Burnsville · Eagan · Savage

Regular Meeting Agenda

Diamondhead Education Center
200 W. Burnsville Parkway
Burnsville, MN 55337
August 27, 2026
6:30 PM

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

5:45 PM Listening Session with Chair Alt and Director Anderson

In the case of inclement weather, the Board of Education's regularly scheduled meetings will be rescheduled to the following Monday at the same time and place, unless that Monday is a holiday, in which case a special meeting may be called.

I. Call to Order
  A. Welcome
  B. Pledge of Allegiance
II. Approval of Agenda
III. Information
  A. Community Services Early Childhood Program Report 2
    Speaker(s): Kaitlin Cantolla, Early Childhood Supervisor and Jason Sellars, Director of Community Services

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Agenda III.A.
August 27, 2026

To: Board of Education
Dr. Latanya Daniels, superintendent

From: Kaitlin Cantolla, early childhood supervisor and Jason Sellars, director of community services

Date: August 27, 2026

Re: Community Services Early Childhood Program Report

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Community Services Early Childhood Programs

Kaitlin Cantolla,
Supervisor of Early Learning
Jason Sellars,
Director of Community Services

August 27, 2026

one91
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Early Childhood Programs and Services

01 **Ready to Grow, Ready to Learn (RTG-RTL)**
Licensed childcare
six-weeks - five-year olds

02 **Early Childhood Family Education (ECFE)**
Classes for caregivers and children
Infants - eight-year olds

03 **Diamondhead Preschool (PreK)**
Monday - Friday, morning or afternoon classes for three-five year olds

04 **Voluntary PreKindergarten (VPK)**
Monday - Friday morning, afternoon, and full day options for four year olds

05 **Kindergarten Jumpstart (KJS)**
Summer program for District 191 incoming Kindergarteners, five-week, full day program, Monday - Thursday

06 **Ready! for Kindergarten**
Parent classes to engage in targeted literacy, math, and social and emotional skills through play

07 **Early Childhood Screening**
Health and developmental screening tool for children once they turn three



Ready to Grow, Ready to Learn (RTG/RTL) Licensed Childcare

Ready to Grow

- Infants
- Toddlers

Ready to Learn

- Preschool ages 3-5

KinderSpark

- New 5 Year Old Program

https://communityed.isd191.org/early-childhood/childcare



Ready to Grow, Ready to Learn

Classroom Ratios

Infant Classroom	1:4
Toddler Classroom	1:7
Preschool Classrooms	1:10

Requirements & Info

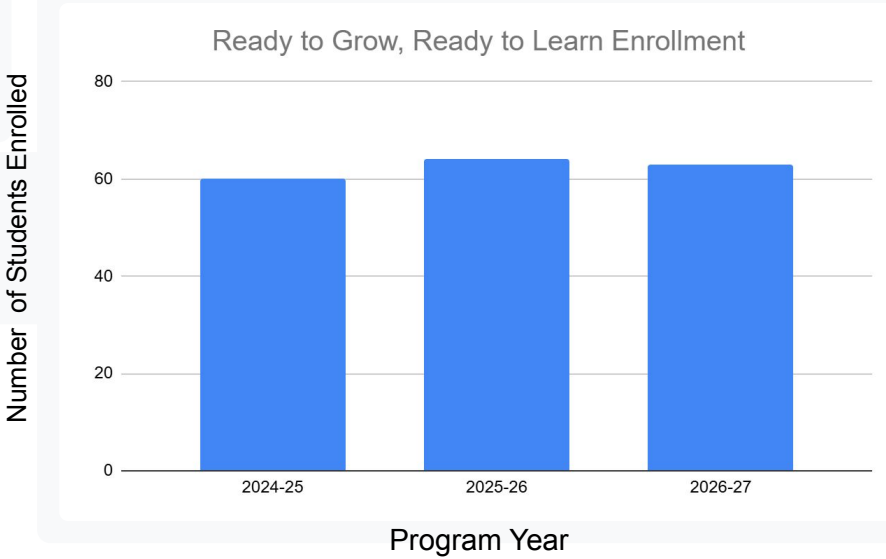
- Staffing Requirements
- Licensing Requirements
- Parent Aware Requirements
- Fee based program

Ready to Grow, Ready to Learn - Data

Key Drivers of Enrollment

- **Community Service**
- **Affordable Option**
- **Alignment Opportunity**

Three-Year Enrollment Trend



Early Childhood Screening

- Early look at a child's health and development beginning at three-years old

  Statute

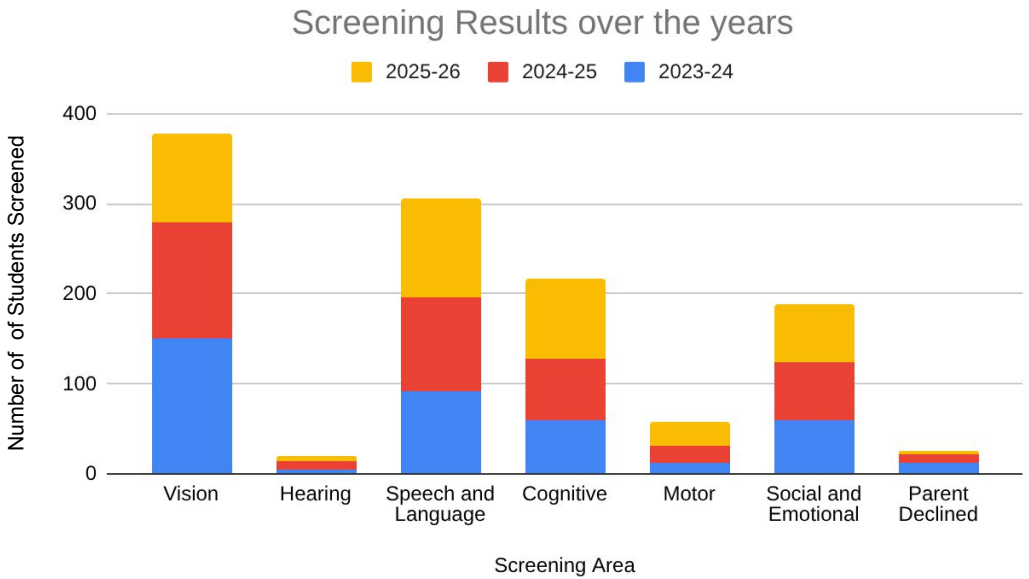
  Department of Youth and Family Service (DCYF) Guidance



Early Childhood Screening - Data

- Annual Report submitted each year to the state

- Past three years
  - 2,264 children were screened
    - Average 755 screenings annually



Ready! for Kindergarten

- "Play with a purpose"
  - Program developed by the National Reading Foundation
- Offered free for District 191 families
- Three Session Program
  - Classes designed for each age group each session 0-1, 1-2, 2-3, 3-4, and 4-5
  - Classes are in person and virtual, Spanish classes offered
- Materials and Learning Targets at each session

Ready! for Kindergarten - Data

- During the 2025-26 school year, the program increased from 16 to 60 participants, representing a 275% increase from fall to spring
  - Added Spanish sessions
  - Additional marketing and communication plan
  - Community Engagement Team support (parent meetings)

Early Childhood Family Education (ECFE)

It is a statewide program offered through local school districts for expectant parents and families with children from birth to kindergarten, our district expands its services to grade three.

Statute

DCYF Guidance

https://communityed.isd191.org/

Early Chidhood Family Education

Staffing Models

Separating & Non-Separating

- Three Parent Educators
- Two Early Childhood Educators
- Three CE Associates

Parent Advisory Council

Dedicated advisory council structured to support early childhood education programming, community connection, and parent partnerships across the district.

Preschool Plus

- Two day a week program designed for children 33 months and older
- One day caregivers stay and learn together, one day is drop off

[Complete overhaul of our Early Childhood Catalogue]

Preschool Inclusion at DEC - Ages 3-5

Fee-Based Program

Flexible options available for participating families:

➔ **Sliding Fee Scale**
➔ **Scholarships**

Parent Aware

Program meets rigorous Parent Aware quality rating requirements to ensure high-quality early education and care.

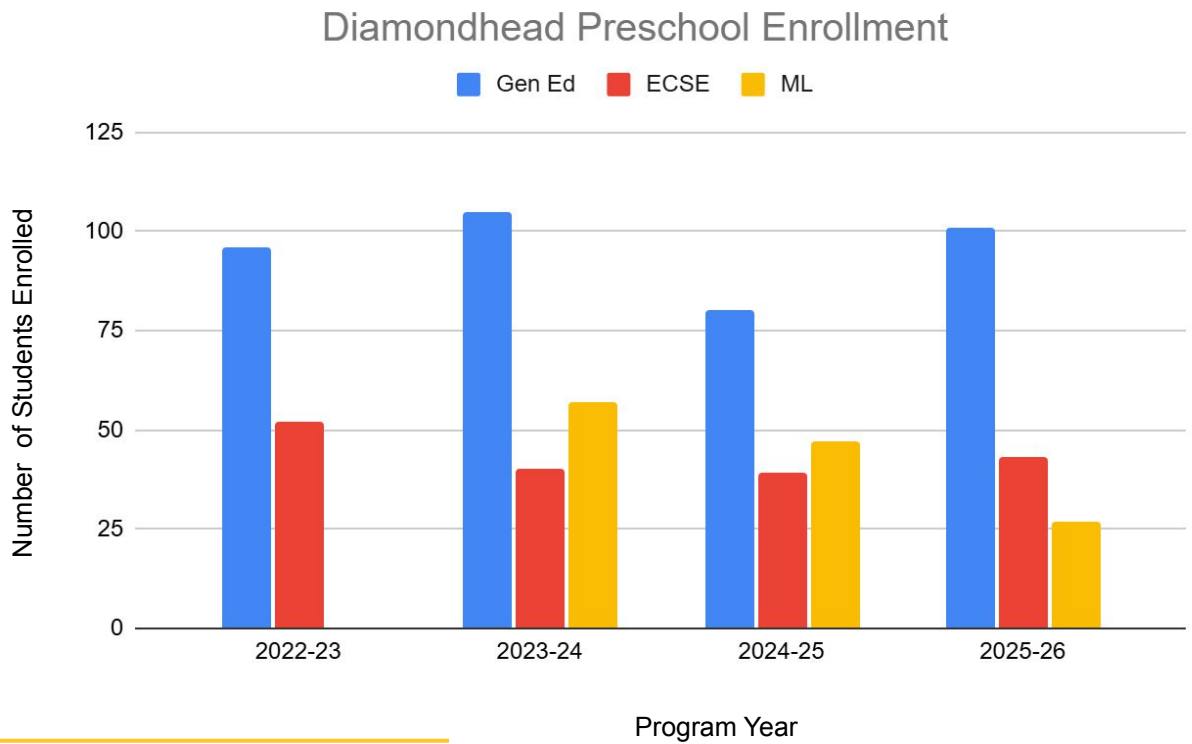
ECSE Partnership

Strong collaborative partnership with Early Childhood Special Education to foster inclusive, supportive classrooms.

Diamondhead Preschool - Data

- In 2025-26 school year - 79% of families were on partial or full scholarship

Gen Ed - General Education
ECSE - Early Childhood Special Education
ML - Multilingual



Voluntary PreKindergarten (VPK)

- Publicly funded preschool program to help eligible 4-year-old children prepare for kindergarten through high-quality, play-based learning

VPK Statute

DCYF Guidance

Voluntary PreKindergarten

Classrooms & Locations

11 Classrooms | 9 Locations

- Three Full Day Classrooms at Diamondhead Education Center
- One at each Elementary School

Staffing Models

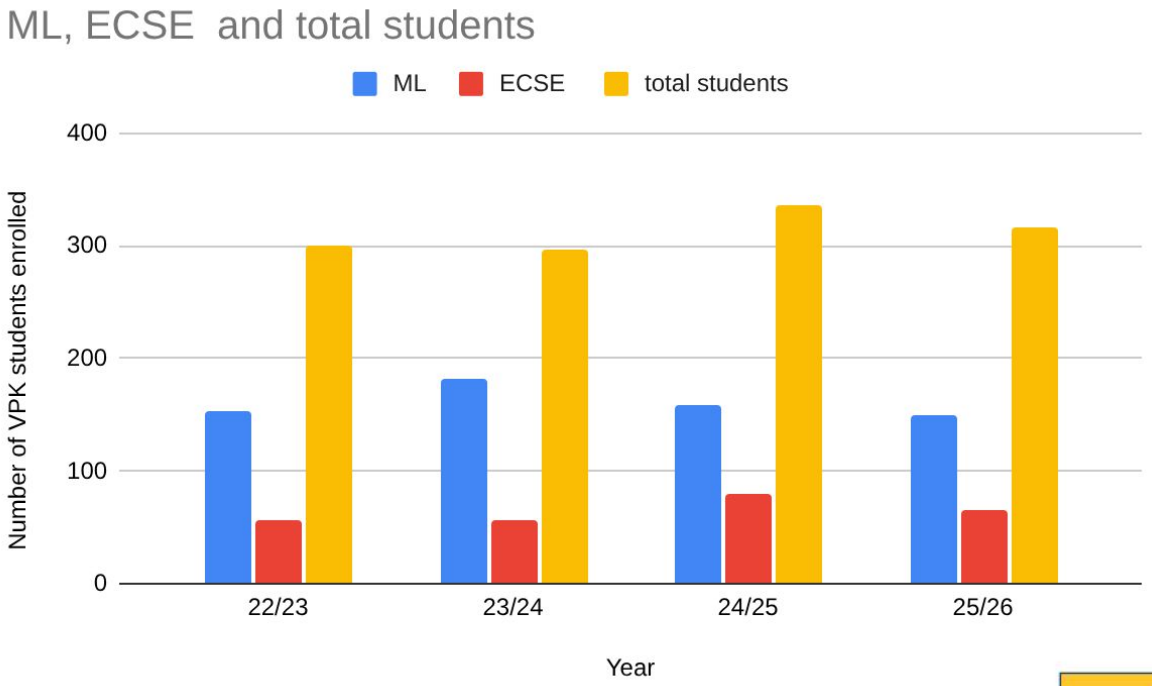
Ratio 1:10 (Max 20 students per classroom)

- One General Education Teacher
- One CE Associate
- One Early Childhood Special Education EA
- Push In Special Education Teacher (supports Kindergarten)

Explore the Instructional Framework →

Voluntary PreKindergarten - Demographics

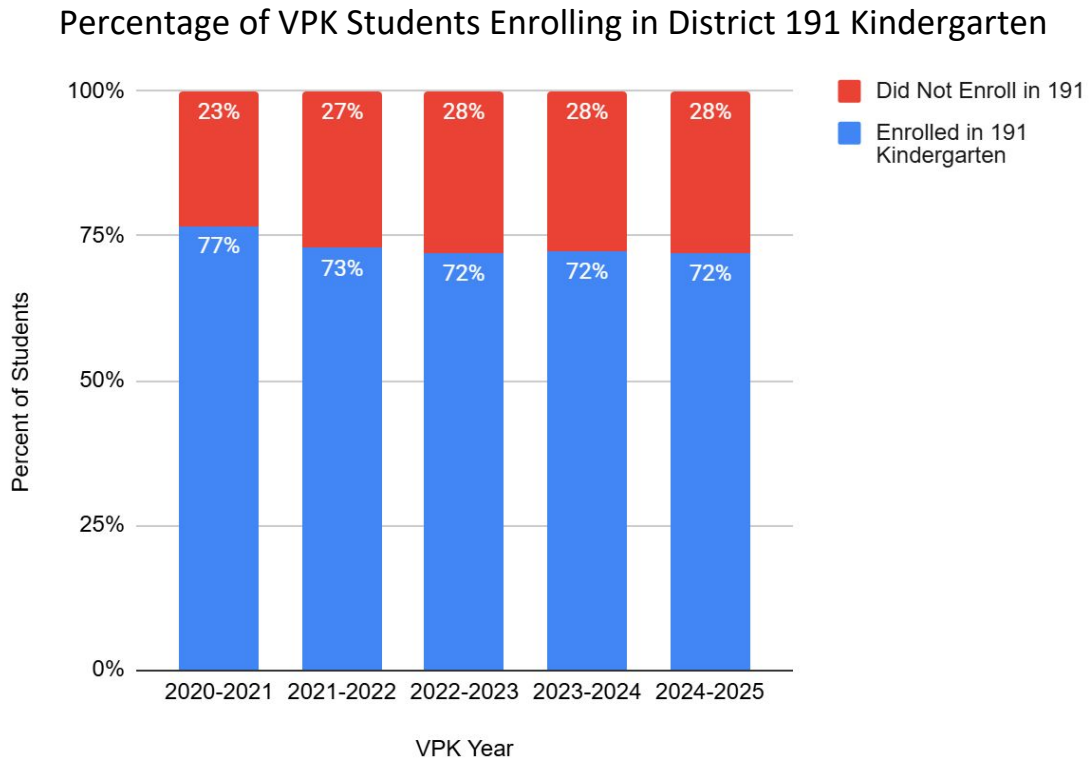
Voluntary PreKindergarten Enrollment Demographics



Gen Ed - General Education
ECSE - Early Childhood Special Education
ML - Multilingual

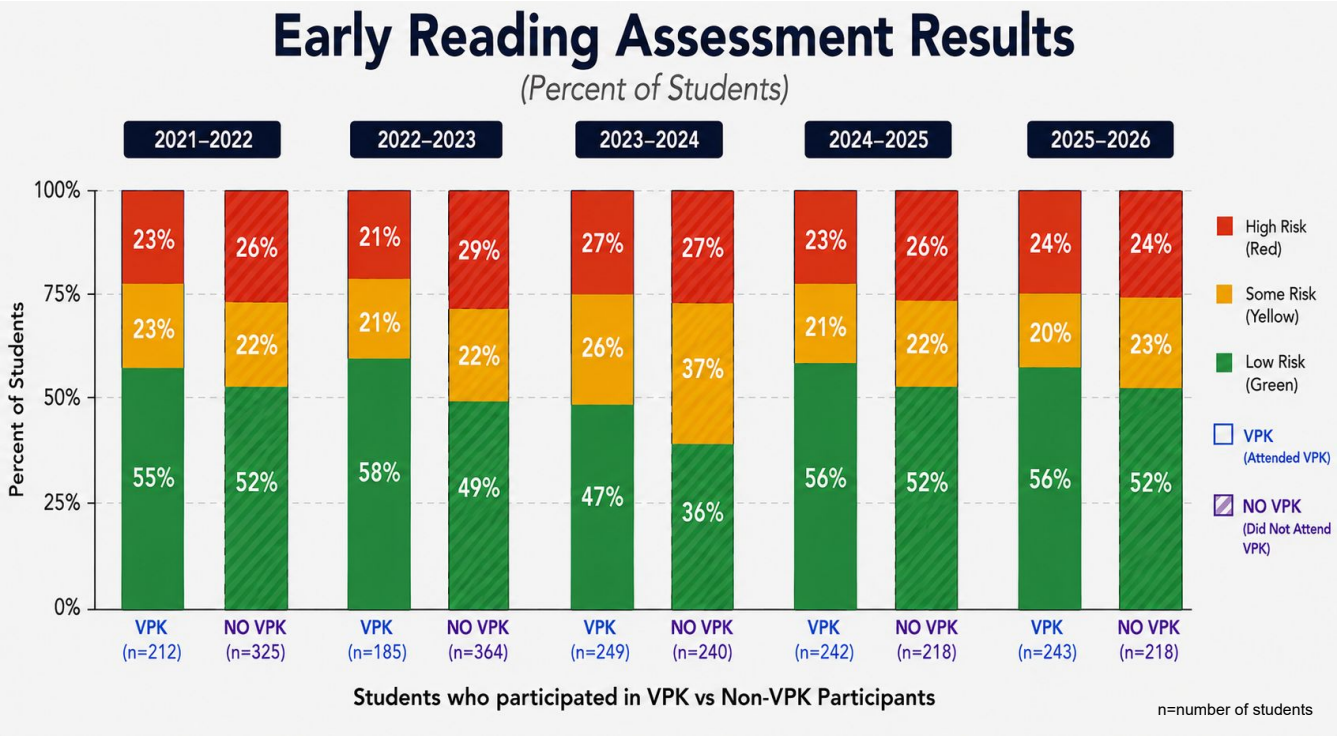
VPK Enrollment Data

Over the past 5 years, an average of 73% of 191 VPK Students have enrolled in 191 Kindergarten.



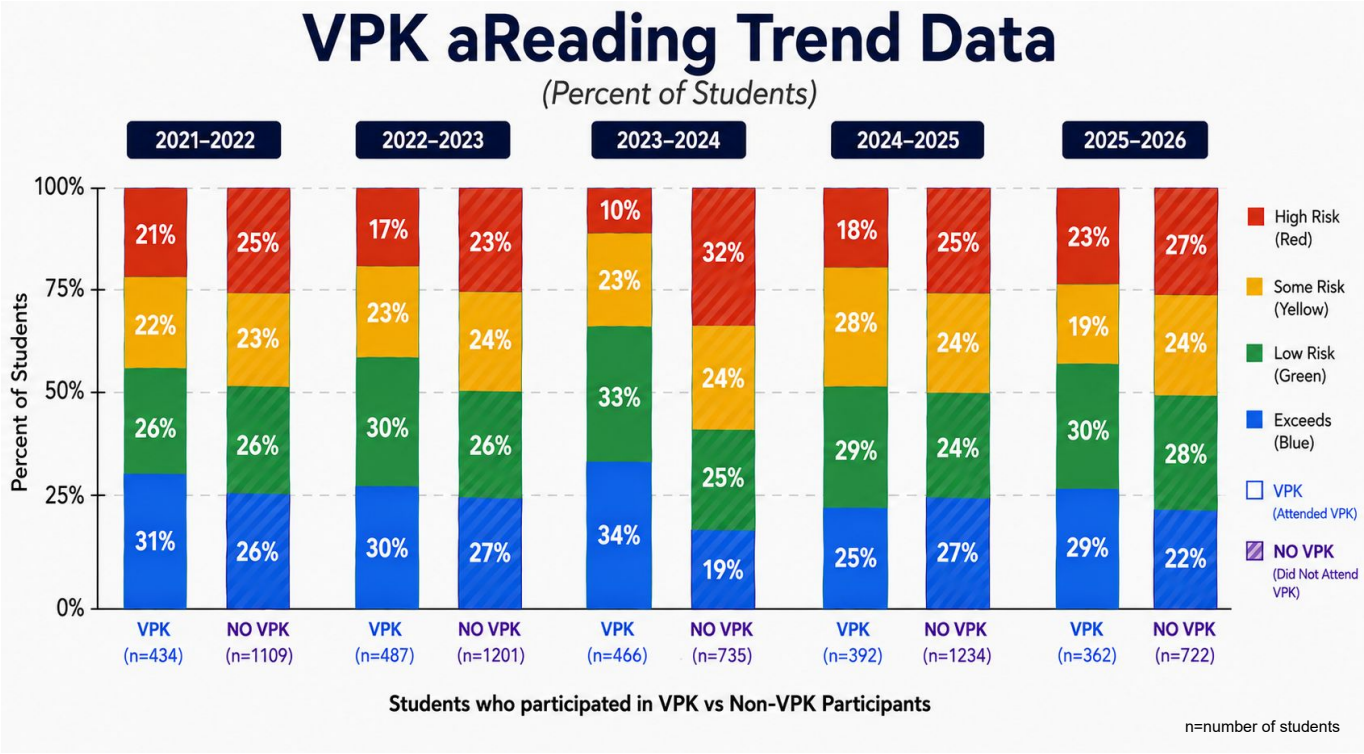
VPK Early Reading Trend Data

VPK participation is associated with stronger early reading outcomes, with VPK students consistently demonstrating higher performance on Kindergarten reading assessments.



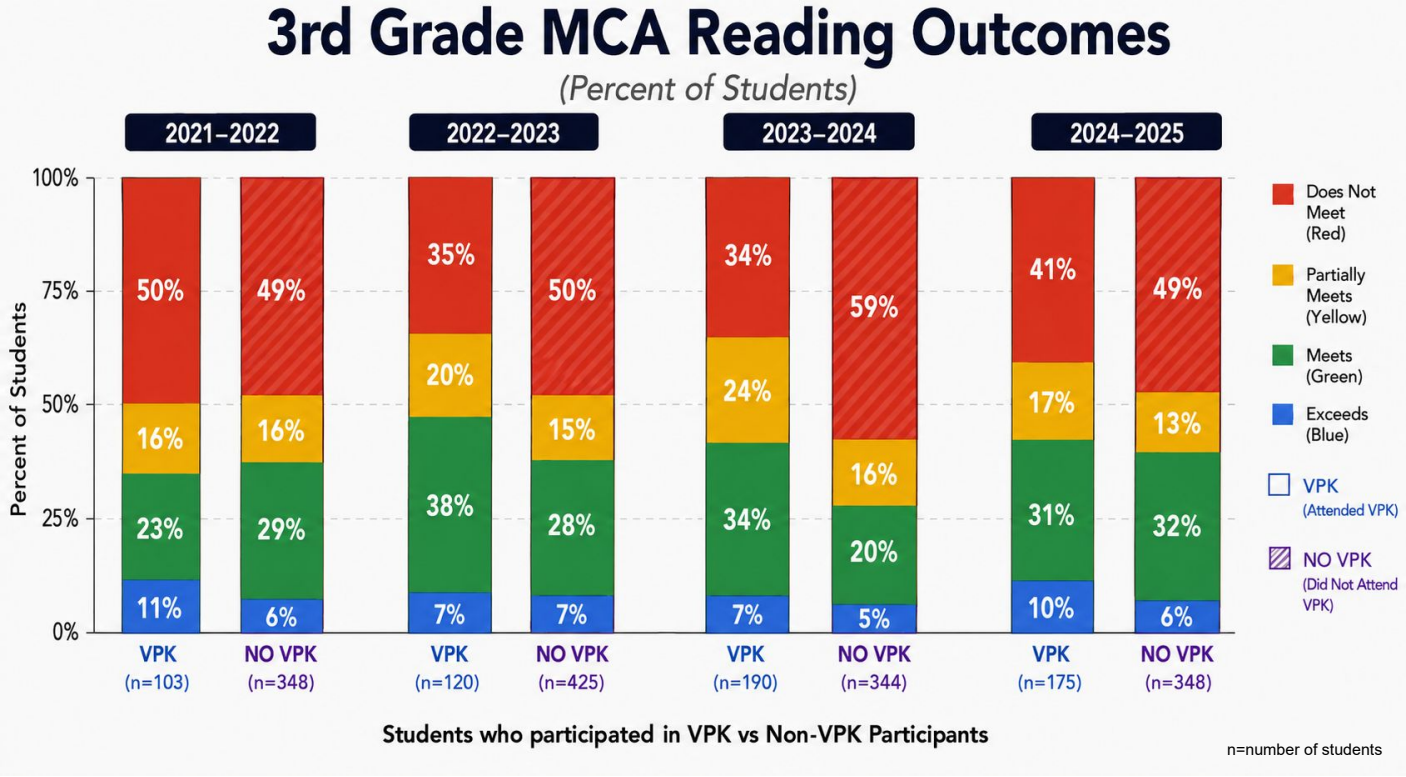
VPK aReading Trend Data

VPK were more likely to meet or exceed grade-level reading benchmarks, as demonstrated by aReading assessment data.



VPK MCA Trend Data

The trend of VPK students demonstrating stronger reading outcomes continues into the 3rd grade MCA Reading Assessment.



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Kindergarten Jumpstart

Summer transitional program for incoming District 191 students.

The Experience

⏱️ Full Day Program

A comprehensive 24-day full day transition.

📍 Single Location

All students hosted together in one building.

🚌 Field Trips

Enriching group trips included.

Key Features

- **Play-Based:** Hands-on developmental learning.
- **Heggerty:** Focused phonemic awareness curriculum.
- **Specialists:** Instruction from certified specialists.
- **Busing:** Full district transportation provided.
- **Meals:** Daily breakfast and lunch included.

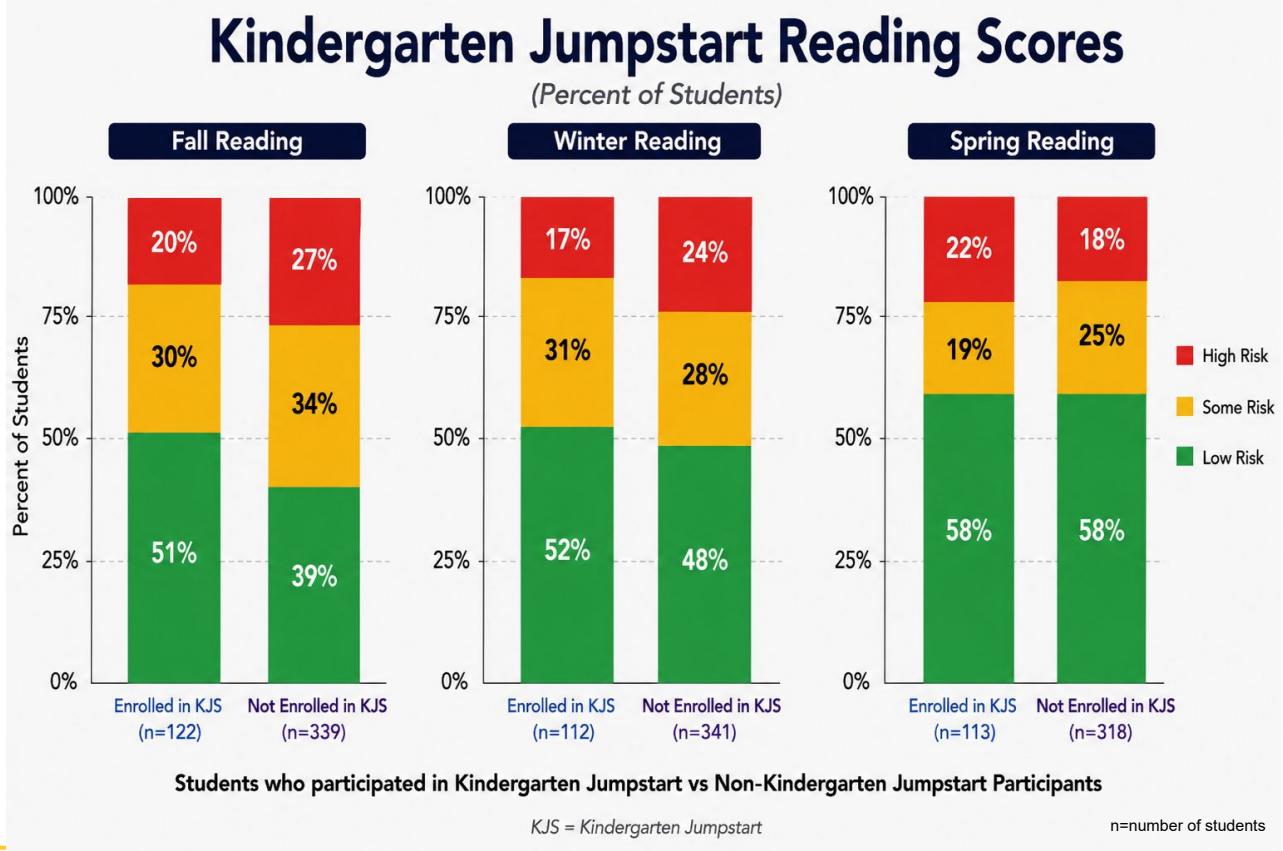
Enrollment & Impact

200 Students Registered

178 Average Daily Attendance (ADA)

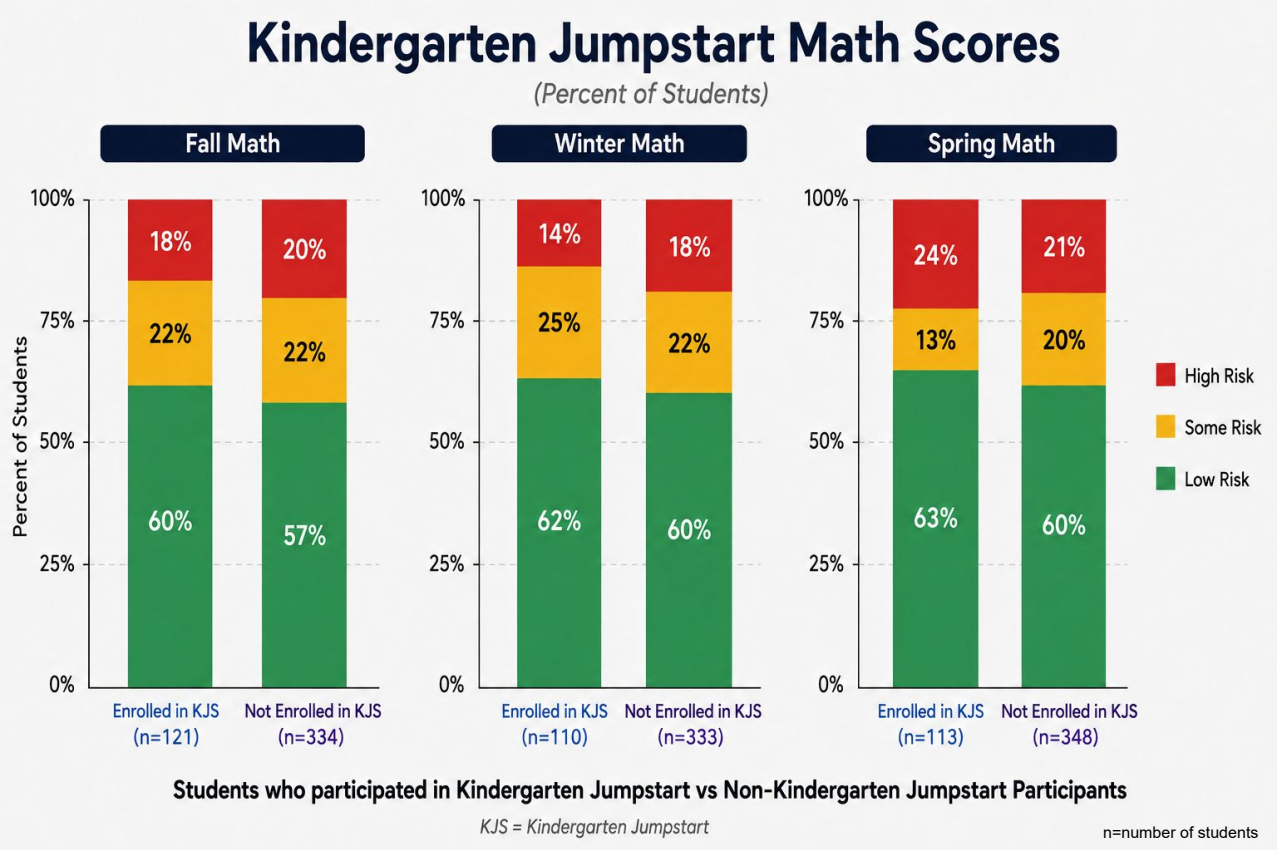
Kindergarten Jumpstart - Reading Assessment Data

Kindergarten Jumpstart students showed stronger early reading outcomes, particularly in the fall and winter assessments.



Kindergarten Jumpstart - Math Assessment Data

Kindergarten Jumpstart students consistently demonstrated stronger early math outcomes than students who did not attend.



VPK and Kindergarten Alignment

Community Ed Early Childhood Instructional Alignment

Program Impact Reports

Community Education Early Childhood Impact Reports

Thank You

29
B. Committee, Board Appointment, and School Assignment Reports 30

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Agenda III.B.
August 27, 2026

To: Board of Education
Dr. Latanya Daniels, superintendent

From: Abigail Alt, chair

Date: August 27, 2026

Re: Committee, Board Appointment, and School Assignment Reports

Committee Assignments

Board Committee	Board Member(s) Assigned
Legislative	Lesley Chester (Chair), Annemarie Anderson, Anna Werb
Policy Review	Rachael Mikkelsen (Chair), Scott Hume, Annemarie Anderson
Negotiations	Tyler Sachse (Chair), Abigail Alit, Scott Hume – Alternate: Anna Werb

Other Board Assignments

Board Committee	Board Member(s) Assigned
Association of Metropolitan School Districts (AMSD)	Scott Hume
Burnsville Chamber of Commerce Policy Committee	Tyler Sachse
ISD 917	Lesley Chester
Foundation 191	Annemarie Anderson
MN School Board Association (MSBA)	Scott Hume Annemarie Anderson
Burnsville Festival & Fire Muster	Anna Werb
MN State High School League (MSHSL)	Rachael Mikkelsen
Burnsville High School Hall of Fame Committee	Tyler Sachse

School Assignments

School Name	Board Member Assigned
Harriet Bishop	Rachael Mikkelsen
Hidden Valley	Anna Werb
Vista View	Lesley Chester
Sky Oaks	Tyler Sachse
Eagle Ridge Middle School	Annemarie Anderson
Burnsville Alternative High School	Abigail Alt
Burnsville High School	Scott Hume

IV. Business Meeting

A. Consent Agenda

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

1. Approve Minutes 33

School Board Minutes
INDEPENDENT SCHOOL DISTRICT 191
August 13, 2026

The regular meeting of the Board of Education was called to order by Chair Alt at 6:30 p.m. The meeting was held at Diamondhead Education Center, 200 West Burnsville Parkway, Burnsville, MN, 55337.	Call to Order
Directors Anderson, Mikkelsen, Sachse, Hume, Chester, Werb and Chair Alt were present. Superintendent Dr. Daniels, administrators, staff and members of the public were also present.	Attendance
Chair Alt welcomed the audience and asked Director Anderson to lead the Pledge of Allegiance.	Pledge of Allegiance
Moved by Sachse, seconded by Anderson, to approve the agenda. The motion carried unanimously (7,0).	Agenda
Received a report about the District Assessment Plan from Dr. Brandon Lowe, director of student support and engagement. Received a Student Handbook Update Report from Dr. Chris Bellmont, assistant superintendent and Dr. Brandon Lowe, director of student support and engagement. Received an Athletics and Activities Update Report from Dr. Chris Bellmont, assistant superintendent and Bill Heim, associate principal and activities director. Received a report from Dr. Latanya Daniels, superintendent. Received Board Member report from Chair Alt and Directors Hume, Anderson and Chester about their Night to Unite experiences.	Reports
Moved by Chester, seconded by Werb, to approve the consent agenda: -Approve the minutes for June 25, 2026 Regular School Board Meeting, and for the August 6th and August 11th School Board Retreats. -Approve personnel recommendations for Imina Oftedahl, Robert Pope, Peter Brynjegard, Malaz Mohamed Ahmed, Katie Ness, Alicia Vonderharr, Joanna Accola, Nichole Symons, Laura Solbrack, Mercy Edmondson, Abby Vasquez, Ann Chamberlain, Mackenzie Donais, Alsu Johnson, Elizabeth Evenson, Kassi Christianson, Ashley DeLuga, Katie Kerrigan, Michelle Davis, Nathan Loughran, June Hove, Stacy Yoakiem, Carmen Metty, Johanna Cano, Stephanie Davies-Larson, Phoenix Juneau, Christina Gullickson, Dakkota Mark, Hope Stacey, Linda Lindeman, MasonMcDonald, Stephanie Schmidt, Zachary Eckstrom, George DeLuna Abbi Erickson, Anna E Olson, Bridget McCulloch, Christen Hanstad, Daniel Bianco, Elizabeth Clark, John DeLair, Joyce Walstad, Kaylen Lowe Kendall Krupiczewicz, Lidia Miranda Carrillo, Naomi Brumm	Consent Agenda Minutes Personnel Recommendation Listening Session Policies 427, 530, 615, and 503

Yessica Landaverde Mena, Amy Grier, Nicole Gill, Inna Collier Paske Katherine Geerdes, Lawanda Warren, Benjamin Molay, Jennifer DeDomines, MaKayla Sather, Rebecca Akerson, Nicole Kocur Kaylie Klaers, Ashley Johnson, Robert Paetzold, Joanna Accola Caden Skinner, Laura Berry, Wendy Riphenburg, Jenna Underwood Peter Roehl, Steve J McGee, Naimo Adan, Suzanna Sieren, Samantha Witt, Olive Winter, Mary Trisko, Margaret Kubes, Emma Ganion Carolyn Allston Trenteetun, Brad Robb, Jessamyn Rideaux-Crenshaw Alyssa Haller, Derek Nash, Trey Blanchard, Ryan Henke, Robert Pope Nicholas Zilka, Megan Woods, Karina Colareta, Janet Lopez, Hayley Waggoner, Eric Reuss, Elizabeth Heger, Dante Steward, Anne Sands Alison Drutowski, Awatif Bilal, Jackson Robelia, Leon Sargent, Albert Padilla, Kristine Olson, Anders AD Grahn, Brian Goblirsch, Isabelle Shuster, Erin Bicknese, Kellie Gharwal, Michelle Peschken, Cory Johnson Christian Kilber, Lea Alexander, Meghan Burroughs, Olivia Bennis Seantille Wiley, Sheryl Brame, Amivi Aguim, Iris Medina Borjas Karen Palmateer, Meredith Duda, Taylor Venteicher, Taylor Robinson Tiffany Carson, Rebecca McGuire, Luis Molina, Craig Schwanke Yanira Delgado, Nicholas Johnson, Elsa Robles, Cindy Crosbie Cheryl Westman, Annette Hardt, Amra Butler, Charles Robasse Riley Morris, Shelley Hermes, Sarah Parker, Reese Moore, Megan Woods Matthew Steichen, Mark Hubbard, Maricela Dale, Janet Lopez, Ibrahim Abdullahi, David Shaw, Barbara Gierada, Alison Drutowski, Alica Vonderharr, Adam Voight, Abigail Adkins, Blake Widness Amber Krieg, Scott Pearson, Ann Chamberlain, Nicole Haspert Kristine Olson, Francie Duea, Jeffery Schwenn, Maria Cantu2 Robert Weber, Julie Morgan, Jennifer Green, Katherine Rother. - Receive report about listening session from June 25, 2026. - Approve, on a Second Reading Basis Changes Policies: 427: *Workload Limits for Certain Special Education Teachers*, 530: *Immunization Requirements* and 615: *Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans and EL Students*, and 503: *Student Attendance.* The motion carried unanimously (7,0).	
Moved by Hume, seconded by Anderson, to approve the District Assessment Plan. The motion carried unanimously (7,0).	District Assessment Plan
Moved by Sachse, seconded by Chester, to approve the 2026-2027 Athletic & Activities Handbook. The motion carried unanimously (7,0).	Athletic & Activities Handbook
Moved by Chester, seconded by Mikkelsen, to approve 2026-2027 Student Handbook with revisions. The motion carried unanimously (7,0).	Student Handbook
Moved by Werb, seconded by Sachse, to approve the READ Act Memorandum of Understanding. The motion carried unanimously (7,0)	READ Act MOU
Moved by Hume, seconded by Anderson, to approve the Board Priorities. The motion carried unanimously (7,0).	Board Priorities

Moved by Anderson, seconded by Mikkelsen, to move to a brief recess. The recess started at 7:33 p.m. The motion carried unanimously (7,0)	Recess
The meeting resumed at 7:45 p.m. to begin the Work Session. A Work Session was held to discuss the Listening Session Guidelines, Committee Meeting Livestream Planning and to review the Board Planning document.	Work Session
Having no further agenda items, Chair Alt adjourned the meeting at 8:34 p.m.	Adjourn

/s/ 8/27/2026

Rachael Mikkelsen, Clerk Date Approved

2. Approve Personnel Recommendations 37

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

TO: Members, Board of Education
Dr. Latanya Daniels, Superintendent

FROM: Stacey Sovine, Executive Director of Administrative Services

DATE: August 27, 2026
RE: Recommended Personnel Changes

CLASSIFICATION	ACTION	NAME	FINAL	LOCATION	POSITION	EFFECTIVE DATE	HOURS / FTE
Certified	Appointment	Ada Lazarchic		Nicollet Middle School	Teacher	08/24/2026	1.0 FTE
Certified	Appointment	Ahmed Nour		Vista View Elementary School	Teacher	08/24/2026	1.0 FTE
Certified	Appointment	Aida Aly		Hidden Valley Elementary	Teacher	08/24/2026	1.0 FTE
Certified	Appointment	Amber Swanson		Edward Neill Elementary	Teacher	08/24/2026	1.0 FTE
Certified	Appointment	Amber Weltzin		Edward Neill Elementary	Teacher	08/24/2026	1.0 FTE
Certified	Appointment	AmyNha Nguyen		District-wide	VPK Teacher	08/24/2026	1.0 FTE
Certified	Appointment	Austin Willette		Eagle Ridge Middle School	Teacher	08/24/2026	.83 FTE
Certified	Appointment	Bonnie Laabs		Nicollet Middle School	Teacher- Long-Term Substitute	08/24/2026	1.0 FTE
Certified	Appointment	Caleb Hubbard		Eagle Ridge Middle School	Teacher	08/24/2026	1.0 FTE
Certified	Appointment	Caleb Vasquez-Stading		Burnsville High School	Teacher	08/24/2026	1.0 FTE
Certified	Appointment	Cody Hofmann		Eagle Ridge Middle School	Teacher	08/24/2026	1.0 FTE
Certified	Appointment	Danielle Schiltz		Sky Oaks Elementary School	Teacher	08/24/2026	1.0 FTE
Certified	Appointment	Elizabeth Williams		Virtual Academy	Teacher	08/24/2026	1.0 FTE
Certified	Appointment	Emily Barstad		Community Education	ECFE Teacher	08/24/2026	1.0 FTE
Certified	Appointment	Emma Gabbert		Eagle Ridge Middle School	Teacher	08/24/2026	1.0 FTE
Certified	Appointment	Faviola Cid		Hidden Valley Elementary	Teacher- Long-Term Substitute	08/24/2026	1.0 FTE
Certified	Appointment	Grant Hertle		Burnsville High School	Teacher	08/24/2026	1.0 FTE
Certified	Appointment	Hodan Ibrahim		Hidden Valley Elementary	Teacher	08/24/2026	1.0 FTE
Certified	Appointment	Jay Fuller		Nicollet Middle School	Teacher	08/24/2026	1.0 FTE
Certified	Appointment	Jerome McRoy		Nicollet Middle School	Teacher	08/24/2026	1.0 FTE
Certified	Appointment	Jessica Mack-Hafermann		Hidden Valley Elementary	Teacher	08/27/2026	1.0 FTE
Certified	Appointment	Julie Nelson		Community Education	Teacher- Long-Term Substitute	08/24/2026	1.0 FTE
Certified	Appointment	Katelyn Augustin		Nicollet Middle School	Teacher	08/24/2026	1.0 FTE
Certified	Appointment	Katelyn Hockemeyer		Nicollet Middle School	Teacher	08/24/2026	1.0 FTE
Certified	Appointment	Kristen Cabell		Eagle Ridge Middle School	Teacher	08/24/2026	.67 FTE
Certified	Appointment	Kristine Ohlson		Eagle Ridge Middle School	Teacher- Long-Term Substitute	08/24/2026	1.0 FTE
Certified	Appointment	Kyle Browning		Burnsville High School	Teacher	08/24/2026	1.0 FTE
Certified	Appointment	Kylie Lienke		Burnsville High School	Teacher	08/24/2026	1.0 FTE
Certified	Appointment	Lauren Fairlie		Burnsville Alternative High School	Teacher	08/24/2026	1.0 FTE
Certified	Appointment	Margaret Goodwin		Gideon Pond Elementary	Teacher- Long-Term Substitute	08/24/2026	1.0 FTE
Certified	Appointment	Mary Quin Cerjance		WM. Byrne Elementary School	Teacher	08/24/2026	1.0 FTE
Certified	Appointment	Michael Agostinelli		Burnsville High School	Teacher	08/24/2026	1.0 FTE
Certified	Appointment	Mindy Richmond		Nicollet Middle School	Teacher	08/24/2026	1.0 FTE
Certified	Appointment	Rhea Moen		Nicollet Middle School	Dean	08/24/2026	1.0 FTE
Certified	Appointment	Ryan Neppl		Vista View Elementary School	Teacher- Long-Term Substitute	08/24/2026	1.0 FTE
Certified	Appointment	Savannah Ullyott		District-wide	Occupational Therapist	08/24/2026	1.0 FTE
Certified	Appointment	Spencer Eklund		Nicollet Middle School	Teacher	08/24/2026	1.0 FTE
Certified	Appointment	Theodore Gunderson		Burnsville High School	Teacher	08/24/2026	1.0 FTE
Certified	Appointment	Timothy Lyne		Nicollet Middle School	Teacher	08/24/2026	1.0 FTE
Certified	Appointment	Umelkayr Samatar		Eagle Ridge Middle School	Teacher	08/24/2026	1.0 FTE
Certified	Appointment	Whitnee Voz		Edward Neill Elementary	Teacher	08/24/2026	1.0 FTE
Certified	Leave of Absence	Alicia Vonderharr		Burnsville High School	Teacher	08/24/2026-09/11/2026	1.0 FTE
Certified	Leave of Absence	Katie Vallez		Harriet Bishop Elementary	Teacher	08/24/2026-10/16/2027	1.0 FTE
Certified	Leave of Absence	Robert Paetzold		Nicollet Middle School	Teacher	08/24/2026-11/09/2026* correction	1.0 FTE
Certified	Leave of Absence	Saikou Jawla		Eagle Ridge Middle School	Teacher	08/24/2026-11/30/2026	1.0 FTE
Certified	Leave of Absence	Sarah Vodnick		ECSE Center	Teacher	08/24/2026-06/04/2027	1.0 FTE
Certified	Leave of Absence	Siri Mehring		Harriet Bishop Elementary	Teacher	09/21/2026-11/16/2026	1.0 FTE
Certified	Leave of Absence	Steven McGee		Eagle Ridge Middle School	Teacher	09/14/2026-11/20/2026*correction	1.0 FTE
Certified	Leave of Absence	Vincent Varpness		Burnsville High School	Teacher	08/24/2026-06/04/2027	Intermittent
Certified	Rescind Resignation	Mary Chouanard		Hidden Valley Elementary	Teacher	08/17/2026	1.0 FTE
Certified	Resignation	Kristin Bodin		Hidden Valley Elementary	Teacher	08/21/2026	1.0 FTE
Classified	Appointment	Aaron Berg		Burnsville High School	Football- Assistant Coach	Fall Stipend	.50 FTE Stipend
Classified	Appointment	Alexandra Brooks		Burnsville High School	Girls Volleyball- Assistant Coach	Fall Stipend	.849056 FTE Stipend
Classified	Appointment	Allison Mode		WM. Byrne Elementary School	Safety Patrol Advisor	Year Round Stipend	.333 FTE Stipend
Classified	Appointment	Allison Sloneker		Burnsville High School	Girls Volleyball- Assistant Coach	Fall Stipend	.698113 FTE Stipend
Classified	Appointment	Amal Osman		Burnsville High School	Dean	08/24/2026	8 hours/day
Classified	Appointment	Andrea Peterson		Vista View Elementary School	Educational Assistant	08/24/2026	7.25 hours/day
Classified	Appointment	Angela Henle		Community Education	Community Education Manager	09/14/2026	8 hours/day
Classified	Appointment	Barbara Gierada		WM. Byrne Elementary School	Safety Patrol Advisor	Year Round Stipend	.333 FTE Stipend
Classified	Appointment	Brittany Bruns		WM. Byrne Elementary School	Elementary Administrative Assistant	Year Round Stipend	.50 FTE Stipend
Classified	Appointment	Caleb Hubbard		Eagle Ridge Middle School	Band, Co-Curricular	Year Round Stipend	1.0 FTE Stipend
Classified	Appointment	Ella Humphrey		Vista View Elementary School	Educational Assistant	08/24/2026	7.25 hours/day
Classified	Appointment	Erasmo Martinez		Burnsville High School	Educational Assistant	08/24/2026	7 hours/day
Classified	Appointment	Greg Lystad		Edward Neill Elementary	Educational Assistant	08/24/2026	7.25 hours/day
Classified	Appointment	Jane Phillips		Hidden Valley Elementary	Educational Assistant	08/24/2026	7.25 hours/day
Classified	Appointment	Jarett Mosoti		Burnsville High School	Drumline Drill- Assistant Composer	Fall Stipend	.25 FTE Stipend
Classified	Appointment	Jeffery Cain		Sky Oaks Elementary School	Educational Assistant	08/24/2026	7.25 hours/day
Classified	Appointment	Jeffery Schwenn		WM. Byrne Elementary School	Safety Patrol Advisor	Year Round Stipend	.333 FTE Stipend
Classified	Appointment	Jordan LaMotte		Burnsville High School	Football- Assistant Coach	Fall Stipend	.50 FTE Stipend
Classified	Appointment	Jordan Petrick		Edward Neill Elementary	Safety Patrol Advisor	Year Round Stipend	.50 FTE Stipend
Classified	Appointment	Jordan Petrick		Edward Neill Elementary	Student Council	Year Round Stipend	.50 FTE Stipend
Classified	Appointment	Kamala Niffenegger		WM. Byrne Elementary School	Elementary Administrative Assistant	Year Round Stipend	.50 FTE Stipend
Classified	Appointment	Kelly Nelson-Cichosz		Nicollet Middle School	Registered Nurse	08/24/2026	8 hours/day
Classified	Appointment	Kelly Poole		Hidden Valley Elementary	Educational Assistant	08/24/2026	7.5 hours/day
Classified	Appointment	Kevin Grahman		Burnsville High School	Girls Track and Field- Head Coach	08/13/2026	1.0 FTE Stipend
Classified	Appointment	Madison Carter		Eagle Ridge Middle School	Full Length Play- Director	Fall Stipend	1.0 FTE Stipend
Classified	Appointment	Melissa Isaacson		Eagle Ridge Middle School	Girls Volleyball- Assistant Coach	Fall Stipend	1.0 FTE Stipend
Classified	Appointment	Miles Kessler		Burnsville High School	Drumline Assistant	Fall Stipend	.25 FTE Stipend
Classified	Appointment	Misbah Hirani		Edward Neill Elementary	Safety Patrol Advisor	Year Round Stipend	.50 FTE Stipend
Classified	Appointment	Nathaniel Grenke		Burnsville High School	Drumline Assistant	Fall Stipend	.50 FTE Stipend
Classified	Appointment	Nicholas Larson		Burnsville High School	Football- Assistant Coach	Fall Stipend	1.0 FTE Stipend
Classified	Appointment	Nichole Frakes		Eagle Ridge Middle School	Educational Assistant	08/24/2026	7.25 hours/day
Classified	Appointment	O-Dan Zogaa		ECSE Center	Educational Assistant	08/24/2026	7 hours/day
Classified	Appointment	Sarah Parker		Edward Neill Elementary	Elementary Administrative Assistant	Year Round Stipend	1.0 FTE Stipend

Classified	Change of Assignment	David Jimenez	District-wide	Custodian	08/24/2026	8 hours/day
Classified	Change of Assignment	Dennis Benitez Perdomo	Nicollet Middle School	Custodian	08/18/2026	8 hours/day
Classified	Change of Assignment	Kirstin Webb	Burnsville High School	Comp Cheer- Assistant Coach	Year Round Stipend	.50 FTE Stipend
Classified	Change of Assignment	Lisa Lake	Diamondhead Education Center	Communication Coordinator	08/17/2026	8 hours/day
Classified	Change of Assignment	Staci Miller	St. John's	Registered Nurse	08/24/2026	Varies
Classified	Change of Assignment	Tia Owens	Hidden Valley Elementary	Food Service Associate	09/01/2026	5.75 hours/day
Classified	Leave of Absence	Barbara Cermak	Vista View Elementary School	Educational Assistant	10/12/2026-11/23/2026	1.5 hours/day
Classified	Leave of Absence	Barbara Cermak	Vista View Elementary School	Educational Assistant	10/12/2026-11/23/2026	4.75 hours/day
Classified	Leave of Absence	Darla Teal	Burnsville High School	Food Service Associate	09/16/2026-11/11/2026	7 hours/day
Classified	Leave of Absence	Elsa Robles	Diamondhead Education Center	Custodian	03/23/2026-07/12/2026* correction	Intermittent
Classified	Leave of Absence	Elsa Robles	Diamondhead Education Center	Custodian	07/16/2026-09/10/2026* correction	8 hours/day
Classified	Leave of Absence	Munis Nasriddinova	ECSE Center	Educational Assistant	08/24/2026-09/11/2026	7 hours/day
Classified	Leave of Absence	Yanira Delgado	WM. Byrne Elementary School	Custodian	08/01/2026-11/09/2026 *correction	8 hours/day
Classified	Resignation	Adnan Abdullahi	Nicollet Middle School	Boys Soccer- Assistant Coach	08/17/2026	1.0 FTE Stipend
Classified	Resignation	Amal Osman	Community Education	Community Engagement Specialist	08/21/2026	8 hours/day
Classified	Resignation	Angel Billingsley	Burnsville High School	Assistant Cheer Coach	08/17/2026	.10 FTE Stipend
Classified	Resignation	Angela Henle	Community Education	Clerical	09/11/2026	8 hours/day
Classified	Resignation	Coudjo Amegbleame	Nicollet Middle School	Athletic Coordinator	08/12/2026	.50 FTE Stipend
Classified	Resignation	Coudjo Amegbleame	Nicollet Middle School	Dean	08/23/2026	8 hours/day
Classified	Resignation	Emma Gabbert	Burnsville High School	Educational Assistant	08/21/2026	7 hours/day
Classified	Resignation	Jorae DuPont	Vista View Elementary School	Food Service Associate	08/19/2026	3.75 hours/day
Classified	Resignation	Jose Veliz	Burnsville High School	Boys Soccer- Assistant Coach	08/21/2026	.66 FTE Stipend
Classified	Resignation	Juana Ruiz	Rahn Elementary School	Custodian	08/21/2026	8 hours/day
Classified	Resignation	Julie Knudsen	Gideon Pond Elementary	Elementary Administrative Assistant	08/21/2026	1.0 FTE Stipend
Classified	Resignation	Kendra Vogt	Burnsville High School	Girls Swim and Dive- Assistant Coach	08/18/2026	.286097 FTE Stipend
Classified	Resignation	Kevin Graham	Burnsville High School	Girls Track and Field- Assistant Coach	Spring Stipend	.50 FTE Stipend
Classified	Resignation	Laura Hermansen	Eagle Ridge Middle School	Peer Support	08/07/2026	.33333 FTE Stipend
Classified	Resignation	Madison Thornton	Eagle Ridge Middle School	Peer Support	08/08/2026	.33333 FTE Stipend
Classified	Resignation	Megan Kruse	Community Education	Community Service Associate	09/02/2026	8 hours/day
Classified	Resignation	Miles Kessler	Burnsville High School	Drumline Comp Drill- Assistant	08/18/2026	.25 FTE Stipend
Classified	Resignation	Nasteexo Osman	Nicollet Middle School	Educational Assistant	08/25/2026	7.25 hours/day
Classified	Resignation	Nathaniel Grenke	Burnsville High School	Drumline Assistant	08/21/2026	.25 FTE Stipend
Classified	Retirement	LuAnn Neisen	Sky Oaks Elementary School	Food Service Associate	09/30/2026	5.75 hours/day
Classified	Retirement	Mary Lemire	Community Education	Community Service Associate	09/03/2026	6 hours/day
Classified	Retirement	Terri Lynn Painter	ECSE Center	Educational Assistant	08/21/2026	6.5 hours/day

3. Approve Payroll, Receipts, Expenses and Investments 40

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

Burnsville · Eagan · Savage

Agenda IV.A.3
August 27, 2026

To: **Board of Educators**
Dr. Latanya Daniels, Superintendent

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

Date: **August 4, 2026**

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

Recommendation: That the Board approves May payroll checks in the net amount of $4,778,171.46, May claims to date, wire transfers and adjustments totaling $12,898,105.80. Also, that the Board accepts May receipts of $27,969,088.29 and investments for the General Fund and OPEB of $108,760,452.81 as of May 31, 2026.

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 2026

Cash Receipts

Receipts			$27,969,088.29	
TOTAL MAY CASH RECEIVED				$27,969,088.29

CASH DISBURSEMENTS

May				
Payroll			$4,778,171.46	
A/P				
May Claims	Checks	499161-499471	$2,947,027.93	
	Virtual Card	6000002585-6000002610	$328,888.56	
	ACH-Emp/Vend	9000008985-9000009142	$953,808.55	
May A/P Wires+P-card			$8,667,680.32	
May Bank Fees			$700.44	
TOTAL MAY CASH DISBURSED				$17,676,277.26

TOTAL TO BE APPROVED			$17,676,277.26

	Money Market	(Original Cost) Investments	5/31/2026
GENERAL FUND	$21,138,357.30	$75,286,219.43	$96,424,576.73
OPEB EQUITY INV	$115,525.13	$12,220,350.95	$12,335,876.08
	$21,253,882.43		$108,760,452.81

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

Total Portfolio Report CAR

Report as of 5/31/2026

PTMA Financial Solutions
2135 City Gate Lane
7th Floor
Naperville, IL 60563
Phone: 630-657-6400
Fax: 630-718-8701

Burnsville ISD 191 (31134-0101 - General Fund)

Type	Holding ID	Settle Date	Maturity	FDIC #	Instrument	Cost	Par-Val/Mat. Val	Lower of Cost/Par	Rate
IS		05/31/2026			IS Balance	$21,138,357.30	$21,138,357.30	$21,138,357.30	43
LTD		05/31/2026			LTD Balance		$17,267,150.24	$17,267,150.24	
SDA	SDA-1348596-1	05/31/2026			Savings Deposit Account - MNTrust Term Series-Flex (VNB)	$12,774,750.07	$12,774,750.07	$12,774,750.07	
CD	CD-1371332-1	12/03/2024	06/01/2026	33686	Bank Hapoalim B.M.	$235,300.00	$249,880.54	$235,300.00	4.150
CD	CD-1366309-1	08/08/2024	07/27/2026	31840	Financial Federal Bank	$230,200.00	$249,898.18	$230,200.00	4.350
CD	CD-1366310-1	08/08/2024	07/27/2026	57993	ServisFirst Bank	$229,150.00	$249,850.26	$229,150.00	4.592
CD	CD-1366595-1	08/15/2024	07/27/2026	34966	First Capital Bank	$231,900.00	$249,925.70	$231,900.00	3.990
TS	TS-298442-1	08/21/2024	07/27/2026		MN TRUST TERM SERIES	$1,250,000.00	$1,345,368.16	$1,250,000.00	3.950
CD	CD-1385996-1	08/20/2025	08/20/2026	68588	Consumers Credit Union	$240,100.00	$249,897.27	$240,100.00	4.080
CD	CD-1385997-1	08/20/2025	08/20/2026	58534	Solera National Bank	$239,900.00	$249,789.08	$239,900.00	4.122
CD	CD-1385998-1	08/20/2025	08/20/2026	57703	T Bank, National Association	$239,900.00	$249,775.45	$239,900.00	4.117
SEC	SEC-67357-1	12/04/2024	11/30/2026		US TREASURY N/B	$1,998,730.47	$2,110,000.00	$1,998,730.47	4.036
SEC	SEC-69403-1	06/10/2025	12/10/2026	33380	ENTERPRISE BANK	$244,513.86	$244,000.00	$244,000.00	3.954
SEC	SEC-69404-1	06/13/2025	12/14/2026	33539	PREFERRED BANK LA CALIF	$249,657.00	$249,000.00	$249,000.00	3.969
SEC	SEC-69490-1	06/18/2025	12/18/2026	33503	UNITY BANK	$244,513.43	$244,000.00	$244,000.00	4.004
SEC	SEC-69406-1	06/20/2025	12/21/2026	12322	CHIPPEWA VALLEY BANK	$244,515.00	$244,000.00	$244,000.00	4.004
CD	CD-1394757-1	01/14/2026	01/14/2027	19899	KS StateBank	$241,000.00	$249,919.41	$241,000.00	3.701
CD	CD-1394758-1	01/14/2026	01/14/2027	21805	First State Bank of DeQueen	$241,100.00	$249,926.36	$241,100.00	3.661
SEC	SEC-68076-1	01/29/2025	01/15/2027		US TREASURY N/B	$1,496,833.48	$1,499,000.00	$1,496,833.48	4.077
TSII	TSII-1403756-1	05/21/2026	01/22/2027		MNTrust TERM SERIES II	$3,000,000.00	$3,077,641.64	$3,000,000.00	3.840
CD	CD-1378762-1	04/30/2025	01/25/2027	3719	American Commercial Bank & Trust, National Association	$234,700.00	$249,899.48	$234,700.00	3.723
CD	CD-1378763-1	04/30/2025	01/25/2027	65722	Freedom Northwest Credit Union	$234,000.00	$249,685.61	$234,000.00	3.853
CD	CD-1385995-1	08/20/2025	01/25/2027	30387	FirstBank Puerto Rico	$236,500.00	$249,716.14	$236,500.00	3.900
TS	TS-1376535-1	03/21/2025	01/25/2027		MNTrust TERM SERIES	$4,500,000.00	$4,827,352.72	$4,500,000.00	3.934
TS	TS-1378758-1	05/06/2025	01/25/2027		MNTrust TERM SERIES	$4,500,000.00	$4,785,453.99	$4,500,000.00	3.681
TS	TS-1390490-1	10/30/2025	01/25/2027		MNTrust TERM SERIES	$8,500,000.00	$8,873,709.87	$8,500,000.00	3.550
TSII	TSII-1398752-1	03/18/2026	03/11/2027		MNTrust TERM SERIES II	$1,000,000.00	$1,037,369.32	$1,000,000.00	3.810
CD	CD-1390473-1	10/27/2025	04/26/2027	253	Luana Savings Bank	$237,500.00	$249,934.59	$237,500.00	3.500
CD	CD-1394778-1	01/15/2026	07/14/2027	24542	San Francisco Federal Credit Union	$2,500,000.00	$2,631,945.30	$2,500,000.00	3.535
CD	CD-1390469-1	10/27/2025	07/26/2027	33653	Bank of China	$234,700.00	$249,878.13	$234,700.00	3.706
CD	CD-1390470-1	10/27/2025	07/26/2027	9450	First Bank of Ohio	$235,700.00	$249,860.55	$235,700.00	3.442
CD	CD-1390472-1	10/27/2025	07/26/2027	22366	GBC International Bank	$235,800.00	$249,884.25	$235,800.00	3.422
CD	CD-1390474-1	10/27/2025	07/26/2027	58741	Fieldpoint Private Bank & Trust	$235,500.00	$249,872.76	$235,500.00	3.497
SEC	SEC-70757-1	10/31/2025	07/30/2027	8663	FIRSTBANK	$245,781.87	$245,000.00	$245,000.00	3.510
CD	CD-1398748-1	03/17/2026	01/25/2028	58626	GBank	$234,200.00	$249,916.21	$234,200.00	3.607
CD	CD-1403900-1	05/22/2026	01/25/2028	32541	Flagstar Bank, National Association	$5,000,000.00	$5,334,316.51	$5,000,000.00	3.981
TS	TS-1398751-1	03/20/2026	01/25/2028		MNTrust TERM SERIES	$3,750,000.00	$3,998,651.64	$3,750,000.00	3.580
					Sub Totals →	**$76,884,802.48**	**$96,424,576.73**	**$94,148,971.56**	
					Totals →	**$76,884,802.48**	**$96,424,576.73**	**$94,148,971.56**	

Time and Dollar Weighted Average Portfolio Yield: 3.75%

Weighted Average Portfolio Maturity: 253.26 Days

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

Portfolio Summary

Type	Allocation (%)	Allocation ($)	Description
SDA	13.25	$12,774,750.07	SDA Account
CD	12.93	$12,463,771.78	Certificate of Deposit
TS	24.72	$23,830,536.38	Term Series
SEC	4.99	$4,810,570.50	Securities
TSII	4.27	$4,115,010.96	TSII Account
IS	21.93	$21,138,357.30	IS Account
LTD	17.91	$17,267,150.24	LTD Account

Index

Cost is comprised of the total amount you paid for the investment (including any fees and commissions) plus any reinvested dividends.

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

Face/Par/Shares is the amount received at maturity for fixed rate investments or the balance at statement date for pool investments.

Market Value reflects the market value as reported by an independent third-party pricing service. Certificates of Deposit and other assets for which market pricing is not readily available from a third-party pricing service are listed at “Cost” for fixed term investments or the balance at statement date for pool investments.

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

Portfolio Summary

May 1 - May 31, 2026

CLIENT

Burnsville ISD 191 OPEB

INCEPTION DATE

11/01/2014

RELATIONSHIP TEAM

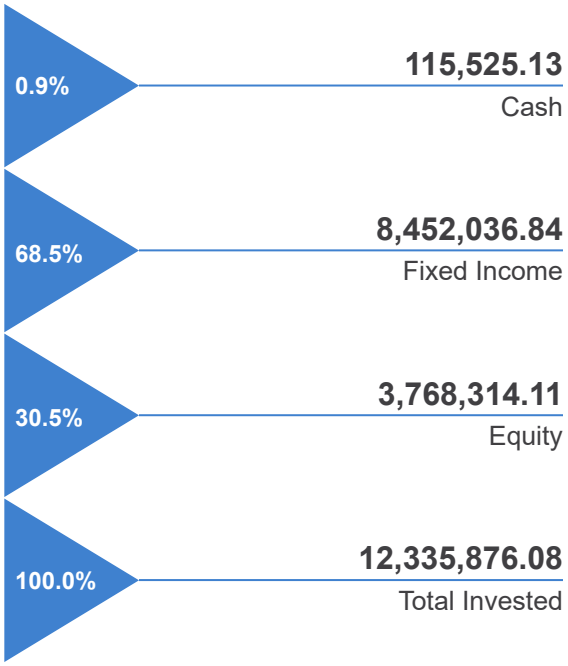
Kendra Shelland
Institutional Portfolio Manager
(612) 509-2579
kendra.shelland@ptma.com

Steve Pumper
VP, Investment Services
(612) 509-2565
steve.pumper@ptma.com

PORTFOLIO OVERVIEW

	Value
Beginning Market Value	**12,123,909.11**
Contributions	940.26
Withdrawals	0.00
Net Investment Income	23,927.46
Unrealized Gain/Loss	133,941.69
Realized Gain/Loss	53,157.56
Ending Market Value	**12,335,876.08**

Compliance	Status
As of 05/31/2026	Compliant



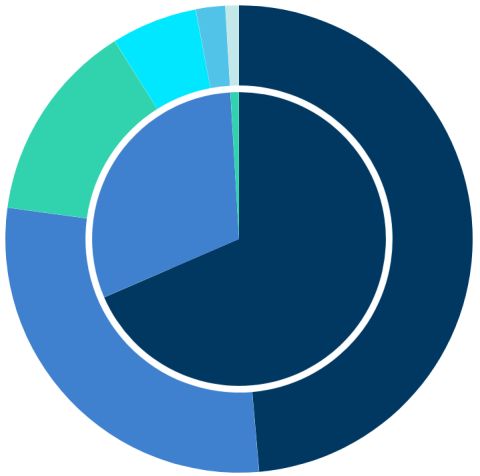
Asset Allocation

May 1 - May 31, 2026

INVESTMENT ALLOCATION

Sector	Amount	Allocation	Change	%
Cash				
TOTAL Cash	**115,525.13**	**0.94%**	**20,151.35**	**21.13%**
Fixed Income				
TOTAL Credit	***5,998,914.06***	***48.63%***	***165,803.37***	***2.84%***
Funds - Corporate	5,998,914.06	48.63%	165,803.37	2.84%
TOTAL Below Investment Grade	***734,997.12***	***5.96%***	***19,454.36***	***2.72%***
Funds - Below Investment Grade	734,997.12	5.96%	19,454.36	2.72%
TOTAL Mortgage Backed Security	***1,718,125.66***	***13.93%***	***63,328.50***	***3.83%***
Funds – MBS	1,718,125.66	13.93%	63,328.50	3.83%
TOTAL Fixed Income	**8,452,036.84**	**68.52%**	**248,586.23**	**3.03%**
Equity				
TOTAL Domestic Equity	***3,518,051.63***	***28.52%***	***(48,882.61)***	***(1.37%)***
Funds - Large Cap	3,264,501.50	26.46%	(37,198.00)	(1.13%)
Funds - Small Cap	253,550.13	2.06%	(11,684.61)	(4.41%)
TOTAL International Equity	***250,262.48***	***2.03%***	***(7,888.00)***	***(3.06%)***
Funds - International	250,262.48	2.03%	(7,888.00)	(3.06%)
TOTAL Equity	**3,768,314.11**	**30.55%**	**(56,770.61)**	**(1.48%)**
TOTAL Invested	**12,335,876.08**	**100.00%**	**211,966.97**	**1.75%**

CURRENT PERIOD ALLOCATION



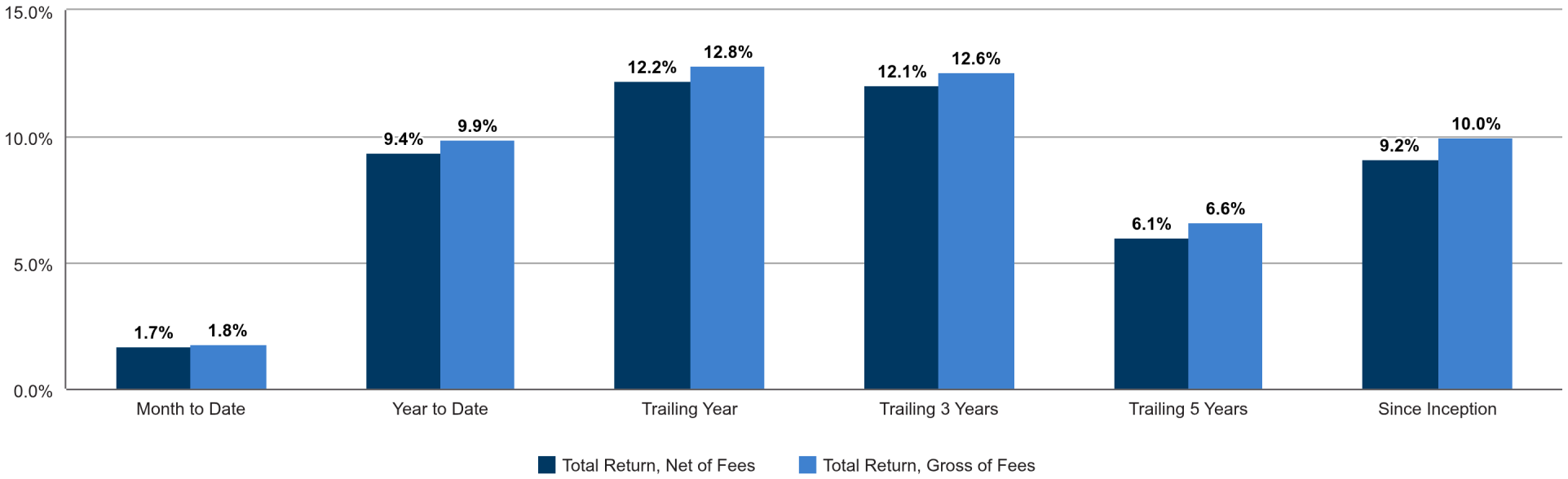
ASSET CLASS

- Fixed Income - **68.5%**
- Equity - **30.5%**
- Cash - **0.9%**

SECTOR

- Credit - **48.6%**
- Domestic Equity - **28.5%**
- Mortgage Backed Security - **13.9%**
- Below Investment Grade - **6.0%**
- International Equity - **2.0%**
- Cash - **0.9%**

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	1.74%	9.41%	12.24%	12.06%	6.07%	9.18%
Total Return, Gross of Fees	1.78%	9.92%	12.80%	12.62%	6.61%	9.96%

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	115,525.13	0.99%	0.29%	0.00%
Fixed Income	8,452,036.84	68.14%	0.26%	0.19%
Equity	3,768,314.11	30.87%	5.23%	1.59%
Portfolio Total	**12,335,876.08**	**100.00%**	**1.78%**	**1.78%**

Transaction and Interest Summary

May 1 - May 31, 2026

Trade Date Settle Date	Quantity	Security	Ticker	Identifier	Unit Price	Amount	Gain / Loss
Cash							
Cash Transfer							
05/20/2026 05/20/2026	940.26	US DOLLAR	USD	CCYUSD	—	940.26	0.00
— —	**940.26**	**Total Cash Transfer**	**—**	**—**	**—**	**940.26**	**0.00**
Management Fee							
05/19/2026 05/19/2026	(5,051.63)	US DOLLAR	USD	CCYUSD	—	(5,051.63)	0.00
— —	**(5,051.63)**	**Total Management Fee**	**—**	**—**	**—**	**(5,051.63)**	**0.00**
Money Market Fund Interest							
05/31/2026 05/31/2026	0.00	GOLDMAN:FS GOVT INST	FGTXX	38141W273	—	344.49	—
— —	**0.00**	**Total Money Market Fund Interest**	**—**	**—**	**—**	**344.49**	**—**
Funds - Corporate							
Buy							
05/13/2026 05/14/2026	750.00	VANGUARD SH-TM B ETF	BSV	921937827	77.9550	(58,470.00)	—
05/13/2026 05/14/2026	1,550.00	VANGUARD TOT BD ETF	BND	921937835	73.1182	(113,340.96)	—
— —	**2,300.00**	**Total Purchases**	**—**	**—**	**—**	**(171,810.96)**	**—**
Equity Dividend							
05/01/2026 05/05/2026	0.00	VANGUARD SH-TM B ETF	BSV	921937827	—	7,104.56	—
05/01/2026 05/05/2026	0.00	VANGUARD TOT BD ETF	BND	921937835	—	12,126.74	—
— —	**0.00**	**Total Equity Dividend**	**—**	**—**	**—**	**19,231.30**	**—**
Funds - Below Investment Grade							
Buy							
05/13/2026 05/14/2026	250.00	ISHARES:IBOXX $HY CORP	HYG	464288513	79.8350	(19,960.00)	—
— —	**250.00**	**Total Purchases**	**—**	**—**	**—**	**(19,960.00)**	**—**
Equity Dividend							
05/01/2026 05/06/2026	0.00	ISHARES:IBOXX $HY CORP	HYG	464288513	—	3,727.39	—
— —	**0.00**	**Total Equity Dividend**	**—**	**—**	**—**	**3,727.39**	**—**
Funds – MBS							
Buy							

Transaction and Interest Summary

May 1 - May 31, 2026

Trade Date Settle Date	Quantity	Security	Ticker	Identifier	Unit Price	Amount	Gain / Loss
05/13/2026 05/14/2026	1,350.00	VANGUARD MTG-BK IDX ETF	VMBS	92206C771	46.6250	(62,950.50)	—
— —	**1,350.00**	**Total Purchases**	**—**	**—**	**—**	**(62,950.50)**	**—**
Equity Dividend							
05/01/2026 05/05/2026	0.00	VANGUARD MTG-BK IDX ETF	VMBS	92206C771	—	5,675.91	—
— —	**0.00**	**Total Equity Dividend**	**—**	**—**	**—**	**5,675.91**	**—**
Funds - Large Cap							
Sell							
05/13/2026 05/14/2026	(100.00)	ISHARES:CORE S&P 500	IVV	464287200	741.0100	74,098.97	5,765.90
05/13/2026 05/14/2026	(850.00)	ISHARES:ESG A MSCI USA	ESGU	46435G425	160.3600	136,298.94	36,459.73
— —	**(950.00)**	**Total Sales**	**—**	**—**	**—**	**210,397.91**	**42,225.62**
Funds - Small Cap							
Sell							
05/13/2026 05/14/2026	(200.00)	VANGUARD RUS 2000 ID ETF	VTWO	92206C664	113.4100	22,680.53	6,304.03
— —	**(200.00)**	**Total Sales**	**—**	**—**	**—**	**22,680.53**	**6,304.03**
Funds - International							
Sell							
05/13/2026 05/14/2026	(200.00)	VANGUARD TOT I S ETF	VXUS	921909768	84.6400	16,926.65	4,627.91
— —	**(200.00)**	**Total Sales**	**—**	**—**	**—**	**16,926.65**	**4,627.91**

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													
Cash													
FGTXX 38141W273	115,180.64	GOLDMAN:FS GOVT INST	AAA	3.51%	05/31/2026	05/31/2026	115,180.64	1.0000	115,180.64	5,498.26	—	3.53%	3.53%
USD CCYUSD	344.49	Receivable	AAA	0.00%	05/31/2026	05/31/2026	344.49	1.0000	344.49	0.00	—	0.00%	0.00%
— —	**115,525.13**	**—**	**AAA**	**3.50%**	**—**	**—**	**115,525.13**	**—**	**115,525.13**	**5,498.26**	**—**	**3.52%**	**3.52%**
Fixed Income													
Mortgage Backed Security													
Funds – MBS													
VMBS 92206C771	36,626.00	VANGUARD MTG-BK IDX ETF	—	—	—	—	1,657,000.91	46.9100	1,718,125.66	61,539.17	4.15%	—	—
— —	**36,626.00**	**—**	**NA**	**—**	**—**	**—**	**1,657,000.91**	**—**	**1,718,125.66**	**61,539.17**	**4.15%**	**—**	**—**
Credit													
Funds - Corporate													
BND 921937835	51,720.00	VANGUARD TOT BD ETF	—	—	—	—	4,054,903.45	73.4600	3,799,351.20	133,507.63	3.94%	—	—
BSV 921937827	28,149.00	VANGUARD SH-TM B ETF	—	—	—	—	2,191,871.81	78.1400	2,199,562.86	56,856.30	3.96%	—	—
— —	**79,869.00**	**—**	**NA**	**—**	**—**	**—**	**6,246,775.25**	**—**	**5,998,914.06**	**190,363.93**	**3.95%**	**—**	**—**
Below Investment Grade													
Funds - Below Investment Grade													

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
HYG 464288513	9,152.00	ISHARES:IBOXX $HY CORP	—	—	—	—	704,352.88	80.3100	734,997.12	41,621.16	5.83%	—	—
— —	**9,152.00**	—	**NA**	—	—	—	**704,352.88**	—	**734,997.12**	**41,621.16**	**5.83%**	—	—
Equity													
Domestic Equity													
Funds - Large Cap													
ESGU 46435G425	14,470.00	ISHARES:ESG A MSCI USA	—	—	—	—	1,699,615.81	165.2000	2,390,444.00	25,712.66	0.92%	—	—
IVV 464287200	1,150.00	ISHARES:CORE S&P 500	—	—	—	—	785,830.31	760.0500	874,057.50	0.00	1.06%	—	—
— —	**15,620.00**	—	—	—	—	—	**2,485,446.12**	—	**3,264,501.50**	**25,712.66**	**0.95%**	—	—
Funds - Small Cap													
VTWO 92206C664	2,161.00	VANGUARD RUS 2000 ID ETF	—	—	—	—	176,948.09	117.3300	253,550.13	2,550.58	1.07%	—	—
— —	**2,161.00**	—	—	—	—	—	**176,948.09**	—	**253,550.13**	**2,550.58**	**1.07%**	—	—
International Equity													
Funds - International													
VXUS 921909768	2,908.00	VANGUARD TOT I S ETF	—	—	—	—	178,823.68	86.0600	250,262.48	5,781.40	2.66%	—	—
— —	**2,908.00**	—	—	—	—	—	**178,823.68**	—	**250,262.48**	**5,781.40**	**2.66%**	—	—
Total Invested	**261,861.13**	—	**AAA**	**3.50%**	—	—	**11,564,872.06**	—	**12,335,876.08**	**333,067.16**	**3.20%**	**3.52%**	**3.52%**

AP Check Register

AP Run: 20260501 AP — Post Date: 2026-05-01 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/01/2026	499161	Check	95 Percent Group LLC	931451	AP Merch	7,077.40
05/01/2026	499162	Check	A.J. Moore Electric Inc	928491	AP Merch	743.53
05/01/2026	499163	Check	A-1 Leasing Inc	931652	AP Merch	5,583.83
05/01/2026	499164	Check	Aviben LLC	926262-1	AP Merch	875.78
05/01/2026	499165	Check	Bix Produce Company	900477	AP Merch	12,550.09
05/01/2026	499166	Check	Capernaum Pediatric Therapy	930712	AP Merch	9,726.76
05/01/2026	499167	Check	Carlson, Ashleigh	922414	AP Merch	60.00
05/01/2026	499168	Check	Centerpoint Energy	902519	AP Merch	3,765.55
05/01/2026	499169	Check	CESO HR, LLC	930763	AP Merch	2,250.00
05/01/2026	499170	Check	City of Burnsville	900673	AP Merch	2,226.00
05/01/2026	499171	Check	DS Erickson & Associates PLLC	927334	AP Merch	322.58
05/01/2026	499172	Check	Education Minnesota	928531	AP Merch	68.00
05/01/2026	499173	Check	Electro Watchman Inc	901078	AP Merch	4,522.00
05/01/2026	499174	Check	Ertl, Robert	926103	AP Merch	1,100.00
05/01/2026	499175	Check	Foundation 191	928202	AP Merch	136.99
05/01/2026	499176	Check	Fritz, Kathleen	931632	AP Merch	190.00
05/01/2026	499177	Check	Gotham, Steve	905108	AP Merch	95.00
05/01/2026	499178	Check	Harmer, Jessica	501462	AP Merch	114.99
05/01/2026	499179	Check	Hassan, Hesham	931650	AP Merch	150.00
05/01/2026	499180	Check	Heritage Links Golf Club	931651	AP Merch	1,680.00

AP Check Register

AP Run: 20260501 AP — Post Date: 2026-05-01 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/01/2026	499181	Check	Hogan, Sean	931447	AP Merch	95.00
05/01/2026	499182	Check	Horizon Equipment LLC	901324	AP Merch	581.50
05/01/2026	499183	Check	HumeraTech Inc	927703	AP Merch	6,022.38
05/01/2026	499184	Check	Hyman, Joby	931636	AP Merch	92.00
05/01/2026	499185	Check	Imperial Dade	904186-1	AP Merch	1,748.31
05/01/2026	499186	Check	Infinite Health Collaborative, PA	930472	AP Merch	112.50
05/01/2026	499187	Check	Kellen, Jason	930822	AP Merch	1,341.00
05/01/2026	499188	Check	Link Interpret	929933	AP Merch	394.50
05/01/2026	499189	Check	Mackin Educational Resources	902196	AP Merch	8,604.02
05/01/2026	499190	Check	Madison, Michael	931221	AP Merch	107.00
05/01/2026	499191	Check	Madison, Scott	931163	AP Merch	300.00
05/01/2026	499192	Check	Magic Turf Inc	931648	AP Merch	14,814.00
05/01/2026	499193	Check	Mamava Inc	931605	AP Merch	27,310.00
05/01/2026	499194	Check	MEI Total Elevator Solutions	908999-1	AP Merch	13,439.92
05/01/2026	499195	Check	NCPERS Group Life Ins	908769	AP Merch	32.00
05/01/2026	499196	Check	New Prague High School	924054	AP Merch	150.00
05/01/2026	499197	Check	Pelletier, Dan	906520	AP Merch	95.00
05/01/2026	499198	Check	Perez, Melissa M	924879	AP Merch	1,368.00
05/01/2026	499199	Check	Precision Driving Center	926466	AP Merch	198.00
05/01/2026	499200	Check	Regents of The University of Minnesota	908798-12	AP Merch	3,369.00

AP Run: 20260501 AP — Post Date: 2026-05-01 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/01/2026	499201	Check	RockDaisy LLC	931642	AP Merch	1,500.00
05/01/2026	499202	Check	Saint Thomas Academy	931649	AP Merch	150.00
05/01/2026	499203	Check	School Services Employees Local 284	907382	AP Merch	2,998.33
05/01/2026	499204	Check	Second Harvest Heartland	928183	AP Merch	818.90
05/01/2026	499205	Check	St Paul Beverage Solutions, LLC	930156	AP Merch	5,385.20
05/01/2026	499206	Check	STRIVE INC	931639	AP Merch	400.00
05/01/2026	499207	Check	Three Rivers Park District	901637	AP Merch	363.14
05/01/2026	499208	Check	Timm, Ronald	931420	AP Merch	117.00
05/01/2026	499209	Check	Tony's Appliance Inc	921785	AP Merch	2,100.50
05/01/2026	499210	Check	Upper Lakes Foods Inc	929826	AP Merch	53,395.18
					Total:	**$200,640.88**

20260501 AP Summary

Type	Count	Amount
Regular	50	200,640.88
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**50**	**$200,640.88**

AP Run: 20260508 AP — Post Date: 2026-05-08 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/08/2026	499211	Check	Advanced Commercial Kitchens	930100	AP Merch	2,390.55
05/08/2026	499212	Check	Apple Computer Inc	900249	AP Merch	1,839.00
05/08/2026	499213	Check	Apple Ford Lincoln	931260	AP Merch	1,507.09
05/08/2026	499214	Check	Arvig	928649	AP Merch	2,853.95
05/08/2026	499215	Check	Aviben LLC	926262-1	AP Merch	875.78
05/08/2026	499216	Check	Bimbo Bakeries USA	902333-1	AP Merch	3,485.15
05/08/2026	499217	Check	Bissonette, Robert	903436	AP Merch	107.00
05/08/2026	499218	Check	Bix Produce Company	900477	AP Merch	12,987.30
05/08/2026	499219	Check	Brown's Ice Cream Co	904655	AP Merch	910.86
05/08/2026	499220	Check	Burgeson, Nancy	905368	AP Merch	185.00
05/08/2026	499221	Check	City of Burnsville - Utilities	904226	AP Merch	13,652.18
05/08/2026	499222	Check	City of Savage - Utilities	909588	AP Merch	4,812.90
05/08/2026	499223	Check	Comcast	926565-1	AP Merch	4,977.51
05/08/2026	499224	Check	Conquer Ninja Athletics	929462-2	AP Merch	1,580.00
05/08/2026	499225	Check	DASH Sports LLC	930957	AP Merch	900.00
05/08/2026	499226	Check	Deere & Company	928864	AP Merch	18,886.87
05/08/2026	499227	Check	Delmonico, Dave	903139	AP Merch	107.00
05/08/2026	499228	Check	Digital Insurance, LLC	929385	AP Merch	6,437.50
05/08/2026	499229	Check	Do Good Diapers LLC	928051	AP Merch	60.00
05/08/2026	499230	Check	Edina High School	920467	AP Merch	200.00

AP Run: 20260508 AP — Post Date: 2026-05-08 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/08/2026	499231	Check	Fastenal	923054-1	AP Merch	47.57
05/08/2026	499232	Check	Fun on Wheels LLC	931653	AP Merch	1,300.00
05/08/2026	499233	Check	Gannon, Andrew	931417	AP Merch	107.00
05/08/2026	499234	Check	Guru Technologies Inc	931482	AP Merch	70.52
05/08/2026	499235	Check	Hammer Sports LLC	930735	AP Merch	1,620.00
05/08/2026	499236	Check	Holiday Stationstores LLC	930483	AP Merch	27.50
05/08/2026	499237	Check	Holland, Brad	931655	AP Merch	107.00
05/08/2026	499238	Check	Imperial Dade	904186-1	AP Merch	28,421.85
05/08/2026	499239	Check	Ind School Dist 196-Community Education	930679	AP Merch	73.50
05/08/2026	499240	Check	JFK Ladies Lacrosse	931518	AP Merch	2,078.75
05/08/2026	499241	Check	Kafka, Kim	931092	AP Merch	358.80
05/08/2026	499242	Check	Kennedy and Graven Chartered	908356	AP Merch	1,245.50
05/08/2026	499243	Check	Kona Ice Twin Cities	930671	AP Merch	2,200.00
05/08/2026	499244	Check	Kraft, Gregory	931075	AP Merch	650.00
05/08/2026	499245	Check	L & M Boiler Systems Inc	924803	AP Merch	2,434.14
05/08/2026	499246	Check	Landy, Joshua	930926	AP Merch	107.00
05/08/2026	499247	Check	Litfin, Nicholas	928857	AP Merch	107.00
05/08/2026	499248	Check	Lupient Chevrolet Inc	927181	AP Merch	137.59
05/08/2026	499249	Check	Mackin Educational Resources	902196	AP Merch	4,040.00
05/08/2026	499250	Check	Magic Turf Inc	931648	AP Merch	4,250.00

AP Run: 20260508 AP — Post Date: 2026-05-08 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/08/2026	499251	Check	Mart, Jackie	931085	AP Merch	112.00
05/08/2026	499252	Check	Mauer, Brian	905107	AP Merch	107.00
05/08/2026	499253	Check	Metro Volleyball Officials Association	901927	AP Merch	810.00
05/08/2026	499254	Check	Metropolitan State University	928476	AP Merch	3,300.00
05/08/2026	499255	Check	Midwest Volleyball Warehouse	905670	AP Merch	1,650.00
05/08/2026	499256	Check	Minnesota School Boards Association - MSBA	902540	AP Merch	420.00
05/08/2026	499257	Check	Minnesota Valley Electric Cooperative	907448	AP Merch	20,680.18
05/08/2026	499258	Check	Mn High School Weightlifting Organization	928367	AP Merch	205.00
05/08/2026	499259	Check	Mn Landscape Arboretum	903870	AP Merch	6,255.36
05/08/2026	499260	Check	Mohammoud, Zahra Ali	928322	AP Merch	60.00
05/08/2026	499261	Check	Napa Auto Parts	903519	AP Merch	93.49
05/08/2026	499262	Check	New Precision Technology LLC	931637	AP Merch	2,227.70
05/08/2026	499263	Check	Norton, Alexander	501009	AP Merch	188.59
05/08/2026	499264	Check	Office of MNIT Services	906477	AP Merch	2,696.85
05/08/2026	499265	Check	Omer, Naseema	931604	AP Merch	594.00
05/08/2026	499266	Check	Pioneer SecureShred	930098	AP Merch	465.00
05/08/2026	499267	Check	Precision Signs & Imaging LLC	930404	AP Merch	465.00
05/08/2026	499268	Check	Prior Lake High School	921458	AP Merch	270.00
05/08/2026	499269	Check	QBS LLC	930033	AP Merch	42.00

AP Check Register

AP Run: 20260508 AP — Post Date: 2026-05-08 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/08/2026	499270	Check	RAK Construction Inc	929749	AP Merch	4,038.61
05/08/2026	499271	Check	Ryan, William	930691	AP Merch	107.00
05/08/2026	499272	Check	Ryder Truck Rental, Inc	930646	AP Merch	1,042.36
05/08/2026	499273	Check	Second Harvest Heartland	928183	AP Merch	1,763.41
05/08/2026	499274	Check	SiteOne Landscape Supply LLC	930424	AP Merch	545.84
05/08/2026	499275	Check	St Paul Beverage Solutions, LLC	930156	AP Merch	3,394.81
05/08/2026	499276	Check	Sysco Western Minnesota, Inc	931067	AP Merch	4,913.38
05/08/2026	499277	Check	The Food Group	928651	AP Merch	1,891.73
05/08/2026	499278	Check	Third Party Integrity Inc	930282	AP Merch	2,500.00
05/08/2026	499279	Check	T-Mobile	929345	AP Merch	2,213.82
05/08/2026	499280	Check	Toay, Gretchen	925679	AP Merch	220.00
05/08/2026	499281	Check	Trane US Inc	904045	AP Merch	3,894.00
05/08/2026	499282	Check	Transportation Plus, Inc.	906215	AP Merch	129.00
05/08/2026	499283	Check	Upper Lakes Foods Inc	929826	AP Merch	58,103.79
05/08/2026	499284	Check	USI Consulting Group Inc	931543	AP Merch	15,700.00
05/08/2026	499285	Check	Vestis Services LLC	901365	AP Merch	1,273.79
05/08/2026	499286	Check	Washburn Center for Children	931077	AP Merch	52,333.33
05/08/2026	499287	Check	Xcel Energy	902776	AP Merch	15,686.22
05/08/2026	499288	Check	Zollner, Chris	931656	AP Merch	107.00
					Total:	**$338,639.62**

AP Run: 20260508 AP — Post Date: 2026-05-08 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount

20260508 AP Summary

Type	Count	Amount
Regular	78	338,639.62
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**78**	**$338,639.62**

AP Run: 20260513 AP — Post Date: 2026-05-13 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/13/2026	499289	Check	Acer Service Corporation - Attn: Finance Dept.	929434	AP Merch	5,090.00
05/13/2026	499290	Check	Advanced Imaging Solutions	928551-1	AP Merch	8,276.00
05/13/2026	499291	Check	Amergis Healthcare Staffing Inc	931201	AP Merch	106,574.80
05/13/2026	499292	Check	Bix Produce Company	900477	AP Merch	11,421.04
05/13/2026	499293	Check	Capernaum Pediatric Therapy	930712	AP Merch	12,366.01
05/13/2026	499294	Check	Caponi Art Park	902211	AP Merch	160.00
05/13/2026	499295	Check	CESO Communications LLC	930130	AP Merch	2,775.00
05/13/2026	499296	Check	CESO Executive Search LLC	931627	AP Merch	6,187.50
05/13/2026	499297	Check	CESO Transportation LLC	930220	AP Merch	16,177.08
05/13/2026	499298	Check	City of Burnsville - Special Assessments/Engineering	900673-2	AP Merch	83,566.14
05/13/2026	499299	Check	Community Education Prior Lake-Savage Area Schools	921458-2	AP Merch	350.00
05/13/2026	499300	Check	Crown Rental Inc	900647	AP Merch	330.00
05/13/2026	499301	Check	Dakota Printing Inc	926840	AP Merch	833.00
05/13/2026	499302	Check	Dewald, Rina C	920524	AP Merch	480.00
05/13/2026	499303	Check	Dialog One LLC	927732	AP Merch	1,936.50
05/13/2026	499304	Check	Earl F Andersen	901064-2	AP Merch	297.00
05/13/2026	499305	Check	Education Minnesota	928531	AP Merch	68.00
05/13/2026	499306	Check	Ehlers	920802-1	AP Merch	243.75
05/13/2026	499307	Check	Elyea-Wheeler, Kurt	929471	AP Merch	92.00

AP Run: 20260513 AP — Post Date: 2026-05-13 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/13/2026	499308	Check	Ferguson, Dylan	931658	AP Merch	95.00
05/13/2026	499309	Check	Foundation 191	928202	AP Merch	136.99
05/13/2026	499310	Check	FP Mailing Solutions	929857	AP Merch	378.00
05/13/2026	499311	Check	Garcia, Marion	931657	AP Merch	82.00
05/13/2026	499312	Check	Gregory, Loris Sofia	927443	AP Merch	75.00
05/13/2026	499313	Check	Health Risk Strategies LLC	928495	AP Merch	500.00
05/13/2026	499314	Check	Hubstar Productions	931204	AP Merch	500.00
05/13/2026	499315	Check	Imperial Dade	904186-1	AP Merch	17,667.23
05/13/2026	499316	Check	John's Sewer And Drain Cleaning Inc	928929	AP Merch	555.00
05/13/2026	499317	Check	Kaseya US LLC	931358	AP Merch	1,713.89
05/13/2026	499318	Check	Kaufman, Michael	924781	AP Merch	107.00
05/13/2026	499319	Check	Kemmetmueller Photography Inc	931196	AP Merch	650.00
05/13/2026	499320	Check	Klein, Sam	924297	AP Merch	107.00
05/13/2026	499321	Check	Lamprecht, John	928748	AP Merch	80.00
05/13/2026	499322	Check	Link Interpret	929933	AP Merch	1,615.55
05/13/2026	499323	Check	Merry, Vanessa	929912	AP Merch	240.00
05/13/2026	499324	Check	Minnesota Energy Resources	903029	AP Merch	3,078.07
05/13/2026	499325	Check	Mission Filtration	931116	AP Merch	584.19
05/13/2026	499326	Check	MP Nexlevel LLC	931368	AP Merch	1,500.00
05/13/2026	499327	Check	Muska Electric Co	931233	AP Merch	7,119.95

AP Run: 20260513 AP — Post Date: 2026-05-13 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/13/2026	499328	Check	Nashke Native Games	931321	AP Merch	1,600.00
05/13/2026	499329	Check	National Enrollment Partners LLC	931351	AP Merch	1,175.00
05/13/2026	499330	Check	O'Neill, Sean	931120	AP Merch	107.00
05/13/2026	499331	Check	Painters Gear Inc	920591	AP Merch	171.19
05/13/2026	499332	Check	Precision Driving Center	926466	AP Merch	321.00
05/13/2026	499333	Check	QBS LLC	930033	AP Merch	56.00
05/13/2026	499334	Check	Rapids Wholesale Equipment	931644	AP Merch	24,642.56
05/13/2026	499335	Check	Regents of The University of Minnesota	908798-12	AP Merch	450.00
05/13/2026	499336	Check	Rock Hard Landscape Supply	928528	AP Merch	322.50
05/13/2026	499337	Check	Ryan Mechanical Inc	923241	AP Merch	21,399.01
05/13/2026	499338	Check	Ryan, William	930691	AP Merch	107.00
05/13/2026	499339	Check	Sachs, Frank	930154	AP Merch	501.50
05/13/2026	499340	Check	Schmitty & Sons - Contract	909331-2	AP Merch	1,252,537.71
05/13/2026	499341	Check	Schmitty & Sons Inc	909331	AP Merch	45,740.91
05/13/2026	499342	Check	School Services Employees Local 284	907382	AP Merch	3,000.91
05/13/2026	499343	Check	Second Harvest Heartland	928183	AP Merch	1,718.65
05/13/2026	499344	Check	SFM	923848	AP Merch	74,413.40
05/13/2026	499345	Check	South Suburban Conference	926921	AP Merch	629.40
05/13/2026	499346	Check	Southpaw Enterprises Inc	903553	AP Merch	285.00

AP Run: 20260513 AP — Post Date: 2026-05-13 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/13/2026	499347	Check	Southwest Metro - Dean Lakes Education Center	928611	AP Merch	6,079.70
05/13/2026	499348	Check	St Paul Beverage Solutions, LLC	930156	AP Merch	5,700.65
05/13/2026	499349	Check	SVL Service Corp	900221	AP Merch	2,569.72
05/13/2026	499350	Check	Telle Tire & Auto Centers	931607	AP Merch	926.02
05/13/2026	499351	Check	The Food Group	928651	AP Merch	1,010.10
05/13/2026	499352	Check	Third Party Integrity Inc	930282	AP Merch	799.95
05/13/2026	499353	Check	Thomsen Systems Inc	927274	AP Merch	60.00
05/13/2026	499354	Check	Tischendorf, Mike	923741	AP Merch	500.00
05/13/2026	499355	Check	T-Mobile	929345	AP Merch	1,182.00
05/13/2026	499356	Check	True Mechanical LLC	931322	AP Merch	4,202.80
05/13/2026	499357	Check	Upper Lakes Foods Inc	929826	AP Merch	46,377.31
05/13/2026	499358	Check	Viveros, Ann	930768	AP Merch	380.00
					Total:	**$1,792,975.68**

20260513 AP Summary

Type	Count	Amount
Regular	70	1,792,975.68
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**70**	**$1,792,975.68**

AP Run: 20260529 AP — Post Date: 2026-05-29 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/29/2026	499359	Check	A.J. Moore Electric Inc	928491	AP Merch	7,796.01
05/29/2026	499360	Check	Advanced Commercial Kitchens	930100	AP Merch	1,712.29
05/29/2026	499361	Check	Amergis Healthcare Staffing Inc	931201	AP Merch	156.80
05/29/2026	499362	Check	American Art Clay Inc	931630	AP Merch	352.47
05/29/2026	499363	Check	American Eagle Roofing and Coating	931181	AP Merch	71,226.40
05/29/2026	499364	Check	Anchor Solar Investments LLC	929704	AP Merch	2,336.26
05/29/2026	499365	Check	Armstrong Torseth Skold & Rydeen Inc	926500	AP Merch	26,404.72
05/29/2026	499366	Check	Artis, Roger, III	927779	AP Merch	160.00
05/29/2026	499367	Check	Backlund, Chad	928808	AP Merch	95.00
05/29/2026	499368	Check	Barker, Sean	931667	AP Merch	200.00
05/29/2026	499369	Check	Barrette, Parker	931666	AP Merch	75.00
05/29/2026	499370	Check	Bissonette, Robert	903436	AP Merch	107.00
05/29/2026	499371	Check	Bix Produce Company	900477	AP Merch	40,543.14
05/29/2026	499372	Check	Brin Glass Service	928124	AP Merch	733.00
05/29/2026	499373	Check	Buller, Laura	501465	AP Merch	265.96
05/29/2026	499374	Check	Burthay, Stacy	931557	AP Merch	800.00
05/29/2026	499375	Check	Captivate Media + Consulting	929000	AP Merch	2,908.00
05/29/2026	499376	Check	Carlson, Ashleigh	922414	AP Merch	60.00
05/29/2026	499377	Check	Centerpoint Energy	902519	AP Merch	42,216.74

AP Run: 20260529 AP — Post Date: 2026-05-29 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/29/2026	499378	Check	Charpentier Enterprises LLC	931223	AP Merch	631.80
05/29/2026	499379	Check	Christensen, Joshua	931665	AP Merch	92.00
05/29/2026	499380	Check	CognitiveFMA LLC	931531	AP Merch	117.00
05/29/2026	499381	Check	Connett, Myrna	501034	AP Merch	100.00
05/29/2026	499382	Check	Constantine Dance Classes, Inc.	930792	AP Merch	693.00
05/29/2026	499383	Check	Dakota Electric Association	900809	AP Merch	87,337.82
05/29/2026	499384	Check	Dakota Printing Inc	926840	AP Merch	470.00
05/29/2026	499385	Check	DS Erickson & Associates PLLC	927334	AP Merch	855.58
05/29/2026	499386	Check	Education Minnesota	928531	AP Merch	68.00
05/29/2026	499387	Check	Eich, Kathy	501463	AP Merch	100.00
05/29/2026	499388	Check	Ekon-O-Pac LLC	928982	AP Merch	5,990.00
05/29/2026	499389	Check	Electro Watchman Inc	901078	AP Merch	913.97
05/29/2026	499390	Check	Enpointe	929863	AP Merch	728.00
05/29/2026	499391	Check	Fagerness, Joyce	924275	AP Merch	687.50
05/29/2026	499392	Check	Fedex	901463	AP Merch	22.08
05/29/2026	499393	Check	Ferguson, Dylan	931658	AP Merch	95.00
05/29/2026	499394	Check	Foundation 191	928202	AP Merch	136.99
05/29/2026	499395	Check	Fritz, Kathleen	931632	AP Merch	95.00
05/29/2026	499396	Check	Generative Learning	928890	AP Merch	1,400.00
05/29/2026	499397	Check	GreatAmerica Financial Services	929729	AP Merch	621.00

AP Run: 20260529 AP — Post Date: 2026-05-29 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/29/2026	499398	Check	Holmes, Molly	931670	AP Merch	175.00
05/29/2026	499399	Check	Hughes, Michael	930443	AP Merch	107.00
05/29/2026	499400	Check	HumeraTech Inc	927703	AP Merch	3,598.51
05/29/2026	499401	Check	I Got Skills	924432	AP Merch	1,884.00
05/29/2026	499402	Check	Identisys Inc	923654	AP Merch	1,775.92
05/29/2026	499403	Check	Imperial Dade	904186-1	AP Merch	12,259.97
05/29/2026	499404	Check	Ind School Dist 272	901809	AP Merch	65.00
05/29/2026	499405	Check	J & D Trophy	904113	AP Merch	2,462.00
05/29/2026	499406	Check	Kafka, Kim	931092	AP Merch	322.20
05/29/2026	499407	Check	Kennedy and Graven Chartered	908356	AP Merch	1,749.00
05/29/2026	499408	Check	Klein, Evan	501067	AP Merch	265.96
05/29/2026	499409	Check	Klein, Sam	924297	AP Merch	230.00
05/29/2026	499410	Check	Lakeville Trophy	908857	AP Merch	105.49
05/29/2026	499411	Check	Legacy Golf Corporation	931662	AP Merch	4,800.00
05/29/2026	499412	Check	Link Interpret	929933	AP Merch	1,255.95
05/29/2026	499413	Check	Lobitz, Adrianna	930430	AP Merch	95.00
05/29/2026	499414	Check	Mackin Educational Resources	902196	AP Merch	2,742.65
05/29/2026	499415	Check	Martin, Emma	929657	AP Merch	160.00
05/29/2026	499416	Check	Mayer Arts Inc	925512	AP Merch	2,660.00
05/29/2026	499417	Check	MEI Total Elevator Solutions	908999-1	AP Merch	192.64

AP Run: 20260529 AP — Post Date: 2026-05-29 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/29/2026	499418	Check	Metro Volleyball Officials Association	901927	AP Merch	1,080.00
05/29/2026	499419	Check	Metropolitan State University	928476	AP Merch	6,592.13
05/29/2026	499420	Check	Minnesota Children's Museum	909215	AP Merch	300.00
05/29/2026	499421	Check	Minnesota Energy Resources	903029	AP Merch	299.88
05/29/2026	499422	Check	Minnesota School Nutrition Association (MSNA)	904656-2	AP Merch	1,130.00
05/29/2026	499423	Check	MN Assoc of Alternative Programs (MAAP)	903333	AP Merch	1,305.00
05/29/2026	499424	Check	Molly Hawkins House Inc	906838	AP Merch	292.70
05/29/2026	499425	Check	MTI Distributing Inc	902544	AP Merch	13.44
05/29/2026	499426	Check	Nash, Cynthia	931660	AP Merch	335.00
05/29/2026	499427	Check	NCPERS Group Life Ins	908769	AP Merch	32.00
05/29/2026	499428	Check	Nelson, Varinia	931189	AP Merch	560.00
05/29/2026	499429	Check	Norton, Alexander	501009	AP Merch	210.35
05/29/2026	499430	Check	Novak, Janice S	902467	AP Merch	36.00
05/29/2026	499431	Check	Office of MNIT Services	906477	AP Merch	2,663.85
05/29/2026	499432	Check	Painters Gear Inc	920591	AP Merch	693.62
05/29/2026	499433	Check	Pederson, Karen	501466	AP Merch	265.96
05/29/2026	499434	Check	Perez, Melissa M	924879	AP Merch	2,660.00
05/29/2026	499435	Check	Prairie, Judith	501464	AP Merch	100.00
05/29/2026	499436	Check	Priester, John	924300	AP Merch	107.00

AP Run: 20260529 AP — Post Date: 2026-05-29 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/29/2026	499437	Check	QiVitality LLC	929413	AP Merch	152.40
05/29/2026	499438	Check	RAK Construction Inc	929749	AP Merch	17,899.04
05/29/2026	499439	Check	Rent N Save Portable Services	925729	AP Merch	1,374.65
05/29/2026	499440	Check	Rifton Equipment	909053	AP Merch	492.00
05/29/2026	499441	Check	Rodriguez, Angela	501356	AP Merch	53.00
05/29/2026	499442	Check	Runing, Kelly	930039	AP Merch	95.00
05/29/2026	499443	Check	Ryan Mechanical Inc	923241	AP Merch	35,335.98
05/29/2026	499444	Check	Safeway Driving School	926796	AP Merch	26,820.00
05/29/2026	499445	Check	Scheidnes, Angie	501467	AP Merch	125.26
05/29/2026	499446	Check	School Services Employees Local 284	907382	AP Merch	3,002.77
05/29/2026	499447	Check	Second Harvest Heartland	928183	AP Merch	2,778.02
05/29/2026	499448	Check	Shannon, Mandy	500523	AP Merch	288.14
05/29/2026	499449	Check	Snap in the Box	931340	AP Merch	475.00
05/29/2026	499450	Check	Soccerchili	927209	AP Merch	11,736.34
05/29/2026	499451	Check	St Marie, Isaac	931664	AP Merch	95.00
05/29/2026	499452	Check	St Paul Beverage Solutions, LLC	930156	AP Merch	10,019.54
05/29/2026	499453	Check	Stofer, Lukas	931663	AP Merch	92.00
05/29/2026	499454	Check	Sykes, Cheri	931668	AP Merch	450.00
05/29/2026	499455	Check	Sysco Western Minnesota, Inc	931067	AP Merch	987.56
05/29/2026	499456	Check	Telle Tire & Auto Centers	931607	AP Merch	390.12

AP Run: 20260529 AP — Post Date: 2026-05-29 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/29/2026	499457	Check	Trane US Inc	904045	AP Merch	8,919.00
05/29/2026	499458	Check	Transportation Plus, Inc.	906215	AP Merch	1,296.00
05/29/2026	499459	Check	True Mechanical LLC	931322	AP Merch	21,260.82
05/29/2026	499460	Check	Tschida, Danielle	931659	AP Merch	95.00
05/29/2026	499461	Check	UMR, Inc	930945	AP Merch	75.16
05/29/2026	499462	Check	Unique Software Corporation	905900	AP Merch	556.22
05/29/2026	499463	Check	Upper Lakes Foods Inc	929826	AP Merch	109,661.28
05/29/2026	499464	Check	US Postmaster USPS	904153-1	AP Merch	1,724.03
05/29/2026	499465	Check	VenuWorks of Burnsville LLC	926645	AP Merch	1,408.57
05/29/2026	499466	Check	Wagner, Adrian	930902	AP Merch	95.00
05/29/2026	499467	Check	Wand Enterprises	931129	AP Merch	1,452.30
05/29/2026	499468	Check	Wardell, Carolyn	931671	AP Merch	141.00
05/29/2026	499469	Check	Whetter, Elizabeth	500306	AP Merch	100.00
05/29/2026	499470	Check	Worm, Mark	930856	AP Merch	107.00

AP Run: 20260529 AP — Post Date: 2026-05-29 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/29/2026	499471	Check	Young Americans Schools of Self-Defense	931337	AP Merch	331.80
					Total:	**$614,771.75**

20260529 AP Summary

Type	Count	Amount
Regular	113	614,771.75
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**113**	**$614,771.75**

Fund	Total
01 - General	1,173,032.35
02 - Food Service	396,311.65
03 - Transportation	1,268,714.79
04 - Community Service	84,496.51
16 - Facility Rental	12,239.81
22 - Internal Service - Health Insurance	1,750.16
50 - Student Activity Fund	10,482.66
	$2,947,027.93

AP Check Register

AP Run: 20260505 VACH — Post Date: 2026-05-05 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/05/2026	9000008985	ACH	Association Of Clerical Employees	904895	AP Merch	320.00
05/05/2026	9000008986	ACH	Bad Warrior, Jayme Alan, SR	931536	AP Merch	300.00
05/05/2026	9000008987	ACH	Bad Warrior, Kyler Jaymes	931537	AP Merch	400.00
05/05/2026	9000008988	ACH	Burnsville Association of Educational Assistants	909991	AP Merch	882.00
05/05/2026	9000008989	ACH	Burnsville Cultural Family Liaison Association	931510	AP Merch	711.32
05/05/2026	9000008990	ACH	Carlson, Gerri	929243	AP Merch	1,066.65
05/05/2026	9000008991	ACH	Conference Technologies Inc	931339	AP Merch	31,910.89
05/05/2026	9000008992	ACH	Ecolab	908846-2	AP Merch	2,459.61
05/05/2026	9000008993	ACH	Johnson Controls Fire Protection LP	903587	AP Merch	2,836.64
05/05/2026	9000008994	ACH	Kelly Services Inc	927633	AP Merch	77,547.40
05/05/2026	9000008995	ACH	Khunisorn, Ploy	931304	AP Merch	50.00
05/05/2026	9000008996	ACH	Nelson, Jared	931190	AP Merch	1,800.00
05/05/2026	9000008997	ACH	Printed Solid Inc	931237	AP Merch	128.97
05/05/2026	9000008998	ACH	Stanley, Seneca	931575	AP Merch	550.00
05/05/2026	9000008999	ACH	Sundquist, Kelly	931635	AP Merch	300.00
05/05/2026	9000009000	ACH	The Hartford	924486	AP Merch	49,253.04
05/05/2026	9000009001	ACH	VITAL WorkLife, Inc.	930974	AP Merch	9,156.48
05/05/2026	9000009002	ACH	Wiisinig LLC	931504	AP Merch	211.00
					Total:	**$179,884.00**

AP Check Register

AP Run: 20260505 VACH — Post Date: 2026-05-05 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount

20260505 VACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	18	179,884.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**18**	**$179,884.00**

AP Check Register

AP Run: 20260507 EACH — Post Date: 2026-05-07 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/07/2026	9000009003	ACH	Anderson, Rachel L	021495	AP Merch	62.06
05/07/2026	9000009004	ACH	Aretz, Jessi	021578	AP Merch	282.50
05/07/2026	9000009005	ACH	Baig, Samaa S	021321	AP Merch	21.82
05/07/2026	9000009006	ACH	Broge, Dawndra S	020951	AP Merch	48.94
05/07/2026	9000009007	ACH	Cloutier, Dana	016633	AP Merch	49.52
05/07/2026	9000009008	ACH	Coddington, Bronwyn M	021393	AP Merch	102.59
05/07/2026	9000009009	ACH	Coleman, Colleen M	013413	AP Merch	72.00
05/07/2026	9000009010	ACH	DeMain, Julia A	021640	AP Merch	11.31
05/07/2026	9000009011	ACH	Elaraby, Amany	021556	AP Merch	186.18
05/07/2026	9000009012	ACH	Erickson, Kayla M	020006	AP Merch	162.98
05/07/2026	9000009013	ACH	Flesche, Jennifer B	021549	AP Merch	131.66
05/07/2026	9000009014	ACH	Ganion, Emma C	020498	AP Merch	39.44
05/07/2026	9000009015	ACH	Gehrke, Andrew R	016612	AP Merch	72.00
05/07/2026	9000009016	ACH	Hall, Tony J	021254	AP Merch	19.94
05/07/2026	9000009017	ACH	Harper, Shonita L	021076	AP Merch	31.76
05/07/2026	9000009018	ACH	Harris, Whitney M	021124	AP Merch	274.42
05/07/2026	9000009019	ACH	Harrold, Stacey L	011361	AP Merch	76.44
05/07/2026	9000009020	ACH	Heim, Bill V	015977	AP Merch	318.50
05/07/2026	9000009021	ACH	Henderson, Sean M	017644	AP Merch	62.13
05/07/2026	9000009022	ACH	Harrod, Kim	014622	AP Merch	72.00

AP Run: 20260507 EACH — Post Date: 2026-05-07 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/07/2026	9000009023	ACH	Holden, Matt J	009267	AP Merch	162.98
05/07/2026	9000009024	ACH	Janey, Karen A	021241	AP Merch	33.06
05/07/2026	9000009025	ACH	Kennedy, Jennifer K	013375	AP Merch	20.88
05/07/2026	9000009026	ACH	Kirchner, Amy	014600	AP Merch	18.13
05/07/2026	9000009027	ACH	Kolstad, Michele M	007847	AP Merch	4.93
05/07/2026	9000009028	ACH	Lake, David	017436	AP Merch	157.33
05/07/2026	9000009029	ACH	Lake, Lisa L	017600	AP Merch	48.43
05/07/2026	9000009030	ACH	Lorincz, Kristen L	018602	AP Merch	63.51
05/07/2026	9000009031	ACH	Lotze, Timothy	014122	AP Merch	318.50
05/07/2026	9000009032	ACH	McDowell, Morgan	018635	AP Merch	13.34
05/07/2026	9000009033	ACH	McKinney, Madison	021229	AP Merch	92.61
05/07/2026	9000009034	ACH	Meyer, Tanya L	012306	AP Merch	35.96
05/07/2026	9000009035	ACH	Moalim, Shamso A	020639	AP Merch	8.19
05/07/2026	9000009036	ACH	Nelson, Katherine J	018844	AP Merch	99.33
05/07/2026	9000009037	ACH	Nelson, Katie L	015010	AP Merch	92.51
05/07/2026	9000009038	ACH	Niffenegger, Kamala N	018055	AP Merch	25.45
05/07/2026	9000009039	ACH	Nordeen, Denise M	020415	AP Merch	152.26
05/07/2026	9000009040	ACH	Noss, Jean	011284	AP Merch	72.00
05/07/2026	9000009041	ACH	Olson, Ariel R	020377	AP Merch	14.65
05/07/2026	9000009042	ACH	Petersen, Holly M	018849	AP Merch	33.21

AP Check Register

AP Run: 20260507 EACH — Post Date: 2026-05-07 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/07/2026	9000009043	ACH	Retzlaff, Billie Jean	020995	AP Merch	51.98
05/07/2026	9000009044	ACH	Rischer, Bryeny B	013693	AP Merch	73.81
05/07/2026	9000009045	ACH	Risteau, Joseph S	007763	AP Merch	36.03
05/07/2026	9000009046	ACH	Robran, Kimberly J	020836	AP Merch	89.18
05/07/2026	9000009047	ACH	Rosas Zubia, Maria G	021875	AP Merch	95.00
05/07/2026	9000009048	ACH	Sampers, Karen M	015925	AP Merch	27.41
05/07/2026	9000009049	ACH	Schmitz, Emily A	021086	AP Merch	27.70
05/07/2026	9000009050	ACH	Smith, Brittney M	019790	AP Merch	13.34
05/07/2026	9000009051	ACH	Tarnofsky, John J	020438	AP Merch	53.87
05/07/2026	9000009052	ACH	Vogt, Kendra M	017882	AP Merch	82.00
05/07/2026	9000009053	ACH	Voigt, Pamela M	017183	AP Merch	66.77
05/07/2026	9000009054	ACH	Wahidi, Zarghona	017649	AP Merch	12.69
05/07/2026	9000009055	ACH	Wakal, Kimberly B	020416	AP Merch	70.98
05/07/2026	9000009056	ACH	Warmka, Cheri R	007858	AP Merch	61.92
05/07/2026	9000009057	ACH	Wesley, Janet M	018000	AP Merch	10.88
05/07/2026	9000009058	ACH	Yasin, Muna I	020207	AP Merch	7.40
05/07/2026	9000009059	ACH	Yeliseyeva, Lucy P	021644	AP Merch	18.13
05/07/2026	9000009060	ACH	Zavala, Melissa I	021134	AP Merch	3.48
05/07/2026	9000009061	ACH	Zyskowski, Karly M	021041	AP Merch	111.51
					Total:	**$4,479.53**

AP Check Register

AP Run: 20260507 EACH — Post Date: 2026-05-07 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount

20260507 EACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	59	4,479.53
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**59**	**$4,479.53**

AP Run: 20260513 VACH — Post Date: 2026-05-13 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/13/2026	9000009062	ACH	Androff, Eileen	931474	AP Merch	237.60
05/13/2026	9000009063	ACH	Carrier Corporation	900707-1	AP Merch	8,995.13
05/13/2026	9000009064	ACH	Cengage Learning	903622-1	AP Merch	50.00
05/13/2026	9000009065	ACH	CST MN	929862	AP Merch	111,710.48
05/13/2026	9000009066	ACH	Ford & Harrison LLP	931097	AP Merch	76.00
05/13/2026	9000009067	ACH	Frontline Technologies Group LLC	928988-1	AP Merch	8,250.00
05/13/2026	9000009068	ACH	Gopher Sport	901458-1	AP Merch	869.98
05/13/2026	9000009069	ACH	Innovational Water Solutions, Inc.	930169	AP Merch	666.20
05/13/2026	9000009070	ACH	Johnson Controls Fire Protection LP	903587	AP Merch	4,512.95
05/13/2026	9000009071	ACH	Kelly Services Inc	927633	AP Merch	78,178.33
05/13/2026	9000009072	ACH	MRI Software LLC	929957	AP Merch	606.95
05/13/2026	9000009073	ACH	Normandale Community College	902136	AP Merch	185,412.48
05/13/2026	9000009074	ACH	PHAXIS Education Staffing LLC	931390	AP Merch	89,500.84
05/13/2026	9000009075	ACH	Richert Speech Therapy LLC	931202	AP Merch	1,811.25
05/13/2026	9000009076	ACH	Siemens Industry Inc	902217	AP Merch	26,324.00
05/13/2026	9000009077	ACH	Sunbelt Staffing LLC	930586	AP Merch	56,983.98
05/13/2026	9000009078	ACH	The Stepping Stones Group LLC	931308	AP Merch	6,400.00
					Total:	**$580,586.17**

AP Run: 20260513 VACH — Post Date: 2026-05-13 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount

20260513 VACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	17	580,586.17
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**17**	**$580,586.17**

AP Run: 20260514 EACH — Post Date: 2026-05-14 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/14/2026	9000009079	ACH	Accola, Joanna	021622	AP Merch	231.31
05/14/2026	9000009080	ACH	Allcock, Sarah W	020605	AP Merch	173.02
05/14/2026	9000009081	ACH	Anderson, Elizabeth M	021848	AP Merch	95.00
05/14/2026	9000009082	ACH	Bortel, Shawn D	020435	AP Merch	7.83
05/14/2026	9000009083	ACH	Cantolla, Kaitlin M	019617	AP Merch	173.02
05/14/2026	9000009084	ACH	Carroll, Michele	008784	AP Merch	8.27
05/14/2026	9000009085	ACH	Cherne, Lori M	020030	AP Merch	173.02
05/14/2026	9000009086	ACH	Dale, Maricela	018971	AP Merch	50.75
05/14/2026	9000009087	ACH	Daoud, Hamde	019100	AP Merch	173.02
05/14/2026	9000009088	ACH	Deutsch, Matt R	014970	AP Merch	9.43
05/14/2026	9000009089	ACH	Edmonson, Susan L	017464	AP Merch	173.02
05/14/2026	9000009090	ACH	Eichten, Heidi J	016015	AP Merch	9.43
05/14/2026	9000009091	ACH	Evans-Vorhies, Maryann C	020240	AP Merch	2,052.00
05/14/2026	9000009092	ACH	Holman, Sandra L	020020	AP Merch	10.15
05/14/2026	9000009093	ACH	Keeley, Brittany	021810	AP Merch	95.00
05/14/2026	9000009094	ACH	Kleiner, Kevin T	020910	AP Merch	112.81
05/14/2026	9000009095	ACH	Kronabetter, Julie R	016789	AP Merch	88.45
05/14/2026	9000009096	ACH	Mitsch, Kelli L	018974	AP Merch	41.33
05/14/2026	9000009097	ACH	Moore, Reese T	021245	AP Merch	9.57
05/14/2026	9000009098	ACH	Niffenegger, Kamala N	018055	AP Merch	228.00

AP Run: 20260514 EACH — Post Date: 2026-05-14 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/14/2026	9000009099	ACH	O'Brien, Daniel N	020522	AP Merch	173.02
05/14/2026	9000009100	ACH	O'Laughlin, John M	020956	AP Merch	40.17
05/14/2026	9000009101	ACH	Olsen-Dickhausen, Sarah J	020299	AP Merch	121.80
05/14/2026	9000009102	ACH	Olson, Ariel R	020377	AP Merch	26.10
05/14/2026	9000009103	ACH	Patrie, Orion D	018893	AP Merch	4.35
05/14/2026	9000009104	ACH	Pliego Cuautle, Mariana	021635	AP Merch	173.02
05/14/2026	9000009105	ACH	Sellars, Jason A	019217	AP Merch	173.02
05/14/2026	9000009106	ACH	Simmons, Sean D	017795	AP Merch	76.85
05/14/2026	9000009107	ACH	Thomas, John S	020221	AP Merch	15.37
05/14/2026	9000009108	ACH	Troldahl, Monica L	020519	AP Merch	8.70
05/14/2026	9000009109	ACH	Werner-Dempsey, Anne	018605	AP Merch	7.75
					Total:	**$4,734.58**

20260514 EACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	31	4,734.58
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**31**	**$4,734.58**

AP Run: 20260528 VACH — Post Date: 2026-05-28 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/28/2026	9000009110	ACH	Association Of Clerical Employees	904895	AP Merch	296.00
05/28/2026	9000009111	ACH	Bad Warrior, Jayme Alan, Jr	931535	AP Merch	650.00
05/28/2026	9000009112	ACH	Bad Warrior, Jayme Alan, SR	931536	AP Merch	650.00
05/28/2026	9000009113	ACH	Bad Warrior, Kyler Jaymes	931537	AP Merch	650.00
05/28/2026	9000009114	ACH	Burnsville Association of Educational Assistants	909991	AP Merch	882.00
05/28/2026	9000009115	ACH	Burnsville Cultural Family Liaison Association	931510	AP Merch	711.32
05/28/2026	9000009116	ACH	Casperson, Julie	928973	AP Merch	657.00
05/28/2026	9000009117	ACH	FaxSIPit Services Inc.	930948	AP Merch	238.00
05/28/2026	9000009118	ACH	Innovational Water Solutions, Inc.	930169	AP Merch	5,686.58
05/28/2026	9000009119	ACH	Kelly Services Inc	927633	AP Merch	78,758.70
05/28/2026	9000009120	ACH	PHAXIS Education Staffing LLC	931390	AP Merch	14,227.00
05/28/2026	9000009121	ACH	Priester, Mandy	931538	AP Merch	450.00
05/28/2026	9000009122	ACH	Richert Speech Therapy LLC	931202	AP Merch	2,127.50
05/28/2026	9000009123	ACH	Solutran, LLC	928660	AP Merch	2,652.32
05/28/2026	9000009124	ACH	Stanley, Seneca	931575	AP Merch	150.00
05/28/2026	9000009125	ACH	Sunbelt Staffing LLC	930586	AP Merch	62,546.30
05/28/2026	9000009126	ACH	The Stepping Stones Group LLC	931308	AP Merch	7,800.00
					Total:	**$179,132.72**

AP Run: 20260528 VACH — Post Date: 2026-05-28 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount

20260528 VACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	17	179,132.72
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**17**	**$179,132.72**

AP Run: 20260528 EACH — Post Date: 2026-05-28 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/28/2026	9000009127	ACH	Adkins, Abigail E	020448	AP Merch	78.66
05/28/2026	9000009128	ACH	Allcock, Sarah W	020605	AP Merch	14.98
05/28/2026	9000009129	ACH	Bellmont, Chris	014183	AP Merch	200.00
05/28/2026	9000009130	ACH	Burns, Pollyanna M	010851	AP Merch	10.44
05/28/2026	9000009131	ACH	Daniels, Latanya R	021700	AP Merch	500.00
05/28/2026	9000009132	ACH	Dehne, Tyler	020322	AP Merch	200.00
05/28/2026	9000009133	ACH	Gorton, Rachel	016735	AP Merch	200.00
05/28/2026	9000009134	ACH	Kronabetter, Julie R	016789	AP Merch	32.70
05/28/2026	9000009135	ACH	Lund, Elliott J	017435	AP Merch	163.45
05/28/2026	9000009136	ACH	Sellars, Jason A	019217	AP Merch	25.00
05/28/2026	9000009137	ACH	Sovine, Stacey	017487	AP Merch	200.00
05/28/2026	9000009138	ACH	Thomas, John S	020221	AP Merch	315.45
05/28/2026	9000009139	ACH	Tinklenberg, Aaron D	017462	AP Merch	200.00
05/28/2026	9000009140	ACH	Weiler, Bob M	005573	AP Merch	342.42
05/28/2026	9000009141	ACH	Wolke, Drew D	020232	AP Merch	508.45

AP Run: 20260528 EACH — Post Date: 2026-05-28 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/28/2026	9000009142	ACH	Yeliseyeva, Lucy P	021644	AP Merch	2,000.00
					Total:	**$4,991.55**

20260528 EACH Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	16	4,991.55
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**16**	**$4,991.55**

Fund	Total
01 - General	823,957.12
02 - Food Service	3,758.49
03 - Transportation	111,710.48
04 - Community Service	11,664.86
16 - Facility Rental	65.28
22 - Internal Service - Health Insurance	2,652.32
	$953,808.55

AP Check Register

AP Run: 20260505 CB — Post Date: 2026-05-05 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/05/2026	6000002585		Barnes & Noble Inc	900386	AP Merch	3,037.80
05/05/2026	6000002586		BSN Sports Inc	903299-1	AP Merch	1,676.25
05/05/2026	6000002587		CDW Government Inc	920289-1	AP Merch	106,722.36
05/05/2026	6000002588		Cornerstone Copy Center	900502	AP Merch	232.00
05/05/2026	6000002589		Grainger	904387-1	AP Merch	357.69
05/05/2026	6000002590		Kelleher Helmrich and Associates Inc	908955	AP Merch	523.25
05/05/2026	6000002591		Kully Supply Inc	901434	AP Merch	86.13
05/05/2026	6000002592		Lightspeed Technologies Inc	926151	AP Merch	618.00
05/05/2026	6000002593		Per Mar Security Services	930354	AP Merch	184.00
05/05/2026	6000002594		PPG Architectural Finishes	901709	AP Merch	162.44
05/05/2026	6000002595		Schmitt Music	903532	AP Merch	586.65
05/05/2026	6000002596		Voyager Sopris Learning	931002	AP Merch	72.60
					Total:	**$114,259.17**

20260505 CB Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	12	114,259.17
Total:	**12**	**$114,259.17**

AP Run: 20260513 CB — Post Date: 2026-05-13 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/13/2026	6000002597		Aramark Refreshment Services	900428	AP Merch	73.19
05/13/2026	6000002598		Automated Logic Contracting Services	925449	AP Merch	1,050.35
05/13/2026	6000002599		BSN Sports Inc	903299-1	AP Merch	12,213.14
05/13/2026	6000002600		CDW Government Inc	920289-1	AP Merch	158,738.18
05/13/2026	6000002601		Cintas Corp	903681	AP Merch	184.62
05/13/2026	6000002602		Dicks Sanitation Service Inc	900641	AP Merch	10,875.67
05/13/2026	6000002603		ECM Publishers Inc	909272	AP Merch	337.61
05/13/2026	6000002604		Grainger	904387-1	AP Merch	1,233.30
05/13/2026	6000002605		Horizon Commercial Pool Supply	904818	AP Merch	3,089.21
05/13/2026	6000002606		Kelleher Helmrich and Associates Inc	908955	AP Merch	523.25
05/13/2026	6000002607		Occupational Health of MN, PC	929919	AP Merch	420.00
05/13/2026	6000002608		Reach Media Network	924469	AP Merch	1,134.00
05/13/2026	6000002609		Really Good Stuff LLC	907235	AP Merch	15,669.64

AP Run: 20260513 CB — Post Date: 2026-05-13 — AP Run Type: R

Check Date	Check Number	Payment Type	Name	Vendor Number	Bank Account Code	Check Amount
05/13/2026	6000002610		Trio Supply	903802	AP Merch	9,087.23
					Total:	**$214,629.39**

20260513 CB Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	14	214,629.39
Total:	**14**	**$214,629.39**

Fund	Total
01 - General	301,558.31
02 - Food Service	8,906.13
04 - Community Service	18,424.12
	$328,888.56

Monthly Void/Wire Report

AP Run: 20260515 Wires PR — Post Date: 2026-05-15 — AP Run Type: R **Burnsville-Eagan-Savage SD 191, MN**

Check Date	Check Number	Payment Type	Name	Check Amount
05/15/2026	8000001572	Wire Transfer	Aviben-EBC	196,683.76
05/15/2026	8000001573	Wire Transfer	Commissioner Of Revenue	138,258.03
05/15/2026	8000001574	Wire Transfer	Internal Revenue Service	808,487.87
05/15/2026	8000001575	Wire Transfer	ISD 191 Flex Account	48,586.43
05/15/2026	8000001576	Wire Transfer	ISD 191 Self Insurance Account	1,117,681.67
05/15/2026	8000001577	Wire Transfer	MN Child Support	2,159.60
05/15/2026	8000001578	Wire Transfer	MN Dept of Revenue	685.10
05/15/2026	8000001579	Wire Transfer	Mn Teachers Retirement Assoc	501,808.31
05/15/2026	8000001580	Wire Transfer	PERA	118,369.50
05/15/2026	8000001581	Wire Transfer	Teachers Federal Credit Union	35,963.07
			Total:	**$2,968,683.34**

20260515 Wires PR Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	10	2,968,683.34
Epayables:	0	0.00
Total:	**10**	**$2,968,683.34**

Monthly Void/Wire Report

AP Run: 20260529 Wires PR — Post Date: 2026-05-29 — AP Run Type: R **Burnsville-Eagan-Savage SD 191, MN**

Check Date	Check Number	Payment Type	Name	Check Amount
05/29/2026	8000001582	Wire Transfer	Aviben-EBC	197,675.28
05/29/2026	8000001583	Wire Transfer	Commissioner Of Revenue	151,871.98
05/29/2026	8000001584	Wire Transfer	Internal Revenue Service	881,172.25
05/29/2026	8000001585	Wire Transfer	ISD 191 Flex Account	48,570.60
05/29/2026	8000001586	Wire Transfer	ISD 191 Self Insurance Account	1,120,981.32
05/29/2026	8000001587	Wire Transfer	MN Child Support	2,159.60
05/29/2026	8000001588	Wire Transfer	MN Dept of Revenue	622.42
05/29/2026	8000001589	Wire Transfer	Mn Teachers Retirement Assoc	503,888.46
05/29/2026	8000001590	Wire Transfer	PERA	149,204.87
05/29/2026	8000001591	Wire Transfer	Teachers Federal Credit Union	35,907.38
			Total:	**$3,092,054.16**

20260529 Wires PR Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	10	3,092,054.16
Epayables:	0	0.00
Total:	**10**	**$3,092,054.16**

Monthly Void/Wire Report

AP Run: 20260531 Wires Main — Post Date: 2026-05-31 — AP Run Type: R **Burnsville-Eagan-Savage SD 191, MN**

Check Date	Check Number	Payment Type	Name	Check Amount
05/31/2026	8000001603	Wire Transfer	Delta Dental Plan Of Minnesota	51,072.29
05/31/2026	8000001604	Wire Transfer	GreatAmerica Postage	5,000.00
05/31/2026	8000001605	Wire Transfer	MN Dept of Revenue-Sales Tax	243.00
05/31/2026	8000001606	Wire Transfer	Mn UI Fund	13,849.47
			Total:	**$70,164.76**

20260531 Wires Main Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	4	70,164.76
Epayables:	0	0.00
Total:	**4**	**$70,164.76**

Monthly Void/Wire Report

AP Run: 20260531 Wires 20 S.Ins — Post Date: 2026-05-31 — AP Run Type: R **Burnsville-Eagan-Savage SD 191, MN**

Check Date	Check Number	Payment Type	Name	Check Amount
05/31/2026	270	Wire Transfer	Blue Cross Blue Shield Of MN	1,642,945.65
05/31/2026	271	Wire Transfer	HealthEquity Inc	14,122.36
			Total:	**$1,657,068.01**

20260531 Wires 20 S.Ins Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	2	1,657,068.01
Epayables:	0	0.00
Total:	**2**	**$1,657,068.01**

Monthly Void/Wire Report

AP Run: 20260531 Wires 8 Flex — Post Date: 2026-05-31 — AP Run Type: R **Burnsville-Eagan-Savage SD 191, MN**

Check Date	Check Number	Payment Type	Name	Check Amount
05/31/2026	95	Wire Transfer	HealthEquity Inc	32,360.71
			Total:	**$32,360.71**

20260531 Wires 8 Flex Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	1	32,360.71
Epayables:	0	0.00
Total:	**1**	**$32,360.71**

Monthly Void/Wire Report

AP Run: 20260531 Wires 1MSDLAF — Post Date: 2026-05-31 — AP Run Type: R **Burnsville-Eagan-Savage SD 191, MN**

Check Date	Check Number	Payment Type	Name	Check Amount
05/31/2026	8000000972	Wire Transfer	ISD 191 Merchants Bank	700,288.70
			Total:	**$700,288.70**

20260531 Wires 1MSDLAF Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	1	700,288.70
Epayables:	0	0.00
Total:	**1**	**$700,288.70**

Monthly Void/Wire Report

AP Run: 20260528 — Post Date: 2026-05-28 — AP Run Type: R **Burnsville-Eagan-Savage SD 191, MN**

Check Date	Check Number	Payment Type	Name	Check Amount
05/28/2026	8000001607	Wire Transfer	City National Bank	147,060.64
			Total:	**$147,060.64**

20260528 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	1	147,060.64
Epayables:	0	0.00
Total:	**1**	**$147,060.64**

Fund	Total
01 - General	6,501,824.30
02 - Food Service	130,115.46
04 - Community Service	300,092.84
16 - Facility Rental	12,439.00
20 - Internal Service - Dental	51,072.29
22 - Internal Service - Health Insurance	1,657,068.01
50 - Student Activity Fund	15,068.42
	$8,667,680.32

4. Accept the Budget Analysis 101

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

Burnsville · Eagan · Savage

Agenda IV.A.4
August 27, 2026

To: **Board of Education**
Dr. Latanya Daniels, Superintendent

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

Date: **August 4, 2026**

Re: **Budget Analysis for the Month Ending May 31, 2026**

Recommendation: That the Board accepts the Budget Analysis for the month ending May 31, 2026.

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	$ 182,124,580	81.86%	$ 186,031,755	80.66%
General Fund	$ 134,068,650	82.57%	$ 135,279,127	79.85%

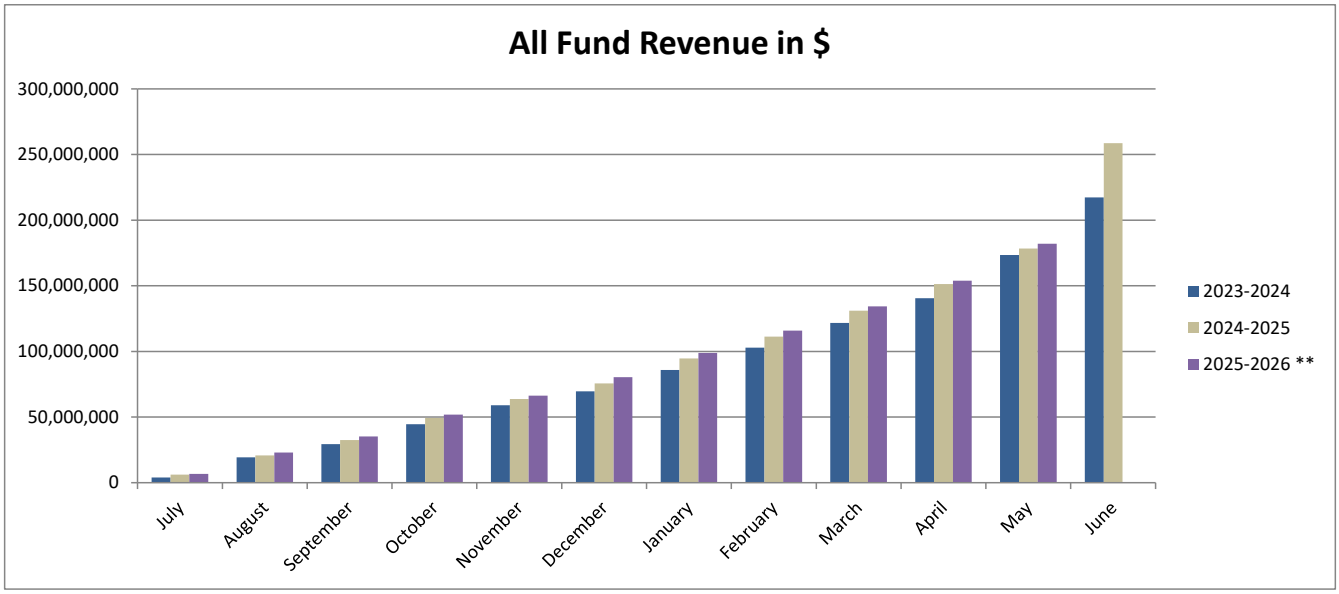
To assist the Board in monitoring monthly financial activity and to help identify budget-to-actual deviations, the following graphs have been developed for all funds and the general fund:

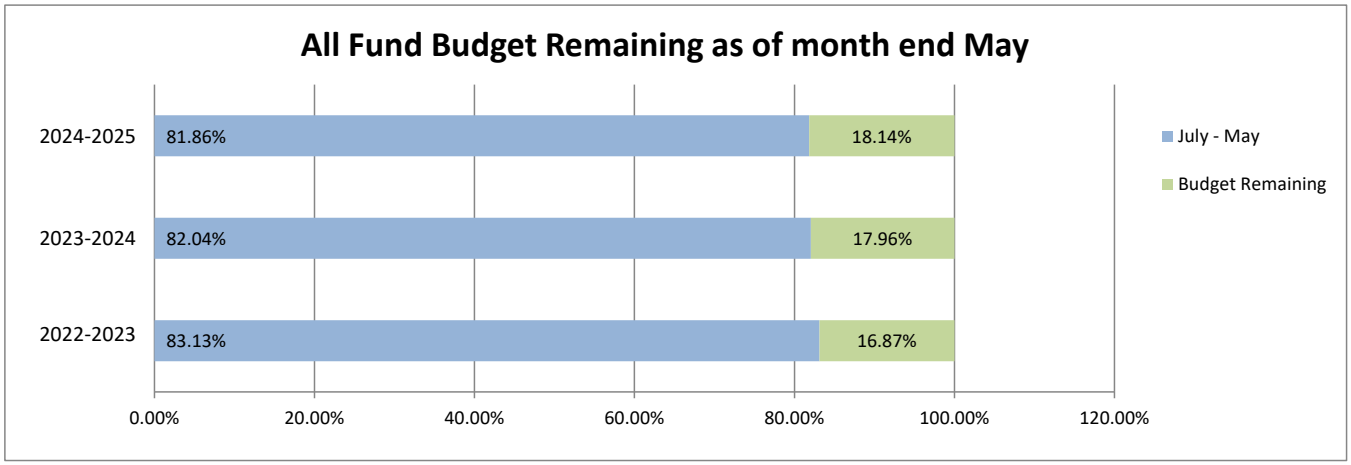
Revenues Year-to-Date for Last two years and Current year
Expenditures Year-to-Date for Last two years and Current year

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

	2023-2024		2024-2025		2025-2026 **	
	$	%	$	%	$	%
July	3,923,767	1.88%	6,225,705	2.86%	6,743,537	3.03%
August	19,367,531	9.29%	20,740,144	9.53%	22,905,480	10.29%
September	29,426,322	14.11%	32,399,332	14.89%	35,148,271	15.80%
October	44,587,953	21.38%	49,364,366	22.69%	51,836,476	23.30%
November	58,912,738	28.25%	63,757,139	29.31%	66,363,011	29.83%
December	69,535,132	33.34%	75,701,192	34.80%	80,311,289	36.10%
January	85,949,535	41.22%	94,669,296	43.52%	98,899,534	44.45%
February	102,919,054	49.35%	111,229,079	51.14%	115,782,254	52.04%
March	121,657,811	58.34%	130,998,157	60.22%	134,346,984	60.38%
April	140,495,577	67.37%	151,325,262	69.57%	153,941,201	69.19%
May	173,364,073	83.13%	178,458,872	82.04%	182,124,580	81.86%
June	217,399,399	104.26%	258,623,477	118.90%	0	0.00%
BUDGET	**208,539,165**	**100.00%**	**217,519,765**	**100.00%**	**222,491,505**	**100.00%**

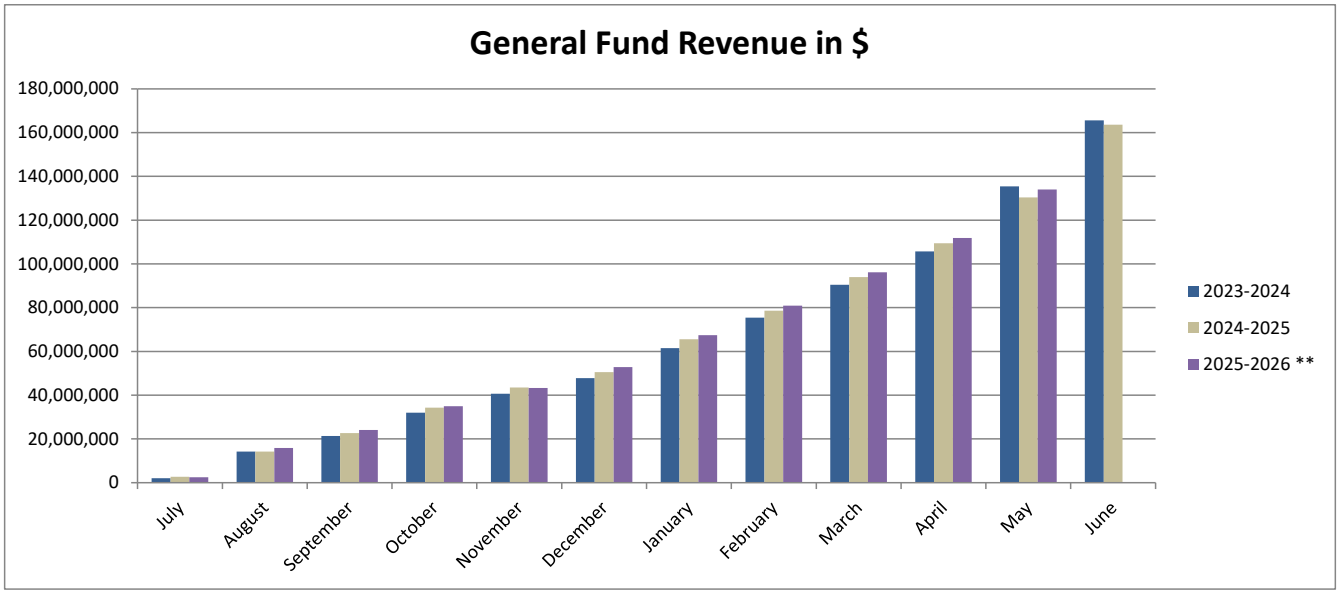


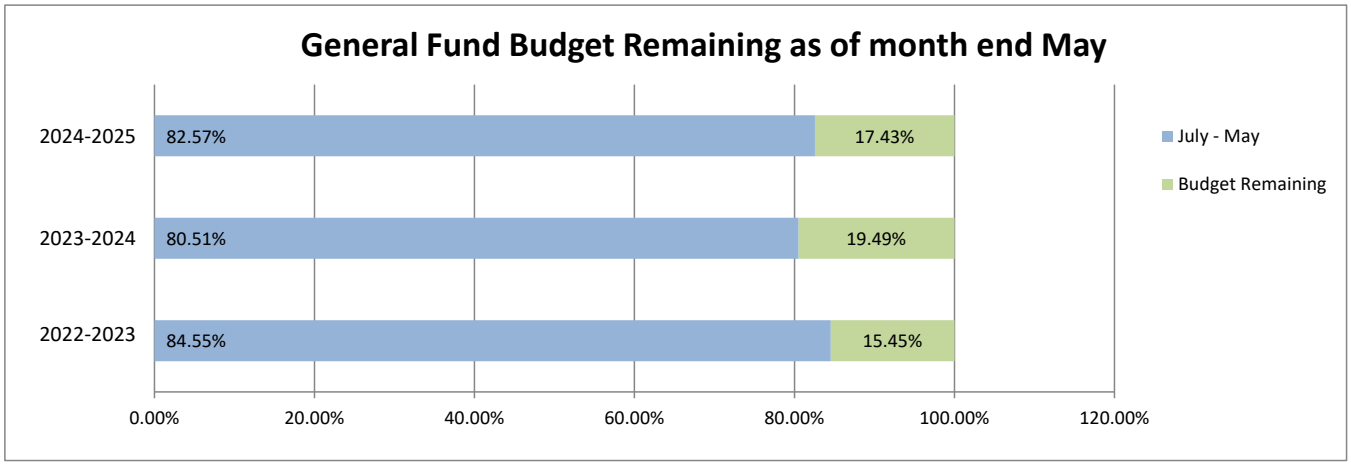


** The year to year comparison will vary due to the timing of the reversal of prior year accruals and based on timing of financial activity, monthly figures are subject to change

REVENUE COMPARISON
GENERAL FUND

	2023-2024		2024-2025		2025-2026 **	
	$	%	$	%	$	%
July	2,054,035	1.28%	2,730,267	1.69%	2,517,803	1.55%
August	14,217,775	8.88%	14,246,069	8.79%	15,835,141	9.75%
September	21,337,010	13.32%	22,663,634	13.99%	24,076,087	14.83%
October	31,945,444	19.94%	34,311,930	21.18%	34,940,017	21.52%
November	40,706,009	25.41%	43,485,919	26.85%	43,315,260	26.68%
December	47,800,679	29.84%	50,561,608	31.21%	52,835,483	32.54%
January	61,461,736	38.37%	65,590,521	40.49%	67,438,365	41.53%
February	75,447,748	47.10%	78,601,059	48.52%	80,919,359	49.84%
March	90,432,887	56.45%	93,933,536	57.99%	96,224,320	59.26%
April	105,750,808	66.02%	109,446,939	67.57%	111,912,045	68.92%
May	135,431,731	84.55%	130,416,738	80.51%	134,068,650	82.57%
June	165,587,981	104.32%	163,655,781	101.03%	0	0.00%
BUDGET	**160,186,251**	**100.00%**	**161,980,777**	**100.00%**	**162,370,288**	**100.00%**

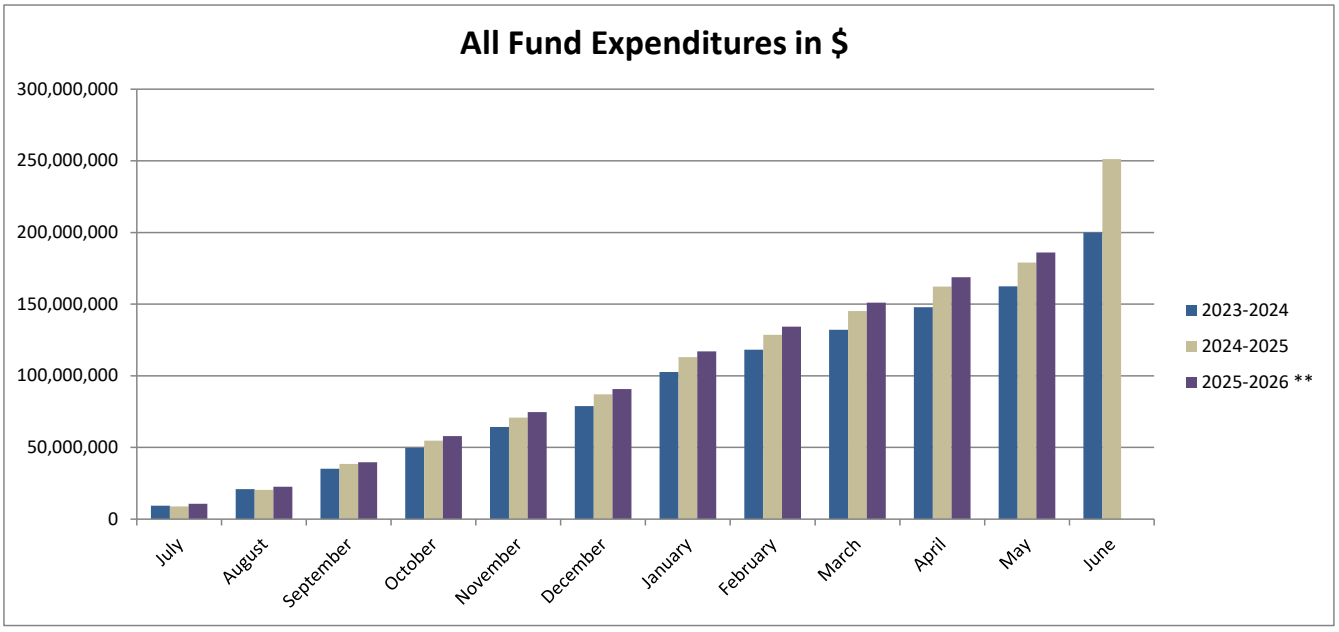




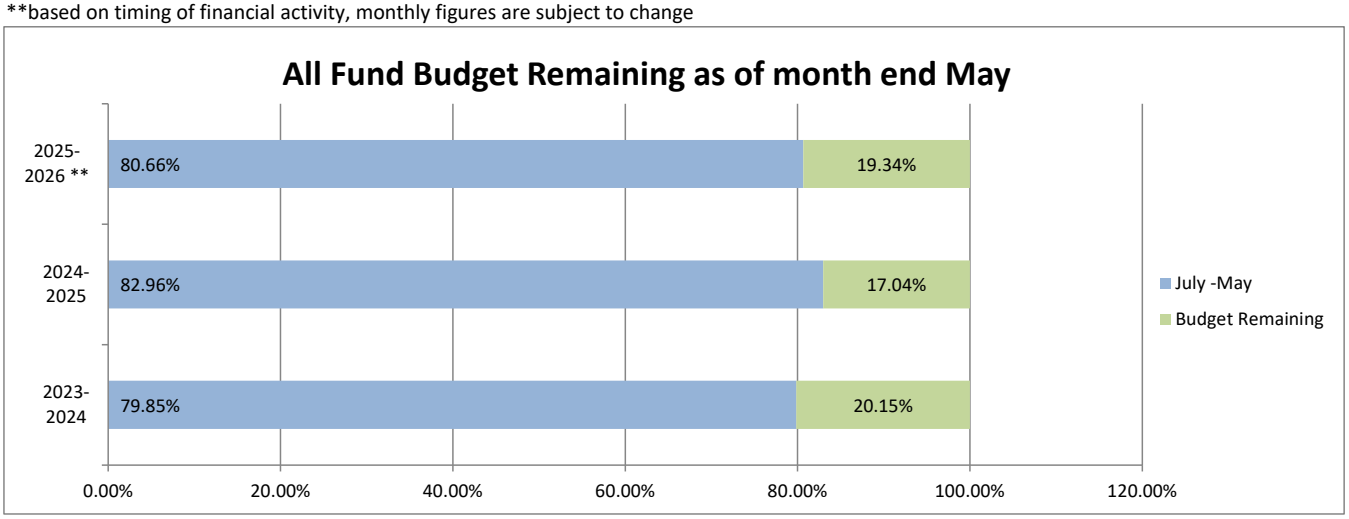
** The year to year comparison will vary due to the timing of the reversal of prior year accruals and based on timing of financial activity, monthly figures are subject to change

EXPENDITURE COMPARISON
ALL FUNDS

	2023-2024		2024-2025		2025-2026 **	
	$	%	$	%	$	%
July	9,311,625	4.58%	8,925,532	4.13%	10,715,479	4.65%
August	20,942,388	10.30%	20,436,074	9.47%	22,644,161	9.82%
September	35,122,008	17.27%	38,557,636	17.86%	39,717,598	17.22%
October	49,720,835	24.45%	54,696,951	25.34%	57,986,268	25.14%
November	64,276,579	31.61%	70,880,340	32.84%	74,669,453	32.38%
December	78,945,654	38.82%	87,062,371	40.33%	90,706,564	39.33%
January	102,672,354	50.49%	112,978,978	52.34%	117,059,641	50.76%
February	118,252,837	58.15%	128,683,130	59.61%	134,304,214	58.23%
March	132,146,998	64.98%	145,245,541	67.29%	151,014,400	65.48%
April	147,830,013	72.69%	162,196,959	75.14%	168,746,489	73.17%
May	162,388,218	79.85%	179,077,820	82.96%	186,031,755	80.66%
June	200,012,729	97.47%	251,222,680	116.38%	0	0.00%
BUDGET	**203,361,619**	**100.00%**	**215,865,457**	**100.00%**	**230,634,309**	**100.00%**

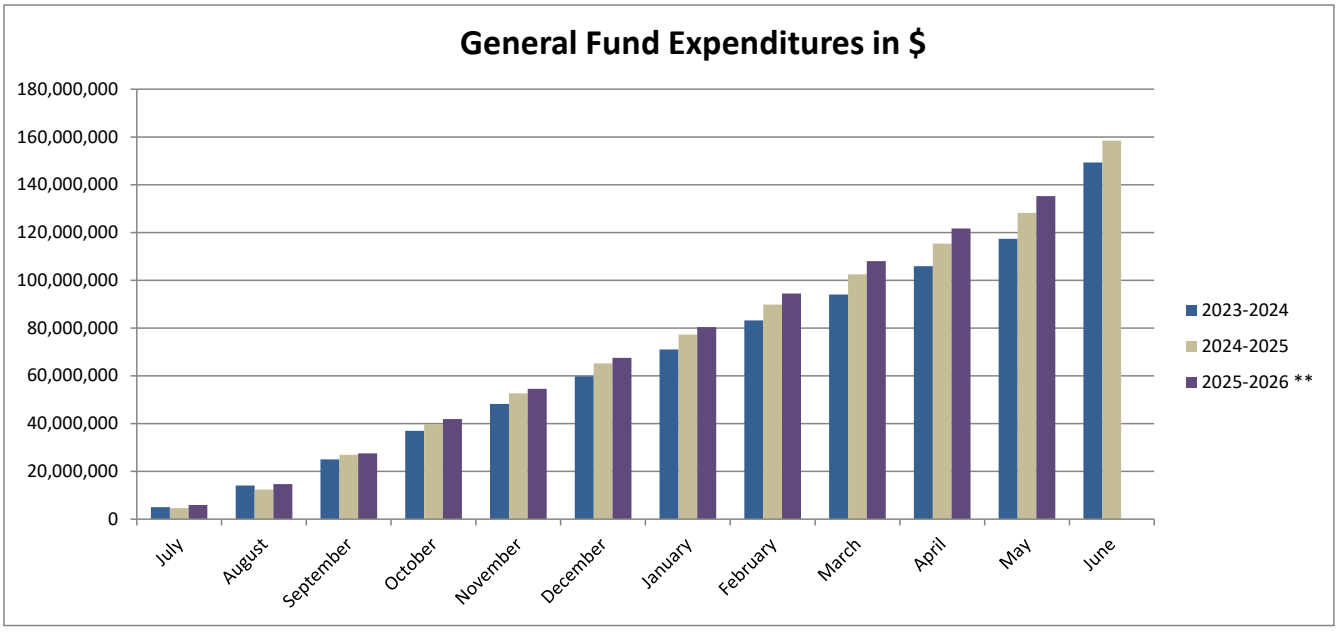


**based on timing of financial activity, monthly figures are subject to change

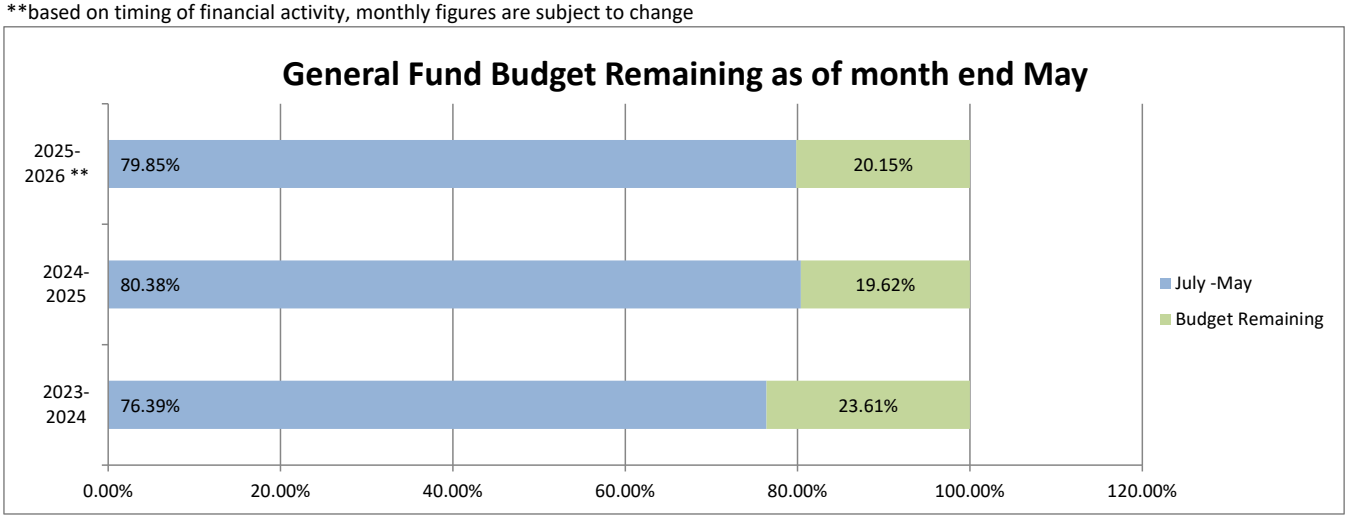


EXPENDITURE COMPARISON
GENERAL FUND

	2023-2024		2024-2025		2025-2026 **	
	$	%	$	%	$	%
July	5,034,065	3.28%	4,587,428	2.88%	5,897,305	3.48%
August	14,041,027	9.14%	12,396,981	7.77%	14,655,381	8.65%
September	24,985,208	16.27%	26,951,894	16.90%	27,560,384	16.27%
October	36,953,232	24.06%	39,837,090	24.98%	41,859,242	24.71%
November	48,220,445	31.40%	52,681,856	33.04%	54,588,617	32.22%
December	59,804,086	38.94%	65,257,054	40.92%	67,508,305	39.85%
January	70,996,511	46.23%	77,227,031	48.43%	80,417,645	47.46%
February	83,195,216	54.17%	89,828,083	56.33%	94,417,444	55.73%
March	94,048,702	61.24%	102,534,170	64.30%	107,984,241	63.74%
April	105,915,624	68.96%	115,390,145	72.36%	121,656,591	71.81%
May	117,328,149	76.39%	128,180,103	80.38%	135,279,127	79.85%
June	149,279,289	96.75%	158,403,398	99.34%	0	0.00%
BUDGET	**153,581,253**	**100.00%**	**159,461,338**	**100.00%**	**169,425,220**	**100.00%**



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



106
5. Receive a Report about the Listening Session 107

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

Agenda IV.A.5.
August 27, 2026

To: Board of Education

From: Dr. Latanya Daniels, superintendent

Date: August 27, 2026

Re: Report about the Listening Session

Recommendation: Receive a report about the listening session scheduled on August 13, 2026.

There were no speakers who signed up to speak at the listening session on August 13, 2026.

6. Approve, on a First and Final Reading, Non-substantive Changes to Policy 402: *Disability Nondiscrimination* 109

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Agenda IV.A.6.
August 27, 2026

To: Board of Education
Dr. Latanya Daniels, superintendent

From: Stacey Sovine, executive director of administrative services

Date: August 27, 2026

Re: Approve, on a First and Final Reading, Non-substantive Changes to Policy 402: *Disability Nondiscrimination Policy*

Recommendation: That the Board of Education approves, on a first and final reading, non-substantive changes to Policy 402: *Disability Nondiscrimination Policy*

Notes:

This policy was reviewed during the August 18, 2026 Policy Review Committee meeting. Changes include:

- MSBA Legislative Update to add reasonable accommodation process provision enacted by the 2026 Minnesota Legislature

Adopted: *05/2001* *Burnsville-Eagan-Savage School District Policy 402*
Reviewed: ~~*06/17/2025*~~ *PRC 8/18/26*
Revised: *08/14/2025*
Rescinds:

402 DISABILITY NONDISCRIMINATION POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. Independent School District 191 shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.

B. Independent School District 191 shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. Independent School District 191 shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.

C. Independent School District 191 shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.

D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact Ariel Olson, Assistant Director of Human Resources ~~Coordinator~~, 200 West Burnsville Parkway, Burnsville, MN, 55337, 952-707-2011, aolson@isd191.org. This individual is the school district's appointed ADA coordinator.

E. Failure to engage in the process to determine if a reasonable accommodation exists that would allow people with disabilities as defined in Minnesota Statutes, section 363A.03, subdivision 12, to participate fully in employment may be an unfair discriminatory practice under the Minnesota Human Rights Act.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. 794 *et seq.* (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C.,§ 12101 (Americans with Disabilities Act)
29 C.F.R. Part 32 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)
34 C.F.R. Part 104 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)

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

7. Approve, on a First and Final Reading, Changes to Policy 521: *Student Disability Nondiscrimination* 113

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Agenda IV.A.7.
August 27, 2026

To: Board of Education
Dr. Latanya Daniels, superintendent

From: Isis Buchanan, executive director of special programs

Date: August 27, 2026

Re: Approve, on a First and Final Reading, Non-substantive Changes to Policy 521: *Student Disability Nondiscrimination*

Recommendation: That the Board of Education approves, on a first and final reading, non-substantive changes to Policy 521: *Student Disability Nondiscrimination*

Notes:

This policy was reviewed during the August 18, 2026 Policy Review Committee meeting. Changes include:

- MSBA Legislative Updates that adds reasonable accommodations process

Adopted: 1996 *Burnsville-Eagan-Savage School District Policy 521*
Reviewed: PRC 8/18/26~~11/7/2024~~
Revised: 11/21/2024
Rescinds: ACC and JBC

521 STUDENT DISABILITY NONDISCRIMINATION

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. Burnsville-Eagan-Savage School District provides equal educational opportunity to all qualified individuals. Students with a disability who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.

B. The Board of Education is committed to identifying and evaluating qualified individuals who, within the intent of Section 504, may need services, accommodations, or programs in order that such individuals may receive a free appropriate public education.

C. For this policy, a student who is protected under Section 504 is one who:

1. has a physical or mental impairment that substantially limits one or more major life activity, including learning; or

2. has a record of such an impairment;

3. is regarded as having such an impairment, or

4. who is of the age for which non-disabled persons are provided educational services; or

5. who is of an age of which it is mandatory under state law to provide such services to individuals with disabilities; or

6. who is required to receive a free appropriate public education under the Individuals with Disabilities Education Improvement Act.

7. has an impairment that is episodic or in remission and would materially limit a major life activity when active.

D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Improvement Act.

E. Failure to engage in the process to determine if a reasonable accommodation exists that would allow people with disabilities as defined in Minnesota Statutes, section 363A.03, subdivision 12, to participate fully in education may be an unfair discriminatory practice under the Minnesota Human Rights Act.

III. COORDINATOR

Persons who have questions or comments should contact~~–~~ Dr. Brandon Lowe, ~~Amy Piotrowski~~, Director of Student Support Services and Engagement, 200 West Burnsville Parkway, Burnsville, MN 55337, 952-707-628361, ~~apiotrowski@isd191.org~~blowe@isd191.org. This person is the school district's Section 504 coordinator. Persons who wish to make a complaint regarding a disability discrimination matter may contact the Director of Student Support Services and Engagement.

Legal References:

Minn. Stat. § 363A.03, Subd. 12 (Definitions)
Minn. Stat. § 363A.02, Subd. 1 (Public Policy)
42 U.S.C. Ch. 126 (Equal Opportunity for Individuals with Disabilities)
34 C.F.R. Part 104 (Section 504 Implementing Regulations)
20 U.S.C. § 1400 et seq. (Individuals with Disabilities Education Improvement Act of 2004)

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

8. Approve, on a First and Final Reading, No Changes to Policies: 412: *Expense Reimbursement for Travel,* 413: *Harassment and Violence, and* 495: *Staff Recognition* 117

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Agenda IV.A.8.
August 27, 2026

To: Board of Education
Dr. Latanya Daniels, superintendent

From: Stacey Sovine, executive director of administrative services

Date: August 27, 2026

Re: Approve, on a First and Final Reading, No Changes to Policies: 412: *Expense Reimbursement for Travel,* 413: *Harassment and Violence, and* 495: *Staff Recognition*

Recommendation: That the Board of Education approves, on a first and final reading, no changes to Policies: 412: *Expense Reimbursement for Travel,* 413: *Harassment and Violence, and* 495: *Staff Recognition.*

Notes:

These policies were reviewed during the August 18, 2026 Policy Review Committee meeting as part of a regular review process. No changes were recommended at this time.

Adopted: 3/91 *Burnsville-Eagan-Savage School District Policy 412*
Reviewed: ~~8/10/2023~~ PRC 08/18/2026
Revised: 9/10/2020
Rescinds: DLCA

412 EXPENSE REIMBURSEMENT

I. PURPOSE

The purpose of this policy is to control school district business expenses by identifying those expenses that involve initial payment by an employee and qualify for reimbursement from the school district, and to specify the manner by which the school board member, employee, or board appointed agent seeks reimbursement.

II. SCOPE

This policy applies to all school board members, employees, and board appointed agents.

III. DEFINITIONS

"Authorizing Administrator," means the individual with the authority and accountability for the budget which is funding and approving the expense.

IV. AUTHORIZATION

All school district business expenses to be reimbursed must be approved by the authorizing administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district business-related expenses.

V. REIMBURSEMENT

A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Detailed itemized receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.

B. Personal automobile travel shall be reimbursed at the standard mileage rates set by the Internal Revenue Service. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

VI. AIRLINE TRAVEL CREDIT

A. Employees utilizing school district funds to pay for airline travel must be charged on the district provided purchase card. Any credits or other benefits issued by any airline must be accrued to the benefit of the school district rather than the employee.

1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.

2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.

B. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.

C. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

VII. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

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

Legal References: Minn. Stat. § 15.435 (Airline Travel Credit)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)
Minn. Op. Atty. Gen. 161B-12 (Jan. 24, 1989) (Operating Expenses of Car)

Cross References: Burnsville-Eagan-Savage Policy 214 (Out-of-State Travel by School Board Members.

Adopted: *03/94* *Burnsville-Eagan-Savage School District Policy 413*
Reviewed: ~~*6/17/2025*~~ *PRC 08/18/2026*
Revised: *08/14/2025*
Rescinds: *JBA-ACA, ACA & ACA-R*

413 HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, gender identity or expression, or disability (Protected Class).

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.

B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class, as defined by this policy. (For purposes of this policy, school district personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's Protected Class.

D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected class, and to discipline or take appropriate action against any student, teacher, administrator, or other school personnel found to have violated this policy.

III. DEFINITIONS

A. "Assault" is:

1. an act done with intent to cause fear in another of immediate bodily harm

or death;

2. the intentional infliction of or attempt to inflict bodily harm upon another; or

3. the threat to do bodily harm to another with present ability to carry out the threat.

B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, gender identity or expression, or disability when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;

2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or

3. otherwise adversely affects an individual's employment or academic opportunities.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. Protected Classifications; Definitions

1. "Disability" means, with respect to an individual who:

a. has a physical, sensory, or mental impairment that materially limits one or more major life activities of such individual;

b. has a record of such an impairment;

c. is regarded as having such an impairment: or

d. has an impairment that is episodic or in remission and would materially limit a major life activity when active.

2. "Familial status" means the condition of one or more minors having legal status or custody with:

a. the minor's parent or parents or the minor's legal guardian or guardians; or

b. the designee of the parent or parents or guardian or guardians with the written permission of the parent or parents or guardian or

guardians. Familial status also means residing with and caring for one or more individuals who lack the ability to meet essential requirements for physical health, safety, or self-care because the individual or individuals are unable to receive and evaluate information or make or communicate decisions. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.

5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.

6. "Sexual orientation" means to whom someone is, or is perceived of as being, emotionally, physically, or sexually attracted to based on sex or gender identity. A person may be attracted to men, women, both, neither, or to people who are genderqueer, androgynous, or have other gender identities.

7. "Gender identity or expression" means the socially constructed roles, behaviors, activities, and attributes that a given society attaches to femininity or masculinity. The manner in which persons represent or express gender to others, often through behavior, clothing, hair style, activities, voice, or mannerisms. Or a person's deeply held sense of knowledge of their own sex.

8. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. "Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

F. Sexual Harassment; Definition

1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or

physical conduct or communication of a sexual nature when:

a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or

b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or

c. that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:

a. unwelcome verbal harassment or abuse;

b. unwelcome pressure for sexual activity;

c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of students(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;

d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;

e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or

f. unwelcome behavior or words directed at an individual because of sexual orientation, gender identity or expression.

G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, section 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

2. Sexual violence may include, but is not limited to:

a. touching, patting, grabbing, or pinching another person's intimate parts;

b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;

c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or

d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to an individual's Protected Class.

IV. REPORTING PROCEDURES

A. Any person who believes they have been the target or victim of harassment or violence on the basis of Protected Class by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct that may constitute harassment or violence 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 supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to 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.

D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall

inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with 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 a primary contact on policy and procedural matters.

E A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.

F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.

G. In the District. The school board hereby designates the executive director of administrative services as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.

H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.

I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, or work assignments, or educational or work environment.

J. Use of formal reporting forms is not mandatory.

K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

L. 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 legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.

N. False accusations or reports of violence or harassment against another person are prohibited.

O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

V. INVESTIGATION

A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation

of this policy requires a determination based on all the facts and surrounding circumstances.

D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.

E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

A. Upon completion of an investigation that determines a violation of this policy 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 behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulation.

B. 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 targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.

C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) 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 acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. 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 harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights or another state or federal agency, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes chapter. 260E may be applicable.

B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.

B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

C. This policy shall appear in the student handbook.

D. The school district will develop a method of discussing this policy with students and employees.

E. The school district may implement violence prevention and character development education programs to prevent and 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, resourcefulness and/or sexual abuse prevention.

F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References:
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References:
Burnsville-Eagan-Savage Policy 102 (Equal Educational Opportunity)
Burnsville-Eagan-Savage Policy 401 (Equal Employment Opportunity)
Burnsville-Eagan-Savage Policy 402 (Disability Nondiscrimination Policy)
Burnsville-Eagan-Savage Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Burnsville-Eagan-Savage Policy 406 (Public and Private Personnel Data)
Burnsville-Eagan-Savage Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
Burnsville-Eagan-Savage Regulation 413 (Gender Inclusion)
Burnsville-Eagan-Savage Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
Burnsville-Eagan-Savage Policy 506 (Student Discipline)
Burnsville-Eagan-Savage Policy 514 (Bullying Prohibition Policy)
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, Grievance Procedures and Process)
Burnsville-Eagan-Savage Policy 524 (Internet Acceptable Use and Safety Policy)
Burnsville-Eagan-Savage Policy 525 (Violence Prevention)
Burnsville-Eagan-Savage Policy 526 (Hazing Prohibition)
Burnsville-Eagan-Savage Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)
Culturally Proficient School System (CPSS) Training

Adopted: *Burnsville-Eagan-Savage School District Policy 495*
Reviewed: ~~9/14/2023~~PRC 08/18/2026
Revised: 6/14/2018
Rescinds:

495 STAFF RECOGNITION

I. PURPOSE

The School District shall demonstrate its appreciation of employees through a board-approved employee recognition program which shall not include monetary awards.

II. TYPES OF STAFF RECOGNITION

A. **Years of Service**: Employees will be recognized with a certificate for years of service in the school district beginning with 10 and 20 years of service and then five year intervals after that.

B. **Retirements**: Retiring employees will be recognized with a memento and a reception at the District 191 Employee Retirement Recognition.

C. **One91 Community of Excellence Awards**: One91 Community of Excellence Award recipients will be recognized with a plaque at the One91 Community of Excellence Award Ceremony. Award categories consist of Collaboration and Partnership, Innovation, Community Engagement, Excellence in Educational Support, Teaching Excellence, Leadership in Action, and Spirit of Excellence.

D. **School/Department Recognition:** Employee recognition at the school and department level must be approved by the superintendent or designee.

Legal References: Minn. Stat. § 123B.02, subd. 14a, General Powers of Independent School Districts

Cross References:

9. Approve, on a First and Final Reading, No Changes to Policy 132
Regulation 412R: *Expense Reimbursement for Travel*

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

Burnsville · Eagan · Savage

Agenda IV.A.9.
August 27, 2026

To: Board of Education
Dr. Latanya Daniels, superintendent

From: Stacey Sovine, executive director of administrative services

Date: August 27, 2026

Re: Approve, on a First and Final Reading, No Changes to Policy Regulation 412R: *Expense Reimbursement for Travel*

Recommendation: That the Board of Education approves, on a first and final reading, no changes to Policy Regulation 412R: *Expense Reimbursement for Travel*

Notes:

This regulation was reviewed during the August 18, 2026 Policy Review Committee meeting as part of a regular review process. No changes were recommended at this time.

BURNSVILLE-EAGAN-SAVAGE SCHOOL DISTRICT

Regulation 412 Expense Reimbursement for Travel

The following regulations are to be followed for reimbursement of expenses for authorized travel on behalf of the district. Only school board members, employees and board appointed agents are eligible to travel at district expense. All travel at district expense must be for the district's interest or benefit. Eligible district travel shall not include routine commuting trips between an employee's residence and workstation. No advances are allowed for travel expenses. Expense reimbursement forms must be submitted within 60 days of incurring the expense. All exceptions to the above must be approved by the board.

Travel Authorization

- Travel by employees at the district's expense within the lower forty-eight states must be pre-approved by the appropriate *Authorizing Administrator*.
- Travel by employees at the district's expense outside the lower forty-eight states must be pre-approved by the superintendent.

Authorized Expenses for Reimbursement

The district will reimburse officers, employees and appointed agents all authorized expenses incurred while on an approved trip.

Authorized Transportation

- Mileage – Reimbursement for use of personal vehicle shall be limited to the mileage rate established by the Internal Revenue Service. This applies to both in-district and out-of-district travel.
- Ground Transportation
    - If cost free shuttle service is not available, commercial vehicle fares will be allowed for transportation to and from airports and between the place of lodging and the conference site. Gratuity expenses shall not exceed 10%.
    - The cost of leasing a vehicle for ground transportation will not be reimbursed unless commercial transportation is unavailable or not cost effective. The rate of reimbursement will be the rate for the standard car size or appropriate size vehicle for the number of attendees.
- Carpooling or obtaining a ride to the airport is preferred; however, when not possible, reasonable airport parking reimbursement will be made with receipts (please consider Park and Ride or other cost effective means of parking).
- Air Transportation - Commercial air transportation must be booked by the appropriate *Authorizing Administrator* for the event on a district provided purchasing card. The district will only cover one checked bag fee. The district will not pay for first class or seat upgrades.

Authorized Meals*

The district will provide employees a per diem for meals while out of the district on school business. The use of a district purchasing card to purchase meals during out-of-district travel is not allowed. The district will not reimburse employees for meals that are included in the registration fee paid by the district. A full day is interpreted to mean a departure prior to 6am and arrival after 7:00 pm or a presence out-of-district between those hours. A printout of the www.gsa.gov/perdiem page for locality of travel must be provided for reimbursement.

Authorized Lodging

- The district will reimburse the costs for standard lodging. Attempts should be made to find adequate accommodations at the most cost effective rates. Wireless internet fees for work purposes are allowable.

Authorized Registration

Review: PRC 08/18/2026

- The district will pay the full cost of registration for the employee's attendance at a conference, convention, or meeting.
- The district will not pay that portion of a registration fee that is attributable to course credits provided by a college or university.

Required Documentation

- Receipts are required for all lodging, airfares, commercial transportation, parking, ground travel and registrations. The meal per diem must be supported by conference registration, flight itinerary or tickets, www.gsa.gov/perdiem printout for locality of travel and submitted upon return from the conference or event with the expense reimbursement form. All claims for reimbursement of travel expenses must be approved by the *Authorizing Administrator* for compliance with this regulation. All claims must be signed by the employee and the *Authorizing Administrator* before submission to the Accounting Office.

Unallowable Expenses

- The District will not reimburse employees for personal expenses. Personal expenses include the following:
  - Room service
  - Alcoholic beverages
  - Personal property
  - Entertainment
  - Personal phone calls
  - Expenses for other than district employee
  - Tobacco
  - Parking and/or traffic violations
  - Child care expenses
  - Laundry/dry cleaning
- Exceptions to allowed travel expenses must be approved by the superintendent.

In-District Travel Expenses

- Employees who incur in-district travel expenses shall submit their reimbursement claims to their immediate supervisor within 60 days of incurring the expense.

135

10. Approve, on a First and Final Reading, No Changes to Policy 206: *Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings/Data Privacy Considerations* 136

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

Burnsville · Eagan · Savage

Agenda IV.A.10.
August 27, 2026

To: Board of Education

From: Dr. Latanya Daniels, superintendent

Date: August 27, 2026

Re: Approve, on a First and Final Reading, No Changes to Policy 206: *Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings/Data Privacy Considerations*

Recommendation: That the Board of Education approves, on a first and final reading, no changes to Policy 206: *Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings/Data Privacy Considerations.*

Notes:

This policy was reviewed during the August 18, 2026 Policy Review Committee meeting as part of a regular review process. No changes were recommended at this time.

Adopted: *11/2003* *Burnsville-Eagan-Savage School District Policy 206*
Reviewed: ~~*08/28/25*~~*PRC 08/18/2026*
Revised: *09/11/25*
Rescinds: *BDDH*

206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS

I. PURPOSE

A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.

B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school board is to encourage input and feedback by the public of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.

B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

C. The Board may hold public meetings where the public will not be invited to address the school board including regular business meetings, work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not necessarily be allotted time during the meeting to address the board.

III. DEFINITIONS

A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.

B. Personnel data on current and former employees that is "public" includes:

Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of

employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than $10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

D. "Educational data" means data maintained by the school district which relates to a student.

E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.

F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either

a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

G. "Public Comment Participants" means individuals who meet one or more of the following categories will seek to address the school board during the public comment period:

1. District student
2. Parent or guardian of a district student
3. District resident
4. District taxpayer
5. District staff person

IV. RIGHTS TO PRIVACY

A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:

1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);

2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);

3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);

4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.

B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:

1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);

2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);

3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. Ch.260E (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

A. The school board will strive to give all members of the public of the school district an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

B. The school board provides three opportunities for public input:

1. Board Listening Sessions

The school board may schedule a listening session prior to a regularly scheduled school board meeting during which time the public may make comments directly to the designated school board members or superintendent that deal with any topic related to the board's conduct of the schools. The school board, however, will not act at that day's/evening's regular meeting on any issue presented during the school board listening sessions if that issue was not previously published as an agenda item. A report summarizing the listening session will be given and distributed to board members via the consent agenda at a future meeting.

2. Public Hearings

Public hearings are required by law to be held concerning certain issues, including but not limited to, school closings (Minn. Stat. § 123B.51), truth in taxation (Minn. Stat. § 375.065) education district establishment (Minn. Stat. § 123A.15), and agreements for secondary education (Minn. Stat. § 123A.30). Additionally, other public hearings may be held by the school board on school district matters at the discretion of the school board.

3. Public Forums

The school board may schedule an open forum to create a venue in which the public can gather to become informed about a specific issue, ask questions, offer input, and/or engage in a public conversation.

VI. LISTENING SESSION PROTOCOL

A. Agenda Items

1. Effective November 1, 2025, members of the public who wish to present on a subject discussed at a public school board listening session must sign-

up in advance by emailing or calling the superintendent's office, or filling out the form available on the District website. Advance sign-up may occur until noon, one day prior to the scheduled listening session. Each speaker must provide their name, the name of group represented (if any), relationship to the district, their city and state, and the subject to be covered or the issue to be addressed.

2. Individuals should note if their public comment will address something directly related to an agenda item on an upcoming board meeting or a non-agenda related item.

3. The facilitating board member will recognize one speaker at a time, and will rule out of order other speakers who are not recognized. Effective November 1, 2025 only those speakers who have registered in advance as outlined in this policy shall be recognized to speak by the facilitating board member. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave. Speakers may submit a written copy of their prepared statement at the conclusion of the meeting.

4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.

5. Matters proposed for presentation at a listening session which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.

6. The facilitating board member shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.

7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.

8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard. If multiple individuals wish to address the same subject during the listening session, they may be asked to select a representative to speak for the group.

9. The school board reserves the right to conclude the listening session in the event that audio or video recordings are being made and when such recordings may present a barrier to participation.

10. If an interpreter is needed for a listening session or public comment, please contact the school board administrative assistant at least one-week in advance.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.

2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.

3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.

4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)

B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)

C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.43 (Personnel Data)

Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
Minn. Stat. § 13D.05 (Meetings Having Data Classified as Public)
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures; Closed or Open Meeting)
Minn. Stat. § 122A.33, Subd. 3 (License and Degree Exemption for Head Coach; Notice of Nonrenewal; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 ((Employment; Contracts; Termination; Hearing Procedures
Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)
Minn. Stat. § 123B.02, Subd. 14 (General Powers of Independent School Districts; Employees; Contracts for Services)
Minn. Stat. § 123B.143, Subd. 2 (Superintendents; Disclose Past Buyouts or Contract is Void)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. 852 (July 14, 2006)

Cross References:

Burnsville-Eagan-Savage School District Policy 103 (Complaints-Students, Employees, Parents, Other Persons/
Burnsville-Eagan-Savage School District Policy 205 (Open Meetings and Closed Meetings)
Burnsville-Eagan-Savage School District Policy 207 (Public Hearings)
Burnsville-Eagan-Savage School District Policy 406 (Public and Private Personnel Data)
Burnsville-Eagan-Savage School District Policy 422 (Policies Incorporated by Reference)
Burnsville-Eagan-Savage School District Policy 515 (Protection and Privacy of Pupil Records)
MSBA School Law Bulletin “C” (Minnesota’s Open Meeting Law)
MSBA School Law Bulletin “I” (School Records – Privacy – Access to Data)
Board Listening Session Guidelines
Registration Card

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11. Approve Income Contracts with Inver Hills Community College 145

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

Burnsville · Eagan · Savage

Agenda IV.A.11.
August 27, 2026

To: Board of Education
Dr. Latanya Daniels, superintendent

From: Dr. Chris Bellmont, assistant superintendent

Date: August 20, 2026

Re: Approve Income Contracts for Inver Hills Community College

Recommendation: That the Board of Education approve the Inver Hills Community College Income Contracts presented between District 191 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:

These are annual contracts for post-secondary courses and programs offered in our schools:

- Inver Hill Community College In-College Program at Burnsville High School
- Inver Hills Community College In-College Program for Virtual Academy
- Inver Hills Community College PSEO Course by Contract

MINNESOTA STATE

P.O. Number_____
Purchaser Name _____
Contract Number **IHCC-2027-067404**

INCOME CONTRACT

This contract is by and between Burnsville High School, 600 State Hwy 13, Burnsville, Minnesota 55337 (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:

- 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 PURCHASER**.

The Purchaser 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 Minnesota State pursuant to this contract shall be paid by the Purchaser as follows: The school districts will be billed by College at the rate of Three Thousand and 00/100 Dollars ($3000) x number of credits. (Example: $3000 x 4 credit class = $12,000). This rate may change in the future contracts.

b. Terms of Payment. Payment shall be made by the Purchaser within 30 days of the date of the invoice presented.

4. **TERM OF CONTRACT.**

This contract shall be effective on July 1, 2026 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, 2027 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 Purchaser's Authorized Representative for the purposes of administration of this contract is:

Name:	Dr. Latanya Daniels, or their successor
Title:	Superintendent, Burnsville Public Schools
Address:	200 W Burnsville Parkway, Burnsville, MN 55337
Telephone:	952-707-2000

E-Mail: superintendent191@isd191.org

b. An authorized representative of Minnesota State for the purposes of administration of this contract is:

Name:	Heather Aagesen-Huebner, or their successor
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 the failure of Minnesota State 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. **ENTIRE AGREEMENT.**

This contract represents the entire agreement between the parties and with regard to the stated subject matter and supersedes any previous discussions or agreements, either verbal or written that occurred between the parties with respect to this subject matter. This contract may not be amended except by written agreement signed by the parties hereto. In the event of any conflict or inconsistency between this contract and any riders, exhibits, addenda, or other document incorporated herein, this contract shall govern.

15. **CLERICAL ERROR.**

Notwithstanding Clauses “ASSIGNMENT, AMENDMENTS, and ENTIRE AGREEMENT” of this contract, Minnesota State reserves the right to unilaterally fix clerical errors, defined as misspellings, minor grammatical or typographical mistakes or omissions, that do not have a substantive impact on the terms of this contract without executing an

amendment. Minnesota State must inform Purchaser of clerical errors that have been fixed pursuant to this paragraph within a reasonable period of time.

16. **OTHER PROVISIONS.** (Attach additional page(s) if necessary):

Student Requirements

- 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
- See Appendix A for additional college and high school responsibilities

The rest of this page intentionally left blank.

APPENDIX A
PSEO Course by CONTRACT
2026-2027

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

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 and printed name)	Heather Aagesen-Huebner Heather Aagesen-Huebner (Aug 13, 2026 08:43:06 CDT)
Title	VP Finance & Operations
Date	08/13/2026

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 and printed name)
Title
Date

By (authorized signature and printed name)
Title
Date

3. **AS TO FORM AND EXECUTION:**

By (authorized signature and printed name)
Title
Date

MINNESOTA STATE

P.O. Number_____
Purchaser Name _____
Contract Number **IHCC-2027-067361**

INCOME CONTRACT

This contract is by and between Burnsville High School, 600 State Hwy 13, Burnsville, Minnesota 55337 (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 and Withdrawal 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 year 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 application/registration timeframe provided to the high school, have students complete the student application 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 Inver Hill'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 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 DCTC/Inver Hills 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: Three Thousand and 00/100 Dollars ($3,000.00) per mentor/mentee relationship, per course, per semester for the 2026-2027 school year.

   b. Terms of Payment. Payment shall be made by the Purchaser within 30 days of the date of the invoice presented.

4. **TERM OF CONTRACT.**

   This contract shall be effective on July 1, 2026 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, 2027 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 Purchaser's Authorized Representative for the purposes of administration of this contract is:

Name:	Dr. Latanya Daniels, or their successor
Title:	Superintendent, Burnsville Public Schools
Address:	200 W Burnsville Parkway, Burnsville, MN 55337
Telephone:	952-707-2000
E-Mail:	superintendent191@isd191.org

b. An authorized representative of Minnesota State for the purposes of administration of this contract is:

Name:	Heather Aagesen-Huebner, or their successor
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 the failure of Minnesota State 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. **ENTIRE AGREEMENT.**
This contract represents the entire agreement between the parties and with regard to the stated subject matter and supersedes any previous discussions or agreements,

either verbal or written that occurred between the parties with respect to this subject matter. This contract may not be amended except by written agreement signed by the parties hereto. In the event of any conflict or inconsistency between this contract and any riders, exhibits, addenda, or other document incorporated herein, this contract shall govern.

15. **CLERICAL ERROR.**
Notwithstanding Clauses "ASSIGNMENT, AMENDMENTS, and ENTIRE AGREEMENT" of this contract, Minnesota State reserves the right to unilaterally fix clerical errors, defined as misspellings, minor grammatical or typographical mistakes or omissions, that do not have a substantive impact on the terms of this contract without executing an amendment. Minnesota State must inform Purchaser of clerical errors that have been fixed pursuant to this paragraph within a reasonable period of time.

16. **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

- 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

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 and printed name) Heather Aagesen-Huebner Heather Aagesen-Huebner (Aug 13, 2026 08:42:07 CDT)
Title VP Finance & Operations
Date 08/13/2026

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 and printed name)
Title
Date

By (authorized signature and printed name)
Title
Date

3. **AS TO FORM AND EXECUTION:**

By (authorized signature and printed name)
Title
Date

MINNESOTA STATE

P.O. Number_____
Purchaser Name _____
Contract Number **IHCC-2027-067366**

INCOME CONTRACT

This contract is by and between One91 Virtual Academy, 13109 County Road 5, Burnsville, Minnesota 55337 (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 and Withdrawal 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 year 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 application/registration timeframe provided to the high school, have students complete the student application 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 Inver Hill'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 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 DCTC/Inver Hills 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: Three Thousand and 00/100 Dollars ($3,000.00) per mentor/mentee relationship, per course, per semester for the 2026-2027 school year.

   b. Terms of Payment. Payment shall be made by the Purchaser within 30 days of the date of the invoice presented.

4. **TERM OF CONTRACT.**

   This contract shall be effective on July 1, 2026 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, 2027 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 Purchaser's Authorized Representative for the purposes of administration of this contract is:

Name:	Dr. Latanya Daniels, or their successor
Title:	Superintendent, Burnsville Public Schools
Address:	200 W Burnsville Parkway, Burnsville, MN 55337
Telephone:	952-707-2000
E-Mail:	superintendent191@isd191.org

b. An authorized representative of Minnesota State for the purposes of administration of this contract is:

Name:	Heather Aagesen-Huebner, or their successor
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 the failure of Minnesota State 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.**
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14. **ENTIRE AGREEMENT.**
This contract represents the entire agreement between the parties and with regard to the stated subject matter and supersedes any previous discussions or agreements,

either verbal or written that occurred between the parties with respect to this subject matter. This contract may not be amended except by written agreement signed by the parties hereto. In the event of any conflict or inconsistency between this contract and any riders, exhibits, addenda, or other document incorporated herein, this contract shall govern.

15. **CLERICAL ERROR.**
Notwithstanding Clauses "ASSIGNMENT, AMENDMENTS, and ENTIRE AGREEMENT" of this contract, Minnesota State reserves the right to unilaterally fix clerical errors, defined as misspellings, minor grammatical or typographical mistakes or omissions, that do not have a substantive impact on the terms of this contract without executing an amendment. Minnesota State must inform Purchaser of clerical errors that have been fixed pursuant to this paragraph within a reasonable period of time.

16. **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

- 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

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 and printed name) Heather Aagesen-Huebner Heather Aagesen-Huebner (Aug 13, 2026 09:40:27 CDT)
Title VP Finance & Operations
Date 08/13/2026

2. **PURCHASER:** One91 Virtual Academy
   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 and printed name)
Title
Date

By (authorized signature and printed name)
Title
Date

3. **AS TO FORM AND EXECUTION:**

By (authorized signature and printed name)
Title
Date

168
12. Approve Income Contract for Dakota County Technical College 169

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

Burnsville · Eagan · Savage

Agenda IV.A.12.
August 27, 2026

To: Board of Education
Dr. Latanya Daniels, superintendent

From: Dr. Chris Bellmont, assistant superintendent

Date: August 20, 2026

Re: Approve Income Contract for Dakota County Technical College

Recommendation: That the Board of Education approve the Dakota County Technical College Income Contracts presented between District 191 and the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Dakota County Technical College and authorize the Superintendent of ISD 191 to execute the agreement.

Notes:
This is an annual contract for post-secondary courses and programs offered in our schools.

- DCTC In College Contract
- DCTC BHS Course by Contract

MINNESOTA STATE

P.O. Number_____
Purchaser Name _____
Contract Number **DCTC-2027-067139**

INCOME CONTRACT

This contract is by and between Burnsville High School, 600 State Hwy 13, Burnsville, Minnesota 55337 (hereinafter "Purchaser") and the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Dakota County Technical 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:

- 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 PURCHASER**.

The Purchaser 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 Minnesota State pursuant to this contract shall be paid by the Purchaser as follows: The school districts will be billed by College at the rate of Three Thousand and 00/100 Dollars ($3000) x number of credits. (Example: $3000 x 4 credit class = $12,000). This rate may change in the future contracts.

b. Terms of Payment. Payment shall be made by the Purchaser within 30 days of the date of the invoice presented.

4. **TERM OF CONTRACT.**

This contract shall be effective on July 1, 2026 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, 2027 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.

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a. The Purchaser's Authorized Representative for the purposes of administration of this contract is:

Name:	Dr. Latanya Daniels, or their successor
Title:	Superintendent, Burnsville Public Schools
Address:	200 W Burnsville Parkway, Burnsville, MN 55337
Telephone:	952-707-2000

E-Mail: superintendent191@isd191.org

b. An authorized representative of Minnesota State for the purposes of administration of this contract is:

Name:	Heather Aagesen-Huebner, or their successor
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 the failure of Minnesota State 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. **ENTIRE AGREEMENT.**

This contract represents the entire agreement between the parties and with regard to the stated subject matter and supersedes any previous discussions or agreements, either verbal or written that occurred between the parties with respect to this subject matter. This contract may not be amended except by written agreement signed by the parties hereto. In the event of any conflict or inconsistency between this contract and any riders, exhibits, addenda, or other document incorporated herein, this contract shall govern.

15. **CLERICAL ERROR.**

Notwithstanding Clauses “ASSIGNMENT, AMENDMENTS, and ENTIRE AGREEMENT” of this contract, Minnesota State reserves the right to unilaterally fix clerical errors, defined as misspellings, minor grammatical or typographical mistakes or omissions, that do not have a substantive impact on the terms of this contract without executing an

amendment. Minnesota State must inform Purchaser of clerical errors that have been fixed pursuant to this paragraph within a reasonable period of time.

16. **OTHER PROVISIONS.** (Attach additional page(s) if necessary):

Student Requirements

- 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
- See Appendix A for additional responsibilities.

The rest of this page intentionally left blank.

APPENDIX A
PSEO Course by CONTRACT
2026-2027

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

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,**
   Dakota County Technical College

By (authorized signature and printed name) Heather Aagesen-Huebner Heather Aagesen-Huebner (Aug 13, 2026 08:46:40 CDT)
Title VP Finance & Operations
Date 08/13/2026

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 and printed name)
Title
Date

By (authorized signature and printed name)
Title
Date

3. **AS TO FORM AND EXECUTION:**

By (authorized signature and printed name)
Title
Date

MINNESOTA STATE

P.O. Number_____
Purchaser Name _____
Contract Number **DCTC-2027-067327**

INCOME CONTRACT

This contract is by and between Burnsville High School, 600 State Hwy 13, Burnsville, Minnesota 55337 (hereinafter "Purchaser") and the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Dakota County Technical 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 and Withdrawal 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 DCTC academic policies and student responsibilities. (Minnesota State Policy Chapter 3.5.1 Part 3 Subpart A.) Policies https://www.dctc.edu/about-us/college-policies/ Student Support Services https://www.dctc.edu/support-services/
- 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 year 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 application/registration timeframe provided to the high school, have students complete the student application 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 DCTC'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 lunches for campus visits.

Ensure the following course scheduling requirements:

- Enrollment of In College courses must not exceed the class tally established by Dakota County Technical 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 Inver Hills/DCTC to discuss issues, policies, procedures, and discipline specific component.

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a. The Purchaser's Authorized Representative for the purposes of administration of this contract is:

Name:	Dr. Latanya Daniels, or their successor
Title:	Superintendent, Burnsville Public Schools
Address:	200 W Burnsville Parkway, Burnsville, MN 55337
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E-Mail:	superintendent191@isd191.org

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Name:	Heather Aagesen-Huebner, or their successor
Title:	Vice President for Finance and Operations
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- 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.
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Student Requirements

- 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

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,**
   Dakota County Technical College

By (authorized signature and printed name) Heather Aagesen-Huebner Heather Aagesen-Huebner (Aug 13, 2026 08:43:45 CDT)
Title VP Finance & Operations
Date 08/13/2026

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 and printed name)
Title
Date

By (authorized signature and printed name)
Title
Date

3. **AS TO FORM AND EXECUTION:**

By (authorized signature and printed name)
Title
Date

13. Concurrent Enrollment Contract for Minneapolis College 186

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

Burnsville · Eagan · Savage

Agenda IV.A.13.
August 27, 2026

To: Board of Education
Dr. Latanya Daniels, superintendent

From: Dr. Chris Bellmont, assistant superintendent

Date: August 24, 2026

Re: Concurrent Enrollment Contract for Minneapolis College

Recommendation: That the Board of Education approve the Concurrent Enrollment Contract presented between District 191 and the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Minneapolis Community Technical College (Minneapolis College) and authorize the Superintendent of ISD 191 to execute the agreement.

Notes:
This is an annual contract for post-secondary courses and programs offered in our schools.

STATE OF MINNESOTA
MINNESOTA STATE COLLEGES AND UNIVERSITIES
CONCURRENT ENROLLMENT AGREEMENT

This agreement is by and between **Burnsville High School, District 191**, (hereinafter DISTRICT) and the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Minneapolis Community Technical College, 1501 Hennepin Avenue, Minneapolis, MN 55403 (hereinafter **MINNEAPOLIS COLLEGE**.)

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

WHEREAS, MINNEAPOLIS COLLEGE, is empowered to enter into agreements pursuant to Minnesota Statutes, Chapter 136F; and

WHEREAS, the concurrent enrollment program is available as part of the Post-Secondary Enrollment Options (PSEO) program in accordance with Minn. Stat. § 124D.09 and Minnesota State Board Policy 3.5 which governs the implementation of the PSEO program by system colleges and universities. Concurrent enrollment allows high school students to enroll in college or university courses made available through the PSEO Act and offered at a high school site.

NOW, THEREFORE, it is agreed:

1. DUTIES OF MINNEAPOLIS COLLEGE. Minneapolis College agrees to the following:

a. Minneapolis College Staff shall:

i. Work cooperatively and collaborate with high school personnel and students to process admissions, registrations, and transcript grades.
ii. Adhere to all Minnesota State, Higher Learning Commission (HLC), and National Alliance of Concurrent Enrollment Partnerships (NACEP) policies and standards.
iii. Complete credential review process of high school instructors according to guidelines from Minnesota State Colleges and Universities Policy 3.32 found on the Minnesota State website: https://www.minnstate.edu/system/asa/academicaffairs/cfc/.
iv. Communicate student eligibility requirements to the school district.
v. Adjust records for student in accordance with add/drop and withdrawal policies.

vi. Maintain registration, waiver, and grade records for all completed concurrent enrollment classes.
vii. Work with each high school to ensure that concurrent enrollment class lists are correct and that all grades are submitted and transcribed.
viii. Provide to concurrent enrollment students and the DISTRICT access to online information to include information on Minneapolis College student conduct code, academic and student support services, registration policies, transcript requests, and more.
ix. Provide students and concurrent enrollment instructors with the same level of access to learning resources (libraries, laboratories, databases, etc.) and learning management systems as the college or university students and faculty in the same college or university course(s) or programs offered at the College/University campus.
x. MINNEAPOLIS COLLEGE will designate a mentor-liaison to work cooperatively with the instructor.

b. MINNEAPOLIS COLLEGE Instructor Mentors shall:

i. Collaborate with the high school concurrent enrollment instructor to clarify approved college course outline and outcomes, to create a syllabus for each course, and to verify the syllabus meets college criteria per NACEP standards.
ii. Ensure concurrent enrollment instructors participate in appropriate campus-based faculty development activities.
iii. Collaborate with concurrent enrollment instructor to align course syllabi, assignments, grading, and assessments and ensure each course meets the College/University course learning outcomes.
iv. Meet regularly (face-to-face, email, telephone or via other technology) with high school concurrent enrollment instructor and monitor assignments, exams, projects, and instructional effectiveness to ensure course meets the learning outcomes in the course outline.
v. Make at least one visit or more, per course with the high school instructor.
vi. Provide current college text information, course outlines, sample syllabi, sample exams, assignments, and exercises for the high school concurrent enrollment teacher's use.
vii. Provide instructors who have taught the course previously with copies of new course outlines, new calendars, schedules, or other information as courses change.
viii. Create records of site visits and course evaluations per NACEP accreditation requirements.
ix. Support concurrent enrollment instructors, giving additional time and support to instructors new to the program.

2. DUTIES OF DISTRICT. The DISTRICT agrees to the following:

a. High School Instructors, Administrators, and Staff shall:

i. Collaborate with College/University staff to ensure students meet eligibility and course placement requirements for the courses being offered and/or provide relevant test scores, academic records, GPA, or other measures to assure

compliance with PSEO eligibility requirements. Ensure completion of College/University admissions, course placement, registration processes and verify class rosters.

ii. If applicable, abide by the College/University and concurrent enrollment program policies and procedures (e.g. add/drop, withdraw, course alignment) detailed in the concurrent enrollment handbooks available at the College/University or via a weblink provided by the College/University.

iii. Notify parents/students of concurrent enrollment course offerings and student eligibility.

iv. Purchase books and/or resources associated with each course and previously approved by MINNEAPOLIS COLLEGE prior to the course beginning.

v. To the extent possible, provide counseling services to students and their parent(s)/guardian(s) before students enroll in concurrent enrollment courses to ensure awareness of risks and possible consequences of enrollment.

vi. Assign final, whole letter grades to each student on the class rosters provided by College/University's concurrent enrollment staff and share grades with College/University concurrent enrollment staff for recording within deadlines specified by MINNEAPOLIS COLLEGE.

vii. Meet regularly (face-to-face, email, telephone or via other technology) with College/University faculty mentor.

viii. Collaborate with College/University faculty to align course syllabi, assignments, grading, and assessments and ensure each course meets the College/University learning outcomes.

ix. Assist College/University staff in administering course evaluations for each course in keeping with NACEP accreditation requirements.

x. Participate in professional development opportunities offered by College/University in keeping with NACEP accreditation requirements.

3. CONSIDERATION AND TERMS OF PAYMENT.

a. Consideration for all services performed and goods or materials supplied by MINNEAPOLIS COLLEGE pursuant to this agreement shall be paid by the DISTRICT as follows according to the current systemwide pricing structure: The DISTRICT shall pay a concurrent enrollment fee for mentoring and other services of Three thousand and 00/100 dollars ($3,000) per course relationship. A course relationship is defined as the instructor/mentor. The number of sections of the same course taught at the high school by the same instructor does not affect the concurrent enrollment mentor fee. If one teacher teaches multiple sections, it is one fee. The billing date for fall courses is November 15, 2026, and spring is April 18, 2027, with payment by the DISTRICT due 30 days later. See ATTACHMENT A Course and cost details which is incorporated as part of this agreement.

There is no cost to the student.

b. **Terms of Payment.** MINNEAPOLIS COLLEGE will invoice for courses on 11/15/26 and 4/18/27. The DISTRICT shall make payment within 30 days of receipt of invoice.

4. TERM OF AGREEMENT. This agreement shall be effective on August 31, 2026, or upon the date that the final required signature is obtained by MINNEAPOLIS COLLEGE, whichever occurs later, and shall remain in effect until January 30, 2027, or until all obligations set forth in this agreement

have been satisfactorily fulfilled, whichever occurs first. The parties will review this agreement at least annually. Any amendments shall be in writing and in accordance with Section 10 Amendments, as stated below. 190

5. CANCELLATION. This agreement may be canceled by the DISTRICT or MINNEAPOLIS COLLEGE at any time, with or without cause, upon thirty (30) days written notice to the other party. Termination by the DISTRICT shall not become effective with respect to students who are then participating in the program. In the event of such a cancellation, MINNEAPOLIS COLLEGE shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.

6. AUTHORIZED REPRESENTATIVES.

a. The DISTRICT'S Authorized Representative for the purposes of administration of this agreement is:

Name: Dr. Latanya Daniels
Title: Superintendent
Address: 200 W Burnsville Pkwy, Burnsville, MN 55337
Telephone: 952-707-2000
E-Mail: superintendent191@isd191.org

b. The Authorized Representative for MINNEAPOLIS COLLEGE for the purposes of administration of this agreement is:

Name: Gail O'Kane, or their successor
Title: Vice President of Academic Affairs
Address: 1501 Hennepin Avenue, Minneapolis, MN 55403
Telephone: 612-659-6000
E-Mail: gail.okane@minneapolis.edu

Each Authorized Representative shall have final authority for the 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 agreement.

7. ASSIGNMENT. Neither the DISTRICT nor MINNEAPOLIS COLLEGE shall assign or transfer any rights or obligations under this agreement without the prior written approval of the other party.

8. LIABILITY. Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The liability of MINNEAPOLIS COLLEGE shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes sections 3.732 and 3.736, et seq., and other applicable law.

9. AMERICANS WITH DISABILITIES ACT COMPLIANCE (hereinafter "ADA"). The DISTRICT is responsible for complying with the Americans with Disabilities Act, 42 U. S. C. 12101, et. seq. and regulations promulgated pursuant to it. MINNEAPOLIS COLLEGE 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 agreement shall be in writing and shall be executed by the same parties who executed the original agreement or their successors in office. 191

11. **STATE AUDIT.** The books, records, documents and accounting procedures and practices of the DISTRICT relevant to this agreement shall be subject to examination by the College/University and the Legislative Auditor.

12. **DATA PRIVACY.** The requirements of Minnesota Statutes § 13.05, subd. 11 apply to this agreement. The DISTRICT and MINNEAPOLIS COLLEGE must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by MINNEAPOLIS COLLEGE in accordance with this agreement, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the DISTRICT in accordance with this agreement. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the DISTRICT or MINNEAPOLIS COLLEGE.

In the event the DISTRICT receives a request to release the data referred to in this clause, the DISTRICT must immediately notify MINNEAPOLS COLLEGE. MINNEAPOLIS COLLEGE will give the DISTRICT instructions concerning the release of the data to the requesting party before the data is released.

The parties additionally acknowledge that the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g and 34 C.F.R. 99, apply to the use and disclosure of education records that are created or maintained under this agreement.

13. **JURISDICTION AND VENUE.** This agreement shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this agreement, or the breach thereof, shall be located only in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14. **FORCE MAJEURE.** No party to this agreement shall be responsible for any delays or failure to perform any obligation under this agreement due to acts of God, strikes or other disturbances, including, without limitation, war, insurrection, embargoes, governmental restrictions, acts of governments or governmental authorities, pandemic communicable outbreaks, and any other cause beyond the control of such party. During an event of force majeure, the parties' duty to perform obligations shall be suspended.

15. **OTHER PROVISIONS: None**

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. DISTRICT: Burnsville High School

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

By (authorized signature and printed name)
Title
Date

By (authorized signature and printed name)
Title
Date

2. MINNEAPOLIS COLLEGE: Minneapolis Community and Technical College:

By (authorized signature and printed name)
Title
Date

By (authorized signature and printed name)
Title
Date

3. AS TO FORM AND EXECUTION:

By (authorized signature and printed name)
Title
Date

College NOW

Concurrent Enrollment Program

Minneapolis College

And

Burnsville High School, Independent School District No. 191

Courses for 2026-27 academic year:

HS/Program	Course Number	Course Name	Semester	Credits
Burnsville High School	HCCC 1010-1070	Healthcare Core Curriculum	Fall	4

*Either party may remove a course from the concurrent enrollment program based on inability to meet requirements or offer the course. Similarly, courses may be added by mutual agreement.

194
B. New Business 195

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

Early Childhood Program

Board Member Question	Staff Response
As one of our key gateways to all things One91 for both young students and their caregivers, I am curious about declining enrollment of our ML students in Preschool (Slide 13). Understanding the local impacts of Metro Surge, what specific steps have been taken to boost enrollment among our Preschool multilingual families in FY27?	The demographics on slide 13 reference two preschool classrooms at Diamondhead that are a mixed-age fee program serving children ages 3–5. These are fee-based classrooms that provide an opportunity for inclusion for children who may not be eligible for VPK, as well as children who may benefit from a smaller-group setting to continue building foundational skills. For FY27, multilingual learners (ML) remain a priority area in our efforts to increase access to early learning opportunities. Specific steps we have taken include: ● Prioritizing ML students for VPK and available scholarship opportunities. ● Adjusting our early childhood program catalog to provide clearer information about the range of programming options available to families, including the different pathways into early learning. ● Redesigning and placing early learning yard signs at every school building across the district to increase awareness and visibility of our programs. ● Creating Early Learning videos that explain the ages served and provide families with a broad overview of the early childhood programs and opportunities available. We recognize that understanding and responding to the impact of Metro Surge is important as we look at enrollment patterns among our multilingual families. Our focus is on making sure families are aware of the options available to them, understand how to access those opportunities, and have pathways into early learning that meet their child's individual needs. Our team believes the decline in 25-26 was directly related to Metro Surge. Many of those families were on scholarship and the state did not provide a remedy around the absences tied to the scholarship. As an Early Learning team, the act of providing a virtual experience for this age group and program specifically was not in the best interest of students and families. We did reach many of those families

	through other outlets - meal drop and materials drop off as well as prioritizing those eligible for Kindergarten the following year with personal invitations to attend Kindergarten Jumpstart.
2.1 - Over the past three years, what percent of VPK students are 191 residents (VPK DEC vs VPK in-school)?	Over the past three years the percentage of VPK students that are residents of District 191 is 93.5%. In 2025-2026* DEC VPK classrooms were comprised of 87.5% (63/73) District 191 residents. VPK school sites were comprised of 94.5% (236/246) district 191 residents. *Specifically in 2025-2026, there were ten total students in VPK at our eight elementary schools and ten total students at DEC that were not residents of our district. This means that 20 out of the 365 total VPK students enrolled in our system were not residents of District 191.
2.2 - Over the past three years, what is our retention rate of VPK students who attend DEC VPK vs in-school VPK over time?	Over the past three years, the enrollment rate of VPK students into District 191 Kindergarten classrooms remains steady at 72% through 2024-2025 overall (Slide 17). If we include the VPK school year 2025-2026 enrollment, the rate of VPK enrollment into Kindergarten classrooms is approximately 75%. Over the past three years the enrollment rate of VPK students attending elementary school for VPK and DEC for VPK are listed below. 2025 VPK - Elementary 286 237 82.87% 2025 VPK - DEC 79 56 70.89% 2024 VPK - Elementary 256 194 75.78% 2024 VPK - DEC 49 31 63.27% 2023 VPK - Elementary 274 195 71.17% 2023 VPK - DEC 36 22 61.11%
3. Longitudinally, what is our retention of VPK students in One91? 5- and 7-years out?	In 2025-2026, 80.27% of all VPK students enrolled into District 191 Kindergarten classrooms. This is the highest level of continued VPK enrollment into District 191 Kindergarten classrooms in our VPK program history. If we look at the last three year average, approximately 75% enroll into Kindergarten classrooms. The graph in slide 17 in the presentation only shares VPK enrollment data through 2024-2025.

	Former VPK student enrollment is 62% after two years and 54% after three years. The biggest sustained decline in former VPK student enrollment occurs during the first 3–4 years after VPK. By year 5, former VPK student enrollment in District 191 is approximately 44%. By years 7–8, former VPK student enrollment appears to level off around 36%. Please see the table below for detailed information by year. Please see the detailed VPK program data by school year below for continuous enrollment information by school year.

VPKGroup	Students Enrolled	Enrolled K	Enrolled K %	Enrolle 1st gr	Enrolled 1st gr. %	Enrolled 2nd gr.	Enrolled 2nd gr. %	Enrolled 3rd gr.	Enrolled 3rd gr. %	Enrolled 4th gr.	Enrolled 4th gr. %	Enrolled 5th gr.	Enrolled 5th gr. %	Enrolled 6th gr.	Enrolled 6th gr. %	Enrolled 7th gr.	Enrolled 7th gr. %
2026-27 VPK Totals (current)	265																
2025-26 VPK Totals	365	293	80.27%														
2024-25 VPK Totals	305	225	73.77%	188	61.64%												
2023-24 VPK Totals	310	217	70.00%	193	62.26%	173	55.81%										
2022-23 VPK Totals	283	202	71.38%	172	60.78%	153	54.06%	139	49.12%								
2021-22 VPK Totals	292	207	70.89%	164	56.16%	143	48.97%	137	46.92%	122	41.78%						
2020-21 VPK Totals	301	229	76.08%	202	67.11%	166	55.15%	149	49.50%	136	45.18%	129	42.86%				
2019-20 VPK Totals	333	237	71.17%	206	61.86%	173	51.95%	139	41.74%	129	38.74%	122	36.64%	106	31.83%		
2018-19 VPK Totals	323	220	68.11%	196	60.68%	170	52.63%	148	45.82%	131	40.56%	128	39.63%	120	37.15%	114	35.29%
2017-18 VPK Totals	222	159	71.62%	147	66.22%	123	55.41%	121	54.50%	103	46.40%	89	40.09%	79	35.59%	83	37.39%
2016-17 VPK Totals	114	85	74.56%	72	63.16%	66	57.89%	60	52.63%	57	50.00%	53	46.49%	48	42.11%	41	35.96%

Policy 621

Board Member Question	Staff Response
One question leading up to Thursday on this Policy. Depending on the response, this may be asked that evening. On page 621-4 > V. Identification and Report > A: Understanding that MSBA / MDE is allowing us to strike the language as noted, why would we ***not*** want the language to stand 'as is?' With the board indicating its preference to continue assessing students reading at grade level for reading difficulties including characteristics of dyslexia, without requiring a separate screening of each subcomponent of foundational reading skills. I would like to understand how striking this language might help our students and their learning? Conversely, I would like to understand how maintaining this language might impact our	These changes reflect an expansion, not a constriction, in expectations to support the students in relationship to the law. Beginning SY2026-27, universal screening requirements for second and third graders reverted back to the original 2023 READ Act language. Specifically, all second and third grade students will complete both nonsense word and oral reading fluency subtests in fall, winter, spring. This meets the READ Act requirement for universal screening of both foundational reading skills and characteristics of dyslexia in grades K-3. Moving forward, second and third grade educators will benefit from having complete screening data to ensure instructional precision and effective use of instructional time.

students and their learning, in your own estimation.	So, the policy language that was removed provided an 'out' for districts that no longer should exist.

Casual Wage Scale

Board Member Question	Staff Response
Please elaborate on the new SpEd TOSA. I would like to understand our need for this role.	The role is not new. The addition to the casual wage scale is new, resulting from a cleanup effort, as it had been processed through miscellaneous pay for the previous couple of years. Once that came to the attention of HR, it was moved to the casual wage scale to align it with the normal process. A Special Education TOSA balances hands-on support, compliance oversight, and direct collaboration across the school building(s). Their responsibilities break down into these core tasks: Instructional Coaching & Staff Mentoring, Evaluation & Due Process Management, Facilitating Meetings, Leadership & Communication and Direct education assistant support.

1. Initial Field Trip Approval for Band trip to Norway 200
   Speaker(s): Dr. Chris Bellmont, Assistant Superintendent, Nick Armstrong and Keith French, Teachers

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

Agenda IV.B.1.
August 27, 2026

To: Board of Education
Dr. Latanya Daniels, superintendent

From: Dr. Chris Bellmont, assistant superintendent, Nick Armstrong and Keith French, teachers

Date: August 19, 2026

Re: Preliminary Approval for Band Travel Club Trip to Norway

Recommendation: That the Board of Education approve the preliminary application for an international field trip for the Band Travel Club trip to Norway in 2028.

Date: Spring Conferences 2028 (dates to be finalized once 2027-2028 calendar is approved)

Destination: Norway

Name of sponsoring staff: Keith French, Nick Armstrong and Scott Kosloski

Name of Tour Company: Gateway Music Festivals and Tours

Description and Educational Objective: The objective of this trip is to enhance student musicality through performance. Students will also enhance their awareness of other cultures. Performances include day and nighttime concerts at concert venues and side-by-side performances with local schools.

Preliminary estimated cost per student: $4,632.00

- Pricing includes tour, airfare, ground travel, lodging, student admission fees, baggage, professional liability insurance and gratuities for local drivers and guides
- A suggested extra cost of $630 ($75/day) is recommended for each person for personal spending during the trip, individual travel insurance, potential increases in costs and minor fees and or surcharges (air taxes, fuel surcharges, instrument storage facilities at hotel)

Fundraising Opportunities for Students:
The Music Department offers many fundraising opportunities such as a Mattress Sale, Droolin Moose, Butterbraids, Fundraiser Genius, Achieving Dreams, Von Hanson's events, Bake Sale, Silent Auction,

Pampered Chef, Mall of America cleaning shifts, Silent Auction, Cub Bagging, Wagner's Flower/Poinsettia sale, Trip fundraising concerts

Preliminary number of students and chaperones: 50 students and 1 chaperone per 10 registered students

Administrative Approval: Associate Principal and Activities Director Bill Heim and Assistant Superintendent Dr. Chris Bellmont have both accepted and approved the preliminary application.

Attachment: Overview of Itinerary

Overview of Band Travel Club trip to Norway

Spring Break 2028

This performance tour offered by Gateway Music Festivals & Tours to Norway is a compilation of musical events, cultural sightseeing, and trips to natural landmarks across the following cities: Oslo, Hamar, Lillehammer, Flåm, and Bergen.

Below you will find a summary of events tentatively planned for the trip:

Musical Activities & Performances

- **School Exchange Concerts:** Joint performances and exchange events with local school in Oslo and Bergen.
- **Public & Impromptu Concerts:** A scheduled public performance at the Hamar Cathedral Ruins (Glass Cathedral) and a possible impromptu concert on the fjord ferry.
- **Educational Clinic:** An instructional music clinic led by a local director in Bergen.
- **Cultural Music Demo:** An evening demonstration showcasing the traditional Norwegian Hardanger fiddle.

Sightseeing & Cultural Experiences

- **City Tours & Sightseeing:** Guided tours of Oslo and Bergen
- **Museum Visits:** Exploring polar exploration at the Fram Museum, early Scandinavian history at the Viking Ship Museum, and emigration history at the Norwegian Emigrant Museum.
- **Scenic Transit & Fjords:** Rides on the high-altitude train from Geilo to Myrdal, the scenic Flåm Railway, and a boat cruise through the UNESCO-listed Nærøyfjord and Aurlandsfjord.
- **Excursions & Recreation:** Scenic overlook views via the Voss Gondola and the Fløibanen Funicular in Bergen, stops at Tvindefossen waterfall, free time to explore local sites, and a group bonfire with local cider.

Below you will find the inclusions planned for this trip:

Transportation

- Round-trip airfare from Minneapolis/St. Paul to Oslo, Norway with return from Bergen, Norway
- Air taxes and fuel surcharges (estimated at $855.53)
- Transportation via deluxe motorcoach for all transfers and touring in Norway

Part of this summary of the Norway 2028 Itinerary was completed using Gemini.

- Train tickets from Geilo to Myrdal
- Flåm scenic railway
- Fjord cruise

Accommodations & Meals

- Accommodations in superior three or four-star hotels — 6 nights
    - Oslo-2 nights
    - Lillehammer – 1 night
    - Flåm – 1 night
    - Bergen — 2 nights
- Full Norwegian breakfasts — 6
- Lunches —4
- Dinners —3

Performances

- School exchange concert —2
- Public performance —1
- Impromptu performance —1
- Clinic—1

Part of this summary of the Norway 2028 Itinerary was completed using Gemini.

2. Approve Casual Wage Scale 205

Speaker(s): Stacey Sovine, Executive Director of Administrative Services

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

Burnsville · Eagan · Savage

Agenda IV.B.2.
August 27, 2026

To: Board of Education
Dr. Latanya Daniels, superintendent

From: Stacey Sovine, executive director of administrative services

Date: August 27, 2026

Re: Seasonal, Casual and Temporary Employee Pay Rates for the 2026-2027 School Year

RECOMMENDATION: That the Board of Education approves the proposed rates of pay for the 2026-2027 school year.

Discussion:
The following rates of pay and stipend amounts are both fiscally responsive and competitive with surrounding districts. Most rates have remained flat. However, hourly amounts for different substitute positions are becoming increasingly more difficult to fill with the current job market requiring an adjustment.

Attachment: Casual Wage Scale

GENERAL	**2026 / 2027**	Effective:	7/1/2026
			206
Adapted Athletic Facil.	$ 1,937.00		
Awards Coordinator	$ 474.00		
BHS Graduation Coordinator	$ 2,500.00		
Boxing Club Stipend	$ 2,300.00		
Burnsville Strong Advisor (Lead)	$ 2,800.00		
Career Fair Coordinator	$ 1,683.00		
Curriculum Lead	$ 1,000.00		
Lead LSN Stipend	$ 7,500.00		
Elem. Arts Festival Coordinator	$ 700.00		
PALS / BYC / Extended Year Site Lead	$ 36.00	per hour	
First Tech	$ 2,623.00		
Honor Society Middle School	$ 684.00		
Mentor	$ 250.00		
Mentor Leadership Meetings	$ 50.00	per mtg	
Power of One	$ 668.00		
Robotics	$ 2,623.00		
Special Education Teacher on Special Assignment (TOSA)	$ 3,400.00	Annual	New July 1, 2026
Theater Stipend	$ 6,800.00		
Webmaster Secondary	$ 3,124.00		
Writing Center	$ 1,500.00		
Community Facilitator	$ 16.00	per hour	
SUBSTITUTES / CASUAL			
Avid Tutor	$ 19.00	per hour	
Clerical (Casual Employees)	$ 19.00	per hour	
Clerical (Former Permanent Employees)	$ 22.70	per hour	
BHS Store Manager	$ 19.00	per hour	
Non-licensed Supervision / Support (School Year instructional day)	$ 17.00	per hour	
Food and Nutritional Services	$ 17.00	per hour	
Food and Nutritional Services Former Employees (1 year+ employment)	$ 18.00	per hour	
Instructors (Non-licensed)	$ 19.00	per hour	
Education Assistants	$ 17.00	per hour	
LPN/RN's w/ 2-3 yrs Training - No Degree	$ 29.00	per hour	
RN's with B.S. Degree	$ 32.00	per hour	
Summer Custodial	$ 15.00	per hour	*Up to $16.00*
Oral Interpretations (Outside of work assignment)	$ 30.00	per hour	
Written Translation (Outside of work assignment)	$ 40.00	per hour	
ATHLETICS			
Athletic Event Worker - General* (Tickets, Scorer, Announcer, Supervision, etc)	$ 35.00	per game / match	
Athletic Event Worker - Site Supervisor*	$ 50.00	per game / match	
**Track & Field - AD has discretion to determine the number of "games" based on the size and length of the Meet.*			
Varsity Football Event Worker - General (Tickets, Scorer, Announcer, Supervision, etc)	$ 50.00	per game	
Varsity Football Event Worker - Site Supervisor	$ 100.00	per game	
STUDENTS			
Student workers under 18	$ 11.15	per hour	
Student workers over 18	$ 11.15	per hour	
COMMUNITY SERVICES			
Other Unspecified Activities Based Upon Registration	$ 13.00	per hour	
MRAZ Tech / AV Support	$ 25.00	per hour	
Senior Citizens Program Licensed Commercial Driver	$ 19.50	per hour	
Facility Rental Tech Support	$ 25.00	per hour	
Ready for K facilitator	$ 100.00	per session	
Swim Safety Instructor- WGSI certified	$ 25.00	per hour	
Lifeguard	$ 25.00	per hour	
Pool Supervisor	$ 25.00	per hour	
3D Program Lead	$ 25.00	per hour	
PELSB Mentorship Grant			
BLT Member (above Pro-Pay stipend)	$ 500.00	Annual Base	
Mentor (non-BLT member)	$ 1,000.00	Annual Base	
Mentor (non-BLT member)	$ 500.00	Half-year Base	
Mentor (Cross Building)	$ 250.00	Annual Above Base	
Mentor that is BIPOC	$ 500.00	Annual Above Base	
Mentor Lead	$ 5,000.00	Annual Base	

3. Approve, on a First Reading Basis, Changes to 208
Policies 423: *Employee-Student Relationships,* 709: *Student Transportation Safety Policy,* 722: *Public Data Requests*

Speaker(s): Stacey Sovine, Executive Director of Administrative Services

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

Agenda IV.B.3
August 27, 2026

To: Board of Education
Dr. Latanya Daniels, superintendent

From: Stacey Sovine, executive director of administrative services

Date: August 27, 2026

Re: Approve, on a First Reading Basis, Changes to Policies: 423: *Employee-Student Relationships,* 709: *Student Transportation Safety Policy, and* 722: *Public Data Requests*

Recommendation: That the Board of Education approve, on a first reading basis, changes to Policies: 423: *Employee-Student Relationships,* 709: *Student Transportation Safety Policy, and* 722: *Public Data Requests.*

Notes:
The following policies were reviewed during the August 18, 2026 Policy Review Committee and the following changes are recommended at this time:

- **423:** MSBA legislative update to add "grooming" prohibition enacted by the 2026 Minnesota Legislature
- **709:** MSBA legislative update to add first aid kit requirements
- **722:** MSBA legislative update to Safe at Home Participants and Data Privacy

Adopted: *4/2001* *Burnsville-Eagan-Savage School District Policy 423*
Reviewed: ~~*4/15/2025*~~ *PRC 08/18/2026*
Revised: *4/24/2025*
Rescinds: *GBEAB, 423-R*

423 EMPLOYEE-STUDENT RELATIONSHIPS

I. PURPOSE

The purpose of this policy is to establish and clarify school district standards and expectations regarding employee-student relationships. The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding, and direction while maintaining a standard of professionalism and acting within accepted standards of conduct.

II. GENERAL STATEMENT OF POLICY

A. This policy applies to all school district employees at all times, whether on or off duty, and while on or off of school district locations.

B. At all times, students will be treated by teachers and other school district employees with respect, courtesy, and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.

C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.

D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.

E. Other actions that violate this policy include, but are not limited to, the following:

1. Dating students.

2. Having any interaction/activity of a sexual nature with a student.

3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.

4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.

5. Grooming as prohibited under Minnesota Statutes, section 609.352

F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships. Such safeguards may include the following: avoiding altogether or minimizing physical contact, keeping doors open when talking or meeting with students one-on-one, and/or making sure that such meetings with a student take place in rooms with windows and/or others nearby.

G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.

H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

III. REPORTING AND INVESTIGATION

A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with the Burnsville-Eagan-Savage School District's ~~Policy 103 (~~Complaints – Students, Employees, Parents, Other Persons policy~~)~~ unless other specific complaint procedures are provided within any other policy of the school district.

B. All employees shall cooperate with any investigation into alleged violations of this policy.

IV. SCHOOL DISTRICT ACTION

Upon receipt of a report, 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. It also may include reporting to appropriate state or federal authorities, including the Minnesota Professional Educator Licensing and Standards Board or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

V. SCOPE OF LIABILITY

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and

indemnify the employee for damages in school-related litigation.

Legal References: Minn. Stat. § 13.43, Subd. 16 (Personnel Data)
Minn. Stat. § 122A.20, Subd 2 (Suspension or Revocation of Licenses)
Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) Employment; Contracts; Termination)
Minn. Stat. §§ 609.341-609.352 (Definitions)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)
Minn. Rules Part 8710.2100 (Code of Ethics for Minnesota Teachers)

Cross References: Burnsville-Eagan-Savage School District Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
Burnsville-Eagan-Savage School District Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
Burnsville-Eagan-Savage School District Policy 306 (Administrator Code of Ethics)
Burnsville-Eagan-Savage School District Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Burnsville-Eagan-Savage School District Policy 413 (Harassment and Violence)
Burnsville-Eagan-Savage School District Policy 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 421 (Gifts to Employees)
Burnsville-Eagan-Savage School District Policy 507 (Corporal Punishment)

Adopted: *12/03* *Burnsville-Eagan-Savage School District Policy 709*
Reviewed: ~~*12/11/25*~~*PRC 08/18/2026*
Revised: *1/08/2026*
Rescinds: *EEAC*

709 STUDENT TRANSPORTATION SAFETY POLICY

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student School Bus Safety Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:

   a. transportation by school bus is a privilege, not a right;

   b. school district policies for student conduct and school bus safety;

   c. appropriate conduct while on the bus;

   d. the danger zones surrounding a school bus;

   e. procedures for safely boarding and leaving a school bus;

   f. procedures for safe vehicle lane crossing; and

   g. school bus evacuation and other emergency procedures.

2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus

training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.

3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.

4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minnesota Statutes section 169.446, subdivision 2.

5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.

6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.

7. The school district may provide kindergarten students with school bus safety training before the first day of school.

8. The school district shall adopt and make available for public review a curriculum for transportation safety education.

9. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

C. Active Transportation Safety Training

1. Training required

a. The school district must provide public school pupils enrolled in kindergarten through grade 3 with age-appropriate active transportation safety training. At a minimum, the training must include pedestrian safety, including crossing roads.

b. The school district must provide pupils enrolled in grades 4 through 8 with age-appropriate active transportation safety training. At a minimum, the training must include:

(1) pedestrian safety, including crossing roads safely using the searching left, right, left for vehicles in traffic technique;

(2) bicycle safety, including relevant traffic laws, use and proper fit of protective headgear, bicycle parts and safety features, and safe biking techniques; and

(3) electric-assisted bicycle safety, including that a person under the age of 15 is not allowed to operate an electric-assisted bicycle.

2. Instruction

a. The school district may provide active transportation safety training through distance learning.

b. The district and a nonpublic school must make reasonable accommodations for the active transportation safety training of pupils known to speak English as a second language and pupils with disabilities.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.

B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.

2. Rules at the Bus Stop

a. Get to your bus stop 5 minutes before your scheduled pick up time.

The school bus driver will not wait for late students.

b. Respect the property of others while waiting at your bus stop.

c. Keep your arms, legs, and belongings to yourself.

d. Use appropriate language.

e. Stay away from the street, road, or highway when waiting for the bus.

f. Wait until the bus stops before approaching the bus.

g. After getting off the bus, move away from the bus.

h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

i. No fighting, harassment, intimidation, or horseplay.

j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus

a. Immediately follow the directions of the driver.

b. Sit in your seat facing forward.

c. Talk quietly and use appropriate language.

d. Keep all parts of your body inside the bus.

e. Keep your arms, legs, and belongings to yourself.

f. No fighting, harassment, intimidation, or horseplay.

g. Do not throw any object.

h. No eating, drinking, or use of alcohol, tobacco, or drugs.

i. Do not bring any weapons or dangerous objects on the school bus.

j. Do not damage the school bus.

4. Consequences

a. Consequences for school bus/bus stop misconduct will apply to all

regular and late routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

(1) Elementary (K-6)

1st offense – warning
2nd offense – 3 school-day suspension from riding the bus
3rd offense – 5 school-day suspension from riding the bus
4th offense – 10 school-day suspension from riding the bus/meeting with parent
Further offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

(2) Secondary (7-12)

1st offense – warning
2nd offense – 5 school-day suspension from riding the bus
3rd offense – 10 school-day suspension from riding the bus
4th offense – 20 school-day suspension from riding the bus/meeting with parent
5th offense – suspended from riding the bus for the remainder of the school year

[Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense.]

(3) Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

(4) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement

and the Department of Public Safety in accordance with state and federal law.

(5) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

(6) Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(7) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;

2. Support safe riding and walking practices, and recognize that students are responsible for their actions;

3. Communicate safety concerns to their school administrators;

4. Monitor bus stops, if possible;

5. Have their children to the bus stop 5 minutes before the bus arrives;

6. Have their children properly dressed for the weather; and

7. Have a plan in case the bus is late.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Paragraphs VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Paragraph VII.D., below.

B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.

C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:

1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;

2. reckless driving;

3. improper or erratic traffic lane changes;

4. following the vehicle ahead too closely;

5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;

6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.

7. driving a commercial vehicle without the proper class of commercial driver's license and/or endorsements for the specific vehicle group being operated or for the passengers or type of cargo being transported;

8. a violation of a state or local law prohibiting texting while driving a commercial vehicle; and

9. a violation of a state or local law prohibiting the use of a hand-held mobile telephone while driving a commercial vehicle.

D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.

E. A school bus driver, with the exception of a driver operating a type A-I school bus, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.

F. A person who operates a type III vehicle and who sustains a conviction as described in Subparagraph VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

VI. SCHOOL BUS DRIVER TRAINING

A. Training

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days

from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the Model School Bus Driver Training Manual.

2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Subparagraph VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;

2. Understand student behavior, including issues relating to students with disabilities;

3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;

4. Know and understand relevant laws, rules of the road, and local school bus safety policies;

5. Handle emergency situations; and

6. Safely load and unload students.

The evaluation must include completion of an individual "school bus driver evaluation form" (road test evaluation) as contained in the Model School Bus Driver Training Manual.

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the *Model School Bus Driver Training Manual.*

2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.

3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.

4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.

5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic.

For purposes of this paragraph, "school bus" has the meaning given in Minnesota Statutes 169.011, subdivison 71:~~.~~

"School bus" means a motor vehicle used to: (1) transport pupils to or from a school defined in Minnesota Statutes, section 120A.22, or to or from school-related activities, by the school or a school district, or by someone under an agreement with the school or a school district; or (2) provide training on the operation of the vehicle for purposes specified in clause (1) to employees of the school, school district, or a person under agreement with the school or school district.

A school bus does not include a motor vehicle transporting children to or from school for which parents or guardians receive direct compensation from a school district, a motor coach operating under charter carrier authority, a transit bus providing services as defined in Minnesota Statutes, section 174.22, subdivision 7, or a vehicle otherwise qualifying as a type III vehicle under Minnesota Statutes, section 169.011, subdivision 71, paragraph (h), when the vehicle is properly registered and insured and being driven by an employee or agent of a school district for nonscheduled or nonregular transportation.

In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10

or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.

2. Type III vehicles must be painted a color other than national school bus yellow.

3. Type III vehicles shall be state inspected in accordance with legal requirements.

4. Vehicles model year 2007 or older must not be used as type III vehicles to transport school children, except those vehicles that are manufactured to meet the structural requirements of federal motor vehicle safety standard 222, Code of Federal Regulations, title 49, part 571.

5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.

6. A "type III vehicle" must not be outwardly equipped and identified as a type A, B, C, or D bus.

7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.

8. Type III vehicles must be equipped with mirrors as required by law.

9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.

10. Any type III vehicle used to transport students must carry emergency equipment including:

a. ~~a.~~ Fire extinguisher~~.~~

A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.

b. ~~First aid kit and b~~Body fluids cleanup kit.

A ~~minimum of a 10-unit first aid kit and a~~ body fluids cleanup kit is required. ~~They~~ The kit must be contained in a ~~–~~removable, moisture- and dust-proof container~~s~~ mounted in an accessible place within the driver's compartment and must be marked to indicate ~~their~~ the kit's identity. ~~and location~~.

c. First Aid Kit

A first aid kit meeting the requirements as defined in the current version of the National School Transportation Specifications and Procedures (NSTSP) must be provided in vehicles model year 2027 and newer. All other vehicles may contain a minimum of a ten-unit first aid kit, as specified in Minnesota Rules 1993, part 3520.5120, or a first aid kit meeting the requirements of the NSTSP. After January 1, 2030, all type III vehicles must be equipped with a first aid kit meeting the requirements of the NSTSP.

~~e~~d. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.

11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.

12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.

13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the

following conditions:

a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.

b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:

(1) safe operation of a type III vehicle;

(2) understanding student behavior, including issues relating to students with disabilities;

(3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;

(4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;

(5) handling emergency situations;

(6) proper use of seat belts and child safety restraints;

(7) performance of pretrip vehicle inspections;

(8) safe loading and unloading of students, including, but not limited to:

(a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;

(b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;

(c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;

(d) placing the type III vehicle in "park" during loading and unloading;

(e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and

(9) compliance with Paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.

c. A background check or background investigation of the operator has been conducted that meets the requirements under Minnesota Statutes, section 122A.18, subdivision. 8, or Minnesota Statutes, section 123B.03 for school district employees; Minnesota Statutes, section 144.057 or Minnesota Statutes, Chapter 245C for day care employees; or Minnesota Statutes, section 171.321, subdivision 3, for all other persons operating a type III vehicle under this section.

d. Operators shall submit to a physical examination as required by Minnesota Statutes, section 171.321, subdivision 2.

e. The operator's employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minnesota Statutes, section 181.951, subdivisions 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.

f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minnesota Statutes, section 171.321, subdivision 5.

g. A person who sustains a conviction, as defined under Minnesota Statutes section 609.02, of violating Minnesota Statutes sections 169A.25, § 169A.26, § 169A.27 (driving while impaired offenses), or 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minnesota Statutes, sections 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.

h. A person who has ever been convicted of a disqualifying offense as defined in Minnesota Statutes sections 171.3215, subdivision 1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not

operate a type III vehicle.

i. A person who sustains a conviction, as defined under Minnesota Statutes section 609.02, of a moving offense in violation of Minnesota Statutes Chapter 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.

j. Students riding the type III vehicle must have training required under Minnesota Statutes section 123B.90, subdivision 2 (See Paragraph II.B., above).

k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.

2. The type III vehicle must bear a current certificate of inspection issued under Minnesota Statutes section 169.451.

3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I "Activity" Buses Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class D driver's license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:

a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.

b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.

c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.

d. The operator has submitted to a background check and physical examination as required by Minnesota Statutes section 171.321,

subdivision 2.

e. The operator has a valid driver's license and has not sustained a conviction of a disqualifying offense as set forth in Minnesota Statutes section 171.02, subdivisions 2a(h) - 2a(j).

f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration's "Guideline for the Safe Transportation of Preschool Age Children in School Buses," if child safety restraints are used by passengers, in addition to the training required in Section VI., above.

g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.

2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.

3. A school bus operated under this section must bear a current certificate of inspection.

4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.

B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).

C. School bus drivers and bus assistants for special education students requiring special transportation service because of a disability shall be trained in basic first aid procedures, shall within 1 month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.

D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of a disability. The information shall state:

1. the student's name and address;

2. the nature of the student's disabilities;

3. emergency health care information; and

4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.

B. All school vehicles shall be state inspected in accordance with legal requirements.

C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.

D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required by Minnesota Statutes section 171.321, subdivision 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

Legal References: Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.42 (Textbooks; Individual Instructor or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. § 123B.90 (School Bus Safety Training)
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
Minn. Stat. § 123B.935 (Active Transportation Safety Training)
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
Minn. Stat. Ch. 169 (Traffic Regulations)
Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)
Minn. Stat. § 169.02 (Scope)
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
Minn. Stat. § 169.446, Subd. 2 (Driver Training Programs)
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
Minn. Stat. § 169.454 (Type III Vehicle Standards)
Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
Minn. Stat. § 171.168 (Notification of Conviction for Violation by a Commercial Driver)
Minn. Stat. § 171.169 (Notification of Suspension of License of Commercial Driver)
Minn. Stat. § 171.321 (Qualifications of School Bus Driver)
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
Minn. Stat. §181.951 (Authorized Drug and Alcohol Testing)
Minn. Stat. Ch. 245C (Human Services Background Studies)
Minn. Stat. § 609.02 (Definitions)
Minnesota Rules 1993, part 3520.5120
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
49 C.F.R. § 383.5 (Transportation Definitions)
49 C.F.R. § 383.51 (Disqualification of Drivers)
49 C.F.R. Part 571 (Federal Motor Vehicle Safety Standards)

Cross References: Burnsville-Eagan-Savage School District Policy 416 (Drug, Alcohol and Cannabis Testing)
Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)

Burnsville-Eagan-Savage School District Policy 515 (Protection and Privacy of Pupil Records)
Burnsville-Eagan-Savage School District Policy 707 (Transportation of Public Students)
Burnsville-Eagan-Savage School District Policy 708 (Transportation of Nonpublic Students)
Burnsville-Eagan-Savage School District Policy 710 (Extracurricular Transportation)

Adopted: 1/10/2019 *Burnsville-Eagan-Savage School District Policy 722*
Reviewed: PRC 08/18/2026~~12/11/25~~
Revised: 1/8/2026
Rescinds

722 PUBLIC DATA REQUESTS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. Confidential Data on Individuals

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

B. Data on Individuals

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

C. Data Practices Compliance Officer

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

D. Government Data

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

E. Individual

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

F. Inspection

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

G. Not Public Data

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

H. Nonpublic Data

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

I. Private Data on Individuals

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

J. Protected Nonpublic Data

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

K. Public Data

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

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

L. Public Data Not on Individuals

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

M. Public Data on Individuals

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

N. Responsible Authority

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

O. Summary Data

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

IV. REQUESTS FOR PUBLIC DATA

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

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

a. Date the request is made;

b. A clear description of the data requested;

c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and

d. Method to contact the requestor (such as phone number, address, or email address).

2. Unless specifically authorized by statute, the school district may not require persons to identify themselves, state a reason for, or justify a request to gain access to public government data. A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data.

3. The identity of the requestor is public, if provided, but cannot be required by the government entity.

4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.

B. The responsible authority will respond to a data request at reasonable times and places as follows:

1. The responsible authority will notify the requestor in writing as follows:

a. The requested data does not exist; or

b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or

(1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.

(2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.

c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.

2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.

3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.

4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.

5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

C. If the school district notifies the requesting person that responsive data or copies are available for inspection or collection, and the requesting person does not inspect the data or collect the copies within five business days of the notification, the school district may suspend any further response to the request until the requesting person inspects the data that has been made available, or collects and pays for the copies that have been produced.

V. REQUEST FOR SUMMARY DATA

A. A request for the preparation of summary data shall be made in writing directed to the responsible authority at Diamondhead Education Center, 200 West Burnsville Parkway, Burnsville, MN, 55337.

1. A request for the preparation of summary data must include the following information:

a. Date the request is made;

b. A clear description of the data requested;

c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and

d. Method to contact requestor (phone number, address, or email address).

B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:

1. The estimated costs of preparing the summary data, if any; and

2. The summary data requested; or

3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or

4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.

C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

VI. DATA ~~BY~~ ABOUT AN INDIVIDUAL DATA SUBJECT

A. Collection and storage of all data on individuals and the use and dissemination of private and confidential data on individuals shall be limited to that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.

B. Private or confidential data on an individual shall not be collected, stored, used, or disseminated by the school district for any purposes other than those stated to the individual at the time of collection in accordance with Minnesota Statutes section 13.04, except as provided in Minnesota Statutes section 13.05, subdivision 4.

C. Upon request to the responsible authority or designee, an individual shall be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data.

D. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six (6) months

thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.

E. The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.

F. The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten (10) days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible.

G. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within 30 days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.

H. The determination of the responsible authority may be appealed by a data subject pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the Commissioner of the Minnesota Department of Administration ("Commissioner") shall, before issuing the order and notice of a contested case hearing required by Minnesota Statutes, chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the Commissioner may refer the matter to mediation. Following these efforts, the Commissioner shall dismiss the appeal or issue the order and notice of hearing.

I. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a government entity without regard to the requirements of Minnesota Statutes section 138.17.

J. After completing, correcting, or destroying successfully challenged data, the school district may retain a copy of the Commissioner's order issued under Minnesota Statutes chapter 14 or, if no order were issued, a summary of the

dispute between the parties that does not contain any particulars of the successfully challenged data.

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

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

B. A request for individual subject data must include the following information:

1. Statement that one is making a request as a data subject for data about the individual or about a student for whom the individual is the parent or guardian;

2. Date the request is made;

3. A clear description of the data requested;

4. Proof that the individual is the data subject or the data subject's parent or guardian;

5. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and

6. Method to contact the requestor (such as phone number, address, or email address).

C. The identity of the requestor of private data is private.

D. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.

E. Policy 515 (Protection and Privacy of Pupil Records) addresses requests of students or their parents for educational records and data.

VIII. COSTS

A. <u>Public Data</u>

1. The school district will charge for copies or an electronic data file provided as follows:

a. One hundred (100) or fewer pages of black and white, letter or legal sized paper copies will be charged at twenty-five (25)

cents for a one-sided copy or fifty (50) cents for a two-sided copy.

b. More than one hundred (100) pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.

(1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).

(2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.

c. One-thousand (1,000) or fewer lines of electronic data will be charged at $30.00. Each additional five hundred (500) lines of data will be charged at $5.00.

2. All charges must be paid for in cash in advance of receiving the copies.

B. Summary Data

1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.

2. The school district may assess costs associated with the preparation of summary data as follows:

a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;

b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

C. Data Belonging to an Individual Subject

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

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

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

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

IX. Safe at Home Participants and Data Privacy

Prohibition of Discrimination

The school district must not, on the basis of an individual's status as an Address Confidentiality Program participant where a reasonable person, considering all the circumstances, would conclude that the refusal, different terms or requirements, or other action was motivated by the individual's status as a program participant rather than by a legitimate, nondiscriminatory business purpose, safety or operational concern, or a requirement of federal or state law:

A. refuse to provide education services to an individual;

B. provide services to an individual on different terms or with different requirements
than an individual who is not a program participant; or

C. otherwise discriminate against an individual.

X. Annual Review and Posting

A. The responsible authority shall prepare a written data access policy and a written policy for the rights of data subjects (including specific procedures the school district uses for access by the data subject to public or private data on individuals). The responsible authority shall update the policies each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.

B. Copies of the policies shall be easily available to the public by distributing free copies to the public or by posting the policies in a conspicuous place within the school district that is easily accessible to the public or by posting them on the school district's website.

Data Practices Contacts

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

Data Practices Compliance Official:
Executive Director of Administrative Services
200 W Burnsville Parkway, Burnsville, MN 55337
952-707-2000

Data Practices Designee(s):
Executive Director of Administrative Services
200 W Burnsville Parkway, Burnsville, MN 55337
952-707-2000

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.01 (Government Data)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.025 (Government Entity Obligation)
Minn. Stat. § 13.03 (Access to Government Data)
Minn. Stat. § 13.04 (Rights of Subjects to Data)
Minn. Stat. § 13.05 (Duties of Responsible Authority)
Minn. Stat. § 13.32 (Educational Data)
Minn. Rules Part 1205.0300 (Access to Public Data)
Minn. Rules Part 1205.0400 (Access to Private Data)

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

Resources: MN Department of Administration: Actual Cost
MN Department of Administration: Copy Costs
MN Department of Administration: Education Data

4. Approve, on a First Reading Basis, Changes to Policies: 634: *Internet and Technology Acceptable Use and Safety Policy,* 507.5: *School Resource Officers,* 613: G*raduation Requirement, and* 621: *Literacy and the READ Act* 243

Speaker(s): Dr. Chris Bellmont, Assistant Superintendent

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

Burnsville · Eagan · Savage

Agenda IV.B.4
August 27, 2026

To: Board of Education
Dr. Latanya Daniels, superintendent

From: Dr. Chris Bellmont, assistant superintendent

Date: August 27, 2026

Re: Approve, on a First Reading Basis, Changes to Policies: 634: *Internet and Technology Acceptable Use and Safety Policy,* 507.5: *School Resource Officers,* 613: G*raduation Requirement, and* 621: *Literacy and the READ Act*

Recommendation: That the Board of Education approve, on a first reading basis, changes to Policies: 634: *Internet and Technology Acceptable Use and Safety Policy,* 507.5: *School Resource Officers,* 613: G*raduation Requirement, and* 621: *Literacy and the READ Act.*

Notes:
The following policies were reviewed during the August 18, 2026 Policy Review Committee and the following changes were recommended:

- **634:** MSBA legislative update regarding recent legislation related to nudification laws
- **507.5**: MSBA legislative update that adds provision on duty to identify and chemical irritants
- **613:** MSBA legislative updates to references and resources
- **621:** MSBA legislative update to add READ Act revisions

Adopted: 9/23/2021 *Burnsville-Eagan-Savage School District Policy* 634
Reviewed: PRC 08/18/2026 ~~08/14/2025~~
Revised: 08/28/2025
Rescinds: IIBG and IIBG-E, 524

634 INTERNET AND TECHNOLOGY ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATION PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. DEFINITIONS

A. The term "Electronic Technologies" includes, but is not limited to, computer hardware and software, operating systems, web-based information and applications, telephones and other telecommunications equipment, video and multimedia equipment, information kiosks, and office products such as copiers and printers.

B. The term "District Network" includes any equipment or interconnected system or subsystem that is used in the acquisition, storage, manipulation, management,

movement, control, display, switching, transmission, or reception of data or information. The District Network is inclusive of all infrastructure necessary to provide and manage systems including but not limited to internet access, data, telecommunications, and wifi.

C. The term "user" refers to any person using the District's electronic technologies or network.

V. USE OF SYSTEM IS A PRIVLEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

VI. SECURITY

A. The District has a cybersecurity program which maintains appropriate levels of access to District information and resources. Security practices apply to all users and for all District operations and activities. Unauthorized access, use, transfer, distribution, compromise or change of District data by any employee, student, or any other individual, may result in disciplinary action, which may include a recommendation for termination and other legal action. In order to effectively implement this policy, the District will:

1. Implement standards and procedures to effectively manage and provide necessary access to District data, while at the same time ensuring, to the extent possible, the confidentiality, integrity, and security.

2. Maintain an information security program based on risk assessment that follows relevant best practices in the field of information security.

3. Provide processes for evaluating and vetting software that interfaces with District data, including processes for evaluating third parties and their security practices.

VII. UNACCEPTABLE USES

A. While not an exhaustive list, the following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:

a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;

b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;

c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;

d. information or materials that could cause damage or danger of disruption to the educational process;

e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.

4. Users will not use the school district system to engage in political campaigning.

5. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.

6. Users will not use external proxy servers or other means of bypassing the district's internet content filter or security measures.

7. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.

8. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).

b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:

(1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or

(2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Facebook," "Twitter," "Instagram," "Snapchat," "TikTok," "Reddit," and similar websites or applications.

9. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.

10. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or

exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

11. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.

12. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

13. Users will not access, download, or use a school district website, application, software, program, or other service (1) to nudify an image or video; or (2) nudify an image or video on behalf of a user.

a. "Identifiable individual" means a person that is identifiable:

(1) from the image itself, by the person depicted in the image, or by another person; or

(2) from personal information displayed in connection with the image.

b. "Intimate part" has the meaning given in Minnesota Statutes, section 609.341, subdivision 5.

c. "Nudify" or "nudified" means the process by which:

(1) an image or video is altered or generated to depict an intimate part not depicted in an original unaltered image or video of an identifiable individual; and

(2) the altered or generated image or video is so realistic that a reasonable person would believe that the intimate part belongs to the identifiable individual.

B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons,

the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

D. The District does not support personal equipment. Users will not attach any personal equipment or install software on any District-owned systems. Users may use personal devices on the District's guest WIFI.

VIII. FILTER

A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will use best efforts and industry standard approaches to block or filter Internet access to any visual depictions that are:

1. Obscene;

2. Child pornography; or

3. Harmful to minors.

B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or

2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

C. Access to chat rooms, discussion boards, school-issued email and other forms of direct electronic communications are limited to applications approved by the District and/or hosted within the District domain for the safety and security of minors. Access to communication tools may be adjusted based on student age.

D. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

E. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

F. The District is obligated to monitor and/or review filtering activities.

G. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

IX. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

X. LIMITED EXPECTATION OF PRIVACY

A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.

B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.

C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.

D. Parents may have the right at any time to investigate or review the contents of their child's files and e-mail files in accordance with the school district's Protection and Privacy of Pupil Records Policy.

E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure, or discovery under Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act).

F. It is recommended that electronic mail contain a confidentiality notice, similar to the following:

If the information in this email is related to an individual or student, it may be private data under state or federal privacy law. This individual private data should not be reviewed, distributed or copied by any person other than the intended recipient(s), unless otherwise permitted under law. If you are not the intended recipient, any further review, dissemination, distribution, or copying of this electronic communication or any attachment is strictly prohibited. If you have received an electronic communication in error, you should immediately delete if from your system.

G. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

XI. INTERNET USE AGREEMENT

A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.

B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.

C. By using the district's internet and technology resources, users accept the terms of this policy.

XII. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The

school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XIII. USER NOTIFICATION

A. All users shall be notified of the school district policies relating to Internet use.

B. This notification shall include the following:

1. Notification that Internet use is subject to compliance with school district policies.

2. Disclaimers limiting the school district's liability relative to:

   a. Information stored on school district diskettes, hard drives, or servers.

   b. Information retrieved through school district computers, networks, or online resources.

   c. Personal property used to access school district computers, networks, or online resources.

   d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.

3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.

4. Notification of password ownership and password protection procedures.

5. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.

6. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.

7. Notification that student email addresses may be provided to District-approved third-party provides for access to educational tools and content.

8. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Public and Private Personnel Data Policy, and Protection and Privacy of Pupil Records Policy.

9. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.

10. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XIV. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.

B. Parents will be notified that their students will be using school district resources/accounts to access the Internet.

XV. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS

A. "Technology provider" means a person who:

1. contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and

2. creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.

B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

1. identify each curriculum, testing, or assessment technology provider with access to educational data;

2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and

3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:

1. the technology provider's employees or contractors have access to educational data only if authorized; and

2. the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.

F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

XVI. SCHOOL-ISSUED DEVICES

A. "School-issued device" means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student's dedicated personal use. A school-issued device includes a device issued through a one-to-one program.

B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:

1. any location-tracking feature of a school-issued device;

2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or

3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.

C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:

1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;

2. the activity is permitted under a judicial warrant;

3. the school district is notified or becomes aware that the device is missing or stolen;

4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;

5. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or

6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.

D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

XVII. PERSONAL DEVICE ACCESS

A. Personal Devices may be used only on the district's guest WIFI and must abide by the district's Acceptable Use Policy.

B. Personal devices may not be connected to other networks besides public WIFI and may not be connected to any district equipment.

C. Though guests may use their personal devices and expect some aspects of privacy, use of our network and systems have the following expectations:

1. **Use at your own risk.** Use of the Burnsville-Eagan-Savage District 191 network is at the device owner's discretion and therefore Burnsville Public Schools is not responsible for any loss, damage or adverse effects that may occur to a device while on our network.

2. **The District 191 network is filtered**. Known inappropriate and/or malicious sites, and many non-instructional sites, are blocked. Use of the district network and systems requires that owners of personal devices adhere to legal and ethical conduct, and refrain from attempting to access blocked content.

3. **Expectation of privacy**. Access to the contents of a personal devices is governed by local and federal laws. However, while accessing The District 191 network, systems and buildings, there is not a right to privacy of any content, and as such, may be monitored for inappropriate or illegal activities.

4. **District 191 reserves the right to maintain records of usage.** Burnsville-Eagan-Savage District 191 immediately terminates the privilege to use its network should it become aware that the network is being used for inappropriate or illegal activities. The district reserves the right to take appropriate action in the event inappropriate or illegal activities are discovered on our systems or network.

XVIII. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

XIX. IMPLEMENTATION; POLICY REVIEW

A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.

B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.

C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.

D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

XX. LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the internet.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.73 (School Cell Phone Policy)
Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and

Kindergarten)
Minn. Stat. § 125B. 15 (Internet Access for Students)
Minn. Stat § 125B.26 (Telecommunications/Internet Access Equity Act)
Minn. Stat. § 325E.91 (Prohibition on Nudification Technology)
Minn. Stat. § 609.341, Subd. 5 (Definitions)
15 U.S.C § 6501 *et seq.* (Children's Online Privacy Protection Act)
17 U.S.C § 101 *et seq.* (Copyrights)
47 U.S.C § 254 (Children's Internet Protection Act of 2000 (CIPA))
20 U.S.C § 6751 et se. (Enhancing Education Through Technology Act of 2001)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Mahanoy Area Sch. Dist. v. B.L., 594 U.S. 180, 141 S. Ct. 2038 (2021)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969)
States v. American Library Association, 539 U.S. 194 (2003)
Sagehorn v. Indep. Sch. Dist. No. 728, 122 F.Supp.2d 842 (D. Minn. 2015)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, 894 F.Supp.2d 1128 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W. 2d 811 (Minn. App. 2011) aff'd on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
JS v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

Cross References:

Burnsville-Eagan-Savage School District Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Burnsville-Eagan-Savage School District Policy 406 (Public and Private Personnel Data)
Burnsville-Eagan=Savage School District Policy 422 (Policies Incorporated by Reference)
Burnsville-Eagan-Savage School District Policy 498 (Political Campaign & Activities)
Burnsville-Eagan-Savage School District Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)
Burnsville-Eagan-Savage School District Policy 514 (Bullying Prohibition Policy)
Burnsville-Eagan-Savage School District Policy 515 (Protection and Privacy of Pupil Records)
Burnsville-Eagan-Savage School District Policy 519 (Interviews of Students by Outside Agencies)
Burnsville-Eagan-Savage School District Policy 521 (Student Disability Nondiscrimination)
Burnsville-Eagan-Savage School District Policy 522 (Student Sex Nondiscrimination)Burnsville-Eagan-Savage School District Policy 524 (Personal Electronic Communication Devices Including Cell Phones)

Burnsville-Eagan-Savage School District Policy 603 (Curriculum Development)
Burnsville-Eagan-Savage School District Policy 604 (Instructional Curriculum)
Burnsville-Eagan-Savage School District Policy 606 (Textbooks and Instructional Materials)
Burnsville-Eagan-Savage School District Policy 622 (Copyright Policy)
Burnsville-Eagan-Savage School District Policy 806 (Emergency Operations Policy)
Burnsville-Eagan-Savage School District Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

Adopted: 08/22/2024 *Burnsville-Eagan-Savage School District Policy 507.5*
Reviewed: PRC ~~01/20/2026~~8/16/2026
Revised: 12/12/2024
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 Ppparagraphs 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 Ppparagraph 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 (6) 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 sixty (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.

VI. DUTY TO IDENTIFY

A. A law enforcement officer must identify the law enforcement agency or other entity employing the individual, the individual's last name, and the individual's identification number if the individual is:

1. licensed by the Board of Peace Officer Standards and Training; or

2. an officer employed by a federally recognized Tribe, as defined in 25 United States Code, section 450b(e).

B. A law enforcement officer satisfies the requirements of Paragraph A. above if:

1. the officer wears a uniform that clearly identifies the law enforcement agency or other entity employing the officer and displays any combination of a badge, nameplate, identification patch, or other label that clearly identifies the officer's last name and identification number;

2. the officer wears body armor or a protective suit for the purposes of crowd control or participation as a member of a special weapons and tactics team, and displays any combination of a badge, nameplate, identification patch, or other label that clearly identifies the law enforcement agency or other entity employing the officer and the officer's identification number; or

3. upon request, the officer states the required information or provides a card that includes the required information.

VII. USE OF CHEMICAL IRRITANTS

The school district must provide information about the use of any chemical irritant, smoke screen, or diversionary device deployed within a building as required under Minnesota Statutes, section 626.745.

Legal References: Minn. Stat. § 120A.05, subds. 9, 11, and 13 (Definitions)
Minn. Stat. § 123B.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)

Resources:
MN House of Representatives: School Resource Officers (accessed 10/02/25)
MN Department of Public Safety: School Resource Officer Training (accessed 10/02/25)
MN Department of Public Safety: FAQs for Mandated School Resource Officer (SRO) Requirements (accessed 10/02/25)
U.S. Department of Education: FAQs on Photos and Videos under FERPA (accessed 10/02/25)
U.S. Department of Education: School Resource Officers, School Law Enforcement Units, and the Family Educational Rights and Privacy Act (FERPA) (accessed 10/02/25)
U.S. Department of Education: Does FERPA distinguish between School Resource Officers (SROs) and other local police officers who work in a school? (accessed 10/02/25)

Adopted: 4/1997 *Burnsville-Eagan-Savage School District Policy 613*
Reviewed: PRC 08/18/2602/27/2025
Revised: 08/14/2025
Rescinds: IKF

613 GRADUATION REQUIREMENTS

I. PURPOSE

The purpose of this policy is to set forth requirements for graduation from the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that all students must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

III. DEFINITIONS

A. "Credit" means a student's successful completion of a semester of study or a student's mastery of the applicable subject matter, as determined by the school district.

~~B. "English language learners" or "ELL" student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency~~.

~~C.~~B. Individualized Education Program" or "IEP" means a written statement developed for a student eligible by law for special education and services.

~~D.~~C. "Required standard" means: a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, health, and the arts. Locally developed academic standards in health apply until statewide rules implementing statewide health standards under Minnesota Statutes, section 120B.021, subdivision 3, are required to be implemented in the classroom.

~~E.~~D. "Section 504 Accommodation" means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.

IV. DISTRICT ASSESSMENT ADMINISTRATOR

The ~~Assessment, Data and Research Coordinator~~Directors of Elementary and Secondary Education shall serve as District Assessment Coordinators. Said persons shall be in charge of all test procedures and shall bring recommendations to the school board annually for approval.

V. ASSESSMENT GRADUATION REQUIREMENTS

A. Graduation Requirements

Students' state graduation requirements, based on a longitudinal, systematic approach to student education and career planning, assessment, instructional support, and evaluation, include the following:

1. Achievement and career and college readiness in mathematics, reading, and writing, consistent with Minnesota Statutes, section 120B.307, subdivision 4, paragraph (d), ~~consistent with paragraph (k)~~ and to the extent available, to monitor students' continuous development of and growth in requisite knowledge and skills; analyze students' progress and performance levels, identifying students' academic strengths and diagnosing areas where students require curriculum or instructional adjustments, targeted interventions, or remediation; and, based on analysis of students' progress and performance data, determine students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student; and

2. Consistent with this paragraph and Minnesota Statutes section 120B.125 beginning in grade 6 and no later than grade 9, age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for postsecondary remediation.

3. Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.

B. Targeted Instruction Plan

1. A student under Subparagraph V.A.1. above must receive targeted, relevant, academically rigorous, and resourced instruction which may include a targeted instruction and intervention plan focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.

2. Consistent with Minnesota Statutes, sections 120B.13, 120B.30, 124D.09, 124D.091, 124F.08, and related sections, an enrolling school or district must actively encourage a student in grade 11 or 12 who is identified as academically ready for a

career or college to participate in courses and programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment under this subdivision to graduate from high school.

3. As appropriate, students through grade 12 must continue to participate in targeted instruction, intervention, or remediation and be encouraged to participate in courses awarding college credit to high school students.

4. A student's progress toward career and college readiness must be recorded on the student's high school transcript.

VI. GRADUATION CREDIT REQUIREMENTS

Students who first enrolled in grade 9 in the 2024-2025 school year or later must successfully complete 46 high school level credits for graduation:

A. Credit Requirements

1. Eight credits of language arts;

2. Six credits of mathematics sufficient to satisfy all academic standards in mathematics;

3. Six credits of science, including two credits to satisfy all the earth and space science standards for grades 9 through 12, two credits to satisfy all the life science standards for grades 9 through 12, and two credits to satisfy all the chemistry or physics standards for grades 9 through 12;

4. Seven credits of social studies, including one credit of geography, two credits of world history, two credits of American history, one credit of government & citizenship in 11th or 12th grade, and one credit of economics;

5. Two credits in the arts sufficient to satisfy the academic standards;

6. One credit of health;

7. One credit of physical education sufficient to satisfy the state standards;

8. One credit of personal finance in grade 11or 12;

9. Incoming 9th graders must complete one credit of College and Career Planning, required during the 9th grade year. This requirement may be met by:

    1. Success 191, AVID Elective 9, college and career planning content-based English language development course, or coursework aligned to IEP transition goals.

2. Students enrolling in subsequent years will be required to complete an additional elective to meet the total number required for graduation; and

10. Thirteen credits of electives.

B Credit Equivalencies

1. A one-half credit of economics taught in a school's agricultural, food, and natural resources education or business education program or department may fulfill a one-half credit in social studies under Paragraph A.4., above, if the credit is sufficient to satisfy all of the academic standards in economics.

2. An agriculture science or career and technical education credit may fulfill the elective science credit required under Paragraph A.3., above, if the credit meets the state physical science, life science, earth and space science, chemistry, or physics academic standards or a combination of these academic standards as approved by the school district. An agriculture or career and technical education credit may fulfill the credit in chemistry or physics required under Paragraph A.3., above, if the credit meets the state chemistry or physics academic standards as approved by the school district. A student must satisfy either all of the chemistry academic standards or all of the physics academic standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit under Paragraph A.3, above.

3. A career and technical education credit may fulfill a mathematics or arts credit requirement under Paragraph A.2 or ParagraphA.5, above.

4. A computer science credit may fulfill a mathematics credit requirement under Paragraph A.2, above, if the credit meets state academic standards in mathematics.

5. A Project Lead the Way credit may fulfill a mathematics or science credit requirement under Paragraph A.2 or Paragraph A.3., above, if the credit meets the state academic standards in mathematics or science.

6. An ethnic studies course may fulfill a social studies, language arts, arts, math, or science credit if the course meets the applicable state academic standards. An ethnic studies course may fulfill an elective credit if the course meets applicable local standards or other requirements.

VII. GRADUATION STANDARDS REQUIREMENTS

A. All students must demonstrate their understanding of the following academic standards:

1. District determined standards, Health (K-12)

2. District determined standards, Career and Technical Education (K-12) and

3. District determined standards, World Language (K-12)

B. Academic standards in health, world languages, and career and technical education will be reviewed as part of the curriculum review process. A school district must use the current world languages standards developed by the American Council on the Teaching of Foreign Languages.

C All students must satisfactorily complete the following required Graduation Standards in accordance with the standards developed by the Minnesota Department of Education (MDE):

1. Minnesota Academic Standards, English Language Arts K-12;

2. Minnesota Academic Standards, Mathematics K-12;

3. Minnesota Academic Standards, Science K-12;

4. Minnesota Academic Standards, Social Studies K-12;

5. Minnesota Academic Standards, Physical Education K-12; and

6. Minnesota Academic Standards, Arts K-12.

B. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

VIII. EARLY GRADUATION

Students may be considered for early graduation, as provided for within Minnesota Statutes, section 120B.07, upon meeting the following conditions:

A. All course or standards and credit requirements must be met;

B. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and

C. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

IX. HIGH SCHOOL DIPLOMA FOR VETERANS

A. Diploma

The school district must, upon a request under Paragraph B. below issue a high school diploma to a veteran as defined in Minnesota Statutes, section 197.447 who was unable to complete their high school education for reasons related or unrelated to their military service, and who served:

1. during the Korean Conflict; or

2. during the Vietnam War.

B. Request

A veteran may request a diploma on their own behalf, or a family member may make a posthumous request on behalf of a deceased veteran or service member. The high school diploma is awarded based on the veteran's knowledge and experience gained while in service, or the veteran's other relevant lived experience. The school district may require the veteran or veteran's requestor to provide evidence that the veteran was a Minnesota public school student or is a current Minnesota resident.

C. No Report Required

The school district is not required to report on diplomas issued under Minnesota Statutes, section 127A.135.

D. Assistance

The Minnesota Department of Veterans Affairs and county veteran service officers may provide assistance to districts fulfilling diploma requests, including but not limited to verification of discharge paperwork.

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.024 (for Reviewing Curriculum, Instruction, and Student Achievement; Striving for Comprehensive Achievement and Civic Readiness))
Minn. Stat. § 120B.07 (Early Graduation)
Minn. Stat. § 120B.11 (School District Process) for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness))
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
Minn. Stat § 120B.251 (Ethnic Studies Requirements)
Minn. Stat. § 120B.30 (General Requirements; Statewide Assessments Minn.

Stat. § 120B.303 (Assessment Graduation Requirements)
Minn. Stat. § 120B.307 (College and Career Readiness)
Minn. Rules Part 3501.0660 (Academic Standards For Kindergarten through Grade 12)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820 (Academic Art Standards for Kindergarten through Grade 12)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1200-1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
Minn. Stat. § 127A.135 (High School Diploma for Veterans)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: Burnsville-Eagan-Savage School District Policy 104 (School District Mission Statement)
Burnsville-Eagan-Savage School District Policy 601 (School District Curriculum and Instruction Goals)
Burnsville-Eagan-Savage School District Policy 614 (School District Testing Plan and Procedure)
Burnsville-Eagan-Savage School District Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
Burnsville-Eagan-Savage School District Policy 616 (School District System Accountability)

Adopted: 10/26/2023 *Burnsville-Eagan-Savage School District Policy 621*
Reviewed: PRC 08/18/26~~02/12/26~~
Revised: 02/12/2026
Rescinds:

621 LITERACY AND THE READ ACT

I. PURPOSE

This policy aligns with Minnesota law established in the Read Act and on other topics related to reading.

II. GENERAL STATEMENT OF POLICY

The school district recognizes the centrality of reading in a student's educational experience.

III. DEFINITIONS

A. "Evidence-based" means the instruction or item described is based on reliable, trustworthy, and valid evidence and has demonstrated a record of success in increasing students' reading competency in the areas of phonological and phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Evidence-based literacy instruction is explicit, systematic, and includes phonological and phonemic awareness, phonics and decoding, spelling, fluency, vocabulary, oral language, and comprehension that can be differentiated to meet the needs of individual students. Evidence-based instruction does not include the three-cueing system, as defined in subdivision 16.

B. "Fluency" means the ability of students to read text accurately, automatically, and with proper expression.

C. "Foundational reading skills" includes phonological and phonemic awareness, phonics and decoding, and fluency. Foundational reading skills appropriate to each grade level must be mastered in kindergarten, grade 1, grade 2, and grade 3. Struggling readers in grades 4 and above who do not demonstrate mastery of grade-level foundational reading skills must continue to receive explicit, systematic instruction to reach mastery.

D. "Literacy specialist" means a person licensed by the Professional Educator Licensing and Standards Board ~~as a teacher of reading, a special education teacher, or a kindergarten through grade 6 teacher,~~ who has completed professional development approved by the Minnesota Department of Education (MDE) in structured literacy. ~~A literacy specialist employed by the department under~~

~~Minnesota Statutes, section 120B.123, subdivision 7, or by a district as a literacy lead, is not required to complete the approved training before August 30, 2025.~~

E. "Literacy lead" means a literacy specialist with expertise in working with educators as adult learners. A district literacy lead must support the district's implementation of the Read Act; provide support to school-based coaches; support the implementation of structured literacy, interventions, curriculum delivery, and teacher training; assist with the development of personal learning plans; and train paraprofessionals and other support staff to support classroom literacy instruction. A literacy lead may be employed by one(1) district, jointly by two (2) or more districts, or may provide services to districts through a partnership with the regional service cooperatives or another district.

F. "Multitiered system of support" or "MTSS" means a systemic, continuous improvement framework for ensuring positive social, emotional, behavioral, developmental, and academic outcomes for every student. The MTSS framework provides access to layered tiers of culturally and linguistically responsive, evidence-based practices and relies on the understanding and belief that every student can learn and thrive. Through an MTSS at the core (Tier 1), supplemental (Tier 2), and intensive (Tier 3) levels, educators provide high quality, evidence-based instruction and intervention that is matched to a student's needs; progress is monitored to inform instruction and set goals and data is used for educational decision making.

G. "Oral language," also called " expressive language," and ~~or~~ "receptive language" includes speaking and listening, and consists of five components: phonology, morphology, syntax, semantics, and pragmatics. Oral language also includes sign language, in which speaking and listening skills are defined as expressive and receptive skills, and consists of phonology, including sign language phonological awareness, morphology, syntax, semantics, and pragmatics.

H. "Parent" means a student's parent or legal guardian.

I. "Phonemic awareness" means the ability to notice, think about, and manipulate individual sounds in spoken syllables and words.

~~I~~J. "Phonics instruction" means the explicit, systematic, and direct instruction of the relationships between letters and the sounds they represent and the application of this knowledge in reading and spelling.

~~J~~K. "Progress monitoring" means using data collected to inform whether interventions are working. Progress monitoring involves ongoing monitoring of progress that quantifies rates of improvement and informs instructional practice and the development of individualized programs using state-approved screening that is reliable and valid for the intended purpose.

~~K~~L. "Reading comprehension" means a function of word recognition skills and language comprehension skills. It is an active process that requires intentional thinking during which meaning is constructed through interactions between the text and reader. Comprehension skills are taught explicitly by demonstrating, explaining, modeling, and implementing specific cognitive strategies to help beginning readers derive meaning through intentional, problem-solving thinking processes.

~~L~~M. "Structured literacy" means an approach to reading instruction in which teachers carefully structure important literacy skills, concepts, and the sequence of instruction to facilitate children's literacy learning and progress. 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. This approach is consistent with the principles identified in the science of reading and is designed to ensure all students develop strong foundational literacy skills.

~~M~~N. "Three-cueing system," also known as "meaning structure visual (MSV)," means a method that teaches students to use meaning, structure and syntax, and visual cues when attempting to read an unknown word.

~~N~~O. "Vocabulary development" means the process of acquiring new words. A robust vocabulary improves all areas of communication, including listening, speaking, reading, and writing. Vocabulary growth is directly related to school achievement and is a strong predictor for reading success.

IV. READING SCREENER; PARENT NOTIFICATION AND INVOLVEMENT

A. ~~A.~~ The school district must administer an approved reading screener to students in kindergarten through grade 3 within the first six (6) weeks of the school year, by February 15 each year, and again within the last six (6) weeks of the school year. A district must provide vendor-approved screening accommodations to students with documented accommodation plans.

A district must administer an approved reading screener to students in grades 4 and above who are not reading at grade level at least once per year until the student reaches grade-level proficiency. The screener must be one of the screening tools approved by MDE.

B. The school district must identify any screener it uses in the district's annual literacy plan, and submit screening data with the annual literacy plan by June 15.

C. Schools, after administering each screener, must follow the language access plan under Minnesota Statues, section 123B.32 and give the parent of each student who is not reading at or above grade level timely information about:

1. the student's reading proficiency as measured by a screener approved by MDE;

2. reading-related services currently being provided to the student and the student's progress; and

3. strategies for parents to use at home in helping their student succeed in becoming grade-level proficient in reading in English and in their native language.

D. For students enrolled in dual language immersion programs, the school district must measure the student's reading proficiency in English or in the program's partner language, if available, according to Article V below. Following its language access plan under Minnesota Statutes, section 123B.32, the school district must notify families with timely information about students' reading proficiency, including how the student's reading proficiency is assessed, any reading-related services or supports provided to the student and the student's progress, and strategies for families to use at home in helping students succeed in becoming grade-level proficient in reading in English or the partner language. The dual language immersion program may provide information about national research on reading proficiency for students in dual language immersion programs in the parent notification.

E. The school district may not use this section to deny a student's right to a special education evaluation.

V. IDENTIFICATION AND REPORT

A. Students enrolled in kindergarten, grade 1, grade 2, and grade 3, including multilingual learners and students receiving special education services, and students enrolled in dual language immersion programs, must be universally screened for mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, oral language, and for characteristics of dyslexia as measured by a screening tool approved by MDE. The screening for characteristics of dyslexia may be integrated with universal screening for mastery of foundational skills and expressive or receptive language mastery. The screening tool used must be a valid and reliable universal screener that is highly correlated with foundational reading skills. ~~For students reading at grade level, beginning in the winter of grade 2, the oral reading fluency screener may be used to assess reading difficulties, including characteristics of dyslexia, without requiring a separate screening of each subcomponent of foundational reading skills~~.

B. The school district must submit data on student performance in kindergarten, grade 1, grade 2, and grade 3 on foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language to MDE in the annual local literacy plan submission due on June 15.

C. For students enrolled in dual language immersion programs:

1. if students are screened in the partner language, they must be screened at the same interval as the screenings in English under Paragraph A above;

2. if the program provides instruction in foundational reading skills in English, the students receiving that instruction must be screened in English;

3. if the program provides instruction in foundational reading skills in the partner language, the students receiving that instruction must be screened in the partner language;

4. if no screener is available in the partner language, the school district must identify how students' reading proficiency is assessed and how the school district determines and provides targeted reading instruction in the partner language and supports to students identified as needing additional support in developing mastery of foundational reading skills; and

5. the partner language screening tool must be approved by the school district for kindergarten through grade 3 students.

D. Students in grades 4 and above, including multilingual learners and students receiving special education services, who, are not reading at grade level must be screened for reading difficulties, including characteristics of dyslexia, using a screening tool approved by MDE and must continue to receive evidence-based instruction, interventions, and progress monitoring until the students achieve grade-level proficiency. A parent, in consultation with a teacher, may opt a student out of the literacy screener if the parent and teacher decide that continuing to screen would not be beneficial to the student. In such limited cases, the student must continue to receive progress monitoring and literacy interventions.

E. Reading screeners in English, and in the predominant languages of school district students where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of multilingual learners. The school district must use an approved, developmentally appropriate, and culturally responsive screener and annually report summary screener results to the MDE Commissioner ("Commissioner") by June 15 in the form and manner determined by the Commissioner.

F. An English language learner must be screened for characteristics of dyslexia according to the vendor's assessment guidelines.

G. The school district must include in its literacy plan a summary of the district's efforts to screen, identify, and provide interventions to students who demonstrate

characteristics of dyslexia as measured by a screening tool approved by MDE. With respect to students screened or identified under Minnesota Statutes, section 120B.12, subdivision 2, paragraph (a), the report must include:

1. a summary of the school district's efforts to screen for characteristics of reading difficulties, including dyslexia;

2. the number of students universally screened for that reporting year;

3. the number of students demonstrating characteristics of dyslexia for that year; and

4. an explanation of how students identified under this subdivision are provided with alternate instruction and interventions under Minnesota Statutes, section 125A.56, subdivision 1.

VI. INTERVENTION

A. For each student identified under the screening identification process, the school district shall provide aligned and targeted reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year.

B. The school district must implement progress monitoring, as defined in Minnesota Statutes, section 120B.119, for a student not reading at grade level.

C. The school district must use evidence-based curriculum and intervention materials at each grade level that are designed to ensure student mastery of phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. If the school district purchases new literacy curriculum, or literacy intervention or supplementary materials, the curriculum or materials must be evidence-based as defined in Minnesota Statutes, section 120B.119.

D. If a student does not read at or above grade level by the end of the current school year, the school district must continue to provide aligned and targeted reading intervention as defined by the MTSS framework until the student reads at grade level. School district intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs that specialize in evidence-based instructional practices and measure mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language.

E. By the 2025-2026 school year, intervention programs must be taught by an intervention teacher or special education teacher who has successfully completed training in evidence-based reading instruction approved by MDE. Intervention may include but is not limited to requiring student attendance in summer school,

intensified reading instruction that may require that the student be removed from the regular classroom for part of the school day, extended-day programs, or programs that strengthen students' cultural connections.

F. The school district must determine the format of the personal learning plan in collaboration with the student's educators and other appropriate professionals. The school must develop the learning plan in consultation with the student's parent or guardian. The personal learning plan must include targeted instruction that is evidence-based and ongoing progress monitoring, and address knowledge gaps and skill deficiencies through strategies such as specific exercises and practices during and outside of the regular school day, group interventions, periodic assessments or screeners, and reasonable timelines. The personal learning plan may include grade retention, if it is in the student's best interest; a student may not be retained solely due to delays in literacy or not demonstrating grade-level proficiency. A school must maintain and regularly update and modify the personal learning plan until the student reads at grade level. This paragraph does not apply to a student under an individualized education program.

VII. LOCAL LITERACY PLAN

A. The school district must adopt a local literacy plan to have every child reading at or above grade level every year beginning in kindergarten and to support multilingual learners and students receiving special education services in achieving their individualized reading goals. The school district must update and submit the plan to the Commissioner by June 15 each year. The plan must be consistent with the Read Act, and include the following:

1. a process to assess students' foundational reading skills, oral language, and level of reading proficiency and the screeners used, by school site and grade level, under Minnesota Statutes, section 120B.123;

2. a process to notify and involve parents;

3. a description of how schools in the school district will determine the targeted reading instruction that is evidence-based and includes an intervention strategy for a student and the process for intensifying or modifying the reading strategy in order to obtain measurable reading progress;

4. evidence-based intervention methods for students who are not reading at or above grade level and progress monitoring to provide information on the effectiveness of the intervention;

5. identification of staff development needs, including a plan to meet those needs;

6. the curricula used by school site and grade level and, if applicable, the district plan and timeline for adopting evidence-based curricula and materials starting in the 2025-2026 school year;

7. a statement of whether the school district has adopted an MTSS framework;

8. student data using the measures of foundational literacy skills and mastery identified by MDE for the following students:

    a. students in kindergarten through grade 3;

    b. students who demonstrate characteristics of dyslexia; and

    c. students in grades 4 to 12 who are identified as not reading at grade level.

9. the number of teachers and other staff that have completed training approved by the department.

10. the number of teachers and other staff proposed for training in structured literacy;

11. how the district used funding provided under the Read Act to implement the requirements of the Read Act;

12. beginning as soon as practicable after the end of fiscal year 2026, how the district used literacy aid funding received under Minnesota Statutes, section 124D.98; ~~and~~

13. beginning on December 31, 2025, for a district with a dual language immersion program:

    a. the program's partner language;

    b. grade levels included in the program;

    c. the language used to screen students' foundational reading skills;

    d. the percentage of grade 3 students taking the Minnesota Comprehensive Assessments; and

    e. the number of students in the program in grades 4 to 12 who are identified as not reading at grade level, and

14. beginning with the 2026-2027 school year, a description of how schools in the district will use the school library media center to complement students' foundational reading skills.

B. Annually, by June 15, the school district must post its literacy plan on the official school district website and submit it to the Commissioner using the template developed by the Commissioner.

C. The school district must use a streamlined template developed by the Commissioner for local literacy plans that meets the requirements of Minnesota Statutes, section 120B.12, subdivision 4a, and requires all reading instruction and teacher training in reading instruction to be evidence-based.

VIII. STAFF TRAINING

A. The district must provide training from a menu of approved evidenced-based training programs to the following teachers and staff in accordance with Minnesota Statutes section 120B.12, subdivision 1, paragraphs (b) and (c) by July 1, 2026:

1. reading intervention teachers working with students in kindergarten through grade 12;

2. all classroom teachers of students in kindergarten through grade 3 and children in prekindergarten programs;

3. kindergarten through grade 12 special education teachers responsible for foundational reading instruction;

4. curriculum directors;

5. instructional support staff, contractors, and volunteers who assist in providing reading interventions under the oversight and monitoring of a trained licensed teacher; and

6. employees who select literacy instructional materials for a district; and

7. teachers holding English as a second language teaching licenses.

B. The school district must provide training from a menu of approved evidence-based training programs to the following teachers by July 1, 2027:

1. teachers who provide foundational reading instruction to students in grades 4 to 12;

2. teachers who provide instruction to students in a state-approved alternative

program; and

3. teachers who provide instruction to students in dual language immersion programs.

The Commissioner may grant a school district an extension to these deadlines.

C. By August 30, 2025, the school district must employ or contract with a literacy lead, or be actively supporting a designated literacy specialist through the process of becoming a literacy lead. The school board may satisfy the requirements of this subdivision by contracting with another school board or cooperative unit under Minnesota Statutes, section 123A.24 for the services of a literacy lead by August 30, 2025. The school district literacy lead must collaborate with school district administrators and staff to support the school district's implementation of requirements under the Read Act.

D. Training provided by the following may satisfy the professional development requirements under this Article:

1. a certified trained facilitator; or

2. a training program that MDE has determined meets the professional development requirements under the Read Act.

E. Beginning July 1, 2027, an educator required to receive training under Minnesota Statutes, section 120B.123, subdivision 5, paragraph (a), who is new to the state of Minnesota or is a newly licensed teacher who did not receive instruction in the teaching of foundational reading skills based on structured literacy, must complete one (1) of the approved required trainings. Training must be offered through the regional literacy network and facilitated by a local certified trained facilitator. MDE must review district literacy lead waiver requests and grant waivers to educators new to the state or educators who provide reading instruction exclusively using alternatives to sound-based approaches, and who have completed the professional development requirements consistent with this subdivision.

F. For the 2024-2025, 2025-2026 and 2026-2027 school years only, the hours of instruction requirement under Minnesota Statutes, section 120A.41 for students in elementary and secondary school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9 and 13, is reduced by 5-1/2 hours for a district that enters into an agreement with the exclusive representative of the teachers that requires teachers to receive at least 5-1/2 hours of approved evidence-based training required under this subdivision, on a day when other students in the district receive instruction.

The hours of instruction reduction for secondary school students is applicable only for the 2025-2026 and 2026-2027 school years.

G. An educator who was first enrolled in an elementary, special education, or early childhood education Minnesota-approved teacher preparation program on or after June 1, 2026, does not need to receive additional training according to Minnesota Statutes, section 120B.123, subdivision 5, paragraph (a).

H. All professional development and digital curriculum resources must comply with the accessibility standards developed according to Minnesota Statutes, section 16E.03, subdivision 9. Professional development provided in accordance with the Read Act is subject to the requirements of Minnesota Statutes, section 363A.43.

IX. STAFF DEVELOPMENT

A. The school district must provide training programs on evidence-based reading instruction to teachers and instructional staff in accordance with subdivision 1, paragraph (b). The training must include teaching in the areas of phonemic awareness, phonics, vocabulary development, reading fluency, reading comprehension, and culturally and linguistically responsive pedagogy.

B. The school district shall use the data under Article V. above to identify the staff development needs so that:

1. elementary teachers are able to implement explicit, systematic, evidence-based instruction in the five reading areas of phonemic awareness, phonics, fluency, vocabulary, and comprehension with emphasis on mastery of foundational reading skills as defined in Minnesota Statutes, section 120B.1118 and other literacy-related areas including writing until the student achieves grade-level reading and writing proficiency;

2. elementary teachers have sufficient training to provide students with evidence-based reading and oral language instruction that meets students' developmental, linguistic, and literacy needs using the intervention methods or programs selected by the school district for the identified students;

3. licensed teachers employed by the school district have regular opportunities to improve reading and writing instruction;

4. licensed teachers recognize students' diverse needs in cross-cultural settings and are able to serve the oral language and linguistic needs of students who are multilingual learners by maximizing strengths in their native languages in order to cultivate students' English language development, including oral academic language development, and build academic literacy; and

5. licensed teachers are well trained in culturally responsive pedagogy that enables students to master content, develop skills to access content, and build relationships.

C. The school district must provide staff in early childhood programs sufficient training to provide children in early childhood programs with explicit, systematic instruction in phonological and phonemic awareness; oral language, including listening comprehension; vocabulary; and letter-sound correspondence.

X. LITERACY INCENTIVE AID USES

The school district must use its literacy aid to meet the requirements and goals adopted in the school district's local literacy plan.

Legal References: Minn. Stat. § 120B.119 (Read Act Definitions)
Minn. Stat. § 120B.12 (Read Act Goal and Interventions)
Minn. Stat. § 120B.123 (Read Act Implementation)
Minn. Stat. § 123A.24 (Withdrawing from a Cooperative Unit; Appealing Denial of Membership)
Minn. Stat. §124D.68 (Graduation Incentives Program)
Minn. Stat. § 124D.98 (Literacy Incentive Aid)
Minn. Stat. § 125A.56 (Alternate Instruction Required before Assessment Referral)
Minn. Stat. § 363A.43 (Continuing Education; Accessibility)

Cross References: None

5. Approve, on a First Reading Basis, Changes to Policy Regulation 206R: *Listening Session Guidelines* 284

Speaker(s): Dr. Latanya Daniels, Superintendent

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

Agenda IV.B.5
August 27, 2026

To: Board of Education

From: Dr. Latanya Daniels, superintendent

Date: August 27, 2026

Re: Approve, on a First Reading Basis, Changes to Policy Regulation 206R: *Listening Session Guidelines*

Recommendation: That the Board of Education approve, on a first reading basis, changes to Policy Regulation 206R: *Listening Session Guidelines*.

Notes:
The following regulation was discussed during a recent Board of Education Work Session on August 13, 2026 and was revisited at the August 18, 2026 Policy Review Committee and the following changes are recommended at this time:

- Update to regulation language to more clearly present arrival guidelines for registered speakers at a listening session

District One91 285

Future Ready. Community Strong.

Guidelines for Listening Sessions

Welcome to a listening session hosted by members of the Burnsville-Eagan-Savage School District 191 Board of Education. We appreciate you taking the time to be here tonight.

The purpose of the listening sessions is to gather ideas, concerns, feedback and questions from our One91 community (see Policy 206 for public comment participant definition). Board members and the Superintendent value public input in the deliberations and decisions of school district matters.

At listening sessions, Board members or the Superintendent may ask clarifying questions or seek additional information but they will not make decisions.

How this works:

1. All listening session participants must have **pre-registered by noon one day** prior to the scheduled listening session in which they are requesting to speak. Registration for the listening session can be done by emailing or calling the board administrative assistant at solsendickhausen@isd191.org or at 952-707-2005, or by completing the form available on the District website.

2. Two Board members and the Superintendent or designee will be present at the listening session location from 5:45 pm - 6:15 pm. **If no speakers, are pre-registered by noon the day prior to the meeting, the listening session will be cancelled.**

3. Registered speakers are asked to arrive by 5:40p.m. Speakers forfeit their right to speak if they do not check in by 5:55 p.m. Board members will call on speakers in the order that people signed up.

4. One person at a time will speak so everyone can hear.

5. Time is limited, so if you are coming as a group, please designate one spokesperson to speak on behalf of the group.

6. The facilitating Board member shall promptly rule out of order any discussion by any person, including School Board members, that would violate the provisions of state or federal law, Policy 206 or the statutory rights of privacy of an individual.

7. Personal attacks by anyone addressing the Board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the School Board.

8. The Board can impose limitations and restrictions as necessary to provide an orderly, efficient and fair opportunity for those present to be heard.

9. The school board reserves the right to conclude the listening session in the event that audio or video recordings are being made and when such recordings may present a barrier to participation. Please know that the Listening Session Protocols and Guidelines are slated to change effective November 1, 2025. Starting November 1st, signing up to speak at listening sessions will occur until noon, one day prior to the scheduled listening session.

10. If an interpreter is needed, please contact the board administrative assistant 1-week prior to the meeting

Please be aware that listening sessions must end at 6:15 p.m. so Board members and the Superintendent can be in place for the start of Board meetings. Thank you for your participation.

6. Adopt a Resolution to Accept Donations 288

Speaker(s): Dr. Latanya Daniels, Superintendent

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

Burnsville · Eagan · Savage

Agenda IV.B.6.
August 27, 2026

To: Board of Education

From: Dr. Latanya Daniels, superintendent

Date: August 21, 2026

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

RESOLUTION TO ACCEPT DONATIONS

WHEREAS,

1. School Board Policy 706 establishes guidelines for the acceptance of gifts to the District; and

2. Minnesota Statute 123B.02, Subd. 6 states the School Board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated; and

3. Minnesota Statute 465.03 states the School Board may accept a grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members; and

4. Businesses and individuals have submitted donations to the district;

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

Moved by:_____ Seconded by:_____

Members in favor of the motion: Members opposed:

Whereupon said Resolution was declared duly passed and adopted on August 27, 2026.

_____

Clerk – Board of Education

5/27/2026	United Healthcare	Burnsville High School	Weight Room Equipment	Rower (1); Cable pull weight machine (2); Recumbent Bike (1); Elliptical (2); Treadmill (2)
4/28/2026	Edina Realty Foundation	BrainPower in a BackPack	Program support	$3500
5/13/2026	Prince of Peace, Burnsville	BrainPower in a BackPack	Program support	$1000
5/13/2026	Pamela Voigt	BrainPower in a BackPack	Program support	$5000
5/18/2026	Joanne Morrissey	BrainPower in a BackPack	Program support	$100
5/18/2026	Ronald Roelke	BrainPower in a BackPack	Program support	$20
8/18/2026	Burnsville Savage Lions	BrainPower in a BackPack	Program support	Food donation
5/20/2026	Noreen and James Cole	BrainPower in a BackPack	Program support	$50
5/27/2026	Joanne Young and Thomas Church	BrainPower in a BackPack	Program support	$1000
8/5/2026	Costco	Burnsville High School	Backpack donation	Gift Card
8/10/2026	GIVEMN / MIGHTYCAUSE	BrainPower	Program support	$100
8/10/2026	GARY AND CATHERINE ROCKLITZ	BRAINPOWER	PROGRAM SUPPORT	$5000
8/10/2025	YSA	BRAINPOWER	PROGRAM SUPPORT	$1000
8/10/2026	Theresa Lienau	BRAINPOWER	PROGRAM SUPPORT	$135.95
8/10/2026	WELLS FARGO EMPLOYEE DONATION	BRAINPOWER	PROGRAM SUPPORT	$6
8/10/2026	KING FAMILY FOUNDATION	BRAINPOWER	PROGRAM SUPPORT	$1000
8/10/2026	JOANNE MORRISSEY	BRAINPOWER	PROGRAM SUPPORT	$100
8/10/2026	Anonymous	Food & Nutrition Services	Students in need of meal account funds	$135.71
10/10/2026	Savage Police Department	Hidden Valley Elementary	School Supplies for Students	Notebooks, backpacks, tissues, pencils, glue sticks

Total Cash Donations – $18,147.66

7. Approve, on a First and Final Reading, Guidelines for Sharing School Board Meetings 291

Speaker(s): Dr. Latanya Daniels, Superintendent

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

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Agenda IV.B.7.
August 27, 2026

To: Board of Education

From: Dr. Latanya Daniels, superintendent

Date: August 27, 2026

Re: Approve, on a First Reading Basis, Guidelines for Sharing School Board Meetings

Recommendation: That the Board of Education approve, on a first and final reading, the updated guidelines for sharing school board meetings.

Notes:
This guideline document was discussed during a recent Board of Education Work Session on August 13, 2026 to review the impact and effectiveness of current practices. After reviewing data and evaluating outcomes, updates to the document were recommended and can be found in the attached guidelines.

Attachment: Redline Draft of Guidelines for Sharing School Board Meetings

Guidelines for Sharing School Board Meetings

Statement of Purpose:
It is our responsibility as a school district to be transparent with our community.

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

Regular and Special Board Meetings:

1. Full audio-visual transmissions using multiple cameras. Presentations shared as part of live-streaming.
2. Live access online www.isd191.org and on BCTV, as possible.
3. Recordings will be posted online www.isd191.org, as well as via BCTV and Savage TV, where possible.
4. All Regular Board Meetings will be live-streamed and recorded, as possible.
5. All Special Board Meetings except those involving expulsions, as well as the survey and interview process for superintendent searches and school board openings, will be live-streamed and recorded, as possible.
6. Special Board Meetings addressing student expulsions will not be recorded or live-streamed.
7. Recordings involving the interview process for both openings will become public once the given round of interviews is complete.
8. Recordings involving the survey process for either opening will become public once the respective survey window has closed.

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

- Full audio-visual transmissions using a single stationary camera and microphones, where possible. Presentations are not shared as part of live-streaming.
- Live access online www.isd191.org and on BCTV, as possible.

- Recordings will be posted online www.isd191.org, as well as via BCTV and Savage TV, where possible.
- ~~All Legislative Committee Meetings, Policy Review Committee meetings, Workshops, and~~ Work Sessions will be live-streamed and recorded, as possible.

Policy references:

205 Open Meetings and Closed Meetings

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

8. Approve Board Planning Document for 2026-2027 School Year 295
Speaker(s): Abigail Alt, School Board Chair

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

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Agenda IV.B.8.
August 27, 2026

To: Board of Education
Dr. Latanya Daniels, superintendent

From: Abigail Alt, board chair

Date: August 27, 2026

Re: Approve Board Planning Document for 2026-27 School Year

Attachments:

- Redline Board Planning Document

	July	August	September	October	November	December	January	February	March	April	May	June			
Board Development: Goal setting and self-eval		1) MSBA Summer Seminar (Twin Cities). 2) Placeholder: Retreat: board development. (e.g. CPSS, Strategic Plan review, ice breaking exercises, Teamworks, etc.) MSBA Phase I & II Training	In odd years: Contract with and schedule a date in Nov/December with MSBA to complete full BOE self-eval. In even years: contact MSBA to schedule completion of MSBA's simple online survey.		1) Review Board Goals 2) In odd years, complete full BOE self eval with MSBA. In even years, complete MSBA simple online survey and receive report back for review.	Odd years: retreat with MSBA to review BOE self eval. Even years: BOE retreat to review BOE self eval report generated by MSBA's simple online survey. MSBA Phase I & II Training (virtual)	MSBA Leadership Conference and Phase Trainings. Minneapolis.	1) MSBA Officer Training (Chair, Vice Chair, Clerk)	COSSBA Conference held in March for 20267		Work Session: set 3-4 goals for the coming year (prior to sup eval closed session). Goals aligned to Strategic Plan.	Board meeting: review and establish board goals.			
Sup evaluation		Retreat: Vice chair leads review sup eval tool and final sup goals in preparation for the upcoming eval cycle		Work Session:Update sup eval tool.		Placeholder: Superintendent Mid-Year Evaluation Closed Session	Superintendent Mid-Year Evaluation Closed Session (if not held in December)	Executive Assistant creates two documents: one for the superintendent self evaluation and one for the board evaluation. At the end of February, the self evaluation is sent to the superintendent to complete.	The superintendent's self-evaluation is sent to the vice chair by March 31.	BOE compiles individual assessments. Facilitated by vice chair. BOE submits sup eval to vice chair for compilation. Individual board members compile short list of proposed goals for the coming year. Goals aligned to Strategic Plan.	Closed session: review eval together w sup and set sup goals for the coming year (might be two separate meetings). Sup goals set after board sets its own goals.	Board meeting: BOE presents public statement, and posts public statement in BoardBook. Proof of sup eval and topline results (signed by sup and Chair) are placed in sup's HR file. Then, board and sup create and share sup goals for next year.			
Budget	Annual audit work begins Monitor Enrollment	Weekly enrollment management ~~Adopt "Board Priorities"~~	Certify Local Levy		Fall Enrollment Report to board. Receive and approve audit FY256	Work Session Placeholder: Initial discussion around enrollment projections (December or January) 1) Truth in Taxation hearing. 2) Report on FY27 Preliminary Current Reality a) Present timeline, process, and overview publicly (including dates for site, staff, student, and community input.) b) Open online input form with clear end-date for submission and c) clear end-date identified for final BOE budget discussion.	~~1) Board Approval of Revised FY26 Budget (second mtg)~~ ~~Budget input form open to public~~ Approve Fiscal Agencies Present budget assumption at Board meeting, share budget timeline & tease opportunity for feedback Provide direction on budget targets	~~: Present Current Reality and Parameters, Initial Feedback, Budget Scenarios and Timeline~~ ~~Second Meeting~~ ~~Placeholder: 1) Report on FY27 Budget Preliminary Investments 2) Achievement and Integration Budget and 3) Worksession to discuss FY27 Budget Preliminary Investments (Online input form is closed.)~~ Present proposed budget at Board meeting, share with families and staff, post revised budget online and open feedback opportunity. Schedule public budget presentation. Placeholder: First Meeting of the month - Work Session to review FY27 Budget	~~Placeholder: 2nd Meeting of Board: Board meeting to present final adjustments by department based on input, or/have a report on the FY27 Preliminary Budget Recommendations~~ ~~e.g. (Mgmt): final planning sessions among leadership, dept heads, and principals based on staff, community, BOE feedback:~~ Approve A & I Budget BOE Report about results and learnings of engagement; present updated/final budget adjustments Placeholder: Work Session - Review FY27 Preliminary Budget. Placeholder: ProPay Closed Session	~~Placeholder: First Meeting: Final Budget Adjustments Work Session Placeholder: First Meeting: Work Session for FY27 Budget Discussion and Resolutions for Staff Adjustments and Second Meeting FY27 Budget Feedback Report During this month~~ ~~School and Community Feedback meetings held for staff and families.~~ Report Internal: HR notifications of staffing adjustments Approve Self-funded rates. Placeholder: ProPay Closed Session	Work Session Placeholder (e.g. Legislative Impacts on budget)	~~First Meeting Placeholder: Report on FY27 Adopted Budget and Work Session to hold final discussion on FY27 Budget. Second Meeting: Deadline to Approve FY27 Budget and if needed, Establish FY26 Committed Fund Balance~~ Approve committed funds and budget. Last window to release staff. Approve liability insurance. Prepare final adopted budget for presentation and approval.			
Board Priorities		Board meeting: Approve Board Programming Priorities and Staffing Retention Protections for the coming year.									Placeholder: Work Session: Review HR research into board priorities. Discuss initial list of proposed board programming priorities and staffing retention protections.	Work Session: review final list of board programming priorities and staffing retention protections.			
Onboarding New Board Members (as needed)		MSBA Summer Seminar.	Superintendent meets with school board candidates, with option to add a panel of three board members who are not up for reelection.		Assign mentor to new board members.	Mentor and sup begin onboarding process, once oath of office is signed. Monthly 1:1 meetings through the following December. Mentor and sup review Board Planning Document with new board members.	MSBA Leadership Conference. Phase I & II Trainings								
Policy		Monthly committee meetings to edit and review existing policy, as well as to add new policy. Monthly review meetings between policy committee chair and superintendent.													

	July	August	September	October	November	December	January	February	March	April	May	June
Legislative		Self Nominate for the MSBA Delegate Assembly (odd years) Review SCALE Legislative Priorities and provide feedback.			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 Release of local educational advocacy legislative priorities.	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. Legislative Forum MSBA Delegate Assembly Placeholder: Invitation to legislatures (as needed).	Advocacy calendar of events begins. Placeholder: Invitation to legislatures (as needed).		MSBA and AMSD Advocacy Days at the Capitol.		Advocacy efforts end.	
Election	Post Candidate Filing on website (even years) Candidate Filing period begins (even years)	Placeholder: Candidate Filing continues (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 (only needed when making a change)	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 & Northstar Report Information	Kindergarten Literacy, READ Act Update and Achievement & Integration Report			Literacy Updates		Addressing Disparities: Academic, Multilingual, Discipline/Exclusion	College and Career Readiness Graduation Rates	Annual Innovation Report	Read Well / READ Act Update-~~Implementation~~ Voices: Staff, Parent, Student
Annual Events		Night to Unite State of the District All Staff Welcome Back 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~~		~~Preliminary report to the board~~										~~Summary 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 FY2~~7~~8 Budget Assumptions and parameter options	Placeholder on Meetings for Odd Years: Negotiations Strategy		Antipated notification from Collective Bargaining Units to begin negotiations		
Joint Meetings/Sessions w/ Local Authorities	Security meetings held with the local police and fire departments held every 3-4 years or as needed.	Joint Meetings with the City of Burnsville are held every 1-2 years.										
Reports/Updates	MN Student Survey Results (different than our yearly district survey) shared every three years. Next report due January 2029.	MDE North Star Data Link and Communication Summary due to BOE in September										
	Notes:											
	1. Placeholder term means that the related item may have some flexibity in when they are addressed by the board.											

V. Adjourn

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