtua	3,726.51
01/11/2024	6000001509		Heartland School Solutions	929746	2 Virtua	21,280.00
01/11/2024	6000001510		Horizon Commercial Pool Supply	904818	2 Virtua	128.05
01/11/2024	6000001511		Kelleher Helmrich and Associates Inc	908955	2 Virtua	523.50
01/11/2024	6000001512		Lightspeed Technologies Inc	926151	2 Virtua	19,721.00
01/11/2024	6000001513		Literacy Resources, LLC	930694	2 Virtua	259.20
01/11/2024	6000001514		Meca Sportswear	924921	2 Virtua	491.50
01/11/2024	6000001515		Northern Air Corporation (NAC)	920320	2 Virtua	9,161.43
01/11/2024	6000001516		Occupational Health of MN, PC	929919	2 Virtua	426.00
01/11/2024	6000001517		Schmitt Music	903532	2 Virtua	748.90
01/11/2024	6000001518		State Supply Co Inc	903689	2 Virtua	1,540.61
01/11/2024	6000001519		The Language Banc	924523	2 Virtua	1,200.00
01/11/2024	6000001520		Trio Supply	903802	2 Virtua	4,540.24

**Total: \$80,431.56**

# AP Check Register

AP Run: 20240111 CB — Post Date: 2024-01-11 — 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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### 20240111 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:	19	80,431.56
<b>Total:</b>	<b>19</b>	<b>\$80,431.56</b>

## AP Check Register

AP Run: 20240119 CB — Post Date: 2024-01-19 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
01/19/2024	6000001521		American Time & Signal Co	903503	2 Virtua	1,073.70
01/19/2024	6000001522		Aramark Refreshment Services	900428	2 Virtua	52.03
01/19/2024	6000001523		Bester Bros Transfer & Storage Co	904400	2 Virtua	1,900.00
01/19/2024	6000001524		Cintas Corp	903681	2 Virtua	756.88
01/19/2024	6000001525		ECM Publishers Inc	909272	2 Virtua	2,978.00
01/19/2024	6000001526		Grainger	904387-1	2 Virtua	814.18
01/19/2024	6000001527		Mackin Educational Resources	902196	2 Virtua	2,590.65
01/19/2024	6000001528		Professional Wireless Communications	924681	2 Virtua	174.00
01/19/2024	6000001529		Scholastic Inc	903196-6	2 Virtua	41.80
01/19/2024	6000001530		Trio Supply	903802	2 Virtua	6,714.49
01/19/2024	6000001531		Game One	928417	2 Virtua	692.00
<b>Total:</b>						<b>\$17,787.73</b>

20240119 CB Summary		
Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	11	17,787.73
<b>Total:</b>	<b>11</b>	<b>\$17,787.73</b>

# AP Check Register

<u>Fund</u>	<u>Total</u>
01 - General	63,497.92
02 - Food Service	32,625.41
04 - Community Service	2,095.96
	<b>\$98,219.29</b>

## Monthly Void/Wire Report

120

AP Run: 20240112 Wires PR — Post Date: 2024-01-12 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Check Amount
01/12/2024	8000000870	Wire Transfer	Commissioner Of Revenue	116,922.38
01/12/2024	8000000871	Wire Transfer	Educators Benefit Consultants	191,404.63
01/12/2024	8000000872	Wire Transfer	Internal Revenue Service	696,001.00
01/12/2024	8000000873	Wire Transfer	ISD 191 Flex Account	46,777.04
01/12/2024	8000000874	Wire Transfer	ISD 191 Self Insurance Account	918,097.65
01/12/2024	8000000875	Wire Transfer	MN Child Support	2,267.79
01/12/2024	8000000876	Wire Transfer	MN Dept of Revenue	665.99
01/12/2024	8000000877	Wire Transfer	Mn Teachers Retirement Assoc	389,422.57
01/12/2024	8000000878	Wire Transfer	PERA	115,434.88
01/12/2024	8000000879	Wire Transfer	Teachers Federal Credit Union	35,478.83
<b>Total:</b>				<b>\$2,512,472.76</b>

### 20240112 Wires PR Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	10	2,512,472.76
Epayables:	0	0.00
<b>Total:</b>	<b>10</b>	<b>\$2,512,472.76</b>

## Monthly Void/Wire Report

121

AP Run: 20240131 Wires PR — Post Date: 2024-01-31 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Check Amount
01/31/2024	8000000880	Wire Transfer	Commissioner Of Revenue	119,828.04
01/31/2024	8000000881	Wire Transfer	Educators Benefit Consultants	194,089.21
01/31/2024	8000000882	Wire Transfer	Internal Revenue Service	727,845.68
01/31/2024	8000000883	Wire Transfer	ISD 191 Flex Account	46,750.72
01/31/2024	8000000884	Wire Transfer	ISD 191 Self Insurance Account	912,725.81
01/31/2024	8000000885	Wire Transfer	MN Child Support	2,178.75
01/31/2024	8000000886	Wire Transfer	MN Dept of Revenue	25.65
01/31/2024	8000000887	Wire Transfer	Mn Teachers Retirement Assoc	392,782.58
01/31/2024	8000000888	Wire Transfer	PERA	131,007.35
01/31/2024	8000000889	Wire Transfer	Teachers Federal Credit Union	35,449.15
<b>Total:</b>				<b>\$2,562,682.94</b>

### 20240131 Wires PR Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	10	2,562,682.94
Epayables:	0	0.00
<b>Total:</b>	<b>10</b>	<b>\$2,562,682.94</b>

## Monthly Void/Wire Report

122

AP Run: 20240131 Wires 1MSDLAF — Post Date: 2024-01-31 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Check Amount
01/31/2024	8000000890	Wire Transfer	Delta Dental Plan Of Minnesota	81,133.22
01/31/2024	8000000891	Wire Transfer	MN Dept of Revenue-Sales Tax	983.00
01/31/2024	8000000892	Wire Transfer	Mn UI Fund	5,132.02
01/31/2024	8000000893	Wire Transfer	Solutran, Inc	2,644.61
<b>Total:</b>				<b>\$89,892.85</b>

### 20240131 Wires 1MSDLAF Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	4	89,892.85
Epayables:	0	0.00
<b>Total:</b>	<b>4</b>	<b>\$89,892.85</b>

## Monthly Void/Wire Report

123

AP Run: 20240131 Wires 4 MnTrus — Post Date: 2024-01-31 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Check Amount
01/31/2024	11	Wire Transfer	Bond Trust Services Corporation	9,452,070.00
<b>Total:</b>				<b>\$9,452,070.00</b>

### 20240131 Wires 4 MnTrus Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	1	9,452,070.00
Epayables:	0	0.00
<b>Total:</b>	<b>1</b>	<b>\$9,452,070.00</b>

## Monthly Void/Wire Report

124

AP Run: 20240131 Wires 20 S.Ins — Post Date: 2024-01-31 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Check Amount
01/31/2024	168	Wire Transfer	Further	159,805.56
01/31/2024	169	Wire Transfer	Paydhealth	4,711.91
01/31/2024	170	Wire Transfer	Preferredone Admin Services	1,770.92
01/31/2024	171	Wire Transfer	UMR, Inc	2,034,808.92
<b>Total:</b>				<b>\$2,201,097.31</b>

20240131 Wires 20 S.Ins Summary		
Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	4	2,201,097.31
Epayables:	0	0.00
<b>Total:</b>	<b>4</b>	<b>\$2,201,097.31</b>

## Monthly Void/Wire Report

125

AP Run: 20240131 Wires 8 Flex — Post Date: 2024-01-31 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Check Amount
01/31/2024	65	Wire Transfer	Further	52,626.08
<b>Total:</b>				<b>\$52,626.08</b>

### 20240131 Wires 8 Flex Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	1	52,626.08
Epayables:	0	0.00
<b>Total:</b>	<b>1</b>	<b>\$52,626.08</b>

## Monthly Void/Wire Report

126

AP Run: 20240131 Void CB — Post Date: 2024-01-31 — AP Run Type: V

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Check Amount
01/31/2024	6000001482		Carolina Biological Supply Company	-53.35
<b>Total:</b>				<b>-\$53.35</b>

### 20240131 Void CB Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	1	-53.35
<b>Total:</b>	<b>1</b>	<b>-\$53.35</b>

# Monthly Void/Wire Report

127

AP Run: 20240125 P-Card — Post Date: 2024-01-25 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Check Amount
01/25/2024	8000000894	Wire Transfer	US Bank	95,713.06
<b>Total:</b>				<b>\$95,713.06</b>

## 20240125 P-Card Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	1	95,713.06
Epayables:	0	0.00
<b>Total:</b>	<b>1</b>	<b>\$95,713.06</b>

## Monthly Void/Wire Report

128

Burnsville-Eagan-Savage SD 191, MN

<u>Fund</u>	<u>Total</u>
01 - General	4,904,272.43
02 - Food Service	127,293.74
03 - Transportation	52.77
04 - Community Service	187,317.00
07 - Debt Service Fund	8,141,756.25
16 - Facility Rental	6,786.45
20 - Internal Service - Dental	81,133.22
22 - Internal Service - Health Insurance	2,203,741.92
47 - OPEB Debt Service	1,310,313.75
50 - Student Activity Fund	3,834.12
	<b>\$16,966,501.65</b>



**Agenda IV.A.5  
March 28, 2024**

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

**From:** Tyler Dehne, Director of Finance

**Date:** March 19, 2024

**Re:** Budget Analysis for the Month Ending January 31, 2024

**Recommendation:** That the Board accepts the Budget Analysis for the month ending January 31, 2024.

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

	Year-to-Date Revenue	% of Adopted Budget	Year-to-Date Expenditures	% of Adopted Budget
All Funds	\$ 85,949,535	41.22%	\$ 102,672,354	50.49%
General Fund	\$ 61,461,736	38.37%	\$ 70,996,511	46.23%

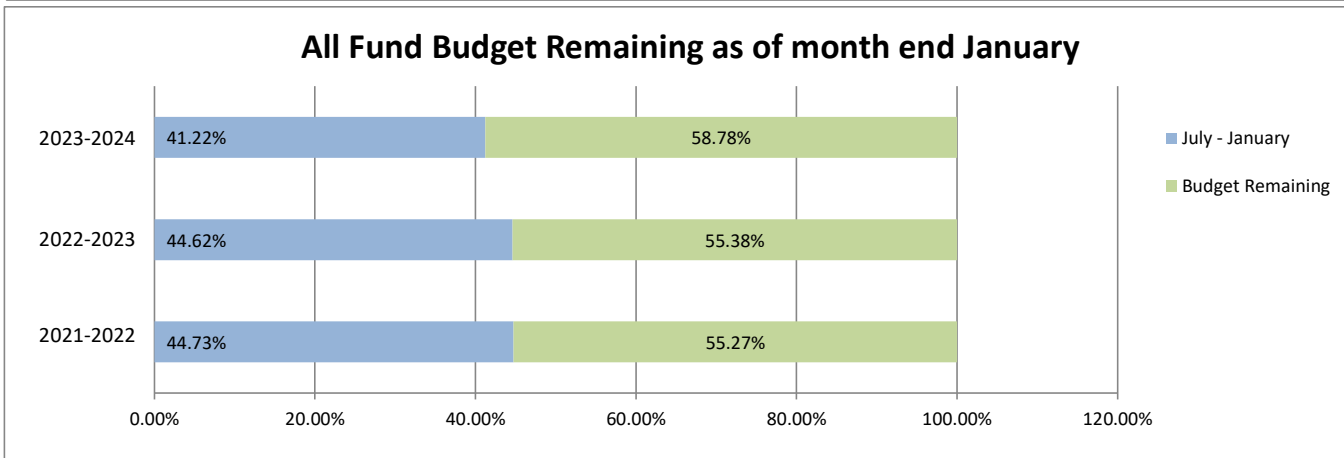
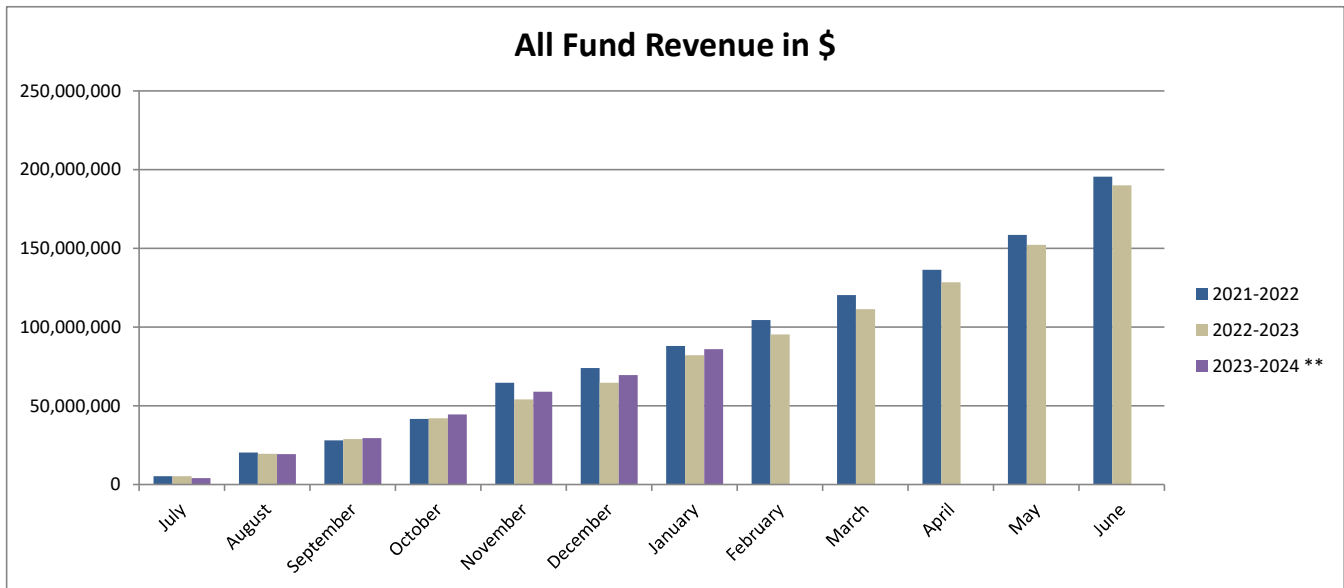
To assist the Board in monitoring monthly financial activity and to help identify budget-to-actual deviations, the following graphs have been developed for all funds and the general fund:

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**

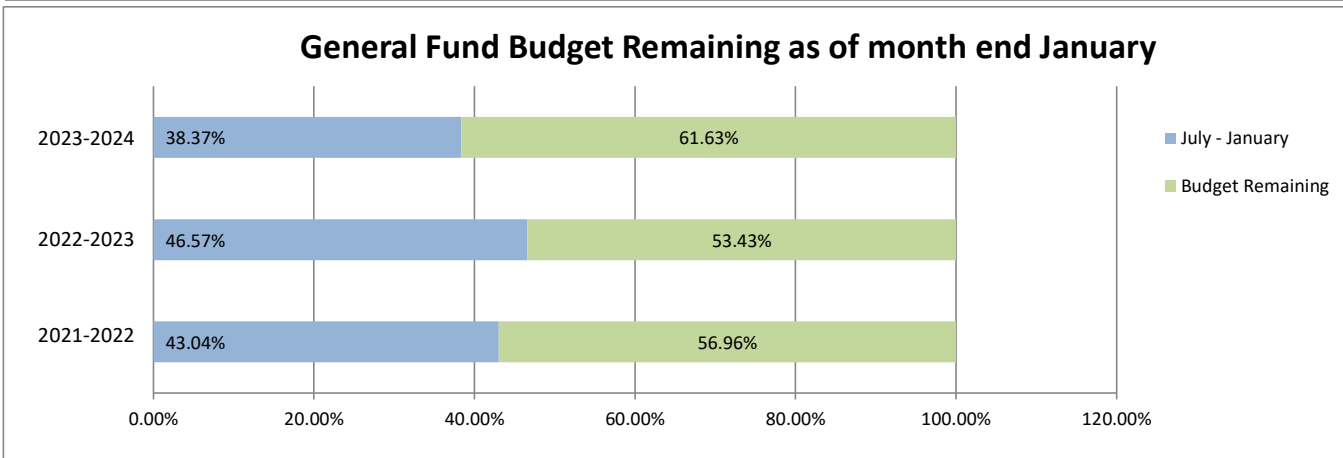
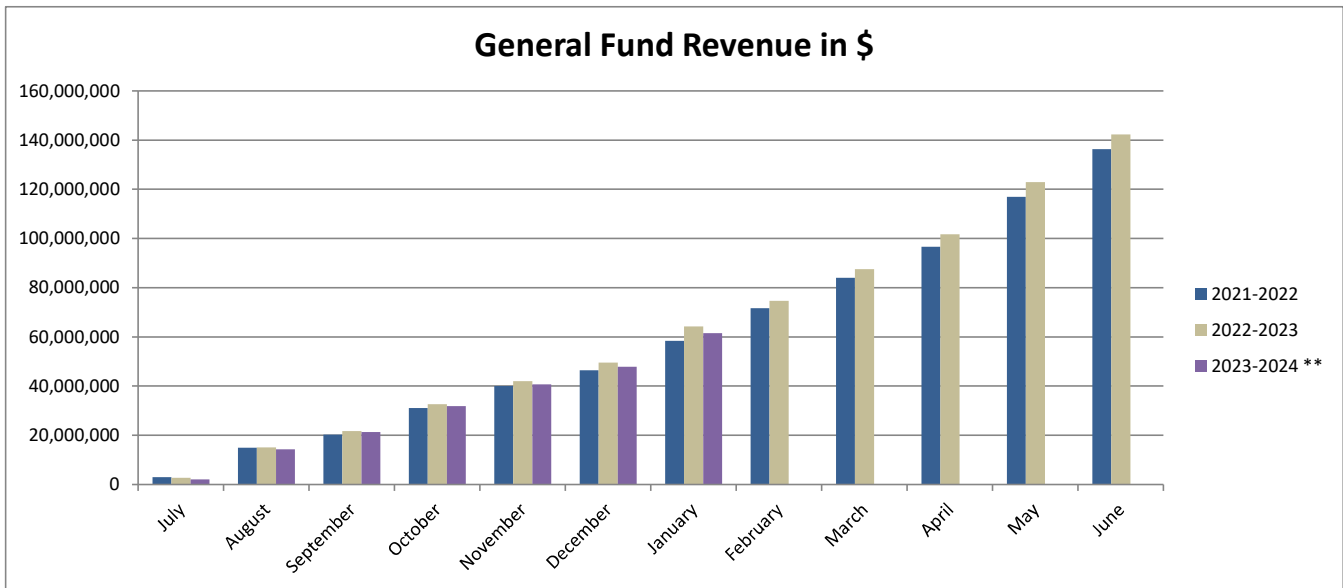
	2021-2022		2022-2023		2023-2024 **	
	\$	%	\$	%	\$	%
July	5,298,428	2.69%	5,211,222	2.83%	3,923,767	1.88%
August	20,358,554	10.34%	19,546,851	10.63%	19,367,531	9.29%
September	28,136,656	14.30%	28,812,784	15.67%	29,426,322	14.11%
October	41,631,893	21.15%	42,091,259	22.89%	44,587,953	21.38%
November	64,659,908	32.86%	54,008,523	29.37%	58,912,738	28.25%
December	73,979,823	37.59%	64,648,180	35.15%	69,535,132	33.34%
January	88,036,615	44.73%	82,067,715	44.62%	85,949,535	41.22%
February	104,470,173	53.08%	95,325,754	51.83%	0	0.00%
March	120,312,724	61.13%	111,508,111	60.63%	0	0.00%
April	136,207,121	69.21%	128,551,918	69.90%	0	0.00%
May	158,547,029	80.56%	152,059,166	82.68%	0	0.00%
June	195,607,991	99.39%	190,043,786	103.33%	0	0.00%
<b>BUDGET</b>	<b>196,799,175</b>	<b>100.00%</b>	<b>183,913,084</b>	<b>100.00%</b>	<b>208,539,165</b>	<b>100.00%</b>



\*\* 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**

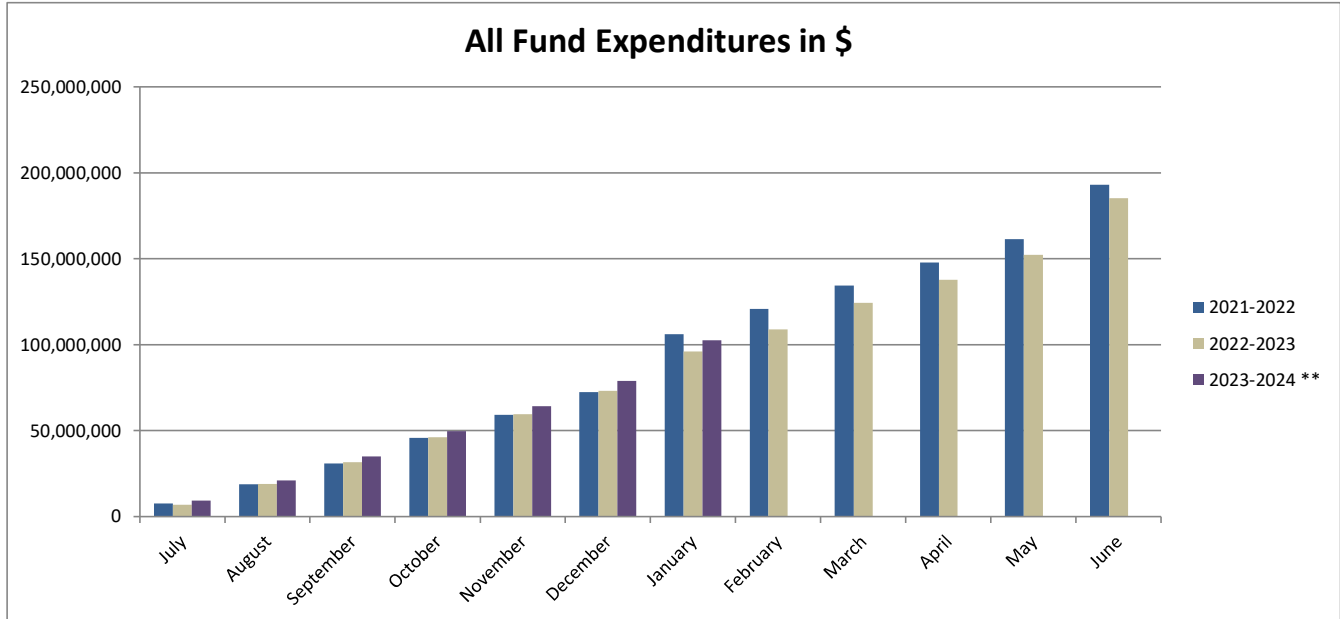
	2021-2022		2022-2023		2023-2024 **	
	\$	%	\$	%	\$	%
July	2,907,172	2.14%	2,782,571	2.02%	2,054,035	1.28%
August	14,923,642	10.98%	15,069,992	10.94%	14,217,775	8.88%
September	20,264,600	14.91%	21,696,447	15.75%	21,337,010	13.32%
October	31,072,851	22.87%	32,616,003	23.68%	31,945,444	19.94%
November	40,153,389	29.55%	42,025,977	30.51%	40,706,009	25.41%
December	46,491,149	34.21%	49,535,706	35.96%	47,800,679	29.84%
January	58,485,580	43.04%	64,158,526	46.57%	61,461,736	38.37%
February	71,619,316	52.71%	74,679,348	54.21%	0	0.00%
March	84,028,770	61.84%	87,518,465	63.53%	0	0.00%
April	96,590,415	71.08%	101,791,548	73.89%	0	0.00%
May	116,854,949	86.00%	122,924,136	89.23%	0	0.00%
June	136,320,648	100.32%	142,274,703	103.28%	0	0.00%
<b>BUDGET</b>	<b>135,885,717</b>	<b>100.00%</b>	<b>137,755,710</b>	<b>100.00%</b>	<b>160,186,251</b>	<b>100.00%</b>



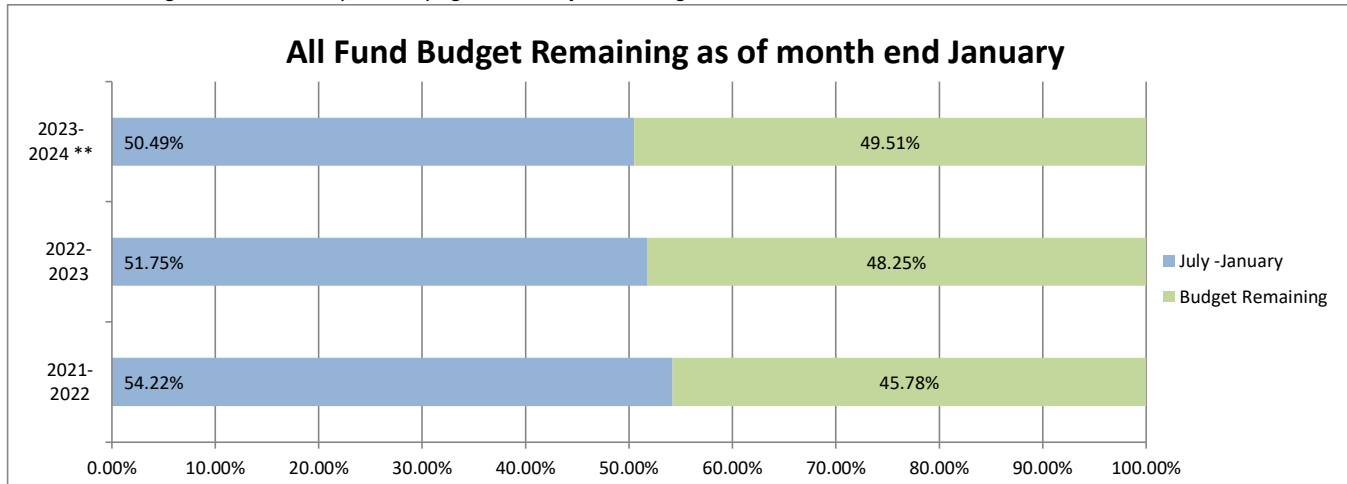
\*\* The year to year comparison will vary due to the timing of the reversal of prior year accruals and based on timing of financial activity, monthly figures are subject to change

**EXPENDITURE COMPARISON  
ALL FUNDS**

	2021-2022		2022-2023		2023-2024 **	
	\$	%	\$	%	\$	%
July	7,576,301	3.87%	6,846,145	3.69%	9,311,625	4.58%
August	18,666,589	9.53%	18,979,577	10.22%	20,942,388	10.30%
September	30,852,672	15.75%	31,646,042	17.05%	35,122,008	17.27%
October	45,790,996	23.38%	46,123,533	24.85%	49,720,835	24.45%
November	59,277,157	30.27%	59,574,576	32.09%	64,276,579	31.61%
December	72,545,028	37.04%	73,187,172	39.43%	78,945,654	38.82%
January	106,184,839	54.22%	96,054,702	51.75%	102,672,354	50.49%
February	120,813,912	61.69%	108,872,180	58.65%	0	0.00%
March	134,387,435	68.62%	124,261,557	66.94%	0	0.00%
April	147,917,512	75.53%	137,800,461	74.24%	0	0.00%
May	161,442,665	82.43%	152,188,528	81.99%	0	0.00%
June	192,966,400	98.53%	185,336,975	99.85%	0	0.00%
<b>BUDGET</b>	<b>195,843,777</b>	<b>100.00%</b>	<b>185,621,470</b>	<b>100.00%</b>	<b>203,361,619</b>	<b>100.00%</b>

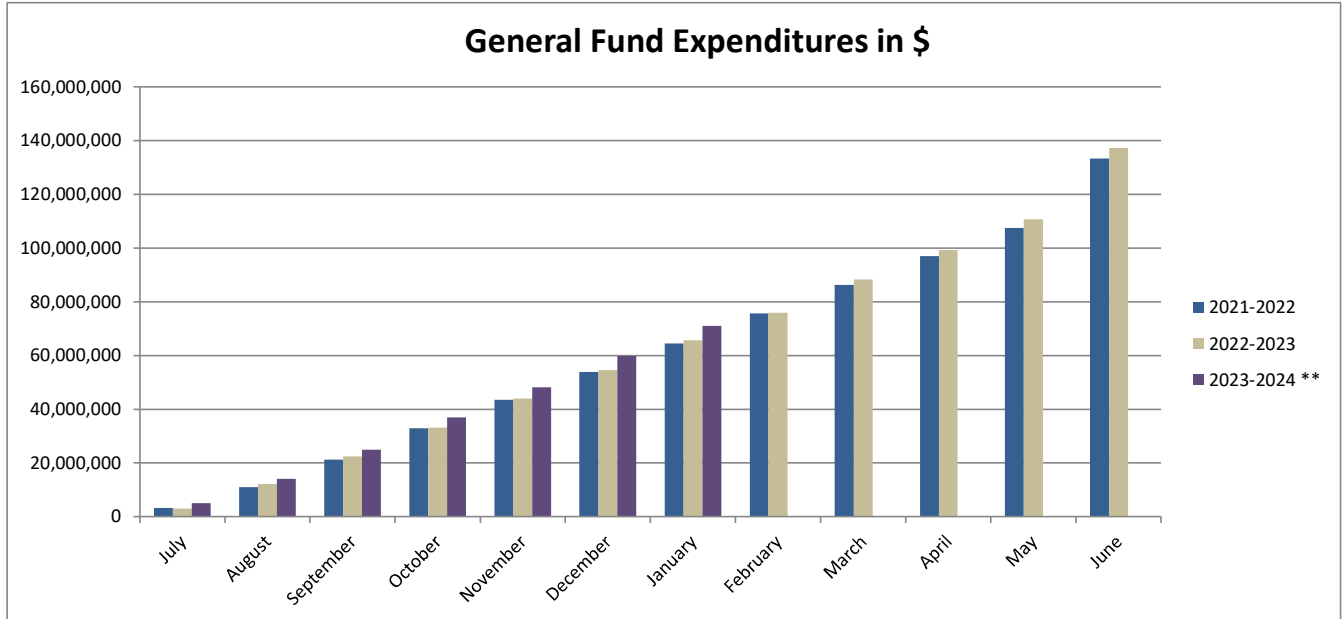


\*\*based on timing of financial activity, monthly figures are subject to change

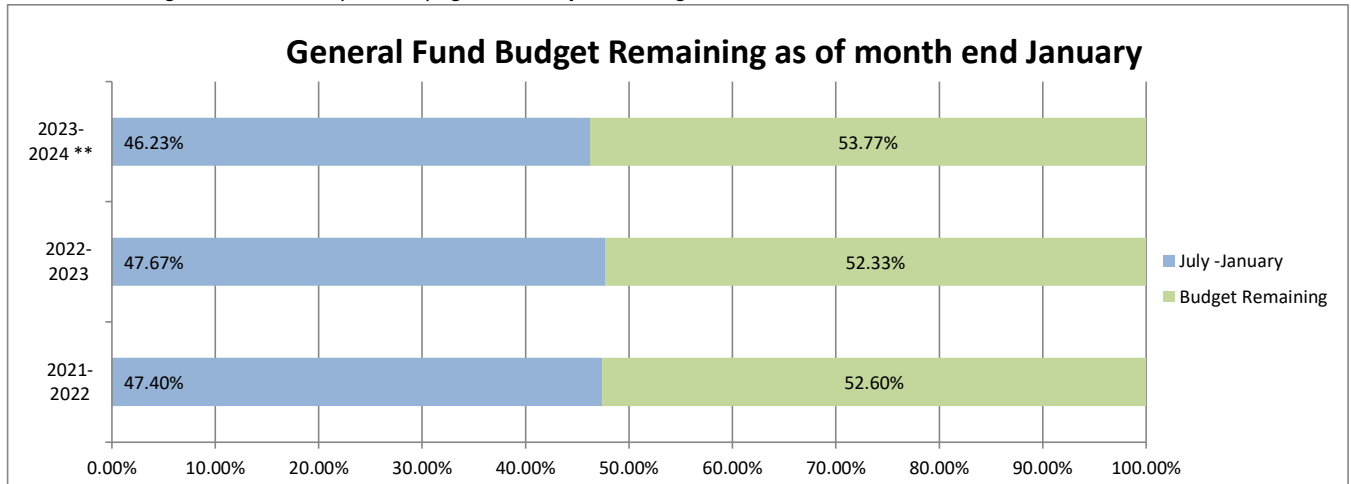


**EXPENDITURE COMPARISON  
GENERAL FUND**

	2021-2022		2022-2023		2023-2024 **	
	\$	%	\$	%	\$	%
July	3,258,178	2.40%	2,991,235	2.17%	5,034,065	3.28%
August	10,886,189	8.00%	12,150,968	8.82%	14,041,027	9.14%
September	21,189,447	15.58%	22,316,375	16.19%	24,985,208	16.27%
October	32,864,644	24.16%	33,077,014	24.00%	36,953,232	24.06%
November	43,449,234	31.94%	44,001,209	31.93%	48,220,445	31.40%
December	53,909,332	39.63%	54,594,640	39.62%	59,804,086	38.94%
January	64,483,325	47.40%	65,687,324	47.67%	70,996,511	46.23%
February	75,609,009	55.58%	75,861,166	55.05%	0	0.00%
March	86,292,890	63.43%	88,349,602	64.11%	0	0.00%
April	97,013,445	71.31%	99,274,558	72.04%	0	0.00%
May	107,457,075	78.99%	110,663,496	80.31%	0	0.00%
June	133,320,629	98.00%	137,313,387	99.64%	0	0.00%
<b>BUDGET</b>	<b>136,035,698</b>	<b>100.00%</b>	<b>137,803,486</b>	<b>100.00%</b>	<b>153,581,253</b>	<b>100.00%</b>



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



**Agenda IV.A.6.  
March 28, 2024**

**To:** Board of Education  
**From:** Dr. Theresa Battle, superintendent  
**Date:** March 28, 2024  
**Re:** Report about the Listening Session

**Recommendation:** Receive a report about the Listening Session on March 14, 2024

Speaker 1 - Virginia Hanson, VPK teacher at William Byrne

- Shared the similarities between Kindergarten and VPK teachers, including hours, grading demands, instructional demands, conferences. The differences include salary, benefits of health and 403B contributions.

Speaker 2 - Melissa Watson, VPK teacher at Hidden Valley

- Shared reasons why we are unable to attract and retain the best VPK teachers because of our current agreement

Speaker 3 - Mollie Bousu, teacher at Burnsville High School

- Shared reasons for having fully paid parental leave. Some of the reasons she shared included the ability to attract and retain excellent teachers, addressing inequities in our system, and ensuring our staff families are healthy

Speaker 4 - Tone Waters, parent and substitute teacher

- Shared about a parent group called BE SEEN advocacy group

Speaker 5 - Jill Pieper, teacher at Nicollet Middle School

- Shared about a lack of ability to have a duty-free lunch

Speaker 6 - Matt Deutsch, teacher at Burnsville High School

- Shared about the negative impact of these contract negotiations on teacher retention and the culture of our working environment

Speaker 7 - Lynelle Hovde and Angie Tusa, VPK teachers at Edward Niell and Hidden Valley, respectively

- Shared about the importance of VPK teachers in our system and that they deserve to be on the BEA contract. The confidence and skills that our students learn include discovery time, language arts, literacy, and foundational mathematics



**Agenda IV.A.7  
March 28, 2024**

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

**From:** Stacey Sovine, executive director of administrative services and Imina Oftedahl, director of curriculum, instruction and assessment

**Date:** March 28, 2024

**Re:** Policy: 606 *Instructional Materials* and 416: *Drug, Alcohol and Cannabis Testing*

**RECOMMENDATION:** Approve, on a second reading basis: Policy: 606 *Instructional Materials* and 416: *Drug, Alcohol and Cannabis Testing*

Adopted: 5/1985  
 Reviewed: 5/12/2022  
 Revised: 5/26/2022 MSBA 2023  
 Rescinds: IIAA, IIAC, KLB, KLBA

*Burnsville-Eagan-Savage School District Policy 606*

## **606 TEXTBOOKS, INSTRUCTIONAL RESOURCES, AND LIBRARY MATERIALS INSTRUCTIONAL RESOURCES**

### **I. PURPOSE**

The purpose of this policy is to provide direction for selection and reconsideration of instructional resources and library materials.

### **II. GENERAL STATEMENT OF POLICY**

The school board recognizes that selection of instructional resources is a vital component of the school district's curriculum, — and acknowledges that library materials serve to enrich the breadth of the curriculum as a whole by meeting the needs and interests of all students.

### **III. DEFINITIONS**

A. “Library” is the school district resource that holds the library collection that serves the information and independent reading needs of students and supports the curriculum needs of teachers and staff. The term “library” includes a school library media center. The term also includes access to electronic materials.

The term “library refers to the resources within a specific school building at the multiple sites of ISD 191.

In accordance with Minnesota Statutes, section 124D.901 the library or library media center provides equitable and free access to students, teachers, and administrators and that the school library or school library media center must have the following characteristics:

1. ensures every student has equitable access to resources and is able to locate, access, and use resources that are organized and cataloged;
2. has a collection development plan that includes but is not limited to materials selection and deselection, a challenged materials procedure, and an intellectual and academic freedom statement;
3. is housed in a central location that provides an environment for expanded learning and supports a variety of student interests;
4. has technology and Internet access; and

5. is served by a licensed school library media specialist or licensed school librarian.

B. “Library collection” consists of the library materials made available to students.

C. “Library materials” are the books, periodicals, newspapers, manuscripts, films, prints, documents, videotapes, subscription content, electronic and digital materials (including e-books, audiobooks, and databases), and related items made available to students in a school building or through access to electronic materials This term does not include materials made available to students as part of the curriculum.

D. “Library media specialist” is a teacher holding a Library Media Specialist teaching license issued by the Professional Educator Licensing and Standards Boards and who is trained to deliver library services to students and staff in a library. A library media specialist is authorized under Minnesota Rules to provide to students in kindergarten through grade 12 instruction that is designed to provide information and technology literacy skills instruction, to lead, collaborate, and consult with other classroom teachers for the purpose of integrating information and technology literacy skills with content teaching, promote reading for pleasure, and to administer media center operations, programming, and resources.

#### **IVH. RESPONSIBILITY OF SELECTION**

- A. The school board recognizes the expertise of the professional staff and the vital need of such staff to be primarily involved in the recommendation of instructional resources and library materials. Accordingly, the school board delegates to the superintendent or designee the responsibility to direct the professional staff in selections that meet school board criteria.
- B. Selection of instructional resources shall be consistent with the following criteria:
1. To consider the characteristics and philosophy of the ~~and~~ District when selecting resources.
  2. To provide resources that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the individuals served.
  3. To provide resources that will stimulate growth in critical reading and thinking, factual knowledge, literary appreciation, aesthetic values and ethical standards.
  4. To provide a background of information which will enable individuals to make intelligent judgments in their daily lives.

5. To foster respect and appreciation for cultural diversity and varied opinion.
6. To provide resources representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
7. To place principle above personal opinion and reason above prejudice in the selection of resources of the highest quality in order to assure a comprehensive collection appropriate for the users.
8. To anticipate and meet needs through awareness of subjects of current interest.
9. To permit grade-level instruction for students to read and study America's founding documents, including documents that contributed to the foundation or maintenance of America's representative form of limited government, the Bill of Rights, our free-market economic system, and patriotism; and
10. Do not censor or restrain instruction in American or Minnesota state history or heritage based on religious references in original source documents, writings, speeches, proclamations, or records.

C. €. Selection of library materials shall rest with the library media specialist and should result in a library collection that, when considered as a whole, is consistent with the following criteria:

1. Library materials shall support and be consistent with the general educational goals of the state and the district and the aims and objectives of individual schools and specific courses;

2. Library materials shall be chosen to enrich and support the curriculum as well as to promote reading for pleasure by responding to the personal needs and interests of student users;

3. Library materials shall not be excluded because of the race, color, creed, national origin, religion, sex, marital status, disability, sexual orientation, gender identity and expression, or political views of the writer;

4. Library materials shall be appropriate to and reflect the needs, ages, maturity level, emotional development, ability levels, learning styles, social development, background, cultural and linguistic diversity, and needs and interests of the students for whom the materials were selected;

5. Library materials shall meet high standards of quality in one or more of these categories (presented alphabetically):

a. Artistic quality and/or literary style;

- b. Authenticity;
- c. Critical thinking;
- d. Educational significance;
- e. Factual content;
- f. High interest for intended audience; and
- g. Readability.

D. The superintendent or designee shall be responsible for developing procedures and guidelines to establish an orderly process for the review and recommendation of instructional resources by the professional staff. Such procedures and guidelines shall provide opportunity for input and consideration of the views of students, parents, and other interested members of the school district community. This procedure shall be coordinated with the school district's curriculum development effort and may utilize advisory committees.

#### **IV. SELECTION OF INSTRUCTIONAL RESOURCES**

The superintendent or designee shall be responsible for keeping the school board informed of progress on the part of staff and others involved in the instructional resource review and selection process.

#### **V. RECONSIDERATION OF INSTRUCTIONAL RESOURCES AND LIBRARY MATERIALS**

~~A. The school board recognizes differences of opinion on the part of some members of the school district community relating to certain areas of the instruction program. Interested persons may request an opportunity to review materials and submit a request for reconsideration of the use of certain instructional resources.~~

~~B. The superintendent or designee shall be responsible for the development of guidelines and procedures to identify the steps to be followed to seek reconsideration of instructional resources.~~

A. The school board recognizes differences of opinion on the part of some members of the school district community relating to certain areas of the instructional program. A school district employee, student or parent or guardian of a school district student may request an opportunity to review materials and submit a request for reconsideration of the use of certain instructional resources or library materials on the basis of appropriateness.

B. A parent or guardian may request that access to specific instructional resources or library materials be restricted from their student. The school district shall take reasonable steps to fulfill this request. This type of request will not result in removal of specific instructional resources or library materials from the classroom or library media center or restrictions upon any other student accessing the instructional resource or library materials.

C. The superintendent or designee shall be responsible for the development of guidelines and procedures to identify the steps to be followed to seek reconsideration of instructional resources.

## **VI. PROCEDURE FOR HANDLING QUESTIONED MATERIALS**

A. Each concern shall be directed to the building principal who will:

1. Treat each concerned person(s) request with confidentiality.
2. Provide and explain School Board Policy 606.
3. Inform concerned person(s) that his/her child is not required to be exposed to the questioned material. See Alternative Instruction Request Form.
4. Try to resolve the questions of the concerned person(s) during the initial contact using a Culturally Proficient School Systems (CPSS) lens.
5. Provide and explain use of the form “Statement of Concern About Educational Materials.”
6. Inform Assistant Superintendent or designee and appropriate staff member(s) when the above form is given to a concerned person.
7. Retain identified materials for use or place them in the reserve section in the school collection until review process is completed. Access to the duly-selected instructional material in review shall not be restricted during the review process, unless the Assistant Superintendent or designee has determined the material is in violation of the selection criteria of Section IV.B of this policy

B. Upon receipt of the signed “Statement of Concern About Educational Materials” form, the principal will:

1. Meet with the concerned person(s) and appropriate staff, including the library media specialist if related to library materials, to discuss the information on the completed form.
2. Appoint a building committee to investigate the questioned materials. (The committee will have representation from the administration, teaching staff, including the library media specialist if related to library materials, and citizens and use appropriate Culturally Proficient School Systems rubrics as a part of their investigation.)
3. Review the findings of the building committee.
4. Inform the concerned person(s) and Assistant Superintendent or designee of the committee’s findings in writing.

- C. If the concerned person(s) is not satisfied with the findings of the building committee, the principal will forward the concern to the Assistant Superintendent or designee who will:
1. Convene a Questioned Materials Committee. This committee shall consist of at least five (5) persons including:
    - a. Staff from grade and/or subject area (including library media specialist if related to library materials)
    - b. Building Principal
    - c. Assistant Superintendent or Designee
    - d. Citizen(s)
  2. Review the findings of the Questioned Materials Committee.
  3. Inform the concerned person(s) of the Questioned Materials Committee's findings.
- D. If the concerned person(s) is not satisfied with the Questioned Materials Committee's findings and the Assistant Superintendent or designee decision, he/she may appeal to the School Board.
- E. Once reviewed, instruction resources and library materials will not be reviewed again within three years.

**Legal References:** Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction)—Knowledge and Skills  
 Minn. Stat. § 120B.235 (American Heritage Education)  
 Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)  
 Minn. Stat. § 123B.09, Subd. 8 (School Board Responsibilities)  
 Minn. Stat. § 124D.59-124D.61 (Education for English Learners Act)  
Minn Stat § 124D.901 (Public School Library and Media Centers)  
 Minn. Stat. § 127A.10 (State Officials and School Board Members to be Disinterested; Penalty)  
*Hazelwood Sch. Dist. v. Kuhlmeier*, 484 U.S. 260 (1988)  
*Bd of Educ., Island Trees Union Free Sch. Dist. No 26 v. Pico*, 457 US 853 (1982)  
*Pratt v. Independent Sch. Dist. No. 831*, 670 F.2d 771 (8<sup>th</sup> Cir. 1982)  
*Virginia State Bd. Of Educ., v. Barnette*, 319 U.S. 624, 642 (1943)

**Cross References:** Burnsville-Eagan-Savage School District Policy 603 (Curriculum Development)  
 Burnsville-Eagan-Savage School District Policy 604 (Instructional Curriculum)  
Burnsville-Eagan-Savage School District Policy 706 (Acceptance of Gifts)



Adopted: 9/2006  
 Reviewed: 12/8/2022  
 Revised: 1/12/2023 MSBA Oct/Dec 2023  
 Rescinds: BAB

*Burnsville-Eagan-Savage School District Policy 416*

**416 ~~DRUG, AND ALCOHOL, AND CANNABIS~~ TESTING**

**I. PURPOSE**

- A. The school board recognizes the significant problems created by drug, ~~and~~ alcohol, ~~and~~ cannabis use in society in general, and the public schools in particular. The school board further recognizes the important contribution that the public schools have in shaping the youth of today into the adults of tomorrow.
- B. The school board believes that a work environment free of drug, ~~and~~ alcohol, ~~and~~ cannabis use will be not only safer, healthier, and more productive but also more conducive to effective learning. To provide such an environment, the purpose of this policy is to provide authority so that the school board may require all employees and/or job applicants to submit to drug, ~~and~~ alcohol, ~~and~~ cannabis testing in accordance with the provisions of this policy and as provided in federal law and Minnesota Statutes, sections 181.950-181.957.

**II. GENERAL STATEMENT OF POLICY**

- A. All school district employees and job applicants whose positions require a commercial driver's license will be required to undergo drug and alcohol ~~and~~ cannabis testing in accordance with federal law and the applicable provisions of this policy. The school district also may request or require that drivers submit to drug and alcohol testing ~~and cannabis testing~~ in accordance with the provisions of this policy and as provided in Minnesota Statutes, sections 181.950-181.957.
- B. If the school district contracts for transportation services, it will require the transportation contractor to comply with the provisions of this policy applicable to school bus drivers.
- C. The school district may request or require that any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver's license, submit to drug and alcohol testing ~~and cannabis testing~~ in accordance with the provisions of this policy and as provided in Minnesota Statutes, sections 181.950-181.957.
- D. The use, possession, sale, purchase, transfer, or dispensing of any drugs ~~or~~ cannabis not medically prescribed, including medical cannabis, regardless of whether it has been prescribed for the employee, is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of

drugs or cannabis which are not medically prescribed, including medical cannabis, regardless of whether it has been prescribed for the employee, is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of drugs which are not medically prescribed are prohibited from entering or remaining on school district property.

- E. The use, possession, sale, purchase, transfer, or dispensing of alcohol or cannabis is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of alcohol or cannabis is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of alcohol or cannabis are prohibited from entering or remaining on school district property.
- F. Any employee who violates this section shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge.
- G. The school district may discipline, discharge, or take other adverse personnel action against an employee for cannabis flower, cannabis product, lower-potency hemp edible, or hemp-derived consumer product use, possession, impairment, sale, or transfer while an employee is working, on school district premises, or operating a school district vehicle, machinery, or equipment as follows:
1. if, as the result of consuming cannabis flower, a cannabis product, a lower-potency hemp edible, or a hemp-derived consumer product, the employee does not possess that clearness of intellect and control of self that the employee otherwise would have;
  2. if cannabis testing verifies the presence of cannabis flower, a cannabis product, a lower-potency hemp edible, or a hemp-derived consumer product following a confirmatory test;
  3. as provided in the school district's written work rules for cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products and cannabis testing, provided that the rules are in writing and in a written policy that contains the minimum information required by section 181.952; or
  4. as otherwise authorized or required under state or federal law or regulations, or if a failure to do so would cause the school district to lose a monetary or licensing-related benefit under federal law or regulations.

### III. FEDERALLY MANDATED DRUG AND ALCOHOL TESTING FOR SCHOOL

## **BUS DRIVERS**

### **A. General Statement of Policy**

All persons subject to commercial driver's license requirements shall be tested for alcohol, marijuana (including medical cannabis), cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP), pursuant to federal law. Drivers who test positive for alcohol or drugs shall be subject to disciplinary action, which may include termination of employment.

### **B. Definitions**

1. "Actual Knowledge" means actual knowledge by the school district that a driver has used alcohol or controlled substances based on: (a) direct observation of the employee's use (not observation of behavior sufficient to warrant reasonable suspicion testing); (b) information provided by a previous employer; (c) a traffic citation; or (d) an employee's admission, except when made in connection with a qualified employee self-admission program.
2. "Alcohol Screening Device" (ASD) means a breath or saliva device, other than an Evidential Breath Testing Device (EBT), that is approved by the National Highway Traffic Safety Administration and placed on its Conforming Products List for such devices.
3. "Breath Alcohol Technician" (BAT) means an individual who instructs and assists individuals in the alcohol testing process and who operates the EBT.
4. "Commercial Motor Vehicle" (CMV) includes a vehicle which is designed to transport 16 or more passengers, including the driver.
5. "Designated Employer Representative" (DER) means an employee authorized by the school district to take immediate action to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation process. The DER receive test results and other communications for the school district.
6. "Department of Transportation" (DOT) means United States Department of Transportation.
7. "Direct Observation" means observation of alcohol or controlled substances use and does not include observation of employee behavior or physical characteristics sufficient to warrant reasonable suspicion testing.
8. "Driver" is any person who operates a CMV, including full-time, regularly employed drivers, casual, intermittent or occasional drivers, leased drivers,

and independent owner-operator contractors.

9. “Evidential Breath Testing Device” (EBT) means a device approved by the National Highway Traffic Safety Administration for the evidentiary testing of breath for alcohol concentration and placed on its Conforming Products List for such devices.
10. “Licensed Medical Practitioner” means a person who is licensed, certified, and/or registered, in accordance with applicable Federal, State, local, or foreign laws and regulations, to prescribe controlled substances and other drugs.
11. “Medical Review Officer” (MRO) means a licensed physician responsible for receiving and reviewing laboratory results generated by the school district’s drug testing program and for evaluating medical explanations for certain drug tests.
12. “Refusal to Submit” (to an alcohol or controlled substances test) means that a driver: (a) fails to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so; (b) fails to remain at the testing site until the testing process is complete; (c) fails to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test; (d) fails to permit the observation or monitoring of the driver’s provision of a specimen in the case of a directly observed or monitored collection in a drug test; (e) fails to provide a sufficient breath specimen or sufficient amount of urine when directed and a determination has been made that no adequate medical explanation for the failure exists; (f) fails or declines to take an additional test as directed by the school district or the collector; (g) fails to undergo a medical examination or evaluation, as directed by the MRO or the DER; (h) fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector, fails to sign the certification on the forms); (i) fails to follow the observer’s instructions, in an observed collection, to raise the driver’s clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process; (j) possesses or wears a prosthetic or other device that could be used to interfere with the collection process; (k) admits to the collector or MRO that the driver adulterated or substituted the specimen; or (l) is reported by the MRO as having a verified adulterated or substituted test result. An applicant who fails to appear for a pre-employment test, who leaves the testing site before the pre-employment testing process commences, or who does not provide a urine specimen because they have left before it commences is not deemed to have refused to submit to testing.

13. “Safety-sensitive functions” are on-duty functions from the time the driver begins work or is required to be in readiness to work until relieved from work and all responsibility for performing work, and include such functions as driving, loading and unloading vehicles, or supervising or assisting in the loading or unloading of vehicles, servicing, repairing, obtaining assistance to repair, or remaining in attendance during the repair of a disabled vehicle.
14. “Screening Test Technician” (STT) means anyone who instructs and assists individuals in the alcohol testing process and operates an ASD.
15. “Stand Down” means the practice of temporarily removing an employee from performing safety-sensitive functions based only upon a laboratory reports to the MRO of a confirmed positive test for a drug or drug metabolite, an adulterated, or a substituted test result but before the MRO completes the verification process.
16. “Substance Abuse Professional” (SAP) means a qualified person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

C. Policy and Educational Materials

1. The school district shall provide a copy of this policy and procedures to each driver prior to the start of its alcohol and drug testing program and to each driver subsequently hired or transferred into a position requiring driving of a CMV.
2. The school district shall provide to each driver information required under Title 49 of the Code of Federal Regulations, including information concerning the effects of alcohol and controlled substances use on an individual’s health, work, and personal life; signs and symptoms of an alcohol or controlled substance problem (the driver’s or a coworker’s); and available methods of intervening when an alcohol or controlled substance problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.
3. The school district shall provide written notice to representatives of employee organizations that the information described above is available.
4. The school district shall require each driver to sign a statement certifying that the driver received a copy of the policy and materials. This statement should be in the form of Attachment A to this policy. The school district will maintain the original signed certificate and will provide a copy to the driver if the driver so requests.

D. Alcohol and Controlled Substances Testing Program Manager

1. The program manager will coordinate the implementation, direction, and administration of the alcohol and controlled substances testing policy for bus drivers. The program manager is the principal contact for the collection site, the testing laboratory, the MRO, the BAT, the SAP, and the person submitting to the test. Employee questions concerning this policy shall be directed to the program manager.
2. The school district shall designate a program manager and provide written notice of the designation to each driver along with this policy.

E. Specific Prohibitions for Drivers

1. Alcohol Concentration. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers who test greater than 0.04 will be taken out of service and will be subject to evaluation by a professional and retesting at the driver's expense.
2. Alcohol Possession. No driver shall be on duty or operate a CMV while the driver possesses alcohol.
3. On-Duty Use. No driver shall use alcohol while performing safety-sensitive functions.
4. Pre-Duty Use. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. Use Following an Accident. No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident, or until they undergo a post-accident alcohol test, whichever occurs first.
6. Refusal to Submit to a Required Test. No driver shall refuse to submit to an alcohol or controlled substances test required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements. A verified adulterated or substituted drug test shall be considered a refusal to test.
7. Use of Controlled Substances. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to instructions (which have been presented to the school district) from a licensed medical practitioner who is familiar with the driver's medical history and who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a CMV. Controlled substance includes medical cannabis, regardless of whether the driver is enrolled in the state registry program.

8. Positive, Adulterated, or Substituted Test for Controlled Substance. No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive for controlled substances, including medical cannabis, or has adulterated or substituted a test specimen for controlled substances.
9. General Prohibition. Drivers are also subject to the general policies and procedures of the school district that prohibit possession, transfer, sale, exchange, reporting to work under the influence of drugs or alcohol, and consumption of drugs or alcohol while at work or while on school district premises or operating any school district vehicle, machinery, or equipment.

F. Other Alcohol-Related Conduct

No driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform safety-sensitive functions for at least twenty-four (24) hours following administration of the test. The school district will not take any action under this policy other than removal from safety-sensitive functions based solely on test results showing an alcohol concentration of less than 0.04 but may take action otherwise consistent with law and the policies of the school district.

G. Prescription Drugs/Cannabinoid Products

A driver shall inform the driver's supervisor if at any time the driver is using a controlled substance pursuant to a physician's prescription. The physician's instructions shall be presented to the school district upon request. Use of a prescription drug shall be allowed if the physician has advised the driver that the prescribed drug will not adversely affect the driver's ability to safely operate a CMV. Use of medical cannabis is prohibited notwithstanding the driver's enrollment in the patient registry. Use of nonintoxicating cannabinoids or edible cannabinoid products is not a legitimate medical explanation for a confirmed positive test result for cannabis marijuana. MROs will verify a drug test confirmed as positive, even if a driver claims to have only used nonintoxicating cannabinoids or edible cannabinoid product.

H. Testing Requirements

1. Pre-Employment Testing

- a. A driver applicant shall undergo testing for [alcohol and] controlled substances, including medical cannabis, before the first time the driver performs safety-sensitive functions for the school district.
- b. Tests shall be conducted only after the applicant has received a conditional offer of employment.

- c. To be hired, the applicant must test negative and must sign an agreement in the form of Attachment B to this policy, authorizing former employers to release to the school district all information on the applicant's alcohol tests with results of blood alcohol concentration of 0.04 or higher, or verified positive results for controlled substances, including medical cannabis, or refusals to be tested (including verified adulterated or substituted drug test results), or any other violations of DOT agency drug and alcohol testing regulations, or, if the applicant violated the testing regulations, documentation of the applicant's successful completion of DOT return-to-duty requirements (including follow-up tests), within the preceding two (2) years.
- d. The applicant also must be asked whether they have tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee, during the last two (2) years, applied for, but did not obtain, safety-sensitive transportation work covered by DOT testing rules.
- e. Before employing a driver subject to controlled substances and alcohol testing, the school district must conduct a full pre-employment query of the federal Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse ("Clearinghouse") to obtain information about whether the driver (1) has a verified positive, adulterated, or substituted controlled substances test result; (2) has an alcohol confirmation test with a concentration of 0.04 or higher; (3) has refused to submit to a test in violation of federal law; or (4) that an employer has reported actual knowledge that the driver used alcohol on duty, before duty, or following an accident in violation of federal law or used a controlled substance in violation of federal law. The applicant must give specific written or electronic consent for the school district to conduct the Clearinghouse full query ([see Attachment C to this policy](#)). The school district shall retain the consent for three (3) years from the date of the query.

## 2. Post-Accident Testing

- a. As soon as practicable following an accident involving a CMV, the school district shall test the driver for alcohol and controlled substances, including medical cannabis, if the accident involved the loss of human life or if the driver receives a citation for a moving traffic violation arising from an accident which results in bodily injury or disabling damage to a motor vehicle.
- b. Drivers should be tested for alcohol use within two (2) hours and no later than eight (8) hours after the accident.

- c. Drivers should be tested for controlled substances, including medical cannabis, no later than thirty-two (32) hours after the accident.
- d. A driver subject to post-accident testing must remain available for testing, or shall be considered to have refused to submit to the test.
- e. If a post-accident alcohol test is not administered within two (2) hours following the accident, the school district shall prepare and maintain on file a record stating the reasons the test was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours.
- f. If a post-accident alcohol test is not administered within eight (8) hours following the accident or a post-accident controlled substances test is not administered within thirty-two (32) hours following the accident, the school district shall cease attempts to administer the test, and prepare and maintain on file a record stating the reasons for not administering the test.
- g. The school district shall report drug and alcohol program violations to the Clearinghouse as required under federal law.

### 3. Random Testing

- a. The school district shall conduct tests on a random basis at unannounced times throughout the year, as required by the federal regulations.
- b. The school district shall test for alcohol at a minimum annual percentage rate of 10% of the average number of driver positions, and for controlled substances, including medical cannabis, at a minimum annual percentage of 50%.
- c. The school district shall adopt a scientifically valid method for selecting drivers for testing, such as random number table or a computer-based random number generator that is matched with identifying numbers of the drivers. Each driver shall have an equal chance of being tested each time selections are made. . Each driver selected for testing shall be tested during the selection period.
- d. Random tests shall be unannounced. Dates for administering random tests shall be spread reasonably throughout the calendar year.
- e. Drivers shall proceed immediately to the collection site upon notification of selection; provided, however, that if the driver is

performing a safety-sensitive function, other than driving, at the time of notification, the driver shall cease to perform the function and proceed to the collection site as soon as possible.

4. Reasonable Suspicion Testing

- a. The school district shall require a driver to submit to an alcohol test and/or controlled substances, including medical cannabis, test when a supervisor or school district official, who has been trained in accordance with the regulations, has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances, including medical cannabis, on duty or within four (4) hours before coming on duty, or just after the period of the work day. The test shall be done as soon as practicable following the observation of the behavior indicative of the use of controlled substances or alcohol.
- b. The reasonable suspicion determination must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The required observations for reasonable suspicion of a controlled substances violation may include indications of the chronic and withdrawal effects of controlled substances.
- c. Alcohol testing shall be administered within two (2) hours following a determination of reasonable suspicion. If it is not done within two (2) hours, the school district shall prepare and maintain a record explaining why it was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours. If an alcohol test is not administered within eight (8) hours following the determination of reasonable suspicion, the school district shall cease attempts to administer the test and state in the record the reasons for not administering the test.
- d. The supervisor or school district official who makes observations leading to a controlled substances reasonable suspicion test shall make and sign a written record of the observations within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

5. Return-To-Duty Testing. A driver found to have violated this policy shall not return to work until an SAP has determined the employee has successfully complied with prescribed education and/or treatment and until undergoing return-to-duty tests indicating an alcohol concentration of less than 0.02 and a confirmed negative result for the use of controlled substances. The school district is not required to return a driver to safety-sensitive duties because the driver has met these conditions; this is a personnel decision subject to collective bargaining agreements or other

legal requirements.

6. Follow-Up Testing. When an SAP has determined that a driver is in need of assistance in resolving problems with alcohol and/or controlled substances, the driver shall be subject to unannounced follow-up testing as directed by the SAP for up to sixty (60) months after completing a treatment program.
7. Refusal to Submit and Attendant Consequences
  - a. A driver or driver applicant may refuse to submit to drug and alcohol testing.
  - b. Refusal to submit to a required drug or alcohol test subjects the driver or driver applicant to the consequences specified in federal regulations as well as the civil and/or criminal penalty provisions of 49 United States Code, section 521(b). In addition, a refusal to submit to testing establishes a presumption that the driver or driver applicant would test positive if a test were conducted and makes the driver or driver applicant subject to discipline or disqualification under this policy.
  - c. A driver applicant who refuses to submit to testing shall be disqualified from further consideration for the conditionally offered position.
  - d. An employee who refuses to submit to testing shall not be permitted to perform safety-sensitive functions and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If an employee is offered an opportunity to return to a DOT safety-sensitive duty, the employee will be evaluated by an SAP and must submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.
  - e. Drivers or driver applicants who refuse to submit to required testing will be required to sign Attachment DE to this policy.

## I. Testing Procedures

### 1. Drug Testing

- a. Drug testing is conducted by analyzing a donor's urine specimen. Split urine samples will be collected in accordance with federal regulations. The donor will provide a urine sample at a designated collection site. The collection site personnel will then pour the sample into two sample bottles, labeled "primary" and "split," seal the specimen bottles, complete the chain of custody form, and prepare the specimen bottles for shipment to the testing laboratory

for analysis. The specimen preparation shall be conducted in sight of the donor.

- b. If the donor is unable to provide the appropriate quantity of urine, the collection site person shall instruct the individual to drink up to forty (40) ounces of fluid distributed reasonably through a period of up to three (3) hours to attempt to provide a sample. If the individual is still unable to provide a complete sample, the test shall be discontinued and the school district notified. The DER shall refer the donor for a medical evaluation to determine if the donor's inability to provide a specimen is genuine or constitutes a refusal to test. For pre-employment testing, the school district may elect to not have a referral made, and revoke the employment offer.
- c. Drug test results are reported directly to the MRO by the testing laboratory. The MRO reports the results to the DER. If the results are negative, the school district is informed and no further action is necessary. If the test result is confirmed positive, adulterated, substituted, or invalid, the MRO shall give the donor an opportunity to discuss the test result. The MRO will contact the donor directly, on a confidential basis, to determine whether the donor wishes to discuss the test result. The MRO shall notify each donor that the donor has seventy-two (72) hours from the time of notification in which to request a test of the split specimen at the donor's expense. No split specimen testing is done for an invalid result.
- d. If the donor requests an analysis of the split specimen within seventy-two (72) hours of having been informed of a confirmed positive test, the MRO shall direct, in writing, the laboratory to provide the split specimen to another Department of Health and Human Services – SAMHSA certified laboratory for analysis. If the donor has not contacted the MRO within seventy-two (72) hours, the donor may present the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the confirmed positive test, or other circumstances unavoidably prevented the donor from timely making contact. If the MRO concludes that a legitimate explanation for the donor's failure to contact him/her within seventy-two (72) hours exists, the MRO shall direct the analysis of the split specimen. The MRO will review the confirmed positive test result to determine whether an acceptable medical reason for the positive result exists. The MRO shall confirm and report a positive test result to the DER and the employee when no legitimate medical reason for a positive test result as received from the testing laboratory exists.
- e. If, after making reasonable efforts and documenting those efforts, the MRO is unable to reach the donor directly, the MRO must

contact the DER who will direct the donor to contact the MRO. If the DER is unable to contact the donor, the donor will be suspended from performing safety-sensitive functions.

- f. The MRO may confirm the test as a positive without having communicated directly with the donor about the test results under the following circumstances:
  - (1) The donor expressly declines the opportunity to discuss the test results;
  - (2) The donor has not contacted the MRO within seventy-two (72) hours of being instructed to do so by the DER; or
  - (3) The MRO and the DER, after making and documenting all reasonable efforts, have not been able to contact the donor within ten (10) days of the date the confirmed test result was received from the laboratory.

## 2. Alcohol Testing

- a. The federal alcohol testing regulations require testing to be administered by a BAT using an EBT or an STT using an ASD. EBTs and ASDs can be used for screening tests but only EBTs can be used for confirmation tests.
- b. Any test result less than 0.02 alcohol concentration is considered a “negative” test.
- c. If the donor is unable to provide sufficient saliva for an ASD, the DER will immediately arrange to use an EBT. If the donor attempts and fails to provide an adequate amount of breath, the school district will direct the donor to obtain a written evaluation from a licensed physician to determine if the donor’s inability to provide a breath sample is genuine or constitutes a refusal to test.
- d. If the screening test results show alcohol concentration of 0.02 or higher, a confirmatory test conducted on an EBT will be required to be performed between fifteen (15) and thirty (30) minutes after the completion of the screening test.
- e. Alcohol tests are reported directly to the DER.

## J. Driver/Driver Applicant Rights

- 1. All drivers and driver applicants subject to the controlled substances testing provisions of this policy who receive a confirmed positive test result for the use of controlled substances have the right to request, at the

driver's or driver applicant's expense, a confirming retest of the split urine sample. If the confirming retest is negative, no adverse action will be taken against the driver, and a driver applicant will be considered for employment.

2. The school district will not discharge a driver who, for the first time, receives a confirmed positive drug or alcohol test UNLESS:
  - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with the SAP; and
  - b. The employee refuses to participate in the recommended program, or fails to successfully complete the program as evidenced by withdrawal before its completion or by a positive test result on a confirmatory test after completion of the program.
  - c. This limitation on employee discharge does not bar discharge of an employee for reasons independent of the first confirmed positive test result.

K. Testing Laboratory

The testing laboratory for controlled substances will be certified by the Department of Health and Human Services – SAMHSA to perform controlled substances testing pursuant to federal regulations.

L. Confidentiality of Test Results

All alcohol and controlled substances test results and required records of the drug and alcohol testing program are considered confidential information under federal law and private data on individuals as that phrase is defined in Minnesota Statutes, Chapter 13. Any information concerning the individual's test results and records shall not be released without written permission of the individual, except as provided for by regulation or law.

M. Recordkeeping Requirements and Retention of Records

1. The school district shall keep and maintain records in accordance with the federal regulations in a secure location with controlled access.
2. The required records shall be retained for the following minimum periods:
 

Basic records	5 years
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“Basic records” includes records of: (a) alcohol test results with concentration of 0.02 or greater; (b) verified positive drug test results; (c) refusals to submit to required tests (including substituted or adulterated drug test results); (d) SAP reports; (e) all follow-up tests and schedules for follow-up tests; (f) calibration documentation; (g) administration of the testing programs; and (h) each annual calendar year summary.

Information obtained from previous employers	3 years
Alcohol and controlled substance collection procedures	
Negative and cancelled controlled substance tests	1 year
Alcohol tests with less than 0.02 concentration	1 year
Education and training records	indefinite

“Education and training records” must be maintained while the individuals perform the functions which require training and for the two (2) years after ceasing to perform those functions.

### 3. Personal Information

Personal information about all individuals who undergo any required testing under this policy will be shared with the U.S. DOT Drug & Alcohol Clearinghouse (“Clearinghouse) as required under federal law, including:

- a. The name of the person tested;
- b. Any verified positive, adulterated, or substituted drug test result;
- c. Any alcohol confirmation test with a BAC concentration of 0.04 or higher;
- d. Any refusal to submit to any test required hereunder;
- e. Any report by a supervisor of actual knowledge of use as follows
  - i. Any on-duty alcohol use;
  - ii. Any pre-duty alcohol use;
  - iii. Any alcohol use following an accident; and
  - iv. Any controlled substance use.
- f. Any report from a substance abuse professional certifying successful completion of the return-to-work process;
- g. Any negative return-to-duty test; and

h. Any employer's report of completion of follow-up testing.

N. Training

The school district shall ensure all persons designated to supervise drivers receive training. The designated employees shall receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on controlled substances use. The training shall include physical, behavioral, speech, and performance indicators of probable misuse of alcohol and use of controlled substances. The training will be used by the supervisors to make determinations of reasonable suspicion.

O. Consequences of Prohibited Conduct and Enforcement

1. Removal. The school district shall remove a driver who has engaged in prohibited conduct from safety-sensitive functions. A driver shall not be permitted to return to safety-sensitive functions until and unless the return-to-duty requirements of federal DOT regulations have been completed.

2. Referral, Evaluation, and Treatment

a. A driver or driver applicant who has engaged in prohibited conduct shall be provided a listing of SAPs readily available to the driver or applicant and acceptable to the school district.

b. If the school district offers a driver an opportunity to return to a DOT safety-sensitive duty following a violation, the driver must be evaluated by an SAP and the driver is required to successfully comply with the SAP's evaluation recommendations (education, treatment, follow-up evaluation(s), and/or ongoing services). The school district is not required to provide an SAP evaluation or any subsequent recommended education or treatment.

c. Drivers are responsible for payment for SAP evaluations and services unless a collective bargaining agreement or employee benefit plan provides otherwise.

d. Drivers who engage in prohibited conduct also are required to comply with follow-up testing requirements.

3. Disciplinary Action

a. Any driver who refuses to submit to post-accident, random, reasonable suspicion, or follow-up testing not only shall not perform or continue to perform safety-sensitive functions, but also may be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.

- b. Drivers who test positive with verification of a confirmatory test or are otherwise found to be in violation of this policy or the federal regulations shall be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- c. Nothing in this policy limits or restricts the right of the school district to discipline or discharge a driver for conduct which not only constitutes prohibited conduct under this policy but also violates the school district's other rules or policies.

P. Other Testing

The school district may request or require that drivers submit to cannabis testing or drug and alcohol testing other than that required by federal law. For example, drivers may be requested or required to undergo cannabis testing or drug and alcohol testing on an annual basis as part of a routine physical examination. Such additional testing of drivers will be conducted only in accordance with the provisions of this policy and as provided in Minnesota Statutes sections 181.950-181.957. For purposes of such additional, non-mandatory testing, drivers fall within the definition of "other employees" covered by Section IV. of this policy.

R. Annual Clearinghouse Query

1. The school district must conduct a query of the Clearinghouse record at least once per year for information for all employees subject to controlled substance and alcohol testing related to CMV operation to determine whether information exists in the Clearinghouse about those employees. In lieu of a full query, the school district may obtain the individual driver's consent to conduct a limited query to satisfy the annual query requirement. The limited query will tell the employer whether there is information about the driver in the Clearinghouse but will not release that information to the employer. If the limited query shows that information exists in the Clearinghouse about the driver, the school district must conduct a full query within twenty-four (24) hours or must not allow the driver to continue to perform any safety-sensitive function until the employee conducts the full query and the results confirm the driver's Clearinghouse record contains no prohibitions showing the driver has a verified positive, adulterated or substitute controlled substance test, no alcohol confirmation test with a concentration of 0.04 or higher, refuses to submit to a test, or was reported to have used alcohol on duty, before duty, following an accident or otherwise used a controlled substance in violation of the regulations except where the driver completed the SAP evaluation, referral and education/treatment process as required by the regulations. The school district shall comply with the query requirements set forth in 49 Code of Federal Regulations 382.701.

2 The school district may not access an individual's Clearinghouse record unless the school district (1) obtains the individual's prior written or electronic consent for access to the record; and (2) submits proof of the individual's consent

to the Clearinghouse. The school district must retain the consent for three (3) years from the date of the last query. The school district shall retain for three (3) years a record of each request for records from the Clearinghouse and the information received pursuant to the request.

3. The school district shall protect the individual's privacy and confidentiality of each Clearinghouse record it receives. The school district shall ensure that information contained in a Clearinghouse record is not divulged to a person or entity not directly involved in assessing and evaluating whether a prohibition applies with respect to the individual to operate a CMV for the school district.

4. The school district may use an individual's Clearinghouse record only to assess and evaluate whether a prohibition applies with respect to the individual to operate a CMV for the school district.

#### IV. CANNABIS TESTING OR DRUG AND ALCOHOL TESTING FOR OTHER EMPLOYEES

The school district may request or require drug and alcohol testing or cannabis testing for other school district personnel, i.e., employees who are not school bus drivers, or job applicants for such positions. The school district does not have a legal duty to request or require any employee or job applicant to undergo drug and alcohol testing or cannabis testing as authorized in this policy, except for school bus drivers and other drivers of CMVs who are subject to federally mandated testing. (See Section III. of this policy.) If a school bus driver is requested or required to submit to drug or alcohol testing beyond that mandated by federal law, the provisions of Section IV. of this policy will be applicable to such testing.

##### A. Definitions

1. “Cannabis testing” means the analysis of a body component sample according to the standards established under one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1, for the purpose of measuring the presence or absence of cannabis flower, as defined in Minnesota Statutes, section 342.01, subdivision 16, cannabis products, as defined in section 342.01, subdivision 20, lower-potency hemp edibles as defined in section 342.01, subdivision 50, hemp-derived consumer products as defined in section 342.01, subdivision 37, or cannabis metabolites in the sample tested. The definitions in this section apply to cannabis testing unless stated otherwise.
2. “Confirmatory test” and “confirmatory retest” mean a drug or alcohol test that uses a method of analysis allowed under one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1.
3. “Drug” means a controlled substance as defined in Minnesota Statutes,

section 152.01, subdivision 4, but does not include marijuana, tetrahydrocannabinols, cannabis flower as defined in section 342.01, subdivision 16, cannabis products as defined in section 342.01, subdivision 20, lower-potency hemp edibles as defined in section 342.01, subdivision 50, and hemp-derived consumer products as defined in section 342.01, subdivision 37.

4. “Drug and Alcohol Testing,” “Drug or Alcohol Testing,” and “Drug or Alcohol Test” mean analysis of a body component sample by a testing laboratory that meets one of the criteria listed in Minnesota Statutes, section 181.953, subdivision 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested. “Drug and alcohol testing,” “drug or alcohol testing,” and “drug or alcohol test” do not include cannabis or cannabis testing, unless stated otherwise.
5. “Employee” means a person, independent contractor, or person working for an independent contractor who performs services for compensation, in whatever form, for an employer.
6. “Initial screening test” means a drug or alcohol test or cannabis test which uses a method of analysis under one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1.
7. “Job Applicant” means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the charter school in a position that does not require a commercial driver’s license, and includes a person who has received a job offer made contingent on the person’s passing drug or alcohol testing. Job applicants for positions requiring a commercial driver’s license are governed by the provisions of the charter school’s drug and alcohol testing policy relating to school bus drivers (Section III.).
8. “Other Employees” means any persons, independent contractors, or persons working for an independent contractor who perform services for the charter school for compensation, either full time or part time, in whatever form, except for persons whose positions require a commercial driver’s license, and includes both professional and nonprofessional personnel. Persons whose positions require a commercial driver’s license are primarily governed by the provisions of the charter school’s drug and alcohol testing policy relating to school bus drivers (Section III.). To the extent that the drug and alcohol testing of persons whose positions require a commercial driver’s license is not mandated by federal law and regulations, such testing shall be governed by Section IV. of this policy and the drivers shall fall within this definition of “other employees.”
9. “Positive Test Result” means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in

Minnesota Statutes, section 181.953, subdivision 1.

10. “Random Selection Basis” means a mechanism for selection of employees that:
  - a. results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and
  - b. does not give the charter school discretion to waive the selection of any employee selected under the mechanism.
11. “Reasonable Suspicion” means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.
12. “Safety-Sensitive Position” means a job, including any supervisory or management position, in which an impairment caused by drug, alcohol, or cannabis usage would threaten the health or safety of any person.

BA. Circumstances Under Which Drug or Alcohol Testing May Be Requested or Required:

1. General Limitations

- a. The school district will not request or require an employee or job applicant whose position does not require a commercial driver’s license to undergo drug or alcohol testing or cannabis testing, unless the testing is done pursuant to this ~~drug and alcohol testing~~ policy; and is conducted by a testing laboratory that meets one of the criteria listed in Minnesota Statutes section 181.953, Subdivision 1.
- b. The school district will not request or require an employee or job applicant whose position does not require a commercial driver’s license to undergo drug and alcohol testing or cannabis testing on an arbitrary and capricious basis.

2. Cannabis Testing Exceptions

For the following positions, cannabis and its metabolites are considered a drug and subject to the drug and alcohol testing provisions in Minnesota Statutes, sections 181.950 to 181.957:

- a. a safety-sensitive position, as defined in Minnesota Statutes, section 181.950, subdivision 13;

- b. a position requiring face-to-face care, training, education, supervision, counseling, consultation, or medical assistance to children;
- c. a position requiring a commercial driver's license or requiring an employee to operate a motor vehicle for which state or federal law requires drug or alcohol testing of a job applicant or an employee;
- d. a position of employment funded by a federal grant; or
- e. any other position for which state or federal law requires testing of a job applicant or an employee for cannabis.

32. Job Applicant Testing

The school district may request or require any job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing, provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that position. If a job applicant has received a job offer that is contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the event the job offer is subsequently withdrawn, the school district shall notify the job applicant of the reason for its action.

- a. The school district must not request or require a job applicant to undergo cannabis testing solely for the purpose of determining the presence or absence of cannabis as a condition of employment unless otherwise required by state or federal law.
- b. Unless otherwise required by state or federal law, the school district must not refuse to hire a job applicant solely because the job applicant submits to a cannabis test or a drug and alcohol test authorized by Minnesota law and the results of the test indicate the presence of cannabis.
- c. The school district must not request or require an employee or job applicant to undergo cannabis testing on an arbitrary or capricious basis.
- d. Cannabis testing authorized under paragraph (d) must comply with the safeguards for testing employees provided in Minnesota Statutes, sections 181.953 and 181.954.

43. Random Testing

The school district may request or require “other employees” to undergo cannabis testing or drug and alcohol testing on a random selection basis only if they are employed in safety-sensitive positions.

54. Reasonable Suspicion Testing

The school district may request or require any employee to undergo cannabis testing or drug and alcohol testing if the school district has a reasonable suspicion that the employee:

- a. is under the influence of cannabis, drugs or alcohol;
- b. has violated the school district’s written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products while the employee is working or while the employee is on the school district’s premises or operating the school district’s vehicles, machinery, or equipment;
- c. has sustained a personal injury, as that term is defined in Minnesota Statutes, section 176.011, subdivision 16, or has caused another employee to sustain a personal injury; or
- d. has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

65. Treatment Program Testing

The school district may request or require any employee to undergo cannabis testing and drug and alcohol testing if the employee has been referred by the school district for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan, in which case the employee may be requested or required to undergo cannabis testing and drug and alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two (2) years following completion of any prescribed chemical dependency treatment program.

76. Routine Physical Examination Testing

The school district may request or require any employee to undergo drug and alcohol testing as part of a routine physical examination provided the drug or alcohol test is requested or required no more than once annually and the employee has been given at least two weeks’ written notice that a drug or alcohol test may be requested or required as part of the physical

examination.

CB. No Legal Duty to Test

The school district does not have a legal duty to request or require any employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing.

~~C.~~ Definitions

- ~~1.~~ ~~“Drug” means a controlled substance as defined in Minnesota Statutes, including medical cannabis, regardless of enrollment in the state registry program.~~
- ~~2.~~ ~~“Drug and alcohol Testing,” “Drug or Alcohol Testing,” and “Drug or Alcohol Test” mean analysis of a body component sample by a testing laboratory that meets one of the criteria listed in Minnesota Statutes section 181.953, subdivision 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.~~
- ~~3.~~ ~~“Other Employees” means any persons, independent contractors, or persons working for an independent contractor who perform services for the school district for compensation, either full time or part time, in whatever form, except for persons whose positions require a commercial driver’s license, and includes both professional and nonprofessional personnel. Persons whose positions require a commercial driver’s license are primarily governed by the provisions of the school district’s drug and alcohol testing policy relating to school bus drivers (Section III.). To the extent that the drug and alcohol testing of persons whose positions require a commercial driver’s license is not mandated by federal law and regulations, such testing shall be governed by Section IV. of this policy and the drivers shall fall within this definition of “other employees.”~~
- ~~4.~~ ~~“Job applicant” means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the school district in a position that does not require a commercial driver’s license, and includes a person who has received a job offer made contingent on the person’s passing drug or alcohol testing. Job applicants for positions requiring a commercial driver’s license are governed by the provisions of the school district’s drug and alcohol testing policy relating to school bus drivers (Section III.).~~
- ~~5.~~ ~~“Positive test result” means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minnesota Statutes section 181.953, subdivision 1.~~
- ~~6.~~ ~~“Random Selection Basis” means a mechanism for selection of employees~~

~~that:~~

~~a. — results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and~~

~~b. — does not give the school district discretion to waive the selection of any employee selected under the mechanism.~~

~~7. — “Reasonable Suspicion” means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.~~

~~8. — “Safety Sensitive Position” means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person.~~

D. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing and Consequences of Such Refusal

1. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing

Any employee or job applicant whose position does not require a commercial driver’s license has the right to refuse drug and alcohol testing subject to the provisions contained in Paragraphs 2. and 3. of Section IV.D.

2. Consequences of an Employee’s Refusal to Undergo Drug and Alcohol Testing

Any employee in a position that does not require a commercial driver’s license who refuses to undergo drug and alcohol testing in the circumstances set out in the Random Testing, Reasonable Suspicion Testing, and Treatment Program Testing provisions of this policy may be subject to disciplinary action, up to and including immediate discharge.

3. Consequences of a Job Applicant’s Refusal to Undergo Drug and Alcohol Testing

Any job applicant for a position which does not require a commercial driver’s license who refuses to undergo drug and alcohol testing pursuant to the Job Applicant Testing provision of this policy shall not be employed.

E. Reliability and Fairness Safeguards

1. Pretest Notice

Before requesting an employee or job applicant whose position does not

require a commercial driver's license to undergo drug or alcohol testing or requesting cannabis testing, the school district shall provide the employee or job applicant with a Pretest Notice in the form of Attachment D to this policy on which to acknowledge that the employee or job applicant has received the school district's drug and alcohol testing or cannabis testing policy.

2. Notice of Test Results

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing an employee or job applicant who has undergone drug or alcohol testing or cannabis testing of a negative test result on an initial screening test or of a negative or positive test result on a confirmatory test.

3. Notice of and Right to Test Result Report

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing, an employee or job applicant who has undergone drug or alcohol testing of the employee or job applicant's right to request and receive from the school district a copy of the test result report on any drug or alcohol test or cannabis test.

4. Notice of and Right to Explain Positive Test Result

- a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide the individual with notice of the test results and, at the same time, written notice of the right to explain the results and to submit additional information (see Attachment G to this policy).
- b. The school district may request that the employee or job applicant indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.
- c. The employee may present verification of enrollment in the medical cannabis patient registry or of enrollment in a Tribal medical cannabis program as part of the employee's explanation.
- d. Use of nonintoxicating cannabinoids or edible cannabinoid products is not a legitimate medical explanation for a confirmed positive test result for ~~marijuana~~ cannabis. MROs will verify a drug test confirmed as positive, even if an employee claims to have only used nonintoxicating cannabinoids or edible cannabinoid product.

- e. Within three (3) working days after notice of a positive test result on a confirmatory test, an employee or job applicant may submit information (in addition to any information already submitted) to the school district to explain that result.

5. Notice of and Right to Request Confirmatory Retests

- a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide the individual with notice of the test results and, at the same time, written notice of the right to request a confirmatory retest of the original sample at his or her expense.

- b. An employee or job applicant may request a confirmatory retest of the original sample at his or her own expense after notice of a positive test result on a confirmatory test. Within five (5) working days after notice of the confirmatory test result, the employee or job applicant shall notify the school district in writing of his or her intention to obtain a confirmatory retest. Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that the employee or job applicant has requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minnesota Statutes, section 181.953, Subd. 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug, ~~or~~ alcohol, or cannabis -threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee or job applicant.

- 6. If an employee or job applicant has a positive test result on a confirmatory test, the school district, at the time of providing notice of the test results, shall also provide written notice to inform the individual of other rights provided under Sections F. or G., below, whichever is applicable.

Attachments FE and GF to this policy provide the Notices described in Paragraphs 2. through 6. of this Section E.

F. Discharge and Discipline of Employees Whose Positions Do Not Require a Commercial Driver's License

- 1. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a

confirmatory test.

2. In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.
3. The school district may not discharge an employee for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test or cannabis test requested by the school district, unless the following conditions have been met:
  - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug, ~~or~~ alcohol, or cannabis counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical abuse counselor or a physician trained in the diagnosis and treatment of chemical dependency; and
  - b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.
4. Notwithstanding Paragraph 1., the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.
5. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information or the employee's status as a patient enrolled in the medical cannabis registry program revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon or after hire, or failing to do so would violate federal law or regulations or cause the school district to lose money or licensing-related benefit under federal law or regulations.
6. The school district may not discriminate against any employee in termination, discharge, or any term of condition of employment or otherwise penalize an employee based upon an employee registered

patient's positive drug test for cannabis components or metabolites, unless the employee used, possessed, or was impaired by medical cannabis on school district property during the hours of employment.

7. An employee must be given access to information in the individual personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process or cannabis testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

G. Withdrawal of Job Offer for an Applicant for a Position That Does Not Require a Commercial Driver's License

If a job applicant has received a job offer made contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

H. Chain-of-Custody Procedures

The school district has established its own reliable chain-of-custody procedures to ensure proper record keeping, handling, labeling, and identification of the samples to be tested. The procedures require the following:

1. Possession of a sample must be traceable to the employee from whom the sample is collected, from the time the sample is collected through the time the sample is delivered to the laboratory;
2. The sample must always be in the possession of, must always be in view of, or must be placed in a secure area by a person authorized to handle the sample;
3. A sample must be accompanied by a written chain-of-custody record; and
4. Individuals relinquishing or accepting possession of the sample must record the time the possession of the sample was transferred and must sign and date the chain-of-custody record at the time of transfer.

I. Privacy, Confidentiality and Privilege Safeguards

1. Privacy Limitations

A laboratory may only disclose to the school district test result data regarding the presence or absence of drugs, alcohol or their metabolites in a sample tested.

2. Confidentiality Limitations

With respect to employees and job applicants, test result reports and other information acquired in the drug or alcohol testing process are private data on individuals as that phrase is defined in Minnesota Statutes Chapter 13, and may not be disclosed by the school district or laboratory to another employer or to a third-party individual, governmental agency, or private organization without the written consent of the employee or job applicant tested.

3. Exceptions to Privacy and Confidentiality Disclosure Limitations

Notwithstanding Paragraphs 1. and 2., evidence of a positive test result on a confirmatory test may be: (1) used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under Minnesota Statutes Chapter 43A or other applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding; (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation or order, or in accordance with compliance requirements of a federal government contract; and (3) disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment of the employee.

4. Privilege

Positive test results from the school district drug or alcohol testing program may not be used as evidence in a criminal action against the employee or job applicant tested.

J. Notice of Testing Policy to Affected Employees

The school district shall provide written notice of this drug and alcohol testing policy to all affected employees upon adoption of the policy, to a previously non-affected employee upon transfer to an affected position under the policy, and to a job applicant upon hire and before any testing of the applicant if the job offer is made contingent on the applicant's passing drug and alcohol testing. Affected employees and applicants will acknowledge receipt of this written notice in the form of Attachment G H to this policy.

**V. POSTING**

The school district shall post notice in an appropriate and conspicuous location on its premises that it has adopted a drug and alcohol testing policy and that copies of the policy are available for inspection during regular business hours by its employees or job applicants in its personnel office or other suitable locations.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. Ch. 43A (State Personnel Management)

Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)  
 Minn. Stat. § 152.01 (Definitions)  
 Minn. Stat. § 152.22 (Definitions; Medical Cannabis)  
 Minn. Stat. § 152.23 (Limitations; Medical Cannabis)  
 Minn. Stat. § 152.32 (Protections for Registry Program Participation)  
 Minn. Stat. § 176.011, subd. 16 (Definitions; Personal Injury)  
 Minn. Stat. §§ 181.950-181.957 (Drug and Alcohol Testing in the Workplace)  
 Minn. Stat. § 221.031 (Motor Carrier Rules)  
 49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)  
 49 U.S.C. 31306a (National Clearinghouse for Controlled Substance and Alcohol Test Results of Commercial Motor Vehicle Operators)  
  
 49 U.S.C. § 521(b) (Civil and Criminal Penalties for Violations)  
 49 C.F.R. Parts 40 and 382 (Department of Transportation Rules Implementing Omnibus Transportation Employee Testing Act of 1991)  
[49 C.F.R. Part 382 \(Controlled Substances and Alcohol Use and Testing\)](#)

***Cross-References:*** Burnsville-Eagan-Savage School District Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
 Burnsville-Eagan-Savage School District Policy 406 (Public and Private Personnel Data)  
 Burnsville-Eagan-Savage School District Policy 417 (Chemical Use and Abuse)  
 Burnsville-Eagan-Savage School District Policy 418 (Drug-Free Workplace/Drug-Free School)



**Agenda IV.B.1  
March 28, 2024**

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

**From:** Dr. Chris Bellmont, assistant superintendent and Wendy Drugge, BEA president

**Date:** March 28, 2024

**Re:** Approve the Academic Calendar for the 2025-2026 School Year

**Recommendation:** that the Board of Education approve the academic calendar for the 2025-2026 school year.

**Burnsville-Eagan-Savage School District 191  
2025-2026 School Year Calendar (version F)**

July 2025						
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 2025						
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						

September 2025						
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 2025						
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	

November 2025						
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 2025						
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 2026						
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 2026						
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

March 2026						
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 2026						
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	

May 2026						
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 2026						
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					

**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
Graduation

**AUGUST**  
**19-21** New Teacher Workshop (No Students)  
**25-28** Professional Day (No Students)

**SEPTEMBER**  
**1** Labor Day (No Staff/No Students)  
**2** First Day of School grades 2-12  
**4** First Day of School grades K&1

**OCTOBER**  
**13-15** Parent-Teacher Conferences & Teacher Prep (No Students)  
**16-17** Minnesota Educator Academy (No Staff/No Students)

**NOVEMBER**  
**10** Professional Day (No Students)  
**27-28** Fall Break (No Staff/No Students)

**DECEMBER**  
**24-31** Winter Break (No Staff/No Students)

**JANUARY**  
**1-2** Winter Break (No Staff/No Students)  
**15** Last Day of 1st Semester  
**16** Professional Day (No Students)  
**19** MLK, Jr. Day (No Staff/No Students)

**FEBRUARY**  
**16-18** Parent-Teacher Conferences & Teacher Prep (No Students)

**MARCH**  
**16-20** Spring Break (No Staff/No Students)

**APRIL**  
**6** Professional Day (No Students)

**MAY**  
**25** Memorial Day (No Staff/No Students)

**JUNE**  
**4** Last Day of School  
**5** Graduation & Professional Day (No Students)  
**19** Juneteenth

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

**2025-2026 Calendar:**  
**Quarter 1**  
 September 2 - November 7  
 44 days

**Quarter 2**  
 November 10 - January 15  
 38 days

**Semester 1**  
 September 2 - January 15  
 82 days

**Quarter 3**  
 January 20 - March 27  
 41 days

**Quarter 4**  
 April 6 - June 4  
 47 days

**Semester 2**  
 January 20 - June 4  
 88 days

**Days of School within each quarter**  
**Semester 1 - 82 days**  
 Sept 21, Oct 18, Nov 5  
 44 days

Nov 12, Dec 17, Jan 9  
 38 days

**Semester 2 - 88 days**  
 Jan 9, Feb 17, Mar 15  
 41 days

March 2, April 21, May 20, June 4  
 47 days

**NOTES:**  
 Feb 16, 2026 = President's day  
 March 20-21, 2026 = Eid  
 Conferences are the 7th week of 1st & the 5th week of 3rd quarter

27 5-day weeks for students  
 7 4-day weeks for students  
 1 3-day weeks for students  
 2 2-day week for students

**October 13 & February 16:** PD 8-11:30 am; Lunch 11:30am -12 pm; Teacher Prep 12-4pm; P-T Conf & dinner 4-8 pm  
**October 14 & February 17:** P-T Conf 7.5 hrs & 0.5 hr dinner  
**October 15 & February 18:** P-T Conf 3.75 hrs  
 14.75 hours of conferences each semester





**Agenda IV.B.2  
March 28, 2024**

**To:** Board of Education

**From:** Dr. Theresa Battle, superintendent and Isis Buchanan, director of educational equity

**Date:** March 28, 2024

**Re:** Approve the Written Response to the Vote of Nonconcurrency

**Recommendation:** It is recommended that the Board of Education Approve the Written Response to the Vote of Nonconcurrency.

Resources: See Attached Letter of Response to the Vote of Nonconcurrency.

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**Overview:**

On January 17, 2024, the American Indian Parent Advisory Committee (AIPAC) voted the resolution of nonconcurrency to express their views concerning all aspects of American Indian education and the educational needs of American Indian students enrolled in District 191 schools and programs. Burnsville-Eagan-Savage School District 191 was presented with a letter of non-concurrence at the February 8, 2024, school board meeting. The American Indian Parent Advisory Committee outlined six areas of concern that led to the vote of nonconcurrency. AIPAC provided six recommendations to address the concerns. The District takes this matter very seriously and plans to take steps to better meet the needs of American Indian students and families. Our strategic directions include creating a space and opportunity for each and every voice to be heard. We appreciate the American Indian Parent Advisory Committee for sharing ways that we can better meet the needs of American Indian students and ensure students, families and staff are informed and grow in their knowledge of American Indian history and culture.

The six recommendations from AIPAC are listed below along with the school district's response to each recommendation.

**AIPAC Recommendation 1**

*Cultural Proficiency Training for all staff in the district*

- *Specifically on cultural heritage, generational trauma and tribal nations*

**District Response:**

This recommendation connects to work we are currently doing in the district. To address this concern, District 191 will establish clear action steps as part of its Equity plan and our professional development sessions during the current and upcoming school years. District 191 will provide culturally proficient training for all staff in the district focused on increasing staff and board members knowledge of Indigenous cultural heritage, generational trauma, and the eleven Federally recognized [Minnesota Tribal Nations](#):

- Bois Forte Band of Chippewa
- Fond du Lac Band of Lake Superior Chippewa
- Grand Portage Band of Lake Superior Chippewa
- Leech Lake Band of Ojibwe
- Lower Sioux Indian Community
- Mille Lacs Band of Ojibwe
- Prairie Island Indian Community
- Red Lake Nation
- Shakopee Mdewakanton Sioux Community
- Upper Sioux Community
- White Earth Nation

The American Indian Cultural Specialist, Indigenous Cultural Liaison, and the Director of Educational Equity will work with AIPAC members to gather feedback and suggestions as the equity action plan and professional development content is created. We will ensure that curriculum resources are accessible

by all staff and collect data about lesson implementation. We look forward to continuing our partnership with AIPAC and the American Indian Cultural Specialist, Indigenous Cultural Liaison, and the Director of Educational Equity will continue to attend AIPAC meetings to share updates and gather feedback.

### **AIPAC Recommendation 2**

*More American Indian representation in the schools and district*

- *[Tribal maps](#) of Minnesota and the district Land Acknowledgment in every classroom and in entryways in all district facilities*

### **District Response:**

District 191 has reviewed the placement of land acknowledgements at each school site. We took steps to ensure that the current land acknowledgment posters are in the entry ways of each site. The district will utilize the Minnesota Department of Education Resources to use the Tribal Map provided by the state of Minnesota. We will explore the idea of combining the Tribal map with the Land Acknowledgment redesigned poster. To learn about the 11 sovereign Nations and to view a Tribal Nations map visit <https://education.mn.gov/MDE/dse/indian/TribalNationsofMinnesota/index.htm>.

The American Indian Cultural Specialist, Indigenous Cultural Liaison, and the Director of Educational Equity will continue to work with AIPAC to create a revised copy of the land acknowledgement that will include a map representing the 11 Minnesota Tribal Nations.

The Director of Educational Equity will continue to partner with our Human Resources team to improve our efforts of recruiting and retaining Indigenous staff members.

### **AIPAC Recommendation 3**

*Review of the names of schools in the district:*

- *In the near future, changes to building names*
- *Specifically Gideon Exposure*
- *Dakota/Lakota/Ojibwe/Oceti Sakowin (Sioux). Tribes Native to Minnesota*

### **District Response:**

To address this recommendation we will review *Policy 899-Naming School Buildings or Facilities* and follow the procedures included in the policy. As a district we will form a committee that is representative of the entire school district. The American Indian Cultural Specialist, Indigenous Cultural Liaison, and the Director of Educational Equity will continue to work with AIPAC to keep them informed on the progress of this recommendation.

### **AIPAC Recommendation 4**

*More American Indian representation in school newsletters regarding*

- *South Of The River Pow Wow, Indigenous Peoples Day, Orange Shirt Day, other special observances of American Indian Cultural Heritage and Peoples*

### **District Response:**

In alignment with our core values of being a Caring Community and Inclusive Partnership, the District 191 Communications Team will meet with AIPAC to ensure that American Indian representation is included in the information that is shared with the community. District 191 will communicate information about events such as the South or the River Pow Wow, Indigenous Peoples Day, Orange Shirt Day, and other special observances of American Indian Cultural Heritage and Peoples. The American Indian Cultural Specialist, Indigenous Cultural Liaison, and the Director of Educational Equity will

continue to work with AIPAC to keep them informed on the progress of this recommendation to ensure that our community is aware of the supports, events, and learning opportunities that are available to students, families, and staff members.

### **AIPAC Recommendation 5**

#### *District Wide Smudging Policy*

- *Use of sacred sage, sweetgrass, cedar, and tobacco in building with American Indian Students*

#### **District Response:**

District 191 will review and modify policy 419-Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery devices to ensure the most current MN Statute language is included in district policy. District 191 has formed a committee to learn more about the cultural practice of smudging and to review other school district smudging policies, to start the process of drafting an District 191 smudging policy; share the draft of the smudging policy with the District 191 Policy Review Committee, and create formal support for tribal policies and cultural practices for American Indian Students in District 191. The American Indian Cultural Specialist, Indigenous Cultural Liaison, and the Director of Educational Equity will continue to work with AIPAC to keep them informed on the progress of this recommendation.

### **AIPAC Recommendation 6**

#### *More support for American Indian Education Programming overall and the Liaisons:*

- *Student count and subsequent data*
- *Special Education Services*

#### **District Response:**

District 191 will review enrollment procedures to ensure that our district American Indian student count is accurate. The Director of Educational Equity will meet with the district Minnesota Automated Reporting Student System (MARSS) Coordinator to review the Minnesota Department of Education's (MDE) Ethnic and Racial Designation forms and guidance. The Director of Educational Equity, Director of Administrative Services, Director of Technology, and MARSS coordinator will meet to review our student information system and the MDE Ethnic and Racial Designation form to review procedures, update processes, and ensure accurate student count reporting.

The Director of Educational Equity and the Director of Student Services will meet to discuss and complete the application for the Dream Catcher Project. The American Indian Cultural Specialist, Indigenous Cultural Liaison, and the Director of Educational Equity will meet with the Director of Student Services to review data and the progress of American Indian students with individual education plans (IEP). As a district we will continue to reduce the disproportionality and unnecessary assessment of American Indian Students and placement in special education programs.

District 191 has hired an Indigenous Cultural Liaison who will work with our American Indian Cultural Specialist to expand our American Indian education program. The American Indian Cultural Specialist, Indigenous Cultural Liaison, and the Director of Educational Equity will work with our Systems Improvement and Student Achievement (SISA) team to ensure that District 191 has current, grade-appropriate and historically accurate American Indian materials or content, representative of local tribal communities in our media centers, libraries, and classrooms, and available to all students. The American Indian Cultural Specialist, Indigenous Cultural Liaison, and the Director of Educational Equity will continue to partner with our curriculum coordinators to ensure we are providing a K-12 curriculum

that aligns with the new Ethnic Studies and Social Studies Standards implementation. We have taken steps to begin the process of developing an American Indian History, Culture, and Language course proposal. The timeline for implementation of K-12 ethnic studies has started and is expected to be completed during the 2027-2028 school year.

The American Indian Cultural Specialist, Indigenous Cultural Liaison, and the Director of Educational Equity will have regular meetings with Dr. Battle to discuss our progress towards improvement.

**Conclusion:**

The District 191 School board has an unwavering commitment to foster a welcoming and supportive environment for each student. We deeply appreciate the collaboration and partnership shared with our American Indian Parent Advisory Committee. The collaboration and engagement between our dedicated parents and staff members are paramount as we work to ensure we are meeting the needs of American Indian students.

IN WITNESS WHEREOF, the District 191 school board has approved this Non Concurrent response at their regular board meeting on March 28, 2024 at 6:30 PM.

DISTRICT 191 BURNSVILLE EAGAN SAVAGE SCHOOL BOARD

Date: March 28, 2024

By \_\_\_\_\_  
Eric Miller, School Board Chair

By \_\_\_\_\_  
Anna Werb, School Board Vice-Chair

By \_\_\_\_\_  
Abigail Alt, School Board Clerk

By \_\_\_\_\_  
Antoinette Conner, School Board Treasurer

By \_\_\_\_\_  
Lesley Chester, School Board Director

By \_\_\_\_\_  
Scott Hume, School Board Director

By \_\_\_\_\_  
Safio Mursal, School Board Director



**Agenda IV.B.3.  
March 28, 2024**

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

**From:** Dr. Chris Bellmont, assistant superintendent, and Brian Ribnick, chess club advisor, and Andy Gehrke, parent

**Date:** March 28, 2024

**Re:** Nicollet Middle School Chess Club Field Trip May 9-14, 2024

**Recommendation:** Approve an application for the preliminary approval of an extended field trip for Nicollet Middle School Chess Club to participate in the National Middle School Chess Championships.

**Date:** May 9-14, 2024

**Destination:** Atlanta, GA

**Name of sponsoring staff:** Brian Ribnick

**Description and Educational Objective:** Proposal to take Nicollet Middle School Chess Club to participate in the National Middle School Chess Championships. The trip will give the students an opportunity to apply and develop their chess skills against the other best chess players in the country. They will also have the opportunity to do some educational tours to discover and learn about another part of the country.

**Estimated cost per student:** \$1055/per student

**Estimated number of students and chaperones:** 25 students and 3 chaperones

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**INDEPENDENT SCHOOL DISTRICT 191  
EXTENDED FIELD TRIP - APPLICATION FOR INITIAL APPROVAL  
EXHIBIT 2**

*(Extended Field Trips must be Board approved at least 60 days, when possible, prior to the field trip departure date and before any communication occurs with students and families. Information based on estimates.)*

1. Sponsoring Activity: Nicollet M.S Chess CLUB Date 3-2-24

2. School: Nicollet Middle School

3. Name(s) of Sponsoring Staff:  
BRIAN RIBNICK

4. Destination: Atlanta GA

5. Date(s) of Trip: 5/9/24 - 5/14/24

6. Paragraph Description of Proposed Program:  
I propose taking the Nicollet Chess Team to Atlanta this May to participate in the National Middle school Chess Championships. Afterwards we plan some educational tours of the Atlanta area.

7. Educational Objectives of Extended Field Trip:  
To put to use all we have learned during our season by competing against the other best brains in America. Also we plan to learn about another part of our country through our educational tours.

8. Anticipated transportation Information (check all that apply):

- a. Bus
- b. Plane
- c. School Vehicle
- d. Commercial Transportation

9. Lodging

Hotels: Yes/No

Other: Yes/No; Provide description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Complete Itinerary:

DATES	ITINERARY
<u>5-9-24</u>	<u>TRAVEL DAY</u>

5-10-24	National Middle School Chess Tmt
5-11-24	"
5-12-24	"
5-13-24	Touring Atlanta
5-14-24	TOUR + RETURNING

11. Estimated number of students: 25

12. Number of chaperones: 3

13. Anticipated Participation Costs

Breakdown of trip costs:	Estimate
<b>Participant Expenses</b>	
Airfare	250
Ground Travel	100
Lodging	225
Admission Fees per student	20
<b>Participant Share of Group Expenses</b>	
Chaperone Expenses (Airfare, Ground, Lodging)	100
Staff Advisor Salary and Benefits	0
Liability Insurance	0
Miscellaneous	200
Number of substitutes needed	0
<b>Total Anticipated Cost per Student</b>	<b>955</b>
The anticipated cost is based on <u>25</u> student participants. Costs will vary with the number of participants and currency exchange rates (for international travel).	
<b>Personal Expense</b>	
Food Incidentals, Spending Money	100.00

14. What provisions will be made for students for whom financing the trip is an issue? We do FUNDRAISING.

15. List opportunities for fundraising (planned or anticipated): Pizza Sales Restaurant Night

16. What travel agency will be used? NOT LIKELY

Camp All Star  
Approval of Building Administrator  
Austin Jordan  
Theresa Battala

3/5/24  
Date 3/7/24  
3/22/24

Approval of Superintendent

Date

Approval by School Board

Date

REQUIRED: Attach proposed communication to students/families about this extended field trip, once approved by the Superintendent and School Board.





**Agenda V.A.  
March 28, 2024**

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

**From:** Stacey Sovine, executive director of administrative services and George Vander  
Weit, One Digital insurance representative

**Date:** March 28, 2024

**Re:** Insurance Premium Increase

# Insurance Premium Increase

**March 28, 2024**

Stacey Sovine, executive director of administrative services  
George Vander Weit, One Digital insurance representative

2023-2024 Medical and Dental Plan Review and 2024-2025 funding recommendations

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# Burnsville Eagan Savage School District #191

# 2023 – 2024 Self Funding Medical (Through February 2024)

	Projected	Actual – 2/2024
Medical Plan Claims <i>(Net Stop Loss Violations)</i>	\$21,476,967	\$11,440,575
Fixed Costs	\$1,714,969	\$1,944,955
Total Plan Costs	\$24,054,936	\$13,385,530
Internal Funding	\$21,193,041	\$14,057,807
Total Running Reserve Estimate	\$3,056,452	\$6,930,234
Reserve as % of annual costs	12.7%	28.8%

- Target Reserve: 45% of annual costs

# 2023 – 2024 Self Funding Medical: Reserve Estimate

Plan Year July 2023 – June 2024



- Prior Reserve represents the estimated reserve position at the end of 6/30/23
- Projected Reserve At Expected is what the reserve projection is given current funding levels had claims been exactly equal to expected medical claim projections
- Actual Total Reserve is our reserve position plan year to date
- Target Reserve is 45% of annual costs

# History of Reserve balance

- Net ending position of self funded health plan per District Financial statements:

Fiscal Ending	Balance	Change in value	Target
June 30 2020	\$9,066,555		\$8,405,544
June 30 2021	\$8,455,631	(\$610,924)	\$8,649,470
June 30 2022	\$7,350,460	(\$1,105,171)	\$9,309,463
June 30 2023	\$5,436,051	(\$1,914,409)	\$10,907,833
June 30 2024 (projected)	\$4,730,234	(\$705,817)	\$11,457,917

# Health plan observations and funding recommendation for 2024-25 <sup>191</sup>

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- Pharmacy represents 25% of the health plan spend at \$165 PMPM
- Mental health claims represent over \$1 million, with 7% of our members incurring claims
- Cancer claims approaching \$1 million in spend
- High-cost claimants continue to represent 16-18% of spend over the past 3 years. The severity of the claims in number and dollar value over stop loss are improving but this has created higher stop loss premiums over the past few years
- Implementation of the specialty drug alternate funding program is projected to save the plan and member approximately \$300k with minimal impact to members (19 impacted)
- With the depletion of the reserve of the past number of years and continued increase in medical costs, the need to adjust rates to cover expenses is what drives the recommendation for an increase to funding of 18.5%

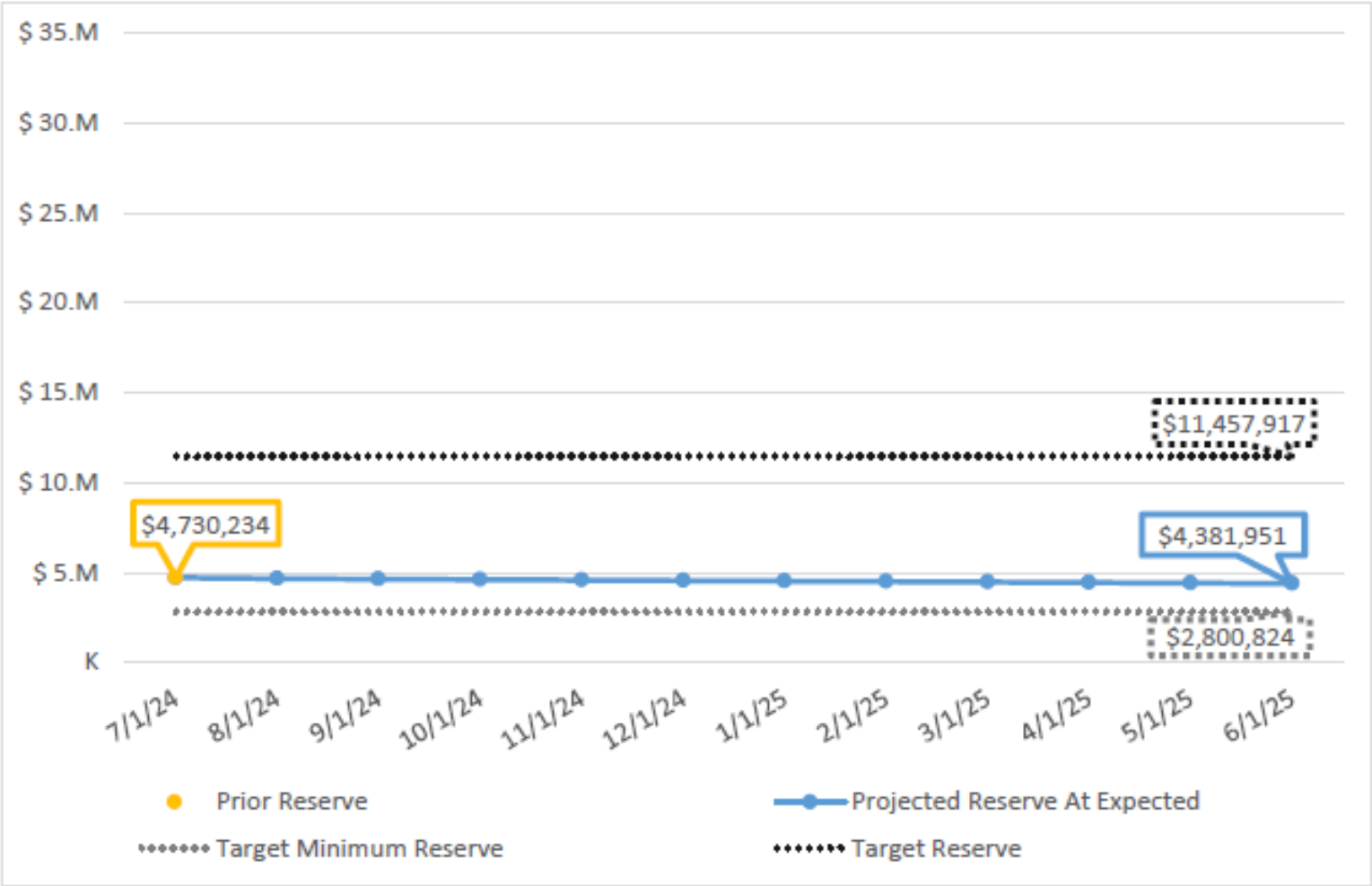
# 2024 – 2025 Self Funding Medical Projection of Costs

	Projected
Medical Plan Claims <i>(Net Stop Loss Violations)</i>	\$23,342,021
Fixed Costs <i>(Less Pharmacy Rebates)</i>	\$2,120,015
Total Plan Costs	\$25,462,037
Internal Funding	\$25,113,753
Total Running Reserve Estimate	\$4,381,951
Reserve as % of annual costs	17.2%

- Target Reserve: 45% of annual costs
- UMR administrative rate will increase by 3%
- Stop premiums will increase by 17.3% lower than the cap of 39%
  - Plan has a \$225k individual deductible with a 112% aggregate contract
- OneDigital consulting fee is a fixed annual fee of \$75,000 and will not be changing

# 2024 – 2025 Self Funding Year Medical Projection

Plan Year July 2024 – June 2025



- Prior Reserve represents the projected reserve position for claims incurred through 6/30/24 and paid through 12/31/24
- Projected Reserve At Expected is what the reserve projection is given renewal funding levels if claims are exactly equal to expected medical claim projections for plan year 7/1/24 – 6/30/25
- Minimum Reserve is 11% of annual costs
- Target Reserve is 45% of annual costs

# 2023 – 2024 Self Funding Dental (Through February 2024)

	Projected	Actual – 2/2024
Dental Plan Claims	\$901,739	\$565,886
Fixed Costs	\$54,066	\$39,148
Total Plan Costs	\$955,805	\$605,035
Internal Funding	\$850,352	\$566,901
Total Running Reserve Estimate	\$459,318	\$526,637
Reserve as % of annual costs	48.1%	55.1%

- Target Reserve: 25% of annual costs

# 2024 – 2025 Self Funding Dental Projection of Costs

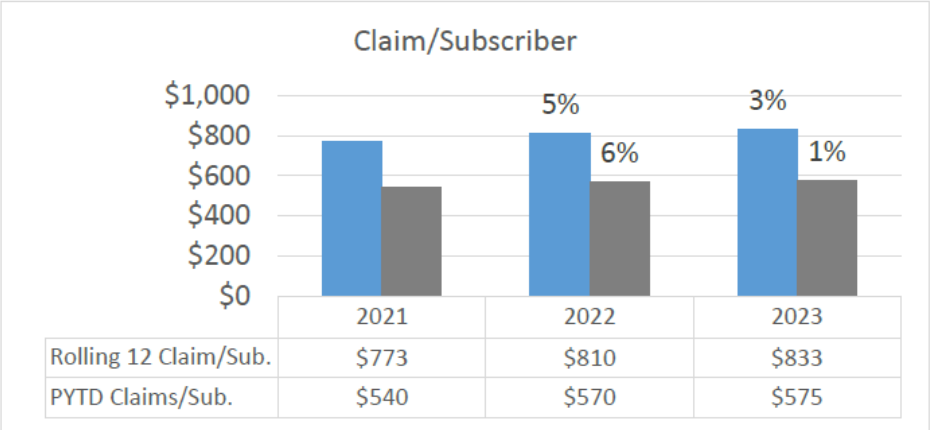
	Projected
Dental Plan Claims	\$854,041
Fixed Costs	\$59,394
Total Plan Costs	\$913,435
Internal Funding	\$853,613
Total Running Reserve Estimate	\$399,496
Reserve as % of annual costs	43.7%

- Target Reserve: 25% of annual costs
- Delta administrative rate will increase by 8.6%

# History of Reserve balance, claims and 2024-25 funding recommendation

- Net position of self funded dental plan per District Financial statements
  - June 30 2020: \$449,155
  - June 30 2021: \$460,555
  - June 30 2022: \$497,197
  - June 30 2023: \$525,883

– Claims are stabilizing



– Funding recommendation is to hold rates for 2024-25



**Agenda V.B.  
March 28, 2024**

**To:** Board of Education

**From:** Dr. Theresa Battle, superintendent and Aaron Tinklenberg, director of communications

**Date:** March 28, 2024

**Re:** Creating a School System that Attracts and Serves all Students

# **Creating A School System that Attracts and Serves All Students**

**March 28, 2024**

Dr. Theresa Battle, superintendent

Aaron Tinklenberg, director of communications

# Uniqueness

u·nique·ness

/ˌyʊ̯n̩ˈneɪknəs/

noun

the quality of being the only one of its kind.

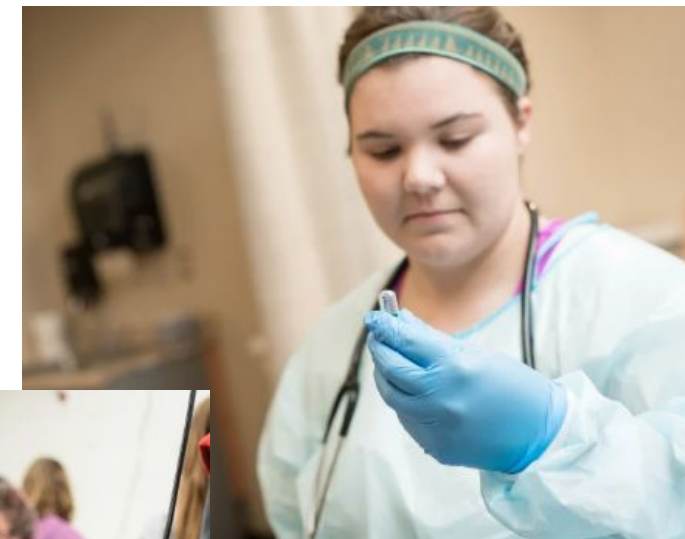
the quality of being particularly remarkable, special, or unusual.

Oxford Languages Dictionary



# 191 Uniqueness (“Bragging” points)

- Commitment to the tools of Cultural Proficiency
- Strong Cultural Liaison Model
- Profile of a One91 Learner
- Robust Voluntary Pre-kindergarten program
- Strategic Roadmap development
- K-12 Pathways implementation
- New Math curriculum
- Heggerty and Science of Reading
- Grow Your Own Pathway
- Associate of Arts Pathway
- Award Winning Avid Program
- K-12 Virtual Academy
- Expansive high school course offerings



# Our Focus

- High expectations for excellence
- Multicultural centered/asset based focused
- Commitment to authenticity over time
- Shared stories, energy and experiences
- Adaptive readiness
- Clarity with messages across system

# Enhancing School Introductions and Transitions

## Increased attention to:

- Enrollment Process
- Strong Tour Program
- Visibility and Connections
- Bridging Pre-K to Kindergarten
- Elementary to Middle School
- Middle School to High School



# Focus on the Long Game

## Vision Statement

We will be a school district that provides transformative learning experiences that mirror students' own stories, and where students will:

- Be equipped to meet rigorous academic challenges that build their capacity to pursue excellence,
- Embrace the humanity of all people and welcome diverse perspectives and voices, and
- Be supported by a caring community that sparks their curiosity and fuels their progress down a self-determined path.

## Core Values

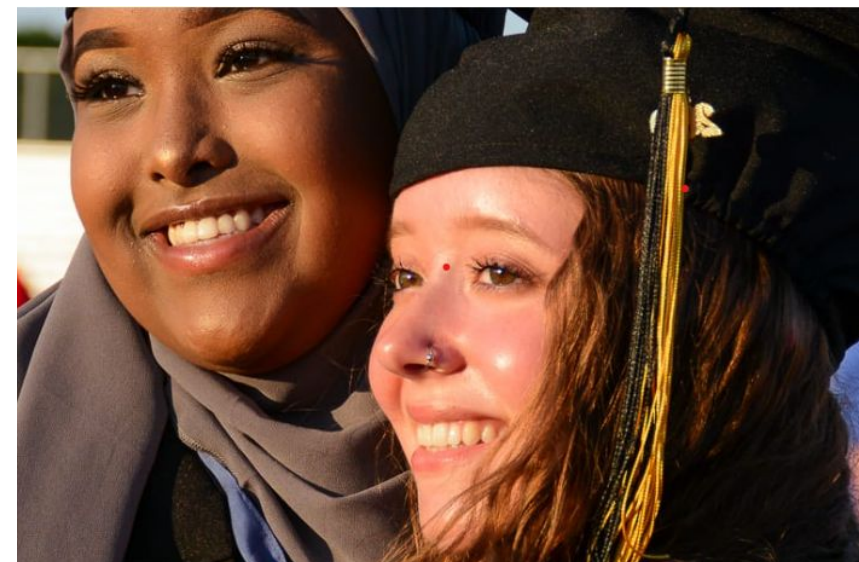
Caring Community

Cultural Proficiency

Future Readiness

Inclusive Partnership

Student Agency



# Your Unique Experience

**Each Student. Future Ready. Community Strong.**

Personal Experience

Team Member Connections

Student Successes

Caring Community

Strategic Direction

School Reports



# Current Reality

## Each Student. Future Ready. Community Strong.

Family survey data, staff survey, exit survey data, budget sessions feedback

Personal experience, student successes, caring community, strategic direction

School reports- staff, student and parent perspectives

Transition opportunities - K, elementary to middle, middle to high



# New Ideas

## Attract and Retain

- Enhance counter narratives- Tell stories and share “Bragging” points
- Continue to create a positive and equitable daily experience for students
- Targeted outreach to families interested in a virtual learning experience, such as exceptional athletes who compete nationally and internationally, medically fragile children



***Even small positive shifts in thinking, create huge results if you are consistent in your efforts.***

***-Nanette Mathews***

**Thank you**



***Future Ready. Community Strong.***

**Agenda VI  
March 28, 2024**

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

**From:** Stacey Sovine, executive director of administrative services

**Date:** March 28, 2024

**Re:** Labor Negotiations Strategy

Closed session, as permitted by MN State Statute 13D. 03 to discuss labor negotiation strategy.