



Regular Meeting Agenda

Diamondhead Education Center
 200 W. Burnsville Parkway
 Burnsville, MN 55337
 August 22, 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 Director Chester and Chair Miller

I. Call to Order	
A. Welcome	
B. Pledge of Allegiance	
II. Approval of Agenda	
III. Information	
A. READ Act Update	3
Speaker(s): Imina Oftedahl, Director of Curriculum, Instruction, and Assessment	
B. Committee, Board Appointment and School Assignment Reports	10
IV. Business Meeting	12
A. Consent Agenda	
Description: Although Board action is required, it is generally unnecessary to hold discussion on these items. In the event a Board member wishes to discuss an item, that item will be moved for separate consideration.	
1. Approve Minutes	14
2. Approve Personnel Recommendations	17
3. Approve Payroll, Receipts, Expenses and Investments	18
4. Accept the Budget Analysis	
5. Receive a Report about the Listening Session	

6. Approve date for Fall Board Retreat	88
7. Approve, on a second reading basis, changes to Policies 507: <i>Corporal Punishment</i> , 514: <i>Bullying Prohibition</i> , and 501: <i>School Weapons</i>	89
8. Approve, on a second reading basis, adopting policy 507.5: <i>School Resource Officers</i>	109
B. New Business	113
1. Collective Bargaining Agreement with the Burnsville Association of Educational Assistants	115
Speaker(s): Stacey Sovine, Executive Director of Administrative Services	
2. Approve Board Priorities for the 2025-2026 School Year	143
Speaker(s): Stacey Sovine, Executive Director of Administrative Services	
3. Approve District Assessment Plan	145
Speaker(s): Dr. Brandon Lowe, Assessment, Data and Research Coordinator	
4. Approve Inver Hills Community College Income Contract for Shared Classes	179
Speaker(s): Dr. Kathy Funston, Director of Strategic Partnerships and Pathways	
5. Approve Inver Hills Community College In-college Income Contract	190
Speaker(s): Dr. Kathy Funston, Director of Strategic Partnerships and Pathways	
6. Approve Board Planning Document for 2024-2025 School Year	202
Speaker(s): Eric Miller, Board Chair	
V. Work Session: Review Superintendent Evaluation Tool	205
Speaker(s): Anna Werb, Vice Chair	
VI. Closed Session as permitted by Minn. Stat. 13D.05, Subd. 2 (b) for Preliminary Consideration of Allegations	206
Speaker(s): Eric Miller, Board Chair	
VII. Adjourn	



Agenda III.A
August 22, 2024

To: Board of Education
Dr. Theresa Battle, superintendent

From: Imina Oftedahl, director of curriculum, instruction, and assessment

Date: August 22, 2024

Re: Report about READ Act Update

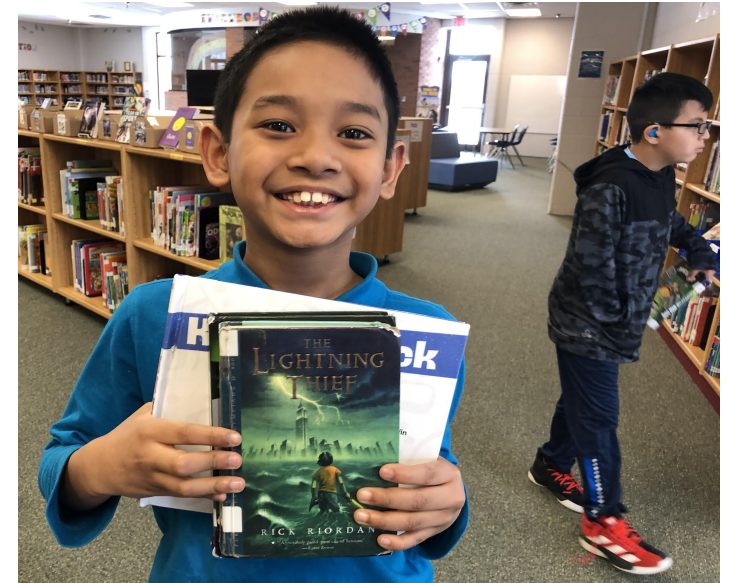
District 191 READ Act Implementation Update

August 22, 2024

Imina Oftedahl, Director of Curriculum, Instruction and Assessment

READ Act Implementation

- Screening and Assessment
- Instructional Curriculum
- Professional Development



Screening

K-3

- Fastbridge earlyReading and Curriculum Based Measurement (CBM)
- Kindergarten and Grade 1: Assessment Days
- Assessment Window: September 3 - 27

- Screening for Grades 4-12 have not been released by Minnesota Department of Education



Instructional Curriculum

Foundational Literacy

Evidence-based literacy instruction is “explicit, systematic, and culturally responsive. It includes phonemic awareness, phonics and decoding, spelling, fluency, vocabulary, oral language, and comprehension that can be differentiated to meet the needs of individual students.”

“Structured literacy is characterized by the provision of systematic, explicit, sequential, and diagnostic instruction in phonemic awareness, phonics, fluency, vocabulary, and oral language development, and reading comprehension.”

--MN READ Act, 2023

Intervention Materials

MN Department of Education will provide a list of 15 intervention programs/curricula by November 2025



Grades 4-5

University of Minnesota Foundational Phonics and Morphology

- Training and implementation for all grade 4 and 5 classrooms
- Identified by Minnesota Department of Education



Grades K-3

Heggerty Bridge to Reading Foundational Skills

- Training and implementation for all grade 3 classrooms
- Ongoing support for year 2 implementations for grade K-2 classrooms



Preschool

Heggerty Phonemic Awareness

- Training and implementation of all preschool classrooms

Professional Development

311 scheduled to complete Phase 1 training

School Year	Training	Number of Staff	Staff Participating
2022-2023	LETRS Training: voluntary participation in training sponsored by MN Department of Education	18	classroom teachers special education teachers learning specialists/intervention teachers
2023-2024	LETRS for Early Childhood	21	PK teachers/ECSE teachers
2024-2025	CAREIALL	112 29 28 94 5 15	K-5 classroom teachers K-5 specialists K-5 multilingual teachers K-12 special education teachers K-12 reading interventionist Administrators, coordinators, supervisors
	LETRS for Early Childhood	28	ECSE / preschool teachers
2025-2026	<i>Undetermined Secondary Training</i> CAREIALL LETRS for Early Childhood	120	Grade 6 teachers 7-12 language arts teachers 7-12 multilingual teachers K-12 Graduation Incentive teachers Non-licensed reading support staff New teachers



Thank You



**Agenda III.B.
August 22, 2024**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Eric Miller, board chair

Date: August 22, 2024

Re: Committee, Board Appointment and School Assignment Reports

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

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

Board Assignments	Board Member(s) Assigned
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

August 22, 2024 Board Meeting

Board Members' Questions and Staff Responses regarding BoardBook materials

No questions were submitted for this board meeting.

(Topic)

Board Member Question	Staff Response

(Topic)

Board Member Question	Staff Response

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(Topic)

Board Member Question	Staff Response

School Board Minutes
 INDEPENDENT SCHOOL DISTRICT 191
 August 8, 2024

The regular meeting of the ISD 191 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, Conner, Hume, Mursal and Werb and Chair Miller were present. Director Chester was absent. Dr. Theresa Battle, superintendent, 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 Conner, seconded by Alt, to approve the agenda. The motion carried unanimously (6,0).

Agenda

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

Reports

Received a report on the new version of the 2024-2025 Calendar aligned to Policy 602 and the Read Act Requirements from Dr. Theresa Battle, superintendent, Dr. Chris Belmont, assistant superintendent, and Brad Robb, principal.

Received a report from Dr. Theresa Battle, superintendent.

Received Board Member reports from Director Alt about Night to Unite and Director Conner about the Juneteenth Celebration.

Consent Agenda
 Minutes
 Personnel
 Recommendation
 Listening Session
 SMART Goals

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

-Approve the minutes of the June 20, 2024, regular board meeting.
 -Approve personnel recommendations for Abigail Klemm, Allysa Geer, Amanda Jensen, Amanda Malz, Amber Christman, Amina Mohamed, Amisha Shah, Ashley Speltz, Austin Scheuneman, Brandi Mayville, Christian Manon-og, Eleanor Smith, Elizabeth Eppel, Elizabeth Twedell, Emily Burt, Emily Cherne, Jason Schnobrich, Jennifer Tarndberg, Jessica Kitzman, John Peters, Julie Greunke, Kaitlyn O'Shea-Cullen, Kalin Laurent, Kamilah Gobran, Kelli Green, Kim Olson, Lancer Lumby, Lauren Haley, Lindsay DeJong, Lisa Ongondi, Lynn McWatt, Margaret Dayvis, Maria Gutierrez Beltran, Melissa Champion, Michael Merritt, Nathan Puckett, Nicholas McGraw, Rachel Higgins, Rachelle Munson, Renee Lund, Robin Dayneko, Ryan Mokandu, Sarah Stout, Sarah Taylor, Scott Kolman-Keen, Sheila Spaulding, Tracy Discher, Trevor Crawford, Tyler Fassbender, Barbara Gorski, Brenda Berg, Carolyn Potter Merriman, Denise Griffith, Elizabeth Bennet, Estela Tapia-Alfaro, Jessica Northenschold, Jill Bear, Michael Heine, Robert Young, Sara Bee, Zachary Thompson, Molly Moran, Sarah Kersten, Ashley Berryman, Eleanor Nesseth, Emily Beckmann,

Matthew Sticha, Sophie Koloski, Debra Wurdeman, Lisa Lauer, Aaron Berg, Allison Jordan, Andre Winters, Anne Ammons, Brandon Kubitz, Chinta Charran, Chirstopher Bluem, Dante Steward, Eddieca Ontiveros, Hamde Daoud, Jennifer Gleason, Karina Colareta, Kaylin Payette, Kevin Graham, Lacy Knutson, Nicholas Zika, Reese Moore, Ryan Henke, Shai Sheng, Sheryl Droege, Yosmery Rodriguez Cortes, Constance Larson, Craig Schwanke, Gail Jungers, Kimberly Robran, Martha Najera Vazquez, Nadia Sanchez, Rebecca McGuire, Dawndra Broge, Robert Martinez, Alena Foley, AnaLiisa Olson, Brittney Smith, Crystal Huynh, Isiah Sims, Jacquelyn Parkinson, Joseph O'Donnell, Lisa Pajunen, Malaz Mohamed Ahmed, Marci Plomski, Michaeline Torres-Busch, Molly Moran, Quincy Bryant, Ryan Kolumbus, Sarah Barr, Sheana Eggers, Sheryl Droege, Tonnette Sponsler, Trey Blanchard, Carol Bartells, Thomas Chantara, Ashley Berryman and John Peters.

-Receive a report about the Listening Session on June 20, 2024.

-Approve SMART Goals for the Board of Education for the 2024-2025 School Year.

The motion carried unanimously (6,0).

DCTC Income Contract

Moved by Hume, seconded by Mursal, to approve, the Dakota County Technical College Income Contract. The motion carried unanimously (6,0).

Inver Hills Income Contract

Moved by Werb, seconded by Alt, to approve the Inver Hills Community College Income Contract. The motion carried unanimously (6,0).

Moved by Conner, seconded by Alt, to approve the Joint Powers of Agreement for Childhood Vaccinations between Dakota County and ISD 191. The motion carried unanimously (6,0).

Joint Powers of Agreement for Childhood Vaccinations Girls Hockey Cooperative

Moved by Hume, seconded by Werb, to approve the Burnsville Girls Hockey Cooperative. The motion carried unanimously (6,0).

Moved by Alt, seconded by Conner, to approve the 2024-2025 Athletics and Activities Handbook. The motion carried unanimously (6,0).

Athletics and Activities Handbook

Moved by Werb, seconded by Mursal, to approve the 2024-2025 Student Handbook. Moved by Miller, and seconded by Alt, to amend the handbook by striking the change to remove the word grooming. The motion to amend the handbook carried unanimously (6,0). The main motion with the revision carried unanimously (6,0).

Student Handbook

Moved by Hume, seconded by Mursal, to approve the new version of the 2024-2025 calendar aligned to policy 602. The motion carried unanimously (6,0).

New Version of 2024-2025 Calendar

Moved by Conner, seconded by Alt, to approve on a first reading basis, changes to Policy 507: *Corporal Punishment*. The motion carried unanimously (6,0).

Policy 507

Moved by Werb, seconded by Mursal, to approve on a first reading basis, adopting Policy 507.5: <i>School Resource Officers</i> . The motion carried unanimously (6,0).	Policy 507.5
Moved by Mursal, seconded by Hume, to approve on a first reading basis, changes to Policy 514: <i>Bullying Prohibition</i> . The motion carried unanimously (6,0).	Policy 514
Moved by Hume, seconded by Alt, to approve on a first reading basis, changes to Policy 501: <i>School Weapons</i> . The motion carried unanimously (6,0).	Policy 501
Moved by Miller, seconded by Hume, to approve the Superintendent Contract Modifications. The motion carried unanimously (6,0).	Superintendent Contract Modifications
Moved by Mursal, seconded by Alt, to approve the Collective Bargaining Agreement with the Burnsville District-wide Administrators. The motion carried unanimously (6,0).	Collective Bargaining with Burnsville District-wide Administrators
Moved by Alt, seconded by Conner, to approve the adoption of the Terms and Conditions of Employment for Unaffiliated Employees of Independent School District 191. The motion carried unanimously (6,0).	Terms and Conditions for Unaffiliated Employees/Confidential Employees
Moved by Miller, seconded by Conner, to move to a recess at 7:52 p.m. before starting the work session. The motion carried unanimously (6,0).	Recess
The work session started at 8:05pm to review the list of Board Priorities, discuss the Board Planning Document and schedule a Board Retreat.	Work Session
Having no further agenda items, Chair Miller adjourned the meeting at 8:30 p.m.	Adjourn

Abigail Alt, Clerk	August 22, 2024 Date Approved
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**Burnsville-Eagan-Savage Public Schools
Independent School District 191
Human Resources**

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

FROM: Stacey Sovine, Executive Director of Administrative Services

DATE: August 22, 2024
RE: Recommended Personnel Changes

CLASSIFICATION	ACTION	NAME	FINAL	LOCATION	POSITION	EFFECTIVE DATE	HOURS / FTE
Certified	Appointment	Brittney Smith		ECSE Center	Teacher	08/20/2024	1.0 FTE
Certified	Appointment	Connor Hume	*	Community Education	Teacher	08/20/2024	1.0 FTE
Certified	Appointment	Faith Sersland		Hidden Valley Elementary	Teacher	08/20/2024	1.0 FTE
Certified	Appointment	Grant Baker		Eagle Ridge Middle School	Teacher	08/20/2024	1.0 FTE
Certified	Appointment	Jessamyn Rideaux	*	Hidden Valley Elementary	Teacher	08/20/2024	1.0 FTE
Certified	Appointment	Joyeela Moitra		Hidden Valley Elementary	Teacher	08/20/2024	1.0 FTE
Certified	Appointment	Jurgen Dovre		Nicollet Middle School	Teacher	08/20/2024	1.0 FTE
Certified	Appointment	Kara Schwann		Hidden Valley Elementary	Teacher	08/20/2024	1.0 FTE
Certified	Appointment	Kevin Sorlie		Vista View Elementary School	Teacher	08/20/2024	1.0 FTE
Certified	Appointment	Kiefer Anderson		Gideon Pond Elementary	Teacher	08/20/2024	1.0 FTE
Certified	Appointment	Laura Schroeder	*	Burnsville High School	Teacher	08/20/2024	1.0 FTE
Certified	Appointment	Leslie Horwart	*	WM. Byrne Elementary School	Long Term Sub- Teacher	08/26/2024	1.0 FTE
Certified	Appointment	McKenzie Holgate		Hidden Valley Elementary	Teacher	08/20/2024	1.0 FTE
Certified	Appointment	Michael Skinner	*	Burnsville High School	Teacher	08/20/2024	1.0 FTE
Certified	Appointment	Michelle Pokodner	*	Nicollet Middle School	Teacher	08/20/2024	1.0 FTE
Certified	Appointment	Nicole Carrillo		Hidden Valley Elementary	Teacher	08/20/2024	1.0 FTE
Certified	Appointment	Nicole Kocur		Nicollet Middle School	Teacher	08/20/2024	1.0 FTE
Certified	Appointment	Rachel Larson		District-wide	Teacher	08/20/2024	1.0 FTE
Certified	Appointment	Robert Jacobson	*	Burnsville High School	Teacher	08/20/2024	1.0 FTE
Certified	Appointment	Samantha Glansman		Virtual Academy	Teacher	08/20/2024	1.0 FTE
Certified	Appointment	Sergei Raspel	*	Burnsville High School	Teacher	08/20/2024	1.0 FTE
Certified	Appointment	Sydney Lebens		Harriet Bishop Elementary	Teacher	08/20/2024	1.0 FTE
Certified	Appointment	Zoe Roberts		Eagle Ridge Middle School	Guidance Counselor	08/20/2024	1.0 FTE
Certified	Leave of Absence	Mary Jane Gunderson		Burnsville High School	Teacher	09/09/2024-10/08/2024	1.0 FTE
Certified	Leave of Absence	Siri Mehring		Harriet Bishop Elementary	Teacher	09/18/2024-11/19/2024	1.0 FTE
Certified	Resignation	Amy Smalley	*	Nicollet Middle School	Teacher	08/16/2024	1.0 FTE
Certified	Resignation	Amy Yager		Eagle Ridge Middle School	Teacher	08/12/2024	1.0 FTE
Certified	Resignation	Chad Meyer		Eagle Ridge Middle School	Teacher	08/07/2024	1.0 FTE
Certified	Resignation	Elizabeth Bennett		Diamondhead Education Center	ABE Teacher	08/08/2024	.54 FTE
Classified	Appointment	Andrew Gehrke		Burnsville High School	Quiz Bowl Advisor	Full Year Stipend	1.0 FTE Stipend
Classified	Appointment	Anoulack Phousirith	*	Burnsville High School	Track and Field- Assistant Coach	Spring Stipend	243 FTE Stipend
Classified	Appointment	Brian Gobirsch		Burnsville High School	Football- Assistant Coach	Fall Stipend	1.0 FTE Stipend
Classified	Appointment	Brigette Noelndner		Burnsville High School	Clerical	08/19/2024	8 hours/day
Classified	Appointment	David Peters	*	Burnsville High School	First Robotics Competition Coach	Year Round Stipend	1.0 FTE Stipend
Classified	Appointment	Ersila Carreon Flores		Hidden Valley Elementary	Clerical	08/12/2024	8 hours/day
Classified	Appointment	Kathleen Gangnon		Nicollet Middle School	LPN	08/26/2024	8 hours/day
Classified	Appointment	Kayla Chosa	*	Burnsville High School	Girls Volleyball- Assistant Coach	Fall Stipend	.24 FTE Stipend
Classified	Appointment	Kylie Sieben	*	Burnsville High School	Swimming- Assistant Coach	Fall Stipend	.80 FTE
Classified	Appointment	Laura Beckmann	*	Burnsville High School	Girls Volleyball- Assistant Coach	Fall Stipend	1.0 FTE Stipend
Classified	Appointment	Luke Haddorff	*	Burnsville High School	Girls Tennis- Assistant Coach	Fall Stipend	1.0 FTE Stipend
Classified	Appointment	Megann Johnson		WM. Byrne Elementary School	Registered Behavior Technician	07/08/2024	8 hours/day
Classified	Appointment	Nadia Gutama	*	Burnsville High School	Food Service Associate	08/20/2024	3.75 hours/day
Classified	Appointment	Ragan Firmbach		Hidden Valley Elementary	Registered Behavior Technician	08/12/2024	8 hours/day
Classified	Appointment	Uliana Reznikova	*	Burnsville High School	Food Service Associate	08/20/2024	3.75 hours/day
Classified	Appointment	William Morgan		Burnsville High School	Girls Volleyball- Assistant Coach	Fall Stipend	.78 FTE Stipend
Classified	Resignation	Allison Jordan		Community Education	ALC/ICE Program Coordinator*correction	07/01/2024	8 hours/day
Classified	Resignation	David Peters	*	Burnsville High School	First Tech Challenge Coach	08/15/2024	1.0 FTE Stipend
Classified	Resignation	Diane Rush		Hidden Valley Elementary	CE Program Supervisor	08/14/2024	8 hours/day
Classified	Resignation	Eduardo Gomez		Burnsville High School	Boys Soccer- Assistant Coach	08/11/2024	1.0 FTE Stipend
Classified	Resignation	Eric Tester		Burnsville High School	Boys Swim/Dive- Assistant Coach	08/07/2024	1.0 FTE Stipend
Classified	Resignation	Ersila Carreon Flores		Harriet Bishop Elementary	Educational Assistant	08/09/2024	5 hours/day
Classified	Resignation	Hudayfi Barsug		Burnsville High School	Boys Soccer- Assistant Coach	07/15/2024	1.0 FTE Stipend
Classified	Resignation	Jacob Becker		Burnsville High School	Baseball- Assistant Coach	08/13/2024	.41 FTE Stipend
Classified	Resignation	KayAnna Lawler	*	Burnsville High School	Food Service Associate	08/19/2024	5.75 hours/day
Classified	Resignation	Margaret Cull	*	WM. Byrne Elementary School	Educational Assistant	08/23/2024	7.25 hours/day
Classified	Resignation	Marianna Blair		Burnsville High School	Girls Soccer- Assistant Coach	07/24/2024	.85 FTE Stipend
Classified	Resignation	Marit Eiler	*	Nicollet Middle School	Educational Assistant	08/16/2024	7.25 hours/day
Classified	Resignation	Michelle Schroeder		Eagle Ridge Middle School	Food Service Associate	08/09/2024	3.75 hours/day
Classified	Resignation	Shawn Bortel		Burnsville High School	Weight Room- Head Coach	08/06/2024	.50 FTE Stipend
Classified	Resignation	Tawny Schewe		Harriet Bishop Elementary	Educational Assistant	08/06/2024	7.25 hours/day



**Agenda IV.A.3
August 22, 2024**

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

From: Tyler Dehne, director of finance

Date: August 14, 2024

Re: May Payroll, Claims and Receipts

Recommendation: That the Board approves May payroll checks in the net amount of \$4,065,906.02. May claims to date, wire transfers and adjustments totaling \$10,478,337.11. Also, that the Board accepts May receipts of \$32,873,261.57 and investments for the General Fund and OPEB of \$106,149,920.76 as of May 31, 2024.

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

TD/mw

**INDEPENDENT SCHOOL DISTRICT 191
FINANCIAL REPORT
May 2024**

Cash Receipts

Receipts	\$32,873,261.57	
Miscellaneous Adjustments		

TOTAL MAY CASH RECEIVED		<u><u>\$32,873,261.57</u></u>
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CASH DISBURSEMENTS

May Payroll		\$4,065,906.02
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A/P May Claims	Checks 492187-492476		\$2,435,836.67
	Virtual Card 6000001638-6000001701		\$151,371.65
	ACH-Emp/Vend 9000005697-9000005898		\$376,193.31

May A/P Wires+P-card		\$7,507,354.64
May Bank Fees		\$7,580.84

TOTAL MAY CASH DISBURSED		<u><u>\$14,544,243.13</u></u>
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TOTAL TO BE APPROVED		<u><u>\$14,544,243.13</u></u>
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	<u>Money Market</u>	<u>(Original Cost)</u> <u>Investments</u>	<u>5/31/2024</u>
GENERAL FUND	\$33,548,546.88	\$57,304,541.05	\$90,853,087.93
OPEB	\$3,678,394.09	\$1,624,796.72	\$5,303,190.81
OPEB EQUITY INV	\$3,743,771.22	\$6,249,870.80	\$9,993,642.02
	<u><u>\$40,970,712.19</u></u>	<u><u>\$64,179,208.57</u></u>	<u><u>\$106,149,920.76</u></u>

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

Burnsville ISD 191 (31134-101 - General Fund)

Type	Holding ID	Settle Date	Maturity	FDIC #	Instrument	Cost	Par-Val/Mat. Val	Lower of Cost/Par	Rate
IS		05/31/2024			IS Balance	\$33,548,546.88	\$33,548,546.88	\$33,548,546.88	20
LTD		05/31/2024			LTD Balance		\$15,837,768.89	\$15,837,768.89	
SDA	SDA-1285862-1	05/31/2024			Savings Deposit Account - MNTrust Term Series-Flex (PenFed LOC)	\$2,346,356.95	\$2,346,356.95	\$2,346,356.95	
SDA	SDA-1348596-1	05/31/2024			Savings Deposit Account - MNTrust Term Series-Flex (VNB)	\$11,721,517.35	\$11,721,517.35	\$11,721,517.35	
CD	CD-293933-1	06/01/2022	06/03/2024	33686	BANK HAPOALIM	\$236,700.00	\$249,288.42	\$236,700.00	2.648
SEC	SEC-53308-1	06/09/2022	06/10/2024	57803	ALLY BANK	\$246,429.86	\$246,000.00	\$246,000.00	2.610
SEC	SEC-53310-1	06/08/2022	06/10/2024	27471	AMERICAN EXPR NATL BK	\$246,702.22	\$246,000.00	\$246,000.00	2.603
CD	CD-1346205-1	01/25/2023	07/23/2024	24045	Banc of California / Pacific Western Bank	\$233,700.00	\$249,885.56	\$233,700.00	4.610
CD	CD-1346207-1	01/25/2023	07/23/2024	61797	ELGA CREDIT UNION	\$234,000.00	\$249,886.54	\$234,000.00	4.520
CD	CD-1352467-1	08/17/2023	08/16/2024	63373	NORTH BAY	\$237,000.00	\$249,755.22	\$237,000.00	5.382
TS	TS-294471-1	08/18/2022	08/19/2024		MN TRUST TERM SERIES	\$2,000,000.00	\$2,124,339.73	\$2,000,000.00	3.100
CD	CD-1346971-1	03/16/2023	09/10/2024	5214	The First National Bank of Moose Lake	\$233,100.00	\$249,668.17	\$233,100.00	4.741
CD	CD-1355832-1	11/17/2023	11/18/2024	29209	NexBank	\$237,050.00	\$249,872.06	\$237,050.00	5.380
CD	CD-1355833-1	11/17/2023	11/18/2024	34742	EagleBank	\$236,850.00	\$249,890.97	\$236,850.00	5.476
CD	CD-1355834-1	11/17/2023	11/18/2024	1373	BOM Bank	\$236,700.00	\$249,857.49	\$236,700.00	5.550
CD	CD-1357801-1	01/10/2024	01/09/2025	58626	GBank	\$237,500.00	\$249,870.00	\$237,500.00	5.208
CD	CD-1357804-1	01/10/2024	01/09/2025	58263	Global Bank	\$237,800.00	\$249,895.48	\$237,800.00	5.086
CD	CD-1357807-1	01/10/2024	01/09/2025	58716	Third Coast Bank, SSB	\$237,400.00	\$249,896.74	\$237,400.00	5.264
TS	TS-297614-1	04/12/2024	01/15/2025		MN TRUST TERM SERIES	\$3,500,000.00	\$3,633,287.68	\$3,500,000.00	5.000
CD	CD-1352463-1	08/17/2023	01/27/2025	10344	Schertz Bank & Trust	\$232,550.00	\$249,874.66	\$232,550.00	5.140
CD	CD-1352464-1	08/17/2023	01/27/2025	60269	GREENSTATE CREDIT UNION	\$231,600.00	\$249,892.47	\$231,600.00	5.450
CD	CD-1352465-1	08/17/2023	01/27/2025	5496	Cornerstone Bank	\$231,850.00	\$249,667.88	\$231,850.00	5.268
CD	CD-1352470-1	08/17/2023	01/27/2025	68187	Baxter Credit Union	\$232,300.00	\$249,861.90	\$232,300.00	5.187
TS	TS-296280-1	08/23/2023	01/27/2025		MN TRUST TERM SERIES	\$1,500,000.00	\$1,610,259.87	\$1,500,000.00	5.130
TS	TS-297473-1	03/19/2024	01/27/2025		MN TRUST TERM SERIES	\$2,800,000.00	\$2,919,715.73	\$2,800,000.00	4.970
SEC	SEC-58541-1	02/02/2023	02/03/2025	3511	WELLS FARGO BANK NA	\$248,691.31	\$248,000.00	\$248,000.00	4.355
SEC	SEC-61293-1	08/30/2023	02/28/2025	65722	FREEDOM NORTHWEST CU	\$248,519.78	\$248,000.00	\$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	\$227,550.00	4.819
CD	CD-1346975-1	03/16/2023	03/14/2025	14028	First Guaranty Bank	\$227,800.00	\$249,638.84	\$227,800.00	4.800
CD	CD-1346976-1	03/16/2023	03/14/2025	58741	Fieldpoint Private Bank & Trust	\$227,550.00	\$249,610.79	\$227,550.00	4.770
CD	CD-1346978-1	03/16/2023	03/14/2025	4185	First Priority Bank	\$227,550.00	\$249,610.79	\$227,550.00	4.770
SEC	SEC-62444-1	11/30/2023	05/30/2025	66847	EAGLE CMTY CREDIT UNION	\$248,516.34	\$248,000.00	\$248,000.00	5.455
CD	CD-1357805-1	01/10/2024	07/08/2025	57416	Patriot Bank	\$233,050.00	\$249,870.80	\$233,050.00	4.834
CD	CD-1357806-1	01/10/2024	07/08/2025	68430	LATINO COMMUNITY CREDIT UNION	\$232,700.00	\$249,868.39	\$232,700.00	4.941
SEC	SEC-62977-1	01/17/2024	07/17/2025	639	BANK OF NEW YORK MELLON	\$244,507.46	\$244,000.00	\$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	\$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	\$225,550.00	5.216
SEC	SEC-61291-1	08/25/2023	08/25/2025	66538	CONNEXUS CREDIT UNION	\$248,679.47	\$248,000.00	\$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	\$243,000.00	5.257
SEC	SEC-63791-1	03/19/2024	09/19/2025	9396	VALLEY NATL BK WAYNE	\$243,505.19	\$243,000.00	\$243,000.00	4.905
SEC	SEC-63783-1	03/20/2024	09/22/2025	32992	MORGAN STANLEY BANK NA	\$243,508.72	\$243,000.00	\$243,000.00	4.855

SEC	SEC-63784-1	03/20/2024	09/22/2025	34221	MORGAN STANLEY PVT BANK	\$243,508.72	\$243,000.00	\$243,000.00	4.855
SEC	SEC-63788-1	03/21/2024	09/22/2025	3510	BANK OF AMERICA NA	\$243,506.08	\$243,000.00	\$243,000.00	4.855
SEC	SEC-63790-1	03/26/2024	09/26/2025	57512	WESTERN ALLIANCE BANK	\$243,504.94	\$243,000.00	\$243,000.00	4.905
CD	CD-1355830-1	11/17/2023	11/18/2025	35518	The Federal Savings Bank	\$226,100.00	\$249,852.60	\$226,100.00	5.13 ²¹
CD	CD-1355831-1	11/17/2023	11/18/2025	3887	First National Bank	\$226,950.00	\$249,869.26	\$226,950.00	5.036
TS	TS-297799-1	05/17/2024	11/18/2025		MN TRUST TERM SERIES	\$6,000,000.00	\$6,444,541.65	\$6,000,000.00	4.917
CD	CD-1357803-1	01/10/2024	01/12/2026	34607	First Internet Bank of Indiana	\$228,800.00	\$249,859.51	\$228,800.00	4.509
SEC	SEC-63786-1	03/20/2024	03/20/2026	57565	UBS BANK USA	\$248,684.57	\$248,000.00	\$248,000.00	4.655
SEC	SEC-63789-1	03/20/2024	03/20/2026	27572	COMMUNITY WEST BANK NA	\$248,685.17	\$248,000.00	\$248,000.00	4.605
SEC	SEC-63785-1	03/26/2024	03/26/2026	58311	COMMUNITY BANK DELAWARE	\$244,662.69	\$244,000.00	\$244,000.00	4.656
SEC	SEC-63787-1	03/27/2024	03/27/2026	34603	MVB BANK INC	\$248,684.57	\$248,000.00	\$248,000.00	4.655
Sub Totals →						\$73,658,594.23	\$90,853,087.93	\$89,485,890.07	

Totals →						\$73,658,594.23	\$90,853,087.93	\$89,485,890.07	
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Total Portfolio Report CAR

Report as of 5/31/2024

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

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

Type	Holding ID	Settle Date	Maturity	FDIC #	Instrument	Cost	Par-Val/Mat. Val	Lower of Cost/Par	Rate
MMA	MMA-1360995-1	05/01/2024			MMA Balance	\$3,678,394.09	\$3,678,394.09	\$3,678,394.09	
SEC	SEC-49708-1	11/22/2021	11/15/2024		US TREASURY N/B	\$923,084.96	\$925,000.00	\$923,084.96	0.673
CD	CD-279751-1	01/21/2020	01/21/2025	14445	FARMERS AND MERCHANTS UNION BANK	\$228,200.00	\$248,078.24	\$228,200.00	1.740
CD	CD-1345485-1	12/27/2022	11/17/2025	29657	Great Midwest Bank, S.S.B.	\$222,800.00	\$249,847.31	\$222,800.00	4.196
CD	CD-1345555-1	12/28/2022	11/28/2025	33306	CIBC Bank USA	\$180,000.00	\$201,871.17	\$180,000.00	4.160
Sub Totals →						\$5,232,479.05	\$5,303,190.81	\$5,232,479.05	
Totals →						\$5,232,479.05	\$5,303,190.81	\$5,232,479.05	



**Burnsville ISD 191 OPEB
Investment Review**

May 1 - May 31, 2024

CLIENT
Burnsville ISD 191 OPEB

INCEPTION DATE
11/01/2014

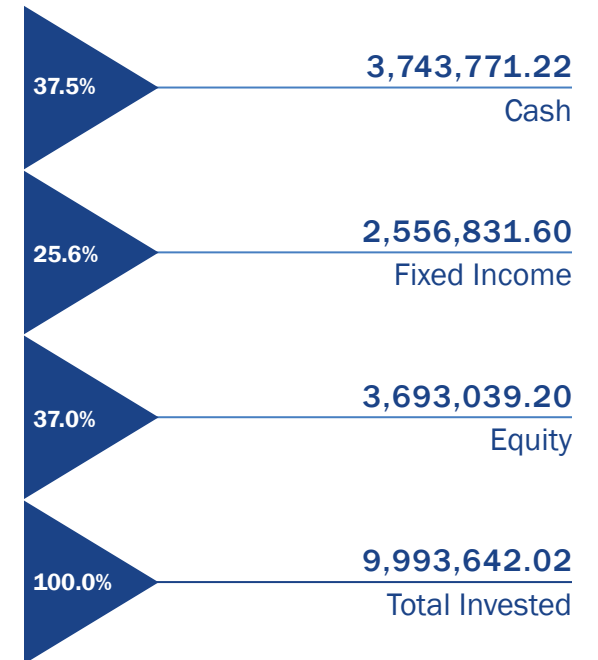
RELATIONSHIP TEAM
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Institutional Portfolio
Manager
(612) 509-2579
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Steve Pumper
VP, Investment Services
(612) 509-2565
SPumper@pmanetwork.com

PORTFOLIO OVERVIEW

	Value
Beginning Market Value	6,103,710.00
Contributions	3,678,000.00
Withdrawals	0.00
Net Investment Income	9,563.32
Unrealized Gain/Loss	202,368.70
Realized Gain/Loss	0.00
Ending Market Value	9,993,642.02

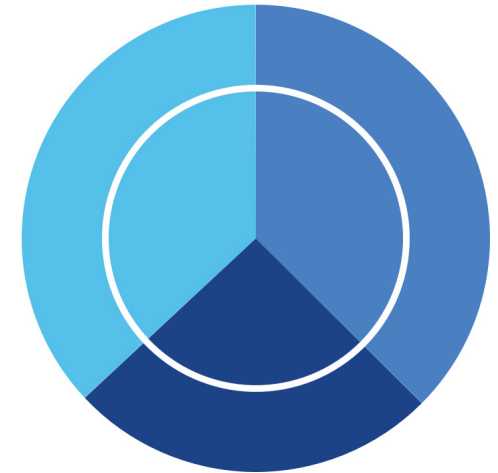
Compliance	Status
As of 05/31/2024	Compliant



INVESTMENT ALLOCATION

Sector	Amount	Allocation	Change	%
Cash				
TOTAL Cash	3,743,771.22	37.46%	3,687,563.32	6,560.58%
Fixed Income				
TOTAL Credit	2,556,831.60	25.58%	34,619.30	1.37%
Funds - Corporate	2,556,831.60	25.58%	34,619.30	1.37%
TOTAL Fixed Income	2,556,831.60	25.58%	34,619.30	1.37%
Equity				
TOTAL Domestic Equity	3,693,039.20	36.95%	167,749.40	4.76%
Funds - Large Cap	3,693,039.20	36.95%	167,749.40	4.76%
TOTAL Equity	3,693,039.20	36.95%	167,749.40	4.76%
TOTAL Invested	9,993,642.02	100.00%	3,889,932.02	63.73%

CURRENT PERIOD ALLOCATION



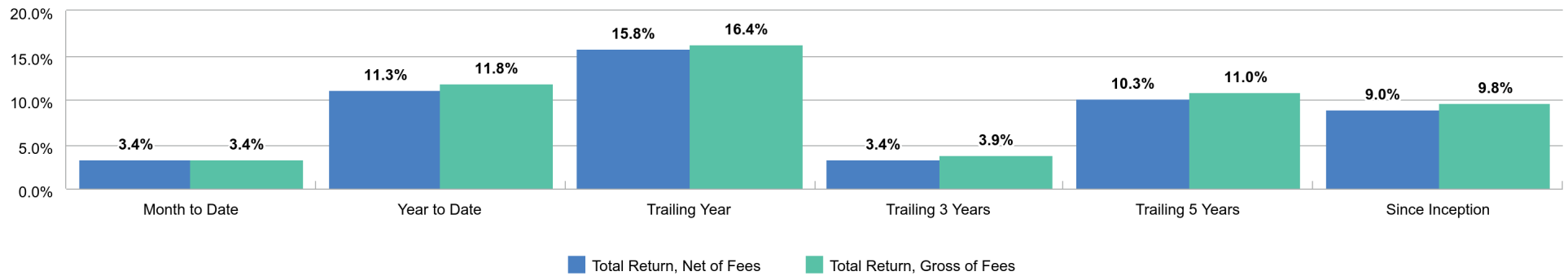
Asset Class

- Cash - 37.5%
- Fixed Income - 25.6%
- Equity - 37.0%

Sector

- Cash - 37.5%
- Credit - 25.6%
- Domestic Equity - 37.0%

HISTORICAL PERFORMANCE



HISTORICAL PERFORMANCE

	Month to Date	Year to Date	Trailing Year	Trailing 3 Years	Trailing 5 Years	Since Inception
Total Return, Net of Fees	3.40%	11.32%	15.84%	3.39%	10.30%	8.96%
Total Return, Gross of Fees	3.44%	11.84%	16.42%	3.90%	10.99%	9.79%

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	3,743,771.22	10.41%	0.43%	0.05%
Fixed Income	2,556,831.60	36.79%	1.68%	0.68%
Equity	3,693,039.20	52.79%	4.76%	2.71%
Portfolio Total	9,993,642.02	100.00%	3.44%	3.44%



Transaction and Interest Summary

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May 1 - May 31, 2024

Trade Date	Settle Date	Quantity	Security	Ticker	Identifier	Unit Price	Amount	Gain / Loss
Cash								
<i>Cash Transfer</i>								
05/24/2024	05/24/2024	3,678,000.00	US DOLLAR	USD	CCYUSD	—	3,678,000.00	0.00
—	—	3,678,000.00	Total Cash Transfer	—	—	—	3,678,000.00	0.00
<i>Management Fee</i>								
05/15/2024	05/15/2024	(2,543.21)	US DOLLAR	USD	CCYUSD	—	(2,543.21)	0.00
—	—	(2,543.21)	Total Management Fee	—	—	—	(2,543.21)	0.00
<i>Money Market Fund Interest</i>								
05/31/2024	05/31/2024	0.00	GOLDMAN:FS GOVT INST	FGTXX	38141W273	—	4,475.62	—
—	—	0.00	Total Money Market Fund Interest	—	—	—	4,475.62	—
Funds - Corporate								
<i>Equity Dividend</i>								
05/01/2024	05/06/2024	0.00	VANGUARD TOT BD ETF	BND	921937835	—	7,630.91	—
—	—	0.00	Total Equity Dividend	—	—	—	7,630.91	—

Ticker	Identifier	Current Units	Description	Rating	Coupon Rate	Effective Maturity	Final Maturity	Original Cost	Market Price	Market Value + Accrued	Interest / Dividend Income	Dividend Yield	Yield	Book Yield
Cash														
<i>Cash</i>														
FGTXX	38141W273	3,739,295.60	GOLDMAN:FS GOVT INST	AAA	5.20%	05/31/2024	05/31/2024	3,739,295.60	1.0000	3,739,295.60	6,344.13	—	5.23%	5.23%
USD	CCYUSD	4,475.62	Receivable	AAA	0.00%	05/31/2024	05/31/2024	4,475.62	1.0000	4,475.62	0.00	—	0.00%	0.00%
—	—	3,743,771.22	—	AAA	5.19%	—	—	3,743,771.22	—	3,743,771.22	6,344.13	—	5.22%	5.22%
Fixed Income														
<i>Credit</i>														
<i>Funds - Corporate</i>														
BND	921937835	35,690.00	VANGUARD TOT BD ETF	—	—	—	—	2,892,328.64	71.6400	2,556,831.60	73,826.25	3.37%	—	—
—	—	35,690.00	—	NA	—	—	—	2,892,328.64	—	2,556,831.60	73,826.25	3.37%	—	—
Equity														
<i>Domestic Equity</i>														
<i>Funds - Large Cap</i>														
VTI	922908769	14,180.00	VANGUARD TSM IDX ETF	—	—	—	—	1,981,284.12	260.4400	3,693,039.20	38,627.94	1.36%	—	—
—	—	14,180.00	—	—	—	—	—	1,981,284.12	—	3,693,039.20	38,627.94	1.36%	—	—
Total Invested		3,793,641.22	—	AAA	5.19%	—	—	8,617,383.98	—	9,993,642.02	118,798.32	2.18%	5.22%	5.22%

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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.

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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.

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Review of Report

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



PMA Asset Management, LLC

2135 CityGate Lane, 7th Floor

Naperville, IL 60563

630-657-6400

For more information visit www.pmanetwork.com

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AP Check Register

AP Run: 20240502 VACH — Post Date: 2024-05-02 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/02/2024	9000005697	ACH	Association Of Clerical Employees	904895	AP Merch	348.00
05/02/2024	9000005698	ACH	Burnsville Association of Educational Assistants	909991	AP Merch	1,089.00
05/02/2024	9000005699	ACH	Carlson, Gerri	929243	AP Merch	1,166.40
05/02/2024	9000005700	ACH	Casperson, Julie	928973	AP Merch	413.00
05/02/2024	9000005701	ACH	CDW Government Inc	920289-1	AP Merch	50,100.00
05/02/2024	9000005702	ACH	Goswami, Alpa	929031	AP Merch	269.50
05/02/2024	9000005703	ACH	Nelson, Jared	931190	AP Merch	240.00
05/02/2024	9000005704	ACH	Richert Speech Therapy LLC	931202	AP Merch	3,277.50
05/02/2024	9000005705	ACH	Teachers On Call	929847	AP Merch	73,654.33
Total:						\$130,557.73

20240502 VACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	9	130,557.73
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	9	\$130,557.73

AP Check Register

AP Run: 20240502 EACH — Post Date: 2024-05-02 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/02/2024	9000005706	ACH	Berra, Angie Marie	013957	AP Merch	50.00
05/02/2024	9000005707	ACH	Beseman, Rebecca Lynn	021088	AP Merch	100.00
05/02/2024	9000005708	ACH	Bocklund, Timothy	015540	AP Merch	50.00
05/02/2024	9000005709	ACH	Bohr, Jennifer L	009302	AP Merch	50.00
05/02/2024	9000005710	ACH	Boldt, Julie A	009596	AP Merch	50.00
05/02/2024	9000005711	ACH	Broge, Dawndra S	020951	AP Merch	6.97
05/02/2024	9000005712	ACH	Cherep, Nancy M	007805	AP Merch	38.32
05/02/2024	9000005713	ACH	Christen, Lisa K.	009755	AP Merch	50.00
05/02/2024	9000005714	ACH	Cloutier, Dana	016633	AP Merch	48.64
05/02/2024	9000005715	ACH	Daoud, Hamde	019100	AP Merch	1,304.16
05/02/2024	9000005716	ACH	Dose, Molly A	021103	AP Merch	50.00
05/02/2024	9000005717	ACH	Erbes, Sarah L	017283	AP Merch	98.36
05/02/2024	9000005718	ACH	Ewert, Casey B	019158	AP Merch	87.64
05/02/2024	9000005719	ACH	French, Keith J	015996	AP Merch	511.68
05/02/2024	9000005720	ACH	Geditz, Randall J	009409	AP Merch	50.00
05/02/2024	9000005721	ACH	Gilbertson, Dale	015736	AP Merch	150.00
05/02/2024	9000005722	ACH	Gorton, Rachel	016735	AP Merch	2,474.83
05/02/2024	9000005723	ACH	Graff, Jenn	011282	AP Merch	175.00
05/02/2024	9000005724	ACH	Gronseth, Allyssa M	020562	AP Merch	50.00
05/02/2024	9000005725	ACH	Henle, Angela G	015131	AP Merch	9.10

AP Check Register

AP Run: 20240502 EACH — Post Date: 2024-05-02 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/02/2024	9000005726	ACH	Herman, Linda R	017618	AP Merch	50.00
05/02/2024	9000005727	ACH	Hermansen, Laura J	019510	AP Merch	100.00
05/02/2024	9000005728	ACH	Hill, Kari L	008255	AP Merch	50.00
05/02/2024	9000005729	ACH	Jordan, Joanna	014624	AP Merch	34.44
05/02/2024	9000005730	ACH	Kibler, Jeanne	014479	AP Merch	211.72
05/02/2024	9000005731	ACH	Koch, Rebecca M	018297	AP Merch	50.00
05/02/2024	9000005732	ACH	Kosloski, Scott	019322	AP Merch	188.97
05/02/2024	9000005733	ACH	Kubes, Margaret J	020044	AP Merch	50.00
05/02/2024	9000005734	ACH	Liyanage, Melanie	019469	AP Merch	45.95
05/02/2024	9000005735	ACH	Lobben, Angela	019410	AP Merch	350.00
05/02/2024	9000005736	ACH	Maro, Julie A	011378	AP Merch	16.75
05/02/2024	9000005737	ACH	McKinney, Madison	021229	AP Merch	152.76
05/02/2024	9000005738	ACH	Najjar-Field, Emily A	021110	AP Merch	1,140.00
05/02/2024	9000005739	ACH	Niemiec, Alicia	013692	AP Merch	142.04
05/02/2024	9000005740	ACH	Oftedahl, Imina P	020003	AP Merch	131.20
05/02/2024	9000005741	ACH	O'Laughlin, John M	020956	AP Merch	91.32
05/02/2024	9000005742	ACH	Peterson, Keri	011306	AP Merch	50.00
05/02/2024	9000005743	ACH	Phillips, Brian A	021020	AP Merch	64.00
05/02/2024	9000005744	ACH	Retzlaff, Billie Jean	020995	AP Merch	61.44
05/02/2024	9000005745	ACH	Reuter, Lisa L	019641	AP Merch	75.00

AP Check Register

AP Run: 20240502 EACH — Post Date: 2024-05-02 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/02/2024	9000005746	ACH	Robb, Brad E	013654	AP Merch	171.97
05/02/2024	9000005747	ACH	Ruiz, Jessica	018675	AP Merch	50.00
05/02/2024	9000005748	ACH	Sellars, Jason A	019217	AP Merch	19.35
05/02/2024	9000005749	ACH	Smith-Lossiah, Sharon Kay	008182	AP Merch	12.06
05/02/2024	9000005750	ACH	Steeg, Kimberly Kaye	012724	AP Merch	50.00
05/02/2024	9000005751	ACH	Stickle, Carolyn E	014558	AP Merch	50.00
05/02/2024	9000005752	ACH	Torres-Busch, Michaeline E	020156	AP Merch	50.00
05/02/2024	9000005753	ACH	Turzynski, Adrienne K	021000	AP Merch	50.00
05/02/2024	9000005754	ACH	Yusuf, Ubah	019133	AP Merch	11.32
05/02/2024	9000005755	ACH	Zimmerman, Kara J	018371	AP Merch	286.21
Total:						\$9,211.20

20240502 EACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	50	9,211.20
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	50	\$9,211.20

AP Check Register

AP Run: 20240514 EACH — Post Date: 2024-05-14 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/14/2024	9000005756	ACH	Albersheim-Carter, Marcina	018646	AP Merch	84.29
05/14/2024	9000005757	ACH	Bane, Deanna S	015372	AP Merch	16.35
05/14/2024	9000005758	ACH	Barnes, Monet M	019922	AP Merch	59.63
05/14/2024	9000005759	ACH	Blood, Kelsey Jo	017981	AP Merch	117.12
05/14/2024	9000005760	ACH	Cantolla, Kaitlin M	019617	AP Merch	48.51
05/14/2024	9000005761	ACH	Christianson, Abra J	021205	AP Merch	87.77
05/14/2024	9000005762	ACH	Cloutier, Dana	016633	AP Merch	96.61
05/14/2024	9000005763	ACH	Coleman, Colleen M	013413	AP Merch	35.24
05/14/2024	9000005764	ACH	Czapar, Kelly N	017322	AP Merch	55.28
05/14/2024	9000005765	ACH	Gilbertson, Dale	015736	AP Merch	59.00
05/14/2024	9000005766	ACH	Hagen, Aimee E	016614	AP Merch	18.83
05/14/2024	9000005767	ACH	Henderson, Sean M	017644	AP Merch	101.71
05/14/2024	9000005768	ACH	Henle, Angela G	015131	AP Merch	9.10
05/14/2024	9000005769	ACH	Hennen, Jennifer S	016618	AP Merch	23.72
05/14/2024	9000005770	ACH	Hermes, Shelley	011475	AP Merch	66.46
05/14/2024	9000005771	ACH	Holden, Matt J	009267	AP Merch	404.01
05/14/2024	9000005772	ACH	Howe, Jaimie K	020412	AP Merch	10.65
05/14/2024	9000005773	ACH	Hubbard, Mark R	013921	AP Merch	126.15
05/14/2024	9000005774	ACH	Janey, Karen A	021241	AP Merch	23.12
05/14/2024	9000005775	ACH	Jimenez, Karen G	021259	AP Merch	85.00

AP Check Register

AP Run: 20240514 EACH — Post Date: 2024-05-14 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/14/2024	9000005776	ACH	Johnson, Brian J	018190	AP Merch	95.81
05/14/2024	9000005777	ACH	Jordan, Joanna	014624	AP Merch	41.21
05/14/2024	9000005778	ACH	Kacmarynski, Krissi	017804	AP Merch	69.81
05/14/2024	9000005779	ACH	Kennedy, Jennifer K	013375	AP Merch	17.02
05/14/2024	9000005780	ACH	Kirchner, Amy	014600	AP Merch	53.27
05/14/2024	9000005781	ACH	Koch, Rebecca M	018297	AP Merch	56.99
05/14/2024	9000005782	ACH	Kronabetter, Julie R	016789	AP Merch	138.62
05/14/2024	9000005783	ACH	Lake, David	017436	AP Merch	236.51
05/14/2024	9000005784	ACH	Lake, Lisa L	017600	AP Merch	24.52
05/14/2024	9000005785	ACH	Larson, Constance R	021167	AP Merch	85.00
05/14/2024	9000005786	ACH	Lian, Jocelyn M	020194	AP Merch	107.18
05/14/2024	9000005787	ACH	Loesch, Jake	012303	AP Merch	49.90
05/14/2024	9000005788	ACH	Lorincz, Kristen L	018602	AP Merch	26.47
05/14/2024	9000005789	ACH	McDowell, Morgan	018635	AP Merch	21.51
05/14/2024	9000005790	ACH	Mehring, Siri	021011	AP Merch	47.91
05/14/2024	9000005791	ACH	Middendorf, Jennifer L	019196	AP Merch	61.64
05/14/2024	9000005792	ACH	Mikelson, Teresa	013382	AP Merch	36.37
05/14/2024	9000005793	ACH	Miller, Jill Elizabeth	010323	AP Merch	33.50
05/14/2024	9000005794	ACH	Mousseau, Rebecca J	020278	AP Merch	354.13
05/14/2024	9000005795	ACH	Neal, Bryeny B	013693	AP Merch	18.09

AP Check Register

AP Run: 20240514 EACH — Post Date: 2024-05-14 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/14/2024	9000005796	ACH	Nemeth, Heather	014991	AP Merch	10.32
05/14/2024	9000005797	ACH	Niemiec, Alicia	013692	AP Merch	101.17
05/14/2024	9000005798	ACH	Niffenegger, Kamala N	018055	AP Merch	18.69
05/14/2024	9000005799	ACH	Nochez, Joanna B	021258	AP Merch	85.00
05/14/2024	9000005800	ACH	Nordeen, Denise M	020415	AP Merch	140.70
05/14/2024	9000005801	ACH	O'brien, Brianna	018085	AP Merch	102.58
05/14/2024	9000005802	ACH	Olsen-Dickhausen, Sarah J	020299	AP Merch	268.34
05/14/2024	9000005803	ACH	Pearson, Genevieve L	019994	AP Merch	117.65
05/14/2024	9000005804	ACH	Perez Sanchez, Jeny	021253	AP Merch	85.00
05/14/2024	9000005805	ACH	Polukhina, Hanna	021119	AP Merch	85.00
05/14/2024	9000005806	ACH	Robb, Brad E	013654	AP Merch	2,221.65
05/14/2024	9000005807	ACH	Robran, Kimberly J	020836	AP Merch	65.53
05/14/2024	9000005808	ACH	Romano, Molly E	020465	AP Merch	14.99
05/14/2024	9000005809	ACH	Rush, Diane	015080	AP Merch	36.58
05/14/2024	9000005810	ACH	Sampers, Cynthia	008937	AP Merch	116.14
05/14/2024	9000005811	ACH	Schiffman, Suzanne	007869	AP Merch	10.72
05/14/2024	9000005812	ACH	Sellers, Jason A	019217	AP Merch	27.25
05/14/2024	9000005813	ACH	Sweeney, Michael J	016376	AP Merch	253.12
05/14/2024	9000005814	ACH	Tarnofsky, John J	020438	AP Merch	30.75
05/14/2024	9000005815	ACH	Theis, Nicole I	017745	AP Merch	18.59

AP Check Register

AP Run: 20240514 EACH — Post Date: 2024-05-14 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/14/2024	9000005816	ACH	Thompson, Malachi D	021129	AP Merch	85.00
05/14/2024	9000005817	ACH	Voigt, Pamela M	017183	AP Merch	275.04
05/14/2024	9000005818	ACH	Warmka, Cheri R	007858	AP Merch	48.24
05/14/2024	9000005819	ACH	Weatherford, Andrea M	017161	AP Merch	7.84
05/14/2024	9000005820	ACH	Werner-Dempsey, Anne	018605	AP Merch	307.87
05/14/2024	9000005821	ACH	Xie, Wanyi	021169	AP Merch	85.00
05/14/2024	9000005822	ACH	Yost, Molly M	019831	AP Merch	33.30
05/14/2024	9000005823	ACH	Yusuf, Ubah	019133	AP Merch	4.02
05/14/2024	9000005824	ACH	Zavala, Melissa I	021134	AP Merch	16.87
05/14/2024	9000005825	ACH	Zyskowski, Karly M	021041	AP Merch	296.35
Total:						\$8,073.31

20240514 EACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	70	8,073.31
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	70	\$8,073.31

AP Check Register

AP Run: 20240516 VACH — Post Date: 2024-05-16 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/16/2024	9000005826	ACH	Association Of Clerical Employees	904895	AP Merch	336.00
05/16/2024	9000005827	ACH	Burnsville Association of Educational Assistants	909991	AP Merch	1,089.00
05/16/2024	9000005828	ACH	Casperson, Julie	928973	AP Merch	417.30
05/16/2024	9000005829	ACH	CDW Government Inc	920289-1	AP Merch	54,749.89
05/16/2024	9000005830	ACH	Nelson, Jared	931190	AP Merch	810.00
05/16/2024	9000005831	ACH	Teachers On Call	929847	AP Merch	1,268.56
05/16/2024	9000005832	ACH	VITAL WorkLife, Inc.	930974	AP Merch	8,887.50
Total:						\$67,558.25

20240516 VACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	7	67,558.25
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	7	\$67,558.25

AP Check Register

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AP Run: 20240523 EACH — Post Date: 2024-05-23 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/23/2024	9000005833	ACH	Abtow, Anab A	017995	AP Merch	50.00
05/23/2024	9000005834	ACH	Anderson, Melissa	012377	AP Merch	62.36
05/23/2024	9000005835	ACH	Blandin, Melissa	011821	AP Merch	8.08
05/23/2024	9000005836	ACH	Brown, Ruth	011513	AP Merch	75.00
05/23/2024	9000005837	ACH	Buchanan, Isis L	019608	AP Merch	50.32
05/23/2024	9000005838	ACH	Clancy, Carissa	016999	AP Merch	150.23
05/23/2024	9000005839	ACH	Cooper, Kirenza I	015044	AP Merch	125.00
05/23/2024	9000005840	ACH	Dose, Molly A	021103	AP Merch	100.00
05/23/2024	9000005841	ACH	Engberg, Denise G	012072	AP Merch	100.00
05/23/2024	9000005842	ACH	Erbes, Sarah L	017283	AP Merch	176.88
05/23/2024	9000005843	ACH	Erickson, Kayla M	020006	AP Merch	93.27
05/23/2024	9000005844	ACH	Gaston, Tommie	019438	AP Merch	425.82
05/23/2024	9000005845	ACH	Gillispie, Jameson M	020963	AP Merch	50.00
05/23/2024	9000005846	ACH	Heim, Bill V	015977	AP Merch	50.00
05/23/2024	9000005847	ACH	Kappel, Genevieve N	017681	AP Merch	150.00
05/23/2024	9000005848	ACH	Kaufman, Margaret M	012367	AP Merch	50.00
05/23/2024	9000005849	ACH	Kleeberger, Alexis S	021235	AP Merch	20.17
05/23/2024	9000005850	ACH	Klinnert, Elizabeth	014147	AP Merch	100.00
05/23/2024	9000005851	ACH	Lenton, Tiffany	012899	AP Merch	50.00
05/23/2024	9000005852	ACH	Liyanage, Melanie	019469	AP Merch	46.36

AP Check Register

AP Run: 20240523 EACH — Post Date: 2024-05-23 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/23/2024	9000005853	ACH	Martinez, Jose A	020999	AP Merch	47.24
05/23/2024	9000005854	ACH	McKinney, Madison	021229	AP Merch	38.12
05/23/2024	9000005855	ACH	Milligan, Anna	020761	AP Merch	50.00
05/23/2024	9000005856	ACH	Mousseau, Rebecca J	020278	AP Merch	365.42
05/23/2024	9000005857	ACH	Nelson, Katie L	015010	AP Merch	57.49
05/23/2024	9000005858	ACH	Ness, Katie L	018356	AP Merch	367.00
05/23/2024	9000005859	ACH	Nordeen, Denise M	020415	AP Merch	50.00
05/23/2024	9000005860	ACH	Oftedahl, Imina P	020003	AP Merch	75.00
05/23/2024	9000005861	ACH	Pavek, Brooke C	016645	AP Merch	50.00
05/23/2024	9000005862	ACH	Retzlaff, Billie Jean	020995	AP Merch	56.13
05/23/2024	9000005863	ACH	Ring, Katlin	017910	AP Merch	100.00
05/23/2024	9000005864	ACH	Robran, Kimberly J	020836	AP Merch	27.33
05/23/2024	9000005865	ACH	Rossow, Alison L	019535	AP Merch	31.35
05/23/2024	9000005866	ACH	Schatzlein, Rachel	018718	AP Merch	50.00
05/23/2024	9000005867	ACH	Schmidt-Boyles, Dawn	012866	AP Merch	50.00
05/23/2024	9000005868	ACH	Schut, Jennie A	021071	AP Merch	44.83
05/23/2024	9000005869	ACH	Smith-Lossiah, Sharon Kay	008182	AP Merch	10.25
05/23/2024	9000005870	ACH	Tesmer, Russell	013441	AP Merch	18.76
05/23/2024	9000005871	ACH	Waters, Stacie	018472	AP Merch	50.00
05/23/2024	9000005872	ACH	West, Julie	016951	AP Merch	75.00

AP Check Register

AP Run: 20240523 EACH — Post Date: 2024-05-23 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/23/2024	9000005873	ACH	Zondag-Hamer, Kimberly	014127	AP Merch	31.36
Total:						\$3,578.77

20240523 EACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	41	3,578.77
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	41	\$3,578.77

AP Check Register

AP Run: 20240524 VACH — Post Date: 2024-05-24 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/24/2024	9000005874	ACH	CDW Government Inc	920289-1	AP Merch	14,070.10
05/24/2024	9000005875	ACH	Multilingual Word Inc	922324	AP Merch	740.00
05/24/2024	9000005876	ACH	Nelson, Jared	931190	AP Merch	960.00
05/24/2024	9000005877	ACH	Richert Speech Therapy LLC	931202	AP Merch	1,926.25
05/24/2024	9000005878	ACH	Sachs, Alice	925562	AP Merch	145.00
05/24/2024	9000005879	ACH	Teachers On Call	929847	AP Merch	128,595.39
Total:						\$146,436.74

20240524 VACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	6	146,436.74
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	6	\$146,436.74

AP Check Register

AP Run: 20240530 EACH — Post Date: 2024-05-30 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/30/2024	9000005880	ACH	Alt, Abigail	018011	AP Merch	104.61
05/30/2024	9000005881	ACH	Battle, Theresa F	019927	AP Merch	500.00
05/30/2024	9000005882	ACH	Bellmont, Chris	014183	AP Merch	200.00
05/30/2024	9000005883	ACH	Berryman, Ashley A	016759	AP Merch	1,705.95
05/30/2024	9000005884	ACH	Blazquez, Javier	017737	AP Merch	106.37
05/30/2024	9000005885	ACH	Cantolla, Kaitlin M	019617	AP Merch	1,000.00
05/30/2024	9000005886	ACH	Dehne, Tyler	020322	AP Merch	200.00
05/30/2024	9000005887	ACH	Erickson, Kayla M	020006	AP Merch	149.95
05/30/2024	9000005888	ACH	Gorton, Rachel	016735	AP Merch	200.00
05/30/2024	9000005889	ACH	Harris, Whitney M	021124	AP Merch	130.65
05/30/2024	9000005890	ACH	Harrold, Stacey L	011361	AP Merch	2,216.00
05/30/2024	9000005891	ACH	Hartwell, Carolyn M	021203	AP Merch	1,530.30
05/30/2024	9000005892	ACH	Henderson, Michelle A	018025	AP Merch	1,705.95
05/30/2024	9000005893	ACH	Henle, Angela G	015131	AP Merch	4.25
05/30/2024	9000005894	ACH	Johnson, Ronna E	014613	AP Merch	107.34
05/30/2024	9000005895	ACH	Klein, Brendan D	020148	AP Merch	375.00
05/30/2024	9000005896	ACH	Sexton, Marcia	013651	AP Merch	140.94
05/30/2024	9000005897	ACH	Sovine, Stacey	017487	AP Merch	200.00
05/30/2024	9000005898	ACH	Tinklenberg, Aaron D	017462	AP Merch	200.00
Total:						\$10,777.31

AP Check Register

AP Run: 20240530 EACH — Post Date: 2024-05-30 — AP Run Type: R

<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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20240530 EACH Summary

<u>Type</u>	<u>Count</u>	<u>Amount</u>
Regular	0	0.00
ACH Checks:	19	10,777.31
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	19	\$10,777.31

AP Check Register

AP Run: 20240531 Void EACH — Post Date: 2024-05-31 — AP Run Type: V

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/31/2024	9000005775	ACH	Jimenez, Karen G	021259	AP Merch	-85.00
Total:						-\$85.00

20240531 Void EACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	1	-85.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	-\$85.00

AP Check Register

Fund	Total
01 - General	353,088.71
02 - Food Service	807.14
04 - Community Service	7,555.82
22 - Internal Service - Health Insurance	12,287.50
50 - Student Activity Fund	2,369.14
	<hr/>
	\$376,108.31

AP Check Register

AP Run: 20240501 AP — Post Date: 2024-05-01 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/01/2024	492187	Check	Dearly, Jerry M	929482	AP Merch	800.00
05/01/2024	492188	Check	Gadea Pliego, Epigmenio	930907	AP Merch	1,340.00
Total:						\$2,140.00

20240501 AP Summary

Type	Count	Amount
Regular	2	2,140.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	2	\$2,140.00

AP Check Register

AP Run: 20240510 AP — Post Date: 2024-05-10 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/10/2024	492189	Check	Abdur Razzaq Counseling & Social Architecture PA	931180	AP Merch	3,500.00
05/10/2024	492190	Check	Acer Service Corporation - Attn: Finance Dept.	929434	AP Merch	13,774.55
05/10/2024	492191	Check	AHS Staffing LLC	931141	AP Merch	1,085.75
05/10/2024	492192	Check	AIM Electronics Inc	900017	AP Merch	63,860.00
05/10/2024	492193	Check	All In One Translation Agency LLC	923652	AP Merch	137.50
05/10/2024	492194	Check	Amergis Healthcare Staffing Inc	931201	AP Merch	16,570.00
05/10/2024	492195	Check	Anderson, Julie	929921	AP Merch	225.00
05/10/2024	492196	Check	Anderson, Tony	923259	AP Merch	85.00
05/10/2024	492197	Check	Anthologie LLC	927800	AP Merch	550.00
05/10/2024	492198	Check	ArtEduTC LLC	930270	AP Merch	269.50
05/10/2024	492199	Check	Bix Produce Company	900477	AP Merch	10,426.18
05/10/2024	492200	Check	Burnsville Boys Basketball Booster Club	930698	AP Merch	1,155.00
05/10/2024	492201	Check	Cantin, Nicole	931072	AP Merch	75.00
05/10/2024	492202	Check	Carlevarino, Giovanna	929403	AP Merch	345.00
05/10/2024	492203	Check	Carrizales, Hannah	501251	AP Merch	95.69
05/10/2024	492204	Check	Central McGowan, Inc.	931080	AP Merch	118.29
05/10/2024	492205	Check	City of Burnsville - Utilities	904226	AP Merch	12,278.51
05/10/2024	492206	Check	City of Savage - Utilities	909588	AP Merch	4,666.83
05/10/2024	492207	Check	Cochnauer, Jackie	930692	AP Merch	138.00
05/10/2024	492208	Check	Conquer Ninja Athletics	929462-2	AP Merch	2,400.00

AP Check Register

AP Run: 20240510 AP — Post Date: 2024-05-10 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/10/2024	492209	Check	Imperial Dade	904186-1	AP Merch	22,554.21
05/10/2024	492210	Check	DASH Sports LLC	930957	AP Merch	1,210.00
05/10/2024	492211	Check	Delmonico, Dave	903139	AP Merch	85.00
05/10/2024	492212	Check	Dewald, Rina C	920524	AP Merch	120.00
05/10/2024	492213	Check	Dore, Abdiwali Hashi	929581	AP Merch	367.50
05/10/2024	492214	Check	Dotas, Gene	930086	AP Merch	77.00
05/10/2024	492215	Check	Elyea-Wheeler, Kurt	929471	AP Merch	85.00
05/10/2024	492216	Check	Freemotion Fitness Inc	926194	AP Merch	13,717.78
05/10/2024	492217	Check	Gia Publications Inc	900534	AP Merch	32.55
05/10/2024	492218	Check	Gregory, Loris Sofia	927443	AP Merch	45.00
05/10/2024	492219	Check	Health Risk Strategies LLC	928495	AP Merch	325.00
05/10/2024	492220	Check	Hubstar Productions	931204	AP Merch	350.00
05/10/2024	492221	Check	Intermediate District 287	901390	AP Merch	3,224.80
05/10/2024	492222	Check	Intermediate School Dist 917	909327	AP Merch	3,799.70
05/10/2024	492223	Check	John A Dalsin & Son Inc	905816	AP Merch	3,246.68
05/10/2024	492224	Check	Johnson Controls Fire Protection LP	903587	AP Merch	7,025.92
05/10/2024	492225	Check	Kamiri, Anne	930578	AP Merch	157.50
05/10/2024	492226	Check	Kereta, Hindia	501253	AP Merch	31.05
05/10/2024	492227	Check	Koppi, William	931206	AP Merch	85.00
05/10/2024	492228	Check	Kully Supply Inc	901434	AP Merch	848.16

AP Check Register

AP Run: 20240510 AP — Post Date: 2024-05-10 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/10/2024	492229	Check	Kuske, Mark	931208	AP Merch	77.00
05/10/2024	492230	Check	Lamprecht, Claudette	921608	AP Merch	10.00
05/10/2024	492231	Check	Lamprecht, John	928748	AP Merch	38.95
05/10/2024	492232	Check	Lifetime Fitness	921553-3	AP Merch	266.00
05/10/2024	492233	Check	Luong, Joe	925433	AP Merch	135.00
05/10/2024	492234	Check	Master Automotive Tire & Quick Lube	928612	AP Merch	90.19
05/10/2024	492235	Check	Midwest Educational Consultants Inc	927440	AP Merch	2,800.00
05/10/2024	492236	Check	Minnesota Petroleum Service Inc	926261	AP Merch	27,720.24
05/10/2024	492237	Check	Minnesota Valley Electric Cooperative	907448	AP Merch	16,511.31
05/10/2024	492238	Check	MN Zoo	902613	AP Merch	270.00
05/10/2024	492239	Check	Mohamed, Zahra	929402	AP Merch	240.00
05/10/2024	492240	Check	Mohammoud, Zahra Ali	928322	AP Merch	300.00
05/10/2024	492241	Check	Monkey Wrench Productions LLC	930727	AP Merch	1,460.00
05/10/2024	492242	Check	Mros, Richard	903216	AP Merch	2,695.00
05/10/2024	492243	Check	MTI Distributing Inc	902544	AP Merch	293.03
05/10/2024	492244	Check	Munoz, Maribel	924243	AP Merch	60.00
05/10/2024	492245	Check	Naseema Omer LLC	930381	AP Merch	294.00
05/10/2024	492246	Check	Nelson, Jeffrey P	930776	AP Merch	70.00
05/10/2024	492247	Check	New Dominion School	924335	AP Merch	1,303.95
05/10/2024	492248	Check	Novak, Janice S	902467	AP Merch	90.00

AP Check Register

AP Run: 20240510 AP — Post Date: 2024-05-10 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/10/2024	492249	Check	Office Systems And Design Inc	926881	AP Merch	2,854.00
05/10/2024	492250	Check	Painters Gear Inc	920591	AP Merch	1,373.20
05/10/2024	492251	Check	Perez, Melissa M	924879	AP Merch	1,020.00
05/10/2024	492252	Check	Phoenix School Counseling, LLC	930806	AP Merch	11,257.50
05/10/2024	492253	Check	Pioneer SecureShred	930098	AP Merch	465.00
05/10/2024	492254	Check	Piper, Crystal	500792	AP Merch	163.48
05/10/2024	492255	Check	Plaman, Brad	930416	AP Merch	231.00
05/10/2024	492256	Check	Planer, Sharon	929748	AP Merch	395.00
05/10/2024	492257	Check	RAK Construction Inc	929749	AP Merch	3,563.82
05/10/2024	492258	Check	Rock Hard Landscape Supply	928528	AP Merch	2,106.00
05/10/2024	492259	Check	Ryan Mechanical Inc	923241	AP Merch	67,750.00
05/10/2024	492260	Check	Sachs, Frank	930154	AP Merch	367.50
05/10/2024	492261	Check	Safeway Driving School	926796	AP Merch	15,810.00
05/10/2024	492262	Check	Schmit, Jeff	904844	AP Merch	85.00
05/10/2024	492263	Check	Second Harvest Heartland	928183	AP Merch	1,539.08
05/10/2024	492264	Check	Sora Pediatric Therapy	931150	AP Merch	8,092.50
05/10/2024	492265	Check	South Suburban Conference	926921	AP Merch	513.84
05/10/2024	492266	Check	Sperr, Michael	929510	AP Merch	231.00
05/10/2024	492267	Check	St Paul Beverage Solutions, LLC	930156	AP Merch	4,143.93
05/10/2024	492268	Check	Summit 360	930892	AP Merch	1,273.27

AP Check Register

AP Run: 20240510 AP — Post Date: 2024-05-10 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/10/2024	492269	Check	Sunbelt Staffing LLC	930586	AP Merch	50,983.99
05/10/2024	492270	Check	The Food Group	928651	AP Merch	1,500.00
05/10/2024	492271	Check	The Hartford	924486	AP Merch	52,681.55
05/10/2024	492272	Check	The Trophy House Inc	903986	AP Merch	664.50
05/10/2024	492273	Check	The Works	902039	AP Merch	476.00
05/10/2024	492274	Check	Tholl, Michelle	501252	AP Merch	41.20
05/10/2024	492275	Check	Total Filtration Services Inc	922123-1	AP Merch	612.85
05/10/2024	492276	Check	TPS Consulting LLC	929807	AP Merch	59,325.85
05/10/2024	492277	Check	Transportation Plus, Inc.	906215	AP Merch	1,815.00
05/10/2024	492278	Check	United Rentals (North America) Inc	908379	AP Merch	600.11
05/10/2024	492279	Check	University Of Wisconsin-River Falls	909924	AP Merch	400.00
05/10/2024	492280	Check	Upper Lakes Foods Inc	929826	AP Merch	48,560.74
05/10/2024	492281	Check	VenuWorks of Burnsville LLC	926645	AP Merch	1,356.22
05/10/2024	492282	Check	Wagner, Adrian	930902	AP Merch	77.00
05/10/2024	492283	Check	Wayzata Results LLC	929822	AP Merch	900.00
05/10/2024	492284	Check	Wisdom Gaming Inc.	930976	AP Merch	50.00
05/10/2024	492285	Check	Xcel Energy	902776	AP Merch	11,719.89
05/10/2024	492286	Check	Xtreme Tree Team Inc	926801	AP Merch	3,500.00
Total:						\$602,368.34

AP Check Register

AP Run: 20240510 AP — Post Date: 2024-05-10 — AP Run Type: R

<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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20240510 AP Summary

<u>Type</u>	<u>Count</u>	<u>Amount</u>
Regular	98	602,368.34
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	98	\$602,368.34

AP Check Register

AP Run: 20240520 AP — Post Date: 2024-05-20 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/20/2024	492287	Check	Advanced Commercial Kitchens	930100	AP Merch	16,363.68
05/20/2024	492288	Check	Advanced Imaging Solutions	928551-1	AP Merch	5,924.63
05/20/2024	492289	Check	AHS Staffing LLC	931141	AP Merch	1,505.00
05/20/2024	492290	Check	All For Kidz	924455	AP Merch	500.00
05/20/2024	492291	Check	All In One Translation Agency LLC	923652	AP Merch	55.00
05/20/2024	492292	Check	Amergis Healthcare Staffing Inc	931201	AP Merch	8,556.50
05/20/2024	492293	Check	Arvig	928649	AP Merch	2,957.20
05/20/2024	492294	Check	Bimbo Bakeries USA	902333-1	AP Merch	2,206.92
05/20/2024	492295	Check	Bituminous Roadways Inc	900459	AP Merch	4,400.00
05/20/2024	492296	Check	Bix Produce Company	900477	AP Merch	12,967.43
05/20/2024	492297	Check	Brown's Ice Cream Co	904655	AP Merch	738.66
05/20/2024	492298	Check	Carlson, Andrew	931212	AP Merch	77.00
05/20/2024	492299	Check	Centerpoint Energy	902519	AP Merch	7,070.96
05/20/2024	492300	Check	CESO Communications LLC	930130	AP Merch	8,071.72
05/20/2024	492301	Check	CESO HR, LLC	930763	AP Merch	2,500.00
05/20/2024	492302	Check	CESO Transportation LLC	930220	AP Merch	16,080.45
05/20/2024	492303	Check	CLIA Laboratory Program	906080-1	AP Merch	248.00
05/20/2024	492304	Check	Comcast	926565-1	AP Merch	5,583.50
05/20/2024	492305	Check	Conney Safety Products	900552-1	AP Merch	178.03

AP Check Register

AP Run: 20240520 AP — Post Date: 2024-05-20 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/20/2024	492306	Check	Consolidated Communications	906231	AP Merch	1,409.71
05/20/2024	492307	Check	CST MN	929862	AP Merch	54,385.10
05/20/2024	492308	Check	Cub Foods	900645	AP Merch	122.13
05/20/2024	492309	Check	Dakota Printing Inc	926840	AP Merch	1,415.00
05/20/2024	492310	Check	Imperial Dade	904186-1	AP Merch	4,085.23
05/20/2024	492311	Check	DASH Sports LLC	930957	AP Merch	1,320.00
05/20/2024	492312	Check	Deere & Company	928864	AP Merch	46,043.23
05/20/2024	492313	Check	Delmonico, Dave	903139	AP Merch	85.00
05/20/2024	492314	Check	Dewald, Rina C	920524	AP Merch	240.00
05/20/2024	492315	Check	Dore, Abdiwali Hashi	929581	AP Merch	60.00
05/20/2024	492316	Check	Dotas, Gene	930086	AP Merch	154.00
05/20/2024	492317	Check	Education Minnesota	928531	AP Merch	77.00
05/20/2024	492318	Check	Educators Benefit Consultants LLC	926262-1	AP Merch	830.34
05/20/2024	492319	Check	Electro Watchman Inc	901078	AP Merch	7,478.35
05/20/2024	492320	Check	Fargo Apparel	931213	AP Merch	562.00
05/20/2024	492321	Check	Fedex	901463	AP Merch	67.42
05/20/2024	492322	Check	Flagship Recreation	928598	AP Merch	5,915.00
05/20/2024	492323	Check	Foundation 191	928202	AP Merch	146.35
05/20/2024	492324	Check	Groth Music Company	900575	AP Merch	352.68
05/20/2024	492325	Check	Gurstel Law Firm PC	920324	AP Merch	28.97

AP Check Register

AP Run: 20240520 AP — Post Date: 2024-05-20 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/20/2024	492326	Check	Gustafson, Zachary	927714	AP Merch	85.00
05/20/2024	492327	Check	Heartland Signs & Vehicle Graphics	928107	AP Merch	356.50
05/20/2024	492328	Check	Hubstar Productions	931204	AP Merch	250.00
05/20/2024	492329	Check	Identisys Inc	923654	AP Merch	2,489.64
05/20/2024	492330	Check	Ind School Dist 197	909806	AP Merch	4,706.80
05/20/2024	492331	Check	J & D Trophy	904113	AP Merch	57.40
05/20/2024	492332	Check	John A Dalsin & Son Inc	905816	AP Merch	2,373.17
05/20/2024	492333	Check	Kafka, Kim	931092	AP Merch	293.76
05/20/2024	492334	Check	Kennedy and Graven Chartered	908356	AP Merch	46.00
05/20/2024	492335	Check	Klinger, Zachary	930923	AP Merch	85.00
05/20/2024	492336	Check	Korba, Jerry	906519	AP Merch	77.00
05/20/2024	492337	Check	Kraft, Gregory	931075	AP Merch	540.00
05/20/2024	492338	Check	Kuske, Mark	931208	AP Merch	77.00
05/20/2024	492339	Check	Laursen Piano Service	928209	AP Merch	130.00
05/20/2024	492340	Check	Lewandoski, Eugene	930665	AP Merch	69.00
05/20/2024	492341	Check	Livingston, Tyler	931211	AP Merch	85.00
05/20/2024	492342	Check	Lobitz, Adrianna	930430	AP Merch	77.00
05/20/2024	492343	Check	Macario Corporation	930770	AP Merch	1,175.00
05/20/2024	492344	Check	Madison, Scott	931163	AP Merch	500.00
05/20/2024	492345	Check	Master Automotive Tire & Quick Lube	928612	AP Merch	1,534.20

AP Check Register

AP Run: 20240520 AP — Post Date: 2024-05-20 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/20/2024	492346	Check	MGX Equipment Services LLC	931183	AP Merch	3,935.58
05/20/2024	492347	Check	Minnesota Energy Resources	903029	AP Merch	2,143.73
05/20/2024	492348	Check	MN Assoc of Secondary School Principal (MASSP)	908338	AP Merch	175.00
05/20/2024	492349	Check	MN Dept of Health-Certified Food Protection Manager	908543-7	AP Merch	35.00
05/20/2024	492350	Check	MN High School Badminton	930024	AP Merch	175.00
05/20/2024	492351	Check	Nelson, Kristi Kay	930378	AP Merch	420.00
05/20/2024	492352	Check	Nuvera	902483	AP Merch	196.66
05/20/2024	492353	Check	Office Systems And Design Inc	926881	AP Merch	5,868.00
05/20/2024	492354	Check	Perez, Melissa M	924879	AP Merch	1,680.00
05/20/2024	492355	Check	Pothini, Seema	925931	AP Merch	500.00
05/20/2024	492356	Check	Rock Hard Landscape Supply	928528	AP Merch	230.00
05/20/2024	492357	Check	Ryan Mechanical Inc	923241	AP Merch	25,018.00
05/20/2024	492358	Check	Ryan, Michael	931210	AP Merch	77.00
05/20/2024	492359	Check	Ryan, William	930691	AP Merch	85.00
05/20/2024	492360	Check	School Services Employees Local 284	907382	AP Merch	3,009.36
05/20/2024	492361	Check	Second Harvest Heartland	928183	AP Merch	1,348.24
05/20/2024	492362	Check	SFM	923848	AP Merch	13,633.08
05/20/2024	492363	Check	Sherwin-Williams	903745-2	AP Merch	100.25
05/20/2024	492364	Check	Soccerchili	927209	AP Merch	9,154.65

AP Check Register

AP Run: 20240520 AP — Post Date: 2024-05-20 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/20/2024	492365	Check	Soto, Nestor David	926857	AP Merch	465.00
05/20/2024	492366	Check	Southwest Metro Intermediate 288	928611	AP Merch	13,036.32
05/20/2024	492367	Check	Springer, Nathan	930690	AP Merch	85.00
05/20/2024	492368	Check	St Paul Beverage Solutions, LLC	930156	AP Merch	4,000.24
05/20/2024	492369	Check	Stegman, Philip	931200	AP Merch	77.00
05/20/2024	492370	Check	Summit 360	930892	AP Merch	5,478.75
05/20/2024	492371	Check	Sunbelt Rentals, Inc	930994	AP Merch	361.53
05/20/2024	492372	Check	Sundquist, Kelly	501241	AP Merch	750.00
05/20/2024	492373	Check	The Morris Leatherman Company	928810	AP Merch	12,000.00
05/20/2024	492374	Check	The Sanneh Foundation	930655	AP Merch	8,333.33
05/20/2024	492375	Check	Third Party Integrity Inc	930282	AP Merch	2,500.00
05/20/2024	492376	Check	T-Mobile	929345	AP Merch	2,571.97
05/20/2024	492377	Check	Total Filtration Services Inc	922123-1	AP Merch	203.92
05/20/2024	492378	Check	Tri-State Bobcat	924444	AP Merch	176.33
05/20/2024	492379	Check	Upper Lakes Foods Inc	929826	AP Merch	56,427.25
05/20/2024	492380	Check	Van Guilder, Bruce	926134	AP Merch	184.80
05/20/2024	492381	Check	Vestis Services LLC	901365	AP Merch	1,075.74
05/20/2024	492382	Check	Wand Enterprises	931129	AP Merch	1,435.90
05/20/2024	492383	Check	Willow Testing and Consulting LLC	931102	AP Merch	3,619.00

Total: \$416,336.29

AP Check Register

AP Run: 20240520 AP — Post Date: 2024-05-20 — AP Run Type: R

<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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20240520 AP Summary

<u>Type</u>	<u>Count</u>	<u>Amount</u>
Regular	97	416,336.29
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	97	\$416,336.29

AP Check Register

AP Run: 20240528 AP — Post Date: 2024-05-28 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/28/2024	492384	Check	A.J. Moore Electric Inc	928491	AP Merch	5,408.05
05/28/2024	492385	Check	Advanced Commercial Kitchens	930100	AP Merch	1,645.62
05/28/2024	492386	Check	Anchor Solar Investments LLC	929704	AP Merch	2,145.80
05/28/2024	492387	Check	Backupify Inc	928803	AP Merch	1,500.00
05/28/2024	492388	Check	Bissonette, Robert	903436	AP Merch	85.00
05/28/2024	492389	Check	Bix Produce Company	900477	AP Merch	21,684.51
05/28/2024	492390	Check	Buckles, Ethan	930936	AP Merch	77.00
05/28/2024	492391	Check	Centerpoint Energy	902519	AP Merch	15,465.26
05/28/2024	492392	Check	Cherry Enterprises Inc	928061	AP Merch	3,982.00
05/28/2024	492393	Check	Community Education Prior Lake-Savage Area Schools	921458-2	AP Merch	200.00
05/28/2024	492394	Check	Conney Safety Products	900552-1	AP Merch	181.45
05/28/2024	492395	Check	Constantine Dance Classes, Inc.	930792	AP Merch	728.00
05/28/2024	492396	Check	Corwin Press, Inc.	907194-1	AP Merch	542.25
05/28/2024	492397	Check	Cory, Brent	924816	AP Merch	750.00
05/28/2024	492398	Check	Cottens NAPA Main Office	929846	AP Merch	377.89
05/28/2024	492399	Check	Crown Rental Inc	900647	AP Merch	46.50
05/28/2024	492400	Check	Dakota Electric Association	900809	AP Merch	64,824.63
05/28/2024	492401	Check	Degler, Ellen	930057	AP Merch	77.00
05/28/2024	492402	Check	Dialog One LLC	927732	AP Merch	1,021.00

AP Check Register

AP Run: 20240528 AP — Post Date: 2024-05-28 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/28/2024	492403	Check	Dotas, Gene	930086	AP Merch	77.00
05/28/2024	492404	Check	Ehlers	920802-1	AP Merch	2,100.00
05/28/2024	492405	Check	Elyea-Wheeler, Kurt	929471	AP Merch	85.00
05/28/2024	492406	Check	Fedex	901463	AP Merch	18.67
05/28/2024	492407	Check	Fulton, Steve	924296	AP Merch	85.00
05/28/2024	492408	Check	Gamayunov, Margarita	501255	AP Merch	191.38
05/28/2024	492409	Check	GreatAmerica Financial Services	929729	AP Merch	621.00
05/28/2024	492410	Check	H2I Group Inc	930713	AP Merch	75.00
05/28/2024	492411	Check	Hangge, Noah	930903	AP Merch	77.00
05/28/2024	492412	Check	Hanuschak, Oksana	930258	AP Merch	480.00
05/28/2024	492413	Check	Herzig, Dave	928578	AP Merch	592.00
05/28/2024	492414	Check	Hyvee	929410	AP Merch	1,005.48
05/28/2024	492415	Check	Imperial Dade	904186-1	AP Merch	14,058.81
05/28/2024	492416	Check	Infinite Health Collaborative, PA	930472	AP Merch	1,432.50
05/28/2024	492417	Check	Innovational Water Solutions, Inc.	930169	AP Merch	4,517.16
05/28/2024	492418	Check	Integrated Food Service	931083	AP Merch	30,971.56
05/28/2024	492419	Check	Junco, William	931218	AP Merch	85.00
05/28/2024	492420	Check	Lagesse, Austin	931216	AP Merch	85.00
05/28/2024	492421	Check	Lakeville North Speech Boosters	929973-1	AP Merch	121.00
05/28/2024	492422	Check	Lano Equipment	925133	AP Merch	63.63

AP Check Register

AP Run: 20240528 AP — Post Date: 2024-05-28 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/28/2024	492423	Check	LaVallie, Amanda	501258	AP Merch	37.90
05/28/2024	492424	Check	Lehner, Michael	500621	AP Merch	110.00
05/28/2024	492425	Check	Lewandoski, Eugene	930665	AP Merch	69.00
05/28/2024	492426	Check	Lopez, Jen	931065	AP Merch	1,000.00
05/28/2024	492427	Check	Madison, Michael	931221	AP Merch	85.00
05/28/2024	492428	Check	Masberg, John	924426	AP Merch	85.00
05/28/2024	492429	Check	Master Automotive Tire & Quick Lube	928612	AP Merch	3,167.27
05/28/2024	492430	Check	McAllister, Kathleen	501259	AP Merch	40.25
05/28/2024	492431	Check	Minnesota Energy Resources	903029	AP Merch	420.40
05/28/2024	492432	Check	MN Highway Safety & Research Center	926466	AP Merch	631.00
05/28/2024	492433	Check	Mohamud, Fadumo	501257	AP Merch	15.70
05/28/2024	492434	Check	Morris, Angelina	501247	AP Merch	50.00
05/28/2024	492435	Check	Mr. Ice Cream MN	931209	AP Merch	1,500.00
05/28/2024	492436	Check	MRI Software LLC	929957	AP Merch	68.45
05/28/2024	492437	Check	NCS Pearson Inc	925372	AP Merch	88.80
05/28/2024	492438	Check	Office of MNIT Services	906477	AP Merch	1,328.25
05/28/2024	492439	Check	Office Systems And Design Inc	926881	AP Merch	4,839.25
05/28/2024	492440	Check	Olson, Alex	931220	AP Merch	154.00
05/28/2024	492441	Check	O'Neill, Sean	931120	AP Merch	85.00
05/28/2024	492442	Check	Owamniyomni Okhodayapi	931214	AP Merch	200.00

AP Check Register

AP Run: 20240528 AP — Post Date: 2024-05-28 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/28/2024	492443	Check	Perez, Melissa M	924879	AP Merch	1,320.00
05/28/2024	492444	Check	Phan-Ly, Thu-Thao	930177	AP Merch	60.95
05/28/2024	492445	Check	Pho 83	931215	AP Merch	203.00
05/28/2024	492446	Check	Plonski, Alexandra	930069	AP Merch	77.00
05/28/2024	492447	Check	Potz, Jim	501254	AP Merch	48.00
05/28/2024	492448	Check	Prairie Restoration Inc	931188	AP Merch	289.22
05/28/2024	492449	Check	QiVitality LLC	929413	AP Merch	193.50
05/28/2024	492450	Check	Rahe, Anthony	931090	AP Merch	540.00
05/28/2024	492451	Check	RAK Construction Inc	929749	AP Merch	4,470.08
05/28/2024	492452	Check	Red Wing Business Advantage Account	921851-1	AP Merch	525.00
05/28/2024	492453	Check	Ryan Mechanical Inc	923241	AP Merch	3,866.75
05/28/2024	492454	Check	Safeway Driving School	926796	AP Merch	6,710.00
05/28/2024	492455	Check	Sauter, Jason	501256	AP Merch	51.00
05/28/2024	492456	Check	Schmeichel, Russel	931217	AP Merch	220.00
05/28/2024	492457	Check	Schmitt & Sons - Contract	909331-2	AP Merch	1,008,504.83
05/28/2024	492458	Check	Schmitt & Sons Inc	909331	AP Merch	44,029.54
05/28/2024	492459	Check	Screenflex Portable Partitions	930084	AP Merch	3,502.00
05/28/2024	492460	Check	Second Harvest Heartland	928183	AP Merch	271.35
05/28/2024	492461	Check	SNA Depository	926552	AP Merch	105.00
05/28/2024	492462	Check	St George, Paul	931219	AP Merch	85.00

AP Check Register

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AP Run: 20240528 AP — Post Date: 2024-05-28 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/28/2024	492463	Check	St Paul Beverage Solutions, LLC	930156	AP Merch	3,509.34
05/28/2024	492464	Check	Sullivan, Thomas	929418	AP Merch	85.00
05/28/2024	492465	Check	Sunbelt Staffing LLC	930586	AP Merch	71,859.02
05/28/2024	492466	Check	Sysco Western Minnesota, Inc	931067	AP Merch	1,286.31
05/28/2024	492467	Check	Teamworks International Inc	924234	AP Merch	2,923.68
05/28/2024	492468	Check	Transportation Plus, Inc.	906215	AP Merch	5,235.00
05/28/2024	492469	Check	UHL Company, Inc.	931094	AP Merch	3,526.00
05/28/2024	492470	Check	Unique Software Corporation	905900	AP Merch	1,337.77
05/28/2024	492471	Check	Upper Lakes Foods Inc	929826	AP Merch	53,855.28
05/28/2024	492472	Check	Van Guilder, Bruce	926134	AP Merch	154.00
05/28/2024	492473	Check	Ward, Dennis	908731	AP Merch	85.00
05/28/2024	492474	Check	Wayzata Results LLC	929822	AP Merch	900.00
05/28/2024	492475	Check	Wigley, Josh	921755	AP Merch	85.00

AP Check Register

AP Run: 20240528 AP — Post Date: 2024-05-28 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/28/2024	492476	Check	Willow Testing and Consulting LLC	931102	AP Merch	3,619.00
Total:						\$1,414,992.04

20240528 AP Summary

Type	Count	Amount
Regular	93	1,414,992.04
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	93	\$1,414,992.04

AP Check Register

Fund	Total
01 - General	1,005,122.07
02 - Food Service	276,336.94
03 - Transportation	1,078,970.38
04 - Community Service	63,652.56
16 - Facility Rental	105.64
22 - Internal Service - Health Insurance	1,500.00
50 - Student Activity Fund	10,149.08
	\$2,435,836.67

AP Check Register

AP Run: 20240507 CB — Post Date: 2024-05-07 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/07/2024	6000001638		Advanced Imaging Solutions	928551	AP Merch	5,393.43
05/07/2024	6000001639		Aramark Refreshment Services	900428	AP Merch	237.55
05/07/2024	6000001640		Dicks Sanitation Service Inc	900641	AP Merch	8,181.77
05/07/2024	6000001641		Distributed Website Corporation	922061-1	AP Merch	798.00
05/07/2024	6000001642		ECM Publishers Inc	909272	AP Merch	193.05
05/07/2024	6000001643		Game One	928417	AP Merch	6,455.49
05/07/2024	6000001644		Grainger	904387-1	AP Merch	1,425.16
05/07/2024	6000001645		Schmitt Music	903532	AP Merch	577.63
05/07/2024	6000001646		Scholastic Inc	903196-6	AP Merch	55.32
05/07/2024	6000001647		TriMark Marlinn LLC	925854	AP Merch	29,874.58
05/07/2024	6000001648		Trio Supply	903802	AP Merch	9,265.88
Total:						\$62,457.86

20240507 CB Summary		
Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	11	62,457.86
Total:	11	\$62,457.86

AP Check Register

AP Run: 20240521 CB — Post Date: 2024-05-21 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/21/2024	6000001670		Advanced Imaging Solutions	928551	AP Merch	430.71
05/21/2024	6000001671		Bester Bros Transfer & Storage Co	904400	AP Merch	7,828.00
05/21/2024	6000001672		Cintas Corp	903681	AP Merch	1,078.13
05/21/2024	6000001673		Cornerstone Copy Center	900502	AP Merch	694.16
05/21/2024	6000001674		Ecolab	908846-2	AP Merch	2,168.80
05/21/2024	6000001675		Grainger	904387-1	AP Merch	2,045.04
05/21/2024	6000001676		Horizon Commercial Pool Supply	904818	AP Merch	119.91
05/21/2024	6000001677		Kelleher Helmrich and Associates Inc	908955	AP Merch	523.50
05/21/2024	6000001678		Lightspeed Technologies Inc	926151	AP Merch	488.00
05/21/2024	6000001679		Mackin Educational Resources	902196	AP Merch	373.87
05/21/2024	6000001680		Meca Sportswear	924921	AP Merch	131.25
05/21/2024	6000001681		APi HVAC Services Inc	920320	AP Merch	925.50
05/21/2024	6000001682		ODP Business Solutions LLC	902489	AP Merch	392.92
05/21/2024	6000001683		PPG Architectural Finishes	901709	AP Merch	32.28
05/21/2024	6000001684		Professional Wireless Communications	924681	AP Merch	175.45
05/21/2024	6000001685		Savvas Learning Company, LLC	930447	AP Merch	8,811.45
05/21/2024	6000001686		Schmitt Music	903532	AP Merch	3,076.35
05/21/2024	6000001687		Scholastic Inc	903196-6	AP Merch	790.07
05/21/2024	6000001688		Trane US Inc	904045	AP Merch	27,602.00

AP Check Register

AP Run: 20240521 CB — Post Date: 2024-05-21 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/21/2024	6000001689		TriMark Marlinn LLC	925854	AP Merch	2,009.20
05/21/2024	6000001690		Trio Supply	903802	AP Merch	8,341.05
Total:						\$68,037.64

20240521 CB Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	21	68,037.64
Total:	21	\$68,037.64

AP Check Register

AP Run: 20240531 CB — Post Date: 2024-05-31 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/31/2024	6000001691		ECM Publishers Inc	909272	AP Merch	168.30
05/31/2024	6000001692		Game One	928417	AP Merch	4,287.50
05/31/2024	6000001693		General Parts LLC	901541-1	AP Merch	261.95
05/31/2024	6000001694		Grainger	904387-1	AP Merch	1,541.67
05/31/2024	6000001695		Mackin Educational Resources	902196	AP Merch	1,180.94
05/31/2024	6000001696		Natus Medical Inc	929836	AP Merch	2,566.00
05/31/2024	6000001697		OneMonroe	901161	AP Merch	38.10
05/31/2024	6000001698		SiteOne Landscape Supply LLC	930424	AP Merch	276.83
05/31/2024	6000001699		State Supply Co Inc	903689	AP Merch	7,075.46
05/31/2024	6000001700		The Language Banc	924523	AP Merch	342.00
05/31/2024	6000001701		Trio Supply	903802	AP Merch	3,137.40

Total: \$20,876.15

20240531 CB Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	11	20,876.15
Total:	11	\$20,876.15

AP Check Register

Fund	Total
01 - General	92,097.94
02 - Food Service	55,816.31
04 - Community Service	1,687.40
50 - Student Activity Fund	1,770.00
	<hr/>
	\$151,371.65

Monthly Void/Wire Report

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AP Run: 20240515 Wires PR — Post Date: 2024-05-15 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Check Amount
05/15/2024	8000000968	Wire Transfer	Commissioner Of Revenue	116,365.15
05/15/2024	8000000969	Wire Transfer	Educators Benefit Consultants	193,949.03
05/15/2024	8000000970	Wire Transfer	Internal Revenue Service	705,367.40
05/15/2024	8000000971	Wire Transfer	ISD 191 Flex Account	46,706.76
05/15/2024	8000000972	Wire Transfer	ISD 191 Self Insurance Account	927,206.89
05/15/2024	8000000973	Wire Transfer	MN Child Support	2,833.12
05/15/2024	8000000974	Wire Transfer	MN Dept of Revenue	1,289.23
05/15/2024	8000000975	Wire Transfer	Mn Teachers Retirement Assoc	392,860.57
05/15/2024	8000000976	Wire Transfer	PERA	117,174.71
05/15/2024	8000000977	Wire Transfer	Teachers Federal Credit Union	35,639.42
Total:				\$2,539,392.28

20240515 Wires PR Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	10	2,539,392.28
Epayables:	0	0.00
Total:	10	\$2,539,392.28

Monthly Void/Wire Report

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AP Run: 20240515 Wires 1MSDLAF — Post Date: 2024-05-15 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Check Amount
05/15/2024	8000000966	Wire Transfer	MN Child Support	2,833.12
Total:				\$2,833.12

20240515 Wires 1MSDLAF Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	1	2,833.12
Epayables:	0	0.00
Total:	1	\$2,833.12

Monthly Void/Wire Report

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AP Run: 20240531 Wires PR — Post Date: 2024-05-31 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Check Amount
05/31/2024	8000000978	Wire Transfer	Commissioner Of Revenue	115,599.52
05/31/2024	8000000979	Wire Transfer	Educators Benefit Consultants	194,954.03
05/31/2024	8000000980	Wire Transfer	Internal Revenue Service	701,811.38
05/31/2024	8000000981	Wire Transfer	ISD 191 Flex Account	46,786.21
05/31/2024	8000000982	Wire Transfer	ISD 191 Self Insurance Account	926,858.21
05/31/2024	8000000983	Wire Transfer	MN Child Support	1,965.49
05/31/2024	8000000984	Wire Transfer	MN Dept of Revenue	812.38
05/31/2024	8000000985	Wire Transfer	Mn Teachers Retirement Assoc	391,299.66
05/31/2024	8000000986	Wire Transfer	PERA	116,331.55
05/31/2024	8000000987	Wire Transfer	Teachers Federal Credit Union	35,639.42
Total:				\$2,532,057.85

20240531 Wires PR Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	10	2,532,057.85
Epayables:	0	0.00
Total:	10	\$2,532,057.85

Monthly Void/Wire Report

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AP Run: 20240531 Wires Main — Post Date: 2024-05-31 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Check Amount
05/31/2024	8000000988	Wire Transfer	Delta Dental Plan Of Minnesota	68,752.75
05/31/2024	8000000989	Wire Transfer	MN Dept of Revenue-Sales Tax	982.00
05/31/2024	8000000990	Wire Transfer	Mn UI Fund	10,548.48
05/31/2024	8000000991	Wire Transfer	Wells Fargo - Wires	42,843.45
Total:				\$123,126.68

20240531 Wires Main Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	4	123,126.68
Epayables:	0	0.00
Total:	4	\$123,126.68

Monthly Void/Wire Report

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AP Run: 20240531 Wires 20 S.Ins — Post Date: 2024-05-31 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Check Amount
05/31/2024	184	Wire Transfer	Further	93,700.66
05/31/2024	185	Wire Transfer	Paydhealth	3,823.36
05/31/2024	186	Wire Transfer	Preferredone Admin Services	72,848.29
05/31/2024	187	Wire Transfer	UMR, Inc	1,931,779.18
Total:				\$2,102,151.49

20240531 Wires 20 S.Ins Summary		
Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	4	2,102,151.49
Epayables:	0	0.00
Total:	4	\$2,102,151.49

Monthly Void/Wire Report

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AP Run: 20240531 Wires 8 Flex — Post Date: 2024-05-31 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Check Amount
05/31/2024	69	Wire Transfer	Further	47,533.70
Total:				\$47,533.70

20240531 Wires 8 Flex Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	1	47,533.70
Epayables:	0	0.00
Total:	1	\$47,533.70

Monthly Void/Wire Report

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AP Run: 20240531 Wires MM — Post Date: 2024-05-31 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Check Amount
05/31/2024	8000000992	Wire Transfer	ISD 191 Merchants Bank	212.50
Total:				\$212.50

20240531 Wires MM Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	1	212.50
Epayables:	0	0.00
Total:	1	\$212.50

Monthly Void/Wire Report

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AP Run: 20240527 P-card — Post Date: 2024-05-27 — AP Run Type: R

Burnsville-Eagan-Savage SD 191, MN

Check Date	Check Number	Payment Type	Name	Check Amount
05/27/2024	8000000967	Wire Transfer	US Bank	160,047.02
Total:				\$160,047.02

20240527 P-card Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	1	160,047.02
Epayables:	0	0.00
Total:	1	\$160,047.02

Monthly Void/Wire Report

<u>Fund</u>	<u>Total</u>
01 - General	5,033,252.72
02 - Food Service	95,245.36
04 - Community Service	179,973.59
16 - Facility Rental	7,485.78
20 - Internal Service - Dental	68,752.75
22 - Internal Service - Health Insurance	2,102,151.49
50 - Student Activity Fund	20,492.95
	\$7,507,354.64



**Agenda IV.A.4
August 22, 2024**

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

From: Tyler Dehne, director of finance

Date: August 14, 2024

Re: Budget Analysis for the Month Ending May 31, 2024

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

The May 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	\$ 173,364,073	83.13%	\$ 162,388,218	79.85%
General Fund	\$ 135,431,731	84.55%	\$ 117,328,149	76.39%

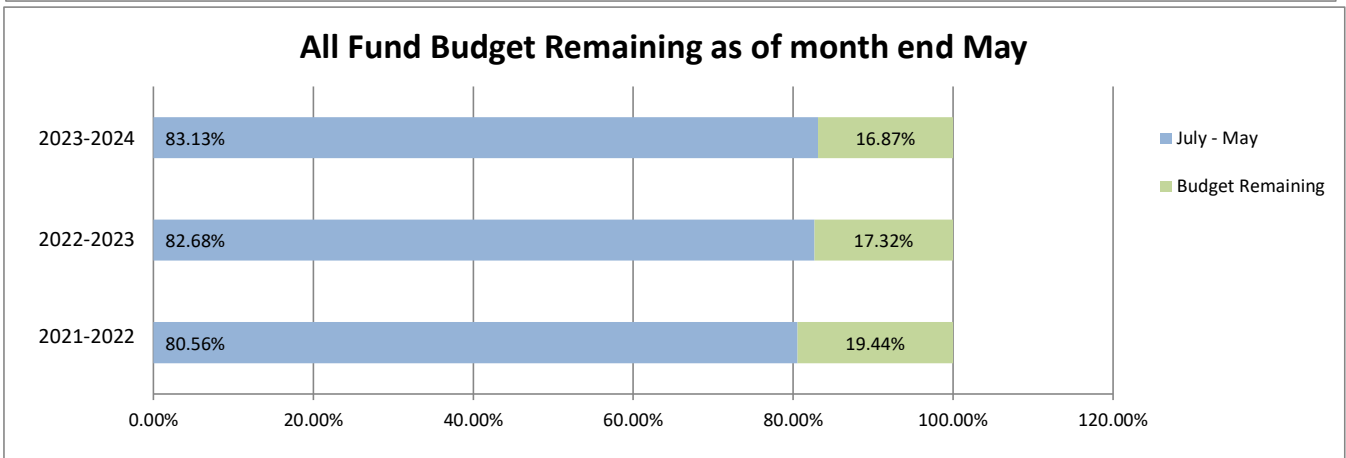
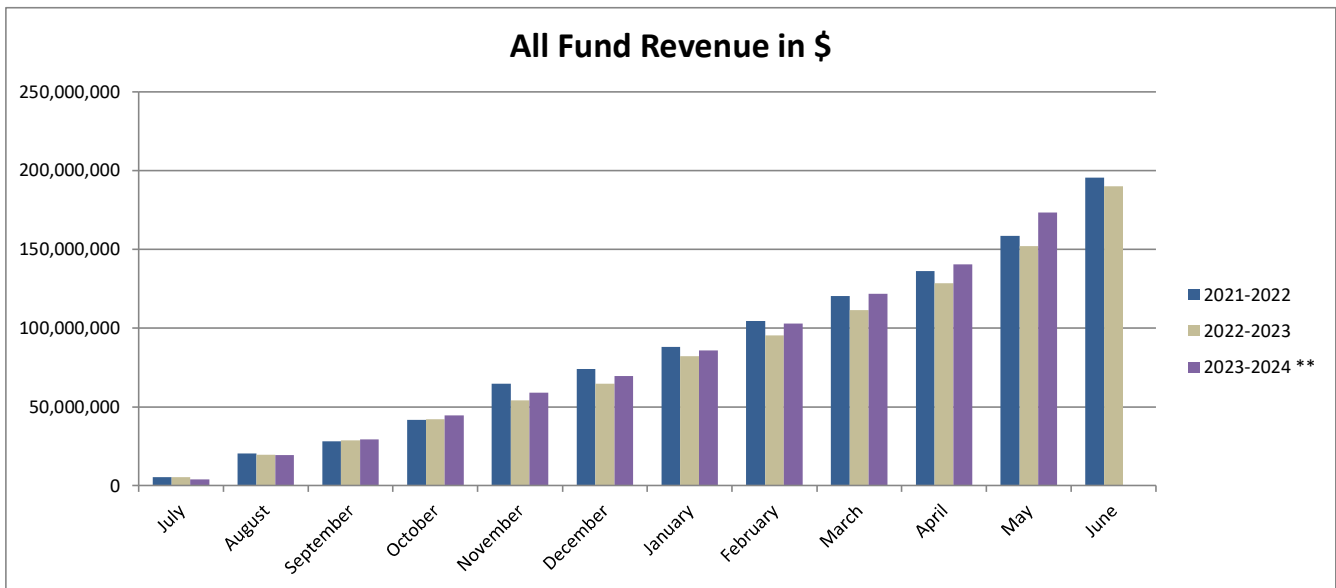
To assist the Board in monitoring monthly financial activity and to help identify budget-to-actual deviations, the following graphs have been developed for all funds and the general fund:

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**

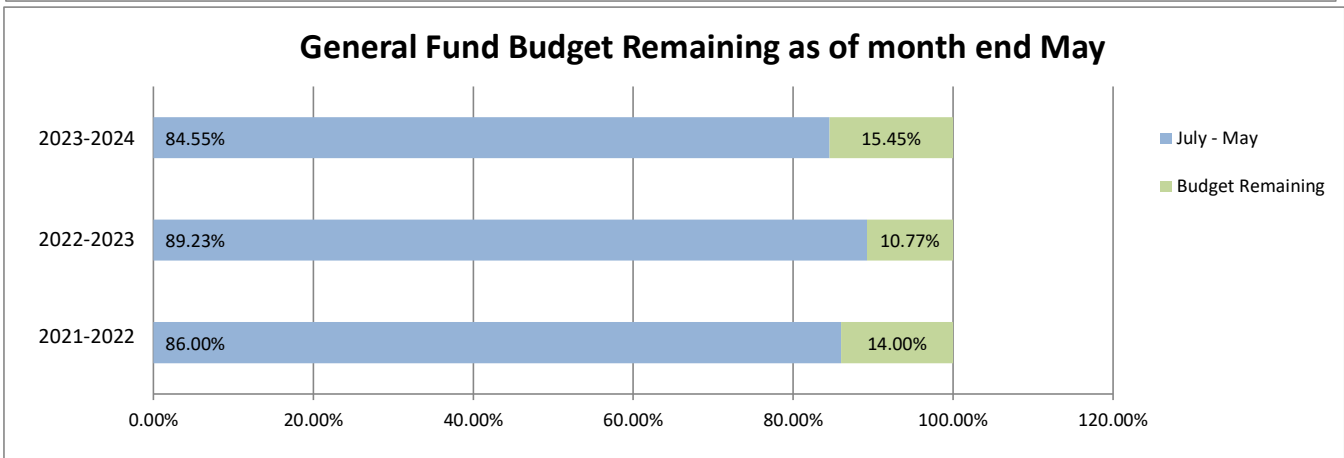
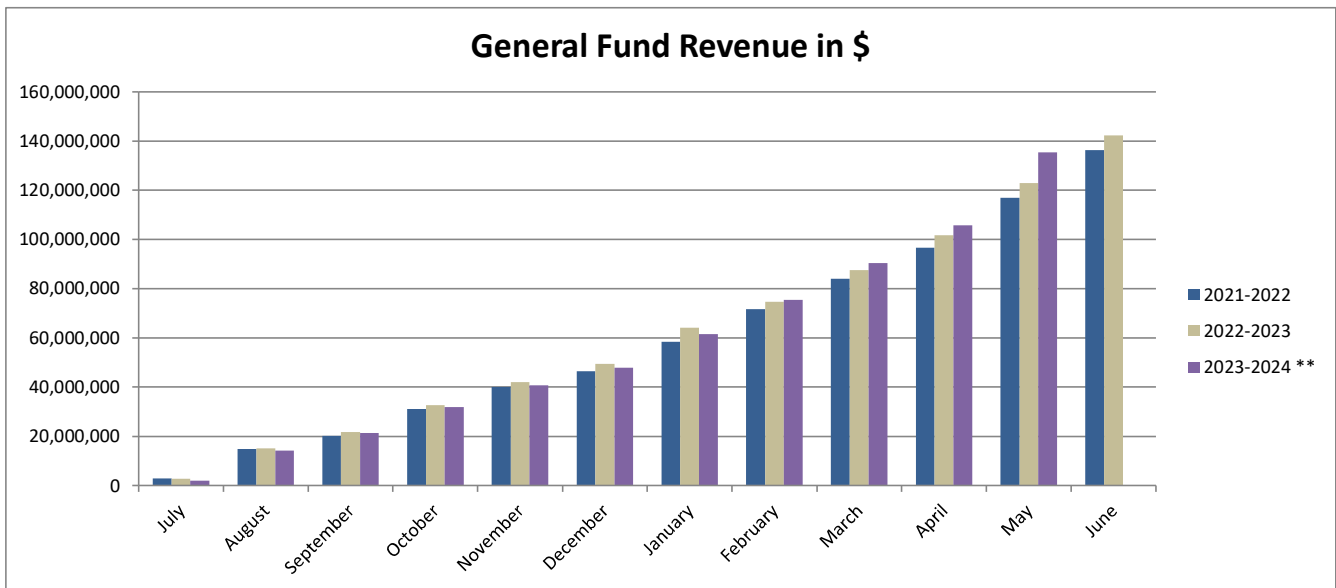
	2021-2022		2022-2023		2023-2024 **	
	\$	%	\$	%	\$	%
July	5,298,428	2.69%	5,211,222	2.83%	3,923,767	1.88%
August	20,358,554	10.34%	19,546,851	10.63%	19,367,531	9.29%
September	28,136,656	14.30%	28,812,784	15.67%	29,426,322	14.11%
October	41,631,893	21.15%	42,091,259	22.89%	44,587,953	21.38%
November	64,659,908	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%	102,919,054	49.35%
March	120,312,724	61.13%	111,508,111	60.63%	121,657,811	58.34%
April	136,207,121	69.21%	128,551,918	69.90%	140,495,577	67.37%
May	158,547,029	80.56%	152,059,166	82.68%	173,364,073	83.13%
June	195,607,991	99.39%	190,043,786	103.33%	0	0.00%
BUDGET	196,799,175	100.00%	183,913,084	100.00%	208,539,165	100.00%



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

**REVENUE COMPARISON
GENERAL FUND**

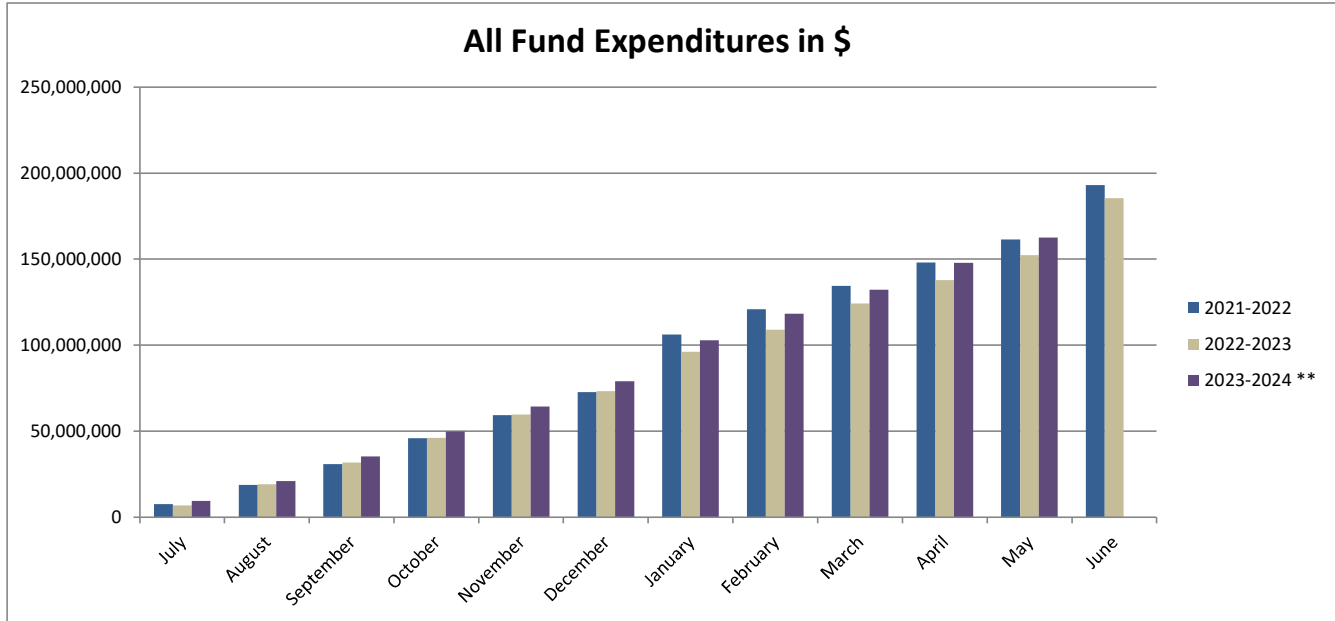
	2021-2022		2022-2023		2023-2024 **	
	\$	%	\$	%	\$	%
July	2,907,172	2.14%	2,782,571	2.02%	2,054,035	1.28%
August	14,923,642	10.98%	15,069,992	10.94%	14,217,775	8.88%
September	20,264,600	14.91%	21,696,447	15.75%	21,337,010	13.32%
October	31,072,851	22.87%	32,616,003	23.68%	31,945,444	19.94%
November	40,153,389	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%	75,447,748	47.10%
March	84,028,770	61.84%	87,518,465	63.53%	90,432,887	56.45%
April	96,590,415	71.08%	101,791,548	73.89%	105,750,808	66.02%
May	116,854,949	86.00%	122,924,136	89.23%	135,431,731	84.55%
June	136,320,648	100.32%	142,274,703	103.28%	0	0.00%
BUDGET	135,885,717	100.00%	137,755,710	100.00%	160,186,251	100.00%



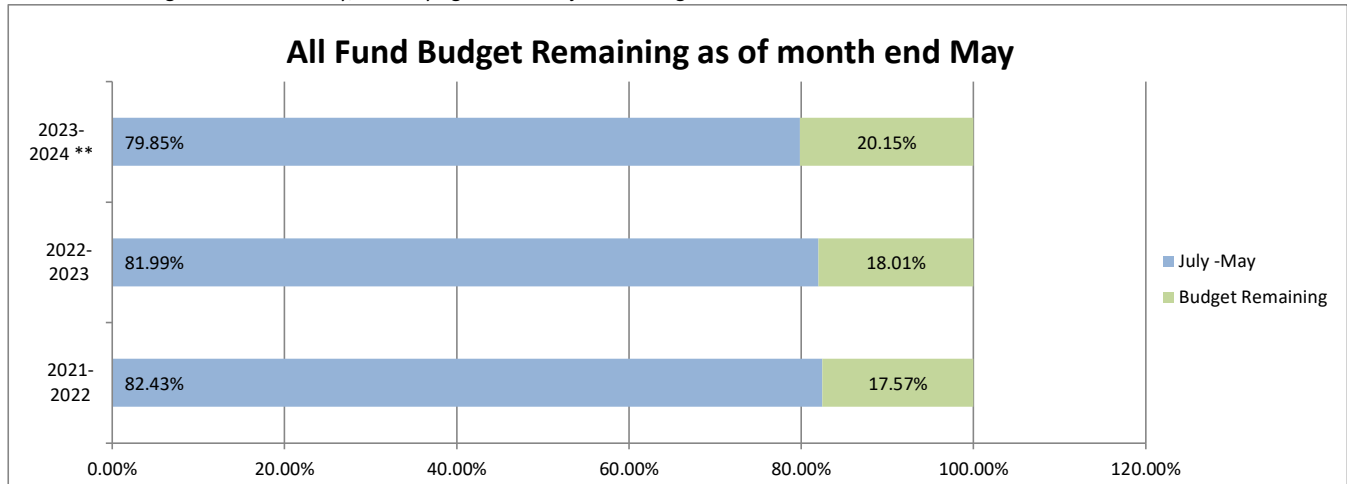
** The year to year comparison will vary due to the timing of the reversal of prior year accruals and based on timing of financial activity, monthly figures are subject to change

**EXPENDITURE COMPARISON
ALL FUNDS**

	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%	118,252,837	58.15%
March	134,387,435	68.62%	124,261,557	66.94%	132,146,998	64.98%
April	147,917,512	75.53%	137,800,461	74.24%	147,830,013	72.69%
May	161,442,665	82.43%	152,188,528	81.99%	162,388,218	79.85%
June	192,966,400	98.53%	185,336,975	99.85%	0	0.00%
BUDGET	195,843,777	100.00%	185,621,470	100.00%	203,361,619	100.00%

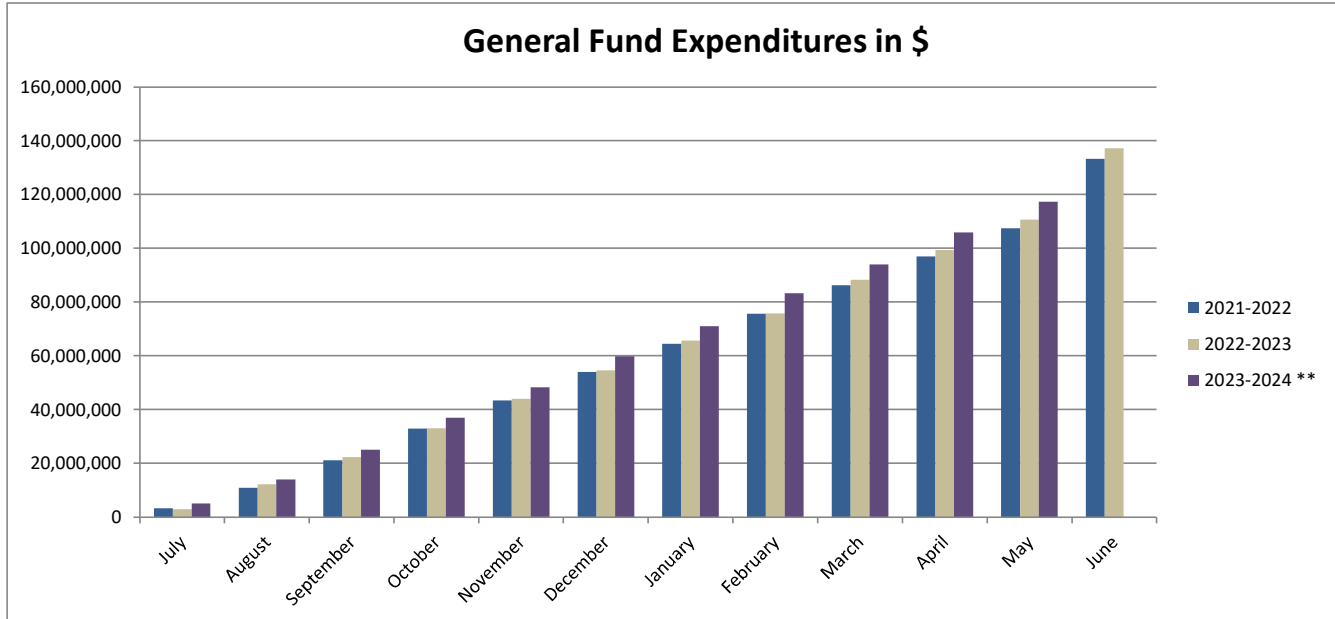


**based on timing of financial activity, monthly figures are subject to change

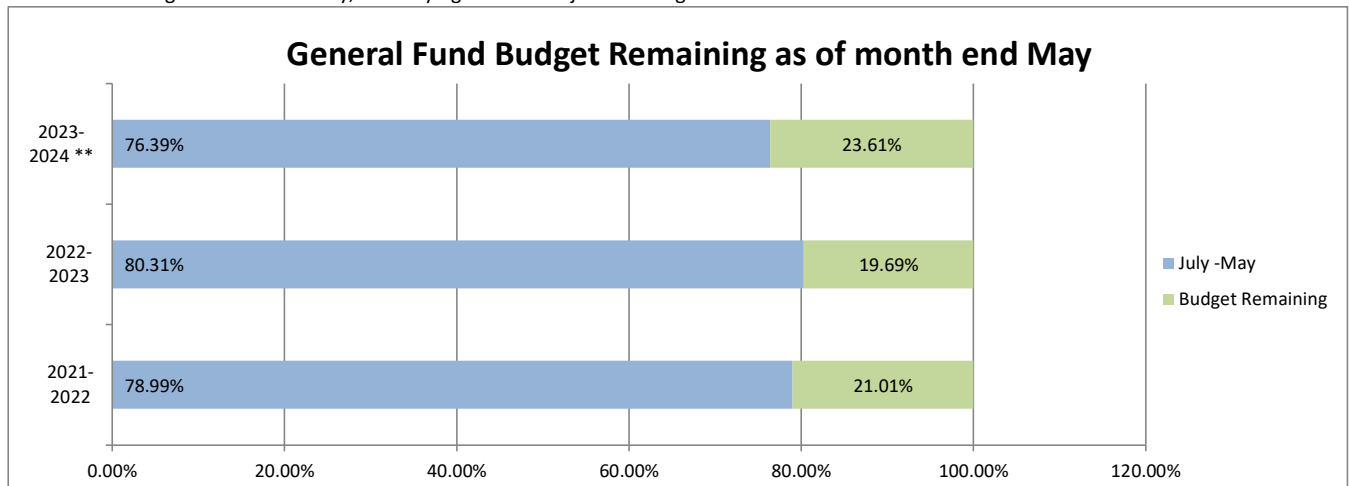


**EXPENDITURE COMPARISON
GENERAL FUND**

	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%	83,195,216	54.17%
March	86,292,890	63.43%	88,349,602	64.11%	94,048,702	61.24%
April	97,013,445	71.31%	99,274,558	72.04%	105,915,624	68.96%
May	107,457,075	78.99%	110,663,496	80.31%	117,328,149	76.39%
June	133,320,629	98.00%	137,313,387	99.64%	0	0.00%
BUDGET	136,035,698	100.00%	137,803,486	100.00%	153,581,253	100.00%



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





**Agenda IV.A.5.
August 22, 2024**

To: Board of Education

From: Dr. Theresa Battle, superintendent

Date: August 22, 2024

Re: Report about the Listening Session

Recommendation: Receive a report about the listening session scheduled on August 8, 2024

There were no speakers who spoke at the August 8, 2024 Listening Session.



**Agenda IV.A.6.
August 22, 2024**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Eric Miller, board chair

Date: August 22, 2024

Re: Scheduling a Fall Board Retreat

Recommendation: That the Board of Education approve a Fall School Board Retreat to be held on September 30, 2024 from 5-8pm at Diamondhead Education Center.



**Agenda IV.A.7.
August 22, 2024**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Dr. Chris Bellmont, assistant superintendent

Date: August 22, 2024

Re: Policies 507: *Corporal Punishment*, 514: *Bullying Prohibition*, and 501: *School Weapons*

Recommendation: That the Board of Education approve, on a second reading basis, changes to Policies 507: *Corporal Punishment*, 514: *Bullying Prohibition*, and 501: *School Weapons*

The policies were reviewed by the Policy Review Committee on June 18, 2024. The first reading was approved on August 8, 2024.

Summary of changes:

- Policy 507 – Legislative updates required around reasonable force and the use of prone restraint
- Policy 514 – Legislative updates required and updates made under Section VII. Training and Education and Section VIII. Notice
- Policy 501 – Board recommended changes to process and reporting when a modification to the requirement of expelling a student in possession of a firearm is made

Adopted: 12/3/2015
Reviewed: 08/08/2024
Revised: 08/22/2024
Rescinds:

Burnsville-Eagan-Savage School District Policy 507

507 CORPORAL PUNISHMENT AND PRONE RESTRAINT

I. PURPOSE

The purpose of this policy is to describe limitations on use of corporal punishment and prone restraint upon a student.

II. GENERAL STATEMENT OF POLICY

No employee or agent of the school district shall inflict corporal punishment or use prone restraint upon a student except as provided below.

III. DEFINITIONS

1. "Corporal punishment" means conduct involving:
 - a. hitting or spanking a person with or without an object; or
 - b. unreasonable physical force that causes bodily harm or substantial emotional harm.
2. "Employee or agent of the district" does not include a school resource officer as defined in Minnesota Statutes, section 626.8482, subdivision 1, paragraph (c).
3. "Prone restraint" means placing a child in a face-down position.

IV. PROHIBITIONS

1. An employee or agent of a district shall not inflict corporal punishment or cause corporal punishment to be inflicted upon a pupil to reform unacceptable conduct or as a penalty for unacceptable conduct.
2. An employee or agent of the school district shall not use prone restraint.
3. An employee or agent of a district shall not inflict any form of physical holding that restricts or impairs a pupil's ability to breathe; restricts or impairs a pupil's ability to communicate distress; places pressure or weight on a pupil's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a pupil's torso.

4. Conduct that violates this Article is not a crime under Minnesota Statutes, section 645.241, but may be a crime under Minnesota Statutes, chapter 609 if the conduct violates a provision of Minnesota Statutes, chapter 609. Conduct that violates IV.1 above is not per se corporal punishment under the statute. Nothing in this Minnesota Statutes, section 121A.58 or 125A.0941 precludes the use of reasonable force under Minnesota Statutes, section 121A.582. The use of reasonable force as set forth in Section V does not authorize conduct prohibited pursuant to Minnesota Statutes, section 125A.0942.

V. REASONABLE FORCE

1. Reasonable force may be used upon or toward the person of another without the other's consent when used by a teacher, school principal, school employee, school bus driver, or other agent of the school in the exercise of lawful authority, to restrain a child or pupil to prevent bodily harm or death to the child, pupil, or another.
2. Reasonable force may be used upon or toward the person of a child without the child's consent when used by a teacher, school principal, school employee, school bus driver, other agent of the district, or other member of the instructional, support, or supervisory staff upon or toward a child or pupil when necessary to restrain the child or pupil to prevent bodily harm or death to the child, pupil, or another pursuant to Minnesota Statutes, section 609.379. Nothing in section 609.379 limits any other authorization to use reasonable force including but not limited to authorizations under Minnesota Statutes, section 121A.582, subdivision 1, and section 609.06, subdivision 1.
3. A teacher, school principal, and other school staff may use reasonable force under the conditions set forth in Policy 506 (Student Discipline).

VI. VIOLATION

Employees who violate the provisions of this policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies. Violation of this policy may also result in civil or criminal liability for the employee.

Legal References: Minn. Stat. § 121A.58 (Corporal Punishment)
 Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
 Minn. Stat. § 123B.25 (Actions Against Districts and Teachers)
 Minn. Stat. § 125A.0941 (Definitions)
 Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
 Minn. Stat. § 609.06 Subd. 1 (6)(7) (Authorized Use of Force) Minn. Stat. § 609.379 (Permitted Actions)
 Minn. Stat. § 626.8482 (School Resource Officers; Duties; Training;

Model Policy)

Minn. Stat. § 645.241 (Punishment for Prohibited Acts)

Cross References: Burnsville-Eagan-Savage School District Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 Burnsville-Eagan-Savage School District Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
 Burnsville-Eagan-Savage School District Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
 Burnsville-Eagan-Savage School District Policy 422 (Policies Incorporated by Reference)
 Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)
 Burnsville-Eagan-Savage School District Policy 507.5 (School Resource Officers)

Adopted: 03/06
Reviewed: 08/08/2024
Revised: 08/22/2024
Rescinds: ACD-JBD, JBD-ACD

Burnsville-Eagan-Savage School District Policy 514

514 BULLYING PROHIBITION POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual or a group, of a student, is expressly prohibited:
1. on the school premises, at the school functions or activities, on the school transportation
 2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
 3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
- B. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.
- C. This policy also applies to sexual exploitation. Malicious and sadistic conduct

involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

- D. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying of a student.
- E. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- F. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- G. False accusations or reports of bullying against another student are prohibited.
- H. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying of a student shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy. The school district may take into account the following factors:
 1. The developmental ages and maturity levels of the parties involved;
 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 3. Past incidences or past or continuing patterns of behavior;
 4. The relationship between the parties involved; and
 5. The context in which the alleged incidents occurred.

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

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

Consequences for other individuals engaging in prohibited acts of bullying may

include, but not be limited to, exclusion from school district property and events.

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

III. DEFINITIONS

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

- A. “Bullying” means intimidating, threatening, abusive, or harming conduct, aimed at a student, that is objectively offensive and:
 1. an actual or perceived imbalance of power exists between the person engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, “bullying,” specifically includes cyberbullying, malicious and sadistic conduct, and sexual exploitation.

- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
 1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person’s

actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

- E. “Malicious and sadistic conduct” means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.
- F. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- G. “Prohibited conduct” means bullying, cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct.
- H. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- I. “Student” means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any student who believes they have been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or

available in the school district office, but oral reports shall be considered complaints as well.

- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

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

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

V. SCHOOL DISTRICT ACTION

- A. Within three school days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher,

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

VII. TRAINING AND EDUCATION

- A. Consistent with its applicable policies and practices, the school district must discuss this policy with students, school personnel and volunteers and provide appropriate training for all school district personnel to prevent, identify, and respond to prohibited conduct. The school district must establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minnesota Statute, section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 4. The incidence and nature of cyberbullying; and
 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students

regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority,

diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. Article II, paragraph D, regarding malicious and sadistic conduct must be conspicuously posted throughout each school building.
- C. This policy shall be conspicuously posted in the administrative offices of the school and school district in summary form.
- D. This policy must be distributed to each school district or school employee and independent contractor, if the contractor regularly interacts with students, at the time of employment with the district or the school.
- E. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy distributed to parents at the beginning of each school year.
- F. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website, consistent with the district policies and practices.
- G. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes section 121A.031, 121A.0312, and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definitions)
 Minn. Stat. § 120B.232 (Character Development Education)

Minn. Stat. § 121A.03 (Model Policy)
 Minn. Stat. § 121A.031 (School Student Bullying Policy)
 Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)
 Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
 Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
 Minn. Stat. § 121A.69 (Hazing Policy)
 Minn. Stat. § Ch. 124E (Charter School)
 Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
 20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
 34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References:

Burnsville-Eagan-Savage Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 Burnsville-Eagan-Savage Policy 413 (Harassment and Violence)
 Burnsville-Eagan-Savage Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
 Burnsville-Eagan-Savage Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
 Burnsville-Eagan-Savage Policy 422 (Policies Incorporated by Reference)
 Burnsville-Eagan-Savage Policy 423 (Employee-Student Relationships)
 Burnsville-Eagan-Savage Policy 501 (School Weapons Policy)
 Burnsville-Eagan-Savage Policy 506 (Student Discipline)
 Burnsville-Eagan-Savage Policy 507 (Corporal Punishment)
 Burnsville-Eagan-Savage Policy 515 (Protection and Privacy of Pupil Records)
 Burnsville-Eagan-Savage Policy 521 (Student Disability Nondiscrimination)
 Burnsville-Eagan-Savage Policy 522 (Title IX Sex Nondiscrimination Policy)
 Burnsville-Eagan-Savage Policy 525 (Violence Prevention)
 Burnsville-Eagan-Savage Policy 526 (Hazing Prohibition)
 Burnsville-Eagan-Savage Policy 529 (Staff Notification of Violent Behavior by Students)
 Burnsville-Eagan-Savage Policy 634 (Electronic Technologies Acceptable Use Policy)
 Burnsville-Eagan-Savage Policy 709 (Student Transportation Safety Policy)
 Burnsville-Eagan-Savage Policy 711 (Video Recording on School Buses)
 Burnsville-Eagan-Savage Policy 712 (Video Surveillance Other Than on Buses)

Adopted: 9/24/2015
Reviewed: 08/08/2024
Revised: 08/22/2024
Rescinds:

Burnsville-Eagan-Savage School District Policy 501

501 SCHOOL WEAPONS POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. “Weapon”

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

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

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

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

IV. EXCEPTIONS

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

624.715 defines an exception to the pistol permit requirements for “antique firearms which are carried or possessed as curiosities or for their historical significance or value.”

- b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with sections 624.714 and 624.715.
5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
 6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
 7. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; in such cases when permission is granted, the principal or other person having general control with supervision of the school or the director of child care center will notify the superintendent in advance and follow applicable procedures; or
 8. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

C. Policy Application to Instructional Equipment/Tools

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

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minnesota Statutes section 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm

beyond the immediate vicinity of a permit-holder's vehicle shall constitute a violation of this policy.

V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION / USE / DISTRIBUTION

- A. The school district does not allow the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students willfully possessing, using or distributing weapons shall include:
1. immediate out-of-school suspension;
 2. confiscation of the weapon;
 3. immediate notification of police;
 4. parent or guardian notification; and
 5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.
- B. Pursuant to Minnesota law, a student who is in possession of a firearm, as defined by federal law, at a school location will be expelled for at least one year, unless a decision is made to modify this requirement. The school board hereby grants administrative discretion to the superintendent regarding any modifications. The school board also requires a full report from the superintendent in closed session detailing cases in which a student is not expelled for at least one year.
- C. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully.
- D. Administrative Discretion

While the school district does not allow the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted.

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

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

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

B. Other Nonstudents

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

VII. REPORTS OF DANGEROUS WEAPON INCIDENTS IN SCHOOL ZONES

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

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

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

District Buildings and Sites)



**Agenda IV.A.8.
August 22, 2024**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Dr. Chris Bellmont, assistant superintendent

Date: August 22, 2024

Re: Policy 507.5: *School Resource Officers*

Recommendation: That the Board of Education adopt, on a second reading basis, Policy 507.5: School Resource Officers.

Summary:

- This policy was reviewed by the Policy Review Committee on June 18, 2024. The first reading was approved on August 8, 2024
- This was a newly released Model Policy from the Minnesota School Board Association

Adopted: 08/22/2024

Burnsville-Eagan-Savage School District Policy 507.5

Reviewed:

Revised:

Rescinds:

507.5 SCHOOL RESOURCE OFFICERS

I. PURPOSE

The purpose of this policy is to establish the contractual duties and training requirements of a school resource officer.

II. GENERAL STATEMENT OF POLICY

The school district, upon securing the services of one or more school resource officers, is committed to establishing the qualifications and duties required of these officers. Any contract for the services of a school resources officer with the school district must meet the requirements of this policy.

III. DEFINITIONS

- A. “School” means an elementary school, middle school or secondary school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13.
- B. “School Resource Officer” means a peace officer who is assigned to work in an elementary school, middle school, or secondary school during the regular instructional school day as one of the officer’s regular responsibilities through the terms of a contract entered between the peace officer’s employer and the designated school district or charter school.

IV. CONTRACTUAL DUTIES

- A. A school resource officer’s contractual duties with the school district shall include:
 - 1. fostering a positive school climate through relationship building and open communication;
 - 2. protecting students, staff, and visitors to the school grounds from criminal activity;
 - 3. serving as a liaison from law enforcement to school officials;
 - 4. providing advice on safety drills;
 - 5. identifying vulnerabilities in school facilities and safety protocols;

- 6. educating and advising students and staff on law enforcement topics; and,
 - 7. enforcement of criminal laws.
- B. The school district may contract with a school resource officer's employer for the officer to perform additional duties to those described in paragraph IV.A.
 - C. A school resource officer must not use force or the authority of their office solely to enforce school rules or policies or participate in the enforcement of discipline for violations of school rules.
 - D. Nothing in this Article limits any other duty or responsibility imposed on peace officers; limits the expectation that peace officers will exercise professional judgment and discretion to protect the health, safety, and general welfare of the public when carrying out their duties; or creates a duty for school resource officers to protect students, staff, or others on school grounds that is different from the duty to protect the public as a whole.

V. TRAINING

- A. Except as provided for in paragraphs V.B., V.C., and V.D. below, beginning September 1, 2025, a peace officer assigned to serve as a school resource officer must complete a training course that provides instruction on the learning objectives identified in Minnesota Statutes, section 626.8482, subdivision 4 prior to assuming the duties of a school resource officer.
- B. A peace officer who has completed either the School Safety Center standardized Basic School Resource Officer Training or the National School Resource Officer Basic School Resource Officer course prior to September 1, 2025, must complete the training mandated under paragraph V.A. above before June 1, 2027. A peace officer covered under this paragraph may complete a supplemental training course approved by the board pursuant to Minnesota Statutes, section 626.8482, subdivision 4, paragraph (b), to satisfy the training requirement.
- C. If an officer's employer is unable to provide the required training course to the officer prior to the officer assuming the duties of a school resource officer, the officer must complete the required training within six months of assuming the duties of a school resource officer. The officer is not required to perform the duties described in Minnesota Statutes, section 626.8482, subdivision 2, paragraph (a), clause (4) or (5), until the officer has completed the required training course. The officer must review any policy adopted by the officer's employer pursuant to section 626.8482, subdivision 6 before assuming the other duties of a school resource officer and must comply with that policy.

- D. An officer who is serving as a substitute school resource officer for fewer than 60 student contact days within a school year is not obligated to complete the required training or perform the duties described in Minnesota Statutes, section 626.8482 subdivision 2, paragraph (a), clause (4) or (5), but must review and comply with any policy adopted pursuant to subdivision 6 by the law enforcement agency that employs the substitute school resource officer.
- E. For each school resource officer employed by an agency, the chief law enforcement officer must maintain a copy of the most recent training certificate issued to the officer for completion of the training mandated under this section.

Legal References: Minn. Stat. § 120A.05, subs. 9, 11, and 13 (Definitions)
 Minn. Stat. § 120B.02, subd. 25 (General Powers of Independent School Districts – School Resource Officers)
 Minn. Stat. § 626.8482 (School Resource Officers; Duties; Training; Model Policy)

Cross References: Burnsville-Eagan-Savage School District Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 Burnsville-Eagan-Savage School Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
 Burnsville-Eagan-Savage School Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
 Burnsville-Eagan-Savage School 506 (Student Discipline)

August 22, 2024 Board Meeting

Board Members' Questions and Staff Responses regarding BoardBook materials

No questions were submitted for this board meeting.

(Topic)

Board Member Question	Staff Response

(Topic)

Board Member Question	Staff Response

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(Topic)

Board Member Question	Staff Response



**Agenda IV.B.1.
August 22, 2024**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Stacey Sovine, executive director of administrative services

Date: August 22, 2024

Re: Proposed Revisions in the Collective Bargaining Agreement with the Burnsville Association of Educational Assistants and Independent School District 191

Recommendation: That the Board of Education Approve the proposed revisions and re-adopt the unchanged language in the 2023-2025 Collective Bargaining Agreement with the Burnsville Association of Educational Assistants.

The District reached a tentative agreement on a new two-year contract with the Education Assistants in July. There are 184 assistants within the unit. During the collective bargaining process, 13 language items were on the table for discussion. BAEA ratified the agreement early August.

The major language items agreed upon in the tentative agreement include:

- Deleting dated language
- Steps both years
- Added MOU limiting retro payments
- Aligned language around sick, bereavement, and emergency closing time
- Grandfathered insurance eligibility for medical insurance

Economic terms agreed to include:

- 0% increase year one and 8% increase year two on the salary schedule
- Added \$.75 year two to the first step
- Increase family contribution for medical insurance to 75% in 2024
- 2-year increased cost approximately \$1.27 million

MASTER AGREEMENT

JULY 1, 2023 – JUNE 30, 2025

**Board of Education
Independent School District 191
Burnsville, MN**

And

**Burnsville Association of Educational Assistants
Independent School District 191
Burnsville-Eagan-Savage Public Schools**

2023 -- 2025

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HR Contact Information

Stacey Sovine - Executive Director of Administrative Services

ssovine@isd191.org

Staffing Process

Discipline/Investigations

Conflict Mediation

Negotiations

Contract Interpretation

Calendar Committee

Employee Relations

Performance Evaluation System

Pay Equity

Extra Compensation Management

Hailey Busker - Human Resources Coordinator

hbusker@isd191.org

(952) 707-2011

Wellness/Insurance Committee Lead

Lane Change Pre-Approvals

Mandatory Trainings

Recruitment & Job Advertisements

Interview & Hiring Process

Employee Recognition

Posting Process

Job Descriptions

Kelly Services Liaison

Student Teacher Placements & University Relations

Community Relations

New Teacher Orientation

Sub Order Questions

Joy Demuth-HR Labor Relations Manager

jdemuth@isd191.org

(952) 707-2012

MyLeave Questions

New Employee Orientation

Contract Management

Compliance Reporting

Licensure Verification Variances

Seniority Lists

Tenure Tracking

Teacher Evaluation Tracking

Payroll Interface

Paid Time Off (PTO) Lead- Sick, Personal, Vacation, Family

Illness

Salary Questions

Retirement Questions

Time Off Questions

Krissi Kacmarynski - Employment Specialist

kkacmarynski@isd191.org

(952) 707-2009

Office Management

Personnel File Maintenance & Viewing Appointments

Employment Verification

Calendar Management

Training Facilitator

Negotiations Process Facilitator

Applitrack Software Lead

Name/Address Changes

Ariel Olson - Benefits Specialist

arolson@isd191.org

(952) 707-2014

Workers' Compensation

Medical/Dental Insurance

Life Insurance

Long-term Disability

Leave of Absences

FMLA (Family Medical Leave Act)

ADA (Americans with Disabilities Act)

Tax Sheltered Annuities (403b & 457)

Benefit Training

Retirement Information Sessions

Unemployment

Wellness

Flex Benefits

[Employee Information](#)

MASTER AGREEMENT PURPOSE

The purpose of the Agreement is to encourage and increase orderly, constructive and harmonious relationships between Independent School District 191, hereinafter referred to as the employer, and the Burnsville Association of Educational Assistants, hereinafter referred to as the Association; to establish procedures for the resolution of differences over terms and conditions of employment; to preserve the paramount right of the citizens of the community to operate their school without disruption; and to establish an environment in which the children of this community may receive education of the highest quality. Accordingly, the parties have set forth herein all terms and conditions of employment which have been agreed upon by the employer and the Association pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as the P.E.L.R.A.

ARTICLE I PARTIES

This Agreement, entered into between the School Board of Independent School District 191, Burnsville, Minnesota, hereafter referred to as the School Board, and the Burnsville Association of Educational Assistants, hereafter referred to as the Association, pursuant to and in compliance with the Public Labor Relations Act of 1971; to provide the terms and conditions of employment for educational assistants during the duration of this Agreement.

ARTICLE II RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1. The Board hereby recognizes the Burnsville Association of Educational Assistants as the exclusive representative for all educational assistants employed by Independent School District 191, Burnsville-Eagan-Savage who work more than fourteen (14) hours per week and more than sixty-seven (67) work days per year or thirty-five percent (35%) of the normal work week, excluding supervisory, confidential, and all other employees. The term "Educational Assistant," when used hereafter in this Agreement, shall refer to all classes of educational assistants represented by the Association in the Unit as defined above.

Section 2. Exclusivity: The employer will not during the life of this Agreement meet and negotiate relative to terms and conditions of employment with any employee or groups of employees who are covered by this Agreement except through the exclusive bargaining representatives. No employee covered by this Agreement shall negotiate any terms and conditions of employment except with the School Board's designated negotiator.

ARTICLE III SCHOOL BOARD RIGHTS

Section 1. Management Responsibilities: The Association recognizes the right and obligations of the School Board to efficiently manage and conduct the operation of the School District.

Section 2. It is further understood that the foregoing enumeration of the school responsibilities and obligations is not exclusive and the School Board expressly reserves all its statutory authority not expressly delegated in this Agreement.

ARTICLE IV
ASSOCIATION/EMPLOYEE RIGHTS

Section 1. Association Rights:

- Subd. 1. Negotiations: The Association may designate up to four (4) members to act as representatives for the purpose of negotiations and shall inform the employer in writing of such choices and changes in positions.
- Subd. 2. Dues Check-off: Any Educational assistant who is a member of the Association shall pay dues, established by the Association. The School District will remit to the Association the amounts of dues taken out for each individual and a list of such names. in a paycheck when requested.
- Subd. 3. Transaction of Business: Duly authorized representatives of the Association shall be permitted to transact official Association business on school premises provided that this shall not unduly interfere with nor disrupt of the operations of the School. The Association may use the District mail service (not U.S. Mail) and employee mailboxes for communications to employees.
- Subd. 4. Time Off for Exclusive Representation: The District will provide reasonable time off to elected officers or appointed representatives of the Exclusive Representative for the purpose of conducting the duties of Exclusive Representative including, but not limited to, grievance investigation and processing and conferring with District representatives and immediate supervisors with respect to the establishment, interpretation, and application of the provisions of this Agreement. The Exclusive Representative shall notify his/her immediate supervisor at least two (2) days prior to the use of such time off except in emergency situations.

Section 2. Employee Rights:

- Subd. 1. Master Agreement: Upon ratification, the BAEA Master Agreement will be posted on the intranet for the benefit of all educational assistants. Each BAEA member will receive a copy and the association shall receive (5) five copies.
- Subd. 2. Probationary Period: The probationary period for new employees shall be sixty-seven (67) working days. During this period of time, the employee may terminate employment. Likewise the employer may terminate the employee without cause. A member of the bargaining unit who is assigned to a different level in the unit will receive a new probationary period of 67 days. If during the probationary period there are performance concerns, the employee will be allowed to return to their previous assignment if there is a vacancy. If there is no vacancy, the employee may be laid off and thus qualify for the preferential hiring list as identified in Article XIII. Any discipline received during this period must be for just cause and can be challenged under the grievance procedure in Article 15.
- Subd. 3. Right to Join: Educational assistants will have the right to join or not to join the Burnsville Association of Educational Assistants.

ARTICLE V
COMPENSATION

Section 1. Hourly rates of pay in effect on June 30, 2025, will remain the same until a new Master Agreement is negotiated. Such subsequent negotiated agreement will determine hourly pay after July 1, 2025.

Section 2. Hourly rates of pay are as follows and will be paid in twenty-four (24) equal installments, the first payment being on September 15th of each year.

2023-2024

Classification	Job Description	Step 3	Step 4	Step 5
Level 2	Level 2 - Support	\$ 15.30	\$ 17.25	\$ 18.85
Level 3	Level 3 - Support	\$ 16.30	\$ 18.75	\$ 20.50
Level 4	Level 4 - Health	\$ 17.35	\$ 20.35	\$ 22.45
	Level 4 - Media	\$ 17.35	\$ 20.35	\$ 22.45
	Level 4 - Sped	\$ 17.35	\$ 20.35	\$ 22.45

2024-2025

Classification	Job Description	Step 3	Step 4	Step 5
Level 2	Level 2 - Support	\$ 17.25	\$ 18.65	\$ 20.35
Level 3	Level 3 - Support	\$ 18.35	\$ 20.25	\$ 22.15
Level 4	Level 4 - Health	\$ 19.50	\$ 22.00	\$ 24.25
	Level 4 - Media	\$ 19.50	\$ 22.00	\$ 24.25
	Level 4 - Sped	\$ 19.50	\$ 22.00	\$ 24.25

Section 3. Extra Compensation.

- Subd. 1. Education Assistants proficient in a second language, American Sign Language, or Braille will earn \$.75 above the stated hourly wage when it is a regular requirement for the position.
- Subd. 2. Health educational assistants who are licensed LPNs will be paid \$.75 per hour above their hourly rate of pay, provided they provide Human Resources with a copy of their current LPN license by August 1st.
- Subd. 3. Summer school educational assistants shall have \$.25 per hour added to the regular rate.
- Subd. 4. Educational Assistants may attend a workshop on a voluntary basis. For training which is required for their assignment, an employee would earn their regular hourly rate.
- Subd. 5. The District will pay the fees associated with taking a single qualifying test for current employees if the test is required for continued employment in the position the first time it is taken. (For example the Parapro Assessment offered by the Educational Testing Service is one way educational assistants can meet the requirement to become qualified).
- Subd. 6. If a licensed staff member who is assigned to supervise an area or student(s) is absent for thirty (30) minutes or more, the educational assistant assigned to the same area shall be paid at one and one-half times their rate of pay for that time. If a supervisor directs an EA to provide instruction to students without a classroom instructor (teacher) for thirty (30) minutes or more, the educational assistant assigned shall be paid at one and one-half times their rate of pay for that time.

Section 4. Salary Step Increments:

- Subd. 1. Educational assistants must be employed prior to January 1 to move to the next step beginning the first pay period for the unit in the following school year.
- Subd. 2. Experience Allowance: Administration may place newly employed but experienced personnel on the step above the starting salary.

- Subd. 3. The Employer shall credit prior experience as an EA in District #191 for purposes of wage step placement.
- Subd. 4. In the event an educational assistant has been incorrectly paid, corrections either to the employee's favor or detriment will be made back to the start of the fiscal year in which the error is discovered and reported to the Executive Director of Human Resources.

Section 5. Longevity Pay: Effective July 1, 2020, the following longevity rates apply: Educational assistants shall receive an additional \$.50 per hour above their base hourly rate of pay after completing 6 years of continuous service in the unit. Educational assistants shall receive an additional \$2.00 per hour above their base hourly rate of pay after completing 9 years of continuous service in the unit. Educational assistants shall receive an additional \$2.25 per hour above their base hourly rate of pay after completing 14 years of continuous service in the unit. Educational assistants shall receive an additional \$2.75 per hour above their base hourly rate of pay after completing 19 years of continuous service in the unit.

Section 6. Holiday pay: After four (4) years of continuous service, employees under this Agreement shall earn their daily rate of pay on the following holidays: Labor Day, Thanksgiving, the Friday after Thanksgiving, Christmas Eve, Christmas, New Years Day, and Memorial Day. Eligible employees need to record their holiday hours in the time reporting system.

Section 7. Mileage: Educational assistants who use their personal cars for school business shall be reimbursed at the rate in effect according to District policy. Requests for reimbursement should be made monthly, but must be made quarterly or claims are forfeited.

Section 8. Flexible Benefit Plan: The School District will establish a Flexible Benefit Plan under IRS Code 125. Regulations and procedures will be available in the Human Resources office. A Board policy and accompanying regulation will be developed and updated annually to comply with IRS Regulations.

Section 9. Tax Sheltered Annuity and Deferred Compensation Plans: Tax sheltered annuities and deferred compensation plans, either variable or fixed, shall be made available to educational assistants. Regulations and procedures are available in the Human Resources office. The Board policy and regulations will be updated annually for compliance with State and Federal laws.

ARTICLE VI GROUP INSURANCE

Section 1. Health and Hospitalization Insurance.

- Subd 1. Single Health and Hospitalization Insurance: The District will contribute an amount equal to 95% of the composite premium for an eligible employee who enrolls in the single plan. The composite premium will be based on a health care insurance plan with an HRA (Health Reimbursement Account) whereby \$1,000 annually shall be redirected by the district to the HRA. The remainder of the cost of the plan will be borne by the employee via payroll deduction.
- Subd 2. Dependent Health and Hospitalization Insurance: The District will contribute an amount equal to 70% of the composite premium for an eligible employee who enrolls in the dependent health insurance plan. The composite premium will be based on a health care insurance plan with an HRA (Health Reimbursement Account) whereby \$2,000 annually shall be redirected by the district to the HRA. The remainder of the cost of the plan will be borne by the employee via payroll deduction. Dependent Health and Hospitalization Insurance: Effective July 1, 2024, the District will contribute an amount equal to 75% of the composite premium for an eligible employee who enrolls in the dependent health insurance plan. The composite

premium will be based on a health care insurance plan with an HRA (Health Reimbursement Account) whereby \$2,000 annually shall be redirected by the district to the HRA. The remainder of the cost of the plan will be borne by the employee via payroll deduction.

- Subd 3. Both Spouses Employed: If an eligible employee and his/her spouse are both employed by the district full-time and are enrolled in dependent coverage, either the husband or the wife will contribute an amount equal to 5% of the single composite premium towards family coverage.
- Subd 4. Eligibility: An Education Assistant who works twenty (20) hours or more per week and is employed by the School District may enroll in the School District group health and hospitalization insurance. An Education Assistant hired after June 30, 2025, who works thirty (30) hours or more per week and is employed by the School District may enroll in the School District group health and hospitalization insurance.

Section 2: Dental Insurance

- Subd. 1. Single coverage: The School District shall provide individual dental coverage for each full-time employee who enrolls in the plan. Benefits shall be in accordance with the insurance policy purchased by the School District.
- Subd. 2. Dependent coverage: Dependent coverage shall be available to each employee eligible for single coverage. The cost of dependent coverage shall be paid by the employee via payroll deduction. Employees eligible for dependent coverage must enroll before the inception day or within thirty (30) days of becoming eligible for dependent coverage. Failure to apply for coverage on the inception date or upon becoming eligible shall result in the forfeiting of future rights to dependent coverage.

Section 3. Duration of Insurance Contribution: An employee is eligible for District contributions as provided in this Article as long as the employee is employed by the School District. Insurance contributions will cease when an employee is on an extended leave of absence, professional leave of absence, or a general leave of absence that is due to a medical emergency in the immediate family that is longer than a month. Upon termination of employment, all District participation and contribution shall cease effective on the last working day.

Section 4. Life Insurance: Employees who work twenty (20) hours or more hours per week shall be provided life and dismemberment insurance coverage in the amount of \$40,000 at District expense. Insurance is to be subject to the insurance company's terms and conditions.

Section 5. PERA Option: The PERA group term life insurance program shall be made available to educational assistants. Regulations and procedures are available in the Human Resources office.

Section 6. Income Protection:

- Subd. 1. Long Term Disability: The District will furnish income protection insurance, which takes effect after a qualified absence. Disability pay will be governed by the policy in effect. Coverage will be 66 2/3% of the base pay when coordinated with other sources of income as described in the insurance policy. In the event secondary social security benefits are a factor in coordination, the limit shall be seventy-five percent (75%) of base pay. Coordination with social security benefits, both primary and secondary, shall be based on benefits in effect on the date of disability. Subsequent changes in primary and secondary social security benefits shall not affect the original amount paid by the insurance carrier.
- Subd. 2. Income Protection: An educational assistant may use fractional sick absence, if accumulated, for one third (1/3) or one-fourth (1/4) day subject to Subd 1. above together with the income protection plan to equal full

salary for additional forty-five (45) fractional days. A maximum of fifteen (15) full sick days per illness may be used by the educational assistant in this manner. When sick absence is used to supplement long-term disability, the number of days used (not to exceed 15) shall be counted towards step advancement.

- Subd. 3. Leave of Absence: If an educational assistant anticipates an extended absence due to disability, he or she should apply for and will be granted a medical leave of absence. In the event an educational assistant is absent because of illness or injury for more than thirty (30) consecutive working days and does not have thirty (30) personal illness absence days, the Board shall grant the number of days needed (without pay) to reach the qualifying requirement and receive LTD benefits.
- Subd. 4. Insurance Contributions: As per Article VI, the district will continue to make contributions to insurance for 12 months from the time an employee begins receiving long-term disability benefits. After 12 months of leave due to long-term disability, contributions to insurance will cease. The employee may continue to participate in insurance at his/her expense.

Section 7. Coverage Continuation:

- Subd. 1. Employees with at least ten (10) years experience in the District and who are at least forty-five (45) years of age may continue in the group plan after leaving District employment until age sixty-five (65). The employee shall pay the total cost of such coverage. This section is subject to the rules of the carrier. Educational assistants who are participating in insurance under the above conditions as of June 30, 2008 may continue as provided in this subdivision.
- Subd. 2. An educational assistant who is eligible to draw a PERA pension may continue in the group plan until age eligibility for Medicare. The employee shall pay the total cost of such coverage. This section is subject to the rules of the carrier.

Section 8. Liability Insurance: As per MN Statute 466.07, the District shall defend and indemnify any of its employees for damages, including punitive damages, claimed or levied against the employee provided the employee was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.

ARTICLE VII
LEAVES OF ABSENCE

Section 1. All Leaves and Absences:

- Subd. 1. It is the responsibility of the administration and members of the Unit to prevent or remedy any abuse of policies on leaves and absences.
- Subd. 2. When administration has reason to believe that policies on leaves and absences are being abused, special action, investigation, questioning, is necessary for the benefit of all concerned. When such action is taken, the Association shall so be informed.

Section 2. Sick Leave:

- Subd. 1. All full-time employees shall be credited with twelve (12) days of sick leave on the first workday of each school year. Employees that work less than a full school year shall have sick leave pro-rated. Up to 48 hours of accrued sick time shall satisfy sick and safe time required by state statute. Sick time will not

accumulate while an employee is on unpaid leave or is receiving income protection benefits and shall only accumulate when an employee is actually working or on the District payroll.

Subd. 2. Unused sick leave days may accumulate to a maximum credit of one hundred five (105) days of sick leave per employee.

Subd. 3. Doctor or dental appointment may be considered sick leave absence.

~~Subd. 4. Educational Assistants under contract and employed during summer school or extended school year programs, may use one (1) day of sick leave if necessary. Time used will be deducted on an hourly, pro rata basis.~~

~~Subd. 5. Employees may use sick leave for illness of employee's spouse, children, significant other, siblings, grandparents, step-parents or parents.~~

~~Subd. 4. Employees shall notify the supervisor when illness prevents attendance at work so substitutes may be arranged. Notification shall be made as early as possible. Repeat violation of this section shall be cause for denying paid sick time and/or initiating disciplinary action.~~

~~Subd. 5. To protect the health and welfare of students and staff, administration has the responsibility to check absences by employees. When an employee has been absent for three (3) or more consecutive days or following a conference for which directives have been provided to the employee addressing a suspicious pattern of use, a physician's note may be required to verify illness and the ability to return to work. Employees who do not comply may be subject to disciplinary action.~~

~~Subd. 6. Employees can use their earned sick time for the employee's mental or physical illness, treatment or preventive care; a family member's mental or physical illness, treatment or preventive care; absence due to domestic abuse, sexual assault or stalking of the employee or a family member; closure of the employee's workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency; and when determined by a health authority or health care professional that the employee or a family member is at risk of infecting others with a communicable disease.~~

~~Subd. 7. Family members are defined as their child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent); their spouse or registered domestic partner; their sibling, stepsibling or foster sibling; their biological, adoptive or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child; their grandchild, foster grandchild or step-grandchild; their grandparent or step-grandparent; a child of a sibling of the employee; a sibling of the parents of the employee; a child-in-law or sibling-in-law; any of the family members listed above of an employee's spouse or registered domestic partner; any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and up to one individual annually designated by the employee.~~

~~Subd. 8. The total number of sick time accrued and available for use, as well as the total number of earned sick hours used shall be available to employees via the current online payroll system, i.e. Skyward.~~

Section 3. Maternity Leave:

Subd. 1. The start of a physical disability absence for pregnancy, delivery, and recovery from childbirth shall be determined by the employee's physician. The end of a physical disability absence for childbirth shall be determined by the employee's physician at the time of the child's birth.

- Subd. 2. To access paid personal illness days and, if necessary, long-term disability insurance, the educational assistant must provide the estimated start of a physical disability to Human Resources no later than two (2) months prior to the estimated date of delivery. Estimated start and end times can be modified by the physician.
- Subd. 3. An employee who becomes disabled as a result of pregnancy, childbirth, and delivery shall have the right to utilize accrued sick leave and long-term disability benefits for the period of time they are disabled due to pregnancy, childbirth, and delivery.

Section 4. Worker's Compensation:

- Subd. 1. Upon the request of an employee who is absent from work as a result of a compensable injury under the provisions of the Worker's Compensation Act, the School District will pay the difference between the compensation received pursuant to the Worker's Compensation Act by the employee and the employees regular rate of pay to thirty (30) days. After thirty (30) days, LTD insurance may coordinate.
- Subd. 2. A deduction shall be made from the employee's accumulated personal illness leave accrual time according to the pro-rata portions of days of personal illness absence time, which is used to supplement Workers Compensation.
- Subd. 3. Such payment shall be paid by the School District to the employee only during the period of disability.
- Subd. 4. In no event shall the additional compensation paid to the employee by virtue of personal illness absence result in the payment of a total daily, weekly, or monthly compensation that exceeds the normal compensation of the employee.
- Subd. 5. An employee who is absent from work as a result of an injury compensable under the Workers Compensation Act shall receive the workers compensation check and have the same amount withheld from earned District compensation.

Section 5. Bereavement Absence: ~~Bereavement leave shall be pro-rated for Title I educational assistants.~~

~~Subd. 1. Up to five (5) days bereavement absence with pay will be granted upon the death of an employee's:~~

- ~~A. Spouse~~
- ~~B. Child~~
- ~~C. Parent~~
- ~~D. In-law of a similar degree of relationship~~

~~Subd. 2. Up to three (3) days bereavement absence with pay will be granted upon the death of one of the following members of an employee's family:~~

- ~~A. Grandparent~~
- ~~B. Grandchild~~
- ~~C. Brother~~
- ~~D. Sister~~
- ~~E. Or in-law of similar degree of relationship~~

~~Subd. 3. One (1) day bereavement absence with pay will be granted upon the death of one of the following members of an employee's family:~~

- ~~A. Aunt~~
- ~~B. Uncle~~

- C. Niece
- D. Nephew
- E. Or in law of similar degree of relationship

Subd. 4. If an educational assistant has exhausted all accrued personal days in a given school year, he or she may use (1) personal sick day per year to attend the funeral of a person with whom they have a significant relationship.

Subd. 5. When travel is involved, an additional two (2) days may be granted by administration. (Generally, travel refers to the need for an overnight stay to reach the site of a service.)

An employee may take up to five (5) days of paid bereavement leave per event for any death(s) that occurs in the employee's immediate family. For purposes of this Agreement, "immediate family" includes a spouse, children, parents or equivalent, siblings, grandparents, grandchildren, aunts, uncles, nieces, nephews and equivalent in-laws. The Executive Director of Administrative Services may, in their sole discretion, grant up to ten (10) additional days of bereavement leave per school year for reasons such as multiple deaths in the immediate family, out-of-state funerals or other extenuating circumstances.

Section 6. Personal Absence: Each member of this Unit who works four (4) or more hours per day shall be granted one (1) day of personal absence at the beginning of the fiscal year. If an employee is hired or the assignment changes after the beginning of the fiscal year, the rate shall be prorated. Personal Leave may accrue to a maximum amount of three (3) days. Such absence must be that it requires the personal attention of the employee and scheduling of such is out of control of the employee. The request shall be made at least eighteen (18) hours in advance to the Human Resources office to be approved automatically. In case of emergency, the building principal shall determine whether the day shall be granted or not, retroactively.

Section 7. Extended Leave of Absence.

- Subd. 1. Requests for extended leaves of absence for acceptable causes without pay or any supplemental benefits, for a period of up to twelve (12) months, shall be submitted to and subject to recommendation by the Executive Director of Human Resources and Board of Education approval.
- Subd. 2. Answers to requests for leave for extended periods will be made, in writing, subject to Board approval at the next regular Board meeting.
- Subd. 3. Requests must be submitted in writing and be dated, signed, and shall include reasons for request and approximate duration of the requested leave.
- Subd. 4. Answers to written requests for emergency leave shall be given in writing.
- Subd. 5. No benefits accrue while on leave.
- Subd. 6. An educational assistant who returns from a leave prior to sixty-seven (67) working days will return to the previously held position. An educational assistant who returns from leave after sixty-seven (67) working days shall be assigned to the position occupied by the least senior educational assistants in the individuals sub-group as defined in Article XII, Section 2. Upon return, the educational assistant will be placed on the salary step she/he was on at the time the leave began and all benefits will be reinstated.
- Subd. 7. An educational assistant hired to replace an educational assistant on leave shall be on probation for sixty-seven (67) days as defined in Article II, Section 1, of this Agreement. An educational assistant occupying a

position in excess of sixty-seven (67) days shall become a member of the Unit and shall achieve seniority in the group for which the educational assistant is employed as defined in Article XIII, Section 2.

Subd. 8. An educational assistant is limited to general leaves in no more than three (3) school years regardless of the FTE of the leave.

Subd. 9. An educational assistant on an extended leave of absence must notify Human Resources of their intent to return by March 1st for the upcoming school year. If an educational assistant fails to notify Human Resources by March 1st of their intent to return, they will be terminated by the Board of Education.

Section 8. Professional Leave: Professional leave is an unpaid leave, which is not limited by Article VII, Section 9. Persons wishing professional leave of absence should make application to the Assistant Superintendent for Human Resources three (3) months in advance of the starting date. The Board of Education will consider each application on the basis of the recommendation of the Assistant Superintendent for Human Resources and contingent upon ability to secure a replacement for the period of time.

Section 9. General Absence Without Pay: Members of this Unit may be permitted to take one (1) absence without pay of no more than (10) consecutive educational assistant work days only once during the school year. Notice of such absence shall be given to the Human Resources Office two (2) weeks ahead of that absence, except in an emergency. Failure to obtain permission to take time off without pay will result in discipline. A second absence without pay, due to emergency circumstances, can be granted at the discretion of the District.

Section 10. Medical Leave of Absence:

Subd. 1. FMLA: Educational Assistants are eligible for FMLA leave only if they satisfy the federal work eligibility requirements. Under federal law employees must have worked 1250 hours the previous school year.

Subd. 2. Unpaid Leave of Absence for the serious illness or injury of an immediate family member: Educational Assistants may request up to a 12 week unpaid, leave of absence in the event of a serious illness or injury in the immediate family. No benefits will accrue during the leave. In order to maintain insurance, employees must pay the full premium during such a leave. For serious personal illness or injury, see Article VI, Section 6, Subd. 3.

Section 11. Lost Time Because of Assault: Reasonable time lost in connection with any incident of attack upon a staff member, not compensable under Worker's Compensation shall not be charged against the staff member's personal illness leave unless he/she is judged guilty by a court of competent jurisdiction.

Section 12. All assaults, blood borne pathogen exposure incidents and any injuries incurred on the job must be reported to the educational assistant's supervisor/principal within 24 hours of the incident. The educational assistant must participate in the completion of "First Report of Injury" form within 24 hours of the incident.

Section 13. Attendance incentive

An employee who as of July 1 (a) has accumulated leave time in excess of three hundred and sixty (360) hours determined as of June 15th of the same tax year, and (b) has taken one (1) or less leave days in the current school year shall have sufficient leave days converted at the rate equal to three hundred seventy five dollars (\$375) which shall be contributed to an active ISD 191 approved 403(b) plan as of July 15th payroll.

An employee who as of July 1 (a) has accumulated leave time in excess of three hundred and sixty hours (360) hours determined as of June 15th of the same tax year, and (b) has taken more than 1 leave day up to three (3) leave days in

the, current school year shall have sufficient leave days converted at the rate of pay equal to two hundred and twenty five dollars (\$225) which shall be contributed to an active ISD 191 approved 403(b) plan as of July 15th payroll.

Effective July 1, 2018, additionally an employee who as of July 1 (a) has accumulated leave time in excess of three hundred and sixty (360) hours determined as of June 15th of the same tax year, and (b) has taken three (3) or less leave days in the current school year will be granted one (1) Emergency Closure Day equivalent to their regularly scheduled hours to use only when an emergency closure has been issued by the Superintendent. Emergency Closure Days can accumulate up to four (4) days and are non-transferrable.

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

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

Effective July 1, 2015 the conversion rate for leave days shall be seventy-five dollars (\$75) per day.

ARTICLE VIII HOURS OF SERVICE

- Section 1. Basic Work Year: A basic work year shall consist of student contact days plus two days of preparation. The days of preparation will be scheduled prior to the start of the school year.
- Section 2. Extra Hours: Employees required to work more hours or days than anticipated in their annual Master Agreement shall be compensated at their hourly rate. During the course of the school year, any regularly scheduled hours added will be considered contract time. Hours exceeding the number of hours worked on the first workday of the school year will end at the conclusion of the school year. Any hours worked over forty (40) hours per week shall be compensated at one and one-half (1 and 1/2) times their hourly rate. Such compensation shall be authorized in advance by the building principal.
- Section 3. Breaks and Lunch: All employees who work at least four (4) hours but less than five (5) hours are entitled to one (1) fifteen-minute break per day. All employees who work at least five (5) hours per day but less than six and a half (6.5) hours are entitled to one (1) twenty-minute break per day. Employees who work six and half (6.5) hours or more hours or more per day are entitled to two (2) fifteen-minute breaks or one (1) thirty-minute break per day. Lunch and breaks are scheduled by the employer. All employees may use their break time for lunch but the break shall not exceed the number of minutes allotted for the employee. Employees, at their discretion, may work one-half hour extra per day for an unpaid lunch break. The portion of lunch that is unpaid is the employee’s own time. Employees may leave the building when on unpaid time, provided site sign-out procedures are followed.
- Section 4. Emergency Closing:
- Subd. 1. If after arriving on the job, the employee is dismissed by the Executive Director of Human Resources, the educational assistant shall be paid for the remainder of the assigned day if that day is not rescheduled as a student contact day.
 - Subd. 2. When the decision is made that school will not be open for any emergency, including inclement weather, it will be announced as per the District 191 emergency school closing regulations. When such an announcement is made, employees in the unit are not to report. The first emergency closing day will be forgiven, thereby allowing the total number of duty days to decrease by one day in the school year in which a

lost time emergency occurs. ~~If additional closing days occur due to an emergency, which includes inclement weather, employees may use available personal business time to avoid a dock in pay.~~ In the event make up days are required, the educational assistant shall perform duties at their daily rate of pay on the day or days as the School Board or its designated representative shall determine.

ARTICLE IX JOB POSTING

- Section 1. Job vacancies of three (3) hours or more shall be posted in each building, providing all details of job. This posting will state if this position is replacing an educational assistant on leave.
- Section 2. Any additional hours available in a building must be posted by building principal so that all educational assistants in that building have an opportunity to apply. Hours added after the first work day as described in Article VIII Section 1 of the Agreement shall be subject to withdrawal by the Administration.
- Section 3. Jobs that are so posted will not be filled for at least one (1) week from the date of posting, to allow all interested employees to apply.
- Section 4. Seniority, ability, and job performance will be considered in filling posted positions. The educational assistants recognize that the administration shall make the final decision based on these criteria. A senior applicant, within the District, not granted a position, shall be provided in writing the reasoning behind the administrations rejection of said application within a reasonable period of time, with the intent being to increase or correct any qualifications that are lacking in order to be considered in future job posting. Administration reserves the right of final decision.

ARTICLE X MISCELLANEOUS

- Section 1. Pre-employment Physical: An applicant applying for a Level 4, SPED assistant position must successfully complete a pre-employment physical. The physical will be conducted following an offer of employment but prior to the actual start of work. The offer of employment may be withdrawn if the applicant is unable to perform the physical requirements of the position.
- Section 2. Physical Examinations: A physician's statement that the employee is able to perform duties is required of all personnel returning from an extended health leave or from an incident covered by Worker's Compensation.
- Section 3. Jury Duty: Employees shall be paid the difference between their regular daily salary and their jury duty if required to serve on jury duty.
- Section 4. Transporting Students: At no time will any educational assistant transport any student in a private vehicle during normal working hours.

ARTICLE XI PERFORMANCE REVIEW

- Section 1. Evaluation/Goal Setting: Employees shall conference annually with a supervisor according to District procedures. Performance reviews shall be placed in the employees' personnel files in the Human Resource Office.

Subd. 1. Contents of personnel files are available to employees during business hours.

- Subd. 2. Employees may attach a signed explanation, rebuttal, or amplification to any materials in the permanent personnel file.
- Subd. 3. Any material in the file may be reproduced at the request of the employee. Cost of reproduction shall be paid by the employee.

ARTICLE XII DISCIPLINE

- Section 1. An educational assistant shall be deemed to have had a year of satisfactory service unless that educational assistant has been given notification of substandard performance in writing.
- Section 2. An employee shall not be disciplined without just cause.
- Section 3. The District shall draw an educational assistant's attention to misconduct in the following ways:
- a. Written reprimand
 - b. Letter of Deficiency
 - c. Letter of Deficiency and Suspension without pay
 - d. Discharge
- Use of items a. to d. above need not be in progressive order; dependent on the frequency and severity of the lack of the professional conduct any or all of the above may be used.
- Section 4. The following information will be provided with notice of disciplinary action:
- a. a review of the rule, regulation, code, policy etc. that defines the expected behavior;
 - b. a description of the inaction or failure of the employee to comply with the expectations, including an outline of previous oral or written reprimands; and
 - c. a reference to the grievance process as defined in the Master Agreement.
- Section 5. All instances of disciplinary action shall be documented, shown to the employee for signature and comment.
- Section 6. The District will notify employees that they may, if they desire, have a representative present at any disciplinary conference.
- Section 7. When any material that does not contain the signature or initials of the educational assistant is placed into the personnel file a copy shall be sent to the educational assistant.

ARTICLE XIII SENIORITY/REDUCTION IN STAFF

- Section 1. Seniority Date:
- Subd 1. Each employee will accumulate seniority from the first date of continuous hire as an educational assistant. In case of identical seniority dates, the lower employee number shall prevail. The Executive Director of Human Resources will provide the Association negotiators with a copy of the seniority list by February 15th of each year for review. The list will include number of hours worked per day and hourly rate of pay. This list will become official on March 15. The seniority list with names, categories, employment date and seniority dates shall be posted online after March 15th.

- Subd 2. In the event of dual assignment, seniority shall be determined on the basis of the assignment in which the employee spends the most time. In the event time is equally split in two levels, seniority will be based upon the assignment the employee selects at the beginning of the assignment placement. For equally split assignments, the employee shall provide written notification of their selection to the Executive Director of Human Resources within thirty (30) days of the placement. In the absence of any notification, seniority will be based upon the highest pay grade of the equally split assignment.
- Subd 3. Employees may apply for positions in other BAEA groups and, if selected, will carry their seniority from their original BAEA group. Employees who leave the bargaining unit for twelve (12) months or less to take another District position outside BAEA may return to BAEA with no interruption of their seniority. If a classified district employee becomes part of the BAEA, their accrued sick leave and holiday pay from the previous unit will be carried over into the BAEA up to the maximum accrual amount for the position assumed, provided the bargaining unit they leave has reciprocal language with the BAEA.
- Subd 4. Seniority shall accumulate if an employee is reinstated off of the preferential hiring list, following a reduction in the work force.

Section 2. For the purpose of seniority for reduction in force, employees will be divided into the following descriptions:

Level 4 Descriptions

- Level 4, Media
- Level 4, Health
- Level 4, Sped (secondary)
- Level 4, Sped (elementary)

Level 3 Descriptions

- Level 3, Support (Secondary)
- Level 3, Support (Elementary)

Level 2 Descriptions

- Level 2, Support (Secondary)
- Level 2, Support (Elementary)

Section 3. In the event of a reduction in the work force in one of the above levels, the displaced person will be placed in an equivalent (same level, same description, same number of hours) open position, if any. If there is not an equivalent open position, the employee will bump the least senior person (same level, same description, same number of hours) in that description or accept the layoff. If the person displaced by the first person is not the least senior in the appropriate job description, he/she will bump the least senior person, in that description regardless of the number of hours with the following exceptions:

Level 4, Media Education Assistant who is laid off can bump the least senior Level 4, Media Education Assistant, and if none, then bump the least senior Level 2, Support educational assistant.

Section 4. If, because of a reduction in work force, reassignments are necessary, the employer shall develop with the employee reassigned retraining appropriate for the new position.

Section 5. In the event replacement and/or displacement of educational assistants is necessary due to a reduction in the work force, the Association shall be represented at a meeting with the Human Resources Office prior to the affected educational assistants being notified to determine the final outcome of the procedures.

Section 6. All educational assistants who are to be terminated or reduced in hours will be notified in writing by the last student contact day-of each and every year. Those who retain their status will be entitled to the number of hours they were assigned the first work day of the current school year, even though maintaining those hours may require service in more than one (1) department or school. Level 4, SPED EA's assigned to a 1 on 1, whose student leaves the District, may be laid off after 15 working days notice, according to seniority, during the school year. But any EA who is laid off as a result of this paragraph will be recalled first to any open position in their level.

Section 7. The District shall establish a preferential hiring list including all educational assistants who have been terminated due to a reduction in work force or reduced in hours. Employees will be placed and rehired from the specific preferential hiring list grouping based on the following descriptions:

Level 4 Descriptions

- Level 4, Media
- Level 4, Health
- Level 4, Sped (secondary)
- Level 4, Sped (elementary)

Level 3 Descriptions

- Level 3, Support (Secondary)
- Level 3, Support (Elementary)

Level 2 Descriptions

- Level 2, Support (Secondary)
- Level 2, Support (Elementary)

Section 8 Educational assistants terminated due to a reduction in work force or are reduced in hours, shall remain on a preferential hiring list until June 30th of the following fiscal year. An open position will be awarded to an applicant on the preferential hiring list who applies for the position with the highest seniority within the job description.

ARTICLE XIV
RETIREMENT

Section 1. 403(b) Match

Subd. 1. A District match to a 403b plan is available to members of the unit hired on or after July 1, 1988 who are beginning their third (3rd) year of work in the District at .5 F.T.E. or more.

Subd. 2. Effective July 1, 2018, the District shall match up \$900 (nine hundred dollars) per school year of the employee's contribution to the 403(b) plan. Effective July 1, 2021, the District shall match up \$1,400 (one thousand four hundred dollars) per school year of the employee's contribution to the 403(b) plan.

Subd 3. Any employee on unpaid leave of absence shall not be eligible to participate in the plan.

Subd 4. Once an eligible employee elects to participate in the 403(b) annuity matching program, said election is for that school year and will continue each subsequent year unless modified by the employee.

~~Subd 5. Maximum District Contribution: The amount the District shall contribute to any employee's 403(b) plan shall not exceed Twenty five thousand dollars (\$25,000) during the time of the employee's employment with the District.~~

ARTICLE XV GRIEVANCE PROCEDURE

- Section 1. A claim by an employee of the exclusive representative that there has been a violation, misinterpretation, or misapplication of any provision of the Agreement may be processed as a grievance as hereinafter provided.
- Section 2. Level I. In the event that an employee or the Association believes there is a basis for a grievance, a written grievance shall be filed with the HR Director within one month of the time the grievant knew of the alleged grievance.
- Section 3. Level II: The HR Director may take up the grievance or choose to refer the grievance back to the supervisor or principal in the department or school from which the grievance arose.
- Section 4. If not resolved in discussions with the Association, the HR Director will provide the Association with a written response to the grievance.
- Section 5. If the Association does not agree with the written response, it may request arbitration of the grievance. To be timely, this written request to arbitrate must be given to the HR Director within one month of the HR Director's written response, or if no written response is provided, within four months of the date of the filing of the original grievance.
- Section 6. The dispute will be submitted to an arbitrator, selected and agreed upon by both parties. If the parties cannot agree upon an arbitrator within five (5) calendar days from the notification date that arbitration will be pursued, the B.M.S., in accord with its rules, shall govern the arbitration proceeding. The arbitrator shall have no power to alter, add to, or subtract from the express terms of this Agreement. Both parties agree to be bound by the award of the arbitrator.
- Section 7. Notwithstanding the expiration of this Agreement, any claim or grievance arising thereunder may be processed through the grievance procedure until resolution.
- Section 8. No reprisals of any kind will be taken by the Board of the School Administration against any employee because of their participation in this grievance procedure.
- Section 9. When mutually agreed, grievance may be heard during the school day. The Board agrees to pay the regular salary for up to three (3) employees per grievance who participate in a grievance during the school day. Additional employees up to seven (7) per grievance may be available for grievances held during the school day at no pay from the District.

DURATION

- Section 1. Term and Reopening Negotiations: This Agreement will remain in effect for a period commencing July 1, 2023, through June 30, 2025, and thereafter until modifications are made pursuant to the P.E.L.R.A. of 1971. If either party desires to modify or amend this Agreement commencing at its expiration, it will give written notice of such intent no later than ninety (90) days prior to the expiration of this Agreement.

Section 2. Effect: This Agreement constitutes the full and complete Agreement between the School Board and the exclusive representative representing the employees.

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

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

Master Agreement
2023-2025

Board of Education Independent School District 191
And
Burnsville Association of Educational Assistants

IN WITNESS WHEREOF, The parties have executed this Agreement as follows:

FOR BURNSVILLE ASSOCIATION OF EDUCATIONAL ASSISTANTS

Union Representative Date

Lead Negotiator Date

FOR INDEPENDENT SCHOOL DISTRICT 191

Board Chair Date

Lead Negotiator Date

Board Clerk Date

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into between Independent School District 191 (hereinafter referred to as the School District) and Burnsville Association of Education Assistants (hereinafter referred to as the Union), representing the Education Assistants of the School District as follows:

- 1. The parties have entered into a collective bargaining agreement covering the period July 1, 2023 through June 30, 2025.
- 2. Understanding the process for determining ESY eligibility and the commitment for student participation in ESY, it is difficult for the district to accurately project the exact number of students who will be enrolled in the ESY program. In order to ensure adequate staffing of paraprofessionals for the special education extended school year program (ESY) and a fair and equitable staffing process will be followed.

In planning and preparing for the ESY program the following processes and procedures will be implemented related to the use of paraprofessional support:

- 1. Two types of positions will be posted: one with guaranteed hours during the entire ESY program and one with flexible/floating hours to be based on student daily attendance.
- 2. If the paraprofessional with guaranteed hours has no students to work with he/she will work on other projects that support special education programs/services.
- 3. If a floater comes in to the ESY location to work and is notified their services are not needed he/she will be paid one hour of wages.
- 4. This plan will be in place unless changes are communicated to the BAEA ahead of time.

This MEMORANDUM OF UNDERSTANDING shall be in full force and effect from the period of execution of this document through June 30, 2025.

Union Representative

Employer Representative

Dated: _____

Dated: _____

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into between Independent School District 191 (hereinafter referred to as the School District) and The Burnsville Association of Educational Assistants (hereinafter referred to as the Union), representing the Educational Assistants of the School District as follows:

1. The parties have entered into a collective bargaining agreement covering the period July 1, 2023 through June 30, 2025.
2. In the event that the District changes its Long-Term Disability Insurance plan to a plan that has a longer qualifying period than 30 working days, the District agrees to provide a Short-Term Disability Plan with a qualifying period no more than 14 calendar days.
3. The District agrees that up to one-third (1/3) of a day of accrued sick leave may be used to supplement the Short-Term Disability income per work day on leave.

This MEMORANDUM OF UNDERSTANDING shall be in full force and effect from the period of execution of this document through June 30, 2025.

Burnsville Association of Educational Assistants
Burnsville, MN 55337

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

Union Representative

Employer Representative

Dated: _____

Dated: _____

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into between Independent School District 191 (hereinafter referred to as the School District) and The Burnsville Association of Educational Assistants (hereinafter referred to as the Union), representing the Educational Assistants of the School District as follows:

1. The parties have entered into a collective bargaining agreement covering the period July 1, 2021 through June 30, 2023.
2. In the interest in retaining Educational Assistants during the COVID Pandemic, incentive pay shall be paid to assistants.
3. To be eligible, employees cannot be on leave and need to be working for at least 30 days leading into and including the last day of school.
3. Employees that start after the first day of the contract year shall have the eligible amount prorated per the number of days remaining in the contract year.
4. Base incentive pay shall be based upon the prorated number of hours assigned per day. The daily hours shall be the total amount of hours per week divided by 5, i.e 4 days at 6 hours is equivalent to 5 days at 4.8 hours:

	Less than 4 hours per day	\$500
	Between 4 hours and less than 6.5 hours per day	\$1,000
	6.5 hours and greater per day	\$1,500

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

Burnsville Association of Educational Assistants _____ Independent School Dist. 191
 Burnsville, MN 55337 _____ 200 W. Burnsville Parkway
 _____ Burnsville, MN 55337

 Union Representative _____ Employer Representative

Dated: _____ Dated: _____

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into between Independent School District 191 (hereinafter referred to as the School District) and The Burnsville Association of Educational Assistants (hereinafter referred to as the Union), representing the Educational Assistants of the School District as follows:

1. The parties have entered into a collective bargaining agreement covering the period July 1, 2023 through June 30, 2025.
2. All Education Assistants employees are eligible to receive a \$500 referral bonus for any new candidate they refer for a regular school year EA position, under the following conditions:
3. The candidate is selected for employment and successfully finishes the school year completing 6 months or the rest of the school year, whichever comes first.
4. The candidate was not a current or previous substitute or employee of the district when they applied for the position.
5. The candidate identified the EA employee who referred them in the hiring process.
6. If these conditions are met, a bonus of \$500 dollars shall be paid to the referring employee within thirty (30) days of the new employees' completion of terms.

This MEMORANDUM OF UNDERSTANDING shall be in full force and effect from the period of execution of this document through June 30, 2025.

Burnsville Association of Educational Assistants
Burnsville, MN 55337

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

Union Representative

Employer Representative

Dated: _____

Dated: _____

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into between Independent School District 191 (hereinafter referred to as the School District) and The Burnsville Association of Educational Assistants (hereinafter referred to as the Union), representing the Educational Assistants of the School District as follows:

1. The parties have entered into a collective bargaining agreement covering the period July 1, 2021 through June 30, 2023.
2. Notwithstanding, ARTICLE VII, LEAVES OF ABSENCE, Section 13. Attendance incentive: "Leave days" include all absences except Bereavement, vacation, and paid days substituted for unpaid leave under the Family and Medical Leave Act of 1993 (FMLA), as amended.
3. The parties agree that for the 2021-2023 contract years, quarantine time as directed by the health services department shall be included as exceptions. The required amount of leave days as directed by health services shall not be counted against the employee for the Attendance incentive.
4. The documents, indicating the need to quarantine, provided by the health services department shall be the final and only determining factor of whether an absence was directed and authorized.
5. This MOU is not subject to the grievance language.

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

Burnsville Association of Educational Assistants	Independent School Dist. 191
Burnsville, MN 55337	200 W. Burnsville Parkway
	Burnsville, MN 55337

_____	_____
Union Representative	Employer Representative

Dated: _____	Dated: _____
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MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into between Independent School District 191 (hereinafter referred to as the School District) and The Burnsville Association of Educational Assistants (hereinafter referred to as the Union), representing the Education Associates of the School District as follows:

1. The parties have entered into a collective bargaining agreement covering the period July 1, 2023 through June 30, 2025.
2. The Union and the School District agree that retro pay for the 2023-2024 fiscal year shall only be paid to individuals employed with the School District on of July 1, 2024 and within the BAEA bargaining group. Any individual that resigned or was terminated during the 2023-2024 fiscal year is not eligible for retro pay.
3. Retro pay refers to increases in pay due to the usual movement in the steps/longevity scales and any general increase(s), which has an effective date after June 30, 2023 and before July 1, 2024.
4. Language changes to Article 7 (sick and bereavement leave) and Article 5 (extra compensation) shall not apply to the 2023-2024 school year and shall become effective when the contract is approved by the Board.

This MEMORANDUM OF UNDERSTANDING shall be in full force and effect from the period of execution of this document through June 30, 2025.

Burnsville Association of Educational Assistants
Burnsville, MN 55337

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

Union Representative

Employer Representative

Dated: _____

Dated: _____

Appendix A

Description of Special Education Settings

Management Educational Assistants work with students with disabilities that receive special education services. Students have disabilities that range from mild to severe. Students with more significant disabilities and those with low incident disabilities are educated in specialized, site-based programs. Educational Assistants that work in these programs are often asked to assist students with personal hygiene and activities of daily living. They may be required to diaper, feed, lift, and position students. They may be asked to work with students with volatile behaviors and may have an increased risk of personal injury. They may be required to have specialized skills in Braille or sign language.

Federal Setting definitions are as follows:

Setting I	Regular Class The student receives the majority of special education and related services in a general education classroom and is outside the general education classroom (or in the resource room) for no more than 21% of the school day. Home school is considered a general education setting.
Setting II	Resource Room The student receives special education and related services in a resource room outside the general education classroom for at least 21% but not more than 60% of the school day.
Setting III	Separate Class The student receives special education and related services in a separate class outside of the general education classroom for more than 60% of the school day.
Setting IV	Public Separate Day School The student receives special education and related services in a separate day school facility for greater than 50% of the school day.

The District has the following site-based programs. The District may add or eliminate site-based programs as needed. The location of these programs may change over time.

Early Childhood Special Education

Setting IV EBD

Setting III EBD

Setting III Autism

Setting III Developmental Cognitive Delay Program (formerly known as MSMI and MSMI Plus)

Setting III Neurobiological Disorders Program

Appendix B Definition of Elementary and Secondary

The terms elementary and secondary as used within the contract shall be defined as programs/grades housed within the following buildings.

Elementary: ECSE; Rahn, William Byrne, Sky Oaks, Gideon Pond, Vista View, Ed. Neill, Hidden Valley, Virtual Academy Elementary and Harriet Bishop.

Secondary: BAHS, BHS, BEST, Virtual Academy Secondary, Nicollet, and Eagle Ridge.

**Agenda IV.B.2.
August 22, 2024**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Stacey Sovine, executive director of administrative services

Date: August 22, 2024

Re: Approving Board programming and staffing retention priorities for the 2025-2026 School Year

Recommendation: That the Board of Education approves for the 2025-2026 school year, the proposed programming priorities and staffing retention protections and their qualifying criteria in the following areas:

PROGRAMMING PRIORITIES AND STAFFING RETENTION PROTECTIONS	QUALIFYING CRITERIA
Retain the staff, at their 2024-2025 total FTE, who teach Chef 2, Chef 3, and Hospitality Internship (Culinary Pathway) courses that are approved by the site administrator for the 2025-2026 school year schedule.	Current MN teaching license, vocational license, SafeSchools certified, ProStart trained, credentialed by partnering post-secondary institution for the 2025-2026 school year schedule.
Retain the staff, at their 2024-2025 total FTE, who teach Project Lead the Way (PLTW + Engineering Pathway) courses that are approved by the site administrator for the 2025-2026 school year schedule.	Current MN teaching license in the areas under STEM and specialized PLTW certification for the 2025-2026 school year schedule.
Retain the staff, at their 2024-2025 total FTE, who teach Concurrent Enrollment courses that are approved by the site administrator for the 2025-2026 school year schedule.	Current MN teaching license, additional post-graduate education, and credentialed by partnering post-secondary institution for the 2025-2026 school year schedule.
Retain the staff, at their 2024-2025 total FTE, who teach Healthcare Core, Nursing Assistant, and EMT (Healthcare Pathway) courses that are approved by the site administrator for the 2025-2026 school year schedule.	Current MN teaching license, meet all requirements of MDE and MDH, and credentialed by partnering post-secondary institution for the 2025-2026 school year schedule.
Retain the staff, at their 2024-2025 total FTE, who teach CTE Eligible courses that are approved by the site administrator for the 2025-2026 school year schedule.	Current MN teaching license and CTE license for the 2025-2026 school year schedule.
Retain the staff, at their 2024-2025 total FTE, who teach Education Pathway courses that are approved by the site administrator for the 2025-2026 school year schedule.	Current MN teaching license, post-graduate coursework, training in the Pathways2Teaching program with Dr. Bianco through University of Colorado - Denver, credentialed by partnering post-secondary institution for the 2025-2026 school year schedule.
Retain the staff, at their 2024-2025 total FTE, who teach AP Computer Science, Mobile CS Principles, AP Mobile CS Principles, Computer Applications (IT Pathway) courses that are approved by the site administrator for the 2025-2026 school year schedule.	Current MN teaching license and documented training in the specific area of computer science and programming, credentialed by partnering post-secondary institution for the 2025-2026 school year schedule.

Retain the staff, at their 2024-2025 total FTE, who teach Welding/Autobody, Intro to Consumer Auto, Advanced Auto/Vehicle Services (Automotive Pathway) courses that are approved by the site administrator for the 2025-2026 school year schedule.	Current MN teaching license and specific training, Automotive Service Excellence (ASE) certified, credentialed ¹⁴⁴ by partnering post-secondary institution for the 2025-2026 school year schedule.
Retain the staff, at their 2024-2025 total FTE, who teach Construction Trades I and II (Construction Pathway) courses that are approved by the site administrator for the 2025-2026 school year schedule.	Current MN teaching license and credentialed by partnering post-secondary institution for the 2025-2026 school year schedule.
Retain the staff, at their 2024-2025 total FTE, who are TOSA's identified as Deans that are approved by the site administrator for the 2025-2026 school year staffing.	Current MN K-12 Principal or Secondary Principal license and 3 years of building level Dean experience during the 2025-2026 school year schedule.

BE IT FURTHER RESOLVED THAT: Staffing retention protection aligns with the district 191 strategic plan and are for traits such as unique specialized training, external certifications or licenses, language proficiency, and recruitment and retention of teachers and administrators with diverse racial and ethnic backgrounds. The staffing retention protections do not limit the board's ability to determine the programs, functions, overall budget, utilization of technology, organization structure, selection of personnel, ability to discipline and the direction and number of personnel.



**Agenda IV.B.3.
August 22, 2024**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Dr. Brandon Lowe, assessment, data, and research coordinator

Date: August 22, 2024

Re: Approve District Assessment Program for 2024-2025 School Year

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

In alignment with District Policy 614: *School District Assessment Program* and District Policy 613: *Graduation Requirements* the District Assessment, Data, and Research Coordinator will bring recommendations for a comprehensive standardized assessment program to the school board for approval. The One91 Assessment Overview 2024-2025 provides information about the district comprehensive plan.



Comprehensive Assessment Plan

2024-2025

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RESOURCES

- District Assessment Coordinator (DAC) contact information:
 - Brandon Lowe, Assessment, Data, and Research Coordinator
 - Email: blowe@isd191.org
 - Phone: 952-707-6283
 - Tausha Chamberland, Administrative Assistant
 - Email: tchamberland@isd191.org
 - Phone: 952-707-6279
- Links and resources:
 - [MDE Statewide Testing](#)
 - [MDE Family Statewide Testing](#)
 - [One91 Assessment Overview Site](#)

ASSESSMENT COMMITTEE

Purpose

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

Authority

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

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

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

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

Assumptions

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

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

- The best of both worlds enhances the capacity of all.
- The family, as defined by each culture, is the primary system of support in the education of children.

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

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

Organization

As part of a broader effort to strengthen internal systems, a systems evaluation group was established to focus on assessment. This system evaluation group's theory of action states:

If district and school leadership teams annually review student academic, behavior, and SEL outcomes and use the data to plan for program improvements, achievement gap reduction, professional learning, and resource allocation, then decisions will more effectively address barriers and resources will be allocated for stronger implementation of district initiatives.

Membership Responsibilities

Members of the group attended monthly meetings, provided insight based on their experience, and recommended a comprehensive plan to the District One91 School Board.

Members

Brandon Lowe, Assessment, Data, and Research Coordinator, District 191

Jaimie Howe, Systems Improvement and Student Achievement Coordinator, District 191

Imina Oftedahl, Director of Curriculum, Instruction, and Assessment, District 191

Jon Bonneville, Principal, William Byrne Elementary School

M.J. Gunderson, School Psychologist, Burnsville High School

Casey Ewert, Board Certified Behavior Analyst, District 191

Jessie Bakeberg, Math Coach, Nicollet Middle School

Lyle Bomsta, Principal, Edward Neill Elementary School

Katie Salmela, District Media and Technology Specialist, District 191

Billie Retzlaff, Board Certified Behavior Analyst, District 191

ASSESSMENT OVERVIEW

Role of Assessment

Every student follows a unique learning journey. In order to help each learner continually grow, educators need clear and accurate information about where students are in their learning to help them progress. High-quality assessment tools are truly the building blocks of accelerating learning: they enable every educator to efficiently inform instruction, effectively guide reteaching and additional practice, and pace instruction according to student, group, and classwide needs. A comprehensive assessment system also provides the foundation for a district’s multi-tiered system of support (MTSS), driving key decisions around how to support the universal tier, students who need additional support in order to succeed, and whether interventions are effective.

Assessment Types

There are different types of assessments, each with its own purpose. By having a comprehensive assessment plan, there is the flexibility to select the right assessments to meet the unique needs of students.

Classroom Formative

Classroom formative assessment confirms that specific learning has taken place and provides data to inform instruction that follows. Classroom formative assessments are used continually and routinely (often on a daily basis) to monitor student learning, identify where students struggle, and determine where misconceptions exist so that teachers can take the right next step to help move learning forward.

Key Questions for Educators	Did students learn what was just taught? What should I teach next?
Key Questions for Parents & Caregivers	Did my child learn what the teacher just taught? Is my child ready to move on to new learning?
When	Ongoing
Who	All students or small groups

Universal Screening

Universal screening identifies students in need of additional assistance in order to meet learning goals. Educators use universal screening data as a check on student progress, to monitor whether students are growing at needed rates, and to identify opportunities for Tier 1 improvements.

Key Questions for Educators	Who is at risk? Are students growing at expected rates?
Key Questions for Parents & Caregivers	Is my child at risk of falling behind? Might my child be considered for extra support?
When	3-5x/year
Who	All students

Diagnostic

Diagnostic assessment is the process of using multiple measures and reports to identify student strengths and needs in specific skill areas, so teachers can provide instruction to address learning needs.

Key Questions for Educators	What is the specific area of need?
Key Questions for Parents & Caregivers	What is my child's specific area of need?
When	2-3x/year
Who	Students or groups flagged by screening

Progress Monitoring

Progress monitoring evaluates progress toward a learning target, per the rates of improvement for the specific skill being targeted by an intervention. Progress monitoring assessments are very sensitive to growth and help educators accurately track student progress toward their goals. Progress monitoring tools help educators efficiently remove students from interventions when they are no longer needed, and prevent students from receiving ineffective interventions for prolonged or indefinite periods of time. Progress monitoring can also help educators determine when interventions are insufficient to meet student needs and a special education referral may be needed.

Key Questions for Educators	Is the intervention working?
-----------------------------	------------------------------

	Is the student on track to meet their goal?
Key Questions for Parents & Caregivers	Is the intervention helping my child? Is my child on track to meet their goal?
When	At minimum 1-4x/month, as required
Who	Students receiving Tier 2 or Tier 3 interventions

Benchmark/Common Formative

Benchmark/common formative assessments measure students' proficiency in mastering learning standards. Benchmark/common formative assessments are aligned to a pacing calendar and the district's scope and sequence. Benchmark/common formative data can be aggregated and used to analyze class, school, and district trends in learning.

Key Questions for Educators	Are students mastering standards? If not, what can we do about it?
Key Questions for Parents & Caregivers	Is my child learning what they are supposed to be learning? If not, what can be done about it?
When	2-3x/year
Who	All students based on grade level

Summative

Summative assessments evaluate, certify, and/or grade learning at the end of a specific period of instruction. Summative assessments enable central, aggregated data tracking around trends, groups of students, and equitable practices.

Key Questions for Educators	Did students master the content (knowledge and skills)?
Key Questions for Parents & Caregivers	Did my child learn what they should have learned?
When	End of year, end of term, end of course
Who	All students

Intended Uses

Data is used to identify where students are in their learning process. Data is used by schools to provide students with a level of support they require to meet grade-level expectations. Data informs the supports at all levels; classroom-wide instruction and support for all students, targeted support, and intensive support. Data is intended to be reviewed continuously to ensure a continuum of supports for students to reach their next level of learning. While educators use data to identify students who need targeted support, they are also cognizant that labels are not used to limit or create barriers for students to access opportunities. Data supports a greater understanding of student thinking and allows educators to address misconceptions about content.

Unintended Consequences

We acknowledge that one assessment does not create a picture of the whole child. With all data, unintended consequences should be considered. Systems should:

- Ensure that they are prepared for the results of all data collected
- Be open to inclusion of other data sources, including that from families and caregivers
- Ensure alignment of assessments to their intended use
- Focus on student growth rather than “passing” an assessment
- Ensure that ALL students continue to access a high level of education regardless of assessment results
- Refrain from a narrow application of data and what that might entail
- Continuously consider the validity of data given external factors, such as cultural background, language, or disability
- Ensure that teaching is not focused on content of the assessments
- Ensure that data are not used in a way that disproportionately disadvantages students whom educational systems are already not serving

ASSESSMENTS

ACCESS for ELLs/Alternate ACCESS for ELLs

Purpose

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

Description

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

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

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

Key Information

Purpose	Summative, Screener
Required by	State
Students Assessed	All students grades kindergarten through grade 12 eligible to receive EL services
Expected Duration	4-5 hours over multiple days
Format	Kindergarten: one-on-one Grades 1-12: Online
Test Window	Jan. 27 - March 21

ACT

Purpose

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

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

Description

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

Key Information

Purpose	Summative
Required by	District to meet state requirement
Students Assessed	All students in grade 11
Expected Duration	3 hours
Format	Online
Test Window	April 22

CogAT

Purpose

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

Description

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

Key Information

Purpose	Screenener
Required by	District
Students Assessed	All students grades 2 and 4
Expected Duration	2-3 hours over 3 days
Format	Online
Test Window	Grade 2: Dec. 9-18 Grade 4: Sept. 9-13

FastBridge aMath

Purpose

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

Description

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

Key Information

Purpose	Screener
Required by	District
Students Assessed	All students grades 2-9
Expected Duration	5-30 minutes, 3 times per year
Format	Online
Test Window	Fall: Sept. 16-27 Winter: Jan. 6-16 Spring: May 12-23

FastBridge aReading

Purpose

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

Description

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

Key Information

Purpose	Screener
Required by	District to meet State requirement
Students Assessed	All students grades 2-9
Expected Duration	5-30 minutes, 3 times per year
Format	Online
Test Window	Fall: Sept. 16-27 Winter: Jan. 6-16 Spring: May 12-23

FastBridge CBM Reading

Purpose

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

Description

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

Key Information

Purpose	Screener Diagnostic Progress Monitor
Required by	District
Students Assessed	All students grades 2-3
Expected Duration	5 minutes, 3 times per year
Format	One-on-one
Test Window	Fall: Sept. 16-27 Winter: Jan. 6-16 Spring: May 12-23

FastBridge earlyMath

Purpose

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

Description

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

Key Information

Purpose	Screener Diagnostic Progress Monitor
Required by	District
Students Assessed	All students kindergarten and grade 1
Expected Duration	5-30 minutes, 3 times per year
Format	One-on-one
Test Window	Fall: Sept. 3-27 Winter: Jan. 6-31 Spring: May 5-30

FastBridge earlyReading

Purpose

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

Description

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

Key Information

Purpose	Screener Diagnostic Progress Monitor
Required by	District to meet State requirement
Students Assessed	All students kindergarten and grade 1
Expected Duration	5-10 minutes, 3 times per year
Format	One-on-one
Test Window	Fall: Sept. 3-27 Winter: Jan. 6-31 Spring: May 5-30

FastBridge mySAEBRS

Purpose

mySAEBRS is used to screen students' total, social, academic effort, and emotional behaviors. Data is also useful in program evaluation and in determining how students may be best supported across multiple tiers of social-emotional learning (SEL) needs.

Description

The mySAEBRS screener is comprised of 20 items, each of which relates to a broad scale (Total Behavior) and three subscales: Social Behavior (7 items), Academic Behavior (6 items), and Emotional Behavior (7 items). Each scale corresponds to various risk and protective factors suggested by developmental psychology research to predict the development of social emotional and behavioral disorders. Ratings correspond to the frequency of various behaviors in the previous month (Never, Sometimes, Often, Almost Always). Students may complete mySAEBRS in either English or Spanish.

Who completes mySAEBRS?

- Students in grades 2-12

How will data be used?

- MTSS data triangulation to have a better understanding of the whole child
- As a data point on our strategic roadmap dashboard about overall student wellbeing
- For evaluation of programs such as AVID, PBIS, and Second Step
- For Student Success Teams as one of multiple data points to determine behavior intervention

Key Information

Purpose	Screenener
Required by	District
Students Assessed	All students grades 2-12
Expected Duration	5-10 minutes
Format	Student completes online in class
Test Window	Fall: Sept. 30 - Oct. 11 Winter: Jan 21-31 Spring: May 27 - June 5

FastBridge SAEBRS

Purpose

SAEBRS data can be used to assess students' general social, academic, and emotional behaviors. Data can also be useful in program evaluation and in determining how students may be best supported at Tier 1. For instance, the data can be used to indicate whether a school should invest in a specific program, given the prevalence of social behavioral concerns, or in the instruction of academic enabling skills given the noted extent of academic behavioral difficulties.

Description

The SAEBRS screener is comprised of 19 items, each of which relates to a broad factor (General Behavior) and three narrow factors: Social Behavior (6 items), Academic Behavior (6 items), and Emotional Behavior (7 items). Following the principles of prevention science, each factor corresponds to various risk and protective factors suggested by developmental psychological research to predict the development of emotional/behavioral disorders. A teacher completes the SAEBRS for an individual student with whom the teacher has a history of interactions.

Who completes my SAEBRS?

- K-5 classroom teachers, 6-8 advisory teachers, 9-12 one class period teacher

How will data be used?

- MTSS data triangulation to have a better understanding of the whole child
- As a data point on our strategic roadmap dashboard about overall student wellbeing
- For evaluation of programs such as AVID, PBIS, and Second Step
- For Student Success Teams as one of multiple data points to determine behavior intervention

Key Information

Purpose	Screeners
Required by	District
Students Assessed	All students K-12
Expected Duration	1-3 minutes per student / <40-60 minutes total
Format	Teacher completes online (this is done without students present)
Test Window	Fall: Sept. 30 - Oct. 11 Winter: Jan 21-31 Spring: May 27 - June 5

MCA/MTAS Math

Purpose

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

Description

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

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

Key Information

Purpose	Summative
Required by	State
Students Assessed	All students in grades 3-8 and grade 11
Expected Duration	2 hours
Format	Online
Test Window	April 9-30

MCA/MTAS Reading

Purpose

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

Description

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

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

Key Information

Purpose	Summative
Required by	State
Students Assessed	All students in grades 3-8 and grade 10
Expected Duration	2 hours
Format	Online
Test Window	April 9-30

MCA/Alt MCA Science

Purpose

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

Description

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

The Science Alt MCA is a set of assessment tools designed at the state level to measure the effective implementation of the 2019 Minnesota K–12 Science Standards. As new standards are implemented, this assessment replaces the previous science alternate assessment, the Science Minnesota Test of Academic Skills (MTAS). The Alt MCA is for students who are unable to achieve grade-level proficiency due to a disability. The Alt MCA helps ensure that schools provide access to science instruction that is linked to the Minnesota Academic Standards at the student’s grade level to the extent appropriate.

Key Information

Purpose	Summative
Required by	State
Students Assessed	All students in grades 5, 8, and 10
Expected Duration	1.5 hours
Format	Online
Test Window	MCA Science April 9 - May 7 Alt MCA Science April 9 - April 30

PreACT

Purpose

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

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

Description

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

Key Information

Purpose	Formative
Required by	District
Students Assessed	All students in grades 9-11
Expected Duration	2.5 hours
Format	Online
Test Window	Sept. 12

PSAT/NMSQT

Purpose

Taking the PSAT/NMSQT provides the opportunity for students to access many scholarship opportunities. Students who take the PSAT/NMSQT and meet other program entry requirements specified in the PSAT/NMSQT Student Guide will enter the National Merit Scholarship Program, an academic competition for recognition and scholarships conducted by the National Merit Scholarship Corporation (NMSC). Students who take the PSAT 8/9 or PSAT 10 can also see their progress from one test to the next.

Description

The Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) is structured similarly to the SAT, has the same sections and timing, and measures the same Reading and Writing, and Math skills students learn in the classroom—the knowledge and skills needed to succeed in college and career. Results from the PSAT/NMSQT provide insights into a student’s academic strengths, along with areas they can work on while still in high school.

Key Information

Purpose	Summative
Required by	Not required
Students Assessed	Grade 11 (optional)
Expected Duration	2.5 hours
Format	Online
Test Window	Oct. 24

SAT

Purpose

The purpose of the SAT is to measure a high school student's readiness for college. Most colleges, including those that are test-optional, still accept SAT test scores. Together with high school grades, the SAT can show your potential to succeed in college or career. The SAT provides colleges with a common data point that can be used with students' applications. How important SAT scores are in the college application process varies from college to college.

Description

The SAT takes three hours and consists of three tests: (1) the Reading Test, (2) the Writing and Language Test, and (3) the Math Test. Most of the questions are multiple-choice, though some of the math questions ask you to write in the answer rather than select it.

Key Information

Purpose	Summative
Required by	Not required
Students Assessed	Grade 11 (optional)
Expected Duration	2.5 hours
Format	Online
Test Window	May 2

DISTRICT ASSESSMENT WINDOWS

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

FALL

Sept. 3-27	FastBridge earlyReading and earlyMath, grades K-1
Sept. 9-13	CogAT, grade 4
Sept. 12	Pre-ACT, grades 9-11
Sept. 16-27	FastBridge aReading and aMath, grades 2-9
Sept. 16-27	FastBridge CBM Reading, grades 2-3
Sept. 30 - Oct. 11	FastBridge SAEBRS and mySAEBRS, grades 2-12
Oct. 24	PSAT/NMSQT, grade 11 (opt-in)
Dec. 9-18	CogAT, grade 2

WINTER

Jan. 6-31	FastBridge earlyReading and earlyMath, grades K-1
Jan. 6-16	FastBridge aReading and aMath, grades 2-9
Jan. 6-16	FastBridge CBM Reading, grades 2-3
Jan. 21-31	FastBridge SAEBRS and mySAEBRS, grades 2-12

SPRING

Jan. 27 - March 21	ACCESS/Alternate ACCESS for ELLs, grades K-12
April 9-30	MCA/MTAS Reading & Math, grades 3-8, 10, 11
April 9 - May 7	MCA/Alt MCA Science, grades 5, 8, 10
April 22	ACT, grade 11
May 2	SAT, grades 11-12 (opt-in)
May 5-16	AP Exams
May 5-30	FastBridge earlyReading and earlyMath, grades K-1
May 12-23	FastBridge aReading and aMath, grades 2-8
May 12-23	FastBridge CBM Reading, grades 2-3
May 27 - June 5	FastBridge SAEBRS and mySAEBRS, grades 2-12

SCHEDULE BY GRADE

Grade	Assessment	Window Opens	Window Closes	Typical Test Length
K	FastBridge earlyReading	9/3/24	9/27/24	5-10 minutes
	FastBridge earlyMath	9/3/24	9/27/24	5-7 minutes
	FastBridge earlyReading	1/6/25	1/31/25	5-10 minutes
	FastBridge earlyMath	1/6/25	1/31/25	5-7 minutes
	ACCESS for ELLs	1/27/25	3/21/25	45 minutes
	FastBridge earlyReading	5/5/25	5/30/25	5-10 minutes
	FastBridge earlyMath	5/5/25	5/30/25	5-7 minutes
1	FastBridge earlyMath	9/3/24	9/27/24	15-30 minutes
	FastBridge earlyReading	9/3/24	9/27/24	5-10 minutes
	FastBridge earlyMath	1/6/25	1/31/25	15-30 minutes
	FastBridge earlyReading	1/6/25	1/31/25	5-10 minutes
	ACCESS for ELLs	1/27/25	3/21/25	4-4.5 hours over 4 days
	Alternate ACCESS for ELLs	1/27/25	3/21/25	80 minutes
	FastBridge earlyMath	5/5/25	5/30/25	15-30 minutes
	FastBridge earlyReading	5/5/25	5/30/25	15 minutes
2	CogAT	12/9/24	12/18/24	2-3 hours over 3 days
	FastBridge aMath	9/16/24	9/27/24	15-30 minutes
	FastBridge aReading	9/16/24	9/27/24	15 minutes
	FastBridge CBM Reading	9/16/24	9/27/24	5 minutes
	FastBridge mySAEBRS	9/30/24	10/11/24	10 minutes
	FastBridge aMath	1/6/25	1/16/25	15-30 minutes
	FastBridge aReading	1/6/25	1/16/25	15 minutes
	FastBridge CBM Reading	1/6/25	1/16/25	5 minutes
	FastBridge mySAEBRS	1/21/25	1/31/25	10 minutes
	ACCESS for ELLs	1/27/25	3/21/25	4-4.5 hours over 4 days
	Alternate ACCESS for ELLs	1/27/25	3/21/25	80 minutes
	FastBridge aMath	5/12/25	5/23/25	15-30 minutes
	FastBridge aReading	5/12/25	5/23/25	15 minutes

Grade	Assessment	Window Opens	Window Closes	Typical Test Length
	FastBridge CBM Reading	5/12/25	5/23/25	5 minutes
	FastBridge mySAEBRS	5/27/25	6/5/25	10 minutes
3	FastBridge aMath	9/16/24	9/27/24	15-30 minutes
	FastBridge aReading	9/16/24	9/27/24	15 minutes
	FastBridge CBM Reading	9/16/24	9/27/24	5 minutes
	FastBridge mySAEBRS	9/30/24	10/11/24	10 minutes
	FastBridge aMath	1/6/25	1/16/25	15-30 minutes
	FastBridge aReading	1/6/25	1/16/25	15 minutes
	FastBridge CBM Reading	1/6/25	1/16/25	5 minutes
	FastBridge mySAEBRS	1/21/25	1/31/25	10 minutes
	ACCESS for ELLs	1/27/25	3/21/25	4-4.5 hours over 4 days
	Alternate ACCESS for ELLs	1/27/25	3/21/25	80 minutes
	MCA Math	4/9/25	4/30/25	1.5-2 hours
	MCA Reading	4/9/25	4/30/25	1.5-2 hours
	MTAS Math	4/9/25	4/30/25	20-40 minutes
	MTAS Reading	4/9/25	4/30/25	60-90 minutes
	FastBridge aMath	5/12/25	5/23/25	5 minutes
	FastBridge aReading	5/12/25	5/23/25	15-30 minutes
	FastBridge CBM Reading	5/12/25	5/23/25	15 minutes
	FastBridge mySAEBRS	5/27/25	6/5/25	10 minutes
4	FastBridge aMath	9/16/24	9/27/24	15-30 minutes
	FastBridge aReading	9/16/24	9/27/24	15 minutes
	FastBridge mySAEBRS	9/30/24	10/11/24	10 minutes
	CogAT	9/9/24	9/13/24	2-3 hours over 3 days
	FastBridge aMath	1/6/25	1/16/25	15-30 minutes
	FastBridge aReading	1/6/25	1/16/25	15 minutes
	FastBridge mySAEBRS	1/21/25	1/31/25	10 minutes
	ACCESS for ELLs	1/27/25	3/21/25	4-4.5 hours over 4 days
	Alternate ACCESS for ELLs	1/27/25	3/21/25	80 minutes
	MCA Math	4/9/25	4/30/25	1.5-2 hours
	MCA Reading	4/9/25	4/30/25	1.5-2 hours

Grade	Assessment	Window Opens	Window Closes	Typical Test Length
	MTAS Math	4/9/25	4/30/25	20-40 minutes
	MTAS Reading	4/9/25	4/30/25	60-90 minutes
	FastBridge aMath	5/12/25	5/23/25	15-30 minutes
	FastBridge aReading	5/12/25	5/23/25	15 minutes
	FastBridge mySAEBRS	5/27/25	6/5/25	10 minutes
5	FastBridge aMath	9/16/24	9/27/24	15-30 minutes
	FastBridge aReading	9/16/24	9/27/24	15 minutes
	FastBridge mySAEBRS	9/30/24	10/11/24	10 minutes
	FastBridge aMath	1/6/25	1/16/25	15-30 minutes
	FastBridge aReading	1/6/25	1/16/25	15 minutes
	FastBridge mySAEBRS	1/21/25	1/31/25	10 minutes
	ACCESS for ELLs	1/27/25	3/21/25	4-4.5 hours over 4 days
	Alternate ACCESS for ELLs	1/27/25	3/21/25	80 minutes
	MCA Math	4/9/25	4/30/25	1.5-2 hours
	MCA Reading	4/9/25	4/30/25	1.5-2 hours
	MTAS Math	4/9/25	4/30/25	20-40 minutes
	MTAS Reading	4/9/25	4/30/25	60-90 minutes
	MCA Science	4/9/25	5/7/25	1-1.5 hours
	Alt MCA Science	4/9/25	4/30/25	60-90 minutes
	FastBridge aMath	5/12/25	5/23/25	15-30 minutes
	FastBridge aReading	5/12/25	5/23/25	15 minutes
	FastBridge mySAEBRS	5/27/25	6/5/25	10 minutes
6	FastBridge aMath	9/16/24	9/27/24	15-30 minutes
	FastBridge aReading	9/16/24	9/27/24	30 minutes
	FastBridge mySAEBRS	9/30/24	10/11/24	10 minutes
	FastBridge aMath	1/6/25	1/16/25	15-30 minutes
	FastBridge aReading	1/6/25	1/16/25	30 minutes
	FastBridge mySAEBRS	1/21/25	1/31/25	10 minutes
	ACCESS for ELLs	1/27/25	3/21/25	4-4.5 hours over 4 days
	Alternate ACCESS for ELLs	1/27/25	3/21/25	80 minutes
	MCA Math	4/9/25	4/30/25	1.5-2 hours

Grade	Assessment	Window Opens	Window Closes	Typical Test Length
	MCA Reading	4/9/25	4/30/25	1.5-2 hours
	MTAS Math	4/9/25	4/30/25	20-40 minutes
	MTAS Reading	4/9/25	4/30/25	60-90 minutes
	FastBridge aMath	5/12/25	5/23/25	15-30 minutes
	FastBridge aReading	5/12/25	5/23/25	30 minutes
	FastBridge mySAEBRS	5/27/25	6/5/25	10 minutes
7	FastBridge aMath	9/16/24	9/27/24	15-30 minutes
	FastBridge aReading	9/16/24	9/27/24	30 minutes
	FastBridge mySAEBRS	9/30/24	10/11/24	10 minutes
	FastBridge aMath	1/6/25	1/16/25	15-30 minutes
	FastBridge aReading	1/6/25	1/16/25	30 minutes
	FastBridge mySAEBRS	1/21/25	1/31/25	10 minutes
	ACCESS for ELLs	1/27/25	3/21/25	4-4.5 hours over 4 days
	Alternate ACCESS for ELLs	1/27/25	3/21/25	80 minutes
	MCA Math	4/9/25	4/30/25	1.5-2 hours
	MCA Reading	4/9/25	4/30/25	1.5-2 hours
	MTAS Math	4/9/25	4/30/25	20-40 minutes
	MTAS Reading	4/9/25	4/30/25	60-90 minutes
	FastBridge aMath	5/12/25	5/23/25	15-30 minutes
	FastBridge aReading	5/12/25	5/23/25	30 minutes
	FastBridge mySAEBRS	5/27/25	6/5/25	10 minutes
8	FastBridge aMath	9/16/24	9/27/24	15-30 minutes
	FastBridge aReading	9/16/24	9/27/24	30 minutes
	FastBridge mySAEBRS	9/30/24	10/11/24	10 minutes
	FastBridge aMath	1/6/25	1/16/25	15-30 minutes
	FastBridge aReading	1/6/25	1/16/25	30 minutes
	FastBridge mySAEBRS	1/21/25	1/31/25	10 minutes
	ACCESS for ELLs	1/27/25	3/21/25	4-4.5 hours over 4 days
	Alternate ACCESS for ELLs	1/27/25	3/21/25	80 minutes
	MCA Math	4/9/25	4/30/25	1.5-2 hours
	MCA Reading	4/9/25	4/30/25	1.5-2 hours

Grade	Assessment	Window Opens	Window Closes	Typical Test Length
	MTAS Math	4/9/25	4/30/25	20-40 minutes
	MTAS Reading	4/9/25	4/30/25	60-90 minutes
	MCA Science	4/9/25	5/7/25	1-1.5 hours
	Alt MCA Science	4/9/25	4/30/25	60-90 minutes
	FastBridge aMath	5/12/25	5/23/25	15-30 minutes
	FastBridge aReading	5/12/25	5/23/25	30 minutes
	FastBridge mySAEBRS	5/27/25	6/5/25	10 minutes
9	PreACT	9/12/24	9/12/24	2.5 hours
	FastBridge aMath	9/16/24	9/27/24	15-30 minutes
	FastBridge aReading	9/16/24	9/27/24	30 minutes
	FastBridge mySAEBRS	9/30/24	10/11/24	10 minutes
	FastBridge aMath	1/6/25	1/16/25	15-30 minutes
	FastBridge aReading	1/6/25	1/16/25	30 minutes
	FastBridge mySAEBRS	1/21/25	1/31/25	10 minutes
	ACCESS for ELLs	1/27/25	3/21/25	4-4.5 hours over 4 days
	Alternate ACCESS for ELLs	1/27/25	3/21/25	80 minutes
	FastBridge aMath	5/12/25	5/23/25	15-30 minutes
	FastBridge aReading	5/12/25	5/23/25	30 minutes
	FastBridge mySAEBRS	5/27/25	6/5/25	10 minutes
10	PreACT	9/12/24	9/12/24	2.5 hours
	FastBridge mySAEBRS	9/30/24	10/11/24	10 minutes
	FastBridge mySAEBRS	1/21/25	1/31/25	10 minutes
	ACCESS for ELLs	1/27/25	3/21/25	4-4.5 hours over 4 days
	Alternate ACCESS for ELLs	1/27/25	3/21/25	80 minutes
	MCA Reading	4/9/25	4/30/25	1.5-2 hours
	MTAS Reading	4/9/25	4/30/25	60-90 minutes
	MCA Science	4/9/25	5/7/25	1-1.5 hours
	Alt MCA Science	4/9/25	4/30/25	60-90 minutes
	FastBridge mySAEBRS	5/27/25	6/5/25	10 minutes
11	PreACT	9/12/24	9/12/24	2.5 hours
	FastBridge mySAEBRS	9/30/24	10/11/24	10 minutes

Grade	Assessment	Window Opens	Window Closes	Typical Test Length
	PSAT/NMSQT (optional)	10/24/24	10/24/24	2.5 hours
	FastBridge mySAEBRS	1/21/25	1/31/25	10 minutes
	ACCESS for ELLs	1/27/25	3/21/25	4-4.5 hours over 4 days
	Alternate ACCESS for ELLs	1/27/25	3/21/25	80 minutes
	MCA Math	4/9/25	4/30/25	1.5 hours
	MTAS Math	4/9/25	4/30/25	20-40 minutes
	ACT	4/22/25	4/22/25	3 hours
	SAT (optional)	5/2/25	5/2/25	2.5 hours
	FastBridge mySAEBRS	5/27/25	6/5/25	10 minutes
12	FastBridge mySAEBRS	9/30/24	10/11/24	10 minutes
	FastBridge mySAEBRS	1/21/25	1/31/25	10 minutes
	ACCESS for ELLs	1/27/25	3/21/25	4-4.5 hours over 4 days
	Alternate ACCESS for ELLs	1/27/25	3/21/25	80 minutes
	FastBridge mySAEBRS	5/27/25	6/5/25	10 minutes

HOURS TESTING BY GRADE

The following table represents the hours students at each grade level will spend testing. Most tests are not timed. This number represents the sum of the largest amount of time students usually spend on each test. Hours will vary for students with individual education plans, 504 plans, and multilingual students. The hours of testing at each grade level align with the limits on local testing defined in [MN Statute 120B.306 Limits on Local Testing](#).

Grade	Hours Testing
K	0.85
1	2.08
2	6.00
3	7.00
4	9.75
5	8.25
6	7.50
7	7.50
8	9.00
9	3.00
10	6.50
11	7.50
12	0.50

**Agenda IV.B.4.
August 22, 2024**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Dr. Kathy Funston, director of Strategic Partnerships and Pathways

Date: August 22, 2024

Re: Approval of Inver Hills Community College Income Contract for Shared Classes

Recommendation: That the Board of Education approve the Inver Hills Community College Income Contract for Shared classes presented between Burnsville High School, Simley High School and the State of Minnesota actions through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Inver Hills Community College and authorize the Superintendent of ISD 191 to execute the agreement

Notes:

- This is an additional Inver Hills Contract that relates to shared PSEO classes with Simley High School

F.Y.	Cost Center	Obj. Code	Amount	Vendor #	P.O. #

STATE OF MINNESOTA
Inver Hills Community College
MINNESOTA STATE COLLEGES AND UNIVERSITIES
INCOME CONTRACT
Shared Classes

This contract is by and between Burnsville High School, Simley High School (hereinafter "SCHOOL DISTRICTS") and the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of *Inver Hills Community College* (hereinafter "Minnesota State").

WHEREAS, the PURCHASERS have a need for a specific service; and

WHEREAS, Minnesota State, is empowered to enter into income contracts pursuant to Minnesota Statutes, Chapter 136F;

NOW, THEREFORE, it is agreed:

1. DUTIES OF Minnesota State. The Minnesota State agrees to provide the following:
 - Communicate eligibility requirements.
 - Provide course and other services at the same level as provided to general COLLEGE students.
 - Award COLLEGE credit to students upon successful completion of courses.
 - Provide course grades to the SCHOOL DISTRICTS at the conclusion of each semester.
 - Bear initial legal fees and other expenses associated with the drafting of this agreement.
 - Create invoices for the SCHOOL DISTRICTS for courses being taken by SCHOOL DISTRICT students.
 - Refer to Appendix A for additional responsibilities.

2. DUTIES OF SCHOOL DISTRICTS: The SCHOOL agrees to provide the following:
 Entering into this agreement for **PSEO Course by CONTRACT** services to be directly contracted with the COLLEGE.
 - Authorize enrollment/course selection for eligible high school students with the COLLEGE.
 - Provide all textbooks and other instructional materials/equipment required for the course as determined by the sponsoring academic department and faculty mentor.
 - Facilitate the enrollment and application process with students.
 - Communicate the process for arranging educational accommodations. The COLLEGE retains authority to determine whether a request for an educational accommodation is appropriate for classes taken for COLLEGE credit.
 - Refer to Appendix A for additional responsibilities.

3. CONSIDERATION AND TERMS OF PAYMENT.
 - a. Consideration for all services performed and goods or materials supplied by the COLLEGE pursuant to this contract shall be paid by the SCHOOL DISTRICT as follows:

The school districts will be billed by COLLEGE at the rate of \$ \$3000 x number of credits (Example: \$3000 x 4 credit class = \$12,000) divisible by 2. This rate may change in the future contracts.

b. Terms of Payment. Payment shall be made by the SCHOOL DISTRICT as follows:

Invoices will be sent to the SCHOOL DISTRICT by October 1 for Fall enrollment and April 1 for Spring enrollment.

Payments to the COLLEGE for charges will be made by the SCHOOL DISTRICT by December 1 for Fall Semester and June 1 for Spring Semester.

4. TERM OF CONTRACT. This contract shall be effective on *July 1, 2024*, **or upon the date that the final required signature is obtained by Minnesota State**, whichever occurs later, and shall remain in effect until *June 30, 2025*, or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first.
5. CANCELLATION. This contract may be canceled by the PURCHASER or Minnesota State at any time, with or without cause, upon thirty (30) days written notice to the other party. In the event of such a cancellation, the Minnesota State shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed
6. AUTHORIZED REPRESENTATIVES.

a. The COLLEGE Authorized Representative for the purposes of administration of this contract is:

Name: Heather Aagesen-Huebner
 Title: Vice President for Finance and Operations
 Address: 2500 East 80th Street, Inver Grove Heights, MN 55076
 Telephone: 651-450-3534
 E-Mail: heather.aagesen-huebner@inverhills.edu

b. The SCHOOL DISTRICT'S Authorized Representatives for the purposes of administration of this contract are:

Name: Theresa Battle
 Title: Superintendent
 Address: 200 W. Burnsville Pkwy., Burnsville, MN 55337
 Telephone: 952-707-2000
 E-Mail: tbattle@isd191.org

Name: Dave Bernhardson
 Title: Superintendent
 Address: 2990 80th St E, Inver Grove Heights, MN 55076
 Telephone: 651-306-7808
 E-Mail: dave.bernhardson@isd199.org

Each authorized representative shall have final authority for acceptance of services of the other party and shall have responsibility to ensure that all payments due to the other party are paid pursuant to the terms of this contract.

7. ASSIGNMENT. Neither the PURCHASER nor Minnesota State shall assign or transfer any rights or obligations under this contract without the prior written approval of the other party.

8. LIABILITY. The PURCHASER shall indemnify, save, and hold Minnesota State, its agents and employees harmless from any and all claims or causes of action arising from the performance of this contract by the PURCHASER or PURCHASER'S agents or employees. This clause shall not be construed to bar any legal remedies the PURCHASER may have for Minnesota State 'S failure to fulfill its obligations pursuant to this contract.
9. AMERICANS WITH DISABILITIES ACT COMPLIANCE (hereinafter "ADA"). The PURCHASER is responsible for complying with the Americans with Disabilities Act, 42 U. S. C. 12101, et. seq. and regulations promulgated pursuant to it. Minnesota State IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.
10. AMENDMENTS. Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract or their successors in office.
11. GOVERNMENT DATA PRACTICES ACT. The requirements of Minnesota Statutes § 13.05, subd. 11 apply to this contract. The PURCHASER and Minnesota State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by Minnesota State in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the PURCHASER in accordance with this contract. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the PURCHASER or Minnesota State.

In the event the PURCHASER receives a request to release the data referred to in this clause, the PURCHASER must immediately notify Minnesota State. Minnesota State will give the PURCHASER instructions concerning the release of the data to the requesting party before the data is released.
12. JURISDICTION AND VENUE. This contract shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or the breach thereof, shall be located only in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.
13. STATE AUDITS. The books, records, documents, and accounting procedures and practices of the PURCHASER relevant to this contract shall be subject to examination by the contracting department and the Legislative Auditor.
14. OTHER PROVISIONS. (Attach additional page(s) if necessary): *Sample*

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

APPROVED:

1. MINNESOTA STATE COLLEGES AND UNIVERSITIES

Inver Hills Community College

By (authorized signature) <i>Heather Agesen-Huebner</i> <small>DocuSigned by: 515C1EBEACA640E...</small>
Title VP of Finance and Operations
Date 7/16/2024 9:32:58 AM CDT

2. SCHOOL DISTRICT:

SCHOOL DISTRICT certifies that the appropriate person(s) have executed the contract on behalf of PURCHASER as required by applicable articles, by-laws, resolutions, or ordinances.

By (authorized signature) <i>Dave Bernhardtson</i> <small>DocuSigned by: BD7B25B42DF949D...</small>
Title Superintendent
Date 8/1/2024 10:15:37 AM CDT

By (authorized signature)
Title superintendent
Date

3. AS TO FORM AND EXECUTION:

By (authorized college/university/system office initiating agreement)
Title
Date

APPENDIX A
PSEO Course by CONTRACT
2024-2025

College Responsibilities

- Confirm customized course dates
- Add high school staff to D2L Bright space course access
- Communicate course text and materials requirements in advance and ensure student access the first day of instruction
- Prior to start of class, initiate contact with high school staff to review course/etc. (Assigned Faculty)
- Ensure syllabi and course welcome information complies with syllabi checklist (Assigned Faculty)
- Confirm student enrollment and registration information
- Establish and maintain a communication routine with the high school staff related to the course, its delivery, and student assessment evaluation. (Assigned Faculty)
- Notify high school staff when there are course syllabus updates, changes in curriculum (Assigned Faculty)
- Collaborate with high school staff to ID any supplementary instruction needs based on student assessments
- Coach enrolled students in unique college deadlines for drop, add, withdrawal in collaboration with the high school staff
- Provide Authorization to Release Student Information form

High School Responsibilities

- By November 30, send a completed Intent to Offer form to the IHCC administrator identifying the classes to be offered for the upcoming academic year.
- Work with college staff to schedule and administer the Accuplacer exam or use provided multiple measures for interested students
- Advise students about course expectations; help them to make decisions about participating.
- Advise students about the Authorization to Release Student Information form
- Provide completed Authorization to Release Student Information forms to the College
- Using web-based tools facilitate an Online course orientation(s) with enrolled students.
- Facilitate enrolled students textbook access and return policy sign off.
- Enroll students per student eligibility criteria and policies. The high school is responsible for ensuring that the student meets the eligibility requirements for courses per the college guidelines.
- Facilitate enrollment and registration of the students within the stated time period.
- Ensure the maximum number of student enrollments does not exceed the approved seat cap limits.
- Ensure all textbooks and other instructional materials/equipment required for the course are available to students at the beginning of the term.
- Assist in student compliance with the drop/add and withdrawal policies.
- Return completed contracts to the college Business Office

Certificate Of Completion

Envelope Id: AA5DD7906B8B4072BD0187D8C16D1393	Status: Sent
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Department: Business Office	
College: IHCC	
Source Envelope:	
Document Pages: 5	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	Allison Chuick
Time Zone: (UTC-06:00) Central Time (US & Canada)	314 10th Ave. S.
	Waite Park, MN 56387
	achuick@inverhills.edu
	IP Address: 134.29.180.167

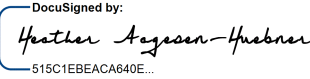
Record Tracking

Status: Original	Holder: Allison Chuick	Location: DocuSign
6/26/2024 11:40:14 AM	achuick@inverhills.edu	

Signer Events

Heather Aagesen-Huebner
 heather.aagesen-huebner@inverhills.edu
 VP of Finance and Operations
 Inver Hills Community College - Inver Grove Heights, MN
 Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

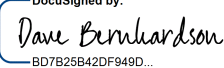
Signature

DocuSigned by:

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 Signature Adoption: Pre-selected Style
 Using IP Address: 73.242.56.247

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 Signed: 7/16/2024 9:32:58 AM

Dave Bernhardson
 dave.bernhardson@isd199.org
 Superintendent
 Security Level: Email, Account Authentication (None)

DocuSigned by:

 BD7B25B42DF949D...
 Signature Adoption: Pre-selected Style
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Theresa Battle
 tbattle@isd191.org
 Superintendent
 Security Level: Email, Account Authentication (None)

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Electronic Record and Signature Disclosure:
 Accepted: 8/13/2024 1:42:45 PM
 ID: 1ba134e3-fa9d-412d-8afb-28f4f6fd681e

Katie Merklings
 kmerklings@inverhills.edu
 Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events	Status	Timestamp
		186
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
<p>Allison Chuick achuick@inverhills.edu Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p> <p>Mary Jo Gardner mgardner@inverhills.edu Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 7/12/2024 1:26:20 PM ID: 13ee44b2-9295-4a6b-a49f-946e3ac817e8</p> <p>Eric Owusu eowusu@inverhills.edu Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>		
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Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
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Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Minnesota State Colleges and Universities (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Minnesota State Colleges and Universities:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: michael.noble-olson@minnstate.edu

To advise Minnesota State Colleges and Universities of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at michael.noble-olson@minnstate.edu and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Minnesota State Colleges and Universities

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to michael.noble-olson@minnstate.edu and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Minnesota State Colleges and Universities

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to michael.noble-olson@minnstate.edu and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Minnesota State Colleges and Universities as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Minnesota State Colleges and Universities during the course of your relationship with Minnesota State Colleges and Universities.



**Agenda IV.B.5.
August 22, 2024**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Dr. Kathy Funston, director of Strategic Partnerships and Pathways

Date: August 22, 2024

Re: Approval of Inver Hills Community College Income Contract for Shared Classes a

Recommendation: That the Board of Education approve the Inver Hills Community College In College Income Contract presented between Burnsville High School and the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Inver Hills Community College and authorize the Superintendent of ISD 191 to execute the agreement

Notes:

- This is an additional Inver Hills Contract that relates to the In College program

F.Y.	Cost Center	Obj. Code	Amount	Vendor #	P.O. #

STATE OF MINNESOTA
Inver Hills Community College
MINNESOTA STATE COLLEGES AND UNIVERSITIES
INCOME CONTRACT

This contract is by and between *Burnsville High School* (hereinafter "PURCHASER") and the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of *Inver Hills Community College* (hereinafter "Minnesota State").

WHEREAS, the PURCHASER has a need for a specific service; and

WHEREAS, Minnesota State, is empowered to enter into income contracts pursuant to Minnesota Statutes, Chapter 136F;

NOW, THEREFORE, it is agreed:

1. DUTIES OF Minnesota State. The Minnesota State agrees to provide the following:
 - Provide appropriate registration, withdrawal, and drop-add information.
 - Provide an online In College application.
 - If the high school chooses to use the Accuplacer test, provide assistance and training to administer the Accuplacer test at the high school. After the first administration of testing, the high school will appoint a staff or faculty member who will be responsible for subsequent testing cycles. Information on multiple measures for course placement is provided.
 - Maintain appropriate academic records documenting each In College course.
 - Provide student electronic materials concerning academic and student support services available to all students at the college which also outlines IHCC academic policies and student responsibilities.
 (Minnesota State Policy Chapter 3.5.1 Part 3 Subpart A.) Policies
<https://www.inverhills.edu/Policies/index.aspx/> Student Support Services
<https://www.inverhills.edu/LearningSupport/index.aspx>
 - Create class lists and enter grades.
 - Make appropriate record adjustments for students in accordance to Drop/Add and Withdrawal policies.
 - Provide student transcripts upon receipt of request and fee payment.
 - Maintain college course records for high school students, and award college credit for successfully completed courses.

Ensure that each college faculty mentor:

- Initiates an orientation session with In College high school teachers prior to the start of any In College course offering.
- Collaborates with the high school In College teacher to clarify the approved college course outline and creates a course syllabus for the In College course.
- Provides current college information of the text and course outlines for the high school teacher's use.
- Provides teachers who have taught the course previously with copies of new course outlines, new calendars, schedules or other information as courses change.

- Collaborates with high school In College teachers to assure that assessment meets academic department criteria.
- Visits the class at least once during the semester to observe teaching and student response to instruction, meeting with the teacher after each classroom observation as well as providing a guest lecture/presentation.
- Communicates regularly (face-to-face, on-line, by telephone, etc.) with the high school In College teacher and monitors assignments, exams, projects, student academic achievement, and instructional effectiveness to ensure that the course meets the learning outcomes contained in the course outline approved by the college and that the students are held to college-level standards.
- Reviews selected graded assignments, tests and papers.
- Extends to high school In College teachers, invitations to participate in appropriate campus-based faculty development activities. (Minnesota State Policy Chapter 3.5.1 Part 4 Subpart D Number 2).

2. DUTIES OF PURCHASER. The PURCHASER agrees to provide the following:

- By the end of the enrollment/registration timeframe provided to the high school, have students complete the student enrollment and registration process for the college's In College program.
- Enrollment for each In College course offered shall include the full name of each student who plans to enroll in the course, with the understanding that in order to be listed, the student meets the criteria to be eligible for participation in a In College course. The high school shall be responsible for ensuring that the student meets the eligibility requirements for In College courses.
- In order to register for a course, all students must complete the online In College application.
- Provide class start and end date for each In College course.
- Assist in student compliance with the Drop-Add and Withdrawal Policies.
- To the extent possible, provide counseling services to students and their parents (or guardian) before students enroll in IHCC's In College courses. This ensures that the student and their parents (or guardian) are fully aware of the risks and possible consequences of enrolling in In College courses.
- Work with college staff to schedule and administer the Accuplacer exam for students interested in In College courses prior to student admission and registration or assess students according to the provided multiple measures for correct course placement.
- Provide all textbooks and other instructional materials/ equipment required for the course as determined by the sponsoring academic department and faculty mentor.
- Provide transportation and student and high school teacher lunches for campus visits.

Ensure the following course scheduling requirements:

- Enrollment of In College courses must not exceed the class tally established by Inver Hills Community College.
- In College courses shall not simultaneously enroll In College and non- In College students unless previously approved by the college's administration.

Ensure that each high school In College teacher does the following:

- Uses the course outline for the In College course provided by the college.
- Provides the college faculty mentor with documentation that ensures each In College course is equivalent in content and rigor to the same course offered on campus. This documentation should include copies of quizzes, exams, and completed homework assignments that are examples of student A-level work, B-level work, and C-level work. A student's grade in a course is to be based on their academic performance on assignments and tests or other factors as mutually agreed upon by the high school teacher and faculty mentor and as stated in the syllabus. The college faculty mentor reserves the right to approve any mid-terms, as well as the final examination. If not approved, the College faculty mentor must demonstrate that the exam does not evaluate at the college level and/or it is not consistent with course learning objectives.

- Assigns formal, whole letter grades to each student on the class list. The completed grade sheet is to be signed and sent to the faculty mentor immediately after the semester ends.
- Attends a yearly workshop at IHCC to discuss issues, policies, procedures, and discipline specific component.

3. CONSIDERATION AND TERMS OF PAYMENT.

- a. Consideration for all services performed and goods or materials supplied by Minnesota State pursuant to this contract shall be paid by the PURCHASER as follows:

Burnsville High School agrees to pay the College \$3000 per In College course the first time it is offered and \$3000 every subsequent time it is offered, provided the same high school teacher and IHCC mentor are instructing the course;

In the event a different teacher or a different college mentor instructs the class, the fee remains \$3000. College warrants that required payment(s) will not exceed the cost to the college that is directly attributable to providing the course(s).

- b. Terms of Payment. Payment shall be made by the PURCHASER within 20 days of the date of the invoice presented.

4. TERM OF CONTRACT. This contract shall be effective on *July 1, 2024*, or upon the date that the **final required signature is obtained by Minnesota State**, whichever occurs later, and shall remain in effect until *June 30, 2025*, or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first. The parties agree that the number of courses offered and the specific course(s) offered under this agreement will be mutually agreed upon by the parties.
5. CANCELLATION. This contract may be canceled by the PURCHASER or Minnesota State at any time, with or without cause, upon thirty (30) days written notice to the other party. In the event of such a cancellation, the Minnesota State shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed
6. AUTHORIZED REPRESENTATIVES.

- a. The PURCHASER'S Authorized Representative for the purposes of administration of this contract is:

Theresa Battle
 Superintendent
 200 W. Burnsville Pkwy., Burnsville, MN 55337
 952-707-2000
 tbattle@isd191.org

- b. Minnesota State 's Authorized Representative for the purposes of administration of this contract is:

Name: Heather Aagesen-Huebner
 Title: Vice President for Finance and Operations
 Address: 2500 East 80th Street, Inver Grove Heights, MN 55076
 Telephone: 651-450-3534
 E-Mail: heather.aagesen-huebner@inverhills.edu

Each authorized representative shall have final authority for acceptance of services of the other party and shall have responsibility to ensure that all payments due to the other party are paid pursuant to the terms of this contract.

7. ASSIGNMENT. Neither the PURCHASER nor Minnesota State shall assign or transfer any rights or obligations under this contract without the prior written approval of the other party.
8. LIABILITY. The PURCHASER shall indemnify, save, and hold Minnesota State, its agents and employees harmless from any and all claims or causes of action arising from the performance of this contract by the PURCHASER or PURCHASER'S agents or employees. This clause shall not be construed to bar any legal remedies the PURCHASER may have for Minnesota State 'S failure to fulfill its obligations pursuant to this contract.
9. AMERICANS WITH DISABILITIES ACT COMPLIANCE (hereinafter "ADA"). The PURCHASER is responsible for complying with the Americans with Disabilities Act, 42 U. S. C. 12101, et. seq. and regulations promulgated pursuant to it. Minnesota State IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.
10. AMENDMENTS. Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract or their successors in office.
11. GOVERNMENT DATA PRACTICES ACT. The requirements of Minnesota Statutes § 13.05, subd. 11 apply to this contract. The PURCHASER and Minnesota State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by Minnesota State in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the PURCHASER in accordance with this contract. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the PURCHASER or Minnesota State.

In the event the PURCHASER receives a request to release the data referred to in this clause, the PURCHASER must immediately notify Minnesota State. Minnesota State will give the PURCHASER instructions concerning the release of the data to the requesting party before the data is released.
12. JURISDICTION AND VENUE. This contract shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or the breach thereof, shall be located only in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.
13. STATE AUDITS. The books, records, documents, and accounting procedures and practices of the PURCHASER relevant to this contract shall be subject to examination by the contracting department and the Legislative Auditor.
14. OTHER PROVISIONS. (Attach additional page(s) if necessary):

The following is to be understood and agreed to by both the High School and the College.

Teacher Qualifications

- The Higher Learning Commission determined that accredited institutions awarding college credit by means of dual credit arrangements must assure the quality and integrity of such offerings and their comparability to the same college credit offered on the institution's main campus or at the institution's other locations. As such, the faculty members teaching dual credit courses should hold the same minimal qualifications as required by the institution of its own faculty.

- Each high school teacher selected to teach an In College course requires the approval of the teacher's principal and of the College's sponsoring academic department. (per Minnesota State Policy Chapter 3.5.1, Part 4, Subpart C).

Student Requirements

1. Eligible students are currently enrolled must follow the Minnesota State Colleges and Universities System Procedure 3.5.1 Post-Secondary Enrollment Options Program.
<https://www.minnstate.edu/board/procedure/305p1.html>

This Contract does not transfer, modify or diminish the intellectual property of each party or those of third parties that is used in the performance of each party's duties under this Contract.

The rest of this page intentionally left blank. Signature page to follow.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

APPROVED:

1. MINNESOTA STATE COLLEGES AND UNIVERSITIES

~~Inver Hills Community College~~

By (authorized signature) <i>Heather Hagen-Huebner</i>
515C1EBEACA640E...
Title VP of Finance and Operations
Date 7/16/2024 9:30:48 AM CDT

2. PURCHASER: Burnsville High School

PURCHASER certifies that the appropriate person(s) have executed the contract on behalf of PURCHASER as required by applicable articles, by-laws, resolutions, or ordinances.

By (authorized signature)
Title Superintendent
Date

By (authorized signature)
Title
Date

3. AS TO FORM AND EXECUTION:

By (authorized college/university/system office initiating agreement)
Title
Date

Certificate Of Completion

Envelope Id: 6FB5668B179D4123AB8F1934F610EF6E	Status: Sent
Subject: Complete with DocuSign: income_contractInCollege2024-2025BHS.pdf	
Department: Business Office	
College: IHCC	
Source Envelope:	
Document Pages: 6	Signatures: 1
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Allison Chuick
Time Zone: (UTC-06:00) Central Time (US & Canada)	314 10th Ave. S.
	Waite Park, MN 56387
	achuick@inverhills.edu
	IP Address: 107.4.241.231

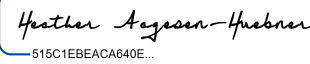
Record Tracking

Status: Original	Holder: Allison Chuick	Location: DocuSign
7/15/2024 11:38:32 AM	achuick@inverhills.edu	

Signer Events

Heather Aagesen-Huebner
 heather.aagesen-huebner@inverhills.edu
 VP of Finance and Operations
 Inver Hills Community College - Inver Grove Heights, MN
 Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Signature

DocuSigned by:

 515C1EBEACA640E...
 Signature Adoption: Pre-selected Style
 Using IP Address: 73.242.56.247

Timestamp

Sent: 7/15/2024 12:19:11 PM
 Viewed: 7/16/2024 8:33:04 AM
 Signed: 7/16/2024 9:30:48 AM

Theresa Battle
 tbattle@isd191.org
 Superintendent
 Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
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 ID: c3f2ac99-5a57-42fb-9228-30a4b0d42a60

Sent: 7/16/2024 9:30:49 AM
 Viewed: 8/19/2024 9:03:36 AM

Katie Merklng
 kmerklng@inverhills.edu
 Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
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Allison Chuick

achuick@inverhills.edu

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Mary Jo Gardner

mgardner@inverhills.edu

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:

Accepted: 7/12/2024 1:26:20 PM

ID: 13ee44b2-9295-4a6b-a49f-946e3ac817e8

Eric Owusu

eowusu@inverhills.edu

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent

Hashed/Encrypted

7/15/2024 12:19:11 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Minnesota State Colleges and Universities (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Minnesota State Colleges and Universities:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: michael.noble-olson@minnstate.edu

To advise Minnesota State Colleges and Universities of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at michael.noble-olson@minnstate.edu and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Minnesota State Colleges and Universities

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to michael.noble-olson@minnstate.edu and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Minnesota State Colleges and Universities

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to michael.noble-olson@minnstate.edu and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Minnesota State Colleges and Universities as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Minnesota State Colleges and Universities during the course of your relationship with Minnesota State Colleges and Universities.



**Agenda IV.B.6.
August 22, 2024**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Eric Miller, board chair

Date: August 22, 2024

Re: Approve the Board Planning Document for 2024-2025

Changes/Updates

- Fiscal Year dates updated accordingly
- Quarterly Read Act Updates added
- Negotiations planning documents, links and timeline added:
 - [Link to State Collective Bargaining Statutes](#)
 - [191 Guiding values/directions/principals and sample proposal](#)
 - [District Negotiations Site Link](#)
- Budget Planning realigned to closer resemble most current practice
- Placeholder: term added on document in front of items that have some flexibility in when they addressed by the board

	July	August	September	October	November	December	January	February	March	April	May	June					
Legislative		Self Nominate for the MSBA Delegate Assembly			Legislative Committee develops BOE legislative platform and calendar of events based on State Bonding vs State Funding cycles. Identifies Federal advocacy goals. MSBA Pre-Delegate Assembly	Legislative Committee presents BOE legislative platform in retreat setting to full BOE for input. At regular meeting, the final legislative platform is presented as a report. Once final report is presented, staff schedules a forum with State Representatives and Senators. Legislative Forum MSBA Delegate Assembly	Advocacy calendar of events begins.		MSBA and AMSD Advocacy Days at the Capitol		Advocacy efforts end.						
Election	Post Candidate Filing on website (even years)	Candidate Filing (even years)	Information Session for Board candidates (even years)		General Election (even years) Board meeting to canvass election (even years) Issue certificates of election. (even years)	Adopt a resolution combining precincts	Elected Board members start on the First Monday in January (odd years). Ceremonial Oath of Office in January (odd years) Transition Planning & Notifications to collaborative organizations (Chamber, 917, Foundation 191 etc)					Odd years or when needed: Adopt a resolution calling the election					
Student Performance and Achievement Committee			Strategic Roadmap Overview Report	Kindergarten Literacy			Literacy Updates		Addressing Disparities: Academic, Multilingual, Discipline/Exclusion	College and Career Readiness Graduation Rates	Annual Innovation Report	WBWF Read Well / READ Act Implementation Voices: Staff, Parent, Student					
Annual Events		Night to Unite All-staff school-year-kick-off event Review the Board Planning Document in a Work Session	Burnsville Festival and Fire Muster Gate Greeters and Parade	Read for the Record Burnsville High School Hall of Fame			Reorganize the Board Board committee assignments Board Transition Details - emails, contact info, web updates etc	Committees commence Activities during "I Love to Read" month		Community of Excellence Awards	Employment Retirement Celebration Native American Feather Ceremony and SOTR Powwow Foundation 191 Scholarships AVID	Graduation Celebrations: BEST BAHS BHS ABE Dan Patch Days Parade					
READ Act Updates		Quarterly report to the board			Quarterly report to the board			Quarterly report to the board			Quarterly report to the board						
Negotiations State CBU Statutes, Guiding Values/Directions/Principles and sample proposal from most recent negotiations. District Negotiations. Site Link					Bargaining Units begin to contact the district to begin negotiations process.		Placeholder for odd years: Board Receives Report on FY26 Budget Assumptions and parameter options	Placeholder on Meetings for Odd Years: Negotiations Strategy		Antipated notification from Collective Bargaining Units to begin negotiations							



Agenda V
August 22, 2024

To: Board of Education
Dr. Theresa Battle, superintendent

From: Anna Werb, Vice Chair

Date: August 22, 2024

Re: Review Superintendent Evaluation Tool



Agenda VI
August 22, 2024

To: Board of Education
Dr. Theresa Battle, superintendent

From: Eric Miller, board chair

Date: August 22, 2024

Re: Closed Session as permitted by Minn.Stat. 13D.05, Subd. 2(b) for Preliminary Consideration of Allegations